

IEMSA Board of Directors Meeting
MINUTES
West Des Moines Fire Station #17
1401 Railroad Ave., West Des Moines
January 16, 2003

Attendees: Board Members: Rosemary Adam, Evan Bensley, Cheryl Blazek, John Copper, Jeff Dumermuth, Cindy Hewitt, Jerry Johnston, Jeff Messerole, Mark Postma, Lori Reeves, Rod Robinson, Bruce Thomas; Executive Director: Gary Ireland; Office Manager: Karen Kreider; Guests: Ray Jones, John Hill, Nella Seivert, Dave Cole, Joe Ferrell; Proxies: Ric Jones, Steve Noland, Melissa Sally-Mueller, Dana Sechler

- I. Call To Order – The January 16, 2003 IEMSA Board of Directors meeting was called to order at 10:10 a.m. by Jeff Messerole, President.
- II. Determination of Quorum/Proxies – A quorum was established. Proxies were noted.
- III. Minutes of December 19th, 2002 Meeting – The minutes of the December 19, 2002 IEMSA Board of Directors meeting were approved as written. Adams/Dumermuth/Unanimous
- IV. Reorder of Agenda - Election of Officers – Jerry Johnston announced that nominations were open for the offices of President and Secretary of the IEMSA Board of Directors and that so far, Jeff Dumermuth has been nominated as a candidate for President of the IEMSA Board of Directors and Rosemary Adam has been nominated as a candidate for Secretary of the IEMSA Board of Directors. Nominations for President were closed. A motion was made that the current Secretary cast one ballot for himself to become the next President of the IEMSA Board of Directors. Thomas/Adam/Unanimous A motion was made to cast one ballot for Rosemary Adam to become the next Secretary of the IEMSA Board of Directors. Thomas/Hewitt/Unanimous Jerry announced that, as a result of the ballots cast, the Officers of the IEMSA Board of Directors for the next year will be: Jeff Dumermuth – President, Cindy Hewitt – Vice President, Rosemary Adam – Secretary, and Bruce Thomas – Treasurer. Jeff Messerole, the current President will become the Immediate Past President, thus completing the Executive Committee.
- V. Executive Director's Report – Gary Ireland
 1. Gary received an e-mail from Tom Hancock of the Fireman's Association requesting help on behalf of a group called Paramedics For Children. An official motion was not necessary, just awareness. The decision was made to put this information in the newsletter and on the IEMSA web site.
 2. He also received a letter from Steve Vanderbrink regarding an issue that could come up legislatively – a change in the rules for PAD (Public Access Defibrillation) services in Iowa. A discussion regarding use, protocol language and protection of the EMS system was held. Gary was directed to write a paper regarding IEMSA's position on the issue.
 3. Gary recommended that IEMSA become a member of the Firemen's Association. He was instructed to proceed with this and keep the President and Legislative Chairperson informed.
 4. Gary reported that no one has applied for the Medical Liaison Board seat as of yet. Rosemary noted that Dr. Hanson may have some genuine interest in this seat and she will follow up.
 5. The HRSA Cooperative met; the main issue was that an RFP for Assessment was given to a company in Kansas. This is due to be completed in the Spring.
 6. Gary noted that IEMSA is probably at the point where it should officially take positions on issues, and that these positions be published in the newsletter and on the web site. Mark Postma noted that a consistent format and process should be established and followed on such documents, and that they be approved by the Board. He added that Board members must be knowledgeable of the issues before they are asked to vote on them. Gary will start the process by writing a position paper on the funding issue. He will

present that at the February Board meeting for discussion and approval.

Side Bar - Jeff Dumermuth asked that the Executive Director and the Bureau of EMS provide the Board with written reports at least a week in advance of the meeting so that Board members can read the reports and be prepared for a discussion on the issues.

7. Gary would like information on the percentage of Iowa that is touched by EMS vs Fire. He needs these statistics to support the needs of EMS during the continuous funding issue to make sure that funds are split appropriately.
8. A new issue regarding Practical Exams was introduced. He noted that it is possible that EMS Practical Exams be done by an entity other than the Bureau and that IEMSA might be the appropriate entity to do this. A discussion was held and Gary was directed to explore the issue and keep the Board posted.

VI. Treasurer's Report - Bruce reviewed the P & L/Budget, noting that due to budgeting restraints, guidelines will need to be reviewed as the 2003 budget is prepared. He requested budget items from Committee Chairs AS SOON AS POSSIBLE. 2003'S budgetary challenge will be to concentrate on areas where we can achieve efficiencies. He commended the Board and staff for their efforts to work within budget. Bruce reviewed the balance sheet and announced that he will be closing out IEMSA's savings account and transferring those funds to the checking account due to a decline in interest earned. The fixed asset is investment account; can we move some funds from the checking account into the investment account. We need to reenergize the Finance Committee to review the needs of association and to select the best way to gain additional interest. We also need to practice fiscal conservatism to protect the organization - to build on our resources and be prepared for potential emergencies. Jerry Johnston offered to serve on Finance Committee. A motion was made to accept the Treasurer's Report. Messerole/Adam/Unanimous

VII. Office Manager's Report - Karen Kreider, Office Manager reported that Regional IEMSA Membership is as follows: NC - 230, NE - 283, NW - 160, SC - 353, SE - 377, SW - 312, and non-resident - 45 for a total of 1760. She noted that renewal notices are going out regularly and that an effort will be made to renew memberships that lapsed between 2000 and 2002. She also noted that she will be researching membership software in the near future to be able to collect accurate, pertinent data on IEMSA's membership and to collect a history of attendance at conferences for future planning purposes.

VIII. Bureau of EMS Report - Ray Jones reported that:

1. Contracts have gone through the system 8 times, noting that 47 contracts are going out, 21 are in the final process, 15 have internal numbers, and 12 counties are still pending
2. Staff restructuring continues - Mark McMahon starts his new position as data person on January 31st; there is one more position to hire.
3. The Bureau's Leadership conference is February 28th. HIPPA issues will be presented in the morning; the afternoon will focus on grants, contracts and resources that may be available.
4. Look for restructuring on data being required by the Bureau.
5. The final draft of DNR legislation was distributed. Ray noted that the Medic Alert bracelet is to be used as the universal identifier. A sample of the order form and the bracelet were circulated and discussed. A universal form, protocol, and identifier are part of the legislation. This may be used not only by terminally ill patients, but individuals who, for whatever personal reason, desire not to be resuscitated.
6. Joe Ferrell distributed and reviewed information on the small pox pre-event vaccination timeline. He also distributed a calendar of training events regarding terrorism awareness; "Emergency Response to Terrorism, Tactical Considerations are Important for EMS Providers" is to be available mid year and later.
7. There will be a Child/Passenger Safety Conference in Ames on February 3rd.
8. The Childhood and Youth Injury Prevention Conference will be held on September 17th in Des Moines.

IX. Committee Reports – According to the Bylaws, the new President must appoint Committee Chairs. Jeff asked that Board members consider committee responsibilities, and asked for volunteers. Any Board member interested in serving as chairperson or member of a Committee should contact Jeff D or Karen.

1. Legislative – Mark Postma

Σ EMS Day on the Hill – February dates were not available as originally thought, so March 20th is the date. It was recommended that IEMSA forgo an EMS Day on the Hill this year and work towards getting one early in February next year. Following a discussion on possible dates for 2003 that would be earlier than March 20 and not necessarily on a Thursday produced a new date for EMS on the Hill. That date will be February 11 with the Board meeting following at 1:00 p.m. at a location to be determined. Dave Cole will confirm this with Cal and make the necessary arrangements. Karen will send a postcard announcing the event to all EMS services.

Σ Iowa DOT “for hire” regulation – Mark researched this issue and found that some regulations state that “for hire” ambulances are not exempt from reporting/licensing requirements and they need to be. DOT can issue a letter indicating that “exemption.” If DOT will not comply, pursuing this issue legislatively is a possibility. Ray Jones noted that the Bureau has already discussed this issue with the Attorney General and that a reply is pending.

Σ Stars of Life Program – Mark reported that he is unavailable to go to Washington, DC. Commitments have already been made to send two recipients. Budget concerns exist regarding the future of this program. IEMSA has completely paid for honorees expenses and has paid for the award winners’ spouses to attend Star of Life events. The date of event is to be announced. Travel coordination will be done through the IEMSA office. Jerry Johnston noted that he is willing to go this year.

2. By-Laws – Jerry reported that he has already been approached about a bylaw change – proposing that the Board be held accountable for attendance at meetings. Jerry noted that this is not a bylaws issue, but a procedural issue. This issue was referred to the Executive Committee for resolution.

3. Newsletter – Rosemary reported that proofs for the December newsletter are still unavailable, even though they have been requested several times. She recommended that the Board make a decision to scratch the current newsletter and take the pertinent articles from that newsletter and publish them in the first quarter 2003 newsletter. Alternative methods of getting the newsletter accomplished were discussed. A motion was made to forgo the Oct/Nov/Dec newsletter and have our current printer do the formatting and printing of the first quarter, 2003 newsletter. Hewitt/Bensley/Unanimous.

4. PI&E/Booth – It was noted that the web page needs to be updated. Cindy Hewitt provided pictures from the Conference that can be used for the site.

5. State Fire Service and Emergency Response Council – No report.

6. Service Directors/Providers- Jerry Johnston reported that a survey is being developed and will be sent to all services to determine needs throughout state and times when they are available to meet. The deadline for response to the survey will in February. A report will be presented in March.

7. Nominating/Elections – The card calling for nominations is out and some nominations have been made already. Nominations cease on January 31st. The ballot is due out on February 7th. The new Regional Representatives will take their Board seats at the March meeting. Nominations received to date are for Mark Postma-SE, Bill Fish-SW, John Hill-NW, Kirk Dighton-NE, Brad Madsen-SC, Judy Rurup-NC and Nella Seivert – SW. One person will be seated per region. People will only vote for their region. Jerry introduced Cheryl Blazek who is replacing Connie on Education.

8. Annual Conference –Lori reported that Joe Ferrell, Kyle Brown, Karen are serving on the Committee, and that they met in Dec. Brad Manson and Cheryl Blazek will join the Committee. Right now the Committee is looking at big speakers. The Committee will be meeting again in two weeks and will firm up the big speakers and begin looking for regional speakers. The Committee plans to retain the pre-conference workshops and may expand what is available.

9. 911 Telecommunications – No report.

10. Advisory Council - Jeff M reported that the following action was taken at the last Advisory Council meeting:

- Σ Approval of the Nerve Agent SOP
- Σ Approved Out-of-Hospital DNR protocol for publication
- Σ Approved Immobilization to remain intact only for PS

Jeff noted that an additional meeting with physicians and providers will be established, a "scope of practice" group, to address issues such as central lines and where that falls in scope of practice. Many other issues will be addressed at that meeting. Jerry reported on an ad-hoc committee being established to address patient safety issues regarding EMS, primarily medication errors and improper procedures. Jerry circulated a sign up sheet for membership on the committee. He anticipates that this will be a short-term committee. Meetings will be held during the 2nd week of each quarter

11. State Medical Examiner Advisory Council – No report.

12. Disaster Preparedness Advisory Committee – No report. Jeff M noted that IHDC is the new name for this Committee and that it will continue overseeing HRSA, CDC, Iowa DMAT; and how the federal funds are being dispersed.

13. TSAC – Rosemary Adam reported that April 16 is the date for the next meeting.

14. SEQIC – Nella Seivert reported that February 6, 2003 is the date for the next meeting

X. Other Reports

1. Heartland Coalition Report – No report. The next meeting is in March or April of 2003.

XI. New Business

1. Barn Raising I – August 14 & 15 – The Governor's Conference on public health, "Leading the Charge for Community Health" will be held at Drake University. Jeff M. proposed that IEMSA be a part of this program. Gary will participate in the program. Additional participation from membership will be sought as well. The Planning Committee may need funding and planning assistance.

2. IEMSA may want to establish an educational calendar for EMS to be mailed to all services. This issue was referred to the PI&E Committee.

3. An announcement was made about the upcoming Central Iowa EMS Conference. Jeff D. reported that the Pre-conference workshops on Airway Combat Challenge for advanced providers and Pediatric Pre-Hospital Pediatric Care for basic providers would be held on Feb. 27th This is this conference's 25th anniversary. A dance/celebration will be held Friday night at the University Park Holiday Inn.

4. Appreciation was extended to the outgoing President!

XII. Adjournment – Adam/Mess/Unanimous

Next Meeting – February 11, 2003 @ 10:00 a.m.