



**IEMSA Board of Directors Meeting
Minutes**

JUNE 19, 2003 @ 10:00 a.m.

ATTENDEES:

Board Members: Cheryl Blazek, Jeff Dumermuth, Roger Heglund, Cindy Hewitt, John Hill, Brian Jacobsen, Kay Lucas, Jeff Messerole, Steve Noland, Lori Reeves, Rod Robinson, Judy Rurup, Melissa Sally-Mueller, Dana Sechler, Tom Summitt, Bruce Thomas

Staff: Gary Ireland, Karen Kreider

Guests: William Cline, Jerry Johnston, Ray Jones, Connie Leicher, David Cole, Merrill Meese, Deb Burke

Proxies: John Copper, Evan Bensley, Rosemary Adam, Ric Jones, Bill Fish

Absent: Kirk Dighton

- I. Call To Order - Jeff Dumermuth, President – Jeff called the meeting to order at 10:05 a.m.
- II. Determination of Quorum/Proxies - A quorum was determined and proxies were noted.
- III. Minutes of May 21, 2003 - A motion was made to approve the minutes of the May 21, 2003 Board meeting as written. Messerole/Heglund/Unanimous
- IV. Treasurer's Report – Bruce Thomas –
 1. Bruce reviewed the P & L. He noted that interest/investment income will be lacking. He added that membership is a main concern – particularly affiliate and corporate memberships-we need to work hard on this income stream. Expenses appear to be in line.
 2. Bruce reported that he reviewed Karen's response to the Audit Letter from IDPH and noted that may want to look at Bond coverage. This would give security to IEMSA's members that fiscal issues are secure. In addition, he noted that our backup system was questioned in the original letter and that a back up system is now in place.
 3. Bruce noted that fiscal responsibility is of utmost importance. The budget is a breakeven budget, and we are not planning to touch our long-term equity. Savings tools are being researched.
- I. Executive Director's Report – Gary Ireland –
 1. Funding - Gary approached the Principal Financial Group, but found that IEMSA does not fit into their charitable funding plan. He is also looking into the Iowa Council on Foundations for grant sources.
 2. Practical Testing – Discussion continued from the previous month regarding the possibility of IEMSA being the vehicle for the Practical Testing. It was noted that this would be a good income stream for the Association.
 3. Position Papers – Gary asked that a link to our position papers be on IEMSA's home page. Karen will take care of this.
 4. Insurance Check-off – Gary and Cal will meet with WellMark in July.
- I. Administrative Assistant's Report – Karen Kreider
 1. Responses to the "lapsed member" mailing are disappointing. To date, only 5 members have renewed and 117 pieces of mail were undeliverable. Several errors, name changes and other anomalies have been corrected.

2. Web site updates seem to be made accurately and in a timely manner. Direct contact with the Web Master is working out well. We need just a few more board items to finalize the contacts page.
3. IEMSA has purchased, thanks to the AED grant, a digital camera. We are now able to take pictures of AED distribution and training for PR purposes, our board members, new merchandise and other items for updating our web site, and conference events.
4. The new lease for office space is in effect. Our monthly payment has been reduced from \$473 to \$430 because we signed a one-year lease.
5. New Member pins have arrived. These pins were distributed to board members in attendance, as well as to all new members who were on the waiting list since the last supply ran out.
6. All printing quotes that were requested are in and are being evaluated. The plan is to have all IEMSA's printing needs done by one company in an effort to reduce our printing costs.
7. Membership is currently at 1605 and the breakdown is as follows: NC – 215, NE – 258, NW – 146, SC – 328, SE – 355, SW – 260, non-resident – 43.

I. Bureau of EMS Report – Ray Jones

1. Ray reported that the Bureau's budgeting process is underway and that the situation is tight.
2. DNR rules have gone through numerous reviews and are moving ahead. A current draft was distributed and reviewed. DNR legislation only relates to individuals who have a terminal illness. Minor changes are expected.
3. The new AED grant proposal was submitted requesting double what was requested during the last funding period. Ray noted that he doubts the request in total will be successful, but they may get more funding than last time. The new grant allows for each service to purchase their own AED from their preferred vendor.
4. System development grant award letters are due out 6/20. Ray reported that the process has been improved, but they will continue to fine tune it for clarity.
5. The RFP for a new data system is out; success depends on cost; the determination is due out in July.
6. Ray reported that the HRSA Grant funding stream prevailed and that the process is in final stages. He noted that every county is to get appx. \$10,000; first priorities are transport system, computer and internet. Ray noted that a recipient can't supplant current systems; the systems can be used as a mechanism for deployments/alerts, etc. with a side benefit of data reporting. The plan was reviewed. Disaster preparedness/training/equipment and pediatric equipment/training funding are part of grant.
7. Should IEMSA take an official position regarding the loss of the Bureau's Medical Director? YES! Gary will draft a statement and get it to the board review for delivery at the July 9th Advisory Council meeting.

I. Committee Reports

1. Legislative
 - State – Ric Jones – no report -
 - National – Jerry Johnston – death benefits for EMT's were discussed; Medicare relief bills includes EMS issues; a rural relief package exists
1. By-Laws – Jeff Messerole – Jeff reported that the Bylaws Committee is to review the current bylaws and refer changes to Karen via e-mail. The Board will approve the proposed changes at August Board meeting. Notice of the proposed changes will be posted on the web and an announcement to members about the changes will be included in the July-September newsletter.
2. Public Information and Education (PI&E) – In Evan's absence, his report was read:
 - The Internet Link Policy reviewed. A Motion was made to approve the policy as written. Robinson/Messerole/Unanimous
 - Evan also obtained some information on the State Conference Poster concept patterned after the Fire Service Training Bureau's. He

contacted Dawn Beisner at the FSTB. She was the person who had prepared their poster. She agreed to work on the poster AT NO COST to the Association after she had the blessings of Randy Novak. Dawn said she had the posters printed by a firm in Fort Dodge. They ordered 1000 posters and the cost was \$600. This excludes the cost of the mailings. Dawn will work with Evan on the design, but she is requesting that the IEMSA Board provide good photos to use for the poster. Evan will talk with the Training Programs about conference dates in their area at the July 8th Training Programs' "face-to-face" in Ankeny. He would like to mail the poster just after January 1st, 2004.

If you have good photos that may work for the poster, you can mail them to Evan or bring them to the August Board meeting. Other ideas or suggestions can be sent to Evan via e-mail.

- Newsletter – Karen Kreider – Karen reported that it is on schedule.
 - Booth – Melissa Sally-Mueller – Melissa reported that flannel pants and shorts are now available at \$20 (s/m/l/xl)/\$22 (xxl) for the pants and \$15 for shorts. The State Fair booth discussed; the cost/benefit is not up to par, and as such, it was determined not to exhibit at the State Fair this year.
 - Web Page – Dana Sechler – Dana reported that Billy & Karen working well to keep the site up to date
 - Membership – John Hill is willing to work with Karen on recruitment efforts
 - Marketing – no report
1. State Fire Service and Emergency Response Council – Cindy Hewitt – no report
 2. Service Directors/Providers – Jerry Johnston – Jerry reported that the first training session/meeting was held in May and that attendance numbers were disappointing. He recommended that our president send a thank you note for the free use of the facility. The next meeting is scheduled for August 20th. Jerry noted that, if attendance numbers continue to be poor, the committee may want to reevaluate program.
 3. Nominating/Elections – Jeff Dumermuth – Jeff reported that Melissa agreed to serve on the committee to prepare the upcoming ballot. He also reported that, as Vice President, Cindy Hewitt is responsible to recruit an IEMSA member to fill board the vacancy caused by Dana Sechler's resignation. This individual will serve through December 31, 2003. Cindy noted that there are many potential recruits and that she will try to have an individual in place by the August board meeting.
 4. Annual Conference – Lori Reeves – Lori reported that she and Karen met with the Plex staff this morning and found it to be a very productive meeting, noting that all our concerns from last year were addressed. She reported that, contrary to earlier expectations, an increase in the facility's fees for 2003 is not planned; increases are expected for the facility and food for next year. Lori noted that she confirmed next year's conference to be held at the Plex. She also noted that speaker contracts out, the registration form will be separate from newsletter this year and that planning the form is in process.
 5. 911 Telecommunications – Dennis Bachman – no report
 6. Advisory Council – Jeff Messerole – no report till August
 7. State Medical Examiner Advisory Council - Jeff Dumermuth – no report
 8. Disaster Preparedness Advisory Committee – Jeff Messerole – no report
 9. TSAC – Rosemary Adam – no report
 10. SEQIC – Melissa Sally-Mueller & Nella Seivert – no report

I. Other Reports

1. Homeland Security Committee – Steve Noland – Steve distributed and reviewed his report. Copies of this report are available through the IEMSA office. A 3-year educational plan was reviewed.

I. Old Business

1. Medical Director Job Description – Jeff Dumermuth – Dr. Hanson has agreed to accept the position for expenses. The finalization of a Job description for this

position is in process. A Motion was made to approve getting Dr. Hanson on board and to move forward with negotiating the terms of his contract.
Messerole/Sally-Mueller/Unanimous

2. AED Grant – Jeff Dumermuth – Jeff reported that the distribution/media event was held on May 21st. He asked that board members help to distribute any remaining AED's in their regions. Those remaining after the Board distributes to their regions will be mailed. Training for those who require it will be finalized. Expenses have been billed and funds received. Karen noted that, if the distribution and training is complete by August 15, IEMSA will be eligible for a \$500 bonus.
3. Practical Testing – Jerry Johnston – Jerry reported that research is underway and that the project seems doable, although it is an enormous task. A recommendation to the board will be made in Aug/Sept.

I. New Business

1. Executive Director Contract – Jeff Dumermuth – Jeff reported that the Executive Committee met this morning to review the Executive Director's contract. He noted that the Committee has financial concerns as to whether the position can fund itself as was originally intended. The Executive Committee recommended that IEMSA renew the Executive Director's contract for a 6 month period and then review finances to determine if we can afford to continue the position. He also reported that the Board wants to go back to the \$800 consultant fee and pay expenses, as opposed to paying a flat \$1100 which includes expenses. A Motion was made to renew the Executive Director's contract for 6 months @ \$800 and pay expenses as incurred. Sechler/Jacobson/Unanimous. Gary shared his thoughts on this issue and plans for increasing income.
2. Presentations of plaques were made to board members who have retired or are retiring from active service – Jerry Johnston, Dana Sechler, Connie Liecher, Brett Bredman, Mark Postma

- I. Adjournment – A Motion was made to adjourn the IEMSA Board meeting at 12:25 p.m.
Noland/Sechler/Unanimous.