

AEMS Board of Governors Meeting
August 20, 2008
DRAFT Minutes

Board of Members in Attendance: Joe Bracamonte; Amanda Chambers, RN; Martin deMasi; Al Gameros; Garth Gemar, MD; Joe Gibson; Robert Londeree, MD; Terry Mason, RN; Anthony Paul, RN; Nancy Parks, RN; Roy Ryals; and Laurie Wood, RN

Distinguished Guest Members in Attendance: Stephen Powles; David McCarthy; Alyson Welch; Leah Sheppard; Kepra Jack; Nancy Hicks-Arsenault; Jeanie Culver; Candace Reisinger; Karen Broderick; David Gast; Sandy Nygaard; Rhia Whisler; Faith Whipple, RN; Terry Mullins; Mickey Kovach, RN; Mary White, RN; Sheila Bryant, RN; James Nelson; Mike Scherm; Jim Roeder; and Brian Witzeman

- I. Call to Order: 12:10pm
 - a. Introduction of guests: refer to attendance roster

- II. Minutes
 - a. MOTION: approve the minutes of the June 18 board meeting with the following corrections:
 - i. VI.b.i.2: correct ERCP to Electronic patient care record
 - ii. VI.b.4.a.ii.1: correct Ems to EMS
 - b. ACTION: passed unanimously as corrected.

- III. Executive Director's Report:
 - a. June 30 marks the end of the fiscal year and start of year end audit.
 - b. Recreating documents lost in computer malfunction
 - c. AED project distribution
 - d. Survey of members

- IV. Board Officers' Reports
 - a. Treasurer's Report:
 - i. Financial statement:
 1. Presentation of 07/07—6/08 financial statement
 2. Review of 07/08 financial statement including balance sheet.
 3. Discussion of amount of cash in various instruments on hand and need to maintain operating funds sufficient to cover one year activity to compensate for any decrease in usual funding.
 4. MOTION: Accept the 07/07 – 06/08 financial report as presented including any variance from budget.
 5. ACTION: Passed unanimously.
 6. MOTION: Accept the 07/08 financial report as presented including any variance from budget.
 7. ACTION: Passed unanimously.
 - ii. Letter from auditor: new standards have been approved by oversight agencies for auditors that will require additional in-depth review of financial processes and overall financial environment. The option to a full audit is an accounting review. Discussion regarding benefits/risks to each process including difference in cost.
 1. MOTION: Engage accounting firm for formal and complete audit.
 2. ACTION: Passed unanimously.
 - iii. Executive session: Personnel issue
 1. MOTION: Adjust Peggy Baker's salary to reflect a 15% increase effective 9/1.
 2. ACTION: Passed unanimously
 3. Discussion: Executive committee will convene a meeting to establish operational goals for the year and identify any needed resources to accomplish those goals.
 - iv. Budget: Deferred until next meeting.
 - b. Chair's Report
 - i. Received a guide for Disaster preparedness from the Arizona Medical Association. Anyone interested in a copy can contact ArMA.
 - ii. SE Sector Administrative Oversight Committee continues to meet and establish data points for future planning.
 - iii. OUT OF ORDER FROM PUBLISHED AGENDA: Maricopa County Evacuation Planning: Presentation by Bill Tait (ADOT) of Mass Evacuation and Reception Plan. Document distributed and available at ADOT. Included general overview of evacuation routes and resources that will be needed in mass evacuation. Also discussed collaborative efforts with other communities/states.

- V. State Report
 - a. Following 9/19 EMS Council there will be a meeting of Data In Action. Presentations from various EMS participants regarding data and use of information.

- b. National Standardization Task Force will meet on 8/21 to review initiatives for medic training, changes in EMT levels. Will present summary at January EMS council.
- c. All members present encouraged to review ambulance off- load reports.

VI. Functional Group Review

a. Planning and Outreach

- i. Strategic Plan: has been reviewed at the executive committee and widely distributed to the membership at large.

- 1. MOTION: Accept the strategic plan as presented.

- 2. ACTION: Passed unanimously

- ii. 2009 EMS Odyssey

- 1. Planning committee working on agenda, general session speakers.

- 2. Hotel venue established

- iii. EMS week: no report

- iv. Disaster Preparedness

- 1. Central Region Committee: met 7/25 and reviewed upcoming exercises, satellite phones, and credentials. Next meeting 10/24/08

- 2. Maricopa County Disaster Preparedness Council: quarterly meeting held on 08/15. Police department presentation and review of medical evacuation processes.

b. Patient Management

- i. Transfer of Care (FKA Diversion) activities and EMSsystem update.

- 1. West Sector looking at No Divert trial for one month beginning 9/8/08. This is the result of consensus by agencies and hospitals in that sector. Results will be reviewed by the group.

- 2. Some discussion regarding data points for SE Sector processes.

- 3. Administrative Oversight Committee: met on 8/12 and are working to tighten the data review process in order to obtain meaningful conclusions. Off Load times are a key indicator being reviewed. Information indicates that there has been improvement in this but that it has reached a plateau of approximately 15-20 minutes. Committee is still reviewing and discussing anecdotal events. Next meeting 09/09 at Mesa Fire offices (40 N. Center, Mesa AZ)

- ii. Categorization Update

- 1. Checklist Progress Report

- a. 16 returned surveys

- b. 14-15 surveys still need to be returned. All members encouraged to make sure this is completed and submitted to Peggy.

- 2. Resuscitation Centers: All approved facilities are listed on AzDHS website.

- 3. RED Book Update

- a. Disclaimer: The previous disclaimer has been updated to more fully reflect the use of all information as guidelines.

- i. MOTION: Accept the disclaimer as submitted.

- ii. ACTION: Passed unanimously.

- b. Please review for any typographical errors or for any issues that have not been addressed in the document.

c. Trauma

- i. State is continuing to work with all facilities on designation at various levels.

VII. Program and Committee Reports

- a. All committees scheduled to meet 9/18.

VIII. Old business – none

IX. New Business – none

X. Call to the Public – none

XI. Adjournment: meeting adjourned at 2:17pm