

AEMS Board of Governors Meeting
December 17, 2008
Meeting Minutes

Board Members in Attendance: Peggy Baker; Marcia Barry, RN; Martin deMasi; Robert French, MD; John Gallagher, MD; Al Gameros; Garth Gemar, MD; Joe Gibson; Bill Hayes; Debbie Johnston; Mary Kopp, RN; Robert Londeree, MD; Terry Mason, RN; Nancy Parks, RN; and Roy Ryals

Distinguished Guests in Attendance: Sandy Nygaard; Jeanie Culver, RN; Kepra Jack, RN; Nancy Hicks-Arsenault, RN; Stephen Powles; Mary White, RN; Paula Broslin; Faith Whipple, RN; Alyson Welch; April Hayes; Russell Bovee; Candance Reisinger, Tomi St. Mars; Patty Holden; David Gast; Ronald Cohen, DO; Mark Smith; Tom Murtha; Ed Armijo; Terry Mullins; and Larry Cartreras

- I. Call to order and introduction of guests
 - a. Meeting Called to order at 12:16pm
 - b. Guests: please refer to attendance roster

- II. Approval of Minutes:
 - a. MOTION: to approve the minutes with the following correction:
 - i. Item VI.a.i.2. corrects "identifies" to "identified"
 - b. ACTION: Passed unanimously

- III. Executive Director's report
 - a. Annual audit is now completed – next audit will begin after the first of the year.
 - b. Continued coordination of membership drive
 - c. Annual Odyssey conference: focus on vendor support and coordination
 - d. EMS recognition process: need service award nominations from the Board
 - e. Payment from DHS has now been received after resolution of insurance issues.

- IV. Board Officers' Reports
 - a. Treasurer's report (Given by Peggy Baker in Roy's absence)
 - i. Financial Reports
 1. Loss noted in current report reflects timing related to expense and revenue
 2. Report presented does not include recently received state payment.
 3. We can expect to see and increase in insurance expenses because of increase in coverage.
 4. MOTION: Accept the financial report at presented
 5. ACTION: Passed unanimously
 - ii. 2007-2008 Audit
 1. Upon completion of the audit a report was provided and distributed to the Board.
 2. Next step will be to provide a management response for all areas noted for improvement. Included in this response will be the need to develop an accounting manual and amend some minor processes.
 3. Conflict of interest statement for all board members to be discussed at next board meeting
 4. Need to develop and ethics policy. Will be drafted and reviewed at the next board meeting.
 5. MOTION: Accept the audit report as provided to the board.
 6. ACTION: Passed unanimously.
 - iii. Special comment: recognize the staff from BEMS for their support and continued efforts on behalf of AEMS.
 - b. Chair's report
 - i. Regional update: comments on the EMS report for the state as compared to other states. Overcrowding, specialty physician availability, and malpractice issues were all noted to affect emergency care provision.
 1. The executive committee was contacted by Jennifer Herbert to participate in planning for response to pandemic flu.
 2. Elections: There are a number of board positions up for election at the Feb. '09 board meeting. All positions were reviewed and each member present was asked to affirm continued interest in serving on the board. Special recognition was given to Mary Kopp who will be resigning from the board (due to new position) for her many years of exemplary service to the AEMS board.

- i. Functional Group Restructuring: General discussion about making the functional group more efficient and less repetitive.
 3. The bylaws outline the structure of the functional groups but allow for some restructuring to meet organizational needs.
 4. A tentative plan was discussed that would bring the functional groups together for general session and the potential for adding educational sessions. These sessions could address core education, current issues, public service.
 5. The goal will be to develop administrative task forces as needed to deal with specific issues. Questions were raised regarding the possible provision of CEUs for educational sessions.
 6. General discussion about the benefit of this reorganization with respect to networking, obtaining more current information, additional involvement by others.
- ii. Conflict of interest policy
 7. MOTION: Approve the conflict of interest statement as presented.
 8. ACTION: Passed unanimously.
- iii. Ethics Policy
 9. Will be reviewed at the functional group and brought to the Board.

V. State Report

- a. State Budget: there is an expectation of considerable financial challenges at the state budget level.
- b. Jennifer Herbert: tasked with development of operational plan between various agencies and groups/regions for management of pandemic flu.
- c. Planning meeting for regional contracts to be held in January.
- d. Statement of appreciation for all of the valuable work done by AEMS

VI. Functional Groups

- a. Outreach and Planning
 - i. 2009 EMS Odyssey
 1. Speakers in place
 2. Hotel confirmed
 3. Continued work on skills stations
 4. All ideas/volunteers welcome
 5. Flyers/postcards will be mailed earlier than in previous years.
 - ii. EMS week:
 1. 2009 recognition awards: please forward agency names for "Aces of Hearts" award.
 - iii. Disaster Preparedness
 1. State Report: no new report
 2. County Report: no new report
- b. Patient Management
 - i. Transfer of Care (formerly known as diversion) activities and EMS system update
 1. Sector updates: the last meeting was held on 10/10/08. At that meeting offload times were reviewed with multiple agencies reporting.
 - a. Overall offload times were 96% within 30 minutes
 - b. The hope is to write an article on the regional process improvement. Anyone interested in participating in article should contact Mary Kopp. Suggestion from the floor to make sure AzHHA is included in article development/analysis.
 - c. System updates to be reviewed @ next functional group meeting.
 - d. Next meeting 1/9/09 at AzHHA.
 2. SE Sector Pilot
 - a. The pilot expires at the next board meeting (2/09). The project will either need to be renewed or allowed to sunset. Will be included on the board agenda.
 3. Administrative Oversight Committee
 - a. The group continues to work on membership and identification of who can best represent each stakeholder group.
 - b. Evaluation of each episode of "safety valve" activation (divert facility) including impact on neighboring facilities.
 - c. The group has also discussed flu experience to date and potential for bad flu season.

- d. Review of off load times: presented overview and expectation that data are representative of what is happening in the field/hospital. Information is going back to individual hospital administrator. Goal is minimum of 90% of patients will be off loaded within 30 minutes.
 - e. Next meeting is 1/13 at Mesa Fire (40 N. Center, Mesa)
 - f. Overall the consensus of the committee is that communication and problem solving have been improved.
 - ii. Categorization update
 - 1. Still need a few hospitals to respond to survey
 - 2. Peggy/Dr. Londeree will review actual data submitted and make sure the web site connection uploaded accurate data.
 - 3. Cardiac interventional facilities will be contacted directly by Dr. Londeree.
 - iii. RED Book
 - 1. Presentation of final draft
 - 2. MOTION: Accept final draft as presented
 - 3. ACTION: Passed unanimously
 - 4. General discussion regarding the need for a more general version for BLS units. No action needed.
 - 5. When reviewing the on-line RED book, terms of use and waiver are now included and must be agreed to before the RED book can be viewed.
 - iv. Trauma
 - 1. All state Level 1 trauma centers are reviewed by the American College of Surgeons for compliance with the State standards of trauma centers. Results from the various surveys will be made available to the state and state designation will be published. There are now 2 additional Level 4 trauma centers in the state.
- VII. Program and Committee Reports.
 - a. EMS council: no report
 - b. STAB: regionalization committee still meeting.
 - i. Data requests should come from Board Chair for regional report.
 - c. EMSC: see web site
 - i. Ongoing work continues on school nurse guidelines, funding efforts, Peds ED designation, and pediatric ambulance equipment
 - d. REMS: recent meeting at EVIT for education of skilled nursing facilities on the appropriate use of EMS. A request was made for the video to be played at the next functional group meeting.
- VIII. Old Business: None
- IX. New Business: None
- X. Call to the Public:
 - a. General information: Wendy Ramirez fund to support the family in their time of need.
- XI. Adjournment:
 - a. MOTION: Adjourn the meeting at 1:50pm
 - b. ACTION: passed unanimously

Respectfully Submitted
Marcia Barry, Secretary