

**AEMS Board of Governors Meeting
October 15, 2008
Southwest Ambulance, 708 West Baseline Road, Mesa AZ
Minutes**

Board Members in Attendance: Coy Amerson; Peggy Baker; Marcia Barry, RN; John Gallagher, MD; Garth Gemar, MD; Joe Gibson; Mary Kopp, RN; Robert Londeree, MD; Terry Mason, RN; Nancy Parks, RN; Roy Ryals

Distinguished Guests in Attendance: Candance Reisinger; Sandy Nygaard; Alyson Welch; Leah Sheppard; Faith Whipple, RN; Rhia Whisler, RN; Karen Broderick; Noreen Adlin; Joel Bunis; Coy Cruise; Peggy Lahren; Brian Witzeman; Linda Scroggin; Mickey Kovach, RN; Mary White, RN; Sheila Bryant, RN; Alexander Dupris; Jeanie Culver, RN; Terry Mullin; and Nancy Hicks-Aresnault, RN

- I. Call to order and introduction of guests
 - a. Meeting called to order at 12:13pm
 - b. Please refer to attendance roster for distinguished guests

- II. Approval of Minutes
 - a. Motion: Approve the minutes with the following correction
 - i. Section II. B. "ACTION" to replace "ATION"
 - b. ACTION: Passed unanimously as corrected

- III. Executive Director's Report
 - a. Monthly activities
 - i. Audit: the audit as described in the previous meeting minutes will reflect change in auditing standards with a more extensive report than in previous audits.
 - ii. Coordination of provider assistance funds
 1. have not yet received the funding
 2. Procurement notified all regions of need to provide documentation of professional liability coverage. Coverage has been obtained and appropriate documentation has been sent.
 - iii. AED distribution: the process will continue next year
 - iv. Conference planning activities will be reported below
 - v. Other general administrative activities.

- IV. Board Officers' Report
 - a. Treasurer
 - i. Financial Reports: The reports demonstrate the expected negative variance due to timing and delays in contractual funds distribution as noted above with provider assistance grants distribution. On a year to date basis and expected resumption of income the financial performance is expected to meet projections.
 1. MOTION: Approve the financial report and accept any variance from budget as presented
 2. ACTION: Passed unanimously
 - ii. Budget: The budget presented is a month by month representation of the budget presented at prior meetings.
 1. MOTION: To accept the budget as presented
 2. ACTION: Passed unanimously
 - b. Chair
 - i. Brief discussion regarding new hospital – Arizona Regional Medical Center.
 - ii. Continued move forward on data collection and reporting at the Oversight Committee with improvements noted.
 - iii. RED book is nearing completed update.

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- V. State Report
 - a. Brief discussion of earlier comments related to need for professional liability coverage. AEMS documents have been received in procurement. The issue has been raised by Risk.
 - b. Special meeting on 10/20 at DHS: Follow-up from STAB to discuss regionalization of trauma care.
 - c. Question: Does AEMS wish to continue to receive off load reports from DHS? Consensus of the members present to continue receiving the report.

- VI. Functional Group Review
 - a. Planning & Outreach
 - i. 2009 EMS Odyssey
 - 1. Continued progress on agenda for upcoming meeting
 - 2. Outside speakers have been identified
 - 3. Need additional direction and input for rural presentations
 - 4. EMS Olympics for the evening prior to the meeting. Will be providing a BBQ for attendees
 - ii. EMS Week: no report
 - iii. Recognition Awards: Will be at the conference and follow the same format as last year.
 - iv. Disaster Preparedness
 - 1. State Report: none
 - 2. County report: none
 - b. Patient Management
 - i. Transfer of Care (FKA Diversion) Activities and EMS System Update
 - 1. Brief overview of sector updates
 - a. West sector “no divert” pilot is ongoing. Formal analysis will be undertaken soon.
 - b. Brief discussion of “black” (Facility Divert) closures and offload times
 - c. Discussion regarding level of trauma diversion. Trauma Rotation is going to Trauma Coordinators for review
 - d. MOTION: To accept the Revised Chapter 8 as presented
 - e. AMENDMENT: To update the disclaimer on Page 1
 - f. ACTION: Passed unanimously as amended
 - g. EPCR: Evaluating vendors
 - h. EMS System/EM Resource update: general discussion about system upgrades and addition of electronic patient record. A subgroup of the task force will be meeting with Tim Singleton at DHS to review and evaluate new functions. Meeting will be held on 12/2 at PMT Ambulance immediately following the upcoming Functional Group meeting
 - i. Next meeting of task force will be on 1/9/09 at AzHHA.
 - 2. SE Sector Pilot Project: Brief discussion of number of black closures. No report
 - 3. Administrative Oversight Committee
 - a. Group met on 10/14. Continue to work on membership and attendance. General discussion regarding improved communications between hospitals and hospital systems.
 - b. Goals of minimum offload of 90% within 30 minutes reviewed.
 - c. Review of new hospital (Arizona Regional Medical Center) and capabilities.
 - d. Data: general discussion regarding incidence of “black” (Divert facility) closures. Improvements in quality of reported data will allow more consistent and relevant data analysis after 1/1/09. Off load times will be used as a better indicator of system issues than clearance time.

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- c. Categorization Update
 - i. Checklist Progress report: See attached completion list. There are still a few hospitals that have not submitted an updated list.
 - d. RED Book Update
 - i. Proposal to form a small group to review submitted changes and edits on a detailed level. Volunteers: Drs. Gallagher and Gemar, Joe Gibson.
 - ii. Updated document will be distributed electronically to all interested parties
 - iii. Will amend to list facilities as an appendix.
 - iv. There was an expression of appreciation by all members of the board to Alyson Welch for all of her hard work, attention to detail, and diligence in getting this document updated.
 - e. Trauma
 - i. As noted, there will be a meeting on 10/20 regarding regionalization of trauma care/processes.
- VII. Program and Committee Reports
- a. EMS Council: No report
 - b. STAB: See attached handout
 - c. EMSC: No report
 - d. REMS: Will be providing an educational conference in conjunction with AzHHA targeted to extended care facilities on the appropriate use of the ED and other operational issues. Conference to be held on the East Valley Institute of Technology campus.
 - e. Other: None
- VIII. Old Business
- a. None
- IX. New business: RASR ambulance tracking system will be undergoing an upgrade that will report ambulance traffic for trauma separately from non-trauma. The target completion date is 11/3.
- X. Call to the public: None
- XI. Adjournment:
- a. MOTION: To adjourn at 1:25 pm
 - b. ACTION: Passed unanimously

Respectfully submitted,
Marcia Barry