

IEMSA Board of Directors Meeting  
MINUTES  
West Des Moines Fire Station #17  
1401 Railroad Ave., West Des Moines  
February 11, 2003

Attendance: Board Members: Evan Bensley, Cheryl Blazek, John Copper, Jeff Dumermuth, Cindy Hewitt, Ric Jones, Kay Lucas, Steve Noland, Lori Reeves, Rod Robinson, Melissa Sally-Mueller, Tom Summitt; Executive Director: Gary Ireland; Administrative Assistant: Karen Kreider; Guests: Larry Cruchelow, Jerry Johnston, Ray Jones, Dennis Bachman, Joe Ferrell, Tom Fleming, Curtis Hopper, John Hill, Merrill Meese; Proxies: Judy Rurup, Dana Sechler

- I. Call To Order - Jeff Dumermuth, President @ 1:01 p.m.
- II. Determination of Quorum/Proxies A quorum was determined and proxies were noted
- III. Minutes of January 16, 2003 – Corrections to the minutes were noted. A motion was made to accept the minutes of January 16, 2003 as corrected. Jones/Copper/Unanimous
- IV. Treasurer's Report – Bruce Thomas – The Treasurer's Report was given by Jeff Dumermuth in Bruce's absence. The Report was reviewed and the budgeting process was explained. It was noted that any AED Grant income will go into the category "Miscellaneous Other." The budget will be amended when a monetary figure is provided for the AED Grant income. The concern was expressed that there is very little margin available; IEMSA must be conservative, budgets must be met and not exceeded.
  1. Approve Calendar Year 2003 Budget – A motion was made to approve the proposed budget as amended. Sally-Mueller/Robinson/Unanimous
- V. Executive Director's Report – Gary Ireland
  1. Legislative Update – Gary reviewed the Legislative Update handout and noted that it is not the association's intent to exclude career services, but for the purpose of emphasizing the need for the continuous funding, it focused on the volunteer sector of EMS. He also noted that "80% of 911 calls are EMS calls" may not be exact, but very close.
  2. Position Statement for the Web Page – This document was reviewed and opened for discussion. It was noted that the board should review all such documents before publication and that the documents should have a notation on such documents that note when the document was approved by board/adopted by board with dates of approval and also a section noting any revisions and subsequent related dates. A motion was made to approve the Position Statement as written. Bensley/Summitt/Unanimous (This action will be noted on the Position Statement before it is published.)
  3. Press Release – Gary reported that the press release was mailed to the Des Moines register as letter to the editor; he requested that all Board members do same. He noted that we need to gather contacts of pro-EMS entities to mail press releases to, and asked the Board's help in gathering this information. The press release will also be published in the IEMSA newsletter. There is a fear that the legislation regarding continuous funding will be "dead on arrival" as it is perceived, by the Legislators, as a tax increase. Cal will continue to follow this legislation and will keep the board informed. He encouraged all Board members and the general membership to talk with their Legislators about this issue. An alternate source of funding may be needed. A "check-off" item on tax returns was discussed as a possibility, but it was noted that this would be an unreliable source of revenue.
  4. Practical Testing – Gary noted that there was nothing new to report on this issue except that there are plans to meet with the Bureau in the near future. Jerry Johnston has done some follow up through a Missouri contact. He reported that Missouri does testing through the State Association. He noted that

it is written into State Rules that the testing vendor must be a credible organization, that one of their staff member's is the National Registry Representative, and that this testing is the second biggest income stream for the Association. Many logistics must be researched. The easiest way to accomplish this testing is to coordinate with a site that is already outfitted with the necessary equipment and materials. Missouri currently charges \$25/station for EMT's and \$20/station for Paramedics. Jerry's contact is available for future research and discussions. Jerry expressed his willingness to continue discussion with his Missouri contact. Ray noted that Bureau currently tests every month.

VI. Office Manager's Report – Karen Kreider reported that:

1. a new board list was distributed in the Board packet She requested that all board members review their information and forward any corrections to her for the next update;
2. the ballot was mailed on February 7th
3. the newsletter is process – copy was delivered to the printer for design, printing and mailing on February 5th; it is expected to be mailed by February 20th;
4. the next mail date for the 2nd quarter newsletter is May 20th. All articles must be submitted, electronically, by April 28th;
5. 65 membership renewals and 6 new memberships came in since the last board meeting

VII. Bureau of EMS Report – Ray Jones – Ray reported that:

1. the AED Grant for \$195,000 was granted, allowing for \$7-8000 for administration of the grant and \$20,000 for training; IEMSA will do the administration & training; a contract is in process;
2. the Legislative notes attached to HF 154 requires that the Advisory Council have a position for a volunteer. When the bill was introduced, input was requested regarding the content of the legislative rules/notes (check with Ray): it was indicated that IEMSA will not be eligible to provide a volunteer; the Bureau did not support this position;
3. the six regional training workshops on contract and RFA were completed; they were well received; during those trainings new issues came to light that can be integrated into future trainings; approximately 81 counties attended the workshops
4. the new data person is aboard and the internal processes are going smoothly
5. over 200 individuals have registered to attend the leadership conference
6. Jeff Dumermuth helped with a bio terrorism needs assessment; hospital based survey. The Bureau is looking at other services to provide input.
7. the marketing piece on preparedness is in process. Joe will send the information to the IEMSA office to distribute to the board members;
8. the Nerve Agent Protocol is in process

VIII. Committee Reports

1. Legislative – Ric Jones – Ric reported that:
  - EMS Day on the Hill – There was a great turnout of legislators & EMS folks for the event;
  - Retirement System – We need to discuss the issue of the retirement system; we need to research the needs and processes, finalize our position, and bring issue to legislators.
2. By-Laws – Jeff Messerole – no report
3. Newsletter/ Booth – Rosemary Adam, Melissa Sally-Mueller
  - Karen reported, in Rosemary's absence, that the newsletter content has been delivered to the design person at the printer's and all is going well; a proof is due some time today and is scheduled to be in members' hands by the end of February. This new process has gone very well.
  - Melissa reported that information is needed regarding dates for the booth display; the merchandise on hand was reviewed and new items are being researched; hats have been ordered; the Committee is looking at a vendor who does embroidered items; we will be ordering a small quantity of small and medium sizes; any input on items that the Committee should consider can be e-mailed to Melissa.

#### 4. Web Page/PI&E – Dana Sechler, Jeff Dumermuth

- Web Page Melissa reported, in Dana's absence, that the Web page changes that have been given to Dana since the last board meeting are in process; if additional changes are needed or new content to be added, contact Karen with the information and she will see that Dana gets it.
- PI&E - This Committee still needs a chairperson; any interested board members are to contact Jeff D. Jeff noted that Committee members can be individuals who are not board members, by that the chairperson should be a board member.

5. State Fire Service and Emergency Response Council – Cindy Hewitt – Cindy reported that there have not been any meetings lately and that meetings should gear up again in the spring.

6. Service Directors/Providers – Jerry Johnston- Jerry reported that the survey, requesting that EMS Administrators prioritize training/educational needs, determine how often they would like/be able to meet, determine where they would like/be able to meet and provide ideas for the group's success is done. If there is poor response to the survey, we may want to reconsider the future of this group.

7. Nominating/Elections – Jerry Johnston – Jerry reported that the ballot was mailed as scheduled; and that two regions had only one candidate each, so a formal ballot was not sent to those regions. The ballot will be counted on February 28th. The winners to be contacted and will be expected to attend the March 13th meeting.

8. Annual Conference – Lori Reeves – Lori reported that

- The Evaluation Summary is complete and that if anyone is interested in reviewing the survey can contact Karen.
- The schedule will change so that the Annual Meeting will occur earlier in the day; the Thursday schedule is as follows: Pre-cons will end at 4:00 p.m., the Reception will be from 4:00 – 5:00 p.m. and the Annual Meeting will be 5:00 to 6:30 p.m. The rest of the schedule will be similar to 2002 with a few shorter breaks and longer lunches.

- Precons have been increased to 5 – Critical Care Paramedic, EMS Management, EMS Education, Advanced Level, Disaster Preparedness

- The dance will be held at the Marriott to take advantage of their larger dance hall
- Big-ticket speakers have verbally confirmed – Dr. Pons, Dr. Bledso, Baxter Larmen and Mike Helbock
- Regional speakers are being sought now; after which will be in-State speakers

9. 911 Telecommunications – Dennis Bachman – Dennis reported that this group meets monthly; that they submitted 34A to the Legislative Service Bureau for a rewrite and asked for an increase of the surcharge to \$1.00; Phase I is complete; phase II includes software and mapping at a cost of \$0.68/call. Dennis reviewed the issues and noted that the next meeting is scheduled for April 16 in Council Bluffs at a location to be announced.

10. Advisory Council – Jeff Messerole –no report. The next meeting will be in April.

11. State Medical Examiner Advisory Council - Jeff Dumermuth – no report

12. Disaster Preparedness Advisory Committee – Jeff Messerole – no report

13. TSAC – Rosemary Adam – no report

14. SEQIC – Melissa Sally-Mueller & Nella Seivert – Melissa reported on a short presentation that Dr. Akella Chendrasekar gave; she provided a handout and reviewed issues related to EMS/triage; noting that the issues giving EMS the most trouble are pregnant women and children; additional data is to be provided.

#### IX. Other Reports

1. Heartland Coalition Report - Jerry Johnston – The next meeting of this Coalition is scheduled for March in Minnesota

#### X. New Business

1. Homeland Security – Dennis Bachman – Dennis reviewed the document that had been previously e-mailed to the board members. He noted that he was informed that he was IEMSA's representative when he attended the meeting, but noted that he would like to continue to be IEMSA's rep if the board so desires.

This group advises Ellen Gordon on EMS issues and whether EMS personnel should be trained in disaster preparedness. This group will continue to meet on monthly basis. Joe Ferrell and Cheryl Blazek reported that they both sit on a similar committee and expressed concern regarding potential conflict related to recommendations to be made, training and the duplication of effort. Jeff D. will contact Ellen regarding IEMSA representation.

2. Staff Job Descriptions – Executive Committee – Jeff D. reported that the job descriptions that were e-mailed to the board are draft documents only and open for comments and suggestions. He explained that up to now, no such job descriptions exist in final form and that a lot of thought and research went into their development.

- Executive Director Job Description – Gary was asked for his input regarding the job description for his position. Gary reported that he saw no red flags, but had one concern regarding attendance at Advisory Council meetings, citing the value of his attendance, possible political conflicts, that the Council is currently well represented without his attendance. Discussion on this issue was opened. Gary recommended that the section regarding his attendance at Advisory Meetings be amended such that the Advisory Council notation be noted as an example, only. A motion was made to approve the Executive Director Job Description as amended. Jones/Sally-Mueller/Unanimous
- Executive Administrator Job Description – Jeff and Cindy noted that this job description was developed to represent the increased responsibilities of the position and the examples of the work now being done by Karen. Concerns were raised due to the name of the position, noting that the position could be confused with the Executive Director position. Accordingly, the recommendation was made to change the position name to “Administrative Assistant.” A motion was made to approve the Job Description as amended. Copper/Bensley/Unanimous. It was further noted that Lisa Arndt had been contacted, asking for information regarding a future contractual relationship with her. To date, no response has been received. It is believed that time issues with her full-time position made it difficult for Lisa to meet our deadlines and produce our materials. Lisa is a valuable resource, however, and we may contact her in the future on a case by case basis when we need new materials designed.

3. Draft – Board Expectations – Jeff D. reviewed the document, noting that a way to tie in board accountability was a big issue as the document was drafted. The Executive Committee felt that it was of the utmost importance to ensure board participation on committees, at the booth (or organizing representation at the booth) and at the conference. Important points of the discussion included:

- Board attendance tied to hotel room use at the conference may not be practical (keeping track and following through)
- An “IEMSA” understanding of the phrase “active participation” must be defined so that all board members and staff persons are on the same page
- Consequences for non compliance to standards needs to be developed
- Coverage at the booth is a particular problem for board members – how can this be resolved – possibly make it a function of the office to prepare the materials and assist in getting them where they need to be.
- Bylaws may need to be revised to address some of the issues relative to board membership, participation, removal from board membership, etc.

4. Gary offered to redraft the Board of Director Job Description. A motion was made to refer the Board of Directors Job Description to Gary Ireland, Executive Director, for a redraft and presentation to the Board at a later date. Copper/Robinson/Unanimous

5. Committee Appointments – Jeff D. reported that he is in the process of recruiting/appointing Committee Chairs. He noted that a number of new committee chairs have been appointed – Ric Jones, Legislative; Rosemary Adam, Newsletter; Bruce Thomas – Awards; Melissa Sally-Mueller, Booth; Jerry Johnston, Service

Directors; Jeff Messerole, Bylaws and Nominations. PI & E is currently without a chair, and follow up needs to be done with Dana regarding the Web Page and his interest in continuing as chair. Jeff will also touch base with board members how are not currently chairing a committee or subcommittee to determine how they will be participating this year.

6. Meeting Dates for 2003 – Jeff D. Jeff reviewed the schedule that was provided in the board packets. All Board meetings, with the exception of the Annual Meeting, will be held at Fire Station #17, 1401 Railroad Ave., West Des Moines, from 10:00 a.m. until 1:00 p.m. The meeting dates are as follows:

- March 13
- April 17
- May 15
- June 19
- No Meeting in July
- August 21
- September 18
- October 16
- November 13 – Annual Meeting
- December 18

A motion was made to approve the schedule as presented. Bensley/Copper/unanimous

7. Annual Report from the State Child Death Review Team. Melissa Sally-Mueller provided the Annual Report from the Child Death Review Team for the Board's review.

IX. Adjournment – A motion was made to adjourn at 3:00 p.m. Jones/Robinson/Unanimous

Next Meeting – March 13, 2003 @ 10:00 a.m.

IEMSA Board of Directors Meeting

MINUTES

West Des Moines Fire Station #17

1401 Railroad Ave., West Des Moines

February 11, 2003 @ 1:00 p.m.