



Board of Directors Meeting Minutes March 16, 2006 – 1:00 p.m.

Board Members: Cheryl Blazek, Jeff Dumermuth, Bill Fish, Linda Frederiksen, Roger Heglund, Brad Madsen, Doug Reed, Rod Robinson, Chris Russi, Julie Scadden,

Guests: Kirk Schmitt, Pat DeLuhery, Abby Russi

Staff: Karen Kreider

Proxies: Rosemary Adam, Kirk Dighton, Ric Jones, Lori Reeves, Lee Ridge, Tammy Snow, Tom Summitt, Cindy Hewitt

Absent: Tom Bryant, John Hill, Matt Madson, Jeff Messerole, Bruce Thomas

1. Call To Order – Jeff Dumermuth, President – Jeff Dumermuth called the March 16, 2006 meeting of the IEMSA Board of Directors to order at 1:05 p.m.
2. Welcome /Determination of Quorum/Proxies/Call for Conflicts of Interest - A quorum was determined. Proxies were noted. No Conflicts of Interest were disclosed.
3. Minutes of January 31, 2006 – A correction to the January minutes was noted: Page 2, Item #8, 5th bullet – the date that the testing is expected to go into effect is January 17, 2007 (not 2006). The minutes of the January 31, 2006 Board of Directors Meeting were approved as amended. Blazek/Russi/Unanimous
4. Guest Presentations – Mr. Patrick DeLuhery from the State Department of Administrative Services – Mr. DeLuhery introduced the IEMSA Board to the services provided by the Department of Administrative Services (i.e., data storage, cooperative procurement of services such as print shop services, etc.) that may be of benefit to IEMSA and related entities. He distributed materials to all in attendance. These materials will be mailed to all board members who were unable to attend the meeting.
5. Treasurer's Report – Linda Frederiksen – Linda reviewed the P & L and Balance Sheet; noting that the spike in office overhead expenses is due to a large purchase of letterhead and membership supplies. She announced that she is researching the possibility of moving IEMSA's funds into a sweep account and that both of IEMSA's CDs have rolled over for another 3 month period. The Treasurers report was approved as presented. Russi/Fish/Unanimous
6. Medical Director – Dr. Chris Russi – Chris reported that he is working on the Medical Directors Track of the Annual Conference with Lee Ridge. He announced that he has had a job change and will now be working with the EMSLRC and joining AirCare at the University of Iowa Hospitals and Clinics. Chris apprised the board of a pod cast project that he is promoting as a free outreach tool for EMS in Iowa. These pod casts will include videos and lectures on EMS topics and will be downloadable to I Pods.
7. Office Administrator's Report – Karen Kreider - Karen reported on the following:
 - Web Site – Numerous updates have been made to IEMSA's website as of March 1st. We have changed web masters to Mr. Mike Schneider of Wisconsin. In addition, we are currently researching a new web hosting entity in an effort to reduce our costs and expand our services.
 - Communication Specialist – Numerous applications were received. Jeff and Karen are currently talking with one individual.
 - AED Grant – IEMSA has been notified that the Bureau's budget for the Rural Access to Emergency Devices Grant has been accepted and the Bureau has been awarded \$188,661 for the last phase of this grant. As soon as IEMSA receives a contract from the Bureau it will start the RFP and Distribution phases of the grant.

- IEMSA has been invited to address the Mid Year Business Meeting of the Iowa Firemen's Association on Saturday, April 8th. Ric Jones will represent IEMSA at that meeting.
- Iowa Stroke Task Force – Just a reminder that Evan Bensley is our representative on that Task Force. The first meeting is scheduled for March 21st.
- Membership Software Training – Karen expressed her thanks for the opportunity to attend advanced training on the new membership software. She reported that she learned many techniques that will streamline the membership database process. She noted that the authors of the software were very open to suggestions that she offered regarding IEMSA's use of the product and was assured that they will be made in the next upgrade.
- The new County Association level of Affiliate membership has been established. A recruitment for these members will be done soon,
- Exhibitors – due to the success of last year's exhibit hall recruitment, there are only 25 booths available. Karen will be sending out invitations to rent booth space in the near future.

8. Bureau of EMS Report – Kirk Schmitt – Kirk reported that

- the 2005 status report is now on the Bureau's web site;
- the Medical Director search continues; final interviews are in process. 5 of the 8 candidates are board certified;
- the Bureau's budget was approved and included \$180,000 to protect 3 full-time positions;
- the System Development RFA is in the final stage of approval and will be posted on the Bureau's web site by end of March;
- 98 of 99 HRSA contracts have been returned and processed;
- he is continuing to review functions and processes that were brought to his attention as a result of last summer's assessment;
- minor rule changes are on the way.

9. Committee Reports - Working Committees

- i. Legislative – Ric Jones – Written report provided
- ii. Benchmarking – Linda Frederiksen – Linda reported that the Benchmarking group met on 1/31 and was very well attended. She noted that the majority of conversation revolved around employment issues and included validation of agility, recruitment, methods of measurement, contracts and promissory notes, methods of certification for duty, as well as the Press Ganey survey capabilities for measurement of customer service satisfaction points. The next meeting will be held before or after the April 21st Billing Conference.
- iii. Newsletter – Karen Kreider – Karen, reporting for Tammy, announced that the deadline for the next newsletter is May 2 for a May 23rd mail date. A continuing education article and a sponsor are needed. Cheryl will check to see if Southwestern Community College will be able to host the CEs and will notify Karen of their decision.
- iv. Membership – John Hill – Karen reporting for John reviewed the membership statistics.
- v. Annual Conference – Brad Madsen – Brad reported on the following:
 1. speakers are being confirmed;
 2. the Medical Director track is coming together with the assistance of Dr. Russi;
 3. Randolph Mantooth, the actor who used to be on "Emergency" has become a motivational speaker and will likely be presenting at the conference; details are currently being worked out with two vendors who will be sponsoring the majority of his fee;
 4. The Savery will be available to us for the entire conference, enabling us to add a fourth track;
 5. Air Evac will be providing conference bags this year;
 6. a teleconference meeting will be held with the speaker committee soon to finalize the speaking engagements
 7. IEMSA will be responsible for providing the entertainment on Thursday and Friday nights. Lee Ridge is working on this project. Karen reported that Lee expects to have a DJ on Thursday at Pitchers and have varied entertainment on Friday, which will include dueling pianos and more. The Entertainment Committee will meet via teleconference soon to iron out the details.
- vi. Booth – Cheryl Blazek- Cheryl reviewed the new products that will be available through IEMSA. These new products include canvas portfolios, canvas note "padfolios," canvas briefcases, t-shirts in new colors, sweatshirts in new colors, a hooded sweatshirt, mock turtle-necks, long-sleeve t-shirts, twill button-down shirts, hooded wind shirts, knit scull caps and fleece headbands. Karen will be updating the merchandise page of the web site soon. The IEMSA booth has been at three

conferences (Cedar Rapids, Sioux City, West Des Moines) so far and will be at the fourth conference (Fort Dodge) on April 1st.

10. Old Business

- Scholarship Program – Cheryl Blazek- Cheryl reported that the scholarship awards have been made and letters to the recipients have been sent. Letters were also sent to the non-successful candidates. The deadline for the next round of funding will be in October so that the awards can be announced at conference.
- EMS Week – Lee Ridge – Karen, reporting for Lee, announced that Lee has been pulling together a team to prepare public service announcements for television, radio and print. These PSAs will run during EMS week (May 14-20). The theme of this year's EMS Week is "Serving on Healthcare's Front Line." Costs will be minimal as he has assembled a video crew who will be volunteering their time. The EMS Week Committee will meet via teleconference soon to prepare IEMSA's message. Part of that message will include spokespersons from each level of emergency care providers. Lee requested that the Board help him identify appropriate individuals to be recruited to participate in the project. Please call or e-mail Lee with recommendations.
- Spring Billing Seminar – Roger Heglund – Roger reported that Douglas Wolfberg of Page, Wolfberg & Wirth will be featured at the April 21st EMS Management and Billing Conference at the Raccoon River Nature Lodge. Invitations have been sent out via e-mail and regular mail. The cost is \$75 for Affiliate members and \$125 for non-affiliate members.
- Leadership Academy – As an update to the February 1st Leadership Conference, Jeff proposed that IEMSA sponsor a 2.5 day educational event in September in Iowa City to start the Leadership Training process. It is possible that Jonathan Politis, who coordinates and teaches *EMS Bootcamp* through JEMS, may be available for this event. The goal would be to graduate the participants at the annual conference. There would be a significant financial and time investment by the participants. If this pilot program is successful, it could become an annual event. Making this type of event available to extreme rural, volunteer services was discussed at length with no definitive resolution. The Board supported the concept of the pilot program, realizing that work will have to be done to make it accessible to all services.

11. New Business

- NAEMSE Instructor Course Scholarship – Jeff reviewed a proposal from Rosemary Adam regarding IEMSA's investment to support 6 scholarships for participation in the NAEMSE Instructor course. The selection process was discussed. Cheryl Blazek described the potential content of the course. The purpose of this course was discussed. A motion was made to accept the proposal as written and to provide 6 scholarships (1 per region) for participation in the NAEMSE Instructor Course.
- Electronic Voting – Karen Kreider – Karen reported on her research into the possibility of doing the annual ballot via electronic voting. The concept of electronic voting was discussed. Karen was authorized to continue her research and bring a proposal back to the board which will include the process for alerting/educating the membership, the voting process, the security of the voting process and the process for voting via paper ballot.

12. Adjournment – The March 16th Board of Directors meeting was adjourned at 2:45 p.m.