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## Board of Directors Meeting, May 18, 2006 – 1:00 p.m.

**Board Members:** Rosemary Adam, Tom Bryant, Jeff Dumermuth, Bill Fish, Linda Frederiksen, Roger Heglund, Cindy Hewitt, Ric Jones, Brad Madsen, Doug Reed, Rod Robinson, Julie Scadden, Tom Summitt, Bruce Thomas

**Guests:** Steve Noland, Kirk Schmitt

**Staff:** Karen Kreider, Abby Russi

**Proxies:** Kirk Dighton, Lori Reeves, Lee Ridge, John Hill

**Absent:** Cheryl Blazek, Matt Madson, Jeff Messerole, Chris Russi

1. Call To Order – Jeff Dumermuth, President – Jeff Dumermuth called the May 18, 2006 meeting of the IEMSA Board of Directors to order at 1:00 p.m.
2. Welcome /Determination of Quorum/Proxies/Call for Conflicts of Interest - A quorum was determined. Proxies were noted. No Conflicts of Interest for the Board Agenda were disclosed. A conflict was noted regarding the NAEMSE Scholarship process.
3. Minutes of April 20, 2006 – The minutes of the April 20, 2006 Board of Directors Meeting were approved as written. Adam/Jones/Unanimous
4. Guest Presentations – None
5. Treasurer's Report – Linda Frederiksen – Linda reported that, looking at budget projections, expenses are expected to peak around September. As of now, they are on track with no significant issues. Membership income is not yet at projection; however, the bulk of membership income is associated with conference and will peak around November. She reported that she, Jeff Dumermuth, Bruce Thomas and Karen have been researching new investment opportunities, noting that she reported on sweep accounts at the last meeting. Having researched further, it may be best to invest in longer term, higher balance certificates of deposit. She recommended that the following investments be made: \$120,000 in a 12-month CD and \$50,000 in a 6-month CD and the remainder in an interest-bearing checking account. A Motion was made to approve the Treasurer's investment recommendation. Fish/Summitt/Unanimous. Linda reported that the final budget for the Service Directors workshop was fantastic. Although we did not break even, the expenses were lower and the income higher than last year and that the net loss was minimal (less than \$250) A Motion was made to accept the Treasurer's report as presented. Thomas/Adam/Unanimous.
6. Medical Director – Chris Russi – Chris reported (via Karen) that as of June 1<sup>st</sup>, he became the EMSLRC Medical Director at the University of Iowa. In addition, he has begun brainstorming with Lee Ridge and Carlos Falcon for the Medical Directors Track at Conference. He also noted that he is in the process of getting a masters degree, so his board attendance will be a bit sporadic. Anyone who needs to reach him may do so via e-mail at Christopher-russi@uiowa.edu.
7. Office Administrator's Report – Karen Kreider – Karen reported on the following:
  - Exhibit recruitment materials have been prepared and will be mailed this week. There are only 28 spaces available due to the advance registration at last year's conference.
  - The Affiliate Member decal has arrived. A special mailing will be sent to all affiliate members, reminding them about their benefits and providing 5 decals per service.
  - The merchandise page of the web site has been updated. An announcement will be made in the next e-news broadcast e-mail.
  - The e-news broadcast e-mails seem to be very popular. Special software is being considered for ease and efficiency in preparing these e-mails. There is never a shortage of material to be sent and there is concern that the process may be inadvertently overused. Currently, office information and submissions from affiliate and corporate members is what is publicized. However, no parameters have been established regarding just how many submissions an affiliate or corporate member can make and what they may have for timing

expectations. A policy should be established regarding the use of this benefit. Karen, Jeff Dumermuth and Abby Russi will draft a policy and report back to the board.

- The transfer of IEMSA's domain name and web hosting is just about complete. The new web hosting company is IPower. E-mail addresses will be established for all Board members which will consist of the first initial and last name @iemsanet.net. Mail will be directed to the e-mail address currently used. Please update Karen if this has changed. Karen will notify all board members when the changes are complete.

8. Bureau of EMS Report – Kirk Schmitt – Kirk reported on the following:

- Medical Director – A job offer was tendered, but it was turned down. The Bureau is now revisiting the issue of seeking a Medical Director.
- The legislative session has ended. Two significant outcomes were that 1) the Capitol Complex PAD Project has been moved to the Rural AED Grant, resulting in an increase in that program to \$350,000, and 2) the general appropriation for IDPH/Bureau of EMS is \$180,000 for the purpose of funding three full-time employees. This is not new funding for new positions. This funding replaces other funding sources for three existing positions.

9. Committee Reports - Working Committees

- i. Legislative – Ric Jones – Ric reported on the following:
  1. EMS Day on the Hill – Ric has been in touch with our Lobbyist, Cal Hultman, regarding the scheduling of EMS Day on the Hill 2007. Our goal is to hold the event on February 1<sup>st</sup> at the same location. As it is too early to schedule for 2007 right now, Cal will continue to pursue this and notify IEMSA when the schedule has been set.
  2. Tampering with AEDs – One success coming from the legislative session that just ended is that it has become a crime to tamper with AEDs.
  3. Progress was made regarding the tax credit for volunteers; this bill cleared committee (which is a first). It still failed, but clearing committee shows progress; IEMSA will keep pursuing this issue.
  4. Review of Emergency Services – an ADHOC Committee has been established to conduct a review of the emergency services in Iowa. IEMSA has a seat on this committee; however, there was a clerical error with the writing of the resolution that established the Committee. Ric will check to make sure IEMSA's seat is secure.
- ii. Newsletter – Karen Kreider – The current newsletter will be mailed early next week. She noted that it was a 20 page document this time, instead of the usual 16 pages and thanked all who contributed to it. Karen reported that Abby Russi will be taking over this project for future editions. Jon Petersen will be providing the continuing education piece for the July-August edition. She also noted that the July-August edition will be the pre-conference newsletter. Abby expressed her excitement to be working with IEMSA and looks forward to getting to know the board in greater depth. She noted that she will be calling on them as she researches IEMSA's progress over the years in an effort to update IEMSA's public relations materials.
- iii. Membership – John Hill – Karen, reporting for John, expressed concern for a drop in individual membership, noting that IEMSA lost 17 individuals last month. John asked that all board members do their best to encourage IEMSA membership and to contact Karen if they need materials or the IEMSA PowerPoint® presentation. Abby will update the PP presentation and facilitate its distribution to the board and to the Training Programs. She will also work on a survey to send to members who have let their membership lapse to determine why they choose to do so. Karen will determine the percentage of students vs. active membership lost per month. A better job can be done with educating EMS students of the benefits of membership in their professional organization. A membership recruitment to County EMS Associations will be conducted in the very near future. If any board member wishes to personally deliver a brochure and attempt to recruit their EMS Association can request a brochure from Karen.
- iv. Annual Conference – Brad Madsen – Brad reported that the Speaker Committee is still working on filling in the remainder of speaker slots that are available. Tom reported that negotiations with Mantooth are all set – Mantooth will be available at the Thursday Welcome Reception, will provide the opening keynote speech, assist with the Awards presentation and be available for autographs throughout Friday. The Pre-conference workshops are shaping up. Facility details are all set. Brad added that a meeting will be held in the near future to take a look at the conference as a whole to see how plans are progressing. He offered Kudos to Tom Summitt for the "Honoring Our Own" article that appeared in EMS Magazine, noting that the article was very well presented. Tom added that, since Veterans Day will fall during the conference, veterans will be honored during the Honoring Our Own program.
- v. Steve Noland – Steve reviewed the history of the Homeland Security Emergency Management Advisory Committee as well as the purpose of the Homeland Security Grant Program. He distributed and reviewed a report of initiatives, requests and funding sources (\$63,103,713 budget) for 2006. He

reported that grants will be distributed resulting from a competitive process. Iowa Homeland Security and Emergency Management projects that Iowa will receive 6 to 10 million dollars, approximately 10% -16% of what was requested in the proposals.

#### 10. Old Business

- EMS Week – Julie Scadden and Tom Summitt reported that public service announcements were prepared for television, radio and print. The video has been seen on Channel 7 in Des Moines and heard on the radio in the Ottumwa area. The video was a great concept that can be built upon in future years. Earlier distribution will be the goal for next year. The budget for this program was \$5000, of which only approximately \$500 was spent.
- Billing/Management Seminar – Roger Heglund – Roger reported that there were 71 attendees registered for the event and that the budget outcome saw only a small shortfall. Jeff Dumermuth reported that the survey results have been very positive. It was noted that Doug Wolfberg's travel costs were very high and that some earlier planning may allow IEMSA to take advantage of some cost savings in that area.
- EMS Memorial – Jeff Dumermuth – Jeff reported that he received the proposal & drawing (which he distributed) He noted that the estimated cost of this project is at \$55,000. The sculpture will be carved out of granite and will be approximately 12 feet tall. The people on each side of the plaque will be life size. The plaque will be bronze. The City of Des Moines has donated the plot of land where the sculpture will be displayed. It is near the new Jordan Creek Town Center. Jeff noted that he feels that for a project of this magnitude, the estimated cost is reasonable; he did ask for comments from the board. The next part of project is to develop fund raising strategies. Julie expressed that she has an idea to raise funds at the IEMSA Booth at conference and noted that she will touch base with Jeff. Jeff reported that Mercy Hospital is already on board with IEMSA. IEMSA will lead the fund raising program. The timeframe for the construction of this project is six to nine months from the date the order is placed until it is delivered. IEMSA's goal is to have it in place by EMS Week, 2007. He envisions a formal dedication of the sculpture during that week. Fundraising for this project has to begin as soon as possible.
- Traveling Leadership Program – Doug reported that he has sent out feelers in his region regarding the interest and feasibility of such a program. He is awaiting responses and will report to the Board at the June meeting. He suggested that a request for comments on doing such a project be sent out in the next newsletter. Abby will coordinate this with Doug.
- Leadership Academy/EMS boot camp – Jeff Dumermuth reported that the speaker (Politis) is available to come out to Iowa. This program should be able to be funded by income received from registration. The current anticipated date for the inception of the program is October 21 and 22, 2006. Jeff reviewed a possible schedule, adding that the participants of this program could get back together during the pre-conference day of the Annual Conference and have their accomplishments recognized during the conference. He expected that the cost for registration will be approximately \$250 for 3.5 days of education. He recommended that we move forward with this project as soon as possible so that Mr. Politis can be confirmed as the main speaker. The program will be cancelled if minimum registration requirements are not met. The program may be held at EMSLRC at the U or at the new Marriott in Cedar Rapids. Jeff working with the Marriott to reduce the cost of sleeping rooms as a cost saving measure for the participants.
- AED Grant – Jeff reported that the fully-executed copy of the contract is in our hands. The RFP to select this year's vendor will be sent out next week. Jeff expressed his thanks to Dr. Russi for his thorough review of the RFP materials and indicated that Dr. Russi's comments have been incorporated into the document. Distribution of the AEDs will follow the same pattern as last year's distribution.
- NAEMSE Conference Scholarship – Rosemary Adam reported that nine applications were received of which only 5 were eligible. Only three regions are represented in that total. Since there were 6 scholarships planned, all five of the eligible candidates will receive the scholarship. Notification has been sent to all candidates. Rosie reported that she had a conflict of interest as she is related to one of the candidates. She therefore handed off the review process to a committee. A formal report of the process and rationalization of the outcome was sent to President Dumermuth and is on file at the IEMSA office.
- LCD projectors – Jeff Dumermuth – Jeff reported that, upon further research, it will be too costly to purchase and maintain two, 5000+ lumens LCD projectors. Fortunately, the AV equipment provider for the Plex has agreed to extend our current discount on use of these projectors again this year. We will move forward, however, on the purchase of a 2000 lumen project for our use at smaller conferences/seminars/presentations throughout the year.
- Update on Ray Jones – Jeff reported that Ray Jones, former Bureau Chief, has prostate cancer that has metastasized to his bones. According to a memo received by Kirk Schmitt, his prognosis is six months to five years of "quality" life. A request has been made by Ruth, his wife (and friend/former employee of IEMSA) to retire Ray's membership number, which happens to be #1. A Motion was made to retire

membership #1 when Ray Jones is done using it and to announce this and recognize him at the annual conference. Jeff will notify Ruth.

- Scanner – Jeff Dumermuth reported that research continues on this project, noting that there have been an number of stops and starts, but that this issue needs to be resolved (and in place) by October, 2006 latest. He would like to be able to test run it at the Leadership Academy. He noted that we need to revisit systems used by Medic EMS and other conference planners. Julie Scadden, Linda Frederiksen, Jeff Dumermuth, Karen Kreider and Rosie will continue to work on this project. This is an expensive proposition, but funds can be reallocated in this year's budget to make it happen.
- Latex concern – Linda Frederiksen – It was brought to Linda's attention that there may be a valid latex allergy issue that should be addressed and would like to conduct a survey to research the issue.
- Benchmarking – Linda announced that the next meeting of the Benchmarking Committee will be held June 22 at Medic EMS from 11:00 a.m. to 3:00 p.m. Directions and minutes from the last meeting will be distributed to the committee shortly.

#### 11. New Business

- None noted

12. Adjournment – The May 18<sup>th</sup> IEMSA Board of Directors meeting was adjourned at 2:20 p.m.