

**Lord Fairfax EMS Council  
Board Meeting  
FINAL Minutes  
December 21, 2016**

**Members Present:**

Jordan Highland	Shenandoah County	Pam Keeler	Frederick County
Mike Utley	Consumer	Larry Oliver	Frederick County
Angela Stidham	Clarke County	Mark Barenklau	Frederick County
Kevin Catlett	Warren County	Jon Henschel	City of Winchester
Callie Dove	Warren County	Jeff Hensley	Page County
Raymond Cross	Warren County	Dr. Jack Potter	Chairman, Medical Direction

**Staff and visitors:**

Tracey McLaurin  
Mark Rhodes, CPA

**Call to Order:**

The meeting was called to order at 1830 by President Henschel.

**Annual Audit:**

The auditor presented and discussed the FY16 audit for the Council. He pointed out to the group that there was \$30,000 in depreciation which means a cash loss of roughly \$15,000 for the year. Mike Utley made a motion to approve the audit as presented, seconded by Kevin Catlett, and carried unanimously.

**Approval of Minutes**

A motion to approve the October 19, 2016 minutes was made by Mike Utley, seconded by Larry Oliver, and carried unanimously.

**Correspondence**

The Executive Director reported on the status of the jurisdictional requests for FY18. All have been completed and submitted with the exception of the City of Winchester and their form hasn't been received yet. A small increase in funding has been requested from Clarke, Frederick, and Page counties along with the City of Winchester. This is the first year that all but Warren County has allowed electronic submission.

**Financial Report**

The General Checking report was distributed by e-mail to the group. A motion to accept was made by Mike Utley with a second by Kevin Catlett. The motion carried unanimously.

The Communications Fund report was distributed by e-mail to the group. A motion to accept was made by Larry Oliver with a second by Kevin Catlett. The motion carried unanimously.

**Director's Report**

The written quarterly report was distributed in the meeting packet. The Director also reported that 6 of the 10 grant applicants received all or partial funding in the last grant cycle. Funding will be available to those agencies January 1, 2017. She also told the group that 3 of the regional EMS Council award

winner went on to win a state award in Norfolk in November. This information was included in the FY16 annual report. She also told the group that the Council's contract is supposed to change for FY18 with additional funding available based on additional criteria. The Councils are also to be administering the CE funding portion of the Training Funds available to the jurisdictions. Information was originally supposed to be distributed from OEMS in September but the directors were told at their December meeting that the program would be ready to implement January 1.

#### **President's Report**

No report at this time.

#### **State EMS Advisory Board**

The last meeting was in November at the Symposium. The only action item from the meeting was to move the regulations forward thru the process.

#### **Committee Reports**

**Disaster Committee-** The committee met on Dec. 14, 2016. A discussion was held about the MCI Plan and possible language revisions to ensure compliance with NIMS. The committee will meet again to discuss. Several active shooter activities are being held around the region & the Council will participate as requested. The staff assisted the City of Winchester with their last 2 exercises.

**Instructor Network-** Their last meeting was held Nov. 2<sup>nd</sup> with no action items to come to the Board.

#### **Regional EMS Performance Improvement/Trauma**

The most recent meeting was held Nov. 29 with no action items for the Board.

#### **Stroke Committee**

The most recent meeting was held December 15 with discussion regarding changes for the regional plan. The plan will be reviewed and voted on at the next meeting.

#### **Regional Awards**

The Board discussed the date for the annual awards dinner. The director will poll Board members to find out whether the 2<sup>nd</sup> or 3<sup>rd</sup> Wednesday will work best. Mike Utley will first check to see if both dates are available at Front Royal.

#### **Protocol Review**

The Medical Direction Board approved the most recent proposed changes to the regional protocols. Lesson plans are being created now for the instructors to use.

#### **Medical Direction Board**

The most recent meeting was held November 14 to review and approve the changes presented by the Protocol Review committee. All were approved and the next meeting for the group will be held in January or February. Jeff Hensley told the group that Dr. Allen at PMH will take over as their OMD, effective January 9, 2017.

#### **Unfinished Business**

None

## **New Business**

### **COOP**

A copy was sent to the group by e-mail for review. No revisions were made to the plan at this time. A motion was made by Kevin Catlett to approve, seconded by Jeff Hensley, with unanimous approval.

### **Annual Report**

A copy was sent to the Board members by e-mail. The Director told the group that she's still waiting for a dollar amount from OEMS & to insert the staff picture before distribution. A motion was made by Jeff Hensley to approve as presented, second by Kevin Catlett, with unanimous approval.

### **Budget- FY18**

A copy was sent to the Board members by e-mail for review. A motion was made by Mike Utley to approve as presented, second by Larry Oliver, with unanimous approval.

### **Employee Handbook**

A copy was sent to the Board members by e-mail for review. Mike Utley made a motion to approve with one correction to change jury duty and funeral leave to full-time employees only and to grandfather the current part-time employee to keep her annual leave & holiday pay intact. The motion received a second by Kevin Catlett and was approved unanimously.

### **EMS Plan Review**

Jon assigned Larry Oliver, Jason Burns, & Pam Keeler to review and report back to the Board any possible changes to the regional EMS Strategic Plan.

## **Adjournment**

There being no further business to come before the board, a motion to adjourn was made by Jeff Hensley, seconded by Mike Utley and carried unanimously at 1912.