

**Interior Region EMS Council
Board of Directors Meeting
Minutes of 10/28/16**

MEMBERS PRESENT:

Jeannette Hansen – Urban	Jack Willard (Secretary) – Urban
Maria Mandich, MD – Medical Director	Brad Paulson – FNSB
Terry Russell – Rural Highway	Matt Reppel - Rural Non-Highway
Kimberlynn Wicks – Rural Non-Hwy (by phone)	Cecelia Grant (Treasurer) - Rural Non-Highway

MEMBERS ABSENT:

Danita Koehler, MD (Executive Committee Member at Large) – Rural Highway	Rob Graham (Vice Chair) – Rural Highway
Clint Brooks (Chair)- FMH	Scott Learned – Urban
	Crystal Stordahl – TCC

STAFF PRESENT:

Dan Johnson – Executive Director	Wilma Vinton, Finance Manager
Dave Rockney - Training Coordinator	Chelsey Kelser, Administrative Assistant
Owen P. Berio- Subregional Coordinator	

Guest:

Debbie Gross – RJG	Anna Moreno - RJG
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ROLL CALL & CALL TO ORDER

Dan had member on the phone identify herself: Kimberlynn Wicks. It was determined that a quorum was present.

In the absence of the Chair and Vice Chair, Board Secretary Jack Willard called the meeting to order at 10:03 AM with a quorum.

Introduction of Staff and Board

All Board members, staff and guests introduced themselves.

Approval of the Agenda

Dan requested to move Bylaw Amendment – Voting Status of Medical Director - to number two on the agenda under business.

A motion was made by Jeanette Hansen and seconded by Cecelia Grant to approve the agenda as revised. Motion passed unanimously.

Audit Report

Debbie Gross gave the Annual Audit Report, and reviewed various correspondences with the board. The audit was clean with no audit findings.

A motion was made by Brad Paulson and a seconded by Jeanette Hansen to approve the audit report. The motion passed unanimously.

Approval of Minutes

- February, 2016
- April, 2016
- Executive Committee meetings of April, May, June 2016

Motion was made by Jeannette Hansen and seconded by Cecelia Grant to approve all minutes. Motion passed unanimously.

Board members requested that minutes and other attachments be sent prior to future meetings.

Bylaw Amendment – Voting status of Medical Direction

Motion was made by Jeanette Hansen and seconded by Cecelia Grant to amend the bylaws to increase the number of voting Directors from 12 to 13 by changing the status of the Medical Director from non-voting to voting as follows (changes in BOLD type):

ARTICLE VI: BOARD OF DIRECTORS

Section 2. NUMBER AND COMPOSITION

- B.** The Board of Directors shall consist of no more than twelve ~~(12)~~ **(13)** voting Directors made up from individuals within the geographical limits of the corporation. The Board of Directors shall be comprised of:
- 1.** Three (3) elected “Rural – Highway” community Directors. A “Rural – Highway” community is one which lies outside of the boundaries of the Fairbanks North Star Borough and is served by roads which are maintained year around. These three seats shall be elected to maintain the following distribution:
 - One seat should be filled by a member of a certified ambulance service that serves a portion of the Parks Highway corridor.
 - One seat should be filled by a member of a certified ambulance service that serves apportion of the Richardson/Alaska Highway corridor.
 - One seat should be filled by a resident of any certified ambulance or IREMSC-recognized first responder service from any community that serves a portion of any highway that is maintained year-around. This includes the two above highways as well as the Eliot and Dalton Highways (or any other highway that becomes year-around in the future)
 - 2.** Three (3) elected “Urban” community Directors. An “Urban” community is one which lies within the boundaries of the Fairbanks North Star Borough.
 - 3.** Three (3) elected “Rural – Non-Highway” community Directors. A “Rural – Non- Highway” community is one which lies outside of the boundaries of the Fairbanks North Star Borough and is not served by roads which are maintained year around. These three seats shall be elected to maintain the following distribution:
 - One seat should be filled by a responding member of a certified ambulance or IREMSC-recognized first responder service.
 - Two seats should be filled by any resident of any rural off-highway community, regardless of any or no organizational affiliation.
 - Only one seat should be filled by a resident of any one of the region’s geographic sub-areas.
 - 4.** One (1) Director appointed by Tanana Chiefs Conference.
 - 5.** One (1) Director appointed by Fairbanks Memorial Hospital.
 - 6.** One (1) Director appointed by the Fairbanks North Star Borough.
 - 7.** The IREMSC Medical Director shall be an Ex Officio Director ~~without vote and shall not count towards the quorum.~~

Note: The Medical Director will continue to be “Ex Officio”, holding the seat by the nature of her/his position as medical director.

Motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT

See attached Staff and Executive Director Reports for full details.

Discussion was held about the status of using the National Registry of EMTs (NREMT) testing as part of the Alaska Certification process and the status of NREMT training at the University of Alaska Fairbanks. Dave and Dan will report to the board if it is in future discussions at the state level.

Wilma Vinton and Dr. Maria Mandich discussed the recent revision and regainal use of FNSB Standing Orders in and out of the borough. Dr. Mandich would like to see development of model state standing orders.

BUSINESS

Year to Date Financial Report

Dan Johnson and Wilma Vinton presented the attached financial report as September, 2016 and explained expenses and revenue that have significant changes compared to last year.

Motion made by Brad Paulson and was seconded by Jeannette Hansen to accept the attached financial report as presented. Motion passed unanimously.

Dan discussed the rules governing use of “Project Income” and the history of IREMSC’s “Reserved EMS Fund”. The Reserved EMS fund was set up more than 15 years ago to create financial reserves. It was originally named the “B6 Fund” to reflect the section in the regulations governing use of such funds. Since then, that regulation reference no longer applies, and the fund was renamed “Reserved EMS Funds”.

These funds can be accumulated to provide cash reserves for any purpose consistent with IREMSC’s mission and the grant program under which they accumulated. They can total as much as the organization normally received from the state in a fiscal year. In the past, this fund has been used for the purchase of our building, matching funds for capital improvement grants, and a source of temporary funding to bridge potential cash flow issues related to delays in grant reimbursement or funding from the state.

This fund is not subject to rules that might require other accumulated Project Income to be spent according to certain deadlines, for example, by the end of the next fiscal year.

Another fund on the Balance Sheet is called “Unreserved EMS Funds” which includes project income that has been accumulated over the years but not spent. A portion of these funds may be transferred to the “Reserved EMS Fund”.

Motion made by Jeannette Hansen and was seconded by Brad Paulson to transfer \$75,000 from Unreserved EMS funds to the Reserved EMS Fund. Motion passed unanimously.

Meeting Recessed for lunch at 11:53 AM.

Meeting Reconvened at 12:16 PM.

Review of Executive Committee Actions: April, May, June, 2016

Dan reviewed the actions that were taken since the last full board meeting by the Executive committee:

- Approval of the FY 17 budget by email. The details are in the April 27, 2016 meeting minutes.
- Approval of line item budget revisions by teleconference in May 2016. Details are in meeting minutes.
- Approval of parking lot upgrade. Details are in the minutes for June 2016.

Mini-Grant Policy Revision

Dan recommended that the mini-grant policy be revised to reflect:

- That for profit entity are not eligible for mini-grants
- To clarify the definition of ambulance service as certified by the state
- To clarify the definition of First Responder services as not certified by the state
- To change the name of the annual survey to "EMS Survey", not "Ambulance Survey"
- To remove the deadline date from the policy as it will change from year to year
- To remove MAST due to not being a program anymore

Jeanette Hansen moved and Terry Russell seconded it to approve revising the current Mini-Grant Policy as recommended. Motion passed unanimously.

Status of Mini Grant Awards

Dan described this year's mini-grant distribution and application process. 44 mini grant applications were distributed and 26 met the criteria and were approved along with one developmental for a service that will be attempting to obtain training and get organized. The budget approved for this year's min-grants is \$90,000, and although more than that has been awarded, based on historical trends, the final expenditures should fall within that budget.

Cecelia Grant moved and Jeannette Hansen seconded to accept the distribution of the Mini-Grant funds. Motion passed unanimously.

Funding Future

Dan spoke about the funding future. The organization received a 6% cut in state funding for FY 16, but no additional cut for FY 17 (current FY). Although we should expect future cuts until the state solves its financial problems, we are optimistic that they won't be unusually large.

Schedule next meeting

The next meeting is scheduled for 10:00 am – 2:00 pm February 3, 2017

Board Member Comments

Brad Paulson spoke about FNSB and progress in updating the Aurora data system in the Borough and statewide.

Terry Russell spoke about Manley Hot Springs EMS. They are trying to get a building to house the ambulance they received from Delta Junction through IREMSC. They are working on training additional responders. There are 110 people in Manley Hot Springs.

Cecelia Grant spoke about the Health Aide training center in Fairbanks. They are also spending time training at CAIHC.

Matt Reppell spoke about expanding Fort Yukon's EMS training. They would like to become a certified ambulance service. They have 2-3 active members.

Jeanette Hansen spoke about Salcha's programs. There is now a cadet program for fire and EMS. It is a high school group interested in EMS and fire careers.

Paul Berio spoke about Tok Subregion. See Paul's report.

Dr. Mandich spoke about EMS Medical Direction for the University Fire Department, Chena Goldstream Fire and Rescue and Ester VFD.

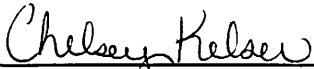
Executive Session (various topics)

Jeannette Hansen moved and Jack Willard seconded to adjourn to Executive Session at 1:15.

Brad Paulson moved and Terry Russell seconded to leave Executive Session at 2:10.

Brad Paulson moved and Terry Russell seconded that the salary and wage scales for IREMSC employees remain unchanged. The next board meeting should include an agenda item to set up a process to review the entire salary and benefit package, including salary and wage scales, insurance, retirement, etc. Any changes will be developed for the next budgetary cycle.

Respectfully Submitted By



Chelsey Kelser, Admin. Assistant



For Jack Willard, Secretary