

**Interior Region EMS Council
Board of Directors Meeting
Minutes of 2/9/07**

MEMBERS AND GUESTS PRESENT:

Jeannette Hansen – Urban	Chuck Kuhns – Urban
Debbie Reed – TCC	Michael Cuber – Rural Highway
Yvonne Howard – Rural Non-Highway	
Barry Jennings – FNSB	

MEMBERS ABSENT:

Major Jeffrey Mosso – MAST	Jenny Brady- Rural Highway
Danny Robinette, Medical Director	Carol Meyer – FMH
Scott Learned – Urban	Adlai Alexander – Rural Non-Highway

STAFF PRESENT:

Dan Johnson, Executive Director	Samara Steele, Administrative Assistant
David Rockney, Training Coordinator	Tom Dean, Sub-Regional Coordinator

ROLL CALL & CALL TO ORDER:

Jeannette Hansen, Chairman, called the meeting to order at 9:01AM. It was determined a quorum was present with 6 of 12 voting members present.

Approval of Agenda

Motion was made by Debbie Reed and seconded by Yvonne Howard to approve the agenda as presented. Motion passed unanimously.

Approval of Minutes of 11/17/06

Motion was made by Debbie Reed and seconded by Yvonne Howard to approve the minutes of 11/17/06. Motion passed unanimously.

REPORTS & COMMENTS:

Board Member Comments:

Board Members gave their reports (available on tape)

Financial Report:

Dan presented the attached second quarter financial report and explained any significant differences from last year at this time. Although operating expenses with the new building are still uncertain, we are showing a savings of over 30% in heating bills compared to records from last winter. This can probably be attributed to the installation of the new roof.

Training Report:

Dave presented the attached training report and discussed upcoming classes. One comment he's received is that many from borough squads approve of our more convenient location.

Barry brought up the ability of EMT's & Paramedics participating in mass casualty & pandemic exercises and their ability to give injections. There is a possibility that regulation and legislative changes are in the works. Barry, Dave and Dan will contact the state EMS office to see if the changes are in the works or are already in place.

Tok's Sub Regional:

Tom presented the attached Tok Sub Regional Report.

Resource Report:

Julie Lawyer presented the attached Resource Report.

MAST Report:

Dan reported that they are continuing to have quarterly MAST Coordinating Committee meetings. Problems so far have been few and far between. Dan encouraged members if they are interested in attending meetings to contact him to be put on the meeting notification list.

Meeting Recessed for a Break at 10:51 AM

Meeting Reconvened at 11:06 AM

Executive Director's Report:

Dan reported on the fact that we sold some excess equipment on eBay. The proceeds from sales equaled over \$1000.00.

Dan reported on his visit with the state representatives on his recent trip to Juneau for EMS Day. While there he discussed nursing and paramedic training issues with Representative Kawasaki who is introducing legislation to solve the problem.

Dan discussed the Rasmuson grants that we have received. The Tier I roofing and door grant is almost complete we are waiting to get the classroom entrance finished and then we can send in the final report. Dan will also include his energy savings report. The Tier II grant for Tok EMS ambulance remount project is in two stages. The first stage is fully funded and the ambulance is at Braun Northwest. The second stage is waiting on requirements of the grant being fulfilled. Once this is done the second ambulance will be ready to proceed. Dan does not see any regional Rasmuson grants being written in the

future, due to the difficulty of overseeing Rasmuson board giving requirements. We will probably continue to consider Rasmuson grants for central office projects.

Dan discussed the Code Blue Phase 7 project. Dan discussed the review process of the requests and how the regional list is made. The only controversial item on the list was the Auto-pulse CPR machine. He explained how and why the decision of the Auto-pulse was being denied by the Code Blue Committee. The product will be considered in the future as more information on its efficacy is available.

Dan updated the Board on the ALMR radio situation. Currently the need is too big for the Code Blue project to handle. There is a possibility that the Denali Commission will fund approximately half of the projects if not more. ALMR continues to be an issue that Dan feels the state is not fully addressing at this time both in terms of financing and technical assistance to small rural squads.

Dan discussed the retirement of Ronni Sullivan, Southern Region's Executive Director. He updated the board of her key role in the budget increment as well as her role in spearheading the Code Blue Project. He recommended the Board recognize her service at her upcoming retirement party in Anchorage (which he will be attending).

Motion was made by Debbie Reed and seconded by Yvonne Howard to purchase a gift and write a resolution thanking Ronnie Sullivan for her contribution to Alaska EMS.

Dan reminded the Board that we need nominations for the symposium awards.

Meeting Recessed for Lunch at 11:56 PM

Meeting Reconvened at 12:41 PM

BUSINESS:

Conflict of Interest Policy

Dan presented and explained the current conflict of interest policies that are in the Bylaws and Employee Policy Manual.

Motion made by Mike Cumber and seconded by Yvonne Howard to accept existing conflict of interest policy as described in Article X of the bylaws and Section 3.04.0 and 3.12 of the employee policy manual. This policy will be reviewed if recommended by the auditor. Motion passed unanimously.

Internal Audit Procedure

The current procedures in place were discussed.

Motion was made by Debbie Reed and seconded by Yvonne Howard that it is the policy of the IREMSC Board to perform regular oversight of transactions as follows:

- *A board member will sign every check or other financial document along with the Executive Director or other authorized employee.*
- *Along with the checks and other documents will be provided backup documents for that expenditure. A board member may review these documents whenever a signature is required.*
- *The Board will review and approve a financial report at each meeting.*
- *Any board member may see any financial document when requested.*

Motion passed unanimously.

Discussed Prepayment of Principal on Building Loan

Dan explained that because of unforeseen circumstances with our accountant he was unable to do enough research on this year's expenses and projected end of year balances to report on this item. This item was tabled until more expense history for the new building is known.

Motion was made by Yvonne Howard seconded by Mike Cumber to commence to executive session.

Executive Committee was called to session at 12:59 PM

Executive Committee was adjourned at 2:40 PM

A motion was made by Debbie Reed and seconded by Yvonne Howard that based upon Dan's annual review he be advanced to the next step in the salary scale. Motion passed unanimously.

Schedule Next Meeting

The next board meeting was scheduled in conjunction with the symposium for April 13 and 14, 2007.

Motion was made by Debbie Reed and seconded by Yvonne Howard to adjourn.

Meeting Adjourned at 2:45 pm.

Respectfully Submitted By,

Samara Steele, Administrative Assistant
For
Carol Meyer, Secretary