

**Interior Region EMS Council  
Board of Directors Meeting  
Minutes of 10/24/08**

**MEMBERS AND GUESTS PRESENT:**

Jeannette Hansen – Urban	Michael Cuber – Rural Highway
Yvonne Howard – Rural Non-Highway	Scott Learned - Urban
Heather Koponen – TCC	Adlai Alexander – Rural Non-Highway
Clint Brooks – FMH	

**MEMBERS ABSENT:**

Danny Robinette, Medical Director	Edna Peters– Rural Non-Highway
Vacant– FNSB	Sylvia Pitka – Rural Highway

**STAFF PRESENT:**

Dan Johnson, Executive Director	Linda Callender, Office Manager
David Rockney, Training Coordinator	Tom Dean, Sub-Regional Coordinator

**ROLL CALL & CALL TO ORDER:**

Scott Learned, Chairman, called the meeting to order at 9:00AM. It was determined a quorum was present.

**Approval of Agenda**

*Motion was made by Jeannette Hansen and seconded by Yvonne Howard to approve the agenda with the correction of Edna Peters name put in place of Rachael Kangas. Motion passed unanimously.*

**Approval of Minutes of 02/08/08**

*Motion was made by Jeannette Hansen and seconded by Yvonne Howard to approve the minutes of 02/08/08 with the correction of the spelling of the MAST report. Motion passed unanimously.*

**REPORTS & COMMENTS:**

**Board Member Comments:**

Board Members gave their reports (available on tape).

Scott said that Barry Jennings has resigned his position as the Fairbanks North Star Borough EMS Director and David Gibbs is the acting Director.

**Finance Report:**

Dan presented the attached Financial Report of 9/30/08 and explained any major changes from last years report.

**Training Report:**

Dave Rockney presented the attached training report.

Dave reported:

- that we have hired a new Material Specialist to replace Samart Turner who left to pursue a full-time fire fighting job.
- that we have new State EMS Unit Manager, Terry Olliff.
- that the new BLS Heart Code computer course that will available through our office.

**Resource Department Report:**

Rachel Mulvihill gave the attached Resource Department Report.

**Meeting Recessed at 10:32 AM:**

**Meeting Reconvened at 10:47AM:**

**Tok Sub-Regional Report:**

Tom Dean gave the attached Tok Sub-Regional Report. Tom said training has increased and they are looking to hire another person to assist with office operations.

**Executive Director's Report:**

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- EMS recruitment problem seems to be statewide and gave a brief discussion on why that is happening.
- Dan recently met with the Code Blue Steering Committees and ACEMS in Anchorage. The Code Blue program is still receiving healthy funding and has just gone into Phase 9. He gave a brief description on how the Code Blue funding for the various state areas are determined. Dan mentioned that Phase 9 is probably going to be centered on supplying slide-in ambulance units for off road villages.

- The MAST Unit went off line as of July 1, 2008. Evergreen Helicopters has taken over the military medevac services. Dan is working on creating a MAST steering committee.
- The state has requested a budget increment for EMS regions at 10%.
- There are several changes at the State office:
  - Terry Olliff is the new EMS Unit Manager
  - Lee Parham is the new state Training Coordinator
  - Raj Maskay is now coordinating most of the functions done by Doreen Risley including Code Blue, EMS for Children and the AED program.

**Meeting Recessed for Lunch at 11:45AM**

**Meeting Reconvened at 12:35PM**

**BUSINESS:**

**Review and Approve IREMSC Travel Policy:**

Scott said the attached Travel Policy needs to be reviewed and approved.

*A motion was made by Jeannette Hansen and seconded by Mike Cuber to adopt the attached Travel Policy.*

A discussion was held concerning the policy and Heather Koponen questioned what the allowed amount would be when someone stayed in a private residence and what would be required for reimbursement. Dan said that any instance that this may happen would be so rare that a special policy wouldn't be required.

Heather proposed that we add an amendment to the policy under reimbursement (last paragraph) saying that anyone authorized to travel on company IREMSC business, staying in private homes, are encouraged to offer compensation for lodging and meals and receipts are required for any reimbursement.

*Motion was made by Jeannette Hansen and seconded by Jack Willard to approve the travel policy with the above addition added by Heather. Motion passed unanimously.*

**Review and Approve Bank of America Resolution:**

Scott explained that in order to receive information on the IREMSC Bank of America credit card account the Board needs to pass a resolution to allow certain individuals from the office to obtain that information. (See attached resolution.)

*Motion was made by Heather Koponen and seconded by Mike Cuber to pass the proposed Bank of America resolution. Motion passed unanimously.*

**Approval of Mini Grant Applications**

Scott said that Dry Creek has applied for a Mini-Grant and they qualify under IREMSC Mini Grant Policy regulations (see attached request).

*Motion was made by Jeanette Hansen and seconded by Mike Cuber to approve their eligibility to apply for a Mini Grant for FY09. Motion passed unanimously.*

**Establish Code Blue Committee:**

Scott said there was an added item to the agenda. Dan requested that Code Blue Review Committee be established.

*Motion was made by Clint Brooks and seconded by Jeannette Hansen to authorize the Board Chairman establish a Code Blue Committee. Motion passed unanimously.*

**Setup Meeting Between Finance Committee & Auditor:**

Scott reported that new auditing standards require that a Finance Committee be established and a meeting with the IREMSC auditor and the Committee be conducted once a year.

The Finance Committee includes the Chairman, Vice Chairman, Secretary, Treasurer and Member at Large. A call was made to Debbie Gross, IREMSC auditor and a meeting was scheduled for 1:45PM, immediately after today’s meeting.

**Schedule Next Meeting:**

The next Board Meeting is scheduled for Friday January 9<sup>th</sup>.

*Motion was made by Mike Cuber and seconded by Heather Koponen to adjourn.*

**Meeting Adjourned at 1:02PM.**

Respectively Submitted By,

Linda Callender, Office Manager

For

Mike Cuber, Secretary