

# MLREMS Executive Committee Meeting

## Meeting Minutes

<b>Subject</b>	<b>MLREMS Executive Committee</b>	<b>Meeting Notes : Dates</b>	<b>11<del>0</del>-14<del>0</del>-2011</b>	
<b>Facilitator</b>	<del>Mark Tornstrom</del> <b>Tim Frost -- Vice Chair</b>	<b>Time</b>	08:30AM	
<b>Location</b>	GoTo Meeting	<b>Scribe</b>	Tim Frost	
<b>Attendees</b>	<del>Mark Tornstrom;</del> Tim Frost; Jeremy Cushman; Tracy DeMarse; Reg Allen; <del>Paul Bishop; Karen Dewar;</del> <del>Diek Tripp, Karen Dewar, Darrin Batty</del>			
	<b>This workgroup's responsibility is:</b>			
<b>Key Points Discussed and Action Items</b>				
<b>No.</b>	<b>Topic</b>	<b>Action Item(s)</b>	<b>Resources</b>	<b>Target Date</b>
1	<b>Chairperson (Mark Tornstrom) - Absent</b>			
2	<b>Vice Chair (Tim Frost)</b> <ul style="list-style-type: none"> <li>• Chair Report <ul style="list-style-type: none"> <li>○ Review of Agenda / Minutes</li> <li>○ <u>Regionalization Tag Plea (response by 11/18/2011)</u> <ul style="list-style-type: none"> <li>▪ <u>Operational Committee</u> <ul style="list-style-type: none"> <li>• <u>Looking for Chair</u></li> <li>• <u>Looking for additional members</u></li> </ul> </li> <li>▪ <u>Three Action Items</u> <ul style="list-style-type: none"> <li>• <u>Review the recommendation from the TAG group</u></li> <li>• <u>Create cost scenarios for implementation</u></li> <li>• <u>Establish time line for implementation based on number 2</u></li> </ul> </li> </ul> </li> <li>○ <u>Transcription extension</u> <ul style="list-style-type: none"> <li>▪ <u>The December meeting will not be covered under the current contract.</u> <ul style="list-style-type: none"> <li>• <u>Do we add minutes</u></li> </ul> </li> </ul> </li> </ul> </li> </ul>			

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	<ul style="list-style-type: none"><li>• <u>Or new contract</u><ul style="list-style-type: none"><li>○ <u>The current contract is not set up for annual renewal.</u></li><li>◉ <u>Recommendation to continue as previously done and purchase more minutes.</u></li></ul></li><li>○ <u>STEP financial request</u><ul style="list-style-type: none"><li>▪ <u>\$5000 Educational Grant Request (10/14/2011)</u><ul style="list-style-type: none"><li>• <u>What line items or guidelines should we have in place to make these decisions</u></li><li>• <u>We have \$1000 budgeted</u></li></ul></li><li>◉ <u>This will be brought forward to council as written by STEP. The exec recommendation will be that we give STEP what was budgeted. We will then budget for the \$5000 (if possible) for next year.</u></li></ul></li><li>○ <u>MLREMS – REMAC representation on SEMAC</u></li></ul>			
	<ul style="list-style-type: none"><li>• <u>Vice Chair – No Report</u></li></ul>			

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3	<p><b>Secretary (Tim Frost, Interim)</b></p> <ul style="list-style-type: none"> <li>• <u>10/25/2011 Reg sent out acceptance and denial letters following Octobers vote</u></li> <li>• <u>2012 confirmation letters will be sent out by the end of this week</u></li> <li>• <u>Updated rosters will be sent out in Mid December</u></li> </ul>			
4	<p><b>Treasurer (Reg Allen)</b></p> <ul style="list-style-type: none"> <li>• Current Financials             <ul style="list-style-type: none"> <li>○ <u>NYS Payments to date</u> <ul style="list-style-type: none"> <li>▪ <u>The check was later than expected.</u></li> <li>▪ <u>URMC accepted the late payment without issue</u></li> </ul> </li> <li>○ <u>Finance Committee Meeting today</u></li> <li>○ <u>The St Paul CON line item needs to be corrected</u></li> <li>○ Consideration of Fees for Service                 <ul style="list-style-type: none"> <li>▪ <u>Letter to area hospitals</u> <ul style="list-style-type: none"> <li>• <u>Does anyone have additional comments</u></li> <li>• <u>Tim Czapranski had a huge role in making this happen. Thank you</u></li> <li>• <u>These letters will be sent out for comment this week and will be sent to the hospitals following this comment period signed by Mark.</u></li> </ul> </li> <li>▪ Fee for AED registration</li> <li>▪ <u>Fee for CON processing</u></li> <li>▪ <u>Regional fee for Paramedic Credentialing</u></li> <li>▪ <u>2010-2011 audit is underway</u> <ul style="list-style-type: none"> <li>• <u>Starting 11/17/2011</u></li> </ul> </li> </ul> </li> </ul> </li> </ul>			
5	<p><b>Office Manager (Tracy DeMarse)</b></p> <ul style="list-style-type: none"> <li>• <u>Quarterly Report for Program Agency / Council sent out</u></li> <li>• <u>Ahiska Care - we received a new submission and there was a</u> <ul style="list-style-type: none"> <li>○ <u>Last correspondence was: How do we go about becoming a wheelchair transport company?</u></li> </ul> </li> </ul>			

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	<ul style="list-style-type: none"><li>○ <u>We have submitted for grants for 2 additional pediatric VOD casts</u></li><li>○ <u>We are fairly certain that we will not get approved secondary to our web sites structure. The student has the ability to take quiz without viewing educational content</u></li><li>• <u>Developing processes for all actions in case that Tracy wins the lottery.</u></li></ul>			
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6	<b>Regional Medical Director (Jeremy Cushman)</b> <ul style="list-style-type: none"> <li>• <u>No Report</u></li> </ul>			
7	<b>System Operations Committee (Darrin Batty - <u>Absent</u>)</b> <ul style="list-style-type: none"> <li>• <u>No report</u></li> <li>• <u>It was noted that there are several actions that need completed</u> <ul style="list-style-type: none"> <li>○ <u>Policies with legal review</u></li> </ul> </li> <li>• <u>Tim Frost will touch base with Batty &amp; Tornstrom</u> <ul style="list-style-type: none"> <li>○ <u>Status of regular meeting</u></li> <li>•○ <u>Status of information sent to Darrin</u></li> </ul> </li> </ul>			
8	<b>NEG (Reg Allen)</b> <ul style="list-style-type: none"> <li>• <u>Presentation of officers for MLREMS and REMAC</u> <ul style="list-style-type: none"> <li>•○ <u>No interest as of yet. Due by December 5</u></li> </ul> </li> <li>• <u>Policy review – Pending</u> <ul style="list-style-type: none"> <li>•○ <u>Two sets – systems &amp; training</u></li> </ul> </li> <li>• <u>By-law update, progressing</u> <ul style="list-style-type: none"> <li>○ <u>These were sent out please review</u></li> <li>○ <u>Major changes involve the committee membership. This was mainly the titles</u></li> <li>○ <u>Terms – there has been no turnover</u> <ul style="list-style-type: none"> <li>▪ <u>Consider term limits but not life limits</u></li> <li>▪ <u>4 years may be too much</u></li> </ul> </li> <li>○ <u>Give month for review by exec and then bring to full council for comment next month.</u></li> <li>○ <u>Please send comment to Reg between now and then</u></li> </ul> </li> </ul>			
	<b>PIER (Dick Tripp - <u>Absent</u>)</b> <ul style="list-style-type: none"> <li>• <del><u>No Report</u></del> <del><u>STEP Conference Update</u></del></li> <li>• <del><u>Sponsorship</u></del></li> </ul>			

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10	<b>REMAC (Manish Shah - <u>Absent</u>) <u>Jeremy Cushman</u></b> <ul style="list-style-type: none"> <li>• <u>Meeting tonight @ 1730</u></li> <li>• <u>Protocols for approval</u> <ul style="list-style-type: none"> <li>○ <u>Provided these are approved, the education components</u></li> </ul> </li> <li>• <u>Scope of practice for consideration</u></li> <li>• <u>Motion by Dr. Cushman for regional max for fentanyl</u></li> <li>• <u>BLSFR updates for the region</u> <ul style="list-style-type: none"> <li>○ <u>What the files are missing. If missing information is not in to the state by December 31, they will lose their number.</u></li> </ul> </li> <li>• <u>Number of QA issues</u></li> <li>• <u>Executive Session for older issues</u></li> </ul>			
11	<b>Training Committee (Paul Bishop)</b> <ul style="list-style-type: none"> <li>• <u>No activity since the last council meeting</u></li> <li>• <u>No additional report</u></li> </ul>			
12	<b>Monroe County EMS (Tim Czapranski - <u>Absent</u>)</b> <ul style="list-style-type: none"> <li>• <u>Procured START triage kits through a grant and are being provided to BLSFR agencies that were previously excluded</u></li> <li>• <u>Accountability System is being put into place</u></li> <li>• <u>2<sup>nd</sup> Battalion Coordination Position is being interviewed</u> <ul style="list-style-type: none"> <li>○ <u>6 great candidates</u></li> </ul> </li> </ul>			
13	<b>Livingston County EMS (Karen Dewar)</b> <ul style="list-style-type: none"> <li>• <u>Completing paperwork for BLSFR</u></li> <li>• <u>Livingston EMS Supervisor Resigned - Frank Manzo – has been appointed Interim ALS chief</u></li> <li>•</li> </ul>			
14	<b>State EMS Council</b> <ul style="list-style-type: none"> <li>• <u>Meeting in January</u></li> <li>• <u>Letter received for MLREMS SEMAC seat</u></li> </ul>			
14	<b>LEPC</b> <ul style="list-style-type: none"> <li>• <u>Mark Tornstrom &amp; Tom Coyle current appointed members</u></li> </ul>			

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15	<b>Other Business</b> ♦ <u>No report</u> ♦			
17	<b>Next Meeting</b> <ul style="list-style-type: none"><li>• November 14, 2011 – REMAC</li><li>• December 12, 2011 – Executive</li><li>• December 19, 2011 – Council</li></ul>	-		

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