



NEG/Systems Ops Joint Meeting Minutes

November 15, 2017

Attendees: K. Dewar, T. Kirchoff, T. Czapranski, G. Glessner, T. Kelly, J. Cushman, R. Allen, T. Coyle, B. Sensenbach, M. Philippy, G. Williams, B. Arnold

CON Transfer of Operating Authority

- The past two State Council actions had to do with Council policies – Big Lakes and Wyoming Erie where the regional council didn't debate the matter in open forum, and there was also a question of the proper procedure on vetting the completeness of the application.
- Bill Arnold went through the previous document we had in place and edited it. We would like to keep this document to two pages and as minimalist as possible. This is to be a supplement to 06-06 without regurgitating it.
- What is the application? All of the items 06-06 outlines (30 page document including the letters of support, appeals, etc). The forms are to help facilitate the process.
- The State uses CON and COA interchangeably. We should define these items in our policy. We would like to consolidate both the transfer of operating authority and the CON policies into one policy. The fees will be adjusted depending on which is being requested based on previous costs.
- At the State meeting in May, it was mentioned that with the municipal CONs, the State Legislature is proposing that they become official after two years without a public hearing. Nothing has been mentioned since this comment, but something we should keep on our radar.
- Process of CONs/TOAs: The Program Agency receives the application, determines that all paperwork is there and notifies the Systems Ops Committee Chair to get the group together for review. There is currently nothing written in the State policy for how many members need to be present at this meeting for review. Going forward, we suggest that 5 of the 9 members of systems ops be present for quorum on these matters. Once reviewed by the committee, the application gets sent to the lawyer as another check point and then it gets forwarded onto the State at that point for fitness and competency. The attorney findings is what is brought to Council as the Systems Ops recommendation for the application.
 - The State has requested that we send the application to them prior to the Council meeting (as soon as we have it, in our process, after attorney review), so that they have time to review the application. They will not release the findings until after the Council votes and deems the application complete.
 - All of the timelines in these processes are outlined in 06-06.

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- Basically, the Program Agency is the Administrative Review (paperwork is present), Systems Ops is the content review, the attorney is the legal review, and then the State is the fitness and competency review.
- After review of 06-06, we've decided to accept an electronic copy and two originals of the application in lieu of the 30 copy request by the State.
- CON Committee – this committee is more for the Public Hearing. There needs to be a committee of five present at the public hearing. We suggest that the Chair of this committee be the Systems Ops Committee Chair unless he has a conflict at which point the Chair of the Council will step in. These committee members do not need to be from the Systems Ops Committee or Council, but can be appointed for that particular public hearing.
- Determination of Public Need: (page 4 of 06-06) we need to establish additional requirements for public need which can further provide details on the already outlined bullet points. REMAC has a checklist for agencies requesting to increase their level of care to ALS, which we would be able to use some information from as well as our Regional Performance Measures. Tim Czapranski and Karen Dewar as county coordinators can help identify these, and it is suggested that we also involve outside parties with vested interests such as hospitals, and other places that transfer patients.
 - This will be a living document that we review on an annual basis but is something separate from the CON policy. Tasked to the Systems Ops Committee.
- As part of the CON application, appendix 2 is supposed to be a guidance document. We should include language in our policy as such: “Agency shall complete Appendix 2” to further ensure the completeness of the application.
- Please note that we have an obligation to discuss CON matters on the record at the Council meetings. One of the previous REMSCOs got into trouble when there was no discussion at all. It can be simply, “I (do not) stand in favor of this CON”.
- (page 12 06-06) regarding “binding contingencies”, what does that mean?
 - If an agency is requesting a CON for the town of Henrietta, but they only show proof of a nursing home that is being underserved, we as a Council can say that they can have a CON for that particular address, but not the entire town.

Mutual Aid Policy

- Mutual Aid must be driven by the best interest of the patient.
- This policy has been circulated quite a bit, so just a few clarifications. The State does not define what “staffed” or “stated” ambulances are. In our policy, we should outline this, as it has been noticed that ambulances with one crew member have been “stated”. If you plan on not staffing



your ambulances during certain hours, that is not Mutual Aid. You need an agreement in place with another service to cover those calls.

- Run cards – Council needs to vote on these as they are mutual aid. Once we enact this policy, we have the right to go back and review all of the run cards as a Council. In both Counties, the process for run card changes are as follows: the agency fills out 12-06, they are approved through the county coordinator and then brought to Council for final approval. After January 1st, it is suggested that we sit with the new Bureau director about the enforcement of this policy and what their intentions are regarding this.
- We will put this policy forward for voting at Council on Monday's meeting.

NEG Committee: Balloting Issues and other items

- Please review the by-laws prior to Monday's Council meeting.
- We have a few contested seats for this election, so please be sure to read through all of the applications prior to voting. Mark will share the folder with all of the information for your review prior to Monday's meeting.
- Balloting Issue: Bryce Bishop had applied for the open Healthcare Representative seat prior to the September Council meeting, however his application was not received in time. Due to a technical error, we didn't receive his letter of support prior to the November 6th deadline for this meeting's vote. We are going to accept his application as it was an error on our part.