

MLREMS Executive Committee Meeting

Meeting Minutes

Subject	Executive Committee Meeting	Meeting Notes : Dates	3-14-2011	
Facilitator	Mark Tornstrom	Time	0830	
Location	GoTo Meeting	Scribe	Mark Tornstrom	
Attendees	Mark Tornstrom / Tim Frost / Tracy Demarse / Jeremy Cushman / Dick Tripp / Reg Allen / Darrin Batty / Tim Czapranski Excused – Paul Bishop, Tom Bonfiglio			
	This workgroup's responsibility is:			
Key Points Discussed and Action Items				
No.	Topic	Notes / Action Item(s)	Resources	Target Date
1	Officer Reports <ul style="list-style-type: none"> • Chairperson (Tornstrom) <ul style="list-style-type: none"> ○ Agenda Items ○ Meeting Minutes ○ Committee Membership ○ Legal Representation • Vice Chairperson (Frost) • Secretary (Bonfiglio) • Treasurer (Allen) <ul style="list-style-type: none"> ○ 2011-12 Budget 	<ul style="list-style-type: none"> • No additional items • Minutes for all meetings must be made available – any committee meetings that occur must have minutes sent to OPC • Have not yet sent out committee membership to full council – waiting for final updated roster • Have made contact with Brad Pinsky • Action plan for secretary to be drafted and shared • Template for Council budget shared based on report adjustment to insurance made (over budgeted) • Money not expended to be allocated for current budget – Vod cast and Webcasting – • For the current year will have information 		

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		on unspent money by January		
2	<p>Staff Reports</p> <ul style="list-style-type: none"> • Office Manager (DeMarse) <ul style="list-style-type: none"> - Budget (council) - Regionalization Database - Budget for upcoming year (program agency) - URMC contract • Medical Director (Cushman) 	<ul style="list-style-type: none"> • Budget as discussed under Treasurer • Meeting this Friday for RFP for regionalization database program • Preparing the budget for the upcoming year • Contract under new business • LODD death – support offered • Regionalization RFP plan by April 		
3	<p>Committee Reports</p> <ul style="list-style-type: none"> • Systems and Operations <ul style="list-style-type: none"> ○ St. Paul BLS FR and Transfer • NEG <ul style="list-style-type: none"> ○ Open Seats on REMAC and Council ○ By Law update • PIER (Tripp) <ul style="list-style-type: none"> ○ 2010 Awards ○ STEP 	<ul style="list-style-type: none"> • St. Paul BLS FR returned for minor changes • St. Paul transfer additional information requested by NYS DOH – returned to St. Paul • REMAC open seat filled. Noyes gave their seat up for – at large? • At large council has two applications – one meets criteria other one does not. Letters to be sent and candidate presented at April meeting • Working on updates to By-Laws as needed • Notices out to all nominees – awards on order for 3/25 • Reserved Table – due to no request for funds no further action. Will be drafting an agreement for the next few years to avoid similar situation in the future. 		

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	<ul style="list-style-type: none"> • Regional Emergency Medical Advisory Committee • Training Committee (Paul) 	<ul style="list-style-type: none"> • Multiple QA issues completed • Working on finalizing the work required by OPC - priorities • SEMAC later this month • CIC class scheduled • Meeting on a monthly basis • Development of a trainer program / roundtable 		
4	County and Representation Reports <ul style="list-style-type: none"> • Livingston County EMS • Monroe County EMS 	<ul style="list-style-type: none"> • No report • April 30th will be hosting a summit – morning communications, afternoon EMS for Monroe County 		
5	State EMS Council <ul style="list-style-type: none"> • Meetings Announced 3/29 &30, 5/24&25, 9/13 &14 	<ul style="list-style-type: none"> • Contract for meetings (first two) approved, State budget – EMS funds intact but not sure if we are authorized to spend any. 		
6	Monroe County Local Emergency Planning Committee (LEPC)	<ul style="list-style-type: none"> • Approved Mark Tornstrom as alternate • Approved their 2011 plan 		
7	Other Business <ul style="list-style-type: none"> • URMIC Contract • LODD 	<ul style="list-style-type: none"> • Distributed to members – review by March 31st with comments • Conversation regarding payment requirements if no funds received from NYS • Recent LODD death at Spencerport • Letter from Council by Chair • Memorial contribution of \$250 		

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8	Next Meeting <ul style="list-style-type: none">• MLREMS Council – April 18th Livingston County• MLREMS Executive –April 11th			
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