



MLREMS EXECUTIVE COMMITTEE MEETING MINUTES

WEDNESDAY JANUARY 8, 2008 @ 1600

Member Name	In Attendance
Bishop, Paul	YES
Tornstrom, Mark	YES
Frost, Tim	YES
Connolly, Marc	YES
Shah, MD, Manish	NO
Adam, Sheri	YES
Campbell, Randy	NO

Member Name	In Attendance
Coyle, Tom	YES
Leven, David	NO
Rueckmann, MD, Erik	NO
Czapranski, Tim	NO
Fairbanks, Terry	NO
Sheahan, William	NO

1. Officer & Staff Reports

a. Chair – **Paul Bishop**

i. Conformation of Committee Chairs

1. Request Tom Coyle continue to chair the System Ops Committee for another year – Tom Accepted
2. Needs to confirm other committees with designated chairs not in attendance

ii. Annual Report

1. Committee Chairs should submit a written “bullet point” list of committee accomplishments for 2007 by 1/21/2008 to the Chair

iii. MLREMS Meeting Schedule 2008

1. January 28 – Annual Meeting
2. February 18
3. April 21 – Livingston County
4. June 16
5. August 18
6. October 20
7. December 15

iv. MLREMS Executive Meetings

1. Should we move to either First Tuesday or Wednesday for 2008?
 - a. Frost requested Wednesday if no others have issues
 - i. No one present had any issues
 - b. Meeting will be held on the 1st Wednesday at 15:30 unless there is immediate objection.
2. Exec. Meeting Dates
 - a. 2/6, 3/5, 4/2, 5/7, 6/4, 7/2, 8/6, 9/3, 10/1, 11/5 and 12/3.

Sunday, January 13, 2008



2. Vice Chair – **Mark Tornstrom**
 - a. MLREMS Summit 2008
 - i. January 19, 2008 from 08:30 to 14:30
 - ii. Providing lunch and Breakfast
 - b. As part of the Yearend report can “we” produce a comparison of Deliverables vs. MLREMS output to show how much “good is done”
 - i. Ms. Adam is working on this
3. Secretary – **Tim Frost**
 - a. Transitional Meeting with Sue Chalupa-Breese on Thursday
 - b. No Report
4. Treasurer & Finance and Administration Committee – **Marc Connolly**
 - a. RFP for Bookkeeping – has not been sent out
 - b. Financial Procedures – Marc is not sure at this time if our procedures follow state procedure. If not, Marc does not believe that it will be difficult to come into compliance. Need Audit
 - c. Stat MedEvac Status – Paul wishes to discuss this with Marc off-line
 - d. STEP Council Invoice – Ms. Adam states that this invoice was processed last month
 - e. Will set up transitional meeting with previous Treasurer John Halldow
 - f. Eldridge Fox & Porriti LLP to set up audit.
 - g. Will also attempt to complete Year End Report
 - h. Paul – Frost & Connolly need signature authorization
5. Medical Director – **Manish Shah**
 - a. No Report, not in attendance
6. Office Manager – **Sheri Adam**
 - a. All Committee Chairs please submit accurate member lists as soon as possible to update website.
7. Committee Reports
 - a. Best Practices – **Randy Campbell**
 - i. No Report, not in attendance
 - b. NEG – **Open Position**
 - i. No Report



- c. Next Generation PCR – **Sheri Adam**
 - i. Agencies that won't be in compliance
 - 1. February Meeting information will be made public
 - 2. Letter writing campaign to the Board of Fire Commissioners

 - d. System Ops – **Tom Coyle**
 - i. Scottsville FD – Have been told what to do
 - ii. North Greece – will vote on at MLREMSS annual meeting
 - iii. Kodak – need to have system ops committee meeting
 - 1. In the process of setting up

 - e. Training – **David Leven**
 - i. No Report, not in attendance

 - f. REMAC – **Terry Fairbanks**
 - i. No Report, not in attendance
 - ii. Mark Tornstrom, Vice Chair – nothing to report

 - g. PIER – **Erik Rueckmann**
 - i. No Report, not in attendance
8. Next Meeting: Wednesday February 6, 2008
9. Next Council Meeting: Annual Meeting Monday January 28, 2008

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Sunday, January 13, 2008