

**Lord Fairfax EMS Council
Board Meeting
FINAL Minutes
December 16, 2015**

Members Present:

Jon Henschel	City of Winchester	Tommy Price	Frederick County
Jordan Highland	Shenandoah County	Pam Keeler	Frederick County
Stephen Dean	Valley Health	Kevin Catlett	Warren County
Chris Tusing	Shenandoah County	Bryan Conrad	Clarke County
Raymond Cross	Warren County	Eddie McClellan	City of Winchester
Mike Utley	Consumer	Josh Gray	Page County
Callie Dove	Warren County	Angela Stidham	Clarke County

Staff and visitors:

Tracey McLaurin
Mark Rhodes, CPA

Call to Order:

The meeting was called to order at 1830 by President Henschel.

Approval of Minutes

A motion to approve the October 21, 2015 minutes was made by Mike Utley, seconded by Jordan Highland and carried unanimously.

Correspondence

Letters were received from each jurisdiction taking requests for FY 17.

Financial Report

The General Checking report was distributed in the meeting packet. A motion to accept was made by Eddie McClellan with a second by Mike Utley. The motion carried unanimously.

The Communications Fund report was distributed in the meeting packet. A motion to accept was made by Eddie McClellan with a second by Mike Utley. The motion carried unanimously.

Director's Report

The draft annual report was distributed in the meeting packet. The website is being upgraded by the director which will save \$2,500 over the price provided by the vendor. Plans are underway to migrate online registration for all classes which will save approximately \$1,500/year.

President's Report

President Henschel gave a report on the State EMS Advisory Board meeting.

State EMS Advisory Board

The minutes of the State EMS Advisory Board can be accessed online at the OEMS website.

Regional EMS Performance Improvement

- The return of information and compliance looked good and was close to 100%.
- A reminder was made that emails of 12 leads should not include patient identifiers.
- When the hospital hub is down EPCRs should be printed.
- At Warren Memorial Hospital a phone line has been installed with recording capability. The new phone number will be distributed after the first of the year.

Regional Trauma Performance Improvement

Jon Henschel reported on the results of the trauma review site visit at WMC.

Awards

More nominees are needed. The process is on-line. The banquet is scheduled for June 15.

Finance

We are in the black this year.

There were no reports from the following committees:

Disaster Committee
Instructor Network
Communications
Finance
Medical Direction
Stroke Triage
Executive Committee

Review and Approval of Plans

Regional Stroke Plan

The plan was approved with a motion by Kevin Catlett and second by Bryan Conrad.

Regional Trauma Triage Plan

The plan was approved with a motion by Kevin Catlett and second by Mike Utley.

COOP (Continuity of Operations Plan)

The plan was approved with a motion by Bryan Conrad and a second by Kevin Catlett.

Unfinished Business

None

New Business

The annual report was accepted with a motion by Bryan Conrad, second by Callie Dove.

The FY 2015 audit was presented by the Council's CPA, Mark Rhodes. It was approved with a motion by Eddie McClellan and a second by Raymond Cross.

The FY 2017 Budget was approved with a motion by Eddie McClellan and a second by Raymond Cross.

The chair appointed a committee to review the EMS Strategic Plan. Its members are: Jon Henschel, Jordan Highland, and Josh Gray.

Adjournment

There being no further business to come before the board, a motion to adjourn was made by Kevin Catlett seconded and carried unanimously.