

**Lord Fairfax EMS Council  
Board Meeting  
FINAL Minutes  
August 19, 2015**

**Members Present:**

Jon Henschel	City of Winchester	Jeff Hensley	Page County
Larry Oliver	Frederick County	Tommy Price	Frederick County
Stephen Dean	Valley Health	Pam Keeler	Frederick County
Jordan Highland	Shenandoah County	Kevin Catlett	Warren County
Eddie McClellan	City of Winchester	Chris Turnbull, MD	Medical Direction

**Staff:**

Tracey McLaurin  
Kendra Sours

**Call to Order:**

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

**Approval of Minutes**

A motion to approve the April 15, 2015 minutes was made by Eddie McClellan, seconded by Jeff Hensley and carried unanimously.

**Correspondence**

Tracey McLaurin reported that Julie Miller and Jill Young had submitted their resignations. She reported that Raymond Cross had been appointed to represent Warren County. She then introduced new board member Jordan Highland, Shenandoah County.

**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 Jeff Hensley. 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 Larry Oliver. The motion carried unanimously.

**Director's Report**

The Board's contact information was updated at the meeting. The quarterly report will be distributed with the updated draft of the Bylaws.

**President's Report**

President Henschel announced the Council was looking for committee volunteers. He also briefly discussed the New Market EMS agency license issues.

**State EMS Advisory Board**

Jon Henschel provided updates on the latest State EMS Advisory Board meeting which included Ebola, the American College of Surgeons review of the Virginia State Trauma System, EMS Compass performance measurements, EMS symposium on November 11, Narcan protocols, Virginia Employment Commission efforts in health and a study of EMS fatigue.

### **Disaster Committee**

Larry Oliver stated a drill will be held in the spring of 2016 and a table top this fall.

### **Instructor Network / Training**

Larry Oliver reported a meeting was scheduled for September.

### **There were no reports from the following committees:**

**Communications**

**Awards**

**Finance**

**Medical Direction**

**Stroke Triage**

**Executive Committee**

### **Approval of Plans**

#### **Performance Improvement Plan**

Upon motion by Eddie McClellan and second by Jeff Hensley the plan was approved.

#### **Trauma Performance Improvement Plan**

Upon motion by Larry Oliver and second by Kevin Catlett the plan was approved.

#### **CISM Guidelines and Protocols**

Upon motion by Kevin Catlett and second by Eddie McClellan the guidelines were approved.

#### **Regional STEMI Plan**

Upon motion by Kevin Catlett and second by Larry Oliver the plan was approved.

### **Unfinished Business**

#### **Bylaws Revision**

The current and proposed revisions to the bylaws were distributed and reviewed by Tracey McLaurin. They will be presented for adoption at the next meeting.

#### **Elections**

Eddie McClellan presented the slate of officers recommended by the Nominating Committee. Upon motion by Kevin Catlett and second by Larry Oliver nominations were closed and the slate of officers presented by the nominating committee were elected by acclamation. Current officers will remain: President- Jon Henschel, Vice-President- Larry Oliver, Secretary- Stephen Dean, Treasurer- Pam Keeler, and the at-large Executive Committee member- Jason Burns.

### **New Business**

Jeff Hensley discussed his concerns with the process by which his service was notified that the state had removed their medical director. Tracey McLaurin will follow up with the state.

It was suggested that Mike Utley be asked to serve as the council's consumer representative. Tracey McLaurin will follow up.

**Adjournment**

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