

**Advisory council meeting
04-13-2004
Administration building**

Attendance

Bryce Denker

Edna Lawson

Deb Broderson

John Hill

Robin Patrick

Kate Stouffer

Marilyn Anderson

Kim Kroger

Mary Lou Reed

Joel Sorenson

Andy Yungbluth

Jackie Haaland Carlson

Mike Wimmer

Arriving late

Dr Ron Cresswell

Ken Charlstrom

Meeting called to order at 0705

John Hill calls order

Determination of quorum

Yes quorum is present

Motion to accept minutes

Robin makes motion

Deb seconds motion

Approval: all

Against: nay

Motion carries

Introduction of Bryce Denker as new emergency management coordinator

Bryce discusses grants as work in progress

Advises he is here for all assistance for all our needs

Edna goes over books and bank statements

6964.66 in checking

Checks for training: CPR

Peterson

Webb

Everly

11632.33 d-fib replacement account

2817.00 saving account

Dickens has bill for hepta-vac
Bills are in for conference
1060.00
Dr Flamboe has not submitted bill
53.44 for Edna for donuts drinks
Discussion about computers purchases in county
Dickens needs pads
Open discussion on computers Fostoria needed new computer
Motion to do 50/50 split for computer purchases
Motion for all
Against nay
Motion carries to leave it up to individual departments to submit for computer purchases
and submit for 50/50 split

Question brought up about money available for departments in county
It was brought up about previous decision and split on money
It is unknown how much is available to departments
No one has copy of old meetings minutes
Will need to locate old minutes to send to Andy
And e-mail those minutes to every one concerning monies available and dates

Issue about double submission to state brought up by John
Letter submitted to state
Everly was only department to submit bills for time period
7930.00 submitted to state
For two training manikins 2256.40 was submitted by hospital for two training manikins
John ask for approval for clay county EMS to pay this amount for these manikins
John brings up issues concerning misappropriation
It was brought to county of need for bills submitted no one submitted any bills for time
period
There was over submission of 2056.40 to state
Spencer hospital submitted the cost of two training manikins so we did not have to pay
this money back
We already have this money in our account from the state and it should be used for
manikins
Dr Creswell suggests paying for manikins and using one for county
John states that the county could use these manikins but they could only be used at the
hospital and could not be taken out of the hospital and they would remain hospital
property
If the hospital did not submit these bills then the county would have to pay back this
amount
If there is an audit then this money may set up red flags as misappropriation of funds
After continues discussion
Motion for hospital to set up classes for county to use manikins and county to pay
2056.40 to hospital for payment of manikins and for hospital to set up classes quarterly
for use of manikins

Motion on floor to approve
Seconded by Edna
Motion for all
Against nay
Motion carries

HRSA grant
Need to spend money
See agenda (john will get me copy of submission)
Peterson and Webb are getting bags and backboards outside this grant program

Part A
Peterson will be getting computer and internet access

Part B
We will still need two pediatric bags and four backboards for following
Pediatric bags

Royal
Dickens
Backboards
Royal
Dickens
Greenville
Fostoria

I will check with Katrina on this and will order bags and boards
Six complete boards blocks and straps were initially slatted
Discussion to increase amount to eight complete backboards units

Part C
Disaster supplies
Will get together and look at what is available and will put together an order

John discusses letter of intent for 2005 grant program
Request permission to submit letter of intent by may 3rd
Granted
John will get me copy of grant for these minutes
John will set up chiefs meeting and will take grant to chiefs meeting and will set goals
and needs for county with county fire chiefs and medical officers

John announces IEMSA grant for d-fibs and Everly and Webb will be getting new d-fibs
Some one will need to be there in Strom Lake to pick them up
He will get us the information by e-mail if we have not received that yet

Discussion for coordinator position
Subcommittee will need to be formed
Discussion of coordinator having EMS background
Mike and Jackie as representative of chiefs brings discussion and ideas to table from
chiefs meeting

Coordinator may be someone without EMS experience but who has qualifications to do job we could hire that person
Supervisors bring information to table about Tammy that is currently employed by county
They have discussed this with her and she is willing to take position
They would have to see if they could put funds in county system and that this is possible to do
She is already familiar with county system and flow of funds
Jackie discusses the flow chart she has made up
Key issues brought to table
Coordinator paid by board of supervisors
Employed by county
Accountability of coordinator
Assigned tasks to individuals
Conflict resolution guidelines need approved
Standards of performance need approved
Interest in Tammy taking position
Motion to hire Tammy
Motion on floor discussion concerning offering position to Tammy
Will need to talk to Tammy about position
Discussion about Tammy and position
Board of Supervisors will be having meeting in two weeks at 8.30 am
Will need to get with Tammy before meeting and go over job position

Motion by Bryce to have subcommittee of Brian and Edna to over proposal with Tammy and put together job description for position
Seconded by Andy
Motion for All
Against Nay
Motion carries

Due to time limit and need to order supplies I will get together with Andy and order supplies for grant this weekend
Also I will talk with Kiwanis about supplies and pediatric bags and boards

Motion to adjourn by Andy
Seconded by Deb
In favor all
Against nay
Meeting adjourn

Minutes of meeting as interpreted and written by,
Brian Trojahn

Clay County EMS Advisory Board

June 2, 2004

Board President, John Hill called the meeting to order at 7:05 p.m.

On Roll Call: John Hill, Bryce Denker, Deb Brodersen, Ken Charlstrom, Andy Youngbluth, Edna Lawson, Mary Lous Reed, & Kim Kroger. Also in attendance was Tammy McKeever.

It was moved by Mary Lou Reed, seconded by Kim Kroger, to approve the minutes of the Clay County EMS Advisory Board Meeting held on April 13, 2004. All those present voted aye. Motion carried.

It was moved by Andy Youngbluth, seconded by Deb Brodersen to approve the Treasurer's Report as given by Edna Lawson. All those present voted aye. Motion carried. The following checks were approved:

Check No.	Date	Amount	To	Description
1638	5/11/2004	1410.12	Tracy Schultz	Reimburse for Computer
1639	5/11/2004	\$1760.00	Milford Hanna	2 ped bags & 4 backboards
1640	5/13/2004	\$2056.00	Spencer Hospital	Training mannequins
1641	6/2/2004	\$31.50	Tammy McKeever	Reimbursement for postage
1642	6/2/2004	\$65.00	Fostoria Fire & Rescue	½ Scott Pyle EMT Test

It was moved by Deb Brodersen, seconded by Andy Youngbluth, to appoint Tammy McKeever as the Clay County Emergency Medical Service Association Coordinator. All those present voted aye. Motion carried.

Tammy McKeever indicated the FY 2005 System Development Grant had been completed and mailed. The following is the budget requested.

Part A (training/training equipment)

Item	Unit Price	Total Price
Five (5) First Responders	\$350.00	\$1,750.00
Five (5) EMT-B	\$550.00	\$2,750.00
Continuing Education	\$617.00	\$617.00
Total Part A Funds Requested		\$5,117.00

Part B (Infrastructure support)

Item	Unit Price	Total Price
(10) 4 channel portable radios	\$540.00	\$5,400.00
(10) 2 frequency pager	\$460.00	\$4,600.00
18 Hazmat B Suits	\$1,000.00	\$1,000.00
Technology - coordinator computer upgrade, software & training	\$5,000.00	\$5,000.00
EMS Coordinator Salary	\$9,000.00	\$9,000.00
Training videos & equipment	\$5,000.00	\$5,000.00
Total Park B Funds Requested		\$30,000.00

Andy Youngbluth discussed the countywide tabletop disaster drill being held on Wednesday, June 16, 2004 at 6:30 p.m. at the Royal Community Center. The disaster will focus on a grain bin explosion. Bruce Spence will be the facilitator and ceh's will be available for those attending. Tammy McKeever will send out post cards to the association members inviting them to the drill.

Per the request of the advisory board, Tammy McKeever will contact the fire chiefs in regards to fiscal year 2004 county equipment money. Each department would be eligible for \$930.00. Bills must be submitted by June 21, 2004. There is no hard match.

It was moved by Bryce Denker, seconded by Andy Youngbluth that fiscal year 2005 county equipment money be equally divided among the services and spent by April 30, 2005. If a service has not spent their appropriation by the required date it will be redistributed to the other services that may have equipment needs. All those present voted aye. Motion carried.

It was moved by Edna Lawson, seconded by Deb Brodersen, that the Clay County Emergency Medical Service Association utilize the Clay County accounting program. All those present voted aye. Motion carried. The president or vice president and the coordinator will sign each warrant request. The checkbook method will be discontinued. An audit was discussed and the advisory council encourages Tammy McKeever to work with Marge Pitts.

The next meeting will be Wednesday, July 14, 2004 at 7:00 p.m. in the Board of Supervisors room.

It was moved by Andy Youngbluth, seconded by Mary Lou Reed to adjourn the meeting at 9:00 p.m. All those present voted aye. Motion carried.

Clay County EMS Advisory Board

July 14, 2004

Clay County EMS Coordinator, Tammy McKeever called the meeting to order at 7:09 p.m.

On Roll Call: Bryce Denker, Deb Brodersen, Ken Charlstrom, Andy Yungbluth, Edna Lawson, Kate Stouffer, Robin Patrick, Kim Kroger & Doug Duncan (by phone). Also in attendance was Tammy McKeever.

It was moved by Kim Kroger, seconded by Deb Brodersen, to approve the minutes of the Clay County EMS Advisory Board Meeting held on June 2, 2004. All those present voted aye. Motion carried.

It was moved by Deb Brodersen, seconded by Kate Stouffer to approve the Treasurer's Report as given by Tammy McKeever (see below). All those present voted aye. Motion carried.

Value Summary of Financial Accounts:

Checking Account Balance (As of 7/7/04)	\$ 8,184.21
Investor Savings Account (As of 7/14/04)	\$11,653.99
Statement Savings Account #1015885	\$ 3,091.02
HRSA Grant Money (County Fund)	\$10,022.12
Petty Cash (No balance sheet)	\$ 22.74
Total Capital	\$32,974.08

Budget Report (July 1, 2003 to June 30, 2004) See Attachment

The following checks have been written and need to be approved.

1645	6/29/2004	Webb Fire & Rescue	Equipment (County)	930.00
1646	6/28/2004	Greenville Fire & Rescue	Equipment (County)	930.00
1647	6/28/2004	Peterson CRU	Equipment (County)	930.00
1648	6/28/2004	Royal Rescue	Equipment (County)	930.00
1649	6/28/2004	Everly Rescue	Equipment (County)	930.00
1650	6/28/2004	Fostoria Fire & Rescue	Equipment (County)	930.00
1651	6/28/2004	Iowa Lakes Comm College	Training - Ginger	40.00
1652		Void		0.00
1653	6/28/2004	Spencer Municipal Hospital	Hep B - Dickens	500.00
1654	6/30/2004	Everly Rescue	Training	1,612.00
1655	6/30/2004	Bound Tree	Equipment (HRSA)	5,632.11
1656	6/30/2004	Medical Arts Pharmacy	Epi Pens	385.00
1657	7/12/2004	Northwest Federal	Records	12.00

The following warrants need to be approved and signed.

Royal Fire Department	Scott Leninger Training	\$414.00
Solutions	Computer Networking	\$124.30

It was moved by Edna Lawson, seconded by Andy Youngbluth, to close the Clay County EMS Association checking account at Northwest Federal and have warrants issued through Clay

County. The Clay County EMS Association will become a part of the annual audit of Clay County. All those present voted aye. Motion carried.

Discussion was had in regards to paying for training outside of the County. Everyone agreed that training dollars would be used for Clay County events only.

Tammy McKeever indicated the FY 2005 System Development Grant had been completed and mailed. The following is the budget requested.

Part A (training/training equipment)

Item	Unit Price	Total Price
Five (5) First Responders	\$350.00	\$1,750.00
Five (5) EMT-B	\$550.00	\$2,750.00
Continuing Education	\$617.00	\$617.00
Total Part A Funds Requested		\$5,117.00

The countywide disaster drill is scheduled for Wednesday, August 18, 2004 in Royal beginning at 6:30 p.m. The disaster will focus on a grain bin explosion. The following are committee members: Andy Yungbluth, Deb Brodersen, Mike Wimmer, Bryce Denker, Tammy McKeever, John Hill & Wayne Pingel. The victims will be elevator employees. Tammy McKeever will send out post cards to the association members inviting them to the drill.

The presence of EMS at the Clay County Fair was discussed. The board decided to purchase lanyards to utilize for EMS identification both at the Clay County Fair and when they are on scene. The Department of Transportation will issue EMS identification for \$1 and a completed form. Tammy will approach the fire chiefs about encouraging their people get identification and provide the fire chiefs with the forms. One hundred lanyards will be purchased.

It was moved by Robin Patrick, seconded by Kate Stouffer that four (4) defibrillators would be donated to the Sheriff's Department and one (1) defibrillators would be donated to the Spencer Fire & Rescue. All those present voted aye. Motion carried.

It was moved by Edna Lawson, seconded by Andy Yungbluth that that Clay County EMS pay for the calibration.

Purchasing in bulk quantities was tabled until the next meeting. John Hill will address this issue.

The next meeting will be Tuesday, October 26, 2004 at 7:00 p.m. in the Board of Supervisors room.

It was moved by Edna Lawson, seconded by Deb Brodersen to adjourn the meeting at 9:10 p.m. All those present voted aye. Motion carried.

Advisory Council Meeting

November 16, 2004

Clay County EMS President, John Hill called the meeting to order at 8:05 p.m

On Roll Call: Andy Yungbluth, Kim Kroger, Mary Lou Reed, John Hill, Kate Stouffer, Julie Brehmer, Ken Chalstrom, Edna Lawson, Deb Brodersen, Dr. Forslund & Tammy McKeever.
Special Guests: Doug Duncan & Mark Stover

It was moved by Andy Yungbluth, seconded by Mary Lou Reed to approve the minutes of the Clay County EMS Advisory Board Meeting held on July 14, 2004. All those present voted aye. Motion carried.

It was moved by Andy Yungbluth, seconded by Deb Brodersen to approve the Treasurer's Report as given by Tammy McKeever (see below). All those present voted aye. Motion carried.

Value Summary of Financial Accounts:

Checking Account Balance (As of 7/7/04)	\$ 8,184.21
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HRSA Grant Money (County Fund)	\$10,022.12
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Total Capital	\$32,974.08

Budget Report (July 1, 2003 to June 30, 2004) See Attachment

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1648	6/28/2004	Royal Rescue	Equipment (County)	930.00
1649	6/28/2004	Everly Rescue	Equipment (County)	930.00
1650	6/28/2004	Fostoria Fire & Rescue	Equipment (County)	930.00
1651	6/28/2004	Iowa Lakes Comm College	Training - Ginger	40.00
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1655	6/30/2004	Bound Tree	Equipment (HRSA)	5,632.11
1656	6/30/2004	Medical Arts Pharmacy	Epi Pens	385.00
1657	7/12/2004	Northwest Federal	Records	12.00

The following warrants need to be approved and signed.

Royal Fire Department	Scott Leninger Training	\$414.00
Solutions	Computer Networking	\$124.30

The CCEMSA By-Laws were reviewed and the following changes were made. Motion by Doug Duncan, seconded by Andy Yungbluth to eliminate 2. & 3. of Section 8. Fiscal Accountability in regards to petty cash. All those present voted aye, motion carried.

Motion by Andy Yungbluth, seconded by Kate Stouffer to remove 3. The Auditor of the Council shall: a. b. & c. of Section 6. Duties of the Auditor. All those present voted aye. Motion carried.

Motion by Kim Kroger, seconded by Doug Duncan remove 2. of Section 5. Vacancies. All those present voted aye. Motion carried.

Motion by Andy Yungbluth, seconded by Dr. Forslund to change 1. of Section 13. Quorum to the following. 1. A quorum at the council meeting shall consist of 5 persons of the council membership. All those present voted aye. Motion carried.

Motion by Andy, seconded by Kate Stouffer to eliminate 1. of Section 10. Council Meetings. All those present voted aye. Motion carried.

Motion by Deb Brodersen, seconded by Andy Yungbluth, to change 5. of Section 11 to “at” instead of “following”. All those present voted aye. Motion carried.

The advisory council asked for feedback from the providers in regards to the size of the Advisory board.

Tammy will check with Clay County’s IT person in regards to a Web Page.

Tracking ceh’s is not the responsibility of the coordinator. Each person tracks their own.

Motion by Andy Yungbluth, seconded by Edna Lawson to allow out of county training for one year in Dickinson, Buena Vista, O’Brien & Pall Alto counties and other training as approved by the Advisory Council.

John Hill gave a report regarding purchasing in bulk quantities through IEMSA.

IEMSA - \$50 affiliate member (under 50 calls a year)

\$100 affiliate member (over 100 calls a year)

John will check to see if bulk purchasing could be done for all services through the hospital.

Motion by Dr. Forslund, seconded by Kate Stouffer to give Spencer Fire & Rescue the same funds that are provided to the other services. Money will be used from savings account. All those present voted aye. Motion carried.

A motion was made by Dr. Forslund, seconded by Edna Lawson to allow \$3000 for the CCEMSA Winter conference.

The next meeting will be January 25, 2005 @ 7:00pm in the Board of Supervisors Room.

A motion was made by Andy Youngbluth, seconded by Dr. Forslund to adjourn at 10:05 p.m.