

# Advisory Council Meeting

January 25, 2005

Clay County EMS President, John Hill called the meeting to order at 7:00 p.m

On Roll Call: Kim Kroger, Mary Lou Reed, John Hill, Kate Stouffer, Edna Lawson, Deb Brodersen, Marilyn Anderson, Bryce Denker, Robin Patrick, Dr. Forslund & Tammy McKeever.

It was moved by Kim Kroger, seconded by Dr. Forslund to approve the minutes of the Clay County EMS Advisory Board Meeting held on November 16, 2004. All those present voted aye. Motion carried.

It was moved by Deb Brodersen, seconded by Edna Lawson 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:

Revenues	\$17,778.09
Investor Savings Account	\$11,669.43
Statement Savings Account #1015885	\$ 3,094.92
County Fund	\$27,676.09
Petty Cash	\$ 14.17
<b>Total Capital</b>	<b>\$60,232.70</b>

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

Everly Fire & Rescue	Equipment	\$1,214.28
October Salary	Wage	\$743.80
November Salary	Wage	\$721.86
Postage by Mail	Newsletters, etc.	\$17.39
ILCC	Disaster drill ceh's	\$424.00
MedEquip	Fair Supplies	\$265.55
Perkins	Office Supplies	\$36.98
December Salary	Wage	\$713.09

The following bills need to be approved for payment.

Universal Hospital Services	Randy Whalen	\$52.50
CC Screen Printing	Medic T-shirts/Sweatshirts for the Fair	\$153.92
Mercy Family Pharmacy	Epi Pens for Spencer Rescue	\$62.37

Also approved was Robin Patrick 10 BLS Renewals @ \$15.00 \$150.00

The following were appointed to the Advisory Council for a two-year term:

Kim Kroger, Chiefs

Andy Yungbluth, NonTransport Service

Randy Krukow, Law Enforcement

Ken Chalstrom, Communication Center

Mary Lou Reed, Board of Health

Bryce Denker, Emergency Management/911 Board

Deb Brodersen, Hospital Administration

Following the appointment of the Advisory Council, elections took place. John Hill, Dr. Forslund, & Edna Lawson declined to serve as President. Motion by Robin Patrick, seconded by Deb Brodersen to nominate Bryce Denker as President & Andy Yungbluth as Vice President. Roll Call Vote: Hill, Kroger, Stouffer, Anderson, Forslund, Denker, Patrick, Lawson, Reed & Brodersen voted aye. Motion carried.

The CCEMSA By-Laws were reviewed. Motion by Edna Lawson, seconded by Dr. Forslund to amend the by-laws as follows. This would be the second reading of the by-laws at consecutive meetings. Eliminate 2. & 3. of Section 8. Fiscal Accountability in regards to petty cash. Remove 3. The Auditor of the Council shall: a. b. & c. of Section 6. Duties of the Auditor. Remove 2. of Section 5. Vacancies. 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. Eliminate 1. of Section 10. Council Meetings. Change 5. of Section 11 to "at" instead of "following". All those present voted aye. Motion carried.

Motion by Bryce Denker, seconded by Dr. Forslund to make the following additional changes to the CCEMSA By-laws. Article IV, Section 1. Officers 1. Remove Auditor. Article IV, Section 8. Fiscal Accountability. Delete 1., 2., 3., & 4 and add "All checks are drawn through the Clay County Auditors Office upon approval of the Clay County Emergency Medical Services Coordinator & and the Clay County Emergency Medical Services Advisory Council President. Article IV, Section 10. Council Meetings. 2. Special meetings of the council may be called by the President, Medical Director or Coordinator. 3. Eliminate (face-to-face or by mail, email, phone or fax) Article IV, Section 11. General Membership Meetings and Training. Eliminate 4. Article VI. Amendments should read. "These bylaws may be amended by quorum of the members of the council at any two consecutive board meetings. Article III Section 2. Selection of the CCEMSA Advisory Council Members 1. delete "in writing".

The Advisory Council suggested the results of the election and tax break information be placed in the next edition of "The Pulse".

Three individuals requested financial assistance to attend the Rochester EMS Conference. Motion by Deb Brodersen, seconded by Dr. Forslund to allow \$60 for assistance to attend the Rochester EMS Conference. All those present voted aye. Motion carried. Motion by Edna Lawson, seconded by Kate Stouffer to allow the first ten (10) people who make requests to attend the conference be allowed the \$60.00. The CCEMS Association will reimburse those individuals when certificates of completion are provided. All those present voted aye. Motion carried.

The CCEMSA Winter Conference is scheduled for February 26, 2005.

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 checked to see if bulk purchasing could be done for all services through the hospital. The Hospital is not licensed for resale and the logistics of tracking billing etc. would be difficult. Motion by Edna Lawson, seconded by Kate Stouffer that CCEMSA would pay half of the membership cost of IEMSA if a service was interested in buying in bulk quantities. All those present voted aye. Motion carried.

A local church made a request regarding donating a defibrillator. The board advised that those requests would be referred on to the Bureau of EMS.

The appreciation banquet will be held Sunday, July 10, 2005 at Scharnberg Park. Tammy will find out the capacity. The list of awards to be given has been tabled until the next meeting.

EMS Week is scheduled for May 15 to May 21, 2005. Tammy is looking for ideas to promote CCEMSA.

Tammy is hoping to have minutes of the meetings and newsletters posted on the web site.

The next meeting will be March 15, 2005 @ 7:00pm in the Board of Supervisors Room.

A motion was made by Deb Brodersen, seconded by Kate Stouffer to adjourn.

# EMS Advisory Council Meeting

March 15, 2005

Clay County EMS President Bryce Denker called the meeting to order at 7:08 p.m.

On Roll Call: Andy Yungbluth, Kim Kroger, Joel Sorenson, Bryce Denker, Mary Lou Reed, Kate Stouffer, Robin Patrick, Ken Chalstrom, Dr. Forslund and Tammy McKeever.

It was moved by Kate Stouffer, seconded by Mary Lou Reed to approve the minutes of the Clay County EMS Advisory Board Meeting January 25, 2005. All those present voted aye. Motion carried.

It was moved by Dr. Forslund, 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:

Revenues	\$17,786.17
Investor Savings Account #370028	\$11,733.01
Statement Savings Account #1015885	\$ 3,098.82
County Fund	\$21,712.83
Petty Cash	\$ 14.17
<b>Total Capital</b>	<b>\$54,345.00</b>

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

January Salary	Wage	\$770.13
Mar-Linn Business Supply	Envelopes	\$7.99
McLeod USA	Long Distance Calls	\$.05
SMR Fire Department	Equipment Reimbursement	\$1,214.28
Spencer Trophy & Awards	Plaque for Dr. Creswell	\$32.15
Universal Hospital Services	Equipment Maintenance	\$52.58
February Salary	Wage	\$730.65
Hy-Vee	Winter Conference	\$25.06
City Limits	Winter Conference	\$288.58
Iowa Lakes Community College	CEH's -Grain Bin	\$40.00
McLeod USA - February	Long Distance Calls	\$.60

## Notes:

I have a form to be signed by Edna Lawson & Kim Kroger to combine the Statement Savings Account #1015885 and the Investor Savings Account #370028. These accounts are at Northwest Federal Savings Bank.

The following services have utilized their equipment monies from the County:

- Fostoria Fire Department
- Everly Fire Department

Motion by Andy Yungbluth, seconded by Joel Sorenson to approved the revisions of the By-laws. All those present voted aye. Motion carried. Final draft of the by-laws will be provided to all of the CCEMSA members.

Dr. Forslund will write a Mission Statement with the assistance of Bryce Denker and Andy Yungbluth. Equipment training and saving lives will be highlighted.

Dr. Forslund discussed the possibility of purchasing a CCEMSA Trailer. The trailer currently being used at the Clay County Fair is not mobile. Possible funding sources include Avera Health, Hospital, Dr. Foundation, Clay County Medical Society, & general fund raising. Potential uses for the trailer include rehabilitation, advertising, fair, events (Flagfest, Ragbrai, Centennials). The unit probably should be kept in a heated environment. Dr. Forslund will create a proposal. The estimate cost for a new trailer would be \$30,000. Bryce Denker, Andy Yungbluth & Kim Kroger will work with Dr. Forslund on this project.

The backboard exchange program was discussed. The backboards need to be marked. Andy Yungbluth will address this issue. According to the advisory council members who are also responders, the exchange program is working.

The Multiple Mass Casualty SOG was discussed. As far as transportation we have a total of nine (9) ambulances. Three (3) hospital and six (6) from the services. Bryce Denker will make the appropriate changes and have both the advisory council and board of supervisors approve the plan.

The CCEMSA Winter Conference was discussed. The following suggestions were made: No Postcards, Clay County Fire & EMS – Not just EMS, Hybrid Cars, Flex Fuel Vehicles

After discussion it was decided that the infant ambou bags should be replaced. Dr. Forslund will decide which bags should be purchased.

The HRSA Bioterrorism EMS grant was discussed. The three areas identified are communications, pediatric care, and mass casualty equipment. We will look at purchasing a computer for Greenville and Dr. Forslund will look into mass casualty equipment.

The next meeting will be June 14, 2005 @ 7:00 pm in Clay County Board of Supervisors Room.

A motion was made by Andy Yungbluth, seconded by Robin Patrick to adjourn. All those present voted aye. Motion carried.

# EMS Advisory Council Meeting

May 17, 2005

Clay County EMS President Bryce Denker called the meeting to order at 7:05 p.m.

On Roll Call: Andy Yungbluth, Kim Kroger, Bryce Denker, Mary Lou Reed, Kate Stouffer, Ken Chalstrom, Mark Stover, John Hill, Edna Lawson, Randy Krukow and Tammy McKeever.

It was moved by Kate Stouffer, seconded by John Hill to approve the minutes of the Clay County EMS Advisory Board Meeting held on March 15, 2005. All those present voted aye. Motion carried.

It was moved by Andy Yungbluth, seconded by Kim Kroger 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:

Investor Savings Account #370028	\$14,837.31
County Fund (as of May 3, 2005)	\$15,583.03
Petty Cash (\$12.98 water from Walmart)	\$ 1.19
<b>Capital</b>	<b>\$30,421.53</b>

## Grant Money Available

HRSA Grant FY 2005 (must be spent by 8/30/05)	\$ 7,676.00
System Development FY 2005 (must be spent by 6/30/05)	\$ 5,117.00
<b>Total Grant Money</b>	<b><u>\$12,793.00</u></b>
<b>Total Capital and Grant Money</b>	<b>\$43,214.53</b>

## The following checks have been written and need to be approved. (as of 5/10/05)

March Salary	Wage	\$721.86
Mar-Linn Business Supply	Labels	\$10.71
Pitney Bowes	Postage	\$175.00
IA Workforce Development	4 <sup>th</sup> Quarter Contribution	\$50.00
Tammy McKeever	Postage Reimbursement	\$15.40
Spencer Fire Dept	Equipment Reimbursement	\$1213.77
Web Rescue	Equipment Reimbursement	\$641.95

Motion by Edna Lawson, seconded by Kate Stouffer to approve the Multiple/Mass Casualty Standard Operating Guidelines with corrections. All those present voted aye. Motion carried. The Multiple/Mass Casualty Plan will become part of Appendix F of the County Wide Plan.

Motion by Kate Stouffer, seconded by Randy Krukow to recommend to the Board of Supervisors that Royal Clay Lincoln Fire Agency be the recipient of the next ambulance to be retired from services at Spencer Hospital. All those present voted aye. Motion carried. Next ambulance should be retired on July 15, 2005.

Motion by John Hill, seconded by Edna Lawson that Spencer Fire & Rescue's request for the use of the LIFEPAK 500 AED that is currently not allocated to any agency in Clay County be granted. All those present voted aye. Motion carried.

Nothing to report regarding the Clay County Emergency Medical Service Association Trailer.

To date the Daily Reporter has not printed anything regarding EMS Week.

2005 monthly county wide training schedule was discussed.

The appreciation banquet scheduled for July 10<sup>th</sup> was discussed.

The HRSA Bioterrorism EMS grant was discussed. The three areas identified are communications, pediatric care, and mass casualty equipment. We will look at purchasing a computer for Greenville and Dr. Forslund will look into mass casualty equipment.

The next meeting will be June 14, 2005 @ 7:00 pm in Clay County Board of Supervisors Room.

A motion was made by Andy Yungbluth, seconded by John Hill to adjourn at 9:15 p.m. All those present voted aye. Motion carried.

## **EMS Advisory Council Meeting**

**August 30, 2005**

Clay County EMS President Bryce Denker called the meeting to order at 7:09 p.m.

On Roll Call: Andy Yungbluth, Bryce Denker, Mary Lou Reed, Joel Sorenson, Deb Broderson, Dr. Forslund and Tammy McKeever.

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 May 17, 2005. All those present voted aye. Motion carried.

Financial report for tabled until the next meeting.

A resignation letter from Edna Lawson was read and accepted by the Board. Tammy McKeever will purchase a card thanking her for her years of service to the Clay County Emergency Medical Services Association.

The appreciation banquet was discussed and considered a success. Dr. Forslund indicated a different time of year would be better.

It was reiterated that the mass casualty plan must be used by all services. The Board of Supervisors has adopted the plan. The disaster drill took place in Peterson on August 17, 2005. It was evident from that drill that start triage needs to be place on the training schedule.

The "Emergency Response Support Unit" was discussed.

Steve Hopkins, Dickinson County EMSA will be the acting Chief of the Clay County Fair Trailer. New run reports have been created and the refusal forms are at the printers for duplication. Water and Gatorade will be provided to volunteers. No pop will be provided. A motion was made by Deb Broderson, seconded by Andy Yungbluth to purchase 6 parking spots from the New Life Worship Center and to adopt a no tolerance policy regarding allowing people into the Fair using your EMS status. All those present voted aye. Motion carried.

The next meeting will be October 25, 2005 @ 7:00 pm in Clay County Board of Supervisors Room.

A motion was made by Andy Yungbluth, seconded by Joel Sorenson to adjourn. All those present voted aye. Motion carried.

# EMS Advisory Council Meeting

October 25, 2005

Meeting came to order at 7:14 pm

On Roll Call: Mark Stover, Kim Kroger, Del Brodersen, Dr. Forslund, Mary Lou Reed, Joel Sorenson, Ken Chalstrom and Tammy McKeever.

It was moved by Mary Lou Reed, seconded by Joel Sorenson to approve the minutes of the August 23, 2005 Clay County Emergency Medical Service Association Advisory Council Meeting. All those present voted Aye. Motion carried.

It was moved by Deb Brodersen, seconded by Mark Stover to approve the the following Financial Report.

## Value Summary of Financial Accounts:

Investor Savings Account #370028	\$15,050.84
County Fund (as of October 4, 2005)	<u>\$25,207.85</u>
<b>Capital</b>	<b>\$40,258.69</b>

## Grant Money Available

System Development FY 2006	<u>\$ 3,439.50</u>
<b>Total Grant Money</b>	<b>\$ 3,439.50</b>

## Emergency Response Support Unit

Clay County Medical Society	\$ 4,500.00
Clay County Board of Supervisors	<u>\$10,000.00</u>
<b>Total ERSU Money</b>	<b>\$14,500.00</b>

**Total Capital and Grant Money** **\$58,198.19**

E-mail from Marilyn Anderson was read. She will be resigning from the advisory board when her term ends.

Form standardization was discussed. It is a goal to work towards. Tammy will discuss with services the forms they feel should be uniform. Run reports & refusal of care were both mentioned.

It was moved by Dr. Forslund and seconded by Debra Brodersen to purchase a level two IEMSA membership for the Clay County Emergency Medical Association. All those present voted aye. Motion carried.

The response trailer was ordered last week. Equipping the trailer was discussed. Many supplies have already been purchased with grant money. The location of the trailer was discussed. Possible locations include the hospital or airport.

County equipment dollars were discussed. It was moved by Deb Brodersen & seconded by Joel Sorensen to provide each service with \$1,000 of the county funded equipment money with the remainder to be utilized by the trailer. Each service will have until April 15<sup>th</sup> to utilize their money or it will revert back to miscellaneous. All those present voted aye. Motion carried.

Winter Conference is scheduled for February 18, 2006. It was moved by Dr. Forslund and seconded by Kim Kroger not to exceed \$3,000 for the conference. All those present voted aye. Motion carried. The coordinator with input of the providers will determine topics of the conference.

The next meeting will be January 24, 2006 @ 7:00 pm at the Clay County Board of Supervisors Room.

The meeting was adjourned at 8:45 pm.