

# EMS Advisory Council Meeting

January 16, 2007

Chairperson Bryce Denker called the meeting to order at 7:00 p.m.

On Roll Call: Bryce Denker, Tammy McKeever, Mary Lou Reed, Deb Brodersen, Andy Yungbluth, Dr. Darrell Forslund, Kim Kroger, Mark Stover, John Hill, Ken Chalstrom, Tara Patrick and Randy Krukow.

It was moved by Tara Patrick, seconded by Deb Brodersen to approve the minutes of the October 17, 2006 meeting. All those present voted aye. Motion carried.

It was moved by Andy Yungbluth, seconded by Kim Kroger to approve the following Financial Report and Budget.

## Value Summary of Financial Accounts:

Investor Savings Account #370028 (as of September 30, 2006)	\$16,091.90
Checking Account #565707	\$ 95.05
County Fund (operating budget, salary, equipment & training) as of September 1, 2006)	<u>\$19,313.10</u>
<b>Capital</b>	<b>\$35,500.05</b>

## Grant Money Available

System Development (education) FY 2007	\$5,059.00
HRSA (disaster preparedness) FY 2007	<u>\$6,042.00</u>
<b>Total Grant Money</b>	<b>\$11,101.00</b>
<b>Total Capital</b>	<b>\$46,601.05</b>

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Attached are the disbursements since the previous meeting.

Motion by Tara Patrick, seconded by Andy Yungbluth to contact the Chaplains Association to fill the lay person representative position. All those present voted aye. Motion carried.

Motion by Andy Yungbluth, seconded by Tara Patrick to nominate Bryce Denker for President. All those present voted aye. Motion carried.

Motion by Deb Brodersen, seconded by Dr. Forslund to nominate Andy Yungbluth as Vice President. All those present voted aye. Motion carried.

Motion by John Hill, seconded by Deb Brodersen that nominations cease and unanimous ballot be cast for Bryce Denker as President and Andy Yungbluth as Vice President. All those present voted aye. Motion carried.

By-laws were reviewed. The following changes will be made and they will be voted on at the next meeting.

Article III Section 3. - Add 4. In the case of an unexpected or mid-term vacancy the Vice-President can appoint and approve the representative from the organization that has a vacancy.

Article IV Section 6. Subsection 2. – Add d. Appoint and approve the representative from an organization that has an unexpected or mid-term vacancy.

Article IV Section 8 Number 1. – Add Report will include county funds, checking account and savings account.

Article IV Section 9. - Remove number 3. The Board of Supervisors representative has voting privileges in the event of a tie.

Article IV Section 11. – Remove number 2. General Membership meetings will be rotated among the CCEMSA region services.

Add Article VIII – Conflict Resolution Complaints will be made in writing, address the concern, and include a resolution. The complaint review committee comprising of the President, Vice President, Coordinator, Medical Director & Spencer Hospital Administration Representative will review and respond to the complainant in writing.

HRSA FY 07 grant was explained by the Coordinator. There are performance measures that must be met in order to receive the dollars associated with the Grant. Clay County is eligible for \$6,042.00. This money can be used for disaster preparedness. The CCEMSA Winter Conference would qualify.

System Development FY 07 grant was discussed. Clay County is eligible for \$5, 117.00. We will easily utilize this money because of the number of people we have taking the EMT-B class.

The Clay County Emergency Response Trailer will be delivered on April 1, 2007. Discussion was had regarding fundraisers and a vehicle to pull the trailer.

The Coordinator provided an update regarding the CCEMSA Winter Conference. The D-I-S-A-S-T-E-R paradigm is a nationally recognized course.

The CCEMSA county wide training schedule was shared with the Advisory Board. No suggestions or changes were made.

CCEMSA President, Bryce Denker gave an overview of the Clay County Emergency Management Division for Special Needs Project.

Clay County EMS Week is May 12 – May 19<sup>th</sup>. Discussion was had regarding recognizing the volunteers. Tammy will get quotes for professional photographers and also whether there would be bicycle helmets available for distribution.

Motion by Deb Brodersen, seconded by Tara Patrick to purchase a DVD player for training videos. All those present voted aye. Motion carried.

The Clay County Appreciation Banquet was discussed. The Advisory Board decided to poll the membership for the date of the banquet.

Clay County Fair was discussed. The Advisory Board decided to poll the membership regarding things that would entice a volunteer to serve at the Fair.

John Hill reminded the board that IEMSA profiles a service each publication. Tammy will work with the services to encourage them to be profiled in the IEMSA publication.

Next meeting April 17, 2007 at 7:00 p.m.

Motion by Andy Yungbluth, seconded by Randy Krukow to adjourn at 8:42 p.m. All those present voted aye. Motion carried.

# EMS Advisory Council Meeting

May 3, 2007

Chairperson, Bryce Denker called the meeting to order at 7:07 p.m.

On Roll Call: Linda Swanson, Mark Stover, Kim Kroger, Bryce Denker, Andy Yungbluth, Dr. Darrel Forslund & Tammy McKeever

It was moved by Andy Yungbluth, seconded by Kim Kroger to approve the minutes of the January 16, 2007 meeting. All those present voted aye. Motion carried.

It was moved by Andy Yungbluth, seconded by Mark Stover to approve the following financial report.

## Value Summary of Financial Accounts:

Investor Savings Account #370028 (as of March 31, 2007)	\$16,166.12
Checking Account #565707	\$ 32.54
County Fund (operating budget, salary, equipment & training) as of September 1, 2006)	<u>\$14,707.58</u>
<b>Capital</b>	<b>\$30,906.24</b>

## Grant Money Available

System Development (education) FY 2007	\$2,957.00
HRSA (disaster preparedness) FY 2007	<u>\$5,912.83</u>
<b>Total Grant Money</b>	<b>\$ 8,869.83</b>

**Total Capital** **\$39,776.07**

All those present voted aye. Motion carried. Several addresses will need to be changed for reimbursement of equipment dollars.

Discussed paying for ceh's for fire related courses or non-specific courses. This was tabled.

By Laws were reviewed. Moved by Kim Kroger, seconded by Andy Yungbluth, to approve the amended by-laws and add the following to Article VIII. Should a member of the complaint review committee have a conflict of interest or a complaint filed against them the remaining committee shall choose an additional member to fill that vacancy. All those present voted aye. Motion carried.

HRSA FY 07 Grant was discussed. We have met two of the four measures to get reimbursed.

System Development FY 07 Grant was discussed. Clay County is eligible for \$5,117.00. We will utilize the grant money for the EMT B class.

The Clay County Emergency Medical Services Association Response Trailer was discussed. It has been delivered and is sitting in the secondary roads yard. The Maltese Cross, Star of Life, and EMA emblems will be placed on the trailer. List of agencies will be on the back. It has been named the Clay County Regional Response Unit. Front door will be marked "command and control". The back door will be lettered "triage", between two doors "There when you need us".

The CCEMSA county wide training schedule was discussed. Several changes have been made.

Clay County EMS Week is May 20 – 26<sup>th</sup>. Marvin Burke was hired to take professional pictures of each service. The pictures will be placed in an ad in the local papers. Tammy will write a proclamation for the Board of Supervisors to sign.

RAGBRAI was discussed at length. The Clay County Regional Response Unit will be utilized. Approximately 10 people have volunteered. Shirts will be ordered. In-service will be July 11, 2007 after North Memorial Air Care training.

The Clay County Appreciation Banquet will be held on Saturday, June 16, 2007 at Scharnberg Park. The banquet will begin approximately at 4:00 p.m. Awards, games and prizes will take place.

Clay County Fair was discussed. Dr. Forslund would like to be able to spend more time at the Fair.

Next meeting Tuesday, July 17, 2007 at 7:00 p.m. in the Board of Supervisors room.

Chairperson, Bryce Denker adjourned the meeting at 9:16 p.m.

# EMS Advisory Council Meeting

July 17, 2007

Chairperson, Bryce Denker called the meeting to order at 7:02 p.m.

On Roll Call: Linda Swanson, Mark Stover, Kim Kroger, Bryce Denker, Mary Lou Reed, Dr . Darrel Forslund, Robin Patrick, Kate Stouffer, Tara Patrick, Ken Chalstrom & Tammy McKeever

It was moved by Kim Kroger, seconded by Mary Lou Reed to approve the minutes of the May 4, 2007 meeting. All those present voted aye. Motion carried.

It was moved by Tara Patrick, seconded by Kate Stouffer to approve the following financial report.

## Value Summary of Financial Accounts:

Investor Savings Account #370028 (as of May 31, 2007)	\$16,145.97
Checking Account #565707	\$ 240.57
County Fund (operating budget, salary, equipment & training) as of July 8, 2007)	<u>\$33,844.00</u>
<b>Capital</b>	<b>\$50,230.54</b>

## Grant Money Available

System Development (education) FY 2007	\$ .00
HRSA (disaster preparedness) FY 2007	<u>\$3,203.00</u>
<b>Total Grant Money</b>	<b>\$ 3,203.00</b>
<b>Total Capital</b>	<b>\$53,433.54</b>

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Attached are the disbursements since the previous meeting.

All those present voted aye. Motion carried.

HRSA FY 07 Grant was discussed. We have dollars that need to be spent by August 30, 2007. After discussion it was the consensus of the Advisory Board that new Annie's be purchased with our HRSA dollars.

The County Wide Disaster Drill will be held in the fall. Design committee will consist of Kim Kroger, Tara Patrick, Robin Patrick, Kate Stouffer, a fire chief and a board of supervisor. A school drill was discussed. It was the consensus of the Advisory Board that the table top will be done by us. We will not use Bruce Spence. It was noted that we should invite school superintendents.

System Development FY 07 was discussed. We primarily used our money for training new EMT- B responders. System Development FY 08 was also discussed. Peterson would like to host a responder's class in Peterson.

Discussed paying for ceh's for fire related courses or non-specific courses. Motion by Tara Patrick, seconded by Robin Patrick to pay for EMS classess only. All those present voted aye. Motion carried.

The Clay County Emergency Medical Services Association Response Trailer was discussed. It has been delivered and is sitting in the secondary roads yard. The Maltese cross, star of life, and ema emblems was placed on the trailer. List of agencies is on the back. It has been named the Clay County Regional Response Unit. Front door was marked "command and control". The back door is lettered "triage". Between the two doors reads "There when you need us".

The CCEMSA county wide training schedule was discussed. Several changes have been made. August 15, 2007 will be protocol in service, Clay County Fair in Service, Disaster Drill Debriefing. On August 18, 2007 will be Two Wheel Trauma Program in Everly. Flyers have been disbursed. A discussion was had regarding hosting training every other month due to the poor attendance. Other suggestions included a mini conference twice a year. Peterson is using cd's for training. The 24/7 training program provides ceh's to Peterson CRU. Fire scene rehab would be good topic to cover.

Clay County EMS Week was May 20 – 26<sup>th</sup>. Marvin Burke was hired to take professional pictures of each service. The pictures were placed in an ad in the local papers. Tammy wrote a proclamation for the Board of Supervisors to sign.

RAGBRAI was discussed. The Clay County Regional Response Unit will be utilized. Approximately 10 people have volunteered. Shirts are here. Red Cross will be selling a first aid fanny pack kit. The old trailer will be sitting down south. Event center is providing a cool room to place patients. They are also providing a break room with snacks for volunteers.

The Clay County Appreciation Banquet was held on Saturday, June 16, 2007 at Scharnberg Park. The advisory committee discussed the awards, particularly cutting back the awards and changing the nomination process. Possibly we could have the advisory board choose the nominees. Nielsen's donated a microwave for the banquet. We decided to draw a service to receive the microwave for their facility. Royal won the microwave.

Clay County Fair was discussed. Dr. Forslund would like to be able to spend more time at the Fair.

The equipment monies for Budget FY 2008 were discussed. In the past we have always split the monies between each service and let them determine how to spend it. A suggestion was made that each service be provided with a jump bag similar to what the response trailer uses. That way

everyone would be familiar with each others jump kits. Everly has just purchased new jump bags and probably was not interested in that suggestion. Equipment money was tabled until next meeting.

EMS Standards – Bryce discussed the Iowa EMS System Standards. Each person will review these standards and make comments at the next meeting. Public comments are due by September 21, 2007.

Correspondence – a pancake breakfast benefit will be held for Donnie Harlemann. Flyers were distributed. Emergency Medical Services 24/7 Care- /Everywhere brochure was discussed.

Next meeting August 21, 2007 at 7:00 p.m. in the Board of Supervisors Room.

Chairperson, Bryce Denker adjourned the meeting at 9:47 p.m.

# EMS Advisory Council Meeting

August 21, 2007

Vice Chairperson, Andy Yungbluth called the meeting to order at 8:08 p.m.

On Roll Call: Mark Stover, Kim Kroger, Dr . Darrel Forslund, Linda Swanson, Robin Patrick, Tara Patrick, Ken Chalstrom, Andy Yungbluth & Tammy McKeever. Special guests included Dave Schipper, Jayne Kroger & Shane Boetel

It was moved by Tara Patrick, seconded by Mark Stover to approve the minutes of the May 4, 2007 meeting. All those present voted aye. Motion carried.

It was moved by Kim Kroger, seconded by Dr. Forslund to approve the following financial report.

## Value Summary of Financial Accounts:

Investor Savings Account #370028 (as of June 30, 2007)	\$16,165.74
Checking Account #565707	\$ 22.82
County Fund (operating budget, salary, equipment & training) as of July 8, 2007)	<u>\$31,647.50</u>
<b>Capital</b>	<b>\$47,836.06</b>

## Grant Money Available

System Development (education) FY 2007	\$ .00
HRSA (disaster preparedness) FY 2007	<u>\$ .00</u>
<b>Total Grant Money</b>	<b>\$ .00</b>
<b>Total Capital</b>	<b>\$47,836.06</b>

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Attached are the disbursements since the previous meeting. All those present voted aye. Motion carried.

HRSA FY 07 Grant money was used to purchase new Annie's.

The EMS Standards were discussed briefly. For the sake of time, it was the consensus of the Advisory Board that each service should review the standards and submit comments to Tammy no later than September 8, 2007. Tammy will forward all comments to the appropriate people.

The Fall Disaster Drill was discussed. The Advisory Board decided a school response would be politically okay. Actual scenario will be determined by the design committee consisting of Kim Kroger, Tara Patrick, Robin Patrick, Dr. Forslund, Dave Schipper, Kate Stouffer & a Board of Supervisor. Bryce had mentioned at a previous meeting that this is a condition of the homeland security grants. That we train on safer schools. The table top exercise will be performed by the design committee; we will not utilize Bruce Spence this year. It was suggested we invite the Superintendents of each school.

The RAGBRAI final report was discussed. This was a successful event in terms of the operation of the new medical response trailer. The only drawback was the location of the trailer. Tammy McKeever thanked everyone who made the event possible.

The appreciation banquet awards were discussed. Tammy McKeever will provide the advisory board with a copy of the nomination award form and the board will revise awards given and process at the next meeting.

For several years, the Advisory Board has split county equipment dollars evenly between the services. The Advisory Board had been discussing purchasing jump kits similar to the ones in the EMS Trailer for each service. After discussion, it was determined that many services have adequate jump kits, however, several services were in need of scoop stretchers. The Board decided to buy five (5) scoop stretchers and stock the EMS Trailer for the Fair with the county equipment dollars. In January the rest of the money will be divided to provide additional necessary equipment.

The Clay County Fair is a nine day event that the Clay County EMS Association has attended to provide services for a number of years. In recent years, Steve Hopkins, from Dickinson County has acted as the "team leader". He is there from 7:30 am to approximately 11:00 p.m. every day of the fair with no monetary compensation. It has been mentioned by Clay County providers that they would like to see a Clay County person in charge. Vice President, Andy Yungbluth suggested duties be shared between Steve Hopkins, Kate Stouffer & Robin Patrick and that there be compensation of \$150 per day. Following all discussion, it was moved by Dr. Forslund, seconded by Tara Patrick that Steve Hopkins, Kate Stouffer & Robin Patrick share the duties of "team leader" and that they be compensated. CCEMSA will pay \$150/day. All those present voted aye. Motion carried.

The following letter was submitted by Andy Yungbluth, Chief Medical Officer for Royal Fire & Rescue.

*The Royal Fire & Rescue Department would like to show interest in the ambulance that the county has to place in a department. Royal Fire & Rescue would not be using this as an ambulance, but it would be able to transport victims in a MCI incident. What Royal Fire & Rescue would be using this for is to replace a 1974 value van that we currently use as an equipment van. The van we currently use is in dire need of replacement, as it is getting old and is in need of a lot of repairs. We would like to have the opportunity to put a better unit in its place. If you have any questions, please feel free to contact me. Thank you for this opportunity and your time.*

Following all discussion, it was moved by Kim Kroger, seconded by Tara Patrick that the Clay County Emergency Medical Services Association Advisory Board recommends to the Clay County Board of Supervisors that Royal Fire & Rescue receive the ambulance. All those present voted aye. Motion carried.

A provider had questioned the CCEMSA Coordinator, Tammy McKeever, regarding a donation to Donnie Harleman's Benefit. It was the consensus of the CCEMSA Advisory Board that we do not want to set precedence and that each service has already individually donated to Donnie. A plant was sent to him from CCEMSA when he was in the hospital.

The CCEMSA Advisory Board by consensus decided to sponsor a PHTLS Class. The class will be held in November at the Spencer Fire Department.

The CCEMSA county wide training schedule was discussed. Tammy McKeever questioned the necessity of training each month. Attendance is very low at these trainings. Peterson is utilizing DVD's from the 24/7 Company, which does qualify for formal education. Obviously we would want to continue to host a winter conference, disaster drill, skills fair & the Clay County Fair. We will discuss this topic more at the next meeting.

Next meeting will be held on October 23, 2007 in the Clay County Board of Supervisors room.

Meeting adjourned at 9:58 p.m.