

Meeting Record



Present

Officers

President: Keith Wages (GA)
President-Elect: Kyle Thornton (NM)
Secretary: Alisa Williams (MS)
Treasurer: Gary Brown (VA)
Member-at-Large on EC: Donna Tidwell (TN)

Staff

Dia Gainor
Beth Armstrong
Zoe Renfro

Absent

Immediate Past President: Paul Patrick (UT)

Thursday, December 6

President Keith Wages called the meeting to order at 9:00 AM ET and thanked Gary for making this meeting possible.

Welcome and Introduction

Keith reminded the group that the Executive Committee (EC) appointed itself to be the group continuing strategic planning work after the special full-Board session in November.

NASEMSO Strategic Planning

Graphic Representation of the Strategic Plan

Dia introduced the idea of a useful, meaningful graphic representation of our strategic plan— a high-level communication tool that doesn't get too much into the weeds. The audience for this document is expected to be the Board and NASEMSO members, especially new members that want to better understand NASEMSO. Dia displayed several other organizations' graphic one-page strategic plans. Donna and Gary agreed the Community Foundation version was most palatable.

The Executive Committee decided the graphic should include the three priorities, a brief outline of the related goals, and related NASEMSO values as space permits. The graphic will be distributed to membership and will also serve as the cover page of the strategic plan. The second page of the strategic plan will include the mission, vision and values of NASEMSO.

Alisa offered assistance to Zoe in developing this graphic.

Action item: Zoe will develop a draft first-page graphic for the strategic plan as discussed.

In-Depth Review of Nine-Page Internal Strategic Plan

The Executive Committee reviewed printed copies of the Internal Strategic Plan after staff refinements related to the full Board discussion in November 2018.

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Strategic Priority One

Tribal membership – Page 1, Strategic Priority One

Dia drew attention to the inclusion of tribal EMS in NASEMSO's strategic plan. The Executive Committee confirmed they wanted to leave this language in strategic priority one.

Kyle noted that the Navajo Nation has asked about becoming a NASEMSO member, which may result in other tribal entities requesting membership. Alisa suggested NASEMSO reach out to the Indian Health Service (IHS). The Executive Committee discussed the particularities of tribal nation ambulance services, which may be run and staffed by the tribes themselves, or the federal government (IHS). Kyle expressed interest in involving tribal groups; however, it would be difficult to find any single representative tribal entity.

Donna suggested reaching out to the National Native American EMS Association to invite them to become a NASEMSO member, and the Executive Committee agreed this would be favorable.

Action item: NASEMSO staff should invite the Native American EMS Association to become a NASEMSO member.

Three-Year Outcome

The Executive Committee had no comments or changes.

Objectives

Objective 1.1

The Executive Committee requested bullet two be adjusted to specify **annual** review of NASEMSO's vision, mission and values.

The EC agreed it should be added to bullet three (which deals with releasing "statements of support or dissent, using data to support statements") that **speaking points should be developed to accompany any policy statements**, to facilitate member discussion of issues.

The EC agreed that **all deadlines for action items should be expressed in quarters**.

Objective 1.2

Donna suggested the history of NASEMSO and inter-state collaboration be incorporated into these speaking points.

Zoe clarified that Objective 1.2 is related to Keith's suggestion in Reno that a bookmark with speaking points be developed and distributed to members. Donna suggested a laminated poster would also be useful for state EMS officials to reference when asked about NASEMSO.

Objective 1.3

The Executive Committee agreed that, although NASEMSO should continue to track its liaisons to organizations that do not provide funding, Objective 1.3 should be modified to **prioritize potential sources of funding by eliminating any liaison-only language**.

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Objective 1.4

Dia suggested that discussions of our upcoming access to marketing expertise should become a regular Board agenda item.

The EC made minor adjustments to the Objective's language, and confirmed they prefer to serve as the member workgroup that will work with the marketing team, especially since the work will involve funding decisions.

The EC **moved action steps about a schedule of e-learning programming from Objective 2.2 into Objective 1.4.**

Strategic Priority Two

The Executive Committee noted that there is room for improvement in Council-to-Council and Council-to-general-membership communications.

Objective 2.1

With the new website launch behind us, Dia reported this objective is nearly complete. The Executive Committee agreed to **strike the final action step about routine website maintenance**, since it is an assumed/regular duty.

Objective 2.2

The EC tailored the first action step to **address new member orientation materials only.**

The EC agreed all messaging to new members must be clear that the Board drives NASEMSO and assumes final responsibility for the Association, even though the Board looks to Councils for subject matter expertise and vetting.

As mentioned above, the EC **moved the action steps about a schedule of e-learning programming from Objective 2.2 into Objective 1.4.**

The EC suggested the new member onboarding process could include:

- "Welcome to NASEMSO" video
- Electronic welcome packet to include schedule of events; member benefits; NASEMSO's strategic plan; and regional contact information
- New member orientation at regional meetings by the Executive Director
- Notify officers of new members

The EC agreed that GoToWebinar/GoToMeeting could be used to record the new member orientation at the Annual Meeting. It was noted that livestreaming in-person events may restrict travel funding for physical attendance and therefore step on Objective 2.5 (networking opportunities).

The mentorship program was favorably discussed, and the EC suggested the program could be narrowed down by region.

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Objective 2.3

Dia emphasized the importance of NASEMSO participation in communications and technology conversations with law enforcement and fire. The EC agreed these items should remain a high priority for the Association, noting that communications are critical in the event of natural disasters. Dia reminded the Executive Committee that Paul Patrick suggested the inclusion of this communications and technology item.

No modifications were suggested for Objective 2.3.

Objective 2.4

The EC agreed this objective will require the creation of a new Data Coordination Committee or Task Force that should be supported by the same staff as the Data Managers Council. It was suggested the group might include the five regional chairs and the five regional representatives for the Data Managers.

The EC suggested webinars and e-learning be implemented in service of this objective, to allow members to ask questions and learn how upgrading may affect their states.

No modifications were made to Objective 2.4.

Objective 2.5

Dia emphasized the importance of allocating staff time and resources to meeting promotion and post-meeting member satisfaction surveys.

It was noted that the Action Steps under Objective 2.5 make a good checklist for regional chairs. The EC suggested that additional clarification of the functions of a regional chair may be beneficial.

No modifications were made to Objective 2.5.

Action item: Dia will review the Leadership Playbook to confirm it enumerates Regional Chair duties.

Strategic Priority Three

Dia explained that this priority is intended to outline a trigger and process for NASEMSO to respond to emerging specialties in specific ways. Beth requested the Executive Committee to consider the allocation of staff time, noting that prioritization is necessary.

After a typo was corrected in Objective 3.3, no other changes were made to Strategic Priority Three.

EMS Compass Manuscript

Dia presented ACEP's request to distribute the EMS Compass manuscript widely, primarily so that the National EMS Quality Association (NEMSQA) can have access to its useful contents. This distribution would be different from the plan outlined in the cooperative agreement, but

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everyone involved (authors included) understood during the life of the project that publication would be viewed as an antagonistic act by NHTSA.

Action item: Donna motioned, and Gary seconded, that the EMS Compass manuscript should be given to ACEP to distribute widely as per their request. The motion passed unanimously.

NASEMSO Business

Annual Meeting 2019

Dia presented the latest revision of the Annual Meeting schedule to the Executive Committee, and described Councils' requests for full two-day sessions without Committee overlap. Gary reported that the Program Committee is searching for General Session speakers. The EC discussed the schedule and made modifications. It was noted that breakout sessions are important when it comes to justifying travel expenses.

Action item: The EC agreed to have the NREMT sponsor dinner on Monday evening; move the Board meeting to a 90-minute lunch on Tuesday at noon; and keep the Monday State Directors Forum as-is. NASEMSO staff should post the hotel registration link ASAP.

Regional Meetings 2018

Dia reported the Fall 2018 regional meetings were successful, well-attended, and well-sponsored. Dia attended all regional meetings, with the exceptions of the East Region meeting (attended by Kathy Robinson) and the Great Lakes (which did not hold a meeting). Dia had the opportunity to present on the current state of the Association, and met many new individuals. It seems sponsors enjoyed the regional meetings and may be encouraged to sponsor the Annual Meeting as a result.

Dia suggested a few policy adjustments for regional meetings:

- Leadership should provide suggested agenda items to the Regions.
- Whichever Region schedules first should get a lock on their dates.

Budget Development FY20 (July 1, 2019 to June 30, 2020)

Dia and Kyle adjourned for the day to attend FICEMS in Washington, DC, while Keith, Gary, Beth, Alisa, Donna and Zoe remained to discuss the budget. The budget document was updated along with the discussion.

Annual Meeting Locations

The Executive Committee reaffirmed that although states are permitted to suggest Annual Meeting sites, the selection of the Annual Meeting site is ultimately the responsibility of the Board.

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Action: Gary motioned, and Alisa seconded, that going forward, NASEMSO staff will present recommendations for the NASEMSO Annual Meeting location and the NASEMSO Board will vote on those recommendations to determine the final location. The motion passed unanimously.

The meeting adjourned on Thursday at about 2:45 PM ET.

Friday, December 7

President Keith Wages called the meeting to order at 8:40 AM ET.

NASEMSO Financial Planning

Budget Development FY20 (July 1, 2019 to June 30, 2020)

The previous day's financial planning activities were summarized for Kyle and Dia.

The EC reviewed the current state of membership dues payments, including members not in good standing. The Executive Committee were in agreement that only members in good standing should have a vote; enjoy an Annual Meeting registration discount; and access the members-only section of nasemsso.org.

Action item: States and individuals that do not pay dues should not have access to the members-only section of the website (implementation timeline TBD).

Action item: A non-member Annual Meeting registration fee should be created for the 2019 Annual Meeting.

The EC agreed that, after one more year of dues at the current level, the Association should implement regular dues increases to keep pace with inflation, and the membership should receive advance notice of this change.

Action item: NASEMSO staff will add a note to this year's dues notice that in order to prevent substantial increases in dues and keep pace with inflation, dues will increase in 2020 by X percent and will continue to increase by X percent each year.

The Executive Committee authorized \$5,000 fee to ASMI for REPLICA contractual services. The 2019 NREMT MOU income will be allocated as sponsor revenue.

It was noted that NASEMSO must increase our revenue, most likely by seeking out funding from the private sector. The EC indicated their preference that staff actively pursue grants and funding opportunities. The EC suggested alternative sources of funding like HRSA, the owner of Home Depot, CDC, FEMA, AHA, and even the states.

The EC discussed their vision for corporate membership levels and benefits.

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Action item: NASEMSO staff should implement multiple levels of corporate membership, ranging between \$3500-\$5000.

NASEMSO Business

Membership

Dia presented Kathy Robinson's report on NASEMSO Membership Considerations. Dia described recent achievements including staff reorganization; rebranding; the new website; moving to cloud file storage; and using MailChimp for Washington Update. Upcoming transitions include the committee rosters, bylaws, and corporate membership levels.

Councils and Committees

Committee rosters

Dia reviewed the current storage systems in place for the Committee rosters, noting the challenges of frequent Committee turnover and participants that are not state EMS office employees. The EC indicated a preference to host the Rural EMS and Communications Committees internally.

Dia reported that over 200 non-NASEMSO members serve on Committees, and some Committees contain less than one-third state employees. Donna suggested the Committee members should all be Associate Members at the minimum, regardless of any fears of driving them away.

Alisa and Donna agreed there should be an official NASEMSO channel for leadership approval to use NASEMSO resources (including staff time) for any special interest group. The EC discussed the possibility of permitting Council leadership to, with the permission of the Board, develop special interest groups without the use of NASEMSO resources.

Ad hoc vs. standing

Dia noted that ad hoc committees, as defined by the bylaws, should address short-term issues and their membership should be approved directly by the president. Because the bylaws do not define "short-term," it is unclear when to sunset an ad hoc Committee. Dia suggested it is not the best use of the president's time to review and approve ad hoc Committee members.

Action item: NASEMSO leadership should annually review the membership of each Ad Hoc Committee to maintain situational awareness and determine whether they should transition to a Standing Committee. Ad Hoc Committees should be required to provide a workplan each Spring at the Annual Meeting.

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Criteria for any Committee/Group membership

The EC supported limiting membership on ad hoc and standing committees based on the understanding that any entity in which each state wants to have membership should become a Council.

The EC made the following recommendations related to membership in ad hoc Committees, standing Committees and special interest groups.

Ad hoc – The number of members should not be limited, and membership terms should not be limited. Donna suggested ad hoc Committees should include NASEMSO members only.

Standing – The number of members should have a fixed cap, as determined by NASEMSO President and Executive Committee. Membership terms should be limited, and the membership must consist of a majority of state EMS officials. All meetings should be open for observation and should include a public comment period. The chair should be empowered to, at their discretion, conclude any individual's speaking time. Meetings should be announced publicly on the NASEMSO website. Meetings should not be announced through any email list (although calendar announcements may be permissible for appointed Committee members only). Meeting registrants should be tracked.

Special Interest Group – Councils should be required to request permission from the NASEMSO Board for the privilege to use NASEMSO resources.

Criteria for group characterization

Action item: The EC requested an addition to the Bylaws: "...these standing Committees **or any other as determined by the NASEMSO Board and Executive Committee.**"

Levels of engagement

The EC agreed it would not be appropriate to close any Committee from public observation—the public should be able to witness our Committee meetings and offer their perspectives to inform our decision-making processes. The EC suggested a few adjustments to the levels of engagement of ad hoc and standing Committee members.

Voting members –To be a *voting* member of a Committee, you must be an Associate Member. NASEMSO should maintain rosters of voting Committee members separate from their respective mailing lists. Membership will be capped at a fixed number, and members will be appointed by the President and Committee Chair. Terms should be limited.

Subscribers – Non-members and the public should be permitted to subscribe to Committee lists and observe Committee meetings. Public comment periods should be offered at Committee meetings, and the Committee chairs should have discretion to conclude an individual's speaking time.

Public – Committee meetings should be posted publicly on the NASEMSO website.

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Action: Zoe will create a draft of a new system for Committees, and the EC will continue this discussion at later meetings.

NREMT/REPLICA Agreement

Dia displayed the current NREMT/REPLICA Agreement and reviewed the details, confirming it is a one-year agreement.

Action: Donna made a motion to accept the agreement as displayed, and Gary seconded. The motion passed unanimously.

Fatigue Joint Position Statement

Zoe displayed the joint position statement on Fatigue based on the recommendations resulting from the cooperative agreement.

Action: Gary motioned, and Alisa seconded, that the position statement as displayed should be approved for distribution and co-signing. The motion passed unanimously.

NASEMSO Board Code of Ethics

Gary presented excerpts from the Virginia Department of Health's Code of Ethics and suggested that NASEMSO develop and implement a code of ethics for our Board. Themes of the code may include accountability, foresight, conflicts of interest, personal gain, honesty, and the public trust. Keith agreed that such a code would reflect NASEMSO's values, and can be informed by the VA DOH example.

Action item: The Executive Committee will, at a later meeting, review and discuss the Virginia DOH Code of ethics and two other codes of ethics to be selected by Beth.

New Board Member Orientation

The EC suggested refining and implementing a new Board member orientation event.

Next EC Retreat location

The Executive Committee agreed to hold their 2019 retreat at the same location in Alexandria, Virginia.

Action item: NASEMSO staff will initiate negotiations with the Alexandrian for an Executive Committee retreat in December 2019.

The meeting adjourned at approximately 1:30 pm ET.