

NASEMSO Board of Directors Meeting
Thursday, November 10, 2016
Meeting Record



PRESENT

Officers:

Past President: Paul Patrick (UT)
President-elect: Kyle Thornton (NM)

Regions:

South: Donna Tidwell (TN)
East: Jason Rhodes (RI)
Great Lakes: Mel House (OH) - alternate
Western Plains: Joe House (KS)
West: Wayne Denny (ID)

Councils:

Data: Kevin Putnam (xx)
Educ & Prof'l Stds: Joe Ferrell (IA)
Medical Directors: Ken Williams MD (RI)
Pediatric: Carolina Roberts-Santana MD (RI)
Trauma Managers: Carol Mayes (MD)

ABSENT

President: Keith Wages (GA)
Treasurer: Gary Brown (VA)
Secretary: Alisa Williams (MS)
Lindsey Narloch (ND), Data Managers

STAFF PRESENT

Rachael Alter, Program Manager
Beth Armstrong, Executive Vice President
Dia Gainor, Executive Director
Mary Hedges, Program Manager
Zoe Renfro, Program Manager
Kathy Robinson, Program Manager

ALSO PRESENT

Jim DeTienne (MT)
Medical Directors: Harry Siebold MD – alt.
Pediatric: Katherine Hert (AL) – alt.
Steve McCoy (FL), HITS Committee

CALL TO ORDER / ROLL CALL / QUORUM

On behalf of President Keith Wages, President-elect Kyle Thornton (NM) called the meeting to order at 2:01 Eastern time. Beth Armstrong called roll noting a quorum present.

SECRETARY'S REPORT

Kyle Thornton (NM) drew the Board's attention to the previous Meeting Record.

ACTION: Joe House (KS) moved, seconded by Wayne Denny (ID) to approve the previous meeting record. The motion carried.

TREASURER'S REPORT

On behalf of Treasurer Gary Brown (VA), Beth Armstrong reported that as of October 31, 2016 NASEMSO had current total income of \$628,763 and expenses of \$581,678 yielding \$47,020 net excess and current net assets of \$992,960.

ACTION: Donna Tidwell moved, seconded by Joe House to approve the Treasurer's Report. The vote was unanimous and the motion carried.

PRESIDENT'S REPORT

Kyle conveyed President Wage's special request that each state EMS official complete the survey on the evolution of the state EMS office and how NASEMSO can support, to prepare for the Board Retreat.

EXECUTIVE DIRECTOR'S REPORT

UNC National Collaborative for Bio-Preparedness – NASEMSO HQ has completed all paperwork and awaits UNC contracts office action to begin the project.

NREMT REPLICA – Sue Prentiss is working to finish revisions to the microsite in addition to advocacy and outreach.

NEPS – this award supports council and committee work through November 2017. Focuses on core service delivery to the states in the form of technical assistance, national leadership and improvements in system effectiveness.

CAP-6 – this project will hopefully result in improved approaches and conditions for service members transitioning to civilian roles. It is winding down and a publication will be released soon with NAEMSE that outlines educational approaches that have been adopted in various parts of the country.

CAP-7 – EMS Compass will release 14 measures very soon. State EMS offices will be asked to help with messaging to ask users to give the measures a test run.

Fatigue in EMS – work will occur through 2018. There is currently evidence synthesis and grading.

Implementation of EBG – The project final report was submitted just after our Fall Meeting.

SOP Revision Proposal – NHTSA awarded the project to NASEMSO the end of September and the project kick-off meeting occurred two weeks ago.

Baylor EIIC – Daa Alqusairi of the EMSC Innovation & Improvement Center described plans for a prehospital quality indicator needs assessment. Dia Gainor shared that she and Keith Wages attended an EMSC planning meeting in DC last week; Baylor has contracted for support from NASEMSO to assure pediatric focus with its undertakings.

ASPR Transport of Highly Infectious Patients – this is a new project and an expert panel is being populated now with Emory and NETEC.

NIST www.SafeAmbulances.org - Dia asked board members to visit the site and provide feedback on its utility and contents.

MANAGEMENT DISCLOSURES AND RECOMMENDATIONS

Beth explained that ASMI is required to present these disclosures and recommendations annually in order to maintain its accreditation:

- Recommend an annual performance evaluation of ASMI according to the contracted scope of work. *(ANSI standard 3.2 and 5.1)*
- Remind client leadership of management agreement terms and scope of work. *(ANSI standard 3.4)*
- Present an Annual Work Plan for the client for the upcoming year.
NOTE – NASEMSO accomplishes this at Board Retreat. *(ANSI standard 4.2)*
- Circulate completed I-990 to boards annually. *(ANSI standard 6.1)*
- Disclose all income for the preceding fiscal year from hotel and other commissioners, finder's fees and any other sources. Because ASMI is accredited by the International Travel Agency Network (#49-6-5876-6), commission is earned on hotel rooms after the lowest possible room rate is extended for hotel contracts. In 2015, ASMI received \$16,581.59 in commission earned from NASEMSO's meetings. *(ANSI standard 6.5)*
- Propose an independent review or audit of all financial transactions and records by a qualified third party, paid for by the client.
NOTE – NASEMSO undertakes an A-133 each year in conjunction with its federal contracts reporting requirements. *(ANSI standard 6.6)*
- The ANSI standard is for ASMI to recommend General Liability and Association Professional Liability Insurance Policies. NASEMSO currently has the General Liability policy. Additionally, I am recommending Workers Compensation coverage given the number of contracted personnel retained by the Association for federal projects. I have asked for a price quote and will provide it when available. *(ANSI standard 6.7)*
- ASMI has a crisis communications plan in the event that a catastrophe impacts HQ operations. Offsite ASMI POC Rachael Alter (Missoula, MT) can be reached at alter.asmi@gmail.com, 208-949-8630. She is prepared to manage client communications including board of directors and membership notices as well as funnel web site content to off-site ASMI POC Karen Thompson (Asheville, NC), karen@shadyvale.com, 703-499-0441. *(ANSI standard 11.3.2)*

ACTION: The disclosures and recommendations were accepted without objection.

ACTION ITEMS

International Board of Specialty Certification – the Board asked NASEMSO to name a representative.

ACTION: Joe Ferrell (IA) moved, seconded by Donna Tidwell (TN) to table the discussion until IBSC is accredited. The vote was unanimous and the motion carried.

MUCC Update – The Board reviewed a draft letter from NASEMSO seeking information on grant opportunities, a briefing on an implementation plan, current scientific evidence and best practices on MUCC implementation.

ACTION: Donna Tidwell (TN) moved, seconded by Joe House (KS) for NASEMSO to finalize and transmit the letter as drafted. The vote was unanimous and the motion carried.

REGIONAL UPDATES

East – Jason Rhodes indicated the region has nothing to report.

South – Donna Tidwell indicated the region has nothing to report. She mentioned that the NASEMSO Councils/Committees Playbook will include a section of “how-to’s” to organize their regional meetings including funding, arrangements, session identification and more.

Great Lakes – Mel House indicated the region has nothing to report.

Western Plains – Joe House indicated the region has nothing to report.

West – Wayne Denny indicated the region has nothing to report.

COUNCIL UPDATES

Medical Directors – Dr. Ken Williams indicated that the New England Medical Directors will convene in November.

OTHER BUSINESS

NAS Engineering & Medicine (NASEM) Trauma Meeting - Dia Gainor reported that there was a meeting in DC last week that addressed a 540-page document which included numerous references to state EMS office roles in development and improvement.

ADJOURNMENT

There being no further business, the meeting adjourned at 2:56 p.m. Eastern time.

Meeting Record respectfully submitted by NASEMSO Executive Vice President Beth Armstrong.