

NASEMSO Board of Directors Meeting
Thursday, October 10, 2013

Meeting Record

PRESENT

Gary Brown (VA), Treasurer
Lee Burns (NY), East Region Alt.
Jim DeTienne (MT), President
Dave Edwards (VA), Pediatric Emerg. Care
Joe Moreland (KS), Data
Joe Nelson MD (FL), Medical Directors
Paul Patrick (UT), President-elect
Rob Seesholtz (TN), Trauma Managers
Kyle Thornton (NM), West Region

ABSENT

Chris Bell (VT), East Region
Dennis Blair (AL), Secretary (excused)
Randy Kuykendall (CO), Past Pres (excused)
Steve Sutton (KS), North Central Rep
Keith Wages (GA), South Central (excused)

ALSO PRESENT

Beth Armstrong, Executive Vice Pres
Dia Gainor, Executive Director
Andy Gienapp (WY), West Alt
Brett Hart (TX), Educ & Prof'l Stds
Mary Hedges, Program Manager
Katherine Hert (AL), PEC Vice Chair
Susan McHenry, NHTSA
Tom Nehring (ND), Rural EMS
Kathy Robinson, Program Manager
Paul Sharpe (VA), Data Managers Alt.
Leslee Stein-Spencer, Program Manager

SECRETARY'S REPORT

On behalf of Dennis Blair, Jim DeTienne presented the September 16, 2013 Board Minutes.

ACTION: Joe Nelson moved, seconded by Kyle Thornton to approve the minutes. The vote was unanimous and the minutes were approved.

TREASURER'S REPORT

- **Finance Report** – Beth Armstrong reported for Gary Brown that year-to-date receipts as of September 30 are \$388,758 and expenses are \$374,647 yielding a net excess of \$14,110 and a current fund balance of \$817,695.

ACTION: Joe Nelson moved, seconded by Rob Seesholtz to accept the Treasurer's Report. The vote was unanimous and the report was approved.

- **Program Committee** – Gary Brown reported that the Committee met earlier this week to de-brief about the Nashville meeting. They asked for program ideas for both Mid-Year and Annual Meetings. They offered three options for the March 9-13, 2014 Mid Year Meeting location.

ACTION: Gary Brown moved, seconded by Joe Nelson to authorize staff to contract with the Baltimore Embassy Suites assuming it is found suitable after staff's site inspection; the Hilton Washington Dulles would be the back-up location. The vote was unanimous and the motion carried.

PRESIDENTIAL PONDERINGS

- **Board Retreat** – Jim DeTienne reminded the group that the meeting occurs December 9-11 and that flights should be booked now.

ACTION ITEMS

- **NASEMSO Council and Committee Meeting Attendance Guidelines** – (see Attachment 1.)

ACTION: Joe Nelson moved, seconded by Joe Ferrell to approve the Guidelines. The vote was unanimous and the motion carried.

- **NASEMSO Meeting Decorum Guidelines** – (see Attachment 2.)

ACTION: Joe Nelson moved, seconded by Joe Moreland to approve the Guidelines with the insertion of a disclosure guideline. The vote was unanimous and the motion carried.

- **NASEMSO Letter About PEPP Resources** – the PEPP textbooks recently have become available. A letter still will be submitted per Board action in Nashville, but with a revised message.
- **Air Medical Committee** – Jim DeTienne shared that Greg Brown (AR) will replace Bob Bass (MD) as the chair. Andy Gienapp was thanked for his willingness to serve as well.
- **Transition of Military Personnel into Civilian EMS** – Jim DeTienne summarized conversations since the Annual Meeting about the White House transition initiative.

ACTION: Staff will develop an unsolicited proposal to help support activities; drafts will be provided for further board input.

- **Model Documents** – decisions will be made at the Retreat.

ACTION: Councils and regions are asked to make suggestions by the November Board call about potential model tools and documents to be undertaken 2013-14.

DISCUSSION ITEMS

NASEMSO COUNCIL HIGHLIGHTS

- **Medical Directors** – (no report)
- **Data Managers** – (no report)
- **Education & Professional Standards** – (no report)
- **Pediatric Emergency Care** – Katherine Hert noted that they have begun organizing their work groups for their strategies and priorities plan. They are collecting and posting online best practices state reports.
- **Trauma Managers** – Rob Seesholtz indicated that the steering committee met last week to begin work on their strategic plan. Their mentor tool kit is live and posted in the members only area. It is offered to all state EMS officials. On behalf of the Tennessee EMS staff he thanked NASEMSO for the flowers and strawberries.

NASEMSO STANDING COMMITTEE HIGHLIGHTS

- **Communications & Technology** – (no report)
- **Domestic Preparedness Committee** – (no report)
- **Government Information** – (no report)
- **Highway Incident & Transportation Systems** – (no report)
- **Rural EMS** – Tom Nehring said that NOSORH meets the week of October 28, and an EMS Learning Session is scheduled for October 30, 1:00-5:00 pm in Asheville, NC.

NASEMSO AD HOC COMMITTEE REPORTS

- **Air Medical** – Kathy Robinson indicated that the group met in Nashville and will be drafting Guidelines soon.
- **Education Agenda Implementation Team** – Kathy Robinson reported that the I-Team has regrouped and have undertaken several tasks especially focused on pediatrics.
- **Mobile Integrated Health/CP Committee** – (no report)
- **Specialty Certification Committee** – Kathy reported that a draft document has been submitted to NHTSA, to be released soon for public comment.

NASEMSO REGIONAL REPORTS

- **East** – (no report)
- **West** – (no report)
- **North Central** – (no report)
- **South Central** – (no report)

OTHER

- **NHTSA Office of EMS** – Susan McHenry reported FICEMS and NEMSAC meet week of December 3.

ADJOURNMENT

There being no further business, the call concluded at 3:06 pm Eastern time at the motion and second of Rob Seesholtz and Kyle Thornton, respectively.

Meeting Record respectfully submitted by Executive Vice President Beth Armstrong

NASEMSO Council and Committee Meeting Attendance Guidelines

Adopted by the NASEMSO Board 10-10-2013

State EMS Officials and Federal Partners are welcome to attend all NASEMSO Council and Committee Meetings. Federal Partners who have been invited to speak at any part of the NASEMSO Annual or Mid-Year Meeting may have their registration fee waived if so requested.

Vendors who are registered exhibitors are allotted a specified number of conference badges (e.g., 2 for booths and 1 for tabletops) providing access to the exhibit hall and meeting sessions during the regular meeting (usually Wednesday, Thursday and Friday). If registered exhibitors wish to attend and observe the council/committee meetings (typically held on Monday and Tuesday), they are welcome to do so as is any other meeting registrant. If a vendor representative who is not registered for the meeting as an exhibitor or otherwise is invited to speak at a council/committee meeting, he or she would have complimentary access to the meeting in which he or she is speaking. If they wish to attend additional meeting sessions or days, registration would be required. Note: Conference badges are intended for the individual named on the badge only.

Other NASEMSO Members who are not state EMS officials but who have registered for the meeting may also attend and observe council/committee meetings. This includes Associate Members and Corporate Members. NASEMSO bylaws allow all categories of members to serve on **Ad Hoc Committees** (e.g., MIH/CP and AVL) and **Standing Committees** but these members would be expected to pay any registration fees associated with the meeting. Membership categories advertised on the NASEMSO website indicate that **Associate Members** are entitled to one member who can serve on committees, and **Corporate Members** are entitled to three members who can serve on committees.

Official Liaisons from partner organizations (NAEMT, NAEMSE, NAEMSP) A limited number of complimentary meeting registrations are offered to partner associations, as they extend the same to NASEMSO's President and one other official who attend their meetings. Liaisons are welcome to attend council, committee and other sessions.

Closed Sessions are an option when a council has a clear need to address an issue among its members and state EMS officials only. Closed sessions should be the exception and rarely used. While NASEMSO is a private organization, it is representative of state officials who have an interest in conducting business in a transparent manner.

Council and Committee Chairs are responsible for conducting productive meetings which conform to the bylaws. The chair is expected to maintain order, which includes determining who will sit at the meeting table as well as who will speak. It would be a reasonable expectation to ask that members sit at the meeting table and guests in the perimeter unless the meeting is small and members are not clearly designated, as is the case with some of the smaller committees.

NASEMSO Meeting Decorum Guidelines

Adopted by the NASEMSO Board 10-10-2013

Welcome to NASEMSO. Meetings are open to members, registered attendees and invited guests. State EMS Officials and Federal Partners are welcome to attend all NASEMSO Council and Committee Meetings.

1. Council & Committee Chairs are responsible for conducting productive meetings, which conform to NASEMSO bylaws.
2. Meetings should follow an established agenda. The agenda should be announced at the beginning of the meeting and alterations can be made at the discretion of the chair or a majority of the members present. The agenda should be approved.
3. Meeting should begin with a roll call of all members and guests present.
4. Meetings should begin on time and be adjourned as scheduled or upon completion of business. Meetings may be continued upon the consensus of members.
5. Encourage cells phones to be on vibrate or turned off. Encourage phone or other sidebar conversations to occur outside the meeting room. At the discretion of the Chair, anyone disrupting the meeting may be asked to leave or have their connection muted.
6. The Chair can determine who will sit at the meeting table. It is a reasonable expectation to ask that members sit at the meeting table and guests in the perimeter, unless the meeting is small and members are not clearly designated, as is the case with some of the smaller committees.
7. Discussions and comments should address the agenda item or subject on the table. Focus on issues, not personalities.
8. The Chair is expected to maintain order, particularly during debates. Members and visitors should wait to speak until the Chair has recognized them. The Chair should keep the meeting moving along, quickly recognizing people and doing his/her best to alternate between those who are speaking for or against a motion. The chair does not enter into a debate. Do not delay calling for the 'question' if the debate is being repetitive.
9. Use Robert Rules as a guide, but it's generally not necessary to be a parliamentarian or to conduct all business strictly by the book (unless a debate as described above). Don't insist that everything be done or worded exactly so. Facilitate the will of the majority with professionalism and respect.
10. The Council/Committee Secretary or designee shall take minutes or develop a meeting summary of all meetings, to include a roll call of participants. Minutes only

need to record what was discussed or decided. Details of discussion, opinions and debates points are not necessary.

11. Executive sessions are an option when a council has a clear need to address an issue among its Members and State EMS Officials only. Executive sessions should be the exception and rarely used. While NASEMSO is a private organization, it is representative of state officials who have an interest in conducting business in a transparent manner.
12. Elections: When receiving nominations from the floor, double check with the person being nominated to see if they are willing and able to serve if elected. Attempt to present or nominate two individuals for each position. Use written ballots for votes between multiple persons for an office.
13. The Chair may establish additional meeting guidelines, subject to the agreement of those members present.
14. All present will be asked to disclose at the beginning of the meeting any potential conflicts of interest or other details that might have a bearing on discussion items. If the addition of new agenda items or transition to a new topic occurs during the meeting for which an attendee has not previously disclosed a conflict, s/he must make such disclosure immediately.
15. Guests in particular need to identify themselves and who they represent, if applicable, when recognized to speak.