

QUARTERLY BOARD MEETING OF THE
NORTH DAKOTA EMS ASSOCIATION
September 22, 2007

President Mark Weber called the quarterly Board of Directors meeting of the North Dakota EMS Association to order on September 22, 2007 at approximately 6:30 PM at the Cowboy Hall of Fame, Medora, North Dakota.

ROLL CALL: Roll call was taken by Sandy O'Connor. See attendance and voting record. A quorum of board members was present. Brian Bergstrom of the Northwest Region hasn't been at a meeting since January. **Cheryl Flick moved we remove him as a Board member, Janie Cutshaw seconded the Motion. Discussion. The motion was voted on and carried.**

ANNOUNCEMENTS: Mark Weber introduced new Director Aaron Meyer from the Northwest Region. A guest was also introduced.

READING OF MINUTES: A motion was made by Neil Frame, seconded by Janel Roshau to suspend the reading of the minutes and that they be approved as written. The motion was voted on and carried.

NEW BUSINESS:

Treasurer position: Mike Hall has resigned as Treasurer. Dean Lampe read the duties and indicated that according to the By-laws the Board needs to vote in a new Treasurer but feels that it would be advantageous to combine the Secretary and Treasurer positions. **Leann Domonoske made a motion to combine the Secretary and Treasurer positions and change the By-laws to reflect this change. Jim Restemeyer seconded the motion. The motion was voted on and carried.**

Regional Directors job descriptions: Currently we have a sheet listing all Directors roles and have talked about creating a more formalized job description for those considering running for the positions. Two descriptions were created – one for Directors and one for Region Presidents. Region President should be the main contact for each Region. Job descriptions were passed out for Presidents and Directors. They were asked to review the descriptions, sign them, and hand them back in. There was considerable discussion on downsizing the regions to four Directors and the methods used to do this. Using past Directors to help at regional conferences was also discussed.

Mark Weber reminded everyone that Directors have traditionally taken office in June which is a long time from election when regional conferences are sometimes held as early as September. **Jeff Moberg moved that the old Board member have their last meeting at the meeting following election and the new Board member have that as their first. Doug Bergstrom seconded the motion. The motion was voted on and carried.**

Communications plan: Tyrone Johnson gave a presentation on communication and marketing of EMS. This is one of the weakest parts of our system. It's important that the government, county commissioners and all involved understand EMS. Discussion included the Open Forum with ideas on how to get more people to attend, sending the information out on a DVD for squads to view instead of attending forums, giving continuing education hours, gathering public support for EMS, TV ads, radios spots, and a booth at the State fair. Other ideas included special interest groups, legislative groups, identifying adversaries and getting them on board before legislative session, updating the web site, and sending emails.

Tyrone Johnson showed a plan (template) on how information should flow and who it should target. It's a lot of work to get the message out from the front office to the membership.

A year ago it was agreed to let Dean Lampe check into a marketing firm but that hasn't materialized due to the busy legislative year. Mark Weber suggested that it is important that we think about hiring a communications/marketing person to help market EMS and that we do a good financial outlook to decide whether we would be able to afford to hire someone. Dean Lampe's office should be able to have the financial outlook in 30 days.

Strategic plan: NDEMSEA needs a two year strategic plan, a five year strategic plan and ten year outlook. Mark Weber suggested we have an outside facilitator come in to plan it as Mark Weber and Tyrone Johnson would like Dean Lampe helping them with it. A strategic planning session will be scheduled soon.

Dean's responsibilities: A committee will be put together, with Dean and Mandy's help, to set down duties of their offices to allow Dean more time to focus on legislative issues and gain more money for the Association.

Dean Lampe, Mandy Gartner, Tim Meyer and any guests stepped out of the room. **Dean Lampe's job performance was evaluated. Discussion. Leann Domonoske moved that we raise Dean's salary. Nancy Capes seconded the motion. Roll call vote. Motion carried.**

Mandy Gartner's job performance was evaluated. Discussion. **Dan Ell made a motion we raise Mandy's salary. Steve Fuglestad seconded the motion. Roll call vote. Motion carried.**

Dean, Mandy, Tim and the guest stepped back into the room.

Membership: Everyone received a handout showing current membership numbers. There was discussion on changing the ways we charge for membership and whether we should have individual **and** ambulance memberships and how they should be rated. Dean will come up with a schedule for charging ambulance services.

Foundation: It is time for the Foundation to move outside the NDEMSEA Board. **Neal Frame moved that we have Dean Lampe create the process of selecting new Foundation board members and keep one EMS provider on the board. Tammy Roerich seconded the motion. The motion was voted on and carried.**

NDEMSEA Email? Dean Lampe suggested we discontinue the NDEMSEA email system and go back to regular email addresses. Dean Lampe and Tyrone Johnson will visit the web server and have them set up a message board so a message can be posted to a Board member and automatically forwarded to them.

OLD BUSINESS:

Rural EMS problems - Mark/Dean

Open Forum meetings

Tioga had 24 participants

Dickenson had 10 participants

HRSA Grant – Dean Lampe: Regional Response Plan: The first response team is training in Fargo and should be up and running in January 2008.

The HRSA grant budget is approved through August 31, 2008 and the grant is active until 2010.

Homeland Security Grants went down about 30%. Emergency Mangers are making an effort to involve EMS. There was discussion on how to inform our members on Homeland Security Grants.

Division of Emergency Medical Services – DEMS: - Tim Meyer

Strategic plan: It revolves around response times, ambulance services, EMT's, along with other things. They will be asking dispatchers when an ambulance service either doesn't go out the door or takes longer than 30 minutes to respond and will be doing a couple of studies that will tie into a strategic plan for EMS.

Grant distribution project: House Bill 1296 appropriated 1.25 million dollars for staffing ambulance services. Of the 140 ambulance services in North Dakota 108 do fewer than 400 ambulance calls per year. From these, approximately 15-25 will be awarded grants based on criteria such as how many EMT's a service has, how far they are from a hospital, how far they are from another ambulance service along with other criteria. Applications have been sent out and they have to apply, have to have a reasonable request, and have to have a local match. If this works we can ask for more next year. Tim asked that we advise our squads to apply for the grants whether you think you'll get it or not because we want to show a need. The grant deadline is November 1, 2007 and squads will receive checks January 1, 2008

Administrative rules were sent out, are open for public comment Tim stated they should be commented whether you think they are good rules or if you think changes need to be made.

Tim reported that the DOT called one afternoon to say they had some dollars to spend and DEMS had one hour to decide what they would ask for. They asked for pediatric backboards for all ambulance squads and \$250,000 for extrication equipment. They haven't received approval yet.

Other old business: None

COMMITTEE REPORTS:

Budget and Finance: Reports were handed out to Board members. Due to the shortage of time in the meeting area Board members are asked to feel free to ask Dean any questioning regarding the report after the meeting or at a later date.

Legislative: - Dean Lampe - A Legislative agenda is being developed for the next session.

Constitution/Resolutions:

Curt Halmrast made a motion to have the Secretary make a Resolution to change the Treasurer's signature from Mike Hall's to Sandy O'Connor's. Neil Frame Seconded the motion. The motion was voted on and Carried

Nominations/Elections: Nothing to report.

Conference: Cheryl Flick and Curt Halmrast thanked everyone for their help last year. They will be picking speakers in November and will have the office send out updates to Board members and post them to the website.

Publications: Deb Backman stated that the next deadline is November 15th, asked that everyone contact her with stories and said that she will contact the Presidents from each region for ambulance "spotlight" ideas.

Logo: The Logo has been trademarked and the sale of items has been going well.

Marketing: Nothing to report.

Awards: Leann Domonoske gave additional awards today to members of the Southwest Region. She was asked to spearhead an effort to see that this is done at all Regional Conferences and to head the Award Committee for the Annual Conference.

Northwest Region Report: Jeff Moberg read Jeremy Mathison's resignation letter.

The next Board meeting will be held during the Southeast Regional Conference at Jamestown.

With time limited in the meeting room and no further business a motion was made by Leann Domonoske and seconded by Neil Frame to adjourn the meeting. The motion was voted on and carried. The meeting adjourned at 9:30 PM.

Respectfully submitted,

Sandy O'Connor, Secretary