

**QUARTERLY BOARD MEETING OF THE
NORTH DAKOTA EMS ASSOCIATION
JANUARY 18, 2004**

President Mark Weber called the quarterly board meeting of the North Dakota EMS Association to order at 9:00 AM at the Chieftain in Carrington, North Dakota on Sunday, January 18, 2004.

ROLLCALL: See attendance and voting record. Quorum present.

ISSUE: Discussion was held regarding a board member missing more board meetings than allowed by the bylaws. According to the bylaws if a board member misses two meetings the board reviews the individual's reasons for missing and a vote is taken whether or not to allow the board member to continue on the board. Any board member removed from the board can petition, in writing, to the board and request reinstatement. Any member removed will receive a letter from the Secretary. Mark Weber will visit with the societies if they have not been represented at meetings.

READING OF MINUTES: Rob Boll made a motion to suspend the reading of the minutes and approve them as written. Seconded by Jeremy Mattison. Motion carried and minutes were approved.

COMMITTEE REPORTS

BUDGET & FINANCE COMMITTEE: The budget report, presented by Steve Larson, was reviewed and discussed. Jerri Feldner made a motion to approve the budget as presented. Seconded by Mike Hall. Motion carried and budget report was approved.

Discussion was held regarding equipment inventory. Steve Larson will inventory testing equipment being stored in the DEMS storage unit and review the value. Jerri Feldner made a motion to authorize Steve Larson to discard obsolete and damaged inventory with zero value. Any equipment not currently being used by the testing team with value and still usable will be placed on the Silent Auction at spring conference. Seconded by Mike Hall. Motion carried.

Financial Policies and Procedures were presented to the board and discussed. Specific policies voted on are the following:

- 1) Jeff Moberg made a motion that any spending over \$1,000.00 outside committee approved budgets needs to be approved by the board of directors or at the discretion of the committee chair and an executive committee member. Seconded by Mike Hall. Motion carried.
- 2) Mike Hall made a motion that the association applies for a credit card and not a debit card for liability protection and that the limit will be set at \$5,000. Seconded by Cheryl Flick. Motion carried.
- 3) Rob Boll made a motion that only three cards be distributed for use by the president, treasurer and conference committee chairman. Seconded by Jeff Moberg. Motion carried.
- 4) Jerri Feldner made a motion to change meal reimbursement for national conferences to \$50/day and in-state reimbursement for board meetings and spring conferences will remain at \$15/day. Seconded by Rob Boll. Motion carried.
- 5) Mike Hall made a motion to increase mileage reimbursement to follow the IRS rate at 36 cents/mile retroactive January, 2004 meeting. Seconded by Tony Kitzman. Motion carried.

Jerri Feldner made a motion to approve the financial policies and procedures as discussed. Seconded by Scott Helmer. Motion carried.

Committee expense budget and capital equipment budget worksheets were presented to the board for review and discussion. Mike Hall made a motion to approve the budget process system. Seconded by Tony Kitzman. Motion approved.

GOVERNMENT/POLITICAL ACTION COMMITTEE: No report.

CONSTITUTION/RESOLUTIONS COMMITTEE: Steve Fuglestad reviewed with the board the change to the Constitution/bylaws, Article IV Officers: Section 2, Terms regarding the term of the executive board. At the October meeting the motion was made and carried to change all four positions to two-year terms starting with the 2004 election. The draft sent out to the board members 30 days prior to the January meeting had a second option staggering the positions causing the board to be unable to vote. Discussion was held. It was a unanimous decision by the board to vote on Option #2 staggering the positions.

Steve F. also reviewed with the board a change to Article VI, Meetings: Section 2, Regional regarding electing regional directors. The change was suggested to eliminate the language regarding holding elections no more than 60 days prior to the annual general meeting. It was decided to eliminate this language in order to accommodate the changes from a fall conference to regional conferences and give the regions more leeway to hold their annual meetings. At the October meeting the motion was made and carried to make the change but the notification did not get out the board members 30 days prior to this meeting.

Cindy Waldahl will call for an e-mail vote on the changes submitted at this meeting on February 17, 2004. Changes to be voted on:

- 1) Each elected officer shall serve for a term of two years with the President and Secretary being elected on even numbered years and the Vice-President and Treasurer being elected on the odd numbered years,

(Note: the President and Secretary two year term would begin with the election of 2004 and the Vice-President and Treasurer two year term would begin with the election of 2005)

- 2) A meeting for the primary, but not only, purpose of electing regional directors shall be held in each region by the representative incumbent directors.....

NOMINATION COMMITTEE: Tyrone Johnson reported that the 2003 nominations for the executive board are:

President:	Mark Weber	Secretary:	Cindy Waldahl
Vice-President:	Steve Fuglestad	Treasurer:	Steve Larson
	Dan Ell		Mike Hall

CONFERENCE COMMITTEE: Janice Bruins reported on the progress of the spring conference and that it is moving right along. The regional conferences that have been held have done quite well. Discussion was held about establishing policies and procedures for regional conferences. The committee will get together after all of the regions have hosted a conference and write the policies/standards.

PUBLICATION COMMITTEE: Dan Ell will check into deadlines and e-mail them to the rest of

the board. The next deadline is March 1. Dan reported to the board that the next Response Times due out before the conference will have a coupon in it for the membership to redeem for 10% off a logo item. This will give the committee a chance to monitor exposure of Response Times and give a perk to the membership.

LOGO COMMITTEE: Tammy Roehrich reported that \$500 of items was sold at the Minot regional conference. It has been a plus to have logo items available at all conferences. Discussion was held regarding the difficulty in the committee making it to all sites. Mark Weber will keep that in mind when he establishes the new committees and place one person from each region on the logo committee to make it more convenient.

Mona and the logo committee will be ordering new items for the spring conference.

BULK PURCHASING COMMITTEE: Jeremy Mattison reported to the board that North Dakota services are not taking part in the bulk-purchasing discount with Moore Medical to benefit Moore in participating in the service to the membership. Discussion was held. Jeremy M. will work on promoting the service to the membership by: 1) placing an article in the Response Time; 2) promote the service at regional conferences; 3) change the name of the committee to reflect the service better; 4) place the information on the web page; 5) work with the marketing committee.

MARKETING COMMITTEE: Tammy Roehrich reminded the board that information needed to update the web page must be submitted within a 10-day limit after the event. Tammy R. also showed the board hats the committee is planning to sell at the conference to promote the Mardi gras theme at the dance on Friday night. The board left it to the committee's discretion the number of hats to purchase.

AWARD COMMITTEE: Robb Boll reported one regional award has been presented. The committee has selected the winners for the award categories and everything is in order to present the awards at spring conference.

TEST TEAM COMMITTEE: Jerri Feldner submitted a report and reviewed with the board the test fee is now \$100. The advanced testing sites option at the local site was started with a test site being held in Fargo that went very well. It is now the option of the ALS site to do their testing in Bismarck or to test locally. Tony Kitzman has been appointed to the test team committee to replace Dale Severson.

Discussion was held regarding the outdated videos that the test team use to help the students understand the testing process. The board agreed that the videos should be updated. The test team committee will discuss the matter at their next meeting and will work with Tim Wiedrich in updating the videos.

EMS ADVISORY COMMITTEE: Cheryl Flick, Neil Frame and Alan Runck are representatives from the NDEMSEA board on the DEMS advisory committee. The committee was formed to give DEMS input regarding EMS in the state. The goal of the committee is to advise DEMS regarding rules, training issues, etc.

SERVICE DIRECTORS COMMITTEE: Mike Hall reported to the board that they are planning to have a meeting for all service directors on Friday at 12:15-1:45 pm at Ramkota during

the spring conference.

SOCIETY REPORTS

I/C SOCIETY: Nancy Capes reported the society is developing paramedic guidelines and they will be listed on the website. They are requesting feedback from all instructors.

ALS SOCIETY: Curt Halmrast submitted to the board the society's ALS Achievement Award nomination form. They are planning a conference in the late spring or early fall of 2004.

NORTH DAKOTA RESCUE SOCIETY: Alan Runck reported that a society meeting will be held at the State Fire School in February. The society is working on updating instructors with the latest information on airbags and other issues.

PAST PRESIDENTS SOCIETY: Mark Weber reported the society is planning on a memorial for Dale Severson at the spring conference.

OLD BUSINESS:

Membership Coordinator: Dan Ell submitted a report to the board from Craig Theurer.

DEMS: Tim Meyer reported to the board that the data collection system is still work in progress. They are currently working on contract negotiation. Once the system is up and running a service could choose to make the transition in 45 days. DEMS will keep the paper system for a 1 year transition period. After the 1-year transition all services will be required to file reports electronically. They will provide training sessions for services when the system is up and running.

DEMS is still looking for an individual from a certified quick response unit to be a representative on the EMS Advisory Committee.

The Administrative Rules and suggested changes are with the Legislative Rules Committee for their approval.

Training Equipment: Dan Ell reported to the board that a lot of the equipment used for training purposes is very old, obsolete and incomplete sets. Dan E. is to work with Steve Larson when he works on the DEMS storage unit to go through this equipment. Unanimous decision by the board that they can discard inadequate equipment and any equipment still usable will be donated to the Silent Auction at the spring meeting.

501C-3 Foundation: The foundation has been set up. The board will be elected at the April meeting. Then the next step will be to fund the foundation and create a three-year budget.

Database: Dan Ell reported to the board that the information will have to be entered manually in order to create the database. Dan E. will work with Chris Wiest and get the information on the web page.

Policy and Procedures: Cindy Waldahl submitted hard copies of the work that has been

accomplished but is still work in progress.

Restructuring Task Force: Mike Hall gave a presentation and submitted 4 concepts the task force felt beneficial to increase efficiency of the board. A lengthy discussion was held regarding the concepts. The task force is to develop a plan using the concept they feel is the most beneficial and bring to the April meeting in Bismarck. Additional conference calls the task force has planned are February 17, March 16, and April 16 all at 8:00 pm.

Honorary Membership: Guidelines were presented by the committee for the board to review and if the board approves the guidelines will be placed in the policy and procedure manual.

Squad Visits: The board was reminded that face-to-face visits is a requirement of the board members representing squads.

NEW BUSINESS

Association Director - Bioterrorism/HERSA Grant: Mark Weber reviewed the message he sent to the board via e-mail regarding the possibility of obtaining this grant. A lengthy discussion was held regarding the requirements of the grant and the association sharing the individual working on the grant to work for the association as an executive director. Mike Hall made a motion to pursue the grant monies. Seconded by Jerri Feldner. Motion approved. Mark Weber to appoint a committee to prepare a job description for executive director.

Regional Meetings: Mark Weber approached the board regarding hosting a meeting in each region to address issues such as continuing education hours, rules and regulations to stringent on ambulances, alternative ways to deliver EMS, etc.

CISM: Jeff Moberg inquired about the CISM team and their involvement in the state and the lack of communication when requested. Tim Meyer will check into the situation. Alan Aahrus is the DEMS representative for the team.

Director's and Officer's Insurance: Mike Hall will check into the issue and report to the board at the April meeting.

Two-way Radios: The 2-way radios that were purchased a number of years ago to use at test sites and conferences are no longer being used. Elvis Martinson would like to obtain the radios to refit and sell. The radios are at zero depreciation. Discussion was held. Steve Fuglestad made a motion to give the radios to Elvis at no charge. Seconded by Jeff Moberg. Motion carried.

REGIONAL REPORTS

NORTHEAST: Tammy Roerhich reported a regional conference is at the end of the month in Grand Forks.

NORTHWEST: Janice Bruins reported they had a great turnout despite the adverse weather. Plans are in the works to have a conference next January in 2005.

SOUTHWEST: Dan Ell reported the region will be hosting a mini-conference on March 6 with 6 hours of continuing education being offered and their annual meeting being held at the same time. The region is planning another regional conference September 2004 in Beulah.

SOUTHEAST: Cheryl Flick reported the regional conference will be held February 7 & 8 in Carrington.

April board meeting will be held Thursday, April 15, 2004 at the Ramkota. Lunch will be served at 11:30 am and the board meeting to start at 12:00 noon.

Jerri Feldner made a motion to adjourn the meeting. Seconded by Mike Hall. Motion carried. Meeting adjourned.

Respectfully submitted,

Cindy Waldahl, Secretary