

Southwestern Regional EMS Council

Meeting Minutes

The Library, Olean NY

October 4, 2006

Council convened at 6:00 PM as a Committee of the Whole with 18 members in attendance to participate in a teleconference call amongst the three Regional Councils of western New York and Marjorie Geiger of NYSDOH to discuss Program Agency RFP implementation details.

Discussion	Action
Designation of official address for receipt of proposals	Utilize SWREMS official address: PO Box 544, Olean NY 14760 Bidders to submit a single proposal which will then be duplicated by SWREMS and circulated amongst the 3 councils
Designation of an RFP Evaluation Committee	To be comprised of 9 members – 3 from each council Committee to select its Chair/Facilitator
Method to receive and respond to bidders' inquiries for RFP interpretation	Inquiries must be submitted in writing to a single designated person Only written responses will be issued Copies of all inquiries & responses will be circulated to all bidders
Whether or not to hold a Bidders' Conference	Upon recommendation of DOH decided not to hold a Bidders' Conference
Whether or not to require an oral presentation from bidders	Decided to keep option open and to note such in the RFP Consensus was to possibly only consider such for an "finalists" that might evolve during the selection process
Proposal selection voting procedure	All agreed with SWREMS request to vote only as single councils; that is, 3 votes total with each council submitting a single consensus vote of its membership SWREMS requested 100% approval amongst councils of selected bidder
Sequestration options	Agreed to leave 2 bullets in RFP Item #6 Agreed that 1 or 2 councils could separately negotiate with a bidder if consensus is not achieved on a single provider or if decide to go a separately
Discussion	Action

Sequestration options, cont.	Acknowledged that if separate apart the DOH funding scenario would change DOH advised that such a scenario has not been given any consideration to date and thus could not comment on funding possibilities
RFP assessment	M. Geiger distributed a Scoring Sheet for the councils to consider utilizing to serve as a template to narrow the listing of bidders to a top 3 or 4 for final consideration
DOH timetable	M. Geiger will electronically distribute a proposed timetable, listing of activities and responsibilities regarding activities RFP release date anticipated to be Nov 1 with a proposal due date of Dec 4
RFP distribution	Wyoming County offered to develop a distribution list
Reviewing persons' Conflict Of Interest considerations	M. Geiger reviewed state policy Essentially relates to persons who would have a relationship with the bidding agency(s)
Program Agency contract time period	Currently anticipated to end 6/30/07 Clause could be added to allow contract to continue until 6/30/08
RFP review period timetable	Anticipated that Evaluation Committee could need a month G. Skibitsky recommended 3 council joint session in Jan 07 to discuss
DOH proposal acceptance	D. Imfeld inquired of possibility that DOH might not accept recommended agency. M. Geiger responded that proposed agency must undergo normal state contract process and could not pre-judge the outcome of such.
Next joint teleconference	October 23 @ 6:00 PM if needed
Adjournment	7:35 PM

Chair: The following regularly scheduled meeting was called to order at 7:45 PM by Chair M. Forness
Present: 20 member quorum present, listing on file

Excused: 3 members, listing on file
 Guests: 2 present, listing on file

Item	Discussion	Action
1. AUGUST MEETING MINUTES	Secretary D. Conroe had distributed the minutes to the membership in advance of the meeting via US Mail	Motion by L. Nagel to accept the minutes as presented, Second by S. Kupkowski Motion unanimously approved.
2. TREASURER'S REPORT	Treasurer D. Button distributed a summary report, noting that new checks had been purchased and evidencing a current bank account balance of \$23,866.82	Motion by N. Lugar to accept the Treasurer's Report, Second by D. Marsh Motion unanimously approved.
3. CORRESPONDANCE	Letter from Southern Tier Health Care System, Inc. regarding the placement of AEDs in Cattaraugus County Sheriff's vehicles Letter from Dr. Takats regarding the handling of blood specimens Memo from Ron Hasson regarding the West Clarksville CON matter Report received of NYS PAD activity	
4. SEMAC / SEMSCO	W. Reisner reported: Selective Spinal Immobilization Protocol was passed. Educational component will follow. Millard Filmore Gates Circle and Olean General hospitals have formed a relationship regarding treatment of stroke patients utilizing telemedicine in the Olean ED	
5. LEGISLATIVE MATTERS	A packet regarding legislation chaptered in 2006 was distributed. W. Reisner commented that the membership should especially note (a) the measure regarding the handling of funds by fire commissioners/districts, (b) the EMS For Children Council, and (c) the reconstitution of the Pilot Program – both 3 and 5 year programs.	
ITEM	DISCUSSION	ACTION

6. PLANNING COMMITTEE	S. Lockwood reported that the Regional Seminar has been scheduled for Saturday, 4/14/07, at the Premier Center in Olean. The committee will continue to meet to plan details.	
7. EMS SERVICES COMMITTEE	R. Hasson reported that: West Clarksville will have a 2 year conversion need that is on track for a CON Hearing at Council's December meeting. J. Tucker, C. McCloud and R. Hasson will continue to work with them to prepare for the hearing. He had meet with the Board of Fire Commissioners regarding the transfer of the Bolivar Fire Department's ambulance, a vote regarding which should be able to occur at Council's December meeting. There may be an enforcement issue at Bliss regarding the Centerville territory	
8. MEMBERSHIP	No committee report	
9. EDUCATION & TRAINING	No committee report.	
10. COMMUNITY RELATIONS	No committee report.	
11. ALLEGANY COUNTY	J. Tucker reported: Working on the West Clarksville CON County is reviewing the radio system M. Carbone reported: A Decon Drill had recently been held at Jones Memorial Hospital (JMH) JMH will be offering monthly in-service sessions starting in November with the first topic to be the care of stroke patients A Point of Distribution (POD) event is scheduled for Nov 11 at JMH for first responders and their families with another POD to be held at Alfred University	
12. CATTARAUGUS COUNTY	M. Bechelli reported: A POD exercise will occur on Nov 2 making	ACTION
ITEM	DISCUSSION	

12. CATTARAUGUS COUNTY, cont.	<p>1,000 doses of flu vaccine available to first responders – the event is being partnered with Trans Am Ambulance</p> <p>The Seneca Nation will also be having a POD exercise</p> <p>A Mass Casualty Incident trailer has been placed in Little Valley in conjunction with the Sheriff’s Dept</p> <p>A special Google Earth-like computer program has been purchased</p>	
13. CHAUTAUQUA COUNTY	<p>N. Cummings reported:</p> <p>The Emergency Services Office has moved To Academy Street in Mayville NY at the site of the former Mayville Central School building</p> <p>A Mass Casualty Incident Drill had recently been held at the Chautauqua County Airport near Jamestown</p> <p>A POD exercise is being planned</p> <p>A new truck (trailer-like) vehicle is being added to the county’s response equip</p> <p>Questions have arisen regarding State Smart Team operations and how they interface with local agencies as a result of a State Police directed recent operation.</p>	<p>Chair will send a letter requesting that a more effective relationship be established with the EMS Coordinators of the 3 counties – D. Imfeld will attempt to arrange a meeting of all</p>
14. ENFORCEMENT NOTIFICATIONS	<p>M. Forness read aloud notifications of actions taken in the matters of L. Burke, E. Estyvez, K. Everett, J. Felz, Y. Lim, F. Morgenthaler, D. Ramos and R. Taylor, copies of which have been placed on file</p>	
15. PAD NOTIFICATIONS	<p>Notice of Intent to Provide PAD was received from the Cattaraugus County Sheriff’s Office in regard to the placement of AEDs in patrol cars</p>	
16. WREMAC BY-LAWS	<p>A copy of the WREMAC’s Proposed Rules Of Operation And Governance document was distributed</p>	<p>Motion by M. Bechelli to table discussion, Second by L. Nagel Motion unanimously approved.</p>
ITEM	DISCUSSION	ACTION

17. EDUCATIONAL GRANT SPENDING	It was noted that to date \$300 had been expended by Cattaraugus County, \$1,600 by Allegany County and that no expenses had occurred by Chautauqua County	
18. AED PROTOCOLS	The Chair encouraged all providers to upgrade their AED software to the new AHA protocol as soon as is feasible	
19. VITAL SIGNS CONF FUNDING	The \$4,000/county, \$400/participant reimbursement policy was reiterated	
20. PROPOSED BY-LAWS CHANGES	T. Sampson presented the By-Laws Committee's recommendations for changes which had been advance noticed to all Council members in accordance with the provisions of the by-laws and which had been appended to the August Council minutes. A general discussion ensued, including the merit of alternate changes as suggested by Cattaraugus County members that the committee had voted not to include in its recommendations.	<p>Seconded motion by T. Sampson to adopt the proposed changes to the by-laws as recommended by the By-Laws Committee upon an individual vote of each, Motion by W. Reisner to table action on Proposed Change #3, Second by D. Marsh Motion failed.</p> <p>A Roll Call Vote was taken by the Chair on each change with results reported as follows: That the number of persons appointed to Council by each constituent Council be changed from 6 to 7 – Change failed</p> <p>That the 3 absences resulting in automatic removal from Council be changed to be upon recommendation of the Membership Committee and voted by Council – Change Passed</p> <p>That a member may appoint an alternate to serve during his/her absence -- Change Passed</p> <p>To add a provision for an occasion that the officers might be able to be elected who do not all reside in different counties -- Change Passed</p> <p>To require that all checks be co-signed by the Treasurer and the Chair -- Change Passed</p>
ITEM	DISCUSSION	ACTION

20. PROPOSED BY-LAWS CHANGES, cont.		<p>To change the composition of the Executive Committee -- Change Passed</p> <p>To establish an Quorum requirement for the Executive Committee -- Change Passed</p>
21. PROGRAM AGENCY RFP	<p>Chair M. Forness reported that \$15,000 remains available from NYSDOH to assist with transitional expenses and that such can include secretarial services. 2 councils have applied for such funding. DOH is holding payment until actual expenses are incurred.</p> <p>W. Reisner suggested that Council establish a working relationship with an accountant to address reimbursement matters.</p> <p>Chair M. Forness moderated a general discussion on the proposed RFP.</p> <p>Chair M. Forness asked for volunteers for assignment to the RFP Bidders Evaluation Committee, including representation from each county</p>	<p>Motion by D. Barmore to get a Motion of Intent with Wyoming & Erie councils, Second by J. Tucker Motion unanimously passed.</p> <p>Motion by D. Barmore to recommend adoption of the Draft RFP to NYSDOH, Second by P. Melfi Motion passed with 1 nay and 1 abstention.</p> <p>N. Cummings, E. Koorse and J. Tucker were appointed to comprise the SWREMS Program Agency RFP Bidders Evaluation Committee</p>
22. STATE AWARDS	The Chair noted that although Council had submitted several nominations, that none had been selected to receive the various awards.	
23. PAD TRAINING REIMBURSEMENT	It was noted that Cattaraugus County would be requesting funds.	
24. 2007 MEETING DATES	A schedule of meeting dates for 2007 was distributed.	The schedule is attached to these minutes
25. ADJOURNMENT		<p>Motion by S. Kupkowski to adjourn, Second by E. Bailor Motion unanimously passed.</p> <p>Meeting minutes taken during the absence of the Secretary by C. Johnson and subsequently transcribed by the Secretary. Respectfully submitted, Douglas E. Conroe, Secretary</p>