

# Westchester County EMS Advisory Board (EAB)

## Minutes from the April 9, 2013 Meeting

Location: Department of Emergency Services

|                      |   |
|----------------------|---|
| Daniel Blum          | A |
| Coulombe, Bob        | A |
| Cullen, John         | E |
| Dawson, David        | X |
| Dewey, Stephen       | X |
| Faucher, Roland      | X |
| Kalish, Chris        | X |
| Maddalo, Anthony, MD | X |
| Marello, Steven      | A |
| Nardozi, Stephen     | A |
| Nigro, Emil, MD      | X |

|                 |   |
|-----------------|---|
| Ochs, Adam      | A |
| Volk, Michael   | X |
| Wacha, Jennifer | X |

### Legend

X = attended  
A = absent  
E = excused  
G = Guest

Chairman Roland Faucher called the meeting to order at 18:34.

Minutes from the January 8, 2013 meeting were unanimously approved.

### REMSCO (Kalish / Volk):

- The REMAC is in the process of adopting the REMO protocols for Westchester region. The Westchester REMAC will remove the critical care transport section from the protocol.
- Annual Awards Dinner: Wednesday, May 22 at 7pm at the Sleepy Hollow High School. All EAB members are encouraged to attend.
- The NYS Governors budget included the elimination of the State and Regional EMS programs as they exist today. No details or transition plan were included and the fire and EMS agencies statewide opposed this budget proposal. The section was removed from the state budget.

### DES Report (Volk):

#### Major Emergency Transportation Unit (METU).

- Vehicle bid posted – due back 4/10.
- Planning for vehicle completion by summer's end.
- Work with County Medical Reserve Corps on vehicle staffing. This would free up EMS providers to staff ambulances during a large event.

#### EMS Training

- EMS class offering has increased significantly at DES. (Classes posted on web and emailed on listserv.
- Active Shooter class – 59 attendees.
- Elder abuse
- Pediatric

- EMS Documentation
- End of life (MOLST)
- MCI Classes (Scheduled shortly)
- Expanding instructors in DES – hiring now
- DES working with data from the June 2012 EAB survey to schedule training.

#### Capital projects

- DES Roof – funds for new roof approved. Tentative June 2013 start date for construction.

#### DES Annual Report:

- DES Annual Report completed and being printed. Report will be emailed and posted on DES website

#### By-laws:

- Amendments approved by vote.
  - 5 members is quorum
  - 3 unexcused absences – chairperson can fill the vacancies by notifying the CE's office in writing.
  - Full amendment is below:

ARTICLE V: *Meetings.* The rules of parliamentary procedure, as contained in Robert's Rules of Order, shall govern meetings of the Board. The Board shall meet a minimum of four (4) times per calendar year. One meeting must be in the month of November during which, by a majority vote consisting of the members present, a meeting schedule for the next twelve (12) months will be set and published. Meetings shall be held on the second Tuesday of the month at 6:30 P.M. at the Westchester County Department of Emergency Services, 4 Dana Road, Valhalla, NY or at a place to be determined by the Board. Special meetings of the Board may be called at a time and place designated by the Chairperson of the Board. Board members shall be notified at least five business days in advance. In order for the Board to officially conduct its business, a quorum of the voting membership shall consist of a minimum of five (5) members present at the Board meeting.

All meetings of the Board are to be open meetings, unless the Board has designated the meeting in Executive Session.

Attendance Requirement. Any Board member whom has three (3) unexcused absences from meetings of the Board shall result in a presumption that the member has resigned. ~~The Chairperson shall proceed to fill any vacancy so created.~~

#### Suggested alteration:

Attendance Requirement: Any Board member whom has three (3) unexcused absences from meetings of the Board shall result in a presumption that the member has resigned. ~~The Chairperson shall proceed to fill any vacancy so created by making notification to the County Executive's Office~~ (This is accomplished by providing documentation to the DES liaison)

### EAB Governance:

- Jim Seymour resigned from EAB – will be participating in the Fire Advisory Board.

### EAB Working Agenda:

- Commissioner Cullen and Chairman Faucher determined that the next working function of the EMS Advisory Board would be to provide recommendation on creating a training program for new EMS Officers in the region.
- All EAB members are encouraged to brainstorm ideas for the training curriculum. Some ideas discussed were:
  - Organizational structure:
    - New York State (SEMAC, SEMSCO)
    - REMSCO, REMAC, EAB, Medical Director
    - DES
  - Communications
  - Core administrative functions:
    - Call sheets
    - QA / QI
    - Certification requirements
    - Certificate of Need (CON) process and operating territory
  - NYS Article 30 requirements: Possibly having and NYS EMS representative such as Richie Robinson present this material.
- Possibly create a handbook as well as agenda
- Training curriculum should be common for both volunteer and commercial organizations.
- DES offers Fire Officer Training program annually. It was suggested that we review the curriculum for the Fire Officer Training Program.

Upcoming EAB meetings: Sep 10, 2013, Nov 12, 2013

Meeting adjourned at 7:20pm