**Western Mass Emergency Medical Services Committee, Inc.**

**Meeting:** Regional Council

**Date:** January 14, 2021

**Place:** Western Mass EMS

**Presiding:** Steve Manchino

**Called to Order:** 1:07 pm

**Adjourned:** 2:27 pm

**Attendance:**

**Present (via Zoom) –** Brian Andrews, Christopher Bascomb, Scott Chapman, Deborah Clapp, Raymond Ferrin, Steve Manchino, Erin Markt, John Meaney, Robert Moore, Christopher Norris, Michael Rock, Michael Tryon, Laurie Tuper and David Zamojski

**Excused –** Gerald Beltran, Stephen Gaughan, Michael Gleason and Gene Os

**Absent –** BJ Calvi, Candice Christenson, Brian Coulombe, Mary Cushman, Harriet Dyer, Mark Fortier, John Garriepy, Thomas Grady, William Hathaway, Patrick Leonardo, Mark Maloni, Matthew McBride, Angela Mulkerin, Jeffrey Olmstead, Bruce Stump and Matthew Wolkenbreit

**Guests –** Sara Burgess and Lisa Herringshaw

**Conflict of Interest Statement**

**Minutes:** A motion was made to approve meeting minutes from our last meeting. This was seconded and approved unanimously.

**Committee Reports:**

**Physicians’ Council:**

 **Discussion –**

Deb Clapp reports that they met earlier today and got hospital updates from all present. A few hospitals have been scheduling M & Ms’ via Zoom, etc. Please see the WMEMS website for M & M calendar.

 *Action: None*

**Executive Director Report:**

**Discussion –**

Deb reported that Governor Baker has signed off on the Final FY21 budget and our line-item wording is below:

4510-0790   For regional emergency medical services; provided, that the regional emergency medical services councils, designated under 105 C.M.R. 170.101, and the central medical emergency direction centers that were in existence on January 1, 1992 shall remain the designated councils and central medical emergency direction centers; provided further, that the department of public health shall analyze the financial viability of the councils and centers and develop a plan to increase their sustainability; and provided further, that not later than 9 months following the effective date of this act, the department shall file its analysis, plan and legislative recommendations with the clerks of the senate and house of representatives and the house and senate committees on ways and means......................................... $1,000,000

Although our line item is $1,000,000 ($200,000 per region), DPH is keeping $150,000 of the councils’ money ($30,000 from each Regional office) to hire a consultant to do the above analysis. There is uncertainty as to whether this can legally be done and Senator Tarr is going to reach out to Accounting and Finance to find out why this money was retained.

Regarding the donation we received of Amazon Stock: we have sold 16 shares and upon receiving the check, we will deposit it into our savings account. We are going to speak with our Financial Advisor as to what we could do with some of the money that could get us interest, etc.

OEMS Updates:

Ambulance Purchasing: A revised A/R was issued at the end of December and outlines the requirements needed to meet KKK Requirements. Make sure you refer to that so you don’t run into any issues.

Drug and Ambulance Licensing/Inspections: Drug Licenses and Ambulance Licenses/Inspections are being delayed. Make sure you send in your renewal paperwork along with any payments necessary. Send them return receipt requested if at all possible.

*Action: Deb will continue to update monthly.*

**Executive Committee Report:**

 **Discussion –**

At the meeting last week, they voted to approve funding for 2 temporary part-time contractor positions going from February 1, 2021 through 6/30/2021: an MCI/Communications Coordinator and a CISM Team Coordinator. We will advertise the job description for the MCI/Comms position via Facebook and email immediately. The CISM job description will be emailed to our current CISM Team members first, and then go from there. In addition, the Executive Committee voted to put aside $5000 that will be earmarked for training new employees when the need arises.

Regarding CISM interventions we have held 7 debriefings and 2 one-on-ones since our last Regional Council meeting in November.

*Action: None*

**Treasurer’s Report:**

 **Discussion –**

Our account balances are $301467.03 in our checking account, $44836.30 in Savings and $1798.67 in the Scholarship account.

*Action: None*

**MCI/Communications Committee:**

 **Discussion –**

Although there was no meeting held, Deb has received approval from OPEM for us to develop a few virtual trainings, one of which will be about the Region 1 MCI plan.

*Action: None*

**Awards Committee:**

 **Discussion –**

John Meaney reports that he and Mike Tryon have had discussion about trying to recruit some representation from all four of the county committees; and then possibly moving towards counties approving save nominations.

*Action: John and Mike will continue to discuss this and then reach out to county*

 *presidents.*

**HMCC Report:**

 **Discussion –**

Brian Andrews reported that they had a check in this week and the majority of the discussion focused on COVID-19 vaccinations. In addition, some agencies have reported to HMCC that they have had difficulty obtaining PPE and/or run into situations where there is price gouging. If anyone is having difficulty securing PPE, please reach out to the HMCC.

*Action: None*

**County Reports:**

 **Discussion –**

Berkshire County: No report given.

Franklin County: A meeting will be held soon for yearly elections.

Hampden County: Erin Markt reports they are meeting next week.

Hampshire County: No report given.

 *Action: None*

**Old Business:**

**OEMS Updates:**

 **Discussion –**

Regarding EMT, AEMT and Paramedic renewals: all continuing education **MUST** be completed and entered in your education transcript by 3/31/2021. You can submit renewal application and fee up until 6/30/21.

First Responder Vaccinations: Recently a Vaccine Information Session was held by DPH/EEOHS and many felt it was beneficial.

Ambulance License Renewals: renewal reminders and documentation are not being sent out to agencies, so please check your expiration date and be sure to get the appropriate paperwork and payment into OEMS prior to your expiration. If all of your paperwork and payment have been sent in and you are rapidly approaching expiration reach out to OEMS and request that they send you an extension letter.

OEMS is currently advertising for a half time ambulance inspector/half time investigation & compliance position. Deb has put a link on our Facebook page if anyone is interested.

 *Action: None*

**Bylaws Review Continuation:**

 **Discussion –**

As a follow up to last months meeting, there wasn’t a consensus on the wording regarding Annual Meeting in the bylaws. After some discussion, wording was finalized and Deb made changes to the document. Mike Tryon expressed concern that the Regional Council is made up of 34/35 members and less than half generally attend the meetings. There is a section in the bylaws that outlines the process for removing members if they aren’t attending. He would like to see the yearly attendance lists and revisit this and the section regarding a quorum at the upcoming bylaws committee meeting and our next Executive Committee meeting. A motion was made to bring this before the Executive Committee meeting at their February meeting. After discussion this was seconded and approved.

 *Action: Mike Tryon to update the bylaws draft and email it to WMEMS for distribution to*

 *the Executive Committee. Lisa to put attendance revies/discussion on the*

 *Executive Committee agenda for February.*

**New Business:**

**Job Description for MCI/Communications Temporary Contractor Position:**

 **Discussion –**

Deb will post the advertisement on our Facebook page, email to Training Officers and Lisa will email Regional Council members/interested parties.

 *Action: None*

**Next meeting:**

Our next meeting will be held on **Thursday, February 11, 2021 at 1:00 pm via Zoom**.

**Adjournment:**

There being no further business, the meeting adjourned at 2:27 pm

*Lisa Herringshaw, Assistant Director*