

**draft**

**NCSEMSTC, INC.**  
**27th ANNUAL BUSINESS MEETING MINUTES**  
**SHERATON SAFARI HOTEL – ORLANDO, FLORIDA**

**Monday, September 15, 2003**

1.0 Conference Opening:

1.1 Posting of the Colors: The colors were posted by personnel from Orange County Fire / Rescue Honor Guard.

1.2 Welcome: NCSEMSTC Chair Dwight Corning (ME) welcomed those present.

1.3 Opening Address: The opening address was delivered by Michael Jacobs, Acting Bureau Chief of the Florida Office of EMS.

1.4 Roll Call and Introduction of New Members: Steve Mercer (IA) conducted a roll call of the membership. There were 27 credentialed states and territories and 32 credentialed or proxy votes present at the official call to order (08:42 a.m.). The simple majority for today's voting is 17. A 2/3 majority vote requires 22 votes. At the conclusion of the roll call vote, Mr. Mercer asked the guests present to introduce themselves.

1.5 Council Called to Session: Chair Dwight Corning (ME) called the meeting to order at 08:42 a.m.

1.6 Site Orientation: John Gosford from the Florida Bureau of EMS oriented those present to the site. Keith Cartwright of Reedy Creek EMS provided a more detailed orientation to Orlando and briefed the group on the Thursday afternoon outing to Reedy Creek Fire Department and Disney Underground.

1.7 Orientation to the Agenda: Steve Mercer (IA) provided the orientation to the agenda. He noted that at 1700 hours, the AED Foundation will sponsor a reception in the vendor area. At 1800 hours, an educational session will be presented by NAEMSE. Also, at 1900 hours, Michael O'Keefe will present an educational session on research.

1.8 Parliamentary Procedure for the Meeting:

Russ Crowley (AL) reviewed the parliamentary procedures utilized by the NCSEMSTC.

- Members requesting to speak should raise their hand and wait for recognition to speak.
- Discussion on any Motion or Resolution will be limited to five (5) minutes per person.
- Liaison members and guests may speak when questioned on specific issues after recognition by the chair.
- Any member who has already spoken on an issue shall not be recognized by the Chair to speak again until all others members of the Council have been given the opportunity to speak.
- All members of the Council, including credentialed voting members, credentialed non-voting members, and liaisons may speak on any issue before the Council.
- The Chair will not allow discussion to begin by any member until he or she has been recognized by the Chair and has moved to the microphone.
- All Resolutions, Amendments, and Motions shall be submitted to the Chair in legible written form before a vote can be cast on that issue.
- These rules will remain in effect until the final adjournment of the twenty-sixth annual meeting of the NCSEMSTC.
- The majority vote and 2/3 vote numbers will be based on the daily roll call.

- Roll call will occur each day with the simple majority and 2/3 majority being identified. Those arriving late will not be recognized until they notify Mr. Mercer (IA) of their presence and are accepted by the Chair.
- The Credentials Chair will return proxies for those who are present, to the state identified as the proxy.
- The Parliamentarian will provide assistance to members with writing of Motions, Resolutions, and Amendments.
- Motions are directives to the Council to take action while resolutions express the position of the Council. Motions may be passed, defeated, postponed to a particular time, tabled, or referred to committee.
- A form, in triplicate, will be utilized for the purpose of introducing motions.
- Committee reports do not need a motion for acceptance, only to take the action the committee recommended.
- The Council's current Bylaws and Roberts Rules of Order - 10<sup>th</sup> Edition, will be followed.

#### 1.9 Announcements:

*NI: Speakers using PowerPoint should contact Steve Mercer (IA).*

#### 2.0 Executive Committee Report to the Membership:

Mr. Corning presented the Executive Committee Report, highlighting the activities of the Council for the past year.

- Chair Dwight Corning (ME) introduced the Executive Committee of the Council.
- Mr. Corning reviewed the work of ASMI Management for the Council.
- Among the projects the NCSEMSTC has been involved in over the last year are:
  - EMS for Children – Dave Miller (CO) and Don Wood (UT)
  - Scope of Practice Project – Ed Kalinowski (HI), Ken Threet (MT), Michael O'Keefe (VT), Steve Mercer (IA), and Dwight Corning (ME)
  - CECBEMS – Nancy Steiner (CA)
  - EMS for Geriatrics – Andy Trohanis (MD)
  - Interfacility Transport – Russ Crowley (AL)
- Mr. Corning stressed that the most important activity is attendance at the meeting and he thanked those present for their dedication.

#### 3.0 Liaison and Guest Presentations to the Membership:

##### 3.1 National Highway Traffic Safety Administration (NHTSA) Report:

The NHTSA report was delivered by Dave Bryson. A copy of the report from NHTSA was distributed to all present.

3.1.1 NHTSA Mission: Mr. Bryson reviewed the mission of NHTSA which is to save lives, prevent injuries and reduce traffic-related health care and other economic costs. The agency develops, promotes and implements effective education, engineering and enforcement programs toward ending preventable tragedies and reducing economic costs associated with vehicle use and highway travel.

3.1.2 NHTSA EMS Division Staff: Mr. Bryson reviewed the list of current staff members and contact information for the agency, noting that the postal code has changed to NTI-123. He noted that EMS Chief Drew Dawson intended to deliver

the presentation, but pressing business prevented his attendance.

- 3.1.3 Gary Criddle: Mr. Bryson noted that Gary Criddle died in Idaho in early August.
- 3.1.4 EMS Interfacility Transport: The final report is available on the NHTSA website.
- 3.1.5 EMS Assessments and Reassessments: The program is still available.
- 3.1.6 EMS Information Systems and Quality Improvement: Workshops are available to states requesting them.
- 3.1.7 Medical Response to Terrorism: A Basic Medical Response to Terrorism Course has been developed. It can be taught in four hours and has been piloted in three communities. Further rollout plans are under development. The same type of course is being developed for in-hospital providers. More information is available on the NAEMSP website.
- 3.1.8 Air Medical Guidelines: The project is now in the hands of AAMS. They will distribute and sell the materials. They will not be available through NHTSA.
- 3.1.9 EMS Education Agenda for the Future: The document is available on the NHTSA website. A minor issue has arisen in the core content concerning pediatric issues.
- 3.1.10 National EMS Scope of Practice Model: This document will define the various levels of out-of-hospital providers and the skills and knowledge that each level of provider must possess in the field. Completion of the National Scope of Practice Model is anticipated for Fall 2005.
- 3.1.11 Instructor Preparation Research Project: The first phase of the project, a national EMS instructor survey, will be distributed and collected through the spring of 2004. The goal is to have a best practices document related to EMS education.
- 3.1.12 Buckle Up America Campaign: Safety belt usage numbers are up and the goal set for 2005 has already been reached. Nationwide safety belt usage stood at 75% for calendar year 2002.
- 3.1.13 You Drink and Drive, You Lose: The mobilization includes focused community activities to promote safe driving and reduce alcohol-related motor vehicle injuries and deaths.
- 3.1.14 First There, First Care Campaign: The program identifies target audiences, develops outreach strategies for the general public, and provides tools for conducting local training to teach citizens bystander care. It is the most requested item from NHTSA.
- 3.1.15 PIER Programs: Five new injury prevention modules have been developed for the program: Injury Prevention Basics; Personal Injury Prevention for Prehospital Professionals; The Mark of a Professional: EMS as Role Model and Teacher; Data Collection and Risk Assessment; and, Strategies for Implementing Safety Coalitions.
- 3.1.16 EMS Injury Prevention: A policy paper highlighting recommendations made at a roundtable discussion is due out in late 2003.
- 3.1.17 Child Passenger Safety Training Programs: The program was developed in response to a need for quality control in course content to ensure that information and materials being taught and disseminated are up-to-date, accurate and consistent.
- 3.1.18 National EMS Database: Information is available at the following website: [www.nemsis.org](http://www.nemsis.org).

- 3.1.19 Implementation of Wireless E911: This has become a major project of NHTSA and assistance from the Council is needed as implementation becomes a reality.
- 3.1.20 Partnership: Mr. Bryson reviewed the partnerships that have been developed with other agencies and stressed the importance of these to NHTSA.

### 3.2 National Registry of EMTs (NREMT) Report:

William E. Brown, Executive Director of the NREMT, presented the report to the Council. The PowerPoint presentation will be available from Mr. Brown upon request.

- 3.2.1 Web EMT Project: The NREMT is nearing the completion of the project after having spent over \$700,000 to improve communications with the state EMS offices. Sherry Mason is the IT Manager and will present an overview at the conference on Tuesday evening.
- 3.2.2 NREMT Strategic Plan: Among the projects are to continue current functions, develop a community relations program, develop an NREMT research program, and review considerations for computer testing including CAT. The projects are designed to move the NREMT toward becoming a national certification agency.
- 3.2.3 National Accreditation: During the past year, the NREMT obtained accreditation from the National Commission for Certifying Agencies (NCCA). Mr. Brown reviewed the requirements necessary to obtain this certification.
- 3.2.4 Test Questions: The NREMT is adding items to the NREMT-P test bank and reviewing the reading level of frequently missed items.
- 3.2.5 Research: Another goal is to develop a research program using the NREMT resources for the betterment of NREMT programs and to contribute to the EMS community. The NREMT plans to develop a research agenda, develop collaborative relationships with EMS fellows and academic institutions and seek grant support and funding for high priority research projects. The ultimate goal of the Registry is to hire a full-time Ph.D. for research.
- 3.2.6 NREMT Community Relations Program: An NREMT customer survey was created with 3,000 responses (55% EMT-Ps and 45% EMT-Bs) received to date. Information obtained from the survey will be used to improve relations with the EMS community. Mr. Brown reviewed results to date. A report developed from the survey, stratified by state, should be available in the spring of 2004.
- 3.2.7 Examination Methods: The NREMT is exploring alternative testing modalities for administering the NREMT examinations, including computer adaptive testing, a concept explained by Mr. Brown.
- 3.2.8 Other Points of Interest:
  - 3.2.8.1 The NREMT no longer validates competency of special operations forces medics.
  - 3.2.8.2 ADA requests are increasing. The ADA policy will be reviewed next year.
  - 3.2.8.3 The NREMT headquarters is undergoing additional construction.
  - 3.2.8.4 Three LEADS papers have been completed (interim, education, and compensation) with others to follow.
- 3.2.9 Questions:
  - 3.2.9.1 Concerns were raised about the availability of testing sites if the NREMT adopts computer adaptive testing. Access is a major issue in

many of the less populated states such as North Dakota, Alaska, and Wyoming.

### 3.3 National Association of EMS Educators (NAEMSE):

Linda Abrahamson, President of the NAEMSE, presented the report.

- 3.3.1 Mission: The mission of the NAEMSE is to promote EMS Education, develop and deliver educational resources, and advocate research and life long learning.
- 3.3.2 8<sup>th</sup> Annual Symposium: The symposium, held last week in Nashville, attracted 490 participants. The 2004 symposium will be held in Hollywood, California.
- 3.3.3 9/11 Leadership Workshop: The first Leadership Workshop was held in conjunction with the 2003 Symposium. Jo Haag was the Project Coordinator.
- 3.3.4 Instructor Course: The first course will be held in New Orleans in October. It is geared toward the entry-level educator.
- 3.3.5 National EMS Instructor Certification: NAEMSE is exploring the process of developing a national EMS instructor certification. A roundtable discussion will be held at 1800 hours this date in the main meeting room.
- 3.3.6 Committee Infrastructure: Committees developed four (4) position papers during the year pertaining to a variety of educational topics.

### 3.4 Continuing Education Coordinating Board for EMS (CECBEMS) Report:

Nancy Steiner, State EMS Training Coordinator from California, and the NCSEMSTC representative to CECBEMS presented the report.

- 3.4.1 She reviewed the history, mission statement, goals, purpose of the organization, and included a listing of the sponsoring organizations. It was developed out of the need for a standardized process for continuing education accreditation.
- 3.4.2 Long Range Objectives:
  - 3.4.2.1 By 2010, all EMS continuing education in the United States will be accredited by a CECBEMS approved process.
  - 3.4.2.2 Set recognized standards for distributed learning in EMS continuing education
  - 3.4.2.3 Coordinate and provide leadership to the EMS community on the development of distributed learning.
  - 3.4.2.4 Continue to refine standards for EMS continuing education programs based on research and experience.
- 3.4.3 Commercial Promotion: A policy was adopted at the last Board meeting on commercial promotion.
- 3.4.4 Five Year Grant Strategy: CECBEMS has prepared grant applications to increase its marketing capacity, study the reading rate of EMS providers, update the CECBEMS web site, and input state requirements into the CECBEMS Continuing Education Tracking Database.
- 3.4.5 Military: CECBEMS is meeting with the Department of Defense to discuss methods in which CECBEMS could be of assistance to the armed forces.
- 3.4.6 Audits: The Executive Board discussed methods for conducting follow-up audits for providers of distributed learning continuing education.
- 3.4.7 Credit Card Payments: Methods for receiving credit card payments are being reviewed and considered.

- 3.4.8 Name Change: The acronym will stay the same, but the name will change to the Continuing Education Credentialing Board for Emergency Medical Services.
- 3.4.9 Executive Director: The Executive Director will become an employee instead of working under a contract. Liz Sibley is the current Executive Director and can be reached at [lsibley@cecbems.com](mailto:lsibley@cecbems.com). The telephone number is 972.387.2862 and the fax number is 972.716.2007. The mailing address is 5111 Dmill Run Road; Dallas, TX 75244.
- 3.4.10 Terms of Office: Board representatives will serve four (4) year terms rather than six (6) year terms.
- 3.4.11 Questions:
  - 3.4.11.1 Concern was expressed regarding the goal of CECBEMS to be the continuing education approval agency. It was clarified that the goal is for multi-jurisdictional programs.

### 3.5 Indian Health Services Update:

Larry Richmond, EMS Education Manager for the Mountain Plains Health Consortium, was unable to be present. The report for Indian Health Services will be available later.

### 3.6 American Heart Association Update:

Jo Haag presented the report for the American Heart Association (AHA).

- 3.6.1 NEMSIS Dataset: The AHA is an active participant in drafting the NEMSIS dataset.
- 3.6.2 Partners in Advocacy: Efforts are underway to develop relationships to work directly with key EMS stakeholder organizations. Organizational priorities include stroke, AEDs for First Responders, 911 and EMD, and First Aid/CPR.
- 3.6.3 ACLS: A complete review of ACLS is underway. A professional research group is currently conducting an evaluation of the program.
- 3.6.4 Education Working Group: An Education Working Group within the ECC Committee structure has been established to look at educational products for a scientific standpoint.
- 3.6.5 Pediatric Collaboration: Multiple organizations and agencies are participating in an effort to standardize terminology and identify areas of potential collaboration while maintaining uniqueness.
- 3.6.6 Symposium for Advances in Cardiac and Trauma Resuscitation: The Symposium will occur on November 8, 2003, immediately prior to the scientific session. Over 300 abstracts were submitted, with approximately 40 selected for presentation.
- 3.6.7 Statements: Among the statements recently or soon to be released are Use of AEDs for Children, Therapeutic Hypothermia after Cardiac Arrest, The Medical Emergency Response Plan for Schools, and Uniform Reporting of Data from Drowning.
- 3.6.8 Guidelines 2005: The evidence evaluation worksheets are already being prepared. Upon completion, they will be made available online for review and comment. EMS input is being obtained through representation on ECC subcommittees. Also, invited representatives of key EMS organizations and agencies are participating.

- 3.6.8.1 Only one conference will be held this time and it will focus on the science.
- 3.6.8.2 The timeline suggests that the AHA Guidelines will be published in early 2006. Numerous ILCOR meetings, including ones in Brazil, Dallas, and Budapest, will precede the publication. Two documents will be presented – the ILCOR Consensus on Science to be published in December of 2005, and the AHA Guidelines to be published in early 2006. Dates are projected only and should not be considered as final.
- 3.6.8.3 AHA does not advocate *Cough CPR*.

**ANNOUNCEMENTS:**

- N.2 *Bob Dinetz (NJ) reminded members to sign the Roll Call Certificates at the Registration Desk.*
- N.3 *Individuals interested in attending the Thursday afternoon outing at Disney Underground should sign the form at the Registration Desk.*
- N.4 *Those wishing to stay in contact with long-time NCSEMSTC Member Charles Benson (GA) may reach him via e-mail at [cfbensojnr@earthlink.net](mailto:cfbensojnr@earthlink.net).*

**3.7 EMS-C / NRC Presentation:**

Marsha Treiber, Executive Director of the Center for Pediatric Emergency Medicine (CPEM) presented the report from EMS-C / NRC.

- 3.7.1 Teaching Resource for Instructors in Prehospital Pediatrics: Ms. Treiber briefly reviewed the TRIPP CD-ROMs for BLS and Paramedics.
- 3.7.2 CPEM Bear Facts: This is a quarterly newsletter to provide updates to TRIPP in current trends and controversies in pediatric emergency care.
- 3.7.3 Web Site: [www.cpem.org](http://www.cpem.org)
- 3.7.4 National Child Protection Education Project: A national survey of what EMTs and paramedic know about child abuse and neglect was conducted. A national consensus meeting in DC of EMSC and Child Protection Experts was then held. The report is available on the web site.
- 3.7.5 Out-of-Hospital Cardiac and Respiratory Arrest Study: Data collection ends September 30. After analysis a peer review paper will be presented.
- 3.7.6 Pediatric Disaster and Terrorism Preparedness Resource: A one-stop shopping resource for medical personnel in preparedness is being developed on one CD.
- 3.7.7 PTSD Screening: Childre presenting to the Bellevue Hospital Pediatric Emergency Service and Clinic are being screened for PTSD.
- 3.7.8 NRC Partnership: Technical assistance is being provided in education, terrorism preparedness, and research project development.
- 3.7.9 NASEMSD Partnership: Partnership with the NASEMSD to provide our pediatric content to launch their distance-learning program is being developed.
- 3.7.10 EMS-C Program:
  - 3.7.10.1 EMS-C funding may be cut in the next fiscal year. The actual amount of funding has not yet been determined.
  - 3.7.10.2 Dan Kavanaugh is the Program Director for EMS-C ([dkavanaugh@hrsa.gov](mailto:dkavanaugh@hrsa.gov)).
  - 3.7.10.3 Grant activity continues to rise with 88 in FY 2003.

- 3.7.10.4 NEDARC is a valuable resource that should be taken advantage of.
- 3.7.10.5 National Trauma Registry for Children Planning Grants: This priority was to stimulate planning. Two grants were awarded.
- 3.7.10.6 PECARN is a collaborative research group of hospital emergency departments organized into nodes and coordinated by a Steering Committee. PECARN works with the EMSC program and MCHB/HRSA to conduct multi-center randomized trials and observational studies on a variety of issues related to emergency medical services for children. The infrastructure of PECARN is supported by funding from the MCHB. Four regional nodes were created, all overseen by NEDARC.
- 3.7.10.7 2003 Targeted Issues Grants were reviewed.
- 3.7.10.8 The Partnership for Children Consortium, funding by EMSC, is an important group. Members were identified.
- 3.7.10.9 FY2004 Plans:
  - 3.7.10.9.1.1 Five new state partnership grants will be available for the next fiscal year, as will other types of grants.
  - 3.7.10.9.1.2 The grant guidance was released last week. Applications are due October 31.
  - 3.7.10.9.1.3 APLS will be available in November 2003.
  - 3.7.10.9.1.4 PEPP Second Edition will be out in June 2004.
  - 3.7.10.9.1.5 Survey: [www.surveysolutions.com/aha/pediatric4.htm](http://www.surveysolutions.com/aha/pediatric4.htm)

## **AFTERNOON SESSION**

### **ANNOUNCEMENTS:**

- N.5 Dwight Corning (ME) recognized John Gosford (FL) for designing and obtaining the new nameplates for each state.*
- N.6 Because of potential strike of Hurricane Isabel on the District, Dave Bryson (NHTSA) has been called back to Washington and will be leaving later this date.*

### **CONTINUATION OF THE AGENDA**

#### **4.0 Presentation by ASMI, the Council's Management Firm:**

Amy Starchville, Executive Director, delivered a presentation on the Association and Society Management International, Inc. (ASMI) Management Firm's Services. She distributed a copy of the PowerPoint presentation as well as a detailed list of ASMI activities and accomplishments for the NCSEMSTC from October 2002 – August 2003. The primary contact information for ASMI is:

Amy S. Starchville, MSW  
NCSEMSTC Executive Director  
201 Park Washington Court  
Falls Church, Virginia 22046  
703.538.1794 – voice  
703.241.5603 – fax  
[starchville@ncsemstc.org](mailto:starchville@ncsemstc.org)

Dave Miller (CO) said ASMI was invaluable in assisting with the EMS-C project this year.

5.0 Nominations Committee Report:

Karen Meggenhofen (NY), Chair of the Committee, provided the Nominations Committee report. She said the following members are included on the slate as candidates at this time:

Chairperson: Dwight Corning (ME)  
Vice Chair:  
Secretary: John Gosford (FL)  
Treasurer:  
Parliamentarian:

**MOTION 2003-01-01: Move to nominate Kay Hollingsworth (OK) for the position of Treasurer.**

**MOTION BY:** Bob Dinetz (NJ)

**SECOND BY:** Don Wood (UT)

**DISCUSSION:** Mr. Corning reminded the group that written approval must be obtained from the State EMS Director by the time of the election.

**ACTION:** Ms. Hollingsworth agreed to accept the nomination.

Final action, including nominations from the floor, will be conducted on Wednesday, September 17.

**ANNOUNCEMENTS**

N.7 *On the outing to Disney Underground, the Council ID badge and another form of identification with a picture will be required.*

N.8 *The Orange County EMA is maintaining a close watch on Hurricane Isabel. The military is considering evacuating some of its installations in the northeast in anticipation of an impact.*

N.9 *Don Wood (UT) stated that he has information on an individual in Utah who does an excellent presentation called "The Change Challenge." He will share the information with anyone interested in considering her as a speaker at a conference.*

6.0 Past Year Project Reports

6.1 EMS-C – Don Wood (UT):

Mr. Wood discussed a project initiated last year that focused on the study of essential skills needed for the care of pediatric patients. A data collection process was contracted out to the Intermountain Control Research Center and a literature search was contracted out to the University of Hawai'i. The deliverables, including four (4) meetings, were completed on time and recommendations were made that had to be reviewed by other organizations. The final action included a recommendation for a definition for *pediatric patient – 0 to 21 years of age*. Mr. Wood stated that others who participated on the project included Barbara Dodge (NE), Andy Trohanis (MD), John Gosford (FL), Ed Kalinowski (HI), and Tawni Newton (ID). He offered a special thanks to Amy Starchville.

#### 6.2 EMS-G – Andy Trohanis (MD):

Mr. Trohanis distributed a written report to the members present. He noted that the project began in Charleston, SC in 2000. Barbara Dodge (NE) and Michael O’Keefe (VT) were the other two representatives from the NCSEMSTC. Pilot rollouts were conducted in Maryland, Utah, and New Jersey. The first invitational rollout was in February 2003 in Chicago. Since then, six other rollouts have been conducted in Georgia, Connecticut, Pennsylvania, California, Nashville, and the United Kingdom. To date over 1,000 providers from 44 states have been trained. Most of the providers have been trained at the ALS level. There are approximately 500 EMSG Coordinators in the United States.

#### 6.3 Core Content Project – Steve Mercer (IA):

Mr. Mercer stated that the National EMS Core Content is a current point of focus and is a deliverable item. It should lead to the outcome of an EMS domain and will be one of the documents utilized to determine the National EMS Scope of Practice. The National Core Content is a comprehensive list of skills and knowledge needed for out of hospital emergency care. It is the first phase of a system. It will be utilized for the development of a National EMS Scope of Practice Model. The depth and breadth of knowledge is not addressed. The Core Content has a recycle time of approximately 5 to 7 years. He offered the opinion that the lead for scope of practice should be the regulators and that educators should not be saddled with having to make those decisions. The discussion of the Core Content was led by the National Association of EMS Physicians since physicians have the primary responsibility for it, with other interested parties (NASEMSD, NREMT, ACEP, NAEMSE, etc.) participating. Mr. Mercer stated that this single component cannot be taken and used to repair a problem. He cautioned the members that the Core Content is not the scope of practice. It is a single component of a process. The Core Content document is currently in the NHTSA internal review process. Mr. Bryson commented that it is an evolutionary document, not a revolutionary document. He suggested that NCEMSTC members review the document which is posted on the NASEMSD website and make comments to the Council’s representative Liza Burrill (NH). An EMS Education for the Future Oversight Committee will be formed in the near future to review all products being developed since the focus of each group working on a project is usually limited. Karen Meggenhofen (NY) stated that a concern exists that the change in the paramedic curriculum in the last revision expanded the role of the paramedic and further expansion may lead to paramedic being a stepping stone to other sectors of the profession and not the creation of a class of people who are paramedics with the intent of functioning in the prehospital environment. Russ Crowley (AL) said that people have been leaving EMS for many years and educational enhancements are being used as a scapegoat. The electronic version of the document is available from Ken Threet (MT).

#### 6.4 National EMS Scope of Practice Model – Dwight Corning (ME) and Steve Mercer (IA):

The National EMS Scope of Practice Model will serve to describe the range of services that EMS providers are qualified to provide. The model will be used by EMS educators, medical direction physicians, state EMS offices, and others who have a role in preparing,

supervising, or assuring the quality of EMS personnel. Mr. Mercer stated that the Scope of Practice issue will be the biggest challenge facing the EMS education community. The initial Principal Investigator (PI) for the Scope of Practice Project was Gregg Margolis. Since he left the position at George Washington University, the reins of the project have been assumed by Dan Manz (VT). The teams working on the project include an Administrative Team and a Technical Advisory Group. The Administrative Team is composed of members and staff from the NASEMSD, and the NCSEMSTC. This team has responsibility for the planning and operations of the project. The Technical Advisory Group includes the Administrative Team and additional NASEMSD and NCSEMSTC members who were selected for their subject matter expertise and interest in EMS scope of practice issues. Mr. Mercer said there are no preconceived levels and what exists today may not exist when the project is completed. The consensus of the participants after the last meeting was reached on the following points:

- The work of the group continues to be focused on the process from which a final product can take shape.
- The scope of practice associated with current training levels are not “broken.” They work reasonably well and have been established over time with considerable thought. While the current scopes of practice are meeting the needs of many EMS patients, they can and should be improved.
- The organizational representation on the National Review Team will need to be expanded to assure the broadest input and buy in from EMS stakeholders for whatever model takes shape. NHTSA and the participants at this meeting agreed to invite additional organizational representatives to participate in the National Review process called for in NHTSA's cooperative agreement awarded to the NASEMSD.

Mr. Bryson said that by 2005, there had better be 112 experts in the country on the scope of practice. He was referring to all members of the NASEMSD and the NCSEMSTC. Mr. Mercer strongly urged all members of the NCSEMSTC to stay abreast of developments in the project and to provide input to the NCSEMSTC representatives. He stated that far too often, people fail to provide input until after the final product is developed, then they want to challenge what has been accomplished. Mr. Margolis echoed the comments of both Mr. Mercer and Mr. Bryson. Information can be obtained from the group's website at [www.emsscopeofpractice.org](http://www.emsscopeofpractice.org). Among the items available on the site are a number of documents describing the scopes of other health care professions and the public policy implications for the licensing of health professionals. Mr. Mercer emphasized the importance that as many people as possible be involved in the process. Dave Miller (CO) provided an example of an item that would be applicable in one area but not in another. Mr. Corning reminded the group that the process is evolutionary, not revolutionary, and not everything will be able to fit in 100% of all areas. Bob Dinetz (NJ) said this is a global goal and for those who write curricula, more guidance is needed than what has been available in the past. He urged that the same mistakes made in the past not be made in the future. Mr. Mercer said, “The Scope of Practice, even though it is a challenge, cannot be shied away from. We must take it on and complete the process. We must make sure that we stay active in that process and be proactive. We need to mentally sleep around. We have got to explore all these things. Don't play the NIMBY (not in my back yard).” Mr. Margolis said that to reap the benefits that this issue can bring about, states will have to be flexible. Ken Threet (MT) stated that NHTSA Chief

Drew Dawson is an excellent advocate to have in the position he occupies. Mr. Dinetz said that having a document in and of itself is not enough. Thousands of people will have to be convinced that whatever comes down the road is better than what exists now. A national strategy must go along with this to help us convince those people that this is a way to improve the role of the provider and improve patient care. Andy Trohanis (MD) asked if the thinking is that all levels will be released at once. Judi Crume (AZ) said that from a systems perspective, it would almost have to. Mr. Threet cautioned against remaining inside the box early and tie that to the thinking in the plan. Mr. Trohanis said the environment would have to be prepared well in advance. Ms. Crume asked if any job analyses would be available to the group for planning. Bill Brown (NREMT) said a functional job analysis and a practice analysis already exist, but to do a practice analysis on something that does not yet exist is impossible. Richard Benjamin (WA) asked how individual Council members could play a bigger part in the process. Mr. Mercer said Mr. Threet would continue to disseminate information to members through the list-serv. Members were encouraged to review all the material and respond when information that can be responded to is sent. Mr. Margolis will synthesize the information from the first two meetings and try to develop a strawman that will be submitted to the Administrative Team. By the beginning of the year, there should be something tangible available that members can respond to. Mr. Mercer urged members to plant the seeds on the EMS Agenda for the Future and the EMS Education Agenda for the Future, making sure they not only understand it, but also embrace it. People who are going to be impacted by the Scope of Practice issue need to be informed and come along willingly. During the next year, the project will continue to work towards building a series of drafts of the Scope of Practice Model for EMS, leading up to a National Review Team meeting in late 2004. A final version is due to NHTSA by September 2005. Further information about the National EMS Scope of Practice Model Project can be obtained from Mr. Mercer, Mr. Corning, or Dan Manz at [dmanz@vdh.state.vt.us](mailto:dmanz@vdh.state.vt.us).

#### 7.0 Presentation by Pepid, LLC:

Vanessa Bisceglie, Sales Director of Pepid, LLC, presented a brief overview of the company's fully integrated medical reference software. A trial version of the software was distributed to all members. Individual subscription rates are: 6 months - \$59.95; 1 year - \$89.95; and, 2 years - \$139.95.

#### 8.0 Recess

There being no further business, the meeting was recessed for the day at 5:00 p.m.

**NCSEMSTC, INC.**  
**27th ANNUAL BUSINESS MEETING MINUTES**  
**ORLANDO, FLORIDA**

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**Tuesday, September 16, 2003**

9.0 Call to Order:

This business meeting was called to order at 8:05 AM (EDST) by Chair Dwight Corning (ME). Steve Mercer (IA) conducted a roll call of the membership. There were 30 credentialed or proxy votes present at the official call to order (08:05 a.m.). The simple majority for today's voting is 16. A 2/3 majority vote requires 21 votes.

**ANNOUNCEMENTS:**

- N.10 Members were requested to update contact information on a document at the registration desk.*
- N.11 The sign up sheet to meet with the National Registry regarding the web site is available at the registration desk.*
- N.12 The "Ladies of the Council" will meet for lunch in the lobby to plan a special event for the Wednesday banquet.*

10.0 Proposal to Co-Locate the Annual Meeting with NAEMSE:

Several meetings have been conducted with NAEMSE regarding the possibility of conducting the annual meetings in the same city. Linda Abrahamson and Dr. Art Hsieh invited the NCSEMSTC to co-locate the annual meeting with their organization. Dr. Hsieh noted that CECBEMS met in conjunction with NAEMSE this year and other organizations are expected to do so in the future. Because of the inherent alignment of missions from the regulatory and educational perspectives, this is a good time to discuss this issue. The proposal calls for part of the NCSEMSTC meeting to be held during the time of the NAEMSE Symposium, but not fully overlapping. Dr. Hsieh said the educators need to see all components of the system and the regulatory aspects of the NCSEMSTC are an important part of that. Ms. Abrahamson said the NCSEMSTC would have its own space at the Symposium. From the budgetary component, government rates would be available for lodging and the NCSEMSTC could benefit from airline discounts. Discounted rates for NAEMSE registration would likely be available. NAEMSE also has a significant cache of audio-visual equipment that would be available to the group at no cost, as well as laptop computers, a copier, and a contract with Kinkos. More vendors would be at the event (NAEMSE attracted 65 this year). Ms. Abrahamson acknowledged that the venues are somewhat different. NAEMSE will be in Hollywood, CA in 2004, and San Antonio, TX in 2005 for the tenth anniversary. Dr. Hsieh said there is no financial advantage to NAEMSE to make the invitation, but the cost to other organizations, such as the NCSEMSTC, will be less because of the ability to share resources. He said that in discussions between the two Executive Committees over the last eight (8) months indicated that an opportunity for this proposal exists.

Dwight Corning (ME) said the Executive Committee has discussed the issue and identified a list of questions to be addressed as well as a list of "pros" and "cons."

PROS:

- No longer be a concern about meeting the minimum number of room nights specified in the hotel contract.
- The Council would receive meeting room space at no additional cost.
- The Council would receive discounted rates on the rental of audio-visual equipment. Additionally, the Council would receive the use of two LCD projectors at no cost.
- The Council would receive discounted rates on food and beverage services.
- Meeting attendees would be eligible to accrue the continuing education units offered at the NAEMSE symposium without additional cost.
- Council members would receive a discounted registration rate for attendance at the NAEMSE Symposium.
- The opportunity to network “face to face.”
- NCSEMSTC and NAEMSE leadership would meet to discuss relevant issues.
- NCSEMSTC and NAEMSE members would learn about each other’s roles and responsibilities.
- There would be a cost savings to send Council’s liaison to the NAEMSE meeting.
- Council members could attend the NCSEMSTC and NAEMSE, and only be out of the office for five (5) business days and about eight (8) total days.

CONS:

- Council members enjoy traveling to different parts of the country verses a traditional hub site.
- Change is difficult and is often hard to accept.
- The Council annual meeting is more of a business meeting verses an educational meeting.
- Concern about non-regulatory participants participating in Council discussions.
- The room rate cost is more than the Council members normally pay.

Steve Mercer (IA) led the discussion of the issue. Barbara Dodge (NE) said she has not attended a NAEMSE meeting since the two were held in San Antonio because of the cost of obtaining airplane tickets to different locations. She spoke in favor of co-location, even if it was on a year-to-year basis, after addressing most of the items listed as “cons.” Dave Miller (CO) said there are likely other “pros” with co-location, but he could not identify all of them. He noted that no site for 2004 was presented to the Council at the Rapid City meeting and the Executive Committee has been working to identify a site. Nancy Steiner (CA) stated that she believes the idea has merit and asked if the meetings would be back-to-back or held simultaneously. The latter would impact attendance at Council meetings. Mr. Corning said the meetings would be back-to-back with minimal overlap. Warren Tammum, an educator from a community college in Florida, spoke in favor of some overlap. Ken Threet (MT) said he is in favor of the idea and addressed additional concerns. He said Montana does not permit out-of-state travel to educational events and only permits travel to one out-of-state business meeting per year. Individuals who go on their own time are not permitted to represent the state. If the meetings are combined, he may not be allowed to attend and represent the state. Linda Honeycutt, Executive Editor for Mosby/JEMS, spoke from the vendor’s perspective. Those who attend the NCSEMSTC meeting usually attend the NAEMSE meeting as well and expenses are excessive.

The amount of money the vendors spend could be better spent. She said it costs so much money for her to attend separate meetings that it is difficult to sponsor a break. Co-locating the meetings might make this possible. Kathy McLeron (AK) said she is mostly in favor of co-locating the meetings, but asked if the NCSEMSTC would have input into where the meetings are held in the future. Dr. Hsieh said there would be no opportunity for that at this time, but input would be solicited. He also added that the NCSEMSTC meeting would not be advertised in the NAEMSE brochure. Bob Dinetz (NJ) said the NCSEMSTC has changed quite a bit over the 22 years that he has been a member. The purpose of the organization – promoting education and training – has not changed. Twenty-two years ago there were not many organizations doing that. There was more support in terms of the numbers of people who attended, there was more contact with the federal government, and there was not a need as great then as there is today to interact with other organizations. He said in his opinion there are many more pros than cons to the concept. In order to be system oriented, there has to be integration, and the NCSEMSTC might be more effective by considering this. Mr. Threet said there were reasons in the past for not co-locating meetings, but there are reasons surfacing now to do so, but to do so cautiously. Steve Sutton (KS) said he welcomes the fact that the NCSEMSTC can invite others into the meeting for additional discussion on issues. He noted that Thursday of every meeting is very hectic with motions and resolutions being made that might not have been thoroughly discussed. He urged that the format of the meeting be changed. He said the Council needs to revisit what it is at the meeting for (time for reports, vendor reports, agency reports, etc.) and determine how to avoid the confusion that always occurs on Thursday. Mr. Threet said the group needs to be sensitive as well regarding rules of the meeting. The doors will likely be open because of open records laws. He asked if the Council's meeting can sustain that involvement and complete the business at hand. Robert Powell (DC) said he has not had an opportunity to see what the Council does yet so he would prefer to delay the issue until a later time. Mr. Threet asked if the Executive Committee had not been directed in the past to make a recommendation. It was noted that it was not made last year. Richard Benjamin (WA) said his director told him that there was discussion at the NASEMSD meeting to co-locate their meeting with the NCSEMSTC. Amy Starchville noted that the idea was not accepted favorably. No action was taken at the conclusion of the discussion.

#### 11.0 Member Arrival:

Dwight Corning (ME) noted that the representative from New Mexico arrived at the meeting at 0851 hours. The new numbers for the day are 31 credentialed or proxy votes present. The simple majority for today's voting is 16. A 2/3 majority vote requires 21 votes.

#### 12.0 Budget Report and Discussion:

Copies of the Budget Report were presented to members the previous date. Tawni Newton (ID) led the discussion that was minimal.

### 13.0 Tax Exempt Status:

Dwight Corning (ME) said some problems have developed with the tax exempt status. He provided a brief history of the Council's tax exempt status. The Council was incorporated in Arkansas and hired the Council of State Governments (CSG) as the management firm. In 1996, a motion directed the Council to withdraw from their management. After the separation, the Council was dropped from their group list and have not been considered tax exempt since April of 1998. In August of 1998, it was noted that the Council's incorporation had lapsed. The Council was then incorporated in New Hampshire. Tax Form 990 has not been submitted to the IRS and the Council is currently listed as being in *bad standing* with the agency. A tax account specialist is currently researching the problem and working to complete new tax-exempt documents. The Council has applied for retroactive exemption as a 501(c)(4) and moving forward as a 501(c)(3). If approved, there could be some penalties levied against the Council. The minimum would be \$0, but the maximum could be \$25,000.00. If approved as a 501(c)(3) moving forward, but are not approved as a tax-exempt organization, retroactive taxes could be as high as \$15,000.00. Currently, the Council owes the tax accounting firm approximately \$2,200.00. Barbara Dodge (NE) asked if annual audits had not been conducted. It was noted that CSG conducted audits and Mr. Threet said an outside audit firm was used once after termination of the contract with CSG. In response to a question, Mr. Corning said all the correct paperwork has been filed to correct the situation. The Council is awaiting a ruling from the IRS. At the end of the fiscal year, the Council will have a balance of approximately \$65,000.00 and can pay the penalty. Steve Sutton (KS) asked if it would not be better to be incorporated in the state where the management firm is located rather than in another state. Ms. Starchville said she was not sure if the Council's incorporation in New Hampshire is still active. Michael O'Keefe (VT) asked if the Council is in trouble in any state in which it has been incorporated. Ms. Starchville said the tax accountant has not yet been asked to investigate that. Judi Crume (AZ) said the Council should form a quality review committee to keep track of issues like this. Mr. Threet said this is not the first time issues such as this have arisen. No further action was taken.

### 14.0 NCSEMSTC Proposed Budget:

Tawni Newton (ID) presented the proposed budget to the Council, noting that there are two (2) versions, one without potential grant funding and one with potential PFC and Bioterrorism Preparedness grant funding. Without the grants, the Council could face a significant deficit. Discussion ensued regarding specific points of the proposal and how it will affect other activities of the Council.

### 15.0 CoAEMSP – Doug York:

Doug York, Program Director from the University of Iowa Hospitals, provided the report from Committee on Accreditation of EMS Programs (CoAEMSP). The purpose is to serve the public, the EMS professions by acting as a national voluntary accreditation agency for paramedic programs in the United States and a Committee on Accreditation of the Commission on Accreditation of Allied Health Education Programs. He reviewed the sponsoring organizations and provided an overview of the process a program goes through to receive accreditation. Among the projects being addressed are:

- streamlining the Accreditation process and make it more timely and responsive
- increase the quality of services provided

- address the concept of a “single national Accreditation body for EMS educational programs”

In response to a question, Mr. York noted that Florida (not by the Department of Health), Alabama, Mississippi, Kansas, Colorado, and California are among the states that mandate CoAEMSP accreditation. Russ Crowley (AL) said he heard that CoAEMSP is in the process of extending the accreditation period from five (5) years to seven (7) or even ten (10) years. Mr. York and Dr. Margolis said this is a rumor only that may have originated from discussions regarding improvement of the annual reporting process. Additional discussion ensued regarding a variety of topics including medical direction during site visits, lack of communication, EMT-Basic program accreditation, delays in the accreditation process, and others.

#### 16.0 Member Arrival:

Dwight Corning (ME) noted that the representative from North Dakota arrived at the meeting at 1058 hours. The new numbers for the day are 32 credentialed or proxy votes present. The simple majority for today’s voting is 16. A 2/3 majority vote requires 21 votes.

#### 17.0 Committee Reports and Discussion:

##### 17.1 Accreditation Committee – Russ Crowley (AL):

Mr. Crowley said there are three members currently on the committee and others have expressed an interest in participating. The NCSEMSTC can be a lead agency in this effort.

##### 17.2 Awards Committee – Bob Dinetz (NJ):

Mr. Dinetz said a copy of the report is available in the Program Binder. He reminded those present to sign the certificates that will be awarded on Wednesday night at the Banquet.

##### 17.3 Budget and Finance Committee – Tawni Newton (ID):

Ms. Newton stated that the format of the budget has been improved per the Council’s request.

##### 17.4 Bylaws / Policy and Procedures Committee – Victor Dominguez (AZ) and Liza Burrill (NH):

Neither of the co-committee chairs were present, therefore, there was no report.

##### 17.5 CECBEMS Committee – Nancy Steiner (CA):

Ms. Steiner said a copy of the report is available in the Program Binder. CECBEMS is seeking additional recruiters. Those interested should contact Ms. Steiner.

##### 17.6 Conference Committee – Steve Mercer (IA):

Mr. Mercer stated that developing an agenda for the annual meeting is difficult. A survey sent out last year resulted in an underwhelming response. A consensus agenda was then established. He noted that the agenda is not an Executive Committee agenda; it is a Council agenda. He urged members to provide feedback to the committee.

17.7 Education Committee – Steve Mercer (IA):

One of the charges to the committee at the 2002 Annual Meeting was to select individuals who would make a three-year commitment to serve on the Scope of Practice Technical Advisory Group. The other issue was to take the EMS Instructor Guidelines adopted by NHTSA and assemble some type of structure for different levels / types of instructors. A strawman document was created and distributed for review by the Council. Mr. Mercer urged those present to “not get hung up on names” and to review the document not from how it would fit into an individual state’s program, but from a more global perspective. It was noted that NAEMSE has a group conducting a similar project and in order to prevent the replication of work, it was suggested that a member from NAEMSE be included on this committee. Others expressed concerns about developing minimum standards for those who teach in the non-regulated “*pre-EMS service*” arena. Bill Brown said this is a multi-organizational issue with many different organizations interested. No meeting has been held to bring those organizations to the table to discuss it collectively rather than independently. Mr. Miller said it is not only multi-organizational, it is also multi-disciplinary.

17.8 EMS-C Committee – Dave Miller (CO):

Mr. Miller said a copy of the report is available in the Program Binder. He introduced the committee members. He noted that four (4) meetings were held during the year and reviewed highlights of the report. The group completed a successful project and has been requested to submit a third year project. It will be to look at the core content of pediatric emergency care and attach a degree of criticality that would be coupled with the year 1 and year 2 recommendations, providing a reasonable guidance to the nation on how to conduct pediatric continuing education that would be responsive to the needs of the providers. Don Wood (UT) requested that Mr. Miller be recognized for his efforts on the EMS-C Committee, especially in seeking funding for the third year.

17.9 Interfacility Transport Committee – Russell Crowley (AL):

Mr. Crowley said an Interfacility Workshop was conducted in May. The report from that meeting is 15 pages long and will be sent to members via e-mail. The original intent was to deal with true interfacility transport, but has broadened since then. CMS rules essentially identified a new level of provider (specialty care) that has further complicated the issue. Mr. Crowley said he is of the opinion that the issue will not remain in the forefront, taking a back seat to the Core Content and Scope of Practice issues. He said the issue may ultimately resolve itself.

17.10 Joint NCSEMSTC / NASEMSD Committee – Steve Mercer (IA):

Mr. Mercer said the two issues worked on the past year by the committee were the Core Content Project and the Scope of Practice Project.

17.11 Membership / Credentials Committee – Steve Mercer (IA):

Mr. Mercer said there are 37 credentialed states and territories out of 56 eligible. In addition to the 37 voting members, there are 28 credentialed members, for a total of 65 members. Mr. Mercer asked members to request a copy of their credentialing documents from the Director and bring it to the meeting. Mr. Dinetz encouraged the Council to include in their report to the NASEMSD information about Council membership, proxies,

and other issues related to membership. Ms. Crume said she would try to get on the agenda at the NASEMSD Meeting in October to convey this information. It was noted that the Council was only offered an opportunity to meet with the NASEMSD Education Committee and not the full membership.

17.12 National Registry Committee – Steve Mercer (IA):

Mr. Mercer discussed the *Bob Bailey Report* that was conducted among the state EMS offices. Results are posted on the NREMT website. He said the Board of Directors have reviewed the comments and are acting on many of them. The next NREMT Board meeting will be held in November. Mr. Mercer asked for input from the Council members regarding issues that should be taken before the Board. Nancy Steiner (CA) said an issue was brought to light through e-mail communications regarding four (4) students in California who took the NREMT Examination after 240 hours, but who had not yet completed the entire program. The training program can verify that the student completed the minimum 240 hours of training, thus meeting the DOT standards, and sit for the Examination, but not meet the requirements for certification in California, a state that requires a substantial number of additional hours of field internship for completion of the program and eligibility for California certification. They obtained National Registry registration. Judi Crume (AZ) equated the situation to someone having a college degree without ever having completed all the courses. She said Arizona would continue to be concerned about this. Steve Sutton (KS) said his state is very concerned that National Registry is allowing this situation to happen and would reevaluate reciprocity on individuals presenting with NREMT registration. Ms. Steiner said applicants for licensure in California are carefully scrutinized. The state does not take another state's word for it. California requires a background check for all applicants. Those who have not resided in the state for longer than seven (7) years are subjected to an FBI background check. Mr. Mercer also distributed a compilation of a survey conducted regarding states utilizing the National Registry. Mr. Sutton noted that Kansas has been using NREMT for 7 years and not 17 as reported on the compilation. Ms. Steiner said California has been using the NREMT for 6 years, does plan to continue, and will use it for the EMT-B level as well as the EMT-P. Mr. Brown noted that Delaware also uses the NREMT at the EMT-B and EMT-P level, even though the compilation indicates that the state does not use the Registry. Mr. Threet said Montana is undergoing significant changes in the use of the Registry. The requirement for a practical examination has been removed and the practical examination will be handled at the course level. Procedures for the written examination have been changed and now require the medical director to administer it. The process will be state controlled, but not state run as it has been in the past. More detailed information will be sent to each State EMS Training Coordinator by letter.

17.13 Nominations Committee – Karen Meggenhofen (NY):

Ms. Meggenhofen said the committee is still seeking individuals to run for office. Signed documentation from their state director is required.

17.14 Positions Committee – Ken Threet (MT):

Mr. Threet said the committee was created because of conflicting positions. He cited an example of one issue on which the Council has created four (4) different positions,

two of which are in direct conflict. Mr. Threet's suggestion is to have a simple motion to remove all positions of the Council and reaffirm every position annually.

17.15 Research Committee – Mike O'Keefe (VT):

Mr. O'Keefe distributed the Research Committee Report which identified a number of studies that were published in the past year that bear on EMS practice and education. A summary of each was provided in the report. Research Committee members included Russell Crowley (AL), Edward J. Kalinowski (HI), Don Wood (UT), and Mike O'Keefe (VT).

**ANNOUNCEMENTS:**

*N.13 Members were reminded of the Awards Banquet Wednesday evening.*

*N.14 The sign up sheet for the Thursday afternoon outing is at the Registration Desk and must be complete by lunch this date.*

*N.15 The "Ladies of the Council" will meet for lunch in the lobby to plan a special event for the Wednesday banquet.*

*N.16 A committee sign-up sheet will be circulated after lunch. Members are requested to volunteer to serve on committees.*

**18.0 NASEMSD Report:**

Mr. Corning stated that copies of the NASEMSD report would be distributed to the members. In addition, minutes of the last meeting would be made available for review.

**19.0 Vendor / Sponsor Presentations:**

Each of the vendors present addressed the attendees and provided information about new products.

- AED Instructor Foundation – Frank Poliafico, RN
- American Heart Association – Jo Haag, RN, MSN
- American Safety and Health Institute – Ralph Shenefelt
- Armstrong Medical Industries, Inc. – Jeff Walker
- Bound Tree Medical – Harry Larson and Keith Wyess
- Brady - Pearson Hall / Prentice Education – Tiffany Price Salter
- Educational Resources, Inc. – Jacqueline Franklin
- Jones and Bartlett Publishers – John
- Mosby / W. B. Saunders / Churchill – Linda Honeycutt

20.0 Motions and/or Resolutions:

MOTION 2003-02-01: I move that the Executive Committee of the NCSEMSTC engage in immediate dialogue with the NHTSA EMS Office to secure long-term financial support to reestablish a position for the NCSEMSTC on the Board of the CoAEMSP.

**MOTION BY:** Mr. Crowley (AL)

**SECOND BY:** Mr. Threet (MT)

**DISCUSSION:** Mr. Crowley said the miscommunication that has resulted with CoAEMSP is due to the fact that the NCSEMSTC does not have a seat on the Board and they did not know how to deal with the Council. He said NHTSA funds the NASEMSDs position on the Board through a cooperative agreement. Mr. Threet said he would be in support of anyone assisting the Council in funding the position, even though it would be to CoAEMSPs advantage to involve the NCSEMSTC.

**ACTION:** By voice vote, the motion PASSED with no objections, nor abstentions.

**MOTION 2003-02-02:** I move that the Executive Committee facilitate a general discussion to identify ten (10) major topics in which the Council must have “positions” identified and ratified before adjournment Thursday, September 18, 2003. I further move that a specific time be identified on the agenda for interested members to draft position statements for presentation at 1:00 p.m. on September 17, 2003, for ratification by the Council as a whole. I also move that the Executive Committee remove from the formal record of the Council all previous positions of the Council on the topics identified for ratification at 1:00 p.m. on September 17, 2003, prior to our discussion at 1:00 p.m. on September 17, 2003.

**MOTION BY:** Mr. Threet (MT)

**SECOND BY:** Mr. Mercer (IA)

**DISCUSSION:** Mr. Wood asked if all the previous positions would be resurrected and Mr. Threet responded in the affirmative.

**FRIENDLY AMENDMENT:** Remove “ten.”

**FRIENDLY AMENDMENT BY:** Mr. Mercer

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FINAL VERSION OF MOTION 2003-02-02:** I move that the Executive Committee facilitate a general discussion to identify major topics in which the Council must have “positions” identified and ratified before adjournment Thursday, September 18, 2003. I further move that

**a specific time be identified on the agenda for interested members to draft position statements for presentation at 1:00 p.m. on September 17, 2003, for ratification by the Council as a whole. I also move that the Executive Committee remove from the formal record of the Council all previous positions of the Council on the topics identified for ratification at 1:00 p.m. on September 17, 2003, prior to our discussion at 1:00 p.m. on September 17, 2003.**

**ACTION:** By voice vote, **Motion 2003-02-02** *PASSED* with no objections, nor abstentions.

**MOTION 2003-02-03:** **I move that the Executive Committee engage in discussion with the NAEMSE for the establishment of a co-location meeting in San Antonio, Texas (fall 2005). I further move that the Executive Committee report, no later than the next Annual Meeting (fall 2004), the proposed contract for this co-location meeting for possible ratification by the Council.**

**MOTION BY:** Mr. Mercer (IA)

**SECOND BY:** Mr. Crowley (AL)

**DISCUSSION:** Mr. Threet questioned the term “contract.” He suggested “MOU” or “agreement.”

**FRIENDLY AMENDMENT:** Change “contract” to “memorandum of agreement.”

**FRIENDLY AMENDMENT BY:** Mr. Sutton (KS)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**DISCUSSION:** Ms. Newton questioned why the change could not begin with the 2004 meeting since the NCSEMSTC has not yet identified a location for the meeting. Ms. Meggenhofer said that the NAEMSE may have already locked in the arrangements. Mr. O’Keefe said nothing would prevent the NCSEMSTC from voting on Thursday to meet in Hollywood in 2004.

**FRIENDLY AMENDMENT:** Strike the specific dates and “San Antonio.”

**FRIENDLY AMENDMENT BY:** Mr. Threet (MT)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FRIENDLY AMENDMENT:** Change the motion to read: “The Council empower the Executive Committee to arrange to co-locate the 2004 meeting with NAEMSE.”

**FRIENDLY AMENDMENT BY:** Mr. Benjamin

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

MOTION 2003-02-03-A: I move to postpone discussion on this motion until the time of discussion that the 2004 Council Meeting site is scheduled for discussion.

**MOTION BY:** Mr. O’Keefe

**SECOND BY:** Mr. Wood

**DISCUSSION:** Discussion was allowed only on the time. Mr. Corning requested that the time of discussion be 1718 this date because at least one state may be planning to propose a site for the 2004 meeting. Mr. Benjamin proposed 0800 hours on Wednesday, September 17.

**ACTION ON MOTION 2003-02-03-A:** By voice vote, the motion PASSED with some objections.

21.0 Recess:

There being no further business, the meeting was recessed for the day at 5:25 p.m.

**NCSEMSTC, INC.**  
**27th ANNUAL BUSINESS MEETING MINUTES**  
**ORLANDO, FLORIDA**

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**Wednesday, September 17, 2003**

22.0 Call to Order:

This business meeting was called to order at 8:05 AM (EDST) by Dwight Corning (ME), Chairperson. Steve Mercer (IA) conducted a roll call of the membership. There were 32 credentialed and credentialed proxy votes present at the official call to order. The simple majority for today's voting is 17. A 2/3 majority vote would require 22 votes.

**ANNOUNCEMENTS:**

- N.17 *Bus schedules were distributed to each of those present.*
- N.18 *Vans will be available tomorrow afternoon for \$4.35 per person for the Thursday afternoon outing to Reedy Creek Fire Department, Disney Underground and Downtown Disney. Payment can be made to Amy Starchville. Arrangements have been made for dinner at Portobellos at 2000 hours at Downtown Disney. Children under 18 are not permitted in Disney Underground.*
- N.19 *Agenda Changes: The 2004 Site Selection Discussion will be held this morning rather than on Thursday. The Regional Committee Meetings will be removed from the agenda this morning so that Bylaws and the Bioterrorism Preparedness Grant can be discussed. Regional Committee Meetings will be rescheduled later.*
- N.20 *Animals are available in the front lobby for people to have photos take with until 0915 this date. Among those present are a Florida panther and a tiger.*

23.0 2004 Site Selection:

Steve Sutton (KS) offered to host the 2004 meeting. Ms. Starchville said that Missouri sent a letter offering to host the meeting as well. Mr. Sutton said Kansas considered hosting the meeting in 2003, but chose to invite the Council to Overland Park, fifteen (15) minutes southwest of Kansas City, Missouri. He said if Missouri offered to host the meeting, Kansas would withdraw its offer which he did. Mr. Corning said the NAEMSE proposal to co-locate the meeting in Hollywood, CA still stands. The vote was conducted by ballot. It was noted that if the vote is in favor of California, the discussion from the previous day will be brought back to the floor. After the ballots were collected, but before they were counted, there was discussion about the actual meaning of the vote. Mr. Threet, Mr. Miller, and Mr. Dinetz expressed some discomfort and confusion about the vote. Ms. Steiner said she would conduct a site visit if California is chosen. The motion from September 16 states: ***I move to postpone discussion on this motion until the time of discussion that the 2004 Council Meeting site is scheduled for discussion.*** After reviewing the motion, Mr. Threet called for a point of order and requested that the vote be voided and discussion entered into. The motion from the previous day was brought back to the floor for discussion.

**MOTION 2003-02-03:** **I move that the Council empower the Executive Committee to arrange to co-locate the 2004 meeting with NAEMSE.**

**MOTION BY:** Mr. Mercer (IA)

**SECOND BY:** Mr. Crowley (AL)

**DISCUSSION:** A proposed friendly amendment regarding meeting details and empowerment of the Executive Committee by Ms. Steiner was rejected by the maker of the motion. Ms. Dodge said that members would have input into the decisions, but the Executive Committee should have the latitude to make the decisions. Mr. Wood said that details do exist that the members need to decide upon. He cited the agenda as an example, stating that if it is influenced by NAEMSE, he would be opposed to co-location. Mr. Miller said his vote on the motion will be based on his assumption and trepidation that next year's meeting will be conducted as the Council's meetings have always been conducted. Mr. O'Keefe spoke in opposition to the motion even though in the past he has been in favor of co-location. He said it will take more than one year to work out the details and a valid offer exists from a member state for 2004. That would give the Council more time to work out the details. Ms. Newton pointed out that the Council is on equal ground with either location because no details have been finalized for the Missouri site either. Mr. Threet said the group as a whole needs to hear all the issues and the Executive Committee would have to assure that open discussion time is available to address all items of concern or he would be opposed to the motion. Mr. Mercer said if it is the wish of the group, time would be made available on the agenda to discuss the issue. Mr. Threet asked if the Executive Committee wants a discussion of the issues or is it comfortable without such a discussion. Mr. Mercer said he could not speak for the Executive Committee, but he would be interested in hearing the issues. Mr. Sutton said if trepidation exists about Missouri because they are not present, Kansas would again offer to host the meeting.

**ACTION:** The motion was WITHDRAWN by the maker and second.

Discussion then continued on the issue of co-location of the 2004 NCSEMSTC Annual Meeting. In response to a question by Mr. Wood, Ms. Newton reviewed the list of budgetary considerations presented to the Council by NAEMSE: meeting room cost (\$00.00 to the Council); audio-visual needs (\$00.00 to the Council); food and beverage (NAEMSE discount rate based on their contract); room block (Council may get the government rate); signs (NAEMSE will make two signs for the Council); and, registration (discounted rate). Ms. Starchville said that had the Council not met the room block of the current contract, a penalty fee would have been imposed, plus a charge levied for the meeting room. In response to a question by Mr. Threet, Mr. Gosford, speaking on behalf of the host state, said a savings would be incurred by the host state if co-location is approved. Ms. Newton said the Executive Committee did not develop a recommendation to the Council. Mr. Threet interpreted the statement as meaning that the Executive Committee did not determine that a tangible benefit exists to the Council by co-locating with NAEMSE. Mr. Threet expressed concern that a hidden agenda might exist on the part of NAEMSE. In response to a question by Mr. Wood, Mr. Mercer said other intangible benefits do exist with co-location. He cited interaction with many of those the members regulate as an example. He added that he is uncomfortable with the perception that another professional organization has a hidden agenda and stated that he hopes no one walks away from the meeting with that perception. Mr. Benjamin asked if the Council knows if room actually exists in Hollywood for the meeting. Mr. Gosford said NAEMSE has already blocked rooms for the entire week because they have other meetings scheduled. Ms. Steiner said CECBEMS has held meetings in conjunction with NAEMSE and from that experience, it was a benefit to CECBEMS because during breaks and lunch hours, interaction with others occurred.

Only two visitors present for the NAEMSE Symposium decided to attend the CECBEMS meeting. She spoke in favor of co-location with NAEMSE. Mr. Threet said he is trying to weigh the pros and cons of the Council. He said he would not be in favor of fifty (50) instructors from Montana hearing a discussion on an issue and interpreting it incorrectly. Ms. McLeron spoke in favor of co-location. She noted that the Council could always revert to separate meetings if co-location presented insurmountable problems.

**MOTION 2003-03-01:** I move that the NCSEMSTC accept the offer of Missouri to host the Council's 2004 meeting.

**MOTION BY:** Mr. O'Keefe (VT)

**SECOND BY:** Mr. Mercer (IA)

**DISCUSSION:** Mr. O'Keefe said his goal is to "focus discussion and force a damn decision." Mr. Wood spoke in favor of the motion, stating that it gives the Council a year to work out details of co-location. Mr. Benjamin asked what site Missouri offered and Mr. Sutton said it is Kansas City.

**ACTION:** The motion **PASSED** by show of hands.

Mr. Threet asked if a time could be set to identify a list of the issues regarding co-location. It was decided that the discussion would occur over the next twenty (20) minutes. The items that need to be considered include:

- meeting management
- visitor input and accommodation
- planning: overlap versus end-to-end
- NCSEMSTC meet at the beginning or the end of NAEMSE
- Financial obligations
- Perception of autonomy
- Vendors
- Role of the host state
- Site support / logistics
- Agenda development / flexibility
- Room rates and air fares
- Location
- Outings / banquets / traditions
- Negotiations for more than discount registration
- Contractual obligations / termination
- Audio-visual equipment
- Time of year
- Notebooks
- Vendor sponsor policy
- ASMI staff time
- Representation on conference committee: EC / non-EC
- Increased / decreased support staff involvement

**24.0 Bioterrorism Training and Curriculum Development Program:**

The NASEMSD and the NCSEMSTC have applied for a grant that will establish a National Distance Learning Clearinghouse for emergency medical services personnel. Educational content for this online resource will be provided by various partner organizations. The pediatric core content in terrorism and disaster preparedness currently under development by the Center for Pediatric Emergency Medicine will be the first program to be made available through the Clearinghouse. Accreditation of the continuing education modules will be provided by the Continuing Education Coordinating Board for Emergency Medical Services. Content will also be provided in a reproducible CD-ROM or DVD media format to each state and territorial EMS office to enable the establishment of a media resource library in each state. The focus of the Clearinghouse will be to assist EMS personnel in acquiring the knowledge, skills, and abilities to:

- Recognize indications of a terrorist event or other public health emergency.
- Meet acute care needs of patients, including pediatrics and other vulnerable populations.
- Rapidly and effectively alert the public health system of such an event at the local, state and national levels; and,
- Participate in coordinated multidisciplinary response.

The project will also establish a multi-organizational advisory board charged with content oversight, evaluation, and the development of strategies for transition of the clearinghouse to a self-sustaining enterprise after two years of funding.

The contract is for two years. The first year will produce income of \$45,631.00. Year two is approximately the same amount. These funds are indirect and expenses will be paid out of other line items in the grant. In response to a question from Mr. Mercer, Mr. Corning said the NASEMSD will receive approximately the same amount as the NCSEMSTC. The original grant application did not include any organizations other than the NASEMSD. When the NCSEMSTC decided not to apply separately for a grant, the NASEMSD accepted a proposal from the NCSEMSTC to add the organization to the application. Ms. Starchville said Beth Armstrong, Executive Director for the NASEMSD, is not optimistic about the grant being approved. Mr. Threet said the application does not meet the parameters of the grant.

#### 25.0 Budget Discussion:

Ms. Newton reviewed the proposed budget. Mr. Threet asked what the Executive Committee's plan is in the event the worst case scenario occurs. Ms. Newton said the contract with ASMI has been signed for only three (3) months in the event termination is necessary. Mr. Corning said that financially, the NCSEMSTC can pay the management firm, but if it is necessary to terminate the contract, the Executive Committee would like to do so before expending all funds. The budget also does not reflect any potential fines or back payments ordered by the IRS.

**MOTION 2003-03-02: I move that the Council accept the budget as submitted to the Council for review.**

**MOTION BY:** Mr. Threet (MT)

**SECOND BY:** Mr. Trohanis (MD)

**DISCUSSION:** None.

**ACTION:** The motion was WITHDRAWN.

**MOTION 2003-03-03: I move that the Council accept the draft 2003 – 2004 budget as proposed in the NCSEMSTC Income and Expense Report..**

**MOTION BY:** Ms. Steiner (CA)

**SECOND BY:** Mr. Trohanis (MD)

**DISCUSSION:** None.

**ACTION:** The motion **PASSED** on voice vote with no objections, nor abstentions.

**26.0 Management Firm Contract:**

Mr. Corning asked if there was strong opposition to maintaining the contract with ASMI since funds are available and with the knowledge that the fund balance of the Council could drop to as low as \$25,000.00. Comments were made in support of the statement

**27.0 Conferences Fall 2004:**

Mr. Mercer reviewed the conferences scheduled for fall 2004:

- NAEMSE: September 8 – 12 in Hollywood, CA
- American Heart Association ECCU: September 9 – October 3 in New Orleans, LA
- NASEMSD: October 17 – 23 in Park City, UT
- NAEMT: October 19 – 23 in Atlanta, GA

**MOTION 2003-03-04: I move to tentatively establish September 12 – 17, 2004, for the Council meeting.**

**MOTION BY:** Mr. Trohanis (MD)

**SECOND BY:** Ms. Steiner (CA)

**DISCUSSION:** Mr. Threet spoke in opposition to the motion stating that it is difficult for the Council to select dates without consultation with the host state. Mr. Mercer agreed. Ms. Newton suggested a friendly amendment.

**FRIENDLY AMENDMENT:** Add the word “tentatively.”

**AMENDMENT BY:** Ms. Newton

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FRIENDLY AMENDMENT:** To “suggest the dates to the host state.”

**AMENDMENT BY:** Ms. Steiner

**ACCEPTED BY MAKER:** No

**ACCEPTED BY SECOND:**

**ACTION:** The motion **PASSED** on voice vote with two objections and no abstentions.

**28.0 Resolutions and Motions:**

**MOTION 2003-03-05: I move that the Executive Committee engage in a discussion with the NAEMSE for the establishment of a co-location meeting in San Antonio, Texas (fall 2005). I further move that the Executive**

**Committee report no later than the next annual meeting (fall 2004) the proposed memorandum of agreement for this co-location meeting for possible ratification by the Council.**

**MOTION BY:** Ms. McLeron (AK)  
**SECOND BY:** Mr. Mercer (IA)  
**DISCUSSION:** None.

**FRIENDLY AMENDMENT:** “I further move that the Executive Committee provide information on the co-location issues identified by the members during the 2003 meeting.”

**AMENDMENT BY:** Ms. Steiner  
**ACCEPTED BY MAKER:** No  
**ACCEPTED BY SECOND:** Not applicable

**FRIENDLY AMENDMENT:** “on items identified by the membership on co-location”

**AMENDMENT BY:** Ms. Steiner  
**ACCEPTED BY MAKER:** Yes  
**ACCEPTED BY SECOND:** Yes

**FINAL VERSION OF MOTION 2003-03-05:** I move that the Executive Committee engage in a discussion with the NAEMSE for the establishment of a co-location meeting in San Antonio, Texas (fall 2005). I further move that the Executive Committee report on items identified by the membership on co-location no later than the next annual meeting (fall 2004) and the proposed memorandum of agreement for this co-location meeting for possible ratification by the Council.

**ACTION:** The motion was WITHDRAWN.

**MOTION 2003-03-06:** I move that the Council Direct the Executive Committee to send a letter to the NAEMSE thanking them for the opportunity to co-locate future NCSEMSTC meetings.

**MOTION BY:** Ms. Meggenhofen (NY)  
**SECOND BY:** Mr. Weber (ND)  
**DISCUSSION:** None.  
**ACTION:** The motion PASSED on voice vote with no objections, nor abstentions.

**MOTION 2003-03-07:** I move that the Executive Committee engage in the discussion with the NAEMSE to the establishment of a co-location meeting in San Antonio, Texas (Fall 2005). I further move that the Executive Committee report no later than the next annual meeting (Fall 2004) the proposed memorandum of agreement for this co-location meeting for possible ratification by the Council.

**MOTION BY:** Ms. McLeron (AK)  
**SECOND BY:** Mr. Trohanis (MD)

**DISCUSSION:** Mr. Trohanis spoke in favor of the motion.  
**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

**MOTION 2003-03-08:** **I move that the Executive Committee address the co-location items identified at the September 2003 meeting prior to discussion with the NAEMSE.**

**MOTION BY:** Mr. Benjamin (WA)

**SECOND BY:** Mr. Threet (MT)

**DISCUSSION:** Mr. Mercer spoke in opposition to the motion, stating that the Executive Committee would automatically take those items into consideration. Mr. Miller spoke in opposition because of his belief that the motion would prevent the Executive Committee from answering some of the concerns without going into discussions with the NAEMSE.

**ACTION:** On voice vote, the motion **FAILED**.

**MOTION 2002-03-09:** **I move that the NCSEMSTC suspend Section 2 Item B of the Council's current Bylaws during the remainder of the 2003 Annual Meeting.**

**MOTION BY:** Mr. Mercer (IA)

**SECOND BY:** Ms. McLeron (AK)

**DISCUSSION:** Mr. Mercer spoke to the motion. Mr. Threet asked if bylaws can be suspended by a simple majority vote. Mr. O'Keefe said the motion is in order if it is not in conflict with the organization's bylaws. Mr. Threet said two mistakes do not make a right and from a common sense perspective there would be no purpose in having bylaws if they can be suspended by simple vote. Mr. Crowley said the motion is out of order.

**ACTION:** The motion was **WITHDRAWN**.

**FURTHER DISCUSSION OF THE SITE SELECTION ISSUE:** No state stepped forward as host for the 2005 Annual Meeting. The Executive Committee will move forward with attempting to locate a site should an agreement with NAEMSE not be reached.

**MOTION 2002-03-10:** **I move that the NCSEMSTC direct the Research Committee to conduct a comprehensive survey of Council members on training and education, certification and licensure, recertification and relicensure, EMS curricula and reciprocity by the 2004 Annual Meeting.**

**MOTION BY:** Mr. O'Keefe (VT)

**SECOND BY:** Mr. Trohanis (MD)

**DISCUSSION:** Mr. O'Keefe spoke to the motion. Mr. Miller spoke in favor of the motion stating he had asked for time on the agenda to address the issue. He said he received 22 surveys over the past year, many of

which duplicated questions. If this information is gathered in total as best the members possibly can, the number of telephone calls, verification of minimum requirements and other issues will be reduced significantly. Opportunities will still exist to disseminate unique surveys on focused issues. Mr. Threet asked Mr. O’Keefe is a definitions page would be created first to which Mr. O’Keefe replied that he would if he was directed by the chair to assist with the project. Mr. Threet said funding might be possible from NHTSA. Mr. Trohanis suggested that the NCSEMSTC invite the NASEMSD to participate in a combined survey.

**FRIENDLY AMENDMENT:** Add “scope of practice” after relicensure.  
**AMENDMENT BY:** Mr. Mercer (IA)  
**ACCEPTED BY MAKER:** Yes  
**ACCEPTED BY SECOND:** Yes

**DISCUSSION:** Ms. Crume discussed surveys from the nursing profession and stated that it is essential to have state member profiles and this is an excellent method to begin doing that.

**FINAL VERSION OF MOTION 2003-03-10:** I move that the NCSEMSTC direct the Research Committee to conduct a comprehensive survey of Council members on training and education, certification and licensure, recertification and relicensure, scope of practice, EMS curricula and reciprocity by the 2004 Annual Meeting.

**ACTION:** On voice vote, the motion PASSED with no objections and two abstentions.

29.0 State Controls Over Emergency Medical Services:

Mr. Miller stated that he has worked on a project to identify state controls over the EMS profession. He has recently obtained the services of an intern who will research the controls that the State of Colorado and the federal government have over the EMS profession. The research will also include case law. Mr. Miller said that he intends to bring to the 2004 Annual Meeting of the Council citations of federal regulations that have impact on the profession.

30.0 Action on Motion 2003-02-03:

The motion, passed during the Tuesday session of the Council, was brought back to the floor for action. The motion reads as follows:

*MOTION 2003-02-02: I move that the Executive Committee facilitate a general discussion to identify major topics in which the Council must have “positions” identified and ratified before adjournment Thursday, September 18, 2003. I further move that a specific time be identified on the agenda for interested members to draft position statements for presentation at 1:00 p.m. on September 17, 2003, for ratification by the Council as a whole. I also move that the Executive Committee remove from the formal record of the Council all previous positions of the Council on*

*the topics identified for ratification at 1:00 p.m. on September 17, 2003, prior to our discussion at 1:00 p.m. on September 17, 2003.*

Mr. Threet spoke to the intent of the motion. He cited the NAEMSP document that is produced at the conclusion of their annual meeting that provides the positions of the association. He said the NCSEMSTC could follow that example. He added that the group would first identify the issues on which the Council should have a position, then assign each to a work group to draft a position statement. Although there is no current definition for “position,” the current and proposed bylaws identify resolutions as the positions of the Council. After further discussion, it was decided to identify ten (10) topic areas for positions and establish the process for developing those. The topic areas identified were:

- Scope of Practice
- EMS Education Agenda for the Future: A Systems Approach
- Core Content
- EMS Agenda for the Future with the Implementation Guide
- Distance Learning
- NHTSA as the Lead Agency for EMS
- EMS Instructor Credentialing
- NCSEMSTC Support for the Mission of CECBEMS
- Research
- Legal Recognition / Reciprocity
- EMS-C
- Practical Evaluation
- EMS-G
- Rural Agenda
- Liaisons
- Criteria for Continuing Education
- Interfacility Transport
- Other Professional Organizations with Similar Missions
- WMD Awareness

The next step was to provide time for members to draft statements that could be presented to the membership as positions. Mr. Mercer suggested selecting one or two of the items due to time constraints. Mr. Dinetz suggested a pilot on one or two of the issues because it might not be necessary to redo all of the positions. Mr. O’Keefe suggested allowing members who desire to, to draft positions and present them at the Thursday session. Mr. Mercer pointed out that there is no current definition of “position paper.” Ms. Dodge stated that there is a definition of “resolution” which includes “position.” It was decided that work groups would be convened during the identified break period. Mr. Dinetz reminded the group that some of the issues took an entire meeting to establish the initial position on, with some even carrying over to the next year. He stressed the importance of having the current positions in front of the group to review first. Mr. Corning asked Mr. Threet if a committee could create position statements based on the current resolutions over the next year. As the maker of the motion, Mr. Threet said the suggestion would meet the intent of his motion. Mr. Mercer suggested that some time be spent on the definition of a position paper.

### 31.0 Voting for Executive Committee Members:

For the position of Chair, the only candidate was Dwight Corning.

**MOTION 2003-03-11:** I move to close the nominations for the position of Chair.

**MOTION BY:** Mr. Trohanis (MD)

**SECOND BY:** Mr. Mercer (IA)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

**MOTION 2003-03-12:** I move that the Secretary cast a unanimous ballot for Dwight Corning for the position of Chair.

**MOTION BY:** Mr. Mercer

**SECOND BY:** Mr. Dinetz

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

For the position of Vice-Chair, the only candidate was John Gosford.

**MOTION 2003-03-13:** I move to nominate Steve Mercer for the position of Vice-Chair.

**MOTION BY:** Mr. Trohanis

**SECOND BY:** Mr. Dodge

**DISCUSSION:** None.

**ACTION:** Mr. Mercer **ACCEPTED** the nomination for Vice-Chair.

**MOTION 2003-03-14:** I move to close the nominations for Vice Chair.

**MOTION BY:** Mr. Trohanis (MD)

**SECOND BY:** Mr. Meggenhofen (NY)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

**MOTION 2003-03-15:** I move that the Secretary cast a unanimous ballot for Steve Mercer for the position of Vice-Chair.

**MOTION BY:** Ms. Dodge (NE)

**SECOND BY:** Mr. Trohanis (MD)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

For the position of Secretary, the only candidate was John Gosford.

**MOTION 2003-03-16: I move to close the nominations for Secretary.**

**MOTION BY:** Mr. Trohanis (MD)

**SECOND BY:** Mr. Sutton (KS)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

**MOTION 2003-03-17: I move that the Vice-Chair cast a unanimous ballot for John Gosford for the position of Secretary.**

**MOTION BY:** Ms. Dodge (NE)

**SECOND BY:** Mr. McGee (GA)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

For the position of Treasurer, the only candidate was Kay Hollingsworth (OK).

**MOTION 2003-03-18: I move to close the nominations for Treasurer.**

**MOTION BY:** Mr. Trohanis (MD)

**SECOND BY:** Ms. McLeron (AK))

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

**MOTION 2003-03-19: I move that the Secretary cast a unanimous ballot for Kay Hollingsworth for the position of Treasurer.**

**MOTION BY:** Mr. Trohanis (MD)

**SECOND BY:** Mr. Weber (ND)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

Mr. Corning indicated that there were no nominations for the position of Parliamentarian.

**MOTION 2003-03-20: I move to nominate Larry Weber for Parliamentarian.**

**MOTION BY:** Mr. Mercer (IA)

**SECOND BY:** Mr. Trohanis (MD)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

**MOTION 2003-03-21: I move to close the nominations for Parliamentarian.**

**MOTION BY:** Mr. Trohanis (MD)

**SECOND BY:** Mr. Mercer (IA)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

**MOTION 2003-03-22:** **I move that the Secretary cast a unanimous ballot for Larry Weber for Parliamentarian.**

**MOTION BY:** Ms. Dodge (NE)

**SECOND BY:** Mr. Trohanis (MD)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

### 32.0 Bylaws Discussion:

Mr. Corning led the discussion of the proposed changes in the Council's Bylaws.

- Article I: No suggestions for changes
- Article II: No suggestions for changes.
- Article III – Section 1: In D, change “Policy & Procedure” to “Policies and Procedures.”
- Article III – Section 2: In A, Mr. Dominguez recommended that the Council strike “for not less than one day or more than five days.” Ms. Dodge objected to the change, therefore, it was decided to leave it in.
- Article III – Section 3: In line 83, change “in” to “into.”
- Article IV: No suggestions for changes.
- Article V:
  - Line P: Mr. Benjamin questioned whether or not that would allow the Council to cast one vote as it had done during the election. Mr. Crowley and Mr. O’Keefe stated that it would.
  - Mr. Sutton asked if Article V would fall under Policies and Procedures. Mr. Mercer stated that different organizations do it in different ways, but generally the policy for electing officers is established in bylaws.
  - Line B: Mr. O’Keefe noted that “acceptance” should be “submission.”
  - Mr. Mercer was authorized to correct the letters (J was omitted) used to identify sections..
- Article VI: Line 223 should be changed to remove one of the “as requested” statements.
- Article VII: Mr. O’Keefe said that on line 311, the chair is not given a choice of “making a tie.” Mr. Mercer stated he would support the change. Change “in the event of a tie” to “to make or break a tie.” Also, in line 309, change “members of the Board” to “Board Members” and in line 311, change “members” to “Board Members.”
- Article VIII: Mr. O’Keefe said that on line 339, the same situation applies. Change “in the event of a tie” to “to make or break a tie.”
- Article IX: Mr. O’Keefe noted that the Goals Committee was eliminated last year. After discussion, it was struck from the proposed bylaws. It was also noted the “Bylaws Committee” should be added. Mr. Benjamin noted that on line 444, “Council” should be changed to “Council’s.”
- Article X: Mr. O’Keefe suggested changing “the largest portion obtained” to “as more than half of the votes cast.”

- Article XI: Mr. Benjamin asked if the minor changes made during the discussion would be allowed based on the wording found in this section. Mr. O’Keefe noted that the changes were within the intent of the proposal. No suggestions for changes.
- Article XII: No suggestions for changes.
- Article XIII: In line 486, change “organization” to “organizations.”
- A statement will be added to the end of the bylaws that they were changed at the 2003 meetings.

**MOTION 2003-03-23:** I move that the proposed Bylaws be accepted with the changes as proposed.

**MOTION BY:** Ms. Dodge (NE)

**SECOND BY:** Mr. Threet (MT)

**DISCUSSION:** None.

**ACTION:** By a show of hands, the motion PASSED with 24 voting in favor, 0 in opposition, and 0 abstentions. Twenty-two (22) votes were needed for a 2/3 majority.

**MOTION 2003-03-24:** I move that the Parliamentarian be authorized to clean up the bylaws.

**MOTION BY:** Mr. Threet (MT)

**SECOND BY:** Mr. Crowley (AL)

**DISCUSSION:** None.

**FRIENDLY AMENDMENT:** Add “by the end of this meeting.”

**AMENDMENT BY:** Mr. Mercer (IA)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** No

**ACTION:** By a show of hands, the motion PASSED.

### 33.0 Policies and Procedures:

Header: For consistency, “Inc.” should be added at the end of the organization’s name.

#### Draft Policy #1: Definitions

- “Credentialed” should be added. The definition agreed upon was: The process by which a State EMS Director appoints a representative of their state or territory as either a voting or non-voting representative.
- “Ballot” – add “at an annual meeting” instead of “conferences”
- “State” – “States, Commonwealths, District of Columbia, and/or territories.”
- “Council” – add “Inc.” at the end of the definition.
- “Position of the Council” - “The formal adopted opinion of the Council on a specific issue for the purpose of representing the beliefs and philosophy of the Council.
- “Policy” – “The guidelines used by the Council to conduct normal business.”
- “Procedure” – “The process which further explains how the policy will be implemented.”

Draft Policy #2: Contract Project Acceptance

- Mr. Benjamin noted the numbers 3, 4, and 5 are questions and suggested that they be reformulated to statements.

Draft Policy #3: Inquiry Referral Services

- In 1.1, add “the” in front of “Executive Director.”
- Under “Purpose,” “inquires” should be “inquiries.”

Draft Policy #4: Travel Reimbursement

- Under #4, Ms. Dodge asked if it referred to travel expenses only and was told that it did. It is not intended to apply to salary.
- Under #9, the wording was changed to: “Subsistence can be paid for at rate allowable by the most current Federal Register at the location of the meeting unless otherwise approved by the Executive Committee.”
- Under #11, “area” should be “are.”

Draft Policy #5: Variance Reporting

- Under “Purpose,” transpose “actual” and “expected.”

Draft Policy #6: Awards

- Under #3, “form” was changed to “from.”
- Section 4.2 refers to sections 3 and 4 so it was changed to “5.”

Draft Policy #7: Exhibitors

- Mr. Threet asked for clarification of the intent and whether or not it would apply to a company that wanted to sponsor a lunch, for example, but was not an exhibitor. He also asked how conflicts would be resolved if more than one company wanted to sponsor an event. It was suggested that a new policy be developed to address those issues.
- In the contract section, Ms. Dodge questioned as to whether or not vendors would be required to maintain the schedule identified in Part 5 for exhibit set-up and breakdown.
- Mr. Shenefelt said vendor time is more valuable as a sponsor rather than a vendor, because sales are not an issue at the conference, whereas contact with members is.
- Mr. Threet suggested that a committee be appointed to work with vendors to see what works best for the Council and the vendors.
- Mr. Miller said a policy is needed but it must reflect the fact that the exhibitor should have more flexibility how long they are available. The Council’s policy should stipulate the constraints that are to be placed on exhibitors, but should not direct when they can set up and when they can break down other than listing the earliest set-up time and the latest set-up time.
- Mr. Benjamin said he did not see any problems with the policy itself, but said the attachments are not a policy, but are management decisions.
- Ms. Dodge, Ms. Crrume, Ms. Steiner, Ms. Meggenhofer, and Ms. McLeron agreed to meet with the exhibitors before 08:00 a.m. hours Thursday to develop a proposal to bring back to the membership.

- Ms. Starchville suggested that the group might want to consider drafting a policy for sponsorship as well.

Draft Policy #8: Liaisons

- In #1, change “has” to “may maintain”
- In #1, delete “with” and insert “including, but not limited to”
- In #1, change the “.” at the end to a “:”
- Add “American Heart Association”
- Add “American College of Surgeons”
- Add “CAMTS”
- Add “EMS-Children”
- Add “EMS-G”
- Add “International Association of Fire Chiefs”
- Add “CoAEMSP”
- Add “Military Liaisons”
- Add “National Tactical Officers Association”
- Add “International Tactical EMS Association”
- Add Item 4, indicating that there are written agreements with other organizations and include a list with the NASEMSD and others as written agreements occur. It could read as: “The Council may establish agreements with any of the above listed organizations. At this time, the Council has written memorandums of agreement with the following organizations:” and strike through the National Association of EMTs.
- Under #3, change “need” to “shall be requested to submit.”
- Under #3, change “Council” to “Council’s”

Draft Policy #9: Credentialing

- Mr. Mercer suggested that the policy be sent back to the Membership Committee for review. Since he stated that he could not guarantee that the work would be completed by the end of the meeting, it was decided to move forward with review and revision.
- Mr. Miller noted that the last bullet under “According to the Bylaws” has no relation to the policy, but Mr. Mercer noted that it is in the Bylaws.

Draft Policy #10: Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) Liaison and Alternate

- No suggestions for changes.

Draft Policy #11: Communications and Information Dissemination Services (for non-members)

- In the last arrowed bullet on the first page and on the second page, “complied” was changed to “compiled.”

Draft Policy #12: Nominations

- In #2, “and brochure” was added after “survey” in both sentences.

Appendix: Classification of Motions

- No suggestions for changes.

Appendix: Debate and Decorum

- No suggestions for changes.

Appendix: Resolution Guidelines

- No suggestions for changes.

**MOTION 2003-03-25:** I move that the Council void all current policies and procedures and adopt the policies and procedures as reviewed and revised on September 17, 2003, with the exception of the Exhibitor / Sponsor / Vendor policy.

**MOTION BY:** Mr. Gosford (FL)

**SECOND BY:** Mr. Weber (ND)

**DISCUSSION:** Mr. Gosford spoke to the motion. Mr. Mercer stated that additional policies and procedures can be added at any time without voting by the membership as a whole. Mr. O’Keefe noted that the Bylaws do not make policies any different from other motions, therefore, it is up to the Council as to how to approve policies. After discussion, minor changes were made to three of the definitions.

**ACTION:** On voice vote, the motion **PASSED**.

34.0 Recess

There being no further business, the meeting was recessed for the day at 5:05 p.m.

**NCSEMSTC, INC.**  
**27th ANNUAL BUSINESS MEETING MINUTES**  
**ORLANDO, FLORIDA**

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**Thursday, September 18, 2003**

35.0 Call to Order:

This business meeting was called to order at 8:05 AM (EDST) by Chair Dwight Corning (ME). Steve Mercer (IA) conducted a roll call of the membership. There were 32 credentialed or proxy votes present at the official call to order (08:05 a.m.). The simple majority for today's voting is 17. A 2/3 majority vote requires 22 votes.

**ANNOUNCEMENTS:**

- N.21 *Individuals should pay Ms. Starchville for bus transportation for the outing this date as soon as possible. The cost per person is \$5.00*
- N.22 *Dinner will be at Portobellos in Downtown Disney tonight. Mr. Gosford distributed discount coupons. The tour will leave promptly at 1500 hours from the Conference Center at the Sheraton Safari Hotel.*
- N.23 *Ms. Starchville encouraged all participants to complete the evaluation in the notebook.*

36.0 Approval of the Minutes of the 2002 Annual Meeting:

**MOTION 2003-04-01: I move that the Council approve the minutes of the 2002 Annual Meeting.**

**MOTION BY:** Mr. Mercer (IA)

**SECOND BY:** Mr. Sutton (KS)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED**.

37.0 Motions and Resolutions:

**MOTION 2003-04-02: I move that the Council accept the current activities of the Executive Committee towards developing a memorandum of understanding between NCSEMSTC and NASEMSE for a joint meeting site in 2005 as compliance with the intent of the Bylaws.**

**MOTION BY:** Mr. Threet (MT)

**SECOND BY:** Mr. Mercer (IA)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED**.

**MOTION 2003-04-03: I move that the NCSEMSTC Executive Committee direct the Council liaison to National Ski Patrol Systems (NSPS) to form an ad-hoc committee to investigate and, if necessary, draft a proposal for an unsolicited grant from NHTSA for the purpose of a national standard bridge curriculum for the transition of Outdoor Emergency Care (OEC) to EMT-B, and deliver the proposal to the**

**Chief of NHTSA EMS Division. Further, I move that the draft proposal to be created with and endorsed by NSPS.**

**MOTION BY:** Mr. Wood (UT)

**SECOND BY:** Ms. McLeron (AK)

**DISCUSSION:** Mr. Wood spoke to the motion. Mr. Threet proposed “developing of” be added.

**FRIENDLY AMENDMENT:** Change “purpose” to “development.”

**FRIENDLY BY:** Mr. Wood (UT)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FINAL VERSION OF MOTION 2003-04-03:** I move that the NCSEMSTC Executive Committee direct the Council liaison to National Ski Patrol Systems (NSPS) to form an ad-hoc committee to investigate and, if necessary, draft a proposal for an unsolicited grant from NHTSA for the development of a national standard bridge curriculum for the transition of Outdoor Emergency Care (OEC) to EMT-B, and deliver the proposal to the Chief of NHTSA EMS Division. Further, I move that the draft proposal to be created with and endorsed by NSPS.

**ACTION:** On voice vote, the motion *PASSED*.

**MOTION 2003-04-04:** I move that the Council develop and adopt a policy and procedure to develop, amend and adopt policies and procedures. I further move that the Council suspend the adoption of new or amended policies or procedures until a policy and procedure for developing, amending and adopting policies and procedures is approved by the Council.

**MOTION BY:** Mr. Hill (NC)

**SECOND BY:** Mr. Threet (MT)

**DISCUSSION:** Mr. Hill spoke to the motion. Mr. Threet said he has always considered policies and procedures to be developed for use by the Executive Committee for daily operational activities. The motion could make that cumbersome. Mr. Hill said with defining the procedure, there would be protection for both the Executive Committee and the entire Council.

**FRIENDLY AMENDMENT:** Strike out “Council” and insert “Bylaws Committee.”

**FRIENDLY BY:** Mr. Mercer (IA)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FRIENDLY AMENDMENT:** At the end of the paragraph, insert “at the next annual meeting.”

**FRIENDLY BY:** Mr. Wood (UT)

**ACCEPTED BY MAKER:** No

**ACCEPTED BY SECOND:** Not Applicable

  

**FRIENDLY AMENDMENT:** Delete “adopt” because the Committee cannot adopt.

**FRIENDLY BY:** Mr. Benjamin (WA)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

  

**FRIENDLY AMENDMENT:** Change “Bylaws Committee” back to “Council.”

**FRIENDLY BY:** Mr. Gosford (IA)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FINAL VERSION OF MOTION 2003-04-04: I move that the Bylaws Committee develop a policy and procedure to develop, amend and adopt policies and procedures. I further move that the Council suspend the adoption of new or amended policies or procedures until a policy and procedure for developing, amending and adopting policies and procedures is approved by the Council.**

**ACTION:** On voice vote, the motion **PASSED**.

**38.0 Discussion of Parking Lot Issues Identified by Members During the Meeting:**

**ELECTRONIC TESTING:** Mr. Benjamin (WA) stated that Washington is considering the implementation of computer based testing. Ms. Meggenhofen (NY) said that several years ago, New York began the process of moving to computerized testing. At this point in time, a testing service is scoring their paper exams. Several years were spent trying to get the exams scrambled and ready. Sylvan Learning Systems was chosen to conduct the tests. A problem was encountered when it was learned that only ten (10) students could be tested at a time and the sites were only open from 0900 to 1700 hours daily. There were also problems with the availability of sites and the inability to send scores to the State Office electronically. The vendor was not able to read the history file to determine if the candidate was taking an initial exam or a retest. After many years of headaches, New York cancelled the contract. Ms. Meggenhofen said the state is still interested in conducting computer based testing and would be interested in hearing from other states as they implement similar systems. New York may test as many as 5,000 candidates in one night at 300 test sites around the state. Mr. Dinetz (NJ) said he and Mr. Crowley attended the NREMT focus group meeting on this issue. Several issues arose from the meeting. He said he did not think this is an issue that the NCSEMSTC will ever resolve, but the organization may develop a position on it in the future. Demographics, geography, advisory groups, state tradition, transformation, transition, strategies for change and others are among the factors that must be addressed. A decision

must be made to go to either computer based or computer adaptive, then convince everyone that the decision to do so is better than what is in place. Mr. Wood (UT) said Utah has been conducting computer testing for over ten (10) years, going from dial-up modem access with sites being everything from libraries to rooms in the hospital emergency department. Now, out-station testing sites are only college and university testing centers with proctors in order to not lose validation. The sites are getting so busy that many are beginning to charge the students for access. Most will pay the extra fee for the convenience. The biggest issues were the programming and the instant notification of pass/fail to the student. One of the biggest issues with the student was the instantaneous return of a score. The state no longer gives raw scores, but only gives pass/fail. Information given to a student about the questions missed and other factors could cause the test to be invalid. Test sites must provide static IP addresses to the state and fire walls are built in. If a break in the connection occurs, the state can pull back up to the location where the student was when the interruption occurred. Another issue involves students who are not computer literate. Mr. Wood encouraged those present to move in the direction of computer testing, but said he believes the NREMT will have a difficult time implementing it on the national level. Rob Wagner (NREMT) said the Registry is working very closely with others as they move forward with the project. Two vendors have been contacted and it has been determined that 95% of the nation's population is within 100 miles of a testing center. He said the down side is that implementation will add a cost, but if uploading information electronically to state offices with an identifier (photo identification or fingerprint) may outweigh the "seat-time" cost paid to the vendor. The data will be more precise and will be available in far less time than is available today. Mr. Threet (MT) said the availability of test sites is an issue, but the number of candidates that each test site can accommodate and the availability of seats is also an issue. Mr. Mercer (IA) asked how many states pay for or subsidize the student to take the certifying examination. Several states responded in the affirmative. Some states are actually prohibited from charging for the examination. Mr. Miller (CO) said he has been wrestling with agencies and organizations in his state that say they can conduct testing at less expense than colleges. The most important thing Training Coordinators can do is to sell the idea that it is going to cost to correctly conduct computerized testing. Ms. Dodge (NE) said Nebraska is about 1.5 years into a research project examining training programs, knowing that some are consistently better than others. Programs were divided into three groups and individuals with Ph.D.s in Education were hired from a university to determine what the successful centers were doing that the less successful centers may not have been. Inconsistency in examinations and testing procedures has already been identified as a factor. If a program is consistent in the manner of testing from the day a student enters the class, the student will usually do better. If the program knows that the final examination is a "fill-in the bubbles" type, then all examinations in the program should be that type. Mr. Wood said it is more important to ensure that a separation exists between the training program and the certification process. He said one of the most challenging issues was the creation of the programming for the tests. He encouraged others to do the programming in house and ensure that the state owns the source code. He said Utah's experience with commercial vendors was abysmal. Mr. Threet said the easiest way to control outcome is to control testing. A significant amount of energy went into developing a tool for testing and that instrument is now no longer used. States that are subsidizing testing will have a difficult time continuing in the current atmosphere of budget cuts. Montana uses a performance based examination for practical testing. Out-of-state candidates coming to

Montana who were trained by using skill sheets have a failure rate approaching 98%. Students do much better testing when they use similar tools. He said that is different from training students to take an exam. He said he has twenty (20) years of testing data in need of analysis, but he does not have the time, nor the funds to do so. He offered the data to others who would like to conduct a study. Mr. Mercer said instructor-developed examinations utilized in an educational institution are usually not high-end evaluation tools such as those used by testing agencies. As a national leadership organization, it is important to ensure that instructors have different types of examination instruments. Mr. Trohanis (MD) said it is important to train the student on the method used in the final examination. Ms. Dodge said the goal is to put a competent provider in the field. When many instructors are asked what their job is, often the first answer is to make sure the students pass the examination. That message is sent by both the state and the institution. It is important to not to allow the student to be so distracted by the final testing mechanism so as to be able to more accurately test their knowledge. Ms. McLeron (AK) said it is important to examine where the profession is going on a nationwide basis. Questions should be asked of the NREMT and other national testing organizations that include where the numbers are of certified personnel reside who have chosen not to take the NREMT examination and what their access to the testing sites would be. Mr. Wagner said it is difficult to obtain data on individuals who have not tested, to which Ms. McLeron said state certification databases could be reviewed to obtain the data. Mr. Threet said students are expected to synthesize material learned into performance, but when the exam is given, it is conducted as an educational process, and students have a very difficult time converting to that method of thinking. He said a very disjointed process exists and instructors are being forced to teach to the test. Students are being made to regurgitate information for the sake of regurgitating and not for the purpose of demonstrating performance. Mr. Miller extended an invitation to the Research Committee to seek out any studies that might address this issue. Ms. Dodge said it is necessary to teach instructors critical thinking and to teach them how to teach it. Mr. Sutton said that due to the lack of financial and human resources at the state level, he applauds the NREMT for researching the issue.

**ELECTRONIC SIGNATURES:** Mr. Benjamin said he has obtained the information he was seeking on the issue.

**ON-LINE TRAINING - VERIFICATION OF COMPLETION:** Mr. Benjamin said he has obtained the information he was seeking on the issue.

**OUT-OF-STATE STUDENTS DOING CLINICALS IN ANOTHER STATE:** Mr. Mercer said he recently had a challenge from the State Attorney General's Office regarding the issue. Allowing students to perform clinical rotations in a state in which they are not certified is not permitted. Mr. Miller said their paramedic programs attract students from throughout the nation. The Medical Board makes the final decision and to date, they have no solution. Ms. Meggenhofen said New York requires at least a basic level certification to enroll in an advanced course. The same applies to out-of-state students coming to the state for clinical rotations. They must apply for reciprocity and obtain a state certification. Mr. Threet said Montana states that the student must be in an approved course. The clinical preceptor accepts responsibility for the student and his license is in jeopardy. Ms. Owens (OH) said

they went to the State Board which said the institution where the student is taking the course must have an agreement with the clinical site and must be under the guidance of a preceptor at all times. Ms. Hollingsworth said a similar situation exists in Oklahoma. Mr. Miller said the issue surrounds legal authority to perform medical acts; therefore, the state must have a clear idea of what constitutes medical acts. An EMT, whether certified or as a student, acts under the discretion of a physician. Whoever regulates the medical community should be empowered to extend a license to a student whether from within or outside the state, just as a medical practitioner extends a license to certified individuals. Mr. Mercer also asked how states recognize approved training programs. Mr. Dinetz said the New Jersey system is essentially a hospital-based, closed system. Students are basically employees of the hospital. Waiver clauses do exist. If an institution outside of New Jersey allows clinical rotation in New Jersey, it is with the understanding that the student will receive the same training that a New Jersey resident would. Mr. Threet said he would not approve a program in Montana that uses an out-of-state clinical site until he has a letter from the state in which the clinical site is that verifies that the students can legally perform in that state. He said he will not put the students at risk. States should be careful about approving out-of-state clinical sites until that assurance is received. Mr. Wood said in Utah, the official position is that personnel do not function under an extension of a practitioner's license. That is why EMS personnel are licensed by the state. Mr. Mercer said he thought identifying the requirements for each state regarding field internship would be an excellent research topic. Since the Council is considered to be a leader in the educational arena, he said a formal position paper on the issue might be in order. Ms. Steiner said in California, students coming into the other state are required to be with an approved preceptor. Mr. Trohanis said Maryland requires that the student be a Maryland EMT-B and in good standing within their educational program. Memorandums of Understanding are required with the clinical site by the state. Mr. O'Keefe said that his state has no approved paramedic training programs. Students from Vermont attend courses in New York and New Hampshire. Mr. Link said he believes it is important to know the minimum requirements of a preceptor site and could be addressed with research. Mr. Kotulak said New Mexico requires that students be licensed in the state. He said it is not possible to license a student to a certain level of competency and it is not done for nursing, nor medical students.

### 39.0 Memoranda of Agreement:

The NCSEMSTC currently has three (3) memoranda of agreement (MOA), only one of which is current. The three MOAs are with the National Association of State EMS Directors, the National Association of EMTs and the National Association of EMS Educators. The MOA with the NAEMT and the NAEMSE is for one (1) year, whereas the MOA for the NASEMSD is for five (5) years.

**MOTION 2003-04-05: I move that the Council reaffirm the Memorandum of Agreement with NAEMT and NAEMSE as presented.**

**MOTION BY:** Mr. Mercer (IA)

**SECOND BY:** Mr. McGee (GA)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED**.

**MOTION 2003-04-06: I move that the Council accept the format of the Memorandum of Agreement with NASEMSD as presented.**

**MOTION BY:** Mr. Sutton (KS)

**SECOND BY:** Mr. Trohanis (MD)

**DISCUSSION:** None.

**ACTION:** On voice vote, the motion **PASSED**.

**40.0 NASEMSD Representation at the NCSEMSTC Meeting:**

Mr. Sutton asked if it would be appropriate to express concern to the NASEMSD in the form of a letter over the lack of a representative from the organization to the Council Meeting. Mr. Dinetz said some Directors make every effort to attend the NASEMSD meeting annually, but fail to support the State EMS Training Coordinator's attendance at the NCSEMSTC meeting. Mr. O'Keefe said a good way to accomplish that is to allow the Chair to contact NASEMSD and for each NCSEMSTC member to tell their respective director that no one was at the meeting representing the NASEMSD. Mr. Gosford said the Florida Bureau Chief had intended to represent the NASEMSD, but his resignation was not tendered in time for another representative to be selected. Mr. Corning said he will contact NASEMSD Chair Mark King concerning the issue.

**41.0 Member Moment – Judi Crume:**

Ms. Crume thanked the members of the Council for the opportunity provided to her to learn and grow by the interaction with the members. She said the discussions over the last three days have been very informative. She added that she has never attended a banquet quite like the one conducted the previous evening. She also said that she had not heard one malicious comment made about any individual, nor any state. Her presence here made her the NASEMSD representative by default and she intends to ask to be placed on the agenda of that meeting to provide a report from this meeting. She stated that she would like for the NCSEMSTC to draft a letter to Mr. Buzzard concerning Ms. Starchville's efforts on behalf of the Council.

**MOTION 2003-04-07: I move that the Council send a letter to ASMI's Chief Executive Officer Mr. Buzzard concerning Ms. Amy Starchville's performance on behalf of the NCSEMSTC in praise of her efforts.**

**MOTION BY:** Ms. Crume (AZ)

**SECOND BY:** Mr. McGee (GA)

**DISCUSSION:** Several individuals added comments of support and noted that the services she has provided in this arena are not required in the contract.

**FRIENDLY AMENDMENT:** Send a copy of the letter to Ms. Starchville.

**FRIENDLY BY:** Mr. Miller (CO)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FINAL VERSION OF MOTION 2003-04-08: I move that the Council send a letter to ASMI's Chief Executive Officer Mr. Buzzard, concerning Ms. Amy Starchville's performance on behalf of the NCSEMSTC in praise of her efforts and send a copy of the letter to her.**

**ACTION:** On voice vote, the motion **PASSED**.

42.0 Discussion of Parking Lot Issues Identified by Members During the Meeting:

**PROGRAM COMPLETION REQUIREMENTS:** Mr. Mercer stated that this issue arose from the discussion concerning California’s program completion requirements. Mr. Crowley said he is anxious to see the outcome of the survey Mr. O’Keefe is planning. Mr. Threet said the Council can either wait until some other organization proposes a plan or it can be proactive and draft a program accreditation proposal for all levels that states could review and determine if it would be applicable to them. Mr. Sutton said a quality assessment system is in place and state’s must reach the point where mutual trust exists. Mr. Miller said a survey of “minimum” requirements would not fully answer the question of whether or not a program meets higher standards in another state because some states allow programs to function at a level higher than the minimum. Colorado does not review the curriculum, it reviews the minimum requirements from the other state and if they do not meet Colorado’s minimum standards, then the state cannot issue a certification. Mr. Threet spoke in favor of the Council being proactive in this arena because the organization that completes the first draft gets 80% of what they would like.

**MOTION 2003-04-08:** **I move that the Executive Committee ensure that the Accreditation Committee begin work on a template or instrument that will provide guidance to every states EMT programs whether basic, intermediate or paramedic and that the committee have a report available at the next annual meeting.**

**MOTION BY:** Mr. Crowley (AL)

**SECOND BY:** Ms. Owens (OH)

**DISCUSSION:** Several friendly amendments were offered.

**FRIENDLY AMENDMENT:** Insert “that supports the EMS Education Agenda for the Future: A Systems Approach” after “instrument.” End the sentence after “Approach” and insert “This instrument” at the beginning of the next sentence.

**FRIENDLY BY:** Mr. Mercer (IA)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FRIENDLY AMENDMENT:** Insert “to evaluate and improve the quality of” and strike out “for.”

**FRIENDLY BY:** Mr. Mercer (IA)

**ACCEPTED BY MAKER:** Yes

**ACCEPTED BY SECOND:** Yes

**FRIENDLY AMENDMENT:** Change EMT Programs” to “EMS educational.”

**FRIENDLY BY:** Mr. Trohanis (MD)

**ACCEPTED BY MAKER:** Yes  
**ACCEPTED BY SECOND:** Yes

**ACTION:** The motion was WITHDRAWN by the maker.

**MOTION 2003-04-09:** I move that the Executive Committee direct a committee to begin drafting a consensus document of state program approval process that can be used to develop a position statement of the Council and assist with Council activities in the development of a national accreditation process as described in the EMS Education Agenda for the Future: A Systems Approach.

**MOTION BY:** Mr. Crowley (AL)  
**SECOND BY:** Ms. Mercer (IA)

**FRIENDLY AMENDMENT:** Strike “a” in the first line and add “the Accreditation” in front of committee.

**FRIENDLY BY:** Mr. Mercer (IA)  
**ACCEPTED BY MAKER:** Yes  
**ACCEPTED BY SECOND:** Yes

**FINAL VERSION OF MOTION 2003-04-09:** I move that the Executive Committee direct the Accreditation Committee to begin drafting a consensus document of state program approval process that can be used to develop a position statement of the Council and assist with Council activities in the development of a national accreditation process as described in the EMS Education Agenda for the Future: A Systems Approach.

**ACTION:** On voice vote, the motion PASSED.

43.0 Member Moment: SARS and EMS – Michael O’Keefe:

Mr. O’Keefe discussed the issue of the CDC changing “Emergency Medical Technician” to “Emergency Medical Transport” in some documents. Mr. O’Keefe and Dan Manz were able to communicate with the CDC and correct it.

44.0 Discussion of Parking Lot Issues Identified by Members During the Meeting:

**FURTHER SCOPE OF PRACTICE DISCUSSION:** Mr. Trohanis said it would be difficult to discuss the issue without more of the Technical Advisory Group representatives present. Mr. Crowley suggested inviting the Principal Investigator or his designee to the Annual Meeting of the Council in 2004. Mr. Wood said it was too important an issue to wait until next year’s meeting because half the project would be completed by then. He said it is the responsibility of the Executive Committee to ensure that the members are kept abreast of developments. Members cannot comment unless they know the details of the project as it moves forward. Mr. Crowley said he did not mean to imply that the Council wait until next year, but he meant that someone should address the Council on the issue then. Work must continue

throughout the year. Mr. Mercer cautioned the group about placing the burden on the Executive Committee if input is not received from the members. Discussion continued on action taken in the past that directed that no position be taken until a document was produced. This resulted in a document that needed input from the Council, but did not have. Mr. Wood said when the mindset of the working group is that information will not be shared, then the Council representatives on the working group need to object and state that they will share the information with the Council's members. Mr. Corning said the Executive Committee will review the minutes of the meeting and all motions that require activity will go onto a task list to ensure that nothing is dropped and missed. The Executive Committee will review the motions at the first meeting. Mr. Threet stated that the bulleted points made at the meeting were the consensus of the group. He then asked what a "scope" is. Some believe it is only an allowable list of skills, while others think it is a general job description. Mr. Mercer said one is a linear list (skills allowed) and the other is based on specific employment within the job description. Mr. Trohanis said Maryland's scope of practice is defined by protocols. A lengthy discussion ensued regarding what a scope of practice is with various ideas presented by several individuals. Mr. O'Keefe said it the group will do the best job possible in keeping the Council informed, but it is difficult to do so in short documents. Mr. Wood asked who would be opposed to an education-defined scope of practice. Mr. Threet said the National Standard Curriculum should be broader and more conceptual. Mr. O'Keefe said the problem with basing the scope of practice on education is backwards. A needs assessment should have been completed a long time ago. Mr. Mercer provided additional information from the EMS Education Agenda for the Future: A Systems Approach, including the definition of scope of practice.

45.0 Motions and/or Resolutions:

**MOTION 2003-04-10:** I move that the Executive Committee establish liaisons with the following organizations: National Flight Nurses Association, National Flight Paramedic Association, National Air Medical Directors Association, and the Federal Office of Rural Health.

**MOTION BY:** Mr. Wood (UT)  
**SECOND BY:** Mr. Sutton (KS)  
**DISCUSSION:** Mr. Wood spoke to the motion.  
**ACTION:** On voice vote, the motion **PASSED**.

**MOTION 2003-04-11:** I move that Council representatives on specific committee projects provide the general membership with periodic project updates to solicit the consensus of the Council during the progress of the committee project.

**MOTION BY:** Mr. Sutton (KS)  
**SECOND BY:** Mr. Wood (UT)  
**DISCUSSION:** Mr. Sutton spoke to the motion. Mr. Mercer asked for a definition of "periodic" to which Mr. Sutton responded that he left it ambiguous to determine the flavor of the group. He said he would like to see a synopsis following each meeting. Several friendly amendments were proposed.

**FRIENDLY AMENDMENT:** Rather than “periodic,” insert “as soon as possible after each meeting.”

**FRIENDLY BY:** Mr. Mercer

**MAKER ACCEPTED:** Yes

**SECOND ACCEPTED:** Yes

**FRIENDLY AMENDMENT:** Change “consensus of the Council” to “input of the membership.”

**FRIENDLY BY:** Mr. Threet

**MAKER ACCEPTED:** Yes

**SECOND ACCEPTED:** Yes

**MOTION 2003-04-12:** I move to call the question.

**MOTION BY:** Mr. Sutton (KS)

**SECOND BY:** Mr. Trohanis (MD)

**ACTION:** On voice vote, the motion **PASSED**.

**FINAL VERSION OF MOTION 2003-04-11:** I move that Council representatives on specific committee projects provide the general membership with project updates as soon as possible after each meeting to solicit the input of the membership during the progress of the committee project.

**ACTION:** On voice vote, the motion **PASSED**.

After the motion passed, discussion continued on the issue, with specific references to the scope of practice and the core content projects. It was noted that it is difficult to respond in a vacuum when an e-mail is received that says “what do you think about such and such.” Concerning the scope of practice issue, members of the Technical Advisory Group are restricted from discussing the issues raised at the meeting. Mr. Trohanis said if stating that the representatives cannot comply with that directive and it jeopardizes the Council’s position at the table, then the Council needs to consider the implications very carefully. Ms. Steiner said she would not support action that jeopardizes the Council’s participation on the work group, task force, or committee. Mr. Dinetz and Mr. Miller agreed, stating that not complying with the rules of the group could cause irreparable damage to the Council. It would be better to have a representative at the meeting than not. Ms. Crume said action such as that discussed could also place the project at risk. Items taken out of context may not have anything to do with the outcome. Mr. Corning asked the group if they could support the concept of having representatives at meetings without being able to fully share the information. The general consensus was in agreement with the concept.

**MOTION 2003-04-13:** I move that the NCSEMSTC authorize the Executive Committee to make changes in spelling, syntax, punctuation, and to the extent necessary, wording to motions and resolutions passed by the Council at its 2003 Annual Meeting to bring those motions and resolutions into alignment with current English usage as long as

**the meaning and intent of those motions and resolutions are retained.**

**MOTION BY:** Mr. Crowley (AL)

**SECOND BY:** Mr. Gosford (FL)

**DISCUSSION:** The motion is identical to ones passed at the 2001 and 2002 Annual Meetings.

**FRIENDLY AMENDMENT:** Add “Bylaws.”

**FRIENDLY BY:** Mr. Mercer (IA)

**MAKER ACCEPTED:** Yes

**SECOND ACCEPTED:** Yes

**FRIENDLY AMENDMENT:** Add “Policies and Procedures.”

**FRIENDLY BY:** Mr. Sutton (KS)

**MAKER ACCEPTED:** Yes

**SECOND ACCEPTED:** Yes

**FINAL VERSION OF MOTION 2003-04-13:** I move that the NCSEMSTC authorize the Executive Committee to make changes in spelling, syntax, punctuation, and to the extent necessary, wording to motions, resolutions, bylaws, policies and procedures passed by the Council at its 2003 Annual Meeting to bring those motions and resolutions into alignment with current English usage as long as the meaning and intent of those motions and resolutions are retained.

**ACTION:** On voice vote, the motion PASSED with no opposition, nor abstentions.

46.0 Report from the Exhibitors / Sponsors / Visitors Committee:

The committee provided a brief report to the Council.

47.0 National EMS Academy:

Mr. Gosford stated that he has been invited to participate on the National EMS Academy initiated by Acadian Ambulance Service in Louisiana. A written summary will be distributed at a later date by Mr. Gosford. He invited them to attend the 2004 NCSEMSTC Annual Meeting since they were unable to attend the 2003 Meeting.

48.0 New Member and Other Recognitions:

The new members were recognized and several expressed their appreciation for the openness of the meeting and the manner in which business was conducted. Mr. and Mrs. Gosford was recognized for their work in planning and coordinating the conference. Mr. Cunningham was recognized for his assistance to the Council with taking minutes. It was noted that he also distributed a PowerPoint presentation of photographs from the 2002 Annual Meeting to all present. Mr. Dinetz was recognized and it was noted that this would like be his last Annual Meeting. Outgoing Executive Committee members, including Ms. Starchville, were recognized for their hard work over the previous year. New Executive Committee members were also

recognized. Mr. Corning stated that the Council had accomplished a significant amount of work this year, including a revision of the bylaws and the policies and procedures.

49.0 Adjourn the 2003 Annual Meeting of the National Council of State Emergency Medical Services Training Coordinators

**MOTION 2003-04-14:** I move that the 27th Annual Meeting be closed.

**MOTION BY:** Mr. Dinetz (NJ)

**SECOND BY:** Mr. Trohanis (MD)

**ACTION:** On voice vote, the motion **PASSED** with no objections, nor abstentions.

There being no further business, the 2003 Annual Meeting was adjourned at 1:00 p.m.

**MINUTES SCRIBED BY SAM R. CUNNINGHAM (GA)**