

**NCSEMSTC Executive Committee Monthly Call  
Thursday, December 19, 2002 - 3:00 p.m. Eastern**

**Executive Committee Members Present**

Dwight Corning, Chairman  
Russell Crowley, Parliamentarian  
Ed Kalinowski, Past Chairman

Steve Mercer, Vice Chairman  
Tawni Newton, Treasurer  
Amy Starchville, Executive Director

**Executive Committee Members Not Present**

John Gosford, Secretary

**Call to Order**

Dwight Corning called the meeting to order at 3:10 p.m.

**Review of Minutes from Last Meeting**

The Executive Committee approved the meeting record from the November conference call.

**Old Business**

**Actions on 2002 Motions & Resolutions**

**M2002-03-01, M2002-03-02 & M2002-03-08**

Mr. Corning reported that he has been trying to contact Liza Burrill in order to obtain an update on the policies/procedures manual and the By-laws and policies and procedures Committee. Once completed the policies/procedures manual will be sent electronically to the membership.

**M2002-03-09**

Mr. Mercer reported that he queried the membership to determine the interest of members to work on the EMS Instructor Guidelines 2002. Tawni Newton, Nancy Steiner, Liza Burrill, Steve Mercer, Russell Crowley, Ken Threet, and Barbara Seifert have all volunteered to work on the project. Jo Haag of the American Heart Association and Angel Verba of NAEMSE will join them on this project. Mr. Mercer hopes to accomplish most of the work via conference calls and electronically. The anticipated completion date of the project is June 2003.

**M2002-04-01**

Ms. Newton indicated that she has spoken to several members about the budget format, and has received some good feedback. She will continue to work on this after the holidays. A draft of the budget template will be shared with the membership prior to the 2003 annual meeting for their input and approval.

**M2002-04-05**

Mr. Mercer continues to research options to purchase new Council nameplates.

**M2002-04-08**

Mrs. Starchville reported that she sent the draft management 2001-2002 annual report to Mr. Corning on October 25, 2002. Mr. Corning requested that Amy send the report to the entire Executive Committee electronically.

### **EMS: A Challenged System**

Mr. Corning reported that he spoke to Paul Smith, and confirmed that Ed Kalinowski, Steve Mercer, Tawni Newton, Russell Crowley, and John Gosford would all be representing the Council at the March 14-15, 2003 meeting. Mr. Smith informed Mr. Corning that the honorariums for speakers would be delayed. Mr. Corning let Paul know that the Council members were not concerned about the honorarium, and were glad they could speak at the conference. Mr. Smith recommended that the Council members make their own flight arrangements to arrive between 4-6 p.m. on that Thursday. Once flight arrangements are set, Council members should submit the invoice to Paul for immediate reimbursement. Mr. Smith will make hotel reservations for the Council members.

### **Agenda for 2003 Annual Meeting**

Mr. Mercer reported he is progressing on the draft agenda, and continues to query members about the scheduling of business and educational activities.

### **2003 Vendor Recruiting Materials**

Dr. Kalinowski reported that he and Ms. Newton had not discussed this issue since last month, and will obtain contacts from Mr. Gosford for possible vendors located in Florida. Ms. Newton indicated that the materials that were used for 2002 solicitation were good; however, this year the forms should be accompanied by a cover letter. All Executive Committee members agreed with her suggestion.

### **National Scope of Practice Model Project**

Mr. Corning requested that staff draft a letter to the Council members who have volunteered to work on this project officially assigning them the task.

### **Position Papers Committee—Progress**

Mr. Corning reported that he has received a report from Ken Threet on the progress of the Position Papers Committee. The committee submitted the following timeline:

January 2003	Contact identified committee members.
March 2003	NJ and MT will review old positions collected by former members in CT and prepare a list to distribute to identified committee members.
April 2003	Committee members review compiled list.
May 2003	Request agenda item to reflect discussion and adoption at annual business meeting.
May—June 2003	Prepare and provide draft to committee for review.
August 2003	Provide draft to membership for review and discussion/adoption at annual business meeting.

### **Membership Committee—Progress**

Mr. Mercer reported that the committee is working to identify what constitutes a Council member. The membership is open to all 56 states and territories. All states must submit credentialing paperwork, which identifies its voting member. In order to be an active member, all states must submit credentialing paperwork. If not, the person/state is not considered a voting member.

### **Core Content Meeting**

Mr. Corning indicated that when Ms. Burrill receives the minutes from the meeting, she will submit them along with a report to the Executive Committee.

### **2003 Annual Meeting Optional Outing**

No update.

### **2004 Annual Meeting Site**

Mr. Corning indicated he spoke with Charlie Benson about the travel logistics concerns with Unicoi Lodge in Georgia. Mr. Corning noted that the lodge is 100 miles from the airport. Several Executive Committee members expressed concern about this long distance, and urged Mr. Corning to talk further with Mr. Benson about the lodge and other options closer to the airport. Mrs. Starchville also offered the services of the meeting planner to research possible economical options.

### **NCSEMSTC Task List**

Mr. Corning supplied staff with a few updates for the task list. Once updated staff will distribute it to the membership.

### **Winter Partnership for Children Meeting**

Mr. Corning indicated that both Don Wood and Dave Miller are willing to attend the meeting. Mrs. Starchville will contact Mr. Miller and inform him of Dwight's intent for both of them to attend.

### **New business**

#### **Website**

Mr. Corning noted he was pleased to see the current updates on the website, and urged all Executive Committee members to review the site. Mrs. Starchville noted that more updates are forthcoming and the Partnership for Children section would be expanded, as this is an obligation of the PFC contract.

### **Memorandum of Understanding with NASEMSD**

Mr. Corning informed that Executive Committee that the Council has a Memorandum of Understanding with the National Association of State EMS Directors. In the MOU, the Council and Directors agreed to share meeting records and assign a liaison. Mrs. Starchville will begin providing their President with the Council's monthly meeting record and will request the Directors meeting record from their Executive Director. Additionally, the MOU suggests that a mid-year meeting between the two organizations should take place. Mr. Corning would like to begin discussions to see if this is feasible.

### **STIPDA**

The State and Territorial Injury Prevention Directors Association, the National Association of State EMS Directors, and the National Highway Traffic Safety Administration, have invited a Council member to participate in an EMS Injury Prevention Roundtable. The roundtable is scheduled to take place January 23-24, 2003 in Washington, D.C. The purpose of the Roundtable is to bring together EMS and injury prevention experts to examine the current state of injury prevention practice by EMS professionals and to develop specific recommendations for increasing the number of local EMS organizations who regularly conduct injury prevention activities. Mr. Corning reported that Dr. Kalinowski is representing the Council at the meeting. Additionally, Gabriela Gonzalez will attend. Mrs. Starchville will contact her to let her know this has been approved. Mrs. Starchville will query the Council and Director's membership in order to gain some background information prior to the meeting. All members should provide Ed with

responses to the following questions. How many EMS offices have combined injury prevention with their EMS office? Do any Council members have injury prevention responsibilities within their job description? All Council members should respond to this inquiry by January 15<sup>th</sup>. Dr. Kalinowski will provide a report to the Council following the meeting.

#### **American College of Emergency Physicians (ACEP)**

Mr. Corning informed the Executive Committee that a new liaison needs to be assigned to ACEP. Mrs. Starchville will query the membership to see who is interested.

#### **Management Report**

##### **Monthly Financial Reports**

Mrs. Starchville reported that she has been submitting the financial statements and general ledger to the chairman and treasurer monthly.

##### **2002 Annual Meeting Budget Results**

Mrs. Starchville indicated that she continues to work on the reconciliation of the revenue and expenses for the 2002 annual meeting. She hopes to have the results to the Executive Committee shortly after the New Year.

##### **2003–2004 Draft Budget, 2003 and 2004 Annual Meeting Budget**

Mrs. Starchville indicated this task has been postponed to the end of January. She indicated that both she and Beth Armstrong, Management Counsel, will schedule a conference call with Mr. Corning and Ms. Newton to discuss the draft budgets.

##### **Council Website**

As indicated previously, the Council's website is beginning to be updated and new information added. All Executive Committee members were encouraged to send Mrs. Starchville any ideas or documents for the website.

##### **Memorandum of Understanding with Florida**

Mrs. Starchville indicated that she had created the MOU with Florida regarding the conference bridge line, which needs to be signed by both she and Mr. Gosford.

##### **2002 Annual Meeting Evaluation Summary**

Mrs. Starchville reported that headquarters had received seven annual meeting evaluations, which have been analyzed. She informed the Executive Committee that they would receive faxed copies of the results this afternoon.

##### **Partnership for Children Contract**

Mrs. Starchville reported that the first deliverable and invoice was submitted to MCHB. She will forward the report and deliverable to the EMSC Committee for their review. The first deliverable has been submitted in a timely fashion as the due date is December 31, 2002.

##### **Staff Holiday Schedule**

Mrs. Starchville reported that she would be on vacation from December 24-27, 2002. Should Executive Committee members need assistance in her absence, they can contact Beth Armstrong or other ASMI staff.

**Mark Your Calendar**

Mr. Corning reported that the Executive Committee conference calls are scheduled through June 2003. Mr. Gosford must insure that the conference bridge line is secured. The Executive Committee conference calls will begin at 3:00 p.m. Eastern Time and are as follows for the next six months:

January 16, 2003  
February 20, 2003  
March 20, 2003

April 17, 2003  
May 15, 2003  
June 19, 2003

**Adjournment**

There being no further business, the call concluded at 4:20 p.m.

*Meeting Record submitted by NCSEMSTC Executive Director, Amy S. Starchville, MSW.*

As:ncsemstc/meeting record/ec December 19-2002