

**EMS COUNCIL EXECUTIVE COMMITTEE  
MINUTES  
April 4, 2018, 0930 - 1100**

**Present:**

Mike Lopez, Chair  
Adam Richards, Vice Chair (via phone)  
Cathy St. Amand, Executive Chair  
Patrick Ramsey, Treasurer  
Dr. Nania, MPD  
Cindy Pavlischak, Office Administrator

**Choose EMS Awards 2017 recipients and discuss schedule modification for Council/QI/Awards ceremony on May 8**

- Agency Award – SCFD8 and commend them for Freeman Shooting
- EMS Heroes – Travis Richardson, Amanda Austin, Nate Hawley
- Outstanding Lifetime Service – Dave Byrnes
- ALS Responder – Dennis Wright
- Instructor – Vince Speziale
- BLS Responder – Josh Sampson
- Special Services – Inland NW Fire Chaplains
- Telecommunicator – Rachel Weir
- ESSO – SCSO, Mike Drapeau
- Safety – no nominations

**Action:**

The board reviewed all nominations and the above-noted individuals were chosen as the awards winners. The board also discussed ordering and handing out EMS pins for all winners and nominees. Cathy Googled and found some pins to order. The quote was \$2.65 each to order 100 pins. It was agreed to move forward with ordering these.

The Council-QI schedule for the awards day was reviewed and will stay the same as last year.

9 – 10 a.m.	QI Committee
10 – 10:15 a.m.	Short Council meeting
10:30 – 11:30 a.m.	EMS Awards presentations
11:30 - ?	Luncheon

The food will be purchased from Costco and the same as last year.

**Review of documents for refiling for 501c3 status:**

Mike said that he, Adam, Patrick, and Cindy met with the tax attorney regarding 501c3 status and back taxes. The follow-up from the attorney was that the Council's tax exempt status lapsed some time ago due to 990's not being filed annually. The attorney will be helping us

refile with the IRS and request that it be retroactive back to the date when it lapsed. Cindy has been gathering documents requested by the tax attorney and has sent most of them on to him. Mike had the board members review the summary statement he drafted to address what the Council does, how it's funded, etc. Cindy prepared an Excel spreadsheet showing 2017, 2018, and projected 2019 budgets to send as well. These were both approved by the board to send to the attorney.

Review of invoice/3-year contract for Protocol App – renewal date is 6/1/18

**Action:**

Mike asked Cindy to send the contract to Council voting members today to review prior to the April Council meeting so a vote could be taken at that time.

Reaffirmation of Cody Rohrbach as the EMS Council representative to the 911 Board

Mike said that Jay Atwood of the County 911 Board is asking the EMS Council to formalize the appointment of a County Council member to the current 911 oversight board. Cody Rohrbach is already the Council's representative to the 911 Board and Mike asked if the Executive Board would re-affirm Cody continuing in that role at this time.

**Action:**

All E-Board members agreed to re-affirm Cody. Mike will update the EMS Council at the April meeting.

Reminder regarding OPMA Training for Council E-board (Cathy and Patrick):

Mike reminded Cathy and Patrick to do this as soon as possible and give Cindy a copy of the completion certificate when finished.

Update on Cindy's Evaluation:

Mike said he has received 8 evaluation responses from EMS Officers but has not yet received any responses from the E-Board members. He requested they be completed as soon as possible as he would like to give Cindy her evaluation by mid-April.

Other Business:

1. Cathy asked if the medical writer could help with the final draft of the revised bylaws so they look professional. She thought the Council could afford to pay to have that done. Mike said he would check with Chief Schaeffer but that for the three Council presentations of the draft bylaws a Word document with track changes would be fine.

Adjourned