



**RICHMOND AMBULANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES - * ANNUAL MEETING *
MAY 16, 2017**

Present: J. Stephen Lord, Chairman
Jeffrey Odell, Vice Chairman (*via telephone*)
Terone B. Green, Treasurer
Susangeline Strickland, M.D., Secretary
Richard Bennett, M.D., Director
Joseph Boatwright, III, M.D., Director
Selena Cuffee-Glenn, Director
Matthew Conrad, Director
Elizabeth Matish, Director
Councilwoman Kristen Larson, Director
John Wack, Director

Counsel: Jonathan Joseph, Esq., Christian & Barton

Staff: Chip Decker, Chief Executive Officer
Joseph Ornato, MD, Operational Medical Director
Rob Lawrence, Chief Operating Officer
Wayne Harbour, Chief Clinical Officer
Kaila Bradley, Chief Legal & Compliance Officer
Bryan Aud, Director of Finance
Laura Bickham, Senior Executive Assistant

I. CALL MEETING TO ORDER

Note: The minutes reflect the order of business and not the order of the meeting agenda.

Motion: To allow Jeff Odell to remotely participate in the May 16, 2017 meeting of the Board of Directors.

Made By: Kristen Larson

Seconded: Terone Green

Discussion: Stephen Lord called the meeting to order at 8:00 a.m. Chip Decker announced Jeff Odell had called into today's meeting. Kristen Larson then requested Jeff Odell, in accordance with Board policy, announce his name, current location, and the specific reason for his request to join the meeting remotely. Jeff Odell stated his name and advised he was currently at his residence due to a family emergency.

Motion Passed: The votes were recorded as follows:

Ayes:

Kristen Larson
Terone Green
Stephen Lord
Joseph Boatwright
Elizabeth Matish
John Wack

Nays:

None

II. APPROVAL OF MINUTES – March 21, 2017

Motion: To approve the March 21, 2017 meeting minutes.

Made By: Elizabeth Matish

Seconded: Terone Green

Discussion: None

Motion Passed: The votes were recorded as follows:

Ayes:

Elizabeth Matish
Terone Green
Stephen Lord
Jeff Odell
Joseph Boatwright
Kristen Larson
John Wack

Nays:

None

III. NEW BUSINESS

A. Fiscal Year 2018 Budget – Final Acceptance

Motion: To adopt the Fiscal Year 2018 Operating Budget for the Richmond Ambulance Authority.

Made By: Terone Green

Seconded: John Wack

Discussion: Chip Decker announced City Council had adopted the City budget last night. RAA remains at level subsidy and no reductions in funding were made. The first draft of the RAA budget was presented to the Finance Committee on April 6th, and the final draft was presented on May 4th. The Committee had no concerns nor were any adjustments requested to be made. Terone Green concurred and advised the Finance Committee recommends Board adoption.

Motion Passed: The votes were recorded as follows:

Ayes:

Terone Green
John Wack
Stephen Lord
Jeff Odell
Joseph Boatwright
Kristen Larson
Elizabeth Matish

Nays:

None

IV. ANNUAL MEETING

A. Election of Officers

Stephen Lord referred to the document distributed to the Board at the start of the meeting titled, *Summary of Nomination Forms Received*. He then summarized the results and explained today's Election of Officers was for the upcoming term which begins on July 1, 2017 and runs through June 30, 2018.

i. Chairperson

Motion: To elect Elizabeth Matish to serve as Chairperson of the RAA Board of Directors.

Made By: Terone Green

Seconded: Joseph Boatwright

Discussion: Stephen Lord withdrew himself from consideration for Chairperson. Elizabeth Matish expressed her interest to serve and thanked the Board for considering her for office. She stated the recent change in her career coupled with her children getting older has provided her with more time to further support and partner with the RAA staff. Terone Green nominated Elizabeth Matish for Chairman. Jeff

Odell acknowledged Elizabeth Matish's long tenure on the Board and Stephen Lord's decision to withdraw his self-nomination, adding he felt Elizabeth Matish would be the ideal person for the office of Chairperson. Stephen Lord asked if there were any additional nominations, to which there were none. The Board voted unanimously and Elizabeth Matish was elected Chairperson.

Motion Passed: The votes were recorded as follows:

<u>Ayes:</u>	<u>Nays:</u>
Terone Green	None
Joseph Boatwright	
Stephen Lord	
Jeff Odell	
Kristen Larson	
Elizabeth Matish	
John Wack	

ii. Vice Chairman

Motion: To elect Jeff Odell to serve as Vice Chairman of the RAA Board of Directors.

Made By: Jeff Odell

Seconded: Stephen Lord

Discussion: Jeff Odell expressed his interest to continue serving as Vice Chairman. Upon Richard Bennett's arrival to the meeting, Stephen Lord asked him if he was interested in serving as Vice Chairman and if he wished to address the Board. Richard Bennett responded affirmatively and then complimented RAA's leadership team, stating RAA's compassion for the Richmond community is exemplary and that he would like to be a part of those efforts going forward. Chip Decker advised Richard Bennett that Jeff Odell was on the phone, remotely participating in today's meeting and that Jeff Odell had had nominated himself to continue serving as Vice Chairman, which was then seconded by Stephen Lord. Richard Bennett then stated he would gladly withdraw from consideration and serve as Secretary, should that be the will of the Board.

Matt Conrad and Angie Strickland arrived to the meeting, at which time, Stephen Lord advised Elizabeth Matish was elected Chairperson. Stephen Lord asked Matt Conrad if he was interested in serving as Vice Chairman, to which Matt Conrad responded he was not. Jeff Odell reiterated his desire to serve, in addition to continue serving as Chair of the Board's Personnel Committee. The Board voted unanimously and Jeff Odell was elected Vice Chairman.

Motion Passed: The votes were recorded as follows:

<u>Ayes:</u>	<u>Nays:</u>
Jeff Odell	None
Stephen Lord	
Terone Green	
Angie Strickland	
Richard Bennett	
Joseph Boatwright	
Matt Conrad	
Kristen Larson	
Elizabeth Matish	
John Wack	

Note: Richard Bennett, Matt Conrad and Angie Strickland joined the meeting prior to the vote for the office of Vice Chairman.

iii. Treasurer

Motion: To elect Matt Conrad to serve as Treasurer of the RAA Board of Directors.

Made By: Richard Bennett **Seconded:** Stephen Lord

Discussion: Stephen Lord advised both Matt Conrad and Richard Bennett were eligible to serve as Treasurer, at which time, Matt Conrad expressed his interest to serve. Matt Conrad stated he has taken the time to become engaged with the activities of the Finance Committee and would be pleased to serve the Board in the capacity of Treasurer. Richard Bennett nominated Matt Conrad for Treasurer. There were no other nominations. The Board voted unanimously and Matt Conrad was elected Treasurer.

Motion Passed: The votes were recorded as follows:

<u>Ayes:</u>	<u>Nays:</u>
Richard Bennett	None
Stephen Lord	
Jeff Odell	
Terone Green	
Angie Strickland	
Joseph Boatwright	
Matt Conrad	
Kristen Larson	
Elizabeth Matish	
John Wack	

iv. Secretary

Motion: To elect Richard Bennett to serve as Secretary of the RAA Board of Directors.

Made By: Matt Conrad

Seconded: Kristen Larson

Discussion: Stephen Lord referred to the summary of nominations and stated both Richard Bennett and Kristen Larson were listed. Kristen Larson supported Richard Bennett for the office of Secretary, adding he would be ideal for the position. Richard Bennett expressed his interest in serving as Secretary. Matt Conrad nominated Richard Bennett for Secretary. There were no other nominations. The Board voted unanimously and Richard Bennett was elected Secretary.

Motion Passed: The votes were recorded as follows:

Ayes:

Matt Conrad
Kristen Larson
Stephen Lord
Jeff Odell
Terone Green
Angie Strickland
Richard Bennet
Joseph Boatwright
Elizabeth Matish
John Wack

Nays:

None

B. Committee Membership

Stephen Lord explained there is no limit to the number of people who can serve on any given committee. Currently, there are four standing committees: Operations, Finance, Clinical and Personnel. Stephen Lord encouraged Board members to join the Operations Committee, commenting it had the smallest number of members. Joseph Boatwright explained the Committee operates on a consensus-basis and offered to relinquish his position as Chair, should that encourage additional membership.

Note: Selena Cuffee-Glenn arrived during the discussion.

Richard Bennett announced Angie Strickland would be vacating her seat from the Board in the future, to which Angie Strickland confirmed she plans to serve until the expiration of her current term. He then suggested making it a requirement for each member to serve on at least one committee, which Stephen Lord concurred. A discussion regarding the frequency of committee meetings and structure ensued, and Stephen Lord then summarized the roles of each committee. He commented the Finance Committee has a number of members that serve, adding they are often able to go beyond the purview of the committee. Matt Conrad commented he became engaged in the committee's work early on to help understand RAA's financial activities. Terone Green encouraged Richard Bennett to remain actively involved, adding he asks the right questions. He then

advised he would recommend Matt Conrad assume the role of Chair for the committee. Terone Green suggested Elizabeth Matish attend Finance Committee meetings when she is able, since there is a great deal of collaboration between the Finance and Operations Committees. He then complimented Stephen Lord for setting the 'gold standard,' with regard to how the Finance Committee operates, commenting there is a great deal of focus and time given to the committee's work.

Stephen Lord advised both the Clinical and Personnel Committees meet on an as-needed basis, with the Personnel Committee busiest in the fall. Jeff Odell concurred, adding the Personnel Committee is responsible for overseeing the annual performance evaluation process for the CEO as well as considering any proposed changes to the employee handbook. Stephen Lord encouraged all Board members to participate on a committee.

V. SENIOR MANAGEMENT / STANDING COMMITTEE REPORTS

A. Chief Executive Officer: Chip Decker reported the following:

- 1) RAA will kick off EMS Week on May 21st with the Annual Employee Appreciation Celebration, taking place from 3:00 p.m. until 7:00 p.m. at the Redskins Training Center. EMS Week begins on May 21st and ends on May 27th. Each year, a theme is chosen and this year it is, "*EMS STRONG: Always in Service.*"
- 2) At Council's meeting on May 22nd at 6:00 p.m., RAA will be presented with the 2017 Richmond EMS Week Joint Proclamation. He thanked Councilwoman Larson for facilitating this year's presentation and extended an invitation to the Board to attend.
- 3) RAA won the Virginia Municipal League's (VML) Risk Management Performance Award for 2017. VML is RAA's liability and risk insurance carrier. The VML looks at an organization's overall operation, and found the number of vehicle collisions are low and they attributed this to RAA's Emergency Vehicle Operator Course (EVOC). The VML also took into consideration IT security measures in place as well as continuity of operations. RAA was presented with the award this past Friday, May 12th. RAA will receive a 5% premium reduction due to the overall vehicle operator program in place. VML determined RAA's program exceeds the standards of their own driving program.
- 4) He announced he would be on vacation in July and requested the July meeting date be pushed back two weeks to August 1st. The Board had no objections.
- 5) The Finance Committee met on April 6th and May 4th. The February and March 2017 financials and the FY2017 3rd quarter financials were reviewed. Service revenues (year to date) are favorable to budget by 4% and expenses are favorable to budget by 8%. The Committee also discussed the first draft of the FY2018 budget in April, and were presented the final draft at the May meeting. The next Finance Committee meeting is scheduled for June 1st at Noon.
- 6) **Motion:** To grant the Finance Committee the authority to review and approve the purchase of bleeding control equipment in the form of grant funding on behalf of Richmond Public Schools (RPS) in an amount not to exceed \$5,980, which represents the remaining balance in the Board of Directors' Fiscal Year 2017 budget line item, Community Partner Grants.

Made By: Terone Green

Seconded: Kristen Larson

Discussion: Terone Green explained the remaining balance of \$5,980 in the Board's FY2017 budget would not carry over to FY2018. He noted the Operations Committee met prior to today's meeting to vet the request for RAA to purchase bleeding control equipment on behalf of RPS. He recommended the Board consider giving the Finance Committee the authority to approve the purchase, since the full Board would not meet again until after the next budget year was underway.

Motion Passed: The votes were recorded as follows:

Ayes:

Terone Green

Kristen Larson

Stephen Lord

Jeff Odell

Angie Strickland

Selena Cuffee-Glenn

Richard Bennett

Joseph Boatwright

Matt Conrad

Elizabeth Matish

John Wack

Nays:

None

B. Chief Operating Officer: Rob Lawrence reported the following:

- 1) The Operations Committee met on May 12th, at which time a number of items were discussed as follows:
 - a. Mobile Integrated Healthcare: RAA continues to work very closely with a potential partner. The Board committees are involved to assist staff in developing the best approach to this initiative.
 - b. Radiolert®: RAA was approached by the Australian-based company, Emergency Warning Systems, Ltd, (EWS) regarding Radiolert®, which is an FM radio over-broadcast system to allow EMS personnel to instruct nearby drivers they are approaching (ex: "ambulance approaching; please be aware"). The system is not yet FCC-approved. RAA was contacted to trial the system before they move forward with the necessary licensing requirements. Kristen Larson asked if it would be more effective to include Police and Fire as well, to which Chip Decker responded that is their intent. However, at this point in time, RAA is requested to trial the device and it is not yet ready for rollout until they receive the necessary federal licenses to do so. Chip Decker explained the device is rather large and would first need to be miniaturized. RAA is currently in the discussion-phase with EWS and no trial date has been scheduled.
 - c. Opioid Epidemic: Chip Decker and Rob Lawrence recently had a discussion concerning the matter with the Richmond Police Department Narcotics team. Rob Lawrence advised RAA continues to administer naloxone in record numbers. RPD reported they have actually seen a decrease in fatal overdoses and an increase in non-fatal overdoses, adding that patients in Richmond have expressed their confidence in the Richmond public safety system.

- d. National CPR Week: June 1-7, 2017 will be *National CPR and AED Awareness Week*. On June 2nd, RAA, in conjunction with the American Heart Association (AHA) will be hosting a cardiac arrest survivor who will be meeting the medical team involved in his, "out of hospital chain of survival," care. He explained the five "links," in the adult out-of-hospital "chain of survival." He commented RAA's call-taker did a perfect job communicating prehospital instructions. Upon arrival, RAA medics administered a total of five shocks. The patient then underwent therapeutic hypothermia treatment at VCU and has agreed to meet all of those involved in his life-saving care.
- e. Operations Committee Meeting Update: Overall system performance was discussed and the committee received a year-end summary report.

C. Operational Medical Director: Joseph Ornato reported the following:

- 1) Dr. Sudha Jayaraman is an Assistant Professor with VCU's School of Medicine, Department of Surgery, Division of Acute Care Surgical Services. As a trauma critical care surgeon, she has led VCU's efforts for helping build a trauma care system in Rwanda. She traveled to Rwanda, where she stayed for one month, and recently emailed Dr. Ornato to arrange for funding to host a visit for three of Rwanda's lead medical professionals (hospital administrator, nurse and physician) to visit Richmond in July, which would include a stop at RAA to learn more about prehospital emergency care.

Note: Richard Bennett left the meeting during the discussion.

- 2) This coming Thursday, May 18th through Sunday, May 21st, VCU's Weil Institute of Emergency and Critical Care will serve as this year's convener for the Wolf Creek Conferences on Resuscitation. Attendance to these conferences is by invitation only and bring together some of the top researchers from around the world. On Friday, May 19th, they will be visiting RAA to see what an incredible 9-1-1 system Richmond has.
- 3) Students in the Department of Biomedical Engineering at VCU have developed a prototype that can accurately monitor and track if a person has a pulse. The idea is to assist someone in cardiac arrest who is alone and unable to call 9-1-1. While the students have now all graduated, they have agreed to stay in Richmond and are planning to start up a company and make the device available and affordable to the public. It resembles a FitBit® and is the size of a watch. The device measures a person's pulse with double the number of sensors, making it extremely precise.

Note: John Wack left the meeting during the discussion.

- 4) The trans-nasal cooling device developed by Johns Hopkins University (JHU) is currently under review by the Food and Drug Administration (FDA). The device delivers air and sterile saline during and following resuscitation to patients suffering from cardiac arrest. A face mask is placed on the nose and mouth and high flow humidified air is administered. Cooling the brain is an important way to limit brain damage when a person's heart stops beating for more than a few minutes. The loss of

blood flow deprives brain cells of oxygen, but cooling can delay the process of cell death.

Note: Jeff Odell ended his remote participation and Selena Cuffee-Glenn left the meeting during the discussion.

Once the Institutional Review Board (IRB) has approved moving forward with community consultation for a potential study, the RAA Board of Directors will be first to receive a presentation. Matt Conrad asked how the population included in community consultation is selected, and Joseph Ornato explained a group (not associated with VCU) conducts random market studies throughout the study area to assure a true sampling of the community is obtained. Matt Conrad commented this is the type of clinical study RAA should be involved in, however there is risk if it is not properly managed. He expressed the need for ongoing communication and any progress updates be brought back to the Board, which Joseph Ornato confirmed would be the case. Joseph Ornato explained patients enrolled in this pilot study would only be brought to VCU.

VI. PUBLIC COMMENT

None

VII. NEXT MEETING DATE

The upcoming meeting date is as follows:

August 1, 2017 – * **Note: Replaces July 18, 2017 Meeting Date** *
September 19, 2017

VIII. ADJOURNMENT

Motion: To adjourn the May 16, 2017 Board of Directors meeting.

Made By: Elizabeth Matish

Seconded: Joseph Boatwright

Discussion: None

Motion Passed: The votes were recorded as follows:

Ayes:

Elizabeth Matish
Joseph Boatwright
Stephen Lord
Terone Green
Angie Strickland
Matt Conrad
Kristen Larson

Nays:

None

 - 08/01/17

Laura Bickham, Assistant Secretary