

**EMS Advisory Board Bylaws Committee Meeting**  
**Office of EMS, Technology Park, Glen Allen, Virginia**  
**Wednesday, October 21, 2009**  
**10:15 AM**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Bruce Edwards Asher Brand, M.D. Gary Dalton	Jason Campbell Carol Lee Fischer-Strickler		Jennie Collins

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
<b>Call to Order</b>	Bruce Edwards, Chair, called the meeting to order at 10:15 AM	
<b>Committee Charge</b>	Mr. Edwards reminded the committee that they were charged by the Advisory Board Chair, Jennie Collins, to review several previously produced EMS documents to ascertain similarities and differences. Mr. Edwards said that most of the past documents are almost identical and reach the same conclusions. However, there has not been follow through to fruition. Bruce is hopeful that this committee will be able to realize their goals.	
<b>Documents Review</b>	<p>The committee has been charged with reviewing several documents including the Strategic and Operational Plan which has to be finalized in 2010. Other documents that the committee has been asked to review include the Emergency Medical Services at the Crossroads and the Process Action Team report, as well as the 2004 JLARC Study Review of EMS.</p> <p>Bruce said that in reviewing these reports you will note that a lot of the suggestions in the reports have been implemented. As the committee reviews the EMS Advisory Board Bylaws, they want to be aware of all this, the philosophy behind it and the connectivity between the documents.</p> <p>The committee wants to write Bylaws that will require committees to interface with each other and have everyone working together toward common goals.</p>	
<b>Committee Restructuring</b>	<p>Mr. Edwards said that he thought the committee needs to look at restructuring the committees of the Advisory Board so that they are in alignment with each other.</p> <p>Ms. Collins had provided the committee with a document that outlined her ideas of how the Advisory Board committees might possibly be restructured. Bruce said that looking at Jennie's model it seems to be clear that she was setting up a strategic model of operation for the Board's committees as opposed to an operational model, which is how the Board committees are currently set up. This type of model classifies the work that they are doing into various main heading groups that could very easily be composed of individuals who compare all of the committees work at one location to make sure that it is adhering to the overall strategic plan.</p> <p>Mr. Dalton said that he thinks Ms. Collins is concerned that different committees are working on similar</p>	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>goals but not communicating with one another. Mr. Dalton said that he interprets Jennie's structure to be set up with seven main committees that will be chaired by a board member. The committees below, second tier, will be under the direction of that committee. The other committees could be as large or as small as agreed upon.</p> <p>Mr. Edwards said that the goal of the Bylaws Committee should be to wind up with a philosophy and a structure that follows the philosophy so that the Board committees will be better coordinated, more open and more focused.</p> <p>Dr. Brand suggested that if they might be able to achieve their goals without creating a major change if they would have the committee chairs meet after the Advisory Board meeting, but before their committee meetings, and discuss their committee agendas.</p> <p>The committee members discussed the functions of the various committees and looked at the possibility of some committees becoming subcommittees based on their major functions. Bruce gave an example of the Transportation Committee that used to be tasked with writing specifications for a state bid of ambulances but now their main function is to review the FARC committee packets that deal with the purchase of ambulances. Mr. Edwards said that there is also discussion that the Medevac Committee should connect with the Transportation Committee because they both deal with transportation issues. Mr. Edwards also pointed out that there was discussion of creating a Health and Safety Committee.</p> <p>The committee members all seems to be in agreement that a model that has an Executive Committee or Governing Board compiled of Board members who to oversee committee chairs of agreed upon standing committees. Each of these committees would oversee other subcommittees under their section.</p> <p>Dr. Brand expressed some concern about the restructuring and said that some people are going to feel that they are losing something if their committee is moved down to a subcommittee. Dr. Brand said that there needs to be consensus building. He wonders if that can be done through conference committees or some other mechanisms that helps to separate the board's committees from direct communication with the Governor's Advisory Board.</p> <p>Jennie Collins, the Advisory Board Chair, arrived at the meeting. Mr. Edwards updated Ms. Collins on the discussion that took place prior to her arrival.</p> <p>Mr. Edwards read the mission statement of the Professional Development Committee (PDC). He suggested that the PDC should be a subcommittee of the Medical Direction Committee (MDC). Mr. Edwards said the PDC should have certain charges and philosophies, and should be put under a committee that is responsible for making sure that they stay on track. Mr. Edwards said this is how you get the coordination and tie in that they want to achieve.</p>	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>Mr. Edwards explained to Ms. Collins that their focus at this meeting is to look at the committees, see what they are doing, see if they are inter-related, and determine if they should be a sub-committee. Ms. Collins said she thinks that they have to look at the charge of the Advisory Board to make sure they are structurally set up to provide a strategically organized response system.</p> <p>Mr. Edwards explained to Ms. Collins that Mr. Dalton had suggested that the Executive Committee hold the top seven spots and that they have committees reporting directly to them. Ms. Collins agrees that she likes that idea because she feels that is a functional use of the Executive Committee and then the responsibility falls on them to make sure that when things go to the full Board that people know what is going on.</p> <p>Mr. Edwards pointed out that all the discussion is pointing them into the strategic approach for the committee restructuring. He suggested that before the Bylaws Committee start writing the Bylaws that it would probably make more sense to present their concept to the Advisory Board first and make sure they are in agreement.</p> <p>The committee discussed the positions currently represented on the Executive Committee, the Chair, the 1<sup>st</sup> Vice Chair, the 2<sup>nd</sup> Vice Chair, and the chairs of the EMS System Financial Legislation and Planning, Regulation and Policy, Trauma Oversight and Management, Professional Development and Medical Direction Committee. Mr. Edwards suggested that the Bylaws Committee, the Nominations Committee and the Awards Committee should probably all be Ad Hoc Committees.</p> <p>The committee discussed in detailed how the Board committees should be structured. Mr. Edwards talked about Wellness, Health and Safety and said he does know if EMSC should be under that section or if they need to have a Special Needs section. They discussed which committees could effectively function as a subcommittee of other committees because of similar goals.</p> <p>The committee spent the remainder of the meeting developing a committee structure that will be presented to the Advisory Board. The committee agreed that the Chairs of the subcommittees would not necessarily have to come from the Board. The Chair of the Executive Committee would appoint the Ad Hoc Committees that are the Bylaws, Nominations and Awards Committees.</p> <p>Based on the conversations, Ms. Collins made changes to her original organizational chart of the Advisory Board committee structure.</p> <p>The committee decided that they would present their suggested restructuring to the Advisory Board at their next meeting in Norfolk on November 11.</p>	
<b>Adjournment</b>	The meeting was adjourned at 12:16 PM	

# State EMS Advisory Board Proposed Committee Structure

