

THE POCONO MOUNTAIN REGIONAL EMERGENCY MEDICAL SERVICES
December 14, 2017

The December 2017 meeting of the Pocono Mountain Regional Emergency Medical Services (PMREMS) was held on December 14, 2017 at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania 18350.

Present were Directors: Logan Evans, Heidi Pickard, Peter Gonze, Lisa Hutchins, Alma Ruiz-Smith, Steve Malaico, Donna Iversen. Also, attending Operations Manager Denise Doremus, Nick DeWitt, Mark Lemley, Lee Rosato and Communications Media Consultant Jeanine Hofbauer.

Absent from the meeting was Lois Dickey, Joyce Onsted, Benje LaBar, Fred Courtright

1. Logan Evans called the meeting to order at 7:10 p.m. It was determined that a quorum was present.
2. Approval of minutes of the November 16, 2017 meeting minutes. Heidi Pickard made motion to accept the minutes of the November 16, 2017 meeting. Donna Iverson seconded. Vote: 6 in favor / 1 abstained for nonattendance; minutes approved.
3. Financial Reports

- Treasurer Report - Lisa Hutchins presented the treasurer's report.

Budget for expenses for 2017 is \$2.469 and so far this year we are at approximately \$2.1 so all are doing a great job maintaining expenses. Gross Billing is up. With a budget of \$4.8 million for the year we are just shy of \$5 million.

Making efforts to increase collections as that needs improvement. We are filing more claims this year to recoup what is outstanding.

Discussion takes place on payer mix and it is suggested that ARS come to a meeting after the two year mark to discuss progress.

- Motion to accept monthly expenses

Peter Gonze made motion to approve expenses. Heidi Pickard seconded. Vote: All in favor; motion carried.

Heidi Pickard made motion for disbursement to ratify bills from November 11, 2017 through December 8, 2017 in the amount of \$51,864.27. Peter Gonze seconded. Vote: All in favor; motion carried.

- 2018 Budget

Denise and Nick worked very hard going line by line for the 2018 budget. Lisa asks for any questions regarding the presented 2018 budget.

Discussion on contractual allowances decreasing in healthcare.

Peter Gonze made motion to approve the 2018 budget as submitted. Heidi Pickard seconded. vote all in favor; Motion carries.

4. Reports

A. Operations

LSA grant was submitted for four power stretchers for next year.

Alma discusses an offer made by the police chief for bullet proof vests that are expired that they have on hand. General consensus decides that although it is an appreciated offer it won't suit PMREMS at this time because of the liability issue of wearing expired vests.

Active shooter bags donated by EMS Counsel and canine rescue bags donated by the Animal Hospital of Dunmore, were placed on all the trucks.

Drill nights have been being held. An AED was donated by Laubscher Insurance so there is now a total of 4 AEDs that are the same.

Kalahari did a great job hosting the PMREMS holiday party that was held last week. Breakfast with Santa is this weekend.

B. Call Volume Report

Call volume is up. Transports are up 10%. Billed out 365 this month compared to 316 this time last year. Mutual aid calls are down.

C. Engineers Report

November uneventful.

December accident involving #1105 on Route 940.

Approximately \$2k in damage. Weather related. No injuries.

Only 2 claims this year total.

5. Grants/Fundraising

Nothing additional.

6. Personnel Committee Report

EMS staff back in building after spending three and a half months at the Fire Station.

Peter Gonze discusses holiday pay issues. Some staff working 10 or 12 hours a day get paid 8 hours a day for a holiday. Looking to pay holiday pay based on the hours that the staff member would be scheduled to work on the day that the holiday falls on.

Peter Gonze discusses ballistic vests. Repeats recommendations and concerns as discussed at the November meeting. If we were to pay 50% to 60% of the vests cost, we would have to raise \$25,000 to \$30,000. Jeanine states that that is not off the chart and could be feasible. Peter suggests working toward that goal so that a plan could be put in place. If we had the \$24k how would we implement the plan.

Logan Evans recommends making this a priority and formed committee consisting of Peter Gonze, Denise Doremus, Nick DeWitt, Lee Rosato and Mark Lemley.

Logan Evans also suggests that there should be consideration that something should be given to the staff that had to work and weren't able to attend the holiday party.

Discussion takes place regarding attending events or fundraisers while representing PMREMS and that consideration should be given when considering who will be attending to get the most out of the event as possible.

7. Old Business:

Jeanine Hofbauer of Hofbauer Strategies presents that thank yous were going out to everyone who has sponsored or signed up for a subscription. Sent a mockup of a survey to board members. Plan to send a short ten questions survey to go out with subscription. Please look it over. Questions are geared to subscription drive and receipt of information (are they getting it, is it coming on time), so we can modify before the next drive that is going out in February.

Round up looking for the month September. Although no date yet. Discussion regarding the possibility of changing the date of the Round up and the sensitivity to that so that it does not conflict with other events going on in the community.

Looking at the media kit. Will add yearend numbers to media kit. Nick and Mark looking to get a sponsored truck. Met with general manager and fleet service manager. Jeanine gave a proposal that if they sponsor a vehicle valued at \$30k in return for advertising on that vehicle that year. Community events, out on the roads throughout 250 square miles. Advertises them as a fleet vehicle provider. Would be a quick response vehicle that is supervisor driven.

Newsletter sponsor for 2018 is Lehigh Valley Health Network.

If doing subscription drive in February we have to contact corporate sponsorship as soon as possible. Suggest offering tiered pricing based on numbers of employees.

8. New Business:

Tobyhanna Twp Emergency Services Building Lease - Heidi Pickard alerts Denise Doremus to the possibility of a forthcoming lease for the EMS building for a minimal amount and unlimited duration.

9. Board Member Concerns/Public Comment
None.

10. Next Meeting January 18, 2018 at 7:00 p.m.

11. Motion made by Peter Gonze to adjourn. Heidi Pickard seconded. Vote: All in favor. Meeting adjourned at 8:24

Minutes recorded by Debra S. Jean.