

MINUTES

1. Welcome and Introductions

Nancy Lapolla convened the meeting at approximately 9:04 a.m., with roundtable introductions. Steve Andriese was recognized for his term as President of EMSAAC and presented a plaque. See Attachment A for Attendance Roster.

2. Approval of Agenda & Previous Meeting Minutes

Motion: Approve agenda with the addition of Commission/Committee appointments, National Registry for EMT's & System Standards and Guidelines. m/ s/ – passed unanimously. **Who moved and seconded the agenda?**

Minutes: Approved. m/Lathrop s/Andriese

3. Review of Session Goals and Objectives

Nancy Lapolla identified the goal and objective of the two-day strategic planning meeting. Nancy introduced Diane Akers who is the consultant hired to facilitate the strategic planning update process. Diane reviewed the goals and objectives and identified the process to be used to work throughout the strategic planning review process. The following goals were identified: 1. Direction for bylaws revision. 2. Update/Identify Goals/Objectives for 2003/04. Review/revise meeting structure.

4. Organizational Structure/Review & Proposed Bylaws Changes

Michael Osur gave an overview of the CHEAC Bylaws and distributed a side-by-side comparison for review.

Members were broken into four groups to discuss and come to “consensus” on the direction for EMSAAC bylaws. See Attachment B for Bylaws Worksheet and summary of recommendations. Each group presented a summary, and the groups as a whole provided direction for the revision to the By-Laws to be assigned to the By-laws committee. (Summary sheet attached for each group priorities)

Michael Osur was given the task to create a draft by December 2003. Art Lathrop will provide options at the next meeting regarding dues.

5. Strategic Plan Review and Update

Steve Andriese gave an overview of the annual report, which included organizational objectives, who they were assigned to and when they were completed. Accomplishments for 2002/03 include:

1. Infrastructure and committee oversight
2. Several Board member job description
3. Ethics committee policy completed

4. Legislative platform
5. Board Liaison responsibilities
6. Nominations committee process
7. Financial policies
8. Development of EMSAAC budget 2002/03
9. Recommendations of additional funding sources
10. Annual report to the members sent out
11. New members information packet
12. LEMSA purpose document update
13. Web based LEMSA document link
14. EMSAAC website up and running
15. Proposed MADDY fund language
16. Bylaw revision
17. Obtained liability insurance
18. Standards for training programs
19. Template for communication during disaster situations

The group was divided into four working groups and was tasked to create a list of items to be included in Year 2003/04 strategic plan. (Notes attached)

Steve's report will be carried to the next meeting for approval.

6. Review/Revise EMSAAC Meeting structure

Ideas were generated to improved the meeting structure N. Lapolla will incorporate some of these suggestions at the next meeting. (For a list of suggestions generated see strategic planning notes)

7. Strategic Planning Session Wrap-up

Nancy and Diane each thank expressed their thanks to the participants for their active involvement during the process. Much was accomplished during the planning sessions. Nancy thanked Diane for all her work during and in preparation for the meeting, Diane's facilitation skills were greatly appreciated.

8. Conference 2004

Darlene gave a brief update on the 2004 conference. She highlighted the benefits of the conference location and reminded members to save the Conference dates of May . A motion was made provide funding in the amount not to exceed \$5,000 for a conference-planning consultant. M / B. Pletz S/ C. Gunter, approved.

9. Future Meeting Schedule

N. Lapolla asked if a fall meeting was desired and if the group wanted to have the next meeting in conjunction with EMDAC. The consensus was a September meeting in conjunction with the scheduled EMDA meeting. A. Lathrop will work with EMDAC to coordinate the meeting location.

10. Regional Disaster Medical Health System

J. Rubin asked to present information regarding the proposed changes to the RDMHS. Three models were presented to the group for discussion. The EMSAAC disaster committee was involved with developing and reviewing the options presented. Members present expressed the concern of breaking up the 6 regions currently in place but supported the recommendation made by the EMSAAC's disaster group of option 1, utilizing the OES three regional approaches if required due to budget cuts. R. Watson thanked the group for their input and gave a brief update on current EMS Authority issues and the State budget.

11. National Registry Paramedic Testing

L. Inch gave a brief overview of the concerns expressed by out of State EMS Agency with California allowing the test to be taken before the student has completed the field internship portion of their training. N. Lapolla asked that the issue be held for further discussions at the September meeting do to time constraints.

12 Meeting adjourned at 2:30

Attachment A

**Members / Guests in Attendance
August 5, 2003**

Steve Andriese	Mountain-Valley EMS Agency
Diane Akers	EMS Consultant
Chuck Baucom	Merced County EMS Agency
Douglas Buchanan	Mountain-Valley EMS Agency
Debbie Becker	Fresno-Kings-Madera EMS Agency
Dan Burch	Tuolumne County EMS Agency
Barry Fisher	Ventura County EMS Agency
Robert Griffith	Calstar
Carol Gunter	Los Angeles County EMS Agency
Kris Helander	Alameda County EMS Agency
Leonard Inch	Sierra-Sac Valley EMS Agency
Gwen Jones	San Diego County EMS Agency
David Jones	Fresno-Kings-Madera EMS Agency
Miles Julien	El Dorado County EMS Agency
Nancy LaPolla	Santa Barbara County EMS Agency
Art Lathrop	Contra Costa County EMS Agency
Chris LeVenton	Monterey County EMS Agency
Maureen McNeil	California State EMSA
Jan Ogar	San Mateo County EMS Agency
Michael Osur	Riverside County EMS Agency
Troy Peterson	Marin County EMS Agency
Rob Petrucci	Santa Clara County EMS Agency
Barbara Pletz	San Mateo County EMS Agency
Bonnie Sinz	California State EMSA
Dan Spiess	Northern California EMS Agency

**Members / Guests in Attendance
August 6, 2003**

Diane Akers	EMS Consultant
Steve Andriese	Mountain-Valley EMS Agency
	San Joaquin County EMS Agency
Chuck Baucom	Merced County EMS Agency
Debbie Becker	Fresno-Kings-Madera EMS Agency
Dan Burch	Tuolumne County EMS Agency
Barry Fisher	Ventura County EMS Agency
Carol Gunter	Los Angeles County EMS Agency
Kris Helander	Alameda County EMS Agency
Leonard Inch	Sierra-Sac Valley EMS Agency
Gwen Jones	San Diego County EMS Agency
David Jones	Fresno-Kings-Madera EMS Agency
Nancy LaPolla	Santa Barbara County EMS Agency
Chris LeVenton	Monterey County EMS Agency
Jan Ogar	San Mateo County EMS Agency
Troy Peterson	Marin County EMS Agency
Rob Petrucci	Santa Clara County EMS Agency
Barbara Pletz	San Mateo County EMS Agency
Dan Spiess	Northern California EMS Agency
Michael Osur	Riverside County EMS Agency