

SDEMSA Executive Council Meeting Agenda

January 21, 2023

Zoom Meeting

- 1.) Call to order—10:06.c
- 2.) Roll call
 - a. State President: Keith Sharisky
 - b. State VP: Amy Marsh
 - c. State Secretary: Sina Glover
 - d. Treasurer: Casey Huffman
 - e. Training Officer: Doug Glover
 - f. District 1: President Cody Doren VP Sheila Monnier
 - g. District 2: President Alan Perry VP Feyet Munshikpu
 - h. District 3: President Nicole Neugebauer VP Michelle Holzbaer
 - i. District 4: President Wayne Ames VP Chad Madsen
 - j. District 5: President Edna Dale VP Proxy Brian Ring
 - k. District 6: President Elizabeth Verhey VP Ruth Airheart
 - l. District 7: President Proxy Chuck Hanson VP Aubriauna Diaz
 - m. IC Society: President Katheryn Benton VP Ruth Airheart
- 3.) Approval / additions to agenda—Doug Glover made motion to approve agenda as amended and presented; Nicole Neugebauer 2nd; Motion passed.
- 4.) Approval previous meeting minutes—Wayne Ames made motion to approve; Elizabeth Verhey 2nd; Motion passed.
- 5.) District Reports:
 - a. District 1--Refresher w/D4; Refresher in Elkton March 17, 18, 19. Links for this have been sent out to membership and is also located on their Facebook page.
 - b. District 2-- Refresher Feb 3-5 in Baltic, EMR class going on with hopes transitioning into EMT class. Just about completed turning banks over to First Interstate.
 - c. District 3-- District meeting w/training in Avon. This is an all day training and Doug Glover will be doing Epi training. Bank transition almost complete. Next district meeting will be in April.
 - d. District 4-- District Conference 2-17,18,19 in Aberdeen at Presentation College, have a regional EMR class going on involving 6 communities.
 - e. District 5-- District training/meeting in Phillip 2-18, 8-hour hybrid electric car training and rescue. Education hours will be set so a person can attend a portion of the class and still get credit. EMT class in Ft Pierre, 20-hour refresher in June. Dates to be announced.
 - f. District 6-- Mini conference Feb 17-19 w/District meeting during lunch. A couple of EMT classes going on. Bank transition almost complete. State conference planning in progress. There were some minor contract changes that took place due to Covid that requires updated signatures. They will fine tune the changes and have the updated

contract to the EC Counsel at a later date. The food costs did go up so prices for the banquet tickets will go up. A budget will be presented in April at the EC meeting for approval. At this point there is no Pre-Conference courses. There may be Resiliency Training but that will not be known until closer to July. Are planning on having the IC Society lunch and the room has been set aside for that. They will be sending an email to all Districts to get a count for motel rooms needed. Rooms will open to the general public in August so they need a quick response. Corporate membership concerns as far as having a booth and a room. This will be discussed with the Corporate Membership committee.

- g. District 7-- Refresher Feb 24-26, Sanford EMT class advertised and had a few signed up. District has new officers so working on building the district. Mobridge Hospital is putting on a Stroke class for nurses and EMS on the Friday before the Refresher.
- 6.) Presidents' report—First and foremost, the decorum. If there are any contention, concerns, or anything that we feel we need to argue about, please direct them to President Keith Sharisky. Don't hold back, just direct conversation towards him.
- a. 2025 Conference Review Bid—We will be bidding 2 years this year. The updated Conference Bid letter is being prepared to be sent to the Presidents.
 - b. Golf Tournament status—Doug Glover stated they have not started yet. They are looking for location out west, no date set yet but hopes to have one by April.
 - c. Fundraising for Golf Tournament—Doug Glover reported that the golf tournament is the only event they have at the time in fundraising. They have do not have anything else in place yet.
 - d. In Keith's notes, he has written where he was supposed to follow up with Charlie regarding employee sharing. He did not do that due to the situation of the EMT Thoughts and the contract. This will be addressed further with Amy Marsh's report.
 - e. Policy/Procedures & Bylaws status: Changes were approved at State Conference and has been posted. The next step is to take the notes that they have and working on the Policy and Procedure manual to get it all moved in there correctly and make revisions as needed. Edna Dale has retyped all of this so there is a base to start with. Their committee is hoping to meet in the near future.
 - f. Memorial cleaning—Will be addressed during Secretary's report.
 - g. Freeman Ambulance Service has withdrawn the Gary Goertz award. Amy talked with Gary's sister and the ambulance service has decided to do it locally due to no current members knowing Gary. They are going put the funds towards the Freeman Ambulance Service.
 - h. Keith Sharisky and Kevin Heath have discussed the location of the July meeting. They were hoping to do it at the Oahe Downstream, but it was not available. They will continue to discuss.
 - i. Contracts—Issues have occurred with contracts and trying to find them. Biggest concern is the contract with the Fire Association over the EMT. What the EC Board has found out is that our securing of contracts is hit and miss. No one had a copy of the contract with the firefighters. Keith was able to obtain a copy of the contract from the firefighters. Past discussions is that we are going to go with AHEC and they will modify the delivery of the Thoughts. During the process of getting the contract, it was

determined that SDEMSEA contract is with the SD Fire Association not with the publisher. It does require a 6 month notice to terminate. Through email communications with Charlie Kludt, the Firefighter Association has agreed to waive the 6-month notice providing that Jeff Gargano was okay with it. Jeff has not responded to any emails. Keith has sent an email to the SD Firefighters Association and included Jeff that states that effective January 31, 2023 we are terminating our contract with the SD Firefighters Association and asked for a usual and customary itemized bills so that we can get that taken care of. No response has been received from Jeff. Suggestion was to send a certified letter to Jeff to assure he received the notice. Keith is going to send a certified letter to Jeff Gargano.

- j. Telemedicine—Keith had good discussion with Marty Link which opened his eyes to what is happening in the State. Telemedicine well on its way. An email was sent to the presidents discussing the State's desire to set up a regional service designation. They are looking to develop regions to best serve all of our agencies. They are looking at grant funding for this. They are going to contract with an organization to come visit districts and gather information to get ideas. Then they'll submit a report to the State with recommendations. Helms trust is still working with a lot of states. Nevada is currently being helped. The state has some grant funding for upgrading digital radios in ambulances. Encouragement was given to reach out to the State for funding to upgrade radios. Marty also encouraged to keep working with schools to push out the Stop The Bleed, AED, and Clot Stop. Keith has been compiling a list of the organizations that we partner with that are beneficial to the Association. There is a lot of encouragement to continue with this. Keith is taking it slow as we work to become a stronger association. Keith does feel it was important to send Amy to the EMSA conference that was voted on and he is glad the motion passed.

7.) Vice Presidents report:

- a. EMT Thoughts update—We will be moving to a digital format. We will be identifying individuals that request a paper copy and get that list in place. We will put a letter in the SDFA paper announcing this and how to contact us. We are working with AHEC to get the layout and identify a process for submitting articles. In the meantime, submissions should continue to be sent to Amy Marsh.
- b. Misc.—Bylaws will be reported in the bylaw committee report.

8.) Treasurers' report—Full report available at

https://docs.google.com/document/d/132nyKsATP5O2UAnv3ZJHo8-3L9q4yJ1l/edit?usp=share_link&oid=111954073563881491397&rtpof=true&sd=true

Wayne Ames made motion to approve as presented, Feyet Munshikpu 2nd, after discussion motion passed.

- a. Balance in Accounts: \$62,184.98 in the Main account, \$52,537.92 in our investment account, \$26,455.35 in our conference account.
- b. Total Membership: 914 persons.
- c. District Accounts: Casey has not received reports from: District 3, 5, 6, 7. She was able to at least pull balances and see if there were any significant transactions on District 3

and 7 as they have their funds in First Interstate Bank. She sent emails on Thursday Jan 19th to the treasurer's asking for a status update.

d. Budget 2023:

1. Conference came in \$10,000 above budgeted income, which will help off-set the budgeted net-loss of -\$6,500 to a positive \$3,500.
2. Additional non-budgeted expenses that have come up:
 - a. Sending a representative to the EMSA conference = \$2,000
 - b. Cost of AHEC contract that we thought SDDOH was going to cover = \$5,000

e. CHS funds: Districts 1, 4 and 7 have funds left. Funds were intended to be used by Dec 31, 2022. Districts 1 and 7 have written and verbal intentions of using their funds towards their refreshers. Casey would ask for an extension of those funds to be submitted by March 31, 2023. After April 1, 2023 requests for payouts will no longer be accepted. This will account for the districts to submit cost of refreshers.

f. Itemized transactions: Any categories with [brackets] in the category are transfers of funds between accounts that I have set up in Quicken. Those accounts are the conference account, the main account, and the investment account. No transfers were made to the investment account. Casey asked to clarify what the fiscal year is and the break down of the quarters. The fiscal year runs from October 1 to September 30 each year. The first quarter of the year is October 1 through December 31 and then each quarter there after is the 3 months after that.

g. Conference 2022:

1. There is one outstanding invoice from conference of \$750 with First Net/AT&T. This is to be paid in March per prior arrangements with the 2022 Conference Committee. It is listed as a negative on the report but it should be listed as a projected profit. No funds have yet been transferred. Casey intends to hold any transfer of funds until all outstanding invoices are paid, unless the 2023 conference committee or the 2022 conference committee have any strong objections.
2. Net profit is \$27,205.35.
3. District 2 = \$3,536.70.
4. SDEMSA Income of \$23,668.30.
5. Moving forward in conferences, all outstanding credits or debits **MUST BE SETTLED BY DEC 31!**
6. Casey feels it would be beneficial for her to be included on future conference committee calls. Not to meddle but to know what is coming.

h. Membership:

1. Casey has given the task of cleaning up the membership database to AHEC. MiKayla is going to work on looking into what the new transitions will look like on the backend for the upcoming increase in membership dues and how to manage

membership expirations during that transition. A snapshot of District membership will be taken on or around June 30 annually. This is the lowest membership renewal month. At that time the districts will be allocated their monies based on that membership date.

2. Memberships are now good for 12 months from renewal since Jan 1, 2023
3. Membership dues are going to be increasing to \$40 annually beginning July 1, 2023.

- i. Decals: Casey is beyond relieved to pass the task of mailing out decals to AHEC. The process of ordering will still be the same, but AHEC will be fulfilling those orders.
- j. SAVIK: This partnership cannot be stressed enough. A portion of the money we spend through SAVIK comes directly back to us! Please promote this! Casey will put MiKayla in contact with our SAVIK rep for her to give information to push out on social media.

9.) Secretaries' report: I have not had the chance to find out if the Capitol staff has done any cleaning of the stains on the memorial. I will be looking into that a little more and hope to get it taken care of and cleaned up by our Line of Duty Memorial in July. As of today, I have 4 people on our list for the Memorial Service in October. The names I have are Patricia Walker from Estelline, Steve Hawkins from Yankton, Jana Jones from Phillip, and Susan Stadler from Spearfish.

10.) Training Officers report—Several District refreshers coming up. There are some being listed on Facebook as well as a few being listed on the State website. Doug encourages everyone to email him the information on their refreshers and classes so he can add it to his list. He has people that do reach out to him to see where training is and he'd like to be able to not only tell them but also he wants to be able to post the information on the website. Keith had concerns brought up while attending the State Fire Instructors Conference with certificates going out. They do come from EMS Scanning after the participant has completed the survey. The certificate gets emailed from certificates@emsscanning.com to the email address that is in Wild Apricot. There were also concerns about hours being loaded into image trends. Kurtis Nelson has been looking into it and has found there was a glitch in the system that didn't allow all of them to upload. The hours can be manually entered by the participant. It just needs to be entered by March 31. Please have participants reach out to Amy Marsh if they still do not see their hours in the state site.

11.) I.C. Society Report—Nothing to report at this time.

12.) AHEC Report—MiKayla has worked with Keith and Amy to lay out the contract with AHEC for the best process and procedures. They have been doing some updating to the website as they go per email requests and they are also evaluating the current tabs and figuring out what is the most beneficial for the membership. MiKayla reports that the focus is on the SDEMSA monthly newsletter, designing the format, and getting it out to members via email, website, and paper copy. They are also discussing methods of receiving content to go into the newsletter. They will also work with communications committee to work on social media and advertising etc and then working on developing what kind of message does the association want to send across the social media platforms. They will also work on

bringing the website up to a modern website and keeping it up to date. Keeping the membership database up to date and making the best use of Wild Apricot and making it more efficient when dealing with membership management. They will also be setting up meetings with the IC Society, Communication Committee, and the Legislative Committee and see how they can work with them as individual groups as well. They would also like to have a continual contact for Conference so as it moves between districts there is a contact that does not continually change to be more consistent. Would like to work with the advocacy committee to help document the processes and document what is going on and what has been done to build successes.

13.) Committee Reports

1. Corporate Memberships--Kyle Moser:
 - a. A list is being compiled of Stakeholders to contact. They are hoping to set up a multi-year donation so that they can have a plan when they start determining where we will use the dollars. They have discussed the best way to manage these dollars is by having them in a separate account so that it is easier to track. They are working with the treasurer on this. Discussion was had about defining where the money will be used so that they can promote this when contacting potential donors. It was discussed to promote that the funds will help provide sustainability of the association as general costs increase and to purchase equipment for training. Discussion on how this will work in conjunction with conference such as vendor space, banquet tickets, motel rooms, etc.
2. Communication--Elizabeth Verhey:
 - a. Gathered input as far as what we want to see on the website, cleaning up the tabs, the layout of the website, shopping access of members vs non-members, getting everything up to date. Discussed having a tab of past winners of awards. Also discussed having history of our association on the website. Discussion on if the Thoughts should be available to just association members or should it be available to all. Also discussed having availability to cross post with the SDFA or other like organizations. Motion for Thoughts to go public by Sheila Monnier, 2nd by Brian Ring, after discussion Motion carries for Thoughts to go public.
3. Education--Doug Glover:
 - a. NAEMT classes hybrid so they can be delivered to get more people certified. They've looked at starting a rotation of the different certifications. The Lake Area Tech program talking about doing a refresher 3-4 times a year with their sims labs. They are looking at working with the technical colleges in the state to work with the sim labs; this could be an additional opportunity to the Sim trucks offered by Sanford, Monument, and Avera.
4. Political / Advocacy—Maynard Konechne:
 - a. Lifepack program hopes to be rolled out by March as they have started getting them in after the backlog. Maynard told of a Telehealth story in the Kimball/Wessington Springs area and how well it worked. The patient even commented on how smooth it went with his care. It was mentioned that for the Telehealth program, liability Insurance needs to be 3 million. Maynard submitted the latest legislative updates. Discussed the updates being sent out to all members and not just EC list. Elizabeth

volunteered to send the updates out to the general membership. EMS Day on the Hill is January 30. It is still uncertain if there will be a picture with the Governor.

Wayne Ames now has proxy Kyle Moser.

5. Financial--Casey Huffman

- a. Financially (per the IRS) we are all ONE organization since we share the same Tax Identification Number (TIN)

Previously, when taxes were filed only the financials from the Main SDEMSEA account were included in the 990 (tax return form). Any outflows (including transfers to Districts) from the main account were marked as expenses and inflows were marked as income which was incorrect.

How we anticipate it will be moving forward:

Inflows into the main account and into each district account will be marked as income for the SDEMSEA regardless of if the money is going to the IC society, a district, or the main account.

Outflows out of any account with our TIN will be marked as expenses.

This means that monies given to the districts will no longer be classified as expenses to the organization. They will simply be seen as a transfer of money into another account. It becomes an expense when the money is spent by a district or the IC (for training or other expenses).

As a non-profit organization we should not be making a large profit margin each year. Income needs to be used to further our organization or towards our mission stated on the 501C6 which is education. There is a point to having an emergency fund and a point to having a stock-pile of money.

1. When we file taxes moving forward, we will have an increase in assets of \$100,000, which will likely flag the IRS. Resulting in an amendment of the last at least 3 years of taxes.
2. Districts need to provide a plan of action on what you are going to use your extra funds for.
3. Discussed that non-profit organization is just that...there is no profit. Also discussed what is the amount each district can have, what do other districts use their money for. Suggestions aside from education but also to purchase education equipment. Also discussed bringing in more specialized classes that may be a little more spendy but pertain to our State. After lengthy discussion it was decided to pause the thought of spending of money to let so we can get our taxes figured out and then let the finance committee come up with a plan for spending such money, come up with a timeline of money and investments.
4. Bonding of treasurers: Only D4 is bonded. Casey would like to have all the treasurers bonded. Doug Glover made motion to allocate up to \$5000 to solidify our taxes and financial situation by utilizing a CPA to

help, Sheila Monnier 2nd . After discussion motion passed. It will be found out what a “surplus” is and the allowances when Casey meets with the CPA.

- k. Bylaw--Amy Marsh:
 - a. A meeting will be set up to update the Policy & Procedures. If anyone has anything to update, please let Amy Marsh know.
- l. Fundraising--Doug Glover
 - a. They are discussing a policy or procedure to state what the money raised by the Golf Tournament is used for. Currently it is to be used towards sending people to the recovery ranch in Colorado. They will be drafting a policy to submit to the Policy and Procedures.

14.) Old Business –Previous NAEMT On The Hill motion to send Maynard in 2022. Due to COVID he was not able to go. Need to amend motion to allow Maynard to attend when he is able. Elizabeth Verhey made motion to approve financial support to attend NAEMS on the Hill date at his earliest convenience; as a caveat to make an approach to NAEMT to see if they would cover the bill since he did not get to go originally due to Covid. Doug Glover 2nd . After discussion, motion passed. Maynard will reach out to the NAEMT on the Hill registration and find out if they will still cover his trip. He hopes to attend this year.

15.) New Business—

- a. Brian Ring questions if we need to explore the possibility of swapping the Wild Apricot to something different. Idea to look at other options before the contract is due in May. Rick Gustad is the contact for the SDFFA who would provide information on the software they use.
- b. Plug for Adam Frick and SD Redbook Fund for books for EMR/EMT classes and educational resources. Adam’s contact info 605-760-4693 Brian Ring thanked for all the support in the past 5 years.
- c. SD Ambulance Association Conference in Pierre at the Clubhouse Suites on Feb 10, 11, and 12.

16.) Thank you from Brian Ring. He appreciates all the support over the years and wants to thank everyone.

17.) Adjourn: Elizabeth Verhey made motion to adjourn, Sheila Monnier 2nd. Motion passed, Meeting adjourned at 13:24.