



SDEMSA Executive Council Meeting

July 23, 2022

Pierre SD

1. Call the meeting to order. 09:15
2. Roll Call/Introductions
 - a. State President: Brian Ring
 - 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 Proxy Diana Spinar
 - i. District 4: President Wayne Ames VP Chad Madsen
 - j. District 5: President Proxy Scott Larson VP Kevin Heath
 - k. District 6: President Elizabeth Verhey VP Ruth Airheart
 - l. District 7: President Ashia Starks VP Aubriauna Diaz
 - m. IC Society: President Proxy Kyle Moser VP Ruth Airheart
3. Approval/Additions of Agenda: Motion: Wayne Ames, 2nd: Cody Doren, Motion passed
4. Approval of previous meeting minutes: Motion: Doug Glover 2nd: Nicole Neugebauer, Motion passed

Officers Report

5. Presidents Report:
 - a. Scheduling bidding for 2025 conference (April or July of 2023?):

How many years out do we want? We used to have it out 5 years, right now it is out 3 years. Do we need to be out more than 3 years at a time? It used to be we had it out 5 years to accommodate the Governor's Hunt, but that has changed and is not an issue now. Did feel it needs to be at least 3 years out for planning purposes. Discussed if it makes a difference when hotels were available to come bid, determined no it does not. Discussed pros and cons of April vs July. Decided due to weather we would do bidding in July. Motion to bid for Conference in July by Wayne Ames, Cody Doren 2nd.

Discussion was with doing it next July are we going to bid 2025 and 2026 or just 2025. The consideration of facility availability. Decided just 2025 would be bid. Also discussed the option of holding a conference in the same place for several years in a row like what the Fire Fighters Association has done which was a financial asset to them. Noted this option was frowned upon due to it being a lot on the district hosting it. This led into



discussion of developing a Conference Committee that runs the conference every year and they determine what city it would be in. Discussed having it in a school setting. There are pros with having a conference committee as well as cons. Discussed how one of the reasons it goes district to district is so the hosting district can make some money, but with that said, are we 7 district of the state or are we the state with 7 districts. It was also mentioned that not all districts can accommodate holding conference therefore they lose out on those funds. Also pointed out was besides making money, it also moves around to disperse the traveling to conference. After lengthy but good discussion, motion passed to bid for the 2025 Conference at the July 2023 EC meeting.

- b. Introductions of people in the room due to new faces sitting in on the board and District officers attending the meeting.
- c. Golf tournament update: Doug Glover advised everything is set up. Mac Young is in the process of getting corporate sponsors with 3 options available to them: Bronze \$200 (1 golfer + advertisement), Silver \$300 (2 golfers + advertisement), Gold \$500 (1 team + advertisement). There is also the options for a Hole Sponsor \$150 (advertisement). The business' are trending towards the Gold level at \$500 which is a plus for us. There are approximately 7 Gold memberships at this time. We do have 5 4-person teams registered. We do have room for 36 teams. Can take individuals to make 4-person teams. We are looking for lots of pin prizes as well (t-shirts, cups, hats, golf balls, cards). Doug Glover explained that this tournament was initially established when the family of Tom Lines who was the District 2 President for numerous year. Tom liked to play golf to just have FUN; so when he passed, the first tournament was a memorial to him. It was created to be a FUN time. The money goes to sponsor an individual to Wind River Retreat for a week to help recover from traumatic events. It also goes to training. Doug Glover suggested starting a Fundraising Committee to set up a guidance for the fundraising we do. A project file could be done for each project done and then it would be available for reference as committee members rotate. Discussed having it part of another committee but as discussion progressed it was determined it would be more beneficial on its own. It would then be able to work in conjunction with other committees as the need arises.
- d. Awards discussion: Needing to get more nominees for the awards. It seems to be a lack of communication to get nominees. Numerous reminders are made throughout the year in the Thoughts. It was set up that each district is supposed to submit one nomination for each award. This has fell through the cracks. Suggestion was made to moving the deadline from July 1 to September 1. This would be easier now in the days of technology for the submissions to get in. The process of getting plaques made are easier now too. Evercrafters does promotional items and plaques and was recommended to the counsel. They can be found on Facebook.
- e. Visit with SD FF Association President: Visit with Charlie Kluth after the Strategic Planning meeting. Discussed some of the things we were talking about and discussed what are the possibilities of the us joining with them to maybe do employee sharing,



etc. Discussed adding other associations too. They are open to discussing things further.

6. Vice Presidents Report

- a. EMT Thoughts: As we move forward with the SP and our committees, the communication committee needs to look at what is right in making a communication plan for example does it include the Thoughts or not, digital version or not, etc. We need to look at what communication we want to do. As of right now, the Thoughts is our official mode of communication.
- b. By-Law Changes: On a holding pattern pending status of SP. VPs have met and will be meeting virtually to discuss if there are any changes to the bylaws. They have until September 1 make any changes and notify the board.
- c. Policy and Procedure: Thanks to Edna Dale for all her hard work on redoing the Policy & Procedure manual to a word document so that it is easier to update the manual. In doing so, she made some grammatical corrections as well. This Word version will be available to a select few but a PDF version will remain being available on the website. We do need to come up with a policy and procedures on the Golf tournament fundraising, awards deadlines. These will be approved at the October meeting. Brian Ring did clarify that anything to do with the Policy and Procedure manual this board has the authorization to make those changes anytime. The constitution and bylaw, other than grammatical, must be voted on. One of the more pressing and confusing issues found was defining "*residence*." The definition is gray. South Dakota laws allow for a resident to claim residency if living in the state for X amount of months of the year. It was determined there are various uses of the term *residence* and this may need to be looked at by legal personnel.

7. Treasurer's Report

- a. Financial Report-Annual/Quarterly: 3rd Quarter SDEMSA Main Account Balance \$65,886.69; Edward Jones Investment balance \$50,049.19; Total Account Balance \$115,602.88. Memberships totals 1,005 which includes regular, associate, honorary, and lifetime members. We are above the budgeted income thus far largely because of the conference. We are over the budgeted expenses and this was due to the Strategic Planning costs. A note was included in the Treasurer's report explaining the events leading up to and after the closing of the Conference bank account just to provided transparency and explanation of line items should any questions arise. There is still CHS funds not used and discussion was had to determine what to do with the unused funds. Being the one that obtained the donation, Kevin Heath made motion for all CHS funds to be used up by the end of the calendar year with any funds not used by December 31, 2022 going back to the general fund. Scott Larson 2nd. Motion passed after a brief discussion and a refresher of how the fund came to be. District account reports have not been getting received. Casey Huffman is open to suggestions on how to get the reports in. Discussed notification process. Recommended in addition notifying the



District Treasurer when reports are due, to also notify the District President. Also discussed orientating new officers of their duties and the orientation to be done by the prospective State Officer. Discussed defining the duties of each office and making them known to the general membership. It was decided the Executive Board will go through the Policy & Procedure and the ByLaws to clean up their roles of their perspective office and will have this completed by September 10 so that it can be published in the Thoughts for October. Casey Huffman is requesting to change the payment of dues to the districts to the end of the Fiscal year. She has noticed glitches in the tracking of members and dues. Paying this at the end of the Fiscal year would provide clarity as to the correct number of members the district is being reimbursed for. Elizabeth Verhey made motion to pay out membership dues once a year starting October 1, 2022, Nicole 2nd. Motion passed after discussion. Kevin Heath inquired how to find out from the State the new EMTs that have passed their SD test. Doug Glover discussed that the Education Committee will need to work on to develop a process. Amy Marsh made a motion to approve the Financial Reports as presented, Wayne Ames 2nd. Motion passed after brief discussion.

- b. Submission of bills: Submitted and approved at \$100.32 for hotel, 0.63 per mile for reimbursement. Motion to approve bills made by Chad Madsen, 2nd by Cody Doran. Motion passed after brief discussion.
- c. Audit discussion regarding cost—Casey Huffman sent out a email requesting information on doing an audit on a 501C6 organization. She found out that an actual audit for one year of books is approximately \$25,000. There is a simpler audit that will select a few lines and make sure it is in line with the Policy & Procedures that will cost approximately \$10,000. Discussion on a more financially affordable audit. Discussed options. We don't need an external audit. Internal would be sufficient. Suggestion to utilize an external sponsor look at it. Casey Huffman made motion to not do external audit by a CPA due to cost, 2nd by Elizabeth Verhey. Motion passed with discussion. Sheila Monnier made motion to have all districts move bank accounts that can be moved without penalty to 1st Interstate Bank by 9-30-22 and for timed accounts be moved when eligible and with the State Treasure being an authorized signer as well as an officer so chosen by the EC counsel. 2nd by Kyle Moser. After discussion the motion carried. A list of authorized signers are:
 - i. District 1: Cody Doren, Kathy Faber
 - ii. District 2: Alan Perry, Feyet Munshikpu, Gail Nelson
 - iii. District 3: Nicole Neugebauer, Cheryl Clark, Amy Bultsma
 - iv. District 4: Wayne Ames, Chad Madson, Jackie Rau
 - v. District 5: Edna Dale, Kevin Heath, Kim Nagel
 - vi. District 6: Steven Klock, Elizabeth Verhey, Ruth Airheart
 - vii. District 7: Ashia Starks, Aubriauna Diaz, Stephanie Dame
- d. Reimbursement for the NEMSA: Casey Huffman wanted to clarify what is actually reimbursed for NEMSA Conference hotel rate at the GSA rate at the location of the



event or is it whole cost. Ruth Airheart advised that it has always been whole cost for travel, hotel, and meals per diem. The Policy & Procedure states that it is paid upon receipt of written report, however it was decided that payment can be made prior with receipts presented. If for some reason the person does not go, then full amount is due back to the SDEMSEA. Wayne Ames made motion to approve Doug Glover's travel and hotel to the NEMSA, 2nd by Nicole Neugebauer. Motion passed after discussion. There are 3 conference voucher for SDEMSEA with one going to the State Training Officer, Training Officer of the district hosting the upcoming conference, and one other. SAVIK email regarding a scholarship-type thing that said if we sit through their presentation for 2 hours, 2 mornings they will give a \$1,000 for travel. Amy Marsch advised she has done it before and it was actually fun. Amy Marsch made motion for EMSA pay for Sina's travel to the EMSA and giving her one of the free vouchers due to her being our State Secretary and will be a representative for us. Cody Doren 2nd. Motion discussed and carries. Sina Glover made motion to pay for Margaret Farrell's plane ticket as she is the upcoming conference training officer. Motion vanished with no 2nd. Discussion tabled until Elizabeth Verhey hears from Margaret Farrell on what her costs are for hotel and flight. Continued discussion led to Kyle Moser making a motion to pay for 1100.00 of Margaret Farrell. Motion rescinded motion.

Scott Larson made motion to pay \$1,000 for the TOs of the upcoming hosting conference districts to assist with expenses for the NESMA. Kyle Moser 2nd. Motion passed after discussion of Districts helping with the financials as well and with this being retroactive to this year allowing payment being made to Margaret Farrell TO of D6.

8. Secretaries Report:

- a. Officer agreements: There are 2 agreements that have not been received, both from District 7. Sina Glover has also sent emails to those that are listed on the website that are not part of the core 5 officers and attached an Officer Agreement for them to sign.
- b. Proxies reminder: Proxy form has been added to the website. Thank you to those who needed to utilized them and turned them in for this meeting.
- c. Memorial service for conference: We currently have 8 on the list. A form for Notice of EMT Death has been put on the website as well.
- d. Secretary's meeting: Secretaries met at the Memorial last night to prepare the Memorial for the Line of Duty Death Remembrance service held this morning. It was noticed that there is staining on the memorial from the metal emblem on top of the memorial. It was noticed that a sprinkler head is aimed right at the memorial and is causing the emblem to rust and run down the memorial both on the front and back. Amy Marsh knows who created and installed the memorial and she will reach out to them on the proper way of cleaning it. Sina is going to reach out to the Grounds department at the capitol and discuss having the sprinkler head moved. The Secretaries discussed the differences between the 2 memorial services they orchestrate and will discuss how to enhance the services in the future. They also oriented



themselves on their duties by reviewing the Policy & Procedures and the Constitution/ByLaws. Good discussion was had and they have a goal to meet a few times throughout the year. Casey Huffman motioned to approve the report, Scott Larson 2nd, motion passed after discussion.

9. Training Officer's Report

- a. District Training Officers Report—Not a lot of reports received. The ones that Doug Glover has received are District 5 is doing training in Winner on August 20 for Epi draw up, District 3 will be doing training in White Lake which is a rescue training with the search dogs. Triage Training in conjunction with a disaster drill at the nursing home in White Lake on September 17 and in Wagner around the first part of October for Triage training. This Triage Training is through a grant that was signed by Brian Ring and Office of EMS that allows training to be done. Only District 5 has completed the training. Districts 1 and 3 have classes scheduled and Districts 2, 4, 6, 7 need the Triage training. This training needs to be done preferably by 9-30-22.
- b. Upcoming Events—NEMTA conference
- c. Other: Doug Glover is going to be having quarterly meetings with the District Training Officers starting at conference.

10. I.C. Society Report—Finishing up the current online course and will reopen a new cycle in January. Discussions are in process about the Instructor Coordinator classes and weighing the options of a traditional 2-day course versus a more hybrid-type class where they do the National part online and then meet in person to discuss State specific details. Questions were asked what the benefits of being in the IC Society. Ruth Airheart reported the biggest benefit of being in the IC Society is that the liability insurance is paid. Other benefits mentioned are networking, correlating with others, and continuing education on being instructors and coordinators. Although not a requirement now, the future is moving towards requiring a person to be an IC Instructor to coordinate classes so that paperwork gets done, students get registered at National and State and that they have all the requirements necessary. Twelve hours of evaluated instruction every 2 years is required to be a State IC. Image Trends does have a way to make that easier to track and make things flow better with that. Other Instructor classes are recognized and mentoring is done so familiarize with the State system. IC is also working with the State with funding Instructor classes and training so that we can improve pass rates within the state. At this time, SD has a *first time pass rate* of 62% pass rate compared to Nebraska's 79% pass rate. It is up to the Instructor Coordinator to decide if the student is ready to test or not and this needs to be emphasized more. Seatbelt surveys were also completed.

11. SDAA: Conference planning will be starting soon which is the 2nd weekend of February. Did sign the contract for the Medicaid expansion program which allows ambulance services to get a federal refund. Every service of the association should have gotten an email and paperwork about this. If someone did not get the paperwork for this, they should contact Shawn Fischer. Shawn Fischer is working with the SD Retirement Board for getting paid full-time ambulance services association members to be on the SD Retirement Service. It'll take about a year to get the ball rolling on this.



OEMS: Maynard Konechne reported they are working on the Telehealth. They have signed a RFP to start Telehealth working on some pilot programs for that. LifePaks will start rolling out as soon as they have all the pieces together for the pack. They are hoping to start rolling out by December. There's a RFP signed for the regionalization to do the survey that's required then the grants can be looked at. They are wrapping up the radio program as well.

Legislative Report: The discussion on moving away from the SDBOE. Maynard Konechne and Sydney Davis from Burbank met with Margaret Hanson from the board along with 2 of her secretaries. She said they are not going to fight this. The Department of Health is not going to fight this either. There are still some questions to figure out such as will they need 1-2 full-time employees or a state wide Medical Director to make this work. Maynard Konechne has made a lot of contacts regarding this move and the general consensus is it will be a supported move. There is a rough draft of the bill should anyone want to look into it. There is a Community Health worker grant being worked on as well. Monday, January 30, 2023 will be EMS Day on the Hill.

12. Old Business

- a. Conference Update- District 2. Who is the chair? Alan Perry & Amy Marsh are the chairs for Conference, Amy Roseland is vendor chair, Conference is at the Ramkota in Sioux Falls. Registration fee proposed at \$150.00 registration fee + \$30.00 dues + \$5.00 future speaker service fee totaling \$185.00. Additional banquet ticket is \$35. Fees will be the same for virtual and in-person. Casey Huffman made motion to approve the amount of conference registration fee as listed above, 2nd by Ruth Airheart. Motion passed after discussion.

13. New Business

- a. Strategic plan discussion topics for implementation, etc.: To set the groundwork for this topic, we reviewed the current committees we have listed which happen to be found in the Constitution/Bylaws. Those committees are:
 - Budget
 - Constitution Revision
 - Public Relations
 - Education Committee
 - EMS Memorial Committee

We then reviewed the discussion topics that were laid out by SWOT and determined the committee it would fall under. Those topics were as follows:

1. Mission/Vision: Entire EC Counsel
2. Stakeholders/Partnerships for SDEMESA: Corporate/Memberships Committee
3. Regional/State/National Relationships for SDEMESA-changed by the goal date to October
4. Make Up of the SDEMESA: Initially to the Financial Committee but will need to bring others in
5. Education by the SDEMESA: Education Committee



6. Political Involvement/Considerations of the SDEMSEA: Political/Advocacy Committee
7. Association Management for SDEMSEA: Financial Committee and sub-committee of part-time person
8. Growth of the SDEMSEA: Corporate/Membership Committee
9. Communication Within the SDEMSEA: Communication Committee
10. Funding for the SDEMSEA: Corporate/Membership
 - a. Evaluate costs: Financial Committee
11. Constitution/Bylaws review for the SDEMSEA: Bylaw Committee

We discussed what new committees we would need which included Corporate Memberships. Budget, Public Relations, and Constitution Revision would be renamed as Financial, Communication, and Bylaw respectively. The Political Committee is currently listed in the Constitution and it was discussed that it would be looked at to see how it was written and then could be moved to the Policy & Procedures. It was discussed that the committees should not be in the Bylaws and that they should be moved to the Policy & Procedures since committees can come and go and it would not have to be voted on each time like it would if it were in the Bylaws. Discussion determined that the committees that we want are

- Corporate Memberships
- Communication
- Education
- Political/Advocacy Committee
- Financial
- ByLaw
- Fundraising

Discussed how the Fundraising committee would be its own committee and it would work with other committees as well. The following motions were made after reviewing the discussion topics of the Strategic Plan:

1. Motion to accept the Mission Statement as presented in the Strategic Plan by Amy Marsh, 2nd Casey Huffman. Mission statement reads: ***To strengthen patient care in South Dakota through advocacy, education, and representation of EMS providers.*** Motion passed.
2. Motion to make a recommendation to remove the standing committees from the Constitution and put them into the Policy & Procedure and that our committees include: Corporate Memberships, Education, Communication, Political/Advocacy, Financial, Bylaw Revision, and Fundraising made by Amy Marsh, 2nd by Scott Larson. Motion passed after discussion.



3. Motion to have each committee have a maximum of 5 members per committee with one member being assigned by the State President as the chair with an appointment of 2 years made by Amy Marsh, 2nd Alan Perry. Motion passed after discussion.

Having these motions passed, Brian Ring appointed the initial members of each committee to get it started and assigned the chair person for each (signified by bold print).

- a. Corporate Memberships: **Kyle Moser**, Kevin Heath, Casey Huffman, Aubrianna Diaz
- b. Political/Advocacy Committee: **Maynard Konechne**, Cody Doran, Wayne Ames
- c. Education Committee: **Doug Glover**, Sheila Monnier, Ruth Airheart
- d. Financial: **Casey Huffman**, Feyet Munshikpu, Nicole Neugebauer, Aubrianna Diaz
- e. ByLaw: **Amy Marsch**, Edna Dale, Sheila Monnier, Ruth Airheart
- f. Fundraising: **Doug Glover**, Chad Madsen, Ashia Starks, Joni Kanable
- g. Communication: **Elizabeth Verhey**, Alan Perry, Sina Glover, Chad Madsen

Amy Marsh made motion to create a sub-committee for a 1-year appointment to develop the job description of roles and responsibilities of a part-time employee to manage day to day business and submit it by 7-2023. 2nd by Nicole Neugebauer. Motion carried after discussion and Brian Ring appointed **himself**, Amy Marsh, and Nicole Neugebauer. Amy Marsch also discussed that with these committees in place a discussion on having meetings was had. Amy Marsch pointed out that the IC Society has been paying for a Zoom account and that it would behoove us for the SDEMSA take over the account and then there would be the ability to create each committee an account within this which would make it much easier. Discussed our account with GoTo and how the 2 compares. Tabled this topic until October so Casey Huffman can research the 2 formats.

- b. Lifetime memberships—3 nominations have been received. Wayne Ames motion to accept nominations, 2nd by Sheila Monnier, motion approved after discussion.
- c. Website and database updates discussion: This will go to the communications committee to do research on redoing our website or should we rebrand and come up with recommendations.
- d. EMS World Expo: Discussed during Treasurer's report.
- e. Letter of Support-Medicaid Expansion: Maynard Konechne was asked to be a part of promoting and get the passage of Amendment D which is Medicaid expansion measure in SD. There was Initiated measure 28 and Amendment D. The initiated measure was pulled and those supporters are now working with the supporters of Amendment D



which is basically the Heart Association and South Dakotans Decide Healthcare. This would expand Medicaid coverage in the state of South Dakota for those whose income is at or below 133% of the federal poverty level plus 5% of the federal poverty level for the applicable family size as provided by federal law. This expansion could cover an additional 42,500 individuals with a total estimated cost of over \$1 billion. This would help to cover people who are in between not having insurance and not qualifying for Medicaid which currently ambulance services do not get reimbursed for. Shawn and Maynard are on the committee to support this. Maynard Konechne read a letter of support that could be signed by the SDEMSEA. The Ambulance Association is looking to be on board with this. The SD Firefighters Association will support this if SDEMSEA and SDAA support this amendment. The biggest argument against this is raising of taxes. Wayne Ames made motion that the SDEMSEA go on record of supporting the passage of Medicaid Amendment D and sign the letter of support, Scott Larson 2nd. Motion passed after discussion.

14. Misc: Discussion on getting information out on events happening. Information is put in the Thoughts but it seems that people are not reading it. Discussion on if it might be time to look at another avenue for publication of the Thoughts. This discussion will be tabled until July.
15. District reports
 - a. District 1: Will be doing Triage Training in August, just finished EMT class in Arlington, did the Sanford EMT class and Deuel County gained one from this class.
 - b. District 2: Finished EMT class an AEMT class, potential for an EMR class and EMT class later this year. Doing conference.
 - c. District 3: Training in White Lake for the Trauma training and also in Wagner or Avon. They were a host site for the Sanford EMT class and tested 18. Armour Ambulance gained 2.
 - d. District 4: EMT going on in Huron, Aberdeen Fire/Rescue has one starting August 22, EMR class in Warner. Refresher/District Conference in February which they are teaming up with District 1 & 7 and with partnerships with AHEC and Presentation College they are expecting it to be successful. Finished a High School virtual class.
 - e. District 5: EMT class in Pierre and gained 4 there, one in Highmore and got 4, Winner as well. 24-hour refresher in June but poor turnout due to late planting. Will be hosting Epi Draw in Winner on Aug 20 along with District meeting.
 - f. District 6: EMT class coming up in Custer, AEMT class coming up next year. Looking forward to doing conference next year.
 - g. District 7: EMT class in the fall, possible MTI training.
16. Adjourn: Motion: Nicole Neugebauer 2nd: Ruth Airheart. Meeting adjourned at 1515.

Upcoming meeting schedule



- a. Oct 28-30 Sioux Falls—Ramkota with EC meeting Thursday evening