

Atlantic Partners EMS Inc Board of Directors Meeting Minutes

March 25, 2021

ZOOM Attendance Only

Members: Eddie Moreside, Jesse Thompson, Kevin Gurney, Mike Poli, Butch Russell, Brian Chamberlin, Scott Lash, Ed Morshead, Aiden Koplovsky, Rick Chipman, Andy Turcotte, Ginny Brockway (left meeting at 4:15 pm).

Excused:

Staff: Rick Petrie, Cyndie Dugans, Wayne Werts

I. Call to order

Kevin Gurney called to order the regular meeting of the Atlantic Partners EMS Inc Board of Directors at 3:01 PM on March 25, 2021 via Zoom meeting.

II. Approval of minutes from last meeting

The minutes of the January meeting were reviewed. Remove duplicate names of attendance.

Motion to accept as distributed with the removal of duplicate names (B. Russell / J. Thompson) AIF, No abstentions. Motion Carries

III. Financial Report

Year to Date Financials: Rick sent out the financial year to date report to all prior to the meeting. 2nd Paycheck protection loan has been received with the first one forgiven. Specialty is down due to less in-person classes being able to be taught. PPE and Envoy mask expenses will be moved to a pass-through line per accountant to keep them separate.

Line of Credit Update: We paid down some of the line of credit and rolled over the rest to an equity loan with 4.25% interest rate over 10 years. We are paying 1.5 times the required payment amount to pay down principal

Budget Committee: A Budget Committee was developed with Ed Moreshead, Wayne, Rick, and Butch to meet. Draft budget will be presented at the May meeting.

IV. Old Business

Regional Contracts: Sam Hurley has decided to make changes to the deliverables, and he feels that requires the contract be sent out for RFP again. He also indicated that he didn't realize that anyone wishing to put in an RFP had to have a letter in by March 1, so he will request that the Board issue a waiver at their April meeting so he can advertise the new RFP if the Bopard chooses to go in that direction. Rick stated concern that Sam was involved in the discussions last year and again this year about the March 1 deadline, so he didn't understand the statement that Sam didn't know about the deadline. Rick also let the Board know that Maine EMS Board members received notification yesterday that Sam would like to change the configuration of the Regions, increase the education

requirements for the Regional Coordinators, and require that if an organization has a contract for more than one Region that they have a different designated Regional Coordinator for each region represented. These changes were presented by the SM Board representative at their council meeting yesterday. The SM Council voted to have their Representative oppose any changes until the Board is able to complete their strategic planning process and the regions are given adequate time to provide input. Andy shared a conversation he had at a recent meeting and how it's felt that this process would take longer than the 2 weeks the Office is giving Board members to gather information.

Community College Update: Rick shared that he submitted a proposal to EMCC for a joint chair of EMS and Fire Science. The system office has been holding EMS meetings and has included all community EMS programs except EMCC. However, Perkins grant and grant funds have been very graciously distributed to EMS at EMCC. KVCC had hired someone to help Stephanie but as of today that person is no longer employed by the college and they will continue to search for a replacement. KVCC will begin their new Paramedic program this Fall. EMCC is still struggling with their ability to commit to full-time EMS program staff.

COVID Update: Bi-weekly sub-regional meetings continue. The State of Maine has signed a contract with Clear Air for Envo masks that reduces the prices and enables any organization to purchase directly from Clear Air. We continue to help with vaccination clinics and offering guidance to all services.

Grant EMS Programs: We hope to get a summer grant funded EMT course.

Jackman Update: The program is running and progressing well.

Maine EMS Workforce Project: Aiden shared that they are waiting on input from UMO staff regarding protecting the data of participants in the workforce study involving focus groups.

Other: There was mutual discussion of the dire necessity of more staffing in all regions. Employment application numbers have dwindled significantly. All encouraged to present the details of how this is affecting their services to the Workforce committee and MEMS.

V. New business

Donation in Memory of Paul Liebow: Rick shared that Dr Paul Liebow had passed away in early February. Dr. Liebow was the Regional Medical Director for the Northeast Region for many years and a significant friend to EMS. His family has expressed interest in donations in his memory to a couple of places dear to Paul with one being the service on Cranberry Island. **Motion to donate \$500.00 in honor of Paul Liebow to Cranberry Island Rescue (Eddie Moreside / Ed Moreshead) AIF. Motion Carries**

Portland Office Space: Due to the minimal use of the Portland office space it was discussed to close that location on June 30th as it would not affect our presence in the Southern Maine region. There is no requirement at state level to maintain office space in each region. The

SM representatives felt that this would not negatively impact operations in the SM Region. **Motion to close the Portland Office effective June 30th (B. Russell / A. Turcotte) AIF. Motion Carries**

Office Structure Plans: Rick submitted his resignation effective July 2nd. Rick will going to work for Northeast Mobile Health Services as the Chief Operations Officer. Northeast has made an offer to APEMS to assist with the transition. The proposal was detailed in a document sent to the Board members (see attachment). NEMHS has also offered to have Rick stay on as an advisor with APEMS for one year.

Motion to go into Executive Session to discuss the resignation, proposed personnel changes and transition proposal (E. Moreside / A. Turcotte) AIF. Entered Executive Session at 3:51 pm. Exited Executive Session at 4:19 PM.

Motion that the APEMS Board finds no conflict of interest with Butch remaining in current position on the Executive Committee or APEMS Board. (E. Moreside / B. Chamberlin) AIF. Motion Carries

Motion to accept Rick's resignation (B. Chamberlin / M. Poli) Butch abstain, Andy against, All others in favor. Motion Carries

Motion to accept transition plan presented by Northeast to the APEMS Board (B. Chamberlin / E. Moreside) Butch abstain, 10 in favor. Motion Carries

Motion to accept recommendation as Sally as interm Executive Director on July 3rd and will review after 3 months (B. Chamberlin / A. Turcotte). AIF no abstentions. Motion Carries

The increases proposed by Rick, as well as staffing changes, will be addressed by the budget committee and reviewed at the May meeting.

VI. Feedback and Discussion on Regional Topics:

Northeast: Nothing additional to report.

Midcoast: Nothing additional to report.

KV: Nothing additional to report.

Southern Maine: Nothing additional to report.

VII. Adjournment

Motion to adjourn at 4:35 PM (B. Chamberlin / E. Moreside) All in favor.

Minutes submitted by Cyndie Dugans