

Executive Committee Agenda

Location: Virtual Attendance Only

Date: October 2, 2024

Time: 3:00 p.m. (Eastern Time)

[Microsoft Teams Meeting Link](#)

- I. Call to Order & Welcome - *Commissioner Kinney, Chair*
 - a. Roll Call - *Commissioner House, Secretary*
 - i. () Commissioner Kraig Kinney [IN], Chair
 - ii. () Commissioner Wayne Denny [ID], Vice Chair
 - iii. () Commissioner Joe House [KS], Secretary
 - iv. () Commissioner Brad Vande Lune [IA], Treasurer
 - v. () Commissioner Aaron Koehler [WY], Member-at-Large
 - vi. () Commissioner Joe Schmider [TX], Immediate Past Chair
- II. Public Comment
 - a. Matters Not on the Agenda - *Kinney*
- III. Old Business
- IV. Reports
 - a. Treasurer's Report- *Vande Lune*
 - b. Review September 2024 Executive Committee Meeting Summary
 - c. Chair's Report – *Kinney*
 - d. Bylaws & Rules Committee Report – *Schmider*
 - e. Workgroup Updates
 - f. Executive Director's Report – *Donnie Woodyard, Executive Director*
 - g. National EMS Coordinated Database Administrator Update – NREMT
- V. New Business
 - a. Draft Policy: Expense Reimbursement
 - b. Memo: Advisory Committees
 - c. Review Q4 Commission Meeting Agenda
- VI. Partner Organization Updates
- VII. Adjourn Meeting


Future Executive Committee Dates	Future Commission Meeting Dates
November 6, 2024	October 9, 2024 (Elections)

Meeting Norms:


To allow for equal participation by all attendees during the meeting, please note the following guidelines for all attendees:


- Committee members are requested to join by video when possible.
- Public Attendees:
 - Public attendance is encouraged.
 - Microphones for all attendees will be muted upon arrival.
 - Please place your name and agency/organization in the chat.
 - Members of the public may request to speak during public comment periods by using the "raise hand" function that is found on the menu bar at the bottom of the screen. Staff will unmute your microphone. If you are attending by phone, press *9 to raise your hand and *6 to unmute.
 - Public attendees should announce their name and organization before speaking.
 - Public comments are limited to two minutes or less.
 - In the case of background noise, disruptive behavior, or comments exceeding two minutes, your microphone will be muted.

*All times are approximate. The chair may modify the agenda during the meeting at their discretion.

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Executive Committee: September 2024 Meeting Summary

Meeting Details:

- **Chairperson:** Commissioner Kraig Kinney
- **Date & Time:** September 4, 2024, 3:00 PM ET
- **Location:** Virtual Meeting via Zoom Conference

Attendees:

- Commissioner Kraig Kinney [IN] Chair
- Commissioner Aaron Koehler [WY] Member-at-Large
- Commissioner Joe House [KS] Secretary
- Commissioner Brad Vande Lune [IA] Treasurer
- Commissioner Joe Schmider [TX] Immediate Past Chair
- Donnie Woodyard, Executive Director
- Doug Wolfberg JD PWW / Counsel
- Christie Mellott JD PWW / Counsel

Absent, Excused

- Commissioner Wayne Denny [ID] Vice Chair

Agenda & Discussions:

I. Call to Order & Welcome

- Commissioner Kinney declared a quorum present and called the meeting to order.
- Roll Call conducted by Commissioner House.

II. Public Comment

- No public comments were made.

III. Old Business

- **Public Comment Letter, Department of Education**
 - Executive Director Woodyard noted the letter was submitted to the Department of Education per the Executive Committee's directive.

IV. Reports

- **Treasurer’s Report**
 - Commissioner Vande Lune presented the Treasurer’s Report. The report was accepted as presented.
- **Review of August 2024 Executive Committee Meeting Summary**
 - Motion to approve by Commissioner Koehler (WY), seconded by Commissioner House (KS). The motion passed, and the summary was accepted as presented.
- **Chair’s Report - Kinney**
 - Commissioner Kinney provided an update on the next steps related to the Code of Conduct Privilege to Practice Position Paper. The intent and future direction were clarified. Commissioner House made a motion to move the position paper to the full commission for consideration at the October 2024 meeting, seconded by Commissioner Koehler (WY). The motion passed.
- **Executive Director’s Report - Woodyard**
 - The Executive Director highlighted the increasing use of the EMS Compact, ongoing relationships with federal partners, and the growing awareness of the compact. He raised awareness of a residency requirement issue brought up by a stakeholder and provided updates on varying levels of state compliance with Compact statute, particularly related to the National EMS Coordinated Database and FBI-compliant criminal background checks.
- **National EMS Coordinated Database Report**
 - Ray Mollers from the National Registry of EMTs provided an update on the status of the National EMS Coordinated Database, noting that starting next month, the National Registry will begin software upgrades expected to continue through 2025.

V. New Business

- **2025 Meeting Dates**
 - The committee reviewed the proposed meeting dates for 2025. Commissioner Koehler (WY) made a motion to approve the proposed dates, with an amendment to change the May 21 Executive Committee meeting to May 7. The motion was seconded by Commissioner House (KS) and passed. The Executive Director was directed to post and announce the 2025 meeting dates.
- **Upcoming Elections**
 - Commissioner Kinney reminded the committee that the October 2024 full Commission meeting will include elections for the positions of Chair, Treasurer, and Member-at-Large. Commissioner Joe House (KS) is leading the Nominating Committee, and those interested should contact him.
- **Awareness and Education Initiative**
 - Commissioner Schmider raised the suggestion of creating a "Compact 101" video for both state EMS officials and practitioners. The Executive Director will explore the idea, including the possibility of offering continuing education credits.
- **Privilege to Practice Complaints**
 - A discussion was held regarding EMS practitioners receiving conflicting information from states when seeking to use their privilege to practice. Chair Kinney directed the Executive Director to implement a complaint tracking process to monitor and address such grievances. A survey will be conducted to assess each member state’s compliance, with results presented at the October 2024 meeting.

VI. Adjourn Meeting

- The meeting was adjourned following the completion of the agenda.

Summary of Motions:

Motion #	Motion Summary	1 st	2 nd	Vote
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1	Approve August 2024 Executive Committee Meeting Summary	Koehler	House	Pass
2	Move the Privilege to Practice Position Paper for full commission	House	Koehler	Pass
2	Approve 2025 meeting dates with amendment to change May 21 EC meeting to May 7.	House	Koehler	Pass

The official record of this meeting is an audio recording available on www.EMSCompact.gov

To: Executive Committee, Interstate Commission for EMS Personnel Practice
From: Donnie Woodyard, Executive Director
Date: 16 SEPT 2024
Subject: Proposal for the Establishment of Two Advisory Committees to the Commission

Overview:

In accordance with the authority granted by Section 10.11 of the Interstate Commission for EMS Personnel Practice model legislation, I am recommending the creation of two advisory committees. The first is a "Stakeholder Advisory Committee", and the second is a "Federal Advisory Committee". These committees will strengthen collaboration, provide valuable expertise, and enhance the Commission's mission to improve interstate EMS personnel practice.

Legislative Authority:

Section 10.11 of the model legislation states that the Commission is authorized "to appoint committees, including advisory committees comprised of members, state regulators, state legislators or their representatives, and consumer representatives, and such other interested persons as may be designated in this compact and the bylaws."

Under this authority, I propose the following:

1. Stakeholder Advisory Committee:

This advisory committee will consist of representatives from key non-government organizations and stakeholders in the EMS field. The official membership will include one representative from each of the following organizations:

- American Ambulance Association (AAA)
- American College of Emergency Physicians (ACEP)
- International Association of EMS Chiefs (IAEMSC)
- International Association of Fire Chiefs (IAFC)
- International Association of Firefighters (IAFF)
- National Association of EMTs (NAEMT)
- National Association of EMS Educators (NAEMSE)
- National EMS Management Association (NEMSMA)
- National Governors Association (NGA)
- National Council of State Legislators (NCSL)
- National Registry of EMTs (NREMT)
- National Volunteer Fire Council (NVFC)
- Commission on Accreditation of Medical Transport Systems (CAMTS)
- Association of Air Medical Services (AAMS)
- National Association of State EMS Officials (NASEMSO)

This committee will meet no less than twice annually, with virtual meetings to ensure participation. It will be chaired by a Commissioner, and I recommend that this Commissioner also be a member of the Executive Committee to maintain alignment with the Commission's goals.

2. Federal Advisory Committee:

The second advisory committee will consist exclusively of federal government officials and will also meet twice annually. The proposed membership includes representatives from the following federal agencies:

- Department of Transportation (DOT)
- National Highway Traffic Safety Administration (NHTSA) Office of EMS
- U.S. Department of Homeland Security (DHS) EMS Division
- U.S. Forest Service
- U.S. Fire Administration
- U.S. Secret Service
- U.S. Department of Defense (DoD)
- Veterans Health Administration (VHA)
- Federal Emergency Management Agency (FEMA)
- National Security Council (NSC)
- Department of Health and Human Services (HHS)
- Cybersecurity and Infrastructure Security Agency (CISA)
- Health Resources and Services Administration (HRSA)

This Federal Advisory Committee will facilitate strong intergovernmental collaboration and allow the Commission to engage directly with federal agencies on matters related to EMS personnel practice, public safety, national security, and public health.

Purpose and Benefits:

The creation of both committees will provide significant value by:

1. **Enhancing Collaboration** – Ensuring a forum for both stakeholders and federal agencies to collaborate on EMS personnel practice across state lines.
2. **Engaging Stakeholders** – Formalizing channels for non-government organizations and federal agencies to provide expertise and insights, while concurrently ensuring accurate, primary source information about the EMS Compact is shared with each partner agency.
3. **Supporting Strategic Decision-Making** – Offering the Commission guidance on emerging trends, regulatory challenges, and national security issues that impact EMS personnel.

Recommendation:

I recommend that the Executive Committee approve the establishment of both the Stakeholder and Non-Government Organization Advisory Committee and the Federal Advisory Committee. These committees will help the Commission maintain its leadership in improving EMS personnel practice and foster greater collaboration across all levels of EMS. Thank you for your consideration. I look forward to discussing this proposal at our next Executive Committee meeting.

Expense Reimbursement Policy

Approved by the Executive Committee:
Effective:

Purpose:

To establish clear guidelines for the timely reimbursement of both routine and advance expenses incurred by the Executive Director and other authorized personnel while conducting official Commission business, ensuring fairness, transparency, and efficiency in managing financial resources.

Scope:

This policy applies to all expenses incurred by the Executive Director and other approved personnel for official business, including routine monthly expenses and those paid in advance (30 days or more prior to the travel date). This includes, but is not limited to, flights, hotels, meals, and other travel-related costs, as well as routine operational expenses incurred in the performance of Commission duties.

Policy Statement:

1. Routine Expenses:

- Expenses incurred during the normal course of conducting official business for the Commission (e.g., meals, local transportation, office supplies, etc.) will be reimbursed upon submission of appropriate documentation, including receipts and other necessary supporting materials.
- Expense reports are generally submitted monthly, or more frequently if required, for expenses incurred in the previous 30 days. Reimbursement payments will be issued as soon as practicable upon approval by the Chair of the Commission, or their designee.

2. Advance Purchases for Travel:

- The Commission encourages the purchase of travel-related expenses, such as flights and hotels, in advance whenever feasible to take advantage of early booking discounts and maximize cost efficiency.
- Expenses incurred by the Executive Director or other authorized personnel for travel that is paid for 30 days or more before the travel date should be reimbursed within 30 days of the purchase date, provided that all necessary receipts and documentation have been submitted.

3. Reimbursement Timing:

- All expenses, whether routine or advanced, incurred by the Executive Director should generally be reimbursed within 30 days of submission of the expense report. This ensures that the Executive Director or other personnel are not personally carrying official expenses for extended periods.
- The administrative office will process reimbursement payments as soon as practicable, once they have been approved by the Chair of the Commission or their designee.

4. Per Diem and Hotel Accommodations:

- For official travel days, the U.S. General Services Administration (GSA) per diem daily rate for meals and incidentals will apply. The applicable rates are published on the GSA website and will be used for reimbursement.
- Hotel accommodations will be reimbursed at the actual rate incurred. Where possible, government rates should be utilized to reduce costs. Receipts for lodging must be submitted for reimbursement.

5. Airline Travel:

- For official travel, only economy class fares will be reimbursed, regardless of carrier or route. The choice of carrier, route, and travel schedule is at the discretion of the Executive Director, provided the expenses remain within reasonable limits and are justified as part of official Commission business.

6. Cancellation of Travel and Routine Operational Risks:

- The cancellation of scheduled travel, while rare, is recognized as part of the normal operations associated with any government official with frequent travel.
- If the Executive Director needs to cancel a trip with incurred expenses, it must be documented in writing, including a rationale statement explaining the reason for the cancellation. This documentation should be submitted to the Commission Chair for review.
- Any airline vouchers or travel credits issued as a result of the cancellation will be applied to future official travel to minimize financial loss.

7. Documentation Requirements:

- All reimbursement requests must be accompanied by appropriate receipts and supporting documentation. In cases where receipts are not available, a detailed explanation and justification for the expense must be provided for review and approval.
- The Commission reserves the right to request additional information or clarification on submitted expenses before processing the reimbursement.

8. Authorized Expenses:

- Only expenses that have been pre-approved for official Commission business will be eligible for reimbursement. This includes routine expenses and advanced purchases directly related to the duties of the Executive Director and other personnel conducting authorized business for the Commission.
- Any unusual or significant expenses outside of routine operations should receive pre-approval from the Executive Committee or relevant approving authority.

Reporting and Accountability:

- The Executive Director will provide regular updates to the Executive Committee regarding travel expenses, including any canceled trips or unused travel credits.
- The administrative office will maintain a detailed record of all expense reimbursements and will conduct periodic reviews to ensure compliance with this policy.
- The Executive Committee will oversee and provide guidance on any issues related to expense reimbursements or deviations from this policy.

Non-Reimbursable Expenses:

- Personal expenses not directly related to official business will not be reimbursed. This includes, but is not limited to, expenses related to personal entertainment, non-business-related travel, or other non-essential purchases.
- Any questionable or non-standard expenses must be reviewed and approved before reimbursement is granted.

Q4 2024 Meeting Agenda

Location: Microsoft Teams
Date: October 16, 2024
Time: 3:00 p.m. (Eastern Time)

- I. Call to Order & Welcome - *Commissioner Kinney (IN), Chair*
 - a. Commissioner Roll Call - *Commissioner House (KS), Secretary*
 - b. Declare Quorum Present - *Kinney*
 - c. Introduce New Commissioners - *Kinney*
 - d. Adopt Business Agenda - *Kinney*
- II. Public Comments Regarding Matters Not on the Agenda - *Kinney*
- III. Special Presentations
 - a. Introduction to Patient Safety Organizations (PSOs) and EMS with the Center for Patient Safety - *Daniel P. Burke, MBA, NRP*
Director of Emergency Medical Services Safety, The Center for Patient Safety
 - b. Introduction to Waymo and Autonomous Vehicles
Peter Teliha, First Responder Ambassador - Emergency Response & Outreach
- IV. Reports
 - a. Chair's Report – *Kinney*
 - b. Treasurer's Report – *Commissioner Brad Vande Lunde (IA)*
 - c. Executive Director Report – *Woodyard*
 - d. Bylaws & Rules Committee, Report on Conceptual Rules – *Commissioner Joe Schmider (TX)*
 - e. Database Administrator Report – *Ray Mollers (NREMT)*
- V. Old Business
 - a. Action: Approve June 2024 (Q3) Meeting Minutes - *House*
- VI. New Business
 - a. Position Paper: Code of Conduct
 - b. Election of Officers
 - i. Chairperson
 - ii. Treasurer
 - iii. Member-At-Large
- VII. NGO / Stakeholder Partner Updates
- VIII. Adjourn Meeting

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