

## Executive Committee Agenda

Location: Virtual Attendance Only  
Teleconference Number: +1 301 715 8592  
Meeting ID: 890 8077 7876  
Passcode: 797067

Date: August 2, 2023  
Time: 3:00 p.m. (Eastern Time)  
Passcode: 797067

Zoom Link: <https://us02web.zoom.us/j/89080777876?pwd=dE5UMTVZRVljc0pFNmtiVDZqeUFXZz09>

- 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 Comments Regarding Matters Not on the Agenda - *Kinney*
- III. Old Business
  - a. Action: Review and approve July 2023 Meeting Minutes - *House*
- IV. New Business
  - a. Treasurer's Report- *Vande Lune*
  - b. Chair's Report - *Kinney*
    - i. Committee Appointments
      1. Rules & Bylaws Committee
      2. Budget / Finance Committee
    - ii. Establishment of Work Groups
  - c. Executive Director's Report – *Donnie Woodyard, Executive Director*
    - i. IRS Determination Letter
    - ii. Onboarding Status Update
    - iii. Commissioner Recognition
      1. Guy Dansie (Utah)
      2. Diane McGinnis-Hainsworth (Delaware)
    - iv. Recognition of new Commissioners:
      1. Bobbie Sullivan (Nevada)
      2. Mark Herrera (Utah)
    - v. Review Future Meeting Dates / Schedule (as distributed)
- V. National EMS Coordinated Database Administrator Update – NREMT
- VI. Partner Organization Updates
- VII. Adjourn Meeting

Future Executive Committee Dates	Future Commission Meeting Dates
September 6, 2023	November 15, 2023 (Elections)
October 4, 2023	February 21, 2024
November 1, 2023	May 14, 2024
December 6, 2023	October 9, 2024 (Elections)
January 10, 2024	
February 7, 2024	
March 6, 2024	

### 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.

## Executive Committee: Meeting Minutes

### Meeting Details:

- Chairperson: Commissioner Kraig Kinney
- Date & Time: July 5, 2023, 3:00 PM EST
- Location: Virtual Meeting via Zoom Conference

### Attendees:

- Commissioner Kraig Kinney [IN], Chair
- Commissioner Brad Vande Lune [IA], Treasurer
- Commissioner Aaron Koehler [WY], Member-at-Large
- Commissioner Joe Schmider [TX], Immediate Past Chair
- Donnie Woodyard, Executive Director
- Doug Wolfberg, JD, Council

### Absentees:

- *[Excused]* Commissioner Wayne Denny [ID], Vice Chair
- *[Excused]* Commissioner Joe House [KS], Secretary

#### I. Call to Order:

- a. The meeting was called to order by Commissioner Kraig Kinney, the Chair of the Executive Committee. The previous meeting minutes and the current meeting agenda were approved by all attendees.

#### II. Public Comments on Matters Not on the Agenda:

- a. Cameron Hamilton of the Department of Homeland Security provided an update on DHS's plan for credentialing and state licensure for DHS EMS personnel. Mr. Hamilton reinforced the plan for DHS EMS personnel to obtain state licensure in one or more states, including a Compact state. **ACTION:** Following a brief discussion, Chairman Kinney requested the Executive Director to coordinate additional discussions with DHS to develop a white paper briefing document for the Executive Committee.

#### III. Clarification of Past Chair Position:

Commissioner Kinney acknowledged the transition of the Immediate Past Chair, Donnie Woodyard, to the position of Executive Director. It was recognized that it would create a conflict of interest for Mr. Woodyard to continue serving as the Immediate Past Chair on the Executive Committee. As the bylaws did not address this specific situation, the Executive Committee needed to make a determination.

Council Wolfberg provided legal guidance, acknowledging the unique circumstance and affirming that it was within the Executive Committee's purview to decide. After a discussion among the committee members, it was determined that it would be in the

best interest of the Commission for Commissioner Joe Schmider of Texas to continue serving as the (prior) Immediate Past Chair.

IV. Old Business:

The outstanding discussion item from the previous meeting was the review and approval of the May 3, 2023, Meeting Minutes.

- a. Commissioner Kinney noted a spelling correction to the minutes. **MOTION** to approve the meeting minutes by Commissioner Vande Lune [IA], second by Commissioner Koehler [WY]. **MOTION PASSED.**

V. New Business:

Under the new business agenda, Commissioner Kinney welcomed the new members of the Executive Committee. Various aspects related to committee roles, responsibilities, and communication channels were discussed. No decisions were made at this time, but it was agreed to continue the discussion in future meetings.

**ACTION:** Executive Director will email sub-committee assignments to Commissioners and seek input from Commissioners on their desire to continue serving on existing committees or change to new committees.

VI. Other Items:

a. Partner Organization Updates:

- i. Ray Mollers, representing the National Registry of Emergency Medical Technicians (NREMT), provided an update on the National EMS Coordinated administration activities. Mr. Mollers noted the NREMT is providing technical assistance to Tennessee and Pennsylvania related to the National EMS Coordinated Database, with Tennessee successfully transferring data in the test environment.
- ii. Dia Gainor, representing National Association of State EMS Officials, noted NASEMSO was pleased that the Commission held the annual Commission meeting during NASMESO's annual meeting in Reno, NV, and looked forward to a sustained collaboration. Commissioner Kinney expressed appreciation to NASEMSO for the continued partnership and collaboration.

b. New Executive Director Update:

Executive Director Woodyard addressed the Executive Committee and provided a brief update. He mentioned that the current focus of work is completing the transition process and setting up the new virtual office. Woodyard emphasized that his priority in the coming months will be to work individually with states and Commissioners to ensure he serves as a resource. He also informed the committee about the new Washington, DC based phone number for the Commission, which includes an auto attendant.

VII. Adjournment:

The meeting was adjourned at 15:38 via an unopposed **MOTION** by Commissioner Vande Lune [IA], second by Commissioner Koehler [WY].

Minutes prepared by Executive Director Woodyard.  
[End of Meeting Minutes]