



NEW BOARD MEMBER & ADVANCED BOARD MEMBER/ MANAGEMENT TRAINING

JUNE 14TH, 2017

LODGE OF 4 SEASONS, LAKE OZARK, MO

Lodge Rooms Rates- \$137 per night

Training Cost- \$120 (includes breakfast & lunch)

MARK YOUR CALENDARS! MORE INFORMATION COMING SOON!

CERTIFIED FIRE & AMBULANCE DISTRICT BOARD TRAINING

8-Hour Course

This course provides the training and education required by Missouri law for ambulance and fire protection district board members elected **after January 1, 2008**. MAFPD and MAA have developed the curriculum (approved by the MO Division of Fire Safety and the State Advisory Council on EMS) to assist board members in understanding the legal liabilities and personal obligations of their position—Treasurers, Secretaries, and chief officers are also encouraged to attend. Topics include: authority; roles, duties, responsibilities; rules and laws; elections; ethics; Sunshine Law; setting tax rates; and conducting meetings. Also approved for 8 POST hours of legal continuing education for law enforcement!



Per RSMo 190.053 or 321.162



MU FRTI

University of Missouri-Extension Fire and
Rescue Training Institute

Click on this link to register-

For hotel reservations call-888-265-5500

NEW THIS YEAR!



Advanced Board Member & Management Tract

For board members & managers who have taken the required Board Member Training. This will include topics on HR, Leadership, Just Culture, Social Media, Manager/Board Member Relations and many more important topics!

New Board Member Training

June 14th 8am-5pm

This course is for Board Members who have never taken the State Mandated Certification

7:00-8:00	Registration/Breakfast
8:00-9:00	Ambulance District Background Structure of Statutes, Sunshine Law activity, Governmental categories and accountabilities, Sovereignty, Terms, Checks and balances, County classifications
9:00-9:15	Break/Exhibits
9:15-10:15	Ambulance Services AD rules and regulations for ambulance services, Federal and state rules and regulations for ambulance services, Licensing ambulance services, Licenses and certificates for EMS personnel, Record keeping for ambulance services, Medical Direction, Medicare participation, Federal privacy laws, State privacy laws, Patient safety organizations, Management contracts
10:15-10:30	Break/Exhibits
10:30-11:30	Ambulance District Powers and Duties List of powers, Joint powers, Ordinances, Bylaws
11:30-12:30	Lunch/Exhibits
12:30-1:30	Ambulance District Officials and Board Operations Restrictions on who may serve on board, Roles and responsibilities, Oath of office, Terms and perpetual existence, Vacancies, Bonding, Ways to leave office, Records to successor, Pay for board members, Meetings, Quorum, Majority voting, Recusal, Rules of procedure, Special rules, Training, Officers, Individual liability, Contributory benefit plan board of trustees
1:30-1:45	Break/Exhibits
1:45-2:45	Secretary/Treasurer Powers and Duties Options for selection, Duties, Secretary pro tem, Custodian of records, Record keeping. Options for selection, Duties, Financial statements and penalties, Bill paying, Personal liability, Collateral pledges, State auditor concerns.
2:45-3:00	Break/Exhibits
3:00-4:00	Property/Sales Taxes and Fees, Budgets and the Budget Process, Purchasing, Bids and the Bidding Process Assessed valuations, Levy options, Approval, Procedures, Adjustments, Long-term debt and bond issues, Sales taxes, Service fees, Reimbursements. Rules and enforcement, Budget officer, Fiscal year, Budget contents, Changes, Failure to adopt, Keeping documents, Long-term purchases Purchasing, Legal requirements, Phone and email bids, Files, Rejecting bids, Specifications, Sole-source suppliers, Contracts must be in writing, Prevailing wage, Lease purchases
4:00-4:15	Break/Exhibits
4:15-5:00	Nepotism: Do Not Appoint Relatives, Conflict of Interest and Other Offenses, Bond Issues, Elections The constitution Degrees of relationship, Consanguinity and affinity. The law, Working for or renting to AD, Officials' business interests, Penalties, Disclosure Explanation, General obligation bonds, Revenue bonds, Interest, Loan term, Maximum borrowing, debt retirement fund. Timing, Posts to be filled, Nonelection's, Mail-in elections, Order of events

Advanced Board Member/Management Seminar
June 14, 2017
 8am-5pm

7:00-8:00	Registration/Breakfast	
8:00-9:00	Using Board Policies to Improve Board and Executive Director Relationship	Shane Lockard
	<p>The relationship between the board of directors and the executive director is a common topic of discussion for ambulance districts and political subdivisions. To have a high-functioning, effective district, it is critical for the executive director and the board of directors to understand and appreciate their distinct roles. This presentation will discuss the district roles of a board's fiduciary responsibility and governance and the executive director's roles as the organizations senior lead and manager. The concept and practical use of board policies will be discussed to help both the board and the executive director understand its own responsibilities and improve the working relationship.</p>	
9:00-9:15	Break/Exhibits	
9:15-10:15	To Lead or Not to Lead	Shannon Watson
	<p>Deciding to be a leader may be a subconscious decision. In EMS, there are a lot of type A personalities who like to take charge. What I've learned over the years is leadership is not a position; it's an action we take and it can be performed on any level, whether you're an EMT, Paramedic, or Chief. To inspire others through motivation and influence, we can be good leaders for our department. This session will go over some great attributes of a leader and help you understand leadership on all levels. It will also teach you how to recognize leaders within your department, so you can assist in their growth and development. In addition, we will learn how to be outstanding leaders for our department and some of the common leadership mistakes that can be made. We will also go over the difference in a manager and a leader, and inspire managers to become leaders.</p>	
10:15-10:30	Break/Exhibits	
10:30-11:30	Making Just Culture a Reality	Shannon Watson
	<p>Human error occurs daily surrounding us with grave consequences when it occurs in the medical field. Frequently, the employee and the system are at fault for errors. Just Culture focuses on system design and management of the behavioral choices of its employees. Other systems focus on the employee's errors and outcomes to decide what action should be taken. This course offers the understanding and philosophy of a Just Culture. We will learn how to utilize Just Culture into organizational practices and processes. We will conclude with case reviews and together decide what actions should be taken based off of this new system.</p>	
11:30-12:30	Lunch/Exhibits	
12:30-1:30	Proper Handling of Internal Investigations-	JP Hasman-
	<p>What types of issues require investigation? Steps to take – outline of a proper investigation</p> <ol style="list-style-type: none"> i. Who – who should conduct and who should you speak to? ii. What – what is the focus of the investigation and how to handle new information that might lead to new investigations iii. Where – in person? By phone? Skype? iv. When – as soon as possible v. How – written statements/affidavits? Video? Written questions and answers? vi. Follow-up and re-interviews <p>Document, document, document</p>	
1:30-1:45	Break/Exhibits	
1:45-2:45	Social Media in the EMS Workplace – Risks and How to Avoid Them-	Kevin Fairlie
	<p>Best practices for HR policies, Enforcement and discipline. Patient privacy – the intersection of social media and HIPAA</p>	
2:45-3:00	Break/Exhibits	
3:00-4:00	Changing Drug Laws and the Impact on Employment Drug Testing and Enforcement	Kevin Fairlie
	<p>Pre-employment drug testing, Random testing, Post-Accident testing.</p>	
4:00-4:15	Break/Exhibits	
4:15-5:00	EMS Advocacy	Gene Bradley

Kevin Fairlie, JD

Kevin Fairlie is the founding member of Fairlie Law, LLC, where he represents Fire and EMS companies and agencies around the country. Kevin has practiced healthcare law for nearly 20 years. In addition to his national EMS practice, Mr. Fairlie represents numerous healthcare entities and serves as General Counsel to several health centers. Kevin is the former general counsel for a large multi-state EMS agency and has held numerous EMS leadership positions including serving as CEO. He is also the CEO of EMS Compliance, LLC, a national EMS compliance firm. Both of his firms are headquartered in St. Louis, Missouri. Kevin obtained both his law degree and his Master of Healthcare Administration degree from the University of Missouri – Columbia.

J.P. Hasman, JD

J.P. Hasman is a shareholder in the St. Louis office of Ogletree, Deakins where he counsels and defends employers regarding all aspects of the employment relationship. JP began his career as a Field Attorney with the National Labor Relations Board where he investigated and prosecuted unfair labor practice charges. JP received his undergraduate degree from St. Louis University and his law degree from the Catholic University of America.

Shannon Watson

Shannon Watson began her EMS Career in Jacksonville NC, where she attained her Paramedic License and Associates in Emergency Medical Science. She came to Christian Hospital EMS seven years ago and diligently worked her way to Community Health Supervisor for the EMS department. Shannon currently has her instructor license in a variety of certifications and teaches nationally at EMS conferences. She is on the East Central Region Committee for St. Louis and became a contributing Author in 2012 by writing the resuscitation chapter in the pediatric education for prehospital provider's book. Shannon is also a committee member for Emergency Pediatric Care (EPC) and a regional coordinator for the National Association of Emergency Medical Technicians (NAEMT). She was the Clinical Supervisor for four years where she developed the Christian Hospital EMS Academy and then was appointed Community Health Supervisor. Shannon assisted with the development and implementation of the Community Health Access Program for Christian Hospital EMS and currently manages their mobile integrated healthcare program. She is married to a Firefighter / Paramedic and they have one child. Shannon enjoys spending her free time with friends and family.

Shane Lockard

Shane Lockard is the EMS Chief of the Johnson County Ambulance District, an ALS Rural Provider in Missouri. He is a NR-Paramedic and has completed an associate's in EMS Management, a bachelor's in Healthcare Administration, and an MBA in Public Administration. Shane has been involved in EMS for over 23 years. He utilizes his education and experience in EMS clinical and leadership to present topics beneficial to the EMS Community.

He has served EMS in a variety positions including as field provider, supervisor, instructor, training officer, and administrator. Shane is actively involved in the Missouri Ambulance Association and current serves as the President of the Association.

Shane is active in his community serving as on the Emergency Service Board (aka 911 Board) and serves as an adult leader with a local Boy Scout Troop.