

Peninsulas EMS Council Board of Directors Meeting

In Regular Session

October 11, 2006

Meeting Minutes

Members Present

Julie Glover, President

Marsha Weatherwax, Treasurer

Michael Player

Kirk Havens, PhD.

Mark Westfall

Scott Hudson, Chair, Northern Neck Pre-hospital Committee

Kim Mitchell, Regional Medical Director

Liz Martin

Marlene Howlett, Administrative Director, Emergency Services, Mary
Immaculate Hospital

Absent (excused)

David Barrick, Vice President

Willard Hicks, Chair, Peninsula Pre-hospital Committee

Susan Frishkorn, RN

Sherry Adkins, RN

Kenny Eades

Staff Present

Don Wilson

John Cooke

Jeff Meyer

John Davenport

Tom Ezell

Jim Masten

Guests

Wayne Berry, OEMS Program Representative

The President, Julie Glover, called the meeting to order at approximately 6:15 pm. The minutes of the July 12, 2008 meeting were reviewed and

approved following appropriate discussion and motion to approve by Deputy Chief Player and seconded by Dr. Havens

Presentations to the Board

- The Executive Director briefed the board on financial management performance to date with graphic representations relative to planned vs. actual income and expenses. The graphic representations were provided each member and they are attached to the council office copy of these minutes for reference
 - Deputy Chief Player asked about Direct Deposit for staff members and Marsha Weatherwax, Treasurer, announced that she was seeking that accommodation now as well as working with several banking institutions regarding the best way to do checking, savings and investing of council funds. That will be reported to the members as soon as possible. In response to the question of conflict of interest with respect to the Treasurer's activities with the council and her employer, Old Point National Bank, Ms. Weatherwax has indicated that her supervisor will issue a signed statement that there was no conflict

- Reported that the FY07 Deliverables Contract with OEMS is well underway and that it was expected that all deliverables for the first quarter would be completed on time. Mike Player requested that the tracking mechanism, if possible, be converted to the same matrix-format as used last year so that the board and staff can more easily track performance. *Action item – Mr. Wilson is to present the information in the revised format at the January meeting of the board*
- John Cooke gave a brief overview of the PEMS Annual Report submitted to OEMS for the Fiscal Year which ended on June 30, 2006. The report is available on the PEMS Website for review and also attached to the council office copy of these minutes
- Jeff Meyer presented a Power-Point briefing on the Performance Improvement Activities of the Council Staff and participating regional agencies and hospitals over the past several months. This

report was well received and the members asked that a similar presentation be forwarded to them each time the council sends them read-ahead's for any meeting of the board. *Action item – Mr. Wilson/Jeff Meyer will coordinate such reporting for all read-ahead material forwarded to the board.* The lack of involvement in regional performance improvement initiatives was reported as worrisome. Dr. Havens and Liz Martin, after lengthy discussion of the program objectives, and involvement levels within the three pre-hospital service area, proposed that the Middle Peninsula and Northern Neck EMS Coalition be advised of the difficulty and determine if that group could or would get involved in encouraging all agencies to actively support and be involved in this critical area of responsibility. *Action item – Don Wilson is to arrange a meeting of the EMS Coalition as soon as possible to seek their assistance*

- Ellen Vest made an announcement that at the EMS Symposium this year the PEMS Recruiting Kiosk would be erected with a CISM Logo on the Podium (funded by PEMS). The exhibit will be manned by several people involved in CISM throughout the state to answer questions about the program
- John Davenport announced that he will be leaving his employment at PEMS as the Rural Field Coordinator by end-November. Don Wilson elaborated that John's father was gravely ill and that John had to spend more time with him. The board wished him well and thanked him for his services. Advertising for a replacement was already underway.

Old Business

AGENCY REPORTS

Peninsula – Involved in a project looking at disaster planning with nursing homes! The Planning District is involved because they did this last year. The primary objective in this initiative is to educate nursing home facilities that EMS agencies cannot be relied upon to transport their residents in the event of a major disaster; that they planning must account for alternative transport mechanisms. The other Pre-hospital committees have been asked for representatives to this project.

Another project being initiated in this group, with representation from the other pre-hospital committees, is to evaluate the

present regional restocking agreement and to recommend refinement is considered optimal

Middle Peninsula – Reports having difficulty in getting all agencies to the table, but hopes renewed efforts will be fruitful. Also reports that they are actively looking for representatives to serve on the projects initiated by the Peninsula Pre-hospital Committee. The committee also reported the undertaking of a Life-Pak 12 educational effort with Gloucester Volunteer Fire and Rescue taking the lead.

Northern Neck – Reports that they are undergoing a restructuring process aimed at getting more involvement in their committee. They also reported that they had named representatives to the Peninsula Pre-hospital Committee initiatives.

New Business

- Dr. Haven reported that the 8K walk/run commemorating the opening of the new Mattaponi Bridge in West Point was a great success. Monies collected went to the West Point Fire Department and Rescue Squad, Inc.
- Jim Masten reminded everyone of the 19 – 22 October Yorktown Day Celebration
- It was reported that the Urbanna Oyster Festival had over 200,000 attendees this year

Good of the Order

The Board of Directors will meet next, in Regular Session, on Wednesday, January 10, 2007. The meeting will begin promptly at 6 pm in the Council Office.

The meeting was appropriately adjourned at approximately 7:45 pm.

Very respectfully submitted:

Don D. Wilson
Secretary to the Board

