

**Peninsulas Emergency Medical Services Council, Inc.**

**Board of Directors Meeting  
*In Regular Session***

**Wednesday, October 10, 2007**

**Minutes**

The meeting was called to order at 6:14 by President Julie Glover. Members present:

Julie Glover	Chair, Middle Peninsula Pre-Hospital Committee
Jammie Sanderson	Sentara Williamsburg Community Hospital
Dr. Cheryl Lawson	Regional Medical Director
Kenny Eades	Northumberland County
Michael Player	York County Fire and Life Safety
Renee Roundtree	Riverside Regional Medical Center
Val Sommer	Mary Immaculate Hospital
Dr. Kirk Havens	VIMS
Elizabeth Martin	Riverside Tappahannock Hospital
John Cooke	PEMS Staff
Jeff Meyer	PEMS Staff
Jo Richmond	PEMS Staff
Jeannie Dunston	PEMS Staff
Willard Hicks	Chair, Peninsula Pre-Hospital Committee

A motion was made by Dr. Lawson and seconded by Chief Player to accept the minutes. The motion passed unanimously.

Financial Report was given by John Cooke. Ms. Glover asked why there was so much money in checking. We have just received the first "lump sum" payment on our contract; commonly know as infrastructure money, which was deposited into checking. Chief Player asked for future reports to be broken down into program areas. Future financial reports will be in the format of a traditional balance sheet.

John Cooke reported on the completion of our annual audit by Goodman and Co. The final report is not complete but that no discrepancies were mentioned by the accountant who conducted the audit.

John also reported that Marsha Weatherwax had investigated the insurance that the council carries and found that we have adequate coverage and are getting a great deal. She recommended to John Cooke that we renew our policy with Gloucester Southside Insurance, which has been done.

John Cooke reviewed the quarterly report the text of which is attached to this document. Of note were the sections on Employee Qualifications and Performance, Organizational Information, Conflict of Interest Statements, Committee Rosters, Performance Improvement, RSAF program, and Regional EMS Awards. Other program information not covered by the quarterly report includes the Regional Councils are having their web pages re designed by Corallogic. They have provided some training on the new Content Management System, with more to come. John also reported on the recent visit to our region by several members of the FARC. They were impressed. CISM is providing high quality service to agencies and others in the PEMS region. Staff assisted with and attended the OEMS Town Hall meeting in Kilmarnock. Questions ranged from training to rooms at Symposium. Good turn out and information exchange. John praised Ed Elzarian from the CarePlex Pharmacy for purchasing Epi Pens for our STAT Medications Boxes. RSAF funds will reimburse Sentara. John discussed reconvening the "Coalition" to discuss

recruitment of providers for the Middle Peninsula and Northern Neck. John reported that Rappahannock Community College has 31 enrolled in the Fall EMT-Intermediate class. He also outlined a conversation with Warren Short and Rohn Brown of OEMS on the future of recruiting efforts in PEMS.

John reported that Jim Masten had successfully reestablished the PICO (Peninsula Interfacility Cooperation Organization) Renee Roundtree hosted their first meeting at Riverside Regional. Some topics discussed were HEAR Radio transmissions and communications protocols. She reported on a small trail that she initiated at Riverside where technicians were held accountable by a staff member to document what supplies they had used on each patient before exchange was made. An estimated \$40,000 over a year's time could be saved in supplies.

There was a general discussion of Web EOC and its role in diversion and in times when hospitals need to divert patients. The VHHA instituted WebEOC in place of EMSsystem because they felt it was a more useful product to the hospitals. Several present argued against that point. John Cooke recently sent a letter to EMS Agencies and Dispatch Centers remaining them to use WebEOC. No positive responses were returned. John was tasked with finding a way to integrate WebEOC into dispatch centers just as EMSsystem was. Chief Player will assist.

There was a brief discussion of the unfortunate theft of an ambulance from outside the CarePlex ED. There is no PEMS policy requiring technicians to shut down their vehicles, nor to lock them. Generally, that is an agency policy but we have provided reminders through our web site.

Dr. Lawson brought up two concerns about the PEMS Award Program. She would like the staff to be more aggressive in soliciting nominations. She also suggested that PEMS should reinstate the "Call of the Year" in spite of the fact that OEMS has done away with the category. Actions: We will appoint a sub-committee of the Pre-Hospital Committees to aggressively solicit nominations for all categories. Dr. Havens suggests that we examine our publicity surrounding the entire awards process. Possibly personal calls to news media or involving Board members in making media contacts.

PI Report Jeff Meyer presented a detailed Performance Improvement report. His report is attached

Under Old Business, John Cooke brought up our relationship with OEMS. When John first notified OEMS that he had been appointed Executive Director, there was a genuine conversation on how we were going to cooperate and work together. John explained several instances where he was not notified of actions by OEMS.

#### New Business

##### Pre-Hospital Committee Reports

Peninsulas

Willard Hicks

Middle Peninsula

Julie Glover

Northern Neck

Scott Hudson

Resignations of Susan Friskorn and Sherry Atkins (Williams) John Cooke asked the advise of the Board on replacements for these individuals Consensus is to write letters to CEO of both facilities seeking nominations from their facilities.

Conflict of Interest Statements were completed by all present. Those not in attendance submitted via facsimile. Copies will be sent to OEMS to satisfy that section of our contract.

Election of Officers Mike Player made a motion that we set fourth the current slate of officers for re-election. Motion seconded by Dr. Lawson. Motion passed by acclamation.

The 2008 Officers of the Peninsulas EMS Council are:

- President Julie Glover
- Vice President David Barrick
- Treasurer Marsha Weatherwax
- Secretary John Cooke

For the Good of the Order Mike Player outlined items discussed at the October 2, 2007 Executive Committee meeting. The Executive Committee approved a policy of funding \$700 for those part time employees who attend EMS Symposium. They also reviewed the policy on Comp Time and agreed that part time and non-exempt employees.

Chief Player also briefed the committee on the action that was taken to discontinue the practice of affording Comp time. There was discussion of the liability of this practice. The Executive Committee decided to pay off the accumulated Comp time for any part time employees and to allow full time employees to roll their time to paid time off.

RCC is in the process of applying through the Virginia Community College System to grant Associate of Applied Science Degree to its EMS program. The Board approved John Cooke to compose and submit a letter of support.

Ms. Roundtree reminded the membership that the Riverside Trauma Service has hired a Physicians Assistant. He will be presenting a regularly scheduled continuing education series.

Adjourn: A motion to adjourn was made by Willard Hicks, seconded by Dr. Havens. Meeting adjourned at 8:09 p.m.