

Peninsulas EMS Council
Board of Directors Meeting

September 3, 2003

Members Present

- **Julie Glover**
- **David Barrick**
- **Stephen Porter**
- **Willard Hicks**
- **Dr. Kirk Havens**
- **Wayne Berry**
- **Mike Marcon**
- **Don West**
- **Joan Ross**
- **Dr. Kim Mitchell**
- **John Burton**

Absent

- **Mary Morin – excused**
- **Charles Burgess**
- **Gaynor Callis – excused**
- **Kenneth Eades – excused**
- **Craig Rice – excused**
- **Elizabeth Martin**

Staff

- **Don Wilson**
- **Dane Davis**
- **Jim Masten**

The meeting was called to order at 6:20 pm by David Barrick, the Vice President of the Board of Directors. He welcomed everyone present and those gathered introduced themselves. Mr. John Burton, the Citizen Representative from the Northern Neck Peninsula

was formally recognized at this, his first board meeting. Mr. Burton has served the Northern Neck citizens for more than 30 years as teacher, Deputy Sheriff and, finally, as County Administrator for more than 28 of those years prior to his retirement 3 years ago.

The June 4, 2003 minutes of the board proceedings were approved, without correction or addition following appropriate motion from Mike Marcon, second by Dr. Mitchell and full vote of the members of the board present at the meeting.

Presentation to the Board

Don Wilson

- Announced that our Administrative Assistant, Jeannie Dunston was absent due to recent surgery and thanked Ms Judy Glock for her taking the lead in preparing the Board Room for the meal and meeting. Ms Glock is a volunteer in our Council Office and she gives freely of her time to assist us on many projects. *Action item: The Executive Director was directed by the President to prepare a letter of commendation to Ms Glock.*
- Reported on two action items from the June 4 meeting: Dr. Havens met with Don Wilson and Dane Davis regarding the previously suggested PEMS sponsorship of a forum to “meet the candidates” prior to the November elections. It was subsequently suggested by Dr. Havens that instead we consider sending legislative talking points to all prehospital providers for their consideration and use during the election cycle. Don Wilson contacted David Palmer, the Chair of the Governor’s EMS Advisory Board and asked for talking points or white papers regarding EMS specific issues which we could consider sharing. Mr. Palmer indicated that he would provide those. Upon receipt, Don Wilson will share them with Dr. Havens for input and then seek permission from the President of the Board to disseminate that information in an acceptable manner to the prehospital providers in our region. The members present did not object to this proposal. The second issue brought forward last meeting by Michael Player regarding infection control issues were discussed in detail at this meeting and are documented in the report section under “Dane Davis”.
- Made a brief presentation of the current status of the financial posture of the Council. Presented to the board were:
 1. A matrix of Virginia State Contract Deliverables which display, by deliverable, the Contract Element, the rate of reimbursement, the due date to be completed by the Council Staff, the responsible staff person with oversight, the invoiced reimbursement amount and date submitted and, finally, the date the reimbursement was received by the Council Office. The presented matrix will be displayed at each succeeding Board Meeting to reassure members that deliverables are being completed in a timely fashion and that reimbursement is being received appropriately. (attached)
 2. Graphic presentation of planned (FY04) and actual (to date) income and expenses were discussed and these will be presented to the Board

quarterly or upon demand. (attached to Council Office File Copy only)

3. Reported cash-on-hand: Certificates of Deposit \$20,643.51; Money Market Account \$100,000.00 and Checking Balance of \$30,233.84.

Note: It was discovered by Dr. Havens that some dates on the Deliverable Matrix were confusing because of the attributed display (i.e. 01/10/03) These were changed to reflect a clearer depiction (i.e. 01OCT03) – (Corrected version attached).

- **2003 EMS Awards:** It was reported to the Board that our region was able to submit a total of 13 candidates as nominees for the 2003 Governor's EMS Awards. There are 10 official categories and all receipted nominations were forwarded for consideration. A general discussion ensued regarding the lack of agency involvement in the state-wide awards program. It has been determined that 71 award nominations were submitted to OEMS for consideration this year and that the number represented a decreased number of submissions received last year. The other Executive Directors of the EMS regions were recently polled by PEMS and it was learned that about 40% of the regions do not have regional awards programs because of the lack of agency interest and the reluctance of regional council staff to do the tremendous work it takes to create award packages themselves. The difficulties surrounding this program in Virginia have been discussed with Gary Brown, the Director of the Office of Emergency Management and the issue will be raised to the Governor's Advisory Board through the Regional Directors at their next quarterly meeting. The following important points are documented herein:

1. The OEMS was invoiced for \$500.00 for delivering at least 1 nomination in each of the 10 award categories in accordance with the guidance received from Gary Brown by e-mail.
2. It was proposed by the Executive Director that \$25.00 per nominee (13) be obligated to purchase tickets to the Annual Awards Dinner held at the Virginia EMS Symposium for use by the spouse or significant other of the nominees. (OEMS provides the cost of the dinner for the nominees, but not for spouses or significant others.) This proposal was formally taken up by the Board and a motion was made by Willard Hicks, seconded by David Barrick and carried by the entire board members present to pay \$325.00 from council funds for the additional dinner tickets. (These funds will be taken from the \$500.00 received from OEMS.)
3. The *Executive Director was tasked* to send letters to each nominee congratulating them, in the name of the Board of Directors, upon

their nomination and to include information about the additional tickets for their use.

- **A listing of the Governor's EMS Advisory Board Committee Chair assignments was distributed for information.(attached to Council file copy only)**
- **Reported that the Hampton Roads Metropolitan Medical Response System had conducted a Bioterrorism Tabletop Exercise in Norfolk on September 28, 2003 and that the after-action-report would be made available to the board members upon publication. Reported that the participation was tremendous and that PEMS Staff was represented by Don Wilson, Jim Masten and Greg**

Jim Masten

- **Reported that a formal letter had been sent to all jurisdiction chief administrative officers informing them that they were invited to participate in the EMS System Hospital Diversion structure in this region. The letters asked that they designate a contact point who would meet with the EMS System Administrator to plan and implement proliferation of the system. To date only 4 jurisdictions have responded, but it was anticipated that others would quickly follow.**
- **Disaster Committee is forming with one of its major goals being to have a single region-wide disaster exercise once a year. This large scale drill will accommodate the requirements for all of the agencies involved. Other topics such as diversion will also be addressed by this group. If anyone has any recommendations that may be of interest for this committee please contact Jim Masten.**

Dane Davis

- **Reported on new Office of EMS ALS Training Fund Program. Announced Satellite Workshop will be held for ALS Coordinators on September 10, 2003, 7:00 pm. Will discuss Tuition Reimbursement, Course Reimbursement, Transition Program Reimbursement, Auxiliary Program Reimbursement, Continuing Education Program Reimbursement, EMT-Intermediate Accreditation Funding**
- **Discussed proposed Education, Training, and Quality Assurance Committee to assess current regional need, status, and steer future. Willard Hicks will be Board of Directors Oversight, and there is a need for a Physician to Chair. Will possibly need three Sub-Committees to include Initial Certification**

Courses / Accreditation, Continuing Education Programs, and Continuous Quality Improvement. The Committee will need an EMT Instructor and ALS Coordinator from each geographic area, Peninsula, Middle Peninsula, and Northern Neck. Additionally, representatives from each EMS training organization, potential Higher Education sites, Regional Vocational Tech Centers, Health Care System QA/Training staff, and the Regional Consolidated Test Site (CTS) Coordinator will be needed.

- **Discussed PEMS / TEMS Collaboration on MMRS, Drug Boxes, QA / QI**
- **Announced Infection Control Workshop, Sept 9, 2003**
- **Announced Protocol Work Group / Pharmacist / MAC Sept 11, 2003**
- **Announced QA/QI Retreat September 19 & 20, 2003**
- **Announced availability of Sheraton Waterside Rooms for Nov 6 – Nov 9 Symposium**
- **Announced resignation of ALS Coordinator Greg Fleming**

Old Business

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PEMS Committee Structure – the Executive Director distributed a document reflecting the PEMS Standing Committee structure with designated members with oversight and a list of volunteers-to-date. It was suggested that the staff arrange a “get organized” meeting with the oversight member and others noted under each category to get the various committees engaged. An example given was that the Facilities Committee needs to meet soon to engage in discussion/problem resolution with regard to Hospital Diversion and Restocking Agreements. The Executive Director noted that any “assigned” oversight member could call him to discuss their willingness to act in the assigned capacity or their preference to not serve in this capacity.

The last page of the document contained an ADHOC Committee listing to address Strategic Planning. Michael Player will be contacted to coordinate a meeting to initiate the actions of this committee and members will be notified of subsequent meeting plans.

This document is attached for your reference.

Middle Peninsula MCI Disaster Trailer – This asset is now fully outfitted and available for dispatch. Agencies needing the trailer need only call the Gloucester Dispatch Center (Sheriff’s Office) and the asset will be taken to the requesting agency destination of need by a driver from Abingdon Fire and Rescue.

Action Item: The Executive Director was directed to prepare a letter of appreciation for Michael Brown of the Abingdon Fire and Rescue for all the

leadership and hard work provided in turning the perceived need of a Middle Peninsula MCI Trailer into reality.

New Business

- The Executive Director reported that Chief David Barrick had agreed to represent the Council on the 2004 Virginia EMS Symposium. Chief Barrick represented us this year on the committee and the Director of the Office of Emergency Medical Services was greatly pleased that he would again help with this important evolution: The second largest EMS Symposium in the United States.
- Dr. Havens suggested we have an orientation for new members with an overview of the Commonwealth of Virginia EMS System, PEMS will request Gary Brown speak at our January 2004 meeting.
- Following a discussion by the members regarding the desirability of moving the meetings of the Board of Directors to accommodate reporting at the end of each full quarter, Dr. Havens made a motion to conduct Regular Session meeting of the Board on the second Wednesday of each month following completion of a Fiscal Quarter. The motion was seconded and carried by unanimous vote of those present. The Board will meet in Regular Session on the following dates during the remainder of this fiscal year:

Wednesday, January 14, 2004

Wednesday, April 14, 2004

Then, in FY 05:

Wednesday, July 14, 2004

Wednesday, October 13, 2004

Invitation to attend a Board Meeting: Dr. Havens suggested that the Director of the Office of Emergency Medical Services be invited to attend a Regular Session of the Board of Directors. The executive Director will extend an invitation for Mr. Brown to attend the January 14, 2004 meeting.

Adjournment

The meeting was adjourned at 8:00 pm.

The Board will meet in Regular Session on Wednesday, January 14, 2004 starting at 6pm in the PEMS Council Office. *Remember – the meal and business meeting begin at the same time!*

Very respectfully submitted:

Don D. Wilson

Secretary to the Board of Directors