

**Peninsulas EMS Council
Board of Directors Meeting**

In Regular Session

Wednesday, October 13, 2004

Members Present:

Craig Rice
Kenneth Eades
Dr. Kimberly Mitchell
Michael Player
Julie Glover
David Barrick
Dr. Kirk Havens
Jamie Sanderson
Willard Hicks
Wayne Berry

Members Excused

John Burton
Mike Marcon
Joan Ross
Stephen Porter
Elizabeth Martin
Thomas Keithley

Absent

Gaynor Callis
Charles Burgess
Marsha Weatherwax

Staff

Don Wilson
Dane Davis
Jim Masten
John Davenport
Ellen Vest
Jeannie Dunston

Call to order The meeting was called to order by the President at approximately 6:15 pm.

Welcome (President) Julie Glover

July 14, 2004 meeting minutes: Motion to approve without correction was made by Wayne Berry and seconded by Dr. Mitchell. Motion carried unanimously.

Fiscal Posture

Mr. Wilson presented an updated depiction of PEMS Council Staff performance to date with respect to meeting established benchmarks for contract deliverables under the contract with OEMS for the current year. He reported that we had exceeded contract expectations and had only failed to meet the PEMS-established deadline for one item: The RMD piece was delayed due to MAC needing to hold elections of that committee chair. The meeting was held and Dr. Mitchell was elected to continue her role as Regional Medical Director. The RMD Contract was subsequently presented to and accepted by her. The Invoice was submitted to OEMS. The Contract Deliverables have a total value of \$327,510.00 and just slightly into the second quarter, PEMS has invoiced OEMS for \$202,060, or about 65% of the total. OEMS continues to execute their ability to affect timely pay-outs in a very acceptable manner. The Council is solvent and expects not to have to “raid” money market or CD assets this year in order to meet fiscal obligations. A copy of the OEMS Deliverables – FY05 is attached to the Council Office File and is available for anyone needing to see the report.

Report on meeting with Middle Peninsula and Northern Neck Planning District Commission in Warsaw on Friday October 8th, 2004

On Friday the 8th of October we went to the MP and NN Planning Commission Meeting. The committee asked us to talk about EMS regulations which affect staffing of ALS Vehicles. Attending from PEMS Council Office were Don Wilson, John Davenport, Jim Masten, and Dane Davis. A presentation regarding the problems facing EMS in Virginia and, specifically their concern surrounding staffing regulations, was conducted by the PEMS staff. Attendees are now more enlightened about the issues of staffing which are having a great impact on pre-hospital care delivery across the state. PEMS Staff will plan to get on the calendars of Boards of Supervisor’s meetings in all jurisdictions in the region to facilitate cooperative and inclusive participation as governments start evaluating their role in the burgeoning EMS requirements and their seemingly progressive inability to meet demands within their areas of influence/responsibility. It was announced at the meeting that PEMS was developing a posture with respect to education, training, recruiting and retention and that it was our intent to sponsor a workshop for government leaders at the Council Office to address these issues. The workshop dates will be communicated to the jurisdiction as soon as possible. It will probably be scheduled after the Christmas-New Year holiday period.

David Barrick inquired if anyone had attended the JLARC-Virginia EMS report-out yesterday. Michael Player noted that he had the power point presentation and reported that the bottom line recommendations were “luke-warm”. Mr. Wilson indicated that the JLARC Report will be made available to the members by communication of a web location and that, ultimately, a staff analysis of possible negative impact and opportunities for enhancement will be communicated to the members as soon as possible.

Training Issues update Dane Davis

At the last BOD Meeting, Liz Martin asked that Riverside Regional Medical System be notified that OEMS budgetary support for regional educational initiatives was not funded for the PEMS FY05 budget process. Dane Davis notified Tracee Carmines at Riverside of status. Ms. Carmines notified Dane that the business decision to exit the EMS training network had been taken by Riverside and that PEMS was requested to clear PEMS training equipment from the Hayes location. PEMS recovered the equipment.

Protocols are complete and many people worked tirelessly over the past several months to produce a quality product. Dr. Mitchell and the Medical Advisors Committee were extremely supportive and hard-working. In subsequent Protocol updates, the entire set will not be reviewed at once: The MAC will appoint a sub-committee headed by Dr. Link to systematically review and revise protocols, one section at a time. Close attention will be paid in reviewing new dosing requirements within the re-written protocols as well as more careful reviews of PPCR’s to see that protocol changes are indeed being appropriately integrated into daily practice.

Michael Player wanted to especially commend the efforts of all who worked on the Protocol Revision Committee: “...tremendous job done by a committee – was real committee work and they are to be commended for their professionalism and dedication to excellence..., that the continuous review of protocols is a good process because... ,as long as we don’t look at any of these documents as *the* final document or pristine document or that *this* is our best effort; that it will change and go on...then, it will be a good thing. Good Job!”

Announcements

Mr. Wilson introduced John Davenport as the new Field Coordinator for the Northern Neck and that the council is very fortunate to have John representing their interests in the Northern Neck. John is a Captain in the York County Fire and Life Safety Department and is well known in the Northern Neck. He is a native of that area and enjoys great respect among their EMS providers.

Mr. Wilson reported that the Strategic Plan to convince local jurisdictions that there is a justified basis for increasing their financial support of the Council is not completed. However, when the subject was broached in a rather superficial way by Mr. Wilson to the

gathered County Administrators in Warsaw, their reaction was not unfavorable. The staff will continue to develop the strategy.

The Executive Committee approved the purchase of a 2004 Chevy Cargo Van and the board members present were invited to see the vehicle before they departed. The decision to purchase a van to haul CTS equipment was far more desirable than executing the previously approved plan to purchase a trailer with RSAF assistance. The trailer represented a significant safety liability to the council because we were never certain what type of vehicle would be used to tow it. The previously approved financial assistance offered by OEMS (RSAF) to purchase the trailer was released back to OEMS for redistribution as determined appropriate by OEMS. A Vehicle Use Policy will be developed by Mr. Wilson and an account established to save replacement/repair dollars for future use. Mr. Wilson thanked Dr. Havens for his replacement/repair suggestion. However, instead of recapturing .32 per mile currently paid to staff members for official use of their private vehicles, it was suggested that we use the existing checking account established in Chesapeake Bank as a business savings account for this use. The account currently has a bit over \$700.00 and is never used. Additionally, all CTS income received from test candidates will be placed in that account for repair/replacement accumulation. At a near-future date, the President and Treasurer will be asked to visit Chesapeake Bank for the purpose of changing this account from checking to business savings. The Board approved this approach unanimously. It was also announced that the Van would have installed a safety wall between the driver and cargo compartments as soon as possible. He also indicated that the PEMS Council Logo would eventually be placed on the van.

Jeannie Dunston has been given Program Responsibility for Consolidated Test Site. She will attend the new CTS roll-out next week and then spend three days at the Rappahannock EMS Council Office observing their site administration procedures. The Rappahannock Council was selected to help us improve our effort in this area because they have the best reputation in the state for site administration. Ellen Vest could no longer dedicate the attention required in this program area because her shift in the Newport News Fire Department had changed and it placed her in a position of not being available for most test sites. The PEMS Council operates about 14 sites a year and this realignment will provide the administrative stability needed to improve our performance in this important service to EMS providers.

Ellen Vests role is being redefined by Dane Davis and will include many more duties in the Program Area of Quality Assurance/Improvement. Her new role will be reported to the Board of Directors when completed.

Old Business

Hampton Sentara letter. The PEMS Letter forwarded to the governing body of the Sentara Health System in July has gone without response.

Elections

Organizational By-laws require election of the president, vice president, and treasurer. Michael Player says the nominating committee has not met. However, he reported that Elizabeth Martin agreed to continue as Treasurer for one more year, if that was the desire of the membership. Mike Player proposed that we reelect current officers. This motion was seconded by Craig Rice. Julie Glover and David Barrick interposed no objection to so serving. The committee unanimously reelected the current officers: President – Julie Glover; Vice-President – David Barrick and Treasurer – Elizabeth Martin.

The President indicated that the Treasurer would like to train someone during the remainder of this year to facilitate a smooth transition when she leaves the position. Mr. Wilson requested permission to approach Marsh Weatherwax as a possible successor. The Board unanimously approved this concept of transition.

New Business

Willard Hicks: The joint meeting of the three pre- hospital committees went well and he reported that the attendance was very good, that they had very good discussions of common problems and that the assembled members strongly support meeting annually.

Michael Player: MAC meetings; now that the MAC has developing- the-protocols under their belt, suggested consideration of additional Medical Directors polices for other specialty areas such as Tactical Medics and Mass Gatherings. The staff will make this an agenda item for the next MAC meeting.

Dane Davis: Announced HIPPA Teleconference Training to be hosted by PEMS and facilitated by Attorneys.

Adjournment

The meeting was appropriately adjourned at approximately 7:32 pm. The board will meet next in regular session on Wednesday, January 12, 2005 at 6 pm in the Council Office.

Very respectfully submitted:

Don D. Wilson
Secretary to the Board