



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

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Gloucester, VA 23061

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**Board of Directors Meeting Minutes**

**Meeting Date: 16 March 2016**

**Meeting Location: PEMS**

**Chaired By: J. Glover**

**Begin Time: 6:30 p.m.**

**End Time: 7:48 p.m.**

**Minutes Submitted By: P. Hoyle**

**Draft Approved Date: 06-15-16**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
David Barrick	Greg Coffman	Randi Blymyer	Wayne Berry
Jeff Beasley	Linnie Green	Paul Hoyle	
James Carter	Kimberly Harper	Jenna Jacobs	
William Dent	Lauren Hogge	Debbie Thomas	
Lisa Dodd	Arthur Jacobs	Yvette Wilson	
Julie Glover	Karen Kramer		
Nichole Knott	Cheryl Lawson		
Mark Nugent	James McCorry		
Michael Player	Sadie Thurman		
Gaylord Ray	Ed Walker		
Frank Wingfield	Brent Weber		

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	At 18:30 by J. Glover		
Introductions	Pledge of Allegiance.		
Consent Calendar	Consent Calendar* 1. Call to Order 2. Introductions 3. Consent Calendar* a. Board Minutes 12 16 15 PEMS Board of Directors Meeting Minutes (Draft) b. Treasurer's Report & Financial Documents PEMS Profit and Loss 7 1 16 to 3 15 16 c. Committee Meeting Documents (1) Board of Directors Executive Committee 12-02-15 PEMS Board Of Directors Executive Committee Meeting Agenda		

Item	Discussion	Action Required	By Whom/When
	<p>12-02-15 PEMS Board Of Directors Executive Committee Meeting Minutes (Draft)</p> <p>03 02 16 PEMS Board Of Directors Executive Committee Meeting Agenda</p> <p>(2) Critical Incident Stress Management Team</p> <p>06 08 15 PEMS Critical Incident Stress Management Team Meeting Agenda &amp; Minutes</p> <p>12 08 15 PEMS Critical Incident Stress Management Team Meeting Minutes (Draft)</p> <p>(3) Consolidated Testing System Committee</p> <p>FY 2016 CTS Testing Schedule</p> <p>(4) Eastern Virginia Health Care Coalition</p> <p>12-03-15 Eastern Virginia Healthcare Coalition Meeting Minutes</p> <p>01-07-16 Eastern Virginia Healthcare Coalition Meeting Agenda</p> <p>01 07 16 Eastern Virginia Healthcare Coalition Meeting Minutes</p> <p>02 04 16 Eastern Virginia Healthcare Coalition Meeting Agenda</p> <p>(5) HR MMRS ST</p> <p>11 05 15 Hampton Roads Metropolitan Medical Response System Strike Team Committee Meeting Minutes</p> <p>01 14 16 Hampton Roads Metropolitan Medical Response System Strike Team Committee Meeting Agenda</p> <p>01 14 16 Hampton Road Metropolitan Medical Response System Strike Team Committee Minutes</p> <p>03 10 16 Hampton Roads Metropolitan Medical Response System Strike Team Committee Meeting Agenda</p> <p>(6) Medical Advisory Committee</p> <p>09-10-15 PEMS Medical Advisory Committee Meeting Agenda &amp; Minutes</p> <p>12-10-15 PEMS Medical Advisory Committee Meeting Minutes (Draft)</p> <p>03 10 16 PEMS Medical Advisory Committee Meeting Agenda (Draft)</p> <p>(7) Mass Casualty Incident Workgroup</p> <p>(8) Pharmacy Committee</p> <p>11 04 16 PEMS Pharmacy Committee Meeting Minutes</p> <p>02 03 16 PEMS Pharmacy Committee Meeting Agenda (Draft)</p> <p>02 03 16 PEMS Pharmacy Committee Meeting Agenda</p> <p>02 03 16 PEMS Pharmacy Committee Meeting Minutes (Draft)</p> <p>(9) Performance Improvement Committee</p> <p>(10) Peninsulas Interfacility Coordination Organization</p> <p>(11) Peninsulas Instructor Network</p> <p>(12) Protocols, Policies and Procedures Committee</p> <p>11 05 15 PEMS Protocols, Policies &amp; Procedures Committee Meeting Minutes</p> <p>03 10 16 PEMS Protocols, Policies &amp; Procedures Committee Meeting Agenda (Draft)</p> <p>03 10 16 PEMS Protocols Policies Procedures Committee Meeting Agenda</p> <p>03 10 16 PEMS Protocols, Policies &amp; Procedures Committee Meeting Minutes (Draft)</p>		

Item	Discussion	Action Required	By Whom/When
	<p>(13) STEMI Task Force  11-19-15 PEMS STEMI Task Force Meeting Agenda  11-19-15 PEMS STEMI Task Force Meeting Minutes  02-11-16 PEMS STEMI Task Force Meeting Agenda  02-11-16 PEMS STEMI Task Force Meeting Minutes (Draft)</p> <p>(14) Stroke Task Force</p> <p>(15) Trauma Triage Task Force  09-10-15 PEMS Trauma Triage Task Force Meeting Agenda &amp; Minutes  12-10-15 PEMS Trauma Triage Task Force Meeting Minutes (Draft)  12 10 15 PEMS Trauma Triage Task Force Meeting Minutes  03 10 16 PEMS Trauma Triage Task Force Meeting Agenda (Draft)  03 10 16 PEMS Trauma Triage Task Force Meeting Minutes (Draft)</p> <p>d. PEMS Policies and Procedures  No changes</p> <p>e. Regional Planning Documents  PEMS TEMS Hampton Roads Mass Casualty Incident Response Guide (Draft)  2014 Regional EMS Plan (2015 Review)  Regional Stroke Plan (2015 Review Draft)  PEMS Regional Trauma PI Plan (2016 Review)  PEMS 2014 Regional Prehospital &amp; Interhospital Regional Trauma Plan (Draft)(2016 Revision)</p> <p>f. Staff Quarterly Reports  PEMS 3QFY16 EMS Education and Communications Coordinator Quarterly Report  PEMS 3QFY16 EMS Field Coordinator (Clinical Programs) Quarterly Report  PEMS 3QFY16 EMS Field Coordinator (Operations) Quarterly Report  PEMS 3QFY16 EMS Planner &amp; Performance Improvement Coordinator Quarterly Report</p> <p>M. Player recommended pulling PEMS 2014 Regional Prehospital &amp; Interhospital Regional Trauma Plan (Draft)(2016 Revision) from Consent Calendar due to late posting.</p> <p>Motion by D. Barrick to accept Consent Calendar sans PEMS 2014 Regional Prehospital &amp; Interhospital Regional Trauma Plan (Draft)(2016 Revision). Second by G. Ray. Motion passed unanimously.</p> <p>M. Player &amp; P. Hoyle discussed edits of PEMS 2014 Regional Prehospital &amp; Interhospital Regional Trauma Plan (Draft)(2016 Revision) as presented motion by PEMS Trauma Triage Task Force. Second by G. Ray to accept edits. Motion passed unanimously.</p>		
Membership Changes	Renewing Members - None  Vacancies – Sentara Williamsburg Regional Medical Center – Vacant. M. Player reported that he contacted SWRMC and that they intend to fill the position, but have yet to put anyone forward.		
President's Report	No report		
Vice President's Report	No report		

Item	Discussion	Action Required	By Whom/When
Secretary/Executive Director Report	RSAF Request to Outfit Classroom – M. Player advised that the Council as requested an RSAF grant to outfit the new empty classroom. The grant covers AV equipment and furniture. This will allow the classroom to be used for classes, meetings, or as a breakout from the Dunston Room.		
PEMS Updates	<p>Office Move – Discussed completion of office move. Board members toured new spaces during icebreaker. M. Player advised that storage unit is empty and lease will be discontinued.</p> <p>Regional EMS Awards – M. Player advised that the awards program is open and accepting nominations. 15 April, 2016 is deadline for accepting nominations.</p> <p>4<sup>th</sup> Annual PEMS Rural EMS Education Expo – 20 to 22 May, 2016 at Saluda campus of RCC. Curriculum is set and registrations should begin shortly.</p> <p>3<sup>rd</sup> Annual “Celebrate EMS” Day at Busch Gardens – 28 May, 2016. M. Player described this year’s program, including free parking and requested increased Board support and participation this year.</p> <p>Staffing Changes – Randi Blymyer has been hired by the Council as EMS Field Coordinator (Clinical Care). Randi is a field provider with Gloucester Volunteer Fire &amp; Rescue as well as an acting Charge Nurse at Riverside Walter Reed Hospital. M. Player expressed his appreciation to Brad Beam for his work with the Council.</p>		
OEMS Report	W. Berry advised that redesignation process should take place in May. Hold up has been the new eVA contracting system. He also advised that P. Sharpe has left OEMS and that trauma system staffing is affected. R. Pierce is also leaving. W. Berry advised that G. Brown met with representatives from the Northern Neck regarding problems with ImageTrend losing call information. OEMS is working on the problem and recommends that providers do not close the browser or flush the browser cache until reports are verified to be uploaded.		
Old Business	<p>EMS Operations Committee – M. Player advised that the first meeting will take place on 4 April at 6:00 p.m.</p> <p>Council Redesignation – Application is in. Should receive visit by May.</p> <p>Interfacility &amp; Critical Care Transport Committee – M. Player advised that work is continuing on developing appropriate membership for an initial meeting to explore the concept of this new committee.</p>		
New Business	<p>PEMS Partnerships – M. Player expressed continuing appreciation for our Riverside Health Systems, PEMS first Platinum Partner. He also welcomed Bon Secours Hampton Roads and Sentara Healthcare as new Gold Partners.</p> <p>PEMS Website – P. Hoyle advised that the website update has been completed though improvements will continue to be addressed routinely.</p>		
Good of the Order	<p>Future Board of Directors Meetings – 6:00 p.m. on 16 March, 15 June, 21 September, and 21 December, 2016.</p> <p>Important Dates:</p> <ul style="list-style-type: none"> <li>• VCU Trauma Symposium – 23 March, 2016</li> <li>• HOEPS Conference – 12 &amp; 13 April, 2016</li> <li>• 25<sup>th</sup> Annual Hampton Roads Trauma Symposium, 15 April, 2016</li> </ul>		

Item	Discussion	Action Required	By Whom/When
	<ul style="list-style-type: none"> <li>• EMS Functions in ICS – JCCFD, 20 &amp; 21 April, 2016</li> <li>• Dinner with a Doc – 28 April, 2016</li> <li>• Riverside Stroke Symposium, 6 May, 2016</li> <li>• 2016 Public Health Preparedness Academy, 17 &amp; 18 May, 2016</li> <li>• 4<sup>th</sup> Annual Rural EMS Education Expo – 20-22 May, 2016 (RCC Saluda Campus)</li> <li>• 3<sup>rd</sup> Annual “Celebrate EMS” Day and PEMS Annual Regional EMS Awards Ceremony – 28 May, 2016 (Busch Gardens, Williamsburg)</li> </ul> <p>Hampton Roads MCI Response Guides – G. Ray requested source of manuals. P. Hoyle advised that distribution is two per licensed DERA agency and one per jurisdiction emergency manager, but were available to others as needed as long as considerations is given for Public Safety Sensitive information in the manuals.</p> <p>Essex County Tornado Event - J. Carter requested update on the mass casualty response to the Essex County tornado event. M. Player advised that formal debrief is scheduled for 14 April. Information to date indicates that the response, including mutual aid, was very effective and well organized.</p> <p>RHCC Support – M. Player discussed recent work by the Council, Tidewater EMS Council, and Eastern Virginia Healthcare Coalition to improve Regional Hospital Coordination Center (RHCC) support to hospitals during emergency events.</p> <p>Rappahannock General Hospital Bed Reduction – J. Carter advised that RGH is in the process of reducing beds from 76 to 25 in order to attain “critical access” status. He emphasized that the change in status does not represent a reduction in service by Bon Secours.</p> <p>Air Power Over Hampton Roads Air Show – P. Hoyle advised that event organizers are seeking staffed ambulances to support the air show in April.</p> <p>Urbanna Marina Fire – M. Nugent expressed appreciation for support by all responding agencies for the large marina fire this month.</p> <p>Attendance verified.</p>		
Adjournment	Motion by D. Barrick to adjourn. Second by R. Gaylord. Meeting adjourned at 7:48 p.m.		