



Peninsulas Emergency Medical Services Council, Inc.

PO Box 1276, 6876 Main Street

Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

Board of Directors Meeting Minutes

Meeting Date: 15 March 2017

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:30 p.m.

End Time: 8:11 p.m.

Minutes Submitted By: P. Hoyle

Draft: Approved Date: 06-21-17

Members Present:	Members Absent:	Staff:	Others:
Lisa Dodd	David Barrick	Paul Hoyle	Wayne Berry
Julie Glover	Jeff Beasley	Debbie Thomas	
Linnie Green	James Carter		
Greg Hunter	Greg Coffman		
Cheryl Lawson	Elizabeth Cumbie		
Robert Lee	William Dent		
Rick McClure	Kimberly Harper		
Mark Nugent	Lauren Hogge		
Michael Player	Arthur Jacobs		
Gaylord Ray	Nichole Knott		
Jeff Sensenig	James McCorry		
Caroline Smith	Sadie Thurman		
Jason Sweet	Brent Weber		
Ed Walker			
Frank Wingfield			

Item	Discussion	Action Required	By Whom/When
Call to Order	At 18:30 by J. Glover		
Introductions	Pledge of Allegiance.		
Consent Calendar	Consent Calendar* a. Board Minutes 12 21 16 PEMS Board of Directors Meeting Minutes (Draft) b. Treasurer's Report & Financial Documents PEMS PL 03 15 17 PEMS Bal 03 15 17 c. Committee Meeting Documents (1) Behavioral Health Task Force		

Item	Discussion	Action Required	By Whom/When
	<p>11 16 16 PEMS Behavioral Health Task Force Meeting Minutes (Draft)</p> <p>03 08 17 PEMS Behavioral Health Task Force Meeting Agenda (Draft)</p> <p>03 08 17 PEMS Behavioral Health Task Force Meeting Minutes (Draft)</p> <p>(2) Board of Directors Executive Committee</p> <p>02 15 17 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>02 15 17 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>(3) Critical Incident Stress Management Team</p> <p>(4) Consolidated Testing System Committee</p> <p>11 21 16 PEMS Consolidated Testing System Committee Meeting Minutes</p> <p>02 22 17 PEMS Consolidated Testing System Committee Meeting Agenda</p> <p>02 22 17 PEMS Consolidated Testing System Committee Meeting Minutes (Draft)</p> <p>(5) Eastern Virginia Health Care Coalition</p> <p>01 05 17 Eastern Virginia Healthcare Coalition Meeting Agenda</p> <p>01 05 17 Eastern Virginia Healthcare Coalition Meeting Minutes</p> <p>02 02 17 Eastern Virginia Healthcare Coalition Meeting Agenda</p> <p>02 02 17 Eastern Virginia Healthcare Coalition Meeting Minutes (Draft)</p> <p>03 02 17 Eastern Virginia Healthcare Coalition Meeting Agenda</p> <p>(6) EMS Operations Committee</p> <p>10 04 16 PEMS EMS Operations Committee Meeting Minutes</p> <p>01 03 17 PEMS EMS Operations Committee Meeting Minutes (Draft)</p> <p>4 04 17 PEMS EMS Operations Committee Meeting Agenda (Draft)</p> <p>(7) HR MMRS ST</p> <p>11 17 16 Hampton Roads Metropolitan Medical Response System Strike Team Committee Meeting Minutes</p> <p>01 19 17 Hampton Roads Metropolitan Medical Response System Strike Team Meeting Agenda</p> <p>01 19 17 PEMS TEMS Hampton Roads Metropolitan Medical Response System Committee Meeting Minutes</p> <p>03 09 17 PEMS TEMS Metropolitan Medical Response System Strike Team Leadership Committee Meeting Agenda</p> <p>(8) ICCT</p> <p>12 20 16 PEMS Interfacility and Critical Care Transport Committee Meeting Minutes (Draft)</p> <p>(9) Medical Advisory Committee</p> <p>12 08 16 PEMS Medical Advisory Committee Meeting Minutes (Draft)</p> <p>12 08 16 PEMS TEMS Joint Medical Direction Meeting Minutes (Draft)</p> <p>12 08 16 PEMS TEMS Joint Medical Direction Meeting Minutes</p> <p>12 08 16 PEMS Medical Advisory Committee Meeting Minutes</p> <p>03 09 17 PEMS Medical Advisory Committee Meeting Agenda (Draft)</p> <p>03 09 17 PEMS Medical Advisory Committee Meeting Agenda</p> <p>03 09 17 PEMS Medical Advisory Committee Meeting Minutes (Draft)</p>		

Item	Discussion	Action Required	By Whom/When
	<p>(10) Mass Casualty Incident Workgroup</p> <p>(11) Pharmacy Committee</p> <p>11 02 16 PEMS Pharmacy Committee Meeting Minutes (Draft)</p> <p>11 02 16 PEMS Pharmacy Committee Meeting Minutes</p> <p>02 01 17 PEMS Pharmacy Committee Meeting Agenda (Draft)</p> <p>02 01 17 PEMS Pharmacy Committee Meeting Agenda</p> <p>02 01 17 PEMS Pharmacy Committee Meeting Minutes (Draft)</p> <p>(12) Performance Improvement Committee</p> <p>01 09 17 PEMS Performance Improvement Committee Meeting Agenda (Draft)</p> <p>01 09 17 PEMS Performance Improvement Committee Meeting Agenda</p> <p>(13) Peninsulas Interfacility Coordination Organization</p> <p>07 21 16 PEMS Interfacility Cooperation Organization Meeting Minutes</p> <p>10 20 16 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft)</p> <p>01 19 17 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft)</p> <p>01 19 17 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft)</p> <p>(14) Peninsulas Instructor Network</p> <p>01 28 17 PEMS Peninsulas Instructor Network Meeting Minutes</p> <p>(15) Protocols, Policies and Procedures Committee</p> <p>12 15 16 PEMS Protocols, Policies & Procedures Committee Meeting Minutes (Draft)</p> <p>12 15 16 PEMS Protocols, Policies & Procedures Committee Meeting Minutes</p> <p>01 12 17 PEMS Protocols Policies & Procedures Committee Meeting Agenda (Draft)</p> <p>01 12 17 PEMS Protocols Policies & Procedures Committee Meeting Agenda</p> <p>01 12 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes (Draft)</p> <p>02 09 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda (Draft)</p> <p>02 09 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda</p> <p>02 09 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes (Draft)</p> <p>03 09 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes</p> <p>(16) STEMI Task Force</p> <p>02 09 17 PEMS STEMI Task Force Meeting Agenda (Draft)</p> <p>02 09 17 PEMS STEMI Task Force Meeting Agenda</p> <p>02 10 17 PEMS STEMI Task Force Meeting Minutes (Draft)</p> <p>(17) Stroke Task Force</p> <p>01 12 17 PEMS Stroke Task Force Meeting Agenda (Draft)</p> <p>01 12 17 PEMS Stroke Task Force Meeting Agenda</p>		

Item	Discussion	Action Required	By Whom/When
	<p>01 12 17 PEMS Stroke Task Force Meeting Minutes (Draft) (18) Trauma Triage Task Force 12 15 16 PEMS Trauma Triage Task Force Meeting Minutes 03 09 17 PEMS Trauma Triage Task Force Meeting Minutes (Draft)</p> <p>d. PEMS Policies and Procedures None</p> <p>e. Regional Planning Document Hampton Roads Mass Casualty Incident Response Guide (March 2017 Final Draft) PEMS 2017 Regional Prehospital & Interhospital Trauma Plan (Draft) 2017 PEMS Regional Stroke Triage Plan (Draft)</p> <p>f. Staff Quarterly Reports PEMS 3QFY17 EMS Field Coordinator (Operations) Quarterly Report PEMS 3QFY17 EMS Field Coordinator (Clinical Programs) Quarterly Report</p> <p>Motion by R. McClure accept Consent Calendar. Second by C. Lawson. Motion passed unanimously.</p>		
Membership Changes	<p>Expiring Terms Business (Middle Peninsula) – Frank Wingfield Business (Peninsula) – Greg Coffman City/County Government (Middle Peninsula) – Mark Nugent Hospital (Riverside Regional Medical Center) – Sadie Thurman</p> <p>Resigning Members Travis Mitchell (Hospital - Bon Secours Mary Immaculate Hospital) – Resigned due to leaving Bon Secours MIH employment.</p> <p>Renewing Members M. Nugent advised that he would be unable to serve an additional term. All other expiring Directors agreed to serve an additional term if asked. Motion by J. Sensenig to nominate F. Wingfield, G. Coffman & S. Thurman for an additional term. Second by G. Ray. Motion passed unanimously.</p> <p>New Members Licensed EMS Agency (Virginia Peninsula) – Robert Lee nominated to the Board by the EMS Operations Committee.</p> <p>Hospital (Bon Secours Mary Immaculate Hospital) – Caroline Smith presented to the Board by management.</p> <p>R. Lee and C. Smith were approved by the Board unanimously without comment.</p> <p>Vacancies City/County Government (Middle Peninsula) – This vacancy will be presented to the EOC at their next scheduled meeting for action. M. Player expressed appreciation for M. Nugent’s service to the</p>		

Item	Discussion	Action Required	By Whom/When
	Council during his tenure on the Board and his continuing service on the FARC.		
President's Report	No report		
Vice President's Report	No report		
Secretary/Executive Director Report	PEMS General EMS Plan is under revision, waiting approval of the state plan to ensure consistency. M. Player advised that I-99 Town Hall meeting for PEMS region will be on 21 March, 2017 at RCC Warsaw and RCC Kilmarnock (simulcast).		
PEMS Updates	M. Player advised that there is a new Staff Assignment List (attached) reflecting the vacant Clinical Care position. He also advised that the job posting for that position closed today, with several qualified applicants received.		
OEMS Report	02-20-17 OEMS Quarterly Report and State EMS Plan (Draft) attached for review. W. Berry advised that he would be bringing the new OEMS employ around soon for introductions to the Council.		
Old Business	None.		
New Business	Draft Bylaws and Draft Resolution – M. Player presented changes to the bylaws and a resolution to remove military representation from the Board while adding representation from the Interfacility & Critical Care Transport Committee (ICCT). A correction was also presented regarding Helicopter EMS agency representation on the EOC. An additional correction is suggested in the identification of duties and responsibilities of the Protocols, Policies & Procedures (PPP) Committee. These changes are for review and comment. Action is expected to be taken during the June BOD meeting. Board of Directors Orientation – M. Player presented the Board Member Orientation (attached) to all members present. He also introduced the annotated Resources page to Directors for their use.		
Good of the Order	Future Board of Directors Meeting 6:00 p.m. on 21 June, 20 September and 20 December. 2017 PEMS Regional EMS Awards – J. Glover reminded all that the Council is currently receiving award nominations through 17 April, 2017 and requests support of all present. Important Dates: (1) 4th PEMS Rural EMS Education Expo - 11-12 March, 2017 (Saluda) (2) Spring 2017 RSAF Submission Deadline - 15 March, 2017 (3) I-99 Town Hall Meeting - 21 March, 2017 (RCC Warsaw & RCC Kilmarnock) (4) VEMA Emergency Management Conference - 21-24 March, 2017 (Williamsburg) (5) 1st Annual Sentara Stroke Symposium - 31 March, 2017 (6) Joint Regional MCI Plan Coordination Workshop - 13 April, 2017 (7) PEMS 2017 Regional Awards Submission Deadline - 17 April, 2017 (8) 26th Annual Hampton Roads Trauma Symposium - 21 April, 2017		

Item	Discussion	Action Required	By Whom/When
	(Williamsburg) (9) Virginia Specialized Transportation Safety & Management Conference - 27 April, 2017 (Norfolk) (10) 2nd Annual Pediatric Trauma Conference - 11 May, 2017 (Norfolk) (11) 6th Annual VCU Comprehensive Stroke Symposium (12) PEMS Regional EMS Awards & "Celebrate EMS" Day at Busch Gardens - 27 May, 2017 (Williamsburg) (13) 9th Annual Riverside Stroke Symposium - 2 June, 2017 (Newport News) Attendance verified.		
Adjournment	Motion to adjourn by G. Ray. Second by E. Walker. Motion approved unanimously. Meeting adjourned at 8:11 p.m.		