



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: 20 December 2017

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:30 p.m.

End Time: 8:10 p.m.

Minutes Submitted By: P. Hoyle

Draft Approved Date: 06-20-18

Members Present:	Members Absent:	Staff:	Others:
Trish Anest	James Carter	Amy Ashe	Wayne Berry (OEMS)
David Barrick	Lauren Hogge	Seth Craig	Donna Briggs (Sentara)
Jeff Beasley	Nichole Knott	Paul Hoyle	Christopher Buchanan (Mathews VRS)
James Brann	Masterson, David	Debbie Thomas	Ashford Denman (Sentara)
Greg Coffman	Rick McClure		Terry McGregor (Lancaster Co.)
William Dent			Shawn Metzner (EVHC)
Lisa Dodd			Tim Perkins (OEMS)
Julie Glover			
Linnie Green			
Kimberly Harper			
Greg Hunter			
Cheryl Lawson			
Robert Lee			
James McCorry			
Michael Player			
Gaylord Ray			
Jeff Sensenig			
Jason Sweet			
Sadie Thurman			
Ed Walker			
Frank Wingfield			

Item	Discussion	Action Required	By Whom/When
Call to Order	At 18:30 by J. Glover		
Introductions	Pledge of Allegiance. Those in attendance introduced themselves.		
Consent Calendar	Consent Calendar*		

Item	Discussion	Action Required	By Whom/When
	<ul style="list-style-type: none"> a. Board Minutes <ul style="list-style-type: none"> 06 21 17 PEMS Board of Directors Meeting Minutes (Draft) b. Board of Directors Executive Committee <ul style="list-style-type: none"> 07 19 17 PEMS Board of Directors Executive Committee Meeting Agenda (Draft) 08 16 17 PEMS Board of Directors Executive Committee Meeting Agenda 10 24 17 PEMS Board of Directors Executive Committee Meeting Agenda c. Treasurer's Report & Financial Documents <ul style="list-style-type: none"> Annual Audit 990 PEMS PL Fiscal YTD 12 19 17 PEMS Balance Statement FY18 YTD 12 19 17 d. Committee Meeting Documents <ul style="list-style-type: none"> 1) Behavioral Health Task Force <ul style="list-style-type: none"> 06 14 17 PEMS Behavioral Health Task Force Meeting Minutes 07 19 17 PEMS Behavioral Health Task Force Meeting Agenda (Draft) 07 19 17 PEMS Behavioral Health Task Force Meeting Agenda 07 19 17 PEMS Behavioral Health Task Force Meeting Minutes (Draft) 08 16 17 PEMS Behavioral Health Task Force Meeting Agenda (Draft) 08 16 17 PEMS Behavioral Health Task Force Meeting Agenda 08 16 17 PEMS Behavioral Health Task Force Meeting Minutes (Draft) 09 20 17 PEMS Behavioral Health Task Force Meeting Agenda (Draft) 2) Critical Incident Stress Management Team <ul style="list-style-type: none"> 09 18 17 PEMS Critical Incident Stress Management Team Meeting Agenda 09 18 17 PEMS Critical Incident Stress Management Team Meeting Minutes (Draft) 3) Consolidated Testing System Committee <ul style="list-style-type: none"> 06 12 17 PEMS Consolidated Testing System Committee Meeting Minutes 08 28 17 PEMS Consolidated Testing System Committee Meeting Agenda (Draft) 08 28 17 PEMS Consolidated Testing System Committee Meeting Agenda 08 28 17 PEMS Consolidated Testing System Committee Meeting Minutes (Draft) 08 28 17 PEMS Consolidated Testing System Committee Meeting Minutes 11 27 17 PEMS Consolidated Testing System Committee Meeting Agenda (Draft) 11 27 17 PEMS Consolidated Testing System Committee Meeting Agenda 11 27 17 PEMS Consolidated Testing System Committee Meeting Minutes (Draft) 4) Eastern Virginia Health Care Coalition <ul style="list-style-type: none"> 07-06-17 Eastern Virginia Healthcare Coalition Meeting Agenda 07 06 17 Eastern Virginia Healthcare Coalition Meeting Minutes 08 03 17 Eastern Virginia Healthcare Coalition Meeting Minutes 09 07 17 Eastern Virginia Healthcare Coalition Meeting Agenda 10 05 17 Eastern Virginia Healthcare Coalition Meeting Minutes 11 02 17 Eastern Virginia Healthcare Coalition Meeting Agenda 11 02 17 Eastern Virginia Healthcare Coalition Meeting Minutes 12 07 17 Eastern Virginia Healthcare Coalition Meeting Agenda 5) Eastern Virginia Healthcare Coalition Training & Evaluation Workgroup 		

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	07 26 17 Eastern Virginia Healthcare Coalition Training & Exercise Workgroup Meeting Agenda 08 03 17 Eastern Virginia Healthcare Coalition Meeting Agenda 6) EMS Operations Committee 07 11 17 PEMS EMS Operations Committee Meeting Agenda (Draft) 07 11 17 PEMS EMS Operations Committee Meeting Agenda 07 11 17 PEMS EMS Operations Committee Meeting Minutes (Draft) 07 11 17 PEMS EMS Operations Committee Meeting Minutes 10 03 17 PEMS EMS Operations Committee Meeting Agenda (Draft) 10 03 17 PEMS EMS Operations Committee Meeting Agenda 10 03 17 PEMS EMS Operations Committee Meeting Minutes (Draft) 01 03 18 PEMS EMS Operations Committee Meeting Agenda (Draft) 7) HR MMRS ST 07 13 17 HR MMRS Strike Team Committee Meeting Minutes 09 14 17 Hampton Roads Metropolitan Medical Response System Strike Team Meeting Agenda 11 16 17 Hampton Roads Metropolitan Medical Response System Strike Team Leadership Group Meeting Agenda 8) ICCT 12 20 16 PEMS Interfacility & Critical Care Transport Committee Meeting Minutes 04 04 17 PEMS Interfacility & Critical Care Transport Committee Meeting Agenda 04 04 17 PEMS Interfacility & Critical Care Transport Committee Meeting Minutes 07 11 17 PEMS Inter Facility & Critical Care Transport Committee Meeting Minutes (Draft) 07 11 17 PEMS Inter Facility & Critical Care Transport Committee Meeting Minutes 10 03 17 PEMS Interfacility Critical Care Transport Committee Meeting Agenda (Draft) 10 03 17 PEMS Inter facility Critical Care Transport Committee Meeting Agenda 10 03 17 PEMS Inter facility Critical Care Transport Committee Meeting Minutes (Draft) 01 03 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda (Draft) 9) Medical Advisory Committee 06 08 17 PEMS Medical Advisory Committee Meeting Minutes 09 14 17 PEMS Medical Advisory Committee Meeting Agenda (Draft) 09 14 17 PEMS Medical Advisory Committee Meeting Agenda 09 14 17 PEMS Medical Advisory Committee Meeting Minutes (Draft) 09 14 17 PEMS Medical Advisory Committee Meeting Minutes 12 04 17 PEMS Medical Advisory Committee Meeting Agenda (Draft) 12 04 17 PEMS Medical Advisory Committee Meeting Agenda 12 06 17 PEMS Medical Advisory Committee Meeting Minutes (Draft) 10) Mass Casualty Incident Workgroup 11) Pharmacy Committee 05 03 17 PEMS Pharmacy Committee Meeting Minutes 08 02 17 PEMS Pharmacy Committee Meeting Agenda 08 02 17 PEMS Pharmacy Committee Meeting Minutes (Draft) 08 02 17 PEMS Pharmacy Committee Meeting Minutes 11 01 17 PEMS Pharmacy Committee Meeting Agenda (Draft) 11 01 17 PEMS Pharmacy Committee Agenda		

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	11 01 17 PEMS Pharmacy Committee Meeting Minutes (Draft) 12) Performance Improvement Committee 04 10 17 PEMS Performance Improvement Committee Meeting Minutes 07 10 17 PEMS Performance Improvement Committee Meeting Agenda (Draft) 07 10 17 PEMS Performance Improvement Committee Meeting Agenda 07 10 17 PEMS Performance Improvement Committee Meeting Minutes (Draft) 12 14 17 PEMS Performance Improvement Committee Meeting Agenda (Draft) 13) Peninsulas Interfacility Coordination Organization 04 20 17 PEMS Interfacility Cooperation Organization Meeting Minutes 07 20 17 PEMS Interfacility Cooperation Organization Meeting Agenda 07 20 17 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft) 07 20 17 PEMS Interfacility Cooperation Organization Meeting Minutes 10 19 17 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft) 10 19 17 PEMS Interfacility Cooperation Organization Meeting Agenda 10 19 17 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft) 14) Peninsulas Instructor Network – No meetings 15) Protocols, Policies and Procedures Committee 06 08 17 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 07 13 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda (Draft) 07 13 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda 07 13 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes (Draft) 07 13 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes 08 10 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda (Draft) 08 10 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda 08 10 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes (Draft) 08 10 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes 08 10 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes 09 14 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda (Draft) 09 14 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda 09 14 17 PEMS Protocols Policies & Procedure Committee Meeting Minutes (Draft) 09 14 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes 10 12 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda 10 12 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes (Draft) 10 12 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes 11 16 17 PEMS Protocols, Policies & Procedures Committee Meeting Agenda (Draft) 11 16 17 PEMS Protocols Policies Procedures Committee Meeting Agenda 11 16 17 PEMS Protocols, Policies & Procedures Committee Meeting Minutes (Draft) 11 16 17 PEMS Protocols Policies Procedures Committee Meeting Minutes 12 14 17 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 12 14 17 PEMS Protocols Policies Procedures Committee Meeting Agenda 12 14 17 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 16) STEMI Task Force 05 11 17 PEMS STEMI Task Force Meeting Agenda 05 11 17 PEMS STEMI Task Force Meeting Minutes		

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	<ul style="list-style-type: none"> 08 10 17 PEMS STEMI Triage Task Force Meeting Agenda (Draft) 08 10 17 PEMS STEMI Task Force Meeting Agenda 08 10 17 PEMS STEMI Task Force Meeting Minutes (Draft) 08 10 17 PEMS STEMI Task Force Meeting Minutes 11-16 17 PEMS STEMI Task Force Meeting Agenda (Draft) 11 16 17 PEMS STEMI Task Force Meeting Agenda 11 16 17 PEMS STEMI Task Force Meeting Minutes (Draft) 17) Stroke Task Force <ul style="list-style-type: none"> 04 26 17 PEMS Stroke Task Force Meeting Minutes 07 13 17 PEMS Stroke Task Force Meeting Agenda (Draft) 07 13 17 PEMS Stroke Task Force Meeting Agenda 07 13 17 PEMS Stroke Task Force Meeting Minutes (Draft) 07 13 17 PEMS Stroke Task Force Meeting Minutes 10 12 17 PEMS Stroke Task Force Meeting Agenda (Draft) 10 12 17 PEMS Stroke Task Force Meeting Agenda 10 12 17 PEMS Stroke Task Force Meeting Minutes (Draft) 18) Trauma Triage Task Force <ul style="list-style-type: none"> 07 10 17 PEMS Trauma Triage Task Force Meeting (Special Call) Agenda (Draft) 07 10 17 PEMS Trauma Triage Task Force Meeting (Special Call) Agenda 07 10 17 PEMS Trauma Triage Task Force Meeting (Special Call) Minutes (Draft) 09 14 17 PEMS Trauma Triage Task Force Meeting Agenda (Draft) 12 14 17 PEMS Trauma Triage Task Force Meeting Agenda (Draft) 12 14 17 PEMS Trauma Triage Task Force Meeting Agenda 19) PEMS Policies and Procedures <ul style="list-style-type: none"> 06 007 Rescue Squad Assistance Fund Grant Program (Draft) 06 003 Meeting Management & Process (2017 Update Draft) 07 010 PEMS Photo Release Form (Draft) (Rev 09 17) 02 022 PEMS Policy for Release of Photographs (Draft) 07 002 Conflict of Interest Form (09 17 Draft) 05 017 EMS Field Coordinator Community Health (08 17) 05 006 EMS Field Coordinator Operations (09 17 Draft) 06 009 PEMS Medication Boxes Maintenance Policy (Draft) 06 010 Development, Publication & Correction of PEMS Regional Patient Care Protocols (Draft) PEMS Regional Diversion Policy 12 2017 (2) 20) Regional Planning Documents <ul style="list-style-type: none"> PEMS Regional Performance Improvement Plan PEMS Performance Improvement Templates CISM Policies & Procedures RMD Contract PEMS COOP Plan PEMS Policies & Procedures Manual PEMS Bylaws PEMS Resolutions 		

Item	Discussion	Action Required	By Whom/When
	<p>21) Staff Quarterly Reports PEMS 1QFY18 EMS Field Coordinator (Clinical Programs) Quarterly Report PEMS 1QFY18 EMS Field Coordinator (Clinical Care) Quarterly Report PEMS 2QFY18 EMS Field Coordinator (Clinical Care) Quarterly Report PEMS 1QFY18 EMS Field Coordinator (Operations) Quarterly Report PEMS 2QFY18 EMS Field Coordinator (Operations) Quarterly Report PEMS FY17 Annual Report (Draft)</p> <p>Motion by D. Barrick to accept Consent Calendar. Second by C. Lawson. Motion passed unanimously.</p>		
Membership Changes	<p>Expiring Terms - None</p> <p>Resigning Members - None</p> <p>Renewing Members - None</p> <p>New Members Hospital (Bon Secours Mary Immaculate Hospital) – Trisha Anest, MD, MPH presented to the Board to represent SWRMC and confirmed by acclamation.</p> <p>Middle Peninsula City/County Government (Essex County) – Jimmy Brann, Essex County Chief of EMS</p> <p>Nomination by F. Wingfield to accept identified individuals to the Board. Second by C. Lawson. Motion passed unanimously without comment.</p> <p>Vacancies ICCT Representative – J. Bowen has been selected by the ICCT to represent said committee on the Board of Directors. As J. Bowen is not available this date, the Board agreed to hold his nomination until the March meeting of the Board of Directors.</p>		
President's Report	<p>Nomination Committee – D. Barrick reported that following several contacts and phone calls, the Nomination Committee canvassed the existing officers who agreed to be nominated for this period. J. Glover is nominated for President, D. Barrick is nominated for Vice President and F. Wingfield is nominated for Treasurer. J. Glover requested nominations from the floor, receiving no response. Motion made by G. Ray to elect identified Directors. Second by W. Dent. Motion passed unanimously without comment.</p> <p>Executive Committee – The Nominations Committee canvassed existing members of the Executive Committee. All serving members except L. Hogge (At-Large) agreed to serve an additional term. L. Hogge advised the Nominations Committee that she was unable to serve an additional term. The Nomination Committee will present nominations for the position being vacated by L. Hogge at the March meeting of the Board of Directors.</p> <p>Holiday Schedule Addition – Nomination by E. Walker to provide an additional 4 hours of Holiday Time to PEMS employees on 22 December, 2017. Second by K. Harper. Motion passed unanimously without</p>		

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Vice President's Report	comment. No report		
Secretary/Executive Director Report	<p>Optima Health Presentation – Donna Briggs and Ashford Denman presented on the regional impact of Anthem withdrawal from the insurance exchange. Briggs advised that in August 2017, Anthem was withdrawing from all operations in Virginia. Optima agreed to provide coverage for Hampton Roads and the Virginia Peninsula, but acknowledges that the Middle Peninsula and Northern Neck are not covered. Briggs discussed the mechanism that will be used to notify covered individuals. She advised that Optima appreciated the opportunity to update PEMS on this issue as it involves many citizens in the PEMS region. Several issues were brought up for discussion to clarify Optima's position and covered health systems and individuals.</p> <p>Conflict of Interest Disclosures – the following Board Members do not have COI forms on file for this fiscal year:</p> <ul style="list-style-type: none"> James Carter Pat Dent Lisa Dodd Linnie Green Kim Harper Greg Hunter Art Jacobs Nichole Knott Cheryl Lawson Robert Lee Rick McClure Gaylord Ray Sadie Thurman Ed Walker <p>COI forms were distributed to present Directors.</p> <p>Staff Update New Staff – Amy Ashe has been hired as the Field Coordinator (Community Health) Departing Staff – Yvette King, PEMS Business Manager, has submitted her resignation from PEMS effective 15 December, 2017. A hiring process has begun to fill this position.</p>		
PEMS Updates	<p>Corrective Order – M. Player advised the Board of a Corrective Action received by PEMS from OEMS regarding distribution of RSAF grading scores to agencies during the Spring 2017 RSAF cycle in violation of our contract guidelines. Player advised that actions necessary to correct this situation were immediately taken and PEMS policies and procedures have been modified to prevent recurrence.</p> <p>2018 PEMS Patient Care Protocols, Policies & Procedures Smart Phone/Computer Application Update – M. Player advised that with the help of F. Wingfield and with a generous donation by the Gloucester Rotary Club, the 2018 protocols will be distributed via a software application that will be provided free of charge to all EMS providers in the region. Printed versions of the protocols will no longer be provided by PEMS, however an electronic PDF document will be provided to facilitate printing by those individuals and agencies desiring</p>		

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OEMS Report	<p>printed versions.</p> <p>T. Perkins discussed current vacancies and efforts to fill at OEMS. Specifically, M. Berg has retired, vacating the Compliance & Regulation position. Also open is the new Community Health & Technical Resources position and the BLS Specialist position which is expected to be filled in January. Perkins also advised that 19 providers have completed the pilot EMS Officer 1 program and he expects it to be rolled out for the region shortly. Perkins congratulated J. Brann for his work preparing Essex County EMS for the Agency of Excellence designation. He advised that information for the Standards of Excellence program is available on the OEMS website. Perkins advised that a regional council is currently under investigation by state authorities regarding fraud. This ongoing investigation resulted in the inability of OEMS to produce a contract for PEMS until very recently. He also advised that OEMS will be cancelling the current Memorandum of Understanding with PEMS at the end of FY18 and presenting a new MOU.</p> <p>W. Berry discussed the new agency portal for EMS licensure and the need for agencies to provide a super user to OEMS so that agency can view licensure, vehicle permits and update agency information. He also noted that the only way to apply for temporary vehicle permits or provide status updates is through this portal.</p>		
Old Business	<p>Regional Council Service MOU – As discussed by T. Perkins, PEMS has a current Service MOU that is expected to continue through the end of FY18.</p> <p>CE & Aux Programs MOU – PEMS has also entered into an MOU with OEMS to manage continuing education and auxiliary programs for the region. The Council has already entered into some agreements with contracting entities to offer these programs and anticipates others soon.</p> <p>PEMS Rental Agreement – M. Player advised that the Council was successful in negotiating rent relief with our property manager, Main Street Preservation Trust. The Council received a second amendment to our lease in which we increased the length of our lease and rent is reduced by \$1,000 per month.</p> <p>AV Update – M. Player advised that the equipment has been purchased to upgrade our small classroom and that installation will take place on 3 January.</p> <p>Governor’s EMS Awards – M. Player advised that two PEMS Regional EMS Award recipients for 2017 were selected for Governor’s Awards: Ellen Vest (Rappahannock Community College) received the Governor’s Award for Contribution to EMS Health & Safety for her work with the PEMS CISM team over the last two decades. Donna Galganski-Pabst (James City County Fire Department) was recognized as the Outstanding Prehospital Educator.</p>		
New Business	<p>Staff Responses to Hurricanes Irma & Maria – M. Player presented on the response by PEMS staff and volunteers to Hurricanes Irma & Maria during the months of September and October. Two staff members (M. Player and P. Hoyle) deployed as well as several members of PEMS committees and workgroups. Deployed members served in Florida, Puerto Rico, and the US Virgin Islands to provide medical care to affected citizens.</p>		
Good of the Order	<p>EMS Legislative Update – T. McGregor provided an update on current and pending state and federal legislation that has the potential to impact EMS.</p> <p>E. Walker advised that Sentara Careplex will open there Labor & Delivery suite in January, 2018.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>T. Perkins expressed appreciation for the support by M. Player and PEMS during the National EMS Memorial Bike Ride</p> <p>Future Board of Directors Meeting 6:00 p.m. on 21 March, 2018.</p> <p>Important Dates – 12-22-17 to 12-26-17 PEMS Office Closed for Christmas 03-15-17 PEMS Regional Patient Care Protocols, Policies & Procedures are live.</p> <p>Attendance verified.</p>		
Adjournment	Meeting adjourned at 8:10 p.m. by J. Glover.		