



**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 June 2018**

**Meeting Location: PEMS**

**Chaired By: J. Glover**

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

**End Time: 7:47 p.m.**

**Minutes Submitted By: P. Hoyle**

**Draft Approved Date: 09-19-18**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Trish Anest	Jeff Beasley	Amy Ashe	Wayne Berry (OEMS)
David Barrick	James Brann	Jeff Bendit	Chris Buchanan(MVRS)
Greg Coffman	James Carter	Kevin Brophy	Christianne Clifford (RDH)
William Dent	Kimberly Harper	Seth Craig	Terrence McGregor (Lancaster ES)
Lisa Dodd	Lauren Hogge	Paul Hoyle	
Julie Glover	Arthur Jacobs	Debbie Thomas	
Linnie Green	Nichole Knott		
Greg Hunter	Rick McClure		
Cheryl Lawson	James McCorry		
Robert Lee	Gaylord Ray		
Masterson, David	Jeff Sensenig		
Michael Player	Sadie Thurman		
Jason Sweet			
Ed Walker			
Frank Wingfield			

<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. Those in attendance introduced themselves.		
Consent Calendar	Consent Calendar* a. Board Minutes 12 20 17 PEMS Board of Directors Meeting Minutes (Draft) b. Board of Directors Executive Committee c. Treasurer's Report & Financial Documents 4QFY18 Financials d. Committee Meeting Documents		

Item	Discussion	Action Required	By Whom/When
	<ul style="list-style-type: none"> <li>1) Behavioral Health Task Force <ul style="list-style-type: none"> <li>01 17 18 PEMS Behavioral Health Task Force Meeting Agenda</li> <li>02 26 18 PEMS Behavioral Health Task Force Meeting Minutes</li> <li>04 18 18 PEMS Behavioral Health Task Force Meeting Agenda</li> <li>04 18 18 PEMS Behavioral Health Task Force Meeting Minutes</li> <li>05 09 18 PEMS Behavioral Health Task Force Agenda</li> <li>05 09 18 PEMS Behavioral Health Task Force Minutes</li> <li>06 13 18 PEMS Behavioral Health Task Force Agenda</li> </ul> </li> <li>2) Critical Incident Stress Management Team <ul style="list-style-type: none"> <li>09 18 17 PEMS Critical Incident Stress Management Team Meeting Minutes</li> <li>12 11 17 PEMS Critical Incident Stress Management Team Agenda (Draft)</li> <li>12 11 17 PEMS Critical Incident Stress Management Team Meeting Minutes Final</li> <li>03 19 18 PEMS Behavioral Health Task Force Agenda (Draft)</li> <li>03 19 18 PEMS Critical Incident Stress Management Team Meeting Minutes Agenda</li> <li>03 19 18 PEMS Critical Incident Stress Management Team Meeting Minutes (Draft)</li> <li>06 18 18 PEMS Critical Incident Stress Management Team Meeting Agenda</li> </ul> </li> <li>3) Consolidated Testing System Committee <ul style="list-style-type: none"> <li>02 26 18 PEMS Consolidated Testing System Committee Meeting Agenda</li> <li>02 26 18 PEMS Consolidated Testing System Committee Meeting Minutes</li> <li>11 27 17 PEMS Consolidated Testing System Committee Meeting Minutes</li> <li>05 21 18 PEMS Consolidated Testing System Committee Meeting Agenda</li> <li>05 21 18 PEMS Consolidated Testing System Committee Meeting Minutes (Draft)</li> </ul> </li> <li>4) Eastern Virginia Health Care Coalition <ul style="list-style-type: none"> <li>12 07 17 Eastern Virginia Healthcare Coalition Meeting Minutes</li> <li>01 04 17 Eastern Virginia Healthcare Coalition Meeting Agenda</li> <li>01 11 18 Eastern Virginia Healthcare Coalition Meeting Minutes</li> <li>02 01 18 Eastern Virginia Healthcare Coalition Meeting Agenda</li> <li>02 01 18 Eastern Virginia Healthcare Coalition Meeting Minutes</li> <li>03 01 18 Eastern Virginia Healthcare Coalition Meeting Agenda</li> <li>03 01 18 Eastern Virginia Healthcare Coalition Meeting Minutes</li> <li>04 05 18 Eastern Virginia Healthcare Coalition Meeting Agenda</li> <li>04 05 18 Eastern Virginia Healthcare Coalition Meeting Minutes</li> <li>05 03 18 Eastern Virginia Healthcare Coalition Meeting Agenda</li> <li>05 03 18 Eastern Virginia Healthcare Coalition Meeting Minutes</li> <li>06 01 18 Eastern Virginia Healthcare Coalition Meeting Agenda</li> </ul> </li> <li>5) Eastern Virginia Healthcare Coalition Training &amp; Evaluation Workgroup</li> <li>6) EMS Operations Committee <ul style="list-style-type: none"> <li>10 03 17 PEMS EMS Operations Committee Meeting Minutes</li> <li>01 09 18 PEMS EMS Operations Committee Meeting Agenda</li> <li>01 09 18 PEMS EMS Operations Committee Meeting Minutes</li> <li>04 03 18 PEMS EMS Operations Committee Meeting Agenda</li> <li>04 03 18 PEMS EMS Operations Committee Meeting Minutes (Draft)</li> </ul> </li> <li>7) HR MMRS ST</li> </ul>		

Item	Discussion	Action Required	By Whom/When
	11 15 17 Hampton Roads Metropolitan Medical Response System Strike Team Committee Minutes		
	01 11 18 Hampton Roads Metropolitan Medical Response System Strike Team Committee Agenda		
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	03 15 18 Hampton Roads Metropolitan Medical Response System Strike Team Committee Agenda		
	03 15 18 Hampton Roads Metropolitan Medical Response System Strike Team Committee Minutes		
	05 10 18 Hampton Roads Metropolitan Medical Response System Strike Team Committee Agenda		
	8) ICCT		
	04 03 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda		
	9) Medical Advisory Committee		
	12 06 17 PEMS Medical Advisory Committee Meeting Minutes		
	03 08 18 PEMS Medical Advisory Committee Meeting Agenda		
	03 08 18 PEMS Medical Advisory Committee Meeting Minutes		
	06 14 18 PEMS Medical Advisory Committee Meeting Agenda		
	06 14 18 PEMS Medical Advisory Committee Meeting Minutes (Draft)		
	10) Mass Casualty Incident Workgroup		
	11) Pharmacy Committee		
	02 07 18 PEMS Pharmacy Committee Meeting Agenda		
	02 07 18 PEMS Pharmacy Committee Meeting Minutes		
	05 02 18 PEMS Pharmacy Committee Meeting Agenda		
	05 02 18 PEMS Pharmacy Committee Meeting Minutes (Draft)		
	12) Performance Improvement Committee		
	07 10 17 PEMS Performance Improvement Committee Meeting Minutes		
	12 14 17 PEMS Performance Improvement Committee Meeting Agenda		
	12 14 17 PEMS Performance Improvement Committee Minutes (Draft)		
	12 14 17 PEMS Trauma Triage Task Force Meeting Minutes		
	03 08 18 PEMS Performance Improvement Committee Meeting Agenda		
	03 08 18 PEMS Performance Improvement Committee Meeting Minutes (Draft)		
	06 14 18 PEMS Performance Improvement Committee Meeting Agenda		
	PEMS Performance Improvement Committee Project Report Trauma FY 2018		
	13) Peninsulas Interfacility Coordination Organization		
	10 19 17 PEMS Interfacility Cooperation Organization Meeting Minutes		
	01 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda		
	01 18 18 PEMS Interfacility Cooperation Organization Meeting Minutes		
	04 19 18 PEMS Interfacility Cooperation Organization Meeting Agenda		
	04 19 18 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft)		
	14) Peninsulas Instructor Network		
	03 10 18 PEMS Peninsulas Instructor Network Meeting Agenda		

Item	Discussion	Action Required	By Whom/When
	03 10 18 PEMS Peninsulas Instructor Network Meeting Minutes (Draft) 15) Protocols, Policies and Procedures Committee 12 14 17 PEMS Protocols Policies Procedures Committee Meeting Minutes 01 11 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 01 11 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 02 08 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 02 08 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 03 08 18 PEMS Protocols Policies & Procedures Committee Meeting Agenda 03 08 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 04 12 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 04 12 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 05 10 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 05 10 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 06 14 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 06 14 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 16) RSAF Review Committee 04 12 18 PEMS RSAF Review Committee Meeting Agenda 04 12 18 PEMS RSAF Review Committee Meeting Minutes 17) STEMI Task Force 11 16 17 PEMS STEMI Task Force Meeting Minutes 02 08 18 PEMS STEMI Task Force Meeting Agenda 02 08 18 PEMS STEMI Task Force Meeting Minutes 05 10 18 PEMS STEMI Task Force Meeting Agenda 05 10 18 PEMS STEMI Task Force Meeting Agenda 18) Stroke Task Force 10 12 17 PEMS Stroke Task Force Meeting Minutes 01 11 18 PEMS Stroke Task Force Meeting Agenda 01 11 18 PEMS Stroke Task Force Meeting Minutes 04 04 18 PEMS Stroke Task Force Meeting Agenda 04 04 18 PEMS Stroke Task Force Meeting Minutes (Draft) 19) Trauma Triage Task Force 06 08 17 PEMS Trauma Triage Task Force Meeting Minutes 12 14 17 PEMS Trauma Triage Task Force Meeting Minutes 03 08 18 PEMS Trauma Triage Task Force Meeting Agenda 03 08 18 PEMS Trauma Triage Task Force Meeting Minutes 06 14 18 PEMS Trauma Triage Task Force Meeting Agenda 20) PEMS Policies and Procedures 07 013 Medical Incident Review (MIR) Form (Draft) 07 009 PEMS Policies & Procedures Acknowledgement Form (Rev 03 18) (Draft) 07 013 PEMS Sponsorship Application (Rev 03 18)(Draft) 07 XXX PEMS Auxillary & Continuing Education Evaluation Form (Draft) 06 001 Medical Incident Review Process (03 18 Draft) 07 XXX PEMS Protocol Error or Change Request Form (Draft)		

Item	Discussion	Action Required	By Whom/When
	<p>06 010 Development, Publication &amp; Correction of PEMS Regional Patient Care Protocols (0411)(Draft)</p> <p>06 XXX PEMS Partner Sponsor Programs (03 18) (Draft)</p> <p>21) Regional Planning Document</p> <p>2017 PEMS Regional STEMI Triage Plan</p> <p>2017 PEMS Regional Stroke Triage Plan</p> <p>FY18 Performance Improvement Project Schedule</p> <p>Fall 2017 PEMS COOP Activation AAR</p> <p>MCI Plan (Annual review - No change)</p> <p>Trauma Triage Plan (Annual Review - No change)</p> <p>Strategic Plan (Annual Review - No change)</p> <p>Restocking Agreements</p> <p>2018 PEMS Regional Ambulance Restocking Agreement (Hospital) (DRAFT)</p> <p>2018 PEMS Regional Ambulance Restocking Agreement (EMS Agency) (DRAFT)</p> <p>Medication Exchange</p> <p>Diversion Plan (Annual Review - No change)</p> <p>22) Staff Quarterly Reports</p> <p>2QFY18 PEMS EMS Field Coordinator (Clinical Programs) Quarterly Report</p> <p>3QFY18 PEMS EMS Field Coordinator (Clinical Programs) Quarterly Report</p> <p>4QFY18 PEMS EMS Field Coordinator (Clinical Programs) Quarterly Report</p> <p>3QFY18 PEMS EMS Field Coordinator (Community Health) Quarterly Report</p> <p>3QFY18 PEMS EMS Field Coordinator (Operations) Quarterly Report</p> <p>PEMS 4QFY18 EMS Field Coordinator (Operations) Quarterly Report</p> <p>3QFY18 PEMS EMS Field Coordinator (Clinical Care) Quarterly Report</p> <p>PEMS 4QFY18 EMS Field Coordinator (Clinical Care) Quarterly Report</p> <p>3QFY18 PEMS PEMS Planning and Emergency Management Coordinator Quarterly Report</p> <p>4QFY18 PEMS Planning and Emergency Management Coordinator Quarterly Report</p> <p>23) PEMS Update</p> <p>a. PEMS Staff Assignments</p> <p>b. PEMS Organization Structure</p> <p>24) Resolution To Establish Additional Standing Committees To Assist The Board Of Directors Of The Peninsulas Emergency Medical Services Council, Inc. Cary Out The Purposes Of The Corporation</p> <p>Motion by D. Masterson to accept Consent Calendar. Second by E. Walker. Motion passed unanimously.</p>		
Membership Changes	<p>Expiring Terms</p> <p>Gaylord Ray – Citizen (Northern Neck)</p> <p>David Barrick – At large</p> <p>James Carter – Business (Northern Neck)</p> <p>William Dent – City/County Government (Virginia Peninsula)</p> <p>Arthur Jacobs – Consumer (Virginia Peninsula)</p> <p>Kimberly Harper – At Large</p> <p>James McCorry – Hospital (Riverside Doctors’ Hospital)</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Linnie Green – Financial Institution Ed Walker – Hospital (Sentara Careplex Hospital)</p> <p>Resigning Members James Carter – Business (Northern Neck) Lauren Hogge – Hospital (Bon Secours Rappahannock General Hospital) James McCorry – Hospital (Riverside Doctors’ Hospital) Gaylord Ray – Citizen (Northern Neck) Arthur Jacobs – Consumer (Virginia Peninsula)</p> <p>Renewing Members Linnie Green – Financial Institution David Barrick – At large William Dent – City/County Government (Virginia Peninsula) Kimberly Harper – At Large Ed Walker – Hospital (Sentara Careplex Hospital)</p> <p>Motion to accept renewing members by D. Masterson. Second by G. Coffman. Motion passed unanimously without comment.</p> <p>New Members Hospital (Riverside Doctors’ Hospital) – Christianne Clifford, MD, nominated to the Board by J. McCorry to represent RDH and confirmed by acclamation. Motion by J. Sweet to elect Dr. Clifford to the Board. Second by L. Dodd. Motion passed unanimously without comment.</p> <p>Vacancies Business (Northern Neck) Hospital (Bon Secours Rappahannock General Hospital) Consumer (Virginia Peninsula) Consumer (Northern Neck) Hospital (Riverside Regional Medical Center)</p>		
President’s Report	Nomination Committee – D. Barrick reported that the Nominating Committee will be reaching out to individuals regarding serving in officer positions and on the Executive Committee before the next scheduled Board meeting. Parties interested in serving or nominating others for positions should contact M. Player.		
Vice President’s Report	No report		
Secretary/Executive Director Report	<p>FY2019 PEMS Operating Budget Proposal – M. Player presented the proposed Fiscal Year 2019 Budget to the Board for approval. Motion by the Executive Committee to accept the proposed budget. Motion passed unanimously without comment.</p> <p>Conflict of Interest Disclosures – the following Board Members do not have COI forms on file for this fiscal year: James Carter</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Art Jacobs Nichole Knott Rick McClure Sadie Thurman</p> <p>COI forms were distributed to present Directors present.</p> <p>Eastern Virginia Multi-Regional Mass Casualty Exercise – P. Hoyle presented update on the upcoming exercise series.</p> <p>Greater Williamsburg HeartSafe Alliance – M. Player presented update on Alliance activities.</p> <p>FY19 CE &amp; Aux Programs RFP – M. Player advised that the RFP for the FY19 has been published.</p>		
OEMS Report	W. Berry discussed staff changes at OEMS.		
Old Business	None		
New Business	Service Contract Negotiations – M. Player advised status of ongoing negotiations with OEMS regarding service contract changes.		
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>Future Board of Directors Meeting 6:00 p.m. on 19 September, 2018.</p> <p>Important Dates – July 4, 2018 - Independence Day (Office Closure) July 23 - 27, 2018 - NDMS Training Summit August 2 - 3, 2018 - Governor's Advisory Board September 3, 2018 - Labor Day (Office Closure)</p> <p>Attendance verified.</p>		
Adjournment	Meeting adjourned at 7:47 p.m. by J. Glover.		