



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: 19 December, 2018

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:30 p.m.

End Time: 6:54 p.m.

Minutes Submitted By: P. Hoyle

Draft: Approved Date: 03-20-19

Members Present:	Members Absent:	Staff:	Others:
David Barrick	Christianne Clifford	Amy Ashe	Wayne Berry (OEMS)
Greg Coffman	Nichole Knott	Kevin Brophy	Chris Vernovai (OEMS)
Linnie Green	Robert Lee	Seth Craig	
Stephen Kopczynski	Trish Anest	Paul Hoyle	
Cheryl Lawson	Jeff Beasley	Debbie Thomas	
Gary Samuels	James Brann		
Jeff Sensenig	William Dent		
Sadie Thurman	Lisa Dodd		
Ed Walker	Julie Glover		
Frank Wingfield	Kimberly Harper		
	Greg Hunter		
	Masterson, David		
	Rick McClure		
	Michael Player		
	Jason Sweet		

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

Item	Discussion	Action Required	By Whom/When
	<p>b. Board of Directors Executive Committee</p> <ul style="list-style-type: none"> 08 15 18 PEMS Board of Directors Executive Committee Meeting Minutes 10 17 18 PEMS Board of Directors Executive Committee Meeting Agenda 10 17 18 PEMS Board of Directors Executive Committee Meeting Minutes (Draft) 12 19 18 PEMS Board of Directors Executive Committee Meeting Agenda <p>c. Treasurer's Report & Financial Documents</p> <ul style="list-style-type: none"> Budget vs Actual Y19 Statement of Activity July November 2018 Balance Sheet 11 30 2018 <p>d. Committee Meeting Documents</p> <ul style="list-style-type: none"> • Behavioral Health Task Force • Critical Incident Stress Management Team • Consolidated Testing System Committee <ul style="list-style-type: none"> 08 27 18 PEMS Consolidated Testing System Committee Meeting Minutes 11 26 18 PEMS Consolidated Testing System Committee Meeting Agenda (Draft) 11 26 18 PEMS Consolidated Testing System Committee Meeting Agenda 11 26 18 PEMS Consolidated Testing System Committee Meeting Minutes (Draft) • Eastern Virginia Health Care Coalition <ul style="list-style-type: none"> 11 01 18 EVHC Meeting Minutes 12 06 18 EVHC Meeting Agenda • Eastern Virginia Healthcare Coalition Training & Evaluation Workgroup <ul style="list-style-type: none"> 10 24 18 EVHC Education & Training Workgroup Minutes • EMS Operations Committee <ul style="list-style-type: none"> 07 03 18 PEMS EMS Operations Committee Meeting Minutes 10 02 18 PEMS EMS Operations Committee Meeting Agenda (Draft) 10 02 18 PEMS EMS Operations Committee Meeting Minutes (Draft) • HR MMRS ST <ul style="list-style-type: none"> 07 19 18 HR MMRS Strike Team Committee Minutes 12 06 18 HR MMRS Strike Team Leadership Group Agenda • ICCT <ul style="list-style-type: none"> 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda (Draft) 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Minutes • Medical Advisory Committee <ul style="list-style-type: none"> 06 14 18 PEMS Medical Advisory Committee Meeting Minutes 09 27 18 PEMS Medical Advisory Committee Meeting Minutes (Draft) 12 13 18 PEMS Medical Advisory Committee Meeting Agenda (Draft) 12 13 18 PEMS Medical Advisory Committee Meeting Minutes (Draft) 12 13 18 PEMS Joint Medical Directors Committee Meeting Minutes • Mass Casualty Incident Workgroup • Pharmacy Committee <ul style="list-style-type: none"> 08 01 18 PEMS Pharmacy Committee Meeting Minutes 		

Item	Discussion	Action Required	By Whom/When
	<p>11 07 18 PEMS Pharmacy Committee Meeting Agenda 11 07 18 PEMS Pharmacy Committee Meeting Minutes (Draft)</p> <ul style="list-style-type: none"> • Performance Improvement Committee <p>09 27 18 PEMS Performance Improvement Committee Meeting Agenda (Draft) 09 27 18 PEMS Performance Improvement Committee Meeting Agenda 09 27 18 PEMS Performance Improvement Committee Meeting Minutes (Draft) 12 20 18 PEMS Performance Improvement Committee Meeting Agenda (Draft) 12 20 18 PEMS Performance Improvement Committee Meeting Agenda</p> • Peninsulas Interfacility Coordination Organization <p>10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft) 10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda 10 18 18 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft)</p> • Peninsulas Instructor Network • Protocols, Policies and Procedures Committee <p>08 09 18 PEMS Protocols Policies & Procedures Committee Meeting Minutes 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 11 14 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 11 14 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 11 15 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 11 15 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)</p> • RSAF Review Committee • STEMI Task Force <p>11 15 18 PEMS STEMI Task Force Meeting Agenda (Draft) 11 15 18 PEMS STEMI Task Force Meeting Agenda 11 15 18 PEMS STEMI Task Force Meeting Minutes (Draft)</p> • Stroke Task Force <p>07 12 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 10 11 18 PEMS Stroke Task Force Meeting Agenda (Draft) 10 11 18 PEMS Stroke Task Force Meeting Agenda 10 11 18 PEMS Stroke Task Force Meeting Minutes (Draft)</p> • Trauma Triage Committee <p>06 14 18 PEMS Trauma Triage Task Force Meeting Minutes 09 27 18 PEMS Trauma Triage Task Force Meeting Agenda (Draft) 09 27 18 PEMS Trauma Triage Task Force Meeting Agenda 09 27 18 PEMS Trauma Triage Task Force Meeting Minutes (Draft) 12 20 18 PEMS Trauma Task Force Agenda (Draft) 12 20 18 PEMS Trauma Task Force Agenda</p> <p>e. PEMS Policies and Procedures</p>		

Item	Discussion	Action Required	By Whom/When
	<p>06 XXX PEMS Jurisdiction Support Requests (03 18) (Draft) 02 017 Vehicle Policy (12 18) 07 005 Direct Deposit Form (12 18) 02 xxx Personnel and Payroll Records Management DRAFT v2[1] 03 007 Family Medical Leave Act (FMLA) Draft[1]</p> <p>f. Regional Planning Documents g. Staff Quarterly Reports PEMS 2QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report PEMS 2QFY19 EMS Field Coordinator (Clinical Programs) Quarterly Report PEMS 2QFY19 EMS Field Coordinator (Clinical Care) Quarterly Report PEMS 2QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report PEMS 2QFY19 EMS Field Coordinator (Community Health) Quarterly Report</p> <p>h. PEMS Update PEMS Staff Assignments PEMS Organization Structure</p> <p>i. Bylaws & Resolutions</p> <p>Motion by G. Coffman to accept Consent Calendar. Second by L. Green. Motion passed unanimously.</p>		
Membership Changes	<p>Expiring Terms - None</p> <p>Resigning Members - None</p> <p>Renewing Members - None</p> <p>New Members Gary Samuels (Bon Secours Rappahannock General Hospital) – Gary Samuels was presented by Bon Secours to represent their interests for Rappahannock General Hospital.</p> <p>Stephen Kopczynski (York County Department of Fire & Life Safety) – At Large: Stephen Kopczynski was nominated by the PEMS Executive Committee for a vacant “At Large” position.</p> <p>Motion was made by C. Lawson to approve these nominations to the Board of Directors. F. Wingfield seconded the motion. Motion passed unanimously without discussion.</p> <p>Vacancies Business (Northern Neck) At Large Interfacility & Critical Care Transport Agencies</p>		
President’s Report	No Report		
Vice President’s Report	No Report		
Secretary/Executive Director Report	Outstanding Conflict of Interest Forms – P. Hoyle identified outstanding forms.		

Item	Discussion	Action Required	By Whom/When
OEMS Report	W. Berry discussed office consolidation and movement of offices in January. He suggests that anyone visiting OEMS call first to find out where they should be going. He also advised that Chris Vernovai, the new OEMS EMS Planner, will discuss changes to the contracting modification process in the near future.		
Old Business	Council Redesignation – P. Hoyle advised that the redesignation application has been completed and forwarded to OEMS. We are anticipating a site visit sometime in February, 2019.		
New Business	Sentara Grants – A. Ashe presented information on two grants received from Sentara Health Care for \$40,000 each. One of the grants is to fund a needs assessment study on the mental health needs of citizens in the PEMS region. Our intention is to take the results of this study and prepare a regional mental health plan for the PEMS region. The second grant will be used to fund a Mobile Integrated Healthcare (MIHC) Conference in the region to address funding MIHC and educating providers, agencies and jurisdictions on the potential improvements that MIHC can produce for our regional health care system. The intention is to have presenters from areas where MIHC is already in place so we can leverage their knowledge, as well as addressing legislative changes that might be necessary to make MIHC practical in Virginia.		
Good of the Order	<p>Future Board of Directors Meeting 6:00 p.m. on 20 March, 2019. 6:00 p.m. on 19 June, 2019.</p> <p>Important Dates – PEMS Christmas Holiday Closure – 24 to 28 December, 2018. PEMS New Year Holiday Closure – 31 December, 2018 to 1 January, 2019. PEMS Lee-Jackson Day Closure – 18 January, 2019. PEMS Martin Luther King Day Closure – 21 January, 2019. Public Health & Healthcare Preparedness Academy – 19 to 21 March, 2019. Virginia Emergency Management Association Conference – 26 to 29 March, 2019. Hampton Roads Trauma Symposium – 26 April, 2019.</p> <p>Attendance and roster verified.</p>		
Adjournment	Meeting adjourned at 6:54 p.m. by D. Barrick.		