



**Peninsulas Emergency Medical Services Council, Inc.**  
**Board of Directors**  
*Regular Session*

---

**ANNOTATED AGENDA**

June 19, 2019 - 1830

Jeannie Dunston EMS Multi-Purpose Room ♦ 6876 Main Street Gloucester, VA 23061

1. Introductions
2. Consent Calendar\*
  - a. Board Minutes
    - 12 19 18 PEMS Board of Directors Meeting Minutes
  - b. Board of Directors Executive Committee
    - 12 19 18 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)
    - 01 16 19 PEMS Board of Directors Executive Committee Meeting Minutes
    - 03 20 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)
    - 03 20 19 PEMS Board of Directors Executive Committee Meeting Agenda
    - 03 20 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)
    - 03 20 19 PEMS Board of Directors Executive Committee Meeting Minutes
    - 04 17 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)
    - 04 17 19 PEMS Board of Directors Executive Committee Meeting Agenda
    - 04 17 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)
    - 04 17 19 PEMS Board of Directors Executive Committee Meeting Minutes
    - 04 17 19 PEMS Board of Directors Executive Committee Meeting Roster
    - 05 05 19 PEMS Board of Directors Executive Committee Meeting Roster
    - 05 08 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)
    - 05 08 19 PEMS Board of Directors Special Call Executive Committee Meeting Minutes
    - 05 15 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)
    - 05 15 19 PEMS Board of Directors Executive Committee Meeting Agenda
    - 05 15 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)
    - 05 15 19 PEMS Board of Directors Executive Committee Meeting Roster
  - c. Treasurer's Report & Financial Documents
    - Statement of Financial Position May 2019
    - Statement of Activity July 2018 May 2019
    - Budget vs Actual FY2019
  - d. Committee Meeting Documents
    - 1) Awards Selection Committee
      - 05 06 19 PEMS Regional EMS Awards Selection Committee Meeting Roster
      - PEMS Regional Awards Press Release 2019
    - 2) Behavioral Health Committee
      - No meetings this quarter
    - 3) Critical Incident Stress Management Team
      - 10 15 18 PEMS CISM Team Meeting Minutes
      - 12 17 18 PEMS CISM Team Meeting Minutes
      - 03 18 19 PEMS CISM Team Meeting Agenda (Draft)
      - 03 18 19 PEMS CISM Team Meeting Agenda
      - 03 18 19 PEMS CISM Team Meeting Minutes (Draft)

- 03 18 19 PEMS CISM Team Meeting Roster
- 04 29 19 PEMS CISM Team Meeting (Special Call) Minutes (Draft)
- 06 17 19 PEMS CISM Team Meeting Agenda (Draft)
- 4) Consolidated Testing System Committee
  - 02 25 19 PEMS Consolidated Testing System Committee Meeting Agenda (Draft)
  - 02 25 19 PEMS Consolidated Testing System Committee Meeting Agenda
  - 02 25 19 PEMS Consolidated Testing System Committee Meeting Minutes
  - 05 20 19 PEMS Consolidated Testing System Committee Meeting Agenda (Draft)
  - 05 20 19 PEMS Consolidated Testing System Committee Meeting Agenda
  - 05 20 19 PEMS Consolidated Testing System Committee Meeting Minutes (Draft)
- 5) Eastern Virginia Health Care Coalition
  - 12 06 18 EVHC Meeting Minutes
  - 02 07 19 EVHC Meeting Agenda
  - 03 07 19 EVHC Meeting Minutes
- 6) EMS Operations Committee
  - 01 08 19 PEMS EMS Operations Committee Meeting Minutes
  - 04 02 19 PEMS EMS Operations Committee Meeting Agenda
  - 04 02 19 PEMS EMS Operations Committee Meeting Minutes (Draft)
  - 04 02 19 PEMS EMS Operations Committee Meeting Roster
- 7) HR MMRS ST Committees
  - 01 10 19 HR MMRS Strike Team Minutes
  - 05 09 19 MMRS Strike Team Committee Agenda
- 8) Medical Advisory Committee
  - 12 13 18 PEMS Medical Advisory Committee Meeting Minutes
  - 03 14 19 PEMS Medical Advisory Committee Meeting Minutes (Draft)
  - 03 14 19 PEMS Medical Advisory Committee Meeting Minutes
  - 06 13 19 PEMS Medical Advisory Committee Meeting Agenda
  - 06 13 19 PEMS Medical Advisory Committee Meeting Minutes (Draft)
  - 06 13 19 PEMS Medical Advisory Committee Meeting Roster
- 9) Mass Casualty Incident Workgroup
  - No meetings this quarter
- 10) Pharmacy Committee
  - 02 06 19 PEMS Pharmacy Committee Minutes
  - 05 01 19 PEMS Pharmacy Committee Meeting Agenda (Draft)
  - 05 01 19 PEMS Pharmacy Committee Meeting Agenda
  - 05 01 19 PEMS Pharmacy Committee Meeting Minutes (Draft)
  - 05 01 19 PEMS Pharmacy Committee Meeting Roster
- 11) Performance Improvement Committee
  - 12 20 18 PEMS Performance Improvement Committee Meeting Minutes
  - 03 14 19 PEMS Performance Improvement Committee Meeting Minutes (Draft)
  - 03 14 19 PEMS Performance Improvement Committee Meeting Minutes
  - 06 13 19 PEMS Performance Improvement Committee Meeting Agenda (Draft)
  - 06 13 19 PEMS Performance Improvement Committee Meeting Agenda
  - 06 13 19 PEMS Performance Improvement Committee Meeting Roster

- 06 13 19 PEMS Performance Improvement Committee Meeting Minutes (Draft)
- 12) Peninsulas Interfacility Coordination Organization
  - 01 17 19 PEMS Interfacility Cooperation Organization Meeting Minutes
  - 04 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Agenda (Draft)
  - 04 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Agenda
  - 04 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Minutes (Draft)
  - 0 4 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Roster
- 13) Peninsulas Instructor Network
  - 06 20 19 PEMS Peninsulas Instructor Network Meeting Agenda (Draft)
  - 06 20 19 PEMS Peninsulas Instructor Network Meeting Agenda
- 14) Protocols, Policies and Procedures Committee
  - 03 14 19 PEMS Protocols Policies Procedures Committee Meeting Agenda & Minutes
  - 04 11 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft)
  - 04 11 19 PEMS Protocols Policies Procedures Committee Meeting Agenda
  - 04 11 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)
  - 04 11 19 PEMS Protocols Policies Procedures Committee Meeting Minutes
  - 04 11 19 PEMS Protocols Policies Procedures Committee Meeting Roster
  - 05 09 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft)
  - 05 09 19 PEMS Protocols Policies Procedures Committee Meeting Agenda
  - 05 09 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)
  - 05 09 19 PEMS Protocols Policies Procedures Committee Meeting Minutes
  - 06 13 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft)
  - 06 13 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)
  - 06 13 19 PEMS Protocols Policies Procedures Committee Meeting Roster
- 15) RSAF Review Committee
  - 04 10 19 PEMS RSAF Review Committee Agenda
  - 04 10 19 PEMS RSAF Review Committee Minutes
  - 04 10 19 PEMS RSAF Review Committee Roster
- 16) STEMI Committee
  - 02 14 19 PEMS STEMI Task Force Meeting Minutes
  - 05 09 19 PEMS STEMI Triage Committee Meeting Agenda (Draft)
  - 05 09 19 PEMS STEMI Triage Committee Meeting Agenda
  - 05 09 19 PEMS STEMI Triage Committee Meeting Minutes (Draft)
  - 05 09 19 PEMS STEMI Triage Committee Meeting Roster
- 17) Stroke Committee
  - 01 10 19 PEMS Stroke Task Force Meeting Minutes
  - 4 11 19 PEMS Stroke Triage Committee Meeting Agenda (Draft)
  - 04 11 19 PEMS Stroke Triage Committee Meeting Agenda

- 04 11 19 PEMS Stroke Triage Committee Meeting Roster
- 04 11 19 PEMS Stroke Triage Committee Meeting Minutes (Draft)
- 18) Trauma Triage Committee
  - 12 20 18 PEMS Trauma Task Force Minutes
  - 03 14 19 PEMS Trauma Task Force Minutes (Draft)
  - 03 14 19 PEMS Trauma Task Force Minutes
  - 06 13 19 PEMS Trauma Triage Committee Meeting Agenda (Draft)
  - 06 13 19 PEMS Trauma Triage Committee Meeting Agenda
  - 06 13 19 PEMS Trauma Triage Committee Meeting Minutes (Draft)
  - 06 13 19 PEMS Trauma Triage Committee Meeting Roster
- 19) PEMS Policies and Procedures
  - 06 004 PEMS Consolidated Testing Policies & Procedures (4 19 DRAFT)
  - 03 016 Paid Time Off (Draft)
  - 06 010 Development, Publication & Correction of PEMS Regional Patient Care Protocols
- 20) Regional Planning Document
  - 2019 Regional Patient Care Protocols
  - PEMS Regional Ambulance Restocking Agreement (Hospital)(2018)
  - PEMS Regional Ambulance Restocking Agreement (EMS Agency)(2018)
  - 2018 PEMS Regional Medication Kit Plan
  - 06 011 PEMS Regional Hospital Diversion Policy (12 18)
- 21) Staff Quarterly Reports
  - PEMS 4QFY19 EMS Field Coordinator (Operations) Quarterly Report
  - PEMS 4QFY19 EMS Field Coordinator (Clinical Care) Quarterly Report
  - PEMS 4QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report
  - PEMS 4QFY19 EMS Field Coordinator (Community Health) Quarterly Report
- 22) PEMS Update
  - a. PEMS Staff Assignments
    - 05 001 PEMS Business Manager (04 19 Draft)
    - 05 004 PEMS EMS Field Coordinator Clinical Care Position Description (04 19 Draft)
    - 05 005 EMS Field Coordinator Hospital Programs (4 19 Draft)
    - 05 008 PEMS EMS Planning and Emergency Management Coordinator Position Description (4 19 Draft)
  - b. PEMS Organization Structure

### 3. President's Report

#### a. Membership Changes\*

- 1) Expiring Terms
  - a. Cheryl Lawson - Regional Medical Director
  - b. Cheryl Lawson - Medical Advisory Committee
- 2) Resignations
  - a. William Dent - City/County Government (Virginia Peninsula)
  - b. Stephen Kopczynski - At Large
- 3) Renewing Members
  - a. Cheryl Lawson - Regional Medical Director
- 4) New Members
  - a. William Dent - At Large
  - b. Stephen Kopczynski - City/County Government (Virginia Peninsula)

c. Eleanor Erwin - Medical Advisory Committee

5) Vacancies

a. None

b. Elections

b. Nomination Committee

- President - Julie Glover
- Vice-President - Pat Dent
- Treasurer - Frank Wingfield

c. Elections\*

- Officers
- EC

4. Vice President's Report - David Barrick

5. Secretary/ Executive Director's Report

a. Staffing changes

1) Debbie Thomas - Resignation effective 19 May, 2019

2) Jeffrey Bendit - PTE to FTE effective 31 July, 2019

b. Outstanding BOD Conflict of Interest Disclosures

None

6. OEMS Report Report - Wayne Berry

a. OEMS Quarterly Report

7. Old Business

a. Redesignation - VDH redesignated Council on 6 June, 2019.

8. New Business

a. Modification to PEMS Bylaws - PEMS Council Inc Bylaws 6 19 19 Draft

b. Reconstitution of Mass Casualty Committee - MCI Comm Job Description 03072019

c. CE/Auxillary Programs Discontinuation

d. FY20 PEMS Budget - Proposed PEMS FY20 Operational Budget Presentation

e. FY21 Revenue Increases

9. Good of the Order

a. Congratulations on the retirement of Fire Chief Pat Dent following honorable service to our communities for 40 years!

b. Next BOD Meetings:

1) September 18, 2019 at 6:30 p.m., Dinner at 6:00 p.m. at PEMS

2) December 18, 2019 at 6:30 p.m., Dinner at 6:00 p.m. at PEMS

3) March 18, 2020 at 6:30 p.m., Dinner at 6:00 p.m. at PEMS

4) June 17, 2020 at 6:30 p.m., Dinner at 6:00 p.m. at PEMS

c. Important Dates

Independence Day Closure (07-04)

Labor Day Closure (09-02)

Annual Infection Control Update (09-26)

Advanced Designated Officer Course (09-26)

Basic Designated Officer Course (09-27 & 28)

Designated Officer Train-the-Trainer (09-29)

10. Verify Attendance\*

11. Adjournment

\*Indicates Action Items

*In accordance with the Americans With Disabilities Act ("ADA"). Peninsulas Emergency Medical Services Council (PEMS), Inc is committed ensuring that individuals with disabilities are not denied an opportunity to participate in and benefit from any service, program, or activity, offered by the PEMS Council. Persons with disabilities who anticipate needing special accommodations or who have questions about physical access may call (804) 693-6234 in advance of the program.*

---

---

***WE ARE PEMS!***