



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 September 2018

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:30 p.m.

End Time: 7:36 p.m.

Minutes Submitted By: P. Hoyle

Draft: Approved Date: 12-19-18

Members Present:	Members Absent:	Staff:	Others:
Trish Anest	David Barrick	Amy Ashe	Wayne Berry (OEMS)
Jeff Beasley	Christianne Clifford	Kevin Brophy	Shawn Metzner (EVHC)
James Brann	Greg Coffman	Seth Craig	Gary Samuels (Bon Secours)
William Dent	Nichole Knott	Paul Hoyle	
Lisa Dodd	Cheryl Lawson		
Julie Glover	Robert Lee		
Linnie Green	Ed Walker		
Kimberly Harper			
Greg Hunter			
Masterson, David			
Rick McClure			
Michael Player			
Jeff Sensenig			
Jason Sweet			
Sadie Thurman			
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* a. Board Minutes 12 20 17 PEMS Board of Directors Meeting Minutes (Draft) b. Board of Directors Executive Committee 06 20 2018 PEMS Board of Directors Executive Committee Meeting Minutes (Draft) 06 20 18 PEMS Board of Directors Executive Committee Meeting Minutes 07 18 18 PEMS Board of Directors Executive Committee Meeting Agenda 07 18 18 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)		

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	07 18 18 PEMS Board of Directors Executive Committee Meeting Minutes 08 15 18 PEMS Board of Directors Executive Committee Meeting Agenda 08 15 18 PEMS Board of Directors Executive Committee Meeting Minutes (Draft) c. Treasurer's Report & Financial Documents 1st Quarter FY19 Financials FY18 Draft 990 d. Committee Meeting Documents 1) Behavioral Health Task Force 06 14 18 PEMS Behavioral Health Task Force Minutes 2) Critical Incident Stress Management Team 03 19 18 PEMS Critical Incident Stress Management Team Meeting Minutes 06 18 18 PEMS Critical Incident Stress Management Team Meeting Minutes (Draft) 3) Consolidated Testing System Committee 05 21 18 PEMS Consolidated Testing System Committee Meeting Minutes 08 27 18 PEMS Consolidated Testing System Committee Meeting Agenda (Draft) 08 27 18 PEMS Consolidated Testing System Committee Meeting Agenda 08 27 18 PEMS Consolidated Testing System Committee Meeting Minutes (Draft) 4) Eastern Virginia Health Care Coalition 06 01 18 Eastern Virginia Healthcare Coalition Meeting Minutes 07 05 18 Eastern Virginia Healthcare Coalition Meeting Agenda 5) Eastern Virginia Healthcare Coalition Training & Evaluation Workgroup 6) EMS Operations Committee 04 03 18 PEMS EMS Operations Committee Meeting Minutes 07 03 18 PEMS EMS Operations Committee Meeting Agenda (Draft) 07 03 18 PEMS EMS Operations Committee Meeting Agenda 07 03 18 PEMS EMS Operations Committee Meeting Minutes (Draft) 7) HR MMRS ST 03 15 18 Metropolitan Medical Response System Strike Team Committee Meeting Minutes 07 19 18 Metropolitan Medical Response System Strike Team Leadership Group Agenda 8) ICCT 10 03 17 PEMS Inter facility Critical Care Transport Committee Meeting Minutes 07 03 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda 07 03 18 PEMS Inter facility Critical Care Transport Committee Meeting Minutes (Draft) 9) Medical Advisory Committee 09 13 18 PEMS Medical Advisory Committee Meeting Agenda (Draft) 09 13 18 PEMS Medical Advisory Committee Meeting Agenda 10) Mass Casualty Incident Workgroup 11) Pharmacy Committee 05 02 18 PEMS Pharmacy Committee Meeting Minutes 08 01 18 PEMS Pharmacy Committee Meeting Agenda (Draft) 08 01 18 PEMS Pharmacy Committee Meeting Agenda 08 01 18 PEMS Pharmacy Committee Meeting Minutes (Draft) 12) Performance Improvement Committee 06 14 18 PEMS Performance Improvement Committee Meeting Minutes (Draft) 13) Peninsulas Interfacility Coordination Organization		

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	04 19 18 PEMS Interfacility Cooperation Organization Meeting Minutes 07 19 18 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft) 07 19 18 PEMS Interfacility Cooperation Organization Meeting Agenda 07 19 18 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft) 14) Peninsulas Instructor Network 15) Protocols, Policies and Procedures Committee 06 14 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 06 14 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 07 12 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 07 12 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 07 12 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 07 12 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 08 09 18 PEMS Protocols Policies & Procedures Committee Meeting Agenda (Draft) 08 09 18 PEMS Protocols Policies & Procedures Committee Meeting Agenda 08 09 18 PEMS Protocols Policies & Procedures Committee Meeting Minutes (Draft) 09 13 18 PEMS Protocols Policies & Procedures Committee Meeting Agenda (Draft) 09 13 18 PEMS Protocols Policies & Procedures Committee Meeting Agenda 16) RSAF Review Committee 17) STEMI Task Force 05 10 18 PEMS STEMI Task Force Meeting Minutes 08 09 18 PEMS STEMI Task Force Meeting Agenda (Draft) 08 09 18 PEMS STEMI Task Force Meeting Agenda 08 09 18 PEMS STEMI Task Force Meeting Minutes (Draft) 18) Stroke Task Force 04 04 18 PEMS Stroke Task Force Meeting Minutes 07 12 18 PEMS Stroke Task Force Meeting Agenda (Draft) 07 12 18 PEMS Stroke Task Force Meeting Agenda 07 12 18 PEMS Stroke Task Force Meeting Minutes (Draft) 19) Trauma Triage Committee 06 14 18 PEMS Trauma Triage Task Force Meeting Minutes (Draft) 09 13 18 PEMS Trauma Triage Task Force Meeting Agenda (Draft) 20) PEMS Policies and Procedures 06 XXX PEMS Contract Validation & Administration (09 18) (Draft) Consolidated Testing System Policy Financial Practice Policies CTS Payment Form 05 008 CTS Consolidated Test Site Coordinator (9 09) 05 009 CTS Consolidated Test Site Table Manager (9 09)[1] 05 010 CTS Consolidated Test Site EMT Assstant (9 09)[1] 05 011 CTS Consolidated Test Site Evaluator (9 09)[1] 05 012 CTS Consolidated Test Site Moulage Technician (9 09)[1] 05 013 CTS Consolidated Test Site Simulated Patient (9 09)[1] PEMS CTS Consolidated Test Site Logistics Coordinator (12 16)[1] PEMS CTS Consolidated Test Site Senior Evaluator (12 16) 05 013 CTS Consolidated Test Site Runner (9 09)13		

Item	Discussion	Action Required	By Whom/When
	<p>05 001 PEMS Business Manager (09 18) 05 004 PEMS EMS Field Coordinator Clinical Care(09 18) 05 008 PEMS EMS Planning and Emergency Management Coordinator (9 16) 05 017 EMS Field Coordinator Community Health (09 18)</p> <p>21) Regional Planning Document 2018 PEMS Regional Medication Box Plan (Draft) PEMS Regional Performance Improvement Plan (12 17) 2018 Stroke Plan PEMS FY18 Annual Report (Draft)</p> <p>22) Staff Quarterly Reports PEMS 1QFY19 EMS Field Coordinator (Clinical Programs) Quarterly Report PEMS 1QFY19 EMS Field Coordinator (Clinical Care) Quarterly Report PEMS 1QFY19 EMS Field Coordinator (Operations) Quarterly Report PEMS 1QFY19 EMS Field Coordinator (Community Health) Quarterly Report PEMS 1QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report</p> <p>23) PEMS Update a. PEMS Staff Assignments b. PEMS Organization Structure</p> <p>24) Bylaws & Resolutions PEMS Council, Inc By Laws 8 15 2018 Draft</p> <p>Motion by J. Brann to accept Consent Calendar. Second by L. Dodd. Motion passed unanimously.</p>		
Membership Changes	<p>Expiring Terms Cheryl Lawson (State EMS Advisory Board)</p> <p>Resigning Members - None</p> <p>Renewing Members - None</p> <p>New Members Sadie Thurman (Riverside Regional Medical Center) - State EMS Advisory Board: PEMS received a letter in August to nominate three candidates to replace Cheryl as the PEMS representative to the State EMS Advisory Board following completion of her second term on the board. The Executive Committee presented a slate of three candidates: Sadie Thurman (Riverside Regional Medical Center, William Dent (Williamsburg Fire Department) and Stephen Kopczynski (York County Department of Fire and Life Safety). These individuals submitted resumes to the Secretary. On 7 September, 2018, PEMS received a letter from the Secretary of Health that Sadie Thurman was selected by the Governor to serve on the State EMS Advisory Board.</p> <p>Sadie Thurman - Riverside Regional Medical Center: RRMCM advised the PEMS Executive Director that Sadie Thurman will be representing RRMCM on the Board of Directors. Her appointment was confirmed by acclamation of the Board.</p> <p>Vacancies Business (Northern Neck)</p>		

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	<p>Hospital (Bon Secours Rappahannock General Hospital) At Large At Large Interfacility & Critical Care Transport Agencies</p>		
<p>President's Report</p>	<p>Elections – Officers The Nominations Committee submitted the following slate of candidates for consideration by the Board: President – Julia Glover (At-Large) Vice-President – David Barrick (At-Large) Treasurer – Frank Wingfield (Business – Middle Peninsula) Each nominee was approached and agreed to serve an additional term. The President requested further nominations from the floor with none given. Motion was made by K. Harper to elect the slate of nominees as presented. L. Dodd seconded the nomination. The motion was passed unanimously without comment.</p> <p>Elections – Executive Committee The Nominations Committee submitted the following slate of candidates for consideration by the Board: Greg Coffman (Business – Virginia Peninsula) William Dent (City/County Government – Virginia Peninsula) Greg Hunter (Licensed EMS Agencies – Middle Peninsula)</p> <p>Each nominee was approached and agreed to serve if elected. The President presented ballots to members present and advised them to select only two candidates. She further advised that write-in nominations would also be accepted. Ballots were collected and counted by the Business Manager. Greg Coffman and William Dent were elected by ballot of present members.</p>		
<p>Vice President's Report</p>	<p>No report</p>		
<p>Secretary/Executive Director Report</p>	<p>Service Contract & Modifications and CE Aux Programs Contract Updates– The Executive Director advised the Board that 30 September ends the first quarter of FY19 and as of today, we still do not have a signed service contract or CE & Aux Programs contract. He advised that OEMS misplaced 4QFY18 CE & Aux Programs invoices. These were resubmitted and the Council has been advised that we will be paid in October for these. Reserve funds were used to pay owed subcontractors in order to keep their good will.</p> <p>Hurricane Florence Preparations & Response – The Executive Director discussed the Council's preparations for Hurricane Florence:</p> <ul style="list-style-type: none"> • PEMS Office was closed 12-14 September in preparation for storm activities. These dates were in line with Gloucester County school and government closures. • The PEMS office was prepared for the potential of heavy rains and flooding due to the storm. Electronics and valuable equipment was raised off of the floor. Computers and other electronics were de-energized and covered in sheet plastic in case of roof leaks. • PEMS COOP plan was activated per standing policy. 		

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	<ul style="list-style-type: none"> • Communications and phones were set up for remote operations. • The local network backup was secured and prepared for recovery at a remote location in case of server loss. <p>PEMS staff will be conducting an after-action review of preparations and activities related to Hurricane Florence to determine whether existing plans and procedures are effective and where improvements can be identified.</p> <p>Outstanding Conflict of Interest Forms – The Executive Director identified outstanding forms. S. Thurman presented here completed form after the meeting.</p>		
OEMS Report	<p>W. Berry discussed staff changes at OEMS, including the return of Adam Harrell and Chad Blosser to OEMS as well as Ron Passmore’s selection for Regulation and Compliance. He discussed recent changes in OMD status within the region and stated that expiring OMDs can seek assistance from him in meeting their recertification requirements. He advised that the agencies serviced by Dr. Dudley have until tomorrow afternoon to have an interim agreement in place. The Executive Director advised that contact has been made with almost all of the agencies involved and agreements are being prepared with Lisa Dodd for interim representation.</p>		
Old Business	<p>Council Redesignation – The Executive Director presented the current status of redesignation activities by the staff, including those items that make up the submission package.</p>		
New Business	<p>FY18 Financial Audit – The Executive Director advised that D. Allen Perkins, LLC has completed the FY18 Annual Audit and 990 (attached). K. Brophy presented the audit and queried the Board for questions with none received. D. Masterson made a motion to accept the audit as presented. L. Dodd seconded the motion. The motion passed unanimously without comment.</p>		
Good of the Order	<p>Future Board of Directors Meeting 6:00 p.m. on 19 December, 2018. 6:00 p.m. on 20 March, 2019. 6:00 p.m. on 19 June, 2019.</p> <p>Important Dates – PEMS Redesignation Submission Due - 1 October, 2018 Riverside Dinner with a Doc - 6:00 PM, 1 October, 2018 Colombus Day Office Closure - 8 October, 2018 Veteran’s Day Office Closure – 12 November, 2018 Thanksgiving Office Closures - 21 November (1/2 day), 22 & 23 November, 2018 Joint PEMS/TEMS OMD Meeting - 13 December, 2018</p> <p>Attendance and roster verified.</p>		
Adjournment	<p>Meeting adjourned at 7:36 p.m. by J. Glover.</p>		