



**Peninsulas Emergency Medical Services Council, Inc.**

PO Box 1276, 6876 Main Street

Gloucester, VA 23061

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**Board of Directors Meeting Minutes**

**Meeting Date: 17 June 2020**

**Meeting Location: PEMS Virtual Meeting Only**

**Chaired By: J. Glover**

**Begin Time: 6:40 p.m.**

**End Time: 8:25 p.m.**

**Minutes Submitted By: S. Pincus**

**Draft: Approved Date: 09-16-20**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Anest, Trisha	Barrick, David	Amy Ashe	Wayne Berry (OEMS)
Beam, Brad			
Clifford, Christianne	Beasley, Jeff	Jeff Bendit	Chris Vernovai (OEMS)
Dent, Pat	Brann, Jimmy	Kevin Brophy	
Erwin, Eleanor	Dodd, Lisa	Stephen Pincus	
Harper, Kim	Green, Linnie	Seth Craig	
Hunter, Greg	Masterson, David		
Kennedy, Shannon			
Kopczynski, Stephen	Samuels, Gary		
Lawson, Cheryl	Sensenig, Jeff		
McClure, Rick	Walker, Ed		
Player, Mike			
Sweet, Jason			
Thurman, Sadie			
Wingfield, Frank			

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	At 6:40 pm by J. Glover		
Introductions	Pledge of Allegiance. Those in attendance introduced themselves.		
Consent Calendar	Consent Calendar* Motion made by Steve Kopczynski to accept the consent calendar, seconded by Rick McClure. Approved without changes.		

Item	Discussion	Action Required	By Whom/When
	<p>a. Board Minutes</p> <p><a href="#"><u>12 18 2019 PEMS Board of Directors Meeting Minutes (Draft)</u></a></p> <p>b. Board of Directors Executive Committee</p> <p><a href="#"><u>03 18 2020 PEMS Board of Directors Executive Committee Meeting Final Agenda</u></a></p> <p><a href="#"><u>03 18 2020 PEMS Board of Directors Executive Committee Meeting Minutes (Final)</u></a></p> <p><a href="#"><u>04 01 2020 PEMS Board of Directors Executive Committee Meeting Final Agenda</u></a></p> <p><a href="#"><u>04 01 2020 PEMS Board of Directors Executive Committee Meeting Minutes (Final)</u></a></p> <p><a href="#"><u>04 22 2020 PEMS Board of Directors Executive Committee Meeting Final Agenda</u></a></p> <p><a href="#"><u>04 22 2020 PEMS Board of Directors Executive Committee Meeting Minutes (Final)</u></a></p> <p><a href="#"><u>05 20 2020 PEMS Board of Directors Executive Committee Meeting Final Agenda</u></a></p> <p><a href="#"><u>05 20 2020 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</u></a></p> <p>c. Treasurer's Report &amp; Financial Documents</p> <p><a href="#"><u>Statement of Financial Position</u></a></p> <p><a href="#"><u>Statement of Activity</u></a></p> <p>d. Committee Meeting Documents</p> <p>1) Awards Selection Committee</p> <p>2) Behavioral Health Committee</p> <p>3) Critical Incident Stress Management Team</p> <p>4) Consolidated Testing System Committee</p> <p>5) Eastern Virginia Health Care Coalition</p> <p>6) EMS Operations Committee</p> <p><a href="#"><u>01 07 20 PEMS EMS Operations Committee Meeting Agenda (Draft)</u></a></p> <p><a href="#"><u>01 07 20 PEMS EMS Operations Committee Meeting Agenda</u></a></p> <p><a href="#"><u>01 07 20 PEMS EMS Operations Committee Meeting Minutes (Draft)</u></a></p>		

Item	Discussion	Action Required	By Whom/When
	<a href="#">04 07 20 PEMS EMS Operations Committee Meeting Agenda (Final)</a> <a href="#">04 07 20 PEMS EMS Operations Committee Meeting Minutes (DRAFT)</a> 7) HR MMRS ST Committees 8) Medical Advisory Committee  <a href="#">03 12 20 PEMS Medical Advisory Committee Meeting Agenda</a> <a href="#">03 12 20 PEMS Medical Advisory Committee Meeting Minutes</a> <a href="#">06 11 20 PEMS Medical Advisory Committee Meeting Agenda</a> 9) Mass Casualty Incident Committee 10) Pharmacy Committee <a href="#">05 06 20 PEMS Pharmacy Committee Agenda</a> <a href="#">05 06 20 PEMS Pharmacy Committee Meeting Minutes (Draft)</a> 11) Performance Improvement Committee <a href="#">06 11 20 PEMS Performance Improvement Committee Meeting Agenda</a> 12) Peninsulas Interfacility Coordination Organization <a href="#">04 16 20 PEMS Interfacility Cooperative Organization Meeting Agenda</a> <a href="#">04 16 20 PEMS PICO Meeting Minutes (Draft)</a> 13) Peninsulas Instructor Network <a href="#">01 25 20 PEMS Peninsulas Instructor Network Meeting Agenda</a> <a href="#">01 25 20 PEMS Peninsulas Instructor Network Meeting Notes</a> 14) Protocols, Policies and Procedures Committee <a href="#">04 09 20 PEMS Protocols Policies Procedures Committee Meeting Agenda</a> <a href="#">04 09 20 PEMS Protocols Policies Procedures Committee Meeting Minutes</a> <a href="#">05 14 20 PEMS Protocols Policies Procedures Committee Meeting Agenda</a> <a href="#">05 14 20 PEMS Protocols Policies Procedures Committee Meeting Minutes (DRAFT)</a> <a href="#">06 10 20 PEMS Protocols Policies Procedures Committee Meeting Agenda</a>		

Item	Discussion	Action Required	By Whom/When
	<p>15) RSAF Review Committee  <a href="#">04 24 20 PEMS RSAF Review Committee Minutes</a></p> <p>16) STEMI Committee  <a href="#">05 14 2020 STEMI Agenda</a>  <a href="#">05 14 20 STEMI Committee Mtg Minutes (DRAFT)</a></p> <p>17) Stroke Committee  <a href="#">04 09 20 PEMS Stroke Triage Committee Meeting Agenda</a>  <a href="#">04 09 20 PEMS Stroke Triage Committee Meeting Minutes (DRAFT)</a></p> <p>18) Trauma Triage Committee  <a href="#">03 12 20 PEMS Trauma Triage Committee Agenda</a>  <a href="#">03 12 20 PEMS Trauma Task Force Minutes</a>  <a href="#">06 11 20 PEMS Trauma Triage Committee Agenda(Draft)</a></p> <p>19) PEMS Policies and Procedures  a. Position Announcement - <a href="#">Professional Opportunity EMS Field Coordinator Hospital Programs</a>  b. Position Announcement - <a href="#">Professional Opportunity PEMS Regional Medical Director</a></p> <p>20) Regional Planning Documents  <a href="#">2020 Regional Patient Care Protocols Change Procedures Complete Packet</a>  <a href="http://www.peninsulas.vaems.org/regional-services/hospital-exchange-system">http://www.peninsulas.vaems.org/regional-services/hospital-exchange-system</a>  <a href="#">2018 PEMS Regional Medication Kit Plan Revised 2020</a>  <a href="#">06 011 PEMS Regional Hospital Diversion Policy (12 18)</a></p> <p>21) Staff Quarterly Reports  <a href="#">PEMS 4QFY20 EMS Field Coordinator (Clinical Care) Quarterly Report</a>  <a href="#">PEMS 4QFY2020 EMS Field Coordinator (Hospital Programs) Quarterly Report</a>  <a href="#">PEMS 4QFY20 PEMS Planning and Emergency Management Coordinator Quarterly Report</a>  <a href="#">EMS Field Coordinator fourth 2020 Quarterly Report</a></p>		

Item	Discussion	Action Required	By Whom/When
	<p>a. None</p> <p>b. Elections</p> <p>a. Report of the Nominating Committee</p> <p>b. Officers (President, Vice President, Treasurer)</p> <p>c. 2 At-Large Executive Committee Positions</p> <p>4. Vice President's Report - Pat Dent</p> <p>c. Outstanding BOD Conflict of Interest Disclosures</p>		
PEMS Update	<p><u>PEMS During COVID-19</u></p> <p>a. PEMS Office working virtually since March 15, 2020.</p> <ul style="list-style-type: none"> <li>• All committee meetings and board meetings are now conference call or on virtual meeting platforms</li> <li>• Most meetings held on “Go-to-Meeting. However, most councils are now using a more robust platform called “Big Blue Button” which PEMS will eventually move to. (This allows for voting individually.)</li> <li>• MAC put forward a taskforce to more rapidly address changing environment of COVID. They developed new procedures/protocols/guidelines so providers could receive most up-to-date information. In the last MAC meeting the task force was suspended and those duties will be completed by the MAC.</li> <li>• Set up two GroupME Apps for communications needs</li> <li>• Part of two separate Combined Operations Groups (1 on Peninsula and the 2<sup>nd</sup> for MP/NN)</li> <li>• Received PPE donations for EMS agencies and can fill Emergency PPE Requests from PEMS Office</li> </ul>		

Item	Discussion	Action Required	By Whom/When
	<ul style="list-style-type: none"> <li>• Positive outcome from OEMS and EMS Councils meeting more regularly and this will continue on at least a monthly basis.</li> <li>• Now able to join in with joint purchases</li> <li>• PEMS staff has been working throughout the pandemic often time logging a lot of additional hours each week even though they have been working from home.</li> </ul>		
<p>Membership Changes*</p>	<p>Membership Changes*</p> <p>1) Expiring Terms</p> <ul style="list-style-type: none"> <li>a. Greg Coffman 3/20 - Peninsulas Business Representative</li> <li>b. Battalion Chief Robert Lee 3/20 - Peninsula MS Agency Representative</li> <li>c. Frank Wingfield 3/20 - Middle Peninsula Business Representative</li> <li>d. Cheryl Lawson, MD 6/20 - Regional Medical Director</li> <li>e. David Masterson 6/20 - Sentara Williamsburg Regional Medical Center Representative</li> </ul> <p>2) Resignations</p> <ul style="list-style-type: none"> <li>a. None</li> </ul> <p>3) Renewing Members</p> <p><b>Motion by:</b> <u>(Unable to understand)</u> to accept renewing members <b>Second by:</b> Dr. Irwin</p> <p>Motion passed without objections</p> <ul style="list-style-type: none"> <li>a. Greg Coffman - Peninsula Business Representative</li> <li>b. Frank Wingfield - Middle Peninsula Business Representative</li> <li>c. David Masterson, MD - Sentara Williamsburg Regional Medical Center Representative</li> </ul>	<p>Update Rosters</p>	

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	<p>4) New Members</p> <p><b>Motion by:</b> to accept new members by Steve Kopczynski <b>Second by:</b> Rick McClure</p> <p>Motion approved.</p> <p>a. Captain Bradley Beam - Peninsula EMS Agency Representative</p> <p>b. Shannon Kennedy, Ed. D. - Northern Neck Business Representative</p> <p>Vacancies</p> <p>a. None</p> <p>b. Elections</p> <p>1. Report of the Nominating Committee</p> <p><b>Motion by:</b> Steve Kopczynski to accept recommendation of the Nominating Committee <b>Second by:</b> Rick McClure</p> <p><b>Motion Approved unanimously.</b></p> <p>Dave Barrick, Ch. Dent and Dave Mattherson met and reached out to see who should fill the officer positions.</p> <p>2. Officers (President, Vice President, Treasurer)</p> <p>Nominating Committee recommended Julie Glover as president, Ch. Dent as Vice President, and Dave Barrick as Treasurer.</p> <p>For the Executive Committee are Dave Coffman and Jeff Beasley</p> <p>3. 2 At-Large Executive Committee Positions</p>		
President's Report	Julie commented that this pandemic has brought together a number of good players who have better meetings, built stronger bonds with a variety of agencies and OEMS. The ability to meet and have open dialogue has been tremendous. PEMS staff		

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	Dr. Lawson was thanked for her many years of service as PEMS Regional OMD. Dr. Lawson is stepping down as the ROMD June 30, 2020.		
Vice President's Report	Vice President's Report - Pat Dent (Julie gave report on nominations for E-Board Officers due to Ch. Dent was having technical difficulties.). She went over nominations.		
Secretary/Executive Director Report	<p>5. Secretary/ Executive Director's Report</p> <p>a. Staffing Changes</p> <p>i. EMS Field Coordinator - Hospital Programs</p> <p>Jeff is leaving the position and will stay on until there is a new hire. Application period extended to July 6, 2020.</p> <p>ii. Regional Medical Director</p> <p>There was a lively discussion regarding getting the MAC involved with the Regional OMD selection process. Julie will send out an email to see if other OMDs will provide input in the process.</p> <p>Two candidates for the Regional OMD position.</p>		
OEMS Report	<p>6. OEMS Report - Wayne Berry/</p> <p>a. <a href="#">Strategic Plan Informational Document 2020</a></p> <p>b. <a href="#">2020 2022 State EMS Plan FINAL Approved BOH 4 Jun 19</a></p> <p>Field Activity now beginning. Inspections will begin August 1, 2020. OEMS representatives are trying to work more closely/directly with the Council. Please invite them to meetings.</p>		
Old Business	<p>7. Old Business</p> <p>a. None</p>		
New Business	<p>8. New Business</p> <p>a. Greater Williamsburg HeartSafe Alliance</p> <p>HeartSafe Alliance will now be partnering with/joining PEMS in order to come under the 501C3. Their mission is to try to reduce out-of-hospital cardiac arrest. They now have a MOU with PEMS.</p> <p>b. FY 21 Proposed Operating Budget - <a href="#">Copy of FY21 Draft Budget 06 10 2020</a></p> <p><a href="#">Proposed PEMS FY21 Operational Budget Presentation 6 01 20[1] [Read Only] [Compatibility Mode]</a></p>		



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	<p>Chief Player went over proposed budget presentation. Budget to remain flat as region is losing population and COVID has placed hardships on local governments. HeartSafe was included in the presentation (both expenses and revenues) as they have now partnered with PEMS.</p> <p>Budget retains staff resources and valued programs. It demonstrates the impact of lower locality funding and hospital partnerships.</p> <p>Questions were raised relating to stipend for Regional Operational Medical Director and malpractice insurance. The bylaws may have to be changed to accommodate a paid position.</p> <p><b>Motion to accept By:</b> Executive Committee <b>Second by:</b> Shannon Kennedy</p> <p><b>Motion Approved.</b></p> <p>b. PEMS Buildouts</p> <p>PEMS Office uses the bathrooms in the center core of the building. Need to add bathroom to meet COVID 19 requirements. Approximate cost \$10 to 13 thousand dollars.</p> <p>c. EMS Day at Busch Gardens</p> <p>The Board discussed and agreed that the day should be cancelled.</p> <p>d. Proposed Bylaw Changes - <a href="#">Proposed PEMS Council Inc Bylaws Changes 6 17 20</a></p> <p>RMD required to attend several meetings and proposed to change to remove ROMD from the Executive Committee.</p> <p>There was a lively discussion regarding the removal of the OMD. It was recommended to take this proposed rule change to the MAC to see how to modify to include a representative from the OMDs on the Executive Committee.</p> <p><b>Tabled until the next Board meeting.</b></p> <p>9. Verify Attendance*</p> <p>10. Adjournment</p> <p>*Indicates Action Items</p>		
Good of the Order	<p>9. Good of the Order</p> <p>a. Next BOD Meetings:</p>		

Item	Discussion	Action Required	By Whom/When
	1) September 16, 2020 at 6:30 p.m.  2) December 16, 2020 at 6:30 p.m.  b. Important Dates *EMS Awards Nominations Submission Deadline June 22, 2020 *Spring RSAF Grant Awards Announcement July 1, 2020 Agencies will have to go to the RSAF Portal to find out if their request was funded.		
Adjournment	Meeting adjourned at 21:45 p.m. by J. Glover.		