



Peninsulas Emergency Medical Services Council, Inc.

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Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

Board of Directors Meeting Minutes

Meeting Date: 16 September 2020

Meeting Location: PEMS Virtual Meeting Only

Chaired By: J. Glover

Begin Time: 6:30 p.m.

End Time: 7:15 p.m.

Minutes Submitted By: S. Pincus

Draft: X **Approved Date:**

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

Item	Discussion	Action Required	By Whom/When
Call to Order	At 6:40 pm by J. Glover		
Introductions	Pledge of Allegiance. Those in attendance introduced themselves.		
2. Consent Calendar		Remove MD from Dave Materson's name.	Steve 9/17/20

Item	Discussion	Action Required	By Whom/When
	<p>Motion by Kim Harper to accept the consent calendar with the modification to Dave Masterson’s name. Second by Lennie Green. Motion approved with the modification noted.</p> <p>a. Board Minutes</p> <p><u>06 17 20 PEMS Board of Directors Agenda</u></p> <p><u>06 17 20 PEMS Board of Directors Meeting Minutes (Draft)</u></p> <p>b. Board of Directors Executive Committee</p> <p><u>06 17 2020 PEMS Board of Directors Executive Committee Meeting Minutes</u></p> <p><u>07 22 2020 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</u></p> <p><u>08 19 2020 PEMS Board of Directors Executive Committee Meeting Minutes Draft</u></p> <p>c. Treasurer's Report & Financial Documents</p> <p><u>Statement of Financial Position</u></p> <p><u>Statement of Activity</u></p> <p>d. Committee Meeting Documents</p> <ol style="list-style-type: none"> 1) Awards Selection Committee 2) Behavioral Health Committee 3) Critical Incident Stress Management Team 4) Consolidated Testing System Committee <p><u>05 18 20 PEMS Consolidated Testing System Committee Meeting Agenda</u></p>		

Item	Discussion	Action Required	By Whom/When
	<p><u>05 18 20 PEMS Consolidated Testing System Committee Meeting Minutes (DRAFT)</u></p> <p><u>08 17 2020 PEMS Consolidated Testing System Committee Meeting Agenda Final</u></p> <p><u>08 17 20 PEMS Consolidated Testing System Committee Meeting Minutes (DRAFT)</u></p> <p>5) Eastern Virginia Health Care Coalition</p> <p><u>2020 08 20 Full Coalition Meeting Agenda</u></p> <p>6) EMS Operations Committee</p> <p><u>04 07 20 PEMS EMS Operations Committee Meeting Minutes</u></p> <p><u>07 07 20 PEMS EMS Operations Committee Meeting Agenda (Final)</u></p> <p><u>07 07 20 PEMS EMS Operations Committee Meeting Minutes (Draft)</u></p> <p>7) HR MMRS ST Committees</p> <p><u>09 10 20 HRMMRS Strike Team Leadership Meeting Update</u></p> <p><u>MMRS Strike Team Committe Meeting Minutes</u></p> <p>8) Medical Advisory Committee</p> <p><u>06 11 20 PEMS Medical Advisory Committee Meeting Agenda</u></p> <p><u>06 11 20 PEMS Medical Advisory Committee Meeting Minutes (Draft)</u></p> <p>9) Mass Casualty Incident Committee</p> <p>10) Pharmacy Committee</p> <p><u>05 06 2020 PEMS Pharmacy Committee Meeting Minutes Final</u></p>		

Item	Discussion	Action Required	By Whom/When
	<p><u>08 05 2020 PEMS Pharmacy Committee Final Agenda</u></p> <p><u>08 05 20 PEMS Pharmacy Committee Meeting Minutes (Draft)</u></p> <p>11) Performance Improvement Committee</p> <p><u>03 12 20 PEMS Performance Improvement Committee Meeting Minutes</u></p> <p><u>06 11 20 PEMS Performance Improvement Committee Meeting Agenda</u> - Meeting Cancelled due to lack of quorum</p> <p><u>09 10 20 PEMS Performance Improvement Committee Meeting Agenda</u></p> <p><u>09 10 20 PEMS Performance Improvement Committee Meeting Minutes (DRAFT)</u></p> <p>12) Peninsulas Interfacility Coordination Organization</p> <p><u>04 16 2020 PEMS Interfacility Cooperative Organization Committee Meeting Minutes Final</u></p> <p><u>07 16 20 PEMS Interfacility Cooperative Organization Meeting Agenda</u></p> <p><u>07 16 20 PEMS PICO Meeting Minutes (Draft)</u></p> <p>13) Peninsulas Instructor Network</p> <p>14) Protocols, Policies and Procedures Committee</p> <p><u>06 10 20 PEMS Protocols Policies Procedures Committee Meeting Minutes</u></p> <p><u>07 08 20 PEMS Protocols Policies Procedures Committee Meeting Agenda</u></p> <p><u>07 08 2020 PEMS Protocols Policies & Procedures Committee Meeting Minutes Final</u></p>		

Item	Discussion	Action Required	By Whom/When
	<p><u>09 09 20 PEMS Protocols Policies Procedures Committee Meeting Agenda</u></p> <p><u>09 09 20 PEMS Protocols Policies Procedures Committee Meeting Minutes (DRAFT)</u></p> <p>15) RSAF Review Committee</p> <p>16) STEMI Committee</p> <p><u>05-14-20 PEMS STEMI Committee Meeting Minutes</u></p> <p><u>08 13 2020 PEMS STEMI Committee Meeting Agenda</u></p> <p><u>08-13-20 PEMS STEMI Committee Meeting Minutes (DRAFT)</u></p> <p>17) Stroke Committee</p> <p><u>04 09 20 PEMS Stroke Triage Committee Meeting Minutes</u></p> <p><u>07 09 20 PEMS Stroke Triage Committee Meeting Minutes (DRAFT)</u></p> <p><u>07 09 2020 PEMS Stroke Triage Committee Meeting Minutes (Draft)</u></p> <p>18) Trauma Triage Committee</p> <p><u>06 11 20 PEMS Trauma Triage Committee Meeting Minutes</u></p> <p><u>09 10 2020 PEMS Trauma Triage Committee Agenda Final</u></p> <p><u>09 10 2020 PEMS Trauma Triage Committee Minutes Draft</u></p> <p>19) Greater Williamsburg HEARTSafe Alliance</p> <p><u>07 16 2020 PEMS GWAH Board of Directors Meeting Agenda Final</u></p> <p><u>07 16 2020 GWAH Board of Directors Meeting Minutes Draft</u></p> <p><u>08 12 2020 PEMS GWAH Executive Committee Meeting Final Agenda</u></p>		

Item	Discussion	Action Required	By Whom/When
	<p><u>08 12 2020 PEMS GWAH Board of Directors Executive Council Meeting Minutes (Draft)</u></p> <p>20) PEMS Policies and Procedures</p> <p>21) Regional Planning Documents</p> <p><u>FY2021 PEMS Regional Medical Director Contract</u></p> <p><u>FY2021 PEMS Training Calendar</u></p> <p><u>FY2021 PEMS Meeting Calendar</u></p> <p>22) Staff Quarterly Reports</p> <p><u>PEMS 10FY2021 EMS Field Coordinator (Hospital Programs) Quarterly Report</u></p> <p><u>PEMS 10FY2021 EMS Field Coordinator (Clinical Care) Quarterly Report</u></p> <p><u>PEMS 1st OFY21 PEMS Planning and Emergency Management Coordinator Quarterly Report</u></p> <p><u>PEMS 10FY21 EMS Field Coordinator Community Health Quarterly Report</u></p> <p>23) PEMS Update</p>		
3. President's Report			
President's Report *	Julie Glover - Went over membership [No changes] Congratulated staff for their work during the pandemic.		
Membership Changes	None – No expiring Terms, Resignations, Renewing Members, or Vacancies		
4. Vice President's Report	Pat Dent – No report given (Chief Dent not present)		
5. Secretary/Executive Director Report	Michael Player		

Item	Discussion	Action Required	By Whom/When
	<ul style="list-style-type: none"> a. PEMS Continues to work virtually with at least one staff member going into the office at least once a day. b. Outstanding BOD Disclosures - None c. EMS Awards - For EMS Awards we are going out to the different recipients and delivering the awards in person trying to make the presentation significant for the individual or agency. The winners of PEMS awards become the nominees for the Governor's Awards. d. Big Blue Button - We will be transitioning from GoToMeeting to Big Blue Button as our Conference Platform in October e. Cloud Server - We are working to transition to a Cloud Server by November that will allow us to have access to our files even when we lose power at the main office facility in Gloucester. f. Power Upgrades.- we have upgraded our power supply that monitors the system every 15 sec and reboots the system and VPN if it sees it is offline g. Monday.com – A new project management platform which is supplied by the State. We hope to begin using it once training is complete h. Audit – PEMS annual audit with Wells Coleman will begin on 9/23/20. i. We are working on our website to help make it more user friendly. We are trying to make things easier to find. <p>6.</p> <p>7. PEMSs continue to work collaboratively with our constituent local government jurisdictions, EMS agencies, and hospitals to monitor COVID-19 metrics and adapt to EMS delivery system demands. in addition, we continue our presence in the Peninsulas COVID-19 Operations Center meetings, the Middle Peninsula/Northern Neck COVID-19 Emergency Operations Group, VDEM Region 5 COVID-19 Conference Calls, VDH Partners COVID-19 Conference Calls, Regional EMS Council Executive Director Calls, and Virginia Office of EMS - Regional Council Conference Calls.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>8. We continue to maintain an Emergency PPE Cache at the office but have had a decreasing demand for withdrawals from it as agencies have established stocks and supply trains adequate to meet their current burn through rates.</p> <p>9. Like everyone else, we are awaiting direction from VDH on what our roles will be (if any) in the eventual roll-out of vaccines when they are available, as we expect that EMS agencies will be enlisted in some fashion to assist the local health districts and their localities provide vaccinations.</p> <p>10. Construction began last week on the buildout of a bathroom off the back hallway of the PEMS Office. The bathroom reduces some of the storage space but allows us to meet minimal guidelines when we return staff to work in the office, since we currently use the Main Street Center’s public bathrooms and their once a day cleaning does not meet CDC and Virginia DOL COVID-19 requirements.</p> <p>11. We were unsuccessful in recruiting a new EMS Field Coordinator - Hospital Programs and we are evaluating our next move before trying again towards the end of this month. We are fortunate that Mr. Jeffrey Bendit has agreed to continue in the position until a replacement can be hired.</p> <p>12. As a result of working virtually on a daily basis, including during storms and power outages, we have developed a number of new working practices and acquired new tools to improve our operations.</p>		
6. Regional Medical Director’s Report	<p>Dr. Amir Louka</p> <p>Dr. Louka submitted a report that was sent out with the agenda. Here is the link: <u>PEMS 1QFY21 Regional Medical Director Report</u></p> <p>The main points from the report is updating the protocols with more physician inclusion. The sense is to make protocols more user friendly to providers.</p> <p>Hoping to update Stroke Triage Plan later this year.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Trauma protocols are going to be updated with a Shock Index. STEMI – Dr. Michael Contos out of VCU Cardiac ICU has agreed to help this committee as a physician expert.</p> <p>There are over 30 protocols that were updated with recommendations to the MAC .</p> <p>On another positive note, Dr. Louka is hearing from a lot more Docs. He sent out an update to the agency OMDs and received replies from most of them.</p> <p>Dr. Louka’s plan is to review all PEMS protocols over the course of the next year. He noted that pediatrics is not very strong and may want to set up a pediatric committee to with local pediatric doctor care centers providing expertise.</p> <p>Dr. Louka provided his phone number and views himself as a resource to the BOD and PEMS agencies</p>		
7. OEMS Report	<p>Wayne Berry – No report Chris Vernovai - OEM has bi-weekly webinars with council presidents and medical directors. He needs Dr. Louka’s email information so that he can be included on the list. PEMS has been very interactive with OEMS. The website review and feedback from staff demonstrates that the advice from OEMS was well-received and cooperation has been great.</p>	Dr. Louka’s email address provided to OEMS	Chief Player
Old Business	<ul style="list-style-type: none"> a. Bathroom Buildout – Construction has started last week. It reduces PEMS’ storage space but allow us to meet CDC and VA DOL guidelines. The cost is \$7200 which is essentially what it is costing the company to complete it. Expected to be completed by the end of September and we may have people return to the office. b. EMS Field Coordinator – Hospital Programs. PEMS was unsuccessful in filling the position. Jeff Bendit has agreed to stay on until the position is filled. Looking to re-advertise at the end of September. We are looking for a unique set of credentials in order for the person to be successful. 		
New Business	No new business		
Good of the Order	<ul style="list-style-type: none"> a. The next BOD Meeting is schedule for December 16, 2020 at 6:30 p.m. b. Important Dates – PEMS is looking to transition to Big Blue Button Meeting Platform beginning in October. Be on the lookout for information regarding how to use that platform. 		
Adjournment	Dave Barrick made motion to adjourn. Second by Dave Masterson. Meeting adjourned at 7:15 p.m.		