



Peninsulas Emergency Medical Services Council, Inc.

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PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 11/21/16

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 07:07

End Time: 8:25 PM

Minutes Submitted By: J. Bendit

Draft Approved Date: 2/22/2017

Members Present:	Members Absent:	Staff:	Others:
Johnston, Carl	Mason, Curtis	Bendit, Jeffrey	Johnston, Lilly
Kauffman, Janice	Smith, Sandi		Marr, John
Pere, Gale	King, Yvette		
Tate, Barry	Berry, Wayne		
Tate, Michael	Burgess, Anita		
	Gabany, Roxane		
	Holloway, Michael		
	Johnson, Kim		

Item	Discussion	Action Required	By Whom/When
Call to Order	At 7:07 after some corrections to the agenda by the Chair.		
Introductions	John Marr, a frequent and helpful CTS Site worker has joined for tonight's meeting and last meeting.		
Approval of Minutes	Unanimously approved as written after a motion by B. Tate and a second by J. Kauffman.		
Membership Changes	J. Bendit will be taking J. Jacobs responsibilities along with Y. King for administrative roles, registration, and payment. M. Tate advised J. Bendit to check out the CTS Facebook. It is a closed site, but J. Bendit should be added. J. Kauffman stated that is would be a good idea J. Bendit attends CTS soon.	Confirm Yvette responsibilities	M. Player 1-20-17
	Despite retiring, we will still be keeping Roxanne Gabany on as an essential part of our committee. Kim Johnson is no longer working with a high school program. Roxanne will be replaced by Jeff Breningham. J. Breningham expressed no interest in joining the CTS Committee. Also, G. Pere is the Evaluator Representative and B. Tate is the Table Manger Representative. This is backwards on the roster.	Update Roster	P. Hoyle- 1-20-17

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	<p>M. Tate suggests we see if there was a need to keep 3 instructors on the committee or if we could eliminate 1 and replace them with an "at large" position. The after meeting with Chief Player that J. Bendit and M. Tate, it was determined that Chief wanted to keep the 3 instructors. He wanted 1 for high schools, 1 for colleges, and 1 general instructor. We kept Roxanne Gabany as the general and Sandi Sheridan Smith as the high school. Chief called Paul Long from TNCC and asked for a rep, which we haven't received word on who that is going to be.</p> <p>M. Tate recommends to committee that 1 College representative Instructor be replaced with a new additional position (Additional Senior Evaluator). B. Tate would be moved to the Member at Large and J. Lawrence-Marr III be added to the Committee as the Table Manager Representative. M. Tate proposed to Committee, B. Tate motion to approve, J. Kauffman 2nd. (School Instructors have not attended PEMS CTS over past 3 years according to B. Tate. J. Kauffman stated they have school functions during the meetings.)</p>	M. Tate to talk with M. Player	M. Tate 2-22-17
Staff Reports	<p>CTS Manual/Policy given to members present by email and paper tonight. The manual had a lot of duplication with the PEG so it has been pared down to just those policies over and above PEG. Approved by the PEMS BOD.</p> <p>The roster of CTS personnel needs to be updated. M. Tate will send this to J. Bendit. PEMS now has a 15 student minimum for test site.</p> <p>The Committee needs to set the calendar for through 7/1/18. M. Tate stated he would send calendar to J. Bendit by 12/1/16. Calendar will be sent to BOD for approval in December.</p> <p>Everyone needs to review the State EMS Plan as it is currently open for public comment. There is a section in it which has the potential to impact CTS considerably.</p> <p>It was noticed that on the PEMS Website, 6/8/17 Union Baptist Church is spelled wrong. M. Tate requested change.</p>	<p>M.Tate send roster</p> <p>Set Dates/Locations</p> <p>Change spelling</p>	<p>1/20/17</p> <p>Next Meeting Date</p> <p>P. Hoyle</p>
Site Report	<p>8/18/16 Hampton Fire Training Center. 2 week window drop dead time. A student paid for a prior test site and needed to reschedule. When this student showed up, he did not show up in the system as paid. Someone told the student to bring in a check to pay for the test. This is not the procedure. PEMS Staff to check for procedure for payment.</p> <p>10/13/16 Union Baptist Church cancelled.</p> <p>11/17/16 Hampton Fire Training Center. M. Tate stated an EC Candidate from North Carolina arrived with no letter to test. The State representative allowed an emailed letter to be sent. (In the past PEMS CTS has been dinged for this.)</p> <p>M. Tate stated M. Holloway TEMS had issue 1 week ago. Evaluator took pictures during their training.</p> <p>J. Kaufman stated that she has a complaint about evaluators answering for the patient. Evaluators should not answer for patient.</p>	Check on payment procedures.	Prior to next test
Old Business	Senior Evaluator- Current Senior Evaluators are B. Tate, C. Mason, J. Kauffman. Need to have at least one at	Send projected	M. Tate 11/28/16

Item	Discussion	Action Required	By Whom/When
	<p>each site to look in Evaluators. M. Tate to email projected 2017 date. Email sent to PEMS 11/28/2016. Course Evaluator class tentatively to be held Saturday, 1/14/2017 0900 at PEMS.</p> <p>Manual Update- Meeting was held with M. Player, B. Tate, M. Tate and J. Jacobs to work on the new policy to replace the manual. The policy covers just those items which are above and beyond or just not mentioned in the PEG. It is completed and approved by BOD.</p> <p>Essex Test Site- There was a new person this time who tried to charge us \$900. Thankfully, Jimmy Brann went to bat for us and got it knocked down to \$50, but this was really not ideal. April 13, 2017 will now be at Union Baptist Church. June 17, 2017 will now be at Union Baptist Church.</p> <p>PEG Changes- Review of the PEG Change Document. M. Tate stated that changes in the PEG need to be understood by all. Section 2D Registration Policy drop-dead dates. Item 4 rules of conduct no weapons by students or instructors. G,H has no revealing clothing. Students have worn revealing clothing to distract evaluators in the past. Instructors business casual. Agency clothing not permitted.</p> <p>CSEMS Evaluator Class- M. Player attended in the stead of M. Tate & B. Tate. He sent a document with his notes and this is reviewed. These are reviewed. Many items will be adopted in the new policy.</p>	Course Evaluator date	
New Business	Senior Evaluator qualifications discussion. Qualifications considered by the committee: Evaluator for 2-4 years. No actions against evaluator for past year. Cross-trained for ability to see the big picture. Senior Evaluator needs to be knowledgeable. Open-minded. For continued qualifications, will need to be present at least half of the evaluation sites. Can fill in and teach class.	Take to M. Player for approval	M. Tate 11/28/16
Good of the Order	Next Meeting is 2-20-17.		
Adjourn	Motion by B. Tate at 8:25 PM.		