



## Peninsulas Emergency Medical Services Council, Inc.

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### PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 8-30-16

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 07:11

End Time: 8:35 PM

Minutes Submitted By: J. Jacobs

Draft  Approved Date: 11-21-16

Members Present:	Members Absent:	Staff:	Others:
Carl Johnston	Burgess, Anita	Jenna Jacobs	John Marr
Janice Kauffman	Gabany, Roxane		
Barry Tate	Holloway, Michael		
Mike Tate	Johnson, Kim		
	Mason, Curtis		
	Pere, Gale		
	Smith, Sandi		
	Berry, Wayne		

Item	Discussion	Action Required	By Whom/When
Call to Order	At 7:11 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.		
Approval of Minutes	Unanimously approved as written after a motion by B. Tate and a second by J. Kauffman		
Membership Changes	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 and will be replaced. Motion by B. Tate and a second by J. Kauffman, Approved Unanimously. 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- 11-21-16
Staff Reports	Even without meeting recently, there has been lots of activity. One item needed tonight is to set a date for a field day. This would be to go through the trailer, clean it up, take inventory, and determine needs. Congratulations to everyone for completing the security update! We are meeting this week to hammer out the final details on the CTS Manual/Policy. The manual had a lot of		

Item	Discussion	Action Required	By Whom/When
	<p>duplication with the PEG so it has been pared down to just those policies over and above PEG. To be approved by the PEMS BOD it must be done this week.</p> <p>The RSAF closes at 17:00 on 9/15/16.</p> <p>Congratulations to RWRH gaining Primary Stroke Center status.</p> <p>The OSHA/CISM Conference is going to be held in TEMS starting on 10/20/16.</p> <p>J. Jacobs shares the new timeline for the registrar. No one adds any dates.</p> <p>The roster of CTS personnel needs to be updated. M. Tate will send this to J. Jacobs</p> <p>Two never before found errors were found in the online registration system and these were worked on with Will Leonard from OEMS.</p> <p>PEMS now has a 15 student minimum for test site.</p> <p>The State has made changes to the PEG which go into effect on October 1, 2016. There is a summary document available.</p> <p>The Committee needs to set the calendar for through 7/1/18.</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>M.Tate send roster</p> <p>Set Dates/Locations</p>	<p>9/17/16</p> <p>Next Meeting Date</p>
Site Report	<p>5/7/16 Northumberland High School- Saturday, No complaints</p> <p>5/21/16 Hampton Fire Training Center- Too big. Several complaints: Accusation of misconduct by recruitment and “clandestine” training held before for new evaluators.</p> <p>6/16/16 Essex Intermediate School- We will not be using Essex Intermediate School any more.</p> <p>7/21/16 Union Baptist Church- No major issues. Did have comment from State Evaluator about needing more attention to detail on reports.</p> <p>8/18/16 Hampton Fire Training Center</p>		
Old Business	<p>Senior Evaluator- Current Senior Evaluators are B. Tate, C. Mason, J. Kauffman. Need to have at least one at each site to look in Evaluators.</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 nearly done.</p>		
New Business	<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.</p> <p>PEG Changes- Review of the PEG Change Document</p> <p>CSEMS Evaluator Class- M. Player attended in the stead of M. Tate &amp; 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>		
Good of the Order	<p>Meeting with J. Kauffman, B. Tate, M. Tate, M. Player and J. Jacobs for policy is set for Thursday at 4:30 PM.</p> <p>Next Meeting is 11-21-16</p>		
Adjourn	<p>Motion by B. Tate at 8:35 PM</p>		