



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

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**PEMS CTS Meeting Minutes**

A Subcommittee of the Board of Directors

**Meeting Date: 08/28/17**

**Meeting Location: PEMS**

**Chaired By: M. Tate**

**Begin Time: 07:10 PM**

**End Time: 20:02 PM**

**Minutes Submitted By: P. Hoyle**

**Draft  Approved Date: 11/27/17**

Members Present:	Members Absent:	Staff:	Others:
Johnston, Carl	Burgess, Anita	Hoyle, Paul	
Lawrence-Marr, John (TC)	Gabany, Roxane		
Tate, Barry	Holloway, Michael		
Tate, Michael (TC)	Johnson, Kim		
	Kauffman, Janice		
	King, Yvette		
	Mason, Curtis		
	Pere, Gale		
	Smith, Sandi		

Item	Discussion	Action Required	By Whom/When
Call to Order	Meeting called to order at 710 pm by M. Tate		
Introductions	M. Tate had those present and online introduce themselves.		
Approval of Minutes	Motion by B. Tate to approve 12 June, 2017 CTS minutes. Second by C. Johnston. Motion approved unanimously without comment.		
Membership Changes	P. Hoyle addressed roster staffing requirements of PEMS contract with OEMS. Specifically, he advised that the CTS Committee is short one CTS Evaluator and one Education Coordinator. M. Tate advised to move B. Tate from "At-Large" to CTS Evaluator. He will check with S. Smith to determine whether she is currently an Education Coordinator. If not, he will contact Paul Long to see if he can assist in gaining an additional Education Coordinator.	Acquire second Education Coordinator for committee	M. Tate 11/27/17
Staff Reports	<ul style="list-style-type: none"> <li>Virginia EMS Symposium, 8-11 November, 2017, Norfolk, VA</li> </ul>		

Item	Discussion	Action Required	By Whom/When
State Report	<ul style="list-style-type: none"> <li>M. Tate advised the M. Holloway has noted that testing numbers have been increasing just before the test date due to course coordinators making last minute adds.</li> </ul>		
Site Report	<ul style="list-style-type: none"> <li>06-08-17 Union Baptist Church – No comments.</li> <li>07-20-17 Hampton Fire Training Center – No comments.</li> <li>08-17-17 Union Baptist Church – M. Tate advised that there was a power loss to the facility just before testing began. Following return of power, the test site continued, slightly late. He advised that M. Player has requested him to produce a plan for cancellation due to similar circumstances.</li> </ul>	Produce site cancellation procedure.	M. Tate 11/27/17
Old Business	<p>Evaluator Courses: M. Tate confirmed that the upcoming Evaluator Courses are scheduled for:</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> Quarter: September 30<sup>th</sup>, 2017 0900-1300</li> <li>3<sup>rd</sup> Quarter: February 17<sup>th</sup>, 2018 0900-1300</li> </ul> <p>P. Hoyle advised that the course documents and curriculum need to be provided with the 1<sup>st</sup> Quarter Report.</p>	Provide Evaluator Course documentation	S. Craig 09-08-17
New Business	PEG Update – M. Tate advised that the requirement that students cannot have a personal watch has been removed. No “smart” watches will be allowed. Clocks will continue to placed in testing spaces.		
Good of the Order	Next Meeting is 11/27/2017 7:00 pm		
Adjourn	Motion by B. Tate to adjourn. Second by C. Johnston. Motion approved unanimously without comment at 08:02 PM.		