



Peninsulas Emergency Medical Services Council, Inc.

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PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 11/27/17

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:12 PM

End Time: 7:54 PM

Minutes Submitted By: S. Craig

Draft Approved Date: 02/26/18

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Meeting called to order at 7:12 pm by M. Tate		
Introductions	M. Tate introduced those present and online.		
Approval of Minutes	Correction to Minutes- meeting day, action dates, and good of the order from 11/29/17 to 11/27/17. Motion by C. Johnston to approve August 28, 2017 CTS minutes with the corrections. Second by J. Marr. Motion approved unanimously without comment.		
Membership Changes	S. Smith is currently an Education Coordinator. Motion made by J. Marr to remove Kim Johnson and replaced with Paul Long to Education Coordinator at Large. Motion seconded by C. Johnston. Motion approved unanimously. Will need to vote a new registrar at the February 2018 meeting. It is usually the PEMS Office Manager. Keep 3 Educators- General, High School, and College- P. Long would like to be added to the CTS Committee.	Remove K. Johnson and replace with Paul Long/EC	P. Hoyle 02/26/18
Staff Reports	<ul style="list-style-type: none"> New PEMS Community Health position filled by Amy Ashe. 		

Item	Discussion	Action Required	By Whom/When
	<ul style="list-style-type: none"> Y. King resigned effective 12/15/17. 		
State Report	<ul style="list-style-type: none"> No Report aside from “thank you for all of the hard work.” 		
Site Report	<ul style="list-style-type: none"> 9/14/17 Middlesex- Cancelled due to low registration 10/12/17 Hampton- Held with 15 candidates registered. 2 EC candidates did not show, tested 12 total candidates. 11/16/17 Union Baptist Church- Cancelled due to low registration 12/07/17 will be cancelled due to low registration. 		
Old Business	<p>Evaluator Courses: M. Tate confirmed that the upcoming Evaluator Courses are scheduled for:</p> <ul style="list-style-type: none"> 1st Quarter: September 30th, 2017 was held and graduated 6 new evaluators and 2 refreshers 3rd Quarter: February 17th, 2018 0900-1300 <p>Need to produce “last minute cancellation” procedure in case of site issue.</p>	<p>Determine location for 3rd Quarter</p> <p>Produce site cancellation procedure.</p>	<p>J. Kauffman to produce a poll of site locations</p> <p>M. Tate 11/29/17</p>
New Business	<p>Starting December 1, KED is removed from Random Skills Station</p> <p>Need to conduct an inventory of supplies.</p> <p>Concerns about other schools borrowing equipment. Need to develop a check in/check out procedure for inventory control.</p> <p>12/9/17 clean up of equipment at 0900.</p>		
Good of the Order	Next Meeting is 02/26/18 at 7:00 pm		
Adjourn	Motion by J. Marr to adjourn. Second by C. Johnston. Motion approved unanimously without comment at 754 PM.		