



Peninsulas Emergency Medical Services Council, Inc.
Consolidated Test Site Committee
Regular Session

AGENDA

Monday, November 27, 2017 at 7 PM

PEMS Office – Dunston Room

*Teleconference at CTS Committee Meeting from your
computer, tablet or smartphone.

<https://global.gotomeeting.com/join/416588077>

1. Call to Order
2. Introductions
3. Approval of Minutes
 - a. 08-28-17
4. Staff Report
5. State Report
6. Site Reports
7. Old Business
 - a. Updates of the PEG
 - b. Inventory of supplies and equipment
8. New Business
9. Good of the Order
 - a. Next meeting scheduled for 02/26/2018 from 1900-2100 at PEMS.
10. Adjournment

*To join the audio portion of this meeting using your phone: 1 (646) 749-3122.

Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (646) 749-3122

Access Code: 416-588-077

Audio PIN: Shown after joining the meeting

Meeting ID: 416-588-077

In accordance with the Americans with Disabilities Act (ADA), the Peninsulas Emergency Medical Services (PEMS) Council, Inc is committed to ensuring that individuals with disabilities are not denied an opportunity to participate in and benefit from any service, program, or activity offered by the PEMS Council. Persons with disabilities who anticipate needing special accommodations or have questions about physical access may call (804) 693-6234 in advance of the program



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

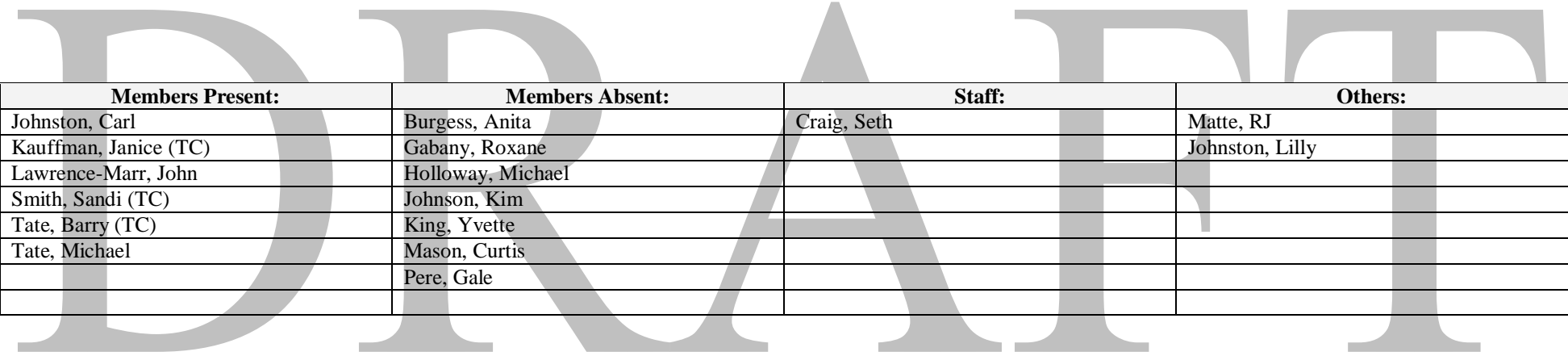
Chaired By: M. Tate

Begin Time: 7:12 PM

End Time: 7:54 PM

Minutes Submitted By: S. Craig

Draft Approved Date:



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 represent College Educator. 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/College Educator	P. Hoyle 02/26/18
Staff Reports	<ul style="list-style-type: none"> New PEMS Community Health position filled by Amy Ashe. Y. King resigned effective 12/15/17. 		

Item	Discussion	Action Required	By Whom/When
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	<p>Next Meeting is 02/26/18 at 7:00 pm</p>		
Adjourn	<p>Motion by J. Marr to adjourn. Second by C. Johnston. Motion approved unanimously without comment at 754 PM.</p>		

Peninsulas EMS Council, Inc.
Consolidated Testing System Committee

FY2018

Please initial attendance under today's meeting date.

Member	Email	Position	08-28-17	11-27-17	02-26-18	05-28-18
Burgess, Anita	anitabelleon@yahoo.com	CTS Moulage Technician				
Craig, Seth 804-693-6234	scraig@vaems.org	PEMS Staff		SCC		
Gabany, Roxanne	mrGabany@aol.com	Education Coordinator				
Holloway, Michael (NV)	michael.holloway@vdh.virginia.gov	OEMS Test Examiner				
Johnston, Carl 804-694-6337	cejohnston68@gmail.com	CTS Logistics Coordinator	X	GC		
Lawrence-Marr, John 863-241-8401	marr.lawrence@yahoo.com	CTS Table Manager	TC	GC		
Kauffman, Janice	jmk101752@va.metrocast.net	CTS Evaluator		TC		
Pere, Gale	pereg@netzero.net	CTS Evaluator				
Tate, Barry	tatester@aol.com	CTS Evaluator	X	TC		
Tate, Michael (C)	mtate78@aol.com	CTS Coordinator	TC	TC		
Smith, Sandi	sandi_sheridansmith@hotmail.com	At-Large		TC		
Vacant		Education Coordinator				
Guests						
Matte, Richard	rmatte95@gmail.com			PM		
Johnston, Lilly	blisteringfraction@yahoo.com			GC		

- C - Chair
- G - Guest
- NV - Non-Voting
- TC - Attendance by Teleconference
- VC - Vice Chair
- X - Present
- No Longer Serving