



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

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**PEMS CTS Meeting Minutes**

A Subcommittee of the Board of Directors

**Meeting Date: 02/26/18**

**Meeting Location: PEMS**

**Chaired By: M. Tate**

**Begin Time: 7:09 PM**

**End Time: 8:14 PM**

**Minutes Submitted By: S. Craig**

**Draft  Approved Date: 5/21/18**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Johnston, Carl	Burgess, Anita	Brophy, Kevin (PEMS Staff)	Johnston, Lily
Kauffman, Janice (TC)	Gabany, Roxanne	Craig, Seth	
Tate, Barry	Holloway, Michael		
Tate, Michael	Lawrence-Marr, John		
	Mason, Curtis		
	Pere, Gale		
	Smith, Sandi		

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	Meeting called to order at 7:09 pm by M. Tate		
Introductions	M. Tate introduced those present and online.		
Approval of Minutes	Motion by B. Tate to approve November 27 <sup>th</sup> , 2017 CTS minutes. Second by C. Johnston. Motion approved unanimously without comment. P. Long at Member at Large (EC).		
Membership Changes	S. Smith is currently an Education Coordinator. Add Kevin Brophy as Registrar motion by B. Tate, C. Johnston. Motion passed unanimously. Motion to make L. Johnston member at large by C. Johnston, second by B. Tate. Motion passed unanimously. P. Long Member at Large. Seek a representative of EMT Assist. Review Resolution and current roster Keep 3 Educators- General, High School, and College- P. Long would like to be added to the CTS Committee.	M. Tate will solicit interest in EMT Assist	
Staff Reports	<ul style="list-style-type: none"> <li>Kevin Brophy hired as Office Manager, introduced himself and background</li> </ul>		

Item	Discussion	Action Required	By Whom/When
State Report	Per M. Tate, Holloway not sure about March 1 rollout of EtCO2, SpO2, glucometry be in effect.		
Site Report	Middlesex 12/17 cancelled due to lack of registration Hampton January 2018 held Union Baptist 2018 held- only issue identified is a large BP due to size of patient May cancel March 2018 due to only 1 candidate registered		
Old Business	<p>Evaluator Courses: M. Tate confirmed that the upcoming Evaluator Courses are scheduled for:</p> <ul style="list-style-type: none"> <li>3<sup>rd</sup> Quarter: February 17<sup>th</sup>, 2018 0900-1300- 6 candidates completed course</li> </ul> <p>Need to produce “last minute cancellation” procedure in case of site issue.</p> <p>Need to conduct inventory of supplies</p> <p>Other schools borrowing equipment- review process and notebook</p>	<p>Produce site cancellation procedure.</p> <p>Inventory trailer</p> <p>Develop inventory for equipment</p>	<p>CTS Committee will develop ideas/plans suggestions and bring to next meeting</p> <p>CTS Staff 3/17/18 1000</p> <p>S. Craig/J. Bendit</p>
New Business	<p>Need glucometers, pulse ox, capnography, large bp cuff x3, airway mannequins</p> <p>Change date of May Meeting due to State holiday- changed to May 21<sup>st</sup>, 2018 due to Memorial Day on May 28<sup>th</sup>, 2018</p> <p>Identify Alternate Sites for back-up locations</p> <p>Switch June 21 from Middlesex HS to Hampton Fire July 19 Move from Hampton Fire to Union Baptist Church</p> <p>Cancelled April 12<sup>th</sup> at Union Baptist Church May 5<sup>th</sup> cancelled moved to April 21<sup>st</sup></p> <p>FY19 Schedule. TEMS will be doing every other month beginning in January. Motion made by J. Kauffman to accept dates. Seconded by B. Tate. Motion approved unanimously.</p>	<p>Request to local agencies/EOC</p> <p>Make announcement, change calendar</p> <p>Contact various locations</p> <p>Contact agencies about changes</p> <p>Submit dates to M. Player for approval and forward to OEMS.</p>	<p>S. Craig/M. Player 3/17/18</p> <p>S. Craig/P. Hoyle</p> <p>CTS Staff</p> <p>S. Craig</p> <p>S. Craig</p>

Item	Discussion	Action Required	By Whom/When
Good of the Order	Next Meeting is 05/21/18 at 7:00 pm EC Update 3-10-18 @ 0900 PIN Meeting 3-10-18 @1300 EMS Regional Award Nominations due 4-20-18 Busch Gardens Regional Awards 5-19-18		
Adjourn	Motion by B. Tate to adjourn. Second by C. Johnston. Motion approved unanimously without comment at 8:14 PM.		