



Peninsulas Emergency Medical Services Council, Inc.

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PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 05/21/18

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:03 PM

End Time: 7:47 PM

Minutes Submitted By: S. Craig

Draft Approved Date: 8/27/18

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Meeting called to order at 7:03 pm by M. Tate		
Introductions	M. Tate introduced those present and online.		
Approval of Minutes	Motion by J. Kauffman to approve February 26, 2018 with amendment to meeting moved to 5/21/18 instead of 5/14/18. CTS minutes. Second by B. Tate. Motion approved unanimously as amended.		
Membership Changes	Seek a representative of EMT Assist.	M. Tate will solicit interest in EMT Assist	M. Tate/S. Craig 8/27/18
Staff Reports	Registration of candidates, payment prior to testing- K. Brophy Current regulations require agencies to be invoiced 7 days prior to testing. K. Brophy will ensure timely invoicing from here forward. Busch Gardens was successful despite bad weather.		

Item	Discussion	Action Required	By Whom/When
State Report	New scenarios are anticipated to be implemented in November.		
Site Report	<p>March 2018 in Middlesex was cancelled due to low registration April 12, 2018 at Union Baptist was moved to April 21, 2018 April 21, 2018 Northumberland- approximately 30 candidates were tested; high pass rate; added 2 new evaluators to pool May 19, 2018 Hampton- tested 56 candidates; a few unofficial concerns regarding an evaluator were investigated by the state examiner (Marc Knight) and determined unfounded.</p> <p>Upcoming Testing: June 21, 2018 Hampton July 19, 2018 Union Baptist Church</p> <p>A request has been made by NN Fire to move it to July 10th, 2018 at their facility due to their current class. Motion made by J. Kaufman seconded by S. Smith. Motion approved unanimously.</p>	<p>Update PEMS and CTS Websites</p> <p>CTS Facebook</p>	<p>S. Craig/P. Hoyle/ M. Tate</p>
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: August 18th, 2018 0900-1300 at PEMS, back up GVFRS Station 1. • 3rd Quarter TBA at next CTS meeting <p>Need to produce “last minute cancellation” procedure in case of site issue. Need someone to spearhead project.</p> <p>Need to conduct inventory of supplies</p> <p>Other schools borrowing equipment- review process and notebook.</p>	<p>Advertise on PEMS Website, CTS Facebook Page</p> <p>Produce site cancellation procedure.</p> <p>Inventory trailer</p> <p>Develop inventory for equipment</p>	<p>S. Craig/M. Tate</p> <p>CTS Committee will develop ideas/plans suggestions and bring to next meeting</p> <p>CTS Staff 6/23/18</p> <p>S. Craig/J. Bendit 8/27/18</p>
New Business	<p>Identify Alternate Sites for back-up locations. Requires CTS Evaluation and State Site Evaluation for approval.</p> <p>Ensure proper date of May 11th, 2019 CTS at Hampton Fire.</p> <p>Contact Middlesex HS to see if they can test on a Saturday in April 2019.</p>	<p>Request to local agencies/EOC</p> <p>Check PEMS Calendar</p> <p>Contact Middlesex HS</p>	<p>S. Craig/M. Player 8/27/18</p> <p>S. Craig: 5/22/18</p> <p>S. Craig (E. Vest)</p>
Good of the Order	<p>Next Meeting is 08/27/18 at 7:00 pm 5/28/18 PEMS Office Closed</p>		

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Adjourn	Motion by J. Kaufman to adjourn. Second by B. Tate. Motion approved unanimously without comment at 7:47 PM.		