



# Peninsulas Emergency Medical Services Council, Inc.

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## PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 08/27/18

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:05 PM

End Time: 8:04 PM

Minutes Submitted By: S. Craig

Draft  Approved Date:

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Meeting called to order at 7:05 pm by B. Tate		
Introductions	B. Tate introduced those present and online.		
Approval of Minutes	Motion by B. Tate to approve May 21, 2018 Minutes. Second by S. Smith. Motion approved unanimously as amended.	Final Draft to P. Hoyle	S. Craig
Membership Changes	Seek a representative of EMT Assist.	Get someone by next meeting	S. Craig
	Motion made to remove Carl Johnston- Logistics and replace him with Lilly Johnston. Second by S. Smith. Motion approved unanimously. B. Tate recognized C. Johnston for all of his work for PEMS CTS.  Remove Curtis Mason from roster.	Make changes to roster	P. Hoyle
Staff Reports	Registration of candidates, payment prior to testing- K. Brophy		

Item	Discussion	Action Required	By Whom/When
	Current regulations require agencies to be invoiced 7 days prior to testing. K. Brophy will ensure timely invoicing from here forward.		
State Report	New scenarios are anticipated to be implemented in September. CTS sites are dwindling because Accredited Sites can do their own testing, but expect to see increase again in about a year.		
Site Report	<p>Completed:  June 21, 2018 Middlesex HS  July 10, 2018 Newport News Fire Training Academy  August 16, 2018 Union Baptist Church, allowed retesting that night due to large staffing and small number of candidates due to cancellations.</p> <p>Upcoming:  09-13-18 Middlesex HS  10-11-18 Hampton Fire  11-15-18 Union Baptist Church  12-20-18 Middlesex HS</p>	Follow-up with Testing Sites	K. Brophy
Old Business	<p>Evaluator Courses: M. Tate confirmed that the upcoming Evaluator Courses are scheduled for:  Had course on August 18<sup>th</sup>, 2018 0900-1300 at PEMS, 4 people completed.</p> <p>Need to produce “last minute cancellation” procedure in case of site issue. Need someone to spearhead project. Weather- based on school system. Site issues need a plan to reschedule.</p> <p>Other schools borrowing equipment- review process and notebook.</p> <p>State approved PEMS Contract modification for 2 new airway manikins. Will purchase soon.</p>	<p>Schedule Next Course, possibly at Hampton Fire</p> <p>Write policy.</p> <p>Develop inventory for equipment</p> <p>Make Purchase</p>	<p>S. Craig/M. Tate 11-2018</p> <p>S. Craig/J. Bendit</p> <p>S. Craig/K. Brophy TBD</p>
New Business	<p>Identify Alternate Sites for back-up locations. Requires CTS Evaluation and State Site Evaluation for approval.</p> <p>3<sup>rd</sup> Quarter CTS Evaluator Course date to be determined. Possibly April 13<sup>th</sup>, 2019 Hampton Fire.</p> <p>Ensure proper date of May 11<sup>th</sup>, 2019 CTS at Hampton Fire.</p> <p>Contact Middlesex HS to see if they can test on a Saturday in April 2019.</p> <p>CTS Evaluator Certificates:  1. Completion of Training Course  2. Completion of Precepting</p>	Schedule with Hampton	<p>S. Craig/M. Player 11/26/18</p> <p>M. Tate</p> <p>K. Brophy</p> <p>K. Brophy</p>

Item	Discussion	Action Required	By Whom/When
	<p>Check to see if we have a No Show/No Contact Policy- can candidate lose registration fee if not cancelled within 48 hours of test date.</p> <p>Cleaning of Equipment</p> <p>New CTS Scenarios by OEMS Beginning September: NO additional equipment</p> <ol style="list-style-type: none"> <li>1. Glucometry</li> <li>2. Pulse Ox</li> <li>3. EtCO2</li> <li>4. GCS</li> <li>5. Cincinnati Prehospital Stroke Scale</li> <li>6. Medical Control is not required and not available</li> <li>7. No dosing or route required for med admin</li> </ol> <p>Candidate Expectations Include:</p> <ol style="list-style-type: none"> <li>1. Adjust O2 administration based on patient</li> <li>2. Determine hypoglycemia with AMS</li> <li>3. Treat for shock</li> <li>4. Ventilate a trauma patient with a closed head injury and signs of herniation to maintain EtCO2 from 35-45 mmHg</li> <li>5. Dry sterile gauze for burns</li> <li>6. Seal sucking chest wound</li> <li>7. Obtain 12 Lead</li> </ol> <p>Same day retesting policy- only on Saturdays and predesignated special test sites</p> <p>Staffing to reflect number of candidates and to cover for call-outs. Develop a skeleton for plan based on number of candidates.</p>	<p>Policy Development</p> <p>Stock alcohol wipes or chlorox wipes x10 stations</p> <p>Notify CTS Evaluators after September CTS prior to October CTS</p> <p>Review policy</p> <p>Send staffing plan to K. Brophy</p>	<p>S. Craig</p> <p>S. Craig</p> <p>S. Craig</p> <p>S. Craig</p> <p>M. Tate</p>
Good of the Order	<p>Next Meeting is <b>11/26/18 at 7:00 pm</b></p> <p>5/28/18 PEMS Office Closed</p>		
Adjourn	<p>Motion by B. Tate to adjourn. Second by S. Smith. Motion approved unanimously without comment at 8:04 PM.</p>		