



Peninsulas Emergency Medical Services Council, Inc.

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PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 11/26/18

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:08 PM

End Time: 7:42 PM

Minutes Submitted By: S. Craig

Draft Approved Date: 02/25/19

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Meeting called to order at 7:08 pm by B. Tate		
Introductions	B. Tate introduced those present and online.		
Approval of Minutes	Motion by B. Tate to approve August 27 th , 2018 Minutes. Second by L. Johnston. Motion approved unanimously as amended.	Final to P. Hoyle	S. Craig
Membership Changes	Seek a representative of EMT Assist. Seek Senior Evaluators. Review requirements for position and current roster for those who are qualified.	Recruit someone by next meeting Review current employee list	S. Craig K. Brophy/S. Craig/ M. Tate
Staff Reports	M. Player distributed a memorandum on 10-9-18 regarding the discovery of missing payroll documentation. S. Craig and K. Brophy took corrective actions including requiring all current CTS Employees to sign required documentation. At this point there were 24 completed new packets.		

Item	Discussion	Action Required	By Whom/When
State Report	M. Tate reported that M. Holloway indicated that the new CTS Scenarios were in effect and were being adjusted.		
Site Report	<p>Completed: 09-13-18 Middlesex HS- cancelled due to low registration 10-11-18 Hampton Fire- cancelled due to low registration 11-15-18 Union Baptist Church- cancelled due to low registration</p> <p>Upcoming: 12-20-18 Middlesex HS 1-17-19 Hampton 2-14-19 Union Baptist Church 3-14-19 Middlesex HS 4-20-19 Northumberland HS 5-11-19 Hampton</p>	Follow-up with Testing Sites	K. Brophy
Old Business	<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>Purchase alcohol wipes to clean equipment.</p> <p>Identify Alternate Sites for back-up locations. Requires CTS Evaluation and State Site Evaluation for approval.</p> <p>3rd Quarter CTS Evaluator Course date to be determined. Possibly April 13th, 2019 Hampton Fire.</p>	<p>Write policy.</p> <p>Develop inventory for equipment</p> <p>Make Purchase</p> <p>Make purchase</p>	<p>B. Tate/M. Tate</p> <p>S. Craig/M. Tate</p> <p>S. Craig</p> <p>K. Brophy</p> <p>S. Craig/M. Player M. Tate</p>
New Business	Concern was expressed that the new instructor at Northumberland HS was not planning to test on 4-20-19.	Meet with new instructor	S. Craig/M. Tate
Good of the Order	Next Meeting is 2/25/19 at 7:00 pm 12/24-25/18 PEMS Office Closed		
Adjourn	Motion by B. Tate to adjourn. Second by L. Johnston. Motion approved unanimously without comment at 7:42 PM.		