



Peninsulas Emergency Medical Services Council, Inc.

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PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 08/26/19

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:07 PM

End Time: 7:55 PM

Minutes Submitted By: S. Craig

Draft Approved Date: 11-18-19

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Meeting called to order at 7:07 pm by M. Tate		
Introductions	B. Tate introduced those present and online.		
Approval of Minutes	Motion by B. Tate to approve May 20 th , 2019 Minutes. Second by L. Johnston. Motion approved unanimously as amended.	Final to P. Hoyle	S. Craig
Membership Changes	Committee members reviewed attendance records for FY19. The following had 0% attendance and will be contacted by M. Tate or S. Craig: A. Burgess, J. Kauffman, G. Pere, and P. Long. After following up with these members, a thorough review of the required membership will be reviewed and positions filled as necessary.	Add J. Carter to Roster	P. Hoyle
	A motion was made by B. Tate to remove Roxanne Gabany from the roster. Motion was seconded by S. Smith. Committee voted unanimously to remove R. Gabany from the roster.	Remove R. Gabany from roster.	P. Hoyle

Item	Discussion	Action Required	By Whom/When
	The PEMS BOD voted and approved at their last meeting to remove Senior Evaluator from CTS Staffing due to changes in the PEG. Therefore, the CTS Committee will not be seeking additional CTS Senior Evaluators.		
Staff Reports	CTS "Employees" will become CTS "Contractors" effective 9-1-19 due to changes made by the PEMS BOD. A formal letter will be mailed out. A "heads-up" announcement may be posted to the Closed Facebook Group pending approval by M. Player.	Draft Notice/post	S. Craig
State Report	No report		
Site Report	Completed: June 20 th , 2019 July 20 th , 2019 And August 15 th , 2019		
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. Email candidates and phone when possible. Should incorporate information in the email confirmation email for CTS Registrations. Will consider adding a test site in 2 weeks or just register for next scheduled test site.</p> <p>CTS Evaluator Course was held on Saturday June 22, 2019 at PEMS office, with 5 candidates passing the initial part. Will look at scheduling next Evaluator Training either February or March, 2020</p> <p>Need to develop a notebook with pre-planned classrooms/rooms for stations for each testing site to facilitate setting up testing site. Will work on this further.</p>	<p>Write policy.</p> <p>Look at PEMS/ & CTS Calendar</p> <p>Acquire floor plans of testing sites</p>	<p>B. Tate/M. Tate</p> <p>S. Craig/M. Tate</p> <p>S. Craig/M. Tate</p>
New Business	<p>PEG updated recently indicating student IDs will NOT be accepted at the test sites.</p> <p>Need to print off a hard copy of the new PEG.</p> <p>M. Tate recommending bringing the PEMS Admin kit to CTS sites for students who forget to bring their ATT.</p>	<p>Print PEG</p> <p>Check on Admin Kit</p>	<p>S. Craig/K. Brophy</p> <p>S. Craig/K. Brophy</p>
Good of the Order	Next Meeting is November 18th, 2019 at 7:00 pm		
Adjourn	Motion by S. Smith to adjourn. Second by L. Johnston Motion approved unanimously without comment at 7:55 PM.		