



Peninsulas Emergency Medical Services Council, Inc.

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PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 02/25/19

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:06 PM

End Time: 7:50 PM

Minutes Submitted By: S. Craig

Draft Approved Date: 05/20/19

Members Present:	Members Absent:	Staff:	Others:
Smith, Sandi	Burgess, Anita	Brophy, Kevin	
Tate, Barry	Gabany, Roxanne	Craig, Seth	
Tate, Michael (TC)	Holloway, Michael		
	Johnston, Lily		
	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 November 26 th , 2018 Minutes. Second by K. Brophy. Motion approved unanimously as amended.	Final to P. Hoyle	S. Craig
Membership Changes	Seek a representative of EMT Assist.	Recruit someone by next meeting	S. Craig
	Need to have a co-chair, will vote on next meeting. Seek Senior Evaluators. Review requirements for position and current roster for those who are qualified.	Review current employee list	K. Brophy/S. Craig/ M. Tate
Staff Reports	At the time of the meeting there were 29 completed new packets, 19 outstanding previous CTS Employee packets not completed.		

Item	Discussion	Action Required	By Whom/When
	New CTS Airway Manikins have arrived and were used at last CTS. Process to acquire same day retest fees is working well.		
State Report	No news.		
Site Report	<p>Completed: 12-20-18 Middlesex HS 1-17-19 Hampton (cancelled due to low registration) 2-14-19 Union Baptist Church (moved to 1/17/19 at Newport News)</p> <p>Upcoming: 3-14-19 Middlesex HS 4-20-19 Northumberland HS- changed to 4/11/19 at Hampton due to Northumberland County not ready to test and will only have a few students testing 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. 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>Other schools borrowing equipment- review process and notebook.</p> <p>Purchased 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>Clean equipment and stock assessment kits</p>	<p>B. Tate/M. Tate</p> <p>S. Craig/M. Tate</p> <p>S. Craig</p> <p>S. Craig/M. Player M. Tate</p>
New Business	<p>Need to develop a notebook with pre-planned classrooms/rooms for stations for each testing site to facilitate setting up testing site.</p> <p>Discussed current PEMS Site Staffing Rubric and compared it to the processes of other EMS Regional Councils. M. Tate indicated currently is it based on OEMS 10 min requirement at the station, 5 min travel each way to and from stations, and time to check equipment, totally 25 min per station for candidates. CTS Committee will look into eliminating Runner, Senior Evaluator, and other positions not required by OEMS or essential for proper function of CTS.</p>	Acquire floor plans of testing sites	S. Craig/M. Tate
Good of the Order	Next Meeting is 5/20/19 at 7:00 pm		
Adjourn	Motion by B. Tate to adjourn. Second by S. Smith. Motion approved unanimously without comment at 7:50 PM.		