



# Peninsulas Emergency Medical Services Council, Inc.

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## PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 08-17-20

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:16 PM

End Time: 7:37 PM

Minutes Submitted By: S. Craig

Draft  Approved Date:

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Meeting called to order at 7:16 pm by M. Tate		
Introductions	Introductions were made online- meeting was entirely online due to COVID-19		
Approval of Minutes	Motion by B. Tate to approve May 18 <sup>th</sup> , 2020 Minutes. Second K. Brophy. Motion approved unanimously as written.	Final to S. Pincus	S. Craig
Membership Changes	No Membership Changes		
Staff Reports	CTS Committee is on track to meet contract deliverables. Thank you to everyone for making PEMS CTS an excellent experience for candidates and State Evaluators.		
State Report	C. Blosser emailed EMS Educators today, indicating the CTS will be postponed through June 31, 2021. There may be changes to the processes in general, but no information yet.		
Site Report	There were no CTS since before last meeting because VA OEMS has cancelled all testing due to COVID-19. All Test Sites have been cancelled by VA OEMS due to COVID-19 through at least June 31 <sup>st</sup> , 2021.		
Old Business	Need to produce "last minute cancellation" procedure in case of site issue. M. Tate and B. Tate propose	Write policy.	B. Tate/M. Tate

Item	Discussion	Action Required	By Whom/When
	<p>working with current CTS Sites and plan 2 weeks out in case of emergency cancelation (weather, power outage, etc)</p> <p>The Committee proposed to schedule CTS Evaluator training in June of 2021 and also schedule a CTS Staff update due to the potential changes that are occurring to the CTS process.</p>	Schedule CTS Evaluator Training and CTS Staff Update	S. Craig/11-23-20
New Business	There was no new business presented.		
Good of the Order	<p>PEMS EMS Day at Busch Gardens – cancelled due to COVID-19</p> <p><b>Next Meeting is November 23<sup>rd</sup>, 2020 at 7:00 pm</b></p>		
Adjourn	Motion by K. Brophy to adjourn. Second by B. Tate. Motion approved unanimously without comment at 7:37 PM.		