



Peninsulas Emergency Medical Services Council, Inc.

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PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 05-18-20

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:05 PM

End Time: 7:24 PM

Minutes Submitted By: S. Craig

Draft Approved Date: 8-17-20

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

| Item | Discussion | Action Required | By Whom/When |
|---------------------|--|------------------------|-------------------|
| Call to Order | Meeting called to order at 7:05 pm by M. Tate | | |
| Introductions | Introductions were made bonline- meeting was entirely online due to COVID-19 | | |
| Approval of Minutes | Motion by K. Brophy to approve February 10, 2020 Minutes. Second J. Carter. Motion approved unanimously as amended. | 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. S. Craig indicated the CTS Committee needs to plan for new decontamination procedures for equipment between each candidate. M. Tate suggested using the sanitation wipes (purple tops) or something similar. K. | Review PEMS CTS Budget | K. Brophy/8-17-20 |

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|-------------------|--|---|--|
| | Brophy will review CTS Budget and make appropriate recommendations to the PEMS BOD. No purchased need to be made until after VA OEMS provides guidance on CTS. | | |
| State Report | S. Craig reported that the proposed changes that being made to the Education Min/Max, that EMT Courses will teach to the National EMS Education Standard, agencies will be responsible for the expanded/extended scope of practice for VA Certified EMS Providers. These changes, however, have been postponed until 2021. | | |
| Site Report | <p>March 12, 2020 held with 12 total candidates, no issues reported.</p> <p>March 26th, 2020 Cancelled due to COVID-19</p> <p>April 11th, 2020 Cancelled due to COVID-19</p> <p>May 9th, 2020 Cancelled due to COVID-19</p> <p>K. Brophy has contacted all candidates and host sites that VA OEMS has cancelled all CTS through 12-31-20. Provisions are being made for those who needed to retest a skill station, as well as those candidates who are currently in an EMT Course.</p> | | |
| 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 training scheduled for Saturday March 7th, 2020 was postponed due to only 1 person registered. There is currently only 1 person registered. Due to COVID-19, S. Craig will review the PEMS CTS deliverables and will discuss with M. Player to determine if the Evaluator Training can be held early 2021 after the VA OEMS determines what will be happening with CTS since part of the training involves being monitored.</p> | <p>Write policy.</p> <p>Discuss with M. Player and review PEMS CTS Deliverables</p> | <p>B. Tate/M. Tate</p> <p>S. Craig/8-17-20</p> |
| New Business | There was no new business presented. | | |
| Good of the Order | <p>PEMS EMS Day at Busch Gardens – is under review due to COVID-19</p> <p>PEMS Regional EMS Awards Nominations are due 6-22-20, you can submit them online.</p> <p>Next Meeting is August 17th, 2020 at 7:00 pm</p> | | |
| Adjourn | Motion by K. Brophy to adjourn. Second by S. Smith. Motion approved unanimously without comment at 7:24 PM. | | |