



Peninsulas Emergency Medical Services Council, Inc.

PO Box 1297, 6876 Main Street

Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

PEMS CTS Meeting Minutes

A Subcommittee of the Board of Directors

Meeting Date: 02-10-20

Meeting Location: PEMS

Chaired By: M. Tate

Begin Time: 7:00 PM

End Time: 8:25 PM

Minutes Submitted By: S. Craig

Draft Approved Date: 5-18-20

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

Item	Discussion	Action Required	By Whom/When
Call to Order	Meeting called to order at 7:00 pm by M. Tate		
Introductions	Introductions were made by those present and online.		
Approval of Minutes	Motion by B. Tate to approve November 18 th , 2019. Minutes. Second K. Brophy. Motion approved unanimously as amended.	Final to P. Hoyle	S. Craig
Membership Changes	A motion was made by B. Tate to add Jim Baughman to CTS Committee as CTS Evaluator. The motion was seconded by L. Johnston. The motion was approved unanimously. M. Tate reported that J. Lawrence-Marr will be attending meetings as his work schedule permits.	Add J. Baughman as CTS Evaluator	P. Hoyle/5-18-20

Item	Discussion	Action Required	By Whom/When
Staff Reports	S. Pincus was introduced to the CTS Committee as the replacement for P. Hoyle. S. Pincus lead the CTS Committee through the SWOT Analysis of the Committee. It was acknowledged that the CTS Committee has numerous strengths when compared to the objects set forth by OEMS.	Complete SWOT Analysis and present to CTS	S. Pincus/5-18-20
State Report	S. Craig reported information from recent EC Update- OEMS is considering changing CTS to 2 15 min stations instead of 3 10 minute skills stations. He also reported that changes are 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.		
Site Report	December 19 th , 2019 had no issues. January 9 th , 2019 was cancelled due to low registration.		
Old Business	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. CTS Evaluator training will be held on Saturday March 7 th , 2020. There is currently only 1 person registered. PEMS will readvertise. If 5 candidates are not registered by 2/28/20, the class will be rescheduled.	Write policy. Re- Post announcement.	B. Tate/M. Tate S. Craig/2-15-20
New Business	The proposed 2020-21 CTS Calendar was presented for review. The Northumberland Site was discussed. Northumberland HS will not have enough students to test. S. Craig will contact P. Simons and T. McDaniel to inquire about their CTS Testing needs and assess the date of the Northumberland Site. S. Craig will also contact TEMS to deconflict the PEMS CTS Schedule with TEMS Schedule. S. Craig will contact M. Holloway to deconflict PEMS CTS Schedule with OEMS Schedule. In addition, M. Tate reported that only 30 candidates can be tested as NNFD due to limited space, and that OEMS (Mike Holloway) attempted to close it as a testing site. He suggested if PEMS uses NNFD, to cap the number of registrants at 30. M. Tate expressed concerns about the testing site that was cancelled on 11-09-19 due to lack of registration (met OEMS requirements but did not meet PEMS requirements), and that a special site was made for NNFD with fewer candidates. S. Craig and K. Brophy explained that the OEMS minimum must be maintained, and that NNFD was going to provide patients to help offset staffing costs. In addition, the special site was established due to the implications on candidates' employment.	Contact Northern Neck ECs Contact TEMS Contact OEMS	S. Craig/2-15-20 S. Craig/2-15-20 S. Craig/2-15-20
Good of the Order	PEMS EMS Day at Busch Gardens May 16 th , 2020 Next Meeting is May 18th, 2020 at 7:00 pm		
Adjourn	Motion by B. Tate to adjourn. Second by S. Smith. Motion approved unanimously without comment at 8:25 PM.		