



**Peninsulas Emergency Medical Services Council, Inc.**

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**PEMS Interfacility and Critical Care Transport Committee Meeting Minutes**

A Subcommittee of the Board of Directors

**Meeting Date: 10-03-17**

**Meeting Location: PEMS**

**Chaired By: S. Beam**

**Begin Time: 3:07 p.m.**

**End Time: 4:03 p.m.**

**Minutes Submitted By: J. Bendit**

**Draft: X Approved Date:**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Bowen, Jason	Baylous, Denise	Bendit, Jeffrey	Stevens, Ashlee
Bryant, Amanda	Cannon, Christopher	Craig, Seth	Beam, Shanon
Carter, Jamie	Caraballo, Brandi		Wilcox, Christopher
Deloach, Valerie	Edmonson, Kelly		
Hawkins, Lisa	Franklin, Kenneth (Chair)		
Hogge, Lauren	Hall, Skip		
Wilson, Debbie	Harris, Bev		
	Keithley, Tom		
	McTheny, Mark		
	Miller, Ryan		
	Thurman, Sadie		

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	S. Beam called meeting to order at 3:07p.m.		
Introductions	Members introduced as listed above.		
Approval of Minutes	J. Bowen moved to approve the minutes of the July 11, 2017. D. Wilson second the motion. Minutes were approved as written.		
Membership Changes	Ashlee Stevens, Nurse Manager Primary, replaced Caroline Smith Bon Secours Mary Immaculate Hospital added to the ICCT Committee. Skip Hall added to the ICCT Committee representing Nightingale as an alternate. Jason Bowen replaced Kevin Gross on the ICCT for AMR.		

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	<p>J. Bowen volunteered to represent ICCT on BOD. NuCare Carolina no longer operating in PEMS Region and will no longer be sitting on the ICCT Committee.</p>		
Staff Report	<p>Seth Craig, IV has moved from the part time position to the full time position EMS Field Coordinator-Clinical Care. FY18 OEMS Regional Council Service Contract – J. Bendit reported that the Council has received the FY18 OEMS Regional Council Service Contract, the funding for the contract will be flat again and this has forced the Council to increase its assessments of the localities and to initiate an assessment of the Interfacility and Critical Care Transport Agencies who utilize its services.</p> <p>Symposium Registration closes October 9, 360 Programs, most are hour long programs, some multi-day programs including a Teleflex program for IO and video laryngoscopes with Cadavers.</p> <p>CE and EMS Auxiliary Training Program – S. Craig gave a presentation on the new CE and EMS Auxiliary Training Program (See Attachment 1 - <i>CE and EMS Auxiliary Training Program</i>).</p> <p>Hospital Diversion Policy - M. Player presented a new Hospital Diversion Policy draft to the EMS Operations Committee. A general discussion followed. Members present expressed their approval of the new category that closes facilities in dangerous situations. K. Franklin asked M. Player to send the draft Policy to all Committee members and request that they send him any comments within two weeks. (See Attachment 2 - <i>Regional Diversion Policy - Draft with EOC Additions</i>).</p> <p>ICCT Committee Representation on the BOD – J. Bendit reported that as a result of recent Bylaw Changes, the Interfacility and Critical Care Transport Committee will appoint a representative to sit on the PEMS Board of Directors. This was brought up in the July 11, 2017 ICCT Committee meeting. Volunteer requested to attend the PEMS BOD by one of the members. J. Bowen volunteered to represent the ICCT on the BOD. All agreed.</p> <p>VAOEMS Communications Committee update. (HR607)- No report according to J. Bendit. See HR607 attachment 1. Last two meeting minutes attachment 2 and 3.</p>	<p>J. Bowen to attend BOD meetings.</p> <p>Send VAOEMS minutes HR607</p>	<p>J. Bendit send meeting dates. 10/04/17</p> <p>J. Bendit 10/04/17</p>
Old Business	<p>Regional Patient Transfer Checklist – J. Bendit reported that 2 agencies had provided PEMS with copies of their transfer checklists. He reported that this was a timely topic as PEMS had recently received reports of inter-facility transport patients being delivered for CT without the EMS agency personnel providing facility staff with a turnover report. He stated that this could easily be considered abandonment. A general discussion followed during which committee members provided several examples from their own experience when proper turnover was not provided due to either agency or facility failures. J. Bowen stated that they are getting a checklist together along with the help from HCH and implementing it sometime in November. He said he would send this committee a copy of their results in the next ICCT Meeting. D. Wilson agrees that there should be a face to face meeting with staff of the facilities they are transporting from and to with a quick checklist. S. Beam stated that this transfer checklist should include all information the legal and insurance requires.</p> <p>State of Virginia definition of Critical Care Transport - M. Player reported that the EMS Advisory Board Medical Direction Committee desires to revisit this issue in an attempt to better define the levels of clinical staffing required. He said that he would keep the Committee posted on developments. Still pending this</p>	Send PEMS their Transfer Checklist created for their agency.	J. Bowen 1/2/18

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	<p>meeting.</p> <p>CLIA Update – J. Bendit reported that the following agencies must still provide their CLIA waiver forms at <a href="mailto:jbendit@vaems.org">jbendit@vaems.org</a>: AMR</p> <p>EMS Responses with Commercial Agencies within PEMS in 2016 - FY18 PEMS Stipend Service Fee.</p>	Email remaining Invoices to those not present or on TC	M. Player 1-02-18
New Business	<p>VHASS. J. Bendit states that the VHASS website has several agencies that are not signed up in the VHASS.</p> <p>A. Bryant states that Glenn McBride is a contact. J. Bendit pulled up the instructions on the screen attachment 4.</p>	Email instructions to register.	J. Bendit 10-04-17
Good of the Order	<p>Next Meeting: January 2, 2017, 3:00 pm at PEMS, Jeannie Dunston Conference Room.</p> <p>Important Dates:</p> <ul style="list-style-type: none"> <li>• 37<sup>th</sup> Annual VAOEMS Symposium November 8-12.</li> <li>• PEMS Annual awards submission 2018.</li> <li>• Hampton Roads Trauma Symposium April 27, 2018 in Williamsburg.</li> </ul> <p>J. Carter stated that as of yesterday, 10-2-17, CHKD is now designated as a Pediatric Level I facility.</p> <p>Verify Attendance</p>		
Adjournment	D. Wilson Motion to adjourn, A. Stevens 2 <sup>nd</sup> . Meeting was adjourned at 4:03 pm.		