



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

PO Box 1297, 6898 Main Street

Gloucester, VA 23061

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

**PEMS Interfacility Cooperation Organization Meeting Minutes**

A Subcommittee of the Board of Directors

**Meeting Date: 7-21-2016**

**Meeting Location: PEMS – Dunston**

**Chaired By: Travis Mitchell**

**Begin Time: 1510**

**End Time: 1604**

**Minutes Submitted By: J. Bendit**

**Draft  Approved Date: 1-19-2017**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Beam, Brad (TC)	Adams, Ruth	Bendit, Jeffrey	Lankford, David (TC)
Cumbie, Beth (TC)	Alexander, Levinia		Mounts, Kevin (TC)
Gordon, Katie (TC)	Burnette, Jane		
Harper, Kim	Cordara, Victoria		
Laing, Jim (TC)	Gourley, Jessica		
Mitchell, Travis (TC)	Harper, Kim		
Smith, Thamera (TC)	Hogge, Lauren		
	Miller, Wanda		
	Orson, William		
	Paxton, Michelle		
	Powell, Kambeth		
	Stojanov, Joe		
	Thurman, Sadie		
	Towers, Nick		

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	3:10 PM by T. Mitchell.		
Introductions & Membership Changes	Introductions made in room and via teleconference.		
Minutes	T. Mitchell motion to approve minutes, K. Gordon second minutes with changes: K. Gordon is the RRMC ED Director, Jessica Gourley is the RRMC ED Nurse Manager, S. Thurman is the Riverside Health System Manager.		

Item	Discussion	Action Required	By Whom/When
Hospital Updates	<p>K. Gordon noted a power outage happened last week with little to no impact on EMS at RRMC. Power outage is scheduled for Friday July 22, 2016 0600-0630 at RRMC.</p> <p>K. Gordon brought up the Dinner with the Doc on July 28, 2016 at the PEMS Jeannie Dunston conference room. She stated that there has been low attendance. J. Bendit pulled up the notice on the PEMS website and it shows 1 registered for this event currently.</p> <p>B. Cumbie noted that the ED lobby construction has been completed and has had little impact on EMS. They completed the construction in hopes of decreasing the wait times by 30 minutes.</p> <p>B. Cumbie stated that she is having daily inventories of the PAR closet for EMS. If anyone notices low supplies, they need to notify the nursing staff in the ED.</p> <p>T. Smith stated that the supplies have been running low because EMS not scanning each item. She requests EMS to scan each item to help maintain supply levels.</p> <p>J. Bendit noticed RRMC has not added a scanning device to the new PAR closet near EMS room/ambulance entrance. K. Gordon states daily inventory is done and if supplies low, EMS notify ED staff.</p>		
EMS Updates	<p>J. Bendit updates and reminds the group to share information regarding the Dinner with a Doc-Hospice, Palliative Care, meal and lecture series to be held on Thursday, July 28<sup>th</sup> here at 6:00 pm. The 4<sup>th</sup> Annual PEMS Rural EMS Expo was scheduled on May 20-22 at Rappahannock Community College, Glens Campus (Saluda) was cancelled due to low registration and about The 3<sup>rd</sup> Annual EMS Appreciation Day and Awards Ceremony at Busch Gardens on May 28<sup>th</sup> 2016 was a success. PEMS still has the funding from the RSAF Grant that will need to be used by March 2017 to have a CE blast/Expo.</p> <p>B. Beam spoke for the EOC. He states that the Hospital reps need to be present of call in to the EOC meetings in order to ensure communication between agencies and hospitals. J. Bendit stated that the EOC roster did not have any hospital reps on it and they did not know the meeting was happening. J. Bendit spoke with and added hospital reps to the EOC roster.</p>		
Old Business	<p>PEMS is working to add the following hospitals to the restocking agreement: MCV/VCU, Memorial Regional Med. Center, Norfolk General Medical Center, CHKD, Doctor's Hospital of Richmond, and Henrico Doctor's Hospital to the PEMS Regional medication box program. So far, Sentara Norfolk General and Memorial Regional have completed the agreements and will have drug boxes for restocking. J. Bendit will be meeting with VCU Director of Pharmacy in the next few weeks.</p> <p>PEMS Regional Diversion Policy. EVHCC- Website for contacting everyone to notify of any diversions. <a href="https://www.vhha-mci.org/">https://www.vhha-mci.org/</a> PEMS region hospitals and agencies need to sign up and have updated daily.</p> <p>J. Bendit stated that the PEMS Regional RSI Plan is in the works and that he has added labels and forms to the PEMS Regional RSI medication box. SWRMC and RDH are the next facilities to get the PEMS Regional RSI medication boxes labeled. B. Beam stated that the PEMS Regional RSI medication boxes are exchanged at RDH after hours in the baby pharmacy. Nobody has exchanged this box at SWRMC yet.</p>	Label new RSI Med Boxes	J. Bendit Ongoing  J. Bendit Ongoing

Item	Discussion	Action Required	By Whom/When
	<p>PEMS has completed their move to 6876 Main Street, Suite D and still has the same P.O. Box 1297, Gloucester VA 23061.</p> <p>Members will note that our new website is now up and functioning. The web address has not changed but you will notice a cleaner look and greater functionality/ease of finding what you need.</p> <p>A hospital was found to have stocked D10 instead of 0.9% Sodium Chloride. Request that all hospital and agencies check on what is being stocked. T. Smith stated she has found this to occur at SCPH and she is working to prevent this in the future. K. Gordon stated she had this happen as well and is working to prevent this from happening again.</p>		
New Business	<p>T. Mitchell states that he really wants to see PICO be productive and provide value to everyone who attends. Suggests that D. Thomas &amp; J. Bendit meet to discuss ways to do this, and to provide information to the PICO group about what is going on in the other PEMS Committees. T. Mitchell recommendation from the PICO Committee member's motion to combine PICO Committee meeting with the Emergency Operation Committee, second by K. Harper and K. Gordon to lessen the amount of meetings that the PICO Committee members need to attend since the same topics are discussed at both meetings. J. Laing and B. Beam agree.</p> <p>Review of the PEMS Region Diversion Policy submitted by the PEMS Office, M. Player. K. Harper states that no matter what the PICO Committee recommends, the VPs and administrative sections of the hospitals can trump what she recommends. The PEMS Region Diversion Policy needs to be reviewed by the administrators.</p> <p>J. Bendit states that the Pediatric armbands draft instructions for use has been sent to the EOC and the NNFD has forwarded to their EMS supervisors with no change to the document. All hospitals need to have the ID bands/bracelets on hand in the PAR closets for the ambulances to stock. J. Laing states that he has a box that he couldn't use in 20 years. He volunteered to give some to SCPH and T. Mitchell states that he has plenty to share as well.</p> <p>J. Bendit states that the EDs, RTH, RGH have removed Combi pads from the PAR without notification to the agencies. S. Thurman emailed and requested that they continue to stock these items.</p> <p>S. Thurman emailed stating that the Combat Applied Tourniquets and EZ-IO are not in the PAR, EMS need to ask charge nurses at RRMC to get these items. She is placing signs for EMS.</p> <p>PEMS annual Emergency Department Supply Replacement Form (Version 10-15) discussed. T. Mitchell and several present state that they want to have this form sent with a response from the majority of the group prior to approving. Email approval received by all hospitals in PEMS Region by 8-3-16.</p>	<p>Forward to MAC to discuss combining PICO meeting with EOC meeting.</p> <p>PICO/MAC members combine to get administrators to meet, get plan reviewed and approved</p> <p>Communicate with RTH and RGH</p> <p>Place signs on PAR</p> <p>Send to PICO and get individual review and response.</p>	<p>J. Bendit</p> <p>PICO and MAC</p> <p>S. Thurman/ K. Gordon</p> <p>S. Thurman</p> <p>J. Bendit</p>
Good of the Order			
Next Meeting	Next meeting: Thursday, October 20, 2016 from 1500-1630.		
Adjournment	Motion to adjourn by T. Mitchell, seconded by K. Gordon. Meeting adjourned at 16:04.		