



Peninsulas Emergency Medical Services Council, Inc.

PO Box 1276, 6876 Main Street

Gloucester, VA 23061

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

Board of Directors Meeting Minutes

Meeting Date: 20 March, 2019

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:37 p.m.

End Time: 7:14 p.m.

Minutes Submitted By: P. Hoyle

Draft: Approved Date: 06-19-19

Members Present:	Members Absent:	Staff:	Others:
Trish Anest	James Brann	Kevin Brophy	Wayne Berry (OEMS)
David Barrick	Christianne Clifford	Paul Hoyle	Chris Vernovai (OEMS)
Jeff Beasley	Lisa Dodd	Debbie Thomas	
Greg Coffinan	Kimberly Harper		
William Dent	Greg Hunter		
Julie Glover	Cheryl Lawson		
Linnie Green	Robert Lee		
Stephen Kopczynski	Jeff Sensenig		
Masterson, David	Sadie Thurman		
Rick McClure	Frank Wingfield		
Michael Player			
Gary Samuels			
Jason Sweet			
Ed Walker			

Item	Discussion	Action Required	By Whom/When
Call to Order	At 18:37 by J. Glover		
Introductions	Pledge of Allegiance. Those in attendance introduced themselves.		
Consent Calendar	Consent Calendar* a. Board Minutes 12 19 18 PEMS Board of Directors Meeting Minutes (Draft) b. Board of Directors Executive Committee 10 17 18 PEMS Board of Directors Executive Committee Meeting Minutes		

Item	Discussion	Action Required	By Whom/When
	<p>12 19 18 PEMS Board of Directors Executive Committee Meeting Agenda (Draft) 12 19 18 PEMS Board of Directors Executive Committee Meeting Minutes (Draft) 12 19 18 PEMS Board of Directors Executive Committee Meeting Minutes 01 16 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft) 01 16 19 PEMS Board of Directors Executive Committee Meeting Agenda 01 16 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>c. Treasurer's Report & Financial Documents</p> <p>Statement of Financial Position February 2019 Statement of Activity Jul Feb 2019 Budget vs Actual 2019 YTD</p> <p>d. Committee Meeting Documents</p> <p>1) Behavioral Health Task Force</p> <p>08 08 2018 PEMS Behavioral Health Task Force Agenda 08 08 18 PEMS Behavioral Health Task Force Meeting Minutes(Draft) 08 08 18 PEMS Behavioral Health Task Force Meeting Minutes 11 14 2018 PEMS Behavioral Health Task Force Agenda 11 14 2018 PEMS Behavioral Health Task Force Minutes (Draft) 02 13 19 PEMS Behavioral Health Committee Agenda(Draft) 02 13 19 PEMS Behavioral Health Committee Agenda</p> <p>2) Critical Incident Stress Management Team</p> <p>10 15 18 PEMS CISM Team Meeting Agenda 10 15 18 PEMS CISM Team Meeting Minutes (Draft) 12 17 18 PEMS CISM Team Meeting Agenda 12 17 18 PEMS CISM Team Meeting Minutes (Draft)</p> <p>3) Consolidated Testing System Committee</p> <p>11 26 18 PEMS Consolidated Testing System Committee Meeting Minutes 02 25 19 PEMS Consolidated Testing System Committee Meeting Minutes (Draft)</p> <p>4) Eastern Virginia Health Care Coalition</p> <p>02 07 19 EVHC Meeting Minutes 03 07 19 EVHC Meeting Agenda</p> <p>5) Eastern Virginia Healthcare Coalition Training & Evaluation Workgroup</p>		

Item	Discussion	Action Required	By Whom/When
	<p>6) EMS Operations Committee</p> <p>10 02 18 PEMS EMS Operations Committee Meeting Agenda & Minutes 10 02 18 PEMS EMS Operations Committee Meeting Minutes 01 08 19 PEMS EMS Operations Committee Meeting Agenda (Draft) 01 08 19 PEMS EMS Operations Committee Meeting Agenda 01 08 19 PEMS EMS Operations Committee Meeting Minutes (Draft) 04 02 19 PEMS EMS Operations Committee Meeting Agenda (Draft)</p> <p>7) HR MMRS ST</p> <p>12 06 18 HR MMRS Strike Team Minutes 01 10 19 HR MMRS Strike Team Leadership Group Agenda</p> <p>8) ICCT</p> <p>07 03 18 PEMS Inter facility Critical Care Transport Committee Meeting Minutes 01 08 19 PEMS Inter facility Critical Care Transport Committee Meeting Agenda (Draft) 01 08 19 PEMS Inter facility Critical Care Transport Committee Meeting Agenda 01 08 19 PEMS Inter facility Critical Care Transport Committee Meeting Minutes (Draft)</p> <p>9) Medical Advisory Committee</p> <p>09 27 18 PEMS Medical Advisory Committee Meeting Minutes 12 13 18 PEMS Medical Advisory Committee Meeting Agenda 03 14 19 PEMS Medical Advisory Committee Meeting Agenda (Draft) 03 14 19 PEMS Medical Advisory Committee Meeting Agenda</p> <p>10) Mass Casualty Incident Workgroup</p> <p>11) Pharmacy Committee</p> <p>11 07 18 PEMS Pharmacy Committee Meeting Agenda 11 07 18 PEMS Pharmacy Committee Meeting Minutes 02 06 19 PEMS Pharmacy Committee Agenda (Draft) 02 06 19 PEMS Pharmacy Committee Agenda 02 06 19 PEMS Pharmacy Committee Minutes (Draft)</p> <p>12) Performance Improvement Committee</p> <p>09 27 18 PEMS Performance Improvement Committee Meeting Minutes 12 20 18 PEMS Performance Improvement Committee Meeting Minutes (Draft)</p>		

Item	Discussion	Action Required	By Whom/When
	<p>03 14 19 PEMS Performance Improvement Committee Meeting Agenda (Draft) 03 14 19 PEMS Performance Improvement Committee Meeting Agenda</p> <p>13) Peninsulas Interfacility Coordination Organization</p> <p>07 19 18 PEMS Interfacility Cooperation Organization Meeting Minutes 10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda & Minutes 01 17 19 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft) 01 17 19 PEMS Interfacility Cooperation Organization Meeting Agenda 01 17 19 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft)</p> <p>14) Peninsulas Instructor Network</p> <p>15) Protocols, Policies and Procedures Committee</p> <p>10 11 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 01 10 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 01 10 19 PEMS Protocols Policies Procedures Committee Meeting Agenda 01 10 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 01 10 19 PEMS Protocols Policies Procedures Committee Meeting Minutes 02 14 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 02 14 19 PEMS Protocols Policies Procedures Committee Meeting Agenda 02 14 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 02 14 19 PEMS Protocols Policies Procedures Committee Meeting Minutes 03 14 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 03 14 19 PEMS Protocols Policies Procedures Committee Meeting Minutes</p> <p>16) RSAF Review Committee</p> <p>17) STEMI Task Force</p> <p>08 09 18 PEMS STEMI Task Force Meeting Minutes 11 15 18 PEMS STEMI Task Force Meeting Minutes 02 14 19 PEMS STEMI Task Force Meeting Agenda (Draft) 02 14 19 PEMS STEMI Task Force Meeting Agenda 02 14 19 PEMS STEMI Task Force Meeting Minutes (Draft)</p> <p>18) Stroke Task Force</p> <p>10 11 18 PEMS Stroke Task Force Meeting Minutes 01 10 19 PEMS Stroke Task Force Meeting Agenda (Draft) 01 10 19 PEMS Stroke Task Force Meeting Agenda</p>		

Item	Discussion	Action Required	By Whom/When
	<p>01 10 19 PEMS Stroke Task Force Meeting (Draft)</p> <p>19) Trauma Triage Committee</p> <p>09 27 18 PEMS Trauma Triage Task Force Meeting Minutes 12 20 18 PEMS Trauma Task Force Minutes (Draft) 03 09 19 PEMS Trauma Task Force Agenda (Draft) 03 14 19 PEMS Trauma Triage Committee Agenda</p> <p>20) PEMS Policies and Procedures</p> <p>06 00X Staff Succession (Draft)</p> <p>21) Regional Planning Document</p> <p>Strategic Plan</p> <p>MCI Plan - The PEMS/TEMS MCI plan contains Public Safety Sensitive information and we do not make it available online. The plan will be available during the Board meeting and may be reviewed at the Council office at your convenience.</p> <p>STEMI Triage Plan</p> <p>Stroke Triage Plan</p> <p>Trauma Triage Plan</p> <p>22) Staff Quarterly Reports</p> <p>PEMS 3QFY19 EMS Field Coordinator (Operations) Quarterly Report PEMS 3QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report</p> <p>23) PEMS Update</p> <p>a. PEMS Staff Assignments b. PEMS Organization Structure</p> <p>24) Bylaws & Resolutions</p> <p>Resolution To Establish Additional Standing Committees 03 20 19</p> <p>Bylaws & resolutions were moved from consent calendar to new business.</p>		

Item	Discussion	Action Required	By Whom/When
	Motion by G. Samuels to accept Consent Calendar minus the changes to the bylaws and resolutions. Second by D. Barrick. Motion passed unanimously.		
Membership Changes	<p>Expiring Terms</p> <p style="padding-left: 40px;">Jeff Sensenig (RWRH)</p> <p>Resigning Members – None</p> <p style="padding-left: 40px;">Nicole Knott (At Large)</p> <p>Renewing Members</p> <p style="padding-left: 40px;">Jeff Sensenig (RWRH)</p> <p>Vacancies</p> <p style="padding-left: 40px;">ICCT – The ICCT position is removed subsequent to the dissolution of the committee as noted in the Bylaws above.</p> <p>Motion by R. McClure to accept changes to Board membership as identified above. Second by G. Coffman. Motion passed unanimously.</p>		
President’s Report	Nominating Committee – J. Glover advised that D. Barrick has agreed to chair the Nominating Committee for upcoming Board elections. She requested volunteers to assist him. S. Kopczynski and D. Masterson agreed to serve.		
Vice President’s Report	No Report		
Secretary/Executive Director Report	Outstanding Conflict of Interest Forms – No outstanding forms.		
OEMS Report	W. Berry discussed the impact of renovations at the OEMS offices and advised all to use email as the primary communications method until renovations are completed. He also discussed the restructuring of the EMS Training Division and the outsourcing of the fingerprinting function to improve efficiencies. C. Vernovai advised that there will be a Recruiting and Retention activity and the Spotsylvania Public Safety Center on 4 May, 2019 and an EMS Officer course in Caroline County on 27 & 28 April, 2019. C. Vernovai also advised that the Council redesignation is tentatively scheduled for 4 April, 2019.		
Old Business	Council Redesignation – Council has completed the application and is awaiting the site visit.		
New Business	<p>PEMS Bylaws and Resolutions</p> <p style="padding-left: 40px;">ICCT – Modified to remove Interfacility and Critical Care Transport (ICCT) Committee from Bylaws due to dissolution by the ICCT committee at their final meeting.</p> <p style="padding-left: 40px;">PEMS/TEMS MCI Workgroup – To improve workgroup processes, the two Councils have changed the structure of the workgroup membership. PEMS membership shall be four representatives from urban and two rural jurisdictions and one representative from a commercial EMS service.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Behavioral Health Committee – The Behavioral Health Task Force has completed the preliminary efforts and narrowed their focus. To better represent future activities, the Task Force is changing to the Behavioral Health Committee with membership made up as follows: <i>a representative of each Community Services Board located in the region served by the Corporation, one magistrate, one representative from each hospital system located in the region served by the Corporation, one representative of each Crisis Intervention Team Assessment Center located in the region served by the Corporation, one representative from Riverside Behavioral Health and one representative from Children’s Hospital of the King’s Daughters’ Mental Health Program, two law enforcement officers from agencies located in the region served by the Corporation, two EMS agency representatives from the Peninsula, one EMS agency representative from the Middle Peninsula, one EMS agency representative from the Northern Neck Peninsula, two mental health clinicians (if not otherwise represented on the Committee), one Operational Medical Director and two representatives at-large.</i> The BHC shall work to improve patient outcomes through accomplishment of the goals identified in the change to the Bylaws.</p> <p>One Board member asked whether there is a continuing purpose for keeping the Rescue Squad Assistance Fund Review Committee. M. Player advised that this committee still has the responsibility to review and grade RSAF grant applications from the region before their review by the Financial Assistance Review Committee.</p> <p>The changes to the Bylaws presented by the Executive Committee for approval by the Board. Changes were approved unanimously by voice vote.</p>		
Good of the Order	<p>Future Board of Directors Meeting 6:00 p.m. on 19 June, 2019.</p> <p>Important Dates – VEMA Symposium (Newport News): 26 to 29 March, 2019 PEMS Regional EMS Awards Submission Deadline: 24 April, 2019 28th Annual Hampton Roads Trauma Symposium (Williamsburg): 26 April, 2019 TEMS EMS & Nursing Educational Expo (Suffolk): 2 to 5 May, 2019 Eastern Virginia Multi-Regional MCI Exercise (TBD): 15 May, 2019 CHKD Pediatric Trauma Conference (Norfolk): 17 May, 2019 PEMS “Celebrate EMS” Day at Busch Gardens (Williamsburg): 18 May, 2019 Memorial Day (Office Closure): 27 May, 2019</p> <p>Attendance and roster verified.</p>		
Adjournment	Meeting adjourned at 7:14 p.m. by J. Glover.		