



Peninsulas Emergency Medical Services Council, Inc.

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Gloucester, VA 23061

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Board of Directors Meeting Minutes

Meeting Date: 18 December 2019

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:40 p.m.

End Time: 7:38 p.m.

Minutes Submitted By: K. Brophy

Draft: Approved Date: 06-17-20

Members Present:	Members Absent:	Staff:	Others:
David Barrick	Trisha Arnest	Amy Ashe	Wayne Berry (OEMS)
Jeff Beasley	Christianne Clifford	Jeff Bendit	Chris Vernovai (OEMS)
Jimmy Brann	Lisa Dodd	Kevin Brophy	
Greg Coffman	Eleanor Erwin	Stephen Pincus	
William Dent	Linnie Green		
Julie Glover	Kimberly Harper		
Cheryl Lawson	Gregory Hunter		
Robert Lee	Stephen Kopczynski		
Michael Player	David Masterson		
Gary Samuels	Rick McClure		
Jason Sweet	Jeff Sensenig		
Ed Walker	Sadie Thurman		
Frank Wingfield			

Item	Discussion	Action Required	By Whom/When
Call to Order	At 6:40 pm by J. Glover		
Introductions	Pledge of Allegiance. Those in attendance introduced themselves.		
Consent Calendar	Consent Calendar* Motion made by Gary Samuels to accept the consent calendar, seconded by Greg Coffman. Approved without changes. a. Board Minutes 09 18 19 PEMS Board of Directors Meeting Agenda 09 18 19 PEMS Board of Directors Meeting Roster		

Item	Discussion	Action Required	By Whom/When
	<p>09 18 19 PEMS Board of Directors Meeting Minutes (Draft)</p> <p>b. Board of Directors Executive Committee</p> <p>08 21 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>09 18 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>09 18 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>09 25 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)</p> <p>09 25 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>09 25 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>09 25 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>09 25 19 PEMS Board of Directors Executive Committee Meeting Roster</p> <p>10 16 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>10 16 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>10 16 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>10 16 19 PEMS Board of Directors Executive Committee Meeting Roster</p> <p>11 20 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>11 20 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>c. Treasurer's Report & Financial Documents</p> <p>December 2019 Financials</p> <p>d. Committee Meeting Documents</p> <p>1) Awards Selection Committee</p> <p>2) Behavioral Health Committee</p> <p>11 13 19 PEMS Behavioral Health Committee Roster</p> <p>3) Critical Incident Stress Management Team</p> <p>09 16 19 PEMS CISM Team Meeting Roster</p> <p>4) Consolidated Testing System Committee</p>		

Item	Discussion	Action Required	By Whom/When
	08 26 19 PEMS Consolidated Testing System Committee Meeting Minutes 11 18 19 PEMS Consolidated Testing System Committee Meeting Agenda (Draft) 11 18 19 PEMS Consolidated Testing System Committee Meeting Agenda 11 18 19 PEMS Consolidated Testing System Committee Meeting Minutes (Draft) 11 18 19 PEMS Consolidated Testing System Committee Meeting Roster 5) Eastern Virginia Health Care Coalition 6) EMS Operations Committee 7) HR MMRS ST Committees 11 14 19 MMRS Strike Team Committee Agenda 8) Medical Advisory Committee 09 12 19 PEMS Medical Advisory Committee Meeting Minutes 12 10 19 PEMS Medical Advisory Committee Meeting Agenda (Draft) 12 10 19 PEMS Medical Advisory Committee Meeting Agenda 12 10 19 PEMS Medical Advisory Committee Meeting Minutes (Draft) 12 10 19 PEMS:TEMS Joint OMD Meeting Minutes 12 10 19 PEMS Medical Advisory Committee Meeting Roster 12 10 19 PEMS:TEMS Joint OMD Meeting Roster 9) Mass Casualty Incident Committee 10) Pharmacy Committee 08 07 19 PEMS Pharmacy Committee Minutes 11 06 19 PEMS Pharmacy Committee Agenda (Draft) 11 06 19 PEMS Pharmacy Committee Agenda 11 06 19 PEMS Pharmacy Committee Minutes (Draft) 11 06 19 PEMS Pharmacy Committee Roster 11) Performance Improvement Committee		

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	09 12 19 PEMS Performance Improvement Committee Meeting Minutes (Draft) 09 12 19 PEMS Performance Improvement Committee Meeting Minutes 12 12 19 PEMS Performance Improvement Committee Meeting Minutes (Draft) 12) Peninsulas Interfacility Coordination Organization 10 17 19 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft) 10 17 19 PEMS Interfacility Cooperation Organization Meeting Agenda 13) Peninsulas Instructor Network 14) Protocols, Policies and Procedures Committee 09 12 19 PEMS Protocols Policies Procedures Committee Meeting Minutes 10 10 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 10 10 19 PEMS Protocols Policies Procedures Committee Meeting Agenda 10 10 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 10 10 19 PEMS Protocols Policies Procedures Committee Meeting Minutes 10 10 19 PEMS Protocols Policies Procedures Committee Meeting Roster 11 14 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 11 14 19 PEMS Protocols Policies Procedures Committee Meeting Agenda 11 14 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 11 14 19 PEMS Protocols Policies Procedures Committee Meeting Minutes 11 14 19 PEMS Protocols Policies Procedures Committee Meeting Roster 12 12 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 12 12 19 PEMS Protocols Policies Procedures Committee Meeting Agenda 12 12 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 12 12 19 PEMS Protocols Policies Procedures Committee Meeting Roster 15) RSAF Review Committee 10 09 19 PEMS RSAF Review Committee Agenda		

Item	Discussion	Action Required	By Whom/When
	<p>10 09 19 PEMS RSAF Review Committee Minutes</p> <p>10 09 19 PEMS RSAF Review Committee Roster</p> <p>16) STEMI Committee</p> <p>08 08 19 PEMS STEMI Triage Committee Meeting Minutes</p> <p>11 14 19 PEMS STEMI Triage Committee Meeting Agenda (Draft)</p> <p>11 14 19 PEMS STEMI Triage Committee Meeting Agenda</p> <p>11 14 19 PEMS STEMI Triage Committee Meeting Minutes (Draft)</p> <p>11 14 19 PEMS STEMI Triage Committee Meeting Roster</p> <p>17) Stroke Committee</p> <p>07 11 19 PEMS Stroke Committee Meeting Minutes</p> <p>10 10 19 PEMS Stroke Committee Meeting Roster</p> <p>10 10 19 PEMS Stroke Committee Meeting Agenda (Draft)</p> <p>10 10 19 PEMS Stroke Committee Meeting Agenda</p> <p>10 10 19 PEMS Stroke Committee Meeting Minutes (Draft)</p> <p>18) Trauma Triage Committee</p> <p>12 12 19 PEMS Trauma Triage Committee Agenda (Draft)</p> <p>12 12 19 PEMS Trauma Triage Committee Agenda</p> <p>12 12 19 PEMS Trauma Triage Committee Minutes (Draft)</p> <p>19) PEMS Policies and Procedures</p> <p>a. Position Description - EMS Field Coordinator (Community Health)</p> <p>b. Position Description - EMS Field Coordinator (Clinical Care)</p> <p>c. Position Description - EMS Planning & Emergency Management Coordinator</p> <p>20) Regional Planning Document</p> <p>PEMS Continuity of Operations Plan</p> <p>PEMS FY19 Annual Report</p>		

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	21) Staff Quarterly Reports PEMS 2QFY20 EMS Field Coordinator (Clinical Care) Quarterly Report PEMS 2QFY20 EMS Field Coordinator (Hospital Programs) Quarterly Report 22) PEMS Update a. Regional Council Meetings w/ OEMS & Dr. Jaber M. Player reported that the Regional Council Directors met with Dr. Jaber to discuss the works of the council. b. ED Sent to National Healthcare Coalition Conference - Houston, TX M. Player reported that the majority of the meetings were spent discussing the vision of ASPR and the Regional Healthcare Program		
Membership Changes	Expiring Terms Greg Hunter (Licensed EMS Agency – Middle Peninsula) Jason Sweet (Licensed EMS Agency – Virginia Peninsula) Resigning Members – None Renewing Members - None Vacancies - None to Board membership as identified above. Second by G. Coffman. Motion passed unanimously.		
President's Report	No report		
Vice President's Report	No Report		
Secretary/Executive Director Report	Staffing Changes – Amy Ashe – Transition to part-time FC – Community Health effective 28 Dec. Seth Craig – Will assume the FC-Behavioral Health duties effective 28 Dec. Stephen Pincus- will begin as the EMS Planning & Emergency Management Coordinator 6 Jan 2020 Outstanding Conflict of Interest Forms – No outstanding forms.		
OEMS Report	Chris Vernovai reported that the Certification and Education Division will be conducting the EMS Auxiliary classes. There are six classes scheduled and OEMS is looking to do nine or ten. They are picking up and		

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	onboarding instructors. The closest class to the PEMS region is scheduled for February. OEMS is trying to get into different areas but for now it is through the fire and EMS schools or Councils.		
Old Business	None		
New Business	<p>PEMS 2019 Governor's EMS Award Winners</p> <p>2019 Governor's EMS Award for Nurse with Outstanding Contribution to EMS - Janet McCoig, RN of Sentara Williamsburg Regional Medical Center</p> <p>2019 Governor's EMS Award for Outstanding Contribution to Emergency Preparedness & Response - Hampton Roads Metropolitan Medical Response System</p> <p>2019 Governor's EMS Award for Outstanding EMS Agency - York County Department of Fire & Life Safety</p> <p>2019 Governor's EMS Scholarship for Outstanding High School Senior of Zoie Sadler, Northumberland High School</p> <p>Annual Audit – K. Brophy presented the draft FY19 audit. A motion was made by Ed Walker and seconded by Robert Lee to accept the draft audit. Passed without changes.</p>		
Good of the Order	<p>Future Board of Directors Meeting 6:00 pm on 18 March 2020 6:00 pm on 17 June 2020</p> <p>Important Dates – Holiday closures (Christmas) – 24 & 25 December 2019 Holiday closure (New Years) – 31 December 2019 & 1 January 2020 2020 Virginia Fire Rescue Conference (Virginia Beach, VA) – 1-23 February 2020 William & Mary Active Shooter Full Scale Exercise (Williamsburg, VA) – 12 March 2020</p> <p>Attendance and roster verified.</p>		
Adjournment	Meeting adjourned at 7:38p.m. by J. Glover.		