



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: 18 September, 2019

Meeting Location: PEMS

Chaired By: W. Dent

Begin Time: 6:30 p.m.

End Time: 7:04 p.m.

Minutes Submitted By: P. Hoyle

Draft Approved Date: 12-18-2019

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

Item	Discussion	Action Required	By Whom/When
Call to Order	At 18:40 by J. Glover		
Introductions	Pledge of Allegiance. Those in attendance introduced themselves.		
Consent Calendar	Consent Calendar* a. Board Minutes 03 20 19 PEMS Board of Directors Meeting Minutes 06 19 19 PEMS Board of Directors Meeting Minutes (Draft) 06 19 19 PEMS Board of Directors Meeting Roster b. Board of Directors Executive Committee 05 08 19 PEMS Board of Directors Special Call Executive Committee Meeting Agenda		

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	<p>05 15 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>06 19 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)</p> <p>06 19 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>06 19 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>06 19 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>06 19 19 PEMS Board of Directors Executive Committee Meeting Roster</p> <p>07 17 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)</p> <p>07 17 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>07 17 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>07 17 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>07 17 19 PEMS Board of Directors Executive Committee Meeting Roster</p> <p>08 21 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>08 21 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>08 21 19 PEMS Board of Directors Executive Committee Meeting Roster</p> <p>c. Treasurer's Report & Financial Documents</p> <p> Statement of Financial Position August 31, 2019</p> <p> Statement of Activity August 31, 2019</p> <p> Budget vs Actuals FY20 Yera to Date</p> <p>d. Committee Meeting Documents</p> <p> 1) Awards Selection Committee</p> <p> 2) Behavioral Health Committee</p> <p> 06 12 19 PEMS Behavioral Health Committee Agenda (Draft)</p> <p> 06 12 19 PEMS Behavioral Health Committee Agenda</p> <p> 3) Critical Incident Stress Management Team</p> <p> 03 18 19 PEMS CISM Team Meeting Minutes</p> <p> 06 17 19 PEMS CISM Team Meeting Minutes (Draft)</p> <p> 06 17 19 PEMS CISM Team Meeting Agenda</p> <p> 06 17 19 PEMS CISM Team Meeting Minutes</p> <p> 09 16 19 PEMS CISM Team Meeting Agenda</p> <p> 09 16 19 PEMS CISM Team Meeting Minutes (Draft)</p> <p> 4) Consolidated Testing System Committee</p> <p> 05 20 19 PEMS Consolidated Testing System Committee Meeting Minutes</p> <p> 06 22 19 CTS Evaluator Training Roster</p> <p> 08 26 19 PEMS Consolidated Testing System Committee Meeting Agenda (Draft)</p> <p> 08 26 19 PEMS Consolidated Testing System Committee Meeting Agenda</p> <p> 08 26 19 PEMS Consolidated Testing System Committee Meeting Roster</p> <p> 08 26 19 PEMS Consolidated Testing System Committee Meeting Minutes (Draft)</p> <p> 5) Eastern Virginia Health Care Coalition</p> <p> 6) EMS Operations Committee</p> <p> 07 02 19 PEMS EMS Operations Committee Meeting Agenda (Draft)</p> <p> 07 02 19 PEMS EMS Operations Committee Meeting Agenda</p> <p> 07 02 19 PEMS EMS Operations Committee Meeting Minutes (Draft)</p> <p> 07 02 19 PEMS EMS Operations Committee Meeting Roster</p>		

Item	Discussion	Action Required	By Whom/When
	<ul style="list-style-type: none"> 7) HR MMRS ST Committees <ul style="list-style-type: none"> 05 09 19 MMRS Strike Team Committee Minutes 8) Medical Advisory Committee <ul style="list-style-type: none"> 06 13 19 PEMS Medical Advisory Committee Meeting Agenda (Draft) 06 13 19 PEMS Medical Advisory Committee Meeting Minutes 09 12 19 PEMS Medical Advisory Committee Meeting Agenda (Draft) 09 12 19 PEMS Medical Advisory Committee Meeting Agenda 09 12 19 PEMS Medical Advisory Committee Meeting Minutes (Draft) 09 12 19 PEMS Medical Advisory Committee Meeting Roster 9) Mass Casualty Incident Committee 10) Pharmacy Committee <ul style="list-style-type: none"> 05 01 19 PEMS Pharmacy Committee Meeting Minutes 08 07 19 PEMS Pharmacy Committee Agenda (Draft) 08 07 19 PEMS Pharmacy Committee Agenda 08 07 19 PEMS Pharmacy Committee Minutes (Draft) 08 07 19 PEMS Pharmacy Committee Roster 11) Performance Improvement Committee <ul style="list-style-type: none"> 06 13 19 PEMS Performance Improvement Committee Meeting Minutes 09 12 19 PEMS Performance Improvement Committee Meeting Agenda (Draft) 09 12 19 PEMS Medical Advisory Committee Meeting Agenda 09 12 19 PEMS Performance Improvement Committee Meeting Minutes (Draft) 09 12 19 PEMS Performance Improvement Committee Meeting Roster 12) Peninsulas Interfacility Coordination Organization <ul style="list-style-type: none"> 04 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Minutes 07 07 18 19 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft) 0 7 18 19 PEMS Interfacility Cooperation Organization Meeting Agenda 07 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Minutes (Draft) 07 18 19 PEMS Interfacility Cooperation Organization Meeting Roster 13) Peninsulas Instructor Network <ul style="list-style-type: none"> 06 20 19 PEMS Peninsulas Instructor Network Meeting Notes 06 20 19 PEMS Peninsulas Instructor Network Meeting Roster 14) Protocols, Policies and Procedures Committee <ul style="list-style-type: none"> 06 13 19 PEMS Protocols Policies Procedures Committee Meeting Minutes 07 11 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 07 11 19 PEMS Protocols Policies Procedures Committee Meeting Agenda 07 11 19 PEMS Protocols Policies Procedures Committee Meeting Minutes 07 11 19 PEMS Protocols Policies Procedures Committee Meeting Roster 08 08 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 08 08 19 PEMS Protocols Policies Procedures Committee Meeting Agenda 08 08 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 08 08 19 PEMS Protocols Policies Procedures Committee Meeting Minutes 08 08 19 PEMS Protocols Policies Procedures Committee Meeting Roster 09 12 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 		

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	<p>09 12 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 09 12 19 PEMS Protocols Policies Procedures Committee Meeting Roster</p> <p>15) RSAF Review Committee</p> <p>16) STEMI Committee</p> <p>05 09 19 PEMS STEMI Triage Committee Meeting Minutes 08 08 19 PEMS STEMI Triage Committee Meeting Agenda (Draft) 08 08 19 PEMS STEMI Triage Committee Meeting Agenda 08 08 19 PEMS STEMI Triage Committee Meeting Minutes (Draft) 08 08 19 PEMS STEMI Triage Committee Meeting Roster</p> <p>17) Stroke Committee</p> <p>04 11 19 PEMS Stroke Triage Committee Meeting Minutes 07 11 19 PEMS Stroke Committee Meeting Agenda (Draft) 07 11 19 PEMS Stroke Committee Meeting Agenda 07 11 19 PEMS Stroke Committee Meeting Minutes (Draft) 07 11 19 PEMS Stroke Committee Meeting Roster</p> <p>18) Trauma Triage Committee</p> <p>06 13 19 PEMS Trauma Triage Committee Meeting Minutes 09 12 19 PEMS Trauma Triage Committee Agenda (Draft) 09 12 19 PEMS Trauma Triage Committee Agenda 09 12 19 PEMS Trauma Triage Committee Minutes (Draft) 09 12 19 PEMS Trauma Triage Committee Roster</p> <p>19) PEMS Policies and Procedures</p> <p>04-001 Financial Policies & Procedures (Placeholder) 06 004 PEMS Consolidated Testing Policies & Procedures (09 18) Final 8 21 19 06 010 Development, Publication & Correction of PEMS Regional Patient Care Protocols (09 19) DRAFT 2019</p> <p>20) Regional Planning Document</p> <p>06 005 PEMS CISM Team Policies and Procedures (12 16) PEMS Regional Performance Improvement Plan (09 18)</p> <p>21) Staff Quarterly Reports</p> <p>PEMS 1QFY2020 EMS Field Coordinator (Hospital Programs) Quarterly Report</p> <p>22) PEMS Update</p> <p>a. PEMS Staff Assignments</p> <p>Motion by D. Masterson to accept Consent Calendar. Second by G. Coffman. Motion passed unanimously.</p>		
President's Report	<p>Membership Changes</p> <p>Expiring Terms</p> <p>Jeff Beasley (City/County Government – Northern Neck) Lisa Dodd (Hospital – Riverside Tappahannock Hospital) Julia Glover (At-Large) Rick McClure (Licensed EMS Agency – Northern Neck) Sadie Thurman (Hospital – Riverside Regional Medical Center)</p>		

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	<p>Resigning Members None</p> <p>Renewing Members – The following members have agreed to serve an additional term if nominated: Jeff Beasley (City/County Government – Northern Neck) Lisa Dodd (Hospital – Riverside Tappahannock Hospital) Julia Glover (At-Large) Rick McClure (Licensed EMS Agency – Northern Neck) Sadie Thurman (Hospital – Riverside Regional Medical Center)</p> <p>Motion by C. Lawson to nominate expiring members for an additional term. Second by G. Samuels. Motion passed unanimously.</p> <p>New Members None Advisory Committee)</p> <p>Vacancies - None</p> <p>Officer Elections: None</p> <p>Executive Committee Elections: None</p>		
Vice President’s Report	No Report		
Secretary/Executive Director Report	<p>Staffing changes: M. Player advised the following staffing changes: Amy Ashe – Accepted position with TNCC. She will retain 0.5 FTE Field Coordinator (Behavioral Health) position. We are advertising to fill the 0.5 FTE Field Coordinator (Community Health) position created by splitting the FTE position.</p> <p>Banking changes: Over the last several months, Middleburg Bank was purchased by Atlantic, and then Atlantic Union. Secondary to these changes, the Council has experienced a loss of utility with respect to banking transactions and business practices. Earlier today, the Executive Committee approved moving banking services to Chesapeake Bank.</p> <p>Outstanding Conflict of Interest Forms – No outstanding forms.</p>		
OEMS Report	<p>W. Berry presented the following information:</p> <p>OEMS Office Spaces Remodeling – Work is 99% complete. Spaces are now secured so visitors must be signed in.</p> <p>Staff Changes – Cam Crittendon has left OEMS. Irene Hamilton is retiring. Twelve additional staff members have left OEMS. They are in the process of hiring an accreditation manager to ACE division. They are also in the process of hiring a help desk employee.</p> <p>Council Changes – Two additional Councils have expressed interest in OEMS staffing and support.</p>		

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	<p>Fingerprinting – Field Print has been contracted to provide fingerprinting services to OEMS. Registration will be via website and printing will be done at regional offices. Results will be posted on agency portals.</p>		
Old Business	<p>VDH Contract Modification Request – Modifications as approved by the Board in June were submitted to OEMS. All were denied except the new vehicle for 2020, and that modification was changed to 50/50 instead of 80/20. Due to the loss of funding, the Designated Infection Control Officer training scheduled for this month has been cancelled.</p> <p>MIHC/Behavioral Health Grant Status:</p> <p>MIH - Mobile Integrated Healthcare conference is scheduled for 4 October, 2019. Thanks to Sentara Healthcare for making the conference possible.</p> <p>Behavioral Health – A RFP has been posted without receiving any replies by interested parties. Intention is to hire a part-time employee to carry out the functions of the RFP to meet grant requirements. The Council is also considering requesting an extension of the grant performance period.</p>		
New Business	<p>PEMS Bylaws and Resolutions: Resolution to document change of banking partner was approved by the Executive Committee earlier today.</p>		
Good of the Order	<p>D. Masterson advised that Heartsafe James City County/Yorktown/Williamsburg will be kicking off a public CPR training event on the lawn of the Colonial Williamsburg Museum from 1:00 to 5:00 PM on 12 October, 2019.</p> <p>Future Board of Directors Meeting 6:00 p.m. on 18 December, 2019. 6:00 p.m. on 18 March, 2020. 6:00 p.m. on 17 June, 2020.</p> <p>Important Dates – Paying for Community Paramedicine (Newport News) 10-04-19 2019 Ebola Virus & Emerging Infectious Disease Summit (Richmond) 10-28-19 40th Annual EMS Symposium (Norfolk) 11-05-19 to 11-10-19 PEMS Office Closure (Veterans Day) 11-11-19 PEMS Office Closure (Thanksgiving) 11-27-19 (half-day) to 11-29-19 Joint PEMS/TEMS OMD Meeting 12-10-19</p> <p>Attendance and roster verified.</p>		
Adjournment	<p>Meeting adjourned at 7:04 p.m. by W. Dent.</p>		