



Peninsulas Emergency Medical Services Council, Inc.

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Gloucester, VA 23061

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

Board of Directors Meeting Minutes

Meeting Date: 19 June, 2019

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:40 p.m.

End Time: 8:03 p.m.

Minutes Submitted By: P. Hoyle

Draft Approved Date: 09-18-2019

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

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 12 19 18 PEMS Board of Directors Meeting Minutes b. Board of Directors Executive Committee 12 19 18 PEMS Board of Directors Executive Committee Meeting Agenda (Draft) 01 16 19 PEMS Board of Directors Executive Committee Meeting Minutes 03 20 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)		

Item	Discussion	Action Required	By Whom/When
	<p>03 20 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>03 20 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>03 20 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>04 17 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)</p> <p>04 17 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>04 17 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>04 17 19 PEMS Board of Directors Executive Committee Meeting Minutes</p> <p>04 17 19 PEMS Board of Directors Executive Committee Meeting Roster</p> <p>05 05 19 PEMS Board of Directors Executive Committee Meeting Roster</p> <p>05 08 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>05 08 19 PEMS Board of Directors Special Call Executive Committee Meeting Minutes</p> <p>05 15 19 PEMS Board of Directors Executive Committee Meeting Agenda (Draft)</p> <p>05 15 19 PEMS Board of Directors Executive Committee Meeting Agenda</p> <p>05 15 19 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)</p> <p>05 15 19 PEMS Board of Directors Executive Committee Meeting Roster</p> <p>c. Treasurer's Report & Financial Documents</p> <p> Statement of Financial Position May 2019</p> <p> Statement of Activity July 2018 May 2019</p> <p> Budget vs Actual FY2019</p> <p>d. Committee Meeting Documents</p> <p> 1) Awards Selection Committee</p> <p> 05 06 19 PEMS Regional EMS Awards Selection Committee Meeting Roster</p> <p> PEMS Regional Awards Press Release 2019</p> <p> 2) Behavioral Health Committee</p> <p> No meetings this quarter</p> <p> 3) Critical Incident Stress Management Team</p> <p> 10 15 18 PEMS CISM Team Meeting Minutes</p> <p> 12 17 18 PEMS CISM Team Meeting Minutes</p> <p> 03 18 19 PEMS CISM Team Meeting Agenda (Draft)</p> <p> 03 18 19 PEMS CISM Team Meeting Agenda</p> <p> 03 18 19 PEMS CISM Team Meeting Minutes (Draft)</p> <p> 03 18 19 PEMS CISM Team Meeting Roster</p> <p> 04 29 19 PEMS CISM Team Meeting (Special Call) Minutes (Draft)</p> <p> 06 17 19 PEMS CISM Team Meeting Agenda (Draft)</p> <p> 4) Consolidated Testing System Committee</p> <p> 02 25 19 PEMS Consolidated Testing System Committee Meeting Agenda (Draft)</p> <p> 02 25 19 PEMS Consolidated Testing System Committee Meeting Agenda</p> <p> 02 25 19 PEMS Consolidated Testing System Committee Meeting Minutes</p> <p> 05 20 19 PEMS Consolidated Testing System Committee Meeting Agenda (Draft)</p> <p> 05 20 19 PEMS Consolidated Testing System Committee Meeting Agenda</p> <p> 05 20 19 PEMS Consolidated Testing System Committee Meeting Minutes (Draft)</p> <p> 5) Eastern Virginia Health Care Coalition</p> <p> 12 06 18 EVHC Meeting Minutes</p>		

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	02 07 19 EVHC Meeting Agenda 03 07 19 EVHC Meeting Minutes 6) EMS Operations Committee 01 08 19 PEMS EMS Operations Committee Meeting Minutes 04 02 19 PEMS EMS Operations Committee Meeting Agenda 04 02 19 PEMS EMS Operations Committee Meeting Minutes (Draft) 04 02 19 PEMS EMS Operations Committee Meeting Roster 7) HR MMRS ST Committees 01 10 19 HR MMRS Strike Team Minutes 05 09 19 MMRS Strike Team Committee Agenda 8) Medical Advisory Committee 12 13 18 PEMS Medical Advisory Committee Meeting Minutes 03 14 19 PEMS Medical Advisory Committee Meeting Minutes (Draft) 03 14 19 PEMS Medical Advisory Committee Meeting Minutes 06 13 19 PEMS Medical Advisory Committee Meeting Agenda 06 13 19 PEMS Medical Advisory Committee Meeting Minutes (Draft) 06 13 19 PEMS Medical Advisory Committee Meeting Roster 9) Mass Casualty Incident Workgroup No meetings this quarter 10) Pharmacy Committee 02 06 19 PEMS Pharmacy Committee Minutes 05 01 19 PEMS Pharmacy Committee Meeting Agenda (Draft) 05 01 19 PEMS Pharmacy Committee Meeting Agenda 05 01 19 PEMS Pharmacy Committee Meeting Minutes (Draft) 05 01 19 PEMS Pharmacy Committee Meeting Roster 11) Performance Improvement Committee 12 20 18 PEMS Performance Improvement Committee Meeting Minutes 03 14 19 PEMS Performance Improvement Committee Meeting Minutes (Draft) 03 14 19 PEMS Performance Improvement Committee Meeting Minutes 06 13 19 PEMS Performance Improvement Committee Meeting Agenda (Draft) 06 13 19 PEMS Performance Improvement Committee Meeting Agenda 06 13 19 PEMS Performance Improvement Committee Meeting Roster 06 13 19 PEMS Performance Improvement Committee Meeting Minutes (Draft) 12) Peninsulas Interfacility Coordination Organization 01 17 19 PEMS Interfacility Cooperation Organization Meeting Minutes 04 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Agenda (Draft) 04 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Agenda 04 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Minutes (Draft) 0 4 18 19 PEMS Peninsulas Interfacility Cooperative Organization Meeting Roster 13) Peninsulas Instructor Network 06 20 19 PEMS Peninsulas Instructor Network Meeting Agenda (Draft) 06 20 19 PEMS Peninsulas Instructor Network Meeting Agenda 14) Protocols, Policies and Procedures Committee		

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	03 14 19 PEMS Protocols Policies Procedures Committee Meeting Agenda & Minutes		
	04 11 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft)		
	04 11 19 PEMS Protocols Policies Procedures Committee Meeting Agenda		
	04 11 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)		
	04 11 19 PEMS Protocols Policies Procedures Committee Meeting Minutes		
	04 11 19 PEMS Protocols Policies Procedures Committee Meeting Roster		
	05 09 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft)		
	05 09 19 PEMS Protocols Policies Procedures Committee Meeting Agenda		
	05 09 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)		
	05 09 19 PEMS Protocols Policies Procedures Committee Meeting Minutes		
	06 13 19 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft)		
	06 13 19 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)		
	06 13 19 PEMS Protocols Policies Procedures Committee Meeting Roster		
	15) RSAF Review Committee		
	04 10 19 PEMS RSAF Review Committee Agenda		
	04 10 19 PEMS RSAF Review Committee Minutes		
	04 10 19 PEMS RSAF Review Committee Roster		
	16) STEMI Committee		
	02 14 19 PEMS STEMI Task Force Meeting Minutes		
	05 09 19 PEMS STEMI Triage Committee Meeting Agenda (Draft)		
	05 09 19 PEMS STEMI Triage Committee Meeting Agenda		
	05 09 19 PEMS STEMI Triage Committee Meeting Minutes (Draft)		
	05 09 19 PEMS STEMI Triage Committee Meeting Roster		
	17) Stroke Committee		
	01 10 19 PEMS Stroke Task Force Meeting Minutes		
	4 11 19 PEMS Stroke Triage Committee Meeting Agenda (Draft)		
	04 11 19 PEMS Stroke Triage Committee Meeting Agenda		
	04 11 19 PEMS Stroke Triage Committee Meeting Roster		
	04 11 19 PEMS Stroke Triage Committee Meeting Minutes (Draft)		
	18) Trauma Triage Committee		
	12 20 18 PEMS Trauma Task Force Minutes		
	03 14 19 PEMS Trauma Task Force Minutes (Draft)		
	03 14 19 PEMS Trauma Task Force Minutes		
	06 13 19 PEMS Trauma Triage Committee Meeting Agenda (Draft)		
	06 13 19 PEMS Trauma Triage Committee Meeting Agenda		
	06 13 19 PEMS Trauma Triage Committee Meeting Minutes (Draft)		
	06 13 19 PEMS Trauma Triage Committee Meeting Roster		
	19) PEMS Policies and Procedures		
	06 004 PEMS Consolidated Testing Policies & Procedures (4 19 DRAFT)		
	03 016 Paid Time Off (Draft)		
	06 010 Development, Publication & Correction of PEMS Regional Patient Care Protocols		
	20) Regional Planning Document		
	2019 Regional Patient Care Protocols		

Item	Discussion	Action Required	By Whom/When
	<p>PEMS Regional Ambulance Restocking Agreement (Hospital)(2018) PEMS Regional Ambulance Restocking Agreement (EMS Agency)(2018) 2018 PEMS Regional Medication Kit Plan 06 011 PEMS Regional Hospital Diversion Policy (12 18)</p> <p>21) Staff Quarterly Reports PEMS 4QFY19 EMS Field Coordinator (Operations) Quarterly Report PEMS 4QFY19 EMS Field Coordinator (Clinical Care) Quarterly Report PEMS 4QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report PEMS 4QFY19 EMS Field Coordinator (Community Health) Quarterly Report</p> <p>22) PEMS Update a. PEMS Staff Assignments <ul style="list-style-type: none"> ▪ 05 001 PEMS Business Manager (04 19 Draft) ▪ 05 004 PEMS EMS Field Coordinator Clinical Care Position Description (04 19 Draft) ▪ 05 005 EMS Field Coordinator Hospital Programs (4 19 Draft) ▪ 05 008 PEMS EMS Planning and Emergency Management Coordinator Position Description (4 19 Draft) b. PEMS Organization Structure</p> <p>Motion by D. Masterson to accept Consent Calendar. Second by G. Coffman. Motion passed unanimously.</p>		
President's Report	<p>Membership Changes Expiring Terms Cheryl Lawson (Regional Medical Director) Cheryl Lawson (Medical Advisory Committee)</p> <p>Resigning Members William Dent (City/County Government – Virginia Peninsula) Stephen Kopczynski (At-Large)</p> <p>Renewing Members Cheryl Lawson (Regional Medical Director)</p> <p>New Members William Dent (At Large) Stephen Kopczynski (City/County Government – Virginia Peninsula) Eleanor Erwin (Medical Advisory Committee)</p> <p>Vacancies - None</p> <p>Motion by Executive Committee to accept the membership actions noted above and apply new 3-year terms to renewing and new members. Motion passed unanimously.</p> <p>Officer Elections: Nominations Committee presented the following candidates for Board Officer positions: President: Julie Glover Vice President: William Dent</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Treasurer: Frank Wingfield</p> <p>J. Glover opened floor for further nominations. None were presented. Nominations were closed. Motion by S. Kopczynski to elect slate as presented. Second by L. Green. Motion passed unanimously.</p> <p>Executive Committee Elections: By virtue of their elected Board positions, J. Glover, W. Dent and F. Wingfield assumed positions on the Executive Committee. C. Lawson retains her position on the Executive Committee as Regional Medical Director. J. Glover opened nominations for the two At Large positions. The following Board Members were nominated: G. Coffman D. Barrick S. Kopczynski</p> <p>G. Coffman and D. Barrick were elected by ballot for the At-Large Executive Committee positions.</p>		
Vice President's Report	No Report		
Secretary/Executive Director Report	<p>Staffing changes: M. Player advised the following staffing changes: Debbie Thomas – Resigned effective 19 May, 2019. Jeff Bendit – PTE to FTE effective 31 July, 2019.</p> <p>Outstanding Conflict of Interest Forms – No outstanding forms.</p>		
OEMS Report	<p>W. Berry presented the following information: OEMS restructuring: W. Berry discussed the restructuring of the Accreditation, Certification and Education (ACE) Division, now led by Debbie Akers.</p> <p>Fingerprinting: Advised that the outsourcing of the fingerprinting function will take place in July. Agencies will be advised of procedures. The term “affiliation” has been returned to EMS regulations as of November, 2018 and all new employees and volunteers must submit fingerprints for clearance. New regulation will not be retroactive.</p> <p>Infection Control Training: Advised that Katherine West (IC-EC) is currently the only approved vendor for training in infection control.</p> <p>Data Validity: Advised that agencies will be receiving an email regarding data validity processes soon.</p>		
Old Business	Council Re-designation – Virginia Board of Health re-designated PEMS on 6 June, 2019.		
New Business	<p>PEMS Bylaws and Resolutions: Bylaws have been changed to reflect the removal of the ICCT Board position since the dissolution of the ICCT in March, 2019. The change will remain posted for comment until the change is presented to the Board for approval in September, 2019.</p> <p>Reconstitution of Mass Casualty Committee: M. Player discussed the proposed changes to the PEMS/TEMS MCI Workgroup. He advised that TEMS has already approved and adopted the changes. Motion by L. Dodd</p>		

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	<p>to approve changes to committee as presented. Second by G. Coffman. Motion passed unanimously.</p> <p>CE/Aux Programs Discontinuation: M. Player discussed the discontinuation of the CE/Aux Programs beyond 30 June, 2019. He then presented the events and discussions resulting from the presentation and sudden withdrawal of OEMS MOUs for each council to hire EMS Educators for their regions. S. Kopczynski stated that the Hampton Roads Fire Chiefs had sent a letter to Gary Brown, Director of OEMS expressing their desire to have all such program development and implementation include the Regional Councils and end users. M. Player stated that he would continue to keep the BOD updated on the situation.</p> <p>FY20 PEMS Budget: M. Player presented the proposed FY20 PEMS Operational Budget. Motion was made by the Executive Committee to accept the budget as proposed. D. Masterson asked how the Council documented grant project expenditures. M. Player and K. Brophy discussed the processes and controls the Council utilizes to ensure accountability. The motion was presented and passed unanimously without further comment.</p> <p>FY21 Revenue Increases: M. Player advised that local government revenues are expected to decrease in FY21 due to anticipated population decreases in the region. He advised that strategic planning to address this should be considered and requested volunteers to work the issue.</p>		
Good of the Order	<p>M. Player announced that W. Dent would be retiring as Fire Chief, City of Williamsburg effective June 28, 2019. The Board of Directors congratulated him on his service career and wished him the best in his retirement.</p> <p>Future Board of Directors Meeting 6:00 p.m. on 18 September, 2019. 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 – Independence Day closure (07-04 & 07-05) Labor Day closure (09-02) Annual Infection Control Update (09-26) Advanced Designated Officer Course (09-26) Basic Designated Officer Course (09-27 & 09-28) Designated Officer Train-the-Trainer (09-29)</p> <p>Attendance and roster verified.</p>		
Adjournment	Meeting adjourned at 8:02 p.m. by J. Glover.		