



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Meeting Minutes

Meeting Date: 12-14-2022

Meeting Location: PEMS Office and MS Teams

Chaired By: Julia Glover

Begin Time: 6:35 p.m.

End Time: 8:20 p.m.

Minutes Submitted By: Steve Pincus

Draft: Approved Date: 03-15-23

Members Present:	Members Absent:	Staff:	Others:
Barrick, J. David (EC) (T)	Beasley, Jeff	Ashe, Amy	Gardner, Ben – Wells Coleman TC
Dent, Pat (EC) (VP) TC	Beam, Bradley	Bever, Greg	Tress, Rebecca – Wells Coleman TC
Doak, Melissa	Clifford, Christianne	Brophy, Kevin	Vernovai, Chris – OEMS
Glover, Julia (EC) (P)	Dodd, Lisa	Craig, Seth	
Gupta, Sudershan	Harper, Kimberly	Pincus, Stephen	
Kennedy, Shannon TC	Hunter, Greg	Thomas, Debbie (TC)	
Kopczynski, Stephen TC	Player, Michael (S) (EC) (NV)		
Louka, Amir (EC) (RMD) TC	Paulette, Mitch		
Northstein, Johanna	Price, Amber		
Samuels, Gary TC	Stewart, Sherwin		
Sensenig, Jeff TC	Thurman, Sadie		
Smith, Matthew (TC)	Wingfield, Frank		

Item	Discussion	Action Required	By Whom/When
1. Call to Order and Introductions	Julia Glover called the meeting to order at 6:35 p.m. and attendees introduced themselves. (Note: This meeting was an in-person meeting with a MS Teams virtual option.		
2. Audit Presentation*	Rebecca Tress and Ben Gardner from Wells Coleman virtually attended the meeting to present the findings of the annual audit. A PowerPoint presentation with brief explanations of the audit findings was given to the board by Ben Gardner. Kevin Brophy stated that the Executive Committee recommended accepting the audit.	Post Audit Documents	Steve

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	Gary Samuels made a motion that the Board accept the audit as submitted by Wells Coleman. Dr. Gupta seconded the motion. The motion carried unanimously.		
3. Consent Calendar*	The Consent Calendar was placed on the website as well as on MS Teams BOD Meeting Documents folder for review by board members. Dave Barrick made the motion to adopt the Consent Calendar as presented. Melissa Doak provided the second to the motion. There was no discussion regarding the Consent Calendar. Motion carried unanimously.		
4. President's Report	<p>Julia Glover reported that there were several changes to membership for the Board of Directors. There were two resignations – Brad Beam (Licensed Agency – Virginia Peninsula) and Dr. Jeff Sensenig (Hospital Representative – Walter Reed). Dr. Sensenig stated that he was stepping aside and that Dr. Dustin St. George, ED Physician with an EMS Fellowship to represent Walter Reed Hospital. There was subsequent discussion that a letter from Walter Reed Hospital Administration appointing Dr. St. George to the board was needed.</p> <p>A motion was made by Dr. Gupta to accept Dr. St. George on the board upon receipt of the letter from Walter Reed Hospital. Melissa Doak provided the second. Motion Passed.</p> <p>Steve Pincus reported that Michael (Mike) Kuhns retired head of the Peninsula Chamber of Commerce and will be happy to serve on the board as the Virginia Peninsula Business Representative. He sent is regrets on not being able to attend the meeting due to a previously scheduled trip. Dave Barrick made a motion to accept Mike Kuhns as a new member on the board. Gary Samuels provided a second to the motion. The motion unanimously carried.</p> <p>Julia Glover also stated that there are additional vacancies, one for the City/County Government from the Middle Peninsula. Stacy Reaves, Chief of King William County has been approached and has agreed to serve. This will be brought forward at the March BOD meeting. There are additional vacancies from Licensed EMS Agencies on the Middle Peninsula and the Virginia Peninsula. Steve Pincus reported that the EMS Operations Committee will meet in January and make appointments to fill those respective vacancies.</p>	<p>Remove Brad Beam and Dr. Jeff Sensenig from the BOD Roster.</p> <p>Add Dr. Dustin St. George to the BOD roster upon receipt of a letter from Walter Reed Hospital.</p> <p>Add Michael Kuhns to the BOD Roster</p>	<p>Kevin</p> <p>Kevin</p> <p>Kevin</p>
5. Vice President's Report	Chief Dent stated that he did not have anything further to report.		
6. Secretary's Report	<p>Chief Player was traveling so he sent his report to Kevin Brophy so that he could present it to the board. The following is what was presented:</p> <ul style="list-style-type: none"> • New five-year OEMS service contract and workplan – Last week, the Council signed a new five year service contract with the Virginia Department of Health Office of EMS. The new contract, the product of over a year-and-a-half of combined discussions between the Regional Council Directors and the Virginia Office of EMS. The new contract funds an expanded workplan and provides for the increased cost of goods and services due to inflation. <ul style="list-style-type: none"> ○ It also increased the funding support for the Regional Medical Director as requested. ○ Funded the full-time Community Health EMS Field Coordinator position through December 2023 ○ Funded the part-time EMS IT Specialist position through December 2023 		

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	<ul style="list-style-type: none"> • New Virginia Statewide EMS Plan – The EMS Advisory Board approved the 2023-2025 Virginia Statewide EMS Plan at its last meeting in November. The plan is expected to be formally adopted by the Board of Health at its next meeting. We will begin a process through our committees over the next quarter to align and update the Region’s three-year Strategic EMS Plan. • Revise PEMS Continuity of Operations Plan – One of the deliverables under the new contract is to reformat the PEMS Continuity of Operations Plan using a new OEMS developed template • Employee Handbook – Another deliverable under the new contract is an employee handbook. Staff was already in the process of developing such a handbook in cooperation with its Management Consulting Specialist SESCO and hope to have that ready for approval in the near future. <p>I apologize for not being able to be with everyone this evening but I want to take this opportunity to wish everyone Merry Christmas and a new year filled with joy and personal peace. I pray for God’s blessings for each of you and your family’s and thank you for all you do for PEMS.</p>		
7. Treasurer’s Report	Dave Barrick reported, “We have money.” He went on to say that he continues to meet with the business manager to review the financials. In January 2023, a six-month budget review will take place to determine whether adjustments will be necessary.		
8. Regional Medical Director’s Report	<p>Dr. Amir Louka provided the following for his report:</p> <p>PEMS has had an exceptional year. The outstanding work completed at both the regional and agency level is most evident by a sweep of at least half of the VA governor’s awards. Through the work of the committees, interfacility and interagency cooperation, hospital partnerships, and the dedication of our fantastic providers in the field, we continue to raise the bar for the care of the ill and injured across the region and the state.</p> <p>Local initiatives are underway that include the expanding deployment of advanced tools for patient safety, assessment and treatment such as prehospital ultrasound and mechanical ventilators with a number of agencies. In October of this year, the region’s first prehospital whole blood program began in James City County and was put to use in the care of a critically injured patient almost immediately. Today, a higher level of evidence-based care is available to patients across the Peninsulas region than ever before.</p> <p>PEMS serves as a meeting place for all stakeholders within the region to come together in support of our shared mission to provide the most effective, equitable, patient centered care possible to our patients. This is evident in the work of the clinical committees such as PPP and pediatric care which have met regularly throughout the year to review and recommend updates to over a dozen protocols and procedures. The hospital-focused committees, specializing in pharmacy issues, stroke, STEMI, and trauma have been active in their roles of strengthening our regional systems of care. Perhaps most importantly, we continue to see a year-on-year increase in participation by operational medical directors from across the region in training, direct supervision in the field, policy development, and crafting evidence-based patient care guidelines.</p> <p>Looking toward the year and years to come, I look forward to opportunities to continue to raise the bar with a re-emphasis on data-driven decision making. Specifically, I would aim to include the development of regionwide training programs on a variety of high-risk low-frequency topics such as neonatal resuscitation and multiagency MCI response. Additionally, the development of regional best practices to support advanced tools</p>		

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	<p>being deployed will reduce the learning curve for agencies wishing to adopt new tools procedures while improving standardization and interoperability between agencies. These include mechanical ventilation, point of care ultrasound, and whole blood transfusion.</p> <p>Events across the nation and close to home continue to underscore the necessity for our agencies and institutions to build systems which facilitate cooperation and coordination. As we saw with COVID and will undoubtedly see again, our capacity to work together to overcome challenges will define our shared success. To that end, my “door” is always open – I welcome anyone with an interest in collaborative work to contact me at your convenience.</p>		
9. Staff Reports	Staff members gave an overview of their activities for the past quarter.		
10. OEMS Report	<p>Chris Vernovai from OEMS reported that OEMS will be hiring a full-time I.T. Specialist and a few part-time positions to assist Jim Huffman. This will be done by an MOU with Western Council for a state-wide I.T. system. This will be to assist the eleven councils and assist with I.T. the current positions will be funded through December 2023. There will be money to improve the I.T. system so there will be redundancies.</p> <p>In reference to the Continuity of Operations Plan (COOP) it came to light during COVID that the many plans of the various councils did not necessarily fit in with the plan from VDH. Therefore, the determination was made to have a state-wide template that the councils would use so that council plans would be more uniform and better integrate with the state’s plan.</p> <p>Chris stated that in the new contract there is a provision for the council to receive reimbursement for the annual audit.</p> <p>Towards mid to late January OEMS will provide the councils a guidance document on the various programs and how they should be administered according to the councils work plan.</p> <p>Mobile Integrated Health programs do go through OEMS. Tim Perkins is the contact person. The application for this is a “Notice of Intent,” and you must be a licensed EMS agency in order to have one of these programs. This is so that there is regulatory check.</p>		
11. Old Business	<p>Bylaw Changes-Kevin Brophy reported that the changes to the bylaws were available on the BOD Teams site and had been posted for some time. This was initiated during the September BOD meeting. The main changes consisted of Article V, Section 3 Composition of Hospital Facilities (this adds a representative from the facility bringing that number to 28 members of the BOD) and a clause to add Riverside Behavioral Health Center as a hospital within the PEMS region.</p> <p>*Motion by Dr. Gupta to accept the changes to the bylaws. Dave Barrick provided the second. The motion carried.</p>	Update and publish the bylaws	Kevin (Update) Steve (Publish)
12. New Business	<p>1. Julia Glover provided a listing of the people from the PEMS region who received the 3 Governor’s EMS Awards:</p> <ul style="list-style-type: none"> a. Gary Samuels, NRP, Bon Secours - EMS Award for Excellence b. Lou Ann Miller, RN, Riverside Regional Medical Center - EMS Award for Nurse with Outstanding Contribution to EMS 		

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	<ul style="list-style-type: none"> c. Tyler Reid, NRP, York County Fire and Life Safety - EMS Award for Outstanding Provider d. PEMS Pediatric Care Committee - EMS Award for Outstanding Contribution for Children e. Nightingale Regional Air Ambulance - Outstanding EMS Agency <p>2. Sadie Thurman's term on the EMS Advisory Committee was extended by one year.</p>		
13. Good of the Order	There were no concerns or questions from board members		
14. Next Meeting and Important Dates	<ul style="list-style-type: none"> a. Next BOD Meeting <ul style="list-style-type: none"> a. March 15, 2023 at 6:30 p.m. b. June 21, 2023 at 6:30 p.m. Important Dates <ul style="list-style-type: none"> a. December 23-26, 2022, Christmas, PEMS Office Closed b. January 2, 2023, New Year Day, PEMS Office Closed c. April 21, 2023, Hampton Roads Trauma Symposium d. May 20, 2023, EMS Day at Busch Gardens 	Complete and Submit Roster	Steve
15. Verify Attendance	Steve Pincus made certain attendees signed the roster and also verified attendance of those attending virtually.		
16. Meeting Adjourn	Dave Barrick made a motion for the meeting to adjourn. Meeting ended at 8:20 p.m.		