



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Meeting Minutes

Meeting Date: 09-20--2023

Meeting Location: Virtual – MS Teams

Chaired By: Julia Glover

Begin Time: 6:31 p.m.

End Time: 7:38 p.m.

Minutes Submitted By: Steve Pincus

Draft: Approved Date: 03-20-2024

Members Present:	Members Absent:	Staff:	Others:
Barrick, J. David (EC)(T) TC	Beasley, Jeff	Ashe, Amy TC	Vernovai, Chris (OEMS) TC
Doak, Melissa TC	Clifford, Christianne	Brophy, Kevin TC	
Glover, Julia (EC) (P) TC	Dent, William	Craig, Seth TC	
Kopczynski, Steve TC	Dodd, Lisa, MD	Pincus, Steve TC	
Lang, Betsy (TC)	Gupta, Sudershan, MD		
Louka, Amir MD TC	Hunter, Greg		
Northstein, Johanna (TC)	Kennedy, Shannon		
Player, Michael (S) (EC) (NV) TC	Kuhns, Mike		
Paulette, Mitch TC	Massignan, Jason		
Price, Amber TC	Reaves, Stacy		
Stewart, Sherwin TC	Samuels, Gary		
Sink, Betsy (TC)	Smith, Matthew		
	St. George, Dustin MD		
	Thurman, Sadie		
	Ward, Gary TC		

Item	Discussion	Action Required	By Whom/When
1. Call to Order, Introductions and Attendance	President Julia Glover called the meeting to order at 6:31 p.m. Steve Pincus performed a roll call and took attendance. Members introduced themselves.	Record attendance on the meeting roster	Steve
2. Consent Calendar*	Julia Glover presented the consent calendar and asked whether the board members wanted to accept them in full or separate out any items. No items were separated out. Dr. Louka made a motion to accept the consent calendar as submitted. Sherwin Stewart provided the second. Motion carried.	Submit previous meeting minutes as final minutes	Steve
3. President's Report*	<ul style="list-style-type: none"> a. Julia Glover thanked members for being there and for their service. b. Membership changes: <ul style="list-style-type: none"> 1. Expiring Terms-None 2. Resignations-None 3. Renewing members-Chief Matt Smith, Lancaster County EMS, Licensed EMS Agencies (Northern Neck) * 4. New Members – Chief Betsy Sink, James City County Fire Department, Licensed EMS Agencies (Virginia Peninsula) * <p>Chief Mitch Paulette made a motion to accept the two members. Johanna Northstein provided the second. Motion Carried.</p> <ul style="list-style-type: none"> c. Election of Officers* <ul style="list-style-type: none"> 1. President Julia Glover gave a report from the nominating committee. The nominating committee recommended Julia Glover for President, Chief Pat Dent for Vice President, Chief Dave Barrick for Treasurer, Gary Samuels and Sherwin Stewart for members at large. Also included were Sr. Louka as Regional Medical Director and Michael Player as Secretary. 2. Nominations from the floor. – There were no nominations from the floor. 3. Vote on Officers* Chief Kopczynski made a motion to accept the recommendations of the nominating committee. Betsy Lang provided the second. Motion carried. 	<ul style="list-style-type: none"> b. Update the BOD Roster c. Record Election of Officers and update EC Roster 	<p>Kevin</p> <p>Kevin</p>
4. Vice President's Report	Chief Dent was not able to attend this board meeting.		
5. Secretary/ Executive Dir Report	<p>Chief Player provided the following report:</p> <ul style="list-style-type: none"> a. PEMS Staffing Changes-Chief Player notified the board that PEMS I.T. Specialist, Greg Bever has left employment with PEMS. b. Policies and Procedures Manual – Chief Player stated that he wanted to expand on the Employee Handbook the Board approved in the consent calendar. He explained that the new policy was a combination of all of the individual employee policies and procedures into a single Employee Handbook. This was similar to what PEMS had done in 2021 when they combined all of the financial management policies. Chief Player stated that PEMS contracted with PEMS' Management Consultant Firm, SESCO, to make certain that the Handbook met all federal and state regulations. 		

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	<p>c. Fall 2023 RSAF Grant Cycle – Chief Player reported the PEMS RSAF Grant Review Committee would be meeting to rate the grant applications and send recommendations to the state. 8.5 million dollars in requests were received by the state.</p>		
6. Treasurer’s Report	<p>Chief Barrick stated that he met with Kevin Brophy and went over the current status of PEMS finances. Kevin Brophy stated that the financial documents were posted on the consent calendar.</p>		
7. Regional Medical Director’s Report	<p>a. State Medical Advisory Committee - Dr. Louka stated that there wasn’t too much discussion at the last MDC meeting. There was discussion on nomenclature on EMS physicians. There was the announcement of the cancelling of the EMS symposium which has left a lot of providers to seek out different avenues to obtain CE’s for recertification purposes. PEMS has partnered with Rappahannock Community College to put on a symposium around the same time that the cancelled State Symposium was scheduled.</p> <p>b. Medical Advisory Committee – Dr. Louka reported that the MAC agreed that the adult and the pediatric protocols would be combined. This will be presented at the next protocol roll out.</p> <p>There was discussion about the “Whole Blood Initiative”. Dr. Louka feels that this is going to be becoming more prevalent throughout the state. One issue that needs to be addressed is that currently the blood for agencies is being purchased through private vendors. Agencies are not currently able to do an exchange at the hospitals and so if they do not use the blood, it gets put in the trash. This is not sustainable or scalable across the state. The blood is not able to be given away before it expires. This is not because of the manner in which the blood is kept, but that hospitals will not accept it. He suggested that the hospitals consider speaking with him to establish a program. Amber Price told Dr. Louka that she would discuss this with him off line to see if there is a workable solution.</p> <p>Dr Louka went on to say that the other OMDs at the State MDC meeting agreed that this is a critical need and that OEMS should develop a way to “vet” and credentialing blood programs for EMS use so that a regular exchange with the hospital systems can be established so that blood will not be wasted.</p>		
8. PEMS Staff Reports	<p>Amy Ashe reported on the MIH workgroup and that they are looking at grant opportunities. They submitted a behavioral health transport protocol to Dr. Louka for his review and feedback. This should get presented to the MAC.</p> <p>Kevin Brophy reported that PEMS has received the majority of the locality payments. He expects that he will receive the remainder of the payments soon. The audit will start in October. For future board meetings all of the meeting documents – agendas and minutes will be uploaded into MS Teams. He stated that he will send out something to the board to make certain that they can access the documents. Kevin stated that he attended the Fire & EMS Legislative Summit and the OEMS Regional Directors Group Meeting.</p> <p>Seth Craig reported that the annual protocols, policies, and procedures are being worked on. There are not a lot of significant changes other than the format of combining adult and pediatric protocols. The MAC will review these once completed. The Pediatric Care Committee is looking at various metrics so that pediatric care can be improved. This includes airway management, intubation of</p>		

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	<p>pediatric patients, and supraglottic airways. They are also looking at the medications given to peds patients- albuterol and Atrovent. Debbie Thomas is assisting in gathering the data.</p> <p>Joann King- Kevin Brophy reported that Joann was out on training. He stated that she had conducted a live tissue training session at Newport News, an EVOc training for West Point, and Dementia Train-the-Trainer session were held at the PEMS office. One person came to PEMS and received the BLS Psychomotor testing for Legal recognition of their EMT.</p> <p>Steve Pincus reported that this has been a very busy quarter for exercises with the hospital systems. He said that the assisted at two exercises at Riverside Regional Hospital and one at Riverside Walter Reed. On September 30th he said that he will be assisting the Lancaster County Cert Team with moulage. He stated that he has been busy with several committees outside of PEMS mainly with the Hampton Roads Planning District where he sits on several subcommittees. They are currently in the process of developing a crisis communications guide for the region. In another area PEMS was made aware of an ADA regulation that requires sign language interpreters for the hearing impaired who have medical emergencies. Steve stated that he is researching various solutions to be brought forward at the next EMS Operations Committee meeting.</p> <p>Debbie Thomas- Kevin Brophy reported that Debbie has been attending the state workgroup for Regional Performance Improvement coordinators. They will be meeting in the next week. And are looking at ways to improve performance throughout the state.</p> <p>Travis Veach was on duty so Kevin Brophy reported that Travis met with Hampton to review the CSR process and they are looking to apply for CSRs. He will be going to other agencies as well. There was a Pulsara demonstration for hospital systems at Riverside Regional. They hope to get this up and running soon. There have been several medication incident reports that mainly surround documentation issues. It appears that this is an educational issue. PEMS just received ten new drug boxes that will be placed into the current system.</p>		
9. Office of EMS Report	<p>Chris Vernovai's report was delayed at first so Julia Glover went onto "Old Business." When Chris returned, he stated that Chief Player had done a good job of reporting what was going on with the Office of EMS.</p> <p>Chris Vernovai stated that they had an EMS Officer class in Petersburg over the past weekend. There were ten who attended. He then stated that this was the last scheduled class for 2023.</p> <p>Chief Player asked C. Vernovai if he could advise when the State would resume payment of invoices. Chris replied that as soon as he finds out that he would let Chief Player know. He then went onto say that Kevin Brophy would probably find out before Chris does. Chris then stated that he knows that the state is trying to get payments re-started as soon as possible, but that he does not know where the state is in that process. Chris stated that he has asked several times but does not have an exact timeframe.</p>		

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10. Old Business	<p>a. OEMS Budget Crisis/VDH Audit – Chief Player stated that on August 23rd, the board was made aware of a budget shortfall at VDH. The Department of Health has frozen all payments on invoices until further notice. Chief Player stated that he is not aware of any specific dates when payments will re-start. VDH and OEMS are currently undergoing an audit. Chief Player also stated that several regional councils have had auditors approach them requesting all expenses for the past two fiscal years.</p> <p>Chief Player then went on to say that this affects PEMS cash. He stated that all discretionary spending has been suspended and only he and the business manager can authorize purchases. Travel for meetings or business is limited. Meetings must be attended virtually if possible.</p> <p>Staff has been advised to refrain from engaging in rumors and speculation. This involves a lot of people from across the state and we would like to preserve the reputation of the EMS community in Virginia.</p> <p>Chief Player then stated that he had met with the Business Manager to determine how long PEMS can operate without touching the line of credit. PEMS is seeking other grant opportunities and funding. Unfortunately, the timing is off-cycle from the availability of many of the grants, but we may ask our partners to assist by providing their sponsorship early this year. PEMS has extended the line of credit and will use that to extend the cash into 2024.</p> <p>Mitch Paulette asked what is the projection for operations by increasing the line of credit. Chief Player replied that PEMS should be able to operate into January without getting additional funds.</p> <p>b. PEMS New Website – Chief Player stated that in June that the Regional Council’s I.T. Group had contracted with Sandbox Creative Agency and MBingham Projects to redesign the website. The project’s intention is to create a framework that will make navigation easier for all users. This is supposed to eventually standardize the appearance for all the councils.</p> <p>Work has gone on throughout the summer to complete content elements. The project will then transition to the active page development. Chief Player then asked that agencies and hospital systems provide some good quality pictures so they can be included on the website. It is hoped that the project will be completed soon.</p>		
11. New Business	<p>a. Line of Credit</p> <p>Chief Player reported that PEMS staff went to the Executive Committee to ask to extend the line of credit from \$60,000.00 to \$100,000.00. The line of credit was originated and last used for a similar situation with the state caused by frequent delays in service contract payments. At that time, the council was cashing out CDs to make payroll only to have the state make payment shortly thereafter. The line of credit allows the council to bridge gap in order to maintain the council’s financial obligations.</p> <p>Chief Player then went onto say that as the council had grown and the operating budget had grown, PEMS needed to increase the line of credit in order to meet obligations for a fiscal quarter. This will</p>		

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	be used to bridge funding delays from the Office of EMS. It is expected that this will take PEMS into mid-January.		
12. Good of the Order	<p>a. Board Members</p> <ol style="list-style-type: none"> 1. Questions – None 2. Concerns 3. Discussion of Issues? <p>Betsy Lang state that there will be a soft opening on November 17th of Virginia’s first psychiatric emergency department. This will be a trial run so that they can make any necessary adjustments to the E.D. process before it is opened to the public on or about November 24th. The open house is on October 4, 2023. They are looking to do some patient trials with law enforcement and EMS prior to the opening.</p> <p>b. Guests – There were no guests in attendance</p>		
13. Next Meeting and Important Dates	<p>a. Next BOD Meetings</p> <ol style="list-style-type: none"> 1. December 20, 2022 at 6:30 p.m. 2. March 20, 2024 at 6:30 p.m. <p>b. Important Dates</p> <ol style="list-style-type: none"> 1. September 26, 2023 State-wide Regional PI Coordinators Meeting 2. Columbus Day Holiday - PEMS Closed October 9, 2023 3. October 12, 2023 EVHC Meetings at PEMS 4. October 18, 2023 Executive Committee Meeting 5. October 24, 2023 State-wide Regional PI Coordinators Meeting 6. Election Day Holiday - PEMS Closed November 7, 2023 7. RCC/PEMS EMS Symposium November 10-12, 2023 8. State EMS Advisory Board Meetings November 15-17, 2023 9. November 18, 2023 Executive Committee Meeting 10. Thanksgiving Holiday - PEMS Closed November 22 (Half Day) November 23-24, 2023 11. December 5-6, 2023 Healthcare Organizations Emergency Preparedness Seminar 12. Christmas Holiday - PEMS Closed December 22-25, 2023 		
14. Verify Attendance	It was noted that Chief Betsy Sink joined the meeting after the initial roll call. She was added to the attendance roster.		

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15. Adjournment	Chief Barrick made a motion to adjourn the meeting. Meeting adjourned at 7:38 p.m.		