



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: September 16, 2020

Meeting Location: Teleconference

Chaired By: Julie Glover

Begin Time 5:37 p.m.

End Time: 6:13 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: October 21, 2020

| Members Present: | Members Absent: | Staff: | Others: |
|--|-------------------------|---------------------------------|---------|
| Barrick, David, Treasurer (TC) | Beasley, Jeff, At-Large | Brophy, Kevin, Business Manager | |
| Coffman, Greg, At-Large (TC) | | | |
| Dent, William, Vice President (TC) | | | |
| Glover, Julia, President (TC) | | | |
| Louka, Amir, MD, RMD (TC) | | | |
| Player, Michael, Secretary/Executive Director (TC) | | | |

| Item | Discussion | Action Required | By Whom/When |
|------------------|---|-----------------|--------------|
| Call to Order | J. Glover called the meeting to order at 5:37 p.m. A motion was made by D. Barrick and seconded by P. Dent to approve the July 22, 2020 and August 19, 2020 minutes. The motion was passed without changes. | | |
| Financial Report | <p>Financial Statements – K. Brophy made the Council Financial Reports available for review (Attached) including:</p> <ul style="list-style-type: none">a. Statement of Activity July 1, 2019 – August 31, 2020b. Statement of Financial Position July 1, 2019 – August 31, 2020c. Daily Cash Reportd. FY21 Projected Cash Report <p>K. Brophy reviewed the daily cash report and made it available to the members of the EC, if requested, on a daily or weekly basis. K. Brophy reviewed the Statement of Activity, Statement of Financial Position, FY21 YTD Budget vs. Actual and the cash projections for FY21.</p> | | |

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| | <p>K. Brophy reported that he met with the Treasurer to review the financials, ED timesheets and credit card statements, and bank reconciliations.</p> <p>K. Brophy presented and discussed an updated FY21 Operating Budget that included a \$4,800 stipend for the Regional Medical Director.</p> | | |
| <p>Old Business</p> | <p>COVID-19 Operations & Regional Response – M. Player reported that the Council is still operating virtually and he will give a full report to the Board of Directors.</p> <p>Areas where operations can be improved are being discussed. Several IT improvements have been made in conjunction with the State and the other Regional Councils.</p> <p>EMS Field Coordinator – Hospital Programs – This item was not discussed.</p> <p>Audit – K. Brophy reported that the annual audit will begin on September 23 and will again be conducted by Wells Coleman.</p> <p>EMS Awards – M. Player reported that the 2020 PEMS EMS Awards have been announced and are being presented at the award winner’s workplaces. The following are the 2020 Award recipients:</p> <p>Tamera McDaniel – Prehospital Educator Mitchell Paulette – EMS Leadership Amir Louka, MD – Physician Sara Watkins – Nurse Tabbel Abrams – Telecommunications/Dispatcher Northumberland County Emergency Services – Children Edward Cantwell – Health & Safety Sherl Emerson – Emergency Preparedness & Response Seth Craig V – High School Senior Hampton Division of Fire and Rescue – Agency David Justis, MD – Excellence York County Fire & Life Safety – Call Cheryl Lawson, MD – Presidents Award Peninsulas COVID-19 Operations Center – Innovation Excellence Special Recognition Awards - Kevin Pearce, Bruce Sterling, Amy Green, VDH Office of Emergency Preparedness, VDH Office of EMS, Jeffrey Bendit, and Paul Hoyle</p> <p>Bathroom Build-Out – M. Player reported that the contractor began last week. This will allow us to have people in the office and meet the Department of Labor guidelines for cleaning and disinfecting. The company that is doing the construction is doing so as a community service and if the project comes in under budget that is all they will charge.</p> <p>Line of Credit – K. Brophy reported that the loan documents for the line of credit have been received and need original signatures. K. Brophy will set up times and places to obtain the signatures.</p> | | |

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| | <p>RMD Stipend – M. Player reported that initially the FY21 budget included a stipend of \$4,800 for the Regional Medical Director. That line item had been removed from the final budget and the contract was presented to the Regional Medical Director without the stipend. Staff would like to recommend that the stipend be reinstated because of the outstanding work that Dr. Louka has been performing. D. Barrick made a motion to reinstate the stipend of \$4,800 (\$1,200 per quarter). The motion was seconded by P. Dent and passed without opposition.</p> | | |
| <p>New Business</p> | <p>IT Changes & Upgrades – M. Player reported the following IT Changes and upgrades.</p> <ul style="list-style-type: none"> • Big Blue Button – A new meeting platform to replace Got To Meeting. The platform is being paid for by the Regional Councils and there will be no additional cost to PEMS. Staff anticipates moving to this platform in October. • Web Site- Updates to the web site continue. • On-Line Server – Currently when power is lost at the office staff does not have access to the files on the server. Work has begun to migrate all of the files that are currently on a physical server to a cloud-based server. The framework for the server has been completed and M. Player and K. Brophy are working on the design and implementation of it. It will run parallel with the physical server through October and the migration will be complete in November. • Power back-up – Currently if the VPN connection is lost someone has to go to the office and physically reboot it. Hardware has been installed that routinely checks for connectivity and if it senses loss in connectivity will automatically re-boot the system. • Monday.com – Is a planning and project management platform. Working with the other regional councils we are looking at this platform for our planning needs. This will help us build a better business and service platform. | | |

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| Good of the Order | The next meeting is scheduled for October 21, 2020 at 5:00. | | |
| Adjournment | The meeting was adjourned at 6:13 pm | | |