



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: April 20, 2022

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:15 pm

End Time: 6:13 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: June 15, 2020

Members Present:	Members Absent:	Staff:	Others:
Barrick, David (T) (TC)	Beasley, Jeff	Brophy, Kevin (TC)	
Dent, William (VP)	Brann, Jimmy		
Glover, Julie (P)(TC)			
Louka, Amir (RMD)(TC)			
Player, Michael (S) (NV)			

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:15 pm. A motion was made by D. Barrick and seconded by P. Dent to approve the February 16, 2022 minutes. The motion was passed without changes.		
Financial Report	<p>Financial Statements – K. Brophy made the Council Financial Reports available for review.</p> <ol style="list-style-type: none"> Statement of Activity July 1, 2021 – March 31, 2022 Statement of Financial Activity July 1, 2021 – March 31, 2022 Budget vs. Actuals July 1, 2021 – March 31, 2022 Daily Cash Report FY22 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 Cash & Cash Projection Reports, Statement of Activity, and Budget vs. Actuals.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>1st Quarter Taxes - K. Brophy reported that the 1st Quarter 2022 taxes have been filed and accepted by the IRS and State.</p> <p>Rebuild VA Grant – K. Brophy reminded the committee of the Rebuild VA Grant application that the Council submitted in November 2020. The grant ran out of funds before the application could be processed. The grant has since been refunded and our application was processed. The original request was for \$17,257. Due to the way the grant awards are calculated, the Council has been awarded \$90,133. The funds have been received from the State and deposited in the Council’s reserve account</p> <p>Increasing Vanguard Money Market – K. Brophy requested that \$75,000 of the Rebuild VA grant be transferred to the Vanguard Money Market account. The remaining \$15,000 will be used for HVAC replacement costs. D. Barrick made a motion to approve the request; seconded by P. Dent. The motion passed without opposition.</p>		
Old Business	<p>COVID-19 Operations and Regional Response Update & Executive Director’s report – M. Player reported that the Council continues to participate with agencies, jurisdictions, health departments, healthcare coalitions and others in the coordinated COVID response efforts.</p> <p>The Council is beginning to work on a multi-regional Mass Casualty Incident Plan (MCI) with the Tidewater EMS Council (TEMS) and Hampton Roads Metropolitan Medical Response System (HRMMRS) contracted through The Olson Group. Meetings began this week on a steering committee to revise the plan. Representatives include HRMMRS, TEMS, staff support, municipal 911 EMS agencies, commercial EMS agencies, Hampton Roads Fire and Police chiefs, Tidewater Emergency Management Risk Managers, Hampton Roads All Hazards Advisory Committee, Hampton Roads Public Safety Answering Point, and the Virginia Office of Emergency Medical Services (OEMS). The contract is for one year.</p> <p>OEMS completed their redesignation site visit on April 1. Everything went well and the redesignation request will go before the EMS Advisory Board on May 4.</p> <p>The Spring 2022 RSAF Grant Review Committee met on April 12 to review agency grant requests. The grades and comments have been uploaded to the OEMS portal.</p> <p>A new vendor has been found to provide and repair the Council medication boxes at less cost and with a quicker turnaround.</p> <p>Interviews for the Field Coordinator-Education Programs will be conducted on April 27.</p> <p>The Council is updating CLIA waivers and preparing a registry of Designated Infection Control Officers.</p> <p>A contract workshop with the Regional Councils and OEMS will take place on May 4.</p> <p>The search for a new Regional Medical Director has begun. There have been several applicants. The process closes May 15.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Sadie Thurman requested the Council meet with Betsy Lang, Chief Nursing Officer of Riverside Behavioral Health Center to discuss the opening of the first Behavioral Health Emergency Department in Virginia in June 2023. The meeting involved a review of the outline of the site, patient populations, scope of service, draft review of the plan and the timeline to go live.</p> <p>Security Cameras – K. Brophy reported that the Council has been looking at purchasing security cameras for the office. A vendor was found that can provide the equipment for approximately \$2,800. IT Coordinator G. Bever can install the equipment and run any cables that need to be installed. We would purchase 8 cameras and install one facing out the front window, one facing in from the front window, one facing down the main hallway, one in the IT room, one in each classroom, and one in the back room with the large copier.</p> <p>At the request of the committee, K. Brophy contacted the Council’s insurance company to ensure the work to install the cameras were within the guidelines of our policies. The insurance company stated as long as no electrical work was done installation is alright, or in the case of electrical work being done, the individual doing the work was a licensed electrician. K. Brophy stated that no electrical work would be done. G. Bever would install the equipment which includes running cat 5 cable and installing the cameras and monitors. K. Brophy asked the committee to approve the purchase.</p> <p>A motion was made by P. Dent; seconded by D. Barrick to purchase the cameras. The motion was approved without opposition.</p> <p>Redesignation Site Visit – Covered in Executive Director’s report.</p> <p>Contract Review – M. Player reported that the Regional Director’s Group (RDG) met today to discuss the regional contract. The RDG worked on an outline for the contract and will prepare a master document to review with OEMS on May 4. Once the baseline contract is agreed on, language will be prepared for descriptors, essential measures, and pricing. There was some concern that this would become a zero-based budget process. Because of that concern the language will very general to begin with.</p>		
New Business	<p>Executive Committee Membership – M. Player reported that officer elections will take place in June. P. Dent expressed his strong support of PEMS but because of constraints on his time was not sure he could contribute to the Executive Committee and Board of Directors as he would like to. A decision on whether he would remain has not been made yet.</p> <p>M. Player reported the Jimmy Brann is no longer with Essex County and therefore is no longer a member of the Executive Committee and Board of Directors. The position will be vacant for one month. Sherwin Stewart, Sentara Careplex Hospital has been nominated to replace Jimmy Brann on the Executive Committee. He has accepted the nomination and it will be forwarded to the Board of Director’s at the June meeting.</p> <p>A discussion was had concerning the formation of a nominating committee. M. Player will contact prospective members.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Write-Off Bon Secours 2021 Partnership Receivable – K. Brophy requested the committee approve the write-off of the 2021 Bons Secours Partnership receivable as uncollectible. A motion was made by D. Barrick; seconded by P. Dent to approve the write-off. The motion passed without opposition.</p> <p>Executive Session - J. Glover called the committee into executive session to discuss a personnel matter at 6:03 pm.</p> <p>The committee was called out of executive session for the purpose of adjournment at 6:13 pm.</p>		
Good of the Order	<p>The next meeting is May 18, 2022 at 5:00 pm April 19-22, 2022 – ESO Wave Conference April 22, 2022 – Hampton Roads Trauma Symposium May 4, 2022 – OEMS/Regional Councils Contract Workshop May 5-6, 2022 – EMS Advisory Board Meeting May 10-15, 2022 – Tidewater Healthcare Expo May 15-21, 2022 – 47th Annual EMS Week My 20, 2022 – CHKD Pediatric Trauma Conference May 21, 2022 – EMS Day at Busch Gardens</p>		
Adjournment	The meeting was adjourned at 6:13 pm		