



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: April 17, 2019

Meeting Location: PEMS

Chaired By: Julia Glover

Begin Time: 6:10 p.m.

End Time: 7:34 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: May 15, 2019

Members Present:	Members Absent:	Staff:	Others:
Julia Glover, President	Greg Coffman	Kevin Brophy, Business Manager	
J. David Barrick, Vice President	Cheryl Lawson, MD		
Frank Wingfield, Treasurer	William Dent		
Michael Player, Secretary/Executive Dir			

Item	Discussion	Action Required	By Whom/When
Call to Order	Julia Glover called the meeting to order at 6:10 p.m. Minutes of the March 20, 2019 EC Meeting were approved 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, 2018 – March 31, 2019 (Attached) b. Statement of Financial Position July 1, 2018 – March 31, 2019 (Attached) c. Budget vs Actual YTD (Attached) d. Cash Projections (Attached) <p>K. Brophy reviewed the daily Cash report and made it available to the members of the EC on a daily basis. K. Brophy reviewed the Statement of Activity, Statement of Financial Position, Budget vs Actual YTD, and the cash projections.</p> <p>K. Brophy reported that he and the Treasurer had met this month met to review the financials and ED timesheets</p>		

	<p>and credit card statements, and bank reconciliations.</p> <p>K. Brophy reported that all 1st Qtr tax forms have been submitted to and accepted by the IRS and State.</p> <p>Executive Director credit card statements and timesheets were made available for review.</p>		
Old Business	<p>Re-designation – M. Player reported that VAOEMS will be on-site for the re-designation visit April 24 from 10:00am until 2:00pm. He asked the Executive Committee members to be available if possible. He also will notify the full Board of Directors and invite any members that are available to attend.</p> <p>OEMS Contract Special Projects Timeline – In the interest of time this item was tabled until the next meeting.</p> <p>OEMS CE and AUX Training Programs – In the interest of time this item was tabled until the next meeting.</p>		
New Business	<p>EMS Rescue Schools – M. Player discussed a proposal made by Seth Craig, EMS Field Coordinator – Clinical Care, that would create EMS Rescue Schools. Currently, PEMS has subcontracted a few CEs to provide training in some jurisdictions, but the EC pool is small in the region. In addition, it has proven difficult to compete with VDH/OEMS online CEs. To increase the instructor pool and to make CE training more applicable and interesting, S. Craig has proposed creating Regional EMS Schools. These schools would offer Continuing Education hours through 8- or 16-hour integrated courses provided by instructors who have a specific interest and specialty. This unified approach would be more beneficial than just segments of CE hours. The Regional EMS Schools would remain free to Virginia Certified EMS Providers, and funded by OEMS CE/AUX Training Funds.</p> <p>CTS Policy Change – K. Brophy proposed a change to the CTS policy that changes the staffing responsibilities of the CTS Sites and will analyze the cost of each site prior to staffing. The CTS Registrar will provide the EMS Field Coordinator Clinical Care with a staffing recommendation based on the number of candidates registered and the projected revenue and costs of each site. The EMS Field Coordinator Clinical Care will make the decision on how many personnel will be needed to staff each site and forward those requirements to the Site Coordinator. The Site Coordinator is then responsible to staff each site based on the direction of the EMS Field Coordinator Clinical Care. D. Barrick made a motion to accept the changes and was seconded by F. Wingfield. The motion was carried unanimously.</p> <p>The Chair called the Executive Committee into Executive Session to discuss personnel matters.</p>		
Good of the Order	The next meeting is scheduled for May 15, 2019 at 6:00 pm		
Adjournment	The meeting was adjourned at 7:34 pm		

