



**Peninsulas Emergency Medical Services Council, Inc.**

PO Box 1297, 6876 Main Street

Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

**Board of Directors Executive Committee Meeting Minutes**

Board of Directors Subcommittee

**Meeting Date:** March 18, 2020

**Meeting Location:** PEMS

**Chaired By:** Pat Dent

**Begin Time** 4:18 p.m.

**End Time:** 5:09 p.m.

**Minutes Prepared by:** Kevin Brophy

**Draft Approved Date:** April 1, 2020

Members Present:	Members Absent:	Staff:	Others:
Barrick, David, At-Large (TC)	Lawson, Cheryl, MD, RMD	Brophy, Kevin, Business Manager	
Dent, William, Vice President (TC)	Coffman, Greg, At-Large	Bendit, Jeff, FC Hospital Programs (TC)	
Glover, Julia, President (TC)		Craig, Seth, FC Clinical care (TC)	
Player, Michael, Secretary/Executive Director (TC)			
Wingfield, Frank, Treasurer (TC)			

Item	Discussion	Action Required	By Whom/When
Call to Order	P. Dent called the meeting to order at 4:18 p.m. A motion was made by F. Wingfield and seconded by P. Dent to accept the minutes of the February 19, 2020 EC Meeting. The minutes were approved with corrections.		
Financial Report	<p>Financial Statements – K. Brophy made the Council Financial Reports available for review (Attached) including:</p> <ul style="list-style-type: none"> <li>a. Statement of Activity July 1, 2019 – February 29, 2020 (Attached)</li> <li>b. Statement of Financial Position July 1, 2019 – February 29, 2020 (Attached)</li> <li>c. FY20 YTD Budget vs. Actual (Attached)</li> </ul> <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, FY20 YTD Budget vs. Actual and the cash projections for FY20.</p>		

	K. Brophy reported that the Treasurer and he did not meet to review the financials, ED timesheets and credit card statements, and bank reconciliations.		
Old Business	None		
New Business	<p>COVID-19 Operations &amp; Regional response – M. Player reported that he attended a meeting with the City Managers and County Administrators for each of the jurisdictions within the Hampton Roads Planning District Commission, along with emergency managers. Also in attendance, hospital CEO’s, Chief Medical Officers, Chief Logistics Officers from Sentara, Bon Secours-Mercy, Riverside, Chesapeake Regional, Navy Medical Mid-Atlantic, Regional Medical Center-Portsmouth, Hampton Veterans Administration Hospital, EVHC, VHHA, PEMS, TEMS, VDH, local health districts, and the State Epidemiologist.</p> <p>It was a roundtable discussion focused on what actions each entity is doing for COVID-19. Included in the discussion were short-falls and planning issues.</p> <p>Each entity involved thought it was very helpful and they were going to continue to meet every Wednesday. Sub-groups for logistics, supply, ventilators, PPE, medical protocols, and alternate standard of care were created.</p> <p>General decisions were made by most of the facilities to stop their elective surgical procedures that require a lot of resources. Staff will be used elsewhere as needed. They are also looking at issues such as determining the best use of their space, prioritizing capacity, creating new capacity, and alternate capacity in other places:</p> <p>CHKD: May be able to vacate some elective children’s beds and take more adult patients.  Hampton VA: Helping with capacity as well and will be opening drive-thru testing using Hampton University parking.  Princess Anne: opened drive thru testing  Riverside: does not have enough testing kits to do drive thru testing at this time. As they get more testing kits, they are going to do something similar on the Peninsula.</p> <p>Most everyone expressed concern about the Lab Corp testing times which take 3-7 days.</p>		

	<p>Discussed PPE shortages. Primary concern was that there is no common operating procedure. The state has already requested PPE from the national stockpile. VDH is working with the healthcare coalitions, and the Virginia Hospital and Healthcare Association. EVHC and VHHA have come up with a process on how they will distribute PPE:</p> <p>60% to hospitals  15% to EMS  15% to long-term care facilities</p> <p>PEMS recognizes the critical role that EMS is playing in sustaining the communities and saving lives during the pandemic. The PEMS staff has been working on maintaining an effective, responsive, and resilient EMS system. PEMS is working with the licensed EMS agencies, local governments, hospital systems, EVHC, HRMMMS, neighboring regional councils, and OEMS. PEMS is working virtually and has moved all committee and board meetings to conference calls. The Medical Advisory Committee has been working to ensure providers have the best and most effective treatment protocols and medical direction. Best practices and guidelines from CDC and VDH are being shared, information resources are being provided, systems are being monitored as well as critical supplies. Protecting health care workers is a priority.</p> <p>The modeling that has been done by the Hampton Roads Planning District Commission has some dire exposure and needs if this pandemic goes as it has in other cities.</p> <p>M. Player reported on operational plans for PEMS and asked for direction from the committee.</p> <p>VDH and the State Epidemiologist have said that plans are to telework for two months. Best case scenario is a forty-five-day mid-point.</p> <p>PEMS will be changing its operational tempo:</p> <ul style="list-style-type: none"> <li>- Adopting an ISC format and developing an IAP. Twice daily meetings at 0900 for daily operations and 1600 for next day planning.</li> <li>- PEMS has good tools. A new VPN and the Bria app. Both are working well. Internet is slower since the demand on broadband is greater.</li> <li>- Daily ISC 214 will be completed to log work hours in relation to COVID-19</li> <li>- Looking for a new platform for collaboration</li> <li>- Inquired the state in regards to RSAF and the awards program</li> <li>- Busch Gardens EMS Day – Busch Gardens is currently closed. The date of the PEMS EMS day may need to be moved.</li> <li>- PEMS has been asked to participate in the Peninsula EOC</li> </ul> <p>P. Dent expressed appreciation for all the work the staff has done  J. Glover suggested looking at Microsoft Teams for collaboration</p> <p>M. Player asked for the committee’s permission for the staff to continue to be paid if they get sick and not have to use PTO. Other organizations have adopted this policy.</p>		
--	--	--	--

	<p>M. Player reported that J. Bendit and S. Craig are working with the hospitals, pharmacies, and EMS agencies. They are talking across regions, bringing in models from across the country to look at protocols and have been sharing information on the protocol app.</p> <p>S. Craig reported that he has been working with the OMD's on a PEMS COVID-19 viral respiratory pathogen exposure reduction procedure. This will alter the standard of care policy. He is working with different councils and other states as well as looking at the treat and release protocols.</p> <p>J. Bendit reported that a group has been created to include the peninsula agencies and hospitals. It is meeting bi-weekly on Monday and Friday. Last meeting the group addressed PPE strategies, visitor restrictions, and making sure agencies are aware of what the hospitals are doing. Hospitals are making sure ambulance crews wash their hands, etc. before they leave the ER. Hospitals and agencies have been advised to use VHAS. J. Bendit has been following up on VHAS to check daily status reports. Hospitals have been entering the data daily. J. Bendit reported that he is working on infection control for the drug boxes.</p> <p>M. Player reported that there are new instructions from VDH for pre-hospital documentation that includes the name of everyone that could have possibly come into contact. The information needs to be on the patient reports and included in the narrative. S. Craig stated that it's included in the viral respiratory pathogen exposure reduction procedure.</p>		
Good of the Order	The next meeting is scheduled for April 1, 2020 at 5:00 pm		
Adjournment	The meeting was adjourned at 5:09 pm		