



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: April 1, 2020

Meeting Location: PEMS

Chaired By: Pat Dent

Begin Time 5:12 p.m.

End Time: 6:02 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: April 22, 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)		Pincus, Stephen EMS Planner (TC)	
Glover, Julia, President (TC)			
Player, Michael, Secretary/Executive Director (TC)			
Wingfield, Frank, Treasurer (TC)			
Coffman, Greg, At-Large (TC)			

Item	Discussion	Action Required	By Whom/When
Call to Order	P. Dent called the meeting to order at 5:12 p.m. A motion was made by D. Barrick and seconded by G. Coffman to accept the minutes of the March 18, 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"> a. Statement of Activity July 1, 2019 – March 31, 2020 (Attached) b. Statement of Financial Position July 1, 2019 – March 31 (Attached) c. FY20 YTD Budget vs. Actual (Attached) <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>		

	<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.</p>		
<p>Old Business</p>	<p>COVID-19 Operations & Regional Response – M. Player reported that the PEMS office has been working virtually since March 16. All Board and Committee meetings have been moved to conference calls.</p> <p>The Medical Advisory Committee developed a COVID-19 Task Force to evaluate the changing clinical environment and has been working to ensure all of our providers have the most up-to-date information. The task force is made up of our RMD, the chair of the MAC, the chair of the PPP committee, and two volunteers from the MAC. They have been meeting daily to address issues. Two products have been developed – the COVID-19 viral respiratory pathogens exposure reduction procedure, and a tiered (Tier 1, Tier 2, Tier 3) EMS protocol that is a process where the agencies would perform their operations based on available resources. It develops criteria for standards of care that are provided by the agencies. Other questions have been addressed concerning cardiac arrest; and whether or not there is a need to take universal precautions for all patients similar to what was done with HIV.</p> <p>Best practices and guidelines from CDC and VDH are being shared with the regional councils and agencies. The regional councils are being utilized to get information out. PEMS has been involved in multiple operational discussions and is being used to disseminate emergency PPE.</p> <p>The council has also set-up a regional coordination group between the county administrators, emergency managers, hospital public health, and the agencies of the Middle Peninsula and Northern Neck.</p> <p>PEMS is participating in the Peninsula COVID-19 Emergency Operations Center being run by the six jurisdictions of the Peninsula.</p> <p>PEMS is part of the VDH partners conference call, the Region 5 conference call, EVHC & VHHA conference calls, and Regional Councils OEMS conference calls.</p> <p>PEMS is engaged with the medical operations and systems management of the Peninsulas EMS systems and with other regional and state partners.</p> <p>PEMS has also been soliciting donations of PPE as well as constantly updating its web site, protocol app, and social media platforms.</p>		
	<p>K. Brophy & M. Player presented the following polices and updated plans for the Committee’s review, comments, and approval:</p> <ul style="list-style-type: none"> - COVID-19 FMLA Leave Expansion and Emergency Sick Leave Policy - Stroke Plan - Trauma Plan - STEMI Plan 		

<p>New Business</p>	<ul style="list-style-type: none"> - Strategic Regional EMS System Plan - MCI Plan <p>M. Player reported on a change to the Strategic Regional EMS System Plan based on what the council is currently doing in response to COVID-19.</p> <p>A motion to accept the policies and plans as presented was made by D. Barrick and seconded by G. Coffman. The motion was passed without changes.</p> <p>EMS Day at Busch Gardens – M. Player reported that the 2020 EMS Day at Busch Gardens has been postponed until August 22-23. G. Coffman reported that he has received verbal approval that EMS providers and their families will be provided tickets.</p> <p>MS Teams – M. Player reported that the council is investigating moving its collaboration platform to MS Teams for all of its meetings. K. Brophy will be providing the committee more information and assisting them in downloading and activating MS Teams.</p> <p>Committee Meetings – M. Player reported that he has informed OEMS of the council’s desire to cancel all of its Board and Committee meetings, with the exception of the Executive Committee until further notice. The reasoning is that it will bring the council into alignment with what the Governor has asked everyone to do and because of all the calls, meetings, and other duties everyone is now involved in. M. Player received the following response from OEMS:</p> <p>“As for your inquiry, I would advise you and the board to continue to ensure essential functions are completed as necessary and to follow the guidance from the state and federal directives/recommendations and from Dr. Oliver/VDH and OEMS. With the ever-changing environment, we are currently operating in, to flat out "suspend" all of these planning and approval meeting processes in which the regional councils operate could have a potential disservice to the agencies and citizens in the regions. Thus, the RCs and their BoD need to plan and schedule (virtually) as deemed appropriate under the situations as needed.”</p> <p>M. Player stated that he was concerned that this could have a negative effect on how the council is viewed given the fact that most of the committee members have been tasked with additional duties and were still being asked to attend PEMS committee meetings.</p> <p>D. Barrick expressed concern about having meetings without quorums. M. Player stated that we would have the meeting and report that we did nor have a quorum.</p>		
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Good of the Order	<p>M. Player asked the committee if they approved of the way the council was conducting business in regards to all the extra emails, calls, and meetings. The committee expressed unanimous approval.</p> <p>The next meeting is scheduled for April 15, 2020 at 5:00 pm</p>		
Adjournment	The meeting was adjourned at 6:02 pm		