



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: June 17, 2020

Meeting Location: Teleconference

Chaired By: Julie Glover

Begin Time 5:15 p.m.

End Time: 6:20 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: July 22, 2020

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

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:15 p.m. A motion was made by G. Coffman and seconded by F. Wingfield to accept the minutes of the May 20, 2020 EC Meeting. The minutes 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, 2019 – May 31, 2020 b. Statement of Financial Position July 1, 2019 – May 31, 2020 c. Daily Cash Report d. FY20 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, FY20 YTD Budget vs. Actual and the cash projections for FY20.</p>		

	<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>Old Business</p>	<p>COVID-19 Operations & Regional Response – M. Player reported that the PEMS office has been working virtually since March 16. All coordinating group meetings are now weekly. Agencies are developing Phase 2 plans. Standard calls are increasing. Advertisements have been going out to inform people to call 911 if they have an emergency. PPE stock is good and a re-supply flow has been established.</p> <p>PEMS is working on plans to bring people back to the office. Estimates on building a bathroom in the office are being received and reviewed. That would need to be done in order to meet CDC guidelines.</p> <p>Board Vacancies, Nominations - M. Player reported that the terms of Greg Coffman, Robert Lee, and Frank Wingfield expired in March. Greg Coffman and Frank Wingfield will continue on the Board of Directors. Frank Wingfield will not continue as Treasurer however. Captain Bradley Beam has been nominated by the EMS Operations committee to replace Robert Lee. The terms of Cheryl Lawson and David Masterson will expire June 30. David Masterson as agreed to serve another term on the Board of Directors. Cheryl Lawson will not be continuing as Regional Medical Director.</p> <p>A motion will be made to the Board of Directors to renew the terms of Greg Coffman, Frank Wingfield and David Masterson and add Bradley Beam from Williamsburg Fire Department representing Licensed EMS Agency, Virginia Peninsula, and Dr. Shannon Kennedy from Rappahannock Community College representing Northern Neck Businesses.</p> <p>P. Dent reported that the Nominating Committee has requested the Board of Directors accept the following officers and Executive Committee members: Julie Glover, President Pat Dent, Vice President David Barrick, Treasurer Michael Player, Secretary Jeff Beasley, At-Large Greg Coffman, At-Large</p> <p>M. Player reported that there are two applicants to replace Dr. Cheryl Lawson as Regional Medical Director. Dr. Amir Louka, James City County OMD, and Dr. Bryant Gray, EMS Resident at Riverside Regional Medical Center. Interviews are scheduled for next week.</p> <p>EMS Day at Busch Gardens – M. Player reported that he will ask the Board of Directors for a decision regarding continuing with the EMS Day at Busch Gardens currently scheduled for August 22. PEMS is the only regional council that has not cancelled its event. Currently Busch Gardens has not given a date for opening the park. Staff is recommending that the event be cancelled.</p>	<p>Motion by the Executive Committee to the BOD 6/17/2020</p> <p>Motion by the Executive Committee to the BOD 6/17/2020</p> <p>BOD to make a decision 6/17/2020</p>	<p>BOD 6/17/2020</p> <p>BOD 6/17/2020</p> <p>BOD 6/17/2020</p>

	<p>G. Coffman reported that no date for opening is known at this time and all additional rules and safety requirements are being put in place. He asked if this would be an action item for the Board of Directors and if so, he would have to abstain from any discussion and voting.</p> <p>K. Brophy stated that he has spoken with Busch Gardens and they understand if we need to cancel the event. He has requested the deposit for the original May event be refunded.</p> <p>FY21 Budget – K. Brophy presented the draft FY21 budget with the changes requested by the Executive Committee and the changes for the State Service Contract. He asked the Executive Committee to recommend approval to the Board of Directors. A motion was made by P. Dent to recommend the budget as presented to the Board of Directors and was seconded by G. Coffman. The motion was approved without opposition.</p> <p>Greater Williamsburg HEARTSafe Alliance – M. Player reported that the MOA has been signed and the Greater Williamsburg HEARTSafe Alliance is now a program of PEMS. A contract for the HEARTSafe Executive Director is being written.</p> <p>Form 102 – K. Brophy reported that the Form 102 has been approved by the state as well as the fee exemption application.</p> <p>Line of Credit – K. Brophy reported that the Line of Credit with Atlantic Union bank has expired. There will be no additional costs over the \$500 to establish a new line of credit at Chesapeake Bank.</p>	<p>Motion by the Executive Committee to the Board of Directors 6/17/2020</p>	<p>BOD 6/17/2020</p>
<p>New Business</p>	<p>State Strategic Plan – M. Player reported that the strategic plan has been approved by the State Board of Health.</p> <p>DocuSign – K. Brophy reported that PEMS has purchased DocuSign, an electronic signature software package that will be used to sign documents electronically that would normally be signed in person.</p> <p>Closing Atlantic Union Bank Account. – K. Brophy requested the Executive Committee approve the closing of the Atlantic Union Bank account. The remaining funds will be deposited in the Chesapeake Bank Operations Account.</p> <p>SBA Loan Forgiveness - K. Brophy reported that the funds received for the loan will be exhausted at the end of June. Once the forms and application for forgiveness have been received from Chesapeake Bank they will be completed and submitted.</p>		

<p>Good of the Order</p>	<p>M. Player requested that the Executive Committee recognize Dr. Cheryl Lawson for her service as Regional Medical Director.</p> <p>K. Brophy thanked F. Wingfield for his support and service as Treasurer.</p> <p>The next meeting is scheduled for July 15, 2020 at 5:00 pm</p>		
<p>Adjournment</p>	<p>The meeting was adjourned at 6:20 pm</p>		