



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Board of Directors Subcommittee

Meeting Date: February 17, 2021

Meeting Location: Teleconference

Chaired By: Julie Glover

Begin Time 5:14 p.m.

End Time: 6:00 p.m.

Minutes Prepared by: Kevin Brophy

Draft Approved Date: March 17, 2021

Members Present:	Members Absent:	Staff:	Others:
Barrick, David, Treasurer (TC)	Beasley, Jeff, At-Large	Brophy, Kevin, Business Manager (TC)	
Dent, Willian, Vice President (TC)	Coffman, Greg, At-Large		
Glover, Julia, President (TC)			
Louka, Amir, MD RMD (TC)			
Player, Michael, Secretary/Executive Director (TC)			

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:03 p.m. A motion was made by P. Dent and seconded by D. Barrick to approve the January 20, 2021 minutes. The motion was passed 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, 2020 – January 31, 2021 b. Statement of Financial Position July 1, 2020 – January 31, 2021 c. Daily Cash Report d. FY21 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, FY21</p>		

	<p>YTD Budget vs. Actual and the cash projections for FY21 PPP Loan 2nd Draw – K. Brophy reported that the Council has received a second PPP loan in the amount \$72,269.00. An application for forgiveness will be submitted once the funds have been exhausted.</p> <p>Budget Update – K. Brophy reported that a mid-year FY21 budget adjustment will be presented at the March 17 meeting.</p> <p>M. Player reported that he has asked K. Brophy and D. Barrick to look at options for any excess cash that is available of the end of the year.</p>		
<p>Old Business</p>	<p>COVID-19 Operations & Regional Response – M. Player reported that the Council is continuing to operate virtually. K. Brophy is going to the office occasionally to pick up mail and distribute PPE and Antigen Test Kits.</p> <p>The Council continues to participate in vaccine planning with the health districts, hospital systems, VDH, and VDEM.</p> <p>At the direction of OEMS each of the Regional Councils are producing a weekly regional COVID-19 situation report. The jurisdictions, health departments, and hospitals are providing input for the report. The report is sent to OEMS each Tuesday.</p> <p>FY21 Contract Modification – M. Player reported that the contract modification request has been approved in total (\$31,663) - \$5,744 for the bathroom build-out, \$2,330 for the cleaning contract, and \$23,558 for the half-time IT Specialist position.</p> <p>M. Player and K. Brophy reported that the Council has received five new Mac Book Pro’s with accessories and one year of Apple Care coverage for each Mac Book from the Regional IT Group. These have been provided at no cost to the Council.</p> <p>Status of Staff Hiring – M. Player reported that the EMS Field Coordinator – Operations position will be advertised this week. Posters will be created and placed in the EMS rooms at the hospitals in addition to the normal on-line postings. The IT Specialist position position description has been approved by OEMS. We are waiting for OEMS to give authority to advertise.</p> <p>K. Brophy provided the position description to the Committee.</p>		
<p>New Business</p>	<p>EMS Systems IT Specialist Position – Discussed during Old Business.</p> <p>Pediatric Care Committee – M. Player reported that there has been a request by the Medical Advisory Committee to establish a Pediatric Care Committee. The committee has met once with good participation and will be staffed by S. Craig. Dr. Louka and S. Craig have staffed the committee with representatives from the helicopter agencies, hospitals, pediatric emergency physicians, EMS providers, and the Operational Medical Director. The goal of the committee is to improve the outcome of pre-hospital pediatric care in the region, coordinate between hospitals and EMS, and implement guidelines set forth by the American Heart Association and the American Academy of Pediatrics. Treatment protocols are also included.</p>		

	<p>M. Player will prepare a resolution to be approved by the Executive Committee. M. Player requested the Executive Committee approve his request to prepare the resolution. D. Barrick made a motion to approve the request, seconded by P. Dent. The motion passed without opposition.</p>	<p>M. Player to prepare resolution for the Board of Directors President signature.</p>	<p>J. Glover to sign resolution</p>
<p>Good of the Order</p>	<p>M. Player reported that PEMS staff will be virtually attending the National Forum on COVID-19 Vaccines February 22-24.</p>		

	The next meeting is scheduled for March 17, 2021 at 5:30 pm.		
Adjournment	The meeting was adjourned at 6:00 pm		