



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

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**Board of Directors Executive Committee Meeting Minutes**

**Meeting Date:** March 17, 2021

**Meeting Location:** Teleconference

**Chaired By:** Julia Glover

**Begin Time:** 5:35 pm

**End Time:** 6:01 pm

**Minutes Submitted By:** Kevin Brophy

**Draft: Approved Date:** June 16, 2021

Members Present:	Members Absent:	Staff:	Others:
Barrick, David, Treasurer (TC)	Dent, William, Vice President (TC)	Brophy, Kevin, Business Manager (TC)	
Beasley, Jeff (TC)			
Coffman, Greg (TC)			
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 5:35 pm. A motion was made by D. Barrick and seconded by Dr. Louka to approve the February 17, 2021 minutes. The motion was passed without changes.		
Financial Report	Financial Statements – K. Brophy made the Council Financial Reports available for review. <ul style="list-style-type: none"> <li>a. Statement of Activity July 1, 2020 – February 28, 2021</li> <li>b. Statement of Financial Position July 1, 2020 – February 28, 2021</li> <li>c. Budget vs. Actuals July 1, 2020 – February 28, 2021</li> <li>d. Daily Cash Report</li> <li>e. FY21 Projected Cash Report</li> </ul>		

Item	Discussion	Action Required	By Whom/When
	<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, and FY21 Cash Projections. K. Brophy reported that he had met with the Treasurer to review the financials, cash, ED credit card statements and ED timesheets.</p>		
Old Business	<p>COVID-19 Operations and Regional Response Update – M. Player reported that the Council continues to operate virtually. K. Brophy is going to the office as needed to meet people and distribute PPE and Antigen Test Kits. The Council continues to participate in vaccination planning with the jurisdictions, hospital systems, and the Peninsula and Three Rivers Health Districts. The Council continues to function as a pandemic information clearinghouse for agencies and jurisdictions. Staff is also assisting at vaccination clinics.</p> <p>Staff Hiring – M. Player reported that the staff is preparing to interview seven candidates for the EMS Field Coordinator – Operations position. The successful candidate should be able to be on-boarded by mid-April. Applications are also being received for the IT Systems Specialist position</p>		
New Business	<p>Protocol Policy – M. Player reported that the process of having a simple majority of the Operation Medical Directors approve protocol changes cannot be done because our By-Laws dictate what constitutes a quorum and what is required for an action.</p> <p>The Medical Advisory Committee (MAC) discussed having some sort of active participation standard. The MAC decided that in order to vote on protocols and individual would have to have been a part of one (25%) of the prior four meetings. A simple majority vote would then be all that is required.</p> <p>Protocol changes are being shared via SharePoint and has seemed to increase participation.</p> <p>J. Glover asked if MAC members that are not doctors can vote on protocol changes. M. Player stated that the members that are not doctors will be able to participate in discussions but not vote.</p> <p>The 2021 Protocols have been approved and are being prepared for roll-out. The MAC has also approved a twice-yearly protocol update.</p> <p>2021 EMS Awards – The Council has begun asking for 2021 EMS Award nominations. The deadline is April 19, 2021.</p> <p>RSAF Grant Spring Cycle – OEMS has extended the Spring cycle grant request deadline to March 19, 2021.</p> <p>FY21 Budget Update – M. Player and K. Brophy presented an updated FY21 for the committee to approve. D. Barrick made a motion to approve the FY21 Budget update as presented, seconded by G. Coffman. The motion was passed without opposition to accept the FY21 Budget update as presented.</p>		
Good of the Order	The next meeting is April 21, 2021 at 5:00 pm		
Adjournment	The meeting was adjourned at 6:01 pm		

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>