



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

Meeting Date: June 16, 2021

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:04 pm

End Time: 6:15 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: July 21, 2021

Members Present:	Members Absent:	Staff:	Others:
Barrick, David, Treasurer (TC)		Brophy, Kevin, Business Manager (TC)	Wingfield, Frank, Gloucester Rotary Club (TC)
Beasley, Jeff (TC)			
Dent, William (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 5:04 pm. A motion was made by D. Barrick and seconded by W. Dent to approve the March 17, 2021 minutes. The motion was passed without changes.		
Financial Report	<p>Financial Statements – K. Brophy made the Council Financial Reports available for review.</p> <ul style="list-style-type: none"> a. Statement of Activity July 1, 2020 – May 31, 2021 b. Statement of Financial Position July 1, 2020 – May 31, 2021 c. Budget vs. Actuals July 1, 2020 – May 31, 2021 d. Daily Cash Report e. 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, and FY21 Cash Projections. K. Brophy reported that he had met with the Treasurer to review the financials, cash,</p>		

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	<p>ED credit card statements and ED timesheets.</p> <p>K. Brophy reported that the 1st Quarter taxes have been filed and accepted by the IRS and State.</p> <p>K. Brophy reported that the Employee Retention Credit, part of President Biden’s stimulus package, is available to employers, including tax-exempt organizations. Organizations are eligible for the credit if they operate a trade or business during calendar year 2020 and experience either:</p> <ol style="list-style-type: none"> 1. the full or partial suspension of the operation of their trade or business during any calendar quarter because of governmental orders limiting commerce, travel or group meetings due to COVID-19, or 2. a significant decline in gross receipts. (50% in any quarter of 2020 compared to the same quarter in 2019 and the same for 2021) 3. Cannot received the credit for the same period any PPP loan was received. <p>Working with our audit firm it was determined that the Council met the decline in gross receipts level for Q2 and Q3 of 2020 and Q1 of 2021.</p> <p>We are now working with Checkright to restate our quarterly tax reports for those quarters and will file them with the IRS to receive the tax credit.</p> <p>J. Glover asked if there were Executive Committee meetings in April and May and if there are any minutes indicating this. K. Brophy indicated there were not, that the meeting cancellations are posted on our web site. There was no new business in April and no quorum in May.</p>		
Old Business	<p>COVID-19 Operations and Regional Response Update & Staff Hiring – M. Player reported that he will be reporting this to the full Board of Directors at this evening’s meeting. He asked if it was alright to go directly to New Business in order to devote more time to that and the budget presentation. J. Glover concurred.</p>		
New Business	<p>Rotary Club – F. Wingfield addressed the Executive Committee and stated that the Rotary Club wants to continue to support the PEMS Protocol app. He stated that the Club has been idle for the last eighteen months and is trying to reconstitute themselves. They need to find a meeting venue that works for them. They are asking various businesses but have been unsuccessful. Frank had a discussion with M. Player about the possibility of using the Council facilities. The Rotary Club meets twice a month on Thursday’s at 5:30pm for approximately one hour. He indicated that if they could find a meeting place it may encourage new membership. He asked for any questions or concerns.</p> <p>D. Barrick thought it was a good idea and meeting at the Council would expose other organizations to the work of the Council.</p> <p>F. Wingfield indicated the Rotary Club may or may not wish to use the Council’s equipment and they could possibly wish to have a meal catered for their meetings.</p> <p>D. Barrick asked if there needs to be a motion. M. Player indicated that he would like the Executive Committee to do so. He stated this would be supporting an organization that supports the Council and that staff can work with the Rotary Club to support their meetings.</p>		

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	<p>D. Barrick made a motion to approve the request and for staff to work out the details. The motion was seconded by W. Dent and passed without opposition.</p> <p>TJEMS Support Letter – M. Player reported that the Thomas Jefferson Emergency Medical Services Council (TJEMS) has been putting a lot of resources into a production studio for the development and broadcasting of on-line training classes. TJEMS would like to get support from OEMS and for this to become a multiple region initiative that is funded by the State with a modification to the contract. TJEMS has requested support from the other Regional Councils. M. Player presented a letter signed by the Regional Council Executive Director’s that demonstrates the support. He requested the support of the Executive Committee for the initiative.</p> <p>J. Glover asked if they were requesting funding from the Regional Councils. M. Player stated they were requesting funding from the State. J. Glover asked what would happen if the State does not provide funding. M. Player stated that TJEMS would continue with their limited program. They are using older equipment and would like to update the equipment and expand the program.</p> <p>J. Beasley made a motion to support the initiative as presented. The motion was seconded by W. Dent and passed without opposition.</p> <p>Board and Executive Committee Membership Changes and Elections – M. Player reported that the Council has a number of changes in membership to the Board of Directors and Executive Committee. Greg Coffman, Peninsula Business Representative to the Board of Directors and At-Large member of the Executive Committee has resigned both positions due to expanded job requirements. This leaves a vacancy on the Executive Committee. Sentara Careplex Hospital has requested Sherwin Stewart, Vice-President, Operations replace Ed Walker on the Board of Directors. Chief Matthew Smith, Lancaster County, has been nominated by the EMS Operations Committee as the new representative for the Northern Neck Licensed EMS Agencies to replace Rick McClure.</p> <p>D. Barrick reported that he engaged the Nominating Committee and that the plan in 2019 was for the officers to begin to step up to the next position at the expiration of terms. He reported that the Nominating Committee felt that it is in the best interest of the Council, due to the disruption caused by COVID-19 over the last year, to continue with the current slate of officers and review the progression next year. The current officers have agreed to continue to serve in their respective positions. D. Barrick reported that he has asked Jimmy Brann, Chief, Essex County EMS to serve on the Executive Committee in the At-Large position vacated by Greg. Coffman. Chief Brann has agreed to serve.</p> <p>D. Barrick reported that the Nominating Committee will ask the Board of Directors to accept the following officers and Executive Committee members:</p> <p>Julia Glover, President William Dent, Vice President J. David Barrick, Treasurer</p>		

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	<p>Michael Player, Secretary/Executive Director (non-voting) Dr. Amir Louka, Regional Medical Director Jeff Beasley, At-Large Jimmy Brann, At-Large</p> <p>Redesignation – M. Player reported that every three years the Council must be redesignated as a Regional EMS Council. The process involves a package being submitted to the OEMS. OEMS reviews the package and a committee created by OEMS will conduct a site visit to the Council office to speak to staff, conduct inspections and make a recommendation to the State EMS Advisory Board. The EMS Advisory Board will vote on it and forward their recommendation to the Virginia Board of Health. The Board of Health is the body that will make the redesignation decisions. The package is due to OEMS in October of this year.</p> <p>FY2022 Draft Budget – K. Brophy presented the FY2022 Draft Budget. M. Player indicated that this budget delays the increase of the locality fees to .16 for the third year. The increase will be in the FY2023 budget. He also stated that a new State contract is being negotiated for FY2023.</p> <p>A motion was made by W. Dent to recommend the budget as presented to the Board of Directors. The motion was seconded by J. Beasley and passed with Dr. Louka abstaining due to his role with James City County.</p>	<p>Forward EC nominations to BOD 6/16/2021</p> <p>EC recommends approval of the FY2022 Budget by the BOD 6/16/2021</p>	<p>D. Barrick to forward nominations to BOD 6/16/2021</p> <p>M. Player to present the FY2022 Budget to the BOD 6/16/2021</p>
<p>Good of the Order</p>	<p>J. Glover voiced concern about not having a policy related to outside organizations using Council facilities in regards to cleaning and acceptable use. M. Player stated that the Council is not renting the facility but allowing the Rotary Club to use them. Several other organizations affiliated with the Council use the facility. He stated that a policy could be established governing the use of the Council facilities by outside organizations. J. Glover stated she would be more comfortable that way. M. Player clarified the following concerns in regards to a facility use policy:</p> <ol style="list-style-type: none"> 1. The ability to decide who can use the Council facilities. 2. Cleaning and allowable activities. 3. Conduct that could possibly create a negative image of the Council. 4. Liability concerns. <p>J. Glover stated she supports the idea but wants to make sure the Council is protected. W. Dent requested insurance company be consulted to inquire about need for increase or change to liability coverage.</p> <p>Dr. Louka stated he supports the idea of some kind of agreement that governs facility use and protects the Council.</p> <p>M. Player stated staff would draft a policy to address the Executive Committee’s concerns prior to moving forward with any such use of the PEMS facilities.</p> <p>The next meeting is July 21, 2021 at 5:30 pm</p>	<p>Contact insurance company regarding use of facilities by outside organizations.</p> <p>Draft policy for use of PEMS facilities by outside organizations.</p>	<p>K. Brophy to contact insurance company 6/23/2021</p> <p>M. Player to present to EC by July 21, 2021</p>

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Adjournment	The meeting was adjourned at 6:15 pm		