



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

PO Box 1297, 6876 Main Street

Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

**Board of Directors Executive Committee Meeting Minutes**

**Meeting Date:** July 21, 2021

**Meeting Location:** Teleconference

**Chaired By:** Julia Glover

**Begin Time:** 5:34 pm

**End Time:** 6:44 pm

**Minutes Submitted By:** Kevin Brophy

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

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Barrick, David, Treasurer (TC)	Louka, Amir, MD, RMD	Brophy, Kevin, Business Manager (TC)	
Beasley, Jeff (TC)			
Brann, Jimmy (TC)			
Dent, William, Vice President (TC)			
Glover, Julia, President (TC)			
Player, Michael, Secretary/Executive Director (TC)			

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	J. Glover called the meeting to order at 5:34 pm. A motion was made by D. Barrick and seconded by J. Beasley to approve the June 16, 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"> <li>a. Statement of Activity July 1, 2020 – June 30, 2021</li> <li>b. Statement of Financial Activity July 1, 2020 – June 30, 2021</li> <li>c. Budget vs. Actuals July 1, 2020 – June 30, 2021</li> <li>d. Daily Cash Report</li> <li>e. FY21 Projected Cash Report</li> </ul> <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 FY21 year-end Cash &amp; Cash Projection Reports, Statement of</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Activity, and Budget vs. Actuals. K. Brophy reported that he had met with the Treasurer to review the financials, cash, ED credit card statements and timesheets.</p> <p>PPP Loan – K. Brophy reported that the second draw PPP Loan has been forgiven and the proceeds are included in FY21 revenue.</p>		
Old Business	<p>COVID-19 Operations and Regional Response – M. Player reported that the Council continues to work with the hospital systems and jurisdictions in their COVID response. Several initiatives have been undertaken including vaccinations, assisting jurisdictions improve the low vaccination rates among law enforcement personnel, and preparing for the new school year.</p> <p>There has been no decision on whether the Health Commissioner is going to extend the current Emergency Order. The Department of Health and Human Services has extended theirs.</p> <p>Most of the agencies are reporting an increase in EMS call volumes and hospital admissions. Hospitals are reporting an increase in ED activity.</p> <p>J. Glover stated that there has been no mask mandate for schools and that it will be left to the individual school systems to decide.</p> <p>EMS Awards: M. Player reported that the 2021 PEMS Regional EMS Awards have been announced</p> <p>Excellence in EMS (<i>Michael B. Player Award</i>) – Wayne T. Berry, NRP, Virginia Department of Health Office of Emergency Medical Services, Newport News Fire Department, LifeCare Medical Transports</p> <p>Outstanding EMS Leadership (<i>Russell Lowry, Jr. Award</i>) – Jason A. Sweet, NRP, James City County Fire Department, Busch Gardens-Water Country USA</p> <p>Outstanding EMS Agency – Westmoreland Department of Emergency Services</p> <p>Outstanding Prehospital Provider (<i>Joseph B. Howard Award</i>) – Kimberly A. Davidson NRP, Newport News Fire Department</p> <p>Innovation Excellence in EMS – Greater Williamsburg COVID-19 Vaccination Clinic (City of Williamsburg, James City County, York County, Colonial Williamsburg Foundation, William &amp; Mary, Virginia Department of Health Peninsula Health District)</p> <p>Outstanding Contribution to EMS by a Physician (<i>Gaylord W. Ray, M.D. Award</i>) – Cara-Marie Jackson, D.O., Operational Medical Director for York County Department of Fire and Life Safety, Riverside Regional Medical Center</p>		

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	<p>Outstanding Contribution to EMS by a Nurse (<i>Melissa Holloway, R.N. Award</i>) – Cathryn M. Mitchell, RN, Riverside Doctors’ Hospital Williamsburg</p> <p>Outstanding Prehospital Educator – Seth Craig, IV, Peninsulas Emergency Medical Services Council, Gloucester County Volunteer Fire and Rescue, Rappahannock Community College</p> <p>Outstanding Contribution to EMS for Children – Children’s Hospital of the King’s Daughters Trauma Program – Pediatric Trauma Symposium</p> <p>Outstanding Contribution to EMS Health and Safety – Newport News Fire Department Safety Officers</p> <p>Outstanding EMS Telecommunications Dispatcher – Heather C. Jenkins, EMT, Lancaster County Sheriff’s Office</p> <p>Outstanding Contribution to EMS Preparedness and Response – Cynthia Williams, B.S. Pharm, FASHP, Riverside Regional Medical Center</p> <p>Outstanding Contribution to EMS by a High School Senior (<i>\$1,000 Scholarship</i>) – John M. VanLandingham, EMT, Callao Fire Department</p> <p>President’s Awards:</p> <p>Exceptional Services for the PEMS Council as Board Member 2011-2021 – Gregory Coffman, RN, Busch Gardens/Water Country USA, Peninsula Businesses Representative for Exceptional Services for the PEMS Council as Board Member 2011-2021</p> <p>Exceptional Services for the PEMS Council as Board Member 2011-2021 - Linnie K. Green, Old Point Bank, Financial Institutions Representative</p> <p>Exceptional Services for the PEMS Council as Board Member 2011-2021 - Edward Walker, RN, Sentara CarePlex Hospital Representative</p> <p>Special Recognition Awards:</p> <p>Outstanding EMS Call – Newport News Fire Department - Structure Fire with Burn Patient/Cyanide Poisoning – September 12, 2020</p> <p>Information Technology and Regional EMS Systems Collaboration Infrastructure Support – Jim Huffman, Virginia Regional EMS Councils</p>		

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	<p>Operation Vaccinate Virginia Peninsula – Virginia Department of Health Hampton/Peninsula Health District, Riverside Health System, Sentara Healthcare, Bon Secours Mercy Health, City of Hampton, City of Newport News, City of Poquoson, City of Williamsburg, James City County, York County</p> <p>COVID-19 Response, Community Vaccination Clinic – Christopher Newport University, Newport News</p> <p>COVID-19 Response, Community Vaccination Clinic – Colonial Williamsburg Foundation, Williamsburg</p> <p>COVID-19 Response, Community Vaccination Clinic – Hampton Roads Convention Center, Hampton</p> <p>COVID-19 Response, Community Vaccination Clinic/Mobile Vaccination Clinic – Hampton University, Hampton</p> <p>COVID-19 Response – Middle Peninsula/Northern Neck – Virginia Department of Health, Three Rivers Health District</p> <p>COVID-19 Response, Community Vaccination Clinic – York Senior Center, York County</p> <p>Employee Retention Credit – K. Brophy reported that the re-statement of the Council’s 941’s for calendar year 2000 1<sup>st</sup> and 2<sup>nd</sup> Quarters Employee Retention Credit have been completed and filed with the IRS. Funds are anticipated to be received in September/October. The credit for 1<sup>st</sup> Quarter 2021 has yet to be completed. Once it is it will be filed with the IRS.</p>		
New Business	<p>Section 125 Renewal resolution – K. Brophy presented the Section 125 renewal resolution. Section 125 is the plan that keeps employee’s deductions for our health insurance plan tax pre-tax. Every year we are required to renew the plan. Part of the renewal process is a formal resolution to adopt the plan for the current year. K. Brophy asked for a motion to approve the resolution. P. Dent made a motion to accept the resolution has presented. D. Barrick seconded and it was passed without opposition.</p> <p>Draft Facility Use Policy/Hold Harmless Agreement – M. Player presented a draft Facility Use Policy for review and discussion. M. Player asked the Executive Committee to review the policy and comment on it. Specific areas for input are costs for affiliated and non-affiliated groups and organizations, insurance, and language for groups that the Council does not want to be allowed to use the facility.</p> <p>K. Brophy reported that he has spoken with the Council’s insurance agent and VaRisk and they recommend groups that will use the facility on a recurring basis list the Council has additionally insured and groups that do not use the facility on a regular basis provide a Certificate of Insurance.</p> <p>J. Beasley expressed his belief that protecting the Council should be the overriding concern of any such policy.</p> <p>K. Brophy will send the final draft policy to SESCO for their review and comments.</p>	Executive Committee to review and comment on draft policy	Executive Committee to provide comments to M. Player and K. Brophy by 8/1/2021

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	<p>J. Glover asked the Executive Committee to have their comments to M. Player and K. Brophy by August 1. Contract Modification – M. Player reported that the contract modification request has been submitted to OEMS for the recurring expenses from last year – the EMS IT Specialist salary and cleaning contract. An additional MOD request will be submitted in January for security camera purchases.</p> <p>Audit – K. Brophy reported that the annual audit is tentatively scheduled for August 23-24.</p>		
Good of the Order	<p>K. Brophy reported that he will be attending Rappahannock Community College’s EMT-Basic program beginning August 30.</p> <p>D. Barrick made a motion to provide K. Brophy a \$1,000 bonus to recognize him for the work he has done the past 18 months. P. Dent seconded the motion and it was passed without opposition.</p> <p>D. Barrick amended his motion to indicate the intent was to have the bonus be a net amount after taxes. P. Dent seconded the motion and it was passed without opposition.</p> <p>J. Beasley expressed his appreciation for the Council’s work and assistance during the COVID pandemic, especially in assisting the smaller agencies.</p> <p>The next meeting is scheduled for August 18, 2021 at 5:30 pm.</p>		
Adjournment	The meeting was adjourned at 6:44 pm		