



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

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**Board of Directors Executive Committee Meeting Minutes**

A PEMS Council Standing Committee

**Meeting Date:** September 15, 2021

**Meeting Location:** Teleconference

**Chaired By:** William Dent

**Begin Time:** 5:01pm

**End Time:** 5:41pm

**Minutes Submitted By:** Kevin Brophy

**Draft: Approved Date:** October 20, 2021

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Barrick, David (T) (TC)	Louka, Amir, MD (RMD)	Brophy, Kevin (TC)	
Beasley, Jeff (TC)			
Brann, Jimmy (TC)			
Dent, William (VP) (TC)			
Glover, Julie (P) (TC)			
Player, Michael (S) (NV) (TC)			

<b>Item</b>	<b>Discussion</b>	<b>Action Required</b>	<b>By Whom/When</b>
Call to Order	W. Dent called the meeting to order at 5:01pm. A motion was made by D. Barrick and seconded by W. Dent to approve the June 23, 2021 Special Call meeting minutes. The motion was passed without changes. A motion was made by D. Barrack and seconded by J. Brann to approve the July 15, 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, 2021 – August 31, 2021</li> <li>b. Statement of Financial Activity July 1, 2021 – August 31, 2021</li> <li>c. Budget vs. Actuals July 1, 2021 – August 31, 2021</li> <li>d. Daily Cash Report</li> <li>e. FY22 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</p>		

Item	Discussion	Action Required	By Whom/When
	<p>daily or weekly basis. K. Brophy reviewed the Cash &amp; Cash Projection Reports, Statement of Activity, and Budget vs. Actuals.</p> <p>K. Brophy reported that he had met with the Treasurer to review the financials, cash, ED credit card statements and timesheets.</p> <p>W. Dent asked what the locality fees are. M. Player reported that they are .16 per capital for FY22.</p>		
Old Business	<p>COVID-19 Operations and Regional Response - M. Player reported that the Council is still involved in coordination calls with jurisdictions, hospitals, VDH, OEMS, and others to discuss COVID's impact on operations and response to the Delta variant. The FDA is expected to discuss the Pfizer booster vaccine this week. VDH has a number of models on how they think it will be rolled out.</p> <p>EMS Awards – M. Player reported that the Council has received all the awards and are in the process of scheduling the presentations.</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 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> <p>Contract Modification – M. Player reported that the contract modification was submitted on time to OEMS and we are waiting for them to act on it. OEMS is still reviewing them.</p> <p>Audit – K. Brophy reported that the audit field work has been completed by Wells Coleman and the draft financials and comments have been received. It is a clean audit; no issues were found by the auditor. K. Brophy is reviewing the drafts and the final audit will be presented by Wells Coleman to the Board of Directors at the December meeting.</p>		
New Business	<p>Draft Facility Use Policy/Hold Harmless Agreement – M. Player presented the Draft Facility Use Policy and Hold Harmless Agreement. Changes that were suggested by the Executive Committee were made as well as adding charges for the use of the facility by non-PEMS affiliated organizations and individuals. The policy allows organizations and individuals to use certain areas of the facility rather than the entire facility and requires users to list the Council as additionally insured and provide proof. M. Player requested the Executive Committee make a motion to send the policy to the Board of Directors for their approval. D. Barrack made a motion to forward the policy to the Board of Directors, seconded by J. Brann. The motion passed without opposition.</p> <p>PEMS Council Redesignation – M. Player reported that the Council is under redesignation. Every three years the Council must apply for redesignation as an EMS Council. Requests for letters of support have been sent to each jurisdiction, hospital system, and other organizations. The package is due to OEMS no later than October 8. A team will more than likely visit the Council for a site visit in December. OEMS will review all the submitted information and send it to the State EMS Advisory Board who will make a recommendation to the State Board of Health.</p>	Executive Committee to forward policy to the BOD for action 9/15/21	BOD to adopt, reject, or ask for changes. 9/15/21

Item	Discussion	Action Required	By Whom/When
	<p>Transfer to MS Teams – M. Player reported the staff is constantly looking at how to improve collaboration processes. The hospital systems have not been able to access the current meeting platform Big Blue Button due to their security concerns. They have a number of platforms that they use and are unwilling to open another platform. In order to be inclusive of our partners the Council will be moving to MS Teams as the meeting/collaboration platform. The move to MS Teams is expected to be complete in October.</p> <p>New Insurance Policies – K. Brophy reported that in May he began shopping the Council’s insurance policies to other vendors. Through a local company a new property insurance, with a terrorism rider recommended by the carrier, and with the same coverage at a significant savings was obtained. With the savings a new Cybersecurity Policy has been added. The new company was unable to find a carrier for the Inland Marine policy this year and the Workers Compensation policy was not moved due to a request for too much personal information from employees and board members. All policies are effective September 12.</p>		
Good of the Order	<p>M. Player thanked the Executive Committee for its support during his recent DMAT deployment.</p> <p>The next meeting is October 20, 2021 at 5:30pm</p>		
Adjournment	<p>The meeting was adjourned at 5:41pm</p>		