



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

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**Board of Directors Executive Committee Meeting Minutes**

A PEMS Council Standing Committee

**Meeting Date:** October 20, 2021

**Meeting Location:** Teleconference

**Chaired By:** Julia Glover

**Begin Time:** 5:04 pm

**End Time:** 6:33 pm

**Minutes Submitted By:** Kevin Brophy

**Draft: Approved Date:** December 15, 2021

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
Barrick, David (T) (TC)	Beasley, Jeff	Brophy, Kevin (TC)	
Brann, Jimmy (TC)			
Dent, William (VP)(TC)			
Glover, Julie (P)(TC)			
Louka, Amir (RMD)(TC)			
Player, Michael (S) (NV) (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 5:04pm. A motion was made by D. Barrick and seconded by Dr. Louka to approve the September 15, 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, 2021 – September 30, 2021</li> <li>b. Statement of Financial Activity July 1, 2021 – September 30, 2021</li> <li>c. Budget vs. Actuals July 1, 2021 – September 30, 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 daily or weekly basis. K. Brophy reviewed the Cash &amp; Cash Projection Reports, Statement of Activity, and</p>		

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	<p>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>K. Brophy reported that the 3<sup>rd</sup> Quarter federal and state taxes have been filed and have been accepted by the IRS and state.</p>		
Old Business	<p>COVID-19 Operations and Regional Response and Executive Director Report – M. Player reported the following:</p> <ul style="list-style-type: none"> <li>• COVID-19 Update <ul style="list-style-type: none"> <li>a. PEMS staff continue to meet with and work with the region’s three Health Districts, VDEM Region 5 emergency managers, EMS agencies and Hospital Eds, and the Peninsula UMACC (Unified Multi-Agency Coordination Center) on continued community vaccination efforts, messaging for the eligible unvaccinated, the administration of third doses and preparation for the administration of boosters. Everyone is working to ensure they have plans in place for when the boosters receive EUA by the FDA, and the CDC announces the plan for their prioritization. The goal is to engineer clinics to prevent mistakes or errors in administration. This has been complicated by the recommendations: <ol style="list-style-type: none"> <li>1) Pfizer – 64 or older, at risk by health or occupation – 3<sup>rd</sup> shot – same dose</li> <li>2) Moderna – Possibly same group – 3<sup>rd</sup> shot - Reduced dose</li> <li>3) J&amp;J – 2<sup>nd</sup> Shot – same dose</li> <li>4) Pfizer – 5 to 11 – Different vaccine concentration</li> </ol> </li> <li>b. Like many areas of the Country, the entire Commonwealth, the PEMS region experienced a major increase in community transmission of COVID-19 fueled primarily by the Delta variant within the unvaccinated population. Fortunately, this now appears to be waning although its impacts have not. Due to a continued loss of staffing through the pandemic, the hospitals staffed bed capacities have been dwindling at the same time that need has increased, exacerbated initially by COVID and then by the backlog of delayed acute care and elective care patients.</li> <li>c. EMS agencies and Emergency Departments however are transporting higher numbers of patients, with seemingly higher acuity. Wait times for ambulance patients to be transferred to available stretchers is increasing, Eds are holding admitted patients longer, and hospital ICUs are filling. Some hospitals are trying to use EMS as staff while they hold patients on EMS stretchers. At a meeting with my regional counterparts this afternoon, I learned that throughout the Commonwealth, the Regional EMS Councils have been enlisted to develop processes to provide real-time information on hospital capacity status and EMS unit activity, destination, and out-of-service times, to manage EMS patient flow to hospitals and reduce EMS wait times.</li> <li>d. The State Medical Direction Committee is also going to weigh in on the use of diversion and the misuse of EMS in managing ED post capacity care.</li> </ul> </li> <li>• PEMS Representation on the State EMS Advisory Board <ul style="list-style-type: none"> <li>a. In August, Sadie Thurman’s term as the PEMS Representative to the State EMS Advisory Board expired. Sadie was eligible for another term, was willing to serve and the Council supported her re-appointment. Last week, she learned that the Governor reappointed her to the State EMS Advisory Board for a second term.</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>• Regional Council Re-designation Process               <ul style="list-style-type: none"> <li>a. Regional EMS Councils are identified along with their responsibilities in the Code of Virginia (32.2-111.11) and (12VAC 50-31-2300 through 2700). This same code set forth a process for regional council designation by the Virginia Board of Health. Each designation is conferred for a period of three years whereupon the council must apply for re-designation.</li> <li>b. Our designation as a regional council expires this year. Staff completed the application for redesignation which was uploaded via portal to the Virginia Office of EMS by COB on October 8, 2021.</li> <li>c. The designation package consists of fifteen sections including the application, self-assessment checklist, board and committee rosters, bylaws, scope of services, a three year budget, EMS agency interactions, Operational policies, locality and agency directory, hospital catchment areas, regional programs, EMS Council evaluations, articles of incorporation, tax exempt status and filings, and locality letters of support (the requests for which have already been sent to many, if not all of your organizations). As the applications are reviewed, the Office of EMS may request additional information which we will provide. Once the application review is complete, the Office of EMS will send a team of assessors out to conduct a site visit, probably in December.</li> <li>d. The results of their assessment will be sent to the State EMS Advisory Board and their recommendation forwarded to the Virginia Board of Health for final approval.</li> </ul> </li> </ul> <p>Contract Modification – M. Player reported that the contract modification was received from OEMS and the Council received what was requested plus a 5% increase for staff salaries that will be added to the contract base as well as a request to be the pass-through for the state’s new learning management system. The Council will be the fiduciary for a \$135,000 contract. The Council will be billed for the services and will pay those from the funds received from the state.</p> <p>Audit – K. Brophy reported that the audit field work has been completed by Wells Coleman and the final financials and draft 990 have been received. The final financials are being reviewed for the changes that were made to the draft. Our program comments for the 990 are being updated to include the Greater Williamsburg HEARTSafe program and IT Systems Specialist. The final financials and 990 will be presented to the Executive Committee at the November meeting and Wells Coleman will present the audit at the December Board of Directors Meeting.</p> <p>Transfer to MS Teams - K. Brophy reported that G. Bever is continuing to work on the migration to MS Teams. He has built teams and is conducting limited testing. Issues being found include call in numbers and adding individuals that do not have Microsoft accounts. Each team has a SharePoint account that will allow for sharing and collaboration on documents. Sentara, Bon Secours, and VCU Health are already on board with MS Teams and Riverside is working on adding individual licenses. MS Teams should alleviate the problems we had with the hospital systems not being able to fully use Big Blue Button.</p> <p>PEMS Council Redesignation – This was addressed in the Executive Director’s report</p>		
New Business	FY22 Budget Update – K. Brophy presented an updated budget report that reflected the MOD and contract changes. This is for information only and a mid-year budget update will be provided in December for approval		

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	<p>and adoption. D. Barrick stated that with the increased funding from the state and other budget increases, the bottom line was still positive.</p> <p>Changes to the Board of Directors - M. Player reported that the Board of Directors still needs a Peninsula Business representative. He discussed possible organizations and corporations that have an interest in EMS that may be approached. J. Glover asked about the possibility of approaching the President of Newport News Shipbuilding. P. Dent stated that he will approach the President of the Colonial Williamsburg Foundation.</p> <p>M. Player reported that David Masterson will be leaving his position as President of Sentara Williamsburg Regional Medical Center (SWRMC) in November to assume the same role at Sentara Obici Hospital in Suffolk, and will be stepping down as a member of the Council's Board of Directors. SWRMC is conducting a national search for a new president. M. Player stated that D. Masterson has completed one year on the Board of Directors and is in his second term and is eligible for a President's Award. M Player stated that D. Masterson has brought funds to the Council in the form of grants and has been very supportive of the Council. M. Player asked for a motion from the Executive Committee to approve a President's Award and Resolution commemorating D. Masterson's service to the Council. J. Glover agreed and stated that he should be presented with whatever is appropriate. M. Player asked for approval to award D. Masterson the President's Award and a resolution. P. Dent made a motion to approve and was seconded by D. Barrick. The motion passed without opposition.</p>		
Good of the Order	<p>M. Player asked J. Brann to share the content of a phone call he received from J. Brann.</p> <p>J. Brann stated that he has been involved with EMS and fire service for approximately 35 years and directly or indirectly with the Council. He stated that he hopes everyone realizes how much progress the Council has made over the years and the difference it has made in EMS in our region. He stated that he remembers when the Council had no power or influence, and when people didn't want to support the Council. The Council has responded to disasters and the current pandemic and a lot of positive things have happened because of the Council's involvement. The Council has wonderful people who care and are making a difference. He wanted to thank the Council for its work.</p> <p>The next meeting is November 17, 2021 at 5:30pm</p>		
Adjournment	The meeting was adjourned at 6:33 pm		