



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: December 15, 2021

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:06 pm

End Time: 6:18 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: January 19, 2021

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

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:06pm. A motion was made by P. Dent and seconded by D.Barrick to approve the October 20, 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, 2021 – October 31, 2021 b. Statement of Financial Activity July 1, 2021 – October 31, 2021 c. Budget vs. Actuals July 1, 2021 – October 31, 2021 d. Daily Cash Report e. FY22 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 Cash & Cash Projection Reports, Statement of Activity, and Budget vs. Actuals.</p>		

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	K. Brophy reported that he had met with the Treasurer to review the financials, cash, ED credit card statements and timesheets.		
Old Business	<p>COVID-19 Operations and Regional Response and Executive Director Report – K. Brophy reported for M. Player the following:</p> <ul style="list-style-type: none"> • COVID-19 Update <ul style="list-style-type: none"> 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 boosters. b. Like many areas of the Country, and other portions of the Commonwealth, the PEMS region is once again experiencing an increase in community transmission of COVID-19 still fueled primarily by the Delta variant within the unvaccinated population, but it is only a matter of time before we see an increase in cases of the Omicron Variant in the region. c. EMS agencies and Emergency Departments 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 busy. At your direction, the PEMS Council began having meetings with the hospitals and the agencies to develop plans for the management of ED Surge and Post Capacity Care which have researched a number of strategies being used throughout the Country and other regions in the Commonwealth to manage this problem. It now falls on this work group to begin evaluating some of these models to determine applicability to the hospitals. The workgroup is also assessing the infrastructure tools such as inter-hospital and EMS-hospital communications systems that may be needed for whatever management model is ultimately developed. 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. • Regional Council Re-designation Process <ul style="list-style-type: none"> a. As we discussed at our last Board Meeting, the PEMS’s 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. b. We expect that the Office of EMS will be sending a team of assessors to conduct a site visit after the first of the year. c. 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. • Seth Craig, the PEMS Council’s EMS Field Coordinator-Clinical Care has accepted a position as Director of the Rappahannock Community College’s EMS Program. If you recall, Seth worked part-time for the Council until the Office of EMS provided funds for the provision and coordination of EMS continuing education programs. We added those funds and the EMS Education responsibilities to Seth and he became a full-time employee. When the state ended the Regional Council oversight of the CE program, the Office of EMS’ funds for that portion of Seth’s position also ceased. But you decided that it was important to continue to fund an EMS continuing education coordination role within the Council and you directed that portion of Seth’s salary be made-up from local government funding. 		

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	<p>a. Seth has requested to remain with the staff part-time beginning on January 1, 2022 in his old role of EMS Field Coordinator-Clinical Care but without the EMS continuing education coordination role, essentially his old position.</p> <p>b. With your agreement, PEMS intends to use the budgeted funds freed by Seth’s going part time to continue the work originally envisioned by the Board for those funds, and hire a part-time EMS Education Coordinator. We intend to advertise for the position after the first of the year.</p> <ul style="list-style-type: none"> The last eighteen months have seen incredible stresses placed on our health care system. However, we have been able to come together as a system to develop strategies, share resources and collaborate on solutions. And, for the first time, when hospitals, local governments, or licensed EMS agencies gather to discuss matters that impact EMS in the region and PEMS is not present, we are missed, and we are asked to participate. We have demonstrated our importance to the system, and our value to our constituents. The staff and I wish to thank the Board for its vision and leadership in situating and resourcing the Council for this important moment in the life of our regional EMS delivery system. I am deployed with the Virginia-1 Disaster Medical Assistance Team in Manchester, New Hampshire, helping to decompress a Hospital System that is staggering under a surge of the Delta variant of COVID-19. I wish that I could be with you tonight. If I were, I would tell you how I pray that you will have a holiday filled with family and friends, safety, health and memory making. May God bless you! <p>Audit – K. Brophy presented the Audited Financials and Audit report. Rebecca Tres of Wells Coleman will be presenting the Financials at the 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 testing. The Trauma and Stroke Committees are meeting regularly on MS Teams.</p>		
New Business	<p>Bylaws Changes - K. Brophy presented changes to the Bylaws to be submitted to the Board of Directors. The only changes were to hospital names. Riverside Tappahannock Hospital became VCU Tappahannock Hospital, Mary Immaculate Hospital became Bon Secours Mary Immaculate Hospital and Rappahannock General Hospital became Bon Secours Rappahannock General Hospital. The Bylaws will have to be published for thirty days before they can be approved. D. Barrick made a motion to accept the changes and forward to the Bord of Directors, seconded by P. Dent. The motion passed without changes.</p> <p>Financial Management Policy Changes – K. Brophy presented an updated Financial Management Policy with changes to the internal control section based on the audit report and updates to reflect changes made in operations due to working remotely. D. Barrick made a motion to accept the changes and forward to the Bord of Directors, seconded by P. Dent. The motion passed without changes.</p> <p>Continuity of Operations Plan – K. Brophy presented the updated Continuity of Operations Plan. The COOP team met and made changes to bring the plan in line with State guidance and to reflect the operational changes made by working remotely. K. Brophy asked the Executive Committee to accept the plan and forward it to the Board of Directors for approval. P. Dent made a motion to accept the changes and forward to the Board of Directors for approval, seconded by D. Barrick. The motion passed without changes.</p>	<p>EC to forward changes with recommendation to accept to BOD 12/15/2021</p> <p>EC to forward changes with recommendation to accept to BOD 12/15/2021</p> <p>EC to forward changes with recommendation to accept to BOD 12/15/2021</p>	<p>Changes forwarded to BOD by EC with recommendation to accept 12/15/2021</p> <p>Changes forwarded to BOD by EC with recommendation to accept 12/15/2021</p> <p>Changes forwarded to BOD by EC with recommendation 12/15/2021</p>

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	<p>Updated FY22 Budget – K. Brophy requested the Executive Committee move the mid-year budget update from December to January. Moving it one month will give the Business Manager six months of data that would reflect a true half-year and a more accurate mid-year budget update. D. Barrick made a motion to approve the request, seconded by P. Dent. The motion was passed without changes.</p> <p>Staff Changes – This was addressed in the Executive Director report.</p> <p>EMS Day at Busch Gardens – K. Brophy reported that the Council has completed a new three-year contract with Busch Gardens for EMS Day beginning in 2022. Included are 60 complimentary tickets for nominees and VIPs for 2022. Busch Gardens will review this in 2023 and 2024 separately.</p> <p>Executive Session - J. Glover called the committee into executive session at 6:08 to discuss a payroll related matter. J. Glover called the committee out of executive session at 6:13.</p>		to accept 12/15/2021
Good of the Order	<p>The Council is closed December 23, 24 and 31 for Christmas and New Year's.</p> <p>The next meeting is January 19, 2021 at 5:30pm</p>		
Adjournment	The meeting was adjourned at 6:18 pm		