



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: February 16, 2022

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:04 pm

End Time: 6:02 pm

Minutes Submitted By: Kevin Brophy

Draft: X Approved Date:

Members Present:	Members Absent:	Staff:	Others:
Barrick, David (T) (TC)	Dent, William (VP)	Brophy, Kevin (TC)	
Beasley, Jeff (TC)	Player, Michael (S) (NV)		
Brann, Jimmy (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 5:04pm. A motion was made by D. Barrick and seconded by J. Beasley to approve the January 19, 2022 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 – January 31, 2022 b. Statement of Financial Activity July 1, 2021 – January 31, 2022 c. Budget vs. Actuals July 1, 2021 – January 31, 2022 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>		

Item	Discussion	Action Required	By Whom/When
Old Business	<p>COVID-19 Operations and Regional Response Update – K. Brophy reported that PEMS staff continue to work remotely and attend regional and state COVID meetings.</p> <p>Business Managers Report – K. Brophy reported the following:</p> <p>VA-1 Deployment – M. Player is deployed with VA-1 DMAT and is scheduled to return March 4.</p> <p>Protocol Rollout – The protocol update is scheduled to go live on March 1. Dr. Louka reported that he will recommend to the Medical Advisory Committee that the tier response protocol be withdrawn given the State Emergency Order has expired. S. Pincus reported that there is a link to the protocols on the Council website.</p> <p>Education Programs Field Coordinator - Advertising for the position continues and will do so until the position is filled.</p> <p>EMS Awards Announcement and Push – The announcement and flyers will be going to hospitals and agencies shortly. Staff are brainstorming new ideas to get more nominations as well as pushing our agencies for nominations. EVHC will post our announcement on their website. J. Glover suggested that Paul Long be asked to assist with getting New Horizons more involved in the High School Senior category.</p> <p>RSAF Grant Cycle – The Spring RSAF Grant cycle is open and closes on March 15. A technical assistance webinar was conducted by OEMS on February 15. Two to three weeks after the cycle closes and the Council receives the grant requests from OEMS, the RSAF Review Committee will meet to score the requests.</p> <p>PEMS Role in HandTevy – S. Pincus reported that the state had originally asked the Regional Councils assistance in rolling out the program. Since then, the Councils involvement has been reduced to providing the state with a list of each agencies Designated Infection Control Officers and a list of EMS Chiefs and/or leadership.</p> <p>MS Teams – The Council continues to transition all committee meetings to MS Teams. There are only a few committees left to transition. Troubleshooting minor issues continues as well. All of the hospital systems are able to use MS Teams.</p> <p>Regional Medical Box Program – T. Veach continues to repair broken and damaged medical boxes and provide agencies with training boxes as they request them. He is reaching out to other vendors that may be able to provide a stronger box.</p> <p>Greater Williamsburg HEARTSafe Alliance – A. Ashe is continuing to keep the program running. Going forward the committee’s will be restructured. Questions of how the committees should look and function are being addressed.</p> <p>CISM Training Courses – A. Ashe is developing CISM training courses for the April time frame.</p> <p>Transfer to MS Teams – Addressed above.</p>		

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	OEMS Regional Council Contract Workshop – M. Player and K. Brophy will be attending the workshop March 7-9. M. Player will stay for his committee meetings and the Advisory Board meeting. J. Glover asked D. Barrick to attend as well in the event M. Player cannot.		
New Business	<p>Security Cameras – K. Brophy reported that the Council has been looking at purchasing security cameras for the office. A vendor was found that can provide the equipment for approximately \$2,200. IT Coordinator G. Bever can install the equipment and run any cables that need to be installed. We would purchase 8 cameras and install one facing out the front window, one facing in from the front window, one facing down the main hallway, one in the IT room, one in each classroom, and one in the back room with the large copier.</p> <p>D. Luoka expressed a concern about an individual that is not a licensed electrician doing electrical work and the impact that could have on the Council’s insurance. The Committee asked K. Brophy to contact the insurance company and ask if this would impact our insurance policy in any way.</p> <p>LouAnn Miller Retirement – K. Brophy reported that LouAnn Miller will be retiring from Riverside Regional Medical Center. She has been a great supporter of the Council; chairing committees and organizing the Hampton Roads Trauma Symposium. The staff would like to present her with a President’s Award at the Symposium. K. Brophy asked for the committee to approve the request. D. Barrick made a motion to approve the award, seconded by J. Beasley. The motion passed without opposition or changes.</p>	Contact insurance company for information	K. Brophy to contact insurance company and provide information to the EC NLT 3/16/2022
Good of the Order	<p>The next meeting is March 16, 2022 at 5:00pm followed by the Board of Directors meeting.</p> <p>February 21, 2022 – President’s Day. PEMS office is closed.</p> <p>March 7-9, 2022 – OEMS Regional Council Retreat</p> <p>March 10-11, 2022 – State EMS Advisory Board Meetings</p> <p>April 22, 2022 – Hampton Roads Trauma Symposium</p> <p>May 21, 2022 – EMS Day at Busch Gardens</p>		
Adjournment	The meeting was adjourned at 6:02 pm		