



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: June 15, 2022

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:11 pm

End Time: 5:57 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: August 17, 2022

| Members Present: | Members Absent: | Staff: | Others: |
|-------------------------------|-------------------------|--------------------|----------------|
| Barrick, David (T) (TC) | Brann, Jimmy (Resigned) | Brophy, Kevin (TC) | |
| Beasley, Jeff (TC) | | | |
| Dent, William (VP) (TC) | | | |
| Glover, Julie (P)(TC) | | | |
| Louka, Amir (RMD)(TC) | | | |
| Player, Michael (S) (NV) (TC) | | | |
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| Item | Discussion | Action Required | By Whom/When |
|------------------|---|------------------------|---------------------|
| Call to Order | J. Glover called the meeting to order at 5:11 pm. A motion was made by W. Dent and seconded by J. Beasley to approve the April 20, 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 – May 31, 2022 b. Statement of Financial Activity July 1, 2021 – May 31, 2022 c. Budget vs. Actuals July 1, 2021 – May 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> | | |

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|--------------|--|--|-------------------------------|
| Old Business | <p>COVID-19 Operations and Regional Response Update & Executive Director’s report- M. Player reported that the Council continues to participate with agencies, jurisdictions, district health departments, healthcare coalitions and others in the coordinated COVID response and mitigation efforts.</p> <p>Contract Review - The current five-year OEMS Regional Service Contract with the Regional EMS Councils ends in FY22. Over the last year and a half OEMS and the Regional Council Executive Directors began discussing what they wanted to see in the next contract. The discussions resulted in a sharing of information between the Councils on programs, services, structure and resources, and identifying best practices and opportunities for cost sharing and joint program ventures so that by the beginning of the year, the Councils were ready to begin actually crafting the new contract. The new workplan framework is the basis for the proposed FY23 Operational Budget</p> <p>Nomination Committee Report – W. Dent asked what positions need to be filled. M. Player reported that the officers and two At-Large positions on the Executive Committee need to be filled. J. Beasley was asked if he would continue. He stated that he would. J. Brann’s position needs to be filled as he is no longer with Essex County.</p> <p>A motion was made by W. Dent and seconded by J. Beasley from the Executive Committee to the Board of Directors to postpone nominations until the September Board of Directors meeting.</p> | EC motion to the BOD 6/15/2022 to postpone nominations until the September BOD meeting | Executive Committee 6/15/2022 |
| New Business | <p>Regional Medical Director – M. Player reported that Dr. Dustin St George is the new Regional Medical Director effective July 1, 2022. He is on staff at Riverside Regional Medical Center and Riverside Walter Reed Hospital and is Board certified in emergency medicine.</p> <p>Dr. Louka expressed his concern about Dr. St. George’s lack of experience in Virginia EMS, his lack of involvement with PEMS, his lack of experience as a Virginia Operational Medical Director or knowledge of the issues and concerns of PEMS' Operational Medical Directors. He stated that he did not know if the Medical Advisory Committee would approve of his representing them at the State Medical Direction Committee. He stated that he will do what he can to ensure that the new RMD is successful and is willing to work with him to bring him up to speed.</p> <p>HVAC Replacement – K. Brophy stated that the Council is responsible for the maintenance and replacement of our HVAC system and equipment. One of the HVAC units is no longer working and needs to be replaced. Three quotes were received and K. Brophy presented a quote from Klein Mechanical for \$9,650 to replace the unit.</p> <p>The Executive Committee was asked to approve the purchase. A motion was made by W. Dent to approve the purchase and seconded by J. Beasley. The motion passed without opposition.</p> | | |

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|-------------------|--|---|--|
| | <p>FY2023 Proposed Operational Budget – M. Player and K. Brophy presented the proposed FY23 Operational Budget. The state revenue is based on the new contract workplan and the budget reflects the first year of the increase in locality fees to .16 per capita. Expenses were presented based on the Consumer Price Index increase of 2.4% and historical data.</p> <p>A motion was made by W. Dent to recommend the Board of Directors approve the FY2023 Operational Budget. The motion was seconded by D. Barrick and passed without opposition.</p> | <p>EC recommends approval of the FY2023 budget by the BOD 6/15/2022</p> | <p>M. Player to present the FY2023 budget to the BOD 6/15/2022</p> |
| Good of the Order | <p>The next meeting is July 20, 2022 at 5:00 pm June 20, 2022 – Juneteenth, PEMS Office Closed July 4, 2022 – Independence Day, PEMS Office Closed</p> | | |
| Adjournment | The meeting was adjourned at 5:57 pm | | |
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