



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: August 17, 2022

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:03 pm

End Time: 6:19 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: September 21,2022

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

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:03 pm. A motion was made by D. Barrick and seconded by Dr. Louka to approve the June 15, 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, 2022 – July 31, 2022 b. Statement of Financial Activity July 1, 2022 – July 31, 2022 c. Budget vs. Actuals July 1, 2022 – July 31, 2022 d. Daily Cash Report e. FY23 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. K. Brophy also reviewed the FY22 end of year financials and cash report.</p>		

Item	Discussion	Action Required	By Whom/When
Old Business	<p>Executive Director's report- M. Player reported the following:</p> <p>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>The Council's FY23 Workplan was submitted to OEMS. That workplan will be the basis of the FY23 budget and the new Service Contract. OEMS will complete its work by the end of August and send their draft contracts to VDH Shared Business Services with the goal of having contracts to the Regional Councils by October 1, 2022. If the contracts are not ready by that time, OEMS plans to extend the current contract by another 3 months.</p> <p>Joann King began work as the new EMS Field Coordinator - Education Programs on July 1, 2022 and has already taught several lectures at the First Responder Conference in Hampton on August 10, and 11. She emailed the 75 plus Certified EMS Educators in the region and had an inaugural meeting with 18 of them on August 15, 2022.</p> <p>The Council converted its 2022 Regional EMS Award Winners to 2022 Regional Nomination Packages and submitted them to the Governors EMS Award Program by the July 15, 2022 deadline.</p> <p>Tidewater EMS Council and the Virginia Department of Fire Programs was able to bring the NFA EMS Quality Management Court R0158 to TEMS on October 23-28, 2022. PEMS was provided 9 slots in the course. Those have been offered to the EMS agencies with the caveat that those attending agree to serve on the Council's Performance Improvement Committee. There will be representation from Gloucester, Hampton, James City County, King William County, Newport News, PEMS Office, Richmond County, and Westmoreland County.</p> <p>On June 30, 2022, Debbie Thomas attended an ESO Insights workshop to learn to use the system to query EHR data.</p> <p>At the Regional Council Directors Meeting at OEMS on August 3, 2022, OEMS announced that it was going to contract with CARES (Cardiac Arrest to Enhance Survival) registry and provide the required 1.0 FTE to manage the registry.</p> <p>During the same meeting we learned that several of the Councils had their emails hacked. The Council's IT manager recommended several new industry standard action items to improve security.</p> <ol style="list-style-type: none"> 1. Discontinue the use of out of office messaging/autoreply messaging 2. Remove use of emails from website and social media 3. Use blind contact us or contact (individual by name) fillable form option on website 4. Require all outside (non-committee members) to contact office to obtain meeting conference call information to attend. 5. Require all committee members to enter a waiting room to be allowed into a meeting. 		

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	<p>The camera security system has been installed in the office. Currently, the cameras monitor the front door and lobby, the admin area, the main hallway, the back door, the IT/AV Room, the Dunston Room and the Conference Room. The cameras have infrared/night vision and feed a recording loop based on movement with the exception of the front door which is recording non-stop.</p> <p>Greg Bever has been converting the AV systems in the Dunston Multipurpose Room to allow for its use in supporting Conference Calling systems. He has almost completed the conversion and we hope to offer the September Board of Directors meeting as a hybrid meeting – in office or virtual.</p> <p>On Thursday, August 11, 2022 Amy Ashe, EMS Field Coordinator - Community Health and I visited Riverside Behavioral Health Clinic and received a brief and a tour in advance of Clinical planning for the opening of their Behavioral Health Emergency Department in late 2023 or early 2024. We presented them with a bucket list of items that we hope to address with them over the next year. They desired that PEMS be the EMS interface for initial clinical and operational planning. They want to bring organic EMS agencies once clinical procedures have been outlined for the region</p> <p>Bucket List</p> <ul style="list-style-type: none"> • EMS Treatment Protocols, Policies and Procedures • Transport Destination Decisions • Inter-facility Transports • Regional Medication Kit Agreement • Ambulance One to One Exchange System • MIH/CP Interface • Quality Care Metrics/PI Process • Health Data Exchange • Regional BH Resource/Structure Mapping and Interaction with RHBC-ED, CITACs, etc. • EMS Training - New Protocols/Policies/Procedures • EMS CE Training - Ongoing BH CE <p>According to our past practice, once a regional hospital with an emergency department opens, we have modified our bylaws to provide them a seat on our Board of Directors. This will be important along with their participation in PICO, Pharmacy Committee, and to take the lead with the languishing Behavioral Health Committee.</p> <p>Security Cameras/AV Upgrades – This item was covered in the Executive Director’s report.</p> <p>Status of New Contract – M. Player reported that the FY23 budget was based on the new contract workplan. A one quarter extension of the current contract was signed which is approximately \$16,000 less than the new contract (the difference between the existing contract and the new workplan).</p> <p>The current portion of the contract modification that funds the office cleaning will not be approved. The contract would have to be discontinued, or the budget would have to absorb the entire cost.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Once the new contract amount is known then the full impact to the budget can be determined and any adjustments can be made at that time.</p> <p>Board Vacancies – Kevin Brophy and I met last week with Mrs. Johanna Northstein, the Business Development Officer at Chesapeake Bank and briefed her on the Council. Mrs. Northstein has over three decades of banking and was recommended by Kevin. She was very interested in being on our Board of Directors.</p> <p>Dr. Louka asked of there would be a conflict of interest in her serving on the Board of Directors given she is employed by the institution that holds our bank accounts. M. Player stated that there would not be as the Council has had Board members in similar positions.</p> <p>M. Player requested the committee approve her nomination to the Board of Directors. A motion was made by Dr. Louka, and seconded by D. Barrick to nominate Johanna Northstein to the Board of Directors. The motion passed without opposition.</p> <p>Steven Pincus has offered to speak to Mr. Mike Coons, the retired Director of the Peninsula Chamber of Commerce regarding the vacant Peninsula Business Representative position on the Board of Directors.</p> <p>Nomination Committee - I spoke with Chief Dent regarding the Nominating Committee; he states that he will be meeting with Chief Kopczynski and Gary Samuels in advance of the September meeting and will have a slate of officers to place before you.</p> <p>RMD Contract - Dr. Louka agreed to serve as interim Regional Medical Director (RMD) when Dr. St. George asked to be released from his contract. The Council accepted, constructing a contract for one quarter that could be renewed three times. It was presented to the Medical Advisory Committee (MAC) and they requested the position be readvertised. Dr. Louka contacted M. Player and stated that he would be willing to continue to serve and that he did not believe there would be a lot of applicants. As this changed the situation surrounding the last request received from the MAC, Dr. Louka's proposal was presented to the MAC and they agreed with the proposal. The contract is currently structured at \$2,100 per quarter, however, an additional \$12,000 has been requested in the FY23 workplan. If that workplan is funded, a new FY23 RMD contract will be created and funded with whatever funding is received for that purpose.</p>		
New Business	<p>Audit – K. Brophy reported that Wells Coleman will begin the FY22 Audit field work on September 12. They may be contacting members of the Executive Committee as they have in the past.</p> <p>Redesignation – The Council has received a three-year re-designation as a Virginia Regional EMS Council.</p> <p>RSAF Grant Application – M. Player reported that the Council transitioned to its current Medication Kit system in 2015. Since then, the system has worked well but there have seen several areas of repeated failures due to compartment latch design, and the thickness of compartment covers. Travis Veach, EMS Field Coordinator - Operations has been problem solving these issues and working with vendors has finalized retrofits that seem to have stood a reasonable field test. He has prepared an RSAF grant to implement the retrofits on the remaining 375 boxes in the system. The grant cost is \$54,375 and with a 20% match, our cost would be \$10,875. K. Brophy discussed the grant accounting process.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>M. Player requested Committee approval to move forward and submit an RSAF grant in the September Cycle. D. Barrick made a motion for the Council to move forward with the grant application, seconded by Dr. Louka. The motion was passed without opposition.</p>		
Good of the Order	<p>The next meeting is September 21, 2022 at 5:00 pm followed by the Board of Directors meeting. Some discussion occurred about moving the start time of the meeting to avoid having to absorb costs associated with providing a meal, and leaving the meeting as a call in/virtual option.</p> <p>The September meeting will be left as is and any other changes will be discussed at the September Board of Directors meeting.</p> <p>September 5, 2022 – Labor Day, PEMS Office Closed</p>		
Adjournment	The meeting was adjourned at 6:19 pm		