



Peninsulas Emergency Medical Services Council, Inc.

PO Box 1297, 6876 Main Street

Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: September 21, 2022

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:00 pm

End Time: 5:45 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: October 19, 2022

Members Present:	Members Absent:	Staff:	Others:
Barrick, David (T) (TC)		Brophy, Kevin (TC)	
Beasley, Jeff (TC)			
Dent, William (VP) (TC)			
Glover, Julie (P)(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 5:00 pm. A motion was made by D. Barrick and seconded by J. Beasley to approve the August 17, 2022 minutes. The motion was passed without changes.		
Financial Report	<p>Financial Statements – K. Brophy made the Council Financial Reports available for review.</p> <ol style="list-style-type: none"> Statement of Activity July 1, 2022 – August 31, 2022 Statement of Financial Activity July 1, 2022 – August 31, 2022 Budget vs. Actuals July 1, 2022 – August 31, 2022 Daily Cash Report 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, Statement of Financial Position, and Budget vs. Actuals.</p>		

Item	Discussion	Action Required	By Whom/When
	K. Brophy reported that all the locality payments have been received. All localities paid the .16 per capita.		
Old Business	<p>Executive Director’s report- M. Player reported the Council continues to participate with agencies, jurisdictions, district health departments, healthcare coalitions and others in the coordinated COVID response and mitigation efforts. Most of the state-wide and regional meetings have been discontinued but will resume if necessary. Updates on monkey pox and polio continue.</p> <p>M. Player reported on upgrades to the AV system in the multi-purpose room. Because of the current way the system is set-up in the room meetings, simultaneously in-person and virtual meetings could not take place. Greg Bever has re-worked to entire AV system to add cameras and update the audio.</p> <p>Nomination Committee – P. Dent reported that the nomination committee met and has chosen a slate of officers and two at-large nominees for the Executive Committee:</p> <p>Julie Glover, President William Dent, Vice-President David Barrick, Treasurer Gary Samuels, At-Large Sherwin Stewart, At-Large</p> <p>J. Glover asked for a recommendation from the nominating committee and motion from the Executive Committee to forward these nominations to the Board of Directors for their approval. D. Barrick made the motion, seconded by P. Dent. The motion passed without opposition.</p> <p>Current Workplan – M. Player reported that the councils have been working on a new contract proposal with the hopes the new contract would be in place Jul 1, 2022. The FY23 budget was based on the new contract workplan. OEMS notified the councils that the new contract would not be in place by July 1 and a one quarter extension of the current contract was signed which is approximately \$16,000 less than the new contract workplan. The councils were again notified that the new contract would not be in place by October 1, 2022 and another one quarter extension to December 31, 2022 was signed. The total budget impact of the extensions amounts to approximately \$32,000.</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 was in the process of preparing an RSAF grant to implement the retrofits on the remaining 375 boxes in the system. The total cost of retrofitting all the boxes in the system is approximately \$58,000. The plan was to complete 30 boxes at a time until all 375 were completed. The RSAF Grant is a reimbursement grant and the Council would have to pay upfront for all the boxes to be retrofitted and then be reimbursed by the grant. Due to the contract extensions and resulting budget impact, the Council is not moving forward with the grant at this time.</p>	<p>EC to forward nominees to the BOD with a report from the Nominating Committee for its approval 9/21/2022</p>	<p>BOD to vote on nominees 9/21/2022</p>

Item	Discussion	Action Required	By Whom/When
New Business	<p>Audit – K. Brophy reported that Wells Coleman began their field work on the FY22 audit on September 12. No issues or concerns has been reported at this time. When the field work is completed, Wells Coleman will provide a draft report to the Council. K. Brophy will review the report with M. Player and D. Barrick before it is finalized. Wells Coleman will present the final audit report and financials to the Board of Directors at the December Board of Directors meeting.</p> <p>Board of Directors New Member Nominations – M. Player reported that Board member Chris Judkins has been reassigned by James City County and can no longer serve on the Board of Directors as the Licensed EMS Agency (Virginia Peninsula) Representative. The EMS Operations Committee has nominated Battalion Chief Melissa Doak, York County Fire and Life Safety to replace him on the Board of Directors. In addition, the Medical Advisory Committee has nominated Dr. Sudershan Gupta to replace Dr. Eleanor Irwin on the Board of Directors. Ms. Johanna Northstein of Chesapeake Bank has been nominated to fill the vacant Financial Institution representative position.</p> <p>Jeff Beasley, Julie Glover, and Dr. Lisa Dodd’s positions on the Board of Directors are expiring. All have agreed to serve another three-year term</p> <p>A motion was made by D. Barrick to forward these nominations to the Board of Directors, seconded by J. Beasley. The motion passed without opposition.</p>	EC to forward nominations to BOD for its approval 9/21/2022	BOD to vote on nominations 9/21/2022
Good of the Order	<p>The next meeting is December 21, 2022 at 5:00 pm followed by the Board of Directors meeting.</p> <p>Dr. Louka reported that James City County is scheduled to roll out the first two units of whole blood at the end of September. The units will be placed on their supervisory vehicle. The blood has been provided by Blood Connection</p> <p>October 10, 2022 – Columbus Day, PEMS Office Closed</p>		
Adjournment	The meeting was adjourned at 5:45 pm		