



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: October 19, 2022

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:06 pm

End Time: 6:23 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: November 22, 2022

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

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:06 pm. A motion was made by D. Barrick and seconded by G. Samuels to approve the September 21, 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 – September 30, 2022 b. Statement of Financial Activity July 1, 2022 – September 30, 2022 c. Budget vs. Actuals July 1, 2022 – September 30, 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 Projection Report, Statement of Activity, Statement of Financial Position, and Budget vs. Actuals.</p>		

Item	Discussion	Action Required	By Whom/When
	K. Brophy reported that the 3 rd Quarter taxes have been filed and accepted by the IRS and State.		
Old Business	<p>Executive Director’s Report- M. Player reported that the Fall 2022 RSAF Review committee met on October 11. OEMS has 79 applications for \$13.8 million in EMS equipment, \$8.8 million in grant requests. PEMS region had 9 applications for \$1.7 million in EMS equipment and projects, \$866,000 in requested grant funds.</p> <p>The Council staff will be developing training materials for MS Teams users.</p> <p>As of January 1, 2023, the regional councils will provide BLS Psychomotor Competency verification for legal recognition, reentry and challenge certification process for OEMS. The Regional Councils will be developing pricing and a plan for coordination, scheduling, staffing and equipment.</p> <p>Audit – K. Brophy reported that Wells Coleman completed their field work on the FY22 audit and it is now in the review process. Once the review is complete 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. The draft financials will be presented to the Executive Committee at the November meeting and Wells Coleman will present the final audit report and financials to the Board of Directors at the December Board of Directors meeting.</p> <p>Contract Workplan – M. Player reported that the essence and numbers of the new contract is complete and has been fully funded by OEMS as requested. OEMS also funded additional items not requested. The initial period of the contract is January 1, 2023 – June 30, 2023 then yearly for the remaining portion of the contract. Items that have been funded include the EMS Field Coordinator-Education Programs position and Regional Medical Director contract increase, and other additional costs not paid for in the past. Also OEMS is funding IT infrastructure coordination state-wide with the Regional Councils that includes two web designers, security, hardware, equipment, maintenance, phones, planning, and disposal.</p> <p>Staff will have work to do to operationalize the contract to meet the deliverables and may include streamlining some of the Council’s committees. M. Player and K. Brophy are reviewing the line items and will prepare a budget adjustment by January.</p> <p>Other changes to language common to all the Regional Council’s was also discussed. M. Player also discussed changes to the Regional Controlled Substance Registration Certificate and the CISM/PEER Support Program.</p>		
New Business	<p>Policy Changes – K. Brophy reviewed suggested policy changes to the USERRA Leave Policy and Financial Management Policy & Procedures. G. Samuels made a motion to accept the changes as presented with additional changes to Financial Management Policy & Procedures. S. Stewart seconded the motion. The motion was passed without opposition.</p>		
Good of the Order	<p>G. Samuels reported on the Governor’s EMS Advisory Board and his work as Chair of the Legislative and Planning Committee. The committee conducted a stake-holders meeting and developed a set of legislative initiatives. Three items for EMS were developed:</p> <ul style="list-style-type: none"> • Change state code to make EMS an essential service in Virginia. • Increasing funding for EMS in the state. 		

Item	Discussion	Action Required	By Whom/When
	<ul style="list-style-type: none"> Escalate the Office of EMS from an office under the Department of Health to a department under the Department of Public Safety. <p>Other items from the Advisory Board meetings include updating the OEMS Strategic Plan and a working document that was developed to change Chapter 32 rules and regulations.</p> <p>M. Player asked if there was any discussion by the Advisory Board Executive Committee that involved reducing Regional Council representation on the Advisory Board. G. Samuels stated that there had not been any discussions thus far and the next meeting is in November.</p> <p>The next Executive Committee meeting is November 16, 2022 at 5:00 pm.</p> <p>Important Dates:</p> <p>October 23-28, 2022 NFA EMS Quality Management Course November 8, 2022 Election Day, PEMS Office Closed November 11, 2022 Veterans Day, PEMS Office Closed November 9-13, 2022 42nd Virginia EMS Symposium November 16-18, 2022 State EMS Advisory Board Meetings November 23 (1200) – 25, 2022, Thanksgiving, PEMS Office Closed November 28 – December 2, 2022 2022 National Healthcare Coalition Preparedness Conference</p>		
Adjournment	The meeting was adjourned at 6:23 pm		