



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A PEMS Council Standing Committee

Meeting Date: January 18, 2023

Meeting Location: Teleconference

Chaired By: Julia Glover

Begin Time: 5:04 pm

End Time: 6:48 pm

Minutes Submitted By: Kevin Brophy

Draft: Approved Date: February 15, 2023

Members Present:	Members Absent:	Staff:	Others:
Barrick, David (T) (TC)	Louka, Amir, MD (RMD)	Brophy, Kevin (TC)	
Dent, William (VP) (TC)			
Glover, Julie (P)(TC)			
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 5:04 pm. A motion was made by D. Barrick and seconded by W. Dent to approve the November 22, 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 – December 31, 2022 Statement of Financial Activity July 1, 2022 – December 31, 2022 Budget vs. Actuals July 1, 2022 – December 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 Position Report, Cash Projection Report, Statement of Activity, Statement of Financial Position, and Budget vs. Actuals.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>4th Quarter Taxes – K. Brophy reported that the fourth quarter taxes have been filed and accepted by the IRS and State.</p> <p>2022 End-of-Year – K. Brophy reported that FY2022 and CY2022 have been reconciled and closed and all appropriate reports have been finalized and made available to the Executive Committee. The final FY2022 Audit has been made available to the Executive Committee.</p>		
Old Business	<p>Executive Director’s Report- M. Player reported the following:</p> <p>2023 EMS Awards Program – M. Player presented the Council’s 2023 Regional EMS Awards Program, Catch Excellence in Action and discussed the importance of recognizing extraordinary performance of individuals in the EMS community. An overview of the nomination process and the Council’s role was discussed. The Outstanding Contribution to EMS by a High School Student is now the Outstanding Contribution to EMS by a Student with the criteria for the nominee being, a high school senior or GED recipient under the age of 21 (at the time of the nomination), who has been affiliated with an EMS agency for at least 90 days, and who is currently enrolled or will be enrolled in an institution of higher learning or an accredited ALS training program in the coming year. This is a \$1,000 scholarship award for the regional winner and an additional \$5,000 scholarship award for the state winner.</p> <p>Important Dates: PEMS EMS Awards Announced January 17, 2023 EMS Award Nominations Deadline of April 21, 2023 EMS Awards Selection Committee Meeting April 25, 2023 EMS Award Nomination Invitations Sent April 27-28, 2023 EMS Award Production - April 27 to May 12, 2023 EMS Day at Busch Gardens May 20, 2023</p> <p>New Contract Deliverables – M. Player reported that the new contract has been received and includes the following new deliverables: Fleet Vehicle Report Regional STEMI Plan Employee Handbook IT Infrastructure Report Transport Destination Plan Provider Health and Wellness Committee Mobile Integrated Healthcare Network</p> <p>The RMD position has been fully funded and the Council will be able to receive reimbursement for any audit services expense. Basic Life Support Psychomotor testing for reentry, challenge, and legal recognition candidates will be conducted by the Council’s.</p> <p>New Board Member Orientation – M. Player will be meeting with new Board of Directors member Michael Kuhns to conduct a new member orientation.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Spring 2023 RSAF Grant Application - M. Player requested support for the Council's request for Rescue Squad Assistance Grant funds to assist with the refurbishment of 355 medication boxes used in the PEMS Regional Medication Kit system. Seven plus years of hard field use with the customized and spec-built kits have revealed a material and design weakness that has led to frequent failures of the plastic latches and the lower clear plastic compartment cover. When they fail, the fractured plastic pieces leave sharp edges that are a safety concern for both the prehospital and pharmacy staff. In addition, repairs take the boxes out of circulation for extended periods of time. This can cause significant delays in placing medic units back in service when the pharmacy does not have sufficient number of boxes to maintain pre-filled regional medication kits to exchange.</p> <p>Working with a local vendor, the staff has developed a retrofit for the material failures inherent in the original design. Over six months of testing have demonstrated the value of the proposed retrofit to correct the problem and end unplanned repairs, reduce system down time, and provide hospital pharmacies with sufficient boxes to make regional medication kits available for immediate exchange with EMS.</p> <p>The cost of the retrofit has been quoted at \$145.00 per box or \$51,475 for the 355 boxes needing retrofit. If the Council requests 80% funding, the match we would have to raise would be \$10,295. If approved, staff has developed a plan to rotate boxes from the system in batches to the vendor to be retrofitted and returned until all of the boxes have been retrofitted.</p> <p>Since the work must be completed in batches in order to keep the system operational, retrofitted boxes have to be paid for upon completion of each batch. If the RSAF program will not permit the Council to bill against the grant award as the boxes are completed, the Council will have to pay the entire amount of \$51,475 until the project is complete and reimbursement can be requested through the RSAF Grant program. The project will require the use of existing PEMS cash, the use of its line of credit, or both.</p> <p>Staff will seek other grant funding or sponsorship to help cover that cost.</p> <p>The grant is due on February 15, 2023. The Council has received the written support of the hospital's pharmacies.</p> <p>If the grant could not be billed quarterly, the interest payment using the line of credit would be approximately \$5,000. Staff believes that using the line of credit, if needed with the subsequent interest payment would be a good use of the funds in order to keep the medication box system operating.</p> <p>M. Played asked for approval to move forward with the grant application and using the funds as stated. S. Stewart made a motion to approve the request as presented and seconded by W. Dent. The motion was passed without opposition.</p>		
New Business	<p>New Property Management Company – K. Brophy reported effective January 1, 2023, Harvey Lindsay Commercial Real Estate Company will be the new property manager for the property where the Council’s office is located.</p>		

Item	Discussion	Action Required	By Whom/When
	<p>Document Retention Policy – K. Brophy presented an updated Document Retention Policy for approval. The policy has been updated to meet the new contract requirements and State policy. A motion was made by G. Samuels and seconded by W. Dent to approve the policy as presented. The motion passed without opposition.</p> <p>FY2023 Budget Update – K. Brophy presented and discussed the mid-year FY2023 Budget update and asked for approval. A motion was made by W. Dent and seconded by S. Stewart to approve the updated budget as presented. The motion passed without opposition.</p>		
Good of the Order	<p>G. Samuels reported that the EMS As an Essential Service bill has died in the General Assembly and will not move forward. He also updated the Executive Committee on other legislation moving through the General Assembly.</p> <p>The next Executive Committee meeting is February 15, 2022 at 5:00 pm.</p> <p>Important Dates:</p> <p>February 20, 2023, George Washington Day, PEMS Office Closed February 21-23, 2023, Basic & Advanced Life Support Course, PEMS Hosting April 21, 2023, Hampton Roads Trauma Symposium May 20, 2023, EMS Day at Busch Gardens</p>		
Adjournment	The meeting was adjourned at 6:48 pm		