



Peninsulas Emergency Medical Services Council, Inc.

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Board of Directors Executive Committee Meeting Minutes

A Sub-Committee of the PEMS Board of Directors

Meeting Date: August 16, 2023

Meeting Location: Microsoft Teams

Chaired By: Julie Glover

Begin Time: 5:14 pm

End Time: 6:16 pm

Minutes Submitted By: Kevin Brophy

Draft: X Approved Date:

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

Item	Discussion	Action Required	By Whom/When
Call to Order	J. Glover called the meeting to order at 5:14 pm. A motion was made by W. Dent and seconded by D. Barrick to approve the July 19, 2023 draft 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, 2023 – July 31, 2023 b. Statement of Financial Activity July 1, 2023 – July 31, 2023 c. Budget vs. Actuals July 1, 2023 – July 31, 2023 d. Daily Cash Report e. FY24 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> <p>K. Brophy reported that all but three localities have paid their FY24 locality support invoices.</p>		

Item	Discussion	Action Required	By Whom/When
	K. Brophy reviewed the FY23 end of year financials. They are not final until the audit is complete.		
Old Business	<p>Executive Director’s Report – M. Player reported that the Council will begin providing NAEMT Hybrid courses on a regularly scheduled basis from sites throughout the region starting next month. They are a cooperative project between the Council and Rappahannock Community College’s EMS Program’s Authorized NAEMT Training Center. The program will cost students \$150 and will include an online didactic portion and testing followed by a skills practicum. Seats are limited to 18 students. The courses will be PHTLS September 9 at the Council, Emergency Pediatric Care, October 7 at RCC’s Kilmarnock Center, PHTLS February 10 at RCC’s Kilmarnock Center, and Advanced Medical Life Support May 4 at the Council.</p> <p>Web Site Development/Marketing – M. Player reported that at the request of the Regional Council Director’s Group IT Committee, the state has contracted with Sandbox Creative Agency to develop a new website and with MBingham Projects to support the website design and development of content for the Council that can serve as a model for other regional councils.</p> <p>The new website map and content plan for the new site has been completed, and new page content is in process with the hopes of competing it by the end of August. The team will then develop marketing copy for headlines and paragraphs, conduct image selection and sizing, and prepare a draft site for review, testing, and feedback.</p> <p>When the Council’s website is complete, the contractors will begin work on the Western EMS Council’s website. PEMS and Western are the only two Council’s under the current contract.</p> <p>Nomination Committee – J. Glover reported that there are nominations for the officer positions and she will inform the Board of Directors this week. No issues are anticipated.</p>		
New Business	<p>EMS Advisory Board Meetings – M. Player reported that the Chapter 32 regulations are being forwarded to the Board of Health for its December meeting. They will then go out for public comment. The hope is to have them completed this year.</p> <p>G. Samuels commented that there are still some concerns with the proposed regulations. It is anticipated that these will be addressed during the public comment periods.</p>		
Executive Session	J. Glover called the meeting into Executive Session at 5:40 to discuss a confidential matter. J. Glover called the meeting out of Executive Session at 6:14 to continue the regular meeting.		
Good of the Order	<p>The next Executive Committee meeting is September 20, 2023, 5:00 pm followed by the Board of Directors meeting.</p> <p>Important Dates:</p> <p>August 25, 2023 EVHS Board of Directors Meeting September 4, 2023 Labor Day, PEMS Office Closed September 7-8, 2023 Dementia Train the Trainer, PEMS Office September 12, 2023 HRTS Planning Committee September 14, 2023 Gloucester Rotary Meeting, PEMS Office</p>		

Item	Discussion	Action Required	By Whom/When
Adjournment	The meeting was adjourned at 6:16 pm		