

State EMS Advisory Board Executive Committee
Office of EMS, 1041 Technology Park Drive, Glen Allen, Virginia
April 20, 2011
10:30 AM

| Members Present: | Members Absent: | Staff: | Others: |
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| Jennie Collins, Chair Allen Yee Gary Dalton Larry Oliver Pokey Harris (by phone) Bruce Edwards (by phone) Jason Campbell (by phone) | | Scott Winston Irene Hamilton | |

| Topic/Subject | Discussion | Recommendations, Action/Follow-up; Responsible Person |
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| Call to Order | Jennie Collins, Chair, called the meeting to order at 10:45 AM. | |
| Approval of Minutes | Dr. Yee made a motion which was seconded by Larry Oliver to approve the meeting minutes from the January 11, 2011 and the February 10, 2011 meetings. | The minutes were approved with no changes. |
| Approval of the Meeting Agenda | Dr. Yee made a motion and it was seconded by Larry Oliver to approve the meeting agenda. | The meeting agenda was approved as presented. |
| Chair's Report – Jennie Collins | Ms. Collins followed up on discussions they had at their last meeting concerning Advisory Board memberships and organizations. | |
| Vice Chair – Pokey Harris | No report. Ms. Collins asked Pokey if all committees have submitted updates in regards to their membership composition and mission statements. Jason Campbell reported that Workforce Development committee has submitted their updated committee roster. The committee is looking at replacing one of the members on the committee. Dr. Yee reported that he has received information from Trauma System Oversight & Management committee. Larry Oliver said that he has received information from all of his committee. Jason Campbell reported that he has most of the spots filled for the Health & Safety committee and he is still waiting for a couple of the people to confirm. | |
| EMS Representative on Board of Health – Bruce Edwards | Mr. Edwards reported that The Board of Health has not met since the Executive Committee last meeting. He said that the hot topic for the next Board of Health meeting will be the draft regulations for | |

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| | <p>abortion clinics. Bruce said that EMS is supposed to be providing an overview of the system at the June 9 meeting.</p> <p>Scott Winston explained, stating that the Office of EMS was asked to provide the Board of health with an overview of EMS and the Office of EMS, including the jargon, structure and functionality of the Office of EMS. Scott said that there had been some discussion if the presentation should be given by the Advisory Board Chair or the Office of EMS Director. Jennie feels it would be more appropriate if Gary Brown gives the presentation. Jennie will check her schedule and attend the meeting if possible.</p> | <p>Jennie feels that Gary Brown should make the presentation. She will try to attend the meeting.</p> |
| <p>Coordinator Reports of Committees</p> | <p>Administrative Coordinator – Gary Dalton The committees have not met. Everything is going okay and he has no report.</p> <p>Infrastructure Coordinator – Larry Oliver He has nothing new to report. They have sent their committee structure and mission statements.</p> <p>Communications Committee- Pokey reported that the Communications Committee is making some changes to their membership. The membership will now include the following 10 seats: (1) Association of Public Safety Communications Officials – Virginia Chapter; (2) Governor’s Advisory Board representative serving as the committee chair; (3) National Emergency Member Association – Virginia Chapter; (4) Member at Large; (5) Regional Directors representative; (6) State Interoperability Executive Committee and/or Coordinator’s Office representative; (7) Virginia Association of Counties; (8) Virginia Municipal League; (9) Virginia Department of Emergency Management; (10) Virginia Information Technology Agency Public Safety Communications Division;</p> <p>This was brought forth as a motion from the committee. Larry Oliver seconded the motion and the Chair called for the vote.</p> <p>Pokey Harris asked when this committee structure will go into effect. Jennie said that new committee structures go into effect immediately after approval by the Executive Committee and that Coordinators need to notify their committee chairs once the Executive Committee approves the committee membership structure. It will be the responsibility of the Committee chair to notify their member organizations.</p> <p>Transportation Committee – No changes to the committee structure, membership or mission statement.</p> <p>Emergency Management – Ms. Collins voiced concern because their roster lists several Ad Hoc, non-voting members. Larry Oliver will follow up with Emergency Management regarding this issue. Bruce Edwards suggested that they should change the name to “interested parties”.</p> <p>Patient Care Coordinator - Allen Yee</p> | <p>MOTION: The Executive Committee moves to accept the membership structure of the Communications Committee as presented.</p> <p>VOTE: YEAS = 7; NAYS = 0; ABSTENTIONS = 0</p> <p>The motion was carried unanimously.</p> |

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| | <p>There is no change to the Medevac Committee roster, structure or mission statement.</p> <p>Emergency Medical Services for Children – The proposed committee structure includes (1) EMS Advisory Board representative to serve as committee chair; (2) the EMSC Family representative; (3) the Office of Chief Medical Examiner; (4) Virginia Association of School Nurses; (5) Virginia Chapter of the American Academy of Pediatrics; (6) Virginia Chapter of the American College of Emergency Physicians; (7) Virginia Emergency Nurses representative; (8) EMSC Program Director; (9) Physician at Large.</p> <p>Larry Oliver asked about the Executive Committee’s request that the EMSC Committee add a provider to their committee. Dr. Yee said that the committee has not yet responded to that request. The Executive Committee discussed and determined that Dave Edwards as an OEMS staff position cannot serve as a voting member of the committee.</p> <p>Trauma System Oversight & Management Committee - The committee has 17 members and they would like to add an additional representative which will be a Burn representative making the committee structure 18. The committee structure will include 14 Trauma Center representatives; 1 emergency medicine physician; 1 citizen representative; 1 VHHA representative; and 1 Burn Center representative. The mission statement will stay the same.</p> <p>The committee is bringing forth this action as a motion. Gary Dalton seconded the motion and hearing no discussion the Chair called for a vote.</p> <p>Medical Direction Committee – Medical Direction Committee is also changing their representation to include: 1 representative from each regional council; the chair person from the Governor’s Advisory Board; an EMSC physician; 2 at large EMS physicians; and an Ad Hoc, non-voting member from VAGEMSA. This will be a total of 15 members plus one non-voting member.</p> <p>This action was brought forth as a motion from the committee. Bruce Edwards seconded the motion but wanted to discuss the action. Bruce voiced concern because they only have representation of physicians, and he feels the committee would be enriched by getting more disciplines on the committee.</p> <p>Medevac Committee – No changes to the committee membership, structure or mission statement.</p> | <p>The Executive Committee has decided to defer action on the EMSC committee structure until the next Executive Committee meeting.</p> <p>MOTION: The Executive Committee moves to accept the committee structure of the Trauma System Oversight & Management Committee as presented.</p> <p>YEAS = 7; NAYS = 0; ABSTENTIONS = 0</p> <p>The motion was carried unanimously.</p> <p>MOTION: The Executive Committee moves to accept the committee structure of the Medical Direction Committee as presented.</p> <p>YEAS = 6; NAYS = 0; ABSTENTIONS = 1 (Bruce Edwards)</p> <p>The motion carried.</p> |

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| | <p>Professional Development Coordinator – Jason Campbell</p> <p>Workforce Development Committee – The membership roster will include: (1) EMS Advisory Board representative to serve as Committee Chair; (2) Recruitment & Retention representative; (3) local government official; (4) VAVRS; (5) VAGEMSA; (6) commercial ambulance representative; (7) regional council representative; (8) statewide fire organization; (9) at large; (10) at large representative - for a total of 10 members.</p> <p>Training & Certification – No changes to the committee structure. The committee has 11 members to include: (1) EMS Advisory Board representative to serve as the committee chair; (2) EMSC; (3) VAGEMSA; (4) VAVRS; (5) VENA; (6) EMS Educational Institution; (7) commercial training facilities; (8) regional council; (9) ALS Coordinator Workgroup; (10) at large member; (11) at large member from MDC.</p> <p>The chair wants to vote on this since it has had a name change. A motion was made by Larry Oliver and seconded by Gary Dalton to vote on this action.</p> <p>Provider Health & Safety Committee – They have not developed the mission statement. The membership structure will include: (1) EMS Advisory Board representative; (2) Occupational Medicine Physician; (3) Commercial Ambulance Service representative; (4) VAVRS; (5) VAGEMSA; (6) Insurance Industry representative; (7) Nutritionist; (8) Council Representative; (9) Member at Large; (10) Member at Large.</p> <p>This action was brought forth as a motion. It was seconded by Larry Oliver. There was no discussion, and the Chair called for the vote.</p> <p>Jason also reported that the staff contacts for this committee will be both Beth Singer and Dr. Lindbeck. The committee is scheduled to hold their first meeting on Thursday, May 12.</p> <p>Legislative and Planning Committee – This committee needed a vote on the change in the committee structure. They have a total of 9 members: (1) EMS Advisory Board representative as the Committee Chair; (2) VPPF; (3) State Chiefs; (4) VAVRS; (5) VAGEMSA; (6) Regional Councils representative; (7) VHHA representative; (8) at large member; (9) at large member.</p> <p>This was brought forth as a motion and it was seconded by Larry Oliver. Hearing no discussion, the Chair called for the vote.</p> | <p>MOTION: The Executive Committee moves to accept the committee structure of the Training & Certification committee as presented.</p> <p>YEAS = 7; NAYS = 0; ABSTENTIONS = 0</p> <p>The motion was carried unanimously.</p> <p>MOTION: The Executive Committee moves to accept the committee structure for the Provider Health & Safety Committee as presented.</p> <p>YEAS = 7; NAYS = 0; ABSTENTIONS = 0</p> <p>The motion was carried unanimously.</p> <p>MOTION: The Executive Committee moves to accept the committee structure for the Legislative and Planning Committee as presented.</p> <p>YEAS = 7; NAYS = 0; ABSTENTIONS = 0</p> |

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| | | The motion carried unanimously |
| Advisory Board August Meeting Discussion | The Executive Committee has considered having Wednesday – Thursday meetings instead of Thursday – Friday meetings. After discussion, the committee decided that any change in the meeting dates should take place in 2011. Further the committee decided to take a motion to the full Advisory Board at its May meeting on whether to move the meeting days. | |
| May Advisory Board Agenda Discussion | Pokey has informed Jennie that she would like to have Jim Jenkins make a presentation on state radio cache at the May Advisory Board meeting. Pokey will talk to Jim Jenkins to confirm that he will be able to make the presentation. The committee agreed that the presentation should be no more than 15 minutes including time for questions. | If Pokey confirms that Jim Jenkins can make the presentation, Jennie will add it to the agenda for the May meeting. |
| Dr. Gaylord Ray’s Acknowledgement | Jennie reported that she sent the committee a draft of standard language for acknowledgements that was submitted by David Barrick and the Awards Committee. The committee agreed that the sample language was acceptable with a few tweaks. The committee discussed when the acknowledgement would be presented to Dr. Gaylord; and if it had to go back to the full Board for approval before making the presentation to Dr. Gaylord. The committee agreed that the draft language needs to go back to the full Board for approval. Jennie said that she would send Dave Barrick a note to ask his opinion on the best time to present the acknowledgement at the August or November meeting of the Advisory Board. The committee also agreed that the Advisory Board Chair will be the only signature on the certificate. | |
| RAP Development for Solicitation of an EMS Advisory Board Meeting Location | <p>At the last Executive Committee meeting, the group discussed the possibility of moving back to the format of having the Thursday and Friday committee meetings and Advisory Board meeting at a hotel. Several board members have sent Gary Brown letters indicating their preference for this format because it was more feasible for conducting the business of the Board. Scott Winston explained that the Office of EMS must go out on bid and also must complete a RAP (Request for Approval to Purchase) form in order to pursue a change of venue. Scott asked the Executive Committee for input in two areas of justification needed to complete the form: (1) how is the purpose of the mission critical; and (2) how the agency’s customers will be affected if the RAP is not approved.</p> <p>After discussion, Jennie said she will send a note to the entire board soliciting their thoughts on this issue. She will also place this on the agenda to discuss at the May board meeting.</p> | Jennie Collins will resend her letter to Gary Brown in regards to moving the meeting location. Gary Dalton and Allen Yee will also send Gary Brown letters. |
| Uniformed EMS Providers Needed to Attend Governor’s May 2 Bill Signing | Jennie asked committee members to encourage any providers who are available to attend the Governor’s bill signing on May 2. | |
| PUBLIC COMMENT | None | |
| OLD BUSINESS | <u>National Registry Testing</u> – Jennie Collins commented on the good job that Warren Short did in his presentation to the Executive Committee in regards to the National Registry testing. She said that his presentation was clear, easy to understand and had a positive tone. Jennie encouraged the Office of EMS to continue with this type of presentation of the issue to hopefully avoid unnecessary confrontations and make the change a smooth and cooperative process. | |
| NEW BUSINESS | Advisory Board Meetings- | Scott Winston said the Office of |

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| | <p>Bruce Edwards asked if the Office of EMS could consider using amplification at the Advisory Board meetings so that all attendees could hear the meeting proceedings clearly.</p> <p><u>Advisory Board Members Recognition</u> – Larry Oliver asked if members rotating off the board as well as the organizations they represent would receive an appreciative letter regarding their time served on the Advisory Board. The committee discussed and agreed that a letter should be sent to the board member and their organization. The committee decided that the committee members who are not rotating off will work on this initiate.</p> | <p>EMS will look into making that happen.</p> <p>Pokey Harris, Allen Yee, Larry Oliver and Bruce Edwards will work on this initiative. Pokey will initiate the communications amongst the four committee members.</p> |
| Adjournment | The meeting was adjourned at 12:46 P.M. | |