

**Workforce Development Committee Meeting
Virginia Office of EMS
Richmond Marriott Short Pump
4240 Dominion Boulevard, Glen Allen, VA 23060
February 2, 2017
10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Jose Salazar , Chair	Ed Rhodes , VFCA/VAGEMSA	Tim Perkins	Marilyn McLeod, GAB
Ron Passmore , Southwest Region	Rob Lawrence , VAGEMSA	Wanda Street	Chad Blosser, CSEMS
Jim Chandler , TEMS Regional Director	Dave Tesh , Recruitment & Retention Network		Chris Vernovai, HCVRS
Byron Andrews , Fire Services			Bob Ryalls
Valeta Daniels , Advisory Board			Dreama Chandler, GAB
Elizabeth Papelino , VAVRS			Kim Craig, VAVRS

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order & Introductions:	The meeting was called to order at 10:03 a.m. by the Chair, Jose Salazar. He thanked everyone for their attendance at the meeting today.	
Review & approval of the November 11, 2016 minutes:	A motion was made to review and approve the November meeting minutes. The motion was moved by Byron Andrews and seconded by Valeta Daniels.	The minutes were approved as submitted.
Chair Report – Jose Salazar:	No report, but will add comments as the meeting progresses.	
OEMS Report – Tim Perkins:	No report.	
EMS Officer I Workgroup – Liz Papelino:	<p>The pilot program was very successful at symposium. Excellent feedback was received from the participants and there were some suggestions for improvements. Most of the participants were above the EMS Officer I level so their feedback was very valuable. A meeting was held in December at the Office of EMS to start implementing some of the changes and suggestions. The PowerPoints are now in a narrated format. Module 1 is almost complete, Module 4 has been submitted for completion and Modules 2 & 3 still have a little bit of work for their narration, but hopefully will be complete by the end of February. During the meeting they also revisited the Task Book that was started about 4 years ago. This could be used to submit proof of experience and credentials for the EMS Officer I Level. We will need to ensure that the items in the Task Book line up with the curriculum that we established. The workgroup will have a brief meeting following this one.</p> <p>The chair asked if anyone has received any feedback from the course that was offered at symposium. Liz stated that she forgot to mention that there was a lot of interest in teaching this at other venues such as VAVRS, Rescue College, etc. We just need to make sure we have instructors for them. Eventually there will be online courses. One issue that occurred was the participant thought they were getting the handouts a head of time instead of the slides. There was no narration so they were not sure what they were. Also the other issue was that the course was two days; however, the format of the class will be one class a week for three weeks.</p>	

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	Liz has accepted a position in hospital administration and is leaving the field of EMS. This will be her last time at the Workforce Development Committee meeting. Jose Salazar thanked Liz for all that she has done in this committee. There will be a great void on the committee.	
Standards of Excellence Workgroup – Rob Lawrence:	Rob is not in attendance today. Jose Salazar stated that per Tim, there have been no new requests for Standards of Excellence. Hopefully we can increase more interest in this program. Byron is working on creating a fillable PDF version of the application.	
VA Recruitment & Retention Network – Dave Tesh:	Dave was not in attendance today. The next Recruitment & Retention Network meeting will be in Virginia Beach in conjunction with the Fire Chiefs Conference on February 23 at Virginia Beach Rescue Squad, Station #14. On March 25 in Loudoun County, there will be R & R Network meeting and they will present the Keeping the Best! Program. This will be the first one with the revised program. They are hoping that the next course will be videotaped. The goal is to have it in an online format.	
Unfinished Business:	<p>a. State EMS Plan Has anyone has a chance to look at the list of initiatives? The committee has reviewed the initiatives and would like more information about how to provide demographic data and profiles of the providers. The committee discussed developing a required 10 question survey upon completion of recertifications. This information would be helpful for the agencies to reflect their workforce. It could also be used to identify gaps. The survey could include age, race, sex, etc. The committee also discussed agency surveys. These surveys could be completed upon agency inspections. Is anyone willing to develop survey questions? Valeta & Ron will work on the questions. Valeta will draft the questions to be sent out to the committee. The goal is to have this drafted and brought forward at the May meeting.</p> <p>b. Membership Vacancies We continue to have some vacancies and will have to fill Liz’ position. Dreama volunteered to serve as an At-Large member.</p> <p>A motion was made to accept Dreama Chandler as an At-Large Member. The motion was made by Ron and seconded by Byron. All committee members in favor of the motion.</p> <p>c. Keeping the Best! Tool Kit revision This is being worked on by Dave and hopefully at the next meeting he will give an update.</p>	
New Business:	<p>Tonight is the first of the Virginia Town Hall meetings concerning the status of Intermediate. There will be seven or eight town hall meetings across the State. More information can be found on the OEMS website at the link below: http://www.vdh.virginia.gov/emergency-medical-services/town-hall-meetings-to-discuss-the-future-of-intermediate-99/</p>	

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Public Comment:	None.	
Adjournment:	<p>The May and August meetings will be at Richmond Marriott Short Pump, 4240 Dominion Blvd., Glen Allen, VA.</p> <p>The meeting adjourned at approximately 10:49 a.m.</p>	<p>2017 Meeting Dates: May 4 August 3 November – To be announced. (Norfolk)</p>

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