

**Workforce Development Committee Meeting  
Virginia Office of EMS  
Norfolk Waterside Marriott  
235 E. Main Street, Norfolk, VA 23510  
November 10, 2017  
10:00 a.m.**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>OEMS Staff:</b>	<b>Others:</b>
<b>Jose Salazar</b> , Chair	<b>Jim Chandler</b> , TEMS Regional Director	Wanda Street	Paul Hoyle
<b>Ron Passmore</b> , Southwest Region	<b>Ed Rhodes</b> , VAVRS/VAGEMSA		Gene Dalton
<b>Dreama Chandler</b> , Member-At-Large	<b>Byron Andrews</b> , Fire Services		Cody Jackson
<b>Valeta Daniels</b> , Advisory Board			Gary Critzer
<b>Chris Vernovai</b> , Highland Co. VRS			Bob Ryalls
<b>Dave Tesh</b> , VA Recruitment & Retention Network			
<b>Rob Lawrence</b> , VAGEMSA			

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Call to order &amp; Introductions:</b>	The meeting was called to order at 10:00 a.m. by the Chair, Jose Salazar.	
<b>Review &amp; approval of the August 3, 2017 minutes:</b>	A motion was made to review and approve the August meeting minutes. The minutes were approved as submitted.	<b>The minutes were approved as submitted.</b>
<b>Chair Report – Jose Salazar:</b>	Mr. Salazar will add his report on the topics as the meeting progresses.	
<b>OEMS Report – Tim Perkins:</b>	Tim was not in attendance. No report.	
<b>EMS Officer I Sub-Committee Update – Chris Vernovai:</b>	A pilot program was held over the last two days and there were 24 registrants and 21 completed the course. One had a medical emergency, and two left on the first day. Everyone did really well and the reviews from the class were really good. There are still a couple of little tweaks that we need to make. There was some technical difficulty in getting the narrated slides to the website and we are working with the Office of EMS to get those uploaded. Currently they are being pulled up as a PDF so the narration is missing. This class had a better target audience. They found that the activities in the class were effective and they are still fine tuning some of the activities. Jose has spoken to Gary Brown and Scott Winston about the narration piece and hopefully it will be corrected soon. Gary Critzer said he would mention it also.	<b>Gary Critzer will speak with Gary Brown or Scott Winston about the PowerPoint narration.</b>
<b>Standards of Excellence Workgroup – Rob Lawrence:</b>	There is one agency coming up in December which is Essex County EMS. There are also several recognition boards located around the hotels during symposium. Dave said that the recognition boards are awesome, it would be nice to recognize the agencies at the awards banquet. He would like to see more public recognition. The committee discussed opportunities to update the regional council directors about this program.	
<b>VA Recruitment &amp; Retention Network – Dave Tesh:</b>	Dave reported that a new chair has been appointed, Karen McQuaid, of Loudoun County. Per Dave, she is set do an excellent job at getting the Network revitalized. A meeting will be held today at 5:30 p.m. at the Piano Lounge here at the Marriott. They will discuss possible topics for the upcoming	

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	meetings. They have also scheduled a planning session in January to plan events/meetings for the year. Dave believes the planning session is January 19 in Hanover. The February meeting will be held at the Fire Chief's Conference in Virginia Beach at Rescue 14 Station (green roof building) across from the conference center.	
<b>Unfinished Business:</b>	<p><b>a. Keeping the Best! Tool Kit revision – Dave Tesh</b> Dave reported that he and John Bianco did a mini session in Loudoun County in March of this year. Dave and John created a shorter, modified version of the KTB! It is now 2 ½ hours and pre-course work is done online prior to attending the course. The original course was too lengthy and not as engaging. The course went really well. They plan to do a train-the-trainer course in January or February of 2018. They are looking forward to kicking it off in the next year and possibly at symposium next year.</p> <p><b>b. Openings on the Committee – Jose Salazar</b> The current openings included VML/VACO and commercial ambulance. Jose stated that they would like someone on the committee more in the Human Resource (HR) area. He asked Gary Critzer what would it take to change a membership seat. He wants to remove the commercial ambulance seat and add an HR person. Gary stated that he should submit the request to the Executive committee explaining the change and why it would be beneficial to your committee. Gary advised Jose to start looking for participants who are willing to serve on the committee. With that, Jose opened the discussion and Christina Smith of Chesterfield Fire was recommended by Dave Tesh for the HR seat. Ron recommended Cody Jackson, who is a flight paramedic with Wings Air Rescue from the southwest Virginia area. He has expressed interest in the committee and would like to fill the commercial ambulance seat. Chris is filling the at-large position that was vacant.</p> <p><b>A motion was made to accept Chris Vernovai for the at-large position, Cody Jackson for the commercial ambulance position and Christina Smith for the VML/VACO position pending approval. The motion was moved by Ron Passmore and seconded by Rob Lawrence. All other committee members were in favor of the motion.</b></p> <p><b>c. Data Point Collection – Valeta Daniels</b> Valeta is putting together a survey to get provider data such as age, how they have been in EMS, etc. What will we do with the information gathered from the survey? What would help this committee the most? Rob Lawrence stated that race/ethnicity should be obtained on the diversity of the employees. Gary suggested questions such as what obstacles did they face, whether career or volunteer, what were the stumbling blocks in obtaining EMS employment and what was helpful. What are their education levels (high school, college, degree), certification levels? The survey could be attached to the recertifications. When all of this information is compiled it lets us know what our demographics look like. Gary stated that some of this information may be already available in the certification database. He suggested asking Warren Short about this. It may be good to know how many agencies they are currently with and whether they are career or volunteer. It should also contain drop down boxes for lists of choices. Dreama stated that the Healthcare Workforce Development position within state</p>	

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	government is a good resource. The person that holds this position can be helpful in setting up the survey. Chuck Faison of the Office of EMS is another good resource.	
<b>New Business:</b>	<p>Per Rob Lawrence, three weeks ago he and Allen Yee sat on the interview panel for the Community Health &amp; Technical Resource Manager position. This person will be the lead for the development mobile integrated healthcare program, EMS 3.0 and community paramedicine. Tim Perkins was one of the candidates. Rob feels that the person selected would be central to this committee.</p> <p>Jose said that there is a lot of “rumbling” about Intermediate. Should we, as a committee, provide any information or resources? Intermediate is not going away, but there is no mechanism for re-entry for Intermediate. They must keep their CE’s up to date. The committee decided that a fact sheet or FAQ (Frequently Asked Questions) sheet should be done. It was recommended that there be one place to go to find the correct information. It should be linked to the TCC webpage on the OEMS website.</p>	
<b>Public Comment:</b>		
<b>Adjournment:</b>	The meeting adjourned at approximately 11:10 a.m.	<b>2018 Meeting Dates:</b> <b>February 1</b> <b>May 3</b> <b>August 2</b> <b>November (Norfolk)</b> Date & location to be determined.