



**BREMS Board of Director's Meeting
Wednesday, June 10, 2020; 4:00 pm
Conference Call**

In Attendance

Janet Blankenship
R. Bruce Stratton
Robert Lipscomb
Samuel A. Bryant
Michelle Turner
Jason Ferguson
Wendy Wilcoxson, MD
Susan Walton
Tim McConville
Peter O'Brien, MD
Jeff Tanner
Mary Kathryn Allen

Visitor's In Attendance:

Scott Winston, OEMS
Chris Vernovai, OEMS

Members Absent:

Leonard Cohen, MD
Holly Hogan
John Boon

President Janet Blankenship called the conference call to order at 4:02 pm. Mary Kathryn completed roll call. Janet welcomed Scott Winston and Chris Vernovai, from OEMS, on the conference call.

Bruce Stratton, seconded by Robert Lipscomb, made a motion to approve the meeting minutes from April 21, 2020- Grant Review. Minutes were approved unanimously without changes.

Janet Blankenship presented the quarterly Treasurer's Report. Robert Lipscomb, seconded by Michelle Turner, made a motion to approve the quarterly Treasurer's Report. The report was approved unanimously without questions.

President Janet Blankenship gave the *Chair Report*

- Janet updated the Board on COVID-19 EMS leadership conference calls.
- Janet updated the BOD on where BREMS and OEMS are with the state office. BREMS submitted three questions to Scott Winston and Adam Harrell. Scott agreed to address the questions presented by BREMS to help update the BOD.

Questions and Update were given by Scott Winston and below is an updated sent by Adam Harrell via email:

- Where are we in regards to finding a new location for the BREMS office? Last time we spoke you showed us a baseline architectural drawing as a point of reference. The Department of General Services (DGS) Division of Real Estate Services (DRES) has forwarded the request for proposals (RFP) to their real estate broker (Divaris). Once the RFP has concluded DRES and Divaris will meet with all of us to review the submissions and tour locations if needed. Once a specific location is identified, we will meet to review buildout and timelines.
- Where are we in talks with LU as far as integrating OEMS data and staff into the "hand-on" education, integrating EMS in public health education? Our discussions for moving forward have been halted due to the COVID restrictions and impacts to Liberty on-campus education. When we follow up with the internship coordinator at Liberty, we will seek to schedule an in-person meeting at Liberty and Mary Kathryn will be involved. This project is a progressive implementation as we already accept 1 - 2 graduate level interns per year; although COVID did impact graduate internships this year.
- Are we able to begin moving forward working on the Field Coordinator's job description (not sure of this new title) and do you have a template we can review? Yes, we are able to begin moving forward with this job description. MK can work with Keith on a template. The first step will be the reclassification of the position into the correct working classification. Then we can move simultaneously into the employee work profile (EWP) development, recruitment management system (RMS) posting development, HR-3 Request to Hire Documentation and approval, and finally posting the live position to recruitment.

Executive Director's Report

- Mary Kathryn will be in Richmond Thursday, June 11th to pick up the BREMS car from OEMS and meet with OEMS staff for new hire orientation. The new hire orientation will take some time to complete as she has to meet with the different Division Managers over time.
- BREMS will be receiving the BREMS car- Malibu (this is a state issued car for the office, not a personal car to be used by the Program Manager). The office will also receive an equipment trailer that is almost completed. The F-150 and

simulation trailer have been ordered and we hope to receive them by the end of Summer. We are very excited about the simulation trailer and the education and training that can be provided throughout the region.

- Mary Kathryn updated the BOD on the Lifeline. The new voting equipment for the lifeline has been updated. BREMS sends out a huge thank you to OEMS for providing the funding (\$69,900) to complete this project. It saved the localities thousands of dollars. The new equipment has been installed and Mike Gresham is now working on adding the additional equipment to the other sites to complete Phase 2 of the project.
- The Regional Awards banquet Facebook Live is still set for Thursday, June 18th; 6:30 pm. We will be standing in Lynchburg Fire & Admin training room and we want to thank them for allowing BREMS to use this room. It allows for the safe and proper social distancing with the people there hosting the Facebook Live feed. We were able to fill 7 (seven) categories and we are very excited to celebrate the nominees and winners for the 2020 BREMS Regional Awards.
- Mary Kathryn is still attending weekly conference calls with the state office division managers and with VDH. The RDG is still meeting weekly on Wednesdays as well.

Update from Regional OMD

- Dr. Wilcoxson gave the board an update on COVID-19 and all that BREMS, EMS leadership and Centra have been working on. She feels the BREMS EMS region has been in a much better position than the hospital system.
- She is working on innovative ways to train providers and maximize time. She intends to put information out this Friday, June 12th to all the EMS leadership to start a conversation regarding training.
- Dr. Wilcoxson has been working with the Hospital on clinical hours for all levels to begin.

New Business

- Mary Kathryn discussed the quarterly materials sent to the BOD for their approval-
 - Workplace protocol
 - Regional Medication and Restocking Agreement
 - Hospital Diversion
 - BREMS protocol –reviewed by the app and webpage and includes the COVID-19 changes as well.
 - Michelle Turner, seconded by Bruce Stratton, made a motion to approve all the quarterly materials. Approved unanimously.
- Budget projection for 2021. Mary Kathryn updated the BOD stating OEMS is increasing the contract with Councils. 3% can be used for salary increases, etc. and the other 2% is for the additional cost needed for the COVID-19 work. Mary Kathryn gave Jenn and Ann a 3% increase in the projection budget she submitted and increased Sean to \$25/hr. to match the state EC reimbursement rate. There were no discussions or questions concerning the budget.

- Robert Lipscomb, seconded by Tim McConville, approved the BREMS budget projection for 2021, to include the raises for all Jenn, Ann and Sean.

Old business was discussed throughout the Chair and Program Manager reports.

Board Member Updates

Jason Ferguson updated the BOD on CVCC using the Zoom sessions for their EMT students. He stated if anyone is interested in CE to please contact him directly and he will work with the instructors. He also believes this may help in recruiting as well. Despite all the difficulties that have come with COVID-19 and training, the CVCC program has maintained a 100% pass rate for the AEMT and Paramedic students.

There were no other updates and/or questions from the Board members.

Motion was made to adjourn at 5:25 pm.

Meeting minutes prepared by Mary Kathryn Allen

Comments from Board members

- Janet stated Jeff Tanner is having unexpected back surgery on Wednesday, April 22nd and asked everyone to keep him in their thoughts and prayers.
- No other board members had question or comments.

Michelle Tuner, seconded by Bruce Stratton, made a motion to adjourn the meeting. Approved unanimously.

Minutes prepared by Mary Kathryn Allen