



**BREMS Board of Director's Meeting Minutes Approved  
Tuesday, October 13, 2020; 6:30 pm  
Lynchburg Fire Admin- 800 Madison Street**

In Attendance

Janet Blankenship  
Michelle Turner  
Robert Lipscomb  
R. Bruce Stratton  
Samuel A. Bryant  
Jason Ferguson  
Wendy Wilcoxson, MD  
Leonard Cohen, MD  
Tim McConville  
Mary Kathryn Allen

Members Absent:

Susan Walton (Excused)  
Peter O'Brien, MD(Excused)  
John Boon (Excused)  
Holly Hogan (Excused)  
Jeff Tanner (Excused)

President Janet Blankenship called the in person meeting to order at 6:30 pm. Blankenship welcomed everyone to the first meeting in person since last February. The room was set up with social distancing procedures followed and everyone was wearing a mask.

The meeting minutes were reviewed. Motion was made by Bruce Stratton, seconded by Sam Bryant, to approval the meeting minutes. Meeting minutes approved unanimously.

Janet Blankenship presented the quarterly Treasurer's Report and asked the Program Manager to review the with the Board. No questions were asked. Bruce Stratton, seconded by Michelle Turner, made a motion to approve the Treasurer's report. The report was approved unanimously. Manager Mary Kathryn updated the Board members on the problems Ann Wilson has had with not being able to retrieve bank statements for

the Credit line and Checking account. Treasurer John Boon has been in contact with Wells Fargo and Chair Blankenship, Treasurer John Boon, and Retired President Brad Ferguson will be making an appointment with Wells Fargo to update the account information and to allow Ann Wilson to received important documents from Wells Fargo on behalf of BREMS.

President Janet Blankenship gave the Chair Report

Chair Blankenship stated Program Manager Mary Kathryn will update everyone on the State Regional Hybrid Office and any COVID-19 updates she may have.

Program Manager's Report

- Mary Kathryn discussed the transition between BREMS and OEMS. Updated the BOD on the real estate RFP. OEMS waiting to hear about possible locations from the RFP and will notify BREMS when they have more information. The Performance Improvement position is still with the SBS. Adam Harrell and Scott Winston are reaching out to SBS on our PI position and hope to have an update and information soon on the reclassification and recruitment of this position.

The Board discussed selling items owned by BREMS to complete the transition- the CTS van and the Tahoe. Only state employees can drive the VDH/OEMS vehicles and we are still waiting to hear about CTS in an official manner. Ultimately the board decided to hold off on selling the vehicles. BREMS staff will begin looking through the building and equipment to complete a list of items owned by BREMS.

- Mary Kathryn is still attending the weekly virtual manager's meeting with OEMS staff. There are still weekly and bi-weekly meetings being attended. (Bi-weekly BREMS staff meetings, Bi-weekly OEMS and RDG meeting, and bi-weekly RDG meeting). BREMS has attended normal monthly meetings as well- most are being done virtually.
- Dr. Wilcoxson and Jenn Kersey have been working on CQI and protocols. They have sent schedule of protocol weekly reviews. Dr. Wilcoxson updated the Board members on the CQI and Protocol discussions and updates.
- Sean Regan has been working with Dr. Wilcoxson on APP and Handtevy. Handtevy train-the-trainer has been completed in Lynchburg City, Campbell, Amherst and Bedford counties. Appomattox is working with Sean on a date. May Kathryn stated to contact Sean as administrators for the locality to set the app up for your agencies.

Update from Regional OMD

Dr. Wilcoxson was on the conference with the State OMDs and provided an update to the Board members.

- CQI – meeting was earlier in the day October 13th and went well. Jenn Kersey and Dr. Wilcoxson continue to work with the PI Committee on the benchmarks and the plan.
- Protocols – Began on October 7th, those interested will meet every Wednesday from 3-4:30 to work on a rolling schedule to review all protocols. This will be in

person and virtually. Also, anyone may call, email, text or otherwise send comments in advance of the meeting. Once a draft of any changes are complete, the protocol will be posted on the BREMS website in an area Jenn has prepared, so that there can be final comments before I approve it. The current schedule encompasses roughly a year to complete this. I emphasize that this process is open to all; we have many providers in this Region with unique strengths, and it is my goal to make the most of them.

- Doug Layton, OEMS Rep, reached out to BREMS. Some of the agencies under Dr. Cohen in Campbell County, have received citations and have 90 days to start an agency wide QA program. Doug has asked BREMS to help Dr. Cohen with these agencies in Campbell County and Janet Blankenship will assist Dr. Cohen with the agencies in Bedford County. Doug gave the agencies in both counties the agency QA template developed by BREMS in 2014. Dr. Wilcoxson stated she is working on an agency CQI process for them to use that will feed into the regional CQI process. Until this agency QA plan is developed, and approved, she stated this is the easiest way to get these agencies starting the QA process for regulation and compliance.

#### New Business

- Program Manager, Mary Kathryn, thanked the Board members who have filled out the Application Grant Review Form sent electronically. This was a trial run to see how the Board members liked it. We plan to use this moving forward during beginning the April 2021 grant review session.
- Grant Review was completed for the 4 grants.
  - Lynchburg Fire Dept., Robert
  - Campbell Co. Rescue Squad
  - Campbell County Public Safety
  - Appomattox Vol. Rescue Squad
- Chair Blankenship asked other Board members to think about how they would like to see the structure of the BREMS office. OEMS is still waiting to hear on the other positions requested that will be filled by Regional State office staff. Chair Blankenship stated she will send out an email for ideas and a survey monkey on thoughts regarding positions in the BREMS office, outside of the Program Manager, RMD, and Performance Improvement positions already in place or in the process of approval. Chair Blankenship is interested in hearing actually what the other Board members see as the future of the BREMS office.
- Mary Kathryn and Dr. Wilcoxson updated everyone on the DEA changes for EMS drug boxes. BREMS has reached out to the Centra pharmacy operations manager and we are waiting to hear back about having a meeting. Updated the Board members on discussions of this topic with State OMD and OEMS.
- Goode Vol. Rescue Squad and Pamplin Fire & EMS have both dissolved and drug boxes have been returned to LGH.

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

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

Motion made by Bruce Stratton, seconded by Sam Bryant, to adjourn the meeting.  
Approved unanimously at 8:15 pm. Meeting minutes prepared by Mary Kathryn Allen