



**BREMS Board of Directors**  
**June 14, 2017**  
**City View by the James**  
**828 Main Street, 8<sup>th</sup> Floor, Lynchburg, VA**  
**5:30 pm**

**Board Members In attendance:**

Mary Kathryn Allen	BREMS
Steven B. Ferguson	LFD
Janet Blankenship	Bedford County
Allan Belcher	Centra
R. B. Stratton	Concord RS
Gary Roakes	ACPS
Jason Ferguson	CVCC
Marilyn McLeod	Regional OMD
Susan Walton	Appomattox

**Guest In Attendance:**

Tim Perkins	OEMS
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**Absent:**

Waddie Crouch, unexcused  
Leonard Cohen, MD, excused  
Michelle Turner, excused  
Charles Mitchell, excused  
John Boon, excused

Steven B. Ferguson called the meeting to order at 5:30 pm. Minutes from the April 2017 meeting were approved as written. Motion to accept by R. B. Stratton and seconded by Gary Roakes.

**Chair's Report**

None

**Treasurer's Report**

John Boon was unable to attend. The President read the Treasurer's Report. A motion was made (Gary Roakes, seconded by Marilyn McLeod) and the Treasurer's Report was approved and accepted as read.

### Director's Report & New Business

- Plans to be reviewed and approved: Regional Drug Box and Medication Exchange Policy, Regional Medical Director's Contract, Contract FY 18 changes, Protocol updates and Protocols. The Board approved all the above policies and contracts (motion made by Janet Blankenship, seconded by Allan Blecher).
- The board discussed the Procurement Policy and RFP. They decided to meet again in July and approval the MOU, and all policies associated with the MOU for the BREMS office.
- CISM: Centra proposal was approved by Board (motion made by Susan Walton, seconded by Gary Roakes). Allan Belcher stated he has met with members of the Centra Mental Health Services. Allan is working on presenting the services they would provide with the debriefings as a community project so the cost would be free. Allan will keep us up to date.
- Attended the quarterly meetings in Richmond in May.
  - Attended the RDG meeting, Advisory Board meeting and we attended the provider health and safety committee.
  - Attended the MOU and Contract meeting May 25<sup>th</sup> with OEMS.
  - Attended the RSAF grant review on June 1<sup>st</sup> in Richmond.
  - We are still awaiting the final MOU for the CE/Auxiliary training funds. We are also still waiting on our contract with OEMS for July – December 2017
- FARC Nomination: R. B. Stratton is the new BREMS FARC representative.
- BREMS and the pharmacy were able to increase the amount of Narcan in the AP Bags. 12 mg in each AP bag.
- We are facing a national shortage of critical care medications. The drug box will have a sticker placed on the outside indicating it has a shortage. The medications this effects for BREMS includes: Epi 1:10,000 (from 8 to 6 to possible 4 in the drug box), Dobutamine premix and Sodium Bicarb. BREMS will keep everyone updated as more information is received.
- Board approved the FY 18 budget submitted to include cell phone reimbursement for MK and Jenn. A policy will be drafted to cover lock out periods and access code entry for each cell phone because of sensitive information received on our emails.

### OMD Report

None

### Field Coordinator's Report

Jenn was upstairs setting up for the banquet with Ann. MK stated she was very pleased with Jenn's performance on the protocols and has done a great job working on the Regional Awards Banquet with MK and Ann.

### Training Report

None

Old Business:

None

Board Comments:

MK was asked by the Board about reviewing the Training Coordinator and the Administrative Assistant's job description. The Board feels BREMS needs to look at organizational reconstruction. The MOU for CE/Auxiliary training funds is going to add a great deal of work to the office and the job descriptions need to reflect what is needed and expected out of each position. This re-organization could mean making a full or part time position to allow the office is meeting the needs of the agencies, providers and contracts.

With there being no further business, the meeting was adjourned at 6:28 pm. Everyone left to go to the 20<sup>th</sup> floor to enjoy the Regional Awards Program.

Submitted respectfully by,

Mary Kathryn Allen  
BREMS Executive Director