



**BREMS Board of Directors**  
**August 16, 2016**  
**Lynchburg Fire Administration Bldg.**  
**6:30 pm**

**Board Members In attendance:**

Brad Ferguson  
Mary Kathryn Allen  
Janet Blankenship  
Charles Mitchell  
Jason Ferguson  
Gary Roakes  
Leonard Cohen, MD  
Michelle Turner  
Allan Belcher  
John Boon  
Jennifer Kersey  
Sean Regan  
Bruce Stratton

**Guest In Attendance:**

Tim Perkins

**Absent:**

Marilyn McLeod, MD, excused  
Susan Walton, unexcused  
Waddie Crouch, unexcused  
Mark Moss, unexcused

Brad Ferguson called the August 16<sup>th</sup> meeting to order at 6:35 pm. Brad thanked Tim Perkins, from the Office of EMS, for coming to our Board meeting.

The minutes from the April 21<sup>st</sup> meeting were reviewed and approved; motion made by Allan Belcher seconded by Bruce Stratton. The minutes from the April 9<sup>th</sup> budget meeting were reviewed and approved; motion made by Allan Belcher, seconded by Brad Ferguson.

The Treasurer's report was reviewed and read by John Boon. The Board approved the Treasurer's report; motion made by Allan Belcher seconded by Brad Ferguson).

John Boon asked Tim Perkins how funding for the Councils was determined? Tim stated in the past they have been funded based on past contract amounts, population of Council, what the Council requests and what is available in the funds.

Tim Perkins informed the Board of the topic of Council Re-designation is going to be on the December 2016 Board of Health agenda instead of in September 2016. He said the Re-designation Committee did recommend all the Councils for re-designation in its current area.

#### Chair Report

Brad discussed the meeting BREMS had with the Pharmacy Workgroup developed for or region. It consist of Council staff, a representative from the Board of Directors, a representative from the Pharmacy and a representative from the Regional OMD Committee.

Dr. Cohen asked about other OMD prospects. The Board had a discussion on the topic. There are two other known OMDs with Centra: Dr. Long and Dr. Chester. Dr. Long is in the process of taking over Centra ground and air transport. Wortley is retiring next year. Tim Perkins was asked by the Board if this is a state problem. Tim stated this is a problem across the state. Allan Belcher stated Centra has bought PCHP and more doctors may be possible. Allan does talk to Drs. Frenchik and Forsberg about physician activity in EMS. Allan suggested a meeting between Centra and BREMS with Brad and Mary Kathryn in regards to physician activity with EMS.

#### Director's Report

Mary Kathryn stated the Budget Committee met on August 9<sup>th</sup> and discussed the FY 17 and projected FY 18 budget. Both FY 17 and projected FY 18 were approved by the committee. The Budget Committee also approved Mary Kathryn to develop letters to the Public Safety departments and to set a meeting with them in September to start reviewing budget submissions for FY 18.

Mary Kathryn had a meeting with OEMS on August 3<sup>rd</sup> in Richmond in regards to contract funding. During this meeting OEMS informed the Councils the OEMS will complete an MOU with each Council to regionalize the training funds. The MOU language will not be available until mid-September for the Council's to review. Brad suggested once the MOU language has been received and the Councils have an idea of the process, he suggested the Council set up a couple instructor sessions to make sure they understand the new training funds process through the Council.

Protocols are going to be reviewed and approved on Tuesday, August 23<sup>rd</sup> by the OMD Committee. The drug box exchange process will take place September 6<sup>th</sup> – 9<sup>th</sup>. The 8<sup>th</sup> will be the BMH exchange and LGH will be on the 9<sup>th</sup>. Council staff is working with Nadine Gilmore on this process.

Council staff has been working on a survey, set to go out very soon to all providers and localities. The newsletter Jenn has been working on is due to go out September 1<sup>st</sup>.

#### Training Report

Sean stated all the simulation lab equipment has been purchased and placed in the simulation lab. The Quik Clot Hemostatic Gauze is in and is being delivered to the localities/agencies as they have paid their 20% match. The protocol will be available in the protocol update being released next month. Sean mentioned Johanna is still interested in working with agencies to get in the simulation lab for training.

Sean reminded the Board of upcoming trainings:

- September 17<sup>th</sup> – 18<sup>th</sup> training on Medical Management of Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) Events.

- October 1<sup>st</sup> and 2<sup>nd</sup> Tactical Emergency Casualty Care (TECC) and Rescue Task Force (RTF) Operations.

#### Field Coordinator Report

Jenn Kersey was introduced as the new Field Coordinator. Jenn gave the Board a quick overview of her experience in EMS.

The newsletter will be ready for September 1<sup>st</sup> release date. Jenn is helping with the drug box exchange logistics set for September 6<sup>th</sup> – 9<sup>th</sup>.

Jenn met with Adam, from ODEMSA, during the last week in July to go over the VPHIB report writer system.

Cam Crittenden, Manager of Trauma and Critical Care with OEMS, came and met with Jenn and Mary Kathryn about a month ago. She is a breath of fresh air and BREMS looks forward to working with her.

#### Old Business:

None

#### New Business:

The Board spoke about the Lifeline. John Boon and Brad Ferguson both encouraged BREMS to maintain ownership of the radio system but to meet with Centra to help cover the cost of maintenance since they are by far the largest user of the system. Allan said Centra ran in to trouble tracking down who owned the land, etc. and now Jeremy Rusher (replacement of Lee Gilley after his retirement) wishes to meet with Mary Kathryn. The Board asked Mary Kathryn to set up a meeting between herself, Brad, Jeremy Rusher and Steve Haupt to continue this conversation.

Before the plans were approved the Board discussed whether there was membership requirements for these Council Committees. The Board asked Mary Kathryn to start reviewing Council committee memberships and to report back to the board her findings.

Janet Blankenship discussed the CISM team. She informed the Board there really is not much of a team and if there were a call for a debriefing we would have to find alternative steps. This is a hot topic in EMS right now and she is interested in speaking to TJEMS more about their program but also working with other regional mental health specialist who BREMS may be able to partner with in regards to the CISM part. Janet asked Tim about contract requirements regarding CISM language and Tim stated for Mary Kathryn to email him with questions regarding possible CISM language changes in the contract.

The Board made a motion (motion made by Gary Roakes seconded by Brad Ferguson) to approve all the below plans/quarterly items, as written. The Board also made a motion (motion made by Gary Roakes seconded by Brad Ferguson) to have Mary Kathryn ask Tim Perkins for an extension on the CISM policies/plan until the second quarter. Motion approved by all.

- Medical PI Plan
- Trauma PI Plan
- RMD Contract
- Employee Qualifications

- Organizational Information
- Staffing Information
- Board of Directors and Subcommittee Members
- Regional CE Schedule
- Quarterly financial reports
- Budget FY 17 and projected FY 18 (approved by the Budget Committee as well)

Mary Kathryn mentioned the job descriptions for the Executive Director and the Field Coordinator have been updated. She plans to have the Training Coordinator and the Administrative Assistance job descriptions ready during the second quarter but the Board approved them as is for contract requirements. Mary Kathryn stated as the organization changes, and performance evaluations are done, the job descriptions may change as well to help with Council growth and success.

Meeting was adjourned at 8:20 p.m.

Submitted by,

Mary Kathryn Allen  
BREMS Executive Director