



BREMS Board of Directors
January 23, 2018
CVCC- Amherst Hall, Room 2505
6:30 pm

Board Members In attendance:

Mary Kathryn Allen	BREMS
Brad Ferguson	LFD
Jason Ferguson	CVCC
Allan Belcher	Centra
Bruce Stratton	Concord
Charles Mitchell	Huddleston
Michelle Turner	Campbell Co. Public Safety
Gary Roakes	Amherst CO. Public Safety
Leonard Cohen, MD	Bedford County OMD
Susan Walton	Appomattox Rescue

Guest In Attendance:

Sean Regan	BREMS
Jenn Kersey	BREMS

Absent:

John Boon	BREMS Treasurer
Waddie Crouch	
Marilyn McLeod, MD	

Brad Ferguson called the meeting to order at 6:35 pm. Meeting minutes from the October 2017 were reviewed and a motion made by Jason Ferguson to accept, seconded by Gary Roakes and approved as reviewed with no changes.

Chair's Report

Brad stated the Bylaws committee met twice, once in December and once in January and the recommendations along with the minutes were sent to everyone by Mary Kathryn for review. There was some discussion regarding the makeup of the Board. Brad stated to please put your comments in writing to Mary Kathryn and she will send them to the Bylaws Committee and the committee will meet again if the comments warrant it. The Board asked the draft Bylaws, with information on the changes be added to the website for all the agencies to see and review prior to the June annual meeting of the Council. *Update from March 20, 2018 meeting asked to be added to the January 2018 meeting minutes - motion made to add the following verbiage: The requirement to have one representative from each locality will be satisfied by electing a Board Member from any one of the BREMS member agencies in that respective locality.*

Treasurer's Report

The Treasurer's report was read and the annual copy was also sent out to the Board via email and sent around the room for review as well. A motion was made by Bruce

Stratton to approve the Treasurer's report and seconded by Jason Ferguson. The Treasurer's report was approved with no changes.

Director's Report

Mary Kathryn stated she would touch on most of her report during the Old and New business. Second quarter materials were submitted and next week are the state meetings.

Old Business:

- Lifeline- Gary Roakes stated he was reaching out again to John Agee of the State Police to ask about their tower on Long Mtn. Allan gave the Board an update from Centra. Centra wants to make sure there is radio communication with the agencies from Campbell County and Appomattox County. Centra is looking at other communication routes for pre-hospital communication, including the hospital. Once Gary has heard from the State Police we will set up another meeting with Centra.
- Budget FY 18- No one had any questions,
- Program Coordinator Position- We have three (3) qualified candidates after the review of submitted cover letters and resumes. The candidates will be interviewed next Tuesday, January 30th from 9 am – 12 pm. The interview panel consists of the BREMS staff (MK, Sean and Jenn), Brad Ferguson and Kelly Brown from Trauma Services. The candidate chosen will be in place via March 1st via contract with OEMS.

New Business:

- Quarterly Board meetings- Mary Kathryn stated she would like to have the Board meetings in March, June (with the Awards Banquet), August/September, and December 2018. She would like the Board to consider a couple with daytime hours (except the June meeting) and the April and October grant review meetings remain evening times. The Board agreed for the March meeting to be a daytime meeting. Mary Kathryn has also spoken with the staff and Mary Kathryn made the recommendation for staff not to attend the Board meetings except for the Executive Director. Other staff members could come if the Board has certain questions or presentations on certain projects. The Board agreed with the recommendation.
- Drug Box Project- Mary Kathryn has reached out to Clearly Inventory for a presentation and should hear back from them soon. Many hospitals and regional councils are already using this system and would help with the tracking of the drug boxes. Mary Kathryn also suggested the quarterly drug box check starting this year as well. BREMS is working with the pharmacy on rescheduling a meeting to address some drug box topics.

- Mary Kathryn mentioned the end of February for a grant review session with Amanda Davis from OEMS and Bruce Stratton as the BREMS FARC representative. This will provide information to all agencies who wish to apply for a grant in March 15th. MK hopes to have information out about this event next by the beginning of February.
- Awards Banquet- After much discussion, the Board agreed for the banquet to be held at the City View by the James, to include an awards ceremony and dinner only.

The Board also discussed the job description / position of the Administrative Assistant. Mary Kathryn told the Board of the conversation she had with Ann Wilson over the last week regarding the taking of Board meeting minutes. After much discussion the motions below were made:

Allan Belcher made a motion for *the Administrative Assistant position remain a full time position*. The motion was seconded by Susan Walton and unanimously approved by the Board.

Allan Belcher made a motion for *BREMS to purchase a digital recorder to be utilized for Board meetings, and any other meetings the Executive Director needs minutes taken. The position of Administrative Assistant will type up the meeting minutes and distribute them to the Board Secretary and the Executive Director for their review before the draft minutes are sent to the entire Board*. The motion was seconded by Susan Walton and unanimously approved by the Board.

The meeting was adjourned at 8:30 pm.

Submitted by,

Mary Kathryn Allen
Executive Director