

**Workforce Development Committee Meeting
Virginia Office of EMS
Norfolk Waterside Marriott
235 E. Main Street, Norfolk, VA 23510
November 11, 2016
10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Jose Salazar, Chair	Elizabeth Papelino, VAVRS, Excused	Tim Perkins	
Ron Passmore, Southwest Region	Ed Rhodes, VFCA/VAGEMSA	Wanda Street	
Jim Chandler, TEMS Regional Director	Rob Lawrence, VAGEMSA, Excused		
Byron Andrews, Fire Services			
Dave Tesh, Recruitment & Retention Network			
Valeta Daniels, Advisory Board			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order & Introductions:	The meeting was called to order at 10:11 a.m. by the Chair, Jose Salazar. He thanked everyone for their attendance at the meeting today and also reported that Liz Papelino will not be here to report on EMS Officer I because she is teaching EMS Officer I at this time. Tim stated that Rob Lawrence is in Brazil.	
Review & approval of the May 5, 2016 minutes:	A motion was made to review and approve the May meeting minutes. The August meeting was cancelled. Byron's committee representation should be changed to Fire Services. He is not a Member-at-Large. The minutes were approved as amended with the change of Byron's representation to Fire Services.	The minutes were approved as amended.
Chair Report – Jose Salazar:	No report, but will add comments as the meeting progresses.	
OEMS Report – Tim Perkins:	There is nothing to report on filling the Technical Assistance Coordinator position.	
EMS Officer I Workgroup – Jose Salazar:	<p>The pilot program has been very successful the past two days. Liz led the program and there were 18 participants. Originally there were 30, but once the assignments went out, the participants started dropping out. About four or five showed up that had not done the assignments. We received some very good feedback and feel we are on the right track. There were some concerns about having different types of scenarios and some of the assignments needed a little more direction such as expectations.</p> <p>It was a little challenging being set up as a two day Pre-Con instead of 4 weeks which is how it was designed. The other challenge is that someone thought the PowerPoint was a handout and thought the PowerPoint would be shown during the Pre-Con. Overall, it was very well received. The next meeting is in December to talk about the additions and corrections. We are scheduled to do this program at Rescue College, VAVRS and Symposium. The other thing we plan to do is roll it out in different regions and look at Train-the-Trainers.</p>	
Standards of Excellence Workgroup – Tim Perkins:	Tim Perkins reported in Rob's absence. Tim stated that Liz, Dave, Rob and he made a visit to Jose's agency and Loudoun County is the next SoE agency. Tim stated that there has been a lot of interest, but	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>not a lot of submissions. He will receive emails from agencies showing interest, but they never complete the process. Centra Health wants to do it. He has had some serious conversations here at symposium with Centra Health and they are really interested. They also want to become CAMTS Accredited. Tim will talk with Anita Perry, Chair of the Medevac Committee about possible site reviewers. Liz can also be a site reviewer. The viability side of it needs to be completed. Chris took the PDFs and made them fillable and we need to get some other forms to him to make fillable also. They will go on the OEMS website as fillable forms.</p> <p>Valeta asked what the obstacles were with some agencies; is it the paperwork completion? Lack of understanding? Tim said the documentation may be a bit overwhelming. You have to commit to it. Byron said that it takes time to research and fill out the documents. The committee also discussed the incentives of the program. There could be agency recognition on the OEMS website. Tim feels that there needs to be more marketing of the program.</p>	<p>Tim will talk with Anita Perry about possible SoE site reviewers.</p> <p>Tim will ensure that participating SoE agencies are recognized on the OEMS website.</p>
VA Recruitment & Retention Network – Dave Tesh	<p>Dave reported that the Recruitment & Retention Network met last night. There are three meetings scheduled for next year: February 23 in Virginia Beach; June 15 in Blacksburg and November 8 at Symposium. There will be no August meeting due to vacations and other obligations. They are trying to come up with a Statewide EMS Recruitment & Retention Plan. They plan to have a page on the OEMS website and are starting to gather resources. They discussed retention and recruitment last night and some best practices on retention which outlines the benefits offered to volunteers that might be different than the standard benefits. Dave also learned that people won't go and take the EMT test. Some agencies are offering \$100 back (pass or fail) if they go and take the test. Valeta asked: Do people lose interest because the background checks takes so long to get back? Dave said he hadn't heard that. The committee stated that Mike Berg can draft a one-page document for the website with background check guidelines.</p>	<p>Mike Berg to draft a background check guideline document as a resource for the R&R page on the OEMS Website.</p>
Unfinished Business:	<p>a. Membership Vacancies The committee still needs a Private Ambulance representative and a Member-at-Large representative.</p> <p>b. Keeping the Best! Tool Kit revision John Bianco was working on a class in Virginia Beach, but has gotten derailed on this with the changes that Virginia Beach has gone through.</p>	
New Business:	<p>EMS Plan The Chair stated that there are several areas in the State EMS Plan that Workforce Development needs to be involved in. Those items include:</p> <ol style="list-style-type: none"> 1) Evaluate the impact of an aging workforce on service provision around the state. 2) Develop, implement and promote leadership and management standards for EMS agency leaders. 3) Develop criteria for a voluntary Virginia Standards of Excellence Recognition Program for EMS agencies. 4) Support and expand the Recruitment and Retention Network. 5) Develop, implement and promote the EMS Officer standards program 6) Educate local government officials and communities about the value of a high quality EMS system to promote development in economically depressed communities and the importance of 	<p>Jose Salazar will send out the list of initiatives to the committee.</p>

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>assuming a greater responsibility in the planning, development, implementation, and evaluation of its emergency medical services system.</p> <p>Jose will send this out to the committee for feedback. He feels it is better to tackle one at a time. Tim said that he will check with Warren to see what information can be obtained from the provider portal other than age and demographics like that. Jose asked if it was possible to know how long people are staying with an agency. Affiliations may not be accurate because some people are affiliated with several agencies. A survey may need to be created to gather data.</p> <p>The committee asked about what can be done to support the Recruitment and Retention Network. They discussed ways that the committee can support the Recruitment and Retention Network. They also suggested moving the Career Fair to day time in a high traffic area. Tim feels the job fair was a success compared to last year. Ron Passmore liked the idea of not having timed sessions with each agency.</p> <p>The next step for the EMS Officer Program is to start working on Level II by the middle of 2017. There is still work to be done on Level I. Level I needs to be completed before moving on to Level II.</p>	
Public Comment:	None.	
Adjournment:	<p>The February, May and August meetings will be at Richmond Marriott Short Pump, 4240 Dominion Blvd., Glen Allen, VA.</p> <p>The meeting adjourned at approximately 10:56 a.m.</p>	<p>2017 Meeting Dates: February 2 May 4 August 3 November – To be announced. (Norfolk)</p>