

**EMS Advisory Board**  
**Executive Committee Meeting Minutes**  
7093 Broad Neck Road Hanover, VA 23069  
**May 1, 2025**

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**I. Call to Order**

The meeting was called to order by Chair Dr. Paula Ferrada.

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**II. Chairman's Comments**

Chairwoman Dr. Paula Ferrada welcomed members and attendees. Appreciation was expressed to committee members and workgroup participants for their continued collaboration and support of EMS Advisory Board initiatives.

Dr. Paula Ferrada recognized the efforts of the Executive Committee Workgroup regarding committee and workgroup governance guidance and thanked members involved in developing the recommendations.

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**III. Committee Assignments**

The Executive Committee reviewed and discussed committee appointments and membership updates.

**Motion:** To approve the appointment of additional members to the Rules and Regulations Committee.

**Vote:** Unanimous

**Action:** Motion Carries.

The Executive Committee also discussed committee roster management and annual review of committee participation and membership.

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**IV. Reports from Workgroups**

**Workgroup Governance Policy Discussion**

Kevin Dillard and members of the workgroup presented a draft policy document establishing guidance for EMS Advisory Board committees and workgroups.

Discussion included:

- Definitions of committees and workgroups
- Membership limitations
- FOIA considerations
- Roles and responsibilities
- Reporting expectations
- Documentation requirements
- Use of virtual meetings
- Duration and structure of workgroups

The committee discussed the importance of distinguishing formal committees from temporary project-based workgroups.

**Motion:** To approve the workgroup governance document as interim guidance pending future bylaw amendments.

**Vote:** Unanimous

**Action:** Motion Carries.

The Executive Committee further discussed future bylaw amendments to remove references to subcommittees and align governance language with the updated workgroup structure.

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## **V. Unfinished Business**

### **FARC Reappointment Discussion**

Discussion was held regarding the reappointment recommendation of Robert Trimmer to the Financial Assistance Review Committee (FARC).

The Executive Committee agreed to forward the recommendation to the full board for consideration.

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## **VI. New Business**

### **Rules and Regulations Committee Appointments**

Additional committee membership appointments were presented for consideration.

**Motion:** To approve committee appointments as presented.

**Vote:** Unanimous

**Action:** Motion Carries.

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### **Committee Membership Discussion**

Discussion occurred regarding committee size limits, workgroup participation, and FOIA implications related to workgroup membership composition.

The Executive Committee discussed the importance of balancing stakeholder participation with operational flexibility and cost considerations.

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### **Withdrawal of Proposed Bylaw Amendment**

A previously submitted bylaw amendment by the Medical Direction Committee was formally withdrawn.

**Motion:** To withdraw the proposed bylaw amendment.

**Vote:** Unanimous

**Action:** Motion Carries.

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### **VII. Adjournment**

The meeting adjourned following completion of business.

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