

**Executive Committee Meeting**  
**Embassy Suites Hotel, Richmond, Virginia**  
**May 1, 2019**  
**5:00 p.m.**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
<b>Christopher Parker</b>	Eddie Ferguson	Scott Winston	<b>R. Jason Ferguson</b>
<b>Jon Henschel</b>		Chad Blosser	<b>George Lindbeck</b>
<b>Dreama Chandler</b>		Camela Crittenden	
<b>Michel Aboutanos, MD</b>		Gary Brown	
<b>Allen Yee, MD</b>		Adam Harrell	
		Ron Passmore	
		Irene Hamilton	

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Welcome and Introductions</b>	Chris Parker welcomed everyone and called the meeting to order at 5:05 p.m.	
<b>Approval of the Agenda</b>	The committee voted to approve the agenda as presented.	
<b>Committee Structure and Composition</b>  <b>2 Day-Meeting Schedule – non Board meetings/conflicts review</b>	<p>Mr. Parker opened the floor for discussion on how the committee felt about having some of the meetings, including the Executive Committee meeting moved from Thursday to Wednesday afternoon.</p> <p>Adam Harrell gave a synopsis on what triggered this action. Adam said this is the first time today having the meetings on Wednesday. He said there was positive feedback from the FARC committee.</p> <p>Gary Brown said that he was able to attend the FARC committee for the first time in a long time due to the change in the meeting time.</p> <p>Jon Henschel asked about the suggestion made at the February 2019 meeting that the Executive Committee start meeting off cycle from the other EMS Advisory Board meetings. Mr. Brown explained that due to the construction and other events taking place at OEMS recently, this option was not been explored.</p> <p>Chris Parker thinks the Executive Committee needs to determine their purpose. He said the Executive Committee, as well as other EMS Advisory Board committees, need to develop objectives similar to what the Trauma committees have done. Gary Brown said that in the past when the Executive Committee has had special call meetings, they have proven to be most productive. He agrees that they should not meet just to have a meeting but instead hold meetings at the will of the Chair.</p> <p>Dreama Chandler suggested having goal-specific meetings; and goals for the next meeting should be set at the current meeting.</p>	

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	<p>Dr. Allen Yee expressed concern in how the Trauma Committees are structured. Currently, you have the Trauma and Governance Committee (TAG) that has other trauma committees that answer to the TAG and TAG takes actions to the Board. Dr. Yee said that in accordance with the Bylaws, committees cannot answer to committees. He said that the trauma committees reporting to TAG are sub-committees.</p> <p>Mr. Brown said that the Bylaws amendments approved this change. Chris Parker wants the Executive Committee to have a work session to redraft the Bylaws.</p> <p>After discussion, Chris Parker asked the group what the next steps should be to address the issues with the Bylaws. The Executive Committee will try to have a retreat before the August 2019 meeting so they can present their ideas to the full EMS Advisory Board at the August 2019 meeting.</p> <p>The Executive Committee also discussed the possibility of having a facilitator for the Retreat. They discussed if they need a facilitator for the Executive Committee or should they wait and have a facilitator for the full EMS Advisory Board Retreat that they plan to have sometime in the fall.</p> <p>Adam Harrell said it sounds as if they want to have a Strategic Planning Retreat with the purpose being to edit the Bylaws document. Chris Parker said that the purpose of the Retreat is (1) look at the make up and composition of the EMS Advisory Board; and (2) to revise the Procedures and Bylaws.</p> <p>Dr. Yee said that they should have the full EMS Advisory Board retreat first to get a consensus on the full Board's thoughts on the composition of the board and the revisions needed in the Procedures and Bylaws. Following the retreat, the Executive Committee can meet to revise the Bylaws and Procedures documents.</p>	<p><b>MOTION:</b>  <b>The Executive Committee moves to have a State EMS Advisory Board retreat led by a facilitator for the purpose of discussing the Board mission and makeup.</b></p> <p><b>VOTE:</b>  <b>Yeas = 5; Nays = 0; Abstentions – 0</b></p> <p><b>The motion carried unanimously.</b></p>
<b>OEMS and Division Updates</b>		
<b>Division of Administration &amp; Finance – Adam Harrell</b>	He is still waiting for VAVRS Audit Report.	
<b>Division of Community Health and Technical Resources – Scott Winston</b>	<p>Scott Winston reported division updates are in the Quarterly Report.</p> <p>The Regional EMS Councils are completing their designation site visits. These recommendations will be sent to the Board of Health in June.</p>	

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<b>Division of Accreditation, Certification and Education – Chad Blosser</b>	All division updates are included in the Quarterly Report.	
<b>Division of Trauma &amp; Critical Care – Camela Crittenden</b>	All division updates are included in the Quarterly Report.	
<b>Division of Emergency Operations – Karen Owens</b>	No Report. Ms. Owens was not in attendance.	
<b>Division of Regulation and Compliance – Ron Passmore</b>	Mr. Passmore said that they were intending to go forth with Chapter 32 in June, they have collectively decided to take more time. They want to take a few months to establish a structure for community paramedicine, critical care, EMS agency licensure and matching replica language.	
<b>Division of Consolidated Testing &amp; Video Broadcasts – Warren Short</b>	No Report. Mr. Short was not in attendance.	
<b>Public Information and Education – Marian Hunter</b>	No Report. Ms. Hunter was not in attendance.	
<b>Board Member Resignation – Gary Brown</b>	Mr. Brown stated that Jose Salazar has resigned from the State EMS Advisory Board. Mr. Salazar also chaired the Workforce Development Committee. Mr. Brown recommends that the Executive Committee appoint Valerie Quick to Chair the Workforce Development Committee.	<p><b>MOTION:</b>  <b>The Executive Committee moves to appoint Valerie Quick as the Chair of the Workforce Development Committee.</b></p> <p><b>The motioned was seconded and the vote was taken.</b>  <b>YEAS= 5; NAYS = 0;</b>  <b>ABSTENTIONS – 0</b></p> <p><b>The motion carried unanimously.</b></p>
<b>PUBLIC COMMENT</b>	None.	
<b>OLD BUSINESS</b>	None.	
<b>NEW BUSINESS</b>	None	
<b>Adjournment</b>	The meeting was adjourned at 5:45 p.m.	