

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL
EXECUTIVE COMMITTEE**

DRAFT MEETING MINUTES

DATE: March 18, 2019

LOCATION: WVEMS Office, Roanoke & Video Conference Participation

Members Present

Joe Coyle
Jason Ferguson
Mike Jefferson
Rob Logan
Matt Rickman
Steve Simon
Valerie Tweedie

Staff Present

Cathy Cockrell
Kayla Perkins

Guests Present

Tim Perkins (VDH/OEMS)
Chris Vernovai (VDH/OEMS)
Jim Cady, Sr. (Craig County)

TO ORDER

President Steve Simon called this regular meeting of the executive committee to order at 1:30 PM. He announced that he, Rob Logan, Kayla Perkins were present in the conference room.

Remote participants were asked to identify themselves and attendance was recorded.

He introduced guests:

Tim Perkins, VDH/OEMS
Chris Vernovai, VDH/OEMS
Jim Cady, Sr., Director from Craig County

President Simon and the executive director reviewed agenda items for the upcoming meeting.

Strategic Planning with SWVEMSC – This workgroup has met several times since the board’s last meeting.

Chief Simon continued the discussion on our potential relationship with the Southwest Virginia EMS Council. The strategic planning workgroup met twice since the last board meeting. It was determined that the best course of action would be to enter into partnerships and possibly a memorandum of understanding with the Southwest Virginia council rather than a formal merger or the creation of a management corporation.

The executive directors of the two councils will meet with OEMS officials to discuss this relationship, and to request that the current EMS service area which now includes the WVEMS and BREMS regions be expanded to include the SWVEMS region.

He will present this report to the board and ask for a motion to continue collaborations and develop a MOU.

Executive Director Position – The strategic planning workgroup also considered our pathway to hiring a new executive director for the council upon Rob Logan’s retirement. The ED’s position description has been revised to more strongly reflect the business management aspects of the job, and was approved by the executive committee prior to today’s board meeting. Copies were distributed. Recruiting could begin immediately, and the strategic planning workgroup could serve as the hiring panel to bring a recommendation to the board at a future regular or special called meeting.

Regional EMS Plan – The current 2019-2022 Regional EMS Plan had been distributed to board members and other key stakeholders for comments. Several comments and recommendations for revisions, including an expansion of two sections were recommended by the reviewers. The changes will be summarized in a presentation to be shown to the board.

The executive committee will offer a motion to adopt the Regional EMS Plan as revised.

Advisory Board Appointment – On February 11, we received notification from the Virginia Office of EMS that Jason Ferguson’s final term as our representative on the State EMS Advisory Board would end on June 30. We were instructed to transmit the names of three nominees to the Secretary of the Commonwealth no later than March 15. Because some time is required to gather the background information that is necessary, President Simon delegated this task to the executive committee. The board was contacted on February 12 asking for a response from anyone with interest. Three board members expressed interest and/or inquired about the appointment. The executive committee convened on February 27 to consider the potential nominees, and decided to nominate Matt Rickman, Joe Trigg and Matt Tatum in that order. The nominations were uploaded to the Secretary of the Commonwealth, and summaries were sent to Gary Brown at OEMS on March 4.

The executive committee will offer a motion to nominate these three directors, in the order presented.

Being no further business, the executive committee meeting was adjourned at 1:55 PM.

/s Robert Logan, Executive Director



Attendance Roster

Meeting Title: Western Virginia Emergency Medical Services Council / Executive Committee	
Meeting Location: Western Virginia EMS Council, Inc.	Meeting Date: March 18, 2020

Board Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Steve Simon	Pres			✓	
2. Rob Logan	Exec Dir			✓	
3. Mike Jefferson	VP				✓
4. Joe Coyle	Treas				✓
5. Matt Rickman	At Large 3				✓
6. Jason Ferguson	Secy				✓
7. Valerie Tweedie	At Large 4				✓
8. Jim Cady, Sr.	Guest				✓
9. Steve Allen	Guest				✓
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Print Name	Agency Affiliation	Email Address	Signature	In Person	Phone
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27.					
Staff Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Gene Dalton					
2. Cathy Cockrell					
3. Kayla Perkins					
4.					
5.					
6.					
7.					
Guest Name	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Tim Perkins					
2. Chris Vernovai					
3.					
4.					