

Emergency Medical Services Advisory Board
 Workforce Development Committee
 Marriott West, Glen Allen, Virginia
 July 26, 2007, 10 a.m.
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Attendance: Chairman Kevin Dillard, Gary Dalton, Jay Cullinan, Dana Love, Jason Stroud
Guest: Karen Wagner, David Tesh, Cris Leonard, Dean French
Absent: Steve Chappell, Tom Berry,
Staff: Rohn Brown, Tim Perkins, Scott Winston, Beth Singer, Amanda Davis.

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to Order	Kevin Dillard called the meeting to order at 1000 hours	
Review of Minutes	The minutes were presented from the April 26, 2007 meeting.	Minutes were approved.
Subcommittee Rosters and Meetings	Gary Dalton mentioned that he needed more people for the promotion of the KTB workbook subcommittee and Dana Love will ask for assistance to review the standards of excellence guidelines.	None.
Subcommittee and OEMS Project Status Reports		
Establish leadership and management standards	Jay Cullinan mentioned that the subcommittee last met on June 19, 2007 and presented a draft of the EMS Officer I to the committee to solicit input and feedback.	The committee plans to have the standards for EMS Officer I completed for presentation by October 2007. The committee is asked to provide feedback on the EMS Officer I standards.

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<p>Pursue a comprehensive recruitment campaign</p>	<p>Dave Tesh reported that the original plan was to present the recruitment plan/outline at the public safety summit, but that was postponed for the year. He mentioned that this project was started by Steve Chappell, whom OEMS has not been able to contact for the past two months.</p>	<p>None. (see below in new business)</p>
<p>Promote the use of The Keeping the Best! Retention Tool Kit and measure the effectiveness. Also promote the VOLSAP and the recruitment section of the OEMS Web site.</p>	<p>Gary Dalton reported that the Keeping The Best trainings were progressing. Rohn Brown mentioned that OEMS has promoted the workshops for August 10/11 and October 12/13. While registration started slow, the Aug classes were close to being full. OEMS is selecting people in the trainings that may be qualified to be trainers. The goal is to have between 20-25 trainers over the two-year period. Gary said trainers can help guide best practices asked about the way to measure the effectiveness of the KTB trainings. www.vaemsjobs.com needs to be revised and updated and better promoted. Dana and Kevin discussed the pros and cons of county vs. local campaigns. Dana commented on the importance of the Internet in recruitment. Jason Stroud and Dave Tesh agreed that recruitment is not a problem, retention is key.</p>	<p>None.</p>
<p>HJR 743 Summary</p>	<p>Gary also gave an overview of the first meeting of HJR 743 on July 24, the joint subcommittee tasked to look at incentives for fire and rescue squad volunteers. He mentioned that this was a serious opportunity to get in front of the general assembly for future</p>	<p>None.</p>

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	<p>legislation. Rohn mentioned that OEMS would be providing more information to the subcommittee at their next meeting on August 23, 2007.</p>	
<p>Review and recommend criteria to develop a Virginia Standards of Excellence Accreditation Program that recognizes and promotes EMS agencies that exceed the minimum state requirements and to coordinate technical assistance teams that will help local EMS agencies solve specific EMS systems issues.</p>	<p>Dana Love gave a PowerPoint presentation on the progress of the subcommittee. They are providing incentives and assistance for ES agencies to seek higher tiered performance standards, not an expensive process such as CAAS. They want to use the OEMS compliance manual as the template and will seek RSAF funding in the September 17, 2007 grant cycle to pilot program on four EMS agencies for 12-18 months. This subcommittee now meets once a month on the third Thursday from 9 a.m. to 4 p.m. at The Center for Emergency Health Services in Williamsburg.</p>	<p>Expect to complete Level 1 detail and pilot plan layout in September. Will give full review of Standards of Excellence project on October 25 meeting and brief the EMS Advisory Board at the November 13, 2007 meeting.</p>
<p>OEMS Report/ Workforce Diversity Project</p> <p>RSAF recruitment and retention projects</p>	<p>OEMS, in cooperation with the Virginia Department of Fire Programs and the VFCA Diversity Committee, is producing an EMSAT program for October 17, 2007 that describes the importance of diversity in the fire/EMS workplace. Terry Coy and Rohn Brown have been traveling and talking to fire and EMS leaders across Virginia in preparation for the program.</p> <p>Amanda Davis introduced herself and commented that recruitment, retention, management and leadership projects were one of six RSAF priorities now. The committee reviewed a prospective list of projects and discussed the need to fund personnel costs and/or positions. Karen Wagner, current FARC member, mentioned that FARC received four requests from localities for R&R coordinators or</p>	<p>None.</p> <p>None.</p>

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<p>ALS Retention Study</p>	<p>related positions. With revised regulations, RSAF has greater freedom to fund other projects. No decisions were made on the funding of positions.</p> <p>Rohn briefed the committee on the progress of James City County Fire Department and their progress on the ALS retention study. Bob Ryalls, district chief, is the project coordinator and is working with the consultant to implement project teams to bridge gap from current to desired ALS workforce.</p>	<p>None.</p>
<p>Benefits Brochure</p>	<p>Rohn Brown asked the committee to review the list of fire and EMS benefits for publication in an OEMS brochure. The initial goal was to have the brochure completed by the VAVRS convention.</p>	<p>The brochure may be delayed since OEMS is asking for assistance from Joan Putney of Va. Legislative Affairs to ensure that the Code of Virginia language is accurate.</p>
<p>New Business</p>	<p>Beth asked the committee to provide high quality images/photos of EMS providers engaged in training.</p> <p>Dave Tesh asked the committee for assistance in serving on the team to develop the recruitment and retention outline/plan. He indicated that he would be meeting with Cris Leonard and Rohn Brown after the meeting to discuss the progress of the project.</p>	<p>None.</p> <p>The sub-committee (Dave, Cris and Rohn) met right after the workforce development committee meeting and designated sections of the outline to different fire/EMS administrators and managers.</p>
<p>Old Business</p>	<p>None.</p>	

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2007 Meetings	There was discussion about holding the October 25, 2007 meeting at another location instead of the Richmond Marriott-West.	None
Adjournment	The meeting adjourned at 1236 after a working lunch.	

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