

**Workforce Development Committee Meeting
Virginia Office of EMS
Norfolk Waterside Marriott
235 E. Main Street, Norfolk, VA 23510
November 6, 2014
10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Jose Salazar , Chair		Tim Perkins	S. Denene Hannon, VAVRS
Rob Lawrence , VAGEMSA		Wanda Street	
Elizabeth Papelino , VAVRS			
Dave Tesh , VA Recruitment & Retention Network			
Jim Chandler , TEMS Regional Director			
Ron Passmore , Southwest Region			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order & Introductions:	The meeting was called to order at 10:00 a.m. by the new Chair. Everyone around the room introduced themselves.	
Review & approval of the August 7, 2014 minutes:	A motion was made to approve the August 7, 2014 minutes. The motion was moved by Liz Papelino and seconded by Ron Passmore. The minutes were approved as submitted.	The minutes were approved as submitted.
Sub-Committee Reports:	<p>EMS Officer I – Elizabeth “Liz” Papelino The committee saw the PowerPoint presentation at the last committee meeting and the biggest change is the roll out timeline, the content has not changed very much. Realistically speaking, they were a little ambitious in thinking that it would be ready to roll out in October 2014. It may be ready to roll in June 2015 with a pilot program. Every slide has been reviewed and they realized that the story boards needed to be expounded upon in depth. Melvin Burn and Liz will work on the story boards and will have them completed by the February meeting. The other two main things to accomplish are: 1) address EMS trends – define what we want to discuss (such as Mobile Integrated Healthcare, EMS Leadership) and 2) create a validated testing procedure. Melvin will look at DFP’s testing modules and reword them for EMS. The next meeting may be held mid-January.</p> <p>The sub-committee still wants to do a dual offering for the EMS Officer program. Central Shenandoah has expressed interest in doing a pilot program; they are also looking at Tidewater, Northern Virginia or ODEMSA for the other Regional Council pilot.</p> <p>Standards of Excellence – Rob Lawrence Rob thanked Dave, Tim and Carol for their work in this sub-committee. Today was the deadline to have something as camera ready as possible. The attached Standards of Excellence document is the most up to date version.</p>	<p>Melvin Burn and Liz will work on story boards to be completed by the February meeting.</p> <p>The sub-committee will focus on two areas: address EMS trends for discussion and create a validated testing procedure.</p>

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	 <p>Standards of Excellence - Nov. 6, 2</p> <p>Pilots were done last year at Forest View Rescue Squad, Goochland, LifeCare and there is still Norfolk and Henry County left to do. The ultimate goal is to have an automated document. At the moment it is a manual, check off document. Tim feels that this program is pretty solid and ready to go on the OEMS website. Rob has put together a cover sheet explaining the purpose of the program. There was a brief question and answer session which will clarify some of the questions in the document. It was mentioned that on page 6 under Financial Management, that there is no question concerning policies on cash management procedures and having a yearly audit. Also in the same section, the question that begins "Is the agency registered..."; remove State Corporation Commission and replace with Virginia Department of Agriculture and Consumer Affairs. Tim will incorporate the suggested changes. The next step is to submit it to Scott to do a final proof before being posted to the OEMS website.</p> <p>VA Recruitment & Retention Network – Dave Tesh Dave reported that a meeting will be held today from 6 p.m. to 7:30 p.m. on the 4th Floor of the Marriott in Marriott I. Snacks will be provided. The topic for tonight is to discuss the Standards of Excellence and how it can affect your recruitment and retention. The next meeting will be in February in Virginia Beach in connection with the Fire Chiefs conference. Emails will be sent out to generate topic ideas and someone will come and do a presentation on the topic of choice.</p>	<p>Tim will incorporate the suggested changes and submit to Scott for final proofreading.</p>
<p>Unfinished Business:</p>	<p>None.</p>	
<p>New Business:</p>	<p>2015 Committee Meeting Schedule The next meeting will be in February.</p> <p>Committee Membership (Roster) There is an opening for a VACO Representative and a Commercial Ambulance Service Representative and an At-Large Member. Ms. Hannon stated that Valeta Daniels has expressed an interest in joining this committee. Jose will reach out to Danny Wildman and Sherrin Alsop to see if they are interested or if they can recommend someone who is interested in filling the Commercial Ambulance and VACO positions.</p> <p>2015 Committee Goals What else do we need to focus on? Tim said that the Keeping the Best program should continue to be looked at. Dave reported at the last meeting that this program is being revised to include a video that can be edited into modules. This will cut down the classroom length to a few hours instead on an 8 hour class. There are currently 5 or 6 active instructors.</p> <p>The sub-committee also discussed teaching the business aspect of the rescue squad, building leadership skills, and developing budgeting skills. The EMS Officer program will help with some of these issues.</p> <p>Ron suggested that we talk to Bruce Edwards about who to contact at Virginia Beach Volunteer Rescue Squad. Their system is very well run and we can find out what they do to recruit and retain membership.</p>	

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	<p>We could invite them to give a brief presentation about their squad and what they do to make it so amazing.</p> <p>Tim said that he would like to see EMS studies done. Currently the Department of Fire Programs does Fire & EMS studies which only scratch the surface of the EMS aspects. The role of the Office of EMS is to help those systems in trouble and make recommendations.</p>	
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately 11:01 a.m.	The next meeting will be held in February 2015. More information will be sent once the place and date has been finalized.

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