

**Workforce Development Committee Meeting
Virginia Office of EMS
Courtyard by Marriott
10077 Brook Road, Glen Allen, VA 23059
February 12, 2015
10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Jose Salazar , Chair	Dave Tesh	Carol Morrow	
Rob Lawrence , VAGEMSA	Byron Andrews	Tim Perkins	
Elizabeth Papelino , VAVRS			
Jim Chandler , TEMS Regional Director			
Ron Passmore , Southwest Region			
Valeta Daniels , Member-at-Large			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order & Introductions:	The meeting was called to order at 10:03 a.m. by the Chair. The meeting was opened with the introduction of a new committee member – Valeta Daniels. Valeta has almost 25 years EMS experience (as a Paramedic). She is the EMS Liaison for Henrico Doctors Hospital – where she oversees events to support Virginia EMS.	
Review & approval of the November 6, 2014 minutes:	A motion was made to approve the November 6, 2014 minutes. The motion was moved by Ron Passmore and seconded by Liz Papelino. The minutes were approved as submitted.	The minutes were approved as submitted.
Sub-Committee Reports:	<p>EMS Officer I – Elizabeth “Liz” Papelino</p> <p>Liz gave the update of the EMS Officer I program. The sub-committee met yesterday. There will be two pilot courses starting at the end of March:</p> <ul style="list-style-type: none"> • March 24, 31, April 7 and 14 - Richmond (Richmond Ambulance Authority) taught by Liz • March 30, April 6, 19, 26 - Loudoun County (Fire Training Center) taught by Jose <p>The first night of class will be an orientation to review class expectations. Experienced EMS managers will be invited to participate in the pilot courses.</p> <p>Jim asked if the EMS Officer classes will satisfy the JLARC findings of the lack of leadership and management training. Carol indicated this class will help – but additional stand-alone leadership and management classes are needed, as well.</p> <p>Jose asked if there will be more pilot courses. Liz believes that the two will be enough based on the following:</p> <ol style="list-style-type: none"> 1. Pilot courses held, 2. Feedback will be requested from pilot students and course reviewers – that will be in class, 3. Corrections and additions/deletions will be made to course material based on the feedback, 	

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	<p>4. A professional editor will then review the class materials,</p> <p>5. Corrections in course material, spelling, phrasing and font will be made for the next set of classes</p> <p>The <u>course reviewers</u> for the pilot classes will be: Debbie Akers - for Richmond classes Melvin Byrne - for the Loudoun classes</p> <p>The goal is the roll the program out by this Fall.</p> <p>Standards of Excellence – Rob Lawrence Rob reported that there will be SoE pilots held in: Virginia Beach EMS Spotsylvania Fire & Rescue Galax-Grayson Richmond Ambulance Sterling Vol. Rescue Squad Manchester Vol. Rescue Squad (possibly)</p> <p>Rob stated that a “SoE Frequently Asked Questions” section is being developed for the OEMS website with questions such as the following:</p> <ol style="list-style-type: none"> 1. Is SoE a voluntary program? 2. What will my agency get out of taking part in the SoE program? 3. Is there a cost? 4. What is the process? 5. How long is our SoE award good for? 6. What happens if my agency is “dinged” on an OEMS regulation violation – will we lose our SoE award? <p>VA Recruitment & Retention Network – Jose Salazar Jose informed the group that the R&R Network is scheduled to meet on 2/ 20/15 in Virginia Beach. OEMS is going to provide a space on the OEMS web for the following categories for the R&R Network to post documents and share resources on the following: Administration Events and Training Financial and Strategic Promotion and Public Relations Recognition and Retention Recruitment</p>	

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	<p>Keeping the Best! Course Carol indicated that plans have been discussed to make the KTB! Course a blended learning type class – instead of all classroom. The student would be required to read the book and view a video prior to attending the class in order to shorten the class (3-4 hours). The class time would then be used to utilize the material in a situational application – while discussing actual agency retention problems.</p> <p>The questions will be if the video can be completed in-house or if we will need to contract for the filming. Dave Tesh has agreed to be the narrator.</p>	
Unfinished Business:	<p>There are still three (3) positions on the committee that need to be filled. It has been recommended that Valeta Daniels (attending today) be offered to serve in the At-Large position. Ms. Daniels graciously accepted.</p> <p>The VML/VACO position can be offered to either of the current board members representing these two entities. Sherrin Alsop, who is currently serving on the Advisory Board, will be asked to join the committee.</p> <p>The Commercial Ambulance – Jose indicated that he would like to approach Dan Wildman for this position. Dan is one of founders and owners of LifeCare Medical Transport.</p>	
New Business:	<p>2015 Committee Meeting Schedule The next two meetings will be May 7 and August 6 at 10 a.m. at the Courtyard Marriot, Glen Allen. The last one will be November 12 at 10 a.m. at the Norfolk Waterside Marriott during the annual symposium.</p> <p>2015 Committee Goals</p> <ol style="list-style-type: none"> 1. Finish SoE and EMS Officer 2. Develop a more collaborative relationship with the R&R Network 3. Develop an improved teaching style for Keeping the Best! 4. Community Medicine - to fill in the gaps in medicine in each community 5. EMS research <p>Jose announced that Carol Morrow is retiring and this will be her last meeting. Carol stated that she has enjoyed working in EMS. She was an EMS provider for almost 30 years and will soon have 25 years at the Office of EMS. She is super excited about retiring and wants to stay updated on some of the projects such as SoE and EMS Officer. She also hopes that Rob will have things she can do such volunteer for the bike race. She is looking to do some part-time work in the fall.</p>	
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately 10:52 a.m.	