

**Workforce Development Committee Meeting  
Virginia Office of EMS  
Courtyard Marriott  
10077 Brook Road, Glen Allen, VA  
February 14, 2013  
2:00 p.m.**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>OEMS Staff:</b>	<b>Others:</b>
<b>Rob Lawrence</b> , VAGEMSA, Richmond Ambulance Authority (RAA)	Dreama Chandler, Excused	Carol Morrow	
<b>Janet Waddy</b> , Richmond Ambulance Authority (RAA)	Dave Tesh, Excused	Wanda Street	
<b>Byron Andrews</b> , Member At Large	Andrea Oakes, Excused		
<b>Bob Ryalls</b> , James City Co. Fire/EMS	J.C. Phillips, Excused		
	Jim Chandler		
	Paul Helmuth		

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Call to order:</b>	The meeting was called to order at 2:03 p.m.	
<b>Review &amp; Approval of the November 7, 2012 minutes:</b>	The minutes could not be motioned as there was no quorum.	<b>The minutes were not motioned, as there was no quorum.</b>
<b>OEMS Report:</b>	<p>Carol announced that a Volunteer EMS Agency Management Workshop was coming up on March 9, 2013 at the Spotsylvania Regional Medical Center who has volunteered their facilities. This is the second workshop being held, the first one was last August in Richmond. Carol is hoping to do these workshops every other month or so.</p> <p>Some course suggestions were: agency best practices, basic HR practices, and how to supervise your peers.</p>	<b>Carol has asked the committee for suggestions for future workshop courses. Please submit your ideas via email to <a href="mailto:carol.morrow@vdh.virginia.gov">carol.morrow@vdh.virginia.gov</a>.</b>
<b>Sub-Committee Reports:</b>	<p><b>Standards of Excellence – Carol Morrow</b></p> <p>The sub-committee met this afternoon for lunch. The surveys are about done and were reviewed at the last meeting. They are working on the document that will accompany the survey to be posted on the web. Some formatting issues have occurred and Carol has asked the Public Information Officer to look at the documents. It was recommended that a Technical Writer look at the documents, but the Office of EMS does not have the funding for this. Carol will send the documents to Wanda to see if she can format them better.</p> <p>The committee discussed prizes at the end of meeting the Standards of Excellence. It was discussed whether the agency should be recognized or individuals. A pin, patch or certificate could be given; a</p>	<b>Carol will send the Standards of Excellence and Task Book documents to Wanda for formatting. This should be formatted by the May meeting.</b>

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	<p>car decal with SOE logo; an award, free symposium registration, etc. Byron said a certificate would probably be sufficient. The certificate could say Virginia Office of EMS Standards of Excellence Award or Recognition or Accreditation.</p> <p>The SOE needs to be tested on an agency. The committee talked about getting with Eddie Ferguson of Goochland County to ask his opinion on the process. The next step would be getting the rest of the package together, introduction letter, glossary, reference material which will be available on the web for download such as by-laws. Carol has sample SOGs and will bring the reference material to the next meeting.</p> <p><b>EMS Officer Standards – Carol Morrow/Bob Ryalls</b> Copies of the Task Book for EMS Officer Level I was distributed and will be posted on the OEMS website in March. Bob said that at the last meeting the plan was to have them complete the task book and submit it. The task book would be evaluated and verified by the Office of EMS. If it is approved, a packet of three to five questions would be pulled out of the question bank being built. If they did not meet the Standards, suggestions would be made and then in about 6 months they could be reviewed again.</p> <p>Bob explained the staffing or agency personnel for each level: Level I Attendant in charge Level II Shift Supervisor Level III Operations Captain Level IV Chief Executive Officer or President</p> <p><b>EMS Career Fair - Carol Morrow</b> At symposium in November, there were about 17 agencies. It appears to be getting smaller each year and Carol is not sure how beneficial it is to keep it going. There is a fair amount of walk through traffic at the beginning, but then it slows down. It was suggested to have it on the first floor hallway where the vendors are on Thursday evening. Carol will speak with the Symposium Committee about moving the Career Fair to another location. One suggestion is to call it “Job Fair Alley” or give it a theme.</p> <p><b>Keeping the Best! – Carol Morrow</b> Carol has talked to OEMS about doing the video so that the students would have an introduction prior to coming to the class and the time could be cut. She would like to have one of the Regional Councils write a grant and put in through RSAF. She will look into this.</p> <p><b>EMS Recruitment &amp; Retention Network – Carol Morrow</b> They meet next Friday, February 22, in Virginia Beach. Someone will talk about the recruitment &amp; retention done by the Federal Fire Fighters and Fire Chiefs associations.</p>	<p><b>Beta testing needs to be done for Standards of Excellence. Rob will speak with Eddie Ferguson about this.</b></p> <p><b>Carol will bring reference material to the next meeting.</b></p> <p><b>Final changes/tweaks will be made to the EMS Officer I by the May meeting.</b></p> <p><b>Carol will speak with Symposium Committee about moving the Career Fair.</b></p> <p><b>Carol will work on funding source for the videos.</b></p>

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<b>Unfinished Business:</b>	None.	
<b>New Business:</b>	None	
<b>Public Comment:</b>	None.	
<b>Adjournment:</b>	The meeting adjourned at approximately 3:26 p.m.	<b>The next meeting is Thursday, May 9, at 2 p.m. at the Courtyard Marriott in Glen Allen.</b>

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