

**EMS Workforce Development Committee
 Courtyard Marriott –Richmond North
 10077 Brook Road, Glen Allen, VA
 August 8, 2013
 10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Rob Lawrence , VAGEMSA, Richmond Ambulance Authority (RAA)	Andrea Oakes , VML, Excused	Scott Winston	
J.C. Phillips , VAVRS			
Byron Andrews , Virginia State Firefighters Assoc.			
Jim Chandler , Regional EMS Councils			
Dreama Chandler , EMS Advisory Board member			
Dave Tesh , VA Recruitment and Retention Network			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order:	The meeting was called to order at 10:05 a.m.	
Review & Approval of the minutes:	There were no minutes for approval because there was no quorum at the May 9, 2013 committee meeting.	The minutes were not motioned, as there was no quorum.
OEMS Report:	Scott Winston announced that Carol Morrow was on medical leave and she is expected to return to work the last week of August.	
Sub-Committee Reports:	<p>Standards of Excellence – Rob Lawrence</p> <p>Rob Lawrence gave a presentation on SOE beta testing he had conducted with Goochland Co. Fire/Rescue Department. Rob presented a power point presentation with comments on the different areas of excellence and the possible inclusion of information on local emergency dispatch. Dreama requested Rob to share this information with the rest of the committee. Rob will be testing other agencies in the near future. Discussion was held on possible minor changes to the current document. The committee discussed the secondary use of the SOE as a plan for the future direction of the agencies after seeing area of weakness. The committee discussed the need for the subcommittee to meet again prior to the annual EMS Symposium to finalize the document to be used with final approval at committee meeting held at symposium.</p>	Beta testing for Standards of Excellence conducted by Rob at Goochland Fire/Rescue.

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	<p>Special Guest – Gay Plungas</p> <p>Gay Plungas is the Executive Director of the Virginia Health Workforce Development Authority (VHWDA). Ms. Plungas explained the function of the VHWDA. The committee members discussed the function of our group and subgroups. She is very interested in the recruitment & retention work we do. She spoke to Dave Tesh about the Virginia Recruitment & Retention Network and plans to try to attend some of these meetings. The committee felt like we can be a resource to each other in the future.</p> <p>EMS Officer Standards</p> <p>The EMS Officer program was discussed. It is felt too much work has gone into it to start over. The subcommittee needs to meet to address the concerns of the EMS office staff and other committee members. The last meeting was cancelled. The workgroup needs to meet at least once prior to EMS symposium. Progress on this program has been made and efforts to keep momentum going must continue. Bryon Andrews is working on a matrix for the Officer Levels and classroom presentation if a decision is made to go in that direction.</p>	<p>Gay Plungas, MPH gplungas@vhwda.org www.vhwda.org</p>
Unfinished Business:	None.	
New Business:	None	
Public Comment:	None.	
Adjournment:	The meeting adjourned at approximately 12 noon	