

**Workforce Development Committee Meeting  
Virginia Office of EMS  
Courtyard Marriott  
10077 Brook Road, Glen Allen, VA 23059  
February 6, 2014  
10:00 a.m.**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>OEMS Staff:</b>	<b>Others:</b>
<b>Dreama Chandler</b> , Chair	<b>Rob Lawrence</b>	Carol Morrow	Chad Blosser
<b>Janet Waddy</b> , Richmond Ambulance Authority (RAA)	<b>Andrea Oakes</b>	Scott Winston	Ron Passmore
<b>Byron Andrews</b> , Member At Large			
<b>Elizabeth Papelino</b> , VAVRS			
<b>Dave Tesh</b> , VA Recruitment & Retention Network			
<b>Jim Chandler</b> , TEMS Regional Director			

<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 10:00 a.m. by the Chair, Dreama Chandler.	
<b>Review &amp; approval of the November 7, 2013 minutes:</b>	A motion was made to approve the November 7, 2013 minutes. The motion was moved by Byron and seconded by Liz. The minutes were approved as submitted.	<b>The minutes were approved as submitted.</b>
<b>Sub-Committee Reports:</b>	<p><b>EMS Officer I – Elizabeth “Liz” Papelino</b></p> <p>Liz reported that the committee has met and is making significant progress on the course for EMS Officer I. The sub-committee is being assisted by Melvin Byrne from Fire Programs. Melvin provided the Jones and Bartlett’s text for Fire Officer and other materials from Fire Programs.</p> <p>Liz has taken the Jones &amp; Bartlett’s text and modified the index to exclude all references to fire specific procedures. A table of contents was developed specifically for EMS Officer. They also added some supplemental teaching materials such as Current and Future Trends in EMS and Special Operations. She estimates that there will be 16 to 24 hours of class time and about 24 hours of online content. Byron explained the purpose of the Task Book. It was created for those who have experience; to have a place to document their experience and education.</p> <p>Another component that needs to be developed, according to Byron, is the transition plan for someone who has a Fire Officer I and has met certain prerequisite requirements.</p> <p>Liz has also spoken to Jones &amp; Bartlett about working with them to publish an EMS officer book. Byron is very excited about the direction this is going. The sub-committee is having a 2-day work session in April to work on more of the program specifics. The goal is to have a complete product in June or July.</p>	

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	<p><b>Standards of Excellence – Dave Tesh/Carol Morrow</b>  The sub-committee has not met since the last WDC meeting in November 2013.</p> <p>However, Rob and Dave participated in a SoE pilot with Forest View Volunteer Rescue Squad on 1/15/14. Dave Tesh indicated that the meeting went well with several areas discussed for change. Dave was very pleased with the results and it was completed in about four hours.</p> <p>Carol stated that two more agencies have agreed to be involved in the SoE pilot: Norfolk Fire &amp; Rescue and LifeCare Ambulance Service. She was involved in a Fire &amp; EMS Study in Orange County in January and took copies of the SoE with her and their new fire chief was impressed. She has scheduled two agencies to participate in March.</p> <p>Carol stated that the group needs to meet to discuss who will perform the beta testing and work out a few other things that arose from the first few tests. At the completion of the pilot the sub-committee will make updates to the SoE forms for posting on the OEMS web. There was a discussion regarding the timeline for completion of the project. A target date of May 2014 was set for the completion of the beta testing.</p> <p><b>A motion was made to end the beta testing effective May 2014. All committee members were in favor of the motion. None opposed.</b></p> <p>Also, a report of the results will be given of the beta tested agencies.</p> <p><b>VA Recruitment &amp; Retention Network – Dave Tesh</b>  Dave reported that the last meeting was held in December. Ed Rhodes talked about legislature that affects the Fire and EMS community. One of the topics was the IRS’ interpretation of employee as it applies to volunteers. This bill was ruled out and is no longer a concern at this time. The next meeting is Friday, February 21 in Virginia Beach at Rescue #14 near the convention center. The guest speaker is T. C. Hairston, Fire Chief of Petersburg, VA. He will speak on “Working and Getting along with the Multi Generational Workforce”. The meeting starts at 10 a.m. to be finished by 1 p.m. Lunch will be served at 12 noon.</p>	
<p><b>Unfinished Business:</b></p>	<p><b>Committee Membership -</b>  Dreama indicated that there was still a seat for an Emergency Nurse on the committee, as well as a Member at-Large position. Ron Passmore indicated that he was interested in joining the committee. The committee agreed that Ron Passmore could serve as the member-at-large.</p> <p>Because Andrea Oakes is unable to make the meetings on Thursdays before the GAB, a suggestion was made that the seat be shared between VACO and VML, as local government input is so important. It was unanimously decided to discuss the matter with Andrea Oakes (VML) and Beau Blevins (VACO).</p>	

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	<p>They could take turns attending the meeting.</p> <p><b>A motion was made to allow a local government representative of either VACO or VML to attend the meeting in the event that the other cannot attend. The motion was moved by Dave Tesh and seconded by Liz Papelino. The motion passed.</b></p>	
<b>New Business:</b>	<p>Scott mentioned that House Bill 1010 was heard and was carried over to the 2015 General Assembly Session. The intent of the bill was to decrease the number of hours for EMT certification. The EMS system was very concerned about this. During the last Executive Committee meeting in January, a discussion was held about ways to improve the recruitment and retention of EMS Providers in Virginia. There are already some ongoing activities to strengthen the agencies, but Scott and the Executive Committee feel that more can be done. Gary Critzer, the chair of the Advisory Board as well the Executive Committee, will create a workgroup to examine existing recruitment and retention programs. Upon the completion of the examination, a report will be created to share with delegates and legislatures to show that OEMS is addressing the issues and concerns. Scott also mentioned that a study was done in Bedford County in 2005 and there were some very good recommendations in that report. We probably should use Bedford County as a test to see how many of those recommendations were implemented. One recommendation was to create a Recruitment and Retention Coordinator position. Scott doesn't think that they have done this. Scott advised Dreama that this will be an upcoming agenda item.</p> <p>Chad said that they had a kick-off meeting yesterday with the marketing firm that is running their recruitment and retention campaign and the general theme is that we can't recruit people or retain them because of training, education or CE requirements, etc. At the meeting, it was pointed out that agency management had a lot to do with recruitment and retention. Another thing was the once a month membership meeting to hash all of the agencies' business and dirty laundry. A part time volunteer doesn't want to sit in a three hour meeting. Their time is valuable. The marketing firm will help the agencies individually address their concerns through some training programs. The goal is to help the agencies become more volunteer friendly.</p>	
<b>Public Comment:</b>		
<b>Adjournment:</b>	<p>The meeting adjourned at approximately 11:00 a.m.</p> <p>The 2014 meeting dates are May 8 and August 7.</p>	<p><b>The next meeting is May 8, at 10 a.m. at the Courtyard Marriott in Glen Allen.</b></p>