

**Workforce Development Committee Meeting
Virginia Office of EMS
Richmond Marriott Short Pump
4240 Dominion Boulevard, Glen Allen, VA 23060
May 4, 2017
10:00 a.m.**

Members Present:	Members Absent:	OEMS Staff:	Others:
Ron Passmore , Southwest Region	Jose Salazar , Chair		Matt Lawler, Augusta Co. Fire-Rescue
Rob Lawrence , VAGEMSA	Jim Chandler , TEMS Regional Director		Jeff Michael, Rockingham Co.
Dreama Chandler , Member-At-Large	Byron Andrews , Fire Services		
Valeta Daniels , Advisory Board	Ed Rhodes , VFCA/VAGEMSA		
Chris Vernovai , Highland Co. VRS			
Dave Tesh , Recruitment & Retention Network			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order & Introductions:	The meeting was called to order at 10:04 a.m. by Chief Ron Passmore who was sitting in for the Chair, Jose Salazar.	
Review & approval of the February 2, 2017 minutes:	A motion was made to review and approve the February meeting minutes.	
Chair Report – Jose Salazar:	No report. Mr. Salazar was not in attendance.	
OEMS Report – Tim Perkins:	No report.	
EMS Officer I Sub-Committee Update:	<p>The sub-committee met for a two-day work session on April 6 & 7. The sub-committee has been working on developing an EMS Officer I course based on the Fire Officer I course material in the Jones and Bartlett Fire Officer Principles and Practice (Third Edition). This product is close to being finished.</p> <p>A pilot of the EMS Officer I program was offered as a pre-conference session at the 2016 Virginia EMS Symposium, with 15 students completing the class. A similar pilot course will be offered at Rescue College in June.</p> <p>Chris reported that there are 17 people registered for the EMS Officer I Class at Rescue College. He and Tim will be meeting the end of May to make sure everything runs smoothly. The registration closed back in April and they were planning to have at least 24 in the class. As soon as everything is done for the EMS Officer I pilot program, the sub-committee will immediately start to work on EMS Officer II. Officer II will be more geared toward Lieutenants and other leadership roles.</p> <p>Mr. Passmore stated that he is anxious for the Officer II program to improve the recruitment and retention issue in the volunteer squads due to a lack of leadership. Some are elected into roles that they don't have the skillset to perform.</p>	

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Standards of Excellence Workgroup – Rob Lawrence:	<p>The SoE Assessment program is a voluntary self-evaluation process for EMS agencies in Virginia based on eight Areas of Excellence – or areas of critical importance to successful EMS agency management. Each Area of the Excellence is reviewed using an assessment document that details optimal tasks, procedures, guidelines and best practices necessary to maintain the business of managing an EMS agency.</p> <p>All documents related to the SoE program can be found on the OEMS website at the link below: http://www.vdh.virginia.gov/OEMS/Agency/SoE.htm</p> <p>Per Rob, a site visit is planned for Norfolk Fire & Rescue this summer. He also stated that presentations have been done on this subject to gain more interest.</p>	
VA Recruitment & Retention Network – Dave Tesh:	<p>Dave reported that a successful meeting was held at the Fire Chiefs Conference in Virginia Beach in February. They did a panel discussion on general practices and best practices for recruitment and retention activities in all types of squads. The next meeting is scheduled for Thursday, June 15 at the Rescue College in Blacksburg. Dave has no idea what the topic will be yet, but they have discussed a few options. Information should be sent out soon.</p>	
Unfinished Business:	<ul style="list-style-type: none"> a. State EMS Plan Valeta stated that she forwarded her questions to Irene and Irene said they should go to Tim. Valeta forwarded them to Tim and it did not get out to the committee. She also sent them to Jose. They were general questions such as How old are you?, How long have you been in EMS?, Are you a volunteer or career staff?, etc. She wants to use the information to learn how to better recruit/hire people. b. Membership Vacancies The committee discussed whether Kim Craig was going to fill the VAVRS position. They discussed Christina Smith, HR Manager for Chesterfield Fire & EMS. This topic will be discussed more at the next meeting. c. Keeping the Best! Tool Kit revision Dave said the progress has been made on this. A great session was held on March 25 in Loudoun County. Dave and John Bianco from Virginia Beach EMS went to Loudoun and taught an overview of the Keeping the Best! Tool Kit in about three hours. Tim formatted all of the questions in PDF files and posted them on the website. They had 50 registrants and all of them were emailed the link to the questions and surveys. The books are also available online. They asked them to do some pre-course assignments and not many of them did the work. He thinks that maybe 10 out of the 50 did the assignments. They did not use a PowerPoint presentation, but selected some slides that highlighted the principles. They took photos of the groups interacting with each other and imported them into the slides and they had them scrolling throughout the course in the background. It was a fun course. Dave enjoyed working with John on this course. They may be doing this course at symposium. 	
New Business:	None.	
Public Comment:	None.	

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Adjournment:	<p>The August meeting will be at Richmond Marriott Short Pump, 4240 Dominion Blvd., Glen Allen, VA.</p> <p>The meeting adjourned at approximately 10:35a.m.</p>	<p>2017 Meeting Dates: August 3 November – To be announced. (Norfolk)</p>

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