EMS Advisory Board

Executive Committee Meeting Minutes
7093 Broad Neck Road Hanover, VA 23069

August 6, 2026

I. Call to Order

The meeting was called to order at 3:30 p.m. by Chair Dr. Paula Ferrada. Introductions were conducted, and a quorum of the Executive Committee was confirmed.

II. Approval of Minutes

The Executive Committee reviewed the April 30, 2026 meeting minutes. No corrections or additions were offered, and the minutes were approved as distributed.

III. Chairman’s Comments

Dr. Paula Ferrada announced the formation of a workgroup to evaluate the possibility of consolidating the current two-day EMS Advisory Board committee and board meeting schedule into one day.

Kevin Dillard agreed to chair the workgroup and reported that prospective members had been contacted and agreed to participate. The workgroup will bring a recommendation back at the next meeting.

IV. Unfinished Business

Emergency Management Committee Membership

The Executive Committee discussed a membership change on the Emergency Management Committee following Michael Player’s departure. David Long was presented to fill the resulting vacancy.

Motion: To approve David Long to replace Michael Player as a member of the Emergency Management Committee.

Vote: Unanimous

Action: Motion Carries.

V. New Business

Medical Direction Committee Composition

Dr. Joseph Lang presented the Medical Direction Committee (MDC) roster previously approved by the MDC, consisting of 10 members, and proposed adding three ex officio, non-voting members through the committee charter. The proposed ex officio positions would provide pediatric, trauma, and EMS operational representation.

Discussion included the value of maintaining subject-matter expertise on the MDC, the role of ex officio members under the bylaws, and the expectation that the proposed structure would be cost neutral to OEMS.

Motion: To approve the submitted MDC roster of 10 members and add three ex officio, non-voting members representing pediatrics, trauma, and EMS operations, with the proposal remaining cost neutral to OEMS.

Vote: Unanimous

Action: Motion Carries.

The Executive Committee also discussed a letter submitted by Dr. Asher Brand and co-signed by other members regarding geographic representation on the MDC. Dr. Lang acknowledged the concerns and noted that changes among the regional medical directors and the addition of the ex officio positions would broaden representation.

The Executive Committee determined that the Chair of the State EMS Advisory Board should respond to the letter. Dr. Ferrada agreed to prepare a response.

Chapter 32 Workgroup

Kim Craig advised the Executive Committee that the Chapter 32 workgroup would not meet the previously anticipated timeline for completing its review. The workgroup had not received all necessary material in time to complete the review for the August Rules and Regulations Committee meeting.

Ms. Craig indicated that the existing schedule contemplated additional review in November and presentation to the State EMS Advisory Board in February 2027. Because the original direction and timeline came from the Advisory Board, she would request an extension from the full Board.

The Executive Committee agreed that the extension request should be presented to the State EMS Advisory Board. Appreciation was expressed to the Chapter 32 workgroup members for their continued work and frequent meetings since March.

Remote Participation and Quorum

James Reynolds raised a question regarding whether members participating remotely could be counted toward quorum for Trauma Administrative and Governance (TAG) Committee meetings.

Staff explained that the EMS Advisory Board remote participation policy is based on Virginia Freedom of Information Act requirements and requires a quorum to be physically present at the meeting location for individual remote participation. The Executive Committee was advised that this requirement cannot be changed through amendments to the EMS Advisory Board bylaws.

The Executive Committee discussed whether changes to the meeting schedule considered by the newly formed consolidation workgroup could improve in-person participation.

EMS Advisory Board Website Updates

Staff presented proposed updates to consolidate State EMS Advisory Board information currently located across multiple OEMS webpages into a single webpage. The proposed page would include the Board's purpose, current membership, committee information, meeting schedule, links to Virginia Regulatory Town Hall, governing documents, committee membership, and staff liaison information.

A contact form was also proposed to allow members of the public to communicate with the Advisory Board Chair, committee chairs, staff liaisons, and regional OEMS representatives without publishing personal telephone numbers or email addresses on the website.

Motion: To approve the proposed EMS Advisory Board website updates and contact process.

Vote: Unanimous

Action: Motion Carries.

The Executive Committee agreed that the website updates could be presented to the full Advisory Board as an informational item without an additional Board vote.

TAG / Trauma Center Designation Manual

James Reynolds reviewed four motions approved by the Trauma Administrative and Governance (TAG) Committee earlier in the day related to Virginia's transition toward alignment with American College of Surgeons (ACS) trauma center standards.

The items addressed performance improvement program staffing, trauma registrar staffing and trauma nursing education; implementation dates for surgical and medical call schedule requirements; transition from the state verification model to ACS alignment; and December 31, 2032, as the final date for an independent Virginia state trauma center verification visit.

The Executive Committee discussed which items required action by the full State EMS Advisory Board. Dr. Ferrada noted that the broader transition from the state verification model to ACS alignment had previously been approved. The Executive Committee recommended consolidating the remaining technical changes into one motion for presentation to the Advisory Board to update the Virginia Trauma Center Designation Manual to align with ACS verification standards.

VI. Next Meeting

The next Executive Committee meeting is scheduled for November 5, 2026.

VII. Adjournment

The meeting adjourned following completion of business.

Prepared by: Mohamed G. Abbamin, MPA