EMS Emergency Management Committee Meeting
OEMS, 1041 Technology Park Drive, Glen Allen, VA
October 25, 2012
10:00 a.m.

Members Present:	OEMS Staff:	Guests:
David Hoback, Chair	Winnie Pennington	
Melinda Duncan, Northern VA EMS Council	Karen Owens	
Mike Player, Virginia Fire Chiefs Association/VA -1 DMAT		

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Call to order:	The meeting was called to order by at 10:08 a.m.	
Review & Approval of the October 25, 2012 minutes:	A motion was made to review and approve the minutes. The motion was moved by Melinda Duncan and seconded by Mike Player. The minutes are pending until the next meeting, since there was no quorum.	**The minutes are pending until the next meeting.**
Introduction of Guests and Committee Members:	No introductions were necessary. Everyone knew each other.	
Committee Chair Report:	**Updates from Advisory Board:** No updates. **Goals and Objectives for the Committee:** Mike Player updated David on the committee's goals and focus. This committee focuses on two major areas which are Disaster Response which is project oriented and Mass Casualty. The committee has been working on revising the triage tag. The committee has also revised the MCI I & II Manuals which are now being rolled out. The committee has also talked about Mass Casualty plans for the Regional Councils. The latest objective was creating a COOP plan and assessment/questionnaire for the EMS agencies. While discussing disaster response of a major incident, the committee chair asked about the HMERT teams. Winnie brought Frank Cheatham into the meeting to give an update on the HMERT teams. Frank explained that there used to be about 14 teams now there about six active teams. The structure has been changed to allow each agency to do a single resource to better manage the resources that are provided. The teams are located in Christiansburg, Charlottesville, Sterling, Harrisonburg, Petersburg, Richmond and the one in Dumfries is inactive at the moment. There are 39 agencies that have expressed interest. Frank has received paperwork from some of them. OEMS and the task force teams have committed to assist with the Lane Reversal in New Kent County (I-295) should that occur. David asked how resources are dispatched during a major incident and who keeps track of these resources. The committee discussed this topic and explored ways to obtain the information as well as brainstormed who	

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	should be responsible for gathering a list of resources across the state. Melinda stated that she has a list of resources for her Council area. PEMS and TEMS also have resource lists per Michael. It would be helpful for the Office of EMS to have these lists. It would help prepare for storms, large events, etc. The committee also discussed the State EOC and how it plays into an incident. Karen stated that in our Licensure database, there is documentation for some agencies that have specialized equipment. Winnie will get the documents she had for the surge planning to use as a guide. Karen said that the Office needs a Resource Directory. Is this a worthwhile goal and should this committee take on this? The committee said yes it is worthwhile. It may be called a Comprehensive Geo-Based EMS Response Resource Directory. Other tasks include Triage Tag, Update MCI Training Program, Coop Needs Assessment, and Business Continuity Plan for EMS agencies.	**Melinda and Mike will give Winnie a copy of their resource list.**
Committee Member Reports:	**Mike Player** – **Melinda Duncan –** Melinda handed out copies of their Medical Ambulance Bus training video. It is also listed on YouTube. It was done in three days, but it was cut down to about 12 minutes. It was produced by Metro Productions.	
Presentation(s):	No presentation was scheduled for this meeting.	
Old Business:	• **Triage Tags** Since the new EMS Rules & Regulations have become effective, there has been an influx of triage tag requests. A new contract is being obtained to get more tags. The specs of the tags were distributed to the committee members present at today's meeting. Karen will scan the tag and email out to the members to see if there are any final changes/additions, etc. • **Follow-up Committee Membership** The new chair was given the latest copy of the approved membership and he will review. • **Update on bariatric ambulance information (revisit)** This can be included on the resource list and can be removed from the next agenda. • **2-1-1 EMSAT process** Winnie and Karen will continue to try to get this scheduled with Terry Coy. They might be able to get the EMSAT done next year. They will keep the committee informed. • **Continued discussion of continuity planning document developed by Grad Students at Douglas L. Wilder School of Business** This project is continuing to be processed and when it is finalized, it will be submitted to management for approval. It was suggested that this needs assessment tool should be readily available on the OEMS website if the agencies want to use it. The chair also mentioned financial best practices for the regional councils or the agencies. Mike Player suggested the regional councils do a contract for a two day business workshop. Symposium would be a great place for this. It could also be done two or three times throughout Virginia with different two-hour or hour and a half topics such as operations, finances, maintenance planning, human	**Karen will email the tag for any changes/additions, etc.**

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	resources, etc. The committee discussed creating a handout for the agencies. The program reps could hand out the information during inspections.	
New Business:	• **Resetting meeting dates and times for 2013** The chair suggested holding the meeting on the Thursday before the Advisory Board at 10:00 a.m. The next two meetings will be held on May 9 and August 8 at Courtyard Marriott, 10077 Brook Road, Glen Allen, VA 23059. • **Other** None.	
Other Comments/Questions:	None.	
Next Scheduled Meeting:	The next meeting will be Thursday, May 9, 2013 at 10 a.m.	
Adjournment:	The meeting adjourned at approximately 11:55 a.m.	