

**TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.
EDUCATION & TRAINING COMMITTEE MEETING MINUTES**

Meeting Date: August 22, 2017

Meeting Location: TEMS Office

Chaired By: Ray Willet

Begin Time: 9:00 a.m. **End Time:** 10:15 a.m. **Minutes Submitted By:** David Long

Members Present: David Long, Christopher Payne, Michael Routh, Dell Brooks, Debbie Brennaman, Jason Ambrose, Thomas Schwalenberg, Rainey Dail, Forrest Winslow, Kimberley Barrett, David Coulling, and Jay Porter.

Item	Discussion	Action Required	By Whom/When
Introductions	A brief introduction that allowed for members attending to introduce themselves and the agency they represent to the committee.	N/A	N/A
Education & Training Committee Job Description	<ul style="list-style-type: none"> a. A draft of the Education & Training Committee “Job Description” was distributed and discussed. b. Following discussion, Chief Schwalenberg recommended amending Item #1 in the Job Description to read: “Review and revise regional medical protocols per VA OEMS contract or as needed. 	Amended	Long
Education & Training Committee membership	<ul style="list-style-type: none"> a. Voting membership allows for one vote from each agency. It is recommended that there be a primary and alternate member designated for voting purposes; however, that does not limit the number of members from an agency on the committee. 	N/A	N/A
Education & Training Committee meetings	<ul style="list-style-type: none"> a. After much discussion, Chief Schwalenberg recommended that the Education & Training Committee meet monthly for at least the first year to establish a meeting rhythm. After one year, the committee will evaluate whether to continue meeting monthly or adjust to a bi-monthly meeting. b. David Coulling recommended meeting in “odd” months due to the Medical Operations Committee meeting on even months. c. Through group consensus, it was recommended that the committee meet every third Wednesday of the month from 0930 – 1130 at the TEMS Office. 	Amended	Long
Sample Agenda	<ul style="list-style-type: none"> a. A sample agenda was provided and briefly discussed. Members were asked to review and provide feedback on the draft agenda. 	Review agenda	All committee members
New/Unfinished Business	<ul style="list-style-type: none"> a. Discussed briefly, outstanding work; sanctioning exam and Trauma Triage protocol review for CHKD Level I Trauma Center designation. 		
Roundtable	<ul style="list-style-type: none"> a. Forrest Winslow asked if he should pass on PI Committee recommendations to this committee; yes. 	N/A	N/A
Next Meeting	The Education & Training Committee meeting will be held on September 20, 2017 at the TEMS Office at 9:30am.	N/A	N/A