

*Southwest Virginia EMS Council, Inc.*  
**Emergency Planning and Preparedness Committee**  
**Southwest Virginia EMS Council**  
**06/26/2019**  
**3:00pm**

|                                                                                  |                        |                |                |
|----------------------------------------------------------------------------------|------------------------|----------------|----------------|
| <b>Members Present:</b>                                                          | <b>Members Absent:</b> | <b>Staff:</b>  | <b>Others:</b> |
| MJ Francisco<br>Bob Cofer<br>Delilah Mcfadden<br>Theresa Kingsley<br>Justin Haga |                        | Gary Whiteaker |                |

| Topic/Subject                          | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Recommendations, Action/Follow-up; Responsible Person                                     |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Call to Order</b>                   | Meeting was called to order by Gary Whiteaker and Delilah Mcfadden at approximately 3:10pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Gary Whiteaker, Delilah Mcfadden</b>                                                   |
| <b>Welcome &amp; Introductions</b>     | All committee members were introduced and thanked for their participation in the afternoon meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Gary Whiteaker, Delilah Mcfadden</b>                                                   |
| <b>Approval of draft minutes dated</b> | The minutes were approved as distributed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Delilah Mcfadden<br/>Motion to accept by MJ Francisco, 2<sup>nd</sup> by Bob Cofer</b> |
| <b>Reports:</b>                        | In reports, Justin Haga reported that there would be EMA grant review classes in Wytheville. Delilah Mcfadden that VDM was in the process of finalizing a planned state-wide exercise involving drug dispensing for a mock Pandemic Flu. This is to be a two-day exercise planned for Oct.23 <sup>rd</sup> and 24 <sup>th</sup> . Project Health was also briefly discussed. Bob Cofer reported that the Lower Southwest Hospital Group was working on an increase of a minimum 10%-20% increase in their readiness supplies at each hospital. Each Hospital will have at least two mobile containers that are fully equipped to help in a special disaster. Gary Whiteaker and Delilah Mcfadden discussed the EMS Council's recent regional awards picnic. Individuals and agencies were awarded for superior regional work with a chance to win an overall state award at the EMS Symposium in November. There were no other agency reports. | <b>Justin<br/>Delilah Mcfadden<br/>Bob Cofer<br/>Gary Whiteaker</b>                       |

| Topic/Subject                          | Discussion                                                                                                                                                                                                                                                               | Recommendations, Action/Follow-up; Responsible Person                              |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Old Business</b>                    | There was no old business at this time.                                                                                                                                                                                                                                  |                                                                                    |
| <b>New Business</b>                    | The recently updated (June 2019) Hospital Diversion Plan was reviewed. Theresa Kingsley relayed some of the research that she had done involving hospital diversion and there was group discussion of what is being considered an increasing issue in the SW Va. Region. | <b>Gary Whiteaker<br/>Theresa Kingsley</b>                                         |
| <b>Next Meeting &amp; Work Session</b> | <b>TBA</b>                                                                                                                                                                                                                                                               | <b>Next meeting will be emailed out after discussion on best available date.</b>   |
| <b>Adjournment</b>                     | The meeting adjourned at approximately 3:42pm.                                                                                                                                                                                                                           | <b>Motion to Adjourn 1<sup>st</sup> Theresa Kingsley, 2<sup>nd</sup> Bob Cofer</b> |

Respectfully submitted by:

**Gary Whiteaker, Field Coordinator**

**06/26/2019**

NAME OF SUBMITTER

Date

Approved:

DRAFT