

**TIDEWATER EMERGENCY MEDICAL SERVICES, INC.
EMS PERFORMANCE IMPROVEMENT COMMITTEE MEETING MINUTES**

Meeting Date: September 7, 2017 **Meeting Location:** TEMS Office **Chaired By:** Forest Winslow
Begin Time: 10:00 p.m. **End Time:** 12:00 p.m. **Minutes Submitted By:** Jay Porter

Members Present: Jay Porter, Christi Budy, Forest Winslow, Greg DeYoung,

Item (Project)	Discussion (Status)	Action Required	Barrier s	By Whom/When
Introduction and Approval of Minutes	A motion was made to approve the June 1, 2017 minutes as presented. The motion was seconded and was approved .	N/A	N/A	N/A
Data Review	<ul style="list-style-type: none"> • Group began to pull the Data from the VPHIB system for review and manipulation when it was discovered that many calls from Chesapeake and Virginia Beach were not in the system • Contacted the Virginia Office of EMS to inquire and found out there was currently an issue with the data transferring from the VPHIB server to the Report Writer Server and this was being corrected. • No reason to pull incomplete data, another day was set aside to reconvene to pull the data 	N/A	N/A	N/A
Old Business	<ul style="list-style-type: none"> • Group moved forward on putting together the agendas for the upcoming meetings. • Decided to meet again in October to finish pulling the data for review at the upcoming Subcommittee meetings • Worked on the finalization of the VPHIB reports to begin scheduled reports in the future instead of having to physically meet for data pulls 	•		
	<ul style="list-style-type: none"> • Any other items that anyone would like to see in future meetings, which can be obtained from the VPHIB system? 			
Medication Data	<ul style="list-style-type: none"> • Short Review of the Medication error spreadsheet that covered what may be true medication errors or errors in the documentation of the medication errors 			
Next Meeting	The NEXT EMS PI Committee meeting will be on November ??, 2017	N/A	N/A	N/A