



**Strategic Planning Committee  
February 25, 2020—10:00 AM  
Conference Call**

**Committee Members**

Phil Brown  
Kevin Dillard

Morgan Elkins  
Fred Messing

Nathan Mort  
Wayne Perry

**Guests**

Adam Harrell, Office of EMS  
Scott Winston, Office of EMS

**Minutes**

I. **Approval of Minutes** N/A

II. **Old Business**

1. Regional Office of EMS Project:

- Phone call with OEMS:
  - Update on job advertisement for Program Manager position: the position was listed for six days and 15 applications were received. The office of EMS screened the positions and forwarded applicants to Kevin asking the Board of Directors to select two people for the interview committee. Interviews will happen at the Council and representatives from REMS will score the interview questions. OEMS is currently working to build the interview questions. Once the panel and questions are done, the hire will go to HR for approval. The next step is to schedule interview dates. Adam indicated that he anticipated it taking about a month to fill the position. There is an option for a secondary interview where candidates may produce a work product. This would occur 30-45 days from this point. Chief David Moody and Kevin Dillard will be the representatives from the REMS BOD.
  - Logistical update on real estate and vehicles: in conversation with DRES and the PPW have been submitted. Currently a geographic review is being conducted. If there is nothing in the state's portfolio now, we will move to a bid process. Once a list of proposals are created, tours will be made available, then furniture and IT infrastructure will be completed. This part depends on the state of the available space and staff may be able to move in and continue work during the renovation process if necessary. Adam stated that OEMS has ordered a 4x4 pickup F150 that will be outfitted with markings and lights. They are waiting for the arrival of the vehicle. Once the Program Manager is identified, there is a sedan that will be immediately available.
  - State of MOUs: Wayne asked how we are expected to operate as we are essentially under two MOUs. Adam said the Council should reach out to Chris Vernovai with any questions; quarterly reports are still required.
- Strategic Planning Committee discussion:
  - Funding: the Finance Committee has been discussing interim funding during the transition, specifically locality funding. Kevin stated that we are looking at a 12-18 month transition and

each Board Member should pass this information along to their locality's county administrators. Fred states we will need to revise one portion of the Strategic Plan discussing internal funding; the committee should address this after there is more information regarding the transition and Program Manager position.

- Agencies with training needs have been connected with the regional training representative; there is some question as to whether or not the office will need training space.
- The Office of EMS is having similar discussions with Blue Ridge EMS Council; Western and Southwestern are looking to consolidate into a single council in the next four to six months.

**III. Adjournment:** 10:40 am.

**IV. Next Meeting**

TBD in roughly two months.