

**MINUTES OF A PUBLIC MEETING (“MEETING”)  
OF THE BOARD OF DIRECTORS (THE “BOARD”)  
OF BRITISH COLUMBIA EMERGENCY HEALTH SERVICES (“BCEHS”)  
HELD ON THURSDAY, APRIL 26, 2018 AT  
CONFERENCE ROOM A  
PHSA CORPORATE OFFICES  
7<sup>th</sup> FLOOR – 1380 BURRARD STREET, VANCOUVER, BC  
AT 9:00 A.M.**

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**In Attendance**

**Directors:** Tim Manning, Chair  
Dr. Don Brooks  
Chief Clarence Louie  
Alan Ritchie

Dr. Ken Bassett  
Suki Gill  
Gary Pooni  
Sharon Stromdahl

Lorianna Bennett  
Robert Kiesman  
Pauline Rafferty  
David Turchen

**Regrets:** Sherry Ogasawara

**Management:** Carl Roy  
Barb Fitzsimmons  
Ron Quirk  
Cathy Prentice (Recorder)

Linda Lupini  
Nancy Kotani  
Donna Wilson

Tom Chan  
Sandra MacKay

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**CALL TO ORDER**

Mr. Tim Manning, Board Chair, called the Meeting to order at 9:00 a.m. It was established that a quorum of the Board was present. Ms. Cathy Prentice was appointed recording secretary of the Meeting.

**ADDRESS TO THE PUBLIC**

There were no public presentations.

**AGENDA**

*Upon Motion, duly seconded, the Meeting agenda was approved as circulated.*

**1.0 APPROVAL OF THE MINUTES**

*Upon Motion, duly seconded, the following resolution was passed:*

***BE IT RESOLVED THAT** the minutes of the Board meeting held February 22, 2018 be approved.*

**2.0 BCEHS UPDATES**

**2.1 Regional Staffing Update – Adding New Paramedic Positions in the Interior and North**

Ms. Barb Fitzsimmons, Chief Operating Officer, BCEHS, provided a Regional Staffing update on new paramedic positions in the interior and the north.

Through Action Plan funding received, BCEHS developed new resource plans for the communities in the West Kootenays, Williams Lake, 100 Mile House, Dawson Creek and Fort St. John. A province-wide review of when and where BCEHS services are most needed to improve patient care and support frontline staff took place over the past several months.

Responses to queries were provided as follows:

- Ms. Fitzsimmons advised that a plan for key performance indicators has been developed and is in place to monitor the success of the program;
- Ms. Kotani advised staffing requirements were based on examination of call volumes, driving distances and the nature of calls.

The Chair thanked BCEHS staff for the informative update.

### 3.0 NEW BUSINESS

#### 3.1 Executive Update

Ms. Linda Lupini, Executive Vice President PHSA and BCEHS, provided an update to the Executive Report included in Meeting materials. Highlights were as follows:

- A documentary aired on Sunday, April 8, 2018 on the impact of Post-Traumatic Stress Disorder (PTSD) on paramedics across Canada. “After the Sirens” profiled current and former paramedics in BC as well as former paramedics elsewhere in Canada. Presumptive legislation (whereby first responders who develop a mental disability are presumed to have developed it at work, given the nature of the work, for Worksafe BC purposes) was initiated in BC following the documentary. Not all health care workers were included in the legislation, e.g., nurses, dispatchers; however, the legislation was drafted such that the language can be amended to include other first responder groups. Chair Manning commented that the documentary was exceptional and clearly illustrated the challenges first responders face.

Ms. Lupini advised that counselling services are available for first BCEHS responders, noting this has grown from solely peer counselling in 2014 to a province-wide proactive program in 2018. A Mental Wellness Advisory Committee is in place and BCEHS is partnering with the paramedics’ union on an expedited counselling program. The dog therapy program at dispatch has also proven to be very beneficial. Readiness for PTSD resulting from a mass casualty event was queried and Ms. Fitzsimmons advised there are 120 peers counsellors in the system ready to activate on short notice, and psychologists and other professionals can be called in as required.

Regarding mass casualty training, Ms. Lupini advised BCEHS partners with other first responders and conducts numerous exercises with fire and police.

- BCEHS has implemented a software system titled “ParaCARE” for paramedics use on an electronic tablet. This system is used to improve patient record keeping and reduce paperwork. A new hospital notification board has also been implemented which allows for provision of an electronic record sent directly to the hospital before the patient arrives.
- BCEHS recently introduced the newly revamped Emergency Medical Services Exemplary Service Medal Program which recognizes professionals in emergency medical services in Canada who have performed their duties in a manner characterized by good conduct, industry and efficiency.
- BCEHS hosted a Cardio-Pulmonary Resuscitation and Automated Electronic Defibrillator (CPR/AED) event on April 19 at the legislature for all Members of the Legislative Assembly. The PulsePoint App was also showcased at that time. The event was very successful.
- The final phase of the Community Paramedicine initiative began in January 2018 with the posting of “optimal deployment” positions in 23 communities.
- Ms. Lupini advised Premier Horgan recently participated in an ambulance ride-along and tour of dispatch.
- A pilot program is under development to enable Community Paramedics to assist with Palliative Care which will assist in enabling patients with life-limiting illnesses to remain at home. Community Paramedics (CP) with training in palliative pain and symptom management will be integrated into a palliative care team to support patients who have a palliative care plan and choose to be at home. When experiencing an event while at home, these patients would be provided support through BCEHS CPs.

In depth discussion ensued on Paramedic provision of Palliative Care. Ms. Kotani

advised the intent of the program is to develop a framework for provision of the service with the intent to integrate into regular practice. Scope of palliative care for first responders was raised; it was noted that the overall objective is to maintain patients in their home communities as much as possible. Limitations under the current regulatory structure were referenced.

Responses to queries were as follows:

- Ms. Kotani advised discussions took place with the health authorities in the early days of planning for Community Paramedics and it was recognized that palliative care could perhaps form part of that continuum.
- Expectations, opportunities and overlapping policies were raised. Ms. Lupini advised that Community Paramedicine is a new initiative and core protocols for treatment will evolve as the program further develops and matures.
- Funding and resources in communities were raised and Ms. Fitzsimmons advised that different opportunities present in urban areas, e.g., paramedics administering morphine. Opportunities will grow in rural areas as the program develops.

Chair Manning advised the Palliative Care Program is a pilot and learnings will be realized. Management will bring back clarity on this program to the Board and share learnings.

### 3.2 Meeting Closed to the Public

Ms. Sandra MacKay, Chief Legal and Freedom of Information and Privacy Officer, advised of certain items being proposed for discussion at the upcoming non-public meeting of the Board.

## 4.0 **BOARD COMMITTEE REPORTS**

### 4.1 Quality & Access

Mr. Allan Ritchie, Chair, Quality & Access Committee, advised of one item for information.

A BC-wide Emergency Department Sector Survey took place in the field January 1 to March 31, 2018. The survey asked nearly 30,000 randomly sampled patients across the province about their experiences with the quality of the care and services received in one of BC's 109 emergency departments. BC Children's Hospital, the only PHSA Agency with an emergency department, and BC Emergency Health Services, for the first time, participated. The results of the survey are expected in late summer 2018 and the Committee will be apprised.

### 4.2 Governance & Human Resources

Ms. Pauline Rafferty, Chair, Governance & Human Resources Committee, advised of one item for information and two items for approval.

#### For information

PHSA Bylaws are scheduled for annual review in April; however new bylaws for PHSA were recently approved effective April 1, 2018 as part of the PHSA amalgamation. In light of this, and the fact that two upcoming events might require a further review of the bylaws as early as June, the Bylaw review was deferred at this time.

#### For approval

#### Board Committee Composition Process

An action item coming out of the Board's 2017 Governance review was the development of an improved and transparent process for the selection of Directors to serve on Committees and as Committee Chairs. During January and February 2018 a new process was developed. At its February meeting, the Committee discussed the objectives that the new process was designed to achieve. The new process, and the underlying objectives, was set out in a new draft Board policy entitled "Board Committee Composition". During discussion of that document, the Committee reinforced that, while the matching of individual skillsets to the mandate of specific committees was an important part of the process, committee members could contribute to the work of committees even if the subject matter is not an area of

specialization, and could benefit from the learning opportunities provided by engaging in committee work which is outside of areas of personal expertise.

***Upon Motion, duly seconded, the following resolution was passed:***

***BE IT RESOLVED THAT the Board Committee Composition Policy, in the form presented to the Meeting, be approved.***

Annual Review of Board Governance Guidelines and Policies

The Committee conducted its scheduled review of policies noting that policy changes brought forward were explained in the Committee briefing notes. Substantive changes now bring the recommended Board Governance Guidelines and Policies into alignment with best governance practices and the Board's new governance processes.

***Upon Motion, duly seconded, the following resolution was passed:***

***BE IT RESOLVED THAT the following Board Governance Guidelines and Policies, in the form presented in the Meeting materials, be approved.***

- *Board Operating Guidelines;*
- *Board Committee Guidelines;*
- *Board Meeting Guidelines.*

4.3 Finance  
No report.

4.4 Audit  
No report.

4.5 Research  
No report.

**5.0 BUSINESS ARISING**

No business arising was identified.

**6.0 NEXT MEETING – June 28, 2018**

**7.0 TERMINATION** – The meeting terminated at 9:35 a.m.