

**MINUTES OF A PUBLIC MEETING (“MEETING”)
OF THE BOARD OF DIRECTORS (THE “BOARD”)
OF BRITISH COLUMBIA EMERGENCY HEALTH SERVICES (“BCEHS”)
HELD ON THURSDAY, JUNE 28, 2018 AT
CONFERENCE ROOM A
PHSA CORPORATE OFFICES
7th FLOOR – 1380 BURRARD STREET, VANCOUVER, BC
AT 9:00 A.M.**

In Attendance

Directors: Tim Manning, Chair
Dr. Don Brooks
Gary Pooni
Sharon Stromdahl

Dr. Ken Bassett
Suki Gill
Pauline Rafferty
David Turchen

Lorianna Bennett
Robert Kiesman
Alan Ritchie

Regrets: Chief Clarence Louie

Management: Carl Roy
Susan Danard
Sandra MacKay
Donna Wilson

Linda Lupini
Barb Fitzsimmons
Ron Quirk
Cathy Prentice (Recorder)

Tom Chan
Nancy Kotani
Dr. John Tallon

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.

The Chair advised of the BC Health Care Awards which celebrate excellence and innovation in the health care community by recognizing deserving teams that are improving health care delivery in BC and individuals whose achievements and actions inspire those around them. PHSA and BCEHS teams and staff won several Gold Apple and awards of merit at the annual luncheon held on June 25, 2018. BCEHS is also home to this year's Provincial Health Care Hero, BCEHS district supervisor, Glenn Braithwaite.

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 April 26, 2018 be approved.

2.0 BCEHS PRESENTATION

2.1 BCEHS Handbook Paramedic iPhone App

Ms. Linda Lupini, Executive Vice President PHSA and BCEHS, introduced the following guests to provide an overview on the new BCEHS Handbook Paramedic iPhone App: Andrew Mills, Paramedic Specialist; and, Joe Acker, Director, Clinical and Professional Practice.

Paramedic practice is guided by a comprehensive set of treatment guidelines that informs BCEHS clinical policy. Historically, the BCEHS Treatment Guidelines consisted of a PDF document of more than 300 pages and available as a file on the Intranet for paramedics to print or download. In recent times, a basic webpage was created to display the treatment guidelines in a more accessible way. Treatment guidelines are updated on a regular basis to

reflect contemporary evidence-informed practice and this constant review cycle led to problems with version control and to paramedics sometimes being unaware of new clinical practice updates.

Mr. Andrew Mills, a BCEHS Paramedic Specialist, independently created an iPhone Handbook Application. When the application became very popular among BCEHS paramedics, Mr. Mills presented a prototype to BCEHS leaders following which BCEHS further developed the application internally.

On April 30, 2018 the BCEHS Handbook iOS (Apple) application was launched. The Handbook is a comprehensive clinical and operational reference for paramedics to support their practice. The application includes treatment guidelines, clinical tools, medication calculators, practice updates, an operational reference library, and resources to enhance safety, support critical incident stress response and improve compliance with infection control procedures. The application is available as a publically accessible iOS (Apple) app and a public web page. An Android application is under development and will be released in the next four to six weeks. Sensitive or proprietary information can only be accessed with a BCEHS login and password.

The BCEHS Handbook was designed and developed in-house by a joint team of paramedics, web designers, and technology experts. The BCEHS Handbook consolidates the most important clinical and operational information in one place and ensures the information presented is always the most current version. The program is under the oversight of BCEHS Clinical and Medical Programs and all content contained within the app is vetted and approved by paramedic clinical leaders and emergency physician medical directors as well as consultant pharmacists, pediatricians, neonatologists and other specialists as required.

Mr. Mills summarized the content of the documents and the PowerPoint presentation contained in the Meeting materials.

Responding to a query regarding resources for subsequent app updates and bandwidth, Mr. Acker advised that, while there are currently no BCEHS resources devoted to the app project, there is much support throughout the organization to attend to future required updates.

The Chair thanked the presenters for their innovation in creating and developing this important application and thanked the BCEHS staff guests for all they do every day for British Columbians.

3.0 NEW BUSINESS

3.1 Executive Update

Ms. Linda Lupini provided an update to the Executive Report included in Meeting materials. Highlights were as follows:

- On June 1st BCEHS held the first BCEHS Mass Public Cardio Pulmonary Resuscitation/ Assisted Electrical Defibrillation (CPR/AED) training event. The objective was to both train members of the public on CPR and AED use and to increase awareness of the PulsePoint app so public registrants to PulsePoint can be alerted to a cardiac arrest if nearby. Free training for the public took place in 54 communities across the province with the largest turnout in Vancouver at Robson Square. Paramedics and Dispatchers provided the training and volunteers from BCEHS were on hand to assist with organization. The event received excellent media coverage. Over 1,600 people were trained with the majority being trained at the Vancouver downtown venue.
- An update on cardiac out-of-hospital survival (COHS) was provided. A recent paper on trends in cardiac out-of-hospital survival particular to BC was referenced, noting BC has the highest survival rate in Canada at this time. With aims to increase COHS by 50%, a BCEHS Resuscitation Academy was held June 26 and 27 in Vancouver.
- BCEHS has now joined the Global Resuscitation Alliance (GRA) and is the first affiliated Emergency Medical Services (EMS) system in Canada with GRA credentials.

Membership of the GRA is spread across North America, Europe, Asia, Australia and New Zealand.

- The Pandora Supervised Consumption Centre opened June 18, 2018. Island Health's largest supervised consumption service will allow people to safely use drugs while offering on-site supports and services as well as referrals and access to treatment when clients are ready to begin a recovery journey. Vancouver Island Health Authority has funded two full-time paramedic positions assigned to the Pandora Centre.

Responding to comments regarding the Opioid crisis, Ms. Lupini advised that BCEHS works closely with the Health Authorities to identify where overdose deaths are occurring and where resources are required. Approximately 100,000 Naloxone (overdose reversal) kits have been distributed throughout BC to date.

- The Knowledge Network and Lark Productions have been filming BCEHS paramedics and dispatchers for their documentary series which will launch in the spring of 2019. BCEHS management and legal counsel recently had the opportunity to view the first three episodes to ensure legal and privacy protocols were followed. The series is extremely well-done and a true and accurate account of the day to day work of paramedics and call takers/dispatchers.
- BCEHS was recently highlighted in a WorkSafeBC Magazine article for the successful partnership in reducing injuries. The article reviewed BCEHS' partnership with WorkSafeBC and the implementation of improved safety procedures and equipment, particularly mechanized stretchers. There has been a twenty-percent reduction in injury claims and staff are returning to work earlier following an injury.

Responding to a query regarding the union/staff response to reducing injuries, Ms. Lupini advised excellent feedback has been received from both groups.

3.2 Meeting Closed to the Public

Ms. Sandra MacKay, Chief Legal and Freedom of Information and Privacy Officer, advised of certain items 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.

Management provided the latest data on Emergency Medical Services response times for Immediately Life-Threatening Incidents, noting that response times have improved.

4.2 Governance & Human Resources

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

For information

Committee Name Change

In order to clarify its focus on the strategic value of people in meeting organizational objectives, the Committee and the Board approved the new Committee name: "People & Governance Committee" on June 27, 2018. Future meetings and references will be reported out under the new name.

For approval

Annual Review of Board Governance Guidelines, Policies and Terms of Reference

The Committee carried out the scheduled review of Terms of Reference. Changes brought forward were explained in briefing notes contained in the Meeting materials and were discussed during the Committee meeting. Consistent with the Board's governance practices, one substantive change was recommended to the Board Chair Terms of Reference to

acknowledge the role of the Governance & Human Resources Committee in assessing Board and individual Director performance. All other changes were housekeeping in nature.

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

BE IT RESOLVED THAT the following Board Governance Terms of Reference, in the form presented in the Meeting materials, be approved.

- *Board Chair;*
- *President & CEO;*
- *Board of Directors;*
- *Director;*
- *Officers of the Board; and,*
- *Governance & Human Resources (now People & Governance).*

4.3 Finance

No report.

4.4 Audit

Mr. Robert Kiesman, Chair, Audit Committee, advised of one item for approval.

Subject to annual reappointment, Price Waterhouse Coopers was appointed by the Board of Directors to serve a five year term as the external auditor of BCEHS to complete the financial statement audits for the fiscal years 2017/18 through 2021/22.

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

BE IT RESOLVED THAT the appointment of Price Waterhouse Coopers to provide audit services to BCEHS for the 2018/19 fiscal year be approved.

4.5 Research

No report.

5.0 BUSINESS ARISING

No business arising was identified.

6.0 NEXT MEETING – September 19, 2018 in Prince George

7.0 TERMINATION – The meeting terminated at 9:50 a.m.