

**MINUTES OF A PUBLIC MEETING (“MEETING”)  
OF THE BOARD OF DIRECTORS (THE “BOARD”)  
OF BRITISH COLUMBIA EMERGENCY HEALTH SERVICES (“BCEHS”)  
HELD ON WEDNESDAY, SEPTEMBER 19, 2018 AT  
ROOM 208  
PRINCE GEORGE CONVENTION AND CIVIC CENTRE  
2<sup>ND</sup> FLOOR – 808 CANADA GAMES WAY, PRINCE GEORGE  
AT 9:00 A.M.**

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**In Attendance:**

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

Dr. Ken Bassett  
Suki Gill  
Gary Pooni  
Sharon Stromdahl

Lorianna Bennett  
Robert Kiesman  
Pauline Rafferty  
David Turchen

**Guests:** Cathy Ulrich, CEO, Northern Health Authority  
Stephanie Killam, Board Member, Northern Health Authority  
Fraser Bell, Vice President, Planning, Quality & Information Management, Northern Health Authority  
Mike Sorensen, BCEHS  
Rick Loucks, BCEHS  
Michael Lee, BCEHS  
Craig Parnell, BCEHS  
Tanya Rich, BCEHS

**Management:** Carl Roy  
Barb Fitzsimmons  
Donna Wilson

Linda Lupini  
Sandra MacKay  
Cathy Prentice (Recorder)

Tom Chan  
Kendra McPherson

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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.

Introductions were conducted.

**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 June 28, 2018 be approved.

**2.0 BCEHS PRESENTATION**

**2.1 Partnership with Northern Health**

Ms. Linda Lupini, Executive Vice President PHSA and BCEHS, introduced Ms. Barb Fitzsimmons, Chief Operating Officer, BCEHS, to present on the BC Wildfire Response and Partnership with Northern Health.

Ms. Fitzsimmons advised that a Provincial State of Emergency was declared this year on August 15, 2018 due to wildfires, with the most challenged areas being the central and northern BC regions.

The evacuation impact to BCEHS was minimal with only one station evacuated. BCEHS has continued to work closely with the Northern Health Authority (NHA) on planning for any potential movement of patients.

NHA and BCEHS formed a working group to develop a shared understanding of patient transfer issues that impact northern residents and to work collaboratively to resolve any challenges to improve timely and appropriate access to care.

Ms. Fitzsimmons summarized the contents of the documents and the PowerPoint presentation contained in the Meeting materials.

Responding to a query on Community Paramedicine and how to manage rural and remote areas, Ms. Fitzsimmons reviewed enhancements to community services advising the response has been very successful.

### **3.0 NEW BUSINESS**

#### **3.1 Executive Update**

Ms. Linda Lupini advised all matters normally outlined in the Executive Update will be addressed in the BCEHS Closed Board Meeting. Ms. Lupini advised of one update.

BCEHS attended the Union of BC Municipalities held in Whistler, BC which took place September 10 to 14, 2018. BCEHS held eight meetings with Municipalities and supported the Minister of Health in several meetings, some of which pertained to rural and remote areas of the province.

#### **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.

Mr. Ritchie provided a review of the Integrated Quality and Access Indicators report noting the following:

- The Clinical Response Model has been implemented;
- Code Purple and Red responses were raised at the Committee meeting and response time improvements were noted;

Mr. Ritchie advised that the Committee complimented BCEHS for their considered, aligned and ongoing strategic transformation.

#### **4.2 People & Governance**

Ms. Pauline Rafferty, Chair, People & Governance Committee, advised of two items for approval.

The Committee carried out its scheduled review of Board Governance Guidelines and Policies.

##### Influenza Prevention Policy

The Influenza Policy was reviewed for grammatical and format changes to ensure consistency with other BCEHS policies. No substantive changes were recommended.

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

***BE IT RESOLVED THAT the Influenza Prevention Policy, in the form presented to the***

*Meeting, be approved.*

Orientation & Education for New Directors

Revisions to the current policy, including its title, were recommended to better reflect the Board's commitment to an effective orientation program for new members and ongoing education for all Directors. Language refinements were recommended including language clarifying the role of the People & Governance Committee in assessing the effectiveness of Board education efforts on a regular basis.

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

***BE IT RESOLVED THAT the Orientation & Education for of Members of the Board Policy, in the form presented to the Meeting, be approved.***

4.3 Finance

Mr. David Turchen, Chair, Finance Committee, advised of one item for approval.

In June 2018, the BCEHS Board of Directors approved the 2018/19 BCEHS Capital Fund of \$8.0M. The BCEHS has since received \$2.0M of additional targeted capital funding.

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

***BE IT RESOLVED THAT the 2018/19 BCEHS Capital Fund of \$10.0 M, be approved.***

4.4 Audit

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

For information:

PriceWaterhouseCoopers presented their 2018/19 External Audit Plan and Engagement Letters for BCEHS to the Audit Committee.

For approval:

Internal Audit updated the Internal Audit Charter to align with the June 2018 changes to the Safe Reporting Policy whereby the Safe Reporting Office is now co-managed by both the Chief Internal Audit Officer and the Corporate Secretary.

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

***BE IT RESOLVED THAT the revised BCEHS Internal Audit Charter, in the form presented in the Meeting materials, be approved.***

4.5 Research

No report.

**5.0 BUSINESS ARISING**

No business arising was identified.

**6.0 NEXT MEETING**

**November 29, 2018 in Vancouver.**

**7.0 TERMINATION** – The meeting terminated at 9:30 a.m.