

Board briefs summarize the board meetings of BC Emergency Health Services (BCEHS). These briefs are shared with BCEHS agencies, government, media and other stakeholders to keep them informed about the activities of BCEHS.

- Board briefs are available online at: [www.bcehs.ca/about/accountability/board-meetings](http://www.bcehs.ca/about/accountability/board-meetings)
- Media contact: BCEHS Communications at 250-953-3651

## **Summary of the February 18, 2016 Board Meeting**

The BC Emergency Health Services (BCEHS) board has six scheduled open board meetings per year. BCEHS is committed to holding open board meetings outside the Lower Mainland. The February 18, 2016 meeting was held in Vancouver.

### **Question & Answer / Public Presentation Period**

In the spirit of its commitment to public accessibility, the board of BCEHS provides opportunities for the public to schedule presentations and to ask questions of the board prior to the beginning of every open board meeting.

- No questions were submitted.
- There were two requests to present to the Board identified at the outset of the meeting. Mr. Geoff Pegg, Vice Chair, Vancouver Fire & Rescue Society Citizens Advisory Committee thanked the Board and Management of BCEHS for their efforts in allowing the Fire Department to carry Naloxone.
- Mr. Raymond Greenwood expressed his appreciation for the work of BCEHS in relation to the concerns of seniors.

### **Business Meeting**

Dr. William Dick, Vice President, Medical Programs, delivered a presentation on Emergency Physician Online Support (EPOS).

#### *Emergency Physician Online Support (EPOS) Program*

Dr. William Dick outlined the Emergency Physician Online Support program, how the system works and how it integrates into pre-hospital support and inter-facility transport. Dr. Dick explained the concept of restricted medical license levels as it pertains to paramedics.

### **Discussion among board members included the following points:**

- The ability of the system to respond to a mass casualty incident.
- Continuing education and best practices.
- The remarkable response time (30 seconds).
- Questions on treat and release of patients on a scene and what barriers there were to implement such a plan.

## **New Business**

### *Executive Update*

Ms. Linda Lupini was available to answer any questions from the Board regarding the BCEHS Action Plan and the positive response it has received since it was released.

Ms. Lupini also advised the Board that up to 14 municipalities had been trained to administer naloxone under the oversight of BCEHS.

### **Discussion among board members included the following points:**

- Congratulations on a job well done with the implementation of this initiative.
- Questions regarding the RCMP's access to Narcan.
- Chair Wynne Powell thanked the executive for their work.

## **Board Committee Reports**

### **Quality & Access Committee**

Mr. Ritchie reported on the following three items for information:

Metrics related to call-processing time and cardiac-arrest response time are slightly below target but stable. Management has a number of initiatives to improve these.

Quality and Safety Goals report – BCEHS is focusing on reducing quality of care complaints related to transferring patients to an ambulance.

Kelowna Offload Delay Improvement Project – BCEHS leadership is working with Kelowna General Hospital to address offload delays, using a patient release tracker tool. This is a focused initiative to deal with a bigger issue of reducing ambulance wait times at hospitals. Kelowna is a first step. In response to the report, the Board confirmed the urgency of addressing the issue of emergency department delays.

### **Governance and Human Resources Committee**

Ms. McGrath provided the following report and brought forward five resolutions for approval.

At its meeting February 17<sup>th</sup>, the Committee carried out its annual review of Board Governance Guidelines and Policies. Four policies were reviewed:

#### *Fostering a Culture of Respect*

The largest change in this policy was the removal of the appendices, with the salient points being embedded in the policy itself. Language around bullying was added. One key area that was revised was the language around options for reporting, as the previous language was confusing. Committee members recommended one minor wording change, to state that the time frame for employees to report an incident is "ideally within six months." The policy as amended was approved.

#### *Standards of Conduct*

Language around employees accepting stipends while speaking on behalf of BCEHS, on BCEHS time, has been tightened. In addition, a section was added with respect to email protocol. Committee members suggested that it would be beneficial to cross reference this policy with our email usage policy, which will be done. The policy as amended was approved.

### *Theft, Fraud, Corruption & Non-Compliant Activities*

There were no revisions recommended to this policy. The policy was approved.

### *President & CEO Evaluation Policy*

There were no revisions recommended to this policy. The policy was approved.

Management has also created a checklist to assist the Board in using the Ethics Framework. Management is asking that the Board use the checklist at the next meeting, and report back with any changes that may be beneficial. The Committee recommends to the Board the approval of the use of this checklist as a tool in applying the Ethics Framework in its decision-making processes.

The Ethics Framework checklist, as a tool to be utilized by the Board in applying the Ethics Framework in its decision-making processes, was approved.

### **Finance Committee**

Mr. Manning reported that Management provided the BCEHS Committee with a Financial Summary for the 10 periods ended December 31, 2015. BCEHS is forecasting a balanced budget.

### **Audit Committee**

Ms. Rafferty provided a review of the BCEHS Terms of Reference for the Audit Committee and made minor updates and clerical corrections to the document.

Ms. Rafferty provided the following item for approval:

The Audit Committee Terms of Reference require that the Internal Audit Charter be reviewed at least every three years, with the last review and approval occurring in October 2013. Internal Audit performed a recent Charter review and determined that the 2013 Charter required significant updates to reflect both mandatory and recommended guidance issued by the Institute of Internal Auditors. The revised Internal Audit Charter for BCEHS was approved.

### **Research Committee**

No updates were provided from the Research Committee.

### **Next meeting**

April 21, 2016 in Vancouver.