

**MINUTES OF A PUBLIC MEETING (“MEETING”)
OF THE BOARD OF DIRECTORS (THE “BOARD”)
OF BRITISH COLUMBIA EMERGENCY HEALTH SERVICES (“BCEHS”)
HELD ON THURSDAY, APRIL 25, 2019 AT
CONFERENCE ROOM A
PROVINCIAL HEALTH SERVICES AUTHORITY
7TH FLOOR – 1380 BURRARD STREET
VANCOUVER, BC
AT 9:00 A.M.**

In Attendance:

Directors:	Tim Manning, Chair Suki Gill Robert Kiesman Sharon Stromdahl	Dr. Ken Bassett Sandra Martin Harris Chief Clarence Louie David Turchen	Donisa Bernardo Dr. Kerry Jang Gary Pooni
Guests:	Ms. Lorianna Bennett Ms. Jade Munro, Paramedic Specialist, BCEHS		
Management:	Carl Roy Linda Lupini Kendra McPherson Cathy Prentice (Recorder)	Thomas Chan Sandra MacKay Dr. Maureen O'Donnell	Barbra Fitzsimmons Elaine McKnight Donna Wilson

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 14, 2019 be approved.*

2.0 BCEHS PRESENTATION

Paramedic Specialist Program

Ms. Barbara Fitzsimmons, Chief Operating Officer, BCEHS, provided background and introduced Ms. Jade Munro, Paramedic Specialist, BCEHS, to the Meeting.

The BCEHS Paramedic Specialist Program was created in 2017 in response to the overdose crisis and was based on models utilized in Australia and the United Kingdom. The key goal of the program is to provide an extra layer of clinical and technical expertise for both direct and indirect patient care. Paramedic specialists are licensed as Advanced Care Paramedics and receive additional technical training for this enhanced role. The paramedic specialists provide the dual services of responding in single response units equipped with advanced, life-saving equipment and also providing clinical/practice advice. As well, paramedic specialists can be dispatched to a scene on an as needed basis to support regular ambulance crews. As of 2019, there are 20 paramedic specialists throughout the province providing clinical care and technical support.

Ms. Munro summarized the material and PowerPoint presentation contained in the Meeting materials. A video featuring Paramedic Specialists was presented.

Discussion, comments and responses to queries were as follows:

- Translation of knowledge (TOK) was queried, specifically, how learnings are communicated across the network. Ms. Munro advised development continues for TOK. As well, material is published internally and reports are shared within BCEHS.
- Collaboration and linkages between dispatch and the scene were raised; Ms. Munro noted there is significant connection and clinical support between the paramedic specialists in dispatch and the dispatch staff.
- Supports and impacts to BCEHS paramedics were discussed; Ms. Munro explained that paramedic specialists provide virtual and on scene clinical support and technical advice to paramedics.
- Responding to a query regarding the opioid crisis throughout the province, Ms. Munro advised the crisis is also impacted by numerous other drugs. Information is shared with and between communities and municipalities.
- The spectrum of services that BCEHS now provides beyond emergency services was raised including teaching, overdose intervention and palliative care as examples.
- It was acknowledged that public awareness of the work of BCEHS paramedics and dispatchers was growing due in part due to the Knowledge Network series “Paramedics – Life on the Line” which is being aired through the spring and early summer of 2019.

The Chair thanked Ms. Munro for the presentation and video, noting the cultural shift within the organization toward medical excellence and the passion and commitment of BCEHS staff.

3.0 NEW BUSINESS

3.1 Executive Update

Ms. Barbara Fitzsimmons referenced the Executive Update contained in the Meeting materials.

The following was reviewed:

- Emergency Service Dispatchers and 9-1-1 Awareness Week took place during the week of April 7 to 13, 2019; among the activities were lunches served by the leaders in the three dispatch centres located in Vancouver, Victoria and Kamloops.
- The Knowledge Network series “Paramedics – Life on the Line” is in week four of the ten series run.
- BCEHS will be participating in the Canadian Foundation for Healthcare Improvement’s EXTRA: Executive Training Program: a team based fellowship in quality improvement and leadership. EXTRA partners teams from across Canada with internationally recognized experts, faculty and coaches to address real-life health system challenges by finding and implementing health system solutions.
- The 2019 Gathering Our Voices conference was held in Port Alberni in March 2019, with over 1,000 young Indigenous delegates in attendance. In addition to providing medical coverage for the event itself, the BCEHS First Nations (FN) Liaison Office provided ancillary support and staffed a booth promoting awareness of health career opportunities for Indigenous youth.

Responses to queries and comments were as follows:

- Targeting rural, remote and ethnic groups for BCEHS recruitment was queried. Ms. Fitzsimmons advised the majority of recruits for rural and remote areas are coming from areas outside the Lower Mainland and numerous programs are in place to attract Indigenous applicants and applicants from other ethnic groups.
- Sharing best practices regarding suicide prevention in rural, remote and FN communities was discussed.

3.2 Meeting Closed to the Public

Ms. Sandra MacKay, Vice President, Legal, Privacy & Risk advised of three items proposed for discussion at the upcoming non-public meeting of the Board as follows:

- BCEHS Action Plan Update;
- Office of the Auditor General Audit of BCEHS;
- Review of four reports from the Quality & Access Committee regarding provision of health services;

and that discussion of each of such subjects at a meeting closed to the public was permitted under the terms of the applicable Ministerial Order.

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

BE IT RESOLVED THAT the three items described be placed on the agenda of the BC Emergency Health Services Board non-public Board meeting.

4.0 BOARD COMMITTEE REPORTS

4.1 Quality & Access

No report.

4.2 People & Governance

Mr. Robert Kiesman Chair, People & Governance Committee, advised of two items for approval.

Annual Review of Board Governance Guidelines and Policies

In accordance with the Board Policy Framework which requires all Board approved policies to be reviewed on an annual basis, the Committee reviewed the Board Operating Guidelines, the Board Committee Guidelines and the Board Meeting Guidelines.

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, with certain changes discussed at Committee, be approved:

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

Appointment of Board Officers

For good order, Mr. Robert Kiesman and Mr. Gary Pooni recused themselves from the Meeting for discussion and voting on this item.

Ms. Lorianna Bennett, Incoming Chair of the Quality and Access Committee, provided the following background in relation to this item of business:

1. The Bylaws of BCEHS provide that a vacancy in the post of an elected officer of the BCEHS Board must be filled by the election of another member of the BCEHS Board.
2. The position Acting Chair of BCEHS became vacant upon the expiration of the term of appointment as a director of Allan Ritchie on March 31, 2019.
3. Director Robert Kiesman, currently Secretary of the Board BCEHS, has been nominated to serve as Acting Chair of the BCEHS Board and if elected would resign as Secretary of the BCEHS Board.
4. Director Gary Pooni has been nominated to serve as Secretary of the BCEHS Board.
5. Both Director Kiesman and Director Pooni have consented to their respective nominations.

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

BE IT RESOLVED THAT, effective April 1, 2019:

(a) Robert Kiesman be appointed as Acting Chair of the BCEHS Board; and

(b) Gary Pooni be appointed as Secretary of the BCEHS Board.

Mr. Kiesman and Mr. Pooni rejoined the meeting.

4.3 Finance

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

Fiscal 2019/20 Operating and Capital Budgets

The Finance Committee held a special meeting on March 27, 2019 to review and endorse the fiscal 2019/20 operating and capital budgets for BCEHS. Upon receipt of the funding letter from the MOH, the budgets will be updated and submitted to the Board for approval at the June 27, 2019 Board of Directors meeting.

4.4 Audit

No report.

4.5 Research

No report.

5.0 BUSINESS ARISING

No business arising was identified.

6.0 NEXT MEETING

June 27, 2019 in Vancouver.

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