

**MINUTES OF A PUBLIC MEETING (“MEETING”)
OF THE BOARD OF DIRECTORS (THE “BOARD”)
OF BRITISH COLUMBIA EMERGENCY HEALTH SERVICES (“BCEHS”)
HELD ON THURSDAY, FEBRUARY 6, 2020 AT
PHSA OFFICES
2nd Floor - 1333 WEST BROADWAY
VANCOUVER, BC
AT 9:00 A.M.**

In Attendance:

Directors:	Tim Manning, Chair Suki Gill Robert Kiesman David Turchen	Dr. Ken Bassett Sandra Martin Harris Chief Clarence Louie	Donisa Bernardo Dr. Kerry Jang Sharon Stromdahl
-------------------	--	---	---

Regrets: Lorianna Bennett Gary Pooni

Guests: Dr. John Tallon, Chief Medical Officer, BC Emergency Health Services
Jennie Helmer, Paramedic Practice Leader and Research Lead, Clinical Practice,
BCEHS

Management:	Carl Roy Linda Lupini Ron Quirk Donna Wilson	Benoit Morin Kendra McPherson Catherine Syms Cathy Prentice (Recorder)	Thomas Chan Dr. Maureen O'Donnell Susan Wannamaker
--------------------	---	---	--

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.

QUESTIONS FROM THE PUBLIC

There were no public members present.

ADDRESS FROM THE PUBLIC

There were no public presentations.

AGENDA

It was **MOVED** and **SECONDED** that the Board of Directors approves the Meeting agenda as circulated.

DECLARATION OF CONFLICT

The Chair requested the Directors to declare any conflict with the agenda items. No declarations came forward.

1.0 APPROVAL OF THE MINUTES

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the minutes of the public Board meeting held November 28, 2019.

2.0 PRESENTATION

Out of Hospital Cardiac Arrest

Ms. Susan Wannamaker, Executive Vice President, Clinical Service Delivery, introduced Dr. John Tallon, Chief Medical Officer, BCEHS, and Ms. Jennie Helmer, Paramedic Practice Leader and Research Lead, Clinical Practice, BCEHS.

Dr. Tallon advised that BC Emergency Health Services (BCEHS) paramedics respond to over 700,000 calls for service per year, of which over 6,200 are for cardiac arrests. Sudden cardiac arrest (SCA) means the heart has stopped beating and requires immediate cardiopulmonary resuscitation (CPR) and defibrillation (a shock delivered by a defibrillator) and will lead to death if not treated immediately.

SCA is one of the most common emergencies worldwide. The majority of paramedic services, which includes BCEHS, approach the treatment and management of SCA using the American Heart Association and International Liaison Committee on Resuscitation guidelines.

BCEHS has undertaken initiatives that will continue to ensure paramedics provide the best patient care and optimize outcomes for out-of-hospital cardiac arrest patients. BCEHS is also implementing initiatives in rural and remote communities to address those who are at greater risk of developing sudden cardiac arrest.

Dr. Tallon introduced BCEHS staff members in attendance who played a key role in the resuscitation of Mr. Kwong.

Mr. David Kwong was introduced to the Directors and provided his story of cardiac arrest survival. Mr. Kwong advised he suffered a cardiac arrest and almost died in January of 2019 after collapsing at Knight and 49th in Vancouver on his way for a chest x-ray. He advised he had been having a persistent cough for months and felt a bit of numbness earlier in the week.

A driver passing by called 9-1-1. The paramedics were within a block away and Primary Care Paramedics began high-quality cardiopulmonary resuscitation (CPR) immediately. A Paramedic Specialist and Vancouver Fire Rescue also arrived on scene. The Paramedic Specialist was trialing the LUCAS machine (an automated CPR device that performs chest compressions) and was able to strap this to Mr. Kwong's chest enroute to Vancouver General Hospital.

Mr. Kwong spent ten days in the intensive care unit and the critical care unit. The event significantly transformed his life. He retired from his stressful job as chief financial officer at a large corporation, started eating better and getting more sleep, and is excited to spend more time with his family and wife of 30 years.

Mr. Kwong reunited with the paramedics and dispatch staff who assisted him that day and expressed his gratitude to the people behind the call.

Responding to a question regarding the availability of Automated External Defibrillators (AED), Ms. Helmer advised there are 2,000 AEDs located throughout the province and a tracking system is in place to locate them.

The Chair thanked the team and congratulated Mr. Kwong on his survival journey.

3.0 NEW BUSINESS

3.1 Executive Update

Ms. Susan Wannamaker, Executive Vice President, Clinical Service Delivery, referenced the Executive Update contained in the Meeting material and provided an update on activities as follows:

- The 15th annual Santa flights took place on December 17, 2019 in conjunction with Helijet with Santa visiting children in five hospitals.
- BCEHS employee holiday community fundraising activities were reviewed.
- The Honourable Janet Austin, Lieutenant Governor of BC, attended a ceremony to award Emergency Medical Services Exemplary Service Medals and long service bars to BCEHS recipients on Friday, January 31, 2020.
- Indigenous Health training initiatives were provided across the province through a pilot project with the BCEHS Community Paramedicine Program.

2.2 Meeting Closed to the Public

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

1. Operations Report;
2. Waiver of Pension Plan Waiting Period.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves that the two items described be placed on the agenda and discussed at the BC Emergency Health Services non-public Board meeting.

3.0 **BOARD COMMITTEE REPORTS**

3.1 Quality & Access

In Ms. Lorianna Bennett's absence, Ms. Sharon Stromdahl provided the Quality & Access Committee report advising of one item for approval.

The Committee reviewed its Terms of Reference. Changes to the Terms of Reference were included in Meeting materials.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the Quality & Access Committee Terms of Reference with the changes shown in the Meeting materials.

4.2 People & Governance

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

For information:

- The Committee reviewed information which compared the Accreditation Canada Governance Functioning Tool with the current PHSA Board Evaluation.
- The Committee received the Board Reference Manual. The Board members were requested to update their biographies for inclusion in the Manual.

For approval:

Annual Review of Board Governance Guidelines and Policies

The Committee carried out its annual scheduled review of Policies. Policy changes brought forward were explained in the committee briefing notes and discussed at the committee meeting.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the following policies:

- Influenza Prevention Policy
- President & CEO Evaluation Policy
- Code of Ethics Policy
- Fostering a Culture of Respect Policy
- Standards of Business Conduct Policy
- Theft, Fraud, Corruption & Non-Compliant Activities Policy

4.3 Finance

Mr. David Turchen, Chair, Finance Committee, advised of two items for approval.

Annual Review of Board Governance Guidelines and Policies

The Committee carried out its annual scheduled review of Policies. Policy changes brought forward were explained in the committee briefing notes and discussed at the committee meeting.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the following policies/terms of reference:

- Finance Committee Terms of Reference
- Banking
- Borrowing
- Capital Asset Governance

Financial Signing Authority

Management performed a review of the Financial Signing Authority – Board and CEO Policy and changes were made to align with changes in the PHSA leadership structure.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the revised Financial Signing Authority – Board and CEO Policy.

4.4 Audit

Ms. Suki Gill, Chair, Audit Committee, advised of two items for approval.

The Committee carried out its annual scheduled review of Policies. Policy changes brought forward were explained in the committee briefing notes and discussed at the committee meeting.

Safe Reporting Policy

No substantive changes to the Safe Reporting Policy

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the Safe Reporting Policy as presented.

Audit Committee Terms of Reference and Auditor Independence Policy

Management performed a review of the Audit Committee Terms of Reference and Auditor Independence Policy. Management requested an update to the timing of an activity in Appendix A of the Audit Committee Terms of Reference.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the revised Terms of Reference for the Audit Committee and Auditor Independence Policy as presented.

4.5 Research

No report.

5.0 **BUSINESS ARISING**

The Chair advised that Mr. Carl Roy, PHSA's President and CEO, is retiring effective February 7, 2020. The Chair thanked Mr. Roy for his leadership and commitment towards the health of British Columbians and wished him well.

The Chair introduced Mr. Benoit Morin, PHSA's new President & CEO.

6.0 NEXT MEETING
April 30, 2020 in Vancouver.

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