

**MINUTES OF A PUBLIC MEETING (“MEETING”)
OF THE BOARD OF DIRECTORS (THE “BOARD”)
OF BRITISH COLUMBIA EMERGENCY HEALTH SERVICES (“BCEHS”)
HELD ON THURSDAY, OCTOBER 26, 2017 AT
PHSA CORPORATE OFFICE
VANCOUVER, BC
AT 9:00 A.M.**

In Attendance

Directors:	Tim Manning, Chair Suki Gill Sherry Ogasawara Alan Ritchie	Lorianna Bennett Robert Kiesman Gary Pooni Sharon Stromdahl	Dr. Don Brooks Chief Clarence Louie Pauline Rafferty David Turchen
Management:	Carl Roy John Johnston Sandra MacKay Dr. John Tallon Cathy Prentice, Recorder	Tom Chan Nancy Kotani Theresa McCurry Peter Thorpe	Barbara Fitzsimmons Linda Lupini Ron Quirk

There were no requests from the public to present to the Board.

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 welcomed new Directors Ms. Sherry Ogasawara and Mr. Gary Pooni who were appointed to the BCEHS Board of Directors by the Minister of Health on September 22, 2017.

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 29, 2017 be approved.*

2.0 PRESENTATIONS

Community Engagement: Hands Only CPR and Automated External Defibrillator Training Event

Ms. Linda Lupini, Executive Vice President PHSA & BCEHS introduced Dr. John Tallon, Vice President Clinical and Medical Programs, BCEHS and Mr. Peter Thorpe, Director, Strategic Program Development, BCEHS, to present on Hands Only Cardio-Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training.

Mr. Thorpe summarized the content of the report and the PowerPoint presentation contained in the Meeting materials.

Statistics on survival clearly recognize the benefit of early CPR and AED intervention in cases of Cardiac Arrest. Bystander CPR is a key component in early intervention. BCEHS is partnering with the Heart and Stroke Foundation of BC and Yukon to provide Hands Only CPR and AED training for up to 270 people at the Broadway Tech Centre on November 23, 2017. These potential lifesavers will then be equipped to provide Hands Only CPR and use an AED device at their work, home and in their communities.

Discussion and suggestions to build awareness, such as advertising on Videotrons during sports and events, etc., came forward.

The Chair thanked the presenters for their informative presentation.

3.0 BUSINESS ARISING

No business arising was identified.

4.0 NEW BUSINESS

4.1 Executive Update

Ms. Lupini provided an update to the Executive Report included in Meeting materials.

- The Union of BC Municipalities Convention was held September 25 to 29, 2017 at the Vancouver Trade and Convention Centre. BCEHS was in attendance at approximately 20 meetings, some in support of the Minister of Health. BCEHS received very positive feedback, particularly for services provided to rural communities.

Ms. Lupini responded to queries as follows:

- Regarding rural communities requesting increased BCEHS services, Ms. Lupini advised most rural communities have half-time BCEHS paramedics and some communities have two half-time paramedics. Most rural communities would like double the current allotment. Currently BCEHS is monitoring 911 calls in rural communities and collating statistics.
- Responding to a query regarding improved air ambulance services, Ms. Lupini advised a working group has been formed to evaluate current services and requirements in rural communities. Currently, there are over 7,000 trips per year.
- Recent provincial forest fires were raised. Ms. Lupini advised while smoke was an issue and numerous BCEHS staff were impacted personally, BCEHS paramedics were out in full force to provide assistance.

The Chair thanked the BCEHS staff for their constant and sustained outstanding efforts in providing Emergency Health Services to the province.

4.2 Meeting Closed to the Public

Ms. Sandra MacKay, General Counsel, Chief Freedom of Information & Privacy Officer, advised certain items being proposed for discussion at the non-public meeting of the Board.

5.0 BOARD COMMITTEE REPORTS

5.1 Quality & Access Committee

Mr. Allan Ritchie, Chair, Quality & Access Committee, advised of one item for information and two for approval.

For information:

- BCEHS participated in the 2017 Patient Safety Culture Survey which is a key component for establishing a healthcare environment focused on safety and is also an Accreditation Canada requirement. Based on the survey results, Management is developing an action plan to address identified opportunities for improvement.

For approval:

Annual Review of Quality & Access Committee Terms of Reference

Mr. Ritchie advised that, on an annual basis, the PHSA Quality & Access Committee Terms of Reference are reviewed and brought forward to the Board of Directors for approval. A minor amendment to update the Terms with current dates was noted.

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

BE IT RESOLVED THAT the Quality & Access Committee Terms of Reference as presented

be approved.

PHSA Patient Safety Policies and Procedures

Mr. Ritchie advised the Patient Safety policies are reviewed and submitted annually to the Quality & Access Committee for approval. Since the last submission in June 2016, revisions were made to align with the new Policy Office and updated policy and procedure templates. For three of the four policies, the procedural elements were removed and three new procedures created.

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

BE IT RESOLVED THAT the Patient Safety Policies and Procedures as outlined be approved:

AS 100 – Commitment to a Culture of Safety POLICY;

AS 130 – Stop the Line: Authority to Intervene to Ensure Patient Safety POLICY;

AS 130 – Stop the Line: Authority to Intervene to Ensure Patient Safety PROCEDURE;

AS 140 – Disclosure of Patient Safety Events POLICY;

AS 140 – Disclosure of Patient Safety Events PROCEDURE;

AS 150 – Critical and Non Critical Patient Safety Event Management and Review POLICY;

AS 150 – Critical and Non Critical Patient Safety Event Management and Review PROCEDURE.

5.2 Governance & Human Resources Committee

Ms. Pauline Rafferty, Chair, Governance & Human Resources Committee, advised of five items for Board approval and the removal of two current policy documents.

Annual Review of Policies

The Governance & Human Resources (G&HR) Committee carried out its annual review of Policies. The following policies were reviewed:

- Long-term Board Renewal Plan;
- Board Policy Framework;
- Recruitment Selection & Appointment of the CEO Policy;
- Board Retention Policy;
- Orientation and Education for New Directors;
- Board, Board Committee, Director and Chair Evaluation Policy;
- Influenza Prevention Policy.

The Committee decided to defer the review of the Long-term Board Renewal Plan Policy until the December 6, 2017 meeting.

On advice from the Corporate Secretary and with regard to best governance practices, and after discussion, the Committee recommended that the Board Policy Framework (Tab 3.1.2) and the Recruitment, Selection & Appointment of the CEO Policy (Tab 3.1.6) be removed as Board policies as the content does not warrant continued application as policies of the Board. These will be retained as reference documents.

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

BE IT RESOLVED THAT the Board Policy Framework and the Recruitment Selection & Appointment of CEO Policy be discontinued as policy documents.

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

BE IT RESOLVED THAT the Board Record Retention Policy, in the form presented to the Meeting, be approved.

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

BE IT RESOLVED THAT the Orientation and Education for New Directors Policy, in the form presented to the Meeting, with minor amendments as noted, be approved.

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

BE IT RESOLVED THAT the Board, Board Committee, Director and Chair Evaluation Policy, in the form presented to the Meeting, be approved.

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

BE IT RESOLVED THAT the Influenza Prevention Policy, in the form presented to the Meeting, with minor amendments as noted, be approved.

5.3 Finance Committee

No report.

5.4 Audit Committee

Mr. Robert Kiesman, Chair, Audit Committee, advised of two items for information.

For information:

- PriceWaterhouseCoopers presented the 2017/18 External Audit Plan and Engagement Letters for BCEHS, and provided details on the audit strategy and approach for the upcoming year.
- Internal Audit performed an annual review of the Internal Audit Charter and is satisfied that no changes are required at this time.

5.5 Research Committee

Ms. Lorianna Bennett, Chair, Research Committee, advised on the following item for information.

Research and Practice Education Metrics:

The Research Committee reviewed the 2016/17 PHSA annual metrics reports for practice education and research, which highlight the significant roles BCEHS plays in practice education and supporting collaborative research.

Highlights were reviewed as follows:

- The Committee reviewed fiscal year student hours of training for paramedics in the areas of advanced care, primary care, and critical care as well as dispatch.
- The practice education metrics report highlights the vital role BCEHS plays in providing clinical training to ensure a high performance paramedic workforce in the future.
- BCEHS plays a vital role in conducting field research in collaboration and partnership with regional health authorities and university faculty members. Examples of trials underway were reviewed by the Committee.
- BCEHS provides unique data on emergency medical services and patient care through its participation in the Resuscitation Outcomes Consortium or ROC for short. ROC is a clinical trial network focused on research in the area of pre-hospital cardiopulmonary arrest and severe traumatic injury. BCEHS ROC data for out of hospital cardiac arrest is being used to identify care gaps and opportunities to improve long-term outcomes

6.0 NEXT MEETING – December 7, 2017.

7.0 TERMINATION – The meeting terminated at 9:45 a.m.