



The Tennessee Open Meetings Act passed by the General Assembly in 1974 requires that meetings of state, city and county government bodies be open to the public and that any such governmental body give adequate public notice of such meeting.

Open meeting notices can also be accessed at <https://www.tn.gov/health/calendar.html>. In order to participate in the period of public comment before a Governing Body, a member of the public must notify the Governing Body **ten business** days prior to a scheduled meeting that the individual desires to address the Governing Body. The individual must also notify the Governing Body of the topic from the published agenda or sunshine notice for the meeting on which the individual wishes to speak. This notice by the member of the public to the Governing Body shall be directed to the email given in the published agenda or sunshine notice for the meeting. If the Governing Body amends the published agenda or sunshine notice within ten business days prior to the meeting, any member of the public desirous of addressing the Governing Body must give notice that they desire to speak on the added agenda topics no later than twenty-four hours prior to the Governing Body's meeting. All reasonable attempts are made to include all items submitted up to one day prior to the meeting. Please note that items submitted within one day of the meeting are not guaranteed to have been timely reviewed and may not be able to be included.

**TENNESSEE DEPARTMENT OF HEALTH
MEMORANDUM**

Date: November 5, 2025

To: Dean Flener, Director of Communications and Media Relations
Amber Ricks, Commissioner Office
Jennifer Putnam, Assistant Commissioner,
Bureau of Health Licensure and Regulation

From: Brandon Ward, Director of Emergency Medical Service

Name of Board or Committee: Emergency Medical Services Board
Leadership and Advancement Committee

Date of Meeting: December 4, 2025

Time: 10:00 a.m. Central Time

Place: Poplar Board Room, First Floor
665 Mainstream Drive
Nashville, TN 37243

Major Item(s) on Agenda: See Attached Agenda

Link to Live Video Stream: :

This memo shall be forwarded from individual programs to the Public Information Office on the 15th day of the preceding month. The Public Information Office will prepare the monthly list of meetings within the Department and have ready for distribution to state media by the 28th day of the preceding month.