



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.

Members of the public wishing to comment on matters that are relative to this meeting agenda may submit written comment to the board's administrative office in advance or if attending the meeting in person, sign the public comment sheet located by the board room entry way.

**TENNESSEE DEPARTMENT OF HEALTH
MEMORANDUM**

Date: November 15, 2023

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 20, 2023

Time: 9:00 a.m. Central Time

Place: Iris Room, 1st Floor
665 Mainstream Drive
Nashville, TN 37243

Major Item(s) on Agenda: See Attached Agenda

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.