

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors
Minutes, June 12, 2014**

Directors Present

Stewart W. Martin, MD, Pres., Virginia Beach
Dan F. Fermil, V. Pres., Chesapeake
Kent J. Weber, Treasurer, Virginia Beach
Richard A. Craven, MD, At-large
Bruce W. Edwards, Virginia Beach
John C. Hoffler, Suffolk
Christopher I. Jacobs, JD, Virginia Beach
T. J. McAndrews, Special Operations
Genemarie W. McGee, RN, VHHA
Jeffrey J. Meyer, Portsmouth
Daniel A. Norville, Norfolk
Wayne E. Shank, Virginia Beach

Directors Absent

Terry A. Bolton, Franklin
Hollye B. Carpenter, Northampton Co.
Paul S. Holota, MD, Norfolk
Janice E. McKay, RN, Tidewater ENA
John W. McNulty, III, Chesapeake
Geoff T. Miller, EVMS
Lewis H. Siegel, MD, VaCEP
Brian L. Steelman, Southampton
Jeffrey T. Terwilliger, Accomack Co.
Jeffrey F. Wise, Norfolk
George M. Yacus, Chesapeake

Others Present

Wayne Berry, OEMS
James Chandler, Secretary/Executive Director
Kathy Colantuono, RN, HPP/EVHC staff
Chris Smith, Isle of Wight Co.

1. Dr. Martin called the meeting to order in the council office in Chesapeake at 7:05 pm. Kathy Colantuono introduced herself and provided a brief description of her position and of the Eastern Virginia Healthcare Coalition. A **motion** was made, seconded and passed to approve the meeting minutes of March 13, 2014 as posted.
2. Treasurer's Report - Mr. Weber noted the April financial statements are posted on the website along with the meeting agenda. He asked for questions, and there were none. He indicated the current mortgage balance is \$267,195 and that plans are on track for it to be paid off by the interest adjustment date in 2018. He also noted the annual external audit was scheduled for early August.
3. Other Committee Reports – None.
4. Consent Agenda - Dr. Martin asked if any director wished to remove any Consent Agenda item for separate discussion and vote. There were no requests, and **motion** was made, seconded and passed to approve the Consent Agenda as presented.
 - A. Acknowledge approval of protocol revisions by the OMD Committee (FY14 revisions: removal of dopamine from medication list, removal of dopamine from bradycardia protocol).
 - B. Acknowledge reapproval of Appendix G TEMS Hospital Closure Policy Rev 2014 (Diversion policy) by the OMD Committee (no change).
 - C. Acknowledge reapproval of Appendix F Restocking Policy and Form Rev 2014 by the OMD Committee (no change).
 - D. Acknowledge reapproval of Appendix B Drug and IV Box Policy Rev 2014 by the OMD Committee (no change).
 - E. Approve Draft TEMS Regional Medical Director Contract FY15 (no change from FY14)
 - F. Approve Draft revised Reserve and Investment Policy as recommended by Audit and Finance Committee (increases allowable allocation of no load income and growth mutual funds, plus other edits).

G. Approve Draft Revised Office Management Policies 06-13-2014 (primarily Attachment 1 Records Management, updated with information provided by Strickland and Jones and other best practice literature).

5. Other Unfinished and New Business – Mr. Edwards recommended the board consider items A through D in one discussion and one block vote since they all relate to funding and budget. There were no objections. A **motion** was made and seconded to approve items A, B, C and D as presented. Mr. Chandler briefly reviewed the projected ending FY14 income and expenses compared to the original budget. He then briefly reviewed FY15 contract and budget changes compared to FY14 and addressed questions. Following discussion, the motion to approve items A, B, C and D passed unanimously.

A. Approve the FY15 VDH-TEMS EMS Contract (contract amount anticipated to be unchanged at \$356,435.00 but document not yet provided by OEMS).

B. Approve the FY15 EVMS-TEMS Operating Agreement (TCLS Staffing Contract).

C. Approve the FY15 Healthcare Preparedness Program (HPP Budget Period 3) contracts:

A. Main contract: Program manager staffing, administrative support for program hosting, \$159,135.

B. Addendum: two Healthcare Emergency Preparedness Coordinators (Exercise and Training Coordinator and Recovery and Mitigation Coordinator), \$150,000.

C. Addendum: one part time RHCC Communications Coordinator, \$35,000.

D. Approve the FY15 Operating budget which includes salary and wage increases ranging from 1% to 2.5%, to be determined by the Executive Director and program managers, and retirement contribution of 7% of salary/wage to eligible staff.

E. TEMS Office Space Utilization Update – Mr. Chandler reported the upstairs Suite 201 space is currently being used for MMRS storage, as previously discussed, and also for some HPP supplies. He indicated that the HPP has proposed in their budget to the state to pay for the upstairs space and move their offices there. Budget approval is pending. He indicated the upstairs space will need paint, new carpet and general sprucing up prior to the HPP or any future tenant occupancy. Prior to occupancy, we would relocate any remaining stored items downstairs or to a rented storage facility as needed. If the HPP program does not gain budget approval for the space, we would put it on the commercial market this fall. There were no objections to this general plan.

6. Governance and Strategic Plan Items – No items.

7. Announcements (also see website event and training calendars)

A. EMS Family Picnic and Awards Presentations, Sunday June 15 at the Virginia Zoo in Norfolk. RSVP at www.tidewaterems.org/picnic.

B. Mr. Weber called attention to the series of four articles on the council's 40 year history published in *Response* newsletter, and he congratulated Mr. Chandler on the background research.

C. The next board meeting is scheduled for September 11, 6:00 pm.

8. Dr. Martin noted that the meeting was short, but it was important to ensure approval of the budget and contracts, and to bring folks together to discuss the organization. With no additional business, a **motion** was made, seconded and passed to adjourn at 7:35 pm.

Minutes prepared by Jim Chandler