

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors  
Minutes, December 11, 2014**

*Directors Present*

Dan F. Fermil, Jr., Vice President, Chesapeake  
Kent J. Weber, Treasurer, Virginia Beach  
Hollye B. Carpenter, Northampton Co.  
Richard A. Craven, MD, At-large  
Christopher I. Jacobs, JD, Virginia Beach  
T. J. McAndrews, Special Operations  
Genemarie McGee, RN, VHHA  
Janice E. McKay, RN, TENA  
John W. McNulty, Chesapeake  
Jeffrey J. Meyer, Portsmouth  
Daniel A. Norville, Norfolk  
Wayne E. Shank, Virginia Beach  
Lewis H. Siegel, MD, VaCEP  
Christopher A. Smith, Isle of Wight Co.

Brian L. Steelman, Southampton Co.  
Jeffrey T. Terwilliger, Accomack Co.  
Jeffrey F. Wise, Norfolk

*Directors Absent*

Terry A. Bolton, Franklin  
Bruce W. Edwards, Virginia Beach  
John C. Hoffler, Suffolk  
Paul S. Holota, MD, Norfolk  
Stewart W. Martin, MD, President, Virginia Beach  
Geoff T. Miller, EVMS  
George M. Yacus, PhD, Chesapeake

*Guest*

Jennifer Foster, EVHC

1. Vice President Fermil called the meeting to order at the council office in Chesapeake at 6:00 pm and lead the Pledge of Allegiance. Everyone present introduced themselves. A **motion** was made, seconded and passed to approve the Board minutes of September 11, 2014 with the addition of Christopher Smith to the attendance list.

2. Treasurer's Report

A. Mr. Weber indicated the October 2014 monthly financial statements are currently posted online with the Board agenda. There were no questions.

B. Audit and Finance Committee Report – Mr. Weber reported:

- i. The annual audit as presented during the previous board meeting was discussed. The council's strong financial position and no management findings were noted.
- ii. The committee noted this was the third year of the three-year current engagement of Strickland and Jones (now Jones CPA Group). The committee recommends the council solicit a new three-year proposal from Jones CPA Group and if reasonable then accept it as a sole source purchase based on their experience with the council and positive feedback from staff.
- iii. The mortgage balance is currently \$246,016 (as of November 30). The committee recommends an additional principal payment of \$70,000 for this fiscal year. That should place the council on target to pay off the mortgage by the interest conversion date of September 28, 2018. The committee will continue to monitor and advise the Board. Additional principal payments may be recommended in order to save interest expense and/or to help reduce the checking account balance.
- iv. The committee recommends adoption of a gift acceptance policy to provide guidance to the staff and board especially if someone offers real estate, stocks or other non-monetary gifts. The policy as presented in the consent agenda incorporates gift acceptance with the Board's previous partnership guidelines.
- v. Committee member Cliff Stewart has resigned for personal reasons and the committee seeks assistance in identifying a replacement. This seat is for a non-board member who had experience in business and financial matters. Please let Kent know if you have recommendations.

3. Other Committee Reports – none.

4. Consent Agenda – Vice President Fermil asked if anyone wished to remove and separately discuss any consent agenda item. There were no requests. A **motion** was made, seconded and

passed to approve all items on the consent agenda as presented:

- A. Approve 2015 Board meeting dates: March 19/Elections, June 11, September 10 and December 10.
- B. Approve revised Continuity of Operations Plan (minor updates).
- C. Approve Revisions to Administrative Policies:
  - i. Personnel Policies (revised Field Coordinator and EVHC Position Descriptions, and various minor updates to other job descriptions).
  - ii. Fiscal Management Policies (addition of Annex F, Solicitation, Gift Acceptance and Partnership Guidelines, and other minor updates).
  - iii. Computer Usage Policies (minor updates).
  - iv. Office Management Policies (minor updates).
- D. Approve FY14 Annual Report.
- E. Approve \$70,000 accelerated mortgage payment in FY15 (recommended by Audit and Finance Committee).
- F. Approve December 26 as a holiday (office closure in addition to December 24 and 25).

5. Other Unfinished and New Business

- A. Follow up: Eastern Virginia Healthcare Coalition involvement – Jenn Foster noted that EVHC strategic plan was in the final stages of development and would be published in the near future.
- B. Follow up: Suite 201 renovations and occupancy – Jim Chandler noted the EVHC program moved upstairs following painting, carpeting and minor repairs and their budget is supporting the occupancy costs (equivalent to rent from prior tenant). The two offices downstairs previously occupied by EVHC staff are storage until other future needs are identified. Jenn Foster added that the two full time EVHC staff, two part time EVHC staff and two health department staff will occupy the upstairs suite. In addition there is a small conference room, storage/utility room and one small office used for MMRS storage. Directors were invited to tour the upstairs suite following the meeting.
- C. Consider \$25,000 accidental death and medical insurance for council volunteers, annual premium of \$340 (recommended by Audit and Finance Committee) – Mr. Chandler provided a brief background and there was a brief board discussion, then a **motion** was made, seconded and passed to approve addition of the volunteer accidental death and medical insurance as presented.
- D. Consider dissolution of MMRS Oversight Committee, elevation of MMRS Strike Team Subcommittee to Committee status, and appointment to the Hampton Roads All Hazards Advisory Committee. (Medical Operations Committee recommendation for appointment: Jason Stroud, Division Chief, Virginia Beach EMS) – A **motion** was made, seconded and passed to appoint Jason Stroud as the 2015 Tidewater EMS representative to the Hampton Roads All Hazards Advisory Committee. A **motion** was made, seconded and passed to dissolve the MMRS Oversight Committee and elevate the Strike Team Subcommittee to standing committee status.
- E. FYI – OMD Committee action regarding Ebola guidance – On short notice, the state Office of EMS asked each EMS council to produce and provide an “Ebola Plan”. Staff developed a draft, primarily reflecting CDC guidance, and presented it to MOC on December 10 and to the OMD Committee on December 11. There were no objections from either committee but the OMD Committee lacked a quorum for a vote. The document was provided to the Office of EMS with the caveat that it could be reviewed and revised at any time. The intent is to add the guidance document as part of an infectious disease appendix to the regional medical protocols once formally approved by the OMD committee.

6. Governance and Strategic Plan Items – No planned items. Letters requesting board nominations by January 31 are being distributed by mail. If any director is interested in a seat on the Executive Committee or being an officer, please let Dr. Yacus know.

7. Announcements (also see online Event and Training Calendars)

- OSHA Designated Officer Infectious Disease Courses, Currently in progress: December 11-14 (Chesapeake)
- CISM/Stress Management Conference, February 5-7, 2015 (Chesapeake), registration is open.
- Tidewater EMS Education Expo, March 19-22, 2015 (Suffolk), registration to open in January.

8. Adjournment – With no additional business, Vice President Fermil adjourned the meeting at 7:15 pm and wished everyone happy holidays!

Minutes prepared by Jim Chandler