

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors
Minutes, June 11, 2015**

Directors Present

Stewart W. Martin, MD, President, Virginia Beach
Richard A. Craven, MD, Vice President, At-large
Kent J. Weber, Treasurer, Virginia Beach
Hollye B. Carpenter, Northampton Co.
Bruce W. Edwards, Virginia Beach
Christopher I. Jacobs, JD, Virginia Beach
Donna Marchant-Roof, LCSW, Chesapeake
T J McAndrews, Special Operations
Genemarie W. McGee, RN, VHHA
John W. McNulty, III, Chesapeake
Daniel A. Norville, Norfolk
Charles R. Pruitt, Accomack Co.
Thomas E. Schwalenberg, Chesapeake
Wayne E. Shank, Virginia Beach
Brian L. Steelman, Southampton Co.
Jeffrey T. Terwilliger, Isle of Wight Co.

Directors Absent

Terri W. Babineau, MD, EVMS
Terry A. Bolton, Franklin
John C. Hoffler, Suffolk
Paul S. Holota, MD, Norfolk
Janice E. McKay, Tidewater ENA
Jeffrey J. Meyer, Portsmouth
Lewis H. Siegel, MD, Virginia ACEP
Jeffrey F. Wise, Norfolk

Others Present

James Chandler, Secretary and Executive Director
Dessi Bradecich, staff, EMS Program
Kathleen Colantuono, staff, EVHC program

1. Opening

- A. Dr. Martin called the meeting to order at 6:00 pm in the council offices in Chesapeake. Following the Pledge of Allegiance everyone present introduced themselves. Dr. Martin recognized new directors who were elected to the Board during the March meeting: Dr. Babineau, Ms. Marchant-Roof, Mr. Pruitt, and Mr. Schwalenberg. He noted Mr. Terwilliger remained on the Board but changed localities. He also recognized Dr. Craven who was elected Vice President. Mr. Chandler introduced Dessi Bradecich, the council's new Field Coordinator II.
- B. A **motion** was made, seconded and passed to approve the Board of Directors' meeting minutes of March 19, 2015.

2. Treasurer's Report

- A. Mr. Weber noted the financial statements as of May 31, 2015 are posted on the website, linked to the Board meeting agenda. There were no questions.
- B. Mr. Weber reported on a recent Audit and Finance Committee meeting where the committee reviewed the council's investments, financial statements and budget. He noted that two new non-board members, Marie Markham and Rusty Blow, joined board members Wayne Shank and himself on the committee. The committee recommends, and submits a **motion**, to make another mortgage principal prepayment of \$75,000 in early FY16 and possibly a final payoff of the mortgage later in FY16 if supported by cash balances. The committee motion required no second. Following brief discussion the motion passed.

3. Other Committee Reports – None.

4. Consent Agenda - Dr. Martin asked if anyone would like to remove any consent agenda item for separate discussion and vote. There were no requests and a **motion** was made, seconded and passed to approve the consent agenda items as presented.

- A. Acknowledge OMD Committee approval of Regional Medical Protocols and Appendices
- i. Appendix B Drug and IV Box Policy 2015
 - ii. Appendix F Restocking Policy 2015
 - iii. Appendix G Hospital Closure Policy 2015 (formerly Diversion Policy)
 - iv. TEMS Medical Protocols 2014-06-02 (no change except for appendices above, and

previously updated Trauma Triage, Stroke Triage and EMS PI plans)

5. Other Unfinished and New Business

- A. Consider and approve FY16 VDH-TEMS Contract Renewal – A **motion** was made, seconded and passed to approve the FY16 EMS program contract with VDH, unchanged from FY15.
- B. Consider and approve FY16 EVMS-TEMS Operating Agreement - A **motion** was made, seconded and passed to approve the FY16 TCLS staffing contract with EVMS, unchanged from FY15.
- C. Consider and approve FY16 VHHA-TEMS Contract – A **motion** was made, seconded and passed to approve the FY16 HPP staffing and administrative support contract with VHHA with the base contract unchanged from FY15 but with the anticipated addition of a Long Term Care Facility Coordinator position and a reduction in the Training Coordinator position to half-time (to be shared with MMRS).
- D. Consider and approve FY16 TEMS Regional Medical Director Contract – Dr. Martin turned the gavel over to Dr. Craven, Vice President, for action on this item. A **motion** was made, seconded and passed to approve the FY16 Regional Medical Director contract with Stewart Martin, MD, unchanged from FY15.
- E. Consider and approve FY16 TEMS Operating Budget – A **motion** was made and seconded to approve the FY16 operating budget as presented. Mr. Chandler provided an overview of the budget categories and called attention to several changes from the previous budget. He noted the MMRS program is now operating on local “sustainment” funding from localities plus, for the next 5 or 6 years, carryover money from previous years. He noted the HPP program is near its peak funding level and that program is expected to continue for another two years, then likely downsize depending on federal and state funding. He also noted the budget includes up to a 2.5% salary and wage increase, depending on the program and positions, compared to FY15 and a 7% retirement contribution, unchanged from FY15. Responding to a question about the annual locality contribution to TEMS, Mr. Chandler noted the Board approved a contribution request during the March meeting calculated on 5% of the FY15 “Four for Life” return to locality state funding but during that meeting the exact return to locality funding had not yet been posted by OEMS. Those amounts for the TEMS localities and the FY16 council financial request are now linked on the board agenda under resource documents. The FY15 return to locality amounts, region wide, are slightly lower (\$10k) than FY14. Following other brief questions and answers, a vote was taken and the motion passed to adopt the budget as presented.

6. Governance – Dr. Martin indicated that one or two new Governance Committee members and a chair are needed. He said Chris Jacobs agreed to serve, and asked for any other volunteers. There were no additional volunteers so Dr. Martin appointed Mr. Jacobs who joins Mr. Hoffler, Mr. McAndrews and Chief Wise on the committee. Dr. Martin also appointed Chief Wise as committee chair.

7. Announcements – Dr. Martin reminded the Board of the upcoming annual EMS family picnic and awards presentation, June 28 at Harbor Park in Norfolk. Mr. Chandler and Mr. Norville previewed some event highlights. Dr. Martin also reminded directors to see the online event and training calendars for a full set of meetings and upcoming activities. Mr. Chandler also noted the TEMS website was undergoing an upgrade and the new version would be online in a week or two.

8. Adjournment – With no additional business, Dr. Martin adjourned the meeting at 6:50 pm.