

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Board of Directors

Minutes, September 10, 2015

Directors Present

Stewart W. Martin, MD, President, Virginia Beach
Kent J. Weber, Treasurer, Virginia Beach
Hollye B. Carpenter, Northampton Co. (telephone)
Bruce W. Edwards, Virginia Beach (telephone)
Donna Marchant-Roof, LCSW, Chesapeake
T. J. McAndrews, Special Operations
Genemarie W. McGee, RN, VHHA
Janice E. McKay, Tidewater ENA (telephone)
John W. McNulty, III, Chesapeake
Jeffrey J. Meyer, Portsmouth
Daniel A. Norville, Norfolk
Charles R. Pruitt, Accomack Co. (telephone)
Thomas E. Schwalenberg, Chesapeake
Wayne E. Shank, Virginia Beach
Jeffrey F. Wise, Norfolk

Directors Absent

Terri W. Babineau, MD, EVMS
Terry A. Bolton, Franklin
Richard A. Craven, MD, At-large
John C. Hoffler, Suffolk
Paul S. Holota, MD, Norfolk
Christopher I. Jacobs, JD, Virginia Beach
Lewis H. Siegel, MD, VaCEP
Brian L. Steelman, Southampton Co.
Jeffrey T. Terwilliger, Isle of Wight Co.

Others Present

Wayne Berry, Virginia Office of EMS
Dessi Bradecich, EMS Field Coordinator II
James Chandler, Executive Director
Glenn McBride, HPP Program Manager

1. Opening

- A. Dr. Martin called the meeting to order at 6 pm in the council office in Chesapeake. All present rose and cited the Pledge of Allegiance. All present and joining by conference call introduced themselves.
- B. A **motion** was made and seconded, and passed, to approve the Board of Directors Minutes of June 11, 2015 as distributed.

2. Treasurer's Report

- A. Mr. Weber called attention to the July 2015 financial statements posted online with the board meeting agenda. He noted the mortgage balance as of the end of September is approximately \$65,000 and that we are track for an early payoff.
- B. Ms. Judy Imdahl-King of Jones CPA Group presented the FY15 audited financial statements and notes, and explained each page. She indicated the audit went well with no items of concern. There were a few questions and answers. The Audit and Finance Committee will follow up with regards to uninsured bank balances. Mr. Chandler noted the decrease in overall fund balance and changes in income and expenditures compared to FY14 relate mainly to the MMRS program and the anticipated gradual drawdown of its fund balance since the federal funding ended last year. It is expected the MMRS program budget will level off at "sustainment" funding in about four more years.

3. Other Committee Reports – none.

4. Consent Agenda – Dr. Martin asked if anyone wished to remove any item from the Consent Agenda for separate discussion and vote. There were no requests and a **motion** was made, seconded and passed to approve all items in the Consent Agenda:

- A. Approve TEMS Organizational Structure Chart 8-2015 and TEMS Staff Assignments 8-2015.
- B. Approve Draft TEMS Position Descriptions Rev 9-10-2015.
- C. Approve annual OEMS Disclosure Roster for TEMS Board & Staff August 2015.
- D. Approve revised CISM Operational Policies CISM SOP Draft Rev 9-1-2015.
- E. Acknowledge OMD Committee approval of TEMS EMS PI Plan 2015-2016 and TEMS PI QI Template 2015-2016.
- F. Accept Virginia EMS RSAF Grant for \$44,240 TI C05/06-15 (EMS and Emergency Nursing Expo and Region-wide Intraosseous Needle project).
- G. Approve the FY15 TEMS Annual Report.

5. Other Unfinished and New Business

- A. Tidewater Center for Life Support (TCLS) Training, Transfer of Programs – Mr. Chandler provided an update regarding the transfer of the ACLS and PALS program to the EVMS Sentara Center for Simulation and Immersive Learning (SCSIL) by December 31, and to transfer the ATLS program sometime during 2016. The ACLS and PALS courses offered between now and December 31 will be jointly coordinated by TCLS and the SCSIL. He indicated he did not anticipate any change with the BLS program which will remain in its current location with the EVMS-TEMS staffing contract modified as needed to reflect transfer of the other programs. Responding to questions, Mr. Chandler indicated the ACLS and PALS courses are expected to be offered as they historically have been, with a mix of internal-EVMS and external-public courses. He also noted that the AHA Training Center Status will not change as TCLS will continue as the AHA Training Center, with the SCSIL office functioning as a training site handling the ACLS and PALS rosters and cards.
- B. Regional EMS Council Re-Designation Process – Mr. Chandler reported that EMS councils need to be re-designated by the Board of Health every three years, and the application deadline for the upcoming process is October 1. He is preparing the three year budget and various other documents that are part of the application, and distributed the “self-assessment” check list to the board for awareness. He indicated in prior years a site visit was conducted in the early spring. The first designation site review was rather extensive with various individuals and groups invited to meet with the site review committee. The second designation site review was less intensive, primarily with staff. There is no firm direction yet for this third site review, but he anticipated another low-key visit. If board members or others are requested to attend he’ll let everyone know. A copy of the designation budget and “Scope of Services Plan” will be forwarded to the board when submitted to OEMS.
- C. Recognition – Dr. Martin recognized Hollye Carpenter for reaching 25 years (on October 5) as EMS Field Coordinator, Eastern Shore. The council has a gift for Hollye (joining on the telephone this meeting) which will be presented at a future date.
- D. College of Surgeons Virginia Trauma System Assessment – Ms. McGee briefly reported she participated in a recent site review as the final part of a statewide trauma system assessment by the American College of Surgeons at the request of the state. A report will be published sometime in the near future, and is expected to highlight areas for improvement as well as areas where the Commonwealth is succeeding in trauma care. She indicated the site review was different than other accreditation-type reviews she has attended with a lack of organization and clarity of whom should respond to questions from the review committee. Most questions posed were answered by OEMS staff. At times it felt as though the state EMS Advisory Board and regional EMS councils were characterized poorly for reasons that were not clear. She also noted the regional council boundaries, and a recommendation for realignment, re-surfaced even though considerable work was done on that issue several years ago that did not support re-alignment.

6. Governance - Chief Wise thanked the board for entrusting him as chair of the Governance Committee. He reported he met with Mr. Chandler and they reviewed membership and committee activities during the past few years. He asked for one or two board members to join the committee since John Hoffler has retired from Suffolk Fire, and is expected to resign from the Board and committee. The committee is planning to meet in October. [Note: following the meeting, Jeff Meyer agreed to serve on the committee.]

7. Announcements, also see online Event and Training Calendars

- OSHA Designated Officer/Infection Control Courses, December 10 - 13 in Gloucester
www.picatic.com/PEMS-IC

Save these 2016 dates:

- CHKD Pediatric Trauma Conference, March 11-12, 2016 in Norfolk
- TEMS EMS and Emergency Nursing Education Expo, March 17-20, 2016 in Suffolk
- EVHC Healthcare Organizations Emergency Preparedness Seminar, April 12-13, 2016 in Chesapeake

8. Adjournment – With no additional business, Dr. Martin adjourned the meeting at 7:10 pm.

Minutes prepared by Jim Chandler