

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors**

**Minutes, December 10, 2015**

*Directors Present*

Stewart W. Martin, MD, President, Virginia Beach  
Richard A. Craven, MD, Vice President, At-large  
Kent J. Weber, Treasurer, Virginia Beach  
Terri W. Babineau, MD, EVMS  
Donna Marchant-Roof, LCSW, Chesapeake  
T.J. McAndrews, Special Operations  
Genemarie W. McGee, RN, VHHA  
Janice E. McKay, RN, Tidewater ENA  
John W. McNulty, III, Chesapeake  
Daniel A. Norville, Norfolk  
Wayne E. Shank, Virginia Beach  
Brian L. Steelman, Southampton County  
Jeffrey F. Wise, Norfolk

*Directors Absent*

Terry A. Bolton, Franklin  
Hollye B. Carpenter, Northampton County  
Bruce W. Edwards, Virginia Beach  
Paul S. Holota, MD, Norfolk  
Christopher I. Jacobs, JD, Virginia Beach  
Jeffrey J. Meyer, Portsmouth  
Charles Ray Pruitt, Accomack County  
Thomas E. Schwalenberg, Chesapeake  
Lewis H. Siegel, MD, VACEP

*Others Present*

Wayne Berry, OEMS  
Tim Perkins, OEMS  
Jim Chandler, TEMS  
Dessi Bradecich, TEMS

1. Opening – Dr. Martin called the meeting to order at 6:05 pm in the council office in Chesapeake. Those present recited the Pledge of Allegiance and then introduced themselves. There were no attendees by telephone. A **motion** was made, seconded and passed to approve the meeting minutes of September 10, 2015 as distributed. It was noted the council has received a letter of resignation from director John Hoffler representing the city of Suffolk. The city is working on a re-appointment.
2. Treasurer's Report - Mr. Weber noted the October 31 financial statements are posted online with the board agenda. He indicated the current mortgage balance is \$52,558 and that the Audit and Finance Committee will plan to meet in February or March.
3. Other Committee Reports – none.
4. Consent Agenda - Dr. Martin asked if anyone would like 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 on the consent agenda:
  - A. Approve revisions to draft TEMS Continuity of Operations Plan rev. 12-10-2015
  - B. Approve revisions to Office Administrative Policies:
    - i. Draft Fiscal Management Policies rev. 12-10-2015
    - ii. Draft Office Management Policies rev. 12-10-2015
    - iii. Draft Computer Usage and Network Policies rev. 12-10-2015
  - C. Approve draft Staff Handbook rev. 12-10-15
5. Other Unfinished and New Business
  - A. Update: Tidewater Center for Life Support Training, Transfer of Programs - Mr. Chandler indicated plans were moving ahead to transfer the ACLS/PALS courses and course administration to the Sentara Center for Simulation and Immersive Learning (SCSIL) at EVMS as previously discussed. The transfer at this particular time was prompted by a departure of the TCLS ALS program coordinator and the program transfer will become effective January 1, 2016. The last ACLS course managed by TCLS is this weekend, December 12-13. The ATLS program will transition to the SCSIL probably at the beginning of the new fiscal year (July 1, 2016) and the BLS program will remain with

TCLS and managed by TEMS. The ACLS/PALS program will continue under the umbrella of TCLS as a remote location within EVMS similar to training site status. The ACLS/PALS program transfer necessitates a change in the TEMS-EVMS operating agreement, removing the ALS Coordinator position for the second half of the fiscal year. A **motion** was made, seconded and passed to approve revisions to the FY16 TEMS-EVMS Operating Agreement as presented.

- B. Update: Regional EMS Council Re-Designation Process - Mr. Perkins from the Virginia Office of EMS (OEMS) reported all re-designation application packages had been received by OEMS and were being reviewed. He anticipates site reviews in the late winter or early spring and indicated that the TEMS review could be scheduled sometime prior to the Board meeting in March. He indicated the president, treasurer and executive director should plan to participate in the site review, and others will be welcome. Mr. Chandler asked if the review could be scheduled just prior to the March Board meeting, perhaps middle through late afternoon to accommodate the officers and others who might want to participate. Mr. Perkins indicated it could probably be scheduled this way.
- C. Consider 2016 Board Meeting Dates – A **motion** was made, seconded and passed to approve the following 2016 Board meeting dates:
- March 10, 2016
  - June 16, 2016
  - September 8, 2016
  - December 8, 2016
- D. Discussion: Virginia Trauma System Consultation Report – Mr. Chandler indicated OEMS posted a report from the American College of Surgeons with a description of and recommendations to improve Virginia’s trauma system. The consultation by the College of Surgeons was requested by OEMS and looked at the overall trauma system during a 4-day site visit in September supplemented by a pre-visit questionnaire completed by OEMS. He indicated there are numerous references to regional EMS councils in the report and in many instances the description of the role of regions in the trauma system seems misunderstood. He indicated the regional EMS directors will review the report and prepare a response to clarify roles or correct inaccuracies as they relate to the EMS councils. Ms. McGee indicated she participated in the site review and as she noted during the last Board meeting the process 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 a recommendation for realignment of council boundaries re-surfaced even though considerable work was done on that issue several years ago that did not support re-alignment. Mr. Chandler added the report recommends reduction of regional EMS councils to six, to align with the hospital preparedness regions. He noted this recommendation seemed based on the site review team’s information that EMS and the healthcare coalitions don’t coordinate or work together, when in fact our council and the Western Virginia EMS Council actually each house a healthcare coalition and that all councils have some amount of coalition involvement although involvement could improve. That recommendation also reflected the site team’s concern about the differences in regional protocols and trauma triage criteria, and that a reduction of the number of regions would reduce the variety of protocols and trauma triage criteria. However, they separately recommended creation of minimum statewide trauma protocols which would also address these differences without boundary changes. Directors, operational medical directors and others throughout the EMS system are encouraged to read the report and prepare for future discussions. The report and a video summary of the team’s work are posted on the OEMS website: [www.vdh.virginia.gov/OEMS/NewsFeatures/ACSVideo.htm](http://www.vdh.virginia.gov/OEMS/NewsFeatures/ACSVideo.htm).

6. Governance - Chief Wise reported the Governance Committee met and reviewed their role which resulted in the committee asking all committee chairs and all Board members to complete a brief survey. The responses will help the committee understand the current work and needs of the council's committees and programs, and will identify needs of Board members so they can better assist the committees and make strategic decisions. He distributed a list of current committee/program chairs and asked for assistance in getting a response from the chairs of the Medical Operations Committee, Eastern Virginia Healthcare Coalition, MMRS Strike Team Committee, EMS PI Committee, Trauma PI Committee and Stroke PI Committee. About half of the Board members have responded to their survey and he encouraged everyone's response. Mr. Chandler noted that in 2007 a consultant recommended to the Board its meetings be adjusted to reduce routine committee reporting and to increase strategic governance activities. He questioned whether the meetings now are too streamlined such that directors don't have sufficient information to discuss issues and make strategic decisions, and noted the Board survey can help the Governance Committee determine if that is a concern. Chief Wise reported the committee also opened discussions on succession planning and Board diversity. Two of the Board survey questions related to diversity, and he briefly compared a couple of officer succession methods and asked for feedback from the Board. The next Board meeting will include a review of the strategic plan and the committee will begin that process in advance of the next Board meeting. He added the committee has one opening and encouraged anyone with an interest to let him know. Board members then discussed ways to better assess organizational and committee effectiveness. One suggestion was creation of a committee work dashboard and another was focusing on one or two specific committees and their work during each board meeting.

7. Announcements, also see online event and training calendars:

- 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.
- Dr. Babineau reported on two initiatives at EVMS: an active service project include a public hands-only CPR program with assistance from Norfolk Fire Rescue in targeted Norfolk communities. An Advanced Stroke Life Support program, through the SCSIL, targets EMS training in Virginia Beach and at two long term care facilities. Both projects will have a research component to help determine effectiveness. She added that the active service projects put medical students out in the community.

8. With no additional business, Dr. Martin adjourned the meeting and wished everyone a happy holiday and a safe, happy New Year!

Minutes prepared by Jim Chandler, Executive Director and Secretary