

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors  
Minutes, June 16, 2016**

*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 County  
Janice E. McKay, RN, Tidewater ENA  
John W. McNulty, III, Chesapeake  
Jeffrey J. Meyer, Portsmouth  
Daniel A. Norville, Norfolk  
Thomas E. Schwalenberg, Chesapeake (remote)  
Lewis H. Siegel, MD, Chesapeake  
J. Brian Spicer, Suffolk

*Directors not present*

Terri W. Babineau, MD, EVMS  
Terry A. Bolton, Franklin  
Bruce W. Edwards, Virginia Beach  
Paul S. Holota, MD, Norfolk  
Christopher I. Jacobs, JD, Virginia Beach  
Donna Marchant-Roof, LCSW, Chesapeake  
Genemarie W. McGee, RN, VHHA  
Charles Ray Pruitt, Accomack County  
Wayne E. Shank, Virginia Beach  
Brian L. Steelman, Southampton County  
Jeffrey T. Terwilliger, Isle of Wight County  
Jeffrey F. Wise, Norfolk

*Others present*

Wayne Berry, Virginia Office of EMS  
Glenn McBride, Manager, Eastern Region HPP  
Jim Chandler, Executive Director/Secretary

1. Dr. Martin called the meeting to order at 6:00 pm in the council office in Chesapeake. All rose to recite the Pledge of Allegiance. Brian Spicer was introduced and welcomed as a director elected last meeting to fill the unexpired term of John Hoffler representing the city of Suffolk. A **motion** was made, seconded and passed to approve the meeting minutes of March 10, 2016 as distributed.
2. Treasurer's Report - Mr. Weber noted the April financial statements were posted electronically with the online board agenda. He indicated the mortgage was paid off as previously agreed. The paid promissory note from TowneBank had been received.
3. Other Committee Reports – no reports except as to be discussed during the Governance item below.
4. Consent Agenda - Dr. Martin asked if any director wished to remove and separately discuss the proposed consent agenda items. Mr. Chandler displayed the draft letter of support for the HRMMRS applications for the State Homeland Security Grant funding. There were no requests, and a **motion** was made, seconded and passed to approve all items in the consent agenda:
  - A. Acknowledge OMD committee approval revised EMS medical protocols and all appendices (including diversion/closure policy, restocking policy and medication exchange policy).
  - B. Approve TEMS Regional Medical Director Contract FY17.
  - C. Approve sending letter of support for two HRMMRS applications for State Homeland Security Grant funding.
5. Other Unfinished and New Business
  - A. Consider VDH-TEMS FY17 Temporary Contract Extension to support the EMS program – Mr. Chandler explained the delays at the state level on completing the site visits for regional EMS council re-designation, so VDH forwarded a temporary contract extending FY16 requirements and funding into the first or second quarters of FY17, pending approval of re-designation by VDH and a new FY17 contract. A **motion** was made, seconded and passed to approve the temporary EMS contract extension with VDH.
  - B. TCLS program transition and consider EVMS-TEMS FY17 Operating Agreement for staffing of TCLS – Mr. Chandler reviewed the completed transition of the ACLS and PALS courses to the EVMS Sentara

Center for Simulation and Immersive Learning as of December 30, 2015 and the planned transition of the ATLS program by December 30, 2016. The ATLS transition will be gradual, first with transfer of program administration and course registration in August, identification and training of a new course coordinator, then transition of the course coordination by the end of 2016. Beginning in 2017 the remaining relationship between EVMS and TEMS would be for staffing of the BLS/first aid program and AHA training center. Because of the mid-year ATLS change, EVMS preferred to enter into a six-month staffing agreement (July to Dec, to include ATLS) with review and adjustment if needed and a new agreement created for Jan-June (to remove ATLS). A **motion** was made, seconded and passed to approve a July 1 – December 30, 2016 TCLS staffing agreement with EVMS.

- C. Consider VHHA-TEMS BP5 FY17 HPP Services Agreement for support of the Eastern Virginia Healthcare Coalition – Mr. Chandler indicated the proposed FY17 agreement for staffing and administrative support for the Eastern Virginia Healthcare Coalition mirrored the FY16 agreement. A **motion** was made, seconded and passed to approve the FY17 HPP services agreement with the VHHA.
- D. Consider FY17 financial request to local governments (equivalent to 5% of the "return to locality" portion of Four for Life) – Mr. Weber indicated that this local funding support methodology has been successful and well supported for 14 years and recommended approval. A **motion** was made, seconded and unanimously passed to approve a FY17 financial request to the ten TEMS jurisdictions in an amount equaling 5% of the FY16 EMS "return to locality" funds the jurisdictions receive from the state.
- E. Consider TEMS FY17 operating budget – Mr. Chandler reviewed the anticipated sources of income in FY17 and highlighted major anticipated changes in spending.
- The budget includes a planned 2.5% increase for staff earning under \$40,000 or a 2% increase if earning over \$40,000, subject to individual evaluations and program and funding limitations. The budget also includes 7% retirement contribution for eligible staff.
  - No capital spending is planned in FY17.
  - Explained the sharing of Management and General expenses (primarily audit and bookkeeping) among the individual programs based on a percent of individual program income during the prior year.
  - The HPP program received guidance that they cannot carry over federally-sourced funds more than one year. The program has taken action to spend down the \$85k previously identified as an HPP board-designated fund balance which will result in a net decrease in funds for the current year. The HPP program will pay annual rent, versus an allocated share of actual occupancy expenses. The rent will be income in the TEMS local funds, and all occupancy expenses that were previously paid by the HPP will be paid from the TEMS local funds. There will be a small "unrelated business income tax" assessed as a result of treating that income as rent.
  - The MMRS program continues to gradually spend down its fund balance, as planned, with a net decrease this year and planned for next year as shown.
  - The gradual planned spend down of the MMRS fund balance, the unexpected need to spend down the HPP prior year fund balance and paying off the mortgage all combined to require us to move some reserve (money market) funds to checking during the past quarter, and may be required again in FY17 depending on cash needs which will be closely monitored.
  - Several questions were addressed: an increase in TEMS local income for courses is related to the planned "Taking Care of Our Own" conference in October. A requested state EMS grant to help support the annual EMS Education Expo was denied but the anticipated income is still included in the budget because staff plan to seek other grant sources to fill that void, or reapply for the EMS grant in the fall.

Following discussion, a **motion** was made, seconded and passed to adopt the FY17 operating budget as presented.

## 6. Governance

- A. Mr. Chandler reported for Chief Wise who was called out of town. The Governance Committee met in May to continue work on review of strategic plan initiatives and assignments, and the input received

during the last Board meeting. The committee felt the discussion during the last Board meeting was important and agreed that one or two committees or programs should work with the Board during each meeting to focus on committee progress and needs. The committee felt the Medical Operations Committee was a great place to start and today's Board meeting will include this. The next Board meeting will likely focus on the Performance Improvement Committees. The committee also felt the development of a project status dashboard for each committees or program would help them and the Board better track projects, including strategic plan initiatives, and help identify areas of need. They felt the committees or programs should determine what should be on their dashboard, which should be brief – a page or less – and subject to the approval by the board.

- B. Focus on committee/program work: Thom Schwalenberg, chair of the EMS Medical Operations Committee (MOC), discussed the last MOC meeting and their focus on strategic plan item 1.1 which addresses, “with hospitals, maintenance of supplies and pharmaceuticals that decrease variation and expense yet allow EMS agencies to comply with safety guidelines.” He presented recent examples of medication errors in the field which, while should have been prevented through a number of checks and balances, were likely the result of similar packaging of different medications and the method of which these are stored in the EMS drug box. This topic generated a lot of discussion at the MOC meeting (attendance also included two pharmacists and several ED nurse managers) with a result of establishing a subcommittee to address a number of related patient and provider safety issues. MOC may return to the Board asking for help with standardization issues among the health systems, but for now they will work to better track and report medication errors, determine root causes, and work to improve patient and provider safety.

7. Announcements, also see online Event Calendar

- EMS Family Day at the Ball Park and TEMS Awards Presentation, June 19 at Harbor Park, Norfolk (awards presentation 12:20 pm, Tides vs Durham 1:05 pm game time)
- Taking Care of Our Own conference, October 20-23, Chesapeake [www.tidewaterems.org/wellness](http://www.tidewaterems.org/wellness)
- Next Board of Directors meetings: September 8 and December 8, 2016

8. With no additional business, Dr. Martin adjourned the meeting at 7:20 pm. - Dr. Martin

Minutes prepared by Jim Chandler