

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Board of Directors

Minutes, September 8, 2016

Directors Present

Stewart W. Martin, MD, President, Virginia Beach
Kent J. Weber, Treasurer, Virginia Beach
Hollye B. Carpenter, Northampton County
Donna Marchant-Roof, LCSW, Chesapeake
Genemarie W. McGee, RN, VHHA
John W. McNulty, Chesapeake
Jeffrey J. Meyer, Portsmouth
Daniel A. Norville, Norfolk
Charles Ray Pruitt, Accomack County
Thomas E. Schwalenberg, Chesapeake
Wayne E. Shank, Virginia Beach
Brian L. Steelman, Southampton County
Jeffrey T. Terwilliger, Isle of Wight County
Jeffrey F. Wise, Norfolk

Directors Absent

Terri W. Babineau, MD EVMS
Terry A. Bolton, Franklin
Richard A. Craven, MD, At-large
Paul S. Holota, MD, Norfolk
Christopher I. Jacobs, JD, Virginia Beach
Janice E. McKay, RN, Tidewater ENA
Lewis H. Siegel, MD, Chesapeake

Others Present

Edward Brazle, nominee
Bruce Edwards, retired director
Glenn McBride, HPP program manager
Tonya Cook, program support specialist
Jim Chandler, secretary and executive director

1. Opening – Dr. Martin called the meeting to order at 6:00 pm in the council office in Chesapeake. All present arose to recite the Pledge of Allegiance. Everyone introduced themselves.

Mr. Chandler called attention to achievement of ten years of full time staff service by Tonya Cook and presented her with an engraved plaque. Part time staffer Fred Steele has also achieved ten years of service.

Dr. Martin called attention to achievement of 40 years of board service by retiring director Bruce Edwards and presented him with an etched crystal blue block trophy and an engraved plaque. Mr. Edwards reflected on the origins and successes of the TEMS Council and urged everyone to continue the work.

A **motion** was made, seconded and passed to approve the Board of Directors Minutes, June 16, 2016 as distributed.

2. Treasurer's Report - Mr. Weber

- A. Mr. Weber reported the July 31, 2016 unadjusted financial reports are posted on website with the board agenda.
- B. Mr. Weber introduced Judy Imdahl, Jones CPA Group, who distributed and presented a page by page review of the FY16 audited financial statements. She indicated it was a “clean” audit and thanked the staff, and Tonya Cook in particular, for their assistance. She also indicated the federal 990 and 990-T forms were completed and she would send them electronically to Mr. Chandler who will forward it to the board for review. The 990-T, she explained, is for the rent received for suite 201 (from the HPP program) which is considered “unrelated business income” and therefore taxed. Mr. Weber asked if the council’s separate bookkeeping contract with Jones CPA Group complimented the audit process, and if it presented any conflicts. Ms. Imdahl explained that the bookkeeper assigned to the council does assist with the audit but a third member of the audit team rechecks and verifies all work, including sampling of receivables and payables, and that the bookkeeper is separated from “management decisions” by the council. She feels that policies and procedures in place, including national accounting standards, protect both parties and ensures a fair and unbiased audit. Mr. Weber commented that the relationship seems to work very well for the council and thanked Ms. Imdahl for their hard work.
- C. Audit and Finance Committee Report – Mr. Weber reported the committee met to review the council’s insurance coverages, the quarterly investment report and current financial statements. He noted that our building contents coverage may be heavy since it was calculated to include a lot of advanced

simulation equipment that we have since distributed to other EMS training sites around the region. He noted that contents of trailers parked in locations other than the council office are not covered unless “inland marine” coverage is added for the value of the contents. This impacts the two MCI trailers on the Eastern Shore. He said Mr. Chandler is following up on both issues. Mr. Shank added that he inquired about directors’ liability protection and that the council’s VA Risk 2 coverage through the Commonwealth provides the equivalent of Directors and Officers Liability coverage. Mr. Weber reported that the committee has requested an outside review of current investments and of the council’s Investment and Reserve Policy. He will report the results and any recommendations at the next board meeting.

3. Other Committee Reports - none

4. Consent Agenda - Dr. Martin asked if any director 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 on the Consent Agenda:

- A. Approve TEMS organizational structure chart 8-2015 (unchanged) and TEMS staff assignments and reporting chart updated 7-2016
- B. Approve TEMS job descriptions from Staff Handbook Rev 12-10-15 (unchanged. Note - Full Staff Handbook revisions will be presented at next board meeting)
- C. Approve OEMS Disclosure Roster TEMS Board & Staff August 2016
- D. Acknowledge OMD Committee approval of TEMS EMS PI Plan 2016-2017, TEMS Trauma Triage 2016-2017, and TEMS PI QI Template 2016-2017 (unchanged except annual PI topics and dates)
- E. Approve CISM Standard Operating Policies Rev 9-10-2015 (unchanged)
- F. Approve corrections to FY17 Operating Budget (added missing info in two cells, recalculate totals, changes in blue)

5. Other Unfinished and New Business

- A. Election: Chief Wise announced that a nomination for Edward Brazle to succeed Bruce Edwards representing the city of Virginia Beach had been received from the city. He asked for any additional nominations from the floor and there were none. A **motion** was made, seconded and passed to elect Mr. Brazle to the board.
- B. Consider revision to Fiscal Policy: Recommendation to increase credit card credit limits – Mr. Chandler requested an individual cardholder credit limit increase to \$2500 with an \$11,000 maximum cumulative credit all of which would be available on his card less any credit encumbered by the other cardholders. Other cardholders are the EMS field coordinator, MMRS program manager and HPP program manager. Following brief discussion, a **motion** was made, seconded and passed to approve the revision as requested.

6. Governance: Chief Wise reviewed that during the last meeting the EMS Medical Operations Committee presented on its work and this evening’s meeting would focus on the performance improvement Committees. He introduced Chief Schwalenberg who presented on behalf of the four PI committees.

Chief Schwalenberg provided an overview of the current PI committee structure: four separate committees that previously met bi-monthly on one date, the committees meeting back-to-back for about 30 minutes each. The current organizational structure places these committees under the Operational Medical Directors Committee. Three of the PI committees, General EMS, Trauma and Stroke, (and related PI plans) are required as part of the current state EMS contract. The fourth, STEMI PI, is not a contract items but has been supported as part a larger Heart Attack Coalition initiative and more recently a STEMI Accelerator Initiative.

The committees have over the years reviewed cases and incident report forms, but he said that committee members have indicated, through declining participation and comments, a frustration of lack of progress mainly due to lack of data and data analysis. He also noted the brief back-to-back meetings doesn’t allow time for meaningful work. As a result, committee leaders and members have discussed and recently

implemented a change in the meeting format to allow more time with two of the PI committees each meeting in alternate months for about an hour each. In addition, he presented a draft proposal to restructure the PI committees with certain objectives:

- Provide performance data to regional stakeholders
- Make evidence based recommendations to drive quality patient care (be data driven)
- Increase stakeholder satisfaction
- Improve patient and provider safety
- Tell our story/Share our successes – within the region, state and nationally

The restructuring would create one main EMS PI Committee with separate PI workgroups representing Stroke, Trauma, STEMI and a new PI initiative focusing on provider and patient safety. The main EMS PI committee would report to the Board and would work jointly with the OMD and MOC committees as well as other workgroups like education, protocols, etc.

During a question and answer period, Chief Schwalenberg and Mr. Meyer indicated that data is becoming better and more accessible, but there continues to be a need for improved collection and analysis of the data. It was noted that the council may need to invest in this, and that a new EMS Fellow training program at EVMS may help provide some support. Ms. McGee asked about benchmarking, and Chief Schwalenberg noted that the national EMS Compass project may help provide national benchmarks and that our own data analysis may help develop regional and agency-to-agency benchmarks. All agreed the need to share best practices and transparency among agencies is important.

7. Announcements (also see on-line meeting and training calendars):

- Next Board of Directors meeting: December 8.
- Taking Care of Our Own conference, October 20-23, Chesapeake.
www.tidewaterems.org/wellness

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

Minutes prepared by Jim Chandler