

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Board of Directors
MINUTES, June 14, 2018

Directors Present

Stewart W. Martin, MD, President, Virginia Beach
Wayne E. Shank, Treasurer, Virginia Beach
Edward M. Brazle, Virginia Beach
Hollye B. Carpenter, Northampton Co.
Dennis J. Keane, Special Operations
Janice E. McKay, RN, Tidewater ENA
Daniel A. Norville, Norfolk
Darren Padilla, Chesapeake
Lewis H. Siegel, MD, VaCEP
James B. Spicer, Suffolk
Thomas E. Schwalenberg, Chesapeake
Jeffrey T. Terwilliger, Isle of Wight Co.
Jeffrey F. Wise, Norfolk
John W. McNulty, Chesapeake
Jeffrey J. Meyer, Portsmouth

Directors Absent

Christopher I. Jacobs, JD, Virginia Beach
W. Travis Kirby, PA-C, EVMS
Donna Marchant-Roof, Virginia Beach
Charles Ray Pruitt, Accomack Co.
Richard A. Craven, MD, Vice Pres., At Large
Frances E. Emerson, Norfolk
Vincent P. Holt, Franklin
Paul S. Kea, Southampton Co.
Genemarie W. McGee, RN, VHHA

Others Present

David Long, interim executive director and secretary
Wayne Berry, Virginia Office of EMS
David Coulling, TEMS
Glenn McBride, EVHC

1. Opening – Dr. Martin called the meeting to order at 6:00 pm. Directors and guests observed a moment of silence in memory of Jim Chandler and then everyone introduced themselves. A **motion** was made, seconded and passed to approve the Board of Directors meeting minutes of 3-8-2018 as distributed.
2. Treasurer's Report – Mr. Shank called attention to the financial statements ended April 30, 2018 posted on website. There were no questions. Mr. Shank informed directors that the Audit and Finance Committee met on April 29, 2018. The following are areas that the Audit and Finance Committee will be working on and delivering to the Board for approval: formalize the treasurer's report and internal audit policies and procedures. Mr. Shank also informed the directors that Marie Markham informed the Audit and Finance Committee of her desire to step down.
3. Other Committee Reports – none.
4. Consent Agenda – Dr. Martin asked if any director 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 the items on the consent agenda as presented.
 - A. Approve letter of support for MMRS program request for State Homeland Security Grant funding
 - B. Reaffirm "Board Designated" funds: Kent J. Weber Fund Advisory Board, MMRS fund, Tidewater Regional Technical Rescue Team fund, Eastern Shore fund, and Hospital Preparedness Program fund
 - C. Acknowledge OMD Committee approval of revisions to the current regional EMS protocols and appendices, including Ambulance Diversion Plan (Hospital Closure Policy), Supplies Restocking Policy and Medication Kit Exchange Policy
 - D. Ratify from the Executive Committee meeting on May 15, 2018, David Long's appointment as Interim Executive Director, "revised" Executive Director Job description, plan to advertise for, selection process for, and hiring of a new Executive Director.
 - E. Acknowledge and congratulate 2018 TEMS annual award recipients
5. Other Unfinished and New Business
 - A. Consider TEMS FY19 Regional Medical Director (RMD) Contract – Dr. Martin turned the meeting over to Treasurer, Mr. Shank for this item on the agenda. Mr. Long informed that there were no changes to the FY18 contract and following brief discussion, a **motion** was made, seconded and

passed to approve the FY19 RMD Contract between the council and Stewart W. Martin. Dr. Martin abstained from the vote.

- B. Consider FY19 TEMS-VDH EMS program services contract - Mr. Long indicated the proposed contract had been reviewed by the regional EMS directors who provided various recommendations for revision, and the final document has not yet been received. The funding amount is expected to be unchanged from FY18 or \$356,435. Following brief discussion, a **motion** was made, seconded and passed to authorize the president to sign the FY19 TEMS-VDH EMS Services contract when received if the terms are agreeable, and to ratify the contract during the next board meeting.
- C. Consider FY19 TEMS-VDH EMS Training Funds MOU 517 18 M030 – Mr. Long overviewed this funding contract which is for the regional EMS council to assist the Virginia Office of EMS to distribute continuing education (CD) course and auxiliary course funding in the region. Regional EMS directors were told that this contract would be extended with no changes. *The council would be paid an administrative fee of \$29,990 and then would be reimbursed up to \$249,940 for qualified auxiliary courses conducted (\$60/student) and up to \$23,100 for CE courses conducted (\$35/hour for up to two 33-hour category 1 courses per locality). The council would contract with agencies or instructors, or would employ individuals, to teach these courses. An open RFP process would satisfy purchasing requirements and identify those interested in teaching these programs. He indicated staff is continuing to work through the purchasing and course contracting process, and while the administrative fee is plugged into the proposed TEMS operating budget as income.* Following discussion, a **motion** was made, seconded and passed to approve the FY19 TEMS-VDH EMS Training Funds Agreement.
- D. Consider FY19 local government financial support requests – Mr. Long noted the FY18 “return to localities” funding amounts have not yet been posted by the state Office of EMS, and this is the figure TEMS uses to calculate its annual financial request from the local governments; however, the amounts are not expected to vary much from the previous year. A **motion** was made, seconded and unanimously passed to request FY19 financial support from each TEMS city and county calculated based on 5% of the amount each locality receives from the state “return to localities” funding.
- E. Consider TEMS FY19 Operating Budget – Mr. Long reviewed some key differences between the FY18 and FY19 budgets:
- The VAEMS category once again includes the training funds administrative funding as income, some of which was applied to cost increases such as salaries and health insurance. The balance will likely be allocated to other costs to administer the training funds.
 - The EVMS-TCLS category is eliminated
 - The EVHC, Eastern Shore, Technical Rescue and MMRS categories remain essentially the same.
 - The Management and General costs (primarily bookkeeping and audit) are allocated back to each program as a management fee, with each program’s share calculated based on each program’s prior year income as a percent of total income (the elimination of the EVMS program required reallocation of fees across programs).
 - Personnel salaries are budgeted with a cost of living increase of 1% (for those earning greater than \$50k) or 2% (for those earning less than \$50k). The HPP program manager requested a 3% increase for the RHCC Manger and the Long Term Care Coordinator (approved by the funder, the Virginia Hospital and Healthcare Association).
 - No capital expenditures are proposed at this time.

Following brief discussion, a **motion** was made, seconded and passed to approve the FY19 operating budget as proposed.

- F. Appoint Jeannett Edwards to the Kent J. Weber Fund Advisory Board – Mr. Long advised that an email in Mr. Chandler’s email account indicated Jeannett Edwards had expressed interest in serving on the Weber Fund Advisory Board. Ms. Edwards expressed her willingness to attend the next scheduled Weber Fund Advisory Board meeting. Following a brief discussion, a **motion** was made, seconded and unanimously passed to approve Jeannett Edwards as a member of the Weber Fund Advisory Board.

- G. Update on anticipated change to state EMS contract – Mr. Long informed the Directors that the regional EMS directors met on June 7, 2018. No additional information has been provided by the Office of EMS; however, the regional EMS directors continued working on a “revised” contract of their own. Many of the regional EMS directors expressed recent staffing changes at the Office of EMS have impacted the “contract” discussion. A follow-up regional EMS directors meeting is scheduled for late July, 2018.
6. Governance – Jeff Meyer advised that the Governance committee had not met during the last quarter and recommends waiting for the “new” executive director to be hired. Once the new executive director has been hired, he recommends having the Governance committee meet with the new executive director to determine strategic priorities.
 7. Announcements – other dates, news and training on www.tidewaterems.org
 - Sign up for email Response news www.tidewaterems.org/listserv
 - Frances E. Emerson advised via email that she has retired from the City of Norfolk and will be stepping down from the Board of Directors.
 8. Adjournment – With no additional business, Dr. Martin adjourned the meeting. The next meeting is scheduled for Thursday September 13.

Minutes prepared by David Long