

Tidewater EMS Council, Inc
Executive Committee
Minutes
February 3, 2011

Present:

Stewart Martin, MD, Chair
Bruce Edwards
Dan Fermil
Robert Hundley
Kent Weber
Jim Chandler
Dave Hare, TowneBank

1. Dr. Martin called the meeting to order at 11:35 am at the TEMS office. A motion passed to approve the minutes of May 27, 2010 as distributed.

2. Future Office Space
 - a. Dave Hare provided financing information from TowneBank. He clarified that a freestanding or condo-type building would be eligible for same financing. Commercial interest rates are typically higher than current home mortgages because the financing bank usually holds the note instead of selling it to investors. A commercial loan will adjust to market rates at five years but the loan can be financed for 10, 15 or 20 years. Currently, the loan term does not substantially impact the rate. The rate and terms presented by TowneBank are general information subject to negotiated changes and underwriting at the time of property purchase. Mr. Hare reviewed some of the costs of occupancy that are currently included in TEMS rent that would need to be added to debt service to determine total monthly costs. Based on general information at this point, to stay just below current monthly payments a purchase price should not exceed about \$800,000 (loan amount of \$640,000 with 20% down payment). TowneBank would require our primary checking account be moved to TowneBank.
 - b. Committee members discussed the rate and terms offered by TowneBank and agreed to seek and review proposals by several other institutions including Bank of America. We already have proposals coming from Wachovia/Wells Fargo and Monarch. We will also seek possible financing or financial assistance options from the Norfolk Development office.
 - c. Mr. Chandler reviewed the status of the simulation center programs and construction status of buildings at EVMS and TCC which will include simulation training. Input to date for EMS simulation training needs have generally pointed to some sort of mobile simulation platform to bring training to EMS agencies. Additional input is needed from training officers and other EMS leaders regarding exact needs, ability/willingness to share operational costs, etc.
 - d. Mr. Chandler reviewed the status of Tidewater Center for Life Support Training at EVMS. He noted the potential economies of scale, efficiencies and program improvements if the training programs provided by TCLS, MMRS and EMS were brought under one roof. Committee members agreed that bringing all of the programs together appeared to be a good move, but wanted to discuss this with EVMS officials to ensure their goals would continue to be met. Staff input about the importance of maintaining an EVMS affiliation was noted, as well as to have sufficient space so that

course and meeting schedule conflicts could be minimized. Following discussion it was agreed to pursue a meeting with the EVMS Dean and other officials as deemed necessary by the Dean.

- e. Other staff input to date has been the need to centralize EMS test sites in one location in the metropolitan portion of the region to help standardize this testing process. By itself it would not make sense to obtain full time space just for this testing which occurs several times each month, but when combined with other EMS, MMRS and TCLS programs the shared space could work well for all programs. Other alternatives for testing would be to partner with another training organization or facility with space to accommodate EMS testing several times per month.
 - f. Future direction – agreed an initial step is to determine the desire of EVMS to support a move of TCLS off campus and under one roof with TEMS but to retain some partnership with EVMS. Agreed to seek financing proposals for other institutions. Agreed several other committee meetings will be needed in the coming months to further refine the space needs.
3. Update on partnerships and sponsors – Mr. Chandler reported that Sentara has committed to become a “Platinum Partner” and will be the primary sponsor of the EMS Expo in Suffolk and other EMS educational programs. Bon Secours has also become a “Platinum Partner” and will be the primary sponsor of the annual awards program and family picnic as well as any other HR type activities offered by the council such as designated officer training and recruitment/retention. The council received donations from friends and family in memory of Dr. Robertson, and several smaller sponsorship payments have been received for specific activities. Overall, the Partnership program has worked out well and all major council programs are fully funded this year.
 4. Establishment of Audit and Finance Committee – Mr. Chandler noted the Audit and Finance Committee will hold their first meeting next week. He pointed out certain duties previously assigned to the Executive Committee have been shifted to the Audit and Finance Committee including the periodic review of investment reports, review of risk management, and ensuring compliance with federal, state and other financial requirements and reporting.
 5. With no additional business, the committee adjourned at 1 pm.

Minutes prepared by Jim Chandler