

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Executive Committee Minutes**

**May 15, 2018**

*Attendance:*

Stewart Martin, Chair  
Richard Craven, Vice-Chair  
Janice McKay  
Genemarie McGee  
Jeffrey Meyer

*Absent:*

Daniel Norville  
Wayne Shank

1. Staff issues and concerns following Jim's passing. The Executive Committee met with the Staff of TEMS and consulted Rob Logan (Regional Executive Director).

*Staff present:*

David Coulling  
Jay Porter  
Judy Shuck  
Tonya Cook  
David Long  
Mike McMahan  
Stephanie Hackett  
Shawn Metzner  
Glenn McBride

*Staff Absent:*

Michelle Cowling  
Hollye Carpenter

2. Hiring process – discussion regarding “**required**” knowledge, skills, and abilities must include: Master's degree, minimum of five years EMS experience, and knowledge and understanding of applicable federal, state, and local laws, regulations and programs related to emergency medical services systems. Discussion regarding “**desired**” knowledge, skills and abilities should include: non-profit management, fiscal restraint/responsibility, history of working with volunteers, advocate of continuity of multiple programs (MMRS and EVHC), and ability to lead at the state level, and work with diverse populations. Benefits: Salary based upon experience and qualifications and full benefits package (health and dental insurance and employer contribution to 401K retirement plan). Application should include CV/resume, cover letter, and references; the successful candidate must pass a federal and state background check.
3. Time sensitivity – 120 days but can request extension from OEMS. Time Perkins has been made aware of vacancy in writing.
4. Advise the Board of Directors the Executive Committee made a motion to appointment of David Long as the Interim Executive Director (IAW the COOP Plan), which was **voted on and passed**.
5. Advise the Board of Directors the Executive Committee reviewed the Executive Director Job description, qualifications, and hiring process and made a motion to accept the revised job description and qualifications, which was **voted on and passed**.
6. Adjourn –

Minutes prepared by David Long