

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Executive Committee**

**Minutes - May 6, 2009**  
**Tidewater EMS Council Office, Norfolk**

*Present*

Stewart Martin, MD, Chair  
Terry Bolton (via telephone)  
Jim Chandler  
Bruce Edwards  
Dan Fermil  
Rusty Hundley  
Kent Weber

1. Dr. Martin called the meeting to order at 3:05 pm. A motion passed to approve the minutes of February 5, 2009 as distributed.
2. Investments Report and Discussion – The January - March 2009 report was discussed. It was noted that the mutual fund losses have begun to turn around. Members agreed to take advantage of the rise in returns by returning to fund investments up to the level of allocations described in the Reserve and Investment Policy. It was agreed to investigate if any loss in principal would occur if the next maturing CD (\$50,000 due 08/27/09 earning 0.8%) was cashed, and if not, to cash the CD and invest those funds 40% in growth fund, 40% in the income fund and 20% in the bond fund. Mr. Chandler will investigate and advise.
3. FY10 Operating Budget and Contracts
  - a. Proposed 2% (supervisory) or 3% (non supervisory) salary increase, FY10 – The committee agreed to freeze all salaries and wages at FY09 levels consistent with the direction taken by many local governments and the state. It was also agreed to continue with council-provided employment benefits without any changes.
  - b. FY10 EMS program proposal – The proposal has been submitted to OEMS, but Mr. Chandler will advise OEMS of the committee's decision to freeze salaries.
  - c. FY10 EVMS agreement proposal – Mr. Chandler will revise the proposal per the decision to freeze salaries.
  - d. HRMMRS FY08 addendum proposal – Reviewed.
  - e. FY10 RMD contract – Reviewed.
  - f. Overall FY10 Operating Budget – Revised, and Mr. Chandler will revise per the decision to freeze salaries.

The revised Operating Budget and all contracts as revised will be on the Board of Director's agenda on June 11.
4. Simulation Center program and regional EMS education need assessment – Continued the discussion regarding the council's future role in medical simulation. Discussed the need to better assess each community's and EMS agency's needs and willingness to fund this sort of training.

The committee asked Mr. Chandler to follow up with Dr. Combs at EVMS about a meeting including TCC to further explore medical simulation training needs. Committee members discussed various advantages of a simulation program based at EVMS in terms of associated resources, physician teaching, credibility, etc.

5. Annual audit cost, auditor selection and follow up – Mr. Chandler provided a summary of the staff experience with the FY08 audit process and the association with Goodman and Company. He reported that the audit cost nearly doubled from the firm's proposal, that the 990 was received late and the IRS has assessed a late penalty (although Goodman and Company has written to the IRS to remove the penalty), and a management letter has not been received from Goodman and Company. Mr. Weber indicated that Strickland and Jones, the council's previous audit firm, was contacted to provide an updated proposal for services (the original second choice in the previous selection of audit firms, based on an RFP process). The updated Strickland and Jones proposal was presented to the committee for consideration and discussed. A motion passed to accept the proposal from Strickland and Jones for audit services (FY09 \$12,675, FY10 \$13,350 and FY11 \$14,025). The staff will also work with a separate accounting firm on an hourly basis to help ensure adjustments and other accounting is as effective as possible and so that books are ready for audit.
6. Other – Mr. Weber distributed an amended balance sheet and asked the committee's input on simplified financial statements for the board. Members suggested a periodic financial report for the board that would resemble the operating budget on one page and an even more simplified balance sheet, collapsing most of the receivable, payable, prepaid and accrual items.

With no further business, Dr. Martin adjourned the meeting at 4:35 pm.

Minutes prepared by Jim Chandler