

**Governance Committee  
Minutes, November 17, 2016**

*Present*

Jeff Wise, Chair  
Jeff Meyer  
Brian Spicer  
Jim Chandler

*Absent*

Chris Jacobs

1. Chief Wise called the meeting to order at 2:05 pm at the council office in Chesapeake. Following brief review, a motion passed to approve the minutes of May 10, 2016 as distributed. Chief Spicer was welcomed and thanked as a new committee member. Chief Wise noted the committee now has four members and can go up to five if there is another interested board member, but three is the minimum and four is a good number.
2. Follow-up regarding committee presentations to the Board – members noted that the last two meetings have included reporting from the EMS Medical Operations Committee (MOC) and the Performance Improvement (PI) Committees. The information seems to have been well-received and the consensus is to continue in this format. It was noted that related discussions within the committees has led to identification of the need for better region-wide reporting of medication errors and ways to identify other region-wide patterns, and what committee structure is best to consider these issues as well as improved and more helpful performance improvement activities. A preliminary proposal for changes to the PI committee structure and objectives was presented to the Board of Directors during its last meeting. The need to improve the region’s ability to better extract and present system performance data was also discussed at the last Board meeting.
3. Follow-up regarding creation of committee dashboards – Mr. Chandler reported this is in progress with no dashboards to review at this time. The first committees to tackle creation of dashboards are MOC and the PI committees.
4. Future presentations to the Board - The committee concurred with this schedule: December, MMRS program. March, EVHC program. June, Audit and Finance Committee. September: OMD Committee
5. Develop slate of nominees for interim elections on December 8, 2016
  - a. One open Board seat for Special Operations Teams – To fill the seat previously vacated by Chief McAndrews. Following discussion, it was agreed to nominate Dennis Keane, Virginia Beach Fire Department from among three suggestions received by the committee from the region’s fire chiefs. Chief Wise will check with Chief Keane to verify his willingness to serve. Should Chief Keane decline, the committee supports Nick Nelson (Norfolk Fire Rescue) as next choice followed by David Harrell (Suffolk Fire and Rescue).

- b. Open position of Treasurer – Mr. Weber has tendered his resignation due to illness. It was agreed to nominate Wayne Shank who was recommended by Mr. Weber and has served for several years on the Audit and Finance Committee. Dr. Martin has already checked with Mr. Shank who has agreed to serve.
  - c. Two open at-large positions on the Executive Committee – To fill seats previously vacated by Bruce Edwards and John Hoffler. Following discussion the committee agreed to nominate Jeffrey Meyer (Portsmouth) and Brian Steelman (Southampton Co). Mr. Meyer was present and agreed to serve. Chief Wise will check with Mr. Steelman. Should Mr. Steelman decline, the committee agreed that its next nominee would be Janice McKay (Tidewater Emergency Nurses) and then Jeffrey Terwilliger (Isle of Wight Co).
  - d. Open Board seat representing EVMS – Dr. Babineau has tendered her resignation because she is relocating to study at Oxford in the UK. EVMS has recommended a Travis Kirby, a physician assistant faculty member at EVMS. It was agreed to nominate Mr. Kirby for the open seat.
6. Discuss 2017 nomination and election process – Regular elections are scheduled for the March 2017 meeting for a two-year term from April 1, 2017 to March 31, 2019. The committee agreed to repeat the prior nomination process involving letters to board members soliciting interest to serve, and letters to localities/organizations represented on the board soliciting nominations. These will be requested by the end of January. Mr. Chandler will send a draft of the letters to the committee for review prior to mailing. The committee agreed to meet on Tuesday February 7 at 9:30 am to develop a slate of nominees for the Board, Officer and Executive Committee At-large members for election in March.
7. Other – The committee discussed and questioned the current status of the Tidewater Regional Technical Rescue Team. They would like the new board member representing special operations to clarify if there is still a regional technical rescue team and if so what is its membership structure, response guidelines, etc. One issue is the council's bookkeeping role for the team, and whether the financial agreement between the two organizations is valid and whether the signatories of the agreement continue to have a voice in the team's leadership structure which serves as a basis for the fiduciary and approval authority vested in the team per the agreement.
8. With no additional business Chief Wise adjourned the meeting at 3:20 pm.

Minutes prepared by Jim Chandler