

Tidewater Emergency Medical Services Council, Inc.

**Governance Committee
Minutes - August 29, 2017**

Present (via conference call)

Jeff Wise, Chair
Chris Jacobs
Jeff Meyer
Jim Chandler, Staff

Absent

Brian Spicer

1. Chief Wise called the meeting to order at 2:00 pm. The meeting was conducted via conference call due to predicted hazardous weather. A motion was made, seconded and passed to approve the February 7, 2017 committee meeting minutes as distributed.
2. Follow up regarding committee presentations during board meetings, dashboards, future presentation schedule – members discussed the various committee and program reports presented to the Board of Directors since last June including:
 - June 2016, EMS Medical Operations Committee
 - September 2016, EMS PI Committees
 - December 2016, MMRS program
 - March 2017, EVHC program
 - June 2017, OMD Committee

It was felt these have been very helpful for either general educational purposes, to help guide and direct the committees/programs and/or to help identify areas where committees/programs need assistance. The committee felt these presentations should continue annually by each group, or more often if needed, for a target of 15 minutes to include updates since the previous report, new items and identification of areas needing direction or assistance. Mr. Chandler will work with Chief Wise to develop a proposed annual schedule for board consideration when it meets on September 14. Auditors will present the audit report during this meeting but it was felt a committee report should still occur.

On the issue of dashboards, at this time no committee or program seems to have finalized a dashboard. Chief Wise indicated he would reach out to chairs to determine status of this. It was felt some targeted assistance to each committee or program may be necessary to help with dashboard creation.

3. Discuss Weber Education and Research Fund and related policies – Mr. Chandler asked the committee's assistance to facilitate board discussion and decision-making

with regards to establishing the Weber Fund goals, methods to further increase/replenish the funding, spending goals and other related policies and procedures. The committee discussed and will recommend ideas to the board including establishing a Weber Fund advisory group and researching other similar funds.

4. Review committee position description, determine work plan – Moving ahead, Mr. Chandler reminded the committee that the council's 3-year strategic EMS plan has reached the 3-year point and is due for its major revision. The state contract requires approval of the plan by our 3rd quarter (March 2018 board meeting). Members discussed a planning process: ask each committee to conduct its own SWOT analysis prior to the December 2017 board meeting. Consolidate the various SWOTs and have the board use that as a starting point for its own SWOT in December. Public input could also be requested throughout the revision period. The committee would use the SWOTs and other input between December and March to update the plan and present to the board in March. Members agreed to meet briefly prior to the December board meeting to consolidate the various committee SWOTs.
5. Other, Adjourn - The next regular meeting will be scheduled for February, TBA. With no additional business Chief Wise adjourned the meeting at 3:00 pm.

Minutes prepared by Jim Chandler