

Tidewater EMS Council, Inc.  
**Audit and Finance Committee**  
**Minutes – February 8, 2022**

*Members Present:*

Amy Ward, Treasurer, Chair  
Darren Padilla (Chesapeake); virtual  
Glenn Wilson (\*ODU); virtual  
David Long (TEMS); virtual  
Russell Blow (\*Virginia Beach EMS); virtual

*Members Absent:*

Donna Marchant-Roof (Allied Health)

1. The chair called the meeting to order at 1:00 pm.
2. The minutes of the November 23, 2021 meeting were **approved**.
3. Committee membership – Thom Schwalenberg resigned from the Board of Director’s after becoming the Emergency Manager/Emergency Services Director for Person County, NC. Amy Ward has been appointed as the Treasurer and will fill the remainder of the term through March 31, 2023.
4. Treasurer’s report – reviewed the quarterly statements and financial reports; discussion regarding investment strategy.
  - a. Consolidated/Detailed Financial Statements –
  - b. Raymond James - \$473,360.98
  - c. T. Rowe Price - \$780,615.67
  - d. Towne Bank CD’s - \$180,711.49
5. Meeting dates 2022 – February 8, May 10, August 9, and November 15 at 1:00 PM at the TEMS Office.
6. Other unfinished/new business
  - a. Capital improvements –Remaining improvements in order – carpet on first floor (December 2022/FY23), parking lot reseal (July 2023/FY24) and roof (July 2024/FY25). *Windows installed January 17, 2022.*
  - b. FEMA Public Assistance (PA) Grant has been submitted and reviewed by FEMA and VDEM. Associated grant paperwork provided by VDEM has been signed and returned. TEMS/HRMMRS is eligible to recoup **\$116,430** for COVID related expenses through September 30, 2021 (*the White House approved extending 100% coverage of eligible expenses until April 2022, so that number will increase*).
  - c. Termite Damage – discovered August 30, 2021; Home Pro Pest Control conducted an inspection, will treat facility and repair damage \$1,435 for treatment; \$500 repair (*additional termite damage was found in the storage room when installing windows. The treatment for the termites was effective; termites we dead and damage limited to the base molding. Cost to abate was \$100*).
  - d. Unbudgeted Expense – VB SCS (Formerly TRTRT Class-05); has \$466,000 encumbered and advised they plan to spend ~\$150,000 to purchase equipment and conduct SCS site upgrades. A motion was made, seconded, and passed to recommend pulling \$75,000 from the Raymond James money market and replace it when a CD matured.

- e. FY23 Budget Preparation – First pass of the FY23 budget detailed the projected revenue increases and wage increase due to cost of living adjustments. Audit and Finance will continue to review the budget draft and conduct a second review at the May 10, 2022 meeting.
- 7. With no additional business, the chair adjourned the meeting at 2:00 pm. The next meeting of the Audit and Finance Committee is on May 10, 2022 at 1:00 PM at the TEMS office.
- 8. Minutes prepared by David Long  
\*non-board members