

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Executive Committee Minutes  
December 6, 2022**

*Attendance:*

Lewis Siegel, Chair  
Genemarie McGee, Vice-Chair  
Amy Ward, Treasurer  
David Long, Secretary  
Daniel Norville  
John McNulty  
Janice McKay  
Stewart Martin, Immediate Past President

*Absent:*

Pat Humphries

1. Called the meeting to order at 5:30 pm. A **motion** was made, seconded and passed to approve the minutes of the June 9, 2022.
2. TEMS Staff Christmas bonus FY23 (*action item*) - Mr. Long presented a staff Christmas bonus request for consideration; specifically, \$500 for full-time staff and \$250 for part-time staff. This is the third year of providing staff bonuses. A **motion** was made to approve staff bonuses, it was seconded, with no additional discussion, and approved.
3. EVHC update/staffing changes – EVHC has had two-employees tender their resignation. Matt Colmer’s last day was November 30 and Kerri Duncan’s last day is December 31. The vacant Exercise & Training Coordinator position has been advertised; TEMS will be accepting application through January 20, 2023.
4. Virginia Office of EMS FY23 contract – January 1, 2023 – Following review of the work plans, the Office of EMS has moved the new 5-year contract to shared business services (SBS). For FY23, the new contract will be effective January 1, 2023. The new contract will allow TEMS to recover the costs of auditing and bookkeeping. It also includes a 5% increase for staff salaries and incorporates the EMS Fellow vs. as a contract modification. A **motion** was made to accept the OEMS contract upon delivery, it was seconded, with no additional discussion, and approved.
5. TEMS staffing proposal – FTE Education Coordinator (*action item*) – With the award of the new 5-year contract with OEMS, TEMS was able to secure the funding for a full-time education coordinator. Mike McMahon has been filling in as a part-time education coordinator. In anticipating the salary range to attract an education coordinator and subsequent benefits, TEMS will need to adjust staffing to support this new position. It is recommended to eliminate the current part-time education coordinator and the Eastern Shore part-time field coordinator at the end of the fiscal year FY23. A **motion** was made to approve the staffing proposal, it was seconded, with no additional discussion, and approved.
6. HRMMRS grants – SHSP \$134,600 and UASI \$430,950 (*action item*) – HRMMRS submitted five grant projects to the State Homeland Security Program Grant (2) and the Urban Area Securities Initiative Grant (3). Under the SHSP grant, one project replaces the HRMMST computer cache, and one replaces the expiring CBRNE pharmaceutical stockpiles and antibiotics. Under the UASI grant, one project complete the MRAT purchase as part of an approved Transportation plan, one replaces consumable medical supplies in all of the disaster platforms, and one provides the funding to conduct exercises on the new MCI plan (four table top exercises and one regional full-scale exercise). A **motion** was made to approve grant funds for the proposed projects in coordination with HRPDC, it was seconded, with no additional discussion, and approved.
7. Unfinished/new business
8. Adjourn - the next meeting of the Executive Committee is on June 8, 2023 at 5:30 PM at the TEMS office.

Minutes prepared by David Long