

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Board of Directors

MINUTES, December 9, 2021

**Directors Present**

Lewis H. Siegel, VaCEP, President  
Stewart W. Martin, MD, Virginia Beach  
Genemarie McGee, RN, Vice Pres., VHHA  
Thomas E. Schwalenberg, Treasurer, At-Large  
Edward M. Brazle, Virginia Beach  
John W. McNulty, III, Chesapeake  
Amy Ward, Portsmouth  
James Reynolds, Chesapeake  
Daniel A. Norville, Virginia Beach  
Brian Phillips, Special Operations  
Clayton Gaskins, Southampton Co

**Directors Virtual**

John DiBacco, Norfolk  
W. Travis Kirby, PA-C, EVMS  
Jim Wood, Virginia Beach  
Darren Padilla, Chesapeake  
Hollye B. Carpenter, Northampton Co.  
Donna Marchant-Roof, Allied Health

**Directors Absent**

Charles Ray Pruitt, Accomack Co  
Christopher I. Jacobs, JD, Virginia Beach  
Pat Humphries, Isle of Wight  
Janice E. McKay, Tidewater ENA  
Robert G. Burton, Norfolk  
Michael T. Brooks, Norfolk  
Vernie Francis, Franklin  
James B. Spicer, Suffolk

**Others Present**

David Long, Executive Director and Secretary  
Chris Vernovai, Office of EMS  
Chad Gregg, Office of EMS

1. Opening – Dr. Siegel called the meeting to order at 6:15 pm. Directors and guests introduced themselves. A **motion** was made, seconded and passed to approve the Board of Directors meeting minutes of 06-10-2021.
2. Treasurer's Report – Mr. Schwalenberg
  - A. Presentation of FY21 audited financial statements – Sharon Booker from Zukerman & Associates led the Board through a review of the Financial Statement from the FY21 Audit and the draft of the Federal 990. TEMS continues to comply with GAAP and no “significant” findings were discovered during the audit. A **motion** was made, seconded and passed to accept the FY21 Audit as presented.
  - B. Audit and Finance Committee report (Financial Reports posted with online agenda) - Mr. Schwalenberg provided an overview of financial statements and investment accounts and commented TEMS continues to recover from the economic downturn and is in good fiscal shape. Further, he shared that the Audit and Finance Committee met with Rick Mayo from Raymond James and shared information regarding “brokered” vs. conventional CDs.
3. Other Committee Reports - none
4. Consent Agenda – Dr. Siegel asked if any director would like to remove any item from the consent agenda for separate discussion and vote. There were no requests, and a **motion** was made, seconded and passed to approve the items on the consent agenda as presented below:
  - A. Approve revisions to the Continuity of Operations Plan TEMS COOP Plan Rev 2021-11-30
  - B. Approve administrative policies: (***under review by SESCO***)  
Committee Management Guidelines rev 9-9-19 (No change)  
Computer Usage and Network Policies rev 9-9-19 (No change)  
Office Management Policies Rev 9-9-19 (No change)  
Fiscal Management Policies rev 9-9-19 (No change)
  - C. Approve revisions to Staff Handbook Rev 07-2021 (Revised IAW new labor laws)
  - D. Receive and approve FY21 Annual Report
  - E. Approve staff Christmas bonus
  - F. Approve 2022 Awards Selection Committee members: Amy Ward (TEMS Board, new member), Brian McIntosh (incumbent), Daniel Norville (new member), Kimberly Conahan (new member) and Sheila DeYoung (incumbent)

## 5. Other Unfinished and New Business

- A. A **motion** was made, seconded and passed to approve the board meeting dates for 2022: March 10, June 9, September 8, and December 8.
- B. A **motion** was made, seconded and passed to approve the contribution from localities – 7% this year; increases to 8% next year (**one member voted nay**)
- C. Warehouse update – a **motion** was made, seconded and passed to approve holding the March 10, 2022 meeting at the warehouse (**1220 E. Fleetway Drive, Chesapeake, VA 23321**)
- D. Office of EMS Contract Modification - \$58,712.84 – TEMS submitted two contract modifications; one for \$20,000 to purchase a ¾ Ton truck to support warehouse operations, and another for \$20,000 for TEMS to contract services of the EVMS Fellow to support Training, Research, Performance Improvement, and Continuing Education. Additionally, the Office of EMS provided \$18,712.84 to support EMS system delivery. A **motion** was made, seconded and passed to accept the OEMS contract modification.
- E. Tidewater Healthcare Education Expo (THE Expo) – May 10-15, 2022 – Mr. Long provided an overview of the work that has been done to deliver the EXPO in FY22. The contract with Delta Hotel has been signed, solicitation for presentations has closed, website development in progress, keynote speaker secured, and steps to include Awards dinner are progressing.
- F. Office of EMS - ESO, HDE, Handtevy update – Chris Vernovai and Chad Gregg from the Office of EMS attended and provided updates from their respective divisions Community Health and Technical Resources (CHaTR) and Regulation and Compliance Enforcement. Chris reported that Virginia was entering into a contract to provide Handtevy to every EMS agency in Virginia at no-cost. He also provided an update on the progress of ESO and HDE implementation (progressing but slow). Chad introduced himself as Wayne Berry's replacement and that he excited to work in the region.
- G. Unfunded budget request - \$150,000 – the TEMS Executive Committee brought forward a recommendation to recommend funding a TRTRT request for \$80,000 (boats, motors, trailers), \$40,000 for ultrasound equipment, \$10,000 for truck to support warehouse operations and \$20,000 for MCI plan revision. A **motion** was made, seconded after which there was much discussion regarding the boats for TRTRT. The motion was edited to remove the boats; the motion is for \$70,000 for MCI equipment, truck, and MCI plan. The **motion** passed.
- H. Other

## 6. Governance – Mr. Brazle

- A. Board Resignations/Appointments – a motion was made, seconded and passed to approve Ed Brazle as Chair of the Governance Committee, Daniel Norville as a member of the Executive Committee, and Jim Wood (Virginia Beach) as a new member.
- B. Bylaws change/revision (adds a representative from Behavioral/Mental Health) – a motion was made, seconded and passed to approve Traci Richards as a member of the TEMS Board representing Behavioral/Mental Health
- C. Review the board's practices regarding conflict of interest, confidentiality, legal protection, financial management, and insurance – Mr. Brazle advised the Governance Committee would convene to review these areas and present recommendations at the next regularly scheduled Board meeting.

## 7. Announcements – other dates, news and training on [www.tidewaterems.org](http://www.tidewaterems.org)

- A. Recognized Thom Schwalenberg – birthday!
- B. Wished everyone a Merry Christmas and Happy New Year!! – offered TEMS t-shirts to those attending in-person.

## 8. Adjournment – With no additional business, Dr. Siegel adjourned the meeting. The next meeting is scheduled for Thursday March 10, 2022. A reminder, this meeting will be held at the TEMS Warehouse 1220 E. Fleetway Drive, Chesapeake, VA 23321.

- Sign up for email Response news [www.tidewaterems.org/listserv](http://www.tidewaterems.org/listserv)