

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Board of Directors

MINUTES, December 13, 2018

Directors Present

Stewart W. Martin, MD, President, Virginia Beach
Wayne E. Shank, Treasurer, Virginia Beach
Janice E. McKay, RN, Tidewater ENA
Dennis J. Keane, Special Operations
Daniel A. Norville, Norfolk
Darren Padilla, Chesapeake
Donna Marchant-Roof, Virginia Beach
Vincent P. Holt, Franklin
Richard A. Craven, MD, Vice Pres., At Large
Jeffrey F. Wise, Norfolk
Jeffrey J. Meyer, Portsmouth
Thomas E. Schwalenberg, Chesapeake (phone)
W. Travis Kirby, PA-C, EVMS (phone)

Directors Absent

Christopher I. Jacobs, JD, Virginia Beach
Edward M. Brazle, Virginia Beach
Hollye B. Carpenter, Northampton Co.
Lewis H. Siegel, MD, VaCEP
James B. Spicer, Suffolk
Jeffrey T. Terwilliger, Isle of Wight Co
Charles Ray Pruitt, Accomack Co.
John W. McNulty, Chesapeake
Paul S. Kea, Southampton Co.
Genemarie W. McGee, RN, VHHA

Others Present

David Long, Executive director and secretary
Wayne Berry, Virginia Office of EMS
Chris Vernovai, Virginia Office of EMS
David Coulling, TEMS
Michael Books, Norfolk
Pete Bariteau, Zukerman & Associates
Sharyn Booker, Zukerman & Associates

1. Opening – Dr. Martin called the meeting to order at 6:05 pm. Directors and guests introduced themselves. A **motion** was made, seconded and passed to approve the Board of Directors meeting minutes of 6-14-2018 as distributed.
2. Treasurer's Report – Mr. Shank introduced Zuckerman & Associates for delivery of the FY18 Audit. A **motion** was made, seconded and approved to accept the management letter, financial statements and supplementary information and the Form 990 as presented. Mr. Shank called attention to the financial statements ended September 30, 2018 posted on website; there were no questions. Mr. Shank informed directors that the Audit and Finance Committee met on November 13, 2018. A **motion** was made, seconded and approved to revise the Audit and Finance Committee job description, which includes increasing the size of the committee to five members; three from the Board of Directors and two from the audit community. Additionally, Mr. Shank informed the board that the Audit & Finance committee will meet quarterly, one month prior to the scheduled board meeting (February, May, August, and November). Lastly, Mr. Shank informed the board that the Audit and Finance committee was recommending to adopt the procurement policies of the Hampton Roads Planning District Commission (this was included in the draft Staff Handbook under consideration in the Consent Agenda).
3. Other Committee Reports – none.
4. Consent Agenda – Dr. Martin 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.
 - A. Approve revisions to Continuity of Operations Plan DRAFT TEMS COOP Plan Rev 12-13-2018
 - B. Approve revisions to administrative policies:
 - DRAFT Computer Usage and Network Policies rev 12-13-18
 - DRAFT Office Management Policies Rev 12-13-18
 - DRAFT Fiscal Management Policies rev 12-13-18
 - C. Approve revisions to DRAFT Staff Handbook Rev 12-13-18
 - D. Receive and approve FY18 Annual Report

- E. Approve 2019 Awards Selection Committee members: Jeff Meyer (TEMS Board, incumbent), Brian McIntosh (incumbent), Larry Daniels (incumbent), Kay Funk (incumbent) and Sheila DeYoung (new)
5. Other Unfinished and New Business
- A. Approve board meeting dates for 2019:
- March 14
 - June 13
 - September 12
 - December 12
- B. 5% Contribution from localities – seek increase to 7%; Mr. Long noted that the 5% Contribution from localities had not increased since its inception (details provided by Bruce Edwards). Mr. Long explained the needs for increased funding to overhaul our current “Community” Drug Box program, continued oversight and support of the regional ALS Sanctioning process (to include computer-based testing), as well as, a day to day management of the TEMS Regional Protocol app. Mr. Long sought approval from the Board to begin discussing with the TEMS Regional jurisdictions. A **motion** was made, seconded, and approved to approach jurisdictions regarding an increase in contributions from localities.
- C. Personnel matter – a **motion** was made, seconded and approved to go into an executive session. Following discussion, a **motion** was made, seconded, and approved to accept recommendations related to the personnel matter.
- D. TEMS staffing proposal (Executive Session) – Mr. Long presented a recommended staffing proposal and Pay scale and Classification Plan. A **motion** was made, seconded, and approved to accept the recommendations.
6. Governance – Jeff Meyer advised that the Governance committee had not met during the last quarter.
- A. It was reported at the last Board meeting that Frances Emerson, Norfolk had retired and stepped down from the Board of Directors. The City of Norfolk has put forward Michael Brooks, Deputy Chief, Norfolk-Fire Rescue for consideration. A **motion** was made, seconded, and approved to accept Michael Brooks as a member of the Board of Directors.
- B. Upcoming reappointments – March 2019: The Governance Committee will meet after the first of the year to begin a process to identify a full slate of members for the Board of Directors. This will include members willing to reappoint for a two-year term and identifying new members to fill vacancies.
- C. Results of the survey of Top Three Priorities from the TEMS Strategic Plan – the Governance Committee will meet after the first of the year to determine next steps related to these identified priorities:
- a. 1.2 Identify emerging trends and best practices EMS patient care, and seek region-wide efficiencies, consistency, cost-sharing and reduced duplication.
 - b. 3.1 Promote the concept of regionalized training opportunities, including simulation training and assessment of the need for a regional EMS training academy, that leverage the efforts of TCC, other training centers, individual agencies, EVMS and the council.
 - c. 4.2. Utilize data and nationally-recommended evidence-based EMS treatment guidelines to update protocols and medications in a timely manner.
7. Announcements – other dates, news and training on www.tidewaterems.org
- Sign up for email Response news www.tidewaterems.org/listserv
 - Wayne Shank and Richard Craven advised that they will be stepping down from the Board of Directors and the end of the term March 31, 2019.
8. Adjournment – With no additional business, Dr. Martin adjourned the meeting. The next meeting is scheduled for Thursday March 14, 2019