

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Board of Directors

MINUTES, December 12, 2019

Directors Present

Stewart W. Martin, MD, President, Virginia Beach
Thomas E. Schwalenberg, Treasurer, Virginia Beach
Dennis J. Keane, Special Operations
Janice E. McKay, Tidewater ENA
Darren Padilla, Chesapeake
Jason "Todd" Lewis, Virginia Beach
Edward M. Brazle, Virginia Beach
Genemarie McGee, RN, Vice Pres., VHHA
Robert G. Burton, Norfolk
Daniel A. Norville, At-Large
Hollye B. Carpenter, Northampton Co.
Vernie Francis, Franklin
Jeffrey J. Meyer, Portsmouth
Chris Smith, Isle of Wight
John W. McNulty, III, Chesapeake

Directors Absent

Christopher I. Jacobs, JD, Virginia Beach
Michael T. Brooks, Norfolk
W. Travis Kirby, PA-C, EVMS
Charles Ray Pruitt, Accomack Co.
Paul S. Kea, Southampton Co.
Jeffrey F. Wise, Norfolk
James B. Spicer, Suffolk
Lewis H. Siegel, VaCEP
Donna Marchant-Roof, Virginia Beach

Others Present

David Long, Executive Director and Secretary

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 6-13-2019 and results of electronic voting of 9-5-2019 as distributed.
2. Treasurer's Report – Mr. Schwalenberg provided an overview of financial statements and investment accounts and commented TEMS was in good fiscal shape. Additionally, Sharyn Booker, from auditing firm Zuckerman and Associates, presented the results of the Audit for Years Ended June 30, 2019 and 2018. One discrepancy was noted: 2018 Accounts payable and net assets differed by \$10 as compared to the 990 Tax Return. Ms. Booker will investigate and report back. Otherwise, TEMS is compliant with current accounting standards with no recommendations for changes or improvements.
3. Other Committee Reports – Mr. Long reported that the creation of the Commercial EMS Committee is having a positive impact on regional collaboration, which will serve to strengthen the EMS delivery system in the region. Dr. Martin reported that the Executive Committee discussed and voted to recommend a Christmas Bonus for staff.
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 below:
 - A. Approve revisions to Continuity of Operations Plan TEMS COOP Plan Rev 12-13-2018
 - B. Approve revisions to administrative policies:
 - Committee Management Guidelines rev 9-9-19
 - Computer Usage and Network Policies rev 9-9-19
 - Office Management Policies Rev 9-9-19
 - Fiscal Management Policies rev 9-9-19
 - C. Approve revisions to Staff Handbook Rev 9-9-19
 - D. Receive and approve FY18 Annual Financial Report (990)
 - E. Approve staff Christmas bonus
 - F. Approve 2020 Awards Selection Committee members: Jeff Meyer (TEMS Board, incumbent), Brian McIntosh (incumbent), Larry Daniels (incumbent), Kay Funk (incumbent) and Sheila DeYoung (incumbent)

5. Other Unfinished and New Business

- A. Consider TEMS FY20 Assistant Regional Medical Director Contract – Dr. Martin reported that the Regional OMD Committee had discussed have an Assistant RMD in the event Dr. Martin was traveling out of country or otherwise incapacitated. A **motion** was made, seconded and passed to approve the creation of an ARMD contract and Dr. Joel Michael was recommended to fill the position, and he accepted.
- B. Approve board meeting dates for 2020: March 12, June 11, September 10, and December 10. A **motion** was made, seconded and passed to approve the BOD meeting dates for calendar year 2020.
- C. Contribution from localities – increase to 6%. As an **FYI**, Mr. Long informed the Board that as budget preparation begins, FY21 begin the increase in contributions from localities.
- D. OEMS update – Mr. Long provided an update regarding a series of meetings that have taken place with Dr. Jabari, OEMS staff, and the Regional Director’s Group. He reported that communications have improved and additional meetings have been planned to continue the current dialogue to improve the relationships and communication between OEMS and RGD.
- E. Receive and approve the 13th Edition (2019) Protocols as recommended by MOC and OMD committees. A **motion** was made, seconded and passed to approve the 13th Edition (2019) Protocols while allowing minor edits (grammar and formatting).
- F. Other – Mr. Long reported that HRMMRS had applied for and received \$646,000 in grant funding and that a request to increase funding of the HRMMRS program had been made to the regional Chief Administrative Officers. Additionally, he reported that the Eastern Virginia Healthcare Coalition is performing well with improved communication and cooperation. Recently hired two new employees to work in the EVHC program; Amy Green as the MVP-Peninsulas Coordinator and Brian Pierce as the RHCC Manager.

6. Governance – Mr. Meyer advised that the Governance committee has not met since February 19, 2016. He discussed the top three priorities from the TEMS Strategic Plan. These initiatives have been assigned to committees for work and will report on progress at future board meetings.

- A. Vacancies – Franklin appointing Fire Chief Vernie Francis; Isle of Wight temporary appointment Chris Smith. With no additional nominations from the floor, a **motion** was made, seconded and passed to approve the appointments of Vernie Francis and Chris Smith.
- B. Vacancy – Executive Committee – Todd Lewis was put forward to fill the vacancy on the Executive Committee. With no additional nominations from the floor, a **motion** was made, seconded and passed to approve the appointment of Todd Lewis.
- C. Update of Top Three priorities from Strategic Plan: Mr. Meyer reported that the 13th Edition Protocols and “functional” protocol app were keeping with the tenet of the Strategic Plan Item 1.2 Identifying emerging trends and best practices...Education & Training Committee; Mr. Meyer reported that the Tidewater Healthcare Education Expo and the Hampton Roads EMS Academy were meeting the tenets of the Strategic Plan Item 3.1 Promote the concept of regionalized training opportunities...Medical Operations Committee; Mr. Meyer reported that the implementation of Handtevy to reduce pediatric medication overdosing was the result of evaluation of PI data to improve treatment and outcomes for pediatric patients; a tenet of the Strategic Plan Item 4.2 Utilize data and nationally recommended evidence-based EMS treatment guidelines...Performance Improvement Committee. There was some discussion about the need for a more focused effort on collecting and analyzing PI data to drive improvements in EMS delivery.

7. Announcements – other dates, news and training on www.tidewaterems.org

- Sign up for email Response news www.tidewaterems.org/listserv

8. Adjournment – With no additional business, Dr. Martin adjourned the meeting. The next meeting is scheduled for Thursday March 12, 2020.