

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors
MINUTES, September 10**

Directors Present

Stewart W. Martin, MD, President, Virginia Beach
Thomas E. Schwalenberg, Treasurer, Virginia Beach
Michael Brooks, Norfolk
John DiBacco, Norfolk
Darren Padilla, Chesapeake
Donna Marchant-Roof, Virginia Beach
Edward M. Brazle, Virginia Beach
Genemarie McGee, RN, Vice Pres., VHHA
Janice E. McKay, RN, Tidewater ENA
John W. McNulty, III, Chesapeake
Hollye B. Carpenter, Northampton Co.
Jeffrey J. Meyer, Portsmouth
Daniel A. Norville, At-Large
Christopher I. Jacobs, JD, Virginia Beach
Brian Phillips, Special Operations
Robert G. Burton, Norfolk

Jason Lewis, Virginia Beach
Lewis Siegel, MD, VaCEP

Directors Absent

Pat Humphries, Isle of Wight
W. Travis Kirby, PA-C, EVMS
Charles Ray Pruitt, Accomack Co.
Paul S. Kea, Southampton Co.
James B. Spicer, Suffolk

Others Present

David Long, Executive Director and Secretary
Chris Vernovai, OEMS
Wayne Berry, OEMS

1. Opening – Dr. Martin called the “virtual” meeting to order at 6:05 pm. Directors introduced themselves. A **motion** was made, seconded and passed to approve the Board of Directors meeting minutes of 6-11-2020 as distributed.
2. Treasurer's Report – 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.
3. Other Committee Reports – Director Long reported that two commercial EMS agencies had closed as a result of COVID-19's economic impact.
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 OEMS Disclosure Roster, TEMS Organizational Structure 08-2020 and TEMS Staff Assignments and Reporting 08-2020
 - B. Acknowledge approval of EMS/Trauma PI Plan and agency template (no change from prior)
 - C. Approve CISM policies rev 9-10-15 (no change from prior)
 - D. Ratify VDH TEMS EMS Services Agreement 517 18 M045 Final – Contract Modification #2
5. Other Unfinished and New Business
 - A. HRMMRS SHSP and UASI Grants – Director Long reported that HRMMRS successfully applied for and received SHSP and UASI grant funding: SHSP totaling \$180,600 and UASI totaling \$494,300.
 - B. FEMA Public Assistance (PA) Grant – Director Long also reported that TEMS and HRMMRS applied for FEMA's Public Assistance (PA) grant funding. Two projects were submitted: the first totaling \$25,000 (\$18,750) and the second totaling \$28,000 (\$21,000). With the PA grant, TEMS/HRMMRS recovers 75% of the funds expensed on PPE to support the response to COVID-19.
 - C. EVHC COVID-19 Supplemental Grant – Director Long reported that VDH/VHHA advised that the Hospital Preparedness Program (HPP) would be receiving supplemental grant funds for response to COVID-19. More details to follow, but anticipate purchasing a large quantity of PPE that will support LTCFs and Dialysis Centers.

- D. TEMS FY20 Regional Awards – Director Long reported that the FY 20 Regional EMS awards were impacted by COVID-19; however, TEMS was able to award 12 of the 13 OEMS grant categories plus two Lifetime Achievement awards. A video was produced and is available on the TEMS website and the individual award segments are being shared on social media. The Lifetime Achievement awards were covered by local news and shared on their website and social media sites as well.
- E. TEMS Marketing Plan – Director Long distributed a Marketing Plan Info Card to update Directors on activities of Coastal Media and Marketing Group.
- F. Warehouse Search – TEMS/HRMMRS/EVHC – Director Long reported that growth of the HRMMRS and EVHC programs impacting the office space at TEMS. COVID-19 has magnified that impact with our conference rooms now being used for storage of PPE and medical supplies. After discussion with Dr. Martin, Director Long began looking for warehouse space. A warehouse was located in Chesapeake, roughly 10 miles from the TEMS office. The warehouse is 10,900 square feet with 8,300 square feet of warehouse floor and 2,600 square feet of conditioned office/storage space. The rental rate is \$6.00/square foot/year totally \$65,400 (\$5,450/month). HRMMRS and EVHC will pay the majority of the cost for the warehouse; TEMS will cover a small portion plus utilities, and insurance. Lease negotiations start at three-year minimum. After discussion and questions, Director Long will send the lease contract to the Executive Committee review and approval. Once the Executive Committee votes, Dr. Martin will execute the lease agreement.
6. Governance – Jeff Meyer advised that the Governance committee has not met since March 10, 2020; however, he emphasized that the Governance Committee will be busy through March of next year.
7.
 - A. Board of Directors – Dennis Keane retired; Battalion Chief Brian Phillips appointed by City of Virginia Beach. A **motion** was made, seconded and passed to approve the appointment of Chief Phillips.
 - B. TEMS Strategic Plan review/revision – March 11, 2021 – Mr. Meyer reported that the Strategic Plan is due for its triennial review and advised the Board to look for a future email detailing the steps to begin this process. The final draft/revision will be presented at the March 11, 2021 Board meeting for approval.
 - C. Board of Director/Officer reappointments – March 11, 2021 – Mr. Meyer reported that the bi-annual appointments to the Board of Directors are due and a slate of Directors will be presented at the March 11, 2021 Board meeting for approval.
8. Announcements – other dates, news and training on www.tidewaterems.org
 - Sign up for email Response news www.tidewaterems.org/listserv
9. Adjournment – With no additional business, Dr. Martin adjourned the meeting. The next meeting is scheduled for Thursday December 10, 2020.

Minutes prepared by David Long