

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors**  
**MINUTES, June 10, 2021**

Directors Present

Lewis H. Siegel, VaCEP, President  
Thomas E. Schwalenberg, Treasurer, At-Large  
Genemarie McGee, RN, Vice Pres., VHHA  
John W. McNulty, III, Chesapeake  
Pat Humphries, Isle of Wight  
Brian Phillips, Special Operations  
Jeffrey J. Meyer, Portsmouth  
Hollye B. Carpenter, Northampton Co.  
Clayton Gaskins, Southampton Co  
James Reynolds, Chesapeake

Directors Virtual

Daniel A. Norville, Virginia Beach  
Donna Marchant-Roof, Allied Health  
John DiBacco, Norfolk  
Michael T. Brooks, Norfolk  
Robert G. Burton, Norfolk  
Darren Padilla, Chesapeake

Directors Absent

Charles Ray Pruitt, Accomack Co.  
Jason "Todd" Lewis, Virginia Beach  
Christopher I. Jacobs, JD, Virginia Beach  
Vernie Francis, Franklin  
Stewart W. Martin, MD, Virginia Beach  
Edward M. Brazle, Virginia Beach  
Janice E. McKay, Tidewater ENA  
W. Travis Kirby, PA-C, EVMS  
James B. Spicer, Suffolk

Others Present

David Long, Executive Director and Secretary  
David Coulling, TEMS  
Chris Vernovai, Office of EMS  
Wayne Berry, Office of EMS

1. Opening – Dr. Siegel 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 03-11-2021.
2. Treasurer's Report – Mr. Schwalenberg provided an overview of financial statements and investment accounts and commented TEMS was in good fiscal shape.
3. Other Committee Reports – Mr. Schwalenberg reported the Audit and Finance Committee reviewed the draft of the FY22 Budget a second time and the Audit and Finance Committee **voted** to send it to the Executive Committee for consideration. The FY 22 budget includes a two percent COLA increase for employees, and line items for warehouse operations.
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. Reaffirm "Board Designated" funds: Kent J. Weber Fund, MMRS fund, Tidewater Regional Technical Rescue Team fund, Eastern Shore fund, and Hospital Preparedness Program fund
  - B. Acknowledge OMD Committee approval of the current regional EMS protocols and appendices, including Ambulance Diversion Plan (Hospital Closure Policy), Supplies Restocking Policy and Medication Kit Exchange Policy (no changes)
5. Other Unfinished and New Business
  - A. Consider TEMS FY22 Regional Medical Director Contract/Assistant Regional Medical Director Contract. A **motion** was made, seconded and passed to approved to execute the Regional Medical Director and Assistant Regional Medical Director Contracts.
  - B. FY22 TEMS-VDH EMS Program Services Contract MOU 517 18 M045 (pending, income total same as FY21, \$374,256); final year of contract, regional directors preparing a "draft" contract to present to OEMS. A **motion** was made, seconded and passed to accept the FY22 TEMS-VDH EMS Program Services Contract MOU 517 18 M045 when offered.

- C. Consider FY22 local government financial support requests (increases to 7%) and Commercial EMS agencies financial support requests. A **motion** was made, seconded and passed to move forward with the five-year progression increasing local government financial support.
  - D. Consider TEMS FY22 Operating Budget as prepared by Audit and Finance Committee, recommended by Executive Committee. A **motion** was made, seconded and passed to adopt the recommended TEMS FY22 Operating Budget.
  - E. FY22 TEMS-VHHA (EVHC program) and TEMS-HRPDC (HRMMRS program) contracts are pending. A **motion** was made, seconded and passed to adopt accept the FY22 TEMS-VHHA (EVHC program) and TEMS-HRPDC (HRMMRS program) contracts when offered.
  - F. COVID-19 impact – Payroll Protection Program– Loan #2 (applying for forgiveness). A **motion** was made, seconded and passed for TEMS to file for 100% loan forgiveness on or about July 6, 2021.
  - G. Staff Handbook – is under revision due to a number of labor law changes; the draft will be emailed for review and voted on at the September meeting to adopt.
  - H. Procedures for Grading RSAF Grants in TEMS – Item 11; recommend amending to read “Grades will be averaged and rounded. If the number being rounded is followed by 5, 6, 7, 8, or 9, round the number up. If the number being rounded is followed by 0, 1, 2, 3, or 4, round the number down.” A **motion** was made, seconded and passed to adopt the traditional round guidelines detailed above.
6. Governance – Mr. Meyer
    - A. **Core Strategy 1.8** - Provide agency leaders and providers with information and resources on EMS mental health and emotional wellness. Discussion regarding adding a position to the BOD to represent behavioral and mental health (Article V Section 3.b). A **motion** was made, seconded and passed to draft revised bylaws to include a position on the Board of Directors specifically for Behavioral and Mental Health.
7. Announcements – other dates, news and training on [www.tidewaterems.org](http://www.tidewaterems.org)
  8. Adjournment – With no additional business, Dr. Siegel adjourned the meeting. The next meeting is scheduled for Thursday September 9, 2021.
    - Sign up for email Response news [www.tidewaterems.org/listserv](http://www.tidewaterems.org/listserv)

Minutes prepared by David Long