

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors
Minutes, March 19, 2015**

Directors Present

Stewart W. Martin, MD, President, Virginia Beach
Dan F. Fermil, Vice President, Chesapeake
Kent J. Weber, Treasurer, Virginia Beach
Terry A. Bolton, Franklin
Hollye B. Carpenter, Northampton Co.
Christopher I. Jacobs, JD, Virginia Beach
Janice E. McKay, RN, Tidewater ENA
Jeffrey J. Meyer, Portsmouth
Wayne E. Shank, Virginia Beach
Lewis H. Siegel, MD, Virginia ACEP
Brian L. Steelman, Southampton Co.
Jeffrey F. Wise, Norfolk
George M. Yacus, PhD, Chesapeake

Directors Absent

Christopher Smith, Isle of Wight

Richard A. Craven, MD, At-large
Bruce W. Edwards, Virginia Beach
John C. Hoffler, Suffolk
Paul S. Holota, MD, Norfolk
T. J. McAndrews, Special Operations
Genemarie W. McGee, RN, VHHA
John W. McNulty, III, Chesapeake
Geoff T. Miller, EVMS
Daniel A. Norville, Norfolk
Jeffrey T. Terwilliger, Accomack Co.

Others Present

Donna Marchant-Roof, nominee
Thomas Schwalenberg, nominee
Wayne Berry, Virginia OEMS
Kathy Colantuono, RN, EVHC
Jim Chandler, Executive Director

1. Dr. Martin called the meeting to order at 6:05 pm and led the Pledge of Allegiance. Directors and guests introduced themselves. A **motion** was made, seconded and passed to approve the Board of Directors meeting minutes of December 11, 2014 as distributed.
2. Treasurer's Report – Mr. Weber noted the February financial statements are posted online with the board agenda. There were no questions. He called attention to the current mortgage balance and available fund balances and indicated the Audit and Finance Committee would meet prior to the next Board meeting to discuss and possibly recommend paying off the entire mortgage this year or next.
3. Other Committee Reports – None. Dr. Martin noted all committee minutes are posted on the council's website.
4. Consent Agenda - Dr. Martin asked if anyone would like to remove any item for separate discussion and vote. There were no requests and a **motion** was made, seconded and passed to approve the Consent Agenda items:
 - A. Adopt the revised Hampton Roads MCI Response Guide (CH-2, March 2015 with minor updates to resources and contact information, adjustments to "First 30 Minutes" patient distribution chart by hospitals, recommended by the MCI Workgroup).
 - B. Acknowledge approval of the TEMS Trauma Triage Plan 2015-3-4 (as approved by the OMD Committee).
 - C. Acknowledge approval of the TEMS Stroke Triage Plan 2015-3-4 (as approved by the OMD Committee).
 - D. Engage Jones CPA Group for 3 years to perform an annual independent audit, preparation of financial statements and preparation of federal form 990 (recommended by Audit and Finance Committee).
 - E. Acknowledge application to the Rescue Squad Assistance Fund for an initial stocking of pediatric intraosseous needles (to subsequently be restocked by hospitals), for 2 replacement computers for office staff, and for the 2016 EMS Education Expo.
5. Other Unfinished and New Business
 - A. Director, Officer and Executive Committee Elections - Dr. Yacus reviewed the three sets of votes to be taken: the first for directors, then for the officers then for the at-large

Executive Committee members. He indicated the Governance Committee received appointments and nominations from the various jurisdictions and organizations represented on the board, and from there developed the slate of nominees presented to the Board.

- I. He presented the slate of nominees for directors and opened the floor for additional nominations.
 - Accomack (1 seat): Charles R. Pruitt (succeeding Jeff Terwilliger),
 - Chesapeake (3 seats): John W. McNulty, III, incumbent, Donna Marchant-Roof and Thomas E. Schwalenberg (succeeding Dan Fermil and George Yacus)
 - Franklin (1 seat): Terry A. Bolton, incumbent
 - Isle of Wight (1 seat): Jeffrey T. Terwilliger (succeeding Christopher Smith)
 - Norfolk (3 seats): Jeffrey Wise, Daniel Norville and Paul Holota, MD, incumbents
 - Northampton (1 seat): Hollye B. Carpenter, incumbent
 - Portsmouth (1 seat): Jeffrey J. Meyer, incumbent
 - Southampton (1 seat): Brian L. Steelman, incumbent
 - Suffolk (1 seat): John C. Hoffler, incumbent
 - Virginia Beach (5 seats): Bruce W. Edwards, Christopher I. Jacobs, JD, Stewart W. Martin, MD, Wayne E. Shank, and Kent J. Weber, incumbents
 - Virginia College of Emergency Physicians (1 seat): Lewis H. Siegel, MD, incumbent
 - Emergency Nurses Association (1 seat): Janice E. McKay, incumbent
 - Eastern Virginia Medical School (1 seat): Teresa W. Babineau, MD (succeeding Geoff T. Miller)
 - Virginia Hospital and Healthcare Association (1 seat): Genemarie W. McGee, incumbent
 - Special Operations (1): T. J. McAndrews, incumbent
 - At large (1 seat): Richard A. Craven, MD, incumbent

There were no additional nominations. A **motion** was made, seconded and passed to elect the slate of nominees for the Board of Directors as presented.
- II. He presented the slate of nominees for president, vice president and treasurer and opened the floor for additional nominations.
 - President: Stewart W. Martin, incumbent
 - Vice President: Richard A. Craven, MD (succeeding Dan Fermil)
 - Treasurer: Kent J. Weber, incumbent

There were no additional nominations. A **motion** was made, seconded and passed to elect the officers as presented.
- III. He presented a slate of nominees for four at-large Executive Committee members and opened the floor for nominations.
 - Bruce W. Edwards, incumbent
 - Genemarie McGee, incumbent
 - John Hoffler, incumbent
 - Daniel Norville, incumbent

There were no additional nominations. A **motion** was made, seconded and passed to elect the four at-large members of the Executive Committee as presented.

Following the election, Dr. Martin welcomed the new directors, thanked returning directors and presented plaques to the “retiring” directors. Present to accept their plaques were George Yacus and Dan Fermil who each received a round of applause for their board service.

- B. Consider a resolution designating the Kent J. Weber EMS Education and Research Fund – Dr. Martin read a proposed resolution naming future council grant funds to support conference attendance and other EMS education and research grants in honor of Kent J.

- Weber. A **motion** was made, seconded and passed to adopt the resolution (see attached). Mr. Weber provided some 'thank-you' comments and received a round of applause.
- C. Consider FY16 Financial Requests from Localities based on 5% of FY15 \$4 for Life Payments to support general TEMS operations, training and maintenance of the IV and drug box system – Mr. Chandler indicated that FY15 \$4 for Life payments to localities have not yet been published, but he provided the FY14 figures and a chart indicating essentially level funding over the past 4 years so no significant change over FY14 payments is anticipated. A **motion** was made, seconded and passed to approve FY16 requests to localities in an amount based on 5% of the FY15 payment to localities.
 - D. Follow up report: CISM and Beyond Conference – Mr. Chandler reported the CISM Team and staff planned and produced a first-time CISM conference based on previous conferences provided by the state Office of EMS but were ended in 2008. The team felt there was a void in CISM-related initial and continuing education and felt the conference could help with team recruitment and training needs as well as support similar needs for other teams and for those who are involved in responder mental health or other related programs. He reviewed a written post conference report (see attached) which indicated consistent positive evaluations about the quality, location and cost of the conference overall and high levels of satisfaction with the individual courses and instructors. A number of areas for improvement were identified and will be part of future planning, especially improved advertising. He noted the conference expenses exceeded income by about \$5000 which will be made up with income from other programs and our partner support. The primary reasons for the shortfall were over estimating attendance and not including hotel tax and service fees in the budget. The full report including a summary of all evaluations is posted online with the Board agenda. The report ends with a question about holding future CISM conferences, possibly combined with other health and wellness topics, and requests input from report readers. Ms. Carpenter, who attended, added that the report accurately summarizes the conference and while there were minor first time issues the conference was well done and appreciated by all.
 - E. Consider commissioning a regional EMS collage watercolor print – Mr. Chandler described a regional transportation collage watercolor print created by a graphics artist at the Hampton Roads Planning District Commission and asked whether the Board would be interested in commissioning a similar print depicting EMS from around the region for use as awards and recognitions, and perhaps to sell. There was positive discussion and a **motion** was made, seconded and passed to appropriate approximately \$1200 to create a custom regional EMS color print.
 - F. Awards Committee Appointments – Dr. Martin noted the board needs to consider reappointment of Brian McIntosh for a second (final) 2-year term, appointment of Amy Ward for a first 2-year term, and appoint one board member to the committee for a first 2-year term. Mr. Steelman recommended Jeff Terwilliger who has agreed to serve if appointed. With no additional volunteers, a **motion** was made, seconded and passed to approve the appointments and reappointment as discussed. The 2015 Awards Committee members are Janice McKay (final year), Hollye Carpenter (final year), Brian McIntosh (beginning second term) Jeff Terwilliger (beginning first term) and Amy Ward (beginning first term). Mr. Steelman, “retiring” from the committee, was thanked for his service.
 - G. In Memorium – On Mr. Weber’s recommendation and without objection, the Board of Directors indicates its recognition and thanks for the many years of dedicated support to the local and regional EMS system by Meyera Oberndorf, former mayor of the City of Virginia Beach, who recently passed away.
6. Governance - Revise and readopt the regional Strategic EMS Plan - Dr. Yacus
 - A. Overview and SWOT Analysis, using recommendations of the Governance Committee as

a starting point (see attached).

- B. Discuss/Revise Mission and Vision statements, Core Strategies and Key Initiatives, using recommendations of the Governance Committee as a starting point. Following discussion and revisions, a **motion** was made, seconded and passed to adopt the 2015-1018 Strategic Regional EMS Plan (see attached). Dr. Yacus thanked the Board for the discussion and excellent input.

7. Announcements, also see online Event Calendar

- Tidewater EMS Education Expo, Now through March 22 in Suffolk
- HOEPS Conference, April 7-8 in Hampton
- Regional Award Nomination Deadline, May 17
- Tidewater EMS Family Picnic and Awards Presentation, June 28 at Harbor Park, Norfolk

8. Adjournment – With no additional business, Dr. Martin adjourned the meeting at 7:25 pm.

Minutes prepared by Jim Chandler