

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

**Board of Directors  
Minutes, March 8, 2018**

*Directors Present*

Stewart W. Martin, MD, President, Virginia Beach  
Wayne E. Shank, Treasurer, Virginia Beach  
Edward M. Brazle, Virginia Beach  
Hollye B. Carpenter, Northampton Co.  
Vincent P. Holt, Franklin  
Dennis J. Keane, Special Operations  
Donna Marchant-Roof, Virginia Beach  
Genemarie W. McGee, VHHA  
Janice E. McKay, Tidewater ENA  
Jeffrey J. Meyer, Portsmouth  
Daniel A. Norville, Norfolk  
Darren Padilla, Chesapeake  
Thomas E. Schwalenberg, Chesapeake  
Lewis H. Siegel, VaCEP  
Jeffrey T. Terwilliger, Isle of Wight Co.  
Jeffrey F. Wise, Norfolk

*Others Present*

James Chandler, Executive Director  
Wayne Berry, Office of EMS  
Glenn McBride, EVHC

*Directors Absent*

Richard A. Craven, At-large  
Frances E. Emerson, Norfolk  
Christopher I. Jacobs, Virginia Beach  
Paul S. Kea, Southampton Co.  
W. Travis Kirby, EVMS  
John W. McNulty, Chesapeake  
Charles Ray Pruitt, Accomack Co.  
James B. Spicer, Suffolk

1. Opening – Dr. Martin
  - A. Dr. Martin called the meeting to order in the TEMS office, Chesapeake, at 6:00 pm. Everyone present introduced themselves. It was noted Thom Schwalenberg joined by conference call.
  - B. A **motion** was made, seconded and passed to approve the TEMS Board Minutes of December 14, 2017.
2. Treasurer's Report – Mr. Shank
  - A. January 31, 2018 Financial Reports posted with online agenda.
  - B. Selection of audit firm – The Audit and Finance Committee recommends the selection of Zukerman and Associates as having submitted the most complete proposal. A **motion** was made, seconded and passed to select Zukerman and Associates to conduct the council's annual audit and preparation of the 990 form for a three year period, FY18 – FY20, with option for an additional three year extension.
3. Other Committee Reports - none
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 all items on the consent agenda:
  - A. Approve Hampton Roads Mass Casualty Incident Response Guide (previously approved 3/9/2017, no changes)
  - B. Acknowledge Approval of Tidewater Regional Trauma Triage Plan by OMD Committee (previously approved Sept 2017, no changes)
  - C. Acknowledge Approval of Tidewater Regional Stroke Triage Plan by OMD Committee (various revisions including adoption of BEFAST as the standardized regional EMS stroke score)
  - D. Approve revisions to the TEMS Regional EMS Awards Program (revisions to Awards Selection Committee and Process, and revisions to EMS Awards Trophy and Ribbon Policy)
5. Other Unfinished and New Business
  - A. Consider FY19 financial request to local governments - Mr. Chandler noted that our annual financial request to the cities and counties is traditionally calculated based on 5% of the prior year's funding localities receive from the Commonwealth from the \$4-for-Life program return to localities. The state has not updated the funding amounts on their website since FY16, so he proposes FY19 requests

unchanged from FY17 and FY18. A **motion** was made, seconded and passed to approve the annual locality requests as proposed.

	FY17, FY18 & FY19 TEMS Request
ACCOMACK COUNTY	\$ 1,831.65
CHESAPEAKE	\$ 10,799.83
FRANKLIN CITY	\$ 369.04
ISLE OF WIGHT COUNTY	\$ 1,968.51
NORFOLK	\$ 8,936.93
NORTHAMPTON COUNTY	\$ 595.45
PORTSMOUTH	\$ 3,787.11
SOUTHAMPTON COUNTY	\$ 890.76
SUFFOLK	\$ 4,033.17
VIRGINIA BEACH	\$ 19,752.10
Total	\$ 52,964.55

- B. Consider initial appointments to the Kent J. Weber Fund Advisory Board – Dr. Martin asked directors if anyone had any Weber Fund Advisory Board members to submit at this time. The following have been received by the council: citizen members: Matthew Smithson and Lawrence Daniels, and Thom Schwalenberg, representing the Board of Directors. With the concurrence of the Board, Dr. Martin appointed these three members. It was noted there are two citizen member seats still open.
- C. Update on anticipated change to state EMS contract - Mr. Chandler reported on likely changes to our state EMS contract related to funding accountability at OEMS and a desire to change from fixed quarterly reimbursement upon completion of deliverables to a dollar-for-dollar reimbursement process based on calculated cost of each deliverable and staff time. He noted this is preliminary and meetings will be held during the next several months to clarify these changes which will include recommendations from the regional EMS directors. Once OEMS is ready to change the funding process, they will send notice to terminate the existing contract along with a new contract to consider. Board members briefly discussed this and expressed concern that the administrative tracking for this will substantially cut into work that could be performed supporting and improving the EMS system.

6. Governance – Consideration of Strategic Regional EMS Plan, 2018-2021 – Chief Wise reviewed the process during the past 4 months with the EMS committees conducting a SWOT analysis, seeking input from the health districts, the board continuing the analysis during its last meeting, then the Governance Committee using those results to re-write the strategic plan. The committee also considered the relevant portions of the Code of Virginia, the current state EMS plan, and regulations relevant to EMS councils. The revised plan was presented to the Board for consideration. Directors agreed on a few revisions and then a **motion** was made, seconded and passed to adopt the 2018-2021 TEMS Strategic Plan (attached).

Chief Wise indicated the next Board meeting would include prioritizing the top three initiatives in the plan, and to develop strategies for those initiatives.

Chief Wise also indicated one or two directors are needed to serve on the Governance Committee. Jeff Terwilliger agreed to serve and was so appointed by Dr. Martin.

Chief Wise also noted he planned to step down as committee chair, but would continue service on the committee for the foreseeable future, and recommended Jeff Meyer as his replacement. Dr. Martin appointed Jeff Meyer.

7. Announcements –

- The deadline for submission of nominations for regional EMS awards is April 15 (now extended to April 22).
- The awards presentation will be Thursday June 14, at approximately 6:20 pm, at Harbor Park. The ball game vs. Charlotte will begin at 7:05 pm. This is the same date as the next board meeting and arrangements are being made to obtain a suite so the board can meet prior to the awards presentation. This will change the normal board meeting time to approximately 4:30 pm (to be confirmed). Please plan accordingly.

- Other dates, news and training on [www.tidewaterems.org](http://www.tidewaterems.org)

8. With no additional business, Dr. Martin adjourned the meeting at 7:10 pm - Dr. Martin

Minutes prepared by Jim Chandler