

TIDEWATER EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Executive Committee

MINUTES

May 16, 2011

Present

Stewart Martin, MD, Chair

Bruce Edwards

Dan Fermil

John Hoffler

Genemarie McGee

Dan Norville

Kent Weber

Jim Chandler

1. Dr. Martin called the meeting to order at 12:30 pm at the TEMS office. A **motion** passed to approve the minutes of February 3, 2011.
2. Consider amount to request from localities for FY12 – Members reviewed a spreadsheet showing Four-for-life payments to localities based on FY11 motor vehicle collections as well as a proposed TEMS funding request based on 5% of those funds returned to localities from the state. Following discussion, a **motion** passed to request an amount equivalent to 5% of the Four-for-life monies returned to localities from each locality for council training and operational support for FY12.
3. Consider FY12 EVMS agreement for staffing TCLS Training – Members reviewed a proposed FY12 staffing agreement for TCLS. Mr. Chandler explained that 20% of the TCLS administrative support position will be reallocated to the TEMS office (one day a week at TEMS) and paid from the EMS budget to assist with tasks previously assigned to JoAnne. He will also shift 5% of his allocation in the EVMS agreement to the EMS budget to better reflect actual time allocation. This reallocation in TCLS staffing covers anticipated increases in health benefit costs and the proposed COL increase for the TCLS staff so the net impact on the TEMS/EVMS agreement proposed for FY12 is to request same funding as FY11. This will actually create a small one-year surplus for this program. A **motion** passed to approve the FY12 EVMS agreement with same funding as FY11.
4. Consider FY12 Operating Budget – A draft budget showing FY11 Budget, FY11 Projected Actual and FY12 Proposed for each of the main council budgeted program areas (note that the Eastern Shore and Technical Rescue Team program funds are not budgeted by the TEMS board, but approval for income and expenses for those two programs are set by agreements with each of those two entities).
 - Mr. Chandler noted the state Office of EMS indicated the current FY11 contract funding will continue into FY12 with minor modifications and that state funding for EMS councils will remain level and paid in equal quarterly payments upon receipt of deliverables. He noted that the 20% administrative support salary and 5% of the executive director would be shifted to the EMS budget from the EVMS TCLS staffing budget (see previous EVMS agreement discussion) and that a 5% decrease in MMRS sustainment support for the executive director would be shifted to the EMS budget to better reflect actual time allocation. In addition, the council will continue to contract with a bookkeeper and has shifted some of the financial duties to the existing program support specialists. Otherwise, expenditures in the state EMS budget are similar to FY11 and within available funding.
 - He reviewed the TEMS Local projected income and noted the major change will be no recruitment campaign grant funding which decreases income by \$120,000 but increases sponsorship funding similar to actual received in FY11. TEMS Local projected expenses will be similar to FY11 but without the recruitment campaign.

- He reviewed the MMRS sustainment and federal budgets and noted that sustainment and federal income is expected to be approximately the same as actual FY11 (federal income is higher than budget due to higher reimbursements for eligible expenditures). He pointed out that FY12 sustainment expenses will be similar to actual expenses for FY11, with a slight decrease in personnel expense (related to reallocating 5% of the executive director to the EMS budget), but the overall expenditures are higher than budget due to greater use of sustainment funds to support various operational expenses like vehicle maintenance. He noted how the MMRS program is making plans now for likely decreases in federal support after July 2014 by working towards medication and supplies replacement which rely less on sustainment funding and training programs which are on-line and require little sustainment funding. He complimented Mr. Ginnow, MMRS program manager, for his overall excellent management and guidance of the MMRS program and funding. The planned decrease in sustainment fund balance is desirable and deliberate to show the localities, who contribute to the sustainment budget, that their funds are being utilized. Longer term plans, however, are to bring the sustainment income and expenses to a balance.
- Mr. Chandler explained how staff salaries have remained unchanged for three years and that he proposes an across-the-board 2.5% cost of living increase. The proposed budget includes this amount. He also proposes retirement contributions at 7% of salary/wage, unchanged from FY11.
- Mr. Chandler noted that none of the costs of mortgage, closing costs, interest or occupancy costs for a new office have been included in the budget. The amount included in the budget is the same as current lease payments. It is anticipated that the purchase of an office will work to stabilize or even decrease occupancy costs so the current lease amounts should be sufficient.

Following discussion, a **motion** passed to approve the FY12 Operating Budget as proposed.

5. Consider adopting a paid time off, or PTO, policy – Mr. Chandler indicated some staff approached him about converting the existing vacation/sick leave policy to a PTO policy. The main reason behind this, he believes, is the feeling that accumulated sick leave cannot be used for other purposes and cannot be cashed out or paid upon leaving. He surveyed other EMS councils and about half have a PTO policy and the other half have tradition vacation/sick leave. An example policy from the Old Dominion EMS Alliance was provided, which is similar to one at the Western Virginia EMS Council. He is asking for committee feedback on experience or advantages of one type of leave plan versus the other. Members of the committee did not have strong feelings either way and suggested he get more staff input and consider the option of a policy revision which addresses the specific concerns versus changing the entire policy. He will also research the matter with our HR consultant who is currently reviewing personnel policies.
6. Status of office search and purchase – Mr. Chandler reviewed progress to-date of the office search. Two properties which mostly met the preferred criteria were sold before we could make a purchase decision. Others have not met all criteria, or have been over budget or needed renovations that would drive the total cost to over budget. The search continues. He asked the committee to advise on a preferred method to expedite a purchase decision if an opportunity presented requiring quick action. The committee suggested providing a letter of intent to purchase pending a showing to and approval by the committee. The committee could meet on site and make a decision following a showing if needed. The committee can act on behalf of the board if needed, subject to ratification by the board.
7. With no additional business, Dr. Martin adjourned the meeting at 1:45 pm.

Minutes prepared by Jim Chandler