

Tidewater Emergency Medical Services Council, Inc.
Executive Committee
Minutes - May 27, 2010

Present

Stewart Martin, MD, Chair
Robert W. Hundley
Bruce W. Edwards

Robert N. Sayles
James M. Chandler
Excused: Kent J. Weber (illness)

1. Call to order and approval of minutes - Dr. Martin called the meeting to order at 12:15 pm at the TEMS office in Norfolk. A **motion** passed to approve the committee minutes of July 22, 2009.
2. Investments Review - The committee reviewed the Investment Report to the Executive Committee 3/31/2010. Following discussion, the committee agreed on no changes to the investment allocations at this time.
3. FY11 Operating Budget – The committee reviewed the draft FY11 operating budget (with FY10 comparison). It was the consensus of the committee to set FY11 salaries and wages at FY10 levels, and to increase retirement contributions to 7% which are possible due to decreased in health insurance costs resulting from changing insurers. Following discussion, a **motion** passed to approve the FY11 operating budget as presented.
4. FY11 TEMS–EVMS Agreement – The committee reviewed the draft FY11 TEMS-EVMS Operating Agreement for staffing of the Tidewater Center for Life Support Training. It was noted the agreement called for no increase in FY11 compared to FY10. A **motion** passed to approve the TEMS-EVMS Operating Agreement as presented.
5. FY11 RMD Agreement – Dr. Martin turned the committee over to Mr. Hundley to act as chair for this item. The committee reviewed the draft FY11 Regional Medical Director Agreement, with a \$200 increase but otherwise unchanged from FY10. Following discussion, a **motion** passed to approve the FY11 RMD Agreement as presented. Dr. Martin abstained. The chair was turned back to Dr. Martin.
6. Lease Proposal and Space Needs – The committee reviewed a proposal from the building owner for a one-year lease in approximately 7300 square feet of existing space at \$15 per square foot with a 4% annual increase of base rate after one year and unspecified operating expense increases after one year. The committee heard from Mr. Chandler who has worked with our broker to consider lease alternatives in the current location, alternative lease space within the Interstate Corporate Center, and alternate lease space in the Lynnhaven, Pembroke and Military Circle areas. All alternatives thus far involve \$15-16 per square foot costs, considered to be the market for class B space in the areas examined. The committee supported remaining generally close to I-64 from the Northampton Blvd to Greenbrier Parkway corridor in

order to be most accessible to stakeholders. The committee supported a one-year lease in the existing location (main office, simulation rooms and large conference room, less the storage spaces on the opposite end of the building) but to counter the owner's proposal with a 3% annual increase and to seek a definition of "operating expenses" and avoid those costs if possible. Members will indicate by email their agreement with a one-year lease after receiving a response from the building owner. The committee agreed to investigate purchase of an office during the next year and to seek several subject matter experts to advise the committee and board on issues to consider while investigating purchase or build options.

7. Awards Program – Mr. Chandler updated the committee on results of establishing a new standing awards committee, and of this year's nominations and selection process. Five persons were appointed to a new Awards Committee and three of them participated in a meeting to review nominations and select regional recipients. Twenty-three nominations were received with at least one nomination in each of the categories. Recipients were selected by the committee and will be announced on June 19 at the EMS Family Picnic at the Virginia Zoo in Norfolk. The Awards Committee also developed some feedback with regards to the selection process which will be brought to the Executive Committee or Board in a future meeting for consideration.
8. Other – The committee heard that Mr. Weber was still in the hospital at Maryview Medical Center. Members were reminded of and encouraged to attend the EMS Family Picnic on June 19 with free Zoo entry from 10 am – 4:00 pm, free EMS picnic food and drinks from 11:30 am – 2 pm and awards presentations at 1:00 pm.
9. With no additional business, Dr. Martin adjourned the meeting at 1:15 pm.

Minutes prepared by Jim Chandler