

WESTERN VIRGINIA EMS COUNCIL, INC.  
BOARD OF DIRECTORS  
Dinner 6:30 - Meeting 7:00

**October 16, 2008**

Cave Spring Rescue Squad  
Roanoke VA

**REVISED AGENDA**

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Treasurer's Reports
  - a. FY 2008 End of Year
  - b. First Quarter FY 2009
  - c. Progress on FY 2008 Audit
  - d. OEMS External Audit
5. Standing Committee Reports
  - a. Executive Committee
    - i. Recent Meetings
    - ii. Election of Vice President
    - iii. Discussion and Consideration of Regional EMS Plan for Calendar Year 2009
  - b. Medical Direction Committee
  - c. Performance Improvement Committees (Medical and Trauma)
  - d. Communications Committee
    - i. Status - Peaks Knob Tower Sale
    - ii. Status - Microwave Licenses - T-Mobile inquiry
  - e. Allied Resources Committee
  - f. Near Southwest Preparedness Alliance (NSPA)
6. EMS Advisory Board
  - a. Recent and Upcoming Meetings (Report attached)
7. EMS Financial Assistance
  - a. Report on Current Cycle Application Reviews
8. New Business
9. President's Report
10. Executive Director's Report
  - a. Consideration of Fee Structure Change for Consolidated Testing
  - b. Proposed Regional Realignment and Designation - PAT

- c. Other Developments Regarding OEMS-Regional Councils
- d. Recognition of Staff Award Received
- e. Adoption of 403-B Plan
- f. Distribution of DRAFT quarterly report to OEMS

11. Staff Reports

12. Other Matters

13. Hearing of Members of the Public

14. Adjourn

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL  
BOARD OF DIRECTORS**

**DRAFT MEETING MINUTES**

**DATE:** October 16, 2008

**LOCATION:** Cave Spring First Aid and Rescue Squad Building  
Brambleton Avenue at Valley Forge Road, Roanoke

<b>Directors Present</b> Billy Altman Charles Lane John Beach Robert Logan Jim Cady, Sr. Ryan Muterspaugh Steve Davis Morris Reece Stephen Simon	Steven Eanes Lee Simpkins Carey Harveycutter Dale Wagoner Daryl Hatcher Ford Wirt Carlton Hudson Doug Young Greg Hutchins Tim Duffer	<b>Staff Present</b> Debbie Akers Bobby Baker Mike Garnett	Sharyn Campbell Charles Berger Gene Dalton
		<b>Guests Present</b> Sherry Lane	

**TO ORDER:**

President Ford Wirt called this regular meeting of the Board of Directors to order at 7:00 PM. Ford thanked the Cave Spring Auxiliary for providing our meal. He also thanked the Cave Spring First Aid and Rescue Squad for hosting our meetings.

Ford introduced guests:  
Sherry Lane

**SECRETARY'S REPORT:**

Rob presented minutes of the last meeting as distributed. Ford called for any corrections or additions. It was noted that the adjournment time for the last meeting was actually 7:30.

Motion was made and duly seconded to approve. **Motion CARRIED.**

**TREASURER'S REPORT:**

Treasurer Harveycutter presented the unaudited treasurer's report for the FY 2008 year end. Rob noted that the year end would likely show a surplus of some \$60,000. The program figures are not entirely accurate because many projects carry across fiscal years.

Treasurer Harveycutter then presented the unaudited treasurer's report for the first quarter of fiscal year 2009. He noted that all accounts were within expectations except for fuel costs. This account will be over budget for FY 2009. Several revisions will be made to update this report, and a revised version will be distributed to the Board at a later date.

Motion was made and duly seconded to receive both reports. **Motion CARRIED.**

Treasurer Harveycutter addressed the Board on recent cost-cutting measures that had been undertaken by the executive director in light of potential reduced revenue for the coming fiscal year.

The Treasurer then reported on the progress of the FY 2008 audit. All field work is complete. Draft statements are expected within the next two weeks and will be distributed to the board when received. Kathryn Overacker from Goodman & Co. will attend our January meeting to present the audit findings. Several minor deficiencies were identified as part of the A-133 audit, and will be addressed at that time.

Rob reported that he and other staff members met with Doug Nickerson from Clifton Gunderson CPAs in Richmond to begin a verification audit of FY 2007. They will work with our auditors, Goodman and Co.

#### **EXECUTIVE COMMITTEE:**

The Executive Committee has met twice to review RSAF grants. Also, the committee was briefed on the progress of the Process Action Team, and on possible impacts to WVEMS and BREMS.

The Executive Committee also recommends that Steve Eanes be elected as Vice President of the board, and Dale Wagoner for the 12<sup>th</sup> PD at-large position on the executive committee. The committee further recommends that the 4<sup>th</sup> PD at-large position be held vacant at this time.

The floor was opened for additional nominations. Being none, vote was taken and Steve Eanes was **elected** Vice President for the unexpired term ending on January 31, 2009.

The floor was opened for additional nominations. Being none, vote was taken and Dale Wagoner was **elected** to serve on the Executive Committee as the at-large member representing the 12<sup>th</sup> PD for the unexpired term ending on January 31, 2009.

Rob lead a discussion on the three-year Regional EMS Plan for 2009. The document with staff recommendations was presented. Discussion on internal strengths and weaknesses, and external opportunities and threats to WVEMS' and Virginia's EMS system was held, along with similar discussions on the new elements of the plan. Particular discussion was held on threats concerning possible funding reductions, and the many opportunities afforded by an eventual merger with BREMS, along with increased collaborations with Southwest and other regional councils.

Rob emphasized the importance of active board participation in the strategic planning process. The process to solicit additional input, including public comment, was explained. President Wirt asked and encouraged all Board members to send any additional comments and recommendations to Rob.

The draft plan will be posted for public comment, and presented to the board for final review, revision and adoption at its January 2009 meeting.

#### **MEDICAL DIRECTION COMMITTEE:**

Regional Medical Director Dr. Charles Lane reported on recent discussions and actions by the state medical direction committee, and on upcoming revisions to the certification levels in Virginia as we move to adopt the national scope of practice. He noted that

Virginia will likely maintain some “intermediate” level, in addition to the new national levels. He also reported on efforts toward developing stroke centers, and the development of state and regional stroke triage plans. He also reported on the significant number of OMDs who have not maintained current OMD credentials across the state.

Several board members thanked Dr. Lane for keeping the board more informed than any past RMD in this region.

#### **PERFORMANCE IMPROVEMENT COMMITTEES:**

Debbie reported that the Medical PI committee and then the Trauma PI Committee met on September 24. She reported the best attendance ever at these meetings. Results from several PI projects were presented to the committees and discussed. Ford Wirt asked that the Trauma PI Committee address on-scene time in a future project, in an effort to encourage the rapid treatment and transport of trauma patients.

#### **COMMUNICATIONS AND TRANSPORTATION COMMITTEE:**

Our discussions with T-Mobile to acquire three microwave paths for which we currently hold licenses were completed. T-Mobile offered, and we accepted \$13,833 to decommission these three paths.

Sale of the Peaks Knob tower to Pulaski County is complete. We received payment of \$27,000.

Rob also reported that a RSAF grant request for replacement Med 9-10 repeaters on Tinker Mountain has been submitted to OEMS.

#### **PERSONNEL AND TRAINING COMMITTEE:**

Has not met since last board meeting

#### **ALLIED RESOURCES COMMITTEE:**

Morris Reece reported that this committee will meet in November. A RSAF grant request is in to implement the King Airway, and this committee will further address the addition of these devices to the regional exchange program

**NSPA:** Morris Reece reported for the Near Southwest Preparedness Alliance. NSPA met earlier today at the Carilion Medical Office Building. He announced that Bobby Baker will soon transition to a position at Lewis-Gale Medical Center, working as the hospital preparedness coordinator. He will continue to assist NSPA on a part-time, contractual basis to maintain certain mobile medical assets. He further reported that this region will receive slightly more in ASPR funds this year than last, and that a greater percentage of funds will go directly to hospitals.

**EMS ADVISORY BOARD:** Morris Reece reported for the Advisory Board. A written report is attached to these minutes. The next meeting is set for November 12 in Richmond. The Governor’s office, at this time, has not taken action on new appointments to the advisory board.

#### **EMS FINANCIAL ASSISTANCE:**

Current cycle requests have been reviewed and scored by the Executive Committee. Grades and comments will be submitted to OEMS in advance of the stated deadline.

**NEW BUSINESS:**

None.

**PRESIDENT’S REPORT:** The President reported 66 percent of the board in attendance.

**EXECUTIVE DIRECTOR’S REPORT:**

Rob reported that the regional councils are collectively working to standardize policies and fees for consolidated testing. To minimize impact on state support for this program, he asked that he be allowed to standardize our testing fees by implementing a standard \$25 fee for any practical test, whether initial or retest. Motion was made and duly seconded to revise our fee schedule, effective January 1 at the earliest, to fall in line with the statewide standard. Motion **CARRIED**.

Rob discussed the Process Action Team looking at revisions to regional council service areas. He explained progress, and the upcoming two-day workshop in November. He presented to the board the presentation that was given to the PAT concerning collaborations between WVEMS, BREMS and SWVEMS.

He also discussed a proposal that was put forth by the Office of EMS at request of the PAT to fund the establishment and operation of 7 OEMS offices across the state rather than fund regional EMS councils. Much discussion has taken place and will continue regarding this proposal. A copy was distributed.

Rob reported that Debbie Akers was recognized by the National Association of EMS Educators as the “NAEMSE Hero” for 2008. Her award was presented in St. Louis last month, and the NAEMSE annual conference. An article about Debbie will appear in an upcoming edition of the Roanoke Times. Members of the board congratulated Debbie on this accomplishment.

The federal government requires that a plan relating to the optional pre-tax 403B Tax Deferred Annuity be adopted. He presented the packet for consideration. Motion was made and duly seconded to adopt the plan. Motion **CARRIED**.

Each quarter, a report is submitted to OEMS regarding the status of the many deliverables called for in the contract. A copy of the report for the first quarter of FY 2008 was distributed and will be posted to the WVEMS website.

**STAFF REPORTS:**

Debbie - none

Mike – reported on the status of the current EMT-I program underway at the New River EMS Training Center.

Charles – none

Gene – Thanked WVEMS for the opportunity to come to work for the Council as a field coordinator, and expressed his desire to contribute all that he can in this role.

Sharyn - none

**OTHER BUSINESS:**

Tim Duffer thanked Charles and Debbie for their diligent work toward accreditation of the Danville-Pittsylvania EMT-I Accredited Training Program.

Lee Simpkins thanked staff for its participation in an upcoming regional-level drill in Radford.

Steve Davis thanked Debbie and Mike for their assistance in providing training that resulted in Giles County Rescue Squad's recent winnings in the ALS and Dive competitions at the VAVRS convention.

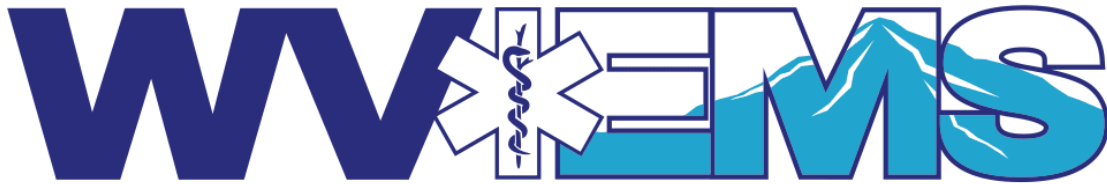
**HEARING OF THE PUBLIC:**

None

Being no further business, the meeting was adjourned at 8:50 PM.

Respectfully submitted:

Robert Logan, Executive Director



**DRAFT DRAFT DRAFT**

# **Strategic Plan**

**2009-2012**

**Adopted by the Board of Directors January 15, 2009**



**This plan was developed as part of the effort to standardize long-range planning across the eleven EMS regions in Virginia, along with the long-range statewide EMS plan developed by the Virginia Office of EMS.**

**You will notice that the plan is very broad in scope. It is not intended to address ongoing and day-to-day work and initiatives.**

**The plan is intended to be reviewed and updated annually.**

**~~A companion to this plan is an annual work plan. The work plan consists of a series of projects and initiatives that result in the Council's work product for the year.~~**

**Please feel free to address any questions or comments to:**

**Robert Logan  
Executive Director  
Western Virginia EMS Council  
1944 Peters Creek Road NW  
Roanoke, VA 24017  
800-972-4367  
[logan@vaems.org](mailto:logan@vaems.org)**

## **Core Strategy 1: Develop Partnerships**

### **Key Strategic Initiatives**

- .1. Promote collaborative approaches.**
  - .1.1. Develop and foster relationships with federal, state, and local partners, educational institutions and other Regional EMS Councils. ~~Enter into~~
  - .1.2. Continue definitive discussions with the Blue Ridge EMS Council and others relevant to anticipated council boundary revisions.
  - .1.3. Strengthen on-going relationships with Virginia Department of Health, other state departments, public safety, public health and medical facilities.

- .1.4. Foster regional legislative involvement for EMS initiatives.
  - .1.5. Cultivate grass roots support for Strategic Initiatives.
  - .1.6. Develop extensive and meaningful collaborations with the Southwest Virginia EMS Council, to include work toward unified protocols, drug boxes, policies and plans.
  - .1.7. Collaborate with the Old Dominion EMS Alliance and its Southside EMS Council to ensure that the agencies, localities, hospitals and providers in that sub-region are best served.
- .2. Attract and support outstanding health care providers.**
- .2.1. Cultivate partnerships with universities, colleges, accredited training programs, and others to attract and educate EMS providers.
  - .2.2. Recruit and assist in retaining EMS physicians.
- .3. Further community based prevention.**
- .3.1. Encourage illness and injury prevention programs through collaboration with other agencies and organizations.
- .4. Identify resources for responses to emergencies both natural and man-made.**
- .4.1. Enhance relationships with local Emergency Managers and other federal, state, and local agencies.
  - .4.2. Support ongoing training, evaluation and develop resources for emergency preparedness and response.
  - .4.3. Participate in and support planning activities relating to MCI preparedness within the region.

## **Core Strategy 2: Utilize Tools and Resources**

### **Key Strategic Initiatives**

- 2.1. Facilitate EMS performance improvement and related research.**
- 2.1.1. Support and encourage research and other projects utilizing collected EMS data.
  - 2.1.2. Promote quality assurance and performance improvement in EMS service and trauma triage compliance.
  - 2.1.3. Support development of, and, once implemented, encourage the best use of the electronic Virginia EMS Registry to support meaningful data collection and research to promote evidenced-based decision-making affecting the EMS system.

- 2.2. Support quality education and evaluation of EMS personnel.**
  - 2.2.1 Expand availability of ALS Training. Support existing accredited EMT-Intermediate training sites and develop new sites as needed.
  - 2.2.2. Promote leadership and management training.
  - 2.2.3. Support and improve processes for evaluation of ALS and BLS candidates.
  - 2.2.4. Assist local school systems in providing BLS EMS education.
  - 2.2.5. Assist community colleges and other institutions of higher learning within the WVEMS region in providing quality EMS education.
  
- 2.3. Foster appropriate use of system-wide EMS resources.**
  - 2.3.1. Support education, legislation and programs to promote appropriate use of EMS resources.
  
- 2.4. Provide resources to support the EMS system**
  - 2.4.1. Provide tools to assist in recruitment and retention events across the region.
  - 2.4.2. Provide resources and information to instructor network.
  - 2.4.3. Promote and provide enhanced resources for quality EMS education.
  - 2.4.4. Provide loaner bank of training equipment and publications.
  - 2.4.5. Facilitate referrals and reporting of information to the operational medical directors using the Medical Incident Review process and the regional Performance Improvement Committees.

## Core Strategy 3: Develop Infrastructure

### Key Strategic Initiatives

#### 3.1 Develop and strengthen board of directors.

- 3.1.1 Review and revise board governing documents.
- 3.1.2 Cultivate further board member participation.

#### 3.2 Adequately staff the Western Virginia EMS Council.

- 3.2.1 Ensure adequate staffing and procedures to support the variable nature of the EMS system requirements and challenges within the region.
- 3.2.2 Assess and adapt the Council's role in ensuring appropriate EMS provider training.
- 3.2.3 Provide ongoing workforce development and supporting resources to maintain a proficient and productive staff.
- 3.2.4 In response to increased audit standards for non-profits, improve fiscal management and accountability standards. Develop Financial Controller position and means to fund this position.
- 3.2.5 Cultivate and support efforts to realign regional service areas in concert with OEMS to best benefit constituents in the current and proposed service area.
- 3.2.6 Apply for, obtain, and maintain VDH designation according to the policies, regulations and directives put forth by the Virginia Office of EMS.

#### 3.3 Focus recruitment and retention efforts.

- 3.3.1 Support and promote recruitment and retention campaigns within the region.
- 3.3.2 Promote and conduct annual EMS awards program.
- 3.3.3 Promote and offer financial assistance for EMS provider education as funding permits.
- 3.3.4 Identify and promote opportunities for financial assistance for EMS education throughout the region.
- 3.3.5 Support regional crisis intervention initiatives.

#### 3.4 Upgrade technology and communication systems.

- 3.4.1 Promote improved EMS communications systems and information sharing.
- 3.4.2 Promote the use of technology in EMS reporting and quality assurance.
- 3.4.3 Improve IT security and redundancy for all EMS regions.
- 3.4.4 Plan and implement information-sharing and electronic communications enhancements to benefit WVEMS and other regions.

#### 3.5 EMS funding.

- 3.5.1 Encourage pursuit of alternative funding sources including revenue recovery and increasing operating efficiencies.
- 3.5.2 Provide greater assistance to eligible applicants in applying for Rescue Squad Assistance Fund and other grants.
- 3.5.3 Assist in maximizing the effectiveness of the RSAF by providing meaningful information in the grading and review process.
- 3.5.4 Ensure appropriate stewardship of EMS council funds.

3.5.5. Support and advocate for a stable funding stream for state and regional infrastructure to include effective use of Four-for-Life funds by OEMS and the regional councils.

## **Core Strategy 4: Promote Other Regional and Statewide Initiatives**

### **Key Strategic Initiatives**

#### **4.1. Further projects in conjunction with NSPA**

- 4.1.1. Participate in activities relating to hospital preparedness.
- 4.1.2. Design and produce custom ID badges for EMS agencies, NSPA responses to drills and actual events, and others as requested.
- 4.1.3. Assist in staffing and operating Regional Healthcare Coordinating Center (RHCC), STIP and other NSPA resources.
- 4.1.4. Provide other contractual services as needed.

#### **4.2. Supplemental Support, Contracts and Projects**

- 4.2.1. Support projects and initiatives of the Alliance for Emergency Medical Education and Research (AEMER).
- 4.2.2. Provide technological support for statewide resources such as the VA EMS Recruitment Jobs database.
- 4.2.3. Maintain availability to assist other regions, OEMS, other agencies and organizations to enhance EMS and healthcare delivery in Virginia.

## **Appendix 1**

### **Mission**

The mission of the Western Virginia EMS Council: As an integral part of Virginia's comprehensive EMS system, WVEMS serves to assess, identify, coordinate, plan and implement efficient and effective regional EMS delivery systems in partnership with Virginia's Office of Emergency Medical Services and EMS Advisory Board.

## **Appendix 2**

### **Planning Committee and Process**

The WVEMS Staff Leadership Group served as the planning committee for the 2009 update to this plan. The Leadership Group consists of the Executive Director, Assistant Director, Regional Education Coordinator, and the Executive Director of the Near Southwest Preparedness Alliance.

The process to revise and update this plan included a review of the mandates set forth in the Code of Virginia and the WVEMS Contract with OEMS. Then, at its October 2008 meeting, the WVEMS board of directors conducted an analysis of the plan's components, as well as the strengths and weaknesses of, and opportunities and threats affecting the EMS system in Virginia and the WVEMS region.

In the ensuing three months, the draft plan as approved by the board was posted and public comment was invited. Then at the January 2009 board of directors meeting, final review and discussion took place, and the resulting document was adopted.

## Summary report to the WVEMS Board

State EMS Advisory Board Meeting of August 8, 2008

1-- The Division of Educational Development and the Division of Emergency Operations in the Office of EMS have relocated to the Technology Park in Richmond near I-295 and Route 1, adjacent to the Department of Fire Programs.

2--A CISM Ad Hoc Committee has been appointed to study the efficiency and effectiveness of CISM in the State. This Committee will survey various organizations that use CISM to determine the nature and effectiveness of the program(s) in use. Preliminary results may be available by November.

3--The Office of EMS intends to adopt the National Scope of Practice model while still maintaining the Intermediate-99 within the state. Officials in Virginia and Maryland have distributed a national survey to the National Association of State EMS Officials headquarters and to all 56 states and territories to determine the status of the National Scope of Practice consideration in those areas. An Ad-Hoc Committee of the state Medical Direction Committee will recommend ways to approach and standardize these programs for each certification level.

4--The state OEMS is involved in a project to upgrade the web-based Pre-Hospital patient care report system. Virginia has signed a National Memorandum of Agreement to become compliant with the National EMS Information System and further intends to become compliant with the National EMS Information System (NEMSIS). The state is moving to the National Highway Traffic Safety Administration (NHTSA) data set and the technical format used by NHTSA to enable the PPCR program to interact with other programs. This system is intended to be more than a data collection tool and would possibly include an electronic patient care reporting (ePCR) component, web-access for agencies to access the data, potential Computer-Aided Drafting and Design (CADD) interfaces, and possible future billing applications. The timeline for the project will be determined during the RFP process.

5--The state OMD is addressing issues dealing with OMD authority and responsibility. The goal is to develop a system that is more easily understood and that is consistent across the state. Also under development is an OMD course.

Medical directors would be able to keep their OMD endorsement while completing the necessary coursework.

6--The AED station has been removed from the First Responder and EMT-B Practical Exam.

7--An Ad-Hoc Committee of the Professional Development Committee is reviewing EMT instructor credentialing. A draft proposal is available for review at OEMS.

8-- Bids have been received from four vendors for the State Ambulance Contract, but a timeline has not been set for final acceptance.

Morris D.Reece

## Regional Council Program Quarterly Report

### **Western Virginia EMS Council**

Contract No:517-09-510

Program Report for: First Qtr FY 2009

#### **I. SCOPE OF SERVICES:**

##### **A. REGIONAL INFRASTRUCTURE**

###### **1. Regional EMS Council Office**

Main office (Roanoke) open M-F 8:30 – 5:00. Two field offices (Radford and Martinsville) open with variable hours, each staffed by full-time field coordinators.

###### **2. Continuity of Operations Plan**

Due next quarter – Existing plan in force. Minor changes to current plan under review. Scheduled for Board review adoption at January 2009 board meeting.

###### **3. Employee Qualifications and Performance**

Position descriptions containing all requested information posted to Lotus Notes. No reportable position changes during the first quarter.

###### **4. Position Vacancy**

The Field Coordinator vacancy reported in the last quarterly report was filled in less than 90 days (as reported). No additional vacancies.

###### **5. Organizational Information**

Organizational Chart posted to Lotus Notes. Board member roster posted to Lotus Notes form. (Agency Disclosure is noted on second address line.) The only officer/director who is compensated with Contract funds is the Executive Director.

Staff agency membership disclosure:

Debbie Akers, Regional Education Coordinator – Christiansburg RS

Bobby Baker, RHCC Coordinator – Roanoke Fire-EMS

Charles Berger, Field Coordinator – Franklin County DPS

Mike Garnett, Field Coordinator – Regional EMS, Inc.

Gene Dalton, Field Coordinator – Shawsville Volunteer RS and Carilion Patient Trans

###### **6. Documentation and Reporting**

OEMS and Program Rep included in recipient list for all major correspondence

Audit is underway. OEMS will be provided a copy when complete. Final “wrap-up” meeting with auditors held Oct. 14.

Quarterly reports are provided to all board members electronically, and also will be posted to LN and to the WVEMS website.

Board and committee minutes have been posted to Lotus Notes and WVEMS site as required.

Committee rosters have been posted to Lotus Notes.

Educational programs are announced throughout the year, on the WVEMS website, via the WVEMS list-serv, and by direct mail. OEMS is subscribed to the list-serv and receives copies of direct mailings. Due to the costs involved, direct agency mailings are limited to no more than two per year.

Quarterly Financial Statements will be provided after 10-16-08 board meeting.

###### **7. Fees**

Fees for all programs are clearly identified on program promotional materials and registration forms.

### 8. State Committee Responsibilities

Executive Director attended RDG and AB on August 7-8.

ED attended FL&P on August 8.

ED is a member of the PAT and has attended all meetings.

Regional Education Coordinator and other staff members attended other committee meetings as assigned.

## **B. REGIONAL MEDICAL DIRECTION**

### **1. Regional Medical Director**

a. Scope of Services for the Regional Medical Director  
Included in RMD Contract.

b. Copy of the current RMD contract  
Posted to Lotus Notes. (Contract renews automatically)

### **2. Regional Medical Protocols**

Protocols completely revised in FY 2007. Regional Medical Direction has begun work on 2009 revisions. Ongoing solicitation of suggestions from all constituents via the Medical Incident Review PI form and other means.

Protocols are posted on the WVEMS website. Frequent list-serv postings include links to the WVEMS website and encourage viewers to visit the website for additional information.

### **3. Regional Medication and EMS Supplies Restocking Program**

Agreements in place. Allied Resources Committee reviews "Standard List of Restocked Items" at each of its meetings, usually twice per year. The "Plan" is contained in a standard restocking and patient destination policy that is adopted by all agencies and hospitals in the region. Revised after legal review in FY 2007. No anticipated changes for current year. Copy posted to LN.

### **4. Regional Medication Kit Exchange Program**

See above. Medication Kit exchange is part of the Regional Restocking program.

## **C. REGIONAL PLANNING**

### **1. Regional EMS Plan**

Board and committees have reviewed plan in first quarter. Board will revise and adopt DRAFT for publication at its October 16 meeting. Public comment will be received. Will be presented to board for final review, revisions and adoption at its January 2009 meeting.

This plan and any revisions to it are posted on the WVEMS website, along with other corporate documents and information. A list-serv posting during the second quarter will contain a link to the revised FY 2009 plan.

### **2. Trauma Triage Plan**

Board and committees will begin FY 09 review process at meetings in second quarter. Plan will be presented to board for adoption at its January 2009 meeting.

The plan is posted in a reproducible document format on the WVEMS website and copies are provided to agencies and hospitals upon request.

A list-serv posting will refer to the website posting of the revised document upon its adoption.

### **3. Regional EMS MCI (Disaster/WMD) Plan - Option 3** – Attendance MCI Planner

Assistant Director and RHCC Coordinator continue to attend numerous meetings and have participated in several drills. Documentation will be posted to Lotus Notes as available. A regional MCI plan is still under development.

#### **4. Hospital Diversion Plan**

All diversion notification has been converted to the VHHA/WebEOC application. This is managed by the Near Southwest Preparedness Alliance and its staff, along with the 16 hospitals in our region. Rather than a specific plan, hospitals are required in their MOU with NSPA to maintain the diversion status page and update on a (minimum) a daily basis. All MOU's are on file at WVEMS office and all plans and documents are posted on the VHHA-MCI website. Rather than a lengthy "EMS Diversion Plan" WVEMS will continue to publicize the public URL to the integrated ED status page, and will instruct agencies and PSAPs to consider the posted diversion status when making transport decisions.

#### **5. Surge Capacity Plan**

Plan is in place and posted on the VHHA-MCI website. It is updated annually as part of the NSPA MOU with VHHA and the Virginia Department of Health. WVEMS staff participates in monthly meetings of the Near Southwest Preparedness Alliance (NSPA), the entity responsible for all surge planning in the region. Minutes are posted on the VHHA-MCI website. All meetings are announced on our NSPA list-serv and posted on the NSPA web calendar.

#### **6. After Action Report**

No live incidents requiring an after-action report were reported during the quarter.

E

### **D. REGIONAL COORDINATION**

#### **1. Regional General EMS Performance Improvement (PI) Program** also referred to as Quality Assurance, Quality Improvement, and Quality Management.

The EMS PI Committee met once during the quarter. Minutes, etc. have been posted to Lotus Notes and to the PI Section of the WVEMS website. PI projects for the quarter were identified and included in the minutes as were summaries of several Medical Incident Reviews. The cases that were referred during the quarter were handled by the respective agency OMD's by providing individual follow-up training and direction. None was determined to represent widespread issues requiring further intervention. Performance Improvement activities as well as encouragement to use the MIR program are included in WVEMS list-serv postings frequently.

#### **2. Regional Trauma Performance Improvement (TPI) Program** also referred to as Quality Assurance, Quality Improvement, and Quality Management. (QA/QI/QM).

The Trauma PI Committee met once during the quarter. One of the planned PI projects for the quarter is trauma-centered. (Please see above.) Performance Improvement activities as well as encouragement to use the MIR program (with an option to report specific trauma cases) are included in WVEMS list-serv postings frequently.

#### **3. Rescue Squad Assistance Fund (RSAF) Grant Program**

Grant application assistance was provided to over 12 agencies during the quarter. List-serv postings prior to the grant application deadline included offers of assistance as well as "RSAF Tips,." Mostly regarding changes to the RSAF process at state level. Two review meetings to be held in October (Martinsville and Roanoke) were scheduled. Assistance in electronic submission of applications was offered and provided.

#### **4. Critical Incident Stress Management (CISM) Program**

The Regional CISM Team was operational throughout the quarter. Meetings were held. A semi-annual report to OEMS was filed with Carol Morrow. The current CISM team policy is

unchanged, however new policies are under development. RSAF funding for a CISM retreat were sought and obtained. Planning is underway for that event. .

**5. Regional EMS Awards Program**

No activity relating to the 2009 awards program was conducted during the quarter other than several promotional postings to the WVEMS list-serv encouraging readers to prepare to submit nominees. Preliminary planning for the 2009 awards event is underway, and a tentative date for a banquet at the Salem Civic Center has been reserved.

**6. Regional EMS Instructor Network**

No activity relating to the Instructor network took place in the first quarter.

**7. Regional Information and Referral**

Website was maintained and updated at least weekly during the quarter. List-serv currently has 1866 active subscribers. The list is promoted frequently to encourage subscriptions. WVEMS maintained its commitment to serve as a resource for information and referral throughout the quarter.

**8. Regional Council Information Technology (IT) Support**

The Coralogic contract continued. Help Desk and on-site support was provided as requested. New data backup systems were installed in the Lord Fairfax and Tidewater EMS Council offices. Utilization reports were posted to the vaems.org website and links were provided to OEMS and the councils. Hosting was provided for all websites and regional council email. Blackberry Enterprise hosting was provided for the six regions utilizing Blackberries. The Statewide Recruitment Database was hosted, and development of a new statewide "Virginia EMS Jobs" web database application was begun.

**E. Basic Life Support Consolidated Test Site (BLS-CTS) Administration**

CTS operations continued throughout the quarter. A web-based registration program was maintained and improved. Test sites were conducted according to the schedule previously provided to OEMS. The FY 09 schedule has been posted. The FY 10 schedule is under development. All guidelines were followed. Additional test statistics are available upon request.

Work is underway to expand the on-line test site registration system statewide.

**F. Regional Category One Continuing Education Program**

All council-sponsored CE as well as other CE opportunities are posted to the WVEMS list-serv and website as announced.

**G. Alliance for Emergency Medical Education and Research**

AEMER merchant account maintained in good standing. EMS Symposium registrations payments were processed, and continue to be processed. Audit is underway. AEMER accounts have been reconciled and copies will be provided to Gary Brown upon request. Several other events were co-sponsored and registered by AEMER during the quarter, including one "Keeping the Best" retention program that was ultimately cancelled due to lack of participation.