

WVEMS BOARD OF DIRECTORS
Thursday, September 14, 2017
Salem Civic Center
Parlor C
[Directions](#)

1001 Roanoke Boulevard
Salem VA 24153

Executive Committee - 1:30 PM
Full Board - 2:00 PM

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
 - a. Minutes - June 08, 2017 meeting [pdf \(756 KB\)](#) [pdfJune 2017 Minutes - Complete \(756 KB\)](#) [pdf\(756 KB\)](#)
4. Treasurer's Report
 - i. FY 2017 Year-end Treasurer's Report - Unaudited [pdfTREASURER'S REPORT UNAUDITED FY17 \(20 KB\)](#)
 - ii. FY 2017 Year-to-Date Financial Report - Unaudited [pdfTREASURER'S REPORT AUGUST 2017 \(17 KB\)](#)
5. Reports and Action Items
 - . Executive Committee
 - i. Appointment of FY2018 Committees [pdfCommittee Assignments for FY 2018 \(94 KB\)](#) [pdfCommittee Structure fy 2018 \(61 KB\)](#)
 - ii. Organizational Chart (Informational Only) [pdfOrg chart 09 2017 \(127 KB\)](#)
 - iii. OEMS MOU - FY 2018-2023
 - a. Medical Direction
 - i. Protocol Revisions - Progress Report (Charles Lane, MD/Cathy Cockrell)
 - ii. Reaffirmation of Regional Medical Director Contract [pdfRMD CONTRACT \(287 KB\)](#)
 - b. EMS Operations
 - i. Status - NRV Repeater Project
 - c. Performance Improvement Workgroups (meet same day as Board) (Cathy Cockrell)
 - i. Adoption of WVEMS Performance Improvement Plan
 - d. Near Southwest Preparedness Alliance (NSPA) - (David Linkous)
 - e. Education Workgroup
 - i. Funding Contract for CE and Auxiliary Courses
6. State EMS Advisory Board Report (Jason Ferguson) [pdf080417 EMS Advisory Board Minutes \(1.08 MB\)](#) [pdfGAB Report \(August 2017\) \(208 KB\)](#) [pdfQuarterly Report to the State EMS Advisory Board for August 4 2017 REV \(1.95 MB\)](#)
7. EMS Financial Assistance (Rob Logan) - Grant Reviews scheduled for October 16
8. New Business
9. President's Report
10. Staff Reports
11. Public comments
12. Adjourn

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL BOARD OF DIRECTORS

DRAFT MEETING MINUTES

DATE: September 14, 2017

LOCATION: Salem Civic Center, Parlor C

Directors Present

Joe Coyle
Jason Ferguson
Carey Harveycutter
Mike Jefferson
Charles Lane, MD
Robert Logan
Ryan Muterspaugh
Matt Rickman
Kris Shrader
Stephen Simon
Eric Stanley, DO
Joe Trigg
Dale Wagoner
Ford Wirt

Guests Present

Craig Camidge, Executive Director,
Near Southwest Preparedness Alliance

Staff Present

Chris Christensen
Mike Garnett
Sandi McGrath

TO ORDER

President Steve Simon called this regular meeting of the Board of Directors to order at 2:00 PM.

He introduced guest, Craig Camidge, Executive Director of the Near Southwest Preparedness Alliance.

SECRETARY'S REPORT

President Simon presented minutes of the last meeting as distributed. He called for any corrections or additions. There were none.

Motion was made and seconded to approve. Motion CARRIED.

TREASURER'S REPORT

Treasurer Joe Coyle presented the FY 2017 year-end unaudited treasurer's report. He noted that that the unaudited year-end report is based on the best figures available at year-end. Final figures will be available once the audit is done and all closing entries are made. He called the board's attention to the fact that the salary account appears somewhat high, but the number reported includes the portion for which NSPA reimburses the Council, which is reflected as "NSPA offset revenue" in the revenue section of the report.

Also, he noted that some program revenue for the Roanoke Intermediate program was booked last year, but the course actually took place in the current year, so program revenue is somewhat understated.

Motion was made and seconded to receive the FY 2017 year-end report. Motion CARRIED.

Treasurer Coyle then presented the FY 2018 year-to-date treasurer's report.

Motion was made and seconded to receive the year-to-date report. Motion CARRIED.

EXECUTIVE COMMITTEE

The executive committee met prior to the regular meeting.

Committee appointments have been updated. President Simon asked that the board affirm the appointments for FY 2018.

Motion was made and seconded to affirm the president's committee appointments. Motion CARRIED.

Attention was called to the "Committee Structure" document. The executive director pointed out several revisions, including the omission of an MCI committee. President Simon called the board's attention to the updated organizational chart. He asked that this be placed on the WVEMS website.

The status of the MOU with VDH/OEMS was discussed. The final MOU was received earlier in the day of the board meeting. *(NOTE: It was later discovered that there were errors so a revised version is pending.)*

The executive director described other contracts that are in place between VDH and WVEMS, including a contract to provide funding for continuing education and auxiliary courses.

MEDICAL DIRECTION COMMITTEE

Protocol Updates

Dr. Charles Lane and Dr. Eric Stanley reported on the status of protocol updates. The new protocol handbook will be ready to go out for peer review very soon. One or more focus groups will be developed to obtain provider input. Dr. Stanley presented a mock-up of the actual treatment protocols, and he and Dr. Lane described the process and the new simplification that was used in developing this revision.

Each year, the board must re-affirm our contract with Regional Medical Director Charles Lane. This is an auto-renewing contract.

Motion was made and seconded to reaffirm the Regional Medical Director contract with Dr. Charles Lane. Motion CARRIED.

EMS OPERATIONS - COMMUNICATIONS

The executive director reported that he has been advised that 100% funding for the NRV repeater replacement (Peak's Knob) was included in our FY 2018 contract with VDH/OEMS.

The executive director requested that the board approve the purchase to be awarded to Professional Communications in Blacksburg as a sole-source vendor. This is because Professional Communications maintains all of our radios in the New River Valley at this site,

and also our radios co-located with the joint New River E-911 communications project as its sole-source contractor.

Motion was made and seconded to allow the purchase contract of the Peaks Knob repeater and antenna replacement to be awarded to Professional Communications as a sole-source vendor. Motion CARRIED.

PERFORMANCE IMPROVEMENT COMMITTEE

Chris Christensen and Rob Logan reported for the Performance Improvement /Trauma Triage Committee. This committee met today. Our contract with VDH/OEMS now requires that we have one combined Performance Improvement Plan. The prior two plans have been rolled into one with no changes other than removal of language specific to trauma and several minor formatting and grammatical corrections.

Motion was made and seconded to adopt the new Regional Performance Improvement Plan. Motion CARRIED.

It was also reported that the PI committee considered a Medical Incident Review request involving improper use of a medication. The agency's OMD (from outside the WVEMS region) is handling the situation, but the agency and provider involved will be monitored by the PI Committee and staff.

NSPA

Craig Camidge, reported for the Near Southwest Preparedness Alliance, reported for NSPA. He noted the following:

NSPA has initiated a region-wide exercise series for all providers covered by the new CMS Emergency Preparedness Rule. This will include a table-top and functional exercise to be conducted in the month of October.

On September 21, NSPA will be hosting a Cyber Security program featuring speakers from the Governor's Office and Homeland Security.

The next business meeting of NSPA will be held on October 19th. This meeting will include staff reports, elections for the 2018-2019 Board of Directors, and a special presentation by Donnie Haynes, Interim Director, Center of Threat Preparedness, WV Dept. of Health and Human Resources on preparedness efforts ahead of the recent National Boy Scout Jamboree.

EDUCATION SUBCOMMITTEE

The executive director reported on the status of the CE/Auxiliary course MOU. RFPs are out. Some 20 proposals have been received and approved for funding. WVEMS will be paid \$38,539.40 to manage this contract. We have a total of \$354,540 to fund various CE and Auxiliary programs.

EMS ADVISORY BOARD

Jason Ferguson provided an oral and written report. It was noted that Jason had been reappointed by the Governor to represent the WVEMS region on the State EMS Advisory Board. Potential changes on trauma system representation on the advisory board and various committees was discussed. Advisory Board minutes and the latest OEMS quarterly report are posted on the Board's web page.

EMS FINANCIAL ASSISTANCE

The current cycle deadline is tomorrow, September 15. Regional reviews will take place on October 16 at the Roanoke County EOC on Cove Road. This will be a public meeting, but no presentations will be made by the applicants.

NEW BUSINESS

The executive director explained recent changes at Pioneer Community Hospital-Patrick. The hospital is closing. The ED went on full diversion and stopped taking patients at 5:00 yesterday, September 13. WVEMS is working with Patrick County to allow continuation of some form of drug box restocking.

Regional Medical Director Dr. Charles Lane discussed policies under development as part of the protocol handbook addressing free-standing emergency departments. He also reported on the recent "listening meeting" as part of a study of rural healthcare needs. A session was held on August 22 in Bedford, and was attended by Dr. Lane, Rob Logan, and others from the Western and Blue Ridge EMS regions.

President Simon and Rob Logan made a special presentation to Carey Harvey cutter for his many years of services as board member and treasurer of the Council. He was presented with an engraved watch in appreciation of his service. Carey thanked the board members and staff, and he commended the Council and its leadership for the many successes over the years.

PRESIDENT'S REPORT

The President reported 52 percent of directors in attendance. He thanked the board members in attendance.

STAFF REPORTS

Rob Logan – reported for Cathy that we have two Advanced EMT programs in the works: One underway in the New River Valley with 15 students enrolled, and one starting on Monday, September 18 in Roanoke with the maximum of 18 enrolled.

Chris Christensen – none

Mike Garnett – none

Sandi Short – none

HEARING OF THE PUBLIC

None

Being no further business, the meeting was adjourned at 3:10 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL
UNAUDITED TREASURER'S REPORT
AS OF AUGUST 31, 2017

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	451,450		0.00%
LOCAL GOVERNMENT	133,000	8,389	6.31%
UNITED WAYS	3,000	78	2.61%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA PROGRAM REVENUE	440,000	72,549	16.49%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	235,000	37,434	15.93%
VA EMS SYMPOSIUM		3,000	0.00%
NSPA OFFSET REVENUE (Contract for services)	12,000	515	4.29%
RENT INCOME (NSPA)	18,000	4,000	22.22%
OTHER INCOME - SALE OF ASSET	0		0.00%
CISM CONTRIBUTIONS		350	0.00%
CREDIT CARD HOSTING FEE		77	0.00%
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	0		0.00%
INVESTMENT / GAINS/LOSSES	10,000	1,936	19.36%
TOTAL REVENUES	1,303,450	128,328	9.85%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	445,000	80,028	17.98%
PAYROLL TAXES (FICA)	34,043	6,024	17.70%
VEC	1,200		0.00%
403(b) / RETIREMENT	22,250	3,022	13.58%
HOSPITAL / MEDICAL INSURANCE	46,000	10,030	21.80%
LIFE INSURANCE/DISABILITY	10,000	2,226	22.26%
DENTAL INSURANCE	3,600	435	12.08%
PROFESSIONAL SERVICES/FEES	12,000	120	1.00%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500	3	0.11%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	2,694	12.24%
POSTAL / SHIPPING	2,000	99	4.95%
TELECOMMUNICATIONS	14,000	1,985	14.18%
SUPPLIES (ADMIN)	7,957	278	3.49%
EQUIPMENT	8,000	1,603	20.03%
INSURANCE	12,000	4,809	40.08%
DIRECT PROGRAM EXPENSES	160,000	22,990	14.37%
NSPA/VHHA/MRC PROGRAM EXPENSES	440,000	72,549	
PRINTING / PUBLICATIONS	2,500	708	28.30%
TRAVEL / LODGING	5,000	112	2.24%
FUEL/VEHICLE MAINTENANCE	12,000	992	8.27%
MEETING SUPPORT	1,000		0.00%
DUES / MEMBERSHIP FEES	1,600	250	15.63%
STAFF DEVELOPMENT	15,000	525	3.50%
CISM PROGRAM COSTS	2,000	557	27.87%
COMMUNICATION SITE RENTAL	6,000	1,350	22.50%
COMMUNICATIONS WIRELINES	9,000	1,583	17.59%
COMMUNICATIONS MAINTENANCE	2,000	636	31.82%
COMMUNICATIONS UTILITIES	800	64	7.95%
COMMUNICATIONS INSURANCE	3,000	500	16.67%
COMMUNICATIONS EQUIPMENT	0		
TOTAL EXPENDITURES	1,303,450	216,170	16.58%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
OEMS FUNDS - BLS	
OEMS FUNDS - EMT	
PROGRAM SERVICE FEES	
PROTOCOL, ETC. SALES	900
TEXTBOOK SALES	
CONSOLIDATED TESTING	5,740
DRUG BOX ENTRANCE FEES	2,194
GRANTS & SPECIAL PROJECTS	
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	
PROGRAM TUITION - ENHANCED	28,600
PROGRAM TUITION - ADJUNCT	
PROGRAM TUITION - CARDIC	
PROGRAM TUITION - OTHER	
PROGRAM TUITION -	
PROGRAM TUITION - NRVTC	
ID CARD SALES	
TOTAL REVENUES	37,434

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	1,183
CONTRACTS FOR SERVICES (ENHANCED)	
CONTRACTS FOR SERVICES (ADJUNCT)	
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	
CONTRACTS FOR SERVICES (ALS TEST)	3,390
CONTRACTS FOR SERVICES (CTS)	4,147
CONTRACTS FOR SERVICES (CE WEEKENDS)	
CONTRACTS FOR SERVICES (DRUG TESTING)	
CONTRACTS FOR SERVICES (EMT)	
PAYROLL TAXES (FICA)	667
VEC	207
RENT - NRV TRAINING CENTER	228
POSTAGE (NRVTC)	
SUPPLIES (Programs)	7,695
SUPPLIES (CTS)	25
SUPPLIES (ALS TESTING)	
SUPPLIES (EDUCATION)	
SUPPLIES (NRVTC)	
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ALS)	4,002
TEXTBOOKS (ITLS)	
TEXTBOOKS (AMLS)	
TEXTBOOKS (NRV)	
EQUIPMENT (ALS TESTING)	
AMLS CERTIFICATES	
ITLS CERTIFICATES	
AMLS CERTIFICATES	
EQUIPMENT (EDUCATION)	
EQUIPMENT (NRVTC)	
INSURANCE	
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	
AMLS CERTIFICATES AND CARDS	
GRANTS & SPECIAL PROJECTS	
DRUG BOX EXCHANGE	1,075
CREDIT CARD DISCOUNT	371
TOTAL EXPENDITURES	22,990

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
August 31, 2017

ASSETS

Current Assets

FSA CASH	\$	1,121.74	
SUNTRUST CHECKING		87,129.81	
SUNTRUST PAYROLL		249.30	
BNC MONEY MARKET		45,887.85	
Western 14 Task Force		1,904.17	
PREPAID EXPENSES		23,955.25	
ACCOUNTS RECEIVABLE		49,768.89	
DUE FROM NSPA		32,843.23	
TUITION RECEIVABLE		2,000.00	
Total Current Assets			244,860.24

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

FRANKLIN TEMPLETON-AMERIPRISE		142,421.12	
COMMUNICATIONS EQUIPMENT		147,760.59	
MISCELLANEOUS EQUIPMENT		341,043.53	
OFFICE EQUIPMENT		35,144.59	
BUILDING		175,223.00	
LAND		201,600.00	
BLDG. IMPROVEMENTS		83,187.94	
GENERATOR BUILDING & EQUIPMENT		16,672.25	
ACCUMULATED DEPRECIATION		(416,474.69)	
Total Other Assets			726,578.33

Total Assets	\$		971,438.57
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	5,381.45	
ACCRUED SALARIES		41,788.99	
DUE TO CC HOSTING		1,475.00	
W14 CUSTODIAL LIABILITY		1,904.17	
FLEX SPENDING ACCOUNT-MEDICAL		677.54	
DEFERRED REVENUE		9,148.14	
Total Current Liabilities			60,375.29

Long-Term Liabilities

Total Long-Term Liabilities			0.00
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Total Liabilities			60,375.29
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Capital

FUND BAL. UNRESTRICTED		707,162.00	
FUND BAL. UNRESTRICTED DES.		55,036.00	
RETAINED EARNINGS		249,137.39	
FUND BALANCE TEMP. RESTR.		20,374.00	
Net Income		(120,646.11)	

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

August 31, 2017

Total Capital	<u>911,063.28</u>
Total Liabilities & Capital	\$ <u><u>971,438.57</u></u>

WESTERN VA EMS COUNCIL
UNAUDITED TREASURER'S REPORT
AS OF JUNE 30, 2017

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	440,000	415,450	94.42%
LOCAL GOVERNMENT	133,000	137,033	103.03%
UNITED WAYS	3,000	900	30.00%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA PROGRAM REVENUE	534,000	591,349	110.74%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	215,000	126,861	59.01%
VA EMS SYMPOSIUM		18,000	0.00%
NSPA OFFSET REVENUE (Contract for services)	12,000	96,982	808.18%
RENT INCOME (NSPA)	18,000	18,000	100.00%
CISM CONTRIBUTIONS	0	1,000	0.00%
CREDIT CARD HOSTING FEE		939	
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	0		0.00%
INVESTMENT / GAINS/LOSSES	14,000	7,587	54.19%
TOTAL REVENUES	1,370,000	1,414,099	103.22%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	430,000	512,642	119.22%
PAYROLL TAXES (FICA)	32,895	38,812	117.99%
VEC	1,200	82	6.85%
403(b) / RETIREMENT	21,500	20,557	95.61%
HOSPITAL / MEDICAL INSURANCE	54,000	45,031	83.39%
LIFE INSURANCE/DISABILITY	10,000	11,270	112.70%
DENTAL INSURANCE	4,000	2,363	59.08%
PROFESSIONAL SERVICES/FEES	8,500	9,014	106.05%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,000	2,920	146.01%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	20,242	92.01%
POSTAL / SHIPPING	2,000	2,554	127.69%
TELECOMMUNICATIONS	14,000	12,948	92.48%
SUPPLIES (ADMIN)	9,705	11,078	114.15%
EQUIPMENT	9,000	2,156	23.96%
INSURANCE	8,000	10,494	131.18%
DIRECT PROGRAM EXPENSES	162,000	118,926	73.41%
NSPA/VHHA/MRC PROGRAM EXPENSES	509,000	562,197	110.45%
PRINTING / PUBLICATIONS	3,500	1,532	43.77%
TRAVEL / LODGING	6,000	2,617	43.62%
FUEL/VEHICLE MAINTENANCE	15,000	11,410	76.07%
MEETING SUPPORT	1,200	1,013	84.43%
DUES / MEMBERSHIP FEES	1,600	1,381	86.28%
STAFF DEVELOPMENT	12,500	3,991	31.93%
CISM PROGRAM COSTS	2,000	8,497	424.86%
COMMUNICATION SITE RENTAL	8,100	8,100	100.00%
COMMUNICATIONS WIRELINES	7,500	9,385	125.13%
COMMUNICATIONS MAINTENANCE	4,000	5,059	126.46%
COMMUNICATIONS UTILITIES	800	526	65.73%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT	4,000		0.00%
TOTAL EXPENDITURES	1,370,000	1,439,797	105.09%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	17,873
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
OEMS FUNDS - BLS	
OEMS FUNDS - EMT	
PROGRAM SERVICE FEES	3,870
PROTOCOL, ETC. SALES	60
TEXTBOOK SALES	5,608
CONSOLIDATED TESTING	37,290
DRUG BOX ENTRANCE FEES	10,189
GRANTS & SPECIAL PROJECTS	
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	49,500
PROGRAM TUITION - ENHANCED	
PROGRAM TUITION - ADJUNCT	2,400
PROGRAM TUITION - CARDIC	
PROGRAM TUITION - OTHER	
PROGRAM TUITION -	
PROGRAM TUITION - NRVTC	
ID CARD SALES	70
COMMUNITY COLLEGE COURSE REVENUE	
TOTAL REVENUES	126,861

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	48,302
CONTRACTS FOR SERVICES (ENHANCED)	
CONTRACTS FOR SERVICES (ADJUNCT)	1,389
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	
CONTRACTS FOR SERVICES (ALS TEST)	5,830
CONTRACTS FOR SERVICES (CTS)	31,032
CONTRACTS FOR SERVICES (CE WEEKENDS)	
CONTRACTS FOR SERVICES (DRUG TESTING)	3,889
CONTRACTS FOR SERVICES (EMT)	
PAYROLL TAXES (FICA)	
VEC	
RENT - NRV TRAINING CENTER	1,370
POSTAGE (NRVTC)	
SUPPLIES (Programs)	16,576
SUPPLIES (CTS)	4,765
SUPPLIES (ALS TESTING)	
SUPPLIES (EDUCATION)	693
SUPPLIES (NRVTC)	157
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ALS)	826
TEXTBOOKS (ITLS)	
TEXTBOOKS (AMLS)	
TEXTBOOKS (NRV)	798
CREDIT CARD DISCOUNT	3,298

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

June 30, 2017

ASSETS

Current Assets

FSA CASH	\$	1,100.66	
SUNTRUST CHECKING		72,455.94	
SUNTRUST PAYROLL		200.00	
BNC MONEY MARKET		65,880.36	
Western 14 Task Force		1,904.17	
PREPAID EXPENSES		23,955.25	
ACCOUNTS RECEIVABLE		158,462.42	
DUE FROM NSPA		59,983.21	
TUITION RECEIVABLE		2,000.00	
Total Current Assets			385,942.01

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

FRANKLIN TEMPLETON-AMERIPRISE		140,607.26	
COMMUNICATIONS EQUIPMENT		147,760.59	
MISCELLANEOUS EQUIPMENT		341,043.53	
OFFICE EQUIPMENT		35,144.59	
BUILDING		175,223.00	
LAND		201,600.00	
BLDG. IMPROVEMENTS		74,792.94	
GENERATOR BUILDING & EQUIPMENT		16,672.25	
ACCUMULATED DEPRECIATION		(416,474.69)	
Total Other Assets			716,369.47

Total Assets	\$		1,102,311.48
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	16,358.59	
ACCRUED SALARIES		41,788.99	
SALES TAX PAYABLE		3.18	
W14 CUSTODIAL LIABILITY		1,904.17	
FLEX SPENDING ACCOUNT-MEDICAL		844.02	
DEFERRED REVENUE		9,703.14	
Total Current Liabilities			70,602.09

Long-Term Liabilities

Total Long-Term Liabilities			0.00
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Total Liabilities			70,602.09
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Capital

FUND BAL. UNRESTRICTED		707,162.00	
FUND BAL. UNRESTRICTED DES.		55,036.00	
RETAINED EARNINGS		346,843.50	
FUND BALANCE TEMP. RESTR.		20,374.00	
Net Income		(97,706.11)	

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

June 30, 2017

Total Capital	<u>1,031,709.39</u>
Total Liabilities & Capital	\$ <u><u>1,102,311.48</u></u>

Committee Assignments for Fiscal Year 2018

Executive (Lead Staff – Rob Logan)

Meets quarterly.

(This committee consists of the officers of the board of directors, the executive director who serves without vote, and three at-large members, one from each planning district. (Subject to change after December 2016 elections.) This committee is responsible for: Nominations, Budget & Finance, Human Resources, Strategic Planning, Audit, Bylaws & Policies.

Steve Simon, President, Chair

Dale Wagoner, Vice President

Joe Trigg, Secretary

Joe Coyle, Treasurer

Mike Jefferson, At-large, 12th PD

Jason Ferguson, At-large, 5th PD

Steve Davis, At-large, 4th PD

Rob Logan, Executive Director (*non-voting*)

Nominating Committee (Lead Staff – Rob Logan)

Appointed as needed

Medical Direction Committee (Lead Staff – Cathy Cockrell)

This committee consists of all active EMS physicians (Operational Medical Directors and Course Medical Directors) in the region. It is also responsible for three work groups: Education, Allied Resources (hospitals), Pharmacy.

Charles Lane, MD, Regional Medical Director, Chair

Education Subcommittee (Lead Staff – Cathy Cockrell)

Meets as needed.

Matt Rickman, Chair, Salem EMS Agency

Charles Lane, MD, Regional Medical Director

Jason Ferguson, Botetourt County EMS Agency

Tommy Pruitt, Danville Area Training Center

David Bishop, Roanoke Valley Regional F-EMS TC, Roanoke EMS Agency

Mike Saccocci, D.O., Roanoke County OMD

Suzie Helbert, Henry County EMS Agency

Joe Coyle, New River Valley EMS Agency and EMT-P Steering Committee

J.C. Cook, Jefferson College of Health Sciences

Nathaniel Davis, New River Valley EMS Provider and Educator

Allied Resources (Hospital) Subcommittee (Staff liaison – Rob Logan and Cathy Cockrell)

Meets as needed.

Darrell VanNess, RN, BSN, MBA (Carilion Clinic-CMC), Chair

Membership consists of an administrative-level representative from each hospital within the region. Normally this will be a nurse manager, pharmacist, materials manager, physician, or administrator. Appointed by the hospitals. Additional members are:

Matt Rickman, PD 5 EMS provider

Shawn Hite, PD 4 EMS provider

Matt Tatum, PD12 EMS provider

Charles Lane, MD, Regional Medical Director

Mary Kathryn Allen, BREMS Exec. Director (non-voting)

Sean Reagan, BREMS/Lynchburg EMS Agency

President may appoint other members in consultation with Chair.

Pharmacy Subcommittee (Staff liaison – Cathy Cockrell and Rob Logan)

Meets as needed.

Nadine Gilmore (Centra Lynchburg General Pharmacy Director) Co-chair

Larry Mullins (Carilion Roanoke Memorial Pharmacy Director) Co-Chair

Members: A pharmacist from each hospital in the WVEMS and BREMS regions, plus EMS provider liaison members (one from each planning district in WVEMS and BREMS.)

Steve Simon, Roanoke County Fire & Rescue (5th PD)

Sean Reagan, Lynchburg Fire & EMS (11th PD)

Dustin Williams, New River Valley EMS Agency (4th PD)

Tommy Pruitt, Danville EMS Agency Administrator & EMS Provider (12th PD)

Performance Improvement and Trauma Triage Planning Committee (Staff liaison – Chris Christensen) Meets quarterly.

(The organizations and localities to be represented on this committee are dictated by OEMS in our annual contract. Membership may be altered during the year as positions and responsibilities within hospitals and agencies are changed.)

Charles Lane, MD, Chair (Regional OMD) OMD

Jennifer Mark, MD (Lewis Gale Medical Center) OMD

Daniel Freeman (Carilion Clinic) Designated Trauma Center

Meredith Sutton (SOVAH Heath-Danville) Regional Hospital

Susan Smith (Carilion Life-Guard) Air Medical Representative

Scott Davis (Blacksburg Rescue Squad) Volunteer EMS Provider-PD 4

Don Altice (Roanoke County Fire & Rescue) Career EMS Provider-PD 5

Kris Shrader (City of Martinsville) Career EMS Provider-PD 12

Emory Altizer (Lewis Gale Hospital-Montgomery) Trauma Liaison to State

Mike Jefferson (City of Danville Fire) At-Large Fire/EMS Representative

Regional Stroke Triage Committee (Staff liaison – Cathy Cockrell) Meets as needed.

(The organizations and localities to be represented on this committee are dictated by OEMS in our annual contract. Membership may be altered during the year as positions and responsibilities within hospitals and agencies are changed.)

Charles Lane, MD, Chair (Regional OMD) OMD

Kathy Robertson, (Carilion Clinic) Designated Stroke Center

Becky Garnett, RN, (CNRVMC) Non-Designated-PD4

Jean Moreland, RN (Lewis Gale Medical Center) Designated Stroke Center-PD 5

(tba) (SOVAH Health-Martinsville) Non-Designated-PD 12

(tba) (Wake Forest Baptist Health AirCare 3) Air Medical Representative

Mike Haubner, NRP (Roanoke County Fire & Rescue) Fire Based Service

Brandon Hatcher, NRP (Fieldale-Collinsville Rescue Squad) Volunteer EMS Provider

Dustin Williams, NRP (Christiansburg Rescue) Career EMS Provider

David Linkous, BSN, RN (VDH) Department of Health-District Representative

Communications Committee (Staff liaison – Rob Logan) Meets as needed.

Jim Cady, Sr., Chair (Craig County)

Bob Bruch (Botetourt County)

Jeff Echternach (NSPA)

Andy Seabolt (Alleghany County)

Chris Akers (Pulaski County)

Jim Davis (Pittsylvania County)

President may appoint other members in consultation with Chair.

**Western Virginia Emergency Medical Services Council
Regional Medical Director Contract**

CONTRACT NUMBER WVEMS-RMD-07

This contract entered into this 1st day of July, 2006, by and between the **Western Virginia Emergency Medical Services Council** (hereafter referred to as the "Council" or "WVEMS") whose offices are located at 1944 Peters Creek Road, Roanoke Virginia 24017 and **Charles J. Lane, M.D.** (hereafter referred to as the "Regional Medical Director" or "RMD") whose address is 1060 Walnut Run Drive, Hardy, Virginia 24101.

WITNESSETH that the RMD and the Council, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

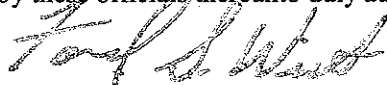
SCOPE OF CONTRACT: The RMD shall provide the services to the Council as set forth in this Contract.

PERIOD OF PERFORMANCE: The services of the RMD shall commence upon signing and dating this contract and shall continue until June 30, 2008, The contract shall automatically renew for periods one-year until terminated or modified.

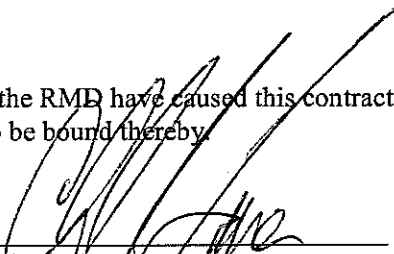
The contract documents shall consist of:

1. This signed form.
2. The attached description that consists of the following, all of which are incorporated herein:
 - a. The Scope of Service
 - b. The General Terms and Conditions.
 - c. Method of Compensation.
 - d. Integration and Modification

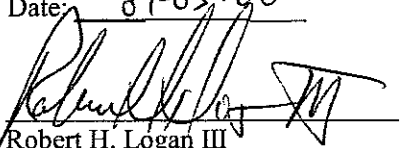
IN WITNESS THEREOF, the Council and the RMD have caused this contract to be duly executed by these officials thereunto duly authorized to be bound thereby.



Ford S. Wirt
President
Western Virginia EMS Council, Inc.
Date: 07-05-06



Charles J. Lane, MD.
Regional Medical Director
Western Virginia EMS Council, Inc.
Date: 06/29/2006



Robert H. Logan III
Executive Director
Western Virginia EMS Council, Inc.

CONTRACT WVEMS-RMD-07

Date: 07-05-06

CONTRACT WVEMS-RMD-07

- I. SCOPE OF SERVICES:** The RMD Shall:
- A. Hold a current endorsement as an Emergency Medicine Physician issued by the Office of Emergency Medical Services (OEMS) and have prior or current experience as an Operational Medical Director (OMD) for a licensed Emergency Medical Services (EMS) agency.
 - B. Provide focused medical leadership in the continued development of a comprehensive, coordinated emergency medical services system in the Western Virginia Emergency Medical Services (WVEMS) Region.
 - C. Serve as an advocate for high quality patient care in the EMS system.
 - D. Be available for consultation regarding patient care standards, including communications, dispatch, and medical records.
 - E. In cooperation and coordination with Regional OMD's affiliated with EMS agencies within the WVEMS Region:
 - i. Coordinate modifications and updates of regional treatment and operational protocols and make them available for implementation as determined by the WVEMS Medical Directorate, Allied Resources and Pharmacy Committees.
 - ii. Develop and implement the process for the provision of concurrent medical direction.
 - iii. Develop recommendations for initial qualifications of prehospital personnel involved in patient care.
 - iv. Participate in the establishment and maintenance of qualifications of prehospital personnel involved in patient care including education, testing, and credentialing.
 - v. Participate in the development and implementation of an effective quality improvement program for continuous system and patient care improvement.
 - F. Identify and maintain liaison with stakeholders in the EMS system.
 - G. Interact with regional, state, and local EMS authorities to make recommendations encouraging that standards, needs, and requirements be met, and that the utilization of resources is optimal.
 - H. Participate in mutual aid, disaster planning and management.
 - I. Maintain knowledge levels appropriate for an EMS Physician through continued education.
 - J. Serve as an active member of the WVEMS Medical Directorate, regularly attend meetings of the WVEMS EMS Council Board of Directors, and provide advice and guidance to the WVEMS board of directors and its committees requested.

- K. Provide technical assistance, as needed, to EMS agency OMD's in development and operation of prehospital EMS programs, serve as liaison with OMD's in dealing with system issues or concerns brought to the attention of the WVEMS EMS Council or OEMS, and promote and assist in the recruitment, retention and orientation of OMD's.
- L. Assess the qualifications of OMD applicants and report those findings to the Regional Medical Directorate.
- M. Review the WVEMS Regional EMS Plan and actively participate in developing the sections pertaining to medical direction.
- N. Promote accredited ALS training programs with the WVEMS Region.
- O. Represent the WVEMS Region on the State Medical Direction Committee and regularly attend scheduled meetings of that committee. If unable to attend a scheduled meeting, ensure that a qualified physician attends as the RMD representative.

II. GENERAL TERMS AND CONDITIONS:

- A. **Resourcing the RMD Function:** The Council will provide the following resources to the RMD and regional medical direction in the WVEMS region:
 - 1. Reimburse the RMD an amount up to \$3,000.00 per contract period to pay registration fees and tuition for professional training and meetings related to the RMD's function.
 - 2. Provide administrative support to the RMD and to the Medical Direction Committee as requested by the RMD.
 - 3. Provide support for periodic meetings of the Medical Direction Committee and at any regional EMS training activity required to accommodate compliance with RMD responsibilities under the auspices of this contract.
 - 4. Reimburse other expenses incurred by the RMD in fulfilling the terms of this contract upon approval of the Executive Director and contingent upon the availability of budgeted funds.
- B. **Payments:** Payments to the RMD will be made on a reimbursement basis, within 30 days following the submission of a WVEMS Reimbursement Form with appropriate documentation of the training/meeting costs incurred.
- C. **Changes to the Contract:** Changes to the Contract may be made by the parties if they agree, in writing, to modify the scope of the Contract. An increase or decrease in price of the contract resulting from modification shall be agreed to by parties as part of their written agreement to modify the scope of the Contract.

CONTRACT WVEMS-RMD-07

- D. Default: In case of failure to deliver services in accordance with Contract Terms and Conditions, the Council, after due oral or written notice, may seek such services from another source and hold the RMD responsible for any resulting additional purchase and administrative costs.
- E. Independent Contractor: When providing services specified under this Contract, the RMD shall not be deemed an "employee" or "agent" of the Council. The RMD shall act as an independent contractor and is responsible for obtaining and maintaining appropriate liability insurance, payment of all FICA, State and Federal taxes, and complying with other similar requirements, which are customary in industry.
- F. Availability of Funds: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of budgeted funds available or which hereafter may become available for the purpose of this agreement and any renewal periods thereof.
- G. Cancellation of Contract: The Council reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the RMD. Any RMD cancellation notice shall not relieve the RMD of the obligation to deliver and/ or perform the duties of the RMD until such time as a suitable replacement is placed under contract or 60 days from written notice, whichever first occurs.
- H. Evaluation of the Contract Performance: The Council will conduct an annual evaluation of the RMD through the Council Executive Director who will report the evaluation findings to the Council and document the findings in the Council's year-end report to OEMS.
- I. Renewal of Contract: This Contract renews automatically for subsequent one-year periods unless cancelled or modified by the either party as described above. Written notice of either party's intention not to renew shall be given approximately 90 days prior to the expiration date of a contract period.

III. METHOD OF COMPENSATION: RMD expense reimbursements will be processed for payment upon presentation of documentation as specified herein.

IV. INTEGRATION AND MODIFICATION: This contract constitutes the entire agreement between the RMD and the Council. No alteration, amendment or modification in the provisions of this contract shall be effective unless it is reduced to writing, signed by both parties, and attached hereto.

Virginia EMS Advisory Board
August 4, 2017
Meeting Summary

Chairman's Report- Attended Town Hall meetings on Intermediate 99 and closing ceremonies for the EMS Memorial Bike ride.

State Commissioner- Dr. Levine thanked the EMS community in general and thanked Bruce Edwards for his time served on the Board of Health. She also congratulated Gary Critzer, as he has been appointed to the Board. She spoke of the opioid crisis, indicating that deaths are continuing to rise, as well as overdoses. A Federal commission has been established to look at this crisis.

OEMS Report:

- Director Brown thanked EMS in general for their tireless efforts.
 - Tim Perkins spoke on House Bill 1728 workgroup, indicating they have met three times. The next meeting is September 14th.
 - New staff members to Trauma and Critical Care, as well as Business Development were introduced.
 - Nasal Narcan grant, applications are open until 9/29/17. Each licensed EMS vehicle would receive two doses.
 - EMS Training Funds-
 - Initial Certification- The developing scholarship program was discussed for initial certification programs. This process is under development and should be on-line and live by October of 2017. More information will be forthcoming.
 - Continuing Education- OEMS is working with EMS councils to distribute these funds. All councils have been contracted to receive these funds. These funds will not be a reimbursement, but rather paid up front.

Committee Reports:

- Executive Committee-
 - Received update on ACS Taskforce.
 - Update on EMSTF
 - Discussed EMT-I, VAVRS Financial Report, and HB1728.
 - Nomination Committee established.
- FARC-
 - Reminder that Fall cycle just open, deadline 9/15
 - Processed 2.5 million this quarter
 - Two new FARC members
 - Confirmed Kevin Dillard as REMS representative
- Rules & Regulations-

- Continuing to work on regulation revisions. More information will be available at the next board meeting.
- Legislative & Planning-
 - Did not meet
- Transportation-
 - Did not meet
- Communications-
 - Melissa Wood was appointed to the Medevac committee
 - Discussion about FirstNet
 - Approved PSAP accreditation for Mecklinburg County
 - Reemphasized agencies having appropriate Federal Interoperability channels in radios
- Emergency Management-
 - Reviewed Fire at senior living facility in Chesapeake
 - Electronic field triage program being worked on for testing this Fall
- Medical Directions-
 - Discussed motion that had been presented from committee. There was some concern over wording as it related to the future of current Intermediates. Appendix E of the Quarterly report was amended to remove items #3 and #4 from the motion. Amended by unanimous vote.
- Medevac-
 - No Action Items
 - Workgroup meeting to talk about HB1728 on 8/23 at 1PM
- Trauma-
 - TSOM committee is actively working on recommendations from the report.
 - Discussing the impact of the Trauma fund with recent legislative changes
- EMSC-
 - Child passenger safety course- Ruckersville, Insurance Institute
 - Discussed pediatric considerations during sheltering
 - EMSC grant cycle is coming up
- Training & Certification-
 - Motion as included in the Quarterly Report, Appendix C. The motion recommended that when the National Registry of EMT's no longer offers and I-99 exam, that Virginia cease issuing initial Intermediate certifications.
 - Motion was passed by unanimous vote.
- Workforce Development-.
 - Officer I was offered at Rescue College, will be taking suggestions and revising for Symposium
 - Standards of Excellence program continues to move forward
 - Recruitment & Retention Network meeting will be in conjunction with Symposium
- EMS Council Directors-
 - Announced Wayne Perry as new Treasurer
 - Craig Evans will be the representative on the Training and Certification Committee
 - Mary Kathryn Allen will be the representative on the Transportation Committee

New Business

- EMSC is being looked at from the National level. There is concern that EMSC may be done away with or lose substantial funding. A request was made for the Advisory Board to go on record with a statement to oppose the elimination of EMSC. The Board approved a letter of support for EMSC.

Respectfully Submitted,

Jason Ferguson
WVEMS Advisory Board Representative

DIRECTORS:	2015				2016				2017			
	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC
Adams, Scottie												
Allen, Steve	X	X	O	X	X	X	O	O	O	O	O	
Altman, Billy	X	X	X	X	X	O	X	O	X	O	O	
Beach, John	O	X	O	O								
Broughman, J. B.					O	O	O	O				
Brown, Bill	O	O	O	O								
Cady Sr., Jim	X	X	X	X	O	X	X	X	X	O	O	
Coyle, Joe	X	O	O	X	X	X	X	X	X	X	X	
Davis, Steve	X	X	X	X	X	X	X	X	X	X	O	
Dick, Tim	O	O	O	O								
Duffer, Tim	X	O	O	X	X	O	X	O	O	X	O	
Eanes, Steven	X	O	O	X	O	O	X	X	O	X	O	
Ferguson, Jason	X	X	X	X	X	O	X	X	O	X	X	
Ferguson, William											O	
Guests	2	6	1	3	2	1	0	0	0	0	1	
Harveycutter, Carey	X	X	X	O	X	X	X	O	O	O	X	
Hatcher, Daryl	X	O	X	O	X	O	O	O	X	O		
Haywood, Rodney			O	O	O	X	O	O	O	X	O	
Hodge, Rickey	O	O	X	O	O	O	O	O				
Horton, Greg									O	O	O	
Jefferson, Mike	X	X	X	O	X	O	X	X	O	X	X	
Lane, Charles	O	O	X	X	O	O	X	O	O	O	X	
Linkous, David	O	O	X	O	X	O	X	X	O	X	O	
Logan, Robert	X	X	X	X	X	X	X	X	X	X	X	
Muterspaugh, Ryan	O	O	X	X	O	O	X	X	X	X	X	
Rickman, Matt					X	O	X	X	X	X	X	
Shrader, Kris	X	O	X	X	X	O	O	X	X	X	X	
Simon, Stephen	X	X	X	X	X	O	X	X	X	O	X	
Stanley D.O., Eric	X	O	X	X	X	X	X	X	X	X	X	
Taylor, Dallas	X	O	X	X	X	X	X	O	X	O	O	
Trigg, Joe	X	X	X	X	X	X	X	X	X	X	X	
Tweedie, Valerie					X	O	O	X	X	X	O	
Wagoner, J. Dale	X	O	X	X	X	O	X	X	X	X	X	
Wirt, Ford	X	X	X	X	O	X	O	X	X	X	X	
STAFF PRESENT:	2015				2016				2017			
	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC
Berger, Charles	X	X	X	X	X							
Christian, Mary	O	O	O	X	O	O	O	O	O	O	O	
Cockrell, Cathy	X	X	X	X	X	X	X	X	X	X	O	
Dalton, Gene	X	X	O	X	X	X	X	X	X	X	O	
Garnett, Mike	X	X	X	X	X	X	X	X	X	X	X	
McGrath, Sandi	X	X	X	X	X	O	O	X	X	X	X	
Christensen, Chris	O	X	O	O	O	O	X	X	X	X	X	
Merix, George							X	O	O	O	O	

DID NOT ATTEND = O
NO LONGER INVOLVED

March 2015 Guests: Tim Perkins-OEMS, J.T. Clark-NSPA
 June 2015 Guests: Michael Pruitt-NSPA, Jason Gifford, Dr. David Trump-VDH,
 June 2015 Guests: Kevin Dillard(Lifecare), Althea McDaniel(Lifecare), Dan(Lifecare)
 Sept 2015 Guests: Robert Decarolis
 Dec 2015 Guests: Broughman(City of Covington), JT Clark (NSPA), John Hash(Brown Edwards)

March 2016 Guests: Tim Perkins (OEMS), John Dugan (AHA/VHAC)

June 2016 Guests: JC Cook (JCHS)

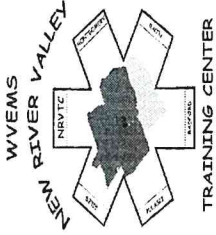
Sep 2016 Guest: None

Dec 2016 Guest: None

March 2017 Guest: None

June 2017 Guest: None

Sep 2016 Guest: Craig Camage



Attendance Roster

Meeting Title: Western Virginia Emergency Medical Services Council / Board of Directors	Meeting Date: September 14, 2017
Meeting Location: Salem Civic Center, Parlor C	

Board Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Rob Copan	WVEMS	file	[Signature]	✓	
2. *Frank Ward	Floyd Co.	FWIRT@SWVA.NET	[Signature]	✓	
3. Charles Lane	WVEM	Charles.Lane@FranklinCountyVA.gov	[Signature]	✓	
4. Mark Stankov	WVEMS		[Signature]	✓	
5. Eric Steadley	WVEMS	Dr.Eric.Steadley@gmail.com	[Signature]	✓	
6. Chris Christensen	WVEMS	file	[Signature]	✓	
7. Louis Camargo (guest)	NSPA	file	[Signature]	✓	
8. Joe Coyne	Mont. Co	ON file	[Signature]	✓	
9. Stephen Simon	RenoTeCounty	file	[Signature]	✓	
10. DALE WAGONER	PD-17	dwagoner@co.henry.va.us	[Signature]	✓	
11. L. Joseph Trigg	Plaske County	ON FILE	[Signature]	✓	
12. R. CAREY HARVEY CUTTEN	5th PD	file	[Signature]	✓	
13. Michael Jefferson	Spaville	file	[Signature]	✓	
14. Jason Ferguson	Botetourt	file	[Signature]	✓	
15. M. Matthew Beckman	Salem Fire	mbeckman@salemva.gov	[Signature]	✓	
16. Christopher W. Shraiber	Martinsville	shraiber@ci.martinsville.va.us	[Signature]	✓	
17. Ryan M. Montespangh	Allegheny Co.	montespangh@co.allegheny.va.us	[Signature]	✓	

Print Name	Agency Affiliation	Email Address	Signature	In Person	Phone
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
Staff Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Sancia McGrath		nonya.com	<i>Sancia McGrath</i>	<input checked="" type="checkbox"/>	
2.					
3.					
4.					
5.					
6.					
7.					
Guest Name	Agency Affiliation	Email Address	Signature	In Person	Phone
1.					
2.					
3.					
4.					