




**WVEMS BOARD OF DIRECTORS  
Thursday, September 12, 2013**

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

**AGENDA**

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
  - a. Minutes - June 13 meeting  [Board of Directors Minutes - June 2013](#)
4. Treasurer's Report
  - a. FY 2013 Year-end unaudited treasurer's report  [Unaudited Treas Report FY 2013 Year End](#)
  - b. Periodic Financial Report  [Treasurer's Report - YTD Aug 31 2013](#)
  - c. FY 14 Budget Amendment  [Amended Budget](#)
  - d. United Way Roanoke Valley Application Approval
  - e. Disposition of Board Designated Fund
5. Reports and Action Items
  - a. Executive Committee
    - I. Consideration of Reassignment of Staff
    - II. FY 13 Staff Development Funds Rollover
  - b. Medical Direction Committee
    - I. Pharmacy and Allied Resources Workgroups - Charles Berger
  - c. EMS Operations
    - I. Communications Workgroup  
Tinker Radio Shelter Work
  - d. Performance Improvement Committee (meet same day as Board) - Charles Berger
    - I. General Performance Improvement Plan Update
    - II. Trauma Performance Improvement Plan Update

- e. Near Southwest Preparedness Alliance (NSPA)
    - I. Announcement of New Coordinator Hire
  - f. State EMS Advisory Board Report - Dale Wagoner  [AB Report - Aug 2013](#)
  - g. CISM Program Accreditation
6. EMS Financial Assistance - Current Cycle Deadline
  7. New Business
  8. President's Report
  9. Staff Reports
  10. Adjourn

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

**DRAFT MEETING MINUTES**

**DATE:** September 12, 2013

**LOCATION:** Salem Civic Center – Parlor C

**Directors Present**

Billy Altman  
John Beach  
Joe Coyle  
Steve Davis  
Jason Ferguson  
Carey Harveycutter  
Daryl Hatcher  
Rickey Hodge  
Mike Jefferson  
Charles Lane  
Rob Logan  
Ryan Muterspaugh  
Lee Simpkins  
Dallas Taylor  
Joe Trigg  
Dale Wagoner  
Ford Wirt

**Staff Present**

Mary Christian  
Gene Dalton  
Charles Berger

**Guests Present**

Jason Gifford

**TO ORDER**

President Ford Wirt called this regular meeting of the Board of Directors to order at 1:30 PM.

He introduced guest: Jason Gifford of Radford EMS, guest of Chief Lee Simpkins.

**SECRETARY'S REPORT**

Ford presented minutes of the last meeting as distributed. He called for any corrections or additions.

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

**TREASURER'S REPORT**

Treasurer Harveycutter presented the unaudited FY 13 year-end report. He noted that the year ended with a small surplus.

Motion was made and duly seconded to receive the year-end report. Motion CARRIED.  
The Treasurer then presented the unaudited periodic report for the period ended August 31, 2013. He noted that revenue appears low because the first-quarter OEMS contract payment will not be received until the following reporting period.

Motion was made and duly seconded to receive the periodic financial report,. **Motion CARRIED.**

The Treasurer and Executive Director advised the board that a Council vehicle that was assigned to the Medical Reserve Corps was damaged beyond repair in the July floods. The vehicle had been donated to WVEMS by Carilion Clinic Patient Transportation. WVEMS received payment of \$6500 from its insurance provider. The Executive Director requests that this revenue be used to pay for repairs to the Tinker Mountain communications shelter, and to repaint one of the Council vehicles (donated by Roanoke County) that has several years of service life remaining. The revised budget was distributed to the directors.

Motion was made and duly seconded to approve the budget revisions as presented. **Motion CARRIED.**

The treasurer reported that every three years, WVEMS must re-apply to become an “eligible agency” for the United Way Roanoke Valley. Board approval is required.

Motion was made and duly seconded to approve the “UWRV eligible agency” application. Carey Harveycutter moved to amend the motion to include pro-forma approval for any similar United Way or United Fund applications. **The amendment was ADOPTED.**

Vote was then taken on the main motion as amended. **Motion CARRIED.**

The Treasurer reported on a small balance remaining in the Council’s “board-designated fund” (previously referred to as our endowment). He noted that \$55,000 of funds from this account was used for the purchase of our building in Roanoke. The original intent was to repay that fund over time, but the fund is earning very little interest, and we have since adopted a new investment policy. He recommends that we close out this fund and roll the balance into our Franklin Templeton investment account.

Motion was made and duly seconded to approve the transfer of funds from the Board Designated Mutual of America account into the Council’s investment account, **Motion CARRIED.**

#### **EXECUTIVE COMMITTEE**

The Executive Committee met prior to this meeting to review and discuss the agenda items.

The Executive Director announced that Mary Christian will be leaving to return to New Jersey after her house in Franklin County sells. A plan for her to continue employment on a very part-time basis had been presented by the Executive Director. Under this plan, Mary would work an average of 10 hours per week. Sandi Short would be promoted to Office Manager and would assume most of the day-to-day duties of the business manager. We would then hire a full-time administrative assistant to assume general office and clerical duties. This would result in approximately \$13,000 annual savings to the Council.

A revised organizational chart was presented to the directors.

The Executive Committee approved this reorganization and related amendments to the job descriptions at its earlier meeting.

The Executive Director noted that the past year’s staff development account ended with an approximate \$3500 surplus. WVEMS personnel policies allow the Executive Director to approve tuition assistance for staff members based on available funds. Education Program

Director Cathy Cockrell has requested tuition assistance to begin work on a masters degree in healthcare administration with a focus on EMS education. The Executive Director recommends that WVEMS provide partial funding for up to four courses, with assistance not to exceed \$5,000, and that \$3,500 of those funds be taken from unbudgeted FY 2013 surplus.

It was moved and duly seconded to authorize the roll-over to the FY 2014 budget and expenditure of up to \$3500 from unobligated FY 2013 surplus funds into the Staff Development account for FY 2014, and to amend the Tuition Reimbursement policy to add a three-year continued employment pro-rated payback provision. Motion CARRIED.

### **MEDICAL DIRECTION COMMITTEE**

Regional Medical Director Dr. Charles Lane reported for the regional medical direction committee. He reported that the process for annual protocol updates would begin soon. He also reported on recent drug diversions experienced statewide, including in the WVEMS and BREMS regions. He discussed several security options that are under consideration.

Charles Berger reported that WVEMS would host an OMD Currents session on April 16 at the New River Valley Business Center. Details will soon be posted on the WVEMS website.

### **Allied Resources and Pharmacy Workgroups**

Charles Berger reported for these workgroups. Minutes for a recent Pharmacy Workgroup meeting are posted on the Board Agenda web page. The Executive Director announced that Pharmacy Workgroup co-chairman Joe Ciezkowski would soon retire from LewisGale Medical Center, and a new co-chair would be appointed. In the interim, co-chair Nadine Gilmore from Lynchburg General will serve as chair.

### **Education Workgroup**

On behalf of the workgroup, Rob Logan reported on recent changes to the EMT-I program and to progress on gaining approval for the satellite site in Franklin County. The Advisory Committee for the EMT-I program recently met with a representative of the New River Community College, and a decision was made to no longer offer college credit. Instead, CEUs will be offered.

### **EMS OPERATIONS**

#### **Communications Workgroup**

Rob Logan reported on work that is underway toward repairs to the Tinker Mountain communications shelter. Also the new generator for Bald Knob will be installed within the next 30 days. Discussions are underway with Botetourt County to relocate some of its communications equipment to the WVEMS shelter on Tinker Mountain.

### **PERFORMANCE IMPROVEMENT COMMITTEE**

#### **Trauma and General Performance Improvement Subcommittees**

Charles Berger reported for the General and Trauma Performance Improvement Committees. Both met today. No revisions were suggested for either plan.

Motion was made and duly seconded to re-adopt the General PI plan. **Motion CARRIED.**  
Motion was made and duly seconded to re-adopt the Trauma PI plan. **Motion CARRIED.**

WVEMS director Dallas Taylor brought up an extended discussion related to VPHIB data collection. Many directors expressed dissatisfaction with OEMS and the lack of cooperation

and service received relating to this program. Dallas referenced a recent memo from OEMS advising hospitals to report EMS agencies who fail to provide call reports at the time of patient delivery. He stated that this approach was unacceptable to hospitals, as it serves no purpose other than to alienate those agencies and providers. Several directors noted their dissatisfaction with OEMS staff refusal to participate in various user meetings related to VPHIB.

### **NSPA**

Rob Logan reported for NSPA. A new Executive Director has been hired and will begin work on November 11. JT Clark currently works for Carilion Clinic as the facilities director at Carilion Franklin Memorial Hospital.

Keith Dowler, Interim Director will revert to his former position as Assistant Director when JT assumes his new role in November.

NSPA will be asked to nominate a volunteer to represent the hospital systems on the WVEMS board. Because the WVEMS Executive Director will now have a limited oversight role for the new NSPA Executive Director, it is not appropriate for that person to sit on the WVEMS board.

### **EMS ADVISORY BOARD**

Dale Wagoner reported for the State EMS Advisory Board. A written report was provided in the agenda packet. He reported on the current emphasis on House Bill 1856 regarding development of an appeals process for OMD sanctions. Dale invited any interested stakeholders to attend the Advisory Board to be held at the EMS Symposium on Wednesday.

### **CISM ACCREDITATION**

Rob Logan reported that the WVEMS CISM Team has gained accreditation from the Virginia Office of EMS. This accreditation is voluntary and has only been awarded to one other team in the Commonwealth.

### **EMS FINANCIAL ASSISTANCE**

Billy Altman reported for the EMS Financial Assistance Program. The deadline for the upcoming RSAF cycle is September 15. He reported that he was entering the final year of his term on FARC, and has once again elected as chair.

Regional Reviews will be held at The Franklin Center on Wednesday, October 16 at the Franklin County Administrative Center.

### **NEW BUSINESS**

None

### **PRESIDENT'S REPORT**

The President reported 61 percent of directors in attendance.

### **STAFF REPORTS**

Rob Logan

Rob thanked Roanoke County for the continued use of its Fleet Service Center for the Council's vehicles, and Franklin County for use of meeting facilities on a regular basis over the years. He noted the importance of, and expressed appreciation for the continued support received from all 18 localities in the WVEMS region.

Mary Christian - None

The president expressed his appreciation for Mary's years of service to WVEMS, and wished her well as she moves back to New Jersey. He expressed confidence in the continued part-time relationship we will have in the future.

Charles Berger - None

Gene Dalton - None

**OTHER BUSINESS**

None

**HEARING OF THE PUBLIC**

None

Being no further business, the meeting was adjourned at 3:35 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL  
 UNAUDITED TREASURER'S REPORT  
 AS OF JUNE 30, 2013

<b>REVENUES</b>	<b>BUDGET</b>	<b>TOTAL</b>	<b>% YTD</b>
STATE GOVERNMENT (OEMS CONTRACT)	416,190	423,790	101.83%
LOCAL GOVERNMENT	120,000	133,332	111.11%
UNITED WAYS	2,000	2,911	145.54%
CONTRIBUTIONS	2,000		0.00%
NSPA/VHHA REVENUE	220,000	314,032	142.74%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	165,000	157,103	95.21%
DIRECT MRC INCOME	55,000	69,992	127.26%
CISM REVENUE		3,000	
NSPA OFFSET REVENUE (Contract for services)	8,000	22,551	281.89%
RENT INCOME (NSPA)	18,000	15,000	83.33%
INVESTMENT / GAINS/LOSSES	3,000	18,634	621.14%
MISCELLANEOUS/SPECIAL FUNDS		290	
<b>TOTAL REVENUES</b>	<b>1,009,190</b>	<b>1,160,634</b>	<b>115.01%</b>
<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>TOTAL</b>	<b>% YTD</b>
SALARIES / WAGES (WVEMS)	371,000	409,404	110.35%
PAYROLL TAXES (FICA)	27,203	30,009	110.32%
VEC	450	1,607	357.13%
403(b) / RETIREMENT	20,250	17,738	87.60%
HOSPITAL / MEDICAL INSURANCE	47,000	42,690	90.83%
LIFE INSURANCE/DISABILITY	10,000	10,033	100.33%
DENTAL INSURANCE	3,400	2,509	73.79%
PROFESSIONAL SERVICES/FEEES	8,000	12,230	152.88%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500		0.00%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	16,000	19,449	121.56%
POSTAL / SHIPPING	2,000	1,858	92.89%
TELECOMMUNICATIONS	10,500	12,634	120.32%
SUPPLIES (ADMIN)	6,587	5,947	90.29%
EQUIPMENT	5,000	2,192	43.83%
INSURANCE	7,500	8,371	111.61%
DIRECT NSPA/VHHA EXPENSE	195,000	301,950	154.85%
DIRECT PROGRAM EXPENSES	150,000	150,012	100.01%
DIRECT MRC EXPENSES	55,000	58,136	105.70%
PRINTING / PUBLICATIONS	14,000	8,278	59.13%
TRAVEL / LODGING	7,000	7,769	110.99%
FUEL/VEHICLE MAINTENANCE	10,000	14,612	146.12%
MEETING SUPPORT	1,200	506	42.15%
DUES / MEMBERSHIP FEES	1,200	875	72.93%
STAFF DEVELOPMENT	9,000	5,674	63.04%
CISM PROGRAM COSTS	2,000	2,947	147.36%
COMMUNICATION SITE RENTAL	8,100	8,100	100.00%
COMMUNICATIONS WIRELINES	7,500	7,199	95.98%
COMMUNICATIONS MAINTENANCE	2,000	2,563	128.17%
COMMUNICATIONS UTILITIES	800	569	71.12%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT	5,000		0.00%
<b>TOTAL EXPENDITURES</b>	<b>1,009,190</b>	<b>1,148,861</b>	<b>113.84%</b>

NSPA-VHHA

<b>REVENUES (NSPA ACCOUNTS)</b>	<b>TOTAL</b>
SPECIAL GRANTS / HOSPITAL FOUNDATIONS	150,392
<b>TOTAL REVENUES</b>	<b>150,392</b>
<b>EXPENDITURES (NSPA ACCOUNTS)</b>	<b>TOTAL</b>
SALARIES -NSPA	123,893
PAYROLL TAXES (FICA) - NSPA	8,735
BENEFITS - NSPA	13,194
VEC - NSPA	477
<b>TOTAL EXPENDITURES</b>	<b>146,299</b>

<b>REVENUES (VHHA ACCOUNTS)</b>	<b>TOTAL</b>
VHHA FUNDING	163,640
<b>TOTAL REVENUES</b>	<b>163,640</b>
<b>EXPENDITURES (VHHA ACCOUNTS)</b>	<b>TOTAL</b>
SALARIES - VHHA	121,375
PAYROLL TAXES (FICA) - VHHA	8,811
BENEFITS - VHHA	5,036
VEC - VHHA	238
MISC. - VHHA	20,190
<b>TOTAL EXPENDITURES</b>	<b>155,651</b>

## PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	11,475
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	1,440
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	560
PROGRAM SERVICE FEES	1,775
PROTOCOL, ETC. SALES	23,777
TEXTBOOK SALES	9,000
CONSOLIDATED TESTING	31,785
DRUG BOX ENTRANCE FEES	3,313
GRANTS & SPECIAL PROJECTS	19,378
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	15,268
PROGRAM TUITION - INTERMEDIATE	4,860
PROGRAM TUITION - ENHANCED	
PROGRAM TUITION - ADJUNCT	4,510
PROGRAM TUITION - CARDIC	
PROGRAM TUITION - OTHER	
PROGRAM TUITION - NRVTC	23,118
ID CARD SALES	404
COMMUNITY COLLEGE COURSE REVENUE	6,441
<b>TOTAL REVENUES</b>	<b>157,103</b>

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	12,671
CONTRACTS FOR SERVICES (ENHANCED)	100
CONTRACTS FOR SERVICES (ADJUNCT)	1,650
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	
CONTRACTS FOR SERVICES (ALS TEST)	6,813
CONTRACTS FOR SERVICES (CTS)	24,153
CONTRACTS FOR SERVICES (CE WEEKENDS)	585
CONTRACTS FOR SERVICES (DRUG TESTING)	2,060
CONTRACT FOR SERVICES (MONROE HEALTH CENTER)	
PAYROLL TAXES (FICA)	3,486
VEC	1,148
RENT - NRV TRAINING CENTER	225
POSTAGE (NRVTC)	73
SUPPLIES (Programs)	2,343
SUPPLIES (CTS)	956
SUPPLIES (ALS TESTING)	318
SUPPLIES (EDUCATION)	2,375
SUPPLIES (NRVTC)	4,261
SUPPLIES (MONROE HEALTH CENTER)	
TEXTBOOKS (EMT-I)	2,024
TEXTBOOKS (ALS)	803
TEXTBOOKS (BLS)	
TEXTBOOKS (MONROE HEALTH CENTER)	120
TEXTBOOKS (ITLS)	1,631
TEXTBOOKS (NRVTC)	8,622
TEXTBOOKS (MONROE HEALTH CENTER)	
EQUIPMENT (BLS)	167
EQUIPMENT (BLS TESTING)	
EQUIPMENT (ALS TESTING)	
EQUIPMENT (EDUCATION)	
EQUIPMENT (NRVTC)	59
INSURANCE	1,928
TRAVEL (MONROE HEALTH CENTER)	
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	
AMLS CERTIFICATES AND CARDS	165
GRANTS & SPECIAL PROJECTS	30,215
DRUG BOX EXCHANGE	12,691
CREDIT CARD DISCOUNT	4,783
MERCHANDISE FOR RESALE	16,144
ID CARD PROGRAM	791
COMMUNITY COLLEGE FEES	6,441
TOWING	212
TUITION REIMBURSEMENT - ENHANCED	
TUITION REIMBURSEMENT - INTERMEDIATE	
<b>TOTAL EXPENDITURES</b>	<b>150,012</b>

MRC

<b>REVENUE (MRC ACCOUNTS)</b>	<b>TOTAL</b>
PROGRAM MANAGEMENT - MRC	60,000
COST REIMBURSEMENT - MRC	9,992
<b>TOTAL REVENUES</b>	<b>69,992</b>
<b>EXPENSES (MRC ACCOUNTS)</b>	<b>TOTAL</b>
SALARIES AND WAGES - MRC	40,249
FICA EXPENSE - MRC	3,073
VEC - MRC	238
HOSPITAL MEDICAL - MRC	3,605
DENTAL INSURANCE - MRC	358
POSTAGE - MRC	37
TELECOMMUNICATIONS - MRC	1,107
SUPPLIES - MRC	218
PROMOTIONAL - MRC	374
TRAINING SUPPLIES - MRC	1,578
EQUIP-MRC	
TRAVEL/LODGING - MRC	7,201
DUES & MEMBERSHIPS - MRC	
STAFF DEVELOPMENT	
MEETING SUPPORT - MRC	98
<b>TOTAL EXPENDITURES</b>	<b>58,136</b>

## WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

June 30, 2013

## ASSETS

Current Assets		
PETTY CASH	\$	69.59
FSA CASH		1,081.75
MUTUAL BOARD DESIGNATED		5,985.04
SUNTRUST CHECKING		74,822.20
SUNTRUST PAYROLL		133.10
VALLEY BANK MONEY MARKET		65,516.67
PREPAID EXPENSES		11,481.40
ACCOUNTS RECEIVABLE		179,202.92
DUE FROM NSPA		93,622.33
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Total Current Assets		431,915.00
Property and Equipment		
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Total Property and Equipment		0.00
Other Assets		
FRANKLIN TEMPLETON		107,393.77
COMMUNICATIONS EQUIPMENT		68,229.26
MISCELLANEOUS EQUIPMENT		321,713.64
OFFICE EQUIPMENT		41,231.94
BUILDING		175,223.00
LAND		201,600.00
BLDG. IMPROVEMENTS		64,232.94
GENERATOR BUILDING & EQUIPMENT		11,402.25
ACCUMULATED DEPRECIATION		(293,667.90)
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Total Other Assets		697,358.90
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Total Assets	\$	<u><u>1,129,273.90</u></u>

## LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE	\$	22,268.64
ACCRUED SALARIES		30,295.59
SALES TAX PAYABLE		101.36
FLEX SPENDING ACCOUNT-MEDICAL		486.23
DEFERRED REVENUE		4,202.41
PRE-PAID TEST FEES		1,630.00
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Total Current Liabilities		58,984.23
Long-Term Liabilities		
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Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		58,984.23
Capital		
FUND BAL. UNRESTRICTED		707,162.00
FUND BAL. UNRESTRICTED DES.		55,036.00
RETAINED EARNINGS		143,065.62
FUND BALANCE TEMP. RESTR.		20,374.00
Net Income		144,652.05

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

June 30, 2013

Total Capital	<u>1,070,289.67</u>
Total Liabilities & Capital	\$ <u><u>1,129,273.90</u></u>

WESTERN VA EMS COUNCIL  
 UNAUDITED TREASURER'S REPORT  
 AS OF  
 AUGUST 31, 2013

<b>REVENUES</b>	<b>BUDGET</b>	<b>TOTAL</b>	<b>% YTD</b>
STATE GOVERNMENT (OEMS CONTRACT)	433,450		0.00%
LOCAL GOVERNMENT	130,000	12,338	9.49%
UNITED WAYS	2,000	769	38.47%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA REVENUE	325,000	46,959	14.45%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	170,000	20,895	12.29%
DIRECT MRC INCOME	55,000	7,994	14.53%
CISM REVENUE			
NSPA OFFSET REVENUE (Contract for services)	8,000	3,360	42.00%
RENT INCOME (NSPA)	18,000	3,000	16.67%
INVESTMENT / GAINS/LOSSES	15,000	3,667	24.45%
MISCELLANEOUS/SPECIAL FUNDS			
<b>TOTAL REVENUES</b>	<b>1,157,450</b>	<b>98,982</b>	<b>8.55%</b>
<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>TOTAL</b>	<b>% YTD</b>
SALARIES / WAGES (WVEMS)	387,000	80,216	20.73%
PAYROLL TAXES (FICA)	29,606	6,034	20.38%
VEC	750	51	6.79%
403(b) / RETIREMENT	19,350	3,411	17.63%
HOSPITAL / MEDICAL INSURANCE	51,300	12,776	24.90%
LIFE INSURANCE/DISABILITY	10,000	2,120	21.20%
DENTAL INSURANCE	3,600	427	11.86%
PROFESSIONAL SERVICES/FEES	8,500	120	1.41%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,000	240	12.00%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	18,500	4,023	21.75%
POSTAL / SHIPPING	2,000	140	6.98%
TELECOMMUNICATIONS	12,500	974	7.79%
SUPPLIES (ADMIN)	7,044	1,664	23.62%
EQUIPMENT	4,000	3,700	92.49%
INSURANCE	8,000	1,073	13.42%
DIRECT NSPA/VHHA EXPENSE	325,000	49,105	15.11%
DIRECT PROGRAM EXPENSES	150,000	31,663	21.11%
DIRECT MRC EXPENSES	55,000	10,900	19.82%
PRINTING / PUBLICATIONS	4,000	2,396	59.90%
TRAVEL / LODGING	7,000		0.00%
FUEL/VEHICLE MAINTENANCE	14,000	1,863	13.31%
MEETING SUPPORT	1,200		0.00%
DUES / MEMBERSHIP FEES	1,200	765	63.75%
STAFF DEVELOPMENT	9,000	526	5.84%
CISM PROGRAM COSTS	2,000	448	22.41%
COMMUNICATION SITE RENTAL	8,100	1,517	18.72%
COMMUNICATIONS WIRELINES	7,500	1,965	26.20%
COMMUNICATIONS MAINTENANCE	2,000	1,831	91.54%
COMMUNICATIONS UTILITIES	800	72	9.02%
COMMUNICATIONS INSURANCE	3,000	500	16.67%
COMMUNICATIONS EQUIPMENT	2,500		0.00%
<b>TOTAL EXPENDITURES</b>	<b>1,157,450</b>	<b>220,519</b>	<b>19.05%</b>

NSPA-VHHA

<b>REVENUES (NSPA ACCOUNTS)</b>	<b>TOTAL</b>
SPECIAL GRANTS / HOSPITAL FOUNDATIONS	19,011
<b>TOTAL REVENUES</b>	19,011
<b>EXPENDITURES (NSPA ACCOUNTS)</b>	<b>TOTAL</b>
SALARIES -NSPA	18,592
PAYROLL TAXES (FICA) - NSPA	1,211
BENEFITS - NSPA	216
VEC - NSPA	
<b>TOTAL EXPENDITURES</b>	20,019

<b>REVENUES (VHHA ACCOUNTS)</b>	<b>TOTAL</b>
VHHA FUNDING	27,948
<b>TOTAL REVENUES</b>	27,948
<b>EXPENDITURES (VHHA ACCOUNTS)</b>	<b>TOTAL</b>
SALARIES - VHHA	23,413
PAYROLL TAXES (FICA) - VHHA	1,787
BENEFITS - VHHA	913
VEC - VHHA	
MISC. - VHHA	2,972
<b>TOTAL EXPENDITURES</b>	29,086

## PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	4,080
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
PROGRAM SERVICE FEES	1,680
PROTOCOL, ETC. SALES	1,007
TEXTBOOK SALES	630
CONSOLIDATED TESTING	2,395
DRUG BOX ENTRANCE FEES	1,232
GRANTS & SPECIAL PROJECTS	2,766
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	
PROGRAM TUITION - ENHANCED	1,625
PROGRAM TUITION - ADJUNCT	
PROGRAM TUITION - CARDIC	
PROGRAM TUITION - OTHER	
PROGRAM TUITION - NRVTC	1,050
ID CARD SALES	
COMMUNITY COLLEGE COURSE REVENUE	4,430
<b>TOTAL REVENUES</b>	<b>20,895</b>

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	6,148
CONTRACTS FOR SERVICES (ENHANCED)	4,250
CONTRACTS FOR SERVICES (ADJUNCT)	
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	100
CONTRACTS FOR SERVICES (ALS TEST)	4,412
CONTRACTS FOR SERVICES (CTS)	2,192
CONTRACTS FOR SERVICES (CE WEEKENDS)	150
CONTRACTS FOR SERVICES (DRUG TESTING)	
CONTRACT FOR SERVICES (MONROE HEALTH CENTER)	
PAYROLL TAXES (FICA)	1,320
VEC	335
RENT - NRV TRAINING CENTER	169
POSTAGE (NRVTC)	
SUPPLIES (Programs)	508
SUPPLIES (CTS)	250
SUPPLIES (ALS TESTING)	
SUPPLIES (EDUCATION)	
SUPPLIES (NRVTC)	580
SUPPLIES (MONROE HEALTH CENTER)	
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ALS)	1,580
TEXTBOOKS (BLS)	
TEXTBOOKS (ITLS)	
TEXTBOOKS (NRVTC)	
TEXTBOOKS (MONROE HEALTH CENTER)	
EQUIPMENT (BLS)	
EQUIPMENT (BLS TESTING)	
EQUIPMENT (ALS TESTING)	
EQUIPMENT (EDUCATION)	
EQUIPMENT (NRVTC)	
INSURANCE	550
TRAVEL (MONROE HEALTH CENTER)	
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	
AMLS CERTIFICATES AND CARDS	
GRANTS & SPECIAL PROJECTS	1,858
DRUG BOX EXCHANGE	1,988
CREDIT CARD DISCOUNT	355
MERCHANDISE FOR RESALE	488
ID CARD PROGRAM	
COMMUNITY COLLEGE FEES	4,430
TUITION REIMBURSEMENT - ENHANCED	
TUITION REIMBURSEMENT - INTERMEDIATE	
<b>TOTAL EXPENDITURES</b>	<b>31,663</b>

MRC

<b>REVENUE (MRC ACCOUNTS)</b>	<b>TOTAL</b>
PROGRAM MANAGEMENT - MRC	5,600
COST REIMBURSEMENT - MRC	2,394
<b>TOTAL REVENUES</b>	<b>7,994</b>
<b>EXPENSES (MRC ACCOUNTS)</b>	<b>TOTAL</b>
SALARIES AND WAGES - MRC	7,916
FICA EXPENSE - MRC	601
VEC - MRC	
HOSPITAL MEDICAL - MRC	918
DENTAL INSURANCE - MRC	88
POSTAGE - MRC	
TELECOMMUNICATIONS - MRC	92
SUPPLIES - MRC	17
PROMOTIONAL - MRC	
TRAINING SUPPLIES - MRC	
EQUIP-MRC	
TRAVEL/LODGING - MRC	944
DUES & MEMBERSHIPS - MRC	
STAFF DEVELOPMENT	325
MEETING SUPPORT - MRC	
<b>TOTAL EXPENDITURES</b>	<b>10,900</b>

## WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet  
August 31, 2013

## ASSETS

Current Assets		
PETTY CASH	\$	69.59
FSA CASH		3,473.93
MUTUAL BOARD DESIGNATED		6,001.42
SUNTRUST CHECKING		124,642.91
SUNTRUST PAYROLL		200.00
VALLEY BANK MONEY MARKET		65,527.80
PREPAID EXPENSES		8.69
ACCOUNTS RECEIVABLE		29,633.21
DUE FROM NSPA		12,865.28
		<hr/>
Total Current Assets		242,422.83
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
FRANKLIN TEMPLETON		110,975.78
COMMUNICATIONS EQUIPMENT		68,229.26
MISCELLANEOUS EQUIPMENT		321,713.64
OFFICE EQUIPMENT		41,231.94
BUILDING		175,223.00
LAND		201,600.00
BLDG. IMPROVEMENTS		64,232.94
GENERATOR BUILDING & EQUIPMENT		11,402.25
ACCUMULATED DEPRECIATION		(293,667.90)
		<hr/>
Total Other Assets		700,940.91
		<hr/>
Total Assets	\$	<u>943,363.74</u>

## LIABILITIES AND CAPITAL

Current Liabilities		
ACCRUED SALARIES	\$	29,699.24
SALES TAX PAYABLE		40.70
FLEX SPENDING ACCOUNT-MEDICAL		1,695.20
DEFERRED REVENUE		4,158.10
DEFERRED REVENUE-BREMS CBA		3,862.14
		<hr/>
Total Current Liabilities		39,455.38
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		39,455.38
Capital		
FUND BAL. UNRESTRICTED		707,162.00
FUND BAL. UNRESTRICTED DES.		55,036.00
RETAINED EARNINGS		287,717.67
FUND BALANCE TEMP. RESTR.		20,374.00
Net Income		(166,381.31)

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

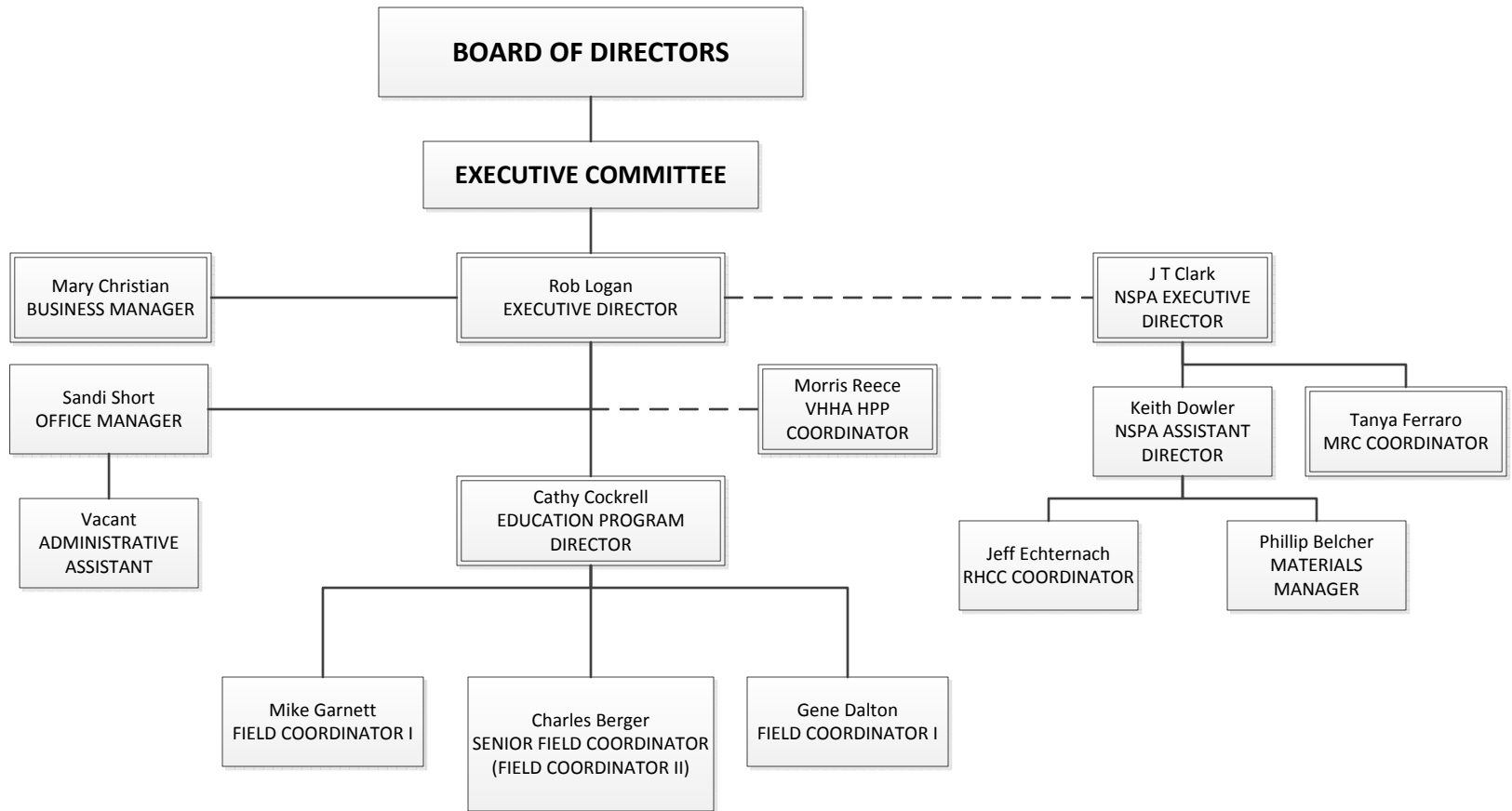
Balance Sheet  
August 31, 2013

Total Capital	<hr/>	903,908.36
Total Liabilities & Capital	\$	<u>943,363.74</u>

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.  
NEAR SOUTHWEST PREPAREDNESS ALLIANCE  
MEDICAL RESERVE CORPS**

**Organizational Chart**

September 2013



Western Virginia EMS Council  
Report from the Governor's EMS Advisory Board

The Board welcomed the following new appointees: Byron Andrews representing the Virginia State Firefighters Association, Corina Nuckols representing the Association of Public Safety Communication Officials, and Ronald Passmore representing Southwest EMS Council.

A workgroup has been formed to research the topic and deployment of community paramedicine.

The Board continues to work on the directive of HB 1856. The executive committee will meet in October to final the report that is due back to the State Health Commissioner by October 16. The General Assembly passed HB1856 that directs the Advisory Board to address these items:

- 1) Implement a process by which an EMS provider who has received an adverse decision by an agency OMD shall have an appeals process. (This has been assigned to the Medical Direction and Rules & Regulation Committees). This task has become quite problematic being that it's the OMD license that a provider may be practicing under and an appeals process has the potential of under minding the authority and responsibility of an OMD.
- 2) Implement a standard operating procedure template to be used in the development of local protocols for EMS personnel. (This has been assigned to a workgroup of the Medical Direction Committee).
- 3) Review of the training for EMS personnel to identify and address disparities in the delivery and availability of training. (This has been assigned to the Training & Certification Committee).

The next meeting will be Wednesday, November 6, 2013 at 1:00 p.m. during the annual Virginia EMS Symposium in Norfolk.

Thank you for your confidence in me to represent the Council on the Advisory Board. Should you have any questions, comments or concerns, please do not hesitate to contact me.

Respectfully submitted,  
Dale Wagoner

## WVEMS ADOPTED BUDGET FY 2013 and REVISED/ADOPTED FY 2014

	Budget 13-14 Proposed	Difference FY 14 vs FY13	% Difference FY 14 vs 13
<b>REVENUES</b>			
State Government (OEMS Contract)	433,450	17,260	4.15%
Local Government	130,000	10,000	8.33%
United Ways	2,000	0	0.00%
Contributions	1,000	-1,000	-50.00%
NSPA/VHHA Program Revenue	325,000	105,000	47.73%
MRC	55,000	0	0.00%
Direct Program Income (tuitions, grants, VDH/OEMS)	170,000	5,000	3.03%
NSPA Offset Revenue (Contract for services)	8,000	0	0.00%
Rent income (NSPA)	18,000	0	0.00%
Other Income (Sale of Assets - Insurance claim)	6,194		New
Rollover from FY 13 Surplus (Board Approved)	3,500		New
Interest/Investment	15,000	12,000	400.00%
<b>TOTAL REVENUES</b>	<b>1,167,144</b>	<b>157,954</b>	<b>15.65%</b>
<b>EXPENSES</b>			
<b>Personnel</b>			
Salaries/Wages (WVEMS)	387,000	16,000	4.31%
Payroll Taxes (FICA)	29,606	2,403	8.83%
VEC	750	300	66.67%
403(b) Thrift	19,350	-900	-4.44%
Hospital/Medical Insurance	51,300	4,300	9.15%
Life/ADD/Disability	10,000	0	0.00%
Dental Insurance	3,600	200	5.88%
<b>Staff Services Total</b>	<b>501,606</b>	<b>22,303</b>	<b>4.65%</b>
<b>Non-Personnel</b>			
Professional Services/Fees	8,500	500	6.25%
Medical Direction Assistance	1,000	0	0.00%
Maintenance/Repairs/Service Contracts	2,000	-500	-20.00%
Occupancy (Utils, cleaning, maint, etc.)	18,500	2,500	15.63%
Postal/Shipping	2,000	0	0.00%
Telecommunications	12,500	2,000	19.05%
Supplies (Admin)	7,044	457	6.94%
Equipment	4,000	-1,000	-20.00%
Insurance	8,000	500	6.67%
Direct Program Expenses	150,000	0	0.00%
NSPA/VHHA Program Expenses	325,000	130,000	66.67%
MRC Expenses	55,000	0	0.00%
Printing/Publications	4,000	-10,000	-71.43%
Travel/Lodging	7,000	0	0.00%
Vehicle Fuel/Maintenance	15,194	5,194	51.94%
Meeting Support	1,200	0	0.00%
Dues/Membership Fees	1,200	0	0.00%
Staff Development	12,500	3,500	38.89%
CISM Program Costs	2,000	0	0.00%
<b>Radio Systems</b>			
Site Rental	8,100	0	0.00%
Telephone Wirelines	7,500	0	0.00%
Maintenance	7,000	5,000	250.00%
Utilities	800	0	0.00%
Insurance	3,000	0	0.00%
Equipment	2,500	-2,500	-50.00%
Reserve for Capital (Bldg Maint, Grant match for Communications & Training Equip)		11,480	
<b>TOTAL EXPENSES</b>	<b>1,167,144</b>	<b>157,954</b>	<b>15.65%</b>
<b>Anticipated transfer to reserve for capital</b>			

DIRECTORS:	2012				2013				2014			
	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC
Allen, Steve	O	O	X	O	O	X	O					
Aldredge, Karen					X	O	O					
Altman, Billy	X	X	O	X	X	O	X					
Ausband, Steve	O	O	O									
Beach, John	X	O	O	X	X	O	X					
Brown, Bill					X	O	O					
Cady Sr., Jim	O	X	O	X	X	X	O					
Coyle, Joe	O	X	X	X	O	X	X					
Davis, Steve	X	O	X	X	O	O	X					
Dick, Tim	X	O	O	X	O	O	O					
Duffer, Tim	X	O	O	O	O	O	O					
Eanes, Steven	X	X	X	X	X	X	O					
Ferguson, Jason	O	X	X	X	X	X	X					
Galvin, Andrew	O	O	O	X								
Guests	0	2	1	2	0	0	1					
Harveycutter, Carey	X	X	X	X	O	X	X					
Hatcher, Daryl	X	O	X	X	X	X	X					
Hodge, Rickey	X	O	O	X	X	v	X					
Jefferson, Mike	X	X	O	X	X	X	X					
Lane, Charles	O	X	O	X	X	O	X					
Lissberger, Danielle	O	X	X	X	O	O						
Logan, Robert	X	X	X	X	X	X	X					
Muterspaugh, Ryan	O	O	O	X	X	O	X					
Shrader, Kris	X	X	O	X	X	O	O					
Simon, Stephen	X	X	X	O	X	X	O					
Simpkins, Lee	X	O	X	X	O	O	X					
Taylor, Dallas					X	X	X					
Trigg, Joe	X	O	X	X	X	O	X					
Wagoner, J. Dale	X	X	X	X	X	X	X					
Wirt, Ford	X	X	X	X	X	X	X					
STAFF PRESENT:	2012				2013				2014			
	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC
Berger, Charles	X	X	X	X	X	X	X					
Christian, Mary	X	O	X	X	X	O	X					
Cathy Cockrell	X	X	X	O	X	X	O					
Dalton, Gene	X	X	X	X	X	X	X					
Garnett, Mike	O	X	X	O	X	X	O					
Short, Sandi	O	O	O	O	O	O	O					

DID NOT ATTEND = O  
NO LONGER INVOLVED

June2012 Guests: Billy Duff RCFRD, Mike Berg OEMS  
September 2012 Guest: Jeff Echternach, RHCC, CCPT  
December 2012Guests: Dallas Taylor/Hash  
June 2013 Guest: Jason Gifford Radford EMS

Notes: December 2012, Steve Ausband replaced by Karen Aldredge, MD; Andrew Galvin replaced by Dallas Taylor  
Bill Brown added to represent 4th Planning District At-Large