

WVEMS BOARD OF DIRECTORS

Thursday, December 10, 2020

Via Video Conference

Executive Committee - 1:30 PM

Full Board - 2:00 PM

Log In to Virtual Meeting

To join Web Conference: <http://vae.ms/wvbod>

Call-in for Audio Only: 540.904.1652

Conference PIN: 15401

Call to Order (*President Mike Jefferson*)

1. Introduction of Guests (*Jefferson*)
2. Secretary's Report (*Exec. Director Rob Logan*)
 - a. Roll Call (*Secretary Matt Rickman*)
 - b. Minutes - September, 2020 meeting [Sept. 2020 Minutes Complete](#)
3. Treasurer's Report
 - a. FY 2020 Year End Treasurer's Report (*Treasurer Joe Coyle*) [Year End Treas Report - FY 2020](#)
 - b. FY 2020 Audit/Financial Statements (John Hash, Brown Edwards & Co.) [FY 2020 Audit-Financial Statements](#)
 - c. FY 2021 YTD Treasurer's Report (*Coyle*) [Treas Report YTD No. 30 2020](#)
 - d. Status of PPP Loan (*Coyle*)
4. Reports and Action Items
 - a. Executive Committee (*Jefferson*)
 - i. Executive Director Search Committee Status and Report (*Search Committee Chair Carey Harvey Cutter and Pres. Jefferson*)
 - ii. Financial Control Policy Revisions (*Coyle*) [Financial Controls - Revised](#)
 - iii. FY 2020 Annual Report (*Jefferson*)
 - iv. Reaffirmation of COOP
 - b. Medical Direction
 - i. 2021 Protocol Revision Process Status Report - (*RMD Dr. Charles Lane, OMD Dr. Eric Stanley*)
 - ii. Other MDC Matters (*Lane*)
 - c. Performance Improvement Committee (meets same day as Board) (*Staff Liaison Chris Christensen*)
 - i. Report on Recent Activities

Western Virginia EMS Council, INC.

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- d. Near Southwest Preparedness Alliance (NSPA) - (*NSPA Exec. Director Robert Hawkins*)
 - i. NSPA Board/Staff Retreat and New Member Orientation
 - ii. Other NSPA Matters (*Hawkins*)
- e. EMS Operations
 - i. MCI Planning - Participation (*Field Coordinator Mike Garnett*)
- f. Education Workgroup
 - i. Status Report - Paramedic Course in Roanoke (*Cockrell*)
 - ii. Status Report - Advanced EMT Courses in NRV (*Garnett*)
- g. Communications Workgroup
 - i. Bald Knob Status
5. EMS Financial Assistance (*FARC Member Joe Trigg*)
6. State EMS Advisory Board Report (*EMS AB Member Matt Rickman*) [OEMS Quarterly report for Aug 2020](#)
7. New Business
 - a. Election of Officers and Directors (*Nom. Comm. Chair Harveycutter*) Nominating Committee Report
8. President's Report
9. Staff Reports
10. Public comments
11. Adjourn

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

DRAFT MEETING MINUTES

DATE: December 10, 2020

LOCATION: Virtual Meeting

Directors Present

Steve Allen
Jim Cady, Sr.
Joe Coyle
Jason Ferguson
Billy Ferguson
Carey Harveycutter
Rodney Haywood
Mike Jefferson
Larry Lafon
Robert Logan
Gary Meadows
Ryan Muterspaugh
Kris Shrader
Steve Simon
Chris Slep
Eric Stanley, DO
Matt Tatum
Joe Trigg
Val Tweedie
Dale Wagoner
Ford Wirt

Staff Present

Chris Christensen
Cathy Cockrell
Gene Dalton
Mike Garnett
Sandi McGrath

Guests Present

John Hash, CPA – Brown Edwards & Company
Morris Reece – Emergency Management Advisor
Chris Vernovai – VDH/OEMS

TO ORDER

President Mike Jefferson called this regular meeting of the Board of Directors to order at 2:00 PM. He announced that we are using the virtual meeting platform that is provided by the VAEMS Regional Directors' Group.

Business Manager Sandi McGrath called the roll. There were 21 directors present.

SECRETARY'S REPORT

The executive director presented minutes of the September 10 meeting as distributed. He called for any corrections or additions.

Being none, motion was made and seconded to approve the minutes. **Motion CARRIED.**

TREASURER'S REPORT

FY 2020 Year End Report: Treasurer Coyle presented the year-end report for the immediate past fiscal year. He noted that the salary account was over budget due to some PTO buy-backs. These expenses were offset by the PPP loan which was forgiven.

It was moved and seconded to adopt the fiscal year end 2020 unaudited financial report. The motion was seconded and **CARRIED**.

FY2020 Audit Report: Treasurer Coyle introduced John Hash, partner with Brown Edwards & Company, our auditors. Mr. Hash reported that the audit was complete and that financial statements had been published and distributed to the board.

Mr. Hash explained the report. He noted that the auditors offered an "unmodified opinion" which is the best opinion that the auditors can offer. He discussed the positive attributes of our fiscal condition, including cash flow, the PPP loan, and statement of activities.

The report will be posted on the WVEMS website as a separate document, but not included with these minutes because it is a secure document.

It was moved and seconded to adopt the fiscal year 2020 financial report and audit. The motion was seconded. **Motion CARRIED**.

YTD Report: Treasurer Coyle then presented Treasurer's Report consisting of an income and expense report and a balance sheet for the current fiscal year-to-date. He noted that all accounts were within expectations, and explained that the second quarter contract payment from VDH/OEMS would not be received until sometime in January 2021.

Motion was made and seconded to receive the year-to-date Treasurer's Report. **Motion CARRIED**.

Paycheck Protection Program Loan Status: Treasurer Coyle announced that our PPP loan has been fully forgiven by the US Small Business Administration.

REPORTS AND ACTION ITEMS

Executive Committee

The executive committee met prior to the regular meeting to consider the following matters:

Executive Director Search: Search committee chair Carey Harveycutter reported for the Search Committee. His report is attached to and made a part of these minutes. After a comprehensive search and vetting process, the search committee recommended to the Executive Committee that Steve Simon be offered the position. Steve accepted and will begin in early March 2021.

Financial Control Policies - Revisions: Several procedural revisions to the Council's financial control policies were recommended by staff. A red-line copy has been distributed to the board and is included with and made a part of these minutes. The executive director explained the changes. The most substantial change is to clarify the procurement guidelines related to programs for which the Council is the custodian of funds.

Upon motion by the executive committee, vote was taken and the revisions were **ADOPTED**.

Annual Report: President Jefferson announced that the FY2020 Annual Report was complete. It has been distributed to the board in digital form. Printed copies are available upon request. The executive committee moves approval of the annual report. Motion **CARRIED**.

COOP: Each year, the Council's Continuity of Operations Plan is reviewed and reaffirmed by the board. Many elements of the COOP have been put into place due to ramifications of COVID19. There are no recommended revisions at this time.

Upon motion of the executive committee, vote was taken and the plan was **REAFFIRMED**.

Medical Direction

Protocol Revisions: Dr. Stanley reported for the Regional Medical Direction Committee on progress toward the 2020/2021 Protocol updates. The committee has met several times, and has made significant progress. Also, a vendor has been identified to develop a new mobile application. WVEMS applied for funding from OEMS to pay for this new app development, and funding has tentatively been approved.

Other MDC Matters: None

Performance Improvement Committee

Staff liaison Chris Christensen reported for the Performance Improvement Committee which met today, December 10, 2020 at the WVEMS office. Several matters were considered. A schedule and topics for research projects was identified. Also, a performance improvement review was held during the quarter. Recommendations were developed and provided to the OMD of the provider in question.

Near Southwest Preparedness Alliance

Rob Logan, WVEMS executive director, and Jim Cady, Jr. reported for NSPA in the absence of Robert Hawkins. Matt Rickman was thanked for his service as the EMS representative on the NSPA board. He will be replaced by Jim Cady, Jr. of Roanoke City Fire-EMS.

NSPA held an annual strategic planning retreat (virtual) recently to review and revise the NSPA strategic plan. The WVEMS executive director participated.

EMS Operations – MCI Planning: Rob Logan reported that Morris Reece will be assisting with matters relating to EMS operations and emergency management, as he serves as the WVEMS Emergency Management Consultant.

Education Workgroup: Cathy Cockrell reported on progress of the current WVEMS paramedic course underway in conjunction with Radford University-Carilion. Eighteen candidates will soon finish the program. Joe Trigg and Joe Coyle reported that the WVEMS EMT-Advanced course in the New River Valley completed with a 100 percent pass rate.

Communications Workgroup: The executive director reported that the transfer of the Warm Springs Mountain/Bald Knob site to Bath County is complete.

EMS FINANCIAL ASSISTANCE

Joe Trigg reported for the EMS financial assistance program. He noted that the most recent cycle produced some \$17 million in requests, consisting of 119 applications for 233 items. A virtual review meeting was held on December 3. Recommendations for funding have been forwarded to the VDH Commissioner. Award announcements will be made on or about January 2.

EMS ADVISORY BOARD

Matt Rickman was attending an in-person orientation for new advisory board members on this day in Richmond. A copy of the current OEMS quarterly report is available for review on the board’s web page.

NEW BUSINESS

Elections of Officers and Directors: Carey Harveycutter, Chair of the Nominating Committee, presented the committee’s report.

The committee presented its nominations for the elected director seats with expiring terms, for terms beginning January 1, 2021 through December 30, 2024:

- 5th Planning District at-large Richard Flora
- 12th Planning District at-large Marcus Stone

The floor was opened for additional nominations. Being none, the slate was presented for election. Vote was taken and the directors were elected as nominated by the committee.

The committee presented its nominations for the following officers for the term beginning January 1, 2021 through December 30, 2023:

- President Joe Trigg
- Vice President Mike Jefferson
- Secretary Matt Rickman
- Treasurer Val Tweedie
- 4th PD at-large Joe Coyle
- 5th PD at-large Carey Harveycutter
- 12th PD at-large Kris Shrader

The floor was opened for additional nominations. Being none, the slate was presented for election. Vote was taken and the officers were elected as nominated by the committee.

Additional appointed directors whose terms are ending are as follows:

- Montgomery County Joe Coyle
- Henry County Matt Tatum
- Patrick County Steve Allen
- Giles County Larry Lafon
- City of Danville Mike Jefferson
- Virginia Association of Volunteer Rescue Squads Carey Harveycutter

All have been reappointed.

PRESIDENT’S REPORT

President Mike Jefferson offered a resolution commending Dale Wagoner for his many years of service to the Council. Rob Logan read the resolution into the record. Upon motion and second, the resolution was **ADOPTED**. The resolution is attached to and made a part of these minutes. Several members spoke on the many contributions and accomplishments made by Dale over his long period of service. Dale thanked the Board and noted his appreciation for being chosen to serve on the board for so many years.

President Jefferson thanked the board for allowing him to serve as president during the transition and upon the resignation of Steve Simon from that office. Joe Trigg spoke briefly to thank the board for entrusting him to lead the Council for the coming two years.

STAFF REPORTS (WVEMS and OEMS)

Rob Logan – Reported that the Council staff for several EMS councils would soon receive new computer equipment and IT infrastructure equipment thanks to funding from VDH/OEMS. He thanked Adam Harrell and Chris Vernovai at OEMS for being part of the process to obtain that funding.

Cathy Cockrell - None

Chris Christensen– None

Gene Dalton - None

Sandi McGrath – None

Chris Vernovai – Reminded the board of informational webinars being offered by OEMS on a number of topics.

HEARING OF THE PUBLIC

None

Being no further business, the meeting was adjourned at 3:00 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL
UNAUDITED TREASURER'S REPORT
AS OF JUNE 30, 2020

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450	433,450	100.00%
SUPPLEMENTAL STATE SYMPOSIUM ADMIN FUNDS	18,000	19,500	108.33%
LOCAL GOVERNMENT	140,000	140,352	100.25%
UNITED WAYS	2,500	2,027	81.09%
CONTRIBUTIONS	1,000	600	60.00%
DIRECT PROGRAM INCOME	243,500	242,345	99.53%
NSPA OFFSET REVENUE (Contract for services)	34,800	35,591	102.27%
RENT INCOME (NSPA)	24,000	24,000	100.00%
OVERHEAD INCOME - VDH	4,620	6,822	147.66%
CREDIT CARD HOSTING FEE		394	0.00%
MISC. REVENUE		511	
INVESTMENT / GAINS/LOSSES	10,000	10,732	107.32%
TOTAL REVENUES	911,870	916,324	100.49%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	496,000	538,891	108.65%
PAYROLL TAXES (FICA)	37,944	40,120	105.73%
VEC	400	64	16.06%
403(b) / RETIREMENT	24,800	22,749	91.73%
HOSPITAL / MEDICAL INSURANCE	48,000	46,154	96.15%
LIFE INSURANCE/DISABILITY	11,500	13,405	116.56%
DENTAL INSURANCE	2,800	1,846	65.93%
PROFESSIONAL SERVICES/FEEES	12,000	9,205	76.71%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500	2,350	94.01%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	21,043	95.65%
POSTAL / SHIPPING	2,500	820	32.80%
TELECOMMUNICATIONS	15,000	15,896	105.97%
SUPPLIES (ADMIN)	9,426	9,079	96.32%
EQUIPMENT	5,000	2,583	51.66%
INSURANCE	12,000	13,235	110.30%
DIRECT PROGRAM EXPENSES	158,000	150,200	95.06%
PRINTING / PUBLICATIONS	2,400	1,382	57.58%
TRAVEL / LODGING	5,000	7,239	144.77%
FUEL/VEHICLE MAINTENANCE	8,500	5,270	62.01%
MEETING SUPPORT	1,200	274	22.87%
DUES / MEMBERSHIP FEES	2,000	1,639	81.94%
STAFF DEVELOPMENT	9,600	1,439	14.99%
CISM PROGRAM COSTS	2,000	1,069	53.45%
COMMUNICATION SITE RENTAL	6,000	5,700	95.00%
COMMUNICATIONS WIRELINES	5,000	3,582	71.64%
COMMUNICATIONS MAINTENANCE	3,000	2,528	84.25%
COMMUNICATIONS UTILITIES	800	785	98.12%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT	2,500		
TOTAL EXPENDITURES	911,870	921,548	101.06%

WESTERN VA EMS COUNCIL
UNAUDITED TREASURER'S REPORT
AS OF NOVEMBER 30, 2020

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	446,453	111,613	25.00%
SUPPLEMENTAL COVID-19 FUNDS	8,669	2,167	25.00%
SUPPLEMENTAL STATE SYMPOSIUM ADMIN FUNDS	18,000	6,000	33.33%
LOCAL GOVERNMENT	140,000	31,148	22.25%
UNITED WAYS	2,500	523	20.91%
CONTRIBUTIONS	1,000	20	1.95%
DIRECT PROGRAM INCOME	245,000		0.00%
NSPA OFFSET REVENUE (Contract for services)	35,000	10,807	30.88%
RENT INCOME (NSPA)	24,000	10,000	41.67%
PPP LOAN REVENUE		32,525	
MISC. REVENUE			
INVESTMENT / GAINS/LOSSES	10,000	5,865	58.65%
TOTAL REVENUES	930,622	210,668	22.64%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	488,000	219,992	45.08%
PAYROLL TAXES (FICA)	37,332	16,651	44.60%
VEC	400	8	1.96%
403(b) / RETIREMENT	24,400	9,777	40.07%
HOSPITAL / MEDICAL INSURANCE	56,000	19,080	34.07%
LIFE INSURANCE/DISABILITY	11,500	5,211	45.31%
DENTAL INSURANCE	3,000	865	28.83%
PROFESSIONAL SERVICES/FEES	12,000	240	2.00%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500	78	3.12%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	7,682	34.92%
POSTAL / SHIPPING	2,500	913	36.51%
TELECOMMUNICATIONS	15,000	5,404	36.02%
SUPPLIES (ADMIN)	9,000	3,492	38.80%
EQUIPMENT	5,000		0.00%
INSURANCE	12,500	3,787	30.29%
DIRECT PROGRAM EXPENSES	168,830		0.00%
PRINTING / PUBLICATIONS	2,400	400	16.67%
TRAVEL / LODGING	5,000		0.00%
FUEL/VEHICLE MAINTENANCE	8,500	640	7.53%
MEETING SUPPORT	1,200		0.00%
DUES / MEMBERSHIP FEES	2,000	850	42.50%
STAFF DEVELOPMENT	9,600	2,402	25.02%
COVID-19 EXPENSES	8,660	771	8.91%
CISM PROGRAM COSTS	2,000		0.00%
COMMUNICATION SITE RENTAL	6,000	2,850	47.50%
COMMUNICATIONS WIRELINES	5,000	1,364	27.27%
COMMUNICATIONS MAINTENANCE	3,000	1,526	50.85%
COMMUNICATIONS UTILITIES	800	304	37.97%
COMMUNICATIONS INSURANCE	3,000	1,250	41.67%
COMMUNICATIONS EQUIPMENT	2,500		0.00%
TOTAL EXPENDITURES	930,622	305,534	32.83%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
PROTOCOL, ETC. SALES	
TEXTBOOK SALES	
CONSOLIDATED TESTING FEES	
ALS TESTING FEES	
DRUG BOX REVENUE - Issuing of New Boxes	4,372
DRUG BOX REVENUE - Drug Box Seals	2,805
GRANTS & SPECIAL PROJECTS	70,268
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM TUITION - AEMT	18,000
PROGRAM TUITION - ADJUNCT	
PROGRAM TUITION - PARAMEDIC	
PROGRAM TUITION - OTHER	
PROGRAM TUITION - EMR	
CREDIT CARD HOSTING FEE	19
ID CARD SALES	25
TOTAL REVENUES	95,489
EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTED SERVICE - PAYROLL NRVTC PROG MGT	2,538
CONTRACTED SERVICE - PAYROLL AEMT COURSES	
CONTRACTED SERVICE - PAYROLL ADJUNCT COURSES	
CONTRACTED SERVICE - PAYROLL PARAMEDIC COURSES	13,245
CONTRACTED SERVICE - PAYROLL ALS TESTING	1,080
CONTRACTED SERVICE - PAYROLL CTS	
CONTRACTED SERVICE - PAYROLL OEMS CE	
CONTRACTED SERVICE - PAYROLL OEMS AUX	
PROFESSIONAL SERVICE - EDU DRUG/BACKGROUND EXP.	
PROFESSIONAL SERVICE - AEMT	500
PROFESSIONAL SERVICE - ADJUNCT PROGRAMS	
PROFESSIONAL SERVICE - PARAMEDIC	14,000
CONTRACTED SERVICE - ALS TESTING	
CONTRACTED SERVICE - CTS TESTING	
CONTRACTED SERVICE - ALS CE	
CONTRACTS FOR SERVICES - OEMS CE	
CONTRACTS FOR SERVICES - OEMS AUX	
PAYROLL TAXES (FICA)	1,290
VEC	31
RENT - NRV TRAINING CENTER	571
POSTAGE - NRVTC	81
OFFICE SUPPLIES - EDUCATION	120
TRAINING SUPPLIES CTS	
TRAINING SUPPLIES PROGRAMS	337
TRAINING SUPPLIES PROGRAM UNIFORMS	
TRAINING SUPPLIES PROGRAM TEXTBOOKS	
EQUIPMENT - EDUCATION	4,916
INSURANCE - EDUCATION	
TRAINING SUPPLIES ADJUNCT PROGRAMS	
GRANTS & SPECIAL PROJECTS: EQUIPMENT	
GRANTS & SPECIAL PROJECTS: OTHER	70,268
GRANTS & SPECIAL PROJECTS: AWARDS BANQUET	
GRANTS & SPECIAL PROJECTS: NRV	
DRUG BOX EXCHANGE EXPENSES	589
DRUG BOX SEALS EXPENSES	10
CREDIT CARD DISCOUNT	349
MERCHANDISE FOR RESALE	
ID CARD PROGRAM	128
TOTAL EXPENDITURES	110,053

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
November 30, 2020

ASSETS

Current Assets

Ryan Hubbard Scholarship Fund	\$	466.21	
SUNTRUST CHECKING		250,798.53	
SUNTRUST PAYROLL		230.30	
Western 14 Task Force		1,904.17	
ACCOUNTS RECEIVABLE		488,477.66	
DUE FROM NSPA		37,699.88	
INCOME TRANSFER		(78.99)	
Total Current Assets			779,497.76

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

FRANKLIN TEMPLETON-LPL		183,851.33	
COMMUNICATIONS EQUIPMENT		180,426.65	
MISCELLANEOUS EQUIPMENT		381,825.04	
OFFICE EQUIPMENT		29,220.28	
BUILDING		175,223.00	
LAND		201,600.00	
BLDG. IMPROVEMENTS		86,142.54	
GENERATOR BUILDING & EQUIPME		16,672.25	
ACCUMULATED DEPRECIATION		(463,796.48)	
Total Other Assets			791,164.61

Total Assets	\$		<u>1,570,662.37</u>
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LIABILITIES AND CAPITAL

Current Liabilities

CLEARING ACCT (UNCASHED CHEC	\$	157.71	
ACCRUED SALARIES		48,475.70	
W14 CUSTODIAL LIABILITY		1,904.17	
FLEX SPENDING ACCOUNT-MEDICA		581.34	
Total Current Liabilities			51,118.92

Long-Term Liabilities

Total Long-Term Liabilities			0.00
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Total Liabilities			51,118.92
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Capital

FUND BAL. UNRESTRICTED		707,162.00	
FUND BAL. UNRESTRICTED DES.		55,036.00	
RETAINED EARNINGS		391,497.10	
FUND BALANCE TEMP. RESTR.		20,374.00	
Net Income		345,474.35	
Total Capital			1,519,543.45

Total Liabilities & Capital	\$		<u>1,570,662.37</u>
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Western Virginia EMS Council, INC.

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**SMALL BUSINESS ADMINISTRATION
WASHINGTON, DC 20416**

**NOTICE OF PAYCHECK PROTECTION PROGRAM
FORGIVENESS PAYMENT**

**Borrower: WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES
COUNCIL, INC.**

Lender of Record: Pinnacle Bank

SBA Loan No.: 4062837305

Loan Approval Date: 04/29/2020

Loan Disbursement Amount: \$ 204,762.00

Amount of Forgiveness Requested by Lender: \$ 204,762.00

Economic Injury Disaster Loan Advance Deduction: \$ 0.00

**Forgiveness Amount Remitted: \$ 204,762.00 in principal and \$ 1,082.71 in
interest**

Forgiveness Payment Date: 11/10/2020

As authorized by Section 1106 of the CARES Act, SBA has remitted to the Lender of Record the payment listed above for forgiveness of the Borrower's Paycheck Protection Program (PPP) loan. If applicable and as required by Section 1110(e)(6) of the CARES Act, the remittance amount was reduced by the amount of the Economic Injury Disaster Loan Advance received by the Borrower.

If any balance remains on the PPP loan after application of the forgiveness payment, the Lender must notify the Borrower of the date on which the first payment is due, and the loan must be repaid by the Borrower on or before the maturity date.

The Borrower must retain all records relating to the Borrower's PPP loan for six years from the date the loan is forgiven or repaid in full.

Western Virginia EMS Council, INC.

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Report of the WVEMS Executive Director Search Committee and Action by Executive Committee

December 3, 2020

Members of the Search Committee: Carey Harveycutter, chair, Joe Coyle, Val Tweedie, Dale Wagoner and Matt Rickman. Current Executive Director served as staff.

To begin the process, the committee met several times via virtual platform to discuss requirements and qualifications for the job. After a complete job description review was conducted, and a final draft was developed, it was presented to the Executive Committee for approval and the search process began.

The committee completed a thorough process posting the position first statewide via numerous EMS outlets, and then nationally utilizing Indeed and LinkedIn. We received over 25 applications that were screened by Rob and the Search Committee. We initially selected five for virtual interviews, but upon further review only three candidates met our qualifications.

The committee, with the addition of Dr. Carol Bernier and Cathy Cockrell from senior staff served as the “interview panel” and conducted virtual interviews with the three remaining candidates. After releasing the two ad-hoc screening panel members, the committee discussed the candidates at length. Extensive background reviews were conducted on each of the candidates and the committee met again to discuss the results of the background checks and the strengths and weaknesses of each finalist. The committee then narrowed the search to one finalist, Steve Simon, for an in-person interview.

Following a lengthy in-person interview with the search committee, and a special-called joint meeting with the Executive Committee, the committee unanimously recommended Mr. Steve Simon to be the next Executive Director for WVEMS. The Executive Committee unanimously accepted that recommendation and the position was offered and accepted.

Please join me in congratulating Steve. He will begin his role as our executive Director in early March.

Cordially,
Mike Jefferson, President
Western Virginia EMS Council



Western Virginia Emergency Medical Services Council, Inc.



ANNUAL REPORT

July 1, 2019 - June 30, 2020



Western Virginia EMS Council, INC.
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STAFF DIRECTORY

(as of 11-01-2019)

Executive Director

Robert Logan, Ph.D.
(logan@vaems.org)

Education Program Director

Cathy Cockrell, MHS, CCEMT-P, NRP
(ccockrell@vaems.org)

Business Manager

Sandi McGrath
(smcgrath@vaems.org)

Compliance Officer

Mary Christian
(mchristian@vaems.org)

Field Coordinator

Chris Christensen, NRP
(cchristensen@vaems.org)

Field Coordinator

Michael Garnett, NRP
(mgarnett@vaems.org)

Field Coordinator

Gene Dalton, NRP
(gdalton@vaems.org)

Director of Information Technology for Regional Councils (RCTS)

Jim Huffman
(jhuffman@vaems.org)

NSPA Executive Director

Robert Hawkins
(rhawkins@vaems.org)

NSPA RHCC Manager

Mark Cromer, Ph. D.
(mcromer@vaems.org)

NSPA RHCC Duty Officers

Lucian Belcher
Ashley Briggs
Rick Christ
Adam LaChappelle
Jeff McKinney

NSPA Medically Vulnerable Populations Coordinator

Mary Kathryn Alley
(mkalley@vaems.org)

NSPA Training and Exercise Coordinator

Monica McCullough
(mmccullough@vaems.org)

NSPA Inventory Specialists

Phillip Belcher
(pbelcher@vaems.org)
Lucian Belcher
(lbelcher@vaems.org)

NSPA Physician Advisor

Thomas Martin, MD
(tmartin@vaems.org)

WVEMS Regional Medical Director

Charles Lane, MD, FACEP
(clane@vaems.org)



Office Information

Main Office

1944 Peters Creek Road, Roanoke VA 24017

New River Valley Office

6580 Valley Center Drive, Radford VA 24141
(located in the New River Valley Business Center)

Piedmont Office

1024 DuPont Road, Martinsville VA 24112
(located in the Henry County Public Safety Training Center)

MISSION

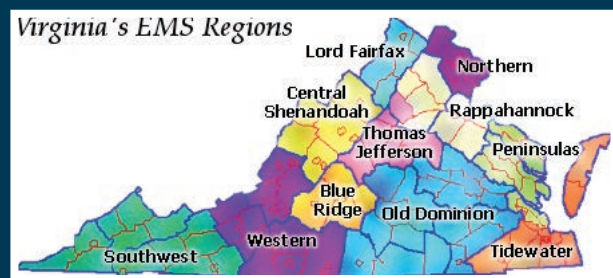
The mission of the Western Virginia EMS Council is to facilitate regional cooperation, planning and implementation of an integrated emergency medical services delivery system.

Regional EMS Councils in the Code of Virginia
§ 32.1-111.11

Regional emergency medical services councils

The Board [of Health] shall designate regional emergency medical services councils which shall be authorized to receive and disburse public funds. Each council shall be charged with the development and implementation of an efficient and effective regional emergency medical services delivery system...

Virginia's EMS Councils



WVEMS is one of 11 regional EMS councils in Virginia. It serves the fourth, fifth and twelfth planning districts of Virginia, encompassing the following localities:

- Alleghany County
- Botetourt County
- Craig County
- Floyd County
- Giles County
- Franklin County
- Henry County
- Montgomery County
- Patrick County
- Pittsylvania County
- Pulaski County
- Roanoke County
- City of Covington
- City of Danville
- City of Martinsville
- City of Radford
- City of Roanoke
- City of Salem

LEADERSHIP AND OVERSIGHT

BOARD OF DIRECTORS

(As of 10-1-2020)

	<u>Representing</u>
Mike Jefferson, President*	City of Danville
Jason Ferguson, Vice President*	Botetourt County
Marlon (Matt) Rickman, Secretary*	City of Salem
Joseph Coyle, Treasurer*	Montgomery County
Steve Allen	Patrick County
James Cady, Jr.	City of Roanoke
Eric Stanley, D.O.	Emergency Physician At-large
Carey Harveycutter*	Virginia Association of Volunteer Rescue Squads
Steve Simon	Roanoke County
James Cady, Sr.	Craig County
Chris Slemp	Pittsylvania County
Gary Meadows, MHA, BW, RN	Emergency Nurses Association
Larry Lafon	Giles County
Matthew Tatum	Henry County
Dwaine Paxton	City of Covington
Joseph Trigg	Pulaski County
William Ferguson	Franklin County
Carey Harveycutter	Va. Assoc. of Vol. Rescue Squads
Dale Wagoner	12th Planning District At-large
Charles Lane, MD, FACEP	Regional Medical Director
Robert Logan, Ph.D.* (non-voting)	Executive Director
Ryan Muterspaugh	Alleghany County
Robert Hawkins	NSPA/Hospital System Representative
Kristopher Shrader*	City of Martinsville
Rodney Haywood	City of Radford
Valerie Tweedie*	4th Planning District At-Large
Ford S. Wirt	Floyd County
Richard Flora	5th Planning District At-Large

*Executive committee

COMMITTEE, SUBCOMMITTEE AND PROGRAM LEADERS

- Executive Committee – Mike Jefferson, Chair
- Medical Direction - Charles Lane, MD, Regional Medical Director/Chair
- Pharmacy Workgroup - Larry Mullins, R.Ph., MBA, Chair
- Allied Resources Workgroup - Darrell VanNess, MSN, Chair
- Education Subcommittee – Marlon (Matt) Rickman, Chair
- Performance Improvement/Trauma Triage Committee - Charles Lane, MD, Chair
- Stroke Triage Workgroup - Charles Lane, MD, Chair
- Regional Critical Incident Stress Management Team (CISM) - Dwayne Cromer, Team Administrator
- Communications Workgroup - Jim Cady, Sr., Chair

SIGNIFICANT ACCOMPLISHMENTS

PROVIDER SERVICES AND RECOGNITION

Provided volunteer and career referrals and training course information in response to daily telephone and electronic inquiries.

Conducted an annual EMS awards program which was presented virtually as a YouTube video. Recognized providers and agencies in ten categories of Regional EMS awards. Submitted regional award recipients as statewide Governor's EMS award nominees. Presented the Benny Summerlin Award for Service to Local Government. NSPA Regional Healthcare Awards were presented separately.

Coordinated and provided a point of contact for an accredited (VA OEMS) regional critical incident stress management (CISM) Team consisting of 37 volunteer mental health and peer public safety debriefers. Quarterly team meetings were conducted, along with several special training events.

Responded to 40 requests for CISM team interventions and various educational sessions for CISM team members.

Maintained and updated statewide "Virginia EMS Jobs" (www.vaemsjobs.com) on-line database for the Virginia Office of EMS.

Managed multi-regional Consolidated Test Site (CTS) registration system for BLS/ALS testing registration. (WVEMS staff coordinated development of this system.)

Served as EMS infrastructure point of contact for all EMS agencies, providers, hospitals, and local governments in the region and beyond.



2020 REGIONAL EMS AWARDS

Outstanding EMS Telecommunications Dispatcher

Logan Underwood, New River Valley 911 Center

Outstanding EMS Provider

Jason Crouch, Roanoke Fire-EMS

Outstanding EMS Leadership

Marlon (Matt) Rickman, Salem Fire & EMS

Nurse with Outstanding Contribution to EMS

Daniel Freeman, Carilion Clinic Trauma Services

Outstanding Prehospital Educator

Melissa Brock, Roanoke Fire-EMS

Outstanding EMS Agency

Gretna Fire & Rescue

Dr. Cheryl B. Haas Award for Outstanding EMS Physician

Haley Rose-Inman, MD, MBA



Outstanding Contribution to EMS Emergency Preparedness and Response

Roanoke Fire-EMS Emergency Management Team

Award for Outstanding Contribution to EMS Health and Safety

Jonathan Smith, "Putting a Dent in Mental Health"

Award for Excellence in EMS

Stephen Simon, WVEMS Past President and Chief, Roanoke County Fire & Rescue

Benny Summerlin Award for Service to Local Government

Rob Logan, Executive Director, Western Virginia EMS Council



Please View Our 2020 Regional Awards Video:
<http://vae.ms/wvems2020awards>

EMS EDUCATION AND ADVOCACY

Provided standardized testing of students exiting from various initial certification EMS courses.

Coordinated 11 OEMS consolidated test sites throughout the region, testing 277 candidates for certification.

WVEMS maintains an accredited AEMT Training Center at our New River Valley location. Awarded accreditation renewal in 2017.

Considering the development of an accredited AEMT Training Program in the Piedmont area.

Maintains Clinical Agreements and Agency Field Training Agreements with a multitude of regional medical facilities and EMS Agencies to provide clinical and field training for our accredited programs.

Provided a loaner library of EMS educational videos, training equipment and books.

Provided fiscal processing and support for the annual statewide EMS symposium (November 2019) in Norfolk which was attended by some 1800 EMS providers, nurses and physicians.

Completed two Advanced EMT courses in the New River Valley. The first enrolled 14 students, completed in July 2019 with a 100% pass rate. The second Advanced EMT course began in January 2020, completed in June of 2020 with a 93% pass rate. This course finished up under guidelines issued by Governor Northam outlining additional measures to combat COVID-19 and Executive Order 51. These measures were implemented in order to make exceptions to the standard training requirements for clinical hours and competency requirements.

Completed one Advanced EMT program in the Roanoke area with a 92% pass rate.

Continued a cooperative EMS education program with Radford University Carilion, offering a Paramedic program in Roanoke enrolling 22 students.

Provided technical assistance to the Virginia Association of Volunteer Rescue Squads for various educational and administrative projects. Staff served on committees in support of that organization.

Provided support to Roanoke Valley Regional Fire-EMS Training Center, WVEMS New River Valley Training Center, Central Shenandoah EMS Council, LewisGale Medical Center, and Carilion Clinic to offer and facilitate AMLS, PHTLS, TECC, GEMS, ACLS, PALS and BLS classes throughout the region.

Provided regional coordination for a "Stop the Bleed" campaign for civilians and EMS providers.

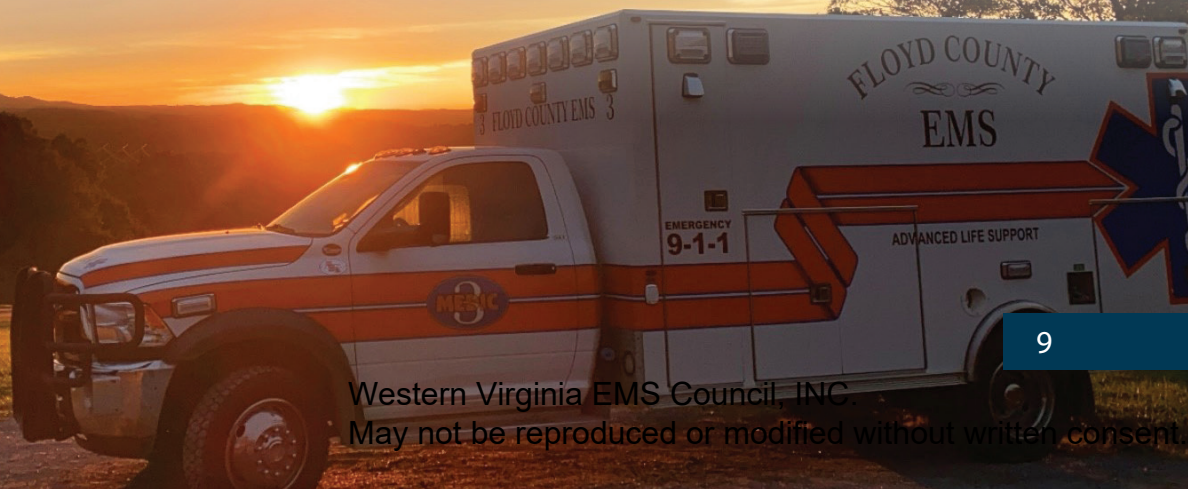
Actively participated in numerous State-level committees and work groups.

Served on advisory boards for local college and university programs.

Participated in pre-hospital care committees for hospitals in the region.

Conducted and participated in numerous meetings related to training programs throughout the region.

Promoted and co-sponsored numerous educational events across the region.



Participated in disaster exercises in several localities, including multi-jurisdictional drills.

Maintained professional liability insurance on all students enrolled in council-sponsored ALS training programs, saving students some \$15,000.

Field training staff maintained certification as instructors in ACLS, AMLS, BLS, PALS, TECC, PHTLS, ADLS, BDLS, TCCC, GEMS, ACLS-EP.

Maintained regional web-based training calendar.

Staff serves as state coordinator for all NAEMT programs in the Commonwealth.

Staff appointed to Affiliate Faculty for TECC, TCCC, PHTLS.

Co-sponsored "EMS CE Nights" in the New River Valley.

In conjunction with NSPA, offered ADLS and BDLS courses. Provided EMS Continuing Education credits for various NSPA-sponsored courses.

Served as AHA Liaison for Roanoke's annual Heart Walk.

Taught over 250+ citizens "Hands Only CPR" at various corporate sites.

Staff served as liaison for Virginia Rider Alert program.

Served as active participant in regional Heart Alert committees.

Maintained staff responsibility for BLS test site coordination to ensure uniformity and provide better customer service at BLS test sites.

Offered a VDH/OEMS EMS Physician Continuing Education Workshop in conjunction with the Blue Ridge EMS Council, held in Bedford.

Conducted AMLS, BLS, ACLS, PALS, PHTLS, GEMS and TECC courses throughout the region.



MEDICAL DIRECTION AND PERFORMANCE IMPROVEMENT

Updated and Maintained a regional ambulance diversion policy in conjunction with the Near Southwest Preparedness Alliance.

Maintained a regional ambulance supply exchange and drug restocking policy with all hospitals and EMS agencies in the region participating.

Continued projects for regional EMS performance improvement.

Continued updates to Regional Operational Protocols.

Provided suggested guidelines for quality improvement programs in agencies.

Maintained clinical education agreements at all hospitals and other medical entities across the region.

Continued and expanded the role of regional Performance Improvement Committees.

Revised and maintained a Regional Stroke Triage Plan.

Revised and maintained a Regional Trauma Triage Plan.

Maintained Regional General and Trauma Performance Improvement Plan.

Maintained and published guidelines for an effective quality assurance/performance improvement program for EMS agencies.

Along with a neighboring EMS council, we offered a continuing education workshop for EMS Physicians in conjunction with VDH/OEMS.

Staff member serves on the Roanoke Valley Suicide Prevention Committee.

COMMUNICATIONS, FACILITIES

Coordinated a region-wide system of drug box and supply exchange, incident reporting and follow-up, and provision of inventory control.

Maintained a regional waiver exempting EMS agencies from registration for testing of blood with portable glucometry equipment, saving EMS agencies some \$17,500 every two years.

Maintained a regional Controlled Substances Registration Permit to allow EMS agencies to carry IV fluids and other controlled substances as "restock items" saving individual agencies some \$11,500 every year.

Provided continuing liaison between EMS agencies, operational medical directors and emergency department nurse managers related to the exchange of supplies and equipment.

Continued ownership and operation of various regional EMS communication systems.

Obtained a Virginia Rescue Squad Assistance Fund grant from the Virginia Department of Health, Office of EMS to provide initial supply of i-gel airways for all licensed EMS vehicles in the region.

PUBLIC INFORMATION AND REFERRAL

Maintained an electronic newsletter with some 1,200 subscribers to provide frequent notices of training events and other timely EMS news.

Served as a clearinghouse for regional and state EMS pamphlets, posters, displays and other public relations and recruitment materials.

Regularly updated the council's Internet web site www.wvems.org with current EMS news and events, education, recruitment, CISM information, committee minutes and council reports, trauma triage information, mass casualty information, General Assembly information and relevant EMS links.

Published various flyers for courses, service offerings, etc. throughout the year.

Participated in various workshops and public events throughout the year.

Maintained WVEMS presence on various social media Western Virginia EMS Council, INC.

OTHER PLANNING AND COORDINATING ACTIVITIES

Published periodic financial reports, quarterly program reports, an annual report, frequent committee minutes and other training and event announcements.

Provided a consistent point of contact for EMS providers, agencies and local governments.

Provided representation on a number of local, regional and statewide committees and boards.

Provided technical assistance to applicants for Virginia EMS Financial Assistance (RSAF) grants and provided standardized grading for all EMS grants submitted to OEMS from agencies within the WVEMS region.

Gained approval in FY 2020 for \$1,915,368 in Rescue Squad Assistance Fund grant awards to EMS agencies within the region.

Revised regional EMS strategic plan and other regional planning documents.

Provided fiscal and administrative support for the Virginia EMS Symposium and other events.

Provided fiscal and administrative support to the Near Southwest Preparedness Alliance (NSPA) to manage some \$1 million in federal hospital preparedness program (HPP) funds.

Facilitated logistics and provided office support for a State Hospital Coordinator for the Virginia Department of Health.

Provided Information Technology Support for all 11 regional EMS councils by employing a Director of Information Technology and a Support Specialist, and contracting various other services.

Warehoused and distributed cache of PPE consisting of thousands of masks, gowns, gloves, etc. to EMS agencies and localities in response shortages during the early stages of COVID-19.



ABOUT THE NEAR SOUTHWEST PREPAREDNESS ALLIANCE

The Near Southwest Preparedness Alliance is one of six healthcare coalitions in Virginia. It is supported by funds from the US Department of Health and Human Services, through the Assistant Secretary for Preparedness and Response. It was founded in 2002 as the Near Southwest Hospital Preparedness Task Force, and became the Near Southwest Preparedness Alliance in 2004.



NSPA exists for one simple reason: to support the healthcare infrastructure of Southwestern Virginia with disaster preparedness, response, recovery and mitigation resources. We do this by:

- Providing comprehensive disaster resource management
- Delivering world-class training, education and exercises
- Supporting response through incident coordination
- Improving healthcare intelligence with real-time situational awareness before, during and after disaster

The Near Southwest Preparedness Alliance region encompasses the counties of Alleghany, Amherst, Appomattox, Bedford, Botetourt, Campbell, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, and the cities of Covington, Danville, Lynchburg, Martinsville, Radford, Roanoke and Salem.

NSPA STAFFING AND LEADERSHIP

(As of 11-1-2020)

FULL TIME

Executive Director: Robert Hawkins

RHCC Manager: Mark Cromer

Training and Exercise Coordinator: Monica McCullough

Medically Vulnerable Populations Coordinator: Mary Kathryn Alley

PHYSICIAN ADVISOR

Thomas Martin, MD

RHCC ON-CALL DUTY OFFICERS

Lucian Belcher

Ashley Briggs

Rick Christ

Adam LaChappelle

Jeff McKinney

INVENTORY SPECIALISTS

Phillip Belcher

Lucian Belcher

BOARD OF DIRECTORS

Tammy Turpin

Robert Suddarth

Nathan Campbell

Daryl Hatcher

Jason Deese

Nancy Harms, RN

Matt Rickman

Jonathan Simmons

Alice Ackerman, MD

Thomas Martin, MD

Rob Logan, PhD

MEMBERS ELECT

(to assume office Jan. 1, 2021)

Craig Bryant

Kim Branscome

James L. Cady, Jr

Chad Isabelle

REGIONAL HEALTHCARE COORDINATION CENTER

The Near Southwest Preparedness Alliance maintains the Regional Healthcare Coordination Center (RHCC), 1 of 6 in the Commonwealth of Virginia, designed to coordinate a multi-agency response to a disaster focused on Emergency Support Function (ESF) 8 for Health and Medical related issues.

The RHCC should be activated when an agency has reached (or anticipates reaching) its capabilities limit and needs assistance from a regional level health and medical support. The RHCC coordinates with Hospitals, Public Health, EMS, Long Term Care, Office of the Chief Medical Examiner, Mental/Behavioral Health, Medical Volunteers, Offices of Emergency Management and other healthcare related agencies. The RHCC also maintains relationships with vendors of critical medical supplies and facility equipment. The RHCC can be reached at 1-866-679-7422.

MEMBERSHIP

HOSPITAL COALITION MEMBERS

- Carilion Franklin Memorial Hospital
- Carilion Giles Community Hospital
- Carilion New River Valley Medical Center
- Carilion Medical Center
- Catawba Hospital
- Centra Bedford Memorial Hospital
- Centra Virginia Baptist Hospital
- Centra Lynchburg General Hospital
- Centra Gretna Emergency Department
- LewisGale Medical Center
- LewisGale Pulaski Hospital
- LewisGale Alleghany Hospital
- LewisGale Montgomery Regional Hospital
- LewisGale Cave Spring Emergency Department
- SOVAH Health Martinsville
- SOVAH Health Danville
- Southern Virginia Mental Health Institute
- Salem Veterans Affairs Medical Center

LETTER OF SUPPORT MEMBERS

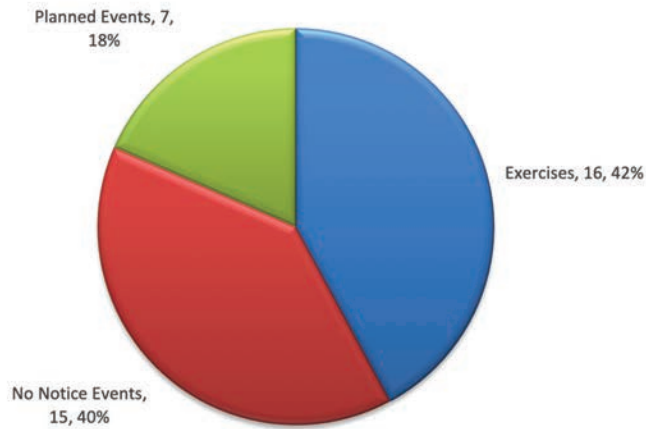
- Vulnerable Populations - 90
- Jurisdictional Emergency Managers - 16



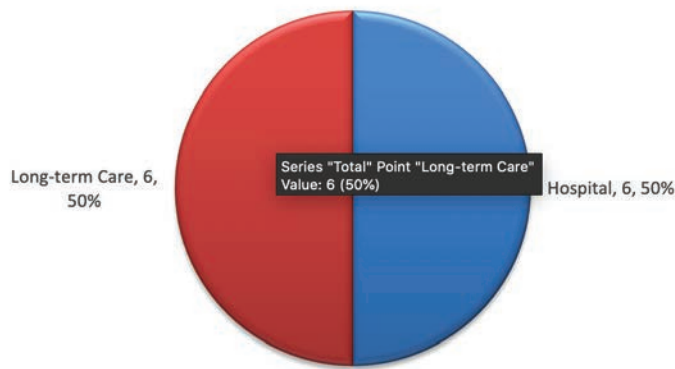
ACTIVATIONS/DEPLOYMENTS

The Near Southwest Preparedness Alliance Staff had 38 RHCC activations and deployments fiscal year 2020.

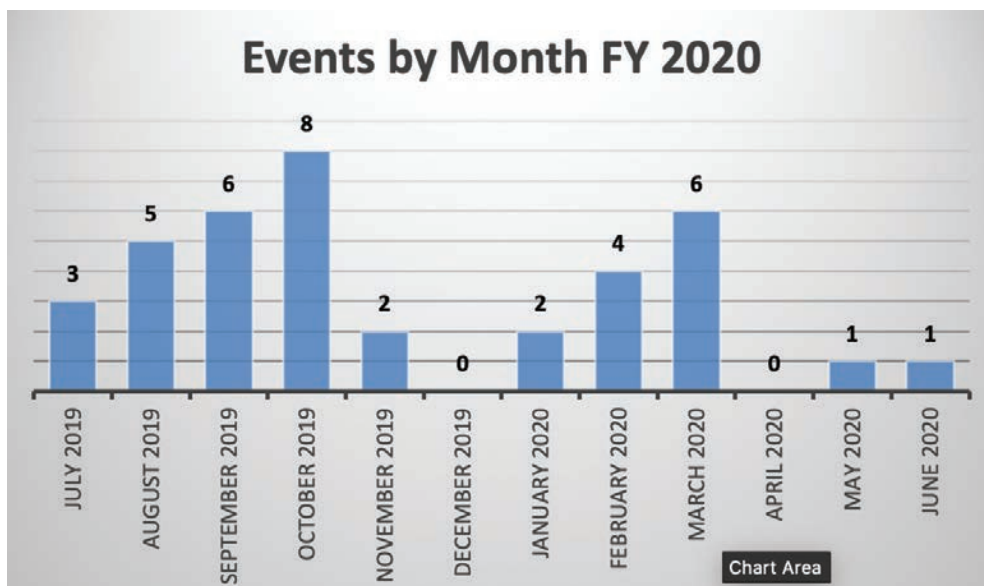
RHCC Events FY 2020



Organization Specific Alerts FY 2020



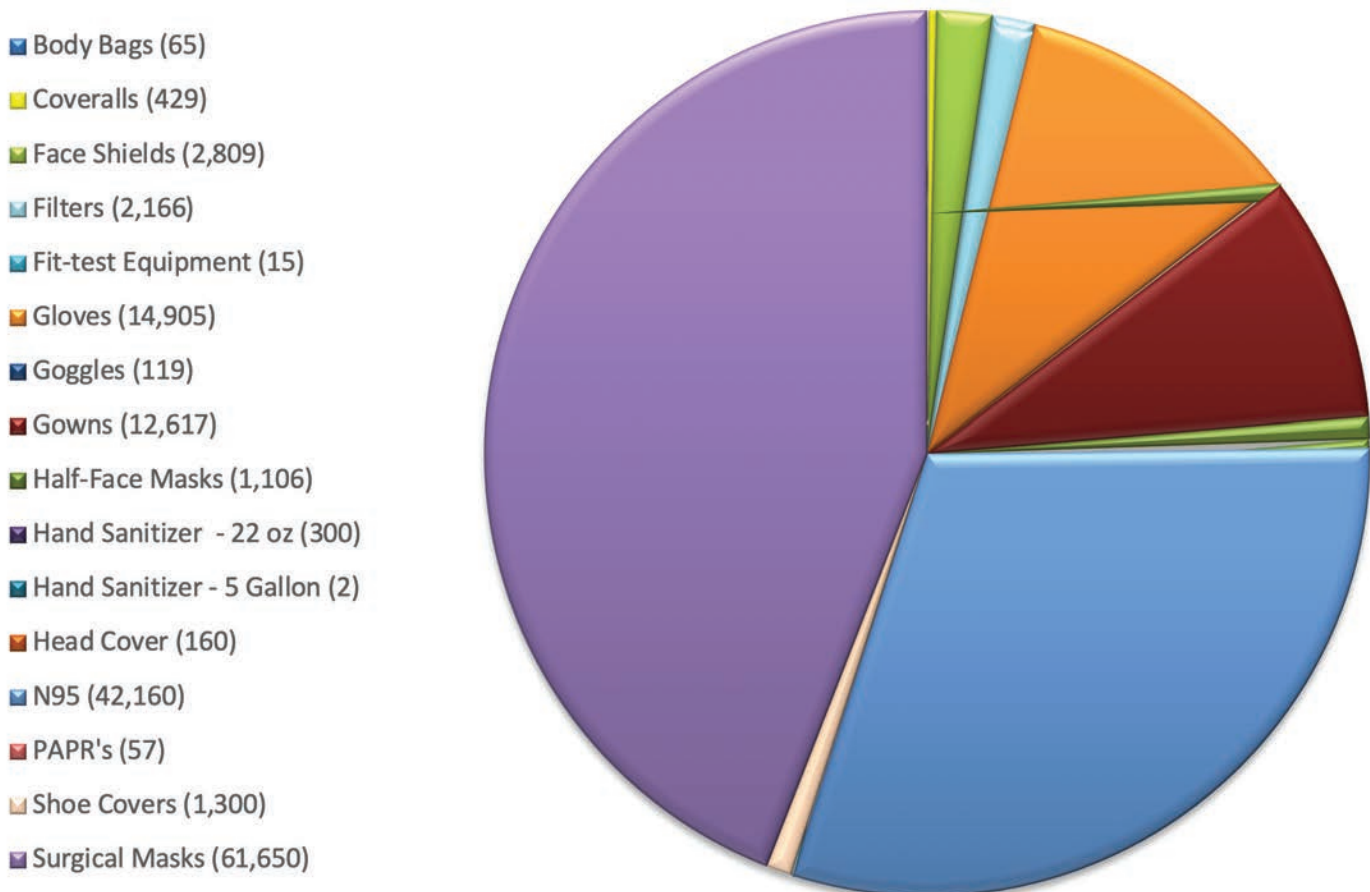
Events by Month FY 2020



PERSONAL PROTECTIVE EQUIPMENT (PPE) PROVIDED IN FY20 (DUE TO COVID):

In Virginia the first case of SARS-CoV-2 (COVID-19) was recognized by the Virginia Department of Health on March 7th, 2020. Since that date Hospitals, Long-term Care, and Dialysis facilities have had to develop plans for the usage and procurement of PPE for sustainment of operations. Many organizations found themselves in need of services by the RHCC. From March 2020 to the end of the fiscal year (June 2020) the RHCC allotted the following PPE to local healthcare entities, for a total of approximately \$450,094.

NSPA Allotted PPE to Healthcare Facilities FY 2020



TRAINING AND EXERCISE

The Near Southwest Preparedness Alliance (NSPA) is committed to delivering world-class disaster response training for healthcare professionals of all levels. To accomplish this mission, we have sought to partner with the most preeminent disaster training organizations in the country to bring the highest level of training to our members.

As an officially designated Comprehensive Regional Training Center under the National Disaster Life Support Foundation (NDLSF), we can provide Basic and Advanced Disaster Life Support and Basic and Advanced Certified Hospital Emergency Coordinator courses.

NSPA also provides and/or facilitates training from other recognized training providers to ensure healthcare professionals and emergency management personnel in our region have access to crucial emergency preparedness training at the highest level. In conjunction with providing training, NSPA also provides exercise support and/or facilitation. NSPA Staff often serves as Evaluators, Observers, and Players for regional exercise activities. Training and exercise participation for the fiscal year, is as follows:

In July 2019, NSPA delivered Mental Health First Aid for Fire/EMS Course at New College Institute in Martinsville, which was hosted by Martinsville Fire Dept. These courses are open to first responders and their adult family members.

Provided Basic and Advanced Disaster Life Support training in Roanoke at Radford University Carilion, (formerly, Jefferson College of Health Science,) to 16 regional emergency response personnel and other key stakeholders, in July 2019.

Conducted Hospital Incident Command System training at Lewis Gale Medical Center in Salem for 19 healthcare professionals. This course enhances hospital command staff activities during an emergency.

NSPA hosted VDH's Cardinal Resolve-Pandemic Tabletop Exercise at the Vinton War Memorial in July 2019, to over 100 regional stakeholders.

In August, 2019, NSPA delivered an ABA-certified Advanced Burn Life Support (ABLS) Course to 26 healthcare professionals from across the region. This course was held at the Vinton War Memorial and was a combination of both didactic and hands-on training activities with a written test to complete the program.

Conducted Hospital Decontamination Training at Lewis Gale Hospital Pulaski in August 2019, for 27 participants. This training included donning/doffing PPE/PAPR's and deploying a decon tent. Students processed simulated patients through the decon-line getting hands on experience.

In September 2019, NSPA participated in a Multi-agency Regional HazMat Full Scale Exercise facilitated by the Environmental Protection Agency and Dept. of Environmental Quality.

Conducted a Hazard Vulnerability Assessment Webinar to Coalition members/partner organizations, in September 2019. This facilitated process kicks off NSPA's annual Centers for Medicare/Medicaid Services (CMS) Workshop/Exercise Series, which assists CMS-regulated facilities in the region to meet their annual emergency preparedness requirements.



As part of the Annual CMS Workshop Series, NSPA conducted 3 tabletop exercises in October 2019 to over 140 participating organizations, totally nearly 400 regional partners. The theme of this year's series was Supply Chain Disruption. The series culminated with a regional Full Scale Exercise followed by an After Action Review.

In September 2019, NSPA conducted Hospital Incident Command System training at Carilion Medical Center, in Roanoke for healthcare professionals. This course enhances hospital command staff activities during an emergency.

In October 2019, NSPA regional partners participated in a statewide Pandemic Full Scale Exercise, hosted and facilitated by the Virginia Dept. of Health.

NSPA conducted Hospital Incident Command System training in October 2019 for Centra Health Systems. This command staff training was held at Virginia Baptist Hospital, in Lynchburg, and included 46 participants from VBH, Lynchburg General Hospital and Bedford Memorial Hospital.

In November 2019, NSPA facilitated an Active Shooter Tabletop Exercise for Southern Virginia Mental Health Institute to assist the facility with their internal planning process and policy assessments.

Participated in Carilion-Franklin Memorial Hospital's Tornado Full Scale Exercise, held in Rocky Mount, in November 2019. This drill incorporated a neighboring Rehab facility being impacted and patients and staff seeking treatment.

Participated in a full scale Ebola Response Exercise, in November 2019, conducted by Centra-Lynchburg General Hospital with participation from Lewis Gale Medical Center and area Fire/EMS responders.

Held the 2nd Annual Regional Emergency Management Summit at the Vinton War Memorial, in November 2019. This full-day event provided an opportunity for the nearly 100 EM professionals and Healthcare Leaders in attendance recognize shared objectives in regional preparedness efforts. Presentations were given on the behavioral response to the Virginia Beach active shooter event, family assistance centers and reunification, lost person behavior and search and rescue considerations for healthcare, and an overview of the emergency planning surrounding the 24th World Scout Jamboree and the healthcare implications for our region.

NSPA held its Board of Directors Annual Retreat and Strategic Planning Session in December 2019. The Board and NSPA Staff work together to draft plans for the year ahead and ensure the work of the Coalition remains on target for all grant deliverables.

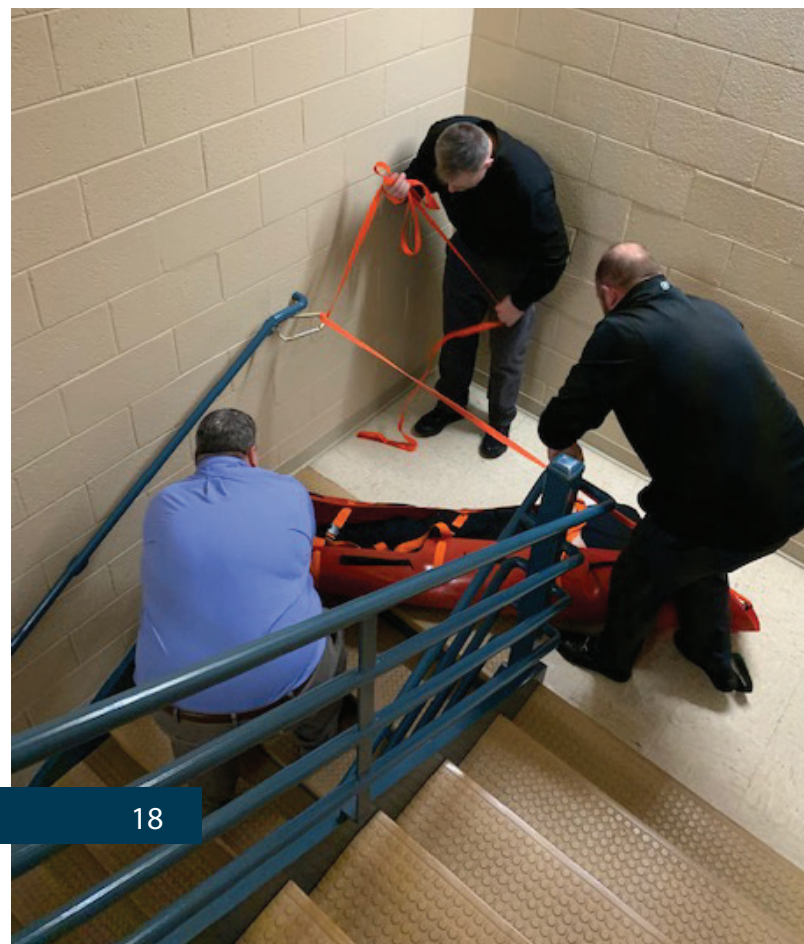
In January 2020, NSPA delivered a Mental Health First Aid for Healthcare Professionals Course at Warm Hearth Village, in Blacksburg. There were 20 participants in attendance who learned about topics such as recognizing depression, anxiety disorders, psychosis, & substance abuse in the workplace, along with strategies and resources to address those concerns.

Virginia Veterans Care Center, in Salem, hosted MedSled training, in January 2020, which was coordinated by NSPA. A MedSled representative provided classroom instruction, as well as hands-on training with the equipment, utilizing VVCC's hallways and stairwells.

In January 2020, NSPA conducted Hospital Incident Command System (HICS) training for SOVAH Health Systems, hosted by SOVAH-Martinsville. This command staff training was held at New College Institute in Martinsville, and had 36 participants.

Western Virginia EMS Council, INC.

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NSPA delivered a Mental Health First Aid for Fire/EMS Course to 16 participants in January 2020. The training was hosted by Lewis Gale Medical Center, in Salem. These courses are open to all first responders and their adult family members.

In February 2020, NSPA participated in New River Valley Medical Center's Emergency Management Education Day, by conducted Hospital Incident Command System training for 31 command staff and hospital personnel, in Christiansburg. NSPA also travelled to Pearisburg to deliver the same training to 24 Carilion staff assigned to Giles Community Hospital.

NSPA participated in a Pediatric Full Scale Exercise conducted by Roanoke City Public Schools, in February 2020. The focus of this event was Parent-Student Reunification planning and processes.

Conducted the annual Coalition Surge Test for the region, in February 2020. This tested the region's capability of finding adequate hospital bed space for a 10% surge in patients requiring admission during the

event of an emergency. The focus of this year's CST was on Pediatric Surge capabilities by participating, jointly with the Pediatric exercise hosted by Roanoke City Public Schools.

In March 2020, the Governor of Virginia declared a State of Emergency due to the COVID-19 Pandemic. NSPA continued to provide support and training for our regional partners throughout the response, to include facilitating conference calls for all stakeholders involved with COVID-19 planning and response efforts.

Facilitated and provided 2 days of N-95 Respirator/ Mask Fit Testing in April 2020, at the Vinton Senior/ Community Center. This event was for healthcare professionals from the Long Term Care, Home Health, Hospice, Dialysis and other non-hospital healthcare providers in the region, to ensure they were properly fitted, prior to working with potential COVID-19 patients.

2020 NSPA AWARDS

Each year, the Near Southwest Preparedness Alliance presents awards in four categories:

Outstanding Organization:

Carilion Medical Center
Roanoke, VA

Outstanding Individual:

Tony Gregory
Lewis-Gale Medical Center
Salem, VA

Outstanding Partner:

Salem Fire & EMS
Salem, VA

Legacy Award:

Bob Suddarth
Lewis-Gale Hospital Pulaski
Pulaski, VA

FINANCIAL POSITION

STATEMENTS OF FINANCIAL POSITION - June 30, 2020 and 2019

ASSETS	2020	2019
Cash and cash equivalents	\$399,309	\$261,016
Restricted cash	\$16,222	\$15,292
Accounts receivable	\$473,501	\$204,141
Prepaid expenses	\$11,433	\$6,126
Investments (Note 3)	\$340,162	\$412,627
Total current assets	\$1,240,627	\$899,202
Land, buildings, and equipment, net (Note 4)	\$582,076	\$610,610
Total assets	\$1,822,703	\$1,509,812

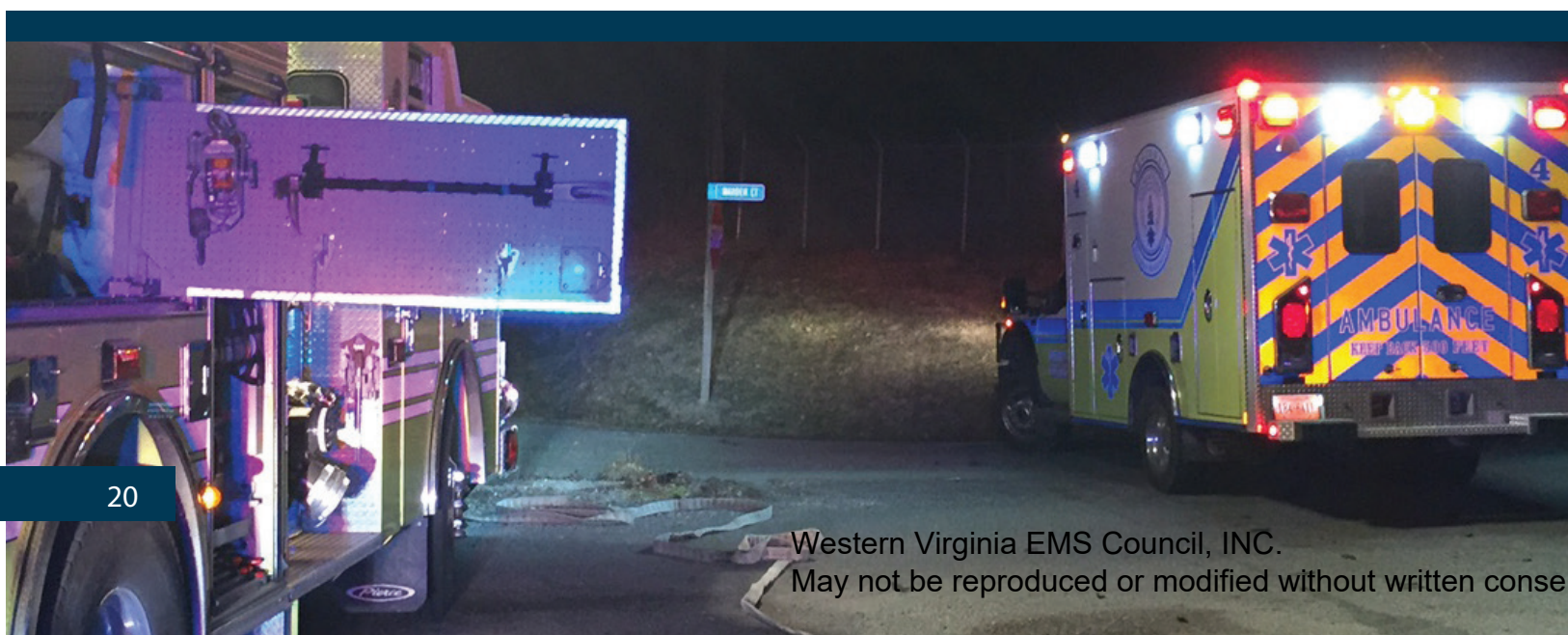
LIABILITIES AND NET ASSETS

Accounts payable	\$191,770	\$41,632
Accrued expenses (Note 10)	\$53,527	\$54,959
Deferred revenue	\$48,600	\$44,802
Total liabilities	\$293,897	\$141,393

NET ASSETS

Without Donor Restrictions	\$1,107,537	\$1,156,996
With Donor Restrictions (Note 5)	\$421,269	\$211,423
Total net assets	\$1,528,806	\$1,368,419
Total liabilities and net assets	\$1,822,703	\$1,509,812

The Notes to Financial Statements are an integral part of these statements.
Complete financial report available online at www.wvems.org



REVENUES, GAINS, AND OTHER SUPPORT:

	2019		
	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	TOTAL
State government	\$519,650	-	\$519,650
Federal grant revenue	-	\$737,503	\$737,503
Local government (Note 7)	\$140,352	-	\$140,352
Symposium revenue (Note 11)	\$561,333	-	\$561,333
Other support and income	\$270,519	-	\$270,519
United Way organizations	\$2,027	-	\$2,027
Ryan Hubbard Scholarship	\$0	-	-
Unrealized and realized gains	\$23,869	-	\$23,869
Investment income	\$4,750	-	\$4,750
Net assets released from restrictions (Note 6)	\$527,657	(\$527,657)	-
Total revenues	\$2,050,157	\$209,846	\$2,260,003

EXPENSES (NOTE 8)

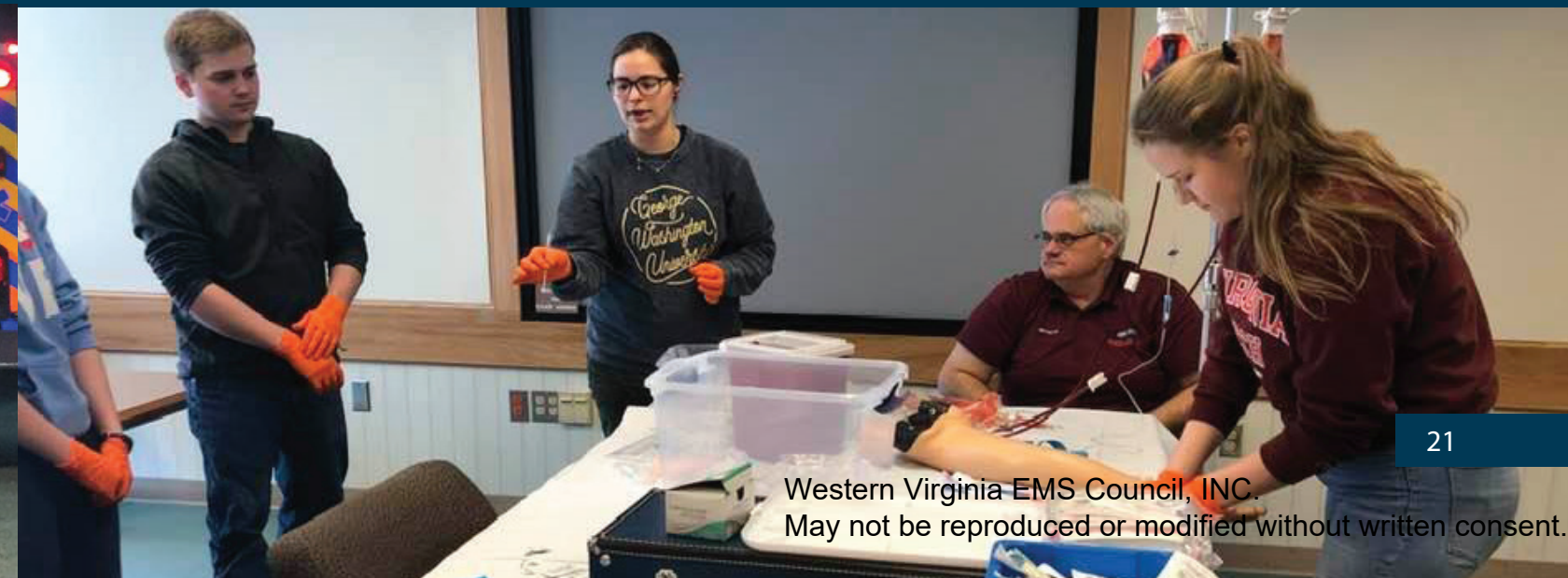
Program services	\$1,722,965	-	\$1,722,965
Management and general	\$376,651	-	\$376,651
Total expenses	\$2,099,616	-	\$2,099,616

Change in net assets	\$ (49,459)	\$209,846	\$160,387
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NET ASSETS

Beginning	\$1,156,996	\$211,423	\$1,368,419
Ending	\$1,107,537	\$421,269	\$1,528,806

The Notes to Financial Statements are an integral part of these statements.
Complete financial report available online at www.wvems.org



OUR SUPPORTERS



These generous supporters and partners have contributed funds or in-kind services, or have allowed us to contract to provide services throughout the year.

- Commonwealth of Virginia
- Virginia Hospital and Healthcare Association
- Virginia EMS Symposium
- Near Southwest Preparedness Alliance
- United Way Roanoke Valley
- Greater Allegheny United Fund
- Carilion Clinic
- LewisGale Medical Center
- LewisGale Hospital Alleghany
- LewisGale Hospital Montgomery
- LewisGale Hospital Pulaski
- Sovah Health - Martinsville
- Sovah Health - Danville
- Veterans Affairs Medical Center – Salem
- Centra Health
- Allegheny County
- Botetourt County
- Craig County
- Floyd County
- Giles County
- Franklin County
- Henry County
- Montgomery County
- Patrick County
- Pittsylvania County
- Pulaski County
- Roanoke County
- City of Covington
- City of Danville
- City of Martinsville
- City of Radford
- City of Roanoke
- City of Salem

Western Virginia EMS Council, INC.
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OUR VISION

The EMS system in the Western Virginia region will . . .

Provide access for victims for injury and sudden illness via a **universally available enhanced 9-1-1** emergency telephone system.

Provide for **dispatcher-provided telephone assistance** (pre-arrival instructions) to callers with life-threatening emergencies.

Provide for **timely response** of first responder and transportation, personnel and vehicles through a system of predetermined minimum response intervals, monitoring and quality assurance-performance improvement.

Provide for **high-quality, prehospital treatment** of patients as a result of standardized basic life support training programs, accredited advanced life support educational and mentoring programs, standardized testing programs, frequent and timely continuing education programs, and quality assurance-performance improvement programs.

Provide **triage and transport**, and transfer if necessary, of patients to the most appropriate facility based on predetermined universally accepted transport guidelines and protocols.

Provide **timely emergency department care** with emergency physicians, emergency nurses and other support personnel and **trauma care**, when necessary, with personnel and resources associated with a designated trauma center.

Provide **communications system** capabilities that enable EMS personnel to communicate with all other EMS personnel throughout the region, their dispatchers, all hospital emergency departments and other public safety personnel.

Provide resources and capabilities in order to appropriately respond to and manage large disasters and **mass casualty** situations.

Ensure EMS system **viability and excellence** through the effective use of state, local and private funding.





Main Office (WVEMS & NSPA)

1944 Peters Creek Road NW, Roanoke VA 24017
Telephone (all offices) 540.562.3482
Toll-free (all offices) 800.972.4367
Facsimile (all offices) 540.562.3488
E-mail western@vaems.org
Website www.wvems.org

WVEMS New River Valley Field Office

6580 Valley Center Drive, Suite 152, Radford VA 24141
(Located in the New River Valley Business Center)

WVEMS Piedmont Field Office

1024 DuPont Road, Martinsville VA 24112
(Located in the Henry County Department of Public Safety Complex)

Western Virginia EMS Council, INC.

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ACCOUNTING AND FINANCIAL CONTROL POLICIES AND PROCEDURES

Western Virginia Emergency Medical Services Council, Inc.

Rev. ~~NOV 2020~~ ~~October 16, 2018~~ December 10, 2020

CASH RECEIPTS, REVENUE AND ACCOUNTS RECEIVABLE

- Handling of Incoming Mail
- Handling of Cash Payments
- Handling of Deposits
- Credit Card Processing

CASH DISBURSEMENTS AND ACCOUNTS PAYABLE

- ~~Purchase Orders and Procurement~~
- Expenditures from NSPA Sustainability Fund
- Handling and Payment of Invoices and Payment Vouchers
- Expense Reimbursements
- Corporate Credit Card
- Disbursements

PAYROLL

JOURNAL ENTRIES

PRIOR PERIOD ADJUSTMENTS

CLOSING PROCESS

- Accruals
- Deferred Revenue
- Reconciliations
- Depreciation

GRANT COMPLIANCE

BUDGETING

FINANCIAL STATEMENTS

- Monthly
- Quarterly Unaudited Financial Statements
- Year End Financial Statements and Disclosures

CORPORATE DISSOLUTION

RESERVE AND INVESTMENT POLICY

CASH RECEIPTS, REVENUE AND ACCOUNTS RECEIVABLE

Handling of Incoming Mail

Mail delivered to the office will be received by the Office-Business Manager (or ~~another designee in the Business Office~~) ~~ated-employee in the Office-Business Manager's absence~~, who will open the mail, date stamp, and forward to the appropriate recipients. Any mail identified as possibly containing checks or other negotiables will be forwarded unopened to the WVEMS Executive Director, Education Program Director, or Compliance Officer. The Executive Director, Education Program Director or Compliance Officer will assemble and retain a record of any checks or other negotiables received excluding credit card payments.

Handling of Cash Payments

Whenever possible, payments should be made by check or credit card. Cash payments will only be received in the Roanoke office. The customer will be given a cash receipt and payment will then be recorded by the WVEMS Executive Director, Education Program Director or Compliance Officer.

Handling of Deposits

All payments received are logged into a spreadsheet by the WVEMS Executive Director, the Education Program Director, or Compliance Officer. The payments are then forwarded to the Business Manager for coding ~~and review and processing~~. ~~The Business Manager then forwards the payments to the Office Manager for processing.~~ The Office-Business Manager ~~(or designee)~~ enters the payment in the accounting system with a unique batch number. The Office-Business Manager ~~(or designee)~~ prepares the deposit ticket. Bank deposits are made ~~minimally at least~~ once a week. Bank deposits are made more often ~~if the deposit is larger than average, or~~ if specified in other agreements or directives ~~such as the MOU with the Virginia Department of Health relating to the Virginia EMS Symposium~~. After entering the payments in the accounting system the Office-Business Manager ~~(or designee)~~ ~~runs-prepares~~ a Cash Receipts report and confirms that the Cash Receipts journal balances to the deposit. Once in balance, the batch number is written on the deposit ticket and a Cash Receipts report is printed. The report is attached to a copy of the deposit ticket along with copies of all checks in the batch (the report package). The report package is forwarded to the WVEMS Executive Director. The WVEMS Executive Director compares the deposit ticket to ~~his-the~~ record of checks and other negotiable items received.

Credit Card Processing

The ~~Business Manager (-or designee)~~ Office Manager receives all requests for credit card purchases and/or payments. ~~All payments are processed~~The Office Manager ~~processes each payment~~ using Authorize.net, a secure payment gateway. The ~~Business Manager (-or designee)~~ Office Manager enters the credit card payments in the accounting system. The credit card payments are given a batch number in the accounting system.

Credit card deposits are reconciled with the monthly bank statement. Each transmitted batch ~~and any merchant fees are~~ listed on the ~~monthly~~ merchant statement is verified, by the Compliance Officer or Business Manager, as a deposit or credit to the appropriate cash account.

CASH DISBURSEMENTS AND ACCOUNTS PAYABLE

~~Purchase Orders and Procurement~~

These policies are applicable to the purchase of all goods and services ~~for use by~~ The Council. Generally a sufficient number of sources must be solicited in order to identify the best source and cost for council purchases. Intermediate and major purchases utilizing State contract pricing (or seeking equivalent state contract pricing), or "piggybacking" on existing local government purchasing contracts are considered pre-negotiated and are exempt from the policies listed below.

Taking advantage of "club" discounts, tax-exempt purchasing, and giving preference to small, women-owned and minority (SWAM) business are expected. Tax-exempt purchasing can be facilitated by using Commonwealth of Virginia Retail Sales and Use Tax Exemption letter and furnishing it to the vendor once per year. SWAM status of vendors can be obtained by visiting the state eVA purchasing website.

"Small purchases" refer to purchases of goods and services of less than \$5,000.00. "Intermediate purchases" refer to purchases greater than \$5,000.00 but less than \$10,000. "Major purchases" refer to purchases of \$10,000.00 or more.

Any staff member may be considered a "buyer" of goods and services. Any small purchase must be approved by the buyer's supervisor or program manager, in accordance with Employee Handbook policy 8.96 (Purchasing-Credit Limits). Any intermediate or major purchase must be additionally approved by the Executive Director.

~~Any~~ All purchases exceeding \$~~5~~200.00 requires the ~~issuance-submission~~ of an approved requisition-purchase order. Purchase orders, if required by the

vendor may be requested from and prepared by the Office Business Manager Office, or designee or business manager by submitting an approved requisition

EXCEPTIONS:- Exceptions to this policy include approvals of expenditures purchases handled by WVEMS for other custodial funds and other reoccurring expenses related to the day to day operations of WVEMS. Handling of expenditures for other custodial funds shall be in accordance with the policies of the entity that control such funds. i.e. NSPA's ASPR budgets HPP program or other designated budgets programs controlled through by agreements or contracts with VHHA, VA EMS Symposium VDH/OEMS, The Statewide IT Regional Council Directors Group, VDH/OEMS contract modifications, or any other custodial funds handled managed by WVEMS.

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1. **Small purchases.** Small purchases do not require competitive process or obtaining proposals or bids from multiple vendors. However, even small purchases should be researched by the buyer to determine the best source and cost for the council. Multiple prices may be obtained as reasonably needed to achieve the best sources and cost.
2. **Intermediate Purchases.** Intermediate purchases should be planned in advance to ensure sufficient funds are available. The buyer will obtain quotes from at least (3) vendors for any single item/expenditure or a combination of like-items or expenditures expected to exceed \$5,000.00 in one fiscal year. Quotes may be obtained from legitimate on-line sources or local vendors.
3. **Major purchases.** Major purchases should be planned in advance to ensure sufficient funds are available. The buyer will post a solicitation for bids on the council's website and will seek written proposals or bids from a minimum of three (3) vendors, allowing at least 15 calendar days for response, for any single item/expenditure or a combination of like-items or expenditures expected to exceed \$10,000.00 in one fiscal year. Price quotes and sources should be submitted to the Executive Director for approval along with reasons for purchase and recommended vendor. Generally the lowest cost and responsible vendor will be selected. However the Executive Director has discretion to select another vendor based on extenuating factors that must be documented. Upon issuance of a purchase order to the selected vendor, all unsuccessful bidders shall be notified.
4. **Sole source purchases.** From time-to-time, it may be necessary or required to purchase from a sole-source vendor. Any recommendation for a "sole source" purchase by the buyer, approved by the buyer's supervisor or program manager, with approval by the Executive Director, must be accompanied by sufficient justification and documentation. Upon approval by the Executive Director, the buyer shall request from the Office Manager or office manager and issue a purchase order to the selected vendor. The procurement of consultative services for the preparation of plans, studies, analyses or other similar services could qualify as sole source procurement when necessary to maintain continuity and minimize redundancy.

5. **Compliance with council budget.** All purchases, small, intermediate and major, should fall within the available budget approved by the Board of Directors. Purchases outside the approved budget require prior board approval.
6. **Professional services.** In the event of a purchase of professional services, the buyer shall ensure the vendor possesses appropriate licensure, certification, and insurance prior to the start of work.
7. **Receipt and completion.** The buyer or buyer’s supervisor shall receive materials, ensure same is undamaged, in proper working order and is in accordance with specifications as prescribed in purchase or lease agreement. In the event of professional services, the buyer shall document completion of services, along with evaluations, program results, etc. as applicable. The professional services vendor must be directed to provide an invoice for services along with a federal W-9 form, Request for Taxpayer Identification Number, prior to any payment for services.

7. A.

8. A-running inventory of furniture/equipment/durable item purchases, together with identifying product numbers/description, serial numbers, purchase date and purchase price shall be entered and maintained by council staff. Furniture/equipment/durable items are also marked with an inventory tag. Depreciable assets are identified as durable assets with an anticipated lifespan of at least five years and a value of \$5000 or greater and will be noted as such using the appropriate (asset) accounting code when paid. All equipment should be inventoried annually. Any item with a value of \$5000 or greater purchased with contracted funds for the agency (i.e. OEMS, VHHA) who disbursed the funds will not be added to the list of assets for WVEMS, NSPA, or VA EMS Symposium. These items will be counted as assets of the contracting agency.

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Expenditures from NSPA Sustainability Fund

Purchases and expenditures from this fund require additional oversight as required by the NSPA Board of Directors. It is the intent of the Board that large expenditures (generally defined as expenditures exceeding \$1,000) are reserved for revenue-producing projects that improve the fund’s position. *(Adopted by the NSPA board on March 28, 2017)*

The NSPA Executive Director has discretionary authority to approve commitments and expenditures up to \$500. Expenditures and commitments exceeding \$500, up to \$1,000 may be approved by the NSPA Board Chair. Expenditures and

commitments exceeding \$1,000 require NSPA Board approval. *(Adopted by the NSPA board on March 28, 2017)*

Expenditures related to courses provided by the NSPA Training Center are considered pre-approved.

The NSPA Training Center Director (the NSPA Executive Director or other board appointee) will receive certain compensation based on profitability of the training center. After the end of each calendar year, the Training Center Director(s) will be paid an amount equal to twenty percent of the net profit generated by the training center during that calendar year. This amount will be prorated in the event that there are more than one Training Center directors during the calendar year. *(Adopted by the NSPA board on March 28, 2017)*

Handling and Payment of Invoices and Payment Vouchers

Invoices and payment vouchers are received by the [Office-Business Manager](#) ~~(or designee)~~. The Compliance Officer or Business Manager assigns the Vendor Number and expense account code to the invoice. The invoice is then stamped for approval. Invoices are placed in a folder and given to the Executive Director weekly. The Executive Director reviews the invoices and the expense codes and approves. The Executive Director returns the invoices to the [Office-Business Manager](#) ~~(or designee)~~ for ~~payment~~-processing.

Expense Reimbursements

Each staff member submits to the Business Manager a standard expense reimbursement form on a periodic basis as assigned by the Executive Director. The mileage reimbursement rate is the same as the rate adopted by the Commonwealth of Virginia for state employees. Expense forms are approved by the WVEMS Executive Director. Any requests for travel or expense advances must have the prior approval of the Executive Director. If stated in a grant or a Board approved budget, a staff member may receive a monthly travel stipend. If this monthly stipend is grant funded, it will cease at the same time the grant terminates.

Under no circumstances may travel reimbursement be requested from more than one source for the same trip.

Corporate Credit Card

At the discretion of the Board corporate credit cards may be secured for use by staff members in the conduct of official business. The corporate credit card(s)

are used to minimize the necessity for reimbursements to employees for travel and other incidental expenses and to expedite other purchases.

The WVEMS Executive Director maintains responsibility for the use of the cards and the cards are assigned at the Executive Director's option.

Receipts for all credit card purchases are forwarded to the ~~Compliance Officer or Business Manager~~ as soon as possible after purchases are made ~~or not but in no case later than 10 business days of the purchase or sooner upon request.~~ ~~—The Compliance Officer or Business Manager~~ ~~(or designee)~~ will reconcile the receipts to the monthly credit card statement prior to payment. If the credit card purchase is under \$25.00, an email to the ~~Compliance Business Manager~~ ~~Officer~~ substantiating the purchase will be accepted in lieu of the original receipt. Please refer to Policy 8.96 (Purchasing – Credit Limits) in the Employee Policy Handbook.

Disbursements

After all invoices, expense reimbursement forms, backup documentation and credit card statements have been reviewed and approved by the WVEMS or NSPA Executive Director, as appropriate, and forwarded to the ~~Office Business~~ Manager ~~(or designee)~~ checks will be issued. After the checks are printed, they are attached to the appropriate invoice or payment voucher and forwarded to the WVEMS or NSPA Executive Director, as appropriate, to be signed. The WVEMS or NSPA Executive Director compares the check to the invoice and/or payment voucher and then signs the check. Checks drawn from the Western Virginia E.M.S. Council, Inc. account for amounts exceeding \$2,500 require two signatures, generally the Executive Director and one officer with signatory authority. An electronic approval process may be used, whereby invoices and appropriate documentation can be transmitted to the second signatory by electronic means and approved by return email. In such case, a facsimile signature may be affixed by the Executive Director. In the case of NSPA expenditures, when two signatures are required, those signatures may be the WVEMS and NSPA Executive Directors.

Exception: Payments made on behalf of other entities and defined or controlled by other agreements or contracts (such as VHHA, NSPA, and VDH for the Virginia EMS Symposium) shall follow the approval and signature processes prescribed in those agreements or contracts. WVEMS may request and retain backup documentation for randomly-selected or unusual transactions at its discretion.

Payments pre-approved by the ~~Board~~-Treasurer as recurring payments (i.e. health insurance, [business insurance, tower rental](#)~~IT support~~) in excess of \$2500 do not require a second signature. [An updated approved recurring vendor payment listing will be provided to the Board Treasurer for review](#)~~approval~~ [at the beginning of each fiscal year.](#) Checks to transfer funds from depository accounts to operating accounts shall require only one approval.

Signed checks are returned to the [Office-Business](#) Manager for proper ~~disposition~~[distribution](#).

Electronic Bill Pay

After all invoices, expense reimbursement forms, and credit card statements have been reviewed and approved by the Executive Director, and forwarded to the ~~Office Business~~ Manager ~~(-or designee)~~, payments will be entered into ~~to the corporate accounting software and/or Peachtree and~~ online using the bank's electronic bill pay system. The Executive Director will approve electronic payments at the same time checks are signed. ~~Payments for amounts exceeding \$2,500 and requiring two signatures will not be processed electronically without prior written approval by the Board Treasurer.~~

PAYROLL

Payroll is issued on a bi-weekly basis.

Salaried employees are required to submit PTO ~~forms-reports monthly as PTO time is taken.~~ To reflect all used PTO.

This information is maintained in a spreadsheet and in the payroll system, and is reconciled periodically.

Hourly employees must submit their hours to a specified administrative staff member as required by administrative directive in order to allow timely payroll processing.

~~The Education Program Director will inform the Business Manager in writing of any additional stipends that are to be paid in the pay period.~~ All payroll and other expenditures related to educational programs must be reviewed and approved by the Education Program Director of the Executive Director.

All employees are eligible to be paid by direct deposit. If an employee elects to be paid by check, the check will be mailed ~~two~~ three days before payday or may be picked up on or after payday.

Payroll will be reviewed by Compliance Officer and/or the Business Manager, prior to submittal.

A printout of each payroll is submitted to the WVEMS Executive Director for approval.

403(b) benefits are paid electronically by administrative staff. A copy of this transmittal is submitted to the WVEMS Executive Director with the payroll report for approval.

Federal Withholding, FICA, Medicare, and State Income Tax payments are made electronically each pay period by administrative staff.

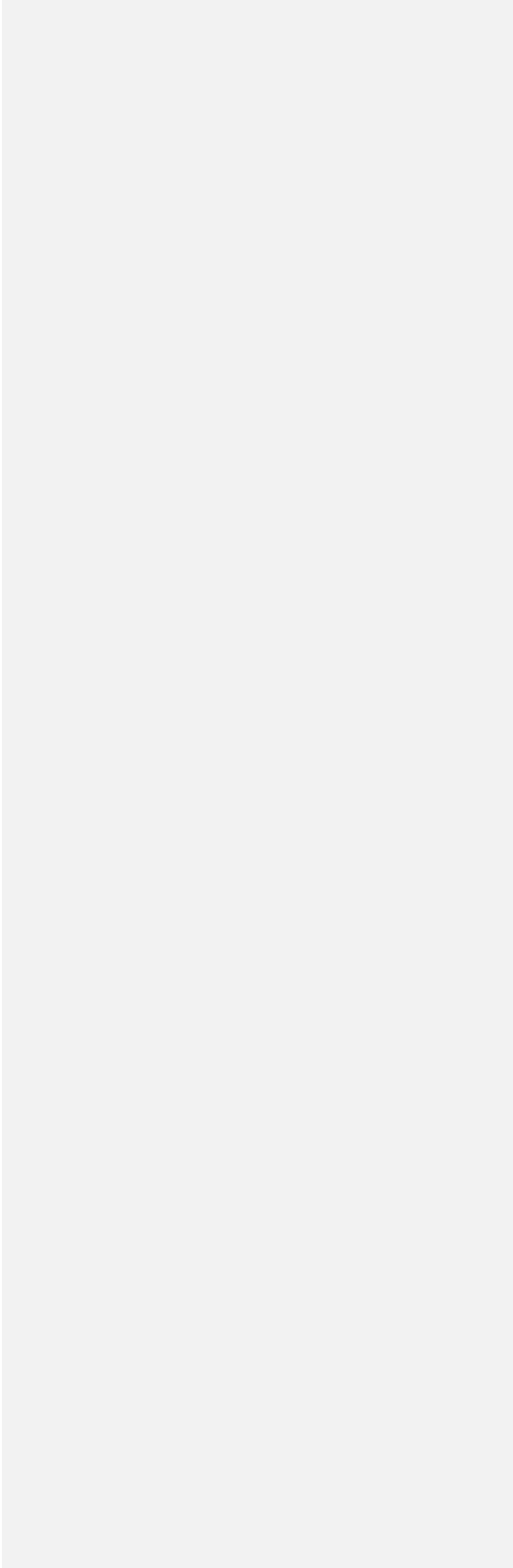
State Unemployment is paid quarterly by administrative staff.

Payroll returns ~~as required~~ are filed as required quarterly and annually by administrative staff.

JOURNAL ENTRIES

Transactions requiring general journal entries will be documented on a standard journal entry form and require the approval of the WVEMS Executive Director or the Treasurer.

All journal entries are entered into the accounting system by the Compliance Officer.



PRIOR PERIOD ADJUSTMENTS

Once an accounting period is closed, in order to ensure that all entries are posted in the correct month and/or fiscal year only the Compliance Officer will have the authority to unlock and post transactions in prior periods and/or change accounting periods. If an entry is required in a prior period, the entry will be presented to the Compliance Officer for review and if appropriate the Compliance Officer will make the entry.

Prior period transactions requiring general journal entries will be documented on a standard journal entry form and require the approval of the WVEMS Executive Director or the Treasurer. All journal entries are reviewed by the Compliance Officer before approval of the WVEMS Executive Director. After review and approval of the WVEMS Executive Director journal entries will be posted by the Compliance Officer.

In the event that the Compliance Officer is not available and the entry cannot wait for his/her return, the WVEMS Executive Director will be given administrative rights to the accounting software and will have the ability to unlock a prior period.

CLOSING PROCESS

Accruals

Accounts Receivable is accrued as soon as the invoice is processed.

Accounts Payable is only accrued when the invoice is received. In July, invoices are separated according to the time of service or purchase of product. All invoices for purchases in June are entered into the Accounts Payable module of the accounting system. When these invoices are paid in July they will be paid against Accounts Payable. Journal entries will be used to accrue Accounts Payable only when no invoice has been received. If a journal entry is used to accrue Accounts Payable, it will be setup as a reversing entry and will be reversed on July 1. This will insure that Accounts Payable from the prior year is not recorded as expense in the current year. At year-end, the Executive Director will poll all staff members to ascertain if expenditures have been obligated or made during the year that might not have been invoiced. If so, such expenditures or obligations will be reported to the Executive Director in writing and will be booked as payables based on estimated cost.

Payroll is not accrued. Paid Time Off (PTO) is accrued annually. The Office Manager maintains a spreadsheet that is reconciled by the Compliance Officer to the payroll system and a journal entry is created to book the PTO.

Deferred Revenue

Any revenue received in advance of the actual event is posted to Pre-paid deposits. Pre-paid deposits are reviewed on a monthly basis and moved to the appropriate revenue account by the Compliance Officer once the event has occurred.

Reconciliations

Bank

All bank statements are reconciled in the month in which they are received. Upon receipt of the bank statement, the Business Manager will post any entries not previously entered, such as interest income, check printing expense, and credit card discounts. The Business Manager will reconcile the bank statement in the accounting system and will identify any reconciling items. The proper action will be taken to remove the reconciling item. If the reconciling item will adjust on a later date, that will be noted on the reconciliation report printed from the

accounting system. The reconciliation report, showing all deposits in transit and outstanding checks is attached to the bank statement and forwarded to the Executive Director. The Executive Director will review the reconciliation, sign-off and return the reconciliation report and the bank statement to the [Compliance Business Manager](#) ~~Officer~~ for filing.

General Ledger

At the close of each month the following will be reconciled by the Compliance Officer to the General Ledger:

Accounts Receivable aging report

Accounts Payable aging report

Pre-paid deposits and Pre-paid expenses will be reviewed by the Compliance Officer on a monthly basis and transferred to the appropriate revenue or expense account as needed.

Trial Balance will be reviewed on a monthly basis by the Compliance Officer and any questionable amounts will be researched for accuracy.

Payroll is reconciled on a quarterly and annual basis to the appropriate quarterly and annual tax returns.

Depreciation

Depreciation is booked annually.

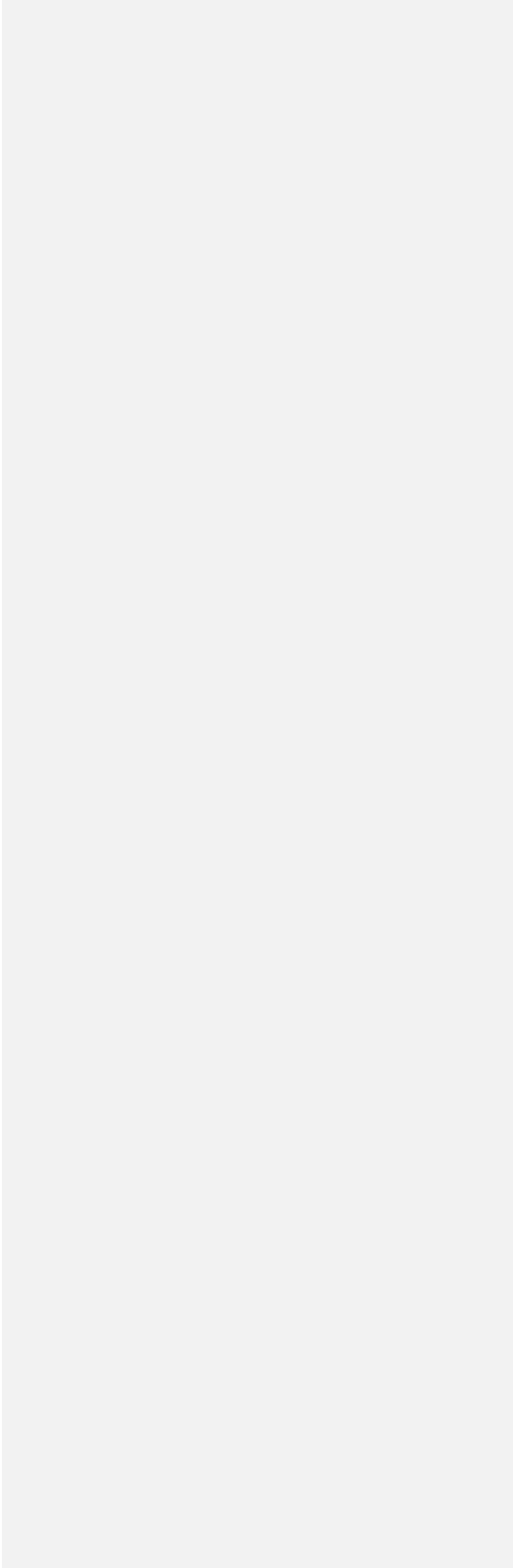
Depreciation is booked at cost over the estimated useful lives of the respective assets. These estimations are as follows: Building and improvements – 39 years, Communications equipment – 15 years, Office Equipment 5-10 years, Miscellaneous equipment 5-10 years, and Generator building and equipment 15-20 years.

Single items purchased that exceed \$5,000 are booked as fixed assets and depreciated according to the schedule above. All other items purchased are booked as an expense in the year they were purchased.

At June 30 of each fiscal year, the depreciation schedule is reviewed. All items that have been fully depreciated or disposed of will no longer be depreciated. All new items, in excess of \$5,000 will be added to the schedule. Once the schedule is complete and reviewed by the Executive Director a journal entry will be made for depreciation.

GRANT COMPLIANCE

The Executive Director or another employee designated by the WVEMS Executive Director serves as the compliance manager for all grants received by WVEMS. It is the responsibility of the Executive Director to ensure that all grant funds are drawn down and expended in such a manner as to comply with the rules and guidelines specific to the grant.



BUDGETING

Annually, prior to the spring board meeting of WVEMS, balanced budgets of revenues and expenditures for the following fiscal year are developed by the Executive Director of WVEMS, in consultation with staff and the [the Council's](#) treasurer ~~of the boards of director~~. Those budgets are transmitted to the board prior to the spring meeting, and are discussed and offered for adoption (with or without board revisions) at those meetings. The budget guides operations of the corporation throughout its fiscal year.

FINANCIAL STATEMENTS

Quarterly Unaudited Financial Statements

At each regular meeting of the board of directors of WVEMS, an unaudited financial report is presented. This report shows actual vs. budgeted revenues and expenses by category, and also presents an accounting of non-budgeted revenue and expense categories. It also includes a balance sheet.

Year End Financial Statements and Disclosures

At the end of each fiscal year, a comprehensive audit of accounts shall be conducted by a qualified public accounting firm. Such audit report will include financial statements and management statement if required. The accounting firm will also prepare the annual IRS Form 990 returns and other tax documents as required.

CORPORATE DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, or another 501(c)(3) organization, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of the Commonwealth of Virginia and the Council's Articles of Incorporation.

RESERVE AND INVESTMENT POLICY

Purpose of the council's reserve funds:

- Maintain adequate cash flow and cash reserves to guard against market forces, disasters or unexpected expenses.
- Allow for continued operations when income falls unexpectedly.
- Permit adjustments to seasonal variances in expenses and income.
- Allow the organization to seize unprecedented opportunity such as financing a new venture, making an advantageous capital purchase or expanding a program at an opportune moment.

Certain Unique Characteristics: The council is not a typical fund-raising organization. Historically, we have effectively managed existing and contract funds over time for EMS and related purposes. The council is also a custodian of funds for the Western 14 EMS Task Force, the Near Southwest Region HPP Program, ~~the MRC unit in several health districts,~~ and possibly other special programs. Current and carryover funds for those programs should be effectively managed for maximum benefit of those programs and the Council.

Assumptions: Continued and generally unchanged annual state EMS, locality and HPP program funding.

Operating Funds: Maintain an average of three months operating expenses in an interest checking account. All remaining funds to one or more Reserve Funds.

Investment strategy for the Reserve Fund: General preservation of capital and conservative risk with a mix of investments that moderately increase risk for a portion of funds with the expectation of higher return as follows:

- **80% Mix of easily liquidated low risk mutual funds**
- **20% Moderate risk longer term investments such as Real Estate Investment Trusts with potential for higher yield**

The Treasurer or any officer, designated by resolution as a signatory for financial transactions, or the Executive Director, subject to approval by any officer, may invest reserve funds subject to the above allocation. The investment portfolio will be reviewed quarterly by the Executive Committee or more frequently as market conditions suggest.

TELE-WORK EXCEPTIONS DUE TO COVID 19

Due to the pandemic of 2020 (COVID-19), policies and procedure exceptions are noted below:

CASH RECEIPTS, REVENUE AND ACCOUNTS RECEIVABLE

Policy regarding process for handling incoming mail can be modified to include items should be date stamped as received and then electronically scanned to the Business Manager for review and/or processing. All checks, once logged by the designated official, should be electronically scanned to the Business Manager and the original check placed in the Business Manager's inbox for later processing.

CASH DISBURSEMENTS AND ACCOUNTS PAYABLE

Disbursements

With regard to handling of disbursements, all disbursements must be submitted to the WVEMS or NSPA Executive Director electronically for review and approval. The electronic approvals will be attached to the invoice and/or payment documentation for verification. Once the appropriate payment approvals have been received by the Business Manager electronically, the Business Manager will be permitted to place ~~stamped~~facsimile signatures or to use secure electronic signatures on reviewed and approved invoices and further be permitted to ~~stamp~~ utilize facsimile signatures or other secure electronic signatures on ~~outgoing~~ checks for mailing to vendors, etc checks and other bank drafts and documents.

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REPORT OF THE NOMINATING COMMITTEE

Presented to the Board of Directors, Western Virginia EMS Council, Inc.

December 10, 2020

The Nominating Committee hereby presents the following slate of officers for the Western Virginia EMS Council to serve for calendar years 2019 and 2020:

<u>DIRECTOR SEAT</u>	<u>NOMINEE</u>	
5 th Planning District at-large	Richard Flora	
12 th Planning District at-large	Marcus Stone	
<u>OFFICERS</u>	<u>NOMINEE</u>	<u>PLANNING DISTRICT</u>
President	Joe Trigg	4 th
Vice President	Mike Jefferson	12 th
Secretary	Matt Rickman	5 th
Treasurer	Val Tweedie	4 th
Exec. Comm. at-large 4 th	Joe Coyle	4 th
Exec. Comm. at-large 5 th	Carey Harveycutter	5 th
Exec. Comm. at-large 12 th	Kris Shrader	12 th

The following directors have been (or likely will be) appointed by their respective localities or organization for three-year terms beginning January 1, 2021:

Montgomery County	Joe Coyle*
Henry County	Matt Tatum*
Patrick County	Steve Allen*
Giles County	Larry Lafon*
City of Danville	Mike Jefferson*
Virginia Association of Volunteer Rescue Squads	Carey Harveycutter*

*Reappointment

Respectfully submitted:
Carey Harveycutter, Chair
Jim Cady, Sr.
Dale Wagoner



WHEREAS John Dale Wagoner served as a member of the Board of Directors of the Western Virginia Emergency Medical Services Council representing both Henry County and the Twelfth Planning District from November 1995 until December 2020, during which tenure he served with distinction as Director, Officer, the Governor’s appointee to represent the Council on the Virginia EMS Advisory Board, and member of various Committees; and

WHEREAS Dale Wagoner’s commitment to the Council and to the Emergency Medical Services community as a whole has been noted and is sincerely appreciated; and

WHEREAS the EMS community benefited greatly by Dale’s service to the WVEMS region and to the Commonwealth, and as an active volunteer rescue squad member and leader; therefore

BE IT RESOLVED that the Board of Directors of the Western Virginia Emergency Medical Services Council does hereby express its thanks and appreciation to Dale Wagoner for over 25 years of service to the Council and to the Emergency Medical Services community in the Western Virginia EMS Region and in the Commonwealth; and

FURTHER RESOLVED that this document be presented to J. Dale Wagoner, and that a copy be entered into the permanent record of the Council.

ADOPTED by the Board of Directors this tenth day of December, 2020.

Michael A. Jefferson, President

DIRECTORS:	2018				2019				2020			
	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC
Allen, Steve	O	X	X	O	X	O	X	X	X	X	O	X
Altman, Billy	X	O	O	X								
Cady Sr., Jim	X	O	X	X	X	X	X	X	X	X	X	X
Cady Jr., Jim					X	X	X	X	X	X	X	O
Coyle, Joe	X	O	X	X	X	X	X	X	X	X	X	X
Duffer, Tim	X	O	O	X	O	O	O	O				
Ferguson, Jason	X	X	O	O	X	O	X	X	X	X	X	X
Ferguson, William	O	X	O	X	O	X	O	X	O	X	X	X
Flora, Richard	X	X	O	O	X	X	X	X	O	X	O	X
Guests	1	0	1	2	2	3	0	4	2	1	1	3
Harveycutter, Carey	X	O	X	X	O	X	O	X	X	X	X	X
Hawkins, Robert					X	X	X	X	X	O	O	O
Haywood, Rodney	O	X	O	O	O	O	O	X	X	X	X	X
Jefferson, Mike	X	O	X	X	X	O	O	X	X	X	X	X
Kelly, Tonya					X	X	O	O	O			
Lafon, Larry			X	X	X	O	O	X	O	O	O	X
Lane, Charles	O	X	O	O	O	O	X	X	X	O	O	O
Linkous, David	X	O	O	O								
Logan, Robert	X	X	X	X	X	X	X	X	X	X	X	X
Meadows, Gary										X	X	X
Morgan, Anthony		X	X	O								
Muterspaugh, Ryan	X	O	X	O	X	O	X	X	X	X	X	X
Paxton, Dwaine					X	X	X	O	X	X	O	O
Rickman, Matt	O	X	X	X	X	X	X	X	X	X	X	O
Shrader, Kris	O	X	X	X	X	O	X	X	O	X	O	X
Simon, Stephen	X	X	X	X	O	X	X	X	X	X	X	X
Slemp, Chris									X	X	X	X
Stanley D.O., Eric	O	X	O	O	X	O	X	X	O	O	X	X
Tatum, Matt	X	O	O	O	X	X	X	X	O	O	X	X
Taylor, Dallas	X	X	X	X								
Trigg, Joe	X	X	X	X	X	O	X	X	X	X	X	X
Tweedie, Valerie	X	X	X	X	X	O	X	X	X	X	X	X
Wagoner, J. Dale	X	O	X	X	X	X	X	X	X	X	X	X
Wirt, Ford	X	X	O	X	X	O	O	O	X	X	O	X
STAFF PRESENT:	2018				2019				2020			
	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC
Christian, Mary	O	O	O	X	O	O	O	O	O	O	O	O
Christensen, Chris	X	X	X	X	O	X	X	O	X	X	X	X
Cockrell, Cathy	X	O	X	X	O	X	X	X	X	X	X	X
Dalton, Gene	X	O	X	O	X	X	X	O	X	X	X	X
Garnett, Mike	X	O	X	X	X	X	O	O	X	X	X	X
McGrath, Sandi	X	X	X	O	X	X	X	O	X	X	X	X
Perkins, Kayla					X	X	O	O	X	O		

PRESENT = X
 DID NOT ATTEND = O
 NO LONGER INVOLVED

WebEx Meetings Due to COVID-19

- March 2018 Guests:** John Cook - Jefferson College of Health Sciences
- Sept 2018 Guest:** John Cook - Jefferson College of Health Sciences
- Dec. 2018 Guest:** John Hash - Brown & Edwards ; Jared Klajnbart - Stryker EMS;
Jim Cady, Jr., Robert Hawkins, NSPA
- March 2019 Guests:** JT Clark - NSPA ; Betty Hale
- June 2019 Guests:** Chris Vernovai - VDHO/OEMS, JC & Melba Bolling - SWVA EMS Council
- Dec. 2019 Guests:** Teddy Crowe - Salem F/EMS, Don Altice - Roanoke Co. F&R,
John Hash CPA - Brown Edwards & Co., Chris Vernovai - VDHO/OEMS
- March 2020 Guests:** Tim Perkins - OEMS, Chris Vernovai - VDHO/OEMS
- June 2020 Guests:** Gary Meadows confirmed to board replaces Tonya Kelly; Chris Vernovai -VDHO/OEMS
- Sept 2020 Guest:** Chris Vernovai-VDHO/OEMS
- Dec 2020 Guests:** Chris Vernovai - VDHO/OEMS; John Hash - Brown Edwards, Morris Reece, EM Advisor