

WVEMS BOARD of DIRECTORS
September 20, 2018
Salem Civic Center
2:00 PM
(Executive Committee 1:30 PM)
AGENDA

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
 - i. Minutes - June 8, 2018 meeting
4. Treasurer's Report
 - i. FY 2018 Year End Treasurer's Report
 - ii. FY19 Year-to-Date Treasurer's Report
5. Reports and Action Items
 - i. Executive Committee
 - a. Vesting Amendment and Resolution
 - b. Vehicle Replacement Plan (FYI - Approved by Exec. Comm. on Aug. 9, 2018)
 - c. Regional Medical Director Contract Affirmation
 - d. Committee Structure and Appointments
 - ii. Medical Direction
 - a. Protocol Revisions - Progress Report and Comments Received (Charles Lane, MD/Eric Stanley, DO/Cathy Cockrell)
 - iii. Performance Improvement Committee (meets same day as Board) (Cathy Cockrell)
 - a. Regional PI Plan Update
 - iv. Near Southwest Preparedness Alliance (NSPA) - (David Linkous)
 - v. EMS Operations
 - a. MCI Planning - Participation (Mike Garnett)
 - vi. Education Workgroup
 - a. Funding Contract for CE and Auxiliary Courses - FY 19 (Cathy Cockrell)
 - b. Report of future of JCHS/Radford University collaboration (Cathy Cockrell/JC Cook)
6. EMS Financial Assistance (Joe Trigg)
7. State EMS Advisory Board Report (Jason Ferguson)
8. New Business
 - i. First Draft – Annual Report – TEXT ONLY
9. President's Report
 - i. Appointment of Nominating Committee
10. Staff Reports
11. Public comments

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

DRAFT MEETING MINUTES

DATE: September 13, 2018

LOCATION: Salem Civic Center, Parlor C

Directors Present

Steve Allen
Jim Cady, Sr.
Joe Coyle
Carey Harveycutter
Mike Jefferson
Larry Lafon
Robert Logan
Anthony Morgan
Ryan Muterspaugh
Matt Rickman
Kris Shrader
Stephen Simon
Dallas Taylor
Joe Trigg
Valerie Tweedie
Dale Wagoner

Staff Present

Chris Christensen
Cathy Cockrell
Gene Dalton
Mike Garnett
Sandi McGrath

Guests Present

John Cook (Jefferson College of Health Sciences)

TO ORDER

President Steve Simon called this regular meeting of the Board of Directors to order at 2:15 PM.

He introduced new board members and guests:

Larry Lafon, new appointed director representing Giles County

John (J.C.) Cook, Jefferson College of Health Sciences

SECRETARY'S REPORT

The executive director presented minutes of the last 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

Treasurer Joe Coyle presented the FY2018 year-end Treasurer's Report. He noted that all accounts were within expectations, and the year ended in the black.

Treasurer Coyle then presented the quarterly Treasurer's Report. He noted that all accounts were within expectations, and explained that the first quarter contract payment from VDH/OEMS would be received in October which would make revenues on target.

Motion was made and seconded to receive both the FY18 year-end and the FY19 year-to-date Treasurer's Reports. **Motion CARRIED.**

EXECUTIVE COMMITTEE

The executive committee met prior to the regular meeting.

403(b) Thrift Plan Amendment: The executive director reported that the Council's 403(b) thrift plan currently contains a three-year vesting requirement. At the board's June meeting, the board voted to amend the plan document to change the plan to immediate vesting. A resolution to enact that change was presented,

Motion was made and seconded to adopt the prepared resolution to reduce the vesting requirement in our 403(b) thrift plan to "immediate vesting". **Motion CARRIED.**

Fleet Reduction and Replacement: A plan to reduce the size of our fleet and purchase two new vehicles has been distributed to the board through the board's web page. The executive director explained the proposal, which has been approved by the executive committee.

Motion was made by the executive committee to approve the fleet reduction and vehicle replacement proposal as previously approved by the executive committee. **Motion CARRIED.**

RMD Contract: Each year, we are required to consider reaffirmation of the Regional Medical Director's contract. Dr. Charles Lane's contract is still in effect.

Motion was made and seconded to reaffirm Dr. Lane's contract to serve as Regional Medical Director for 2019. **Motion CARRIED.**

Committee Appointments: Each year, the board affirms the president's committee appointments for the fiscal year. The committee structure and list of appointments was distributed to the board on its web page.

Motion was made and seconded to approve the president's committee appointments, with authorization for the president to make additional appointments throughout the year as needed. **Motion CARRIED.**

MEDICAL DIRECTION COMMITTEE

Protocol Updates

Dr. Charles Lane, Dr. Eric Stanley and Cathy Cockrell reported on the status of protocol updates. Examples of comments received during the public comment period were distributed. There was much discussion concerning the status of the updates, and the comments received. It was noted by several members of the board and staff that many providers who had reviewed and commented on the current draft were not comfortable with the proposed format and some of the verbiage used.

It was recommended by the board that the president and perhaps two others meet with Regional Medical Director Dr. Charles Lane and express the following:

- Input from the entire medical direction committee is paramount.
- Consider using the format that was previously used by WVEMS and is now used by BREMS.
- Use caution in making wholesale changes that are not supported by other OMDs and providers.
- Have a full understanding of why the major shift in format is necessary at this time.

PERFORMANCE IMPROVEMENT COMMITTEE

Cathy Cockrell and Chris Christensen reported for the Performance Improvement Committee which met earlier this date.

Regional Performance Improvement Plan Update: Each year, the PI Committee reviews and revises the PI Plan as needed.

Motion was made and seconded to reaffirm the Performance Improvement Plan as revised. **Motion CARRIED.**

NSPA

In the absence of David Linkous, board member representing the Near Southwest Preparedness Alliance, the executive director reported for NSPA. He reported that NSPA will hold a tabletop exercise next week to assist long-term care facilities and others in meeting the CMS preparedness rule. Over 300 Participants are registered, representing over 100 facilities. Interviews for the new Medically Vulnerable Populations Coordinator will be held on Friday, September 21. Robert Hawkins, the new executive director of NSPA (the Regional Healthcare Coordinator) is on the job and well-integrated into the position.

EMS OPERATIONS

Mike Garnett reported on various MCI-related activities, including a full-scale exercise at the Roanoke-Blacksburg Regional Airport held on September 8.

EDUCATION WORKGROUP

CE/Auxiliary MOU: Cathy Cockrell reported on the status of the CE/Auxiliary course MOU for FY 2019. Several contracts have already been written. The executive director asked everyone to encourage participation in this program.

The board asked that a direct mailer be sent to all agencies and education coordinators. Staff will accommodate that request.

Future of JCHS/Radford University Collaboration Agreement: Cathy Cockrell and JC Cook (representing Jefferson College of Health Sciences) reported on the future of our collaboration agreement after the transfer of ownership of JCHS to Radford University.

Radford University will not change the nature of the agreement with WVEMS. Programs will be allowed to continue as they currently are. There are currently two programs underway using the affiliation agreement, and another is about to begin.

EMS FINANCIAL ASSISTANCE

Joe Trigg reported on the current RSAF cycle, and on his participation as a member of FARC. Joe noted that this is the 40th anniversary of the RSAF.

The last cycle had 112 applications for \$9,045,968 million in funding. Of those, 80 were funded, for a total of \$3,965,417.

The WVEMS region had total requests of 1,424,685.83, with \$635,993 funded.

President Simon appointed Matt Rickman and Billy Ferguson as additional members of the RSAF review committee.

The committee will meet to review, grade and provide comments to the current cycle applications on October 15, at 2:00 PM at the Roanoke County EOC.

EMS ADVISORY BOARD

Jason Ferguson provided written report. He asked that any questions be directed to him via phone or email.

NEW BUSINESS

Annual Report: The executive director presented a draft of the text to be included in the FY2018 annual report. This has been distributed to the board on its web page.

Motion was made and seconded to approve the text to be included in the FY18 annual report, subject to editing. **Motion CARRIED.**

Employee Handbook: A revision to the council's Employee Handbook is being developed by the council's human resources consultant, SESCO Management Consultants. The executive committee members have recommended the consideration of several revisions, and the addition of language whereby the executive director, acting as the council's chief executive officer, be identified as the official responsible for interpretation and updating of the employee handbook, allowing for appeal to the board.

It was agreed that the final version of the revised handbook be distributed to the full board for consideration at its December 2018 regular meeting.

Awards: Discussion on the 2019 awards program was held. It was recommended by the executive committee to revise the awards program whereby awards would be announced, probably in late May or early June, and then a smaller reception would be held for the winners, families, agency officials, etc. The executive director advised the board that this would likely require approval from OEMS, as it might deviate from provisions of our contract with VDH/OEMS.

It was moved and seconded to request an amendment to the MOU between WVEMS and VDH/OEMS to allow the WVEMS award winners to be announced prior to an awards reception. **Motion CARRIED.**

The president then asked board members to offer any other suggestions to the executive director no later than October 14, 2018.

PRESIDENT'S REPORT

Nominating Committee: President Simon appointed the following Nominating Committee to nominate officers and two elected director seats that are up in 2019.

Members are:

- Carey Harveycutter, Chair
- Jim Cady
- Mike Jefferson

The President reported 56 percent of directors in attendance.

STAFF REPORTS

Rob Logan – Congratulated Cathy Cockrell for earning her Master of Health Sciences degree from Western Carolina University.

Cathy Cockrell - None

Chris Christensen– None

Mike Garnett – None

Gene Dalton - None

Sandi McGrath – None

HEARING OF THE PUBLIC

None

Being no further business, the meeting was adjourned at 3:25 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF JUNE 30, 2018

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	451,450	433,450	96.01%
LOCAL GOVERNMENT	133,000	139,753	105.08%
UNITED WAYS	3,000	728	24.27%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA PROGRAM REVENUE	440,000	549,499	124.89%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	235,000	304,594	129.61%
VA EMS SYMPOSIUM		26,209	0.00%
NSPA OFFSET REVENUE (Contract for services)	12,000	16,153	134.61%
RENT INCOME (NSPA)	18,000	24,000	133.33%
OTHER INCOME - SALE OF ASSET	0		0.00%
CISM GRANT		3,186	0.00%
CISM CONFERENCE		500	0.00%
CISM CONTRIBUTIONS		2,100	0.00%
CREDIT CARD HOSTING FEE		944	0.00%
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	0		0.00%
INVESTMENT / GAINS/LOSSES	10,000	4,947	49.47%
TOTAL REVENUES	1,303,450	1,506,063	115.54%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	445,000	529,130	118.91%
PAYROLL TAXES (FICA)	34,043	36,915	108.44%
VEC	1,200	167	13.88%
403(b) / RETIREMENT	22,250	20,713	93.09%
HOSPITAL / MEDICAL INSURANCE	46,000	51,776	112.56%
LIFE INSURANCE/DISABILITY	10,000	13,001	130.01%
DENTAL INSURANCE	3,600	2,404	66.78%
PROFESSIONAL SERVICES/FEES	12,000	10,480	87.33%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500	2,382	95.29%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	26,635	121.07%
POSTAL / SHIPPING	2,000	1,657	82.87%
TELECOMMUNICATIONS	14,000	14,039	100.28%
SUPPLIES (ADMIN)	7,957	9,499	119.38%
EQUIPMENT	8,000	2,628	32.86%
INSURANCE	12,000	11,538	96.15%
DIRECT PROGRAM EXPENSES	160,000	234,614	146.63%
NSPA/VHHA/MRC PROGRAM EXPENSES	440,000	475,791	108.13%
PRINTING / PUBLICATIONS	2,500	2,665	106.62%
TRAVEL / LODGING	5,000	5,237	104.75%
FUEL/VEHICLE MAINTENANCE	12,000	12,092	100.77%
MEETING SUPPORT	1,000	454	45.39%
DUES / MEMBERSHIP FEES	1,600	1,787	111.70%
STAFF DEVELOPMENT	15,000	6,422	42.82%
CISM PROGRAM COSTS	2,000	5,786	289.30%
COMMUNICATION SITE RENTAL	6,000	8,100	135.00%
COMMUNICATIONS WIRELINES	9,000	9,496	105.51%
COMMUNICATIONS MAINTENANCE	2,000	2,496	124.78%
COMMUNICATIONS UTILITIES	800	547	68.35%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT	0	186	0.00%
TOTAL EXPENDITURES	1,303,450	1,501,638	115.20%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	255
OEMS FUNDS - ENHANCED	4,284
OEMS FUNDS - ADJUNCT	
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
OEMS FUNDS - BLS	
OEMS FUNDS - EMT	
OEMS FUNDS - CE	25,625
OEMS FUNDS - AUX	39,480
PROGRAM SERVICE FEES	6,200
PROTOCOL, ETC. SALES	
TEXTBOOK SALES	
CONSOLIDATED TESTING	43,334
DRUG BOX ENTRANCE FEES	11,847
GRANTS & SPECIAL PROJECTS	5,532
PROGRAM TUITION - ENHANCED	56,162
PROGRAM TUITION - ADJUNCT	3,940
PROGRAM TUITION - CARDIC	53,126
PROGRAM TUITION - OTHER	
PROGRAM TUITION -	6,600
PROGRAM TUITION - NRVTC	48,163
ID CARD SALES	45
COMMUNITY COLLEGE COURSE REVENUE	
TOTAL REVENUES	304,594

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	23,829
CONTRACTS FOR SERVICES (ENHANCED)	55,542
CONTRACTS FOR SERVICES (ADJUNCT)	1,975
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	
CONTRACTS FOR SERVICES (ALS TEST)	13,628
CONTRACTS FOR SERVICES (CTS)	33,399
CONTRACTS FOR SERVICES (CE WEEKENDS)	
CONTRACTS FOR SERVICES (DRUG TESTING)	5,861
CONTRACTS FOR SERVICES (OEMS CE)	8,505
CONTRACTS FOR SERVICES (OEMS AUX)	18,900
PAYROLL TAXES (FICA)	8,145
VEC	612
RENT - NRV TRAINING CENTER	1,370
POSTAGE (NRVTC)	
SUPPLIES (Programs)	9,373
SUPPLIES (CTS)	2,015
SUPPLIES (TRAINING)	9,107
SUPPLIES (TRAINING UNIFORMS)	4,434
SUPPLIES (EDUCATION)	
SUPPLIES (NRVTC)	
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ALS)	12,588
TEXTBOOKS (BLS)	659
TEXTBOOKS (AMLS)	
TEXTBOOKS (NRV)	
TRAINING SUPPLIES	6,039
EQUIPMENT (ALS TESTING)	
AMLS CERTIFICATES	
BADGE TRAINING CARDS	285
AMLS CERTIFICATES	
EQUIPMENT (EDUCATION)	
EQUIPMENT (NRVTC)	
INSURANCE	1,272
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	
AMLS CERTIFICATES AND CARDS	
GRANTS & SPECIAL PROJECTS	5,532
DRUG BOX EXCHANGE	7,640
CREDIT CARD DISCOUNT	3,904
TOTAL EXPENDITURES	234,614

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
June 30, 2018

ASSETS

Current Assets

FSA CASH	\$	1,405.04	
SUNTRUST CHECKING		135,932.11	
SUNTRUST PAYROLL		200.00	
Western 14 Task Force		1,904.17	
PREPAID EXPENSES		23,461.88	
ACCOUNTS RECEIVABLE		209,414.26	
DUE FROM NSPA		50,772.55	
TUITION RECEIVABLE		2,000.00	
Total Current Assets			425,090.01

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

FRANKLIN TEMPLETON-AMERIPRISE		145,051.66	
COMMUNICATIONS EQUIPMENT		180,426.65	
MISCELLANEOUS EQUIPMENT		341,043.53	
OFFICE EQUIPMENT		35,144.59	
BUILDING		175,223.00	
LAND		201,600.00	
BLDG. IMPROVEMENTS		86,142.54	
GENERATOR BUILDING & EQUIPMENT		16,672.25	
ACCUMULATED DEPRECIATION		(449,602.16)	
Total Other Assets			731,702.06

Total Assets	\$		<u>1,156,792.07</u>
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	9,811.12	
ACCRUED SALARIES		63,817.20	
W14 CUSTODIAL LIABILITY		1,904.17	
FLEX SPENDING ACCOUNT-MEDICAL		1,254.17	
AFLAC		24.36	
DEFERRED REVENUE		162.44	
Total Current Liabilities			76,973.46

Long-Term Liabilities

Total Long-Term Liabilities			0.00
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Total Liabilities			76,973.46
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Capital

FUND BAL. UNRESTRICTED		707,162.00	
FUND BAL. UNRESTRICTED DES.		55,036.00	
RETAINED EARNINGS		249,652.89	
FUND BALANCE TEMP. RESTR.		20,374.00	
Net Income		47,593.72	

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

June 30, 2018

Total Capital		<u>1,079,818.61</u>
Total Liabilities & Capital	\$	<u><u>1,156,792.07</u></u>

WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF AUGUST 31, 2018

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450		0.00%
SUPPLEMENTAL STATE EDUCATION ADMIN FUNDS	34,000		0.00%
SUPPLEMENTAL STATE SYMPOSIUM ADMIN FUNDS	18,000	1,500	0.00%
LOCAL GOVERNMENT	133,000	8,364	6.29%
UNITED WAYS	3,000	200	6.67%
SPECIAL FUNDS		2,743	0.00%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA PROGRAM REVENUE	500,000	49,501	9.90%
DIRECT PROGRAM INCOME (Tuition, grants, VDH/OEMS)	235,000	88,112	37.49%
NSPA OFFSET REVENUE (Contract for services)	16,000	782	4.88%
RENT INCOME (NSPA)	18,000	4,000	22.22%
OTHER INCOME - SALE OF ASSET	11,200		0.00%
CISM GRANT			0.00%
CREDIT CARD HOSTING FEE		199	0.00%
INVESTMENT / GAINS/LOSSES	10,000	3,692	36.92%
TOTAL REVENUES	1,412,650	159,092	11.26%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	470,000	78,234	16.65%
PAYROLL TAXES (FICA)	35,955	6,942	19.31%
VEC	1,200		0.00%
403(b) / RETIREMENT	23,500	3,545	15.09%
HOSPITAL / MEDICAL INSURANCE	52,000	13,445	25.86%
LIFE INSURANCE/DISABILITY	11,000	1,545	14.05%
DENTAL INSURANCE	4,000	599	14.97%
PROFESSIONAL SERVICES/FEES	12,000	120	1.00%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500		0.00%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	4,241	19.28%
POSTAL / SHIPPING	2,500	119	4.74%
TELECOMMUNICATIONS	16,000	2,472	15.45%
SUPPLIES (ADMIN)	9,395	1,200	12.77%
EQUIPMENT	10,000		0.00%
INSURANCE	12,000	4,063	33.86%
DIRECT PROGRAM EXPENSES	160,000	25,356	15.85%
NSPA/VHHA PROGRAM EXPENSES	500,000	49,501	9.90%
PRINTING / PUBLICATIONS	3,000	433	14.43%
TRAVEL / LODGING	5,000	337	6.73%
FUEL/VEHICLE MAINTENANCE	14,000	82	0.59%
MEETING SUPPORT	1,200		0.00%
DUES / MEMBERSHIP FEES	1,600	267	16.67%
STAFF DEVELOPMENT	15,000	2,519	16.79%
CISM PROGRAM COSTS	2,000	215	10.76%
COMMUNICATION SITE RENTAL	6,000	1,350	22.50%
COMMUNICATIONS WIRELINES	9,000	1,911	21.24%
COMMUNICATIONS MAINTENANCE	2,000	611	30.57%
COMMUNICATIONS UTILITIES	800	56	6.97%
COMMUNICATIONS INSURANCE	3,000		0.00%
COMMUNICATIONS EQUIPMENT	5,000		
TOTAL EXPENDITURES	1,412,650	199,164	14.10%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
OEMS FUNDS - BLS	
OEMS FUNDS - EMT	
OEMS FUNDS - CE	
OEMS FUNDS - AUX	
PROGRAM SERVICE FEES	
PROTOCOL, ETC. SALES	
TEXTBOOK SALES	
CONSOLIDATED TESTING	2,780
DRUG BOX ENTRANCE FEES	1,547
GRANTS & SPECIAL PROJECTS	2,024
SALES - CONSUMER GOODS	
PROGRAM TUITION - ENHANCED	
PROGRAM TUITION - ADJUNCT	
PROGRAM TUITION - CARDIC	51,239
PROGRAM TUITION - OTHER	30,522
PROGRAM TUITION -	
PROGRAM TUITION - NRVTC	
ID CARD SALES	
COMMUNITY COLLEGE COURSE REVENUE	
TOTAL REVENUES	88,112

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	923
CONTRACTS FOR SERVICES (ENHANCED)	5,945
CONTRACTS FOR SERVICES (ADJUNCT)	
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	4,278
CONTRACTS FOR SERVICES (ALS TEST)	
CONTRACTS FOR SERVICES (CTS)	308
CONTRACTS FOR SERVICES (CE WEEKENDS)	
CONTRACTS FOR SERVICES (DRUG TESTING)	
CONTRACTS FOR SERVICES (OEMS CE)	
CONTRACTS FOR SERVICES (OEMS AUX)	4,860
PAYROLL TAXES (FICA)	222
VEC	
RENT - NRV TRAINING CENTER	343
POSTAGE (NRVTC)	
SUPPLIES (Programs)	858
SUPPLIES (CTS)	
AMLS CERTIFICATES	
EQUIPMENT (EDUCATION)	
EQUIPMENT (NRVTC)	
INSURANCE	550
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	
AMLS CERTIFICATES AND CARDS	
GRANTS & SPECIAL PROJECTS	4,047
DRUG BOX EXCHANGE	2,536
CREDIT CARD DISCOUNT	487
MERCHANDISE FOR RESALE	
ID CARD PROGRAM	
COMMUNITY COLLEGE FEES	
TUITION REIMBURSEMENT - ENHANCED	
TUITION REIMBURSEMENT - INTERMEDIATE	
TOTAL EXPENDITURES	25,356

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
August 31, 2018

ASSETS

Current Assets

FSA CASH	\$	1,365.93	
SUNTRUST CHECKING		157,891.15	
SUNTRUST PAYROLL		200.00	
Western 14 Task Force		1,904.17	
ACCOUNTS RECEIVABLE		59,860.72	
DUE FROM NSPA		58,992.50	
INCOME TRANSFER		1,131.00	
Total Current Assets			281,345.47

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

FRANKLIN TEMPLETON-AMERIPRISE		23,640.15	
FRANKLIN TEMPLETON-LPL		124,974.50	
COMMUNICATIONS EQUIPMENT		180,426.65	
MISCELLANEOUS EQUIPMENT		341,043.53	
OFFICE EQUIPMENT		35,144.59	
BUILDING		175,223.00	
LAND		201,600.00	
BLDG. IMPROVEMENTS		86,142.54	
GENERATOR BUILDING & EQUIPMENT		16,672.25	
ACCUMULATED DEPRECIATION		(449,602.16)	
Total Other Assets			735,265.05

Total Assets	\$		<u>1,016,610.52</u>
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	565.39	
ACCRUED SALARIES		45,883.20	
W14 CUSTODIAL LIABILITY		1,904.17	
FLEX SPENDING ACCOUNT-MEDICAL		1,207.50	
DEFERRED REVENUE		162.44	
Total Current Liabilities			49,722.70

Long-Term Liabilities

Total Long-Term Liabilities			0.00
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Total Liabilities			49,722.70
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Capital

FUND BAL. UNRESTRICTED		707,162.00	
FUND BAL. UNRESTRICTED DES.		55,036.00	
RETAINED EARNINGS		226,138.54	
FUND BALANCE TEMP. RESTR.		20,374.00	
Net Income		(41,822.72)	
Total Capital			966,887.82

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
August 31, 2018

Total Liabilities & Capital	\$	<u>1,016,610.52</u>
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Amendment to the 403(b) Thrift Plan
of
Western Virginia Emergency Medical Services Council

In accordance with the provisions of the Plan, the Employer hereby amends its Plan, effective as of July 1, 2018, as follows:

- (1) **Section 1.2(d)(3)** is changed to read as follows:
 - (5) Prior service with any other employer shall not count towards eligibility.
- (2) **Section 1.5(a)(4)** is changed to read as follows:
 - (1) 100% immediate vesting.

This Amendment executed in the State of Virginia on this 20th day of September, 2018.

Western Virginia Emergency Medical Services Council

By: Robert H. Logan III 

Title: Executive Director

Received in New York, NY on this _____ day of _____, 20 _____.

Mutual of America Life Insurance Company

By: _____

Title: Vice President

BOARD OF DIRECTORS RESOLUTION TO AMEND A PLAN

WHEREAS, the Board of Directors of Western Virginia Emergency Medical Services Council (the Employer) has assembled in a meeting this 20th day of September 2018_;

WHEREAS, the Employer established the 403(b) Thrift Plan (the Plan) to provide retirement benefits for employees of the Employer; and

WHEREAS, the Employer has the right to amend the Plan pursuant to the provisions of the Plan.

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) This attached Plan Amendment is approved;
- 2) All other provisions and conditions of the Plan remain unchanged; and
- 3) Robert H. Logan III, Executive Director is hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to effectuate the foregoing resolutions.

The undersigned L. Joseph Trigg, Secretary of the Board of the Employer hereby certifies that the foregoing resolutions were duly adopted by the Board of Directors at the meeting referenced herein, and that the documents attached are the true copies of the documents referenced in those resolutions.



Secretary of Board

9-20-18

Date

Committee Assignments for Fiscal Year 2019

Executive (Lead Staff – Rob Logan)

Meets quarterly.

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

Steve Simon, President, Chair

Dale Wagoner, Vice President

Joe Trigg, Secretary

Joe Coyle, Treasurer

Mike Jefferson, At-large, 12th PD

Jason Ferguson, At-large, 5th PD

Valerie Tweedie, At-large, 4th PD

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

Nominating Committee (Lead Staff – Rob Logan)

Appointed as needed

Medical Direction Committee (Lead Staff – Cathy Cockrell)

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

Charles Lane, MD, Regional Medical Director, Chair

Education Subcommittee (Lead Staff – Cathy Cockrell)

Meets as needed.

Matt Rickman, Chair, Salem EMS Agency

Charles Lane, MD, Regional Medical Director

Jason Ferguson, Botetourt County EMS Agency

Tommy Pruitt, Danville Area Training Center

Jim Cady, Jr., Roanoke Valley Regional F-EMS TC, Roanoke EMS Agency

Mike Saccocci, D.O., Roanoke County OMD

Suzie Helbert, Henry County EMS Agency

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

J.C. Cook, Jefferson College of Health Sciences

Nathaniel Davis, New River Valley EMS Provider and Educator

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

Meets as needed.

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

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

Matt Rickman, PD 5 EMS provider

Shawn Hite, PD 4 EMS provider

Matt Tatum, PD12 EMS provider

Charles Lane, MD, Regional Medical Director

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

Sean Reagan, BREMS/Lynchburg EMS Agency

President may appoint other members in consultation with Chair.

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

Meets as needed.

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

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

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

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

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

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

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

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

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

Charles Lane, MD, Chair (Regional OMD) OMD

Jennifer Mark, MD (Lewis Gale Medical Center) OMD

Daniel Freeman, MSN, RN (Carilion Clinic-CMC) Designated Trauma Center

Meredith Sutton, RN (SOVAH Heath-Danville) Regional Hospital

Susan Smith, BSN, RN (Carilion Life-Guard) Air Medical Representative

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

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

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

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

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

**Regional Stroke Triage Committee (Staff liaison – Chris Christensen and Cathy Cockrell)
Meets as needed.**

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

Charles Lane, MD, Chair (Regional OMD) OMD

Kathy Robertson, MSN, RN (Carilion Clinic-CMC) Designated Stroke Center

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

Joanie Speaks, RN-C (Lewis Gale Medical Center) Designated Stroke Center-PD 5

Lynn Hager, BSN, RN (SOVAH Health-Martinsville) Non-Designated-PD 12

Chris Young, MSN, RN (Wake Forest Baptist Health AirCare 3) Air Medical Representative

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

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

Dustin Williams, NRP (Christiansburg Rescue) Career EMS Provider

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

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

Jim Cady, Sr., Chair (Craig County)

Bob Bruch (Botetourt County)

Jeff Echternach (NSPA)

Andy Seabolt (Alleghany County)

Chris Akers (Pulaski County)

President may appoint other members in consultation with Chair.

EMS Advisory Board Report 8/3/18

Chairman's Report- Appointments have not yet been made. Gary has reached out to the Secretary of the Commonwealth. Some agencies have not yet responded. Gary suspects that appointments will be made before November.

Vice Chair Report- No report

Deputy Commissioner Allan- Updated us on recruitment for deputy commissioner, viable candidates in the pool, new deputy commissioner hopefully soon.

OEMS Report-

Scott- Gary Brown out on vacation. First meeting he has missed in 38 years. Quarterly report has been posted.

Adam- Personnel updates, quite a few vacancies. Education specialist role, offer extended, verbally accepted. EMS System Planner Role, offer extended and verbally accepted. Two fiscal technicians were vacant, Faye Hunt (new hire) another to join in August. Amanda's position is under recruitment. Emergency Operations position (Winnie Pennington) interviews in two weeks. CTS Examiners and supervisor, offer placed. 10 CTS vacant positions. Operations- Merging 1041 offices and 1001 will become DFPs, early 2019.

Karen- Shared Symposium video, actively seeking sponsors. Registration is open through October 5th.

Debbie- Provided update on EMS Scholarship program. OIM division working on a process, scholarship will be tied to the portal. When they apply, will be checked as part of the process. Once accepted by the educator, in the portal they'll have the option to apply (Individual or Agency) Scholarships, individual, Grants, departmental. Contract- 2 requirements, must certify within 2 years of end of program, must give 1 year of EMS service. Anyone enrolling in a program after 8/1/18, is eligible to apply.

REPLICA- Continues to develop with other states in the process of signing on.

Presentation of recognition to those representatives coming off the board.

AG Report- No report.

BOH Report- Met on June 7th, reviewing abortion clinic regulations again. Governor announced the Emergency Department Care Coordination project has kicked off. This initiative is a way for EDs to communicate with each other. Sept. 13th is the next meeting at the Perimeter Center.

Executive Committee- Hasn't met

FARC- 80 grant award \$3,900 plus 46% of grants awards. No more special initiatives for NARCAN, but can apply through RSAF. Dan Norville was recognized for serving 6 years. Karen Wagoner recognized posthumously for her service.

Administrative Coordinator- No Report.

Rules & Regulations- Voted and approved Draft Rules & Regs. Moved to stage 2. Further for the board will come before November.

Legislative & Planning- Discussion regarding upcoming General Assembly session coming.

Infrastructure Coordinator- No report.

Transportation- Has not met

Communications- Filling vacancies, welcome statewide IO coordinator and First Net Coordinator. Crumpler working with workgroup on PSAP Accreditation program updates.

EM Committee- Survey went out in May 40% return on the survey, lots of work to do on MCI education and preparation.

Training & Certification- Met July 11th, workgroup to review CTS process, workgroup to review TR_98 form.

Workforce Development- Met yesterday. Officer 1, pilot at Rescue College. Next Pilot at Symposium. R&R summit, hosted at Albemarle Co. Discussion on challenges of training personnel and retaining them. EMS Officer credentialing.

Provider Health & Safety- Continues to push out bulletins on social media. Mental health campaign will be unveiled at Symposium. Next, exposures in the workplace and how to handle.

Patient Care Coordinator- No report.

TSOM- Met on June 7th, 1 action item Commonwealth Trauma System Plan. Working over the past two years to address ACS recommendations. Based on HERSA recommendations. TSOM approved draft, action item for approval of this board.

Questions on the future makeup of the board. Motion carried. Draft By-law changes were passed out for review. Any suggestions, questions, changes should be to Cam in early Oct.

Medevac- Met yesterday, developed a workgroup to address recommendation from HB1728 report. Received update from OEMS on HB778 implementation process.

EMSC- Met in July, continuing with disaster planning for children, pediatric topics for symposium, ambulance restraints for children.

Regional Directors- Met yesterday, insurance hot topics. Conducted chairman, Greg was elected chairman. Voted to support the EMS Administrator award.

Public Comment- None.

Unfinished business- None.

Nominating Committee- Jason Ferguson, Jose Salazar, Valerie Quick, Jon Henschel

Adjourned.

Respectfully Submitted,

Jason D. Ferguson

Annual Report

July 1, 2017 - June 30, 2018

**Western Virginia
Emergency Medical Services Council, Inc.**

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Staff Directory (as of 7-30-2018)

- ◆ Executive Director: Robert H. Logan, Ph.D. (logan@vaems.org)
- ◆ Education Program Director: Cathy Cockrell, MHS, CCEMT-P, NRP (ccockrell@vaems.org)
- ◆ Business Manager: Sandra D. McGrath, (smcgrath@vaems.org)
- ◆ Compliance Officer: Mary H. Christian (mchristian@vaems.org)
- ◆ Office Manager: George Merix (gmerix@vaems.org)
- ◆ Field Coordinator: Chris Christensen, NRP (cchristensen@vaems.org)
- ◆ Field Coordinator: Michael L. Garnett, NRP (mgarnett@vaems.org)
- ◆ Field Coordinator: William E. (Gene) Dalton, NRP (gdalton@vaems.org)
- ◆ Statewide EMSC Information Technology Support Specialist: Jim Huffman (jhuffman@vaems.org)
- VHHA Unique Pathogens Grant Manager: Morris D. Reece (mreece@vaems.org)
- ☒ NSPA Executive Director: Robert Hawkins (rhawkins@vaems.org)
- ☒ NSPA RHCC Manager: John T. (JT) Clark (jclark@vaems.org)
- ☒ NSPA RHCC On-call Staff: Jeff Echternach and Michael Nallen
- ☒☒ NSPA Medically Vulnerable Populations Coordinator: (*vacant*)
- ☒ NSPA Continuity Specialist: Monica McCullough (mmcullough@vaems.org)
- ☒ NSPA Materials Managers: Tom Firebaugh (tfirebaugh@vaems.org) and Mark Cromer (mcromer@vaems.org)
- ◆ WVEMS Regional Medical Director: Charles J. 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 24115
(located in the Henry County Public Safety Training Center)

Mission

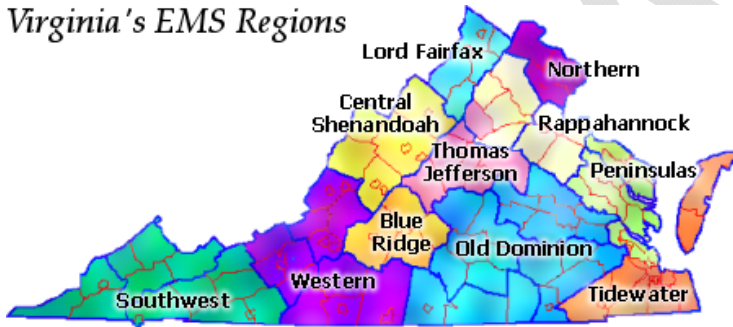
Our mission: To facilitate regional cooperation, planning and implementation of an integrated emergency medical services delivery system.

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 Regions



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 11-1-2017)

Stephen G. Simon, President*
J. Dale Wagoner, Vice President*
L. Joseph Trigg., Secretary*
Joseph Coyle, Treasurer*
Steve Allen
William O. Altman
Eric K. Stanley, D.O.
Marlon (Matt) Rickman
James L. Cady, Sr.
Tim Duffer
Dallas Taylor, MSN, RN
Larry Lafon
Anthony Morgan
Jason Ferguson*
William Ferguson
Carey Harveycutter
Michael Jefferson*
Charles J. Lane, MD, FACEP
Robert H. Logan, Ph.D.* (non-voting)
Ryan Muterspaugh
David Linkous
Kristopher Shrader
Rodney Haywood
Valerie Tweedie*
Ford S. Wirt
Richard Flora

**Executive Committee*

Representing

Roanoke County
12th Planning District At-large
Pulaski County
Montgomery County
Patrick County
City of Roanoke
Emergency Physician At-large
City of Salem
Craig County
Pittsylvania County
Emergency Nurses Association
Giles County
City of Covington
Botetourt County
Franklin County
Va. Assoc. of Vol. Rescue Squads
City of Danville
Regional Medical Director
Executive Director
Alleghany County
NSPA/Hospital System Representative
City of Martinsville
City of Radford
4th Planning District At-Large
Floyd County
5th Planning District At-Large

Committee, Subcommittee and Program Leaders

Executive Committee – Steve Simon, Chair

Medical Direction - Charles J. Lane, MD, Regional Medical Director/Chair

Pharmacy Subcommittee - Nadine Gilmore, R.Ph., Co-Chair; Larry Mullins, R.Ph., MBA, Co-Chair

Allied Resources Subcommittee - Darrell VanNess, MSN, Chair

Education Subcommittee – Marlon (Matt) Rickman, Chair

Performance Improvement/Trauma Triage Committee — Charles J. Lane, MD, Chair

Stroke Triage Committee - Charles J. Lane, MD, Chair

Near Southwest Preparedness Alliance Board of Directors: Tammy Turpin, Chair

Near Southwest Preparedness Alliance Healthcare Coalition: _____, 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 at the Jefferson Center in Roanoke. Recognized providers and agencies in ten categories of Regional EMS awards, plus a scholarship to an outstanding EMS provider who is a high school senior. Submitted regional award recipients as statewide Governor's EMS award nominees. Presented the Benny Summerlin Award for Service to Local Government. Also presented NSPA Healthcare Preparedness awards in four categories.
- ✓ Coordinated and provided a point of contact for an accredited (VOEMS) regional critical incident stress management (CISM) Team consisting of 38 volunteer mental health and peer public safety debriefers. Quarterly team meetings were conducted, along with several special training events.
- ✓ Responded to 17 requests for CISM team interventions, and provided various educational sessions for CISM team members.
- ✓ Maintained 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. (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.

2018 Regional EMS Awards

- Outstanding EMS Telecommunications Dispatcher - **Devon Frazier**, New River Valley Emergency Communications Regional Authority
- Outstanding Prehospital Provider - **Matt Sacra**, Roanoke County Fire & Rescue
- Outstanding EMS Administrator - **Dave English**, Blacksburg Volunteer Rescue Squad
- Nurse with Outstanding Contribution to EMS - **Sara Beth Dinwiddie**, Carilion Clinic
- Outstanding Prehospital Educator - **Paul (PJ) Fleenor**, Blacksburg Volunteer Rescue Squad
- Outstanding EMS Agency - **Vinton First Aid Crew**
- Dr. Cheryl B. Haas Award for Outstanding EMS Physician - **Paul Frantz, M.D.**, Carilion Clinic Cardiac Services
- Outstanding Contribution to EMS by a High School Senior (\$1,000 scholarship) - **Connor Moran**, Christiansburg Rescue
- Outstanding Contribution to EMS Emergency Preparedness and Response - **Near Southwest Medical Reserve Corps**
- Award for Excellence in EMS - **Jason Ferguson**, Botetourt County Fire & EMS
- Benny Summerlin Award for Service to Local Government - **Steven D. Eanes**, Henry County Sheriff's Department



EMS Education and Advocacy

- ✓ Provided standardized testing of students exiting from various initial certification EMS courses.
- ✓ Coordinated 19 OEMS consolidated test sites throughout the region, testing 675 candidate for certification.
- ✓ Maintains an Accredited AEMT Training Program in our New River Valley facilities. Awarded accreditation renewal in 2018.
- ✓ Currently seeking to obtain an Accredited AEMT Training Program in the Piedmont area in 2018-2019.
- ✓ 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.
- ✓ Conducted three Regional EMS Instructor Network meetings, including ALS coordinators, emergency operations instructors and EMT instructors.
- ✓ Provided a loaner library of EMS educational videos, training equipment and books.
- ✓ Participated in program planning for the annual statewide EMS symposium (November 2018) in Norfolk to be attended by some 1500 EMS providers, nurses and physicians.
- ✓ Started one Advanced EMT course in Roanoke enrolling 18 students, specifically designed for fire/EMS agencies in the Roanoke Valley.
- ✓ Started one Advanced EMT course in the New River Valley enrolling 18 students. (Scheduled to complete in February 2019)
- ✓ Started one Paramedic program in the New River Valley enrolling 16 students. (Scheduled to complete in December 2018)
- ✓ Completed one Advanced EMS program in the New River Valley with a ____ .
- ✓ Completed one Advanced EMT program in the Roanoke area with a 92% pass rate.
- ✓ Continued a cooperative EMS education program with Jefferson College of Health Sciences.
- ✓ Offered numerous ALS and BLS continuing education programs across the region.
- ✓ Funded _____ hours of BLS continuing education through a grant from the Virginia Department of Health, Office of Emergency Medical Services.
- ✓ Funded _____ auxiliary courses through a grant from the Virginia Department of Health, Office of Emergency Medical Services.
- ✓ Provided support to Roanoke Valley Regional Fire-EMS Training Center, New River Valley Training 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.
- ✓ Staff member served on Patient Safety Committee at one major regional hospital.
- ✓ 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.
- ✓ Participated in statewide committee charged with reviewing and updating guidelines for VA EMS providers.
- ✓ 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,
- ✓ Maintained regional web-based training calendar
- ✓ Staff served as regional faculty for The American Heart Association in BLS, ACLS and PALS.
- ✓ Staff serves as state coordinator for NAMET and all NAEMT programs in the Commonwealth
- ✓ Staff appointed to Affiliate Faculty for the launch of GEMS (Geriatric Emergencies, NAEMT).
- ✓ Staff appointed to Affiliate Faculty for TECC (NAEMT).
- ✓ Coordinated efforts with LewisGale Montgomery to plan and facilitate annual Trauma Conference.
- ✓ Co-sponsored “EMS CE Nights” in the New River Valley
- ✓ Entered into a Memorandum of Understanding with the Virginia Department of Health/Office of EMS to provide funding for various educational offerings beginning in FY ‘18
- ✓ Served as AHA Liaison for Roanoke’s annual Heart Walk
- ✓ Taught over 250+ citizens “Hands Only CPR” at various corporate sites
- ✓ Staff serves as American Heart Association, Regional Faculty for ACLS, BLS and PALS
- ✓ Staff serves as NAEMT State Coordinator for Virginia

- ✓ 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 two Operational Medical Director “Currents” educational workshops in conjunction with the Blue Ridge and Southwest Virginia EMS Councils, held in Bedford and Abingdon.
- ✓ Conducted AMLS, BLS, ACLS, PALS, PHTLS, GEMS and TECC courses throughout the region.
- ✓ In conjunction with NSPA, offered ADLS and BDLS courses

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.
- ✓ Produced a final draft of revised Regional Operational Protocols.
- ✓ Provided suggested guidelines for quality improvement programs in agencies.
- ✓ Reestablished and established new clinical education agreements at _____ 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 Plans.
 - ✓ Maintained and published a regional Performance Improvement Plan.
- ✓ Offered two continuing education workshops for Operational Medical Directors in conjunction with VDH/OEMS in conjunction with neighboring EMS councils.

Communications, Facilities

- ✓ Coordinated a region-wide system of drug and IV box 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.
- ✓ Provided technical assistance and regional administration for VHASS, a web-based ambulance diversion and mass casualty incident management communications system.
- ✓ Continued ownership and operation of various regional EMS communication systems..

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.

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 2018 for \$1,138,064 in RSAF grant awards to 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.
- ✓ Continued employment of the Regional NSW Medical Reserve Corps Coordinator (NSWMRC) for five health districts for the Virginia Department of Health (VDH).
- ✓ Employed a Unique Pathogens Grant Manager through contract with the Virginia Hospital and Healthcare Association.
- ✓ Provided Information Technology Support for all 11 regional EMS councils by employing an IT support specialist and contracting various other services.
- ✓ Provided fiscal and administrative support to the Western 14 Disaster Task Force, an all-volunteer disaster task force comprised of EMS providers from across the New River Valley. Western 14's mission is to provide medical care, rescue, transportation, and other vital emergency services to those in need during times of disaster and in large-scale operations at the request of the Virginia Office of EMS.

State Funding to Localities and Trauma Centers

\$4.25 for Life —In 2006, the full funding generated by the “\$4-for-Life” vehicle registration add-on was allocated in its entirety to EMS. For several years, a portion of this fund has been diverted to other areas, but beginning July 1, 2006, the full amount came back to EMS. Of this amount, 26% is returned directly to the localities. The allocation is based on DMV collections, determined by the number of eligible vehicles registered in each jurisdiction. In the 2009-2010 session, this funding stream was increased to \$6.25 per eligible vehicle registration, but the additional revenue does not go to benefit EMS at this time.

Over the past 15 calendar years, the annual amount returned to localities in the WVEMS region has grown from \$303,364 in FY 2004 to \$636,654 in FY 2018.

State Trauma Center Fund—This funding comes from the reinstatement of driver's licenses in Virginia. If a Virginia resident loses his or her driver's license for any reason, he or she must pay a fee to reinstate it. Part of the money from this fee goes to support Virginia's Trauma Centers and defray the cost of providing trauma care. These Trauma Centers must meet strict criteria for designation which includes facilities, on-site physicians and other medical specialists.

There are three designated trauma centers in the WVEMS region. Carilion Clinic's Roanoke Memorial Hospital, a Level I trauma center, along with the two Level III trauma centers in the region (Carilion New River Valley Medical Center and LewisGale Hospital Montgomery) have collectively received some \$13 million since the program began in 2006.

*FINANCIAL REPORT – TO BE PROVIDED Separately by Auditors
Will advise when this is ready*

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
Virginia Medical Reserve Corps
Near Southwest Preparedness Alliance
United Way Roanoke Valley
Greater Alleghany 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
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

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 designated trauma centers.
- ◆ 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

Contact Information

Main Office (WVEMS & NSPA)

1944 Peters Creek Road NW, Roanoke VA 24017

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WVEMS New River Valley Field Office

6580 Valley Center Drive, Suite 152, Radford VA 24141

WVEMS Piedmont Field Office

1024 DuPont Road, Martinsville VA 24115



WESTERN VIRGINIA EMS COUNCIL GENERAL & TRAUMA PERFORMANCE IMPROVEMENT PLAN



Adopted by WVEMS Board of Directors September 20, 2018.



Western Virginia EMS Council, Inc.
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▪ Code of Virginia § 8.01-581.16	

Purpose

The Western Virginia Emergency Medical Services Council General and Trauma Performance Improvement Committee (PI) is responsible for assuring and improving the quality of pre-hospital medical care within WVEMS region, and for monitoring compliance with the region's Ambulance Patient Destination Policy for field-to-hospital transfer of patients.

Definitions

1. Quality Assurance (**QA**) is the retrospective review or inspection of services or processes that is intended to identify problems.
2. Quality Improvement (**QI**) is the continuous study and improvement of a process, system or organization
3. Performance Improvement (**PI**) is the collective term used to refer to the entire QA/QI process in place in the Western Virginia EMS region.

Primary Objectives

Collect and analyze patient care statistics to evaluate system effectiveness and identify trends (QI)

1. Publish and distribute reports and recommendations resulting from #2(QI)
2. Conduct Medical Incident Reviews (QA)
3. Provide constructive feedback on quality improvement to all EMS professionals and Operational Medical Directors within the WVEMS Region.

PI Committee Composition

The WVEMS PI Committee shall fairly and broadly represent each of the planning districts that comprise the WVEMS region. The committee shall, at least, consist of members as specified in by current contract or other agreement with the Virginia Department of Health, Office of EMS:

Member Guidelines

1. Members of the PI committee are charged with the responsibility of assuring that reasonable standards of care and professionalism are met.
2. It is recommended that members participate in an ongoing PI Program including patient care and patient transfer audits (for hospitals) and data collection within their respective EMS agency or hospital. Members will assist in the development of a PI Program when requested by an agency in the area they represent.
3. Members must maintain strict confidentiality of patient information, personnel and all case review information discussed or reviewed in the QA/QI process.

Committee Guidelines

The committee will be chaired by the WVEMS Regional Medical Director or another member of the Medical Direction Committee appointed by the RMD. The chair shall:

1. Uphold decisions and actions of the PI committee.
2. Approve all letters of recommendations to local EMS agencies, Operating Medical Directors or hospitals.
3. Approve all proposals for changes to PI policies and guidelines.
4. Serve as liaison to local EMS agencies, OMD's and other physicians involved in emergency care.
5. Serve as liaison to the WVEMS Medical Direction Committee
6. Conduct projects/studies at least in minimum number and topics as required by the WVEMS contract with the Virginia Office of EMS. Such projects and studies may focus on criteria determined by the PI Committee and/or Medical Director

The committee composition shall contain equal representation of Operational Medical Directors, hospitals from varied areas of the region, and EMS providers from each of the following, air medical agency, fire based service, career, and volunteer services.

To ensure equal representation reflective of the system the following shall apply:

1. The Operational Medical Director must be current as an approved OMD by OEMS.
2. A representative of a Designated Trauma Center in the region, and functions in a capacity that relates to the EMS system.
3. A representative of a hospital in the region, and functions in a capacity that relates to the EMS system.
4. A representative of air medical agency that provides service in the region.
5. A representative of a career EMS agency that provides service in the region.
6. A representative of a volunteer EMS agency that provides service in the region.

A pre-hospital EMS provider shall be elected by the committee to serve as co-chair. The co-chair shall act in the absence of the Chair, and shall serve as liaison to all local EMS agencies.

Confidentiality

In order to maintain the integrity of the PI committee and protect patient and provider privacy, each member at all times will maintain strict confidentiality. However, communication with other entities of the system is essential. Specifically, when an issue is identified within the system involving such matters as skill performance, critical thinking, documentation, equipment, protocol deviation or other general issues, it is the responsibility of this committee to inform the appropriate agency leader and the agency's OMD, and elicit input for possible solutions. All reasonable efforts will be taken to maintain patient anonymity.

PCR Reviews (QA)

1. Patient Care Reports (PPCR's) may be reviewed by the PI committee. These reviews may be random or specific.
2. Data extracted from PPCR may be evaluated and used for various PI projects and studies. Data may be provided by the Virginia Office of EMS, or collected locally.

Medical Incident Review (MIR)

Effective identification, analysis, and correction of deficiencies requires an objective review by qualified, appropriate representatives of EMS and hospitals within the WVEMS region, and must be protected by a process which ensures confidentiality.

1. EMS agencies, providers, hospitals, and members of the public may refer any incidents for Medical Incident Review (MIR). This may include incidents with either positive or negative outcomes.
2. The PI committee may, at its discretion and after review of the documentation provided, conduct a formal Medical Incident Review (MIR).
3. Submission of a Medical Incident Review
 - Only one MIR report is required to trigger a MIR. Such request may be made by any EMS agency, provider, hospital, or member of the public.
 - A Medical Incident Review form and copy of the related PPCR(s) should be submitted to WVEMS. The form is available on the WVEMS website. The PPCR may be faxed, mailed, delivered, or scanned and emailed.
4. The agencies and/or facilities involved in the MIR will be notified of any incident that has been accepted for review. The appropriate personnel will be notified by their respective agency/facility of the initiation of the MIR process. The agency representative will discuss the MIR with the agency's OMD. In 10 days, WVEMS PI staff will contact the OMD to determine what actions have taken place. The OMD may request a formal review, including referral of the event to the PI committee.
5. The MIR process **may** include:
 - A review of the pertinent medical records including the PPCR and if available, any electronic and digital communications relating to the incident and patient outcome data.
 - A formal interview with involved personnel to review the pertinent facts of the incident
6. If escalated to the PI committee, the committee shall review all facts found during the review process, to identify and address the root cause and to recommend solutions. Examples may include knowledge or skill proficiency, limitation of resources, inadequate communications, personal conduct, etc.)
7. The PI committee shall provide the results of the MIR and recommendations or constructive feedback to the affected OMD or hospital officials.

Recommendations may include, but are not limited to, any of the following:

- Revisions to policy, procedure, or protocols
- Revisions to operational procedures or equipment.
- System-wide retraining, individual counseling, individual knowledge and skills evaluation/refresher, and/or clinical monitoring

For EMS agency and/or provider issues, all recommendations will be sent to the involved agency's leader, to the individual(s) involved, and to the OMD. For hospital issues, the letter shall be directed to the appropriate hospital personnel to include the hospital's quality assurance staff. Such letters will be approved by the PI committee's chair.

8. The PI committee shall track all MIRs and respond to trends and patterns, and shall develop recommendations to resolve any identified issues or deficiencies.
9. The PI committee will report to the Virginia Office of EMS any findings that are or could be in violation of Virginia Emergency Medical Services Regulations 12 VAC 5-31.

Regional EMS System Data Analysis

Performance improvement is critical to the evaluation of the EMS system in the WVEMS Region. A broad look at the contribution of the EMS system to community health must include evaluation of data from hospitals and EMS agencies. Accurate data from the region can provide specific information about the health

of our EMS System and individual communities, facilities, and about prehospital services.

While WVEMS and its PI committee have no statutory or regulatory authority to compel agencies and hospitals to participate in data submission, the committee encourages all EMS agency OMD's and hospitals to participate and comply with data submission specific to PI projects undertaken by the committee.

The Performance Improvement process in the WVEMS region should also take full advantage of data collected by the statewide VPHIB electronic data collection system.

APPENDIX A

Authority

EMS Agency Requirement to Conduct Quality Management

Virginia Emergency Medical Services Regulations – Virginia Administrative Code

12 VAC 5-31-600: “An EMS agency shall have an ongoing Quality Management (QM) Program designed to objectively, systematically and continuously monitor, assess and improve the quality and appropriateness of patient care provided by the agency. The QM Program shall be integrated and include activities related to patient care, communications, and all aspects of transport operations and equipment maintenance pertinent to the agency’s mission. The agency shall maintain a QM report that documents quarterly PPCR reviews, supervised by the operational medical director.”

Regional EMS Council Protection from Discovery

Code of Virginia - § [8.01-581.17](#). Privileged communications of certain committees and entities.

A. For the purposes of this section:

"Centralized credentialing service" means (i) gathering information relating to applications for professional staff privileges at any public or licensed private hospital or for participation as a provider in any health maintenance organization, preferred provider organization or any similar organization and (ii) providing such information to those hospitals and organizations that utilize the service.

"Patient safety data" means reports made to patient safety organizations together with all health care data, interviews, memoranda, analyses, root cause analyses, products of quality assurance or quality improvement processes, corrective action plans or information collected or created by a health care provider as a result of an occurrence related to the provision of health care services.

"Patient safety organization" means any organization, group, or other entity that collects and analyzes patient safety data for the purpose of improving patient safety and health care outcomes and that is independent and not under the control of the entity that reports patient safety data.

B. The proceedings, minutes, records, and reports of any (i) medical staff committee, utilization review committee, or other committee, board, group, commission or other entity as specified in § [8.01-581.16](#); (ii) nonprofit entity that provides a centralized credentialing service; or (iii) quality assurance, quality of care, or peer review committee established pursuant to guidelines approved or adopted by (a) a national or state peer review entity, (b) a national or state accreditation entity, (c) a national professional association of health care providers or Virginia chapter of a national professional association of health care providers, (d) a licensee of a managed care health insurance plan (MCHIP) as defined in § [38.2-5800](#), (e) the Office of Emergency Medical Services or any regional emergency medical services council, or (f) a statewide or local association representing health care providers licensed in the Commonwealth, together with all communications, both oral and written, originating in or provided to such committees or entities, are privileged communications which may not be disclosed or obtained by legal discovery proceedings unless a circuit court, after a hearing and for good cause arising from extraordinary circumstances being shown, orders the disclosure of such proceedings, minutes, records, reports, or communications. Additionally, for the purposes of this section, accreditation and peer review records of the American College of Radiology and the Medical Society of Virginia are considered privileged communications. Oral communications regarding a specific medical incident involving patient care, made to a quality assurance, quality of care, or peer review committee established pursuant to clause (iii), shall be privileged only to the extent made more than 24 hours after the occurrence of the medical incident.

C. Nothing in this section shall be construed as providing any privilege to health care provider, emergency medical services agency, community services board, or behavioral health authority medical records kept with respect to any patient in the ordinary course of business of operating a hospital, emergency medical services agency, community services board, or behavioral health authority nor to any facts or information contained in

such records nor shall this section preclude or affect discovery of or production of evidence relating to hospitalization or treatment of any patient in the ordinary course of hospitalization of such patient.

D. Notwithstanding any other provision of this section, reports or patient safety data in possession of a patient safety organization, together with the identity of the reporter and all related correspondence, documentation, analysis, results or recommendations, shall be privileged and confidential and shall not be subject to a civil, criminal, or administrative subpoena or admitted as evidence in any civil, criminal, or administrative proceeding. Nothing in this subsection shall affect the discoverability or admissibility of facts, information or records referenced in subsection C as related to patient care from a source other than a patient safety organization.

E. Any patient safety organization shall promptly remove all patient-identifying information after receipt of a complete patient safety data report unless such organization is otherwise permitted by state or federal law to maintain such information. Patient safety organizations shall maintain the confidentiality of all patient-identifying information and shall not disseminate such information except as permitted by state or federal law.

F. Exchange of patient safety data among health care providers or patient safety organizations that does not identify any patient shall not constitute a waiver of any privilege established in this section.

G. Reports of patient safety data to patient safety organizations shall not abrogate obligations to make reports to health regulatory boards or other agencies as required by state or federal law.

H. No employer shall take retaliatory action against an employee who in good faith makes a report of patient safety data to a patient safety organization.

I. Reports produced solely for purposes of self-assessment of compliance with requirements or standards of the Joint Commission on Accreditation of Healthcare Organizations shall be privileged and confidential and shall not be subject to subpoena or admitted as evidence in a civil or administrative proceeding. Nothing in this subsection shall affect the discoverability or admissibility of facts, information, or records referenced in subsection C as related to patient care from a source other than such accreditation body. A health care provider's release of such reports to such accreditation body shall not constitute a waiver of any privilege provided under this section.

Code of Virginia - § [8.01-581.16](#). Civil immunity for members of or consultants to certain boards or committees.

Every member of, or health care professional consultant to, any committee, board, group, commission or other entity shall be immune from civil liability for any act, decision, omission, or utterance done or made in performance of his duties while serving as a member of or consultant to such committee, board, group, commission or other entity, which functions primarily to review, evaluate, or make recommendations on (i) the duration of patient stays in health care facilities, (ii) the professional services furnished with respect to the medical, dental, psychological, podiatric, chiropractic, veterinary or optometric necessity for such services, (iii) the purpose of promoting the most efficient use or monitoring the quality of care of available health care facilities and services, or of emergency medical services agencies and services, (iv) the adequacy or quality of professional services, (v) the competency and qualifications for professional staff privileges, (vi) the reasonableness or appropriateness of charges made by or on behalf of health care facilities or (vii) patient safety, including entering into contracts with patient safety organizations; provided that such committee, board, group, commission or other entity has been established pursuant to federal or state law or regulation, or pursuant to Joint Commission on Accreditation of Healthcare Organizations requirements, or established and duly constituted by one or more public or licensed private hospitals, community services boards, or behavioral health authorities, or with a governmental agency and provided further that such act, decision, omission, or utterance is not done or made in bad faith or with malicious intent.

WVEMS PERFORMANCE IMPROVEMENT PROJECTS FY 19

- General EMS Topic – Review of no transports, treat and releases.
 - Dispatched for vs Chief Complaint
 - Review trends of no transports and treat and releases

- EMS System Topic – Regional Narcan Usage
 - When was it used
 - Was it indicated
 - Was evidence of respiratory compromise documented
 - Administered by bystander vs EMS and what dose was given

- Trauma Topic – Tourniquet usage: Arrived on scene to procedure time
 - Was it placed by bystander
 - Was it used appropriately

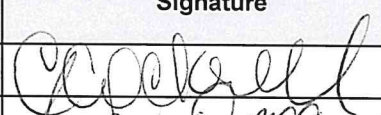
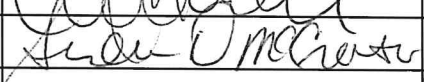

The above data will use a date range of 1/1/17-12/31/17



Attendance Roster

Meeting Title: Western Virginia Emergency Medical Services Council / Board of Directors	
Meeting Location: Salem Civic Center, Parlor C	Meeting Date: September 20, 2018

Board Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Rob Logan	Staff	file	<i>[Signature]</i>	✓	
2. Joe Coyle	Mont. Co / Christiansburg	file	<i>[Signature]</i>	✓	
3. Anthony Morgan	Covington	amorgan@covington.va.us	<i>[Signature]</i>	✓	
4. Valerie L. Tweedie	Christiansburg	vtweedie@christiansburg.org	<i>[Signature]</i>	✓	
5. Jim Coody	Craig County	JimCoody1@gmail.com	<i>[Signature]</i>	✓	
6. LARRY LAFON	Hiles County	LLAFon@CARILION.COM	<i>[Signature]</i>	✓	
7. Dallas Taylor	ENA / igmc	dallas.taylor@hcahealthcare.com	<i>[Signature]</i>	✓	
8. Gene Dalton	WVEMS Council	gdalton@vvaems.org	<i>[Signature]</i>	✓	
9. Ryan Myerspauhe	Alleghany Co.	rmyerspauhe@co.alleghany.va.us	<i>[Signature]</i>	✓	
10. CHAEY HANWICK	VAVAS	chaeys@vavas.org	<i>[Signature]</i>	✓	
11. Steve Allen	Patrick County	SgAllen@co.patrick.va.us	<i>[Signature]</i>	-	
12. Kristopher W Shroder	Monticello	kshroder@ci.monticello.va.us	<i>[Signature]</i>	✓	
13. Michael Jetter	Juniata	mjetter@juniortheatre.org	<i>[Signature]</i>	✓	
14. Chris Christensen	WVEMS staff	christensen@vvaems.org	<i>[Signature]</i>	✓	
15. DALE WAGONER	PD-12	dwagoner@co.henry.va.us	<i>[Signature]</i>	✓	
16. Joe Trigg	Pulaski County	jtrigg@pulaskicounty.org	<i>[Signature]</i>	-	
17. Matt Rickman	Salem Fire	mrickman@salemva.gov	<i>[Signature]</i>	✓	

Print Name	Agency Affiliation	Email Address	Signature	In Person	Phone
18. Steve Simon	Ro County	cs@ite		✓	
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
Staff Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Cathy Cocirell	WVEMS	ccocirell@vaems.org		✓	
2. Sami McCreath	WVEMS	samgrath@vaems.org		✓	
3.					
4.					
5.					
6.					
7.					
Guest Name	Agency Affiliation	Email Address	Signature	In Person	Phone
1. John "JC" Cook	JCHS	jccook@jchs.edu		✗	
2.					
3.					
4.					

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

PRESENT = X
DID NOT ATTEND = O
NO LONGER INVOLVED

March 2018 Guests: John Cook - Jefferson College of Health Sciences

June 2018 Guest: None

Sept 2018 Guest: John Cook - Jefferson College of Health Sciences