

WVEMS BOARD OF DIRECTORS

Thursday, September 8, 2016

Salem Civic Center

Parlor C

[Directions](#)

1001 Roanoke Boulevard

Salem VA 24153

Executive Committee - 1:30 PM

Full Board - 2:00 PM

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
 - a. Minutes - June 09, 2016 meeting [pdf June 2016 Minutes Complete Package \(100 KB\)](#)
4. Treasurer's Report
 - i. FY 2016 Year-end Treasurer's Report - Unaudited [pdf TREASURER'S REPORT UNAUDITED 2016 \(20 KB\)](#)
 - ii. FY 2017 Year-to-Date Financial Report - Unaudited [pdf TREASURER'S REPORT AUGUST FY17 \(15 KB\)](#)
5. Reports and Action Items
 - a. Executive Committee
 - i. Appointment of FY2017 Committees [pdf Committee Assignments for 2017 \(124 KB\)](#)
 - b. Medical Direction
 - i. Protocol Revisions - Progress Report (Charles Lane, MD/Cathy Cockrell)
 - ii. Education Workgroup - JCHS and NRV EMT-I Progress Report (Steve Simon/Staff)
 - c. EMS Operations

- i. Status - NRV Repeater Project
 - d. Performance Improvement Workgroups (meet same day as Board) (Cathy Cockrell)
 - i. Reaffirmation of General Performance Improvement Plan
 - ii. Reaffirmation of Trauma Performance Improvement Plan
 - e. Near Southwest Preparedness Alliance (NSPA) - (David Linkous)
- 6. State EMS Advisory Board Report (Jason Ferguson) [pdf Advisory Board Meeting Aug 16 \(65 KB\)](#)
- 7. EMS Financial Assistance (Rob Logan) - Grant Reviews scheduled for October 13.
- 8. New Business
 - i. Rescue Squad Assistance Fund Application
 - ii. Approval of Proposed CISM Policies and Procedures [pdf CISM Policies 2016 Final \(211 KB\)](#)
- 9. President's Report
- 10. Staff Reports
- 11. Public comments
- 12. Adjourn

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

DRAFT MEETING MINUTES

DATE: Sept. 8, 2016

LOCATION: Salem Civic Center, Parlor C

Directors Present

Billy Altman
Jim Cady
Joe Coyle
Steve Davis
Tim Duffer
Steve Eanes
Jason Ferguson
Carey Harveycutter
Mike Jefferson
Charles Lane, MD
David Linkous
Robert Logan
Ryan Muterspaugh
Matt Rickman
Steve Simon
Eric Stanley, DO
Dallas Taylor
Dale Wagoner

Staff Present

Cathy Cockrell
Gene Dalton
Mike Garnett
Chris Christensen
George Merix

Guests Present

none

TO ORDER

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

Rob Logan then introduced Chris Christensen, recently promoted to Field Coordinator, and George Merix, Administrative Assistant.

SECRETARY'S REPORT

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

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

TREASURER'S REPORT

Treasurer Harveycutter presented the FY16 year end and FY 2017 year-to-date treasurer's reports. He noted that all was in order and that we ended FY 2016 with a surplus. He also noted that there was a balance due from OEMS related to funding for IT support that we provide for all of the regional EMS councils, so when that is received the surplus will be about \$18,000 greater than reflected on the report.

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

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

Treasurer Harveycutter commended the executive director and staff for completing another successful year ending with a surplus. He noted that surplus funds would be allocated according to our reserve policy.

EXECUTIVE COMMITTEE

The executive committee met prior to the regular meeting.

A list of the president's committee appointments was distributed with the agenda packet. The appointments allow for changes during the year as needed, and some appointees are made by institutions such as hospitals.

Motion was made and seconded to approve the appointments as distributed. **Motion CARRIED.**

Chief Steve Simon commended staff for running a professional and sound organization.

MEDICAL DIRECTION COMMITTEE

Protocol Affirmation

Dr. Charles Lane reported on the status of protocol updates. He reported that there would be some changes made to the regional drug box contents, and that work would continue.

Education Workgroup

Cathy Cockrell reported that the cooperative WVEMS/JCHS EMT-Intermediate program is continuing successfully.

Another EMT-Intermediate program is underway in the New River Valley. Cathy Cockrell reported that there are 22 students enrolled. She also reported that we are in the process of seeking re-accreditation of that program from the Virginia Office of EMS.

EMS OPERATIONS

Communications Workgroup

The new repeaters for the NRV have been operational for several months and users report that they have greatly improved communication with LewisGale Montgomery. Joe Coyle affirmed that this radio repeater installation allowed for the first reliable EMS communication with LewisGale Montgomery, filling a critical gap.

PERFORMANCE IMPROVEMENT COMMITTEE

Trauma and General Performance Improvement Subcommittees

Cathy Cockrell reported for the General and Trauma Performance Improvement Committees. Both met today.

The Performance Improvement Plans were reviewed and only one minor update was recommended.

The General Performance Improvement subcommittee moved that the GPI plan be reaffirmed. Carey Harveycutter offered a substitute motion that the General Performance

Improvement Plan be reaffirmed as recommended by the subcommittee, but with the inclusion of the words “electronic and digital communications” in the Medical Incident Review section. The substitute motion was seconded. **Motion CARRIED.**

The Trauma Performance Improvement subcommittee moved that the TPI plan be reaffirmed. **Motion CARRIED.**

NSPA

David Linkous, board member representing the Near Southwest Preparedness Alliance, reported for NSPA. He reported on several upcoming programs. He also noted that NSPA was designated as a Comprehensive Training Center for the National Disaster Life Support Foundation. NSPA can now offer the much sought-after CHEC (Certified Hospital Emergency Coordinator) course, and a program has been scheduled.

EMS Advisory Board

Jason Ferguson provided a written report which was distributed, and is attached to and made a part of these minutes.

He reported on changes to the CE scanners currently in use. Also he reported on upcoming changes to the Training Funds allocation process, whereby funds will be allocated by a defined process through the regional EMS councils. He provided an update on the status of current regulatory changes.

EMS Financial Assistance

Rob Logan noted that the regional review of current cycle requests will take place at the Franklin Center on October 13.

He also reported WVEMS would not apply for funds to supplement the Roanoke Women's Foundation grant for the 12-lead transmission project, as this grant application was not successful.

NEW BUSINESS

Rob Logan reported that the Regional CISM team had been working on new policies and procedures for the past couple of years. The document is now complete, and will come before the team membership for adoption at an upcoming meeting. He asked for a motion for board approval of the new policy and procedure manual.

It was moved and seconded that the CISM Policy and Procedure Manual be adopted.
Motion CARRIED

Vice President Eanes advised the board that the December 2016 meeting would be President Wirt's last meeting. It was noted that he has been a member of the WVEMS board since September of 1983. He directed staff to plan an appropriate recognition for Mr. Wirt.

Vice President Eanes advised the board that the next meeting is scheduled for December 8.

PRESIDENT'S REPORT

The Vice President reported 66 percent of directors in attendance.

STAFF REPORTS

Rob Logan reported on new staff at the Virginia Office of EMS. First, Camela (Cam) Crittenden is the new manager of Trauma and Critical Care. Cam visited WVEMS about two weeks ago. She will be a committed team player and we look forward to working with her. Second, the former Business Manager Dennis Molnar has retired and Adam Harrell has been promoted to fill that position. Adam will be progressive and positive, and we are pleased to have him on board at OEMS.

Cathy Cockrell reminded the board of the upcoming STARPOINTS conference on September 17, and the Carilion Trauma Symposium on November 11. Seats are limited!

Mike Garnett – none
Gene Dalton - none
Chris Christensen – none

HEARING OF THE PUBLIC - none

Being no further business, the meeting was adjourned at 2:48 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL
UNAUDITED TREASURER'S REPORT
AS OF AUGUST 31, 2016

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	440,000		0.00%
LOCAL GOVERNMENT	133,000	3,278	2.46%
UNITED WAYS	3,000	283	9.44%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA PROGRAM REVENUE	534,000	88,883	16.64%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	215,000	42,166	19.61%
VA EMS SYMPOSIUM		3,000	0.00%
NSPA OFFSET REVENUE (Contract for services)	12,000	6,405	53.38%
RENT INCOME (NSPA)	18,000	3,000	16.67%
OTHER INCOME - SALE OF ASSET	0		0.00%
CREDIT CARD HOSTING FEE		131	
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	0		0.00%
INVESTMENT / GAINS/LOSSES	14,000	2,463	17.59%
TOTAL REVENUES	1,370,000	149,609	10.92%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	430,000	90,489	21.04%
PAYROLL TAXES (FICA)	32,895	6,752	20.53%
VEC	1,200		0.00%
403(b) / RETIREMENT	21,500	3,452	16.06%
HOSPITAL / MEDICAL INSURANCE	54,000	9,671	17.91%
LIFE INSURANCE/DISABILITY	10,000	1,931	19.31%
DENTAL INSURANCE	4,000	519	12.97%
PROFESSIONAL SERVICES/FEES	8,500	1,120	13.18%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,000	1,393	69.67%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	3,203	14.56%
POSTAL / SHIPPING	2,000	134	6.70%
TELECOMMUNICATIONS	14,000	2,001	14.29%
SUPPLIES (ADMIN)	9,705	821	8.46%
EQUIPMENT	9,000	814	9.04%
INSURANCE	8,000	1,715	21.44%
DIRECT PROGRAM EXPENSES	162,000	21,462	13.25%
NSPA/VHHA/MRC PROGRAM EXPENSES	509,000	88,883	
PRINTING / PUBLICATIONS	3,500	615	17.58%
TRAVEL / LODGING	6,000	304	5.06%
FUEL/VEHICLE MAINTENANCE	15,000	6,533	43.56%
MEETING SUPPORT	1,200		0.00%
DUES / MEMBERSHIP FEES	1,600	1,034	64.63%
STAFF DEVELOPMENT	12,500	420	3.36%
CISM PROGRAM COSTS	2,000		0.00%
COMMUNICATION SITE RENTAL	8,100	3,500	43.21%
COMMUNICATIONS WIRELINES	7,500	1,545	20.60%
COMMUNICATIONS MAINTENANCE	4,000	600	15.00%
COMMUNICATIONS UTILITIES	800	69	8.61%
COMMUNICATIONS INSURANCE	3,000	500	16.67%
COMMUNICATIONS EQUIPMENT	4,000		0.00%
TOTAL EXPENDITURES	1,370,000	249,480	18.21%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	6,398
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
OEMS FUNDS - BLS	
OEMS FUNDS - EMT	
PROGRAM SERVICE FEES	
PROTOCOL, ETC. SALES	
TEXTBOOK SALES	3,000
CONSOLIDATED TESTING	4,065
DRUG BOX ENTRANCE FEES	1,643
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	27,000
PROGRAM TUITION - ENHANCED	
PROGRAM TUITION - ADJUNCT	
PROGRAM TUITION - CARDIC	
PROGRAM TUITION - OTHER	
PROGRAM TUITION -	
PROGRAM TUITION - NRVTC	
ID CARD SALES	60
COMMUNITY COLLEGE COURSE REVENUE	
TOTAL REVENUES	42,166

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	5,758
CONTRACTS FOR SERVICES (ENHANCED)	
CONTRACTS FOR SERVICES (ADJUNCT)	
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	
CONTRACTS FOR SERVICES (ALS TEST)	
CONTRACTS FOR SERVICES (CTS)	5,489
CONTRACTS FOR SERVICES (CE WEEKENDS)	
CONTRACTS FOR SERVICES (DRUG TESTING)	
CONTRACTS FOR SERVICES (EMT)	
CONTRACT FOR SERVICES (MONROE HEALTH CENTER)	
PAYROLL TAXES (FICA)	860
VEC	43
RENT - NRV TRAINING CENTER	343
POSTAGE (NRVTC)	
SUPPLIES (Programs)	4,198
SUPPLIES (CTS)	72
SUPPLIES (ALS TESTING)	
SUPPLIES (EDUCATION)	
SUPPLIES (NRVTC)	
EQUIPMENT (ALS TESTING)	
EQUIPMENT (EDUCATION)	
EQUIPMENT (NRVTC)	
INSURANCE	550
TRAVEL (MONROE HEALTH CENTER)	
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	
AMLS CERTIFICATES AND CARDS	
GRANTS & SPECIAL PROJECTS	
DRUG BOX EXCHANGE	3,801
CREDIT CARD DISCOUNT	347
MERCHANDISE FOR RESALE	
ID CARD PROGRAM	
COMMUNITY COLLEGE FEES	
TOTAL EXPENDITURES	21,462

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
August 31, 2016

ASSETS

Current Assets

FSA CASH	\$	1,628.00
SUNTRUST CHECKING		144,638.96
SUNTRUST PAYROLL		200.00
BNC MONEY MARKET		65,790.00
ACCOUNTS RECEIVABLE		67,155.26
TUITION RECEIVABLE		2,000.00

Total Current Assets 281,412.22

Property and Equipment

Total Property and Equipment 0.00

Other Assets

FRANKLIN TEMPLETON-AMERIPRISE		136,021.53
COMMUNICATIONS EQUIPMENT		147,760.59
MISCELLANEOUS EQUIPMENT		321,713.64
OFFICE EQUIPMENT		34,391.84
BUILDING		175,223.00
LAND		201,600.00
BLDG. IMPROVEMENTS		74,792.94
GENERATOR BUILDING & EQUIPMENT		16,672.25
ACCUMULATED DEPRECIATION		(367,011.89)

Total Other Assets 741,163.90

Total Assets \$ 1,022,576.12

LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	1,308.78
TDA		25.38
ACCRUED SALARIES		36,701.68
DUE TO CC HOSTING		975.00
FLEX SPENDING ACCOUNT-MEDICAL		2,872.97
DEFERRED REVENUE		17,776.70

Total Current Liabilities 59,660.51

Long-Term Liabilities

Total Long-Term Liabilities 0.00

Total Liabilities 59,660.51

Capital

FUND BAL. UNRESTRICTED		707,162.00
FUND BAL. UNRESTRICTED DES.		55,036.00
RETAINED EARNINGS		350,561.50
FUND BALANCE TEMP. RESTR.		20,374.00
Net Income		(170,217.89)

Total Capital 962,915.61

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
August 31, 2016

Total Liabilities & Capital	\$ <u><u>1,022,576.12</u></u>
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WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF JUNE 30, 2016

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450	415,450	95.85%
LOCAL GOVERNMENT	133,000	137,560	103.43%
UNITED WAYS	3,000	1,994	66.47%
CONTRIBUTIONS	1,000	366	36.56%
NSPA/VHHA PROGRAM REVENUE	425,000	644,000	151.53%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	200,000	167,669	83.83%
VA EMS SYMPOSIUM		16,604	0.00%
NSPA OFFSET REVENUE (Contract for services)	10,000	38,935	389.35%
RENT INCOME (NSPA)	18,000	18,000	100.00%
OTHER INCOME - SALE OF ASSET	0		0.00%
CREDIT CARD HOSTING FEE		98	
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	0		0.00%
INVESTMENT / GAINS/LOSSES	15,000	730	4.86%
TOTAL REVENUES	1,238,450	1,441,406	116.39%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	410,000	451,338	110.08%
PAYROLL TAXES (FICA)	31,365	31,623	100.82%
VEC	1,200	1,271	105.92%
403(b) / RETIREMENT	20,500	17,724	86.46%
HOSPITAL / MEDICAL INSURANCE	55,000	41,396	75.27%
LIFE INSURANCE/DISABILITY	10,000	11,890	118.90%
DENTAL INSURANCE	3,600	2,390	66.38%
PROFESSIONAL SERVICES/FEES	8,500	11,430	134.47%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,000	2,390	119.52%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	20,000	20,127	100.64%
POSTAL / SHIPPING	2,000	1,706	85.28%
TELECOMMUNICATIONS	14,000	13,313	95.09%
SUPPLIES (ADMIN)	9,485	8,378	88.33%
EQUIPMENT	8,000	5,173	64.67%
INSURANCE	8,000	11,136	139.20%
DIRECT PROGRAM EXPENSES	66,000	113,495	171.96%
NSPA/VHHA PROGRAM EXPENSES	499,000	586,344	
PRINTING / PUBLICATIONS	3,500	1,500	42.87%
TRAVEL / LODGING	7,000	3,938	56.26%
FUEL/VEHICLE MAINTENANCE	16,000	8,772	54.83%
MEETING SUPPORT	1,200	623	51.88%
DUES / MEMBERSHIP FEES	1,200	1,493	124.38%
STAFF DEVELOPMENT	12,500	14,267	114.14%
CISM PROGRAM COSTS	2,000	1,585	79.23%
COMMUNICATION SITE RENTAL	8,100	5,700	70.37%
COMMUNICATIONS WIRELINES	7,500	8,861	118.15%
COMMUNICATIONS MAINTENANCE	4,000	1,285	32.11%
COMMUNICATIONS UTILITIES	800	507	63.36%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT	2,000		0.00%
TOTAL EXPENDITURES	1,238,450	1,382,654	111.64%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	4,729
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	800
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
OEMS FUNDS - BLS	
OEMS FUNDS - EMT	
PROGRAM SERVICE FEES	6,185
PROTOCOL, ETC. SALES	776
TEXTBOOK SALES	10,800
CONSOLIDATED TESTING	29,730
DRUG BOX ENTRANCE FEES	9,272
GRANTS & SPECIAL PROJECTS	34,950
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	61,200
PROGRAM TUITION - ENHANCED	
PROGRAM TUITION - ADJUNCT	
PROGRAM TUITION - CARDIC	
PROGRAM TUITION - OTHER	
PROGRAM TUITION -	
PROGRAM TUITION - NRVTC	
ID CARD SALES	210
COMMUNITY COLLEGE COURSE REVENUE	9,017
TOTAL REVENUES	167,669

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	10,787
CONTRACTS FOR SERVICES (ENHANCED)	200
CONTRACTS FOR SERVICES (ADJUNCT)	60
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	75
CONTRACTS FOR SERVICES (ALS TEST)	5,619
CONTRACTS FOR SERVICES (CTS)	21,230
CONTRACTS FOR SERVICES (CE WEEKENDS)	
CONTRACTS FOR SERVICES (DRUG TESTING)	2,614
CONTRACTS FOR SERVICES (INTERMEDIATE)	18,700
SUPPLIES (Programs)	2,503
SUPPLIES (CTS)	375
SUPPLIES (ALS TESTING)	446
SUPPLIES (EDUCATION)	83
SUPPLIES (NRVTC)	
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ALS)	5,972
TEXTBOOKS (ITLS)	681
TEXTBOOKS (AMLS)	624
TEXTBOOKS (NRV)	5,330
EQUIPMENT (ALS TESTING)	
AMLS CERTIFICATES	
ITLS CERTIFICATES	
AMLS CERTIFICATES	
EQUIPMENT (EDUCATION)	134
EQUIPMENT (NRVTC)	2,887
INSURANCE	
TRAVEL (MONROE HEALTH CENTER)	
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	
AMLS/ITLS CERTIFICATES AND CARDS	315
GRANTS & SPECIAL PROJECTS	15,312
DRUG BOX EXCHANGE	6,489
CREDIT CARD DISCOUNT	3,591
MERCHANDISE FOR RESALE	452
ID CARD PROGRAM	
COMMUNITY COLLEGE FEES	9,017
TUITION REIMBURSEMENT - ENHANCED	
TUITION REIMBURSEMENT - INTERMEDIATE	
TOTAL EXPENDITURES	113,495

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
June 30, 2016

ASSETS

Current Assets

FSA CASH	\$	1,580.50
SUNTRUST CHECKING		125,856.20
SUNTRUST PAYROLL		78.60
BNC MONEY MARKET		65,781.62
PREPAID EXPENSES		9,693.82
ACCOUNTS RECEIVABLE		172,406.26
DUE FROM NSPA		82,533.66
TUITION RECEIVABLE		2,000.00
INCOME TRANSFER		314.38

Total Current Assets		460,245.04
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Property and Equipment

Total Property and Equipment		0.00
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Other Assets

FRANKLIN TEMPLETON-AMERIPRISE		133,558.61
COMMUNICATIONS EQUIPMENT		147,760.59
MISCELLANEOUS EQUIPMENT		321,713.64
OFFICE EQUIPMENT		34,391.84
BUILDING		175,223.00
LAND		201,600.00
BLDG. IMPROVEMENTS		74,792.94
GENERATOR BUILDING & EQUIPMENT		16,672.25
ACCUMULATED DEPRECIATION		(367,011.89)

Total Other Assets		738,700.98
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Total Assets	\$	1,198,946.02
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	8,693.85
ACCRUED SALARIES		36,701.68
SALES TAX PAYABLE		10.08
FLEX SPENDING ACCOUNT-MEDICAL		2,351.77
DEFERRED REVENUE		18,055.14

Total Current Liabilities		65,812.52
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Long-Term Liabilities

Total Long-Term Liabilities		0.00
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Total Liabilities		65,812.52
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Capital

FUND BAL. UNRESTRICTED		707,162.00
FUND BAL. UNRESTRICTED DES.		55,036.00
RETAINED EARNINGS		340,470.05
FUND BALANCE TEMP. RESTR.		20,374.00
Net Income		10,091.45

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

June 30, 2016

Total Capital	<u>1,133,133.50</u>
Total Liabilities & Capital	\$ <u><u>1,198,946.02</u></u>

Committee Assignments for Fiscal Year 2017

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.

Ford Wirt, President, Chair
Steve Eanes, Vice President
Steve Simon, Secretary
Carey Harveycutter, Treasurer
Dale Wagoner, At-large, 12th PD
Jim Cady, At-large, 5th PD
Joe Trigg, At-large, 4th PD
Rob Logan, Executive Director (*non-voting*)

Nominating Committee (Lead Staff – Rob Logan)

Carey Harveycutter, Chair
Jim Cady
Steve Davis
Mike Jefferson

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 Work Group (Lead Staff – Cathy Cockrell)

Meets as needed.

Steve Simon, Chair, Roanoke County EMS Agency
Charles Lane, MD, Regional Medical Director
Jason Ferguson, Botetourt County EMS Agency
Jeffrey Reynolds, Danville Area Training Center
David Bishop, Roanoke Valley Regional F-EMS TC, Roanoke EMS Agency
Eric Stanley, D.O., Montgomery County OMD
Suzie Helbert, Henry County EMS Agency
Joe Coyle, New River Valley EMS Agency and EMT-P Steering Committee

Allied Resources Work Group – Hospital (Lead Staff – 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:

Stephen Simon, 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

Sean Reagan, BREMS/Lynchburg EMS Agency

President may appoint other members in consultation with Chair.

Pharmacy Work Group (Lead Staff – Cathy Cockrell and Rob Logan)

Meets as needed.

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

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

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

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

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

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

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

Performance Improvement Committee – Consists of the Collective Membership of the three subcommittees named below. This Committee does not meet as a whole.

Charles Lane, MD, Chair

Performance Improvement – General Subcommittee (Lead Staff – Charles Berger)

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 (Franklin Co)

David Bishop (City of Roanoke) Governmental Fire-EMS Agency

Bill Duff (Roanoke County) Governmental Fire-EMS Agency

Jane Lindsay (City of Salem) Volunteer EMS Provider

John Steely (Floyd County) Governmental EMS Agency

Andy Seabolt (Alleghany County) Volunteer EMS Provider

Mike Jefferson (City of Danville) Governmental Fire-EMS Agency
Kris Shrader (City of Martinsville) Governmental Fire-EMS Agency
Jason Ferguson (Botetourt County) Career EMS Agency
Scott Davis (Giles County) Volunteer and Career EMS Provider
Steve Allen (Patrick County) Governmental Emergency Services, Volunteer EMS Provider
Shawn Hite (Pulaski County) Career EMS Agency
Jim Cady (Craig County) Governmental Emergency Services, Volunteer EMS Provider
Tim Duffer (Pittsylvania County), Volunteer EMS Provider, Career EMS Agency
Matt Tatum (Henry County) Governmental Public Safety, Volunteer EMS Provider
Eric Stanley, DO (Montgomery County) Hospital representative

**Performance Improvement – Trauma Subcommittee (Lead Staff – Cathy Cockrell)
(Also serves as Trauma Triage Committee)**

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
Dan Freeman, RN, Level 1 TC, Carilion Clinic - CMC
Emory Altizer, RN, Level 3 TC, LewisGale Montgomery
Sherri Mosteller, Level 3 TC, CNRVMC
John Dallara, MD, Non-designated Hospital, Danville Regional
Dallas Taylor, Non-designated Hospital, Lewis-Gale
Susan Smith, Air Medical, Carilion Clinic Transport-Life Guard
Kris Shrader, Fire-based Agency, Martinsville FD
Shawn Hite, Career EMS Agency, REMSI (Pulaski County)
Jane Lindsay, Volunteer EMS Provider

Performance Improvement – Stroke Planning Subcommittee (Lead Staff – Cathy Cockrell)

Consists of the lead stroke team practitioner at each designated stroke center in the service area, as well as representatives from non-designated facilities and EMS.

EMS Operations

MCI Planning Work Group (Lead Staff – Mike Garnett)

Meets as needed.

Joe Coyle, Chair. This workgroup consists of staff and volunteers familiar with MCI planning and exists to offer assistance to localities and Local Emergency Planning Committees in the region, and to participate in the MCI planning process across the region. This committee operates jointly with WVEMS and BREMS, and has

representation from each locality (appointed by the localities), hospitals, VDH, VDEM, NSPA, WVEMS and BREMS.

Communications Work Group (Lead Staff – Rob Logan)

Meets as needed.

Jim Cady, Sr., Chair (Craig County)

Bob Bruch (Botetourt County)

John Hudson (City of Covington)

Jeff Echternach (NSPA)

Andy Seabolt (Alleghany County)

Chris Akers (Pulaski County)

Jim Davis (Pittsylvania County)

President may appoint other members in consultation with Chair.

EMS Advisory Board August 16th Meeting Report

President's Report- Attended REPLICA signing. Thanked everyone for their help in supporting the passing of this legislation. Seven states have already signed on. Attended all of the trauma taskforce meetings to address ACS report recommendations. Workgroups work through the taskforce, the taskforce makes recommendations to TSOM, a final report will come to Advisory Board and then onto BOH.

Vice Chair- No Report

Dr. Melton- Arrived later in the meeting. Spoke about active shooter situations and the importance of coordination between agencies. He also made note of the "addiction crisis" stating that EMS is on the front line saving those lives and collecting a lot of very valuable data. The Zika virus remains an area of focus that the state is trying to stay on the leading edge of prevention. There are focused efforts to contain, if there is a Zika case in the Commonwealth.

OEMS Report-Congratulated Laurie Knoll's for her appointment representing REMSC. EMS Symposium, please register. Staffing vacancies are slowly being filled. Cam Crittenden, Trauma Designation Program Manager. HR Specialist- someone hired coming in next week. Trauma and Critical Care, Informatics, Technical Assistant Coordinator, and other positions still open.

EMSTF program, Adam Harrell- provided update on EMSTF. Due to procurement issues with the state, OEMS has been working on ways to make EMSTF available for what they were designed. The current method they are looking at is a per student dollar amount and developing MOUs with the regional councils. There would be a set amount of funding based on number of students. The councils would then RFP for instruction of the classes to be funded. There is also a proposal to do a special initiative through RSAF to fund reimbursement for training programs. Discussion about how best to make this process occur until a more finalized process can be adopted. BLACKBOARD project- Statewide LMS platform for free. Seeking final approval, hoping to have released late this year/early 17.

Mike Berg- Regulation and compliance is changing from Lotus to Oracle platform. Better efficiency. Looking to have the conversion complete within the year.

Warren- Final testing phases for CE scanner program. Handheld scanners are no longer being supported. New process hoping to release in January. PC downloadable program, only investment will be a handheld barcode scanner \$100 to \$300.

Tim- Regional Council site visits have been completed. Tri-annual review and approval for re-designation. All 11 councils are being recommended for re-designation in their same service areas. State EMS plan- Rough draft has been given to the Legislative and Planning committee for review.

REPLICA- Seven states are on-board. NREMT is supporting this project on a national level. NR funded a position internally to establish database and NAEMSP to help states pass this legislation. The establishment of a commission is required. State EMS directors meeting soon.

Scott- Spoke about REPLICA and HB that create a contingency for a collaborative agreement. There are constraints, differing standards of care, and statutes that recognize EMS from state to state. North Carolina not currently eligible to participate in REPLICA, as they do not use NR for initial testing.

BOH- Commissioner reported on special well testing done near coal ash facilities. Heroin use issue. ZIKA remains an item of concern. Taskforce being developed. Clean up of regulations for PA scholarship and food regulations programs. Bruce reelected chair of the board. September BOH meeting final revisions to be made to Abortions Facility regulations.

Executive Committee- Spoke to the event called RAM (Rural Area Medicine) free health services in rural VA. There is an EMS component. Recognized the group for their efforts.

EMSTF discussion, interim solution to keep training funds flowing. Discussed regulatory review that is in progress. Will be reviewing financial reports of VAVRS. Working on comparing VA versus NR certification. Next July there will have to be a replacement for Bruce on the BOH. Providing 3 names for consideration by the Secretary of the Commonwealth. Would like to have those by Sept. 30th. November meeting the Advisory Board will vote.

FARC- No action items. Spring grant cycle awards were made 7/1 request \$10.8 million, 99 agencies or \$4.1 million. Current grant cycle is open. Paying particular attention to cot retention systems.

Rules & Regulations- Currently under revision, town hall closed with no comments. Established a work session of 9/28. Goal to have a draft for submission to Advisory Board at November meeting to hopefully go to BOH in February.

Legislative & Planning- State EMS plan, reviewed changes that have been recommended. Added a component on behavioral health. Will be put out for public comment and come to Advisory Board in November. Hope to go to BOH in Feb.

Transportation- Met twice, reviewed grant requests. Reviewed ambulance standards. Provided OEMS staff with recommendations.

Communications- Approved accreditation for Clarke County Sheriff's Office. Reviewed and approved section of regulations and forwarded to OEMS. Reviewed and provided insight on communications grants. Next meeting 10/27, meeting in Roanoke in conjunction with APCO/NINA conference.

Emergency Management- No action items. Presentation on mobile patient tracking. Further investigation. Looking to partner with VDEM. Karen Owen- discussed SALT and MUCK.

Medical Direction- Recommendation from committee to remove all hours and competencies education levels from regulations and follow COAMPS. Airway management (Low fidelity, high fidelity, cadavers, live) added, must include most difficult on two of those categories. Adopted motion.

Medevac- Reviewed air medical sections of rules and regulations, and state plan, looking at statewide LZ directory.

TSOM- Trauma System Plan taskforce. Met since last meeting, 7 workgroups under the TF. 57% of EMS agencies are already submitting V3 data. Cam started since last Advisory Board meeting. There are still vacancies in this division.

EMSC- No report.

Training & Certification- Working on TR-17 document which presented MD motion

Workforce Development- Didn't meet this morning. Continuing to work on EMS Officer release date this Fall, Standards of Excellence continues.

Provider Health & Safety- Sept. Family Preparedness. EMS Safety Officer project. Looking at Active Shooter, get information out to jurisdictions.

Regional EMS Councils- Work session on health insurance options for council staff. Report on Virginia Fire Services Council and their legislative plan. Urged caution in approach. Addressing issues with DOL on overtime and employee classifications. EMSTF- On board with helping. Number of the regional councils working to find ways to address Behavior health issues, both of patients and providers.

Nominating committee established.

Meeting adjourned.

For full meeting minutes [click here](#)

Respectfully Submitted,

Jason D. Ferguson

WVEMS Advisory Board Representative

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

DID NOT ATTEND = O
NO LONGER INVOLVED

March 2015 Guests: Tim Perkins-OEMS, J.T. Clark-NSPA

June 2015 Guests: Michael Pruitt-NSPA, Jason Gifford, Dr. David Trump-VDH,

June 2015 Guests: Kevin Dillard(Lifecare), Althea McDaniel(Lifecare), Dan(Lifecare)

Sept 2015 Guests: Robert Decarolis

Dec 2015 Guests: Broughman(City of Covington), JT Clark (NSPA), John Hash(Brown Edwards)

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

June 2016 Guests: JC Cook (JCHS)