








**WVEMS BOARD OF DIRECTORS**  
**Thursday, December 12, 2013**  
**Salem Civic Center**  
**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
- 4) Minutes - September 12, 2013 meeting  [Sept 13, 2013 Minutes Complete](#)
- 5) Treasurer's Report
  - a) Periodic [Financial](#) Report  [Treasurer's Report - YTD FY2014](#)
  - b) FY 2013 Audit  [Draft Audit - FY2013](#) John Aldridge - Brown, Edwards & Co.
- 6) Reports and Action Items
  - a) Executive Committee
    - i) Continuity of Operations Plan  [COOP\\_rev 2013\\_draft](#)
    - ii) Annual Report  [Annual Report FY2013](#)
    - iii) Regional EMS Plan Review
    - iv) CTS Coordinator [Job](#) Description
  - b) Medical Direction Committee
    - i) [Pharmacy](#) and Allied Resources Workgroups - Charles Berger
  - c) EMS Operations

- d) Communications Workgroup
- e) Performance Improvement Committee (meet same day as Board) - Charles Berger
- f) Near Southwest Preparedness Alliance (NSPA)
- g) State EMS Advisory Board Report -  [AB Report - Nov 2013](#) Dale Wagoner
- 7) EMS [Financial Assistance](#) - Current Cycle Report  [RSAF Report - Dec 2013](#)
- 8) [New Business](#)
- 9) President's Report
- 10) Staff Reports
- 11) Adjourn

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

**DRAFT MEETING MINUTES**

**DATE:** December 12, 2013

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

**DIRECTORS PRESENT:**

Allen, Steve  
Alldredge, Karen  
Beach, John  
Brown, Bill  
Cady Sr., Jim  
Coyle, Joe  
Davis, Steve  
Dick, Tim  
Duffer, Tim  
Eanes, Steven  
Ferguson, Jason  
Harveycutter, Carey  
Hatcher, Daryl  
Jefferson, Mike  
Logan, Robert  
Muterspaugh, Ryan  
Shrader, Kris  
Simon, Stephen  
Taylor, Dallas  
Trigg, Joe  
Wagoner, J. Dale  
Wirt, Ford

**STAFF PRESENT:**

Berger, Charles  
Christian, Mary  
Cathy Cockrell  
Dalton, Gene  
Garnett, Mike

**GUESTS PRESENT:**

John Aldridge, Brown Edwards & Co.  
Bobby Baker, LewisGale Medical Center Emergency Management

**TO ORDER**

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

He introduced guests: John Aldridge, Partner with Brown, Edwards & Co., our external auditors.

#### **SECRETARY'S REPORT**

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

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

#### **TREASURER'S REPORT**

Treasurer Harvey Cutter presented the year-to-date unaudited FY13 year-to-date report. He explained several budget categories that experience early disbursements, and the fact that OEMS contract payments are on a reimbursement basis.

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

Treasurer Harvey Cutter introduced John Aldridge, with our audit firm, Brown, Edwards & Co. John presented the FY 2013 financial statements. John explained that the financial statements are complete, and that the portion involving the single audit (NSPA accounts) was undergoing final review. He thanked the staff for cooperation and assistance in making the audit a smooth process. He noted the exceptional performance of Mary and Sandi in keeping the books compliant throughout the year.

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

#### **EXECUTIVE COMMITTEE**

Each year, the board must review and re-adopt its Continuity of Operations Plan. The existing plan had been distributed to the Board as part of the on-line agenda packet. The Executive Director recommended one minor revision, to add reference to the new flood insurance obtained by the Council

Motion was made and duly seconded to adopt the plan with the recommended revision. **Motion CARRIED.**

The Executive Director presented the WVEMS Annual Report for FY 2013. He noted that some additional quantitative information might be added, but the report was substantially complete.

Motion was made and duly seconded to adopt the report. **Motion CARRIED.**

The Executive Director reminded the Board that it would consider the Council's Regional EMS Plan at the March meeting. He encouraged the directors to begin review and to forward any recommendations for revisions to him. The plan will be posted for public comment in January.

The Executive Committee approved the CTS Coordinator job description, which will be assumed by Sandi Short as a duty separate from her work as Office Manager effective January 1. The Board was advised of this action for information.

#### **MEDICAL DIRECTION COMMITTEE**

Cathy Cockrell reported for the regional medical direction committee. The Committee had not met since the last board meeting. (It is noted that work is underway to develop 2014 protocol revisions.)

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

Charles Berger reported for these workgroups. These groups have not met since the last board meeting. He reported that new, drug box seals were now in use. He also lead a discussion about the implementation of new regulations regarding signatures on PPCR documentation, and on issues relating to recent drug diversions.

#### **EMS OPERATIONS**

##### **Communications Workgroup**

The Bald Knob generator has been installed and is operational. Work on the Tinker Mountain shelter is near completion.

#### **PERFORMANCE IMPROVEMENT COMMITTEE**

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

Charles Berger reported for the General and Trauma Performance Improvement Committees. Both met today. A schedule and list of topics for research projects was developed by both committees today.

The Trauma PI Committee performed its annual review of the Trauma Triage Plan. The Committee recommends that the plan be reaffirmed in its present form except for updates to various contacts in the appendices.

Motion was made and duly seconded to reaffirm the Trauma Triage Plan with necessary updates to the appendices. **Motion CARRIED.**

#### **NSPA**

Rob Logan reported for NSPA. JT Clark has begun his work as NSPA Executive Director. NSPA has been asked to appoint a member to the WVEMS board. Bobby Baker has expressed interest, but they have not yet officially made the appointment. An appointment is expected prior to the next board meeting.

#### **EMS Advisory Board**

Dale Wagoner reported for the EMS Advisory Board. A written report is attached. He noted several actions underway to meet legislative mandates from the last session, and several initiatives that will likely become before the general assembly in the coming session.

#### **NEW BUSINESS**

None

#### **PRESIDENT'S REPORT**

The President reported 75 percent of directors in attendance. President Wirt reported that this would be Mary Christian's last regular board meeting, as she is transitioning to part-time employment. The President offered a resolution to Mary commending her work. The Executive Director read the resolution.

Motion was made and duly seconded to adopt the resolution. **Motion CARRIED.**

#### **STAFF REPORTS**

Rob Logan – Reported on new IT support arrangements, and on the hiring process for the new administrative assistant position.

Cathy Cockrell – Reported on progress toward the Franklin County satellite EMT-I program.

Mary Christian  
None

Charles Berger  
None

Gene Dalton  
None

Mike Garnett  
None

#### **OTHER BUSINESS**

Bobby Baker of LewisGale Medical Center advised the board of a speaker's bureau... a two-part series of prominent speakers on various emergency management topics, that will be presented by NSPA.

Ford Wirt advised the board of a large national ambulance service provider that suddenly ceased business, leaving employees stranded without jobs without notice, and putting a burden on its customers and other service providers.

#### **HEARING OF THE PUBLIC**

None

Being no further business, the meeting was adjourned at 3:20 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL  
UNAUDITED TREASURER'S REPORT  
AS OF  
NOVEMBER 2013

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450	108,363	25.00%
LOCAL GOVERNMENT	130,000	126,782	97.52%
UNITED WAYS	2,000	1,704	85.22%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA REVENUE	325,000	125,965	38.76%
DIRECT PROGRAM INCOME (Tuition, grants, VDH/OEMS)	170,000	48,551	28.56%
DIRECT MRC INCOME	55,000	21,986	39.97%
CISM REVENUE			
NSPA OFFSET REVENUE (Contract for services)	8,000	13,046	163.08%
RENT INCOME (NSPA)	18,000	7,500	41.67%
OTHER INCOME - SALE OF ASSET	6,194	6,494	104.84%
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	3,500		0.00%
INVESTMENT / GAINS/LOSSES	15,000	8,235	54.90%
MISCELLANEOUS/SPECIAL FUNDS			
<b>TOTAL REVENUES</b>	<b>1,167,144</b>	<b>468,626</b>	<b>40.15%</b>
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	387,000	176,120	45.51%
PAYROLL TAXES (FICA)	29,606	13,070	44.15%
VEC	750	135	18.06%
403(b) / RETIREMENT	19,350	7,593	39.24%
HOSPITAL / MEDICAL INSURANCE	51,300	24,249	47.27%
LIFE INSURANCE/DISABILITY	10,000	4,902	49.02%
DENTAL INSURANCE	3,600	1,204	33.46%
PROFESSIONAL SERVICES/FEES	8,500	240	2.82%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,000	240	12.00%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	18,500	9,731	52.60%
POSTAL / SHIPPING	2,000	809	40.43%
TELECOMMUNICATIONS	12,500	3,720	29.76%
SUPPLIES (ADMIN)	7,044	2,619	37.18%
EQUIPMENT	4,000	6,022	150.54%
INSURANCE	8,000	5,494	68.68%
DIRECT NSPA/VHHA EXPENSE	325,000	112,677	34.67%
DIRECT PROGRAM EXPENSES	150,000	63,448	42.30%
DIRECT MRC EXPENSES	55,000	22,840	41.53%
PRINTING / PUBLICATIONS	4,000	2,626	65.65%
TRAVEL / LODGING	7,000	412	5.89%
FUEL/VEHICLE MAINTENANCE	15,194	4,859	31.98%
MEETING SUPPORT	1,200	267	22.28%
DUES / MEMBERSHIP FEES	1,200	765	63.75%
STAFF DEVELOPMENT	12,500	2,567	20.53%
CISM PROGRAM COSTS	2,000	493	24.67%
COMMUNICATION SITE RENTAL	8,100	3,375	41.67%
COMMUNICATIONS WIRELINES	7,500	3,931	52.41%
COMMUNICATIONS MAINTENANCE	7,000	3,596	51.37%
COMMUNICATIONS UTILITIES	800	187	23.42%
COMMUNICATIONS INSURANCE	3,000	1,250	41.67%
COMMUNICATIONS EQUIPMENT	2,500		0.00%
<b>TOTAL EXPENDITURES</b>	<b>1,167,144</b>	<b>479,443</b>	<b>41.08%</b>

NSPA-VHHA

REVENUES (NSPA ACCOUNTS)	TOTAL
SPECIAL GRANTS / HOSPITAL FOUNDATIONS	55,092
<b>TOTAL REVENUES</b>	55,092
EXPENDITURES (NSPA ACCOUNTS)	TOTAL
SALARIES - NSPA	41,422
PAYROLL TAXES (FICA) - NSPA	2,826
BENEFITS - NSPA	1,334
VEC - NSPA	
<b>TOTAL EXPENDITURES</b>	45,582

REVENUES (VHHA ACCOUNTS)	TOTAL
VHHA FUNDING	70,873
<b>TOTAL REVENUES</b>	70,873
EXPENDITURES (VHHA ACCOUNTS)	TOTAL
SALARIES - VHHA	51,510
PAYROLL TAXES (FICA) - VHHA	3,932
BENEFITS - VHHA	2,111
VEC - VHHA	
MISC. - VHHA	9,542
<b>TOTAL EXPENDITURES</b>	67,095



## PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	4,760
OEMS FUNDS - ENHANCED	1,020
OEMS FUNDS - ADJUNCT	1,200
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
PROGRAM SERVICE FEES	1,680
PROTOCOL, ETC. SALES	
TEXTBOOK SALES	1,015
CONSOLIDATED TESTING	7,625
DRUG BOX ENTRANCE FEES	5,557
GRANTS & SPECIAL PROJECTS	2,766
SALES - CONSUMER GOODS	1,439
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	
PROGRAM TUITION - ENHANCED	8,574
PROGRAM TUITION - ADJUNCT	900
PROGRAM TUITION - CARDIC	
PROGRAM TUITION - OTHER	
PROGRAM TUITION - NRVTC	1,050
ID CARD SALES	
COMMUNITY COLLEGE COURSE REVENUE	10,965
<b>TOTAL REVENUES</b>	<b>48,551</b>

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	6,048
CONTRACTS FOR SERVICES (ENHANCED)	7,741
CONTRACTS FOR SERVICES (ADJUNCT)	1,230
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	
CONTRACTS FOR SERVICES (ALS TEST)	4,562
CONTRACTS FOR SERVICES (CTS)	7,661
CONTRACTS FOR SERVICES (CE WEEKENDS)	150
CONTRACTS FOR SERVICES (DRUG TESTING)	240
CONTRACT FOR SERVICES (MONROE HEALTH CENTER)	
PAYROLL TAXES (FICA)	1,893
VEC	986
RENT - NRV TRAINING CENTER	338
POSTAGE (NRVTC)	
SUPPLIES (Programs)	1,017
SUPPLIES (CTS)	576
SUPPLIES (ALS TESTING)	
SUPPLIES (EDUCATION)	194
SUPPLIES (NRVTC)	580
SUPPLIES (MONROE HEALTH CENTER)	
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ALS)	1,580
TEXTBOOKS (BLS)	
TEXTBOOKS (ITLS)	
TEXTBOOKS (NRVTC)	
TEXTBOOKS (MONROE HEALTH CENTER)	
EQUIPMENT (BLS)	
EQUIPMENT (BLS TESTING)	
EQUIPMENT (ALS TESTING)	
EQUIPMENT (EDUCATION)	
EQUIPMENT (NRVTC)	
INSURANCE	2,242
TRAVEL (MONROE HEALTH CENTER)	
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	
AMLS CERTIFICATES AND CARDS	5,122
GRANTS & SPECIAL PROJECTS	
DRUG BOX EXCHANGE	7,898
CREDIT CARD DISCOUNT	1,199
MERCHANDISE FOR RESALE	1,141
ID CARD PROGRAM	85
COMMUNITY COLLEGE FEES	10,965
TUITION REIMBURSEMENT - ENHANCED	
TUITION REIMBURSEMENT - INTERMEDIATE	
<b>TOTAL EXPENDITURES</b>	<b>63,448</b>

## MRC

REVENUE (MRC ACCOUNTS)	TOTAL
PROGRAM MANAGEMENT - MRC	20,000
COST REIMBURSEMENT - MRC	1,986
<b>TOTAL REVENUES</b>	21,986
EXPENSES (MRC ACCOUNTS)	TOTAL
SALARIES AND WAGES - MRC	17,510
FICA EXPENSE - MRC	1,326
VEC - MRC	
HOSPITAL MEDICAL - MRC	1,845
DENTAL INSURANCE - MRC	172
POSTAGE - MRC	
TELECOMMUNICATIONS - MRC	369
SUPPLIES - MRC	53
PROMOTIONAL - MRC	
TRAINING SUPPLIES - MRC	
EQUIP-MRC	
TRAVEL/LODGING - MRC	1,201
DUES & MEMBERSHIPS - MRC	
STAFF DEVELOPMENT	363
PROFESSIONAL SERVICES	
MEETING SUPPORT - MRC	
<b>TOTAL EXPENDITURES</b>	22,840

## WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet  
November 30, 2013

## ASSETS

## Current Assets

PETTY CASH	\$	69.59
FSA CASH		544.69
SUNTRUST CHECKING		197,893.24
SUNTRUST PAYROLL		200.00
VALLEY BANK MONEY MARKET		65,545.90
PREPAID EXPENSES		8.69
ACCOUNTS RECEIVABLE		75,420.79
DUE FROM NSPA		13,337.78

Total Current Assets		353,020.68
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## Property and Equipment

Total Property and Equipment		0.00
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## Other Assets

FRANKLIN TEMPLETON	121,447.84
COMMUNICATIONS EQUIPMENT	68,229.26
MISCELLANEOUS EQUIPMENT	321,713.64
OFFICE EQUIPMENT	41,231.94
BUILDING	175,223.00
LAND	201,600.00
BLDG. IMPROVEMENTS	64,232.94
GENERATOR BUILDING & EQUIPMENT	16,672.25
ACCUMULATED DEPRECIATION	(293,667.90)

Total Other Assets		716,682.97
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Total Assets	\$	1,069,703.65
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## LIABILITIES AND CAPITAL

## Current Liabilities

ACCRUED SALARIES	\$	29,699.24
SALES TAX PAYABLE		49.82
FLEX SPENDING ACCOUNT-MEDICAL		542.68
DEFERRED REVENUE		3,402.95
DEFERRED REVENUE-BREMS CBA		3,181.76

Total Current Liabilities		36,876.45
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## Long-Term Liabilities

Total Long-Term Liabilities		0.00
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Total Liabilities		36,876.45
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## Capital

FUND BAL. UNRESTRICTED	707,162.00
FUND BAL. UNRESTRICTED DES.	55,036.00
RETAINED EARNINGS	287,717.67
FUND BALANCE TEMP. RESTR.	20,374.00
Net Income	(37,462.47)

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

November 30, 2013

Total Capital	<u>1,032,827.20</u>
Total Liabilities & Capital	<u>\$ 1,069,703.65</u>



**AUDITOR'S REPORT  
AND  
FINANCIAL STATEMENTS**

**JUNE 30, 2013**



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

**AUDITOR’S REPORT  
AND  
FINANCIAL STATEMENTS**

**June 30, 2013**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Western Virginia Emergency Medical Services Council, Inc.

We have audited the accompanying statement of financial position of Western Virginia Emergency Medical Services Council, Inc. ("Council's") as of June 30, 2013, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audit. The financial statements as of June 30, 2011 were audited by Dixon Hughes Goodman LLP, and whose report dated November 2, 2011 expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Western Virginia Emergency Medical Services Council, Inc. and Subsidiary as of June 30, 2013, and its changes in net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

*Brown, Edwards & Company, L.L.P.*

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia  
December 12, 2012



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

**STATEMENTS OF FINANCIAL POSITION**

**June 30, 2013 and June 30, 2012**

	<u><b>2013</b></u>	<u><b>2012</b></u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 147,609	\$ 322,925
Restricted cash	216	5,236
Accounts receivable	302,802	262,366
Prepaid expenses	11,481	13,252
Investments (Note 2)	107,394	121,033
Custodial funds	<u>24,465</u>	<u>26,086</u>
Total current assets	593,967	750,898
Property and equipment, net (Note 3)	<u>575,468</u>	<u>423,648</u>
Total assets	<u><u>\$ 1,169,435</u></u>	<u><u>\$ 1,174,546</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Accounts payable	\$ 29,992	\$ 41,095
Accrued expenses	30,296	40,841
Deferred revenue	4,202	124,516
Custodial funds liability	24,465	26,086
Other liabilities	<u>1,619</u>	<u>2,705</u>
Total liabilities	<u>90,574</u>	<u>235,243</u>
<b>NET ASSETS</b>		
Unrestricted	1,072,876	933,036
Unrestricted-designated (Note 4)	<u>5,985</u>	<u>6,001</u>
Total unrestricted	1,078,861	939,037
Temporarily restricted (Note 5)	<u>-</u>	<u>266</u>
Total net assets	<u>1,078,861</u>	<u>939,303</u>
Total liabilities and net assets	<u><u>\$ 1,169,435</u></u>	<u><u>\$ 1,174,546</u></u>

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

**STATEMENTS OF ACTIVITIES**

**Year Ended June 30, 2013**

	<b>2013</b>		
	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>
<b>Revenues, gains, and other support:</b>			
State government	\$ 482,990	\$ -	\$ 482,990
Federal grant revenue	-	591,506	591,506
Local government (Note 6)	133,332	-	133,332
Other support and income	341,145	-	341,145
United Way organizations	2,911	-	2,911
Unrealized and realized gains	10,859	-	10,859
Investment income	7,776	-	7,776
Net assets released from restrictions and reclassifications	591,772	(591,772)	-
<b>Total revenues</b>	<b>1,570,785</b>	<b>(266)</b>	<b>1,570,519</b>
<b>Expenses (Note 7)</b>			
Program services	1,175,384	-	1,175,384
Management and general	255,577	-	255,577
<b>Total expenses</b>	<b>1,430,961</b>	<b>-</b>	<b>1,430,961</b>
<b>Change in net assets</b>	<b>139,824</b>	<b>(266)</b>	<b>139,558</b>
<b>NET ASSETS</b>			
Beginning	939,037	266	939,303
Ending	<u>\$ 1,078,861</u>	<u>\$ -</u>	<u>\$ 1,078,861</u>

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

**STATEMENTS OF ACTIVITIES**

**Year Ended June 30, 2012**

	<b>2012</b>		
	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>
<b>Revenues, gains, and other support:</b>			
State government	\$ 482,746	\$ -	\$ 482,746
Federal grant revenue	-	470,804	470,804
Local government (Note 6)	133,332	-	133,332
Other support and income	155,212	-	155,212
United Way organizations	3,365	-	3,365
Unrealized and realized losses	(5,067)	-	(5,067)
Investment income	3,089	-	3,089
Net assets released from restrictions and reclassifications	472,579	(472,579)	-
<b>Total revenues</b>	<b>1,245,256</b>	<b>(1,775)</b>	<b>1,243,481</b>
<b>Expenses (Note 7)</b>			
Program services	976,358	-	976,358
Management and general	242,373	-	242,373
<b>Total expenses</b>	<b>1,218,731</b>	<b>-</b>	<b>1,218,731</b>
<b>Change in net assets</b>	<b>26,525</b>	<b>(1,775)</b>	<b>24,750</b>
<b>NET ASSETS</b>			
Beginning	912,512	2,041	914,553
Ending	<u>\$ 939,037</u>	<u>\$ 266</u>	<u>\$ 939,303</u>

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

**STATEMENTS OF CASH FLOWS**  
**For the Years Ended June 30, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 139,558	\$ 24,750
Adjustments to reconcile the change in net assets to net cash (used in) provided by operating activities:		
Depreciation expense	26,536	19,451
Unrealized and realized (gains) losses on investments	(10,859)	5,067
Change in certain operating assets and liabilities:		
(Increase) decrease in:		
Accounts receivable	(40,436)	(90,426)
Prepaid expense	1,771	(5,472)
Increase in:		
Accounts payable	(11,103)	5,012
Accrued expenses and other liabilities	(11,631)	11,066
Deferred revenue	(120,314)	124,516
<b>Net cash provided by (used in) operating activities</b>	<u>(26,478)</u>	<u>93,964</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(178,356)	-
Change in investments, net of proceeds from sales	<u>24,498</u>	<u>(126,100)</u>
<b>Net cash used in investing activities</b>	<u>(153,858)</u>	<u>(126,100)</u>
<b>Decrease in cash and cash equivalents and restricted cash</b>	(180,336)	(32,136)
<b>TOTAL CASH AND CASH EQUIVALENTS AND RESTRICTED CASH</b>		
Beginning	<u>328,161</u>	<u>360,297</u>
Ending	<u><u>\$ 147,825</u></u>	<u><u>\$ 328,161</u></u>

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 1. Nature of Operations and Significant Accounting Policies**

Nature of operations:

Western Virginia Emergency Medical Services Council, Inc. (Council) was organized in September 1975 as a not-for-profit, nonstock corporation under the applicable laws of the Commonwealth of Virginia. The purpose of the Council is to plan and implement a system for the arrangement of personnel, facilities, equipment, and supplies for the provision and delivery of health care services under emergency conditions. The Council serves the counties of Alleghany, Botetourt, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pittsylvania, Pulaski, and Roanoke and the cities of Covington, Danville, Martinsville, Radford, Roanoke, and Salem.

Basis of financial statement presentation and accounting:

The financial statements of the Council have been prepared in accordance with accounting principles generally accepted in the United States of America. The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

The accompanying financial statements present information regarding the Council's financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. The three classes are differentiated based on the existence or absence of donor-imposed restrictions, as described below:

**Unrestricted** net assets are free of donor-imposed restrictions. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors or may otherwise be limited by contractual agreements with outside parties. Revenues that are not temporarily or permanently restricted by donors are included in this classification. Expenses are reported as decreases in this classification.

**Temporarily restricted** net assets are limited in use by donor-imposed stipulations that expire either by the passage of time or that can be fulfilled by action of the Council pursuant to those stipulations.

**Permanently restricted** net assets are amounts required by donors to be held in perpetuity; however, generally, the income on these assets is available to meet various restricted and other operating needs. There are currently no permanently restricted net assets.

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 1. Nature of Operations and Significant Accounting Policies (Continued)**

Cash and cash equivalents:

The Council considers cash, money market accounts, and highly liquid investments with a maturity of three months or less when purchased to be cash and cash equivalents. Cash equivalents are stated at cost, which approximates fair value. Cash held for long-term investment is classified as investments.

Restricted cash:

Restricted cash includes funds received by the Near Southwest Preparedness Alliance for the Bioterrorism Hospital Preparedness Program and not yet expended at year-end. This grant is further described in Note 5.

Accounts receivable:

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Based on management's assessment of the credit history with customers and agencies having outstanding balances and current relationships with them, it has concluded that realization losses on balances outstanding at year-end will be immaterial.

Investments:

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values, as determined by quoted market prices, in the statements of financial position. Net unrealized and realized gains or losses are reflected in the statements of activities.

Custodial funds:

Custodial funds consist of funds and equipment held in a custodial capacity on behalf of a state task force.

Income and realized and unrealized net gains on investments are reported as increases in unrestricted net assets.

Property and equipment:

Property and equipment is stated at cost or, if donated, at fair market value at the date of donation, less accumulated depreciation. Depreciation is recorded using the straight-line method over estimated useful lives of the assets.

Equipment is removed from the records and any gain or loss is recognized at the time of disposal. Expenditures for acquisition, renewals, and replacements exceeding \$5,000 are capitalized. Maintenance and repair costs are charged to expense as incurred.

Deferred revenue:

Deferred revenue principally represents grant proceeds received but not yet expended.

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 1. Nature of Operations and Significant Accounting Policies (Continued)**

Functional allocation of expenses:

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs, such as salaries, benefits, utilities, supplies, and other generic operating expenses, have been allocated among the programs and supporting services benefited.

Fair value measurements:

The Council carries investments at fair value. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, a market-based approach is used which establishes that fair value is based on the “highest and best use”. The Council categorizes its financial instruments, based on the priority of the inputs to the valuation technique, into a three-level fair value hierarchy as reflected below. The fair value hierarchy gives the highest priority to unadjusted quoted prices in active markets (Level 1) and the lowest priority to unobservable inputs (Level 3).

**Level 1** – Fair values are based on unadjusted quoted prices in active markets for identical assets or liabilities that management has the ability to access at the measurement date.

**Level 2** – Fair values are based on inputs other than quoted prices in Level 1 that are either for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that were observable for the asset or liability, or inputs that are derived principally from or corroborated by observable market data by correlation or other means.

**Level 3** – Fair values are based on unobservable inputs for the asset or liability where there is little, if any, market activity for the asset or liability at the measurement date.

Income taxes:

The Council is classified as an exempt organization for federal income tax purposes under Section 501(c)(3) of the *Internal Revenue Code*.

The federal Form 990 information returns of the Council for 2009, 2010, and 2011 are subject to examination by the Internal Revenue Service, generally for three years after they are filed.

Credit risk concentrations:

Financial instruments which potentially subject the Council to concentrations of credit risk consist principally of cash and cash equivalents, accounts receivable, and investments. The Council places its cash with high-credit, quality financial institutions. A portion of the Council’s bank deposits are in excess of federally insured limits. Concentrations of credit risk with respect to accounts receivables occur due to the limited number of governmental and commercial accounts. Approximately 98% of accounts receivable at June 30, 2012 were from the Council’s three largest funding sources. Approximately 80% of accounts receivable at June 30, 2012 were from the Council’s two largest funding sources.

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 2. Investments**

The Council's investments are reported at fair value in the accompanying statement of financial position. The methods used to measure fair value may produce an amount that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Council believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

<b>Fair Value Measurements at Reporting Date Using:</b>			
	<u><b>Fair Value</b></u>	<u><b>Level 1</b></u>	<u><b>Level 3</b></u>
<b><u>June 30, 2012</u></b>			
Mutual funds			
Balanced funds	\$ 33,543	\$ 33,543	\$ -
Mid-cap growth funds	8,933	8,933	-
International funds	14,258	14,258	-
Income funds	38,868	38,868	-
REIT	25,430	-	25,430
	<u>25,430</u>	<u>-</u>	<u>25,430</u>
 Total	 <u>\$ 121,032</u>	 <u>\$ 95,602</u>	 <u>\$ 25,430</u>

The following is a reconciliation of Level 3 investments for which significant unobservable inputs were used to determine fair value as of June 30:

	<u><b>2013</b></u>
Balance, beginning	\$ -
Initial purchase	25,000
Additional purchases through income reinvestment	<u>430</u>
Balance, ending	<u>\$ 25,430</u>

The fair value of the investment in REIT is based on a per share value estimated by the Trust Manager.



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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 3. Land, Buildings, and Equipment**

Land, buildings, and equipment consist of the following as of December 31:

	<u>Estimated Useful Life</u>	<u>2013</u>	<u>2012</u>
Land		\$ 201,600	\$ 201,600
Building	39 years	175,223	175,223
Building improvements	39 years	64,233	64,233
Communications equipment	5-10 years	51,758	151,377
Office equipment	5-10 years	41,880	50,881
Miscellaneous equipment	5-10 years	162,782	191,510
Generator building and equipment	15-20 years	11,402	11,402
		708,878	846,226
Less accumulated depreciation		<u>(285,230)</u>	<u>(403,127)</u>
		<u><u>\$ 423,648</u></u>	<u><u>\$ 443,099</u></u>

**Note 4. Designated Net Assets**

A designation of net assets is made to indicate plans for financial resource utilization in a future period. In accordance with policies established by resolution of the Board of Directors of the Council, a reserve fund was established to serve as a future source of operating funds and to support special projects. Transfers from an operating account to this reserve fund, as well as any expenditure from this fund require board action. Unrestricted net assets have been designated for future use in the amounts of \$6,001 and \$5,627 for 2012 and 2011, respectively.

**Note 5. Federal Grants**

The Near Southwest Preparedness Alliance (NSPA) is a division within the Council. NSPA has received a grant passed through the Virginia Department of Health from the Department of Health and Human Services. This grant is cooperative agreement entitled The Bioterrorism Hospital Preparedness Program. Under this grant, NSPA is to establish a regional emergency preparedness infrastructure for health care institutions in Southwest Virginia. They are also to purchase equipment and pharmaceuticals, which remain the property of the health care institutions, and to provide training on the proper use of this equipment. At June 30, 2012 and 2011, the amount due from the grantor was \$121,823 and \$58,026, respectively, representing 46% and 34% of accounts receivable at June 30, 2012 and 2011, respectively. Net assets temporarily restricted under the grant were \$266 and \$2,041 as of June 30, 2012 and 2011, respectively.

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 6. Local Government Support**

Local government support received by the Council is as follows:

	<u><b>2013</b></u>	<u><b>2012</b></u>
City of Roanoke	\$ 14,100	\$ 14,100
County of Roanoke	13,922	13,922
County of Montgomery	13,111	13,111
County of Pittsylvania	10,792	9,800
County of Franklin	9,800	10,576
City of Danville	9,060	9,060
County of Henry	7,518	7,518
County of Pulaski	7,352	7,352
County of Botetourt	6,722	6,722
City of Salem	5,973	5,973
County of Patrick	5,278	5,278
County of Alleghany	4,992	4,992
County of Giles	4,958	4,957
City of Martinsville	4,758	4,294
City of Radford	4,816	4,816
County of Floyd	3,506	3,507
City of Covington	3,571	3,571
County of Craig	3,103	3,103
	<u><u>\$ 133,332</u></u>	<u><u>\$ 132,652</u></u>

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 7. Functional Allocation of Expenses**

Expenses incurred were:

	<b>2013</b>		
	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 180,456	\$ 152,139	\$ 332,595
NSPA Expenses	348,000	-	348,000
VHHA Expenses	70,072	-	70,072
Contracts for services	90,666	-	90,666
Payroll tax and employee benefits	67,279	40,458	107,737
Salaries – education and testing	52,717	-	52,717
MRC expenses	50,991	-	50,991
BREMS – MRC support expenses	304	-	304
CBA expenses	3,561	-	3,561
Special projects	12,635	-	12,635
Supplies and equipment	6,614	9,235	15,849
Depreciation	-	19,451	19,451
Utilities	17,845	-	17,845
Maintenance and repairs	11,639	-	11,639
Travel, mileage, and lodging	13,315	3,413	16,728
Professional fees	13,355	-	13,355
Insurance	4,928	7,736	12,664
Telecommunications	6,219	5,322	11,541
Textbooks	11,313	-	11,313
Equipment rental	8,100	-	8,100
Staff development	6,040	1,551	7,591
Rent	5,338	-	5,338
Miscellaneous	7,133	-	7,133
Postage	1,191	904	2,095
Printing and publications	2,292	1,439	3,731
CISM conference and miscellaneous	1,946	-	1,946
Dues and membership	410	725	1,135
Inter-divisional rent	(18,000)	-	(18,000)
	<u>\$ 976,359</u>	<u>\$ 242,373</u>	<u>\$ 1,218,732</u>

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 7. Functional Allocation of Expenses (Continued)**

Expenses incurred were:

	<b>2011</b>		
	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 181,185	\$ 136,937	\$ 318,122
NSPA Expenses	312,812	-	312,812
VHHA Expenses	-	-	-
Contracts for services	151,491	-	151,491
Payroll tax and employee benefits	70,690	36,346	107,036
Salaries – education and testing	62,288	-	62,288
MRC expenses	49,735	-	49,735
BREMS – MRC support expenses	-	-	-
CBA expenses	-	-	-
Special projects	23,587	-	23,587
Supplies and equipment	5,835	15,028	20,863
Depreciation	-	17,793	17,793
Utilities	16,923	-	16,923
Maintenance and repairs	15,892	255	16,147
Travel, mileage, and lodging	10,699	2,782	13,481
Professional fees	13,335	-	13,335
Insurance	4,378	7,893	12,271
Telecommunications	7,396	4,404	11,800
Textbooks	11,027	-	11,027
Equipment rental	8,100	-	8,100
Staff development	5,447	1,296	6,743
Rent	5,338	-	5,338
Miscellaneous	4,490	-	4,490
Postage	2,246	935	3,181
Printing and publications	2,128	806	2,934
CISM conference and miscellaneous	1,928	-	1,928
Dues and membership	247	1,437	1,684
Inter-divisional rent	(18,000)	-	(18,000)
	<u>\$ 949,197</u>	<u>\$ 225,912</u>	<u>\$ 1,175,109</u>

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2013**

**Note 8. Retirement Plan**

The Council has a Simplified Employee Pension Plan covering all salaried employees who are at least 21 years of age, have received at least \$300 in compensation during the current year, and have completed one year of employment. This one year of employment is defined as having any portion of the year prior to the January 1 enrollment date. The Council contributes a 5% match of the employees' eligible contributions. The Council contributed \$18,224 and \$27,701 to the plan in 2012 and 2011.

**Note 9. Compensated Absences**

Each employee earns paid time off (PTO) in accordance with the Council's policies. At the end of each fiscal year, balances of PTO up to 200 hours are carried forward. At June 30, 2012 and 2011, the accrual for compensated balances was \$28,590 and \$26,153, respectively, and is included in accrued expenses on the statement of financial position.

**Note 10. Arrangement with the Alliance for Emergency Medical Education and Research**

The Council provides all labor, including office support, and management and fiscal oversight to Alliance for Emergency Medical Education and Research (AEMER), a separate 501(c) organization, to manage an annual education symposium for emergency medical services providers.

**Note 11. Subsequent Events**

Subsequent events were considered through December 12, 2012, the date the financial statements were available to be issued.



# Annual Report

July 1, 2012 - June 30, 2013

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

and

**Near Southwest Preparedness Alliance**



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### Staff Directory (as of 11-1-2013)

- ♦ Executive Director: Robert H. Logan, Ph.D. (logan@vaems.org)
- ♦ Education Program Director: Cathy Cockrell, CICP, CCEMT-P, NREMT-P (ccockrell@vaems.org)
- ♦ Business Manager: Mary H. Christian (mchristian@vaems.org)
- ♦ Administrative Assistant: Sandra D. Short - (sshort@vaems.org)
- ♦ Senior Field Coordinator: Charles W. Berger, NREMT-P (cberger@vaems.org)
- ♦ Field Coordinator: Michael L. Garnett, NREMT-P (mgarnett@vaems.org)
- ♦ Field Coordinator: William E. (Gene) Dalton (gdalton@vaems.org)
- ♦ NSPA Executive Director: John T. Clark, MHA (jtclark@vaems.org)
- ♦ NSPA Assistant Director: Keith Dowler (kdowler@vaems.org)
- ♦ NSPA Materials Manager: Phillip Belcher (pbelcher@vaems.org)
- ♦ Medical Reserve Corps Coordinator: Tanya Ferraro (tferraro@vaems.org)
- ♦ 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 Competitiveness Center)
- Piedmont Office: 1024 DuPont Road, Martinsville VA 24115  
(located in the Henry County Public Safety Training Center)

Additional Contact information is found on page 12, and on our website: [www.wvems.org](http://www.wvems.org)

## Mission

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

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

### Regional emergency medical services councils

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

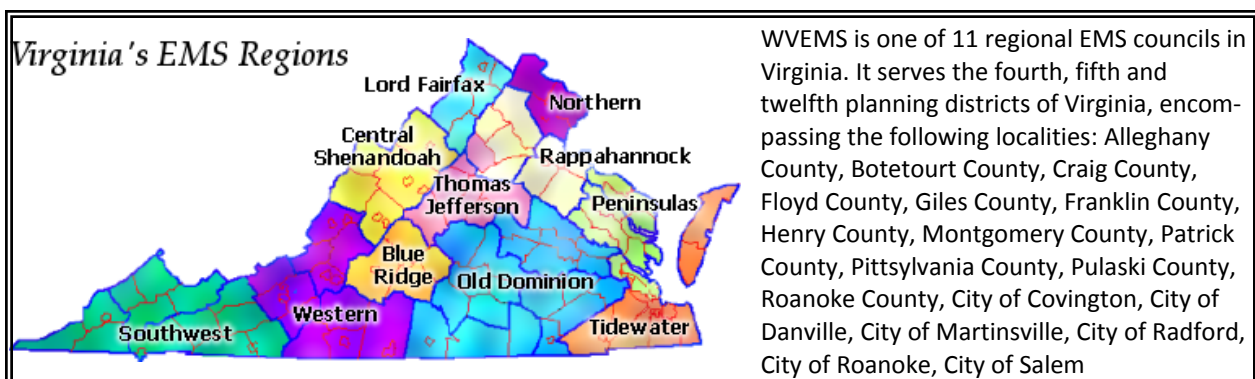
The Board shall review those agencies that were the designated regional emergency medical services councils. The Board shall, in accordance with the standards established in its regulations, review and may renew or deny applications for such designations every three years. In its discretion, the Board may establish conditions for renewal of such designations or may solicit applications for designation as a regional emergency medical services council.

Each council shall include, if available, representatives of the participating local governments, fire protection agencies, law-enforcement agencies, emergency medical services agencies, hospitals, licensed practicing physicians, emergency care nurses, mental health professionals, emergency medical technicians and other appropriate allied health professionals.

Each council shall adopt and revise as necessary a regional emergency medical services plan in cooperation with the Board.

The designated councils shall be required to match state funds with local funds obtained from private or public sources in the proportion specified in the regulations of the Board. Moneys received directly or indirectly from the Commonwealth shall not be used as matching funds. A local governing body may choose to appropriate funds for the purpose of providing matching grant funds for any council. However, this section shall not be construed to place any obligation on any local governing body to appropriate funds to any council.

The Board shall promulgate, in cooperation with the State Emergency Medical Services Advisory Board, regulations to implement this section, which shall include, but not be limited to, requirements to ensure accountability for public funds, criteria for matching funds, and performance standards.





## Leadership and Oversight

### ***Board of Directors***

Ford S. Wirt, President\*  
Steven D. Eanes, Vice President\*  
Stephen G. Simon., Secretary\*  
R. Carey Harvey, Treasurer\*  
Steve Allen  
William O. Altman  
Karen Alldredge, MD  
John E. Beach  
James L. Cady, Sr.\*  
Tim Duffer  
Dallas Taylor, RN  
W. Steven Davis  
Timothy Dick  
Jason Ferguson  
Joe Coyle  
Daryl Hatcher  
Rickey Hodge  
Michael Jefferson  
Charles J. Lane, M.D., FACEP  
Robert H. Logan, Ph.D.\* (non-voting)  
Ryan Muterspaugh  
*vacant*  
Kristopher Shrader  
Lee Simpkins  
L. Joseph Trigg\*  
J. Dale Wagoner\*  
Bill Brown

### ***Representing***

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

*\*Executive committee*

### ***Committee and Program Leaders***

Executive Committee - Ford Wirt, Chair  
Medical Direction Committee - Charles Lane, M.D., Regional Medical Director/Chair  
General Performance Improvement Committee - Charles Lane, M.D., Chair  
Trauma Performance Improvement Committee - Charles Lane, M.D., Chair  
Personnel and Training Committee - Steve Simon, Chair  
Near Southwest Preparedness Alliance (NSPA) - Carol M. Gilbert, M.D., Chair  
Critical Incident Stress Management Team (CISM) - Mary Jones, Team Administrator  
Allied Resources Committee - Steve Simon, Chair  
Communications Committee - Jim Cady, Sr., Chair  
Pharmacy Committee - Nadine Gilmore, R. Ph., 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 Vinton War Memorial. Recognized providers and agencies in ten categories of regional EMS awards and one scholarship. Submitted regional award recipients as statewide EMS award nominees. One winner went on to win Governor's awards.
- ✓ Coordinated and provided a point of contact for an accredited (VOEMS) regional critical incident stress management (CISM) Team consisting of some 50 volunteer mental health and peer public safety debriefers. Quarterly team meetings were conducted, along with several special events. Gained state CISM accreditation.
- ✓ Responded to 19 requests for CISM team interventions, and provided numerous educational sessions.
- ✓ Maintained statewide "Virginia EMS Jobs" web database for the Virginia Office of EMS.
- ✓ Managed multi-regional Consolidated Test Site 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.

## ***EMS Education and Advocacy***

- ✓ Provided standardized testing of enhanced and intermediate students exiting from initial certification courses.
- ✓ Coordinated 20 scheduled OEMS consolidated test sites throughout the region, registering 469 students for testing.
- ✓ Conducted four Regional EMS Instructor Network meetings, including ALS coordinators, emergency operations instructors and EMT instructors. The focus of this year's meetings was training of "roll-out trainers" for the new Operational Guidelines.
- ✓ Provided a loaner library of EMS educational videos and training equipment.
- ✓ Participated in program planning for the annual statewide EMS symposium held November 2011 in Norfolk attended by some 1500 EMS providers, nurses and physicians.
- ✓ Offered four EMT-Enhanced courses, enrolling 37 students.
- ✓ Offered one EMT-Intermediate course enrolling 29 students.
- ✓ Partnered agency in accredited EMT-Intermediate programs at the Roanoke Valley Regional Fire-EMS Training Center, New River Valley Training Center, and the Franklin County Department of Public Safety.
- ✓ Partnered with community colleges across the region to offer college credits for EMS educational programs at no additional cost to students.
- ✓ Offered over 350 hours of ALS and BLS continuing education, including the following:
- ✓ Offered four International Trauma Life Support (ITLS) courses.
- ✓ Actively participated in numerous State-level committees and work groups.
- ✓ Served on advisory boards for local college and university programs.
- ✓ Participated in pre-hospital care committees for hospitals in the region.
- ✓ Conducted six peer review committee meetings
- ✓ Promoted and co-sponsored numerous educational events across the region.
- ✓ Participated in disaster exercises in six localities, including multi-jurisdictional drills.
- ✓ Served as site evaluator for other planned EMT-Intermediate programs.
- ✓ Participated in statewide committee reviewing BLS testing procedures and scenarios.
- ✓ Participated in statewide committee charged with writing guidelines for VA EMS providers.
- ✓ Staff members attended national EMS conferences.
- ✓ 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 PEPP, AMLS, ACLS, PALS, PHTLS BLS, and ITLS.
- ✓ Maintained regional web-based training calendar.
- ✓ Staff served as state affiliate faculty for ITLS.

### ***EMS Education and Advocacy, cont'd.***

- ✓ Membership on advisory board pursuing accreditation for Intermediate education in Franklin County.
- ✓ Active participation in regional Heart Alert committees, and staff served as Virginia AHA program chair..
- ✓ Maintained staff responsibility for BLS test site coordination to ensure uniformity and provide better customer service at BLS test sites.
- ✓ Staff served as State AMLS Coordinator.

### ***Medical Direction and Performance Improvement***

- ✓ Updated the regional ambulance diversion policy.
- ✓ Maintained a regional ambulance supply exchange and drug restocking policy.
- ✓ Continued projects for regional EMS performance improvement.
- ✓ Developed and implemented new Regional Operational Guidelines, rolled out in January 2013.
- ✓ Provided suggested guidelines for quality improvement programs in agencies.
- ✓ Endorsed 12 ALS Coordinators for recertification. according to regional guidelines.
- ✓ Reestablished and established new clinical education agreements at 13 hospitals in the region.
- ✓ Expanded clinical education to other healthcare entities beyond hospitals.
- ✓ Endorsed new Operational Medical Directors and/or Physician Course Directors for the WVEMS region.
- ✓ Worked with several Operational Medical Directors in obtaining re-endorsement of their OMD status.
- ✓ Continued and expanded the role of regional Performance Improvement Committees.
- ✓ Maintained a Regional Stroke Triage Plan and Regional Trauma Triage Plan.

### ***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, medical directors and emergency department nurse managers related to the exchange of supplies and equipment.
- ✓ Provided technical assistance and regional administration for VHASS and Web-EOC, web-based ambulance diversion and mass casualty incident management software.
- ✓ Supported statewide "WeatherSafe" program for sharing air medical turn-down information.
- ✓ Continued ownership and operation of various regional EMS communication systems.
- ✓ Replaced UHF repeaters at two sites serving Alleghany County, and installed emergency generator.
- ✓ Inspected and performed maintenance on Tinker Mountain radio tower.

### ***Public Information and Referral***

- ✓ Maintained an electronic mailing list with over 2,000 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 relation and recruitment materials.
- ✓ Regularly updated the council's Internet web site [www.wvems.org](http://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.
- ✓ Maintained and used large floor-standing display unit that is available for use throughout the region.
- ✓ Published various flyers, for courses, service offerings, etc. throughout the year.
- ✓ Conducted various surveys and published results.

## ***Mass Casualty and NSPA***

WVEMS and the Near Southwest Preparedness Alliance (NSPA) continued their joint partnership building regional medical surge capability and capacity through systematic planning, procurement of needed equipment, supplies, and training/exercise programs. Prioritization and execution of joint programs and projects were aligned based on the regional hazard vulnerability analysis (HVA) which ranked threats based on a threat as determined by likelihood and potential impact.

### **SPECIFIC RESPONSE AND PREPAREDNESS ACTIVITIES INCLUDED:**

- ✓ The continued sustainment and growth of the hospital and extended care preparedness coalition
- ✓ Improved hospital, EMS, public health, and emergency management relationships
- ✓ Procurement of two (2) 100kw generators for use in ensuring continuity of healthcare operations
- ✓ Secured a transportation and medical surge assessment of all skilled nursing facilities in the region
- ✓ Placed two (2) medical surge trailers in region to support medically fragile population in shelters
- ✓ Provided the Certified Hospital Emergency Coordinator course for 30 hospital emergency coordinators across the state
- ✓ Held the first Disaster Behavioral Health Workshop in Southwest Virginia
- ✓ Placed over 300 evacuation sleds in various hospitals within the region
- ✓ Sustained training courses to advance awareness and knowledge of disaster health responses
- ✓ Continued preparedness coordination for three (3) health district's Medical Reserve Corps
- ✓ Managed the ASPR HPP state-allocated budget of \$781,000+

### **Training Provided**

- ✓ Basic & Advanced Disaster Life Support;
- ✓ Advanced Disaster Life Support
- ✓ Certified Hospital Emergency Coordinator (CHEC)
- ✓ Communications (RIOS and BGAN) training;
- ✓ Hazmat training; Mobile medical asset (including STIP) training
- ✓ Regional Collaborative Workshop
- ✓ State Hospital Emergency Preparedness Forum
- ✓ Annual VEMA conference

## ***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 for \$958,567 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 Alliance for Emergency Medical Education and Research, co-sponsor of 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 coordination of the Medical Reserve Corps (MRC) in two health districts within the NSPA region for the Virginia Department of Health (VDH).

**FINANCIAL POSITION**

<b>June 30,</b>	<b>2013</b>	<b>2012</b>
<b>Assets</b>		
<b>Current Assets</b>		
Unrestricted cash and cash equivalents	147,609	322,925
Restricted cash	216	5,236
Accounts Receivable	302,802	262,366
Prepaid expenses	11,481	13,252
Investments	107,394	121,033
Custodial funds	24,465	26,086
<b>Total current as-</b>		
<b>sets</b>	593,967	750,898
<b>Property and equipment -</b>		
<b>net</b>	575,468	423,648
	<u>1,169,435</u>	<u>1,174,546</u>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Accounts Payable	29,992	41,095
Accrued expenses	34,498	165,357
Custodial funds liability	24,465	26,086
Other liabilities	1,619	2,705
<b>Total liabilities</b>	<u>90,574</u>	<u>235,243</u>
<b>Net Assets</b>		
Unrestricted	1,072,876	933,036
Unrestricted - designated	5,985	6,001
<b>Total unrestricted</b>	<u>1,078,861</u>	<u>939,037</u>
Temporarily restricted		266
<b>Total net assets</b>	<u>1,078,861</u>	<u>939,303</u>
	<u><u>1,169,435</u></u>	<u><u>1,174,546</u></u>

The Western Virginia EMS Council, Inc. was chartered in 1975 under the laws of the Commonwealth of Virginia.

The council is a private, not-for-profit, tax exempt organization as described in section 501 (c)(3) of the Federal IRS Code.

Donations to the council are tax deductible.

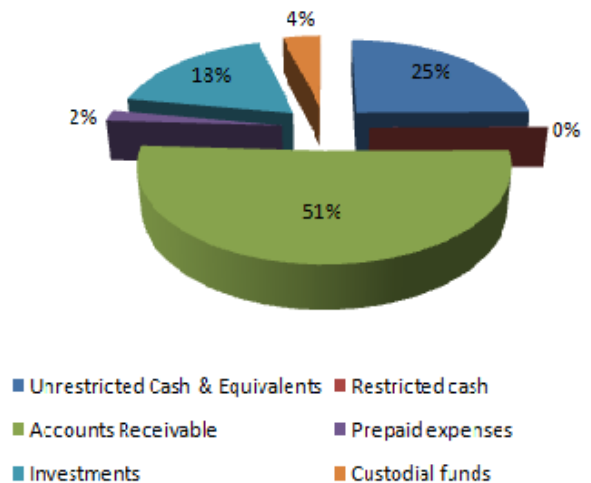
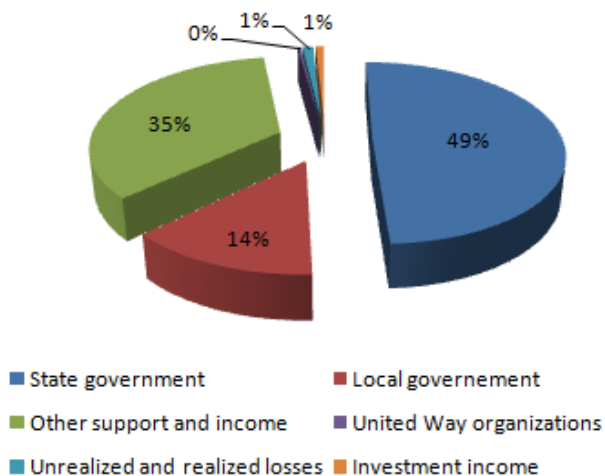
Federal Employer Identification Number (EIN): 54-1010118

DUNS Number: 011866139

Guidestar: Search EIN above or "Western Virginia Emergency Medical Services"

# STATEMENT OF ACTIVITIES

June 30,	2013	2012
<b>Unrestricted revenues and support</b>		
State government	482,990	482,746
Local government	133,332	133,332
Other support and income	341,145	155,212
United Way organizations	2,911	3,365
Unrealized and realized losses	10,859	(5,067)
Investment income	7,776	3,089
Net assets released	591,772	472,579
	<u>1,570,785</u>	<u>1,245,256</u>
<b>Expenses</b>		
Program services	1,175,384	976,358
Management and general	255,577	242,373
	<u>1,430,961</u>	<u>1,218,731</u>
<b>Change in unrestricted net assets</b>	<u>139,824</u>	<u>26,525</u>
<b>Temporarily restricted net assets</b>		
Federal grant revenue	591,506	470,804
Net assets released from restric- and reclassifications	<u>(591,772)</u>	<u>(472,579)</u>
<b>Change in temporarily restricted net assets</b>	<u>(266)</u>	<u>(1,775)</u>
<b>Change in net assets</b>	<u>139,558</u>	<u>24,749</u>
<b>Net assets - beginning of year</b>	<u>939,302</u>	<u>914,553</u>
<b>Net assets - end of year</b>	<u>1,078,860</u>	<u>939,302</u>



## \$4.25-for-Life Funding to Localities

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 program was increased to \$6.25, but the additional revenue does not go to benefit EMS at this time.

JURISDICTION	FY-04 Payment	FY-05 Payment	FY-06 Payment	FY-07 Payment	FY 08 Payment	FY 09 Payment	FY 10 Payment	FY 11 Payment	FY 12 Payment	FY 13 Payment
ALLEGHANY COUNTY	8,080.50	8,013.00	13,593	13,911	15,379	17,412	16,236	17,524	21,882	17,252
BOTETOURT COUNTY	15,843.50	15,883.00	26,738	28,225	30,767	36,120	33,726	36,851	35,078	36,467
COVINGTON	2,755.50	2,726.00	4,363	4,596	5,088	5,569	5,232	5,464	5,338	5,408
CRAIG COUNTY	2,694.50	2,655.50	4,321	4,541	5,090	5,631	5,337	5,785	5,524	5,617
DANVILLE	17,991.00	17,871.00	29,018	29,599	31,550	34,753	32,313	34,816	33,625	33,563
FLOYD COUNTY	7,271.50	7,301.50	12,271	12,605	13,938	16,208	15,279	16,823	16,099	16,828
FRANKLIN COUNTY	25,055.50	24,923.00	42,407	44,175	49,228	56,097	52,532	57,215	54,567	56,709
GILES COUNTY	7,836.63	7,870.50	13,282	13,664	15,125	17,040	16,002	16,923	16,503	16,503
HENRY COUNTY	26,352.00	26,240.00	43,571	45,029	54,812	54,517	50,131	54,334	51,995	53,147
MARTINSVILLE	5,811.50	5,766.50	9,535	9,765	10,777	11,686	11,127	12,028	11,590	11,782
MONTGOMERY COUNTY	31,116.50	30,686.50	51,493	53,092	58,653	67,460	63,440	69,536	66,801	69,729
PATRICK COUNTY	9,333.50	9,296.00	15,334	16,036	17,569	19,566	18,306	19,847	18,980	19,423
PITTSYLVANIA COUNTY	29,777.00	29,726.50	49,589	51,360	56,854	64,605	59,870	65,057	63,412	63,120
PULASKI COUNTY	15,495.00	15,531.50	25,705	26,368	28,670	32,960	30,444	32,967	32,054	32,270
RADFORD	4,555.00	4,508.00	7,365	7,574	8,435	9,494	8,794	9,329	9,039	9,410
ROANOKE CITY	39,259.50	38,622.23	63,889	65,410	71,737	81,145	75,208	81,241	77,886	79,119
ROANOKE COUNTY	43,007.63	42,979.50	71,631	75,042	81,765	93,703	87,909	95,237	91,778	94,248
SALEM	11,127.50	10,983.50	18,365	18,744	21,143	23,345	21,676	23,201	22,396	23,095
WVEMS Region	303,363.76	301,583.73	502,470	519,736	576,580	647,311	603,562	654,178	634,547	643,690

## **2013 Regional EMS Award Winners**

### **Excellence in EMS – Steve Allen**

Emergency Management Coordinator, Patrick County

### **Outstanding EMS Administrator – Joe Coyle**

Captain, Christiansburg Rescue Squad

### **Outstanding EMS Agency — Salem Fire and EMS Department**

### **Dr. Cheryl B. Haas Award—Outstanding EMS Physician – Gerald “Wook” Beltran, DO**

OMD, Roanoke County Fire & Rescue

### **Outstanding EMS Educator – Ted Anderson**

EMS Training Specialist, Roanoke County Fire & Rescue Department

### **Outstanding Contribution to EMS by a Nurse—Billy Thompson, LPN**

Carilion Clinic Roanoke Memorial Medcom

### **Outstanding EMS Provider – Brian Hollins**

Salem Fire & EMS, REMSI, Dublin FD

### **Outstanding Contribution to EMS for Children — Rebecca Garnett**

Carilion New River Valley Medical Center Pediatrics

### **Outstanding Contribution to EMS by a Telecommunication Officer – Zachary Beckner**

City of Roanoke E-911 Center

### **Scholarship for Outstanding Contribution to EMS by a High School Senior – Lennon Ross**

Blacksburg Rescue Squad

### **Outstanding Contribution to EMS Health & Safety – Carilion Clinic Life Guard Air Medical Program**

### **Benny Summerlin Award for Service to Local Government**

Ford Wirt, Floyd County

Carey Harvey Cutter, City of Salem

## **SUPPORTERS**

Commonwealth of Virginia Department of 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

Virginia Rescue Squad Assistance Fund

US Office of the Assistant Secretary for Preparedness and Response (ASPR), DHHS

Greater Alleghany United Fund (partner)

United Fund of Giles County (partner)

United Way of Roanoke Valley (eligible)

United Way of Montgomery, Radford & Floyd (eligible)

Carilion Clinic:

Carilion Roanoke Memorial Hospital

Carilion New River Valley Medical Center

Carilion Giles Memorial Hospital

Carilion Franklin Memorial Hospital

Carilion Clinic Patient Transportation

LewisGale Medical Center—Salem

LewisGale Alleghany

LewisGale Pulaski

LewisGale Montgomery

Danville Regional Medical Center

Memorial Hospital of Martinsville and Henry County

Pioneer Community Hospital

VA Medical Center—Salem

One WVEMS regional award winner went on to receive a Governor's Award in November 2013. **Zachary Beckner** of the Roanoke City E-911 Center received the "Outstanding Contribution to EMS By a Telecommunicator" award for 2013. Virginia Health Commissioner Dr. Cynthia Romero and Virginia OEMS Director Gary Brown presented this prestigious award to Zach at the 2013 Statewide EMS Symposium in Norfolk. Zach was recognized for his work with Roanoke City and with Botetourt County where he excels as a leader in many areas related to telecommunications and Fire/Rescue data analysis.



**Zachary Beckner**



## Our Vision

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

- ◆ provide access for victims for injury and sudden illness via a **universally available enhanced 9-1-1** emergency telephone system.
- ◆ provide for **dispatcher-provided telephone assistance** (pre-arrival instructions) to callers with life-threatening emergencies.
- ◆ provide for **timely response** of first responder and transportation, personnel and vehicles through a system of predetermined minimum response intervals, monitoring and quality assurance-performance improvement.
- ◆ provide for **high-quality, prehospital treatment** of patients as a result of standardized basic life support training programs, accredited advanced life support educational and mentoring programs, standardized testing programs, frequent and timely continuing education programs, and quality assurance-performance improvement programs.
- ◆ provide **triage and transport**, and transfer if necessary, of patients to the most appropriate facility based on predetermined universally accepted transport guidelines and protocols.
- ◆ provide **timely emergency department care** with emergency physicians, emergency nurses and other support personnel and **trauma care**, when necessary, with personnel and resources associated with a designated trauma center.
- ◆ provide **communications system** capabilities that enable EMS personnel to communicate with all other EMS personnel throughout the region, their dispatchers, all hospital emergency departments and other public safety personnel.
- ◆ provide resources and capabilities in order to appropriately respond to and manage large disasters and **mass casualty** situations.
- ◆ ensure EMS system **viability and excellence** through the effective use of state, local and private funding

## Contact Information

### **Main Office (WVEMS & NSPA)**

1944 Peters Creek Road, Roanoke VA 24017

Telephone (all offices) 540.562.3482

Toll-free (all offices) 800.972.4367

Facsimile 540.562.3488

E-mail [western@vaems.org](mailto:western@vaems.org)

Web [www.wvems.org](http://www.wvems.org)

### **WVEMS New River Field Office**

6580 Valley Center Drive, Radford VA 24141

Facsimile: 206.202.1190

### **WVEMS Piedmont Field Office**

1024 DuPont Road, Martinsville VA 24115

Facsimile: 206.984.3120

## WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

### POSITION DESCRIPTION AND REQUIREMENTS

#### **TITLE: CTS COORDINATOR**

#### **SUMMARY DESCRIPTION:**

The CTS Coordinator reports to the Education Program Director, and is responsible for the overall planning, staffing, implementation, quality control and validation of the psychomotor examination process in conjunction with the OEMS Test Examiner, and in conformity with the job description from the OEMS Psychomotor Exam Guide (PEG).

#### **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

The CTS Coordinator must possess a thorough understanding of the current versions of all CTS administrative and operational policies as published by WVEMS and VDH/OEMS, and with all CTS procedures and evaluator training. At least three years experience in Virginia consolidated testing is required. There are no specific educational requirements.

#### **DUTIES:**

1. Maintain an adequately trained pool of evaluators, patients, assistants, moulage technicians, and other CTS staff.
2. Determine required staffing, and coordinate the scheduling of evaluators, assistants and patients for all test sites, and confirm assignments prior to the test date.
3. Attend all WVEMS CTS examinations, to supervise CTS staff, testing procedures and operations.
4. Assist and train other WVEMS staff members in the operation and administration of the CTS online registration system to allow them to provide technical assistance to all candidates in setting up accounts and registering for test sites, to include such assistance as password resets, unlocking of accounts, activation and editing of accounts.
5. Serve as the point of contact for other EMS councils to provide IT support for the online CTS registration system.
6. Maintain responsibility and oversight for all pending rosters at the 10 day cutoff for registration. Serve as the primary authority to approve any additions or changes made to the roster after the cutoff deadline.
7. Ensure that payments are received from all testing candidates and that invoices are issued to surrounding agencies as needed.
8. Ensure that all candidates are registered appropriately prior to testing date.
9. Prepare all necessary CTS paperwork for each test site.
10. Notify OEMS State Examiners of tentative roster and number of stations that will be utilized at each test site at least 10 days prior to testing.
11. Notify candidates of confirmation of registration, including rules and responsibilities, directions to testing site, etc. at least 10 days prior to testing.
12. Work closely with Education Program Director and Field Coordinators to develop and maintain current training materials for evaluators and assist in providing training to new evaluators as needed.
13. Prepare payroll roster and any new employee payroll documents for data entry.
14. Prepare and process all CTS payroll according to WVEMS Fiscal Administration Policies.

**CLASSIFICATION:** This is a contractual, part-time non-exempt position.

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

DID NOT ATTEND = O  
NO LONGER INVOLVED

June2012 Guests: Billy Duff RCFRD, Mike Berg OEMS

September 2012 Guest: Jeff Echternach, RHCC, CCPT

December 2012Guests: Dallas Taylor/Hash

June 2013 Guest: Jason Gifford Radford EMS

December 2013 Guests: John Aldridge, Auditor; Bobby Baker

Notes: December 2012,Steve Ausband replaced by Karen Alldredge, MD; Andrew Galvin replaced by Dallas Taylor

Bill Brown added to represent 4th Planning District At-Large