







AGENDA

WVEMS BOARD OF DIRECTORS Thursday, September 10, 2015

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 12, 2015 meeting  [June 12, 2015 Minutes - Complete](#)
4. Treasurer's Report
 - i. FY 2015 Year End Financial Report - Unaudited  [FY 2015 Year End Report - Unaudited](#)
 - ii. FY 2016 Year-to-Date Financial Report - Unaudited  [Treasurers Report - Aug. 2015](#)
5. Reports and Action Items
 - . Executive Committee
 - i. Revisions to Employee Handbook  [Employee Handbook Revisions](#)
 - ii. Committee Appointments  [Committee Assignments - 2016](#)
 - a. Medical Direction
 - i. Allied Resources and Pharmacy Workgroups
 - ii. Regional Medical Director Contract
 - b. EMS Operations
 - c. Performance Improvement Committees (meets same day as Board) - Charles Berger
 - i. General Performance Improvement Plan - Reaffirm
 - ii. Trauma Performance Improvement Plan - Reaffirm
 - d. Near Southwest Preparedness Alliance (NSPA)
 - e. State EMS Advisory Board Report - Jason Ferguson  [EMSAB Report - Aug 2015](#)
6. EMS Financial Assistance

7. New Business
8. President's Report
9. Staff Reports
10. Public comments
11. Adjourn

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

DRAFT MEETING MINUTES

DATE: September 10, 2015

LOCATION: Cave Spring Rescue Squad

Directors Present

Billy Altman
Jim Cady
Steve Davis
Jason Ferguson
Carey Harveycutter
Daryl Hatcher
Rickey Hodge
Mike Jefferson
Charles Lane, MD
David Linkous
Robert Logan
Ryan Muterspaugh
Kris Shrader
Steve Simon
Eric Stanley, DO
Dallas Taylor, RN
Joe Trigg
Dale Wagoner
Ford Wirt

Staff Present

Cathy Cockrell
Charles Berger
Mike Garnett
Sandi Short

Guests Present

Robert DeCarolis

TO ORDER

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

Robert Decarolis from Craig County Emergency Service attended with board member Jim Cady.

President Wirt also congratulated board member Steve Simon for being named Chief of the Roanoke County Fire & Rescue Department.

SECRETARY'S REPORT

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

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

TREASURER'S REPORT

Treasurer Harveycutter presented the year-end unaudited financial report for FY 2015.

He noted that the Council ended the year in the black. Chief Simon commended the staff for its work in keeping WVEMS in a fiscally sound position.

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

He then presented the year-to-date report for the current fiscal year.

He noted that we had not yet received the OEMS first-quarter payment, so revenue appears low in the first report to the board.

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

EXECUTIVE COMMITTEE

The executive committee met prior to the regular meeting.

The executive director explained several recommended revisions to the Employee Handbook. The executive committee recommends adoption of these revisions to be effective immediately.

Carey Harveycutter suggested that the word “should” in the first sentence of the second paragraph of revised policy 5.22 be changed to “shall.”

Motion was made and duly seconded to approve with one revision changing “should” to “shall in the first sentence of the second paragraph of policy 5.22. **Motion CARRIED.**

A board roster was distributed. It was noted that there are elected positions with terms expiring at the end of this calendar year. President Wirt appointed a nominating committee to bring nominations to the board at its December meeting. Nominating committee will include:

Carey Harveycutter, Chair
Joe Coyle
Kris Shrader

Committee appointments for the current year were considered by the president and the executive committee. Copies were circulated on the board agenda web page. Appointments are made by the president, so this is provided for information only. Any board members with desires to serve on any of our standing committees and workgroups are welcome. Please contact the executive director if you have interest.

MEDICAL DIRECTION COMMITTEE

Medical Direction

Dr. Lane reported on several protocol revisions under consideration, and that our protocol manual will soon undergo some reformatting and renumbering to be compliant with NEMSIS v3. Charles Berger and Cathy Cockrell explained these changes. Initially the smartphone apps will be revised, with printed versions to follow.

Allied Resources and Pharmacy Workgroups

Charles Berger reported that the Allied Resources Committee will meet in October. The executive director noted that hospitals will likely consider positions on continuing participation in the supply exchange program.

The Pharmacy Committee will meet later, in conjunction with upcoming protocol revisions. Rob Logan commended the members of the pharmacy committee for their continued hard work, especially co-chairs Larry Mullins from Carilion and Nadine Gilmore from Lynchburg General.

Regional Medical Director Contract. The executive director reported that Dr. Lane's contract was up for renewal. The contract automatically renews if not cancelled. He recommended that the board go on record agreeing to renew the contract for FY 2016.

Motion was made and duly seconded to renew Dr. Lane's RMD contract for FY 2016. **Motion CARRIED.**

EMS OPERATIONS

Communications

Rob Logan reported that he had just been made aware of some wind damage to one of our UHF antennas at the Peak's Knob site. The tower there is owned by Pulaski County, and the Pulaski County 911 Authority will facilitate the repairs.

PERFORMANCE IMPROVEMENT COMMITTEE

Trauma and General Performance Improvement Subcommittees

Charles Berger, staff liaison for the Performance Improvement Committee reported for the General and Trauma Performance Improvement Workgroups. Both met today. The General and Trauma Performance Improvement Plans were considered by the appropriate workgroups and are recommended to the board for reaffirmation without change.

Motion was made by the committee to reaffirm the Trauma Performance Improvement Plan. **Motion CARRIED.**

Motion was made by the committee to reaffirm the General Performance Improvement Plan. **Motion CARRIED.**

Charles Berger noted that the Trauma and Stroke Triage Plans would be thoroughly reviewed and revised by the respective workgroup prior to the December meeting, and draft revised plans would be circulated. The Stroke Triage Workgroup will meet on November 17 at 10 AM. The Trauma Triage Workgroup will meet on November 19 at 10 AM. Both meetings will be held at the WVEMS Roanoke offices in the Summerlin Conference Room.

NSPA

David Linkous reported for NSPA. He informed the board that NSPA Executive Director JT Clark's brother Bobby and sister-in-law Pam were recently killed in a motorcycle collision in Henry County. He also reported that budget approval for FY 2016 is underway.

EMS ADVISORY BOARD

Jason Ferguson reported for the EMS Advisory Board. He also provided a written report which is attached to these minutes. He reported on the EMS COMPASS performance measure project, and on the issue concerning NREMT's likely discontinuation of the I-99 exam.

Steve Simon asked if the Advisory Board had been involved in the issue of CPR training for 9th graders. Some discussion followed.

EMS FINANCIAL ASSISTANCE

The deadline for submission for the current cycle is September 15th. Regional reviews will be held on Wednesday, October 21 at The Franklin Center in Rocky Mount.

NEW BUSINESS

None

PRESIDENT’S REPORT

President Wirt appointed mentors for the two newest board members. David Linkous will be assigned to work with a director in near future, and Rodney Haywood was assigned to Joe Trigg.

The President reported 67 percent of directors in attendance. He thanked the board members for their participation.

STAFF REPORTS

Rob Logan - Reported to the board on progress to date on submitting Designation Package to OEMS.

Cathy Cockrell – Reported on current status of the EMT-P program for the New River Valley. Reported that an A-EMT program will begin in the New River Valley in January.

Charles Berger – None

Mike Garnett – None

Sandi Short – None

OTHER BUSINESS

None

HEARING OF THE PUBLIC

None

Being no further business, the meeting was adjourned at 2:45 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF AUGUST 31, 2015

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450		0.00%
LOCAL GOVERNMENT	133,000	12,333	9.27%
UNITED WAYS	3,000	333	11.11%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA PROGRAM REVENUE	425,000		0.00%
MRC	94,000		0.00%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	200,000	13,344	6.67%
VA EMS SYMPOSIUM		1,500	0.00%
NSPA OFFSET REVENUE (Contract for services)	10,000	1,307	13.07%
RENT INCOME (NSPA)	18,000	3,000	16.67%
OTHER INCOME - SALE OF ASSET	0		0.00%
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	0		0.00%
INVESTMENT / GAINS/LOSSES	15,000	7	0.04%
TOTAL REVENUES	1,332,450	31,824	2.39%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	410,000	88,461	21.58%
PAYROLL TAXES (FICA)	31,365	6,670	21.27%
VEC	1,200	288	24.00%
403(b) / RETIREMENT	20,500	2,925	14.27%
HOSPITAL / MEDICAL INSURANCE	55,000	9,094	16.53%
LIFE INSURANCE/DISABILITY	10,000	2,191	21.91%
DENTAL INSURANCE	3,600	627	17.41%
PROFESSIONAL SERVICES/FEES	8,500	1,420	16.71%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,000	1,367	68.35%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	20,000	3,742	18.71%
POSTAL / SHIPPING	2,000	107	5.35%
TELECOMMUNICATIONS	14,000	1,511	10.79%
SUPPLIES (ADMIN)	9,485	656	6.92%
EQUIPMENT	8,000		0.00%
INSURANCE	8,000	1,091	13.64%
DIRECT PROGRAM EXPENSES	160,000	17,494	10.93%
NSPA/VHHA PROGRAM EXPENSES	410,000		
MRC EXPENSES	89,000		
PRINTING / PUBLICATIONS	3,500	535	15.29%
TRAVEL / LODGING	7,000	244	3.49%
FUEL/VEHICLE MAINTENANCE	16,000	849	5.30%
MEETING SUPPORT	1,200		0.00%
DUES / MEMBERSHIP FEES	1,200	1,038	86.46%
STAFF DEVELOPMENT	12,500	923	7.39%
CISM PROGRAM COSTS	2,000		0.00%
COMMUNICATION SITE RENTAL	8,100	1,150	14.20%
COMMUNICATIONS WIRELINES	7,500	1,413	18.85%
COMMUNICATIONS MAINTENANCE	4,000	25	0.63%
COMMUNICATIONS UTILITIES	800	67	8.40%
COMMUNICATIONS INSURANCE	3,000	500	16.67%
COMMUNICATIONS EQUIPMENT	2,000		0.00%
TOTAL EXPENDITURES	1,332,450	144,388	10.84%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)		TOTAL
OEMS FUNDS - INTERMEDIATE	4055-01	
OEMS FUNDS - ENHANCED	4055-02	
OEMS FUNDS - ADJUNCT	4055-03	
OEMS FUNDS - CARDIAC	4055-04	
OEMS FUNDS - CT TRANSITION	4055-05	
OEMS FUNDS - SHOCK TRANSITION	4055-06	
OEMS FUNDS - ALS CE	4055-07	1,040
OEMS FUNDS - BLS	4055-08	
OEMS FUNDS - EMT	4055-10	
PROGRAM SERVICE FEES	4060	5,835
PROTOCOL, ETC. SALES	4070, 4070-01	514
TEXTBOOK SALES	4090	
CONSOLIDATED TESTING	4120	3,900
DRUG BOX ENTRANCE FEES	4130	995
GRANTS & SPECIAL PROJECTS	4150	
SALES - CONSUMER GOODS	4240	
WEB DATABASE	4260	
PROCESSING FEES	4270	
PROGRAM FEES - MONROE HEALTH CENTER	4299-00	
PROGRAM TUITION - INTERMEDIATE	4310-01	
PROGRAM TUITION - ENHANCED	4310-02	
PROGRAM TUITION - ADJUNCT	4310-03	
PROGRAM TUITION - CARDIC	4310-04	
PROGRAM TUITION - OTHER	4310-05	
PROGRAM TUITION -	4310-07	
PROGRAM TUITION - NRVTC	4310-09	
ID CARD SALES	4320	120
COMMUNITY COLLEGE COURSE REVENUE	4370	940
TOTAL REVENUES		13,344

EXPENSES (PROGRAM ACCOUNTS)		TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	5105-01, 5106-01	5,175
CONTRACTS FOR SERVICES (ENHANCED)	5105-02, 5106-02	
CONTRACTS FOR SERVICES (ADJUNCT)	5105-03, 5106-03	
CONTRACTS FOR SERVICES (CARDIAC)	5105-04, 5106-04	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	5105-05, 5106-05	
CONTRACTS FOR SERVICES (ALS TEST)	5105-06, 5106-06	4,474
CONTRACTS FOR SERVICES (CTS)	5105-07, 5106-07	3,716
CONTRACTS FOR SERVICES (CE WEEKENDS)	5105-08, 5106-08	
CONTRACTS FOR SERVICES (DRUG TESTING)	5106, 5106-09	
CONTRACTS FOR SERVICES (EMT)	5105-10	
CONTRACT FOR SERVICES (MONROE HEALTH CENTER)	5010-02 EPEC	
PAYROLL TAXES (FICA)	5030	1,022
VEC	5040	244
RENT - NRV TRAINING CENTER	5130-09	171
POSTAGE (NRVTC)	5140-09	
SUPPLIES (Programs)	5160-02	779
SUPPLIES (CTS)	5160-03	
SUPPLIES (ALS TESTING)	5160-05	
SUPPLIES (EDUCATION)	5160-06	
SUPPLIES (NRVTC)	5160-09	
TEXTBOOKS (EMT-I)	5170-01	
EQUIPMENT (ALS TESTING)	5180-05	
ITLS CERTIFICATES	5310-04	
EQUIPMENT (EDUCATION)	5180-06	
EQUIPMENT (NRVTC)	5180-09	
INSURANCE	5200-02	550
TRAVEL (MONROE HEALTH CENTER)	5230 EPEC	
PRINTING / PUBLICATIONS (EDUCATION)	5210-05	
PRINTING / PUBLICATIONS (NRVTC)	5210-09	
AMLS CERTIFICATES AND CARDS	5310-03	
GRANTS & SPECIAL PROJECTS	5510	255
DRUG BOX EXCHANGE	5520	
CREDIT CARD DISCOUNT	5540 minus 4160	167
MERCHANDISE FOR RESALE	5560	
ID CARD PROGRAM	5640	
COMMUNITY COLLEGE FEES	5690	940
TUITION REIMBURSEMENT - ENHANCED	5695-01	
TUITION REIMBURSEMENT - INTERMEDIATE	5695-02	
TOTAL EXPENDITURES		17,494

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
August 31, 2015

ASSETS

Current Assets		
FSA CASH	\$	2,646.36
SUNTRUST CHECKING		95,072.67
SUNTRUST PAYROLL		201.60
VALLEY BANK MONEY MARKET		65,692.30
ACCOUNTS RECEIVABLE		31,895.26
DUE FROM NSPA		32,115.79
TUITION RECEIVABLE		9,925.54
		<hr/>
Total Current Assets		237,549.52
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
FRANKLIN TEMPLETON-AMERIPRISE		133,305.86
COMMUNICATIONS EQUIPMENT		121,360.59
MISCELLANEOUS EQUIPMENT		321,713.64
OFFICE EQUIPMENT		34,277.85
BUILDING		175,223.00
LAND		201,600.00
BLDG. IMPROVEMENTS		74,792.94
GENERATOR BUILDING & EQUIPMENT		16,672.25
ACCUMULATED DEPRECIATION		(342,721.36)
		<hr/>
Total Other Assets		736,224.77
		<hr/>
Total Assets	\$	<u>973,774.29</u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCRUED SALARIES	\$	28,197.54
SALES TAX PAYABLE		43.20
DUE TO CC HOSTING		800.00
FLEX SPENDING ACCOUNT-MEDICAL		2,433.32
DEFERRED REVENUE		4,589.14
		<hr/>
Total Current Liabilities		36,063.20
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		36,063.20
Capital		
FUND BAL. UNRESTRICTED		707,162.00
FUND BAL. UNRESTRICTED DES.		55,036.00
RETAINED EARNINGS		342,905.20
FUND BALANCE TEMP. RESTR.		20,374.00
Net Income		(187,766.11)
		<hr/>
Total Capital		<u>937,711.09</u>

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

August 31, 2015

Total Liabilities & Capital

\$ 973,774.29

WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF JUNE 30, 2015

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450	433,450	100.00%
LOCAL GOVERNMENT	136,000	132,525	97.44%
UNITED WAYS	2,000	2,103	105.17%
CONTRIBUTIONS	1,000		0.00%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	195,000	197,274	101.17%
NSPA/VHHA/MRC REVENUE	373,000	535,321	143.52%
VA EMS SYMPOSIUM			0.00%
NSPA OFFSET REVENUE (Contract for services)	10,000	62,374	623.74%
RENT INCOME (NSPA)	18,000	18,000	100.00%
OTHER INCOME - SALE OF ASSET	0		0.00%
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	0		0.00%
INVESTMENT / GAINS/LOSSES	18,000	519	2.88%
TOTAL REVENUES	1,186,450	1,381,566	116.45%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	393,000	454,658	115.69%
PAYROLL TAXES (FICA)	30,065	34,905	116.10%
VEC	1,200	2,473	206.04%
403(b) / RETIREMENT	19,650	10,235	52.09%
HOSPITAL / MEDICAL INSURANCE	55,000	42,602	77.46%
LIFE INSURANCE/DISABILITY	10,000	11,212	112.12%
DENTAL INSURANCE	3,600	2,423	67.29%
PROFESSIONAL SERVICES/FEEES	8,500	11,080	130.35%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,000	724	36.19%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	20,000	23,411	117.06%
POSTAL / SHIPPING	2,000	1,798	89.88%
TELECOMMUNICATIONS	14,000	12,201	87.15%
SUPPLIES (ADMIN)	8,635	10,555	122.23%
EQUIPMENT	8,000	9,587	119.84%
INSURANCE	8,000	8,926	111.58%
DIRECT PROGRAM EXPENSES	160,000	135,060	84.41%
NSPA/VHHA/MRC EXPENSE EXPENSE	373,000	467,172	125.25%
PRINTING / PUBLICATIONS	3,500	2,416	69.04%
TRAVEL / LODGING	7,000	1,491	21.29%
FUEL/VEHICLE MAINTENANCE	16,000	11,779	73.62%
MEETING SUPPORT	1,200	700	58.31%
DUES / MEMBERSHIP FEES	1,200	1,306	108.80%
STAFF DEVELOPMENT	12,500	6,606	52.84%
CISM PROGRAM COSTS	2,000	1,484	74.20%
COMMUNICATION SITE RENTAL	8,100	8,100	100.00%
COMMUNICATIONS WIRELINES	7,500	8,642	115.22%
COMMUNICATIONS MAINTENANCE	4,000	108	2.70%
COMMUNICATIONS UTILITIES	800	551	68.88%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT	2,000		0.00%
TOTAL EXPENDITURES	1,186,450	1,285,202	108.32%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)		TOTAL
OEMS FUNDS - INTERMEDIATE	4055-01	6,120
OEMS FUNDS - ENHANCED	4055-02	
OEMS FUNDS - ADJUNCT	4055-03	880
OEMS FUNDS - CARDIAC	4055-04	
OEMS FUNDS - CT TRANSITION	4055-05	
OEMS FUNDS - SHOCK TRANSITION	4055-06	
OEMS FUNDS - ALS CE	4055-07	
OEMS FUNDS - BLS	4055-08	840
OEMS FUNDS - EMT	4055-10	2,142
PROGRAM SERVICE FEES	4060	2,900
PROTOCOL, ETC. SALES	4070, 4070-01	4,105
TEXTBOOK SALES	4090	8,750
CONSOLIDATED TESTING	4120	28,265
DRUG BOX ENTRANCE FEES	4130	6,134
GRANTS & SPECIAL PROJECTS	4150	57,271
SALES - CONSUMER GOODS	4240	
WEB DATABASE	4260	
PROCESSING FEES	4270	
PROGRAM FEES - MONROE HEALTH CENTER	4299-00	
PROGRAM TUITION - INTERMEDIATE	4310-01	11,650
PROGRAM TUITION - ENHANCED	4310-02	545
PROGRAM TUITION - ADJUNCT	4310-03	
PROGRAM TUITION - CARDIC	4310-04	
PROGRAM TUITION - OTHER	4310-05	
PROGRAM TUITION -	4310-07	1,535
PROGRAM TUITION - NRVTC	4310-09	29,900
ID CARD SALES	4320	251
COMMUNITY COLLEGE COURSE REVENUE	4370	35,986
TOTAL REVENUES		197,274

EXPENSES (PROGRAM ACCOUNTS)		TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	5105-01, 5106-01	24,758
CONTRACTS FOR SERVICES (ENHANCED)	5105-02, 5106-02	
CONTRACTS FOR SERVICES (ADJUNCT)	5105-03, 5106-03	525
CONTRACTS FOR SERVICES (CARDIAC)	5105-04, 5106-04	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	5105-05, 5106-05	
CONTRACTS FOR SERVICES (ALS TEST)	5105-06, 5106-06	2,470
CONTRACTS FOR SERVICES (CTS)	5105-07, 5106-07	18,306
CONTRACTS FOR SERVICES (CE WEEKENDS)	5105-08, 5106-08	585
CONTRACTS FOR SERVICES (DRUG TESTING)	5106, 5106-09	3,356
CONTRACTS FOR SERVICES (EMT)	5105-10	5,667
CONTRACT FOR SERVICES (MONROE HEALTH CENTER)	5010-02 EPEC	
PAYROLL TAXES (FICA)	5030	3,568
VEC	5040	670
RENT - NRV TRAINING CENTER	5130-09	680
POSTAGE (NRVTC)	5140-09	
SUPPLIES (Programs)	5160-02	1,180
SUPPLIES (CTS)	5160-03	3,653
SUPPLIES (ALS TESTING)	5160-05	527
SUPPLIES (EDUCATION)	5160-06	490
SUPPLIES (NRVTC)	5160-09	1,526
SUPPLIES (MONROE HEALTH CENTER)	5160 EPEC	
TEXTBOOKS (EMT-I)	5170-01	3,101
TEXTBOOKS (NRVTC)	5170-09	8,743
TEXTBOOKS (MONROE HEALTH CENTER)	5170 EPEC	
AMLS CERTIFICATES AND CARDS	5310-03	30
GRANTS & SPECIAL PROJECTS	5510	8,830
DRUG BOX EXCHANGE	5520	5,453
CREDIT CARD DISCOUNT	5540 minus 4160	2,584
MERCHANDISE FOR RESALE	5560	2,177
ID CARD PROGRAM	5640	194
COMMUNITY COLLEGE FEES	5690	35,986
TUITION REIMBURSEMENT - ENHANCED	5695-01	
TUITION REIMBURSEMENT - INTERMEDIATE	5695-02	
TOTAL EXPENDITURES		135,060

Recommended Amendments to WVEMS Employee Handbook

Staff recommends the following changes to our Employee Handbook primarily relating to violence in the workplace and building security. These changes are recommended for three reasons. First, the language for 5.23 includes language recommended by SESCO Management, our HR consulting firm, includes recommendations made by labor/HR attorneys from a recent seminar attended by the executive director, and updates the intent of the current policy. The new 5.22 reflects current practice and addresses modern-day threats. Revised 7.03 makes our anti-discrimination policy compliant with recent EEOC interpretations of sexual discrimination.

1. First, changes to Policy 5.22 (Workplace Violence Prevention) make the policy more inclusive of visitors to the building as well as to employees. It also adds gender identity as a protected category to comply with the 2012 interpretation of sexual discrimination by the US EEOC.
2. Policy 7.03 (Sexual and Other Unlawful Harassment) should be amended to provide the same inclusion.
3. A new policy 5.23 should be added to address building security. Recent events have heightened our awareness of the need to keep our Roanoke building secure. We have already put policies in place, but this publishes and makes those policies official as inclusions in our Employee Handbook.

Workplace Violence Prevention – **EXISTING POLICY**

5.22 Workplace Violence Prevention

WVEMS is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, WVEMS has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, **and all visitors** should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of WVEMS without proper authorization.

Conduct by anyone associated with or visiting WVEMS that threatens, intimidates, or coerces another employee, a customer or visitor, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, sexual orientation, **gender identity**, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers **or visitors**, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

Any person who demonstrates or threatens any act of violence or workplace disruption should be escorted to the exterior to the building and the building should be placed on lockdown. Police should be called at the discretion of the supervisor in charge.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

WVEMS will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, WVEMS may suspend employees, either with or without pay, pending investigation.

Any **one employee** determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

WVEMS encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. WVEMS is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Sexual and Other Unlawful Harassment - **EXISTING POLICY**

7.03 Sexual and Other Unlawful Harassment

WVEMS is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, **gender identity** or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Executive Director or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against

unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Executive Director or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Visitors and Building Security - **NEW POLICY**

5.23 Visitors and Building Security

The WVEMS main office building is a Secure Facility. This means that the building will remain locked at all times. There will be security camera, doorbell and communication systems to request access using an electronic locking mechanism that can be released remotely to allow entry. Doors will automatically unlock for routine or emergency egress from the building

To provide for the safety and security of staff and Council facilities only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards staff member welfare, and avoids potential distractions and disturbances.

All visitors should enter the Council at the reception area. Authorized visitors will receive directions or be escorted to their destination. Staff members are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Council premises, staff should immediately notify the supervisor or, if necessary, direct the individual to the reception area.

Minor children should not be brought into the workplace except in extraordinary circumstances. Staff members with childcare emergencies are encouraged to take vacation time. Children too sick for school or public daycare should not be brought to work.

Virginia EMS Advisory Board

August 7, 2015

Meeting Summary

Please see the Quarterly report from OEMS ([Click Here](#))

Chairman's Report: Gary Critzer, attended the Fire & EMS memorial service, encouraged others to attend future ceremonies.

Board of Health: Ebola monitoring continues, risk continues to diminish, hopefully Liberia travelers won't have to be monitored in the short future. Reported that work continues around the state in an effort to improve healthcare of Virginia citizens and emphasized the importance of EMS participating in these discussions.

Office of EMS: Director Brown welcomed two new appointed to the board. Billy Ferguson, representing VAGEMSA, and John Korman, representing APCO

American College of Surgeons site visit information update. Pre-review questionnaires were sent out and returned questionnaires sent to the ACS. Invitations have been mailed and the deadline to RSVP has past. No one without an RSVP will be allowed to participate.

EMS Compass- This national effort between NHTSA and NAEMSO should be on everyone's radar. The initiative is to develop evidence-based performance measures for EMS across the nation. More information on this can be found on the OEMS website and www.emscompass.org. The initial comment period has passed.

EMS Symposium- Just a reminder that EMS Symposium registration is now open.

National EMS Memorial Service- The National EMS Memorial Service is returning to Virginia. Kevin Dillard, the founder of the National EMS Memorial Service shared background on the movement of the memorial. The organization is looking for a permanent home for the memorial in Virginia.

EMS Voluntary Event Notification Tool (EVENT)- Scott Winston reminded everyone of the initiative for reporting near misses, violence against providers, medication errors, and equipment failures. More information can be found on the OEMS website.

Naloxone Presentation – Dr. George Lindbeck informed the group that during the last session the General Assembly passed two bills for use of naloxone by non-certified providers. His presentation gave an update on the use of naloxone by non-certified providers and why this has become a “hot topic” issue.

Dr. Lindbeck explained that these new bills direct The Board of Pharmacy to put together a required regulations and training program with input from the Board of Health and the Department of Medicine. OEMS was contacted and gave feedback.

Dr. Trump informed the group that the Board of Pharmacy has posted their protocol on their website outlining what pharmacists are supposed to do to evaluate prescriptions and dispense medication.

Dr. Trump informed the group that the Department of Behavioral Health and Developmental Services has put together a program REVIVE that provides training materials for lay individuals when dealing with overdoses. The REVIVE program is available on their website at <http://www.dbhds.virginia.gov/individuals-and-families/substance-abuse/revive> .

Bob Ramsey, Virginia College of Emergency Physicians (VACEP) Executive Director, informed the group that next week they are hosting a task force of emergency physicians to discuss establishing guidelines on the distribution of opioids in emergency departments. Mr. Ramsey also reported that their group was able to help in the defeat of proposed Virginia General Assembly legislation that would have required emergency physicians to find out where heroin overdose patients obtained the heroin.

Healthcare Industry Coordinator Bridge To Employment Program, Virginia Employment Commission – Mark Whiting informed the group about the Bridge to Employment Program, which is a new statewide initiative that is a part of a Department of Labor Demonstration Project. The project targets three specific industry sectors – (1) healthcare; (2) advanced manufacturing; and (3) logistics and supply chains.

Mr. Whiting said that they have experts in those three areas and pair them with staff on the military bases who are working with veterans and transitioning service members who may want to enter one of those three fields. He informed the group of available resources for individuals, stakeholder groups and HR recruitment staff. They have the Virginia Employment Connection website; Bridge-to-Employment Coordinators who work on military bases; and they offer job fair services. Mr. Whiting said all of these services are free of charge to the public.

Executive committee- Chairman Critzer reported that Matt Tatum has rotated off the EMS Advisory Board, therefore the chairman of the Transportation Committee was vacant. Chip Decker was nominated and has accepted the position as Chair of that committee.

OEMS developed a Resolution to support REPLICA. The Advisory Board took action to support this resolution. Constituent organizations will be asked to take this resolution back to their organizations and local governments for support as well.

Geriatrics Committee- Dr. Jayaraman asked the Executive Committee about establishing a Geriatrics Committee to address the needs of this population. A Workgroup was established, as not to duplicate work as a full committee.

Nominating Committee- Chairman Critzer appointed Ross Passmore to Chair the committee, other members include Dr. McLeod, Stephen Elliot, Anita Perry, and Jon Henschel.

FARC- From May to July OEMS processed \$1.8 million in grant reimbursements and one emergency grant in the amount of \$144,000. In the last cycle there were 152 applications requesting \$10,724,108 and awarded 115 agencies totaling \$5,068,323. The grant cycle is open now and will close Sept. 15th. Anyone requesting a new ambulance is reminded to include the new cot retention system in the request.

Rules and Regs.- The fast track items are still awaiting review. The DDNR review is still soliciting public comment on Town Hall. The EMS Regulations periodic review will begin next year. The transportation committee is working on ambulance standards. Technical Service Advisories have been issued by two cot vendors regarding current antler systems.

Legislative & Planning- Re-emphasized the importance of REPLICA. The State EMS Plan was approved by the Board of Health on June 5, 2014. The Plan must be reviewed and updated every three years. This review process will start soon. The committee will also be reviewing the Federal Interagency Committee on EMS Strategic Plan for potential incorporation into the state plan.

Scott Winston discussed the Comprehensive Clean-Up bill. Due to statutory changes, some definitions in the regulations need to be updated. OEMS has submitted a Fast Track packet to VDH management.

Chairperson Foster pointed out that a potential legislative item for 2016 is a budget amendment for the installing of cot retention systems in ambulance built after 7/1/15.

Transportation- No Report.

Communications – Made some minor adjustments to some training requirements associated with the accreditation process. Issued conditional PSAP accreditation to Dickinson County and Fauquier County.

Emergency Management- Update on Mutual Aid.net, program moving forward. Approximately 100 resources have been cataloged. Discussion held on START versus SALT or Model Uniform Core Criteria (MUCC) for mass casualty triage. START will remain the standard for now.

Medical Direction- Two Action Items: 1) Expansion of Scope of Practice and Formulary to allow EMRs to administer Naloxone and 2) Expansion of Scope of Practice and Formulary to allow EMTs to administer ocular analgesics. Both motions were unanimously passed.

POST and MOLST forms- Dr. Lindbeck reported that MDC discussed using these forms and decided to wait until public comment is over before they decide how they can address this issue most efficiently.

Medevac- Committee is still working on project for air transport of STEMI patients. Continue to assess data from Virginia weather turndowns. A one page Landing Zone Safety document has been developed.

Trauma- Introduces a new committee member Dr. Stephenson from NRV Medical Center. Johnston-Willis Hospital is now a Level 3 Trauma Center. Subgroup is working on State Triage Plan. Multiple non-trauma centers throughout the state are considering using the ACS program for Rural Trauma Team Development.

EMSC- Work continues on PEDS ED Readiness Evaluation for emergency departments. American Academy of Pediatrics has proposed setting up a coalition of coastal states in preparation for future hurricanes and other natural disasters. Working on Pediatric Trauma Guidelines. Soliciting for pediatric topics for 2016 Symposium.

Training & Certification- New course deliver process is up and running. Symposium registration is open. 2016 Symposium call for presentation opened July 7th. EMS Training Funds are addressing some fraudulent issued.

Two new workgroups: 1) EMT I-99 Planning Workgroup- Larry Oliver, Chair; 2) Training Regulation Review- Chad Blosser, Chair.

Next TCC meeting will receive information from DED on 2016 CE transition and TPAM presentation. Next meeting Oct. 7th at 10:30a.m. at OEMS.

Workforce Development- EMS Officer 1 program workgroup has met several times. No updated date on launch of pilot course. The Standards of Excellence workgroup has identified agencies to participate in the pilot phase, scheduled to be completed by October 2015. Recruitment and Retention Network met in conjunction with Virginia State Firefighters Conference.

Health & Safety- Continuing to push out safety bulletins. Reviewing officer program and providing feedback to Workforce Development. Committee has been tasked with coming up with guidelines for fatigue in the EMS workforce.

Regional Councils- Discussed standardization of IT structures throughout council regions. Discussed OEMS Regional Council portal for access to data and reports.

Public Comment- AHA Mission Lifeline representative reminded the Board of STEMI project recognition programs.

ODEMSA field representative asked that suicide by providers be considered for Provider Health and Safety focus. Recommended a CISM committee. OEMS staffer Connie Green addressed concerns and confirmed this is on the radar of Provider Health and Safety.

Respectfully Submitted,

Jason Ferguson
WVEMS Advisory Board Representative

Committee Assignments for Fiscal Year 2016

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 2014 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
Joe Coyle
Kris Shrader

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.

Joyce Yearout, RN, (Carilion Clinic New River Valley Med Center) 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

Connie Purvis, 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 – Charles Berger)
(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 – Charles Berger)

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

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.

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

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