

**WVEMS BOARD OF DIRECTORS**

**Thursday, December 12, 2019**  
**Salem Civic Center**

**Executive Committee - 1:30 PM**  
**Full Board - 2:00 PM**

- Call to Order
- Introduction of New Board Members and Guests
- Secretary's Report
  - a. Minutes - June 20, 2019 meeting [September 2019 Minutes](#)
- Treasurer's Report (*Treasurer Joe Coyle*)
  - a. FY 2020 YTD Treasurer's Report
  - b. FY 2019 Audit and Financial Statements (*John Hash, Brown Edward & Co.*)
- Reports and Action Items
  - a. Executive Committee (*President Steve Simon*)
    - i. Follow-up on Potential Merger Discussions with SWVEMS Council
    - ii. 403(b) Thrift Plan Document Prototype Adoption [Document](#)
    - iii. COOP Revisions
    - iv. Annual Report - Adoption
  - b. Medical Direction
    - i. Protocol Revisions - Progress Report (*Stanley, Lane, Cockrell*)
    - ii. Pharmacy Workgroup
      - Drug Box Security Project - Update (*Logan*)
  - c. Performance Improvement Committee (meets same day as Board) (*Chris Christensen*)
  - d. Near Southwest Preparedness Alliance (NSPA) - (*Robert Hawkins*)
  - e. EMS Operations
    - i. MCI Planning - Participation (*Mike Garnett*)
  - f. Education Workgroup
    - i. Status Report - Paramedic Course in Roanoke (*Cockrell*)
    - ii. Upcoming Advanced EMT Course in NRV (*Cockrell, Garnett*)
  - g. *Communications Workgroup*
    - i. Bald Knob Communications Tower Site - Status Report (*Logan*) [Draft Documents](#)
- EMS Financial Assistance (*Joe Trigg*)
- State EMS Advisory Board Report (*Jason Ferguson*) [Link to Advisory Board Transcript](#)
  
- New Business
- President's Report
- Staff Reports
- Public comments
- Adjourn

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

**DRAFT MEETING MINUTES**

**DATE:** December 12, 2019

**LOCATION:** Salem Civic Center

**Directors Present**

Rob Logan  
William Ferguson  
Eric Stanley, DO  
Larry LaFon  
Richard Flora  
Jim Cady, Jr.  
Jim Cady, Sr.  
Robert Hawkins  
Valerie Tweedie  
Joe Coyle  
Stephen Simon  
Jason Ferguson  
Matt Rickman  
Carey Harveycutter  
Kristopher Shrader  
Matt Tatum  
Michael Jefferson  
Dale Wagoner  
Charles Lane, MD  
Steve Allen  
Joseph Trigg  
Rodney Haywood  
Ryan Muterspaugh

**Staff Present**

Cathy Cockrell

**Guests Present**

John Hash, Partner, Brown Edwards & Co.  
Chris Vernovai, VDH/OEMS  
Bat. Chief Teddy Crowe, Salem Fire-EMS  
Bat. Chief Don Altice, Roanoke County F&R

**TO ORDER**

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

He introduced guests:

Chris Vernovai, Virginia Office of EMS  
John Hash, Brown Edwards & Co.  
Bat. Chief Teddy Crowe, Salem Fire-EMS  
Bat. Chief Don Altice, Roanoke County Fire & Rescue

**SECRETARY'S REPORT**

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

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

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

**YTD Report:** Treasurer Joe Coyle then presented the year-to-date Treasurer's Report for the current fiscal year. He noted that all accounts were within expectations, and explained that the first contract payment from VDH/OEMS was received in December which made revenues on target.

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

John Hash from Brown Edwards & Co., our auditors, presented the FY2019 financial statements and audit. John reported that the 2018 audit offered an "unqualified opinion" which means that this was a clean audit with no adjusting entries, comments or recommendations. He commended the staff for their work in making this a successful audit.

Motion was made and seconded to approve the FY2019 year-end financial statements. **Motion CARRIED.**

#### **REPORTS AND ACTION ITEMS**

##### **Executive Committee**

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

**Strategic Planning** – President Simon continued the discussion on our potential merger with the Southwest Virginia EMS Council. He and the executive director met with officials with the Southwest Virginia council, and officials with the Virginia Office of EMS on October 23. The meeting went well, and OEMS is favorable toward the merger. He will convene the workgroup that was appointed at the last meeting, and the group will bring a recommendation back to the board in March.

**403(b) Thrift Plan Amendment** – Federal regulations require that we restate our 403(b) plan documents by March 31, 2020. The new prototype plan reflects changes made by the IRS. The changes are related to changes in rules for an emergency withdrawal.

The requirement is that we adopt and sign the new draft document on the same day.

A motion was made and seconded to adopt the revised plan document. **Motion CARRIED.**

**COOP Revision** – The management team reviewed our COOP and recommends several revisions. A summary of the revisions was distributed, and copies of the COOP were available for review.

A motion was made and seconded to adopt the COOP as revised. **Motion CARRIED.**

**Annual Report** – The FY2019 Annual Report was distributed and is included in these minutes. It was noted that this year's report was prepared jointly with NSPA.

A motion was made and seconded to adopt the report as distributed. **Motion CARRIED.**

**Board Appointees** – The executive director reported that there were no elected positions up for re-election this year. The appointed seats are as follows:

Botetourt County – Reappointed Jason Ferguson  
Salem City – Reappointed Matt Rickman  
Covington City – Reappointed Dwaine Paxton  
Floyd County – Reappointed Ford Wirt  
Pittsylvania County – Appointed Chris Slem (replacing Tim Duffer)  
Pulaski County – Awaiting reappointment for Joe Trigg (*Reappointment rec'd 12-19-19*)  
Radford City – Reappointed Chief Rodney Haywood

### **Medical Direction**

**Protocol Revisions:** Dr. Charles Lane reported that the rollout is underway. Drug boxes are being updated over the next two weeks.

Schedules have been sent to all of the pharmacies and agencies for their time slots. Anticipation for completion is mid-January; understanding that there may be some stray boxes until February.

**Pharmacy Workgroup:** Cathy Cockrell reported that the drug box security update was being accomplished along with the update to contents. This is taking place now. Also, OEMS has now approved WVEMS to order the necessary licenses to implement the Clearly Inventory system to better track the movement of drug boxes. This will be rolled out in the coming 60 days.

### **Performance Improvement Committee**

Kris Shrader, PI Committee vice-chair reported for the Performance Improvement Committee which met today, December 12, 2019 at the WVEMS office. PI projects involving data on narcotic usage and medication errors were discussed.

First medical contact to 12-Lead was discussed in depth. 2018 data was reviewed and the committee will pull additional data to release to region.

Narrowed parameters for narcotic usage in the region. Found the initial parameters that were set were too large for definitive data.

Discussed the MIR that was received at the last meeting and after reviewing the agency's protocols, the provider acted within the guidelines of the agency's protocols. No further action needed.

### **NSPA**

Robert Hawkins, board member representing the Near Southwest Preparedness Alliance, reported for NSPA. He mentioned ongoing work on a five-year strategic plan, and the NSPA section in the Council's Annual Report. He also reported on a new hospital radio project that is nearing completion.

### **EMS Operations**

**MCI Planning:** Rob Logan noted that various MCI-related activities continued. There were no specific items to report.

### **Education Workgroup**

**Roanoke Paramedic Course:** Cathy Cockrell reported on the status of a fully-enrolled (23 students) WVEMS Paramedic course that is underway at Radford University-Carilion.

**NRV Advanced EMT Course:** Cathy Cockrell reported that an Advanced EMT course was announced in the New River Valley. At this time, sixteen participants are enrolled. Class is scheduled to begin on January 22<sup>nd</sup>.

**Communications Workgroup**

Rob Logan reported that the agreement with Bath County to assume ownership and responsibility to maintaining the Bald Knob communications site is nearing completion. We are still awaiting a colocation agreement prior to executing the lease.

**EMS FINANCIAL ASSISTANCE**

Joe Trigg reported for the EMS financial assistance program. FARC met in Richmond on December 5 to consider applications for the January 1 cycle. Applicants will be notified on or about January 1, 2020. The executive director thanked Chris Christensen for covering for him at the recent FARC meeting, as he was out of town for the National Healthcare Coalition Preparedness Conference.

**EMS ADVISORY BOARD**

Jason Ferguson provided a report, and a link to the transcript of the most recent EMS Advisory Board meeting was posted on the board's agenda website. There were no significant issues to report beyond what is provided in the transcript.

**NEW BUSINESS**

None

**PRESIDENT'S REPORT**

Nothing further

**STAFF REPORTS**

Rob Logan – None

Cathy Cockrell - None

**HEARING OF THE PUBLIC**

Chris Vernovai from the Virginia Department of Health, Office of EMS reported on the planned roll-out of the Field Print system to capture fingerprints, and on a recent realignment of program representative service areas.

Being no further business, the meeting was adjourned at 3:30 PM.

/s Robert Logan, Executive Director

## WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet  
November 30, 2019

## ASSETS

## Current Assets

Ryan Hubbard Scholarship Fund	\$	466.21	
SUNTRUST CHECKING		9,382.27	
SUNTRUST PAYROLL		200.00	
Western 14 Task Force		1,904.17	
PREPAID EXPENSES		77.98	
ACCOUNTS RECEIVABLE		271,235.46	
DUE FROM NSPA		35,232.73	
Total Current Assets			318,498.82

## Property and Equipment

Total Property and Equipment			0.00
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## Other Assets

FRANKLIN TEMPLETON-LPL		140,081.24	
COMMUNICATIONS EQUIPMENT		180,426.65	
MISCELLANEOUS EQUIPMENT		359,787.04	
OFFICE EQUIPMENT		35,144.59	
BUILDING		175,223.00	
LAND		201,600.00	
BLDG. IMPROVEMENTS		86,142.54	
GENERATOR BUILDING & EQUIPME		16,672.25	
ACCUMULATED DEPRECIATION		(426,996.26)	
Total Other Assets			768,081.05

Total Assets	\$		
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## LIABILITIES AND CAPITAL

## Current Liabilities

ACCOUNTS PAYABLE	\$	7,612.62	
CLEARING ACCT (UNCASHED CHEC		157.71	
ACCRUED SALARIES		46,414.24	
DUE TO CC HOSTING		300.00	
W14 CUSTODIAL LIABILITY		1,904.17	
FLEX SPENDING ACCOUNT-MEDICA		282.73	
Total Current Liabilities			56,671.47

## Long-Term Liabilities

Total Long-Term Liabilities			0.00
Total Liabilities			56,671.47

## Capital

FUND BAL. UNRESTRICTED		707,162.00	
FUND BAL. UNRESTRICTED DES.		55,036.00	
RETAINED EARNINGS		269,319.65	
FUND BALANCE TEMP. RESTR.		20,374.00	
Net Income		(21,983.25)	
Total Capital			1,029,908.40

Total Liabilities & Capital	\$		1,086,579.87
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WESTERN VA EMS COUNCIL  
UNAUDITED TREASURER'S REPORT  
AS OF NOVEMBER 30, 2019

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450	108,363	25.00%
SUPPLEMENTAL STATE SYMPOSIUM ADMIN FUNDS	18,000	7,500	41.67%
LOCAL GOVERNMENT	140,000	43,101	30.79%
UNITED WAYS	2,500	694	27.76%
CONTRIBUTIONS	1,000		0.00%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	243,500	190,118	78.08%
NSPA OFFSET REVENUE (Contract for services)	34,800	6,779	19.48%
RENT INCOME (NSPA)	24,000	10,000	41.67%
OVERHEAD INCOME - VDH	4,620	2,338	50.61%
CREDIT CARD HOSTING FEE		218	0.00%
INVESTMENT / GAINS/LOSSES	10,000	2,228	22.28%
<b>TOTAL REVENUES</b>	<b>911,870</b>	<b>371,337</b>	<b>40.72%</b>
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	496,000	241,468	48.68%
PAYROLL TAXES (FICA)	37,944	16,459	43.38%
VEC	400	4	1.12%
403(b) / RETIREMENT	24,800	9,523	38.40%
HOSPITAL / MEDICAL INSURANCE	48,000	20,180	42.04%
LIFE INSURANCE/DISABILITY	11,500	5,513	47.93%
DENTAL INSURANCE	2,800	934	33.36%
PROFESSIONAL SERVICES/FEEES	12,000	240	2.00%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500	1,952	78.09%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	9,136	41.53%
POSTAL / SHIPPING	2,500	206	8.25%
TELECOMMUNICATIONS	15,000	4,961	33.07%
SUPPLIES (ADMIN)	9,426	2,488	26.39%
EQUIPMENT	5,000	2,366	47.32%
INSURANCE	12,000	4,740	39.50%
DIRECT PROGRAM EXPENSES	158,000	59,581	37.71%
PRINTING / PUBLICATIONS	2,400	40	1.68%
TRAVEL / LODGING	5,000	3,163	63.27%
FUEL/VEHICLE MAINTENANCE	8,500	1,093	12.86%
MEETING SUPPORT	1,200	158	13.17%
DUES / MEMBERSHIP FEES	2,000	940	47.00%
STAFF DEVELOPMENT	9,600	1,212	12.63%
CISM PROGRAM COSTS	2,000	49	2.44%
COMMUNICATION SITE RENTAL	6,000	2,500	41.67%
COMMUNICATIONS WIRELINES	5,000	1,064	21.28%
COMMUNICATIONS MAINTENANCE	3,000	1,258	41.93%
COMMUNICATIONS UTILITIES	800	320	39.94%
COMMUNICATIONS INSURANCE	3,000	1,250	41.67%
COMMUNICATIONS EQUIPMENT	2,500		
<b>TOTAL EXPENDITURES</b>	<b>911,870</b>	<b>392,797</b>	<b>43.08%</b>

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
OEMS FUNDS - BLS	
OEMS FUNDS - EMT	
OEMS FUNDS - CE	
OEMS FUNDS - AUX	
PROGRAM SERVICE FEES	
PROTOCOL, ETC. SALES	
TEXTBOOK SALES	
CONSOLIDATED TESTING	12,815
DRUG BOX ENTRANCE FEES	5,017
GRANTS & SPECIAL PROJECTS	15,611
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	
PROGRAM TUITION - AEMT	7,200
PROGRAM TUITION - ADJUNCT	2,250
PROGRAM TUITION - CARDIC	147,200
PROGRAM TUITION - OTHER	
PROGRAM TUITION -	
PROGRAM TUITION - NRVTC	
ID CARD SALES	25
COMMUNITY COLLEGE COURSE REVENUE	
<b>TOTAL REVENUES</b>	<b>190,118</b>

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	2,538
CONTRACTS FOR SERVICES (ENHANCED)	9,880
CONTRACTS FOR SERVICES (ADJUNCT)	1,035
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	4,025
CONTRACTS FOR SERVICES (ALS TEST)	2,165
CONTRACTS FOR SERVICES (CTS)	6,740
CONTRACTS FOR SERVICES (CE WEEKENDS)	
CONTRACTS FOR SERVICES (DRUG TESTING)	3,220
CONTRACTS FOR SERVICES (OEMS CE)	175
CONTRACTS FOR SERVICES (OEMS AUX)	
PAYROLL TAXES (FICA)	1,589
VEC	46
RENT - NRV TRAINING CENTER	685
POSTAGE (NRVTC)	
SUPPLIES (Programs)	2,287
SUPPLIES (CTS)	222
SUPPLIES/RESTOCK (TRAINING)	299
SUPPLIES (ALS TESTING)	45
SUPPLIES (EDUCATION)	
SUPPLIES (NRVTC)	
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ALS)	7,216
TEXTBOOKS (BLS)	
BADGE TRAINING CARDS	
GRANTS & SPECIAL PROJECTS	15,611
DRUG BOX EXCHANGE	618
CREDIT CARD DISCOUNT	1,186
MERCHANDISE FOR RESALE	
ID CARD PROGRAM	
COMMUNITY COLLEGE FEES	
TUITION REIMBURSEMENT - ENHANCED	
TUITION REIMBURSEMENT - INTERMEDIATE	
<b>TOTAL EXPENDITURES</b>	<b>59,581</b>



## FINANCIAL REPORT

JUNE 30, 2019

**PRELIMINARY DRAFT – OPEN FOR REVIEW AND DISCUSSION**

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

**FINANCIAL REPORT**

**June 30, 2019**

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## INDEPENDENT AUDITOR'S REPORT

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

We have audited the accompanying financial statements of Western Virginia Emergency Medical Services Council, Inc. (the "Council") which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities and cash flows for the years then ended and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibilities*

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers the internal control relevant to the Council's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not the purpose of expressing an opinion on the effectiveness of the Council's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**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. as of June 30, 2019 and 2018, 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.

**Emphasis of Matter**

As discussed in Note 1 to the financial statements, in 2019, the Council adopted Accounting Standards Update No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. Our opinion is not modified with respect to this matter.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia  
November \_\_, 2019

**PRELIMINARY DRAFT – OPEN FOR REVIEW AND DISCUSSION**

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

**STATEMENTS OF FINANCIAL POSITION**

**June 30, 2019 and 2018**

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 261,016	\$ 191,734
Restricted cash	15,292	39,286
Accounts receivable	204,141	275,020
Prepaid expenses	6,126	23,462
Investments (Note 3)	412,627	375,518
	<u>899,202</u>	<u>905,020</u>
Total current assets	899,202	905,020
Land, buildings, and equipment, net (Note 4)	<u>610,610</u>	<u>586,650</u>
Total assets	<u>\$ 1,509,812</u>	<u>\$ 1,491,670</u>
<b>LIABILITIES AND NET ASSETS</b>		
Accounts payable	\$ 41,632	\$ 19,286
Accrued expenses (Note 10)	54,959	65,721
Deferred revenue	44,802	153,426
	<u>141,393</u>	<u>238,433</u>
Total liabilities	141,393	238,433
<b>NET ASSETS</b>		
Without donor restrictions	1,156,996	1,057,743
With donor restrictions (Note 5)	211,423	195,494
	<u>1,368,419</u>	<u>1,253,237</u>
Total net assets	1,368,419	1,253,237
Total liabilities and net assets	<u>\$ 1,509,812</u>	<u>\$ 1,491,670</u>

The Notes to Financial Statements are an integral part of these statements.

**PRELIMINARY DRAFT – OPEN FOR REVIEW AND DISCUSSION**

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

**STATEMENT OF ACTIVITIES**  
**Year Ended June 30, 2019**

	<b>2019</b>		
	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>			
State government	\$ 519,650	\$ -	\$ 519,650
Federal grant revenue	-	554,873	554,873
Local government (Note 7)	140,352	-	140,352
Symposium revenue (Note 11)	333,557	-	333,557
Other support and income	476,980	-	476,980
United Way organizations	1,559	-	1,559
Ryan Hubbard Scholarship	541	-	541
Unrealized and realized gains	14,922	-	14,922
Investment income	5,271	-	5,271
Contributions	-	-	-
Net assets released from restrictions (Note 6)	538,944	(538,944)	-
	<hr/>	<hr/>	<hr/>
<b>Total revenues</b>	2,031,776	15,929	2,047,705
<b>EXPENSES (Note 8)</b>			
Program services	1,563,118	-	1,563,118
Management and general	369,405	-	369,405
	<hr/>	<hr/>	<hr/>
<b>Total expenses</b>	1,932,523	-	1,932,523
	<hr/>	<hr/>	<hr/>
<b>Change in net assets</b>	99,253	15,929	115,182
<b>NET ASSETS</b>			
Beginning	1,057,743	195,494	1,253,237
	<hr/>	<hr/>	<hr/>
Ending	\$ 1,156,996	\$ 211,423	\$ 1,368,419
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The Notes to Financial Statements are an integral part of these statements.

**PRELIMINARY DRAFT – OPEN FOR REVIEW AND DISCUSSION**

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

**STATEMENT OF ACTIVITIES**

**Year Ended June 30, 2019**

	<b>2018</b>		
	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>			
State government	\$ 525,150	\$ -	\$ 525,150
Federal grant revenue	-	653,806	653,806
Local government (Note 7)	139,753	-	139,753
Symposium revenue (Note 11)	343,473	-	343,473
Other support and income	469,093	-	469,093
United Way organizations	728	-	728
Ryan Hubbard Scholarship	-	-	-
Unrealized and realized gains	4,665	-	4,665
Investment income	10,742	-	10,742
Contributions	-	-	-
Net assets released from restrictions (Note 6)	626,084	(626,084)	-
<b>Total revenues</b>	<b>2,119,688</b>	<b>27,722</b>	<b>2,147,410</b>
<b>EXPENSES (Note 8)</b>			
Program services	1,884,449	-	1,884,449
Management and general	342,290	-	342,290
<b>Total expenses</b>	<b>2,226,739</b>	<b>-</b>	<b>2,226,739</b>
<b>Change in net assets</b>	<b>(107,051)</b>	<b>27,722</b>	<b>(79,329)</b>
<b>NET ASSETS</b>			
Beginning	1,164,794	167,772	1,332,566
Ending	\$ 1,057,743	\$ 195,494	\$ 1,253,237

The Notes to Financial Statements are an integral part of these statements.

**PRELIMINARY DRAFT – OPEN FOR REVIEW AND DISCUSSION**

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

**STATEMENTS OF CASH FLOWS**  
**For the Years Ended June 30, 2019 and 2018**

	<u>2019</u>	<u>2018</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 115,182	\$ (79,329)
Adjustments to reconcile the change in net assets to net cash provided by operating activities:		
Depreciation expense	40,649	33,127
Unrealized and realized gains on investments	(14,922)	(4,665)
Change in certain operating assets and liabilities:		
(Increase) decrease in:		
Accounts receivable	70,879	(17,061)
Prepaid expense	17,336	712
Increase (decrease) in:		
Accounts payable	22,346	(11,210)
Accrued expenses	(10,762)	22,028
Deferred revenue	(108,624)	88,936
	<u>132,084</u>	<u>32,538</u>
<b>Net cash provided by operating activities</b>		
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(64,609)	(44,015)
Change in investments, net of proceeds from sales	(22,187)	55,575
	<u>(86,796)</u>	<u>11,560</u>
<b>Net cash provided by (used in) investing activities</b>		
<b>Increase in cash and cash equivalents and restricted cash</b>	45,288	44,098
<b>TOTAL CASH AND CASH EQUIVALENTS AND RESTRICTED CASH</b>		
Beginning	<u>231,020</u>	<u>186,922</u>
Ending	<u>\$ 276,308</u>	<u>\$ 231,020</u>
As presented on the Statement of Financial Position:		
Cash and cash equivalents	\$ 261,016	\$ 191,734
Restricted cash	<u>15,292</u>	<u>39,286</u>
	<u>\$ 276,308</u>	<u>\$ 231,020</u>

The Notes to Financial Statements are an integral part of these statements.

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

**NOTES TO FINANCIAL STATEMENTS  
June 30, 2019**

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

Nature of operations

Western Virginia Emergency Medical Services Council, Inc. (the “Council”) was organized in September 1975 as a not-for-profit, non-stock 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 based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported in two classes as follows:

**Net assets without donor restrictions** are net assets available for use in general operations and not subject to donor restrictions. These 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, gains, and losses that are not net assets with donor restrictions are included in this classification. Expenses are reported as decreases in this classification.

**Net assets with donor restrictions** are net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or that can be fulfilled by action of the Council pursuant to those stipulations. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates the resources be maintained in perpetuity. All donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restriction.

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

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

Recent Accounting Pronouncement

During 2019, the Council adopted ASU No. 2016-14, *Not-for-Profit Entities (Topic 958), Presentation of Financial Statements of Not-for-Profit Entities*. The intention of the guidance is to improve the net asset classification requirements and the information presented in the financial statements and notes about the Council’s liquidity, financial performance, and cash flows. Main provisions of this guidance include: presentation of two classes of net assets versus the previously required three; recognition of capital gifts for construction as a net asset without donor restrictions when the associated long-lived asset is placed in service; and recognition of underwater endowment funds as a reduction in net assets with donor restrictions. The guidance also enhances disclosures for board designated amounts, composition of net assets without donor restrictions, liquidity, and expenses by both their natural and functional classification.

A recap of the net asset reclassifications driven by the adoption of ASU 2016-14 as of June 30, 2018 and 2017 is as follows:

	<u>ASU 2016-14 Classifications</u>		
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total Net Assets</u>
<b>At June 30, 2017:</b>			
As previously presented:			
Unrestricted	\$ 1,164,794	\$ -	\$ 1,164,794
Temporarily restricted	-	167,772	167,772
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net assets as previously presented and reclassified at June 30, 2017	<u>\$ 1,164,794</u>	<u>\$ 167,772</u>	<u>\$ 1,332,566</u>
<b>At June 30, 2018:</b>			
As previously presented:			
Unrestricted	\$ 1,057,743	\$ -	\$ 1,057,743
Temporarily restricted	-	195,494	195,494
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net assets as previously presented and reclassified at June 30, 2018	<u>\$ 1,057,743</u>	<u>\$ 195,494</u>	<u>\$ 1,253,237</u>

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.

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

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

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 4.

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. The carrying value of the Council's investments will fluctuate with the financial markets. As a result, the value of such investments as of the date of this report may be materially different than year-end values.

Property and equipment

Cash or other assets whose use is restricted to acquire long-lived assets are recorded as assets with donor restrictions until the long-lived assets are acquired. Once placed into service, the net assets with donor restrictions are reclassified to net assets without donor restrictions.

Property and equipment is stated at cost or, if donated, at fair 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 and tuition revenue collected yet not earned.

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

**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*.

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 81% and 97% of accounts receivable at June 30, 2018 and 2017, respectively, were from the Council’s two largest funding sources.

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS  
June 30, 2019**

**Note 2. Financial Assets and Liquidity Resources**

As of June 30, 2019, financial assets due within one year of the balance sheet date for general expenditure are as follows:

Cash and cash equivalents	\$ 261,016
Restricted Cash	15,292
Accounts receivable, net	204,141
Investments appropriated for current use	-
	<hr/>
	\$ 480,449
	<hr/> <hr/>

The Organization maintains sufficient liquid assets in cash accounts to meet general expenditures as they become due. General expenditures are any direct and indirect costs to meet the mission if the Organization has available investments that could be accessed if needed. (See Note 3.)

**Note 3. Investments**

The Council's investments are reported at fair value in the accompanying statement of financial position. All investments are classified as net assets without donor restrictions at June 30, 2019 and 2018.

	<b>Fair Value Measurements at Reporting Date Using:</b>	
	<b>Fair Value</b>	<b>Level 1</b>
	<hr/>	<hr/>
<b><u>June 30, 2019</u></b>		
Mutual Funds	\$ 412,627	\$ 412,627
	<hr/>	<hr/>
Total	\$ 412,627	\$ 412,627
	<hr/> <hr/>	<hr/> <hr/>
<b><u>June 30, 2018</u></b>		
Equities	\$ 224,503	\$ 224,503
Fixed Income	151,015	151,015
	<hr/>	<hr/>
Total	\$ 375,518	\$ 375,518
	<hr/> <hr/>	<hr/> <hr/>

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

**Note 3. Investments (Continued)**

The investments are comprised of two general components as follows:

	<b>2019</b>	<b>2018</b>
Controlled by and allocated at the discretion of the WVEMS Board of Directors	\$ 163,625	\$ 143,007
Dedicated to the Virginia EMS Symposium subject to oversight by the Virginia Department of Health Office of EMS	249,002	232,511
	<b>\$ 412,627</b>	<b>\$ 375,518</b>

**Note 4. Land, Buildings, and Equipment**

Land, buildings, and equipment consist of the following as of June 30:

	<b>Estimated Useful Life</b>	<b>2019</b>	<b>2018</b>
Land		\$ 201,600	\$ 201,600
Building	39 years	175,223	175,223
Building improvements	39 years	86,143	86,143
Communications equipment	5-10 years	180,427	180,427
Office equipment	5-10 years	52,920	52,920
Software	3 years	38,760	38,760
Miscellaneous equipment	5-10 years	342,397	341,044
Generator building and equipment	15-20 years	16,672	16,672
		1,094,142	1,092,789
Less accumulated depreciation		(483,532)	(506,139)
		<b>\$ 610,610</b>	<b>\$ 586,650</b>

**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 a 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, 2019 and 2018, the amount due from the grantor was \$8,655 and \$9,012 representing 5% and 4% of accounts receivable at June 30, 2019 and 2018, respectively. Net assets with donor restrictions under the grant were \$211,423 and \$195,494 as of June 30, 2019 and 2018, respectively.

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

**Note 6. Net Assets Released From Donor-Restrictions**

Net assets during the years ended June 30 were released from donor-restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors.

	<b>2019</b>	<b>2018</b>
Donor restrictions satisfied		
Instruction and operational support	\$ 538,944	\$ 626,084
	\$ 538,944	\$ 626,084

**Note 7. Local Government Support**

Local government support received by the Council is as follows:

	<b>2019</b>	<b>2018</b>
City of Roanoke	\$ 16,084	\$ 16,084
County of Montgomery	15,715	15,715
County of Roanoke	15,433	15,433
County of Pittsylvania	11,391	10,792
County of Franklin	10,362	10,362
City of Danville	8,528	8,528
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	5,089	5,089
County of Giles	4,958	4,958
City of Radford	4,816	4,816
County of Alleghany	4,775	4,775
County of Floyd	4,639	4,639
City of Martinsville	4,435	4,435
City of Covington	3,335	3,335
County of Craig	3,227	3,227
	\$ 140,352	\$ 139,753

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2019**

**Note 8. Operating Expenses**

The table below presents expenses by both their nature and function:

	<b>2019</b>		
	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 269,988	\$ 224,656	\$ 494,644
NSPA expenses	464,630	-	464,630
VHHA expenses	74,314	-	74,314
Contracts for services	192,640	-	192,640
Symposium (Note 9)	251,477	16,500	267,977
Payroll tax and employee benefits	93,341	45,661	139,002
Salaries – education and testing	89,462	-	89,462
CBA expenses	162	-	162
Special projects	10,077	-	10,077
Supplies and equipment	8,916	11,108	20,024
Depreciation	-	40,649	40,649
Utilities	16,684	-	16,684
Maintenance and repair	8,932	-	8,932
Travel, mileage, and lodging	8,457	3,267	11,724
Professional fees	10,868	-	10,868
Insurance	4,287	13,951	18,238
Telecommunications	7,762	6,427	14,189
Textbooks	35,273	-	35,273
Equipment rental	10,173	-	10,173
Staff development	4,167	1,564	5,731
Rent	6,778	-	6,778
Miscellaneous	16,042	-	16,042
Postage	255	1,528	1,783
Printing and publications	514	1,600	2,114
CISM conference and miscellaneous	1,529	-	1,529
Dues and membership	315	2,494	2,809
Scholarship expenses	75	-	75
Inter-divisional rent	(24,000)	-	(24,000)
	<b>\$ 1,563,118</b>	<b>\$ 369,405</b>	<b>\$ 1,932,523</b>

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

**Note 8. Operating Expenses (Continued)**

The table below presents expenses by both their nature and function: (Continued)

	<b>2018</b>		
	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
Salaries	\$ 281,510	\$ 202,537	\$ 484,047
NSPA expenses	498,398	-	498,398
VHHA expenses	146,383	-	146,383
Contracts for services	181,926	-	181,926
Symposium (Note 9)	396,557	19,500	416,057
Payroll tax and employee benefits	86,434	47,299	133,733
Salaries – education and testing	73,899	-	73,899
CBA expenses	2,539	-	2,539
Special projects	5,532	-	5,532
Supplies and equipment	34,009	9,534	43,543
Depreciation	-	33,127	33,127
Utilities	22,008	-	22,008
Maintenance and repair	20,267	1,113	21,380
Travel, mileage, and lodging	8,420	2,125	10,545
Professional fees	10,480	-	10,480
Insurance	4,272	13,720	17,992
Telecommunications	8,138	5,901	14,039
Textbooks	88,775	-	88,775
Equipment rental	8,286	-	8,286
Staff development	4,663	1,760	6,423
Rent	6,778	-	6,778
Miscellaneous	12,668	-	12,668
Postage	290	1,367	1,657
Printing and publications	281	2,385	2,666
CISM conference and miscellaneous	5,786	-	5,786
Dues and membership	150	1,922	2,072
Inter-divisional rent	(24,000)	-	(24,000)
	\$ 1,884,449	\$ 342,290	\$ 2,226,739

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2019**

**Note 9. 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 \$27,298 and \$28,317 to the plan in 2019 and 2018, respectively.

**Note 10. 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, 2019 and 2018, the accrual for compensated balances was \$46,414 and \$45,883, respectively, and is included in accrued expenses on the statement of financial position.

**Note 11. Symposium**

The Council is responsible for the primary purpose of Alliance for Emergency Medical Education and Research (AEMER), the sponsorship of an annual education symposium for emergency medical providers in Virginia and elsewhere, and in particular for Virginia statewide emergency medical services.

Total revenues from the symposium for the year ended June 30, 2019 were \$333,557. Expenses incurred were:

	<b>2019</b>		
	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
Conference center	\$ 5,000	\$ -	\$ 5,000
Symposium event manager	27,110	-	27,110
Supplies	23,154	-	23,154
Discounts	9,877	-	9,877
Professional services	-	16,500	16,500
Printing and publications	14,429	-	14,429
Participant material	240	-	240
Contract labor	49,372	-	49,372
Symposium entertainment	52,650	-	52,650
Symposium scholarship	5,000	-	5,000
Travel	64,595	-	64,595
Postage	50	-	50
	\$ 251,477	\$ 16,500	\$ 267,977

(Continued)

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

**NOTES TO FINANCIAL STATEMENTS  
June 30, 2019**

**Note 11. Symposium (Continued)**

Total revenues from the symposium for the year ended June 30, 2018 were \$343,473. Expenses incurred were:

	<b>2018</b>		
	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
Conference center	\$ 219,695	\$ -	\$ 219,695
Symposium event manager	14,208	-	14,208
Supplies	24,229	-	24,229
Discounts	10,982	-	10,982
Professional services	-	19,500	19,500
Printing and publications	12,998	-	12,998
Participant material	3,652	-	3,652
Contract labor	40,648	-	40,648
Symposium entertainment	16,977	-	16,977
Symposium scholarship	5,000	-	5,000
Planning	1,830	-	1,830
Travel	46,319	-	46,319
Postage	19	-	19
	<u>\$ 396,557</u>	<u>\$ 19,500</u>	<u>\$ 416,057</u>

## **PROTOTYPE 403(b) ADOPTION AGREEMENT & PLAN DOCUMENT**

The IRS has established a program for Section 403(b) Plan Sponsors to adopt a prototype plan document. This program, modeled after the pre-approved “master and prototype” plan program for qualified retirement plans described in Code Section 401(a), allows employers who adopt an IRS-approved 403(b) plan document to be assured that their plan generally meets the requirements under Section 403(b) and the Final 403(b) Regulations that were issued in 2007. The IRS has approved Mutual of America’s prototype 403(b) plan document and has issued a favorable opinion letter for this plan. Plan sponsors who adopt Mutual of America’s prototype plan will therefore be able to rely on the opinion letter as proof of the plan’s qualification status.

The 403(b) plan that your organization sponsors must be restated by March 31, 2020. The restated document must reflect the legislative and regulatory changes affecting your plan that have been issued over the past several years, in particular the Final 403(b) Regulations that were issued in 2007.

Our records indicate that your 403(b) plan fits within the parameters of our 403(b) prototype plan document. Therefore, to assist you in complying with these legislative and regulatory changes, we have enclosed the following.

### Left-Side of the Folder:

1. A copy of Mutual of America’s new Prototype 403(b) Thrift Plan Document Adoption Agreement. We have completed the Adoption Agreement for your new plan document based on information about your current plan provisions from our files. Please carefully review the completed Adoption Agreement to be sure it correctly reflects the provisions that you have previously elected for your plan and review the other items listed below. We encourage you to share and review these documents with your organization’s legal counsel or professional tax adviser.
2. A copy of the IRS Opinion Letter issued for our Prototype as to its form.
3. A postage-paid return envelope for returning to us a signed copy of the Adoption Agreement.

### Right-Side of the Folder:

1. A Procedure Checklist that explains each step in the restatement process.
2. A copy of the Highlights of the new Prototype 403(b) Thrift Plan Document, which explains the most significant updates to your 403(b) Thrift Plan Document.
3. A complete copy of the Prototype 403(b) Thrift Plan Document, including Adoption Agreement, which you should sign and retain in your files after you review it and are satisfied it correctly reflects your plan provisions. This is intended to replace your current 403(b) Thrift plan document. This new plan document incorporates all of the changes required by prior legislation, including the Final 403(b) Regulations and the Pension Protection Act of 2006 (including the final Internal Revenue Code (IRC) Section 415 regulations), as well as changes

required by legislation relating to the Heroes Earnings Assistance and Relief Tax Act of 2008 and the Worker, Retiree, and Employer Recovery Act of 2008.

The restated plan document must be signed and dated by a duly authorized officer of your organization.

**Your organization must adopt its restated 403(b) plan document by no later than March 31, 2020.**

In addition to your restated 403(b) document, we are also enclosing an amendment for you to sign, to comply with the Bipartisan Budget Act of 2018 (the "Act"). The Act made several changes that impact tax-qualified retirement plans, including relaxing certain hardship distribution rules for plan years beginning after December 31, 2018.

The Act makes hardship distribution rules less restrictive in three significant ways:

- **Elimination of the six-month suspension following hardship withdrawals.**  
Previously, participants were prohibited from making salary deferrals into the plan for a period of six months after receiving a hardship distribution. The Act eliminates the six month suspension.
- **Elimination of the requirement to take available loans before a hardship withdrawal.**  
Previously, a participant was required to take other available distributions and plan loans prior to taking a hardship withdrawal. A participant will still be required to take other available distributions prior to taking a hardship withdrawal, but the Act removes the requirement to take available plan loans prior to taking a hardship withdrawal.
- **Expansion of amounts available for hardship withdrawals.**  
Previously, hardship withdrawals were not permitted from safe harbor employer contributions, from qualified non-elective contributions or from qualified matching contributions. The Act allows for hardship withdrawals to be distributed from all of these accounts.

Please review the enclosed amendment carefully. If you agree to these changes to your plan, please have a duly authorized representative of your organization sign the amendment. Please return the signed amendment in the enclosed self-addressed stamped envelope and retain a copy for your records.

If you do not agree with these changes to your plan, and you wish to retain the old hardship distribution rules in your plan, do not sign the enclosed amendment. Instead, please contact your Mutual of America representative, who is available to answer any questions you may have concerning this amendment.

Please note that Mutual of America will administer your plan using the new hardship distribution rules only after we have received the signed plan amendment. We will also issue you an update to your summary plan description that will reflect these new rules.

If you have any questions, please contact your Mutual of America Regional Office service representative. For the location and telephone number of your local office, please visit our website, *mutualofamerica.com*, or call 1-800-468-3785 and select option 1.

**Amendment to the 403(b) Thrift Plan**

of

**Western Virginia Emergency Medical Services Council**

The Employer hereby amends its Plan to comply with the Bipartisan Budget Act of 2018, effective as of the later of the first day of the first Plan Year beginning on or after January 1, 2019 or the date that the amendment is signed:

1. The second paragraph of Section 5.1, regarding Salary Reduction Contributions, is amended to read as follows:

Salary Reduction Contributions on behalf of any eligible Employee shall be subject to the provisions of Sections 5.5, 5.6, and 5.7 of the Plan. The amount of includible compensation deferred by an eligible Employee for any calendar year shall not exceed the limitations described in Sections 402(g) of the Code. Any Salary Reduction Contributions on behalf of an Employee may be reduced prospectively at the discretion of the Employer to satisfy the limitations of Sections 401(m), 402(g), 403(b)(2) and 415 of the Code. In addition, for Plan Years beginning before January 1, 2019, Salary Reduction Contributions on behalf of a Participant who has made a withdrawal due to financial Hardship shall be restricted in accordance with Section 8.4. For Plan Years beginning after December 31, 2018, Salary Reduction Contributions on behalf of a Participant who has made a withdrawal due to financial Hardship shall not be restricted in accordance with Section 8.4. Moreover, to the extent required under Section 414(u) of the Code, a Participant who is re-employed after a period of military service shall be permitted to make additional contributions to this Plan in an amount not to exceed the Salary Reduction Contributions that he would have been permitted to make if he had continued in employment with the Employer during that period of military service.

2. Section 8.4(b) is changed to read as follows:

**(b) Exhaustion Of Other Resources**

For Plan Years beginning before January 1, 2019, the Plan Administrator determines that the Participant has already obtained all nontaxable loans and all distributions (other than Hardship withdrawals) currently available under all plans maintained by the Employer. For Plan Years beginning after December 31, 2018, the Participant shall not be required to have already obtained all nontaxable loans, but shall be required to have already obtained all distributions (other than Hardship Withdrawals) currently available under all plans maintained by the Employer.

3. Section 8.4(d) is changed to read as follows:

**(d) Suspension Of Salary Reduction Contributions**

For Plan Years beginning before January 1, 2019, as soon as reasonably practicable after receipt of his Hardship withdrawal, the Participant ceases all employee contributions and elective deferrals to all plans maintained by the Employer (including Automatic Enrollment Contributions and other Salary Reduction Contributions under Section 5.1) for a period of six consecutive months, except as provided by IRS regulations. For Plan Years beginning after December 31, 2018, the Participant shall not be required to cease all employee contributions and elective deferrals to all plans maintained by the Employer (including Automatic Enrollment Contributions and other Salary Reduction Contributions under Section 5.1) after receipt of his Hardship withdrawal.

This Amendment executed in the State of \_\_\_\_\_ on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

**Western Virginia Emergency Medical Services Council**

By: \_\_\_\_\_

Title: \_\_\_\_\_

## **Revisions to WVEMS COOP for 2020**

Presented to the WVEMS Board of Directors on Dec. 12, 2019

Sec. 1 – Adds the VAEMS Director of Information Technology to the Leadership Team

Sec. 2 – Removes responsibility for the Medical Reserve Corps

Sec. 3 – Modifies order of succession for the Business Manager and removes responsibility for NSPA Order of Succession. (NSPA has its own COOP.)

Sec. 5 – Removes requirement that all staff be trained in CPR and First Aid. Our job descriptions already require certain personnel to be certified at the Paramedic level.

Sec. 6 – Replaces Admin. Asst. with Compliance Office with access to certain personnel files.

Sec. 10 – Modifies “Mass Illness” section to make it more realistic. Includes recommendation to create and maintain administrative procedure manuals.

Sec. 10 – Modifies “Unanticipated Disasters” section to perform “under load” generator tests quarterly rather than monthly.

Sec. 11 – MOU for alternate office location is now with Roanoke County Fire & Rescue for use of a portion of the No. 1 Station on Hershberger Road.

Sec. 11 – Reestablish financial management – Adds Compliance Officer as responsible party, replaces “Peachtree software” with “accounting software.”

Sec. 11 – Support to NSPA – This section involves maintenance of caches of medications and supplies. This is no longer routinely done.

Appendix 1 – Vendor List and Emergency Contacts. Updated.

Appendix 2 0 Computer Network. Will be reviewed and updated by the VAEMS Director of Technology Services.

Appendix 3 – changes reference to Senior Field Coordinator.



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



# ANNUAL REPORT

July 1, 2018 - June 30, 2019

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# STAFF DIRECTORY

(as of 11-01-2019)

## **Executive Director**

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

## **Education Program Director**

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

## **Business Manager**

Sandra D. McGrath  
(smcgrath@vaems.org)

## **Compliance Officer**

Mary H. Christian  
(mchristian@vaems.org)

## **Administrative Assistant**

Kayla Perkins  
(kperkins@vaems.org)

## **Field Coordinator**

Chris Christensen, NRP  
(christensen@vaems.org)

## **Field Coordinator**

Michael L. Garnett, NRP  
(mgarnett@vaems.org)

## **Field Coordinator**

William E. (Gene) Dalton, NRP  
(gdalton@vaems.org)

## **Director of Information Technology for Regional Councils (RCTS)**

Jim Huffman  
(jhuffman@vaems.org)

## **NSPA Executive Director**

Robert Hawkins  
(rhawkins@vaems.org)

## **NSPA RHCC Manager**

Mark Cromer  
(mcromer@vaems.org)

## **NSPA RHCC Duty Officers**

Phillip Belcher  
J.T. Clark  
Ashley Briggs  
Adam LaChappelle  
Brandon Turpin

## **NSPA Medically Vulnerable Populations Coordinator**

Mary Kathryn Alley  
(mkalley@vaems.org)

## **NSPA Training and Exercise Coordinator**

Monica McCullough  
(mmccullough@vaems.org)

## **NSPA Materials Managers**

Phillip Belcher  
(pbelcher@vaems.org)  
Mark Cromer  
(mcromer@vaems.org)

## **WVEMS Regional Medical Director**

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



## Emerging Threats Impact Patient Care

Active shooter and other multicasualty events require responders to:

- Maintain enhanced situational awareness.
- Limit care in high-risk environments.
- Treat complex wounds.
- Respond to competing priorities (stop management of patient for safety reasons versus complex patient care).



**RFAAP  
FIRE & RESCUE**

## Office Information

### Main Office

1944 Peters Creek Road, Roanoke VA 24017

### New River Valley Office:

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

### Piedmont Office

1024 DuPont Road, Martinsville VA 24115  
(located in the Henry County Public Safety Training Center)

# MISSION

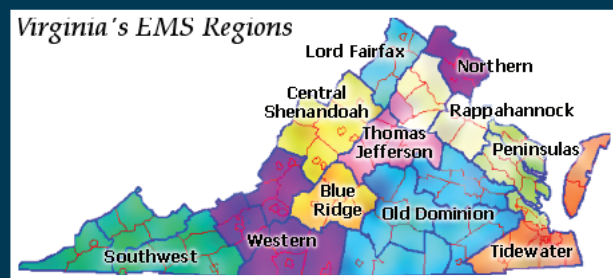
The mission of the Western Virginia EMS Council is to facilitate regional cooperation, planning and implementation of an integrated emergency medical services delivery system.

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

Regional emergency medical services councils

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

## Virginia's EMS Councils



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

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

# ABOUT THE WESTERN VIRGINIA EMS COUNCIL

In 1974, a dedicated group of volunteers gathered to study the feasibility of creating an organization dedicated to the improvement of pre-hospital emergency medical care in certain areas of western Virginia. Initially, the counties and cities comprised by the Fourth and Fifth Planning



Districts of Virginia were identified as the Western Virginia Emergency Medical Services Region. Eventually, the Commonwealth of Virginia recognized EMS regions by statute, and the Twelfth Planning District was incorporated into the Western Virginia Region. Now our Region includes 12 counties and seven cities.

In 1975, the Western Virginia Emergency Medical Services Council incorporated in Planning Districts Four and Five, and the Piedmont EMS Council was incorporated in the Twelfth PD. (Eventually these two corporations merged to form the present Western Virginia Emergency Medical Services Council.) The initial Boards of Directors began the process of developing our EMS system.

Fortunately, our region already possessed a good basic life support base, consisting primarily of a network of dedicated volunteer rescue squads. The focus of our EMS Councils became development of a quality Advanced Life Support program, as part of our overall EMS system.

The US Department of Health and Human Services (formerly Health, Education and Welfare) had developed a series of grants-in-aid. Initially, these were awarded as block grants through Virginia's Department of Health. As EMS councils were created, direct grants were made. A series of matching grants was awarded to develop our EMS system throughout the Western Virginia Region. A small staff coordinated the construction of complex UHF medical radio systems, training programs, public education programs, and many other elements of our comprehensive EMS system. Local governments contributed to the Councils to fund training and radio system operations.

In 1983, we were notified that federal grant funding was no longer available. Determined to continue development of our programs, we sought local and state funding. Local government contributions increased. Hospitals throughout the region assisted. Some private contributions were received, and limited United Way funds were made available. After much hard work by many persons within Virginia's EMS community, the Virginia legislature created its One-for-Life program whereby one dollar from each motor vehicle registration was put into a fund to be administered by the Virginia Department of Health for emergency medical services. Later, that fund was doubled and renamed Two-for-Life.

This State fund created Virginia's Rescue Squad Assistance Fund, a matching grant program for rescue squads and other agencies and entities providing emergency medical care in the Commonwealth. The Two-for-Life program also funded several other worthwhile projects, including some administrative funding for the regional EMS councils. That program has expanded into what is now "\$6.25 for Life." At present, regional EMS councils across Virginia enter into annual contracts with the Virginia Department of Health, Office of Emergency Medical Services. The councils coordinate training at the basic and advanced life support level, and provide many other support functions.

The Western Virginia Emergency Medical Services Council operates a main office in Roanoke. We also staff field offices in Radford and Martinsville. The Council owns and operates UHF medical radio systems throughout the Region. These systems allow EMS providers in the field to communicate directly with the hospital emergency departments. Advanced life support training is coordinated and provided by the Council through our OEMS Accredited New River Valley Training Center and under a cooperative agreement with Radford University. Many continuing education programs are promoted, developed and provided.

The Council is a non-profit 501(c)(3) organization as defined by the IRS code. We are governed by a 27 member board of directors. Our board meets quarterly, and an active executive committee meets more frequently. All medical personnel and protocol matters are governed by our Medical Direction Committee, chaired by a Regional Medical Director. The MDC consists of all physician Operational Medical Directors within the region. (Each EMS agency must designate an operational medical director.) All EMS courses are directed by designated physician course medical directors.

The Western Virginia Emergency Medical Services Council maintains an important presence in EMS in the Western Virginia EMS Region. We are a major element of the EMS system. Given statutory authority and recognition by the Commonwealth of Virginia, the Council works closely with the Virginia Health Department's Office of Emergency Medical Services. Through our contractual obligations with the Commonwealth, we are the implementation arm for many programs and activities.

Our EMS Council has developed model programs now used throughout Virginia, such as our long-standing relationship with the Near Southwest Preparedness Alliance. We have consistently maintained leadership roles and have been looked to for advice and assistance. A dedicated staff and board of directors, along with an outstanding working committee structure has allowed us to excel and to develop a model EMS system.

What's in our future? Our board of directors is currently in discussions with the Southwest Virginia EMS Council to consider a merger which would benefit all of our constituents. Such cooperation would consolidate many functions, such as audit, employee benefits, bookkeeping and insurance. It would also afford the councils a greater presence in the Commonwealth. Stay tuned for more about this opportunity as it unfolds!

Further information may be obtained by contacting the Executive Director.



# LEADERSHIP AND OVERSIGHT

## BOARD OF DIRECTORS

(As of 11-1-2019)

Stephen G. Simon, President\*  
Mike Jefferson, Vice President\*  
Jason Ferguson, Secretary\*  
Joseph Coyle, Treasurer\*  
Steve Allen  
James L. Cady, Jr.  
Eric K. Stanley, D.O.  
Marlon (Matt) Rickman\*  
James L. Cady, Sr.  
Tim Duffer  
Tonya Kelly, RN, BSN  
Larry Lafon  
Matthew Tatum  
Dwayne Paxton  
L. Joseph Trigg  
William Ferguson  
Carey Harveycutter  
J. Dale Wagoner  
Charles J. Lane, MD, FACEP  
Robert H. Logan, Ph.D.\* (non-voting)  
Ryan Muterspaugh  
Robert Hawkins  
Kristopher Shrader\*  
Rodney Haywood  
Valerie Tweedie\*  
Ford S. Wirt  
Richard Flora

*\*Executive committee*

### Representing

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

## COMMITTEE, SUBCOMMITTEE AND PROGRAM LEADERS

**Executive Committee** – Steve Simon, Chair

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

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

**Allied Resources Subcommittee** - Darrell VanNess, MSN, Chair

**Education Subcommittee** – Marlon (Matt) Rickman, Chair

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

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

**Regional Critical Incident Stress Management Team (CISM)** - Dwayne Cromer, Team Administrator

**Communications Workgroup** - Jim Cady, Sr., Chair

# SIGNIFICANT ACCOMPLISHMENTS

## PROVIDER SERVICES AND RECOGNITION

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

Conducted an annual EMS awards program at the Vinton War Memorial. Recognized providers and agencies in ten categories of Regional EMS awards, plus a scholarship to an outstanding EMS provider who was a high school senior. Submitted regional award recipients as statewide Governor's EMS award nominees. Presented the Benny Summerlin Award for Service to Local Government. Also presented NSPA Healthcare Preparedness awards in four categories.

Coordinated and provided a point of contact for an accredited (VOEMS) regional critical incident stress management (CISM) Team consisting of 36 volunteer mental health and peer public safety debriefers.

Quarterly team meetings were conducted, along with several special training events.

Responded to 25 requests for CISM team interventions and various educational sessions for CISM team members.

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

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

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



# 2019 REGIONAL EMS AWARDS

## **Outstanding EMS Telecommunications Dispatcher**

Virgil (JR) Powell, Director, Martinsville-Henry County 911 Center

## **Outstanding Prehospital Provider**

Logan Perkins, Regional Emergency Services, Inc., (REMSI), Pulaski County

## **Outstanding EMS Administrator**

Kenneth Todd King, Horsepasture Volunteer Rescue Squad

## **Nurse with Outstanding Contribution to EMS**

Amy Moore, Carilion Clinic Pediatric ER

## **Outstanding Prehospital Educator**

Beauford (BJ) Joyce, Jefferson College of Health Sciences (Now Radford University)

## **Outstanding EMS Agency**

Carilion Clinic Life Guard Air Ambulance Provider

## **Dr. Cheryl B. Haas Award for Outstanding EMS Physician**

Susan Osborne, D.O.

## **Outstanding Contribution to EMS by a High School Senior (\$1,000 scholarship)**

William Scott "Billy" Fulcher, Horsepasture Volunteer Rescue Squad

## **Outstanding Contribution to EMS Emergency Preparedness and Response**

Roanoke County Fire and Rescue for its Emergency Management Team

## **Award for Outstanding Contribution to EMS for Children**

Tanya Trevilian, Carilion Clinic Pediatric Trauma Center

## **Award for Outstanding Contribution to EMS Health and Safety**

John T. Clark, Near Southwest Preparedness Alliance, for Mental Health First Aid for Fire & EMS Program

## **Award for Excellence in EMS**

James L. Cady, Sr., Emergency Manager, Craig County

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

Dale Wagoner, Deputy County Administrator, Henry County

## EMS EDUCATION AND ADVOCACY

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

Coordinated 14 OEMS consolidated test sites throughout the region, testing 382 candidates for certification.

WVEMS maintains an accredited AEMT Training Center at our New River Valley location. Awarded accreditation renewal in 2018.

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

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

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

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

Completed one Advanced EMT course in Roanoke enrolling 22 students, specifically designed for fire/EMS agencies in the Roanoke Valley with a 92% pass rate.

Completed one Advanced EMT course in the New River Valley which enrolled 15 students with a 95% pass rate.

Continued a cooperative EMS education program with Radford University Carilion.

Offered numerous ALS and BLS continuing education programs across the region.

Funded 427 hours of ALS/BLS category 1 continuing education through a grant from the Virginia Department of Health, Office of Emergency Medical Services as well as funded 35 auxiliary courses training 537 students.

Coordinated and provided instruction for all ALS/BLS continuing education offered at the Virginia Association of Volunteer Rescue Squads' annual Rescue College in Blacksburg, awarding 6,035 hours of Category 1 and Category 2 Continuing Education from the Virginia Department of Health, Office of Emergency Medical Services.

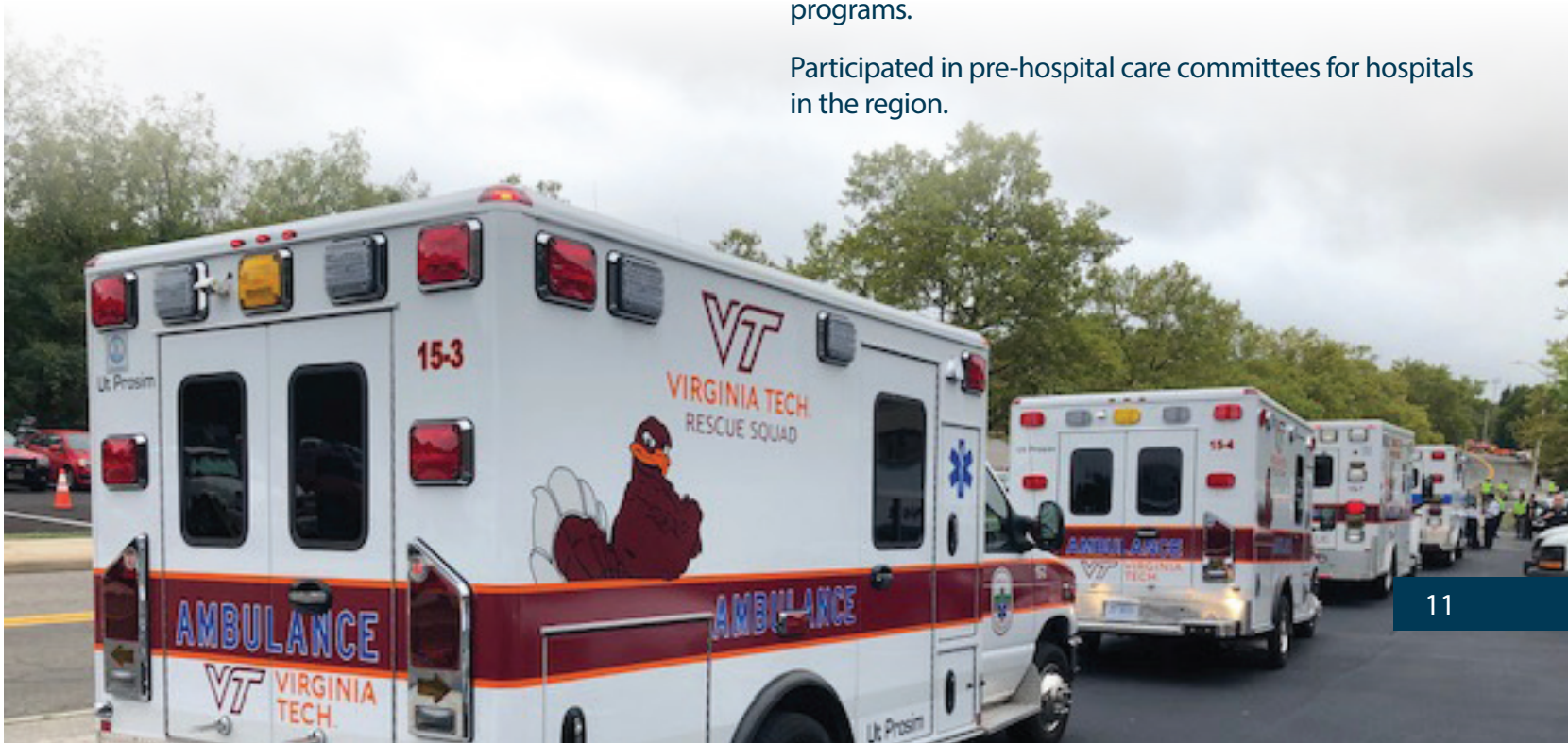
Provided support to Roanoke Valley Regional Fire-EMS Training Center, WVEMS New River Valley Training Center, Central Shenandoah EMS Council, LewisGale Medical Center, and Carilion Clinic to offer and facilitate AMLS, PHTLS, TECC, GEMS, ACLS, PALS and BLS classes throughout the region.

Provided regional assistance for a "Stop the Bleed" campaign for 200+ civilians and EMS providers.

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

Served on advisory boards for local college and university programs.

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



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

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

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

Participated in statewide committee charged with reviewing and updating guidelines for VA EMS providers.

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

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

Maintained regional web-based training calendar

Provided expert guidance to agencies and municipalities seeking OEMS accreditation for AEMT Initial Certification Training Programs.

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

Staff appointed to Affiliate Faculty for TECC (NAEMT).

Coordinated efforts with LewisGale Montgomery to plan and facilitate annual Trauma Conference.

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

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

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

Staff served as liaison for Virginia Rider Alert program.

Staff serves as American Heart Association, Training Center Faculty for ACLS, BLS and PALS.

Served as active participant in regional Heart Alert committees.

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

Offered two VDH/OEMS EMS Physician Continuing Education Workshops in conjunction with the Blue Ridge and Southwest Virginia EMS Councils, held in Radford and Rocky Mount.

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



## MEDICAL DIRECTION AND PERFORMANCE IMPROVEMENT

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

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

Continued projects for regional EMS performance improvement.

Continued updates to Regional Operational Protocols.

Provided suggested guidelines for quality improvement programs in agencies.

Continued and expanded the role of regional Performance Improvement Committees.

Revised and maintained a Regional Stroke Triage Plan.

Revised and maintained a Regional Trauma Triage Plan.

Maintained Regional General and Trauma Performance Improvement Plan.

Along with neighboring EMS councils, we offered two continuing education workshops for EMS Physicians in conjunction with VDH/OEMS.

## COMMUNICATIONS, FACILITIES

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

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

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

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

Provided technical assistance and regional administration for VHASS, a web-based ambulance diversion and mass casualty incident management communications system.

Continued ownership and operation of various regional EMS communication systems..

## PUBLIC INFORMATION AND REFERRAL

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

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

Regularly updated the council's Internet web site [www.wvems.org](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.

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

Participated in various workshops and public events throughout the year.

Maintained WVEMS presence on various social media platforms.

## OTHER PLANNING AND COORDINATING ACTIVITIES

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

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

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

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

Gained approval in FY 2019 for \$1,092,206 in Rescue Squad Assistance Fund grant awards to EMS agencies within the region.

Revised regional EMS strategic plan and other regional planning documents.

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

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

Employed a Unique Pathogens Grant Manager through contract with the Virginia Hospital and Healthcare Association.

Provided Information Technology Support for all 11 regional EMS councils by employing an IT support specialist and contracting various other services.

Provided fiscal and administrative support to the Western 14 Disaster Task Force, an all-volunteer disaster task force comprised of EMS providers from across the New River Valley. Western 14's mission is to provide medical care, rescue, transportation, and other vital emergency services to those in need during times of disaster and in large-scale operations at the request of the Virginia Office of EMS.



# ABOUT THE NEAR SOUTHWEST PREPAREDNESS ALLIANCE

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



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

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

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

## NSPA STAFFING AND LEADERSHIP

(As of 11-1-2019)

### FULL TIME

Executive Director: Robert Hawkins

RHCC Manager: Mark Cromer

Training and Exercise Coordinator: Monica McCullough

Medically Vulnerable Populations Coordinator: Mary Kathryn Alley

### RHCC ON-CALL DUTY OFFICERS

Phillip Belcher

J.T. Clark

Ashley Briggs

Adam LaChappelle

### INVENTORY SPECIALISTS

Phillip Belcher

### BOARD OF DIRECTORS

Tammy Turpin

Robert Suddarth

Thomas Martin, MD

Becky McCabe

Nancy Harms, RN

Matt Rickman

Michael Pruitt

Alice Ackerman, MD

Rob Logan, PhD

### MEMBERS ELECT

(to assume office Jan. 1, 2020)

Jason Deese

Daryl Hatcher

Nathan Campbell

## REGIONAL HEALTHCARE COORDINATION CENTER

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

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

### MEMBERSHIP

#### HOSPITAL COALITION MEMBERS

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

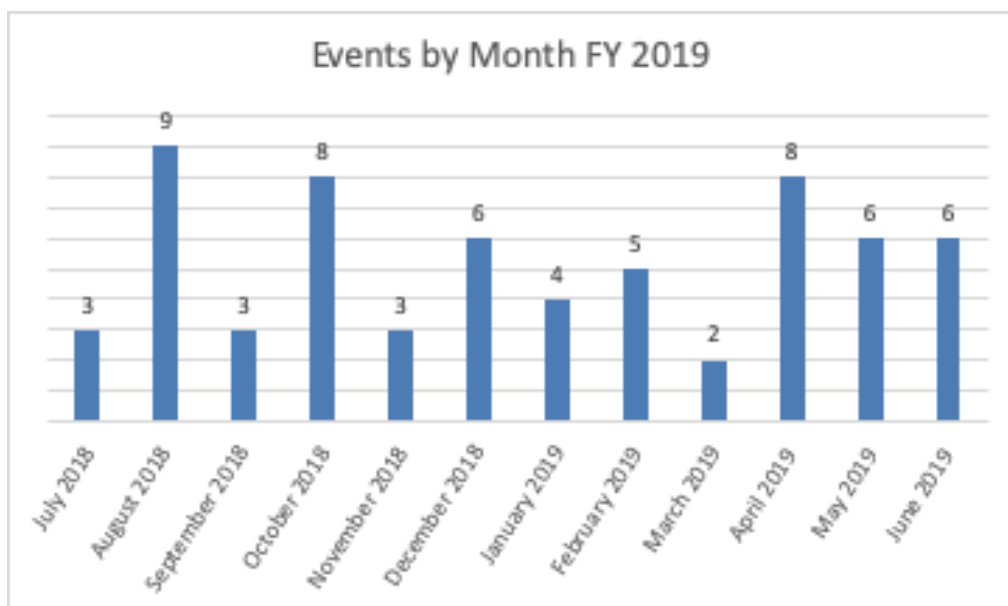
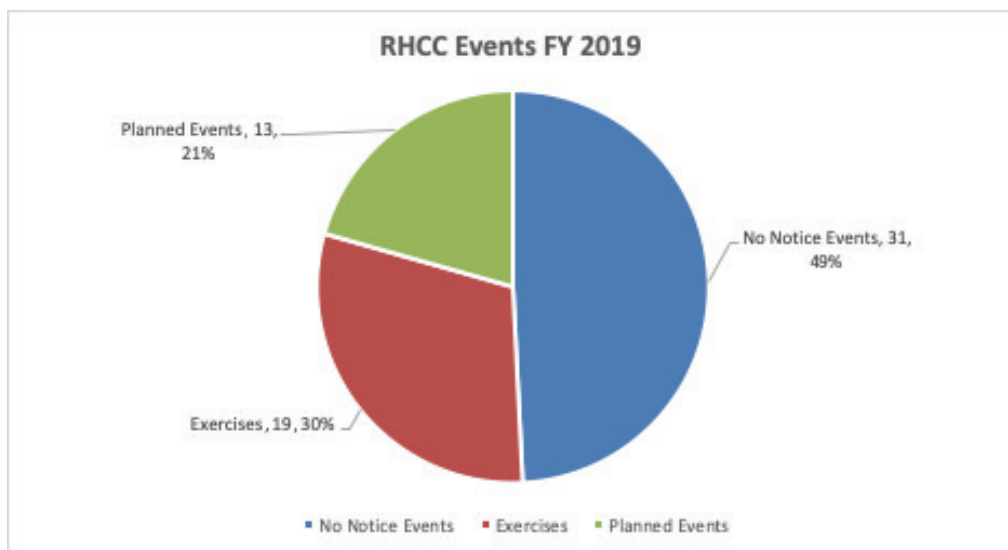
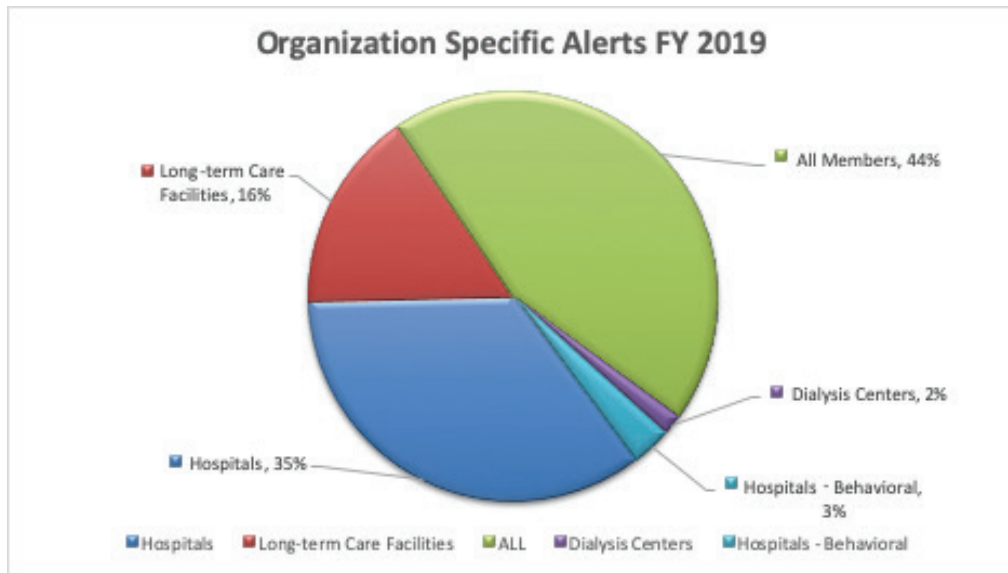
#### LETTER OF SUPPORT MEMBERS

- Vulnerable Populations - 90
- Jurisdictional Emergency Managers - 16



# ACTIVATIONS/DEPLOYMENTS

The Near Southwest Preparedness Alliance Staff had 63 RHCC activations and deployments fiscal year 2019.



## TRAINING AND EXERCISE

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

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

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

Provided Basic and Advanced Disaster Life Support training in Roanoke to 26 regional emergency response personnel and other key stakeholders, in July 2018.

Conducted a Hazard Vulnerability Assessment Webinar to 40 Coalition members/partner organizations, in August 2018.

Participated in a Functional Exercise for the city of Lynchburg, Centra Lynchburg Hospital, Liberty University and -211, using the Patient Tracking platform in the Virginia Healthcare Alerting and Status System, in September 2018.

Conducted three consecutive CMS Series Tabletop Exercises, in September 2018. Approximately 350 participants from over 100 facilities/agencies were represented.

Participated in the Roanoke-Blacksburg Regional Airport Full Scale Exercise, in September 2018.

Delivered ICS 300 to 28 participants in Rocky Mount, in October 2018.

Held the 1st Annual Regional Emergency Management Summit at the Vinton War Memorial, in November 2018. This full-day event provided an opportunity to have EM professionals and Healthcare Leaders recognize shared objectives in preparedness efforts.

Provided Basic and Advanced Certified Hospital/Healthcare Emergency Coordinator training to 15 participants from around the Region, in January 2019.

Provided three separate Basic Disaster Life Support courses, held in Christiansburg, Martinsville and Lynchburg, to a total of 61 first responders, hospital emergency department staff and other response stakeholders, in February 2019.

Delivered Mental Health First Aid for Fire/EMS course to 30 participants at Henry County Dept. of Public Safety, in April 2019.

Participated in two consecutive Rescue Task Force Training Exercises held in Christiansburg, in April 2019.

Provided Advanced Disaster Life Support training in Roanoke to 20 regional emergency response personnel and other key stakeholders, in April 2019.

Conducted the Coalition Surge Test for the region, in May 2019. This tested the region's capability of finding adequate hospital bed space for a 10% surge in patients requiring admission during the event of an emergency.

Held the NSPA Annual Regional Workshop for members of the Healthcare Coalition, in May of 2019. There were 65 participants made up of partners from hospital and healthcare facilities, first responder agencies, and other stakeholders from around the region.

Delivered Basic Disaster Life Support training to 11 participants at the Danville Life Saving Crew, in June of 2019.

# 2019 NSPA AWARDS

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

**Outstanding Organization:**

Snyder Nursing Home  
Salem VA

**Outstanding Individual:**

Eric Gordon  
Lewis Gale Medical Center  
Salem VA

**Outstanding Partner:**

Roanoke-Blacksburg Regional Airport  
Roanoke VA

**Legacy Award:**

Mike Guzo  
Virginia Department of Emergency  
Management



# FINANCIAL POSITION

STATEMENTS OF FINANCIAL POSITION - June 30, 2019 and 2018

ASSETS	2019	2018
Cash and cash equivalents	\$261,016	\$191,737
Restricted cash	\$15,292	\$39,286
Accounts receivable	\$204,141	\$275,020
Prepaid expenses	\$6,126	\$23,462
Investments (Note 3)	\$412,627	\$375,518
Total current assets	\$899,202	\$905,020
Land, buildings, and equipment, net (Note 4)	\$610,610	\$586,650
Total assets	\$1,509,812	\$1,491,670

## LIABILITIES AND NET ASSETS

Accounts payable	\$41,632	\$19,286
Accrued expenses (Note 10)	\$54,959	\$65,721
Deferred revenue	\$44,802	\$153,246
Total liabilities	\$141,393	\$238,433

## NET ASSETS

Without Donor Restrictions	\$1,156,996	\$1,057,743
With Donor Restrictions (Note 5)	\$211,423	\$195,494
Total net assets	\$1,368,419	\$1,253,237
Total liabilities and net assets	\$1,509,812	\$1,491,670

The Notes to Financial Statements are an integral part of these statements.  
Complete financial report available online at [www.wvems.org](http://www.wvems.org)



## REVENUES, GAINS, AND OTHER SUPPORT:

	2019		
	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL
State government	\$519,650	-	\$519,650
Federal grant revenue	-	\$554,873	\$554,873
Local government (Note 5)	\$140,352	-	\$140,352
Symposium revenue (Note 9)	\$333,557	-	\$333,557
Other support and income	\$476,980	-	\$476,980
United Way organizations	\$1,559	-	\$1,559
Ryan Hubbard Scholarship	\$541	-	\$541
Unrealized and realized gains	\$14,922	-	\$14,922
Investment income	\$5,271	-	\$5,271
Net assets released from restrictions and reclassifications	\$538,944	(\$538,944)	-
<b>Total revenues</b>	<b>\$2,031,776</b>	<b>\$15,929</b>	<b>\$2,047,705</b>

## EXPENSES (NOTE 6)

Program services	\$1,563,118	-	\$1,563,118
Management and general	\$369,405	-	\$369,405
<b>Total expenses</b>	<b>\$1,932,523</b>	<b>-</b>	<b>\$1,932,523</b>

Change in net assets	\$ (99,253)	\$15,929	\$(115,182)
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## NET ASSETS

Beginning	\$1,057,743	\$195,494	\$1,253,237
Ending	\$1,156,996	\$211,423	\$1,368,419

The Notes to Financial Statements are an integral part of these statements.  
Complete financial report available online at [www.wvems.org](http://www.wvems.org)



# OUR SUPPORTERS

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

Commonwealth of Virginia  
Virginia Hospital and Healthcare Association  
Virginia EMS Symposium  
Near Southwest Preparedness Alliance  
United Way Roanoke Valley  
Greater Alleghany United Fund  
Carilion Clinic  
LewisGale Medical Center  
LewisGale Hospital Alleghany  
LewisGale Hospital Montgomery  
LewisGale Hospital Pulaski  
Sovah Health - Martinsville  
Sovah Health - Danville  
Veterans Affairs Medical Center – Salem  
Centra Health  
US Department of Health and Human Services  
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

# OUR VISION

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

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

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

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

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

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

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

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

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

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





Main Office (WVEMS & NSPA)  
1944 Peters Creek Road, NW, Roanoke VA 24017  
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Facsimile (all offices) 540.562.3488  
E-mail [western@vaems.org](mailto:western@vaems.org)  
Website [www.wvems.org](http://www.wvems.org)

WVEMS New River Field Office  
6580 Valley Center Drive, Radford VA 24141

WVEMS Piedmont Field Office  
1024 DuPont Road, Martinsville VA 24115

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

PRESENT = X  
DID NOT ATTEND = O  
NO LONGER INVOLVED

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

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

**Dec. 2018 Guest:** John Hash - Brown & Edwards ; Jared Klajnbart - Stryker EMS;  
Jim Cady, Jr., Robert Hawkins, NSPA

**March 2019 Guests:** JT Clark - NSPA ; Betty Hale

**June 2019 Guests:** Chris Vernovai - VDHO/OEMS, JC & Melba Bolling - SWVA EMS Council

**Dec. 2019 Guests:** Teddy Crowe - Salem F/EMS, Don Altice - Roanoke Co. F&R,  
John Hash CPA - Brown Edwards & Co., Chris Vernovai - VDH/OEMS



## Attendance Roster

<b>Meeting Title:</b> Western Virginia Emergency Medical Services Council / Board of Directors	
<b>Meeting Location:</b> Salem Civic Center	<b>Meeting Date:</b> December 12, 2019

Board Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Rob Logan	WVEMS	logan@vaems.org		✓	
2. Chris VerNoyki	DEMS	Chris.Vernoyki@VDH.Virginia.gov		✓	
3. William Ferguson	Franklin Co.	William.Ferguson@FranklinCountyVA.gov		✓	
4. Eric Stanley	Some	Dr.EricStanley@gmail.com		✓	
5. LARRY LAFON	GILES COUNTY	LLAFON@CARILION.COM		✓	
6. Richard Florin	5th PDC	rfl24019@gmail.com		✓	
7. Jim Cady Sr	CRAG County	Jimcady18@gmail.com		✓	
8. Jim Cady, Jr	CITY OF ROANOKE	JIM.CADY@ROANOKEVA.GOV		✓	
9. Robert Hawkins	NSPA	robhawkins@vaems.org		✓	
10. Valerie L Tweedie	Monty City	Vtweedie@Christiansburg.org		✓	
11. Joe Coyle	Monte County	jcoyle@christiansburg.org		✓	
12. Cathy Cockrell	WVEMS	ccockrell@vaems.org		✓	
13. STEPHEN SIMON	Roanoke County	ssimon@roanokecountyva.gov		✓	
14. Jason Ferguson	Bathurst Co.	jferguson@bathurstva.gov		✓	
15. Matt Rickman	Salem Fire-EMS	mrickman@salemva.gov		✓	
16. ALAN HARVEY CUTLER	VAEM	CHAVEYCUTLER@SALEMVA.GOV		✓	
17. Kristopher W Shradler	Martinsville	kshradler@ci.martinsville.vt.us		✓	

Print Name	Agency Affiliation	Email Address	Signature	In Person	Phone
18. Matt Tatum	Henry County	mtatum@henrycountyva.gov		✓	
19. <del>Michael Jellum</del>	<del>Jellum</del>	<del>jellum@charlottesvilleva.gov</del>	<del>Michael Jellum</del>	✓	
20. DALE WAGONER	PD-12	dwagoner@co.henry.va.us		✓	
21. Charles Lane	WVEMS	Charles.Lane@franklincountyva.org		✓	
22. Steve Allen	Patrick County	sallen@co.patrick.va.us		✓	
23. L. Joseph Trigg	Pulaski County	l.trigg@pulaskicounty.org		✓	
24. Rodney Hayward	RADFORD CITY	Rodney.Hayward@RADFORDVA.GOV		✓	
25. Ryan Muterspaugh	Alleghany Co.	rmuterspaugh@co.alleghany.va.us		✓	
26.					
27.					
Staff Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1.					
2. See above					
3.					
4.					
5.					
6.					
7.					
Guest Name	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Teddy Crowe	Salem F-EMS			✓	
2. Don Altice	Roanoke Co. F&R			✓	
3. John Hash. CPA	Brown Edwards & G			✓	
4. Chris Vernovai	UDM-OEMS	see above		✓	