

WVEMS BOARD OF DIRECTORS

Thursday, March. 12, 2020

Salem Civic Center
Parlor C
[Directions](#)

1001 Roanoke Boulevard
Salem VA 24153

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

1. Call to Order
2. Introduction of New Board Members and Guests
3. Secretary's Report
 - a. Minutes - December 12, 2019 meeting [pdfMinutes Complete 12 2019 \(12.53 MB\)](#)
4. Treasurer's Report
 - a. FY 2020 YTD Treasurer's Report (*Treasurer Joe Coyle*) [pdfTreas Report 03 2020 \(1.00 MB\)](#)
5. Reports and Action Items
 - a. Executive Committee (*President Steve Simon*)
 - i. Follow-up on Relationship with SWVEMS Council
 - ii. Human Resources Matters
 - iii. Regional EMS Plan [pdfStrategic Plan 2019 2022 adopted \(242 KB\)](#)
 - iv. Advisory Board Appointment
 - b. Medical Direction
 - i. 2020 Protocol Revision Process - (*RMD Dr. Charles Lane, Simon*)
 - ii. Pharmacy Workgroup
 - Drug Box Security Project and Box Updates - (*Cathy Cockrell*)
 - c. Performance Improvement Committee (meets same day as Board) (*Chris Christensen*)
 - i. Regional Stroke Triage Plan
 - ii. Regional Trauma Triage Plan
 - 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. Status Report - Advanced EMT Course in NRV (*Cockrell, Garnett*)
 - g. *Communications Workgroup*
 - i. Bald Knob Communications Tower Site - Status Report (*Logan*)
6. EMS Financial Assistance (*Joe Trigg*)
7. State EMS Advisory Board Report (*Jason Ferguson*) [Link to last Advisory Board minutes \(transcript\)](#)
8. New Business
9. President's Report
10. Staff Reports
11. Public comments
12. Adjourn

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

DRAFT MEETING MINUTES

DATE: March 18, 2019

LOCATION: WVEMS Office, Roanoke & Video Conference Participation

Directors Present

Steve Allen
Jim Cady, Sr.
Jim Cady, Jr.
Joe Coyle
Jason Ferguson
Carey Harveycutter
Robert Hawkins
Mike Jefferson
Ryan Muterspaugh
Charles Lane, MD
Rodney Haywood
Rob Logan
Matt Rickman
Steve Simon
Dwayne Paxton
Chris Slemp
Joe Trigg
Valerie Tweedie
Dale Wagoner
Ford Wirt

Staff Present

Sandi McGrath
Cathy Cockrell
Mike Garnett
Chris Christensen
Gene Dalton
Kayla Perkins

Guests Present

Tim Perkins (VDH/OEMS)
Chris Vernovai (VDH/OEMS)
Darryl Humphreys (Craig Co. EMS)

TO ORDER

President Steve Simon called this regular meeting of the Board of Directors to order at 2:00 PM. He announced that he, Rob Logan, Gene Dalton, Kayla Perkins and Robert Hawkins were present in the conference room. Others were welcomed to the Zoom on-line meeting.

Remote participants were asked to identify themselves and attendance was recorded.

He introduced guests:

Tim Perkins, VDH/OEMS
Chris Vernovai, VDH/OEMS

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 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 third quarter contract payment from VDH/OEMS would not be received until sometime in April.

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

REPORTS AND ACTION ITEMS

Executive Committee

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

Strategic Planning with SWVEMSC – This workgroup has met several times since the board's last meeting.

President Simon continued the discussion on our potential relationship with the Southwest Virginia EMS Council. The strategic planning workgroup met twice since the last board meeting. It was determined that the best course of action would be to enter into partnerships and possibly a memorandum of understanding with the Southwest Virginia council rather than a formal merger or the creation of a management corporation.

The executive directors of the two councils will meet with OEMS officials to discuss this relationship, and to request that the current EMS service area which now includes the WVEMS and BREMS regions be expanded to include the SWVEMS region.

Tim Perkins was asked for the process would work to request a change to the "service area" now covering the BREMS and WVEMS areas to include SWVEMS. He replied that he would check with OEMS officials.

Motion was made and seconded to continue collaborative efforts with the Southwest Virginia EMS Council, and to develop one or more memoranda of understanding to memorialize the relationship. After discussion, **MOTION CARRIED**

Executive Director Position – The strategic planning workgroup also considered our pathway to hiring a new executive director for the council upon Rob Logan's retirement. The ED's position description has been revised to more strongly reflect the business management aspects of the job, and was approved by the executive committee prior to today's board meeting. Copies were distributed. Recruiting could begin immediately, and the strategic planning workgroup could serve as the hiring panel to bring a recommendation to the board at a future regular or special called meeting.

After a great deal of discussion, it was Mr. Harvey cutter, a member of the strategic planning workgroup inquired if the executive director might consider remaining in the position for an additional six months. Rob Logan replied that he would consider that option. President Simon referred the matter back to the strategic planning workgroup and the executive committee.

Regional EMS Plan – The current 2019-2022 Regional EMS Plan had been distributed to board members and other key stakeholders for comments. Several comments and recommendations for revisions, including an expansion of two sections were recommended by the reviewers. The changes are summarized in the marked-up copy posted on the board’s web page, and in the attached PowerPoint presentation. Both are attached to and made a part of these minutes. The Executive Director reviewed the updates, and discussion was held.

A motion was made and seconded to adopt the Regional EMS Plan as revised. **Motion CARRIED.**

Advisory Board Appointment – On February 11, we received notification from the Virginia Office of EMS that Jason Ferguson’s final term as our representative on the State EMS Advisory Board would end on June 30. We were instructed to transmit the names of three nominees to the Secretary of the Commonwealth no later than March 15. Because some time is required to gather the background information that is necessary, President Simon delegated this task to the executive committee. The board was contacted on February 12 asking for a response from anyone with interest. Three board members expressed interest and/or inquired about the appointment. The executive committee convened on February 27 to consider the potential nominees, and decided to nominate Matt Rickman, Joe Trigg and Matt Tatum in that order. The nominations were uploaded to the Secretary of the Commonwealth, and summaries were sent to Gary Brown at OEMS on March 4.

Motion was made by the executive committee to ratify the committee’s action to nominate Matt Rickman, Joe Trigg and Matt Tatum, in that order, to the Governor for consideration for appointment to the Virginia EMS Advisory Board. No second was required. **MOTION CARRIED.**

Medical Direction

Protocol Revisions: Regional Medical Director Dr. Charles Lane reported that the rollout is complete, and that all drug boxes have been updated. The process for the next revision has begun. A panel of peers has been chosen by the Regional Medical Direction Committee, and a first meeting is planned as soon as practical given the current COVID-19 crisis.

Feedback has been good with the 2019 protocols.

COVID19 protocol has been fast tracked, will update daily – final draft was published the day of this board meeting.

Dr. Lane spoke about the COVID-19 fact sheet and tiered response and self – assessment.

Drug boxes - will come out with a directive for our region (temporary one put out “day of” meeting) concerning drug box cleaning.

From Cathy Cockrell – we will use our list-serve, website and social media to provide information on the COVID19 protocol and to let people know that it is updated, keeping in mind that it is a fluid document and will change constantly.

Pharmacy Workgroup: The executive director reported that the drug box security update is complete. Work is underway to implement a web-based inventory tracking system in the Western and Blue Ridge regions.

Performance Improvement Committee

Chris Christensen, staff liaison to the Performance Improvement Committee, and Dr. Lane, chair reported for the Performance Improvement Committee which met today, March 12, 2020 at the WVEMS office. Several matters were considered.

Stroke Triage Plan: The Stroke Triage Workgroup met on March 10 to discuss revisions to the Regional Stroke Triage Plan. Only minor technical changes were recommended. Chris Christensen reviewed the changes. The revised plan draft is attached to and made a part of these minutes.

Motion was made by the Performance Improvement Committee to adopt the Regional Stroke Triage Plan as revised. **MOTION CARRIED.**

Trauma Triage Plan: The Trauma Triage Workgroup of the Performance Improvement Committee met on March 12 to discuss revisions to the Regional Trauma Triage Plan. Only minor technical changes were recommended. Chris Christensen reviewed the changes. The revised plan draft is attached to and made a part of these minutes.

Motion was made by the Performance Improvement Committee to adopt the Regional Trauma Triage Plan as revised. **MOTION CARRIED.**

NSPA

Robert Hawkins, board member representing the Near Southwest Preparedness Alliance, reported for NSPA.

In response to COVID-19, NSPA deployed coalition PPE cache items at the direction of the Board of Directors to each of the four health systems within the Near Southwest Region. Hospital Preparedness Program guidance was for coalitions to support acute care hospitals primarily with asset support.

Strategic National Stockpile items were requested by the Commonwealth of Virginia, Healthcare Coalitions have been directed to work with hospitals, long-term care and dialysis for their respective PPE requests.

Coalitions will record supply chain issues healthcare facilities are facing and provide the information to VHHA and VDH in order to guide deployment of state managed assets of the SNS deployment.

EMS Operations

MCI Planning: Mike Garnett had no report at this time.

Education Workgroup

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

NRV Advanced EMT Course: Mike Garnett reported that an Advanced EMT course is underway in the New River Valley.

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. The Bath County Board of Supervisors will meet this month to consider the colocation agreement. That should be the last step in completing the transfer.

EMS FINANCIAL ASSISTANCE

Joe Trigg reported for the EMS financial assistance program. The deadline for the upcoming cycle will be extended due to ramifications of the COVID-19 pandemic.

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.

NEW BUSINESS

Tim Perkins recommended that upcoming RSAF reviews be held by virtual meeting rather than face-to-face. He also suggested that another option be considered for presentation of the regional EMS awards due to restrictions on large gatherings related to the COVID-19 pandemic.

Tim also reported that the regional councils would be tasked with distribution of PPE from the Strategic National Stockpile.

PRESIDENT’S REPORT

Nothing further.

STAFF REPORTS

Rob Logan – Rob reported on a plan to replace copiers in several EMS council offices, including the three WVEMS offices, to be funded by OEMS. He expressed appreciation to OEMS for making this possible.

Rob also reported that WVEMS has purchased a license for ZOOM, a webinar/video conferencing platform which is being used for numerous meetings, including this board meeting.

- Cathy Cockrell - None
- Mike Garnett - None
- Chris Christensen - None
- Gene Dalton - None
- Sandi McGrath - None
- Kayla Perkins - None

HEARING OF THE PUBLIC

None

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

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF FEBRUARY 29, 2020

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450	216,725	50.00%
SUPPLEMENTAL STATE SYMPOSIUM ADMIN FUNDS	18,000	12,000	66.67%
LOCAL GOVERNMENT	140,000	43,101	30.79%
UNITED WAYS	2,500	1,027	41.09%
CONTRIBUTIONS	1,000		0.00%
DIRECT PROGRAM INCOME	243,500	244,891	100.57%
NSPA OFFSET REVENUE (Contract for services)	34,800	13,329	38.30%
RENT INCOME (NSPA)	24,000	16,000	66.67%
OVERHEAD INCOME - VDH	4,620	4,001	86.60%
CREDIT CARD HOSTING FEE		383	0.00%
INVESTMENT / GAINS/LOSSES	10,000	8,273	82.73%
TOTAL REVENUES	911,870	559,731	61.38%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	496,000	381,734	76.96%
PAYROLL TAXES (FICA)	37,944	25,831	68.08%
VEC	400	4	1.12%
403(b) / RETIREMENT	24,800	14,809	59.71%
HOSPITAL / MEDICAL INSURANCE	48,000	32,491	67.69%
LIFE INSURANCE/DISABILITY	11,500	8,866	77.09%
DENTAL INSURANCE	2,800	1,368	48.84%
PROFESSIONAL SERVICES/FEES	12,000	8,640	72.00%
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	14,523	66.01%
POSTAL / SHIPPING	2,500	829	33.14%
TELECOMMUNICATIONS	15,000	10,224	68.16%
SUPPLIES (ADMIN)	9,426	7,257	76.99%
EQUIPMENT	5,000	2,546	50.92%
INSURANCE	12,000	7,034	58.62%
DIRECT PROGRAM EXPENSES	158,000	108,846	68.89%
PRINTING / PUBLICATIONS	2,400	1,474	61.41%
TRAVEL / LODGING	5,000	6,774	135.48%
FUEL/VEHICLE MAINTENANCE	8,500	4,141	48.71%
MEETING SUPPORT	1,200	274	22.87%
DUES / MEMBERSHIP FEES	2,000	1,412	70.59%
STAFF DEVELOPMENT	9,600	1,314	13.69%
CISM PROGRAM COSTS	2,000	815	40.74%
COMMUNICATION SITE RENTAL	6,000	4,000	66.67%
COMMUNICATIONS WIRELINES	5,000	2,324	46.47%
COMMUNICATIONS MAINTENANCE	3,000	1,893	63.09%
COMMUNICATIONS UTILITIES	800	522	65.22%
COMMUNICATIONS INSURANCE	3,000	2,000	66.67%
COMMUNICATIONS EQUIPMENT	2,500		
TOTAL EXPENDITURES	911,870	653,895	71.71%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
PROGRAM SERVICE FEES	
PROTOCOL, ETC. SALES	
TEXTBOOK SALES	
CONSOLIDATED TESTING	23,055
DRUG BOX ENTRANCE FEES	8,319
GRANTS & SPECIAL PROJECTS	18,292
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	
PROGRAM TUITION - AEMT	43,200
PROGRAM TUITION - ADJUNCT	4,800
PROGRAM TUITION - CARDIC	147,200
PROGRAM TUITION - OTHER	
PROGRAM TUITION -	
PROGRAM TUITION - NRVTC	
ID CARD SALES	25
COMMUNITY COLLEGE COURSE REVENUE	
TOTAL REVENUES	244,891

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	3,923
CONTRACTS FOR SERVICES (ENHANCED)	12,969
CONTRACTS FOR SERVICES (ADJUNCT)	2,460
CONTRACTS FOR SERVICES (CARDIAC)	9,345
CONTRACTS FOR SERVICES (SPEC. PROJ.)	9,217
CONTRACTS FOR SERVICES (ALS TEST)	1,925
CONTRACTS FOR SERVICES (CTS)	18,126
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)	3,352
VEC	64
RENT - NRV TRAINING CENTER	1,028
POSTAGE (NRVTC)	
SUPPLIES (Programs)	2,493
SUPPLIES (CTS)	326
SUPPLIES/RESTOCK (TRAINING)	1,104
SUPPLIES (ALS TESTING)	2,605
SUPPLIES (EDUCATION)	
SUPPLIES (NRVTC)	
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ALS)	10,054
TEXTBOOKS (BLS)	
AMLS CERTIFICATES	
BADGE TRAINING CARDS	480
AMLS CERTIFICATES	
GRANTS & SPECIAL PROJECTS	18,292
DRUG BOX EXCHANGE	5,773
CREDIT CARD DISCOUNT	1,916
MERCHANDISE FOR RESALE	
ID CARD PROGRAM	
COMMUNITY COLLEGE FEES	
TUITION REIMBURSEMENT - ENHANCED	
TUITION REIMBURSEMENT - INTERMEDIATE	
TOTAL EXPENDITURES	108,846

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
February 29, 2020

ASSETS

Current Assets

Ryan Hubbard Scholarship Fund	\$	466.21	
SUNTRUST CHECKING		177,189.93	
SUNTRUST PAYROLL		200.00	
Western 14 Task Force		1,904.17	
PREPAID EXPENSES		975.53	
ACCOUNTS RECEIVABLE		6,834.42	
DUE FROM NSPA		35,925.73	
Total Current Assets			223,495.99

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

FRANKLIN TEMPLETON-LPL		175,963.33	
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			803,963.14

Total Assets	\$		<u>1,027,459.13</u>
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	2,410.92	
CLEARING ACCT (UNCASHED CHEC		157.71	
ACCRUED SALARIES		46,414.24	
W14 CUSTODIAL LIABILITY		1,904.17	
FLEX SPENDING ACCOUNT-MEDICA		1,188.63	
Total Current Liabilities			52,075.67

Long-Term Liabilities

Total Long-Term Liabilities			<u>0.00</u>
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Total Liabilities			52,075.67
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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		(76,508.19)	
Total Capital			<u>975,383.46</u>

Total Liabilities & Capital	\$		<u>1,027,459.13</u>
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WESTERN VIRGINIA EMS COUNCIL
STRATEGIC PLAN **DRAFT** 2020-2023



Revised and adopted by WVEMS Board of Directors on ____.



Western Virginia EMS Council, Inc.
1944 Peters Creek Road NW
Roanoke VA 24017
800.972.4367
www.wvems.org

This plan was developed as part of the effort to standardize long-range planning across the eleven EMS regions in Virginia, along with the long-range statewide EMS plan developed by the Virginia Office of EMS.

You will notice that the plan is very broad in scope. It is not intended to address ongoing and day-to-day work and initiatives.

The plan is intended to be reviewed and updated annually.

Please feel free to address any questions or comments to:

Robert Logan
~~Executive Director~~
Western Virginia EMS Council
Attn: Executive Director
1944 Peters Creek Road NW
Roanoke, VA 24017
800-972-4367
logan@vaems.org
western@vaems.org

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Core Strategy 1: Develop Partnerships

Key Strategic Initiatives:

1.1 Promote collaborative approaches

- 1.1.1 Develop and foster relationships with federal, state, and local partners, educational institutions and other Regional EMS Councils.
- 1.1.2 ~~Continue definitive discussions with~~Promote collaboration and partnerships with the Southwest Virginia EMS Council, Blue Ridge EMS Council and others relevant to developing service area concepts and effective partnerships and collaboration.
- 1.1.3 Strengthen ongoing relationships with Virginia Department of Health, other state departments, public safety, public health and medical facilities.
- 1.1.4 Foster regional involvement in EMS-related legislative initiatives.
- 1.1.5 Cultivate grass roots support for Strategic Initiatives.
- 1.1.6 Continue to develop extensive and meaningful collaborations with the Blue Ridge and Southwest Virginia EMS Councils, to include work toward unified protocols, drug boxes, policies and plans.
- 1.1.7 Collaborate with hospitals and other health care institutions within the service area to foster and sustain cooperative programs, including supply and drug box exchange agreements and mobile integrated care.
- 1.1.8 Develop, support and update policies to ensure appropriate utilization of free-standing emergency departments, and ensure that such departments are addressed in resource documents such as regional protocols and plans.



1.2 Attract and support outstanding health care providers

- 1.2.1 Cultivate partnerships with universities, colleges, accredited training programs, and others to attract and educate EMS providers.
- 1.2.2 Recruit and assist in retaining EMS physicians.

1.3 Further community based prevention

- 1.3.1 Encourage illness and injury prevention programs through collaboration with other agencies and organizations.

1.4 Identify resources for responses to emergencies both natural and man-made

- 1.4.1 Enhance relationships with local Emergency Managers and other federal, state, and local agencies.
- 1.4.2 Support ongoing training, evaluation and develop resources for emergency preparedness and response.
- 1.4.3 Participate in and support activities relating to MCI planning and preparedness activities and projects within the region.

Core Strategy 2: Utilize Tools and Resources

Key Strategic Initiatives:

2.1 Facilitate EMS performance improvement and related research

- 2.1.1 Support and encourage research and other projects utilizing collected EMS data.
- 2.1.2 Promote quality assurance and performance improvement in EMS service and trauma triage, stroke triage and STEMI compliance, along with other identified critical care initiatives.
- 2.1.3 Support development of, and encourage the best use of the electronic Virginia EMS Registry to support meaningful data collection and research to promote evidenced-based decision-making affecting the EMS system.

2.2 Support quality education and evaluation of EMS personnel

- 2.2.1 Expand availability of ALS Training. Support existing accredited training programs and develop new programs and sites as needed.
- 2.2.2 Promote leadership and management training.
- 2.2.3 Support and improve processes for evaluation of ALS and BLS candidates.
- 2.2.4 Provide technical assistance to educational institutions desiring to provide EMS education.
- 2.2.5 Develop and maintain strategic partnerships with organizations and educational institutions to further EMS education in the region and elsewhere.
- ~~2.2.6~~ Conduct and/or sponsor various certification and non-certification educational courses and programs throughout the region as needed.
- ~~2.2.6~~~~2.7~~ Work cooperatively with OEMS educators and other outside resources to maximize the impact of their offerings, and utilize all outside resources to achieve the greatest benefit to EMS providers and other stakeholders within the service area.

2.3 Foster appropriate use of system-wide EMS resources

- 2.3.1. Support education, legislation and programs to promote appropriate use of EMS resources.

2.4 Provide resources to support the EMS system

- 2.4.1 Provide tools to assist in recruitment and retention events across the region.
- 2.4.2 Provide resources and information to instructor network.
- 2.4.3 Promote and provide enhanced resources for quality EMS education.
- 2.4.4 Provide loaner bank of training equipment and publications.
- 2.4.5 Facilitate referrals and reporting of information to the operational medical directors using the Medical Incident Review process and the regional Performance Improvement Committees.
- 2.4.6 Develop and publish regional EMS operational guidelines (protocols) in conjunction with and as approved by the region's operational medical directors.

2.5 Provide guidance documents to promote unified response

2.5.1 Develop and revise, and promote compliance with regional plans addressing response to specific medical situations, such as development of a Trauma Triage Plan and Stroke Triage Plan.

2.5.12.5.2 Assist EMS agencies and providers, and other stakeholders in responding and reacting to public health emergencies, outbreaks and epidemics by providing information, emergency protocols, and best practices.

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Core Strategy 3: Develop Infrastructure

Key Strategic Initiatives:

3.1 Develop and strengthen board of directors

- 3.1.1 Periodically review and revise board governance documents.
- 3.1.2 Cultivate further board member participation.
- 3.1.3 Utilize a meaningful board member orientation program to optimize board member familiarity with WVEMS and its programs and operations.

3.2 Adequately staff the Western Virginia EMS Council

- 3.2.1 Ensure adequate staffing and procedures to support the variable nature of the EMS system requirements and challenges within the region.
- 3.2.2 Assess and adapt the Council's role in ensuring appropriate EMS provider training.
- 3.2.3 Provide ongoing workforce development and supporting resources to maintain a proficient and productive staff.
- 3.2.4 In response to increased audit standards for non-profits, continually monitor and improve fiscal management and accountability standards.
- 3.2.5 Cultivate and support efforts to work within and beyond identified regional service areas in concert with OEMS to best benefit all stakeholders.
- 3.2.6 Apply for, obtain, and maintain VDH designation according to the policies, regulations and directives put forth by the Virginia Department of Health.

3.3 Focus recruitment and retention efforts

- 3.3.1 Support and promote recruitment and retention campaigns within the region.
- 3.3.2 Promote and conduct annual EMS awards program.
- 3.3.3 Identify and promote opportunities for financial assistance for EMS education throughout the region.
- 3.3.4 Support regional crisis intervention initiatives.

3.4 Upgrade technology and communication systems

- 3.4.1 Promote improved EMS communications systems and information sharing.
- 3.4.2 Promote the use of technology in EMS reporting and quality assurance.
- 3.4.3 Improve IT security and redundancy for all EMS regions.
- 3.4.4 Plan and implement information-sharing and electronic communications enhancements to benefit WVEMS and other regions.



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3.5 Improve EMS Governance and Broad-based Participation

3.5.1 Encourage attendance and participation by board members, operational medical directors and staff with relevant groups and organizations such as:

- State EMS Advisory Board
- State Medical Direction Committee
- Other committees and workgroups of the State EMS Advisory Board
- Financial Assistance Review Committee
- Virginia Association of Governmental EMS Administrators
- Virginia Association of Volunteer Rescue Squads

3.5.2 Monitor proposed impactful legislation at the local, state and federal level, and work to effectuate legislation that positively impacts EMS within our region and in general.

3-4.43.5.3 Work to inform the public, local governing bodies, hospitals and healthcare systems, and other stakeholders of matters that impact EMS in general and within the region.

3-53.6 Maximize EMS funding

3-5.13.6.1 Encourage pursuit of alternative funding sources including revenue recovery and increasing operating efficiencies.

3-5.23.6.2 Provide assistance to eligible applicants in applying for Rescue Squad Assistance Fund and other grants.

3-5.33.6.3 Assist in maximizing the effectiveness of the RSAF by providing meaningful information in the grading and review process.

3-5.43.6.4 Ensure appropriate stewardship of EMS council funds.

3-5.53.6.5 Support and advocate for a stable funding stream for state and regional infrastructure to include effective use of Four-for-Life funds by OEMS and the regional councils.

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Core Strategy 4: Promote Other Regional & Statewide Initiatives

Key Strategic Initiatives:

4.1 Further and Promote Projects in Conjunction with NSPA

- 4.1.1 Collaborate and support activities of the Near Southwest Preparedness Alliance in preparing ~~facilities such as~~ hospitals, ~~free-standing emergency departments,~~ alternate care sites, long-term care facilities, ~~medical reserve corps,~~ etc. as part of the Commonwealth's healthcare preparedness initiatives.
- 4.1.3 Assist in staffing and operating Regional Healthcare Coordinating Centers (RHCCs) and other NSPA resources.
- 4.1.4 Provide other contractual services as needed.

4.2 Utilize ~~and Promote Various External Contracts and Promote External Projects Initiatives~~

- 4.2.1 Through agreements, and whenever possible, support outside initiatives such as the Virginia EMS Symposium by providing fee-based fiscal and other administrative services.
- 4.2.2 Provide technological support for statewide resources such as the VA EMS Jobs database and the multi-regional CTS Registration System.
- 4.2.3 Maintain availability to assist other regions, OEMS, other agencies and organizations to enhance EMS and healthcare delivery in Virginia.
- 4.2.4 Support ~~the Near Southwest~~ Medical Reserve Corps (~~NSMRC~~) ~~within the service area covering the health districts within the Western and Blue Ridge EMS Councils' Service Area~~ as requested. ~~WVEMS may enter into contracts and/or agreements with the Virginia Department of Health, its health districts, and/or others relating to MRC(s) in support of the MRC program.~~ Provide ~~other~~ assistance to VDH relating to MRC(s) as agreed upon ~~by VDH~~.
- 4.2.5 Facilitate information technology support for all regional EMS councils as provided for and funded by contract between OEMS and WVEMS.

Appendix 1

Mission

The mission of the Western Virginia EMS Council: As an integral part of Virginia's comprehensive EMS system, WVEMS serves to assess, identify, coordinate, plan and implement efficient and effective regional EMS delivery systems in partnership with Virginia's Office of Emergency Medical Services and EMS Advisory Board.

Appendix 2

Planning Committee and Process

The WVEMS Staff Leadership Group serves as the planning committee for the annual updates to this plan. The Leadership Group consists of the Executive Director, Business Manager, Regional Education Program Director and the Executive Director of the Near Southwest Preparedness Alliance.

The process to revise and update this plan included a review of the mandates set forth in the Code of Virginia and the WVEMS Contract with OEMS. The WVEMS board of directors discusses the plan's components, and board members are encouraged to consider the strengths and weaknesses of, and opportunities and threats affecting the EMS system in Virginia and the WVEMS region. Directors are asked to send comments to the executive director for inclusion in the final draft.

Public comment is invited. Then at the March board of directors meeting each year, final review and discussion takes place, and the resulting document is presented for adoption.

3/12/2020

Proposed changes to Regional Trauma Triage Plan:

- Page 10 - Moved Chippenham Medical Center from Level II to Level I as they are under a one year provisional for Level I Trauma Center
- Page 10 – Added Pediatric Level I to Carilion Roanoke Memorial and VCU Health
- Page 11 – Added Inova Loudon Hospital to Level III Trauma Center
- Page 13 – Updated population estimate
- Page 14 - Updated Certification Levels/Provider Count
- Page 14 - EMS Agency and Licensed Vehicle count-will be updated prior to publication

Proposed changes to Regional Stroke Triage Plan:

- Page 11 – Updated Appendix C / 2015 WVEMS Regional Protocol to 2019 WVEMS Regional Protocol

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.
POSITION DESCRIPTION AND REQUIREMENTS

TITLE: EXECUTIVE DIRECTOR (Chief Executive Officer)

SUMMARY DESCRIPTION:

The Executive Director is the chief executive officer for the Council. As such, he or she will be responsible for the overall implementation of the Regional EMS plan and its component plans. The Executive Director is ultimately responsible for staffing the Western Virginia E.M.S. Council, preparing numerous reports with the assistance of other Council professionals, serving as primary staff liaison for various technical committees and workgroups, and execution of the policies established by the Board of Directors of the Western Virginia E.M.S. Council. The Director is responsible for negotiation and administration of all contracts between the Council and other individuals and entities such as the Virginia Department of Health and educational program faculty and staff. The Executive Director may also serve as the fiscal administrator for the Near Southwest Preparedness Alliance (NSPA, which is part of the Healthcare Preparedness Program of the US Department of Health and Human Services, a regional healthcare preparedness coalition). He or she may serve as a non-voting advisory member of the NSPA board. A portion of the executive director's salary may be paid from funds derived from the HPP.

Frequent travel within the Council's twelve-county region and its larger service area is required. Some Council functions are scheduled in the evenings and on weekends. Evening and weekend works will sometimes be required. Also, travel to other areas within and outside of the Commonwealth will be required. Examples are Richmond, VA for frequent meetings and related events; other EMS councils across the Virginia; Norfolk, VA and possibly other destinations for the annual Virginia EMS Symposium; occasional out-of-state travel for conferences and national meetings.

The Executive Director must deal effectively with government and hospital administrators, state and local elected officials, volunteer and career E.M.S. providers and agency leaders, and the Council's Board of Directors. He or she must be proficient in oral and written communication skills, and have a working knowledge of basic computer skills.

The Executive Director reports to the Council's Board of Directors and its Executive Committee. At least 75 percent of this position's workload is dedicated to meeting deliverables as defined in WVEMS' contract for services with the Virginia Department of Health, Office of EMS.

QUALIFICATION, EDUCATION AND EXPERIENCE:

A relevant bachelor's degree with extensive demonstrated business acumen and experience in executive-level leadership in a full-time capacity is required. Experience in contract development and negotiation, procurement and general human resources administration is strongly desired. A master's degree in public health, health care administration, public administration, business administration, health care planning or other related field is preferred.

Five years' experience in a leadership role responsible for planning, administering or operating a state, regional, or local emergency medical services or other health-related system is required. Five years' experience in a leadership or a management role with a non-profit or not-for-profit organization is desired. The position requires a broad background in business administration (preferably healthcare-

related), and general knowledge of EMS administration and EMS education. The executive director must have general knowledge of federal and state programs related to emergency medical services.

The executive director must possess general familiarity with the Commonwealth of Virginia's legislative and regulatory processes.

The Executive Director will possess the following: Comprehensive knowledge of the English language; effective and demonstrated oral and written communications skills; familiarity with generally accepted accounting principles and accounting software, particularly in the not-for-profit sector; experience with and working knowledge of computers, computer networks, website content management system(s) and business software such as Microsoft Office.

The position involves supervision of all Council staff, and is highly decision-making in nature. It is therefore classified as an exempt position and is not subject to overtime compensation. Limited courtesy compensatory time off is allowed where possible, and in accordance with the Council's policies as stated in its employee handbook.

DUTIES:

1. Serve as a resource to EMS providers, agencies, hospitals and local governments in the region.
2. Ensure that the Council's exceptional reputation is maintained by always representing it in a positive, helpful and courteous manner, and by encouraging all staff members to do the same.
3. Supervise and evaluate all E.M.S. Council staff personnel. Manage human resources for the Council, including the hiring process, discipline, and application of the Council's personnel policies. Remain current in human resources best practices and laws. Maintain and administer a current personnel policies manual /employee handbook, and utilize the resources of the Council's human resources consultants and others as needed.
4. Maintain all of the Council's corporate records and governance documents, including bylaws, board minutes, strategic plan(s), etc. and utilize the resources of the Council's legal and accounting advisors and others as needed.
5. In conjunction with the board and executive committee, be fiscally responsible for the prudent use and protection of the Council's funds and other assets, whether property of the Council or held as the fiduciary agent for other organizations. Prepare and present to the board a balanced operational budget prior to the beginning of each fiscal year. Utilize the Council's financial advisor(s) and accountants as needed. Oversee the preparation of an annual external financial audit and cooperate fully with the Council's auditing firm. Promptly implement auditor recommendations.
6. Negotiate and administer all contracts between the Council and various outside entities including the Virginia Department of Health. Ensure contract compliance and that deliverables are completed in a timely manner.
7. Directly manage the regional communications systems, including implementation, maintenance, operation and licensure.

8. Prepare and submit reports as needed and as required by Federal, State or local authorities. Maintain familiarity and working knowledge of all related web portals such as the Federal Communications Commissions' licensure portal, the VDH/OEMS Regional Council Portal, the Consolidated Test Site Registration System and the Virginia EMS Jobs database.
9. Apply for grants as appropriate, and administer all grant budgets and funds.
10. Serve as fiscal administrator, and serve as primary WVEMS staff liaison for the Near Southwest Preparedness Alliance, as required by contract or MOU.
11. Seek out and obtain other sources of funding for operations and special projects that are beneficial to the Council and its "customers," including the provision of technical assistance to agencies and entities seeking EMS-related grant funding.
12. Encourage and support the Regional Medical Direction Committee in overseeing development, implementation and oversight of the E.M.S. pre-hospital delivery system, including the development of protocols and operational guidelines.
13. Administer and update Regional EMS Plan. In concert with Council staff, assist local governments, hospitals, EMS agencies, health care providers, and others in implementation of various elements of the EMS plan.
14. Serve as the Council's chief legislative liaison, and work with the Virginia EMS Councils Regional Directors Group lobbyist. Maintain contact with elected officials and advise the Board of Directors on pertinent legislative matters.
15. Represent the Council and maintain active participation on the Virginia EMS Councils Regional Directors Group. Regularly attend its meetings.
16. Represent the Council at meetings of the State EMS Advisory Board.
17. Represent the Council on state and local committees as required.
18. Attend and represent the council in a professional manner at the annual Virginia EMS Symposium.
19. Manage the Council's information distribution systems, including websites, electronic mailing lists, and social media.
20. Manage the Council's records retention system, including frequent periodic electronic backup and offsite storage of computer files and documents.
21. Serve as primary or secondary staff liaison for specific medical and technical committees including Executive, Allied Resources, Communications, Medical Direction, Pharmacy, and others as needed. Attend and participate in all meetings of the Council's Board of Directors. Serve as a non-voting member of the Board of Directors and the Executive Committee. In conjunction with other staff members, prepare minutes and maintain all records for the Board and its committees.

22. Serve as primary liaison with hospital administrative staff to maintain an effective working relationship with all hospitals in the region, and maintain various agreements and contracts which might exist with those hospitals.
23. Prepare and administer annual operating budgets for the Council and its affiliates and subsidiaries, including educational programs.
24. In conjunction with the Council's education program director, maintain responsibility for the professional development and operation, and delivery of courses for the Council's accredited and non-accredited educational programs.
25. Assist the Council's education staff and program-specific staff in drafting and reviewing all manuals and plans for various accredited and non-accredited programs.
26. Prepare and manage funding solicitation and liaison with local governments within the region.
27. Prepare specifications for the purchase of equipment, preparation and negotiation of contracts.
28. Maintain responsibility for the operation and protection of Council's vehicle fleet, real estate, and other physical assets.
29. Foster cooperation and collaboration with other designated regional EMS councils in the Commonwealth.
30. Perform other duties as required and/or as directed by the Board.

CLASSIFICATION:

This position is an exempt position and is not eligible for overtime compensation. Limited courtesy compensatory time off is allowed where possible and in accordance with the Council's policies as stated in its employee handbook.

This position is classified as a Grade 17 on the WVEMS pay plan.

WESTERN VIRGINIA EMS COUNCIL BOARD OF DIRECTORS

March 18, 2020 (rescheduled)



1. Call to Order
2. Introductions
3. Minutes-December 12, 2019 meeting (*Logan*)
4. Treasurer's Report – YTD as of Feb. 29, 2020 (*Coyle*)

AGENDA – SEC. 1,2,3,4

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

5a. Executive Committee

- i. Relationship with SWVEMSC (*Simon*)
- ii. HR matters – ED Position Description and Hiring Process (*Simon*)
- iii. Regional EMS Plan
- iv. Nominations for Advisory Board Appointment (*Simon*)

Matt Rickman
Joe Trigg
Matt Tatum

AGENDA – SEC. 5

5b. Medical Direction

- i. 2020 Protocol Revision Process (*Lane*)
- ii. Pharmacy Workgroup
 - Drug Box Updates and Security Project (*Logan*)
- iii. COVID-19 Protocols and Directives (*Lane, Stanley*)
wvems.org/COVID-19
[Drug Box Decon](#)

5c. Performance Improvement Committee

- i. Regional Stroke Triage Plan (*Shrader, Christensen*)
- ii. Regional Trauma Triage Plan (*Shrader, Christensen*)

AGENDA – SEC 5 CONT'D

- ▶ Page 11 – Updated Appendix C / 2015 WVEMS Regional Protocol to 2019 WVEMS Regional Protocol

STROKE TRIAGE PLAN UPDATES

Proposed changes to Regional Trauma Triage Plan:

- ▶ Page 10 - Moved Chippenham Medical Center from Level II to Level I as they are under a one year provisional for Level I Trauma Center
- ▶ Page 10 – Added Pediatric Level I to Carilion Roanoke Memorial and VCU Health
- ▶ Page 11 – Added Inova Loudon Hospital to Level III Trauma Center
- ▶ Page 13 – Updated demographic information (population and area)
- ▶ Page 14 - Updated Certification Levels/Provider Count
- ▶ Page 14 - EMS Agency and Licensed Vehicle count (to be updated prior to publication)

TRAUMA TRIAGE PLAN UPDATES

5d. Near Southwest Preparedness Alliance (*Hawkins*)

5e. EMS Operations

i. MCI Planning – Participation (*Garnett*)

5f. Education Workgroup

i. Status – Roanoke Paramedic Course (*Cockrell*)

ii. Status – NRV Advanced EMT Course (*Garnett, Cockrell*)

5g. Communications Workgroup (*Logan*)

i. Status – Bald Knob Tower Site Transfer

AGENDA – SEC. 5 CONT'D



6. EMS Financial Assistance (*Trigg*)
7. State EMS Advisory Board (*J. Ferguson*)
8. New Business
 - i. Telework Policy (*Simon, Logan*)
9. President's Report (*Simon*)
10. Staff Reports
11. Public Comment
12. Adjourn

AGENDA – SEC. 6-12



Attendance Roster

Meeting Title: Western Virginia Emergency Medical Services Council / Board of Directors	
Meeting Location: Western Virginia EMS Council, Inc.	Meeting Date: March 18, 2020

Board Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Steve Allen					✓
2. Jim Cady, Sr.					✓
3. Jim Cady, Jr.					✓
4. Joe Coyle					✓
5. Jason Ferguson					✓
6. Carey Harvey-Cutter					✓
7. Robert Hawkins				✓	
8. Rodney Haywood					✓
9. Mike Jefferson					✓
10. Charles Lane					✓
11. Robert Logan				✓	
12. Ryan Muterspaugh					✓
13. Dwaine Paxton					✓
14. Matt Rickman					✓
15. Steve Simon				✓	
16. Chris Slemp					✓
17. Joe Trigg					✓

Print Name	Agency Affiliation	Email Address	Signature	In Person	Phone
18. Valerie Tweedie					✓
19. Dale Wagoner					✓
20. Ford Wirt					✓
21. Chris Stump	Pittsburg				✓
22.					
23.					
24.					
25.					
26.					
27.					
Staff Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Chris Christensen					✓
2. Cathy Cockrell					✓
3. Gene Dalton				✓	
4. Mike Garnett					✓
5. Sandi McGrath					✓
6. Kayla Perkins				✓	
7.					
Guest Name	Agency Affiliation	Email Address	Signature	In Person	Phone
1. Tim Perkins					✓
2. Chris Vernarai					✓
3.					
4.					

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

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 - VDH/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

March 2020 Guests: Tim Perkins - OEMS, Chris Vernovai - VDH/OEMS, *Darryl Humphreys - Craig GEMS*