

## WVEMS BOARD OF DIRECTORS

Thursday, June. 11, 2020

Executive Committee - 1:30 PM

Full Board - 2:00 PM

1. Call to Order (*President Steve Simon*)
2. Introduction of New Board Members and Guests (*Simon*)
3. Secretary's Report (*Exec. Director Rob Logan*)
  - a. Minutes - March 18, 2019 meeting [March 2020 Minutes Complete](#)
4. Treasurer's Report
  - a. FY 2020 YTD Treasurer's Report (*Treasurer Joe Coyle*) [Treas Report YTD May 31 2020](#)
  - b. Budget - FY 2021 (*Coyle*) [Budget FY2021](#)
5. Reports and Action Items
  - A. Executive Committee (*Simon*)
    - i. Introduction of Director Representing Emergency Nurses' Association (*Simon*)
    - ii. Discussion on plan to re-open offices (*Simon*)
    - iii. Bylaw amendment - electronic meetings [Proposed Amendment to Bylaws allowing Electronic Meetings](#) (*Simon*)
    - iv. MOU with VDH on development of State Medical Assistance Teams (*Logan*)
    - v. Personnel matter - administrative assistant position (*Simon, Logan*)
    - vi. Regional EMS Awards (*Simon, Logan*)
  - B. Medical Direction
    - i. 2020 Protocol Revision Process - (*RMD Dr. Charles Lane, Stanley, Simon*)
    - ii. Reaffirmation of 2019 Protocols (*Logan*)
    - iii. Other MDC Matters (*Lane*)
    - iv. Allied Resources - Reaffirmation of Supply and Medication Exchange Agreements (*Logan*)
  - C. Performance Improvement Committee (meets same day as Board) (*Staff Liaison Chris Christensen*)
  - D. Near Southwest Preparedness Alliance (NSPA) - (*NSPA Exec. Director Robert Hawkins*)
    - i. Reaffirmation of Hospital Diversion Plan
  - 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
6. EMS Financial Assistance (*Joe Trigg*)
7. State EMS Advisory Board Report (*Jason Ferguson*) \_
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:** June 11, 2019

**LOCATION:** Virtual Meeting

**Directors Present**

Steve Allen  
Jim Cady, Sr.  
Jim Cady, Jr.  
Joe Coyle  
Jason Ferguson  
William Ferguson  
Richard Flora  
Carey Harveycutter  
Rodney Haywood  
Mike Jefferson  
Robert Logan  
Ryan Muterspaugh  
Matt Rickman  
Kris Shrader  
Stephen Simon  
Chris Slemper  
Joe Trigg  
Valeris Tweedie  
Dale Wagoner  
Ford Wirt  
Gary Meadows

**Staff Present**

Chris Christensen  
Cathy Cockrell  
Gene Dalton  
Mike Garnett  
Sandi McGrath

**Guests Present**

Chris Vernovai

**TO ORDER**

President Steve Simon called this regular meeting of the Board of Directors to order at 2:00 PM. He announced that we are using a virtual meeting platform.

Remote participants were asked to identify themselves via roll call. The Executive Director called the roll.

He asked others on the call to identify themselves. President Simon introduced Gary Meadows, who has been appointed to the board to represent the Emergency Nurses' Association. He asked Gary to tell the board a bit about himself.

He also recognized Chris Vernovai from the Virginia Office of EMS.

**SECRETARY'S REPORT**

The executive director presented minutes of the March 18 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 fourth quarter contract payment from VDH/OEMS would not be received until sometime in July.

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

The Treasurer then presented the FY2021 annual budget. The document has been distributed via the board's web page.

President Simon announced that the Council had received a Payroll Protection Plan loan in the amount of \$202,762. This should be forgiven in FY2021. This revenue is not reflected in the FY2021 budget. A portion will be used for some deferred maintenance on the office, such as painting the exterior, repairing a roof leak and resealing the parking lot.

A director inquired about the inclusion of the Paycheck Protection Program loan in the budget. The executive director replied that these funds will show as a liability on the balance sheet until forgiven, and then will be converted to an asset. Special expenditures from this funding stream will be included as revenue and offsetting expenditures via a mid-year budget adjustment. Several maintenance items will likely be requested using PPP funds, such as re-painting the WVEMS office building, a roof repair, and re-sealing and striping the parking lot.

It was also reported that the payroll budget includes a 2.5% cost of living increase per the increase in the consumer price index for the 12 month period ending December 30, 2019, and a 1.5% merit increase.

The Treasurer and Executive Director also reported that VDH/OEMS had increased our MOU funding by three percent to offset salary increases, and by 2% to offset COVID-19 and other operational expenses. Chris Vernovai advised that both the 3% general increase and the 2% operational increase were ongoing and would be reflected in future years' contracts.

Motion was made and seconded to adopt the FY2021 budget as presented. **Motion CARRIED.**

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

##### **Executive Committee**

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

**New Director:** President Simon reported that the board roster is again full, with Gary Meadows' appointment to represent the Virginia chapter of the Emergency Nurses Association.

**Plan to re-open offices:** The executive committee had discussed a plan to re-open the council's offices. The recommendation of the executive committee is to resume normal office hours beginning on Monday, June 22. Employees will be allowed to return to their normal office presence, with the

caveat that anyone who is not comfortable returning to the office may request to continue teleworking. The building will remain secure, and visitors will be required to wear a mask and be escorted. A voluntary temperature self-monitoring program is available. An infrared thermometer and masks are available in the lobby for all visitors and staff. (A copy of the memorandum to staff on this matter is attached to, but not made a part of these minutes for informational purposes only.)

Director Jim Cady, Sr. commended the staff for its responsiveness despite limitations imposed by COVID-19.

**Bylaw amendment:** The required notice for an amendment to the Council’s bylaws (Article VIII, Sec. 1) has been given. The executive director has proposed an amendment to allow virtual meetings (as follows:

The Annual Meeting of the Council Board shall be the last regular meeting of the calendar year. The date, place and exact time of such meetings shall be set by the Council Board. The Council Board shall have the power to set the date, times and places of regular meetings of the Council Board. *Any Board, committee or workgroup meeting may be conducted solely by one or more means of remote communication through which all of the Directors or members may participate with each other during the meeting, if the number of Directors participating in the meeting would be sufficient to constitute a quorum. Participation in a meeting by that means constitutes presence in person at the meeting. Access to such meetings shall be appropriately announced so as to be available to the general public.*

After discussion, a motion to adopt the amendment was made and seconded. **MOTION CARRIED.**

**MOU with VDH – State Medical Assistance Teams** – The executive director presented a proposal to enter into a MOU with the Virginia Department of Health to assist in the development of one or more “State Medical Assistance Teams” by acting as the fiscal agent for the limited term project. WVEMS has performed such work numerous times in the past. This will not involve any allocation of space or services within the office, rather fiscal administration for one or more part-time contracted employee(s) and the purchase of various assets.

Motion was made and seconded to authorize entering into a MOU with the Virginia Department of Health related to the creation of the State Medical Assistance Team program. **Motion CARRIED.**

**Personnel matter – position:** It was announced that Kayla Perkins would be leaving the Council’s employment effective June 12. The executive committee, in discussion with staff, has approved replacing the Administrative Assistant position with a part-time accounting clerk position that will have variable hours as needed.

**Regional EMS Awards:** President Simon announced that there would be no formal awards ceremony this year, but that the awards program would go on. It is the desire of the Executive Committee to provide some type of recognition for the award winners, even though we will not hold a formal awards event. The President announced that he would work with other directors and officers to make a personal presentation for each award winner, and possible stream the event on the Council’s social media platforms.

The executive director encouraged all board members to nominate at least one person for an award.

#### **Medical Direction**

**Protocol Revisions:** Chris Christensen and Rob Logan reported that attempts had been made to begin work on the next protocol revision, but a planned meeting of the Regional Medical Direction Committee's protocol workgroup had to be cancelled. It will be rescheduled.

**Protocol Reaffirmation:** Our contract with VSH/OEMS requires that our operational protocols be reaffirmed each year. The current protocols were only recently rolled out.

Motion was made and seconded to reaffirm the current operational protocols and guidelines.

**MOTION CARRIED.**

**Other MDC matters:** Dr Lane was unable to attend, so there was no further report.

**Allied Resources:** Our contract with VDH/OEMS requires that our Supply and Drug Box Exchange Agreements with hospitals and agencies be reaffirmed each year. We are currently in the middle of a five-year agreement period.

Motion was made and seconded to reaffirm the existing Supply and Drug Box Exchange Agreements.

**MOTION CARRIED.**

#### **Performance Improvement Committee**

Staff liaison Chris Christensen reported for the Performance Improvement Committee which met today, March 12, 2020 at the WVEMS office. Several matters were considered, including consideration of two medical incident reviews. He also announced that one member of the committee had retired and a replacement was being sought.

#### **Near Southwest Preparedness Alliance**

Rob Logan reported for the Near Southwest Preparedness Alliance. The joint WVEMS/BREMS/NSPA Hospital Diversion Plan was revised with only minor technical changes.

Motion was made and seconded to reaffirm the Hospital Diversion Plan as updated by NSPA.

**MOTION CARRIED**

#### **EMS Operations**

**MCI Planning:** Mike Garnett reported on various MCI-related activities. Many meetings and activities had been canceled or postponed due to COVID-19. It is anticipated that more activities will take place beginning in the coming months.

#### **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. Classes have continued via video conference. While this is not optimal for an all-day class, regular in-person classes will resume next week.

**NRV Advanced EMT Course:** Mike Garnett reported that an Advanced EMT course is underway in the New River Valley. In-person classes are on hold awaiting Phase III of the Governor's reopening process. The skills portion has continued using specific distancing and other precautions, under the direction of the Course Medical Director, Dr. Brian Ekey.

**Communications Workgroup**

Rob Logan reported that the agreement with Bath County to assume ownership and responsibility to maintaining the Bald Knob communications is ready for execution. He explained the documents which include a no-cost colocation agreement, and a bill of sale.

Motion was made and seconded to approve and execute the sale and lease of the Bald Knob Tower Site. **MOTION CARRIED**

**EMS FINANCIAL ASSISTANCE**

Joe Trigg reported for the EMS financial assistance program. The FARC review meeting will be held tomorrow, Friday June 12. This was a heavy cycle, with somewhat reduced funding due to decreased revenue from DMV collections.

**EMS ADVISORY BOARD**

Jason Ferguson provided a report. The May meeting was cancelled due to COVID-19.

At this time, no action has been taken by the Governor’s office to make an appointment to replace our current Advisory Board appointee. Jason Ferguson will continue to serve until his replacement is named.

**NEW BUSINESS**

**Executive Director Retirement Plans:** President Simon announced that Rob Logan will remain as the Council’s executive director through the end of this calendar year. Recruiting will begin in August or September, and will be managed by the previously-appointed steering committee.

**PRESIDENT’S REPORT**

None

**STAFF REPORTS**

Rob Logan - None

Cathy Cockrell - None

Mike Garnett – None

Chris Christensen– None

Gene Dalton - None

Sandi McGrath – None

**HEARING OF THE PUBLIC**

None

Being no further business, the meeting was adjourned at 3:10 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL  
UNAUDITED TREASURER'S REPORT  
AS OF MAY 31, 2020

<b>REVENUES</b>	<b>BUDGET</b>	<b>TOTAL</b>	<b>% YTD</b>
STATE GOVERNMENT (OEMS CONTRACT)	433,450	325,088	75.00%
SUPPLEMENTAL STATE SYMPOSIUM ADMIN FUNDS	18,000	16,500	91.67%
LOCAL GOVERNMENT	140,000	140,352	100.25%
UNITED WAYS	2,500	2,027	81.09%
CONTRIBUTIONS	1,000		0.00%
DIRECT PROGRAM INCOME	243,500	260,334	106.91%
NSPA OFFSET REVENUE (Contract for services)	34,800	22,432	64.46%
RENT INCOME (NSPA)	24,000	22,000	91.67%
OVERHEAD INCOME - VDH	4,620	5,725	123.93%
CREDIT CARD HOSTING FEE		394	0.00%
MISC. REVENUE		1,238	
INVESTMENT / GAINS/LOSSES	10,000	629	6.29%
<b>TOTAL REVENUES</b>	<b>911,870</b>	<b>796,720</b>	<b>87.37%</b>
<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>TOTAL</b>	<b>% YTD</b>
SALARIES / WAGES (WVEMS)	496,000	553,886	111.67%
PAYROLL TAXES (FICA)	37,944	37,367	98.48%
VEC	400	109	27.35%
403(b) / RETIREMENT	24,800	20,977	84.58%
HOSPITAL / MEDICAL INSURANCE	48,000	49,689	103.52%
LIFE INSURANCE/DISABILITY	11,500	11,730	102.00%
DENTAL INSURANCE	2,800	1,673	59.76%
PROFESSIONAL SERVICES/FEEES	12,000	8,880	74.00%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500	2,350	94.01%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	22,000	13,766	62.57%
POSTAL / SHIPPING	2,500	797	31.86%
TELECOMMUNICATIONS	15,000	14,020	93.47%
SUPPLIES (ADMIN)	9,426	8,076	85.68%
EQUIPMENT	5,000		0.00%
INSURANCE	12,000	11,234	93.62%
DIRECT PROGRAM EXPENSES	158,000	142,316	90.07%
PRINTING / PUBLICATIONS	2,400	1,382	57.58%
TRAVEL / LODGING	5,000	2,799	55.97%
FUEL/VEHICLE MAINTENANCE	8,500	4,971	58.49%
MEETING SUPPORT	1,200	274	22.87%
DUES / MEMBERSHIP FEES	2,000	1,639	81.94%
STAFF DEVELOPMENT	9,600	1,030	10.73%
CISM PROGRAM COSTS	2,000	958	47.92%
COMMUNICATION SITE RENTAL	6,000	5,225	87.08%
COMMUNICATIONS WIRELINES	5,000	3,267	65.35%
COMMUNICATIONS MAINTENANCE	3,000	2,528	84.25%
COMMUNICATIONS UTILITIES	800	648	81.03%
COMMUNICATIONS INSURANCE	3,000	2,750	91.67%
COMMUNICATIONS EQUIPMENT	2,500		
<b>TOTAL EXPENDITURES</b>	<b>911,870</b>	<b>904,342</b>	<b>99.17%</b>

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
PROTOCOL, ETC. SALES	
TEXTBOOK SALES	
CONSOLIDATED TESTING FEES	22,980
ALS TESTING FEES	
DRUG BOX REVENUE - Issuing of New Boxes	7,249
DRUG BOX REVENUE - Drug Box Seals	6,842
GRANTS & SPECIAL PROJECTS	28,038
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM TUITION - AEMT	43,200
PROGRAM TUITION - ADJUNCT	4,800
PROGRAM TUITION - PARAMEDIC	147,200
PROGRAM TUITION - OTHER	
PROGRAM TUITION - EMR	
ID CARD SALES	25
<b>TOTAL REVENUES</b>	<b>260,334</b>

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTED SERVICE - PAYROLL NRVTC PROG MGT	5,538
CONTRACTED SERVICE - PAYROLL AEMT COURSES	10,795
CONTRACTED SERVICE - PAYROLL ADJUNCT COURSES	2,200
CONTRACTED SERVICE - PAYROLL PARAMEDIC COURSES	15,494
CONTRACTED SERVICE - PAYROLL ALS TESTING	1,925
CONTRACTED SERVICE - PAYROLL CTS	18,664
CONTRACTED SERVICE - PAYROLL OEMS CE	175
CONTRACTED SERVICE - PAYROLL OEMS AUX	
PROFESSIONAL SERVICE - EDU DRUG/BACKGROUND EXP.	3,895
PROFESSIONAL SERVICE - AEMT	3,962
PROFESSIONAL SERVICE - ADJUNCT PROGRAMS	
PROFESSIONAL SERVICE - PARAMEDIC	9,457
CONTRACTED SERVICE - ALS TESTING	
CONTRACTED SERVICE - CTS TESTING	
CONTRACTED SERVICE - ALS CE	
CONTRACTS FOR SERVICES - OEMS CE	
CONTRACTS FOR SERVICES - OEMS AUX	
PAYROLL TAXES (FICA)	4,424
VEC	80
RENT - NRV TRAINING CENTER	6,778
POSTAGE - NRVTC	118
OFFICE SUPPLIES - EDUCATION	2,504
TRAINING SUPPLIES CTS	452
TRAINING SUPPLIES PROGRAMS	3,314
TRAINING SUPPLIES PROGRAM UNIFORMS	3,884
TRAINING SUPPLIES PROGRAM TEXTBOOKS	10,054
EQUIPMENT - EDUCATION	2,546
INSURANCE - EDUCATION	1,071
TRAVEL / LODGING - EDUCATION	4,440
TRAINING SUPPLIES ADJUNCT PROGRAMS	
GRANTS & SPECIAL PROJECTS: EQUIPMENT	
GRANTS & SPECIAL PROJECTS: OTHER	6,577
GRANTS & SPECIAL PROJECTS: AWARDS BANQUET	1,000
GRANTS & SPECIAL PROJECTS: NRV	10,716
DRUG BOX EXCHANGE EXPENSES	5,882
DRUG BOX SEALS EXPENSES	3,506
CREDIT CARD DISCOUNT	2,864
MERCHANDISE FOR RESALE	
ID CARD PROGRAM	
<b>TOTAL EXPENDITURES</b>	<b>142,316</b>

## WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

May 31, 2020

## ASSETS

## Current Assets

Ryan Hubbard Scholarship Fund	\$	466.21
SUNTRUST CHECKING		349,547.29
SUNTRUST PAYROLL		230.30
Western 14 Task Force		1,904.17
PREPAID EXPENSES		598.48
ACCOUNTS RECEIVABLE		55,134.37
DUE FROM NSPA		41,271.13

Total Current Assets		449,151.95
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## Property and Equipment

Total Property and Equipment		0.00
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## Other Assets

FRANKLIN TEMPLETON-AMERIPRIS		0.10
FRANKLIN TEMPLETON-LPL		168,179.61
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		796,179.52
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Total Assets	\$	1,245,331.47
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## LIABILITIES AND CAPITAL

## Current Liabilities

CLEARING ACCT (UNCASHED CHEC	\$	157.71
ACCRUED SALARIES		46,414.24
W14 CUSTODIAL LIABILITY		1,904.17
FLEX SPENDING ACCOUNT-MEDICA		552.95
AFLAC		(22.32)
PPP Loan		204,762.00

Total Current Liabilities		253,768.75
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## Long-Term Liabilities

Total Long-Term Liabilities		0.00
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Total Liabilities		253,768.75
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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		(60,328.93)

Total Capital		991,562.72
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Total Liabilities & Capital	\$	1,245,331.47
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Unaudited - For Management Purposes Only

WVEMS DRAFT BUDGET - FY2021				
	Budget 2019 Proposed	Budget 2020 Adopted	Budget FY2021 Proposed	Difference 2021 v 2020
<b>REVENUES</b>				
State Government (OEMS Contract)	433,450.00	433,450.00	446,453	3.00%
Supplemental State Education Admin Funds	34,000.00	0.00	0	
Supplemental COVID-19 Funds (one-time)			8,669	NEW
Supplemental State Symposium Admin Funding	18,000.00	18,000.00	18,000	0.00%
Local Government	133,000.00	140,000.00	140,000	0.00%
United Ways	3,000.00	2,500.00	2,500	0.00%
Contributions	1,000	1,000	1,000	0.00%
Direct Program Income (tuitions, grants, VDH/OEMS)	235,000	243,500	245,000	0.62%
NSPA Offset Revenue (Contract for services)	16,000	34,800	35,000	0.57%
Rent income (NSPA)	18,000	24,000	24,000	0.00%
Overhead Income - VDH (new - temporary - 2020)		4,620	0	-100.00%
Other Income (Sale of Assets)	11,200		0	0.00%
Interest/Investment	10,000	10,000	10,000	0.00%
<b>TOTAL REVENUES</b>	<b>912,650</b>	<b>911,870</b>	<b>930,622</b>	<b>2.06%</b>
<b>EXPENSES</b>				
<b>Personnel</b>				
Salaries/Wages (WVEMS) (1.5% COLA; 1.5% Merit 2021)	470,000	496,000	488,000	-1.61%
Payroll Taxes (FICA)	35,955	37,944	37,332	-1.61%
VEC	1,200	400	400	0.00%
403(b) Thrift	23,500	24,800	24,400	-1.61%
Hospital/Medical Insurance	52,000	48,000	56,000	16.67%
Life/ADD/Disability	11,000	11,500	11,500	0.00%
Dental Insurance	4,000	2,800	3,000	7.14%
<b>Staff Services Total</b>	<b>597,655</b>	<b>621,444</b>	<b>620,632</b>	<b>-0.13%</b>
<b>Non-Personnel</b>				
Professional Services/Fees	12,000	12,000	12,000	0.00%
Medical Direction Assistance	1,000	1,000	1,000	0.00%
Maintenance/Repairs/Service Contracts	2,500	2,500	2,500	0.00%
Occupancy (Utils, cleaning, maint, etc.)	22,000	22,000	22,000	0.00%
Postal/Shipping	2,500	2,500	2,500	0.00%
Telecommunications	16,000	15,000	15,000	0.00%
Supplies (Admin)	9,395	9,426	9,000	-4.52%
Equipment	10,000	5,000	5,000	0.00%
Insurance	12,000	12,000	12,500	4.17%
Direct Program Expenses	160,000	158,000	168,830	6.85%
Printing/Publications	3,000	2,400	2,400	0.00%
Travel/Lodging	5,000	5,000	5,000	0.00%
Vehicle Fuel/Maintenance	14,000	8,500	8,500	0.00%
Meeting Support	1,200	1,200	1,200	0.00%
Dues/Membership Fees	1,600	2,000	2,000	0.00%
Staff Development	15,000	9,600	9,600	0.00%
COVID-19 Expenses (one-time)			8,660	NEW
CISM Program Costs	2,000	2,000	2,000	0.00%
<b>Radio Systems</b>				
Site Rental	6,000	6,000	6,000	0.00%
Telephone Wirelines	9,000	5,000	5,000	0.00%
Maintenance	2,000	3,000	3,000	0.00%
Utilities	800	800	800	0.00%
Insurance	3,000	3,000	3,000	0.00%
Equipment	5,000	2,500	2,500	0.00%
Reserve for Capital (Bldg Maint, Grant match for Communications & Training Equip)				
<b>TOTAL EXPENSES</b>	<b>912,650</b>	<b>911,870</b>	<b>930,622</b>	<b>2.06%</b>

## **Amendment to Bylaws: Article VIII (Meetings), Section 1(Scheduling and Call of Meetings)**

### **June 11, 2020**

The Annual Meeting of the Council Board shall be the last regular meeting of the calendar year. The date, place and exact time of such meetings shall be set by the Council Board. The Council Board shall have the power to set the date, times and places of regular meetings of the Council Board. Any Board, committee or workgroup meeting may be conducted solely by one or more means of remote communication through which all of the Directors or members may participate with each other during the meeting, if the number of Directors participating in the meeting would be sufficient to constitute a quorum. Participation in a meeting by that means constitutes presence in person at the meeting. Access to such meetings shall be appropriately announced so as to be available to the general public.

## Rob Logan

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**From:** Rob Logan  
**Sent:** Monday, June 15, 2020 9:00 AM  
**To:** WVEMS Full Time Staff  
**Cc:** Morris Reece; Steve Simon (ssimon@roanokecountyva.gov); Vernovai, Christopher; Harrell, Adam (Adam.Harrell@vdh.virginia.gov); gary.brown@vdh.virginia.gov; scott.winston@vdh.virginia.gov; Jim Huffman  
**Subject:** Office reopening

Good morning,

Effective next Monday (June 22), our Roanoke office will return to regular office hours. While all staff members are encouraged to return to your normal in-office presence, anyone who is not comfortable working at the office may, until further notice, continue to telework with the approval of your supervisor and as deemed appropriate for your duties.

The building will remain secure, and we ask that visitors be contained to the lobby area whenever possible. All visitors who enter the building must wear a mask unless they have a medical exemption condition or other valid reason according to CDC guidance. There is a supply of masks, hand sanitizer, and an infrared thermometer in the lobby for use by staff and visitors. Self-monitoring of body temperature is encouraged. If you exhibit any signs and/or symptoms of COVID-19, STAY HOME.

While in the office, please remain in your specific office or work space as much as is practical, and avoid unnecessary gathering. Observe social distancing as much as is allowed within the building. When a visitor rings the door phone for admission, please identify the visitor using the security camera system. Communicate with the visitor over the door phone first. For deliveries such as mail, UPS, FedEx, etc., please release the door lock remotely (by pressing "6" on your phone when you are speaking to the visitor). Otherwise, greet the visitor at the door and please wear a mask. Delivery drivers typically do not require direct interaction with staff members.

We are working with OEMS to secure a cleaning contract whereby our offices, restrooms, conference rooms, etc. will be periodically cleaned and sanitized by a professional service.

On another matter, you all probably know that we are not replacing the full-time administrative assistant position. Instead, we will hire a part-time accounting clerk soon after the beginning of the upcoming fiscal year. This employee will work a variable schedule, to be determined by Sandi and Mary. Thus, we will work with Jim Huffman to modify the phone system to implement a new auto-attendant system. We ask that all WVEMS staff members listen out for the phones, answer and direct calls whenever possible. We will discuss these details later.

Please address any questions to me or to your supervisor. Robert may issue additional guidance to NSPA staff members.

Thank you and have a good week.

Rob



Please take a moment to complete our [Customer Experience Survey](#) to let us know how we're doing!

Robert Logan

Executive Director  
Western Virginia EMS Council  
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Roanoke VA 24017-1613  
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[www.wvems.org](http://www.wvems.org)  

Please visit our website and join our informational electronic mailing list!

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## Attendance Roster

<b>Meeting Title:</b> Western Virginia Emergency Medical Services Council / BOARD MEETING	
<b>Meeting Location:</b> Western Virginia EMS Council, Inc.	<b>Meeting Date:</b> June 11, 2020

Board Members	Agency Affiliation	Email Address	Signature	In Person	Phone
1. STEVE ALLEN	Patrick County		Via Web Conference		
2. JIM CADY, SR	Craig Count		Via Web Conference		
3. JIM CADY, JR	Roanoke City		Via Web Conference		
4. JOE COYLE	Montgomery County		Via Web Conference		
5. JASON FERGUSON	Botetourt County		Via Web Conference		
6. WILLIAM FERGUSON	Franklin County		Via Web Conference		
7. RICHARD FLORA	At-Large, 5 <sup>th</sup> PD		Via Web Conference		
8. CAREY HARVEYCUTTER	VAVRS		Via Web Conference		
9. RODNEY HAYWOOD	City of Radford		Via Web Conference		
10. MIKE JEFFERSON	City of Danville		Via Web Conference		
11. ROBERT LOGAN	Exec. Director	<i>logan@vaems.org</i>	<i>[Signature]</i>	x	
12. RYAN MUTERSPAUGH	Alleghany County		Via Web Conference		
13. MATT RICKMAN	City of Salem		Via Web Conference		
14. KRIS SHRADER	City of Martinsville		Via Web Conference		
15. STEPHEN SIMON	Roanoke County	<i>ssimon@roanokecountyva.gov</i>	<i>[Signature]</i>	x	
16. CHRIS SLEMP	Pittsylvania County		Via Web Conference		
17. JOE TRIGG	Pulaski County		Via Web Conference		

<b>Print Name</b>	<b>Agency Affiliation</b>	<b>Email Address</b>	<b>Signature</b>	<b>In Person</b>	<b>Phone</b>
18.VALERIE TWEEDIE	At-Large, 4 <sup>th</sup> PD		Via Web Conference		
19.DALE WAGONER	At-Large, 12 <sup>th</sup> PD		Via Web Conference		
20.FORD WIRT	Floyd County		Via Web Conference		
21.GARY MEADOWS	ENA		Via Web Conference		
22.					
23.					
24.					
25.					
26.					
27.					
<b>Staff Members</b>	<b>Agency Affiliation</b>	<b>Email Address</b>	<b>Signature</b>	<b>In Person</b>	<b>Phone</b>
1.CHRIS CHRISTENSEN	Staff			X	
2.CATHY COCKRELL	Staff		Via Web Conference		
3.GENE DALTON	Staff		Via Web Conference		
4.MIKE GARNETT	Staff			X	
5.SANDI MCGRATH	Staff			X	
6.					
7.					
<b>Guest Name</b>	<b>Agency Affiliation</b>	<b>Email Address</b>	<b>Signature</b>	<b>In Person</b>	<b>Phone</b>
1. CHRIS VERNOVAI	OEMS		Via Web Conference		
2.					
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	X		
Altman, Billy	X	O	O	X								
Cady Sr., Jim	X	O	X	X	X	X	X	X	X	X		
Cady Jr., Jim					X	X	X	X	X	X		
Coyle, Joe	X	O	X	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	X		
Ferguson, William	O	X	O	X	O	X	O	X	O	X		
Flora, Richard	X	X	O	O	X	X	X	X	O	X		
Guests	1	0	1	2	2	3	0	4	2	1		
Harveycutter, Carey	X	O	X	X	O	X	O	X	X	X		
Hawkins, Robert					X	X	X	X	X	O		
Haywood, Rodney	O	X	O	O	O	O	O	X	X	X		
Jefferson, Mike	X	O	X	X	X	O	O	X	X	X		
Kelly, Tonya					X	X	O	O	O			
Lafon, Larry			X	X	X	O	O	X	O	O		
Lane, Charles	O	X	O	O	O	O	X	X	X	O		
Linkous, David	X	O	O	O								
Logan, Robert	X	X	X	X	X	X	X	X	X	X		
Meadows, Gary										X		
Morgan, Anthony		X	X	O								
Muterspaugh, Ryan	X	O	X	O	X	O	X	X	X	X		
Paxton, Dwaine					X	X	X	O	X	X		
Rickman, Matt	O	X	X	X	X	X	X	X	X	X		
Shrader, Kris	O	X	X	X	X	O	X	X	O	X		
Simon, Stephen	X	X	X	X	O	X	X	X	X	X		
Slemp, Chris									X	X		
Stanley D.O., Eric	O	X	O	O	X	O	X	X	O	O		
Tatum, Matt	X	O	O	O	X	X	X	X	O	O		
Taylor, Dallas	X	X	X	X								
Trigg, Joe	X	X	X	X	X	O	X	X	X	X		
Tweedie, Valerie	X	X	X	X	X	O	X	X	X	X		
Wagoner, J. Dale	X	O	X	X	X	X	X	X	X	X		
Wirt, Ford	X	X	O	X	X	O	O	O	X	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	O		
Christensen, Chris	X	X	X	X	O	X	X	O	X	X		
Cockrell, Cathy	X	O	X	X	O	X	X	X	X	X		
Dalton, Gene	X	O	X	O	X	X	X	O	X	X		
Garnett, Mike	X	O	X	X	X	X	O	O	X	X		
McGrath, Sandi	X	X	X	O	X	X	X	O	X	X		
Perkins, Kayla					X	X	O	O	X	O		

PRESENT = X  
DID NOT ATTEND = O  
NO LONGER INVOLVED

WebEx Meetings Due to COVID-19

**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

**June 2020 Guests:** Gary Meadows confirmed to board replaces Tonya Kelly; Chris Vernovai -VDH/OEMS