

**Financial Assistance Review Committee (FARC)  
Quarterly Meeting  
Norfolk Marriott Waterside Hotel  
Norfolk, Virginia  
November 8, 2018  
1:00 PM**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Administration Staff:</b>	<b>Staff/Other Guests:</b>
Kevin Dillard - Chair	Curtis Sheets	Luke Parker	Gary Brown
JC Bolling		Linwood Pulling	Scott Winston
Donna Hurst			Adam Harrell
Bruce Stratton			David Coulling
Joe Trigg			Robert Trimmer
			Rodney Newton

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>I. Call to Order: Kevin Dillard - Chair</b>	Kevin Dillard, Chair, called the FARC quarterly meeting to order.	No further action is required
<b>II. Approval of 08/02/2018 Meeting Minutes</b>	Kevin Dillard made a motion to approve the minutes from our August 2, 2018 meeting.	Minutes approved
<b>III. FARC Chair Report</b>		
<b>A. New Grant Manager Introduction</b>	Kevin Dillard introduced Luke Parker as the OEMS Grants Manager. Luke comes to us with 5 years of experience in fundraising. He graduated from Christopher Newport University in 2014. He is currently pursuing his Master's Degree in Public Administration. Luke said he is all about working smarter, not harder. He has been writing grants since High School and he wants to make it easier for the grantees to articulate their needs. Being a grant writer, he knows what it is like coming from the other side of the spectrum and wants to work with the agencies to make this process better.	No further action is required
<b>B. Council Grading Process</b>	Kevin Dillard stated that several people have asked why the EMS Councils changed to the grading process that is now in place. The agencies use to meet with the councils and their review committee to talk about their grant and answer any questions that the review committee may have had. The councils would then give the grantee a grade, comment and forward that information to OEMS. The way the system works now is that the councils are there to help the grantees if they ask for assistance. The agencies are no longer required to show up for a grant review. The councils now grade on the merit of the application/proposal,	No further action is required

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<p>C. OEMS Program Reps Involvement with Regional Grading</p>	<p>etc. and submit their grades and comments to OEMS. Adam Harrell, OEMS Business Manager, explained to FARC that agencies would submit their grants to OEMS and sometimes there were errors that needed corrected. Some of these errors were on the financials. Others were on the vehicles or personnel. Sometimes, the quotes did not match the item(s) being requested. OEMS would make the corrections for them as long as the grant cycle was still open. It was becoming more frequent that the mistakes and errors were being caught by the councils during their grant review meeting. The agencies would bring this to the council's attention and submit new quotes and additional information for their grant. The council would then use this new information when grading their grants. This information was not available to the other graders and was not in the original grant. The councils are grading at the same time as the OEMS Program Representatives, and technical graders. The councils would then base their grades and comments on information that was not available to the other graders. This caused a gap in the grading between the other graders including FARC. Adam also brought up that the councils use to have a priority listing they would submit to OEMS listing the top three priorities in their region. For example - At the grant review meeting, the council may tell the agency or grantee they scored a one on their grant and were the top priority in their region. When the grants were submitted to FARC, they may give the grant a three or four and say it is not a priority at this time. This caused a lot of confusion with the agency and disparity in the grades. OEMS met with the councils. This was discussed at length and it was decided they would no longer submit a priority list.</p> <p>Adam stated that the OEMS Program Representatives take the grading of grants very seriously. Their meetings are scheduled around the FARC meetings. The Program Representatives want to be a part of this process and love talking with FARC. They know the agencies in their area better than anyone else. They know whether an agency is asking for an item they desperately need or not. They will at times plead their cases with FARC because they have seen this agency in dire need and inspected the truck they are wanting to replace. They know the problems they have had with this truck and how it keeps breaking down. This grant review process allows the Program Representatives to help the grantees in their area and better explain the needs of this agency to FARC. Our awards meeting use to be on the first Thursday and Friday in June and December. The Thursday meeting was for FARC to meet with the Regional Councils, Program Representatives and technical graders. There were occasions when a council member would set in on the Program Representatives meeting. At one of these meetings, an agency was requesting funding for a third truck. They could not even get out a second truck on a regular basis. The Program Representative spoke to FARC and told them this agency did not need this ambulance at the time because they could not answer the calls they had. The council member, that was present at the Program Representatives meeting, was taking notes. He sent an email to the agency in their area with the FARC grade and comments. Within the hour, the agency was calling the Program Representative and blaming him for their agency not getting funded. At the Friday meeting,</p>	<p>No further action is required</p>

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<p><b>D. Regional Grant Priorities</b></p>	<p>FARC would announce the recommended awards. Again, several council members, vendors and representatives from agencies would be present and before they got back to their areas would email the grantees of the recommendations that FARC had made. This changed the way we now meet with the Program Representatives and EMS Councils. We have done away with the Friday meeting altogether but still have our pre-awards meeting with the Regional Councils, Program Reps and technical graders. We use to announce how much money we had to give out and what grade we expected to get through. We no longer do this. FARC said they appreciated the explanation and better understood why the changes were made.</p> <p>This part of the agenda was covered earlier in our meeting.</p>	<p>No further action is required</p>
<p><b>IV. Transportation Comm. Meeting Briefing</b></p>	<p>Four of the six members of FARC were able to attend the Transportation Committee meeting held on October 22, 2018 for the December 2018 grant cycle. There are sometimes disparities in the grades given by the Transportation Committee, Program Representatives and Regional Councils. FARC had asked the Transportation Committee if FARC could sit in on their next meeting and see how they determine which ambulance gets funded and why. JC Bolling said he came away with a better understanding of their process. FARC was able to observe them grading and listen to their discussions on the merits of the ambulance requests and were able to see what went into their thought process when grading. They grade on the need for a vehicle and do not consider the financials. Every member of FARC felt this was beneficial to them and gave them a better understanding of how they graded the ambulance grants.</p>	<p>FARC would like to meet with the technical graders next and see what goes into their grading and the thought process behind who gets recommended for funding and why. This would include Communications, Emergency Operations and Recruitment and Retention. This will help FARC better understand their perspective on grading the grants in their specialized areas. Luke and Kevin will set this up.</p>
<p><b>V. OEMS Grants Unit Report</b>  <b>A. 40<sup>th</sup> Anniversary</b></p> <p><b>B. Letters of Support and Deadlines</b></p>	<p>This year marks the 40<sup>th</sup> anniversary for the RSAF grant program. The grants unit had planned to set up a display with examples of equipment that had been funded during the past 40 years. The grants unit then decided to try to make a slide presentation with pictures of the equipment for the past 40 years. The grants unit just ran out of time. The grants unit has stickers commemorating the 40<sup>th</sup> anniversary. The stickers have been mailed to the agencies that were awarded grants in the June 2018 grant cycle. The grants unit will also send them out to the December 2018 awardees.</p> <p>The grants unit received several letters of support from legislators endorsing an agency in their respective area. The problem is they were not really true letters of support. They were very basic in nature and just said this needs to be funded and were signed by the legislator. Luke printed out an example of how to write a letter of support for grants and passed them out to the FARC members. The letters the grants unit received were also sent in late. They should have been attached as part of the grant. When they come in late, they are kept and placed in the appropriate grant file for our records.</p>	<p>No further action is required</p> <p>No further action is required</p>

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C. Lord Fairfax EMS Council Grant Withdrawal	Lord Fairfax EMS Council had applied for a HandTevy Pediatric System. It was decided by the council and OEMS to seek additional funding through their contract with OEMS. They have withdrawn their grant.	No further action is required
D. VAVRS Discussion	The Virginia Association of Volunteer Rescue Squads (VAVRS) has applied for a grant this cycle. They are asking for a vehicle to tow their 15 training trailers. They are asking for 100% funding. They would have to show financial need and justification for 100% funding. We had asked input from several graders on this grant. While the need is certainly there, several questions and concerns arose. VAVRS is funded by 4-for-Life funding. If they are awarded this grant and there are matching funds, they can not use 4-for-Life funds to match 4-for-Life funds. They also receive money for their training and from other sources. These funds could be used for matching. It was brought up that it may be cheaper to rent a tow vehicle. By the time you pay for insurance, maintenance, and repairs, it may be beneficial to contract with someone to tow their trailers. FARC said this information was good to know and they would take all of this into consideration when grading.	No further action is required at this time
E. Payments Processed August – October	There were 58 payments made by the grants unit during August 2018 and October 2018 for a total of \$1,694,787.19. The average payment amount was \$29,220.47.	No further action is required
F. Quarterly Grant Report	The RSAF grant deadline for the December 2018 grant cycle was September 19, 2018. OEMS received 105 grant applications requesting \$14,033,754.32 in funding. The applications included 88 licensed EMS agencies requesting \$13,417,618.00 and 17 Non EMS agencies requesting \$616,136.00. The breakdown for the Regional Councils are as follows: Blue Ridge - requesting funding of \$746,345.68; Central Shenandoah - requesting funding of \$290,874.44; Lord Fairfax - requesting funding of \$996,314.60; Northern Virginia - requesting funding of \$609,782.90; Old Dominion - requesting funding of \$2,989,449.35; Peninsulas - requesting funding of \$1,447,268.42; Rappahannock - requesting funding of \$336,571.83; Southwest Virginia - requesting funding of \$1,285,216.33; Thomas Jefferson - requesting funding of \$1,323,839.00; Tidewater - requesting funding of \$1,686,322.04; Western Virginia - requesting funding of \$2,321,769.73. The breakdown for items requested are as follows: ALS Equipment - \$1,278,973.59; BLS Equipment - \$924,956.15; Communications Equipment/Pagers - \$9,737.85; Computer Hardware - \$94,642.76; Computer Software - \$64,487.00; Defibrillator/AED - \$831,043.35; Other* - \$497,539.17; Recruitment & Retention - \$33,516.00; Rescue Equipment/Extrication - \$133,334.45; Rescue Equipment/Misc. - \$206,186.45; Special Priority/Emergency Medical Dispatch - \$54,317.00; Special Priority/Emergency Operations - \$41,906.88; Special Priority/Innovative (Special) Projects - \$22,565.00; Special Priority/Multi-Jurisdictional or Agency Projects - \$96,594.00; Special Priority/Recruitment & Retention - \$35,000.00; Special Training Projects - \$22,500.00; ALS/BLS Training Equipment - \$138,301.27; Vehicle/Quick Response -	No further action is required

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G. E-GIFT Discussion	<p>\$108,442.06; Vehicle/Chassis-&amp; Rechassis - \$285,050.00; Vehicle/Specialty** - \$108,927.00; Vehicle/Type I Ambulance - \$7,866,927.34; Vehicle/Type II Ambulance - \$107,427.00; Vehicle/Type III Ambulance - \$1,071,380.00.</p> <p>FARC had questions about E-GIFT and the way it appears when you are grading. You have to scroll over to read the rest of the comments. When E-GIFT was first created, the graders were limited to the amount of space they had. It was expanded to allow for the graders to put in comments they felt were important. The committee would like to be able to see all of the comments without having to scroll over. When grading, you have a PDF for the application. There is another field to show the history. By the time you have all of these available to the graders, the space had to be expanded. It was expanded wider to allow us to see everything. FARC would like it to be narrower not wider. This will take working with our IT folks to see if it can be done.</p>	<p>Luke has said he will talk with our IT folks to see what can be done to make E-GIFT easier for the graders.</p>
VI. Unfinished Business	There is no unfinished business	No further action is required
VII. New Business	There is no new business	No further action is required
VIII. Next Meeting Date and Location	<p>We will have our December 2018 awards meeting in Bristol, Virginia. We will arrive on Sunday, December 2, 2018. The awards meeting will be held on Monday, December 3, 2018. When the awards meeting is over, we will then tour the Southwest Virginia area visiting several of the EMS agencies in that area the rest of Monday and all day on Tuesday.</p>	No further action is required
IX. Adjournment	Kevin Dillard made a motion to adjourn.	No further action is required