

**Financial Assistance Review Committee (FARC)
Quarterly Meeting
Courtyard Marriott
Glen Allen, Virginia
August 8, 2013
1:00 PM**

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Billy Altman, Chairman	Barbara Brown	Amanda Davis	Dennis Molnar
Dan Norville	Pokey Harris	Linwood Pulling	Paul Sharpe
Robert Trimmer			
Karen Wagner			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Approval of 05/09/2013 Meeting Minutes	Billy Altman, FARC Chair, made a motion to approve the minutes from May 9, 2013.	Minutes approved.
A) Appoint FARC Chair	Billy Altman was nominated as the FARC Chairman until June 20, 2014.	Mr. Altman was voted in unanimously.
II. RSAF:	The December 2013 RSAF Grant Cycle opened on August 1, 2013. The Consolidated Grant Application Program (CGAP) and all applicable paperwork was posted on the OEMS website on 08/01/2013. The submission deadline is September 16, 2013 by 5:00 PM. The CGAP version 2013.2 must be submitted electronically through the OEMS website. The Affirmation Page can be scanned and emailed or mailed to OEMS, no faxed affirmations will be accepted. Vendor quotes are required for all requested items.	No further action is required
A) December 2013 Grant Cycle opened 8/1/2013		
B) 12-Lead 2013 Legislation • Legislation	Budget Amendment Item <u>290</u> #1c “Out of this appropriation, up to \$400,000.00 the second year from the Virginia Rescue Squad Assistance Fund shall be used for grants to emergency medical services organizations to purchase 12-lead electrocardiograph monitors”. The budget amendment states that OEMS must reserve \$400,000.00 per year for 12-lead funding out of RSAF funding. Mr. Altman requested clarification based on the event that \$400,000.00 wasn’t awarded for 12-Leads? FARC discussed the possibility that at some point most agencies will have enough 12-Leads and we will see the number of 12-Lead requests decrease.	Mrs. Davis will determine the 12-Lead funding requests at the end of each grant cycle to ensure that requests were submitted to meet the budget amendment.

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<p>C) OMD Signatures on Affirmation Page</p> <ul style="list-style-type: none"> • Required for 12/13 – placed on website • Verification of signature from OEMS Program Reps <p>D) Transportation Committee – Add engine hours & 4x4 (website)</p> <ul style="list-style-type: none"> • Placed in defect tracker, tentative date for 06/14 grant cycle <p>E) SWEMS Council – RSAF denial by Commissioner</p> <p>F) FARC Orientation Manuel</p>	<p>Effective for the 12/13 grant cycle, the agency OMD signature is required on all grant applications. If the agency submits the affirmation page with the regional OMD signature, an explanation has to be submitted as to why the agency OMD signature was not obtained. On the CGAP, it stated that we would accept the regional OMD’s signature if the regular OMD isn’t available, however this will no longer be the case effective for the 12/13 grant cycle.</p> <p>Michael Berg, Regulation and Compliance Manger stated the OEMS program representatives will verify the OMD signatures. FARC inquired how the OEMS Reps could verify the signatures when it is almost impossible for an individual to sign the exact way twice. OMD signatures will be verified by the Program Reps during the grant review phase.</p> <p>The Transportation Committee requested that the CGAP be updated to include engine hours and whether the vehicle is a 4x4. This would include the engine idle time and give a truer picture of engine usage. Every engine hour equates to 33 miles. This request came too late for us to update the CGAP but has been posted on the RSAF grant website. Mrs. Davis put this request into our Defect Tracker system. The tentative date for implementing this is the June 2014 grant cycle.</p> <p>Southwest Virginia EMS Council requested a grant during the 06/13 grant cycle for a Board/Leadership Retreat to include all of the Regional Councils. This retreat was recommended by FARC for funding. All of our funding recommendations are reviewed by the Commissioner of Health. After the Commissioner of Health reviewed this request, funding was denied.</p> <p>The grants unit is updating the FARC Orientation Manual which includes an introduction page, a copy of the Rules and Regs, FARC Committee, Annual Report, past awards, previous minutes, OEMS Program Reps, Regional EMS Councils, CGAP on-line, RSAF grant review process, grant review information and the awards meeting process.</p>	<p>An explanation letter will now be required if the agency OMD doesn’t sign the Affirmation Page.</p> <p>OEMS Program Reps will now verify the OMD signatures on the Affirmation Page.</p> <p>Mrs. Davis has asked OIM to include this information on the CGAP before the June 2014 grant cycle.</p> <p>No further action is required.</p> <p>The grants unit will update this orientation manual for the new FARC members.</p>
<p>III. Grants Unit:</p> <p>A) Payments processed May through July 2013</p> <p>B) Vehicle Listing on CGAP</p>	<p>The grants unit processed payments for a total of \$2.4 million between May 2013 and July 2013. This included the regular RSAF grants and the Supplemental EMS Training Equipment Special Initiative Grant for Accredited ALS Training Programs.</p> <p>In the CGAP all applicants are required to list all licensed EMS vehicles. There has been some confusion among applicants that only vehicles they are replacing need to be listed. FARC discussed whether an agency should have to enter all of their licensed EMS vehicles into the CGAP and if so, would there be enough character field for this information. It was determined that CGAP has adequate space for agencies to list all vehicles and there</p>	<p>No further action is required</p> <p>Mrs. Davis will ask OIM to input an agency’s vehicle listing and show this in the CGAP and also allow them to edit (add/delete) vehicles to make them accurate. We hope to have this</p>

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C) RSAF Retreat – 7/25-26	<p>are no limitations on the vehicle data fields.</p> <p>OEMS Executive Management held an RSAF retreat on July 25th and July 26th to discuss the policies and processes within the RSAF program. Mrs. Davis compiled an outline from meeting minutes from the last three years in order to consolidate decisions made by FARC. This overview will allow FARC to review their decision-making over the past 3 years and will also allow the committee to have a quick reference guide during discussions. Discussed during the retreat were: policies and procedures, emergency grant procedures, possible EMS regulation changes, VA Code changes and other processes needed within the grants unit.</p>	<p>information by the June 2014 cycle.</p> <p>FARC will review this information but no further action is required at this time.</p>
<p>IV Grant Manager Report:</p> <p>A) Quarterly Grant Report</p> <p>B) Emergency Grants</p> <ul style="list-style-type: none"> • Boyce VFC • John H. Enders Volunteer FD/RS <p>C) Symposium Presentations</p>	<p>This information can be found in the OEMS Quarterly Report to the State EMS Advisory Board dated Friday, August 9, 2013. Grants were awarded on July 1, 2013 in the amount of \$4,356,125.00 to 101 agencies. The following agency categories were awarded finding for this grant cycle; 60 Volunteer Agencies were awarded \$2,421,376.00; 30 Governmental Agencies were awarded \$1,697,247.00 and 11 Non-Profit Agencies were awarded \$237,503.00. The following EMS regional areas were awarded funding in the following amounts: Blue Ridge EMS Council – 6 agencies awarded \$346,021.00; Central Shenandoah EMS Council – 7 agencies awarded \$86,998.00; Lord Fairfax EMS Council – 9 agencies awarded \$483,246.00; Old Dominion EMS Alliance – 17 agencies awarded \$753,591.00; Peninsulas EMS Council – 13 agencies awarded \$518,226.00; Rappahannock EMS Council – 8 agencies awarded \$359,966.00; Southwestern Virginia EMS Council – 14 agencies awarded \$313,720.00; Thomas Jefferson EMS Council – 4 agencies awarded \$297,416.00; Tidewater EMS Council – 5 agencies awarded \$321,388.00 and Western Virginia EMS Council – 15 agencies awarded \$781,233.00. RSAF Grants awarded by the following item categories: Audio Visual and Computers - \$165,358.00; Communications - \$185,157.00; Emergency Operations - \$44,540.00; BLS & ALS Equipment - \$1,459,367.00; Special Projects - \$67,538.00; Training - \$151,404.00 and Vehicles - \$2,282,761.00.</p> <p>RSAF received 2 Emergency Grant requests.</p> <p>Boyce Volunteer Fire Company applied for an emergency grant requesting 2 LifePak 15 at 100% funding in the amount of \$56,298.00. This request was due to failure of 1 device and not being able to replace parts to the older units. This was funded as requested.</p> <p>John H. Enders Volunteer Fire & Rescue Squad Company applied for an emergency grant requesting 1 Hurst Extrication Tool System at 100% funding in the amount of \$41,000.00. This request was due to device breaking and the tools were too old to get replacement parts. This was funded as requested.</p> <p>Mrs. Davis will be teaching 2 classes at the 2013 EMS Symposium.</p>	<p>No further action is required</p> <p>No further action is required</p> <p>No further action is required</p>

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<ul style="list-style-type: none"> • Now it's Your Turn to Write a Grant • Free Money D) Symposium FARC Meeting 	<p>This class will be on Wednesday, November 6, 2013 from 8:30 AM – 12:30 PM. This workshop will take the basics learned in the “Free Money” workshop and work with the participants to understand the basics of writing, reviewing, commenting and making recommendations on grant applications. Actual grant applications will be reviewed and the participants will provide suggestions based on the class guidance. Participants will work in groups to write an EMS grant application and receive input from the audience members. This is an excellent class for beginners and advanced grant writers.</p> <p>This class will be held on Thursday, November 7, 2013 from 1:30 – 3:30 PM. This presentation will provide guidance of the Rescue Squad Assistance Fund (RSAF) Grant Program provided by OEMS. This class will not only provide an overview of the RSAF grant program, but will also give participants information on other state, federal, non-profit and private funding that may be available for EMS providers. This workshop is highly recommended to those providing EMS for the public and are in need of EMS equipment, vehicle and system wide programs.</p> <p>The FARC quarterly meeting will be held at the 2013 EMS Symposium on Thursday, November 7, 2013 at 10:00 AM.</p>	<p>FARC members wishing to participate and assist during the presentation will contact Mrs. Davis.</p> <p>No further action is required</p> <p>No further action is required</p>
<p>V. Open Discussion</p>	<p>FARC discussed the large balances that are shown in the RSAF open grant cycles and the options that may be available so the funding isn't targeted when its actually been reserved for open grants. Although all funding has been allocated, OEMS has options available in procedures that may help the awardees draw down the funding at a faster pace. Although a quote is required for each item requested, the grantee cannot enter into a written or verbal contract with the vendor until after the award date or their grant can be disqualified. Mr. Molnar, OEMS Business Manager, suggested if we require the grantees to pull the awards down within 6 months, this would help with the balances and would give them an additional 6 months (if required) to complete their purchases. Mr. Altman and Mr. Norville both work for governmental agencies and stated it would cause a hardship for the municipalities as well as some of the non-profits. Once the grants are awarded, the municipalities and some of the non-profits have to get approval from the Board of Supervisors or some other governing power. This can take several months. You then have to contact the vendor and get the contracts signed which can take another month or two. You now have already gotten to the 6-month mark and this would make it almost impossible for them to get everything ordered and put into service within the shortened time frame. Therefore, the grantee may have to wait until they meet again to get the funding match approved or even until the next fiscal year. The bottom line is that if an agency is awarded a grant, it would benefit everyone if they would place the order as soon as possible so the funds would be drawn down in a timely manner.</p>	<p>Mr. Molnar has a meeting on Monday, August 12, 2013 with the fiscal department downtown and will discuss the balances. OEMS will meet to discuss the possibility of requiring a 6 month invoice deadline instead of the current 12 month.</p>
<p>VI. Adjournment</p>	<p>Billy Altman, FARC Chair, made a motion to adjourn.</p>	<p>The next quarterly meeting will take</p>

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		place at the 2013 EMS Symposium on Thursday, November 7, 2013 at 10:00 AM.