

**Financial Assistance Review Committee (FARC)
Quarterly Meeting
Crowne Plaza Hotel Richmond West
Richmond, Virginia
February 9, 2012
1:00 PM**

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Wayne Peer, Chairman		Amanda Davis	Gary Brown
Billy Altman		Linwood Pulling	Dennis Molnar
Barbara Brown			George Lindbeck, MD
Dan Butler			
Pokey Harris			
Robert Trimmer			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Approval of 11/10/2011 Meeting Minutes	Wayne Peer, FARC Chair, made a motion to approve the minutes from November 10, 2011.	Minutes approved
II. RSAF:		
A) CGAP Software – Long Table Names	The RSAF database, Oracle, has been re-programmed to increase the “agency name” data field to include the entire name of the agency. Previously, when reviewing or making payments for the grants, some of the agency names weren’t fully displayed. The entire agency name not displaying caused a problem with VDH and OEMS accounting departments and reconciliation of the grants. The OEMS Grants Unit notified VDH OIM about this issue, all grant cycles from 12/11 on will display the entire name, however previous grant cycles may take more time to correct.	No further action is required.
B) 12/11 Grant Cycle	The 12/11 grant awards funding increased from previous cycles by approximately \$1,300,000.00 which allowed more grants to be funded than in previous cycles. FARC discussed that when reviewing grant applications comments/grades should reflect your thought process. This would assist at the RSAF Grant Award meetings when discussing the individual grants, especially if specific questions arise during the session. FARC stated that even though more funding was available during the last grant cycle the outcome of awards probably wouldn’t have changed. FARC noted that they should continue to pay attention to the quantity and funding levels being requested. FARC will continue to make recommendations on funding by reviewing the items being requested based on the demographic and financial data along with supplemental information being submitted.	No further action is required.

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	<p>FARC discussed changing their initial grades after meeting with the EMS Representatives and EMS Regional Councils during the 12/1/11 meeting. FARC members grade individually and separate from each other during their 30 day review period. However, during the pre-awards meeting the committee has the chance to discuss any issues that may have arisen since the initial grant was submitted. During the meetings there may be new developments or more information available than when the grant was originally submitted. If this happens, FARC discusses possible grade changes and whether or not this new information warrants a grade change. The grading is not final at this meeting or the RSAF Awards meeting until the Commissioner of Health approves the final recommendations from FARC.</p>	<p>No further action is required.</p>
<p>C) P25 Compliance</p>	<p>There are two new requirements for RSAF grants effective this cycle, the first is that all radio equipment must be P25 Compliant. P25 Compliance endorsed by APCO and is a partnership between the public safety communications community and industry manufacturers whose goal is to satisfy the communication needs of users for interoperable, narrowband Land Mobile Radio (LMR) equipment and systems. P25 compliance must be reflected in the grant application as well as the quote submitted by the applicants. The Radio Questionnaire, required by all applicants requesting radios, has been updated to ensure P25 Compliance. There is a link on the OEMS website and the Radio Questionnaire explaining what P25 Compliance means.</p>	<p>No further action is required.</p>
<p>D) Narrowband Survey</p>	<p>The FCC has required that all communications equipment be narrowband compliant by January 1, 2013, however FARC was unsure of EMS agencies that had met this requirement. The OEMS Division of Regulation and Compliance has developed a spreadsheet to track narrowbanding compliance among EMS agencies that will be completed by OEMS Program Representatives. The Program Reps will update the spreadsheet as EMS inspections are conducted, the OEMS Grants Manager will brief FARC on the results at each quarterly meeting.</p> <p>The VITA-911 Division is assisting public safety agencies around the Commonwealth to program their radio equipment to ensure FCC compliance. Dave Warner, Engineer, with VITA-911 volunteered to assist OEMS with reviewing grant applications to ensure EMS agencies that have requested radio equipment are licensed by the FCC. The OEMS Grants Manager will contact Mr. Warner with the designated grant applications after the grant deadline for him to review. Although some EMS agencies may have been issued an FCC license it may not be current, Mr. Warner will research the applicable agencies to ensure the compliance.</p>	<p>No further action is required.</p> <p>OEMS Grants Manager will contact Dave Warner with VITA-911 after the grant deadline to review radio requests.</p>
<p>E) Regional Grants – MOA</p>	<p>The second requirement for grant application, required from this cycle on, are that all Multi-Agency/Jurisdictional (regional) grant applications must have a signed</p>	<p>Any regional grant request will need to include MOA's to be eligible.</p>

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<p>F) EMD – Accreditation (new requirement)</p>	<p>Memorandum of Agreement (MOA) with all agencies/partners involved. This requirement was implemented due to a previous grant award that was funded communications equipment on a regional level in three different grant cycles/phases. One of the localities involved in this regional grant decided they were going to purchase radios from a different vendor than what was requested on the grant application. This locality still wanted to be included in the regional grant project, but purchase different equipment than what was requested on the grant application. A modification letter was submitted to OEMS requesting we allow the locality to purchase radios from another vendor. This modification was approved by OEMS, however OEMS required each agency or locality to sign the MOA (which will be developed by the host grantee). The new requirement will ensure that each agency involved in a regional grant project is aware of the guidelines and will abide by the grant project.</p> <p>The OEMS Grants Manager, Amanda Davis, and the OEMS Emergency Operations Manager, Jim Nogle, presented at the APCO/NENA Conference in Chesterfield County on February 6, 2012. Mr. Nogle presented on the OEMS EMD program and Mrs. Davis presented on funding through the RSAF grant program for the EMD program. Coordinating for the presentation, information was brought to Mrs. Davis regarding the EMD grants that are requested through RSAF. Any grant application requesting EMD equipment, projects or items will be noted as an OEMS accredited or non-accredited program. If the program is not accredited by OEMS, the grant will have a special condition that they must seek accreditation within a certain amount of time (to be determined). Another requirement for EMD requests was implemented on January 1, 2012, that all EMD programs through OEMS, each program has to have a quality assurance process. This information will be reviewed by Ken Crumpler, OEMS Communications Coordinator and noted in the comments section of the grant review for each requesting agency. FARC also discussed possible grant that are funded for EMD and they don't seek accreditation within the designated time period – will OEMS withhold funding or allow the agency additional time? FARC discussed putting a condition on the grant that the funded agency would have to return funding if they don't get accredited within the designated time period. FARC discussed developing an EMD questionnaire that would need to be completed when requesting EMD projects.</p>	<p>Dennis Molnar, OEMS Business Manager, will inquire legally regarding agencies signing a statement that if accreditation isn't complete within the designated time period they would return the funding.</p>
<p>G) VAVRS</p>	<p>The Virginia Association of Volunteer Rescue Squads (VAVRS) submitted a grant during the December 2011 grant cycle requesting 100% funding for (2) Leadership Challenges at \$43,400.00, (6) 1-day agency management courses at \$2,266.00, (10) 2-day rescue squad assessment FIN teams at \$6,220.00 and 80/20 funding for (1) 2-day VRSAWG retreat at \$15,372.00 (State: \$12,297.60/ Match: \$3,074.40). Some of the comments stated that the grant request lacked several items that should have been included: 1) The grant did not have a plan of action for implementation of the trainings, 2) there was no timetable for</p>	<p>No further action required.</p>

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	<p>when the training would be conducted, 3) needed a more specific agenda, 4) there were no agencies identified that were going to be trained and 5) there was no budget for their projects except for possible RSAF funding. This grant application was not funded and Bruce Edwards called OEMS and requested a meeting with Gary Brown, Scott Winston, Dennis Molnar and Amanda Davis to discuss. During the meeting, Mrs. Davis recommended they resubmit for the Spring 2012 grant cycle answering the questions and concerns from the previous grant submission. It was also recommended they submit a draft grant application for Mrs. Davis and Carol Morrow, OEMS Technical Assistance Coordinator, to review. FARC discussed the submission of VAVRS through the Legislature to get funding through the Governor's Budget Bill for the next 2 years at \$80,000.00 each year for VRS AWG Training. FARC discussed that VAVRS is getting 2% annually from \$4-for-life money for training.</p>	
<p>III. Grant Manager Report: A) Quarterly Grant Report</p> <p>B) EMS Symposium Presentations: 1) Easy Money</p> <p>2) Now It's Your Turn to Write A Grant</p>	<p>This information can be found in the OEMS Quarterly Report to the State EMS Advisory Board dated Friday, February 10, 2012. The OEMS Grants Unit received 108 grant applications requesting a total of \$6,824,868.00, of the 108 applications 93 agencies received funding totaling \$4,459,402.00. The following agency categories were awarded funding for this grant cycle: 62 Volunteer Agencies were awarded \$2,839,514.00, 25 Governmental Agencies were awarded \$1,484,190.00 and 6 Non-profit agencies were awarded \$135,698.00. The Regional totals were as follows: Blue Ridge EMS Council - \$460,068.00, Central Shenandoah EMS Council - \$325,827.00, Lord Fairfax EMS Council - \$442,665.00, Old Dominion EMS Alliance - \$478,974.00, Peninsulas EMS Council - \$402,628.00, Rappahannock EMS Council - \$266,979.00, Southwestern VA EMS Council - \$381,561.00, Thomas Jefferson EMS Council - \$200,931.00, Tidewater EMS Council - \$553,040.00 and Western VA EMS Council - \$916,728.00. The items requested totals were as follows: Equipment – ALS - \$699,206.00, Equipment – BLS - \$91,849.00, Training - \$147,339.00, Communications - \$180,834.00, Emergency Operations - \$169,257.00, Ambulances - \$2,933,320.00 and Other Vehicles - \$237,597.00. Wayne Peer, FARC Chair, requested that Mrs. Davis create a graph for the next grant cycle that illustrates Career Agencies vs Volunteer Agencies. He also requested that a map of Virginia be created with this data to view localities and EMS regional council areas to see career and volunteers agencies funded.</p> <p>Mrs. Davis has been approved to teach two classes at the 2012 EMS Symposium.</p> <p>Easy Money is a class about the basic overview of the Rescue Squad Assistance Program (RSAF). This presentation will be for 1 ½ hours.</p> <p>Now It's Your Turn to Write A Grant is a new class and will be between 3 ½ - 4 hours. Mrs. Davis has invited FARC to assist and possibly co-teach this workshop which will outline the entire grant process. The class will break out into groups and write and review</p>	<p>Mrs. Davis will create a chart that shows the number of career vs the number of volunteers across the state.</p> <p>No further action is required.</p> <p>No further action is required.</p> <p>Mrs. Davis will speak with the Symposium committee to request the days specified.</p>

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C) DHS Grant Submission - 2011	<p>grants. Actual RSAF grant applications will be used and participants will learn how to review and write grants and provide feedback to the class. FARC requested the class be taught on Thursday or Friday when most of the committee will be attending.</p> <p>OEMS has not been notified on the status of the OEMS DHS grant submission for 2011.</p>	No further action is required.
D) FARC Rotation - TEMS	Wayne Peer, FARC Chair will rotate off FARC on June 30, 2012, the next FARC nomination will come from the Tidewater EMS Council. Jim Chandler has already been contacted and has been asked to provide three nominations for consideration. Mr. Peer suggested that we elect the new chair for FARC at the May 17, 2012 meeting. In the past, the new chair has not been elected until the August quarterly meeting leaving FARC without a chair from July to August.	Mrs. Davis will put the election of a new FARC chair on the agenda for the May quarterly meeting.
E) Grant Presentations: 1) APCO/NENA – 2/6 2) Henrico Doctors 2/8 3) SWEMS Council 2/16 – (2 sessions) 4) PEMS Council 2/27 F) Grant Review Sheet G) Communications Committee Meeting	<p>Mrs. Davis has several grant presentations scheduled during the next quarter: Mrs. Davis and Mr. Nogle presented at the APCO/NENA Conference on February 6th in Chesterfield County.</p> <p>Mrs. Davis presented at Henrico Doctors Hospital on February 8th in Henrico.</p> <p>Mrs. Davis is scheduled to teach 2 grant presentations for the Southwest VA EMS Council on February 16th in Wytheville and in Bristol.</p> <p>Mrs. Davis is scheduled to present at the Peninsulas EMS Council office on February 27th in Gloucester.</p> <p>This document is used by all grant reviewers when grading and making comments on grant requests. This should assist reviewers in making effective comments to help FARC in assessing the grants.</p> <p>Mrs. Davis will attend the Communications Committee on February 10th to request that they assist in reviewing all communications requests for RSAF. Vic Buisset, VDEM Operations, will assist in the review of these grant applications.</p>	No further action is required.
IV Grants Unit A) Payments Processed NOV 2011 - JAN 2012	The grants unit processed 1.2 million in payments between November 2011 and January 2012.	No further action is required.
V. Open Discussion	None	No further action is required.
VI. Adjournment	Wayne Peer, FARC Chair, made a motion to adjourn.	The next quarterly meeting will take place on May 17, 2012.

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