

**Financial Assistance Review Committee (FARC)
Quarterly Meeting
235 East Main Street
Norfolk, Virginia 23510
November 7, 2019
1:00 PM**

| Members Present: | Members Absent: | Administration Staff: | Staff/Other Guests: |
|-------------------------|------------------------|------------------------------|----------------------------|
| Kevin Dillard - Chair | | Luke Parker | David Coulling |
| JC Bolling | | Linwood Pulling | Rich Troshak |
| Donna Hurst | | | |
| Curtis Sheets | | | |
| Bruce Stratton | | | |
| Joe Trigg | | | |
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| Topic/Subject | Discussion | Recommendations, Action/Follow-up; Responsible Person |
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| I. Call to Order: Kevin Dillard - Chair | Kevin Dillard, Chair, called the FARC quarterly meeting to order. | No further action is required |
| II. FARC Chair Report | Kevin thanked everyone for attending. We had 112 grants this cycle. They are requesting 14.3 million in funding. Kevin thanked Luke Parker for all the training he is doing including 3 classes he is teaching at the 2019 EMS Symposium. Luke has been doing webinars and road trips trying to get the word out. At our last meeting, FARC had talked about wanting to get the Transportation Committee more involved in grading other projects that are transportation related. Kevin met with Eddie Ferguson, Chair of the Transportation Committee and they are willing to accommodate and support us any way they can. They have agreed to grade the items we asked them to grade. | No further action is required |
| III. Review of August Meeting Minutes | Kevin Dillard made a motion to approve the minutes from our July 31, 2019 meeting. | Minutes approved |
| IV. Grant Report | The RSAF grant deadline for the December 2019 grant cycle was September 16, 2019. OEMS received 112 grant applications requesting \$14,322,703.98 in funding. The applications included 98 licensed EMS agencies requesting \$13,628,869.86 and 14 Non EMS agencies requesting \$693,834.12. The breakdown for the Regional Councils are as follows: Blue Ridge - requesting funding of \$260,531.75; Central Shenandoah - requesting funding of \$1,092,120.27; Lord Fairfax - requesting funding of \$323,312.29; Northern Virginia - requesting funding of \$358,631.39; Old Dominion - requesting funding of \$3,070,948.67; | No further action is required |

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| | <p>Peninsulas - requesting funding of \$200,120.50; Rappahannock - requesting funding of \$827,857.65; Southwest Virginia - requesting funding of \$2,932,108.34; Thomas Jefferson - requesting funding of \$984,917.83; Tidewater - requesting funding of \$1,381,870.95; Western Virginia - requesting funding of \$2,890,284.34.</p> <p>The breakdown for items requested are as follows: ALS Equipment - \$1,711,593.89; BLS Equipment - \$824,841.02; Communications Equipment/Mobiles - \$4,384.68; Communications Equipment/Portables - \$123,958.70; Computer Hardware - \$235,242.19; Computer Software - \$14,013.05; Defibrillator/AED - \$663,267.03; Emergency Medical Dispatch (EMD) - \$148,467.00; Other* - \$356,774.41; Recruitment & Retention - \$18,500.00; Rescue Equipment/Extrication - \$167,954.58; Rescue Equipment/Misc. - \$734,706.58; Special Priority - Emergency Medical Dispatch - \$140,609.00; Special Priority - Innovative (Special) Projects - \$7,272.00; Special Training Projects - \$30,000.00; Training Equipment - ALS/BLS - \$93,732.76; Vehicle - Quick Response - \$119,906.70; Vehicle - Rechassis & Chassis - \$472,317.00; Vehicle - Specialty - Other** - \$56,083.00; Vehicle - Type I Ambulance - \$7,170,597.39; Vehicle - Type II Ambulance - \$119,242.00; Vehicle - Type III Ambulance - \$1,109,241.00. * The "Other" category includes stretchers, power loads, cot retention systems, EMS public education supplies and a Television. ** The "Vehicle - Specialty - Other" category includes a power load and an all-terrain vehicle.</p> <p>Luke has been putting in application enhancements. When we see the system needs updated or we see something that needs corrected or modified, we can put in a enhancement request. Luke uses this method to improve and enhance the RSAF application and E-GIFT. We have 3 new sections that have been added. The first of these is the budget attachment section. There are specific instructions in the application to include the budget not for your entire locality but for your specific agency. The second one is a budget narrative section. This has instructions that tell the applicants to describe any odd figures in their budgets and explain the methodology used to calculate line items. The third is a statement of need. This is specifically a section that takes parts of what people have been using the comments for so that they can discuss the unique geographic and demographic needs of their particular region. The next grant cycle, FARC will see these added to the application. This is not required sections but highly encouraged. Luke has also been working with the trauma critical care department to develop a data quality report. This looks at the self-reported data and RSAF and compares that to the data we have at OEMS and creates a port for FARC to look at. Eventually, we can look at this to help evaluate grant applications. Luke told the committee that when they log into E-GIFT and begin grading, they will notice that the service area for the program reps has been redrawn. We had 1 program rep retire and therefore they took that opportunity to redraw the program rep areas. You will notice that some of the reps are now covering agency's that were not theirs originally when the grants were submitted in September. The grades and comments are still there, it just looks a little different.</p> | <p>No further action is required</p> <p>No further action is required</p> |

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| V. FARC Onboarding | <p>Previously, when a person was nominated by a Regional Council to serve on FARC, there was no job description involved or qualifications listed. In the FARC handouts was a paper that had the job description and qualifications listed for the FARC members. Luke has been working on this and had emailed a copy of this to the FARC members and asked for their feedback. The job description reads as follows: The Rescue Squad Assistance Fund (RSAF) is a multi-million dollar matching grant program serving municipal, volunteer, and other non-profit Emergency Medical Services (EMS) agencies in the Commonwealth of Virginia. There are two application cycles each year in which hundreds of agencies apply for thousands of projects, equipment and special priorities. The Code of Virginia charges the Financial Assistance Review Committee (FARC) with administering RSAF. FARC members carry out this responsibility by reviewing applications and making funding recommendations to the State Health Commissioner. The review period for each cycle is approximately 30 days. FARC members spend approximately 60-70 hours reviewing applications during the review period for each cycle. The Virginia Administrative Code requires FARC members attend four quarterly meetings and two awards meetings per year. Virginia Office of EMS's (OEMS) Grants Manager and FARC Chair occasionally call upon member to attend regional workshops, outreach activities, meetings with other committees and groups, conference calls, webinars and training. Additionally, FARC Members must be able and willing to participate in ongoing communications regarding travel, strategic planning and administrative policies and procedures. The term limit for membership on FARC is three years, and members may serve two successive terms. The following minimum qualifications are as follows: ability to commit up to 140 hours per year to review grant applications; typing speed of 40 words per minute or greater; strong written and verbal communication skills; strong reading comprehension skills; ability to analyze and interpret multiple information sources; experience with local, regional, and statewide EMS systems; experience providing EMS in Virginia; ability to attend at least six overnight meetings per year. The preferred qualifications are as follows: experience with RSAF or other grant programs; experience with State and Local government; knowledge of basic business practices and financial terminology; familiarity with ALS and BLS terms and practices. In the job description section, Curtis suggested that we change the wording members "may" serve two successive terms to "typically" serve two successive terms. FARC unanimously approved this. JC suggested that we reference the Code of Virginia when explaining about the responsibilities of FARC members. This would paint a more complete picture to potential members. FARC agreed that would help knowing what your responsibilities are and where in the Code of Virginia this can be found. FARC agreed unanimously. The concern that came up in the minimum qualifications section was the requirement that they must type 40 words per minute or greater. Luke's thought process was that considering the amount of hours it takes to review, grade and comment on the grants, it would take at least that amount of typing skills to accomplish this. Because of the concern of some committee members, Luke is changing the wording. Kevin suggested the work "encouraged". If they cannot type 40 or more words per</p> | <p>Luke will make the changes that FARC agreed on and then email FARC the updated job description and qualifications.</p> |

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| | minute, they will probably need to commit more time to offset this. Joe suggested the wording “good keyboarding skills”. This would not require a number but would still allow them to serve on FARC. FARC settled on the wording “typing skills”. FARC agreed unanimously. | |
| VI. Reminder of Important Dates | FARC Grades are due Friday, November 29 th by 5:00 PM. | No further action is required |
| VII. Unfinished Business | There is no new business | No further action is required |
| VIII. New Business | <p>David Coulling explained that the Regional Councils in the past had come to RSAF requesting grants for education, training, equipment and even vehicles. The State felt this could be accomplished through the Regional Councils contracts with OEMS and there was not a need to go through RSAF. David asked what were the chances of being funded if the councils came back and asked for training funds like a symposium, or some other type of training. Kevin suggested that FARC talk with Adam Harrell, Business Manager for OEMS, and Tim Perkins who oversees the Regional Council contracts and get back to him. He agreed that would be okay.</p> <p>Curtis brought up the subject about perceived conflict of interests. The Regional Councils offer to help the grantees with their grant. The OEMS Program Reps are active with their agencies. He feels this should not keep them from giving their input. Sometimes, they are the best source of information. Do we need more conflict of interest training? Luke met with the Amanda Lavin from the Attorney General Office. About FOIA training and conflict of interest training. This is forthcoming. Kevin suggested perhaps she could attend our December meeting and we would allow her time to go over this with us. Luke will check her availability. It may be beneficial to do a workshop with the Regional Councils on this subject as well so everyone will be on the same page.</p> <p>Rich Troshak spoke to FARC. He said that when an agency is awarded a grant for Emergency Medical Dispatch (EMD), one of the requirements is that they must become accredited through OEMS. This will remain. However, the Communications Committee and staff at OEMS took a hard look at some of the requirements an agency would have to go through to become accredited. They wanted to make sure those requirements would not prevent an agency from taking advantage of the grant because they were concerned about something that was in there. Currently in the accreditation process, it mandates for an agency’s dispatcher, who is trained in EMD, to have 20 hours of on-going training a year. That is more training that an EMT needs. They want to change the requirements to simply say that the agency has met the training requirements. It will make it easier to go through the accreditation process. He thanked FARC for all they do and the support they have shown the EMD program in the past.</p> | No further action is required |
| IX. Next Meeting Date and Location | We will have our December 2019 awards meeting at the Embassy Suites in Richmond on December 5, 2019 beginning at 9:00 AM. | No further action is required |
| X. Adjournment | Kevin Dillard made a motion to adjourn. | No further action is required |

Approved