

Southwest Virginia EMS Council



2012 Annual Report

July 1, 2011—June 30, 2012

(Approved March 21, 2013)

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Organizational Mission and Purpose:

SCOPE OF REPORT

This annual report provides operational and financial information concerning the Southwest Virginia Emergency Medical Services Council, Inc., for the time period July 1, 2011 through June 30, 2012. Information regarding staffing, committee, and Board membership is provided based on current membership on June 30, 2012. Board appointments are typically made in January of the fiscal year. Financial data is taken from the annual audit conducted by Keen & Proffitt Company, P.C.

OUR MISSION

The Southwest Virginia Emergency Medical Services Council, Inc., embraces the following mission statement which defines our organizational purpose:

To evaluate the needs of the EMS community and to provide the services necessary to reduce morbidity and mortality in southwest Virginia arising from emergent illness or traumatic injury through facilitation, coordination, and planning of a comprehensive EMS system.

OUR VISION

To constantly elevate the quality of prehospital care and EMS response throughout southwest Virginia.

STRATEGIC FOCUS

The primary focus of this organization, inherent in our mission statement, is to form a mechanism to bring together the providers of emergency medical services, the public agencies involved with health and safety, and community leaders and citizens to plan and to implement a comprehensive emergency medical services system in our service area. Our strategic plan focuses on goals and objectives that fulfill this mission. A secondary focus is to insure the availability of training and resources to insure that users of the regional emergency medical services system receive the best possible prehospital patient care.

The major strategic objectives of this organization shall be, but shall not be limited to, the following:

- 1) To plan for and to implement a system that provides for the arrangement and organization of personnel, facilities, and equipment for the effective and coordinated delivery of health care services in the area to be served under emergency conditions.
- 2) To coordinate and improve the delivery of emergency medical services in the region and thereby have the highest possible quality of emergency medical services.

- 3) To provide assistance in coordinating the Emergency Medical Services system with other public services, institutions, and agencies in the area of service.
- 4) To develop goals and to facilitate region-wide comprehensive emergency medical services plans and priorities to stimulate action, coordinate and otherwise ensure maximum use of existing and future emergency medical facilities, services, and manpower compatible with health delivery systems within the area served.
- 5) To serve as an advisory board to governments and non-governmental agencies within the area served on matters concerning emergency medical services.
- 6) To conduct and stimulate programs of education and training designed to upgrade the knowledge and skills of all health manpower involved in emergency medical services.

CODE OF VIRGINIA AND ORGANIZATIONAL BACKGROUND:

ORGANIZATIONAL BACKGROUND

The Southwest Virginia EMS Council, Inc., is a 501 (c) 3 organization established in 1979 serving the counties of Bland, Buchanan, Carroll, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise and Wythe and the cities of Bristol, Galax, and Norton. We are one of 11 regional EMS councils established by the Code of Virginia (below) and designated by the State Board of Health. The Council provides a wide range of unique services including:



Regional EMS Planning and Coordination

SWVAEMS is responsible for coordinating and planning all aspects of the regional EMS system including: regional patient care protocols, response plans (including hospital diversion, mass casualty incidents, and trauma triage), regional medication exchange and supplies restocking programs, medical direction, and EMS & Trauma Performance Improvement.



EMS Training

SWVAEMS offers a yearly schedule of courses aimed to help EMS practitioners continually maintain and upgrade their patient-treatment skills. Courses are offered to any EMS provider, nurse, physician, or other healthcare provider who wishes to attend. Many of these programs are offered free of charge to EMS providers. Program offerings include ACLS, PALS, ITLS, Pediatric ITLS, PHTLS, and neonatal resuscitation. The Council can set up specific training for interested agencies and can help organizations find instructors for these and other programs (such as CPR).



EMS Testing

The Council is the only regional provider of EMS testing (initial and recertification) for EMTs. Any individual completing certification testing in the region to become an EMT or needing to maintain their certification through testing does so through programs offered by the Council. A test schedule is available on our company website.



EMS Grants

SWVAEMS assists volunteer EMS agencies, schools, localities, and other EMS stakeholders in obtaining resources needed to improve prehospital patient care through grant writing workshops and one-on-one grant writing assistance. SWVAEMS supports regional agencies who have submitted applications to the Rescue Squad Assistance Fund Grant Program by attending state grant review meetings, speaking on behalf of those agencies, and by providing supporting information for grant requests.



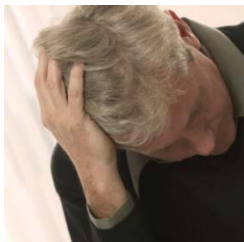
Training Equipment Lending Library

Our Lending Library consists of audio-visual resources that can be used for educational purposes including completion of state Continuing Education requirements. The Library also contains a variety of EMS training equipment including manikins, defibrillators, instructor resources, and patient-care devices. Although primarily utilized by EMS agencies and instructors, materials may be used by community partners including area hospitals and schools free of charge by setting up an account through the Council office.



Information, Referral, and Technical Assistance

A point of contact is available for any EMS stakeholder needing advice on EMS regulations, continuing education, patient care, or any other EMS-related issue. If unable to assist, the Council can refer callers or visitors to the appropriate office for assistance. Regular business hours are Monday through Friday, from 9:00 a.m. until 5:00 p.m.



Critical Incident Stress Management

The Southwest Virginia CISM team supports the efforts of our region's emergency responders by providing critical incident stress management services and training to all providers including fire, rescue, police, emergency room personnel, and others who may become traumatized in their efforts to provide care for people in their community.

CODE OF VIRGINIA § 32.1-111.11 ***Regional emergency medical services councils***

The Board [of Health] shall designate regional emergency medical services councils which shall be authorized to receive and disburse public funds. Each council shall be charged with the development and implementation of an efficient and effective regional emergency medical services delivery system.

The Board shall review those agencies that were the designated regional emergency medical services councils. The Board shall, in accordance with the standards established in its regulations, review and may renew or deny applications for such designations every three years. In its discretion, the Board may establish conditions for renewal of such designations or may solicit applications for designation as a regional emergency medical services council.

Each council shall include, if available, representatives of the participating local governments, fire protection agencies, law-enforcement agencies, emergency medical services agencies, hospitals, licensed practicing physicians, emergency care nurses, mental health professionals, emergency medical technicians and other appropriate allied health professionals.

Each council shall adopt and revise as necessary a regional emergency medical services plan in cooperation with the Board.

The designated councils shall be required to match state funds with local funds obtained from private or public sources in the proportion specified in the regulations of the Board. Moneys received directly or indirectly from the Commonwealth shall not be used as matching funds. A local governing body may choose to appropriate funds for the purpose of providing matching grant funds for any council. However, this section shall not be construed to place any obligation on any local governing body to appropriate funds to any council.

The Board shall promulgate, in cooperation with the State Emergency Medical Services Advisory Board, regulations to implement this section, which shall include, but not be limited to, requirements to ensure accountability for public funds, criteria for matching funds, and performance standards.

Major Sources of Funding:

Bland County
Bristol Virginia Utility Board
Buchanan County
Carroll County
City of Bristol
City of Galax
City of Norton
Commonwealth of Virginia
Dickenson County
Employee Community Action Council
(of the employees of General Dynamics
Armament Systems)

Grayson County
Lee County
Russell County
Scott County
Smyth County
Tazewell County
Town of Abingdon, VA
United Way of Wythe County
Washington County
Wythe County

Summary of Accomplishments:

“Washington County formed the Fire and Emergency Services Oversight Committee in 2012 to evaluate and recommend funding for vehicle and equipment replacement/replenishment. Having a representative from the Southwest Virginia EMS Council as a standing member of the committee has proven to be extremely valuable. They not only provide accurate and timely information concerning EMS equipment and vehicles, but also provide information on licensing, certifications, and funding opportunities. Southwest Virginia EMS Council is a valued member of the Washington County Emergency Management team!”

*Nadine Culberson,
County Administrator
Washington County*

Regional Infrastructure

- Maintained designation as a regional emergency medical services council serving the cities of Bristol, Galax and Norton and the counties of Bland, Buchanan, Carroll, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.
- Maintained one office in Bristol, Virginia, that was staffed from 9:00a.m.-5:00p.m. Monday through Friday (excluding holidays).
- Provided a consistent point of contact for EMS providers, agencies, hospitals, physicians, and local governments.
- Maintained a full-time staff of 5 employees (including three full-time field coordinators) and a pool of independent training and testing contractors.
- Provided representation on a number of local, regional, state, and national committees and boards including:
 - Virginia EMS Advisory Board
 - Representative Pokey Harris served as Chair of that group
 - Regulation and Policy Committee
 - Executive Director Greg Woods serves as rural EMS representative
 - Regional EMS Directors Group
 - Executive Director Greg Woods served as Chair
 - Far Southwest Preparedness Alliance
 - Staff participates in regional meetings of that group
 - Washington County Fire and EMS Oversight Committee
 - Executive Director Woods serves as Secretary of this group.
 - Southwest Virginia Paramedic Program Advisory Committee
 - Executive Director serves as a member of this group.
 - National EMS Memorial Bike Ride
 - Field Coordinator Bryan Kimberlin served as Route Coordinator for the Kentucky route.
- Maintained an interactive website to promote EMS news and events, training opportunities, job announcements, plan and protocol revisions, and related EMS links.
- Maintained a social media page to increase social presence.
- Made organizational documents, policies, and reports available for download on the Council website.
- Established numerous listservs to facilitate communications with various stakeholder groups.

Regional Coordination

- Revised the regional EMS Performance Improvement plan and established quarterly indicators for regional performance improvement projects. A schedule of quarterly topics was distributed to all regional EMS agencies for participation in the regional PI program.
- Revised the regional Trauma Performance Improvement plan and established quarterly indicators for regional performance improvement projects. A schedule of quarterly topics was distributed to all regional EMS agencies for participation in the regional TPI program.
- Maintained regional PI/TPI programs and coordinated regional committees to review received data and make recommendations to address deficiencies. Reports of PI/TPI findings are posted on the Council website. Participation in regional PI/TPI programs insures compliance with state regulations.
- Revised a Performance Improvement template that can be used by EMS agencies to establish performance improvement programs to comply with state regulations.
- Promoted the state EMS grant program and provided assistance to EMS agencies (upon request) in completing and submitting state Rescue Squad Assistance Fund (RSAF) grant applications.
- Attended state meetings of the Financial Audit Review Committee to support regional RSAF grant nominations. More than \$879,900 in RSAF funding was received regionally.

“The staff at the EMS Council was very helpful when we needed guidance with our request for funding an emergency medical dispatch system. They were able to answer our questions about the technical aspects of EMD systems as well as the process of submitting our grant request. Their assistance and support that they provide our community and region is extremely important and greatly appreciated.”

*Fred Ramey, Jr.,
City Manager
City of Norton*

“In addition to having helped in several localities on multiple emergency events, Field Coordinator Sara Harrington has aided in getting 1st responders to work in collaboration with each other which decreased interoperability issues. She has frequently been able to serve in planning and conducting regional exercise committees.”

*Willie Richardson,
Virginia Department of
Emergency Management*

- Coordinated a regional Critical Incident Stress Management Team and maintained team accreditation through the Virginia Office of Emergency Medical Services.
- Provided and promoted a 24/7 point of contact number for activation of the team in response to requests from public safety agencies. Responded to 5 requests for CISM team interventions throughout the region assisting 27 public safety providers.
- Coordinated a regional EMS Awards program. Recognized nine regional award winners and one regional scholarship award winner at an awards banquet held May.
- Nominated regional EMS awards winners for the consideration for the Governor’s EMS Awards which were presented in November 2012. Four regional winners received the state level Governor’s EMS Awards.
- Conducted two regional instructor network meetings.

Regional Medical Direction

- Maintained a regional King Airway project that involved placing King Airways on all transport vehicles operated by volunteer and governmental EMS agencies.
- Maintained contracts with Dr. Norman Rexrode and Dr. Paul A. Phillips to serve as the regional operational medical director.
- The Medical Direction Committee continued to work on a standard supplies and medications list and protocol revisions.
- Held quarterly meeting of regional medical directors.

- Maintained a regional CLIA waiver to exempt regional EMS agencies from individual laboratory registration for testing of blood with portable glucometry equipment as required by federal regulation.
- Continued work on regional medication kit exchange program.

Regional Planning

- Reviewed and revised regional Strategic EMS Plan. A SWOT analysis was conducted by the Executive Committee of the Board of Directors as part of the revision process.
- Maintained various committees representative of all EMS stakeholder groups tasked with the review and revision of EMS response plans including a Weapons of Mass Destruction/Mass Casualty Incident Plan, a Trauma Triage Plan, a Stroke Triage Plan, and an Ambulance Diversion Plan.
- Council staff participated in mock disaster events held throughout the region on request as evaluators and moulage technicians.
- Staff members participated in regional disaster preparedness and surge capacity planning meetings.

Regional EMS Testing

- The Council coordinated the testing of regional EMS providers for initial EMS certification at both the basic life support and advanced life support levels. The Council developed and distributed a yearly testing schedule, registered all test candidates, and coordinated all technical aspects of testing events including facility procurement, resource provision, and staffing.
- The BLS testing program involved 11 consolidated test sites that provided testing for approximately 412 EMT candidates.
- The ALS testing program involved 5 ALS test sites that provided testing for approximately 67 candidates and 1 National Registry test that provided testing for approximately 40 candidates.
- The Council conducted 1 EMT-Evaluator courses to support regional EMS testing efforts.
- Maintained adequate equipment and supplies required to administer and stock all regional tests.

Regional EMS Education

- Offered more than 400 hours of continuing education opportunities throughout the region.
- Administered funds for the Southwest Virginia Paramedic Program and assisted in management of a regional tuition assistance program.
- Maintained a lending library of EMS training equipment and videos available to EMS agencies, instructors, and providers, to facilitate high quality education and hands-on skills practice.
- Continued to provide approximately \$20,000 of EMS on permanent loan to the Southwest Virginia Paramedic Program.
- Processed CE credit for individuals completing auxiliary courses at other training sites.
- Promoted Cat-1 CE programs being held throughout the region via print and online media.
- Operated an American Heart Association Training Site which facilitated the provision of BLS, ACLS and PALS courses regionally.

Other Activities

- Provided a point of contact for information and referral for EMS providers, agencies, local governments, and the general public on matters related to emergency medical services.

“The EMS Council and Southwest Virginia Paramedic Program collaborate to provide an invaluable service to ALS program students in the region. The relationship between these two organizations is an exemplary model of cooperation for the sake of the student”

*Bill Akers, Director
Southwest Virginia Paramedic
Program*

- Distributed informational documents (pamphlets, posters, etc.) from regional and state EMS offices and other stakeholder groups upon request.
- Published and distributed quarterly activity and financial reports.
- Worked with the Bristol Regional Medical Center Stroke Center to facilitate provision of EMS continuing education for attendance at their annual Stroke Symposium and Trauma Conference.
- Promoted Stroke Training events held throughout the region.
- Made photo ID badges for agencies and individuals within the region upon request.

2012 Regional EMS Award Winners

- Keri Roberts, Outstanding Contribution to EMS by a High School Senior
- Johnny Skeen, Outstanding EMS Administrator
- Brian Tilton, Outstanding Prehospital Educator
- Shawn Roark, Outstanding Contribution to EMS for Children
- Anita Ashby, Nurse with Outstanding Contribution to EMS
- Doug Testerman, Outstanding Prehospital Provider
- Dante Rescue Squad, Outstanding EMS Agency
- Dr. Paul A. Phillips, Outstanding Contribution to EMS by a Physician
- Delilah Long-McFadden, Excellence in EMS

Board of Directors:

Bland County	Lonny Gay
Buchanan County	<i>Vacant</i>
Carroll County	Mike Mock
City of Bristol	J.C. Bolling
City Of Galax	Ron Passmore
City of Norton	Todd Lagow
Council Executive Director.....	Gregory Woods
Cumberland Plateau PDC	Steve Wallace
Dickenson County.....	Ron Kendrick
Governor’s EMS Advisory Board.....	L.V. Pokey Harris
Grayson County	Robby Wingate
Lee County.....	Freda Ayers
Lenowisco PDC	Delilah Long
Mount Rogers PDC.....	Dr. French Moore, Jr.
PD-1 At Large.....	Jerry Bledsoe
PD-2 At Large.....	<i>Vacant</i>
PD-3 At Large.....	Bryan Saunders
Regional Hospital Administrator	Dr. Mark Wilkinson

Four Regional EMS Award winners received the state-level Governor’s EMS Award in their respective categories. Anita Ashby, RN, received the award for Nurse with Outstanding Contribution to EMS. Dante Rescue Squad received the Governor’s EMS Award for Outstanding EMS Agency. Keri Roberts received the Governor’s EMS Award for Outstanding Contribution to EMS by a High-School Senior (along with a \$5,000 scholarship). Johnny Skeen received the award for Outstanding EMS Administrator.



Dante Rescue Squad



Keri Roberts



Johnny Skeen



Regional Hospital Administrator David Brash
Regional OMD..... Dr. Norman Rexrode
Regional OMD..... Dr. Paul Phillips
Russell County Maxie Skeen
Scott County..... Roger Burke
Smyth County Doug Testerman
Southwest VA CISM Team Charlie Smith
Tazewell County Rudy Keith
VAVRS District 7 Dreama Chandler
VAVRS District 9 Earl Carter
Emergency Nurse..... Anita Ashby, MSN
Washington County Carol Barr
Wise County..... Dr. Eleanor Cantrell
Wythe County William “Dub” Ford

Organizational Officers:

JC Bolling President
Maxie Skeen Vice-President
Delilah Long Secretary
Roger Burke..... Treasurer
David Brash Member
Steve Wallace Member
Lonny Gay Member
Pokey Harris State EMS Advisory Board Representative
Norman Rexrode..... SWVAEMS Council Regional OMD
Paul Phillips SWVAEMS Council Regional OMD

Council Staff:

Gregory Woods..... Executive Director
Bryan Kimberlin Field Coordinator
Gary Whiteaker..... Field Coordinator
Sara Harrington..... Field Coordinator
LeAnn Atwell Administrative Assistant
Maggie Long..... Program Support Specialist

Statement of Financial Position:

SOUTHWEST VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.
 STATEMENT OF FINANCIAL POSITION
 JUNE 30, 2012

ASSETS	Unrestricted	Temporarily Restricted	Totals
CURRENT ASSETS			
Cash and equivalents	\$ 13,061	\$ 16,161	\$ 29,222
Accounts receivable	97,947	-	97,947
Prepaid expenses	323	-	323
Total current assets	<u>111,331</u>	<u>16,161</u>	<u>127,492</u>
PROPERTY AND EQUIPMENT			
Office furniture and equipment	124,324	-	124,324
Training equipment	61,869	-	61,869
Vehicles	31,605	-	31,605
Communication equipment	260	-	260
Leasehold Improvements	34,192	-	34,192
	<u>252,250</u>	<u>-</u>	<u>252,250</u>
Less: accumulated depreciation	<u>(190,648)</u>	<u>-</u>	<u>(190,648)</u>
Total property & equipment, net	<u>61,602</u>	<u>-</u>	<u>61,602</u>
Total assets	<u>\$ 172,933</u>	<u>\$ 16,161</u>	<u>\$ 189,094</u>
LIABILITIES & NET ASSETS			
CURRENT LIABILITIES			
Accounts payable	\$ 1,891	\$ -	\$ 1,891
Accrued salaries and wages	8,283	-	8,283
Other current liabilities	3,165	-	3,165
Total current liabilities	<u>13,339</u>	<u>-</u>	<u>13,339</u>
NET ASSETS	<u>159,594</u>	<u>16,161</u>	<u>175,755</u>
Total liabilities and net assets	<u>\$ 172,933</u>	<u>\$ 16,161</u>	<u>\$ 189,094</u>

The accompanying notes are an integral part of these financial statements.

Statement of Activities:

SOUTHWEST VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2012

	Unrestricted	Temporarily Restricted	Totals
SUPPORT AND REVENUE			
State training income	\$ 235,875	\$ 124,097	\$ 359,972
Local governments	64,002	-	64,002
Other training income	47,482	-	47,482
Contributions	47,258	-	47,258
United Way	500	-	500
Interest	70	-	70
Other income	5,916	-	5,916
Net assets released from restrictions:			
Satisfaction of donor restrictions	131,862	(131,862)	-
Total support and revenue	532,965	(7,765)	525,200
EXPENSES			
Salaries and wages	240,681	-	240,681
Training programs expense	73,206	-	73,206
Rent	39,475	-	39,475
Payroll taxes	20,784	-	20,784
Depreciation	9,632	-	9,632
Telephone and utilities	16,588	-	16,588
Legal and accounting	8,475	-	8,475
Office	2,791	-	2,791
Repairs and maintenance	4,109	-	4,109
Travel and meetings	6,711	-	6,711
Insurance	4,352	-	4,352
Miscellaneous	1,807	-	1,807
Taxes and licenses	25	-	25
Penalties	571	-	571
Scholarships and continuing education	3,548	-	3,548
Postage	833	-	833
Dues and subscriptions	740	-	740
Contract labor	2,593	-	2,593
Interest	111	-	111
Total expenses	437,032	-	437,032
Theft loss (recovery)	(325)	-	(325)
CHANGES IN NET ASSETS	96,258	(7,765)	88,493
NET ASSETS, BEGINNING OF YEAR	63,336	23,926	87,262
NET ASSETS, END OF YEAR	\$ 159,594	\$ 16,161	\$ 175,755

The accompanying notes are an integral part of these financial statements.

Statement of Cash Flows:

**SOUTHWEST VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2012**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Totals</u>
CASH FLOWS FROM OPERATING ACTIVITIES			
Change in net assets	\$ 96,258	\$ (7,765)	\$ 88,493
Adjustments to reconcile changes in net assets to cash provided by operating activities:			
Depreciation	9,632	-	9,632
Accounts receivable	(97,722)	-	(97,722)
Prepaid expenses	608	-	608
Accounts payable	347	-	347
Other liabilities	(2,615)	-	(2,615)
	<u>6,508</u>	<u>(7,765)</u>	<u>(1,257)</u>
Net cash provided (used) by operating activities			
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of property and equipment	<u>(27,289)</u>	<u>-</u>	<u>(27,289)</u>
NET INCREASE (DECREASE) IN CASH	(20,781)	(7,765)	(28,546)
CASH, BEGINNING OF PERIOD	<u>33,842</u>	<u>23,926</u>	<u>57,768</u>
CASH, END OF PERIOD	<u>13,061</u>	<u>16,161</u>	<u>29,222</u>

The accompanying notes are an integral part of these financial statements.