

**Financial Assistance Review Committee (FARC)
 Quarterly Meeting
 Virginia Office of Emergency Medical Services
 Glen Allen, Virginia
 February 10, 2011
 1:00 PM**

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Wayne Peer, Chairman	Stuart Smith	Dennis Molnar	Gary Brown
Billy Altman		Amanda Davis	Carol Morrow
Dan Butler		Linwood Pulling	Jo Richmond
Brad Ferguson			Linda Hale
Pokey Harris			Carol Lee Strickler

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Approval of 11/11/2010 Meeting Minutes	Wayne Peer, FARC Chair, made a motion to approve the minutes from August 12, 2010.	Minutes approved
II. RSAF: A) Standards of Excellence Program	Jo Richmond, Chair of Standards of Excellence (SofE) Program, and Carol Morrow, OEMS Technical Assistance Coordinator, presented information on the SofE Program that has been developed. This program is similar to an accreditation program, however this is voluntary for EMS that can bring Virginia licensed EMS agencies in-line with established industry standards. The program identifies “best practices” in management and leadership and guides agencies to improve their agency performance. Ms. Richmond and Ms. Morrow discussed the possibility of RSAF grant receiving “bonus points” for completing or enrolling in this program, however the specifics will be outlined once the program is fully developed.	Dan Butler, FARC member, volunteered to serve on the SofE Committee.
B) Changes in CGAP	The Consolidated Grant Application Program (CGAP) software used for RSAF grant applications has been edited and the version will now coincide with the year and grant cycle. The version used for the 06/11 cycle will be CGAP 2011.1 and has been placed on the OEMS grants website. The software changes included deletion and additions to several screen shots, the changes included: consolidating the drop-down lists for like items, the initiatives screen shot was changed to only include RSAF Grants and the Operational Activity screen is now called “Call Activity and Demographics.” The second phase of the software edits will take place before the next grant cycle which begins on August 1, 2011. The Grants Unit will be	OEMS will meet with VDH-OIM to discuss the changes for the second phase of CGAP.

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<p>C) Grant Review Sheet</p> <p>D) RSAF Portal</p> <p>E) FARC Rotation</p>	<p>meeting with VDH Office of Information Management (OIM) to make these changes along with trying to pull data from existing databases. The CGAP software would be able to provide updates vs. complete downloads if OIM could pull data out of these databases, such as vehicle information, so grantees would not have to provide this information each time. The Grants Unit and OIM will also look at the Financial Information screen to combine the Governmental and Non-Governmental into one financial page, however this will need to be discussed with OEMS managers and FARC prior to implementation.</p> <p>The Grant Application Instructions have been updated to reflect the screen shot changes, along with an update in data field definitions. FARC members discussed the definition of volunteer and career personnel on the Personnel screen shot. Discussion included whether to be more specific in the definitions to state whether the requesting agency has paid staff during the day and if paid staff (career) work for the City or County and not the volunteer agency. Discussion ended to leave the definitions as is and allow the requesting agency to determine that number.</p> <p>This document continues to be placed on the OEMS grants page in order for applicants to access to see whether they have met the criteria for getting the best score. This document was piloted during the 12/10 grant cycle, however it was decided by FARC that this document should be combined with the Grader CD to prevent duplication of efforts.</p> <p>The Regional EMS Councils and FARC access the Grader CD and assigned grant applications via the RSAF Portal (website to be determined) along with submitting grades and comments through the RSAF Portal on our website. Although the download process takes some time, overall the consensus is this moves toward a complete electronic system.</p> <p>Two FARC members will rotate off on June 30, 2011, Brad Ferguson representing BREMS and Stuart Smith representing TJEMS. The next two councils that will need to submit nominees will be NVEMS and ODEMSA, the nominees will be submitted to the EMS Advisory Board and announced at the May 13, 2011 meeting.</p>	<p>The grants unit will meet with VDH-OIM to discuss incorporating this into the CGAP Grader CD.</p> <p>The RSAF Portal website will be sent to all Grant Reviewers by March 24, 2011.</p> <p>NVEMS and ODEMSA will be required to submit three names to OEMS by April 22, 2011 and the members will be announced at the EMS Advisory Board meeting on May 13, 2011.</p>
<p>III. Grant Manager Report: A) Quarterly Grant Report</p>	<p>The quarterly grant report for RSAF can be found in the VDH, OEMS Quarterly Report to the State EMS Advisory Board dated February 11, 2011. The report is in the Executive Management, Administration & Finance section. This report gives you an overview of the grants that were awarded for the December 2010 grant cycle, specifically the number of volunteer, governmental and non-profit agencies were funded and the amount funded. The report also includes regional amounts and amounts by the following categories: Audio Visual and Computers, Communications, Emergency Operations, Equipment - Basic and Advanced Life Support, Special Projects, Training and Vehicles.</p>	<p>No further action is required.</p>

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B) DHS Grant Submission – 2011	OEMS submitted the 2010 DHS grant in April 2010 to place portable radios in EMS patient-transport vehicles for \$1,500,000.00, however this grant was not approved. OEMS will submit the same project for the 2011 DHS grant application which will be due in April 2011. This grant will provide portable radios, vehicle chargers, mounting kits for vehicular installation and speaker microphones for each EMS licensed patient-transport vehicle.	Amanda Davis, OEMS Grants Manager, will submit the 2011 DHS grant application to VDEM in April 2011.
C) OEMS Grant Reviewer Guidelines	The OEMS Grants Unit has developed Grant Review Guidelines to assist the grant reviewers (Regional EMS Councils, OEMS Program Representatives and OEMS staff) in providing effective and useful comments to FARC for RSAF review. The document outlines information the reviewer should assess in the grant application such as financial and sustainability data. The document also outlines information on specific request items such as equipment, training and programs, the reviewer can answer suggested questions and form those questions into comments that need to be provided for FARC. The document gives specific dates of grant deadlines along with all grant reviewer responsibilities.	This document will be submitted to grant reviewers by March 1, 2011 and training webinar will be conducted by March 15, 2011 to field any questions. This will be a pilot for the 06/11 grant cycle and required for the 09/11 grant cycle.
D) OEMS Special Conditions Guidelines	The OEMS Grant Unit has developed a Special Conditions Guideline Worksheet to be used by OEMS staff after a grant has been awarded. If a grantee has received special conditions to work with an OEMS staff member, the staff member will be required to use this worksheet during the grant cycle when communicating with the grantee.	The Grants Unit will submit this document to OEMS staff by March 1, 2011.
E) OEMS Staff Presence At Award Meetings	All OEMS staff that review RSAF grants have been told by management that they are required to be present at all FARC pre-awards meetings to answer any questions from FARC. FARC has discussed in the past that it would be helpful if OEMS staff attended in order to answer questions that may come up during these meetings. If an award is made, these graders may be required as a special condition to the grantee to serve as a technical expert to assist the grantee.	No further action is required.
F) Eastern Shore 911 – Communications Committee	The Eastern Shore 911 Communications Center was awarded a grant in December 2008 and was approved for a modification to purchase CritiCall Software. This software is used to evaluate potential candidates by looking at various skills, including, but not limited to, map reading skills, call classification ability (EMS, fire, Law Enforcement, etc.), typing abilities, and decision making ability. The agency was approved pending presenting to the EMS Communications Committee which was scheduled for November 11, 2010, however due to scheduling were unable to do so. This presentation has been rescheduled for February 11, 2011 via webinar.	No further action is required.
G) Grant Press Releases	The OEMS Public Information & Education Unit requested five grant awards from the 12/10 grant cycle to highlight for regional press releases. The following grants were submitted: (1) Communications - Eastern Shore 911 funded for Public Education Supplies and 25 Spanish – Dispatcher Trainings (2) EMD – Martinsville-Henry County 911 Center – 9 EMD Software	No further action is required.

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	and 22 EMD Training and Certifications (3) Western VA EMS Council for 1,500 Narcotic cases for drug boxes which three regions (4) Richmond Ambulance Authority – 16 Non-Invasive Blood Pressure Monitors and (5) Pittsylvania County – 12 Motorola radios.	
IV Grants A) Issues – 12-10 Cycle B) TEMS Recruitment Grant	<p>FARC members discussed the pricing difference between the quotes that are being submitted by grant applicants between 12-lead monitors and the LP 15 model. Physio-Control manufactures LP15 and no longer makes the LP12 and there seems to be an approximate \$10,000.00 difference between the LP15 and the Philips MRx which are both 12-lead monitors. Members suggested streamlining the price of the 12-Lead and the LP 15 so vendors do not increase the price which leads to inconsistency between funded agencies.</p> <p>Tidewater EMS Council (TEMS) was awarded \$120,000.00 for a recruitment and retention grant during the 12-09 grant cycle. Bruce Nedelka, Virginia Beach EMS, presented on this grant at the EMS Advisory Board meeting on 11/10/10. The presentation included information regarding the evaluation of this project which sparked questions from FARC members that attended, specifically, the special conditions placed on this grant regarding evaluation. The OEMS Grants Unit notified TEMS of these concerns and requested additional information regarding the evaluation of the project. The letter requested submission of the following items: (1) Number of contacts TEMS/PEMS EMS agencies received from radio, TV and BecomeEMS.org (individually) advertisements; (2) Number of individuals that attended EMS certification classes by BLS and ALS levels as a result of this recruitment project (3) Number of recruits that successfully completed the above courses and (4) Number of recruits that joined an affiliated EMS agency. OEMS requested benchmarks at 6 months and 1 year, the 6 month data should be received by OEMS no later than 2/28/11 and the 1 year data should be received no later than 6/30/11.</p>	<p>The OEMS pricing list for funded items will reflect the same price for 12-Lead and LP 15 models for the 06/11 grant cycle.</p> <p>The OEMS Grants Unit will inform FARC of the evaluation results when received.</p>
V. Grants Unit: A) Payments processed Nov 2010 – Jan 2011	The OEMS Grants Unit processed payments in the amount of \$7,690,545.85 for RSAF grants.	No further action is required.
VI. Open Discussion	OEMS has budgeted a little over \$7 million this year for RSAF (approximately 3.5 million each cycle). The OEMS Grants Unit has received numerous calls from EMS agencies they have not applied before which includes several Fire Departments which may lead to high number of applicants for this cycle. FARC discussed starting the regional tours again which were cut three years ago due to budget restraints. FARC suggested submitting a justification to incorporate the tour with the grant awards meeting to have regionally placed meetings and/or to use the FARC tours as an educational tool.	Amanda Davis, OEMS Grants Manager, will develop and submit a justification for FARC tours to OEMS management before the June 2, 2011 RSAF awards meeting.
VII. Adjournment	Wayne Peer, FARC Chair, made a motion to adjourn.	The next quarterly meeting will take place in Glen Allen, VA in May 12, 2011. The RSAF awards meeting will take place in Glen Allen, VA on June 2-3, 2011.