REGIONAL EMS COUNCIL

DESIGNATION MANUAL

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Section I
Regional EMS Council Designation Process

The process of designation is to identify those organizations authorized to operate and provide the services of a designated regional EMS council.

The designation process is as follows:

1. The OEMS will provide any organization that desires consideration for designation the Regional EMS Council Designation Manual, and application for designation.
2. Completed application packages for initial and/or renewal of designation must be received by the OEMS no later than the close of business on October 1st of the year.
   Application packages must include all of the following materials/documents in order to be considered:
   - Completed Application for Designation. Submitted applications missing any information requested will be considered incomplete, and will not be processed for designation.
   - Completed Regional EMS Council Self-Assessment checklist. Comply with all indicated standards consistent with Regulations governing Regional EMS Councils.
   - Current roster of the membership of the applicant organization's board of directors. The roster needs to show all members of the board of directors for the applicant, including addresses, e-mail addresses, phone numbers, and the constituency they represent.
   - Current approved bylaws of the organization. A copy of the most recently approved bylaws, including date of adoption.
   - Proof of articles of incorporation.
   - Copy of Letter verifying Tax Exempt status from IRS.
   - Scope of services. This shall include data and information that demonstrates that contains the qualifications of the applicant organization to plan, initiate, expand or improve the regional EMS delivery system.
   - Budget. A proposed budget for the first year of designation must illustrate costs associated with the applicant's proposed operations and programs as a designated EMS council. Annual budgets for the second and third year of designation shall be included in the organization's application.
   - Documentation demonstrating how the applicant organization interacts with local EMS agencies and personnel.
   - Current up to date policies and guidelines covering all aspects of the applicant's regional EMS council operations. Revision dates must be

included, and all policies and guidelines must be consistent with Regulations governing Regional EMS Councils.

- Comprehensive directory of the localities and the EMS agencies the applicant organization will be serving.
- Hospital catchment areas for all hospitals within the applicant's proposed geographic service delivery area. Hospital catchment areas are the geographic area from which a hospital draws the majority of its patients.
- The demonstrated capability to establish communitywide and regional programs.
- An evaluation of prior performance as a designated regional EMS council (if applicable).

3. The application package will be reviewed by the OEMS for compliance with the required criteria. Additional documents or information may be requested for clarification purposes.
4. The final determination to perform a site review is dependent on the OEMS evaluation of the application and information received and determining that the applicant is anticipated to meet the criteria for designation.
5. If the applicant organization complies with the required standards, the agent of the applicant organization will be notified and arrangements will be made for a site visit by a review team as designated by the OEMS.
6. The application and review process shall be completed prior to a site review visit. The site review process shall be completed prior to OEMS forwarding a recommendation to the Board of Health.
7. Upon scheduling of the site review, the applicant organization will receive a site review packet and instructions.
8. After the site visit, the review team members will submit their findings and recommendations to OEMS. OEMS will prepare a summary report and recommendations. If a deficiency requires a re-visit by a site review team, a fee commensurate with direct costs will be paid by the applying organization. The site review process shall be completed prior to OEMS forwarding a recommendation to the Board of Health.
9. The applicant organization will receive the written report of the review team reviewing its findings and recommendations, with the letter of designation or rejection from the Board of Health.
10. Acting upon the favorable recommendation of the site review team and the Office, the State Board of Health may designate the applicant organization as a regional EMS council. At that time, a contract may be executed between the Office and the designated regional EMS council for the provision of services in the service area.
11. The designation period is for three (3) years after designation by the Board.
12. Subsequent site visits may occur at least every three (3) years. Additional documentation may be required along with similar interviews.
13. The Office may schedule unannounced site visits at its discretion.

14. If a designated organization at any time fails to meet the required regional EMS council regulations and/or is not functioning at the level required for designation, the agent of the organization will receive a written Correction Order from the Office. The Correction Order will include an outline of the essential criteria not met and the time frame to correct the deficiencies.
    - The regional EMS council will submit a written plan to the Office for correction of the identified deficiencies within thirty (30) days of the date of the correction order.
    - The regional EMS council has ninety (90) days from the date of approval of the written plan to correct all deficiencies, and may undergo a site visit.
    - A fee commensurate with direct costs will be charged to the regional EMS council when a verification re-visit is required.
    - If the regional EMS council is found to meet all required criteria, and to be functioning at the level required for designation, the Office will notify the agent of the regional EMS council that the regional EMS council is now compliant.
    - If the deficiencies are not corrected within the three-month period, the Office may request that the Board of Health withdraw its designation of the regional EMS council.
    - The Board of Health may withdraw its designation of the regional EMS council.
15. Regional EMS councils desiring to renew their designation must reapply to the Office by October 1 of the third year of their designation.

Section II
Designated Regional EMS Council Standards

1. Regional Structure and the Board
   a. The regional EMS council shall be organizationally independent of any other entity…
   b. One governing board shall oversee the EMS council.
   c. Bylaws shall be in force for the governing board which specify:
      i. Governing Board membership and representation.
      ii. Method of board member appointment or election.
      iii. Tenure of members.
      iv. Officers, and their roles, responsibilities and terms of office.
      v. Quorum requirements.
      vi. Meeting attendance requirements and enforcement policies.
      vii. Indemnification of officers and directors.
      viii. Dissolution of assets.
   d. There shall be a minimum of five (5) members with full voting privileges comprising a governing board.
   e. Staff members of the applicant organization shall not serve in a voting capacity on the governing board.
   f. The governing board shall establish a board member orientation program for each of its members.
   g. The regional EMS council shall establish a structure as deemed necessary to accomplish its goals and objectives.
   h. The governing board and standing committees shall meet a minimum of four times each year.
   i. There shall be written minutes of all governing board and standing committee meetings.
   j. There shall be provision of filing, security and control of regional office files (hard copy and electronic).
   k. The regional EMS council shall also maintain a current roster of council governing board, council office staff, and standing committee/members and current bylaws. This information shall be updated as necessary.
   l. The governing board shall comply with requirements of the Virginia Freedom of Information Act.
   m. Professional development and management training shall be provided to each member of the governing board at least once a year.
   n. Program reports shall be developed and provided to the board, and other interested parties on a quarterly basis including a yearly final report, reflecting progress related to the Regional Council Strategic Plan. The final report shall include, but not be limited to: a concise narrative description of activities, achievements, completed objectives and explanations for failure to achieve any objectives as defined in the contract with OEMS.
   o. The final report shall also include a report of all unexpended funds and documentation of satisfaction of matching funds requirement (percentage match required for state contract monies). The final report shall define the source and amount of matching funds.
   p. All materials, newsletters, software, etc. whether purchased or developed, in whole or in part, with state funds shall comply with all United States copyright laws, and shall contain the following statement: "Funding for this project provided by the Virginia Department of Health, Office of Emergency Medical Services."
   q. The regional EMS council must implement and comply with Virginia's record

retention program.

r. The regional EMS council must have a current business resumption plan. This plan shall be reviewed, updated as needed and approved by the governing board of directors annually.

2. Financial Administration
   a. There shall be a current operating statement, reflecting revenue and expenditures, available for review.
   b. A current income and expenditure statement shall be available at all governing board meetings.
   c. There shall be an independent audit of financial records with management letters as required by OEMS.
   d. A Certified Professional Accountant (CPA) upon change of an Executive Director may perform an audit of financial records.
   e. All financial management shall follow generally accepted accounting principles.
   f. The governing board shall approve an annual budget prior to submission to localities in the region, or to OEMS.
   g. There shall be appropriate federal and state tax-related reporting.
   h. As applicable, there shall be appropriate registration for solicitation with the Office of Consumer Affairs.
   i. Fund raising activities shall comply with all applicable state and federal laws.
   j. Written policies shall indicate by position, signatories of executed financial and contractual instruments.
   k. There shall be written policies concerning procurement and travel.

3. Personnel Administration
   a. The governing board shall adopt written personnel policies which include, but not limited to:
      i. Position classification and salary schedule.
      ii. Affirmative action and nondiscrimination policies.
      iii. Current position descriptions of staff and volunteers.
      iv. Annual personnel performance evaluation.
      v. Initial administrative and programmatic orientation for the region and state.
      vi. Employee development.
      vii. Conflict of interest statement.
      viii. Outside employment.
      ix. Employment benefits.
      x. Enforcement procedures.
      xi. Grievance procedures.
      xii. Termination procedures.
      xiii. Code of ethics/standards of conduct
      xiv. Substance abuse policy
      xv. Record management and security
      xvi. Personnel security and background investigation policy.
   b. Personnel record management shall include, but not limited to:
      i. Employment application and letter of offer/agreement.
      ii. Leave records.

iii. Employee performance records/correspondence.
iv. Required employment forms (W-4, I-9, etc.).
v. Promotion or salary adjustment.
vi. Exit interview documentation.

Section III
Regional EMS Council Designation Self Assessment Checklist

VIRGINIA REGIONAL EMS COUNCIL DESIGNATION CHECK LIST

Name of Organization : <Provide the full name of your organization here>

Name of Person Completing Checklist: <Place full name here>

Title: <Place the title you hold here>**Contact Info**:<Place your telephone number and/or E-mail address here>

Organization Mailing Address: <Enter your mailing address here>
Organization Physical Address: <Enter your physical address here>
City: <Enter City Here> **State**: Virginia **Zip Code**: <Enter Zip>

Return to Office of Emergency Medical Services
Attention: EMS Systems Planner
1041 Technology Park Drive
Glen Allen, Virginia 23059

	I. Designation Process	
☐	1. Completed application for designation.	
☐	2. Completed Regional EMS Council Self Assessment Checklist.	
☐	3. Current roster of the organization's board of directors.	
☐	4. Current approved bylaws of the organization.	
☐	5. Scope of Services	
☐	6. Proposed budget for the first year of operations.	
☐	7. Documentation of interaction with agencies in region.	
☐	8. Current operational policies and guidelines for organization.	
☐	9. Comprehensive directory of localities and agencies	
☐	10. Hospital catchment area	
☐	11. Demonstrated capability to establish programs	
☐	12. Evaluation of prior performance as a Regional EMS Council.*	
☐	13. Proof of articles of incorporation.	
☐	14. Copy of letter verifying tax exempt status from IRS.	
***If applicable**		

	II. Designated Regional EMS Council Standards	
	4. Regional Structure and the Board	
☐	a. The regional EMS council is organizationally independent of any other entity.	
☐	b. One governing board oversees the Regional EMS council.	
☐	c. Bylaws are in force for the governing board which specify:	
☐	i. Governing Board membership and representation.	
☐	ii. Method of board member appointment or election.	
☐	iii. Tenure of members.	
☐	iv. Officers, and their roles, responsibilities and terms of office.	
☐	v. Quorum requirements.	
☐	vi. Meeting attendance requirements and enforcement policies.	
☐	vii. Indemnification of officers and directors.	
☐	viii. Dissolution of assets.	
☐	d. There is a minimum of five (5) members with full voting privileges comprising a governing board.	
☐	e. Staff members of the applicant organization do not serve in a voting capacity on the governing board.	
☐	f. Proof of board member orientation program for Council Board members.	
☐	g. Clear structure to accomplish Regional Council goals and objectives identified.	
☐	h. Proof of governing board and standing committees meeting a minimum of four times each year.	
☐	i. Written minutes of all governing board and standing committee meetings.	
☐	j. Proof of provision of filing, security and control of regional office files (hard copy and electronic).	
☐	k. Current roster of council governing board, council office staff, and standing committee/members and current bylaws. This information shall be updated as necessary.	
☐	l. The governing board compliance with requirements of the Virginia Freedom of Information Act.	
☐	m. Proof of provision of professional development and management training for its members.	
☐	n. Program reports developed and provided to the board, and other interested parties on a quarterly basis including a yearly final report, reflecting progress related to the Regional Council Strategic Plan. The final report includes, but not be limited to: a concise narrative description of activities, achievements, completed objectives and explanations for failure to achieve any objectives as defined in the contract with OEMS.	
☐	o. The final report includes a report of all unexpended funds and documentation of satisfaction of matching funds requirement (percentage match required for state contract monies). The final report shall define the source and amount of matching funds.	
☐	p. All materials, newsletters, software, etc. whether purchased or developed, in whole or in part, with state funds comply with all United States copyright laws.	
☐	q. The regional EMS council complies with Virginia's record retention program.	
☐	r. The regional EMS council must have proof of a currently updated Business Resumption Plan in place.	

	5. Financial Administration	

☐	a. Current operating statement, reflecting revenue and expenditures, available for review.	
☐	b. Current income and expenditure statement shall be available at all governing board meetings.	
☐	c. Proof of an independent audit of financial records with management letters as required by OEMS.	
☐	d. A Certified Professional Accountant (CPA) upon change of an Executive Director may perform an audit of financial records.	
☐	e. Proof of all financial management following generally accepted accounting principles.	
☐	f. Proof of governing board approval of an annual budget.	
☐	g. Proof of appropriate federal and state tax-related reporting.	
☐	h. As applicable, proof of appropriate registration for solicitation with the Office of Consumer Affairs.	
☐	i. Fund raising activities compliance with all applicable state and federal laws.	
☐	j. Written policy indication by position, signatories of executed financial and contractual instruments.	
☐	k. Proof of written policies concerning procurement and travel.	

	6. Personnel Administration	
☐	a. Proof of governing board adoption of written personnel policies which include:	
☐	i. Position classification and salary schedule.	
☐	ii. Affirmative action and nondiscrimination policies.	
☐	iii. Current position descriptions of staff and volunteers.	
☐	iv. Annual personnel performance evaluation.	
☐	v. Initial administrative and programmatic orientation for the region and state.	
☐	vi. Employee development.	
☐	vii. Conflict of interest statement.	
☐	viii. Outside employment.	
☐	ix. Employment benefits.	
☐	x. Enforcement procedures.	
☐	xi. Grievance procedures.	
☐	xii. Termination procedures.	
☐	xiii. Code of ethics/standards of conduct	
☐	xiv. Substance abuse policy	
☐	xv. Record management and security	
☐	b. Proof of personnel record management which includes, but not limited to:	
☐	i. i. Employment application and letter of offer/agreement.	
☐	ii. ii. Leave records.	
☐	iii. iii. Employee performance records/correspondence.	
☐	iv. iv. Required employment forms (W-4, I-9, etc.).	
☐	v. v. Promotion or salary adjustment.	
☐	vi. vi. Exit interview documentation.	

Section IV
Application Package

A completed application package is due in the Office on or prior to October 1st in order to be considered for designation. The application package includes:

Completed Application - Submitted applications missing any information requested will be considered incomplete and will not be processed for designation.

Completed Regional EMS Council Self-Assessment Checklist – All standards indicated must be complied with.

Current Roster of the applicant organization members – The roster needs to show all members, their addresses, phone numbers, and the constituency they represent.

Current Approved Bylaws – A copy of the most recently approved Bylaws complete with signatures and adoption date.

Scope of Services Plan - This shall include data and information that demonstrates the qualifications of the applicant to plan, initiate, expand or improve the regional EMS delivery system,

Budget - Budget must illustrate costs associated with operations and programs associated with the regional EMS council following the standardized format provided.

EMS Involvement – Documentation demonstrating how the applicant organization interacts with EMS agencies and personnel.

Standard Operating Procedures – Updated standard operating procedures must show all changes made and be consistent with the *Virginia EMS Regulations*.

Directory of Localities and EMS Agencies – A list of all localities, hospitals, and EMS agencies served.

Locality Support (optional) – ordinance or resolution from the governing body of each locality within the applicant's proposed geographic service delivery area confirming endorsement of the applicant.

Those designated regional EMS councils submitting an application for re-designation must provide all information as if applying for their original designation. The Work Plan and the Budget must be updated in order to reflect the Councils current status.

Section V
Application for Designation

Application for Regional EMS Council Designation

Name of Applicant Organization : <Provide the full name of the organization here>

Name of Authorized Agent of Organization: <Place full name of authorized agent here>
Title: <Place the title held by authorized agent here>

Organization Mailing Address: <Enter the organization's mailing address here>
Organization Physical Address: <Enter the organization's physical address here>
City: <Enter City Here> **State**: <Enter State Here> **Zip Code**: <Enter Zip>
Office Phone: <Enter Office Telephone Number> **Office Fax:** <Enter Office Fax Number>
Organization Web Address: <Enter Web Address Here> **E-mail Address:** <Enter E-mail Here>

Type of Designation: Original ☐ Renewal ☐ **Date of Original/Last Renewal:** <Enter Date Here>

Proof of 501 (c)(3) Designation: Yes ☐ No ☐ **Date of Designation:** <Enter Date Here>
Federal Tax Identification Number: <Enter Federal Tax ID Number>

Name of President of Organization Board of Directors:
<Provide the full name of the president here>

Mailing Address: <Enter the president's mailing address here>
City: <Enter City Here> **State**: <Enter State Here> **Zip Code**: <Enter Zip>
Phone: <Enter Telephone Number> **E-mail Address:**<Enter E-mail Address>
Application Affirmation:

I hereby affirm that the information included in this application and attached documents is factual and correct, and I realize that any fraudulent entries may be considered sufficient cause for rejection, and/or subsequent revocation of designation.

Name of Board President	Signature	Date

OEMS Office Use Only

Date of Application Receipt:
Application Complete: Yes ☐ No ☐
Site Visit Scheduled: Yes ☐ No ☐ **Date of site visit:**
Review Team Leader:
State Board of Health Approval: Yes ☐ No ☐ **Date of Approval:**
Deficiencies noted: