

**GUIDELINES FOR THE EXPENDITURE
OF THE 26% RETURN TO LOCALITY
SHARE OF EMS FOUR-FOR-LIFE FUNDS
§ 46.2-694 of the Code of Virginia**

Purpose of the Fund

To provide funding for **training**¹ of volunteer or salaried emergency medical service (EMS) personnel of licensed, nonprofit emergency medical services agencies and for the purchase of necessary **equipment and supplies** for use in such locality by licensed, non-profit emergency medical services agencies.

Such funds shall be in addition to any local appropriations and local governing bodies shall not use these funds to supplant local funds.

In any case in which the local governing body grants the funds to a designated regional emergency medical services (EMS) council to be distributed to the licensed, nonprofit emergency medical service agencies and rescue squads, the local governing body shall remain responsible for the proper use of the funds.

- Any money going to a regional EMS council shall only be used and distributed to licensed, nonprofit emergency medical services, as set forth in the statute.
- The regional EMS council cannot retain or receive any portion of these funds as an administrative fee.
- The regional EMS council shall submit a report to the local governing body on the distribution and use of these funds.
- Such report shall be attached by the local governing body to their Annual Report of Expenditures.

If a report on the use of these funds has not been received from a local governing body, any funds due to that local governing body for the next fiscal year shall be retained until such time as the report has been submitted.

Expenses associated with EMS training programs and courses approved by the Virginia Office of EMS which include:

- EMS textbooks, workbooks and other materials used in approved training courses
- Supplies (used in training programs) such as disposable gloves, bandages, syringes, needles, etc.
- Equipment (manikins, films, videotapes, etc.)
- Expenses¹ associated with state EMS certification and recertification programs to include but not limited to course tuition, test site fees, and travel expenses (mileage, lodging and meal per diem, other allowable expenses) not to exceed the state or local government rates.
- Expenses¹ associated with specialty training programs to include but not limited to course tuition and travel expenses (mileage, lodging and meal per diem, other allowable expenses) not to exceed the state or local government rates.
- Regional training activities such as disaster response drills or other field exercises. Expenses associated with these activities include but not limited to course tuition and travel expenses (mileage, lodging and per diem) not to exceed the state or local government rates.
- Expense^{1 and 2} to complete an approved on-line Continuing Education (CE) course that provides credit toward EMS certification. The following link provides information on training programs and accessing Continuing Education (CE) Reports.

<http://www.vdh.virginia.gov/OEMS/Training/ProviderResources.htm>

Footnote:

1. EMS agency or provider must provide proof of completion and the award of CE credits by the Virginia Office of EMS
2. Firefighter courses are not approved for the use of these funds.

Purchase of necessary equipment and supplies needed to:

- Gain access to a patient
- Assess the patient's medical condition
- Provide immediate medical care
- Transport the patient to a medical facility
- Communicate with the dispatcher and medical facility
- Personal Protective Equipment (PPE) for EMS personnel includes but not limited to:
 - Safety vests (conforms to ANSI standards for roadway incident response)
 - Respirators/N95 type mask
 - Eye Protection (face shield, goggles, etc)
 - Gowns (surgical type protective gowns)
 - Patient Care Gloves
- **Note:**
 - EMS Vehicles/EMS personnel with extrication equipment may be provided PPE equipment :
 - Helmets
 - Protective (extrication/safety) gloves
 - Ear protection
 - Steel toed boots
 - *These funds **cannot** be used to purchase firefighter turnout gear or other PPE utilized for primary fire services duties or response.*
- Maintenance and service contracts for medical equipment utilized in the direct provision of patient care or training of EMS personnel.
 - **Note:** When entering into these contracts, ensure the agreement form is closely examined for clauses that would void the agreement and/or for items not covered under the agreement.
 - What are the clauses in the maintenance contract that would make it null and void? For example, if the equipment was dropped or mishandled, would that be enough to void the agreement.
 - Is the cost of the agreement reasonable for the services being provided? If so, is the cost of replacement significant enough to warrant the agreement cost?

Items that do NOT conform to the intent:

- Items funded and purchased with RSAF Grant Funds (see below note)
- Funding organizations or the purchasing of items by or for organizations that are not a licensed, non-profit emergency medical services agency.
- Furnishings or appliances for squad building, training facilities, fire departments
- Vehicle or building maintenance items
- Building utilities (electric, gas, water, telephone, etc)
- Housekeeping expenses
- Capital improvements
- Special use equipment for fire suppression
- Firefighter PPE/turnout gear
- Firefighter training courses
- Fund raising or public relations expenses
- Articles of clothing (t-shirts, hats, etc) that are not personal protective clothing
- Office management expenses
- Law enforcement expenses
- Workers Compensation or Healthcare related costs

Note: “Any funds received from Section 46.2-694 by a non-state agency cannot be used to match any other funds derived from Section 46.2-694 by that same non-state agency.” Simply put, funds returned to localities cannot be used as the matching share of any grants offered using **Four-For-Life** funds.

Additional Guidance:

1. These guidelines are very broad in nature; however the Code of Virginia is specific in that these funds must be used for EMS training and the purchase of necessary equipment and supplies for licensed, non-profit emergency medical services agencies. Always ask yourself and in the opinion of your locality’s administrator or financial director, would this purchase withstand the scrutiny of an audit or an inquiry by a legislator and meet the intent of the program? If a strong case can be made by your locality’s administrator or financial director, then please move forward on that expenditure. If not, contact the Office of EMS to discuss the item(s) and issues.
2. The Office of EMS (OEMS) will always recommend that the 26% Return to Locality portion of the Four for Life funds be used for equipment and supplies that can easily be linked to direct patient care or the training of EMTs. For those questionable items, OEMS will suggest that those expenditures be paid from other sources of revenue such as donations, revenue from insurance payments or other fund sources.
3. Carryover funds - The EMS funds returned to localities should be used within one year after receipt. OEMS discourages the carryover of funds into future fiscal years. The carryover of funds raises a red flag and the locality may be asked by OEMS for a spending plan of action.