Application for Regional EMS Council Designation

Name of Applicant Organization :

Name of Authorized Agent of Organization:
Title:

Organization Mailing Address:
Organization Physical Address:
City: **State**: **Zip Code**:
Office Phone: **Office Fax:**
Organization Web Address: **E-mail Address:**

Type of Designation: Original ☐ Renewal ☐ **Date of Original/Last Renewal:**

Proof of 501 (c)(3) Designation: Yes ☐ No ☐ **Date of Designation:**
Federal Tax Identification Number:

Name of President of Organization Board of Directors:

Mailing Address:
City: **State**: **Zip Code**:
Phone: **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:

Regional EMS Council Designation Self Assessment Checklist

VIRGINIA REGIONAL EMS COUNCIL DESIGNATION CHECK LIST

Name of Organization :

Name of Person Completing Checklist:

Title: **Contact Info**:

Organization Mailing Address:
Organization Physical Address:
City: **State**: Virginia **Zip Code**:

Return to Office of Emergency Medical Services
Attention: EMS Systems Planner
P.O. Box 2448
Richmond, Virginia 23218

	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	
	1. Regional Structure and the Board	
☐	a. The regional EMS council is organizationally independent of any other entity.	
☐	b. One regional governing board oversees the EMS council, and represents the entire designated service area.	
☐	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.	

	2. 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.	

	3. 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.	

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.