

**Financial Assistance Review Committee (FARC)**  
**Quarterly Meeting**  
**Embassy Suites - Richmond**  
**May 1, 2019**  
**1:00 PM**

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Kevin Dillard		Luke Parker	Gary Brown
JC Bolling		Linwood Pulling	Adam Harrell
Donna Hurst			Chad Blosser
Curtis Sheets			Rich Troshak
Bruce Stratton			Jon Henschel
Joe Trigg			

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
<b>I. Call To Order - Kevin Dillard, Chair</b>	Kevin Dillard, made a motion to approve the minutes from our February 7, 2019 meeting.	Minutes approved
<b>II. FARC Chair Report</b>	Kevin again thanked Greg Woods, JC Bolling and the Southwest Virginia EMS Council for all of their work in setting up the FARC tour in December. From the hotel we stayed in to visiting the agencies in Southwest Virginia, it was a great tour. Kevin thanked FARC for their dedication, hard work and the amount of time they spend reviewing and grading the grants.	No further action is required
<b>III. Grant Unit Report</b>	<p>This information can be found in the OEMS Quarterly Report to the State EMS Advisory Board dated Friday, May 3, 2019. The Spring 2019 RSAF grant deadline was March 15, 2019. OEMS received 148 grant applications requesting \$18,784,335.39 in funding. Funding amounts are being requested in the following agency categories: 127 Licensed EMS Agencies requesting \$17,305,020.96 and 21 Non EMS Agencies requesting \$1,436,834.47.</p> <p>Funding amounts are being requested in the following regional areas: Blue Ridge EMS Council - requesting funding of \$4,142,484.92; Central Shenandoah EMS Council - requesting funding of \$1,003,029.20; Lord Fairfax EMS Council - requesting funding of \$1,290,831.51; Northern Virginia EMS Council - requesting funding of \$294,548.73; Old Dominion EMS Alliance - requesting funding of \$2,104,106.29; Peninsulas EMS Council - requesting funding of \$684,091.21; Rappahannock EMS Council - requesting funding of \$943,535.88; Southwestern Virginia EMS Council - requesting funding of \$2,511,253.68; Thomas Jefferson EMS Council - requesting funding of \$1,268,149.19; Tidewater EMS</p>	<p>No further action is required</p> <p>No further action is required</p>

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	<p>Council - requesting funding of \$1,417,523.10 and Western Virginia EMS Council - requesting funding of \$3,124,781.68.</p> <p>Funding amounts are being requested for the following item categories: ALS Equipment - \$2,208,558.87; BLS Equipment - \$4,438,389.00; Communications Equipment/Pagers - \$114,985.90; Computer Hardware – 412,029.17; Defibrillator/Automatic External Defibrillator - \$938,369.57; Recruitment &amp; Retention - \$5,765.00; Rescue Equipment/Extrication - \$206,030.94; Rescue Equipment/Misc. - \$212,745.88; Special Priority/Emergency Medical Dispatch - \$104,647.89; Special Priority/Emergency Operations - \$47,279.80; Special Priority/Multi-Jurisdictional or Agency Projects - \$246,790.00; Special Priority/Recruitment and Retention - \$5,591.94; Other - \$767,252.22; Special Training Projects - \$43,065.00; ALS/BLS Training Equipment - \$134,033.57; Vehicle/Quick Response - \$175,489.00; Vehicle/Type I Ambulance - \$7,826,868.64; Vehicle/Type II Ambulance – 236,717.00; Vehicle/Type III Ambulance - \$659,726.00.</p> <p>The deadline for the Nasal Naloxone for EMS Agencies grant opportunity was March 29, 2019. OEMS awarded 34 EMS Agencies 476 doses of Nasal Naloxone between the application start date (November 26, 2018) and the deadline. Each agency received two doses of Nasal Naloxone per Emergency Medical Transport Vehicle. The Regional breakdown of the awarded agencies is as follows: Blue Ridge - 1 Agency/4 Doses; Central Shenandoah - 2 Agencies/14 Doses; Lord Fairfax - 1 Agency/12 Doses; Northern Virginia - 2 Agencies/ 170 Doses; Old Dominion - 9 Agencies/92 Doses; Peninsulas - 5 Agencies/42 Doses; Rappahannock - 2 Agencies/38 Doses; Southwestern Virginia - 7 Agencies/44 Doses; Thomas Jefferson - 2 Agencies/20 Doses; Western Virginia - 4 Agencies/40 Doses.</p>	<p>No further action is required</p> <p>No further action is required</p>
<p>IV. OEMS Emergency Grant Review</p>	<p>Princess Anne Courthouse Volunteer Rescue Squad applied for an emergency grant requesting 100% funding to replace an ambulance that had been stolen and wrecked. It took them about a year to get everything settled with the insurance company and the proper documentation in place. FARC was asked to review the emergency grant and give their comments. It was the consensus of the committee that there should be some buy in from either the City of Virginia Beach or from Princess Anne Courthouse VRS. They felt that RSAF should not be solely responsible for replacing the stolen and wrecked ambulance. There should be some buy-in from the locality.</p>	<p>No further action is required</p>
<p>V. Review of State EMS Plan</p>	<p>The Code of Virginia requires the development of a comprehensive, coordinated, statewide emergency medical services plan by the Virginia Office of EMS which shall incorporate, but not be limited to, the plans prepared by the regional emergency medical services effectiveness and efficiency of the Commonwealth’s emergency care plan. Luke Parker, Grants Manager, went over the Virginia Office of EMS State Strategic and Operational Plan. Although this doesn’t necessarily pertain to FARC and their duties as graders, OEMS is required by the Code of Virginia to review and update periodically.</p>	<p>No further action is required</p>

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<p><b>VI. FARC SWOT Analysis</b></p>	<p>The SWOT Analysis is a useful technique for understanding your Strengths, Weaknesses, Opportunities and Threats. Strengths and weaknesses are internal. They are things that you have control over and can change. Opportunities represent things that are open to you. Threats can be challenges or things you face. Luke asked FARC to brainstorm our SWOT Analysis to see what we thought were our strengths, weaknesses, opportunities and threats. Listed below are the things we came up with and our course of action.</p> <p>(1) Establish roles, expectations, qualifications, and training for committee members.</p> <p>(2) Enhance RSAF application to capture high-level, decision-oriented data and compelling narrative information.</p> <p>(3) Explore cost-saving measures to expand RSAF impact and provide greater assistance to critical programs, equipment and vehicles.</p>	<p>1.1 Review and compare FARC training policies and procedures to current scope of work to determine relevance</p> <p>1.2 Develop FARC member job descriptions to include qualifications, experience, and position qualifications</p> <p>1.3 Utilize TRAIN Virginia to create course modules, training plans and onboarding materials for FARC</p> <p>1.4 Implement annual conflict of interests disclosures for FARC</p> <p>2.1 Survey FARC, OEMS Graders and Regional Councils to determine data and information that drives decision-making</p> <p>2.2 Present recommendations from survey to OEMS IT Committee to make necessary changes to RSAF application</p> <p>2.3 Update E-GIFT User Guides, technical assistance training and application guidance documents to include changes.</p> <p>3.1 Continue to produce annual OEMS Consolidated Price List.</p> <p>3.2 Engage discussion with EMS equipment and vehicle manufacturers and subject-matter experts to further knowledge base for RSAF application review and OEMS Price List.</p> <p>3.3 Continue to seek additional grant sources to improve the statewide EMS System</p> <p>3.4 Develop and maintain list of eligible equipment and vehicles</p>

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	<p>(4) Streamline RSAF administration to ensure effective, efficient, equitable and transparent administration of state funding.</p> <p>(5) Provide outreach, technical assistance and training opportunities for prospective applicants, grantees and stakeholders</p> <p>(6) Provide funding opportunities to support special initiatives identified by OEMS and the EMS Advisory Board</p> <p>(7) Standardize EMS grant review and grading process by graders at regional and state level</p>	<p>that agencies are eligible to purchase using state grant funds</p> <p>4.1 Explore options to enhance efficiency by adjusting grant period, funding levels and reporting requirements</p> <p>4.2 Solicit contracted audit firms to assist with grant monitoring and reporting</p> <p>4.3 Update RSAF policies and procedures documents</p> <p>5.1 Continue to promote RSAF program through Regional EMS Councils</p> <p>5.2 Continue to provide technical assistance webinars for each RSAF application cycle</p> <p>5.3 Identify grant opportunities that EMS agencies may be eligible for and distribute information to EMS system</p> <p>6.1 Collaboratively develop special initiative grant opportunities with EMS Advisory Board Subcommittees</p> <p>6.2 Determine needs and make adjustments to special initiative application form</p> <p>7.1 Develop RSAF Decision-Making Matrix</p> <p>7.2 Revise RSAF grant review sheet developed by FARC and OEMS Staff and continue to evaluate for Efficacy</p> <p>7.3 Solicit feedback from Regional EMS Councils and stakeholders</p>

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		<p>regarding the review process 7.4 Provide education and outreach to explain reviewer roles and grading process</p>
<p>VII. Reminder of Important Dates</p>	<p>The grading period for FARC was opened today. Grades are due back to OEMS May 31, 2019. The fall grant cycle opens August 1, 2019 and closes on September 16, 2019. Our next FARC Quarterly Meeting will be held on July 31, 2019 at the Embassy Suites - Richmond beginning at 1:00 pm.</p>	<p>No further action is required</p>
<p>VIII. Unfinished Business</p>	<p>There is no unfinished business.</p>	<p>No further action is required</p>
<p>IX. New Business</p>	<p>Luke has been working on a grading matrix for FARC. This will be like a decision-making calculator to aide FARC with their grades/comments. It will take into consideration the following components: 1) Allowable – does it meet the minimum requirements for funding; 2) Allocable – are there sufficient funds projected to generate a match; 3) Reasonable – is there a rationale for requested item(s) and funding level; 4) Sustainable – does it have the sustainability, maintenance plan, and high level assurance that the project/equipment will be sustained beyond the life of the grant; 5) Impactful – does the project description present a well-reasoned, logical description of need and enhancements to provision of ALS/BLS to applicant(s) service area and region; 6) Special Priority – is there a potential for regional collaboration and multi-agency/regional benefit. FARC would review the grant and each of these six components would be given a score of 1-5 and then divide by 6 to get the final score. Luke has asked FARC if there would be any of them willing to try this out for us. They could make up different scenarios and see how it works. They would then let us know what worked and what didn't work.</p> <p>We have developed a price listing for items awarded through RSAF. This shows the maximize price we will give for an item funded through RSAF. This is posted on our website. It was brought to our attention that the vendors will look at the price list and inflate their prices to match or even exceed the grant awarded amount. This will keep the prices high and make them go even higher. We use to have a state ambulance contract which all grantees were required to purchase their ambulance off. This was awarded by competitive bidding.</p> <p>There was discussion about the RSAF balances that are carried over from cycle to cycle. Due to grantees not drawing down their awarded grants in a timely fashion, the balances are sometimes very high. Although the funding for RSAF is in code, the budget bill can trump the code. Several times in the past, RSAF funds were threatened to be taken from OEMS due to large balances. Although these funds had been allocated to grantees, it appeared there was a large sum of money setting there that could be used elsewhere. We need to find a way that would mandate that the grantees draw down these funds as soon as possible to eliminate this problem.</p>	<p>No further action is required</p> <p>No further action is required</p> <p>A motion was made and seconded that FARC take a look at shortening the performance period of grants to six months and see if that will help RSAF balances.</p>

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<b>X. Next Meeting Date &amp; Location</b>	<b>The June 2019 Grant Awards meeting will be held on June 6, 2019 beginning at 9:00 am. It will be held at the Embassy Suites in Richmond.</b>	<b>No further action is required</b>
<b>XI. Adjournment</b>	<b>There was a motion made and seconded to adjourn the meeting.</b>	<b>Meeting adjourned</b>

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