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Financial Assistance Review Committee (FARC)
Quarterly Meeting
Embassy Suites by Hilton
2925 Emerywood Parkway
Richmond, Virginia 23294
November 17, 2022
1:00 PM

Members Present:	Members Absent:	Administration Staff:	Staff/Other Guests:
Kevin Dillard, Chairman		Michael Berg	Gary Brown
JC Bolling		Linwood Pulling	Scott Winston
Tracy Hanger			Adam Harrell
Donna Hurst			Cam Crittenden
Bruce Stratton			Chad Blosser
Joe Trigg			Stephen Simon
			Michelle Ludeman
			Byron Andrews
			Greg Woods
			James Larrick
			Chrissy Snyder
			Joseph Williams
			Dan Norville
			Kim Craig

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
I. Call to order - Kevin Dillard, Chair	Kevin called the FARC meeting to order.	No further action is required
II. Approval of May 31, 2022 Meeting Minutes	The May 31, 2022, minutes were approved as submitted.	No further action is required
III. OEMS Report i. Grants Division Report	The Office of EMS Staff were asked if they had any information, they felt would be appropriate for the group starting with Gary Brown, Director, OEMS. Gary stated he would let everyone else go before him and if there's anything left over, then he would talk. Scott Winston, Assistant Director, spoke about the quarterly report that's posted on the OEMS website. He said a lot of time and effort goes into the quarterly report to keep key stakeholder groups, agencies, and providers up to date on what's going on at the Office of EMS. He did highlight one action item that is coming before the Governor's Advisory Board (GAB) tomorrow from the Legislative and Planning Committee. That is the review and hopefully	No further action is required

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<p>I. Grant Manager Position</p>	<p>approval of the State Strategic and Operational EMS Plan. Mike said the section of the quarterly report that is usually listed for the RSAF Grants is now listed as the EMS Systems Funding. Mike provided FARC with some statistical information that he felt would be beneficial to everyone. In 2021, there were 19 grant extensions. In 2022, so far, there have been 42 grants approved for extensions. This is due to supply chain issues and equipment availability including ambulance chassis. We've had 17 grant modifications thus far this year, which is a 74% decrease from the previous year. The grants unit has processed 108 payments this year so far. There were 2 emergency grants approved in 2021 and so far in 2022, we've approved 2 emergency grants. In 2021 we did 114 special grants. The majority of those were for computers. So far this year, we've only had 4 special grants that were approved.</p> <p>Adam Harrell, Associate Director, gave us an update on the Grants Manager position. The position has been advertised, screened, and interviews were held. Hopefully, we'll be making a formal offer to the top candidate within the next couple of weeks. Michael Berg stated that until then, he was filling the role of Grants Manager. The Grants Manager position includes RSAF, Return to Locality Funding, working with EMS for Children and potentially looking at other areas that we can help provide information to organizations and agencies with regards to what's available to them for funding. Mike was able to attend the EMS Expo in Florida and talk with several new vendors about their products. They are trying to get their wares in the American market. The quality and prices of their equipment was good. Mike feels that getting this information out to agencies and organizations will allow them to make better informed decisions about what's out on the market.</p>	<p>No further action is required</p>
<p>IV. Winter 2022 RSAF Review Session i. December 1, 2022</p>	<p>Our RSAF Fall Awards Meeting will be held on December 1, 2022, at the Embassy Suites. Kevin asked the committee if they wanted to start at 9:00 am or 10:00 am? Tracy stated that it took her 1 ½ hours to get here and that 10 would be better for her. The consensus was to start our awards meeting at 10:00 am. Kevin asked FARC about the grading of the grants and if there were any problems. The FARC grades are due back to OEMS November 28, 2022, by 5:00 pm.</p>	<p>No further action is required</p>
<p>V. Unfinished Business i. Update on redesign of Financial Forms (3/22) ii. Special Initiative wording (3/22)</p>	<p>Kevin said that Mike had went through our previous meeting minutes to see what items we still had pending that we've had some discussion on. One of the things was the update on the redesign of the financial forms. He asked Mike if he wanted to cover that. Mike said he didn't because he wasn't here and doesn't know anything about it. Kevin then asked Adam if he wanted to cover that part. Adam stated the redesign of financial forms, and the special initiative wording are kind of low-level items at this time. They're not showstopper modifications or enhancements and so we're waiting. Adam hopes the redesign and special initiative wording will go in sometime first quarter of the new year. The question was asked if it would be appropriate to talk about the executive of the local jurisdiction signing off on grants? Adam said we had discussed this at our last meeting. We were discussing about independent EMS agencies requesting vehicles where the jurisdiction may or may not be aware that those requests are</p>	<p>OEMS will mockup some language, mockup some flow sheets, mock up a process and procedure that this would look like, get some input from the stakeholder groups, both jurisdictions and agencies and bring it back to FARC.</p>

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	<p>being put in. There are subsequent issues that come up such as: 1) an agency dissolving a year or two later and the county is not aware that this truck was a granted truck and has to remain in service, 2) funding may be pulled by the locality after it was requested by the volunteer independent agency. Part of what we would need to know is should all grants be required to have the jurisdiction's signature? When would you require the county administrator or city manager sign off on the grant? Under what conditions do you believe they should sign off on the grant? Tracy said in her locality, they have a process that they go through to where it also has to end up going through the city attorney's office, finance, budget, and if there's any personnel cost, HR and everybody has to sign off on it before the city manager will sign it. It can end up being a very long process. She stated it depends on each individual locality as to what process they have in place. Adam said from that perspective, it's all on how we title that specific requirement. They would not be signing as the Authorized Agent but rather it would just be an acknowledgement that they are aware of the grant. FARC would like to pursue having someone sign off as an acknowledgement for the grant. At least the locality would be aware of the grant. Again, this is an acknowledgement and it's not going to affect the grant at all. This would need to be tested 6-12 months and allow us time to educate the public that this will be a new requirement. JC suggested, instead of including it on the application of the front end which requires education of every applicant beforehand, perhaps if we go to a systems award management program where if the grant is approved by the committee, it is in key to be approved, but the following questions must be answered. 1) Do you still desire the items that were requested? 2) If awarded, do you have the match? 3) Can you provide a letter of documentation from the local municipality guaranteeing our match? This would make sure we have everything in the back end. Who knows, maybe some of the agencies that are applying maybe would see, we're going to get this, but we need the match. Maybe the localities could magically find a match that the agency was struggling to come up with. Adam suggested instead of saying yes we want to move forward with this or no we don't, why don't you give us a chance to mock up some language, mock up some flow sheets, mock up a process and procedure that this would look like. Get some input from the stakeholder groups, both jurisdictions and agencies and bring it back to you guys.</p>	
<p>iii. Regional Tour (1/23)</p>	<p>We have been talking about starting up the regional tours for a couple of years now. Kevin thanked Gary, Adam and everybody supporting the idea. He asked Adam to give us an update on where we're at with that. Adam said to be completely honest, right now due to our staffing, we haven't been able to put one together. Hopefully, once we get the grants manager hired, that individual will be able to run point on getting it scheduled, getting it arranged, and then we could start that. The tour would include FARC, select members of the GAB that are interested, office staff and others to be determined. We would go into a certain region and have different</p>	<p>Mike Berg said he has the tour on his to do list and will work on it.</p>

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<p>iv. Special Initiative IV Pumps (5/22)</p> <p>v. Physio Control Pediatric AED (5/22)</p>	<p>working groups that would be looking at different things. Adam suggested we schedule the tour during the first quarter of 2023 and have the tour occur in the second quarter.</p> <p>Donna brought this special initiative to FARC's attention. She suggested we have a special initiative to fund IV Pumps for agencies that needed or didn't have them. Kevin asked Mike to update FARC. Mike said he has been looking at IV Pumps at the EMS Expo in Florida and also while he was at the EMS Symposium. One vendor said he could get us all the IV Pumps we want but they were all refurbished. Unfortunately, we aren't allowed to purchase refurbished equipment. Mike said the supplies that go with the IV Pumps and the sustainability of the program has to be looked at too. There is still a lot of research we need to do for this project. It's a work in progress. Kevin asked how we (FARC) could help. Adam told him to help us facilitate some of these discussions. There is a lot of interest out there and we have been getting a lot of requests through RSAF grants. We have identified the vendors we can buy from. We've identified what the cost would be. The next steps really are operationalizing that.</p> <p>At our last meeting, we had a discussion about Physio-Control and Pediatric AED issues. A memorandum was generated by Regulation & Compliance with regards to notification. The specifics of the memo were that pediatric defibrillators are not required. The specific element is not required. The problem was that people had these monitors and they thought they had the pediatric capability with their device, and they didn't. We haven't heard any more rumbling so we can leave it for now until we close it out with Regulation & Compliance and reassess with the Regional Councils.</p> <p>Although, this was not on the agenda, Adam spoke to the committee about the pending State Ambulance Contract. Adam stated that before Luke left and at our last meeting, we were discussing state ambulance contracts again. With the chassis issues we are having right now, the State and the Department of General Services has no interest in pursuing it. We can't even get State vehicles. They don't want to put another contract out there that weighs heavily on chassis in vehicles. We can't get vehicles. VDOT, DOE and the school systems can't get vehicles. Nobody can get vehicles. So, the State Ambulance Contract is not off the table but it's off the table until the vehicle and chassis shortage is resolved.</p>	<p>It was decided we should have a meeting with the American Ambulance Association and have a facilitative discussion. We need to know: 1) what are you currently using; 2) how do you accommodate this; 3) what would be the best process. We have to first do our research on this project.</p> <p>No further action is required</p> <p>No further action is required</p>
<p>VI. New Business</p> <p>i. Price Listing - update</p> <p>ii. Website updates</p>	<p>Mike said he had spoken with several vendors and had gotten input from them after the Fall cycle had already begun. The prices for almost everything was going up October 1, 2022. He met with the Executive Committee, and they agreed to increase the current price list by 10% across the board.</p> <p>Mike has been going through the RSAF Grants website and updating the information with regards to documents making sure names and links were correct. He asked FARC, if they get the</p>	<p>No further action is required</p> <p>No further action is required</p>

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	opportunity to go to our RSAF grants website, let him know if they see something that still has the wrong name or link, and he will update it.	
VII. Rotation Schedule i. Chair-elect	At the end of June 2023, we have three of the FARC members rotating off. Rappahannock EMS Council, Central Shenandoah EMS Council and Blue Ridge EMS Council each have a member rotating off FARC. A member of FARC is appointed for a three-year term. They can then be re-appointed for another three-year term not to exceed six years. They have to go off the FARC for at least three years before serving again. The ideal situation would be to have no more than two members of FARC rotate off at a time. The rotation shifted over time due to members resigning, moving and even a death. To correct this predicament with the rotations, it would take a legislative change. Kevin said he wanted to appoint two of our committee members to work with Mike. Those three people would work with Ed Rhodes and FARC. It would take some minor language change to fix this. With the General Assembly session coming up soon, hopefully, we can get that language put in. Kevin, who is the Chair, will be rotating off in June. He asked FARC that we consider electing a vice chair at our awards meeting in December. That will allow him six months to work with the vice chair in preparation of him leaving. The next three Regional EMS Councils in the rotation for FARC will be Old Dominion EMS Alliance, Thomas Jefferson EMS Council and Lord Fairfax EMS Council. Mike said he would let the Executive Directors of those councils know. This will give them time to choose who they want to represent them on FARC. It will then have to be approved by the GAB. Tracy is up for re-appointment. Mike will let Peninsulas EMS Council know that Tracy is up for re-appointment. Tracy said she is willing to continue and therefore we will pass this on to PEMS.	No further action is required
VIII. Public Comment	The question was asked if the new FARC members coming on would be appointed in time to come to our grant grading meeting in June? Kevin said they should be. FARC meets in February and so does the GAB. Hopefully, we will have the appointees by then and have them approved.	No further action is required
IX. Next Meeting - Location TBD	Our next meeting is going to be on December 1, 2022 and will be here at the Embassy Suites. The meeting will start at 10:00 am. We will have the awarding of the grants and also elect the vice chair.	No further action is required
X. Adjournment	Meeting adjourned	No further action is required