

PENINSULAS EMERGENCY MEDICAL SERVICES COUNCIL, INC.

Board of Directors

ANNOTATED AGENDA

December 19, 2018 – 1830

Introductions

Consent Calendar*

Board Minutes

Board of Directors Executive Committee

08 15 18 PEMS Board of Directors Executive Committee Meeting Minutes

10 17 18 PEMS Board of Directors Executive Committee Meeting Agenda

10 17 18 PEMS Board of Directors Executive Committee Meeting Minutes (Draft)

12 19 18 PEMS Board of Directors Executive Committee Meeting Agenda

Treasurer's Report & Financial Documents

Budget vs Actual Y19 =a

Statement of Activity July November 2018

Balance Sheet 11 30 2018

Committee Meeting Documents

Behavioral Health Task Force - None

Critical Incident Stress Management Team - None

Consolidated Testing System Committee

08 27 18 PEMS Consolidated Testing System Committee Meeting Minutes

11 26 18 PEMS Consolidated Testing System Committee Meeting Agenda (Draft)

11 26 18 PEMS Consolidated Testing System Committee Meeting Agenda

11 26 18 PEMS Consolidated Testing System Committee Meeting Minutes (Draft)

Eastern Virginia Health Care Coalition

11 01 18 EVHC Meeting Minutes

12 06 18 EVHC Meeting Agenda

Eastern Virginia Healthcare Coalition Training & Evaluation Workgroup

10 24 18 EVHC Education & Training Workgroup Minutes

EMS Operations Committee

07 03 18 PEMS EMS Operations Committee Meeting Minutes

10 02 18 PEMS EMS Operations Committee Meeting Agenda (Draft)

10 02 18 PEMS EMS Operations Committee Meeting Minutes (Draft)

HR MMRS ST

07 19 18 HR MMRS Strike Team Committee Minutes

12 06 18 HR MMRS Strike Team Leadership Group Agenda

ICCT

10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda (Draft)

10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda

10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Minutes

Medical Advisory Committee

06 14 18 PEMS Medical Advisory Committee Meeting Minutes

09 27 18 PEMS Medical Advisory Committee Meeting Minutes (Draft)

12 13 18 PEMS Medical Advisory Committee Meeting Agenda (Draft)

12 13 18 PEMS Medical Advisory Committee Meeting Minutes (Draft)

12 13 18 PEMS Joint Medical Directors Committee Meeting Minutes

Mass Casualty Incident Workgroup - None

Pharmacy Committee

08 01 18 PEMS Pharmacy Committee Meeting Minutes

11 07 18 PEMS Pharmacy Committee Meeting Agenda

- 11 07 18 PEMS Pharmacy Committee Meeting Minutes (Draft)
- Performance Improvement Committee
 - 09 27 18 PEMS Performance Improvement Committee Meeting Agenda (Draft)
 - 09 27 18 PEMS Performance Improvement Committee Meeting Agenda
 - 09 27 18 PEMS Performance Improvement Committee Meeting Minutes (Draft)
 - 12 20 18 PEMS Performance Improvement Committee Meeting Agenda (Draft)
 - 12 20 18 PEMS Performance Improvement Committee Meeting Agenda
- Peninsulas Interfacility Coordination Organization
 - 10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft)
 - 10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda
 - 10 18 18 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft)
- Peninsulas Instructor Network - None
- Protocols, Policies and Procedures Committee
 - 08 09 18 PEMS Protocols Policies & Procedures Committee Meeting Minutes
 - 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft)
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 - 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Agenda
 - 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)
- RSAF Review Committee - None
- STEMI Task Force
 - 11 15 18 PEMS STEMI Task Force Meeting Agenda (Draft)
 - 11 15 18 PEMS STEMI Task Force Meeting Agenda
 - 11 15 18 PEMS STEMI Task Force Meeting Minutes (Draft)
- Stroke Task Force
 - 07 12 18 PEMS Protocols Policies Procedures Committee Meeting Minutes
 - 10 11 18 PEMS Stroke Task Force Meeting Agenda (Draft)
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- Trauma Triage Committee
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- PEMS Policies and Procedures
 - 06 XXX PEMS Jurisdiction Support Requests (03 18) (Draft)
 - 02 017 Vehicle Policy (12 18)
 - 07 005 Direct Deposit Form (12 18)
 - 02 xxx Personnel and Payroll Records Management DRAFT v2[1]
 - 03 007 Family Medical Leave Act (FMLA) Draft[1]
- Regional Planning Documents - None
- Staff Quarterly Reports
 - PEMS 2QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report
 - PEMS 2QFY19 EMS Field Coordinator (Clinical Programs) Quarterly Report
 - PEMS 2QFY19 EMS Field Coordinator (Clinical Care) Quarterly Report

PEMS 2QFY19 PEMS Planning and Emergency Management Coordinator Quarterly
Report

PEMS 2QFY19 EMS Field Coordinator (Community Health) Quarterly Report

PEMS Update

PEMS Staff Assignments

PEMS Organization Structure

Bylaws & Resolutions

President's Report

Membership Changes*

Expiring Terms - None

Resignations - None

Renewing Members - None

New Members

Gary Samuels - Bon Secours Rappahannock General Hospital

Stephen Kopczynski - At Large

Vacancies*

Business (Northern Neck)

Hospital (Bon Secours Rappahannock General Hospital)

Interfacility & Critical Care Transport Agencies

At-Large (2)

Vice President's Report - David Barrick

Secretary/ Executive Director's Report

Outstanding BOD Conflict of Interest Disclosures

Nichole Knott

Conflict of Interest Disclosure Form

OEMS Report Report - Wayne Berry

Old Business

Redesignation

New Business

Sentara Grants

Good of the Order

Next BOD Meetings:

March 20, 2019 at 6:30 p.m., Dinner at 6:00 p.m. at PEMS

June 19, 2019 at 6:30 p.m., Dinner at 6:00 p.m. at PEMS

Important Dates

Christmas Holidays - 24-28 December, 2018

New Year Holiday - 31 December, 2018 - 1 January, 2019

Lee-Jackson Day - 18 January, 2019

Martin Luther King Day - 21 January, 2019

Presidents Day - 18 February, 2019

Public Health & Healthcare Preparedness Academy - 19-21 March, 2019

Virginia Emergency Management Association Conference - 26-29 March, 2019

Hampton Roads Trauma Symposium - 26 April, 2019

Verify Attendance*

Adjournment

*Indicates Action Items



Peninsulas Emergency Medical Services Council, Inc.

PO Box 1276, 6876 Main Street

Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

Board of Directors Meeting Minutes

Meeting Date: 19 December, 2018

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:30 p.m.

End Time: 6:54 p.m.

Minutes Submitted By: P. Hoyle

Draft: Approved Date: 03-20-19

| Members Present: | Members Absent: | Staff: | Others: |
|--------------------|----------------------|---------------|-----------------------|
| David Barrick | Christianne Clifford | Amy Ashe | Wayne Berry (OEMS) |
| Greg Coffman | Nichole Knott | Kevin Brophy | Chris Vernovai (OEMS) |
| Linnie Green | Robert Lee | Seth Craig | |
| Stephen Kopczynski | Trish Anest | Paul Hoyle | |
| Cheryl Lawson | Jeff Beasley | Debbie Thomas | |
| Gary Samuels | James Brann | | |
| Jeff Sensenig | William Dent | | |
| Sadie Thurman | Lisa Dodd | | |
| Ed Walker | Julie Glover | | |
| Frank Wingfield | Kimberly Harper | | |
| | Greg Hunter | | |
| | Masterson, David | | |
| | Rick McClure | | |
| | Michael Player | | |
| | Jason Sweet | | |
| | | | |

| Item | Discussion | Action Required | By Whom/When |
|------------------|--|-----------------|--------------|
| Call to Order | At 18:30 by D. Barrick | | |
| Introductions | Pledge of Allegiance. Those in attendance introduced themselves. | | |
| Consent Calendar | Consent Calendar* a. Board Minutes | | |

| Item | Discussion | Action Required | By Whom/When |
|------|--|-----------------|--------------|
| | <ul style="list-style-type: none"> b. Board of Directors Executive Committee <ul style="list-style-type: none"> 08 15 18 PEMS Board of Directors Executive Committee Meeting Minutes 10 17 18 PEMS Board of Directors Executive Committee Meeting Agenda 10 17 18 PEMS Board of Directors Executive Committee Meeting Minutes (Draft) 12 19 18 PEMS Board of Directors Executive Committee Meeting Agenda c. Treasurer's Report & Financial Documents <ul style="list-style-type: none"> Budget vs Actual Y19 Statement of Activity July November 2018 Balance Sheet 11 30 2018 d. Committee Meeting Documents <ul style="list-style-type: none"> • Behavioral Health Task Force • Critical Incident Stress Management Team • Consolidated Testing System Committee <ul style="list-style-type: none"> 08 27 18 PEMS Consolidated Testing System Committee Meeting Minutes 11 26 18 PEMS Consolidated Testing System Committee Meeting Agenda (Draft) 11 26 18 PEMS Consolidated Testing System Committee Meeting Agenda 11 26 18 PEMS Consolidated Testing System Committee Meeting Minutes (Draft) • Eastern Virginia Health Care Coalition <ul style="list-style-type: none"> 11 01 18 EVHC Meeting Minutes 12 06 18 EVHC Meeting Agenda • Eastern Virginia Healthcare Coalition Training & Evaluation Workgroup <ul style="list-style-type: none"> 10 24 18 EVHC Education & Training Workgroup Minutes • EMS Operations Committee <ul style="list-style-type: none"> 07 03 18 PEMS EMS Operations Committee Meeting Minutes 10 02 18 PEMS EMS Operations Committee Meeting Agenda (Draft) 10 02 18 PEMS EMS Operations Committee Meeting Minutes (Draft) • HR MMRS ST <ul style="list-style-type: none"> 07 19 18 HR MMRS Strike Team Committee Minutes 12 06 18 HR MMRS Strike Team Leadership Group Agenda • ICCT <ul style="list-style-type: none"> 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda (Draft) 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Minutes • Medical Advisory Committee <ul style="list-style-type: none"> 06 14 18 PEMS Medical Advisory Committee Meeting Minutes 09 27 18 PEMS Medical Advisory Committee Meeting Minutes (Draft) 12 13 18 PEMS Medical Advisory Committee Meeting Agenda (Draft) 12 13 18 PEMS Medical Advisory Committee Meeting Minutes (Draft) 12 13 18 PEMS Joint Medical Directors Committee Meeting Minutes • Mass Casualty Incident Workgroup • Pharmacy Committee <ul style="list-style-type: none"> 08 01 18 PEMS Pharmacy Committee Meeting Minutes | | |

| Item | Discussion | Action Required | By Whom/When |
|------|---|-----------------|--------------|
| | <p>11 07 18 PEMS Pharmacy Committee Meeting Agenda 11 07 18 PEMS Pharmacy Committee Meeting Minutes (Draft)</p> <ul style="list-style-type: none"> • Performance Improvement Committee <p>09 27 18 PEMS Performance Improvement Committee Meeting Agenda (Draft) 09 27 18 PEMS Performance Improvement Committee Meeting Agenda 09 27 18 PEMS Performance Improvement Committee Meeting Minutes (Draft) 12 20 18 PEMS Performance Improvement Committee Meeting Agenda (Draft) 12 20 18 PEMS Performance Improvement Committee Meeting Agenda</p> • Peninsulas Interfacility Coordination Organization <p>10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft) 10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda 10 18 18 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft)</p> • Peninsulas Instructor Network • Protocols, Policies and Procedures Committee <p>08 09 18 PEMS Protocols Policies & Procedures Committee Meeting Minutes 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 11 14 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 11 14 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 11 15 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 11 15 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)</p> • RSAF Review Committee • STEMI Task Force <p>11 15 18 PEMS STEMI Task Force Meeting Agenda (Draft) 11 15 18 PEMS STEMI Task Force Meeting Agenda 11 15 18 PEMS STEMI Task Force Meeting Minutes (Draft)</p> • Stroke Task Force <p>07 12 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 10 11 18 PEMS Stroke Task Force Meeting Agenda (Draft) 10 11 18 PEMS Stroke Task Force Meeting Agenda 10 11 18 PEMS Stroke Task Force Meeting Minutes (Draft)</p> • Trauma Triage Committee <p>06 14 18 PEMS Trauma Triage Task Force Meeting Minutes 09 27 18 PEMS Trauma Triage Task Force Meeting Agenda (Draft) 09 27 18 PEMS Trauma Triage Task Force Meeting Agenda 09 27 18 PEMS Trauma Triage Task Force Meeting Minutes (Draft) 12 20 18 PEMS Trauma Task Force Agenda (Draft) 12 20 18 PEMS Trauma Task Force Agenda</p> <p>e. PEMS Policies and Procedures</p> | | |

| Item | Discussion | Action Required | By Whom/When |
|-------------------------------------|--|-----------------|--------------|
| | 06 XXX PEMS Jurisdiction Support Requests (03 18) (Draft) 02 017 Vehicle Policy (12 18) 07 005 Direct Deposit Form (12 18) 02 xxx Personnel and Payroll Records Management DRAFT v2[1] 03 007 Family Medical Leave Act (FMLA) Draft[1] f. Regional Planning Documents g. Staff Quarterly Reports PEMS 2QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report PEMS 2QFY19 EMS Field Coordinator (Clinical Programs) Quarterly Report PEMS 2QFY19 EMS Field Coordinator (Clinical Care) Quarterly Report PEMS 2QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report PEMS 2QFY19 EMS Field Coordinator (Community Health) Quarterly Report h. PEMS Update PEMS Staff Assignments PEMS Organization Structure i. Bylaws & Resolutions Motion by G. Coffman to accept Consent Calendar. Second by L. Green. Motion passed unanimously. | | |
| Membership Changes | Expiring Terms - None Resigning Members - None Renewing Members - None New Members Gary Samuels (Bon Secours Rappahannock General Hospital) – Gary Samuels was presented by Bon Secours to represent their interests for Rappahannock General Hospital. Stephen Kopczynski (York County Department of Fire & Life Safety) – At Large: Stephen Kopczynski was nominated by the PEMS Executive Committee for a vacant “At Large” position. Motion was made by C. Lawson to approve these nominations to the Board of Directors. F. Wingfield seconded the motion. Motion passed unanimously without discussion. Vacancies Business (Northern Neck) At Large Interfacility & Critical Care Transport Agencies | | |
| President’s Report | No Report | | |
| Vice President’s Report | No Report | | |
| Secretary/Executive Director Report | Outstanding Conflict of Interest Forms – P. Hoyle identified outstanding forms. | | |

| Item | Discussion | Action Required | By Whom/When |
|-------------------|--|-----------------|--------------|
| OEMS Report | W. Berry discussed office consolidation and movement of offices in January. He suggests that anyone visiting OEMS call first to find out where they should be going. He also advised that Chris Vernovai, the new OEMS EMS Planner, will discuss changes to the contracting modification process in the near future. | | |
| Old Business | Council Redesignation – P. Hoyle advised that the redesignation application has been completed and forwarded to OEMS. We are anticipating a site visit sometime in February, 2019. | | |
| New Business | Sentara Grants – A. Ashe presented information on two grants received from Sentara Health Care for \$40,000 each. One of the grants is to fund a needs assessment study on the mental health needs of citizens in the PEMS region. Our intention is to take the results of this study and prepare a regional mental health plan for the PEMS region. The second grant will be used to fund a Mobile Integrated Healthcare (MIHC) Conference in the region to address funding MIHC and educating providers, agencies and jurisdictions on the potential improvements that MIHC can produce for our regional health care system. The intention is to have presenters from areas where MIHC is already in place so we can leverage their knowledge, as well as addressing legislative changes that might be necessary to make MIHC practical in Virginia. | | |
| Good of the Order | <p>Future Board of Directors Meeting 6:00 p.m. on 20 March, 2019. 6:00 p.m. on 19 June, 2019.</p> <p>Important Dates – PEMS Christmas Holiday Closure – 24 to 28 December, 2018. PEMS New Year Holiday Closure – 31 December, 2018 to 1 January, 2019. PEMS Lee-Jackson Day Closure – 18 January, 2019. PEMS Martin Luther King Day Closure – 21 January, 2019. Public Health & Healthcare Preparedness Academy – 19 to 21 March, 2019. Virginia Emergency Management Association Conference – 26 to 29 March, 2019. Hampton Roads Trauma Symposium – 26 April, 2019.</p> <p>Attendance and roster verified.</p> | | |
| Adjournment | Meeting adjourned at 6:54 p.m. by D. Barrick. | | |

FY2019

Please initial attendance under today's meeting date.

| Member | | Organization | Position | Expires | 09-19-18 | 12-19-18 |
|---|--|--|---|----------|----------|----------|
| Anest, Trisha 210-324-2908 | trisha_anest@bshsi.org | Bon Secours Mary Immaculate Hospital | Hospital (Mary Immaculate Hospital) | 12-20-20 | X | |
| Barrick, J. David (VP) (EC) 757-926-8404 | dnbarrick@verizon.net | Citizen | At Large | 06-20-21 | | DB |
| Beasley, Jeff 804-493-0130 | jbeasley@westmoreland-county.org | Westmoreland County Emergency Services | City/County Government (Northern Neck) | 09-21-19 | | |
| Brann, Jimmy 804-443-4059 | jbrann@essex-virginia.org | Essex County Emergency Services | City/County Government (Middle Peninsula) | 12-20-20 | X | |
| Clifford, Christianne 530-613-4636 | christianneharris@gmail.com | Riverside Doctors' Hospital of Williamsburg | Hospital (Riverside Doctors' Hospital of Williamsburg) | 06-20-21 | | |
| Coffman, Greg (EC) 757-253-3554 | greg.coffman@buschgardens.com | Busch Gardens | Business (Peninsula) | 03-15-20 | | pl |
| Dent, William (Pat) P. 757-207-0924 | wdent@williamsburgva.gov | Williamsburg Fire Department | City/County Government (Peninsula) | 06-17-21 | X | |
| Dodd, Lisa 804-761-3328 | drlisadodd@gmail.com | Riverside Tappahannock Hospital | Hospital (Riverside Tappahannock Hospital) | 09-21-19 | X | |
| Glover, Julie (P) (EC) 804-815-7757 | jglover@ycsd.york.va.us | Abingdon Volunteer Fire and Rescue | At Large | 09-21-19 | X | |
| Green, Linnie 757-927-0967 | lgreen@villagebank.com | Village Bank | Financial Institution | 01-21-21 | | pl |
| Harper, Kimberly 757-812-1664 | kimberly.harper@rivhs.com | Emergency Nursing Association | At Large | 06-17-21 | | |
| Hunter, Gregory (EC) 804-592-7920 | ghunter@kingandqueenco.net | King and Queen County | Licensed EMS Agencies (Middle Peninsula) | 12-21-19 | | |
| Knott, Nichole 804-695-2567 | knottatrucker@aol.com | Citizen | At Large | 09-21-19 | | |
| Lawson, Cheryl (EC) 757-515-7492 | cheryllawson11@gmail.com | Peninsulas EMS Council | Regional Medical Director | 06-30-19 | | |
| Lawson, Cheryl (NV) 757-515-7492 | cheryllawson11@gmail.com | Newport News Fire Department | PEMS Medical Advisory Committee | 06-21-19 | | |
| Lee, Robert 757-570-0882 | relee@nnva.gov | Newport News Fire Department | Licensed EMS Agencies (Virginia Peninsula) | 03-15-20 | | |
| Masterson, David 910-214-4750 | djmaster@sentara.com sebowe@sentara.com | Sentara Williamsburg Regional Medical Center | Hospital (Sentara Williamsburg Regional Medical Center) | 06-21-20 | X | |
| McClure, Rick 804-761-3250 | rmcclure@co.northumberland.va.us | Northumberland County Emergency Services | Licensed EMS Agencies (Northern Neck) | 09-21-19 | X | |
| Player, Michael (S) (EC) (NV) 804-693-6234 | mplayer@vaems.org | Peninsulas EMS Council | Executive Director | N/A | | |
| Sensenig, Jeff 215-680-1292 | jeff.sensenig@rivhs.com | Riverside Walter Reed Hospital | Hospital (Riverside Walter Reed Hospital) | 03-16-19 | X | |
| Sweet, Jason 757-592-1347 | jason.sweet@jamescitycountyva.gov | James City County Fire Department | Licensed EMS Agencies (Virginia Peninsula) | 12-21-19 | X | |
| Thurman, Sadie 509-475-9171 | sadie.thurman@rivhs.com | Peninsulas EMS Council | State EMS Advisory Board | 08-31-21 | X | |
| Thurman, Sadie 509-475-9171 | sadie.thurman@rivhs.com | Riverside Regional Medical Center | Hospital (Riverside Regional Medical Center) | 09-19-21 | X | ST |
| Walker, Ed 757-869-8595 | elwalker@sentara.com | Sentara Careplex | Hospital (Sentara Careplex) | 01-21-21 | | pl |
| Wingfield, Frank (T) (EC) 804-642-6126 | Frank@vacosold.com | Virginia County Real Estate | Business (Middle Peninsula) | 03-15-20 | X | |
| Vacant | | | Business (Northern Neck) | | | |

Please initial attendance under today's meeting date.

| Member | | Organization | Position | Expires | 09-19-18 | 12-19-18 |
|-------------------------------------|--|-------------------------------|--|----------|----------|------------|
| Vacant | | | At Large | | | |
| Vacant | | | At Large | | | |
| Vacant | <i>Gary W Samuels</i> | <i>gary_samuels@bshsi.org</i> | Hospital (Rappahannock General Hospital) | | | <i>gws</i> |
| Vacant | | | Interfacility and Critical Care Transport Agencies | | | |
| Lawson, Cheryl (NV) 757-515-7492 | cheryl.lawson11@gmail.com | Peninsulas EMS Council | State EMS Advisory Board | 08-31-18 | | |
| Guests | | | | | | |
| Berry, Wayne 757-896-4560 | wayne.berry@vdh.virginia.gov | | | | | <i>WB</i> |
| <i>Amel</i> | | | | | | <i>AA</i> |
| <i>Rebecca Thomas</i> | | | | | | <i>DT</i> |
| <i>SETH CRAIG</i> | | | | | | <i>SCC</i> |
| <i>Chris VerNolan</i> | <i>Chris.Vernolan@VPH.Virginia.gov</i> | | | | | <i>CV</i> |
| <i>STEPHEN KORZYNSKI</i> | | | | | | |

One-third of the Board of Directors constitutes a quorum. Less than a quorum may adjourn a meeting of the Board.

EC - Executive Committee

G - Guest

NV - Non-Voting

P - President

S - Secretary

T - Treasurer

TC - Attendance by Teleconference

VP - Vice President

X - Present

No Longer Serving

No Longer Serving



Peninsulas Emergency Medical Services Council, Inc.

PO Box 1276, 6876 Main Street

Gloucester, VA 23061

Office (804) 693-6234 - Fax (804) 693-6277

Board of Directors Meeting Minutes

Meeting Date: 19 December, 2018

Meeting Location: PEMS

Chaired By: J. Glover

Begin Time: 6:30 p.m.

End Time: 6:54 p.m.

Minutes Submitted By: P. Hoyle

Draft: Approved Date: 03-20-19

| Members Present: | Members Absent: | Staff: | Others: |
|--------------------|----------------------|---------------|-----------------------|
| David Barrick | Christianne Clifford | Amy Ashe | Wayne Berry (OEMS) |
| Greg Coffman | Nichole Knott | Kevin Brophy | Chris Vernovai (OEMS) |
| Linnie Green | Robert Lee | Seth Craig | |
| Stephen Kopczynski | Trish Anest | Paul Hoyle | |
| Cheryl Lawson | Jeff Beasley | Debbie Thomas | |
| Gary Samuels | James Brann | | |
| Jeff Sensenig | William Dent | | |
| Sadie Thurman | Lisa Dodd | | |
| Ed Walker | Julie Glover | | |
| Frank Wingfield | Kimberly Harper | | |
| | Greg Hunter | | |
| | Masterson, David | | |
| | Rick McClure | | |
| | Michael Player | | |
| | Jason Sweet | | |
| | | | |

| Item | Discussion | Action Required | By Whom/When |
|------------------|--|-----------------|--------------|
| Call to Order | At 18:30 by D. Barrick | | |
| Introductions | Pledge of Allegiance. Those in attendance introduced themselves. | | |
| Consent Calendar | Consent Calendar* a. Board Minutes | | |

| Item | Discussion | Action Required | By Whom/When |
|------|--|-----------------|--------------|
| | <ul style="list-style-type: none"> b. Board of Directors Executive Committee <ul style="list-style-type: none"> 08 15 18 PEMS Board of Directors Executive Committee Meeting Minutes 10 17 18 PEMS Board of Directors Executive Committee Meeting Agenda 10 17 18 PEMS Board of Directors Executive Committee Meeting Minutes (Draft) 12 19 18 PEMS Board of Directors Executive Committee Meeting Agenda c. Treasurer's Report & Financial Documents <ul style="list-style-type: none"> Budget vs Actual Y19 Statement of Activity July November 2018 Balance Sheet 11 30 2018 d. Committee Meeting Documents <ul style="list-style-type: none"> • Behavioral Health Task Force • Critical Incident Stress Management Team • Consolidated Testing System Committee <ul style="list-style-type: none"> 08 27 18 PEMS Consolidated Testing System Committee Meeting Minutes 11 26 18 PEMS Consolidated Testing System Committee Meeting Agenda (Draft) 11 26 18 PEMS Consolidated Testing System Committee Meeting Agenda 11 26 18 PEMS Consolidated Testing System Committee Meeting Minutes (Draft) • Eastern Virginia Health Care Coalition <ul style="list-style-type: none"> 11 01 18 EVHC Meeting Minutes 12 06 18 EVHC Meeting Agenda • Eastern Virginia Healthcare Coalition Training & Evaluation Workgroup <ul style="list-style-type: none"> 10 24 18 EVHC Education & Training Workgroup Minutes • EMS Operations Committee <ul style="list-style-type: none"> 07 03 18 PEMS EMS Operations Committee Meeting Minutes 10 02 18 PEMS EMS Operations Committee Meeting Agenda (Draft) 10 02 18 PEMS EMS Operations Committee Meeting Minutes (Draft) • HR MMRS ST <ul style="list-style-type: none"> 07 19 18 HR MMRS Strike Team Committee Minutes 12 06 18 HR MMRS Strike Team Leadership Group Agenda • ICCT <ul style="list-style-type: none"> 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda (Draft) 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Agenda 10 02 18 PEMS Inter facility Critical Care Transport Committee Meeting Minutes • Medical Advisory Committee <ul style="list-style-type: none"> 06 14 18 PEMS Medical Advisory Committee Meeting Minutes 09 27 18 PEMS Medical Advisory Committee Meeting Minutes (Draft) 12 13 18 PEMS Medical Advisory Committee Meeting Agenda (Draft) 12 13 18 PEMS Medical Advisory Committee Meeting Minutes (Draft) 12 13 18 PEMS Joint Medical Directors Committee Meeting Minutes • Mass Casualty Incident Workgroup • Pharmacy Committee <ul style="list-style-type: none"> 08 01 18 PEMS Pharmacy Committee Meeting Minutes | | |

| Item | Discussion | Action Required | By Whom/When |
|------|---|-----------------|--------------|
| | <p>11 07 18 PEMS Pharmacy Committee Meeting Agenda 11 07 18 PEMS Pharmacy Committee Meeting Minutes (Draft)</p> <ul style="list-style-type: none"> • Performance Improvement Committee <p>09 27 18 PEMS Performance Improvement Committee Meeting Agenda (Draft) 09 27 18 PEMS Performance Improvement Committee Meeting Agenda 09 27 18 PEMS Performance Improvement Committee Meeting Minutes (Draft) 12 20 18 PEMS Performance Improvement Committee Meeting Agenda (Draft) 12 20 18 PEMS Performance Improvement Committee Meeting Agenda</p> • Peninsulas Interfacility Coordination Organization <p>10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda (Draft) 10 18 18 PEMS Interfacility Cooperation Organization Meeting Agenda 10 18 18 PEMS Interfacility Cooperation Organization Meeting Minutes (Draft)</p> • Peninsulas Instructor Network • Protocols, Policies and Procedures Committee <p>08 09 18 PEMS Protocols Policies & Procedures Committee Meeting Minutes 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 10 11 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 11 14 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 11 14 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 11 15 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft) 11 15 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Agenda (Draft) 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Agenda 12 06 18 PEMS Protocols Policies Procedures Committee Meeting Minutes (Draft)</p> • RSAF Review Committee • STEMI Task Force <p>11 15 18 PEMS STEMI Task Force Meeting Agenda (Draft) 11 15 18 PEMS STEMI Task Force Meeting Agenda 11 15 18 PEMS STEMI Task Force Meeting Minutes (Draft)</p> • Stroke Task Force <p>07 12 18 PEMS Protocols Policies Procedures Committee Meeting Minutes 10 11 18 PEMS Stroke Task Force Meeting Agenda (Draft) 10 11 18 PEMS Stroke Task Force Meeting Agenda 10 11 18 PEMS Stroke Task Force Meeting Minutes (Draft)</p> • Trauma Triage Committee <p>06 14 18 PEMS Trauma Triage Task Force Meeting Minutes 09 27 18 PEMS Trauma Triage Task Force Meeting Agenda (Draft) 09 27 18 PEMS Trauma Triage Task Force Meeting Agenda 09 27 18 PEMS Trauma Triage Task Force Meeting Minutes (Draft) 12 20 18 PEMS Trauma Task Force Agenda (Draft) 12 20 18 PEMS Trauma Task Force Agenda</p> <p>e. PEMS Policies and Procedures</p> | | |

| Item | Discussion | Action Required | By Whom/When |
|-------------------------------------|---|-----------------|--------------|
| | <p>06 XXX PEMS Jurisdiction Support Requests (03 18) (Draft)</p> <p>02 017 Vehicle Policy (12 18)</p> <p>07 005 Direct Deposit Form (12 18)</p> <p>02 xxx Personnel and Payroll Records Management DRAFT v2[1]</p> <p>03 007 Family Medical Leave Act (FMLA) Draft[1]</p> <p>f. Regional Planning Documents</p> <p>g. Staff Quarterly Reports</p> <p>PEMS 2QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report</p> <p>PEMS 2QFY19 EMS Field Coordinator (Clinical Programs) Quarterly Report</p> <p>PEMS 2QFY19 EMS Field Coordinator (Clinical Care) Quarterly Report</p> <p>PEMS 2QFY19 PEMS Planning and Emergency Management Coordinator Quarterly Report</p> <p>PEMS 2QFY19 EMS Field Coordinator (Community Health) Quarterly Report</p> <p>h. PEMS Update</p> <p>PEMS Staff Assignments</p> <p>PEMS Organization Structure</p> <p>i. Bylaws & Resolutions</p> <p>Motion by G. Coffman to accept Consent Calendar. Second by L. Green. Motion passed unanimously.</p> | | |
| Membership Changes | <p>Expiring Terms - None</p> <p>Resigning Members - None</p> <p>Renewing Members - None</p> <p>New Members</p> <p>Gary Samuels (Bon Secours Rappahannock General Hospital) – Gary Samuels was presented by Bon Secours to represent their interests for Rappahannock General Hospital.</p> <p>Stephen Kopczynski (York County Department of Fire & Life Safety) – At Large: Stephen Kopczynski was nominated by the PEMS Executive Committee for a vacant “At Large” position.</p> <p>Motion was made by C. Lawson to approve these nominations to the Board of Directors. F. Wingfield seconded the motion. Motion passed unanimously without discussion.</p> <p>Vacancies</p> <p>Business (Northern Neck)</p> <p>At Large</p> <p>Interfacility & Critical Care Transport Agencies</p> | | |
| President’s Report | No Report | | |
| Vice President’s Report | No Report | | |
| Secretary/Executive Director Report | Outstanding Conflict of Interest Forms – P. Hoyle identified outstanding forms. | | |

| Item | Discussion | Action Required | By Whom/When |
|-------------------|--|-----------------|--------------|
| OEMS Report | W. Berry discussed office consolidation and movement of offices in January. He suggests that anyone visiting OEMS call first to find out where they should be going. He also advised that Chris Vernovai, the new OEMS EMS Planner, will discuss changes to the contracting modification process in the near future. | | |
| Old Business | Council Redesignation – P. Hoyle advised that the redesignation application has been completed and forwarded to OEMS. We are anticipating a site visit sometime in February, 2019. | | |
| New Business | Sentara Grants – A. Ashe presented information on two grants received from Sentara Health Care for \$40,000 each. One of the grants is to fund a needs assessment study on the mental health needs of citizens in the PEMS region. Our intention is to take the results of this study and prepare a regional mental health plan for the PEMS region. The second grant will be used to fund a Mobile Integrated Healthcare (MIHC) Conference in the region to address funding MIHC and educating providers, agencies and jurisdictions on the potential improvements that MIHC can produce for our regional health care system. The intention is to have presenters from areas where MIHC is already in place so we can leverage their knowledge, as well as addressing legislative changes that might be necessary to make MIHC practical in Virginia. | | |
| Good of the Order | <p>Future Board of Directors Meeting 6:00 p.m. on 20 March, 2019. 6:00 p.m. on 19 June, 2019.</p> <p>Important Dates – PEMS Christmas Holiday Closure – 24 to 28 December, 2018. PEMS New Year Holiday Closure – 31 December, 2018 to 1 January, 2019. PEMS Lee-Jackson Day Closure – 18 January, 2019. PEMS Martin Luther King Day Closure – 21 January, 2019. Public Health & Healthcare Preparedness Academy – 19 to 21 March, 2019. Virginia Emergency Management Association Conference – 26 to 29 March, 2019. Hampton Roads Trauma Symposium – 26 April, 2019.</p> <p>Attendance and roster verified.</p> | | |
| Adjournment | Meeting adjourned at 6:54 p.m. by D. Barrick. | | |

FY2019

Please initial attendance under today's meeting date.

| Member | | Organization | Position | Expires | 09-19-18 | 12-19-18 |
|---|--|--|---|----------|----------|----------|
| Anest, Trisha 210-324-2908 | trisha_anest@bshsi.org | Bon Secours Mary Immaculate Hospital | Hospital (Mary Immaculate Hospital) | 12-20-20 | X | |
| Barrick, J. David (VP) (EC) 757-926-8404 | dnbarrick@verizon.net | Citizen | At Large | 06-20-21 | | DB |
| Beasley, Jeff 804-493-0130 | jbeasley@westmoreland-county.org | Westmoreland County Emergency Services | City/County Government (Northern Neck) | 09-21-19 | | |
| Brann, Jimmy 804-443-4059 | jbrann@essex-virginia.org | Essex County Emergency Services | City/County Government (Middle Peninsula) | 12-20-20 | X | |
| Clifford, Christianne 530-613-4636 | christianneharris@gmail.com | Riverside Doctors' Hospital of Williamsburg | Hospital (Riverside Doctors' Hospital of Williamsburg) | 06-20-21 | | |
| Coffman, Greg (EC) 757-253-3554 | greg.coffman@buschgardens.com | Busch Gardens | Business (Peninsula) | 03-15-20 | | pl |
| Dent, William (Pat) P. 757-207-0924 | wdent@williamsburgva.gov | Williamsburg Fire Department | City/County Government (Peninsula) | 06-17-21 | X | |
| Dodd, Lisa 804-761-3328 | drlisadodd@gmail.com | Riverside Tappahannock Hospital | Hospital (Riverside Tappahannock Hospital) | 09-21-19 | X | |
| Glover, Julie (P) (EC) 804-815-7757 | jglover@ycsd.york.va.us | Abingdon Volunteer Fire and Rescue | At Large | 09-21-19 | X | |
| Green, Linnie 757-927-0967 | lgreen@villagebank.com | Village Bank | Financial Institution | 01-21-21 | | pl |
| Harper, Kimberly 757-812-1664 | kimberly.harper@rivhs.com | Emergency Nursing Association | At Large | 06-17-21 | | |
| Hunter, Gregory (EC) 804-592-7920 | ghunter@kingandqueenco.net | King and Queen County | Licensed EMS Agencies (Middle Peninsula) | 12-21-19 | | |
| Knott, Nichole 804-695-2567 | knottatrucker@aol.com | Citizen | At Large | 09-21-19 | | |
| Lawson, Cheryl (EC) 757-515-7492 | cheryllawson11@gmail.com | Peninsulas EMS Council | Regional Medical Director | 06-30-19 | | |
| Lawson, Cheryl (NV) 757-515-7492 | cheryllawson11@gmail.com | Newport News Fire Department | PEMS Medical Advisory Committee | 06-21-19 | | |
| Lee, Robert 757-570-0882 | relee@nnva.gov | Newport News Fire Department | Licensed EMS Agencies (Virginia Peninsula) | 03-15-20 | | |
| Masterson, David 910-214-4750 | djmaster@sentara.com sebowe@sentara.com | Sentara Williamsburg Regional Medical Center | Hospital (Sentara Williamsburg Regional Medical Center) | 06-21-20 | X | |
| McClure, Rick 804-761-3250 | rmcclure@co.northumberland.va.us | Northumberland County Emergency Services | Licensed EMS Agencies (Northern Neck) | 09-21-19 | X | |
| Player, Michael (S) (EC) (NV) 804-693-6234 | mplayer@vaems.org | Peninsulas EMS Council | Executive Director | N/A | | |
| Sensenig, Jeff 215-680-1292 | jeff.sensenig@rivhs.com | Riverside Walter Reed Hospital | Hospital (Riverside Walter Reed Hospital) | 03-16-19 | X | |
| Sweet, Jason 757-592-1347 | jason.sweet@jamescitycountyva.gov | James City County Fire Department | Licensed EMS Agencies (Virginia Peninsula) | 12-21-19 | X | |
| Thurman, Sadie 509-475-9171 | sadie.thurman@rivhs.com | Peninsulas EMS Council | State EMS Advisory Board | 08-31-21 | X | |
| Thurman, Sadie 509-475-9171 | sadie.thurman@rivhs.com | Riverside Regional Medical Center | Hospital (Riverside Regional Medical Center) | 09-19-21 | X | ST |
| Walker, Ed 757-869-8595 | elwalker@sentara.com | Sentara Careplex | Hospital (Sentara Careplex) | 01-21-21 | | pl |
| Wingfield, Frank (T) (EC) 804-642-6126 | Frank@vacosold.com | Virgina County Real Estate | Business (Middle Peninsula) | 03-15-20 | X | |
| Vacant | | | Business (Northern Neck) | | | |

Please initial attendance under today's meeting date.

| Member | | Organization | Position | Expires | 09-19-18 | 12-19-18 |
|-------------------------------------|--|-------------------------------|--|----------|----------|------------|
| Vacant | | | At Large | | | |
| Vacant | | | At Large | | | |
| Vacant | <i>Gary W Samuels</i> | <i>gary_samuels@bshsi.org</i> | Hospital (Rappahannock General Hospital) | | | <i>gws</i> |
| Vacant | | | Interfacility and Critical Care Transport Agencies | | | |
| Lawson, Cheryl (NV) 757-515-7492 | cheryl.lawson11@gmail.com | Peninsulas EMS Council | State EMS Advisory Board | 08-31-18 | | |
| Guests | | | | | | |
| Berry, Wayne 757-896-4560 | wayne.berry@vdh.virginia.gov | | | | | <i>WB</i> |
| <i>Amel</i> | | | | | | <i>AA</i> |
| <i>Rebecca Thomas</i> | | | | | | <i>DT</i> |
| <i>SETH CRAIG</i> | | | | | | <i>SCC</i> |
| <i>Chris VerNolan</i> | <i>Chris.Vernolan@VPH.Virginia.gov</i> | | | | | <i>CV</i> |
| <i>STEPHEN KORZYNSKI</i> | | | | | | |

One-third of the Board of Directors constitutes a quorum. Less than a quorum may adjourn a meeting of the Board.

EC - Executive Committee

G - Guest

NV - Non-Voting

P - President

S - Secretary

T - Treasurer

TC - Attendance by Teleconference

VP - Vice President

X - Present

No Longer Serving

No Longer Serving

PENINSULAS EMS COUNCIL, INC

STATEMENT OF FINANCIAL POSITION

As of November 30, 2018

| | TOTAL |
|-----------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Access National CE + AUX Training | 0.57 |
| Access National Primary Check | 74,433.36 |
| Access National Investment Serv | 32,334.86 |
| Access National OEMS Checking | 37,637.35 |
| Petty Cash | 0.00 |
| Total Bank Accounts | \$144,406.14 |
| Accounts Receivable | |
| Accounts Recievables | 19,787.52 |
| Total Accounts Receivable | \$19,787.52 |
| Other Current Assets | |
| 12000 Undeposited Funds | 0.00 |
| AR | 0.00 |
| Inventory Asset | 0.00 |
| Payroll Refunds | 97.62 |
| Prepaid Expenses | 0.00 |
| Security Deposit | 2,319.00 |
| Uncategorized Asset | 0.00 |
| Total Other Current Assets | \$2,416.62 |
| Total Current Assets | \$166,610.28 |
| Fixed Assets | |
| Accumilated Depreciation | -232,652.27 |
| Computer Equipment | 61,284.54 |
| Drug boxes | 95,736.00 |
| Furniture & Equipment | 25,055.80 |
| Leasehold Improvements | 39,998.97 |
| Radios | 411.14 |
| Vehicles | 105,648.44 |
| Total Fixed Assets | \$95,482.62 |
| TOTAL ASSETS | \$262,092.90 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 36,025.91 |
| Total Accounts Payable | \$36,025.91 |
| Credit Cards | |
| AP | 0.00 |
| Credit Cards | |
| Old Point Bank Master Card | 0.00 |

| | TOTAL |
|--|---------------------|
| Total Credit Cards | 0.00 |
| First Bank Card - Debbie Thomas | 0.00 |
| First Bank Card - Jeffrey Bendi | 0.00 |
| First Bank Card - LaTonya King | 0.00 |
| First Bank Card - Michael Playe | 0.00 |
| First Bank Card - Paul Hoyle | 0.00 |
| First Bank Card - Seth Craig | 0.00 |
| Old Point Debit Card | 0.00 |
| Total Credit Cards | \$0.00 |
| Other Current Liabilities | |
| 2110 *Direct Deposit Liabilities | 0.00 |
| 24000 *Payroll Liabilities | -0.07 |
| Access National Line of Credit | 0.00 |
| Accrued Compensation Absences | 5,776.43 |
| Accrued Payroll Tax | 945.00 |
| Accrued Wages | 9,876.00 |
| Bank Line of Credit | 0.00 |
| Deferred Revenue | 2,092.48 |
| Direct Deposit Payable | 0.00 |
| Payroll Liabilities | 648.89 |
| County of Gloucester | 0.00 |
| Federal Taxes (941/944) | 0.00 |
| Federal Withholding Payable | 0.00 |
| FICA Tax payable | 0.00 |
| State Withholding Payable | 0.00 |
| VA Income Tax | 0.00 |
| VA SUI Employer | 0.00 |
| Total Payroll Liabilities | 648.89 |
| Total Other Current Liabilities | \$19,338.73 |
| Total Current Liabilities | \$55,364.64 |
| Total Liabilities | \$55,364.64 |
| Equity | |
| 30000 Opening Balance Equity | 0.00 |
| 32000 Retained Earnings | 44,758.78 |
| Fund Balance | 147,609.52 |
| Net Assets Released to Temp Res | 0.00 |
| Net Assets Released to Unrestri | 0.00 |
| Opening Bal Equity | 0.00 |
| Temp Restricted Fund Balance | 0.00 |
| Net Revenue | 14,359.96 |
| Total Equity | \$206,728.26 |
| TOTAL LIABILITIES AND EQUITY | \$262,092.90 |

PENINSULAS EMS COUNCIL, INC

BALANCE SHEET

As of September 30, 2018

| | TOTAL |
|-----------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| Access National Primary Check | 50,843.29 |
| Access National Investment Serv | 32,618.27 |
| Access National OEMS Checking | 35,052.43 |
| Petty Cash | 0.00 |
| Total Bank Accounts | \$118,513.99 |
| Accounts Receivable | |
| Accounts Recievables | 2,622.50 |
| Total Accounts Receivable | \$2,622.50 |
| Other Current Assets | |
| 12000 Undeposited Funds | 0.00 |
| AR | 0.00 |
| Inventory Asset | 0.00 |
| Payroll Refunds | 97.62 |
| Prepaid Expenses | 0.00 |
| Security Deposit | 2,319.00 |
| Uncategorized Asset | 0.00 |
| Total Other Current Assets | \$2,416.62 |
| Total Current Assets | \$123,553.11 |
| Fixed Assets | |
| Accumilated Depreciation | -229,198.61 |
| Computer Equipment | 57,244.54 |
| Drug boxes | 95,736.00 |
| Furniture & Equipment | 25,055.80 |
| Leasehold Improvements | 39,998.97 |
| Radios | 411.14 |
| Vehicles | 76,977.00 |
| Total Fixed Assets | \$66,224.84 |
| TOTAL ASSETS | \$189,777.95 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 3,735.84 |
| Total Accounts Payable | \$3,735.84 |
| Credit Cards | |
| AP | 0.00 |
| Credit Cards | |
| Old Point Bank Master Card | 0.00 |
| Total Credit Cards | 0.00 |

| | TOTAL |
|--|---------------------|
| First Bank Card - Debbie Thomas | 0.00 |
| First Bank Card - Jeffrey Bendi | 0.00 |
| First Bank Card - LaTonya King | 0.00 |
| First Bank Card - Michael Playe | 0.00 |
| First Bank Card - Paul Hoyle | 0.00 |
| First Bank Card - Seth Craig | 0.00 |
| Old Point Debit Card | 0.00 |
| Total Credit Cards | \$0.00 |
| Other Current Liabilities | |
| 2110 *Direct Deposit Liabilities | 0.00 |
| 24000 *Payroll Liabilities | 26.18 |
| Access National Line of Credit | 10,000.00 |
| Accrued Compensation Absences | 5,776.43 |
| Accrued Payroll Tax | 945.00 |
| Accrued Wages | 9,876.00 |
| Bank Line of Credit | 0.00 |
| Deferred Revenue | 2,092.48 |
| Payroll Liabilities | 0.00 |
| County of Gloucester | 0.00 |
| Federal Taxes (941/944) | 0.00 |
| Federal Withholding Payable | 0.00 |
| FICA Tax payable | 0.00 |
| State Withholding Payable | 0.00 |
| VA Income Tax | 0.00 |
| VA SUI Employer | 0.00 |
| Total Payroll Liabilities | 0.00 |
| Total Other Current Liabilities | \$28,716.09 |
| Total Current Liabilities | \$32,451.93 |
| Total Liabilities | \$32,451.93 |
| Equity | |
| 30000 Opening Balance Equity | 0.00 |
| 32000 Retained Earnings | 44,858.78 |
| Fund Balance | 147,609.52 |
| Net Assets Released to Temp Res | 0.00 |
| Net Assets Released to Unrestri | 0.00 |
| Opening Bal Equity | 0.00 |
| Temp Restricted Fund Balance | 0.00 |
| Net Income | -35,142.28 |
| Total Equity | \$157,326.02 |
| TOTAL LIABILITIES AND EQUITY | \$189,777.95 |

Peninsulas EMS Council

BUDGET VS. ACTUALS FY19

July 2018 - June 2019

| | TOTAL | | | |
|--|---------------------|---------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Revenue | | | | |
| 10.00 Commonwealth of VA Revenue | | | | |
| 10.10 State Service Contract | 87,332.75 | 349,331.00 | -261,998.25 | 25.00 % |
| 10.1002 Contract Modification | 19,787.52 | 24,777.00 | -4,989.48 | 79.86 % |
| 10.11 EMSTF Contracts(CE and Aux MOU) | | | | |
| 10.1101 CE and Aux MOU Admin | 31,310.40 | 31,310.00 | 0.40 | 100.00 % |
| Total 10.11 EMSTF Contracts(CE and Aux MOU) | 31,310.40 | 31,310.00 | 0.40 | 100.00 % |
| 10.12 Consolidated Test Site | 1,160.00 | 5,000.00 | -3,840.00 | 23.20 % |
| Total 10.00 Commonwealth of VA Revenue | 139,590.67 | 410,418.00 | -270,827.33 | 34.01 % |
| 11.00 Loc Gov, Transp, Fed Agency Rev | | | | |
| 11.10 City of Hampton | 17,874.00 | 17,874.00 | 0.00 | 100.00 % |
| 11.11 City of Newport News | 23,818.00 | 23,818.00 | 0.00 | 100.00 % |
| 11.12 City of Poquoson | 1,597.00 | 1,597.00 | 0.00 | 100.00 % |
| 11.13 City of Williamsburg | 2,006.00 | 2,006.00 | 0.00 | 100.00 % |
| 11.14 Essex County | 1,403.00 | 1,403.00 | 0.00 | 100.00 % |
| 11.15 Gloucester County | 4,808.00 | 4,808.00 | 0.00 | 100.00 % |
| 11.16 James City County | 9,570.00 | 9,570.00 | 0.00 | 100.00 % |
| 11.17 King and Queen County | 930.00 | 930.00 | 0.00 | 100.00 % |
| 11.18 King William County | 2,113.00 | 2,123.00 | -10.00 | 99.53 % |
| 11.19 Lancaster County | 1,461.00 | 1,461.00 | 0.00 | 100.00 % |
| 11.20 Mathews County | 1,124.00 | 1,124.00 | 0.00 | 100.00 % |
| 11.21 Middlesex County | 1,436.00 | 1,436.00 | 0.00 | 100.00 % |
| 11.22 Northumberland County | 1,572.00 | 1,572.00 | 0.00 | 100.00 % |
| 11.23 Richmond County | 1,174.00 | 1,174.00 | 0.00 | 100.00 % |
| 11.24 Westmoreland County | 2,304.00 | 2,301.00 | 3.00 | 100.13 % |
| 11.25 York County | 8,916.00 | 8,916.00 | 0.00 | 100.00 % |
| Total 11.00 Loc Gov, Transp, Fed Agency Rev | 82,106.00 | 82,113.00 | -7.00 | 99.99 % |
| 16.00 Training Revenues (Non State) | | | | |
| 16.20 Consolidated Test Site Fees | 4,075.00 | 16,200.00 | -12,125.00 | 25.15 % |
| Total 16.00 Training Revenues (Non State) | 4,075.00 | 16,200.00 | -12,125.00 | 25.15 % |
| 17.00 Sales Revenue | | | | |
| 17.12 Drug Kits/Boxes Sales | | | | |
| 17.1201 Training Drug Kit/Boxes Sales | 325.80 | 650.00 | -324.20 | 50.12 % |
| Total 17.12 Drug Kits/Boxes Sales | 325.80 | 650.00 | -324.20 | 50.12 % |
| Total 17.00 Sales Revenue | 325.80 | 650.00 | -324.20 | 50.12 % |
| 19.00 Miscellaneous Income | | | | |
| 19.11 Interest Income | 93.55 | 75.00 | 18.55 | 124.73 % |
| Total 19.00 Miscellaneous Income | 93.55 | 75.00 | 18.55 | 124.73 % |
| Total Revenue | \$226,191.02 | \$509,456.00 | \$ -283,264.98 | 44.40 % |
| GROSS PROFIT | \$226,191.02 | \$509,456.00 | \$ -283,264.98 | 44.40 % |
| Expenditures | | | | |

| | TOTAL | | | |
|--|-------------------|-------------------|--------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 20.00 Salaries & Wages | | | | |
| 20.10 Executive Dir Salary | 39,058.92 | 84,628.00 | -45,569.08 | 46.15 % |
| 20.12 Business Manager Salary | 23,219.62 | 48,744.02 | -25,524.40 | 47.64 % |
| 20.13 Field Coordinator Salaries | | | | |
| 20.1301 FC Clinical Care Salary | 22,492.80 | 48,744.02 | -26,251.22 | 46.14 % |
| 20.1302 FC Operations Salary | 9,600.00 | 20,800.00 | -11,200.00 | 46.15 % |
| 20.1303 FC Clinical Programs Salary | 8,220.00 | 20,800.00 | -12,580.00 | 39.52 % |
| 20.1304 FC Community Health Salary | 22,497.24 | 48,744.02 | -26,246.78 | 46.15 % |
| Total 20.13 Field Coordinator Salaries | 62,810.04 | 139,088.04 | -76,278.00 | 45.16 % |
| 20.15 Program Coordinator Salaries | | | | |
| 20.1501 PC EMS Planning and EM Salary | 22,492.80 | 48,744.02 | -26,251.22 | 46.14 % |
| Total 20.15 Program Coordinator Salaries | 22,492.80 | 48,744.02 | -26,251.22 | 46.14 % |
| Total 20.00 Salaries & Wages | 147,581.38 | 321,204.08 | -173,622.70 | 45.95 % |
| 21.00 Salaries & Wages (CTS) | | | | |
| 21.10 EMT Salaries | 360.00 | 2,880.00 | -2,520.00 | 12.50 % |
| 21.11 Evaluator Salaries | 1,475.00 | 7,200.00 | -5,725.00 | 20.49 % |
| 21.12 Moulage Tech Salaries | 75.00 | 900.00 | -825.00 | 8.33 % |
| 21.13 Patient Salaries | 630.00 | 3,240.00 | -2,610.00 | 19.44 % |
| 21.14 Registrar Salaries | 150.00 | 900.00 | -750.00 | 16.67 % |
| 21.15 Runner Salaries | 90.00 | 225.00 | -135.00 | 40.00 % |
| 21.16 Logistics Coordinator Salaries | 250.00 | 1,500.00 | -1,250.00 | 16.67 % |
| 21.17 Site Coordinator Salaries | 600.00 | 3,600.00 | -3,000.00 | 16.67 % |
| Total 21.00 Salaries & Wages (CTS) | 3,630.00 | 20,445.00 | -16,815.00 | 17.75 % |
| 24.00 Payroll Taxes, Workers Comp, et | | | | |
| 24.10 FICA | | | | |
| 24.1001 Social Security | 10,075.90 | 21,200.00 | -11,124.10 | 47.53 % |
| 24.1002 Medicare | 1,491.76 | 5,000.00 | -3,508.24 | 29.84 % |
| Total 24.10 FICA | 11,567.66 | 26,200.00 | -14,632.34 | 44.15 % |
| 24.11 State Unemployment | 4.35 | 150.00 | -145.65 | 2.90 % |
| 24.13 Federal Unemployment | 21.78 | 500.00 | -478.22 | 4.36 % |
| Total 24.00 Payroll Taxes, Workers Comp, et | 11,593.79 | 26,850.00 | -15,256.21 | 43.18 % |
| 30.00 Contractual Services Expenses | | | | |
| 30.12 Auditing Services | 7,200.00 | 7,200.00 | 0.00 | 100.00 % |
| 30.14 Management Services-Consultant | | | | |
| 30.1402 Grantsmanship/Development Svs | | 500.00 | -500.00 | |
| Total 30.14 Management Services-Consultant | | 500.00 | -500.00 | |
| 30.16 Maintenance & Repair Services | 389.92 | 1,000.00 | -610.08 | 38.99 % |
| 30.18 Other Misc Contractual Services | | 800.00 | -800.00 | |
| 30.1801 IT/AV Mainenance & Repair | 724.00 | 1,500.00 | -776.00 | 48.27 % |
| 30.1802 Fire Alarm Services | 1,147.65 | 2,600.00 | -1,452.35 | 44.14 % |
| Total 30.18 Other Misc Contractual Services | 1,871.65 | 4,900.00 | -3,028.35 | 38.20 % |
| Total 30.00 Contractual Services Expenses | 9,461.57 | 13,600.00 | -4,138.43 | 69.57 % |
| 31.00 General Operating Expenses | | | | |
| 31.10 Organizational Memberships | | | | |
| 31.1001 Regional Directors Group | 850.00 | 850.00 | 0.00 | 100.00 % |
| Total 31.10 Organizational Memberships | 850.00 | 850.00 | 0.00 | 100.00 % |
| 31.11 Publication Subscriptions | | 50.00 | -50.00 | |

| | TOTAL | | | |
|---|------------------|------------------|-------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 31.12 Prof Development - Fees | 529.00 | 1,000.00 | -471.00 | 52.90 % |
| 31.14 Postal Services | 310.30 | 750.00 | -439.70 | 41.37 % |
| 31.15 Printing Services | 931.62 | 1,000.00 | -68.38 | 93.16 % |
| 31.16 Telecommunications Services | | | | |
| 31.1601 Cable | 581.06 | 1,100.00 | -518.94 | 52.82 % |
| 31.1602 Internet | 1,025.00 | 1,900.00 | -875.00 | 53.95 % |
| 31.1603 Telephone | 644.11 | 1,550.00 | -905.89 | 41.56 % |
| 31.1604 Wireless Comms/Secure Fax | 479.60 | 965.00 | -485.40 | 49.70 % |
| 31.1605 Conference Calling Service | 372.00 | 750.00 | -378.00 | 49.60 % |
| 31.1606 Cell Phone Reimb (PEMS) | 2,200.00 | 5,700.00 | -3,500.00 | 38.60 % |
| Total 31.16 Telecommunications Services | 5,301.77 | 11,965.00 | -6,663.23 | 44.31 % |
| 31.18 Council Vehicle Repair & Maint | | | | |
| 31.1801 C-Team Truck (Lic 48-664S) | 0.00 | 600.00 | -600.00 | 0.00 % |
| 31.1802 Van (Lic 49-604S) | 0.00 | 600.00 | -600.00 | 0.00 % |
| 31.1803 Explorer/SUV 1 (Lic 49-628S) | 973.75 | 1,200.00 | -226.25 | 81.15 % |
| 31.1804 Explorer/SUV 2 (Lic 49-627S) | 252.13 | 1,200.00 | -947.87 | 21.01 % |
| 31.1805 Trailer 1 (Utility Trailer) | | 100.00 | -100.00 | |
| 31.1806 Trailer 2 (CTS Trailer) | 16.00 | 100.00 | -84.00 | 16.00 % |
| Total 31.18 Council Vehicle Repair & Maint | 1,241.88 | 3,800.00 | -2,558.12 | 32.68 % |
| 31.19 Travel - Personal Vehicle | 54.50 | 250.00 | -195.50 | 21.80 % |
| 31.20 Travel - Public Carriers | 65.00 | 200.00 | -135.00 | 32.50 % |
| 31.21 Travel - Lodging | 158.42 | 1,750.00 | -1,591.58 | 9.05 % |
| 31.23 Travel - Meal Reimb - Not IRS | 182.52 | 650.00 | -467.48 | 28.08 % |
| 31.50 Misc General Operating Expenses | | | | |
| 31.5002 Financial Fees | 701.82 | 1,600.00 | -898.18 | 43.86 % |
| 31.5003 Org Registr and Fees (CLIA/CSR) | 6.00 | 300.00 | -294.00 | 2.00 % |
| 31.5004 Reg Meeting Support Expenses | 767.10 | 600.00 | 167.10 | 127.85 % |
| 31.5005 Reg Training Support Expenses | 1,500.00 | 1,500.00 | 0.00 | 100.00 % |
| 31.5006 State Corporation Commission | | 50.00 | -50.00 | |
| 31.5008 Interest Expense | 416.25 | 900.00 | -483.75 | 46.25 % |
| Total 31.50 Misc General Operating Expenses | 3,391.17 | 4,950.00 | -1,558.83 | 68.51 % |
| Total 31.00 General Operating Expenses | 13,016.18 | 27,215.00 | -14,198.82 | 47.83 % |
| 31.25 CE & Auxiliary Costs | | | | |
| 31.2503 EVA Costs | | 350.00 | -350.00 | |
| Total 31.25 CE & Auxiliary Costs | | 350.00 | -350.00 | |
| 32.00 Supply & Materials Expenses | | | | |
| 32.10 Apparel Supplies/Services | 110.50 | 300.00 | -189.50 | 36.83 % |
| 32.11 Office Supplies | 1,766.06 | 2,500.00 | -733.94 | 70.64 % |
| 32.13 Gasoline | | | | |
| 32.1301 C-Team Truck (Lic 48-664S) | | 500.00 | -500.00 | |
| 32.1302 Van (49-604S) | | 500.00 | -500.00 | |
| 32.1303 Explorer/SUV 1 (Lic 49-628S) | 368.76 | 500.00 | -131.24 | 73.75 % |
| 32.1304 Explorer/SUV 2 (Lic 49-627S) | 513.94 | 500.00 | 13.94 | 102.79 % |
| 32.1305 Voyager Fees | 16.00 | 96.00 | -80.00 | 16.67 % |
| Total 32.13 Gasoline | 898.70 | 2,096.00 | -1,197.30 | 42.88 % |
| 32.14 Lic/Tags Tolls/EZPass/Parking | | 400.00 | -400.00 | |
| 32.15 Packaging & Shipping Supplies | | 100.00 | -100.00 | |

| | TOTAL | | | |
|--|---------------------|---------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 32.16 Educational Supplies | | | | |
| 32.1601 CTS (Equipment/Medical Supply) | | 500.00 | -500.00 | |
| Total 32.16 Educational Supplies | | 500.00 | -500.00 | |
| 32.17 Awards/Honorariums/Prizes | 157.11 | 1,000.00 | -842.89 | 15.71 % |
| 32.18 Regional EMS Awards | | | | |
| 32.1802 Awards/Presentation Event | | 2,500.00 | -2,500.00 | |
| Total 32.18 Regional EMS Awards | | 2,500.00 | -2,500.00 | |
| 32.19 Drug Kits/Boxes Purchase and Re | | | | |
| 32.1901 Training Drug Kit/Boxes Expense | 223.80 | 650.00 | -426.20 | 34.43 % |
| Total 32.19 Drug Kits/Boxes Purchase and Re | 223.80 | 650.00 | -426.20 | 34.43 % |
| Total 32.00 Supply & Materials Expenses | 3,156.17 | 10,046.00 | -6,889.83 | 31.42 % |
| 33.00 Insurance Expenses | | | | |
| 33.12 Property Insurance | 877.00 | 787.00 | 90.00 | 111.44 % |
| 33.15 Other Insurance | | | | |
| 33.1502 Workmans Compensation | 1,038.00 | 984.00 | 54.00 | 105.49 % |
| 33.1503 Virginia's Risk | 410.00 | 1,250.00 | -840.00 | 32.80 % |
| 33.1504 Bonding | 315.75 | 345.00 | -29.25 | 91.52 % |
| 33.1505 Indemnification of Officers Emp | 550.00 | 550.00 | 0.00 | 100.00 % |
| Total 33.15 Other Insurance | 2,313.75 | 3,129.00 | -815.25 | 73.95 % |
| Total 33.00 Insurance Expenses | 3,190.75 | 3,916.00 | -725.25 | 81.48 % |
| 34.00 Rentals | | | | |
| 34.11 Equipment Rentals | | | | |
| 34.1102 Water Cooler Rental & Refills | 218.38 | 450.00 | -231.62 | 48.53 % |
| Total 34.11 Equipment Rentals | 218.38 | 450.00 | -231.62 | 48.53 % |
| 34.12 Building Rentals | | | | |
| 34.1201 Office Rent (includes CAM) | 23,736.67 | 42,000.00 | -18,263.33 | 56.52 % |
| Total 34.12 Building Rentals | 23,736.67 | 42,000.00 | -18,263.33 | 56.52 % |
| Total 34.00 Rentals | 23,955.05 | 42,450.00 | -18,494.95 | 56.43 % |
| 35.00 Public Utilities | | | | |
| 35.10 Electrical Service Charges | 2,724.93 | 4,200.00 | -1,475.07 | 64.88 % |
| Total 35.00 Public Utilities | 2,724.93 | 4,200.00 | -1,475.07 | 64.88 % |
| 36.00 Equipment Purchases | | | | |
| 36.10 Office Equipment | | | | |
| 36.1001 IT/AV Equipment | 3,189.67 | 1,000.00 | 2,189.67 | 318.97 % |
| Total 36.10 Office Equipment | 3,189.67 | 1,000.00 | 2,189.67 | 318.97 % |
| 36.12 Software Purch & License Fees | | | | |
| 36.1201 Bookkeeping Software | 282.00 | 1,500.00 | -1,218.00 | 18.80 % |
| 36.1203 Calendar Software | 25.00 | 60.00 | -35.00 | 41.67 % |
| 36.1204 Inventory Software | 1,176.00 | 1,100.00 | 76.00 | 106.91 % |
| 36.1208 Timesheet Software | 55.00 | 660.00 | -605.00 | 8.33 % |
| 36.1209 Grant Software | | 119.00 | -119.00 | |
| 36.1250 Other Misc Software Purch & Lic | 99.00 | 1,000.00 | -901.00 | 9.90 % |
| Total 36.12 Software Purch & License Fees | 1,637.00 | 4,439.00 | -2,802.00 | 36.88 % |
| Total 36.00 Equipment Purchases | 4,826.67 | 5,439.00 | -612.33 | 88.74 % |
| Total Expenditures | \$223,136.49 | \$475,715.08 | \$ -252,578.59 | 46.91 % |
| NET OPERATING REVENUE | \$3,054.53 | \$33,740.92 | \$ -30,686.39 | 9.05 % |

| | TOTAL | | | |
|-------------|------------|-------------|---------------|-------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| NET REVENUE | \$3,054.53 | \$33,740.92 | \$ -30,686.39 | 9.05 % |

Peninsulas EMS Council

BUDGET VS. ACTUAL FY19 P&L

July 2018 - June 2019

| | TOTAL | | | |
|---------------------------------------|---------------------|---------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 10.00 Commonwealth of VA Revenue | 119,803.15 | 410,418.00 | -290,614.85 | 29.19 % |
| 11.00 Loc Gov, Transp, Fed Agency Rev | 82,106.00 | 82,113.00 | -7.00 | 99.99 % |
| 16.00 Training Revenues (Non State) | 2,600.00 | 16,200.00 | -13,600.00 | 16.05 % |
| 17.00 Sales Revenue | 887.10 | 650.00 | 237.10 | 136.48 % |
| 19.00 Miscellaneous Income | 47.03 | 75.00 | -27.97 | 62.71 % |
| Total Income | \$205,443.28 | \$509,456.00 | \$ -304,012.72 | 40.33 % |
| GROSS PROFIT | \$205,443.28 | \$509,456.00 | \$ -304,012.72 | 40.33 % |
| Expenses | | | | |
| 20.00 Salaries & Wages | 99,249.86 | 321,204.08 | -221,954.22 | 30.90 % |
| 21.00 Salaries & Wages (CTS) | 3,630.00 | 20,445.00 | -16,815.00 | 17.75 % |
| 24.00 Payroll Taxes, Workers Comp, et | 7,896.44 | 26,850.00 | -18,953.56 | 29.41 % |
| 30.00 Contractual Services Expenses | 8,499.39 | 13,600.00 | -5,100.61 | 62.50 % |
| 31.00 General Operating Expenses | 8,360.72 | 27,215.00 | -18,854.28 | 30.72 % |
| 31.25 CE & Auxiliary Costs | | 350.00 | -350.00 | |
| 32.00 Supply & Materials Expenses | 2,502.69 | 10,046.00 | -7,543.31 | 24.91 % |
| 33.00 Insurance Expenses | 2,825.75 | 3,916.00 | -1,090.25 | 72.16 % |
| 34.00 Rentals | 16,965.40 | 42,450.00 | -25,484.60 | 39.97 % |
| 35.00 Public Utilities | 2,160.36 | 4,200.00 | -2,039.64 | 51.44 % |
| 36.00 Equipment Purchases | 1,445.75 | 5,439.00 | -3,993.25 | 26.58 % |
| Total Expenses | \$153,536.36 | \$475,715.08 | \$ -322,178.72 | 32.27 % |
| NET OPERATING INCOME | \$51,906.92 | \$33,740.92 | \$18,166.00 | 153.84 % |
| NET INCOME | \$51,906.92 | \$33,740.92 | \$18,166.00 | 153.84 % |

Peninsulas EMS Council Inc. Cash Projections 2018-2019

| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|--------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|--------|---------|
| Available Cash Beginning Of Month | 21,435 | 37,566 | 77,244 | 50,844 | 34,277 | 56,087 | 28,556 | 678 | 50,133 | 24,755 | (1,523) | 39,532 | 419,581 |
| INCOME | 55,675 | 98,564 | 13,237 | 33,082 | 89,105 | 12,119 | 11,772 | 89,105 | 19,272 | 13,372 | 90,705 | 1,780 | 528,439 |
| State Service Contract | | 64,727 | | | 87,333 | 10,347 | | 87,333 | | | 87,333 | | 337,073 |
| Consolidated Test Sites-State | 620 | 540 | | 416 | 416 | 416 | 416 | 416 | 416 | 416 | 416 | 424 | 4,912 |
| Consolidated Test Sites-Local | 1,700 | 875 | 275 | 1,350 | 1,350 | 1,350 | 1,350 | 1,350 | 1,350 | 1,350 | 1,350 | 1,350 | 15,000 |
| CE/Aux Contract Administrative Fee | | | | 31,310 | | | | | | | | | 31,310 |
| Sentara | | | | | | | 10,000 | | | | | | 10,000 |
| Riverside | | | | | | | | | 15,000 | | | | 15,000 |
| Bon Secours-RGH | | | | | | | | | 2,500 | | | | 2,500 |
| Bon Secours | | | | | | | | | | 5,000 | | | 5,000 |
| VCU/Life Evac | | | | | | | | | | 5,000 | | | 5,000 |
| City of Hampton | | 17,874 | | | | | | | | | | | 17,874 |
| City of Newport News | 23,818 | | | | | | | | | | | | 23,818 |
| City of Poquoson | 1,597 | | | | | | | | | | | | 1,597 |
| City of Williamsburg | | | | | | | | | | | | | 0 |
| Essex County | 1,403 | | | | | | | | | | | | 1,403 |
| Gloucester County | 4,808 | | | | | | | | | | | | 4,808 |
| James City County | 9,570 | | | | | | | | | | | | 9,570 |
| King & Queen County | 930 | | | | | | | | | | | | 930 |
| King William County | 2,113 | | | | | | | | | | | | 2,113 |
| Lancaster County | | | 1,461 | | | | | | | | | | 1,461 |
| Mathews County | 1,124 | | | | | | | | | | | | 1,124 |
| Middlesex County | 1,436 | | | | | | | | | | | | 1,436 |
| Northumberland County | 1,572 | | | | | | | | | | | | 1,572 |
| Richmond County | 1,174 | | | | | | | | | | | | 1,174 |
| Westmoreland County | 2,304 | | | | | | | | | | | | 2,304 |
| York County | | | 8,916 | | | | | | | | | | 8,916 |
| Transport Agencies | | | | | | | | | | | | | 0 |
| EMS Day at Busch Garden Ticket Sales | | | | | | | | | | 1,600 | 1,600 | | 3,200 |
| Drug Kit Sales | | | | | | | | | | | | | 650 |
| Interest | 6 | 15 | 12 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 87 |
| Fundraising | | | | | | | | | | | | | 0 |
| Other Revenue | 1,500 | 14,534 | 2,573 | | | | | | | | | | 18,607 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Expenses (Cash Out) | 39,605 | 58,886 | 39,638 | 39,650 | 54,361 | 39,650 | 39,650 | 39,650 | 39,650 | 39,650 | 39,650 | 36,950 | 506,990 |
| Payment on LOC | 10,000 | | | 10,000 | | | | | | | | | |
| MOD Purchases | | | | | 12,934 | | | | | | | | |
| Busch Gardens | | | | | | | | | 5,000 | | 10,000 | | |
| Available Cash End Of Month | 37,566 | 77,244 | 50,844 | 34,277 | 56,087 | 28,556 | 678 | 50,133 | 24,755 | (1,523) | 39,532 | 4,362 | |

✓ ✓ ✓

Cash 10/17/2018

| | |
|-------------------------------------|-------------|
| Operating Account | 21,592.69 |
| OEMS Account | 37,624.93 |
| CE/AUX Account | - |
| Reserve for VHHA (OEMS Account) | (5,115.00) |
| Reserve for Vehicles (OEMS Account) | (32,000.00) |
| OEMS Account Reserve | (500.00) |

Total Operating Cash Available 21,602.62

| | |
|--------------------|-----------|
| Investment Account | 32,618.27 |
|--------------------|-----------|

O/S Receivables 89,905.25**Expected Funds 31,310.00**
87,332.75

| | |
|-----------------|-----------|
| Monthly Payroll | 26,750.00 |
| Monthly Rent | 3,274.00 |

| | |
|------------|----------|
| Monthly AP | 9,000.00 |
|------------|----------|

| | |
|----------------------------|-----------|
| Available Line of Credit | 50,000.00 |
| Line of Credit to Repay | 10,000.00 |
| Next/Last Interest Payment | 58.33 |

PENINSULAS EMS COUNCIL, INC

STATEMENT OF ACTIVITY

July - November, 2018

| | TOTAL |
|--|-------------------|
| Revenue | |
| 10.00 Commonwealth of VA Revenue | |
| 10.10 State Service Contract | 87,332.75 |
| 10.1002 Contract Modification | 19,787.52 |
| 10.11 EMSTF Contracts(CE and Aux MOU) | |
| 10.1101 CE and Aux MOU Admin | 31,310.40 |
| 10.1102 Category 1 CE Programs | 0.00 |
| 10.1103 Auxiliary EMS Training Courses | 0.00 |
| Total 10.11 EMSTF Contracts(CE and Aux MOU) | 31,310.40 |
| 10.12 Consolidated Test Site | 1,160.00 |
| Total 10.00 Commonwealth of VA Revenue | 139,590.67 |
| 11.00 Loc Gov, Transp, Fed Agency Rev | |
| 11.10 City of Hampton | 17,874.00 |
| 11.11 City of Newport News | 23,818.00 |
| 11.12 City of Poquoson | 1,597.00 |
| 11.13 City of Williamsburg | 2,006.00 |
| 11.14 Essex County | 1,403.00 |
| 11.15 Gloucester County | 4,808.00 |
| 11.16 James City County | 9,570.00 |
| 11.17 King and Queen County | 930.00 |
| 11.18 King William County | 2,113.00 |
| 11.19 Lancaster County | 1,461.00 |
| 11.20 Mathews County | 1,124.00 |
| 11.21 Middlesex County | 1,436.00 |
| 11.22 Northumberland County | 1,572.00 |
| 11.23 Richmond County | 1,174.00 |
| 11.24 Westmoreland County | 2,304.00 |
| 11.25 York County | 8,916.00 |
| Total 11.00 Loc Gov, Transp, Fed Agency Rev | 82,106.00 |
| 16.00 Training Revenues (Non State) | |
| 16.20 Consolidated Test Site Fees | 2,650.00 |
| 16.50 Other Misc Training (Non-State) | 5,115.00 |
| Total 16.00 Training Revenues (Non State) | 7,765.00 |
| 17.00 Sales Revenue | |
| 17.12 Drug Kits/Boxes Sales | |
| 17.1201 Training Drug Kit/Boxes Sales | 325.80 |
| Total 17.12 Drug Kits/Boxes Sales | 325.80 |
| Total 17.00 Sales Revenue | 325.80 |
| 19.00 Miscellaneous Income | |
| 19.10 Investment Income | 459.52 |
| 19.1001 Change in Market Value (LPL) | -419.24 |

| | TOTAL |
|--|---------------------|
| Total 19.10 Investment Income | 40.28 |
| 19.11 Interest Income | 93.55 |
| Total 19.00 Miscellaneous Income | 133.83 |
| Total Revenue | \$229,921.30 |
| GROSS PROFIT | \$229,921.30 |
| Expenditures | |
| 20.00 Salaries & Wages | |
| 20.10 Executive Dir Salary | 35,804.01 |
| 20.12 Business Manager Salary | 21,345.22 |
| 20.13 Field Coordinator Salaries | |
| 20.1301 FC Clinical Care Salary | 20,618.40 |
| 20.1302 FC Operations Salary | 8,800.00 |
| 20.1303 FC Clinical Programs Salary | 7,660.00 |
| 20.1304 FC Community Health Salary | 20,622.47 |
| Total 20.13 Field Coordinator Salaries | 57,700.87 |
| 20.15 Program Coordinator Salaries | |
| 20.1501 PC EMS Planning and EM Salary | 20,618.40 |
| Total 20.15 Program Coordinator Salaries | 20,618.40 |
| Total 20.00 Salaries & Wages | 135,468.50 |
| 21.00 Salaries & Wages (CTS) | |
| 21.10 EMT Salaries | 360.00 |
| 21.11 Evaluator Salaries | 1,475.00 |
| 21.12 Moulage Tech Salaries | 75.00 |
| 21.13 Patient Salaries | 630.00 |
| 21.14 Registrar Salaries | 150.00 |
| 21.15 Runner Salaries | 90.00 |
| 21.16 Logistics Coordinator Salaries | 250.00 |
| 21.17 Site Coordinator Salaries | 600.00 |
| Total 21.00 Salaries & Wages (CTS) | 3,630.00 |
| 23.00 Fringe Benefits | |
| 23.10 Health Benefits (HB) | |
| 23.1004 FC Clinical Care HB | 0.00 |
| Total 23.10 Health Benefits (HB) | 0.00 |
| 23.12 Retirement Plans (RP) | |
| 23.1203 Business Mgr RP | 0.00 |
| Total 23.12 Retirement Plans (RP) | 0.00 |
| Total 23.00 Fringe Benefits | 0.00 |
| 24.00 Payroll Taxes, Workers Comp, et | |
| 24.10 FICA | |
| 24.1001 Social Security | 9,149.29 |
| 24.1002 Medicare | 1,491.76 |
| Total 24.10 FICA | 10,641.05 |
| 24.11 State Unemployment | 4.35 |
| 24.13 Federal Unemployment | 21.78 |
| Total 24.00 Payroll Taxes, Workers Comp, et | 10,667.18 |
| 30.00 Contractual Services Expenses | |
| 30.12 Auditing Services | 7,200.00 |

| | TOTAL |
|---|------------------|
| 30.14 Management Services-Consultant | |
| 30.1401 Management Consulting Svs | 160.00 |
| Total 30.14 Management Services-Consultant | 160.00 |
| 30.16 Maintenance & Repair Services | 389.92 |
| 30.18 Other Misc Contractual Services | |
| 30.1801 IT/AV Mainenance & Repair | 724.00 |
| 30.1802 Fire Alarm Services | 1,147.65 |
| Total 30.18 Other Misc Contractual Services | 1,871.65 |
| Total 30.00 Contractual Services Expenses | 9,621.57 |
| 31.00 General Operating Expenses | |
| 31.10 Organizational Memberships | |
| 31.1001 Regional Directors Group | 850.00 |
| Total 31.10 Organizational Memberships | 850.00 |
| 31.12 Prof Development - Fees | 529.00 |
| 31.14 Postal Services | 310.30 |
| 31.15 Printing Services | 931.62 |
| 31.16 Telecommunications Services | |
| 31.1601 Cable | 581.06 |
| 31.1602 Internet | 1,025.00 |
| 31.1603 Telephone | 644.11 |
| 31.1604 Wireless Comms/Secure Fax | 479.60 |
| 31.1605 Conference Calling Service | 372.00 |
| 31.1606 Cell Phone Reimb (PEMS) | 1,900.00 |
| Total 31.16 Telecommunications Services | 5,001.77 |
| 31.18 Council Vehicle Repair & Maint | |
| 31.1801 C-Team Truck (Lic 48-664S) | 0.00 |
| 31.1802 Van (Lic 49-604S) | 0.00 |
| 31.1803 Explorer/SUV 1 (Lic 49-628S) | 923.75 |
| 31.1804 Explorer/SUV 2 (Lic 49-627S) | 252.13 |
| 31.1806 Trailer 2 (CTS Trailer) | 16.00 |
| Total 31.18 Council Vehicle Repair & Maint | 1,191.88 |
| 31.19 Travel - Personal Vehicle | 54.50 |
| 31.20 Travel - Public Carriers | 65.00 |
| 31.21 Travel - Lodging | 158.42 |
| 31.23 Travel - Meal Reimb - Not IRS | 182.52 |
| 31.50 Misc General Operating Expenses | |
| 31.5002 Financial Fees | 632.07 |
| 31.5003 Org Registr and Fees (CLIA/CSR) | 6.00 |
| 31.5004 Reg Meeting Support Expenses | 767.10 |
| 31.5005 Reg Training Support Expenses | 1,500.00 |
| 31.5008 Interest Expense | 416.25 |
| Total 31.50 Misc General Operating Expenses | 3,321.42 |
| Total 31.00 General Operating Expenses | 12,596.43 |
| 32.00 Supply & Materials Expenses | |
| 32.11 Office Supplies | 1,766.06 |
| 32.13 Gasoline | |

| | TOTAL |
|--|---------------------|
| 32.1303 Exxplorer/SUV 1 (Lic 49-628S) | 368.76 |
| 32.1304 Explorer/SUV 2 (Lic 49-627S) | 513.94 |
| 32.1305 Voyager Fees | 16.00 |
| Total 32.13 Gasoline | 898.70 |
| 32.17 Awards/Honorariums/Prizes | 157.11 |
| 32.18 Regional EMS Awards | 10.00 |
| 32.19 Drug Kits/Boxes Purchase and Re | 206.25 |
| 32.1901 Training Drug Kit/Boxes Expense | 223.80 |
| Total 32.19 Drug Kits/Boxes Purchase and Re | 430.05 |
| Total 32.00 Supply & Materials Expenses | 3,261.92 |
| 33.00 Insurance Expenses | |
| 33.12 Property Insurance | 877.00 |
| 33.15 Other Insurance | |
| 33.1502 Workmans Compensation | 1,038.00 |
| 33.1503 Virginia's Risk | 410.00 |
| 33.1504 Bonding | 315.75 |
| 33.1505 Indemnification of Officers Emp | 550.00 |
| Total 33.15 Other Insurance | 2,313.75 |
| Total 33.00 Insurance Expenses | 3,190.75 |
| 34.00 Rentals | |
| 34.11 Equipment Rentals | |
| 34.1102 Water Cooler Rental & Refills | 218.38 |
| Total 34.11 Equipment Rentals | 218.38 |
| 34.12 Building Rentals | |
| 34.1201 Office Rent (includes CAM) | 20,277.74 |
| Total 34.12 Building Rentals | 20,277.74 |
| Total 34.00 Rentals | 20,496.12 |
| 35.00 Public Utilities | |
| 35.10 Electrical Service Charges | 2,451.96 |
| Total 35.00 Public Utilities | 2,451.96 |
| 36.00 Equipment Purchases | |
| 36.10 Office Equipment | 276.68 |
| 36.1001 IT/AV Equipment | 3,189.67 |
| Total 36.10 Office Equipment | 3,466.35 |
| 36.12 Software Purch & License Fees | 139.41 |
| 36.1201 Bookkeeping Software | 282.00 |
| 36.1203 Calendar Software | 25.00 |
| 36.1204 Inventory Software | 1,176.00 |
| 36.1205 Survey Software | 288.00 |
| 36.1206 Work Order Software | 12.00 |
| 36.1208 Timesheet Software | 55.00 |
| 36.1250 Other Misc Software Purch & Lic | 99.00 |
| Total 36.12 Software Purch & License Fees | 2,076.41 |
| 36.13 Depreciation | 8,634.15 |
| Total 36.00 Equipment Purchases | 14,176.91 |
| Total Expenditures | \$215,561.34 |
| NET OPERATING REVENUE | \$14,359.96 |

| | |
|-------------|--------------------|
| | TOTAL |
| NET REVENUE | \$14,359.96 |