

**VIRGINIA'S
RESCUE SQUAD ASSISTANCE GRANT
PROGRAM**

BLUE RIDGE EMS



GUIDE BOOKLET

FOR

RSAF

Updated 3/2009

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Authority

CODE of Virginia

12VAC5-31-2700. Financial assistance for emergency medical services.

A. A designated regional EMS council shall participate in the Virginia financial assistance for emergency medical services program and assist eligible EMS agencies and organizations needing funding within the service area.

B. The designated regional EMS council participation in the Virginia financial assistance for emergency medical services program process shall have written guidelines and procedures, approved by the Office of EMS, that meet the requirements stated in 12VAC5-31-2810 through 12VAC5-31-2900.

Statutory Authority

Part VIII

Financial Assistance for Emergency Medical Services

12VAC5-31-2810. the Financial Assistance and Review Committee (FARC).

A. Financial Assistance and Review Committee appointments.

1. Appointments shall be made for terms of three years or the unexpired portions thereof in a manner to preserve, insofar as possible, the representation of the emergency medical services councils. No member may serve more than two successive terms. The chairman shall be elected from the membership of the FARC for a term of one year and shall be eligible for reelection.

2. The EMS Advisory Board may revoke appointment for failure to adhere to the standards set forth in these regulations, and the State and Local Government Conflict of Interests Act ([§2.2-3100](#) et seq. of the Code of Virginia).

3. Members serving on the FARC on January 1, 2008, shall complete their current terms of office.

4. Midterm vacancies shall be filled by nominations submitted from affected designated regional EMS council.

B. Geographical representation.

1. Designated regional EMS councils shall be eligible to submit nominations to the EMS Advisory Board for representation on the FARC.

2. The eligible designated regional EMS council shall nominate one to three candidates to fill a vacancy on the FARC. The EMS Advisory Board shall make appointments from the nominations submitted by the designated regional EMS council. Consideration for filling vacancies shall include length of nonrepresentation on FARC in an effort to provide reasonable geographic distribution.

3. A designated regional EMS council whose representative has completed two successive terms on FARC shall not be eligible to submit a nomination for one full term (three years).

C. Meetings and attendance.

1. The FARC shall meet at least four times annually at the call of the chairman or the commissioner.

2. Attendance at FARC Grant Review meetings is mandatory for all members.

3. A quorum for a meeting of the FARC shall consist of not fewer than four members.

12VAC5-31-2820. RSAF General Grant Program administration.

Local Policies

- Blue Ridge EMS Council will participate in the Virginia financial assistance for emergency medical services program (RSAF) and assist eligible EMS agencies and organizations needing funding within our service area.

Committee Appointment

- Blue Ridge EMS council will nominate one to three candidates to fill any vacancy on the FARC.
- The nominations will be submitted in writing to the committee for consideration as requested.
- The BREMS Board will make known the vacancy to the region. Consideration will be given to individuals who express a desire and have the time to serve on the committee.
- Consideration will also be given to individuals who have a good general knowledge of the Virginia EMS system and can serve without bias.

Local Assist to Agencies

- BREMS will offer to assist any agency with the process of application to the RSAF Grant Program.

Assist with Writing Grants

- BREMS will keep current copies of RSAF Applications / Disk Application in the office for pick up or will send to agencies upon request.
- BREMS will assist the agency with filling in the grant application.

Assist with uploading grant to OEMS

- If an agency requests, BREMS will assist with the uploading of the grant to the OEMS.

Assist with Securing Grant Items

- BREMS will assist the agency with securing funded items when requested.

Board of Directors Meetings

- The BREMS Board will meet in April and October to review RSAF Grant reviews

Review of Grants

- Notifications will be sent to the Board at least two weeks in advance of a RSAF Review
- The grant review meetings will be held in a central accessible location.
- Copies of all grants will be provided with the notice of the meeting.
- Any changes from the state concerning grading will be provided to the board.
- The agency will be given a chance to present their grant to the BREMS Board and the group in attendance.
- Any on in the audience will be given a chance to comment on the grant.

Notification to Agencies of Local Grant Review

- Notification will be made of the grant review meeting to the regional agencies.
- Agencies with grants will be notified via email and in writing of the upcoming review.
- The agency will be requested to send some one well versed in their grant to make a presentation to the group.

Voting

- The Board will vote via private ballot on each of the grant using the state directed system of grading.
- The written grades will be collected by the BREMS Director who will tally the votes.
- The tally sheets and the original voting sheets will be kept in a file for review if requested in the BREMS office.

Submission to State Office (OEMS) of Grades

- The BREMS Director will submit to the Office of EMS the graded grants by the deadline announced by the office of EMS.

Attending of State Review Meetings

- The BREMS Director or alternate will attend the RSAF review meetings as announced in June and in December.

Assist with Securing Grant Items

- BREMS will upon request assist an agency with their purchase of items funded on the grants awards including working with the state RSAF program administrator when needed.