

- a. Develop a comprehensive timeline for key deliverables leading to state government approval of model by December 31, 2022 and operational service no later than April 1, 2023.
- b. Collaborate with Jefferson County leaders on implementation of key deliverables.
- c. Coordinate progress messaging with the public relations firm contracted by the County Commission.
- d. Report to the County Commissioners on a monthly basis, or more frequently if needed, on status and progress of the project.
- e. Complete processes necessary to align West Virginia Office of EMS Agency License with new operational model.
- f. Complete processes necessary to assure placement of certified staff members within the WV Office of EMS Agency License.
- g. Develop, negotiate and execute a contractual agreement with a third-party patient accounts agent.
- h. Develop, negotiate and execute a contractual agreement with a third-party electronic medical record agent.
- i. Develop, negotiate, and execute a contractual agreement with a third-party distance learning/incident reporting software company.
- j. Develop, negotiate, and execute lease agreements for each volunteer fire department from which Jefferson County Emergency Medical Services will be housing vehicles and staff members.
- k. Identify suitable lease site location(s) to use if any particular volunteer fire department refuses to negotiate a lease agreement.

- l. Develop, negotiate, and facilitate the execution of memoranda of understanding with each volunteer fire department that reflect duties, responsibilities, progressive disciplinary action, supervision of career emergency medical services staff and working relationships within a shared work environment.

- m. Coordinate reinstatement of a National Provider Identification number.

- n. Coordinate issuance of a United States Drug Enforcement Administration site license.

- o. Coordinate issuance of a West Virginia Board of Pharmacy license.

- p. Develop an initial General Operations Manual.

- q. Develop an initial Employee Handbook.

- r. Develop an initial Continuing Education Plan.

- s. Develop an initial Quality Management Plan.

- t. Develop initial Position Descriptions for all roles pertinent to the operation.

- u. Develop a graphic design plan for a logo for Jefferson County Emergency Medical Services.

- v. Develop graphic design plan options for vinyl application to new and existing ambulances within the Jefferson County fleet.