

BUSINESS PLAN OF APPLICANT FOR MOTOR CARRIER AUTHORITY

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE APPLICANT'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

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A-2014-2399311

PUC Application Docket No.

APR 02 2014

Elite EMS INC

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Legal Name of Applicant

3625 E State St	Trade Name, if any Hermitage PA	16048
Street Address (principal place of business)	City or Municipality	State Zip Code

This document is a business plan, or your proposal for providing the transportation service for which you are making application. Prior to deciding to make application for operating authority from the Public Utility Commission, you likely gave much consideration to the manner in which you would operate the business in order that you could provide satisfactory service to your customers and so that you could make a reasonable profit. As part of the application process, you must provide the Commission with your proposal to provide the transportation service.

You are encouraged to provide as much information as possible to fully explain your plan. If you fail to provide sufficient information about the subjects listed below, it may cause the review of your application to be delayed until you provide the necessary information. If you need more space to provide your explanation, please attach additional pages that list the appropriate item by number.

1. Identify the person providing the information by giving your name and indicate whether you are the owner, employee, officer, or attorney for the applicant.

See attached.

2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

See attached.

3. Describe the applicant's business experience, particularly any experience relating to the operation of a transportation service. An explanation of education or training that you believe may be relevant may also be included.

See attached.

4. Describe the physical location, to include the office area, office machines that will be used, and where vehicles will be stored. Household goods in use carriers should include a description of their storage facilities, if applicable.

See attached.

5. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and continuous communication with drivers.

See attached

6. Please explain:

- a. Your hiring standards for drivers;

See attached

- b. Your system to ensure prospective drivers will be subject to a criminal background check;

See attached.

- c. Your driver training program;

See attached.

- d. Your system for ensuring that your drivers are properly licensed at all times;

See attached.

- e. Your system to ensure that all drivers will be subject to a criminal background check every two years;

See attached

- f. Your policies regarding alcohol and drug use by your drivers.

See attached.

7. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the geographical territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below. Taxicabs and limousines may not be used if the vehicle's age is greater than eight model years.

See attached.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY</u>	<u>VEHICLE ID #</u>

8. Describe your vehicle safety program. Please include the following in your explanation:

- a. Your periodic vehicle maintenance plan;

See attached

- b. Your system for ensuring your vehicles will continuously comply with Pennsylvania's inspection standards and the Commission's equipment standards;

See attached

- c. If applying for Taxi or Limousine Authority, explain how vehicles will be replaced once they are greater than eight model years in age;

n/a

- d. If applying for Household Goods Authority, explain how it will be ensured that vehicles meet all USDOT equipment standards.

n/a

9. As proof that an effort has been made to determine that insurance is affordable, list the name and phone number of insurance agents you have contacted and the prices of premiums they have quoted.

See attached

10. Criminal Record. Has the applicant* been convicted of a misdemeanor or felony for which applicant remains subject to supervision by a court or correctional institution?

YES NO

11. Financial Data. In addition to demonstrating your technical fitness, you must also demonstrate that you possess the financial fitness to provide the proposed transportation service. You may use the "Statement of Financial Position" which follows this page or supply a balance sheet prepared by an accountant. You need only provide the applicable information. Please feel free to also provide clarification information with your "Statement of Financial Position", which explains why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner. *See attached*

Note: Commission regulations require that if the applicant is a partnership, limited partnership, limited liability partnership, limited liability company, or corporation, this question applies to all partners, members, shareholders and corporate officers. Each individual holding any of these positions should provide a separate page identifying the individual and a statement of his/her financial position.

Statement of Financial Position (Balance Sheet)

As of (date) _____

ASSETS

Current Assets

Cash _____

Other Current Assets (specify) _____

Other Assets

Motor Vehicle Equipment _____

Building and Structures _____

Office Equipment _____

Investments and Funds (specify) _____

TOTAL ASSETS _____

LIABILITIES

Current Liabilities (Due within one year of date)

Long Term Liabilities (Due after one year of date)


TOTAL LIABILITIES _____

NET WORTH / OWNER'S EQUITY (Subtract total liabilities from total assets) _____

Disclaimer: Applications are public records and can be accessed on the PUC's website. DO NOT provide social security numbers, credit card numbers, bank account numbers, tax information, or any other confidential information on your application, business plan, or verified statement forms.

Verification of Statement

The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.



(Signature)

4-1-14

(Date)

Glenn A. Miller - Director of Operations

(Name and Title, printed or typed)

SUPPORTING STATEMENT FOR THE APPLICATION

At Docket Number A-2014-2399311

52 Pa. Code Section 41.14(a), states that an applicant seeking motor common carrier authority has the burden of demonstrating that approval of the application will serve a useful public purpose, responding to a public demand or need. This form documents a statement of support on behalf of the applicant to demonstrate need by the public for the service the applicant wishes to offer. This form may be duplicated as needed for use by each supporting witness.

The Commission requires: 1) supporting witnesses must give evidence proving they need the applicant's service; 2) the supporting witnesses must identify origin and destination points in Pennsylvania which they require transportation AND those points must fall within the operating territory specified in the application; and, 3) there must be a sufficient number of supporters for the proposed operating territory.

Failure to demonstrate a public need for the application will result in the application's dismissal. Failure to obtain supporting statements from witnesses in all parts of the proposed operating territory could result in the Commission granting only limited authority consistent with the need demonstrated by the applicant.

Please print or type.

Hospice of the Valley, Inc.
Name of Supporter

5190 Market St. Youngstown, OH 44512
Street Address City or Municipality State Zip Code

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Elite EMS, Inc.
Name of Applicant

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

- Describe the type of transportation service needed. *Wheelchair van transportation as needed for hospice patients that can benefit & tolerate this service.*
- What will be the usual origin and destination? Please give specific locations, such as names of cities, boroughs, or townships. *all of Mercer Co + possibly northern Lawrence Co - Sharpsville, Sharon, Hiram, Farrell, Wheatland, Greenville, Sandy Lake, Grove City, New Wilmington, New Castle.*
- How frequently is this service needed? Example: Is it on a daily, weekly, or monthly basis?
Strictly on an as needed basis & will vary according to activity, census, & need.
- Are there others in your area who provide this service, and if so, why do you prefer not to use them? *Hospice makes every effort to provide an optimal end of life experience for patients & families & strives to have the necessary contracts in place to properly meet necessary needs & pt. goals. More than one contract is desired to ensure availability.*
- Have you supported similar applications in the past? If so, who was the applicant?
NO, have not been asked to support an applicant.

VERIFICATION OF STATEMENT

The undersigned deposes and says that he/she is the person who signed the Statement for the above-captioned applicant/application and that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C. S. Section 4904 relating to unsworn falsification to authorities.

Terry Kilbury
(Signature of Supporter)

03/18/2014
(Date)

Terry Kilbury Executive Director
(Supporter's Name, printed or typed)

Business Plan of Applicant for Motor Carrier Authority

Elite EMS, Inc.

3625 East State Street

Hermitage, PA 16148

PUC Application Docket No. A-2014-2399311

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PA PUBLIC UTILITY COMMISSION
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Responses to items:

1. Glenn A. Miller BSAS, EMT-P - Director of Operations
2. Glenn A. Miller has no affiliation with any other carriers
3. Mr. Miller is an accomplished Emergency Medical Services professional with over 20 years of experience. His experience ranges from direct patient care responsibilities as a paramedic to the management and operation of Advanced and Basic Life Support, Emergency and Non-Emergency ambulance services. In 1995 Mr. Miller completed a Bachelor of Science – Applied Science degree in the field of Emergency Medical Services. Shortly thereafter, he became the Operations Manager for a successful ambulance service located in Mercer County, PA. In 1996 Mr. Miller was recruited away from the private EMS industry into a position as the Emergency Medical Services coordinator for Sharon Regional Health System, an acute care hospital located in Sharon, PA. While at Sharon Regional, Mr. Miller acted as the liaison for emergent and non-emergent transportation entities affiliated with the health system. As part of these duties, Mr. Miller assisted with the quality assurance and contracting mechanisms for agencies who transported patients into and out of the health system's facilities, including both ambulance and paratransit services. Part of his duties included ensuring that vehicles were safe to transport patients, ensuring that services maintained appropriate licensures and certification necessary to engage in patient transport, and coordinating a comprehensive system of transportation providers adequate to meet the needs of the health system.

In 2010, Mr. Miller coordinated the efforts to create an entirely new Emergency Medical Services agency within Mercer County, PA. In October 2010, Elite EMS, Inc. began operations within Mercer County, PA. Since that time, Mr. Miller has served as the Director of Operations and has maintained oversight of daily operations as well as expansion efforts and strategic planning initiatives. Elite EMS, Inc. has operated in a financially sound manner since opening in 2010.

A Resume/Curriculum Vitae for Mr. Miller has also been attached.

4. Elite EMS, Inc. is located at 3625 East State Street, Hermitage PA, 16148. The physical structure is a approximately 3300 square feet with frontage of over 85 feet. The west side of the structure contains a 3 bay vehicle garage with 10' wide x 11' high bay doors and floor space of adequate size to house ambulances and/or wheelchair vans and store adequate supplies and equipment necessary to maintain operations of a transportation business. This area also has adequate room and facilities to accomplish minor, in-house preventative maintenance tasks, although all significant repairs are handled off-site at a local factory authorized Ford dealership.

The east side of the building has adequate room to allow a space of approximately 40'x25' dedicated to office space, communication areas, workstations for staff and billing functions. Elite EMS currently has seven work stations/cubicles located within this area.

Station one is configured for dispatch and contains 2-way UHF radio capability as well as cell phone communications with push-to-talk capability and standard hard-line telephones. A networked personal computer is located at this station and used for maintaining trip logs and appropriate documentation of company activities.

Station two is an enclosed cubicle configured for employee entry of patient care documentation in a HIPAA compliant manner. All EMS patient care documentation is completed using the EMSCharts web based system.

Station three is an enclosed cubicle occupied by our office/billing manager.

Station four is an enclosed cubicle occupied by our Clinical Care/QA supervisor and is also configured with a desktop computer to serve as an additional employee documentation station.

Station five is an enclosed cubicle occupied by our Deputy Director and is also configured with a desktop computer to serve as an additional employee documentation station.

Station six is an enclosed cubicle currently unoccupied but configured to act as a secondary dispatch location complete with laptop computer and a second UHF mobile radio.

Station seven is currently unoccupied.

An additional isolated office exists and is currently occupied by the director of operations.

One multi-function printer, copier, scanner is located in the dispatch area, and an additional laser printer is located in the supervisor area. Another multi-function full color printer, scanner copier is located in the isolated office.

Faxes are received via an e-fax system and directly translated into emails that can be accessed from multiple locations within the facility.

Two stationary telephones and one portable handset are also able to access the two incoming telephone lines.

5. Customer requests for transportation will typically be received via telephone directly from the requesting facilities or individuals. The dispatching of vehicles will be accomplished via two-way radio communications. The service has a network of Kenwood radio equipment including base station, mobile and portable/handheld radios that operate in the UHF frequency range and serve as our primary means of communication with vehicles. The frequency used is an FCC licensed, subcontracted frequency that is integrated with a tower mounted repeater and provides adequate coverage throughout our entire current service area. In addition, every vehicle and the dispatch location are equipped with cellular telephones that are capable of direct push-to-talk communications. The cell phone system serves as our backup form of communications. Current ambulances also are equipped with GPS locators/tracking devices which allow us to maintain speed and location reporting on a near real-time basis. This system includes overspeed and required maintenance notifications via email and text messaging.

6. Drivers

- a. Hiring Standards – All paratransit/wheelchair van drivers will be PA certified Emergency Medical Technicians that maintain current CPR certification. In addition, all drivers for this service must meet the following qualifications:
 1. Be at least 18 years of age
 2. Have a valid driver's license
 3. Must observe all traffic laws.
 4. Must not be addicted to, or under the influence of alcohol or drugs.
 5. Must be free from any physical or mental defects or disease that may impair the person's ability to drive an ambulance.
 6. Must have successfully completed an emergency vehicle operators course of instruction approved by the Department of Health
 7. Must not have been convicted within the last 4 years of driving under the influence of alcohol or drugs, or within the past 2 years, been convicted of reckless driving. Such a person shall not be considered to be a responsible person until the designated time has elapsed and the individual, after conviction or suspension of license, repeats an emergency vehicle operator's course of instruction approved by the Department of Health.
 8. Starting during the 2014 calendar year, all drivers must, in addition, obtain and maintain certification via the PA Department of Health as an

EMSVO (Emergency Medical Service Vehicle Operator). This is a new certification process requiring bi-annual continuing education.

- b. Criminal Background Checks – Prior to employment, all employees must undergo two separate processes regarding background checks. The first process involves a voluntary disclosure of criminal history as required by the PA Department of Health, Bureau of Emergency Medical Services. The second process is an online Pennsylvania State Police criminal record background check that is performed post-offer/pre-employment. This background check is maintained in the employee record. In addition, our insurance agency (Cindy Elbert Insurance Services specializing in National Medical Transportation Insurance) performs an additional driving record check prior to allowing the employee to be entered into our driver database. The Background Check policy has been attached.
- c. Driver Training – Drivers are required to have completed an emergency vehicle operators course of instruction approved by the Department of Health. In addition, effective in the first half of 2014, drivers will be required to complete an online driver education program entitled “Arrive Alive & Do No Harm” provided through Thomco – Thomspson Insurance Enterprises, Inc. (<http://www.arrivealivedonoharm.com/>). The courses within this system include:
 - 1. Emergency Response & Intersection Management
 - 2. Proper Passenger Transportation - Wheelchairs and Scooters
 - 3. Proper Patient Handling
 - 4. Intersection Safety
 - 5. Backing Safety
 - 6. Avoiding Rear End Collisions
 - 7. Patient Stretcher
 - 8. Distracted Driving
- d. Drivers Licensing – The validity and status of driver’s licenses are obtained as part of the post-offer/pre-employment phase. Verification of status is completed by our insurance company and their associated underwriter. A copy of a current driver’s license is retained in each employee file.
- e. Criminal Check every two years- Criminal record checks are repeated on an annual basis for all employees utilizing the PA State Police Online Criminal records check system./
- f. Alcohol and Drug use policy – Elite EMS has an “Alcohol and Substance Abuse and Testing” policy in place that specifically prohibits the use of alcohol or illegal drugs (or misuse of legal medications) while on duty, while operating Company vehicles or while representing our organization. This policy requires pre-employment/post-offer screenings, post-accident screenings and also allows for routine testing. This policy has been attached.

7. Vehicles – We have not yet obtained vehicles for use as a wheelchair/paratransit service. Our intent, once licensure is received, is to immediately purchase one wheelchair van type vehicle with a side or rear-load ramp. Based upon our estimates of initial volume, one vehicle will be sufficient for our initial operations. As volume increases, additional vehicle will be added to our fleet. We have located a currently PA inspected and high quality used wheelchair van currently under the ownership of Meadville Ambulance, Meadville, PA which is currently for sale.

8. Vehicle safety program
 - a. On no less than a weekly basis, all vehicles are checked for physical defect and fluid levels. Employees are directed to immediately report, in written form, any and all vehicle safety or operational issues to a supervisor. Vehicle maintenance issues are handled promptly, most frequently by a factory authorized dealership based garage. In addition, on a monthly basis each vehicle undergoes a spot check for safety, roadworthiness and fluid levels. Comparison of vehicle mileage to manufacturer recommended maintenance schedules is performed. All vehicles undergo oil changes every 5000 miles and fuel and air filter changes every 10,000 miles. Maintenance records for all vehicles are kept on file in the director's office as well as in spreadsheet form in an online cloud drive system. In addition, a set of duplicate files is kept at our local Ford dealership, Preston Ford in Sharon, PA, as our chosen factory authorized repair and maintenance facility.
 - b. On a monthly basis, each vehicle is inspected to ensure compliance with safety standards, stocking standards and compliance with the inspection standards required to maintain compliance with PA state regulations for equipment stocking. As this has been performed successfully for our fleet of three ambulances for several years, paratransit vehicles will be added to our monthly inspection process to ensure continual compliance with all applicable codes and standards. Current PA state vehicle inspection and registration is maintained on all fleet vehicles.
 - c. Not applicable
 - d. Not applicable

9. Our current insurer is Cindy Elbert Insurance Agency, (602) 942-3900. We currently have general liability, malpractice and vehicle insurance for our existing ambulance service through this agency. Per our liaison Kim Maniero at the insurance agency, the additional coverage to add a wheelchair van to our existing policy is approximately \$2300.00 annually paid in monthly installments of less than \$200.00 per month. Our current cost, not including the paratransit/wheelchair van, is approximately \$1300.00/month.

10. The applicant has not been convicted of a misdemeanor or felony for which applicant remains subject to supervision by a court or correctional institution.

11. Financial data: A Balance sheet and Profit and Loss statement for the First quarter of 2014 has been attached.

Glenn A. Miller
1907 American Way
Hermitage, PA 16148
(724) 856-5446
glennmill@roadrunner.com

PROFESSIONAL COMPETENCIES:

An accomplished emergency medical services, homeland security, health care, and public health professional with over fifteen years of progressively responsible experience including:

- Emergency preparedness background that spans the healthcare and public safety continuums, including emergency preparedness, emergency medical services, emergency management/emergency operations center experience, hazardous materials response, hospital, fire service, and regional medical and public health response and planning for large-scale disasters.
- Diverse experience developing and implementing a variety of public safety and homeland security systems educational programs including, but not limited to: Health care emergency preparedness; Emergency Medical Services; emergency management; hazardous materials; and chemical, biological, radiological, nuclear, explosive, and emergency response.
- Skilled and experienced in maintaining sole responsibility for developing, executing, and providing direct oversight over diverse programs including administration of a critical care emergency remedial services agency, management of a grant-funded health care emergency preparedness program; and development of full-scale, functional, and table-top exercise projects.
- Internationally recognized subject matter expert in planning and response to disasters, communicable disease outbreaks, hazardous materials, and acts of terrorism.

PROFESSIONAL EXPERIENCE

Director of Operations/Chief
Elite EMS, Inc.
Hermitage, PA
October 2010 – Present

- Developed business plan, market analysis, and start-up plan for Advanced and Basic Life Support Ambulance Service that opened in October 2010.
- Responsible for all personnel and operational functions including, but not limited to, personnel scheduling, staff hiring and discipline, purchasing, budgeting, compliance with governmental regulations including licensure and OSHA blood borne pathogens standards, vehicle maintenance, public relations and marketing, development and maintenance of relationships with other EMS and healthcare agencies, billing and accounts receivable, Quality Assurance, liaison with ALS service medical director and oversight of daily operations.

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Managing Partner

PMG Associates, LLC

Monroeville, PA

March 2009 – Present

- Pursue, secure, manage and service consulting projects related to the development and provision of innovative emergency preparedness solutions for governmental, health care, public health, public safety, and private industry clients.
- Manage a diverse product line including emergency preparedness planning services, hazard vulnerability and gap analysis, customized training program development and delivery, HSEEP complaint exercise program management, and an innovative line of customized relocatable structures.
- Provide generalized subject matter expertise related to CBRNE, WMD, medical surge solutions, pandemic influenza preparedness, special needs populations preparedness, Joint Commission emergency management plan compliance for hospitals, National Incident Management System (NIMS) compliance, and general emergency preparedness support.

Instructor - Training Specialist III**Incident Response to Terrorist Bombing / Medical Preparedness and Response to Bombing Incidents**

SAIC / New Mexico Tech, Energetic Materials Research and Testing Center

Socorro, NM

April 2009 - Present

- Deliver U.S. Department of Homeland Security training program PER-230 Incident Response to Terrorist Bombings
- Apply current adult education theory while engaging students in facilitated lectures, small group discussions, demonstrations, participant activities, and task-oriented practical applications.

WMD EMS Operations and Planning Adjunct Instructor**WMD Defensive Operations / Hazardous Materials Operations Adjunct Instructor****Emergency Medical Services Leadership Academy Instructor**

National Emergency Response & Rescue Training Center

Texas A&M University System

College Station, TX.

August 2002 - Present

- Deliver U.S. Department of Homeland Security education in the field of emergency and public safety response to WMD incidents.
- Facilitated lectures, small group discussions, demonstrations, participant activities, and task-oriented practical applications using decontamination and personal protective equipment; state-of-the-art, computer-driven, human patient simulators; and current adult education theory.
- Involved in curriculum development projects and technical writing in support of various DHS funded Weapons of Mass Destruction educational programs, including the EMS Operations and Planning for WMD program (PER-211), WMD Defensive Operations Train-the-trainer program (PER-212-1), AWR-160 online delivery program, and the Medical Preparedness and Response for Bombing Incidents program (currently in pilot process).
- Member of Medical Advisory Board for WMD EMS program, responsible for working within a multi-disciplinary team environment to review, revise and update all primary and continuing educational products including both direct delivery and on-line based programs.

- Other program experience includes both CONUS and OCONUS deliveries of WMD Emergency Medical Services Operations and Planning program to Department of Defense / US Air Force audiences; Instructor for “Integrated Healthcare Weapons of Mass Destruction Program”

Executive Consultant

Collaborative Fusion, Inc.

Pittsburgh, PA

February 2008 – February 2009

Contractor – February 2009 - Present

- Responsible for providing emergency preparedness and response oriented subject matter expertise in support of new product development and implementation.
- Responsible for development and execution of advanced level training, exercise, and drill programs in support of ESAR-VHP and Incident Management related technology solutions for state-level clients.
- Provide subject matter expertise related to chemical, biological, radiological, nuclear, medical surge solutions, pandemic influenza response, special needs population preparedness, and identification / credentialing solutions in support of enhanced emergency preparedness capability for Health Care / Hospital, Public Health, Governmental, Emergency Medical Services, and Public Safety agencies.

President and Lead Consultant

Emergency Care Consultants, Inc. dba ECCI, Inc.

Sharon, PA 16146

April 2005 - February 2008

Previously Held Position: **Vice President of Development**; February 2002 – April 2005

- Pursue, secure, manage and service consulting contracts related to the development and provision of customized health care and public health training programs
- Develop and execute table-top, functional, and full-scale exercises related to Hospital Emergency Management issues, including special needs population preparedness, pandemic influenza preparedness, medical surge capacity, and mass casualty response.
- Provide generalized subject matter expertise related to CBRNE, WMD, medical surge solutions, pandemic influenza preparedness, special needs populations preparedness, Joint Commission emergency management plan compliance for hospitals, National Incident Management System (NIMS) compliance, and general emergency preparedness support.
- Contracted SME and consultant for the PA Dept. of Health Pandemic Influenza Table-top and Full-Scale Exercise program involving 180 hospitals throughout Pennsylvania.

Emergency Preparedness Coordinator; Director – Emergency Medical Services Educational Institute

Sharon Regional Health System

Sharon, PA

August 1997 – February 2008

Previously held position: **Emergency Medical Services Coordinator**; May 1996 – August 1997

- Responsible for Emergency Preparedness planning and training for health system, including Joint Commission Emergency Management Standards compliance, Pandemic Influenza and Surge Capacity planning, Special Needs Populations planning, Evacuation planning, and Pediatric Abduction Drill program.

- Coordinate Health System's Hazardous Materials Decontamination Program, Disaster and Terrorism Planning Efforts, and management of HRSA / Hospital Preparedness Program (HPP) grant-funded emergency preparedness program.
- Serve as liaison to multiple regional emergency response and preparedness groups including State Department of Health Bureau of Emergency Medical Services and Regional EMS Council, Regional EMS Training Organization, Local Emergency Planning Committee focusing on hazardous materials preparedness, regional counter-terrorism task force, and county Emergency Management Agency/Department of Public Safety.
- Served as liaison to Pittsburgh area's Metropolitan Medical Response System (MMRS) development committee, including planning for Pharmaceutical Stockpile management, regional coordination of medical mass casualty response, surge capacity, mass prophylaxis, infectious disease and pandemic influenza preparedness, special needs populations planning, medical intelligence, and medical mutual aid planning.
- Responsible for oversight, coordination, and primary instruction of Paramedic primary education and Emergency Medical Services continuing education programs.
- Responsible for special project development focusing on EMS Education, Community Outreach, Trauma Services, and EMS Research.

Nuclear, Biological, Chemical Officer

Mercer County Department of Public Safety / Emergency Management Agency

Mercer, PA

November 1998 – Present

- Provide subject matter expertise related to chemical, biological nuclear and radiological emergencies to the county Emergency Operations Center and all county public safety services.
- Responsible for emergency response as a member of the county Disaster Response Team for all potential CBRNE, WMD, multiple victim, and disaster incidents.
- Facilitate educational opportunities related to incident management, chemical, biological radiological, nuclear, explosive, and disaster emergency medical for county public safety and emergency medical services agencies.

Director of Operations

McGonigle Ambulance Service, Inc.

Sharon, PA

June 1995 – May 1996

- Responsible for all personnel and operational functions including, but not limited to, personnel scheduling, staff hiring and discipline, purchasing, budgeting, compliance with governmental regulations including licensure and OSHA blood borne pathogens standards, vehicle maintenance, public relations and marketing, development and maintenance of relationships with other EMS and healthcare agencies, and oversight of daily operations.
- Developed and implemented quality assurance and improvement program, standard operating guidelines, and personnel policies,

Paramedic / Emergency Medical Technician

American Ambulance Service, Inc. / Rural Metro Ambulance, Inc.

Youngstown, Ohio 44502

- Paramedic October 1993 – June 1995; Emergency Medical Technician September 1992 – October 1993

- Responsible for Basic and Advanced Life Support - Emergency and Non-Emergency Medical Treatment and Transport, All Traditional Duties of a Paramedic, Field Trainer / Preceptor
- Area of operations included a metropolitan area which, at the time, was ranked among the highest areas of the United States for violent crime and homicides.

SGT E-5 Emergency Medical Treatment NCO

U.S. Army National Guard and Reserves

Most Recent Unit : PA Army National Guard 1/107 FA BN; New Castle, PA

May 1986 – June 1999

Honorable Discharge : 1 July 1999

- Responsible for oversight and training of emergency medical care for a 12 person medical section.
- Responsible for acute care of emergent and non-emergent illnesses and injuries, completion of physical examinations, pharmacy and medical supply coordination, and Battalion Aid Station operations.
- Previously assigned to a Medical Clearing Company / Forward Support Battalion, and operational experience included real-time medical support for a multi-national OCONUS field training exercise.

EDUCATION

Youngstown State University: June 1990 - March 1995
Bitonte College of Health and Human Services
Youngstown, OH

- Bachelor of Science in Applied Science: Allied Health – Emergency Medical Services
Graduated with 4.0 GPA - Summa Cum Laude
- Associates in Applied Science: Allied Health – Emergency Medical Services
High Honors
- Certificate in Paramedicine - J.L. Finley Award for Highest in Class

U.S. Army Academy of Health Sciences: June 1987 - Aug 1987
San Antonio, Texas

- Honor Graduate as a Medical Specialist

PROFESSIONAL & ORGANIZATIONAL AFFILIATIONS

- Noga Ambulance Service, Inc.
New Castle, PA
Paramedic – Per Diem (September 2009 – Present)

- Metropolitan Medical Response System (MMRS) Planning Group
Pittsburgh, PA (October 1999 – Feb 2008)
Co-Chair Regional Incident Support and Coordination (RISC) Team Development Committee
Co-Chair Emergency Isolation and Treatment Shelter Project
Member Mass Patient Care Committee
Member Mass Casualty Planning Subcommittee

- PA Region 13 WMD Working Group – SW PA RTTF
(Southwestern PA - Weapons of Mass Destruction Planning Group)
Pittsburgh, PA
Member Health Care Committee (April 1999 – Feb 2008)
Member Training Committee (April 1999 – Feb 2008)

- PA-1 DMAT (Disaster Medical Assistance Team)
Pittsburgh, PA
Lead Health Technician (August 2001 – October 2009)

- Northwestern PA Counter-Terrorism Task Force / WMD Group 2
Erie, PA (December 1999 – April 2002)
Member Health Care Committee

- Youngstown State University
Limited Service Faculty - Department of Allied Health (August 2001 – Feb 2008)
Classes Taught: Introduction to Trauma Management, Advanced Cardiac Life Support.(72 hour),
Respiratory Emergencies, Special Topics including EMS Response to Chemical, Biological,
Radiological/Nuclear incidents.

- National Registry of Emergency Medical Technicians
Columbus, OH 43229
Examination Representative (1995 – Present)

- EMMCO West, Inc. (Regional EMS Oversight Organization for Northwest PA)
Meadville, PA
President - Board of Directors (June 2003- June 2006)
Member - Board of Directors (May 1996 – Feb 2008)
Regional Medical Advisory Committee (May 1996 – Feb 2008)
Transportation Committee (July 1997 – Feb 2008)
Regional Advisory Task Force (October 1999 – May 1999)

- Community College of Allegheny County - Public Safety Institute
Pittsburgh, PA
Paramedic Program Coordinator and Primary Instructor
Instructor for Miscellaneous EMS Continuing Education Programs
(January 2001 – Present)

- Shenango Valley Area Ambulance Service, Inc.
Farrell, PA
Paramedic – Per Diem (August 2006 – September 2009)
- Emergency Health Services Association of Mercer County
(EMS Training Institution for Mercer County, PA)
Mercer, PA
Member of Board of Directors
Chairman (May 1999 – June 2001)
Secretary (May 1998 - May 1999)
Treasurer (May 1996 - May 1998)
- Pennsylvania Emergency Health Services Council
Mechanicsburg, PA
EMS Education Task Force (December 1998 – July 2002)
Paramedic Curriculum Implementation Task Force (February 1999 – October 2001)
- Brookfield Fire Department
Brookfield, Ohio
Paramedic (June 1999 – Feb 2008)

PUBLICATIONS

- Contributing Author – Pre-Hospital Emergency Care, 9th Edition
Mistovich, Karren
Brady / Pearson – Prentice Hall Publishing, 2009
Chapters: “Medical Legal”; “Ambulance Operations”; “Hazardous Materials Emergencies”; “EMS Response to Weapons of Mass Destruction”
- Contributing Author – Pre-Hospital Emergency Care, 8th Edition
Mistovich, Karren
Brady / Pearson – Prentice Hall Publishing, 2007
Chapters: “Ambulance Operations”; “Hazardous Materials Emergencies”;
“Multiple-Casualty Incidents”; “EMS Response to Weapons of Mass Destruction”
- Contributing Author – Critical Care Paramedic
Bledsoe, Benner
Brady / Pearson – Prentice Hall Publishing, 2006
Chapter: “Weapons of Mass Destruction”
- Contributing Author / Item Writer – EMT-Achieve: Paramedic Test Preparation
Online Examination Preparation
Mistovich, Beasley
Brady / Pearson – Prentice Hall Publishing, 2006
- Contributing Author –Prehospital Advanced Cardiac Life Support 2nd Ed
Mistovich, Benner, Margolis, Werman
Brady / Pearson – Prentice Hall Publishing; 2004

CURRENT LICENSES & CERTIFICATIONS

- Nationally Registered Paramedic #P0851135
- Ohio State Certified Paramedic #0000689
- Pennsylvania State Certified Paramedic Number #049942
- Ohio EMS Instructor Certified #0000689
- Pennsylvania EMS Instructor Certified #049942
- ACLS (Advanced Cardiac Life Support) Instructor
- AMLS (Advanced Medical Life Support) Instructor
- American Red Cross FA/CPR and ERC Instructor
- BCLS (Basic Cardiac Life Support – CPR) Instructor
- BTLS (Basic Trauma Life Support) Instructor
- PALS (Pediatric Advanced Life Support) Instructor
- Haz-Mat Awareness and Operations Level Pro-Board Certified
- “WMD General Instructor” through the Center for Domestic Preparedness – Anniston, AL
- Instructor for “Emergency Response to Terrorism - Basic Concepts” (FEMA Course ERT:BC TTT)
- Instructor for “Emergency Response to Terrorism – Tactical Considerations : EMS” (FEMA Course ERT:TC)
- Instructor for “Incident Response to Terrorist Bombings” – Awareness Level Course
New Mexico Tech; Energetic Materials Research and Testing Center – Socorro, NM
- Instructor for “COBRA WMD Response Training” – Awareness Level Course
Center for Domestic Preparedness – Anniston, AL
- Domestic Preparedness (NBC / Weapons of Mass Destruction) Instructor for Awareness, Operations, EMS-Technician, Incident Command, Hospital-Operations Levels

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

- Advanced Disaster Life Support (ADLS) and Basic Disaster Life Support (BDLS)
University of Pittsburgh Medical Center
- Responder Operations – Radiological / Nuclear – Bechtel Nevada
National Center for Exercise Excellence, Nevada Test Site
- Threat and Risk Assessment
Texas A&M University System - National Emergency Response and Rescue Training Center
- TERT (Technical Emergency Response Training) – COBRA
Center for Domestic Preparedness – Anniston, AL
- Incident Response to Terrorist Bombings – Technical Operations
- Prevention and Response to Suicide Bombing Incidents Course
New Mexico Tech; Energetic Materials Research and Testing Center – Socorro, NM
- Mass Fatalities Incident Response Course
Pennsylvania Emergency Management Agency
- Emergency Response to Domestic Biological Incidents
Louisiana State University National Center for Biomedical Research and Training
- National Disaster Medical System DMAT Core Curriculum
- National Disaster Medical System DMAT Advanced Curriculum
- Commonwealth of PA, PA Emergency Management Agency Radiological Monitor Course
- Counter Narcotics Tactical Operations Medical System - Tactical EMS Medical Director's Course
- Critical Incident Stress Debriefing EMS Peer Counselor
- National Weather Service – Skywarn Program
- National Safety Council “Certified Emergency Vehicle Operator” Course
- Pennsylvania “Emergency Vehicle Operators Course”

SIGNIFICANT INCIDENT OPERATIONAL EXPERIENCE:

Hurricanes Katrina and Rita - Louisiana

September 2006 – 16 day assignment

- Responded as part of FEMA's EMS Support Operation based in Baton Rouge, LA under the authority of an EMAC contract with Shenango Valley Area Ambulance Service, Inc.
- Mission Tasking included EMS support for Special Needs Medical Facility at Louisiana State University, EMS Support for Mass Housing at Cajun Dome in Lafayette, Fire Service Support to New Orleans Fire during recovery operations, 911 support in St. Bernard Parish, DMAT support at Louis Armstrong International Airport receiving center / field hospital, Miscellaneous other duties as assigned.

Multiple (80+) Vehicle Collision – Interstate 80 – Shenango Township, PA

December 19, 2004

- Assigned role of Operations Chief for Casualty Collection Point and EMS Staging Area under the authority of the Mercer County Emergency Management Agency - by request of Incident Commander on site
- Responsible for initiation and operations of off-site casualty collection point and medical screening area for an approximately 80 vehicle accident in both eastbound and westbound lanes of interstate 80 in Shenango Township, PA. Collection point provided screening by an Emergency Physician, Registered Nurses, and EMS professionals at a local hotel immediately off of interstate exit nearest to accident site.
- Coordinated non-traditional transportation of victims to screening site via County Transit Buses. Provided for food, warmth and housing of victims not in need of medical care.
- Responsible for coordination of EMS, Fire, and County disaster resources staging area.
- Processed 93 victims and 3 pets within 45 minute period, 17 of which were triaged into hospital system and transported via EMS.
- Implemented patient tracking system and provided a family center for re-uniting of families.

Tornado – Clark, PA

November 10, 2002

- Assigned role of Emergency Medical Services Operations Commander under the authority of the Mercer County Emergency Management Agency
- Responsible for EMS Response and Staging Area, including EMS support of rescue efforts.
- Responsible for the initiation and operations of a field collection point that provided screening by an Emergency Physician, Registered Nurses, and EMS professionals at a local hotel near incident site.
- Coordinated provision of food, shelter and communications for victims not in need of medical care.
- Responsible for EMS, Fire, and County disaster resources staging area.
- Processed approximately 50 patients and numerous pets. 19 injuries and one fatality during incident.
- Implemented patient tracking system and provided a family center for re-uniting of families.

PROFESSIONAL TEACHING AND PRESENTING EXPERIENCE

- 4th Annual Southern California EMS Conference
The Doral Resort, Palm Springs, CA
“Surge Capacity Solutions”; “Street Survival”,
“Interstate 80 Multiple Vehicle Accident Response”
May 2-6, 2005

- Emergency Medical Service Institute’s
EMS Update 2005 Conference : Seven Springs, PA
“WMD, PPE, and Decontamination Implications for EMS in our Changing World
(and Other Important Stuff)”
“Challenging Cases: Medical, Trauma, and Pediatric Case Reviews”
March 2005

- Pennsylvania Emergency Health Services Council’s 27th
Annual EMS Conference : Lancaster, PA
“Incident Response to Terrorist Bombings Awareness”– New Mexico Tech / Energetic Materials
Research and Testing Center program : Socorro, NM
August 2004

- Emergency Medical Service Institute’s
EMS Update 2004 Conference : Seven Springs, PA
“Incident Response to Terrorist Bombings Awareness”– New Mexico Tech / Energetic Materials
Research and Testing Center program : Socorro, NM
“Street Level Incident Command”
“Triage Trends – START and JumpSTART Triage”
March 2004

- COBRA WMD Response Training (Awareness) – Center for Domestic Preparedness, Anniston AL
Presented at Youngstown State University Metro College – Youngstown, Ohio
March 2004

- PA Region 13 WMD Working Group – Mental Health Disaster Response Training Conference : Seven
Springs, PA
Incident Command Systems
WMD Response Training (COBRA Awareness) – Center for Domestic Preparedness Course
December 2, 2003

- Incident Response to Terrorist Bombings Awareness – New Mexico Tech / Energetic Materials Research
and Testing Center program : Socorro, NM
Scheduled by Request – Youngstown State University Metro College – Youngstown, Ohio and Kent State
Trumbull Campus - Warren, Ohio -
April 2004

- Pennsylvania Emergency Health Services Council’s 26th Annual EMS Conference
Lancaster, PA
“Gasping for Air – Respiratory Distress and ALS”
“WMD – PPE and Decontamination implications for EMS – Clarifying the Controversies”
August 2003

•PA Strategic Medical Action Response Team (PA-SMART)

PA Dept. of Health

“Personal Protection and Decontamination in WMD Incidents”

Faculty of training program by special invitation from PA Deputy Secretary for Health

November 2002

•Pennsylvania Emergency Health Services Council’s 25th

Annual EMS Conference : Lancaster, PA

“Tactical Lifesaver Course”

“Pediatric Emergencies – The Night the Kids Came Out to Play”

“In Memory of Our Fallen Brothers and Sisters” – September 11th Memorial Program

August 2002

•Northwestern PA’s Seventh Annual Disaster Preparedness Conference

Erie, PA

“Overview of the MMRS Planning and RISC Team Development in PA NBC/WMD Planning Group 13
– Southwest Pennsylvania”

April 2001

RESEARCH EXPERIENCE

•INFAST (In Field Assessment for the Suitability of Thrombolytics)

Study Coordinator

Studied Comprehensive Pre- and In-Hospital Approach to Acute Myocardial Infarction Patients

•Cardizem Pre-Hospital Field Trial

Study Coordinator

First Trial in state of Pennsylvania of Diltiazem Cardiac Medication in Pre-Hospital Setting

•LAPSS (Los Angeles Paramedic Stroke Screen)

Clinical Trial Study Coordinator

Study of Efficacy of Pre- Hospital Screening for Detection of Acute CVA’s

REFERENCES:

Available Upon Request

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PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Alcohol and Substance Abuse & Testing

Purpose: To follow state and federal laws consistent with our commitment to the well being of our personnel and patients we serve by maintaining a safe work environment.

Policy: Elite EMS, Inc. will not tolerate personnel under the influence of alcohol or illegal drugs or those who use alcohol or illegal drugs (or misuse legal drugs) while on duty, while operating Company vehicles or while representing our organization.

Procedure:

1. Definition of Terms

- a. **Legal Drug:** A prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which it was prescribed.
- b. **Illegal Drug:** Any drug which cannot be legally obtained (e.g. Marijuana, hallucinogens, etc.) or which, although legal:
 - i. Has been illegally obtained or prescribed.
 - ii. Is not being used for its prescribed purposes.
 - iii. Is being used in larger doses than recommended.
- c. **Premises:** Used in its broadest sense, it includes all land (including leaseholds, easements, and other job sites), property, buildings and other structures, vehicles owned by or leased to Elite EMS Inc.
- d. **Reasonable Suspicion:** Aberrant or unusual behavior of personnel who exhibit any of the following:
 - i. Symptoms that are commonly associated with intoxication or impairment caused by illegal drugs or alcohol.
 - ii. Behaving in a manner that is not reasonably explained as resulting from causes other than the use of controlled substances.
 - iii. Observed using or in the possession of illegal drugs or alcohol. All such observations must be documented in writing by the observer(s).

2. Prohibited Acts

- a. The use of possession of alcohol or illegal drugs on the premises or being under the influence of alcohol or illegal drugs while performing Elite EMS Inc. duties or representing our organization is prohibited at all times.
- b. Personnel should be aware that the use of some prescriptions or over-the-counter drugs might also affect their ability to properly perform their job duties. Therefore, you have the responsibility to report such use of legal drugs that may have side-effects to your supervisor when you are aware of potentially adverse effects on performance or in the safe operation of company equipment.
- c. You may continue to work, even though you may be taking a legal drug (such as over the counter cold medications), as long as such use does not pose a threat to your safety or the safety of other personnel or patients and you can safely perform the duties of your position.
- d. Depending upon the severity of the situation, personnel who violate this policy may be offered the opportunity for appropriate treatment and rehabilitation through any Employee Assistance Program (EAP), which may be available through health insurance coverage or an appropriate treatment source of the staff member's choice. Referral for assistance does not preclude corrective discipline for violation of rules or Policies. Personnel failing or refusing appropriate treatment or testing shall be subject to corrective discipline up to and including termination. Failure to successfully complete the program or intentional violations of the program will result in termination of employment.

3. Drug Testing.

- a. This policy regulates the use, possession and testing for presence of alcohol and drugs shall be administered fairly and consistently to all personnel.
- b. To ensure the accuracy and fairness of our testing program; all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a *Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.*
- c. Each employee, as a condition of employment, will be required to participate in pre-employment, post-accident and reasonable suspicion testing upon selection or request of management.
- d. At a minimum, the substances that will be tested for are: Amphetamines, Barbiturates, Cannabinoids (THC)/Marijuana, Cocaine, Opiates/Heroin and Phencyclidine (PCP), although additional substances may be tested for at the discretion of management.
- e. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.
- f. Pre-employment screening shall be performed.
 - i. All applicants will be requested to sign an authorization and release agreeing to submit to a drug screen. Applicants who refuse to sign the authorization or to submit to the drug screen will not be considered for employment or membership.
 - ii. An applicant who fails the drug screening test will be advised to consult with a physician or a counseling center. A new application may be submitted for employment or membership ninety (90) days from the date of the last conditional offer of employment or membership if the applicant provides medical evidence that a physician has found no sign of alcohol or drug abuse or that the applicant had undergone prescribed treatment.
- g. Routine testing of personnel may occur.
 - i. Personnel may be required to submit to drug testing under the following circumstances:
 1. Where state or federal regulations require such testing.
 2. Where Elite EMS, Inc. has reasonable suspicion of on-the-job impairment or intoxication in accordance with this policy.
 3. Where a staff member has been referred to treatment for alcohol and/or drug abuse, in which event the personnel shall be subject to random testing for one (1) year after he or she has returned to work. Personnel will also be required to furnish Elite EMS, Inc. with a copy of the treatment facilities prescribed after care program and proper verification of the staff members compliance with the aftercare program or revisions thereto.
 4. Anytime following a motor vehicle accident, however minor, in which the staff member was the operator of the vehicle.
 - ii. Personnel required to submit to drug testing shall be informed of the reason for such testing. In the case of "reasonable suspicion" testing, personnel shall be given a copy of the specific objective facts constituting "reasonable suspicion" in accordance with this policy. *The staff member will be requested to sign an acknowledgment that testing has been requested and that he or she consents to such testing.*
 - iii. Personnel who refuse to sign a requested testing agreement or who refuse to submit to testing after signing the agreement shall be immediately suspended and an investigation shall occur, to determine whether the refusal was reasonable. If the refusal is found to be

unreasonable, it will be treated as an intentional violation of this policy and may lead to discipline up to and including termination.

- iv. Testing procedures shall conform to accepted practices, and Elite EMS, Inc. may utilize an outside or contracted person or organization for this purpose.
- h. Test results shall be communicated to Elite EMS, Inc. as soon as possible upon receipt of the results from the testing facility. Further:
 - i. Copies of all documents including test results, computer printouts, graphs, interpretations and chain of custody forms may be given, at the discretion of management, to personnel upon request.
 - ii. Any staff member, who as a result of testing is found to have alcohol or illegal drugs in his or her system, will be considered in violation of this policy.
 - iii. All records and information obtained by Elite EMS, Inc. regarding drug testing, requests for testing, the test results and treatment of personnel for chemical dependency will be confidentially maintained by Elite EMS, Inc. as fully as possible and will be used in accordance with the law. Test results may need to be shared with designated management personnel or others on a "need to know" basis.
 - iv. All drug-testing information will be maintained in separate confidential records.
- i. Any employee who tests positive will be immediately removed from duty, suspended without pay for a period of 30 days, referred to a substance abuse professional for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care, required to pass a Return-to-Duty test and sign a Return-to-Work Agreement, subject to ongoing, unannounced, follow-up testing for a period of five years and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement.
- j. An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

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PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

Background Checks

Purpose: To follow state and federal laws and to ensure the highest degree of safety for our personnel and patients by adequately screening the background of our personnel.

Policy: Elite EMS, Inc. shall perform all necessary background checks, including criminal history, child or elder abuse, history, driving record and other required background checks prior to any service performed by a potential employee or volunteer. Each employee must satisfactorily complete the background check process prior to performing any services.

Procedure:

1. Criminal History Record Background Checks

- a. Each applicant must provide necessary information required for the necessary regional state or federal criminal background check form. Each applicant shall also complete a background check authorization form.
- b. *Elite EMS, Inc. will submit the necessary federal or state background check form on behalf of each applicant to the relevant state or federal agency. The applicant will ordinarily not be permitted to perform services until the results of the background check are received.*
 - i. If a criminal history record check indicates that a potential employee or volunteer has been convicted (including a plea of "no contest") of any crime that is relevant when considering employment or membership, he or she may not be eligible for employment. Additionally, any employee who is later convicted of a crime may be subject to immediate termination of employment or expulsion from membership. (Convictions for offenses will not necessarily preclude employment, but will be considered in making employment decisions based on the relevance of the conviction to the work performed).
 - ii. If the criminal background check returns with no record of conviction, the applicant may be permitted to perform services and may be hired.
 - iii. If the criminal background check returns with a record of a conviction that is relevant to preclude employment, the applicant will receive notice that he or she is precluded from employment because of the results of the criminal background check.
- c. Any applicant who does not cooperate with the criminal history records check process will not be considered for employment.
- d. In addition to cooperating with the background check, each applicant shall provide a list of all criminal convictions. Convictions will be considered based on factors that relate to suitability for employment in the position applied for, including the type and severity of the crime and when the conviction occurred.
- e. Elite EMS, Inc. may periodically request that additional criminal background checks occur throughout the term of employment. Full cooperation with such periodic checks is expected, failure to cooperate will result in discipline.
- f. All personnel have an ongoing obligation to disclose to Elite EMS, Inc. any convictions during their employment/membership. Personnel who fail to make such a disclosure will be subject to appropriate discipline.

2. Driving Record Background Check for All Personnel Whose Participation Involves the Operation of a Motor Vehicle.

- a. Individuals with a poor driving record may not be permitted to operate company vehicles and in some cases, may not be considered for employment. Each applicant is required to submit necessary information to Elite EMS, Inc. to enable Elite EMS, Inc. to obtain a copy of the driving record from the applicable state agency (e.g., Department of Transportation).
- b. Any applicant who does not cooperate with the driver record check process will not be considered for employment.
- c. At all times during employment, personnel must meet the following criteria while operating Company vehicles:
 - i. They must have a valid driver's license (where work requires operation of a company vehicle).
 - ii. They must observe all traffic laws.
 - iii. They must not be addicted to, or under the influence of alcohol or drugs.
 - iv. They must be free from physical or mental impairments that may adversely affect the person's ability to drive and pose a danger to self or others, if those impairments cannot be reasonably accommodated.
 - v. If operating company emergency vehicles, they must have successfully completed the *Emergency Vehicle Operator's Course ("EVOC") of instruction*.
- d. Any changes in a personnel driving record (such as conviction for speeding or any conviction for a moving traffic violation) must be reported to a supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.
- e. Prior to being offered a position with Elite EMS, Inc. that involves driving of Elite EMS, Inc. vehicles, applicants must have successfully completed an EVOC course and provide a copy of the Certificate of Completion to Elite EMS, Inc.

3. Review of OIG Exclusions.

- a. The Department of Health and Human Services, Office of Inspector General (OIG) reports those individuals or organizations that have been excluded from participation in federal health care programs. Those on the excluded list are not permitted to provide services that will be billed to a federal health care program (such as treating Medicare/Medicaid patients) and are not permitted to be involved in billing or related functions.
- b. As part of its application process, Elite EMS, Inc. may research the OIG's database for possible applicant exclusion. Exclusion from any federal health care program constitutes grounds for disqualification of employment.
- c. Elite EMS, Inc. may conduct periodic re-checks of the OIG exclusion database. In the event that a current employee or member is found to appear on the exclusion list, termination of employment may be required.

4. References.

- a. Applicants shall provide a list of references, including past employers. References shall not include family members and social friends.
- b. Elite EMS, Inc. may contact each named reference to confirm the qualifications, abilities or character of each applicant.
- c. Any applicant who does not supply references will not be considered for employment.

5. Medical Examination.

- a. All applicants are required to meet the required physical requirements for the applied for position, as established by Elite EMS, Inc. All candidates must pass a post offer physical examination, which may also include an assessment of reasonable accommodations that may be requested by the applicant. The employment physical is provided at no cost to the applicant and may include medical history, x-rays, laboratory tests and a drug screen.
- b. Additional physical examinations may be required periodically as a condition of continued employment to ensure continued ability to perform the physical requirements of the job.

Elite EMS, Inc. Balance Sheet

As of April 2, 2014

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PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

	Total
ASSETS	
Current Assets	
Bank Accounts	
BANK OF AMERICA OPERATING ACCOU	45.73
ELLITE EMS BOA	14,832.46
MEMBERSHIP ESCROW	340.50
Total Bank Accounts	\$15,218.69
Accounts Receivable	
Accounts Receivable	12,814.10
Total Accounts Receivable	\$12,814.10
Other current assets	
L/R CAS OF WARREN	1,165.82
Undeposited Funds	0.00
Total Other current assets	\$1,165.82
Total Current Assets	\$29,198.61
Fixed Assets	
Improvements	2,141.20
Accumulated Depreciation	-204.00
Total Improvements	1,937.20
Machinery & Equipment	
Depreciation	-20,239.00
Original Cost	30,000.00
Total Machinery & Equipment	9,761.00
Vehicles	
Depreciation	-39,448.00
Original Cost	61,280.00
Total Vehicles	21,832.00
Total Fixed Assets	\$33,530.20
TOTAL ASSETS	\$62,728.81
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
L/P JENNIFER ONEILL	0.00
L/P JOHN O'NEILL	0.00
L/P NEW SOURCE BILLING	-1,000.00
L/P NICASTRO ACCOUNTING	0.00
L/P PHOENIX DIRECT	0.00

	<u>Total</u>
Total Other Current Liabilities	\$ -1,000.00
Total Current Liabilities	\$ -1,000.00
Total Liabilities	\$ -1,000.00
Equity	
Dividends	-11,950.00
Opening Bal Equity	176,000.00
Retained Earnings	-135,578.80
Net Income	35,257.61
Total Equity	\$63,728.81
TOTAL LIABILITIES AND EQUITY	\$62,728.81

Wednesday, Apr 02, 2014 10:15:52 AM PDT GMT-4 - Cash Basis

Elite EMS, Inc. Profit and Loss

January 1 - April 2, 2014

	Total
Income	
Fees	-66.84
MEDICARE INCOME	35,024.33
MEMBERSHIP INCOME	425.00
Services	162,976.40
Unapplied Cash Payment Income	-3,777.33
Total Income	\$194,581.56
Gross Profit	\$194,581.56
Expenses	
ADVERTISING	1,554.97
Bank Service Charges	150.00
CABLE	287.52
CELL PHONE	1,705.08
CONSULTING	10.00
donation	150.00
Dues and Subscriptions	-5.28
EDUCATION	255.00
Insurance	
aflac	64.56
DENTAL	832.80
HEALTH	5,856.21
VECHICLE	5,071.22
Work Comp	6,852.00
Total Insurance	18,676.79
Interest Expense	152.06
internet	287.52
Licenses and Permits	900.00
MEDICAL SUPPLIES	2,071.62
MILLEGAE AND TOLLS	210.00
Office Supplies	2,044.54
Payroll Expenses	62,712.23
PAYROLL TAXES	26,802.03
Postage and Delivery	344.05
Professional Fees	
AMBULANCE ASSIST	850.00
BILLING	2,268.00
dispatch	6,000.00
Management Fees	1,500.00
PAYROLL PROCESSING	751.59
quickbooks	156.40
Total Professional Fees	11,525.99
Recruiting	1,529.03
REFUND OVERPAYMENT	121.77

PA PUBLIC UTILITY COMMISSION
SECRETARY'S BUREAU

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	Total
Rent	4,600.00
Taxes	629.53
Telephone	558.75
Unapplied Cash Bill Payment Expense	0.00
UNIFORMS	1,076.33
Utilities	481.98
Gas and Electric	1,371.20
SEWER	331.62
trash pick up	216.42
Water	192.00
Total Utilities	2,593.22
VECHICLE EXPENSES	
FUEL	9,082.47
mileage and tolls	105.00
Total VECHICLE EXPENSES	9,187.47
VECHICLEES REPAIR & MAINT	9,193.76
Total Expenses	\$159,323.98
Net Operating Income	\$35,257.58
Other Expenses	
Reconciliation Discrepancies	-0.03
Total Other Expenses	\$ -0.03
Net Other Income	\$0.03
Net Income	\$35,257.61

Wednesday, Apr 02, 2014 10:17:09 AM PDT GMT-4 - Cash Basis

