



MEMORANDUM

TO: All EMS Squad Directors and EMS Personnel
FROM: Jim Donathan, Field Operations Director, WV EMS TSN, Inc.
DATE: January 3, 2017
SUBJECT: Change in Field Office Structure

Beginning January 1, 2017, WV EMS TSN, Inc. will transition to a Northern and Southern field office model. Due to a decrease in funding, we have found it necessary to make these changes.

If you were previously assisted by the Fairmont, Martinsburg, or Wheeling field offices, you are now considered to be located in the boundaries of the Northern Area of West Virginia. If you need assistance, please use the contact information listed below:

WV EMS TSN, Inc.

Northern Field Office

1829 Pleasant Valley Road
Fairmont, WV 26554

Phone: (304) 366-8764
Fax: (304) 366-5091

If you were previously assisted by the Beckley, Huntington, or Mineral Wells field offices, you are now considered to be located in the boundaries of the Southern Area of West Virginia. If you need assistance, please use the contact information listed below:

WV EMS TSN Inc.

Southern Field Office

PO Box 7005 (722 31st East)
Huntington, WV 25774-7005

Phone: (304) 523-9102
Fax: (304) 523-7800

WV EMS TSN, Inc. will continue to assist EMS squads and EMS personnel with their EMS needs; however, as of 12/31/2016, TSN will no longer be conducting ambulance inspections. This task has been removed from our statement of work and will now be conducted by WV OEMS. If you have a new vehicle, your agency will need to contact WV OEMS to schedule an inspection. We apologize in advance for these changes, but please know that TSN will continue to the best of our ability to provide assistance to squads and EMS personnel.

cc: Nancy Price, Chief Executive Officer, WV EMS TSN, Inc.

Physical Address: 722 31st Street East, Huntington, WV 25702

Mailing Address: P. O. Box 7005, Huntington, WV 25774-7005

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