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REMO and AAREMS

Recruitment and Retention Leadership Development Initiative

2026–2027 New York State Fiscal Year

Action

Support a targeted leadership development initiative using the REMO and AAREMS Recruitment and Retention funds to assist EMS agency leaders in attending the Vital Signs Conference. Each region allocates $15,000 to the initiative, for a combined funding allocation of $30,000. The REMO Program Agency administers the initiative on behalf of both regions.

Rationale

This initiative provides a practical means of utilizing available funding to support EMS agency leadership development. Strong agency leadership promotes member and employee development, strengthens recruitment and retention efforts, and contributes to long-term agency sustainability.

The initiative prioritizes newly appointed or elected leaders and emerging leaders who are preparing to assume leadership responsibilities. Participants are encouraged to apply the knowledge and strategies gained through the conference to benefit their agencies and strengthen regional EMS workforce development efforts.

Educational Participation

Participants are strongly encouraged to attend the two-day New York State EMS Leadership Course offered during the Vital Signs pre-conference, along with relevant educational sessions during the two-day main conference.

Examples of sessions identified as relevant to this initiative include:

- Conducting an After-Action Review to Support Effective Program Management
- Schoolhouse Rock for EMS
- CME Administrator Workshop
- Using Digital Media to Build the Future of EMS
- Moral Injury in First Responders
- Using Community Events to Prepare for the Big One
- The Lost Leadership Handbook: The Lessons They Forgot to Pass On
- NYS Division of State EMS Operations Update

Additional sessions addressing leadership, workforce development, recruitment, retention, education, and agency management may also qualify. Final course selections are based on the published conference schedule and are subject to approval by the REMO Program Agency.

Eligible Expenses and Reimbursement Limits

Approved funding covers eligible expenses associated with attendance at approved educational programming, including pre-conference and main conference registration fees, hotel accommodations, and mileage.

Hotel accommodation is reimbursed up to the applicable New York State lodging reimbursement rate. Any difference between the applicable state rate and the actual lodging cost is the responsibility of the participant or the participant's EMS agency.

Mileage is reimbursed at the applicable reimbursement rate. All reimbursements are subject to the approved funding amount, applicable reimbursement rates, and the availability of regional funds.

Reimbursement Documentation

The initiative operates on a reimbursement basis. Following completion of the approved educational programming, participants submit the following documentation to the REMO Program Agency:

- Proof of attendance or completion for the approved educational programming.
- Itemized receipts documenting registration fees and hotel accommodation.
- A completed mileage voucher accompanied by a mileage map documenting the travel for which reimbursement is requested.

Reimbursement is limited to approved eligible expenses, applicable reimbursement rates, and the maximum amount specified in the written approval. Any expenses exceeding these limits are the responsibility of the participant or the participant's EMS agency.

Funding Priorities

When requests exceed available funding, the REMO Program Agency prioritizes applications based on the following considerations:

- Newly appointed or elected EMS agency leaders.
- Emerging leaders preparing to assume leadership responsibilities.
- Agencies experiencing recruitment or retention challenges.
- Agencies with limited resources available for leadership education.

Applicants are expected to explain how the proposed educational programming addresses their leadership development needs and how they intend to share and apply the knowledge gained within their agencies.

Application and Approval Process

Applicants submit a brief application identifying the following:

- EMS agency and applicant's current leadership role.
- Length of time in the current role.
- Relevant recruitment or retention challenges.
- Intended educational sessions or courses.
- Estimated eligible expenses.
- A plan for sharing and applying the educational content within the agency.

The REMO Program Agency reviews applications in accordance with the funding priorities and available regional allocations. Before participation, applicants receive written approval specifying the approved educational activities, maximum reimbursement amount, applicable reimbursement rates, and required supporting documentation.
Only expenses associated with approved educational activities and authorized in writing before participation are eligible for reimbursement. Approval is subject to the availability of funds within the applicable regional allocation.