

AGENDA
HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY
MEETING DATE MAY 15, 2024
STARTING AT 6:30 P.M.
MEETING AT THE HCEAA BUILDING
17940 STATE ROAD 55
BAKER, WV 26801

AGENDA:

- CALL TO ORDER/ROLL CALL
- APPROVE MINUTES—FEBRUARY MEETING
- TREASURER'S REPORT

OLD BUSINESS:

- BUILDING, EQUIPMENT/VEHICLE
- WARDENSVILLE, HCEAA, WEST HARDY EMERGENCY MEDICAL SERVICES, 9-1-1 CENTER UPDATES
- REVIEW AND APPROVE WARDENSVILLE AMBULANCE PROPOSAL
- TRAINING
- AUDIT UPDATE

NEW BUSINESS:

- COUNTY COMMISSION MEETING
 - APPROVAL OF EMS SALARY ENHANCEMENT FUNDS FOR HCEAA
 - BOARD OF PHARMACY UPDATE

 - PAY RAISES FOR PART-TIME EMPLOYEES
 - APPROVAL TO PAY INVOICES
 - COMMENTS—BOARD MEMBERS AND EMPLOYEES
 - PUBLIC COMMENTS
 - PERSONNEL
-
- **NEXT MEETING DATE, JUNE 12, 2024 AT THE 9-1-1 CENTER IN MOOREFIELD, WV.**

MEETING NOTICE

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

REGULAR MEETING

WEDNESDAY, MAY 15, 2024

HCEAA BUILDING

17940 STATE ROAD 55, BAKER, WV

MEETING TIME WILL BE 6:30 P.M.

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING ON **WEDNESDAY, MAY 15 2024, AT 6:30 P.M. AT THE HCEAA BUILDING, 17940 BAKER, WV.** THE MEETING WILL BE TO DISCUSS THE REGULAR BUSINESS OF THE AUTHORITY. THE MEETING WILL BE OPEN TO ALL MEMBERS OF THE PUBLIC. A QUORUM OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY BOARD IS SCHEDULED TO MEET AND MAKE DECISIONS AND TAKE OFFICIAL ACTION ON MATTERS SCHEDULED ON THE MEETING AGENDA.

A COPY OF THE MEETING AGENDA WILL BE AVAILABLE, IN ADVANCE , TO ANY MEMBER OF THE PUBLIC AND/OR NEWS MEDIA AT THE CLERK'S OFFICE, ROOM 111, 204 WASHINGTON STREET, MOOREFIELD, WV 26836 OR BY CONTACTING THE HARDY COUNTY CLERK'S OFFICE AT TELEPHONE NUMBER 304-530-0250.

Hardy County Emergency Ambulance Authority

Board of Directors Meeting

May 15, 2024

Present: President Paul Lewis, County Commissioner Steve Schetrom, Ronnie Crites, Assistant Director Nathan Kesner, Director Derek Alt and Fran Welton (By Phone).

Guests: Tom Walker, Becky Fishel and Lisa Twigg from Wardensville Rescue Squad, Steven Pendleton, Moorefield Examiner, David Pratt and Billie Jo Biddle from West Hardy EMS.

The meeting was called to order by Paul at 6:40 p.m.

Minutes

Ron Crites moved and Steve Schetrom seconded a motion to approve the minutes of the April 17, 2024 meeting. The motion was approved.

Treasurer's Report

Executive Director Derek Alt provided the following report:

Total Expenses for April	\$113,645.56
Total Revenue for the month of April	\$103,586.02
Income from Fee	\$ 65,000.00
Income from Services	\$ 38,562.16
Other Income	\$ 23.86
Current Checking Account	\$ 23,098.95
Savings Account	\$ 36,029.30

Old Business

Building

Nothing to report.

Equipment

Nothing to report. All equipment is working.

Vehicles

Nothing to report. All vehicles are in service with no problems.

Calls for Service

Paul reported the following calls for service in April:

West Hardy	102
HCEAA	83
Wardensville	28

Wardensville Rescue Squad Proposal

Director Alt gave an update on the proposal between the HCEAA and the Wardensville Rescue Squad (WVRS).

1. Utilities-The HCEAA will be responsible for all building utilities.
2. Will be working with Hardy Telecommunications for billing and phone to be transferred to the HCEAA in order to allow for "cloning" of the network.
3. The HCEAA will work with the WVRS treasurer to establish autopay for utilities.
4. The HCEAA will be responsible for any late fees that are incurred concerning billing.
5. All supplies including medications will be absorbed by the HCEAA.
6. All rules and regulations regarding medications will be followed by the HCEAA and WVRS personnel.
7. The HCEAA will maintain the DEA and WVBOP licenses for the WVRS station.
8. Scheduling with crews will be that WVRS will provide a fully staffed ambulance for a total of 48 man hours per week.
9. WVRS will allow staff from the HCEAA to use their vehicles and building.
10. At no time will the HCEAA remove a unit from WVRS Station to be housed at Station 3,
11. The HCEAA Will subsidize WVRS monthly in the amount of \$3,000.00 and the \$15,000 annual stipend will be forfeit.

Pending approval of the above terms by the WVRS membership, drafting of an official MOU will begin. The terms set forth in this document, once approved by the HCEAA BOD's Signing of the MOU will take place during a June meeting with the terms and conditions going into effect July 1, 2024, at 0700.

Included in these minutes will be a copy of the Updated terms to the WVRS/HCEAA integration proposal. In addition, the "Letter of Understanding" will also be included in these minutes. A "Letter of Understanding" will be signed and approved at the June meeting.

Steve Schetrom moved to accept the changes to the Integration Proposal as presented by Director Derek Alt and agreed upon by the WVRS membership. Fran Welton seconded motion. Motion passed.

BOD didn't do or need to do anything with the letter.

Training

No one had any training that they were aware of and Paul said that the Regional Exercise will be starting on June 27, 2024 at the Hope Christian Church in Augusta, WV and hoped that some of them could come and help with it for the County.

Audit

Assistant Director Nathan Kesner noted that the 2022 had been finished and has not heard anything on the 2023 audit. We should be getting a completed copy of the audit within the next month.

New Business

EMS Salary Enhancement

Director Alt went over what they propose for the allocation of the EMS Salary Enhancement funds that were approved by the State. They used a multiplier of 1.52 for all hourly part-time employees and what funds were left after that allocation, the rest was divided for all full-time employees. The total that went to part-time employees was \$9,274.28 and \$40,294.49 went to the full-time employees. Director Alt noted that a person can only draw from one agency if they work in multiple locations in the State.

Fran Welton moved to accept the EMS Salary Enhancement plan as described by the Director. Steve Schetrom seconded the motion. Motion was approved.

WV Board of Pharmacy

Director Alt discussed the inspection by the WV Board of Pharmacy that was done recently on the HCEAA. The inspection was mainly to check how the controlled substances were handled and inventoried by the HCEAA. In addition, it was discussed about the temperature control of some of the medications. Director Alt noted that they are currently doing some of the stuff that they looked at and they will be looking into how they can meet what they noted in their report. Director Alt said that the WV Board of Pharmacy has not legal power and this is the first time that they have did inspection since he has been working for the HCEAA.

Pay Raises for Part-Time Employees

Assistant Director Nathan Kesner went over the proposed changes in the hourly rate for Part-time Employees. With the changes, they are hoping that they can fill more of the gaps and cut down on the amount of overtime that they are pay. Part of the problem is that they can make more money in one of the other counties; therefore, they will work for them before working for the HCEAA. With the changes, it would boost the part-time hourly rate from EMT-B currently at \$15.00 to \$19.00 per hour and the EMT-P would go from \$21.00 to \$25.00 per hour.

Ron Crites moved to approve the hourly rates for the part-time employees. Steve Schetrom seconded the motion. Motion was approved.

PSTrax System

Assistant Director Kesner discussed with the BOD's a tracking system (PSTRAX) which consists of seven modules. Additional modules can be added as needed at any time. Each module has an annual software license fee and a one-time implementation fee based on the scope of work.

The HCEAA would like to purchase the module dealing with the tracking of the Controlled Substances which monitors the vaults, vending machines and drug boxes in the vehicles at a cost of \$300 for each managed location. The HCEAA would have nine locations to purchase the tracking module at a cost of \$2,700 and a one time fee of \$540 then and yearly license fee of \$2,700. It was noted that West Hardy could also use the tracking fee if they wanted at the cost of \$300 per location.

They would like to get approval of the system now so that it will be working when they do the MOU with WVRS.

Fran moved to approve the purchase of they system. Steve Schetrom moved to second the motion. Motion was approved.

Approval to Pay Bills

Director Alt went over the bills for the pass month and answer any questions that the Board members had. There were no questions to the list of bills. Most of the bills were the monthly bills that the HCEAA has on a regular basis.

Ron Crites moved to pay the list of bills. Steve Schetrom moved to second the motion. The motion was approved.

With no further comments, Fran Welton moved to adjourn and Steve seconded the motion.

The next meeting of the HCEAA will be held on Wednesday, June 12 beginning at 6:30 p.m. at the 9-1-1 Center in Moorefield.

Respectfully submitted
Paul R. Lewis, President

Sign IN Sheet

Paul Lewis

Ron Chiles

Tom Walker

Betty Fisher

Steve Penellton

Lisa Twiggy

David Pratt

Bruce To Boodle

Nathan Moran

Derek AH

Steven Schstrom