

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY  
MEETING DATE SEPTEMBER 19, 2018  
STARTING AT 6:30 P.M.  
MEETING AT THE BAKER BUILDING  
SR 55, BAKER, WV**

**AGENDA:**

- CALL TO ORDER/ROLL CALL
- APPROVE MINUTES
- TREASURER'S REPORT
- COMMITTEE REPORT

**OLD BUSINESS:**

- BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
- FRALEY'S, WARDENSVILLE, 911 HCEAA, 9-1-1 CENTER UPDATES
- TRAINING
- DRUG/EQUIPMENT INVENTORY REPORT
- RECEIVABLES MANAGEMENT PROGRAM
- SCHOLARSHIP PROGRAM
- ELECTION FOR VICE PRESIDENT POSITION

**NEW BUSINESS:**

- COUNTY COMMISSION MEETING
  - APPROVAL TO PAY INVOICES
  - BUILDING DOOR KEY SYSTEM
  - COMMENTS—BOARD MEMBERS AND EMPLOYEES
  - PUBLIC COMMENTS
  - PERSONNEL
- 
- **NEXT MEETING DATE, OCTOBER 10, 2018; LOCATION TO BE AT THE BAKER BUILDING, BAKER WV**

# Hardy County Emergency Ambulance Authority

September 19th, 2018

Present: President: Paul Lewis, Treasurer: Tim Ramsey, County Commission Representative: J.R. Keplinger, Doug Coffman, Bill Collins, Ron Crites, Derek Alt: HCEAA Executive Director, Tina Todd: HCEAA Accounts Receivable Supervisor

Absent: Secretary: Mary Fishel

Guest Present: 1 with Moorefield Examiner, 1 with HCEAA, 1 with Fraley's Ambulance Service and 3 citizens, Medical Director Carmen Rexrode

President Paul Lewis called the meeting to order at 6:34 PM followed by the Pledge of Allegiance and Prayer.

Motion to accept August minutes by Tim, Bill seconds. Motion carried

## **Treasurer Report:**

Derek reports as of September 1st, 2018 the checking account has \$14,753.13 the savings account has \$99,128.68 and the special revenue account has \$242,563.50 for a total of \$356445.31. The expenses for the month of August were \$57,411.99.

## **Committee Reports:**

(No Committee's) Nothing to report

## **Building, Equipment/Vehicle, supplies update**

### **Building:**

Derek reports the lights on the south side of the building outside need to be fixed, upon receiving a strong suggestion from the county.

Snow Removal – Derek is asking for suggestions as it is believed that winter is going to be bad. He to look into K&J Excavating. Also looking into the possibility of a snowblower.

### **Equipment:**

Nothing to report

### **Vehicles:**

371 – serviced last month, no other problems

381 and 383 – Inspected last month, will be switching out the tires in the next month or so & will probably leave the winter tires on there. The ones on the vehicles currently are worn out.

376 – The exhaust detached from somewhere near the motor. Antifreeze leak and the A/C compressor went bad. Repairs were made to the exhaust and antifreeze hose. Waiting for parts on the A/C.

379 – First Due and running.

**Supplies:** Nothing to report

**Ambulance Calls:**

**Calls for August:** HCEAA                      64              Wardensville                      25              Fraley's                      124

Paul reports there were several refusals on both sides. Fraley's had 19 refusals, HCEAA had 24 and Wardensville had 7, George did state that most of their refusals came from MVA's.

Paul last heard, Hampshire Co. still working out issues, hoping to have up and running by October.

Derek request permission to move forward with 2<sup>nd</sup> due.

Derek, George and Jay to get together and talk about pay for standby / 2<sup>nd</sup> due.

**Training:**

Jay reports class to be finished up in November. Have a good chance that all 10 will pass.

Mass casualty training in school systems, there is a grant program that supports that under the Dept. of Justice. It is open to students, teachers, police officers, fire and to the general public. Colin has details. The Board of Education is giving it a big push.

Paul reports there will be some training for EMT's and Medics, through the State and available at the 911 center possibility in November for 60 -70 people.

**Drug Inventory/Equipment:**

Nothing to report

**Receivables Management Solution**

Changes: Features have improved dramatically. Has taken into consideration comments made. Colin is able to do a lot of the custom programming for free. Provided handout of cost and fees.

Set Up Fee, which will cover licenses, Database scrubbing, and custom programming, \$9,950.00

Training, initial support and correcting mistakes \$3600.00

Management fee \$.00 (24 months)

Letters @ \$1.00, postcards at .80 cents

Westlaw verification system \$30 per report

Skip tracing will be \$1.50 (cost) per report

No Management fee and guaranteed that future management fee will not exceed \$299 per month. This will be set up on a month to month subscription agreement not an actual contract.

Reports – Ralph can receive a report once a week. Paul, Derek and Tina will be able to pull reports, we can also receive automated reports.

Exemptions will be automated, they will be required to sign a certification stating their situation has not changed. The certification will have legal wording. Hardship exemptions will still have to be reviewed.

Taking the levy into account, if the levy does go into effect, the previous years will still need to be collected. It is possible the levy would not go into effect until 2020.

Putting the system in place will not only collect previous years, but the idea that someone could be sued will hopefully give a person incentive to make the payment rather than it going to that option.

Bill makes motion to accept Subscription Agreement, Doug 2nds.

For: Bill, Doug, Ron, Paul

Against: JR, He is only against it because he feels it should be reviewed by Lucas to obtain a legal opinion.

Paul makes motion that a payment will not be made until after they have spoken Lucas. Bill 2nds  
For: Bill, Doug, JR, Ron, Paul

#### **Scholarship Program:**

Derek provided handout with requirements for HCEAA.

Bill makes motion to accept scholarship program, Doug seconds. Motion Carries with 4 votes

#### **Advisory Committee**

George Crump, Dave Pratt and Dr. Rexrode are requesting to establish an Advisory Committee. The goal is to provide monthly updates, reports, concerns, request and problems from EMS in Hardy County. To disseminate information from the board to all the EMS agencies and their personnel operating in the community. Our Vision is to bring the entire EMS community together into one united and cohesive operating unit. To provide a voice to for all EMS providers to express their individual concerns to the board. To keep EMS personnel updated as to the actions of the board. To improve morale and collaboration within and among all EMS agencies by organizing social functions.

Meet once a month before the monthly board meeting, alternating between the 3 agencies, encourage all EMS personnel to attend not just the ones on the committee. Framework of the committee would consist of 2 EMS providers from each agency and 2 from the 911 center. Prefer to have all be residents of Hardy County. But it is not a must and what is important is that all be EMS employees.

Motion made for the committee to proceed to make recommendations by Doug, JR seconds. Motion Carries.

**Election for Vice President Position:**

Nomination for Bill Collins to be Vice President, Doug seconds

**County Commission:**

Nothing to report

**Approval to pay invoices:**

Motion to pay the invoices made by Bill, Doug seconds. Motion Carried

**Grants:**

Nothing to report

**Board and Employee Comments**

Derek makes request to hire Mountain State to switch out the key fob system for the ambulance house.

Bill makes motion to purchase 4 door system, Ron seconds. Motion carries

Received 2017/2018 audit information, no negative findings.

October 15<sup>th</sup> EMS licensure is due

Presents plaque purchased for ambulance house for deceased EMS personnel

**Public Comments & Questions**

Wardensville bought a new ambulance

Ron motions to adjourns meeting at 9:02pm, JR seconds

Next meeting October 10<sup>th</sup>, 2018 at 6:30pm, at the 911 Building in Moorefield

Meeting Minutes prepared by Tina Todd, HCEAA Accounts Receivable Supervisor

A handwritten signature in black ink, appearing to read "Tina Todd", is located at the bottom right of the page. The signature is written in a cursive style with a large, sweeping initial 'T'.



# **HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**

## **SEPTEMBER 19, 2018 MEETING NOTICE**

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE **BAKER BUILDING, SR 55, BAKER, WV AT 6:30 P.M.** 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, 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.

