

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE MARCH 12, 2014

STARTING 7:00 PM

HELD AT THE RRT BUILDING, THE 911 CENTER, 141 EMERGENCY LANE
MOOREFIELD, WV. 26836

AGENDA:

1. CALL TO ORDER/ROLL CALL
2. READ/ APPROVE 2-12-2014 MINUTES
3. TREASURER'S REPORT 72759.60
4. COMMITTEE REPORTS
5. SPECIAL REPORT
6. OLD BUSINESS
 - A. BUILDING/EQUIPMENT/VEHICLE UPDATE
 - B. FRALEY'S/WARDENSVILLE/MATHIAS/BAKER UPDATE
 - C. PERSONAL/HEALTH INSURANCE UPDATE
 - D. EMS AGENCY LICENSE
 - E. FEE ORDINANCE REPORT
 - F. CIVIL CASE REPORT
 - G. CARDIAC MONITOR GRANT APPLICATION
 - H. SELL OF IV PUMPS, ETC.
 - I. SERVICE AGREEMENTS: MEDICAL WASTE, MONITORS
 - J. PER CALL PAYMENTS
7. NEW BUSINESS
 - A. 03-04-2014 COUNTY COMMISSION MEETING REPORT
 - B. BUDGET
 - C. APPROVAL TO PAY INVOICES
 - D. YVONNE SEE VACATION
 - E. EMPLOYMENT/JOB POSTING
 - F. PULMONARY ASSOCIATES ACCOUNT
 - G. HCEAA FUEL CARDS
 - H. COMPENSATION OF MEMBERS
 - I. SHORT PUBLIC COMMENTS
 - I. NEXT MEETING DATE, APRIL 9, 2014

**MEETING MINUTES OF THE HARDY COUNTY EMERGENCY
AMBULANCED AUTHORITY**

The meeting was of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on March 12, 2014.

Present:

Greg Greenwalt
Ted Garrett
Harry Shockey
Mary Fishel
Andrew Funk

Julian Hott
Paul Lewis
Ron Crites
Tim Ramsey

Absent:

Craig Strawderman
Dr. Jerry Hahn
J. R. Keplinger

Dave Pratt
Alex Santana

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7 p.m. It was determined that a quorum of members were present to open the meeting.

Greg told the members that the Budget Committee had met earlier to set a budget for 2014-15 as required by the County Commission. The budget has to be into them by their first meeting in April. In the discussion he noted that per the previous budget, that the Authority had been a pretty good job of spend based on what they had estimated earlier.

Greg said that we would further discuss the budget later under new business.

Treasurer's Report:

Treasurer Tim Ramsey noted that the checking account had a balance of \$72,753.60 after bills were paid last month. Greg Greenwalt noted that the county had collected approximately \$290,000 to date from the tax. Motion to accept report by Ted Garrett second by Ron Crites. (Passed).

Committee Reports:

Budget Report will be discussed under New Business.

Special Reports:

None

Old Business:

- **Building/Equipment/Vehicle Update**—it was noted that Yvonne was spending most of her time at Baker. Paul said that he should be replacing the generator on Helmick Rock within the next two weeks depending on the weather. The Yukon Chase unit is ready to go. The lettering is done and it runs good. It was noted that the radio has a problem. Paul said that he would have it checked. It was also noted that Tim's Garage bill had been adjusted from the original bill. Ron Crites said that they had gotten three prices for the tires for the vehicle and there was only about \$10 difference between them. We purchased the tires from Tim's because he gave a free front end alignment. Greg said that we still needed a GPS unit for Lisa O'Leary. Paul Lewis moved to purchase the unit second by Mary Fishel. (Passed)
- **Fraley's/Wardensville/Mathias/Baker Updates**—Fraley's has been busy and have been getting stressed out. They are looking forward for the Ambulance Authority to help them in the future. Mary Fishel said that they are meeting calls and handling some for Mathias/Baker when needed. No one was present from Mathias/Baker. Greg noted that we would be applying for a grant for equipment from the Health Agency. The grant will be for about \$50,000. Will be asking for funds to purchase monitors and drills to drill into the bone for IV's and some miscellaneous supplies and equipment.
- **Personal/Health Insurance Update**—PEIA is a battle getting the insurance set up for the two women. Some of the insurance came through; however, we need to apply for life insurance in the application. Greg said that he is still trying to finalize the paperwork.
- **EMS Agency License Renewal**—the license has been renewed for three years until September 13, 2016 for Advance, Basic and Rapid Response.
- **Feed Ordinance Report**—Greg said that they were getting ready for another mass mailing to those that didn't receive a bill or that got sent to the wrong place. He said that he had met with one of the larger Landlords and they would like to have the

ordinance redone. If the tenants don't pay, the landlords are responsible for the unpaid fee. Now they would be willing to collect the fees by adding it to the rent if allowed to pay on a monthly basis. We still have a problem with late fees and collections of them.

- **Civil Case Report**—Nothing to report except it will be next Monday, Tuesday and Wednesday.
- **Cardiac Monitor Grant Application**—we need approval to apply for the grant. We didn't have the other items outside of the monitors. Andrew Funk moved to apply for the grant second by Ron Crites. (Passed)
- **Sell of IV Pumps, etc.**—it will be required to run an ad for at least two weeks in the paper with the right of refusal on any and all bids. We need to make sure that we list the items. We also need to research for the value of the items that we are selling so that we have a minimum price. We need to put this in a three person committee to look over the estimated prices to determine the fair value of them.
- **Service Agreements: Medical Waste Monitors**—we do have a Medical Waste Agreement and pickup will be at the Baker Building. It will be set up on a will call basis on the amount of the waste. Monitor Service Contract—we have discussed this with a company and it needs to be approved by the group. The price is for the two Model 12's and it will be \$7,590 for a three year contract. This includes a full replacement contract and we will need to add any no ones that we purchase. Members discussed the payment of the service agreement in three annual payments. Tim Ramsey moved to go with the contract and pay in three annual payments second by Andrew Funk. (Passed)
- **Per Call Payments**—we paid out \$4,380 last month to the squads for their monthly calls. Andrew Funk moved to go until the next meeting at the \$20 per call based on the call volume from the 9-1-1 Center. The next meeting will be April 9, 2013. Seconded by Harry Shockey. (Passed)

New Business:

- **03-04-2014 County Commission Meeting Report**—Nothing to report.
- **Budget**—we are required to give a Budget request based on information we have from the previous months. It will need to go to the County Commission by their April meeting. The Budget estimate for 2014-15 is \$633,500 for operations of the authority.

Tim Ramsey moved to approve second by Julian Hott. (Passed) Andrew Funk opposed to the budget.

- **Approval to Pay Invoices**—it was noted that we had gotten credit from Tim's Garage for \$134.90 on the previous invoice. Tim's Garage for three bills for brakes and rotors, state inspection and tires and brake pads. The three bills were \$675.80, \$30.66, and \$2,164.52; Rutherford Supply \$459.34, County Commission for gas \$440.97; Hardy Telecommunications \$96.18; Post Office Box rent \$86.00; R. E. Fisher Company \$21.00; Hardy County Public Service \$38,97; Holtzman Oil Co. \$\$1,512.28; WV Compensation \$580.68 and Pulmonary Associates \$950.00. It was moved by Paul Lewis to pay the bills second by Ron Crites. (Passed)
- **Yvonne See's Vacation**—she would like to take off the second week of April. She doesn't have enough time in to be paid for the whole week. She earns ½ day a month per the Handbook and she is eligible for 2 ½ days based on her start time with the Authority.
- **Employment/Job Posting**-- If everything goes well with the court case, we may be able to advertise and hire a couple to part time medics. Harry Shockey moved that if the case is settled that we advertise for full time medics second by Ted Garrett. (Passed) Ted Garrett moved to allow the Authority to hire for part-time medics for temporary help to fill in gaps where needed. Second by Ron Crites. (Passed) with one abstaining from Andrew Funk.
- **Pulmonary Associates Account**—still trying to resolve the difference in the bills and figure out what is at what building.
- **HCEAA Fuel Cards**—we are still using the county's cards and we need to get our own fuel cards. Ron Crites moved to get our own cards second Julian Hott. (Passed)
- **Compensation of Members**—the by-laws call for each member of the Authority to be paid \$20 for each meeting they attend and we need to pay that now. We owe from July 1 through the end of December 2013. The total to be paid is \$2,360 for the compensation to the members and this is per state code. Harry Shockey moved to pay second Andrew Funk. (Passed) Two opposed Julian Hott and Tim Ramsey.
- **Public Comments**—George Crump said that we need to hire more medics and that a lot of the calls could be BLS rather than ALS. He said that he attended the Escape

Conference recently and the state gave an update that a lot of the patients in the future would be treated by medics in house and would not be transported. This probably will happen within the next five years. He also said that there have been a lot of changes in the state office. He said that Lisa O'Leary doesn't hear the pages a lot of times and don't know why. Jean Flanagan said that she is concerned that no one is discussing the levy and it has not be advertised either. We need to publically get word out about the levy. She also asked about the changes to the ordinance and that we don't have an answer from the Commission on late fees. Ken Pack also was concerned with the advertising of the levy and getting information to the paper. The advertising need to be based on facts that shows the difference between the tax and the levy fee. Perhaps this could be done with an interview with one of the members of the Authority.

- **Comments**—Fraley's would like to have some participation on May 17th. For the Blood Pressure Clinic, etc. Request from Megan Burgess for an overnight Girl Scouts events. Greg said that he told them that the building is not ready for handling any events like this. Mary questioned if we are paying Fraley's for covering Baker and also for covering Mathias. It was noted that they were being paid for mileage in the past and that we are paying them the \$20 per call. Andrew said that we need to relook at the handbook. The committee needs to meet and review it.
- **Next Meeting**—the next regular meeting will be April 9, 2014.
- **Meeting was adjourned at 9:20 p.m.**

President Greg Greenwalt _____

Acting Secretary Paul R. Lewis _____

