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HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE AUGUST 14, 2013

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. ELECTION OF OFFICERS
3. READ/ APPROVE 7-24-2013 MINUTES
4. TREASURER'S REPORT
5. INTRODUCTION OF GUEST
6. COMMITTEE REPORTS
6. SPECIAL REPORTS, JR. KEPLINGER, CO. COMMISSION REP.
7. OLD BUSINESS
 - A. EQUIPMENT/VEHICLE UPDATE
 - B. WARDENSVILLE & MATHIAS/BAKER UPDATE
 - C. VOLUNTEERS UPDATE
 - D. COMMISSION VOTES TO PURCHASE BUILDING, HAVE FEE
 - E. LICENSING REPORT
 - F. DIRECTION OF HCEAA
 - G. DIRECTOR/MEDIC
8. NEW BUSINESS
 - A. 7-24-13 COUNTY COMMISSION MEETING REPORT
 - B. NEW BUGET NEEDED
 - C. AUDIT BY STATE AUDITORS OFFICE
 - D. APPROVAL OF BUILDING LEASE
 - E. BUILDING NEEDS, POWER, FUEL, PHONE, ETC
 - F. NEW BANK SIGNATURE CARD NEEDED
 - G. APPROVAL TO PAY INVOICES
 - H. COMMITTEE APPOINTMENTS
 - I. OTHER ITEMS
 - J. NEXT MEETING DATE, 8-24-2013

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Meeting Minutes of the Ambulance Authority

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on August 14, 2013 at 7pm.

Present:

Greg Greenwalt

Alex Santana

Mary Fishel

Andrew Funk

Grady Bradfield

Jr Keplinger, Comm. Rep.

Tim Ramsey

Ted Garrett

Julian Hott

Ron Crites

Craig Strawderman

Absent:

Dr. Jerry Hahn

Harry Shockey

Call to Order/ Welcome/ Approval of Minutes:

Greg Greenwalt called the meeting to order at 7pm. It was determined that a quorum of members was presented to open the meeting. Meeting minutes of the 7/27/2013 meeting was approved; motion by Grady Bradfield and second by Craig Strawderman.

New Business:

1. It was determined by the board that an Election of Officers should occur due to the resignation of some officers. The following officers were appointed to serve as required by the bylaws:
 - a. President - Greg Greenwalt, motion by Ronnie Crites and second by Ted Garrett.
 - b. Vice President – Ted Garrett, motion by Tim Ramsey and second by Craig Strawderman.
 - c. Secretary – Alex Santana, motion by Mary Fishel and second by Andrew Funk.

- d. Treasurer – Tim Ramsey, motion by Craig Strawderman and second by Ted Garrett.
- 2. The President determined that committees were needed to study, plan, write procedures, and to assist the board. The following committee structure were designed:
 - a. Financial/ Budget Committee – Responsible to plan and implement a budget based on projected revenue.
Grady Bradfield, Chairman
Tim Ramsey
Craig Strawderman
Ted Garrett
Greg Greenwalt
 - b. Facility Committee: Responsible for the rescue station/ building and the use of the same.
Julian Hott
Gregg Ely
Ed Miller
Harry Shockey
Greg Greenwalt
 - c. Vehicle/ Equipment Committee – Responsible for maintenance equipment.
Ronnie Crites, Chairman
Ted Garrett
Harry Shockey
Julian Hott
Alex Santana
 - d. Compliance Committee – Responsible for compliance.
Alex Santana, Chairman
Craig Strawderman
Mary Fishel
Andrew Funk
Dr Hahn
 - e. Audit Committee – Responsible for audit of financial records.
Greg Greenwalt, Chairman
Ted Garrett
Grady Bradfield

- f. **Training/ Education Committee – Responsible to designate and coordinate training.**

Dr Hahn

Mary Fishel

Dixie Bean

Andrew Funk

Alex Santana

- g. **Public Relations – Responsible to provide information to the public.**

Ted Garrett, Chairman

Rose Helmick

Alex Santana

Tim Ramsey

Jean Flanagan

- h. **Personnel Committee – Responsible for Human Resources.**

Ted Garrett

Alex Santana

Greg Greenwalt

Julian Hott

Tim Ramsey

Harry Shockey

Andrew Funk

- i. **Safety Committee – Responsible for safety.**

Board members all are responsible.

3. **Payment of incidental bills, standing order and dollar amount – the board tabled this until the next meeting.**
4. **Board direction as to contract outside professionals or re-structure the existing local organizations. The board determined that it would support existing services in the county. It was mentioned that the board should begin laying the ground work to ask the state and federal government for EMS funding.**
5. **The board authorized the President to purchase heating fuel for the building; motion by Craig Strawderman and second by Ronnie Crites. It was mentioned that fuel should be bid out because of multiple vendors in the county and that they should lease the tank.**
6. **All officers need to go to Summit Communtiy Bank to sign the bank signature card.**

7. Authorized President and Vice President to enter into contract agreement for the rescue station/ building with the County Commission; motion by Mary Fishel and second by Alex Santana.
8. The board has received an audit letter from the state. We will be audited for FY 2013 by the state. A date and time has not been set as of this date.
9. The board needs to hire a director to assist in the everyday operations.
10. Mathias Baker VFD has received thier licensed and are ready to run but need a contract from the County Commission to provide services which is required by the state. The Board discussed the request but determined they were unable to make a decision. It was determined the request was not received in time for placement on the agenda. A motion to table and place on next meeting agenda, motion by Mary Fishel and second by Craig Strawderman.

Old Business:

1. Bills paid –
 - a. The board approved a fuel bill for Fraley's in the amount of \$177.94 for 12 trips. The board suggested that a better breakdown of charges be received before allowing payment in the future. Get run sheets from OES/ 911 Center for verification.
 - b. Approved inspection permit fees for the two county ambulances in the amount of \$400.
 - c. Approved 7 class III vest for county ambulances and chase in the amount of \$160.99.
2. There was a discussion on the drug box currently belonging to the county under Wardensville license and Wardensville medical director will be returned to (?). The county purchased ^{empty} ~~full~~ drug boxes in the beginning ~~but~~ ~~some~~ drugs have been used and replaced by Wardensville Rescue Squad.
3. No one in the community has register to take the upcoming Paramedic Classes in Brandywine.
4. Sixteen (16) volunteers ran 324 man hours during the previous three months.
5. The county's ambulance door needs repair. It was suggested to contact Fesco or Capital Repair to fix the same.
6. Craig Strawderman suggested that an inventory of county equipment and supplies are needed.

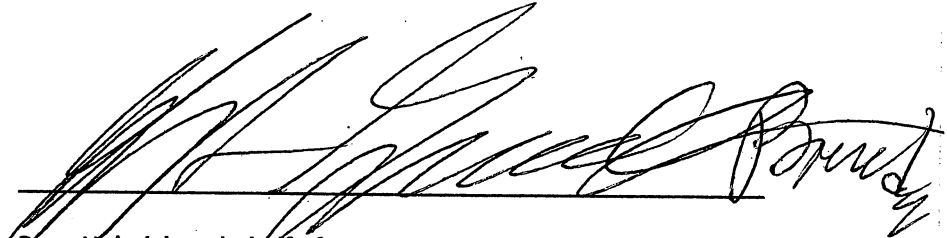
7. Andrew Funk suggested putting a list of people together for the Commission to replace missing board members.

Public Comments:

1. Thank you for your commitment.
2. Agenda should be open forum for people to talk before the meeting.
3. Fraley's need to be represented.
4. Website should contain minutes, files, bylaws, etc.

Next Meeting: Wednesday, August 28, 2013, at the RRT (Hazmat) Building located across from the 911 center on Emergency Lane in Moorefield at 7pm.

Meeting Adjourn: A motion was made by President Greg Greenwalt to adjourn and second was made by Ted Garrett. Meeting adjourned at 9:40pm.



Rose Helmick on behalf of Greg Greenwalt, Officer



Secretary

HC FAA Board Meeting 8-14-13

1 Corey Cotterman

2 Andrew Fink

3 Ann Kamm

4 Craig Straygerman

5 Julian Hoff

6 PERRY BRADFIELD

7 Ted Barnett

8 Ronnie Smith

9 Al Kibinger County Comm.

10 Tracy F. Welch

11 Alex Sartore

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