

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE JANUARY 8, 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 12-11-2013 MINUTES
3. TREASURER'S REPORT
4. COMMITTEE REPORTS
5. SPECIAL REPORTS.
6. OLD BUSINESS
  - A. BUILDING/EQUIPMENT/VEHICLE UPDATE
  - B. FRALEY'S/WARDENSVILLE/MATHIAS/BAKER UPDATE
  - C. PERSONAL
  - D. MUTUAL AID AGREEMENTS
  - E. DEA APPLICATION UPDATE
  - F. REPLACEMENT CHASE UNIT
  - G. CHASE UNIT ALS CHANGE UPDATE
  - H. VEHICLE LEASE/INSURANCE UPDATE
  - I. SERVICE AGREEMENTS: MEDICAL WASTE, MONITORS
  - J. MEDICAL DIRECTOR REPORT
7. NEW BUSINESS
  - A. 12-17-13 COUNTY COMMISSION MEETING REPORT
  - B. REQUIRED PUBLIC MEETING IN FEBRUARY
  - C. APPROVAL TO PAY INVOICES
  - D. PREPARE FOR WV-EMS LICENSE INSPECTION
  - E. BOARD MEMBERS TERMS UP
  - F. MOVE MEDIC'S TO BAKER BUILDING/SCHEDULE
  - G. CIVIL CASE SUBPOENA
  - H. SHORT PUBLIC COMMENTS
  - I. NEXT MEETING DATE - Feb 12th @ 7PM

*with Public Meeting*  
*J*

TO: ALL BOARD MEMBERS  
FROM: HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY  
DATE JANUARY 3, 2014  
SUBJECT: MEETING NOTICE

A BOARD MEETING WILL BE HELD ON JANUARY 8, 2014 STARTING AT 7:00 PM AT THE RRT BUILDING (NEXT TO THE 911 CENTER) LOCATED AT 141 EMERGENCY LANE IN MOOREDIELD, WV 26836.

PLEASE FIND ENCLOSED AGENDA AND COPY OF THE MEETING MINUTES OF THE DECEMBER 11, 2013 MEETINGS.

## MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on January 8, 2014

### **Present:**

Greg Greenwalt	Julian Hott
Ted Garrett	Paul Lewis
Tim Ramsey	Mary Fishel
Craig Strawderman	Grady Bradfield
Ron Crites	Andrew Funk
Dave Pratt	J. R. Keplinger
Harry Shockey	

### **Absent:**

Dr. Jerry Hahn  
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. Meeting minutes of the 12/11/2013 were approved, motion by Ted Garrett second by J. R. Keplinger. (Passed)

### **Treasurer's Report:**

Treasurer Tim Ramsey reported checking account balance of \$98,582.08 after bills were paid last month. Motion to accept report by Craig Strawderman second by Andrew Funk. (Passed)

NOTE: Greg Greenwalt noted that there has been about \$260,103 collected by the County this year for the Ambulance Authority.

### **Committee Reports:**

- **Building/Equipment/Vehicle Update**—We are having a problem with getting repair parts for 176. The vehicle has been repaired; however, we have not put insurance on it at the current time. If and when we need to use it, we will put the insurance on it.

- **Wardensville/Mathias-Baker/Fraley's Update**—Dave Pratt noted that Fraley's has been busy since the first of the year.
- Members discussed charging for signed refusals. Some areas are charging for vehicle accidents. However, on accidents, the ones in the vehicles are usually not the ones that call for service.
- Mary reported that Wardensville was doing better and getting out on a lot of their calls.
- Craig Strawderman reported that Mathias-Baker reported that they had 49 calls last month and that Fraley's handled 6 calls for them. Currently they are working on the EMS reporting software and should start billing soon.
- **Personnel**—Currently we have two medics working; however, we still don't have health insurance on them. The information for the insurance has been submitted but we have not received an answer back.
- Greg said that he wasn't sure what Alex had done on advertising for part-time people. It has not been advertised locally. Currently, we have not re-advertised for a full time director. We are waiting until after the court hearing.
- J. R. Kepliinger said that he would like to hire a full time driver for the medics. Members discussed in length and weren't sure if we needed one for just the medics or if we need drivers for all the companies. We need schedules done on availability for all the ambulances, that way we know when and where we have gaps. Mary said she has some drivers but paid drivers would be beneficial. Dave Pratt wanted to know if they were going to get any help from the HCEAA. Members discussed drivers and medics as part-time. J. R. Kepliinger suggested that we try hiring a part time driver for the medics during the day.
- Motion to give \$20 per answered call to each agency from 12 midnight starting immediately until February 12, 2014 by Andrew Funk second by Ted Garrett. (Passed).
- **MOU's**—We still need Mathias—Baker's.

- **DEA**—The application is on hold from the last meeting. Dr. Rexroad is not sure she wants to be involved until after the court hearing. The HCEAA does now have a credit card if needed.
- **Chase Unit**—The one that was just purchased is at the 9-1-1 Center. We have put tags and insurance on it. We still need to strip and letter it. We have not made changes to the units.
- **Vehicle Lease/Insurance Update**—The lease was cancelled at the end of the month and they are now under the Authority and are insured except for 176.
- **Service Agreement for Equipment and Medical Waste**—Mathias-Baker has a contract for waste. Dave said that he had talked to the ones that handle Fraley's and on the monitoring equipment he will need the serial numbers so that he can get a price from them. We may be able to do an on call collection for the medical waste. It may be best for the Authority to have a contract for all the ambulance services.
- Motion to have a contract for the Authority for medical waste and the drop off to be at Baker by Ted Garrett second by Ron Crites. (Passed).
- **Medical Director**—Still working with Dr. Rexroad.

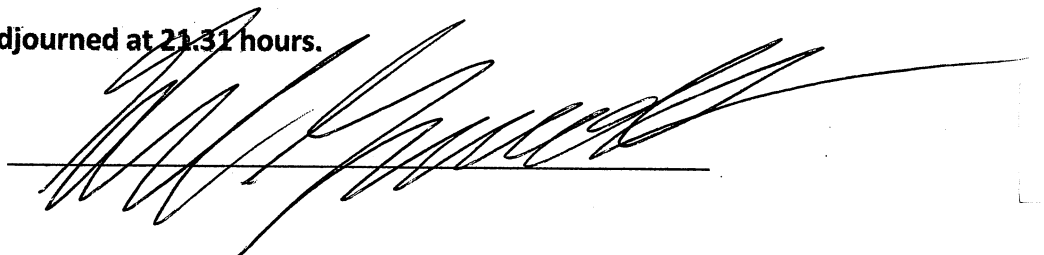
### **New Business**

- **12-17-13 Hardy County Commission Report**—Greg Greenwalt asked them to extend the late pay on the citizens. They will be given 30 days from the billing date. Those that have not paid by the end of December will be charged a \$20 late fee. They are currently billing those that didn't receive a bill.
- **Public Meeting**—We have to schedule and publish a date for a meeting in February for the citizens to give input into the operations of the Ambulance Authority. This has to be done annually. It has to be advertised as a class II advertisement in local paper. The minutes will be scheduled for February 12, 2014.
- **Approval to Pay Invoices**—\$1,478 for Insurance on 1 ambulance and 2 chase units; \$281.42 fuel through November; payroll every two weeks on medics; \$741 for fuel

for the building; \$96.42 Phone Bill; \$385 for Thomas, CPA for 2013; \$164.90 fuel for December; \$133.45 water bill (will hold until bill is checked out); \$106.49 for Life Pack recording paper; motion to pay by Harry Shockey second by Andrew Funk. (Passed).

- **Pulmonary Associates**—Alex is still working with them to get the bill straight. We have another bill that doesn't seem right. We need to find what they are billing for.
- **Quarterly Update**—The County Commission is due for a quarterly update.
- **WV EMS License**—We need to go ahead and schedule the inspection as required by the state for our license.
- **Board Members' Terms**—The appointments for one year are due to be renewed by the County Commission. Greg will contact the following to see if they will serve again. They are Grady Bradfield, Alex Santana, Mary Fishel, Dave Pratt and Ron Crites. The names will have to be given to the County Commission at their next meeting for approval.
- **Civil Case**—Several people have been subpoena for the case.
- **Baker Station**—It was discussed that the Baker Building will be Station 3 and the chase units will be ALS 31 and ALS 32. The ambulances will be changed from 179 to 379 and 176 to 376.
- **Equipment for New Chase Unit**—Motion to let the vehicle committee make a decision on lights, siren, radios and lettering for the additional unit by J. R. Keplinger second by Andrew Funk. (Passed).
- **Next Meeting**—The next regular meeting of the Authority will be February 12, 2014.
- **Meeting was adjourned at 21:31 hours.**

President Greg Greenwalt

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read 'Greg Greenwalt'.