

TO: ALL BOARD MEMBERS  
FROM: HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY  
DATE OCTOBER 2, 2014  
SUBJECT: MEETING NOTICE

A BOARD MEETING WILL BE HELD ON OCTOBER 8, 2014 STARTING AT 7:00 PM AT THE  
NEW 911 CENTER 157 FREEDOM WAY, STE. 911, MOOREFIELD, WV.

MR. PAUL LEWIS SAID TO ENTER FROM THE DOOR ON THE BACK OF THE CENTER

AGENDA, AND COPY OF JULY 9, 2014 MEETING MINUTES WILL BE SENT.  
A QUORUM WAS NOT PRESENT AT THE AUGUST 13, OR THE SEPTEMBER 10, 2014 MEETING.  
NO ACTION OR MINUTES WERE TAKEN.



**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MEETING DATE OCTOBER 8, 2014**

**STARTING 7:00 PM**

**HELD AT THE NEW 911 CENTER, 157 FREEDOM WAY, STE. 911 MOOREFIELD, WV**

**AGENDA:**

1. CALL TO ORDER/ROLL CALL
2. APPROVE 7-9-2014 MINUTES
3. TREASURER'S REPORT
4. COMMITTEE REPORTS
5. SPECIAL REPORT, MR. ALEX SANTANA RESIGNATION
6. OLD BUSINESS
  - A. BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
  - B. FRALEY'S, WARDENSVILLE, MATHIAS/BAKER, 911 CENTER, UPDATE
  - C. FEE ORDINANCE REPORT
  - D. PART & FULL TIME EMPLOYMENT
  - E. WORKERS COMP AUDIT REPORT
  - F. RADIO/PAGER
  - G. TRAINING
  - H. RETIREMENT SYSTEM REPORT
  - I. PER CALL PAYMENTS
  - J. MEDICAL DIRECTOR
7. NEW BUSINESS
  - A. COUNTY COMMISSION/COURT REPORT
  - B. STATE GRANT APPLICATION
  - C. APPROVAL TO PAY INVOICES & DIRECTOR ATTENDANCE PAY
  - D. YVONNE SEE, LISA O'LEAY, KAYLIE MONGOLD, DEREK ALT
  - E. BOARD ELECTIONS
  - F. SHORT PUBLIC COMMENTS
  - G. EXECUTIVE SESSION, PERSONAL
  - H. NEXT MEETING DATE, NOVEMBER 12, 2014, LOCATION ?



**Hardy County OEM/E911**

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**From:** Greg Greenwalt <ggreenwalt@hardynet.com>  
**Sent:** Wednesday, November 05, 2014 4:42 PM  
**To:** 'TIM RAMSEY'; 'ALEX SANTANA'; 'ANDREW FUNK'; 'CRAIG STRAWDERMAN'; 'DAVID PRATT'; 'GEORGE CRUMP'; 'GREGORY GREENWALT'; 'HARRY SHOCKEY'; 'JR KEPLINGER'; 'JULIAN HOTT'; 'MARY FISHEL'; 'PAUL LEWIS'; 'TEDDY GARRETT'  
**Subject:** 10082014 minutes

**THE HARDY COUNTY EMERGENCY AMUBLANCE AUTHORITY**

**PO BOX 671**

**Moorefield, WV 26836**

The board meeting of the Hardy County Emergency Ambulance Authority was held at the new 911 Center in Moorefield, WV on October 8<sup>th</sup>, 2014.

**Present:**

Greg Greenwalt	Julian Hott
Mary Fishel	J.R. Keplinger
Ted Garrett	David Pratt
Paul Lewis	Harry Shockey
George Crump	Craig Strawderman
Tim Ramsey	

**Absent:**

Dr. Jerry Hahn	Ron Crites
Andrew Funk	

**Read/Approve 7-9-2014 Minutes**—President Greenwalt opened the meeting by reviewing the minutes. Harry Shockey made a motion to approve, seconded by Craig Strawderman. **(passed)**

**Treasures Report-** Tim Ramsey, reported the balance of the checking account was \$32,247. Invoices paid as follows: Equipment repair \$469.20, PEIA \$2083.00, Hardy Telecommunications \$163.89. Paul Lewis made a motion to approve report, seconded by George Crump. **(passed)**

**Committee Reports:** No Reports

**Special Reports:** Alex Santana sent in his letter of resignation from the board. He has now agreed to work as a part time medic for the HCEAA.

## **Old Business:**

**Building/Equipment/ Vehicle Reports-** President Greenwalt reported that the Baker Building is still in use. Teddy Garrett reported that the chase unit 32 has a new siren. David Pratt reported that we did get the life packs 15s for the chase vehicles. The chase units are still in need of monitor brackets. It was reported that Lisa is in need of additional supplies. Lisa also requested for approval to order shirts for the part time paramedics. JR Keplinger made a motion to give Lisa permission to buy shirts for the part time medics. Seconded by Craig Strawderman. **(passed)**

**Fraleys, Wardensville, Mathias/Baker, 911 Center, Update-** Fraley's reported that everything has been well. David Pratt reported they have more providers joining. Mary Fishel reported for Wardensville that it has been tough, but they are doing the best that they can at this point in time. She also stated that they have drivers but no EMT's. Mathias/Baker, Craig Strawderman reported that they pretty much have drivers all the time, things have been going well but he did say they do have their struggles. On behalf of the 911 center Paul Lewis reported there are still a few bugs here and there on the paging, specifically on the east side. He has received additional mobile radios and said they are going to change out the single heads to dual heads in the ambulances. He also said there are additional portables available of which most will go to the fire companies. Paul stated that he is aware of communication problems on the east side of the county. The county commission has signed a \$350,000 grant application to purchase equipment to be placed on the Capon Springs tower which should improve the coverage for that area. Overall, between all the agencies we are all pitching in and trying to do the best that we can with what we have.

**Fee Ordinance Report-** There is no fee ordinance at this time. All fees paid to date are being returned due to the court order. There were a few bugs in the system that affected some of the outgoing checks but they are being fixed and sent back out.

**Part & Full Time Employment-** At this time the HCEAA has 3 full time medics and 3 part time medics. At this time we do have Yvonne off due to an injury and we are not sure when she will be fully recovered and released back to work. We are very limited with our personal and are trying to make do with the staff that we have as well as with help from other agencies. All of the responding companies are in need of more EMT's and Medics, but due to the circumstances, it is making it very difficult to find the help needed and also make sure we have the secure funds to continue to move forward.

**Workers Comp Audit Report-** The workers comp audit has been completed and the premium has been paid.

**Grant Application-** The HCEAA has applied for a fire grant application, as of this date we have not been approved or denied. The application was for radio equipment as well as for a chase unit. The grant application was filed with help from the 911 center and the Region 8. To date, we have received 2 grants from the state, each grant was for \$50,000. The first grant was used as part of the down payment on the purchase of two ambulances and one chase unit. The second grant went towards the purchase of cardiac 15s monitors and additional equipment that was required on the ambulances to meet state code. The HCEAA is now eligible to apply for a third state grant which will be applied towards the purchase of a new chase unit. The HCEAA committee is trying to acquire more information such as prices etc., and then unless the board decides otherwise we will apply for the grant.

**Training-** Harry Shockey reported that there had been an EVOC training course held in Moorefield. Mary Fishel has still not heard back from the instructor for the EVOC training that she has been trying to set up. Greenwalt reported that Eastern Community College is still planning to have a paramedic class to start the fall of 2015.

**Retirement system-** At this time there has been nothing done due to lack of funds and with the standing of the court ruling.

**Per Call Payments-** The months of August and September have been paid, we still owe for one month. Previously, the HCEAA had decided that we will continue to pay the per call payments at least up until the end of the year. For August

continue per call payments. Julian Hott made the motion to continue per-call payments until January 1<sup>st</sup> 2015. Seconded by Teddy Garrett. (passed)

**Medical Director**—Suggestion was made to seek another Medical Director. J.R Keplinger made the motion to send a thank you letter to Dr. Hahn for his service with the Ambulance Authority, along with a letter of resignation. Seconded by Paul Lewis. (passed)

**New Business:**

**County Commission Meeting report**--Waiting to see what further action/changes if any will be taken in the upcoming Commission meeting on July 15<sup>th</sup>, 2014 regarding those who have not paid late fees as well as those who have not paid at all. Also, waiting on insight about the collection agency we will be utilizing.

**Retirement System**—PEIA Emergency System Retirement Program has a special program for just emergency services. The county employee would contribute 8 1/2%, HCEAA would contribute 10 ½ %. The HCEAA could offer a 401k in place of the PEIA retirement system if all current employees are agreeable. Paul Lewis made the motion to offer the 401k in lieu of the PEIA system, Seconded by Teddy Garrett. (passed)

**Approval to Pay Invoice**—Greg Greenwalt presented the following bills for payments: Hardy County PSD \$67.20. Pulmonary Associates \$50.00. HCC \$273.57. Hardy County Telecommunications \$142.57. PEIA trust Benefits \$352.00. PEIA Health Insurance \$694.00. Mathias garage (chase unit repair) \$106.00. RE Fisher Advertisements \$118.00. WV Corp. MasterCard, \$72.97. Group Self Ins. \$8,197.00. Motioned by Paul Lewis to pay bills, Seconded by Harry Shockey. (passed)

**Pager for Medic**— Following discussing Harry Shockey made a motion to buy two portable radios and a pager for use by the HCEAA. Seconded by David Pratt. (passed)

**Collection Agency for unpaid fees**- Paul Lewis made a motion to authorize the HCEAA to sign an agreement with a collection agency for the collection of the unpaid ambulance fees. Seconded by JR Keplinger. (passed)

**Board Elections**- Paul Lewis made a motion for all elected officials to remain as is until the next meeting. Seconded by JR Keplinger. (passed)

**Executive Session**- Teddy Garret made a motion to go into an executive session, seconded by Paul Lewis. (passed)

A motion was made by Teddy Garrett to go out of the executive session to discuss personnel, Seconded by Dave Pratt. (passed)

No action was taken and no action was required from the executive session.

**Meeting adjourned at 10:30 p.m.**

*Paul R Lewis*  
Secretary

and September: Fraleys: 198 calls, for the sum of \$3960.00 Wardensville: 49 calls, for the sum of \$980.00 Mathias: 95 calls, for the sum of \$1900.00.

**Medical Director-** Other than a discussion about looking for another Medical Director no action was taken. The HCEAA will need to apply for a DEA permit in order to purchase the narcotics that are required to have on the ambulances to be ALS certified. We have a current medical director that has volunteered and has helped us with the original application. The HCEAA is required to have a medical director to be licensed. There are still further duties that we need to do in order to be compliant with the state licenser, we need an active medical director.

#### **New Business:**

##### **County Commission/Court Report:**

The commission did make a commitment and passed a resolution to give the HCEAA funding for continued operations. On the court report at the commission meeting on Tuesday, October 7<sup>th</sup>, 2014 the county's attorney attended and did inform everyone that she had filed an appeal, also that she had filed an appeal for a stay and at this time did not have an answer back from the local circuit court who has to rule on the appeal. She will also file an appeal with the state supreme court. It is unclear on the time limit to receive an answer.

**Approval to pay invoices & Director Attendance pay-** All invoices to be paid are reoccurring. No new or outside of the normal invoices of phone, light, water, Pulmonary Associate's etc, are due. The director attendances, according to state code, states that all of the members of the Ambulance Authority Board may be paid for each meeting they attend. When the HCEAA first started there was a resolution passed to pay \$20 dollars per meeting to each member that attended. The amount to date owed to board members from previous meetings from January 2014 through June 2014 comes to \$1,320. George Crump made a motion that we change the amount of \$20 dollars down to \$1 dollar per meeting attended, and that the amount due not be paid to the board members at this time. Seconded by Paul Lewis. **(passed)**

**Board Elections-** Harry Shockey made a motion to have the current officers to stay as is for the time being, which would continue Greg Greenwalt as President, Teddy Garrett as Vice President, and Tim Ramsey as Treasurer, and to nominate Paul Lewis as secretary. Seconded by Craig Strawderman. **(passed)** Greg Greenwalt and Teddy Garrett agreed to stay until end of the year.

**Executive session-** Teddy Garrett motioned to go into an executive session, seconded by Craig Strawderman. **(passed)**

Craig Strawderman made a motion to come out of the Executive Session. Seconded by Dave Pratt. **(passed)**

Craig Strawderman made a motion to have Jeff Snyder be considered the same as the other employed medics from this time forward with no back pay. Seconded by Dave Pratt. **(passed)**

Dave Pratt made a motion to release the part-time secretary due to lack of work and that the person is currently not needed. Seconded by Craig Strawderman. **(passed)**

Craig Strawderman made a motion to interview the two Medic Applicants by the Personnel Committee for the full time employment. Seconded by Tim Ramsey. **(passed)** The motion was amended to include that if the Personnel Committee feels they are eligible for employment that the Committee has the authority to hire them if they meet the requirements of the HCEAA. **(passed)**

The next meeting will be on November 12, 2014 at the Baker Building.

Motion to adjourned by Teddy Garrett and seconded by Mary Fishel. **(passed)**