

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

AGENDA:

- ✓ CALL TO ORDER/ROLL CALL
- ✓ APPROVE MINUTES
- ✓ TREASURER'S REPORT
- ✓ COMMITTEE REPORT-ADVISORY 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 UPDATE
- SCHOLARSHIP PROGRAM UPDATE AND AWARD

NEW BUSINESS:

- COUNTY COMMISSION MEETING
 - APPROVAL TO PAY INVOICES
 - CHECKING ACCOUNT SIGNATURES
 - COMMENTS—BOARD MEMBERS AND EMPLOYEES
 - PUBLIC COMMENTS
 - PERSONNEL
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- **NEXT MEETING DATE, DECEMBER 12, 2018 LOCATION TO BE AT THE HARDY COUNTY 9-1-1 CENTER, MOOREFIELD, WV**

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

NOVEMBER 19, 2018 MEETING NOTICE

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE **BAKER BUILDING, STATE ROUTE 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.

Hardy County Emergency Ambulance Authority

November 19, 2018

Present: Paul Lewis: President, Doug Coffman, Tim Ramsey: Treasurer, Derek Alt: HCEAA Executive Director, Tina Todd: HCEAA Accounts Receivable Supervisor

Absent: County Commission Representative: J.R. Keplinger, Ron Crites

Guest Present: One with Moorefield Examiner, 1 citizen

President Paul Lewis called the meeting to order at 6:40 PM followed by the Pledge of Allegiance and prayer.

Mary Fishel and Bill Collins have officially resigned.

Tim makes motion to approve October Minutes, Doug seconds.

Treasurer Report:

Derek reports as of November 1st, 2018 the checking account has \$9127.04, the savings account has \$113,946.10 and the special revenue account has \$301,401.50 for a total of \$424,474.64. The expenses for the month of October were \$64,877.71.

Checking Account consist of money that comes from the Commission
Savings Account are monies collected from Ambulance runs and donations
Special Revenue account consist of the Emergency Ambulance Service Fee and is controlled by the Commission.

Tim makes motion to accept treasurer report, Doug seconds.

Committee Reports:

Building, Equipment/Vehicle, supplies update

Building:

Derek reports Lights are up and working. Mountain State Lock still working on installing new card system. We now have a real doorbell with power to it and do not have to worry about battery going dead.

Provides options for snow removal. Snow blower or attachment snow blower or snow blade for lawn mower.

Equipment:

Nothing to report

Vehicles:

381 – had winter tires put on, 376 out last month cost approximately \$2000 to fix compressor, 379 still having electrical issue (Circuit boards are going bad), The base amount to fix it will be \$1619.00. This is the other 4- wheel drive. The estimate from Horton (ambulance manufacturer) would be \$115 an hour, \$280 to pick it up and bring it back, \$995 for CPU and \$114 module. This information is based on over the phone conversation and two previous people looking at the vehicle.

Doug makes motion to pay a maximum budget of \$2500.00 to repair 379, Tim 2nds.

Supplies: Nothing to report

Ambulance Calls:

Calls for August:	HCEAA	55	Wardensville	23	Fraley's	122
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Receiving a lot of refusals

Training:

Derek spoke to the other 2 squad captains and has purchased countywide subscription with Safe Response. Anyone in the county can use it. State requires we have Hazmat training,

Paul has discussed with Derek about "Stop the Bleed program". Being pushed very heavily in schools and Nationwide. Beth has the credentials to be certified, Paul feels it would be great if the Ambulance Authority took this on and start teaching this class. Some of the counties are trying to obtain donations to put a kit that is available in the schools. There is a training kit that runs \$800-\$900 and he would like to purchase the training kit for Beth to take around for training and showing what is available in the kit.

Drug Inventory/Equipment:

Nothing to report

Receivables Management Solution

Colin McKie reports we started on the 15th of October. Began with roughly 1200 accounts for 2017. First batch we sent 200 and then 400 in the 2nd batch. Collection includes cash, check and payment plans that are set up. \$6742.00 collected in four weeks on batch one, \$7980.00 on batch two. 29% response rate on batch one. Total we have collected \$15,667.00. The collection agency collected in one year \$26,907.50 with keeping 30% in fees. In the process of sending letter #two to batch one, letter one for batch three. There are 44 accounts who have failed to pay their real estate taxes, which will be receiving a slightly stronger letter.

Colin has scrubbed every field in every account.

Is there something about clarifying or cleaning up hardships? A rules-based system will be written for 2016, then will do the same for 2017. Years 2016 and 2017 will be models for 2018. There will be exemptions to the exemption rules.

Most exemptions are considered multiple. Possibly use federal guidelines for hardship as a guide. Looking into settling some hardships for a smaller amount, need to refer to Lucas. Owners will need to provide documentation for verification of hardship and income verification. Another idea that came up, would be to take some money from the ambulance fund and put it into a hardship fund so when someone truly cannot pay the money can be taken from the hardship fund.

What would have happened if the levy had passed as far as the hardship exemptions? It would have been added to the taxes and they would have something to pay if they owned personal property or real estate.

Spoke with Becky at Summit and she would like to provide the authority a check scanner, there is a small fee attached.

Motion made by Doug to give approval to Paul to have authority to obtain check scanner. Tim seconds

Credit card processing will go into a sweep account. Money will go into an account, at the end of the day it will get swept and deposited into the ambulance account.

Merchant fees are an add on, that will get added on at the time of the transaction. The consumer will see it at the time of making payment. This meets the Attorney Generals written opinion. Merchant fees and the HCEAA fee will be processed into separate accounts. It is considered as a convenience fee.

Motion made by Tim to open sweep account, Doug 2nds. Motion passed with

Pension – The lawyers admitted they let it fall by the way due to something with Grant. They have until the middle of December to rush through or it will be followed up by contacting the governor.

Scholarship

EMS Advisory Committee still looking at tweaking the criteria. Derek does have a recommendation for the scholarship. Kaitlyn Funkhouser currently 17 years old and a senior at East Hardy Highschool. She is the HCEAA Student program. Currently in the EMT class over at the training center. Averages 4-5 calls a month.

Doug makes motion to approve Kaitlyn Funkhouser for the scholarship, Tim seconds. Motion passed

County Commission:

Nothing to report

Approval to pay invoices:

Tim makes motion to pay invoices, Doug seconds.

Board and Employee Comments

HCEAA update - our licensure was preformed by OEMS last month, received "A" rating, equates to a 4 year licensure which is the longest licensure you can obtain as an EMS agency.

Paul presents the issue of signatures on the checking account. Suggestion of getting stamps for all 3 or putting someone else on the account for authorized signature. Derek states that because he is the one that writes the checks and keeps track of the checking account it should not be him and suggest that it be Tina. Tina will only be used in emergency situations.

Tim makes motion to put Tina on account, Doug seconds.

Public Comments & Questions

None

Motion made by Doug to go into Executive Session, Tim seconds.

Motion made by Tim to adjourn Executive Session, Doug Seconds

Meeting adjourns at 8:36pm

Next meeting, December 5th, 2018 at 6:30pm, at the 911 OEMS Facility.

Meeting Minutes prepared by Tina Todd, HCEAA Accounts Receivable Supervisor

A handwritten signature in black ink, appearing to read "Tina Todd", written in a cursive style.

November 2018

Signature	Company
Paul Lewis	HCEAA
Doug Coffman	HCEAA
Tim Ramsey	HCEAA
Jean Flanagan	Moorefield Examiners
Colin McKie	Self
Derek Alt	HCEAA
Tina Todd	HCEAA

