

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY
MEETING DATE MAY 11, 2016
STARTING AT 6:30 P.M.
MEETING AT THE BAKER BUILDING
ROUTE 55, BAKER, WV**

AGENDA:

- CALL TO ORDER/ROLL CALL
- APPROVE APRIL 13, 2016 MINUTS
- TREASURER'S REPORT
- COMMITTEE REPORTS
- SPECIAL REPORT(S)

OLD BUSINESS:

- BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
- FRALEY'S, WARDENSVILLE, MATHIAS/BAKER, 911 CENTER UPDATES
- HOURS OF OPERATIONS---SCHEDULES
- EMPLOYMENT—PART AND FULL TIME
- SIGNAGE FOR BUILDING--UPDATE
- PHONE BOXES AT EMS/FIRE STATIONS--UPDATE
- TRAINING
- DRUG/EQUIPMENT INVENTORY REPORT

NEW BUSINESS:

- COUNTY COMMISSION/COURT REPORT
- APPROVAL TO PAY INVOICES
 - Bill From State Auditor
 - Fill From Physio-Controls
- PROVIDER CHARGES FOR USE OF HCEAA EMPLOYEES
- REPLACEMENT/RECRUITMENT OF MEDICAL DIRECTOR
- COMMITTEE TO WORK EXPLORE THE BILLING FOR THE HCEAA
- INTERIM DIRECTOR
- COMMENTS—DEREK ALT, JEFF SNYDER, LUKE STUMP AND OTHERS
- PUBLIC COMMENTS
- GRANTS
- NEXT MEETING DATE, JUNE 8, 2016, LOCATION TO BE AT HARDY CO. 9-1-1 CENTER

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY
P. O. BOX 671
MOOREFIELD, WV 26836

The Hardy County Emergency Ambulance Authority met on May 11, 2016 at the HCEAA building in Baker, WV for their regular scheduled meeting.

Members Present:

Ron Crites Paul Lewis
George Crump Tim Ramsey
Mary Fishel

Absent:

Art Cerami Dr. Jerry Hahn
J.R. Keplinger, Jr Dave Pratt

Public:

1 citizen was in attendance, two employees

President Paul Lewis called the meeting to order at 6:31 PM. Meeting opened with Pledge of Allegiance and prayer

Approval of the April 13, 2016 Minutes—Tim Ramsey moved to approve the minutes as written. Ron Crites seconded the motion. (passed)

Treasurers Report—Received \$15,000 from Hardy County Commission and approx.\$ 6,000 from the grant. Balance on hand after all bill payments is \$10,513.28. Motion made to approve report by George Crump seconded by Ron Crites (passed)

Committee Reports—none

Special Reports—RESA 8 sent a form for HCEAA to do an evaluation of its training programs.

Old Business

A. Building, Equipment/vehicle, supplies update-

Building- Garage door has been malfunctioning. It has been repaired. The building was used for the primary election. Several upcoming trainings will be held at the building this month. Discussion of installing fiber optics internet service in building was brought up. This will be discussed with Hardy Telecom.

Sign on the front and side of the building looks excellent. Job well done!

Vehicle-Light bars for the new chase units have been ordered and received. They are in the process of being installed. Re-lettering has been completed on one new unit. Numbers have been changed to 3 digits for response units—380,381,382,383, etc.to avoid confusion with ALS and BLS provider call numbers.

Unit 379 is now back in the building and will be housed there until a decision is made on what to do with it. 376 is being used by Matthias Baker because of breakdown of their units.

Equipment-Preventative maintenance contract for two life packs has not been paid due to the fact that yearly PM has not been performed as per contract. Company was notified of situation but no resolution as of yet. Bill will not be paid until such maintenance is performed

Power cots in units need servicing as batteries are not working properly

Supplies- A list is being worked on to bring both ambulance units up to code. A motion was made by Ron Crites and seconded by Tim Ramsey to authorize George Crump to contact Winchester Medical Center to see HCEAA could draw supplies from their stock and be billed for such. (passed)

B. Fraley's, Wardensville, Mathias-Baker and 9-1-1 center updates-

Calls for month of April-Fraley's-90, Mathias Baker-33, Wardensville-14, HCEAA-40

The 911 center is hiring part time positions at present.

No additional reports were presented by any agency.

C.Hours/Days of Operations

Coverage 7 days/week from 6AM-Midnight is still being provided by HCEAA employees.. Still no word from one person that was offered part time employment. Mathias Baker still not providing needed coverage without HCEAA providers

D. Part and Full Time Employment

There is a possibility of some overtime due to coverage shuffling schedules and run extending beyond quitting time. It will be kept to a minimum.

E. Signage

The sign has been completed and is installed.

F. Phone Boxes at EMS/Fire Stations

Paul Lewis will meet with Hardy Telecom to complete final arrangements for implementation of the call system.

G. Training

EVOC was completed at the end of April. There were 15 participants. This was arranged by Mary Fishel. Several training classes have been offered at the Baker station. Jeff Snyder will be offering a CPR and first aid class to private citizens from Wardensville on May 22 from 9 AM until late afternoon.

H. Drug/Equipment Inventory

See above

New Business

A. County Commission Report

Court case was heard on April 19 but a justice recused herself. Case has to be re-tried on May 19 in Charleston. Decision should be made between 60 and 90 days. Levy for ambulance revenue failed in Hampshire County.

B. Approval to Pay invoices

Motion made by George Crump and seconded by Ron Crites to approve payment for repair of Suburban vehicle (approx \$500). (passed)

Payment for maintenance contract for life packs not paid as conditions of PM was not performed.

C. Provider Charges for use of HCEAA employees- George Crump proposed establishment of provider fee for agencies using HCEAA employees. He proposed that a \$100 fee be charged each time a provider was used by an agency. A letter written by him was distributed for discussion. After some discussion, all agreed that this was a good idea. However, board members wanted more time to think it over and delay implementation for a short time. Mary Fishel made a motion to table discussion until the next meeting so members could review proposal. It was seconded by Tim Ramsey (passed).

D. Replacement/Recruitment of Medical directory: Due to the fact of recertification, it is necessary to review our medical director position. Dr. Hahn has not attended any meetings nor provided any input. Dr. Carmen Rexrode previously expressed an interest with compensation. Paul Lewis will contact Dr. Rexrode and then discuss this with the County Commission to determine feasibility of compensation. He will report back to the board at the next meeting.

E. Committee to work/explore billing for the HCEAA: In planning for future, HCEAA wants to establish billing parameters. A committee will be established to recommend proposals to the board. The committee will be comprised of George Crump and Derek Alt. Paul Lewis will sit in on meetings and will determine if there is a need to establish an RFP for implementation.

F. Interim Director. It is necessary to establish someone to provide guidance and control of station and personnel. A motion was made by Tim Ramsey to appoint Derek Alt as interim director. Seconded by Ron Crites (passed). Paul will relay this to the County Commission. Increased compensation will be discussed at a later date.

G. Employment comments –Derek Alt, Luke Stump, Jeff Snyder, Janet Horton, Heather Ours

Derek Alt reported that there will be an employee/family dinner to celebrate EMS week on May 21 at station 3. Policy and procedure manual is still in review by law office and board members. Derek Alt is working on personnel files and DEA license. Ron Crites asked employees to continually check units on a regular basis to avoid mechanical issues.

Art Cerami sent a note to explain his absence for the past two meetings. He also said that he has followed up with problems and concerns with Company 4. This seems to be a deep rooted issues with much discord among officers and members. There is a lack of leadership and no control. He suggested further investigation to recommend a solution to the problem.

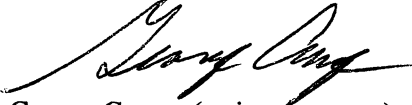
H. Public Comments- none

E. Grants-Commissioner Teets talked with Senator Capito regarding purchase of ambulance to replace 379. Senator Capito requested that a fire grant be submitted for approval of funds. Rose Helmick, Derek Alt and Paul Lewis will work on this grant for submission.

F. Next Meeting Date-Next regular scheduled meeting will be held at 6:30 PM at the 911 center in Moorefield, WV on June 8, 2016.

With no further discussion, a motion was made to adjourn by George Crump and seconded by Mary Fishel. (passed) Closed meeting at 8:12 PM

Respectfully submitted,



George Crump (acting secretary)

