

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**WEDNESDAY, SEPTEMBER 16, 2020 MEETING NOTICE**

**HCEAA BUILDING**

**17940 STATE ROAD 55**

**BAKER, WV**

**MEETING TIME WILL BE 6:30 P.M.**

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING ON **WEDNESDAY, SEPTEMBER 16, 2020 AT 6:30 P.M. AT THE HARDY COUNTY EMERGENCY AMBULANCE BUILDING**. THE MEETING WILL BE THE REGULAR BUSINESS MEETING OF THE AUTHORITY. 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 AND 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  
MEETING DATE SEPTEMBER 16, 2020  
STARTING AT 6:30 P.M.  
MEETING AT THE HCEAA BUILDING  
17940 STATE ROAD 55  
BAKER, WV**

**AGENDA:**

- CALL TO ORDER/ROLL CALL
- APPROVE MINUTES
- TREASURER'S REPORT
- COMMITTEE REPORT-ADVISORY COMMITTEE REPORT

**OLD BUSINESS:**

- BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
- REPAIRS TO VEHICLES
- FRALEY'S, WARDENSVILLE, 911 HCEAA, 9-1-1 CENTER UPDATES
- TRAINING
- DRUG/EQUIPMENT INVENTORY REPORT

**NEW BUSINESS:**

- COUNTY COMMISSION MEETING
  - ADDING AN ADDITIONAL SIGNATURE TO CHECKING ACCOUNT
  - REPAIRS TO 376
  - PAYOFF OF 371
  - COLLECTION OF AMBULANCE FEES
  - APPROVAL TO PAY INVOICES
  - COMMENTS—BOARD MEMBERS AND EMPLOYEES
  - PUBLIC COMMENTS
  - PERSONNEL
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- **NEXT MEETING DATE, OCTOBER 14, 2020 LOCATION TO BE AT THE HCEAA BUILDING, BAKER, WV. THE MEETING WILL START AT 6:30 P.M.**

**Hardy County Emergency Ambulance Authority  
September 16, 2020**

Present: Paul Lewis: President, Tim Thorne: Vice President, Harold Michael: Hardy Co. Commission Representative, Fran Welton, Ron Crites, Derek Alt: HCEAA Executive Director

Absent: Tim Ramsey: Treasurer, Doug Coffman: Secretary

Guest Present: Jean Flanagan with the Moorefield Examiner, Steve Schetrom, Dr. Carmen Rexrode: Medical Director (via phone), 2 HCEAA employees, Tina Todd.

President Paul Lewis called meeting to order at 6:30pm, followed by Pledge of Allegiance and Prayer.

**Minutes:** Fran makes motion to approve July minutes, Ron seconds, motion carries

**Treasurer Report:**

Derek reports as of September 1st, the Checking account has \$4,736.86. The Savings Account has \$226,958.45. Special Revenue Account has \$354,158.78. Total expenses for the month of August \$69,870.87.

**Building, Grounds, Equipment/Vehicle**

**Building:** Derek reports the bay door motors and sensors have do the been updated. He is waiting for the bids to come in for the labor costs of the flooring. They have contacted contractors within the county to flooring.

**Equipment:** Nothing to Report

**Vehicles:** Nothing to report for vehicle #371, 381 & 383. #372 had a buckstop bumper put on today. #376 had a small fire around the rear passenger wheel well. Had the unit towed to highway motors. Minor repairs from fire damage and the unit was cleared and returned to service. They said it was possibly caused by driving through something flammable.

**Ambulance Calls:**

Calls for June:	HCEAA	64	Wardensville	15	Fraley's	96
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911 Center: two in training, working 14 day shifts due to covid.

**Training:** Wardensville (Co. 1) has an EMT class in progress and has possibly lost 1. Derek and Nathan were trying to get their instructor license but then Covid hit and the class was postponed. They were not able to take previous class due to Covid cancellations but are looking into the next one.

The state has now made it a law that all EMS providers are required to wear mask and eyewear on all calls.

**Commission Meeting:** Nothing to report

**New Business:**

Paul request to add a third person to the checking account to sign checks in the event one person is not available. Tina Todd had to be removed when her position was terminated.

Harold makes a motion to add Doug Coffman to the checking account, Tim 2nds. Motion carries

Derek discusses the payoff of #371, it has a 5 year note, HCEAA has paid on the loan for 3 years. We received a grant for \$50,000.00. The payoff today is \$29,127.66 good through the end of September. The interest rate is approximately \$275 a day. Would be saving about 9 months of interest if we wanted to go ahead and pay it off.

Ron makes a motion to payoff ambulance #371, Fran seconds. Motion carries

Paul states under the USDA funds, maybe next year, we are looking at replacing an ambulance about every 2 years. Harold ask if we done a grant application. Derek states we have the one in St. Louis for remounting or purchasing a new one. We would need to know which way we want to go to tell Rose how to apply for the grant. A remount is generally cheaper than a Demo. Board request that Derek get some figures and come back next month with recommendation.

**Approval to pay invoices:**

Invoice for Kno2, LLC is an auto fax auto send system, automatically submits charts to the hospital. They work directly with the hospital to set it up and it works with their charting software. One time set up fee and then there is an annual maintenance fee. The state has cracked down on ambulance services about leaving documentation and charting. It is in the state code that you are supposed to leave the hospital with certain demographics.

Motion made for approval to pay invoices by Harold, Tim Thorne seconds. Motion carries.

Derek states that the HCEAA supplies employees with 2 polo shirts and 1 jacket. He requires them to wear EMS pants, belt, and boots. Job shirts and T-shirts are paid for by the employee out of pocket. He would like the board to consider a yearly uniform allowance for each employee. Derek suggests an allowance of \$200 a year for full time employees and \$150 for part time employees. Another option is a uniform store. Derek provided a quote of the cost for the different items. He has spoken to the employees and they would like to have the option of an allowance. Derek states they would set the amount and it has an expiration date.

Fran recommends the allowance. Paul tables discussion for this month and will add it to the agenda for next month.

Nathan has been acquiring information regarding modems for the monitors which will link vitals and upload into the chart. It will allow them to transmit the data to other facilities i.e. Morgantown, Winchester. The local option cost for 3 modems is \$2794.00. The other option would be able to provide the information on a further level and would cost \$4,450.50. Dr. Rexrode recommends as it will improve communication and healthcare. Single cost upfront and possibly a \$200 for the data plan.

Harold makes motion to purchase the modems and data plan, Ron seconds. Motion carries

Paul asked Dr. Rexrode about disinfectant fogger that Pendleton County is currently using to disinfect their ambulances. Dr. Rexrode states she will look into and report back.

Derek states he is waiting for bids to come back to have the 2019 – 2020 audit.

**Board/HCEAA Personnel Comments:** No Comment

**Public Comments:** No Comment

Motion to adjourn meeting by Doug, second by Ron. Motion carries

Next meeting, October 14th, 2020 at 6:30pm, location to be at 911 Building in Moorefield.

Meeting Minutes prepared by Tina Todd.



