

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE JUNE 11, 2014

STARTING 7:00 PM

HELD AT THE AMBULANCE BUILDING, 17940 STATE RD 55, BAKER WV.

AGENDA:

1. CALL TO ORDER/ROLL CALL
2. READ/ APPROVE 5-14-2014 MINUTES
3. TREASURER'S REPORT
4. COMMITTEE REPORTS
5. SPECIAL REPORT
6. OLD BUSINESS
 - A. BUILDING/EQUIPMENT/VEHICLE UPDATE
 - B. FRALEY'S, WARDENSVILLE, MATHIAS/BAKER UPDATE
 - C. FARM SAFETY DAY REPORT
 - D. FEE ORDINANCE REPORT
 - E.
 - F. CARDIAC MONITOR/TOOL KITS
 - G. SELL OF IV PUMPS
 - H. RADIO FOR LISA
 - I. PER CALL PAYMENTS
 - J. EMPLOYMENT/JOB POSTING
7. NEW BUSINESS
 - A. 06-03-2014 COUNTY COMMISSION MEETING REPORT
 - B. STATE AUDITOR REPORT
 - C. APPROVAL TO PAY INVOICES
 - D. REVIEW INSURANCE QUOTE
 - E.
 - F.
 - G.
 - H. SALE OF OLD GENERATOR (ON HOLD)
 - I. SHORT PUBLIC COMMENTS
 - J. NEXT MEETING DATE, JULY 9, 2014

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING NOTICE

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE HCEAA EMERGENCY AMBULANCE AUTHORITY BUILDING LOCATED AT 17940 STATE RD 55, BAKER, WV ON THE 11TH DAY OF JUNE, 2014 STARTING AT 7:00 PM. THE MEETING WILL BE OPEN TO ALL MEMBERS OF THE PUBLIC. A QUORUM OF THE HARDY COUNTY AMBULANCE AUTHORITY IS SCHEDULED TO MEET AND MAKE DECISIONS AND TAKE OFFICAL ACTION ON MATTERS SCHEDULED ON THE MEETING AGENDA.

A COPY OF THE MEETING AGENDA IS AVAlABLE, 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 OR FACSIMILE NUMBER 304-530-0251.

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held at the Baker Building in Baker on June 11, 2014.

Present:

Greg Greenwalt
Ron Crites
Andrew Funk
Mary Fishel
Craig Strawderman
Alex Santana

Ted Garrett
Paul Lewis
Tim Ramsey
Julian Hott
J. R. Keplinger
George Crump

Absent:

Harry Shockey
Dave Pratt

Dr. Jerry Hahn

Read/Approve 5-14-2014 Minutes:

The minutes of the May 14, 2014 meeting were approved with a correction on the establishment of the Education Institute. Motion by George Crump seconded by Craig Strawderman. (Passed)

Treasurer's Report:

Tim Ramsey reported that the balance in the checking account is \$57,928.99 through this date. Motion to accept by Andrew Funk seconded by Craig Strawderman. (Passed) Greg Greenwalt reported that the \$50,000 grant was received by the County and will be processed within the next couple of days. We transferred \$75,000 from the special fund account, and we paid Foremost \$44,373 for the Life Pacs. Greg said that the county has collected \$320,058 to date in fees.

Committee Reports:

None

Special Reports:

None

Old Business:

- **Building/Equipment/Vehicle Reports**—Greg Greenwalt noted that this was their first meeting in the Baker Building. Greg Strawderman of Mathias/Baker reported that they have borrowed an ambulance whereby they have one that has to have an engine replaced. They still have two in service. Craig Strawderman said that they have paid out all drivers for their call reimbursement per their records. They have paid their volunteers, medics, drivers and EMT's. Mary Fishel noted that she has an ambulance down also, and they are not sure what is wrong with it. Greg said that the monitors will be in soon and a lot of the other supplies have been delivered. We should be able to get the chase units certified now with the items ordered.
- **Fraley's, Wardensville, Mathias/Baker Updates**—Mary said that Wardensville is scheduled for an inspection on June 23rd.
- **Farm Safety Day**—Greg Greenwalt reported that there were about 300 students in attendance. Wardensville had an ambulance there and personnel on hand. They were used for one student during the day.
- **Feed Ordinance Report**—The final pass due notices for the original \$120 less the late fees will be mailed out for payment by the end of June. The County Commission will have to make a decision after that date on how to proceed with those that have not paid. It was brought up that Jefferson County is now charging businesses through their ordinance based on the fact that they are at their maximum tax rate. It was discussed that we need to find out more about how this was done.
- **Old Generator**—The sale of the old generator has been put on hold per Greg Ely who feels we need to wait until the law suit has been settled.
- **Cardiac Monitors/Tool Kits**—They are expected any day now.
- **Sell of IV Pumps**—We have received one check for \$5,000 from Health Net.

- **Radio For Lisa**—Lisa has a radio now but needs a charger and some batteries for the Portable Radios.
- **Per Call Payments**—There were a total of 189 total calls. Wardensville had 25, Fraley's had 121 and Mathias/Baker 58 calls. Members discussed the fact that we need an EVOC class to get more drivers. Mary said that Wardensville is working on a class and they need at least 15 people. The manuals cost \$25 and the class is \$40 per person. Greg suggested that the Training Committee get together and work on getting a class setup.
- **Employment/Job Posting**—Greg Greenwalt reported that we have received 33 applications for the Secretary/Clerk's position and three applications for the Medics position and none for the director. However one of the medics did note they would be interested in the director's position. We will discuss the applications at the end of the meeting.

New Business:

- **06-03-2014 County Commission Meeting Report**—There was nothing done in particular. They will have to start discussions in July on the Ordinance.
- **State Auditor Report**—Auditor asked for certain information to look at. She looked at information through June 2013. She noted that we need a depreciation schedule for the equipment. Also we need to have detailed invoices for every payment that we make. The Authority also has to have signup sheets for all meetings with a copy attached to the payments to the members. In 2014 we need our own audit to be paid for by the Ambulance Authority.
- **Approval to Pay Invoice**—Tim Ramsey presented the following bills for payments. WV Workers Compensation \$1,270.75, Mathias/Baker Vol. Fire Department for fuel reimbursement \$104.90, R. E. Fisher Company \$118.00, Master Card \$2,480.66, Hardy County Public Service District \$38.97, Pulmonary Associates \$110.00, Potomac Edison \$217.25, Hardy County Commission for auto parts \$314.28, Hardy Telephone \$136.14, Grant County Press \$99.20, Wardensville call incentive \$500.00, Fraley's Ambulance call incentive \$2,420.00, and Mathias/Baker call incentive \$1,160.00. Motion by Craig Strawderman to pay bills seconded by Andrew Funk. (Passed)
- **Review Insurance Quote**—Quote from WV Risk Pool for Worker's Compensation of \$5,083 to be paid quarterly. The basic auto coverage is \$8,197 a year. Motion by Teddy Garrett to accept the quotes seconded by George Crump. (Passed)

- **Service Agreement Billing**—Greg Greenwalt noted that we need to send out bills again in July, which is over 7,000 bills. Greg said that Billing Solutions Suite from Ohio who does billing for the Sheriff's Office and specializes in billing charges .129 cents per bill, .435 cents for postage based on a volume of 5,000 plus bills, for a total of .564 cents per piece. Craig Strawderman moved to use Smart Solutions Suites to do the HCEAA billing unless someone is found to be cheaper seconded by Ted Garrett. (Passed)
- **Public Comments**—None
- **Next Meeting Date, July 9, 2014**—Ted Garrett moved to meet at the Baker Building seconded by Alex Santana. (Passed)
- **Job Applications**—Members discussed the applications and the pay for the Secretary/Clerk's position. We are currently paying medics \$14.40 per hour. J. R. Keplinger moved to allow the Hiring Committee to pay between \$9.00 to \$12.00 per hour based on the experience of the applicant that is hired. Motion was seconded by Craig Strawderman. (Passed) Members discussed the salary for Medic/Director. It was moved by Craig Strawderman to pay the medics \$30,000 per year and the director \$35,000 per year seconded by George Crump. (Passed)
- **Work Schedules**—Members discussed a 24/48 work schedule with a floating shift. It would be 24 on and 48 off based on four medics and the fifth medic would be used to fill in the gaps. Moved by Andrew Funk to accept schedule seconded by Craig Strawderman. (Passed) Craig Strawderman moved to allow the committee to hire if they are comfortable with the interviews seconded by Alex Santana. (Passed) Craig Strawderman moved to allow the Personnel Committee to hire based on the parameters established seconded by Andrew Funk. (Passed)
- **Meeting adjourned at 10 p.m.**

President Greg Greenwalt _____

Acting Secretary Paul R. Lewis _____

6-11-14

Signature	Company
Ted Garrett	
Roy Lantz	
Paul R. Stevens	
Guy M. Wood	
Andrew Frank	
Jim Carniey	
D. J. West	
Julian Hatt	
Craig St	
Kerry Long	
Alto	
Alto St	



