

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE DECEMBER 9, 2015

STARTING 7:00 PM

HELD AT THE PONDEROSA STEAKHOUSE, RT 220 NORTH, MOOREFIELD, WV

AGENDA:

1. CALL TO ORDER/ROLL CALL
2. APPROVE OCTOBER 14, 2015 MINUTES - *Not Approved*
3. TREASURER'S REPORT
4. COMMITTEE REPORTS
5. SPECIAL REPORT(S)

OLD BUSINESS:

- A. BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
- B. FRALEY'S, WARDENSVILLE, MATHIAS/BAKER, 911 CENTER, UPDATE
- C. HOURS/DAYS OF OPERATION
- D. PART & FULL TIME EMPLOYMENT/HIRES
- E. SIGNAGE FOR BAKER BUILDING
- F. PHONE BOXES AT EMS/FIRE STATIONS
- G. TRAINING/OEMS CHANGES 1-1-2016
- H. DRUG/EQUIPMENT INVENTORY REPORT
- I. STATE AUDITOR MEETING UPDATE, MARTINSBURG

7. NEW BUSINESS:

- A. COUNTY COMMISSION/COURT REPORT
- B. APPROVAL TO PAY INVOICES
- C. HCEAA STATE AUDIT 7-1-2013-6-30-2015
- D. SHIRTS, COATS FOR EMT'S
- E. DEREK ALT, JEFF SNYDER COMMENTS/QUESTIONS
- F. SHORT PUBLIC COMMENTS
- G. 2015 FIREFIGHTER GRANT APPLICATION
- H. NEXT MEETING DATE, JANUARY 13, 2016, LOCATION TO BE DECIDED

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING NOTICE

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT **PONDEROSA STEAKHOUSE, RT 220 NORTH, MOOREFIELD, WV, ON THE 9TH DAY OF DECEMBER, 2015 STARTING AT 7:00 PM.** 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 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.

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

The Hardy County Emergency Ambulance Authority met on December 9, 2015 at the Moorefield Ponderosa Restaurant for their schedule meeting. The meeting was held for the members to have dinner with their spouses before the meeting.

Members Present:

Greg Greenwalt	Ron Crites
Paul Lewis	Mary Fishel
J. R. Keplinger	

Greg Greenwalt noted that we did not have a quorum and was lacking one member. Therefore, the members could discuss items but could not make any decisions.

Greg Greenwalt updated the group on funds from a grant for partial reimbursement for medics. The funds cannot be used to pay for EMT's at this time.

Greg went over the bills that the HCEAA had for payment.

There were no committee reports except for the committee interviewing possible EMT's.

Old Business:

Building, Equipment/Vehicles, Supplies Update—There was nothing except the water problem at the building. It was noted that the turbo was out of unit 376.

It was noted that the chase units should have Brush Guards on them. Emergency Lights need to be increased on the vehicle.

Would like to have the internet updated at the building when possible.

Mary reported that they still have one ambulance down and it is at Tim Garage waiting on repairs.

It was noted that 379 needs work do to it. We are still waiting on a cost figure for the repairs.

Nothing to report on Hours of Operations.

Luke is working as an EMT two days a week.

Derek is working 2 days a week as Medic.
Jeff is filling in along with George when he is available.

We have two applications, who are EMT's, applying for part time work.

The HCEAA is requiring that all EMT's have EVOC training in case we need them as a driver when we have a medic available.

Signage for Building—still working on it

Phone Boxes—Greg noted that it is been on hold because of legal issues

Drugs/Equipment Inventory—Derek noted that a lot of stuff we carry we probably don't need. Derek noted that he is going back to what is necessary and what's required.

State Auditor Meeting Update—Greg went to the meeting and we will need to make some modifications and changes to our meetings and policies.

County Commission Report—Nothing new

No New invoices

Greg noted that he is working with the State Auditor on auditing the county's books.

Meeting closed.

Hardy County OEM/E911

From: Greg Greenwalt <ggreenwalt@hardynet.com>
Sent: Wednesday, December 02, 2015 2:35 PM

To: GEORGE CRUMP; MARY FISHEL; PAUL LEWIS; GREG GREENWALT; TIM RAMSEY; HARRY SHOCKEY; DAVE PRAT;
KEPLINGER; GREGORY L. ELY; JAY FRALEY; JEAN FLANAGAN; JEFFERY SNYDER; LISA O'LEARY; LUKE, GREGORY
JR; TEDDY GARRETT; YVONNE SEE

Subject: MEETING
Attachments: AUTHORITY NOTICE OF MEETING.wps

PLEASE NOTE TIME AND LOCATION

TO: ALL BOARD MEMBERS
FROM: HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY
DATE: DECEMBER 1, 2015
SUBJECT: MEETING NOTICE

A BOARD MEETING WILL BE HELD ON DECEMBER 9, 2015 STARTING AT 7:00 PM AT THE PONDEROSA STEAKHOUSE, RT 220 NORTH, MOOREFIELD, WV.
THIS WILL FOLLOW A DUTCH TREAT DINNER FOR THE BOARD MEMBERS AND GUEST STARTING AT 6:00 PM IN THE MEETING ROOM OF THE RESTAURANT.
AGENDA, AND COPY OF THE OCTOBER 14, 2015 MEETING MINUTES WILL BE SENT.

PLEASE LET ME KNOW IF YOU CANNOT ATTEND. ([GGREENWALT@HARDYNET.COM](mailto:ggreenwalt@hardynet.com))

HOPE TO SEE YOU THERE!

GREG GREENWALT
HCEAA

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice to ensure transparency and accountability.

2. The second section outlines the procedures for handling discrepancies between the recorded amounts and the actual cash flow. It suggests a systematic approach to identify the source of the error and correct it promptly.

3. The third part of the document details the requirements for the physical storage of financial records. It specifies that all documents must be kept in a secure, fireproof location to prevent loss or damage.

4. The final section provides a checklist of key tasks to be completed at the end of each fiscal year. This includes reconciling all accounts, preparing a final balance sheet, and archiving the records for future reference.