

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY
MEETING DATE JUNE 15, 2016
STARTING AT 6:30 P.M.
MEETING AT THE HARDY COUNTY 9-1-1 CENTER
157 FREEDOM WAY, MOOREFIELD, WV**

AGENDA:

- CALL TO ORDER/ROLL CALL
- APPROVE MAY 11, 2016 MINUTES
- TREASURER'S REPORT
- COMMITTEE REPORTS
- SPECIAL REPORT(S)

OLD BUSINESS:

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

NEW BUSINESS:

- COUNTY COMMISSION/COURT REPORT
- LICENSES
- POLICY AND PROCEDURES
- NEED TO WORK UP A BUDGET AND PRESENT TO COMMISSION
- APPROVAL TO PAY INVOICES
- PROVIDER CHARGES FOR USE OF HCEAA EMPLOYEES
- REAPPOINTMENT TO THE NEREMS REGIONAL EMS BOARD
- REPLACEMENT/RECRUITMENT OF MEDICAL DIRECTOR
- COMMITTEE TO WORK EXPLORE THE BILLING FOR THE HCEAA
- COMMENTS—DEREK ALT, JEFF SNYDER, LUKE STUMP AND OTHERS
- PUBLIC COMMENTS
- GRANTS
- NEXT MEETING DATE, JULY 13, 2016, LOCATION TO BE AT BAKER BUILDING, BAKER, WV

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING NOTICE

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE HARDY COUNTY 9-1-1 CENTER 157 FREEDOM WAY, MOOREFIELD, ON THE 15^H DAY OF JUNE, 2016, STARTING 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 IS 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.

Public

Print Name

6/15/16

Joe Fishel

JOE FISHEL

Ellie Crump

Ellie Crump

Jean Flanagan

JEAN FLANAGAN

Pauline Vance

Pauline Vance

Raymond Buehler

Raymond Buehler

Craig Strawderman

Craig Strawderman

Margaret DeLauder

Margaret DeLauder

William Mobley

William Mobley

~~Greg Greenwald~~

Greg Greenwald

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

The Hardy County Emergency Ambulance Authority met on June 15, 2016 at the HCEAA building in Baker, WV for their regular scheduled meeting.

Members Present:

| | |
|--------------------|------------|
| Ron Crites | Paul Lewis |
| George Crump | Dave Pratt |
| Mary Fishel | Tim Ramsey |
| J.R. Keplinger, Jr | |

Absent:

Art Cerami
Dr. Jerry Hahn

Public:

9 citizens were in attendance (see attached for names)
one employee

President Paul Lewis called the meeting to order at 6:30 PM. Meeting opened with Pledge of Allegiance and prayer

Approval of the May 11, 2016 Minutes—J.R.Keplinger moved to approve the minutes as written.

Dave Pratt seconded the motion. (passed)

Treasurers Report-Received \$ 4,800 from the grant. This will finish funds available from this source.. Balance on hand as of June 14 is \$2,519.96. Motion made to approve report by George Crump seconded by Ron Crites (passed)

Committee Reports—none

Special Reports—none

Old Business

A. Building, Equipment/vehicle, supplies update-

Building- There seems to be a problem with the air conditioning unit for front area of building. It may need a service call. The exterminator needs to be called to spray for insects. There needs to be some painting done in the building. No person was assigned to take action on any of these items.

George Crump arranged for someone to come by and fix bay doors and obtain additional remotes.

Vehicle-32 has a major crack in the windshield. There will be someone coming to station to fix it. 33 has light bars installed but has some problem when taking on radio, the lights dim. There may be some interference because of position of antenna in relation to light bar. Other new vehicle upgrade is on hold at this point.

Yearly inspection of ambulance and chase units were performed and all went well. All vehicles are licensed for another year.

Life Line brought a new ambulance by station 3 for members to view and test drive. We are looking at possible purchase with grant money. Another company will be bringing by an ambulance on June 21.

Equipment-Monitors still need to have yearly maintenance done. No contact has been made with service dept despite many attempts. Yearly maintenance contract will not be paid until this is addressed. It was suggested to include lifepak 15's with yearly contract.

George Crump said that the pulse ox on one life pak that Wardensville has borrowed is not working.

Power cots that were thought to need servicing turns out to be bad batteries.

Supplies- George Crump reported that an account has been established at Winchester Medical for HCEAA to draw supplies at contract price from WMC vendors. Provider just needs to give HCEAA name to communication tech at ER in order to draw supplies. An invoice will be sent to HCEAA at the end of every month as well as a list of supplies drawn.

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

Yearly inspection of vehicles for Mathias Baker, Wardensville and Fraley's was performed and all vehicles passed inspection.

Dave Pratt reported that Fraley's has shifted to total electronic run reporting. Also a Lucas device will be purchased.

Calls for month of April-Fraley's-107, Mathias Baker-40, Wardensville-20, HCEAA-44

No additional reports were presented by any agency.

C. Hours/Days of Operations

No change since last month

D. Part and Full Time Employment

Request by interim director to hire EMT full time—this will be brought up in executive session. 6AM to midnight shifts have been covered with some manipulation of schedules. One EMT has created some problems regarding schedule. This is being addressed.

E. Phone Boxes at EMS/Fire Stations

All phone boxes should be in operation. It was suggested by Paul Lewis that someone from each station check this on a routine basis. Fraley's has checked theirs. Wardensville's is also operational. Signage indicating the phone as a 911 direct line should be placed near phone. Dave Pratt said that Fraley bought one on the internet. Each squad should look into this for their phone. Phone still needs to be installed at Capon Valley Fire and Moorefield Fire Dept.

G. Training

Mary Fishel is presently conducting an EMT recertification class at Wardensville Rescue. There are six persons registered for the class.

First Aid and CPR class was completed for citizens of Wardensville at station 3. There were approximately 15 individuals. George Crump and Tom Walker assisted Jeff with the training.

Dave Pratt is contacting colleges about paramedic programs.

H. Drug/Equipment Inventory

See above

New Business

A. County Commission Report

Since court case decision has been resolved, the commission charged the HCEAA to come up with a plan of action and a budget to sustain HCEAA without further funds from commission. There was a discussion of fees vs. levy. It was noted that Jefferson and Morgan County had established a fee which included business establishments. It was suggested that the commission establish a fee as a levy would take too long to implement for funds. May be possible to do a levy at a later date. HCEAA needs a substantial amount of capital to stay solvent.

B. Licenses

As above, vehicles have been approved. Squad inspection is coming up in the next few months and there is much work to be done. Much paperwork and appointment of medical director and director is a must if we wish to continue with operations.

C. Policy and Procedure

Still waiting for approval of policy and procedure manual submitted several months ago.

D. Budget for commission.

Paul Lewis and Derek Alt will be working on a budget to present to commission. It was suggested that we start with one crew 2hrs/7 days per week.

E. Approval to Pay invoices

Motion made by Ron Crites and seconded by JR Keplinger to approve payments. (passed)

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

F. Provider Charges for use of HCEAA employees- George Crump suggested that this be put on hold indefinitely due to urgency of licensure and outcome of court case. We need to devote all of our time in getting fees, hiring appropriate personnel and establishing a budget.

G. Reappointment of representatives to NEREMS regional EMS board

The two representatives for Hardy County have come up for reappointment to the regional EMS board. Dave Pratt has served on this board for several years. The other representative was Lisa O'Leary. Dave is willing to continue to serve in this capacity but would like an additional person to volunteer. George Crump volunteered but suggested that Derek Alt would be a better choice due to him serving as interim director of HCEAA. A motion was made by JR Keplinger and seconded by Tim Ramsey to approve Derek and Dave Pratt as Hardy County representatives. (passed)

H. Replacement/Recruitment of Medical directory:

Paul Lewis stated that he had a discussion with Carmen Rexrode concerning a medical director position. She suggested that he contact Dr. Hahn to see his reaction. Paul stated that Dr. Hahn has no preference as to continue or be replaced. After some discussion, a motion was made by George Crump and seconded by JR Keplinger to authorize Paul Lewis to discuss the possibility of coming on board as our medical director with Dr. Rexrode. Any compensation as discussed previously would be acceptable.

E. Committee to work/explore billing for the HCEAA:

George Crump reported that he had been in contact with Premier billing agency to establish billing. They will be organizing a conference call at 1:30 on June 22 to discuss options and answer any suggestions. This conference call will be held at Station 3. George encouraged everyone to attend this call. It was suggested that HCEAA come up with a list of questions and forward to billing company so that have answers for us when the call is made. George suggested that the framework should be similar to that negotiated by Wardensville with the same billing company. This company bills for Wardensville Rescue and Fraley's. Both organizations are very pleased with their interactions with the company.

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

Derek Alt brought up concern by Pauline Vance from E.A. Hawse Nursing home where a recent call took 40 minutes for EMS arrival. All agreed that this is not acceptable but with limited resources it may occur in the future. In this instance, Co 4 and Co 1 worked together to have a crew respond as each agency only had one provider. It is hoped that these types of circumstances will be reduced with better coverage.

G. Public Comments-

With many from the public in attendance, there was much discussion regarding response times and fees. Several citizens expressed the extended time for EMS to arrive and wanted better service. It was explained to all that the establishment of fees would greatly help in this regard to possibly provide paid crew (s) and also to help offset the out of pocket expenses that EMT's have to provide. It may also entice new EMT's to step forward. However, it was also noted that there will never be a perfect world due to limited resources and the extremely rural nature of our county causing long response times.

It was also suggested that the Board of Education should be approached to offer some credit for EMT class or at least bringing this into our two high schools to recruit. Better communication was also an issue that was brought up, as well as all three rescue squads and HCEAA working as a team and not an "us vs them attitude". A new copier has been donated to HCEAA from another agency.

H. Grants-

Grants would be approximately \$80,000 short for a new ambulance. Paul and Rose are working on obtaining the maximum amount possible and working with Sen Capito's office.

I. Executive Session

A request was made by Derek Alt to go into executive session to discuss personnel issues. A motion was made by JR Keplinger and seconded by Dave Pratt to do so. (passed)

Motion made by Dave Pratt and seconded by Tim Ramsey to close executive session. (passed)


J. Personnel issue

A motion was made by George Crump and seconded by Tim Ramsey to tender full time status with slight raise in pay to one part time employee. (passed)

K. Next Meeting Date-Next regular scheduled meeting will be held at 6:30 PM at the HCEAA building in Baker, WV on July 13, 2016.

With no further discussion, a motion was made to adjourn by Ron Crites and seconded by Tim Ramsey. (passed) Closed meeting at 8:30 PM

Respectfully submitted,


George Crump (acting secretary)

