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Stm City

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE SEPTEMBER 25, 2013  
STARTING 7:00 PM  
HELD AT THE RRT BUILDING, 141 EMERGENCY LANE MOOREFIELD WV,  
26836

AGENDA:

- 1. CALL TO ORDER/ROLLCALL
- 2. READ/APPROVE 9-11-2013 MINUTES
- 3. TREASURER'S REPORT
- 4. INTRODUCTION OF GUEST
- 5. COMMITTEE REPORTS
- 6. SPECIAL REPORTS
- 7. OLD BUSINESS
  - A. VACANT HCEAA BOARD POSITIONS
  - B. EQUIPMENT/VEHICLE UPDATE
  - C. WARDENSVILLE & MATHIAS-BAKER UPDATE
  - D. VOLUNTEERS UPDATE
  - E. MUTUAL AID AGREEMENTS
  - F. LICENSING REPORT
  - G. NEW BUDGET
- 8. NEW BUSINESS
  - A. 9-03-13 COUNTY COMMISSION MEETING REPORT
  - B. APPROVAL TO PAY INVOICES
  - C. CORPORATE ATTORNEY
  - D. JOB POSTING REPORT
  - E. GRANT APPLICATION NEEDS
  - F. BUILDING REPORT
  - I. OTHER ITEMS
  - J. COMMITTEE MEETING DATES
  - K. NEXT MEETING DATE 9-25-2013

FUEL

Holtzman 157.67  
Frontier 2.45  
Southern 1.72.1

Paul Lewis 2 yr term

OZ Trucks  
Paul Slips  
making backup

Spud...  
...to Paul

Add Dave Poff  
to completion committee  
+ Educator 11

Paul to committee

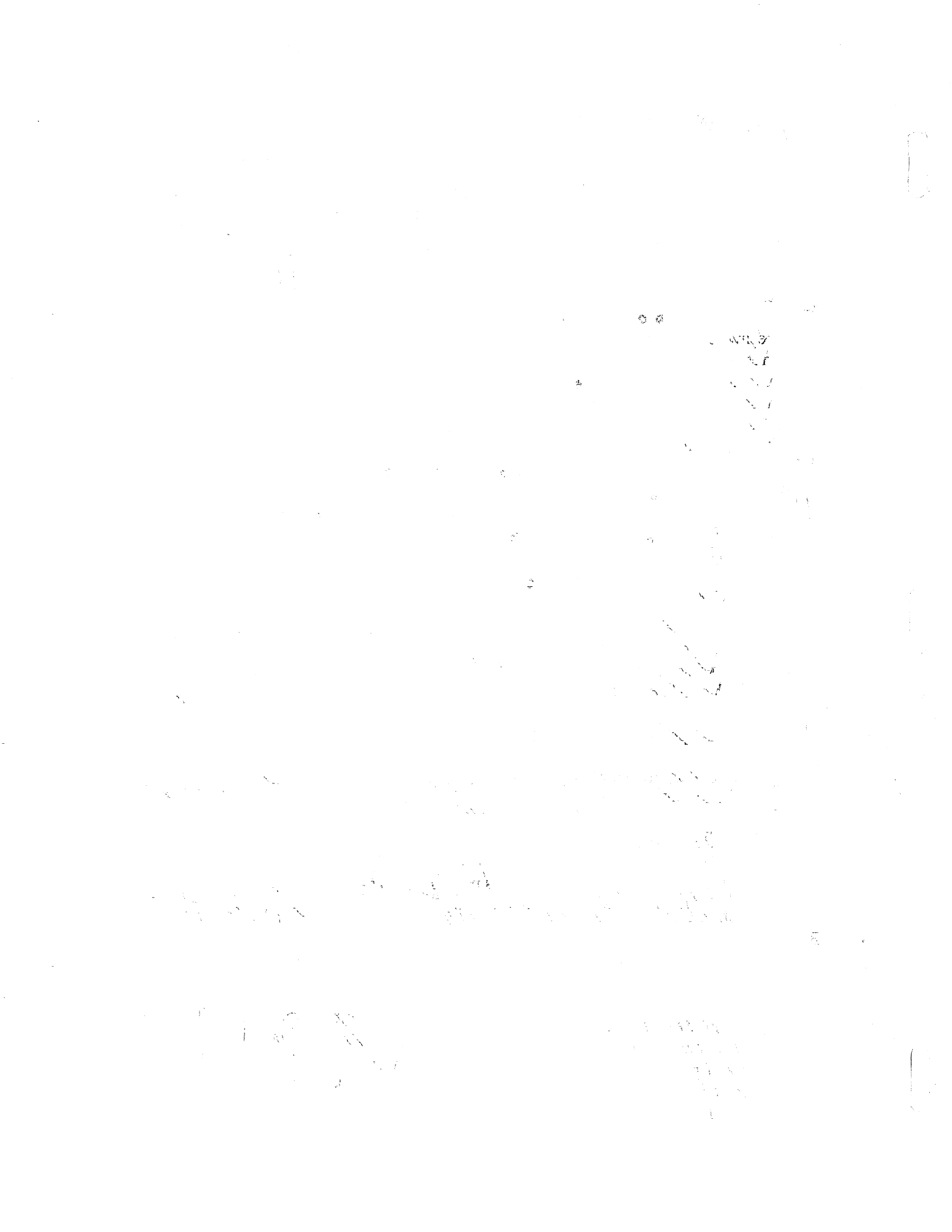
Jefferson Co  
40.00 year fee

14  
Mathias  
Stamm 11

10-9-13  
Expenses 525.00

Greg  
off

major part of lot...



## MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on September 25, 2013 at 7pm.

### **Present:**

Greg Greenwalt	Julian Hott
Ted Garrett	Paul Lewis
Alex Santana	Harry Shockey
Tim Ramsey	Grady Bradfield
Ron Crites	Andrew Funk
Craig Strawderman	David Pratt

### **Absent:**

Dr. Jerry Hahn	Mary Fishel
J.R. Keplinger	

### **Call to Order/Welcome/Approval of Minutes:**

Greg Greenwalt called the meeting to order at 7pm. It was determined that a quorum of members was presented to open the meeting. Meeting minutes of the 9/11/13 meeting were approved.

### **Treasurer's Report:**

Treasurer Tim Ramsey reported checking account balance of \$121,177.94. Report was accepted; motion by Ron Crites second by Craig Strawderman. (Passed)

### **Vacant HCEAA Board Position:**

Paul Lewis was appointed to the HCEAA board by the Hardy County Commission as a representative of the 911 Center pending the approval of the HCEAA Board. Motion to approve Paul Lewis by Julian Hott second by Craig Strawderman. (Passed)

### **Committee Reports:**

The Personnel Committee met again and is working on an employee handbook to propose to the HCEAA board at the next meeting for approval.

### **Old Business**

- Grady Bradfield motions that the HCEAA bring the lease contract back to the Hardy

County Commission to reconsider the 30 day cancellation clause to something more agreeable to both parties. Second by Craig Strawderman. (Passed)

- **Equipment/Vehicle Update** - Ambulance 179 has been serviced.
- **Volunteer Update** - Craig Strawderman reports that the Mathias-Baker Volunteer Fire Company plans to start providing EMS services on October 1<sup>st</sup> 2013. There was some discussion of the status of the HCEAA ambulances and if they would be available to be used by the MBVFC after October 1<sup>st</sup>. It was determined that the ambulances are still under the lease with Wardensville Rescue Squad and until the lease is cancelled, any use of them would have to be coordinated with Wardensville. Once the lease is ended, the ambulances will be kept in the HCEAA Baker Station.
- **Mutual Aid Agreements** - After discussion, motion was made by Harry Shockey to allow HCEAA President to sign a mutual aid agreement with necessary parties, pending the approval of an attorney.
- **Licensing Report** - The HCEAA is now a licensed EMS agency. Motion to pay \$500 license fee by Craig Strawderman second by Ted Garrett (Passed). Compliance Committee should meet to ensure we are in compliance.
- **New Budget** - Budget Committee has not met.
- After discussion, Grady Bradfield made the motion to appear before the Hardy County Commission at their next meeting and request that the HCEAA be relieved of the responsibility pertaining to the hardships and exonerations of the EMS fee. Second by Paul Lewis. (Passed) Craig Strawderman also discussed to possibility of an exemption of active EMS volunteers in the County in the future.

#### **New Business**

- **9-17-13 Hardy County Commission Report** - The Hardy County Commission is considering putting the EMS Fee in the form of a levy to be voted on in the Spring. The levy would potentially reduce the cost to the average citizen and include businesses any commercial property. The maximum length of a levy is 5 years. If they levy passes it will replace the current fee. The question was asked if the levy would cause a break in the income for the fee, it was determined it would not.
- **Approval to Pay Invoices** - Invoices were \$98.80 for the RE Fisher Company for the job posting for the HCEAA Directors position, and \$565.00 for Pulmonary Associates. Motion to pay was made by Ted Garrett, second by Craig Strawderman. (Passed).
- **Corporate Attorney** - After discussion, the motion was made by Grady Bradfield to authorized the President to discuss possible legal representation with Joyce Stewart, and/or other attorneys at the President's discretion, second by Ron Crites. (Passed).
- **Job Posting** - As of this meeting there have been 2 applications received by the County Clerks office for the HCEAA Directors position. No emailed application have been received. Alex Santana reported that he posted the job posting on several different EMS employment website and social media sites. Mr. Santana also expressed that he felt it beneficial to advertise in surrounding area newspapers.

HCC of Mathias-Baker starting to provide service, and that the HCEAA ambulances will be stationed at the Baker building once it is able to be used. They brought up the lease and the issues the authority had with certain items in the lease. He reported that the HCC seemed receptive and were asked to come to this HCEAA meeting. Mr. Garrett stated that he did overlook one item and did not bring up to the HCC about the HCEAA being relieved of the responsibility of the Hardship exonerations of the EMS.

- Greg Greenwalt reports that Mike Teets called him and reported that he believes that the EMS responsibilities of the eastern side of the county are not being met and to relay to the HCEAA board that if they are unable to take care of those problems that the HCC will have to look at other options. There was much discussion on the issue about Commissioner Teets's push to contract with Star City. Mr. Santana states that the EMS calls are being answered and he doesn't understand what Commissioner Teets wants. Mr. Lewis states that while there is the occasional need for mutual aid from surrounding areas, that has been routine procedure for the last 10-11 years.
- Greg Greenwalt states he believes that the HCEAA will be asked at the next County Commission meeting to hire an assistant to help Rose Helmick with the collection of the Ambulance Fee. There was discussion on the matter. Alex Santana made the motion to hire a part-time temporary assistant to help Rose Helmick with the collection of the Ambulance Fee if the need arises, second by Tim Ramsey (Passed).
- **Approval to Pay Invoices** - \$14.98 to Tim's Garage, \$1110.64 to Holtzman's, \$96.07 to Hardy Telecommunications, \$88.92 to the Moorefield Examiner, \$2712.78 to the Hardy County Commission, \$205.29 to Fesco (ambulance parts), motion to pay invoices by Alex Santana second by Ted Garrett (Passed).
- Alex Santana asked about the previous bill from Pulmonary Associates which showed the HCEAA having 17 D tanks and 11 DEY tanks. Mr. Santana stated that he went to the stations and counted 16 D tanks and 6 DEY tanks. Mr. Santana recommended keeping the bare minimum for the HCEAA ambulance as they are not going to be used often. He recommended keeping 2 DEY tanks and 2 D tanks for 179 and 1 DEY tank and 2 D tanks for 176. Mr. Santana will arrange pick up for the excess tanks.
- There was much discussion about used office items that have been acquired for the HCEAA.
- **Employee Handbook** - A draft of the HCEAA Employee Handbook approved by the Personnel Committee was presented to the Board for approval. Motion to approve was made by Grady Bradfield, second by Paul Lewis (Passed).
- **Meeting Dates for Nov/Dec** - There was discussion about upcoming meeting dates conflicting with Thanksgiving and Christmas. Greg recommended that we cancel the second meeting for those months and if there was something that arose that needed to be dealt with that the HCEAA could have a special meeting. Motion to cancel those meetings made by Paul Lewis, second by Ron Crites (Passed).
- **Mailing of Minutes/Agendas** - There was discussion about sending the Meeting Minutes and Agendas to the HCEAA Board members out by email to those that have it instead of by mail. Motion made by Paul Lewis to email said items to all individuals unless requested otherwise, second by Grady Bradfield (Passed).

- **Other Items -**
- Paul Lewis states that his dispatchers have stated that responses and response times to call have improved as of lately.
- Mary Fishel states that one of their ambulances is down for maintenance, she requested 179 be brought to Wardensville for the upcoming fall festival weekend, due to the possible increase in call volume.
- David Pratt reported that the Fraley's response vehicle is fully stocked and will soon be licensed as an ALS response unit and will be available to help for mutual aid calls.
- Alex Santana questioned why it was decided that J.R. Keplinger would be a non-voting member. Commissioner Keplinger stated that he did not see a point in being present if he did not have a vote. Grady Bradfield stated that he thought it was a conflict of interest if Commissioner Keplinger was a voting member. Mr. Santana thought that it might be worth revisiting seeing that all the funding for the HCEAA must first come through the Commission.
- There was discussion with Commissioner Keplinger about Commissioner Teets's comments and his views towards the HCEAA and the EMS in this County. Commissioner Keplinger stated that he supported the HCEAA and was glad to hear that the service has improved and would continue to be supportive so long as the HCEAA is ensuring that adequate service is provided to the citizens.
- Dave Pratt mentioned that in the terms of answering calls, Hardy County is doing pretty well compared to other nearby counties. As well as some type of tax incentive for people in Hardy County to volunteer.
- Greg Greenwalt discussed the importance for continuing community education on the fee and EMS needs of the county.
- Motion to go into executive session by Alex Santana, second by Ted Garrett. HCEAA Board went into executive session at 2124hrs. Board came out of executive session at 2134hrs with no action taken.
- Paul Lewis makes a motion to authorize the Personnel Committee to proceed with the interviews for the Director position and to make a recommendation to the HCEAA Board, second by Grady Bradfield (Passed).
- Motion to adjourn was made by Paul Lewis, second by Grady Bradfield (Passed).
- **Next Meeting Date 10-23-2013**

President Greg Greenwalt \_\_\_\_\_

Secretary Alex Santana \_\_\_\_\_