

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY  
MEETING DATE OCTOBER 10, 2018  
STARTING AT 6:30 P.M.  
MEETING AT THE HARDY COUNTY OEM/E9-1-1 BUILDING  
157 FREEDOM WAY, MOOREFIELD, WV**

**AGENDA:**

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

**OLD BUSINESS:**

- BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
- FRALEY'S, WARDENSVILLE, 911 HCEAA, 9-1-1 CENTER UPDATES
- TRAINING
- DRUG/EQUIPMENT INVENTORY REPORT
- RECEIVABLES MANAGEMENT PROGRAM UPDATE
- SCHOLARSHIP PROGRAM UPDATE
- SECOND DUE CALL LIST

**NEW BUSINESS:**

- COUNTY COMMISSION MEETING
  - APPROVAL TO PAY INVOICES
  - COMMENTS—BOARD MEMBERS AND EMPLOYEES
  - PUBLIC COMMENTS
  - PERSONNEL
- 
- **NEXT MEETING DATE, NOVEMBER 21, 2018, LOCATION TO BE AT THE BAKER BUILDING, BAKER WV**

# Hardy County Emergency Ambulance Authority

October 10, 2018

Present: Paul Lewis: President, Doug Coffman, Derek Alt: HCEAA Executive Director, Tina Todd: HCEAA Accounts Receivable Supervisor

Absent: Treasurer: Tim Ramsey County Commission Representative: J.R. Keplinger, Vice President: Bill Collins, Ron Crites

Guest Present: One with Moorefield Examiner, One with Company 1, One with Fraley's Ambulance Service, Medical Director Carmen Rexrode and 2 citizens

President Paul Lewis called the meeting to order at 6:35 PM followed by the Pledge of Allegiance, followed by prayer by George Crump.

**September Minutes:** Not enough members present to have quorum for approval.

## **Treasurer Report:**

Derek reports as of October 1st, 2018 the checking account has \$6504.75, the savings account has \$115,635.65 and the special revenue account has \$302,900.00 for a total of \$425,040.40. The expenses for the month of September were \$68,248.38.

Quarterly stipend was paid to Fraley's but not Wardensville, due to delay in contract.

## **Committee Reports:**

Advisory committee report: George was nominated as Chair. Good and productive first meeting, off to a good start. Discussed 2<sup>nd</sup> due and how best to keep that to a minimum, still working on it, but feels communication is key. They are reviewing protocol that was established some time ago. Looking into if there a better way to handle situations where EMS is not required to be on scene or dispatched for. Discussed the new NEMSUS regulations for reporting data to the state and nation. Wardensville moving towards using electronic PCR's, so the county will all be uniform.

Discussed the scholarship program, all in agreement that it would be better to have uniformity for the whole county. Would like to refine Derek's proposal but not change.

Paul suggested looking into training for autism for first responder's. Working on scheduling a date and it is on the list for continuing education.

Suggestion made to have a Fire and EMS day. Contact a place with a big parking lot, where citizens could come and tour units, meet the crews. Have some handouts, possible recruiting and a little PR. Looking into EMS week in May.

Members are wanting to do fun and social activities. Everyone to come back with suggestions. Next meeting November 7<sup>th</sup> at Fraleys.

George to provide list of members for the advisory committee.

**Building, Equipment/Vehicle, supplies update**

**Building:**

Derek reports wall packs (lights) are in, waiting to meet with Doug.

Mountain State Lock will be installing a proxy card system, there is a key fob option available.

**Equipment:**

Nothing to report

**Vehicles:**

376 – The A/C compressor is done, will cost \$1500 - \$2000 repair.

**Supplies:** Nothing to report

**Ambulance Calls:**

**Calls for August:** HCEAA                      64              Wardensville                      24              Fraley's                      105

**Training:**

Paul state's medic class training should be finished in November, Derek reported there may have been an issue with clinical's due to location.

**Drug Inventory/Equipment:**

Nothing to report

**Receivables Management Solution**

Colin McKie reports we are ahead of schedule. Had to completely re-do database, due to information obtained was greater than 90% scrambled.

Target date is October 15<sup>th</sup> to have full database up and running.

Online payment portal needs to be submitted to the president of the commission. He is in discussion with Capon Valley Bank and Summit Bank to process payments, which will include 17 banks.

People will be able to make payment by internet, smart phone access, at the sheriff's office and banks.

Doug questions invoices for 2016, due to being placed with VCS we cannot obtain the accounts back until November.

**Second Due**

Derek spoke to wages & hours, if we put them on call and require them to be there in 10 to 15 minutes they would have to be paid minimum wage. You can do an availability list where you can strongly imply they show up but cannot hold them accountable if they do not show up.

**County Commission:**

Nothing to report

**Approval to pay invoices:**

Invoices – Nothing outside of the regular invoices

**Grants:**

Nothing to report

**Board and Employee Comments**

Doug asked out of curiosity, do they have support after a traumatic event? Does that come from local? They do and it is up to the department for them to ask for it, but Paul does not know what the status is. Ellie has been instructed, she can provide a Critical Stress Incident Debriefing. Most of the time it is informal but it is available.

Paul reports he has 2 new dispatchers coming aboard on the 16<sup>th</sup> of October.

**Public Comments & Questions**

None

Meeting adjourns at 8:36pm

Next meeting Monday November 19th, 2018 at 6:30pm, at the HCEAA Baker Facility

Meeting Minutes prepared by Tina Todd, HCEAA Accounts Receivable Supervisor



October 2018

Signature	Company
Paul Lewis	HCEAA
Doug	HCEAA
Jean Flanagan	Moosefield Examiner
George Crump	C. I
Tina Todd	HCSAA
Derek AH	HCSAA
COLIN MCKIE	SELF
Carmen Rossode	Medical Director 3+76
Tracy Richmond	Franchise
JOHN BUCKLEY	SELF

# **HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**

## **OCTOBER 10, 2018 MEETING NOTICE**

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE **HARDY COUNTY OEM/E9-1-1 BUILDING, 157 FREEDOM WAY, MOOREFIELD, WV 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 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.