

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY
MEETING DATE AUGUST 9, 2017
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 MINUTES
- TREASURER'S REPORT
- COMMITTEE REPORT

OLD BUSINESS:

- BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
- FRALEY'S, WARDENSVILLE, MATHIAS/BAKER, 911 CENTER UPDATES
- TRAINING
- DRUG/EQUIPMENT INVENTORY REPORT
- UPDATE ON AMBULANCE EQUIPMENT AND AMBULANCE

NEW BUSINESS:

- COUNTY COMMISSION UPDATE
 - APPROVAL TO PAY INVOICES
 - APPROVAL TO PURCHASE DESK AND OFFICE EQUIPMENT FOR SECRETARY
 - APPROVAL TO SEE IF SECRETARY CAN SETUP ONE DAY A WEEK AT THE BAKER STATION TO COLLECT FEES
 - APPROVAL AND SIGNING OF CONTRACT FOR FRALEY'S AND WARDENSVILLE ON FUNDS
 - POLICIES AND PROCEDURES
 - GRANTS
 - COMMENTS—DEREK ALT, JEFF SNYDER, LUKE STUMP AND OTHERS
 - PUBLIC COMMENTS
 - PERSONNEL
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- **NEXT MEETING DATE, SEPTEMBER 13, 2017, LOCATION TO BE AT THE BAKER STATION**

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING NOTICE

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE 9-1-1 CENTER, 157 FREEDOM WAY, MOOREFIELD, ON AUGUST 9, 2017, 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.

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 - APPROVAL TO SEE IF SECRETARY CAN SETUP ONE DAY A WEEK AT THE BAKER STATION TO COLLECT FEES
 - APPROVAL AND SIGNING OF CONTRACT FOR FRALEY'S AND WARDENSVILLE ON FUNDS
 - RETIREMENT PROGRAM FOR EMPLOYEES
 - DISCUSSION WITH COLLECTION AGENCY
 - POLICIES AND PROCEDURES
 - GRANTS
 - COMMENTS—DEREK ALT, JEFF SNYDER, LUKE STUMP AND OTHERS
 - PUBLIC COMMENTS
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Hardy County Emergency Ambulance Authority

August 9, 2017

Present: Paul Lewis: President, George Crump: Vice President, Tim Ramsey: Treasurer, JR Keplinger: County Commission Representative, Bill Collins, Dave Pratt, Derek Alt: HCEAA Executive Director, HCEAA Executive Secretary: Tina Todd

7 guest Present: Including 2 from Fraley's Ambulance Service, 1 with Mathias Baker Volunteer Fire Dept., 1 with Moorefield Examiner, Donna Nead with Charlottesville Bureau of Credit

President Paul Lewis called the meeting to order at PM 6:34 followed by the Pledge of Allegiance and Prayer by Vice President George Crump.

Representative with Charlottesville Bureau of Credits, Inc. presented information regarding the agency and what it has to offer regarding collection of delinquent accounts. The oldest collection agency in America still in operation. Contingency based firm, which means they do not charge you anything to collect on the account until they have actually collected the account. They have collected for Berkeley County for many years. CBC has better ways of collecting the debt and has more ways of contacting the debtor. A validation letter will be sent, the debtor has 30 days to dispute the debt. CBC attempts to collect in one lump sum. Will wait for approximately 10 days and then start to contact the debtor by phone. CBC is a consumer- friendly agency and will not harass the debtor. The CBC will continue to collect until we, the HCEAA, remove the account from their system. A third letter will be sent stating that it can affect their credit as the CBC does report to the three major credit agencies. They have their own set of attorneys that work on a contingency base also. When the debt reaches a certain dollar amount, they will go after judgement then garnishment of wages. Donna provided a copy of the contract that was originally negotiated with Greg. We have a flat rate fee of 30% unless it goes to legal. The national average for that fee is between 33 to 40%.

Greg Greenwaldt made a statement himself, Greg Ely and Rose Helmick reviewed several different agencies and they had a contract negotiated, were in the process of signing the contract when the suit came. This was the same company that the HCEAA started with prior to the legal problems. They felt this company best suited the HCEAA needs.

George makes motion to accept minutes with minor corrections, Jr seconds.

Treasurer Report:

Current balance of \$39,895.89

We have collected \$325,255 which is almost 74.5% of what was billed for 2016/2017 fiscal year. The draw from that \$325,255 has been \$305,000 to leave a balance of \$20,496.00.

Invoice/Billing for 2017/2018 Fiscal year are expected to hit mail boxes next week. We have had to revise the billing to meet the new ordinance. For the businesses, we will be sending the invoices.

Committee reports

Derek received pricing for some High-end boxes, the companies laid them out with all the bells & whistles.

MedEx medium duty \$172,000, Osage Medium grade \$182,000, LifeLine \$239,000, Braun \$240,000
These are the high-end boxes

Used MedEx can go for around \$74,000 – if you decide to go with used, we have to move quickly because they move quickly. This is pricing for the box and chassis. JR provided information regarding leasing program. Wants to make a move and decide. Fraley's runs Road Rescue and has been their staple for many years. Suggest we do not buy Horton.

Paul wants committee to look into demo models and bring back a report next month. The used models go quickly so we need to decide and go with it.

Need to look into warranties, finance options, contract options, leasing program through Country Roads Leasing LLC. JR states we need to make a move, especially if we have to order a new one which will take an additional 8-9 months.

Lift Chairs – Derek hesitant to go thru e-bay. Wants to bring Physio into do demonstration, looking at purchasing a demo as cheaper option.

Derek tracking approximately the last 6 months, he counts the contacts and transports which are billable calls. Pulled in return is roughly \$60,000 & have not used any of those funds to date. This is a separate account then the service fee account. Close to what was projected, based on the new budget roughly \$120,000 for the year on collection. So, its running pretty close to what we estimated.

Billing insurance companies, Medicare and Medicaid. We seem to be right on point with what we estimated. Question: Will we ever get the rest of that 70%? Not on this we only get between 48 & 50%. Question: Medicaid doesn't pay? They pay very little. When you take a Medicaid call, it usually runs into the red. Technically have to write it off. Could go back to the patient that you ran the call for, but we usually don't because we are collecting the yearly fee. Medicare by law requires 2 letters to be sent by the billing agency before going to collection.

~~We do have some funds that can be used for the purchase of a new ambulance~~

Motion made by JR for Derek to get pricing on demo models with choices that were decided on, Bill seconds. (passed)

Old Business: Building, Equipment/Vehicle, supplies update

Building: Replaced bulbs on outside of building which only fixed ½ the problems, may need to change the housing. Lights on the right side of building

Crews are painting meeting room, entrance and hallways. More painting planned for the next month. Looking to have Maggie come in to do floors, need waxed.

Toilets are still leaking – Question presented: Is it feasible to change over to Commercial / direct with no tanks? Looking to replace 4 or 5. Replaced the insides and 2 are starting to stick again. Law

enforcement will use the ones set up for public in the middle of the night, Crew uses the ones in the back and will not hear the toilets running.

Is there a well on the property and could it be used to wash the trucks? A well was used prior to public water coming in. Plumber has been out to look at some of the toilets. Contact Bill Westfall, plumber, to take a look.

Derek to look into what it will take to switch the bays to well water.

The well on the property may not be functional and may need to be disconnected. Line may have been severed.

Calls for July: Fraley 103: 2 of which were across the mountain HCEAA 64 Wardensville 19

Wardensville needs 3 more siren radios, Paul to put in a call to Greg to check. George reports radio #172, still having problems. Portables are working fine, but the mobile is sporadic. Paul has put in a call.

Regarding the CAD, Wardensville always has to call to have it sent. The automatic was disabled due to the amount of paper used. HCEAA get them via fax. Fraley would like to have them sent via email. Wardensville sometimes has to call in again to have them re-sent.

Pager totally dropped today – had to call & ask for the road. Could be the tower

Wardensville had very busy week – able to do all but 1

Wardensville Garden market on the 26th of August – having a 5k Relay and Wardensville will be stationed there, still taking calls.

Training: Jay spoke with Beth and she will be doing a EMT Re-cert in Baker, in September sometime.

Dave to do MCI refreshers and protocol updates

Drugs/Equipment Inventory

Physio renewal contract is due, cost is almost \$19,000 for 3 years. Contract is for service the cardiac monitors. Motion made by JR, second by George to renew the contract with Physio. Derek is authorized signer.

Derek and George interested in making group purchases. Currently has a grant out, still hasn't heard anything and getting down to the end of it. Interested in making a group purchase, group would include Wardensville, HCEAA and possibility of other companies. If you purchase in bulk, eligible for discount rate. Check with different squads and see what they need. Board would like to know what the discount rate is.

Equipment: 383 and 381 went in for service last week, 389 goes in for service next week, 376 goes in the following week for service as it has an oil leak. May be down to 1 ambulance depending on how long 376 is in for service.

New Business

County Commission update – Nothing to report

Approval to pay invoices:

Motion made by JR to pay bills, second by Bill

Desk for HCEAA Secretary for in the courthouse, Paul bringing before the board to let the board vote. Total price on Desk, Landis to deliver, build & remove trash will be approximately \$1795.00.

Fertig to come out August 10th to work up estimate. Board would like to see estimate & how it will compare in price.

Dave suggest checking with the school system for desk, feels that the amount is a lot of money. States we should look around before spending a bunch of money on something.

Motion made by Bill, motion dies for lack of second.

Board wants to look further

Bill makes motion for purchase of a desk up to the maximum of \$1700, Ron seconds. Motion carries

JR request that we check all resources, Board of Ed, RRT

Request the approval of allowing HCEAA Secretary to go to Baker 1 day a week to allow for the collection of payments. Bill makes motion to for Secretary to collect payments in Banker 1 day a week, George 2nds.

Provided Emergency Ambulance Service Contract that Lucas See prepared, needs a couple of changes, ask everyone to review and sign. This is what came out of the budget meeting, payment of services and payment to the two squads. Let Paul know of any changes and he will get with Lucas.

Retirement program for employees – Employees were promised a retirement program within a year when the Authority was established back when. PEIA is higher than the County, other option could be a 401K and another option is a program called Empower. 457 Program similar to an IRA. Can stop paying into it anytime and draw when needed, still would have to pay taxes. Set up through the State. Would like to bring the agency in to speak with Employees.

Policies and Procedures - Nothing at this time


Grants - None at there at this time, Rose may have submitted some and checking on. There is a grant workshop coming up in Charleston if anyone interested in attending.

Comments - 911 center is not canceling calls. Protocol changed a few months ago. Agencies to directly contact one another to cancel.

Public Comments - None at this time

Next meeting September 13, 2017 in Baker and will include the election of new officers

George makes motion to adjourn, Bill seconds.

 Paul, HCEAA Executive Secretary

