

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY
MEETING DATE APRIL 10, 2019
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-ADVISORY COMMITTEE REPORT

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

NEW BUSINESS:

- COUNTY COMMISSION MEETING
 - ELECT A SECRETARY
 - DISCUSS AND APPROVE AMENDMENT TO THE BY-LAWS
 - DISCUSS LEASE AGREEMENT BETWEEN HCEAA AND EA HAWSE FOR SPACE
 - APPROVAL TO PAY INVOICES
 - COMMENTS—BOARD MEMBERS AND EMPLOYEES
 - PUBLIC COMMENTS
 - PERSONNEL
- NEXT MEETING DATE, MAY 8, 2019 LOCATION TO BE AT THE HCEAA BUILDING, SR 55, BAKER, WV

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

APRIL 10, 2019 MEETING NOTICE

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE **9-1-1 CENTER AT 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 AND 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.

Hardy County Emergency Ambulance Authority

April 10, 2019

Present: Paul Lewis: President, Harold Michael: Hardy Co. Commission Representative, Ron Crites, Doug Coffman, Tim Ramsey: Treasurer, Tim Thorne, Derek Alt: HCEAA Executive Director, Tina Todd: HCEAA Accounts Receivable Supervisor

Absent:

Guest Present: Jean Flanagan: Moorefield Examiner, George Crump from Company 1 (WDVL), 1 from Fraley's Ambulance Service, Medical Director: Carmen Rexrode, and 1 Hardy County Citizen

President Paul Lewis called meeting to order at 6:31 pm followed by the Pledge of Allegiance and prayer.

Motion to approve minutes by Harold, Ron seconds. Motion carries

Treasurer Report:

Derek reports as of April 1, 2019 the checking account has \$221.41, the savings account has \$127,972.94 and the special revenue account has \$281,571.30. The total expenses for the month of March were \$95,844.64.

Committee Reports:

Advisory Committee:

George Crump reports the committee has revised the scholarship program criteria from a set number of calls to a percent average depending on squad.

They are still working on the Dispatch Protocol. They have submitted a rough draft of the protocol (mainly for the ambulances) for review.

First Responders day is Saturday, May 18th. Still working on the ad for the Moorefield Examiner. All the food has been covered by donations. They will be giving all 1st Responders a percentage off card usable at area restaurants and retail locations, good for 1 year. There will be military vehicles on sight, tours of 911 dispatch and drawings for 1st responders who participate.

Building, Equipment/Vehicle, supplies update

Building: Working on getting the toilet fixed

Vehicles: Nothing to report

Supplies/ Equipment: Nothing to report

Ambulance Calls:

Calls for March:	HCEAA	51	Wardensville	18	Fraley's	120
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Company 1 is in contact with some local fire fighters to help with driving the ambulance, they have missed calls due to not having 2 people available at the time of the call.

Paul reports the new dispatcher is up and running, still looking for part time help.

Training:

Jay reports the EMT class is in its 6 or 7th week now. ITLS class in June.

AMLS class on 27th and 28th of April at 9am.

Dave Pratt looking at quarterly First Aid classes.

Looking into free Defibulator classes at complexes – Need to get list of where they are located.

Drug Inventory/Equipment: Nothing to report

Receivables (ARMS) Program:

Switched over to ARMS program from GST program last week, April 1st. Not all data information transferred over from GST in the first batch dump. Manually updating a large amount of data. Working on automating Estates. The next area we will be working on are Trust, need to get with Lucas and verify the law. Working on the businesses, updating all information so the 2019 statements go out by July 15th. Delinquent accounts - Certified letters are a waste of time, Lucas has agreed to provide a letter from the County Prosecuting Attorney in regards to legal action. But we are exhausting all possibilities before we get to that point. We are in the process of preparing approximately 300 lawsuits, beginning with 9 accounts. The ARMS system reports current, real time information. Colin is working with Greg Ely and Lucas on re-drafting the ordinance. Credit card processing is up & running and there currently is a 4% fee, possibly to come down in the future.

County Commission:

County Commission has appointed Tim Thorne to the board.

We need to appoint a Secretary, we need someone available to sign legal documents, the minutes are taken and completed by Tina.

Doug makes motion to be the Secretary, Ron seconds. Motion Carries

Paul requesting changes to the By-laws, when the original By-laws were written the board was to consist of 5-15 members, 15 members is too many for the board and according to WV State code when they appoint 15 member's they have to replace all 15 members. Paul is requesting to change the number of members 5-7.

Tim Thorne makes motion to approve change to the By-laws, Tim Ramsey 2nds. Motion Carries

Paul reports that E. A. Hawse needs to lease the large room at the Baker facility, the County Commission has agreed but approval is needed from the HCEAA Board. The plans are to put up 1 temporary wall & cubicles. They are paying for all modifications. The payment will go the HCEAA into a maintenance fund. Looking to lease approximately 2 years.

Motion made by Doug to approve the lease of the space by E. A. Hawse, Tim Thorne seconds. Motion carries.

Approval to pay invoices:

Harold makes motion to pay invoices, Tim Ramsey. Motion carries

Public Comments:

Jay Fraley states they are in dire need of Lucas devices. Jay to contact the new chief of company 4 to see if he can obtain. Derek offers a new, in the package, trash pump in exchange.

Board Comments:

Carmen raised the question in the previous meeting regarding Roberts Rule of order. Harold states typically fewer than 12 members the president can make motions, 2nd motions, discuss motions and vote on motions like any other member. More than 12 members the president cannot do any of that but that can be amended in the by-laws to allow the president to do so.

Wardensville is changing Medical Director to Dr. Carmen Rexrode.

Derek request the board to open the hiring process for an ALS position.

Harold makes motion, Tim Ramsey seconds. Motion Carries

Harold makes motion to move to Executive Session, Tim seconds.

Harold makes motion to leave Executive Session, Ron seconds.

Harold makes motion to adjourn meeting, Ron seconds.

Next meeting, May 8th at 6:30pm, at the Baker Station.

Meeting Minutes prepared by Tina Todd, HCEAA Accounts Receivable Supervisor



Sign In

April 2019

NAME	REPRESENTING
✓ COHN MCHIE	SELF
✓ Corroni Roxsda	Medical Director
✓ Jay Fraley	Co. 76
✓ George Crump	Co. 1
✓ Jean Flanagan	Mfld. Examiner
✓ Jim Ramsey	HCEAA
✓ Doug Coffman	HCEAA
✓ Tim Thomas	SELF HSEAK
✓ Roy Galt	HCEAA
✓ Paul R. [unclear]	President
✓ Harold [unclear]	Bd. Member/Comm.
✓ [unclear]	HCEAA ARS
✓ [unclear]	HCEAA CO 3