

**AGENDA**  
**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**  
**MEETING DATE APRIL 17, 2024**  
**STARTING AT 6:30 P.M.**  
**MEETING AT THE 9-1-1 CENTER**  
**157 FREEDOM WAY**  
**MOOREFIELD, WV 26836**

**AGENDA:**

- CALL TO ORDER/ROLL CALL
- APPROVE MINUTES—FEBRUARY MEETING
- TREASURER’S REPORT

**OLD BUSINESS:**

- BUILDING, EQUIPMENT/VEHICLE
- WARDENSVILLE, HCEAA, WEST HARDY EMERGENCY MEDICAL SERVICES, 9-1-1 CENTER UPDATES
- AMEND 2024-25 HCEAA BUDGET
- REVIEW AND APPROVE WARDENSVILLE AMBULANCE PROPOSAL
- TRAINING
- AUDIT UPDATE

**NEW BUSINESS:**

- COUNTY COMMISSION MEETING
  - APPROVAL TO PAY INVOICES
  - COMMENTS—BOARD MEMBERS AND EMPLOYEES
  - PUBLIC COMMENTS
  - PERSONNEL
- 
- **NEXT MEETING DATE, MAY 15, 2024, AT 6:30 P.M., AT THE BAKER BUILDING, 17940 STATE ROAD 55, BAKER, WV.**

**MEETING NOTICE**

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**REGULAR MEETING**

**WEDNESDAY, APRIL 17, 2024**

**9-1-1 CENTER**

**157 FREEDOM WAY, MOOREFIELD, WV**

**MEETING TIME WILL BE 6:30 P.M.**

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING ON **WEDNESDAY, APRIL 17 2024, AT 6:30 P.M. AT THE 9-1-1 CENTER, 157 FREEDOM WAY, MOOREFIELD, WV.** THE MEETING WILL BE TO DISCUSS THE REGULAR BUSINESS OF THE AUTHORITY. 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

## Board of Directors Meeting

April 17, 2024

**Present:** President Paul Lewis, Vice President Dr. Tim Thorne, Secretary Jean Flanagan, County Commissioner Steve Schetrom, Ronnie Crites, Fran Welton  
HCEAA Executive Director Derek Alt, HCEAA Assistant Executive Director Nathan Kesner, Medical Director Dr. Carmen Rexrode

**Guests:** Becky Fishel from Wardensville Volunteer Rescue Squad, Steve Pendleton from Examiner

The meeting was called to order by Paul at 6:36 p.m. The Pledge of Allegiance and a prayer followed.

### Minutes

Jean moved and Steve seconded a motion to approve the minutes of the March 13 meeting. The motion was approved.

### Treasurer's Report

Executive Director Derek Alt provided the following report:

Total Expenses for March	\$194,451.18 (\$109,911.20+\$84,539.98)
Total Revenue for March	\$231,803.09
Income from Fee	\$149,539.98 (\$65,000+\$84,539.98)
Income from Services	\$ 32,196.40
Other Income	\$ 50,066.71

Current Checking Account   \$   830.06

Current Savings Account   \$ 53,467.14

Derek also reported the Hardy County Commission released \$50,066.71 in CARES (Coronavirus Aid, Relief and Economic Security Act) funds.

Expenses include \$84,539.98 payment for equipment purchased - cots, power supplies, heart monitors

### Old Business

#### Building

Nothing to report.

#### Equipment

The Stryker cot in Unite 373 has been repaired and in service

Tablet update will cost between \$3,500 and \$5,000

Mobile radios have been installed.

The state has issued changes in medications to be carried in the drug boxes. There will also be an update in EMS protocols. Those updates have not been released yet, but they will allow providers to be more involved in the decision-making process for patient treatment. Derek will work on training models for the staff, once the protocols have been released.

#### Vehicles



371-372-373-376 - all in service. Nothing to report.

383 - in service. Nothing to report.

Serv3/Argo - in service. Nothing to report.

### **Calls for Service**

Paul reported the following calls for service in March:

West Hardy 107

HCEAA 84

Wardensville 31

### **FY2025 Budget Update**

The Hardy County Commission returned the proposed FY2025 budget with no increase in draw-down funding. Additional funds, when needed, are to be requested on a monthly basis.

Derek resubmitted the FY2025 budget at FY2024 levels, with no increase in additional stipend requested by Wardensville and West Hardy Emergency Ambulance Service.

Fran moved and Tim seconded a motion to approve the FY2025 budget as submitted. The motion was approved.

### **Wardensville Rescue Squad Proposal**

Derek submitted a proposal to integrate operations between HCEAA and WVRS. Key points include:

- HCEAA will bill for calls for service for both agencies. Billing will follow the unit, not the provider. A Memorandum of Understanding will be created allowing HCEAA to generate reports for billing. The MOU will also allow HCEAA to lease WVRS ambulances and equipment.
- Billing done by WVRS will be directed to HCEAA. HCEAA will be responsible for refunds and overpayments.
- Both agencies will be responsible for charting patient care. The HCEAA will provide tablets, for WVRS use and will integrate the reporting. This will enable seamless tracking and billing.
- The HCEAA will increase staffing to cover WVRS for 288 hours of the 336 hours needed. The 48-hour difference will be the sole responsibility of WVRS. This will mean WVRS will pick up a 48-hour or two 24-hour shifts per week.
- WVRS will be able to run calls with HCEAA staff at any time. If a WVRS member wants to cover a specific time frame, they should notify HCEAA staff.
- A review of expenses indicates a deficit of \$16,000 in WVRS budget. That deficit can be offset by HCEAA incurring the expenses for medical supplies (\$9,251), utilities (6,368) and fuel (\$2,128).
- It is suggested a lease agreement be developed to allow HCEAA to lease the WVRS building and units. The HCEAA will pay \$2,500 monthly.
- WVRS will be responsible for upkeep of the building and units, and will continue to pay Worker's Compensation, building and vehicle insurance.
- Implementation of the MOU and lease agreements would be completed by the start of the FY2025 fiscal year, July 1, 2024.

The proposal was submitted to the WVRS on April 8. A meeting was held on April 17 and there was strong resistance to the leasing arrangement. Derek requested the Board's support and authority to proceed with negotiations with WVRS. In the event that negotiations fail to produce an mutually-beneficial agreement, Derek will remove all HCEAA staff and stage a unit at another location in Wardensville. Fran so moved, and Jean seconded the motion. The motion was approved.

### **Training**

West Hardy completed an Advanced Cardiovascular Life Support class. West Hardy also completed an Advanced Medical Life Support class in Hampshire County.

There will be NIMS training April 20, May 1 and 2 at the 911 Center.

Derek is working on scheduling an every-other-month public CPR/First Aid class.



Fran is working on CERT training for veterans during National Preparedness Month in September.

Derek reported the state legislature voted to revert EMS providers to a 2-year certification cycle. Providers must be re-certified every two years instead of every four years.

#### **Audit**

Nathan reported the FY2022 Audit has been completed. FY2023 will be completed soon. Reports should be available by the May board meeting.

### **New Business**

#### **County Commission**

The commission released \$49,568.77 to be used for HCEAA salary enhancement. Derek is considering making lump-sum payments to employees, pro-rated for part-time and an equal amount to full-time employees. He will present a draft plan at the next meeting.

Employees must sign an agreement that they will only accept salary enhancement funds from one agency.

#### **Payment of Invoices**

Derek reviewed the invoices for March.

Tim moved and Ronnie seconded a motion to pay invoices for March. The motion was approved.

#### **Comments**

Derek reported the application for employment is available on the website. It can be completed and submitted electronically.

Derek reported the HCEAA assisted the 911 Center and the Red Cross in installing smoke detectors. There is a form on the HCEAA website that asks the public to request a smoke detector.

The HCEAA is now a member of the EMSAC and WV EMS Coalition. Commissioner Schetrom, Derek and Nathan will be attending the EMSAC meeting in Flatwood on April 18.

Nathan is working with West Hardy and Hampshire County on a federal Health Resources and Services Administration grant. This is a multi-agency grant geared towards training, recruitment and retention.

Nathan submitted a grant to purchase additional radios.

Nathan is looking for funding to upgrade a unit to handle bariatric calls. In the past year, several calls involving large patients have resulted in needed repairs to equipment.

Derek reported one of the two full time employee positions has been filled. They are working to fill the second.

Nathan submitted a proposal to increase the hourly rate for part-time employees. He included information on part-time rates for neighboring EMS agencies. The board will discuss at the next meeting.

Ronnie moved and Fran seconded a motion to adjourn. The motion was approved. The meeting was adjourned at 8:29 p.m.

The next meeting of the Hardy County Emergency Ambulance Authority will be held on Wednesday, May 15 beginning at 6:30 p.m. The meeting will be held at the HCEAA Headquarters, 17940 SR 55, Baker.

Respectfully submitted

Jean A. Flanagan, Secretary

DATE APRIL 17, 2024

SIGN-IN SHEET

Name	Representing	E-Mail
Jean Flanagan	HCEAR	
<del>Paul R. Lewis</del>	HCEAA	
Betsy Fisher	WRS	
Carmen Buxede	Medical Director	
Bernice Smith	HCEAA	
Frank Walton	HCEAA	
Steve Forleton	Examiner	
Steven Schetman	Commission	
Mallan Lewis	HCEAA	
Derek Hill	<del>SM</del> HCEAA	