

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY  
MEETING DATE JULY 20TH. , 2016  
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 JUNE 15, 2016 MINUTES
- TREASURER'S REPORT
- COMMITTEE REPORTS
- SPECIAL REPORT(S)--CARMEN REXROAD

**OLD BUSINESS:**

- BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
- FRALEY'S, WARDENSVILLE, MATHIAS/BAKER, 911 CENTER UPDATES
- HOURS OF OPERATIONS---SCHEDULES
- EMPLOYMENT—PART AND FULL TIME
- PHONE BOXES AT EMS/FIRE STATIONS--UPDATE
- TRAINING
- DRUG/EQUIPMENT INVENTORY REPORT

**NEW BUSINESS:**

- COUNTY COMMISSION
- APPROVAL TO PAY BILLS
- PROVIDER CHARGES FOR USE OF HCEAA EMPLOYEES
- REPLACEMENT/RECRUITMENT OF MEDICAL DIRECTOR
- COMMITTEE TO WORK EXPLORE THE BILLING FOR THE HCEAA
- COMMENTS—DEREK ALT, JEFF SNYDER, LUKE STUMP AND OTHERS
- PUBLIC COMMENTS
- GRANTS

**NEXT MEETING DATE, AUGUST 17, 2016, LOCATION TO BE AT BAKER BUILDING**



**THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**  
**P. O. BOX 671**  
**MOOREFIELD, WV 26836**

The Hardy County Emergency Ambulance Authority met on July 20, 2016 at the 911 building in Moorefield, WV for their regular scheduled meeting.

**Members Present:**

Ron Crites                      Paul Lewis  
George Crump                 Dave Pratt  
Mary Fishel  
J.R. Keplinger, Jr

**Absent:**

Art Cerami  
Dr. Jerry Hahn  
Tim Ramsey

**Public:**

5 citizens were in attendance

(see attached for names), two employee

President Paul Lewis called the meeting to order at 6:30 PM. Meeting opened with Pledge of Allegiance and prayer

**Approval of the June 15, 2016 Minutes**—J.R.Keplinger moved to approve the minutes after correction of location of previous meeting. Dave Pratt seconded the motion. (passed)

**Treasurers Report**-Tim Ramsey was absent. Paul Lewis in his absence reported that there was approx. \$6,300 in account.

**Committee Reports**—none

**Special Reports**—

Special Guest- Dr. Carmen Rexrode was present to discuss possibility of becoming our new medical director. After discussion of DEA license, QA and QC issues and liability, Dr. Rexrode agreed to entertain taking on responsibilities if these issues were resolved. Derek Alt and Paul Lewis agreed to meet with Dr. Rexrode to finalize these issues. Paul Lewis is to check with WV Corps about liability and workmans comp. A motion was made by George Crump and seconded by J.R. Keplinger to authorize Paul Lewis to enter into contract with Dr. Rexrode should these issues be resolved. (passed)

**Old Business**

**Building, Equipment/vehicle, supplies update-**

**Building-** Still an issue with air conditioning in front of building.

Garage doors have been fixed and are working properly. Another remote will be ordered for use in building. New chase unit (383) has been striped and will be labeled as an emergency response unit. Lights and sirens will be installed. Once this is completed, Craig Horn will be called for inspection. Unit 383 still not functional

**Equipment-**Monitors still need to have yearly maintenance done. Still no contact has been made with service dept despite many attempts. Yearly maintenance contract will not be paid until this is addressed.

**Fraley's, Wardensville, Mathias-Baker and 9-1-1 center updates-**

Paul Lewis did not have exact number of calls approx. number of calls for June were:-Fraley's-107, Mathias Baker-50, Wardensville-28, HCEAA-unknown

The 911 center has hired two dispatchers full time.

No additional reports were presented by any agency.

**Hours/Days of Operations**

No report

**Part and Full Time Employment**

No report.

**Phone Boxes at EMS/Fire Stations**

George Crump installed a sign by pay phone at Wardensville Rescue and the HCEAA building to indicate usage of phone as a 911 direct line.

Phone still needs to be installed at Capon Valley Fire and Moorefield Fire Dept.

**Training**

Mary Fishel is presently conducting an EMT recertification class at Wardensville Rescue which will be completed soon. Dave Pratt will be starting an EMT recert class in August. Also he will offer a MCI refresher on July 30 and protocols update on August 14.

First Aid and CPR class was completed for members of Capon Valley Fire Dept this past Sunday at the HCEAA building. There were approximately 15 individuals.

**Drug/Equipment Inventory**

No report

**New Business**

**County Commission Report**

Special prosecutor will be discussing the imposition of an ambulance fee with the commission at the meeting in August.

**Licenses**

Inspection of facility by state OEMS will be on August 28. There is still a large amount of work to be done. Derek Alt requested additional money to bring the building, files supplies, and paper work so that it will meet proper standards. He requested a \$5,000 spending ceiling to cover costs. After discussion it was decided that a motion was not necessary as this was a recurring item and only needed to be paid on routine basis with oversight by Paul Lewis and Tim Ramsey.

**C. Policy and Procedure**

Still waiting for approval of policy and procedure manual submitted several months ago. It is important to get this approved before inspection. Paul Lewis reported that there was a minor issue that needs to be addressed. Derek Alt is to call concerned party to finalize. A motion was made by George Crump and seconded by Mary Fishel to approve policy and procedure manual after alterations were made.

**Budget for commission.**

Paul Lewis presented a budget to the commission for over one million dollars. George Crump expressed concern with this amount. In this budget there was a line item for 2 full time crews from 6 AM until midnight. George felt that one crew would be sufficient at this time as many days there are no calls at all. He urged the board to review this budget and make adjustments then resubmit to the commission. Paul Lewis insisted that two crews were necessary. It was decided to table this discussion until after hearing special prosecutor at the Commission in August.

**Approval to Pay invoices**

Recurring bills were paid without further discussion.

Other bills requiring action are listed below:

Item	motion to accept	second
Graphics Design for prep of chaise vehicle	JR	Mary
Ambulance Towing	Jr	George
Permit Fee for ambulance inspection	JR	Dave
Wolf's (ambulance repair)	JR	George
Tim Garrett (garage door repair)	George	JR

All above line items approved (passed) for payment

**Provider Charges for use of HCEAA employees-** George Crump suggested that this continue to be on hold until ambulance fee and structure has been decided. We need to devote all of our time in getting fees, hiring appropriate personnel and working on a direction of how to proceed first.

**Committee to work/explore billing for the HCEAA:**

George Crump reported that he had discussed the idea of billing with Premier billing agency. At this time we cannot set up billing. We can however, obtain the necessary information in order to proceed once the transports start. They suggested that we not discuss the contract earlier than 60 days prior to starting ambulance service. They are interested in providing billing service to HCEAA and will work with us as needed. This will be tabled until we reach the point of transports.

**Employment comments -Derek Alt, Luke Stump, Jeff Snyder, Janet Horton, Heather Ours**

Derek Alt said that he would be taking vacation soon. No date was given.

**Election of Officers**

It was brought up that election of officers was to be held at the meeting in July. A resolution was made by Mary Fishel and seconded by Ron Crites to move this to the meeting on August 17. (passed)

**Public Comments**

None

**Grants-**

There are some fire and EMS grants coming up but none at the present time.

**Next Meeting Date-**Next regular scheduled meeting will be held at 6:30 PM at the HCEAA building in Baker, WV on August 17, 2016.

With no further discussion, a motion was made to adjourn by Dave Pratt and seconded by Mary Fishel. (passed) Closed meeting at 7:55 PM

Respectfully submitted,



George Crump (acting secretary)

