

## **MEETING NOTICE**

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**BUDGET HEARING AND MEETING**

**WEDNESDAY, JULY 12, 2023 MEETING NOTICE**

**157 FREEDOM WAY**

**MOOREFIELD, WV 26836**

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

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING ON **WEDNESDAY, JULY 12, 2023 AT 6:30 P.M. AT THE 9-1-1 CENTER, 157 FREEDOM WAY, MOOREFIELD, WV.** THE MEETING WILL BE TO DISCUSS THE PROPOSED BUDGET AND 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  
MEETING DATE JULY 12, 2023  
STARTING AT 6:30 P.M.  
MEETING AT THE 9-1-1 CENTER  
AT 157 FREEDOM WAY, MOORFIELD, WV**

**AGENDA:**

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

**OLD BUSINESS:**

- BUILDING, EQUIPMENT/VEHICLE
- FOLLOW UP ON AMBULANCE PURCHASE
- WARDENSVILLE, HCEAA, WEST HARDY EMERGENCY MEDICAL SERVICES, 9-1-1 CENTER UPDATES
- TRAINING
- AUDIT UPDATE

**NEW BUSINESS:**

- COUNTY COMMISSION MEETING
  - POLICY WITH CO. 1 ON AMBULANCE CALLS
  - APPROVAL TO PAY INVOICES
  - COMMENTS—BOARD MEMBERS AND EMPLOYEES
  - PUBLIC COMMENTS
  - PERSONNEL
- 
- **NEXT MEETING DATE, AUGUST 9, 2023, AT 6:30 P.M., AT THE BAKER BUILDING, 17940 STATE RD. 55, BAKER, WV**

# Hardy County Emergency Ambulance Authority

## Board of Directors Meeting

July 12, 2023

Present: President Paul Lewis, Vice President Dr. Tim Thorne, Secretary Jean Flanagan, Fran Welton, Ronnie Crites, HCEAA Executive Director Derek Alt, HCEAA Assistant Executive Director Nathan Kesner

Guest: Steve Pendleton, Moorefield Examiner, Rick Pololinski, Osage Ambulance Co., Debbie Combs, Wardensville Rescue Squad, Kimberly Boucher, Wardensville Rescue Squad

The meeting was called to order at 6:30 p.m. by Paul Lewis. The Pledge of Allegiance and a prayer followed.

### Minutes

Jean moved and Tim seconded a motion to approve the minutes of the June 14 meeting. The motion was approved. There was no May meeting.

### Treasurer's Report

Executive Director Derek Alt provided the treasurer's report as of July 1.

Total Expenses for June	\$137,910.69
Total Revenue for June	\$ 89,254.71
Income from Fee	\$ 65,000.00
Income from Services	\$ 22,633.20
Other Income	\$ 1,621.51
Current Checking Account	\$ 2,972.90
Current Savings Account	\$128,003.76

Derek also presented the board with an Annual Expense Overview which contained Budget vs. Actual - Expenses, Financial Position Comparison with FY2022 and a Transaction List By Vendor.

Other Income consisted of rebates and interest payments.

The low balance in the checking account is because of the quarterly Worker's Comp and Insurance Payments.

### Old Business

#### Building and Grounds

Derek reported the lights on the exterior have been upgraded to dusk-to-dawn.

An additional bunk room was created by installing a temporary wall in a portion of the day room. This enables male and female employees to have separate bunking areas. Since the wall is temporary, it can be easily removed in the future.

Access to the building is now enabled with badges and PIN codes.

#### Equipment

Currently all equipment is in service.

The CompX locks are installed. Access to the building and the drug boxes are via badge and PIN. The system can be expanded to include time clock management.

## **Vehicles**

383 - In Service - a battery maintainer was added because the battery keeps going dead.

371 - In Service - this unit is next in line for remount. Derek will investigate grant funding for remount in 2025.

372/373/376 - In Service - Nothing to report

Serv3/ARGO - In Service - Nothing to report

Rick Podolinski with Osage Ambulance presented information on the lead time for remounted ambulances. He said delivery on remounts is 2 years, with new ambulance delivery in 3 years. He said this is because demand has increased 1 1/2 times their normal demand. Prior to the COVID pandemic, delivery on a remount was one year.

Derek presented pricing on two types ambulance vans on a Ford Transit T-350 Chassis. The prices are:

\$172,875.00

\$189,625.00

The difference in prices are because of extra equipment included. Both include a Stryker Power Load Cot mount. Derek was provided a complete set of drawings and specifications.

Rick said lead time on a van is two years. The prices reflect anticipated pricing in 2025.

The board will consider the purchase, funding opportunities and discuss at a later meeting.

## **Calls for Service**

Paul reported the following calls for service in June:

West Hardy - Co. 21                    89

HCEAA - Co. 3                            84

Wardensville - Co. 1                   29

## **Training**

No report - one paramedic will soon be finished with training.

## **Audit**

The contract with A.A.L. has been sent to the state for approval. They will conduct audits on FY2022 and FY2023.

## **E. A. Hawse Contract**

E. A. Hawse Health Center is currently renting space in the HCEAA building. The rental agreement/contact is up for renewal in November. E. A. Hawse has not actually paid rent because they paid for the renovations to accommodate their offices. Currently the \$900/month rental includes all utilities, restroom use and cleaning and building maintenance. November 2023 will be the first scheduled actual payment.

The space is 1,250 square feet. At the \$900/month rent, the current rate is \$0.72/sf. Rental on commercial and industrial space ranges from \$1.50/sf to \$12.00/sf. Derek provided several per-square-foot options ranging from \$1.50 - \$5.00.

Tim moved and Ronnie seconded a motion to increase the rent to \$1.75/sf, thereby increasing the monthly rent to \$2,187.50. The motion was approved.

Per the contract, notification of changes must be sent by September. Derek will draft a letter.

## **New Business**

### **County Commission**

No report

## **Invoices**

Derek reviewed the invoices payments for June.

Fran moved and Ronnie seconded a motion to pay the invoices. The motion was approved.

## **Company 1 - Wardensville Coverage**

Derek drafted a letter to the President of the Wardensville Rescue Squad outlining a proposal to better cover the Wardensville area. Based on data from FY2022-23, Wardensville was alerted for 274 calls and handled 74 of them. This is a 27% response rate. HCEAA handled 195 of those calls, or 71%. The remainder were handled by Hampshire County (Co.8) and West Hardy (Co.21).

Derek proposed an HCEAA driver/provider be on site at Co. 1 between the hours of 7 a.m. and 7 p.m., Monday through Friday. The HCEAA will charge Wardensville a flat rate of \$150/call which will be deducted from the annual stipend paid to Wardensville.

Wardensville will submit a weekly schedule detailing their availability during all hours of the day, including overnight and weekends. If Wardensville cannot provide a single driver/provider, HCEAA will provide a full crew. If HCEAA is providing a full crew, a unit will be purchased and staged in the Wardensville area. If the HCEAA handles the call, with full crew and unit, all billing and transport fees will be through the HCEAA.

Derek presented this to provide a more stable level of service and to alleviate the stress associated with trying to provide the best patient care and to allow the Wardensville Rescue Squad to maintain their autonomy.

Fran suggested the proposal be presented to the entire Wardensville Rescue Squad, Mayor and Town Council. Derek said he will present the proposal to the President of the Wardensville Rescue Squad.

Tim moved and Fran seconded a motion instructing Derek to proceed with proposal. The motion was approved.

## **Executive Session - Personnel**

Jean moved and Tim seconded a motion to go into Executive Session to discuss a personal matter at 7:59 p.m. The motion was approved.

Tim moved and Ronnie seconded a motion to go out of Executive Session at 8:16. No action was taken during the Executive Session.

Tim moved and Ronnie seconded a motion to allow Derek to respond to the letter from a concerned citizen. The motion was approved.

Tim moved and Ronnie seconded a motion to adjourn. The motion was approved. The meeting was adjourned at 8:18 p.m.

The next meeting of the Hardy County Emergency Ambulance Authority will be held on Wednesday, Aug. 9 beginning at 6:30 p.m. at the HCEAA Building, 17940 SR 55, Baker.

Respectfully submitted  
Jean Flanagan, Secretary

DATE July 12, 2023

SIGN-IN SHEET

Name	Representing	E-Mail
Jean Stremas	HCEAA	
Tim Thomas	HCEAA	
Paul Reuss	HCEAA	
Irene Webster	HCEAA	
Der Cook	HCEAA	
Steve Webster	Stemmer	
Deek Hill	HCEAA	
Mathen Horce	HCEAA	
Rick Forrester	DRAFT	
Dolbie Combs	Wardensville Vol. Rescue Squ	
Dolbie Cook		
Kimberly Boucker	Wardensville	