

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY
MEETING DATE MARCH 13, 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
- DISCUSS AND APPROVE 2019-20 BUDGET

NEW BUSINESS:

- COUNTY COMMISSION MEETING
 - DISCUSS AND APPROVE POLICIES
 - APPROVAL TO PAY INVOICES
 - COMMENTS—BOARD MEMBERS AND EMPLOYEES
 - PUBLIC COMMENTS
 - PERSONNEL
-
- **NEXT MEETING DATE, APRIL 10, 2019 LOCATION TO BE AT THE 911 CENTER,
157 FREEDOM WAY, MOOREFIELD, WV**

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MARCH 13, 2019 MEETING NOTICE

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE **BAKER BUILDING, 17940 SR 55, BAKER, 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

March 13, 2019

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

Absent:

Guest Present: Jean Flanagan: Moorefield Examiner, 2 from Company 3 (Baker), 1 from Company 1 (WDVL), 1 from Fraley's Ambulance Service, Medical Director: Carmen Rexrode, Fran Welton: HCLCPC and 1 Hardy County Citizen

President Paul Lewis called meeting to order at 6:30 pm followed by the Pledge of Allegiance and prayer.

Change(s) requested for February minutes.

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

Treasurer Report:

Derek reports as of March 1st, 2019 the checking account has \$4566.05, the savings account has \$127,972.94 and the special revenue account has \$233,395.30. The total expenses for the month of February were \$68093.82.

Doug makes a motion to accept the treasurer report, Tim seconds. Motion carries

Committee Reports:

Advisory Committee:

George Crump reports First Responders day is May 18th. He has contacted every agency in Hardy County and hopes to have someone from each agency attend. The event will be held at Moorefield High school, right on Main St. Have been in contact with grocery stores and food chains to get donations of food and drink. He has submitted a request for supplemental money to obtain some additional food the donations do not cover. Submitted a request for some funds from HCEAA for souvenirs. Hopes that it will be a big event, showcase equipment and good PR. Sent a memo to the Commissioners. Becky Gapp, 911 Dispatcher, is working up a full-page ad with the Moorefield Examiner to make the event well-advertised.

George has contacted Inova Fairfax and set up the Open-Heart Surgery Field Trip, scheduled for August 8, 2019. Leaving the Baker Station at 4:30am. Contact George Crump if interested in attending.

Building, Equipment/Vehicle, supplies update

Building: Nothing to report

Vehicles:

376 Brake issue has been repaired. Unit is in service.

371 Needs new set of tires by the fall

379 All the work has been completed

Supplies/ Equipment:

Annual maintenance done on the 5 cardiac monitors and the 2 Lucas devices

Ambulance Calls:

Calls for February: HCEAA 48 Wardensville 17 Fraley's 105

Jay from Fraley's Ambulance Service reports they had a very busy month. 86 trips to hospital, 15 non-billed, 3 fire calls with 101 patient contacts.

Paul reports one dispatcher is finishing up training, also advertising for part time help. Working on mapping and addressing.

Training:

Jay reports that the EMT class in its third week.

Drug Inventory/Equipment:

Derek reports State and Federal DEA licensures expire this year.

Receivables (ARMS) Program:

Colin McKie reports \$51,160.00 has been recovered, 26% of 2017 have been recovered and 11% of 2016. In the process of drafting the County Prosecuting attorney letters. Integrated the USPS for tracking certified letters. Issued 32 certified letters, 12 have been delivered and 3 paid within a day of getting the letter. Working on the first batch of 300 lawsuits to be filed. We would rather people pay the bills or make payment arrangements than to be sued. Looking at ways to reduce the cost of collections.

Question: Doug – Do we still have hardship? Are we still doing any type of things like actually looking at hardships?

Colin states under the ordinance is no allowance for hardship. Looking into possibly allowing the homestead exemption rate. Right now, there is no hardship category in the ordinance. Manually reviewing cases for hardship.

Budget:

Derek explains he has added a few line items: revenue, carryover from previous year, split stipend into 2, as well as collections and legal. Carryover from the previous year \$150,000.00. Workman's Comp has re-done their rates. Still working out the details with the retirement board. Total expenses projected are \$937,700.00 and carryover would be \$142,300.00.

Doug Coffman states miscellaneous was way-over, "What type of things are considered miscellaneous?"

Derek explains most of the fees were one-time fees, so therefore put under miscellaneous

Fran Welton "Can some of the miscellaneous items be moved to their own line item?"

Derek explains most of the items that were under miscellaneous will be put into other categories. All of the current miscellaneous items were new.

Harold stated typically anything that is non reoccurring or under a certain amount you would move to miscellaneous. Those items that fall under miscellaneous are either under a certain amount or are non-reoccurring. In the new budget they will be moved to separate or other line items.

Dr. Rexrode "She believes that Jay Fraley handed you something at the last meeting, how does what you have budgeted compare to what he has requested?"

Paul explains that it is the same amount because we have not received requested documentation to show what expenses and income are for the HCEAA to determine how much should be given.

Harold motions to accept the budget, Tim seconds. Motion carries with 4 votes. Paul retracted his vote.

Harold states – A Budget is merely a blueprint, a forecast of anticipated expenses for the coming year. Budgets are not static, so throughout the year we will probably have to make some adjustments. If revenues are down, we will have to make adjustments that way. If expenses are up, we will have to make adjustments that way. And also, all these things that require contracts or agreements have to be negotiated. That is part of the process. For example, in Fraley's case the fact that there is \$60,000 in the budget just means we that we are trying to do something to help you guys. We want to do something to help you and make you happy, not to make you feel that you're being slighted. The problem is there is only a finite amount of money, and that's just the way it is. Unless we talk about increasing fees, we have to live within the budget. That's not to say that more money couldn't be found some place. That's just where we are right now. If we don't have so much money carry-over, then we can't operate those months we don't have money coming in.

Jay Fraley questions "what happens when the volunteers quit?"

Harold states there is a big difference, that you have to consider.

Fraley's is in an area where there is Pilgrim's, American Woodmark and a town where you have about 4000 people in a confined area. Your trips are to Petersburg, 12 miles. HCEAA has the rest of the county, Baker, Wardensville, Mathias and operating in an area that is sparsely populated – most of the patients are on Medicare or Medicaid and they have to travel to hospitals where turnaround time is sometimes 2 hours, 3 hours or 4 hours, whatever time it takes to get to Harrisonburg or Winchester and back. So, you really can't compare your operation to this operation. If you are going to compare, you need to compare the whole thing not just part of it.

Approval to pay invoices:

Derek reports expenses for the month of March \$43,335.00

Tim makes a motion to pay invoices, Doug seconds. Motion carries with 4 votes

County Commission: Nothing to report

Public Comments:

Fran Welton comments, looking at it from a business point of view and the trend, I am glad that the HCEAA is in place now because there is a foundation to be able to expand and move on. So, that when Fraley's decides it is no longer financially viable for them to stay in business. That the county can possibly expand and provide coverage there as well. Eventually as the population continues to grow and the public needs the services. That is the only way we are going to have the coverage. Everybody has to look at eventually having full time paid staff 24 hour a day. Unfortunately, Medicare cuts are still programmed to drop every year.

Dr. Rexrode states she thinks it would behoove the HCEAA to start talking now about what they are going to do to provide coverage for the entire county. It is going to come to that and it would seem to me it would be wise to have that plan in place so if some that is some disaster happens and you would need to take over immediately, quickly it could be done. I don't think there is such a plan right now.

Harold states there is a plan if that would occur. He can speak for the county commission they do not want Fraley's to go out of business, they want to keep them here. Here's the budget, unless we increase fees. If you look over this budget, he doesn't see a whole lot of room to move from one account to another. It will take some moving. The only way you're going to get money is to cut money from somewhere else. We only have so much money to deal with.

Fran Welton comments if she were in the ambulance business herself, and you had an agreement to subsidize me \$40,000 a year, you shouldn't expect me to tell you what I am spending that \$40,000 for.

Doug states the challenge that we are talking about here is not volunteer, it is a sole proprietor. It's a business. If we were to just say what do you need and just throw it out there, without knowing the real needs, I think would be irresponsible of this board.

Policy Changes:

Derek request policy changes to vehicle usage and Non-emergent/Scheduled transports

Vehicle Usage – Define what is allowable usage of HCEAA vehicles.

Motion to accept the policy change regarding vehicle usage made by Doug, Harold seconds. Motion carries

Non-Emergent/Scheduled transports – to outline the HCEAA’s policy on Non-emergent/scheduled transports.

Motion to accept the policy change regarding non-emergent/scheduled transports made by Ron, Harold seconds. Motion Carries

Board Comments: No comments from the board

Tim makes the motion to move to Executive Session, Doug seconds.

Harold makes the motion to come out of Executive Session, Ron seconds.

Tim makes the motion to adjourn meeting, Ron seconds.

Next meeting, April 10th at 6:30pm, at the 911 OEM Facility in Moorefield

Meeting Minutes prepared by Tina Todd, HCEAA Accounts Receivable Supervisor



FY 2019-2020 HCEAA BUDGET

03/05/2019

ESTIMATED REVENUE:

CARRYOVER FROM PREVIOUS FY:	\$150,000.00
INCOME FROM BILLING AMB SVC FEE:	\$750,000.00
INCOME FROM BILLING INSURANCE CO:	\$180,000.00

TOTAL ESTIMATED REVENUE: **\$1,080,000.00**

PERSONNEL COSTS:

SALARY AND WAGES	\$325,700.00
FICA TAX, UNEMPL TAX	\$118,000.00
HEALTH INS & ADM COSTS	\$58,000.00
WV CORP-WORKERS COMP	\$36,250.00
RETIREMENT	\$35,000.00

TOTAL PERSONNEL COSTS: **\$572,950.00**

EXPENSES:

ADVERTISING & PUBLICATIONS	\$550.00
BUILDING/GROUNDS	\$10,000.00
COLLECTIONS	\$15,000.00
DEPRECIATION/EQUIPMENT REPLACEMENT	\$90,000.00
DEPARTMENT/OFFICE SUPPLIES	\$2,500.00
EQUIPMENT MAINTENANCE	\$10,000.00
FRALEY'S (CO.76)	\$60,000.00
FUEL	\$18,000.00
LEGAL	\$10,000.00
MEDICAL SUPPLIES & MEDICATIONS	\$13,000.00
MISCELLANEOUS EXPENSES	\$10,000.00
POSTAGE	\$1,000.00
PROFESSIONAL SERVICES	\$38,000.00
REFUNDS-FEE/INSURANCE	\$4,000.00
TRAINING & EDUCATION	\$5,000.00
UNIFORMS	\$1,500.00
UTILITIES	\$20,000.00
VEHICLE MAINTENANCE	\$25,000.00
WARDENSVILLE (CO.1)	\$15,000.00
WV CORP BUILDING/PROPERTY	\$16,200.00

TOTAL EXPENSES: **\$364,750.00**

TOTAL EXPENSES **\$364,750.00**

TOTAL PERSONNEL COSTS **\$572,950.00**

TOTAL EXPENSES & PERSONNEL COSTS **\$937,700.00**

CARRYOVER INTO NEXT FY: **\$142,300.00**

