

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY  
MEETING DATE JANUARY 9, 2019  
STARTING AT 6:30 P.M.  
MEETING AT THE BAKER BUILDING  
17940 STATE ROUTE 55, BAKER, 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
- SNOW REMOVAL DECISION AND UPDATE

**NEW BUSINESS:**

- COUNTY COMMISSION MEETING
  - E SDHEDULING PROGRAM
  - HAMPSHIRE COUNTY EMS PROBLEMS
  - CONTRACT TO HAVE FLOORS CLEANED AND WAXED
  - APPROVAL TO PAY INVOICES
  - COMMMENTS—BOARD MEMBERS AND EMPLOYEES
  - PUBLIC COMMENTS
  - PERSONNEL
- **NEXT MEETING DATE, FEBRUARY 13, 2019 LOCATION TO BE AT THE HARDY COUNTY 9-1-1 CENTER, MOOREFIELD, WV**

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**JANUARY 9, 2019 MEETING NOTICE**

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

January 9, 2019

Present: Paul Lewis: President, Doug Coffman, Ron Crites, Tim Ramsey: Treasurer, Derek Alt: HCEAA Executive Director, Tina Todd: HCEAA Accounts Receivable Supervisor

Absent: Harold Michael: Hardy Co. Commission Representative

Guest Present: One with Moorefield Examiner, One with Company 1, Four with Company 3, One with Fraleys 's Ambulance Service, 1 Citizen

President Paul Lewis called meeting to order at 6:29 pm followed by the Pledge of Allegiance and prayer.

Ron makes motion to approve November minutes, Doug seconds.

## **Treasurer Report:**

Derek reports as of January 1st, 2019 the checking account has \$1,424.48, the savings account has \$145,378.81 and the special revenue account has \$232,149.00 for a total of \$378,952.29. The expenses for the month of December were \$80,396.65.

makes motion to accept treasurer report, Ron seconds.

## **Committee Reports:**

### **Advisory Committee:**

George Crump with CO. 1 gives a reminder the Autism Training is on the 19<sup>th</sup> at the Baker Station.

Working on the protocol with EMS dispatch. Mutual Aid Box System (MABS) – list who the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Due and mutual aid. This is a standard in many companies.

Putting together a County Wide EMS week in May. Wanting to do blood pressure screenings, etc. Subcommittee working with businesses to Obtain donations.

Will be meeting every other month instead of every month.

## **Building, Equipment/Vehicle, supplies update**

### **Building:**

Derek has contacted Krystal Klean to clean and wax the floors, waiting for them to come and give an estimate. Possibly to be completed in February. Having storage problems, requesting permission to purchase shelves to store personnel & other required paperwork.

Doug makes motion to approve the purchase of shelves, Ron seconds.

### **Vehicles:**

371, 381 and 383 Nothing to report

376 Out of Service due to a braking issue, parts have come in and looks to have it repaired in the next week or two

379 – the older repair came in \$7206.12, needing board approval because it is over the \$2500.00 limit previously approved.

Now having a problem with the turbo and wiring harness from original engine repair, spoke to Timbrook and it will be approximately \$7500.00 to repair.

Tim makes motion to approve paying the invoice, Doug seconds.

In the last 3 years they have put \$45,000.00 in vehicle maintenance and repair. Osage gave an estimate of \$130,000.00 for a remount. Re-do electrical and attach box to a new chassis.

Ron makes motion to have 379 repaired Doug seconds.

Doug wants to revisit repair issues and status of 379 in February

Needs approval to submit an estimate to Rose for the grant package for the new ambulance for the Spring of 2020.

**Supplies/ Equipment:** Derek reports the State is adding 1 new drug, it's a steroid

**Ambulance Calls:**

<b>Calls for November:</b>	HCEAA	48	Wardensville	12	Fraley's	122
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**Training:**

Paul is down to one now in training for 911 center

EVOC in Moorefield on February 2

**Drug Inventory/Equipment:** Nothing to report

**Receivables (ARMS) Program:**

\$34,865 has been collected to date. One's who have not paid their first payment for pay plans will be receiving a reminder. We will be receiving monthly reports for Estates from Greg to properly correct the Estate accounts.

Still working with Becky at Summit Bank to obtain electronic scanner. This will allow the checks to be electronically scanned and will go directly into the account, rather than having to make a daily deposit.

The paperwork has been submitted for accepting credit cards, approximately still 10 days out. All the bank accounts are set up, everyone will have special number they use to make a credit card payment online.

**Snow Removal:**

Derek spoke to the mulch plant, they do have a night crew and are willing to send down a loader to clear the parking lot. In a pinch, Ann & Greg has a truck with a snow removal blade.

## **Company 8**

Wardensville has run 3 or 4 calls for, believes all the calls were at night. Company 3 ran 2 calls.

Hampshire Co. missed inspections, now has to wait until the 28<sup>th</sup>. There are many issues in Hampshire Co. and cannot operate 24 hour shifts due to not having sleeping quarters. Do not have enough personnel to cover and they are not getting a lot of cooperation between volunteer and paid. The Director has left.

Capon Spring/Yellow Spring area has petitions going around, feeling that they are being billed illegally. They have lost equipment due to ambulance wreck.

Wardensville is now considered 1<sup>st</sup> due and Company 3 is 2<sup>nd</sup> due and has put an additional person on during the day.

The County Commission decides who responds in the county. Due to it being Hampshire Co. they will most likely call thru the county first. Company 3 has offered to assist, but doesn't seem the gesture was accepted that well. There is no dual alert between counties.

## **County Commission:**

Harold Michael is now the commission representative on the HCEAA board.

## **E-Schedule**

Online scheduling system that helps with tracking daily task, online forms (daily duties, maintenance reporting, daily truck checks) Will be better for communication. Annual cost \$1080.00 for up to 30 people for 5 active forms.

Motion by Tim to approve purchase of scheduling system, Doug 2nds.

## **Approval to pay invoices:**

Doug makes motion to pay invoices, Ron seconds.

## **Board and Employee Comments:**

None

Doug motions to adjourn meeting, Ron seconds.

Next meeting, February 13, 2019 at 6:30pm, at the 911 OEM building.

Meeting Minutes prepared by Tina Todd, HCEAA Accounts Receivable Supervisor



