

**HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY  
MEETING DATE MARCH 14, 2018  
STARTING AT 6:30 P.M.  
MEETING AT BAKER BUILDING,  
SR 55, BAKER, WV**

**AGENDA:**

- CALL TO ORDER/ROLL CALL
- APPROVE MINUTES
- TREASURER'S REPORT
- COMMITTEE REPORT

**OLD BUSINESS:**

- BUILDING, EQUIPMENT/VEHICLE, SUPPLIES UPDATE
- LIGHTS IN GARAGE AREA
- FRALEY'S, WARDENSVILLE, MATHIAS/BAKER, 911 CENTER UPDATES
- TRAINING
- DRUG/EQUIPMENT INVENTORY REPORT
- RETIREMENT PROGRAM FOR EMPLOYEES
- BY-LAW CHANGES AND APPROVAL
- CONFLICT OF INTEREST POLICY AND APPROVAL
- BUDGET REVISION FOR FUEL FOR 2018-19

**NEW BUSINESS:**

- COUNTY COMMISSION MEETING
  - APPROVAL TO PAY INVOICES
  - GRANTS
  - COMMENTS—BOARD MEMBERS AND EMPLOYEES
  - PUBLIC COMMENTS
  - PERSONNEL
- **NEXT MEETING DATE, APRIL 11, 2018, LOCATION TO BE AT MOOREFIELD, WV**

# **HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY**

## **MARCH 2018 MEETING NOTICE**

THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY WILL HOLD A MEETING AT THE **HARDY COUNTY EMERGENCY AMBULANCE BUILDING, BAKER, WV, ON MARCH 14, 2018, STARTING 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 IS 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 14, 2018

Present: Paul Lewis: President, George Crump: Vice President, JR Keplinger: County Commission Representative, Tim Ramsey: Treasurer, Ron Crites, Bill Collins, Carmen Rexroad, Douglas Coffman, Patti Shoemaker, Derek Alt: HCEAA Executive Director, Tina Todd: HCEAA Executive Secretary

Absent: Mary Fishel: Board Secretary, David Pratt: Board Member

7 guest Present: Including 1 from Fraley's Ambulance Service, 1 with Moorefield Examiner, 3 HCEAA Employees and 2 citizens

President Paul Lewis called the meeting to order at 18:32PM followed by the Pledge of Allegiance and Prayer by Vice President George Crump.

Bill Collins makes request that the minutes show who is absent each month at the meeting and other minor changes.

Motion to accept the minutes with changes by George, 2<sup>nd</sup> by Bill, Motion Carries

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

### **Building**

Derek reports that many of the lights in the bay are dead. Had a Dolly Brothers Construction come and provide an estimate to change over to the LED's. The upfront cost to change over will be a little more or we can put standard bulbs back in. The estimated payoff with what would be saved on the electric bill will be about a year. Provided a couple of different options. If we remained with the standard bulbs, we need to disconnect the ones we are not using. Even though the bulb is not in the ballast is still using power.

(16) 2 x 2 Smaller LED lights, would need more of them and it would cost \$8200.00

Retro – fit 24 of the 48 ballast with 8 foot LED's, 5 year warranty on the bulbs and the life of the bulbs are approximately 15 years the cost would be about \$5400.00

Retro-fit the ballast with 4 foot bulbs and would cost about \$5900.

The cost to remove the old ones down each side and re-wire them will be an additional \$1500.00

Also got an estimate for the outside lights to convert to LED, currently on sale, would cost \$2700. Without the sale it will be an additional \$1200.00. Lift rental will cost \$325.00

All of these options will have the additional \$1825.00 for lift rental and remove ballast we are not using.



Or we can rent the lift and put standard bulbs back in ourselves but some will definitely have to be disconnected. Derek ask that the board to think over the options. The retrofit will be more costly option upfront, but in the long run it will save us more money in the electric consumption. We need to put some bulbs out there before long, even if we re-did half of them we would have to get someone to disconnect some of the ballast because they will still be pulling power.

Patti ask if we have looked into any government programs, mentioned that the town offices had lights replaced free of charge. Derek stated he is aware that Potomac Edison is offering a rebate, but he is not aware of any programs or grants. Doug Coffman will look into other options with the retro-fitting, etc. with Derek.

Derek reports there is a drain issue. He believes that some of that is stemming from the drain in the bay. There is a bunch of rocks in there and doesn't think it has ever been cleaned. The trench has been dug out and found a bunch of rocks back in there. D & D was not able to get down in the hole when they were there for previous plumbing issues.

**Equipment:**

The LUCAS came back today and is back in service. Will send loaner back tomorrow. The stretchers and stair chairs are in and available for pickup. Got a new suction unit for 371, a third one was needed. The cost \$700.00.

**Supplies:** Noting to report

**Vehicles:**

379 came back, repair cost \$5000.00. Switched 379 with 376, 376 needing service. Then will return 376 and take 379 back to put brakes on. We need new tires on the rear, tried to make them last through the winter. Had a nail on the inside of the driver side rear tire, it had been repaired but then got a bulge in the side wall. Had a couple of recalls on the chase units. 371 is running great. 376 has been a tank and haven't had any issues. Will switch out the winter tires for the summer tires, next month on the Chase unit.

**Calls for February:** Fraley 114                      Wardensville 15    HCEAA 41

**Training:**

Jay Fraley reports possibly 1 drop out in the past 2 months, when he spoke with Dave everyone is passing. Starting on Cardiology tonight.

Beth will be doing the EMT class in Augusta which begins April 10<sup>th</sup>.

**Drug Inventory:**

Derek reports Narcan is expensive. Just had to replace a bunch of outdated Narcan, approximately \$240 for 10. Narcan is used in overdoses.

What type of shelf life does it have? Derek responds usually that depends on when the hospital gets it in, but approximately 6 months.

Can you contact the drug company that you got it from to see if you can exchange it before it expires? No, they do not take medication back. You have to check medication before leaving the Pharmacy, because they will not take it back once it has left the building.

Are you having trouble getting any of your medications? Derek states we have not, but we order in small quantities. Dr. Rexrode reports that there have been issues in other areas with getting medications.

**Retirement Program for Employees Update:**

Colin reports there is a whole list of documents needed. He has put a list together and sent it over to Derek. Requires revised and accepted by-laws. He has met with 4 of the employees and working his way through the roster. Implementation day is July 1, 2018, which means the board needs to do all the approvals and everything before June. He will talk to Derek at a later date to make sure there is money in the budget and in the account to pay for it. Other than that, there are no issues, just a case of paperwork and being put together.

**By-Law Changes & Approval:**

George has made all of the corrections and changed from All Caps to standard. Rose had a couple of minor clarifications to add. The Prosecuting Attorney has reviewed and did not see any changes to be made.

Motion to approve the By-law changes, for revised by-laws and amended as such by JR, Ron seconds. Motion carries

**Conflict of Interest Policy:**

George reports that Lucas has reviewed and stated it is fine. Motion to accept Conflict of Interest Policy by Bill, Ron seconds. Motion carries

**Budget Revision:**

Derek reports he made 2 changes for a total of \$2800.00. For the Postage he increased to \$1000.00 and for the fuel he increased to \$2500.00.

Motion to accept the revised budget by George, JR seconds, motion carries.

Derek reports it was budgeted in the Salary/taxes and wages for a up to a 2% pay raise across the board for the employees. Total cost for this would be right around \$9400.00. Including what we would pay out in salary, tax and increase in WV Corp. The pay raises have to go through the board. The money that is budgeted for that he would prefer to leave in there if the pay raises are not approved. Only \$20 - \$25,000 over actual cost is budgeted currently. If we did do it, it will not go into effect until the new budget year.

Question: Are the reviews done at anniversary times? Yes, first year anniversary of the HCEAA, February. The first time they did six months but this time it is 1 year. Derek had asked the board to do an evaluation on him when he is not there. Do an evaluation of his performance, so can improve or make changes. Speak with the employees and do an evaluation on Derek, so if necessary he can make

changes. Does not want to be present or hear about the reviews, Derek doesn't want the employees feel that there would be any repercussions.

Paul ask to either go ahead and vote on the approval or wait until after the evaluations.

Motion made by Patti that we wait until the evaluations are completed, JR seconds. Motion carries

Questions presented by Doug: The estimated incomes, Incomes from Billing and Insurance – is that an ever-changing amount? Derek report that changes, but that is a number we are comfortable with. Are we at a 90% accuracy there? Derek reports no, that it fluctuates quite a bit and we would need a good solid 5 years, before we can give a good solid number on that. We have collected \$133,000 in the 6 months and we expected to only collect \$120,000.00. We have been in operation for 13 months.

JR questions if there is a formula for collection, because even though they have been billed a year some of that old money could come in from collection. We ran more calls in the first week of February 2017 then we did in the whole month of February 2018. It's variable, it changes so much.

Questions presented by JR: From a year past when they started billing. There were some bills that they didn't collect. What percentage is a potential collection that's still out there? Derek responds that we do soft billing as a county. We bill Medicare/Medicaid and then we send two notices. If we do not hear back from them, anything that is roughly 3 months old we write off. We do that across the board. Do you send a bill to the user as well? We bill the insurance and then we send whatever the insurance doesn't pay or if the insurance drops it on their deductible, the insured will get the entire ambulance bill. We will send two invoices and if we don't hear back from them then we usually write it off. That is because we decided to take the soft bill approach, the other option would be to send them to collections.

Jr responds you could be forceful and they could send in something.

Paul responds, the thought process behind the soft bill approach was because we do collect the \$120 fee.

JR states we are at a point that we need all the funding we can get to help the people.

George states that usually for Wardensville, if someone hasn't paid after 2 months, they will drop it. Many people do try and pay a little or make monthly payments.

Questions from Doug: Is every call is billed? Derek, no every transport is billed. Refusals cannot be billed and auto accidents get billed. Insurance is billed first and then the insured/patient gets billed. Is there a rate schedule for that? For the number of calls it doesn't seem like a lot of money. Derek responds yes there is a rate schedule. George comments it isn't a lot of money, Medicaid it usually is break even, Medicare is a little better with somewhere around 40%. Jay Fraley comments that the first few months of every year, you struggle because even Medicare has a deductible and the deductible is taken out first leaving the patient with the entire amount to pay.

Dr. Rexrode comments with information from the Senate and one of the speeches on the floor of the Senate was that Medicaid pays approximately .26 cents on the dollar for EMS, basically putting EMS out of business.

## **New Business**

### **County Commission:**

Paul reports they are still working on Board terms, he has reviewed minutes for the past several years. He believes he has that all worked out and he will bring that before the next meeting for the County Commission. Originally when the Ambulance Authority started there were 15 members on the board. Some have left and some have not renewed. So, it has been jumbled up since that time over 3 years. He has pulled anything that pertains with terms. One meeting there was a list of members brought up to be renewed. One of the commissioners had to leave, no action has been done on that and never had been brought back up. JR states dates were already assigned and you cannot change assigned dates. Paul said his understanding is they were appointed 1 year, 2 years or 3 years and when someone left and you were going to replace them. The replacement had to fill one of those slots. So, they would finish out the remainder of the unexpired term. Then after the 1 year was up they renewed for 3 years. This would be put into a rotation basis every 3 years. JR states that the last ones they renewed for a year. Paul states legally he doesn't believe you can do that. Paul is going to get in touch with Lucas for clearer confirmation.

No other business reported from County Commission meeting.

### **Approval to pay invoices:**

WV Corp \$6820.50, Potomac Edison, Ted Davis repair \$5000, refunds \$90, Stipend payment to Wardensville VC \$3750.00, \$15,000 to Fraley's Ambulance Service, RE Fisher Co. \$34.72, EA Hawse Pharmacy for Narcan \$245.00, PEIA \$3571.74 & 1239.00, Postage \$100.00, Hardy County Commission \$8000.00, Hardy Co PSD \$259.00, Genoe Enterprises (Radios) \$176.56 GMH addl drug box \$494.09, Fire Protection \$220.00, Change Drawer funds \$100.00

Patti makes a comment: that we ask her to come and improve the invoices but she never sees them. Paul responds that they are usually the normal ones, with a few exceptions. Derek offers to read the invoices aloud, Patti accepts.

Derek reports we have an invoice for \$8000.00 from the County Commission, which was previously approved, for the services of Rose Helmick to assist Tina in collection of the fee. We have re-evaluated and do not feel that we need to renew for the next year. Confident that Tina can handle it. Question presented: Is the amount based on hours? Believes it is one lump sum. Derek knows that she does assist in taking payments when Tina is in Baker. Believes we can resolve that issue by putting up sign. Tina suggest attaching a lock box to her desk. JR comments that we might want to see if Rose does other things. JR was under the understanding there were other things that the board wanted her to do. Question from JR: Is she doing grant writing and other things? Derek states that she has introduced a few grants but hasn't written any. It is not in the budget for next year. JR thinks that is something the board needs to take more of a look at. JR thought there was help needed in establishing the fee, but he does not know what all her job was supposed to be. Feels it is something that they have to look and see if her help is still needed or if the board still needs her help.

Motion to pay the invoices made by Bill, George 2nds. Motion Carries

Paul reports that the fees are to be paid by the March 30<sup>th</sup> date. As of April 1<sup>st</sup>, there will be a \$30 late fee attached when the second notices go out. Then they are to be paid by the end of June or they will



be turned over to a collection agency. Reviewed with Lucas and it is his understanding. So, anyone who has not paid by the end of the month with get the \$30 late fee attached.

Question from Bill: If you go online to see if their bill has or hasn't been paid, is that actual time? Tina responds once the payment has been actually posted then yes, it is actual information.

Doug states that by looking at the monthly breakdown we are more at 70%. That is what we have collected for the fiscal year. To clarify according to the budget, we need \$128,000 to be collected by June 30<sup>th</sup>, 2018.

Colin provided a scenario in regards to the ambulance fee, states that it is in fact a tax because the people have to pay it and it goes to a government agency. He posed the question, is there a way for that to be included like real estate taxes, so that the bank who holds the mortgage has to pay it. Paul states that is between the bank and the homeowner at settlement. Colin then asked if there was a way that HCEAA could go to the banks and request it be included. Paul does not think that is up to us. Some attorneys have been prorating the fee at settlement. Colin ask that if the person does not pay it, and according to the WV statute for the ambulance authority, would you have the right to attach to the property as it does in most other states, as an unpaid tax lien. Paul responds that it could be attached to the property based on the bill outstanding, but it cannot be collected until the property sells. Colin ask, can you foreclose on the property? Paul responds that if anyone were to foreclose on the property, the HCEAA bill would be the last to be paid. Colin states that we cannot force the bank to pay you. He does not agree with that, thinks we should go to the real estate agent or bankers and put our fee into the package. Need to take a more aggressive approach and get every realtor and bank onboard and to put it into the fees. It would be in the interest of the general public because your helping to raise money and lower the default rate. Colin suggest that we at least approach the local banks. Colin states that the HCEAA is a company, still a non-profit company and that the HCEAA wants their money, you don't care about what the lawyers say. If this is a way to get more money in, shouldn't the board be looking at that as an option. Shouldn't the board be looking at every way possible to get money that is owed to the HCEAA. Paul, we will check into, but if it is getting paid with taxes there are other things and the separation can cause an issue.

Question to Tim Ramsey from Doug: On the local financial are they cooperating and positive? Tim responds that he does not know, but what he does know is what the lawyers do when they have a closing. On the closing disclosure the HCEAA is being prorated and that has been consistently happening over the past 6 months.

**Grants – Nothing to report**

### **Board Comments**

Dr. Rexrode thanks Paul for getting to sit down with the 911 dispatchers a couple weeks ago, keeping the communication going between the dispatchers and the people on the ground.

## Public Comments & Questions

Public Question: Have you gotten any more money from the businesses? Paul responds yes, they are paying and it is mixed in with the residential.

Public Question: Will they be fined at the end of March? Paul responds that the ordinance does not really specify. There are some changes that really need to be looked at and proposed to the County Commission on the ordinance. We feel that some definition and that some other things need to be put in the ordinance. Paul and Tina need to make a list of things and take them to the County Commission. And the invoices for the businesses didn't go out immediately because we didn't have a true list of the businesses and had to do some research. They do have until the end of June. Most of the larger companies have paid.

Derek reports that in a previous executive session possible FMLA extension was discussed, due to some health concerns the employee had to go out a little earlier than expected for maternity leave. It was requested that Derek speak with the attorney to make sure we could give an extension. He reports that a unanimous approval by the board is needed so we can provide an FMLA extension. He has obtained a letter of intent to return to work, post-delivery. Derek would like to request FMLA extension up to 6 weeks, post-delivery. That does not mean that she is getting paid but that her position and benefits will be intact until she comes back.

Motion to approve FMLA extension by JR, Patti 2nds. Motion carried

Public Question: Was there a treasurer's report? Paul responds there has been some question on that. Usually what we do is provide the balance in the check book and we can do that. But what some have suggested would be, what Derek is showing based on the budget and expenses and what the balance is based on the budget. That a monthly breakdown would be more of treasurer report than just the balance out of the checkbook.

Patti ask for a copy of the checks and the amounts, but like for the Mastercard, she knows that you cannot put it on the line item for the amount but if you could put it on the side because when she sits down to figure out the numbers they do not match up. You have written office supplies, misc. training, and she would like to have the additional information put into the notes. Derek agrees to do that.

Derek posed the question, does anyone want to know why we spent \$77,000 last month? Derek reports we were actually under budget but the first yearly payment of \$28,886.47 for the Lucas devices, the Physio equipment we purchased has been paid.

Patti questions why we didn't have a phone bill. Derek responds, we had not paid the phone bill because we did not get the invoice & they did not send it until the first of March.

Patti questions the Washington National payment for January and February. Derek responds, February was the month of a changeover and we paid both together, but we are caught up.

Patti states she does not understand the Rosie Thomas invoice. Derek responds, we pay her for the quarterly statements, the monthly statement and payroll.

Bill makes a motion to change the Rosie Thomas contract to quarterly reports, George seconds. Motion passed

Paul states in reference to the treasurers report instead of just reporting what the balance is in the check book we will be including the monthly breakdown.

Motion to adjourn by Bill, George seconds. Motion passed

Next meeting April 11th, 2018 at 6:30pm, at the 911 Operations Building

Minutes prepared by Tina Todd, HCEAA Executive Secretary

Tina Todd

