

MINUTE

OC 68459 m/llw

cc copy

Bld 8636

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE OCTOBER 9, 2013

STARTING 7:00 PM

HELD AT THE RRT BUILDING, 141 EMERGENCY LANE MOOREFIELD WV, 26836

JAY

AGENDA

- ✓ 1. CALL TO ORDER/ROLLCALL
- ✓ 2. READ/APPROVE 9-25-2013 MINUTES
- ✓ 3. TREASURER'S REPORT - 119,810.40
- ✓ 4. COMMITTEE REPORTS - 11/26/13
- ✓ 5. SPECIAL REPORTS
- ✓ 6. OLD BUSINESS
 - ✓ A. BUILDING/EQUIPMENT/VEHICLE UPDATE
 - ✓ B. WARDENSVILLE/MATHIAS-BAKER/FRALEY'S UPDATE
 - ✓ C. MUTUAL AID AGREEMENTS
 - ✓ D. NEW BUDGET
 - ✓ E. JOB POSTING - hours 9
 - ✓ F. GRANT APPLICATION NEEDS
 - ✓ G. CORPORATE ATTORNEY - Joyce Starnard
- 8. NEW BUSINESS
 - ✓ A. 10-01-13 COUNTY COMMISSION MEETING REPORT - ~~Leah Agreement~~
 - ✓ B. APPROVAL TO PAY INVOICES
 - ✓ C. EMPLOYEE HANDBOOK - 27th
 - ✓ D. MEETING DATES FOR NOV/DEC - 25th
 - ✓ E. MAILING OF MINUTES/AGENDAS
 - ✓ F. OTHER ITEMS
 - ✓ J. COMMITTEE MEETING DATES
 - ✓ K. NEXT MEETING DATE 10-23-2013

PAUL LEWIS
Two year term
Exp 1/1/15

Water off truck for
David Proff 1 year

2 ch trucks
w/SP100

Don't forget
Sho City

John Snyder
Ex-nominis
Sara Young

~~work~~
~~trucks~~
~~at 11~~
~~gravel~~
~~fuel~~

David
Fitzpatrick

WEB SITE not updated

- Job map Paul & Beth
- Paul Lewis
- David Proff

~~Budget report to
County~~

10-13
~~HR report to~~
~~County~~

43,220 Approved to Budget
10-9-13

Abstract, Co-op / Remold County
and other / Jr
Hox Shockey

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on October 9, 2013 at 7pm.

Present:

Greg Greenwalt	Julian Hott
Ted Garrett	Paul Lewis
Alex Santana	J.R. Keplinger
Tim Ramsey	Grady Bradfield
Ron Crites	Mary Fishel
David Pratt	

Absent:

Dr. Jerry Hahn	Craig Strawderman
Harry Shockey	Andrew Funk

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7pm. It was determined that a quorum of members was presented to open the meeting. Meeting minutes of the 9/25/13 meeting were approved, motion by Ted Garret second by David Pratt. (Passed)

Treasurer's Report:

Treasurer Tim Ramsey reported checking account balance of \$119,810.40. Report was accepted.

Committee Reports:

Personnel Committee met after the last County Commission meeting and came up with five questions for a FAQ section for the HCEAA website to answer common asked questions from the public.

Director:

Personnel Committee met and decided on a recommendation for the Salary and benefits for the Director's position. The salary and benefits will be presented for approval to the board in executive session. Alex Santana will also prepare a list to give to potential candidates of required certifications and documentation.

Old Business

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on October 9, 2013 at 7pm.

Present:

Greg Greenwalt	Julian Hott
Ted Garrett	Paul Lewis
Alex Santana	J.R. Keplinger
Tim Ramsey	Grady Bradfield
Ron Crites	Mary Fishel
David Pratt	

Absent:

Dr. Jerry Hahn	Craig Strawderman
Harry Shockey	Andrew Funk

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7pm. It was determined that a quorum of members was presented to open the meeting. Meeting minutes of the 9/25/13 meeting were approved, motion by Ted Garret second by David Pratt. (Passed)

Treasurer's Report:

Treasurer Tim Ramsey reported checking account balance of \$119,810.40. Report was accepted.

Committee Reports:

^{PR}
~~Personnel~~ Committee met after the last County Commission meeting and came up with five questions for a FAQ section for the HCEAA website to answer common asked questions from the public.

Director:

Personnel Committee met and decided on a recommendation for the Salary and benefits for the Director's position. The salary and benefits will be presented for approval to the board in executive session. Alex Santana will also prepare a list to give to potential candidates of required certifications and documentation.

Old Business

- **Building/Equipment/Vehicle Update** - Greg Greenwalt states that there has been fuel put in the tanks. The public water is in the process of being connected. They are still having issues with the electronic locks and key fob system. But for the time being they will be installing a Knox box to allow authorized personnel access to the building.
- **Wardensville/Mathias-Baker/Fraley's Update** - Alex Santana reports that the Mathias-Baker Volunteer Fire Company has started providing EMS services as of October 1st 2013. There have been a few lapses in coverage times however the coverage is improved over what it has been in recent months and have only had to receive outside help on 2nd due calls. They have a new volunteer paramedic that they are trying to get cleared to run. There was an issue that arose from medics from Wardensville offering to run with Mathias-Baker, however due to them not being members they did not have access to the Mathias-Baker drug boxes. Mr. Santana posed a couple different solutions to that issue.
- Mary Fishel reports that things are going well with Wardensville Rescue Squad. They responded to the Mathias area once for a second due call for Company 4 but were cancelled due to an ambulance from Rockingham County taking the call.
- Dave Pratt reported that in the month of August Fraley's ran 103 calls, 63 transports, 38 non-transports, and 2 standby for fire calls. They mutual aided the eastern side of the county 3 times. During the month of September they ran 95 calls, 66 transports, 24 non-transports, and 5 standby for fire calls. They mutual aided the eastern side of the county 1 time. As far as the month of October, Mr. Pratt states he believes they have only mutual aided the eastern side of the county once, however they have mutual aided Grant County twice.
- **Mutual Aid Agreements** - Mary Fishel has drafts of possible mutual aid agreements that she will submit to the HCEAA.
- **New Budget** - Budget Committee has not met. Grady Bradfield has stepped down as chairperson for that committee but will remain on the committee. As of today the total amount that has been deposited from the fee collection is \$43,220. The County Commission has not transferred any of that money to the HCEAA at this time.
- **Job Posting** - As of today the County has received 9 prospective resumes. The Personnel Committee will meet next Wednesday to go through applications. Alex Santana reports that he contacted the Winchester Star and Cumberland Times to attempt to advertise the position in their newspaper and their prices were very high. It was decided not to run the advertisement in those papers. Mr. Santana made the motion to rescind the motion from the previous meeting to extend the deadline to October 23rd, motion was second by David Pratt. (Passed)
- **Grant Application Needs** - Dave Pratt submitted a list of possible items that Fraley's would like if any grant money becomes available.
- **Corporate Attorney** - Greg met with Mrs. Joyce Stewart about becoming the attorney for the HCEAA. Mrs. Stewart stated that she has limited time but she would be willing to review documents on a case by case basis. Paul Lewis states he believes that's all we would need her to do. Mr. Greenwalt agreed and stated that in the case

- **Building/Equipment/Vehicle Update** - Greg Greenwalt states that there has been fuel put in the tanks. The public water is in the process of being connected. They are still having issues with the electronic locks and key fob system. But for the time being they will be installing a knock box to allow authorized personnel access to the building.
- **Wardensville/Mathias-Baker/Fraley's Update** - Alex Santana reports that the Mathias-Baker Volunteer Fire Company has started providing EMS services as of October 1st 2013. There have been a few lapses in coverage times however the coverage is improved over what is has been in recent months and have only had to receive outside help on 2nd due calls. They have a new volunteer paramedic that they are trying to get cleared to run. There was an issue that arose from medics from Wardensville offering to run with Mathias-Baker, however due to them not being members they did not have access to the Mathias-Baker drug boxes. Mr. Santana posed a couple different solutions to that issue.
- Mary Fishel reports that things are going well with Wardensville Rescue Squad. They responded to the Mathias area once for a second due call for Company 4 but were cancelled due to an ambulance from Rockingham County taking the call.
- Dave Pratt reported that in the month of August Fraley's ran 103 calls, 63 transports, 38 non-transports, and 2 standby for fire calls. They mutual aided the eastern side of the county 3 times. During the month of September the ran 95 calls, 66 transports, 24 non-transports, and 5 standby for fire calls. They mutual aided the eastern side of the county 1 time. As far as the month of October, Mr. Pratt states he believes they have only mutual aided the eastern side of the county once, however they have mutual aided Grant County twice.
- **Mutual Aid Agreements** - Mary Fishel has drafts of possible mutual aid agreements that she will submit to the HCEAA.
- **New Budget** - Budget Committee has not met. Grady Bradfield has stepped down as chairperson for that committee but will remain on the committee. As of today the total amount that has been deposited from the fee collection is \$43,220. The County Commission has not transferred any of that money to the HCEAA at this time.
- **Job Posting** - As of today the County has received 9 prospective resumes. The Personnel Committee will meet next Wednesday to go through applications. Alex Santana reports that he contacted the Winchester Star and Cumberland Times to attempt to advertise the position in their newspaper and their prices were very high. It was decided not to run the advertisement in those papers. Mr. Santana made the motion to recent the motion from the previous meeting to extend the deadline to October 23rd, motion was second by David Pratt. (Passed)
- **Grant Application Needs** - Dave Pratt submitted a list of possible items that Fraley's would like if any grant money becomes available.
- **Corporate Attorney** - Greg met with Mrs. Joyce Stewart about becoming the attorney for the HCEAA. Mrs. Stewart stated that she has limited time but she would be willing to review documents on a case by case basis. Paul Lewis states he believes that's all we would need her to do. Mr. Greenwalt agreed and stated that in the case that she is not able to meet our needs that we could find someone else.

New Business

- **10-01-13 Hardy County Commission Report** - Ted Garrett reported that they informed the

HCC of Mathias-Baker starting to provide service, and that the HCEAA ambulances will be stationed at the Baker building once it is able to be used. They brought up the lease and the issues the authority had with certain items in the lease. He reported that the HCC seemed receptive and were asked to come to this HCEAA meeting. Mr. Garrett stated that he did overlook one item and did not bring up to the HCC about the HCEAA being relieved of the responsibility of the Hardship exonerations of the EMS.

- Greg Greenwalt reports that Mike Teets called him and reported that he believes that the EMS responsibilities of the eastern side of the county are not being met and to relay to the HCEAA board that if they are unable to take care of those problems that the HCC will have to look at other options. There was much discussion on the issue about Commissioner Teets's push to contract with Star City. Mr. Santana states that the EMS calls are being answered and he doesn't understand what Commissioner Teets wants. Mr. Lewis states that while there is the occasional need for mutual aid from surrounding areas, that has been routine procedure for the last 10-11 years.
- Greg Greenwalt states he believes that the HCEAA will be asked at the next County Commission meeting to hire an assistant to help Rose Helmick with the collection of the Ambulance Fee. There was discussion on the matter. Alex Santana made the motion to hire a part-time temporary assistant to help Rose Helmick with the collection of the Ambulance Fee if the need arises, second by Tim Ramsey (Passed).
- **Approval to Pay Invoices** - \$14.98 to Tim's Garage, \$1110.64 to Holtzman's, \$96.07 to Hardy Telecommunications, \$88.92 to the Moorefield Examiner, \$2712.78 to the Hardy County Commission, \$205.29 to Fesco (ambulance parts), motion to pay invoices by Alex Santana second by Ted Garrett (Passed).
- Alex Santana asked about the previous bill from Pulmonary Associates which showed the HCEAA having 17 D tanks and 11 DEY tanks. Mr. Santana stated that he went to the stations and counted 16 D tanks and 6 DEY tanks. Mr. Santana recommended keeping the bare minimum for the HCEAA ambulance as they are not going to be used often. He recommended keeping 2 DEY tanks and 2 D tanks for 179 and 1 DEY tank and 2 D tanks for 176. Mr. Santana will arrange pick up for the excess tanks.
- There was much discussion about used office items that have been acquired for the HCEAA.
- **Employee Handbook** - A draft of the HCEAA Employee Handbook approved by the Personnel Committee was presented to the Board for approval. Motion to approve was made by Grady Bradfield, second by Paul Lewis (Passed).
- **Meeting Dates for Nov/Dec** - There was discussion about upcoming meeting dates conflicting with Thanksgiving and Christmas. Greg recommended that we cancel the second meeting for those months and if there was something that arose that needed to be dealt with that the HCEAA could have a special meeting. Motion to cancel those meetings made by Paul Lewis, second by Ron Crites (Passed).
- **Mailing of Minutes/Agendas** - There was discussion about sending the Meeting Minutes and Agendas to the HCEAA Board members out by email to those that have it instead of by mail. Motion made by Paul Lewis to email said items to all individuals unless requested otherwise, second by Grady Bradfield (Passed).

that she is not able to meet our needs that we could find someone else.

New Business

- **10-01-13 Hardy County Commission Report** - Ted Garrett reported that they informed the HCC of Mathias-Baker starting to provide service, and that the HCEAA ambulances will be stationed at the Baker building once it is able to be used. They brought up the lease and the issues the authority had with certain items in the lease. He reported that the HCC seemed receptive and were asked to come to this HCEAA meeting. Mr. Garrett stated that he did overlook one item and did not bring up to the HCC about the HCEAA being relieved of the responsibility of the Hardship exonerations of the EMS.
- Greg Greenwalt reports that Mike Teets called him and reported that he believes that the EMS responsibilities of the eastern side of the county are not being met and to relay to the HCEAA board that if they are unable to take care of those problems that the HCC will have to look at other options. There was much discussion on the issue about Commissioner Teets's push to contract with Star City. Mr. Santana states that the EMS calls are being answered and he doesn't understand what Commissioner Teets wants. Mr. Lewis states that while there is the occasional need for mutual aid from surrounding areas, that has been routine procedure for the last 10-11 years.
- Greg Greenwalt states he believes that the HCEAA will be asked at the next County Commission meeting to hire an assistant to help Rose Helmick with the collection of the Ambulance Fee. There was discussion on the matter. Alex Santana made the motion to hire a part-time temporary assistant to help Rose Helmick with the collection of the Ambulance Fee if the need arises, second by Tim Ramsey (Passed).
- **Approval to Pay Invoices** - \$14.98 to Tim's Garage, \$1110.64 to Holtzman's, \$96.07 to Hardy Telecommunications, \$88.92 to the Moorefield Examiner, \$2712.78 to the Hardy County Commission, \$205.29 to Fesco (ambulance parts), motion to pay invoices by Alex Santana second by Ted Garrett (Passed).
- Alex Santana asked about the previous bill from Pulmonary Associates which showed the HCEAA having 17 D tanks and 11 DEY tanks. Mr. Santana stated that he went to the stations and counted 16 D tanks and 6 DEY tanks. Mr. Santana recommended keeping the bare minimum for the HCEAA ambulance as they are not going to be used often. He recommended keeping 2 DEY tanks and 2 D tanks for 179 and 1 DEY tank and 2 D tanks for 176. Mr. Santana will arrange pick up for the excess tanks.
- There was much discussion about used office items that have been acquired for the HCEAA.
- **Employee Handbook** - A draft of the HCEAA Employee Handbook approved by the Personnel Committee was presented to the Board for approval. Motion to approve was made by Grady Bradfield, second by Paul Lewis (Passed).
- **Meeting Dates for Nov/Dec** - There was discussion about upcoming meeting dates conflicting with Thanksgiving and Christmas. Greg recommended that we cancel the

second meeting for those months and if there was something that arose that needed to be dealt with that the HCEAA could have a special meeting. Motion to cancel those meetings made by Paul Lewis, second by Ron Crites (Passed).

- **Mailing of Minutes/Agendas** - There was discussion about sending the Meeting Minutes and Agendas to the HCEAA Board members out by email to those that have it instead of by mail. Motion made by Paul Lewis to email said items to all individuals unless requested otherwise, second by Grady Bradfield (Passed).
- **Other Items** -
- Paul Lewis states that his dispatchers have stated that responses and response times to call have improved as of lately.
- Mary Fishel states that one of their ambulances is down for maintenance, she requested 179 be brought to Wardensville for the upcoming fall festival weekend, due to the possible increase in call volume.
- David Pratt reported that the Fraley's response vehicle is fully stocked and will soon be licensed as an ALS response unit and will be available to help for mutual aid calls.
- Alex Santana questioned why it was decided that J.R. Keplinger would be a non-voting member. Commissioner Keplinger stated that he did not see a point in being present if he did not have a vote. Grady Bradfield stated that he thought it was a conflict of interest if Commissioner Keplinger was a voting member. Mr. Santana thought that it might be worth revisiting seeing that all the funding for the HCEAA must first come through the Commission.
- There was discussion with Commissioner Keplinger about Commissioner Teets's comments and his views towards the HCEAA and the EMS in this County. Commissioner Keplinger stated that he supported the HCEAA and was glad to hear that the service has improved and would continue to be supportive so long as the HCEAA is ensuring that adequate service is provided to the citizens.
- Dave Pratt mentioned that in the terms of answering calls, Hardy County is doing pretty well compared to other nearby counties. As well as some type of tax incentive for people in Hardy County to volunteer.
- Greg Greenwalt discussed the importance for continuing community education on the fee and EMS needs of the county.
- Motion to go into executive session by Alex Santana, second by Ted Garrett. HCEAA Board went into executive session at 2124hrs. Board came out of executive session at 2134hrs with no action taken.
- Paul Lewis makes a motion to authorize the Personnel Committee to proceed with the interviews for the Director position and to make a recommendation to the HCEAA Board, second by Grady Bradfield (Passed).
- Motion to adjourn was made by Paul Lewis, second by Grady Bradfield (Passed).
- **Next Meeting Date 10-23-2013**

- **Other Items -**
- Paul Lewis states that his dispatchers have stated that responses and response times to call have improved as of lately.
- Mary Fishel states that one of their ambulances is down for maintenance, she requested 179 be brought to Wardensville for the upcoming fall festival weekend, due to the possible increase in call volume.
- David Pratt reported that the Fraley's response vehicle is fully stocked and will soon be licensed as an ALS response unit and will be available to help for mutual aid calls.
- Alex Santana questioned why it was decided that J.R. Keplinger would be a non-voting member. Commissioner Keplinger stated that he did not see a point in being present if he did not have a vote. Grady Bradfield stated that he thought it was a conflict of interest if Commissioner Keplinger was a voting member. Mr. Santana thought that it might be worth revisiting seeing that all the funding for the HCEAA must first come through the Commission.
- There was discussion with Commissioner Keplinger about Commissioner Teets's comments and his views towards the HCEAA and the EMS in this County. Commissioner Keplinger stated that he supported the HCEAA and was glad to hear that the service has improved and would continue to be supportive so long as the HCEAA is ensuring that adequate service is provided to the citizens.
- Dave Pratt mentioned that in the terms of answering calls, Hardy County is doing pretty well compared to other nearby counties. As well as some type of tax incentive for people in Hardy County to volunteer.
- Greg Greenwalt discussed the importance for continuing community education on the fee and EMS needs of the county.
- Motion to go into executive session by Alex Santana, second by Ted Garrett. HCEAA Board went into executive session at 2124hrs. Board came out of executive session at 2134hrs with no action taken.
- Paul Lewis makes a motion to authorize the Personnel Committee to proceed with the interviews for the Director position and to make a recommendation to the HCEAA Board, second by Grady Bradfield (Passed).
- Motion to adjourn was made by Paul Lewis, second by Grady Bradfield (Passed).
- **Next Meeting Date 10-23-2013**

President Greg Greenwalt _____

Secretary Alex Santana _____

Sign In

WCMF
10-9-2013

- 1 - Alex Santora
- 2 - Jim Ramsey
- 3 - Ted Garrett
- 4 - Greg Greenwood
- 5 - ~~_____~~
- 6 - Thomas Holt
- 7 - Greg Brantford
- 8 - Paul R. Lewis
- 9 - Mark Fisher
- 10 - Ron Clark