

HCEAA minutes July, 2017 to June, 2018

Hardy County Emergency Ambulance Authority

July 12th, 2017

Present: Paul Lewis: President, George Crump: Vice President, Tim Ramsey: Treasurer, Ron Crites, Bill Collins, J. R. Keplinger: County Commission Representative, Dave Pratt, HCEAA Executive Director: Derek Alt, HCEAA Assistant Secretary: Tina Todd

4 Guest Present: Luke Stump: HCEAA, including 1 from Fraleys, 1 with Moorefield Examiner and 1 other

President Paul Lewis called the meeting to order at PM 6:35 followed by the Pledge of Allegiance and Prayer by George Crump.

Minutes from June need revision with information discussed in Executive Session. Motion to accept June minutes by Bill, 2nd made by Dave. (passed)

Treasurers Report: Balance reported \$29,487.70 in the checking account – Several additional invoices still need to be paid.

Question asked – Do we need to go before County Commission every time we need to get a withdrawal? JR stated it probably would not be a bad idea for record keeping and accountability. He hasn't seen a code section that states you have to do that.

Bill asked who does the annual report on funds that are collected and funds that are spent. The Sheriff's office does the report for funds collected and an independent accounting office does a report for funds that are spent. Tina to obtain report for funds collected and provide at the next meeting.

The HCEAA will be processing the bills for the Businesses, as the billing company will not know how many employees the businesses have. Still obtaining numbers from the businesses. Work in progress.

Committee Report: Information feedback on equipment. Regarding Stair Chair, Derek reports he has been watching Ebay. Augusta might have one that they may sell, only a couple of years old, has not heard anything additional and just sitting on it for now. Purchasing new from Stryker, the more you buy the more discount, similar to group discount. Cots are currently out of date, other equipment need updating. Desperately in need of a stair chair, requested help from fire department in the middle of night and none arrived.

Derek request to have authority for spending limit to purchase stair chair. Motion by JR to allow Derrick to purchase and use his judgement with spending limit of \$2500.00 in the purchase of a used stair chair. Dave seconds, Motion passed

Purchase of additional Ambulance option(s): Derrick reports there are options, just need to zero in on New or used. Purchase a box and used Chassis, JR suggest new chassis or close to new. New Chassis are expensive. JR discusses option of financing, do it with maintenance budget of \$40,000 a year. Ron suggest buy complete unit with a reusable box, a new chassis. Paul request that they come back at the next meeting with prices on boxes and cheaper ones, pictures would help.

Old Business: Building, Equipment/vehicle, supplies update

Building: A/C unit replaced for \$4050.00. Derrick request to bring in electrician to look at lights. Paul suggest we contact mulch plant to see if they have lift for Derrick and Luke to look at lights. Derrick to check with Jamie. States it is the lights on the one side of the building, possibly light bulbs. Make a change to the lights in the bay, when you flip the switch all the lights come on. Possibility of String lights. HCEAA is responsible for lawn maintenance, lawn mower will need maintenance. Battery seems to be wore out. Key Fob situation has been figured out, Hardynet came in & put them on a router. The key fob has to be wired into a switch. Takes approximately an hour to make a key. Question regarding outside phone, why is it so high? Handicap has difficulty reaching. Hardynet placed and stated it was due to kids knocking it off. Suggestion for Door Bell out front to building to alert someone in the building that someone is out front. Derrick to get pricing or options on door bell.

Equipment: Unit 381 & 383 – Nothing to report
Unit 376 – Window has been repaired, currently burning oil
Unit 379 running good, LED lights need replacing

Supplies: No updates

Calls for June: Fraleys – 105 Co3 (HCEAA) 59 Wardensville – 24

Training: Fraley's EMT class ended and went well. Getting ready for re-cert season, will be putting out for EMT re-cert before too long.

George reports now that the new tower is up, they are going to start trying to use the new radios.

Drug/Equipment Inventory: Derrick has contacted Physio, Rep is hard to reach. Drugs, some medications like the pre-filled syringes are on back order. Depending on usage, we should be ok with that.

County Commission Update - nothing to report

Approval to Pay Invoices

Motion to pay invoices by Paul, Moved by Tim, George 2nd

Paul reports there is an issue with water bill, Paul to call and get them to check again, possibly request new meter.

Policy and Procedures – Signed refusals, if ALS care has been provided, cannot force patient to go to the hospital, but the refusal has to be signed. This to cover Us and Carmen.

Death in the field – Basically for clarification, Incident a couple weeks ago where Unit got tied up with a DOA, Less than 24 hours transport to local funeral home. Follow protocol.

Request to have Dr. Rexrode review before approval and bring back to next meeting.

JR Keplinger wants to know what to write about the issue of signed refusals, how can we get them to stop. Derrick said we should speak to Lucas. Paul recalls statement from Brian Ward that it may need to come from County Legislation. Jean comments there is State legislation states \$500 fine or 6 months. But that is probably more for false alarms. JR questions can the patient be billed for the signed refusal, using as a scare tactic maybe they won't abuse the system. Brian Ward has been effective with some patients, he will visit them or contact family members.

Grants – Paul not sure anything open out there yet, stated there is no money. JR met with Capito in Wardensville and she did not have any thought that there would be any money there to help for a new ambulance. Doesn't think she would be able to help in finding any money.

George suggest we purchase devices as a county as a whole, we would have a much better chance and would belong to the HCEAA. There is a price drop purchasing in multiples.

Comments-

July 22nd through July 29th Derek will be on vacation

Hired 2 new paramedics. Scott and Jeremy

Derek – Director of Mason County, Point Pleasant wants to model their Ambulance program around ours. They have invited Derek & another to do a work session on August 31, 2017. If Paul cannot attend maybe do conference call. They want to come up and meet with a group of people. Derek suggest to ask Greg Greenwaldt.

JR Keplinger was in Hampshire County at the Ritchie Farm off Purgitsville Road, In Hardy County but served by Hampshire County Roads, but when they call 911 and they get directed to Hampshire County. How can we get this corrected? They have paid their fee to Hardy County, but why pay a fee to Hardy County. They pay Hardy County taxes, Road goes through Hampshire County and have a Purgitsville address. Paul not sure how to correct it or if we even can. Fraley's has run calls up through there. Is this a shared response area and they don't have to pay. Hampshire does have fire fee. As far as 220 in Hampshire and Mineral Counties up to

the Junction is a Dual alert area. But it still does not answer the question, who they should pay the fee to. They should get service from whom they pay their fee to and they deserve an answer. They are not the only family, there are several families in the same situation.

Executive Session

Bill Collins made a motion to go to Executive Session to discuss personnel Second by George Crump. (passed)

Motion made by Dave to end Executive Session and return to regular session, Ron 2nd.

Motion made by George for the HCEAA to hire County Coordinator as part time to help Secretary with Grants and billing, Second by bill.

Motion made by JR Keplinger for Pay increases to be based on evaluations for ALS providers, Second by Dave.

Next Meeting Date – August 9th, 2017, 6:30 pm and will be held at the 911 Center.

With no further discussion motion was made to adjourn by Ron Crites and second by George Crump (passed) Meeting adjourned at 8:25pm

Hardy County Emergency Ambulance Authority

August 9, 2017

Present: Paul Lewis: President, George Crump: Vice President, Tim Ramsey: Treasurer, JR Keplinger: County Commission Representative, Bill Collins, Dave Pratt, Derek Alt: HCEAA Executive Director, HCEAA Executive Secretary: Tina Todd

7 guest Present: Including 2 from Fraley's Ambulance Service, 1 with Mathias Baker Volunteer Fire Dept., 1 with Moorefield Examiner, Donna Nead with Charlottesville Bureau of Credit

President Paul Lewis called the meeting to order at PM 6:34 followed by the Pledge of Allegiance and Prayer by Vice President George Crump.

Representative with Charlottesville Bureau of Credits, Inc. presented information regarding the agency and what it has to offer regarding collection of delinquent accounts. The oldest collection agency in America still in operation. Contingency based firm, which means they do not charge you anything to collect on the account until they have actually collected the account. They have collected for Berkeley County for many years. CBC has better ways of collecting the debt and has more ways of contacting the debtor. A validation letter will be sent, the debtor has 30 days to dispute the debt. CBC attempts to collect in one lump sum. Will wait for approximately 10 days and then start to contact the debtor by phone. CBC is a consumer- friendly agency and will not harass the debtor. The CBC will continue to collect until we, the HCEAA, remove the account from their system. A third letter will be sent stating that it can affect their credit as the CBC does report to the three major credit agencies. They have their own set of attorneys that work on a contingency base also. When the debt reaches a certain dollar amount, they will go after judgement then garnishment of wages. Donna provided a copy of the contract that was originally negotiated with Greg. We have a flat rate fee of 30% unless it goes to legal. The national average for that fee is between 33 to 40%.

Greg Greenwaldt made a statement himself, Greg Ely and Rose Helmick reviewed several different agencies and they had a contract negotiated, were in the process of signing the contract when the suit came. This was the same company that the HCEAA started with prior to the legal problems. They felt this company best suited the HCEAA needs.

George makes motion to accept minutes with minor corrections, Jr seconds.

Treasurer Report:

Current balance of \$39,895.89

We have collected \$325,255 which is almost 74.5% of what was billed for 2016/2017 fiscal year. The draw from that \$325,255 has been \$305,000 to leave a balance of \$20,496.00.

Invoice/Billing for 2017/2018 Fiscal year are expected to hit mail boxes next week. We have had to revise the billing to meet the new ordinance. For the businesses, we will be sending the invoices.

Committee reports

Derek received pricing for some High-end boxes, the companies laid them out with all the bells & whistles.

MedEx medium duty \$172,000, Osage Medium grade \$182,000, LifeLine \$239,000, Braun \$240,000
Theses are the high-end boxes

Used MedEx can go for around \$74,000 – if you decide to go with used, we have to move quickly because they move quickly. This is pricing for the box and chassis. JR provided information regarding leasing program. Wants to make a move and decide. Fraley's runs Road Rescue and has been their staple for many years. Suggest we do not buy Horton.

Paul wants committee to look into demo models and bring back a report next month. The used models go quickly so we need to decide and go with it.

Need to look into warranties, finance options, contract options, leasing program through Country Roads Leasing LLC. JR states we need to make a move, especially if we have to order a new one which will take an additional 8-9 months.

Lift Chairs – Derek hesitant to go thru e-bay. Wants to bring Physio into do demonstration, looking at purchasing a demo as cheaper option.

Derek tracking approximately the last 6 months, he counts the contacts and transports which are billable calls. Pulled in return is roughly \$60,000 & have not used any of those funds to date. This is a separate account then the service fee account. Close to what was projected, based on the new budget roughly \$120,000 for the year on collection. So, its running pretty close to what we estimated.

Billing insurance companies, Medicare and Medicaid. We seem to be right on point with what we estimated. Question: Will we ever get the rest of that 70%? Not on this we only get between 48 & 50%. Question: Medicaid doesn't pay? They pay very little. When you take a Medicaid call, it usually runs into the red. Technically have to write it off. Could go back to the patient that you ran the call for, but we usually don't because we are collecting the yearly fee. Medicare by law requires 2 letters to be sent by the billing agency before going to collection.

We do have some funds that can be used for the purchase of a new ambulance

Motion made by JR for Derek to get pricing on demo models with choices that were decided on, Bill seconds. (passed)

Old Business: Building, Equipment/Vehicle, supplies update

Building: Replaced bulbs on outside of building which only fixed ½ the problems, may need to change the housing. Lights on the right side of building

Crews are painting meeting room, entrance and hallways. More painting planned for the next month. Looking to have Maggie come in to do floors, need waxed.

Toilets are still leaking – Question presented: Is it feasible to change over to Commercial / direct with no tanks? Looking to replace 4 or 5. Replaced the insides and 2 are starting to stick again. Law

enforcement will use the ones set up for public in the middle of the night, Crew uses the ones in the back and will not hear the toilets running.

Is there a well on the property and could it be used to wash the trucks? A well was used prior to public water coming in. Plumber has been out to look at some of the toilets. Contact Bill Westfall, plumber, to take a look.

Derek to look into what it will take to switch the bays to well water.

The well on the property may not be functional and may need to be disconnected. Line may have been severed.

Calls for July: Fraley 103: 2 of which were across the mountain HCEAA 64 Wardensville 19

Wardensville needs 3 more siren radios, Paul to put in a call to Greg to check. George reports radio #172, still having problems. Portables are working fine, but the mobile is sporadic. Paul has put in a call.

Regarding the CAD, Wardensville always has to call to have it sent. The automatic was disabled due to the amount of paper used. HCEAA get them via fax. Fraley would like to have them sent via email. Wardensville sometimes has to call in again to have them re-sent.

Pager totally dropped today – had to call & ask for the road. Could be the tower

Wardensville had very busy week – able to do all but 1

Wardensville Garden market on the 26th of August – having a 5k Relay and Wardensville will be stationed there, still taking calls.

Training: Jay spoke with Beth and she will be doing a EMT Re-cert in Baker, in September sometime.

Dave to do MCI refreshers and protocol updates

Drugs/Equipment Inventory

Physio renewal contract is due, cost is almost \$19,000 for 3 years. Contract is for service the cardiac monitors. Motion made by JR, second by George to renew the contract with Physio. Derek is authorized signer.

Derek and George interested in making group purchases. Currently has a grant out, still hasn't heard anything and getting down to the end of it. Interested in making a group purchase, group would include Wardensville, HCEAA and possibility of other companies. If you purchase in bulk, eligible for discount rate. Check with different squads and see what they need. Board would like to know what the discount rate is.

Equipment: 383 and 381 went in for service last week, 389 goes in for service next week, 376 goes in the following week for service as it has an oil leak. May be down to 1 ambulance depending on how long 376 is in for service.

New Business

County Commission update – Nothing to report

Approval to pay invoices:

Motion made by JR to pay bills, second by Bill

Desk for HCEAA Secretary for in the courthouse, Paul bringing before the board to let the board vote. Total price on Desk, Landis to deliver, build & remove trash will be approximately \$1795.00.

Fertig to come out August 10th to work up estimate. Board would like to see estimate & how it will compare in price.

Dave suggest checking with the school system for desk, feels that the amount is a lot of money. States we should look around before spending a bunch of money on something.

Motion made by Bill, motion dies for lack of second.

Board wants to look further

Bill makes motion for purchase of a desk up to the maximum of \$1700, Ron seconds. Motion carries

JR request that we check all resources, Board of Ed, RRT

Request the approval of allowing HCEAA Secretary to go to Baker 1 day a week to allow for the collection of payments. Bill makes motion to for Secretary to collect payments in Banker 1 day a week, George 2nds.

Provided Emergency Ambulance Service Contract that Lucas See prepared, needs a couple of changes, ask everyone to review and sign. This is what came out of the budget meeting, payment of services and payment to the two squads. Let Paul know of any changes and he will get with Lucas.

Retirement program for employees – Employees were promised a retirement program within a year when the Authority was established back when. PEIA is higher than the County, other option could be a 401K and another option is a program called Empower. 457 Program similar to an IRA. Can stop paying into it anytime and draw when needed, still would have to pay taxes. Set up through the State. Would like to bring the agency in to speak with Employees.

Policies and Procedures - Nothing at this time

Grants - None at there at this time, Rose may have submitted some and checking on. There is a grant workshop coming up in Charleston if anyone interested in attending.

Comments - 911 center is not canceling calls. Protocol changed a few months ago. Agencies to directly contact one another to cancel.

Public Comments - None at this time

Next meeting September 13, 2017 in Baker and will include the election of new officers

George makes motion to adjourn, Bill seconds.

Hardy County Emergency Ambulance Authority

September 13, 2017

Present: Paul Lewis: President, George Crump: Vice President, JR Keplinger: County Commission Representative, Ronnie Crites, Bill Collins, Mary Fishel, Dave Pratt, Carmen R. Rexrode, Derek Alt: HCEAA Executive Director, HCEAA Executive Secretary: Tina Todd

5 guest Present: Including 1 from Fraley's Ambulance Service, 1 with Moorefield Examiner, Representative with Stryker, Representative with Penncare

President Paul Lewis called the meeting to order at PM 6:30 followed by the Pledge of Allegiance and Prayer by Vice President George Crump.

George Crump makes motion to accept minutes from August Ron Crites seconds, passed

Treasurer Report:

Current balance of \$5,242.10 and still have invoices to pay, most are re-occurring.

Committee reports

Nothing to report

Election of Officers

Nomination for Treasurer, Bill Collins motions to nominate Tim Ramsey, Dave Pratt seconds. passed

Nomination for Secretary, Bill motions to nominate Mary Fishel, Dave Pratt seconds. passed

Nomination for Vice President, Ron motions to nominate George Crump, Dave Pratt seconds. passed

Nomination for President, George motions to nominate Paul, Ron Crites seconds. passed

Old Business: Building, Equipment/Vehicle, supplies update

Building: Plumber coming this week. Plumber came out last week and would not be able to do Commercial toilets, lines are not large enough. Quality of previous work was not very good, internal components need upgrading.

Lights on the right side of building are still out. Derek spoke with Steve Weese and he will be coming out when he gets a moment. Testing a new bulb in another location and will let us know how that works out.

Equipment:

Had a cot go down the previous week, arm broke off. MedPro came and repaired. Waiting to hear from Visio representative to service monitors.

Need new batteries for the cots, batteries are shot. Several incidents have been reported. Most recent incident, had a heavier patient and the cot would not lift him.

Stryker came in, did fee assessment on the equipment and will give a report on that later in the meeting.

Vehicle 381 and 383, nothing to report. 379 down for a week due to compressor burn up for the airbags. 376 is a trooper. Brought to Derek's attention that the ambulances do not say Hardy County, they just say HCEAA and people are not aware of what that means. He believes eventually the ambulances should state Hardy County.

Calls for August: Fraley 99

HCEAA 42

Wardensville 35

Derek got a comment that the signed refusals were down this month, George agreed.

Training: Beth currently in the process of completing classes. Dave reports that Eastern is actively looking for students for a paramedic program. Possibility of a scholarship. There is a pre-requisite, that you need your anatomy and physiology.

Drugs/Equipment Inventory

Stericycle coming in tomorrow to pick up sharps.

Ambulance purchase and Grant

Ambulance was approved, Rose working on bid. On the grant, Rose thought 35% could be obtained, but cannot get it until 2018, Paul believes after the first of the year. Probably due to the way they disperse the money because Law enforcement is included in that 35% also. Hardy County has purchased two police vehicles. Issue is when looking at Demo's, which do not stay around long. Rose has not gotten into the paper yet, needs to be advertised at least twice. Needs to be a time period between the two. With the process we are looking at November. Paul has seen the bid documents from Derek, but has not seen them from Rose and she has

New Business

Potomac Highland Autism support group, mainly out of Grant County but do have participants in Hardy County. They would like to give ambulance crews a briefing of new information. They have a sticker to alert ambulance crews and law enforcement, that there is an autistic child/person in the vehicle.

Julian Brown with Stryker working with Derek, putting together a group purchasing discount. Based on the amount of equipment, needs to speak with each of the services involved. Will have a period of time, probably through the end of the year where they will offer the larger discount. Through the end of the month they are offering an additional 3% discount, because the pricing structure changes on October 1st. He is not the Physio representative, but Physio is owned by Stryker, he will try to field any questions but also take the information back to that representative. Would like to meet individually with each service to obtain a list of equipment that each would be looking for. Then in a few days he would have official pricing based on the group purchasing discount. Gives a quick overview of the fleet assessment and then took everyone out to look over new equipment.

County Commission update – Nothing to report

Approval to pay invoices: Most are reoccurring, George motions approval to pay invoices, Ron 2nds.

Approval to have Executive Secretary setup one day a week at the Baker station. Need to advertise with the Moorefield Examiner and have it placed on the Website.

Suggestions of a drop box for Baker and the Courthouse.

Paul needs to review what the states retirement program is. There percentage is a little higher

By - laws need to be changed based on federal requirements. The purpose and dissolution clause have to be in the by-laws. Rose has made some suggestions, Paul has spoken to Lucas regarding the changes, he has gotten wording done by the federal government on how the dissolution clause should read. Once we have all that, Rose will send off to obtain the 501 3c. Once it is done, Paul will forward a copy to everyone for their review. Greg mentioned that we would have to publicize it, but Paul has not found it in the current by-laws. He to re-check.

Question regarding the well – It should be right in the middle of the parking lot.

According to the County Commission meeting the Public Library is looking to put a satellite office on this side of the building. E.A. Hawse has already given them an agreement. They will be dressing up the parking area. Not a definite deal yet, still has to go back to the County Commission.

Grants – Still no grants available at this time. State has not released any and the one Rose has been working on is not available until January 1.

Board Comments – Bill Collins received a tour of the Baker and Wardensville facilities.

Public Comments – None

Contracts with Fraleys and Wardensville, they have the contracts to be signed

Quarterly financial reports will be completed at the end of September

The Audit is complete, Paul has not received a report.

Pricing from Stryker: 2 sets of battery kits, (2) Demo stair chairs with additional options
quote is \$7515.18

New Chairs with no options (will take approximately 6 weeks to get) and battery kits – quote \$7227.36

Warranty for one year on demo's or new and you can purchase up to 10 years, a 7 year contract will cost about \$700.00. Contract include parts, labor, travel and 1 preventive maintenance a year.

JR moves to purchase Demo stair chairs and battery kits at \$7515.18, second by Bill. Passed

Stryker representative will work over the next couple of days on group purchase, asking for commitment on bare minimum before the end of the year. Group Discount on orders by the end of September.

Physio is offering the same, trade in of life pack twelves will be approximately \$4000 come January 1st, between October 1st and January 1st you will receive an additional \$1000 and by the end of September it is \$6500. Trade in value does not require you take ownership of the new life pack by then, just have to have the purchase order in that time frame. Same with Stryker, can do delayed delivery.

It comes with a full one year warranty and if you want additional service warranty for 7 years will be approximately \$730, Can purchase up to 10 years. After 10 years, purchase one year at a time. Warranty can be purchased at any time. 3% price increase each year.

Executive Session:

George Crump moved to go into Executive Session regarding with a personnel issue. 2nd by Ron Crites.

Members came back into regular session and no motion made.

JR Keplinger moved to adjourn the meeting, Second by Dave Pratt

Hardy County Emergency Ambulance Authority

October 11, 2017

Present: Paul Lewis: President, George Crump: Vice President, Tim Ramsey: Treasurer, JR Keplinger: County Commission Representative, Ron Crites, Bill Collins, Dave Pratt, Derek Alt: HCEAA Executive Director, HCEAA Executive Secretary: Tina Todd

10 guest Present: Including 7 with Fraley's and 1 with the Moorefield Examiner

President Paul Lewis called the meeting to order at PM 6:35 followed by the Pledge of Allegiance and Prayer lead by Vice President George Crump.

JR makes motion to accept September minutes, George Seconds

Treasurer Report:

Current balance of \$21,599.42

Committee reports:

Nothing to report

OLD BUSINESS:

Building, Equipment/Vehicle, supplies update

Waiting for Steve Weese to check outside lights, also waiting for the plumber

Stairchairs in service, Batteries are on the cots & have had no problems with them to report

79 new tires on the front, hope to make it through the winter with the tires on the rear

76 due for service next week, 383 winter tires put on, 381 Nothing to report

Supplies - Nothing to report

Calls for July: Fraley 99 HCEAA 39 Wardensville 24

Training: Derek reports there is an EMT re-cert class in Petersburg at 6pm Thursday night

Dave reports the Paramedic Program with Eastern is a go and begins November 1st, finishing up negotiations and looks like he will be one of the lead instructors and there will be a great group of people to be involved with this program – Great Opportunity!

George reports, Mary completed an EMR class recently – testing this week or next

Drug/Equipment Inventory Report

Nothing to report

County Commission update

Nothing to report

Approval to pay invoices:

Taxes due, electric bill, water bill, credit card, Ron reports PEIA

Motion made by George to pay bills, second by JR, passed

Derek has been speaking with Jay (Fraley's) regarding 2 ambulances going down and had to replace the motor in one. Asking the board to pitch in and put approximately 50% towards the repairs on the one bill which was \$12,000 and it not effect their stipend. Jay was not available this evening to ask, Derek requesting in his place. When the ambulance broke down it was on its way to Winchester Medical Center with a patient. We have been doing pretty well on our budget, last month budget was a little high due to contracts coming due and paying out one of the stipends.

George makes motion to approve 50% payment to Fraley's to help with repairs, Jr seconds. Passed (Dave recused himself from voting)

JR ask is there any reason, negative reason such as budgetary, any legal reasons that we shouldn't. Paul states no legal reason. JR ask due to being in front of the Supreme Court twice and does not want any other issues in that manor. Not that he doesn't want to help, he just wants to make sure it is permitted and not a conflict. George states that the money will be coming from the yearly fee being paid by the citizens, it's part of their money and should go back to them, as long as it is permitted. Would need to ask the prosecutor to find that out and make sure there is no conflict.

The Ambulance purchase and the grant Rose is working on will not be available until sometime next Spring on the 35%. We are currently bidding that ambulance that was in the paper this week and should be in next week. Those bid documents should be available by next meeting. That's out there being bid now.

Wardensville and Ambulance Authority both were denied the Federal Fire grants. Paul not sure when it opens again.

Dave with Fraley offers Wardensville their additional Cardiac life pac, if something happens and they need it.

JR mentions the public did ask about the cost of expenses, requesting more detailed information. Paul states Rosie is currently working on them now, January thru. Jr wants to know if it is more detailed on the operations/expenses. Paul does not know if she breaks down but he can ask her to do that. She lumped utilities together, but then broke down payroll. She just completed one at the end of last year. Paul just took down the bank statements as we do not receive them until after the first of the month. She will be including the money from the fees and the billing. The only thing she cannot report because it changes on a daily basis are the fees we take in. Report should be completed by the end of this month. JR ask if we can get a quarterly report on the website, Paul reports that is up to Rose. Not sure if Rose put the last one on there, he thought he mentioned it to her. People should be able to stop and get a copy. Should be completed on quarterly basis. Next one should be done at the end of January.

The Audit that we had to have done, is still not back.

Question(s) from public: Does the treasurer report that the Authority provides each month, does that also show the billing to people. No, it does not. So, is that not accounted for anywhere? It is accountable and the public can obtain that information from the Sheriff's office or Finance office. The question is in regards to the Medicaid and insurance. Rosie is to include that in her statements. The Financial statement that ended June 30th reflects nothing from what Derek had billed. Why was this statement provided if it is not correct? Paul clarifies that Rosie did not have those figures and we had not included them, because fees had not started coming in until March. Then we started providing Rosie the statements. It is in a separate savings account. The deposits go directly into the account from Premier who does the collecting of the insurance billing.

Then the question was posed is that why the CPA made the statement on the financial report "that management has elected to omit substantially all of the disclosures ordinarily included with a financial statement prepared in accordance with a cash basis of accounting. Statement from Dr. Rexrode, the statement is a boiler plate type of statement and she has seen it made with other organizations.

Retirement program for Employees

Paul has not done anything regarding retirement program, needs to sit down with Derek and look that over.

By- Law changes

George has made some changes and has to add a couple of things from federal.

Grants

None available at this time. One that Rose was working on has closed out for this year and will not be available until sometime next year.

Comments

Bill questioned why the website states we are available 6am to midnight when we are now available 24 hours. Rose to correct

Derek provides information regarding group purchase with Stryker & Physio

Option 1: HCEAA buys all equipment and allows Wardensville to use (with this option, Wardensville would pay for the service & annual preventative maintenance on the equipment they are using)

Option 2: Each company buys their own equipment & it is theirs

We can lock in the rate/price up to 9 months

Stryker Powercot XPS Base	17,468.88
Add on options Total	21,528.32
StairChairs x 2	7,631.20
Total:	29,159.52
Service Agreements	- 5,508.58
Finance Total	23,650.94
5 annual payments of \$6597.66	

Physio 3 Lifepak 15's	87,050.40
Lucas device	13,079.00
McGrath	2,255.00
Trade In Lifepaks 12x12	(10,000.00)
Total Cost	124,374.87
Service/Startup	- 18,972.00
Total Financed	105,402.87
7 annual payments of \$16,514.24	

JR motions to lock in the rate/price, Ron 2nds, passed
George recuses himself from the vote

Derek has begun talks with Mathias/Baker to obtain their Lifepaks & other equipment that is just sitting there. JR would like to send another letter to Mathias/Baker. Derek is hoping to be invited to their meeting which is on the 1st Wednesday of the month at 7pm

Discussion regarding getting pricing/bidding from other companies

JR motions to amend the previous motion to allow Derek to bid out for similar products, Ron 2nd. Passed (George recuses himself from the vote)

Derek request to put drivers on roster and to be paid per call / per hour, part time. Suggest \$9 - \$9.50 an hour. This will be from time, calls go out to time back in station. Currently looking at 3 drivers now.

George motions to hire PT driver for \$10 an hour, Tim 2nds – passed

Dave request to address the board, regarding his removal from the board. Very upset with the way he was informed and felt he was being discriminated against. Approximately 3 months ago, it was brought up that there could be a conflict of interest. Based on code, County Commissioners can remove someone from the board. An attorney, representing Dave and Fraley's disagrees with the code and he will be discussing with Lucas again. He feels Lucas has a broad interpretation of the statute.

Paul suggest that they put back on the Agenda for the next County Commissioners meeting. Need to obtain further advisement from Lucas and no action being taken at this time.

Next meeting November 08, 2017 at the Baker Location
JR motions to adjourn at 8:20pm, Bill seconds.

Hardy County Emergency Ambulance Authority

November 8, 2017

Present: Paul Lewis: President, George Crump: Vice President, Tim Ramsey: Treasurer, JR Keplinger: County Commission Representative, Carmen Rexrode, Bill Collins, Dave Pratt, Patti Shoemaker, Derek Alt: HCEAA Executive Director, HCEAA Executive Secretary: Tina Todd

9 guest Present: Including the Hardy County Coordinator, 1 Employee with the HCEAA, 3 with Fraleys Ambulance Service, 1 with Moorefield Examiner, 2 Hardy County Residents, 1 Ambulance Sales representative

President Paul Lewis called the meeting to order at PM 6:30 followed by the Pledge of Allegiance and Prayer by Vice President George Crump.

Bill makes motion to accept minutes, George seconds.

Treasurer Report:

Current balance of \$24491.55

Paul reports the audit required for the state cost \$6000.00 for 2 years and the CPS fee is for the billing for the insurance. Most of the bills are recurring bills.

Committee reports - None

Old Business: Building, Equipment/Vehicle, supplies update

Building: Derek reports, there is a leak in the roof over the maintenance room. Currently has been sealed with caulk. Rose (HC Coordinator) provided pictures and information in regards to the repairs of the roof. Paul to look into contractors for repair. Nothing to report with the electrical. Requested suggestions for another plumber. The carpet has been cleaned & cleaned the seats in the ambulances. Need to replace light bulbs in the bay, there are a total of 68, at a cost of roughly \$500.

Equipment: Monitors were serviced last month.

Vehicles: Nothing to report for 381 or 383, 76 been having issues – needs new batteries, deep cleaned/detailed 379.

In the past there had been discussion of concerns that citizens do not know what HCEAA stood for, so they have come up with a design to put Hardy County on the ambulances. To do both ambulances and the chase unit, the estimate is \$800.00. Request to hold off until we find out how much the cost will be with the new ambulances and equipment.

Supplies: Nothing to report

Calls for October: Fraley's 100

HCEAA 30

Wardensville 17

Wardensville having both ambulances serviced, looking into possibly purchasing another ambulance.

Training: Dave reports next Wednesday, Paramedic training kicks off. Mary has nothing to report

Drug / Equipment Inventory: Derek working on inventory list and getting ID tags on all equipment.

Vehicle Bids:

Osage: \$189,840.00 2017 Ford 450 – add crawl through additional \$4500
J&J

Road Rescue: \$200,940.00 2016 Ford 450 4x4

McCoy Miller: \$168,450.00 2016 Ford 450 4x4 has crawl thru & Stryker performance

Penn Care

Braun: \$184,431.00 Demo model with \$3000 miles

Medex \$163,151.00 2017 Ford 450 4x4– would need to convert to crawl through, Cot & Stryker power load an additional \$26,500

Lifeline \$212,558.90 2016 Ford F550 4x4, Has a crawl through

They are all Demo's – so decision needs to be made as quickly as possible.

Committee to review bid packets – Committee to include: Derek, Dave and George. Meeting on Monday.

Equipment bids:

PHYSIO CONTROL - Bids for cardio monitors, Video Scope, CPR system

Control Life Packs (3) Carbon monoxide option with 4 year service agreement \$112,689.36

Mcgrath Video scope \$3,181.23

Lucas Device \$16,717.82 includes contract, power supply, batteries.

STRYKER

2 power cots, 2 stair chairs – includes 7 year protection plan \$50,805.06

Derek provides report from Mathias/Baker - Requesting to acquire 2 of the Lucas devices that Mathias/Baker has in their possession to use within the county. He was met with resistance. They wanted us to reconsider the original offer (buyout) that they offered for all of the equipment. He did not get them & probably will not. Felt it was a lost cause when he left.

Retirement Program for Employees

Paul puts committee together to look at programs. Derek, Bill, Tim, Deric

New Business

County Commission Meeting – Patti Shoemaker has been added to the board, Welcome Patti!

Rose, on behalf of the Count Commission, received a grant application that she would like to file for the HCEAA. USDA grant application that will pay 35% for equipment and vehicles. Leaving 65% for us to pay, there is also a low interest program with it. Community Facilities program. Cannot purchase

equipment until the grant comes in, but it would not come in until possibly around July. If we are interested we want to get in as soon as possible.

George requesting to ask Commission to add member from Baker, so that we have representation from the entire county. George spoke to Doug Kaufman who is the owner of Kac-Ca-Pon Restaurant.

Approval to pay Invoices:

Bill motions to pay bills, George seconds. Passed

George stated that at the last meeting there was a lot of talk in regards to the website and keeping it up to date. George has volunteered to help in keeping the website up to date.

George has spoken to Rosie Thomas regarding a monthly treasurer's report that we could post on the website for the public to view on a timely monthly basis. Rosie provided an actual September budget. Cover page, he will cover in a few. The 2nd page covers a generic breakdown. Gives you the basic of money coming in and going out. Which includes the money received from the insurance payments. The third page shows you what comes in from the ambulance service fees. The money from the ambulance service fees gets deposited into an account with the County Commission which then the county commission has to transfer to the ambulance authority. We have to have a separate accounting of the ambulance fee versus what is in the budget. Our budget does not include the money from the ambulance fee unless its transferred into our operating account. George request approval of the board to have Rosie complete this for \$50.00 a month.

In Regards to the wording on the cover page, it doesn't have anything to do with the money. It has to do with the statements.

George motions for the approval to pay Rosie Thomas \$50 to prepare treasurers report, Bill 2nds. Motion Carries

Bill request to have board members added to the website. George to speak with Rose & have added.

Paul would like to enter into contract for a P card through the state. Wants to use this credit card and get rid of the other card. The county has been using this card for years, it is for local governments. The county gets a percentage back, they will set a limit on the available credit.

Paul makes motion to enter into contract for the P card, Tim seconds, Motion carries.

Paul request Derek be added to the account, for the purpose of just having access to the account to obtain information. Not being added for signatures on check or to withdraw money from account.

George motions to add Derek to both accounts, Carmen Rexrode 2nd, Motion carries.

Policies and Procedures – Paul to get with George regarding changes to the By-Laws. Changes are based on the IRS rules and regulations. Will try to have done by the next meeting & give everyone an updated one.

Grants – Will look into grants when they become available. The only grant possible is the one that Rose spoke of earlier. The fire grants may be coming out later this year.

Board Comments – no comments

Public Comments – no comments

Special meeting to be held on Monday November 13th at 6:30 pm in regards to the Ambulance and equipment.

Tim to look into financing options, if decision made to purchase.

Next meeting at 911 center in Moorefield on December 13, 2017 at 6:30pm

8:00pm George motion to adjourn, Bill seconds.

Hardy County Emergency Ambulance Authority

December 13, 2017

Present: Paul Lewis: President, George Crump: Vice President, JR Keplinger: County Commission Representative, Ron Crites, Bill Collins, Dave Pratt, Patti Shoemaker, Derek Alt: HCEAA Executive Director, HCEAA Executive Secretary: Tina Todd

6 guest Present: 3 employees with HCEAA, Including 1 from Fraley's Ambulance Service, 1 with Moorefield Examiner, 1 Citizen

President Paul Lewis called the meeting to order at PM 6:31 followed by the Pledge of Allegiance and Prayer by Vice President George Crump.

George made motion to accept November meeting minutes Ron 2nds

Treasurer Report:

Current balance of \$25,556.36

Paul moves one item up on the agenda due to the Medic's having to return to the station.

Deric Haines provides information regarding retirement program. State Retirement is 20-30 years and the website, <https://www.wvretirement.com/EMSRS.html>, is very informative.

The cost to the employee is 8.5%, cost to the county is 10.5%, State puts in 3.5% (fluctuates) and based on the highest annual salary.

Example: If someone gets hurt on the job and becomes disabled it pays 90% of the final annual salary, until they reach the age of retirement or if they get hurt at the age of 65. If you get hurt off the job it is 66 2/3 until you reach the age of retirement. If someone works with the HCEAA and works with another State agency (EMS wise) the number can be split between the two. Would not need a separate plan for Executive Secretary as she is employed under HCEAA. Full Time employees and 5 years locks you in.

The program is not based the stock market like a 401K.

What it will cost yearly to the HCEAA will be based on individual salaries.

Questions:

Is the state retirement sound?

There is talk about changing the age rates, but no other information at this time. They recently just met and nothing was changed to his knowledge.

Veterans get credit for service

What are the figures with a 403C retirement program? You have to have 45years of service & it is 6% Why does the county have to put out more than the employees?

They believe the reason is due to the number of years that they expect someone to preform on the job is the difference in cost.

Are the HCEAA employees truly eligible for the State retirement?

This is included with the EMS retirement. The average career for EMT's or paramedics is 8 years so this was designed to try and keep employees. EMS is a huge problem in the state of WV, so this is more of a retention deal.

With the 401K and 403 C you do not have the guarantee, it's not stable as it fluctuates with the market. The difference between a 401K and a 403C is fee structure and due to HCEAA being a non-profit.

Everyone to review information and discuss in January's meeting.

Old Business: Building, Equipment/Vehicle, supplies update

Building: Derek reports the roof repairs have been completed. Total of cost \$2900.00, reason due to having another hood repaired that he had found while inspecting/making the other repairs.

Toilets are repaired and have not had any issues. The front buzzer has been wired. The PA system has been wired and pretty loud.

Still working on the lights

Equipment: nothing to report

Supplies: nothing to report

Vehicles: 376 the rear seal on the right side is out and is out of service. The seal has been ordered.

Truck 379 overdue for service and under warranty with Seth. Didn't know if board wanted to wait to get truck to Seth or have Joe do an in-house call. Due to 376 being out of service.

Got set of chains for 379 and will be the designated severe weather truck

383 and 381 received a couple of re-calls on them, just waiting to get 376 back in service.

Calls for November: Fraley 84 HCEAA 50 Wardensville 23

Wardensville is looking at a possible remount in the next couple of years. Truck 170 is still down, working on getting heat, a/c and a couple of other things. Want to start using it as a BLS unit.

Training: Dave states program is going well and may be picking up a couple of transfers. Possibly 5 are from Hardy Co.

Drugs/Equipment Inventory: nothing to report

Financing Options for Ambulance:

Osage offers 3.09%

Summit offers 3.99% for 5 years

Have not received a phone call back from Capon Valley but he does not expect them to be lower than Osage.

If payments begin in May: 5 years @ 3.09% \$41,910 or 6 years @3.13% \$35,482

If payments begin in August: 5 years @ 3.09% \$42,223 or 6 years @ 3.13% 35,070

No penalty if paid off early

Ambulance has been ordered and is due to arrive in January

JR request that the rates be checked with Pendleton, Grant and Partners 1st

Bill makes motion to obtain financing for the cheapest interest rate whether it be with Osage or another local bank, JR seconds – motion carried

Financing Options for Equipment:

George provides a letter from the President of Wardensville rescue, asking that the board helps in funding the equipment. George will not participate in the discussion.

Stryker equipment which includes the two cots, two stairchairs will be for 5 years annually \$11,568.46, \$50,508 total

Physio equipment which includes the Lucas monitors, McGrath 3 cardiac monitors with a trade in of our monitors for an annual payment of 5 payments will be \$28,886.47 and this includes the cost of the contracts, which Wardensville will pay a portion of the contract, approximately \$3500.00 a year.

Derek worked up pricing with the cheapest rate @ 1st Republican National for the ambulance and the equipment it would \$75,937 for 5 years and finish out the ambulance on the 6th year. For the equipment only, would be right around \$40,000.

Motion by JR to approve financing for Physio equipment purchase 2nd by Dr. Carmen Rexrode.

Both Dave and George abstained from voting

Derek can place order tonight

Brought to question: has equipping the new ambulance been factored in and why we need to buy a third monitor. Derek explains that if we buy the two for Wardensville we should have the 3rd as a back up. Wardensville is currently using one of the HCEAA's 10.

Concern raised that we will have 3 ambulances sitting at the house and we don't have someone to man them.

George explains in many cases there is but not all the time. There is always possibly a 2nd crew, but the 2nd crew is always a question.

Concerned raised that an awful lot of money is going out. HCEAA requested \$60,000 from County Commissioners and \$30,000 was spent on this and that was fine. The paper explained what the checks were and where they went. Paul offered that but everyone wanted what Rosie Thomas was providing. Request a copy of the basic check register. George explains that what will be posted on the website will be more generic for the public.

JR suggest obtaining an agreement between Wardensville and Fraley's for leasing equipment

Motion made by Bill to finance/purchase Stryker equipment 2nd by JR. Motion Carries

George and Dave abstained from vote

New Business

County Commission update – Looking at a Levy and come up with a percentage, they to make that decision in January meeting.

Mr. Davis spoke at the meeting, it took approximately 40 minutes for Fraley's to reach the scene.

Approval to pay invoices: payroll, taxes, state, CPA, JNC transport, South Eastern Equipment, Hardy Telecommunications, Unifirst, Premier, Valley Health, Child Support, PEIA, Training classes, Fuel, Workers Comp, Stamps

JR motions to pay invoices, Bill 2nds – motion carries

Policies and Procedures:

BY-Laws need to be re-looked at and redone. Requested volunteers, George to put in Federal information as soon as Paul gets it to him.

Grants – Nothing to report

Comments – George states updates and changes have been made to the website. Suggestion made to have the Agenda be posted on the website a couple of days prior to the meeting as not everyone can make it to the Court house to see the Agenda.

Bill wanted to know if there was ever a decision made on adding Doug Kaufman to the board. George spoke with Harold Michael, and he stated they want to hold off and didn't want to add anymore board members until the conflict of interest issue is resolved. Some are up for renewal in January and February. Harold Michael made mention that he knows four other people who are interested in becoming board members. George stated we didn't want that many and he agreed. He also took our suggestion into account and that there should be somebody representing from Baker. Adding any board members at this time is on hold.

Public Comments – None

Next meeting January 10, 2017 in Baker

Motion to Adjourn by Bill, George 2nds. Meeting ended at 7:51pm

Hardy County Emergency Ambulance Authority

January 16, 2018

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

5 guest Present: including 1 employee with HCEAA, Including 1 from Fraley's Ambulance Service, 1 with Moorefield Examiner, 2 Citizen's

President Paul Lewis called the meeting to order at 7:00 PM followed by the Pledge of Allegiance and Prayer by Vice President George Crump.

George made motion to accept December meeting minutes with minor corrections Bill 2nds

Treasurer Report:

Current balance of \$16,865.33

Old Business:

Building, Equipment/Vehicle, supplies update

Building: Derek reports there is an issue with the Men's room. Backed up the day before, County guy will be coming out tomorrow to run a snake down the drain. Spent a good bit on fuel last month, believed it was cold but not that cold. When the previous heating company was out, mechanic said it was really hot up in the attic, so might be losing heat through ceiling. West Fall coming within next few days to look into.

Equipment: All the equipment we ordered is in and sitting out in the main room. Waiting on Physio to set up In Service.

Supplies: nothing to report

Vehicles: 376 has been repaired after a month of being out of service.

New Unit is currently in Morgantown getting lettered and brush guard. Should have here in a week or two. Looking to have up and running by the middle of February.

Stryker equipment is not here, the Physio equipment is here. Stryker equipment consist of the cots and stair chairs.

Calls for November: Fraley 120

HCEAA 50

Wardensville 18

911 Center – No updates

Training – Medic class currently underway, and EMT class should be starting in the near future through Pantera. George reports he believes Mary is to begin an EMT class possibly in June.

Drugs/Equipment Inventory: nothing to report

Financing Options for Ambulance:

Information back from all the banks except for one and doesn't believe it will beat the price from before, does not have information back from Grant Co. Bank. Partner's First cannot do commercial loans. Received pricing from Summit and Pendleton. Capon Valley needs a resolution from the County Commission similar to what the RDA had. The County Commissioner's cannot provide a resolution to back a loan for an extended period of time. JR states it would consist of the shortest term of the elected official, which at any one time could be a year.

The pricing received from the bank was higher than Osage (Republic First National), which was 3.09 for 5 years. One Bank gave 4.99 for 5 years and another for 3.99 for 5 years, does not anticipate finding anything better. In previous meeting received approval unless lower pricing was found than Osage to go ahead with the paperwork.

Retirement Program for Employees:

Bill Collins presenting, providing handout. The plan of choice is the West Virginia retirement program. There is a special program for EMS workers, other plans include Teachers, Deputy Sheriffs, Troopers, firefighters and Public Employees. There are 494 active employees in the EMS plan and currently offering 3.5 to 4%.

The need here, the Authority promised we would have a retirement program. Local Counties that currently have this are Jefferson, Berkley & Grant. Maybe Tucker and Hampshire if they get their ordinance passed. Cost for full time active employee 8½ % of their salary and Authority puts in 10½ %. The County employees 4 ½ and the county 11%. The rates are set by statue, our cost is approximately \$41,000 an average salary, about \$34,000 a year. Depends on how many signup and whether the Grant County employees stay with Grant and/ or with Hardy. Derek believes they are mandated to stay with Grant as Grant is mandated to have it. Price is approximately \$23K to \$35K a year for our HCEAA staff.

If the Authority selects to join, do the full time Paramedics and EMT's have to join the retirement plan. Bill has a call in to find out whether it is true or not?

Who will administrate the whole process, completing of all forms, billing, signing everyone up, monthly reports?

Bill request an intent to implement this plan to move forward with this, pending next month's budget discussion.

Tim motions to proceed with the retirement program after next month's budget meeting, JR 2nds.

Will this be the plan we are going to go with?

This is the preferred plan by the employees. Of course, there is the 401K, Investment plans that are less expensive.

Need to be mindful of how much it is going to cost us. We've spent for the ambulance and equipment and they want to make sure the money is there before we make a final decision.

By-Law Changes and Approval

George provided a copy of the amended By-Laws. There are a few typos that need to be correct, request that everyone review and bring changes to the next meeting. There are 2 new sections that are required for non-profit organizations. You need to have a Notice of Intent and a Dissolution, what would happen if we were to dissolve. Sections three and four are new, request that those are reviewed carefully by everyone. Corrections can be emailed to him.

Conflict of Interest Policy

This is not required but is strongly suggested and is directly from the IRS code, placed on the bottom of the last page. Taken word for word from the 1043 instructions of the IRS code of what is to be considered as a Conflict of Interest. One thing that it does state, is that not only should you abstain from voting but you should leave the room. Paul to get copy to Lucas for review.

Federal supersedes unless the State was more specific.

New Business

County Commission update – Not really much from the County Commission meeting, they did discuss the levy and what we were looking at, basing it on a five year period. It would have to last for 5 years and if they did not have enough money coming in over a five year period then the commission would have to add on top of that a fee which is not what they want to do. They have backed off that for the time being. So, for the next year it is still going to be billing, exonerations and paperwork.

Upcoming budget meeting has been moved to the 21st, due to the next meeting date falling on Valentine's day. It will be advertised in the paper, Derek is working on that budget. Will probably have more line items and breakdown will be a little different.

Money coming in will not be much different, so what the budget was this year will be almost identical next year. Billing for the businesses showing unpaid \$20,640 and paid is \$11,520. But the report is incomplete. But do not expect too much more to come in from the businesses.

We have collected over \$300,000 and expects a big surge of payments in March in April due to income taxes. We have been getting money in from the collections, but have had to waive late fees for many who have stated they never received the statement.

Collections is really going to help, because now the people know when the statement is received that if they do not pay it will be going to collections. Some coming in is better than nothing, it has woken up many. It has brought the attention to a lot of people.

Approval to pay invoices:

2nd Quarter Stipend to Fraley's & Wardensville, Rented Ambulance, Water Bill
IRS changed us from Monthly to Bi-weekly and is based on payroll, which was \$14,000
Tim motions approval to pay invoices, George 2nds.

Grants – Nothing to report, Fire grants are thought to open in February

Board Comments – None

Public Comments & Questions

What is the actual rate that you are losing on the collections? And do you have an Amnesty day each year without penalties and they have to pay on a certain day? They have until March 31st, to pay without a penalty. Not sure what the percentage is, contract was not available, believes we receive 8 – 10% and the collection company receives the remainder. The collection company is being used by Berkley County and 3-4 other counties in the area. Doesn't mean we have to stay with them, but this was more or less a wake-up call for some. The board looked at it as we did not have the expertise that they do and we felt if we got something it was better than nothing.

By statute are you allowed to pursue to the court to get a judgement or is this a case of if you go to the Collection agency and you don't get anything it's dropped. In the state of WV we have to pay a fee to the Magistrates Office to have that files and if they don't collect within so many months and we want to pursue further action we have to pay an additional fee.

What is your terminology between a levy and a fee on the citizens or households on the county? A fee is a strict set fee that the Commissioners do by ordinance and they can set any fee that they want. They came up with \$120 a year. A levy would be based on what they think it would cost to run it, then they would come up with a percentage of your tax base, based on your tax values that each property owner owns and then they will be taxed and it will go on your regular tax bill. Then broken out like the school levy, a separate line item and that would be shifted to the ambulance authority.

The Commissioners are holding off putting the levy on the ballot for now based on some other factors and get a better handle on the cost figures and operations. Approximately 75 – 80% of the residents would pay less with the levy than what they are paying with the fee. The Levy is only good for 5 years and then it would have to be renewed.

Comment from Colin, he was impressed that the board is analyzing the pension option, it is a healthy discussion that a lot of boards do not do. For the board to put that up and say we need to do more research to him as a taxpayer we are doing due diligence. If you only go for one and do not look at other options it can dis-concerning in the private industry. He commends us for opening up the discussion for it.

Paul request Colin to provide background. Colin is from Scotland, worked for the British Government and served in Army Intelligence. Moved to the US and worked for the British Embassy, set up a company for the government, which went from \$1 Million to \$170 Million in 3 years. Moved to Warrenton, VA set up Hardware business. Went to George Washington Med School and received a degree in Emergency Medicine. Found a house on Honeymoon Hollow Rd, moved in, in October 2017. Has a company in Texas that does operating finance, budgets, business analysis, 401K's, pension plan analysis, bank analysis. Derek suggested Colin could be a paramedic again, but neglected to tell Colin it takes 15-20 minutes to go 6 miles. He is slowly getting established, getting his business going and going around the community, meeting people. He is setting up a training program for businesses, it will be called Shopper focus. Focuses on certain things, short courses, different tiers, different levels. Going to offer some free to businesses in the county. Going to speak with Eastern WV Community & Technical College due to having some credentials in the teaching world. He came tonight to meet everyone, to

see how the meetings go and he is slowly learning about the HCEAA. He thinks Derek is doing an outstanding job, from what he has seen and listening to what people say, Derek is a First Class leader.

I can see how it is challenging running out here, to provide the level of care people expect, but they are unable or unwilling to pay for it. That is going to be a major problem going forward. Forcing people to pay an ambulance fee sucks and I can see how its difficult for you. You do not have enough volunteers, which is happening everywhere.

Derek needs the board to complete a resolution for section 125 so we can get the supplemental insurances. It is allowing for pretax medical insurance, life, health, dental. It allows that dollar figure to come off the top before it gets taxed.

Tim makes motion for resolution George seconds.

Next meeting February 21st at 6:30pm, 911 Center located in Moorefield

Motion to Adjourn by George and Ron 2nds

Hardy County Emergency Ambulance Authority

February 21, 2018

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

Absent: Mary Fishel: Board Secretary, Tim Ramsey: Treasurer

5 guest Present: Including 4 from Fraley's Ambulance Service, 1 with Moorefield Examiner, 1 with Wardensville Vol. R.S., 6 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.

Paul: Started with the hearing on the budget. Ask that everyone give their name before speaking and limits time to 5 minutes.

Paul introduces Doug Coffman from the Baker area as our newest member.

Derek presents budget. Entire spreadsheet broken down by line item(s), income for the last 6 months. Also has the last full 12 months. He has included a few line items he felt we needed. Depreciation: the reason the depreciation is \$90,000, that's where the ambulance and new equipment purchase fall under. YTD income from the fee billing is \$371,267.36 and income from the insurance, fiscal year 2017/2018. Total income YTD is \$488,000. Did adjustments for certain things, like special services, will not have to pay for 2 or 3 audits, will have 1. Adjusted for vehicle maintenance, hopefully we won't have as much this year. Did account for retirement, depending on what the board decides. Workman's comp did go down this year.

Question: Jean Flanagan, under fuel expenses, is that for the vehicles or to heat the building? Derek explains that is for heating the building will be found under utilities.

Question: JR, ask if that seems a little low or what is your estimate for the year? Derek explains we run about \$1200 a month, at 7 months we were at \$8500. JR feels that is pretty tight. Fraley's reports their fuel bill is \$11,331.48 for a year. Fuel seems to be going up, so that might be something you want to look at.

Another thing in regards to leasing a vehicle if one breaks down, is that under maintenance? That would be a question as well. If you had to lease a vehicle if one broke down. Insurance doesn't cover a breakdown on an ambulance. Derek states no insurance hasn't covered a breakdown and we now have 3 trucks. Lately, we have been able to work with Wardensville and Fraley's not to have to lease a vehicle.

Question: Patti Shoemaker, on the personnel service, what all is in that professional service that it went from \$11700 and it went to \$37410.00. Derek explains that it is a difference of opinion between him and Paul. It now includes Premier, Global Service, R. Thomas CPA, and auditor's office.

Patti Shoemaker finds it a little odd that we dropped the training. Derek explains we didn't drop it much, we can adjust it up but it depends on how much we want to utilize it. Last year we didn't utilize it

much. We provided training in the HCEAA building. Carmen states that there is a Hardy County training center that has a separate budget and the training that is available to the HCEAA personnel is not necessarily done through the HCEAA budget. Derek's original idea for that line item was to write the training center a portion. The year is not over and could possibly write the training center a check.

Question: Patti Shoemaker; What is the WV Corp. building? Derek explains that we have the same insurance company for building, liability, vehicles, worker's comp, it's all under the same group. Same company but two separate bills.

Paul ask if there are any other questions, what is the groups pleasure with the budget?

Bill Collins makes motion to approve the budget as submitted with a few minor adjustments. JR seconds.

Paul ask if we there are any other questions. George ask if the stipends stay the same as last year. Also, do they need to abstain from voting. Paul states the stipends are the same as last year and that George and Dave would need to abstain from voting. Any other discussions? All in favor.

Resolved 7:0 Abstained 2

Paul ask for questions on the minutes. Patti Shoemaker request that a sentence be changed "they came up with \$120 to run a crew on the East Side". It does not need to be East side this is Hardy County Emergency Ambulance Services, so that needs to be changed, it's not the way it should be worded. Paul ask how does the ordinance read? Patti does not like the way that is worded, it sounds like everything is going to the East side and it is just for the East side. Paul states it is within the boundaries of Hardy County based on the Ordinance.

Motion to accept minutes with change: George accepts Dave seconds, Passed

Treasurer Report: \$27,500.93

Committee Report: None

Old Business:

Building, Equipment/Vehicle, supplies update

Building: Derek reports he has noticed a decrease in the heating cost, he likes to think it is the new thermostats in the bay and not the warmer weather.

Equipment: Cardiac monitors and Lucas devices are in service, McGrath is in service. Loaner Lucas at Station 3, we should have ours back next week. Need a few odds and ends for the new ambulance.

Supplies:

Vehicles: 376 got repaired towards the end of January and has been the work horse since. 379 is at the repair shop, transfer case fell out on Route 81 with a patient on board, estimate will be about \$4000.00 to repair. Side note, the patient was transported to the hospital by Rockingham County, no harm. 371 is the new ambulance, will finish stocking it tonight, Jimmy Sadler coming tomorrow to go over licensure. Going in over the weekend to get the radio's put in. If everything goes as planned should be in service by Monday.

381 & 383 nothing to report, Paul reports received notices that they have to go in for recalls. Derek reports we have gotten 2 recalls in recent months. Scheduled to go in but Ford is only doing one or two a week.

Calls for November: Fraley 118

HCEAA 53

Wardensville 33

Reports from Fraley's – Nothing to report

Reports from Wardensville – George reports they got to use their CO monitor last week. Patient was having nausea and headaches, had an 8%.

Paul reports that at the last 911 council meeting, 2 of the Baker/Mathias firemen attended and it may be possible to get some of the equipment out of them. They were told that they couldn't do anything with it. Couldn't sell it or do anything with it. Paul explained they received the equipment for the community so it really needs to be used instead of drawing dust. Explained that they could do an agreement where they keep ownership and another agency could use it.

Training – Medic class, Dave reports there are currently 11 in the class. Problem they are currently having right now is there hasn't been a Paramedic program in this part of the panhandle in so long, that all the clinical sites are located in Jefferson, Berkeley, Washington County Pennsylvania. They are scrambling to get sites set up so the students do not have to run all over the place. Couple of things they need to do are four hours at a 911 center, riding ambulance and ER time.

George: There have been some people that have expressed an interest in seeing Open Heart Surgery. Fairfax Hospital every year have program to allow people to watch from a dome over the surgical room. He has contacted them and set up 2 tentative dates: July 30th and July 31st, for EMT's and Medics to attend. It is currently tentative, he would like for the HCEAA to sponsor with providing transportation. It is Educational. Anyone who is interested in attending should contact George. He can take as many as 40 and begin about 7:30 in the morning. Would have to leave around 5:15am and finishes around 11:30 in the morning. They perform Quadruple Bi-pass, Aortic Valve Replacement, Micro Valve Replacements, Oblations, but no Heart Transplants.

Does WVU have opportunities like that? Are all of the autopsies done in Charleston? Dr. Rexrode explains that all of the Medical Examiner cases are done in Charleston. WVU may still do autopsies for the hospital. George explains Winchester used to do it, but they don't have a dome to be able to view.

Fran Welton is planning a Grain Tube Rescue Training for First Responders in April. Also working with a Nationwide program to acquire a grain tube be donated to Capon Valley Fire Dept. Working with Dave Workman, they have a draft letter, that they will adapt that letter so that the other organizations can take that letter, scan it in, print it off adding your organization. Because more community letters they can get as support for the grant program for Nationwide to manufacture the tube. The better chance they have on receiving a \$5000 grant for training.

Drugs/Equipment Inventory: Nothing to report

Financing for Vehicle: Vehicle was financed through Grant County Bank after working back and forth between banks. The interest rate is 3.45%, the first payment of \$42,206.21 is due August 1, 2018.

Retirement Program for Employees:

Derek provides a report, with a good bit of research completed by Mr. Colin McKie. Mr. McKie spoke with PEIA. Bill had questions last month and he believes those questions have been addressed. Mr. McKie addressed the other options. The first option would be to give everyone a raise and as everyone likes raises they will still want a retirement program as no one saves for that. The 403B non-profit does not guarantee a pension for employees, but probably is one of the cheaper options. Then the State EMS option, which has a larger number of members and does guarantee that they will have pension after the twenty years or however long. They are 97% funded and they hope to be 100% solvent within the next 20 years. Which is pretty impressive compared to other pension plans throughout the country.

Patti Shoemaker: Did the Commissioners promised this for the first year we were up in running that we would give them a retirement plan. Derek states it was promised to the employees and refers to Greg Greenwalt. Greg Greenwalt states it was discussed in the very beginning of the creation of the HCEAA, economics did not warrant and of course the legal problems that were encountered put a stop to that. But it was part of the original plan.

Greg Greenwalt: So, this plan requires you to have 5 years of contributory service before you are eligible for any percentages? If you are a 4 year employee and you paid into the plan, you are still not eligible. Paul ask are they eligible to pull what they paid in? Colin explains they can collect their own money but the employer's money stays in. There are some exceptions for vesting depending upon disability, death, temporary disability or if you leave and come back.

Question: The \$34,900 is this an estimate of what it will cost? Paul states this figure should be pretty close based on salary. And how does that look in the budget right now. We budgeted for \$35,000 but that figure should be less as when the number was worked up he based everyone off the same rate of pay, but the salaries fluctuates. So, if you want to keep your employees, do you believe you should wait a little bit longer or do you think you need to act on this and then if you do have an over cost of a couple thousand dollars and adjust the overall budget. Derek states It is funded in the budget, Patti comes back with it is funded in the budget, but when you look over this she does not see where the payment for the ambulance and the equipment appears. Derek explains that is included with the depreciation.

Dr. Rexrode questions if we did approve something tonight, would it take effect then when this new budget takes effect with at the beginning of the next fiscal year.

Colin explains the process. If we take the vote today, this is saying this is what we want to proceed with. There is a process we have to go through with the pension board and that process involves another approval by the authority which has to have a 3/5 majority vote. They prefer that meeting to be in the same meeting as the approval whoever pays the bills which would be the County Commissioners. The County Commission does not pay our bills and they do not approve our budget. We are a separate entity from the County Commission. Whoever the approving authority is, has to have a meeting, but you have to have that meeting with 3/5 majority approving this implementation. My recommendation is, approve it today, that this is where you want to go. We can then work out all the paper work that needs to be done. Because there are Board resolutions, and other stuff to be filled in. Then that will come back to this board for approval and for final financial approval and you can give that at the same time. That would then take effect and on the 1st of the month following that vote is when the plan will go into effect. Paul states if we don't want it to take effect until July 1 then we need to delay the

process. Colin reports that we can have an intent to proceed vote today but subject to final vote in June and I would suggest to hold off until the second one for the final approval, because this is an interim approval, there is a lot of paperwork to be done, a lot of data to be gathered and you want to have everything in place and check so that you don't mess something up on payroll so that it does take effect on the 1st of the month following the approval. Bill ask if the Authority can do this? Colin offered to coordinate and do all of this at no cost to the HCEAA. You can hire an outside person to do this. Derek could do this, but it will detract from doing other things.

Motion to proceed with process of the EMSRS, with the final vote in June. Ron moves, JR 2nds Passed

Motion to approve Colin to render his services free of charge, JR moves, Ron seconds, passed

By-Law Changes

George ask everyone to read through and present any corrections or typo's. Paul presents question on section 6. Paul refers to JR in regards to whether the County Commissioners can remove board members, it is his understanding that they can only appoint. JR believes that is how it is. That statement needs to be removed. Article 4 section 3, the word should be ensuing not insuring. Article 5 Section 1, we do not have a seal – George has already removed. Last page, remove reading of the minutes and leave approval of minutes. Article 5 Section 6, word mis-spelled. George is to make all of the changes and present for approval at next meeting.

Conflict of Interest Policy

According to the IRS as a non-profit we are required to have a Conflict of Interest Policy. On the last page, it is basically word for word from form 1023 instructions of the IRS code, he just changed where it refers to Hardy County Emergency Ambulance Authority. Are we waiting until the prosecutor approves that as well? Paul hopes to get him to look at it before our next meeting. George will go ahead and make the corrections and we will wait on final approval.

New Business:

County Commission – Nothing new from the Commission. JR mentions that Hampshire County now imposes \$100.00 Ambulance fee per household. Hampshire plans to run 2 full crews 24/7. One crew stationed in Capon Bridge and not sure where the other will be. They will start collecting fees the 1st of July be in operation by the first of August.

Bill Collins ask the Question: Will that be competition for staffing? Dave Pratt comments that it is always competition for staffing for everybody. Everybody is competing with everyone, no matter where you are at.

JR comments that the education factor is the one thing we need to look at. The Paramedic side and the EMT side, early in school need to get the Board of Education involved. The early years, middle school to know that they can do that education that perhaps may solve some of the problems that we will face about staffing. If no one is there to employ we have a limited pull of people to draw from. It is a good job, a good profession. Has to start earlier than high school.

Comments from Fran Welton: Does not know if the school system has a program today where students could shadow in a business. Seniors who were interested going into Healthcare fields, they would go to

the hospital and the hospital would be their classroom. They would spend 2 weeks rotating through every department. They would see everything that was going on in those departments. If they stayed the 2nd semester, then they rotated through the physician's offices. They had a dress code, had to clock in and out, also had ID's. A graduate of one of those programs is our very own Derek Alt.

Comments from Doug: If you wait until they are 16 it's too late. You actually have to make the impact in middle school. Several years ago, I was in electrical contracting and we had a large shortage of man power. We decided to go into the schools, the first time we did it we made the mistake and waited until they were 14, 15 & 16 years old. Being an electrician, we are not going to get the person who is thinking of being a professional but they guy who likes to spit spitballs in the back of the class. We did get employees from that. Showing them what was available in that field.

Ellie volunteers at the high school a few days a week. They are having career day on the 26th of April and she would like very much for the HCEAA to have a table there with the opportunity to see what is available in EMS. Chances are you will have to go through the Vo-Tech center to have anything. The guidance counselor is more than glad to have someone there and talk about a career in EMS.

Derek and Dave to put something together.

Years ago, when Fraley's started the first EMTS, set up at Moorefield High School, grades 10th through 12th. Ran all of the students through CPR classes. The volunteers and employees did all the teaching. A very positive experience.

Approval to pay invoices:

Transtech, the wrecker service for the ambulance that broke down on 81 and Triple T for the ambulance that got in the mud.

JR motions approval to pay invoices, George seconds. Motion passed

Grants – No grants out there, Fire grant had a very short window and it has closed. Rose may be working on one for vehicles.

Board Comments –

Patti has been going over the checks, a correction needs to be made in December, there is an error in the numbers. There was a check that was skipped. She would like to be emailed ones that last one she has is 980.

Derek addresses the Board: February marked the first full year of service at the Baker station. The HCEAA has had zero employee turnover. Provided First due ALS coverage 24/7 with a medic in station all but 8 hours. There was only 8 hours he was not able to have the medic in the station. Did have a medic on call and he would respond with the BLS crew. Purchased our first Ambulance. Made a major equipment purchase which enabled all the squads in the county to provide a higher standard of care. Last week the Lucas device that was purchased was deployed for the first time, even though the outcome was not what they hoped, they were able to effectively manage a cardiac arrest situation with only 3 personnel on scene. Which is a great reduction in man power needed for this type of call. With the Lucas device we were able to provide high quality compressions without interruption. Wanted to

thank you guys for a great year, look forward too many, many more as we work together to bring the citizens of Hardy County effective, professional, high quality pre-hospital management and care.

Public Comments & Questions

Fran Stickley saw that \$20,000 had been mailed to the businesses, that can't be all the businesses in Hardy County. Paul responded: that total is actually different with what we came up with once we got with Matt. Tina reported as of February 5th the total was \$55,780. A lot of that did not go out because we had to go through several listings to get an actual list of businesses. Fran questioned about the larger places such as Pilgrims and WoodMark. They have been billed. Wanted to know how much they were billed. Wanted to know if all the little businesses were billed like the insurance companies. Tina explained if she found the business, it was billed and it is based on the number of employees. Paul explained it is not easy to come up with those because there are so many different listings for the businesses and the way the assessor's office have them listed. A lot of them may have a business license but not have a physical business.

Fran Stickley questioned the ambulance authority building – Does the HCEAA own the building or are you leasing it? Paul responds: County owns the building and the HCEAA leases it for \$1. Then she questioned why is the HCEAA paying \$2900 to fix this and so much for that. Paul responds that per the lease agreement the HCEAA is responsible for all repairs to the building unless it is a major repair.

Question from Citizen: He heard a rumor that if the levy was passed that there still going to leave the individual fee. Paul responds that if the levy is passed the fee will go away.

Another question: Here on this paper talks about salaries and wages, do you ever put in the paper what those are? How they're going to be paid? Who they being paid to? Is there a reason why, the citizens are paying this money they should know who's getting what? Paul responds that he would have to check the legal aspects, he believes the salaries of public employees can be shown. Jean states that you can publish the position but you can't say a name that is associated, that is a personnel thing. The citizens states that the State does it. You can go in there, pull up their name and see what their making and everything. He sees that as public relations. Jean states that is probably because they are public employees. Paul responds, once the budget gets approved that it should probably be published.

We need to update the webpage, George has emailed Rose today to let her know of a couple things to be put on there. There is also a Facebook page and we need these items on the Facebook page. Everybody has Facebook page and you can put the Agenda on there and different things that we can keep up with. Derek states the Facebook page is not very active right now. Not everyone can get to the courthouse it would make it nicer for the community.

Motion by Patti to go into Executive Session, Dave second.

Motion by George to come out of Executive Session, JR second.

Motion by Dave Pratt to adjourn the meeting, Patti second

Next meeting March 14th, 2018 at 6:30pm, at the Baker Building

Hardy County Emergency Ambulance Authority

March 14, 2018

resent: 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, 2nd 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 10th.

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 30th date. As of April 1st, 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 30th, 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

Training:

Dave Pratt reports medic class finishes in November.

Paul reports EMT class through Panthera ends at the end of May.

Derek reports Beth started the EMT class in Augusta on Tuesday.

Drug Inventory: Nothing to report

Retirement Program for Employees Update:

Colin reports he has the final copy of the By-Laws. He will be sending Derek a list of documents that are required and forms to be filled in. He to meet with the rest of the employees so everything will be ready for the vote in June. Currently about a month and a half ahead of schedule.

Board Member Terms:

Paul reports when the commission started the authority it was based on 15 members. The first group was for 1 year, the second group for 2 years, the third for 3 years. The commission did not replace the members. When the commission added new members, Paul put those members in place based on the area that the others members were on. Doug Coffman replaced member in Baker area, just renewed by the commission in the last meeting. Patti Shoemaker, Carmen Rexroad & Tim Ramsey filled spots from 2016 and on until 2022 and they renew next year. JR's is based on the county commission appointment & the commission will need to appoint someone from the County commission.

County Commission:

Nothing to report

Approval to pay invoices:

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

Grants

Derek reports he spoke with Rose and has a resolution giving the authority approval to sign and apply for the USDA grant. We can possibly use the funds towards the purchase of the ambulance or the equipment just purchased. The resolution will need to be passed to give Paul the authority to move forward with the grant.

Motion to approve the corrected resolution by Bill, second by Carmen. Motion carries

Paul comments there are no other grants out there that he is aware of

By-Laws & Conflict of Interest:

Have been filed at the courthouse

Board Comments

Question/ Concern regarding collecting late fees. The program does not allow for us to query late fees at a later date. Tina has received several payments that do not include the late fee. Do we send the check back to include the late fee? Do we accept the check and try to collect the late fee? One suggestion was to waive the late fee as a one-time offense. Another suggestion, do not send the check back, waive the late fee for the first time. But there is an educational aspect, this is an EMS agency here to help people. But if there is a 2nd offense inform them that there was a late fee assessed, we waived the late fee once but we need to collect it this time. Do not return the money but try to be the nice, friendly face the HCEAA. Many on the board agree to waive the late fee if it is a first-time offense. Dr. Rexrode ask does the ordinance specify terms on the late fee?

Paul suggest we apply the regular payment and collect the late fee.

Paul states we need to sit down with the commission and the prosecuting attorney to clarify some issues and questions with the ordinance.

Colin can set up a system that would be fully automated and would generate a nice letter to go out to all people on your system before you ever turn it over to the credit collection agency. Then can send another letter stating you've had 30 days, it is time to pay up. Colin states he would do the whole collection for nothing.

Paul wants to get with Global Sciences for making changes with the program.

Public Comments & Questions

Have we collected more from the businesses? More payments have been collected

When are you gonna start charging them extra for not paying? We have to go back and review the time frame of when they were sent out.

When do you send the statements out? They are sent in July

When you look at what was spent for ambulance across the mountain, there are a lot of residents and businesses in Moorefield and Fraley only got \$60,000.00 a year, that's not right. That is the amount the board approved. What board? This board. Something needs to be done to help Fraley's. Derek remarks that we have done additional by paying for \$6000 for the repair of their ambulance. \$21,000 for the cot. The service contract with Wilson and we also handle their waste management for the Sharp's containers and the bio hazards, which is a county contract. We also paid for repairs for 380, which is a chase car.

Motion to go to special session for Personnel by Dave, Bill seconds. Motion carries

Next meeting May 9th, 2018 at 6:30pm, at the Baker facility.

for the lights, we are ineligible because we are not a 503C yet. Those are the only 2 grants we are currently working on.

Building, Equipment/Vehicle, supplies update

Building:

Derek reports Steve Weese put some LED bulbs in the bay, did a bi-pass so we could see what they look like. He hung a single in some and doubles in others.

His estimate is \$3000 with a single bulb in every fixture, \$4800 every fixture with two bulbs.

Approval to spend up to \$3000 or it has to come back before the board. Steve Weese to do the job, non-PCB with a warranty. Putting one bulb in every fixture.

Motion made by Doug, Second by Bill. Motion carries

No price for outside lights, Paul states lets go ahead with the lights in the bay and deal with the outside lights at a later date.

Equipment:

Updated invoice from Physio for the Yearly contract

Vehicles:

Two Chase Units are due for service. Tires on 383. Unit 76 needs inspection this month, A/C needs charge. The new ambulance is running fine.

The Ford (379) is back, in service Transmission was replaced and a few other minor things repaired. The warranty was voided the previous transmission due to the case not being replaced when the transfer case fell out. Total cost \$8,121.15. How do we want to proceed?

Option 1: We can let it go

Option 2: We can try and get our money back

Unit 380 (2007 Dodge Durango) in Moorefield being used by Fraley, needs body work (rusted areas) before it can be inspected. Estimate to do body work from Precision \$775.92. Jay Fraley to take care of getting body work completed.

Motion by Ron to have body work completed to get inspection, Tim seconds. Motion carries

Supplies: Nothing to report

Drug Inventory/Equipment:

2XA on board, Ketamine on back order.

George reported HCEAA Loaned Wardensville drug box as all of theirs instantly expired. Wardensville put in a rush order.

Treasurer Report:

Derek reports \$24,111.27 in checking account, \$94,898.75 in savings account. Expenses for April \$62,157.72. Last months income was \$79,114.17. YTD expenses are \$658,484.48 and YTD Income is \$817,429.56.

Committee: Nothing to report

Retirement Program for Employees Update:

Colin reports paperwork package will go to Derek in the next week. We need to have 3/5 of the board present in June and once that is approved and the minutes are done. The package gets mailed into the retirement board and it takes effect on the 1st of July.

County Commission: Nothing to report

Approval to pay invoices:

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

Board and Employee Comments

EMS week is next week, George suggest in the future we all get together and have a big thing for the county. Fraley's did a picnic for several years, but never had much of a turn out. This year they are having a team thing with Capon Valley Bank.

Derek received a copy of an invoice from Fraley's for service. The customer/patient responded stating they are deducting \$75.00 from the bill. Derek recommends that we put a notice that the service fee does not circumvent the ambulance service. Stated that Fraley's should send a letter to the customer/patient requesting the \$75.00. The HCEAA needs to put a notice in the paper and on the website to educate people on the difference. Jay Fraley reports this is the 4th deducting the ambulance fee from the copay. Recommended needs to be addressed on a case by case basis.

Derek states the squad employees would like to wear T-shirts after hours, and for EMS week he would like to purchase T-shirts for 14 people.

Motion for approval to purchase T-shirts by Bill, Doug seconds. Motion carries

Public Comments & Questions

No comments

Motion to adjourn by Ron, Tim seconds. Motion passed

Next meeting June 13, 2018 at 6:30pm, at the 911 Operations Building in Moorefield

Meeting Minutes prepared by Tina Todd, HCEAA Executive Secretary

Hardy County Emergency Ambulance Authority

June 13, 2018

Present: Paul Lewis: President, Tim Ramsey: Treasurer, Ron Crites, JR Keplinger: County Commission Representative, Doug Coffman, Patti Shoemaker, Carmen Rexrode, Derek Alt: HCEAA Executive Director, Tina Todd: HCEAA Executive Secretary

Absent: Mary Fishel: Board Secretary, Dave Pratt, George Crump: Vice President, Bill Collins,

5 guest Present: Including 1 from Fraley's Ambulance Service, 1 with Moorefield Examiner, and 3 citizens

President Paul Lewis called the meeting to order at 6:34 PM followed by the Pledge of Allegiance and Prayer by Jr Keplinger

Motion to accept the minutes by Ron, Jr seconds. Motion carries

Treasurer Report:

Derek reports \$29,969.31 in checking account, \$112,362.07 in Savings.

\$18,777.96 over budget for the 2017/2018 year

Building, Equipment/Vehicle, supplies update

Building:

Derek reports lights in the bay have been fixed at the final repair cost of \$3,000.00. Men's bathroom is still backed up, finally obtained the blueprints for the building.

Equipment:

Nothing to report

Vehicles:

381 serviced, Report came back stating leaks on transfer case. Will need new tires before winter. Had leaks repaired around transfer case, covered under warranty.

383 Serviced, put summer tires on

371 nothing to report

376 Serviced and Inspected, needed new tires to get thru inspection, AC is leaking, Timbrook is working to repair, Replacing the rubber seal between the cab and rear end.

379 running well, no motor or transmission issues. Modular Disc switch went bad and is currently getting repaired.

Ambulance Calls:

Calls for April: Fraley 115 Wardensville 19 HCEAA 45

Training:

Jay Fraley reports medic class is finishing up with classroom and will be going onto the field training.

Currently no other training classes

Supplies: Nothing to report

Drug Inventory/Equipment: Nothing to report

Retirement Program for Employees Update:

Colin reports specific board resolutions must be passed by the board. Need 7 board members approval. This is an implementation resolution, the resolution to approve the plan has already been done. The By-Laws do allow participation by telephone. There are two resolutions that need to be passed. The first one is for the EMSRS and the second is for the PERS. The process is paperwork gets packaged up and sent to the agency. Agency then provides letter of approval, we then submit paperwork containing the employees who are enrolling, where the money will be coming from and bank account information.

Paul reads EMSRS Resolution

Motion to accept the EMSRS Resolution by Tim, Doug seconds

Voted for 7

Voted against 1

1 member present by phone: Bill Collins

3 members not present: Mary Fischel, Dave Pratt and George Crump

Paul reads PERS Resolution

Motion to accept the PERS Resolution by JR, Doug seconds

Voted for 7

Voted against 1

1 member present by phone: Bill Collins

3 members not present: Mary Fischel, Dave Pratt and George Crump

Grants:

Rose has applied for the grant in regards to the ambulance purchase and it will be after July before we hear and at this time there is no other grants.

Committee: Nothing to report

County Commission:

JR reports there will be a Public Hearing on the 27th at 6:30pm at the Courthouse to discuss placing the levy of the ambulance service fee on the November ballot.

The formula is based on Personal Property, 75% - 80% would be paying less than Annual Service Fee.

Approval to pay invoices:

Motion to pay the invoices made by Tim, Ron seconds. Motion Carries

Board and Employee Comments

Patti stated it has been asked time and time again to keep the website updated with the minutes and financial records. Believes nothing has been reported since January. Need to check with Rose and George.

Carmen comments Mary Fischel has not attended a meeting in months. Our By-laws do not address it but the State code does. Carmen request a letter be sent to her in regards to her intentions.

Public Comments & Questions

No comments

Motion to adjourn by Doug, Ron seconds. Motion passed

Next meeting July 11th, 2018 at 6:30pm, at the Baker Facility

Meeting Minutes prepared by Tina Todd, HCEAA Executive Secretary