MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held at the Baker Building in Baker on June 11, 2014.

Present:

Greg Greenwalt
Ron Crites
Andrew Funk
Mary Fishel
Craig Strawderman
Alex Santana
Ted Garrett
Paul Lewis
Tim Ramsey
Julian Hott
J. R. Keplinger
George Crump

Absent:

Harry Shockey
Dave Pratt
Dr. Jerry Hahn

Read/Approve 5-14-2014 Minutes:

The minutes of the May 14, 2014 meeting were approved with a correction on the establishment of the Education Institute. Motion by George Crump seconded by Craig Strawderman. (Passed)

Treasurer's Report:

Tim Ramsey reported that the balance in the checking account is $57,928.99 through this date. Motion to accept by Andrew Funk seconded by Craig Strawderman. (Passed) Greg Greenwalt reported that the $50,000 grant was received by the County and will be processed within the next couple of days. We transferred $75,000 from the special fund account, and we paid Foremost $44,373 for the Life Pacs. Greg said that the county has collected $320,058 to date in fees.

Committee Reports:

None

Special Reports:

None

Old Business:

- **Building/Equipment/Vehicle Reports**—Greg Greenwalt noted that this was their first meeting in the Baker Building. Greg Strawderman of Mathias/Baker reported that they have borrowed an ambulance whereby they have one that has to have an engine replaced. They still have two in service. Craig Strawderman said that they have paid out all drivers for their call reimbursement per their records. They have paid their volunteers, medics, drivers and EMT's. Mary Fishel noted that she has an ambulance down also, and they are not sure what is wrong with it. Greg said that the monitors will be in soon and a lot of the other supplies have been delivered. We should be able to get the chase units certified now with the items ordered.

- **Fraley's, Wardensville, Mathias/Baker Updates**—Mary said that Wardensville is scheduled for an inspection on June 23rd.

- **Farm Safety Day**—Greg Greenwalt reported that there were about 300 students in attendance. Wardensville had an ambulance there and personnel on hand. They were used for one student during the day.

- **Feed Ordinance Report**—The final pass due notices for the original $120 less the late fees will be mailed out for payment by the end of June. The County Commission will have to make a decision after that date on how to proceed with those that have not paid. It was brought up that Jefferson County is now charging businesses through their ordinance based on the fact that they are at their maximum tax rate. It was discussed that we need to find out more about how this was done.

- **Old Generator**—The sale of the old generator has been put on hold per Greg Ely who feels we need to wait until the law suit has been settled.

- **Cardiac Monitors/Tool Kits**—They are expected any day now.

- **Sell of IV Pumps**—We have received one check for $5,000 from Health Net.

- **Radio For Lisa**—Lisa has a radio now but needs a charger and some batteries for the Portable Radios.

- **Per Call Payments**—There were a total of 189 total calls. Wardensville had 25, Fraley's had 121 and Mathias/Baker 58 calls. Members discussed the fact that we need an EVOC class to get more drivers. Mary said that Wardensville is working on a class and they need at least 15 people. The manuals cost $25 and the class is $40 per person. Greg suggested that the Training Committee get together and work on getting a class setup.

- **Employment/Job Posting**—Greg Greenwalt reported that we have received 33 applications for the Secretary/Clerk's position and three applications for the Medics position and none for the director. However one of the medics did note they would be interested in the director's position. We will discuss the applications at the end of the meeting.

New Business:

- **06-03-2014 County Commission Meeting Report**—There was nothing done in particular. They will have to start discussions in July on the Ordinance.

- **State Auditor Report**—Auditor asked for certain information to look at. She looked at information through June 2013. She noted that we need a depreciation schedule for the equipment. Also we need to have detailed invoices for every payment that we make. The Authority also has to have signup sheets for all meetings with a copy attached to the payments to the members. In 2014 we need our own audit to be paid for by the Ambulance Authority.

- **Approval to Pay Invoice**—Tim Ramsey presented the following bills for payments. WV Workers Compensation $1,270.75, Mathias/Baker Vol. Fire Department for fuel reimbursement $104.90, R. E. Fisher Company $118.00, Master Card $2,480.66, Hardy County Public Service District $38.97, Pulmonary Associates $110.00, Potomac Edison $217.25, Hardy County Commission for auto parts $314.28, Hardy Telephone $136.14, Grant County Press $99.20, Wardensville call incentive $500.00, Fraley's Ambulance call incentive $2,420.00, and Mathias/Baker call incentive $1,160.00. Motion by Craig Strawderman to pay bills seconded by Andrew Funk. (Passed)

- **Review Insurance Quote**—Quote from WV Risk Pool for Worker's Compensation of $5,083 to be paid quarterly. The basic auto coverage is $8,197 a year. Motion by Teddy Garrett to accept the quotes seconded by George Crump. (Passed)

- **Service Agreement Billing**—Greg Greenwalt noted that we need to send out bills again in July, which is over 7,000 bills. Greg said that Billing Solutions Suite from Ohio who does billing for the Sheriff's Office and specializes in billing charges .129 cents per bill, .435 cents for postage based on a volume of 5,000 plus bills, for a total of .564 cents per piece. Craig Strawderman moved to use Smart Solutions Suites to do the HCEAA billing unless someone is found to be cheaper seconded by Ted Garrett. (Passed)

- **Public Comments**—None

- **Next Meeting Date, July 9, 2014**—Ted Garrett moved to meet at the Baker Building seconded by Alex Santana. (Passed)

- **Job Applications**—Members discussed the applications and the pay for the Secretary/Clerk's position. We are currently paying medics $14.40 per hour. J. R. Keplinger moved to allow the Hiring Committee to pay between $9.00 to $12.00 per hour based on the experience of the applicant that is hired. Motion was seconded by Crag Strawderman. (Passed) Members discussed the salary for Medic/Director. It was moved by Craig Strawderman to pay the medics $30,000 per year and the director $35,000 per year seconded by George Crump. (Passed)

- **Work Schedules**—Members discussed a 24/48 work schedule with a floating shift. It would be 24 on and 48 off based on four medics and the fifth medic would be used to fill in the gaps. Moved by Andrew Funk to accept schedule seconded by Craig Strawderman. (Passed) Craig Strawderman moved to allow the committee to hire if they are comfortable with the interviews seconded by Alex Santana. (Passed) Criag Strawderman moved to allow the Personnel Committee to hire based on the parameters established seconded by Andrew Funk. (Passed)

- **Meeting adjourned at 10 p.m.**

President Greg Greenwalt _____

Acting Secretary Paul R. Lewis _____

6-11-14

Signature	Company
Ted Garrett	
Roy [illegible]	
Paul R. [illegible]	
Greg [illegible]	
ANDREW FUNK	
Jim [illegible]	
[illegible]	
William [illegible]	
Craig [illegible]	
[illegible]	
[illegible]	
[illegible]	

Hardy County OEM/E911

From: Timothy Ramsey <timothyjramsey@gmail.com>
Sent: Friday, June 13, 2014 1:25 PM
To: Hardy County OEM/E911
Subject: Re: HCEAA Expenses Approved at the last bd mtg

WV Corp Workers Comp 1270.75 ✓

There you go. Tim

On Fri, Jun 13, 2014 at 1:24 PM, Timothy Ramsey <timothyjramsey@gmail.com> wrote:
Mathias Baker Vol Fire Dept Fuel Reimbursement 104.90 ✓
RE Fisher Advertising 118.00 ✓
Master Card 2480.66 ✓
Hardy Co. Public Ser H2O 38.97 ✓
Potomac Edison Electric 217.25 ✓
Hardy Co Commission Auto Parts 314.28 ✓
Pulmonary Assoc. Tank Refill 110.00 ✓
Grant Co. Press Advertising 99.20 ✓
Hardy Telephone 136.14 ✓
Wardensville Call Incentive 500.00
Fraley Ambulance Ser Call Incentive 2420.00
Mathias Baker Vol Fire Call Incentive 1160.00
WVCorp Workers Comp

Paul Ambulance Bills

1. People need to know on bills ~~that~~ about filing for exemption or payments that they need to re-apply every year.
2. Need to have a deadline to have the exemption form in.
3. Someone just sent in an exemption form & was just approved in May for 10.00 a month, but the bill says that the whole $120.00 is due by June 30.

--
Timothy J. Ramsey
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304-897-6091 Home
443-523-7796 Cell
tim@lostriverrealestate.com
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MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on May 14, 2014.

Present:

Dave Pratt
Ted Garrett
Tim Ramsey
Craig Strawderman
Julian Hott
J. R. Keplinger, Jr.
Harry Shockey
Ronnie Crites
Greg Greenwalt
Andrew Funk
Mary Fishel
Paul Lewis
George Crump

Absent:

Dr. Jerry Hahn
Alex Santana

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7 p.m. It was determined that a quorum of members were present to open the meeting. Greg Greenwalt welcome new member George Crump to the meeting.

The minutes of the April 9, 2014 meeting were approved. Motion by J.R. Keplinger second by Andrew Funk. (Passed)

Treasurer's Report:

Treasurer Tim Ramsey noted that the checking account had a balance of $42,667.11 as of May 14, 2014. Motion to accept the report by Craig Strawderman seconded by Dave Pratt. (Passed)

Greg Greenwalt reported that the county has collected a total of $348,085 in the Emergency Ambulance Tax to date, which is about 50% of those paying.

Committee Reports:

None

Special Reports:

None

Old Business:

- **Building/Equipment/Vehicle Update**—the generator has been installed and will exercise every two weeks. We had a throw switch installed while the company was there for $2,100 and the County Commission has agreed to pay the bill for the switch. Vehicle 181 needs numbers on it and the international needs the fender fixed. Ron Crites said that it costs about $350 to repair and would like to fix the fender because of mud being thrown everywhere. J. R. Keplinger moved to approve the work seconded by Ted Garrett. (Passed) The table and chairs are in the building now. Dave Pratt reported that Fraley's had forty (40) calls last week alone. May Fishel said that Wardensville was doing good and meeting their needs. Greg Strawderman reported that he has one drive out with a back injury but they have pretty much been handling their calls.

- **Fraley's, Wardensville, Mathias/Baker Updates--** A discussion followed regarding the Meds and it was noted that a lot are expired and we need them on 379. We need the BLS Meds. If we are keeping the ambulances licensed then we need to keep them stocked. Dr. Hahn is still the medical director and we need to get a list of what all is needed. Dave Pratt noted that he had talked with Dr. Rexrode and said that she is not opposed to coming on with the Ambulance Authority. Dixie Bean said that she would help us get what we need if at all possible. We will need to get with Dr. Hahn to see if he wants to continue with the Authority. Yvonne See is to get a list of what is needed and she will get the list to Criag Strawderman and he will see about contacting Dr. Hahn about the meds.

- **Farm Safety Day**—Scheduled for May 27 at Wardensville. Greg said that we needed to try and participate in the event with the ambulances and our people. It will send out an agenda on their activities.

- **Fee Ordinance Report**—the County Commission is to postpone the late fees until July 1 and then they need to relook at the Ordinance for next year. We need to work out what we want to do with the billing and the County Commission have to make a decision on

how they want to ~~go~~ proceed with the unpaid bills. Only about half of the people have paid at this time.

- **Civil Case Report**—the report was received and everything was good in the report there were no findings against the County Commissioners.

- **Cardiac Monitor Grant Application/Bids**—Greg said that he thought that the grant had been approved and would find out for sure ~~the~~ tomorrow morning. The grant was for $50,000 and the Authority had one bid received on ~~the~~ two monitors from Foremost Medical for a total of $44,448~~ for the two monitors~~. As soon as we get the approval on the grant, we will order the two monitors.

- **Sell of IV Pumps/Bids**—we received two bids on the IV pumps from Health Net and Valley Health. Health Net gave a price of $5,000 and Valley Health bid $4,001 for the equipment. We did not receive bids on the other equipment. Craig Strawderman moved to accept the bids second by Andrew Funk. (Passed) Bids for the four IVL Pumps were Valley Health $2,100 and Health Net $2,000. Craig Strawderman moved to accept the bids seconded by Andrew Funk. (Passed)

- **Medic Identification**—it was decided at the last meeting members of the different squads take back the questions about an identification of all the meds with new numbers start in sequence and not by the different agencies. Members said that they had discussed with their members and they wanted to continue with the current way that they have been doing it. It was noted that actually the only problem is with the county's medics when they work for the Authority and when they are working with their squad as a volunteer. It was decided that when a director is hired for the County Authority that they would use 301, Yvonne would be 302 and Lisa would be 303.

- **Per Call Payment**—Paul Lewis gave the number of calls for each agencies since the last meeting. Fraley's had 86 medical calls, Mathias had 69 calls and Wardensville had 35 calls for a total of 190 medical calls. Members discussed if they wanted to continue paying for the calls and Andrew Funk moved to continue to the end of June seconded by J. R. Keplinger. (Passed) It was noted that currently Wardensville is still waiting to finalize their paperwork to start billing and Mathias is currently ~~starting to bill.~~ billing. Mary said that they have been having a real problem with getting approved and they need a tax number which they were told could take up to nine months to get. They have to get the number before they can start billing.

- **Employment**—we need to decide on what we want to do about additional medics and also about a director. Andrew Funk moved to re-advertise for a full time director and for two additional medics at the same time. In addition, we also need secretary/office personnel to handle questions and do some of the work on the billing. George Crump seconded the motion. (Passed) The closing date for the applications will be June 10, 2014.

New Business:

- **05-06-2014 County Commission Meeting Report**—Commission agreed to filing of the grant.

- **Yvonne See/Lisa O'Leary Report/Questions**—Lisa said that they are handling 99% of the calls coming into Mathias. She feels that here and Yvonne are ambassadors for the HCEAA and would like to get some shirts with the HCEAA on them when running calls. She said that for about $200 they could get a couple of shirts and pants to wear of good quality. J. R. Keplinger moved to give them a budget of $200 each for clothing seconded by Tim Ramsey. (Passed) Next the medics discussed with the members the fact that they are putting in more than a 40 hour week and have a lot of time that they are volunteering. They said that they are out of hours by the middle of the week because there are no volunteers to fill in when they are off duty. They would like to work 40 hours and volunteer for 10 hours and be paid for anything over the 50 hours. Members discussed the issue and suggestions were made on different ways to do the hours. Paul Lewis moved to pay them for 40 hours of regular time and 10 hours of overtime at time and a half. Motion was seconded by J. R. Keplinger. (Passed) Yvonne said that she would only bill for the 40 hours and doesn't want the overtime. Members felt that she should consider the overtime for what she has done in the past and what she is currently doing for the county.

- **Approval to Pay Invoices**—on the quote for the WV Corp., they needed information on the income and expenses, furniture and vehicles and the coverage would be $13,280 a year and the worker's compensation would be $5,083 per year for a total of $18,363 for all the insurance. Craig Strawderman moved to pay the bill seconded by Ted Garrett. (Passed) This will be for July 1, 2014.

- **Use of HCEAA Units by Volunteers**—we would need to update a list with their names on them to the CIS with the members on it. It should be everyone that can possibly use the units and definitely anyone that is an employee of the Authority and everyone that is on the board. Anyone can use the vehicle for up to 10 days without a problem. Need to update the roster.

- **Establishment of Educational Institute**—George Crump said that he started working on an Educational Institution providing education for EMS. He felt that we needed to support the group in doing this locally. That is training is done that we try to supplement the instructional programs.

- **Fees for Reimbursement of Medic Use**—George feels that we need to set up fees for when ~~some~~ another agency is using the county's medics. We need to look at charging a fee for the use of the county medics ~~that~~ to be paid back to the county. This would be a set fee and would only be a portion of what the ambulances can charge for when a medic is on a call.

- **Retiree Health Benefit Trust Fund**--Greg Greenwalt said that we have to provide life insurance on the employees as part of the bill from the PEIA and that the Authority has to provide for a retirement plan for them also. We had to pay a pass due bill is for $900 to provide this to the employees. Craig Strawderman moved to pay the bill seconded by Dave Pratt. (Passed)

- **Election Results**—was discussed and noted that the levy did not pass this time. In order to get it passed, we have to do more education of the people.

- **Short Public Comments**—No comments from the Public

- **Part time Hiring**—Members discussed the hiring of Jeff Snyder for part time from on Fridays and weekends. Discussed pay him from the time he leaves his home on a call until he returns back home. We should pay him per diem rather than by the call. It was moved by Craig Strawderman to pay him $14.00 an hour per call from the time he leaves home until he returns home. Seconded by George Crump. (Passed)

- **Next Meeting Date, June 11, 2014**—Meeting will be held at the Baker Building.

- **Meeting was adjourned at 9:35 p.m.**

President Greg Greenwalt _____

Acting Secretary Paul Lewis _____

5-14-14

Signature	Company
[illegible signature]	FRALEY
Ronnie [illegible]	
Ted Garrett	
[illegible]	
[illegible signature]	
Andrew Frank	
Craig Strawderman	MBVFC
[illegible signature]	
[illegible] Hott	CUVFC
Paul [illegible]	9-1-1
[illegible signature]	Petitioned
[illegible signature]	WVRS
Harry Shockey	

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on April 9, 2014.

Present:

Greg Greenwalt
Harry Shockey
Mary Fishel
Andrew Funk
Tim Ramsey
Julian Hott
Paul Lewis
Ron Crites
Dave Pratt
Craig Strawderman

Absent:

J. R. Keplinger
Dr. Jerry Hahn
Alex Santana
Ted Garrett

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7:05 p.m. It was determined that a quorum of members were present to open the meeting.

The minutes of the March 12, 2014 meeting were approved. Motion by Ron Crites to approve second by Crag Strawderman. (Passed)

Treasurer's Report:

Treasurer Tim Ramsey noted that the checking account had a balance of $56,119.08 after bills were paid last month. Greg Greenwalt noted that the county had collected approximately $318,398 to date from the Special Emergency Fee. Motion to accept report by Craig Strawderman second by Dave Pratt. (Passed)

Committee Reports:

None

Special Reports:

None

Old Business:

- **Building/Equipment/Vehicle Update**—Mary Fishel said that she still had the Life Pack 12 and just got their Monitor back. She stated that we needed paper for them. When Yvonne got the ambulance, she couldn't find any paper for the Monitor. Greg Greenwalt said that there would be tables delivered to the Baker Building on the 15th. There will be twelve tables and chairs to go with them. The appliances are functional now. The generator from Helmick Rock has been delivered to Baker and they are working up a price to have it installed. Paul received an estimate of $1,750 to get the generator connected and ready to go. Greg said that he discussed the old generator with Greg Ely and it said that the county would probably have it auctioned off. There was a motion by Ron Crites to have the generator installed at the cost of $1,750 second by Andrew Funk. (Passed)

- **Fraley's/Wardensville/Mathias/Baker Updates**—Mary Fishel said that there were handling calls and had to take some calls for Mathias over the weekend. Craig Strawderman said that they had problems with several multiple calls over the weekend. He said that they were putting a third ambulance in service (473). The electronic version for Medicare has been approved and they are starting to bill but have not received any payment to date. Still having a problem with medics. Dave Pratt reported that Fraley's have busy also with multiple calls.

- **Fee Ordinance**—Greg Greenwalt said that he was on the next county commission meeting to discuss the fee ordinance and see about a revision to it. One thing was the late fees. They have already modified the late fees and moved them to the end of December 2013 and nothing else has been changed. A Judge has been set for the hearing but no date has been set for the hearing. Ron Crites made a motion to recommend to the County Commission that that they change the late fee date until July 1, 2014 second by Tim Ramsey. (Passed)

- **Civil Case**—The County is waiting on a decision of the Judges and a special Judge has been set for the fee structure case and the purchase of the building, but no date for the hearing has been set.

- **Cardiac Monitor Grant Application**—we have not had a response as of this date. We have received a verbal that the county was going to receive the funds. Bids for the monitors are to be received by April 27th. from 1 to 2 p.m.

- **Employment /Job Posting**—The postings have not been advertised yet. We still need a Medical Director for the paperwork for the DEA. Members discussed part-time medics.

- **Per Call Payments**—As per the 9-1-1 Center, Fraley's had 80 calls, Wardensville had 15 calls and Mathias had 46 calls. The total amount for this past month is $2,820. It was discussed about continuing to pay the squads. Julian Hott moved to continue per call payment until the next meeting of May 14, 2014 seconded by Andrew Funk. (Passed) Members felt that at the current time, we could not increase these fees at this time.

New Business:

- **04-01-14 County Commission Meeting Report**—Greg Greenwalt said that he had presented the commissioners with the Ambulance Authority's proposed budget for the Ambulance Authority for 2014-15 with a request for changes to the fee ordinance.

- **Board Member Replacement**—Was discussed with the County Commission and they want the Ambulance Authority to make a recommendation. Greg recommended replace Grady Bradfield with George Crump. Tim Ramsey moved to recommend George Crump to the County Commission to fill the vacancy for Grady Bradfield for a three year term second by Craig Strawderman. (Passed)

- **Pay Bills**—Tim Ramsey said that he had paid the first year maintenance contract for the monitors for $2,529.96, PEIA $818.00, Holtzman $1051.88, Pulmonary Assoc. $110.00, Hardy Telephone $96.78, Hardy Co. Public Works $58.97, Potomac Edison $241.45, Master Card $603.63, Mathias Baker Fire Co (replacement check) $1260.00, PEIA (health insurance premium) $1512.00, Payroll $1978.78, and Payroll taxes $1610.50. Moved by Craig Strawderman to pay the bills second by Andrew Funk. (Passed)

- **Out of Service Area Mileage Costs**—It was discussed that Wardensville Ambulance had covered some calls for the Mathias area and had to go to Rockingham Memorial Hospital over the weekend and Mary felt that some reimbursement should be made to them for their gas. It was noted that we had paid Fraley's for going out of the area and they were paid for gas only. It was brought up that if everyone had MOU's between each other that this would be covered there. It was noted that not all of them have MOU's at this time. Paul Lewis moved to pay Wardensville for the call to Harrisonburg (RMH) for fuel only and for the upcoming week if need with the shortage of medics second by Ron Crites. (Passed)

- **Levy, EMS**—It was mentioned before that we needed to inform the general public about the upcoming vote on the levy. We need to consider an informational advertisement in the paper. Craig Strawderman moved to pay for the ad second by Julian Hott. (Passed)

It was suggested that we do an ad in the Weekender Paper for two weeks and have Jean do an editorial in the Moorefield Paper.

- **Farm Safety Day, May 27, 2014**—Greg Greenwalt said that they were going to have another Farm Safety Day at the state farm in Wardensville again this year for area high school students. They are planning for up to 400 people and would like the HCEAA involved in the program with an ambulance on the scene on standby. Members discussed and said that it would be good if all the county ambulances would take part and have an ambulance there at some point during the day. It was also suggested that one of the chase vehicles be there. Crag Strawderman moved to have the HCEAA participate in the Farm Safety Day seconded by Dave Pratt. (Passed)

- **Medic Identification**—It was discussed that the medics in the county should have a numbering system that identifies all the medics. It was mentioned to talk to the county medics to look at a design. It was discussed that each ambulance squad bring a list of their medics to the next meeting to set up numbers for them after it is discussed with the companies.

- **Pendleton County Request**—They would like to have members of the Ambulance Authority to come to meet with them to discuss how Hardy County set up their Authority and what all is required. Greg Greenwalt told them that he would come up when they set the meeting to discuss our system and issues.

- **Short Public Comments**—There were no comments from those in attendance.

- **Next Meeting**—The next regular meeting will be on May 14, 2014.

- **Meeting was adjourned at 9:30 p.m.**

President Greg Greenwalt _____

Acting Secretary Paul Lewis _____

Hardy County OEM/E911

From: Timothy Ramsey <timothyjramsey@gmail.com>
Sent: Sunday, April 13, 2014 5:47 PM
To: Hardy County OEM/E911
Subject: Re: HCEEA Expenses

I am having a bad day it seems!
MBFC 920.00
Wardensville Recue Sq 300.00
Fraley 1600.00
Physio-Control 2529.96
Holtzman 1051.88
Pulmonary Assoc 110.00

On Sun, Apr 13, 2014 at 5:45 PM, Timothy Ramsey <timothyjramsey@gmail.com> wrote:
Mathias Baker Fire Co

On Sun, Apr 13, 2014 at 5:44 PM, Timothy Ramsey <timothyjramsey@gmail.com> wrote:
Hardy Telephone 96.78
Hardy Co. Public Works 58.97
Mathias Baker Fire Co

On Sun, Apr 13, 2014 at 5:42 PM, Timothy Ramsey <timothyjramsey@gmail.com> wrote:
Sorry

On Sun, Apr 13, 2014 at 5:41 PM, Timothy Ramsey <timothyjramsey@gmail.com> wrote:
Sorry for the delay!

Board approved the following:

Potomac Edison 241.45
Master Card 603.63
Mathias Baker Fire Co (replacement check) 1260.00
PEIA (health insurance premuim) 1512.00
Payroll 1978.78
Payroll taxes 1610.50
Hardy Telephone

--
Timothy J. Ramsey
Realtor
Lost River Real Estate LLC
304-897-6971 Office
304-897-6091 Home
443-523-7796 Cell

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCED AUTHORITY

The meeting was of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on March 12, 2014.

Present:

Greg Greenwalt
Ted Garrett
Harry Shockey
Mary Fishel
Andrew Funk
Julian Hott
Paul Lewis
Ron Crites
Tim Ramsey

Absent:

Craig Strawderman
Dr. Jerry Hahn
J. R. Keplinger
Dave Pratt
Alex Santana

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7 p.m. It was determined that a quorum of members were present to open the meeting.

Greg told the members that the Budget Committee had met earlier to set a budget for 2014-15 as required by the County Commission. The budget has to be into them by their first meeting in April. In the discussion he noted that per the previous budget, that the Authority had been a pretty good job of spend based on what they had estimated earlier.

Greg said that we would further discuss the budget later under new business.

Treasurer's Report:

Treasurer Tim Ramsey noted that the checking account had a balance of $72,753.60 after bills were paid last month. Greg Greenwalt noted that the county had collected approximately $290,000 to date from the tax. Motion to accept report by Ted Garrett second by Ron Crites. (Passed).

Committee Reports:

Budget Report will be discussed under New Business.

Special Reports:

None

Old Business:

- **Building/Equipment/Vehicle Update**—it was noted that Yvonne was spending most of her time at Baker. Paul said that he should be replacing the generator on Helmick Rock within the next two weeks depending on the weather. The Yukon Chase unit is ready to go. The lettering is done and it runs good. It was noted that the radio has a problem. Paul said that he would have it checked. It was also noted that Tim's Garage bill had been adjusted from the original bill. Ron Crites said that they had gotten three prices for the tires for the vehicle and there was only about $10 difference between them. We purchased the tires from Tim's because he gave a free front end alignment. Greg said that we still needed a GPS unit for Lisa O'Leary. Paul Lewis moved to purchase the unit second by Mary Fishel. (Passed)

- **Fraley's/Wardensville/Mathias/Baker Updates**—Fraley's has been busy and have been getting stressed out. They are looking forward for the Ambulance Authority to help them in the future. Mary Fishel said that they are meeting calls and handling some for Mathias/Baker when needed. No one was present from Mathias/Baker. Greg noted that we would be applying for a grant for equipment from the Health Agency. The grant will be for about $50,000. Will be asking for funds to purchase monitors and drills to drill into the bone for IV's and some miscellaneous supplies and equipment.

- **Personal/Health Insurance Update**—PEIA is a battle getting the insurance set up for the two women. Some of the insurance came through; however, we need to apply for life insurance in the application. Greg said that he is still trying to finalize the paperwork.

- **EMS Agency License Renewal**—the license has been renewed for three years until September 13, 2016 for Advance, Basic and Rapid Response.

- **Feed Ordinance Report**—Greg said that they were getting ready for another mass mailing to those that didn't receive a bill or that got sent to the wrong place. He said that he had met with one of the larger Landlords and they would like to have the

ordinance redone. If the tenants don't pay, the landlords are responsible for the unpaid fee. Now they would be willing to collect the fees by adding it to the rent if allowed to pay on a monthly basis. We still have a problem with late fees and collections of them.

- **Civil Case Report**—Nothing to report except it will be next Monday, Tuesday and Wednesday.

- **Cardiac Monitor Grant Application**—we need approval to apply for the grant. We didn't have the other items outside of the monitors. Andrew Funk moved to apply for the grant second by Ron Crites. (Passed)

- **Sell of IV Pumps, etc.**—it will be required to run an ad for at least two weeks in the paper with the right of refusal on any and all bids. We need to make sure that we list the items. We also need to research for the value of the items that we are selling so that we have a minimum price. We need to put this in a three person committee to look over the estimated prices to determine the fair value of them.

- **Service Agreements: Medical Waste Monitors**—we do have a Medical Waste Agreement and pickup will be at the Baker Building. It will be set up on a will call basis on the amount of the waste. Monitor Service Contract—we have discussed this with a company and it needs to be approved by the group. The price is for the two Model 12's and it will be $7,590 for a three year contract. This includes a full replacement contract and we will need to add any no ones that we purchase. Members discussed the payment of the service agreement in three annual payments. Tim Ramsey moved to go with the contract and pay in three annual payments second by Andrew Funk. (Passed)

- **Per Call Payments**—we paid out $4,380 last month to the squads for their monthly calls. Andrew Funk moved to go until the next meeting at the $20 per call based on the call volume from the 9-1-1 Center. The next meeting will be April 9, 2013. Seconded by Harry Shockey. (Passed)

New Business:

- **03-04-2014 County Commission Meeting Report**—Nothing to report.

- **Budget**—we are required to give a Budget request based on information we have from the previous months. It will need to go to the County Commission by their April meeting. The Budget estimate for 2014-15 is $633,500 for operations of the authority.

Tim Ramsey moved to approve second by Julian Hott. (Passed) Andrew Funk opposed to the budget.

- **Approval to Pay Invoices**—it was noted that we had gotten credit from Tim's Garage for $134.90 on the previous invoice. Tim's Garage for three bills for brakes and rotors, state inspection and tires and brake pads. The three bills were $675.80, $30.66, and $2,164.52; Rutherford Supply $459.34, County Commission for gas $440.97; Hardy Telecommunications $96.18; Post Office Box rent $86.00; R. E. Fisher Company $21.00; Hardy County Public Service $38,97; Holtzman Oil Co. $$1,512.28; WV Compensation $580.68 and Pulmonary Associates $950.00. It was moved by Paul Lewis to pay the bills second by Ron Crites. (Passed)

- **Yvonne See's Vacation**—she would like to take off the second week of April. She doesn't have enough time in to be paid for the whole week. She earns ½ day a month per the Handbook and she is eligible for 2 ½ days based on her start time with the Authority.

- **Employment/Job Posting--** If everything goes well with the court case, we may be able to advertise and hire a couple to part time medics. Harry Shockey moved that if the case is settled that we advertise for full time medics second by Ted Garrett. (Passed) Ted Garrett moved to allow the Authority to hire for part-time medics for temporary help to fill in gaps where needed. Second by Ron Crites. (Passed) with one abstaining from Andrew Funk.

- **Pulmonary Associates Account**—still trying to resolve the difference in the bills and figure out what is at what building.

- **HCEAA Fuel Cards**—we are still using the county's cards and we need to get our own fuel cards. Ron Crites moved to get our own cards second Julian Hott. (Passed)

- **Compensation of Members**—the by-laws call for each member of the Authority to be paid $20 for each meeting they attend and we need to pay that now. We owe from July 1 through the end of December 2013. The total to be paid is $2,360 for the compensation to the members and this is per state code. Harry Shockey moved to pay second Andrew Funk. (Passed) Two opposed Julian Hott and Tim Ramsey.

- **Public Comments**—George Crump said that we need to hire more medics and that a lot of the calls could be BLS rather than ALS. He said that he attended the Escape

Conference recently and the state gave an update that a lot of the patients in the future would be treated by medics in house and would not be transported. This probably will happen within the next five years. He also said that there have been a lot of changes in the state office. He said that Lisa O'Leary doesn't hear the pages a lot of times and don't know why. Jean Flanagan said that she is concerned that no one is discussing the levy and it has not be advertised either. We need to publically get word out about the levy. She also asked about the changes to the ordinance and that we don't have an answer from the Commission on late fees. Ken Pack also was concerned with the advertising of the levy and getting information to the paper. The advertising need to be based on facts that shows the difference between the tax and the levy fee. Perhaps this could be done with an interview with one of the members of the Authority.

- **Comments**—Fraley's would like to have some participation on May 17th. For the Blood Pressure Clinic, etc. Request from Megan Burgess for an overnight Girl Scouts events. Greg said that he told them that the building is not ready for handling any events like this. Mary questioned if we are paying Fraley's for covering Baker and also for covering Mathias. It was noted that they were being paid for mileage in the past and that we are paying them the $20 per call. Andrew said that we need to relook at the handbook. The committee needs to meet and review it.

- **Next Meeting**—the next regular meeting will be April 9, 2014.

- **Meeting was adjourned at 9:20 p.m.**

President Greg Greenwalt _____

Acting Secretary Paul R. Lewis _____

3.12-14

Signature	Company
[illegible]	
[illegible]	
Ted Garrett	
Harry Shockey	
Ron Curtis	
Julian Hott	
Mary Fishel	
[illegible]	
ANDREW FUNK	

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on February 12, 2014.

Present:

Greg Greenwalt
Ted Garrett
Ron Crites
Paul Lewis
Harry Shockey
Julian Hott
Dave Pratte
Tim Ramsey
Mary Fishel

Absent:

Craig Strawderman
Andrew Funk
Dr. Jerry Hahn
Alex Santana
J. R. Keplinger

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7 p.m. It was determined that a quorum of members were present to open the meeting.

Greg Greenwalt said that the County Commission had approved reappointment of Mary Fishel, Dave Pratt and Ron Crites to a three term on the Authority. Grady Bradfield did not want to serve again and the County Commission will make an appointment to fill his term.

Greg Greenwalt said that this was also a Public Hearing for citizens to discuss with the Authority issues dealing with ambulances and the ambulance services at this time. The notice was advertised as required by law.

Greg asked those who were in attendance their comments. Jean Flanagan was concerned that the upcoming levy and that the public needs to be educated about the difference between the levy and the tax that they are currently paying. She felt that the Ambulance Authority is the ones that need to spear head the education of the levy. The Ambulance Authority needs someone to the take it and run with it. Greg agreed with her and said that the levy has to pass with a 60% approval from the voters. If the levy is passed it would replace the user fee.

Greg said that the ones on the Ambulance Authority can give factual information and figures regarding the levy, but they cannot advertise for or against the levy.

George Crump as if the levy does not pass what would happened. Greg said that he felt that the fee would continue; however, that would be up to the County Commissioners. The three panel judge could rule that he fees are not legal as currently established.

Greg Greenwalt said that some landlords are now having second thoughts about the way to collect the fees on their rental properties. They have found that they even have a problem with keeping up with who is in their rental units and it may be easier for them to add it to the rent instead of giving a list of their renters.

Jay Fraley said that he was thankful for the use of an ambulance from the authority when his broken down. He noted that his units are getting some age on them. Greg said that the Authority's ambulances are available to any of the ambulance services in the county if needed. He said that is what they are for and need to be used if needed.

It was noted that when Fraley's brought the units back, they were clean and in excellent condition and the authority was appreciative of the. Also it was noted that they made some repairs to problems when they were in their use.

With no one else present for the hearing, President Greenwalt closed the public hearing and called the meeting back into regular session at 7:17 p.m

Minutes of the 1/8/14 were approved, motion by Dave Pratt second by Ted Garrett. (Passed)

Treasurer's Report:

Treasurer Tim Ramsey noted that the checking account balance was $86,198.91 after bills were paid last month. Motion to accept report by Ron Crites second by Harry Shockey. (Passed)

Committee Reports:

None

Special Reports:

None

Old Business:

- **Building/Equipment/Vehicle Update**—Ron Crites said that the chase unit is about two-thirds done and still needs lights and siren on the unit. The two ambulances at Baker have been gone over and checked out. All four vehicles are currently insured and there are very minor things wrong with them. The sheriff's office has donated a light bar and siren for the chase unit.

- **Wardensville/Mathias-Baker/Fraley's Update**—Mary Fishel said that she did not get the power stretcher. She said that they had repairs made to their Life Pack and got it back but it is still not right. The repairs were $800 for it. Dave said that Fraley's has still been busy and was thankful for the use of the ambulance also while their ambulance was being repaired. There was no report for Mathias-Baker. Paul Lewis noted that there were 190 ambulance calls last month.

- **Personnel**—The Authority did finally get information on the health insurance form PEIA. However, we have not received anything from them to date and the insurance should have went into effect the first of February.

- **Emergency Ambulance Fee Ordinance**—Greg said the he needs to discuss with the County Commission some issues with the Ordinance when people didn't received their bills properly and on time.

- **Grant Application Needs**—The authority has not applied for funds from the Health Care. We received $50,000 from them last year, and we need to see what we want to ask for through the grant this time. The grants are through June. We need to apply for the funds for the additional monitors and perhaps the automatic defibrillators in the future. Ron Crites moved to apply for the grant second by Mary Fishel. (Passed)

- **Per Call Payments**—It was discussed that we would use the breakdown from the E9-1-1 Center's report for the payment to the ambulance squads for each month. It was noted that the authority had only approved it until this meeting and we look at it from meeting to meeting. Dave Pratt moved to continue until the next meeting and then review it at the next meeting seconded by Tim Ramsey. (Passed)

- **Civil Call Report**—The case was postponed and moved to March 17, 2014 because of the weather and schedule of the judges.

- **WV EMS License Inspection**—The Ambulance Authority license is up for renewal and an inspections has to be done by March 12, 2014 and Greg noted that they are working on the paperwork now.

- **Service Agreements: Medical Waste, Monitors**—Dave Pratt said that he has contact them and asked for a contract and a contract for the monitors which is waiting on pricing. It said that the waste contract can be signed and would be on a month to month call basis. The minimum would be around $150 when they come to pick up the waste and they will pick it up at the Baker Building. Dave said that the call basis would be the best way to go for now. Stericycle is the company handling the waste. Dave said that he is still waiting on information on the monitors but that their quote should be coming and would be around a couple thousand dollars a year.

- **Medical Director Report/DEA Application**—Greg said that he had met and talked with Dr. Rexroad and that she is interested and is willing to be the medical director for the HCEAA. The DEA license needs to be done through her and we need to get it done when she comes on board.

New Business:

- **County Commission Meeting Report for 2/4/2014**—The only thing was the reinstating of the members to the authority for a term of three years.

- **Sheriff's Use Of The Building**—The sheriff's office would like to use the building to place a Breathalyzer in the building to be used for officers when across the mountain. The only other one is in Moorefield and they would like to place one in the Baker Building. Greg said that he gave them approval to place it in the building.

- **Approval To Pay Invoices**--$1,638.66 Holtzman Oil; Hardy Telephone $96.92; R. E. Fisher Company $34.72; Pulmonary Asso. $170.00; Master Card $1,208.87; and Potomac Edison $315.26; $1,307.04 Wolfe's Garage. Motion to pay by Ted Garrett seconded by Ron Cities. (Passed) Members discussed the bill from Tim's Garage and will hold the bill until Ted Garrett, Julian Hott and Ron Crites discusses the bill with him.

- **Approval to Purchase Supplies**—Greg Greenwalt said that he had emailed the members in reference to getting some supplies during the month. Also we have asked Yvonne to give a list of medical supplies that needs to be at the building. Moved by Tim Ramsey to pay bill on supplies second by Ron Crites. (Passed)

- **Sell of IV Pumps, etc.**—Dave Pratt said that the authority has some medical equipment that they don't need and probably will never use. It is for critical care and we won't be using it. The equipment is expenses to keep and has some good value to it. Dave said that he knows of some companies willing to purchase the equipment. It was discussed that we will need to probably advertise the sale of the equipment. Greg said that he would check into that. It was moved by Tim Ramsey second by Dave Pratt to advertise and sale the equipment. (Passed).

- **Fuel Tanks at Baker Building**—It was noted that Holtzman owns the tanks and wants them back if we are not going to use them, and they will pick them up. Members were in agreement to let Holtzman pick them up.

Ron Crites said that 181 need tires and alignment. Greg Greenwalt said that we need to check for the best price for the tires and see what the area businesses have before we just go out and buy them.

- **Next Meeting**—The next regular meeting of the Authority will be March 12, 2014.

- **Meeting was adjourned at 21:30 p.m.**

President Greg Greenwalt _____

Acting Secretary Paul Lewis _____

HC Fig 8 2-12-14

1 Greg Greenwalt
2 Ron Entz
3 David Pratt
4 Ted Garrett
5 Mary Fishel
6 [illegible]
7 Paul R Lewis
8 Harry Shockey
9 Julian Hott
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12

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on January 8, 2014

Present:

Greg Greenwalt
Ted Garrett
Tim Ramsey
Craig Strawderman
Ron Crites
Dave Pratt
Harry Shockey
Julian Hott
Paul Lewis
Mary Fishel
Grady Bradfield
Andrew Funk
J. R. Keplinger

Absent:

Dr. Jerry Hahn
Alex Santana

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7 p.m. It was determined that a quorum of members were present to open the meeting. Meeting minutes of the 12/11/2013 were approved, motion by Ted Garrett second by J. R. Keplinger. (Passed)

Treasurer's Report:

Treasurer Tim Ramsey reported checking account balance of $98,582.08 after bills were paid last month. Motion to accept report by Craig Strawderman second by Andrew Funk. (Passed)

NOTE: Greg Greenwalt noted that there has been about $260,103 collected by the County this year for the Ambulance Authority.

Committee Reports:

- **Building/Equipment/Vehicle Update**—We are having a problem with getting repair parts for 176. The vehicle has been repaired; however, we have not put insurance on it at the current time. If and when we need to use it, we will put the insurance on it.

- **Wardensville/Mathias-Baker/Fraley's Update—**Dave Pratt noted that Fraley's has been busy since the first of the year.

- Members discussed charging for signed refusals. Some areas are charging for vehicle accidents. However, on accidents, the ones in the vehicles are usually not the ones that call for service.

- Mary reported that Wardensville was doing better and getting out on a lot of their calls.

- Craig Strawderman reported that Mathias-Baker reported that they had 49 calls last month and that Fraley's handled 6 calls for them. Currently they are working on the EMS reporting software and should start billing soon.

- **Personnel—**Currently we have two medics working; however, we still don't have health insurance on them. The information for the insurance has been submitted but we have not received an answer back.

- Greg said that he wasn't sure what Alex had done on advertising for part-time people. It has not been advertised locally. Currently, we have not re-advertised for a full time director. We are waiting until after the court hearing.

- J. R. Kepliinger said that he would like to hire a full time driver for the medics. Members discussed in length and weren't sure if we needed one for just the medics or if we need drivers for all the companies. We need schedules done on availability for all the ambulances, that way we know when and where we have gaps. Mary said she has some drivers but paid drivers would be beneficial. Dave Pratt wanted to know if they were going to get any help from the HCEAA. Members discussed drivers and medics as part-time. J. R. Keplinger suggested that we try hiring a part time driver for the medics during the day.

- Motion to give $20 per answered call to each agency from 12 midnight starting immediately until February 12, 2014 by Andrew Funk second by Ted Garrett. (Passed).

- **MOU's—**We still need Mathias—Baker's.

- **DEA**—The application is on hold from the last meeting. Dr. Rexroad is not sure she wants to be involved until after the court hearing. The HCEAA does now have a credit card if needed.

- **Chase Unit**—The one that was just purchased is at the 9-1-1 Center. We have put tags and insurance on it. We still need to strip and letter it. We have not made changes to the units.

- **Vehicle Lease/Insurance Update**—The lease was cancelled at the end of the month and they are now under the Authority and are insured except for 176.

- **Service Agreement for Equipment and Medical Waste**—Mathias-Baker has a contract for waste. Dave said that he had talked to the ones that handle Fraley's and on the monitoring equipment he will need the serial numbers so that he can get a price from them. We may be able to do an on call collection for the medical waste. It may be best for the Authority to have a contract for all the ambulance services.

- Motion to have a contract for the Authority for medical waste and the drop off to be at Baker by Ted Garrett second by Ron Crites. (Passed).

- **Medical Director**—Still working with Dr. Rexroad.

New Business

- **12-17-13 Hardy County Commission Report**—Greg Greenwalt asked them to extend the late pay on the citizens. They will be given 30 days from the billing date. Those that have not paid by the end of December will be charged a $20 late fee. They are currently billing those that didn't receive a bill.

- **Public Meeting**—We have to schedule and publish a date for a meeting in February for the citizens to give impact into the operations of the Ambulance Authority. This has to be done annually. It has to be advertised as a class II advertisement in local paper. The minutes will be scheduled for February 12, 2014.

- **Approval to Pay Invoices**--$1,478 for Insurance on 1 ambulance and 2 chase units; $281.42 fuel through November; payroll every two weeks on medics; $741 for fuel

for the building; $96.42 Phone Bill; $385 for Thomas, CPA for 2013; $164.90 fuel for December; $133.45 water bill (will hold until bill is checked out); $106.49 for Life Pack recording paper; motion to pay by Harry Shockey second by Andrew Funk. (Passed).

- **Pulmonary Associates**—Alex is still working with them to get the bill straight. We have another bill that doesn't seem right. We need to find what they are billing for.

- **Quarterly Update**—The County Commission is due for a quarterly update.

- **WV EMS License**—We need to go ahead and schedule the inspection as required by the state for our license.

- **Board Members' Terms**—The appointments for one year are due to be renewed by the County Commission. Greg will contact the following to see if they will serve again. They are Grady Bradfield, Alex Santana, Mary Fishel, Dave Pratt and Ron Crites. The names will have to be given to the County Commission at their next meeting for approval.

- **Civil Case**—Several people have been subpoena for the case.

- **Baker Station**—It was discussed that the Baker Building will be Station 3 and the chase units will be ALS 31 and ALS 32. The ambulances will be changed from 179 to 379 and 176 to 376.

- **Equipment for New Chase Unit**—Motion to let the vehicle committee make a decision on lights, siren, radios and lettering for the additional unit by J. R. Keplinger second by Andrew Funk. (Passed).

- **Next Meeting**—The next regular meeting of the Authority will be February 12, 2014.

- **Meeting was adjourned at 21.31 hours.**

President Greg Greenwalt _____

Acting Secretary Paul R. Lewis _____

1-8-14

	Signature	Company
1	Craig Strawderman	
2		
3	Ted Garrett	
4		
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6		
7	Cody Bradfield	
8		
9		
10	Andrew Funk	
11		
12		Hardy Co Com.
13		

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on November 22, 2013 at 6 p.m. for a special meeting.

Present:

Greg Greenwalt
Ted Garrett
Ron Crites
Harry Shockey
Julian Hott
Paul Lewis
Grady Bradfield
Mary Fishel

Absent:

Dr. Jerry Hahn
J. R. Keplinger
Andrew Funk
Craig Strawderman
Alex Santana
Tim Ramsey
David Pratt

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 6:35 p.m. It was determined that a quorum of members was presented to open the meeting. Meeting minutes of the 11/13/13 meeting were not available for approval.

Treasurer's Report:

Treasurer Tim Ramsey was not present to report on the finances.

Committee Reports:

This meeting was for the purpose of discussing the applicants for the position of Medics. There were three people interview for the positions. Of the three one was unsure about accepting a full time position since the law suit is still questionable and they didn't know what to do. Therefore, they were not going to accept a full time position at this time. Those that the personnel committee recommends to hire were Yvonne See and Lisa O'Leary.

Greg Greenwalt said that Lisa thought it would be a good idea to have GPS units placed in the chase vehicles, especially since she is new to the area. She said that it would help a lot to have them.

Greg Greenwalt said that two other individuals that had sent in their applications for the medic's job did not show up for the interview.

Members discussed the director's position and the fact that the one that was offered the job did not accept the position because of the salary. The questions is can we meet his current salary or do we need to increase the salary and re-advertise the position. It was suggested that we put Yvonne in as acting director for now and pay her a little more money to take that position until later when we hire a director.

Grady Bradfield moved to put Yvonne in as assistant director until we hire a director and that Yvonne and Lisa be hired as full time medics and that we look at hiring Trina Dolly on a part time basis for now and move here to full-time after the law suit is settled. The motion was seconded by Ron Crites. (Passed)

It was noted that the medics would be working out of the Baker Building, and will start on December 1, 2013.

Harry Shockey moved to pay Yvonne See $32,000 for taking on the extra duties as assistant director. Motion was seconded by Grady Bradfield. (Passed)

Old Business:

- **Building/Equipment/Vehicle Update –** There was nothing to report on the vehicle maintenance. Greg said that the insurance on the vehicles would be transferred at the end of the month due to discussing insurance with them. Greg is to meet with them on December 5, 2013.
- **Baker Building –** The building needs to be equipped before the medics begin using it.
- **Mary Fisher –** She reported that the worker's compensation would be changed most likely in January when the audit is done.
- **Generator –** Paul said that he was waiting on additional information from one of the vendors and will be making a decision within the next week or two.
- **Part Time Employment –** Grady Bradfield moved to allow the President to be abler to hire part time help as needed to fill the medic spots. The salary will be at the going rate for the area. Motion was seconded by Ted Garrett. (Passed) It was noted by Greg Greenwalt that he would contact Paul and Teddy and Yvonne to be in the discussion on the hiring.
- **Vehicles –** Greg said that he has been working with Greg Ely and Bill Robinette about looking at some vehicles that the DOT has for sale. Some of them are in pretty good

shape. These are surplus vehicles that the state will be getting rid of and the county has the option to purchase them before they go to public auction. Paul Lewis moved to allow them to purchase vehicles that they may see that would be of benefit to the Authority. Motion was seconded by Grady Bradfield. (Passed)

- **Grants –** Greg noted that we have been working on putting together a grant application under the Fire Grant for radios and for a chase unit. Paul has been working with Region 9 on the application and should have it submitted by the required date. It was moved by Grady Bradfield to proceed with the grant application. Motion was seconded by Harry Shockey. (Passed)
- **DEA Application –** Greg noted that he had been working with Alex on the application and we need a credit card for the HCEAA because that is how they want payment to be made on the application. It was moved by Harry Shockey to get a credit card in the amount of $2,000. Motion was seconded by Teddy Garrett. (Passed)
- **Approval to Pay Invoices –** Fuel Bill $125.47 and Tim's Garage for repairs to Unit 179 $955.40. It was noted that Unit 179 still needs to be inspected. Teddy Garrett moved that the bills be paid. Motion was seconded by Harry Shockey. (Passed)
- **Nest Meeting –** December 11, 2013 at 7 p.m.

Teddy Garrett moved to adjourn the meeting and it was seconded by Ron Crites. (Passed)

President Greg Greenwalt _____.

Acting Secretary Paul Lewis _____.

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on November 13, 2013 at 7pm.

Present:

Greg Greenwalt
Ted Garrett
Alex Santana
Tim Ramsey
Andrew Funk
Craig Strawderman
Harry Shockey
Julian Hott
Paul Lewis
Mary Fishel
Grady Bradfield

Absent:

Dr. Jerry Hahn
Ron Crites
JR Keplinger

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7pm. It was determined that a quorum of members was presented to open the meeting. Meeting minutes of the 10/23/13 meeting were approved, motion by Ted Garrett second by Harry Shockey. (Passed)

Treasurer's Report:

Treasurer Tim Ramsey reported checking account balance of $113,320.70. Motion to accept report by Alex Santana second by Paul Lewis. (Passed)

Committee Reports:

Personnel Committee met to review applicants. There were 5 total applicants for the position of Paramedic, there will be interviews scheduled for Friday November 22nd. After the interviews there will be a Special Meeting on November 26th for the purpose of approving the hiring of the desired applicants.

Old Business

- **Building/Equipment/Vehicle Update –**

- Mary Fishel reports that 179 is repaired and ready to be picked up.
- It was discussed that it was nearing the time to cancel the lease with Wardensville for the vehicles and move them into the HCEAA Baker Station. Motion to officially notify Wardensville of cancelation of the lease of the vehicles 179, 176, and 181 effective December 1st by Craig Strawderman, second by Andrew Funk. (Passed).

- **Wardensville/Mathias-Baker/Fraley's Update –** Craig Strawderman reports that the MBVFC Baker (Berg) Station now has working heat. According to records from the Hardy County 911 Center MBVFC responded to 37 calls in the month of October with 3 of those responses being "late" (longer than 12 minutes to respond). So far for the month of November they have had 17 calls with 2 "late" response and 1 "scratched" (did not respond).

Mutual Aid Agreements – Greg Greenwalt reports that mutual aid agreements were given to the individual companies, Fraley's stated that the agreement was acceptable to them. Craig Strawderman states that he was agreeable to it. Mary Fishel with report back. Craig Strawderman made the motion that the HCEAA have mutual aid agreements with all agencies within the county and with the option to extend, second by Paul Lewis. (Passed).

- **New Budget** – Nothing new to report. There has been $128,741 of EMS fee money collected so far.
- **Personnel –** Personnel Committee has met and recommends Jerry Andrews for the Director position. Motion to off the job of Director for the HCEAA to Mr. Jerry Andrews by Paul Lewis, second by Craig Strawderman. (Passed).

New Business

- **11-05-13 Hardy County Commission Report** – Greg Greenwalt reported that he HCC approved the HCEAA to rebill the secondary residences owned by non-county residents. They approved the exoneration for the unoccupied secondary residences owned by county residents. There was discussion but no action taken on the hardship applications submitted for "inability to pay". The prosecuting attorney presented information that he felt it was not within the power of the HCC to make exemptions from the fee. The HCC had asked the prosecuting attorney to look into the matter further and report back at the next meeting. The HCC also agreed to allow the HCEAA to work with the Assessor's Office to take a look at some of the exoneration forms that were submitted stating the structures were "uninhabitable". The HCC also agreed to place the Ambulance Levy on the ballot for the May elections. The HCEAA cannot promote or be against the Levy.
- **Approval to Pay Invoices -** $191.52 to RE Fisher Company; $1112.42 for fuel for October; $2793.52 for payroll; motion to pay invoices by Alex Santana, second by Ted Garrett. (Passed).

- **Other Items** – Fire Grants – There was discussion about fire & ems grants a motion was made by Harry Shockey to authorize the HCEAA to apply for Fire & EMS grants.

- **Next Meeting Date 11-26-2013 (Special Meeting) 12-11-2013 Next Regular Meeting.**

- **Meeting was taken into executive session at 2030hrs, motion by Andrew Funk, second by Ted Garrett.**

- **Meeting was brought out of executive session at 2133hrs with no action taken.**

- **Meeting was adjourned at 2136.**

President Greg Greenwalt _____

Secretary Alex Santana _____

HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE DECEMBER 11, 2013
STARTING 7:00 PM
HELD AT THE RRT BUILDING, THE 911 CENTER, 141 EMERGENCY LANE
MOOREFIELD, WV. 26836

AGENDA:

1. CALL TO ORDER/ROLL CALL
2. READ/ APPROVE 11-13-2013 & 11-26-2013 MINUTES
3. TREASURER'S REPORT
4. COMMITTEE REPORTS
5. SPECIAL REPORTS.
6 OLD BUSINESS
    A. BUILDING/EQUIPMENT/VEHICLE UPDATE
    B. FRALEY'S/WARDENSVILLE/MATHIAS/BAKER UPDATE
    C. PERSONAL
    D. MUTUAL AID AGREEMENTS
    E. DEA APPLICATION
    F. GRANT APPLICATION
    G. INSURANCE UPDATE/CHANGE
    H. VEHICLE LEASE UPDATE
7. NEW BUSINESS
    A. 12-3-13 COUNTY COMMISSION MEETING REPORT
    B. GEORGE CRUMP
    C. APPROVAL TO PAY INVOICES
    D. UPGRADE CHASE VEHICLE TO ALS
    E. BACK UP CHASE UNIT
    F. SHORT PUBLIC COMMENTS
    G. NEXT MEETING DATE, 1-8-2014

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

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

Present:

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

Absent:

Dr. Jerry Hahn
Harry Shockey
Craig Strawderman
Andrew Funk

Call to Order/Welcome/Approval of Minutes:

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

Treasurer's Report:

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

Committee Reports:

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

Director:

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

Old Business

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

New Business

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

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

- Greg Greenwalt reports that Mike Teets called him and reported that he believes that the EMS responsibilities of the eastern side of the county are not being met and to relay to the HCEAA board that if the they are unable to take care of those problems that the HCC will have to look at other options. There was much discussion on the issue about Commissioner Teets's push to contract with Star City. Mr. Santana states that the EMS calls are being answered and he doesn't understand what Commission Teets wants. Mr. Lewis states that while there is the occasional need for mutual aid from surrounding areas, that has been routine procedure for the last 10-11 years.
- Greg Greenwalt states he believes that the HCEAA will be asked at the next County Commission meeting to hire an assistant to help Rose Helmick with the collection of the Ambulance Fee. There was discussion on the matter. Alex Santana made the motion to hire a part-time temporary assistant to help Rose Helmick with the collection of the Ambulance Fee if the need arises, second by Tim Ramsey (Passed).

- **Approval to Pay Invoices -** $14.98 to Tim's Garage, $1110.64 to Holtzman's, $96.07 to Hardy Telecommunications, $88.92 to the Moorefield Examiner, $2712.78 to the Hardy County Commission, $205.29 to Fesco (ambulance parts), motion to pay invoices by Alex Santana second by Ted Garrett (Passed).
- Alex Santana asked about the previous bill from Pulmonary Associates which showed the HCEAA having 17 D tanks and 11 DEY tanks. Mr. Santana stated that he went to the stations and counted 16 D tanks and 6 DEY tanks. Mr. Santana recommended keeping the bare minimum for the HCEAA ambulance as they are not going to be used often. He recommended keeping 2 DEY tanks and 2 D tanks for 179 and 1 DEY tank and 2 D tanks for 176. Mr. Santana will arrange pick up for the excess tanks.
- There was much discussion about used office items that have been acquired for the HCEAA.

- **Employee Handbook** - A draft of the HCEAA Employee Handbook approved by the Personnel Committee was presented to the Board for approval. Motion to approve was made by Grady Bradfield, second by Paul Lewis (Passed).

- **Meeting Dates for Nov/Dec -** There was discussion about upcoming meeting dates conflicting with Thanksgiving and Christmas. Greg recommended that we cancel the second meeting for those months and if there was something that arose that needed to be dealt with that the HCEAA could have a special meeting. Motion to cancel those meetings made by Paul Lewis, second by Ron Crites (Passed).

- **Mailing of Minutes/Agendas** - There was discussion about sending the Meeting Minutes and Agendas to the HCEAA Board members out by email to those that have it instead of by mail. Motion made by Paul Lewis to email said items to all individuals unless requested otherwise, second by Grady Bradfield (Passed).

- **Other Items -**
- Paul Lewis states that his dispatchers have stated that responses and response times to call have improved as of lately.
- Mary Fishel states that one of their ambulances is down for maintenance, she requested 179 be brought to Wardensville for the upcoming fall festival weekend, due to the possible increase in call volume.
- David Pratt reported that the Fraley's response vehicle is fully stocked and will soon be licensed as an ALS response unit and will be available to help for mutual aid calls.
- Alex Santana questioned why it was decided that J.R. Keplinger would be a non-voting member. Commissioner Keplinger stated that he did not see a point in being present if he did not have a vote. Grady Bradfield stated that he thought it was a conflict of interest if Commissioner Keplinger was a voting member. Mr. Santana thought that it might be worth revisiting seeing that all the funding for the HCEAA must first come through the Commission.
- There was discussion with Commissioner Keplinger about Commissioner Teets's comments and his views towards the HCEAA and the EMS in this County. Commissioner Keplinger stated that he supported the HCEAA and was glad to hear that the service has improved and would continue to be supportive so long as the HCEAA is ensuring that adequate service is provided to the citizens.
- Dave Pratt mentioned that in the terms of answering calls, Hardy County is doing pretty well compared to other nearby counties. As well as some type of tax incentive for people in Hardy County to volunteer.
- Greg Greenwalt discussed the importance for continuing community education on the fee and EMS needs of the county.

- Motion to go into executive session by Alex Santana, second by Ted Garrett. HCEAA Board went into executive session at 2124hrs. Board came out of executive session at 2134hrs with no action taken.

- Paul Lewis makes a motion to authorize the Personnel Committee to proceed with the interviews for the Director position and to make a recommendation to the HCEAA Board, second by Grady Bradfield (Passed).

- Motion to adjourn was made by Paul Lewis, second by Grady Bradfield (Passed).

- **Next Meeting Date 10-23-2013**

President Greg Greenwalt _____

Secretary Alex Santana _____

MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on September 25, 2013 at 7pm.

Present:

Greg Greenwalt	Julian Hott
Ted Garrett	Paul Lewis
Alex Santana	Harry Shockey
Tim Ramsey	Grady Bradfield
Ron Crites	Andrew Funk
Craig Strawderman	David Pratt

Absent:

Dr. Jerry Hahn	Mary Fishel
J.R. Keplinger	

Call to Order/Welcome/Approval of Minutes:

Greg Greenwalt called the meeting to order at 7pm. It was determined that a quorum of members was presented to open the meeting. Meeting minutes of the 9/11/13 meeting were approved.

Treasurer's Report:

Treasurer Tim Ramsey reported checking account balance of $121,177.94. Report was accepted; motion by Ron Crites second by Craig Strawderman. (Passed)

Vacant HCEAA Board Position:

Paul Lewis was appointed to the HCEAA board by the Hardy County Commission as a representative of the 911 Center pending the approval of the HCEAA Board. Motion to approve Paul Lewis by Julian Hott second by Craig Strawderman. (Passed)

Committee Reports:

The Personnel Committee met again and is working on an employee handbook to propose to the HCEAA board at the next meeting for approval.

Old Business

- Grady Bradfield motions that the HCEAA bring the lease contract back to the Hardy

County Commission to reconsider the 30 day cancellation clause to something more agreeable to both parties. Second by Craig Strawderman. (Passed)

- **Equipment/Vehicle Update -** Ambulance 179 has been serviced.
- **Volunteer Update -** Craig Strawderman reports that the Mathias-Baker Volunteer Fire Company plans to start providing EMS services on October 1st 2013. There was some discussion of the status of the HCEAA ambulances and if they would be available to be used by the MBVFC after October 1st. It was determined that the ambulances are still under the lease with Wardensville Rescue Squad and until the lease is cancelled, any use of them would have to be coordinated with Wardensville. Once the lease is ended, the ambulances will be kept in the HCEAA Baker Station.
- **Mutual Aid Agreements -** After discussion, motion was made by Harry Shockey to allow HCEAA President to sign a mutual aid agreement with necessary parties, pending the approval of an attorney.
- **Licensing Report** - The HCEAA is now a licensed EMS agency. Motion to pay $500 license fee by Craig Strawderman second by Ted Garrett (Passed). Compliance Committee should meet to ensure we are in compliance.
- **New Budget** - Budget Committee has not met.
- After discussion, Grady Bradfield made the motion to appear before the Hardy County Commission at their next meeting and request that the HCEAA be relieved of the responsibility pertaining to the hardships and exonerations of the EMS fee. Second by Paul Lewis. (Passed) Craig Strawderman also discussed to possibility of an exemption of active EMS volunteers in the County in the future.

New Business

- **9-17-13 Hardy County Commission Report -** The Hardy County Commission is considering putting the EMS Fee in the form of a levy to be voted on in the Spring. The levy would potentially reduce the cost to the average citizen and include businesses any commercial property. The maximum length of a levy is 5 years. If they levy passes it will replace the current fee. The question was asked if the levy would cause a break in the income for the fee, it was determined it would not.

- **Approval to Pay Invoices -** Invoices were $98.80 for the RE Fisher Company for the job posting for the HCEAA Directors position, and $565.00 for Pulmonary Associates. Motion to pay was made by Ted Garrett, second by Craig Strawderman. (Passed).

- **Corporate Attorney -** After discussion, the motion was made by Grady Bradfield to authorized the President to discuss possible legal representation with Joyce Stewart, and/or other attorneys at the President's discretion, second by Ron Crites. (Passed).

- **Job Posting -** As of this meeting there have been 2 applications received by the County Clerks office for the HCEAA Directors position. No emailed application have been received. Alex Santana reported that he posted the job posting on several different EMS employment website and social media sites. Mr. Santana also expressed that he felt it beneficial to advertise in surrounding area newspapers.

David Pratt made the motion to advertise the HCEAA Director position in surrounding newspapers and delay the deadline for applications to October 23rd 2013, second by Craig Strawderman. (Passed)

- **Grant Application Needs** - HCEAA Board members and volunteer organizations should compile a list of possible equipment for items to request grant funding for. Grant opportunities should be shared with the volunteer departments. The Vehicle & Equipment Committee should look into the options and availability of state contracts for vehicles.

- **Building Report** - The electronic door lock system is still having issues and being worked on. Multiple overhead lights were out and are in the process of being replaced. Fuel was put in the fuel tanks by Holtzman's who was the cheapest at $1.57/gallon and they will do a leak test for free. There are supplies found in the basement of the courthouse available for use by the HCEAA. Alarm system at the Baker Station needs batteries.

- **Other Items -**
- There are still fuel receipts that need to be turned in.
- Mr. Greenwalt adds David Pratt to the Compliance Committee and the Education Committee.
- Dave White from Star City contacted Mr. Greenwalt and was unhappy about the Star City's mention in the Moorefield Examiner, he requested a meeting with Mr. Greenwalt.

- **Committee Meeting Dates -**
- The PR Committee will attempt to meet next week.

- There was a motion to go into executive session by Ted Garrett, second by Andrew funk. Meeting went into executive session at 8:52pm. The HCEAA Board came out of executive session at 9:32 with no action taken.

- The meeting was adjourned at 9:33pm by motion of Craig Strawderman, second by Andrew Funk, with the next meeting being scheduled for October 9th, 2013 at 7pm.

President Greg Greenwalt _____

Secretary Alex Santana _____

Notes on emergency ambulance service authority

1. Motion for creation approved
2. Adoption of appropriate ordinance or order
3. Authority constitutes public corporation with perpetual existence
4. To be known by name established by board
5. Management and control lodged in board
6. Board consists of not less than five or more than fifteen individuals known as members of board
7. Board members appointed by governing body
8. Initial appointments: one third for one year, one third for two years and one third for three years
9. Appointments following expiration of initial appointments are for three years
10. Appointments occurring prior to term ending shall be for the unexpired portion of the term
11. Governing body informs authority of appointments and reappointments by delivery of certified copy of order or ordinance making such appointment or reappointment
12. Board members compensation determined by board not more than $20 per meeting or $600 in any fiscal year
13. Members reimbursed for actual expenses incurred in discharge of duties as member of board
14. First meeting no later than sixty days from creation of authority
15. Board elects president for ensuing fiscal year or until successor elected and qualified
16. Also elects vice president, secretary and treasurer

17. May elect such other officers as may be required who need not be members of board and whose duties defined and compensation fixed by board and paid by authority

18. Treasurer shall furnish bond in amount determined by board

19. At first meeting board sets time and place for regular meetings but must meet at least once in January, April, July and October.

20. Special meeting called by president or by two members upon written request to secretary

21. Secretary sends all members written notice of special meeting and time, place and matters to be considered

22. Written notice not required if special meeting had been announced in regular meeting

23. All regular meetings are general meetings for consideration of any and all matters which may properly come before an authority

24. All proceedings entered in permanently bound record book, properly indexed, and carefully preserved

25. All records of authority shall be public records

26. A majority of the members of the board constitutes a quorum

27. The vote of a majority of all members present at any meeting is necessary for any action.

28. Board shall establish beginning and ending of its fiscal year which constitutes its budget year.

29. Treasurer prepares and submits to board a tentative budget annually which shall be considered by board and subject to any revisions, etc. shall be adopted as budget for ensuing fiscal year.

30. Powers and duties of authorities generally.

31. Contributions may be made at any time. All such funds to be deposited in separate account and withdrawn only as board may direct.

32. Shall keep strict account of all receipts and expenditures and make quarterly reports to participating governments which have contributed to it.

33. Shall contain itemized account of authority's receipts and disbursements during previous quarter and made within sixty days from end of quarter.

34. Within ninety days of end of fiscal year, must make annual report containing itemized statement of receipts and disbursements for the preceding fiscal year and all information the board feels pertinent.

35. Books, record and accounts shall be subject to audit and examination by state tax department.

36. Authority not subject to regulation by PSC.

37. Authority exempt from payment of any taxes or fees to state or any political subdivisions.

38. No indebtedness or obligation incurred by authority gives any right against participating government or any board member.

39. Rights of creditors solely against authority as corporate body and satisfied only by revenues, moneys or property received or held by it in its corporate capacity.

40. Authority personnel to have no interest in any business providing ambulance service, equipment, supplies or facilities

41. Any expenditure over ten thousand dollars based on competitive sealed bids obtained by Class 11 legal ad. Second publication at least fourteen days before final date for bid submission.

42. County commission may, by ordinance, impose upon and collect from users of emergency ambulance service a "special emergency ambulance service fee." Proceeds deposited in special fund and used only to pay reasonable and necessary expenses actually incurred and the cost of building and equipment used in providing such service.

43. The proceeds of the ordinance may be used to pay for, in whole or in part, the establishment, maintenance and operation of the authority.

44. An ambulance company receiving funds from the fees may not be precluded from making nonemergency transports.

45. WV Code Chapter 7, Article 15 constitutes full and complete authority for the provision of emergency ambulance service with a county by the county commission and for the creation of an authority and carrying out the powers and duties of such authority. Shall be liberally construed to accomplish its purpose....