

**EMS System Oversight Committee Meeting
March 13, 2008**

Members/Liaisons Present: Faye Barefoot, Duane Holder, Jack Cote, Juan March, M.D., Jimmy Garris, Kyle Willis, Jack White, Chuck Owens, David Lusk

Staff Present: JoAnne Burgdorff, Noel Lee, Scott Elliott, Melonie Bryan

Absent: Tom Czaplijski (excused), Ted Delbridge

Open: Chairman David Lusk called the meeting to order.

Approval of Agenda: Kyle Willis requested that New Business be moved to immediately after Old Business. Kyle Willis made the motion to approve the agenda with the above noted change and Duane Holder seconded the motion. Vote was unanimous. Agenda was approved.

Approval of minutes: The minutes from January 10, 2008 were approved. Faye Barefoot made the motion to approve the minutes and Jimmy Garris seconded the motion. Dr. March abstained due to not being present at the last meeting. Minutes were approved.

Old Business:

- **East Carolina Medical Transport:** Noel reported that he has not had any correspondence from East Carolina Medical Transport but has been informed by Greene County that they are not operational at this time. Noel requested approval from the committee to have Legal send a letter to them inquiring to the status of the franchise and their plan of reorganization.

Dr. March reported that he has spoken with Jed Stancil and was informed that they are in the process of reorganization and hope to be operating in the next two months.

Motion: Jimmy Garris made the motion to have Legal send a letter to East Carolina Medical Transport inquiring to the status of the franchise and their plan of reorganization. The motion was seconded by Jack White. Vote was unanimous.

New Business:

- **Fitch & Associates:** Scott reported that Fitch & Associates will be here on Thursday, April 10th to give the presentation of the study to the Committee. The meeting will be held at the AHEC Center at 6:00 p.m. A box meal will be available to the members at 5:30. A called meeting is planned for April 15th for questions and to formulate a recommendation. This meeting will also be held at the AHEC Center. Fitch & Associates will be available for questions. Contingent upon the outcome of the meeting on April 15th there will be a joint meeting of the Board of County Commissioners and the EMS Oversight Committee on April 17th. This meeting could be at a later date if necessary.

There was some discussion on the meeting dates and times. Chuck Owens asked if the committee members could get a copy of the report 1 week prior to April 10th. It was recommended that it would be better if the report was distributed at the time of the presentation by Fitch & Associates. Members would have time to review the study prior to the April 15th meeting.

Motion: Fitch & Associates will give their presentation of the EMS Study at the April 10th meeting. April 15th will be a follow-up meeting to hopefully determine a recommendation as well as answer any further questions. A box meal will be served at each of these meetings. These meetings will be held at the AHEC Center. April 17th will be a joint meeting of BOCC and the EMS Oversight Committee. The EMS Oversight Committee will meet from 3:00-4:00 p.m. if necessary and the joint meeting will be from 4:00-6:00 p.m.

Committee Reports

- **Medical Director's Report:** Dr. March reported that in October 2007, the protocols were approved to include new equipment:
 1. **CPAP** – \$700 for each unit. PCMH is replacing the masks
 2. **EZ-IO** – Drill is approximately \$300 and the needles are \$90-\$100 per needle;
 3. **Catheter** – Approximately \$1,000 per unit.

Some of the squads have already purchased these items.

Motion: Dr. March made the motion to recommend to the county commissioners that all squads maintain the same level of service by incorporating into the budget for the next fiscal year monies to purchase CPAP, EZ-IO, and the Catheter. Faye Barefoot seconded the motion. Motion passed.

Discussion: Duane Holder asked to clarify if this is the squad's budget or the county budget?

Melonie Bryan responded that this purchase can be put in the county's administrative budget.

Personnel Issues: Dr. March reported that squad personnel are required to submit to his office their training records every 6 months. His office sends out reports every 6 months regarding training. In the last 12 months, non-emergency providers have been included in this requirement. Seventy-three letters of suspension have been mailed out. The vast majority are non-emergency providers. Some of the non-emergency providers have a 100% non-compliance rate. This is a mandatory requirement.

Dr. March reported that there is one emergency squad that may be affected. The State requires that a squad have four paramedics. Dr. March will address this issue with committee after the regular meeting in closed session. (Note: It was later determined that this was not an appropriate closed session topic.)

Electronic Chart: Dr. March reported that he has talked with Noel and Jack regarding the charts that are missing. There are hardware, software, and human

errors attributing to this problem. He reported that there are no checks and balances in the system. This is a Quality Management issue. There is a case that is going to court and the chart is missing. Dr. March recommended that the county have someone physically go through the 911 dispatch call list to see if charts have been downloaded. If they have not the county will contact the squads to follow up with them. Dr. March stated that the county is responsible to follow up to make sure the charts are downloaded.

Melonie reported that if the squads do not sync the computers, we will never be able to find the chart. She reported that some stations are not syncing their computer regularly. Jack reported that all stations should be able to sync the computers at their stations.

Duane Holder reported that training and charts are contractual requirements for the squads.

Noel Lee reported that now that we have identified the problems do we need to develop a checklist and include the medical director in list and report back to the committee when squads are noncompliant, and let the EMS Oversight Committee make the decision as to how to handle the situation.

Dr. March reported that there should be a safety net at the county level to check 911 records against charts and contact the squads if they have not downloaded the charts. This could be done short-term (1 month) to identify where the problems are.

Jack reported that he is working with Pitt County MIS to resolve this problem. Presently he is sending the dispatch activity reports to the chiefs for their review. Melonie asked the squads to remind their personnel to sync their toughbooks on a regular basis.

A. Financials and Service Data Reports

The EMS Funding Status report (attached) was distributed. Melonie reported that the “Additional Revenues” of \$110,000 is where the projection of \$1,450,000 is over target by this amount making the total amount available for squads \$268,360.

Melonie reported that the squads’ budgets are formulated based on what the squads request and the allocation is based on what the county commissioners pass.

- Ayden EMS – Ayden is spending approximately \$4,000 over monthly. They are spending their savings. Melonie reported that Ayden should be showing on their monthly report money coming out of their savings because the squad has not requested any additional monies to operate.

Eric Todd, Secretary/Treasurer of Ayden EMS reported that Ayden is requesting an additional \$60,000. This includes a down payment on a truck which is \$25,000. Ayden EMS is spending more than their allotted amount of \$25,000 per month.

- Bell Arthur EMS – Is requesting an additional \$68,300. Bell Arthur has been having monies advanced each month. Eric Deans reported for Bell Arthur. Eric reported that their initial budget was cut 14% which amounted to \$40,000. Bell Arthur had a truck repair in the amount of \$3,700 and \$1,000 to HVAC. They got a line of credit for \$8,000 to make payroll and they still owe this amount. Eric reported that Bell Arthur does not have a fund balance. Eric reported that he has put requests in their budget for equipment but have not received any additional money for this.
- Eastern Pines EMS – has had advances to make payroll. Eastern Pines EMS is requesting \$40,000. Gene Powell reported that they have had truck repairs. Their biggest cost is staffing and their fuel costs are already over budget by \$2,000.
- Falkland – has requested \$17,500. Mecie Nichols reported that Falkland has \$11,600 in the bank account now and is operating about 3 weeks behind. Falkland had to secure a \$20,000 line of credit to make payroll that had to be paid back. It has a zero balance at this time. Falkland has \$79,000 in savings and this money has been earmarked to purchase a truck along with matching funds. She reported she does not have enough money to finish out the month.
- Farmville - has requested no additional funds. No comment from the squad.
- Fountain: has requested \$8,000 to make payroll through the end of the year. Nancy Bell reported that the Town of Fountain pays the utilities and fuel for Fountain.
- Grifton: has requested \$22,250. Jeff Boyd reported the money is needed for fuel bills, truck insurance and repairs and overtime. Their 1997 and 2001 trucks need to be replaced.
- Winterville – No request. No comment from the squad.
- County Squads – are requesting \$50,000 each for Bethel and Pactolus squads. John Britt reported that there was no budget established for the county squads in the budget process last year. Overtime has been cut by 60% since the first quarter of this fiscal year. The county squads started with \$15,000 less this year than the past year. There have been truck repairs and an increase in insurance costs.

Kyle Willis asked what is the cost of the QRV? Is it cost effective?

Scott Elliott reported that the QRV was purchased and located in the Industrial Park to provide coverage to the industries. This was a commitment that the county made to the industrial park. He would recommend that if the county is planning to cease services of the QRV in the Industrial Park that it be done effective July 1, 2008 and that notice be given to the industries prior to that time.

The additional funds requested exceed the available funds by \$47,690. Jimmy Garris reported that it would be better to request funds available of \$268,360. This would be a reduction of approximately 15%. By doing this the county would not have to dip into the general fund.

Motion: Jimmy Garris made the motion that the amount requested by the squads for additional funds be reduced to \$268,360 which is a reduction of \$47,690 (15% of the original amount requested). Dr. March seconded the motion.

Addendum: The EMS Funding Status form will be included with the supporting documents to the commissioners so they know that the original amount requested by the squads has been reduced by \$47,690.

Motion passed.

Discussion: Eric Deans of Bell Arthur asked what will the squads do if they are not able to make budget on this reduced amount? There was no comment.

The recommendation will be presented to the county commissioners on Monday, March 24, 2008.

Meeting adjourned at 8:30 p.m.

Note: The next regularly scheduled meeting is Thursday, April 10 at 6:00 p.m. The location of the meeting has been changed. It will be held at the Eastern AHEC Center on Venture Drive.

Respectfully submitted,
Helen Bryant, Secretary