

**EMS System Oversight Committee Meeting
May 8, 2008
EOC Conference Room**

Members/Liaisons Present: Faye Barefoot, Tom Czaplinski (on conference call) Jack Cote, Duane Holder, Jimmy Garris, Kyle Willis, Chuck Owens, David Lusk , Ted Delbridge, MD, Jack White

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

Absent: Juan March, M.D

Open: Chairman David Lusk called the meeting to order.

Approval of Agenda: Faye Barefoot made the motion to approve the agenda. Jack Cote seconded the motion. Vote was unanimous. Agenda was approved.

Approval of Minutes: Jimmy Garris made the motion to approve the minutes from April 10, April 15, April 24. Jack Cote seconded the motion. Vote was unanimous.

Old Business:

Ambulance Replacement Plan

Melonie Bryan reported that anyone who requested an ambulance has been removed from their budget and funding has been created to borrow up to \$400,000 next year and \$100,000 to match grants. This is a step to get to a replacement process.

Kyle Willis – The county commissioners approved a plan to replace trucks on a 5 year, 150,000 mile plan. There are probably 6 or 7 trucks in the county that need to be replaced. Need to develop a standard.

Scott Elliott – Fitch is going to recommend an ambulance replacement plan.

Jimmy Garris – What does it take to purchase one unit?

Melonie Bryan – Trucks range \$100,000 to \$125,000. You can have a plan that says 5 years and 150,000 miles but you are limited by the budget.

Jack Cote: The county needs to be prepared to purchase apparatus annually over a 5 year window. Probably half of the fleet needs replacing so maybe we need to develop a plan to address the need.

EMS Budget Discussion

Noel Lee reported that Tom Czaplinski requested a spreadsheet at the last meeting showing the comparison year to year. Melonie Bryan reported the original requests for

the year we are in, "Net" Requests is for those who requested trucks. The amount was removed. Total revenues are \$3,683,530 and total request for FY08-09 is \$4,297,443. This is an increase of 4.8%.

Jimmy Garris – Under the "Revenues Available", why is it different from the totals on the big sheet?

Melonie Bryan – The fund raising amount was removed from the total since all squads did not report.

David Lusk – In the ordinance from the county commissioners on page 12, Part V, Section B. Budget, 1) Each EMS "not for profit" provider shall prepare an annual budget showing their anticipated budget for the coming year. A copy of this budget shall be presented to the Pitt County Emergency Management Office in March of each year, or as directed by Pitt County.

1) ...each EMS "not for Profit" provider shall prepare an annual financial statement showing the receipts and expenditures related to County funding, and any and all other income and revenue.

This is what we have discussed this from day one. Some squads show up fund raising and some do not. Are we comparing apples-to-apples? This is a requirement of the county that the squads give full disclosure of any and all funding and I do not think we are getting that.

Reference page 7, A. The duties of the Pitt County EMS System Plan Oversight Committee shall be as follows:

- d. To review an annual budget package prepared and submitted by Emergency Management Director.

What we are dealing with are requests from the squads. Do we need a budget prepared from the Emergency Management Director showing what the recommendation is needed to operate.

Noel Lee – It is difficult for a squad to predict what their revenue streams will be for the coming year.

Jimmy Garris – I think the only practical thing that we can do is to take the sum of the budgets and see if they are realistic and then compare that to the total revenue we say the system will generate which is \$3.8M.

Melonie Bryan – While I understand you quoting the \$3.8M off of the original spreadsheet, Winterville sent an email this week with concern that if you net out their fundraising because they told you of their fundraising that you are holding them to a different standard and that Winterville will be penalized for being transparent. And that money is inside the \$3.8M. That is why I tried to show that in the new spreadsheet.

Jimmy Garris – I understand what you are saying

Duane Holder – Do all squads do fundraising?

Kyle Willis – All squads do not do fundraising. It is difficult to do fundraising since people are paying an EMS tax.

Motion: Jimmy Garris made the motion to approve the EMS budget equal to the projected budget revenues of \$3.8M which equates to a 4.8% increase. Look for opportunities to generate additional savings as suggested by the Fitch report, but not limited to those, and whatever additional savings will be appropriately allocated to all squads as needed. Faye Barefoot seconded the motion.

Motion Withdrawn:

Scott Elliott – Point of Order. Due to there being an even number of members at the meeting Jimmy Garris made the motion that Dr. Ted Delbridge be allowed to vote on Dr, Juan March's behalf. Tom Czaplinski seconded the motion. Vote was unanimous.

Jimmy Garris' previous motion was put back on the table.

Motion: Jimmy Garris made the motion to approve the EMS budget equal to the projected budget revenues of \$3.8M which equates to a 4.8% increase. Look for opportunities to generate additional savings as suggested by the Fitch report, but not limited to those, and whatever additional savings will be appropriately allocated to all squads as needed. Faye Barefoot seconded the motion.

Discussion

Duane Holder: In regards to the issue of full disclosure, do squads "attest" to their budgets?

Davis Lusk: Full disclosure should be required of all squads or none at all.

Kyle Willis: Why are we penalizing departments for fundraising?

Jack Cote: Full disclosure is not to be penalizing. It is a way of determining the full cost of operating the EMS system.

Substitute Motion: Kyle Willis made the motion to recommend to the commissioners the budgets as presented by the squads at \$4.3M. Jack Cote seconded the motion.

Discussion: Scott Elliott stated that the above recommendation would result in a 4.9% tax rate and the original motion is 3.8% tax rate.

If the budget recommendation is not approved by the commissioners, then adjustments will have to be made to the squads' budgets.

Melonie Bryan: There is not \$150,000 in the county operated squads that can be cut, \$70,000 is operating cost and the rest is payroll costs. There has to be a plan developed if the budget requests are not approved.

Jimmy Garris – What is the normal growth?

Scott Elliott – The Fitch Study does allude to an Ad Valorem tax. A portion of the tax would be designated to EMS.

Jimmy Garris asked Scott Elliott of all the budgets that are submitted to the county how many get what they ask for?

Scott responded that few departments get what they ask for.

Duane Holder: What if the committee could meet somewhere in the middle between \$4.3M and \$3.6M around \$3.9M. This would be a 4.4% tax rate.

Scott Elliott put a diagram up comparing the two scenarios:

Original Motion	\$3.8M	3.8 Tax Rate
Substitute Motion	\$4.3M	4.9 Tax Rate

Cut \$300,000

-\$100,000 contingency fund

\$200,000 This would equate to \$20,000 reduction per squad

Melonie Bryan responded that she does not agree with the concept of cutting out the contingency fund.

Vote:

For: Jack Cote, Kyle Willis, Tom Czaplijski, Jack White, David Lusk

Against: Ted Delbridge, Faye Barefoot, Jimmy Garris, Duane Holder

The Motion passed.

Committee Reports

Financials: Melonie Bryan distributed the monthly financial reports for March 2008. Jimmy Garris made the motion to accept the financial data. Duane Holder seconded the motion. Motion passed.

East Carolina Medical Transport: Noel Lee reported that the county attorney has sent two letters to East Carolina Medical Transport. The first letter was returned. The second letter was mailed on April 11, 2008. Legal has not received any response from East Carolina Medical Transport. Emergency Management has been told that they have turned over their vehicles to the bank and are not operating in Pitt County

Motion: Jack White made the motion to rescind East Carolina Medical Transport's franchise in Pitt County. Tom Czaplijski seconded the motion. Vote was unanimous

Discussion: Jack Cote asked if there will be discussion regarding the moratorium. Noel responded that we need to determine a need for more non-emergency transport company before the moratorium is lifted.

Jimmy Garris responded that the reason for the moratorium was because the county was considering going into the non-emergency transport business.

Building Rent: Pactolus EMS is close to filing Articles of Resolution and at that point the ems building in Pactolus will revert back to the fire department. An offer was made in writing to Pactolus Fire Department to rent the building for \$1 annually in exchange the county will cover all expenses and upkeep to the building.

Melonie reported that Pactolus Fire Department did not respond with a counter offer. Their initial request was for \$2,300 a month with a 10 year lease and inflation after 5 years. Melonie also pointed out that the county took over a failing squad to keep the service in the community.

The issue of the building rent was tabled until a later meeting.

Scott reported that a public hearing on the budget will be held on June 12 at 7:00 p.m. Therefore the regular schedule meeting of the EMS Oversight Committee needs to be cancelled for that night. There may be a need for the committee to meet prior to the June 12 meeting if the commissioners send the budget requests back to the committee. Melonie will email the date and time of the EMS Budget presentation to the county commissioners.

Respectfully submitted,
Helen Bryant, Secretary