

EMS SYSTEM OVERSIGHT COMMITTEE MEETING
May 14, 2009
EOC Conference Room

MEMBERS/LIAISONS PRESENT: Faye Barefoot, Jimmy Garris, Kyle Willis, David Lusk , Chuck Owens, Jack Cote, Tom Czaplinski, Duane Holder

STAFF PRESENT: Noel Lee, Scott Elliott, Janis Gallagher, Melonie Bryan, Helen Bryant

ABSENT: Ted Delbridge MD, Juan March, MD, Jack White

OPEN: Chairman David Lusk called the meeting to order.

Approval of Agenda: David Lusk requested that “EMS Provider of the Year” be added to Items for Discussion. Jimmy Garris made the motion to approve the agenda with the above addition, Duane Holder seconded the motion. Motion passed.

EMS Squads Comments to the EMS-OC

- Commissioner Johnson requested to address the committee. He distributed a handout showing the EMS budget information for FY 07-08 through FY 08-09 indicating the percentage of change in the years and a handout “Cost Per Year for EMS”. He reported that it is his belief that the county would be better off without the contingency fund. He reported he would like more information regarding the county run squads, i.e. benefits package. He has concern regarding mandating drug tests to be paid for by the squads. The squads do not object to drug testing as long as the county pays for it.
- Kyle Willis read a letter from Farmville EMS’ Chief, Helen Reel, requesting a \$27,000 match to pay off the remainder of a loan for a truck purchase that was made in 2005 .
- Mecie Nichols: Mecie referenced a handout “Recommended EMS Budget FY 09-10” that was distributed at the Rescue Association Meeting. She reported that the amount for Falkland under the column “Fund Raising or Other Income” is incorrect. The amount should be \$8,000 not \$16,000. Noel reported that the information was pulled from the budget requests from the squad. Ms. Nichols further stated that the cost for completed and no transport calls is not correct. You will need to add staff benefits for Bethel and Pactolus squads, and the QRV and QRV supervisor expense which would bring the amount to \$95,350 which will need to be added to each station. This would change Pactolus

from \$632 to \$785 and Bethel from \$454 to \$563. There is no way to compare the county squads to other squads without adding these items. The information is not correct.

Items for Report:

- Fitch Recommendation Completed: Noel reported that one of the recommendations has been completed. A MOU with the Medical Director, Brody School of Medicine and Pitt County has been signed.

David Lusk reported that assignments were made for the Fitch Recommendations and the committee needs to get back on track with the assignments. Need to add this to the next agenda.

- QM Report: No report.
- PCEM Report: Noel reported that the Board of County Commissioners assigned the ambulances to Fountain, Farmville, and Grifton. The vehicles have been placed with those squads. An additional \$400,000 was approved to be moved to the EMS Budget for FY 09-10.

Items for Consent:

Approval of Minutes and Data Reports: Minutes of 4-09-09. Jimmy Garris made the motion to approve the minutes and Data Reports (An updated report was distributed at the meeting.) Faye Barefoot seconded the motion. Vote was unanimous.

	<u>Avden</u>	<u>Bell Arthur</u>	<u>Eastern Pines</u>	<u>Falkland</u>	<u>Farmville</u>	<u>Fountain</u>	<u>Grifton</u>	<u>PCEMS-21</u>	<u>PCEMS-24</u>	<u>Winterville</u>
Contract	HB 8/8/2008	HB 7/23/2008	HB 7/29/2008	HB 8/7/2008	JC 8/19/2008	HB 7/16/2008	HB 7/30/2008	HB N/A	HB N/A	HB 7/24/2008
Updated Roster/BOD/Officers	JC 9/9/08	JC 8/28/08	JC 9/3/05	JC 9/2/08	JC 8/28/08	JC 8/26/2008	JC 12/29/2008	JC 8/28/2008	JC 8/28/2008	JC 8/25/2008
990 Tax Return/Exemption	JC 3/20/2009	JC 3/12/2009	JC 1/21/2009	<i>pending IRS submission ok</i>	<i>pending IRS submission ok</i>	JC 11/10/2008	JC 3/13/2009	JC/MB 8/20/2008	JC/MB 8/20/2008	JC 9/30/2008
Fiscal Year End Statement	JC 8/15/08	JC 9/3/05	JC 9/2/08	JC 9/2/08	JC 9/2/08	JC 8/26/2008	JC 9/12/08	JC 8/28/08	JC 8/28/08	JC 7/23/08
Annual Vehicle Inventory	JC 9/9/08	JC 8/28/08	JC 9/3/08	JC 9/2/08	JC 8/28/08	JC 8/1/2008	JC 7/31/08	JC 8/27/08	JC 8/27/08	JC 7/1/08
Certificate of Insurance	JC 8/1/08	JC 8/12/08	JC 8/12/08	JC 8/1/2008	JC 8/12/08	JC 8/1/2008	JC 8/1/2008	JC 8/1/2008	JC 8/1/2008	JC 8/12/08
Monthly Expenditure Report	JC 4/8/09	JC 4/20/09	JC 4/30/09	MB 4/24/09	JC 4/29/09	JC 4/24/09	JC 4/9/09	JC 4/15/09	JC 4/15/09	JC 4/19/2009
Monthly Vehicle Log	JC 4/1/09	JC 4/20/09	JC 4/30/09		JC 4/16/09	JC 4/24/09	JC 4/9/09	JC 4/29/09	JC 4/29/09	JC 4/19/2009
Monthly Service Data Report	JC 4/1/09	JC 4/20/09	JC 4/17/09		JC 4/16/09	JC 4/27/09	JC 4/9/09	JC 4/9/09	JC 4/9/09	JC 4/19/2009
Monthly PCR's	JC * 5/6/2009 *	JC * 5/4/2009 *	JC 4/29/09	* *	JC 4/29/09	JC 4/29/09	JC 4/9/09	JC 4/9/09	JC 4/9/09	JC 4/29/2009
Monthly Run Log	JC 4/1/09	JC 4/20/09	JC 4/17/09		JC 4/16/09	JC 4/24/09	JC 4/9/09	JC 4/29/09	JC 4/29/09	JC 4/19/2009
Approved for Release of Funds	JC/NL 5/6/09	JC/NL 5/5/09	JC/NL 4/30/09	MB **	JC/NL 4/30/09	JC/NL 4/30/09	JC/NL 4/30/09	JC/NL N/A	JC/NL N/A	JC/NL 4/30/09

This report is for the **May 14th, 2009** meeting and reflects annual submissions to date (4-30-09) as well as the monthly requirements for March **2009** for release of May **2009** funds.

* = these stations had outstanding MARCH PCR's during the reconciliation performed in APRIL 2009. The date shown reflects when all PCR's were accounted for by PCEM.

** = Funding for this station is now a county responsibility and directly tracked by the finance department.

It was noted that Falkland EMS has outstanding reports for the month of March. Jack Cote reported that the outstanding PCR's for Falkland have been referred to the medical director's office for quality management review. Scott Elliott asked if staff have been in communication with the squad. Jack reported that he has communicated with the chief.

Mecie Nichols asked if reports are due in 45 days. Jack Cote reported that reports are due in 30 days which would have been April 30. She reported she became aware that PCR's were missing today at 4:00 p.m. and that she will send them in when she returns to the station.

Janis Gallagher cautioned the committee to be consistent in the handling of the situation. This same scenario occurred last year with Grifton and a letter was sent by Legal referring to the requirements of the contract. It appears this has been handled the same and based on Mecie's comments a letter will not be necessary.

Items for Discussion:

- Bell Arthur - FY 08-09 EMS Budget: Eric Deans distributed a financial report for Bell Arthur EMS. Request for additional funds to keep them in service until June 30.
 \$17,620.00 Payoff of credit card
 \$22,142.42 Additional Operating expenses needed.
 \$39,732.42 Total amount requested.

Eric reported the reason for obtaining the credit card was to have funds available if needed and to not have to come to the County for money. The plan was to make up the money through cuts and pay off the line of credit.

Jack Cote asked if this is an open line of credit and if the County pays off the credit card will Bell Arthur EMS close it. Eric reported that Bell Arthur EMS will close out the credit card. Eric Deans reported that there were unforeseen expenditures and overtime due to fulltime staff leaving that caused the squad to use the line of credit. Bell Arthur does have credit cards that are paid off on a monthly basis.

Scott Elliott reported that if a squad has an unplanned major expenditure, it is acceptable for a squad to come to the County and ask for money from the contingency fund.

The committee has to determine if Bell Arthur's request is valid and Melonie will determine where the money will come from. David Lusk reported that we are not too far from the same situation as occurred with Falkland six months ago and the committee needs to be consistent with the recommendation. At that time this committee recommended to the county

commissioners to grant Falkland EMS the additional funds and the county commissioners voted to give Falkland \$15,000 and take them to peak time.

- Eastern Pines - FY 08-09 EMS Budget: A letter from Eastern Pines EMS was distributed to the committee. Eastern Pines has a credit card balance of \$16,848.50 and is anticipating a shortfall in operating expenses of \$5,000 this fiscal year. Jessica Kirkman reported that the balance is a carryover from last year when the county cut funding to the squads. Everything incurred this year has been paid off. Gene reported that in December when he realized the squad would have a shortfall he halted all spending to the point people were upset with him.

Motion: Kyle Willis made the motion to pay off the balances on the lines of credit for Bell Arthur in the amount of \$17,620 and Eastern Pines in the amount of \$16,848.50. Jack Cote seconded the motion. Vote was unanimous. (Tom Czaplijski, Jack Cote, Duane Holder, Jimmy Garris, Faye Barefoot)

Motion: Kyle Willis made the motion to recommend to increase the squads' allocation to cover anticipated operational shortfalls for Bell Arthur in the amount of \$22,142.30 and Eastern Pines in the amount of \$5,000. Jack Cote seconded the motion. Vote was unanimous.

Both items will be sent to the county commissioners for the June meeting.

EMS –OC Recommendations from May 14, 2009 Meeting

1st Recommendation:

Request BOCC to fund Bell Arthur EMS \$17,620.00 to pay off credit line created in FY 08-09 or before and to also fund Eastern Pines EMS \$16,848.50 to pay off credit line created in FY 08-09 or before.

2nd Recommendation

Request BOCC to fund Bell Arthur EMS \$22,112.00 to cover operational expenses for remainder of FY 08-09 and to fund Eastern Pines EMS \$5,000.00 to cover operational expenses for remainder of FY 08-09.

Both of these recommendations are consistent with an earlier recommendation for Falkland EMS the first of this year. The BOCC never heard this recommendation as this matter was handled prior to any presentation. If these recommendations are approved, then this would create a zero balance for both of these squads starting FY 09-10.

Bell Arthur

Credit line	\$17,620.00
Operational	<u>\$22,112.00</u>
Total	\$39,732.00

Eastern Pines

Credit Line	\$16,848.50
Operational	\$ <u>5,000.00</u>
Total	\$21,848.50

Scott Elliott asked if the committee needs to address the request from Farmville EMS for matching funds of \$27,000.

Kyle Willis asked that the request from Farmville EMS be sent to the county commissioners with the requests from Bell Arthur and Eastern Pines. Farmville EMS has been denied grants in the past to aid in the purchase of the truck. Scott Elliott reported that this is different in that a truck is a planned capital vs. operating expense. David Lusk asked Kyle if the committee can table this request and address it in the next fiscal year budget. Kyle responded that would be okay since the next payment for the truck is due in August.

Motion: Jimmy Garris made the motion to ask squads to forecast capital expenses that they will be bringing to the committee for consideration over the next twelve months. Jack Cote seconded the motion. Vote was unanimous. Management will send this out to the squads.

- FY 09-10 EMS Budget: Noel distributed the "Recommended EMS Budget FY 09-10". The spreadsheet shows equalized personnel services and equalized operational expenses. This is the cost of readiness for a squad. The benefits have been removed from the county squads for illustration purposes. This is the spreadsheet that Mecie Nichols was referring to earlier. Noel asked Melonie to explain the difference in the Fund Raising for Falkland. Melonie Bryan explained difference between \$8,000 submitted as fund raising money and \$16,000 listed in chart as it being built in the grant as fundraising to benefit Falkland because if you show the revenue and do not show the expense you may be net funded and therefore be shorted. One time funding is the payoff of the lines of credit and a generator for Bell Arthur EMS. Each squad should receive at least \$392,500 or what they requested. The benefits are not included for Bethel and Pactolus in an effort to compare apples to apples since squads do not receive benefits. The benefits are listed elsewhere in the chart in the expenses. The total budget amount is \$4,562,527. This was presented to the Rescue Association. Noel distributed a spreadsheet showing EMS Budgets for FY 07-08, FY 08-09, and recommended FY 09-10.

Reimbursement for Completed Calls and No Transports @ \$50.00 per call	Standardized Formula FY 09-10 (personnel + equalized funding + reimbursement)	EMS Squad Requested Funding for Budget FY 09-10	Fund Raising or Other Income	EMS Squad Requested Funding for FY 09-10 from County	One Time Funding Request	EMS Squad Requested <u>Net</u> Funding for FY 09-10 from County	Recommended County Funding for FY 09-10 EMS Budget*	Cost Per Completed and No Transport Call
73,200	\$413,200	\$391,880	\$0	391,880	0	391,800	\$391,800	\$268
34,550	\$374,550	\$426,476	\$0	426,476	23,500	402,976	\$392,500	\$568
43,250	\$383,250	\$392,500	\$0	392,500	0	392,500	\$392,500	\$454
61,150	\$401,150	\$411,024	\$0	411,024	19,000	392,024	\$392,024	\$321
29,950	\$369,950	\$415,802	\$16,000	399,802	0	399,802	\$392,500	\$655
70,100	\$410,100	\$404,340	\$14,500	389,840	0	389,840	\$389,840	\$278
9,300	\$349,300	\$381,780	\$11,000	370,780	0	370,780	\$370,780	\$1,993
37,850	\$377,850	\$360,796	\$0	360,796	0	360,796	\$360,796	\$477
31,050	\$371,050	\$392,500	\$0	392,500	0	392,500	\$392,500	\$632
56,300	\$396,300	\$422,100	\$51,400	370,700	0	370,700	\$370,700	\$329
446,700	\$3,846,700	\$3,999,198	\$92,900	3,906,298	42,500	3,863,718	\$3,845,940	\$430

EMS Squad	FY 07-08	Projected EMS Funding FY 08-09	Recommended County Funding EMS Budget FY 09-10
Ayden	351,000	411,860	391,800
Bell Arthur	317,938	351,381	392,500
Bethel	352,595	381,350	392,500
Eastern Pines	333,800	355,917	392,024
Falkland	244,800	280,300	392,500
Farmville	300,000	357,451	389,840
Fountain	266,700	335,875	370,780
Grifton	278,500	313,114	360,796
Pactolus	352,595	381,350	392,500
Winterville	300,000	389,100	370,700
Total	3,097,928	3,557,698	3,845,940
Revenue - Expense			
EMS Tax	2,004,967	2,420,140	\$2,412,527
EMS Transport Collections	1,807,381	1,705,303	\$1,750,000
Transfer (General Fund/Admin)			\$200,000
Transfer (PCMH - P.I.L.T.)			\$200,000
Total EMS Revenue	3,812,348	4,125,443	\$4,562,527
Administrative	389,214	382,635	
Billing and Supervisor Expense			\$171,350
Contingency (Grants - Captiol Projects)	250,254	64,400	\$155,862

District Operations Expense			\$244,675
PCEMS Staff Benefits	78,387	114,460	\$131,700
QRV Operations	123	10,765	\$13,000
Allocations to EMS Squads	3,097,928	3,557,698	\$3,845,940
Total EMS Expenses	3,815,906	4,129,958	\$4,562,527

Kyle Willis reported that the biggest complaint coming from this committee is having no long term plan. Kyle distributed a handout with a one year, two year and three year improvements showing the addition of QRVs in the outlying areas of the county. (See Attached).

It was stated that the squads were glad to see a standardized funding formula for the system. Noel reported that this committee will need to have a projection of increases to go forward.

David Lusk reported that even though the county commissioners defeated the recommendation from this committee to merge squads, it did not eliminate fiscal responsibility. First you have to stabilize the system and be fiscally responsible.

Motion: Faye Barefoot made the motion to recommend the budget of \$4,562,527. Duane Holder seconded the motion. Vote was unanimous.

Jack Cote asked Kyle Willis if he had been in contact with Winterville EMS and asked Rick Britt if Winterville EMS would be able to make it on \$370,700. Kyle responded Rick reported yes. Noel also reminded the committee that if Winterville receives the grant these funds would need to come out of contingency fund and would be shown as an increase in the Winterville EMS' overall funding or allocation.

Kyle asked if the one, three and five year plan can be put on the agenda for the July meeting.

- FY 09-10 EMS Contract: Noel distributed a yellow copy of the contract. Janis Gallagher reported that the copy has considerations marked and additions have been underlined. The Rescue Association has requested to have monthly reporting changed from 30 days to 45 days. This change was not accommodated. All other changes were made as requested. Janis Gallagher reported that there are few changes from the contract last year. The largest change is the format. First two pages of definitions were moved to the back as an appendix and the document now starts with fiscal responsibilities. It pulled all paragraphs that had to do with fiscal matters and grouped them all together. Page 2, #4 is a new paragraph

regarding lines of credit, #7 Provider shall operate and maintain a balanced budget. , Sub-letter g & h, page 2 streamlined to make clearer. Paragraph O, pulled from another county's contract and Rescue Association requested that paragraph O be omitted. Sections IV & V are new . Page 6 #3 is new. Page 10, paragraph 23 is new. Page 11, Section VII is new.

Jimmy Garris recommended that Janis Gallagher, Kyle Willis and Noel Lee work together on the wording of the contract and bring the contract back to the June 11 meeting for review. That was the consensus of the committee.

- Two Year "Citizen At Large EMS-OC Member" term expires: Jack Cote made the motion to table until the June 11 meeting. Jimmy Garris seconded the motion. Motion passed.

EMS Provider of the Year: David Lusk reported that he has received one nomination for EMS Provider of the Year. David Lusk made the motion to nominate Helen Reel as EMS Provider of the Year. Jimmy Garris seconded the motion. Motion passed.

Items for Decision:

Replacement of PCMH Representative : Noel reported that Tom Czaplijski will be stepping down from the EMS Oversight Committee and PCMH has recommended Kathy Dutton as his replacement.

Motion: Jimmy Garris made the motion to recommend Kathy Dutton as the representative for PCMH to the committee. Duane Holder seconded the motion. Tom Czaplijski abstained. Motion passed.

Questions/Comments from Members: Chuck Owens responded that Tom Czaplijski needs to be recognized by the Board of County Commissioners for his years of service to Pitt County.

The week of May 17 is National EMS Week.

Note: Next meeting of EMS Oversight Committee, June 11, 2009 at 6:00 P.M. in the EOC.

Respectfully submitted,
Helen Bryant, Secretary