

**EMS System Oversight Committee Meeting
July 10, 2008
EOC Conference Room**

Members/Liaisons Present: Faye Barefoot, Tom Czaplijski, Jack Cote, Duane Holder, Jimmy Garris, Kyle Willis, Chuck Owens, David Lusk

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

Absent: Juan March, M.D

Open: Chairman David Lusk called the meeting to order.

Noel Lee reported that the intent for the coming year is that an agenda package to include minutes will be distributed the Friday before the scheduled meeting.

Approval of Agenda: Under #4 Old Business, add Financials. Jimmy Garris made the motion to approve the agenda with the above addition. Duane Holder seconded the motion. Vote was unanimous. Agenda was approved.

Approval of Minutes: Jimmy Garris made the motion to approve the minutes of May 8 and May 28. Faye Barefoot seconded the motion. Vote was unanimous. Motion passed.

Old Business

- **Ambulance Replacement Plan:** Noel Lee reported that Jack Cote and John Britt have been working on specs for vehicles. Melonie reported that the county has the capacity to borrow \$400,000 for new vehicles. The contract requests that squads send in their vehicle logs so they can be used to determine the squads with the greatest need for the vehicles. The county will put out a request for bids and the County Commissioners will have to approve the entity selected.

Jimmy Garris asked what is done with the old trucks. Noel Lee responded that sometimes the truck is used as a second line truck. Melonie responded that the truck can be used as a trade-in. The question was asked if they do remounts on the trucks. Kyle Willis responded the difference between a remount and a new vehicle is about \$15,000.

- **Lease of Pactolus EMS Building:** Noel Lee reported that the county received a letter from Pactolus Fire Department requesting a lease amount of \$1,200 a month for the building or \$14,400 annually. County Staff recommend a counter offer of \$600 per month or \$7,200 annually for a 5 year lease with the option of renewing for an additional 5 years.

Kyle Willis asked if this is an opportunity to relocate the ems station.

Noel responded that based on the demand overlay analysis that has been done in the past the Pactolus EMS station is probably close in its location.

Scott Elliott responded that the debt service on a new building like the Bethel building is \$25,000. The rate proposed by Pactolus Fire Department of \$14,400 is one half of that amount.

Faye Barefoot asked where the money will come from to pay the lease on the building. Scott Elliott responded that it will come out of the contingency fund.

With the final presentation of the Fitch Study which will include a demand overlay analysis it was felt that the lease should be for one year.

Jimmy Garris made the motion: Pitt County will make a counter offer for a 1 year lease with option to renew for an additional 5 years in 1 year increments and a 90 day cancellation option in the amount of \$600 per month or \$7,200 annually to Pactolus Fire Department for the lease of the Pactolus EMS building. Faye Barefoot seconded the motion. Vote was unanimous. Noel will send a letter to the Pactolus Fire Department.

- **Financials:** Melonie distributed the financials for April and May. Jack Cote reported that July funds were released without receiving the financial reports from all of the squads. Melonie reported that she did not receive the May financials for Grifton and Falkland. The squads were contacted today to try to get the information. There was no reason given by the squads as to why the financials were not turned in.

Duane Holder inquired as to the consequence to the squads for not turning in their data. Melonie responded that the contract states funds will be withheld if data is not turned in. Melonie reported that the county is willing to work with the squads if they are having difficulty making the deadline. The squads only need to contact her to let her know.

Mr. Garris requested of Kyle Willis the help of the Rescue Association to get the data for the county from Falkland EMS and Grifton EMS.

Jimmy Garris made the motion that a letter be sent to Falkland EMS and Grifton EMS from the Chair of the EMS Oversight Committee offering assistance in helping the squads meet their contractual requirements. Duane Holder seconded the motion. Vote was unanimous.

New Business

- **Appointment of At-large Committee Member:** Jimmy Garris made the motion to reappoint Jack White to a 3 year term. Jack Cote seconded the motion. Vote was unanimous. The recommendation will go to the county commissioners at the August 4th meeting.

- **Election of Chair and Vice-chair:** Jimmy Garris made the motion to elect David Lusk, Ed.D as Chair and Jack White as Vice-Chair. Faye Barefoot seconded the motion. Vote was unanimous. Motion passed.
- **EMS Contract Questions:** David Lusk reported that the EMS Oversight Committee does not have to approve the contract unless there are changes to the contract.

Noel reported that the contract was mailed out on 6-27-08 and was due back to the county by July 8. The date to release funds to the squads was changed from the 10th to the 3rd of the month and the definition of the EMS Oversight Committee was added.

Kyle Willis reported that in the past the contract was sent out to the squads the first of June and then the squads would give their feedback.

Below are the recommended changes:

Page 1. The definition for ambulance was change to reflect the definition according to the NCOEMS rules. Wording changed as follows:

Ambulance: Any privately or publicly owned motor vehicle, aircraft, or vessel that is specially designed, constructed, or modified and equipped and is intended to be used for and is maintained or operated for the transportation of patients on the streets or highways, waterways or airways of this State.

Page 2. Ted Delbridge stated that under Medical Director, this needs to be the definition based on the NCOEMS rules. Wording changed as follows:

Medical Director: A physician appointed to serve as Medical Director according to all provisions of 10A NCAC 13P .0113. The Medical Director shall serve as Medical Director for all Providers providing EMS in Pitt County. An Assistant Medical Director may also be appointed to fulfill the duties of the Medical Director in the case of his absence.

Page 5. Article 5, wording changed: 911 will still make simultaneous notice to the primary responder.

There was a question regarding a requirement under workers' compensation insurance as to number of hours of training required. Noel checked with Linda Rich of Southern Insurance and she said there is no training requirement as far as workers compensation insurance.

Page 11 (k): What type of proof is required by the county. A letter should be submitted to the county attesting that "all Federal, State and local taxes have been timely paid".

Page 11, Article 21: The sentence was changed as follows:

“The Provider Captain will ensure that all patient care reports (PCR’s) have been audited for completeness, accuracy, and compliance prior to submission to the County Emergency Management Department *per closed call rules*”.

Melonie reported that she does not want the squads to close calls without all the information being complete.

Page 12 (24): County will accept the squad’s run logs

Motion: Kyle Willis made the motion to accept the above noted changes with the exception of #18 on page 8. Jimmy Garris seconded the motion. Motion passed.

Motion: Faye Barefoot made the motion to accept the verbiage recommended by Dr. Delbridge for #18 on page 8 (See Below). Jimmy Garris seconded the motion. Motion passed.

Page 8, #18: Wording changed as follows:

Ensure that qualified personnel are at the station when on duty, unless on an active call or other squad related duty or function. It is understood that at least one ambulance shall be appropriately staffed with qualified personnel 24 hours per day, 365 days per year. On duty personnel shall be at the same location as the ambulance. If an ambulance is repositioned away from its station, the 911 Communications Center shall be notified at the time it is repositioned and when it returns to its station.

Discussion: Jack Cote reported that three contracts have been returned signed to the county: Fountain, Bell Arthur and Winterville. These squads will need to sign the new contract.

The amended contracts will be mailed out on Friday, July 11 with a return date of July 31, in order not to conflict with the August 3 allocation to the squads.

Commissioner Tom Johnson requested to speak before the committee

Motion: Duane Holder made the motion to allow Commissioner Johnson to address the committee. Tom Czaplinski seconded the motion. Motion passed.

Commissioner Johnson reported that county government needs to be people friendly. He recommended going directly to individuals to address problems. He invited the committee to attend the Rescue Association Meeting.

Announcements:

August 7, 2008 – Report from Fitch and Associates 6:00 p.m. in EOC.

August 19, 2008 – Joint meeting with BOCC and Fitch and Associates at 6:00 p.m. at the AHEC Center.

The next meeting is scheduled for Thursday, August 14, 2008. A decision as to whether to cancel the meeting will be made at the August 7th meeting.

Chuck Owens asked if the committee can get a copy of the final Fitch Report one week prior to the meeting. Scott responded that the report will be sent to members by July 31, 2008.

Respectfully submitted,
Helen Bryant, Secretary