

**EMS System Oversight Committee Meeting
November 8, 2007**

Members/Liaisons Present: Faye Barefoot, Tom Czaplijski, Jack Cote, Jimmy Garris, Kyle Willis, Jack White, Chuck Owens, Ted Delbridge, MD, Juan March, MD

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

Absent: Duane Holder

Open: Chairman David Lusk called the meeting to order.

Approval of Agenda: Jimmy Garris made the motion to approve the agenda as presented and Tom Czaplijski seconded the motion. Vote was unanimous. Agenda was approved.

Approval of minutes: The minutes from October 11 and October 18, 2007 were approved. Jimmy Garris made the motion to approve the minutes and Faye Barefoot seconded the motion. Vote was unanimous.

Old Business:

A. Report on AVL (automatic vehicle locator) Quote

A copy of the quote was distributed to the committee. The quote is per vehicle and is informational only. One of the commissioners requested the information. Scott reported that units that normally use this system are not located in stations. The system is used to track vehicles. Chuck Owens commented that this type of system equates to saving lives because the closest unit can be dispatched.

B. Pactolus Fire Department

Noel Lee reported that he has not received a response from the fire department in regards to the proposal submitted for rental of the Pactolus Rescue Building.

New Business:

A. EMS System Study

Scott reported his recommendation to the County Commissioners on this was to break the study down into two phases. The proposed Scope of Work for Phase I and Phase II (attached) was taken to the County Commissioners on November 5. By separating the study into two phases it was proposed that the county pay 100% of Phase I and the hospital will be asked to split the cost of Phase II with the county.

The motion approved by the commissioners was to direct staff to procure a consultant to perform the first phase of a non-emergency transportation study.

The next step is to send out the Request for Qualifications (RFQ) and the Scope of Work. A letter of interest along with supporting documentation will be due back to the county by November 26. Two or three consultants will be invited to appear before the committee and present their proposals. Once the selection is made the recommendation will be taken to the county commissioners for approval.

Scott Elliott asked the committee what they felt was a reasonable rate of return on the investment for non-emergency service?

David Lusk responded that normally 50% above the cost of operating the ambulance. Melonie reported that when the proposal is prepared it will include direct and indirect costs.

Kyle Willis asked if the county commissioners are going to cancel the existing franchises in the county if that is the recommendation of the study. Kyle also requested that a question be added as to when the county can expect to see a profit.

B. Financials and Service Data Reports

Melonie Bryan reported that she has received all the financials but not all the service data from the non-profit squads. The reports were distributed to the committee. The reports should show 24.99% per quarter expended so far. Scott reported that they have asked squads to show all revenue and expenditures.

Faye Barefoot asked why the departments are not sending in their service data? Service data has not been submitted from the following stations: Ayden, Eastern Pines, Falkland, Farmville, and Pitt County Stations.

Note: Falkland has not received any allotment so far because they had not submitted their reports. Now that they have submitted reports they will be getting their allotment.

Scott reported that the Chair of the County Commissioners has requested to see the first quarter reports. The raw data will be presented at the November 19th meeting.

Kyle Willis requested that the county submit their reports in the same format as all the other squads. Commissioner Garris responded that he agreed it would be easier if the county reports were the same.

Jack Cote reported that he has been trying to pull the subcommittee together for a meeting. He stated that it would be scheduled for November 14 at 10:00 a.m. Commissioner Garris reported that he has a problem analyzing financials with the sheets provided by the squads. There is not enough information provided to be able to do this. Kyle asked if the meeting could be teleconferenced.

Kyle reported that departments have began bulk purchasing. Melonie reported that bulk purchasing is not going to save enough money to fix the system. The major cost is in salaries.

Meeting adjourned at 7:15 p.m.

(Note: Next meeting is December 13, 2007 at 6:00 p.m.)

Respectfully submitted,
Helen Bryant, Secretary