

**EMS System Oversight Committee Meeting
December 13, 2007**

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

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

Absent: Duane Holder, Dr. Juan March

Open: Chairman David Lusk called the meeting to order.

Approval of Agenda: Kyle Willis requested to add "Operational Ideas from Squads" to the agenda. Jimmy Garris made the motion to approve the agenda with the addition and Tom Czaplijski seconded the motion. Vote was unanimous. Agenda was approved.

Approval of minutes: The minutes from November 8, 2007 were approved. Jimmy Garris made the motion to approve the minutes and Tom Czaplijski seconded the motion. Vote was unanimous.

Old Business: None

Committee Reports

A. Financials and Service Data Reports

Melonie Bryan reported that all data has been received with the exception of Grifton's service data. Melonie reported that Grifton has requested an advance of \$6,000 to make their truck payment.

Financial Committee

Jimmy Garris reported that the financial data submitted by the squads indicates that the squads are in-line with their budget. The committee feels that they need to wait on a decision until the committee has more data.

Tom Czaplijski pointed out some line items that need explanation such as Eastern Pines' line item "Fuel for Vehicles" is three times the amount of previous month's amount and Falkland's "Salaries and Wages" varies greatly from month to month.

Faye Barefoot pointed out that Grifton does not list any overtime. David Lusk asked who establishes the reporting requirements. Scott Elliott responded that the contract the county has with the squads requires reporting.

Jimmy Garris reported that if we continue on this path we will need an explanation from the squads when a line item amount varies from the 1/12 allocation for the month. He reported that he would like to see a contract with the squads for X amount of dollars and there would be no need to see line items.

Kyle Willis responded that he would like to see the county give X amount of dollars to the squads and also give them their billing back. Jimmy Garris asked Kyle to bring forth a proposal when it comes time for the budget process in February.

B. Operational Ideas from Squads

Kyle Willis passed out a handout that contained Options A, B, and C (see attached). This will be distributed to the squads and he will ask the departments to respond back by January 30, 2008. Kyle reported that another option would be for the county to give the areas their tax payments. Jimmy Garris responded that he has a concern with this option in that the monies would not be equitable across the county.

New Business:

A. Appointment of Assistant Medical Director

Noel Lee reported that Dr. Jeff Ferguson has been hired as the Assistant Medical Director.

B. Non-Emergency Franchise Renewals

Jack Cote reported that he has visited four of the five franchises requesting renewal. Three have passed and one group was unprepared. They did not have their apparatus available for inspection. He rescheduled them for a later date. Noel reported that the fee for the franchises approved in 2007 was prorated based on the number of months since their approval. The question was asked if the Chair of the Board of County Commissioners needs to sign the franchise certificates.

Note: As a matter of policy the chair of the Board of County Commissioners will sign any new franchise certificates and/or renewals.

C. EMS Study-Response to RFQ

Scott Elliott reported that there was only one proposal received. This was from Fitch & Associates. The RFQ was sent out to five different firms. EMSSTAR chose not to respond.

Scott reported that the Fitch proposal indicates that Phase I will take 12 weeks and Phase II will take 10 weeks. If the studies are done concurrently, Fitch will have it completed by April. Scott reported that the hospital is still willing to contribute \$23,000 to the overall study.

Scott's recommendation to the committee is to do both phases concurrently due to time constraints. Fitch has told him that they can begin right after the holidays. He will be interviewing the firm by phone on Monday afternoon. The total is \$59,350 and with the hospital contributing \$23,000. The total cost to the county will be \$36,350.

Jack Cote reported that he had contacted the Director of Emergency Management Services in Forsyth and Mecklenburg Counties, as well as

Greenville, South Carolina. All references spoke highly of the firm. Jack distributed a summary report from Greenville, SC.

Motion: Jimmy Garris made the motion to recommend to the County Commissioners to move ahead with the consultant firm, Fitch & Associates, to conduct Phase I and Phase II Studies concurrently. Board Contingency fund will be used to pay for the study. Motion passed.

Meeting adjourned at 7:00 p.m.

(Note: Next meeting is January 10, 2008 at 6:00 p.m.)

Respectfully submitted,
Helen Bryant, Secretary