

EMERGENCY SERVICES BOARD

The Carroll County Emergency Services Board met on October 8, 2009.

Present were: Debby Goad, Lola Sutphin, Lesa Ousley, Markel Cochran, Mike Musser, J. B. Tolbert, Andy Jackson, Manus McMillian, Ronald Newman, Nikki Shank, Gary Larrowe.

The meeting was called to Order by Chairman Goad.

There were no citizens to speak.

(Order)

APPROVAL OF MINUTES

Upon motion by Mr. Jackson, seconded by Ms. Sutphin, and passed unanimously, the Board approved the minutes of the September 17, 2009 meeting.

CAPITAL IMPROVEMENT PLAN

Ms. Shank presented and discussed the 5-year Capital Improvement Plan.

Mr. Larrowe told that an e-mail had been sent out to all departments concerning the CIP.

Mr. Cochran asked if the Board would only be concerned with volunteer fire and rescue and not Carroll EMS.

Ms. Shank stated that this was correct.

Mr. Musser asked if Carroll EMS would need a new ambulance each year.

Mr. Larrowe explained that Carroll EMS ran the most calls and put the most miles on an ambulance.

Mr. Musser asked if Laurel Fork Rescue could purchase one of their ambulances in a different year.

Mr. McMillian asked about going to one brand of vehicle.

Mr. Larrowe explained that under the open bid process one company may get one bid and another company another bid.

Mr. Cochran asked how a budget could be prepared if the Board did not know what funds the departments have and asked if it would be assumed that the fire departments did not have funds.

Mr. Larrowe explained that the fire departments at this time do not have a way of billing to raise funds and at this time do not have funds. He explained that the financial reporting would play a part in this.

Ms. Shank told that the financial reporting would show the ability to pay.

Mr. Cochran asked when the Board would have a financial picture.

Ms. Shank stated that as soon as the Board approved the financial reporting there would be an on-line form and reports would start being submitted. She told that there would be verification with the agencies concerning the CIP and that Carroll EMS would be removed since it is funded by the Board of Supervisors.

Mr. Cochran asked for the year models of the Cana Fire Department equipment.

Ms. Shank reviewed the equipment listing.

It was a consensus of the Board to approve the on-line financial reporting.

VOLUNTEER QUALIFIERS/DISQUALIFIERS

A listing of items to be considered that would qualify someone to become a volunteer fire fighter or rescue member or to disqualify that person from being so was distributed to the Board.

Mr. Musser suggested dropping the age to 16 to allow for Junior members.

Mr. Tolbert stated that Junior rescue members can start at 12 years of age, can be on calls at 16 years of age, but cannot work in the back of an ambulance until they are 18 years of age. He asked that the 5-mile rule be changed to 10-miles.

Mr. Cochran commented that individual squads could make that decision.

Mr. Newman stated that standardization was needed countywide.

Ms. Goad stated that the further the travel the more likely it would be for worker's compensation claims. She asked if 5 air miles would work for Hillsville Fire Department Station 2.

Mr. Musser replied yes.

Ms. Shank suggested getting a list of volunteers and charting how far they are from the buildings to determine the mileage.

Mr. Larowe suggested requiring that the volunteer live in Carroll County or not to exceed x miles outside of the county.

Mr. Musser stated that a clear definition was needed of "clear criminal background check" and told that some people could be charged with something but not convicted.

Mr. Tolbert suggested doing random drug testing.

Ms. Goad suggested listing that volunteer must submit to a background check.

Mr. McMillian stated that if someone got their rights restored they should be allowed to volunteer.

Ms. Ousley commented that the County would be open to liability if there was not a definition and stated that the legality of any exceptions needed to be considered.

Mr. Cochran stated that the departments needed to be able to make a determination of who became members.

Mr. Musser stated that the departments have review committees.

Mr. Cochran stated that if someone had been clean and sober for years it should not be held against them for life.

It was a consensus of the Board to strike "any use of cocaine, heroin, or any other controlled substance listed in Schedule I or Schedule II of title 54.1 of the Code of Virginia in the applicant's lifetime" from the list of disqualifiers.

Ms. Ousley stated that there should be a protocol for drug screening and suggested contacting the hospital to work out a deal.

Mr. Larrowe stated that it would be listed that a drug screening was required at the time of application and at random times for cause.

CALLS VS. BILLING

Ms. Shank stated that Mr. Newman had received the 991 call report from Eddie Hines and that she had received the calls from all squads except Laurel Rescue and Cana Rescue. She told that the calls had been compared for two squads, being Laurel Fork Rescue and Pipers Gap Rescue, and that there were some call sheets missing but these were for calls at the Flea Market and another squad had made the transport, but that all calls for the two squads had been billed. She told that Carroll EMS had 333 calls and this one was still being worked on and that Dugspur had not billed the seven calls they had run.

Ms. Goad asked who sets the time for the billing to be in.

Mr. Newman explained that each squad sent in their own call information.

Ms. Goad stated that the ESB should recommend that all call sheets be in by the 10th of each month.

Mr. Tolbert stated that Pipers Gap submits call sheets 2 times per month and are submitting approximately 30 calls in the middle of the month and 30 calls at the end of the month.

Ms. Shank stated that this could be a mute point when all squads submit electronically.

Mr. Tolbert stated that they have the computers but have not went forward with using the system. He suggested having printers on the squads.

Mr. Larrowe stated that the laptops are being programmed but since they were bought with federal funds they were for the specific purpose of reporting and not billing. He told that permission has been requested to use these for a dual purpose.

Ms. Goad suggested that billing be done at least monthly and not later than the 10th of each month.

(Order)

ESTABLISH BILLING SUBMISSION DATE

Upon motion by Mr. Newman, seconded by Mr. Tolbert, and passed unanimously, the Emergency Services Board established that all rescue squad call sheets be submitted for billing at least monthly and be submitted no later than the 10th day of each month.

Mr. McMillian discussed the dress of some volunteers.

Ms. Shank stated that this is part of the Standard Operating Procedures.

HIPPA REGULATIONS UPDATE

Mr. Larowe discussed the information received from the County Attorney at the last meeting. He told that there had been a concern about records being able to be reviewed and told that he had spoken with Phyllis Katz of SandsAnderson. He told that she had stated that personal medical information cannot be released and that the County would go to the highest level to protect the information. She had told that there was liability to the person looking at the information as well as the one who authorized the release of the information. Mr. Larowe referred to a news article titled "Get Ready for more aggressive HIPPA enforcement" and stated that the County cannot afford liability issues with HIPPA.

Mr. Cochran asked if a computer goes down and the technician works on the computer is that person HIPPA certified. He asked if it was impossible for a HIPPA certified person to review the records.

Ms. Ousley stated that it was not impossible if the person followed the proper procedures and told that federal, then state, and then local rules regulate.

Mr. Cochran stated that there is the situation that not one person in Carroll County can tell the Board what is going on with DAB.

Ms. Shank asked what the issue is with DAB.

Ms. Goad told that the Board wanted to know that the County is being reimburse for all calls.

Mr. Larowe stated that Ms. Katz had suggested asking DAB how many calls are re-billed. He told that the Board of Supervisors had authorized an RFP for billing services and that he was also working with Ms. Sutphin and they were talking with HRCM who is performing billing for TCRH. He stated that procurement would have to be followed. Mr. Larowe then told that for the training coordinator position he would like to change the description so this person would look at EMS and fire calls and audit accounts. He told this would combine training coordinator with insurance clerk.

Ms. Goad asked if this person could input the information from the squads.

Mr. Newman commented that the same person should not be inputting information that was also going to be reviewing the information.

Mr. Cochran asked if someone could take the DAB report and give a report to the ESB next month.

Ms. Goad asked who was doing medication distribution.

Mr. Larrowe told that Mr. Grey Woods has met with TCRH to try to re-establish the hospital as the pharmacy. He stated that it would be more convenient for the squads and get the liability away from the County.

Ms. Shank asked for a clarification of the exact information the Board wanted from DAB.

Ms. Goad stated that the Board needed to look to see that all calls are being billed and discussed that Mr. Tolbert had stated that Pipers Gap Rescue had not received a request for any additional information.

Ms. Shank told that a form is sent to the patient who then turns it in to the County who then turns it in to DAB.

RED FLAG RULES

Mr. Larrowe read an e-mail he had received from Mr. Greg Woods concerning the Red Flag Rules and told that he appreciated Mr. Cochran bringing this to the attention of the Board.

Mr. Cochran stated that compliance had been bumped up from last November to this November.

Mr. Larrowe told that call sheets need to be in a chain of command, put in a standardized envelope, and stored in a secure place.

Mr. Tolbert explained the lock box system and told that Pipers Gap stored their records on the computer.

Ms. Goad asked if the computer was encrypted.

Mr. Tolbert replied that it was password protected. He then asked how much was being collected for Four for Life.

Mr. Larrowe replied that the County had not been notified yet.

Mr. Cochran asked about the insurance quotes.

Ms. Shank explained that Ms. Lineberry could not be at this meeting but would be at the November meeting and that Chesterfield was working on the quotes.

Mr. Cochran replied that the Board only needed a quote on term life and that he would like to see an increase in the term life as well as cosmetic surgery. He then asked if Mr. Roma was reviewing the minutes from the department meetings.

Ms. Goad asked for a report from Mr. Roma at the next meeting.

Mr. Musser suggested that departments e-mail their minutes to Mr. Roma.

Mr. Cochran asked if a letter had been sent out to the departments concerning the minutes being turned in to Mr. Roma.

Ms. Goad asked Mr. Newman to get a letter to all departments concerning the submission of the meeting minutes and the monthly financial reports.

Ms. Shank told that she is working on a procurement policy to get to all departments.

Mr. Musser suggested having the responsible parties from each department in a meeting with the County Administrator to discuss these issues and to show how and what is needed.

Mr. Cochran suggested inviting all departments to the November ESB meeting.

(Order)

APPROVE NOVEMBER MEETING TIME CHANGE

Upon motion by Mr. Tolbert, seconded by Mr. Cochran, and passed unanimously, the Board approved changing the November 12, 2009 meeting to start at 6:00 p.m. with Closed Session being held first and inviting all department officers to meet with the Board beginning at 7:00 p.m.

ADJOURNMENT

With no other business brought forth, the meeting was adjourned.