

## EMERGENCY SERVICES BOARD

The Carroll County Emergency Services Board met on May 28, 2009.

Present were: Debby Goad, Lola Sutphin, Markel Cochran, J. B. Tolbert, Mike Musser, Andy Jackson, Joe Roma, Ronald Newman

(Order)

### APPROVAL OF MINUTES

Upon motion by Mr. Jackson, seconded by Mr. Cochran, and passed, the minutes of April 23, 2009 were adopted following the correction of the May meeting date.

### MONTHLY REPORTING

Mr. Roma distributed the agency call reports and discussed different options/formats for this reporting.

### INSURANCE REIMBURSEMENT

Mr. Roma informed the Board that the cut-off to have reports to Diversified is now the 22<sup>nd</sup> of each month. He told that Diversified will provide information concerning the reimbursements to him by the 29<sup>th</sup> of each of month and he code this information, and turn it in to Accounts Payable for approval at the Board of Supervisors meeting.

Mr. Cochran asked what was wrong with the CD received from Diversified.

Ms. Goad asked how much Diversified received each year.

Mr. Roma told this was approximately \$100,000 each year.

Ms. Goad asked why someone couldn't be paid to perform the billing. She stated that this person could make sure all the information was correct and the billing was done on all accounts.

Mr. Jackson stated that this would give more hands on and the squads would have someone to contact.

Ms. Goad stated that all squads needed to be doing the same thing, the same way, at the same time.

Mr. Cochran told that in January the Board voted to do an audit of Diversified and that has not happened. He told that right now there was not a way to know if Diversified is doing what they are supposed to be doing. He asked that a letter be written to the County Attorney asking for clarification of someone outside of county employment reviewing the billing information.

(Order)

#### APPROVE OBTAINING AND REVIEWING BILLING INFORMATION

Upon motion by Mr. Cochran, seconded by Mr. Tolbert, and passed, the Board approved contacting Diversified to obtain a CD of ledger inquiry for the period January 1, 2008 through December 31, 2008 and to obtain this information within 10 days and writing a letter to the County Attorney for clarification concerning a HIPPA certified person outside of county employment auditing this information.

Mr. Roma told that he is working with Surry County and is looking at their billing.

(Order)

#### APPROVE LETTER TO RESCUE SQUADS

Upon motion by Mr. Cochran, seconded by Mr. Tolbert, and passed, the Board approved sending a letter to the rescue squads apologizing for them having not received the information CD from Diversified and the coding training from Diversified as had been promised and to let the squads know that the Board is still working with Diversified to accomplish these tasks.

#### TRAINING POSITION

Mr. Roma told that 3 people had been interviewed for the Training position but none had all the qualifications so the position remained open. He told that this person would train personnel, keep records of all personnel certifications, and perform the drug box exchange. He stated that he is still talking with Twin County Regional Hospital concerning the drug box exchange.

#### STANDARD OPERATING PROCEDURES

Ms. Sutphin stated that background checks needed to be done prior to someone volunteering.

Mr. Musser stated that a list needed to be developed of the items that would disqualify someone from volunteering.

The Board determined to look at a list of disqualifiers at the June meeting and then send the Standard Operating Procedures to the Board of Supervisors for approval.

Ms. Goad asked what amount dictates bidding for an item.

Mr. Newman explained the County's small purchase procedure policy.

Ms. Goad asked about minutes from each rescue squad and fire department meetings.

Mr. Musser told that Nikki Shank had just reviewed all the minutes.

Ms. Goad stated that Mr. Roma should receive a copy of each squad's and department's minutes on a monthly basis.

Mr. Musser told that this would depend upon the minutes being correct.

Ms. Sutphin stated that all bids should come before Mr. Roma and then the Emergency Services Board.

(Order)

#### APPROVE OBTAINING MINUTES AND TREASURER'S REPORTS

Upon motion by Ms. Sutphin, seconded by Mr. Musser, and passed, the Board approved obtaining meeting minutes and treasurer's reports on a monthly basis from all rescue squads and fire departments and that these are to be sent to Mr. Roma for record keeping.

Note: Mr. Tolbert voted No on the above motion.

(Order)

#### CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711(A1, A4, A7)

Upon motion by Mr. Newman, seconded by Mr. Jackson, and passed, the Board convened a Closed Session at 7:34 p.m. until 8:07 p.m. for the discussion of specific personnel, the discussion of a personal matter not related to County business, and the discussion of legal matters.

(Order)

#### CERTIFIED OF CLOSED SESSION

Upon motion by Mr. Newman, seconded by Mr. Jackson, and passed, the Board returned to Open Session and adopted the following Resolution:

WHEREAS, the Carroll County Emergency Services Board convened a Closed Session on this date pursuant to an affirmative recorded vote on the motion to close the meeting in accordance with the Virginia Freedom of Information Act;

WHEREAS, Section 2.2-3711(D) of the Code of Virginia requires a certification by the Emergency Services Board that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Carroll County Emergency Board hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

#### BUS WRECK TRAINING

Mr. Roma discussed the training that was held at Carroll County High School concerning how to work with a situation involving a bus wreck.

Ms. Goad asked about the drug ordering issue.

Mr. Roma told that drugs had been ordered today.

Mr. Cochran stated that last month it was told that everything was okay.

Mr. Roma explained the drug ordering, storage, and dispensation procedure.

Mr. Tolbert explained that rescue personnel have to get the doctor to sign what is referred to as the golden rod sheet which is then used for inventory purposes.

Mr. Cochran asked about the Medicare reimbursement issue.

Mr. Roma told that a breakdown of what each squad owes has been received.

Ms. Goad asked when the audit would be performed for the fire departments and rescue squads.

Mr. Roma stated that Laurel Fork Fire Department and Cana Rescue Squad had not turned in their information.

(Order)

#### APPROVE OBTAINING DIVERSIFIED AUDIT REPORT

Upon motion by Mr. Cochran, seconded by Mr. Tolbert, and passed, the Board approved having the audit report on Diversified by the June meeting.

It was a consensus of the Board to have an agent from Hartford Life insurance at the June meeting to discuss the volunteer insurance policy.

With no other business brought forth, the meeting was adjourned until June 25, 2009 at 6:30 p.m.