

Strawberry Point Ambulance Board Meeting Minutes

October 20, 2021

I. Call to order

Board member, Taylor called to order the special meeting of the Strawberry Point Ambulance Board at 2004 on October 20, 2021 in the Ambulance Meeting Room at City Hall.

II. Roll call

Board member Paris conducted a roll call. The following persons were present: Paris, Pope, Becker, Horns, Taylor; Thompson (Medical Director). Absent: no members. Guests: Blake Stannard, Ashley Hamlett, Amber West, Hannah Hutchinson, Tony Cripe and Jeremiah Owens (representing Strawberry Point EMS Service).

III. New Business

- a). Appoint Interim Service Director: Theresa Callahan served as EMS Service Director until her unexpected death in September 2021. Jeremiah Owens has volunteered to serve as Interim Service Director for the Strawberry Point Service until a new Service Director is appointed. He is currently an active EMT with Strawberry Ambulance Service and has fulfilled the role of Training Officer for the service. Strawberry EMS members express their support of Owens leading the crew.

Thompson, motioned to appoint Owens as Interim Service Director for Strawberry Point Ambulance Service and Ambulance Board Chair. Motion approved and seconded by Taylor. All ayes, motion carried. Taylor will notify Ashley Jasper, City Administrator.

- b). Discussion of Ongoing Ambulance Service Operations: Owens reports that since Callahan's passing, Cripe has been instrumental in the billing operations. Cripe has reached out to Hopkinton Ambulance Service personnel and received additional training in billing and reports. Owens recommends that Cripe continue in this area. Cripe is in agreement of providing this service. Strawberry EMS service members are also in agreement.

Thompson motioned to appoint Cripe as Strawberry EMS Administrative and Billing Specialist. Motion approved and seconded by Paris. All ayes, motion carried. Taylor will notify Ashley Jasper City Administrator.

- c). Salary for Ambulance Service Operations: Per the direction of the Strawberry EMS, the duties previously held by the EMS Service Director are to be split among the EMS Service Director and an Administrative and Billing Specialist. The board recommends that payment for these services will remain the same and split between the two job titles: EMS Service Director receives 60% and EMS Administrative and Billing Specialist 40%. Owens and Cripe are in agreement of this.

Previously, the Director received \$376.92 bimonthly and the Training Officer \$75 bimonthly.

Becker motioned that Owens receive \$542.30 monthly and Cripe \$361.54 monthly.

Motion approved and seconded by Horns. All ayes, motion carried. Taylor will notify Ashley Jasper City Administrator.

IV. Additions to New Business at November Ambulance Board Meeting

- a). Post for a EMS Service Director, permanent position
- b). Owens and Cripe will submit descriptions and duties of their newly appointed roles

V. Minutes respectively submitted by Angela Taylor