

# **Strawberry Point Ambulance Board Meeting Minutes**

January 11<sup>th</sup>, 2022

## **I. Call to order**

Boardperson Taylor called to order the regular meeting of the Strawberry Point Ambulance Board at 7:58pm on January 11<sup>th</sup>, 2022 in the back conference room at City Hall.

## **II. Roll call**

Boardperson Taylor conducted a roll call. The following persons were present: Becker, Horns, Paris, Pope, Taylor, Thompson (Medical Director); Guest(s): Tony Cripe - Interim Administrative and Billing Specialist, Jeremiah Owens - Interim Ambulance Service Director, City Council Liaison Jason Gearhart and Community Members: Deb Yokiell, Hannah Hutchinson, and Nick Stelken.

## **III. Approved Meeting Minutes**

*From regularly scheduled meeting on November 9<sup>th</sup>, 2021. Motioned by Paris.  
Second by Horn and carried – all ayes.*

## **IV. Financial Report**

- A.** Claims register – Please see attachment provided by Cripe.
- B. Township report – not presented, Cripe is looking into how this is processed.
- C.** Financial – Please see attachment provided by Cripe.
- D.** Past due accounts/ collections – Please see attachment provided by Cripe; A couple accounts were written off as the patients are deceased
- E. Donation – SMI presented the SP Ambulance with a \$200 donation. Please see attachment provided by Cripe.

## **V. Administrative and Billing Specialist Report/ Recommendations**

Please see attachment provided by Cripe

Cripe reports that the [desktop computer and printer in EMS office](#) are in poor working condition and recommends replacement.

## **VI. Service Director's Report and Recommendation**

Please see attachment provided by Owens

Continuing education has historically been purchased from NICC (\$200 for unlimited hours/ all crew members) and Lexipol. Owens states that using both provides a nice mix of hands-on and virtual education that is beneficial to the service.

## **VII. Medical Director's Report and Recommendations**

Brief discussion on upcoming recertification of the Service by State

Review of the Binder Lift: a lift device that fits over the patient torso. Multiple handles enable a team lift. This is something Owens is looking at purchasing for the service.

## **VIII. New Business**

A. [Process for Appointing/ Hiring EMS Positions](#): Tabled until March meeting

B. Review of application for EMS Service Director and questions/ discussion regarding use of ambulance in mutual aid situations and Owens dual role in both law enforcement and as a medical technician.

[Addition to March meeting: Development of a procedure for mutual aid.](#)

*Motion by Taylor to recommend Owens for [EMS Service Director](#). Second by Thompson. 4 ayes, 1 nay, 1 nonvote. Motion passes 4/7. Taylor will notify Jasper to take recommendation to upcoming [City Council meeting](#).*

C. Review of applications (x2) for Admin/ Billing Specialist.

*Motion by Pope to recommend Cripe for [Administration and Billing Specialist](#). Second by Becker. 6 ayes. Motion passes 6/7. Taylor will notify Jasper to take recommendation to upcoming [City Council meeting](#).*

D. Election of Officers and Member Status

1). *Motion by Paris for the following: President Angela Taylor, Vice President Amy Horn and Secretary Autumn Pope. Second by Horn. All ayes 6/7. Motion passes. Taylor will notify Jasper of elected Ambulance Board Officers.*

2). Ambulance board members are appointed for a 3 year term. *Becker, Horn and Taylor are up for renewal. All three [members](#) express interest in remaining on the board. Taylor will notify Jasper of member [interest to forward to City Council](#) for reappointment.*

(Paris and Thompson renewed Sept 2019 and Pope was appointed Jan. 2021).

There is one seat open for a board member. No interest has been expressed by community members. Cripe will reach out to the community via social media for interest.

#### E. EMS/PD Vehicle

Owens reports this is a Tahoe that was purchased by the Police Department and will be equipped with necessary medical equipment.

F. Introduction and welcome of Jason Gearheart, city council representative acting as the ambulance liaison for a one year term.

#### G. Volunteer for E911 Board for Buchanan, Fayette and Delaware Counties.

Cripe expresses interest in opportunity that was previously filled by Callahan.

*Motion by Thompson to appoint Cripe to serve on the E911 Board for Buchanan, Fayette and Delaware Counties. Taylor seconds this motion. All ayes 6/7. Motion passes. Taylor will pass this onto Jasper to notify City Council.*

### IX. Old Business

- A. Cripe addressed the Old Business under his report Administrative & Billing Specialist Report – please see this report. Will continue to follow up on: [Ambulance Drive signage; Ambulance Board folder and Citizens State Bank Account.](#)
- B. Once City Council hires the EMS Director, the Director and Taylor will move the account at CSB. (The upcoming City Council meeting is slated for January 19<sup>th</sup>.)

### X. Other Business

What I have Learned

- A. Agenda is to be posted 24hrs prior to meeting.
- B. Any add-ons at the meeting should be comment only, no discussion/motion. If a motion is needed, the topic is to be placed on the upcoming agenda for discussion/ motion.

- C. To pass a motion, the Board needs votes from 4 of the 7 members. (This is determined by number of seats, not seats filled).
- D. The SP Ambulance Board consists of 6 community members plus the Medical Director, 7 members total. (Currently, we have 5 out of the 6 seats filled). To change this, it must go through City Council. The Board members must not be in a paid position by the City.

**XI. Next Meeting Date**

March 8th at 2000 in Ambulance Meeting Room at City Hall

**XII. Adjournment**

Board members adjourned the meeting at 2148.

**XIII. Minutes submitted by: Angela Taylor**