

SPECIAL SESSION

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held at 100 E. Washington St., Charles Town WV and virtually via GoToWebinar on August 11, 2022, beginning at 1:00 o'clock p.m.

PRESENT: Caleb Hudson, President
Steve Stolipher, Vice President
Clare Ath, Commissioner
Tricia Jackson, Commissioner
Jane Tabb, Commissioner
John Nissel, County Administrator
Nathan Cochran, Assistant Prosecutor
Michelle Gordon, Finance Director
Jessica Carroll, Executive Assistant
Sorayda Pitts, Administrative Assistant

In re: Special Session – Discussion of Ambulance Service Transition Topics

The meeting was called to order at 1:00 p.m. by President Hudson.

President Hudson stated the purpose of the afternoon special session was to discuss several topics related to the county-owned & operated transition of ambulance/emergency medical services.

1. Approval of Ambulance Purchases
 - **Motion by Mr. Stolipher to approve Requisition No. 23014 in the amount of \$230,000 from ARPA funds for the purchase of a 2016 Ram 4500 Ambulance. Motion seconded and unanimously approved.**
 - **Motion by Mr. Stolipher to approve Requisition No. 23015 in the amount of \$643,544 from ARPA funds for the purchase of a 2015 Ford F450 Type I Ambulance & powerlift and a 2021 Ford F550 Ambulance, including associated supplies and equipment. Motion seconded and unanimously approved.**
2. Approval of Ambulance Vehicle Lease Agreement
 - **Motion by Mr. Stolipher to approve the Ambulance Vehicle Lease Agreement as presented, with the following edits: permit the vehicles to be transported out of the county, if necessary and also permit the use of vehicles in public engagement activities; and to authorize County Administrator Nissel to make minor changes to the agreement when necessary and sign the document on behalf of the County Commission. Motion seconded and unanimously approved.**
3. Consideration of organizational and operational status of the Emergency Services Agency as an agency, ambulance authority, or county department with a priority on staff retention and development – Mr. Nissel provided the Commission with three options for the organizational structure of the Emergency Services Agency as described below:

Option 1

Keep moving towards a rewrite of the current by-laws in ESA to reflect language that assures a well-balanced Board with checks and balances in place to keep both you and our constituents informed of how funds are being spent and revenues generated. At the same time we would work to establish a departmental status and create a "First Due Area" eventually moving everything under the Commission as a department.

Option 2

Move to maintain the ESA structure and have Director Burner and his staff facilitate the paperwork to move billing under his direction, develop the appropriate MOU'S with the individual VFD's for shared space, maintain the ambulance fleet and supply inventory along with any other necessary paperwork needed to facilitate the move. I would also recommend that the current Board structure and bylaws evaluated to reflect a well-balanced Board with checks and balances in place to keep both you and our constituents informed of how funds are being spent and revenues generated.

Option 3

Move to maintain the ESA structure and have Director Burner and his staff facilitate the paperwork to move billing under his direction, develop the appropriate MOU'S with the individual VFD's for shared space, maintain the ambulance fleet and supply inventory along with any other necessary paperwork needed to facilitate the move. I would also recommend that the current Board structure and bylaws evaluated to reflect a well-balanced Board with checks and balances in place to keep both you and our constituents informed of how funds are being spent and revenues generated. This scenario would also have the ESA create a "First Due Area" and establish themselves as a fire department under the current ESA structure.

- **Motion by Mr. Stolipher to accept Option 1 as presented by Mr. Nissel to transition the Emergency Services Agency from an agency to a County department. Motion seconded and passes on a vote of 3-2 with Commissioners Ath and Jackson opposing.**

There being no further business, the meeting adjourned at 2:13 pm.

Caleb Hudson, PRESIDENT

Respectively Submitted:

Jessica Carroll

Executive Assistant