

Ambulance Authority  
Meeting Minutes  
Tuesday, January 23, 2024  
5:00 p.m.

1. The meeting was called to order at 5:12 p.m.
2. Roll call: Members present: Tim Stubblefield, Dr. Jeff Keele, Missy DeFord. Members absent: Frank Watkins, Dr. Jay Trussler  
Others present: Michael Bonner, Lorie Nunley
3. Dr. Keele made the motion to approve the agenda. Missy seconded the motion. Motion passed.
4. Public Comments: None.
5. Missy made the motion to approve the minutes from the November 16, 2023 meeting.  
Dr. Keele seconded the motion. Motion carries.
6. Write offs for November 2023: \$8,605.75. Write offs for December 2023: \$10,293.82. Dr. Keele made the motion to approve the write offs. Missy seconded the motion. Motion carries.
7. Quarterly Financial Reports: Nothing to report.
8. Calls for November: 958, Billable calls: 535, Chute time: 63 seconds. Average scene time: 15 minutes, 55 seconds. Average response time: 7 minutes, 36 seconds. Total call time: 48 minutes, 13 seconds. Busiest day: Wednesday. Busiest time: 3:00 p.m. – 4:00 p.m. Calls for December: 1,085, Billable calls: 569, Chute time: 62 seconds, Average scene time: 16 minutes, 7 seconds. Average response time: 7 minutes, 46 seconds. Total call time: 48 minutes, 45 seconds. Busiest day: Friday. Busiest time: 2:00 p.m. – 3:00 p.m.
9. Unfinished Business:
  - a. Private ambulance services, license renewals: Vanderbilt Lifelight (Air), Air Evac, Amerimed, Expedited. Dr. Keele made the motion to approve these private ambulance services to operate in Coffee County for the year 2024. Missy seconded the motion. Motion passed.
  - b. Paramedic pay raise: Tim said the budget packets will be distributed February 1<sup>st</sup> and due back the end of February. Budget and Finance will be looking at everything, not just us. There's a calendar of events that the budget process goes through. We will start talking about it then.
10. New Business:
  - a. Mutual aid policy (attached): Missy made the motion to put the policy into our SOP. Dr. Keele seconded the motion. Motion passed.
  - b. Update Resolution: Dr. Keele made the motion to postpone discussing the Resolution until the next meeting (when all members are present). Missy seconded the motion. Motion passed.
11. The next meeting will be held on February 15, 2024, 5:00 p.m., CCAP, meeting room #1.
10. Dr. Keele made the motion to adjourn the meeting. Missy seconded the motion. Motion passed.  
The meeting adjourned at 5:39 p.m.