

Ambulance Authority  
Meeting Minutes  
Wednesday, August 23, 2023  
5:00 p.m.

Members present: Tim Stubblefield, Chairman, Missy DeFord, Frank Watkins  
Members absent: Dr. Jay Trussler, Dr. Jeff Keele  
Others present: Michael Bonner, Chief, Coffee County EMS, Paul Tibbs, Deputy Chief,  
Coffee County EMS, Lorie Nunley, Admin. Assistant, Coffee County EMS, Larry Sloan,  
Tallahoma Fire, Marianna Edinger, Coffee County Budget & Finance Director, John  
Coffelt, Manchester Times

1. The meeting was called to order at 5:02 p.m.
2. Before reviewing the agenda, Frank wanted to add to the agenda; under New Business: a. Committee. Missy made the motion to approve the agenda, with the change. Frank seconded the motion. Motion approved.
3. Frank made the motion to approve the minutes from the June 15, 2023 meeting. Missy seconded the motion. Motion carries.
4. Write offs for June 2023: \$6,811.15. Write offs for July 2023: \$7765.79. Frank made the motion to approve the write offs. Missy seconded the motion. Motion carries.
5. Quarterly Financial Reports: Marianna said we are still getting the Medicaid subsidy. We received \$268,000, and paid back \$135,000. Payments received by payor group (Fiscal year ended 6/30/23): Commercial – 23%, Private Pay: 26%, Medicaid: 14%, Medicare: 37%. Marianna said last year, we ended well. Our collection rate ended up being 99.48%. Our receivables for the fiscal year ended up being \$700,406. We ended up with more revenue than expenditures, which is what we want.  
Collections per billed call: We were over budget by \$315,750. Collected per call: \$354, which is \$30 more than we averaged last year. Total billed for the month of June 2023: \$363,725. Our ending cash balance is \$1,757,031. Marianna said there won't be a lot of revenue coming in July because we have to accrue anything that belongs to June back to June, except the payments. Marianna said the money for the Manchester station remodel has been budgeted and is in the Capital Projects.  
Tim asked about our lightening strike at the Manchester station, which affected the natural gas line. Michael said there was a pinhole size leak. ERPUD replaced the flexible gas line. Marianna said she reported it to the insurance company, just in case something came up later.
6. Michael received a letter from the mayor that he got from the Comptroller's office about new laws affecting meetings. Tim said we will start utilizing a sign-in sheet for public comments.  
In regards to the Manchester station remodel, Michael said his biggest concern is where do we put the two crews? We have a classroom (at the Justice center) that can be converted into sleeping quarters, temporarily.  
Calls for June: 925, Billable calls: 516, Chute time: 61 seconds. Average scene time: 16 minutes, 25 seconds. Average response time: 7 minutes, 41 seconds. Total call time: 50 minutes, 34 seconds. Busiest day: Friday. Busiest time: 5 p.m. – 6 p.m.  
Calls for July: 970, Billable calls: 537, Chute time: 57 seconds. Average scene time: 15 minutes, 54 seconds. Average response time: 7 minutes, 18 seconds. Total call time: 49 minutes, 51 seconds. Busiest day: Monday. Busiest time: 10 a.m. – 11 a.m.
7. Old Business:
  - a. Missy and Frank have not reviewed the Coffee County Personnel Manual and the Coffee County EMS Policies.
  - b. Status of paying for school: We are waiting on the Full Commission, which meets in September.
8. New Business: *See second page for discussion on this item.*
  - a. Committee: Frank made the motion to dissolve the Authority and change it to a Public Safety Committee. Missy seconded the motion. Motion carries.
9. Public comments: None spoken.
10. Missy made the motion to adjourn the meeting. Frank seconded the motion. Motion passed.  
The meeting adjourned at 6:07 p.m.

The next Ambulance Authority meeting will be held on September 21, 2023 at 5:00 p.m.

**~ Starting next month, all future Ambulance Authority meetings will be held at Coffee County Administrative Plaza, conference room #1.**

## Additional details of Authority discussions in 8/17/23 meeting:

### 8.a. Committee

Frank wanted to bring it up again because of some things that are going on in the county. He said he knows we talked about it back last year, about whether or not we wanted to go from an authority to a committee. The county is looking at possibly, with the advent of the new Mega site coming on board, there's been talk about us looking at going full time fire in some fashion. Some type of model, maybe like Bedford County, where everybody is not full time, but you've got a full-time station and you still have your reserves out. With the growth that's going on, I say we are going to add EMS stations as well. We are going to have to add personnel. My thought is it would be advantageous for us to get ahead of the eight ball, instead of having to jerk and do it; start thinking about it now, because it's going to be here in the next five years. If we are going to build fire stations, it would make sense to add an EMS station next to that fire station.

Michael asked if it (EMS) was going to be in it, or like New Union. Frank said, "Well, not necessarily like New Union, more like having the hall (if you're doing the full-time fire) and then have a couple of bays that would have EMS units in it."

Tim said if they go like Bedford County, they are going to have to build a fire station.

Frank said, "There's probably going to be some more built, because there are going to have to be some new ones built because some of those, let's face it, it's kind of like these ones we got. Some of these buildings have been here forever; Summitville, New Union, North Coffee, and from how your map is, you've got, I mean, Manchester is your biggest call volume. It just makes sense for us to start diversifying them and putting stuff like out Hillsboro, possibly out that way. Hillsboro is probably going to have to build a new station, theirs is aging as well."

Paul asked the question: "You know how New Union is set up? It's connected, but it's separate too. If you go the other route, they are more intermingled."

Frank said "If it does the Bedford County model, it's one station is your main fire that is paid and the other ones get toned out if they need to".

Paul made the statement that if this main station, if we have an EMS station (where it's not like New Union and it's more intermingled/open), as busy as we are, those firefighters are going to be getting disturbed a lot. Frank said it might also be an avenue of us being able to garner more employees, because you are going to be able to get a lot of cross-trained folks that are fire and EMS certified, and talking with Judd and seeing what the capabilities of us doing it would be merging two committees. It would be this committee and pulling (maybe) fire from HWR and probably EMA, to just get rid of some committees and have them under one. He said we're fixing to hit the throttle and the county is going to grow. We are (technically) already a committee. It's just the mere fact of saying, "Hey, let's merge and take a resolution and put before that says, ""Hey we're going to take this and turn it into an Emergency Response Committee, that it's going to encompass EMS, Volunteer Fire, and EMS."" HWR does the Health Department, Fire and Animal Control. Under the model that Bedford County has, they (volunteer fire) would stay as they are; they are still their own volunteers. There's going to be one Coffee County fire department. The other ones would remain autonomous, per say. They do get the option of joining the county fire department.

Michael said he and Paul have had multiple conversations (through the years), they don't care either way (if it stays an authority or goes to a committee).

Frank said, "At the mega site, we are going to be dictated what we have to do because it's state property. We're not going to have too much say about what goes out there."

Frank said (to dissolve the Authority) it would go to Ed to develop the Resolution to vote on by the full legislative body and the then full commission has to be voted again (in November). Tim said it would give us time to meet with the mayor and figure out the structure of the committee. If we vote tonight (to go to a Committee), then that just starts the slow process of working things out and getting it to the commission. Kind of like paying for schools; I mean, you are going to have to jump through the hoops.