

Ambulance Authority
Meeting Minutes
Wednesday, March 22, 2023
5:00 p.m.

Members present

Tim Stubblefield
Dr. Jay Trussler
Frank Watkins
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
Ben Smith, A&E Ambulance
Mistie Clark, Coffee County EMS
Barry Clark, Coffee County EMS
Carla Gibson, RN
Brenda Sweeton, Coffee County EMS
Terry Riddle, Coffee County EMS
Michelle Jackson, Coffee County EMS

1. The meeting was called to order at 5:04 p.m.
2. Dr. Trussler made the motion to approve the agenda. Frank seconded the motion. Motion carries.
3. Dr. Trussler made the motion to approve the minutes from the February 22, 2023 meeting. Frank seconded the motion. Motion carries.
4. Write offs for February 2023: \$8,778.69. Frank made the motion to approve the write offs. Dr. Trussler seconded the motion. Motion carries.
5. Quarterly Financial Reports: Nothing to report.
6. Calls for February: 920, Billable calls: 480, Chute time: 59 seconds.
Average scene time: 15 minutes, 08 seconds. Average response time: 6 minutes, 58 seconds.
Total call time: 46 minutes, 32 seconds. Busiest day: Monday. Busiest time: 3:00 pm. – 4:00 p.m.
7. Old Business:
 - a. Michael talked to the county attorney. He said we are not obligated to pay employees while they are in school. There was a discussion between the Board and Michael. Dr. Trussler said that if we are going to pay for school, we have to have a clear written directive. Frank says he thinks we should be paying for the employee's continuing education. He said if the employees are scheduled to work on the days they are in school, they should be paid, they shouldn't have to take their vacation time. Michael said he would rather pay every employee for their in-service hours, before we pay for people to go to school. Dr. Trussler asks the question: Can we add an education stipend to their base salary? Michael will have it calculated and bring it back to the Board in the April meeting.
8. New Business:
 - a. Dr. Keele made the motion to remove the sick and vacation policy from the EMS Handbook and follow the County Handbook. Dr. Trussler seconded the motion. Motion passed.
 - b. Rick has told Michael that there is money in Capital Projects and the Manchester ambulance station needs to be remodeled. Rick came up with a number he based on the work done at the Tullahoma South station. Dr. Trussler made the motion to approve \$50,000 to remodel the Manchester EMS station. Frank seconded the motion. Motion passed.
 - c. Tim will call Heather to tell her our school policy is in the EMS Handbook.
9. Public comments:
 - a. Discussion was had about the survey that was sent from the Mayor's office.
10. Dr. Trussler made the motion to adjourn the meeting. Frank seconded the motion. Motion passed. The meeting adjourned at 6:55 p.m.

The next Ambulance Authority meeting will be held on April 20, 2023 at 5:00 p.m.