

Ambulance Authority  
Meeting Minutes  
Thursday, April 20, 2023  
5:00 p.m.

**Members present**

Tim Stubblefield  
Dr. Jay Trussler  
Frank Watkins  
Dr. Jeff Keele  
Missy DeFord

**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  
Larry Sloan, Tullahoma Fire  
Monica Meeks, Air Evac 44  
John Coffelt, Manchester Times

1. The meeting was called to order at 5:07 p.m.  
Tim wanted to delete Item 8.a.: Tour Manchester Station. Marianna was unable to attend tonight's meeting, and Tim wants her to see the station. The tour will be postponed until the May's meeting.
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 March 22, 2023 meeting.  
Frank seconded the motion. Motion carries.
4. Write offs for March 2023: \$5,532.33. Missy made the motion to approve the write offs.  
Dr. Trussler seconded the motion. Motion carries.
5. Quarterly Financial Reports: Michael said March collections and cash flow were very good.
6. Calls for March: 1,036, Billable calls: 526, Chute time: 57 seconds.  
Average scene time: 16 minutes, 08 seconds. Average response time: 7 minutes, 06 seconds.  
Total call time: 47 minutes, 50 seconds. Busiest day: Thursday. Busiest time: 3:00 pm. – 4:00 p.m.
7. Old Business:
  - a. Michael said (if we were fully staffed), it would take \$12,500 per fiscal year to pay for the employee's educational renewal requirements. Dr. Trussler made the motion that we start reimbursing the full time employee's (for their hours) required training, as part of their job, starting Fiscal year July 1, 2023. Missy seconded the motion. Motion passed.
  - b. Paying for school policy: Michael and the Board reviewed the policy. Dr. Trussler made the motion to pay for tuition only, with funding limited to \$9,500 for Paramedic school, \$3,000 for AEMT and Basic EMT school, \$1,000 for Critical Care Paramedic school. Per IRS section 127, the current limit is \$5,250 per calendar year. Under 7.c.: Other funding – this line item has been deleted from the policy. Dr. Keele seconded the motion. Motion passed. This policy now needs to go to Policy & Procedure, then Legislative, then it has to go to the full commission.
8. New Business:
  - a. County Policy manual & EMS manuals were handed out. Tim said we are going to update the EMS manual.  
Tim told the Board to take the manuals home and compare them. Anything in the EMS manual that's contradictory to the county manual, mark it, and in May, we will go over it.
  - c. Frank made the motion to retire Unit #37 when Unit #43 goes in service. Missy seconded the motion. Dr. Trussler abstained from voting. The motion passed.
  - d. CPR instructor training: Michael said we have an employee that wants to be an instructor. The Board agreed that we should pay the employee for the training, which will fall under the Tuition/Training line item (in the budget).  
Tim said for Michael to let the Board be aware of it.
  - e. Bonnaroo – ambulance: Frank made the motion to not contractually obligate our ambulance service to Bonnaroo.  
Tim said we pass this, if we send Bonnaroo any form of a letter, it needs to go before the county attorney, and then The mayor. Dr. Trussler seconded the motion. Motion passed.
9. Public comments: Larry said the fire department will soon have CPR instructors, so they can help us out.
10. Dr. Trussler made the motion to adjourn the meeting. Missy seconded the motion. Motion passed.  
The meeting adjourned at 6:30 p.m.

The next Ambulance Authority meeting will be held on May 18, 2023 at 5:00 p.m.

