

Ambulance Authority
Meeting Minutes
Thursday June 15, 2023
5:00 p.m.

Members present

Tim Stubblefield
Dr. Jeff Keele
Frank Watkins
Missy DeFord

Others present

Michael Bonner, Chief, Coffee County EMS
Paul Tibbs, Deputy Chief, Coffee County EMS
Lorie Nunley, Admin. Assistant, Coffee County EMS
Larry Sloan, Tullahoma Fire
Monica Meeks
John Coffelt, Manchester Times

1. The meeting was called to order at 5:02 p.m.
2. Before reviewing the agenda, Tim made a change. Under "New Business", he wanted to add: 8.b. Protocols. Frank made the motion to approve the agenda, as amended, Missy seconded the motion. Motion approved.
3. Missy made the motion to approve the minutes from the May 17, 2023 meeting. Frank seconded the motion. Motion carries.
4. Write offs for May 2023: \$7,898.52. Frank made the motion to approve the write offs. Dr. Keele seconded the motion. Motion carries.
5. Quarterly Financial Reports: Nothing to report.
6. Michael said that Unit #37 is now out of service and has been dropped. Unit #43 has been inspected by LeeAnne. The only thing lacking is a pin kit that has to be on the cot to work in the power load. The pin kit is on order.
Calls for May: 897, Billable calls: 533, Chute time: 63 seconds.
Average scene time: 15 minutes, 23 seconds. Average response time: 7 minutes, 10 seconds.
Total call time: 50 minutes, 31 seconds. Busiest day: Tuesday. Busiest time: 12-N – 1 p.m.
7. Old Business:
 - a. Review the Coffee County Personnel Manual and Coffee County EMS Policies: The Board is still reviewing them.
8. New Business:
 - a. Nepotism: Policy and enforcement. Tim said to follow the policy and everything will be fine.
 - b. Protocols: Tim wants Michael to reach out to all the surrounding agencies and see what their protocols are. Next month, we will compare their protocols with our protocols to see where we stand.
9. Public comments: None.
10. Frank made the motion to adjourn the meeting. Dr. Keele seconded the motion. Motion passed. The meeting adjourned at 5:37 p.m.

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