

**Special Meeting**  
**Wednesday April 10, 2013**  
**4:00 pm**  
**Chowan County Public Safety Center**  
**305 West Freemason Street**

Minutes

The Chowan County Board of Commissioners held a Special meeting on Wednesday, April 10, 2013 at 4:00 pm at the Chowan County Public Safety Center. Present: Chairman Keith Nixon, Commissioners Jeff Smith, Ellis Lawrence, Greg Bonner, Emmett Winborne, Alex Kehayes and John Mitchener.

Staff present: County Manager Zee Lamb and Board Clerk Susanne Stallings.

Chairman Nixon called the meeting to order.

It was noted that EMS Director Colin Ryan was unable to attend the meeting.

**EMS Worksession**

Mr. Lamb stated the Board requested a meeting to review the EMS Fund. HE provided the Board with a printout of the current budget and requested FY 2013-14 budget. He stated that the FY 2013-14 budget estimates a contribution from the general fund of \$373,077. He stated that amount is based on amounts contributed in previous years. He noted that there are two capital requests in the EMS Budget. He stated that one is for \$90,000 is for an ambulance as requested by the EMS director. He added that EMS has also requested \$25,000 for cardiac monitors. Mr. Lamb stated that prior to the meeting; Mr. Ryan was going to provide information on what other counties are contributing from their general fund to EMS. Mr. Lamb discussed potential losses in revenues from Medicaid reimbursements.

Commissioner Smith asked if \$373,000 is the possible contribution from the general fund.

Mr. Lamb stated that he has already budgeted for a 2% reduction in Medicaid reimbursements. He discussed overtime that is budgeted for EMS employees.

The Board discussed overtime being built into the schedule.

Chairman Nixon requested that Mr. Lamb look at the overtime. He stated that the trend shows the contribution from the general fund increasing each year. He stated he felt it would be beneficial to look at the transports being privatized if that is feasible. He stated he thinks it would be beneficial to have an outside agency perform an analysis of the fund with a focus on transports to see if it is offsetting the general fund contribution. He stated that the Board should

consider the costs of the vehicles and post employment benefits. He stated he would prefer to buy used equipment when possible.

Mr. Lamb stated there are consultants that can review EMS if that is what the Board chooses to do. He added that EMS and Finance have prepared an analysis along with what was done by the County Auditor.

Chairman Nixon asked that revenues from emergency calls be provided.

Commissioner Smith asked if overtime or positions would be cut if transports were discontinued.

Chairman Nixon asked if football games or the fair are being done at no charge.

Mr. Lamb stated it would be helpful to know what the Board's feelings were regarding the capital request for EMS.

Chairman Nixon requested that an inventory of the assets in EMS be provided to the Board. He discussed obtaining information regarding contracting emergency services.

Chairman Nixon called for a 30 minute recess.

Chairman Nixon called the meeting back to order.

Commissioner Smith moved that the Board go into closed session in accordance with NCGS 143-318.11 (a) (6). Chairman Nixon asked for all in favor, the motion passed (7-0).

The minutes of the closed session are sealed.

Commissioner Mitchener moved to close the closed session. Chairman Nixon asked for all in favor, the motion passed unanimously (7-0).

Chairman Nixon passed the gavel to Vice Chairman Smith.

### **Personnel Manual**

Chairman Nixon moved to rescind the residency policy for department heads effective April 10, 2013. Vice Chairman Smith asked for all in favor, the motion passed (7-0).

The Board requested that the manager look into language in job descriptions regarding required presence during hurricanes or disasters.

Being no further business, Commissioner moved to adjourn the meeting. Vice Chairman Smith asked for all in favor, the motion passed (7-0).

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D. Keith Nixon, Chairman

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Susanne Stallings, Clerk