



# Unicoi County Emergency Medical Services, Inc.

630 Oneega Avenue – Suite D \* Erwin, TN 37650

Office 423-735-3315

Fax 423-330-1347



**Jimmy Erwin, Interim Director**

Rebecca Harrison, Chief of EMS

Patrick Potts, Deputy Chief of Operations

## Unicoi County Emergency Medical Services Board of Directors Meeting Monday, January 06, 2025 @ 4:00 pm ET

### MEMBERS PRESENT:

✓	Glenn White	✓	Brian Delp	✓	Garland Evely	✓	Jennifer Harrah
✓	Andrew Harris	✓	Cathy Huskins	✓	Kevin McInturff	✓	Mark Phillips
✗	Michael Sutherland						

### NON-VOTING MEMBERS PRESENT:

✓	Jimmy Erwin
✓	Todd Hull

### OTHERS PRESENT:

- Becki Gamage, Admin. Assistant – UCEMS

ISSUE/TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
<b>Call to Order</b>	Chairman White called the meeting to order at 4:00pm in the Meeting Room of the Erwin Town Hall.	
<b>I. Invocation</b>	Invocation was given by Board Member Evely	
<b>II. Roll Call</b>	Becki Gamage called the roll.	A quorum was present: Absent member(s) were Michael Sutherland.
<b>III. Recognition of Guests</b>	All visitors were acknowledged & introduced	Kevin McInturff introduced Mark Phillips as his appointee to the Board representing Unicoi BMA
<b>IV. Announcement of Time for Public Comments</b>	None	
<b>V. Minutes from Previous Meeting</b>	The minutes from the December 02, 2024, meeting had been distributed prior to the start of this meeting for review.	Board member McInturff made a motion to approve the Minutes from the December 02, 2024 meeting. The motions was seconded by board member Andrew Harris. The December 02, 2024 minutes were unanimously approved.



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<p><b>VI. Financial Report</b></p>	<p>Financial reports are not available at this time due to major computer and software issues. These issues are being actively addressed – we have purchased a new computer and an upgraded version of the software. We apologize for the inconvenience and will provide these reports to Board Members as quickly as we possibly can.</p>	<p>A. Board member Bubba Evely made a motion to table this issue until the February meeting. The motion was seconded by board member Cathy Huskins. Chairman Glenn White called for a rollcall vote:</p> <table border="1" data-bbox="1312 337 1843 513"> <tr><td>White</td><td>YEA</td><td>Huskins</td><td>YEA</td></tr> <tr><td>Delp</td><td>YEA</td><td>McInturff</td><td>YEA</td></tr> <tr><td>Evely</td><td>YEA</td><td>Phillips</td><td>YEA</td></tr> <tr><td>Harrah</td><td>YEA</td><td>Sutherland</td><td><b>U/A</b></td></tr> <tr><td>Harris</td><td>YEA</td><td colspan="2"><i>U/A = unavailable</i></td></tr> </table> <p>The motion to table this issue until the February meeting passed with a unanimous decision</p>	White	YEA	Huskins	YEA	Delp	YEA	McInturff	YEA	Evely	YEA	Phillips	YEA	Harrah	YEA	Sutherland	<b>U/A</b>	Harris	YEA	<i>U/A = unavailable</i>	
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<p><b>VII. Old Business</b></p>	<p>A. <b><u>Revisit Discussion of UCEMS Transferring the 2008 Chevrolet Express G3500 Ambulance to the County Coroner</u></b>: <i>Proposal: Reinstate this ambulance back to UCEMS so that it can be used as a back-up ambulance in their fleet</i></p> <p>B. <b><u>Revisit Discussion of Purchasing (2) New Ambulances</u></b>: <i>Proposal: Change the original specifications slightly and go back to vendor to confirm pricing</i></p>	<p>A. Board member Andrew Harris made a motion that the 2008 Chevrolet Express G3500 Ambulance be reinstated back to Unicoi County EMS to be used as a back-up unit for the fleet. The motion was seconded by board member Cathy Huskins. Chairman Glenn White called for a rollcall vote:</p> <table border="1" data-bbox="1312 748 1843 924"> <tr><td>White</td><td>YEA</td><td>Huskins</td><td>YEA</td></tr> <tr><td>Delp</td><td>YEA</td><td>McInturff</td><td>YEA</td></tr> <tr><td>Evely</td><td>YEA</td><td>Phillips</td><td>YEA</td></tr> <tr><td>Harrah</td><td>YEA</td><td>Sutherland</td><td><b>U/A</b></td></tr> <tr><td>Harris</td><td>YEA</td><td colspan="2"><i>U/A = unavailable</i></td></tr> </table> <p>B. Jimmy Erwin explained to the Board that he was able to make contact and have a discussion with Jim Perry (Boone, NC) today regarding the prices that were quoted to Anthony Buckner/UCEMS in November 2024. Mr. Erwin did alert the Board that he requested that Mr. Perry make an upgrade to the chassis selection prior to resending his quote. The previous quote was for a 3500gvw chassis; Mr. Perry will now be quoting for a 4500gvw. The 3500gvw was too small: the truck would always be overweight; the wear and tear would cause unnecessary damage to the vehicle, our monthly truck maintenance expenses would increase, etc. Price difference is expected to be ~\$10k.</p>	White	YEA	Huskins	YEA	Delp	YEA	McInturff	YEA	Evely	YEA	Phillips	YEA	Harrah	YEA	Sutherland	<b>U/A</b>	Harris	YEA	<i>U/A = unavailable</i>	
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		<p>Jimmy Erwin asked permission from the Board to put these out to bid. However, it was brought up that in a previous meeting (October 2024) the Board had given former Director, Anthony Buckner, permission to purchase multiple ambulance.</p> <p>After a brief discussion, it was decided to amend the agenda to address this issue. Board member Jennifer Harrah made the motion to amend the agenda. The motion was seconded by Mark Phillips. The motion to amend the agenda passed with a unanimous decision.</p> <p>Board member Cathy Huskins made a motion to allow Jimmy Erwin, USEMS Interim Director, to put out a Public Notice of Open for Bid: Two (2) Ambulances. This motion was seconded by Jennifer Harrah.</p> <p>Chairman Glenn White called for a rollcall vote:</p> <table border="1" data-bbox="1312 743 1845 915"> <tr> <td>White</td> <td>YEA</td> <td>Huskins</td> <td>YEA</td> </tr> <tr> <td>Delp</td> <td>YEA</td> <td>McInturff</td> <td>YEA</td> </tr> <tr> <td>Evely</td> <td>YEA</td> <td>Phillips</td> <td>YEA</td> </tr> <tr> <td>Harrah</td> <td>YEA</td> <td>Sutherland</td> <td><b>U/A</b></td> </tr> <tr> <td>Harris</td> <td>YEA</td> <td colspan="2" style="text-align: right;"><i>U/A = unavailable</i></td> </tr> </table> <p>Bubba Evely asked for assurance that the bid process was just for obtaining the quotes – that all bids received would be coming back in front of the Board members for review and discussion. Assurance was given to all members that quotes would absolutely be coming back in front of the board. Mr. Erwin went on to say his hope was to have the bid process completed before the February BOD meeting so that he could present all bids received.</p>	White	YEA	Huskins	YEA	Delp	YEA	McInturff	YEA	Evely	YEA	Phillips	YEA	Harrah	YEA	Sutherland	<b>U/A</b>	Harris	YEA	<i>U/A = unavailable</i>	
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<p><b>VIII. New Business</b></p>	<p>A. <b><u>Propose Changing Verizon Account to Government Pricing</u></b></p>	<p>A. Jimmy Erwin stated that this is a bit of “housekeeping” that he and Becki Gamage have been doing – going through some of the larger accounts to see where improvements or savings could be made. Interim Director Erwin will be meeting with the Verizon reps next week. UCEMA receives government</p>																				



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	<p>B. <b><u>Discuss Adding Rebecca Harrison to Bank Accounts Allowing her to Obtain a Debit Card for Operations</u></b></p>	<p>pricing; he believes that UCEMS should be receiving the same pricing structure. He also explained that Verizon now has an equipment package that includes front-forward camera, GPS tracking, wi-fi for hospital transmissions. This will allow us to trip-track each unit in real time. This improves dispatching, increases safety for our medic &amp; patients, lowers our insurance rates, etc.</p> <p>Becki Gamage explained that she spoke with our Verizon rep regarding our current invoice and the correct equipment we currently have after the floods on Sept. 27. Verizon is going to remove the equipment we no longer have and is also going to credit us for our payments in Oct/Nov/Dec – approximately \$400-450.</p> <p>Board member Cathy Huskins made a motion to allow Jimmy Erwin, USEMS Interim Director, to research and change the UCEMS Verizon account to government pricing if doing so is to our benefit. This motion was seconded by Andrew Harris. Chairman Glenn White called for a rollcall vote:</p> <table border="1" data-bbox="1312 873 1845 1047"> <tr><td>White</td><td>YEA</td><td>Huskins</td><td>YEA</td></tr> <tr><td>Delp</td><td>YEA</td><td>McInturff</td><td>YEA</td></tr> <tr><td>Evely</td><td>YEA</td><td>Phillips</td><td>YEA</td></tr> <tr><td>Harrah</td><td>YEA</td><td>Sutherland</td><td><b>U/A</b></td></tr> <tr><td>Harris</td><td>YEA</td><td colspan="2"><i>U/A = unavailable</i></td></tr> </table> <p>B. Rebecca Harrison has been appointed Chief of EMS, she oversees the day-to-day operations of the ambulances, and her assistant is Patrick Potts, who has been appointed as Deputy Chief of Operations. Between the two of them they will oversee the daily operations, the staffing, the supplies, and making sure the trucks are on the road.</p> <p>Jimmy Erwin explained to the Board members that he would like for Rebecca Harrison to have a credit card in her name for emergency purchases or for times that he is unavailable.</p>	White	YEA	Huskins	YEA	Delp	YEA	McInturff	YEA	Evely	YEA	Phillips	YEA	Harrah	YEA	Sutherland	<b>U/A</b>	Harris	YEA	<i>U/A = unavailable</i>	
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		<p>pointing out that he knows it was not an easy task, he made a motion to set the Interim Director's salary at \$2,000 per month. This motion was seconded by Cathy Huskins. Chairman Glenn White called for a rollcall vote:</p> <table border="1"> <tr> <td>White</td> <td>YEA</td> <td>Huskins</td> <td>YEA</td> </tr> <tr> <td>Delp</td> <td>YEA</td> <td>McInturff</td> <td>YEA</td> </tr> <tr> <td>Evely</td> <td>YEA</td> <td>Phillips</td> <td>YEA</td> </tr> <tr> <td>Harrah</td> <td>YEA</td> <td>Sutherland</td> <td><b>U/A</b></td> </tr> <tr> <td>Harris</td> <td>YEA</td> <td colspan="2"><i>U/A = unavailable</i></td> </tr> <tr> <td>White</td> <td>YEA</td> <td></td> <td></td> </tr> </table>	White	YEA	Huskins	YEA	Delp	YEA	McInturff	YEA	Evely	YEA	Phillips	YEA	Harrah	YEA	Sutherland	<b>U/A</b>	Harris	YEA	<i>U/A = unavailable</i>		White	YEA		
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<b>IX. Executive Director/Chief Report</b>																										
<b>X. Medical Report</b>	Medical Director Sutherland was not present; no medical report was given.																									
<b>XI. Attorney Report</b>	Todd Hull was not present; no attorney report was given.																									
<b>Adjourn</b>	<p>The decision was made to schedule the December UCEMS BOD meeting for <b>Monday, Feb 03, 2025 @ 4p.</b></p> <p>Chairman White asked if there was any other business.</p>	The January 06, 2025 meeting was adjourned at 4:55pm.																								