



Unicoi County Emergency Medical Services, Inc.

630 Oneega Avenue Suite D ~ Erwin, TN 37650

Business Office 423-735-3315

Fax 423-330-1347



Keith Ellis, Executive Director/Chief

kellis@unicoiems.org

Unicoi County Emergency Medical Services Board of Directors Meeting August 05, 2024 @ 4:00pm ET

MEMBERS PRESENT:

✓	Kathy Bullen	✓	Roger Cooper	✓	Brian Delp	✓	Garland Evely	✓	Jennifer Harrah
✓	Andrew Harris	✓	Cathy Huskins	XX	Michael Sutherland	✓	Glenn White		

OTHERS PRESENT:

- Todd Hull
- Keith Ellis, Executive Director/Chief - UCEMS
- Becki Gamage, Admin. Assistant – UCEMS

ISSUE/TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Call to Order	Chairwoman Bullen called the meeting to order at 4:20pm in the Meeting Room of the Erwin Town Hall.	
I. Invocation	Invocation was given by Chairwoman Bullen	
II. Roll Call	Chairwoman Bullen called the roll.	A quorum was present; Absent member was Michael Sutherland
III. Recognition of Guests	All visitors were acknowledged & introduced	
IV. Announcement of Time for Public Comments		Joshua Hicks addressed the Board regarding his desire to be considered for the pending Executive Director/Chief position. Mr. Hicks gave a brief overview outlining his experience as a current UCEMS employee, as well as outlining his employment history and experience. After addressing the Board, he submitted his Letter of Intent. (Exhibit A)

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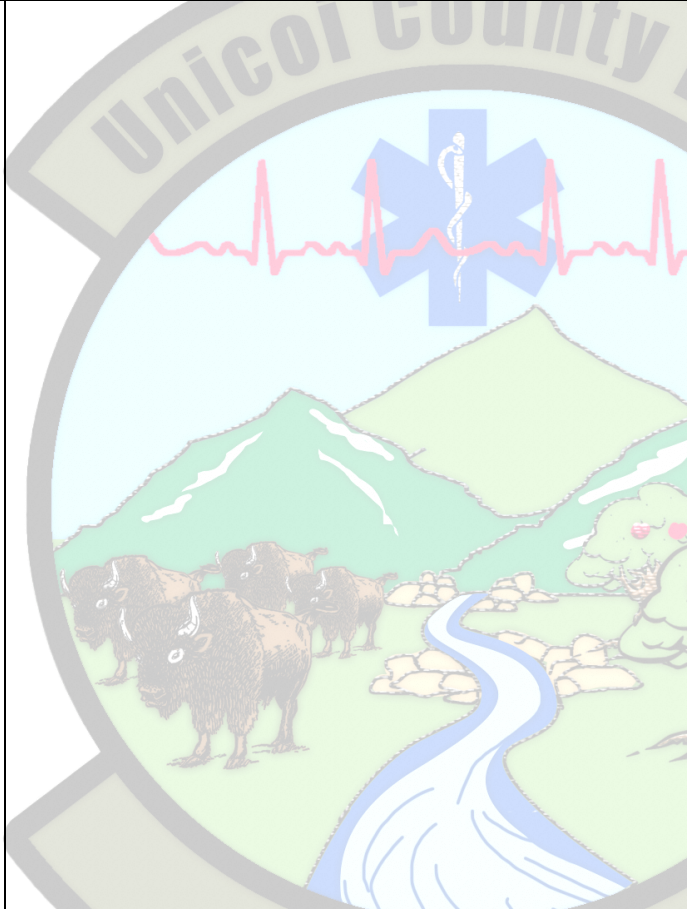
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<p>V. Minutes from Previous Meeting</p>	<p>Minutes from the June 03, 2024, meeting were presented for approval.</p>	<p>Board member Glenn White motioned to approve the minutes. The motion was seconded by board member Brian Delp. Minutes from the June 03, 2024, meeting were approved.</p>
<p>VI. Financial Report</p>		<p>Kathy Bullen preemptively reminded the board members of issues reviewed during the Closed Session that will affect the financial report.</p> <p>Keith Ellis explained there is a spike in expenditures due to a variety of reasons – such as past due expenses that recently came to light, licensure on the verge of being lapsed (\$1700/ea), a large quantity of out-of-date medical supplies having to be replaced.</p> <p>Becki Gamage submitted the financial report, through June 30, 2024, for review. She did caution that the financial report is incomplete due to situations/issues as reviewed in the Closed Session. It was further stated that the financial books have not yet been closed.</p> <p>Todd Hull will be intervening on behalf of the Board to ensure all vendor accounts are accessible by Becki Gamage.</p> <p>Mayor White also expressed the need to secure highly sensitive material and documents in a proper businesslike manner. Vital records such as HR-related, personnel records are to be secured in a locking file cabinet. Becki Gamage assured the Board members this had been completed prior to today's meeting.</p> <p>Motion was made by Mayor Evely to table the approval of the financial report until all data can be collected. The motion was seconded by Mayor White. Motion passed with a unanimous vote.</p>
<p>VII. Old Business</p>	<p>A. Social Media Policy B. Progressive Disciplinary Policy</p>	<p>The discussion on both policies was tabled; Discussion on both policies will take place at the September 2024 meeting</p>
<p>VIII. New Business</p>	<p>None</p>	

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<p>I. Resignation of Keith Ellis, Executive Director/Chief</p>	<p>Keith Ellis submitted his Letter of Resignation, citing personal reasons, announcing he will be vacating the position of Executive Director/Chief of UCEMS. (Exhibit B)</p>	<p>Board member Glenn White motioned to accept Keith Ellis' resignation. The motion was seconded by board member Brian Delp. Motion passed with a unanimous vote.</p> <p>Board members thanked Keith Ellis for his service, dedication and professionalism and wished him well for the future, further saying that all members will keep him and his family in thoughts and prayers.</p>																				
<p>II. Replacement for Vacated Executive Director/Chief Position</p>		<p>Board member Glenn White motioned to appoint Anthony Buckner as the new Executive Director/Chief of UCEMS. The motion was seconded by board member Roger Cooper.</p> <p>Todd Hull interjected and affirmed that, due to Mr. Buckner being named as the #2 choice, behind Mr. Ellis, during the recent interview process, the Board was not required to reopen the interview process, provided Mr. Buckner accepts the position.</p> <p>Chairwoman Bullen requested a roll-call vote:</p> <table border="1" data-bbox="1312 841 1848 1040"> <tr> <td>Bullen</td> <td>YEA</td> <td>Cooper</td> <td>YEA</td> </tr> <tr> <td>Delp</td> <td>YEA</td> <td>Evely</td> <td>YEA</td> </tr> <tr> <td>Harrah</td> <td>YEA</td> <td>Harris</td> <td>YEA</td> </tr> <tr> <td>Huskins</td> <td>YEA</td> <td>Sutherland</td> <td>N/P</td> </tr> <tr> <td>White</td> <td>YEA</td> <td></td> <td></td> </tr> </table> <p style="text-align: right;"><i>N/P = not present</i></p> <p>Motion passed with a unanimous vote.</p> <p>Anthony Buckner was offered to assume the now vacant position of Executive Director/Chief of Unicoi County EMS. Mr. Buckner stated he was honored to accept the position.</p> <p>Mayor Evely made a motion that the Board Chairwoman and the Board Treasurer work together to draft an Employment Package/Contract for Anthony Buckner's consideration, outlining salary, benefits, expectations and duties. The motion was seconded by board member Kathy Huskin.</p>	Bullen	YEA	Cooper	YEA	Delp	YEA	Evely	YEA	Harrah	YEA	Harris	YEA	Huskins	YEA	Sutherland	N/P	White	YEA		
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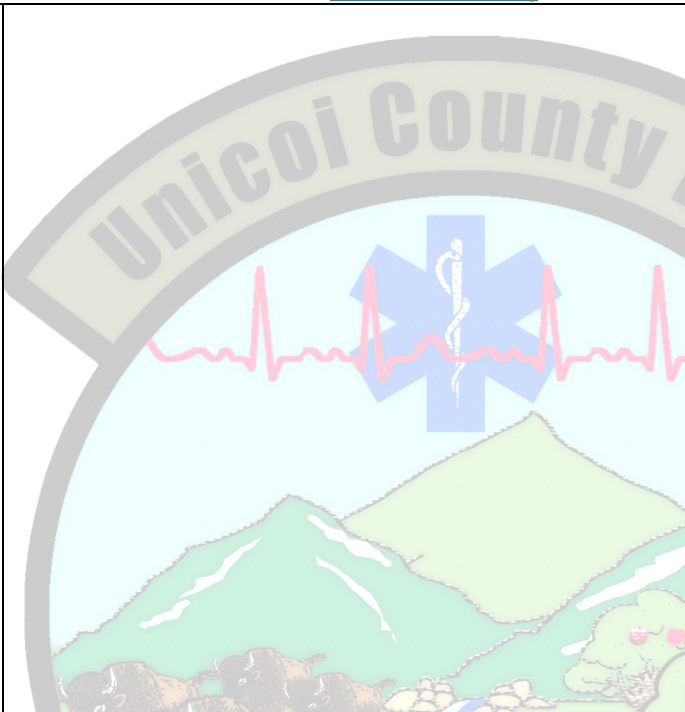
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White	YEA																					
<p>III. Medical Report</p>	<p>None</p>																					
<p>IV. Attorney Report</p>	<p>Todd Hull gave a brief overview of the on-going training that has occurred with the UCEMS paramedics/personnel regarding legal issues they may encounter on scene (ie: POA, Advance Directives, etc.)</p>	<p>The recent session had seven (7) in attendance; another training session is scheduled for August 13 and a third date is possible, if needed, pending discussion with the incoming Executive Director/Chief, Anthony Buckner.</p>																				
<p>Adjourn</p>	<p>The decision was made to proactively adjust the September UCEMS BOD meeting date to TU-September 03, 2024 @ 4p due to the Labor Day holiday.</p> <p>Chairwoman Bullen asked if there was any other business.</p>	<p>Board member Roger Cooper motioned to adjourn. The motion was seconded and passed unanimously.</p> <p>The August 05, 2024, meeting was adjourned at 5:05pm.</p>																				

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