

**Camden County Board of Commissioners
Pasquotank County Board of Commissioners
July 9, 2019; 6:30 PM
Public Safety Building
Elizabeth City, NC**

Call to Order

A joint meeting of the Camden County Board of Commissioners and Pasquotank County Board of Commissioners was called to order by the respective Chairmen on July 9, 2019 at 6:30 PM at the Public Safety Building in Elizabeth City, NC. The primary purpose of the meeting was to discuss the Pasquotank-Camden Emergency Medical Services Assessment and Strategic Plan.

Board Members Present

Camden County Board of Commissioners: Chairman Tom White, Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak, Ross Munro.

Pasquotank County Board of Commissioners: Chairman Jeff Dixon, Vice Chairman Lloyd Griffin, III, Commissioners Cecil Perry, Frankie Meads, Charles Jordan, Barry Overman and Sean Lavin.

Also present were County Managers Ken Bowman and Sparty Hammett, Clerks Karen Davis and Lynn Scott, EMS Director Jerry Newell and several EMS staff members.

Presentation

Mike Milas of Mission Critical Partners presented the overview, findings and recommendations of the assessment and included the following in his report:

- Mission Critical Partners – Culture and Purpose
- Study Participants – EMS Staff, 911 Staff, Pasquotank County Administration
- Overall Status
 - ♦ 110 staff
 - ♦ 4 stations
 - ♦ 12,000+ calls
 - ♦ \$5.2M annual budget
- Biggest Challenges – Facility and Staffing Needs
- Key Recommendations
 - ♦ Initiate plan to replace Stations 50 and 4
 - ♦ Consider a 24-hour day, 7 day week (24x7) staffing model for Station 14 to reduce response times in that portion of the service delivery area
 - ♦ Consider hiring an operations manager for oversight of day-to-day operations and supervisor mentoring
 - ♦ Consider becoming Commission on Accreditation of Ambulance Services (CAAS) accredited as a means of further enhancing service delivery
 - ♦ Consider a re-composition of the PCEMS board of directors to better align with call volume and funding

- ♦ Review PCEMS salaries and benefits to ensure competitiveness with surrounding agencies
- ♦ Consider changes to the financial collection agency and consider memberships to generate funds
- ♦ Accept credit cards as payment and do not charge a fee for use
- ♦ Renegotiate the contract with Camden County.

- **Current Stations**

	Staffed	Key Finding
Administration	M-F Days	Space limited
Station 50	24/7	Space limited
Station 4	24/7	Many deficiencies
Station 12	0900-2100	Facility Locations
Station 14	0700-1900	Best Facility

- **Facilities Recommendations**

Facility Location	Recommendation
Administration	Combine and expand with a new Station 50
Station 50	Replace with a new expanded facility
Station 4	Find new location for a suitable facility
Station 12	Address need to rebuild/relocate following the fire

- **Recommended Next Step for Facility Enhancements**

- ♦ Undertake detailed architectural design studies for each needed facility
- ♦ Cost is estimated at about 7% of the constructions costs
- ♦ ~\$210k for a replacement of Station 50
- ♦ ~\$63k for a replacement of Station 4
- ♦ Unit leveling could impact facility size and cost split

- **Call Volume >10,000 calls in 2017**

- **Recommended Staffing Enhancements**

- ♦ Transitioning to a 24/7 staffing model for Station 14 would:
 - Reduce and improve response times between 1900 hours and 0700 hours in the northern part of the service area
 - Take better advantage of a very good facility and location
 - Better align with benchmark study findings
 - +4 staff would cost ~\$200k/year
- ♦ Hiring and Operations Manager would:
 - Allow Deputy Chief to focus more on strategic issues
 - Allow the Operations Manager to focus on service delivery excellence and consistency

- Benchmark Study Findings

Factor	PCEMS	Halifax	Rowan
Population	50,641	55,000	138,000
Area (Square Miles)	599	731	524
Number of Stations	4	6	8
2017 Call Volume ¹	10,683	12,752	13,000
Annual Budget	\$4.5 million	\$5.8 million	\$4.25 million
Staffing	60 FT & 60 PT	66 FT & 30 PT	65 FT & 52 PT
Minimum Units on Duty	5-6	7	8
Salaries – EMT ²	\$33,000	\$30,000	\$30,000
Salaries – Paramedic ³	\$37,000	\$36,000	\$36,000
Schedule	Not all 24 x 7 Stations	All 24 x 7 Stations	All 24 x 7 Stations
Collections%	55-60	60-70	70

¹Call volume for PCEMS includes both emergency and non-emergency calls and transports. Call volume for Rowan County does not include non-emergency transports, which are provided by third-party entities. Halifax County did not provide a distinction.
²Entry level.
³Entry level.



Following a brief discussion, Chairmen White and Dixon adjourned their respective boards at 7:15 PM.

Tom White, Chairman
 Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
 Clerk to the Board of Commissioners