

Upper Scioto Valley Ambulance District Board Meeting  
November 20, 2025 6:00 PM Alger, Ohio

Minutes for the October 23, 2025 Meeting

**MEETING CALL TO ORDER:** President Paul Osborne called the meeting to order at 6:00 PM.

**ROLL CALL:** Board Members, Heather Bushong, Richard Onions, Shane Hites, Crosby Manchester, and Paul Osborne

**OTHER OFFICIALS PRESENT:** Fiscal Officer Travis Waller, Ambulance Chief Andrea Helton, Attorney John Neville

**OTHERS PRESENT:** Jason Helton, Janet Conrad, Justin Roberts, Robin LaRue, Iain Bruce, Justin Burris, Tristin Burris

**APPROVAL OF MINUTES:** from the Regular Meeting September 25, 2025

Motion to approve: Richard Onions                      2<sup>nd</sup> : Heather Bushong

Motion passed

**APPROVAL OF FINANCIAL REPORTS:**

Motion to approve: Heather Bushong                      2<sup>nd</sup> : Crosby Manchester

Motion passed.

**APPROVAL TO PAY BILLS:**

Motion to approve: Crosby Manchester                      2<sup>nd</sup> : Heather Bushong

Motion passed.

**APPROVAL OF MEDICAL SUPPLY ORDER:**

Motion to Approve: Crosby Manchester                      2<sup>nd</sup> : Shane Hites

Motion passed.

**NOTES FROM THE CLERK**

Noted that \$10,000 needed to be moved from capital outlay and put \$10,000 to workers compensation.

**Motion to move \$10,000 from the capital outlay account to workers compensation:**

Motion to Approve: Rick Onions                      2<sup>nd</sup> : Crosby Manchester

Motion passed.

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Iain Bruce raised concerns about EMS response times & using the fire department or other EMS districts for lift assist. Discussion around the regular need for lift assist ensued.

Tristin Burris raised concerns about a run where vital signs reportedly were not taken on a patient. There is a difference between what the patient is claiming vs what the EMTs at the scene reported.

A public records request was made for the department's policies & procedures by Iain Bruce.

Chief Helton will address all of these issues and concerns.

**Notes from the Chief:**

Financing has been signed for the building and close is set for November 5th. Bidding on the building construction will start November 11th and go on for three weeks. Two full time employees were hire to stay at full staff. The clinical laboratory license was renewed.

**Motion to adjourn:**

Motion to approve: Rick Onions                      2<sup>nd</sup> : Heather Bushong

Motion passed.

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