

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, JANUARY 22, 2015

Bills against the Ambulance Authority were audited, and ordered paid by warrants on their respective funds, of an even date herewith, which is part of this order.

Members Present

Dennis McCormick
Ross Curtis
Tim Feltner
Todd Doub
Doug Copenhaver
Mike McGinnis
David Irvin

Employees Present

Colton Hartman
Kristie Parrill
Todd Turner
Courtney Rightnour
Thomas Gorman
Karen Scheuch
Robyn Fowler
Michael Barrett
Chris Fincham
Brinton Byers
Carla Robinson
W. Brian Costello

Visitors Present

Eddie Gochenour
Donnie Scheuch
Mary Lou Largent
Christine Costello
Chris Lovelace
Ali Hadavand
Joey Kidwell
Dr. Michael Londner
Mickey Duncan

Opening prayer was given by Todd Doub.

Pledge of Allegiance was led by Dennis McCormick.

Dennis McCormick called the meeting to order at 6:00 p.m.

Approval of the Agenda

Action Taken

Ross Curtis moved to accept the agenda as written. Todd Doub seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Approval of the Minutes

Action Taken

Ross Curtis moved to approve the minutes of December 3, 2014 meeting. Tim Feltner seconded the motion.

Vote: Ayes, Unanimous.
Motion Carried.

PUBLIC COMMENTS

There were no comments from the public.

EMPLOYEE COMMENTS:

There were no comments from employees.

REPORTS

- President

Dennis McCormick read letters from patients expressing thanks for services rendered by Colton Hartman and Ben Adams. McCormick read a thank you note from David Irvin expressing his thanks for flowers sent for the passing of his father.

- EMS Director

Brian Costello reported that (4) applications were received for financial assistance for January 2015. There were three accounts approved for a 50% reduction and one account was approved for a 100% reduction, the total written off in the month of January 2015 was \$1,276.80. Costello advised that he had a meeting with Valley Credit Services and advised that he requested an aging debt report that is being held outside of 5 year window. Costello added that we are going to look into enabling our computer system to make partial payments on our fee system. Costello advised he went to Loudon County to look at their Fire Station, he would like for the Facilities Committee to take a tour of their facilities as well. He will arrange a time and date for the tour. Costello spoke with the Volunteer Chief at Purcellville in reference to ways to inspire volunteerism. Costello advised that the auditors had just completed the 2013-2014 audit and it went well.

- Field Chief – Robyn Fowler

Robyn Fowler advised that she received two resignations, one from Mark Murphy effective January 1, 2015 and the second from Kevin Scullion on January 21, 2015 effective immediately. Fowler advised that there were four EMT-I's who have passed their Paramedic exam, they are as follows: Wayne Cole, Brinton Byers, Lynn Chapman and Thomas Gorman. Fowlers added that Chris Fincham requested to be on the Equipment Committee. Fowler advised that they are in the process of reworking the hiring process to make it more job related with agility, etc. Fowler mentioned there was a rescue chiefs meeting on January 21, 2015, she advised that the new rescue chief for Company 30 is Joey Kidwell. During the committee meeting they spoke in reference to an ambulance rotation with Baker Heights and Hedgesville. Todd Doub thanked Robyn Fowler for reestablishing the communications with the rescue chiefs.

COMMITTEES

- Equipment Committee- Tim Feltner

Tim Feltner discussed replacing or refurbishing Mobile unit 92. Feltner received a quote to refurbish the unit from Martinsburg Service Center which includes putting in a new engine, a new transmission, redoing the suspension and changing the fluids at the cost of \$13,104.09. Costello reviewed the State bid contracts and the only SUV's were a Jeep for \$28,000.00 and the Chevrolet Tahoe for \$40,000.00, but there will be a cost to equip the vehicle with radios, light bars, etc. Copenhaver added that we should not only rotate our ambulances, but to rotate all equipment. McCormick asked what the status was for the procurement of the new heart monitors. Costello responded that the rep from Zoll is working the numbers to try to get us a better deal.

- Facilities Acquisition Committee – Ross Curtis

Ross Curtis advised that the Facilities Committee met with Continental Brick and spoke about what we wanted in a facility and he spoke in reference to the area he had in mind. Curtis advised that the meeting ended with the agreement that the Continental Brick rep would contact a design firm to start planning with preliminary design work. Curtis offered to accompany him with discussions and he was receptive with that. McGinnis handed out a map of where Continental Brick would like to construct the building. McGinnis added that Continental Brick wished to enter into a long term lease and not a lease to own contract. Copenhaver requested to see if the project is eligible to use tax exempt bonds and if the project needs to be put out for an RFP, knowing that this site is extremely important to the BCEAA. Curtis will check with Norwood Bentley. Copenhaver added that there has been two Bills introduced, the House Bill 248 is to abolish the prevailing wage and Senate Bill 100 is to modify the prevailing wage laws.

- Ad Hoc Committee on Human Resources (No report)

- Grant Writing Committee

Costello advised that there has been a grant submitted for radios, but there has not been any word on the grant yet.

RESCUE CHIEFS

- Company 30 – Chief Kidwell introduced himself to the board, but had nothing at this time.

- Company 50 – Rescue Captain Brad Roberts had no report.

- Company 60 - Chief Mary Lou Largent advised that Fowler and Costello came to the Baker Heights board meeting in reference to Baker Height's request for paid personnel in their station. Largent spoke in reference to NEMIS and volunteer retention. Largent spoke

in reference to the volunteers having to have 25 hands on calls a quarter. At this time Largent opened the floor for Dr. Londner to speak. Dr. Londner isn't sure why Largent took this moment to have this discussion, but he replied that there will always be issues with volunteers and paid providers. Londner doesn't believe that this is the forum to work out the history with the volunteers and paid providers.

-County Fire Department – Capt. Gochenour-Captain Gochenour had nothing at this time.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

- Exonerations*

There were a total of 25 requests for exoneration submitted for approval.

Action Taken

Ross Curtis moved to authorize the President to recommend to the County Council approval of 25 exonerations in the amount of \$1,240.00. Todd Doub seconded the motion. Vote: (6) Ayes, (1) Abstained- Doug Copenhaver
Motion Carried.

-New Hire of part time paramedic*

Action Taken

Ross Curtis moved to approve the recommendation to hire Chris Lovelace as a part time paramedic. David Irvin seconded the motion. Vote: Ayes, Unanimous.
Motion Carried.

-Open and reading of sealed bids for Ambulances/Discussion*

At this time the board opened the sealed bids for the sale of three used ambulances.

- 1) Patient Transportation Inc.
\$8,099.99 (2006) #78531
\$2,650.99 (2000) #72318
\$3,159.99 (2006) #02461

- 2) Rick Cole
\$7,000.00 (2006) #78531

\$5,800.00 (2006) #02461

3) Mickey Duncan
\$2,751.00 (2000) #72318
\$7,101.00 (2006) #78531

4) Bob Pugh
\$1,000.00 (2000) #72318
\$3,000.00 (2006) #78531
\$2,000.00(2006) #02461

5) Bedington Volunteer Fire Dept.

Request the donation the 2006 #78531

McGinnis would like to consider donating one of the 2006 Ambulances to Bedington Volunteer Fire Department. Costello will call Company 40 to see if they will accept the 2006 #02461 and put this as an action item on February 2015 agenda.

EXECUTIVE SESSION

Action Taken

Ross Curtis moved to go into Executive Session. Todd Doub seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried.

Action Taken

Ross Curtis moved to come out of Executive Session. Todd Doub seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried.

No decisions were made during Executive Session

-ACTIONS FROM EXECUTIVE SESSION

Action Taken

David Irvin moved that we laterally appoint Captain Brinton Byers to the rank of Deputy Chief with a minimum of 96 hours per pay period, effective January 31, 2015.
Ross Curtis seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried.

Action Taken

Todd Doub moved to take the Deputy Chief position from non-exempt to exempt position at a \$56,000.00 a year salary effective January 31, 2015. Ross Curtis seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Action Taken

Mike McGinnis moved to move Courtney Rightnour from a part time paramedic to a full time Paramedic Step 1 effective January 31, 2015. David Irvin seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Action Taken

Ross Curtis moved to accept Kevin Scullion's resignation. Todd Doub seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

OPEN COMMENTS

- BCEAA Board of Directors

None.

-Employees

None.

-Sunshine Fund

There was \$0 collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Todd Doub moved to adjourn the meeting at 8:00 p.m. Mike McGinnis seconded the motion.

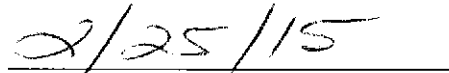
Vote: Ayes, Unanimous.


Motion Carried.


The next Monthly Meeting of the Berkeley County Emergency Ambulance Authority is scheduled for **Thursday, February 26, 2015** at 6:00 p.m. The meetings will be held at 400 W. Stephen St., Suite 205, Martinsburg, WV 25401.

Respectfully Submitted,


Carla Robinson, Administrative Assistant


Date


Dennis McCormick, President


Date