

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, FEBRUARY 26, 2015

Members Present

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

Employees Present

Brian Costello
Carla Robinson
Brinton Byers
Robyn Fowler
Ryan Barry
Chad Winebrenner
Thomas Gorman
Ashley Hoffmann
Lynn Chapman
Andrew Hoffmann
Chris Lyons
Courtney Rightnour
Colton Hartman
Kirby Anderson
Chris Fincham
Nick Agnew
Jack Gladden
Kristie Parrill
Danny Pearrell
Joe Fato
Peter Donaldson
Michael Barrett

Visitors Present

Mary Lou Largent
Stephanie Chapman
Joe Kidwell
Eddie Gochenour
Kayla Kendall

Opening Prayer was given during the Public Meeting.

Pledge of Allegiance was performed during the Public Meeting.

Meeting was called to Order at 6:30 p.m.

Approval of Agenda

Action Taken

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

Vote: Ayes, Unanimous.

Motion Carried.

Approval of Minutes

Action Taken

Tim Feltner moved to approve the minutes of the January 22, 2015 meeting.
David Irvin seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried.

PUBLIC COMMENTS

There were no public comments.

EMPLOYEE COMMENTS

There were no employee comments.

REPORTS

-President

Dennis McCormick had no report at this time.

-EMS Director

Brian Costello stated that the Board had received their financials in their packet. Costello advised that he had received an "at a boy" for Alex Santana and Tyler Murphy. Costello recognized and presented Nick Agnew with a challenge coin for his services to the BCEAA and added that Nick will be leaving our employment and moving to Florida. Costello recognized and presented Ryan Barry with a challenge coin for his work on our cell phone system. Costello advised that the new heart monitors had been ordered. The original price was \$136,000.00 and he was able to negotiate the price down to \$115,300.00 and they included an AED for free. Costello added that the office staff has had a CPR course and are certified to use the AED. Doub asked if others in the building could be training to use the AED as well. Costello added that he will look into the cost. Irvin had a few questions in reference to the financials, Costello answered all questions asked.

-Field Chief

Robyn Fowler advised that they are trying to change the hiring process to add a physical ability test. Fowler added that Byers has developed a new ability test for new hires and to use for our existing employees in the future.

COMMITTEES

-Equipment Committee – Tim Feltner

Tim Feltner advised that there was an equipment committee meeting to discuss the Mobile unit 92 whether to refurbish it or purchase a replacement. The Committee decided that a refurbish would not be the best way to go. Costello found a Ford Explorer on the State contract for \$25,513.00. Feltner added that it meets all of our requirements and he suggests purchasing this vehicle to replace Mobile 92. Feltner feels that we need to continue to rotate all vehicles to keep mileage down. Copenhaver requested a print out on maintenance of all vehicles to make plans for the future. Feltner requested an action item on next month's agenda for purchasing a new mobile unit. Feltner added that they are waiting for prices on bariatric reeves sleeves.

-Facilities Acquisition Committee – Ross Curtis

Ross Curtis has focused on replacing Station 97. Curtis researched two questions:

#1 Use of tax exempt bonds- County Attorney Norwood Bentley advised that it was a moot point because the County has used all current tax exempt bond authority. Copenhaver will check into this.

#2 Competitive Procurement for the Station- Bentley advised that we would need to do this competitively.

Curtis added that the Facilities Committee went to two EMS stations in Loudon County to see what kind of features they had and it gave our committee some good ideas. Curtis took the thoughts from that visit and included them in a preliminary design parameter list for the replacement station and incorporated them in a draft request for expression of interest to the public document and circulated it to the Facilities Committee for comments. Curtis sent the request for expression of interest, in draft form, to the County attorney for his reading for any changes. It should be published in the public media for 21 days.

-Ad Hoc Committee on Human Resources – Dennis McCormick

McCormick advised that there was nothing to discuss.

-Grant Writing Committee – Dennis McCormick

McCormick advised that we are waiting for word on our current Grant request.

RESCUE CHIEFS

-Company 30 Hedgesville VFD – Chief Kidwell

Chief Kidwell was present, but had no remarks.

-Company 50 Back Creek Valley VFD – Liaison Brad Roberts

Brad Roberts was not present.

-Company 60 Baker Heights VFD – Chief Largent

Chief Largent was present, but had no remarks.

-County Fire Department – Capt. Gochenour

Captain Gochenour spoke in reference to Brad Roberts and advised that he is doing an excellent job at Back Creek Valley VFD.

UNFINISHED BUSINESS

-Declaration of Surplus Property*

Costello advised that the Board should have declared the three ambulances as surplus property that were currently sold/donated a 2000 Ford E-350 #72318, 2006 Ford F-450 #78531 and 2006 Ford F-450 #02461.

Action Taken

Tim Feltner moved to declare the three ambulances that were sold/donated as surplus property. Ross Curtis seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Refurbish of replacement of Mobile 92

This item will be put on March 2015 agenda for action.

NEW BUSINESS

-Exonerations*

There were a total of 13 requests for exoneration submitted for approval.

Action Taken

Ross Curtis moved to authorize the President to recommend to the County Council approval of 13 exonerations in the amount of \$730.00. Todd Doub seconded the motion.

Vote: Ayes (6), Copenhaver –abstained.

Motion Carried.

-Hiring of Training/Field Staff Assistant*

Costello advised that the Assistant Training Coordinator/Field Staff Assistant interview panel was comprised of the Board President, EMS Director, Administrative Office manager, EMS Deputy Chief, Squad Training Officer and EMS Captain on February 18, 2015. There were (9) individuals applied for consideration. Three (3) were interviewed. Two (2) took Jobs prior to the interview and the remaining four (4) were found not to have met the standards for consideration per the job qualifications as posted to the BCEAA website. The committee wishes to recommend Mrs. Kayla Kendell for the position of Assistant Training Coordinator/Field Staff Assistant starting no later than March 16, 2015 at the rate of pay of \$24,000 annually with benefits.

Action Taken

Ross Curtis moved to accept the recommendation of the hiring committee in hiring Kayla Kendall for the position of Asst. Training Coordinator/Field Staff Asst. starting no later than March 16, 2015 at the rate of pay of \$24,000 annually with benefits. David Irvin seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Hiring of Captain*

Costello advised that the Captains interview panel was comprised of the Board President, EMS Director, EMS Chief, EMS Deputy chief, Squad Training Officer and EMS Captain on February 18, 2015. Seven (7) individuals applied for consideration. Six (6) were interviewed, with the 7th being deemed ineligible as a new hire in probationary status. The committee wishes to recommend to the board 1) to hire Paramedic Alexander Santana be offered the Captains position with a transition date of March 1, 2015 with the offer of a \$3,000 stipend, paid quarterly, at a rate of \$750.00 per quarter, with March being prorated at \$250.00 for the performance of additional Collateral/Supervisory duties as assigned. 2) Paramedics Ryan Barry, Andrew Hoffmann and Chad Winebrenner be placed on an order of precedence list, as it appears in this memorandum, for a period of one year.

Action Taken

David Irvin moved to accept the hiring committee's recommendations for the Captains position. Todd Doub seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-EMS Physical Ability Test*

Action Taken

Doug Copenhaver moved to adopt the BCEAA Physical Ability Test as presented.
Todd Doub seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried.

-Hiring Process Policy*

Costello advised that due to the changes of the BCEAA Physical Ability Test, there would need to change the hiring process policy in the SOG's.

Action Taken

Tim Feltner moved to accept the changes to the Hiring Process Policy. Ross Curtis seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried.

**-Recommend to County Council Change to Special Emergency Ambulance Service Ordinance*
Removal of required public hearing
Specific: page 5 Section 2 Para. 1 & 2**

Costello advised that the BCEAA is required to hold a public meeting annually per the Special Emergency Ambulance Service Fee Ordinance. Costello added that for the past five years, other than this years' meeting, there has been no participation from the public.

Action Taken

Tim Feltner moved to recommend to the County Council to have the required annual public meeting removed from the Special Emergency Ambulance Service Fee Ordinance. Mike McGinnis seconded the motion.
Vote: Ayes (6), Copenhaver-abstained.
Motion Carried.

At this time, Costello handed each board member a copy of the FY 2013-2014 Audit report for their review and it be an action item on the March 2015 meeting agenda.

The board decided on a special meeting to discuss the FY 2015-2016 budget on March 19, 2015 at 6 p.m.

OPEN COMMENTS

-BCEAA Board of Directors

-Sunshine Fund

There was \$10.00 collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Tim Feltner moved to adjourn the meeting at 7:35 p.m. Ross Curtis seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

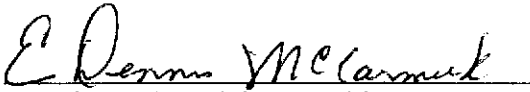
Respectfully Submitted,



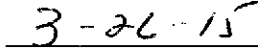
Carla Robinson – Administrative Assistant



Date



Dennis McCormick – President



Date