

DRAFT

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

WEDNESDAY, DECEMBER 2, 2015

Members Present

John Taylor
Mike McGinnis
David Irvin
Doug Copenhaver
Tim Feltner

Employees Present

Brian Costello
Carla Robinson
Chad Winebrenner
Brinton Byers
Karen Scheuch
Lynn Chapman
Chris Fincham
Michael Barrett
Alex Santana
Chris Montgomery
Gary Harmison
Ben Adams

Visitors Present

Joe Kidwell
Mary Lou Largent
Robert Ryan

David Irvin gave the Opening Prayer.

David Irvin led the Pledge of Allegiance.

David Irvin called the meeting to order at 6:00 p.m.

Approval of Agenda

Action Taken

Tim Feltner moved to accept the Agenda as written. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Approval of Minutes

Action Taken

Doug Copenhaver moved to approve the Minutes of the October 22, 2015 Board of Directors meeting. There was a second to the motion.

Vote: Ayes (4), Tim Feltner abstained from the vote.

Motion Carried.

PUBLIC COMMENTS

There were no public comments.

EMPLOYEE COMMENTS

There were no employee comments.

REPORTS

-President

David Irvin did not give a report.

-EMS Director

-Financials

Brian Costello made reference to the comparison to the July-Oct 2014 and the July-Oct 2015 reports and advised the fee recovery is up from last year. The Board reviewed the budget and referenced a few line items with the EMS Director. Costello informed the board that there were three applications for Financial Assistance for the month of November 2015. Costello added the customers were offered a 50% reduction and offered a monthly payment plan for their balances. The total written off for the month of November 2015 was \$910.60.

-Field Chief

Brinton Byers advised the Board of a hiring process that was conducted on October 27th & November 5th. Byers added that out of six people there were five interviewed, and there were four chosen to hire part time hire. There were three EMT's and one paramedic. Byers added that the new hires will have an orientation on January 12, 2016.

COMMITTEES

-Finance Committee – John Taylor

John Taylor advised that there had not been a meeting of the Finance Committee and that they were waiting on a Facilities Committee meeting to be conducted first.

-Equipment Committee – Tim Feltner

Tim Feltner had nothing new to report. Costello is currently working on a 15 year plan for vehicle replacement.

-Facilities Acquisition Committee – Mike McGinnis

Mike McGinnis advised that last month the Facilities Committee met. McGinnis added that they need to notify the people that submitted an expression of interest for our Central Station that the cost came in at around 30% higher than what we can afford to spend. McGinnis added that they needed to have a discussion during Executive Session.

-Ad Hoc Committee on Human Resources- David Irvin

There was nothing to report.

-Grant Writing Committee – EMS Director

Costello reported that the grant was denied, but Chris Overton is working on next years' grant. Costello added that they went to a FEMA Grant conference in Berryville, VA to receive insight for the next years grant.

RESCUE CHIEFS

-Company 30 Hedgesville VFD – Chief Kidwell

Chief Kidwell had nothing at this time.

-Company 50 Back Creek Valley VFD – Liaison Brad Roberts

Brad Roberts was not present.

-Company 60 Baker Heights VFD – Chief Largent

Chief Largent informed the board that Baker Heights has relinquished their ambulance to the Ambulance Authority and have received the old mobile unit from the BCEAA to use as a mobile unit for their company to respond to ambulance calls. Largent advised that she will no longer be the Rescue Chief of Baker Heights after January 1, 2016.

-County Fire Department – Capt. Gochenour

Captain Gochenour was not present.

OLD BUSINESS

-Approve September 24, 2015 BOD Meeting Minutes*

Action Taken

Mike McGinnis moved to approve the September 24, 2015 meeting minutes. There was a second to the motion.

Vote: Ayes (4) Doug Copenhaver abstained from the vote.
Motion Carried.

-Exonerations from October*

There were a total of 43 requests for exoneration submitted for approval for the month of October 2015. The board discussed ways of being able to verify that a property is a vacation property or if there is someone living in that property when we receive an application of exoneration.

Action Taken

John Taylor moved to authorize the President to recommend to the County Council approval of 43 exonerations in the amount of \$2,520.00. There was a second to the motion.

Vote: Ayes (4), Doug Copenhaver abstained from the vote.
Motion Carried.

*Tim Feltner left the meeting room at this time.

UNFINISHED BUSINESS

-Hedgesville MOU Discussion

Brian Costello attended the Hedgesville Board of Directors meeting to discuss the MOU to house a full time EMS crew in their station 24/7 permanently. Costello advised that Hedgesville requested that the BCEAA purchase two beds for their station and asked for an annual stipend of \$7,500.00. Costello questioned what the \$7500.00 was to be used for, after discussion; they dropped their stipend to \$3,500.00 annually. Copenhaver advised that the \$3,500.00 that the County gives to the Fire stations was done through Bill Stubblefield under the County Commission for security in case they lost grant money, not because the paid firemen were put in their stations. Copenhaver added that having a paid staff their 24/7 is huge for the community. Copenhaver feels that the contribution, if any is made, should go to the Fire Board because they pay Hedgesville monthly utilities.

*Tim Feltner entered back into the meeting room.

The Board felt that Brian should speak at the next Fire Board meeting to make them aware of what Hedgesville has asked of the BCEAA.

NEW BUSINESS

-Exonerations*

There were no exonerations for the month of November 2015.

-By-Law Updates Approved*

Costello advised that he updated a few changes to the By-Laws, such as Berkeley County Commission being changed to Berkeley County Council and Program Manager being changed to EMS Director. Costello added that under Article V – the meeting times were changed to 6:00 pm and the combined November and December meeting would be the first Wednesday in December. Article VII – adding the “Roberts Rules of Order” and the Order of Business.

Action Taken

Doug Copenhaver moved to approve the By-Law updates and give the President the authority to sign on behalf of the Board. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Charter Updates Approved*

Costello advised that the only change in the Charter was changing the Berkeley County Commission to the Berkeley County Council.

Action Taken

Mike McGinnis moved to approve the Charter updates. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

EXECUTIVE SESSION:

-Personnel

-Real Estate

Action Taken

Mike McGinnis moved to go into Executive Session. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

There were no decisions made during Executive Session.

MATTERS REQUIRING ACTION FROM EXECUTIVE SESSION*

Action Taken

Doug Copenhaver moved to hire Chad Winebrenner for the Field Chief position with the annual salary of \$52,000.00 effective December 21, 2015 with a 12 month probation. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

OPEN COMMENTS

-BCEAA Board of Directors

There were no Board of Director comments.

-Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Tim Feltner moved to adjourn the meeting at 8:02 p.m. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, January 28, 2016 at 6:00 pm at 400 West Stephen Street, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,



Carla Robinson – Administrative Assistant
Secretary/Treasurer

Date

01/27/16



David Irvin - President

Date

1/28/16