

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, MARCH 24, 2016

Members Present

David Irvin
Mike McGinnis
Tim Feltner
Doug Copenhaver
Sandy Hamilton

Employees Present

Brian Costello
Carla Robinson
Chad Winebrenner
Brinton Byers
Michael Barrett
Lynn Chapman
Deb Nichols
Karen Scheuch
Michael Beall
Colton Hartman
Chris Fincham

Visitors Present

John Kunkle
Bill Christianson
Adam Mauck

Members Not Present

Nick Diehl
John Taylor

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.

Doug Copenhaver introduced the newest board member appointed March 24, 2016 by the County Counsel, Sandy Hamilton.

Approval of Agenda

Action Taken

Mike McGinnis 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 February 25, 2016 Board of Directors meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

PUBLIC COMMENTS

There were no public comments.

EMPLOYEE COMMENTS

There were no employee comments.

REPORTS

-President

David Irvin read a letter from Lisa Hrutkay with ITLS Mid Atlantic Chapter advising what a good job our team did in represented the BCEAA in Las Vegas for the ITLS International Competition. Costello explained that this was the first team to compete in this competition from West Virginia and that he and his wife had sponsored them this year. The West Virginia ITLS Chapter has offered to pay for the team's conference next year and our Medical Director, Dr. Michael Londner, has offered to sponsor them next year in San Antonio, Texas. Irvin read a letter from someone of the public with their appreciation for services rendered to their loved one and they also sent a donation to our organization.

-EMS Director

-Financials

Brian Costello went over the financial sheets with the board and he advised that we have collected 100% of our ambulance user fee budget and our online bill pay was doing well. Costello explained that we have approached the County Council to make a change in the Ordinance so that we may bill for "treat no transport" calls to help generate more funds. Costello answered questions from the board in reference to the financials. Costello advised the board of the next hiring process on April 18, 2016 for part time employees. Costello added the BCEAA are looking into doing research with private industry.

-2015 Audit (John Kunkle)

John Kunkle of JC Kunkle and Associates went over the 2014-2015 annual audit report and answered questions that the board of directors had in reference to the report. Kunkle advised that the auditors' report demonstrates a clean audit and did not cite any deficiencies in internal control nor did they site any non-compliance.

-Field Chief

Chad Winebrenner reported to the board that the BCEAA had 750 ambulance responses for the month of February 2016. Winebrenner advised that the newest part time employees have been released from training. Winebrenner informed the board that all plaques were handed out for appreciation for assistance given during Winter Storm Jonas.

COMMITTEES

-Finance Committee – John Taylor

John Taylor was not present.

-Equipment Committee – Tim Feltner

Tim Feltner advised that he and Costello spoke on the phone, but at this time there is nothing to discuss.

-Facilities Acquisition Committee – Mike McGinnis

Mike McGinnis advised that the committee met with Continental Brick and they are looking at two parcels of land at this time.

-Ad Hoc Committee on Human Resources- David Irvin

There was nothing to report.

-Grant Writing Committee – EMS Director

There was nothing to report.

RESCUE CHIEFS

-Company 30 Hedgesville VFD – Chief Kidwell

Chief Kidwell was not present. Bill Christianson had nothing to report.

-Company 50 Back Creek Valley VFD – Liaison Brad Roberts

Brad Roberts was not present.

-Company 60 Baker Heights VFD – Captain Mauck

Captain Mauck had nothing to report.

-County Fire Department – Director Gochenour

Director Gochenour was not present.

UNFINISHED BUSINESS

-Maintenance Brief 3rd Qtr. FY 15/16 (Deputy Chief Byers)

Brinton Byers handed out a maintenance report to the board of directors for all vehicles in the BCEAA fleet and the cost for all maintenance performed. The board had a short discussion in reference to the vehicle maintenance after Byers report.

Mike McGinnis left the meeting at 6:52 pm and returned at 6:55 pm

-MOU Hedgesville Station #30 (Chief Winebrenner)*

Chad Winebrenner advised that we have a revised MOU with Hedgesville Station #30 and the agreement changes include a cost share for replacement for common use items between our paid staff at their station and their volunteers. Copenhaver feels if it is a cost that comes out of private funds and not the Fire Board money the agreement would be ok. Irvin feels it is a fair compromise and a reasonable price. Copenhaver feels the property belongs to the citizens of the County and not the fire departments so they should receive reimbursement for things that are being replaced and paid for by the Fire Board.

Action Taken

Doug Copenhaver moved to accept the MOU with Hedgesville Station #30 with the added verbiage that bills would be reimbursed to Hedgesville Volunteer Fire Department if they are paid with a private revenue source and not funds from the Fire Board. There was a second to the motion.

After a discussion, Doug Copenhaver rescinded his motion.

Mike McGinnis moved to accept the MOU with Hedgesville Station #30 as written. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-2016-2017 Workers Compensation Insurance Quote*

Brian Costello advised he received the new quote from WVCorp for our 2016-2017 Workers Compensation coverage. The cost is \$146,332.00 for the year. The amount is an increase of \$19,500.00 from the previous year.

Action Taken

Mike McGinnis moved to accept the 2016-2017 Workers Compensation contract with WVCorp in the amount of \$146,332.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

NEW BUSINESS

-Exonerations*

There were a total of 34 requests for exoneration submitted for approval for the month of March 2016.

Action Taken

Mike McGinnis moved to authorize the President to recommend to the County Council approval of (34) exonerations in the amount of \$1,470.00. There was a second to the motion.

Vote: Ayes (4), Doug Copenhaver recused himself from the vote.

Motion Carried.

-Approval new Financial Hardship Policy (C. Robinson)*

Carla Robinson presented the board with a new Financial Hardship Policy and the policy would be based on the HHS Poverty Guidelines for income. The policy would be for patients who receive ambulance services and would not be available for the yearly Ambulance User Fee. Irvin added that we should add the ECOA statement and noted there were a few stylistic changes to the policy.

Action Taken

Mike McGinnis moved to accept the Financial Hardship Policy with changes. There was a second made to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Education Agreement w/Blue Ridge CTC (STO Scheuch)*

Karen Scheuch explained to the board that this agreement is for precepting Blue Ridge CTC students on our ambulances and both parties' responsibilities.

Action Taken

Doug Copenhaver moved to accept the education agreement with Blue Ridge CTC beginning February 1, 2016 thru June 30, 2018 as written. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-Approval changes to Standard Operating Guideline*
-Section 5 Employee Health and Safety**

Karen Scheuch explained the changes and updates to Section 5 Employee Health and Safety section of the BCEAA SOG's.

Action Taken

Doug Copenhaver moved to adopt the changes to Section 5 Employee Health and Safety of the BCEAA SOG's with minor corrections. There was a second made to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Valley Credit Services Contract*

Brian Costello advised that it is time to renew our yearly contract with Valley Credit services for collection services. Costello added that he spoke to the Fire Board in reference to what their recovery was with filing civil suits to Magistrate Court themselves in adverse to what kind of recovery that Valley Credit has done for us in the past. Costello advised that going with Valley Credit is the better of the two options.

Action Taken

Tim Feltner moved to accept the renewal agreement for collection service with Valley Credit Services. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-2015-2016 Budget Revisions*

Brian Costello presented to the board of directors four budget revisions:

- 1) Account 509 move -15,000 from line 702 to line 718 (uniform purchase shortfall)
- 2) Account 509 move -6,000 from line 628 to line 626 (calibration and radio repairs)
- 3) Account 715 move -1,000 from line 636 to line 602 (audit costs)
-1,000 from line 642 to line 622 (legal publications)

- 4) Account 715 move -1,000 from line 624 line 702 line 707 and line 708
+4,000 to line 608 (budget shortfall)

Action Taken

Tim Feltner moved to accept the four budget revisions brought to the board for approval. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

EXECUTIVE SESSION

-Litigation

-Real Estate

Action Taken

Doug Copenhaver moved to go into Executive Session to talk about litigation and real estate matters. 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*

There were no matters requiring action from Executive Session.

OPEN COMMENTS

-BCEAA Board of Directors

Doug Copenhaver advised that tonight was a good night.

David Irvin added to Copenhaver's comment and welcomed Sandy Hamilton to the board.

-Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken


Mike McGinnis moved to adjourn the meeting at 8:20 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, April 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

4/28/16
Date



David Irvin, President

4/28/16
Date