

**DRAFT**

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, FEBRUARY 25, 2016**

**Members Present**

John Taylor  
Mike McGinnis  
Tim Feltner  
Doug Copenhaver

**Employees Present**

Brian Costello  
Carla Robinson  
Chad Winebrenner  
Brinton Byers  
Michael Barrett  
Lynn Chapman  
Andrew Hoffmann  
Kristie Parrill

**Visitors Present**

Mary Lou Largent  
Eddie Gochenour  
Kailee Parrill  
Gary Butts

**Members Not Present**

David Irvin

Doug Copenhaver gave the Opening Prayer.

Mike McGinnis led the Pledge of Allegiance.

Mike McGinnis 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**

Tim Feltner moved to approve the Minutes of the January 28, 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 was not present.

### **-EMS Director**

#### **-Presentation-Mr. Butts**

Brian Costello presented a plaque to Mr. Gary Butts for his assistance in plowing snow to enable the BCEAA to get to a patient during the Winter Storm Jonas.

Costello presented a plaque to Director Gochenour with the Berkeley County Homeland Security and President Largent of Baker Heights Volunteer Fire Department for their company's assistance during Winter Storm Jones.

#### **-Financials**

Brian Costello went over the financial sheets with the Board and answered questions they had pertaining to the budget. Costello added that the mortgage interest rate went up to 4.1% index for the South Station. The Board suggested to Costello to look into finding a fixed rate mortgage.

### **-Field Chief**

Chad Winebrenner reported to the Board that the BCEAA had 799 ambulance responses and 553 transports during the month of January 2016 and that is an increase. Winebrenner reported that there will be a hiring process for part time field employees on April 18, 2016.

## **COMMITTEES**

### **-Finance Committee – John Taylor**

John Taylor advised that they are waiting on information from David Irvin

**-Equipment Committee – Tim Feltner**

Tim Feltner had nothing at this time.

**-Facilities Acquisition Committee – Mike McGinnis**

Mike McGinnis advised that the Facilities Committee has met several times and continue to pursue several properties around Winchester Avenue and Grapevine Road area.

**-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.

**-Company 50 Back Creek Valley VFD – Liaison Brad Roberts**

Brad Roberts was not present.

**-Company 60 Baker Heights VFD – Captain Mauck**

Captain Mauck was not present.

**-County Fire Department – Director Gochenour**

Director Gochenour had nothing to report.

**UNFINISHED BUSINESS**

There was no unfinished business at this time.

**NEW BUSINESS**

**-Exonerations\***

There were a total of 2 requests for exoneration submitted for approval for the month of February 2016.

**Action Taken**

John Taylor moved to authorize the Vice President to recommend to the County Council approval of (2) exonerations in the amount of \$70.00. There was a second to the motion.

Vote: Ayes (3), Doug Copenhaver recused himself from the vote.

Motion Carried.

**EXECUTIVE SESSION**

**-Real Estate**

**Action Taken**

Doug Copenhaver moved to go into Executive Session to talk about real estate matters at 6:15 pm. 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**

There were no comments from the Board of Directors.

Brian Costello advised that he and Chad Winebrenner appeared before the Berkeley County Council to request an increase to the BCEAA fee for service schedule for mileage charges, to increase the charge for ALS2 and to charge for treat no transport services. There has been two public hearings scheduled for March 17, 2016, the first being 10:30 am and the other at 6:00 pm for public comments. Costello added that the Online Bill Pay has been up and running for the last two months and is working well. Costello met with FEMA in reference to the reimbursement for Winter Storm Jonas costs. Copenhaver added that during the public hearing he should emphasize that the increase in charges is not an increase in the household fees.

**-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

**Action Taken**

Tim Feltner moved to adjourn the meeting at 6:55 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, March 24, 2016 at 6:00 pm at 400 West Stephen Street, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,

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Carla Robinson – Administrative Assistant  
Secretary/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike McGinnis, Vice President in the  
absence of David Irvin, President

\_\_\_\_\_  
Date