

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, APRIL 28, 2016**

**Members Present**

David Irvin  
Mike McGinnis  
John Taylor  
Doug Copenhaver  
Nick Diehl

**Employees Present**

Brian Costello  
Carla Robinson  
Chad Winebrenner  
Brinton Byers  
Karen Scheuch  
Lynn Chapman

**Visitors Present**

Adam Mauck

**Members Not Present**

Sandy Hamilton  
Tim Feltner

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 a new board member and welcomed him to the board Nick Diehl.

**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 March 24, 2016 Board of Directors meeting. There was a second to the motion.  
Vote: (4) Ayes, John Taylor abstained from the vote.  
Motion Carried.

## **PUBLIC COMMENTS**

There were no public comments.

## **EMPLOYEE COMMENTS**

There were no employee comments.

## **REPORTS**

### **-President**

David Irvin read a letter of accommodation from Robert Shackelford with Patient Transport Services in reference to Michael Barrett and Company 30. He expressed his thanks for the help from Mr. Barrett and Hedgesville Volunteer Fire Department with a bariatric patient on April 5, 2016.

### **-EMS Director**

#### **-Financials**

Brian Costello went over the financial sheets with the board and advised that we are under budget in reference to our projected spending as of March 31, 2016. Costello advised that he, Winebrenner and Hartman went to Washington, DC to meet with the State Senators and Congress representatives. Costello advised they pushed the community paramedicine program to look at funding to support this program. Winebrenner added that there is a Bill to allow the transition of military medics to becoming civilian medics and there was positive feedback on the Bill.

#### **-Field Chief**

Chad Winebrenner reported to the board that the BCEAA had 724 ambulance responses for the month of March 2016 and for the 1<sup>st</sup> quarter there were 2273 responses, which is an increase of 10%. Winebrenner added that the busiest hours are 10 am to 11 pm. Winebrenner advised that there was a hiring process on April 18, 2016; there were 27 applications, 16 tested and 12 candidates interviewed. Winebrenner added that 8 new part time employees are ready to begin work and 3 will be placed in the hiring pool. Winebrenner advised that the BCEAA will have an ambulance in the Apple Blossom Parade in Winchester, VA. Winebrenner added that Courtney Rightnour has lead the way with the PR events. Winebrenner advised that we applied for an accreditation with the AHA in a program which is called Mission Life Line. Mission Life Line takes in affect

with how an agency deals with its cardiac patients and they set very strict criteria with timelines and treatments to achieve an accreditation. The BCEAA has achieved the highest award possible which is the Silver Award. This has opened up funding for training for our organization at no cost to us. Colton Hartman is the lead on this project and should be giving 90% of the credit for this award.

## **COMMITTEES**

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

David Irvin advised that their committee has not met recently, but will meet next week. Irvin added that the interest rates remain low for building financing.

### **-Equipment Committee – Tim Feltner**

Tim Feltner was not present.

### **-Facilities Acquisition Committee – Mike McGinnis**

Mike McGinnis advised that there has been communication with land owners of property that the BCEAA is interested in and would be discussed during Executive Session.

### **-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 had nothing to report.

### **-County Fire Department – Director Gochenour**

Director Gochenour was not present.

## **UNFINISHED BUSINESS**

**-Nothing at this time**

## **NEW BUSINESS**

**-Exonerations\***

There were a total of 14 requests for exoneration submitted for approval for the month of April 2016.

### **Action Taken**

Mike McGinnis moved to authorize the President to recommend to the County Council approval of (14) exonerations in the amount of \$790.00. There was a second to the motion.

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

Motion Carried.

**-Change to Board Meeting Start Time\*- Mike McGinnis**

Mike McGinnis proposed to change the meeting time of the Board of Directors meetings beginning with July 2016 meeting from 6 pm to 5 pm

### **Action Taken**

Mike McGinnis moved to change the meeting time of the Board of Directors meetings beginning with July 2016 meeting from 6 pm to 5 pm. There was a second made to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-2016-2017 Budget \***

Brian Costello went over the proposed budget for FY 2016-2017 of \$3,908,000.00 which equals the FY 2015-2016 current budget. There was a discussion in reference to the details of the proposed budget. Costello advised that he would come back at a later time and discuss the possibility of an employee pay increase after the employee evaluations have been reviewed, but the increase has not been added to the current budget proposal.

### **Action Taken**

Mike McGinnis moved to accept the proposed budget for FY 2016-2017 of \$3,908,000.00 as presented. There was a second to the motion.

Vote: Ayes, Unanimous.  
Motion Carried.

## **EXECUTIVE SESSION**

### **-Real Estate**

#### **Action Taken**

Doug Copenhaver moved to go into Executive Session to talk about 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**

Mike McGinnis was happy to hear about the accreditation from the AHA and our ambulance that will be in the parade.

Doug Copenhaver added that he was happy that we are hiring so many part time employees who were in Karen Scheuch's EMT class.

Brian Costello informed the board of events that will be taking place in the next few months.

David Irvin suggested that Costello email the board members of upcoming events to keep them informed.

Karen Scheuch announced that Dr. Londner, the BCEAA Medical Director is sponsoring a picnic for the BCEAA staff and board members at his farm on August 13, 2016.

### **-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

## **ADJOURNMENT**

#### **Action Taken**

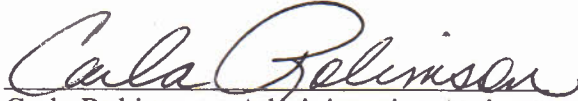
Mike McGinnis moved to adjourn the meeting at 7:15 p.m. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, May 26, 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

5/26/16  
Date



David Irvin, President

5/26/16  
Date