

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, JUNE 23, 2016**

**Members Present**

David Irvin  
Mike McGinnis  
John Taylor  
Tim Feltner  
Sandy Hamilton  
Doug Copenhaver  
Nick Diehl

**Employees Present**

Brian Costello  
Carla Robinson  
Chad Winebrenner  
Brinton Byers  
Deb Nichols  
Michael Barrett  
Lynn Chapman

**Visitors Present**

Journal Reporter  
Ed Gochenour  
Stephanie Johnson  
Dalila Johnson  
Olivia Johnson

Brian Costello 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**

Doug Copenhaver 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 May 26, 2016 Board of Directors meeting. There was a second to the motion.

Vote: (6) Ayes, Copenhaver abstained from the vote.

Motion Carried.

## **PUBLIC COMMENTS**

There were no public comments.

## **EMPLOYEE COMMENTS**

There were no employee comments.

## **REPORTS**

### **-President**

#### **-Presentation (Tim Feltner)**

David Irvin presented Tim Feltner with a plaque for his time as a Board Member of the BCEAA from July 2013 thru July 2016.

### **-EMS Director**

#### **-Presentation (Johnson Family & P/R Committee)**

Brian Costello presented Stephanie Johnson with a \$200.00 donation to be used towards getting a Diabetic Service Dog. Costello presented a \$200.00 donation from him and his wife to the P/R Committee for their service in working the concession stand at the Memorial Day softball tournament at Charlotte Prather Park to be used toward their next project. Costello presented Nick Diehl and Sandy Hamilton with a BCEAA coin.

### **-Financials**

Costello advised that the fee and transport billing revenues are both over budget for the fiscal year. Copenhagen stated that the BCEAA has done a tremendous job working as a team and believes success starts from the top. Copenhagen thanked Costello and his direct staff, as well as the field staff. Copenhagen added that he feels that the BCEAA has one of the smoothest running boards and is glad to be a part of it.

### **-Field Chief**

Chad Winebrenner reported that May is the first month that there were over 802 calls. Winebrenner added that if the trend continues, the BCEAA will exceed 9000 calls this year. Winebrenner advised that there were 8 new part time hires added and 7 were currently precepting in the field. Winebrenner acknowledged that the next P/R event would be July 9<sup>th</sup>, which is titled, "Parents as Teachers". Winebrenner advised that continuing with the Mission Life Line award that they would be receiving their training award July 26<sup>th</sup> at 12 noon in the Bird Building behind the Dorothy McCormick Center and he encouraged all to attend the ceremony.

Sandy Hamilton left the meeting at 6:22 p.m. and returned at 6:24 p.m.

## **COMMITTEES**

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

David Irvin had nothing to report at this time, the committee has not met. Irvin added they are waiting to meet when it is decided where they are going to build.

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

Tim Feltner had very little to say and feels everything is running well.

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

Mike McGinnis advised that the committee continues to evaluate two lots both are approximately 3 acres in size. The purchase price of each lot is different, but so is the cost to make each lot ready from utilities and fill perspective. McGinnis advised this discussion will continue in 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 was not present.

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

Director Gochenour advised that July 1, 2016 will be the last day for Brad Roberts in Back Creek Valley and added that he has done a great job.

## **UNFINISHED BUSINESS**

**-Nothing at this time**

## **NEW BUSINESS**

**-Exonerations\***

There were a total of 22 requests for exoneration submitted for approval for the month of June 2016.

### **Action Taken**

Tim Feltner moved to authorize the President to recommend to the County Council approval of (22) exonerations in the amount of \$1,130.00. There was a second to the motion.

Vote: (6) Ayes, Copenhaver abstained from the vote.

Motion Carried.

**-4<sup>th</sup> Quarter Maintenance Review – Deputy Chief Byers**

Brinton Byers went over the quarterly analysis in regards to the comparison to maintenance verses repair/wearables of the fleet. The amount spent in maintenance for the 4<sup>th</sup> quarter was \$2,837.80 and for repair/wearables was \$5,607.80.

**-Election of 2016-2017 Officers \***

### **Action Taken**

#### **- President**

Mike McGinnis nominated David Irvin for office of President.

Nominations for office of President were closed.

Vote for David Irvin as President was unanimous.

David Irvin was elected President beginning July 1, 2016.

#### **- Vice President**

Doug Copenhaver nominated Mike McGinnis for office of Vice President.

Nominations for office of Vice President were closed.

Vote for Mike McGinnis as Vice President was unanimous.

Mike McGinnis was elected Vice President beginning July 1, 2016.

**- Secretary/Treasurer**

Mike McGinnis nominated Doug Copenhaver for office of Secretary/Treasurer.

Doug Copenhaver nominated Carla Robinson for office of Secretary/Treasurer.

There was no vote for Doug Copenhaver for office of Secretary/Treasurer.

Vote for Carla Robinson as Secretary/Treasurer was unanimous.

Carla Robinson was elected Secretary/Treasurer beginning July 1, 2016.

**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**

David Irvin thanked Tim Feltner for his service and support and wished him success.

Tim Feltner feels it is an honor to service on the board and is proud of the organization.

Sandy Hamilton enjoys the BCEAA board and the work that is being done.

Doug Copenhaver added that it has been an honor working with Tim Feltner and feels he is a contributor to the board and community.

John Taylor thanked Tim for his service.

**-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

*Action Taken*

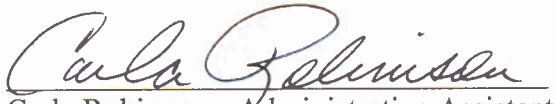
John Taylor moved to adjourn the meeting at 7:18 p.m. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, July 28, 2016 at 5:00 pm at 400 West Stephen Street, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,



Carla Robinson – Administrative Assistant  
Secretary/Treasurer

7/28/16  
Date



David Irvin, President

7/28/16  
Date