

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, JULY 28, 2016**

**Members Present**

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

**Employees Present**

Brian Costello  
Carla Robinson  
Chad Winebrenner  
Karen Scheuch  
Chris Fincham  
Gary Harmison  
Lynn Chapman

**Visitors Present**

David Brining-Co 40

David Irvin gave the Opening Prayer.

David Irvin led the Pledge of Allegiance.

David Irvin called the meeting to order at 5:00 p.m.

**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**

Sandy Hamilton moved to approve the Minutes of the June 23, 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 mentioned seeing the paper article of the American Heart Association Life Mission Award given to the BCEAA and thanked all who was involved in accomplishing this mission.

### **-EMS Director**

#### **-Financials**

Brian Costello went over the budget with the FY 15-16 comparison and he pointed out that the BCEAA exceeded the projected review by \$366,560.00. Costello added that the projected expenditures were under budget in all categories. Costello reminded the board members that our Medical Director, Dr. Londner will be hosting an EMS picnic for all EMS staff and Board of Directors on August 13, 2016. Costello advised that there will be an Equipment Committee meeting at 3 pm on August 10, 2016 to put together a bid proposal for a new ambulance.

#### **-Field Chief**

Chad Winebrenner reported that the statistics for June were 761 responses and 522 transports. Winebrenner spoke of the award given the BCEAA for Mission Life Line from the American Heart Association. Winebrenner added that the BCEAA obtained the highest award that can be received for a first year entity and only 565 awards were given nationwide. Winebrenner advised that we recently went through our licensure for our OEMS renewal and we scored a 100% and most of the credit goes to Karen Scheuch and her hard work. Copenhaver thanked Karen Scheuch for the hard work that she did in preparation for the licensure renewal.

## **COMMITTEES**

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

David Irvin advised that he and John Taylor had met and talked about structuring a balance sheet and the BCEAA financials.

### **-Equipment Committee – Brian Costello**

Costello advised that there hadn't been a meeting recently and that is why he set a meeting for August 10<sup>th</sup>. Costello added that Chris Fincham had ordered radio batteries

and mics. Costello advised that the BCEAA is in need of an Airway Manikin that is budgeted for the next Paramedic recertification course, which is about \$2,400.00. Costello advised that the Grant is still pending for the radios.

**-Facilities Acquisition Committee – Mike McGinnis**

Mike McGinnis advised that we have contracts for property that need to be signed by all parties that aren't ratified and will be discussed during Executive Session.

**-Ad Hoc Committee on Human Resources- David Irvin**

Costello had nothing to report.

**-Grant Writing Committee – EMS Director**

Costello had 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 was not present.

**UNFINISHED BUSINESS**

**-Nothing at this time**

**NEW BUSINESS**

**-Exonerations\***

There were a total of 6 requests for exoneration submitted for approval for the month of July 2016.

### **Action Taken**

Mike McGinnis moved to authorize the President to recommend to the County Council approval of (6) exonerations in the amount of \$360.00. There was a second to the motion.

Vote: (5) Ayes, Copenhaver abstained from the vote.

Motion Carried.

### **-Bedington MOU\***

Chad Winebrenner advised that the BCEAA is looking at ways to assist the field crews with the increase in call volume. Winebrenner added that the way they are planning to achieve this goal is to staff Company 40 Substation at Mid Atlantic Parkway with a paid staff of regular part time crews from 10 am to 8 pm each day. Winebrenner wrote up an MOU with Bedington and presented to David Brining, Chief of Bedington Volunteer Fire Department. Mr. Brining advised that Company 40 had reviewed the MOU and feels there is nothing that needs to be changed and they are ready to proceed with the agreement.

### **Action Taken**

Doug Copenhaver moved to enter into a MOU agreement with Bedington Volunteer Fire Department for ambulance service to operate out of Company 40 Substation from 10 am to 8 pm and to give the President the authority to sign the document on behalf of the BCEAA. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **-Leave Donation Policy\***

Brian Costello acknowledged that a survey was sent out to the employees shortly after he started as the EMS Director. Costello advised that one of the things the employees mentioned they would like to have is to start a Voluntary Leave Transfer Program. The program is to benefit a fellow employee if they have an illness or family emergency and don't have accumulated leave to be off work with pay. Costello added that the policy enables the employee to be off work and still receive their pay. Costello explained that other employees would donate some of their annual leave to them. The Board discussed some of the highlights and negative aspects of the policy.

### **Action Taken**

Mike McGinnis moved to accept the Voluntary Leave Transfer Policy provided there is a stipulation they can only have a short period of time donated. There wasn't a second to the motion. Mike McGinnis rescinded the motion.

The Board of Directors tabled the Voluntary Leave Transfer Program Policy to be brought back after there has been more detailed worked out with the policy.

**-Mortgage payoff 7146 Winchester Ave.\***

David Irvin advised that in lieu of the building project that the BCEAA will be starting in the future it would be a good idea to pay off the Winchester Avenue property.

**Action Taken**

Doug Copenhaver moved to pay off the 7146 Winchester Avenue mortgage loan and give the President the authority to sign the documentation. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-Sale of Wheatland Property\***

David Irvin explained that for over a year the Facilities Committee have been looking at building a new Station 97 and the Wheatland property that the BCEAA owns will not work for this project.

**Action Taken**

Nick Diehl moved to sell the Wheatland property. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**Action Taken**

Doug Copenhaver moved to move forward with the possibility of selling the Wheatland property and obtaining a RFQ for qualifications for a realtor to market the property. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-.57 Acre Residential Lot in Jones Springs (Back Creek Valley)\***

Brian Costello advised that the BCEAA was donated a .57 acre lot in Jones Spring at the corner of Back Creek Valley Road and Calvary Hill Road several years ago. Costello added that he is not sure if there were any stipulations placed on the property when it was donated. Costello will research the past ownership of the property and bring back his findings to the Board.

**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**

**-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

**Action Taken**

Nick Diehl moved to adjourn the meeting at 6:43 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, August 25, 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

  
Date

  
David Irvin, President

  
Date