

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, AUGUST 25, 2016**

**Members Present**

David Irvin  
Mike McGinnis  
John Taylor  
Doug Copenhaver  
Sandy Hamilton  
Bill Polk

**Employees Present**

Brian Costello  
Carla Robinson  
Chad Winebrenner  
Brinton Byers  
Chris Fincham  
Lynn Chapman  
Michael Barrett

**Visitors Present**

Eddie Gochenour  
Adam Mauck

**Members Not Present**

Nick Diehl

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**

Mike McGinnis moved to approve the Minutes of the July 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 gave no report at this time.

### **-EMS Director**

#### **-Financials**

Brian Costello informed the board that he paid off the South Station loan and the paperwork from the bank has been received showing the loan is paid in full. Costello advised that he put an RFQ out for real estate agents on August 16<sup>th</sup> and he sent 21 agents a copy of the RFQ, it is due back by September 16<sup>th</sup>. When the RFQ's are received, they will be forwarded to the Facilities Committee and they will supply a recommendation to be brought to the Board of Directors meeting on September 22, 2016. Costello informed the Board that the FEMA grant was denied, but he is looking into local grants for radios. At this time, Costello went over the financials and answered questions that the board members had in reference to the financials.

Doug Copenhaver introduced the new Board Member, Bill Polk.

### **-Field Chief**

Chad Winebrenner reported that the statistics for July 2016 were 738 responses, which is lower than July 2015. Winebrenner informed the Board that staffing Station 49 is proceeding well and we expect to begin service there on September 3, 2016. Winebrenner informed the Board that they will do Breast Cancer Awareness t-shirts for October with the proceeds to go to Breast Cancer Awareness of Shenandoah Valley. Winebrenner advised that we have two open positions, Firefighter/Paramedic and an EMT position.

## **COMMITTEES**

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

There was nothing to report from the Finance Committee.

**-Equipment Committee – Brian Costello**

Costello advised that there was an Equipment Committee meeting last week and moving forward they will review the previous bids for Ambulances. Costello added that they discussed radios since the grant was not approved, iPads for the ambulances, updating their pager fleet and looked at ways with the new ambulance bid to have a complete bid for the ambulance with all equipment included in the bid. Costello added that the next meeting will be September 6<sup>th</sup>. Copenhaver added that the current radios that we have can still be used, but they can't be serviced. If they go bad, they have to be replaced.

**-Facilities Acquisition Committee – Mike McGinnis**

Mike McGinnis advised that they will discuss facilities 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 at this time.

**-County Fire Department – Director Gochenour**

Director Gochenour advised that the field staff works well together.

**UNFINISHED BUSINESS**

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

Costello advised that we have not found a survivor that owned this property to discuss their intentions when it was donated to the BCEAA. Copenhaver will look this matter.

## **NEW BUSINESS**

### **-Exonerations\***

There were a total of (7) requests for exoneration submitted for approval for the month of August 2016.

#### **Action Taken**

Sandy Hamilton moved to authorize the President to recommend to the County Council approval of (7) exonerations in the amount of \$400.00. There was a second to the motion.

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

Motion Carried.

### **-PEIA Retirement Insurance**

Brian Costello explained to the Board that the BCEAA employees have received information from the Retirement Board in reference to obtaining PEIA insurance when they retire. Costello added that there are four employees that will qualify for PEIA insurance, but the BCEAA does not have an account with PEIA. The County has an account, but the BCEAA are unable to use their number at this time. Copenhaver will check with Alan Davis in reference to the PEIA insurance for retirees.

## **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\***

#### **Action Taken**

Doug Copenhaver moved to authorize the President to sign letters of intent on behalf of the BCEAA with Uniwest for 2.75 acres with the cost of \$100.00 and Continental Brick for 3 acres with the cost of \$75,000.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

## OPEN COMMENTS

### **-BCEAA Board of Directors**

David Irvin welcomed Bill Polk to the board. Irvin read a thank you letter for the BCEAA's participation in the Big Truck Community Play Day and a letter of thanks with a donation of \$200.00 from the Mowatt Family.

### **-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

## ADJOURNMENT

### Action Taken


Bill Polk moved to adjourn the meeting at 6:03 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, September 22, 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

9/22/16  
Date

  
David Irvin, President

9/22/16  
Date