

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, SEPTEMBER 22, 2016**

**Members Present**

David Irvin  
Mike McGinnis  
John Taylor  
Doug Copenhaver  
Sandy Hamilton

**Employees Present**

Brian Costello  
Carla Robinson  
Chad Winebrenner  
Brinton Byers  
Lynn Chapman

**Visitors Present**

Christine Costello  
Adam Mauck  
Jeff McCoy-Journal

**Members Not Present**

Nick Diehl  
Bill Polk

Doug Copenhaver 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**

Sandy Hamilton moved to accept the Agenda as written. Doug Copenhaver asked to amend the agenda and remove Executive Session. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**Approval of Minutes**

**Action Taken**

John Taylor moved to approve the Minutes of the August 25, 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 went over the financials with the Board of Directors. Costello advised that the Ambulance Fees are \$39,000.00 ahead of last years' collections for this time of year.

Costello advised that there will be IPAD's in the field starting September 23<sup>rd</sup> and Chad Winebrenner has been working with Gary Wine in reference to the Mobile Data Terminals. Costello added that 10 pagers have been updated through a combined effort with the Fire Board. Costello updated the Board on the PEIA insurance for retirees. Costello added that if a retiree wants insurance with PEIA at the time of retirement, it would be between the employee and PEIA. The BCEAA would not pay a portion of their insurance benefits when they retire.

### **-Field Chief**

Chad Winebrenner distributed order forms to the board members for breast cancer awareness t-shirts. Winebrenner advised that he is working with Gary Wine on the Mobile Data Terminal information. Winebrenner informed the board that August 2016 responses were 801 responses and 571 transports and the call volume continues to increase. Winebrenner reported that Station 49 staffing began September 3<sup>rd</sup>. At this time, Winebrenner and the board members discussed ambulances responding with fire departments on calls. Winebrenner advised the Board that we would be moving Richelle Lopez from a part time EMT to full time status on October 8, 2016.

## **COMMITTEES**

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

There was nothing to report due to the Finance Committee did not meet.

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

### **Action Taken**

Doug Copenhaver moved to appoint Bill Polk to the Equipment Committee.  
There was a second to the motion.  
Vote: Ayes, Unanimous.  
Motion Carried.

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

Mike McGinnis advised he sent out emails to committee members to schedule a meeting next week on Wednesday at 4 pm. Doug Copenhaver spoke to John Wood at the Sewer District about the sewer lines at the Grapevine Road site.

#### **-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 advised that the ambulances were needed on fire scenes for the fire personnel.

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

Director Gochenour was not present.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### **-Response to RFQ for Real Estate Agent\***

Costello advised that there are two RFQ's for real estate agents, which are Hensell Realty and Butch Cazin. The RFQ's were given to the Facilities Committee for review.

**Action Taken**

Doug Copenhaver moved to have the Facilities Committee review the RFQ's from Hensell Realty and Butch Cazin and determine which would be best to represent our piece of property and then give direction to the EMS Director. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**OPEN COMMENTS**

**-BCEAA Board of Directors**

Sandy Hamilton thanked Brian Costello for her tour of the EMS facilities.

David Irvin acknowledged receiving a donation of \$100.00 from Mrs. Gladys Burcker.

**-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

**Action Taken**

Mike McGinnis moved to adjourn the meeting at 5:35 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, October 27, 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, Resident



Date