

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, OCTOBER 27, 2016**

**Members Present**

David Irvin  
Mike McGinnis  
John Taylor  
Bill Polk  
Nick Diehl

**Employees Present**

Michael Barrett  
Carla Robinson  
Chad Winebrenner  
Brinton Byers

**Visitors Present**

Eddie Gochenour  
Adam Mauck

**Members Not Present**

Sandy Hamilton  
Doug Copenhaver

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**

Nick Diehl moved to accept the Agenda with the change to delete Executive Session. 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 September 22, 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 advised that Brian Costello went to San Antonio, TX to attend the ITLS Conference and support our team for the competition at his own expense. Irvin went over the financials with the board in Costello's absence. Irvin noted that the pages should be numbered for future reports.

### **-EMS Director**

#### **-Field Chief**

Chad Winebrenner advised that we continue to have an increase in calls each month with the exception of the month of September where we experienced a slight decrease in calls. Winebrenner gave the board information about the ITLS Conference and the competition, the three competing this year is Ryan Barry, Colton Hartman and Chris Lovelace. Winebrenner updated the board on the status of the Mobile Data Terminal testing and he added that we are around 90% complete on the testing. Winebrenner informed the board that we hired a new part time EMT- Randi Corter and hired a full time Paramedic/Firefighter for Back Creek Valley station and his name is Ryan Minch.

## **COMMITTEES**

David Irvin advised that due to Mike McGinnis going out of town with his full time job, he advised that John Taylor would be heading the Facilities Committee. Irvin added that he would be heading the Finance Committee and Bill Polk would be heading the Equipment Committee. Irvin noted that Sandy Hamilton would be on the Ad Hoc Committee.

Irvin updated the Board on the Audit Procurement Committee which were; himself, Costello & Robinson. There was a meeting on October 25, 2016 and the committee evaluated the three proposals received which were Fizer & Associates, Tetrick & Bartlett and Balestra, Harr & Scherer. The committee reviewed and graded the proposals and awarded the proposal for the 2016 Financial Audit to Balestra, Harr & Scherer in the amount of \$4,400.00.

### **-Finance Committee – David Irvin**

Irvin advised that they will have the building projection figures by the next board meeting.

**-Equipment Committee – Bill Polk**

Brinton Byers updated the board with the automobile maintenance amounts for the first quarter the total was \$23,340.00 which is an increase of \$14,000.00, however, the increases are not typical expenditures, 1) was the updates to Director Costello's car and 2) was to update the ALS department on the ambulance in Station 49.

**-Facilities Acquisition Committee – John Taylor**

John Taylor advised that they are meeting weekly and they are trying to decide which location to choose for the center station. There hasn't been a firm decision as of yet.

**-Ad Hoc Committee on Human Resources- Sandy Hamilton**

Hamilton was not present for a report.

**-Grant Writing Committee – EMS Director**

Costello was not present for a 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 at this time.

**-County Fire Department – Director Gochenour**

Director Gochenour had nothing to report at this time.

John Taylor left the meeting at 5:35 p.m. due to a possible conflict of interest.

**UNFINISHED BUSINESS**

**-Selection of Real Estate Agent for Sue Court Property\***

Irvin advised that there were two applications received for Real Estate Agents which were Chip Hensell and Butch Cazin. The Facilities Committee feels Chip Hensell is a better candidate.

**Action Taken**

Mike McGinnis moved to accept Chip Hensell to list the property for sale on Sue Court. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

John Taylor reentered the meeting at 5:36 p.m.

**NEW BUSINESS**

**-Information for Virginia Medicaid (Carla)**

Carla Robinson explained to the board that we are currently going through a revalidation with Medicaid of Virginia and they have requested the address, date of birth and social security number of all board members. At this time there was a spreadsheet passed around for each board member to write down their information for the Medicaid of Virginia revalidation.

**OPEN COMMENTS**

**-BCEAA Board of Directors**

There were no comments from the Board of Directors

**-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

**Action Taken**

Mike McGinnis moved to adjourn the meeting at 5:38 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 Wednesday, December 7, 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

12/07/16  
Date



David Irvin, Resident

1/26/17  
Date