

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**WEDNESDAY, DECEMBER 7, 2016**

**Members Present**

David Irvin  
Mike McGinnis  
John Taylor  
Sandy Hamilton  
Doug Copenhaver

**Employees Present**

Michael Barrett  
Carla Robinson  
Chad Winebrenner  
Brinton Byers  
Brian Costello  
Randi Corter  
Todd Turner  
Ryan Barry  
Lenny Lehman  
Courtney Rightnour  
Joy Shreck  
Chris Lovelace  
Lynn Chapman

**Visitors Present**

Eddie Gochenour  
Adam Mauck  
“Journal” Reporter  
Representative from  
Cumberland Valley  
Cancer Research

**Members Not Present**

Nick Diehl  
Bill Polk

Brian Costello 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**

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**

Doug Copenhagen moved to table the Minutes of the October 27, 2016 Board of Directors meeting until January 2017 meeting due to there wasn't a quorum present that attended that meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **PUBLIC COMMENTS**

There were no public comments.

### **EMPLOYEE COMMENTS**

#### **-Ryan Barry (ITLS Competition Review)**

Ryan Barry gave a presentation to the Board in reference to the ITLS Competition that the BCEAA attended and competed in San Antonio, TX. Barry added that the attendees were Chris Lovelace, Colton Hartman and Ryan Barry and they finished second place in the competition.

### **REPORTS**

#### **-President**

#### **-EMS Director**

##### **-Presentation (Cancer Society)**

Costello announced that from the sales of the Breast Cancer Awareness t-shirts we have Courtney Rightnour from our PR Committee to present the Cumberland Valley Breast Cancer Research with a donation for \$1,310.00 for their organization.

##### **-Financials**

Costello went over the financials thru October 31, 2016 with the Board.

#### **-Field Chief**

Chad Winebrenner updated the Board with the October transport amount of 812, November of 796 and year to date is 8459 responses and 5846 transports. Winebrenner advised that there was a meeting with Copenhagen in reference to field testing a new application called HIDTA OD Maps thru Baltimore/ Washington HIDTA and the US Attorney's Office. Winebrenner advised that there will be a hiring process in mid-January 2017 for part time employment. Winebrenner advised that the BCEAA was contacted by the American Heart Association and asked for us to be the host agency for this region of

Mission Life Line for the State of WV. Winebrenner explained that we will help mentor other organizations who wish to get into Mission Life Line.

## **COMMITTEES**

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

Irvin had nothing at this time.

### **-Equipment Committee – Brinton Byers**

Brinton Byers had nothing at this time.

### **-Facilities Acquisition Committee – John Taylor**

John Taylor advised that the committee met with the Department of Highways and they gave an approval on one of the lots. Taylor added that they have verbally contracted with two excavators with the cost to prepare the lots.

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

Hamilton had nothing to report.

### **-Grant Writing Committee – EMS Director**

Costello advised that there was a Grant submitted for this year and they are asking for automated CPR devices.

## **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 congratulated the team who went to San Antonio, TX. Gochenour commended the PR Committee for their Breast Cancer fund raiser.

## **UNFINISHED BUSINESS**

**-None**

## **NEW BUSINESS**

**-Exonerations\***

There were a total of 137 requests submitted for approval.

### **Action Taken**

John Taylor moved to authorize the President to recommend to the County Council approval of 137 exonerations in the amount of \$8,080.00. There was a second to the motion.

Vote: (4) Ayes, (1) Abstained- Doug Copenhaver.

Motion Carried.

**-Holiday Pay for Part-Time staff working December 25<sup>th</sup>\***

Costello advised that there is no compensation working on the holiday for Part time employees other than their hourly pay. Costello added that he would like to give Part Time employees an incentive to work the Christmas holiday and receive up to 8 hours of holiday pay.

### **Action Taken**

John Taylor moved to pay Part Time employees up to 8 hours holiday pay to work on Christmas Day. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-Ambulance Bid Spec. presentation (DC Byers)**

Brinton Byers went over the bid specs outline with the Board. The first item that they want to make sure of is that it has all the safety improvements; they want to go with the Ford F150 4x4 and to update the suspension system. The complete specs will be issued to the Board at a later date. Byers advised that the cost of the ambulance will be around \$167,000.00.

## **EXECUTIVE SESSION**

**-Employee Issue FMLA**

**-Real Estate**

**Action Taken**

Doug Copenhaver moved to go into Executive Session to discuss Personnel and 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\***

**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 6:58 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, January 26, 2017 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

1/26/17

Date