

# BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

## MINUTES

THURSDAY, JANUARY 26, 2017

### Members Present

David Irvin  
Mike McGinnis  
John Taylor  
Bill Polk  
Doug Copenhaver  
Nick Diehl

### Employees Present

Michael Barrett  
Carla Robinson  
Chad Winebrenner  
Brinton Byers  
Brian Costello  
Deb Nichols  
Karen Scheuch  
Lynn Chapman  
Chris Fincham  
Justin Murphy  
Courtney Turner

### Visitors Present

Eddie Gochenour

### Members Not Present

Sandy Hamilton

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*

Doug Copenhaver moved to accept the Agenda as written. There was a second to the motion.

Vote: (5) Ayes, Nick Diehl was not at the meeting yet.

Motion Carried.

### **Approval of Minutes**

#### *Action Taken*

Mike McGinnis moved to approve the Minutes of October 27, 2016 Board of Directors meeting. There was a second to the motion.  
Vote: (4) Ayes, (1) Abstained-Doug Copenhaver, Nick Diehl was not at the meeting yet.  
Motion Carried.

### **Action Taken**

Doug Copenhaver moved to approve the Minutes of the December 7, 2016 Board of Directors meeting. There was a second to the motion.  
Vote: (5) Ayes, Nick Diehl was not at the meeting yet.

Nick Diehl entered the meeting.

### **PUBLIC COMMENTS**

There were no public comments.

### **EMPLOYEE COMMENTS**

There were no employee comments.

### **REPORTS**

#### **-President**

#### **-EMS Director**

#### **-Financials**

#### **-FY 2016 Financial Statements (Handout)**

Costello went over the financial statement with the Board of Directors and advised that we were able to improve our net position by \$795,000.00 for FY 2015-2016. Costello added that once the audit for 2015-2016 is final, the board will be getting a copy of the audit report. Costello went over the financials for the current year ending with November 2016. He acknowledged that we are at a 1.81% increase from the prior year in revenues for this time of year. Costello advised that Baker Heights has returned the first responder unit that we put in their station. Costello added that they have gone to their own first responder unit.

#### **-Field Chief**

Chad Winebrenner updated the board with the 2016 end of year numbers which were 9288 calls and 6395 transports. Winebrenner advised we were in the midst of going through a hiring process for part time field employees. Winebrenner informed the board that February is National Heart Month through the American Heart Association.

Winebrenner added that he has reached out to all the news organizations and set up interviews for radio and TV to push the message for pre hospital cardiac care. Winebrenner has been working with the Martinsburg Fire Department in reference to the school board donating an old school bus to use as a Mass Casualty Response bus. Winebrenner discussed the Mobile Data Terminals and that he and Gary Wine have been working on getting all of the parts in to do a field test. Winebrenner ended with notifying the board of that Karen Scheuch intent to retire on May 31, 2017. The board members wished her well and congratulated her on her retirement.

## **COMMITTEES**

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

Irvin advised that their committee has not met. Irvin spoke about the financials of the BCEAA and acknowledged that their cash position at year end was strong at \$2.3 million.

### **-Equipment Committee – Bill Polk**

Polk advised that they met a week ago and spoke about replacing some of the cots. Polk informed the board that they are getting ready to put ambulances out for bid. Polk advised that there is another option for a fleet gas card for fuel for our agency. Costello will meet with their representative next week to discuss pricing.

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

John Taylor advised that they are still looking at the two properties to build the new 97 Station, but there is one more property that we may be interested in.

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

Hamilton was not present for a report.

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

Costello advised that they have not heard from the current Grant yet, but there is a local Grant window opening in March.

## **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 spoke in reference to the building progress of the South Berkeley building.

**UNFINISHED BUSINESS**

**-Approval of Bid Specification for New Ambulance(s)\***

Costello advised that the bid specs were forwarded to the board members in December 2016.

**Action Taken**

Doug Copenhaver moved to approve the bid specifications and move forward to the bid process for new ambulances for (1) to (3) ambulances. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**NEW BUSINESS**

**-Exonerations\***

There were a total of 8 requests submitted for approval.

**Action Taken**

Mike McGinnis moved to authorize the President to recommend to the County Council approval of 8 exonerations in the amount of \$480.00. There was a second to the motion.

Vote: (5) Ayes, (1) Abstained- Doug Copenhaver.

Motion Carried.

**EXECUTIVE SESSION**

**-Real Estate**

**Action Taken**

Mike McGinnis moved to go into Executive Session to discuss 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 6:10 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, February 23, 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

2/23/17  
Date



David Irvin, President

2/23/17  
Date