

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, FEBRUARY 23, 2017**

**Members Present**

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

**Employees Present**

Chad Winebrenner  
Brinton Byers  
Lynn Chapman  
Chris Fincham  
Brian Costello  
Carla Robinson  
Lenny Lehman

**Visitors Present**

Stephanie Chapman  
Janet Lehman  
Eddie Gochenour

**Members Not Present**

Sandy Hamilton

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**

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**

Doug Copenhaver moved to approve the Minutes of January 26, 2017 Board of Directors meeting. There was a second to the motion.

Vote: Ayes, Unanimous.  
Motion Carried.

**Action Taken**

Bill Polk moved to approve the Minutes of the February 10, 2017 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**

**-EMS Director**

**-Financials**

Costello advised he had three letters of accommodation from the public for a job well done for various field staff. (Rufus Sine, Richelle Lopez, Brian Costello, Chris Lovelace, Chris Montgomery, Jenna Mulligan and Steve Corbin) Costello went over the financials and advised the Board that we are above budget. Costello advised that we hired Tara Bartley to fill our current vacancy in the office. Costello announced that Lenny Lehman will be retiring effective March 31, 2017.

**-Field Chief**

Winebrenner advised that there were 787 calls and 530 transports in the month of January 2017. Winebrenner added that there were six new part time employees hired in the last hiring process. Winebrenner mentioned that Gary Wine will be coming before the Board to do an update on the Mobile Data Terminals.

**COMMITTEES**

**-Finance Committee – David Irvin**

**-Equipment Committee – Bill Polk**

Polk advised that the bids went out for ambulances.

**-Facilities Acquisition Committee – John Taylor**

John Taylor advised that we are purchasing the NEREMS building. Costello advised that the RFQ has gone in the paper for Engineer & Architectural services. Costello added that the bids will be opened at 5 pm on March 15, 2017, there will be a merger of the two properties and Mike Roberts will be doing a survey of the property for \$875.00. Irvin advised that the closing on the NEREMS building will be on March 1, 2017.

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

Hamilton was not present for a report.

**-Grant Writing Committee – EMS Director**

Costello advised that we are waiting for the next Grant to be posted and Winebrenner is working on a small local Grant.

**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 had nothing at this time.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**-Approval to purchase Power Cots\* (Chief Winebrenner)\***

Winebrenner went over the estimate from Stryker in reference to the Power Cots and advised that the final pricing would be \$66,973.23 for three stretchers. Winebrenner and the Board discussed several aspects of the stretchers and maintenance, warranties and possibly refurbishing the old stretchers. Winebrenner advised that Stryker will offer a \$5,500.00 trade in on all three stretchers, but they do not refurbish them. Winebrenner reached out to Globe EMS who is a refurbishing company that offered \$6,500.00 to purchase all three stretchers.

### **Action Taken**

John Taylor moved to purchase three Stryker Power Cots in the amount of \$66,973.23. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **-2<sup>nd</sup> Quarter Maintenance Brief (Dep. Chief Byers)**

Byers advised that there was a \$23,700 increase from quarter due to a \$4,000 airbag that was replaced in a unit and two units that need tires. The Board discussed purchasing new ambulances and rotating the fleet to extend their life expectancy.

At this time Costello introduced Lenny Lehman and announced that he will be retiring March 31, 2017, but he will continue to work as a part time employee. Lenny Lehman told the Board that he appreciates what the BCEAA has done for him and he advised that he has enjoyed his time with the organization. The Board thanked him for his service and Copenhagen informed Lenny that his service has made the BCEAA a better organization.

### **-Preliminary Budget Review**

Costello went over the projected budget for FY 17-18 with the Board. Costello advised that he has eliminated the budget for 506 since Baker Heights has relinquished their first responder unit so there is no need for a budget. Costello added that there is a need to adjust our pay scale due to maintaining retention of our Paramedics. The Board discussed salary, benefits package, and retention of field staff.

### **Action Taken**

Mike McGinnis moved to approve the preliminary budget of \$3,986,000.00 for FY 17-18 as presented. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **OPEN COMMENTS**

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

Costello gave each board member a copy of the Audit Report for the FY 15-16 audit. The Board discussed the pensions that are weighed toward stocks.

**-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

**Action Taken**

Mike McGinnis moved to adjourn the meeting at 6:25 p.m. There was a second to the motion.


Vote: Ayes, Unanimous.

Motion Carried.

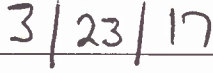
The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, March 23, 2017 at 5:00 pm at 400 West Stephen Street, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,

  
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Carla Robinson – Administrative Assistant  
Secretary/Treasurer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
David Irvin, President

  
\_\_\_\_\_  
Date