

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

SPECIAL MEETING

WEDNESDAY, MARCH 15, 2017

Members Present

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

Employees Present

Carla Robinson
Brian Costello
Chad Winebrenner

Visitors Present

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. There was a seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

SPECIAL SESSION

-A & E Proposals Openings

David Irvin explained that the purpose of the meeting was to open Architecture & Engineering proposals. There were two proposals received and opened.

- 1) Alpha Architecture & Engineering
- 2) ZMM Architecture & Engineering

Bill Polk recommended ZMM Architecture; he advised that Jefferson County used them for their Courthouse Facility to do a renovation. Polk added that they were easy to work with.

It was suggested that the RFQ's be copied and distributed to each board member to be discussed in Executive Session at the March 23, 2017 meeting.

Irvin advised to choose the firm to do the job on time, within budget and it meets what the plans and specifications call for. Irvin suggested having bi weekly meetings with the firm and they should manage the process.

Copenhaver advised that what we are looking for today is to find the one who meets all the qualifications to do the job, you set up an appointment with each to discuss the project, we will want them to manage the project, talk about price and if it is within our budget. Copenhaver added that if the first one chosen isn't within budget, you move on to the next firm. The firm chosen should go through the bidding process to retain a contractor. Irvin suggested that the Facilities Committee meet with the two firms and make a recommendation to the board.

EXECUTIVE SESSION

There was no need for an Executive Session

MATTERS REQUIRING ACTION FROM EXECUTIVE SESSION*

ADJOURNMENT

Action Taken

Doug Copenhaver moved to adjourn the meeting at 5:20 p.m. There was a second to the motion.


Vote: Ayes, Unanimous.

Motion Carried.

Respectfully Submitted,



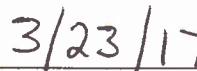
Carla Robinson – Administrative Assistant



Date



David Irvin - President



Date