

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, MARCH 23, 2017**

**Members Present**

David Irvin  
Mike McGinnis  
John Taylor  
Bill Polk  
Sandy Hamilton

**Employees Present**

Brian Costello  
Brinton Byers  
Carla Robinson  
Chris Fincham  
Andrew Hoffmann  
Michael Barrett  
Ryan Barry  
Bobi Jo Swartz  
Sam Miller

**Visitors Present**

Robert Ryan  
Gary Wine  
Eddie Gochenour  
(2) Ambulance Vendors  
Pattie Myers

**Members Not Present**

Nick Diehl  
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**

Sandy Hamilton moved to accept the Agenda as written. 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 February 23, 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 March 15, 2017 Special Board of Directors meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **PUBLIC COMMENTS**

Robert Ryan spoke in reference to his concern about putting the Mobile Data Terminals (MDT) in the ambulances and what kind of information we will be using them for. Costello responded to Mr. Ryan's comments advising that the MDT will be used to reduce the radio traffic we have and to locate our units. Ryan added that he thinks it is a waste of money and that they are not needed. Costello advised that there will be a presentation later during the meeting.

### **EMPLOYEE COMMENTS**

There were no employee comments.

### **REPORTS**

#### **-President**

#### **-EMS Director**

##### **-Financials**

Costello went over the financials as of the end of February 2017. Costello advised that the Ambulance Fee has met over 100% of their collections for the year. Costello informed the board that there is a scheduled meeting on March 30<sup>th</sup> at 11 am and 1 pm with ZMM Architecture and Alpha & Associates at the Sue Court location. Costello informed the board that there is a lot of legislation going on dealing with EMS at this time.

##### **-Field Chief**

Winebrenner informed the board of the calls for February 2017, which were 740 calls with 525 transports and there are 1527 calls year to date. Winebrenner advised that Lynn Chapman will be retiring after 25 years of service at the end of March 2017. Winebrenner

read a complimentary letter from Berkeley Medical Center Labor and Delivery department in reference to a call that Courtney Turner and Justin Murphy were on.

## **COMMITTEES**

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

Irvin advised that the next meeting will be March 29, 2017 at 4 pm with discussions to update the budget and do cash analysis.

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

Polk advised there was an equipment meeting with discussion on specs for the new ambulances and how to rotate the fleet.

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

John Taylor advised there was a meeting to open up the bids from ZMM Architecture and Alpha & Associates. Costello informed the board that Mike Roberts has surveyed the property to begin the process to merge the two lots into one lot.

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

Hamilton advised that there they had not met.

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

Costello advised that we are waiting for the grant rewards.

## **RESCUE CHIEFS**

### **-Company 30 Hedgesville VFD – Chief Kidwell**

Pattie Myers advised that the dishwasher needs replaced in which the Ambulance Authority will be responsible for 1/3 of the cost.

### **-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**

### **-Mobile Data Terminals (Gary Wine, County IT)**

Gary Wine spoke in reference to the Mobile Data Terminals, aka as MDT. Wine went over the functions and value of the MDT, he added that they will be EMS specific; they will be private between 911 and the responding unit and will alleviate an open air transmission. They are estimating the project to be around \$80,000.00 for the fleet. Wine added that there will be a one-time cost for an antenna on each unit, a licensing cost and installation costs. Wine advised that the County Council is equipping law enforcement with the MDT. Polk asked if they will be able to run an NCIC? Wine responded that they will not be able to do anything other than what is specific to the Ambulance information. Wine added that there are no cost savings to the MDT, but there will be a benefit to your service, and quality of service is enhanced. Wine advised that most big cities have the MDT and Jefferson County have had them for a few years.

### **-Declaration of Surplus Property\***

#### **-Stryker Cots**

Winebrenner advised that there is a buyer for the cots in the amount of around \$8,000.00

#### **Action Taken**

Sandy Hamilton moved to declare (3) Stryker Power Cots and (1) Stryker Manual cot as surplus property. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

## **NEW BUSINESS**

### **-Exonerations\***

There were a total of 39 requests submitted for approval.

#### **Action Taken**

Mike McGinnis moved to authorize the President to recommend to the County Council approval of 39 exonerations in the amount of \$1,740.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **-Introduction of Ryan Barry as New Training Officer**

Costello introduced Ryan Barry as the new training officer beginning on April 24, 2016 and to take over when Karen Scheuch retires at the end of May 2017.

**-Bid opening for New Ambulances with discussion**

<u>Vendor</u>	<u>Vendor Bid Amount</u>	<u>Notes:</u>
1) Penn Care	\$159,895.00	
2) North West Emergency Vehicles	\$175,821.00	
3) Matheny Fire & Emergency	\$217,818.72	
4) J & J Emergency Vehicles	\$175,900.00	
5) FESCO	\$186,865.00	
6) PL Custom	\$197,527.00	

**Executive Session**

**-Discussion of RFQ's for A & E Firms**

**Action Taken**

Sandy Hamilton moved to go into Executive Session to discuss RFQ's for A & E Firms. There was a second to the motion.

There were no decisions made during 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**

John Taylor moved to adjourn the meeting at 6:37 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, April 27, 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

4/27/17  
Date



David Irvin, President

4/27/17  
Date