

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, MAY 25, 2017**

**Members Present**

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

**Employees Present**

Brian Costello  
Brinton Byers  
Carla Robinson  
Chad Winebrenner  
Ryan Barry  
Chris Fincham  
Michael Barrett  
Andrew Hoffmann  
Joy Shreck  
Sean Woodruff  
Doug Bevis

**Visitors Present**

Melinda Barrett & Son

**Members Not Present**

Mike McGinnis

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**

Nick Diehl moved to approve the Minutes of April 27, 2017 Board of Directors meeting. There was a second to the motion.

Vote: (4) Ayes, Copenhaver & Taylor abstained.

Motion Carried.

**PUBLIC COMMENTS**

There were no comments from the public.

**EMPLOYEE COMMENTS**

There were no employee comments.

**REPORTS**

**-President**

**-EMS Director**

**-Financials**

Costello advised that the budget has exceeded the projected numbers for this fiscal year for the Ambulance Fee Collection and Direct Billing is up almost \$50,000.00 over last years' collections to date. Costello added that the cost for overtime is down which is good. Copenhaver commended Joy Shreck for being such a pleasant employee. Costello informed the Board that there has been 689 occasions that we have given free BLS transports to the public due to their Ambulance Fees being paid. Costello informed the Board of the Safety Day and commended Michael Barrett, Willie Poe and the other employees for their work in making the event a success. There was \$240.00 collected at the event to donate to the Berkeley County Humane Society.

**-Field Chief**

Winebrenner informed the board of the calls for April 2017, which were 807 calls with 559 transports and there are 2169 transports year to date. Winebrenner advised that there have been steps taken to insure ambulance coverage due to the construction on Interstate 81 with help from Williamsport Fire Department. Winebrenner mentioned that the Ambulance Authority have been participating in the Careers on Wheels Program at the area elementary schools. Winebrenner advised that the new stretchers have arrived and are now in service. Winebrenner updated the Board on the Mobile Data Terminals, he advised that they have been put out for bid and that going with the Sheriff's department we were able to save around \$500.00 per unit.

**COMMITTEES**

**-Finance Committee – David Irvin**

Irvin advised that the Committee has not met since the last board meeting.

**-Equipment Committee – Bill Polk**

Polk advised there was no meeting, but they are looking for a Chief's vehicle.

**-Facilities Acquisition Committee – John Taylor**

Taylor advised that the Committee met and looked at the Architecture & Engineering firms who submitted bids and Alpha was their first choice, but they were much higher than ZMM.

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

Hamilton advised that there was nothing to report.

**-Grant Writing Committee – EMS Director**

Costello advised that he is looking on the list, but no word yet.

**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 was not present.

**UNFINISHED BUSINESS**

**-Replacement of Chiefs Vehicle (Discussion & Action)\***

Winebrenner informed the board that we have missed the deadline for the Dodge bid. Winebrenner advised that with the cost of the F250, the cap & bed slide, install radios

and lights he is requesting a maximum budget of \$50,000.00 for the new command vehicle. Winebrenner is confident that they will come in under this figure. Copenhaver asked Winebrenner to go to the local dealer to see if they will match or beat the State bid.

**Action Taken**

Bill Polk moved to allow a maximum budget of \$50,000.00 for the new field command vehicle.

There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-Station 97 A & E Recommendation (Discussion & Action)\***

Irvin advised that the Facility Committee met with Alpha & Associates and ZMM. Irvin added that after interviewing both firms they found that both were competent and capable of meeting our needs. Irvin included that the Committee unanimously decided to go with Alpha & Associates due to prior experience and the location of their proximity, but when they received Alpha's bid package it was quite higher than what ZMM submitted. We reached back out to ZMM and asked for a fixed price estimate and it was significantly less than the one presented by Alpha by about \$80,000.00, so the Committee recommends ZMM for our Architectural & Engineering needs on the replacement of Station 97.

**Action Taken**

Sandy Hamilton moved to engage with ZMM for our Architectural & Engineering needs on the replacement of Station 97. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**NEW BUSINESS**

**Executive Session**

**-Operational Issue**

**Action Taken**

Doug Copenhaver moved to go into Executive Session to discuss operational issues with Hedgesville Fire Department. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

There were no decisions made during Executive Session.