

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, JULY 27, 2017

Members Present

Mike McGinnis
John Taylor
Bill Polk
Sandy Hamilton

Employees Present

Chad Winebrenner
Brinton Byers
Carla Robinson
Ed Brown
Ryan Barry
Chris Fincham
Michael Barrett
Doug Bevis
Sam Miller
Beryl Dixon

Visitors Present

Patty Myers-HVFD

Members Not Present

David Irvin
Nick Diehl
Doug Copenhaver

Sandy Hamilton gave the Opening Prayer.

Mike McGinnis led the Pledge of Allegiance.

Mike McGinnis 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

The minutes for May 25, 2017 and June 22, 2017 were tabled until August 24, 2017 meeting.

PUBLIC COMMENTS

There were no comments from the public.

EMPLOYEE COMMENTS

There were no comments from the employees.

REPORTS

-President

Irvin was not present to give a report.

-EMS Director

-Financials

Costello was not present to give a report.

-Field Chief

Winebrenner informed the boards of the calls for calendar year 2016 were a total of 9288 and FY 2016-2017 were 9456 calls. Winebrenner added that there were 805 calls in the month of June 2017. Winebrenner informed the board that there will be a hiring process in August 2017. Winebrenner added that there will be an EMT class given by the BCEAA beginning September 6, 2017. Winebrenner reported that we have had three EMT's pass their National Registry paramedic, which were, Lara Gosnell, Beryl Dixon and Samantha Dixon. Winebrenner updated the board and informed them that the MDT is running smoothly and to date we have one stalled. Winebrenner informed the board that the new ambulance should be delivered no later than October 1, 2017 and the response vehicle should be in by the end of August 2017. Winebrenner introduced Doug Bevis as our new Captain, he added that Bevis is working with equipment maintenance, inventory and scheduling. Winebrenner added that Bevis is doing a great job.

COMMITTEES

-Finance Committee – David Irvin

Irvin was not present to give a report.

-Equipment Committee – Bill Polk

Polk had nothing to report.

-Facilities Acquisition Committee – John Taylor

Taylor advised that they are waiting on a survey to move forward to sketch plans.

-Ad Hoc Committee on Human Resources- Sandy Hamilton

Hamilton had nothing to report.

-Grant Writing Committee – EMS Director

Winebrenner reported that they have not heard anything from the current Grant. They are preparing to reapply.

RESCUE CHIEFS

-Company 30 Hedgesville VFD – Chief Kidwell

Patty Myers gave a report in reference to requests for housing of BCEAA employees in their station. Myers requested a current MOU be updated between the HVFD and the BCEAA.

-Company 50 Back Creek Valley VFD – Liaison Brad Roberts

Brad Roberts was not present.

-County Fire Department – Director Gochenour

Director Gochenour was not present.

UNFINISHED BUSINESS

-Station 97 Progress Report

NEW BUSINESS

-Exonerations*

There were a total of 13 Exoneration requests submitted for approval.

Action Taken

John Taylor moved to authorize the Vice-President to recommend to the County Council approval of 13 exonerations in the amount of \$495.00. There was a second to the motion.
Vote: Ayes, Unanimous.
Motion Carried.

-SOG Committee (Chief Winebrenner)*

Winebrenner explained to the Board the current process in which to update the SOG's. Winebrenner added that they want to make changes and condense the content within the document. Winebrenner requested that the board authorize the formation of a SOG Committee to make additions, subtractions and amendments to the SOG's. Winebrenner explained that it would be a (7) member committee consisting of the Chief, Deputy Chief, Training Officer, a Captain and three at large positions. Winebrenner explained all details of the committee as to what they can and cannot do.

Action Taken

Sandy Hamilton moved to form a SOG Committee to make additions, subtractions and amendments to the SOG's. There was a second to the motion.
Vote: Ayes, Unanimous.
Motion Carried.

-Ambulance EPA Delete Kits*

Byers explained to the Board the EPA system on the ambulances. Byers added that the ambulances will shut down and go into low power mode while on ambulance calls. Byers included that repairs to the ambulances with EPA related issues totaled \$17,331.00 for the last year. By removing the EPA software system on the ambulances it will reduce EPTA system repair costs and we will experience better gas mileage. Byers requested to purchase the EPA Delete Kits for our ambulances, the cost would be \$9,400.00.

Action Taken

Bill Polk moved to approve the purchase of EPTA Delete Kits for the BCEAA ambulances in the amount of \$9,400.00. There was a second to the motion.
Vote: Ayes, Unanimous.
Motion Carried.

OPEN COMMENTS

-BCEAA Board of Directors

Polk reported that he did a ride along with Winebrenner in the duty vehicle. Polk recommended that all the board members schedule a ride along.

McGinnis thanked Captain Bevis for his good work.

Hamilton thanked everyone in the room for what they do.

-Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Sandy Hamilton moved to adjourn the meeting at 6:40 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, August 24, 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

8/24/17
Date



Mike McGinnis – Vice - President

8/24/17
Date