

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, AUGUST 24, 2017

Members Present

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

Employees Present

Chad Winebrenner
Brinton Byers
Carla Robinson
Ed Brown
Ryan Barry
Chris Fincham
Michael Barrett
Doug Bevis
Wendy Musselman
Chris Lovelace
Jason MacFarlane
Brian Costello
Tracy Harmison
Jenna Mulligan
Sean Woodruff
Danny Pearrell
Bobi Jo Swartz
Brian Mulligan
Willie Poe

Visitors Present

Patty Myers-HVFD
Mary Jo Cleland (ZMM)

Nic Diehl 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

Nic Diehl moved to approve the Minutes from the May 25, 2017 meeting. There was a second to the motion.

Vote: (6) Ayes, Mike McGinnis abstained.

Motion Carried.

Action Taken

Bill Polk moved to approve the Minutes from the June 22, 2017 meeting. There was a second to the motion.

Vote: (4) Ayes, Doug Copenhaver, Sandy Hamilton and Nic Diehl abstained.

Motion Carried.

Action Taken

Mike McGinnis moved to approve the Minutes from the July 27, 2017 meeting. There was a second to the motion.

Vote: (5) Ayes, David Irvin and Doug Copenhaver abstained.

Motion Carried.

PUBLIC COMMENTS

There were no comments from the public.

EMPLOYEE COMMENTS

Chris Fincham spoke in reference to his concern about the employee's pay, employees leaving to go to other EMS agencies and the call volume.

Copenhaver would like to see an analysis for total of calls over a 10 year period.

Tracy Harmison, Ed Brown and Wendy Musselman echoed Chris Fincham's concerns.

REPORTS

-President

Irvin advised that during Executive Session the Board will address personnel issues.

-EMS Director

-Financials

Costello went over the Financials with the Board. Costello advised that there is a storm water management pond at the Sue Court property and needs to be cleaned and we have a contractor to do the work.

-Field Chief

Winebrenner had a handout for the Board in reference to call volume. Winebrenner reported that July 2017 call volume was 836 responses and 559 transports. Winebrenner continued saying that overdoses are down, but the call volume is up. Winebrenner advised that there will be a hiring process scheduled for September 1st. Winebrenner added that we have 22 applicants with 3 paramedics, but one paramedic is not qualified. Winebrenner advised that the BCEAA EMT class is full with a six person wait list. Winebrenner advised that he and Byers went to AEV to check on the progress of the ambulances and that the F250 pickup was picked up from Parsons for on August 22, 2017.

COMMITTEES

-Finance Committee – David Irvin

Irvin advised there has not been a meeting, but one is scheduled for August 30th at 4 p.m.

-Equipment Committee – Bill Polk

Polk advised that they did not meet, but he had been in contact with Winebrenner.

-Facilities Acquisition Committee – John Taylor

Taylor advised we will defer to Mary Jo Cleland's report.

-Ad Hoc Committee on Human Resources- Sandy Hamilton

Hamilton reported there was nothing to report.

-Grant Writing Committee – EMS Director

Costello advised that they are considering joining with one of the fire departments to apply for regional grants.

RESCUE CHIEFS

-Company 30 Hedgesville VFD – Chief Kidwell

Patty Myers advised that they are looking for a new MOU. Costello suggested that he and Myers meet to discuss the changes in the MOU. Myers added that she has members whose CPR has not been paid. Barry advised that he needs a list of active members in

order to pay the bill. Myers would like a reserve ambulance so the volunteers can run calls. Winebrenner will get them a reserve ambulance when one is available.

-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 (Mary Jo Cleland-ZMM)

Mary Jo Cleland presented a schematic design of the building and cost estimate for the 8,800 sq. ft. design. Cleland advised that they have talked to the utility companies, planning commission, etc. Cleland recommends waiting until March to start the bidding for construction. Copenhaver questioned the placement of the crew quarters on the design.

NEW BUSINESS

-Exonerations*

There were a total of 15 Exoneration requests submitted for approval.

Action Taken

John Taylor moved to authorize the President to recommend to the County Council approval of 15 exonerations in the amount of \$495.00. There was a second to the motion. Vote: (6) Ayes, Copenhaver abstained. Motion Carried.

-Reinstatement of Mark Murphy's Sick Leave*

Costello explained that Mark Murphy left our full time employment and has continued working part time; he recently began working as a permanent part time employee so he will pay into retirement once again. Costello would like to reinstate Murphy's 1390 hours of sick leave so that he can use it towards his retirement when he actually retires.

Action Taken

Mike McGinnis moved to reinstate Mark Murphy's 1390 hours of sick leave. There was a second to the motion. Vote: Ayes, Unanimous.

Motion Carried.

-Medical Directors Policy for Volunteer EMS Providers*

Winebrenner advised that he met with the Medical Director a few months ago and he has a concern about quality control amongst the volunteer providers. There were a few calls recently that the level of care, in the Medical Directors opinion, was sub-par.

Winebrenner added that they concluded the reasoning for this is that the volunteers do not have enough hands on time and experience doing the job. Winebrenner advised that the Medical Director believes that in order to be a Level 2 provider the attendants should run a minimum of 4 calls per month or 12 calls per quarter. If they do not obtain this they will be moved to a Level 1 provider status. Barry advised that there are 10 people who can run calls from the volunteer stations and less than 4 that are active.

Action Taken

John Taylor moved to put the policy out for a 30 day review. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

EXECUTIVE SESSION

Action Taken

Nic Diehl moved to go into Executive Session to discuss Personnel Issues. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

There were no decisions made during Executive Session.

Action Taken

Nic Diehl moved to expand our Ad Hoc Committee to three board members and three members of management to review the employee total compensation package.

There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

OPEN COMMENTS

-BCEAA Board of Directors

Doug Copenhaver thanked the employees who come forward to express their feelings.

-Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Nic Diehl moved to adjourn the meeting at 6:58 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, September 28, 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

9/15/17

Date



David Irvin - President

10/12/17

Date