

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, OCTOBER 12, 2017**

**Members Present**

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

**Employees Present**

Chad Winebrenner  
Brinton Byers  
Carla Robinson  
Doug Bevis  
Ryan Barry  
Tyler Murphy  
Michael Barrett  
Andrew Hoffmann  
Lewis Ludwig  
Todd Turner  
Gary Harmison  
Brian Costello  
Mark Murphy

**Visitors Present**

**Members Not Present**

Nic Diehl

David Irvin gave the Opening Prayer.

David Irvin led the Pledge of Allegiance.

David Irvin called the meeting to order at 4:30 p.m.

**Approval of Agenda**

**Action Taken**

John Taylor moved to accept the Agenda as written. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

## **Approval of Minutes**

### **Action Taken**

Sandy Hamilton moved to approve the Minutes from the August 24, 2017 meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

## **PUBLIC COMMENTS**

There was no one from the public present.

## **EMPLOYEE COMMENTS**

There were no employee comments.

## **REPORTS**

### **-President**

Irvin had no comments.

### **-EMS Director**

#### **-Financials**

Costello went over the Financials that were thru August 2017 with the Board. Irvin questioned why the Direct Billing budget was under last years' budget at this time of year. Costello remarked that the billing is behind due to the training of Mrs. Shreck and Mrs. Robinson filling in with the fee staff for busy season. Costello added that the gaps should start filling in now that busy season is finished.

#### **-Field Chief**

Winebrenner reported that August 2017 call volume was 792 responses and 547 transports. Winebrenner added that calendar year to date is 6368 responses. Winebrenner advised that the new ambulances are in and the MDT's are installed with the exception of the two new units. Winebrenner added that we have had two resignations from full time EMT's and we have eight new part time hires.

## **COMMITTEES**

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

Irvin advised that the committee met and they put out an RFP for the new building Station 97 and for financing for the new ambulances. Irvin added that they are due back next week and will be opened at the next board meeting.

**-Equipment Committee – Bill Polk**

Polk advised that he and Winebrenner have spoken over the phone.

**-Facilities Acquisition Committee – John Taylor**

Taylor advised they hadn't met. Costello advised that he spoke to ZMM and they are waiting for the final for the storm water management pond. Costello added that they are planning to come to the combined November/December 2017 meeting.

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

Hamilton has information to be discussed during Executive Session.

**-Grant Writing Committee – EMS Director**

Costello advised that he spoke with Daniel Henderson in reference to possibly retain his services to write a grant for a joint grant between our organization and Back Creek Valley Fire Department.

**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.

**-County Fire Department – Director Gochenour**

Director Gochenour was not present.

**UNFINISHED BUSINESS**

**-Medical Directors Policy for Volunteer EMS Providers\***

**Action Taken**

Mike McGinnis moved to accept the Medical Directors Policy for Volunteer EMS Providers effective November 1, 2017. There was a second to the motion.

Vote: Ayes, Unanimous.  
Motion Carried.

## **NEW BUSINESS**

### **EXECUTIVE SESSION**

#### **Action Taken**

Doug Copenhaver moved to go into Executive Session to discuss updates from Ad Hoc Committee Review. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

There were no decisions made during Executive Session.

#### **Action Taken**

Doug Copenhaver moved to allocate \$220,000.00 for pay raises to cover payroll overhead for active field staff only, retroactive to September 1, 2017. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **OPEN COMMENTS**

#### **-BCEAA Board of Directors**

The Board was happy that the Ad Hoc Committee was able to make a recommendation to take steps to address the field staff payroll.

#### **-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

### **ADJOURNMENT**

#### **Action Taken**

Mike McGinnis moved to adjourn the meeting at 5:45 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, October 26, 2017 at 5:00 pm at 400 West Stephen Street, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,

Carla Robinson  
Carla Robinson – Administrative Assistant  
Secretary/Treasurer

10/16/17  
Date

David Irvin  
David Irvin - President

10/14/17  
Date