

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**SPECIAL MEETING MINUTES**

**THURSDAY, NOVEMBER 2, 2017**

**Members Present**

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

**Employees Present**

Brian Costello  
Carla Robinson  
Brinton Byers  
Chad Winebrenner  
Doug Bevis

**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 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.

**COMMITTEES**

**-Finance Committee – John Taylor (pro temp)**

John Taylor advised Finance Committee report will be addressed under New Business.

**-Facilities Acquisition Committee – John Taylor**

Taylor had nothing to report, but advised there is a meeting on November 8, 2017. Irvin added that the BCEAA is on the agenda on November 16, 2017 to request allocation from the County for their bank qualified tax exempt status.

## **NEW BUSINESS**

### **-Blue Ridge CTC Paramedic Program Proposal.\***

Chad Winebrenner explained to the Board the presentation that was given during the board meeting on October 26, 2017 for a Paramedic Program through Blue Ridge CTC for those board members who weren't in attendance. The class is \$50,000, but Blue Ridge CTC has secured a grant that will pay \$23,500. The cost to the BCEAA would be \$26,500.00 for up to 20 students in the class. The BCEAA will have enough spots for full and part time employees who wish to take the class and then offer the remaining spaces to outside agencies. Winebrenner recommended that the BCEAA take Option 2 in the proposal which includes anatomy and physiology. The cost per student would be approximately \$1,767.00.

#### **Action Taken**

John Taylor moved to approve the Blue Ridge CTC Paramedic Program proposal for \$26,500 with Option 2 which includes anatomy and physiology. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **-Employee Christmas Party (Lt. Amy Masser)\***

Brinton Byers went over the previous presentation that Amy Masser proposed to the Board during the BCEAA meeting on October 26, 2017. The total cost for the Christmas Party is \$3,426.00. They are requesting \$1,500.00 from the Board, Dr. Londner is donating \$1,500.00 and the \$400.00 remaining would come from the PR Committee.

#### **Action Taken**

Doug Copenhaver moved to approve an allocation of \$1,500.00 from unrestricted funds to the PR Committee to spend in the way they see fit. Doug Copenhaver corrected his motion to reflect he changed the amount of the allocation to \$2,000.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **-Selection of Ambulance Loan Bid\***

\*At this time David Irvin left the meeting and recused himself, turned it over to Vice President McGinnis due to City National Bank turning in an RFP so that there wouldn't

be a conflict of interest.

Copenhaver advised that the Financial Committee of himself, John Taylor and Brian Costello met on November 1, 2017 to go over the bids for the Ambulance Loan and Construction project. Taylor added that there were (5) banks bid on the ambulance financing. Taylor advised that the recommendation of the Finance Committee would be the bid from Citizens National Bank Option #1, \$310,000.00 for 36 months at 1.97%.

**Action Taken**

John Taylor moved to accept the recommendation of the Finance Committee, Citizens National Bank Option #1 for the Ambulance Loan. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-Selection of Construction Loan Bid\***

Taylor advised that there were (7) banks bids on the Construction Loan. Taylor added that the recommendation of the Finance Committee would be the bid from City National Bank with up to \$2,289,795.00 for 240 months of payments with a bi weekly payment at 2.90% fixed.

**Action Taken**

John Taylor moved to accept the recommendation of the Finance Committee, City National Bank's bid of up to \$2,289,795.00 for 240 months making bi weekly payments at 2.90% fixed for the Construction Loan. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**OPEN COMMENTS**

**-BCEAA Board of Directors**

Doug Copenhaver feels we are going in the right direction and appreciations everyone.

**-Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

**Action Taken**

Sandy Hamilton moved to adjourn the meeting at 5:24 pm. There was a second to the meeting.

Vote: Ayes, Unanimous.

Motion Carried.

The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Wednesday, December 6, 2017 at 5:00 pm at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,



Carla Robinson – Administrative Assistant  
Secretary/Treasurer

11/3/17

Date



Mike McGinnis – Vice-President

11/3/17

Date