

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, OCTOBER 26, 2017

Members Present

Sandy Hamilton
John Taylor
Bill Polk
David Irvin

Employees Present

Daniel Pearrell
Chris Lovelace
Rufus Sine
Amy Masser
Michael Barrett
Andrew Hoffmann
Brinton Byers
Chad Winebrenner
Ryan Barry
Chris Fincham
Brian Costello
Carla Robinson
Deb Nichols
Doug Bevis

Visitors Present

Charlie Lower, CNB
George Perry, CTC
Don Wiggle, CTC
Dr. Londner

Members Not Present

Nic Diehl
Doug Copenhaver
Mike McGinnis

Brian Costello 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 with a change to move Executive Session before New Business. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Motion Carried.

Approval of Minutes

Action Taken

John Taylor moved to approve the Minutes from the October 12, 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

Chris Fincham thanked the board for the raises and for what the Board does.

REPORTS

-President

Irvin had no comments.

-EMS Director

-Financials

Costello went over the financials with the Board of Directors.

-Field Chief

Winebrenner reported that September 2017 call volume was 792 responses and 527 transports; fiscal year to date is 2420 calls. Winebrenner reported that the new ambulances had radios installed, but need licensure from the State. Winebrenner also reported that the field administrative offices will be moving to the Sue Court location in November 2017. Winebrenner informed the Board that he spoke to most of the field staff about the wage adjustments and they all seem very thankful. Winebrenner concluded that the MDT's have been delayed due to the 911 building taking precedence over our project through the County IT Department.

COMMITTEES

-Finance Committee – David Irvin

Irvin advised that the audit committee met to go over the RFP's for auditing services for the next three years' audits. Irvin informed the Board that they will be opening RFP's for the Sue Court building and ambulances later in the agenda. Irvin added that there will be a committee meeting on Wednesday and a special board meeting on Thursday to discuss the financing proposals. Irvin will recuse himself from the bid openings and the meeting next Wednesday since his bank put in an RFP.

-Equipment Committee – Bill Polk

Polk advised that he has nothing to discuss.

-Facilities Acquisition Committee – John Taylor

Taylor advised that he and Irvin spoke with Mary Jo Cleveland with ZMM and she reported that the plans were complete and she is working on a site plan permit. Taylor added that they have a tentative meeting for November 8th.

-Ad Hoc Committee on Human Resources- Sandy Hamilton

Hamilton has nothing at this time.

-Grant Writing Committee – EMS Director

Costello advised that he has engaged with Daniel Henderson in reference to retaining 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

-NONE

EXECUTIVE SESSION

-Personnel Issue

Action Taken

Sandy Hamilton moved to go into Executive Session to discuss a personnel issue.
There was a second to the motion.
Vote: Ayes, Unanimous.
Motion Carried.

There were no decisions made during Executive Session.

Chad Winebrenner requested in regards to the personnel matter discussed in Executive Session, for the Board to uphold his request to terminate the employment of Daniel Pearrell based on disciplinary issues.

Action Taken

Bill Polk moved to terminate Daniel Pearrell per the recommendation of Field Chief Winebrenner. There we a second to the motion.
Vote: Ayes, Unanimous.
Motion Carried.

At this time David Irvin recused himself from the meeting and left the room for the opening of the bids since his bank submitted bids.

NEW BUSINESS

-Proposals for Ambulance Financing Openings

Ambulance Bids for up to \$310,000.00

Jefferson Security Bank

Citizens National Bank (see attached spreadsheet to bids and details)

City National Bank

MVB

BB & T

-Proposals for Building Construction Opening

Sue Court Construction Loan Bid for up to \$2.3 million

Jefferson Security Bank

First United Bank

Citizens National Bank (see attached spreadsheet for bids and details)

BCT

City National Bank

BB & T

MVB

David Irvin reentered the room after the bid openings were complete.

Action Taken

John Taylor moved to accept the bids and turn them over to the Finance Committee for their recommendation. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Exonerations*

There were a total of 127 Exoneration requests submitted for approval.

Action Taken

Sandy Hamilton moved to authorize the President to recommend to the County Council approval of 127 exonerations in the amount of \$7,600.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Sandy Hamilton left the meeting.

-Blue Ridge CTC Paramedic Program Proposal*

George Perry and Don Weiggle from Blue Ridge CTC gave a presentation for a Paramedic Program Proposal. The class will be for a maximum of 20 students and a minimum of 15 students. Class will be for 12 – 14 months twice weekly and labs will be on the third Friday and third Saturday. Cost is \$50,000, Grant is \$23,500 and Cost to the BCEAA would be \$26,500.00.

The Board tabled the Paramedic Program Proposal due to lack of a quorum.

-Employee Christmas Party (Lt. Amy Masser)*

Amy Masser approached the Board asking for an allotment of \$1,500.00 to go towards a Christmas Banquet for the BCEAA Employees and guest for each employee. The Banquet would be December 9, 2017 at the Moose at Martinsburg. Masser added that the total cost of the banquet would be \$2,887.05 and Dr. Londner has offered a cost match to what the BCEAA would provide.

The Board tabled the request for funds for the Employee Christmas Party due to lack of a quorum.

OPEN COMMENTS

-BCEAA Board of Directors

David Irvin thanked Dr. Londner for attending the meeting and praised him for what a great job he does with supporting the Ambulance Authority. Irvin thanked the employees who came to the meeting. Irvin added that he is proud of the reputation that the Ambulance Authority has and is glad to be a part of it.

-Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

The meeting was adjourned at 6:33 p.m.

The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, November 2, 2017 at 5:00 pm at 400 W. Stephen St, 2nd floor Cafeteria, Martinsburg, WV 25401.

Respectfully Submitted and Approved,



Carla Robinson – Administrative Assistant
Secretary/Treasurer

11/2/17
Date



David Irvin - President

12/6/17 1/25/18
Date