

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

WEDNESDAY, DECEMBER 6, 2017

Members Present

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

Employees Present

Tracy Harmison
Ed Brown
Quinton Yoho
Wendy Musselman
Jason MacFarlane
Andrew Hoffmann
Doug Bevis
Chad Winebrenner
Brinton Byers
Carla Robinson
Brian Costello
Michael Barrett
Joy Shreck

Visitors Present

Mary Jo Cleland, ZMM

Members Not Present

Sandy Hamilton

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

Doug Copenhaver moved to accept the Agenda as written. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Approval of Minutes

The board tabled the approval of the Minutes of the October 26, 2017 meeting.

Action Taken

Doug Copenhaver moved to approve the Minutes from the November 2, 2017 meeting. There was a second to the motion.

Vote: (5) Ayes, David Irvin abstained from the vote.

Motion Carried.

PUBLIC COMMENTS

Tracy Harmison thanked the board for their consideration in giving raises to the field staff.

EMPLOYEE COMMENTS

Ed Brown echoed Tracy Harmison's comments in reference to the field staff raises.

REPORTS

-President

Irvin had no comments at this time.

-EMS Director

-Financials

Costello went over the financials with the Board of Directors for October 2017. Costello pointed out that the Ambulance Fee revenues have increased over this time last year. Costello also mentioned that Direct Ambulance Billing is \$37,000.00 over where they were last year at this time.

-Field Chief

Winebrenner reported that October 2017 call volume was 834 responses and 582 transports and November 2017 call volume was 814 responses and 566 transports. Copenhaver would like to see a spreadsheet of percentage of calls and growth rate in population and revenue rates. Winebrenner reported that they are now at full staff in the field. Winebrenner advised that the field office has moved to the Sue Court property. Winebrenner reported that the new ambulances are running well and the Duty vehicle will be in service in seven to fourteen days.

COMMITTEES

-Finance Committee – David Irvin

Irvin advised that on November 16th, he and Costello appeared before the Berkeley County Council and asked for an allocation of \$2.6 million for a bank qualified tax exempt status and they granted the request. Irvin added that \$2.3 million is for the building project and \$310,000.00 for the ambulances. Irvin advised that Randy Conrad had been hired to do the closing on the construction/permanent loan of the building and Cam Secrest with Bowles, Rice will do the documentation for the certificates and fill out the appropriate tax forms for the tax exempt status. Irvin advised that we were able to get the rate of 1.97% fixed for three years for the ambulances and 2.9% on the building. The closing for the ambulance loan with Citizens National Bank was on December 1, 2017 and the closing on the building loan is set for December 27th or December 28th.

-Equipment Committee – Bill Polk

Polk advised that he has nothing to discuss.

-Facilities Acquisition Committee – John Taylor

Taylor advised that they met with Mary Jo Cleland with ZMM and the plans are almost worked out.

-Ad Hoc Committee on Human Resources- Sandy Hamilton

Hamilton was not present at the meeting.

-Grant Writing Committee – EMS Director

Costello advised that Daniel Henderson has written the narratives for the grant and Winebrenner and Byers have met with him. Costello added that they are looking to ask for Automated CPR Devices and a few other things.

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

-Update on Construction (ZMM – Mary Jo Cleland)

Mary Jo Cleland from ZMM gave a report on the building design, floor plan, HVAC, water pressure to the building, etc. Cleland advised that there should be a meeting scheduled for mid-January 2018. Cleland will submit the site plan to Planning. Cleland gave Costello a copy of the Geotech report.

NEW BUSINESS

-Resolution for the Tax Exempt Loan for Construction*

Irvin explained that the Resolution allows the President, Vice President, Secretary and Director to sign a document relative to the construction financing.

Action Taken

Nic Diehl moved to adopt the Resolution for the tax exempt loan for construction. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried

-Establishment of Rainy Day Fund*

Irvin advised that the BCEAA has three accounts, a payroll account, operating account and a money market account. Irvin suggested opening a Rainy Day account (reserve account), an account for emergencies. Irvin proposed take 17% of the budget, which is \$750,000.00 and move it to an account and should shop it out to get the best rate.

Action Taken

Doug Copenhaver moved to establish a Rainy Day fund of \$750,000.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

EXECUTIVE SESSION

-Organizational Issue

Action Taken

Mike McGinnis moved to go into Executive Session to discuss organizational issues. There was a second to the motion.
Motion Carried.

There were no decisions made during Executive Session.

OPEN COMMENTS

-BCEAA Board of Directors

Mike McGinnis suggested moving ZMM report up in the agenda starting with the next meeting.

-Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Nic Diehl moved to adjourn the meeting at 7:08 pm. There was a second to the meeting.

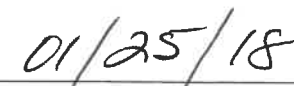
Vote: Ayes, Unanimous.

Motion Carried.

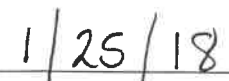
The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, January 25, 2018 at 5:00 pm at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,


Carla Robinson – Administrative Assistant
Secretary/Treasurer


Date


David Irvin - President


Date