

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, JANUARY 25, 2018

Members Present

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

Employees Present

Ryan Barry
Chad Winebrenner
Brinton Byers
Carla Robinson
Deb Nichols
Brian Costello
Lois Ilardi
Joy Shreck
Andrew Hoffmann

Visitors Present

Mary Jo Cleland, ZMM
Ed Gochenour
Daniel Pearrell

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 modified agenda to move Mary Jo Cleland's report to after approval of the Minutes. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Approval of Minutes

Action Taken

John Taylor moved to approve the Minutes from the October 26, 2017 meeting.
There was a second to the motion.
Vote: Ayes, Unanimous.
Motion Carried.

Mike McGinnis moved to approve the Minutes from December 6, 2017 meeting.
There was a second to the motion.
Vote: Ayes, Unanimous.
Motion Carried.

UNFINISHED BUSINESS

-Update on Construction (ZMM – Mary Jo Cleland)

Mary Jo Cleland from ZMM gave a report on the changes that have been incorporated. Cleland advised they need to add a fire pump to the building. Cleland added that the first pre bid meeting should be two weeks from advertisement.

PUBLIC COMMENTS

There were no comments from the public.

EMPLOYEE COMMENTS

There were no comments from employees.

REPORTS

-President

Irvin had no comments at this time.

-EMS Director

-Financials

Costello passed out 30 year coins to the Board of Directors and advised that there will be a banquet on September 22, 2018 at the Holiday Inn for the 30 year anniversary. Costello went over the financials with the Board of Directors for December 2017. Costello pointed out that the Ambulance Fee revenues have increased over this time last year. Costello added that the delinquent accounts are over 14% in collections from last year. Irvin mentioned that overtime has increased. Costello replied that it is due to people doing their re-certifications, but it should level out.

-Field Chief

Winebrenner reported that December 2017 call volume was 790 responses and 558 transports. Winebrenner mentioned that we have finalized our numbers for Mission Life Line. Winebrenner advised that the Customs and Border Patrol contacted our organization to be the EMS agency involved in filming a documentary on February 16th and 17th about Fentanyl. Winebrenner informed the Board that we have loaned the City of Martinsburg Fire Department an ambulance for 30 days due to one of their units being wrecked and the other is having mechanical issues. Costello added that the unit is being leased in the amount of \$2,275.00.

At this time Copenhaver advised that it was brought to his attention that his position on the Ambulance Authority was an appointment as a Liaison, which is someone who is to take part in the meetings, but has no voting rights. Copenhaver wished the record to reflect that he has no voting rights and will only participate at the boards' discretion and report back to the County Council.

COMMITTEES

-Finance Committee – David Irvin

Irvin advised that we closed on the financing for the construction/mortgage loan on 82 Sue Ct at 2.9% fixed for 20 years. Irvin mentioned that we were able to get the tax exempt benefit. Irvin added that in the last meeting we were going to move \$750,000.00 into a reserve account, it has not been done yet due to the holidays.

-Equipment Committee – Bill Polk

Polk advised that he has nothing to report.

-Facilities Acquisition Committee – John Taylor

Taylor advised that his report was in the ZMM report.

-Ad Hoc Committee on Human Resources- Sandy Hamilton

Hamilton was not present at the meeting.

-Grant Writing Committee – EMS Director

Winebrenner spoke to the grant writer and he is finalizing the grants to be submitted.

RESCUE CHIEFS

-Company 30 Hedgesville VFD – Chief Pearrell

Chief Pearrell had nothing to report.

-Company 50 Back Creek Valley VFD – Liaison Brad Roberts

Brad Roberts was not present.

-County Fire Department – Director Gochenour

Director Gochenour had nothing to report.

NEW BUSINESS

-Exonerations*

There were a total of 85 exoneration requests submitted for approval.

Action Taken

John Taylor moved to authorize the President to recommend to the County Council approval of 85 exonerations in the amount of \$4,694.50. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried

David Irvin advised to Robinson to use his stamp on the exonerations.

-Lease at 1500/1504 Winchester Ave*

Costello advised he received a call from Mr. Newbraugh in reference to renewing the lease that ends in February 2018. Costello added that the current lease amount is \$2,814.59 per month with a 2% increase each year. The Board discussed the length of time we would need to complete the building on the Sue Ct. property.

Action Taken

John Taylor moved to offer Mr. Newbraugh a new lease of \$2,900.00 per month for 18 months and negotiated to month to month thereafter. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Budget Adjustments*

Costello advised the board of adjustments needed to the budget for the following:

Paramedic course	\$26,500.00
Reshingle Sue Ct	\$11,000.00 (wait for construction of building)
IT Upgrades Sue Ct	\$15,000.00

ePCR Change \$36,000.00

Action Taken

Mike McGinnis moved to approve the budget adjustments for all items excluding the \$11,000.00 for the reshingle Sue Ct. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried

Action Taken

Nic Diehl moved to approve \$36,000.00 for the ePCR software. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-End of Year Financials FY 2017 Discussion

Irvin acknowledged that there is a financial statement for year ended June 30, 2017 as part of the packet. Irvin advised that there is a sizeable unfunded pension liability.

-Second Qtr. Maintenance Update (Dep. Chief Byers)

Byers went over the maintenance updates the total being \$30,521.00. (\$12,000.00 for reprogramming kits, airbags going down, oil pans resealed and some electrical issues)

OPEN COMMENTS

-BCEAA Board of Directors

There were no comments by the Board of Directors.

-Donations to the Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken


John Taylor moved to adjourn the meeting at 5:55 pm. 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, February 22, 2018 at 5:00 pm at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.


Respectfully Submitted and Approved,



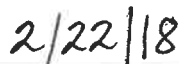
Carla Robinson – Administrative Assistant
Secretary/Treasurer



Date



David Irvin - President



Date