

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, FEBRUARY 22, 2018**

**Members Present**

Mike McGinnis  
John Taylor  
Sandy Hamilton  
David Irvin  
Doug Copenhaver, Liaison  
Nic Diehl

**Employees Present**

Ryan Barry  
Chad Winebrenner  
Brinton Byers  
Carla Robinson  
Chris Fincham  
Brian Costello  
Lois Ilardi  
Joy Shreck  
Doug Bevis

**Visitors Present**

**Members Not Present**

Bill Polk

Brian Costello gave the Opening Prayer.

David Irvin led the Pledge of Allegiance.

David Irvin called the meeting to order at 5:10 p.m.

**Approval of Agenda**

**Action Taken**

Nic Diehl moved to accept the agenda as written. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**Approval of Minutes**

**Action Taken**

Nic Diehl moved to approve the Minutes from the January 25, 2018 meeting.  
There was a second to the motion.  
Vote: Ayes, Unanimous.  
Motion Carried.

## **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 advised that Ambulance Fee revenues are 2.5% higher than this time last year and 10% higher for Director Billing. Costello reported that he traveled to Charleston WV to meet with Legislators. Costello learned there will be a training and equipment fund set up for the volunteer companies that we can possibly pull from for training. Costello added that the Legislators seemed to be receptive.

#### **-Field Chief**

Winebrenner reported that January 2018 call volume was 857 responses and 607 transports and FY 17-18 a total of 5715 responses and 3959 transports. Winebrenner advised they are monitoring the field staff for fatigue due to the call volume. Winebrenner advised that two weeks ago one of our crews participated in filming done by the Border Patrol. Winebrenner reported that there has been three new paramedics hired; Eli Carr, Brandon Truman and Jack Tensley.

Copenhaver advised that he would like to see a trend of calls per ambulance for a need assessment to make sure we have the personnel to cover the calls.

Barry reported that after the BCEAA's first EMT course was completed there was a 95% pass rate with the first attempt of the hands on practical exam. Barry also reported that there is a full class for the paramedic program.

## **COMMITTEES**

**-Finance Committee – David Irvin**

Irvin reported that there is no new activity.

**-Equipment Committee – Bill Polk**

Polk was not present for a report and Byers had nothing to report.

**-Facilities Acquisition Committee – John Taylor**

Irvin went over the cost analysis with adjustments of 82 Sue Court for a total cost of \$3,043,531.00. Irvin advised that the County Council has an opportunity to purchase another building and we potentially may do a joint venture with them. Irvin added that the reason we would contemplate going with the County is if they are able to get the building at the contemplated offer, it would be a significant savings to the BCEAA.

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

Hamilton advised that the committee has not met.

**-Grant Writing Committee – EMS Director**

Costello advised that the grants have been submitted.

**RESCUE CHIEFS**

**-Company 30 Hedgesville VFD – Chief Pearrell**

Chief Pearrell was not present. Irvin advised that they have met with Hedgesville Volunteer Fire Department and they had a productive meeting. Costello added that Winebrenner attended their last board meeting and everything seemed fine and they had no complaints.

**-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**

**-Construction Project for New Station**

The construction project for the new station was previously addressed under Facilities Committee report.

**-Newbraugh Lease Update (EMS Director)**

Costello advised that he presented to Mr. Newbraugh with a 24 month lease with the last 6 months being month to month for \$2,900.00 per month and he agreed.

**NEW BUSINESS**

**-Exonerations\***

There were a total of 38 exoneration requests submitted for approval.

**Action Taken**

Mike McGinnis moved to authorize the President to recommend to the County Council approval of 38 exonerations in the amount of \$1,820.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried

**-Bids for New ePCR Software\***

At this time the President opened the bids for the new ePCR Software and they are as follows:

- |                             |  |
|-----------------------------|--|
| 1) ESO Healthcare Connected | \$20,765.00  |
| 2) Image Trend              | \$35,460.00 for 1 <sup>st</sup> year<br>\$13,460.00 annual fee<br>variety of options available |
| 3) Zoll Data Systems Inc.   | \$58,480.80 initially<br>\$47,980.00 annual fee  |

Irvin advised that the bids will be turned over to Winebrenner for review and to prepare a recommendation for the special meeting on March 1, 2018 at 5 pm. Copenhagen added that Winebrenner should do a spreadsheet of all bids and the reasons they made their choice.

**OPEN COMMENTS**

**-BCEAA Board of Directors**

McGinnis advised that he feels the building at Sue Court will be in excess of what we have and it will be too expensive. McGinnis added that we should reduce the size of the building from 10,000 sft to 7,000 sft. At this time there was a discussion in reference to the size of the building between Taylor and McGinnis.

**-Donations to the Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

**Action Taken**

Mike McGinnis moved to adjourn the meeting at 6:08 pm. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

The next special meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, March 1, 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

3/22/18  
Date

  
David Irvin, President

3/22/18  
Date