

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, MARCH 22, 2018**

**Members Present**

Nic Diehl  
John Taylor  
Sandy Hamilton  
David Irvin

**Employees Present**

Ryan Barry  
Chad Winebrenner  
Brinton Byers  
Carla Robinson  
Chris Fincham  
Brian Costello  
Lois Ilardi  
Joy Shreck  
Doug Bevis  
Deb Nichols  
Jack Gladden  
Michael Barrett  
Jenna Mulligan  
Jeff Agnew  
Jack Gladden  
Josh Bartley  
Chris Lovelace  
Andrew Hoffmann

**Visitors Present**

**Members Not Present**

Bill Polk  
Mike McGinnis  
Doug Copenhaver

Nic Diehl gave the Opening Prayer.

David Irvin led the Pledge of Allegiance.

David Irvin called the meeting to order at 5:03 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.

## **Approval of Minutes**

### **Action Taken**

Nic Diehl moved to approve the Minutes from the February 22, 2018 meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **Action Taken**

Nic Diehl moved to approve the Minutes from the March 1, 2018 special meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

## **PUBLIC COMMENTS**

There were no comments from the public.

## **EMPLOYEE COMMENTS**

Michael Barrett congratulated Jack Gladden on his retirement.

## **REPORTS**

### **-President**

Irvin had no comments at this time.

### **-EMS Director**

Costello presented Jack Gladden with his retired badge. Gladden commented on how proud he was of the board for making a difference in the field employees' lives and asked the board to continue to listen to their employees on their needs in the field. Irvin thanked Gladden for his service to the organization. Costello reported attending training in Bridgeport, WV dealing with physical violence in healthcare.

### **-Financials**

Costello advised that at the end of February the revenues were higher than this time last year.

**-Field Chief**

Winebrenner reported that February 2018 call volume was 773 responses and 567 transports and FY 17-18 a total of 6488 responses and 4526 transports. Winebrenner advised that a majority of the call increase is from traffic accidents.

**COMMITTEES**

**-Finance Committee – David Irvin**

Irvin reported that there is no new activity.

**-Equipment Committee – Brinton Byers**

Byers had nothing to report.

**-Facilities Acquisition Committee – John Taylor**

Taylor advised that they met with Mary Jo Cleland to finalize the plans. Taylor added that they will be sent out for bid on April 2<sup>nd</sup> with a pre-bid meeting on April 18<sup>th</sup> and the bid opening will be May 2, 2018.

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

Hamilton advised that the committee has not met.

**-Grant Writing Committee – EMS Director**

Costello advised they are waiting for a window of approval to open.

**RESCUE CHIEFS**

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

Chief Pearrell 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**

### **-Construction Project for New Station (Discussion)\***

#### **Action Taken**

John Taylor moved to formally put the plans for the new Sue Court building out for bid. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **-Approval of Lease for 1500-1504 Winchester Ave.\***

#### **Action Taken**

John Taylor moved to approve the new lease for the Newbraugh's building for two years with the last six months to be month to month for a total of \$2,900.00 per month rent. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

## **NEW BUSINESS**

### **-Exonerations\***

There were a total of 15 exoneration requests submitted for approval.

#### **Action Taken**

Sandy Hamilton moved to authorize the President to recommend to the County Council approval of 15 exonerations in the amount of \$715.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried

## **OPEN COMMENTS**

### **-BCEAA Board of Directors**

The Board of Directors had no comments.

### **-Donations to the Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**

**Action Taken**


Nic Diehl moved to adjourn the meeting at 5:25 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, April 26, 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

4/13/18  
Date

  
\_\_\_\_\_  
David Irvin, President

4/26/18  
Date