

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, APRIL 26, 2018

Members Present

Nic Diehl
John Taylor
Sandy Hamilton
David Irvin
Mike McGinnis
Doug Copenhaver-
(Council Liaison) left
the meeting at 5:25 pm

Employees Present

Ryan Barry
Chad Winebrenner
Brinton Byers
Carla Robinson
Chris Fincham
Brian Costello
Lois Ilardi
Michael Barrett
Joy Shreck
Doug Bevis
Andrew Hoffmann
Gary Harmison
Sam Turner

Visitors Present

Ed Gochenour

Members Not Present

Bill Polk

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

John Taylor moved to accept the agenda as written. There was a second to the motion.

Vote: Ayes, Unanimous.

Approval of Minutes

Action Taken

Sandy Hamilton moved to approve the Minutes from the March 22, 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 the employees.

REPORTS

-President

Irvin had no comments at this time.

-EMS Director

Costello reported that there was a resignation this week from Richelle Lopez. Costello advised that we made it through the preliminary round for the Grant for the Lucas Devises (automated CPR devise).

-Financials

Costello advised that at the end of March the revenues were higher than this time last year. Costello added that direct ambulance billing is over \$186,000.00 and Fees are over \$50,000.00. Our budget expenditures are over due to new vehicles and increased insurance. Copenhaver inquired about past due collections and advised that the Fire Board collected enough last month to pay a staff members salary for the whole year with what they received from past dues. Costello will keep the board posted on our delinquent accounts collections. At this time Costello explained the Safe Harbor Act billing to the board of directors. Costello explained that this billing is BLS billing to patients who pay their ambulance fee we are able to bill their insurance and not balance bill the patients. The Board commended Costello.

-Field Chief

Winebrenner reported that March 2018 call volume was 760 responses and 544 transports and FY 17-18 a total of 7248 responses and 5070 transports. Winebrenner advised they

are looking to have Image Trend up and running by July 1, 2018. Winebrenner announced the project he is involved in called Bridges to Recovery. It is a grant funded project through WVU Medicine. Winebrenner added it is a project to bridge public health and public service to help reduce overdose death in our community. Winebrenner advised that there is a monthly briefing meeting.

COMMITTEES

-Finance Committee – David Irvin

Irvin reported that there is no new activity.

-Equipment Committee – Brinton Byers

Byers advised that they had a mechanical issue with one of the ambulances. The cost will be \$8,000.00 to \$9,000.00.

-Facilities Acquisition Committee – John Taylor

Irvin reported that the bids went out and there was a mandatory pre bid meeting with 5 general contractors and 2 sub-contractors. Next week the bids will be received, opened and the Facilities Committee will make a recommendation to the board as to what contractor will receive the bid.

-Ad Hoc Committee on Human Resources- Sandy Hamilton

Hamilton advised that the committee has not met.

-Grant Writing Committee – EMS Director

Costello previously mentioned the Grant during the Directors report.

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 had nothing to report.

UNFINISHED BUSINESS

-Construction Project for New Station (Discussion)*

This information was given during the Facilities Committee report.

NEW BUSINESS

-Exonerations*

There were a total of 4 exoneration requests submitted for approval.

Action Taken

Sandy Hamilton moved to authorize the President to recommend to the County Council approval of 4 exonerations in the amount of \$240.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried

-Disposition of Surplus 2002 Ford Ambulance* (Chief)

Winebrenner was approached by Blue Ridge CTC to donate them this unit to use as a mobile training lab.

Action Taken

Sandy Hamilton moved to donate the 2002 Ford Surplus Ambulance to Blue Ridge CTC. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Growth Analysis (Discussion)

Winebrenner presented to the Board an analysis of station and call/responses. At this time the board discussed the report.

-2018-2019 Budget Approval*

Costello went over the proposed budget for FY 2018-2019 with the board. Costello advised that he intends on increasing the office staff salary in this FY due to they weren't given an increase when the field staff was given their salary adjustments in September 2017.

Action Taken

John Taylor moved to accept and approve the FY 2018-2019 proposal. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

OPEN COMMENTS

-BCEAA Board of Directors

McGinnis mentioned that in Jefferson County they charge commercial buildings fees. He questioned whether or not Berkeley County could charge commercial buildings fees? Costello advised that currently our Ordinance doesn't allow us to charge commercial business fees. Costello added that we can charge patients who use our ambulance service transport fees.

-Donations to the Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Sandy Hamilton moved to adjourn the meeting at 6:00 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, May 24, 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

5/24/18
Date



David Irvin - President

5/24/18
Date