

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, MAY 24, 2018

Members Present

Nic Diehl
John Taylor
Bill Polk
David Irvin
Mike McGinnis

Employees Present

Ryan Barry
Chad Winebrenner
Brinton Byers
Carla Robinson
Chris Fincham
Brian Costello
Randi Corter
Michael Barrett
Joy Shreck
Doug Bevis
Andrew Hoffmann
Chris Montgomery
Sam Turner
Jenna Mulligan
Bobi Jo Swartz
Jason MacFarlane
Madison Draper
Chris Lovelace
Josh Bartley

Visitors Present

Derrick Hartman

Members Not Present

Sandy Hamilton
Doug Copenhaver – Council Liaison

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

Mike McGinnis 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 April 26, 2018 meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

The Minutes of the Special Meeting from May 9, 2018 were tabled until the June 28, 2018 meeting.

PUBLIC COMMENTS

There were no comments from the public.

EMPLOYEE COMMENTS

There were no comments from the employees.

REPORTS

-President

-Ceremonial Signing of Educational Agreement

Costello asked the six candidates to come sign their contract for the Medic Program. They were as follows:

Josh Bartley, Bobi Jo Swartz, Chris Montgomery, Madison Draper and Randi Corter (Tyler Murphy was not present)

Each candidate signed their contract and they were congratulated by the Board of Directors.

-EMS Director

-Financials

Costello gave a report of revenues for the end of April 2018. Costello reported that direct ambulance billing is \$87,000.00 over budget and Ambulance Fees are over \$120,000.00. Costello added that our delinquent fee bills went out today from Valley Credit Services.

-Field Chief

Winebrenner reported that April 2018 call volume was 734 responses and 517 transports and FY 17-18 is a total of 7982 responses and 5587 transports. Winebrenner advised they are having weekly webinars with Image Trend. Winebrenner announced that they had a meeting with Mary Kackley at Central Dispatch and they are about 30 days away from beginning the station specific dispatch. Irvin asked Winebrenner what was the status of the Mobile Data Terminals. Winebrenner replied that there were mapping issues, but they are narrowing down the issues.

COMMITTEES

-Finance Committee – David Irvin

Irvin reported that they met this morning and the bids were back on the building and the site work is just around \$2.2 million. Irvin added that they will make a recommendation later in the meeting.

-Equipment Committee – Bill Polk

Polk advised that he was away with his mother's illness and thanked the board for the flowers that were sent. Polk reported during the equipment meeting they discussed a unit that needs repaired in the amount of \$8,000.00. Polk requested to purchase an additional unit. Byers spoke in reference to ambulance rotation and how difficult it is without an additional unit for the rotation.

-Facilities Acquisition Committee – John Taylor

Taylor reported that the bids were reviewed and the committee will recommend going with the bid from Myers Construction from Clear Springs, MD. Taylor added that the bid was not the lowest, but the time of completion for construction is 210 days, which will save in construction loan interest. Taylor advised that we should be able to break ground in August or September 2018.

-Ad Hoc Committee on Human Resources- Sandy Hamilton

Hamilton was not present for a report.

-Grant Writing Committee – EMS Director

Costello advised that the grant is still out for the Lucas Devises. Costello added that we made it through the first two rounds so far.

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

-Bid Award for New Station 97 Construction*

Action Taken

John Taylor moved to accept the recommendation from the Facilities Committee to go with the bid for construction of the new station from Myers Construction with the bid of \$1,988,200.00 with all (3) alternates. Bill Polk seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

NEW BUSINESS

-Exonerations*

There were a total of 20 exoneration requests submitted for approval.

Action Taken

John Taylor moved to authorize the President to recommend to the County Council approval of 20 exonerations in the amount of \$1,160.00. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried

EXECUTIVE SESSION

-PERSONNEL

Action Taken

Mike McGinnis moved to go into Executive Session to discuss personnel. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

The Board came out of Executive Session. There were no decisions made during Executive Session.

Action Taken

Mike McGinnis moved to establish a banking relationship with United Bank based on Berkeley County Council's RFP for preferred bank. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Action Taken

Mike McGinnis moved to increase the employee compensation budget not to exceed \$110,000.00 with adjustments to be determined for hourly employees by the EMS Director and salary employees through an email from the President. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Action Taken

Bill Polk moved to authorize a purchase of two new ambulances not to exceed \$525,000.00 based on the recommendation of the Equipment Committee and the last RFP for ambulances. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

OPEN COMMENTS

-BCEAA Board of Directors

Irvin thanked the employees for coming to the meeting and how much he appreciates what they do.

-Donations to the Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Mike McGinnis moved to adjourn the meeting at 6:15 pm. There was a second to the motion.

Vote: Ayes, Unanimous.

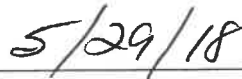
Motion Carried.

The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, June 28, 2018 at 5:00 pm at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.

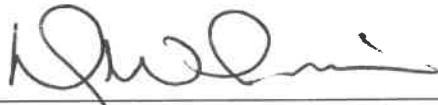
Respectfully Submitted and Approved,



Carla Robinson – Administrative Assistant
Secretary/Treasurer



Date



David Irvin - President



Date