

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, JUNE 28, 2018**

**Members Present**

David Irvin  
John Taylor  
Sandy Hamilton  
Bill Polk  
Nic Diehl

**Employees Present**

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

**Visitors Present**

**Members Not Present**

Doug Copenhaver – County Liaison  
Mike McGinnis

Brian Costello 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**

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 May 24, 2018 meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

No quorum was present to approve the May 9, 2018 special meeting minutes.

### **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**

##### **-Financials**

Costello went over the budget with the board to include that the Ambulance fees were up by 2.13%, Ambulance billing is up by 8.50% and recovery of delinquent accounts are up by 19.5% and postage line item is over due to paying forward next years postage. Costello advised that we received over 1,000 doses of Narcan from the State of WV.

#### **-Field Chief**

Winebrenner reported that May 2018 call volume was 823 responses and 552 transports and FY 17-18 a total of 8805 responses and 6139 transports. Winebrenner advised that the MDC's will all be installed as of June 29<sup>th</sup>. Winebrenner informed the board that they have been working on the build for Image Trend for two months and we are required to convert to version #3 NEMESIS data. Winebrenner announced that the Fentanyl video that was made with the Border Control, the BCEAA was invited to the White House for the roll out of the video. Winebrenner reported that the new ambulances will have approximately a four month build time. Winebrenner informed the board that there will be a hiring process in the next few months. Winebrenner added that Barry did CPR training for the Eastern Panhandle Transit Authority. Winebrenner concluded that the Bridges to Recovery is going great and narrowing down their focus.

## **COMMITTEES**

### **-Finance Committee – David Irvin**

Irvin went over the new accounts with the board that were opened with United Bank. Irvin informed the board that they have decided to pay cash for the new ambulances.

### **-Equipment Committee – Bill Polk**

Costello advised that the Zoll Monitors were ordered with a savings of \$20,000.00, the savings will be used to upgrade radios in the units.

### **-Facilities Acquisition Committee – John Taylor**

Irvin reported that the sketch plat was submitted on 5/2/18 and reviewed 5/15/18, there was a public hearing on 6/4/18 and our plan was accepted. Irvin added that the contract was accepted and signed with Myers Building Systems and they have provided a bid bond. We will be waiting on the preliminary building permit.

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

Hamilton advised that the committee has not met.

### **-Grant Writing Committee – EMS Director**

Costello advised that he hasn't heard anything yet.

## **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**

### **-Update New Station 97 Project**

This information was given during the Facilities Committee report.

**-Sale of Property in Back Creek\***

**-Juanita Files**

Costello advised that Copenhaver was given the authority to speak with Ms. Files who lives on the adjoining property. Ms. Files has offered to purchase the property for \$2,500.00.

**Action Taken**

Nic Diehl moved to accept the offer of \$2,500.00 from Juanita Files, but Ms. Files will have to pay the closing costs. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**NEW BUSINESS**

**-Election of 2018-2019 Officers\***

Irvin announced that the existing officers have agreed to continue to service, Irvin as President, McGinnis as Vice President and Robinson as Secretary/Treasurer. Irvin asked if there were any other nominations.

**Action Taken**

Sandy Hamilton moved to accept the nominations and continued appointment of Irvin as President, McGinnis as Vice President and Robinson as Secretary/Treasurer for FY 2018-2019. There was a second to the motion.

Vote, Unanimous.

Motion Carried.

**OPEN COMMENTS**

**-BCEAA 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 5:35 pm. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

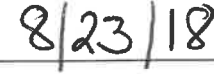
The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for Thursday, July 26, 2018 at 5:00 pm at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,

  
\_\_\_\_\_  
Carla Robinson – Administrative Assistant  
Secretary/Treasurer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
David Irvin - President

  
\_\_\_\_\_  
Date