

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, MAY 23, 2019

Members Present

Bill Polk
David Irvin
Mike McGinnis
John Taylor
Doug Copenhaver
Sandy Hamilton
Nic Diehl

Employees Present

Ryan Barry
Ed Brown
Amy Masser
Michael Barrett
Alex Dulyea
Chris Montgomery
Andrew Hoffmann
Brinton Byers
Chad Winebrenner
Brian Costello
Carla Robinson
Lois Ilardi

Visitors Present

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

Mike McGinnis moved to approve the agenda as presented. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Approval of Minutes

Action Taken

Bill Polk moved to approve the Minutes of March 28, 2019 meeting. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Action Taken

Mike McGinnis moved to approve the Minutes of April 25, 2019 meeting. There was a second to the motion.

Vote: (6) Ayes, McGinnis & Copenhaver abstained from the vote.

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 report at this time.

-EMS Director

-Financials

Costello advised that this is National EMS Week. Costello added that the BCEAA has been active in the community with public education events and a Safety Day at Walmart last Sunday. Costello went over the financials with the board of directors, he added that the Ambulance Fees and Direct Billing have exceeded the budget and he feels the financials are on track.

-Field Chief

At this time Hamilton stepped out of the room.

Winebrenner advised the calls for April 2019 were 794 and 583 transports. Winebrenner supplied the board with the call volume growth statistics for the last several years. Winebrenner went over the station utilization report he had supplied the board of directors. Winebrenner advised that the Ambulance Authority had attended most school field days in the County. Winebrenner informed the Board that there are 14 people attending the physical agility testing.

Hamilton re-entered the room.

COMMITTEES

-Finance Committee – David Irvin

Irvin advised the committee had met twice since the last board meeting. They met May 2nd and May 9th. Irvin added that the committee went through the budgeting process and feels, on a finance perspective, the BCEAA is in good shape and he will go over plans for next year later in the meeting.

-Equipment Committee – Bill Polk

Polk advised the committee had a meeting and most things are included in the budget.

-Facilities Acquisition Committee – John Taylor

Taylor reported that the Sue Court station is almost done.

-Ad Hoc Committee on Human Resources- Mike McGinnis

McGinnis advised that they hadn't met.

-Grant Writing Committee – EMS Director

Costello advised that there was nothing on the grants at this time.

RESCUE CHIEFS

-Company 30 Hedgesville VFD – Chief Nichols

Chief Nichols was not present.

-Company 50 Back Creek Valley VFD – Lieutenant Randy Lily

Lieutenant Randy Lily was not present.

-County Fire Department – Director Gochenour

Director Gochenour was not present.

UNFINISHED BUSINESS

-Update New Station 97 Project

Taylor gave the report under Facilities Acquisition Committee.

NEW BUSINESS

-Exonerations*

There were a total of 5 exoneration requests submitted for approval.

Action Taken

Sandy Hamilton moved to authorize the President to recommend to the County Council approval of 5 exonerations in the amount of \$300.00. There was a second to the motion.

Vote: (7) Ayes, Copenhaver recused himself from the vote.
Motion Carried.

-Purchase of New Ambulance* (Finance Committee)

Irvin advised that the Finance Committee's recommendation is to buy two new ambulances in the current fiscal year and pay for them out of the budget. Copenhaver asked Costello to see if we could get a pre-payment discount.

Action Taken

Mike McGinnis moved to purchase (2) new ambulances using the specs from the last ambulance purchase in the amount of \$207,706.00 each for a total of \$415,412.00. There was a second to the motion.

Vote: Ayes, Unanimous.
Motion Carried.

-Purchase of New Utility Unit* (Finance Committee)

Action Taken

Sandy Hamilton moved to purchase a new utility unit based on the County Council's pricing for a F150 supplied by Deputy Director Wine in the amount of \$28,919.00 and including the light and radio package is \$55,000.00. There was a second to the motion.

Vote: Ayes, Unanimous.
Motion Carried.

-2019-2020 Budget Discussion/Approval* (Finance Committee)

Costello went over the budget changes for FY 2019-2020. Costello advised the additions to the budget are roughly 3% increase.

Action Taken

Mike McGinnis moved to accept the FY 2019-2020 Budget proposal in the amount of \$5,212,000.00. Nic Diehl seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-EXECUTIVE SESSION

Action Taken

Doug Copenhaver moved to go into Executive Session to talk about personnel matters. 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.

OPEN COMMENTS

-BCEAA Board of Directors

Hamilton mentioned that there will be a Pancake for Polio Breakfast on May 27th at War Memorial Park from 8 am to 10 am.

-Donations to the Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken


Mike McGinnis moved to adjourn the meeting at 6:18 p.m. 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 27, 2019 at 5:00 pm** at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,


Carla Robinson – Business Operations
Manager & Secretary/Treasurer

6/17/19
Date


David Irvin – President

6/27/19
Date