

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, JANUARY 24, 2019**

**Members Present**

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

**Employees Present**

Chad Winebrenner  
Chris Fincham  
Ryan Barry  
Brian Costello  
Carla Robinson  
Brinton Byers  
Andrew Hoffmann  
Michael Barrett  
Joy Shreck  
Lois Ilardi  
Jenna Mulligan  
Dustin Paul  
Gary Harmison

**Visitors Present**

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**

Sandy Hamilton moved to approve the agenda as presented. 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 December 5, 2018 board 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 report at this time.

### **-EMS Director**

#### **-Financials**

Costello went over the FY 18-19 budget to date with the board. Costello advised that there are around 91% for the Ambulance Fee's and Direct Billing has increased over this time last year.

Costello informed the Board that the retirees of EMSRS have to pay State taxes on their retirement, but other emergency services do not pay on their retirement. Senator Patricia Rucker introduced Senate Bill 288 and is now before the pension committee so that EMS retirees would have their State taxes waived.

Costello explained that per the ACA once we are at 50 full time employees, we are required to pay employee insurance plus one child. Irvin asked Costello to supply to the board projections on how this will impact the budget.

Costello spoke about changing the Ordinance in reference to changing the exoneration guidelines so that if you pay one fee, you would get only one exoneration for vacation property. Costello added that we should begin this process soon so it can be presented to the County Council in time for the new fees in July 2019. The Board agreed with the recommendation.

### **-Field Chief**

Winebrenner gave the call numbers for December 2018; he advised we had 810 responses and 529 transports. Winebrenner explained to the board about "Level Zero",

which is when all units in the County are committed on ambulance calls at one time. Copenhaver spoke in reference to the fire departments being dispatched on cardiac arrest calls. Winebrenner added that it takes significantly more responders to handle cardiac arrests to perform this task successfully. Winebrenner spoke in reference to the Lucas Devices that will be discussed later in the meeting that will help with successful CPR and help free up additional manpower. Winebrenner concluded that about 9% of our calls are cardiac related and there are roughly 3% that are cardiac arrests.

## **COMMITTEES**

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

Irvin had no report at this time.

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

Polk advised that there are things to discuss later in the meeting.

### **-Facilities Acquisition Committee – David Irvin**

Taylor reported that his report would be under the Update on the New Station 97.

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

Hamilton had no report.

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

Costello had no report.

## **RESCUE CHIEFS**

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

Chief Pearrell 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 reported that the trusses are up and it is under sheathing and awaiting the Fire Marshal to inspect. Taylor added that the shingles, rough in plumbing and electrical should be done in the next two weeks. There is a completion date from Myers Builders on May 2, 2019.

**-Change of Board Meeting Day\***

The board discussed changing the meetings days, but the pleasure of the board would be to keep the meetings on the 4<sup>th</sup> Thursday of every month.

**NEW BUSINESS**

**-Exonerations\***

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

**Action Taken**

John Taylor 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: (6) Ayes, Copenhaver abstained.

Motion Carried.

**-Allocation of funds to purchase Extrication Gear\***

Byers explained that currently the extrication gear is due to expire and we are in need of 26 new sets of extrication gear. Byers explained that the new gear has a new finish and helps with flash fires and we are in need of new helmets. Byers suggested ordering 30 sets of extrication gear and 50 helmets.

**Action Taken**

Sandy Hamilton moved to purchase 30 sets of EMS Extrication Gear and 50 Helmets from Witmer Public Safety Group at the cost of \$45,900.00. There was a second to the motion.

Copenhaver asked if we were able to single source this expenditure. Costello advised that there was an RFP, but there was only one bid returned.

Vote: Ayes, Unanimous.

Motion Carried.

**-Recommendation on Purchase of automated CPR device\***

Costello advised that at the last meeting they opened bids from an RFP for 15 automated CPR devices. After meeting to discuss how many devices that were actually needed, Costello recommended to the Committee to purchase 8 devices at a cost of \$162,506.40, but there was discussion within the Committee to purchase 10 devices. Polk suggested ordering 10 devices so that there are sufficient back-ups. Costello suggested taking the funds from the account at Jefferson Security Bank in the old operating account.

**Action Taken**

Polk moved to purchase (10) Lucas CPR devices at a cost of \$203,316.04 from Physio Control. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-Recommendation on Replacement of (1) Mobile Unit\***

Costello advised that the Committee spoke about replacing a mobile unit, but they also looked at upgrading the security at the North and South Station to move to card readers. Polk would like to see the Tahoe replaced. Copenhaver suggested look at the County's current bids for vehicles. Copenhaver would like for the Committee to get a price for replacement and bring back to the board for approval.

**Action Taken**

Sandy Hamilton moved to table replacing the Mobile Unit until next meeting after the board receives pricing. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

**-Accept change request to Employee Handbook\***

Costello sent Employee Handbook changes to the board members. Costello advised that most of the changes had to do with the ACA.

**Action Taken**

Sandy Hamilton moved to accept the changes to the Employee Handbook to take effect, February 1, 2019. 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.

## OPEN COMMENTS

### -BCEAA Board of Directors

Irvin would like to see a committee formed to put together a wellness program.

Polk spoke about possibly putting on another crew due to the call volume. Copenhaver feels the crews are stretched too thin. There was a discussion in reference to call volume, coverage, response times, etc.

### -Donations to the Sunshine Fund

There was nothing collected for the Sunshine Fund.

## ADJOURNMENT

### Action Taken

Mike McGinnis moved to adjourn the meeting at 6:55 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, February 28, 2019 at 5:00 pm** at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,



Carla Robinson – Administrative Assistant  
Secretary/Treasurer

2/28/19  
Date

~~David Irvin – President~~

  
John Taylor – Board of Director

2-28-19  
Date