

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, MARCH 28, 2019

Members Present

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

Employees Present

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

Visitors Present

Precepting Paramedic
Student
Misty Kidwell

Members Not Present

Mike McGinnis

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

Doug Copenhaver moved to approve the Minutes from the February 28, 2019 board meeting. There was a second to the motion.

Vote: (4) Ayes.

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 the fee collections are up 13% from this time last year and direct billing is up compared to the previous year as well. Costello answered all questions the board had in reference to the budget.

-Field Chief

Winebrenner advised that the call responses have increased, but the transports have decreased. He attributes the change due to the I-81 construction. Copenhaver asked Costello to provide a copy of the final budget for the past years and a census report as well. Winebrenner announced that Amy Masser was promoted to Captain. Winebrenner informed the board that they have hired three new part time EMT's. At this time Winebrenner told a story about saving a child that had a cardiac arrest.

COMMITTEES

-Finance Committee – David Irvin

Irvin advised the committee hadn't met.

-Equipment Committee – Bill Polk

Polk had nothing to discuss.

-Facilities Acquisition Committee – John Taylor

Taylor reported that the new building is still scheduled for completion on May 2, 2019. Taylor explained they are getting ready to start paving, and have been dry walling, painting, etc.

-Ad Hoc Committee on Human Resources- Sandy Hamilton

Hamilton advised that there will be a meeting on Monday, March 31, 2019.

-Grant Writing Committee – EMS Director

Costello advised that there is a problem with our Dunn's number; he spoke to Rachel with the County to help obtain the number. Copenhaver advised there are some grants to apply for once we have our Dunn's number.

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 no exonerations this month.

-Changes to Special User Fee Ordinance* (Discussion/Action)

Costello went over the proposed changes to the Ordinance.

#1 – The ability to pull occupancy permits to put new accounts on the fee system from engineering department instead of waiting for the home to go on the tax records.

#2 – Include the billing for the Safe Harbor Act (SHA), that there is no out of pocket cost to the patient.

#3 – Exoneration policy, to state that when you pay one owner occupied ambulance fee then you may exonerate one owner occupied property.

Action Taken

Sandy Hamilton moved to recommend and present to the County Council to adopt the changes to the Special Emergency Ambulance Service Fee Ordinance effective July 1, 2019. There was a second to the motion.

Vote: (5) Ayes, Copenhaver abstained.

Motion Carried.

-Additional Signatory to Bank Accounts*

Costello advised in the event that McGinnis and Irvin are unavailable to sign checks on our accounts he proposed to add John Taylor to the signature cards at United Bank.

Action Taken

Doug Copenhaver moved to add John Taylor to the signature cards for the accounts at United Bank. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

There was no Executive Session.

Copenhaver updated the Board on the discussions the County Council have been having in reference to paid fire and ambulance personnel in the County. Copenhaver advised they are in the process of speaking to all of the volunteer fire companies to receive their input. He added that they have met with Baker Heights and Back Creek Valley. Copenhaver advised that Back Creek has requested 24/7 coverage with fire and EMS, but to continue it with one fire/EMT and one Paramedic/fire person. Copenhaver announced that it is the County Council's wish to see all paid staff on the fire side at all the main and sub stations, with the exception of South Berkeley and they would be mostly fire since we have a presence in that area. Copenhaver advised they are looking to increase the Fire Fee, but it will take a petition of 10% of the registered voters and it will take at least a few years to achieve this. Irvin advised that we will need to increase our User Fee at some point and asked Copenhaver when he thought that should happen. Copenhaver replied when he receive the data to do so. Irvin and Taylor suggested to possibly hiring a

consultant to validate the need to the public. Copenhaver did not agree and suggested that we can obtain the data on our own. Copenhaver advised that the split crew at Back Creek Valley has worked very well and doesn't ever want to pull it out of that station. Costello added that there is a need to make adjustments in Back Creek, there is an issue on the fire side that they have the opinion that they are just drivers and have no obligation to do patient care and needs to be addressed with Eddie Gochenour.

OPEN COMMENTS

-BCEAA Board of Directors

Taylor spoke in reference to the article in the Journal about Tiffany Koch one of our EMT's. He felt it was a good article. Costello gave the back ground story of Tiffany Koch and her being an advocate. Costello feels it is very positive.

-Donations to the Sunshine Fund

There was nothing collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

Sandy Hamilton moved to adjourn the meeting at 5:55 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, April 25, 2019 at 5:00 pm** at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,



Carla Robinson – Office Manager &
Secretary/Treasurer

5/20/19
Date



David Irvin – President

5-23-19
Date