

**BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY**

**MINUTES**

**THURSDAY, APRIL 25, 2019**

**Members Present**

Bill Polk  
David Irvin  
Mike McGinnis  
John Taylor

**Employees Present**

Chad Winebrenner  
Tara Bartley  
Ryan Barry  
Brian Costello  
Carla Robinson  
Brinton Byers  
Deb Nichols  
Amy Masser  
Joy Shreck  
Jenna Mulligan  
Michael Barrett  
Lois Ilardi

**Visitors Present**

**Members Not Present**

Doug Copenhaver  
Sandy Hamilton  
Nic Diehl

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**

Irvin had a change to March 28, 2019 minutes on page 2, under Presidents report, it indicates Irvin wasn't present, but he was present at that meeting. The minutes were tabled until the May 23, 2019 meeting for approval after the changes are made.

## **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. At this time Costello discussed shortages and overages in the budget to date. Costello spoke in reference to the cost of an EMS crew. The cost a one crew of a paramedic and EMT would be roughly \$126,434.00 yearly. To add an entire shift, the cost would be \$379,364.00. Costello added that the pay for a Paramedic/Fire Fighter salary and benefits is \$74,908.58. Costello spoke in reference to family coverage insurance and would like to see the BCEAA to continue to pay half of the family coverage for those who want it. The BCEAA savings on insurance for people who waive coverage pays for those who have family coverage. Costello feels it works well for the Authority.

### **-Field Chief**

Winebrenner advised the calls for March 2019 were 820 calls and 549 transports. Winebrenner explained that we are at Level Zero more frequently, which means all our ambulances are obligated at one time and it presents challenges. Winebrenner announced that they had new employee testing today and out of the 14 people, 6 were paramedics.

Polk asked Winebrenner to include the run numbers as part of the board members packets for the meetings.

Irvin asked the billing staff what the average cost of an ambulance transport. Ilardi replied that Advanced Life Support is between \$700.00 and \$900.00, Basic Life Support

is between \$400 and \$600.00. Costello added that recovery is on average 48% of the billing.

## **COMMITTEES**

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

Irvin advised the committee hadn't met, but the next meeting is scheduled for May 2, 2019. Irvin added that they will prepare a final budget for the May meeting for approval.

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

Polk advised the committee hadn't met.

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

Taylor reported that the builder requested 2 more days for a completion date of May 4, 2019. Costello added that he met with Krason from ZMM and the builder has requested 20 additional days due to the data wiring that needs to be run. Costello went over the high points of the last few progress meetings. Costello received proposals for appliances from Orsini's and Dunn & Seiberts. Costello will look to purchase tables, chairs and bed frames for the new building. Irvin suggested sending an email as a group to ZMM in reference to the data racks and the data wiring to get a resolution.

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

McGinnis will cover this under new business.

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

Winebrenner advised that the President signed a bill for grant opportunities for EMS that is designated in rural areas through USDA. They are checking on when the bid will open.

## **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**

### **-Valley Credit Services Contract Renewal\***

Costello went over the spreadsheet that was provided by Valley Credit Services of what has been placed and recovered for prior years to 2011 and thru 2018 for Ambulance Fees and Ambulance Transport fees. Costello would like to renew Valley Credit Services contract for at least one more year. Taylor asked how the Fire Board collects their delinquencies. Costello responded that they have in house employees file civil suits in Magistrate Court.

#### **Action Taken**

Mike McGinnis moved to recommend the President to sign and approve the Valley Credit Services contract renewal. There was a second to the motion.

Vote: Ayes, Unanimous.

Motion Carried.

### **-Changes to Office Staff Job Title/Duties (Ad Hoc Cmte.)\***

McGinnis advised that Robinson forwarded him the office position profiles for review. He explained the committee reviewed them similar to how they looked at the field staff profiles. McGinnis, Hamilton and Costello were present for the meeting. Costello added that they looked at the job descriptions, duties, responsibilities of each position. The job descriptions were sent to an independent third party to look at the job descriptions and offered information for the Billers, Fee Specialist, as well as, the Administrative Assistant. Costello explained that they believe the Robinson is above an Administrative Assistant and wants, in his absence, someone who could be the same as speaking to him in the office, as well as, in the field with Winebrenner. The committee decided to recommend a change from the title of Administrative Assistant to be changed to Business Operations Manager with a pay recommendation to accommodate the change and moved to a salary position. Costello indicated that the Billers and Coders are below fair market value and recommended to increase salaries for certified coders. Costello concluded that the Fee Specialists were on the lines of customer service and the committee felt that they will receive a standard pay increase based on the boards' approval.

#### **Action Taken**

John Taylor moved to accept the title change for Carla Robinson to Business Operations Manager. There was a second to the motion.

Vote: Ayes, Unanimous.  
Motion Carried.

**-2019-2020 Budget Discussion/Approval\***

Costello advised since the finance committee will be meeting to discuss the budget, it can be tabled for next months' meeting.

**OPEN COMMENTS**

**-BCEAA Board of Directors**

**-Donations to the Sunshine Fund**

There was nothing collected for the Sunshine Fund.

**ADJOURNMENT**


**Action Taken**

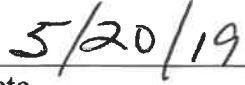
Mike McGinnis moved to adjourn the meeting at 5:50 p.m. There was a second to the motion.

Vote: Ayes, Unanimous.  
Motion Carried.

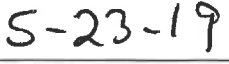
The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for **Thursday, May 23, 2019 at 5:00 pm** at 400 W. Stephen St, Suite 205, Martinsburg, WV 25401.

Respectfully Submitted and Approved,

  
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Carla Robinson – Business Operations  
Manager & Secretary/Treasurer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
David Irvin – President

  
\_\_\_\_\_  
Date