

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

MINUTES

THURSDAY, MARCH 22, 2012

Bills against the Ambulance Authority were audited, and ordered paid by warrants on their respective funds, of an even date herewith, which is part of this order.

Members Present

Charles Hall
Curtis Keller
Sonny Martin
Ross Curtis
Jim Whitacre
Robert Mudge
Teresa Cain

Employees Present

Gary Collis
Carla Robinson
Donnie Scheuch
Wayne Cole
Michael Barrett
Ed Brown
Mark Murphy
Chris Fincham

Visitors Present

Mike Helmick
Mary Helmick
James Kief
Tim Feltner

Jim Whitacre gave the Opening Prayer.

Curtis Keller led the Pledge of Allegiance.

Call to Order at 6:10 p.m.

Approval of the Agenda

Action Taken

Charles Hall moved to accept the agenda as written.
Ross Curtis seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried.

Approval of the Minutes

Action Taken

Ross Curtis moved to approve the Minutes of the February 23, 2012 meeting after on page 6 the word "margin" was inserted after the word "profit", and to approve the February 23, 2012 Special Meeting. Charles Hall seconded the motion.

Vote: Ayes, Unanimous.
Motion Carried.

REPORTS

- President

Curtis Keller gave the balance in each account. Gary Collis advised that the BCEAA is at 88% on the current budget. Charles Hall advised by his assessment there will be about a \$200,000.00 shortage at the end of the fiscal year in Capital Outlay and Payroll. Curtis Keller advised there was a committee meeting with Hedgesville Volunteer Fire Department to discuss placing paid staff in the Hedgesville station during the work week and both sides agree to proceed with the contract to begin July 1, 2012. Curtis Keller has a letter to request the County Council to allow the BCEAA to move 97 Station back to the old 97 Station for all board members to sign.

- Employee Liaison Officer

Teresa Cain had nothing at this time.

- Program Manager

Gary Collis advised that there were (2) applications for financial assistance in the month of March 2012. One account was written off due to income and no insurance for a total of \$862.40, one account was reduced by 50% and offered a payment plan of \$402.85 reduction, and one account was written off in the amount of \$488.20 due to the fact that the patient was homeless. Total amount written off was \$1,753.45.

- Chief

Donnie Scheuch advised he has activated four part-time EMT-B's from the "to hire list" and has moved Kevin Scullion from part-time to a full-time Paramedic. Donnie Scheuch advised that he is serving on a Cardiac Care Committee. Donnie Scheuch advised that he was asked to do a standby at a function on June 8th & 9th at War Memorial Park.

Action Taken

Ross Curtis moved to support the total expenditures for the standby on June 8th & 9th not to exceed \$750.00 Robert Mudge seconded the motion.
Vote: (6) Ayes, Charles Hall abstained.
Motion Carried.

Donnie Scheuch advised that EMS Week is May 20th thru May 27th; he requested permission to purchase balloons, pencils, etc. for the event at the Spring Mills Wal-Mart.

Action Taken

Charles Hall moved to allow Donnie Scheuch to purchase supplies for EMS Week not to exceed \$1,000.00. Ross Curtis seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

Charles Hall questioned Donnie Scheuch as to why Kevin Scullion was promoted to full-time paramedic instead of giving the position to one of the precepting full-time providers. Curtis Keller advised that he approved Kevin Scullion's promotion. Teresa Cain doesn't feel that the decision to move an employee to full-time should have to be unanimous among the President, Chief and Program Manager. Charles Hall advised that it is unnecessary to have double paramedic crews. Donnie Scheuch advised that Kevin Scullion was the best qualified for the position.

Donnie Scheuch advised that he will need some new equipment for the new ambulances when they come in. He advised that he has stretchers, but needs radios and one stair chair.

Charles Hall advised that there is money in the budget for the equipment for the ambulances. Gary Collis advised that the ambulance cost will be around \$230,000.00, but \$250,000.00 was budgeted for this expenditure.

Donnie Scheuch advised that he, Gary Collis, Tom Newcomb and Bill Stubblefield spoke in reference to putting a fire truck at 96 Station to help the residents in the Falling Waters area ISO rating for their insurance. Teresa Cain suggested putting this item on the April meeting agenda. Gary Collis advised that there are several agreements in the making and it takes time to write an agreement. Curtis Keller commented that he would help if needed. Teresa Cain suggested that Company 40 come back with an agreement to send to the insurance company. This item is to be scheduled for discussion/action at the April meeting.

The Grant Committee will be put on the agenda for the April meeting.

- Medical Director

Dr. Berens was not present.

- Hospice Liaison Officer – Ashlee Holliday

Ashlee Holliday was not present.

COMMITTEES

- EMS Committee - T. Cain

Teresa Cain advised that the next meeting of the EMS Committee will be April 9, 2012.

- Equipment Committee - R. Mudge

Robert Mudge advised that an ambulance engine blew up and they will be getting another engine from Ford for \$8,400.00. This topic was discussed during the special Board meeting on March 16, 2012.

- Facilities Acquisition Committee - C. Hall

Ross Curtis advised that Dick Kline is looking into the outstanding pavement issue and balancing the HVAC system at the 98 (South) Station. They will arrange a meeting with Lombardi, the general contractor. Gary Collis advised that there is a problem with the wiring to the outside lighting and a problem with the commode as well. These items will also be discussed during the meeting with Lombardi. Robert Mudge advised that there is a leak and squirrel problem at the Central Station. Gary Collis added that Donnie Scheuch should make Bill Newbraugh aware of the problems there.

- Ad Hoc Committee on Human Resources – S. Martin

Sonny Martin advised they are waiting on the Employee Handbook. Gary Collis added that Bernie Deem will have a final next week. Gary Collis advised that he would like the Ad Hoc Committee to make changes to the handbook and present to the board.

RESCUE CHIEFS

- **Company 30** – Chief Steve Harris was not present.
- **Company 50** – Rescue Captain Brad Roberts was not present.
- **Company 60** - Chief Mary Lou Largent was not present.

Gary Collis asked the board to move the workshop to consider expanding BCEAA service to include transport that is scheduled for April 19th to the end of May so that he and Donnie can visit some other private transport groups. Gary Collis added that he and Donnie Scheuch had a good meeting with the Administrator of City Hospital.

UNFINISHED BUSINESS

- Career Staff in Volunteer Stations (Discussion)

Gary Collis advised that he will try to get the paperwork finished by the April meeting if possible, but the Board may need to call a special meeting. Teresa Cain advised that their company (Hedgesville) needs to vote on the agreement.

- Ryneal Transport (Mutual Aid)*

Gary Collis advised that he sent an e-mail to Donnie Scheuch in reference to the Mutual Aid Agreement. Donnie Scheuch has concerns in reference to a Mutual Aid contract with

Ryneal. Donnie Scheuch advised that his officers were not interested. Ross Curtis asked what his concerns were. Donnie Scheuch advised the board of his concerns and he feels that the agreement would be one sided and would not benefit the BCEAA. Curtis Keller suggested that this should be tabled until next month so more information could be brought in for discussion.

Action Taken

Teresa Cain moved to table the Ryneal Mutual Aid Agreement until the April meeting for Mary Helmick to present a draft agreement. Ross Curtis seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried.

Gary Collis suggested to Mary Helmick to get him the draft agreement and he would distribute it to the board members.

Gary Collis advised that if anyone wants anything put on the agenda, they must have their paperwork and request into our office no later than the Wednesday of the week before the meeting.

- BCEAA Emergency Medical Responder Program (Co. 40)*

The Board of Directors went over the BCEAA Emergency Medical Responder Program.

Action Taken

Charles Hall moved to approve the BCEAA Emergency Medical Responder Program and authorize the Program Manager and Chief to put into action contingent review by VFIS and legal counsel. Ross Curtis seconded the motion.
Vote: Ayes, Unanimous.
Motion Carried

NEW BUSINESS

- Exoneration*

There are a total of 22 requests submitted for approval.

Action Taken

Charles Hall moved to authorize the President to recommend to the County Council approval of 22 exoneration in the amount of \$ 1,270.00. Ross Curtis seconded the motion.
Votes: (6) Ayes, Jim Whitacre abstained from the vote.
Motion Carried.

-Valley Credit Collection Service Agreement*

Gary Collis advised that the Valley Credit Collection Service Agreement is the same one we have had all along and it is a renewal.

Action Taken

Charles Hall moved to authorize the President to sign the Valley Credit Collection Service Agreement renewal effective February 16, 2012. Sonny Martin seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

-Budget Presentation for County Council*

Gary Collis advised that delinquent ambulance fees were put in the wrong line item during the 2010-2011 Fiscal Year which caused false figures in the 2011-2012 Fiscal year. Gary Collis advised that he had to make an adjustment to that line item for 2012-2013 Fiscal Year. Donnie Scheuch advised that he needs another new ambulance by the first of the year and that he needs one crew, but also could use regular part time people. Gary Collis advised that we could hire permanent part time people and work them up to 35 hours per week with no benefits.

Charles Hall advised the need of a five year plan to go to the Council to demonstrate a need for ambulances and crews. Gary Collis advised that he has no time to do a plan between now and April 12th. Gary Collis advised that we normally have a 2.7% increase per year.

Action Taken

Teresa Cain moved to approve the 2012-2013 Program Report with changing the units per year to two, under Notables for the Past Year should include "plus mortgage", and a change to the financial sheets and will not include a five year plan. Sonny Martin seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

OPEN COMMENTS

- BCEAA Board of Directors

Ross Curtis disagrees with the letter to the County Council and said it should have been put on the agenda and sent out as a read ahead, he abstained from signing the letter to go to the County Council.

Robert Mudge gave his opinion on the County Council letter not being sent as a read ahead for the board members to sign along with other things. At this time Robert Mudge asked to have a meeting with Gary Collis and Donnie Scheuch.

Jim Whitacre read a letter that was sent to the County Council in reference to the BCEAA starting a private transport service from Mrs. Roach.

Curtis Keller read an "at a boy" for Ryan Barry and Bonnie Trinchera. Charles Hall advised that Jack Gladden and Robbie Jones had given his wife Audrey good service when she was transported to the hospital recently.

- **Employees**

- **Public**

Tim Feltner advised that the crews that had picked up his wife had done a fine job over the years.

Mary Helmick voiced her complaint towards Donnie Scheuch's comments.

- **Sunshine Fund**

There was \$7.00 collected for the Sunshine Fund.

ADJOURNMENT

Action Taken

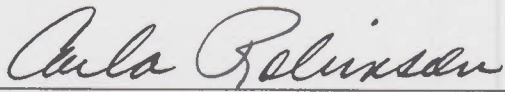
Ross Curtis moved to adjourn the meeting at 9:05 p.m. Sonny Martin seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

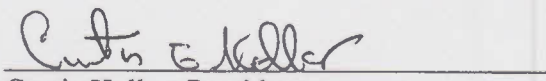
The next meeting of the Berkeley County Emergency Ambulance Authority is scheduled for **Thursday, April 26, 2012** at 6:00 p.m. The meeting will be held at, 400 W. Stephen St., Suite 205, Martinsburg, WV 25401.

Respectfully Submitted,



Carla Robinson, Administrative Assistant

4/26/12
Date


Curtis Keller, President

4/26/12
Date

BERKELEY COUNTY EMERGENCY AMBULANCE AUTHORITY

SPECIAL MEETING

FRIDAY, MARCH 16, 2012

Members Present

Charles Hall
Curtis Keller
Robert Mudge
Charles "Sonny" Martin
Ross Curtis

Employees Present

Gary Collis
Carla Robinson
Donnie Scheuch
Mark Murphy
Brinton Byers

Visitors Present

Tim Feltner

Members No Present

Teresa Cain
Jim Whitacre

Gary Collis gave the Opening Prayer.

Curtis Keller led the Pledge of Allegiance.

Meeting was called to Order at 6:00 p.m.

Approval of Agenda

Action Taken

Robert Mudge moved to accept the Agenda as written. Ross Curtis seconded the motion.

Vote: Ayes, Unanimous.

Motion Carried.

2003 Medtec Ambulance (Pending Engine Replacement)*

Curtis Keller advised that he feels that each board member should have a say in reference to the engine replacement due to it blowing up.

Donnie Scheuch advised that the crew was traveling on the interstate; the ambulance lost power and shut down. Donnie Scheuch added that Rick Cole from Martinsburg Service Center advised that the unit blew a piston and tore up the block and he did not know what caused it. Donnie Scheuch advised that the only thing could be done is put a new engine in the unit or find a remanufactured one.

Ross Curtis stated that he had heard stories of this type of engine getting anti-freeze in the injectors due to inadequate lubrication, thereby causing failure.

Tim Feltner advised that fuel supplement should be put in all the engines to provide additional lubrication as insurance to help prevent this type of catastrophic failure.

Donnie Scheuch advised the Jasper engine to put in the unit is a crate engine, but does not have a warranty past 24 month/24,000 miles.

Gary Collis advised he had called J & J and asked about the engine. They can get a Ford 7.3 engine with turbo, long block, valve covers and fuel pump for \$7,200.00 with a two year unlimited mileage warranty if we were able to pick it up.

Tim Feltner advised that the price quoted is for a remanufactured engine.

Action Taken

Robert Mudge moved to check into purchasing a Ford Remanufactured 7.3 engine with turbo, long block, valve covers and fuel pump with 24 month unlimited mileage not to exceed \$12,000.00 which includes the engine and the installation, to be installed by a competent garage. Charles Hall seconded the motion.

Vote: Ayes, Unanimous.
Motion Carried.

Donnie Scheuch will call Rick Cole to check on ordering the engine.

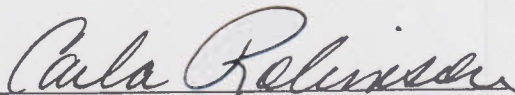
Adjournment

Action Taken

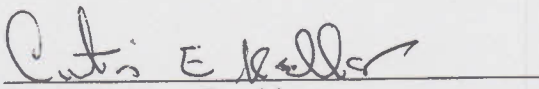
Robert Mudge moved to adjourn the meeting at 6:30 p.m. Sonny Martin seconded the motion.

Vote: Ayes, Unanimous.
Motion Carried.

Respectfully Submitted,


Carla Robinson – Administrative Assistant

4/26/12
Date


Curtis Keller – President

4/26/12
Date