

FEBRUARY 2017

JCESA

BOARD MEETING

PACKET



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue

Ranson, WV 25438

E-mail – jcesa@jcesa.org

Telephone – 304-728-3287

Fax – 304-728-6221

AGENDA

February 21, 2017

The February meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday February 21, 2017 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Roll Call Sign in Sheet

Call to Order

Approval of the January Minutes

Treasurer's Report

Chairman's Report

- ☐ Class and compensation study for the JCESA employees.
- ☐ Annual report workgroup
- ☐ Policies and Procedures review process
- ☐ Class & Comp study proposal

President JCFRA

Director's Report

- ☐ Deferred Compensation plan for JCESA Employees (and Treasurer
- ☐ NFIRS report
- ☐ Update on Volunteer RRT Grant (Allen Keyser)
- ☐ Employee Liaison Position

Board Member Requests

Committee Reports

- ☐ Administrative Committee Report
- ☐ Operations Committee Report: DOA proposal for Van
- ☐ Budget Committee Report

Unfinished Business

- ☐ Revisit e- mail set up

It's About Saving Lives...



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New Business

Public Comment (Limit 5 minutes per person)

Board Member Comments

Executive Session

Termination of a Supervisor

Adjournment

Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.

It's About Saving Lives...



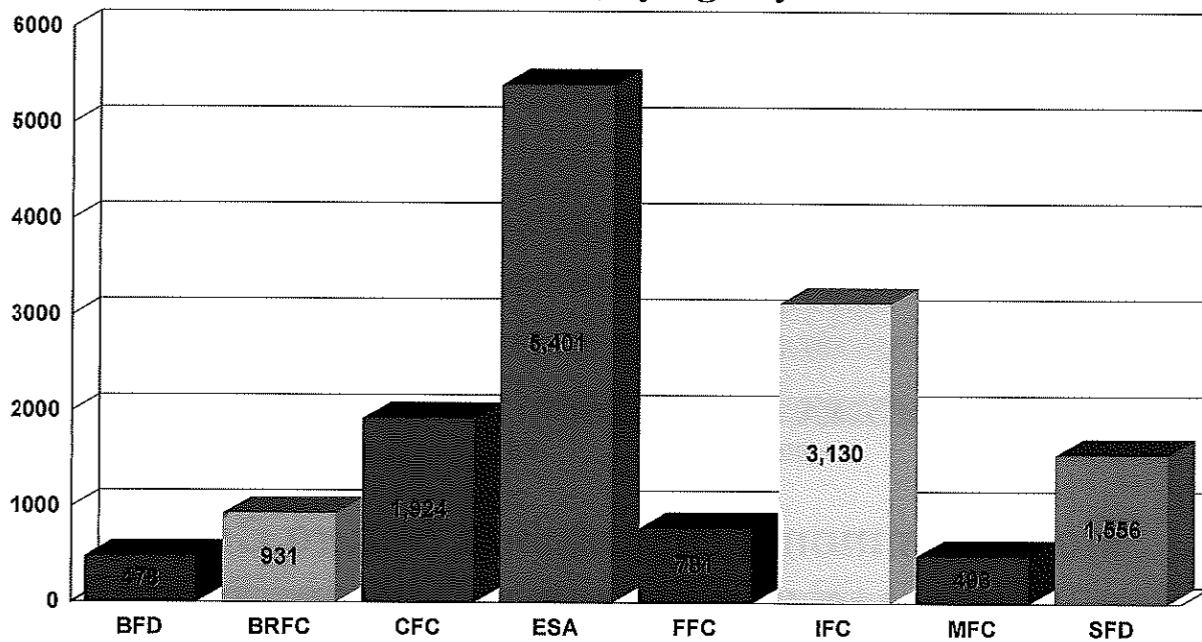
9-1-1

Jefferson County Emergency Communications 2016 Fire and EMS Activity Report

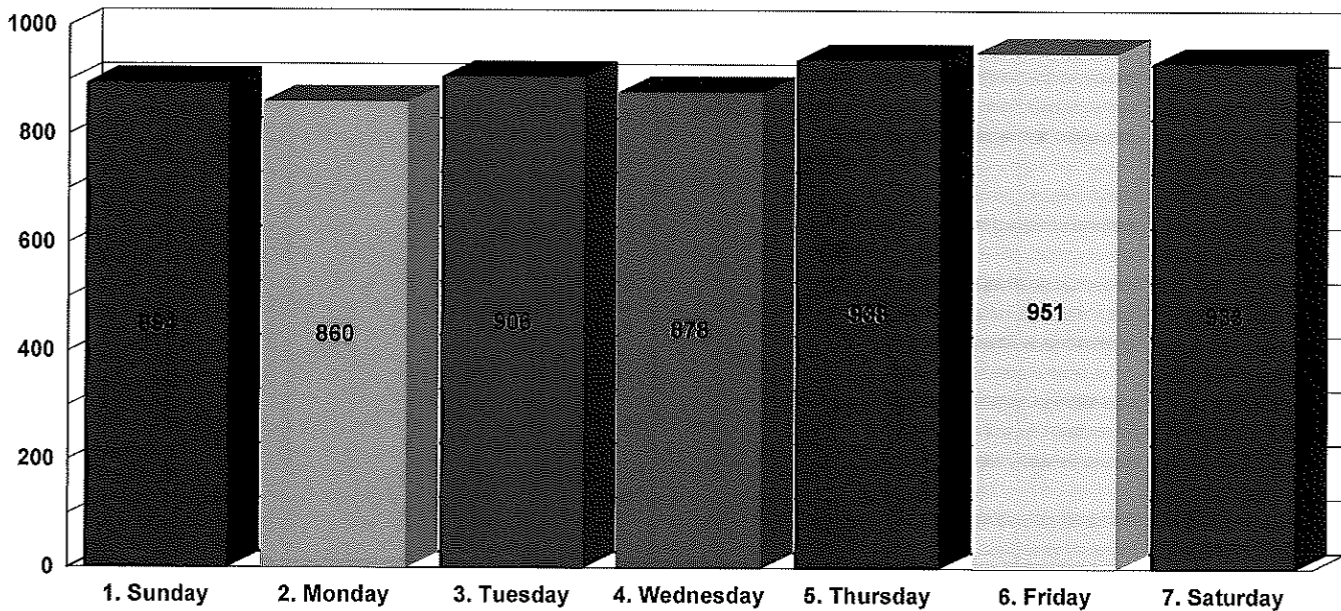
From 01/01/2016 to 12/31/2016

Total Incidents: 6,360

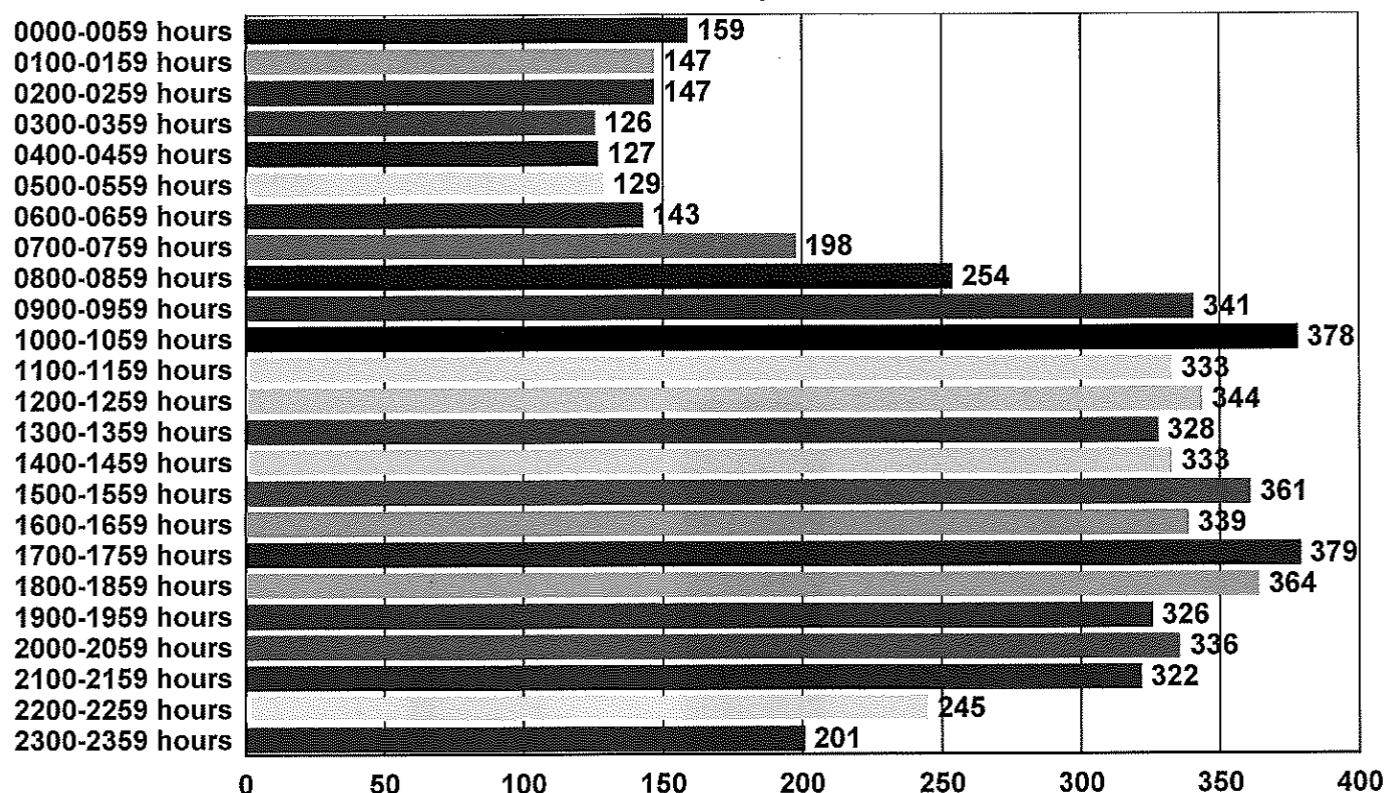
Incidents, by Agency



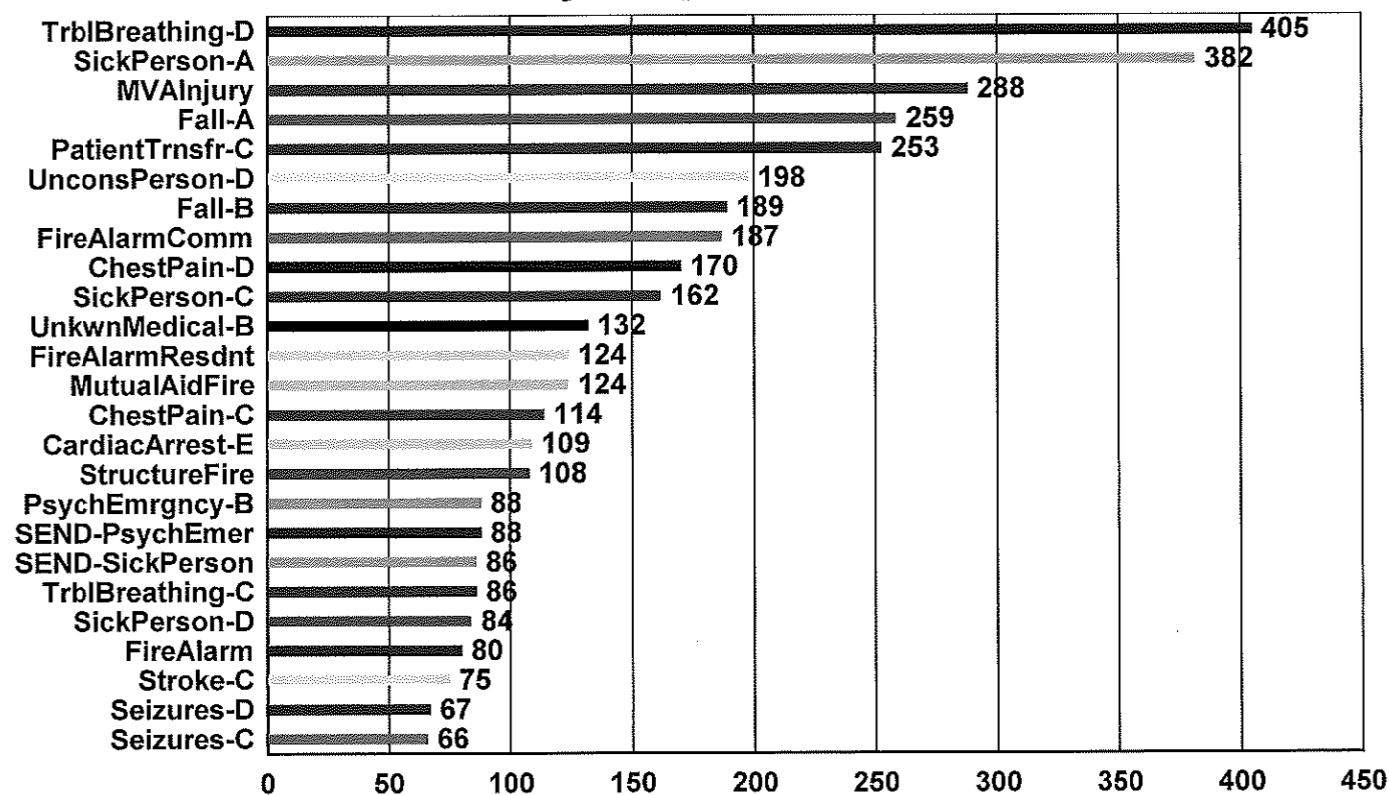
Incidents, by day



Incidents, by hour



Most Commonly Dispatched Nature Codes



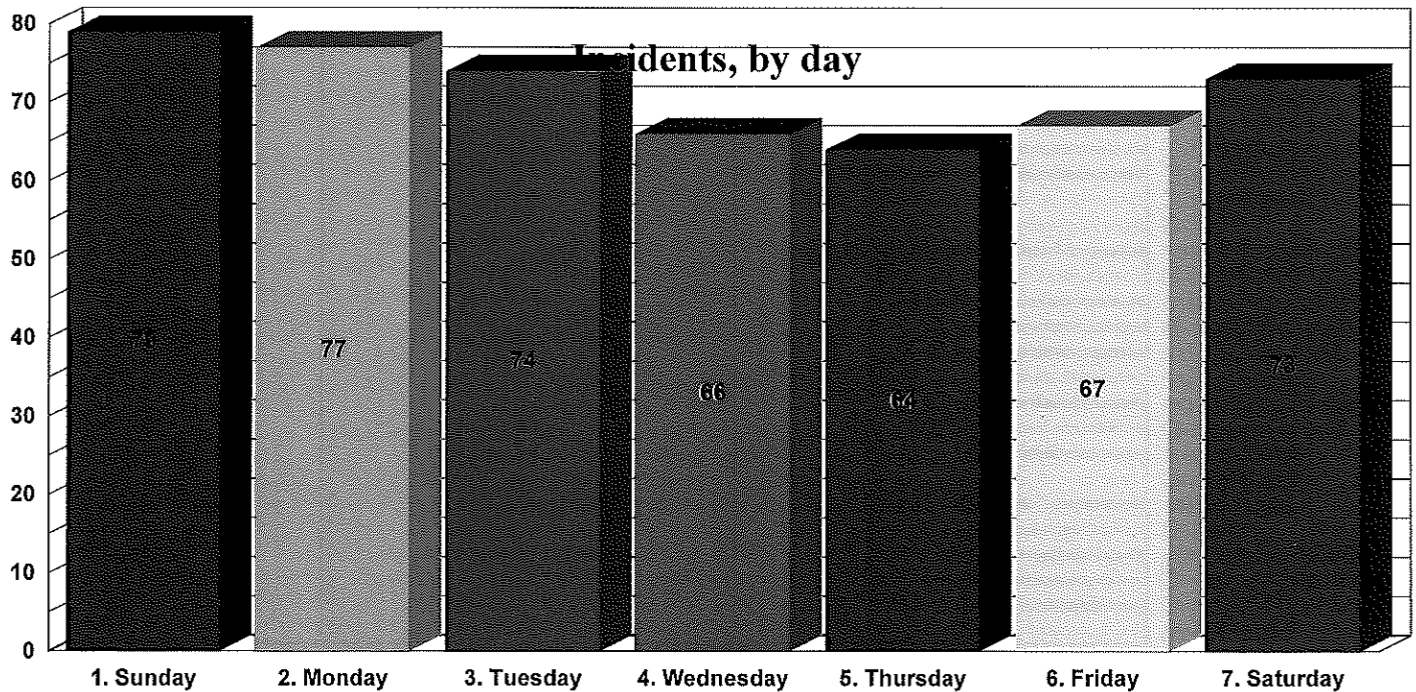
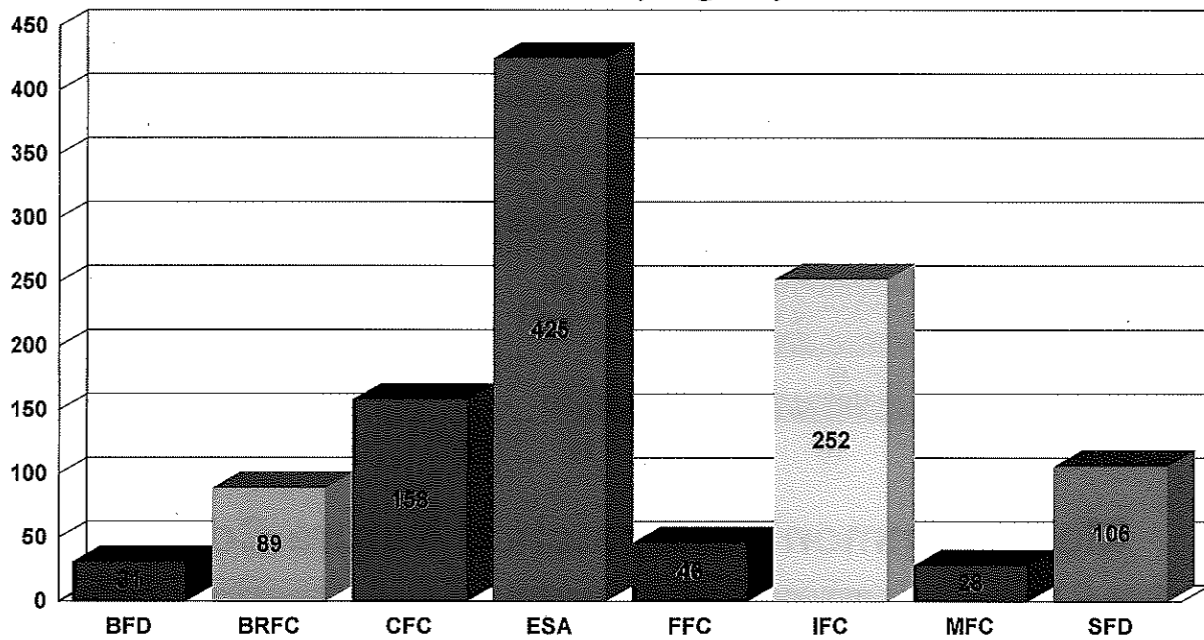


Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

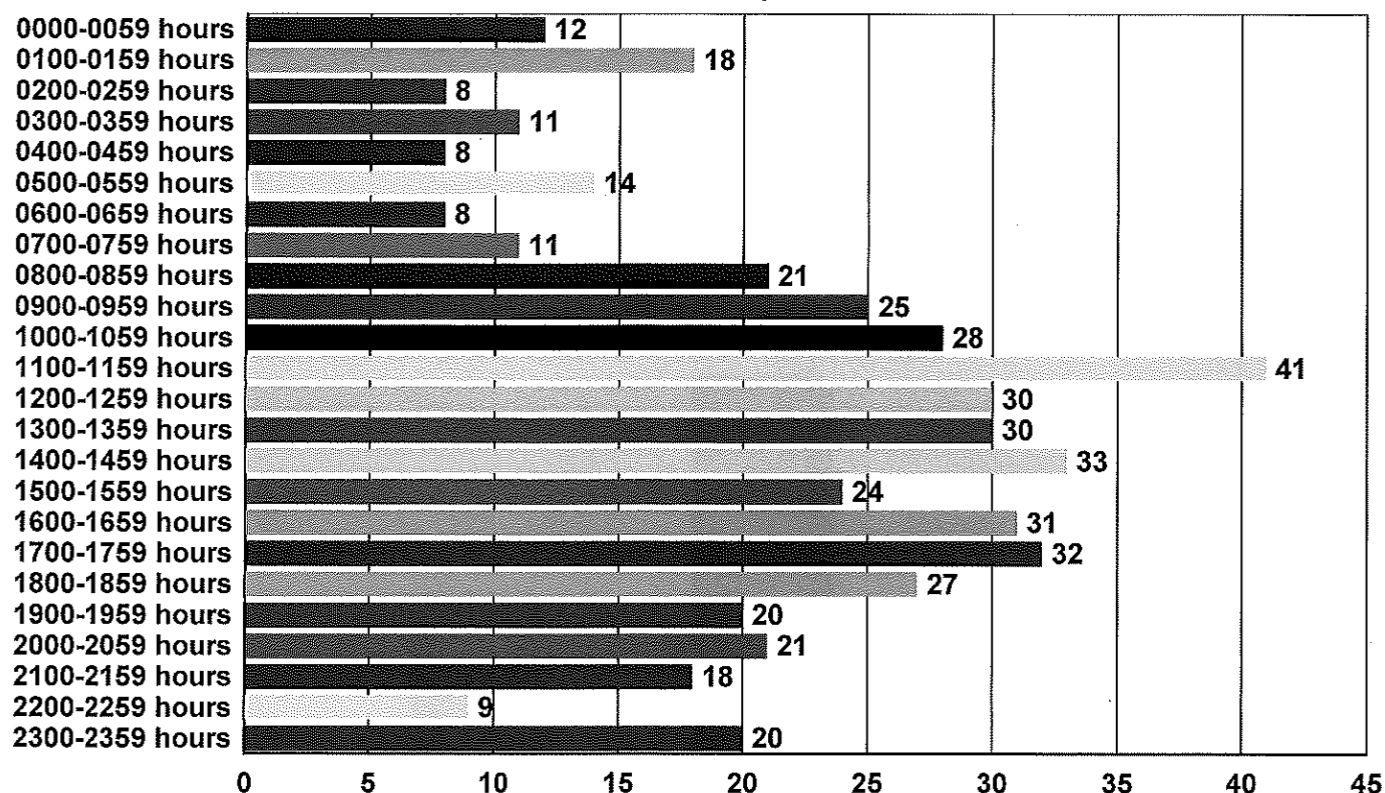
From 01/01/2017 to 01/31/2017

Total Incidents: 500

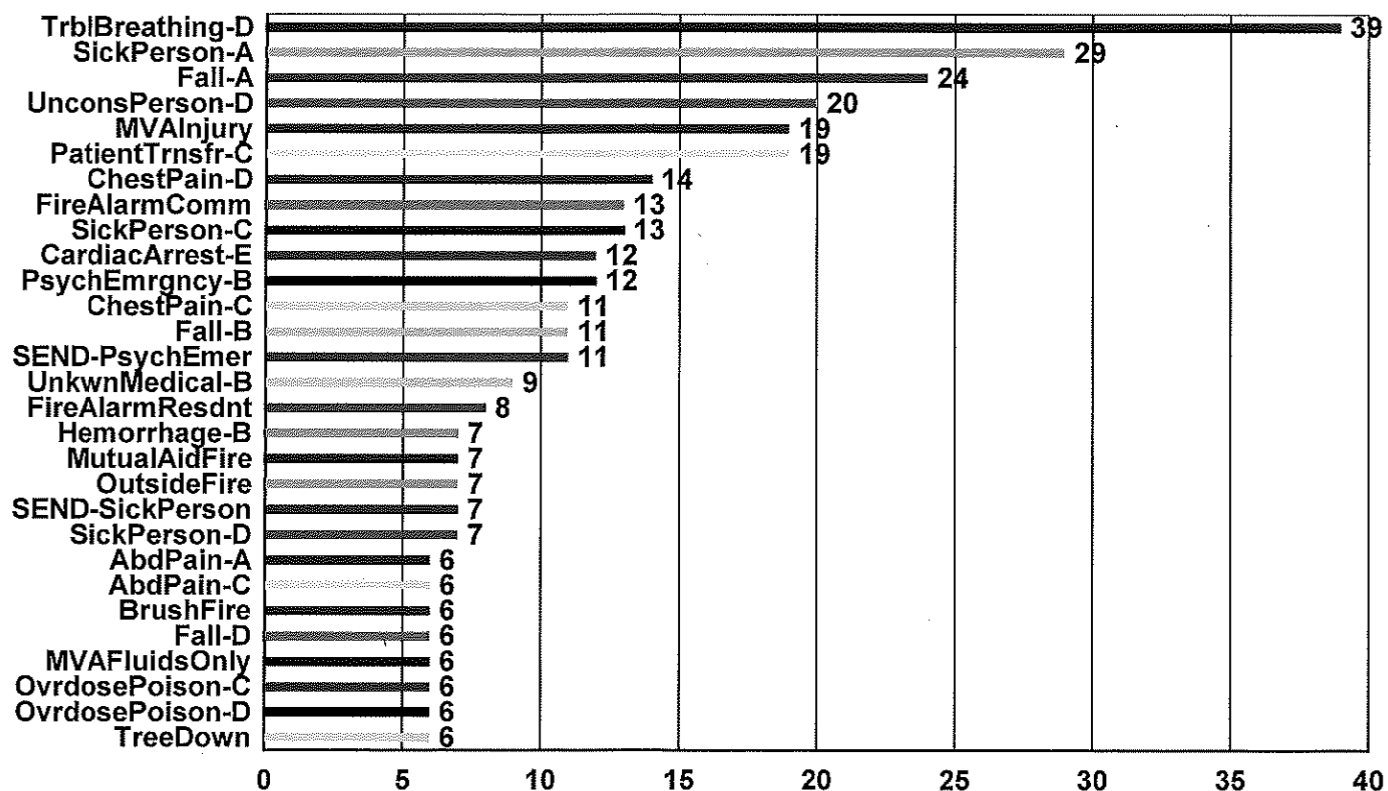
Incidents, by Agency



Incidents, by hour



Most Commonly Dispatched Nature Codes



JCESA 2017 Budget Meeting

2/14/17

JCESA 2017 Budget Overview

- 2017 Budget/Forecast = \$2,282K.
- This is allocated as follows: Amb Fee department is \$758K plus additional \$45k approved by board for gear/equipment which equals \$803K. The JCESA department is \$1,479K.
- Bank Account Balances at 1/30/17:
 - Payroll = \$45,872
 - General = \$388,062
 - Ambulance Fee Funds = \$654,879
 - Mortgage = \$143,551
- The Ambulance Fee balance at end of June 2017 is expected to be approximately \$550K. This assumes that an additional \$650K will be deposited in next few months.

Current 2017 Jan YTD Results (JCESA & Amb Fee)

JCESA Dec FY17 YTD Financial Summary
(30 Weeks out of 52 weeks)

	A Amb Fee	B JCESA	A+B Actuals	Pro rated Forecast	YTD Variance Budget vs Actuals	Current Forecast
	<u>Jan YTD</u>	<u>Jan YTD</u>	<u>Jan YTD</u>	<u>Jan YTD</u>		<u>as of Dec.</u>
Full Time Salaries	\$ 175,760	\$ 472,016	\$ 647,776	\$ 720,000	\$ 72,224	\$ 1,170,000
Fringe Benefits	\$ 87,191	\$ 162,999	\$ 250,190	\$ 252,308	\$ 2,118	\$ 410,000
Part Time Salaries	\$ 107,494	\$ 32,150	\$ 139,644	\$ 107,692	\$ (31,952)	\$ 175,000
Overtime	\$ 44,078	\$ 2,882	\$ 46,960	\$ 52,308	\$ 5,348	\$ 85,000
Workers Comp.	\$ 19,583	\$ 38,040	\$ 57,623	\$ 83,077	\$ 25,454	\$ 135,000
Liability Insurance	\$ 10,857	\$ 21,074	\$ 31,931	\$ 27,692	\$ (4,239)	\$ 45,000
All Other Expenses	\$ -	\$ 88,531	\$ 88,531	\$ 161,231	\$ 72,700	\$ 262,000
Total	<u>\$ 444,963</u>	<u>\$ 817,692</u>	<u>\$ 1,262,655</u>	<u>\$ 1,404,308</u>	<u>\$ 141,653</u>	<u>\$ 2,282,000</u>

NOTES:

1. Above is expense budget/forecast only and does not assume any additional budget that results from ambulance billing income or EMS supplies.
2. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.

2017 Budget Forecast

2015-16 Forecast

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Actual	Actual	Actual	Actual	Actual	Actual	Actual	FCST	FCST	FCST	FCST	FCST	26

Cumulative Expenses												
Equipment/Depreciation												
Full Time	15,924.00	56,392.00	82,339.00	58,978.00	114,089.00	69,816.00	74,478.00	70,000.00	105,000.00	70,000.00	70,000.00	857,016.00
Part Time - Ops												
OverTime - OPS												
Medical Director	-0.00	1,000.00	500.00	500.00	500.00	500.00	298.00	263.00	1,000.00	1,000.00	1,000.00	37,150.00
Worker Comp	1,681.00	7,144.00	7,467.00	5,455.00	5,431.00	5,430.00	5,430.00	5,430.00	8,000.00	5,500.00	5,500.00	86,490.00
FICA/Med	1,252.00	4,405.00	6,382.00	4,520.00	11,186.00	5,597.00	5,877.00	5,500.00	8,000.00	5,500.00	5,500.00	69,219.00
Subtotal	18,857.00	68,941.00	96,688.00	69,453.00	162,854.00	83,597.00	87,415.00	82,500.00	122,750.00	82,500.00	82,500.00	1,059,007.00
Hosp	7,716.00	-0.00	17,658.00	9,723.00	5,698.00	9,349.00	11,842.00	9,400.00	14,100.00	9,400.00	9,400.00	113,686.00
Lfe	484.00	547.00	640.00	589.00	297.00	571.00	365.00	520.00	780.00	520.00	520.00	6,363.00
Dental	(76.00)	1,114.00	591.00	572.00	116.00	591.00	697.00	550.00	825.00	550.00	550.00	6,530.00
Retirement	2,729.00	5,921.00	10,009.00	5,795.00	13,300.00	8,526.00	7,848.00	7,000.00	10,000.00	7,000.00	7,000.00	92,128.00
Subtotal	10,853.00	7,582.00	28,998.00	16,889.00	19,411.00	19,037.00	20,652.00	17,470.00	25,705.00	17,470.00	17,470.00	218,707.00
Fuel	687.00	1,256.00	1,012.00	1,282.00	1,387.00	962.00	212.00	1,000.00	1,000.00	1,000.00	1,000.00	11,798.00
Maintenance	-0.00	-0.00	460.00				150.00	500.00				1,610.00
License Ops	200.00	-0.00					-0.00	-0.00	-0.00	-0.00	-0.00	1,200.00
Supplies	192.00	-0.00					250.00	250.00	250.00	250.00	250.00	1,442.00
Auto Insurance	-0.00	-0.00					-0.00	-0.00	-0.00	-0.00	-0.00	9,000.00
Liability	3,011.00	3,334.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	36,455.00
Erms Supplies	2,038.00	460.00	4,278.00	820.00	2,213.00	1,223.00	212.00	2,000.00	2,000.00	2,000.00	2,000.00	21,244.00
Misc and Cloth	1,993.00	2,584.00	6,553.00	1,096.00	533.00	402.00	405.00	800.00	800.00	800.00	800.00	17,566.00
Tech Svc	449.00	449.00	601.00	558.00	3,304.00	486.00	502.00	1,000.00	1,000.00	1,000.00	1,000.00	11,349.00
Travel/Train	-0.00	2,000.00	1,508.00	275.00	1,235.00	512.00	340.00	500.00	500.00	500.00	500.00	8,370.00
Subtotal	8,378.00	10,275.00	17,423.00	7,042.00	11,683.00	6,596.00	4,832.00	8,561.00	9,061.00	8,561.00	8,561.00	120,034.00
Prof Svc	975.00	2,300.00	1,600.00	965.00	1,700.00	900.00	900.00	2,000.00	2,000.00	2,000.00	2,000.00	3,000.00
Medical Exp	-0.00	1,503.00	50.00	2,029.00	624.00	75.00	75.00	750.00	750.00	750.00	750.00	7,931.00
Postage	-0.00	71.00	47.00	19.00	47.00	213.00		80.00	80.00	80.00	80.00	797.00
Office Exp	-0.00	92.00	10.00	229.00	337.00	793.00		300.00	300.00	300.00	300.00	2,961.00
Equip Rent	226.00	410.00	711.00	234.00	228.00	326.00	709.00	300.00	300.00	300.00	300.00	4,344.00
Telephone	-0.00	-0.00	128.00	454.00	214.00	205.00	448.00	500.00	500.00	500.00	500.00	3,949.00
Utilities	465.00	1,590.00	1,421.00	1,856.00	873.00	2,490.00	1,756.00	1,600.00	1,600.00	1,000.00	1,000.00	17,251.00
Rep & Maint	-0.00	504.00	21.00	343.00	15.00			100.00	100.00	100.00	100.00	1,383.00
Advertising	-0.00	-0.00	248.00	556.00	39.00		450.00	100.00	100.00	100.00	100.00	1,793.00
Dues & Sub	180.00	-0.00	180.00		102.00			125.00	125.00	125.00	125.00	1,087.00
Audit Costs	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	1,000.00
Backgroun Ck	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	6,270.00
Bank/Other	13.00	241.00	115.00	232.00	392.00	9.00	268.00					5,000.00
Third Party Billing	-0.00	7.00	74.00		7.00		28.00					516.00
Subtotal	1,859.00	6,718.00	4,605.00	6,917.00	4,453.00	4,738.00	4,847.00	5,855.00	5,855.00	6,255.00	5,255.00	12,255.00
Equipment/Depreciation	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	11,028.00
	40,866.00	94,435.00	148,533.00	101,020.00	199,330.00	118,665.00	115,305.00	164,290.00	115,705.00	114,705.00	150,657.00	1,478,398.00
	135,301.00	283,834.00	384,854.00	584,184.00	699,071.00	817,736.00	933,041.00	1,097,331.00	1,213,036.00	1,327,741.00	1,478,398.00	

Jefferson County Emergency Services Agency
2017 Budget Forecast

	2016-17 Forecast												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	FCST	FCST	FCST	FCST	FCST	26
Full Time	33,340.00	29,847.00	43,858.00	31,011.00	(17,476.00)	27,116.00	28,064.00	26,500.00	40,000.00	26,500.00	26,500.00	26,500.00	321,760.00
Part Time - Ops	17,193.00	18,809.00	30,783.00	19,327.00	(16,918.00)	11,098.00	11,185.00	10,000.00	15,000.00	10,000.00	10,000.00	10,000.00	146,477.00
Overtime - OPS	7,362.00	5,868.00	5,976.00	5,544.00	6,602.00	6,161.00	6,566.00	8,000.00	12,000.00	7,000.00	7,000.00	7,000.00	85,079.00
Medical Director	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Worker Comp	699.00	3,651.00	3,847.00	2,797.00	2,994.00	2,797.00	2,798.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	34,583.00
FICA/Med	4,416.00	4,156.00	6,157.00	4,264.00	(2,115.00)	3,386.00	3,496.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	39,760.00
Subtotal	63,010.00	62,331.00	90,621.00	62,943.00	(26,913.00)	50,558.00	52,109.00	50,700.00	73,200.00	49,700.00	49,700.00	49,700.00	627,659.00
Hosp	4,155.00	-00	11,619.00	5,609.00	3,740.00	4,363.00	6,128.00	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00	57,614.00
Life		426.00	363.00	281.00	286.00	249.00	249.00	300.00	300.00	300.00	300.00	300.00	3,354.00
Dental	-00	616.00	398.00	381.00	325.00	328.00	330.00	500.00	750.00	500.00	500.00	500.00	5,128.00
Retirement	3,654.00	2,979.00	6,508.00	3,679.00	(800.00)	3,737.00	3,636.00	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00	45,393.00
Subtotal	7,809.00	4,021.00	18,888.00	9,950.00	3,551.00	8,677.00	10,343.00	8,800.00	13,050.00	8,800.00	8,800.00	8,800.00	111,489.00
Fuel	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Maintenance	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
License Ops	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Supplies	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Auto Insurance	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Liability	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	18,612.00
Ems Supplies	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Misc and Cloth				15,981.00								29,019.00	45,000.00
Tech Svc													-00
Trav/Train													-00
Subtotal	1,551.00	1,551.00	1,551.00	17,532.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	30,570.00	63,612.00
Prof Svc							-00	-00	-00	-00	-00	-00	-00
Medical Exp							-00	-00	-00	-00	-00	-00	-00
Postage	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Office Exp	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Equip Rent	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Telephone	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Utilities	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Rep & Maint	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Advertising	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Dues & Sub	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Audit Costs	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Backgroun Ck	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Other	-00	-00	-00	-00	228.00	-00	-00	-00	-00	-00	-00	-00	228.00
Third Party Billing	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	-00	-00	-00	-00	228.00	-00	-00	-00	-00	-00	-00	-00	228.00
Equipment	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
	72,370.00	67,903.00	111,060.00	90,425.00	(21,583.00)	60,786.00	64,003.00	61,051.00	87,801.00	60,051.00	60,051.00	89,070.00	802,988.00
Cumulative Expenses		140,273.00	251,333.00	341,758.00	320,175.00	380,961.00	444,964.00	506,015.00	593,816.00	653,867.00	713,918.00	802,988.00	