



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
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### AGENDA

August 18, 2015

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday August 18, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Roll Call    Sign in Sheet

Call to Order

Unfinished Business

- *Replacement of Business Manager & Review Job Description (Director still reviewing agency needs)*
- *Conversation reference handling of "Death in the Field" (Defer to September)*

Treasurer's Report

Chairman's Report

- *Worker's Comp Issue*
- *Discussion of Bank Signatures for regular business*
- *Direction given to JCESA Director*

President JCFRA

*Discussion of the Association maintaining and utilizing the Fire Prevention Trailer*

Director's Report

- *Budget Overview (will make a recommendation next month reference annual leave accrual rate and disbursement policy)*
- *Fall Staffing Plan Review*
- *CAD Data progress, Deputy Director of Communications to present*
- *Explanation of Career Ladder and Promotions*
- *Community Engagement*
- *Heart Safe Community*

***It's About Saving Lives...***



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- *Pursue Grant for Volunteer Recruitment, Retention and Training Officer*
- *E Mails addresses for Volunteer Leadership, Board members and JCESA Staff*
- *Web Site Presentation*
- *T Shirts and Hats for Board Members*
- *Update on Life Pack Grant*

### Board Member Requests

- *Employees would like to know when the new Bylaws for the Director position would be added to the employee's hand book.*
- *Employees would like to know about the two letters for Mr. Pittinger and Marty Freeman of appreciation.*
- *What happen with the Employees Grievance that was filed? Did they get a report back?*
- *ECT. Question for the Board.*

### Committee Reports

- *CIP Committee*
- *Personnel Committee (Possible Executive Session reference training updates)*

### New Business

### Employee Liason

### Board Member Comments

### Public Comment (Limit 5 minutes per person)

### 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.*