



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
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AGENDA October 27, 2015

The October meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday October 27, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Call to order

Roll Call

Sign in Sheet

Approval of September Minutes

Treasurer's Report

Unfinished Business

- *Replacement of Business Manager & Review Job Description (setting up interviews for candidates)*
- *Update on Death in the Field issues*
- *Records management*
- *Update on response data (Director Pouget will address)*
- *JCESA General Fund Positions versus Ambulance Fee Positions (Director will distribute an employee list for the Board).*
- *Discussion of Director and Deputy Directors leave and benefits (Possible executive session).*

Chairman's Report

- *Revised Board Member List (Director will pass out)*
- *Update on response data (Director will address in her report)*
- *Review of Grant Program*
- *Review of employee performance program (Director can address status. Chairman feel free to add)*
- *Status of the new budget requirements (Director will present the budget)*



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President JCFRA

No listed items submitted

Director's Report

- *Budget Overview and final recommendations to the Board for approval current fiscal year: **Director Denise Pouget and Robert Baker***
- *Update on annual audit process*
- *CAD Data progress: **Director Denise Pouget and Robert Baker***
- *Impact Fee Funds were applied to JCESA mortgage. **Director Denise Pouget***
- *Establishment of work groups. **Director Denise Pouget***
 - a) Policy Review for JCESA employees*
 - b) Staffing Plan (see budget report)*
 - c) Safety and Health*
 - d) Community Engagement*
 - e) Training and Certification (see budget report)*
- *Web site and County E mail addresses for Board members, Volunteer Leadership and JCESA Staff: still awaiting County implementation*
- *Update on Life Pack Grant training and distribution: **Deputy Director Ed Hannon***

Board Member Requests

Discussion on staffing/scheduling and transition from EMS to EMS/Fire.

JCESA General Fund Positions versus Ambulance Fee Positions.

Discussion on merging some JCFRA committees into JCESA.

Committee Reports

New Business

Employee Liaison

Board Member Comments

It's About Saving Lives...



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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.