



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

REGULAR MEETINGS MINUTES NOVEMBER 17, 2015

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, November 17, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

Board Members

Attendance	Present	Absent	Attendance	Present	Absent
D. Carter	X		J. Robertson, MD		X
C. Conroy	X		J. Wysong	X	
P. Kelley	X		Pres. JCFRA Pres.	X	
J. Tabb		X	S. Sowers		X

Also in attendance:

Elizabeth "Libby" Nester	Recorder	John Lyons	JCESA
Ramona Wesling	Citizen	Tam Trafford	JCESA
Jeff Plautz	IFC	Michael Hough	JCESA
Earl G. Cogle	BRMVFC	M. Mood	MVFC
Ed Hannon	JCESA	Marshall DeMeritt	SFD
Denise S. Pouget	Director/JCESA	Ross L. Morgan	SFD

Approval of Minutes:

10/27/2015 Regular Meeting

Motion by C. Conroy, 2nd by D. Carter to approve meeting minutes of October 27, 2015.

VOTE: Passed Unanimously

CHANGE ORDER OF AGENDA

Motion by C. Conroy second by P. Kelley, to change agenda order to reflect Board Member Comments to come immediately after Public Comments.

VOTE: Passed Unanimously

TREASURER'S REPORT

Director Pouget reported on Treasurer's Report.

Motion by J. Wysong second by C. Conroy, to approve Treasurers Report.

UNFINISHED BUSINESS

Replacement of Business Manager & Review Job Description

There is one more candidate to interview. The position will be filled soon.

Salary will be discussed in Executive Session at the end of the meeting.

Update on Death in the Field

The attorney, Nathan Cochran, spoke. He is obtaining more information and it will be presented next meeting.

A draft of legislation was distributed to be reviewed.

Update on Response Data

Director Pouget reported. The second set of data has been received to review. Receipt of data has been contingent upon Jefferson County Communications Agency (JCCA). The Board ask that Director Pouget contact Spillman to obtain cost of getting a Spillman contractor to extract data from the CAD system. The data is needed before the budget is approved.

Director Pouget will communicate with the County Commission via written documentation issues that are requiring attention from JCCA. The document will be reviewed by the Board before it is sent.

Discussion of Director and Deputy Directors Leave & Benefits

This will be discussed in Executive Session at end of meeting.

Attorney Cochran updated the Board on the By Laws

Attorney Cochran reported on updates to the By Laws. Director Pouget will place this item on next month's agenda.

CHAIRMAN'S REPORT

Chairman Kelley reported regarding the open meetings act. If for example, NEW BUSINESS is listed, subjects should be listed on the agenda before they can discussed and have action taken on them.

Chairman Kelley ask the status of the EMAIL system. It will be in place in January 15, 2016.

President JCFRA

No report given.

DIRECTOR'S REPORT

Budget for fiscal year 2017

A public hearing will need to be held at 6 p.m. before the regular meeting on December 15, to discuss the proposed budget. The Board will hold a special meeting to review the budget. The Special Meeting will be held on Tuesday, December 8, 2015, at 7:00 p.m.

Update on Annual Audit Process

The County Administrator has bid this out. JCESA will be paying for this. The agency's bid range will be considered.

Progress on gap analysis

A Transition Committee is working on fact finding for the transition from EMS to EMS/Fire. A power point slide will be presented at the next meeting.

BOARD MEMBER REQUESTS - None

COMMITTEE REPORTS - None.

Employee Liaison

Lt. Trafford reported that staffing stations is working out well. Staff is reporting that volunteers in the stations are making them feel at home. Volunteers are showing up to run with them.

Community Paramedicine - Documentation is being fine-tuned.

Website will be up January 15, 2016.

It is being explored to see if a program to allow EMT's become a Paramedic in an abbreviated format be established.

Public Comment

Public Comment was made by M. DeMeritt, R. Morgan, Chief Cogle, and Ramona Wesling.

Director Pouget addressed a comment presented in the public comments. There is a need by volunteer companies for body bags for deceased individuals. The Director will take care of obtaining them.

Board Member Comments

C. Conroy reiterated that the Director works for the Agency which means she is working for all 7 departments and the Board. It would behoove the 7 departments to work through the Director on seeking solutions to outstanding issues with other county agencies. Therefore, there would be a united effort.

EXECUTIVE SESSION

Motion by J. Wysong, second by C. Conroy to come out of Executive Session.

VOTE: Passed Unanimously

Motion by C. Conroy, second by Wysong that regarding hiring the Administrative Assistant, Director Pouget proceeds as directed.

VOTE: Passed Unanimously

The other item is a personnel issue. Legal advice is being sought for that item.

Adjournment

Motion by C. Conroy, second by J. Wysong to adjourn at 2054 hours.

VOTE: Passed Unanimously

Minutes respectfully submitted by
Libby Nester, Recorder

Approved: _____