



**JEFFERSON COUNTY EMERGENCY SERVICES AGENCY**

**REGULAR MEETINGS MINUTES  
SEPTEMBER 15, 2015**

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, September 15, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

**Board Members**

<b>Attendance</b>	<b>Present</b>	<b>Absent</b>	<b>Attendance</b>	<b>Present</b>	<b>Absent</b>
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 Nester	Recorder	Julie Lifson	Self/Citizen
Don Sorensen	Self/Citizen	Mike Mood	MVFC
Denise Pouget	JCESA	Ross L. Morgan	SFD
Marshall DeMeritt	SFD	Ed Hannon	JCESA
Tamra Trafford	JCESA		

**Approval of Minutes:**

08/18/2015 Regular Meeting

Note: Jane Tabb was not present last meeting. She did not vote on approval of the minutes.

Motion by C. Conroy, 2<sup>nd</sup> by G. Sowers to approve meeting minutes of August 18, 2015.

VOTE: Passed Unanimously

**Treasurer's Report**

Treasurer's report was presented. Director Pouget added information about the accounting system and tracking costs. J. Tabb noted that a budget has not been approved by the Board as of this time. She also reminded that the County Commission approves budgets the first of March. Director Pouget will present a budget to the Board by next month.

J. Tabb moved, second by C. Conroy to approve the Treasurer's Report.

VOTE: Pass Unanimously

**Unfinished Business**

J. Wysong moved and seconded by C. Conroy that all matters requiring Executive Session be moved to end of meeting.

VOTE: Pass Unanimously

**DEATH IN THE FIELD**

This item is still under discussion and will be present at a later meeting.

## **CHAIRMAN'S REPORT**

### **Revised Board Member List**

T. Trafford reported that the new website is not completely operational at this time. It will be resolved. Therefore, the list is not available at this time.

### **Review of County Fire Company Funds Distribution Processes**

Looking for clarification on process for Funds Distribution.

### **Update on Response Data**

Will be presented at end of meeting.

### **Management Review Process**

Director Pouget spoke about "360" performance appraisal process. She will look into different appraisal processes.

J. Wysong moved and second by C. Conroy that the Personnel Committee come up with an evaluation plan for members of the organization within the next 60 days.

VOTE: Passed Unanimously

### **Discussion of Fire and Rescue Association Membership**

Company 2 has not been participating with the Fire and Rescue Association. C. Conroy reminded the Board that they had resigned from the Association. The Board will discuss having the Board have more involvement with the Association.

The Fire and Rescue Association have matters in their letter to the Board which need attention. This will be discussed at a later date.

### **President JCFRA**

The President was absent.

Chairman Kelley spoke about JCFRA's request for assistance from the Board in requesting that the County pay for portable batteries for radios purchased by the 911 Center.

This item was tabled until costs have been presented.

### **Director's Report**

#### **Budget Overview: Director Denise Pouget**

Director Pouget spoke about the Budget Overview.

#### **CAD Data Process: Director Denise Pouget**

A chart and information regarding number of incidents for a 6 month period was presented for all Stations including JCESA.

Data for the past 6 months should be compiled and presented by next meeting.

### **Increase of High Mark monthly premium. Director Denise Pouget**

Employees Insurance has increased by around \$10,000.00. She recommends the Board absorb the cost. She feels the Agency needs to shop around. It will be next year before it can be changed.

J. Tabb moved and second by J. Wysong the Board absorbed the increased premium for health insurance in the estimated amount of \$10,000.00 annual increase.

Discussion followed.

VOTE: Passed Unanimously

### **Request transfer from Impact Fee Fund to pay JCESA mortgage by October 1, 2015: Director Denise Pouget**

The request for transfer from Impact Fee Funds to pay JCESA mortgage has been submitted timely.

### **Records Management Progress: Director Denise Pouget**

The records management process is being worked on.

### **Establishment of work groups and "Roberts Rules of Order": Director Denise Pouget**

The Director discussed establishment of work groups. All who have been working with this has been very respectful.

The JCESA handbook is been reviewed.

County Attorney Nathan Cochran spoke regarding the By Laws.

The amended Ordinance, which was passed a short while back, was presented by N. Cochran. He ask permission to update JCESA's By Laws. The Board was agreeable.

### **Staffing Plan**

Was discussed.

### **Community Engagement**

Ways to prevent injuries will be present to the community. Shepherdstown Fire Department demonstrated how quickly a dorm room can burn at Shepherd University.

T. Trafford says there are so many opportunities for the County Employees at the Stations to serve the community. One way would be to do Blood Pressure Checks for the public.

JCFRA has the Fire Prevention trailer. The MCI Trailer is at SFD during the football season.

The employees are pleased to be out in the Stations.

Captain B. Burner spoke. He is pleased to be Captain. He is getting things organized.

Heart Safe Community: Lt. T. Trafford spoke about Heart Safe Community.

## **Promotion Ceremony**

Confirmation was received for a promotion ceremony that will be held for the Captain and 3 Lieutenants at Washington High School on Wednesday, October 21, 2015.

## **Update on Life Pack 15 Grant: Deputy Director Ed Hannon**

The Grant was received on the Life Pack 15. He is working with Denny Barron and Daniel Henderson of Shepherdstown Fire Department. At this time matching funds have been collected from 6 of the 8 companies. There will be training held on the Life Packs when they are received.

## **Board Member Requests**

### **JCESA General Fund Positions versus Ambulance Fee Positions**

Director Pouget spoke regarding JCESA General Fund Positions versus Ambulance Fee Positions. B. Burner added more information. All four employees recently hired were Firefighter/EMTs under the Ambulance Fee.

## **Committee Reports**

None.

## **Employee Liaison**

T. Trafford is looking for the Grievance Resolution from December's Grievance. It was reported that the Grievance has been resolved.

T. Trafford reported employees are happier. Employees are happy working with the volunteers in the stations.

Volunteers are concerned because there is only one EMT class offered per year. It is being looking into to offer additional classes.

## **Board Member Comments**

C. Conroy set in on one of the workgroups. It was very productive.

J. Tabb has had a lot of positive comments regarding the additional employees.

P. Kelley noticed that the new way of dispatch with the provider's 1100 number seems to help identify the staff level.

## **Public Comment**

Public Comment was made by R. Morgan, M. DeMeritt and Julie Lifson.

## **Executive Session**

Motion by C. Conroy and second by J. Wysong to go into Executive Session.

VOTE: Passed Unanimously

## **EXECUTIVE SESSION**

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

VOTE: Passed Unanimously

Motion by C. Conroy and second by J. Tabb to authorize the Director to pursue new job title and description for the Administrative Aide position. Then advertise it and proceed with the hiring process to fill the position.

VOTE: Passed Unanimously

C. Conroy made a motion second by D. Carter that County Attorney will follow up on the second issue and report back next meeting

VOTE: Passed Unanimously

C. Conroy made a motion second by D. Carter to continue Budget Consultant, Bob Baker, for 15 days after he exhausts the initial 100 hours of his original contract. This would be a day a month with a couple of extra days.

VOTE: Passed Unanimously

**Adjournment**

Motion by J. Tabb second C. Conroy to adjourn by J. Tabb, Conroy at 9:12 pm.

VOTE: Passed Unanimously

Minutes respectfully submitted by  
Libby Nester, Recorder

Approved: \_\_\_\_\_