

JCESA

BOARD PACKET

FEBRUARY 16, 2016



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

### AGENDA February 8, 2016

There will be a special Board Meeting of the Jefferson County Emergency Services Agency (JCESA) Board at 6:30pm on Monday February 8, 2016. The meeting will be at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Call to order

Roll Call

Sign in Sheet

Presentation of the Volunteer Budget submission for FY17

Board Member Comments

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...*



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### AGENDA February 16, 2016

The February meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday February 16, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Roll Call    Sign in Sheet

Call to Order

Unfinished Business

- MOU : coverage for all Companies and some changes in the wording
- Continuing to work with the Sheriff on the new Death in the Field Protocol
- Review and Approval of Bylaws

Treasurer's Report

Chairman's Report

- Director Pouget: Discussion on take home vehicle
- Training: Report on all members participation in training classes

President JCFRA

*Overview of the February Association Meeting*

Director's Report

- *Budget Overview and storm costs*
- *Storm After Action*
- *Hazard Pay for JCESA Employees*
- *CAD Data progress*
- *Web Site and E mail*
- *Preparation for WV State Fire Commission visit*
- *Progress on the transition to fire : Deputy Director Hannon*
- *Report on P.T. program*

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### Board Member Requests

Vice Chair Conroy: Discussion on adopting some NFPA Standards

### Committee Reports

#### New Business

#### Employee Liason

Out of town

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

### Board Member Comments

### 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...*

# JCESA DECEMBER REGULAR BOARD MEETING MINUTES

JANUARY 19, 2016

1900

MEETING CALLED BY	MEETING CALLED TO ORDER BY CHAIRMAN KELLEY
TYPE OF MEETING	JCESA BOARD MEETING
	MOTION WAS MADE TO APPROVE THE MINUTES WITH DIRECTION TO MAKE SURE THE MINUTES WERE SIGNED BY PERSON PREPARING THEM. MOTION WAS SECOND AND THEN PASSED UNANIMOUSLY.
ATTENDEES	DENISE POUGET, ED HANNON, PETE KELLEY, JANE TABB, JACK WYSONG, MICHAEL HOUGH, CHRIS CONROY

## Agenda topics

### TREASURER'S REPORT

DISCUSSION	<ol style="list-style-type: none"> <li>DIRECTOR POUGET GAVE REPORT</li> <li>TREASURER TABB CALLED EVERYONES ATTENTION TO THE FIGURES DISTRIBUTED IN MEETING PACKET</li> <li>DIRECTOR POUGET GAVE FURTHER EXPLANATION</li> </ol>	
CONCLUSIONS	<ol style="list-style-type: none"> <li>TREASURER TABB MADE MOTION TO APPROVE THE TREASURER REPORT, CHAIRMAN KELLEY SECOND AND THE MOTION PASSED UNANIMOUSLY.</li> </ol>	
ACTION ITEMS		PERSON RESPONSIBLE

### UNFINISHED BUSINESS

DISCUSSION	<ol style="list-style-type: none"> <li>DEATH IN THE FILED ISSUES ...DIRECTOR POUGET</li> <li>DIRECTOR POUGET GAVE NEW INFORMATION INVOLVING POLICE DEPT.</li> <li>PLANS TO MEET WITH SHERRIFF DOUGHTERTY.</li> <li>DEPUTY DIRECTOR HANNON GAVE INSIGHT ON MEDICS EXPERIENCES WITH THE FORENSIC HOTLINE</li> <li>REVIEW AND APPROVAL OF BYLAWS UPDATE</li> <li>DUE TO NATHAN NOT BEING PRESENT THE ISSUE OF THE BYLAWS WAS TABLED. MOTION WAS MADE AND SECOND AND PASSED UNANIMOUSLY.</li> </ol>
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CONCLUSIONS		1. DIRECTOR POUGET WILL SET UP MEETING SOON WITH SHERRIFF DOUGHERTY.
2. REVIEW AND APPROVAL OF BYLAWS WILL BE TABLED UNTIL NATHAN RETURNS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

### CHAIRMAN'S REPORT

DISCUSSION	<ol style="list-style-type: none"> <li>JCESA MOU UPDATE QUESTIONS FOR THE INSURANCE COMPANY REFERENCING INTERCHANGIBILITY, VOLUNTEERS ASSISTING OTHER COMPANIES, NOT THEIR OWN AND HOW THAT AFFECTS COVERAGE.</li> <li>DISCUSSION ABOUT THE WORDING, REFERENCING "VOLUNTEER FIRE CHIEFS" AND "BOARD PRESIDENT" INSTEAD IT SHOULD READ "VOLUNTEER FIRE DEPARTMENT" AND "BOARD CHAIRMAN"</li> <li>REVIEW OF MIDDLEWAY STAFFING</li> <li>DIRECTOR POUGET STATED THAT DEPUTY DIRECTOR HANNON HAD A PRESENTATION AND SHE WOULD HAVE AN EXECUTIVE SUMMARY. CHAIRMAN KELLEY ASKED THAT THE PRESENTATION NOT BE MADE UNTIL THE EXECUTIVE SUMMARY WAS PREPARED.</li> </ol>	
CONCLUSIONS	<ol style="list-style-type: none"> <li>MOU WILL BE SENT BACK TO INSURANCE COMPANY FOR CHANGES</li> <li>MOTION WAS MADE TO APPROVE THESE CHANGES, MOTION WAS SECOND AND PASSED UNANIMOUSLY.</li> </ol>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

### PRESIDENT JCFRA

DISCUSSION	<ol style="list-style-type: none"> <li>PRESIDENT ASKING THAT THE JCFRA MAINTAIN ITS RECOGNITION UNDER STATE LAW AND WORKING RELATIONSHIP WITH JCESA.</li> <li>THERE WAS FURTHER DISCUSSION ON THIS SUBJECT</li> <li>MOTION WAS MADE TO MAKE THE JCFRA THE ASSOCIATION FOR THE VOLUNTEERS TO ADDRESS ISSUES WITH THE BOARD (JCESA) MOTION WAS SENCOND AND PASSED UNANIMOUSLY.</li> </ol>
CONCLUSIONS	

## JCESA AFTER ACTION SUMMARY FOR WINTER STORM JONAS

Winter storms create a unique challenge in emergency services. Road conditions make accessing patients much more difficult and time consuming. Additional resources are needed to get to the address and more hands are needed to safely transfer a patient from their home to the unit. Additional time and caution are required to safely transport the patient across roads that are hazardous, if not impassable by definition. A call that may take two people 1 hour can easily take 6 people 3 hours. There is no such thing as a quick turnaround. The first call received requires more manpower, but the bigger issue is that additional providers are needed on hand to handle subsequent calls. Some areas we serve are remote and treacherous in the midst of a blizzard, as demonstrated by the call on the mountain where it took 9 hours to reach the patient. Therefore, having additional staffing in those areas is instrumental in maintaining the integrity of the entire system. When the possibility of the storm began to materialize we planned to upstaff conservatively, with just one additional medic in Shepherdstown on Friday night and one additional medic in Ranson on Saturday. As the major storm event happened upon us, it became obvious that additional staffing was required and was added accordingly by the Lt. on duty (Operations Section Chief) in consultation with and approved by the Deputy Director (Incident Commander.) While none of these upstaff providers ran an excessive number of calls during their tour, the amount of time they were committed was exponentially longer than during normal operations. For instance, had we not had a medic on the mountain, the medic assigned to station 2 would have been unavailable from the central location for over 11 hours while handling the call on the mountain.

In addition to the narrative explaining upstaffing, I asked the officers who were on duty during this event (Tam, Monte, Beth, me) to provide their feedback on operations during the storm. Below you will find their/our thoughts grouped and summarized in response to the questions I posed. Their responses were almost identical in each area. Overall, things went really well. The opportunities for improvement, for the most part, are very manageable within our control. If I may say, since they wouldn't toot their own horns, the officers on duty did a fabulous job of improvising, adapting, and overcoming during this event and getting the job done. The career staff and volunteers were fabulous, working together beyond anyone's wildest dreams. This event was a pure demonstration of teamwork and completely absent of an "us" or a "them." I think I speak for all of us when I say we were very proud to be a part of it.

### What worked really well:

- Advanced planning and having a written IAP

- Additional career staffing and additional volunteer staffing during the prime time of the storm. It took much longer to get to patients, tying up resources. The additional staff was able to respond to 2nd and 3rd calls.

- Specifically, having a medic on the mountain was invaluable.

- Bakerton's utility with a plow was a tremendous help in gaining access all over the county and clearing out stations.

-Blue Ridge's use of Brush 502 to gain access and bring a medic to places no other unit would go made a huge difference in patient care

-Volunteers willingness to retrieve career staffing from home, when the EOC and guard were unable to.

-On Sunday, we implemented a process of having the officer phone the patient directly on Alpha calls for further triage and to advise of the delayed access. This helped align customer expectations and allowed us to confirm the triage level and adjust accordingly.

**Tools/resources we wished we had:**

-Snowblower at Sta 11. The rate of snowfall overpowered efforts to clear snow with shovels. Crews would return from a call and find an enormous amount of snow had filled in. Would have also been helpful to offer as a backup to other stations when their snowblower broke. (Lt Conner has been directed to procure this, as you directed.)

-More salt (Lt. Conner will procure a reasonable supply)

-Chains for chase vehicles. We had one set, without tensioners. (Lt Conner has been directed to procure these)

-Adequate and reliable snow plowing at Sta 11. County maintenance made one attempt early on and did not return until days after the storm. EOC was unable to provide effective snow removal for Sta 11. Bakerton and Citizens were kind enough to, and did a great job of, plowing Sta 11 on Sunday Morning and we are extremely grateful! Our expectation, however, was that county maintenance would be staying ahead of it by working round the clock throughout the storm.

-Better access to the national guard vehicles/crews. When we contacted the EOC to request assistance retrieving career staff from home we were advised that there was no guarantee, they needed a 4 hour notice, dialysis runs would take first priority, and the vehicles were required to travel in pairs. One of the crews from the ANG advised that none of that was accurate and to call them directly and they would be glad to help. Perhaps a communication breakdown somewhere, but it resulted in a gross under-utilization of this resource.

-More staffing at the end of the main event. By Sunday night and Monday, volunteer staffing diminished significantly (completely understandable as many of these folks had been camped out at their stations for 3+ days straight) and call volume rose. Additional career staffing (BLS) to supplement would have been very helpful.

**What else can we do better next time:**

-Training on the use of the LAP.

-Prepare for fuel shortages. The DOH issue highlights a vulnerability. We currently rely on Sheetz and Rocs. Perhaps a backup plan is appropriate.

-Have a resource for clearing snow from stations. Sta 5 desperately needed their pad cleared and could not locate a resource to accomplish this. Sta 4's snowblower broke down and needed their pad cleared. Sta 11 expected county maintenance to keep their pad cleared and that didn't happen.

-Several calls to the EOC were challenged by the EOC not knowing who JCESA was or where we were located. Having a fire/ems rep. in the EOC knowledgeable in fire/ems operations would be helpful.

-Keep the SERV at Sta 11. On Sunday we could have acquired a snowblower, but we didn't have a vehicle to transport it in or a credit card to purchase it with. Co. 7 was kind enough to loan us theirs which we couldn't pick up until late evening when everything got a little crunchy. On Monday we sent the EMT to Sta 7 (his normal assignment), but he didn't have a chase vehicle there (usually the SERV) and, as such, was committed only to Co 7.

Attached you will find an Excel Workbook containing the labor hours breakdown for Winter Storm Jonas.

Notes/Background;

1) For the IAP we began with four 12 hour Operational Periods beginning at 2000 hours on 1/22 and going through 2000 hours on 1/24. A fifth OP (2000 hours on 1/24 to 0800 hours on 1/25) was added mid-day Sunday. All forms are in a binder at Station 11, including ICS 214.

2) I categorized all hours as one of the following:

**Normal Shift** - a shift we would have filled with or without the storm

**Normal Shift Backfill** - a shift we would have filled that was already vacant for some other reason and would have been backfilled

**Upstaff** - A shift created & filled as a direct result of WSJ

**Delay** - Hours not scheduled for upstaffing, but were ultimately worked as a result of WSJ. For instance, Rob Amick was not scheduled to upstaff a station on 1/24 from 8a-1p but due to weather delays and calls he was on at the end of his scheduled shift, he was on-duty until 1p.

**Planning/Coordination** - The hours I spent planning, developing the IAP, and coordinating resources while not on shift.

3) People were moved throughout the storm for various reasons. This gets confusing. For instance, Longerbeams normal shift on 1/24 would have been at Sta 2 from 8a-8a. However, we kept him at Sta 5 and put upstaff employees in to cover Sta 2. This makes it appear as though we used OT to fill regular shifts and the upstaff employees were at the straight time rate. This is accurate but, in the absence of WSJ we would have had straight time employees in the normal shift assignments and no overtime.

4) This data includes hours during the 5 operational periods plus the hours attributable to planning/coordination on my part and a few hours in the delay category for those who were unable to leave on time Monday morning as a result of the storm. All hours outside the OPs are marked with an OP of X.

5) I did not include any hours for you or Ed.

The workbook contains 3 worksheets:

**Pivot Tables** contain concise summaries by pay type.

**Raw Data** contains each 'shift' by Operational Period with enough detail that Baker should be able to put solid numbers to it.

**Normal Staffing** shows what we would have had if Jonas never visited.

**Bottom Line:**

WSJ cost us 286.43 additional hours, of which 207.18 were OT and 79.25 were straight time.

Rather than run reports out of eSchedule, I did this all manually - relying on the data in eSchedule. The payroll reports won't show this level of detail. So, Baker, when you see the numbers for this pay period you will be able to account for 207.18 hours of OT as WSJ and an additional 79.25 regular hours as WSJ. Again, eSchedule won't report it in this detail, but the attached workbook should support/explain what you see in the payroll reports.

**OT & Reg by Category**

OP	(All)			
Station	(All)			
Sum of Hrs		Column Labels		
Row Labels		OT	Reg	Grand Total
		15.18	13.75	28.93
Delay		12	240	252
Normal Shift			48	48
Normal Shift (Backfill)			10	10
Planning/Coordination		180	67.5	247.5
Upstaff				
<b>Grand Total</b>		<b>207.18</b>	<b>379.25</b>	<b>586.43</b>

**OT & Reg by Station & Category**

OP	(All)			
Sum of Hrs		Column Labels		
Row Labels		OT	Reg	Grand Total
		74.4	51.25	125.65
2		2.4	3.25	5.65
Delay		12	24	36
Normal Shift			24	24
Normal Shift (Backfill)				
Upstaff		60		60
		42.05	79	121.05
3		6.05		6.05
Delay			60	60
Normal Shift		36	19	55
Upstaff			88	88
4			4	4
Delay			36	36
Normal Shift			24	24
Normal Shift (Backfill)			24	24
Upstaff		36	24	60
5		36	24	60
Upstaff		54.73	127	181.73
11		6.73	6.5	13.23
Delay			120	120
Normal Shift		48	0.5	48.5
Upstaff			10	10
N/A			10	10
Planning/Coordination				
<b>Grand Total</b>		<b>207.18</b>	<b>379.25</b>	<b>586.43</b>

Per your request, I estimated the labor cost of Winter Storm Jonas assuming we paid hazard pay equivalent to 1/2 time in addition to appropriate hourly rate. (i.e, hazard pay for regular hours would be @ 1.5 times the employee's regular rate and hazard pay for OT hours (hours in excess of 96 per pay period) would be @ 2 times the employee's regular rate.) Using Baker's numbers of \$22 for regular time and \$33 for OT, I calculated the Hazard rate to be \$33 for regular and \$44 for OT.

For this storm, we estimated 207 hours at the OT rate of \$33 = \$6,831  
And 79 hours at the regular rate of \$22 = \$1,738  
Total: \$8,569

If we paid Hazard pay, it would be 207 at the Hazard OT rate of \$44 = \$9,108  
And 79 hours at the Hazard regular rate of \$33 = \$ 2,607  
Total: \$11,715

Difference for this storm, if we had Hazard pay: \$3,146

I hope that's what you're looking for. If you need anything else, just let me know.

Thanks,

**Bob Burner**  
**Captain**  
**Jefferson County Emergency Services Agency**  
419 Sixteenth Ave  
Ranson, WV 25438  
[www.jcesa.org](http://www.jcesa.org)  
tel: 304.728.3310  
fax: 304.728.6221  
mobile: 304.839.7499

APPLICANT NAME: Director Denise Pouget - Jefferson County Emergency Service Agency COUNTY: Jefferson  
 DATE INFORMATION PROVIDED: 2/5/16 Applicant Representative Name: Denise Pouget

Phone Number: 304-728-3287 E-mail Address: dpouget@icesa.org

Note: If you have damages/work/costs in more than one county this form MUST be completed for each county. This form is for the gathering event related information and will be used by WV DHSEM to determine overall IMPACT.

**PRE-EVENT PLANNING:**

Work and/or costs incurred in preparation for and directly related to eliminate or reduce the immediate posed by an upcoming event. An example would be pre-positioning of resources. Applicant rates or FEMA equipment rates may be used (HRS/mileage). FEMA rates can be found at WVDHSEM web site as follows: <http://www.dhsem.wv.gov/MitigationRecovery/Pages/Public-Assistance.aspx>  
 Not applicable. See next page.

**Estimated Costs:**  
 Regular Employees: Regular time: \$ \_\_\_\_\_ Over time: \$ \_\_\_\_\_ Temporary: \$ \_\_\_\_\_  
 Equipment Costs: \$ \_\_\_\_\_ Materials: \$ \_\_\_\_\_ Contract Costs: \$ \_\_\_\_\_

**EXPLANATION OF EVENT (continued on next page)**

Date and time snow began: \_\_\_\_\_ Date and time snow ended: \_\_\_\_\_ Inches of Snow: \_\_\_\_\_

Check the type of work performed, if any:  
 Snow Removal Activities: check each activity performed  
 Snow Removal from streets  De-icing  Sanding of roads/facilities  
 Snow Dumps  Salting  Removal from parking lots/streets

Snow Removal Activities: Provide brief explanation: (dates, who, what, why, locations)

**Snow Removal Activities Cost Breakdown:**

**LABOR BREAKDOWN:**  
 Regular Staff: Regular Time: \$ \_\_\_\_\_ Over Time: \$ \_\_\_\_\_  
 Temporary Work: \$ \_\_\_\_\_ Contract Labor: \$ \_\_\_\_\_

**EQUIPMENT BREAKDOWN:**  
 Applicant Owned Equipment: \$ \_\_\_\_\_ Rental Equipment: \$ \_\_\_\_\_

MATERIALS USED: TYPE AND COST	TYPE	COST	TYPE	COST	TYPE	COST
CONTRACTS:	CONTRACTOR	COST	CONTRACTOR	COST	CONTRACTOR	COST

APPLICANT NAME: Director Denise Pouget - Jefferson County Emergency Service Agency COUNTY: Jefferson

**EXPLANATION OF EVENT (continued)**

Emergency Protective Measures: check type, if any

- Search and Rescue
- Open roads for emergency vehicles to respond
- Sheltering/Warming Stations
- Remove snow to access downed power lines
- Reducing snow load on buildings
- Operation of EOC and/or Call Center

Provide information on other types of emergency response:

Provide fire and emergency medical services in Jefferson county.

Other:

Other:

Winter storm Jonas. Starting on Jan 22 through Jan 25 additional staffing incurred in support of fire and EMS service needs. Staff was maintained at seven stations. This required upstaffing, keeping existing staff overnight and bringing in staff early to avoid weather delays. Below is an estimate of the additional cost incurred due to the storm.

**Emergency Protective Measures Cost Breakdown:**

**LABOR BREAKDOWN:**

Regular Staff: Regular Time: \$ \$1,585 (72.25 hrs)

Over Time: \$ \$6,417 (207 hrs)

Temporary Work: \$ \_\_\_\_\_

Contract Labor: \$ \_\_\_\_\_

**EQUIPMENT BREAKDOWN:**

Owned Equipment:

Rental Equipment: \$ \_\_\_\_\_

MATERIALS USED: TYPE AND COST	TYPE	COST	TYPE	COST	TYPE	COST
	Fuel		\$118.65			
Food/Supplies		\$178.80				
CONTRACTS:	CONTRACTOR	COST	CONTRACTOR	COST	CONTRACTOR	COST

**DAMAGES TO APPLICANT OWNED FACILITIES**

Type of Facility: \_\_\_\_\_ Location of Facility: \_\_\_\_\_  
 Insurance Coverage:  Yes  No Deductible Amount: \$ \_\_\_\_\_ Has Adjuster visited site:  Yes  No  
 Describe damages and Repair in Kind: (how did it happen, extent of damages, dimensions, etc.)

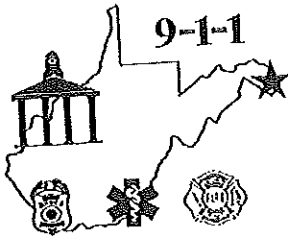
Estimated Costs of Repairs: \$ \_\_\_\_\_ Percentage of Work Completed: \_\_\_\_\_ %  
 Describe any additional impact to community (ex: length of power outages, number of people stranded; number in shelters, etc.)

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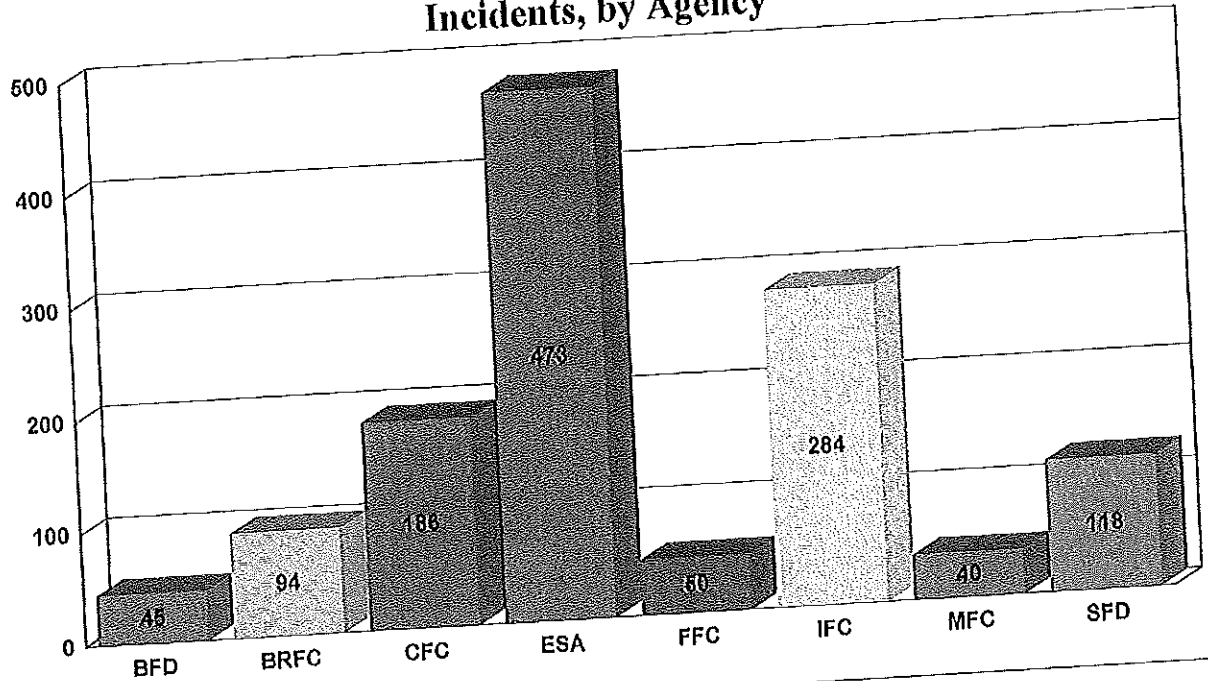
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6000	Building Construction and Safety Code—2015	Vol 15



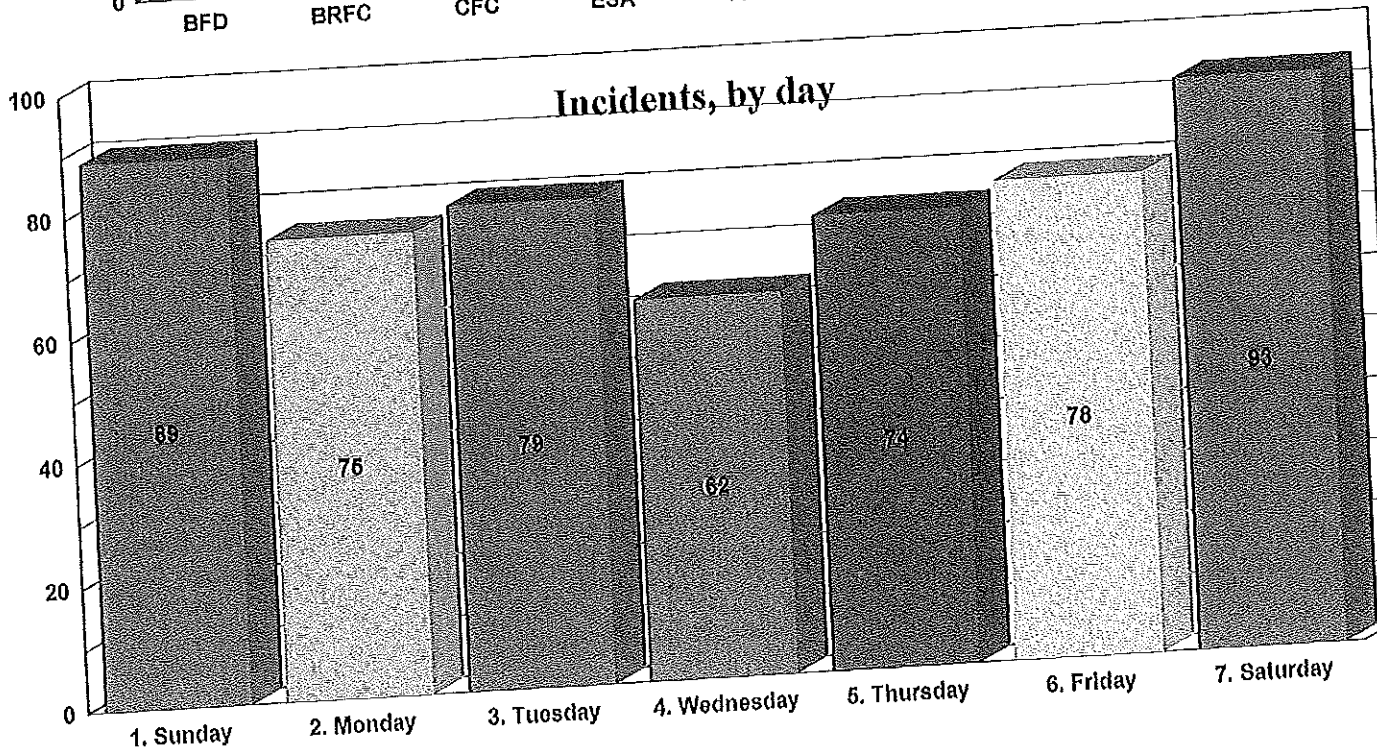
# Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

From 01/01/2016 to 01/31/2016  
Total Incidents: 550

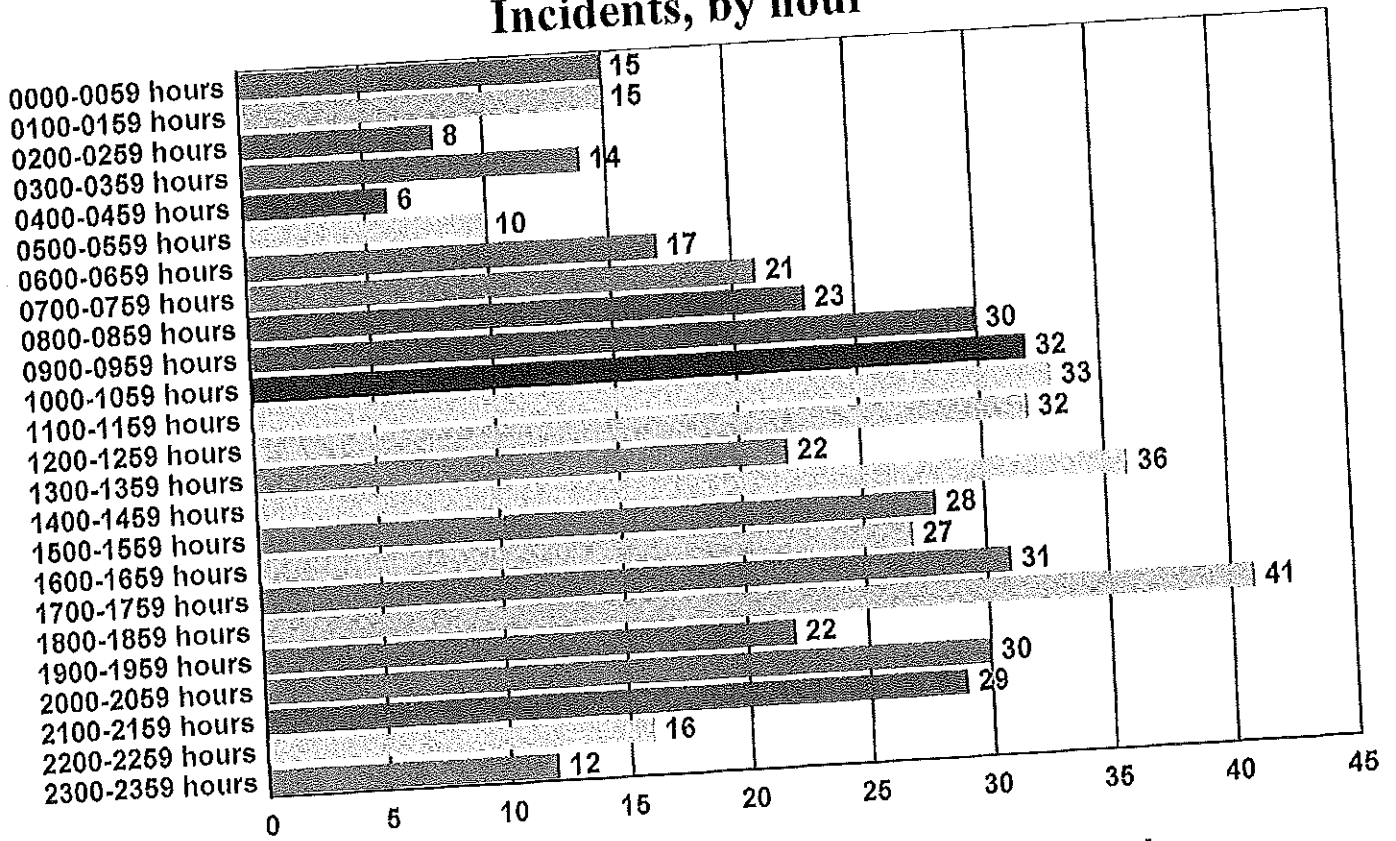
Incidents, by Agency



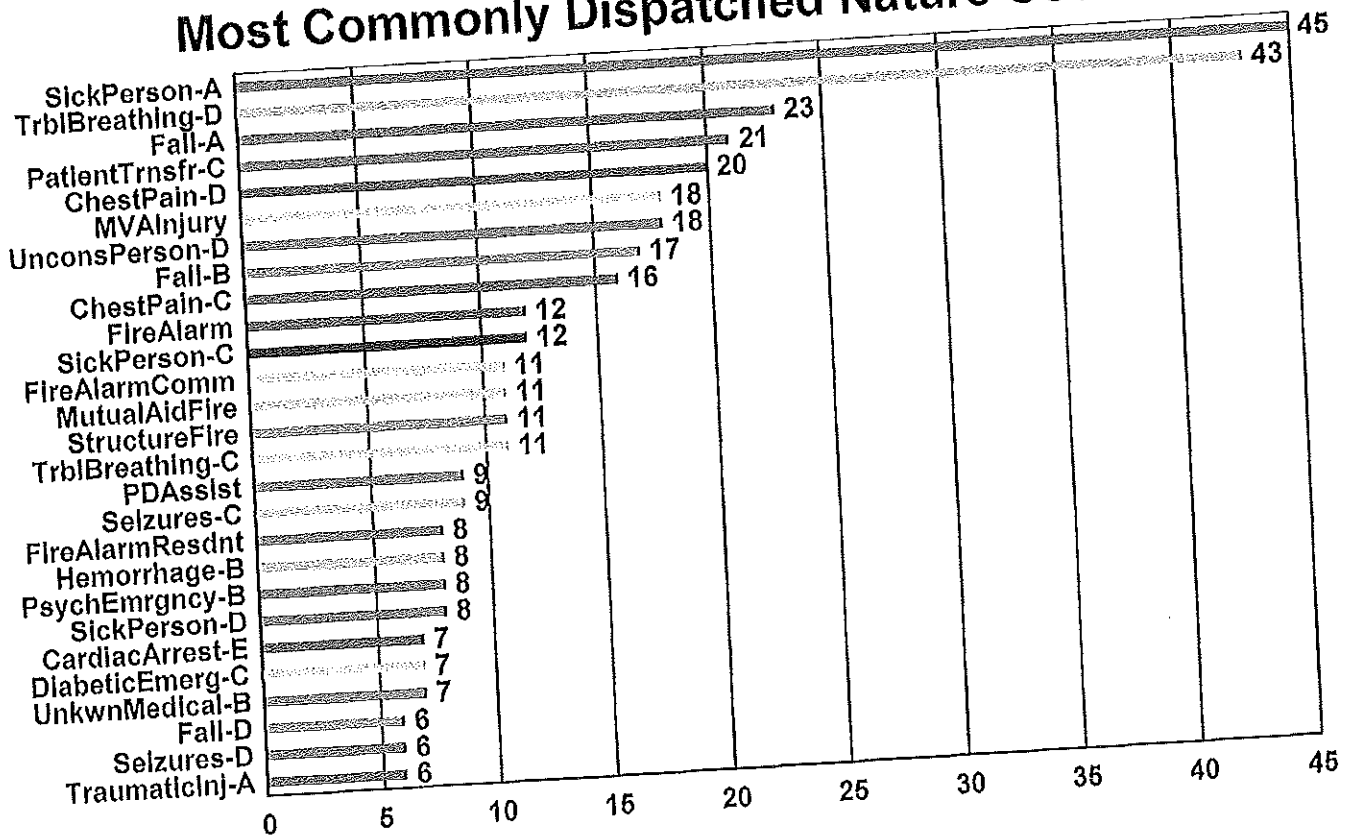
Incidents, by day



## Incidents, by hour



## Most Commonly Dispatched Nature Codes



# JCESA Overview for Treasure's Report

2/16/16

## JCESA 2016 Budget Overview

- County Commission Funding = \$1,448K (15FT and 2 FT Mgmt)
- Ambulance Fee Funding =  $\frac{626K}{8 FT}$
- Total Funding = \$2,074K
- Year End Forecast at 100% Backfill = \$2,098K ( approved at Oct. Board )
- Bank Account Balances at 1/30/16:
  - Payroll = \$353,239
  - General = \$43,301
  - Ambulance Fee Funds = \$939,183
  - Mortgage = \$133,738

# Current 2016 Forecast (JCESA & Amb Fee)

	A		B		Pro rated Forecast	YTD Variance <u>Budget vs Actuals</u>	Current 100% Backfill Forecast
	Amb Fee		JCESA				
	Jan YTD	Jan YTD	Jan YTD	Jan YTD			
Full Time Salaries	\$ 171,113	\$ 421,479	\$ 600,577	\$ 7,985	\$ 1,041,000		
Fringe Benefits	\$ 75,959	\$ 144,601	\$ 237,692	\$ 17,132	\$ 412,000		
Part Time Salaries	\$ 27,054	\$ 39,220	\$ 60,577	\$ (5,697)	\$ 105,000		
Overtime	\$ 48,742	\$ 22,158	\$ 36,538	\$ 15,638	\$ 150,000		
Workers Comp.	\$ 23,442	\$ 63,611	\$ 70,962	\$ (21,091)	\$ 123,000		
Liability Insurance	\$ 17,660	\$ 26,256	\$ 26,538	\$ (17,378)	\$ 46,000		
All Other Expenses	\$ 10,148	\$ 130,911	\$ 127,500	\$ (13,559)	\$ 221,000		
<b>Total</b>	<b>\$ 374,113</b>	<b>\$ 853,236</b>	<b>\$ 1,210,385</b>	<b>\$ (16,969)</b>	<b>\$ 2,098,000</b>		

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

NOTES: 1. Budget YTD is a proration of the 52 weeks and does not take into account any anomalies due to holidays or summer vacation periods.

2. Above is expense budget only and does not assume any additional budget that results from ambulance billing income or EMS supplies.

3. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.

Jefferson County Emergency Services Agency  
2016 Projection

2015-16 Forecast

	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	26	
Expenses																											
Full Time	43,606.20		82,266.36		58,059.47		58,595.01		56,578.20		57,063.21		65,279.03		58,059.47		87,089.21		58,059.47		58,059.47		58,059.47		58,059.47		740,774.67
Part Time - Ops	5,917.86		10,256.47		4,132.33		3,864.12		4,464.09		4,849.59		5,507.39		4,132.33		6,196.50		4,132.33		4,132.33		4,132.33		4,132.33		62,049.67
Overtime - OPS	6,997.72		3,814.19		6,521.37		4,825.55		-00		-00		-00		4,300.00		4,300.00		4,300.00		4,300.00		4,300.00		4,300.00		43,698.83
Medical Director	500.00		500.00		500.00		500.00		500.00		500.00		500.00		500.00		500.00		500.00		500.00		500.00		500.00		5,250.00
Worker Comp	22,870.50		22,870.50		-00		-00		-00		22,870.50		-00		-00		-00		22,871.00		-00		-00		-00		91,482.50
FICA/Med	4,321.76		7,398.43		5,195.39		5,070.75		4,612.42		4,661.46		5,355.57		5,195.39		7,793.09		5,195.39		5,195.39		5,195.39		5,195.39		65,190.43
Subtotal	84,914.04		127,105.95		74,408.56		72,655.43		66,184.81		89,744.76		76,641.99		72,187.19		106,130.79		95,058.19		72,187.19		72,187.19		72,187.19		1,009,406.09
Hosp	6,062.90		7,171.51		9,368.89		7,984.20		8,309.14		8,309.14		8,309.14		8,309.14		9,368.89		9,368.89		9,368.89		9,368.89		9,368.89		107,043.82
Life	476.13		370.91		506.63		466.40		579.06		400.72		476.40		506.63		759.95		506.63		506.63		506.63		506.63		6,062.72
Dental	559.41		549.38		428.49		596.68		678.11		469.24		605.58		559.41		559.41		559.41		559.41		559.41		559.41		6,873.94
Retirement	5,275.40		8,976.90		6,758.55		6,659.12		5,940.71		5,951.50		5,763.12		6,758.55		10,137.83		6,758.55		6,758.55		6,758.55		6,758.55		82,538.46
Subtotal	12,374.84		17,068.70		17,062.56		15,696.40		15,507.02		15,170.70		15,154.24		17,193.48		25,510.52		17,193.48		17,193.48		17,193.48		17,193.48		202,318.90
Fuel	-00		-00		-00		4,049.01		-00		47.02		-00		-00		4,500.00		-00		4,500.00		4,500.00		4,500.00		17,596.03
Maintenance	1,305.91		39.03		193.91		141.96		-00		30.60		-00		500.00		500.00		1,000.00		1,000.00		1,000.00		1,000.00		5,651.41
License Ops	-00		-00		-00		-00		-00		678.26		-00		-00		-00		-00		-00		-00		-00		2,678.26
Supplies	-00		-00		-00		17.51		17.51		-00		-00		576.13		500.00		500.00		500.00		500.00		500.00		2,611.15
Auto Insurance	8,238.00		-00		-00		-00		286.30		-00		-00		-00		-00		-00		-00		-00		-00		8,524.30
Liability	28,256.00		-00		-00		4,959.04		1,778.42		700.10		20,022.74		2,500.00		2,500.00		2,500.00		2,500.00		2,500.00		2,500.00		28,256.00
Equip Supplies	4,609.75		2,736.23		1,901.47		3,674.44		3,501.40		1,218.40		1,048.90		500.00		500.00		500.00		500.00		500.00		500.00		51,538.48
Misc and Cloth	100.00		874.40		1,250.65		1,182.65		590.00		593.96		593.96		500.00		500.00		500.00		500.00		500.00		500.00		9,165.64
Tech Svc	911.06		847.24		349.95		671.28		520.00		520.00		520.00		500.00		500.00		500.00		500.00		500.00		500.00		5,409.49
Travel/Train	43,430.72		5,329.24		7,368.18		11,388.89		5,113.63		3,274.34		21,782.72		7,427.44		9,000.00		7,500.00		7,500.00		9,500.00		12,000.00		144,105.16
Subtotal	1,842.67		1,830.00		3,690.00		2,155.00		1,930.00		1,490.00		300.00		2,690.00		2,690.00		2,690.00		2,690.00		2,340.00		2,340.00		28,357.67
Prof Svc	475.00		5,898.76		188.18		188.18		351.36		50.00		1,246.86		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		11,208.16
Medical Exp	79.43		98.00		98.00		98.00		98.00		92.00		92.00		134.82		400.00		400.00		400.00		400.00		400.00		4,088.52
Postage	238.27		380.43		274.16		402.54		29.80		621.30		225.69		35.75		225.69		250.00		250.00		250.00		250.00		3,444.75
Office Exp	225.69		225.69		469.50		439.96		350.06		350.06		350.06		167.00		167.00		167.00		167.00		167.00		167.00		3,591.24
Equip Rent	592.92		349.85		350.08		350.08		1,178.91		1,070.61		1,865.97		3,667.27		3,624.49		1,500.00		1,500.00		1,500.00		1,500.00		20,699.16
Telephone	1,154.20		1,168.84		1,240.02		1,429.85		1,240.02		1,070.61		1,865.97		3,667.27		3,624.49		250.00		250.00		250.00		250.00		1,000.00
Utilities	-00		-00		-00		-00		-00		-00		-00		110.40		200.00		200.00		200.00		200.00		200.00		298.02
Rep & Maint	-00		-00		-00		-00		126.89		60.73		60.73		-00		-00		-00		-00		-00		-00		2,291.88
Advertising	-00		180.00		205.00		95.88		100.00		911.00		-00		-00		-00		-00		-00		-00		-00		-00
Dues & Sub	-00		-00		-00		-00		-00		-00		359.90		-00		-00		-00		-00		-00		-00		590.20
Audit Costs	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		7,350.00
Background Ck	8.50		107.50		8.50		8.50		8.50		8.50		8.50		8.50		8.50		8.50		8.50		8.50		8.50		4,635.27
Other	297.62		630.14		753.18		753.18		700.85		247.89		703.16		51.28		331.05		250.00		250.00		250.00		250.00		86,218.94
Third Party Billing	4,914.35		11,030.81		7,126.62		5,478.26		4,547.10		6,359.31		4,845.99		9,994.43		9,321.49		7,269.38		8,374.40		6,957.00		6,957.00		10,571.04
Subtotal	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00
Equipment	145,623.95		160,534.50		116,536.96		105,218.98		92,352.56		114,549.11		118,424.94		106,802.54		149,962.79		127,021.05		107,255.07		108,337.67		108,337.67		1,452,620.12
Cumulative Expenses	306,156.45		422,695.41		527,914.39		620,266.95		734,816.06		853,241.00		960,043.54		1,110,006.33		1,237,027.38		1,344,282.45		1,452,620.12		1,452,620.12		1,452,620.12		1,452,620.12



Jofferson County Emergency Services Agency  
AMB

Expenses	2015-16 Forecast												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Full Time	16,956.74	31,651.20	23,010.33	24,981.95	25,106.11	25,368.37	24,040.67	25,106.11	34,515.50	25,106.11	25,106.11	25,106.11	306,055.31
Part Time - Ops	5,333.68	7,771.91	2,473.96	297.60	3,317.09	4,328.78	3,531.62	3,317.09	4,200.00	3,317.09	3,317.09	3,317.09	44,524.00
Overtime - OPS	2,717.96	3,494.84	3,767.63	4,278.44	11,869.26	8,002.85	14,612.37	10,000.00	12,000.00	10,000.00	10,000.00	10,000.00	100,743.27
Medical Director	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Worker Comp	7,814.25	7,814.25	-00	-00	-00	7,814.25	-00	-00	-00	7,814.25	-00	-00	31,257.00
FICA/med	1,913.12	3,283.26	2,237.75	2,251.21	3,062.34	2,884.14	3,227.13	3,062.34	3,356.63	3,062.34	3,062.34	3,062.34	34,574.94
Subtotal	34,735.75	54,015.46	31,489.67	31,819.20	43,374.82	43,393.39	45,411.79	41,505.54	54,072.12	49,319.79	41,505.54	41,505.54	517,154.61
Hosp	5,672.30	4,846.59	3,616.06	4,748.08	4,154.57	2,967.55	3,561.06	6,200.00	6,200.00	6,200.00	6,200.00	6,200.00	60,566.21
Life	244.12	271.46	241.04	120.56	283.24	231.04	241.04	241.04	361.56	241.04	241.04	241.04	2,958.22
Dental	325.98	325.98	289.76	512.36	253.54	117.11	253.54	289.76	434.64	289.76	289.76	289.76	3,671.95
Retirement	2,188.88	3,690.32	2,811.68	3,072.33	3,892.40	3,503.96	4,664.47	2,811.68	4,217.52	2,811.68	2,811.68	2,811.68	39,278.28
Subtotal	8,431.28	9,134.35	6,958.54	8,453.33	8,573.75	6,819.66	8,720.11	9,542.48	11,213.72	9,542.48	9,542.48	9,542.48	106,474.66
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	17,660.00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	17,660.00
Erns Supplies	370.14	394.69	1,075.42	-00	1,098.14	-00	1,678.75	-00	-00	-00	-00	-00	4,617.14
Misc and Cloth	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Tech Svc	-00	-00	20.00	3,600.00	50.00	-00	-00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	8,670.00
Travel/Train	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	18,030.14	394.69	1,095.42	3,600.00	1,148.14	-00	1,678.75	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	30,947.14
Prof Svc	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Medical Exp	844.41	186.68	-00	-00	163.18	-00	638.18	-00	-00	-00	-00	-00	1,832.45
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
Background Ck	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Other	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Third Party Billing	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	844.41	186.68	-00	-00	163.18	-00	638.18	675.00	675.00	675.00	675.00	675.00	5,207.45
Equipment	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Cumulative Expenses	62,041.58	63,731.13	39,543.63	43,872.53	52,259.89	55,219.05	56,448.83	52,723.02	66,960.84	60,537.27	52,723.02	52,723.02	659,752.86
		125,772.76	165,316.39	209,188.92	262,449.31	317,667.86	374,116.69	426,839.71	493,800.55	554,337.82	607,060.84	659,752.86	



**Memorandum of Understanding**

**Between:**

**Friendship Volunteer Fire Company  
Citizens Volunteer Fire Company  
Shepherdstown Volunteer Fire Company  
Independent Volunteer Fire Company  
Blue Ridge Mt. Volunteer Fire Company  
Middleway Volunteer Fire Company  
Bakerton Volunteer Fire Company**

**&**

**Jefferson County Emergency Service Agency**

**I. Overarching Goal**

Jefferson County is committed to operating a combination volunteer and career Fire and Emergency Medical Service (EMS) system to service the needs of the public in a cost effective manner. Primary emphasis will be to preserve and perpetuate the continuation of a predominantly volunteer system and to supplement the staffing needs of all Volunteer Fire Companies as required.

**II. Purpose**

The purpose of this agreement is to ensure sustainability; and where applicable, to provide a more economical and efficient fire service to the citizens of Jefferson County West Virginia through a partnership between the Jefferson County Volunteer Fire Companies and the Jefferson County Emergency Services Agency.

**III. Approach**

Jefferson County West Virginia needs the flexibility to utilize our JCESA dual role providers as needed on emergency incidents. We are requesting to become a Fire Prevention Unit per W.Va. Code § 29-3-9(i) and W.Va. Code of State Rules Title 87, Series 6 that became effective October 22, 2014. We are developing a five year staffing plan with the Volunteer Chiefs that will improve our emergency response times and allow us to eventually cross staff suppression and extrication units. Currently JCESA provides career staffing to the Volunteer Fire Departments to assist with EMS responses during times of limited or reduced VFD staffing. With increased demands and limited resources available to the local Volunteer Fire Departments during the normal workday, peak periods of emergency service demands and major events, JCESA at the request of the Volunteer Fire Chiefs has been asked to augment their firefighting staff. Having a majority of JCESA personnel being dual trained, as EMS providers and W.Va certified firefighters, assigned staff could be utilized to support Volunteer Fire Departments during fire and rescue operations when authorized by the W.Va Fire Commission. Transitioning the JCESA workforce from EMS to an EMS firefighting workforce will be a slow and methodical process to ensure the health and safety of staff and the needs of the Volunteer Fire Departments are met. The transition will be closely monitored and regulated by the JCESA Board of Directors with advice and consultation from the JCESA Director, and the Jefferson County Volunteer Fire Chiefs to ensure JCESA EMS/Fire staff are adequately trained, protected and equipped to carryout fire rescue activities. As the JCESA Director determines staff meet or exceed the knowledge, skills and abilities (KSA's) necessary to meet the needs of the VFD's, an increase in duties and responsibilities may be authorized by the JCESA Board.

**IV. Chain of Command**

Jefferson County Emergency Services Agency Employees will follow the incident command system while operating on the fire ground. In addition, JCESA Employee's will follow the Corporation bylaws of the Volunteer Fire Company they are assigned to, where applicable.

#### **V. Salary and Insurance**

A. Each party hereto shall procure and maintain, at its sole and exclusive expense, insurance coverage, including comprehensive liability, personal injury, property damage, worker's compensation, and if applicable, emergency medical service professional liability, (with such limits of coverage and deductibles as prudent and reasonable for the protection of itself, its personnel and its equipment). No party hereto shall have any obligation to provide or extend insurance coverage for any of the items enumerated herein to any other party hereto or its personnel. Each party hereto may require any other party to provide it with certificates of insurance, copies of policies or other evidence of compliance with the provisions of this section.

B. Each party hereto agrees to waive all claims against all other parties for any loss, damage, personal injury or death occurring in consequence of the performance of this agreement; provided, however, that such claim is not a result of gross negligence or willful misconduct by a party hereto or its personnel.

C. Each party hereto hereby agrees to hold harmless, indemnify and defend all other parties hereto and their personnel from any and all claims, demands, judgements, expenses, liability, losses, and suits in law or in equity which are made by a third party and which are caused directly and solely by the Indemnifying Party or its personnel, regardless of the location where such claim arose. Included in the costs hereby indemnified against by the Indemnifying Party are attorney fees required to defend any other party hereto or to enforce the provisions of this Section against the Indemnifying Party.

D. JCESA shall provide all salaries and workers compensation to their employees. This specifically refers to wages and benefits earned while working as a JCESA employee.

E. Each party hereto shall procure and maintain, at its sole and exclusive expense, automobile insurance coverage, to include liability and property coverage for vehicles they own.

#### **VI. Partnership and specific details related to delivering emergency services to the Community**

The JCESA and the Volunteer Fire Companies of Jefferson County West Virginia realize there are many issues that we need to agree upon in this partnership. As a group, we prefer to outline these issues in Agency Policies and Procedures, Jefferson County Operating Guidelines and our future five year staffing plan.

#### **VII. Cooperation**

It is further agreed upon that each party to this agreement acknowledges its role in providing emergency services to the citizens of Jefferson County, West Virginia. The relationship between the JCESA and the Volunteer Fire Company shall reflect an attitude of cooperation toward the achievement of effective and efficient emergency service for Jefferson County's citizens. It is intended that each party understand and respect the need for clear policy and procedure so that common sense of expectations can be maintained. It is understood that this agreement cannot address every policy or procedural issue that may be encountered. Revision to this MOU may be added after being approved by the JCESA Board and the Jefferson County Volunteer Fire Chiefs.

Signature sheet

AGREED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
JCESA Board President

\_\_\_\_\_  
Company 1 Friendship Volunteer Fire Chief and/ or President

\_\_\_\_\_  
Company 2 Citizens Volunteer Chief and/ or President

\_\_\_\_\_  
Company 3 Shepherdstown Volunteer Fire Chief and / or President

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Company 4 Independent Volunteer Fire Chief and/ or President

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Company 5 Blue Ridge Mt. Volunteer Fire Chief and / or President

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Company 6 Middleway Volunteer Fire Chief and / or President

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Company 7 Bakerton Volunteer Fire Chief and / or President