

Board Packet for March 2016



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

AGENDA March 15, 2016

The March meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday March 15, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Roll Call Sign in Sheet

Call to Order

Approval of the February Minutes

Unfinished Business

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

Treasurer's Report

Chairman's Report

President JCFRA

Review Management Hours: Executive session

Director's Report

- *Budget Overview and any update on FEMA reimbursement*
 - *CAD Data progress*
 - *Web Site and E mail*
 - *Preparation for WV State Fire Commission visit April 7, 2016*
 - *Progress on the transition to fire : Deputy Director Hannon*
 - *Report on P.T. program and revised policy*
 - *Take home car policy*
 - *Progress on JCESA Officers and overview of EMT assigned to Station 11 responsibilities.*
 - *Administrative plan. Discussion in Executive Session*
- It's About Saving Lives...*



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

- *NFPA Standards*
- *Volunteer RRT Grant*

Board Member Requests

Committee Reports

New Business

Employee Liaison

Review of current projects to keep the Board informed

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...

SIGN IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting - Regular / Special Meeting Date- 2-8-16
 Location - JCESA Building, 419 Sixteenth Ave. Ranson, WV 25438 18:30 Hrs.

Board Members: (Please Print) 1- R M Kelley 2- C. Conroy
 3- Jane M. Jabb 4- Jack Miller 5- _____
 6- Stu Savelle 7- _____

OTHERS - Please sign below for the record of attendance. If you want to speak at the public comment section, please mark where indicated. Note: Not all meeting will have public comments per the WV Open Meetings Act-(Refer to agenda)

	Name (Please Print)	Representing	Would Like to Speak	
			YES	NO
1-	<u>Tamra Trafford</u>	<u>JCESA</u>	_____	_____
2-	<u>ED Hanna</u>	<u>JCESA</u>	_____	_____
3-	<u>Reine Poolset</u>	<u>JCESA</u>	<input checked="" type="checkbox"/>	_____
4-	_____	_____	_____	_____
5-	_____	_____	_____	_____
6-	_____	_____	_____	_____
7-	_____	_____	_____	_____
8-	_____	_____	_____	_____
9-	_____	_____	_____	_____
10-	_____	_____	_____	_____
11-	_____	_____	_____	_____
12-	_____	_____	_____	_____
13-	_____	_____	_____	_____
14-	_____	_____	_____	_____
15-	_____	_____	_____	_____

SIGN IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting - Regular / Special Meeting Date- 2/16/2016
 Location - JCESA Building, 419 Sixteenth Ave. Ranson, WV 25438 _____ Hrs.

Board Members: (Please Print) 1- Jack Wynant 2- Jane Jabb
 3- [Signature] 4- R. M. Kelley 5- [Signature]
 6- _____ 7- _____

OTHERS - Please sign below for the record of attendance. If you want to speak at the public comment section, please mark where indicated. Note: Not all meeting will have public comments per the WV Open Meetings Act-(Refer to agenda)

	Name (Please Print)	Representing	Would Like to Speak	
			YES	NO
1-	<u>Deoise Pappi</u>	<u>JCESA</u>	_____	_____
2-	<u>ROSS L. MORGAN</u>	<u>SFO</u>	_____	_____
3-	<u>Woodell Dertnutt</u>	<u>SFO</u>	<input checked="" type="checkbox"/>	_____
4-	<u>Mike Kuehl</u>	<u>MVFC</u>	_____	_____
5-	<u>Mike Moss</u>	<u>MVFC</u>	_____	<input checked="" type="checkbox"/>
6-	<u>Edward Hannon</u>	<u>JCESA</u>	_____	_____
7-	<u>Earl G Coyle</u>	<u>BEWFC</u>	<input checked="" type="checkbox"/>	_____
8-	_____	_____	_____	_____
9-	_____	_____	_____	_____
10-	_____	_____	_____	_____
11-	_____	_____	_____	_____
12-	_____	_____	_____	_____
13-	_____	_____	_____	_____
14-	_____	_____	_____	_____
15-	_____	_____	_____	_____



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

Minutes for February 8, 2016 Special Board Meeting JCESA Board Meeting

Members present were Chairman Kelly; Vice Chair Chris Conroy; Treasurer Jane Tabb; Jack Wysong and Steve Sowers. Director Pouget and Deputy Director Hannon were present as well.

Call to Order

The meeting was called to order at 1903 hours by Chairman Pete Kelly.

Roll Call Sign in Sheet

Presentation of the Volunteer Budget

Director Pouget: Power Point Presentation.

Adjournment

A motion was made by Treasurer Jane Tabb to adjourn. The motion was seconded by Chairman Pete Kelly.

These minutes were prepared by Director Denise Pouget

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.

JCESA FEBRUARY BOARD MEETING

MINUTES

FEBRUARY 16, 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 ADD MORE DETAIL AND MAKE SURE ALL MOTIONS WERE RECORDED. MOTION WAS SECOND AND THEN PASSED UNANIMOUSLY.
ATTENDEES	DENISE POUGET, ED HANNON, PETE KELLEY, JANE TABB, JACK WYSONG, CHRIS CONROY and STEVE SOWERS.

Agenda topics

UNFINISHED BUSINESS

DISCUSSION	<ol style="list-style-type: none"> DIRECTOR POUGET GAVE REPORT...DISCUSSION ON VOLUNTEERS RUNNING COMPANY TO COMPANY. DIRECTOR POUGET HAS SEVERAL CALLS IN. DISCUSSION ON CHANGING WORDING IN MOU ON WORDING AND IS THERE A NEED TO DRAFT ANOTHER INSURANCE COMPANY'S BIGGEST ISSUE WAS THE INDEMNITY CLAUSE. DEATH IN THE FIELD ISSUES...SHERRIFF HAS SOME IDEAS TO HELP BUT DIRECTOR POUGET HAS NOT BEEN ABLE TO MEET WITH HIM YET. NATHAN ABSENT...NOTHING TO REPORT ON WORD CHANGES. DIRECTOR WILL SPEAK TO STEPHANIE
------------	--

CONCLUSIONS	1. MOTION MADE BY JANE TABB FOR THE DIRECTOR TO FOLLOW THROUGH WITH LEGAL ADVICE, SECOND BY PETE KELLEY
-------------	---

ACTION ITEMS	PERSON RESPONSIB

TREASURERS REPORT

DISCUSSION	1. TREASURER TABB QUESTIONS ABOUT BUDGET OVERVIEW....TOTAL FUNDING AND YEAR END FORECAST HAS A SHORTAGE...DIRECTOR POUGET EXPLAINED THE TIMING AND TREASURER TABB ASKED IF IT COULD BE REPRESENTED DIFFERENTLY. HAVING A CARRY OVER BALANCE.
------------	--

CONCLUSIONS	TREASURER TABB MADE MOTION TO ACCEPT THE TREASURER REPORT WITH ADDITION THAT MR BAKER TO ADD A CARRY OVER FIGURE, CHAIRMAN KELLEY SECOND THE MOTION. MOTION PASSED UNANIMOUSLY	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CHAIRMAN'S REPORT

DISCUSSION	<ol style="list-style-type: none"> 1. CHARIMAN KELLEY DISCUSSED THE "EXTRA CAR" THAT WAS PREVIOUSLY USED BY THE DIRECTOR. ASKED THAT CURRENT DIRECTOR BE PERMITTED TO USE THE VEHICLE. TREASURER TABB DISCUSSED THE NEED FOR POLICY FOR MILEAGE. FURTHER DISCUSSION ON POLICY FOR THE USE OF TAKE HOME VEHICLE. QUESTION ABOUT TAKING VEHICLE OUT OF STATE. CHRIS CONROY MADE MOTION TO ALLOW DIRECTOR USE OF THE TAKE HIME VEHICLE WITH THE UNDERSTANDING THAT THE MILEAGE IS LESS THAN THE GREATEST MILES AND THAT THERE IS A POLICY DEVELOPED OUTLINING SUCH. ALLOW DIRECTOR TO USE THE VEHICLE IMMEDIATELY WHILE POLICY IS PUT IN PLACE. WORDING "MANAGEMENT PERSONNEL" SHOULD INCLUDE NOT JUST DIRECTOR AND ASST DIRECTOR BUT OTHER MANAGEMENT IN ABSENCE OF DIRECTOR/ASST DIRECTOR. AFTER DISCUSSION MOTION SECOND BY CHAIRMAN KELLEY. MOTION PASSED UNANIMOUSLY. 2. CHAIRMAN KELLEY TRAINING... TRAINING SHOWS HOW MANY PEOPLE ATTENDING CLASSES BY COMPANY. 3. JCFRA PRESIDENT UNABLE TO BE PRESENT. WANTED TO TALK ABOUT REVISING BLYLAWS. ALL DEPARTMENTS IN THE COUNTY NOW MEMBERS OF ASSOCIATION. OPEN MEETINGS ACT DOES NOT APPLY TO THE ASSOCIATION. 	
------------	---	--

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
--------------	--------------------	----------

DIRECTORS REPORT

DISCUSSION	<ol style="list-style-type: none"> 1. SNOW STORM... DOCUMENTS SUBMITTED TO THE STATE. REFERRED TO DOCUMENTS GIVEN TO BOARD MEMBERS. GUESSED \$8500, ACTUAL WELL UNDER. THINGS THAT COULD HAVE BEEN DONE BETTER. THINGS OF NOTE... EXCELLENT JOB DONE. UPSTAFFED AND WAS ABLE TO ROTATE CREWS THROUGH. IAP WENT WELL. EOC ... THERE NEEDS TO BE PRESENCE FOR FIRE/EMS. HAZARD PAY...STEPHANIE LOOKING IT UP. WHO GETS HAZARD PAY AND WHO DOES NOT? 2. CAD DATA PROGRESS... HAVE THE NUMBERS FOR FIRE /EMS BEFORE AND AFTER SEPTEMBER DEPLOYMENT. PULLING OUT FIRE. EMS IS MORE CONSISTENT. RESPONSE TIME IMPROVED OVER A MINUTE. EXPECTING MORE DRASTIC IMPROVEMENT. JEFF PLOTT IS LOOKING AT DATA AND PUTTING IT INTO A FORMAT. 3. WEBSITE/EMAIL SEVERAL ISSUES WITH MOVING FORWARD FOR ENTIRE COUNTY. END OF FEBRUARY IS THE PROJECTED DATE. 4. WV STATE FIRE COMMISSION VISIT. EARLY MARCH. COMMISSIONERS CAN TO VISIT THE STATIONS. DATE AND TIMES COMING SOON. 5. TRANSITION TO FIRE ED HANNON. RESEARCH GEAR ... MOVING FORWARD WITH GEAR PURCHASING, TREADMILL TESTING, STRESS TESTING, JMC AND WMC WILL BE CONTACTED FOR PRICING. 6. COMPETENCY TESTING BEING DEVELOPED 7. FIT TESTING 8. PT PROGRAM... DIRECTOR POUGET HAS CALL INTO GOLDS GYM MANAGER. TRYING TO WORK OUT A DEAL TO TEACH CPR AND GET SOME SORT OF DISCOUNT. DEVELOP PT POLICY... NUMBER 1 KILLER OF PARAMEDIC/FIRE FIGHTERS IS CARDIOVASCULAR DIDEASE. WORKING ON SOMETHING COST EFFECTIVE AND PRO ACTIVE FROM HEALTH AND WELLNESS END OF THINGS. 	
------------	---	--

CONCLUSIONS

BOARD MEMBER REQUEST

CHRIS CONROY MADE MOTION TO HAVE THE DIRECTORS AND PRESIDENT OF JCFRA GO THROUGH THE LIST OF NFPA STANDARDS AND SEE THE MINIMUM REQUIREMENTS WE SHOULD HAVE IN THE COUNTY TO ASSURE THE EFFICIENT AND SAFE FIRE SERVICE OPERATION. WE CAN GO ABOVE THE STATE LAW BUT CANNOT GO BELOW STATE LAW. DIRECTORS JCFRA REVIEW STANDARDS AND SEND LIST OF WHATS RECOMMENDED TO COUNTY, SECOND BY STEVE SOWERS. JANE TABB ASKED WHY IT WAS NOT ALL ADOPTED AND WHAT OUR OPTIONS ARE. MOTION PASSED UNANIMOUSLY.

NO COMMITTEE REPORTS

NO NEW BUSINESS

PUBLIC COMMENTS

MR. COGAL...DEATH IN THE FIELD SHEETS NEED TO BE FILLED OUT. SNOW STORM ...ASKED TO RECOGNIZE VOLUNTEERS. DIRECTOR POUGET SPOKE TO HARD WORK OF EVERYONE.

**MOTION MADE BY CHAIRMAN KELLEY TO ADJOURN, MOTION SECOND AND MEETING
ADJOURNED.**

Signed by: Tonya Armstrong 2/19/16

JCESA 2016/2017 Budget Meeting

3/13/16

JCESA 2016 Budget Overview

- County Commission Funding = \$1,448K (15FT and 2 FT Mgmt)
- Ambulance Fee Funding = 626K (8 FT)
- Total Funding = \$2,074K

The Board made a motion in the October meeting to allow us to utilize ambulance billing funds to support 100% backfill. This forecast take the projections to **\$2,098K** .

- Year End Forecast at 100% Backfill= \$2,098K (approved at Oct. Board)
- Bank Account Balances at 2/29/16:
 - Payroll = \$245,638
 - General = \$50,575
 - Ambulance Fee Funds = \$891,152
 - Mortgage = \$127,002

Current 2016 Forecast (JCESA & Amb Fee)

JCESA February YTD Financial Summary
(34 Weeks out of 52 weeks)

	A		B		A+B			Current	
	Amb Fee	JCESA	Actuals	Pro rated Forecast	YTD Variance	Forecast	100% Backfill		
	<u>Feb YTD</u>	<u>Feb YTD</u>	<u>Feb YTD</u>	<u>Feb YTD</u>	<u>Budget vs Actuals</u>		<u>Forecast</u>		
Full Time Salaries	\$ 197,035	\$ 484,170	\$ 681,205	\$ 680,654	\$ (551)	\$ 1,041,000			
Fringe Benefits	\$ 87,288	\$ 168,131	\$ 255,419	\$ 269,385	\$ 13,966	\$ 412,000			
Part Time Salaries	\$ 29,795	\$ 43,824	\$ 73,619	\$ 68,654	\$ (4,965)	\$ 105,000			
Overtime	\$ 59,185	\$ 22,158	\$ 81,343	\$ 98,077	\$ 16,734	\$ 150,000			
Workers Comp.	\$ 23,442	\$ 68,611	\$ 92,053	\$ 80,423	\$ (11,630)	\$ 123,000			
Liability Insurance	\$ 17,660	\$ 26,256	\$ 43,916	\$ 30,077	\$ (13,839)	\$ 46,000			
All Other Expenses	\$ 13,639	\$ 144,692	\$ 158,331	\$ 144,500	\$ (13,831)	\$ 221,000			
Total	<u>\$ 428,044</u>	<u>\$ 957,842</u>	<u>\$ 1,385,886</u>	<u>\$ 1,371,769</u>	<u>\$ (14,117)</u>	<u>\$ 2,098,000</u>			

- 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
AMB

2015-16 Forecast

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2			
Full Time	16,956.74		31,651.20		23,010.33		24,981.95		25,106.11		25,368.37		24,040.67		25,922.00		34,515.50		25,106.11		25,106.11		25,106.11		306,871.20		
Part Time - Ops	5,333.68		7,777.91		2,473.96		2,977.60		3,317.09		4,329.78		3,531.62		2,741.00		4,200.00		3,317.09		3,317.09		3,317.09		43,947.91		
Overtime - OPS	2,717.96		3,494.84		3,767.63		4,278.44		11,869.28		8,002.85		14,612.37		10,443.00		12,000.00		10,000.00		10,000.00		10,000.00		101,186.37		
Medical Director	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		
Worker Comp	7,814.25		7,814.25		-0.00		-0.00		-0.00		7,814.25		-0.00		-0.00		-0.00		7,814.25		-0.00		-0.00		31,257.00		
FICA/MIed	1,913.12		3,283.26		2,237.75		2,261.21		3,082.34		2,884.14		3,227.13		2,992.00		3,356.63		3,082.34		3,082.34		3,082.34		34,484.60		
Subtotal	34,735.75		54,015.46		31,489.67		31,819.20		43,374.82		48,339.39		45,411.79		42,098.00		54,072.12		49,319.79		41,505.54		41,505.54		41,505.54	517,747.07	
Hosp	5,672.30		4,846.59		3,616.06		4,748.08		4,154.57		2,967.55		3,561.06		4,748.00		6,200.00		4,500.00		4,500.00		4,500.00		4,500.00	54,014.21	
Life	244.12		271.46		241.04		120.56		283.24		231.04		241.04		222.00		367.56		241.04		241.04		241.04		241.04	2,939.18	
Dental	325.98		325.98		289.76		512.36		253.54		117.11		253.54		292.00		434.64		289.76		289.76		289.76		289.76	3,674.19	
Retirement	2,188.88		3,690.32		2,811.68		3,072.33		3,882.40		3,503.96		4,684.47		3,042.00		4,217.52		2,811.68		2,811.68		2,811.68		2,811.68	39,508.60	
Subtotal	8,431.28		9,134.35		6,558.54		8,453.33		8,573.75		6,819.66		8,720.11		8,304.00		11,213.72		7,842.48		7,842.48		7,842.48		7,842.48	100,136.18	
Fuel	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Maintenance	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
License Ops	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Supplies	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Auto Insurance	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Liability	17,660.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	17,660.00	
Ems Supplies	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Misc and Cloth	370.14		394.69		1,075.42		-0.00		1,098.14		-0.00		1,678.75		446.00		-0.00		-0.00		-0.00		-0.00		-0.00	5,063.14	
Tech Svc	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Trav/Train	-0.00		-0.00		20.00		3,600.00		50.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	10,748.00	
Subtotal	18,030.14		394.69		1,095.42		3,600.00		1,148.14		-0.00		1,678.75		3,524.00		1,000.00		1,000.00		1,000.00		1,000.00		1,000.00	33,471.14	
Prof Svc	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Medical Exp	844.41		186.68		-0.00		-0.00		163.18		-0.00		638.18		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	1,832.45	
Postage	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Office Exp	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Equip Rent	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Telephone	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Utilities	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Rep & Maint	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Advertising	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Dues & Sub	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Audit Costs	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		675.00		675.00		675.00		675.00		675.00	2,700.00	
Background Ck	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Other	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Third Party Billing	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		675.00		675.00		675.00		675.00		675.00	4,532.45	
Subtotal	844.41		186.68		-0.00		-0.00		163.18		-0.00		638.18		-0.00		675.00		675.00		675.00		675.00		675.00	4,532.45	
Equipment	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Cumulative Expenses	62,041.58		63,731.18		39,543.63		43,872.53		53,259.89		55,219.05		56,448.83		53,926.00		66,960.84		58,837.27		51,023.02		51,023.02		51,023.02	655,886.84	
	125,772.76		165,316.39		209,188.92		252,448.81		317,667.86		374,116.69		428,042.69		495,003.53		553,840.80		604,863.82		655,886.84						

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Arbit Fee Dispersed													
Jefferson County Cumulative		650,053.00	650,053.00	650,053.00	1,300,053.00	1,300,053.00	1,300,053.00	1,300,053.00	1,300,053.00	1,300,053.00	1,300,053.00	1,300,053.00	650,000.00
Cashflow		524,280.24	484,736.61	440,864.08	1,037,604.19	982,385.14	925,936.31	872,010.31	805,049.47	746,212.20	695,189.18	644,166.16	
Other Income													
Misc	61.67	48.29	32.31	40.18	171.78	164.66	163.66	72.53					-00
Ambulance													-00
Interest	61.67	48.29	32.31	40.18	171.78	164.66	163.66	72.53	-00	-00	-00	-00	755.08
													755.08
													1,300,053.00
													755.08
													-00
													644,921.24
County Commission													
Income													
Balance													

Jefferson County Emergency Services Agency
2016 Projection

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total	
	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2		
Full Time	43,806.20		82,266.36		58,059.47		58,595.01		56,578.30		57,053.21		65,279.03		62,690.00		94,035.00		58,059.47		58,059.47		58,059.47		752,350.99	
Part Time - Ops	6,617.96		10,256.47		4,132.33		3,664.12		4,484.09		4,649.59		5,507.39		4,604.00		6,906.00		4,132.33		4,132.33		4,132.33		63,228.84	
Overtime - OPS	6,997.72		3,814.19		6,521.37		4,825.55		-		-		-		-		750.00		500.00		500.00		500.00		22,158.83	
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		6,250.00	
Worker Comp	22,870.50		22,870.50		-		-		-		22,870.50		-		-		-		22,871.00		22,871.00		-		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		5,088.00		7,632.00		5,195.39		5,195.39		5,195.39		64,921.95	
Subtotal	84,914.04		127,105.95		74,408.55		72,655.43		66,184.81		89,744.76		76,641.99		72,882.00		109,323.00		7,632.00		7,632.00		7,632.00		1,000,393.17	
Hosp	6,062.90		7,171.51		9,368.89		7,984.20		8,309.14		8,309.14		8,309.14		9,753.00		14,629.50		9,368.89		9,368.89		9,368.89		108,004.09	
Life	476.13		370.91		506.63		466.40		579.06		400.72		476.40		616.00		924.00		506.63		506.63		506.63		6,336.14	
Dental	559.41		549.38		428.49		586.68		678.11		469.24		605.58		714.00		559.41		559.41		559.41		559.41		6,828.53	
Retirement	5,276.40		8,976.90		6,758.55		6,859.12		5,940.71		5,991.60		5,763.12		7,359.00		11,038.50		6,758.55		6,758.55		6,758.55		84,039.55	
Subtotal	12,374.84		17,068.70		17,062.56		15,696.40		15,507.02		15,170.70		15,154.24		18,442.00		27,151.41		17,193.48		17,193.48		17,193.48		205,208.51	
Fuel	-		-		-		4,049.01		-		47.02		-		-		4,500.00		-		-	-	-	-	13,096.03	
Maintenance	1,305.91		39.03		133.91		141.96		30.60		30.60		-		642.00		500.00		750.00		750.00		750.00		5,043.41	
License Ops	-		-		-		-		-		678.26		-		-		-		-		-	-	-	-	2,678.26	
Supplies	-		-		-		17.51		17.51		-		-		-		250.00		250.00		250.00		250.00		1,035.02	
Auto Insurance	8,238.00		-		-		-		286.30		-		-		-		-		-		-	-	-	-	8,524.30	
Liability	28,256.00		-		-		-		-		-		-		-		-		-		-	-	-	-	28,256.00	
Em's Supplies	4,609.75		2,736.23		3,732.20		4,959.04		1,778.42		700.10		20,022.74		4,229.00		2,500.00		2,500.00		2,500.00		2,500.00		3,000.00	
Wife and Cloth	-		832.34		1,901.47		367.44		-		713.08		713.08		-		-		-		-	-	-	-	-	53,267.48
Tech Svc	100.00		874.40		1,250.55		1,182.65		3,501.40		1,218.40		1,046.90		592.00		500.00		500.00		500.00		500.00		6,314.33	
Trautrain	911.06		847.24		349.95		671.28		530.00		589.96		357.00		357.00		500.00		500.00		500.00		500.00		11,765.40	
Subtotal	43,420.72		5,329.24		7,368.18		11,388.89		6,113.63		3,274.34		21,782.72		5,820.00		8,750.00		7,000.00		4,500.00		4,500.00		4,500.00	136,247.72
Prof Svc	1,842.67		1,830.00		3,590.00		2,155.00		1,930.00		1,490.00		800.00		2,605.00		2,680.00		2,680.00		2,340.00		2,340.00		2,340.00	26,282.67
Medical Exp	475.00		5,896.76		188.18		-		351.36		50.00		1,246.86		900.00		-		72.38		1,500.00		1,500.00		10,608.16	
Postage	79.48		98.00		-		19.99		-		92.00		-		196.00		-		72.38		17.40		100.00		675.25	
Office Exp	238.27		380.43		274.16		402.54		29.80		1,001.45		35.75		444.00		400.00		400.00		400.00		400.00		4,406.40	
Equip Rent	225.69		225.69		469.50		225.69		621.80		225.69		225.69		226.00		250.00		250.00		250.00		250.00		3,445.75	
Telephone	592.92		349.95		350.08		439.96		350.06		350.06		350.04		593.00		167.00		167.00		1,500.00		1,500.00		4,044.07	
Utilities	1,154.20		1,169.84		1,240.02		1,428.85		1,176.91		1,070.61		1,665.97		3,624.49		1,500.00		1,500.00		250.00		250.00		18,404.89	
Rep & Maint	-		-		-		-		-		-		-		-		-		-		-	-	-	-	1,000.00	
Advertising	-		-		-		-		126.89		60.73		110.40		1,023.00		200.00		200.00		200.00		200.00		200.00	298.02
Dues & Sub	-		180.00		205.00		95.88		100.00		911.00		-		-		-		-		-	-	-	-	-	3,314.88
Audit Costs	-		-		-		-		-		-		-		-		-		-		-	-	-	-	-	
Background Ck	-		162.30		68.00		-		-		-		359.90		17.00		500.00		500.00		500.00		500.00		590.20	
Other	8.50		107.50		8.50		8.50		8.50		8.50		-		-		-		-		-	-	-	-	590.20	
Third Party Billing	297.62		630.14		733.18		700.85		247.89		703.16		51.38		84.00		250.00		250.00		250.00		250.00		250.00	2,167.00
Subtotal	4,914.35		11,030.61		7,126.62		5,478.26		4,547.10		6,359.31		4,845.99		7,461.00		8,321.49		6,269.38		7,374.40		7,374.40		7,374.40	4,448.22
Equipment	-		-		10,571.04		-		-		-		-		-		-		-		-	-	-	-	10,571.04	
Cumulative Expenses	145,623.95		160,524.50		116,536.96		105,218.98		92,352.56		114,549.11		118,424.94		104,605.00		153,545.90		121,221.05		96,955.07		102,597.67		1,432,105.69	
	306,158.45		422,695.41		527,914.39		620,266.95		734,816.06		853,241.00		957,846.00		1,111,391.90		1,232,612.95		1,329,568.02		1,432,105.69					

Jefferson County Payments	121,380.16	120,630.16	120,630.26	361,890.50	-00	724,531.08	724,531.08	-00	724,531.08	1,086,421.58	1,086,421.58	-00	1,086,421.58	1,448,312.08	1,448,312.08	-00	1,448,312.08
Jefferson County Cumulative		242,010.32	362,640.58	724,531.08	724,531.08	1,086,421.58	1,086,421.58	-00	1,086,421.58	1,448,312.08	1,448,312.08	-00	1,448,312.08	1,448,312.08	1,448,312.08	-00	1,448,312.08

Cashflow		(64,148.13)	(60,054.83)	196,616.69	104,264.13	(10,284.98)	233,180.58	128,575.58	(24,970.32)	215,699.13	118,744.06	16,206.39					
Other Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total				
Misc	874.70	-00	0.02	7,833.81	2,863.91	4,843.20	9,459.52	1,984.00	-00	-00	-00	-00	15,177.44				
Ambulance	6,112.51	8,250.31	8,726.67	158.62	137.72	1,536.74	594.43	370.99	1,984.00	1,190.62			37,882.38				
Interest	58.44	89.79	73.84	158.62	137.72	178.42	370.99	143.00					1,190.62				
	7,045.65	8,320.10	8,800.33	7,992.43	3,001.63	6,556.36	10,424.94	2,107.00	-00	-00	-00	-00	54,250.44				

County Commission	1,448,312.08
Income	54,250.44
	-00
Balance	70,456.83
Reserve for First Payroll	-00
Balance	<u>70,456.83</u>

Budget presentation FY17

Volunteer Fire Department and JCESA
funding

**“Jefferson County Fire and EMS
Infrastructure”**

Jefferson County Statistics based on the 2014 Census Data

- Population in 2014 = 55,713 2010 = 53,498
- 14.1% over the age of 65
- 5.4% under the age of 5
- 22.9% under the age of 18
- 22,564 housing units
- 209.64 square miles
- 255 persons per square mile. WV averages 77.1 persons per square mile.

Bedroom Community

- 2014 there were 202 new housing units built in Jefferson County
- 2015 there were 304 new housing units built in Jefferson County

Fire and EMS incidents

- 6,006 total in 2015
- Over 60% is EMS
- 5,910 total in 2014

Recent Significant Events

- Epic Snow Storm
- Light Plane Crash
- Harpers Ferry Fire
- All Good Festival

Target Hazards

- Close Proximity to Washington D.C.
- Camp David
- Site R
- Railways
- Customs and Border Patrol: Level 4 Security.
The White House is Level 5 Security

The Fire and EMS System in Jefferson County West Virginia

Summary of Major Expenses Incurred by Volunteer Fire Departments

- Building, grounds, maintenance, mortgage \$186,441.00
- Fuel \$111,153.00
- Insurance (VFIS, workers comp.) \$350,149.00
- Utilities \$180,533.00
- Vehicle payments \$333,930.00
- Vehicle maintenance and repairs \$ 207,025.00
- Ambulance supplies \$182,894.00
- Gear and equipment (hose,PPE,SCBA,etc..) \$ 196,354.00
- Annual testing (hose, pump, ladders, etc..) \$26,869.00
- Supplies, professional services \$136,796.00
- Other (function/event, training, reserve) \$ 307,699.00
- Total expenditures: \$ 2,219,843.00

Summary of consistent income for Volunteer Fire Departments

- Ambulance Billing \$1,045,496
- Jefferson County Commission \$420,000 = FY2016
- WV State Funding \$339,004
- TOTAL INCOME less donations \$1,804,500
- Cost of doing business \$2,219,843
- Financial Gap \$415,343

Why \$770,000.00 ?

- This figure was agreed upon by the Fire and Rescue Association *and was an estimate of collective expenses prior to this gap analysis*
- The gap analysis revealed a shortfall of \$415,343.00 utilizing the FY2016 distribution amount of \$420,000.00
- \$770,000.00 will close the gap to \$65,343.00

BASIC FLEET COSTS

- Apparatus: \$350,000 per Ambulance; \$1,000,000 Fire Truck; \$600,000 per Engine; \$800,000 per tanker.
- Approximate cost of new front line fleet less brush tankers = \$14,250,000. This includes 7 new ambulances, 7 new engines, 7 new tankers, 2 new fire trucks.
- Replacement standards anywhere between 7 to 15 years (many of our front line units exceed the NFPA 1901 standard).

ADDITIONAL CAPITAL

- PPE \$2,500 per one set (each member should have one set. Many jurisdictions have two sets). 80 members = \$200,000.00
- SCBA \$5,000 per one SCBA (quantity needed is based on riding positions) 7 engines (28); 2 trucks (12); 7 ambulances (14). Total SCBA = 245,000.00

JCESA 2016 Budget Overview

- County Commission Funding = \$1,448K (15FT and 2 FT Mgmt.)
- Ambulance Fee Funding = 626K (8 FT)
- Total Funding = \$2,074K. Due to this years ambulance fee disbursement in October, our ambulance fee carry over from the previous year allowed us to do 100% backfill which supports section 7 and section 11 of the ambulance fee ordinance.

- Year End Forecast at 100% Backfill= \$2,098K (approved at Oct. Board)

Annual Expenses by Category: (93% salaries)

- FT Salaries	\$1.070K	52%
- FT Fringe Ben.	\$410K	20%
- PT Salaries	\$195K	9%
- OT	\$82K	4%
- Workers Comps	\$123K	6%
- Liability Insurance	\$46K	2%
-All Other (Auto, EMS supplies, travel and training, maintenance, logistic supplies, fuel, telephone and utilities, professional services and technical support)	\$148K	7%
TOTAL	\$2,074K with 100% backfill after approval at the October Board meeting	\$2,098k.

Proposed FY2017 Budget for JCESA

	Staff Count	Current 2016 with 100% Backfill	2017 Proposed with 100% Backfill
		25 Full Time Staff	26 Full Time Staff
• Full time Salaries		\$1,041,000.00	\$1,081,000.00
• Fringe benefits		\$ 412,000.00	\$438,000.00
• Part time salaries		\$ 105,000.00	\$105,000.00
• Overtime		\$ 150,000.00	\$165,000.00
• Workers Comp.		\$123,000.00	\$143,000.00
• Liability Insurance		\$46,000.00	\$46,000.00
• All other expenses		\$221,000.00	\$ 225,000.00
• Total		\$2,098,000.00	\$ 2,203,000.00

Building our 5 Year Plan for Core Staffing

- Staff 7 Ambulances Saturday to Saturday, 6 A.M. TO 6 P.M.
- Maintain 4 Advanced Life Support Providers 24/7 365 days a year strategically placed in Fire Stations around the County
- Staff Citizens, Independent and Shepherdstown's Fire Stations 24/7 365 with 3 personnel able to cross staff apparatus

Overall Archiving Goals

- To ensure we are focusing on the actual costs required to sustain the infrastructure of the Volunteer Fire Departments and supplemental career staff
- Prevent budget cuts from core public safety services
- To ensure the public understands how the funding is spent and that we are all part of one big public safety system
- To reassure County Commissioner's that we will explore grant funding to achieve necessary goals to help fund the systems financial needs

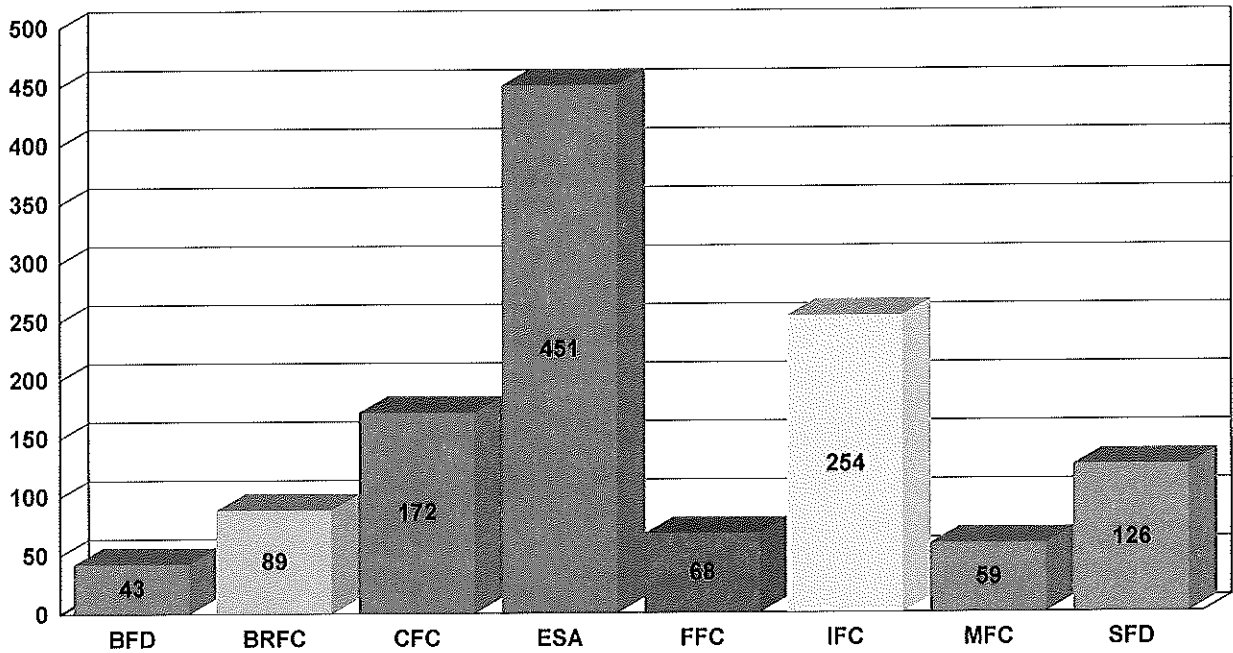


Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

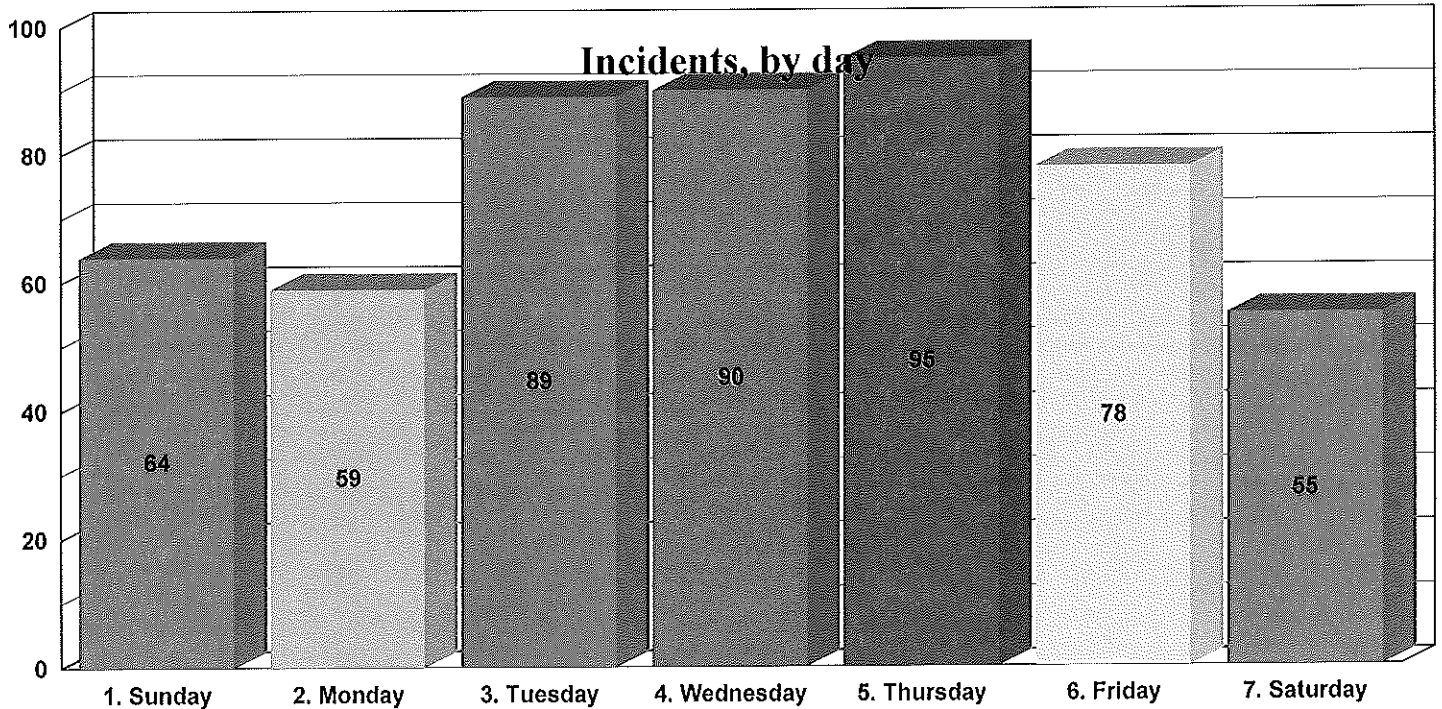
From 03/01/2016 to 03/31/2016

Total Incidents: 530

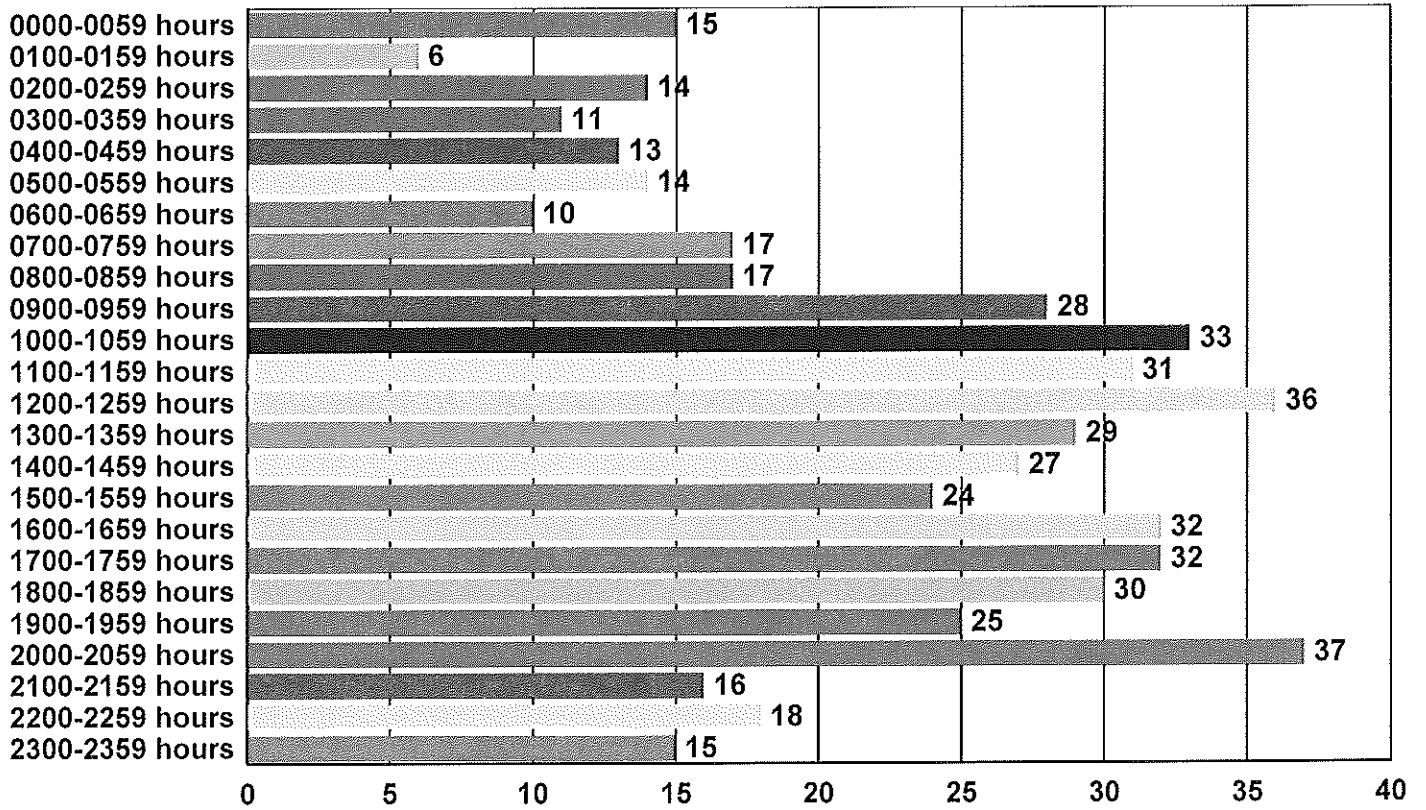
Incidents, by Agency



Incidents, by day



Incidents, by hour



Most Commonly Dispatched Nature Codes

