

Board Packet for JULY 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 July 19, 2016

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday July 19, 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 June Minutes

Treasurer's Report

Nominations and Elections to the JCESA Board of Directors

Chairman's Report

President JCFRA

Director's Report

- Nomination and Elections to the JCESA Board of Directors
- Budget Overview introduction to Kery Swope
- Part Time staff needs
- Communications and quickest route update
- CAD Data progress
- Progress on the transition to fire : Deputy Director Hannon
- Update on Volunteer RRT Grant filed on March 24, 2016

Board Member Requests

Committee Reports

Unfinished Business



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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.



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JUNE MINUTES
June 21, 2016

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday June 21, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438. Board Members present: Treasurer Jane Tabb, Member Jack Wysong, Co-Chair Chris Conroy, Member Steve Sowers

Prosecutors Office: Lydia Lehman

Call to Order

Co-Chairman Chris Conroy called the meeting to order at 1900 hours.

Approval of the Minutes

The minutes were approved after a request for some minor changes. The motion was made by member Jack Wysong to approve and the second was made by Treasurer Jane Tabb to accept the minutes with those minor corrections. Unanimous vote occurred to accept the minutes.

Treasurer's Report

Director Pouget and Treasurer Jane Tabb explained the monthly financial report. Director Pouget reported that the JCESA is on forecast to finish the fiscal year as planned. Co-Chairman Chris Conroy made a motion to accept the Treasures report. Member Steve Sowers seconded the motion. Unanimous vote occurred to accept the Treasures report.

Chairman's Report

Letter for inspection to renew license's for all Jefferson County Licensed Departments indicating JCESA assists in the EMS training of those Departments. In addition this letter would indicate this training has been approved by our Medical Director Jen Robertson. This letter will be signed by Dr. Robertson and the JCESA Board Chairman. Director Pouget stated that the letter needed to be all inclusive and obtain necessary signatures. Treasurer Jane Tabb moved that the letter be formatted properly and signed, then made available for all Volunteer Departments and the JCESA to utilize during the upcoming inspection.

President JCFRA

No report.



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Director's Report

1.) Director Pouget discussed the public education letter and asked the Board for their blessing to utilize the letter to better educate the public on Fire and Emergency Services costs in Jefferson County. In addition, she will take the letter to the Fire Chiefs, EMS Chiefs Committees and the Association.

2.) Director Pouget asked that we place Reserve 11 out of service. Member Jack Wysong made a motion to take Reserve 11 out of service, strip the unit and put it out for sealed bid. Co-Chair Chris Conroy seconded the motion. A unanimous vote occurred to accept the motion.

3.) Director Pouget presented the Board with a power point in review of the year.

4.) Communications and quickest route update. Progress is moving forward.

5.) CAD Data progress. Chris is continuing to work on separating Fire and EMS times. Overall we see over a minute in response time improvements.

6.) Deputy Director Ed Hannon reported on the progress of transition to Fire.

7.) Report on the status of the Volunteer Recruitment and Retention Grant. No update at this time.

Board Member Requests

None

Committee Reports

None

Unfinished Business

Secretary Jane Tabb made a motion that the Management Evaluation tool should go to the Personnel Committee for review. The motion was seconded by Co-Chair Chris Conroy. A unanimous vote occurred to accept the motion.

New Business

Employee Liaison

Review of current projects to keep the Board informed

Public Comment (Limit 5 minutes per person)

It's About Saving Lives...



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Board Member Comments

A motion was made by Co-Chair Chris Conroy to adjourn. The motion was seconded by Member Jack Wysong. The motion was unanimously agreed to by the Board.

Adjournment *Note: These minutes were prepared by Director Denise S. Pouget*

JCESA 2016/2017 Budget Meeting

7/20/16

JCESA 2016 Year End Budget Overview

- Year End Forecast Approved at 100% Backfill= \$2,098K +\$60K for gear = \$2,158K
- At June 30, 2016 year end expenses on budget at \$2,158K . Note that this also includes \$46K of salary accruals for last 11 days of June which was not in previous forecast.
- Bank Account Balances at 6/30/16:
 - Payroll = \$162,901
 - General = \$55,553
 - Ambulance Fee Funds = \$749,538
 - Mortgage = \$100,052
- Note that the final 2016 figures are subject to change based on upcoming meeting with County Finance Director.

Current 2016 Year End Results (JCESA & Amb Fee)

JCESA Jun YTD Financial Summary (52 Weeks out of 52 weeks)

	A		B		Pro rated		YTD Variance	Current 100% Backfill and Gear	
	Amb Fee		JCESA		Forecast				Budget vs Actuals
	Jun YTD		Jun YTD		Jun YTD				
Full Time Salaries	\$ 317,653	\$ 800,226	\$ 1,117,880	1) \$ 1,041,000	\$ 1,041,000	\$ (76,880)	\$ 1,041,000		
Fringe Benefits	\$ 133,075	\$ 259,550	\$ 392,625	\$ 412,000	\$ 412,000	\$ 19,375	\$ 412,000		
Part Time Salaries	\$ 63,151	\$ 44,105	\$ 107,256	1) \$ 105,000	\$ 105,000	\$ (2,256)	\$ 105,000		
Overtime	\$ 81,901	\$ 22,153	\$ 104,059	1) \$ 150,000	\$ 150,000	\$ 45,941	\$ 150,000		
Workers Comp.	\$ 30,157	\$ 33,186	\$ 118,343	\$ 123,000	\$ 123,000	\$ 4,657	\$ 123,000		
Liability Insurance	\$ 17,660	\$ 26,256	\$ 43,916	\$ 46,000	\$ 46,000	\$ 2,084	\$ 46,000		
All Other Expenses	\$ 82,634	\$ 190,796	\$ 273,431	\$ 281,000	\$ 281,000	\$ 7,569	\$ 281,000 ** Gear added		
Total	\$ 736,231	\$ 1,431,278	\$ 2,157,509	\$ 2,158,000	\$ 2,158,000	\$ 491	\$ 2,158,000		

- NOTES:
1. Included in these figures are salary accruals of \$45,886 for last 11 days of June for full time part time and OT dollars.
 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.

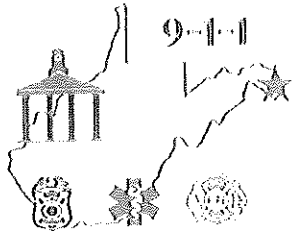
JCESA 2016 Net Income Summary

JCESA Year End June 30, 2016 - Financial Summary

	<u>Amb Fee</u>	<u>JCESA</u>	<u>Total</u>
Annual Revenue/Income:			
County Funds	\$ 800,000	\$ 1,448,312	\$ 2,248,312
Other Income	\$ 953	\$ 24,075	\$ 25,028
Total Income	\$ 800,953	\$ 1,472,387	\$ 2,273,340
Annual Expenses:			
Labor (FT, PT, OT)	\$ 595,780	\$ 1,126,040	\$ 1,721,820
Insurance	\$ 47,817	\$ 114,442	\$ 162,259
Other Costs	\$ 82,684	\$ 190,796	\$ 273,481
Total Expenses	\$ 726,281	\$ 1,431,278	\$ 2,157,509
Net	\$ 74,722	\$ 41,109	\$ 115,831

Notes:

1. Other Costs include \$65K of gear.
2. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.
3. The above figures are subject to minor change based on final meeting with county finance.

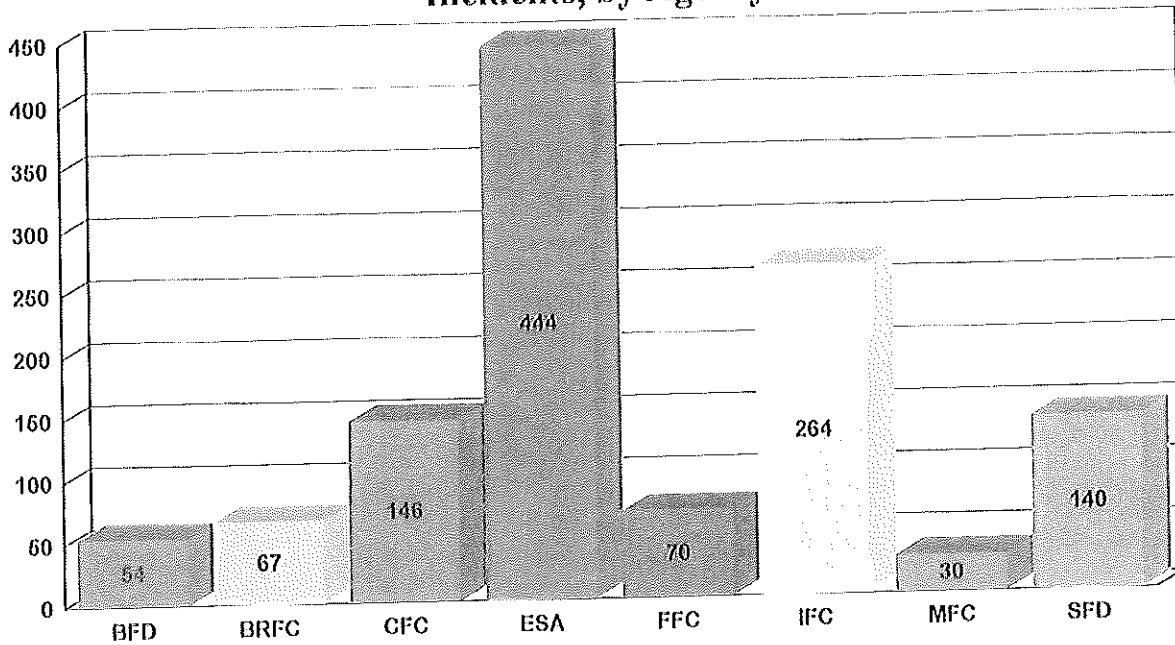


Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

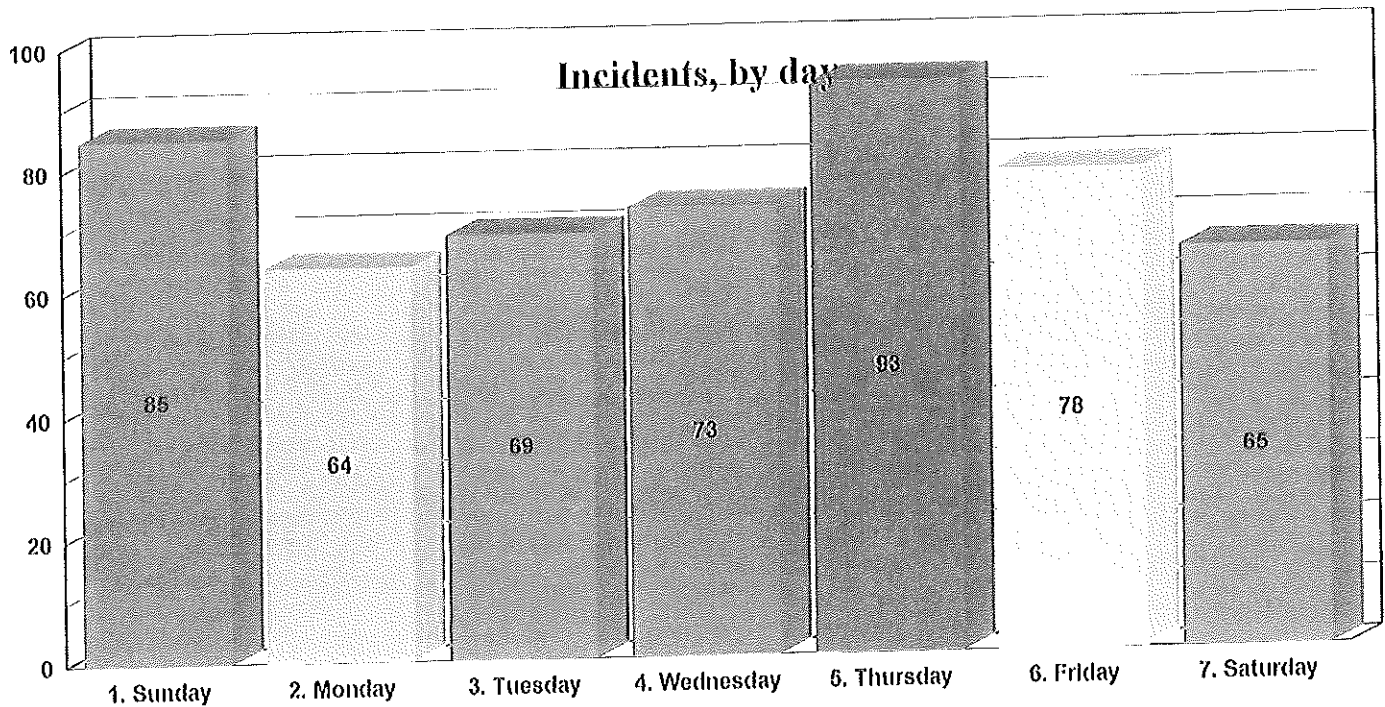
From 06/01/2016 to 06/30/2016

Total Incidents: 527

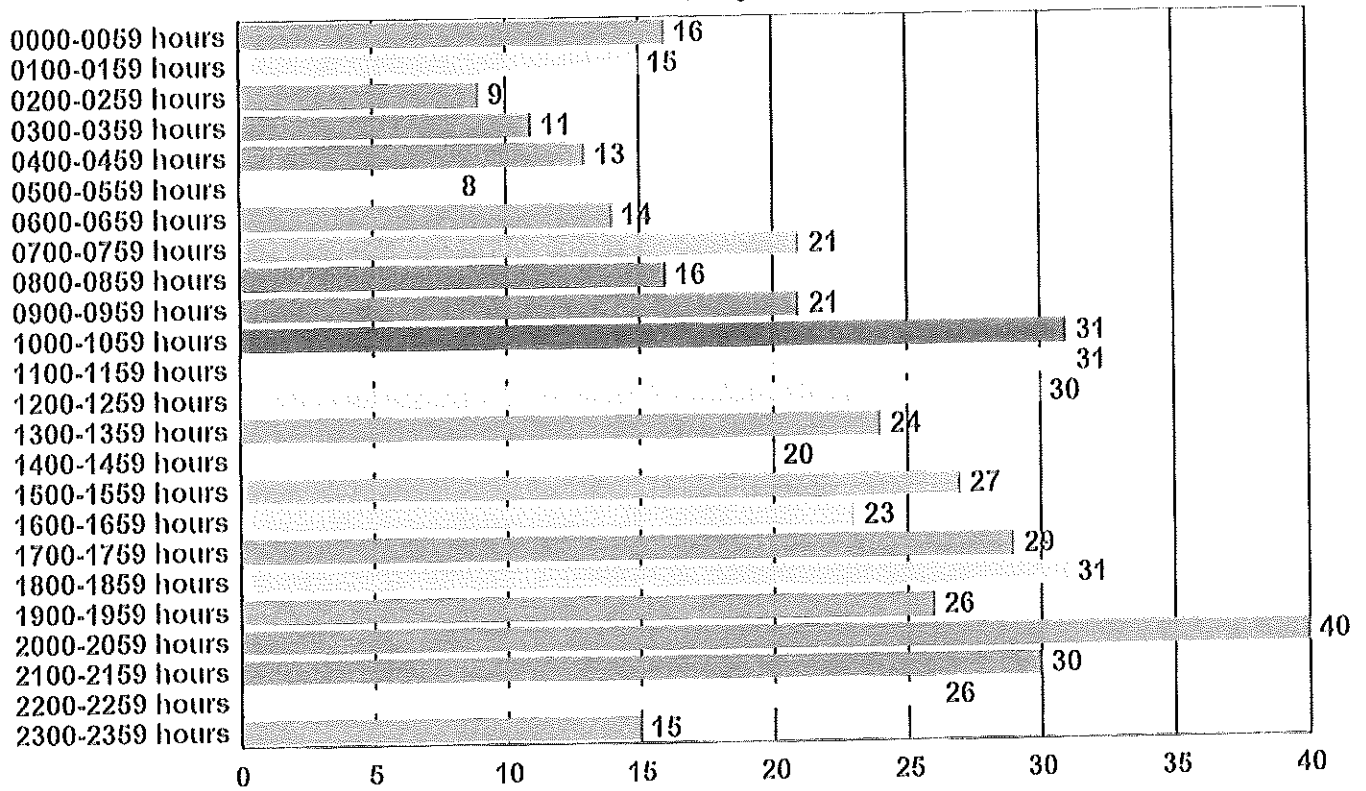
Incidents, by Agency



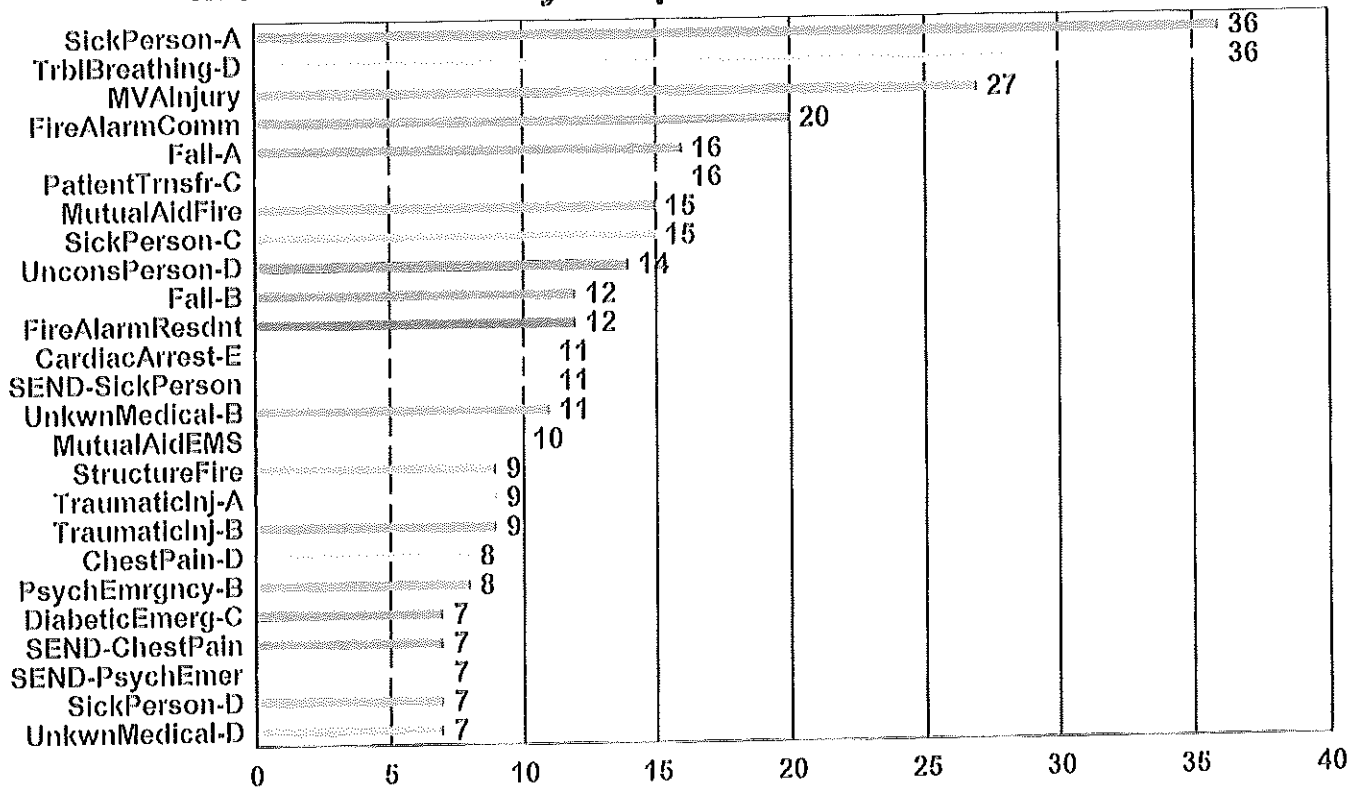
Incidents, by day



Incidents, by hour



Most Commonly Dispatched Nature Codes



FALL, by day per agency

