

JCESA
JUNE 2016
BOARD PACKET



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 June 21, 2016

The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday June 21, 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 May Minutes

Treasurer's Report

Chairman's Report

Letter to the West Virginia Office of Emergency Medical Services reference staffing in the Stations and the good working relationship with the Volunteers.

President JCFRA

Director's Report

- Budget Overview
- Reserve EMS Unit
- The Year in review (see power point)
- 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

It's About Saving Lives...



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Unfinished Business

Management Evaluation Tool

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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MINUTES
May 17, 2016

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday May 17, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438. Board Members present: Treasurer Jane Tabb, Chairman R. Kelley, Member Jack Wysong, Co-Chair Chris Conroy,

Assistant Prosecuting Attorney: Nathan P. Cochran

Call to Order

Chairman Kelley called the meeting to order at 1902 hours.

Approval of the Minutes

The April minutes were approved. Some discussion of the Sun Set versus Sunshine Law took place. The motion was made by Co-Chair Chris Conroy to approve and the second was made by Treasurer Jane Tab. 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. Member Jack Wysong made a motion to accept the Treasures report. Chairman Kelley seconded the motion. Unanimous vote occurred to accept the Treasures report.

Chairman's Report

Annual evaluation of Directors (was referred to Executive Session). DEP sent an e mail to Chairman Kelley and Deputy Director Ed Hannon. All of this information was referred to Director Bill Polk.

President JCFRA

No report.

Director's Report

1). Director Pouget discussed a 3% increase for employee raises to be added to fiscal year 17 budget. This amount would come to a total of \$45,000.00 including fringe. The commission already approved \$12,000.00 to come out of the general

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fund. Now that we have an accurate account of what we are collecting from year to year from the Ambulance Fee Funding, Director Pouget suggested the Board recommend adding the remaining \$33,000.00 needed to come from the Ambulance Fee Fund. A motion was made by Treasurer Jane Tabb to approve this recommendation. A second to the motion was made by Member Chris Conroy. The motion was unanimously accepted by the Board.

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

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

4). Director Pouget requested the Board allow her to apply to the National Fire Academy to attend the free Executive Fire Officer program. A motion was made by Member Chris Conroy to approve this recommendation. A second to the motion was made by Member Jack Wysong. The motion was unanimously accepted by the Board.

5). Deputy Director Ed Hannon reported on the progress of transition to Fire. We have gear, it has been distributed. Fit tests and medical exams have taken place to include the treadmill test. We are officially preparing for the competencies.

6). 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

There was a motion made to move the Executive Session until the end of the meeting. Member Jack Wysong made the motion and Chairman Kelley seconded the motion. The motion was unanimously voted on by all Board members.

New Business

Update on the JCESA distributing funding to the Fire Companies: Sandy McDonald and Stephanie Grove indicated we should update the current checklist that the Commission utilizes to distribute county funding to the Fire Departments. Director Pouget



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recommended disbursing in equal shares this year as requested by the Fire Companies. This is what they are prepared for and to change the requirements this late

in the year may be counterproductive. Nathan Cochran agreed we should leave it this way and it wouldn't affect our legal obligations as a Board.

Employee Liaison

Review of current projects to keep the Board informed

Public Comment (Limit 5 minutes per person)

1 public comment.

Board Member Comments

Co -Chair Conroy agreed with the public comment made by Marshall DeMeritt about allowing the volunteers to have input on the budget disbursement.

Executive Session

Co-Chair Chris Conroy made a motion to go into executive session. Member Jack Wysong seconded the motion. Unanimous vote occurred to accept the motion.

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

JCESA Treasures Report

6/21/16

JCESA 2016 Budget Overview

- County Commission Funding = \$1,448K (15FT and 2 FT Mgmt)
- Ambulance Fee Funding = 626K (8 FT)
- Total Funding = \$2,074K
- Year End Forecast Approved at 100% Backfill = \$2,098K +\$60K for gear = \$2,158K
- Based on May YTD trends we will end year at approximately \$2,125K . Main reason is lower OT vs budget due to implementation of FLSA policy.
- Bank Account Balances at 5/31/16:
 - Payroll = \$258,589
 - General = \$54,787
 - Ambulance Fee Funds = \$810,568
 - Mortgage = \$106,791

Current 2016 Forecast (JCESA & Amb Fee)

JCESA May YTD Financial Summary (48 Weeks out of 52 weeks)

	A		B		A+B		Pro rated		YTD Variance		Current 100% Backfill and Gear Forecast
	Amb Fee May YTD	JCESA May YTD	Actuals May YTD	JCESA May YTD	Actuals May YTD	Forecast May YTD	Budget vs Actuals				
Full Time Salaries	\$ 291,209	\$ 694,579	\$ 985,789	\$ 960,923	\$ (24,866)	\$ 1,041,000					
Fringe Benefits	\$ 121,907	\$ 235,265	\$ 357,172	\$ 380,308	\$ 23,136	\$ 412,000					
Part Time Salaries	\$ 54,953	\$ 44,105	\$ 99,058	\$ 96,923	\$ (2,135)	\$ 105,000					
Overtime	\$ 76,048	\$ 22,158	\$ 98,206	\$ 138,462	\$ 40,255	\$ 150,000					
Workers Comp.	\$ 30,157	\$ 88,186	\$ 118,343	\$ 113,538	\$ (4,805)	\$ 123,000					
Liability Insurance	\$ 17,660	\$ 26,256	\$ 43,916	\$ 42,462	\$ (1,454)	\$ 46,000					
All Other Expenses	\$ 72,152	\$ 187,270	\$ 259,423	\$ 259,385	\$ (38)	\$ 281,000	** Gear added				
Total	\$ 664,086	\$ 1,297,820	\$ 1,961,906	\$ 1,992,000	\$ 30,094	\$ 2,158,000					

- 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
	2	3	2	2	2	2	2	2	3	2	2	2	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Full Time	43,606.20	82,266.36	58,059.47	58,595.01	56,578.30	57,062.21	65,279.03	62,890.00	92,386.00	58,646.46	59,377.81	63,000.00	757,547.85
Part Time - Ops	6,617.86	10,256.47	4,132.33	3,664.12	4,494.09	4,649.59	5,507.99	4,604.00	280.50	-0.00	-0.00	-0.00	44,206.35
Overtime - OPS	6,997.72	3,814.19	6,521.37	4,825.55	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	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	6,000.00
Worker Comp	22,870.50	22,870.50	-0.00	-0.00	-0.00	22,870.50	-0.00	-0.00	19,575.00	-0.00	-0.00	-0.00	88,186.50
FICA/Med	4,321.76	7,398.43	5,195.39	5,070.75	4,612.42	4,661.46	5,555.57	5,088.00	6,986.00	4,414.11	4,467.16	4,467.16	62,038.21
Subtotal	84,914.04	127,105.95	74,408.56	72,655.43	66,194.81	89,744.76	76,641.99	72,882.00	119,727.50	63,560.57	64,344.97	67,967.16	980,137.74
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	8,309.00	8,309.14	8,309.14	8,309.14	98,504.34
Life	476.13	370.91	506.63	466.40	579.06	400.72	476.40	616.00	531.00	707.21	550.25	550.25	6,230.96
Dental	555.41	549.38	428.49	566.68	678.11	469.24	605.58	714.00	659.00	660.88	641.89	641.89	7,194.55
Retirement	5,276.40	8,976.90	6,758.55	6,659.12	5,940.71	5,991.60	5,763.12	7,359.00	10,169.00	6,157.90	6,234.67	6,234.67	81,521.64
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	19,668.00	15,835.13	15,735.95	15,735.95	193,451.49
Fuel	-0.00	-0.00	-0.00	4,049.01	-0.00	47.02	-0.00	-0.00	-0.00	2,697.25	2,508.22	2,508.22	11,809.72
Maintenance	1,305.91	39.03	133.91	141.96	-0.00	30.60	-0.00	642.00	989.00	114.48	-0.00	-0.00	3,396.89
License Ops	-0.00	-0.00	-0.00	-0.00	-0.00	678.26	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	678.26
Supplies	-0.00	-0.00	-0.00	17.51	17.51	-0.00	-0.00	-0.00	-0.00	1,944.00	1,001.25	-0.00	2,980.27
Auto Insurance	8,238.00	-0.00	-0.00	-0.00	286.30	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	8,524.30
Liability	28,256.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	(120.00)	-0.00	-0.00	-0.00	28,136.00
Erns Supplies	4,609.75	2,736.23	3,732.20	4,955.04	1,778.42	700.10	20,022.74	4,229.00	2,651.00	623.90	234.67	2,500.00	48,777.05
Miss and Cloth	-0.00	832.34	1,901.47	367.44	-0.00	-0.00	713.08	-0.00	159.00	-0.00	7,973.33	4,000.00	7,973.33
Teach Svc	100.00	874.40	1,250.65	1,182.65	3,501.40	1,218.40	1,046.90	592.00	699.00	1,638.45	2,247.39	2,000.00	16,351.24
Trav/Train	911.06	847.24	349.95	671.28	530.00	599.96	-0.00	357.00	20.00	-0.00	-0.00	500.00	4,786.49
Subtotal	43,420.72	53,329.24	7,368.18	11,388.89	6,113.63	3,274.34	21,782.72	5,820.00	4,398.00	7,018.08	5,991.53	11,508.22	133,413.55
Prof Svc	1,842.67	1,830.00	3,590.00	2,155.00	1,930.00	1,450.00	800.00	2,605.00	-0.00	3,431.00	1,655.00	3,500.00	24,828.67
Medical Exp	475.00	5,896.76	188.18	-0.00	351.36	50.00	1,246.86	900.00	847.00	125.00	4,300.00	1,500.00	15,880.16
Postage	79.48	98.00	-0.00	19.99	-0.00	92.00	-0.00	196.00	17.00	-0.00	161.76	-0.00	825.99
Office Exp	238.27	380.43	274.16	402.54	29.80	1,001.45	35.75	444.00	492.00	554.83	48.49	500.00	4,401.72
Equip Rent	225.69	225.69	469.50	225.69	225.69	621.80	225.69	226.00	650.00	225.89	653.02	653.02	4,627.88
Telephone	592.92	349.95	350.08	439.96	350.06	350.06	350.04	593.00	350.00	350.08	350.10	350.10	4,776.35
Utilities	1,154.20	1,169.84	1,240.02	1,429.85	1,176.91	1,070.61	1,665.97	1,373.00	2,030.00	1,483.82	1,157.07	1,500.00	16,451.29
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	500.00
Advertising	-0.00	-0.00	-0.00	-0.00	126.89	60.73	110.40	1,023.00	149.00	85.50	87.85	87.85	298.02
Dues & Sub	-0.00	180.00	205.00	96.88	100.00	911.00	-0.00	-0.00	4,320.00	-0.00	-0.00	-0.00	2,925.08
Audit Costs	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	4,320.00
Background Ck	-0.00	162.30	68.00	-0.00	-0.00	-0.00	359.90	17.00	9.00	-0.00	-0.00	-0.00	590.20
Other	8.50	107.50	8.50	8.50	8.50	8.50	8.50	17.00	9.00	-0.00	-0.00	-0.00	1,176.00
Third Party Billing	297.62	690.14	733.18	700.55	247.89	703.16	51.38	84.00	144.00	12.30	8.50	500.00	4,113.02
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	4,688.00	10,588.42	8,421.79	10,252.73	85,714.18
Equipment	-0.00	-0.00	10,571.04	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	10,571.04
	145,623.95	160,534.50	116,536.96	105,218.98	92,352.56	114,549.11	118,424.94	104,605.00	148,481.50	97,002.20	94,494.24	105,484.06	1,403,288.00
Cumulative Expenses	306,158.45	422,695.41	527,914.39	620,266.95	734,816.06	853,241.00	957,846.00	1,106,327.50	1,203,329.70	1,297,823.94	1,403,288.00		

Jefferson County Emergency Services Agency
AMS

2015-16 Forecast

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	3	2	2	2	2	2	2	3	2	2	2	26
Full Time	16,956.74	31,651.20	23,010.33	24,981.95	25,106.11	25,366.37	24,040.67	25,922.00	40,045.38	26,911.41	27,218.22	25,106.11	316,318.49
Part Time - Ops	5,333.68	7,771.91	2,473.96	297.60	3,317.09	4,329.78	3,531.62	2,741.00	11,555.64	7,995.85	5,665.74	3,317.09	58,270.96
Overtime - OPS	2,777.96	3,494.84	3,787.63	4,278.44	11,869.28	8,002.85	14,612.37	10,443.00	6,009.18	2,712.40	8,142.11	8,000.00	84,050.06
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	6,715.50	-00	-00	-00	30,158.25
FICA/Med	1,913.12	3,283.26	2,237.75	2,261.21	3,082.34	2,884.14	3,227.13	2,992.00	4,397.53	2,896.68	3,121.95	3,082.34	35,379.25
Subtotal	34,735.75	54,015.46	31,489.67	31,819.20	43,374.82	48,399.39	45,411.79	42,098.00	68,723.03	40,516.34	44,088.02	39,505.54	524,177.01
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	5,044.84	2,374.05	4,154.58	4,500.00	50,387.68
Life	244.12	271.46	241.04	120.56	283.24	231.04	241.04	222.00	271.46	159.46	243.46	241.04	2,769.92
Dental	325.98	325.98	289.76	512.36	253.54	117.11	253.54	292.00	291.52	182.86	291.52	289.76	3,425.93
Retirement	2,189.89	3,690.32	2,811.68	3,072.33	3,882.40	3,503.96	4,664.47	3,042.00	4,367.22	3,110.51	3,712.82	2,811.68	40,858.27
Subtotal	8,431.28	9,134.35	6,958.54	8,453.33	8,573.75	6,819.66	8,720.11	8,304.00	9,975.04	5,826.88	8,402.38	7,842.48	97,441.80
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
Emis Supplies	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Misc and Cloth	370.14	394.69	1,075.42	-00	1,098.14	-00	1,678.75	446.00	229.85	8,765.05	44,458.87	7,000.00	65,516.91
Tech Svc	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Traw/Train	-00	-00	20.00	3,600.00	-00	50.00	-00	-00	830.40	78.40	1,739.95	2,000.00	11,396.75
Subtotal	18,030.14	394.69	1,095.42	3,600.00	1,148.14	-00	1,678.75	3,524.00	1,060.25	8,843.45	46,198.82	9,000.00	94,573.66
Prof Svc	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Medical Exp	844.41	186.58	-00	-00	163.18	-00	638.18	-00	619.13	25.00	1,465.00	1,000.00	4,941.58
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	675.00	675.00
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	186.58	-00	-00	163.18	-00	638.18	-00	619.13	25.00	1,465.00	1,575.00	5,616.58
Equipment	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-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	80,377.45	55,211.67	100,154.22	58,023.02	721,809.05
	125,772.76	165,316.39	209,188.92	262,448.81	317,667.86	374,116.69	428,042.69	508,420.14	563,631.81	663,786.03	721,809.05		

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Amb Fee Disputed													
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	1,450,053.00	1,450,053.00	1,450,053.00	150,000.00
Cashflow		524,280.24	484,736.61	440,864.08	1,037,604.19	982,385.14	925,936.31	872,010.31	791,632.86	886,421.19	786,266.97	728,243.95	
Other Income													
Misc	61.67	48.29	32.31	40.18	171.78	164.66	163.66	72.53	72.71	68.14	74.69		-00
Ambulance													
Interest	61.67	48.29	32.31	40.18	171.78	164.66	163.66	72.53	72.71	68.14	74.69	-00	970.62
													970.62



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

June 14, 2016
Office of Emergency Medical Services
350 Capitol Street #425
Charleston, West Virginia
25301

To whom it may concern:

This letter is to inform you that the Jefferson County Emergency Services Agency has established a good working relationship with the Jefferson County Volunteer Fire Companies. We stationed career dual-role staff in their Fire Departments on September 6, 2015. Together we have improved overall response times by one minute according to Computer Aided Dispatch data. We are working on a new report that will show improvement in response times for Emergency Medical Services which will be available in the near future. JCESA has placed 24 hour ALS providers in Citizens, Shepherdstown and Independent Fire Stations. This service is in addition to several JCESA response units. JCESA is also a sanctioned Training Center. All of our Volunteer partners utilize our Training Center. Our working relationship is going well and the public is benefitting from our partnership by having a greater pool of resources available strategically placed around Jefferson County. Please contact me with questions regarding our progress.

Sincerely,

Chairman Rolfe Kelley
Jefferson County Emergency Services Agency

Director Denise S. Pouget
Jefferson County Emergency Services Agency

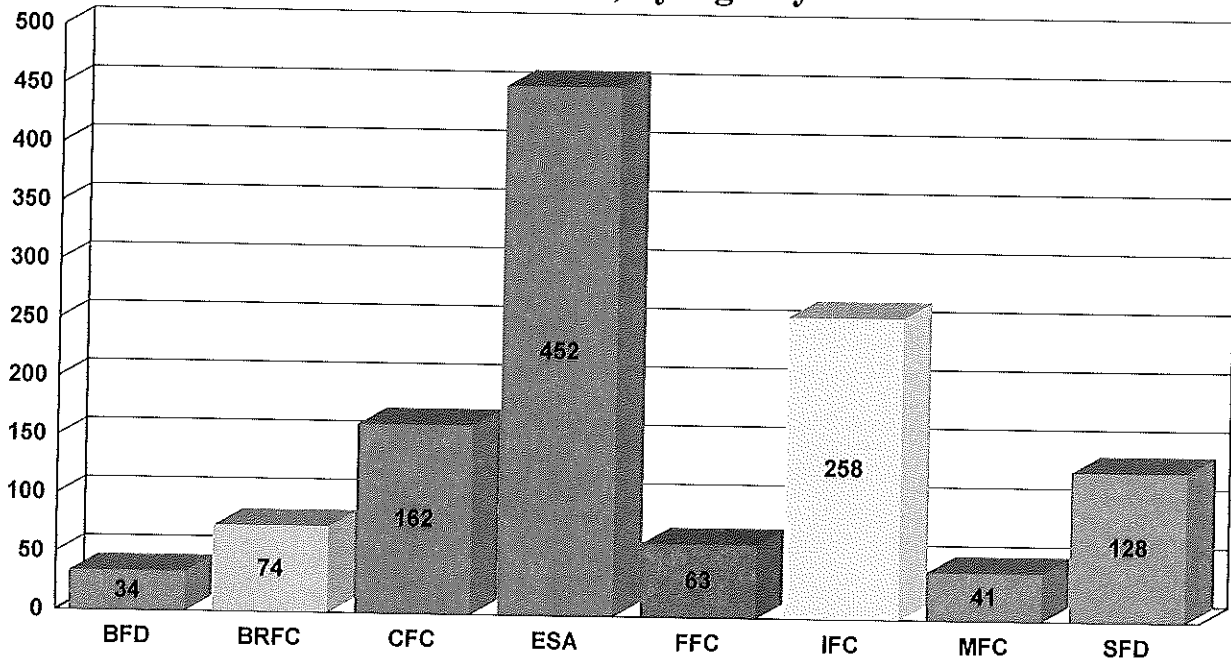


Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

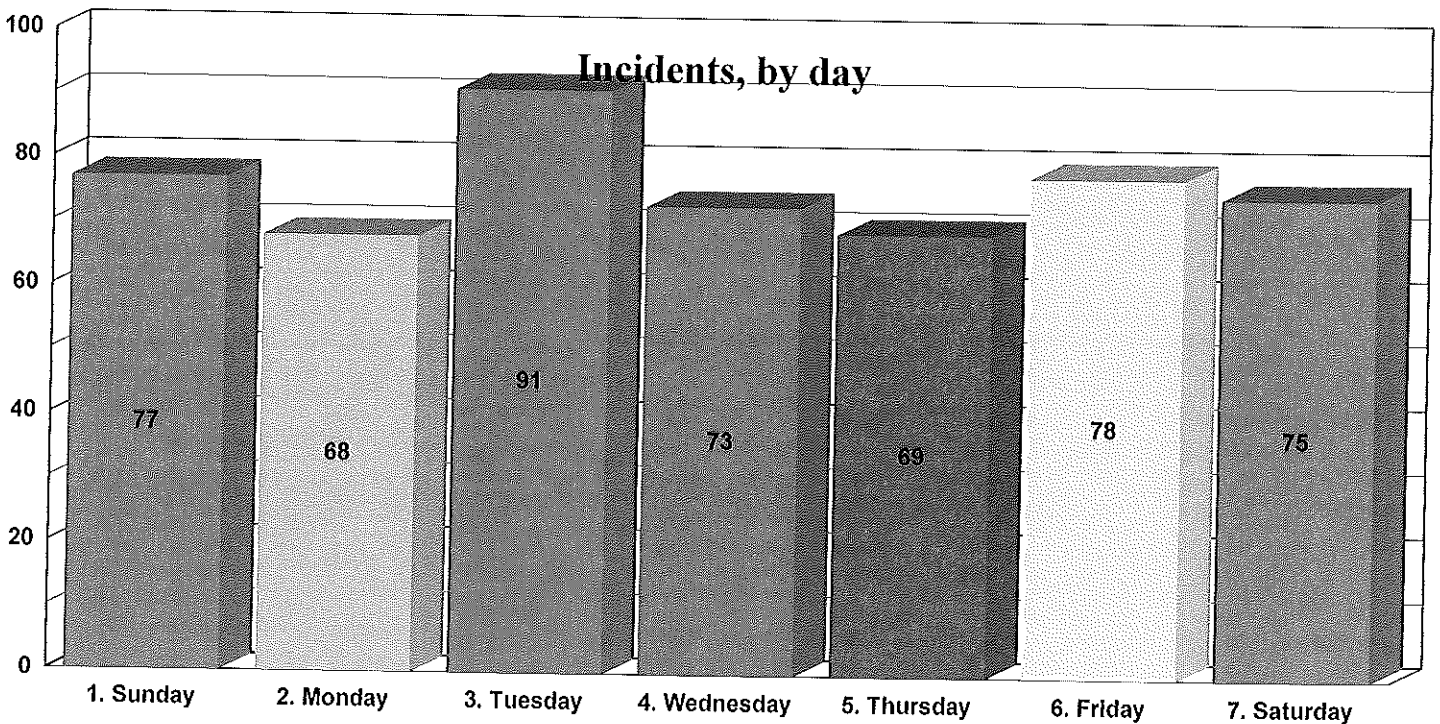
From 05/01/2016 to 05/31/2016

Total Incidents: 531

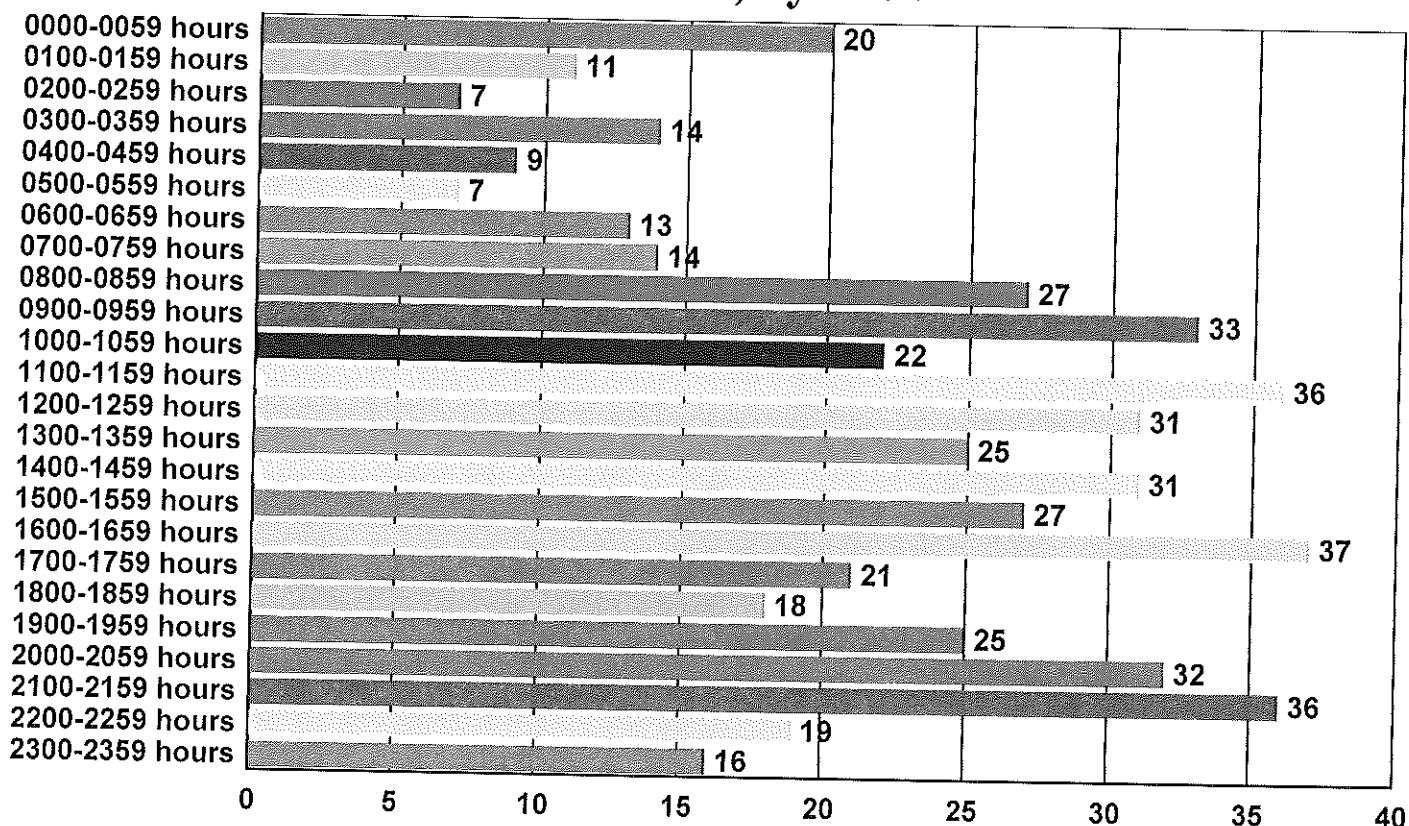
Incidents, by Agency



Incidents, by day



Incidents, by hour



Most Commonly Dispatched Nature Codes

