

Board Packet for August 2015



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

August 18, 2015

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday August 18, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Roll Call Sign in Sheet

Call to Order

Unfinished Business

- *Replacement of Business Manager & Review Job Description (Director still reviewing agency needs)*
- *Conversation reference handling of "Death in the Field" (Defer to September)*

Treasurer's Report

Chairman's Report

- *Worker's Comp Issue*
- *Discussion of Bank Signatures for regular business*
- *Direction given to JCESA Director*

President JCFRA

Discussion of the Association maintaining and utilizing the Fire Prevention Trailer

Director's Report

- *Budget Overview (will make a recommendation next month reference annual leave accrual rate and disbursement policy)*
- *Fall Staffing Plan Review*
- *CAD Data progress, Deputy Director of Communications to present*
- *Explanation of Career Ladder and Promotions*
- *Community Engagement*
- *Heart Safe Community*

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

**REGULAR MEETINGS MINUTES
July 21, 2015**

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, July 21, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

Board Members

Attendance	Present	Absent	Attendance	Present	Absent
D. Carter	X		J. Robertson, MD		X
C. Conroy	X		J. Wysong	X	
P. Kelley	X		Pres. JCFRA Pres.		X
J. Tabb	X		S. Sowers	X	

Also in attendance:

Donald Longerbeam	Ryneal	Earl Cogle	BRMVFC
Elizabeth Nester	Recorder	Tamra Trafford	JCESA
Jeff Plautz	IFC	Gary M. Viands	HCCTR
Don Sorensen	Public	Julie Lifson	Citizen
Ramona Wesling	Citizen	Richard Cluff	IFC
Mike Mood	MVFC	Randy Whittington	BFD
Bob Aitcheson	Self	Terry Countwight	Self
Marshall DeMeritt	SFD	Ross L. Morgan	SFD
Jeremy Mayer	SFD	David Harty	Self
Ed Hannon	JCESA	Denise S. Pouget	JCESA

Introduction of Mr. Sowers, who has had a long history of EMS involvement in Berkeley County. Welcome to the Board.

Introduction of and welcome to Denise Pouget the new director of JCESA.

Approval of Minutes:

06/24/2015

Meeting on June 16, 2015, was not held because there was not a quorum. That statement is made in the opening paragraph. However, the rest of the paragraph applies to the special meeting held on Wednesday, June 24, 2015, at 6 p.m.

- Page 2 under Old Business, Status of All Good Festival, "medium standards" should be changed to "minimum standards".
- Page 1 under Board Members Attendance show B. Aitcheson as in attendance.

Motion by J. Wysong, 2nd by P. Kelley to approve special meeting minutes of June 24, 2015 with corrections.

VOTE: Passed Unanimously

Old Business

Replacement of Business Manager & Review Job Description

This will be discussed under the Director's report.

Request for Response Area by Ryneal Medical Transport

Motion by P. Kelley, second by J. Wysong that the request for a response area by Ryneal Medical Transport be denied.

Discussion

VOTE: Passed Unanimously

JCESA & ES&N MOU Status Update

Motion by J. Tabb, second by S. Sowers to go in to executive session.

EXECUTIVE SESSION

Motion by J. Tabb, second by C. Conroy to come out of executive session.

Motion by C. Conroy that Director Pouget check with the funeral homes regarding transportation of DOA's to assist families.

Discussion

VOTE: Passed Unanimously

Correct Process for Resolving Issues at Meetings

What is the correct process for resolving issues that were "discussed" but not resolved at the last meeting? Who is to be involved when the board members cannot agree on issues?

Discussion and clarification as per Robert's Rules of correct process for resolving issues that were "discussed" but not resolved.

Treasurer's Report

J. Tabb presented the Treasurer's Report.

Motion by C. Conroy, second by J. Wysong to accept Treasurer's report.

VOTE: Passed Unanimously

Chairman's Report

Revision of Bylaws/Policy for Medical Director Position on Board

Legal council will revision bylaws and bring them back for approval.

Note: J. Tabb suggested change bylaws regarding elections of officers by the Board be held in July rather than June.

Clarification of Agency Responsibilities (Letter)

Discussion

Review Robert's Rules of Order for Meetings

We use Roberts Rules of Order at our meetings.

President JCFRA

Absent

Directors Report

D. Pouget spoke regarding her role.

She and Deputy Director attended the All Good Festival meeting conducted by Barbara Miller, Jefferson County Homeland Security. It went very well. There were 255 calls for service. There were 18 transports. There was one fatality due to drug overdose. Looking at putting together Mass Gathering Plan and Mass Casualty Plan.

E. Hannon spoke, stating that a Mass Gathering Ordinance is needed. J. Tabb stated that County Commission is putting one together.

Director and Deputy Director attended the All Good Festival to have an opportunity to have a firsthand look of the treatment tents and plans. They were there the evening the fatality occurred and assisted.

1. Introduction - D. Pouget is honored to be here. People have gone out of their way to welcome her. She is grateful and honored to be here. She has 36 years of experience, starting as a high school cadet 1979 and worked way up through ranks. She has worked pretty much in every role, with the exception of fire investigator.

2. Discussion of Board's expectations and monthly Directors report items – She knows we have a lot people taking the initiative to look at staffing plans and better ways to present maximum efficiency and effectiveness for Jefferson County. The feels the one thing missing is that we have to move forward together. We need to come up with a staffing plan together.

3. Monthly Budget – Budget reviews were discussed.

4. Overview of the first steps – Options were discussed.

Drafting of a written plan within the next 2 months that would give maximum efficiency to the whole county should be a first step. Hours will be tracked for every Station. There will be no question of where money is going.

Motion C. Conroy, second by J. Tabb to subcontract with a budget analysis specialist not to exceed \$5,000, conditional on receiving a written plan.

VOTE: Passed Unanimously

The Board would like to see response time calculations.

E. Hannon reported that 24/7 staffing at Company 3 will started as planned. It has been discussed with Company 3 that 24/7 may not be staffed all the time at this point. Company 3 EMS Chief agreed to go forward with it as presented. However, midnight from 8 a.m. will be left unfilled rather than day shift if possible.

Board Member Requests

J. Tabb requested radios for each station since staff will be at each station.

Committee Reports

CIP Committee

Most of balance is going to mortgage payment for JCESA building.

Personnel Committee

Motion by C. Conroy, second by J. Tabb to go in to executive session.

EXECUTIVE SESSION

Motion by C. Conroy, second by S. Sowers to come out of executive session.

VOTE: Passed Unanimously.

Motion by C. Conroy, second by J. Tabb that Director is to act as instructed.

VOTE: Passed Unanimously

New Business

Election of Officers on JCESA Board

Chairman, Vice Chairman and Treasurer will be elected. The Secretary is contract.

- Election of Chairman
C. Conroy with a second by J. Wysong to nominate Pete Kelley.
J. Tabb moved nominations be closed and declare P. Kelley as Chairman.
VOTE: Passed Unanimously
- Election of Vice Chairman
J. Wysong nominated C. Conroy.
Motion by J. Tabb, second by P. Kelley to close nominations and declare C. Conroy as Vice Chairman.
VOTE: Passed Unanimously
- Election of Secretary - At this time the Secretary is a contract.
- Election of Treasurer
P. Kelley nominated J. Tabb.
Motion by J. Wysong, second by P. Kelley to close nominations and we declare J. Tabb as Treasurer.
VOTE: Passed Unanimously

Employee Annual Leave Accrual Rate and Disbursement Policy

Motion by C. Conroy, second by P. Kelley that Director will review leave policy for next year.

Discussion

VOTE: Passed Unanimously

Employee Liaison

T. Trafford was appointed by her fellow employees as Employee Liaison for another year.

She had a question regarding minutes for July 2, 2015, Special Meeting that was listed on the July 21, 2015 Agenda for approval.

Also, it was previously voted upon by the Board to thank Ms. Freeman and Mr. Pittinger for their service to JCESA in writing. She has check with both and neither have received anything.

Board Member Comments

J. Wysong spoke as a private citizen regarding a few JCESA and fire company vehicles at a local restaurant.

P. Kelley ask about the agreement with Blueridge Community College – E. Hannon stated a response has not been received.

Public Comment

Public Comments were made by Jeff Plautz, Ramona Wesling and Marshall DeMeritt.

Adjournment

Motion to adjourn by P. Kelley at 2107 hours.

VOTE: Passed Unanimously

Minutes respectfully submitted by
Libby Nester, Acting Recorder

Approved: _____

Lieutenant – 1860 – Job Description

Summary

In addition to functioning as a Paramedic (exercising full control of and responsibility to render appropriate patient care and operating EMS units in Jefferson County), the Lieutenant serves as a front line supervisor managing day to day operations during his/her shift.

Supervision Received and Exercised

The Lieutenant reports to and is directed by the Captain. The Lieutenant operates with minimal direct supervision from the Captain and senior staff and, therefore, must be able to work independently, make critical decisions, and manage his/her time effectively.

The Lieutenant supervises the Paramedic/Firefighters and EMT/Firefighters on-duty during his/her shift in both emergency incident and non-emergency activities. S/he may delegate various administrative tasks or portions of his/her collateral assignments to subordinates and oversee the completion of same.

Pre-Requisite Qualifications

To be eligible for initial or continued appointment to the position of Lieutenant one must:

- Meet all qualification requirements for the position of Paramedic in accordance with JCESA Administrative Policy #1850 (Paramedic Job Description) and be currently appointed to the position of Paramedic, full time, for not less than one year.

Desired Qualifications

Although not required for appointment, as of the effective date of this policy, the following qualifications are desirable in candidates seeking appointment to the position of Lieutenant.

- All *Conditional Qualifications* (listed in the next section)
- Fire Officer II
- NIMS 400
- NFPA Instructor I & II
- EMS/Fire supervisory experience
- College coursework (please include number of credit hours and/or degree(s) awarded)
- Driver Pump Operator
- Military service

Candidates possessing any of these should submit documentation when submitting a written letter of interest during a promotional announcement period.

Conditional Qualifications

In addition to the pre-requisite qualifications required for appointment, the Lieutenant must meet the following requirements within the specified time after appointment. Failure to meet these requirements in the time specified will result in demotion or dismissal, at the discretion of the Director.

- The Lieutenant must obtain the following training/certifications within 1 year of appointment:
 - Firefighter II (WV, ProBoard, or equivalent)
 - Fire Officer I (WV, ProBoard, or IFSAC)
 - Incident Safety Officer (WV, ProBoard, or FDSOA)

- Community Safety Educators (NFA Q0118)
- Public Information Officer Awareness (FEMA EMI IS-29)
- The Lieutenant must obtain the following training/certifications within 2 years of appointment:
 - Health & Safety Officer (WV, ProBoard, or equivalent)
 - NIMS 300
 - Cleared by the JCESA Medical Director as an RSI Paramedic in Jefferson County

Responsibilities

The responsibilities of the Lieutenant include:

- All responsibilities of a paramedic as outlined in JCESA Administrative Policy #1850 (Paramedic Job Description)
- Direct and supervise field personnel in both emergency and non-emergency situations
- Conduct site visits to ensure employee compliance with all policies and procedures
- Initiate disciplinary action in accordance with JCESA Administrative Policy #1210 (Disciplinary Action) including the issue of verbal warnings and written reprimands.
- Complete performance evaluations of assigned employees
- Manage staffing exceptions
- Coordinate incident response in complex situations
- Assume and effectively manage one or more major collateral duties, as assigned by the Captain. Examples of these duties include, but are not limited to; Community Outreach, Training, Supply Procurement, Health & Safety, etc.
- Other duties as assigned

Additional Position Attributes:

- **FLSA Status:** Non-Exempt
- **Compensation:** Upon appointment, the Lieutenant will receive a 5% increase to their base hourly rate as a Paramedic. In the event that the Lieutenant returns to the position of Paramedic, whether voluntarily or involuntarily, this increase will be reversed on the effective date of the position change.
- **Location and Hours of Work:** All Lieutenants will be assigned to and fill the Paramedic slots at Station 11. Hours and days of work will vary. Scheduled hours and shift parameters are subject to change at any time for any reason at the discretion of the Director(s.)
- **Radio Designation:** The presence of a Lieutenant on an ambulance or ALS chase car will not alter the radio designation of that unit from one staffed by a Paramedic who is not a Lieutenant. (i.e., the designation will be Medic 11, ALS 11, etc.) On the rare occasion where a Lieutenant is operating in the absence of an ambulance or ALS chase car, he/she will use his/her numeric designation as a radio identifier (i.e., 1101.)



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Captain-Promotional Process

Opening Date: 08/05/15

Closing Date: Noon 08/12/15

FSLA Status: Non Exempt

Job Information:

This position is being advertised as an internal agency promotional process for current non-probationary full time Paramedics of Jefferson County Emergency Services Agency. To apply submit your Resume to Deputy Ed Hannon by the Closing date noted above.

Captain – #1870 – Job Description

Summary

In addition to functioning as a Paramedic (exercising full control of and responsibility to render appropriate patient care and operating EMS units in Jefferson County), the Captain serves as a front line supervisor managing day to day operations during his/her shift, serves as the station commander, and directs the activities of the Lieutenants across all shifts.

Supervision Received and Exercised

The Captain reports to and is directed by the Deputy Director. The Captain operates with minimal direct supervision from senior staff and, therefore, must be able to work independently, make critical decisions, and manage his/her time effectively.

The Captain supervises and provides direction to JCESA Paramedic/Firefighters and EMT/Firefighters on-duty during his/her shift in both emergency incident and non-emergency activities and provides direction to the Lieutenants across all shifts, assigning collateral duties and prioritizing non-incident work.

Pre-Requisite Qualifications

To be eligible for initial or continued appointment to the position of Captain one must:

- Meet all qualification requirements for the position of Paramedic in accordance with JCESA Administrative Policy #1850 (Paramedic Job Description) and have been appointed to the position of Paramedic, full-time, for not less than three years.

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- Meet all qualification requirements for the position of Lieutenant in accordance with JCESA Administrative Policy #1860
- Have successfully completed the following courses:
 - Firefighter II
 - Fire Officer I (WV, ProBoard, or equivalent)
 - Incident Safety Officer (WV, ProBoard, or FDSOA)
- Employees currently on short-term or long-term disability having maintained their EMS certifications are eligible to apply and participate in the promotional process. However, only medically cleared individuals assigned to their regular duty assignments will be considered for promotion.

Desired Qualifications

Although not required for appointment, as of the effective date of this policy, the following qualifications are desirable in candidates seeking appointment to the position of Captain.

- All *Conditional Qualifications* (listed in the next section)
- Fire Officer II
- NIMS 400
- NFPA Instructor I & II
- EMS/Fire supervisory experience
- College coursework (please include number of credit hours and/or degree(s) awarded)
- Driver Pump Operator
- Military service

Candidates possessing any of these should submit documentation when submitting a written letter of interest during a promotional announcement period.

Conditional Qualifications

In addition to the pre-requisite qualifications required for appointment, the Captain must meet the following requirements within the specified time after appointment. Failure to meet these requirements in the time specified will result in demotion or dismissal, at the discretion of the Director.

- The Captain must obtain the following training/certifications within 1 year of appointment:
 - Health & Safety Officer (WV, ProBoard, or equivalent)
 - NIMS 300
 - Community Safety Educators (NFA Q0118)

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- Public Information Officer Awareness (FEMA EMI IS-29)
- The Captain must obtain the following training/certifications within 2 years of appointment:
 - NIMS 400
 - Cleared by the JCESA Medical Director as an RSI Paramedic in Jefferson County

Responsibilities

The responsibilities of the Captain include:

- All responsibilities of a paramedic as outlined in JCESA Administrative Policy #1850 (Paramedic Job Description)
- Direct and supervise field personnel in both emergency and non-emergency situations
- Conduct site visits to ensure employee compliance with all policies and procedures
- Initiate disciplinary action in accordance with JCESA Administrative Policy #1210 (Disciplinary Action) including the issue of verbal warnings and written reprimands.
- Complete performance evaluations of assigned employees
- Manage staffing exceptions
- Coordinate incident response in complex situations
- Assign, prioritize, and oversee collateral duties, which are established and broadly defined by the Deputy Director, to the Lieutenants. Examples of these duties include, but are not limited to; Community Outreach, Training, Supply Procurement, Health & Safety, etc.
- Assign, prioritize, and oversee non-emergency administrative functions to EMT/Firefighters and Paramedic/Firefighters
- Other duties as assigned

Additional Position Attributes:

- **FLSA Status:** Non-Exempt
- **Compensation:** Upon appointment, the Captain having been promoted from the position of Lieutenant will receive a 5% increase to their base hourly rate as a Lieutenant. If the Captain is promoted directly from the position of Paramedic to Captain, s/he will receive the increase associated with promotion from Paramedic to Lieutenant and the increase from Lieutenant to Captain (base + 5% + 5%.) In the event that the Captain returns to the position of Lieutenant or



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Paramedic, whether voluntarily or involuntarily, the increase(s) associated with promotion will be reversed on the effective date of the position change.

- **Location and Hours of Work:** The Captain will be assigned to and fill a Paramedic slot at Station 11. Hours and days of work will vary. Scheduled hours and shift parameters are subject to change at any time for any reason at the discretion of the Director(s.)
- **Radio Designation:** The presence of the Captain on an ambulance or ALS chase car will not alter the radio designation of that unit from one staffed by a Paramedic who is not a Captain. (i.e., the designation will be Medic 11, ALS 11, etc.) On the rare occasion where the Captain is operating in the absence of an ambulance or ALS chase car, he/she will use his/her numeric designation as a radio identifier (i.e., 1101.)



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JCESA Organization

