

DECEMBER
2015 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

December 8, 2015

On December 8, 2015 at 7:00pm, the Jefferson County Emergency Services Agency (JCESA) Board will be holding their FY2017 Budget presentation. The meeting will be held at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Call to order

Roll Call

Sign in Sheet

Treasurer's Report

Director's Report

- *Budget for fiscal year 2017 (discussion of current staffing progress): **Director Denise Pouget***

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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AGENDA

December 15, 2015

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday December 15, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Call to order

Roll Call

Sign in Sheet

Approval of November Minutes

Treasurer's Report

Unfinished Business

- *Update on Death in the Field issues*
- *Update on response data and a quote from Spellman (Director Pouget will address in her report)*
- *Review and approval of By laws*

Chairman's Report

Review of procedure for management evaluations
State Fire Commission Meeting Report
MOU Middleway
JCESA MOU update

President JCFRA

No listed items submitted

Director's Report

It's About Saving Lives...



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- *Review and finalize budget for fiscal year 2017 (discussion of current staffing progress):
Director Denise Pouget*
- *Discussion on Personal Protective Equipment for JCESA employees*
- *Revision and request for Board approval of JCESA Policy 2510.*
- ***Discussion on QA Policy***
- *Discussion of the Medical Directors authority **Director Denise Pouget and Dr. Robertson***
- *Update on annual audit process*
- *CAD Data progress: **Director Denise Pouget***
- *West Virginia State Fire Commissions ruling on JCESA becoming a "Fire Prevention Unit".
Director Denise Pouget*
- *Overview of Middleway meeting*

Board Member Requests

Committee Reports

New Business

Employee Liaison

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.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

REGULAR MEETINGS MINUTES NOVEMBER 17, 2015

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, November 17, 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:

Elizabeth "Libby" Nester	Recorder	John Lyons	JCESA
Ramona Wesling	Citizen	Tam Trafford	JCESA
Jeff Plautz	IFC	Michael Hough	JCESA
Earl G. Cogle	BRMVFC	M. Mood	MVFC
Ed Hannon	JCESA	Marshall DeMeritt	SFD
Denise S. Pouget	Director/JCESA	Ross L. Morgan	SFD

Approval of Minutes:

10/27/2015 Regular Meeting

Motion by C. Conroy, 2nd by D. Carter to approve meeting minutes of October 27, 2015.

VOTE: Passed Unanimously

CHANGE ORDER OF AGENDA

Motion by C. Conroy second by P. Kelley, to change agenda order to reflect Board Member Comments to come immediately after Public Comments.

VOTE: Passed Unanimously

TREASURER'S REPORT

Director Pouget reported on Treasurer's Report.

Motion by J. Wysong second by C. Conroy, to approve Treasurers Report.

UNFINISHED BUSINESS

Replacement of Business Manager & Review Job Description

There is one more candidate to interview. The position will be filled soon.

Salary will be discussed in Executive Session at the end of the meeting.

Update on Death in the Field

The attorney, Nathan Cochran, spoke. He is obtaining more information and it will be presented next meeting.

A draft of legislation was distributed to be reviewed.

Update on Response Data

Director Pouget reported. The second set of data has been received to review. Receipt of data has been contingent upon Jefferson County Communications Agency (JCCA). The Board ask that Director Pouget contact Spillman to obtain cost of getting a Spillman contractor to extract data from the CAD system. The data is needed before the budget is approved.

Director Pouget will communicate with the County Commission via written documentation issues that are requiring attention from JCCA. The document will be reviewed by the Board before it is sent.

Discussion of Director and Deputy Directors Leave & Benefits

This will be discussed in Executive Session at end of meeting.

Attorney Cochran updated the Board on the By Laws

Attorney Cochran reported on updates to the By Laws. Director Pouget will place this item on next month's agenda.

CHAIRMAN'S REPORT

Chairman Kelley reported regarding the open meetings act. If for example, NEW BUSINESS is listed, subjects should be listed on the agenda before they can discussed and have action taken on them.

Chairman Kelley ask the status of the EMAIL system. It will be in place in January 15, 2016.

President JCFRA

No report given.

DIRECTOR'S REPORT

Budget for fiscal year 2017

A public hearing will need to be held at 6 p.m. before the regular meeting on December 15, to discuss the proposed budget. The Board will hold a special meeting to review the budget. The Special Meeting will be held on Tuesday, December 8, 2015, at 7:00 p.m.

Update on Annual Audit Process

The County Administrator has bid this out. JCESA will be paying for this. The agency's bid range will be considered.

Progress on gap analysis

A Transition Committee is working on fact finding for the transition from EMS to EMS/Fire. A power point slide will be presented at the next meeting.

BOARD MEMBER REQUESTS - None

COMMITTEE REPORTS - None.

Employee Liaison

Lt. Trafford reported that staffing stations is working out well. Staff is reporting that volunteers in the stations are making them feel at home. Volunteers are showing up to run with them.

Community Paramedicine - Documentation is being fine-tuned.

Website will be up January 15, 2016.

It is being explored to see if a program to allow EMT's become a Paramedic in an abbreviated format be established.

Public Comment

Public Comment was made by M. DeMeritt, R. Morgan, Chief Cogle, and Ramona Wesling.

Director Pouget addressed a comment presented in the public comments. There is a need by volunteer companies for body bags for deceased individuals. The Director will take care of obtaining them.

Board Member Comments

C. Conroy reiterated that the Director works for the Agency which means she is working for all 7 departments and the Board. It would behoove the 7 departments to work through the Director on seeking solutions to outstanding issues with other county agencies. Therefore, there would be a united effort.

EXECUTIVE SESSION

Motion by J. Wysong, second by C. Conroy to come out of Executive Session.

VOTE: Passed Unanimously

Motion by C. Conroy, second by Wysong that regarding hiring the Administrative Assistant, Director Pouget proceeds as directed.

VOTE: Passed Unanimously

The other item is a personnel issue. Legal advice is being sought for that item.

Adjournment

Motion by C. Conroy, second by J. Wysong to adjourn at 2054 hours.

VOTE: Passed Unanimously

Minutes respectfully submitted by
Libby Nester, Recorder

Approved: _____

JCESA 2016/2017 Budget Meeting

12/8/15

AGENDA

1. Overview of JCESA NOV YTD financials - Page 3,4
2. Overview of JCESA 2017 Budget Options– Page 5
 - A) Current staff levels plus 1 (26), 100% backfill and 20 staff on 24/72 schedule.
 - B) Current staff levels plus 1 (26), 100% backfill and 20 staff on 24/72 schedule but under FLSA OT rules.
3. Other Discussion Items – Page 6

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 at 100% Backfill = \$2,098K (approved at Oct. Board)
- Bank Account Balances at 11/30/15:
 - Payroll = \$203,972
 - General = \$67,710
 - Ambulance Fee Funds = \$1,037,604
 - Mortgage = \$147,208

Current 2016 Forecast (JCESA & Amb Fee)

JCESA November YTD Financial Summary
(22 Weeks out of 52 weeks)

	A Amb Fee		B JCESA		A+B		Pro rated Forecast	YTD Variance	Original Forecast	Current 100% Backfill Forecast
	Nov YTD	Nov YTD	Nov YTD	Nov YTD	Actuals Nov YTD	Forecast Nov YTD				
Full Time Salaries	\$ 121,704	\$ 299,137	\$ 420,841	\$ 440,423	\$ 19,582	\$ 1,025,000	\$ 1,041,000			
Fringe Benefits	\$ 54,309	\$ 104,259	\$ 158,568	\$ 174,308	\$ 15,740	\$ 412,000	\$ 412,000			
Part Time Salaries	\$ 19,193	\$ 29,063	\$ 48,256	\$ 44,423	\$ (3,833)	\$ 109,000	\$ 105,000			
Overtime	\$ 26,127	\$ 22,158	\$ 48,285	\$ 63,462	\$ 15,177	\$ 93,000	\$ 150,000			
Workers Comp.	\$ 15,628	\$ 45,740	\$ 61,368	\$ 52,038	\$ (9,330)	\$ 123,000	\$ 123,000			
Liability Insurance	\$ 17,660	\$ 26,256	\$ 43,916	\$ 19,462	\$ (24,454)	\$ 46,000	\$ 46,000			
All Other Expenses	\$ 7,828	\$ 93,649	\$ 101,477	\$ 93,500	\$ (7,977)	\$ 210,000	\$ 221,000			
Total	\$ 262,449	\$ 620,262	\$ 882,711	\$ 887,615	\$ 4,904	\$ 2,018,000	\$ 2,098,000			

- 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.

2017 Budget with 24/72 Schedule

JCESA - First Cut 2017 Budget Options

	Option A 2017 Budget	Option B 2017 Budget
Current 2016	100% Backfill	100% Backfill
	On current schedule	FLSA As a Fire Prevention Unit
	Forecast - 25 Staff	Forecast - 26 Staff
Full Time Salaries	\$ 1,081,000	\$ 1,081,000
Fringe Benefits	\$ 438,000	\$ 438,000
Part Time Salaries	\$ 105,000	\$ 105,000
Overtime	\$ 205,000	\$ 165,000
Workers Comp.	\$ 143,000	\$ 143,000
Liability Insurance	\$ 46,000	\$ 46,000
All Other Expenses	\$ 225,000	\$ 225,000
Total	\$ 2,243,000	\$ 2,203,000

Increase % vs FY15

1.2%

8.1%

6.2%

Major Assumptions:

1. One additional staff to meet full ALS staffing on all 4 shifts.
 2. Estimated increase in cost of Health Insurance and Workers Comp. based on discussions with broker.
 3. Estimated increase as a result of 24/72 schedule.
 4. Estimated increase as a result of 24/72 schedule but under FLSA rules.
- *** This budget supports a salary increase of \$500 for all JCESA fulltime employees

Other Discussion Items:

1. Additional part time personnel needed or forecast/budget costs will increase. With 100% backfill we pay OT to FT staff when we cannot get part time staff to backfill.
2. New policy needed for fulfilling leave requests. Need to avoid potential shortfalls during holiday/vacation periods.
3. Reviewing policy on leave and comp time hours that can be carried over each year. Goal to have new policy in place and book/pay liability in June 2016.
4. Gear needed to outfit 25 staff estimated at one time cost of \$40K to \$50k. Annual replenish will be much lower at \$5K to \$10K per year.

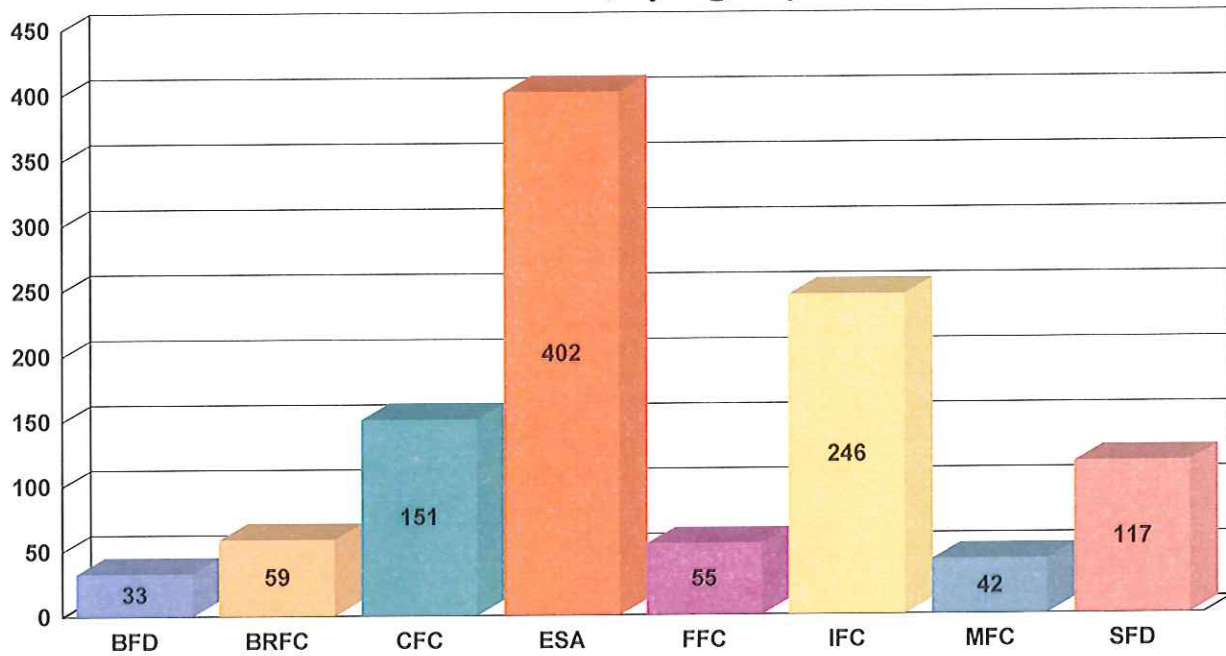


Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

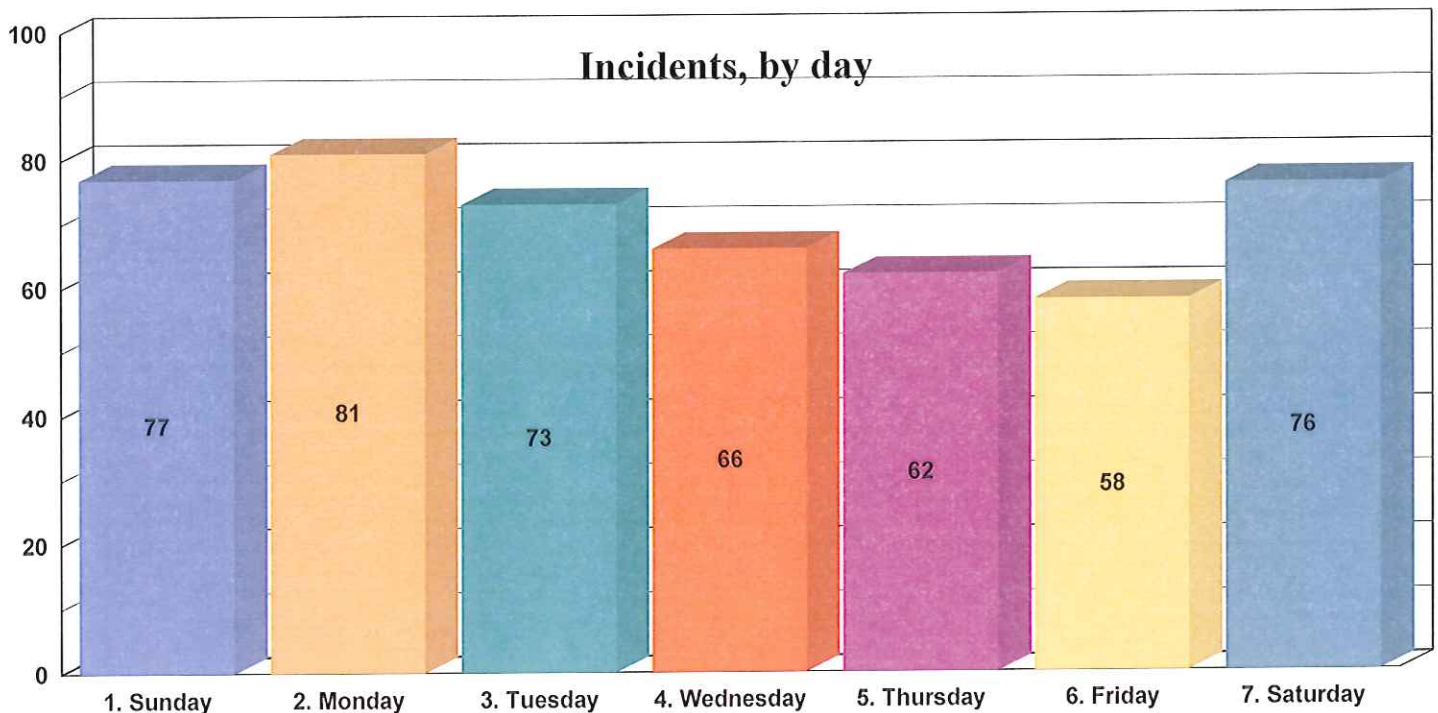
From 11/01/2015 to 11/30/2015

Total Incidents: **493**

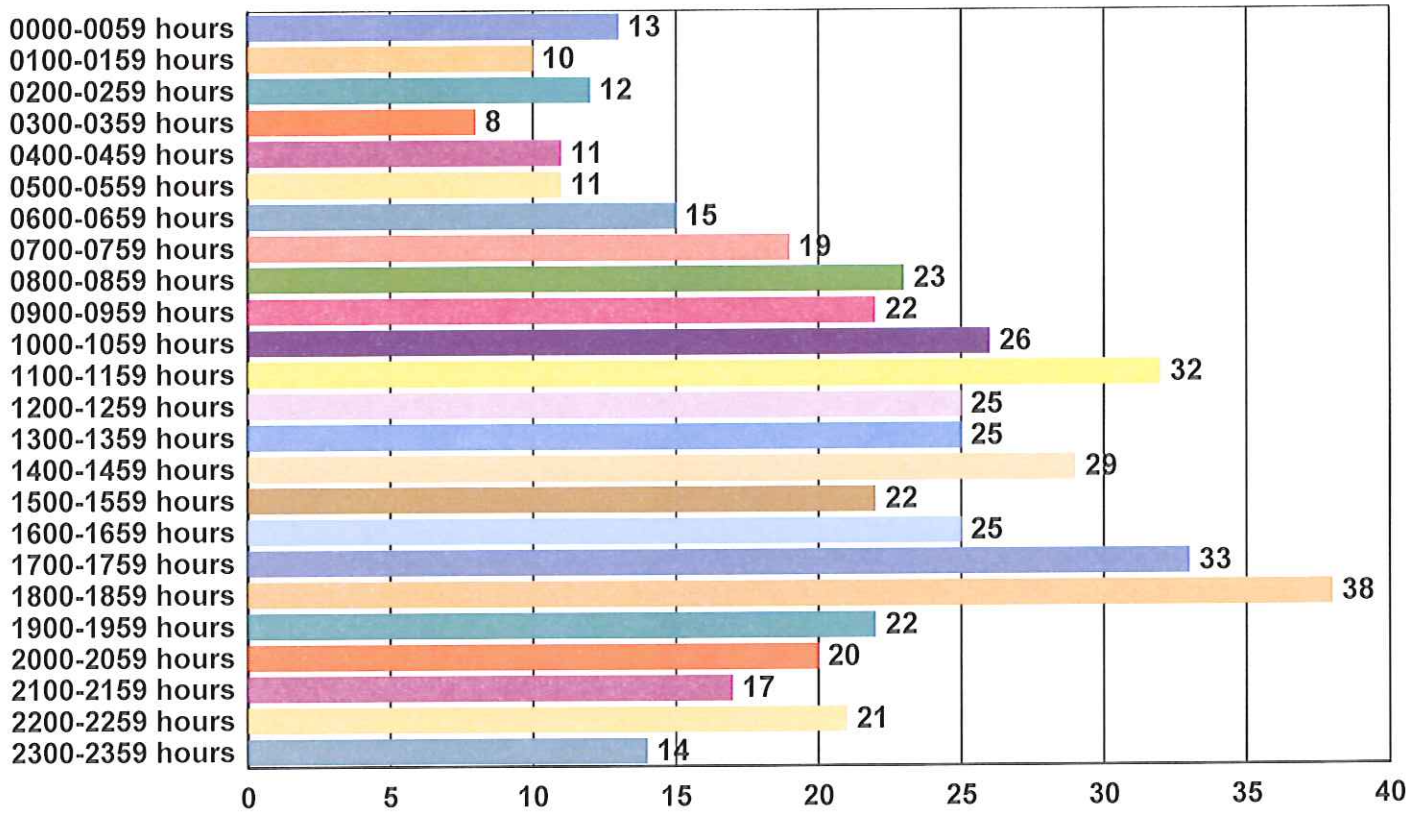
Incidents, by Agency



Incidents, by day



Incidents, by hour



Most Commonly Dispatched Nature Codes

