

JULY 2015

BOARD PACKET



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

### AGENDA

JULY 21, 2015

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7 pm on Tuesday, May 19, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

#### Roll Call

Sign-In Sheet

#### Call To Order

#### Conduct of Meetings

(RK) Discussion

#### Introduction of New Board Member (Steve Sowers)

(RK)

#### Introduction of New Director (Denise Pouget)

(RK)

#### Approval of Minutes

June 16, 2015 Regular Meeting

July 2, 2015 Special Meeting

#### Old Business

- o Replacement of Business Manager & Review Job Description (RA) Discussion/Action
- o Request for Response Area by Ryneal Medical Transport (CC) Discussion/Action
- o JCESA "MOU" Eackles, Spencer & Norton Funeral Home (NC) Discussion/Action
- o Possible Executive Session
- o 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?

(DC) Discussion/Action

#### Treasurer's Report

- o Projection through June 30, 2015
  - JCESA General / Payroll Account
  - Ambulance Account
  - Building / Mortgage Fund
  - Fire Company Account
- o Status of Funds 2015 Projection



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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JULY 21, 2015

#### Chairman's Report

- o Revision of bylaws/Policy for Medical Director position on Board Discussion/Action
- o Clarification of Agency Responsibilities (Letter) Discussion/Action
- o Review Roberts Rule of Order for Meetings Discussion/Action

#### President JCFRA

#### Directors Report

- o Director's Packet see attached Discussion/Action

1. Introduction of myself and fielding any questions reference my career, experience and background.

2. Discussion of board's expectations and monthly Directors report items.

3. Monthly budget report.

4. Overview of first steps (DP)

#### Board Member Requests

- o 2015-16 Budget review & revision (JT)
- o Employee radio policy – I had this on the agenda previously and have not seen the policy which I thought Doug Pittinger agreed to draft. (JT)

#### Committee Reports

- o CIP Committee
- o Personnel Committee (Possible Executive Session) Discussion/Action



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

### AGENDA

JULY 21, 2015

#### New Business

- Election of New Officers on JCESA Board (RK) Discussion/Action
- Employee annual leave accrual rate and disbursement policy (CC) Discussion/Action

#### Employee Liaison

#### Board Member Comments

Public Comment (Limit 5 minutes per person)

#### 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**  
**June 24, 2015**

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 6:00 p.m., Tuesday, June 24, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV. However, a quorum of 4 Board Members was not present. Therefore, a formal meeting could not be held. It was announced the meeting would be rescheduled with the new date being announced on the Agency's website.

**Board Members**

<b>Attendance</b>	<b>Present</b>	<b>Absent</b>	<b>Attendance</b>	<b>Present</b>	<b>Absent</b>
D. Carter	X		J. Robertson, MD		X
C. Conroy	X		J. Wysong	X	
P. Kelley	X		President, JCFRA	X	
J. Tabb	X				

NOTE: Effective July 3, 2015, a replacement for Bob Aitcheson will be serving on the Board. Chris Conroy was reappointed for another 3 year term.

**Also in attendance:**

Ed Hannon	JCESA	Earl Coogle	BRMFC
Sandy Hite	JCHD	Ramona Wesling	Citizen
Dale Manuel	JCC	Tamra Trafford	JCESA
Bob Burner	JCESA	Monte Conner	JCESA
Mike Butler	SEMS	Tim Walther	All Good Festival
Daniel Fritch	CFC2	Randy Whittington	BFD
Mary Helmick	Ryneal	Mike Helmick	Ryneal
William Fair	Ryneal	Lee Jones III	JCESA
Daniel Thomas	JCESA	Lydia Lehman	JCPA
Jason Gerhart	Gordon	Michael Hough	JCESA

**Approval of Minutes:**

- 5/19/15 Meeting
  - P2, 2<sup>nd</sup> paragraph: add the word "made" after 'have been'
  - P3: There is no motion to go into executive session, Add motion by J. Tabb and 2<sup>nd</sup> by B. Aitcheson
  - P4, New Business – 6 months to obtain Paramedic certification - should be 1 year
  - P5: change "confounds" to "confines"
  - Public Comment: Corrections to Josh Smith comments (Jane Tabb has written corrections submitted by Mr. Smith)

Motion by Tabb, 2<sup>nd</sup> by Aitcheson to approve 5/19 minutes with corrections.

Vote: Unanimous

6/2/15, 6/8/15, 6/9/15, 6/10/15 – meetings were committee meetings relating to the hiring/interviewing the applicants for the director's position in executive session. Therefore, there are no minutes – per Chairman Kelley.

### Old Business

#### **Update Status of All Good Festival**

The director and deputy director provided updates regarding planning and need for additional staffing outside festival. The director advised additional staffing is not possible without outside funding.

- Discussion regarding patient refusal vs. transport
- Discussion with counsel regarding ability to contract/charge up-front for increased staffing.
- Discussion on impact of traffic and availability of final traffic plan.
- Discussion with counsel regarding the meaning of “consult” as it applies to the BZA conditions.

Motion by B. Aitcheson, 2<sup>nd</sup> by J. Tabb to “Approve the standards announced by Mr. Conroy as medium standards and when All Good provides adequate documentation that they will comply the director will notify the BZA and other agencies.

Discussion.

Motion withdrawn by Mr. Aitcheson

Motion by Tabb, 2<sup>nd</sup> by C. Conroy for the board to make the following statement with regard to Emergency Medical Services planning for the upcoming All Good Festival: “The JCESA Board feels the current plan is inadequate. JCESA recommends the promoters follow FEMA Mass Gathering guidelines for EMS for the All Good Festival.” (E. Hannon to draft correspondence and submit to board for Chairman's signature.)

Discussion

Motion passed (For: Conroy, Tabb, Aitcheson, Carter. Against: Kelley, Wysong)

Motion by J. Tabb, 2<sup>nd</sup> by Aitcheson that the JCESA board request reimbursement for actual costs of EMS provided by ESA as a result of the All Good Festival.

Discussion

Amendment by B. Aitcheson, 2<sup>nd</sup> by C. Conroy to require payment 10 days prior to event of the amount stated by Hannon and any additional costs to be ESA be billed against the bond.

Discussion.

Amended Motion Failed. (For: Aitcheson. Against: Carter, Tabb, Conroy, Kelley, Wysong.)

Motion Passed. (For: Carter, Tabb, Conroy, Kelley, Wysong. Against: Aitcheson)

Floor opened to All Good promoters who provided a package of information.

### **JCESA & ES&N MOU Status Update**

Motion to table by Conroy, 2<sup>nd</sup> by Kelley

Vote: Unanimously

### **Request for response area by Ryneal Medical Transport**

Motion to table until next regular meeting on July 21, by C. Conroy, 2<sup>nd</sup> by J. Tabb.

Vote: Passed (For: Carter, Tabb, Conroy, Kelley, Wysong. Against: Aitcheson)

### **Treasurer's Report**

Treasurer's Report presented by J. Tabb.

Motion by J. Tabb, 2<sup>nd</sup> by C. Conroy to accept treasurer's report.

Vote: Passed Unanimously

### **Chairman's Report**

**Review of County Response Times – additional information is needed to determine if the county is in compliance with the defined standards.**

Motion by B. Aitcheson, 2<sup>nd</sup> by C. Conroy to request that Stephanie Grove direct the Jefferson County ECC provide data showing time of dispatch to time of arrival and number of failures for EMS and fire. This data is needed in order for JCESA to comply with section 11 of the Emergency Ambulance Service Fee Ordinance.

Discussion.

Vote: Passed Unanimously.

## **Review of staffing availability**

Staff availability was reviewed.

### **Note: July 1, 2015 start of new fiscal year**

Commissioner Tabb reports that Ambulance Fee invoices are being prepared.

## **President JCFRA**

Submitted and read letter regarding JCFRA's position regarding private transport request for a response area.

## **Directors Report**

### **Director's Packet**

Hannon reported that several contracts require signature

Motion by P. Kelley, 2<sup>nd</sup> by B. Aitcheson to allow director to have contracts with BRCTC and BCEAA reviewed and signed by Chairman.

Vote: Passed Unanimously.

Burner reported on the status of full time provider position vacancies and requested the board take the following action:

- 1. Eliminate the vacant position in the JCESA general budget and create two additional Ambulance Fee positions*
- 2. Authorize the 4 vacant positions to be offered to EMT/Firefighters who have completed a paramedic program OR Paramedics without firefighter training on the condition that they meet both requirements within one year of hire.*
- 3. Approve the requested revisions to #1050 EMPLOYMENT GUIDELINES: EMERGENCY MEDICAL TECHNICIAN / FIREFIGHTER AND PARAMEDIC / FIREFIGHTER POSITIONS.*

Motion by Aitcheson, 2<sup>nd</sup> by Carter to move a sufficient number of dual certified people to the ambulance fee budget and hire 4 paramedic only employees or EMT/firefighter employees on the condition that those employees obtain FF training or paramedic certification within 1 year at the employee's expense and on their time.

Discussion.

Vote Passed Unanimously

P. Kelley moved that revision to #1050 be tabled until it can be reviewed.

E. Hannon requested authorization to maintain Burner in current capacity through July.

Motion by P. Tabb, 2<sup>nd</sup> by P. Kelley that Bob Burner Fulfill his current position (Acting Deputy Director) through 8/1/15.

Vote: Passed Unanimously.

## **Committee Reports**

### **Personnel Committee**

#### **Director Position**

Motion by B. Aitcheson, 2<sup>nd</sup> by C. Conroy to go into executive session.

Vote: Passed Unanimously.

#### **EXECUTIVE SESSION**

Motion by J. Tabb, 2<sup>nd</sup> by B. Aitcheson to come out of executive session

Vote: Passed Unanimously.

C. Conroy reports that the Personnel Committee received 11 applications for the position of Director. Four applicants were selected for interviews. One applicant rescinded. The committee interviewed candidates using a scoring system. Candidates were rated 1-4 on interview questions.

Motion by C. Conroy, 2<sup>nd</sup> by B. Aitcheson to offer the position of Director to Candidate #5 at a salary of \$72k per year on the conditioned of successful completion of a background investigation, drug screen, and reference verification.

Discussion.

Motion to amend the main motion by C. Conroy and 2<sup>nd</sup> by J. Tabb that if Candidate #5 declines the offer, the same offer will be made to Candidate #3.

Vote: Amendment Passed Unanimously.

Vote: Passed Unanimously

### **Personal Leave Policy**

C. Conroy presented proposed revisions to Administrative Policy 1160 regarding personal leave.

Motion by C. Conroy, 2<sup>nd</sup> by J. Tabb to have legal counsel and county personnel to review Administrative Policy 1160 and report back to ESA board to consider implementation on 7/1/2016.

Vote: Passed Unanimously.

### **Record Keeper**

Motion by C. Conroy, 2<sup>nd</sup> by Wysong to hire record keeper to take and publish meeting minutes at a rate of \$100 per session.

Discussion.

Motion to amend by P. Kelley, 2<sup>nd</sup> by J. Wysong to include 'subject to review by the new Director and Board.

Vote: Amendment Passed Unanimously.

Vote: Motion as amended passed unanimously.

### **CIP Committee**

No Report

### **New Business**

#### **Election of Officers**

Motion by Conroy, 2<sup>nd</sup> by Carter to table elections until July meeting.

Motion passed unanimously.

#### **Employee Liaison**

- Thanks to Bob Burner for stepping up in the absence of a Director, things have been going well.
- Employees are insecure about their future and losing faith in the board.

#### **Board Member Comments**

B. Aitcheson stated that it has been a pleasure to serve on the board.

**Public Comment**

Public Comments were made by Marshall DeMeritt, Ramona Wesling, and Monte Conner.

**Adjournment**

Motion to adjourn by J. Tabb, 2<sup>nd</sup> by C. Conroy at 2048 hours.

Vote: Passed Unanimously.

Minutes respectfully submitted by  
Libby Nester, Acting Recorder

Approved: \_\_\_\_\_