

SEPTEMBER
2015 BOARD
PACKET



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
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AGENDA September 15, 2015

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday September 15, 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*

It's About Saving Lives...



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- *Pursue Grant for Volunteer Recruitment, Retention and Training Officer*
- *E Mails addresses for Volunteer Leadership, Board members and JCESA Staff*
- *Web Site Presentation*
- *T Shirts and Hats for Board Members*
- *Update on Life Pack Grant*

Board Member Requests

- *Employees would like to know when the new Bylaws for the Director position would be added to the employee's hand book.*
- *Employees would like to know about the two letters for Mr. Pittinger and Marty Freeman of appreciation.*
- *What happen with the Employees Grievance that was filed? Did they get a report back?*
- *ECT. Question for the Board.*

Committee Reports

- *CIP Committee*
- *Personnel Committee (Possible Executive Session reference training updates)*

New Business

Employee Liason

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.

It's About Saving Lives...

JCESA Budget Overview

YTD August 2015

(10 Weeks out of 52 weeks)

	A	B	A+B	Budget	YTD Variance	Total	Budget
	Amb Fee	JCESA	Actuals	Aug YTD	Budget vs Actuals	Budget	Remaining %
	Aug YTD	Aug YTD	Aug YTD	Aug YTD	Budget vs Actuals	Budget	Remaining %
Full Time Salaries	\$ 48,607	\$ 125,904	\$ 174,511	\$ 205,769	\$ 31,258	\$ 1,070,000	84%
Fringe Benefits	\$ 22,741	\$ 41,096	\$ 63,837	\$ 78,846	\$ 15,009	\$ 410,000	84%
Part Time Salaries	\$ 13,105	\$ 16,773	\$ 29,878	\$ 37,500	\$ 7,622	\$ 195,000	85%
Overtime	\$ 6,212	\$ 10,811	\$ 17,023	\$ 15,769	\$ (1,254)	\$ 82,000	79%
Workers Compensation	\$ 15,628	\$ 45,740	\$ 61,368	\$ 23,654	\$ (37,714)	\$ 123,000	50%
Liability Insurance	\$ 17,660	\$ 26,256	\$ 43,916	\$ 8,846	\$ (35,070)	\$ 46,000	5%
All Other Expenses	\$ 1,822	\$ 39,462	\$ 41,284	\$ 28,462	\$ (12,822)	\$ 148,000	72%
Total	\$ 125,775	\$ 306,042	\$ 431,817	\$ 398,846	\$ (32,971)	\$ 2,074,000	79%

- 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.
 3. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

**REGULAR MEETINGS MINUTES
August 18, 2015**

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, August 18, 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 Nester	Recorder	Tamara Trafford	JCESA
Jennifer Robinson	Medical Director	Tracy Smith	BFD
Ramona Wesling	Citizen	Denise Pouget	Director
Randy Whittington	BFD Asst. Chief	Ed Hannon	JCESA
Michael Hough	JCFRA		

Approval of Minutes:

07/21/2015 Regular Meeting

There weren't any corrections to the minutes.

Motion by C. Conroy, 2nd by S. Sowers to approve meeting minutes of July 21, 2015.

VOTE: Passed Unanimously

Minutes Online

Chairman Kelley asked if Minutes would be online soon. Director Pouget answer the site should be ready to accommodate that in a week or so.

Unfinished Business

Replacement of Busines Manager & Review Job

This is still under review at this time.

Conversation reference handling of "Death in Field

The Director reported this is still under discussion. She is reviewing the new procedures with our legal counsel and medical director. So far it is going well. There haven't been any complaints.

Treasurer's Report

The Treasurer's report is being tabled until next month.

Chairman's Report

Budget

Director Pouget discussed JCESA's budget briefly. It will be reported on later in the meeting

Workers' Compensation

A firefighter was injured at the scene and received a bill in error for JCESA ambulance service. It has been taken care of.

Motion by S. Sowers, second by C. Conroy to remove this billing for service

VOTE: Passed Unanimously

Discussion of Bank Signatures for regular business

Motion by C. Conroy, second by S. Sowers to present a letter to the Bank to remove old director's name from the account and add the new director's name.

VOTE: Passed Unanimously

New signature cards need to be on file with the bank for the officers and director.

Direction given to JCESA Director

Chairman Kelley has met with Director Pouget for orientation of the agency.

President JCFRA

President Mike Hough reported that JCFRA is interested in using the public education trailer owned by JCESA.

Motion by C. Conroy, second by S. Sowers to allow JCFRA to use the fire prevention trailer. There will be a list of approved drivers. The trailer will be pulled by a fire company vehicle. Use of the trailer will be coordinated with JCESA.

VOTE: Passed Unanimously

Directors Report

Budget Overview

D. Pouget presented the JCESA 2016 Budget Overview. Improvement of the timesheet system will include adding tracking of training, backfill, and other hours.

The Volunteer Fire Companies are good partners. We have open conversations. JCESA is striving to continue a great partnership.

She feels there have been confusion about what labor costs. For example if an employee makes \$40,000 in wages, then their fringe or leave, insurance, etc. costs around 38%. That \$40,000 employee can cost up to \$70,000.

There is a need for more employees for JCESA due to county growth.

There has to be an agreement of what it cost to have an employee.

CAD Data progress, Deputy Director of Communications to present

Deputy Director of Communications, C. Cross, explained the CAD dispatch system. January had 6,000 entries. The CAD system is less than a year old. It is still being fine tuned. It is balancing of staff to manage fine tuning the system.

ESO only gives you one piece of the puzzle. They have purchased a computer program called SAP Crystal Reporting to help manage the data. They have progressed statistical wise, but still not where they want to be.

Chairman Kelley asked for a target date. D. Pouget is dependent upon Communications to get data. C. Cross hopes there will be an end result within 6 months.

Motion by C. Conroy, second by S. Sowers for Director to prepare a draft on EMS management, second is obtain weekly reporting to the agency.

Discussion.

VOTE: Passed Unanimously

Fall Staffing Plan Review

Stations 2, 3, and 4 will have 24/7 staffing. Starting September 6, the closest medic will be dispatched. For example, a medic at Company 2 would go on calls closest to them instead of Company 11 going everywhere, even if it is not closest.

This will reduce response time. This utilizes medics already working. The 3 companies involved are on board with this plan.

JCESA ORGANIZATION

Organizational changes were discussed. These changes will build career ladders for employees. A Captain with 3 Lieutenants would add structure to the organization with delegation of duties. These employees would run emergency calls like everyone else.

Motion by S. Sowers, second by C. Conroy to go ahead and advance with the career leadership process, establishing the testing process, and be ready to implement by September 6, subject to review of the Personnel Committee.

Motion was amended to add "with review of the Personnel Committee".

VOTE: Passed Unanimously

Community Engagement

Heart Safe Community

Offer services for prevention.

Pursue Grant for Volunteer Recruitment, Retention and Training Officer

The Director is looking at obtaining a grant for recruitment and retention. This grant would allow for a Training Officer.

E Mail addresses for Volunteer Leadership, Board Members and JCESA Staff

T. Trafford reported on changes to website. Contact information for all fire department would be listed.

Web Site Presentation

Not ready at this time.

T Shirts and Hats for Board Members

Looking at getting t-shirts and hats for those board members who want them.

Update on Life Pack Grant

More information has been requested.

Board Member Requests

Employees would like to know when the new bylaws for the Director position would be added to the employee's hand book.

The Attorney reported that amendments were made as requested. He will bring this back to the Board next month.

Employees would like to know about the two letters for Mr. Pittinger and Marty Freeman of appreciation.

Letters have been sent.

What happened with the Employees Grievance that was filed? Did they get a report back?

A report was given by Stephanie Grove to the Board. T. Trafford reported that the employees involved have not been notified that it has been resolved. C. Conroy will send a letter stating it was resolved.

ETC. Question for the Board

S. Sowers had a question. One question was regarding access for members of the Board to be allowed access to all of the building. It was answered that the Board should not have access as an individual, but could tour the building as a group.

Chairman Kelley Question to Attorney

Are there any issues that need to be discussed tonight? He believes issues have been addressed. However, there are some that will be reported back in writing.

Committee Reports

CIP Committee

CIP Money will go to pay mortgage.

Personnel Committee

S. Sowers will be part of the committee.

New Business

None

Employee Liaison

T. Trafford responded to access by Board Members to all of the building. It could cause HIPPA Concerns.

The employees are excited about the Career Ladder changes that are coming.

Board Member Comments

None

Public Comment

Public Comment was made by Ramona Wesling.

Adjournment

Motion to adjourn by C. Conroy, second by S. Sowers at 2100 hours.

VOTE: Passed Unanimously

Minutes respectfully submitted by
Libby Nester, Recorder

Approved: _____