

**SEPTEMBER  
2016 BOARD  
PACKET**



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

### AGENDA September 20, 2016

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday September 20, 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 August Minutes

Treasurer's Report

Chairman's Report

1. *Medical Director Position to fill*
2. *Operational and Management manual*
3. *Committees*

President JCFRA

Director's Report

- Budget Overview
- Fall Staffing Plan Review
- CAD Data progress
- Communications and quickest route update
- Update on Recruiter position

Board Member Requests

- September 20<sup>th</sup> meeting and the Chamber event. Possible reschedule of JCESA Board Meeting
- Attendance issues for Board members



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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.*

**SIGN IN SHEET FOR BOARD MEETING OF THE JCESA**

Type of Meeting - Regular / Special      Meeting Date- 8/30/16  
 Location - JCESA Building, 419 Sixteenth Ave. Ranson, WV 25438      1900 Hrs.

Board Members: ( Please Print )    1- STEVE SOWERS    2- [Signature]  
 3- Jane Tabb                            4- JASON TURNER    5- DORIS J. WATSON  
 6- Michael Hersh                    7- \_\_\_\_\_

OTHERS - Please sign below for the record of attendance. If you want to speak at the public comment section, please mark where indicated. Note: Not all meeting will have public comments per the WV Open Meetings Act-( Refer to agenda )

Name ( Please Print )	Representing	Would Like to Speak	
		YES	NO
1- <u>Nathan Cochran</u>	<u>JC. APA</u>	_____	_____
2- <u>Pete Kelley</u>	<u>SELF</u>	_____	<u>X</u>
3- <u>Tamra Trafford</u>	<u>JCESA</u>	_____	_____
4- <u>Eileen Humm</u>	<u>JCESA</u>	_____	_____
5- <u>Mark D. [Signature]</u>	<u>SFD</u>	<u>maybe</u>	_____
6- <u>Monte [Signature]</u>	<u>JCESA</u>	_____	<u>✓</u>
7- <u>Dorine [Signature]</u>	<u>JCESA</u>	<u>yes</u>	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____
12- _____	_____	_____	_____
13- _____	_____	_____	_____
14- _____	_____	_____	_____
15- _____	_____	_____	_____

Page two of meeting dated \_\_\_\_\_

(	NAME ( Please Print )	Representing	Would Like to Speak	
			YES	NO
16-	_____	_____	_____	_____
17-	_____	_____	_____	_____
18-	_____	_____	_____	_____
19-	_____	_____	_____	_____
20-	_____	_____	_____	_____
21-	_____	_____	_____	_____
22-	_____	_____	_____	_____
23-	_____	_____	_____	_____
24-	_____	_____	_____	_____
25-	_____	_____	_____	_____
26-	_____	_____	_____	_____
27-	_____	_____	_____	_____
28-	_____	_____	_____	_____
29-	_____	_____	_____	_____
30-	_____	_____	_____	_____
31-	_____	_____	_____	_____
32-	_____	_____	_____	_____
33-	_____	_____	_____	_____
34-	_____	_____	_____	_____
35-	_____	_____	_____	_____
36-	_____	_____	_____	_____



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### MINUTES

August 30, 2016

*The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday August 30, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438. Board Members present: Co Chair Jane Tabb, Member Doctor Jason Turner, Member Aaron Watson, Chair Chris Conroy, and Member Steve Sowers.*

*Assistant Prosecuting Attorney: Nathan P. Cochran*

#### Call to Order

*Co Chairman Chris Conroy called the meeting to order at 1902 hours.*

#### Approval of the Minutes

*The July minutes were approved. Treasurer Tabb made the motion to approve the minutes and Co-Chair Chris Conroy seconded the motion. A unanimous vote to approve occurred after the motion was seconded.*

*Andrew Arnold was elected by the Board to serve as Treasurer. Jane Tabb made the motion to appoint Andrew Arnold as Treasurer and it was seconded by Chris Conroy. A unanimous vote followed.*

#### Treasurer's Report

*Director Pouget explained the monthly financial report. Director Pouget reported that the JCESA is on budget.*

#### Chairman's Report

*Chris Conroy discussed the fact that we have a Personnel Committee and an Impact Fee Committee. He discussed the Board composing an Operational Manual for the Director to follow.*

#### President JCFRA

*No report.*

#### Director's Report

- Looking forward to an Operational manual.
- Reiterated the need to ensure our Administrative needs of the Board members are taken care of.
- Web site up and running smoothly.



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- Communications and quickest route update: Continuing to assist the County Administrator and the Fire and EMS Chiefs.
- CAD Data progress: the CAD data still indicates we are holding an improvement of one minute in response times. The EMS and Fire data has not been separated as of yet.
- Progress on the transition to fire: Deputy Director Hannon reported all staff members have completed their physicals, all training has been verified and recorded and competencies have been completed.
- Discussion occurred reference JCESA developing a rescue task force concept as well as successfully passing the Ambulance Authority inspection when the State of West Virginia visited us earlier in the month.
- Update on Volunteer RRT Grant filed on March 24, 2016. No updates as of yet.

### Board Member Requests

None

### Committee Reports

None

### Unfinished Business

### New Business

### Employee Liaison

Review of current projects to keep the Board informed: Community Outreach

### Public Comment (Limit 5 minutes per person)

### Board Member Comments

### Executive Session

Chairman Chris Conroy made a motion to go into executive session to discuss personnel issues. Vice Chair Jane Tabb seconded the motion. A Unanimous vote occurred to accept the motion.

*It's About Saving Lives...*



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*Chair Chris Conroy made a motion to come out of executive session. Vice Chair Jane Tabb seconded the motion. A Unanimous vote occurred to accept the motion.*

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

Marney Treese, M.D.  
3304 Heavenly Cause Court  
Mt Airy, Maryland 21771  
Home:(301)829-5017  
Cell: (301)318-0478  
Office (304)728-1748  
Email: [mtreeseind@hotmail.com](mailto:mtreeseind@hotmail.com)  
[mtreese@wvuhealthcare.com](mailto:mtreese@wvuhealthcare.com)

### EMPLOYMENT

Emergency Medicine Associates, P.A., P.C. Germantown, MD 20874  
Jefferson Medical Center, Ranson, WV 2011-present  
Medical Director of Emergency Department  
Summit Point Motorsports Park 2014-present  
Medical Director of Emergency Services  
Carroll Hospital Center, Westminster, MD 2005-2011

### VOLUNTER

Jefferson County Emergency Service Association Outreach Program  
Medical Director of Outreach Program

### EDUCATION

Louisiana State University School of Medicine; Shreveport, LA 1998-2002  
M.D., May 2002  
Louisiana State University; Baton Rouge, LA 1993-1997  
B.S., Zoology, May 1997  
Indian River Community College, Fort Pierce, FL 1991-1993  
A.A., General Science, June 1993

### PROFESSIONAL TRAINING AND EXPERIENCE

University of Maryland Medical Center; Baltimore, Maryland June 2002- 2005  
*EMERGENCY MEDICINE RESIDENT*

- Three year emergency medicine residency training program. Unique aspects include trauma and anesthesia rotations at the R. Adams Cowley Shock Trauma Center, Pediatric EM at Children's National Medical Center, innovative didactic conference schedule, and formal ultrasound training.

### CERTIFICATIONS

ATLS, ACLS, BLS, PALS  
American Board of Emergency Medicine Certification

Marney Treese, M.D.  
3304 Heavenly Cause Court  
Mt Airy, Maryland 21771  
(301)829-5017

**HONORS AND RECOGNITION**

- Physician of The Month Award Jefferson Medical Center 2013
- Physician of The Month Award Carroll Hospital Center 2009
- Graduation Honors Magnum Cum Lauda Louisiana State University 1997
- Louisiana State University Premedical Honors Society 1993-1987
- All Athletic All Academic Recognition Award 1993

**PUBLICATIONS**

Treese M, Barretto F. Phenoxypropidine-induced Sulfahemoglobinemia Journal of Emergency Medicine 2005 (Submitted Case Report).

**PROFESSIONAL SOCIETIES AND ORGANIZATIONS**

American College of Emergency Physicians  
American Board of Emergency Medicine

# JCESA 2017 Budget Meeting

9/20/16

## JCESA 2017 Budget Overview

- 2017 Budget approved = \$2,237K. This is allocated as follows: Amb Fee department is \$758K and JCESA department is \$1,479K.
- Bank Account Balances at 8/31/16:
  - Payroll = \$29,746
  - General = \$311,251
  - Ambulance Fee Funds = \$581,454
  - Mortgage = \$96,229
- Note that the final 2016 figures were submitted and approved by County Finance Director. The final figures included salary accrual of \$46K and additional \$14k of expenses that were received in July ( for June).

# Current 2017 August YTD Results (JCESA & Amb Fee)

JCESA Aug 2017 YTD Financial Summary  
(8 Weeks out of 52 weeks)

	A		B		A+B		Pro rated Forecast	YTD Variance	Budget vs Actuals	Current Budget & Forecast
	Amb Fee	JCESA	Actuals	JCESA	Actuals	Forecast				
	<u>Aug YTD</u>	<u>Aug YTD</u>	<u>Aug YTD</u>	<u>Aug YTD</u>	<u>Aug YTD</u>	<u>Aug YTD</u>				
Full Time Salaries	\$ 63,186	\$ 72,317	\$ 135,503	\$ 184,615	\$ 49,112	\$ 1,200,000				
Fringe Benefits	\$ 20,585	\$ 24,577	\$ 45,162	\$ 66,769	\$ 21,607	\$ 434,000				
Part Time Salaries	\$ 36,001	\$ -	\$ 36,001	\$ 15,385	\$ (20,616)	\$ 100,000				
Overtime	\$ 13,230	\$ -	\$ 13,230	\$ 12,615	\$ (615)	\$ 82,000				
Workers Comp.	\$ 2,445	\$ 4,691	\$ 7,136	\$ 22,000	\$ 14,864	\$ 143,000				
Liability Insurance	\$ 5,182	\$ 10,154	\$ 15,336	\$ 7,692	\$ (7,644)	\$ 50,000				
All Other Expenses	\$ 489	\$ 23,721	\$ 24,210	\$ 35,077	\$ 10,867	\$ 228,000				
Total	<u>\$ 141,118</u>	<u>\$ 135,460</u>	<u>\$ 276,578</u>	<u>\$ 344,154</u>	<u>\$ 67,576</u>	<u>\$ 2,237,000</u>				

NOTES:

- Above is expense budget only and does not assume any additional budget that results from ambulance billing income or EMS supplies.
- Annual mortgage cost of \$81K not included in above as it is covered through Impact fee budget.
- YTD variance is favorable due to accrual of salaries at year end 2016.



Jefferson County Emergency Services Agency  
2017 Budget Forecast

*Ambulance Fee*

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget			
Full Time	33,340.00		28,847.00		41,682.00		27,788.00		27,788.00		27,788.00		27,788.00		27,788.00		41,682.00		27,788.00		27,788.00		27,788.00		27,788.00	368,855.00	
Part Time - Ops	17,193.00		18,809.00		11,562.00		7,708.00		7,708.00		7,708.00		7,708.00		7,708.00		11,562.00		7,708.00		7,708.00		7,708.00		7,708.00	120,790.00	
Overtime - OPS	7,382.00		5,868.00		9,462.00		6,308.00		6,308.00		6,308.00		6,308.00		6,308.00		9,462.00		6,308.00		6,308.00		6,308.00		6,308.00	82,618.00	
Medical Director	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Worker Comp	699.00		1,746.00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	26,041.00	
FiCA/Med	4,416.00		4,156.00		3,200.00		3,200.00		3,200.00		3,200.00		3,200.00		3,200.00		3,200.00		3,200.00		3,200.00		3,200.00		3,200.00	40,572.00	
Subtotal	63,010.00		60,426.00		65,906.00		45,004.00		45,004.00		45,004.00		45,004.00		45,004.00		65,906.00		45,004.00		45,004.00		45,004.00		45,004.00	638,876.00	
Hosp	4,155.00		-00		6,900.00		4,600.00		4,600.00		4,600.00		4,600.00		4,600.00		6,900.00		4,600.00		4,600.00		4,600.00		4,600.00	54,755.00	
Life	182.00		426.00		300.00		300.00		300.00		300.00		300.00		300.00		426.00		300.00		300.00		300.00		300.00	3,608.00	
Dental	-00		616.00		750.00		500.00		500.00		500.00		500.00		500.00		750.00		500.00		500.00		500.00		500.00	6,116.00	
Retirement	3,654.00		2,979.00		4,500.00		3,000.00		3,000.00		3,000.00		3,000.00		3,000.00		4,500.00		3,000.00		3,000.00		3,000.00		3,000.00	39,653.00	
Subtotal	7,991.00		4,021.00		12,450.00		8,400.00		8,400.00		8,400.00		8,400.00		8,400.00		12,450.00		8,400.00		8,400.00		8,400.00		8,400.00	104,112.00	
Fuel	-00		-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	-00	
License Ops	-00		-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	-00	
Auto Insurance	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Liability	1,551.00		3,651.00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	23,651.00	
Emrs Suppl	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Misc and Cloth	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Tech Svc	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Trav/Train	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Subtotal	1,551.00		3,651.00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	18,449.00	
Prof Svc	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Medical Exp	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Postage	-00		-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	-00	
Equip Rent	-00		-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	-00	
Utilities	-00		-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	-00	
Advertising	-00		-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	-00	
Audit Costs	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Backgroun Ck	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	(9,500.00)	
Other	-00		469.00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	469.00	
Third Party Billing	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
Subtotal	-00		469.00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	(9,500.00)	
Equipment	-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00		-00	-00	
<b>Cumulative Expenses</b>	<b>72,552.00</b>		<b>68,567.00</b>		<b>78,356.00</b>		<b>53,404.00</b>		<b>53,404.00</b>		<b>53,404.00</b>		<b>53,404.00</b>		<b>53,404.00</b>		<b>78,356.00</b>		<b>53,404.00</b>		<b>53,404.00</b>		<b>53,404.00</b>		<b>62,353.00</b>	<b>757,608.00</b>	
	141,119.00		219,475.00		272,879.00		326,283.00		391,485.00		444,889.00		498,293.00		576,649.00		641,851.00		695,255.00		757,608.00						

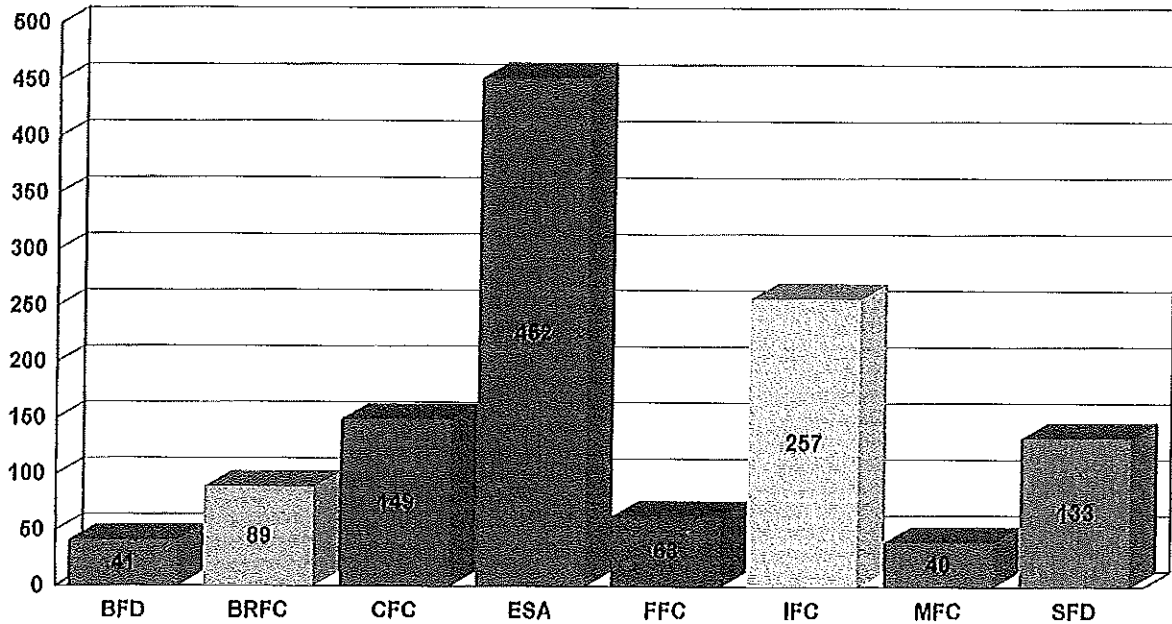


# Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

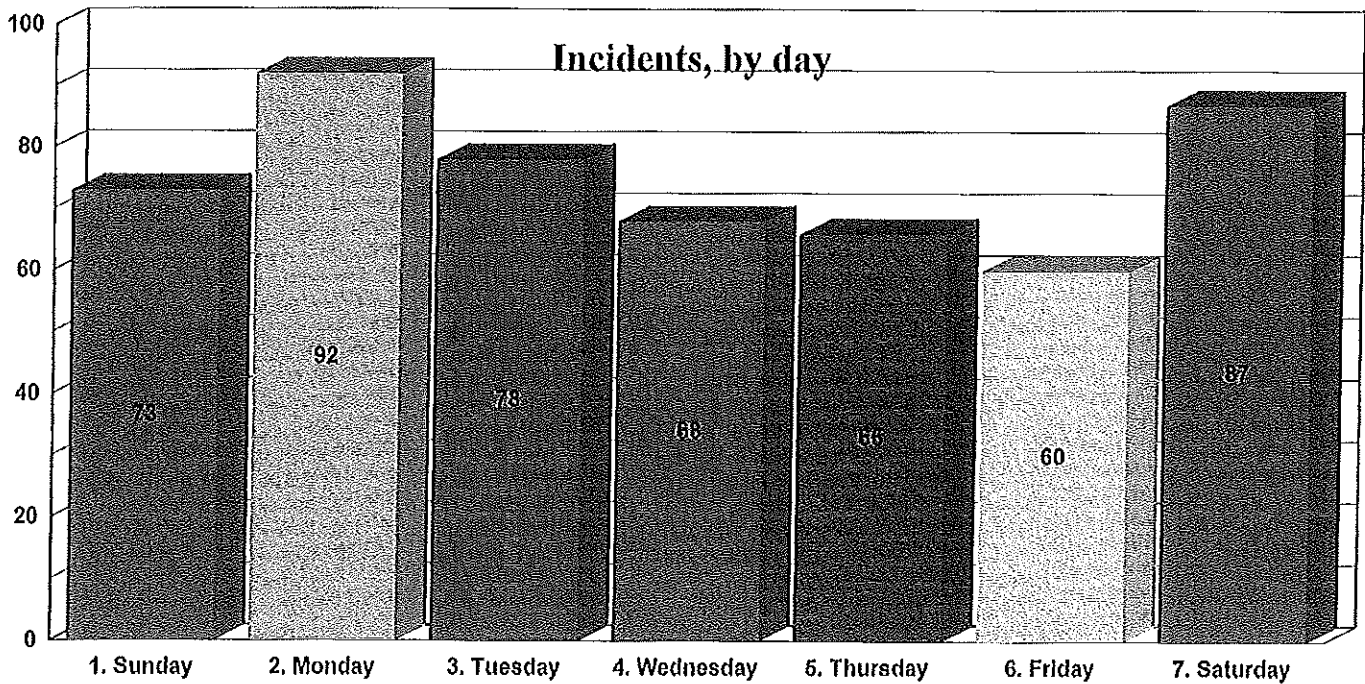
From 08/01/2016 to 08/31/2016

Total Incidents: 524

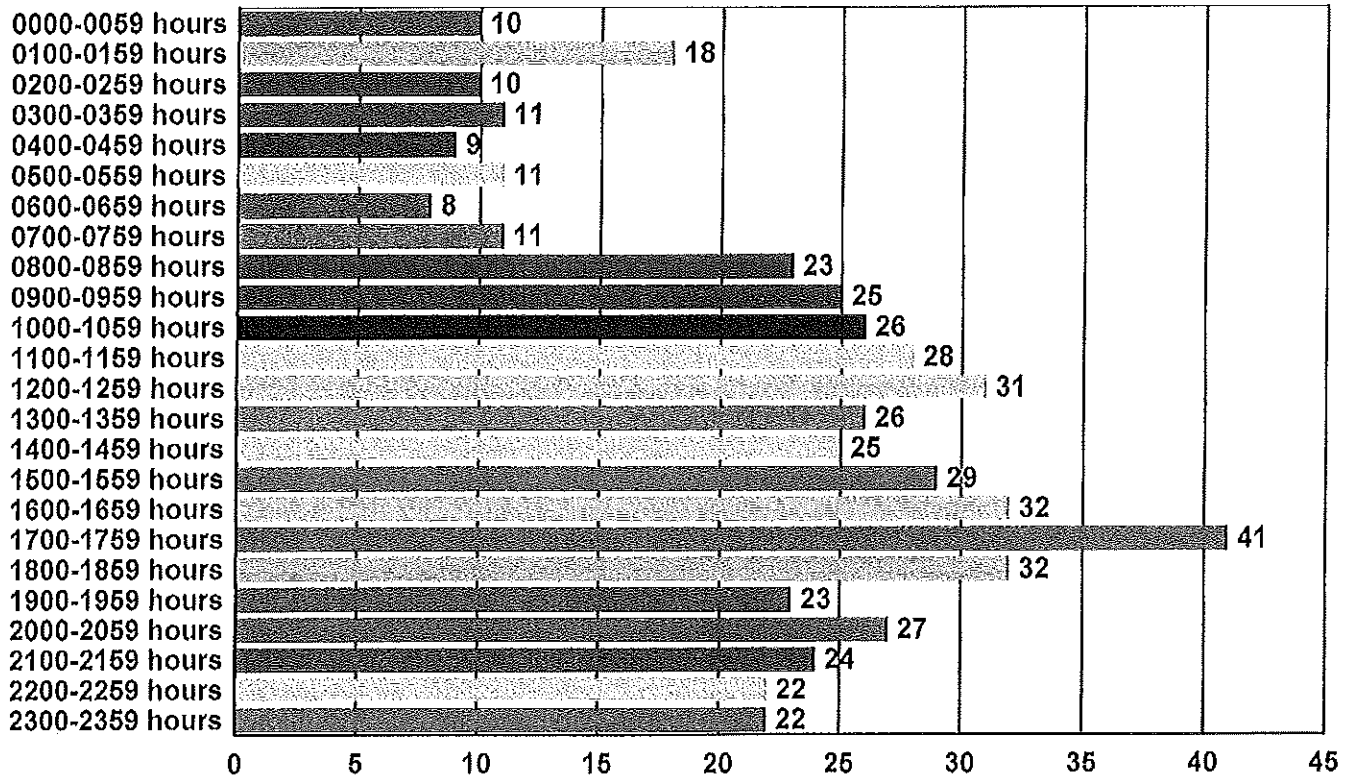
### Incidents, by Agency



### Incidents, by day



## Incidents, by hour



## Most Commonly Dispatched Nature Codes

