

DECEMBER

2016

JCESA

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

December 20, 2016

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday December 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 November Minutes

Treasurer's Report

Followed by: Brief report by Director Pouget reference update on on-boarding costs / separation of employees.

Chairman's Report

Review SOG review/edit process by Board

President JCFRA

Director's Report

- Communications and quickest route update
- CAD Data progress
- Report on Annual Review for FY 2016 (Commission Meeting)
- Update on Volunteer RRT Grant (Allen Keyser)
- Class and Compensation (Dr. Cassi Field by phone)

Board Member Requests

Committee Reports

- Administrative Committee Report
- Operations Committee Report
- Budget Committee Report

*It's About Saving Lives...*



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### Unfinished Business

- Revisit e- mail set up

### New Business

Nathan Cochran: MOU with Mount Weather

### Employee Liaison

Review of current projects to keep the Board informed

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.



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Minutes  
November 21, 2016

The November 21, 2016 meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7 pm on Monday November 21, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson West Virginia 25438. Board Members present: Chairman Chris Conroy, Vice Chair Jane Tabb, Treasure Andrew Arnold, and Member Dr. Jason Turner.

Assistant Prosecuting Attorney: Nathan P. Cochran was not present.

### Call to Order

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

### Approval of Minutes

The October and August minutes were approved. **Motion by Chris Conroy to accept the October and August minutes, Second by Andrew Arnold, motion passed 4-0.**

### Treasures Report

Andrew Arnold reported on the labor costs. The trend is showing a spike in part time salary costs. The reason for this is on boarding expenditures. While we always anticipate some on boarding costs, we didn't forecast a need to replace 20% of our full time workforce in the span of a few short months. While the trend is down for October and November, we anticipate it to continue to fall in our favor; it might make our current forecast tight at the end of the year. It is too soon to tell, and we will continue to watch it closely. Mr. Baker has stated there is no need to make any changes at this point and upon examination of all other labor costs, the on boarding expenditures are the driving force behind the increase in labor costs. Andrew Arnold stated he will take full responsibility for keeping a close eye on the situation. **Motion made by Andrew Arnold to accept the report, second by Jane Tabb to approve Treasures Report. Motion passed 4-0.**

### Chairman's Report

Chairman Conroy reminded everyone that the SOG's are on line. He discussed the process for track changes. He also reminded everyone about trying to set up their JCESA emails. He stated that Bob Burner will send instructions via the JCESA email.

### President of JCFRA

Not Present-No Report

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### Special Report from the County Administrator

Administrator Stephanie Grove reported on a special request from the Commissioners to receive the JCESA Directors Annual Review. In addition, they are requesting our Director report on the Ambulance Fee at the next Commission meeting.

The Board suggested a few edits and then voted to have Director Pouget present a power point to the Commission on the Directors Annual Review and distribute the report as well. Andrew Arnold made the motion and Chris Conroy seconded the motion. The motion passed 4-0.

Chris Conroy made a motion to establish a work group to focus on next year's annual report. Andrew Arnold seconded the motion. Motion passed 4-0.

### Directors Report

**Quickest Route Report:** The box cards are almost loaded into the system.

**CAD Data-**Chris Cross at ECC is still working on separating out the different call types and hopes to have more definitive data for us in the near future.

**Annual Report:** See special report from the County Administrator.

**Volunteer Recruitment and Retention Grant:** The Sheriff donated a car for our recruitment and retention coordinator. Director Pouget will research reimbursement for fuel. It should be eligible for Federal Mileage reimbursement. The wrap costs will be covered by the grant.

We are partnering with Berkley County's Volunteer Recruiter.

### Board Member Request

#### Committee Reports

**Administrative Committee:** Chris Conroy reported that the Administrative Committee met and have chosen a candidate to recommend to the Board for the Recruitment and Retention Grant. They will discuss this at executive session.

Andrew Arnold gave a report on the **Budget Committee and the Operational Committee**. They had a **comingled meeting**; Basically we are looking for peak time staffing. We will be requesting additional peak time staffing that would equate to a crew of two for 12 hour coverage at Citizens, Shepherdstown, Independent and Blue ridge Mountain. We will be requesting additional staffing for part of the peak time hours at Harpers Ferry, Bakerton and Middleway. This would give us seven ambulance crews with all hazard response capabilities during the majority of the peak time hours. With this kind of increase, we would also request a training officer and an Administrative support person.

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If the Ambulance fee is our bucket of money, we would need to double the Ambulance fee to reach the funding we need achieve these service goals.

Andrew Arnold reported on the EMS Chiefs working with JCESA on a funding policy for reimbursement of funds for purchasing of EMS supplies.

### New Business

**Email addresses** will be changed to first letter of the first name preceding the last name, @jcesa.org after (example:dpouget@jcesa.org). Andrew Arnold made the motion and Chris Conroy seconded the motion. Motion passed 4-0.

**Credit card policy:** The JCESA Officers will be receiving a credit card with a 1k limit. The Directors will retain a 5k limit. All employees with a credit card will attend P Card training. Andrew Arnold made a motion that we will adopt the County's P-Card policy within our OG's in perpetuity. Jason Turner seconded. The motion passed 4-0.

**Deferred compensation:** The budget and benefit committee will look into this. Also, we will be bringing forth a request for class and compensation. We are also looking at a better employee benefits package.

### Employee Liaison

Report of ongoing projects. Lt. Trafford reported on current employee benefits.

### Public Comment

### Board Member Comments

### Executive Session

**Motion made by Chris Conroy to enter executive session, second by Steve to discuss a personnel matter. Motion passed 4-0.**

### Recruitment and Retention Officer

Jane Tabb made a motion to hire Allen Keyser as the Recruitment and retention Officer at the posted salary and favorable outcome of the hire right background check. Chris Conroy seconded the motion. The motion passed 4-0.

**Motion to come out of executive session and adjourn meeting was made by Jane Tabb Second by Chris Conroy Motion Passed 4-0.**

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

# JCESA 2017 Budget Meeting

12/20/16

# JCESA 2017 Budget Overview

- 2017 Budget/Forecast = \$2,282K.
- This is allocated as follows: Amb Fee department is \$758K plus additional \$45k approved by board for gear/equipment which equals \$803K. The JCESA department is \$1,479K.
- Bank Account Balances at 11/30/16:
  - Payroll = \$47,103
  - General = \$424,685
  - Ambulance Fee Funds = \$429,596
  - Mortgage = \$157,019
- The Ambulance Fee balance at end of June 2017 is expected to be approximately \$550K. This assumes that an additional \$650K will be deposited in next few months.

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

## JCESA Nov 2017 YTD Financial Summary (22 Weeks out of 52 weeks)

	A Amb Fee		B JCESA		Pro rated Forecast		YTD Variance	Current Forecast as of Dec.
	Nov YTD		Nov YTD		Nov YTD			
	Actuals	Nov YTD	Actuals	Nov YTD	Budget vs Actuals	Budget vs Actuals		
Full Time Salaries	\$ 120,580	\$ 327,722	\$ 448,302	\$ 495,000	\$ 46,698	\$ 1,170,000		
Fringe Benefits	\$ 61,327	\$ 111,963	\$ 173,290	\$ 173,462	\$ 172	\$ 410,000		
Part Time Salaries	\$ 69,194	\$ 29,327	\$ 98,521	\$ 74,038	\$ (24,483)	\$ 175,000		
Overtime	\$ 31,352	\$ 2,321	\$ 33,673	\$ 35,962	\$ 2,289	\$ 85,000		
Workers Comp.	\$ 13,988	\$ 27,178	\$ 41,166	\$ 57,115	\$ 15,949	\$ 135,000		
Liability Insurance	\$ 7,755	\$ 15,052	\$ 22,807	\$ 19,038	\$ (3,769)	\$ 45,000		
All Other Expenses	\$ 15,983	\$ 70,613	\$ 86,596	\$ 110,846	\$ 24,250	\$ 262,000		
<b>Total</b>	<b>\$ 320,179</b>	<b>\$ 584,176</b>	<b>\$ 904,355</b>	<b>\$ 965,462</b>	<b>\$ 61,107</b>	<b>\$ 2,282,000</b>		

### NOTES:

1. Above is expense budget/forecast only and does not assume any additional budget that results from ambulance billing income or EMS supplies.
2. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.

Jefferson County Emergency Services Agency  
2017 Budget Forecast

Expenses	2016-17 Forecast												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	Actual	Actual	Actual	Actual	Actual	FCST	FCST	FCST	FCST	FCST	FCST	FCST	
Full Time	33,340.00	29,847.00	43,858.00	31,011.00	(17,476.00)	26,500.00	26,500.00	25,500.00	40,000.00	26,500.00	26,500.00	26,500.00	319,580.00
Part Time - Ops	17,193.00	18,809.00	30,783.00	19,827.00	(16,918.00)	10,000.00	10,000.00	10,000.00	15,000.00	10,000.00	10,000.00	10,000.00	144,184.00
Overtime - OPS	7,362.00	5,868.00	5,976.00	5,844.00	6,602.00	8,000.00	8,000.00	8,000.00	12,000.00	8,000.00	8,000.00	8,000.00	91,352.00
Medical Director	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Worker Comp	699.00	3,651.00	3,847.00	2,797.00	2,994.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	34,998.00
FICA/Med	4,416.00	4,156.00	6,157.00	4,254.00	(2,115.00)	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	39,278.00
Subtotal	63,010.00	62,331.00	90,621.00	62,943.00	(26,913.00)	50,700.00	50,700.00	50,700.00	73,200.00	50,700.00	50,700.00	50,700.00	629,392.00
Hosp	4,155.00	-00	11,619.00	5,609.00	3,740.00	4,000.00	4,000.00	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00	55,123.00
Life	-00	426.00	363.00	281.00	286.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,456.00
Dental	-00	616.00	398.00	381.00	325.00	500.00	500.00	500.00	750.00	500.00	500.00	500.00	5,470.00
Retirement	3,654.00	2,979.00	6,508.00	3,679.00	(799.00)	4,000.00	4,000.00	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00	46,021.00
Subtotal	7,809.00	4,021.00	18,888.00	9,950.00	3,552.00	8,800.00	8,800.00	8,800.00	13,050.00	8,800.00	8,800.00	8,800.00	110,070.00
Fuel	-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
License Ops	-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
Auto Insurance	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Liability	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	18,612.00
Erns Supplies	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Misc and Cloffi	-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
Trav/Train	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	18,612.00
Prof Svc	-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
Postage	-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
Equip Rent	-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
Utilities	-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
Advertising	-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
Audit Costs	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Background Ck	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Other	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Third Party Billing	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Equipment	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Cumulative Expenses	72,370.00	67,903.00	111,060.00	90,425.00	(21,582.00)	61,051.00	61,051.00	61,051.00	87,801.00	61,051.00	61,051.00	61,051.00	803,302.00
		140,273.00	251,333.00	341,758.00	320,176.00	381,227.00	442,278.00	503,323.00	591,130.00	652,181.00	713,232.00	803,302.00	

Jefferson County Emergency Services Agency  
2017 Budget Forecast

Expenses	2016-17 Forecast												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Full Time	33,340.00	29,847.00	43,858.00	31,011.00	(17,476.00)	26,500.00	26,500.00	26,500.00	40,000.00	26,500.00	26,500.00	26,500.00	319,580.00
Part Time - Ops	17,193.00	18,809.00	30,783.00	19,327.00	(16,918.00)	10,000.00	10,000.00	10,000.00	15,000.00	10,000.00	10,000.00	10,000.00	144,194.00
Overtime - OPS	7,962.00	5,868.00	5,976.00	5,544.00	6,602.00	8,000.00	8,000.00	8,000.00	12,000.00	8,000.00	8,000.00	8,000.00	91,352.00
Medical Director	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Worker Comp	699.00	3,651.00	3,847.00	2,797.00	2,994.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	34,988.00
FICA/Med	4,416.00	4,156.00	6,157.00	4,264.00	(2,115.00)	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	39,278.00
Subtotal	63,010.00	62,331.00	90,621.00	62,943.00	(26,913.00)	50,700.00	50,700.00	50,700.00	73,200.00	50,700.00	50,700.00	50,700.00	629,392.00
Hosp	4,155.00	-00	11,619.00	5,609.00	3,740.00	4,000.00	4,000.00	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00	55,123.00
Life	426.00	363.00	281.00	281.00	286.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,456.00
Dental	-00	616.00	398.00	381.00	325.00	500.00	500.00	500.00	750.00	500.00	500.00	500.00	5,470.00
Retirement	3,654.00	2,978.00	6,508.00	3,679.00	(799.00)	4,000.00	4,000.00	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00	46,021.00
Subtotal	7,809.00	4,021.00	18,888.00	9,950.00	3,562.00	3,800.00	3,800.00	3,800.00	13,050.00	3,800.00	3,800.00	3,800.00	110,070.00
Fuel	-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
License Ops	-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
Auto Insurance	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Liability	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	18,612.00
Erns Supplies	-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
Tech Svc	-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
Subtotal	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	63,612.00
Prof Svc	-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
Postage	-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
Equip Rent	-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
Utilities	-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
Advertising	-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
Audit Costs	-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
Other	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Third Party Billing	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Equipment	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00
Subtotal	72,370.00	57,903.00	111,060.00	90,425.00	(21,582.00)	61,051.00	61,051.00	61,051.00	87,801.00	61,051.00	61,051.00	61,051.00	803,302.00
Cumulative Expenses	140,273.00	251,333.00	341,758.00	381,227.00	442,278.00	503,329.00	551,130.00	582,181.00	629,392.00	689,093.00	748,844.00	808,895.00	808,895.00

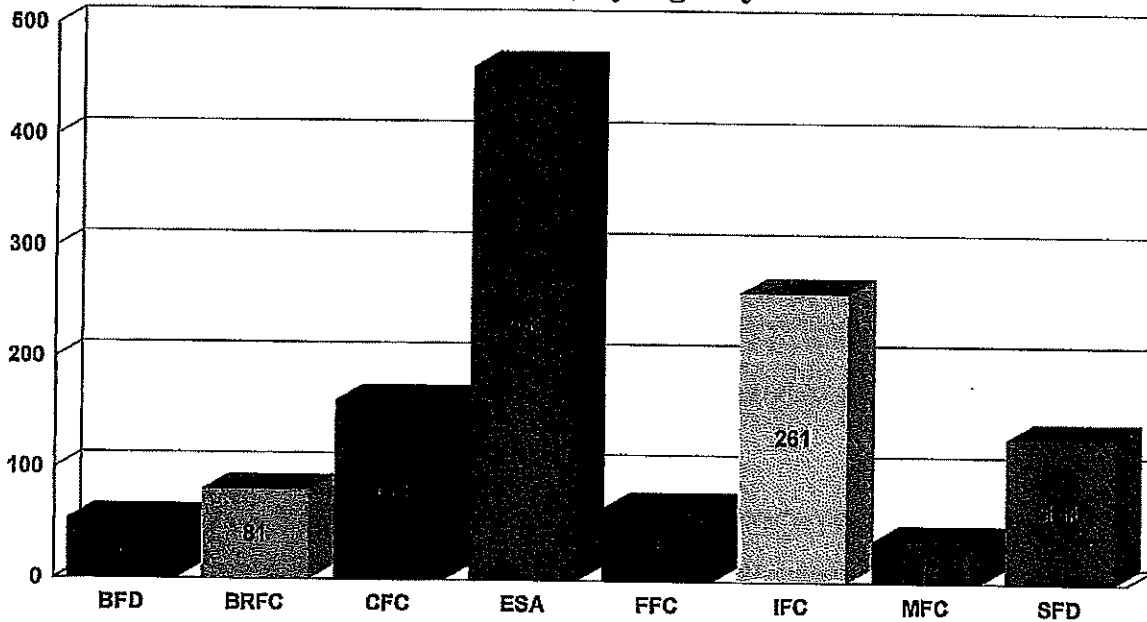


# Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

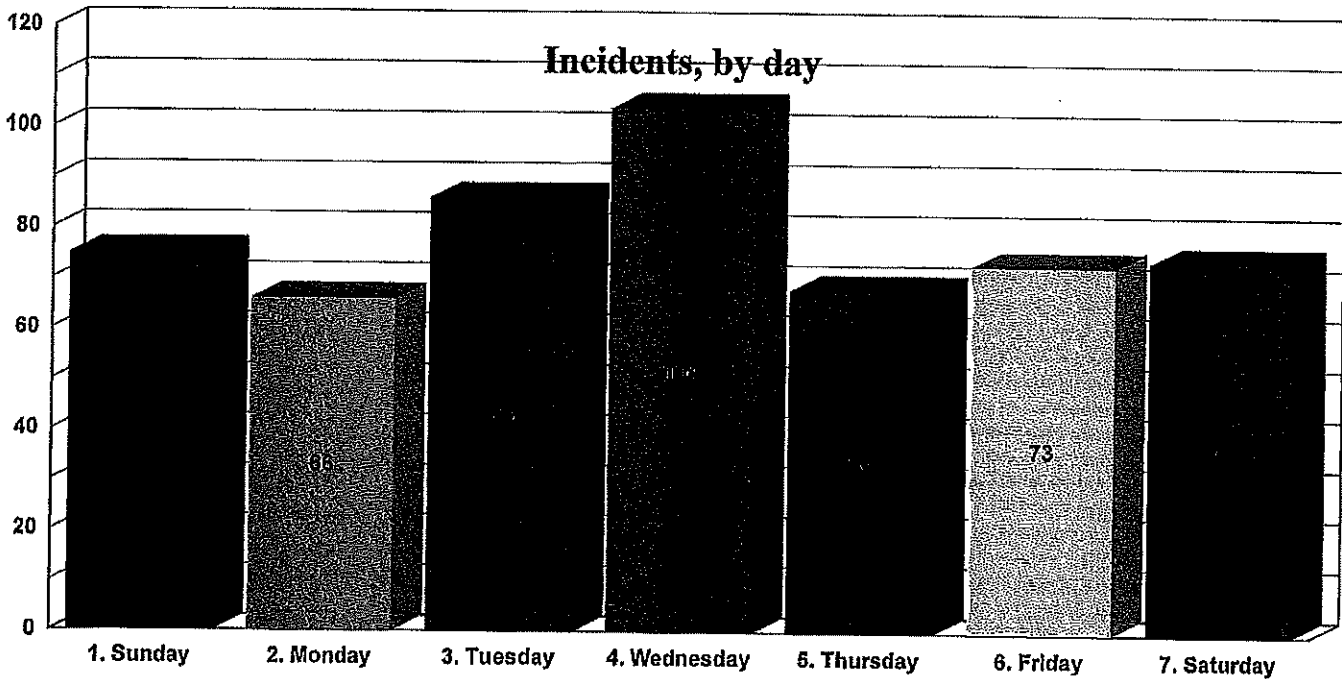
From 11/01/2016 to 11/30/2016

Total Incidents: 546

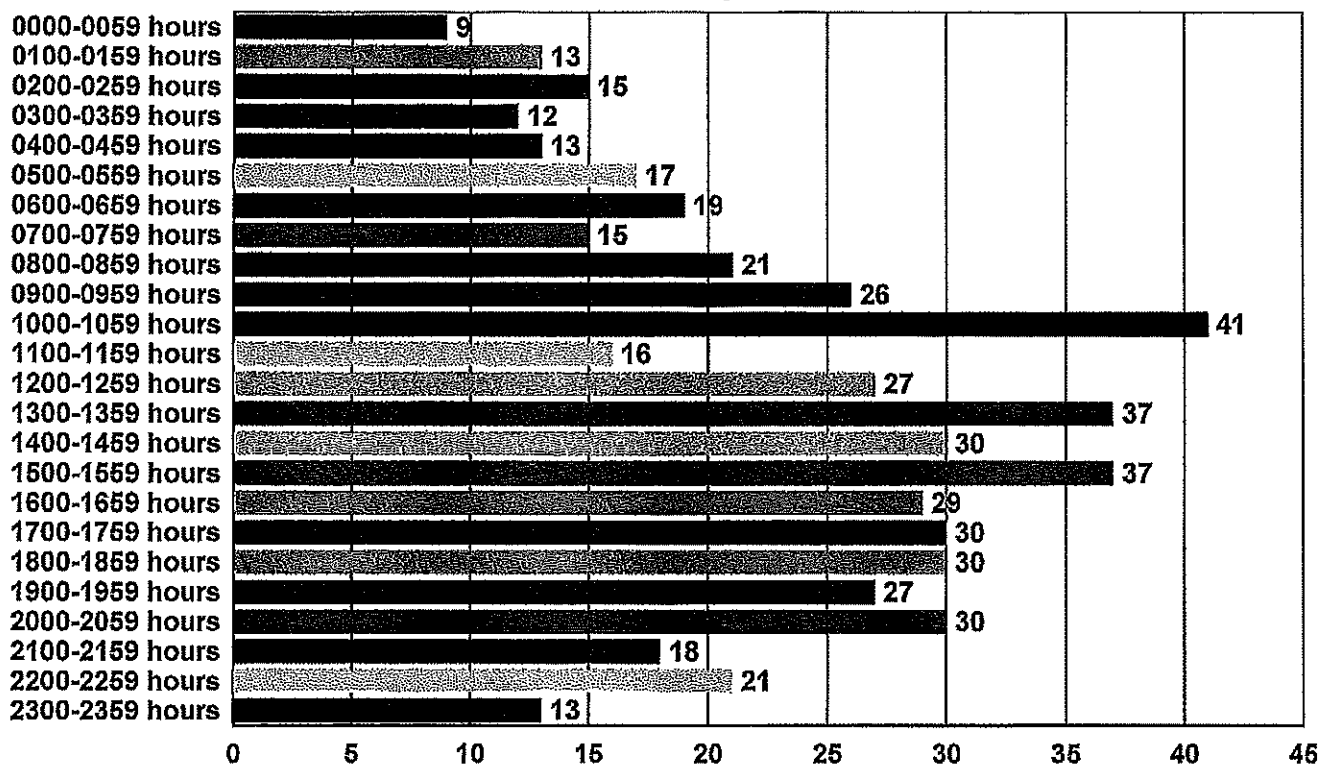
### Incidents, by Agency



### Incidents, by day



## Incidents, by hour



## Most Commonly Dispatched Nature Codes

