

JCESA
BOARD PACKET
MARCH 21,
2017



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

March 21, 2017

The March meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday March 21, 2017 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 February Minutes, along with three (Special Meetings Minutes)

Treasurer's Report

Chairman's Report

President JCFRA

Director's Report

- Update on Volunteer RRT Grant (Allen Keyser)
- Discussion reference new Strategic Plan for JCESA. Aggressive Public Education partnership with Volunteer Departments
- The actual cost of an employee
- DOA funding update
- Policy and Procedure review update

Board Member Requests

Committee Reports

- Administrative Committee Report
- Operations Committee Report: DOA proposal for Van
- Budget Committee Report

Unfinished Business

- Revisit e- mail set up

It's About Saving Lives...



JEFFERSON COUNTY **E**MERGENCY **S**ERVICES **A**GENCY

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New Business

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.

It's About Saving Lives...

DEALING WITH OUR CHALLENGES

Hello everyone! My name is Denise Pouget and I am the Director for The Jefferson County Emergency Services Agency. I will be visiting many of the Community groups this Spring and Summer in an effort to educate the Community about the outstanding work your volunteer Fire Departments do and encourage you to get involved in the success of your Fire and EMS service delivery in Jefferson County. I want to have conversations about our volunteer recruitment and retention grant and our plans to start a "heart safe community" and why it is necessary to do this. Our Jefferson County volunteers are a responsible committed group of individuals that truly care about their Communities. We at the Jefferson County Emergency Services Agency are pleased to work in such a compassionate and caring environment with these wonderful volunteers. The volunteers keep the costs of Fire and EMS service down in West Virginia. Some of the ways they tackle the rising capital cost is by holding Bingo nights, making apple butter, and selling Christmas trees and much more! The fact is the cost of Fire and EMS service is very expensive and it is becoming increasingly difficult to absorb the costs necessary to protect the Community adequately. In addition, the State of West Virginia has had to cut funding resulting in less training classes, less staff to assist volunteers and possibly the loss of the workers compensation costs the volunteers will then have to incur. This creates serious problems! This is a dangerous business that possesses great risk to our Firefighters, Emergency Medical Technicians and Paramedics! Our gear and equipment must be well maintained and ready for service at all times to protect you!

You should know that your dedicated volunteers have jobs and families they have to spend time with that causes them to not be available for every call. Our Fire Stations are challenged during "peak time" hours. We have carefully examined our data reference emergency call loads for Jefferson County. We are certain we can improve response times if we hired peak time staffing. We define "peak time" as our busiest time of day from 9:00 a.m. to 9:00 p.m. 7 days a week. **Having 12 hour paid drivers from 6:00 a.m. to 6:00 p.m. would improve our "10" minute average response times.** This would allow our volunteers to get ready for work and/or school, as well as allow them time to get home and have dinner with their families. We are truly concerned about our delayed response times because we want to provide you with emergency help in a "reasonable" amount of time. More people are moving into Jefferson County causing a significant increase in our emergency call load creating greater service demand. We have looked at costs and believe that "peak time" staffing utilizes the paid staffing and the volunteer staffing to create the best balance and utilization of personnel. **If we hired additional career personnel around the clock, that would require double the cost we were asking for this year. "Peak time" staffing is truly the least expensive model to reduce response times and create an effective and efficient balance of our personnel.**

a. **This year's County budget:** I always tell our staff to speak about service and not politics. I will simply state facts and not speak to any political beliefs on JCESA's behalf. The reason we cannot afford "peak time" staffing is because the majority of our County Commissioners are not in favor of the ambulance fee. They would like to see these costs come out of the general fund. However, at present the money does not exist in the general fund to hire "peak time" staffing. The fact is there is a bill in existence allowing County Commissions to impose fees for ambulance service. The tax base in West Virginia is not set up to support these services; hence many West Virginia Counties impose these fees. Here is a piece of that bill and we encourage you to do the research yourself:

b. **WEST VIRGINIA CODE**

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.

ARTICLE 15. EMERGENCY AMBULANCE SERVICE ACT OF 1975.

§7-15-1. Short title.

This article shall be known and may be cited as the "Emergency Ambulance Service Act of 1975."

§7-15-2. Legislative findings and declaration of policy.

The Legislature hereby finds and declares:

- (a) That a significant part of the population of this state does not have adequate emergency ambulance service;
- (b) That the establishment and maintenance of adequate emergency ambulance systems for the entire state is necessary to promote the health and welfare of the citizens and residents of this state;
- (c) That emergency ambulance service is not likely to become available to all the citizens and residents of this state unless specific requirements therefor are provided by law;
- (d) That emergency ambulance service is a public purpose and a responsibility of government for which public money may be spent; and
- (e) This article is enacted in view of these findings and shall be liberally construed in the light thereof.

c. How does our ambulance fee budget request for FY18 compare to other Counties in the Eastern Panhandle of West Virginia?

We currently have the lowest ambulance fee in the area. It was \$40.00 and now it has been lowered to \$35.00 for households. With raising it to \$80.00 per household, we could have hired 13 Fulltime employees and collected enough capital to purchase a chase car needed to provide supplemental staffing all around Jefferson County. Two of our fulltime employee requests were administrative and we were fortunate enough to have them funded by our Commission. These positions are needed for State and Federally mandated programs and certainly will be put to good use. However, due to the shortfall in the general fund, we received no increase in Operational positions.

d. How does a lack of "peak time" staffing affect you?

- * First of all, lack of "peak time" staffing will affect the amount of time it takes us to get to you.
- * **Response Time Standards**
- * NFPA 1221 calls for emergency alarm processing for calls requiring EMD questioning and pre-arrival instructions to be completed within 90 seconds 90 percent of the time and within 120 seconds 99 percent of the time. The ASTM Standard F-1220 sets the benchmark for call processing, including EMD, at 2 minutes.
- * NFPA 1710 calls for travel time of 480 seconds (8 minutes) or less for the arrival of an advanced life support (ALS) unit at an emergency medical incident, provided a first responder with AED or basic life support (BLS) unit arrived in 240 seconds (4 minutes) or less travel time.
- * **WE NEED TO TRAIN YOU IN FIRST AID, CPR AND AED!**

The only way that we can responsibly deal with a lack of providers in our County is to aggressively teach the public what to do when it comes down to a matter of life and death! How do you control life threatening bleeding? How do you open an airway? How do you breathe for someone? What are the benefits of the automated external defibrillator? How do we get a defibrillator in as many public places as possible? How do you do Cardiopulmonary resuscitation?

The Jefferson County Emergency Services Agency is currently gearing up to partner with local volunteer fire departments to teach and prepare the public on how to deal with life threatening emergencies. We are seeing more cardiac arrests due to narcotic overdoses. We also know the rising cost of epinephrine is causing our citizens to go without the EpiPens, hoping if they have an allergic reaction our Emergency Medical Services will be nearby with a backup plan. The list price for a pack of two EpiPens, a life-saving medication and unique delivery system for people with severe allergies, now tops \$600, up 500% from its \$100 price tag in 2007. In the last three years, the price has more than doubled. An EpiPen is a lifesaving drug that will reverse the

effects of an allergic reaction (ingesting peanuts, bee stings and so on..). We are concerned that people may be relying on us and not buying the medication due to the high cost. There are many other instances we could cite where reasonable response times could make a difference as well in saving someone's life. Bottom line, **without "peak time" staffing, during our "peak" hours reasonable response times will be a challenge!**

e. In addition, have you ever wondered why your homeowners insurance is high in Jefferson County? Most likely it is due to the ISO rating in your area. What is ISO?

*** Insurance Services Office rating**

*** Based on the following:**

*** 40 points water supply infrastructure**

*** 50 point fire departments (staffing, apparatus, training...)**

*** 10 points communications**

*** 5.5 points community education programs**

We are currently exploring water supply grants for our County. And as you can see, a large part of the rating pertains to staffing, training and apparatus. Staffing gives you the ability to move water. The ISO specialist scheduled to visit Jefferson County in the spring advised us that steps forward to tackle staffing, water supply and community education will lower our overall ISO rating which will equate to lower insurance premiums for homeowners and businesses moving into Jefferson County. The businesses could stand to save a lot of money! He couldn't get specific because each insurance company evaluates the individual insured on a number of different items. Certainly the structure being insureds proximity to a water source in case of fire is a huge part of the overall evaluation for the final ISO rating.

f. Deceased Body Transports

The Blue Ridge Mountain Volunteer Fire Department has graciously transported individuals to a funeral home whose families could not afford to make arrangements for their transport at their time of death. There is no other service in Jefferson County that transports these people and it becomes problematic to leave them on the scene for long periods of time. Chief Earl Cogle has enormous dedication and respect for all communities in Jefferson County and has performed this service for free. Blue Ridge Fire Department does receive a \$75.00 fee for transporting Medical Examiner cases. There are approximately 100 cases a year that need transport to the funeral home that Blue Ridge Fire Company doesn't receive any compensation for. Blue Ridge Fire Department won't be able to do this for free much longer. The amount of time and labor involved in performing these transports is significant. The JCESA personnel help Blue Ridge Fire Department by assisting with loading and lifting these individuals. We are truly concerned about having the staffing available to assist with this critically needed service. As you can imagine, it takes time, effort and staffing to move these bodies. There are cases where extensive decontamination is required after transport. It boils down to us being prepared to deal with these issues in our Community. We need you to be aware, involved and engaged. If response times matter to you, your Commissioners need to know. If you want a Community with effective and efficient emergency service, **please volunteer and**

support “peak time” staffing. We are trying to keep the cost of Fire and EMS service to a minimum while preserving this great volunteer system in Jefferson County West Virginia! We value our volunteers and we don’t want to let them down or burn them out! For more information about our recruitment and retention grant, call our recruiter Allen Keyser at 304-267-9111. His e mail is akeyser@jcesa.org.

In closing, if you wish to contact me for more information, please call 304-728-3287. My e mail is dpouget@jcesa.org. If time permits, please attend our mass CPR Training day (we will announce the exact date in April of 2017). Get involved and engaged! We need you!

Sincerely,

JCESA Director Denise S. Pouget

JCESA Two Year Cost Comparison - Summary

	2015-2016		2016-2017	
	<u>Actuals</u>		<u>Forecast</u>	
1. Full Time Salaries	\$ 1,117,852	51%	\$ 1,170,000	51%
2. Fringe Benefits	\$ 393,958	18%	\$ 410,000	18%
3. Part Time Salaries	\$ 107,358	5%	\$ 175,000	8%
4. Overtime	\$ 104,063	5%	\$ 85,000	4%
5. Workers Comp.	\$ 118,345	5%	\$ 135,000	6%
6. Liability Insurance	\$ 45,796	2%	\$ 45,000	2%
7. Uniforms/Gear	\$ 70,000	3%	\$ 66,000	3%
8. All Other Expenses	\$ 225,195	10%	\$ 196,000	9%
	<u>\$ 2,182,567</u>	<u>100%</u>	<u>\$ 2,282,000</u>	<u>100%</u>

By Department:

JCESA	\$ 1,451,286	\$ 1,479,000
Amb Fee	\$ 731,281	\$ 803,000
Total	<u>\$ 2,182,567</u>	<u>\$ 2,282,000</u>

Key Cost Items:

Labor Related Costs (items 1-7)	\$ 1,957,372	90%	\$ 2,086,000	91%
Full Time Labor and Fringe	\$ 1,511,810	69%	\$ 1,580,000	69%
Fringe % of Full Time Labor	35%		35%	
Fringe/PT/OT/WC/Liab. Ins.	69%		73%	
Annual New Hire - Cost Estimate	\$ 44,720		\$ 45,760	
New Hire with Fringe	\$ 60,480		\$ 61,796	
Annual New Hire - Cost Estimate	\$ 44,720		\$ 45,760	
New Hire with Fringe/PT/OT/WC/Liab. Ins.	\$ 75,505		\$ 79,004	

Jefferson County Emergency Services Agency
2017 Budget Forecast

Expenses	2016-17 Forecast												Total	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	2	2	3	2	2	2	2	2	3	2	2	2	26	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	FCST	FCST	FCST	FCST		
Full Time	33,340.00	29,847.00	43,858.00	31,011.00	(17,476.00)	27,116.00	28,064.00	27,768.00	40,000.00	26,500.00	26,500.00	26,500.00	323,028.00	
Part Time - Ops	17,193.00	18,809.00	30,783.00	19,327.00	(16,918.00)	11,098.00	11,185.00	9,095.00	15,000.00	10,000.00	10,000.00	10,000.00	145,572.00	
Overtime - OPS	7,362.00	5,868.00	5,976.00	5,544.00	6,602.00	6,161.00	6,566.00	3,727.00	12,000.00	7,000.00	7,000.00	11,000.00	84,806.00	
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	2,797.00	2,798.00	2,798.00	3,000.00	3,000.00	3,000.00	3,000.00	34,381.00	
FICA/Med	4,416.00	4,156.00	6,157.00	4,264.00	(2,115.00)	3,386.00	3,496.00	3,096.00	3,200.00	3,200.00	3,200.00	3,200.00	39,656.00	
Subtotal	63,010.00	62,331.00	90,621.00	62,943.00	(26,913.00)	50,558.00	52,109.00	46,484.00	73,200.00	49,700.00	49,700.00	53,700.00	627,443.00	
Hosp	4,155.00	-00	11,619.00	5,609.00	3,740.00	4,363.00	6,128.00	4,986.00	6,000.00	4,000.00	4,000.00	4,000.00	58,600.00	
Life	-00	426.00	363.00	281.00	286.00	249.00	249.00	280.00	300.00	300.00	300.00	300.00	3,334.00	
Dental	-00	816.00	398.00	381.00	325.00	328.00	330.00	325.00	750.00	500.00	500.00	500.00	4,953.00	
Retirement	3,654.00	2,979.00	6,508.00	3,679.00	(800.00)	3,737.00	3,636.00	3,307.00	6,000.00	4,000.00	4,000.00	4,000.00	44,700.00	
Subtotal	7,809.00	4,021.00	18,888.00	9,950.00	3,551.00	8,677.00	10,343.00	8,898.00	13,050.00	8,800.00	8,800.00	8,800.00	111,587.00	
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	
Ems Supplies	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	
Misc and Cloth	-00	-00	-00	15,981.00	-00	-00	-00	-00	-00	-00	-00	-00	29,019.00	45,000.00
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	17,532.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	1,551.00	30,570.00	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	228.00	-00	-00	171.00	-00	-00	-00	-00	399.00	
Third Party Billing	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	
Subtotal	-00	-00	-00	-00	228.00	-00	-00	171.00	-00	-00	-00	-00	399.00	
Equipment	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	
	72,370.00	67,903.00	111,060.00	90,425.00	(21,583.00)	60,786.00	64,003.00	57,104.00	87,801.00	60,051.00	60,051.00	93,070.00	803,041.00	
Cumulative Expenses		140,273.00	251,333.00	341,758.00	320,175.00	380,961.00	444,964.00	502,068.00	589,869.00	649,920.00	709,971.00	803,041.00		

2017 Budget Forecast

Expenses	2017 Budget Forecast												2015-16 Forecast
	Jul 2 Actual	Aug 2 Actual	Sep 3 Actual	Oct 2 Actual	Nov 2 Actual	Dec 2 Actual	Jan 2 Actual	Feb 2 Actual	Mar 3 FCST	Apr 2 FCST	May 2 FCST	Jun 2 FCST	Total 26
Full Time	15,924.00	56,392.00	82,339.00	58,978.00	114,089.00	69,816.00	74,478.00	63,659.00	105,000.00	70,000.00	70,000.00	70,000.00	850,675.00
Part Time - Ops					29,327.00	1,956.00	867.00	838.00	1,000.00	1,000.00	1,000.00	1,000.00	36,988.00
Overtime - OPS					2,321.00	298.00	263.00						2,882.00
Medical Director	-00	1,000.00	500.00	500.00	500.00	500.00	500.00	500.00	750.00	500.00	500.00	500.00	6,250.00
Worker Comp	1,681.00	7,144.00	7,467.00	5,455.00	5,431.00	5,430.00	5,430.00	5,431.00	8,000.00	5,500.00	5,500.00	23,952.00	86,421.00
FICA/Med	1,252.00	4,405.00	6,382.00	4,520.00	11,186.00	5,597.00	5,877.00	5,020.00	8,000.00	5,500.00	5,500.00	5,500.00	69,739.00
Subtotal	18,857.00	68,941.00	96,688.00	69,453.00	162,854.00	83,597.00	87,415.00	75,448.00	122,750.00	82,500.00	82,500.00	100,952.00	1,051,955.00
Hosp	7,716.00	-00	17,658.00	9,723.00	5,698.00	9,349.00	11,842.00	9,100.00	14,100.00	9,400.00	9,400.00	9,400.00	113,386.00
Life	484.00	547.00	640.00	599.00	297.00	571.00	365.00	571.00	780.00	520.00	520.00	520.00	6,414.00
Dental	(76.00)	1,114.00	591.00	572.00	116.00	591.00	597.00	591.00	825.00	550.00	550.00	550.00	6,571.00
Retirement	2,729.00	5,921.00	10,009.00	5,795.00	13,300.00	8,526.00	7,848.00	6,684.00	10,000.00	7,000.00	7,000.00	7,000.00	91,812.00
Subtotal	10,853.00	7,582.00	28,898.00	16,689.00	19,411.00	19,037.00	20,652.00	16,946.00	25,705.00	17,470.00	17,470.00	17,470.00	218,183.00
Fuel	687.00	1,256.00	1,012.00	1,282.00	1,387.00	962.00	212.00	2,069.00	1,000.00	1,000.00	1,000.00	1,000.00	12,867.00
Maintenance	-00	-00	460.00				150.00		500.00			500.00	1,610.00
License Ops	200.00	-00						-00	-00	-00	-00	1,000.00	1,200.00
Supplies	-00	192.00						-00	250.00	250.00	250.00	250.00	1,192.00
Auto Insurance	-00	-00						-00	-00	-00	-00	9,000.00	9,000.00
Liability	3,011.00	3,334.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	3,011.00	36,455.00
Ems Supples	2,038.00	460.00	4,278.00	820.00	2,213.00	1,223.00	212.00	248.00	2,000.00	2,000.00	2,000.00	2,000.00	19,492.00
Misc and Cloth	1,993.00	2,584.00	6,553.00	1,096.00	533.00	402.00	405.00	4,366.00	800.00	800.00	800.00	800.00	21,132.00
Tech Svc	449.00	449.00	601.00	558.00	3,304.00	486.00	502.00	-00	1,000.00	1,000.00	1,000.00	1,000.00	10,349.00
Trav/Train	-00	2,000.00	1,508.00	275.00	1,235.00	512.00	340.00	4,190.00	500.00	500.00	500.00	500.00	12,060.00
Subtotal	8,378.00	10,275.00	17,423.00	7,042.00	11,683.00	6,596.00	4,832.00	13,884.00	9,061.00	8,561.00	8,561.00	19,061.00	125,357.00
Prof Svc	975.00	2,300.00	1,600.00	965.00	1,700.00	900.00	900.00	2,400.00	2,000.00	2,000.00	2,000.00	3,000.00	20,740.00
Medical Exp	-00	1,503.00	50.00	2,029.00	524.00		75.00	175.00	750.00	750.00	750.00	750.00	7,356.00
Postage	-00	71.00	47.00	19.00	47.00		213.00	-00	80.00	80.00	80.00	80.00	717.00
Office Exp	-00	92.00	10.00	229.00	337.00	793.00		505.00	300.00	300.00	300.00	300.00	3,166.00
Equip Rent	226.00	410.00	711.00	234.00	228.00	326.00	709.00	398.00	300.00	300.00	300.00	300.00	4,442.00
Telephone	-00	-00	128.00	454.00	214.00	205.00	448.00	214.00	500.00	500.00	500.00	500.00	3,663.00
Utilities	465.00	1,590.00	1,421.00	1,856.00	873.00	2,490.00	1,756.00	1,191.00	1,600.00	1,600.00	1,000.00	1,000.00	16,842.00
Rep & Maint	-00	504.00	21.00	343.00		15.00		-00	100.00	100.00	100.00	100.00	1,283.00
Advertising	-00	-00	248.00	556.00	39.00		450.00	163.00	100.00	100.00	100.00	100.00	1,856.00
Dues & Sub	180.00	-00	180.00		102.00			160.00	125.00	125.00	125.00	125.00	1,122.00
Audit Costs	-00	-00						-00	-00	-00	-00	1,000.00	1,000.00
Backgroun Ck	-00	-00						-00	-00	-00	-00		-00
Bank/Other	13.00	241.00	115.00	232.00	392.00	9.00	268.00	32.00				7,800.00	9,102.00
Third Party Billing	-00	7.00	74.00		7.00		28.00			400.00			516.00
Subtotal	1,859.00	6,718.00	4,605.00	6,917.00	4,463.00	4,738.00	4,847.00	5,238.00	5,855.00	6,255.00	5,255.00	15,055.00	71,805.00
Equipment/Depreciation	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	919.00	11,028.00
Subtotal	40,866.00	94,435.00	148,533.00	101,020.00	199,330.00	114,887.00	118,665.00	112,435.00	164,290.00	115,705.00	114,705.00	153,457.00	1,478,328.00
Cumulative Expenses		135,301.00	283,834.00	384,854.00	584,184.00	699,071.00	817,736.00	930,171.00	1,094,461.00	1,210,166.00	1,324,871.00	1,478,328.00	



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Minutes
February 21, 2017

The February meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday February 21, 2017 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438. Members present were Chairman Chris Conroy, Vice Chair Jane Tabb, Treasurer Andrew Arnold, Member Aaron Watson, and Association President Ron Fletcher.

Prosecuting Attorney Nathan Cochran was also present.

Roll Call Sign in Sheet

Call to Order

Approval of the January Minutes

Vice Chair Jane Tabb voted to approve the minutes as presented. Chairman Chris Conroy seconded the motion. The motion passed 4-0.

Treasurer's Report

Treasurer Andrew Arnold presented the treasurers report. Nothing significant noted. We are on budget.

Chairman's Report

- Class and compensation study for the JCESA employees.**
Due to the significant cost reference turnover of employees and related training, Treasurer Andrew Arnold made a motion to hire Dr. Cassi Fields for a fixed cost of \$30,000.00 to do a complete class and compensation study. Chairman Chris Conroy seconded the motion. The motion passed 4-0.
- Annual report workgroup.**
Chairman Conroy explained that he wanted to ensure he formed a volunteer and JCESA work group to form the Annual Report for the fiscal year.
- Policies and Procedures review process.**
Chairman Conroy made a motion that stated the following: other than organizational or management policies that affect the actual JCESA Board, the Director will be given authority to review and sign Operational policies for the JCESA. Member Aaron Watson seconded the motion. The motion passed 4-0.



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President JCFRA

Director's Report

- Deferred Compensation plan for JCESA Employees**
This is a WV State 457 program that is the best deal for our people.
- NFIRS report**
Recommend that the Operational Committee gain access to the data as to allow them an opportunity to utilize the data for their duties.
- Update on Volunteer RRT Grant (Allen Keyser)**
Grant is going well. 48 are in the program. We are starting to receive reimbursements for physicals. It has been cumbersome but we are working through the process.
- Employee Liaison Position**
Recommend the Director works with Nathan to research the duties of this position in West Virginia, which is an "at will State". The Director will report back when research is complete.

Board Member Requests

Committee Reports

- Administrative Committee Report**
Admin worked with all of the Committees on the "Class and Comp" research.
- Operations Committee Report: DOA proposal for Van**
Aaron Watson made a motion to pay for the repairs on the JCESA Ambulance Chief Cogle is utilizing to transport DOA's. Chairman Chris Conroy seconded the motion. The motion passed 4-0. Discussion then ensued reference ways to assist Chief Cogle with this very important duty to our community. The Board discussed various possibilities. More legal research was recommended. A motion was made by Chairman Conroy for Nathan Cochran to do more research and possibly draft language for legislative action based on that research. Vice Chair Jane Tabb seconded the motion. The motion passed 4-0.



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Aaron Watson made the motion to pay a \$100.00 stipend to Blue Ridge Volunteer Fire Department for each DOA transport. Jane Tabb seconded that motion, but further discussion ensued as to where we can withdraw those funds from because the general fund may not be there to assist. We need to check the rules for utilizing the ambulance fee. This could be considered a method to keep staffing available, hence support available service. Andrew Arnold made a motion to table the issue until further research could be completed.

Budget Committee Report

The committee worked with all of the Committees on the "Class and Comp" research.

Unfinished Business

- Revisit e- mail set up

New Business

Public Comment (Limit 5 minutes per person)

Marshall DeMeritt expressed some concern about hiring a consultant to do the class and comp study. He stated they hadn't had much luck with consultants in the past.

Board Member Comments

None

Chairman Conroy made a motion to go into Executive Session. Vice Chair Tabb seconded the motion. The motion passed 4-0.

Executive Session

Termination of a Supervisor

Chairman Conroy made a motion to come out of Executive Session. Vice Chair Tabb seconded the motion. The motion passed 4-0.

Chairman Conroy made a motion adjourn the meeting. Vice Chair Tabb seconded the motion. The motion passed 4-0.



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Adjournment

These minutes were prepared by Director Denise S. Pouget

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.

DRAFT

JCESA 2017 Budget Meeting

3/21/17

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 2/28/17:
 - Payroll = \$89,252
 - General = \$256,235
 - Ambulance Fee Funds = \$582,928
 - Mortgage = \$138,515

- 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 Feb YTD Results (JCESA & Amb Fee)

JCESA FEB FY17 YTD Financial Summary
(34 Weeks out of 52 weeks)

	A Amb Fee	B JCESA	A+B Actuals	Pro rated Forecast	YTD Variance <u>Forecast vs</u> <u>Actuals</u>	Current Forecast
	<u>Feb YTD</u>	<u>Feb YTD</u>	<u>Feb YTD</u>	<u>Feb YTD</u>		<u>as of Dec.</u>
Full Time Salaries	\$ 203,528	\$ 535,675	\$ 739,203	\$ 765,000	\$ 25,797	\$ 1,170,000
Fringe Benefits	\$ 99,185	\$ 184,965	\$ 284,150	\$ 268,077	\$ (16,073)	\$ 410,000
Part Time Salaries	\$ 116,589	\$ 32,988	\$ 149,577	\$ 114,423	\$ (35,154)	\$ 175,000
Overtime	\$ 47,805	\$ 2,882	\$ 50,687	\$ 55,577	\$ 4,890	\$ 85,000
Workers Comp.	\$ 22,381	\$ 43,471	\$ 65,852	\$ 88,269	\$ 22,417	\$ 135,000
Liability Insurance	\$ 12,408	\$ 24,085	\$ 36,493	\$ 29,423	\$ (7,070)	\$ 45,000
All Other Expenses	\$ 171	\$ 106,061	\$ 106,232	\$ 171,308	\$ 65,076	\$ 262,000
Total	<u>\$ 502,067</u>	<u>\$ 930,127</u>	<u>\$ 1,432,194</u>	<u>\$ 1,492,077</u>	<u>\$ 59,883</u>	<u>\$ 2,282,000</u>

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.



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Minutes
March 8, 2017

On March 8, 2017 the JCESA Board held a special meeting to discuss the proposed budget and the motion made during the February meeting to conduct a class and compensation study. This meeting was held at 7:00p.m. in the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson West Virginia 25438. Board Members present: Chairman Chris Conroy, Vice Chair Jane Tabb, Treasurer Andrew Arnold, Member Jason Turner, and Member Steve Sowers.

Prosecuting Attorney Nathan Cochran was also present.

Roll Call

Call to Order

Items for the Board Meeting:

1. **Class and comp study.** A discussion took place reference the following: We are the only hybrid system in WV. There is nothing in the way of class and comp to compare us to in WV. In addition, we are paying people the exact same (hourly) and expecting more out of them (suppression duties). Typically there is different compensation if someone is a fire fighter EMT/ heavy apparatus driver. Also, most places have professional development road maps that clearly give the employee the expectations that will help them to be successful in their career advancement. And.....it's not all about money. What are employees truly attracted to? What will retain them? The answer isn't always money. People want to feel appreciated and that they are making a difference. Plus, being a little Agency that has been growing.....are there pay disparities that equate to risk and liability? Do we need an adjustment of some salaries? What do we do about part time dual role compensation? Does fringe effect the adjustment for part timers? If so how much? Should we hire more casual labor? Clearly we have been experiencing a retention problem. Each time you on board it cost approximately 7500 per employee (sometimes higher, sometimes lower). We spent 67,000k in on boarding expenses this past year alone. Not all of the recommendations the consultant should make will cost money. Those that do will include implementation time. It all must be comparable to Fire EMS salaries in WV and the surrounding area of the eastern panhandle. We don't want the Volunteers training drivers and loosing drivers the next year.



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This study will pay for itself in one year if we retain 3 employees that are on the fence reference pay or any other issue we can capture and mitigate! After careful discussion, it was agreed upon to continue with the study because the benefits the study will bring to the Agency are clear and concise. Further, Nathan Cochran stated that the study will hold up in court and bring benefits to the Agency in the future as they continue to grow.

2. **Capital Budget items for fiscal year 2018:** How do we obtain a chase car for the one that is currently in deplorable condition? More discussion to follow.....
3. **Staffing considerations:** We discussed getting the failure/scratch data for the ambulances to the volunteer leadership to verify. We are seeing a trend of 15% or so a month of the ambulances meeting scratch time. This is the data we need to report to the Commission every month and we want to make sure it is accurate. There was some discussion on NFRIS data and how it is reported. Chairman Conroy asked the Director to verify with the Fire Marshals Office of how fire loss is captured and is there a possibility that there is duplication of those reporting figures. A brief discussion occurred about researching data to verify the effectiveness of staffing and deployment of JCESA staff. The Operations Committee of the Board will be assisting Director Pouget with this task.

Public Comment (Limit 5 minutes per person)
none

Board Member Comments
none

Adjournment

Chairman Conroy made a motion to adjourn the meeting. The motion was seconded by Treasurer Andrew Arnold. The motion passed 5-0.

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
January 27, 2017

On January 27, 2017 the JCESA Board held a special meeting to discuss the appointment of two Citizen Members to the appeal board reference the termination of a supervisor. The hearing is scheduled for February 8, 2017. The meeting was held at 7 pm on Friday January 27, 2017 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson West Virginia 25438. Board Members present: Chairman Chris Conroy, Vice Chair Jane Tabb, Treasurer Andrew Arnold, Member Aaron Watson and the Volunteer Fire Rescue Association President Ron Fletcher.

Assistant Prosecuting Attorney: Nathan P. Cochran was present.

Call to Order

Chairman Chris Conroy called the meeting to order at 1900 hours. Chairman Conroy made a motion to go into executive session. The motion was seconded by Vice Chair Jane Tabb. The motion passed 4-0.

Chairman Conroy made a motion to come out of executive session. The motion was seconded by Vice Chair Jane Tabb. The motion passed 4-0.

Vice Chair Jane Tabb made a motion that the Board attempt to contact a list of individuals, that the Board suggested, that are Jefferson County Citizens in an effort to ensure two Citizens were able to serve on the Appeals Board.

Adjournment: Motion to adjourn by Chair Chris Conroy. Seconded by Vice Chair Jane Tabb. Motion passed 4-0.

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



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Minutes
February 5, 2017

On February 5, 2017 the JCESA Board held a special meeting to discuss the appointment of two Citizen Members to the appeal board reference the termination of a supervisor. The hearing is scheduled for February 8, 2017. The meeting was held at 7 pm on Friday 5, 2017 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson West Virginia 25438. Board Members present: Chairman Chris Conroy, Vice Chair Jane Tabb, Treasurer Andrew Arnold, Member Aaron Watson, Member Steve Sowers and the Volunteer Fire Rescue Association President Ron Fletcher.

Assistant Prosecuting Attorney: Nathan P. Cochran was present.

Call to Order

Chairman Chris Conroy called the meeting to order at 1900 hours. Chairman Conroy made a motion to go into executive session. The motion was seconded by Vice Chair Jane Tabb. The motion passed 5-0.

Chairman Conroy made a motion to come out of executive session. The motion was seconded by Vice Chair Jane Tabb. The motion passed 5-0.

The Board had to hold this special meeting because the Board was unsuccessful after the special meeting of January 27, 2017, in finding two committed Jefferson County Citizens to serve on the Appeals Board.

Vice Chair Jane Tabb made a motion that the Board attempt to contact an additional list of individuals, that the Board suggested, that are Jefferson County Citizens in an effort to ensure two Citizens were able to serve on the Appeals Board February 8, 2017.

Adjournment: Motion to adjourn by Chair Chris Conroy. Seconded by Vice Chair Jane Tabb. Motion passed 5-0.

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

