

**FEBRUARY 2017**

**JCESA**

**BOARD MEETING**

**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 February 21, 2017

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

Treasurer's Report

Chairman's Report

- Class and compensation study for the JCESA employees.
- Annual report workgroup
- Policies and Procedures review process
- Class & Comp study proposal

President JCFRA

Director's Report

- Deferred Compensation plan for JCESA Employees (and Treasurer
- NFIRS report
- Update on Volunteer RRT Grant (Allen Keyser)
- Employee Liaison Position

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 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

New Business

Public Comment (Limit 5 minutes per person)

Board Member Comments

Executive Session

Termination of a Supervisor

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.

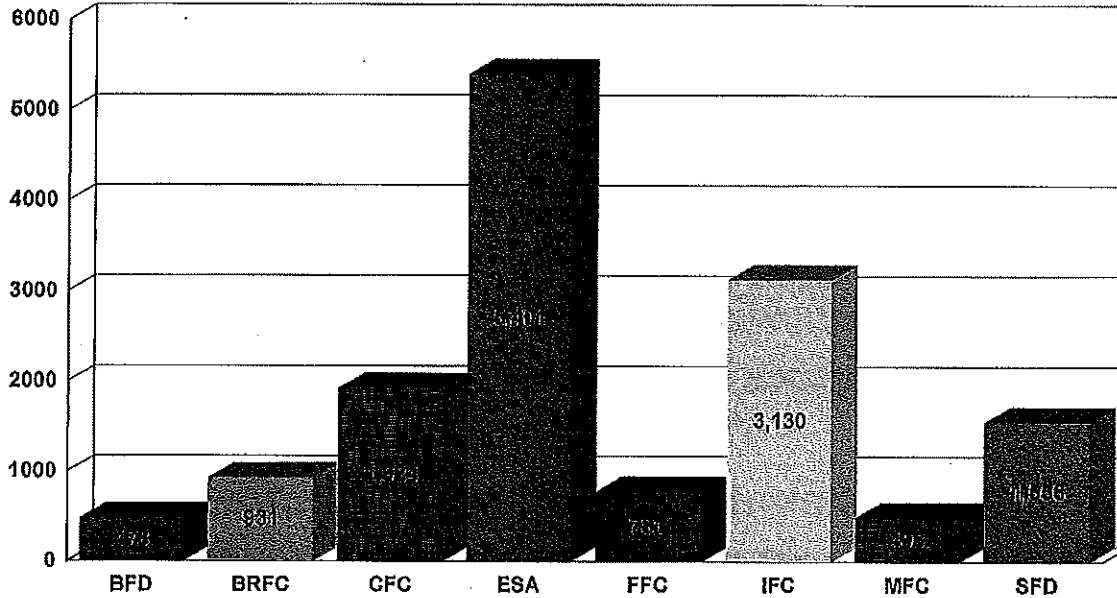
*It's About Saving Lives...*



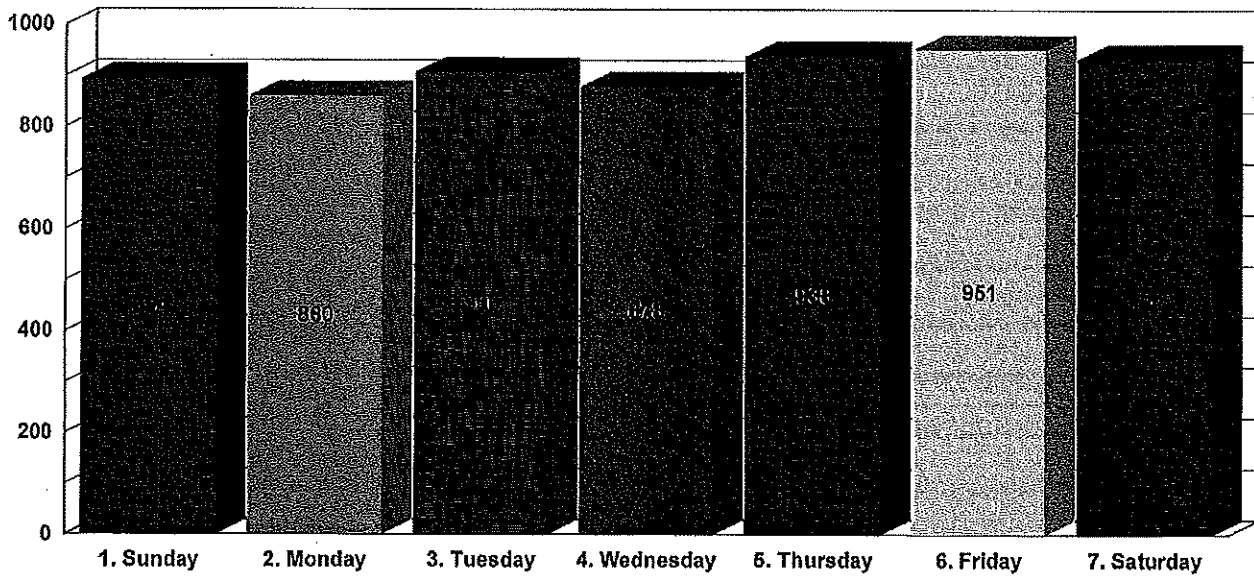
# Jefferson County Emergency Communications 2016 Fire and EMS Activity Report

From 01/01/2016 to 12/31/2016  
Total Incidents: 6,360

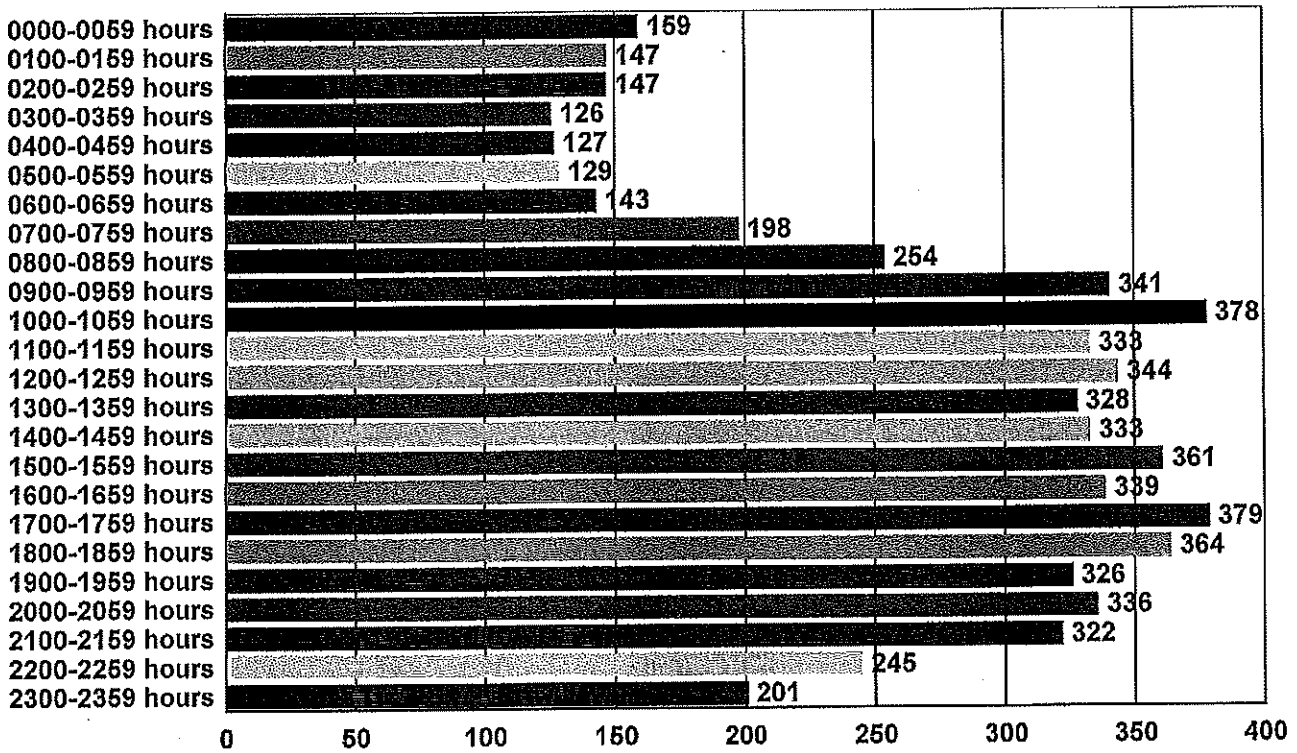
### Incidents, by Agency



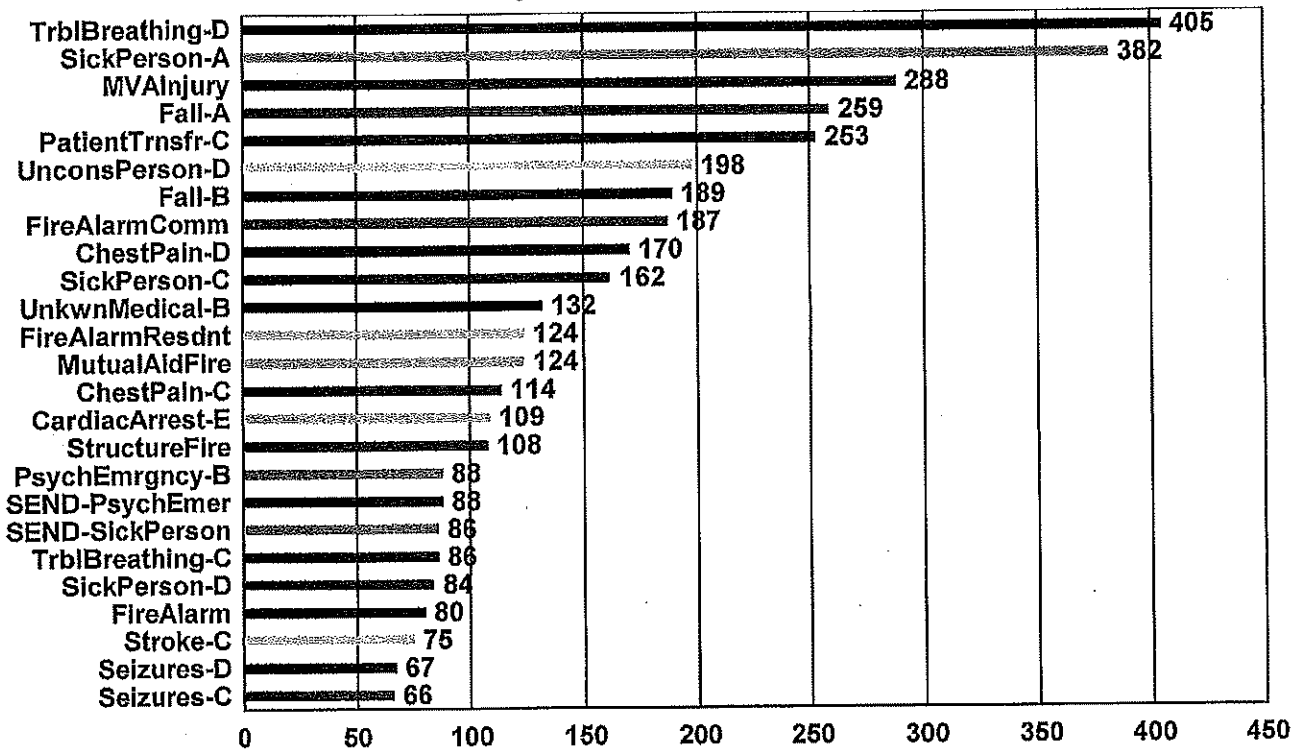
### Incidents, by day



## Incidents, by hour



## Most Commonly Dispatched Nature Codes



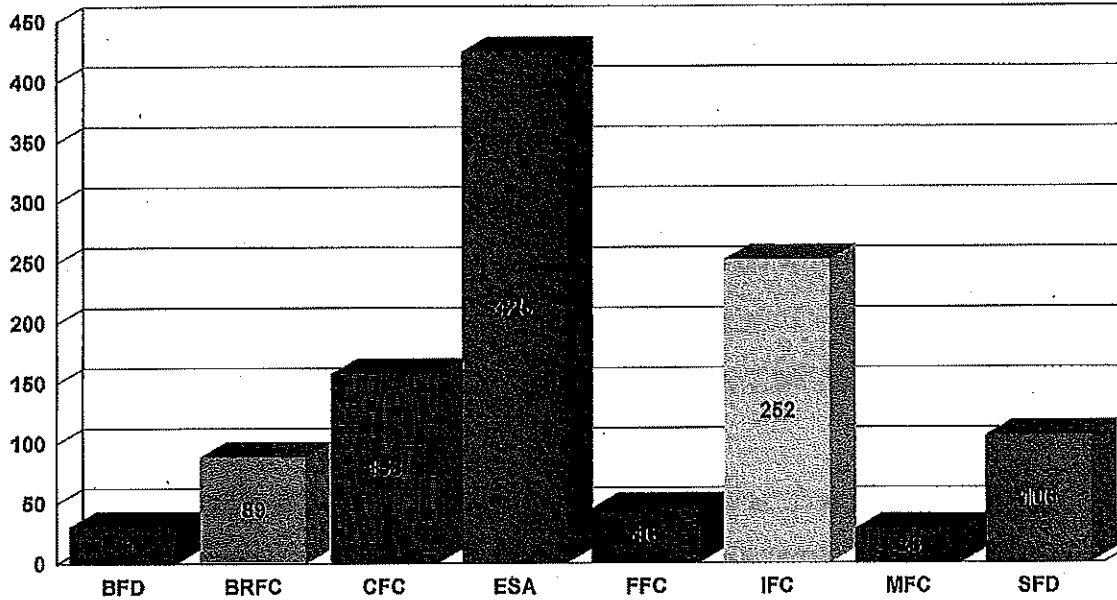


# Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

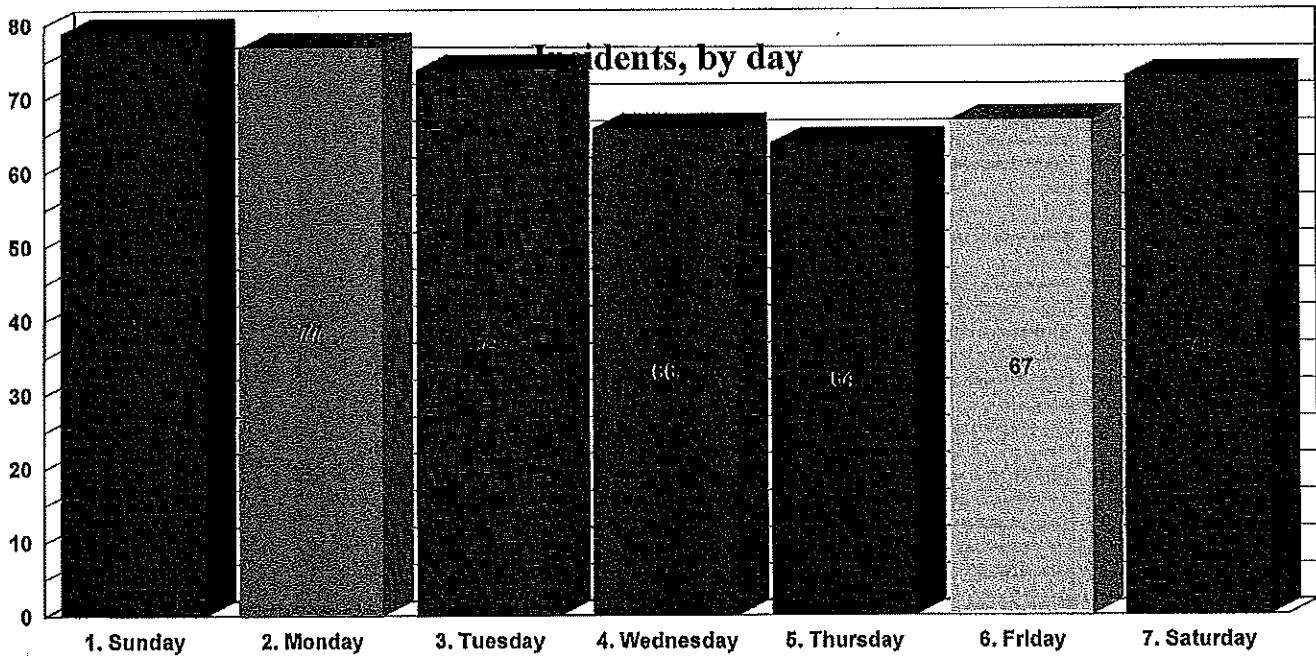
From 01/01/2017 to 01/31/2017

Total Incidents:500

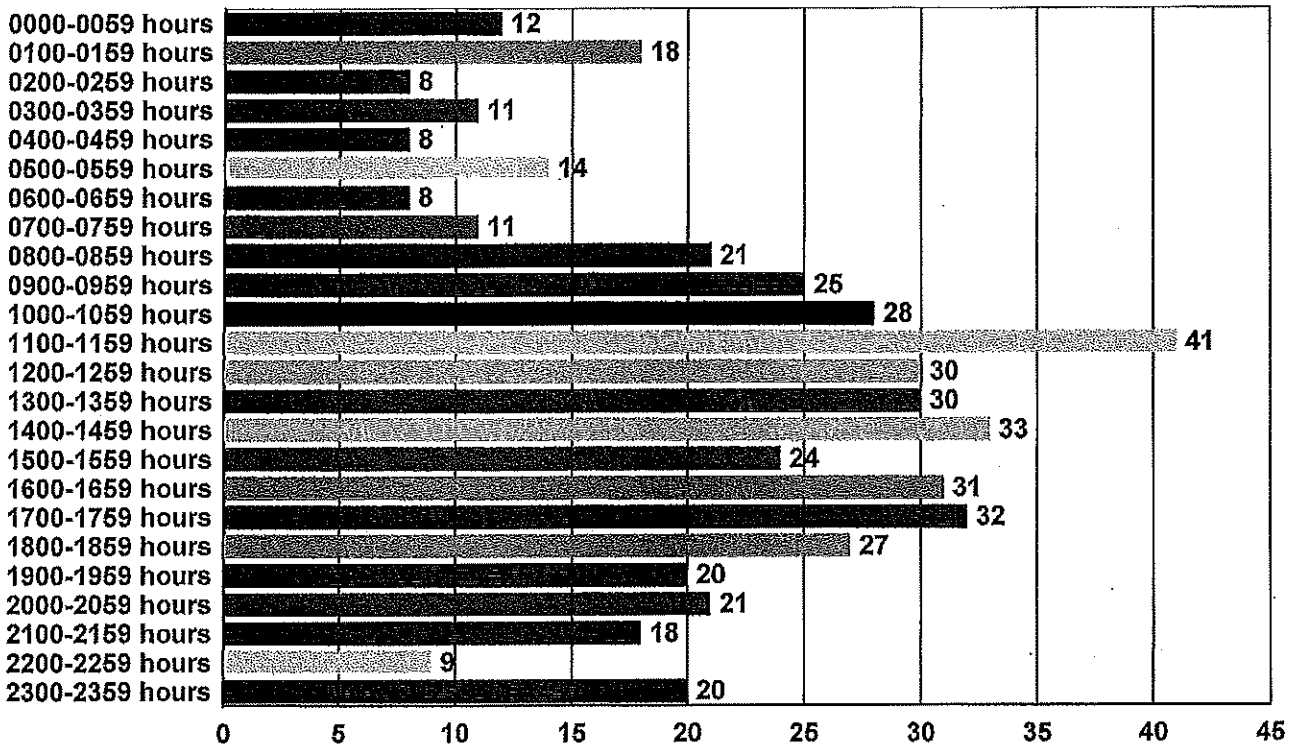
### Incidents, by Agency



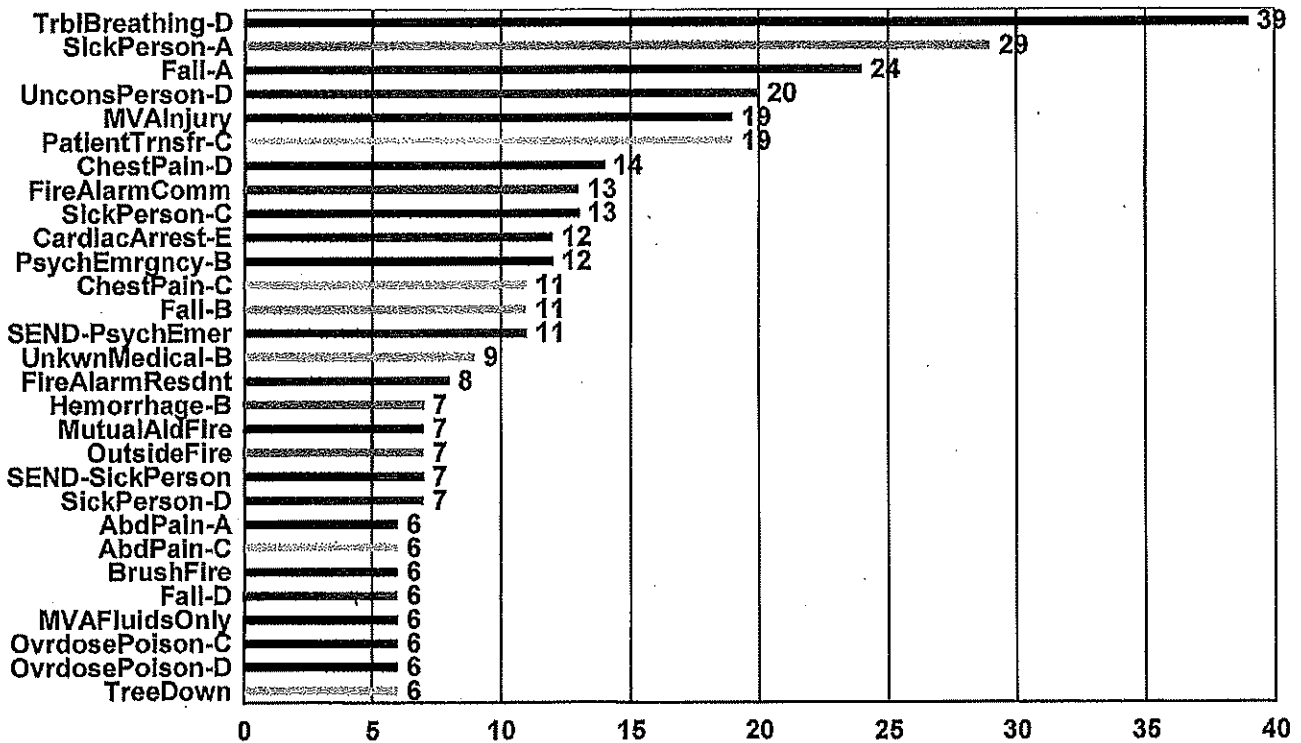
### Incidents, by day



## Incidents, by hour



## Most Commonly Dispatched Nature Codes



# JCESA 2017 Budget Meeting

2/14/17

## 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 1/30/17:
  - Payroll = \$45,872
  - General = \$388,062
  - Ambulance Fee Funds = \$654,879
  - Mortgage = \$143,551
- 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 Jan YTD Results (JCESA & Amb Fee)

## JCESA Dec FY17 YTD Financial Summary (30 Weeks out of 52 weeks)

	A Amb Fee		B JCESA		A+B Actuals Jan YTD	Pro rated Forecast Jan YTD	YTD Variance Budget vs Actuals	Current Forecast as of Dec.
	Jan YTD	Jan YTD	Jan YTD	Jan YTD				
Full Time Salaries	\$ 175,760	\$ 472,016	\$ 647,776	\$ 720,000	\$ 720,000	\$ 72,224	\$ 1,170,000	
Fringe Benefits	\$ 87,191	\$ 162,999	\$ 250,190	\$ 252,308	\$ 252,308	\$ 2,118	\$ 410,000	
Part Time Salaries	\$ 107,494	\$ 32,150	\$ 139,644	\$ 107,692	\$ 107,692	\$ (31,952)	\$ 175,000	
Overtime	\$ 44,078	\$ 2,882	\$ 46,960	\$ 52,308	\$ 52,308	\$ 5,348	\$ 85,000	
Workers Comp.	\$ 19,583	\$ 38,040	\$ 57,623	\$ 88,077	\$ 88,077	\$ 25,454	\$ 135,000	
Liability Insurance	\$ 10,857	\$ 21,074	\$ 31,931	\$ 27,692	\$ 27,692	\$ (4,239)	\$ 45,000	
All Other Expenses	\$ -	\$ 88,531	\$ 88,531	\$ 161,231	\$ 161,231	\$ 72,700	\$ 262,000	
<b>Total</b>	<b>\$ 444,963</b>	<b>\$ 817,692</b>	<b>\$ 1,262,655</b>	<b>\$ 1,404,508</b>	<b>\$ 1,404,508</b>	<b>\$ 141,653</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.

2017 Budget Forecast

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	2	3	2	2	2	2	2	3	2	2	2	26
Expenses													
Fuel Time	15,924.00	56,992.00	82,339.00	58,978.00	114,089.00	69,816.00	74,478.00	70,000.00	105,000.00	70,000.00	70,000.00	70,000.00	857,016.00
Part Time - Ops													
OverTime - OPS	-0.00	1,000.00	500.00	500.00	600.00	500.00	500.00	500.00	750.00	500.00	500.00	500.00	37,150.00
Medical Director	1,681.00	7,144.00	7,467.00	5,455.00	5,457.00	5,430.00	5,430.00	5,500.00	8,000.00	5,500.00	5,500.00	5,500.00	62,550.00
Worker Comp	1,252.00	4,405.00	6,382.00	4,520.00	11,188.00	5,577.00	5,877.00	5,500.00	8,000.00	5,500.00	5,500.00	5,500.00	86,490.00
FICA/Med	18,957.00	69,941.00	96,688.00	69,453.00	152,854.00	83,597.00	87,415.00	82,500.00	122,750.00	82,500.00	82,500.00	82,500.00	892,219.00
Subtotal													
Hosp	7,716.00	-0.00	17,858.00	9,723.00	5,698.00	9,349.00	11,842.00	9,400.00	14,100.00	9,400.00	9,400.00	9,400.00	113,686.00
Life	484.00	547.00	640.00	599.00	297.00	571.00	365.00	520.00	780.00	520.00	520.00	520.00	6,363.00
Dental	1,114.00	1,114.00	591.00	572.00	116.00	591.00	597.00	550.00	825.00	550.00	550.00	550.00	6,530.00
Retirement	2,729.00	5,921.00	10,009.00	5,756.00	13,300.00	8,526.00	7,848.00	7,000.00	10,000.00	7,000.00	7,000.00	7,000.00	82,128.00
Subtotal	10,953.00	7,582.00	29,998.00	15,689.00	19,411.00	19,037.00	20,652.00	17,470.00	25,705.00	17,470.00	17,470.00	17,470.00	218,707.00
Fuel	687.00	1,256.00	1,012.00	1,282.00	1,387.00	952.00	212.00	1,000.00	500.00	1,000.00	1,000.00	1,000.00	11,798.00
Maintenance	-0.00	-0.00	460.00	-0.00	-0.00	-0.00	150.00	-0.00	-0.00	-0.00	-0.00	-0.00	1,610.00
License Ops	200.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	1,200.00
Supplies	-0.00	192.00	-0.00	-0.00	-0.00	-0.00	-0.00	250.00	250.00	250.00	250.00	250.00	1,442.00
Auto Insurance	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	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
Em's Supplies	2,038.00	450.00	4,278.00	820.00	2,213.00	1,223.00	212.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	21,244.00
Misc and Cloth	1,993.00	2,584.00	8,553.00	1,996.00	3,533.00	402.00	405.00	800.00	800.00	800.00	800.00	800.00	17,548.00
Test Svc	449.00	449.00	801.00	556.00	3,304.00	486.00	502.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	11,348.00
Travel/Train	2,000.00	2,000.00	1,508.00	275.00	1,235.00	512.00	340.00	500.00	500.00	500.00	500.00	500.00	8,370.00
Subtotal	8,378.00	10,275.00	17,423.00	7,042.00	11,683.00	6,595.00	4,832.00	8,561.00	9,561.00	8,561.00	8,561.00	8,561.00	120,034.00
Prof Svc	975.00	2,300.00	1,600.00	965.00	1,700.00	900.00	900.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	20,340.00
Medical Exp	-0.00	1,503.00	50.00	2,029.00	524.00	75.00	75.00	750.00	750.00	750.00	750.00	750.00	7,931.00
Postage	-0.00	71.00	47.00	19.00	47.00	213.00	213.00	80.00	80.00	80.00	80.00	80.00	797.00
Office Exp	-0.00	92.00	10.00	229.00	337.00	793.00	709.00	300.00	300.00	300.00	300.00	300.00	2,961.00
Equip Rent	226.00	410.00	711.00	234.00	226.00	326.00	709.00	300.00	300.00	300.00	300.00	300.00	4,344.00
Telephone	-0.00	-0.00	128.00	454.00	214.00	205.00	448.00	500.00	500.00	500.00	500.00	500.00	3,948.00
Utilities	485.00	1,590.00	1,421.00	1,355.00	873.00	2,490.00	1,756.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	17,251.00
Rep & Maint	-0.00	504.00	21.00	343.00	39.00	15.00	450.00	100.00	100.00	100.00	100.00	100.00	1,388.00
Advertising	-0.00	-0.00	248.00	556.00	102.00	-0.00	-0.00	125.00	125.00	125.00	125.00	125.00	1,793.00
Dues & Sub	180.00	-0.00	180.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	1,087.00
Audit Costs	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	1,000.00
Background Chk	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00
Bank/Other	13.00	241.00	115.00	232.00	392.00	9.00	268.00	-0.00	-0.00	-0.00	-0.00	-0.00	6,270.00
Third Party Billing	-0.00	7.00	74.00	-0.00	7.00	9.00	29.00	400.00	-0.00	-0.00	-0.00	-0.00	516.00
Subtotal	1,893.00	6,718.00	4,650.00	6,917.00	4,453.00	4,738.00	4,847.00	5,355.00	5,355.00	5,255.00	5,255.00	5,255.00	69,522.00
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
Cumulative Expenses	40,866.00	94,495.00	148,533.00	101,020.00	199,330.00	114,887.00	118,685.00	115,305.00	164,290.00	115,705.00	114,705.00	150,657.00	1,478,398.00
	135,301.00	283,634.00	384,954.00	584,184.00	699,071.00	817,736.00	953,041.00	1,097,351.00	1,213,036.00	1,327,741.00	1,478,398.00		

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
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	FCST	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	25,500.00	40,000.00	26,500.00	26,500.00	26,500.00	321,760.00
Part Time - Ops	17,193.00	18,808.00	30,783.00	19,327.00	(16,918.00)	11,098.00	11,185.00	10,000.00	15,000.00	10,000.00	10,000.00	10,000.00	146,477.00
Overtime - OPS	7,362.00	5,868.00	5,978.00	5,544.00	6,902.00	6,161.00	6,566.00	8,000.00	12,000.00	7,000.00	7,000.00	7,000.00	85,079.00
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	2,787.00	2,994.00	2,797.00	2,798.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	34,583.00
FICA/Med	4,416.00	4,156.00	6,157.00	4,264.00	(2,115.00)	3,386.00	3,496.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	39,780.00
Subtotal	63,010.00	62,331.00	90,621.00	62,943.00	(28,913.00)	50,538.00	52,109.00	50,700.00	73,200.00	49,700.00	49,700.00	49,700.00	627,659.00
Hosp	4,155.00	-00	11,619.00	5,606.00	3,740.00	4,363.00	6,128.00	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00	57,614.00
Life	-00	426.00	363.00	281.00	296.00	249.00	300.00	300.00	300.00	300.00	300.00	300.00	3,354.00
Dental	-00	616.00	396.00	381.00	325.00	328.00	350.00	500.00	750.00	500.00	500.00	500.00	5,128.00
Retirement	3,654.00	2,979.00	6,506.00	3,679.00	(800.00)	3,737.00	3,636.00	4,000.00	6,000.00	4,000.00	4,000.00	4,000.00	45,393.00
Subtotal	7,809.00	4,021.00	18,888.00	9,950.00	3,551.00	8,677.00	10,343.00	8,800.00	13,050.00	8,800.00	8,800.00	8,800.00	111,489.00
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
Em's 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	45,000.00
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
Subtotal	-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	(21,583.00)	60,786.00	64,003.00	61,051.00	87,801.00	60,051.00	60,051.00	60,051.00	802,988.00
		140,273.00	251,333.00	341,753.00	320,175.00	380,961.00	444,964.00	506,015.00	593,916.00	653,867.00	713,918.00	802,988.00	



## 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

Minutes  
January 17, 2017

The January 17, 2017 meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7 pm on Tuesday January 17, 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, 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.

### Approval of Minutes

The minutes were approved for the public hearing as presented. A motion by Chris Conroy was made to accept those minutes as presented. Jane Tabb seconded the motion. The motion passed 4-0. Chris Conroy made a motion to approve the December minutes as presented with the addition of approving the December treasures report. Member Steve Sowers seconded the motion. The motion passed 4-0.

### Treasures Report

We have recovered from all of the on boarding expenses. We are spending what we forecasted. A motion was made by Chris Conroy to accept as presented and Member Aaron Watson seconded the motion. The motion passed 4-0.

### Chairman's Report

No report

### President of JCFRA

President Fletcher spoke and stated he was happy to be back!

### Directors Report

**Class and Compensation:** Dr. Fields spoke and gave a brief overview on class and compensation.

Deferred Compensation 457 Empower Retirement. A motion was made by Chairman Chris Conroy to allow them to come in and present to the employees. Member Aaron Watson seconded the motion. The motion passed 4-0.

*It's About Saving Lives...*



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – jcesa@jcesa.org  
Telephone – 304-728-3287  
Fax – 304-728-6221

NFIRS: Working on a report. Alice Morrison looking at a quarterly format.

DOA transports, Chief Cogle. Chief Cogle estimated a \$9,000.00 that Blue Ridge Fire Department absorbed. He stated that he would be willing to take the JCESA Ambulance and absorb the cost of fixing it if it was donated to him. Member Aaron Watson agreed to have an Operations Committee Meeting to address the issue this month.

Quickest Route: No progress report. CAD data still raw.

*Volunteer Recruitment and Retention Grant:* Allen Keyser reported on progress with policies and procedures to create a consistent program in an effort to assist the Volunteer Departments within Jefferson County. Focusing on new fire fighters currently in the program.

### Committee Reports

**Administrative Committee: No report**

**Operational Committee: No report**

**Budget Committee: No report**

### Unfinished Business

### New Business

### Public Comment

Monte Conner: Spoke about bringing in other deferred compensation entities.

### Board Member Comments

Vice Chair Jane Tabb thanked Chief Cogle for his efforts along with Chair Chris Conroy. Motion to adjourn by Chair Chris Conroy. Seconded by Chair Jane Tabb. Motion passed 4-0.

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**