

**MAY 2017**

**JCESA BOARD**

**PACKET**



SIGN IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting - Regular / Special Meeting Date- 5/16/17  
 Location - JCESA Building, 419 Sixteenth Ave. Ranson, WV 25438 \_\_\_\_\_ Hrs.

Board Members: ( Please Print ) 1- ANDREW ARNOLD 2- Aaron Watson  
 3- James Tabb 4- Dr. Thomas 5- \_\_\_\_\_  
 6- Marnee Tressel 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>Mike Mead</u>         | <u>MVFC</u>  | _____                               | <input checked="" type="checkbox"/> |
| 2-  | <u>Allen Keyser</u>      | <u>JCESA</u> | _____                               | <input checked="" type="checkbox"/> |
| 3-  | <u>Elizabeth Granzow</u> | _____        | _____                               | <input checked="" type="checkbox"/> |
| 4-  | <u>Tamara Trafford</u>   | _____        | _____                               | <input checked="" type="checkbox"/> |
| 5-  | <u>Ed Hannan</u>         | <u>JCESA</u> | _____                               | _____                               |
| 6-  | <u>Dense Pouse</u>       | <u>JCESA</u> | _____                               | _____                               |
| 7-  | <u>W. Duffett</u>        | <u>SFD</u>   | <input checked="" type="checkbox"/> | _____                               |
| 8-  | <u>R. Morgan</u>         | <u>SFD</u>   | <input checked="" type="checkbox"/> | _____                               |
| 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- | _____                 | _____        | _____               | _____ |



## 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 May 16, 2017

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday May 16, 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 April Minutes

Treasurer's Report

Chairman's Report

Consideration of a part time staff to fill positions available in July of 2017 (follow up)

President JCFRA

Director's Report

- *Data progress*
- *Labor hours report*
- *"Proposed" staffing changes as of July 1, 2017. "Proposed deployment" of 3.4 positions.*
- *Chase Cars*
- *Request permission to start planning annual report. Format?*
- *EPA issue*
- *P-cards*
- *Request to decommission Ambulance 11. Cost savings. Two proposals to send to the Budget Committee.*
- *Progress on the Audit for 2016.*
- *Grants. Guest: Elizabeth Granzow*
- *Volunteer RRT Grant.*



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### Board Member Requests

### Committee Reports

- Administrative Committee
- Operations Committee
- Budget and Benefit Committee

### 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.*



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Minutes  
April 18, 2017

The April meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday April 18, 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 not present.

Roll Call      Sign in Sheet

Call to Order

Approval of the January Minutes

Vice Chair Jane Tabb voted to approve the minutes with two corrections requested. Treasurer Andrew Arnold made a motion to accept the minutes with those corrections. The motion passed 4-0.

Treasurer's Report

Treasurer Andrew Arnold presented the treasures report. We are on budget. Vice Chair Jane Tabb made a motion to accept the report and Member Aaron Watson seconded the motion. The motion passed 4-0.

Chairman's Report

- Discussion of labor and exploring different staffing models ensued.

President JCFRA

- No report

Director's Report

- Data progress
- "Proposed" staffing changes as of July 1, 2017. "Proposed deployment" of 3.4 positions.
- Administrative Policy updates.
- Request permission to start planning annual report. Format?
- Dr. Fields to start class and compensation study in May 2017.
- Update on DOA transports. MOU with Blue Ridge Fire Company.
- Request to decommission Ambulance 11. Cost savings. Two proposals to send to the Budget Committee. Chairman Chris Conroy made a motion to accept the

***It's About Saving Lives...***



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MOU drafted by Nathan Cochran. The motion was seconded by Treasurer Andrew Arnold. The motion passed 4-0.

- Progress on the Audit for 2016. Member Aaron Watson made a motion to accept the two year contract for the audit. The motion was seconded by Treasurer Andrew Arnold. The motion passed 4-0.
- Request a motion to have the Treasurer and Director sign the Adoption Agreement for the WV state 457 program (Deferred Compensation). The motion was made by Andrew Arnold to have the Director and Treasurer sign the adoption agreement for the WV state deferred compensation program. The motion was seconded by Chairman Chris Conroy. The motion passed 4-0.
- Volunteer RRT Grant update was given by Allen Keyser.

### Board Member Requests

#### Committee Reports

- Administrative Committee Report: no report**
- Operations Committee Report : no report**
- Budget Committee Report: no report**

### Unfinished Business

### New Business

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

Chief DeMeritt supported the Director.

Pete Kelley spoke and gave an update on EMS at the State level.

#### Board Member Comments

Vice Chair Jane Tabb spoke about the update on the ambulance fee.

#### Adjournment

Chairman Chris Conroy made a motion to adjourn the meeting. Seconded by Vice Chair Tabb.

These minutes were prepared by Director Denise S. Pouget

# JCESA 2017 Budget Meeting

5/16/17

# 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 4/30/17:
  - Payroll = \$43,873
  - General = \$456,045
  - Ambulance Fee Funds = \$627,192
  - Mortgage = \$123,343
- The Ambulance Fee balance at end of June 2017 is expected to be approximately \$650K. This assumes that an additional \$175K will be deposited in April or May.

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

JCESA April FY17 YTD Financial Summary  
(44 Weeks out of 52 weeks)

|                     | A                 |                     | B                   |                     | A+B              |                     | Pro rated |         | YTD Variance        |         | Current  |            |
|---------------------|-------------------|---------------------|---------------------|---------------------|------------------|---------------------|-----------|---------|---------------------|---------|----------|------------|
|                     | Amb Fee           |                     | JCESA               |                     | Actuals          |                     | Forecast  |         | Forecast vs Actuals |         | Forecast |            |
|                     | Apr YTD           | Apr YTD             | Apr YTD             | Apr YTD             | Apr YTD          | Apr YTD             | Apr YTD   | Apr YTD | Apr YTD             | Apr YTD | Apr YTD  | as of Dec. |
| Full Time Salaries  | \$ 261,657        | \$ 703,296          | \$ 964,953          | \$ 990,000          | \$ 25,047        | \$ 1,170,000        |           |         |                     |         |          |            |
| Fringe Benefits     | \$ 122,400        | \$ 234,180          | \$ 356,580          | \$ 346,923          | \$ (9,657)       | \$ 410,000          |           |         |                     |         |          |            |
| Part Time Salaries  | \$ 136,636        | \$ 35,784           | \$ 172,420          | \$ 148,077          | \$ (24,343)      | \$ 175,000          |           |         |                     |         |          |            |
| Overtime            | \$ 55,353         | \$ 2,882            | \$ 58,235           | \$ 71,923           | \$ 13,688        | \$ 85,000           |           |         |                     |         |          |            |
| Workers Comp.       | \$ 27,977         | \$ 54,333           | \$ 82,310           | \$ 114,231          | \$ 31,921        | \$ 135,000          |           |         |                     |         |          |            |
| Liability Insurance | \$ 15,510         | \$ 29,425           | \$ 44,935           | \$ 38,077           | \$ (6,858)       | \$ 45,000           |           |         |                     |         |          |            |
| All Other Expenses  | \$ 13,622         | \$ 160,888          | \$ 174,510          | \$ 221,692          | \$ 47,182        | \$ 262,000          |           |         |                     |         |          |            |
| <b>Total</b>        | <b>\$ 633,155</b> | <b>\$ 1,220,788</b> | <b>\$ 1,853,943</b> | <b>\$ 1,930,923</b> | <b>\$ 76,980</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

2015-16 Forecast

| Expenses               | Jul        |   | Aug        |   | Sep        |   | Oct        |   | Nov        |   | Dec        |   | Jan        |   | Feb          |   | Mar          |   | Apr          |   | May          |   | Jun        |   | Total        |            |
|------------------------|------------|---|------------|---|------------|---|------------|---|------------|---|------------|---|------------|---|--------------|---|--------------|---|--------------|---|--------------|---|------------|---|--------------|------------|
|                        | Actual     | 2 | Actual     | 2 | Actual     | 3 | Actual     | 2 | Actual     | 2 | Actual     | 2 | Actual     | 2 | Actual       | 2 | Actual       | 3 | Actual       | 2 | FCST         | 2 | FCST       | 2 |              |            |
| 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    |   | 100,920.00   |   | 66,700.00    |   | 70,000.00    |   | 70,000.00  |   | 843,295.00   |            |
| Part Time - Ops        |            |   |            |   |            |   |            |   | 29,327.00  |   | 1,956.00   |   | 867.00     |   | 838.00       |   | 1,322.00     |   | 1,475.00     |   | 1,000.00     |   | 1,000.00   |   | 37,785.00    |            |
| Overtime - OPS         |            |   |            |   |            |   |            |   | 2,321.00   |   | 298.00     |   | 263.00     |   |              |   |              |   | -0.00        |   | 500.00       |   | 500.00     |   | 2,882.00     |            |
| Medical Director       | -0.00      |   | 1,000.00   |   | 500.00     |   | 500.00     |   | 500.00     |   | 500.00     |   | 500.00     |   | 500.00       |   | 500.00       |   | 500.00       |   | 500.00       |   | 500.00     |   | 6,000.00     |            |
| Worker Comp            | 1,681.00   |   | 7,144.00   |   | 7,487.00   |   | 5,455.00   |   | 5,431.00   |   | 5,431.00   |   | 5,431.00   |   | 5,020.00     |   | 7,990.00     |   | 5,295.00     |   | 5,500.00     |   | 5,500.00   |   | 10,000.00    |            |
| 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     |   | 7,990.00     |   | 5,295.00     |   | 5,500.00     |   | 5,500.00   |   | 68,524.00    |            |
| Subtotal               | 18,857.00  |   | 68,941.00  |   | 96,688.00  |   | 69,453.00  |   | 152,854.00 |   | 83,597.00  |   | 87,415.00  |   | 75,448.00    |   | 116,153.00   |   | 79,401.00    |   | 82,500.00    |   | 82,500.00  |   | 1,028,317.00 |            |
| Hosp                   | 7,716.00   |   | -0.00      |   | 17,658.00  |   | 9,723.00   |   | 5,349.00   |   | 9,349.00   |   | 11,842.00  |   | 9,100.00     |   | 5,858.00     |   | 9,591.00     |   | 9,400.00     |   | 9,400.00   |   | 105,335.00   |            |
| Life                   | 484.00     |   | 547.00     |   | 640.00     |   | 599.00     |   | 297.00     |   | 571.00     |   | 365.00     |   | 571.00       |   | 572.00       |   | 572.00       |   | 520.00       |   | 520.00     |   | 6,258.00     |            |
| Dental                 | (76.00)    |   | 1,114.00   |   | 591.00     |   | 572.00     |   | 116.00     |   | 591.00     |   | 597.00     |   | 591.00       |   | 1,221.00     |   | 515.00       |   | 550.00       |   | 550.00     |   | 6,932.00     |            |
| 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     |   | 10,597.00    |   | 7,004.00     |   | 7,000.00     |   | 7,000.00   |   | 92,413.00    |            |
| 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    |   | 18,248.00    |   | 17,682.00    |   | 17,470.00    |   | 17,470.00  |   | 17,470.00    | 210,938.00 |
| Fuel                   | 687.00     |   | 1,256.00   |   | 1,012.00   |   | 1,282.00   |   | 1,387.00   |   | 962.00     |   | 212.00     |   | 2,069.00     |   | -0.00        |   | 2,627.00     |   | 1,000.00     |   | 1,000.00   |   | 13,494.00    |            |
| Maintenance            | -0.00      |   | -0.00      |   | 480.00     |   | -0.00      |   | -0.00      |   | 150.00     |   | -0.00      |   | -0.00        |   | 25.00        |   | 7,105.00     |   | -0.00        |   | -0.00      |   | 8,215.00     |            |
| License Ops            | 200.00     |   | -0.00      |   | -0.00      |   | -0.00      |   | -0.00      |   | -0.00      |   | -0.00      |   | -0.00        |   | -0.00        |   | -0.00        |   | 250.00       |   | 250.00     |   | 692.00       |            |
| Supplies               | -0.00      |   | 192.00     |   | -0.00      |   | -0.00      |   | -0.00      |   | 681.00     |   | 681.00     |   | -0.00        |   | 681.00       |   | 681.00       |   | 700.00       |   | 700.00     |   | 2,762.00     |            |
| Auto Insurance         | 3,011.00   |   | 3,334.00   |   | 3,011.00   |   | 3,011.00   |   | 3,011.00   |   | 3,011.00   |   | 3,011.00   |   | 3,011.00     |   | 2,330.00     |   | 2,329.00     |   | 3,011.00     |   | 3,011.00   |   | 35,082.00    |            |
| Liability              | 2,038.00   |   | 4,278.00   |   | 4,278.00   |   | 820.00     |   | 2,213.00   |   | 1,223.00   |   | 212.00     |   | 248.00       |   | 4,812.00     |   | 4,662.00     |   | 2,000.00     |   | 2,000.00   |   | 24,966.00    |            |
| Ems Supplies           | 1,993.00   |   | 2,584.00   |   | 6,553.00   |   | 1,096.00   |   | 533.00     |   | 402.00     |   | 405.00     |   | 4,366.00     |   | 71.00        |   | 80.00        |   | 800.00       |   | 800.00     |   | 19,683.00    |            |
| Misc and Cloth         | 449.00     |   | 449.00     |   | 601.00     |   | 558.00     |   | 3,304.00   |   | 486.00     |   | 502.00     |   | -0.00        |   | 515.00       |   | 515.00       |   | 1,000.00     |   | 1,000.00   |   | 8,864.00     |            |
| Tech Svc               | -0.00      |   | 2,000.00   |   | 1,508.00   |   | 275.00     |   | 1,235.00   |   | 512.00     |   | 340.00     |   | 4,190.00     |   | 23.00        |   | 89.00        |   | 500.00       |   | 500.00     |   | 11,172.00    |            |
| Trav/Train             | -0.00      |   | 2,000.00   |   | 1,508.00   |   | 275.00     |   | 1,235.00   |   | 512.00     |   | 340.00     |   | 4,190.00     |   | 23.00        |   | 89.00        |   | 500.00       |   | 500.00     |   | 11,172.00    |            |
| 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    |   | 7,942.00     |   | 18,088.00    |   | 9,261.00     |   | 9,261.00   |   | 10,761.00    | 126,165.00 |
| Prof Svc               | 975.00     |   | 2,300.00   |   | 1,600.00   |   | 965.00     |   | 1,700.00   |   | 900.00     |   | 900.00     |   | 2,400.00     |   | 1,650.00     |   | 15,900.00    |   | 2,000.00     |   | 2,000.00   |   | 20,000.00    |            |
| Medical Exp            | -0.00      |   | 1,503.00   |   | 50.00      |   | 2,029.00   |   | 524.00     |   | 75.00      |   | 75.00      |   | 175.00       |   | 3,212.00     |   | 2,695.00     |   | 750.00       |   | 750.00     |   | 11,763.00    |            |
| Postage                | -0.00      |   | 71.00      |   | 47.00      |   | 19.00      |   | 37.00      |   | 213.00     |   | 213.00     |   | -0.00        |   | 10.00        |   | -0.00        |   | 80.00        |   | 80.00      |   | 567.00       |            |
| Office Exp             | -0.00      |   | 92.00      |   | 10.00      |   | 229.00     |   | 337.00     |   | 793.00     |   | 793.00     |   | 505.00       |   | 763.00       |   | 507.00       |   | 300.00       |   | 300.00     |   | 3,836.00     |            |
| Equip Rent             | 226.00     |   | 410.00     |   | 711.00     |   | 234.00     |   | 228.00     |   | 326.00     |   | 709.00     |   | 398.00       |   | 298.00       |   | -0.00        |   | 300.00       |   | 300.00     |   | 4,140.00     |            |
| Telephone              | -0.00      |   | -0.00      |   | 128.00     |   | 454.00     |   | 214.00     |   | 205.00     |   | 448.00     |   | 214.00       |   | 205.00       |   | 409.00       |   | 500.00       |   | 500.00     |   | 3,277.00     |            |
| Utilities              | 465.00     |   | 1,590.00   |   | 1,421.00   |   | 1,856.00   |   | 873.00     |   | 15.00      |   | 1,756.00   |   | 1,191.00     |   | 2,429.00     |   | 231.00       |   | 1,000.00     |   | 1,000.00   |   | 16,302.00    |            |
| Rep & Maint            | -0.00      |   | 504.00     |   | 21.00      |   | 343.00     |   | 39.00      |   | 163.00     |   | 450.00     |   | 163.00       |   | 180.00       |   | 18.00        |   | 100.00       |   | 100.00     |   | 1,674.00     |            |
| Advertising            | -0.00      |   | -0.00      |   | 248.00     |   | 556.00     |   | 102.00     |   | 9.00       |   | 268.00     |   | -0.00        |   | 9.00         |   | -0.00        |   | 100.00       |   | 100.00     |   | 1,052.00     |            |
| Dues & Sub             | 180.00     |   | -0.00      |   | 180.00     |   | -0.00      |   | 180.00     |   | -0.00      |   | -0.00      |   | -0.00        |   | 180.00       |   | -0.00        |   | -0.00        |   | -0.00      |   | 1,000.00     |            |
| 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 Ck          | -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     |   | 32.00        |   | 9.00         |   | 838.00       |   | 1,000.00     |   | 1,000.00   |   | 4,149.00     |            |
| Third Party Billing    | -0.00      |   | 7.00       |   | 74.00      |   | 7.00       |   | 7.00       |   | 28.00      |   | 28.00      |   | -0.00        |   | -0.00        |   | -0.00        |   | -0.00        |   | -0.00      |   | 116.00       |            |
| Subtotal               | 1,839.00   |   | 6,718.00   |   | 4,665.00   |   | 6,917.00   |   | 4,463.00   |   | 4,738.00   |   | 4,847.00   |   | 5,238.00     |   | 9,773.00     |   | 20,844.00    |   | 6,255.00     |   | 6,255.00   |   | 25,255.00    | 101,512.00 |
| Equipment/Depreciation | 919.00     |   | 919.00     |   | 919.00     |   | 919.00     |   | 919.00     |   | 919.00     |   | 919.00     |   | 919.00       |   | 919.00       |   | 1,603.00     |   | 919.00       |   | 919.00     |   | 919.00       | 11,712.00  |
| Cumulative Expenses    | 40,866.00  |   | 94,435.00  |   | 148,533.00 |   | 101,020.00 |   | 199,330.00 |   | 114,887.00 |   | 118,665.00 |   | 112,435.00   |   | 153,045.00   |   | 137,618.00   |   | 116,405.00   |   | 141,405.00 |   | 1,478,644.00 |            |
|                        | 135,301.00 |   | 283,834.00 |   | 384,854.00 |   | 584,184.00 |   | 699,071.00 |   | 817,736.00 |   | 930,171.00 |   | 1,083,216.00 |   | 1,220,834.00 |   | 1,337,239.00 |   | 1,478,644.00 |   |            |   |              |            |



Jefferson County Emergency Services Agency  
2017 Budget Forecast

| Expenses            | Jul        |   | Aug        |   | Sep        |   | Oct        |   | Nov         |   | Dec        |   | Jan        |   | Feb        |   | Mar        |   | Apr        |   | May        |   | Jun       |   | 2016-17 Forecast Total |    |            |  |
|---------------------|------------|---|------------|---|------------|---|------------|---|-------------|---|------------|---|------------|---|------------|---|------------|---|------------|---|------------|---|-----------|---|------------------------|----|------------|--|
|                     | Actual     | 2 | Actual     | 2 | Actual     | 3 | Actual     | 2 | Actual      | 2 | Actual     | 2 | Actual     | 2 | Actual     | 2 | Actual     | 3 | Actual     | 2 | FCST       | 2 | FCST      | 2 | Total                  | 26 |            |  |
| 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  |   | 34,721.00  |   | 23,408.00  |   | 26,500.00  |   | 26,500.00 |   | 314,657.00             |    |            |  |
| Part Time - Ops     | 17,193.00  |   | 18,809.00  |   | 30,783.00  |   | 19,327.00  |   | (16,918.00) |   | 11,098.00  |   | 11,186.00  |   | 9,095.00   |   | 12,092.00  |   | 7,955.00   |   | 10,000.00  |   | 10,000.00 |   | 140,619.00             |    |            |  |
| 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   |   | 5,213.00   |   | 2,335.00   |   | 5,000.00   |   | 5,000.00  |   | 65,354.00              |    |            |  |
| 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   |   | 2,798.00   |   | 2,798.00   |   | 3,000.00   |   | 3,000.00  |   | 33,977.00              |    |            |  |
| FI/CA/med           | 4,416.00   |   | 4,156.00   |   | 6,157.00   |   | 4,284.00   |   | (2,115.00)  |   | 3,386.00   |   | 3,496.00   |   | 3,096.00   |   | 3,971.00   |   | 2,565.00   |   | 3,200.00   |   | 3,200.00  |   | 39,792.00              |    |            |  |
| 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  |   | 58,795.00  |   | 39,061.00  |   | 47,700.00  |   | 47,700.00 |   | 594,399.00             |    |            |  |
| Hosp                | 4,155.00   |   | -00        |   | 11,619.00  |   | 5,609.00   |   | 3,740.00    |   | 4,363.00   |   | 6,128.00   |   | 4,986.00   |   | 4,363.00   |   | 4,363.00   |   | 4,000.00   |   | 4,000.00  |   | 57,326.00              |    |            |  |
| Life                | 426.00     |   | 426.00     |   | 363.00     |   | 281.00     |   | 286.00      |   | 249.00     |   | 249.00     |   | 280.00     |   | 280.00     |   | 45.00      |   | 300.00     |   | 300.00    |   | 3,059.00               |    |            |  |
| Dental              | -00        |   | 616.00     |   | 398.00     |   | 381.00     |   | 325.00      |   | 328.00     |   | 330.00     |   | 325.00     |   | 690.00     |   | 148.00     |   | 500.00     |   | 500.00    |   | 4,541.00               |    |            |  |
| Retirement          | 3,654.00   |   | 2,979.00   |   | 6,508.00   |   | 3,679.00   |   | (800.00)    |   | 3,737.00   |   | 3,636.00   |   | 3,307.00   |   | 4,193.00   |   | 2,598.00   |   | 4,000.00   |   | 4,000.00  |   | 41,491.00              |    |            |  |
| 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   |   | 9,526.00   |   | 7,154.00   |   | 8,800.00   |   | 8,800.00  |   | 8,800.00               |    | 106,417.00 |  |
| 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        |   | 3,132.00   |   | 10,320.00  |   | -00        |   | -00       |   | -00                    |    | 45,433.00  |  |
| 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   |   | 4,683.00   |   | 11,871.00  |   | 1,551.00   |   | 1,551.00  |   | 17,551.00              |    | 64,045.00  |  |
| 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         |   | 228.00     |   | -00        |   | -00        |   | -00        |   | -00        |   | -00        |   | -00       |   | -00                    |    |            |  |
| Subtotal            | -00        |   | -00        |   | -00        |   | -00        |   | 228.00      |   | -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  |   | (21,583.00) |   | 60,786.00  |   | 64,003.00  |   | 57,104.00  |   | 73,004.00  |   | 58,086.00  |   | 58,051.00  |   | 58,051.00 |   | 74,051.00              |    | 765,260.00 |  |
|                     | 140,273.00 |   | 251,333.00 |   | 341,788.00 |   | 320,175.00 |   | 380,961.00  |   | 444,964.00 |   | 502,068.00 |   | 575,072.00 |   | 633,158.00 |   | 691,209.00 |   | 765,260.00 |   |           |   |                        |    |            |  |



Proposal for Grant Research and Writing  
Presented to Director Denise Pouget  
Jefferson County Emergency Services Agency

Respectfully Submitted by:  
Elizabeth Granzow, MSW, Fire Captain (Retired)  
Above and Beyond Communications, LLC  
March 27, 2017

**Water Supply Program:**

Especially in the rural areas of Jefferson County WV, there is a critical lack of water for fire suppression. Additional infrastructure to assist with water supply, either as hydrant systems or drafting ponds, can be funded by Federal USDA grants for rural areas. Evaluation by the International Standardization Organization (ISO), as well as other resource studies, can provide valuable justification of infrastructure for enhanced water supply.

Such a water program grant would begin with research on grant specifications, and awarded grants in similar rural geographies. All Federal grants are competitive; therefore ample justification regarding emergency response times, critical properties in the rural area, and the dearth of water supply would all need to be collected and assembled.

Federal grants require extensive preparation, but can be highly worthwhile to a local jurisdiction needing infrastructure. Please see this link regarding USDA Grants for Rural Areas: <https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>.

**Emergency Medical Service/Nursing School Partnership:**

The recent award of a SAFER grant for Volunteer Firefighters has significantly assisted Jefferson County Fire Departments in recruiting and affording new volunteer firefighters. While this is an excellent resource, the grant does not allow for the recruitment of Emergency Medical Service (EMS) personnel. Unfortunately, since the vast majority of calls run by the Jefferson County departments are EMS related, there is still a need for a recruitment program to fill in the staffing deficit on the EMS side of the house. Such a program could be constructed in partnership with Shepherd University School of Nursing. A grant (or grants) could be submitted to acquire resources to possibly fund such a program. Nursing students would gain significant beneficial training and real world experience in the arena of emergency services, and Jefferson County would benefit from additional EMS focused volunteers. This should be created as a demonstration project, or model program, to increase grant-worthiness and applicability to other communities.

### **Heart Healthy Jefferson:**

To augment the emergency medical service in Jefferson County, WV, citizens themselves can get involved through wellness, CPR training, and Automated External Defibrillator (AED) placement and training throughout the Community. A program to increase heart health and citizen intervention is a grant worthy initiative. A possible partnership with the Jefferson Memorial Hospital (as part of WV University Health Care System) should be explored.

The fundable components include:

- \*A public education campaign for heart health,
- \* Purchase and strategic placement of AED's in Jefferson County, WV
- \* Outreach/Training on AED use and CPR throughout the community

The purpose of the program would be to prevent heart attack, while also preparing the community to help with early intervention in advance of EMS response. Because seconds count in the event of a heart attack or other cardiac cessation such as a drowning, a prepared community can be vital in saving lives.

### **Equipment and Training Grants for EMS and Fire Responders:**

Numerous local and national resources are available to provide grant funding to purchase EMS and Fire Responder equipment, apparatus, and training. However, it takes a dedicated block of time to research and prepare grants as part of a comprehensive and on-going grant program to support JCESA. It is advantageous for Jefferson County to explore and compete for any and all grant resources to support the career and volunteer personnel in providing the highest possible level of service to the citizens of Jefferson County, WV.

### **Above and Beyond Communications LLC:**

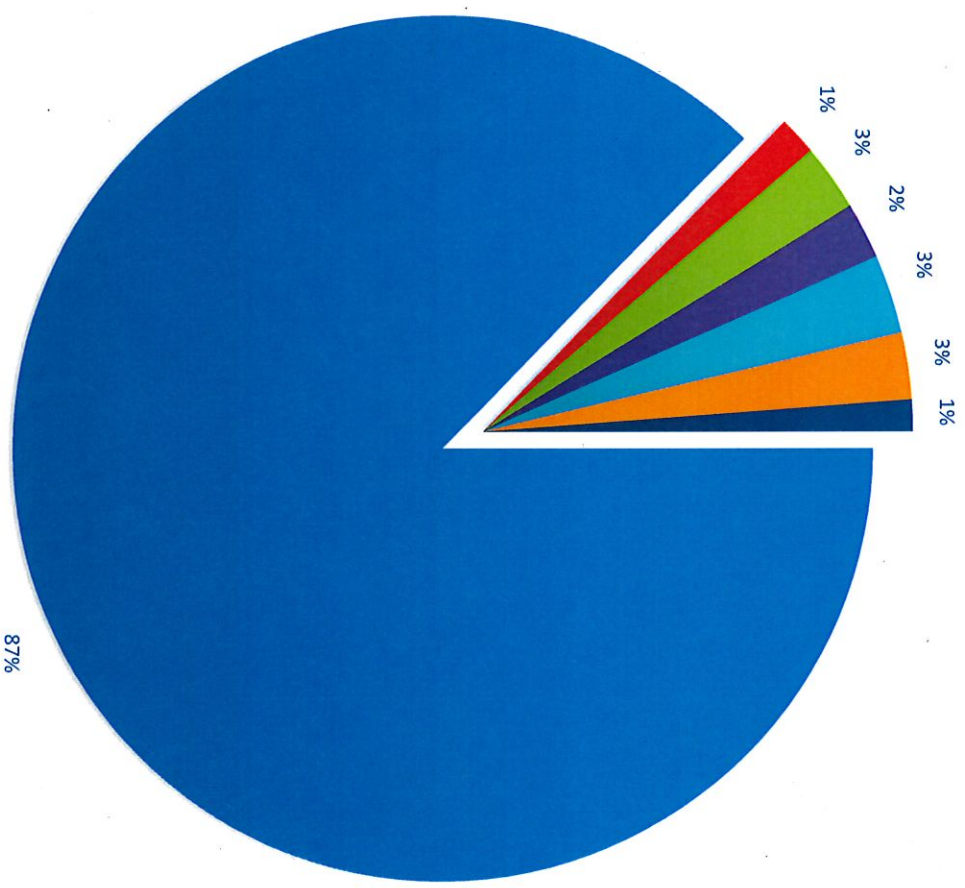
The President of Above and Beyond Communications, LLC is Elizabeth Granzow, a retired Fire Captain from Prince George's County Fire Department (Maryland) and a Masters Prepared Social Worker (Catholic University School of Social Service). She has over 35 years of grant writing, grant administration, and program development experience, including grants for social services, education, and public safety from government and private foundation entities. At Above and Beyond Communications, public safety is a top area of interest. Our staff remains highly interested in assisting the Jefferson County Emergency Services Agency with any and all projects to expand the capacity of local public safety members to serve the community at large. Please see the attached CV for a comprehensive outline of Ms. Granzow's experience in public safety, program development, and grants.

|             |        |
|-------------|--------|
| Fiscal Year | FY2017 |
| Pay Period  | (All)  |
| Department  | (All)  |

| Values         |       |
|----------------|-------|
| Worked Reg     | 46949 |
| Worked OT      | 773   |
| Holiday        | 1344  |
| Holiday OT     | 1144  |
| Personal Leave | 1582  |
| Medical Leave  | 1344  |
| Comp Time      | 631   |

| Fiscal Year | Pay Period     | Department    |
|-------------|----------------|---------------|
| Worked Reg  | Worked OT      | Holiday       |
| Holiday OT  | Personal Leave | Medical Leave |
| Comp Time   |                |               |

### Hours by Type



| Values         |
|----------------|
| Worked Reg     |
| Worked OT      |
| Holiday        |
| Holiday OT     |
| Personal Leave |
| Medical Leave  |
| Comp Time      |



Pay Period (All)  
 Department (All)

FY & Month Hrs Worked REG Hrs Worked OT

| FY2017              | Hrs Worked REG | Hrs Worked OT |
|---------------------|----------------|---------------|
| Jul                 | 4132           | 56            |
| Aug                 | 4268           | 197           |
| Sep                 | 6551           | 100           |
| Oct                 | 4443           | 84            |
| Nov                 | 4459           | 72            |
| Dec                 | 4456           | 43            |
| Jan                 | 4238           | 21            |
| Feb                 | 4215           | 50            |
| Mar                 | 6171           | 71            |
| Apr                 | 4016           | 79            |
| <b>FY2017 Total</b> | <b>46949</b>   | <b>773</b>    |
| <b>Grand Total</b>  | <b>46949</b>   | <b>773</b>    |

