

APRIL 2017

JCESA

BOARD PACKET



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 April 18, 2017

The April meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday April 18, 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 March Minutes

Treasurer's Report

Chairman's Report

1. Consideration of a part time staff to fill positions available in July of 2017

President JCFRA

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.*
- *Progress on the Audit for 2016.*
- *Request a motion to have the Treasurer and Director sign the Adoption Agreement for the WV state 457 program (Deferred Compensation).*
- *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
March 21, 2017

The March 21, 2017 meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7 pm on Tuesday March 21, 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, Dr. Marney Treese 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 February minutes were presented to the Board. A motion by Andrew Arnold was made to accept those minutes as presented. Jane Tabb seconded the motion. The motion passed 5-0.

The special meeting minutes from January 27, 2017 were presented to the Board. Jane Tabb made the motion to approve and Chris Conroy seconded the motion. The motion passed 5-0.

The special meeting minutes from February 5, 2017 were presented to the Board. Steve Sowers made the motion to approve and Chris Conroy seconded the motion. The motion passed 5-0.

The special meeting minutes from March 8, 2017 were presented to the Board. Aaron Watson made the motion to approve and Steve Sowers seconded the motion. The motion passed 5-0.

Treasures Report

Andrew Arnold presented the Treasures report. We are on budget. Director Pouget presented the cost breakdown for a full-time employee. Chairman Chris Conroy made the motion to approve and Vice Chair Jane Tabb seconded the motion. The motion passed 5-0.

Chairman's Report

Chairman Conroy reported on two County Commission meetings.

President of JCFRA

Report that we had 35 calls in a short period of time during the last snow storm. Everyone did an excellent job!



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Directors Report

- Recruitment and retention update.
- Public Education plan.
- Report on CAD data. Referred to the Operations Committee for analysis to decide on presentation and prepare for the Annual Report. Discussion on turn out time.
- Director Pouget continues to revise policies and procedures.
- Chief Cogle reported that Blue Ridge will no longer do DOA transports for non-Medical Examiner cases.

Committee Reports

Administrative Committee: No report

Operational Committee: No report

Budget Committee: Andrew Arnold spoke about the ambulance fee decreasing and the challenges this presents.

Unfinished Business

New Business

Public Comment

Commissioner Peter Oranasko spoke about the Fiscal year 18 budget. The Commissioners decreased the ambulance fee by \$5.00. However, they utilized general fund monies to make up the difference in JCESA's budget. They did not reduce positions.

Chief Earl Cogle spoke about the Cardiac Arrest that occurred in his area and the good job everyone did. However, long response times worked against the patient. He had massive anoxic brain injury and is not a viable patient.

Board Member Comments

Treasurer Andrew Arnold spoke about proper staffing levels and response times. In addition, praised Recruiter Allen Keyser for his efforts. He also reported on the shortfalls of our system due to the staffing shortages. Treasurer Arnold also talked about the Eastern Pan Handle working Fires poll reference the ambulance fee. This is a true sample of public opinion.

Vice Chair Jane Tabb told the group she speaks for herself as one Commissioner. She reminded everyone the budget is not approved until the levy has been set. She will continue to educate the public on the needs of public safety. Vice Chair Tabb stated that she will put the DOA issue on the next Commission Agenda. She also reminded the group that ordinance hasn't been changed yet.

It's About Saving Lives...



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Chairman Chris Conroy thanked Chief Cogle for his efforts over the last two years in transporting all of the County's DOA's. Chairman Conroy spoke about the increase in call load and the need for staffing. He expressed his pleasure with the Commissioners increasing volunteer funding. However, he stated that we needed staffing to be approved as well.

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

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

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

DRAFT

JCESA 2017 Budget Meeting

4/18/17

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 3/31/17:
 - Payroll = \$88,739
 - General = \$103,169
 - Ambulance Fee Funds = \$699,862
 - Mortgage = \$130,079
- 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.
- A deposit of \$175,000 was received for Ambulance fee fund this month.

Current 2017 March YTD Results (JCESA & Amb Fee)

JCESA Mar FY17 YTD Financial Summary
(40 Weeks out of 52 weeks)

	A Amb Fee	B JCESA	A+B Actuals	Pro rated Forecast	YTD Variance	Current Forecast
	<u>Mar YTD</u>	<u>Mar YTD</u>	<u>Mar YTD</u>	<u>Mar YTD</u>	<u>Forecast vs Actuals</u>	<u>as of Dec.</u>
Full Time Salaries	\$ 238,249	\$ 636,596	\$ 874,845	\$ 900,000	\$ 25,155	\$ 1,170,000
Fringe Benefits	\$ 112,681	\$ 211,203	\$ 323,884	\$ 315,385	\$ (8,499)	\$ 410,000
Part Time Salaries	\$ 128,681	\$ 34,309	\$ 162,990	\$ 134,615	\$ (28,375)	\$ 175,000
Overtime	\$ 53,018	\$ 2,882	\$ 55,900	\$ 65,385	\$ 9,485	\$ 85,000
Workers Comp.	\$ 25,179	\$ 48,902	\$ 74,081	\$ 103,846	\$ 29,765	\$ 135,000
Liability Insurance	\$ 13,959	\$ 27,096	\$ 41,055	\$ 34,615	\$ (6,440)	\$ 45,000
All Other Expenses	\$ 3,302	\$ 122,182	\$ 125,484	\$ 201,538	\$ 76,054	\$ 262,000
Total	<u>\$ 575,069</u>	<u>\$ 1,083,170</u>	<u>\$ 1,658,239</u>	<u>\$ 1,755,385</u>	<u>\$ 97,146</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.

2017 Budget Forecast

2015-16 Forecast

Expenses	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
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	FCST	FCST	FCST	
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	70,000.00	70,000.00	70,000.00	846,595.00
Part Time - Ops					29,327.00	1,956.00	867.00	838.00	1,322.00	1,000.00	1,000.00	1,000.00	37,310.00
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	500.00	500.00	500.00	500.00	6,000.00
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	5,431.00	5,500.00	5,500.00	23,952.00	83,852.00
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	5,500.00	5,500.00	5,500.00	68,729.00
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	116,163.00	82,500.00	82,500.00	100,952.00	1,045,368.00
Hosp	7,716.00	-00	17,658.00	9,723.00	5,698.00	9,349.00	11,842.00	9,100.00	5,858.00	9,400.00	9,400.00	9,400.00	105,144.00
Life	484.00	547.00	640.00	599.00	297.00	571.00	385.00	571.00	572.00	520.00	520.00	520.00	6,206.00
Dental	(76.00)	1,114.00	591.00	572.00	116.00	591.00	597.00	591.00	1,221.00	550.00	550.00	550.00	6,967.00
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	7,000.00	7,000.00	7,000.00	92,409.00
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	17,470.00	17,470.00	17,470.00	210,726.00
Fuel	687.00	1,256.00	1,012.00	1,282.00	1,387.00	962.00	212.00	2,069.00	-00	1,000.00	1,000.00	1,000.00	11,867.00
Maintenance	-00	-00	460.00				150.00		-00			500.00	1,110.00
License Ops	200.00	-00							25.00	-00	-00	1,000.00	1,225.00
Supplies	-00	192.00						-00		250.00	250.00	250.00	942.00
Auto Insurance	-00	-00						-00	681.00	-00	-00	9,000.00	9,681.00
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	2,330.00	3,011.00	3,011.00	3,011.00	35,774.00
Ems Supples	2,038.00	460.00	4,278.00	820.00	2,213.00	1,223.00	212.00	248.00	4,812.00	2,000.00	2,000.00	2,000.00	22,304.00
Misc and Cloth	1,993.00	2,584.00	6,553.00	1,096.00	533.00	402.00	405.00	4,366.00	71.00	800.00	800.00	800.00	20,403.00
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	9,349.00
Trav/Train	-00	2,000.00	1,508.00	275.00	1,235.00	512.00	340.00	4,190.00	23.00	500.00	500.00	500.00	11,583.00
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	8,561.00	8,561.00	19,061.00	124,238.00
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	2,000.00	2,000.00	3,000.00	20,390.00
Medical Exp	-00	1,503.00	50.00	2,029.00	524.00		75.00	175.00	3,212.00	750.00	750.00	750.00	9,818.00
Postage	-00	71.00	47.00	19.00	47.00		213.00	-00	10.00	80.00	80.00	80.00	647.00
Office Exp	-00	92.00	10.00	229.00	337.00	793.00		505.00	763.00	300.00	300.00	300.00	3,629.00
Equip Rent	226.00	410.00	711.00	234.00	228.00	326.00	709.00	398.00	298.00	300.00	300.00	300.00	4,440.00
Telephone	-00	-00	128.00	454.00	214.00	205.00	448.00	214.00	205.00	500.00	500.00	500.00	3,368.00
Utilities	465.00	1,590.00	1,421.00	1,856.00	873.00	2,490.00	1,756.00	1,191.00	2,429.00	1,600.00	1,000.00	1,000.00	17,671.00
Rep & Maint	-00	504.00	21.00	343.00		15.00		-00	1,017.00	100.00	100.00	100.00	2,200.00
Advertising	-00	-00	248.00	556.00	39.00		450.00	163.00		100.00	100.00	100.00	1,756.00
Dues & Sub	180.00	-00	180.00		102.00			160.00	180.00	125.00	125.00	125.00	1,177.00
Audit Costs	-00	-00						-00		-00	-00	1,000.00	1,000.00
Backgroun Ck	-00	-00						-00		-00	-00		-00
Bank/Other	13.00	241.00	115.00	232.00	392.00	9.00	268.00	32.00	9.00			19,000.00	20,311.00
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	9,773.00	6,255.00	5,255.00	26,255.00	86,923.00
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
	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	115,705.00	114,705.00	164,657.00	1,478,283.00
Cumulative Expenses		135,301.00	283,834.00	384,854.00	584,184.00	699,071.00	817,736.00	930,171.00	1,083,216.00	1,198,921.00	1,313,626.00	1,478,283.00	

Jefferson County Emergency Services Agency
2017 Budget Forecast

Expenses	2016-17 Forecast												Total 26
	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 Actual	Apr 2 FCST	May 2 FCST	Jun 2 FCST	
Full Time	33,340.00	29,847.00	43,858.00	31,011.00	(17,476.00)	27,116.00	28,064.00	27,758.00	34,721.00	26,500.00	26,500.00	26,500.00	317,749.00
Part Time - Ops	17,193.00	18,809.00	30,763.00	19,327.00	(16,918.00)	11,098.00	11,185.00	9,095.00	12,092.00	10,000.00	10,000.00	10,000.00	142,664.00
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	7,000.00	7,000.00	11,000.00	78,019.00
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	3,000.00	3,000.00	3,000.00	34,179.00
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	3,971.00	3,200.00	3,200.00	3,200.00	40,427.00
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	49,700.00	49,700.00	53,700.00	613,038.00
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	4,000.00	4,000.00	4,000.00	56,963.00
Life	-00	426.00	363.00	281.00	286.00	249.00	249.00	280.00	280.00	300.00	300.00	300.00	3,314.00
Dental	-00	616.00	398.00	381.00	325.00	328.00	330.00	325.00	690.00	500.00	500.00	500.00	4,893.00
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	4,000.00	4,000.00	4,000.00	42,893.00
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	8,800.00	8,800.00	8,800.00	108,063.00
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	-00	-00	44,000.00	63,113.00
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	1,551.00	1,551.00	45,551.00	81,725.00
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
Subtotal	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	60,051.00	60,051.00	108,051.00	803,225.00
Cumulative Expenses		140,273.00	251,333.00	341,758.00	320,175.00	380,961.00	444,964.00	502,068.00	575,072.00	635,123.00	695,174.00	803,225.00	

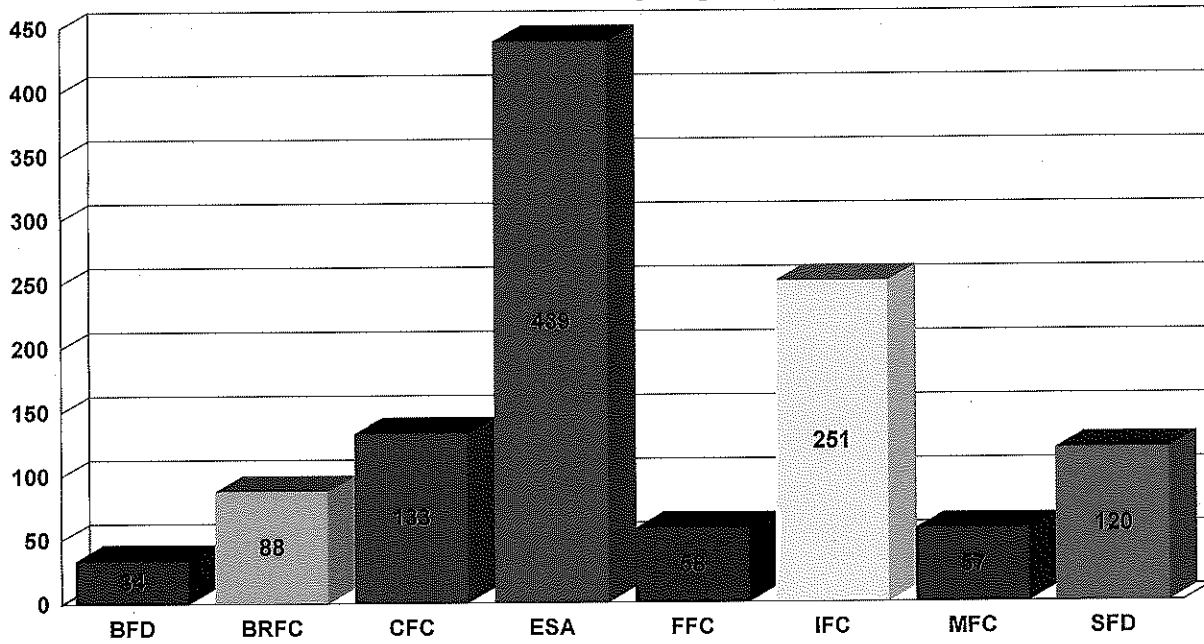


Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

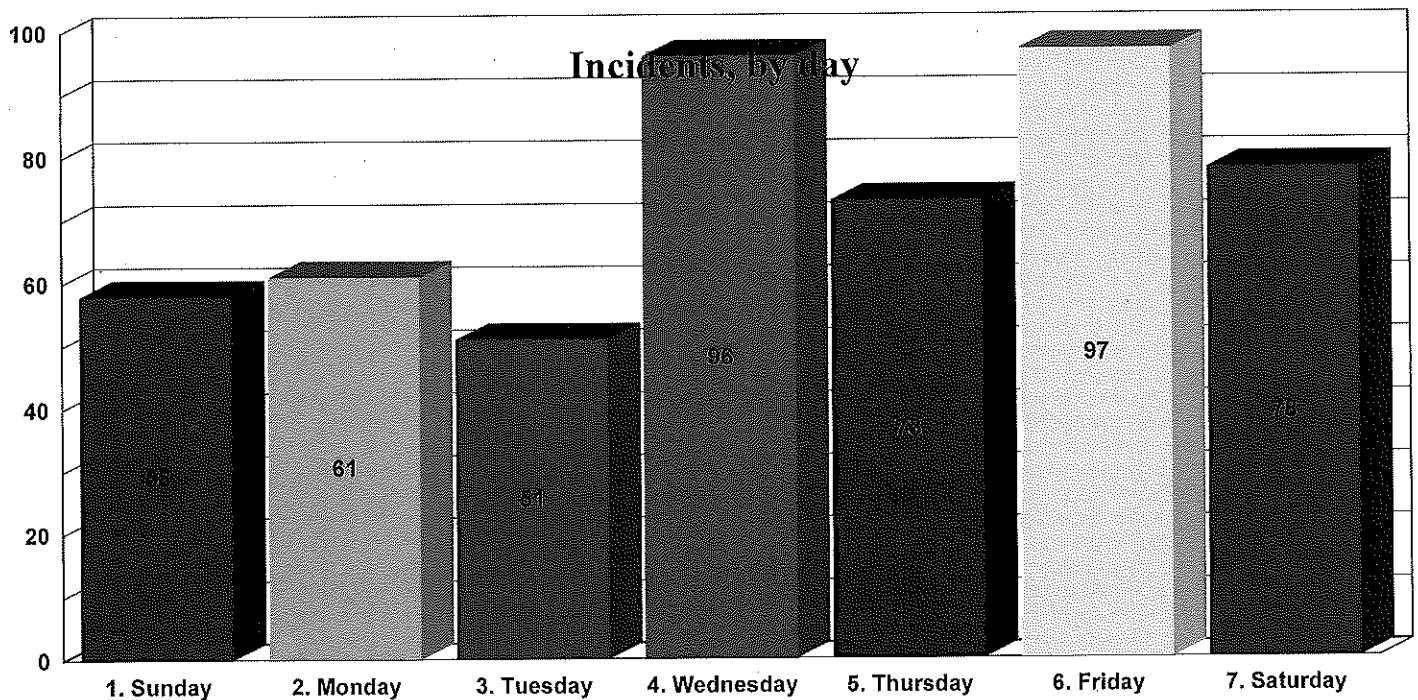
From 03/01/2017 to 03/31/2017

Total Incidents: 514

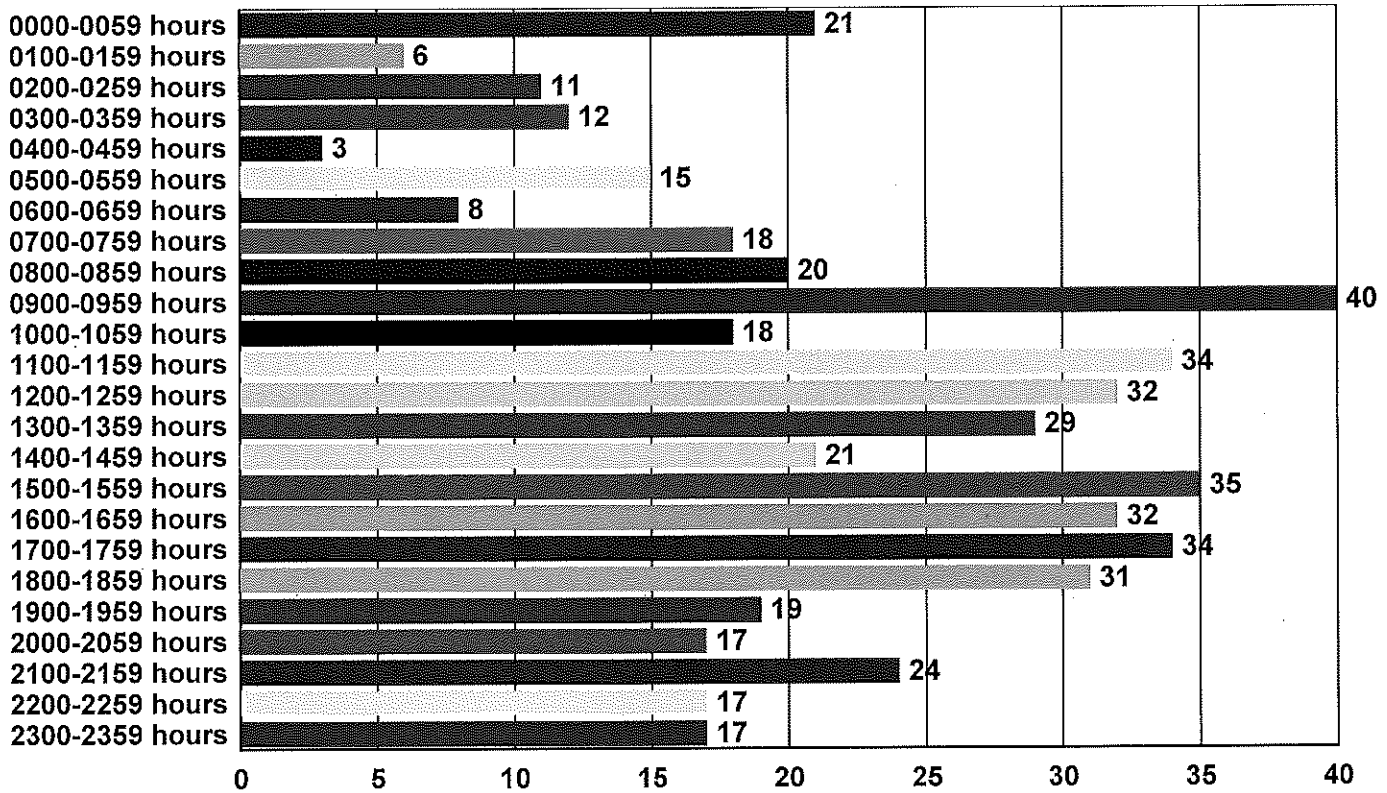
Incidents, by Agency



Incidents, by day



Incidents, by hour



Most Commonly Dispatched Nature Codes

