



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

August 30, 2016

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday August 30, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438. Board Members present: Co Chair Jane Tabb, Member Doctor Jason Turner, Member Aaron Watson, Chair Chris Conroy, and Member Steve Sowers.

Assistant Prosecuting Attorney: Nathan P. Cochran

Call to Order

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

Approval of the Minutes

The July minutes were approved. Treasurer Tabb made the motion to approve the minutes and Co-Chair Chris Conroy seconded the motion. A unanimous vote to approve occurred after the motion was seconded.

Andrew Arnold was elected by the Board to serve as Treasurer. Jane Tabb made the motion to appoint Andrew Arnold as Treasurer and it was seconded by Chris Conroy. A unanimous vote followed.

Treasurer's Report

Director Pouget explained the monthly financial report. Director Pouget reported that the JCESA is on budget.

Chairman's Report

Chris Conroy discussed the fact that we have a Personnel Committee and an Impact Fee Committee. He discussed the Board composing an Operational Manual for the Director to follow.

President JCFRA

No report.

Director's Report

- Looking forward to an Operational manual.
- Reiterated the need to ensure our Administrative needs of the Board members are taken care of.
- Web site up and running smoothly.



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- Communications and quickest route update: Continuing to assist the County Administrator and the Fire and EMS Chiefs.
- CAD Data progress: the CAD data still indicates we are holding an improvement of one minute in response times. The EMS and Fire data has not been separated as of yet.
- Progress on the transition to fire: Deputy Director Hannon reported all staff members have completed their physicals, all training has been verified and recorded and competencies have been completed.
- Discussion occurred reference JCESA developing a rescue task force concept as well as successfully passing the Ambulance Authority inspection when the State of West Virginia visited us earlier in the month.
- Update on Volunteer RRT Grant filed on March 24, 2016. No updates as of yet.

Board Member Requests

None

Committee Reports

None

Unfinished Business

New Business

Employee Liaison

Review of current projects to keep the Board informed: Community Outreach

Public Comment (Limit 5 minutes per person)

Board Member Comments

Executive Session

Chairman Chris Conroy made a motion to go into executive session to discuss personnel issues. Vice Chair Jane Tabb seconded the motion. A Unanimous vote occurred to accept the motion.

It's About Saving Lives...



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Chair Chris Conroy made a motion to come out of executive session. Vice Chair Jane Tabb seconded the motion. A Unanimous vote occurred to accept the motion.

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