



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
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Minutes  
December 20, 2016

The December 20, 2016 meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7 pm on Tuesday December 20, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson West Virginia 25438. Board Members present: Chairman Chris Conroy, Vice Chair Jane Tabb, Dr. Marney Treese, Member Aaron Watson, Member Steve Sowers and Member Dr. Jason Turner.

Assistant Prosecuting Attorney: Nathan P. Cochran was present.

### Call to Order

Chairman Chris Conroy called the meeting to order at 1905 hours.

### Approval of Minutes

The November minutes were approved as presented. A **motion by Jane Tabb was made to accept the November minutes as presented. Chris Conroy seconded the motion. The motion passed 4-0.**

### Treasures Report

Bob Baker reported on the labor costs. The trend is showing a spike in part time salary costs. The reason for this is on boarding expenditures. While we always anticipate some on boarding costs, we didn't forecast a need to replace 20% of our full time workforce in the span of a few short months. The trend is down in December, we anticipate it to continue to fall in our favor; it **might** make our current forecast tight at the end of the year. It is too soon to tell, and we will continue to watch it closely. Mr. Baker stated there is no need to make any changes at this point and upon examination of all other labor costs, the on boarding expenditures are the driving force behind the increase in labor costs. **No motion made to accept the report. Needs to happen at next regular meeting.**

### Chairman's Report

Chairman Conroy reminded everyone that the SOG's are on line. He discussed the process for track changes. He stated that Bob Burner will send instructions via the JCESA email on how to access the drop box.

### President of JCFRA

Not Present-No Report



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### Directors Report

***Quickest Route Report:*** The box cards are loaded into the system.

***CAD Data-***Chris Cross at ECC is has separated the different response times for EMS and Fire. There appears to be a lot of variables. The data is still raw.

***Report to the Commission:*** *This went well.* I have been asked to speak for the “We the People Group” on January 9, 2016.

***Class and Compensation:*** Dr. Fields to attend the January meeting to meet the Board and give a brief overview

***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.

We are partnering with Berkley County’s Volunteer Recruiter.

### Board Member Request

#### Committee Reports

**Administrative Committee: No report**

**Operational Committee: No report**

**Budget Committee: No report**

#### Unfinished Business

**Chairman Conroy reminded everyone to set up their e mail addresses** with John Lyons.

#### New Business

Nathan Cochran presented the operational MOU with Mount Weather. Vice Chair Jane Tabb made a motion to have the ESA ratify the MOU with Mount Weather and have the ESA Chair Chris Conroy sign on behalf of the ESA. The MOU will then be sent to the commission for final ratification. The motion was seconded by Chris Conroy. Motion passed 5-0.

The Fire Chiefs will sign the MOU at the regular Chiefs meeting.



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### Employee Liaison

Report of ongoing projects by Lt. Trafford.

### Public Comment

Chief Marshall DeMeritt spoke about Shepherd play off season. They had 7,000 to 8,000 people during this event. Two ESA employees stepped up to help staff the ALS units during this time of high demand. He gave kudos to the ESA for Lt. Trafford and FF/PM Rufus Sine's willingness to help during this time of high demand.

Chief Earl Cogle spoke about the high demand for body transports in Jefferson County. He requested that when the DOA is in a Departments first due area, please help load the body. He had 14 bodies last week. The County is receiving a service that has become very demanding, costly and labor intensive for the Blue Ridge Volunteer Fire Company.

### Board Member Comments

**Motion to adjourn meeting by Jane Tabb, Second by Chris Conroy Motion Passed 5-0.**

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