



## 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  
February 21, 2017

The February meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday February 21, 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 also present.

Roll Call      Sign in Sheet

Call to Order

Approval of the January Minutes

Vice Chair Jane Tabb voted to approve the minutes as presented. Chairman Chris Conroy seconded the motion. The motion passed 4-0.

Treasurer's Report

Treasurer Andrew Arnold presented the treasurers report. Nothing significant noted. We are on budget.

Chairman's Report

- Class and compensation study for the JCESA employees.**  
Due to the significant cost reference turnover of employees and related training, Treasurer Andrew Arnold made a motion to hire Dr. Cassi Fields for a fixed cost of \$30,000.00 to do a complete class and compensation study. Chairman Chris Conroy seconded the motion. The motion passed 4-0.
- Annual report workgroup.**  
Chairman Conroy explained that he wanted to ensure he formed a volunteer and JCESA work group to form the Annual Report for the fiscal year.
- Policies and Procedures review process.**  
Chairman Conroy made a motion that stated the following: other than organizational or management policies that affect the actual JCESA Board, the Director will be given authority to review and sign Operational policies for the JCESA. Member Aaron Watson seconded the motion. The motion passed 4-0.



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### President JCFRA

### Director's Report

- Deferred Compensation plan for JCESA Employees**  
This is a WV State 457 program that is the best deal for our people.
- NFIRS report**  
Recommend that the Operational Committee gain access to the data as to allow them an opportunity to utilize the data for their duties.
- Update on Volunteer RRT Grant (Allen Keyser)**  
Grant is going well. 48 are in the program. We are starting to receive reimbursements for physicals. It has been cumbersome but we are working through the process.
- Employee Liaison Position**  
Recommend the Director works with Nathan to research the duties of this position in West Virginia, which is an "at will State". The Director will report back when research is complete.

### Board Member Requests

### Committee Reports

- Administrative Committee Report**  
Admin worked with all of the Committees on the "Class and Comp" research.
- Operations Committee Report: DOA proposal for Van**  
Aaron Watson made a motion to pay for the repairs on the JCESA Ambulance Chief Cogle is utilizing to transport DOA's. Chairman Chris Conroy seconded the motion. The motion passed 4-0. Discussion then ensued reference ways to assist Chief Cogle with this very important duty to our community. The Board discussed various possibilities. More legal research was recommended. A motion was made by Chairman Conroy for Nathan Cochran to do more research and possibly draft language for legislative action based on that research. Vice Chair Jane Tabb seconded the motion. The motion passed 4-0.



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Aaron Watson made the motion to pay a \$100.00 stipend to Blue Ridge Volunteer Fire Department for each DOA transport. Jane Tabb seconded that motion, but further discussion ensued as to where we can withdraw those funds from because the general fund may not be there to assist. We need to check the rules for utilizing the ambulance fee. This could be considered a method to keep staffing available, hence support available service. Andrew Arnold made a motion to table the issue until further research could be completed.

**Budget Committee Report**

The committee worked with all of the Committees on the “Class and Comp” research.

### Unfinished Business

- Revisit e- mail set up

### New Business

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

Marshall DeMeritt expressed some concern about hiring a consultant to do the class and comp study. He stated they hadn't had much luck with consultants in the past.

#### Board Member Comments

None

Chairman Conroy made a motion to go into Executive Session. Vice Chair Tabb seconded the motion. The motion passed 4-0.

#### Executive Session

Termination of a Supervisor

Chairman Conroy made a motion to come out of Executive Session. Vice Chair Tabb seconded the motion. The motion passed 4-0.

Chairman Conroy made a motion adjourn the meeting. Vice Chair Tabb seconded the motion. The motion passed 4-0.



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### Adjournment

These minutes were prepared by Director Denise S. Pouget

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.