



## 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

July 19, 2016

*The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday July 19, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438. Board Members present: Treasurer Jane Tabb, Member Andrew Arnold, Member Aaron Watson, Co-Chair Chris Conroy, 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 June 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.*

#### Nominations and Elections of Officers for the JCESA Board of Directors

*The Board appointed Director Pouget to serve as the Secretary for the Board.*

*Chris Conroy was elected by the Board to serve as Chairman. Jane Tabb made a motion to appoint Chris Conroy as the Chairman of the JCESA Board and the motion was seconded by Member Steve Sowers. A unanimous vote followed.*

*Jane Tabb was elected by the Board to serve as Vice Chairperson. Chris Conroy nominated Jane Tabb as vice Chair and the motion was seconded by Member Steve Sowers. A unanimous vote followed.*

*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 and Treasurer Jane Tabb explained the monthly financial report. Director Pouget introduced our new accountant Kerry Swope. Kerry Swope made a presentation to the Board on how the budget will be reported monthly. Director Pouget reported that the JCESA finished the fiscal year as planned. **After listening to the tape, no motion was made to accept the Treasures report.***



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### Chairman's Report

*Chris Conroy discussed his attendance at a few events and the positive feedback he was receiving.*

### President JCFRA

*No report.*

### Director's Report

- Part Time staff needs: Director Pouget asked for fifteen complete sets of turnout gear at a cost of \$2,500.00 per set to outfit part staff members. Chris Conroy made a motion to purchase 15 complete sets of gear for the part time cadre and purchase extra coats and pants not exceed \$45,000. The motion was seconded by Jane Tabb and a unanimous vote followed.
- Communications and quickest route update: Director Pouget has been summoned to the West Virginia State Fire Commission meeting on August 19, 2016. Director Pouget reported that while we are making progress, the relationship between the Chiefs and the Director of Communications is still fractured and creates challenges at times.
- 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



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### 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

*Treasurer Andrew Arnold remarked that the improvement in responses times as documented by CAD data is an extraordinary improvement. Chairman Chris Conroy greeted the new members and thanked them for their participation.*

#### 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.*

*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*