



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
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Minutes
October 19, 2016

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7 pm on Wednesday October 19, 2016 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson West Virginia 25438. Board Members present: Chairman Chris Conroy, Co-Chair Jane Tabb, Treasure Andrew Arnold, Member Aaron Watson and Member Steve Sowers.

Assistant Prosecuting Attorney: Nathan P. Cochran

Call to Order

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

Approval of Minutes

The October minutes were discussed and few items were brought up that need to be changed. **Motion by Chris Conroy to accept the September minutes with that small correction, Second by Jane Tabb, motion passed 5-0.**

Treasures Report

Director Pouget reported on the labor costs. The trend is showing a spike in part time salary costs. The reason for this is on boarding expenditures. New Employees must ride with a preceptor and train as a Jefferson County EMS and Fire provider. 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. While the trend is down for October and 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 has stated there is no need to make any changes at this point and upon examination of all other labor costs, this situation is the driving force behind the increase in labor costs. **Motion made by Andrew Arnold to accept the report, second by Jane Tabb to approve Treasures Report. Motion passed 5-0.**

Chairman's Report

Chairman Conroy reported that he met with the Budget Committee and would defer to Andrew Arnold reference the report on that meeting. Chairman Conroy mentioned his attendance at the Chamber Awards on Tuesday evening.

President of JCFRA

Not Present-No Report



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Directors Report

Quickest Route Report: Waiting on Box Cards from the Chiefs and once loaded into the system, we can evaluate the efficiency of the system.

CAD Data-Chris Cross at ECC is still working on separating out the different call types and hopes to have more definitive data for us in the near future.

Annual Report: Director Pouget will be sending the draft Annual Report by e mail to the Board for input. Director Pouget seeks a motion for approval in the November JCESA Board meeting.

Volunteer Recruitment and Retention Grant: We have access to the Lead SAFER Supervisor for our region. This individual lives behind Station 11.

In addition, the Administrative Committee for JCESA will interview the three applicants for the Recruiter position within the next two weeks. Member Sowers will report on the results of that process.

Purchase of a Lucas Device for CPR: Captain Bob Burner made a presentation on the need for the Lucas Device in the Shift Supervisors Chase Car. Motion made by Andrew Arnold to purchase a Lucas at a cost of \$13,800.00 to be taken out of the Ambulance Fee. Second by Jane Tabb. Motion **passed 5-0**.

Board Member Request

Committee Reports

Andrew Arnold gave a report on the **Budget Committee**. Overarching goals for the future:

- True transparent partners with the Volunteers.
- Determine how to ensure the Volunteers are reimbursed for the financial gap in providing Fire and EMS services to the Jefferson County Citizens.
- Seek to obtain additional FTE positions to deploy in Jefferson County Volunteer Fire Stations in an effort to reduce response times.
- Determine how to provide financial oversight reference managing the Federal Grant we have been awarded for Volunteer recruitment and retention.
- Continue to show a united front by JCESA and the Volunteers when presenting future budgets.
- Develop financial goals. Short term is now, medium term is 3-5 years and long term over 5 years. Short term financial goals are to obtain additional FTE's. Medium goals are to seek a sustainable funding mechanism to ensure Capital items for the Volunteer Fire Departments can be purchased. Equal shares will be continued to be distributed with a goal of eventually achieving a Capital plan. The Volunteers will draft the funding MOU. Long term goals will be to ensure a Dual Services Ordinance is approved for Jefferson County.



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Operations Committee: Member Aaron Watson scheduled a meeting for November 1, 2016 at 1900 hours.

Administrative Committee: Member Steve Sowers stated that the Administrative Committee will be interviewing the applicants for the Volunteer Recruitment Officer next Monday evening. They will announce the individual at the November 15th Board meeting.

New Business

No new Business

Employee Liaison

Report of ongoing projects

Public Comment

Board Member Comments

Executive Session

Motion made by Chris Conroy to enter executive session, second by Steve to discuss a personnel matter. Motion passed 5-0.

Motion to come out of executive session and adjourn meeting was made by Jane Tabb Second by Chris Conroy Motion Passed 5-0.

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