



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7 pm on Tuesday September 20, 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 Doctor Jason Turner 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 August minutes were discussed and few items were brought up that need to be changed. Titles for Chris Conroy and Jane Tabb need to be corrected; Second paragraph pertaining to Andrew Arnold needs to be deleted. **Motion by Chris Conroy to table August minutes until next month, Second by Jane Tabb, motion passed 5-0.**

### Treasures Report

Deputy Director Hannon reviewed Treasures report. Question came up on the YTD Variance Budget vs Actuals. Part of this variance was due to orientation for new employees and part of it staffing Middleway two days a week with part time employees. Chris Conroy did not recall the staffing plan at Middleway and requested a review for the last quarter (July thru Sept) and a report prepared for next month Board meeting. **Motion made by Jane Tabb, second by Chris Conroy to approve Treasures Report. Motion passed 5-0.**

### Chairman's Report

1. Medical Director Position to fill.  
Deputy Director Hannon reported that we have only had one application for the position of Medical Director and that was from Dr. Marney Treese. After brief discussion **Motion made by Chris Conroy, second by Andrew Arnold to hire Dr. Marney Treese as our Medical Director effective October 1, 2016. Motion passed 5-0.** Deputy Director Hannon will draft and send letter to Dr. Treese confirming the actions of the Board.
2. Operational and Management Manual  
Chris Conroy reviewed the need for this manual to provide more clarification on Directors operations. Chris Conroy will draft an outline pertaining to this. Nathan Cochran offered input that the board should set the goals and the Directors meet those goals to best of their abilities. **Motion made by Chris Conroy to develop this manual, second by Jane Tabb. Motion passed 5-0.** A second motion made by Chris Conroy to draft an outline for the Operational and Management Manual second by Jane Tabb. **Motion passed 5-0.**

*It's About Saving Lives...*



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### 3. Committees

- A. Administrative Committee: Steve Sowers to Chair. Personnel Issues, Administrative policy, Grant hiring, Strategic Planning are few of areas this committee will work on. Jane Tabb and Chris Conroy will also be part of committee.
- B. Operational Committee: Aaron Watson to Chair. Overview of operational manual and procedures. Andrew Arnold and Chris Conroy will also be part of this committee.
- C. Budget and Benefits Committee: Andrew Arnold to Chair. Review of budget and tracking and review of benefits being offered and options. Dr. Jason Turner and Chris Conroy will also be part of this committee.

Note\* Chris Conroy will provide an outline for each of these committees to be included in the minutes. Some Board members not present and committees will be on the agenda for the October JCESA Board meeting.

#### President of JCFRA

Not Present-No Report

#### Directors Report

*Budget Overview-* Deputy Director Hannon reviewed current budget and preparations are underway for the next budget cycle. The desire is to be prepared to present the Ambulance fee budget, JCESA budget and fire departments at the December Board meeting. Part of this preparation includes a fall Staffing Review.

*Fall Staffing Plan Review-* the Directors are reviewing the best utilization of the resources we have and the challenge associated with ALS resources and deployment. Part of this challenge is the use of the "SEND" protocol and "Charlie Response". Captain Burner reviewed a handout on this issue. This issue was brought to ECC back in 2013 and again in 2015 with the hope modifying this practice. The issue was reviewed at meeting at ECC but no action was taken. There is currently a Medical Director for ECC and another Medical Director for JCESA/county. **Motion made by Chris Conroy second by Steve Sowers to have our new Medical Director review this with ECC to resolve this issue, and possibility of utilizing ALS and BLS response. Recommended made to have the Operational Committee take up this issue. Motion passed 5-0.**

*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 shortly.

*Communications and quickest route-* both Andrew Arnold and Nathan Cochran provided update on progress being made with this issue. The State fire Marshalls office may come to the September 29<sup>th</sup> county Commission meeting for a follow up, however there are plans for both short and long term fis. The Fire chiefs are working on response boxes to include first and second alarm.

*Update on Recruiter position-* Three applications have been received for this position and the closing date is still a week off. Chris Conroy requested Executive pertaining to this position at the end of the meeting.



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### Board Member Request

The October JCESA Board meeting will be held on Wednesday October 19, 2016 at 7 pm due to conflicts with Chamber awards Program. **Motion made by Chris Conroy second by Andrew Arnold to move meeting date. Motion passed 5-0.**

Attendance at Board Meetings- Discussion on receiving credit for board meeting was held. Clarification provided as follows: If you show up for a meeting and it's canceled you get credit, if you show up for a meeting that had to be rescheduled you will receive credit as well. If you miss a scheduled meeting and its canceled and you also miss the rescheduled meeting that only counts as one missed meeting.

### Committee Reports

No Report

### New Business

No new Business

### Employee Liaison

Not Present

### Public Comment

One person spoke

### Board Member Comments

Feedback provided on Committee's that were formed and desire to have volunteer involvement.

### Executive Session

**Motion made by Chris Conroy to enter executive session, second by Jane Tabb to discuss Recruiter position. 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 Deputy Director Ed Hannon

