

JCESA August
2017
Board Packet



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

AGENDA August 15, 2017

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday August 15, 2017 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Roll Call Sign in Sheet

Call to Order

The Director will ask the Board to elect a Chair Person "Pro Tem" to run the meeting. Our Chairman has resigned and it is time for election of Officers for fiscal year 2018 term. Director Pouget will prepare an attendance list for the Board to review.

After the Chairman Pro Tem is elected, the Board will conduct an election for this year's JCESA Officers (Chair, Vice Chair and Treasurer).

Approval of the June Minutes

Treasurer's Report: Andrew Arnold

Director Pouget and Kerry Swope available by phone for questions

Presentation of the Audit (Fiscal 2016 completed)

Chairman's Report

President JCFRA

Director's Report:

1. Community Paramedicine / Community Engagement Program: **Firefighter /Paramedic John Considine**
2. Update on a class and compensation study for the JCESA employees.
3. DOA plan for transport 11
4. Update on Volunteer RRT Grant (Allen Keyser)
5. Director Pouget' fiscal year 2018 plan

It's About Saving Lives...

The JCESA is an equal opportunity emergency service provider, employer and community partner of Jefferson County WV.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

- a. Search for water supply infrastructure Grant to improve ISO ratings for Jefferson.
- b. SAFER Grant for career staffing.
- c. Grant to pursue assistance with a regional Fire / EMS and Law Enforcement training center for West Virginia.
- d. Explanation of an educational document the Director is preparing for the Commissioners reference level of service and the level of training needed to responsibly protect the citizens, visitors and workers of Jefferson County WV. Completion date: August / September of 2017.
- e. Director's fiscal year 2017 report. Estimated completion date November of 2017.
- f. Report on table top exercise for the Bus Drivers

Board Member Requests

Committee Reports

- Administrative Committee Report
- Operations Committee Report
- Update on TAC channel progress: Andrew Arnold and Aaron Watson**
- Budget Committee Report

Unfinished Business

New Business

Public Comment (Limit 5 minutes per person)

Board Member Comments

Executive Session

Update from WV Corps on a confidential employment issue

Adjournment

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.

It's About Saving Lives...

The JCESA is an equal opportunity emergency service provider, employer and community partner of Jefferson County WV.

JCESA 2017 Budget Meeting

8/15/17

JCESA 2018 Budget Overview - July

- 2018 Budget/Forecast = \$2,562K.
- This is allocated as follows: Amb Fee department is \$xxxK and the JCESA department is \$1,xxxK.

- Bank Account Balances at 7/30/17:
 - Payroll = \$4,625
 - General = \$603,809
 - Ambulance Fee Funds = \$689,789
 - Mortgage = \$184,129

Current 2017 June YTD Expenses (JCESA & Amb Fee)

JCESA June FY17 YTD - Final Financial Summary
(52 Weeks out of 52 weeks)

	A Amb Fee <u>June YTD</u>	B JCESA <u>June YTD</u>	A+B Actuals <u>June YTD</u>	Pro rated Forecast <u>June YTD</u>	YTD Variance <u>Forecast vs</u> <u>Actuals</u>	Final Forecast <u>as of June</u>
Full Time Salaries	\$ 312,774	\$ 894,116	\$ 1,206,890	\$ 1,200,000	\$ (6,890)	\$ 1,200,000
Fringe Benefits	\$ 143,237	\$ 288,871	\$ 432,108	\$ 420,000	\$ (12,108)	\$ 420,000
Part Time Salaries	\$ 147,725	\$ 38,421	\$ 186,146	\$ 190,000	\$ 3,854	\$ 190,000
Overtime	\$ 64,096	\$ 2,882	\$ 66,978	\$ 70,000	\$ 3,022	\$ 70,000
Workers Comp.	\$ 33,573	\$ 65,195	\$ 98,768	\$ 115,000	\$ 16,232	\$ 115,000
Liability Insurance	\$ 18,614	\$ 34,085	\$ 52,699	\$ 50,000	\$ (2,699)	\$ 50,000
All Other Expenses	\$ 28,622	\$ 171,363	\$ 199,985	\$ 237,000	\$ 37,015	\$ 237,000
Total	\$ 748,641	\$ 1,494,933	\$ 2,243,574	\$ 2,282,000	\$ 38,426	\$ 2,282,000

NOTES:

1. Above is expense budget/forecast only and does not assume any additional budget that results from any billing income (EMS supplies, other).
2. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.
3. The above YTD June figures include an additional labor accrual for pay period ending July 1. (13 of 14 days).

Jefferson County Emergency Services Agency

Balance Sheet

As of June 30, 2017

Jun 30, 17

ASSETS

Current Assets

Checking/Savings

101-000 · General Fund Checking Account	213,037.13
102-000 · Payroll Checking Account	4,906.84
104-000 · Mortgage Fund Checking Account	109,868.57
105-000 · Ambulance Fee Checking Account	751,799.77

Total Checking/Savings 1,079,612.31

Accounts Receivable

111-000 · Accounts Receivable	65,571.21
-------------------------------	-----------

Total Accounts Receivable 65,571.21

Other Current Assets

110-000 · Prepaid Insurance	1,395.00
150-000 · Service Runs Receivable	80.00

Total Other Current Assets 1,475.00

Total Current Assets 1,146,658.52

Fixed Assets

130-000 · Land	550,000.00
131-000 · Building	1,366,998.23
133-000 · Equipment	417,997.13
140-000 · Accumulated Depreciation	-634,272.54

Total Fixed Assets 1,700,722.82

TOTAL ASSETS 2,847,381.34

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

201-000 · Accounts Payable	13,176.94
----------------------------	-----------

Total Accounts Payable 13,176.94

Other Current Liabilities

202-000 · Accrued Wages & Benefits Payabl	65,753.99
217-000 · Payroll Taxes Payable	
223-000 · State Withholding Taxes Payable	5,069.00
224-000 · Retirement Contributions Pay	19,079.13

Total 217-000 · Payroll Taxes Payable 24,148.13

231-000 · Loans Payable, current portion 31,252.81

231-001 · Less Current Maturities -31,252.81

232-000 · Interest payable, current 1,161.00

Total Other Current Liabilities 91,063.12

Total Current Liabilities 104,240.06

Long Term Liabilities

219-000 · Compensated Absences 49,732.34

247-000 · USDA Loan Payable 1,118,901.05

Total Long Term Liabilities 1,168,633.39

Total Liabilities 1,272,873.45

Jefferson County Emergency Services Agency

Balance Sheet

As of June 30, 2017

Jun 30, 17

	<u>Jun 30, 17</u>
Equity	
280-000 • Fund Balance - Reserved	63,360.09
290-000 • Invested in Capital Assets	581,821.77
295-000 • Fund Balance - Ambulance Fee	761,799.77
299-000 • Fund Balance - Unreserved	150,844.04
Net Income	<u>26,682.22</u>
Total Equity	<u>1,574,607.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,847,381.34</u></u>

Jefferson County Emergency Services Agency
Profit & Loss by Class
July 2016 through June 2017

	Ambulance Fee	Fire Grant	General
Ordinary Income/Expense			
Income			
344-000 · Ambulance Fee	750,000.00	0.00	0.00
346-000 · Grants	0.00	121,701.00	0.00
365-000 · Interest Earned	541.16	0.00	2,346.58
366-000 · Miscellaneous Revenue	0.00	0.00	763.07
380-000 · Appropriations			
380-001 · Jefferson County Commission	0.00	0.00	1,515,674.00
380-002 · Jeff Cnty-Impact Fees (mortgage)	0.00	0.00	0.00
Total 380-000 · Appropriations	0.00	0.00	1,515,674.00
Total Income.	750,541.16	121,701.00	1,518,783.65
Gross Profit			
	760,541.16	121,701.00	1,518,783.65
Expense			
711-000 · Operations			
226-1 · Liability Insurance	18,610.94	0.00	27,955.76
226-5 · Auto Insurance	0.00	0.00	8,171.32
227 · License Operational	0.00	0.00	225.00
711-214 · Travel Expense	0.00	0.00	615.41
711-216 · R & M Equipment	0.00	0.00	460.00
711-217 · R & M Autos & Trucks	0.00	0.00	7,623.98
711-221 · Training & Education	0.00	0.00	9,904.47
711-225 · Technical Services	0.00	0.00	6,863.30
711-341 · Supplies & Materials	0.00	0.00	4,604.79
711-343 · Fuel Expense	0.00	821.36	14,272.57
711-345 · Uniforms	29,432.85	52,701.12	19,956.09
711-520 · EMS Supplies	0.00	0.00	11,244.69
Total 711-000 · Operations	48,043.79	53,322.48	111,897.38
711-001 · Administration Expense			
711-211 · Telephone Expense	0.00	0.00	2,687.72
711-213 · Utilities	0.00	0.00	18,244.58
711-215 · R & M Building & Grounds	0.00	0.00	2,566.54
711-218 · Postage	0.00	0.00	196.65
711-219 · Rent Expense	0.00	0.00	2,727.51
711-220 · Advertising Expense	0.00	16,182.35	1,924.33
711-222 · Dues & Subscriptions	0.00	0.00	827.28
711-223 · Professional Services	15,000.00	850.00	16,864.65
711-232 · Bank Charges	0.00	0.00	430.59
711-233 · Employee Background Checks	0.00	0.00	27.60
711-235 · Finance/Penalty Charges	0.00	0.00	99.67
711-510 · Office Expense	0.00	0.00	6,308.31
711-511 · Medical Expenses	0.00	23,348.00	20,092.33
711-512 · Third Party Billing	0.00	0.00	115.25
711-513 · Meals and Travel	0.00	0.00	387.82
Total 711-001 · Administration Expense	15,000.00	40,380.35	73,500.83
711-103 · Salaries & Wages of Employees			

Jefferson County Emergency Services Agency
Profit & Loss by Class
July 2016 through June 2017

	Ambulance Fee	Fire Grant	General
103-1 - Part-Time Wages	131,710.49	0.00	38,422.38
103 - Full Time Salary & Wages	312,775.39	25,500.00	894,115.98
108 - O/T Wages	64,097.81	0.00	2,882.34
226-2 - Workers Compensation	33,571.55	0.00	65,193.43
711-104 - FICA Tax - Social Security	38,801.68	1,950.75	72,222.45
711-230 - Medical Director	0.00	0.00	6,000.00
Total 711-103 - Salaries & Wages of Employees	580,956.92	27,450.75	1,078,836.58
711-110 - Staff Benefits			
110-1 - Med Life	2,920.63	0.00	6,528.06
110-2 - Dental	3,753.16	0.00	6,167.44
110-3 - Employee Reimbursement	398.24	0.00	1,946.76
110-4 - Unemployment	0.00	0.00	453.99
711-105 - Hospitalization	57,428.48	0.00	106,831.00
711-106 - Retirement Expense	39,778.49	2,677.50	96,091.13
Total 711-110 - Staff Benefits	104,279.00	2,677.50	218,018.38
711-465 - Depreciation Expense	0.00	0.00	12,909.79
711-670 - Interest Expense	0.00	0.00	36.93
Total Expense	748,279.71	123,831.08	1,495,199.89
Net Ordinary Income	2,261.45	-2,130.08	23,583.76
Other Income/Expense			
Other Income			
799-000 - Gain on Disposition of Assets	0.00	0.00	7,100.00
Total Other Income	0.00	0.00	7,100.00
Net Other Income	0.00	0.00	7,100.00
Net Income	2,261.45	-2,130.08	30,683.76

Jefferson County Emergency Services Agency
Profit & Loss by Class
July 2016 through June 2017

	<u>Mortgage</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
344-000 - Ambulance Fee	0.00	0.00	750,000.00
346-000 - Grants	0.00	0.00	121,701.00
365-000 - Interest Earned	125.89	0.00	3,013.63
366-000 - Miscellaneous Revenue	0.00	0.00	763.07
380-000 - Appropriations			
380-001 - Jefferson County Commission	0.00	0.00	1,515,674.00
380-002 - Jeff Cnty-Impact Fees (mortgage)	81,000.00	0.00	81,000.00
Total 380-000 - Appropriations	<u>81,000.00</u>	<u>0.00</u>	<u>1,596,674.00</u>
Total Income	<u>81,125.89</u>	<u>0.00</u>	<u>2,472,151.70</u>
Gross Profit			
	81,125.89	0.00	2,472,151.70
Expense			
711-000 - Operations			
226-1 - Liability Insurance	0.00	0.00	46,566.70
226-5 - Auto Insurance	0.00	0.00	8,171.32
227 - License Operational	0.00	0.00	225.00
711-214 - Travel Expense	0.00	0.00	615.41
711-216 - R & M Equipment	0.00	0.00	460.00
711-217 - R & M Autos & Trucks	0.00	0.00	7,623.98
711-221 - Training & Education	0.00	0.00	9,904.47
711-225 - Technical Services	0.00	0.00	6,863.30
711-341 - Supplies & Materials	0.00	0.00	4,604.79
711-343 - Fuel Expense	0.00	0.00	14,893.93
711-345 - Uniforms	0.00	0.00	102,090.06
711-520 - EMS Supplies	0.00	0.00	11,244.69
Total 711-000 - Operations	<u>0.00</u>	<u>0.00</u>	<u>213,263.65</u>
711-001 - Administration Expense			
711-211 - Telephone Expense	0.00	0.00	2,687.72
711-213 - Utilities	0.00	0.00	18,244.58
711-215 - R & M Building & Grounds	0.00	0.00	2,566.54
711-218 - Postage	0.00	0.00	196.65
711-219 - Rent Expense	0.00	0.00	2,727.51
711-220 - Advertising Expense	0.00	0.00	18,106.68
711-222 - Dues & Subscriptions	0.00	0.00	827.28
711-223 - Professional Services	0.00	0.00	32,714.65
711-232 - Bank Charges	0.00	0.00	430.59
711-233 - Employee Background Checks	0.00	0.00	27.60
711-235 - Finance/Penalty Charges	0.00	0.00	99.67
711-510 - Office Expense	0.00	0.00	6,308.31
711-511 - Medical Expenses	0.00	0.00	43,440.33
711-512 - Third Party Billing	0.00	0.00	115.25
711-513 - Meals and Travel	0.00	0.00	387.82
Total 711-001 - Administration Expense	<u>0.00</u>	<u>0.00</u>	<u>128,881.18</u>
711-103 - Salaries & Wages of Employees			

Jefferson County Emergency Services Agency

Profit & Loss by Class

July 2016 through June 2017

	<u>Mortgage</u>	<u>Unclassified</u>	<u>TOTAL</u>
103-1 • Part-Time Wages	0.00	0.00	170,132.87
103 • Full Time Salary & Wages	0.00	0.00	1,232,391.37
108 • O/T Wages	0.00	0.00	66,980.15
226-2 • Workers Compensation	0.00	0.00	98,764.98
711-104 • FICA Tax - Social Security	0.00	0.00	112,974.88
711-230 • Medical Director	0.00	0.00	6,000.00
Total 711-103 • Salaries & Wages of Employees	0.00	0.00	1,687,244.25
711-110 • Staff Benefits			
110-1 • Med Life	0.00	0.00	9,448.69
110-2 • Dental	0.00	0.00	9,920.60
110-3 • Employee Reimbursement	0.00	0.00	2,345.00
110-4 • Unemployment	0.00	0.00	453.99
711-105 • Hospitalization	0.00	0.00	164,259.48
711-106 • Retirement Expense	0.00	0.00	138,547.12
Total 711-110 • Staff Benefits	0.00	0.00	324,974.88
711-465 • Depreciation Expense	34,174.92	0.00	47,084.71
711-670 • Interest Expense	51,083.88	0.00	51,120.81
Total Expense	85,258.80	0.00	2,452,569.48
Net Ordinary Income	-4,132.91	0.00	19,582.22
Other Income/Expense			
Other Income			
799-000 • Gain on Disposition of Assets	0.00	0.00	7,100.00
Total Other Income	0.00	0.00	7,100.00
Net Other Income	0.00	0.00	7,100.00
Net Income	-4,132.91	0.00	26,682.22

