

**July 2017 JCESA**

**BOARD**

**PACKETS**





## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

AGENDA  
July 18, 2017

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday July 18, 2017 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Roll Call    Sign in Sheet

Call to Order

Approval of the June Minutes

Treasurer's Report: Andrew Arnold

Director Pouget and Kerry Swope available by phone for questions

Chairman's Report

Election of the Board Chair

President JCFRA

Director's Report: Deputy Director Hannon for Director Pouget

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

*It's About Saving Lives...*

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





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e. Director's fiscal year 2017 report. Estimated completion date November of 2017.

### 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

### 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.

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# JCESA 2017 Budget Meeting

7/18/17



## JCESA 2017 Budget Overview - Final

- Favorable Year End Results: JCESA under budget by \$30K (when income items added) and Ambulance fee under budget by \$55k. Minor changes over the next week likely.
- 2017 Budget/Forecast = \$2,282K.
- This is allocated as follows: Amb Fee department is \$758K plus additional \$45K approved by board for gear/equipment which equals \$803K. The JCESA department is \$1,479K.
- Bank Account Balances at 6/30/17:
  - Payroll = \$4,907
  - General = \$213,037
  - Ambulance Fee Funds = \$751,800
  - Mortgage = \$109,868
- The Ambulance Fee balance at end of June 2017 is much higher than expected at \$752K. This is result of the \$225K that was deposited in June.



# FY 17/18 July Expenses (JCESA & Amb Fee)

JCESA July FY18 YTD - Final Financial Summary  
(4 Weeks out of 52 weeks)

|                     | A<br>Amb Fee     |                  | B<br>JCESA        |                   | A+B              |                     | Pro-rated<br>Forecast | YTD Variance<br>Forecast vs<br>Actuals | FY18<br>Budget<br>as of July |
|---------------------|------------------|------------------|-------------------|-------------------|------------------|---------------------|-----------------------|--|------------------------------|
|                     | July YTD         | July YTD         | July YTD          | July YTD          | Actuals          | July YTD            |                       |  |                              |
| Full Time Salaries  | \$ 25,619        | \$ 18,842        | \$ 44,461         | \$ 108,247        | \$ 63,786        | \$ 1,407,209        |                       |  |                              |
| Fringe Benefits     | \$ 11,547        | \$ 13,245        | \$ 24,792         | \$ 38,365         | \$ 13,573        | \$ 498,740          |                       |  |                              |
| Part Time Salaries  | \$ 8,803         | \$ 1,749         | \$ 10,552         | \$ 8,140          | \$ (2,412)       | \$ 105,823          |                       |  |                              |
| Overtime            | \$ 11,611        | \$ -             | \$ 11,611         | \$ 6,891          | \$ (4,720)       | \$ 89,578           |                       |  |                              |
| Workers Comp.       | \$ 2,797         | \$ 5,431         | \$ 8,228          | \$ 13,222         | \$ 4,994         | \$ 171,880          |                       |  |                              |
| Liability Insurance | \$ 1,551         | \$ 2,330         | \$ 3,881          | \$ 4,335          | \$ 454           | \$ 56,351           |                       |  |                              |
| All Other Expenses  | \$ 102           | \$ 6,512         | \$ 6,614          | \$ 17,861         | \$ 11,247        | \$ 232,191          |                       |  |                              |
| <b>Total</b>        | <b>\$ 62,030</b> | <b>\$ 48,109</b> | <b>\$ 110,139</b> | <b>\$ 197,059</b> | <b>\$ 86,920</b> | <b>\$ 2,561,772</b> |                       |  |                              |

**NOTES:**

1. Above is expense budget 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.



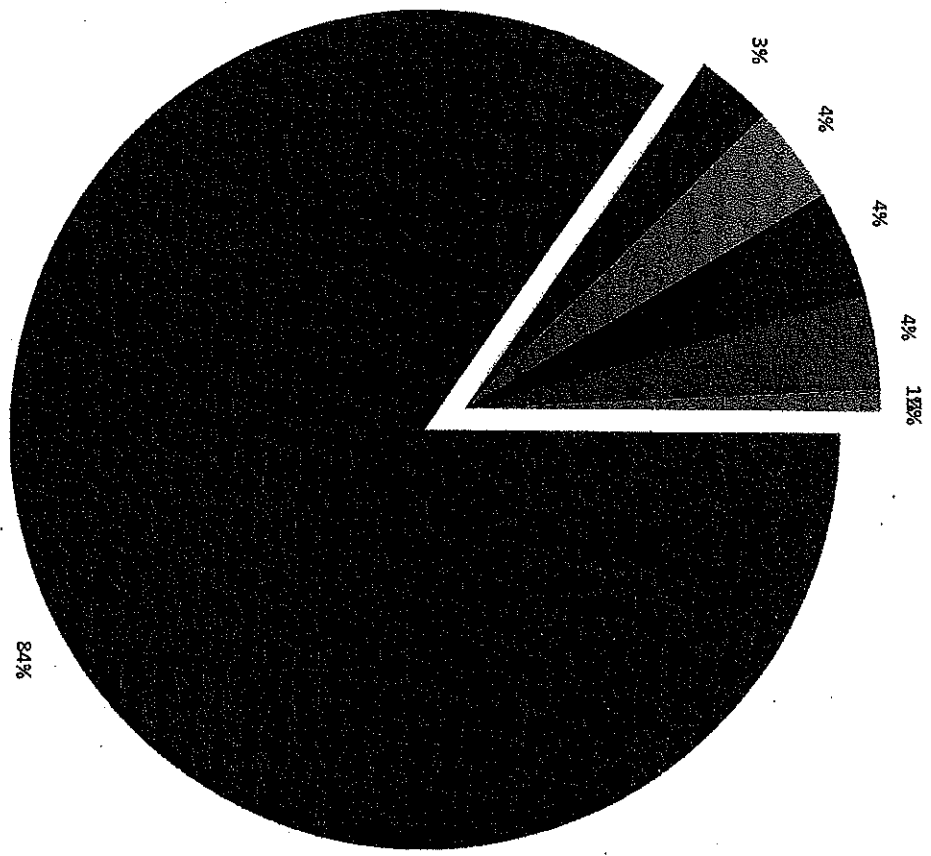
Fiscal Year: FY2018  
 Pay Period: (All)  
 Department: (All)

Fiscal Year: Pay Period: Department:  
 Worked Reg: Worked OT: Holiday: OT: Personal Leave: Medical Leave: Comp Time:

| Values         |      |
|----------------|------|
| Worked Reg     | 4551 |
| Worked OT      | 160  |
| Holiday        | 204  |
| Holiday OT     | 224  |
| Personal Leave | 196  |
| Medical Leave  | 46   |
| Comp Time      | 0    |
| Total Hrs      | 5380 |

Worked OT/Total: 2.98%

Hours by Type



- Worked Reg
- Worked OT
- Holiday
- Holiday OT
- Personal Leave
- Medical Leave
- Comp Time



Jefferson County Emergency Services Agency

Balance Sheet

As of July 31, 2017

Jul 31, 17

ASSETS

Current Assets

Checking/Savings

|  |            |
|--|------------|
| 101-000 · General Fund Checking Account  | 803,809.64 |
| 102-000 · Payroll Checking Account       | 4,626.27   |
| 104-000 · Mortgage Fund Checking Account | 184,129.21 |
| 105-000 · Ambulance Fee Checking Account | 689,788.98 |

Total Checking/Savings 1,482,353.10

Accounts Receivable

|                               |           |
|-------------------------------|-----------|
| 111-000 · Accounts Receivable | 45,020.70 |
|-------------------------------|-----------|

Total Accounts Receivable 45,020.70

Other Current Assets

|                                   |            |
|-----------------------------------|------------|
| 110-000 · Prepaid Insurance       | -11,394.83 |
| 150-000 · Service Runs Receivable | 80.00      |

Total Other Current Assets -11,314.83

Total Current Assets 1,516,058.97

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 | -638,039.40  |

Total Fixed Assets 1,696,955.96

TOTAL ASSETS 3,213,014.93

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

|                            |          |
|----------------------------|----------|
| 201-000 · Accounts Payable | 6,660.59 |
|----------------------------|----------|

Total Accounts Payable 6,660.59

Other Current Liabilities

|   |           |
|---|-----------|
| 217-000 · Payroll Taxes Payable           |           |
| 223-000 · State Withholding Taxes Payable | 5,999.00  |
| 224-000 · Retirement Contributions Pay    | 21,902.13 |

Total 217-000 · Payroll Taxes Payable 27,901.13

|  |           |
|--|-----------|
| 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 29,062.13

Total Current Liabilities 36,622.72

Long Term Liabilities

|                                |           |
|--------------------------------|-----------|
| 219-000 · Compensated Absences | 49,732.34 |
|--------------------------------|-----------|

|                             |              |
|-----------------------------|--------------|
| 247-000 · USDA Loan Payable | 1,116,411.04 |
|-----------------------------|--------------|

Total Long Term Liabilities 1,166,143.38

Total Liabilities 1,201,766.10

Equity

8:57 AM  
08/09/17  
Accrual Basis

Jefferson County Emergency Services Agency

**Balance Sheet**

As of July 31, 2017

|  | <u>Jul 31, 17</u>          |
|--|----------------------------|
| 280-000 · Fund Balance - Reserved      | 63,360.09                  |
| 290-000 · Invested in Capital Assets   | 581,821.77                 |
| 295-000 · Fund Balance - Ambulance Fee | 751,799.77                 |
| 299-000 · Fund Balance - Unreserved    | 172,718.11                 |
| Net Income                             | 441,549.09                 |
| Total Equity                           | <u>2,011,248.83</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <u><u>3,213,014.83</u></u> |

Jefferson County Emergency Services Agency  
Profit & Loss by Class

July 2017

|  | <u>Mortgage</u>  | <u>Unclassified</u> | <u>TOTAL</u>      |
|--|------------------|---------------------|-------------------|
| <b>Ordinary Income/Expense</b>                           |                  |                     |                   |
| <b>Income</b>  |                  |                     |                   |
| 346-000 · Grants   | 0.00             | 0.00                | 3,289.00          |
| 366-000 · Interest Earned                                | 7.64             | 0.00                | 64.96             |
| 366-000 · Miscellaneous Revenue                          | 0.00             | 0.00                | 463.12            |
| 380-000 · Appropriations                                 |                  |                     |                   |
| 380-001 · Jefferson County Commission                    | 0.00             | 0.00                | 488,568.50        |
| 380-002 · Jeff Cnty-Impact Fees (mortgage)               | 81,000.00        | 0.00                | 81,000.00         |
| <b>Total 380-000 · Appropriations</b>                    | <u>81,000.00</u> | <u>0.00</u>         | <u>569,568.50</u> |
| <b>Total Income</b>                                      | <u>81,007.64</u> | <u>0.00</u>         | <u>573,385.58</u> |
| <b>Gross Profit</b>                                      | 81,007.64        | 0.00                | 573,385.58        |
| <b>Expense</b>   |                  |                     |                   |
| 711-000 · Operations                                     |                  |                     |                   |
| 226-1 · Liability Insurance                              | 0.00             | 0.00                | 3,880.67          |
| 226-6 · Auto Insurance                                   | 0.00             | 0.00                | 680.83            |
| 711-217 · R & M Autos & Trucks                           | 0.00             | 0.00                | 75.00             |
| 711-343 · Fuel Expense                                   | 0.00             | 0.00                | 1,142.45          |
| 711-345 · Uniforms                                       | 0.00             | 0.00                | 5,277.18          |
| 711-520 · EMS Supplies                                   | 0.00             | 0.00                | 254.65            |
| <b>Total 711-000 · Operations</b>                        | <u>0.00</u>      | <u>0.00</u>         | <u>11,310.78</u>  |
| 711-001 · Administration Expense                         |                  |                     |                   |
| 711-213 · Utilities                                      | 0.00             | 0.00                | 352.46            |
| 711-220 · Advertising Expense                            | 0.00             | 0.00                | 4,462.75          |
| 711-222 · Dues & Subscriptions                           | 0.00             | 0.00                | 40.50             |
| 711-223 · Professional Services                          | 0.00             | 0.00                | 900.00            |
| 711-232 · Bank Charges                                   | 0.00             | 0.00                | 8.50              |
| 711-235 · Finance/Penalty Charges                        | 0.00             | 0.00                | 28.49             |
| 711-510 · Office Expense                                 | 0.00             | 0.00                | 318.05            |
| 711-511 · Medical Expenses                               | 0.00             | 0.00                | 1,984.00          |
| <b>Total 711-001 · Administration Expense</b>            | <u>0.00</u>      | <u>0.00</u>         | <u>8,094.75</u>   |
| 711-103 · Salaries & Wages of Employees                  |                  |                     |                   |
| 103-1 · Part-Time Wages                                  | 0.00             | 0.00                | 10,552.53         |
| 103 · Full Time Salary & Wages                           | 0.00             | 0.00                | 47,981.93         |
| 108 · O/T Wages  | 0.00             | 0.00                | 11,610.89         |
| 226-2 · Workers Compensation                             | 0.00             | 0.00                | 8,228.33          |
| 711-104 · FICA Tax - Social Security                     | 0.00             | 0.00                | 5,484.03          |
| 711-230 · Medical Director                               | 0.00             | 0.00                | 500.00            |
| <b>Total 711-103 · Salaries &amp; Wages of Employees</b> | <u>0.00</u>      | <u>0.00</u>         | <u>84,357.71</u>  |
| 711-110 · Staff Benefits                                 |                  |                     |                   |
| 110-1 · Med Life   | 0.00             | 0.00                | 816.25            |
| 110-2 · Dental   | 0.00             | 0.00                | 734.40            |
| 110-3 · Employee Reimbursement                           | 0.00             | 0.00                | 101.98            |
| 711-105 · Hospitalization                                | 0.00             | 0.00                | 11,592.83         |
| 711-106 · Retirement Expense                             | 0.00             | 0.00                | 6,803.94          |
| <b>Total 711-110 · Staff Benefits</b>                    | <u>0.00</u>      | <u>0.00</u>         | <u>20,049.40</u>  |

8:55 AM  
08/09/17  
Accrual Basis

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

|                                | <u>Mortgage</u>  | <u>Unclassified</u> | <u>TOTAL</u>      |
|--------------------------------|------------------|---------------------|-------------------|
| 711-465 · Depreciation Expense | 2,847.91         | 0.00                | 3,766.86          |
| 711-670 · Interest Expense     | 4,256.99         | 0.00                | 4,256.99          |
| Total Expense                  | <u>7,104.90</u>  | <u>0.00</u>         | <u>131,836.49</u> |
| Net Ordinary Income            | <u>73,902.74</u> | <u>0.00</u>         | <u>441,549.09</u> |
| Net Income                     | <u>73,902.74</u> | <u>0.00</u>         | <u>441,549.09</u> |

**Jefferson County Emergency Services Agency**  
**Profit & Loss by Class**  
July 2017

|  | <u>Ambulance Fee</u> | <u>Fire Grant</u> | <u>General</u>    |
|--|----------------------|-------------------|-------------------|
| <b>Ordinary Income/Expense</b>                           |                      |                   |                   |
| <b>Income</b>  |                      |                   |                   |
| 346-000 · Grants   | 0.00                 | 3,289.00          | 0.00              |
| 365-000 · Interest Earned                                | 20.44                | 0.00              | 36.88             |
| 366-000 · Miscellaneous Revenue                          | 0.00                 | 0.00              | 463.12            |
| 380-000 · Appropriations                                 |                      |                   |                   |
| 380-001 · Jefferson County Commission                    | 0.00                 | 10.00             | 488,558.50        |
| 380-002 · Jeff Cnty-Impact Fees (mortgage)               | 0.00                 | 0.00              | 0.00              |
| <b>Total 380-000 · Appropriations</b>                    | <u>0.00</u>          | <u>10.00</u>      | <u>488,558.50</u> |
| <b>Total Income</b>                                      | <u>20.44</u>         | <u>3,299.00</u>   | <u>489,058.50</u> |
| <b>Gross Profit</b>                                      | 20.44                | 3,299.00          | 489,058.50        |
| <b>Expense</b>   |                      |                   |                   |
| 711-000 · Operations                                     |                      |                   |                   |
| 226-1 · Liability Insurance                              | 1,550.91             | 0.00              | 2,329.76          |
| 226-5 · Auto Insurance                                   | 0.00                 | 0.00              | 680.83            |
| 711-217 · R & M Autos & Trucks                           | 0.00                 | 0.00              | 75.00             |
| 711-343 · Fuel Expense                                   | 0.00                 | 0.00              | 1,142.45          |
| 711-345 · Uniforms                                       | 0.00                 | 5,277.18          | 0.00              |
| 711-520 · EMS Supplies                                   | 0.00                 | 0.00              | 254.65            |
| <b>Total 711-000 · Operations</b>                        | <u>1,550.91</u>      | <u>5,277.18</u>   | <u>4,482.69</u>   |
| 711-001 · Administration Expense                         |                      |                   |                   |
| 711-213 · Utilities                                      | 0.00                 | 0.00              | 352.46            |
| 711-220 · Advertising Expense                            | 0.00                 | 4,462.75          | 0.00              |
| 711-222 · Dues & Subscriptions                           | 0.00                 | 0.00              | 40.50             |
| 711-223 · Professional Services                          | 0.00                 | 0.00              | 900.00            |
| 711-232 · Bank Charges                                   | 0.00                 | 0.00              | 8.50              |
| 711-235 · Finance/Penalty Charges                        | 0.00                 | 0.00              | 28.49             |
| 711-510 · Office Expense                                 | 0.00                 | 0.00              | 318.05            |
| 711-511 · Medical Expenses                               | 0.00                 | 692.00            | 1,292.00          |
| <b>Total 711-001 · Administration Expense</b>            | <u>0.00</u>          | <u>5,154.75</u>   | <u>2,940.00</u>   |
| 711-103 · Salaries & Wages of Employees                  |                      |                   |                   |
| 103-1 · Part-Time Wages                                  | 8,803.33             | 0.00              | 1,749.20          |
| 103 · Full Time Salary & Wages                           | 25,619.23            | 3,521.04          | 18,841.66         |
| 108 · O/T Wages  | 11,610.89            | 0.00              | 0.00              |
| 226-2 · Workers Compensation                             | 2,797.63             | 0.00              | 5,430.70          |
| 711-104 · FICA Tax - Social Security                     | 3,512.64             | 269.36            | 1,702.03          |
| 711-230 · Medical Director                               | 0.00                 | 0.00              | 500.00            |
| <b>Total 711-103 · Salaries &amp; Wages of Employees</b> | <u>52,343.72</u>     | <u>3,790.40</u>   | <u>28,223.59</u>  |
| 711-110 · Staff Benefits                                 |                      |                   |                   |
| 110-1 · Med Life   | 215.85               | 0.00              | 600.40            |
| 110-2 · Dental   | 181.10               | 0.00              | 553.30            |
| 110-3 · Employee Reimbursement                           | 101.98               | 0.00              | 0.00              |
| 711-105 · Hospitalization                                | 3,739.32             | 0.00              | 7,853.51          |
| 711-106 · Retirement Expense                             | 3,898.35             | 369.71            | 2,535.88          |
| <b>Total 711-110 · Staff Benefits</b>                    | <u>8,136.60</u>      | <u>369.71</u>     | <u>11,543.09</u>  |

8:55 AM  
08/09/17  
Accrual Basis

# Jefferson County Emergency Services Agency Profit & Loss by Class

July 2017

|                                | <u>Ambulance Fee</u> | <u>Fire Grant</u> | <u>General</u>    |
|--------------------------------|----------------------|-------------------|-------------------|
| 711-465 · Depreciation Expense | 0.00                 | 0.00              | 918.95            |
| 711-670 · Interest Expense     | 0.00                 | 0.00              | 0.00              |
| <b>Total Expense</b>           | <u>62,031.23</u>     | <u>14,592.04</u>  | <u>48,108.32</u>  |
| <b>Net Ordinary Income</b>     | <u>-62,010.79</u>    | <u>-11,293.04</u> | <u>440,950.18</u> |
| <b>Net Income</b>              | <u>-62,010.79</u>    | <u>-11,293.04</u> | <u>440,950.18</u> |