



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

Minutes
December 19, 2017

The December 19, 2017 meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7 pm on Tuesday December 19, 2017 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson West Virginia 25438. Board Members present: Chairman Andrew Arnold, Vice Chair Jane Tabb, Treasurer Aaron Watson, Secretary Elliot Simon, Member Steve Sowers, Dr. Marney Treese and the Volunteer Fire Rescue Association President Ron Fletcher.

Assistant Prosecuting Attorney: Nathan P. Cochran was present.

Call to Order

Chairman Andrew Arnold called the meeting to order at 1900 hours.

Approval of Minutes

The August 2017 minutes were presented to the Board. A motion by Jane Tabb was made to accept those minutes as presented. Steve Sowers seconded the motion. The motion passed 5-0.

Chairman's Report

Chairman Arnold changed the order of the agenda because one of the board members needed to leave the meeting early.

Budget preparation and administrative needs:

Some of the companies are hiring part time labor and Chairman Arnold addressed not utilizing County funds due to the Fair Labor Standards Act. Attorney Nathan Cochran addressed those specific concerns.

Chairman Arnold addressed the JCVFRA President and asked if he still felt the majority of the volunteer fire departments supported the earlier budget presentation for peak time staffing and was everyone in support of addressing the career ladder first and class and compensation study. The President said to his knowledge the majority supports the peak time staffing plan. A discussion amongst the board took place for several minutes. Several points were brought out in favor of the budget strategy such as:

- a. Reducing the exposure of litigation for the Board and the Commission by following the class and compensation study.
- b. Continuing to support staffing increases because we are woefully understaffed and struggle with reasonable response times and adequate manpower to mitigate emergency incidents.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

Treasurer Aaron Watson made a motion to accept the budget as presented by Director Pouget during the ambulance fee hearing. Member Steve Sowers seconded the motion. The motion passed 5-0.

Treasures Report

Director Pouget presented the budget and labor hours report year to date. We are currently experiencing high backfill due to employee injury, on boarding costs and other issues that should be corrected within the next two months. We still anticipate to finish on budget. A motion was made by Vice Chair Jane Tabb to accept the treasures report. Member Steve Sowers seconded the motion. The motion passed 5-0.

President of JCFRA

Report on communications issues and the last few Association meetings.

Directors Report

- Volunteers need to submit their budget information in early January.
- Class and compensation review by the board. Chairman Arnold recommended that the Association review the electronic copy and comment.
- Recruitment and retention update. Program is going well. We continue to take in new members.
- Director's fiscal year 2017 report will be distributed by mid-January to the Board in an effort to allow them time to digest the final edits to the class and compensation report and the fiscal year 2019 budget.
- JCESA will train County employees in AED, CPR and First Aid training. Director Pouget to bring a Heart Safe Community grant to the Board in January of 2018.
- Discussion on Community Risk Reduction.

Unfinished Business

New Business

The benefits of a purchasing card for Agency officers was presented to the Board by Gary Cogle. The Board will vote on this in January of 2018.

Public Comment

Assistant Chief Marshall Demerit commented favorably on ESA casting a wider net for recruiting. In addition he addressed the millions of dollars in grant monies Shepherdstown has successfully procured for Jefferson County.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

Board Member Comments

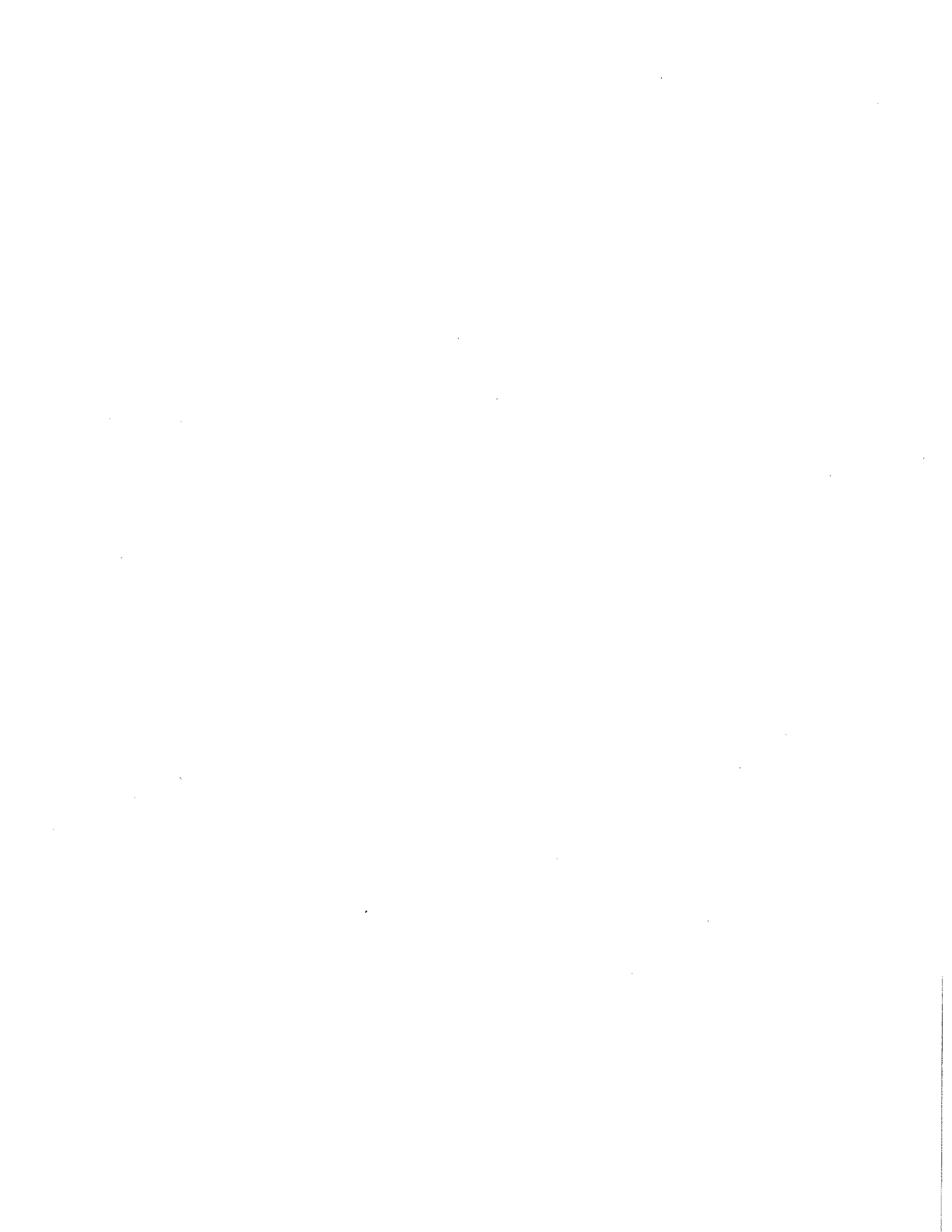
Executive Session

Member Steve Sowers made a motion to go into executive session per Attorney Nathan Cochran's request. The request was made to address and inform the board on two legal cases. The motion was seconded by Vice Chair Jane Tabb. The motion passed 5-0.

A motion was made by Chair Andrew Arnold to come out of executive session. The motion was seconded by Vice Chair Jane Tabb. The motion passed 5-0.

A motion was made by Chair Andrew Arnold to adjourn the board meeting. The motion was seconded by Vice Chair Jane Tabb. The motion passed 5-0.

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





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 January 16, 2018

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday January 16, 2018 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 December Minutes

Treasurer's Report:

Director Pouget to assist Treasurer Watson

Chairman's Report

President JCFRA

Director's Report:

1. Class and compensation study for the JCESA employees. Final input from JCESA Board
2. Update on Volunteer RRT Grant (Allen Keyser)
3. Directors fiscal year 2017 report
4. County employee AED, CPR and First Aid training (discuss heart safe community). Grants will be presented.
5. Directors planned project for Jefferson County Community Risk Reduction

Board Member Requests

Unfinished Business

1. Gary Cogle to follow up on presentation reference Agency Purchasing Cards (benefits to JCESA).

New Business

Presentation for Commissioner Tabb's service

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

Public Comment (Limit 5 minutes per person)

Board Member Comments

Executive Session

Discussion on an award for an individual that has written Grants that have significantly helped to prepare Jefferson County Volunteer Fire Departments and the Emergency Services Agency.

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.