

Jefferson County Emergency Services Agency



**Board Meeting
August 21, 2018
7:00pm**



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 21, 2018

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday August 21, 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 July 17, 2018 Regular Meeting Minutes

Treasurer's Report:

Director Keyser to assist Treasurer Watson

Chairman's Report

The Path Forward – Andrew Arnold (Discussion/Action)

Full Transparency of Operations – Andrew Arnold (Discussion/Action)

Ride-Alongs – Andrew Arnold (Discussion/Action)

President JCFRA None

Director's Report

Medical Directors Contract – Request for bids (Discussion/Action)

Breast Cancer T-Shirts – BCACV Breast Cancer Awareness – Cumberland Valley

EAP – Employee Assistance Program

Fire Prevention Trailer Disposal/Disposition (Discussion/Action)

Agenda Format Changes (Discussion/Action)

Board Member Requests None

Unfinished Business

Awards Committee/Procedures/Ceremony – Andrew Arnold (Discussion/Action)

All items related to Mr. Hannon's separation from the agency have been handled

(Released signed, payment provided, equipment, keys, and any effects belonging to the Agency have been collected) His employment has been closed and there are no open

issues – Tricia Worden (Discussion/Action)

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

New Business

Social Media Marketing – Andrew Arnold (Discussion/Action)

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.

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
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

JCESA Board Meeting Minutes July 17, 2018

Roll Call

Sign in sheet

Call to Order

Chairman Arnold called the meeting to order at 7:00 p.m.

Approval of June 19 regular meeting Minutes.

Motion by Arnold, second by Compton to approve the minutes as submitted. Motion carries unanimously on voice vote.

Approval of June 26 special meeting Minutes.

Motion by Simon, second by Compton to approve the minutes as submitted. Motion carries unanimously on voice vote.

Treasurer's report

Presented by Director Keyser. Treasurer Watson not present. Motion to approve by Compton, second by Simon. Motion carries unanimously on voice vote.

Chairman's report

None

JCFRA President's report

None

Director's report

None

Board Member Requests

None

Old Business

1. Discuss compensation request by Deputy Director Hannon related to the Deputy Director's claims concerning accrued leave, other compensation, and related matters.

Motion to go into Executive Session by Worden, second by Simon. Motion carries unanimously on voice vote.

It's About Saving Lives

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

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

Motion to come out of executive session by Simon, second by Compton. Motion carries unanimously on voice vote.

Motion by Simon, second by Compton to pay Ed 1,450 hours at his current rate, without going back to legacy rates, upon execution of a signed release. Motion carries unanimously on voice vote.

New Business

None

Adjournment

Motion to adjourn by Arnold, second by Compton. Motion carries on voice vote. Meeting adjourned at approximately 2040hrs.

Respectfully submitted by Allen Keyser.

Approved (JCESA Chair)

Date

It's About Saving Lives

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

JCESA 2018 Budget Meeting

8/14/18

JCESA 2018/2019 Budget Overview - July

- 2019 Budget Approved = \$ 2,827K or a 6% increase over last years budget.
- This is allocated as follows: Amb. Fee department is \$790K and the JCESA department is \$2,037K.
- Bank Account Balances at 7/30/18:
 - General = \$559,033
 - Payroll = \$50,077
 - Ambulance Fee Funds = \$713,056
 - Mortgage = \$103,672

FY 18/19 July Expenses (JCESA & Amb Fee)

JCESA July FY18/19 YTD - Financial Summary
(4 Weeks out of 52 weeks)

	A		B		Pro rated		YTD Variance Budget vs Actuals	FY18 Budget as of July
	Amb Fee Jul YTD	JCESA Jul YTD	Actuals Jul YTD	Forecast Jul YTD	Actuals Jul YTD	Forecast Jul YTD		
Full Time Salaries	\$ 20,004	\$ 23,070	\$ 43,074	\$ 118,493	\$ 75,419	\$ 118,493	\$ 75,419	\$ 1,540,413
Fringe Benefits	\$ 9,204	\$ 29,927	\$ 39,131	\$ 41,920	\$ 2,789	\$ 41,920	\$ 2,789	\$ 544,966
Part Time Salaries	\$ 17,686	\$ 3,909	\$ 21,595	\$ 9,997	\$ (11,598)	\$ 9,997	\$ (11,598)	\$ 129,960
Overtime	\$ 12,833	\$ -	\$ 12,833	\$ 6,503	\$ (6,330)	\$ 6,503	\$ (6,330)	\$ 84,542
Workers Comp.	\$ 2,651	\$ 5,146	\$ 7,797	\$ 13,787	\$ 5,990	\$ 13,787	\$ 5,990	\$ 179,232
Liability Insurance	\$ 1,450	\$ 2,178	\$ 3,628	\$ 4,029	\$ 401	\$ 4,029	\$ 401	\$ 52,380
All Other Expenses	\$ -	\$ 20,964	\$ 20,964	\$ 22,715	\$ 1,751	\$ 22,715	\$ 1,751	\$ 295,290
Total	\$ 63,828	\$ 85,194	\$ 149,022	\$ 217,445	\$ 68,423	\$ 217,445	\$ 68,423	\$ 2,826,783

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.

JCESA Monthly Budget
July 2018 - June 2019

Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	3	2	2	2	2	3	2	2	2	2	2	26
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	23,070	132,836	88,557	88,557	88,557	88,557	132,836	88,557	88,557	88,557	88,557	88,557	1,085,756
Part Time - Ops	3,909	4,154	2,769	2,769	2,769	2,769	4,154	2,769	2,769	2,769	2,769	2,769	37,140
Overtime - OPS	500	-	462	462	462	462	692	462	462	462	462	462	6,038
Medical Director	5,146	14,798	9,865	9,865	9,865	9,865	14,798	9,865	9,865	9,865	9,865	9,865	123,527
FICA/Med	5,586	9,803	6,535	6,535	6,535	6,535	9,803	6,535	6,535	6,535	6,535	6,535	84,010
Subtotal	38,211	162,282	108,188	108,188	108,188	108,188	162,282	108,188	108,188	108,188	108,188	108,188	1,336,471
Hosp	14,054	20,194	13,463	13,463	13,463	13,463	20,194	13,463	13,463	13,463	13,463	13,463	175,607
Life	750	1,069	712	712	712	712	1,069	712	712	712	712	712	9,299
Dental	988	1,298	865	865	865	865	1,298	865	865	865	865	865	11,373
Retirement	8,549	13,786	9,191	9,191	9,191	9,191	13,786	9,191	9,191	9,191	9,191	9,191	118,838
Subtotal	24,341	36,347	24,231	24,231	24,231	24,231	36,347	24,231	24,231	24,231	24,231	24,231	315,117
Fuel	1,250	1,920	1,280	1,280	1,280	1,280	1,920	1,280	1,280	1,280	1,280	1,280	16,607
Maintenance		848	565	565	565	565	848	565	565	565	565	565	6,782
License Ops	47	29	19	19	19	19	29	19	19	19	19	19	278
Supplies		283	189	189	189	189	283	189	189	189	189	189	2,264
Auto Insurance	705	923	615	615	615	615	923	615	615	615	615	615	8,090
Liability	2,178	3,736	2,491	2,491	2,491	2,491	3,736	2,491	2,491	2,491	2,491	2,491	32,067
Erns Supplies	3,046	5,192	3,462	3,462	3,462	3,462	5,192	3,462	3,462	3,462	3,462	3,462	44,584
Misc and Cloth/SCBA	10,549	4,615	3,077	3,077	3,077	3,077	4,615	3,077	3,077	3,077	3,077	3,077	47,472
Tech Svc		1,615	1,077	1,077	1,077	1,077	1,615	1,077	1,077	1,077	1,077	1,077	12,923
Trav/Train		1,962	1,308	1,308	1,308	1,308	1,962	1,308	1,308	1,308	1,308	1,308	15,692
Subtotal	17,775	21,123	14,082	14,082	14,082	14,082	21,123	14,082	14,082	14,082	14,082	14,082	186,760
Prof Svc	1,450	3,462	2,308	2,308	2,308	2,308	3,462	2,308	2,308	2,308	2,308	2,308	29,142
Medical Exp		2,308	1,538	1,538	1,538	1,538	2,308	1,538	1,538	1,538	1,538	1,538	18,462
Postage		58	38	38	38	38	58	38	38	38	38	38	462
Office Exp	1,082	588	392	392	392	392	588	392	392	392	392	392	5,790
Equip Rent	298	434	289	289	289	289	434	289	289	289	289	289	3,769
Telephone		277	185	185	185	185	277	185	185	185	185	185	2,215
Utilities	519	2,769	1,846	1,846	1,846	1,846	2,769	1,846	1,846	1,846	1,846	1,846	22,673
Rep & Maint	65	109	73	73	73	73	109	73	73	73	73	73	998
Advertising	163	288	192	192	192	192	288	192	192	192	192	192	2,471
Dues & Sub		173	115	115	115	115	173	115	115	115	115	115	1,385
Audit Costs		865	577	577	577	577	865	577	577	577	577	577	6,923
Background Ck	362	29	19	19	19	19	29	19	19	19	19	19	72,574
Other	9	1,849	1,232	1,232	1,232	1,232	1,849	1,232	1,232	1,232	1,232	1,232	14,799
Third Party Billing		-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	3,948	13,209	8,806	8,806	8,806	8,806	13,209	8,806	8,806	8,806	8,806	8,806	181,601
Equipment Dep.	919	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	17,419
85,194	234,462	156,808	156,808	156,808	156,808	156,808	234,462	156,808	156,808	156,808	156,808	156,808	2,037,367
Cumulative Expenses	319,656	476,463	633,271	790,079	946,886	1,181,348	1,338,156	1,651,771	1,808,579	2,037,367	2,037,367	2,037,367	2,037,367

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	7/18/2018

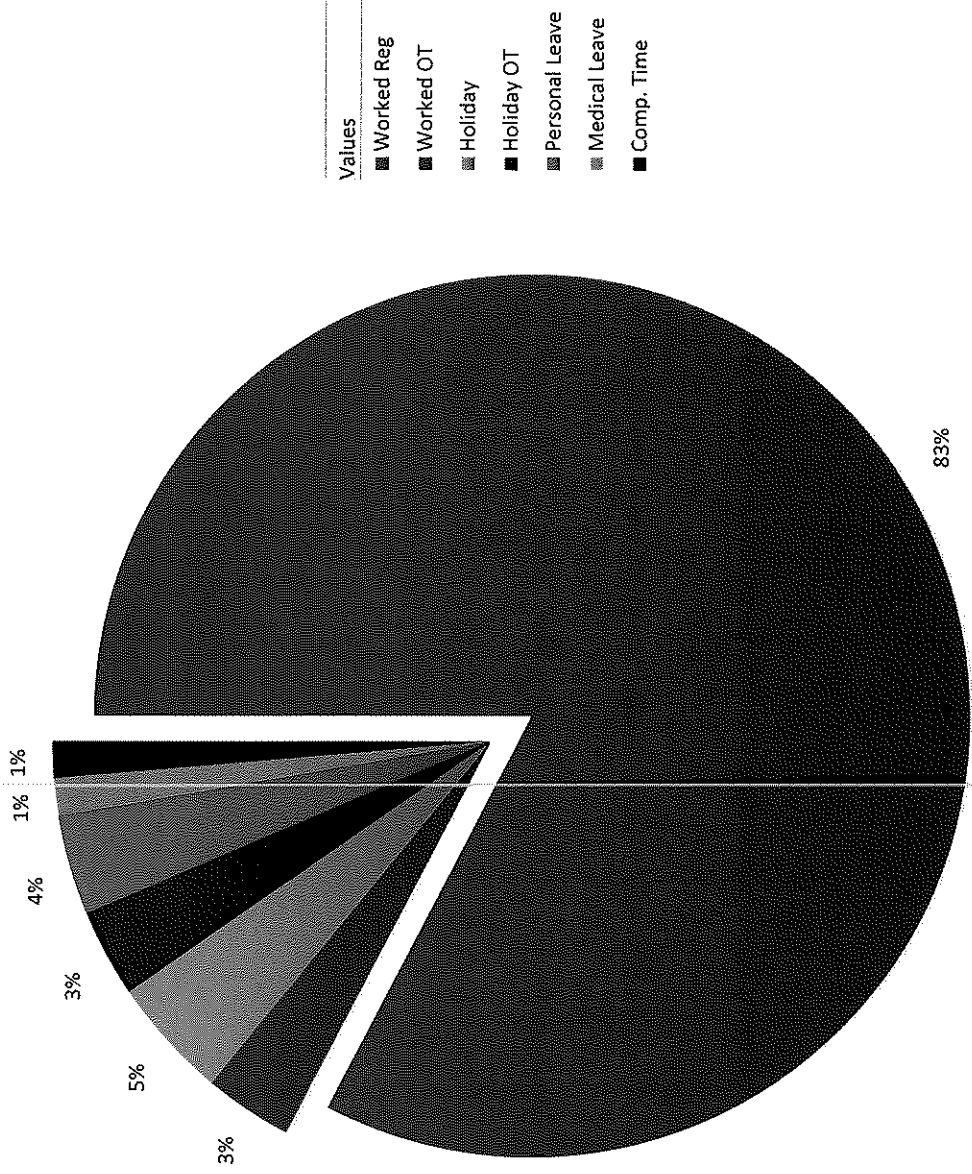
Fiscal Year	Pay Period	Department	Pay Month
-------------	------------	------------	-----------

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

Hours by Type

Values	
Worked Reg	5309
Worked OT	208
Holiday	288
Holiday OT	208
Personal Leave	235
Medical Leave	88
Comp. Time	86

Worked OT/Total	3.2%
Worked OT/Worked Total	3.8%



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