

Jefferson County Emergency Services Agency



**Board Meeting
September 18, 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 September 18, 2018

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday September 18, 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 None

President JCFRA None

Director's Report

Ride-Along Program (Discussion/Action)

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

Fire Prevention Trailer Disposal/Disposition (Discussion/Action)

Gear Storage Lockers – Blue Ridge Mt. VF Co 5 & James Rumsey (Discussion/Action)

IRS Form 990 – Update for VFD's (Discussion/Action)

Board Member Requests None

Unfinished Business

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)

New Business

Bank of Charles Town – Remove Edward Hannon, Andrew Arnold, Aaron Watson from JCESA accounts. Add Allen Keyser, Elliot Simon, Debbie Lancaster to JCESA accounts (Discussion/Action)

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

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

Cont. New Business

Board to appoint "Audit Committee" in order to vote for one of the two accounting firms that have submitted bids (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

*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 <u>Budget vs Actuals</u>	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	592	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
Emis 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	938
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

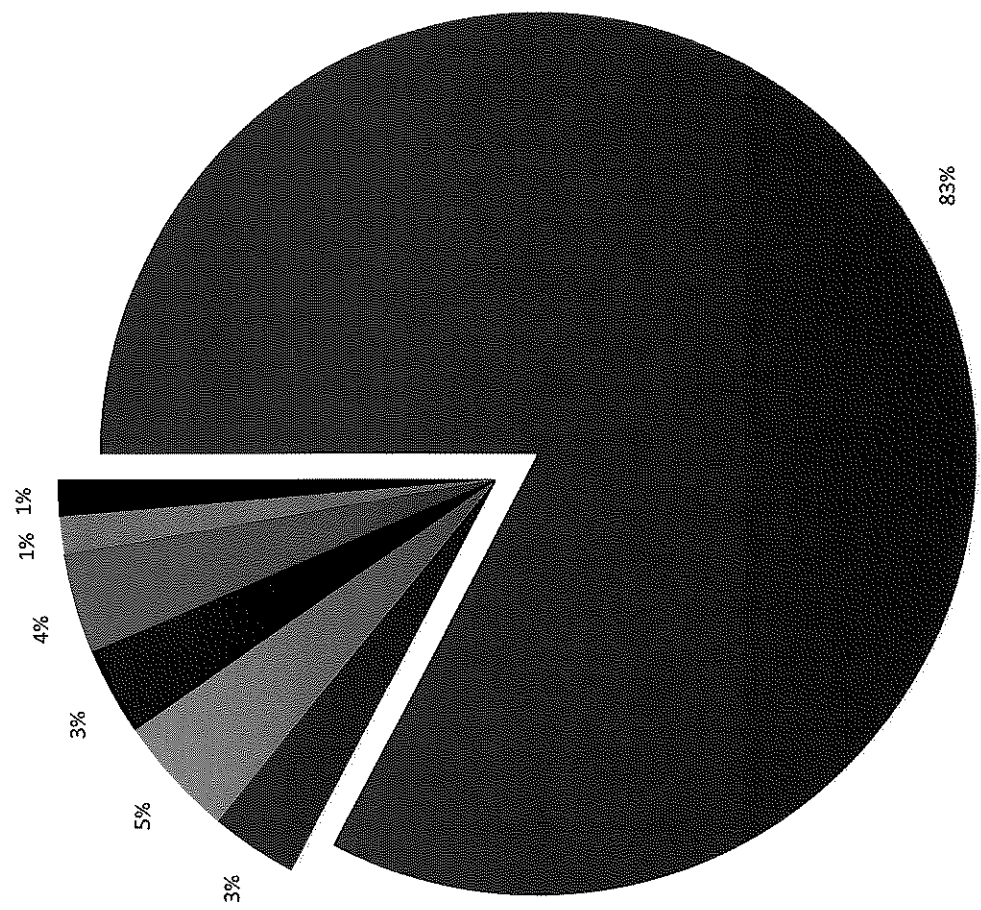
Fiscal Year Pay Period Department Pay Month

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

Jefferson County Emergency Services Agency



419 Sixteenth Ave, Ranson, WV 25438
304-728-3287 (voice) / 304-728-6221 (fax)
icesa@icesa.org

Ride-Along Program

Release and Indemnification Agreement

The Ride-Along (Observer) Program of the Jefferson County Emergency Services Agency (JCESA) is understood by me _____, as one inherently dangerous, and one in which I may well be exposed to substantial danger at any or all times of my participation or preparation for participation in said program, and that I am assuming all risks thereby.

I, _____ expressly acknowledge having read this Contract and understand all its terms. I further acknowledge that I have executed it voluntarily for consideration and with full complete knowledge of its signature. I further agree to indemnify the Jefferson County Government, the JCESA, its agents, and employees, and others listed above for all costs, counsel fees, judgments, settlements, other expenses in the event that any claim or result of damage or injury to any person (including myself) or property arising out of my participation in any manner in the Ride-Along Program. I agree forthwith to obey all instructions and to abide by all rules and regulations of the JCESA in general.

IN WITNESS WHEREOF, I execute this Contract, the day and year first written, in Jefferson County, West Virginia with full knowledge of its terms, and content. I further acknowledge that this Release and Indemnification Agreement is the complete and total understanding of the parties and that it has not been, nor may it be modified, amended, changed, or withdrawn by an oral understanding by any person, under any circumstance.

Date: _____ Ride-Along Participant: _____

Date: _____ Witness: _____



Blue Ridge Mountain Vol. Fire Company

*181 Keyes Gap Road
Harpers Ferry, WV 25425
(304) 725-8118*

TO: Chief Keyser
Jefferson County Emergency Services Agency

FROM: Warren E. Royce Jr., Assistant Fire Chief
Blue Ridge Mountain Vol. Fire Company
Harpers Ferry, WV 25425

SUBJECT: Gear Storage Lockers

Chief Keyser,

The Officers and Members of the Blue Ridge Mountain Vol. Fire Company would like to take this opportunity and ask that we be considered for what may be surplus property at the JCESA building.

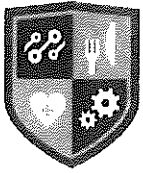
We would like to receive the wall mounted gear lockers that are at the JCESA building if in fact they would become surplus property at any point. These lockers would be a great asset to our volunteers. The current gear lockers at Station 5-1 on Mission Road are made of wood and are starting to show signs of wear. The Main Station on Keyes Gap Road "DOES NOT" currently have any type of gear storage for our personnel who respond to that station to get apparatus out on alarms.

We thank you for your time and attention to this matter and we hope to hear from you in the future regarding our request for these lockers.

Yours in Service,

Warren E. Royce Jr.

Warren E. Royce Jr.
Assistant Fire Chief
Blue Ridge Mountain Vol. Fire Company



James Rumsey
Technical Institute

3274 Hedgesville Road, Martinsburg WV 25403
www.JamesRumsey.com
P: 304.754.7925 / F: 304.754.7933
Success is in the AIR!

To: Jefferson County Board of Directors,

Good evening, my name is Steven Harris and I am the instructor of the Emergency Services Program at James Rumsey Technical Institute. At James Rumsey I teach juniors and seniors in the tri county area fire and EMT. Each student at the end of my program will be able to test for Firefighter 1&2, Hazardous Materials Operations and Awareness, MCI 1&2, Emergency Vehicle Operators Course, and West Virginia EMT. In my class we utilize Simulated Workplace, this is the students being in charge of the classroom. I have from Deputy Chief to Supply officer. I have been making improvements in our classroom trying to make it emulate a real fire station. My first year I purchased some gear lockers but, with a full class this year I don't have enough of them. It is my understanding that JCESA station 11 has lockers that are no longer being utilized and was wondering about the donation of them to my program. They will allow me to not only set up more like a station but assist in training for gear drills during the classroom time.

Thank You in advance for your consideration in the donation of these lockers.

Steven Harris

James Rumsey Technical Institute



Steven Harris

Instructor
Emergency Services
steven.harris@k12.wv.us

P: 304.754.7925
F: 304.754.7933

www.JamesRumsey.com

3274 Hedgesville Road,
Martinsburg WV 25403



CHECKLIST FOR FIRE DEPARTMENTS TO RECEIVE COUNTY FUNDING

1. Vehicles List

- a. Did I list emergency vehicles?
- b. Did I include the year, make and model?
- c. Did I include a brief description of the equipment on the vehicle? (i.e. 1,000 water tank with 1500 GPM pump)

2. Membership List

- a. Did I list all members first and last name?
- b. Did I list their certifications? (i.e. Paramedic, EMT, Firefighter)
- c. If applicable to the certification, did I list the certification expiration date?

3. Audit Letter

- a. Did I enclose a copy of the audit letter as of December 31, 2018 from an external auditing firm, or internal appointed audit committee?
- b. Does the letter disclose any findings or state that the account records were in order?
- c. If the letter is from an internal audit committee did all the committee members sign the letter?

4. IRS 990

- a. Is the 990 dated 2017?

5. Compliance Licenses & Certifications

- a. WV OEMS Agency License
- b. Board of Pharmacy License
- c. DEA License

6. Current Budget Year

- a. Did I enclose the budget of the current year?
- b. Does the budget show all the sources of revenue and expenditures for the entire organization?

Questions regarding payment can be addressed to Director Allen Keyser at: 304-728-3287 X5200