

Jefferson County Emergency Services Agency



Board Meeting
October 23, 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 October 23, 2018

The October meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday, October 23, 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 MINUTES
September 25, 2018

TREASURER'S REPORT
Director Allen Keyser

CHAIRMAN'S REPORT
None

JCFRA REPORT
Mike Mood – Elimination of the Chiefs Committee, now all will be moved to the association level, as of Oct 10, 2018.

DIRECTOR'S REPORT
Premier of the new Recruitment Video (Elizabeth Granzow) - Discussion/Action
Quick Response Team Program (QRT) with Jefferson County Health Department – Discussion
Appointing of Agency Chaplin – Discussion/Action
The purchase of PPE for new hires full-time and part-time via the Ambulance Fee – Discussion/Action

BOARD MEMBER REQUESTS
None

UNFINISHED BUSINESS
Election of Treasurer - Discussion/Action

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CONTINUED UNFINISHED BUSINESS

Election of Chairman - Discussion/Action

Waiver agreement for Ride-Along Program - Observers/Volunteers - Discussion/Action

Fire Prevention Trailer Donation - Discussion/Action

Gear Storage Lockers Donation - Discussion/Action

NEW BUSINESS

Vice Chairman Elliot Simon – Reorder meeting process agenda items to be more aligned like the Jefferson County Commissions. Propose to have Public Comment first, and completely remove Board Members Requests - 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.

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Meeting Minutes September 25, 2018

Roll Call Sign in sheet

Call to Order

Vice Chairman Elliot Simon called the meeting to order at 7:00 p.m. – stating we now have an acknowledged quorum for today’s meeting. Simon mentioned that Debbie Lancaster would be taking the minutes for this meeting. Director Keyser introduced her as the new Executive Administrative Assistant for JCESA. Simon moved to appoint Debbie Lancaster as the Board Secretary. Second by Compton. Motion carries unanimously on voice vote.

Approval of the July Minutes

Motion to approve July 17, 2018 minutes, as presented, by Compton. Second by Worden. Motion carries unanimously on voice vote.

Treasurer’s Report

Treasurer not yet selected. Director Keyser presented to the Board details and overview of the JCESA Budget reports for the months of July and August 2018. Motion to approve by Simon. Second by Compton. Motion carries unanimously on voice vote.

Chairman’s Report

Director Keyser reported to the Board that Andrew Arnold resigned from this position. Simon mentioned there may or may not be a Chairman’s report next month. Simon mentioned that the County Commission appointed three new members to the Board; Bob Faas (Fire Rep) not present, Tony Troxel (Citizen Rep) present (both to be sworn in on September 27, 2018), and Craig Simpson (EMS Rep) present. We now have a compliment of six voting Board Members. Jacki Shadle swore in Craig Simpson tonight in order to have a proper quorum for this meeting.

JCFRA President’s Report

Director Keyser reported to the Board that Ronald Fletcher resigned from this position. Simon asked Simpson if he had anything to report on behalf of JCFRA. Simpson mentioned that the Medical Doctor QA had been approved at their last meeting. He also mentioned that the JCFRA is in the process of making changes to their association by next month. Director Keyser mentioned that the Medical documents for QA/QI were posted as of today’s date to the JCESA website and are up and viewable.

Director’s Report

Director Allen Keyser reported on the following:

- Waiver Agreement for Ride-Along Program – Simon and County Attorney Nathan Cochran asked to have moved to the Oct 16, 2018 board meeting to further discuss, allowing more time to review and edit before final approval. He mentioned the importance of having this document,

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

which will free the agency and county of any legal legalities, as well as safe for the person riding along.

- October Breast Cancer Awareness month – Pink T-Shirts are available for purchase both to staff members and the public. Staff members have been approved by the Operations Captain to wear the T-Shirts while on duty during the month of October in support of this cause. All proceeds collected above the cost of the T-Shirts will go to Breast Cancer Awareness – Cumberland Valley. We've done so well, that a second order was placed. It's been a great inspiration to the staff, volunteer partners, as well as county agencies and residents. They are on sale for \$15.00 each.
- Fire Prevention Trailer – discussed with the Board the disposition and disposal of said trailer. Captain Burner explained to the Board that its only been used a few times and is in need of repairs and not functional, or cost effective for JCESA, but may be useful for someone else. Simon suggested that JCESA put out a notice to VFD's that it is available if they want it and discuss as new business at the next meeting to sell it or dispose of it. **Action:** Director Keyser will email all County VFD Chiefs.
- Gear Storage Lockers – discussed with the Board and mentioned that both Blue Ridge Mt VF Co 5, and James Rumsey Institute have submitted request showing interest in receiving said lockers. These lockers are no longer used. Board members agreed to notify the remaining VFD's to allow them the opportunity to submit a request for the lockers. **Action:** Director Keyser will email all County VFD Chiefs.
- The IRS Form 990 for FY18-19 procedure was updated. Added #5 Compliance Licenses & Certifications, which is required by each VFD. The process of the Form 990 checklist was explained to the Board, and how the JCESA office is working with each of the VFD's to assure all required documents are included within their individual packets. Once all is received, JCESA scans the packets and submits to the County Finance Director. Once the Finance Director gives the okay, we then contact the agency CPA, who then creates the invoice that is submitted to County Finance to process payment for release of funds to that VFD.
- AFG for second set of PPE's for all FT personnel – Director Keyser mentioned to the Board the need for having a second set. No other Action required.
- We recently learned three employees are ineligible to participate in the WV EMS Retirement System. Since Director Keyser was one of the effected employees, he delegated the research and change coordination to Captain Burner. Two employees (the Director and Grant Coordinator) have already made contributions to the EMSRS and the agency has made contributions on their behalf. We have requested and received an error correction from the CPRB, which will credit to our account all contributions made by and on behalf of these employees. Since these employees are not eligible to participate in the EMSRS, their retirement will be the 457(b) deferred compensation program managed by the state treasurer and Empower Retirement. This is the only other retirement program offered by the agency. The agency will contribute 10.5% of the employee's earnings and the employee will contribute 8.5% of their earnings into the 457(b.) These are the same contributions made for all other employees, but in the case of the three current employees who are ineligible to participate in EMSRS and any future employees who are ineligible, the contributions will be made to the 457(b) instead of the EMSRS. All three of the effected employees have had the issue and the change thoroughly explained and all are in favor of this necessary change. Board Member Tricia Worden asked that a signed acknowledgement be placed in each employee's personnel folder. **Action:** Captain Burner has completed this request.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

Board Member Requests

None

Old Business

- Board Member Tricia Worden inquired if all items related to Mr. Hannon's separation from the agency have been handled. Confirmed his employment has been closed and there are no open issues.
- Board to select signors for banking and financial business and remove Edward Hannon, Andrew Arnold and Aaron Watson. Vice Chairman Elliot Simon volunteered to temporarily be appointed as the second needed signature for the four JCESA accounts with BCT. Motion to approve by Simon, second by Worden. Motion carries unanimously on voice vote. **Action:** Request was submitted to BCT to remove said names and add Vice Chairman Elliot Simon.
- Board to appoint an "Audit Committee" in order to vote for one of the two accounting firms that have submitted bids. Simpson, Worden, and Compton were approved by Vice Chairman Simon. Motion to approve by Simon, second by Compton. Motion carries unanimously on voice vote.
- Selection of Audit CPA Firm for 2018/2019. Motion to select David L. Howell, CPA was selected, same firm as last year. Motion to approve by Compton, second by Simpson. Motion carries unanimously on voice vote.

New Business

- Vice Chairman Simon asked that reordering of the agenda, so it is more aligned with the Jefferson County Commissions. Motion to approve by Simon, second by Compton. Motion carries unanimously on voice vote.
- Director Keyser informed the Board, that they will need to appoint a new Treasurer. Simpson proposed to have this item moved to next month's meeting for further discussion/action.

Public Comment

Marshall DeMeritt, EMS Chief, Shepherdstown Co. 3

- Ride-Along Program – Expressed concern if it will address if the staff is responsible for those volunteers on the unit.
- With respect to the comment made by Vice Chairman Simon, about reordering of the agenda to be more aligned with the Jefferson County Commissions, and myself being relatively new, I would like to bring you up to speed. In the past historically, there's been a battle of secrecy across ESA, so what was happening was ESA minutes and agendas were not being uploaded to the website to where we could get to them, board packets were not being made available, so those of us who come every month were being caught off guard by what was going to be brought up. So, as a result of that we worked with the ESA board to reorganize the agenda, so we can then address you, because this is a partnership and it never was a partnership back then. And now that we are a partnership, this requires communication. So, we must be able to have this conversation and get opinions out on the floor. Therefore, Public Comment is at the end and Board Members Comments are right after that so within the confines of law we can have that conversation. Allowing board comment to respond to public comment. Expressed that the

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 4

partnership relationship is important. Asked to take all this into consideration before making any changes.

Adjournment

Motion to adjourn by Vice Chairman Elliot Simon, second by Tricia Worden. Motion carries on voice vote. Meeting adjourned at approximately 1952hrs.

Respectfully submitted by Allen Keyser.

Approved (JCESA Chair)

Date

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JCESA 2018 Budget Meeting

10/16/18

JCESA 2018/2019 Budget Overview - September

- 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 9/30/18:
 - General = \$125,791
 - Payroll = \$95,683
 - Ambulance Fee Funds = \$564,925
 - Mortgage = \$90,243

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

JCESA September FY18/19 YTD - Financial Summary
(14 Weeks out of 52 weeks)

	A		B		Pro rated Forecast	YTD Variance	FY18 Budget
	Amb Fee	JCESA	A+B Actuals	JCESA			
	<u>Sep YTD</u>	<u>Sep YTD</u>	<u>Sep YTD</u>	<u>Sep YTD</u>	<u>Sep YTD</u>	<u>Budget vs Actuals</u>	<u>as approved</u>
Full Time Salaries	\$ 71,036	\$ 239,649	\$ 310,685	\$ 239,649	\$ 414,727	\$ 104,042	\$ 1,540,413
Fringe Benefits	\$ 30,633	\$ 105,501	\$ 136,134	\$ 105,501	\$ 146,722	\$ 10,588	\$ 544,966
Part Time Salaries	\$ 71,968	\$ 6,628	\$ 78,596	\$ 6,628	\$ 34,989	\$ (43,607)	\$ 129,960
Overtime	\$ 26,788	\$ -	\$ 26,788	\$ -	\$ 22,761	\$ (4,027)	\$ 84,542
Workers Comp.	\$ 7,953	\$ 15,438	\$ 23,391	\$ 15,438	\$ 48,255	\$ 24,864	\$ 179,232
Liability Insurance	\$ 4,350	\$ 6,534	\$ 10,884	\$ 6,534	\$ 14,102	\$ 3,218	\$ 52,380
All Other Expenses	\$ -	\$ 61,684	\$ 61,684	\$ 61,684	\$ 79,501	\$ 17,817	\$ 295,290
Total	\$ 212,728	\$ 435,434	\$ 648,162	\$ 435,434	\$ 761,057	\$ 112,895	\$ 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.

Fiscal Year FY2019
 Pay Period (All)
 Department (All)
 Pay Month Sep

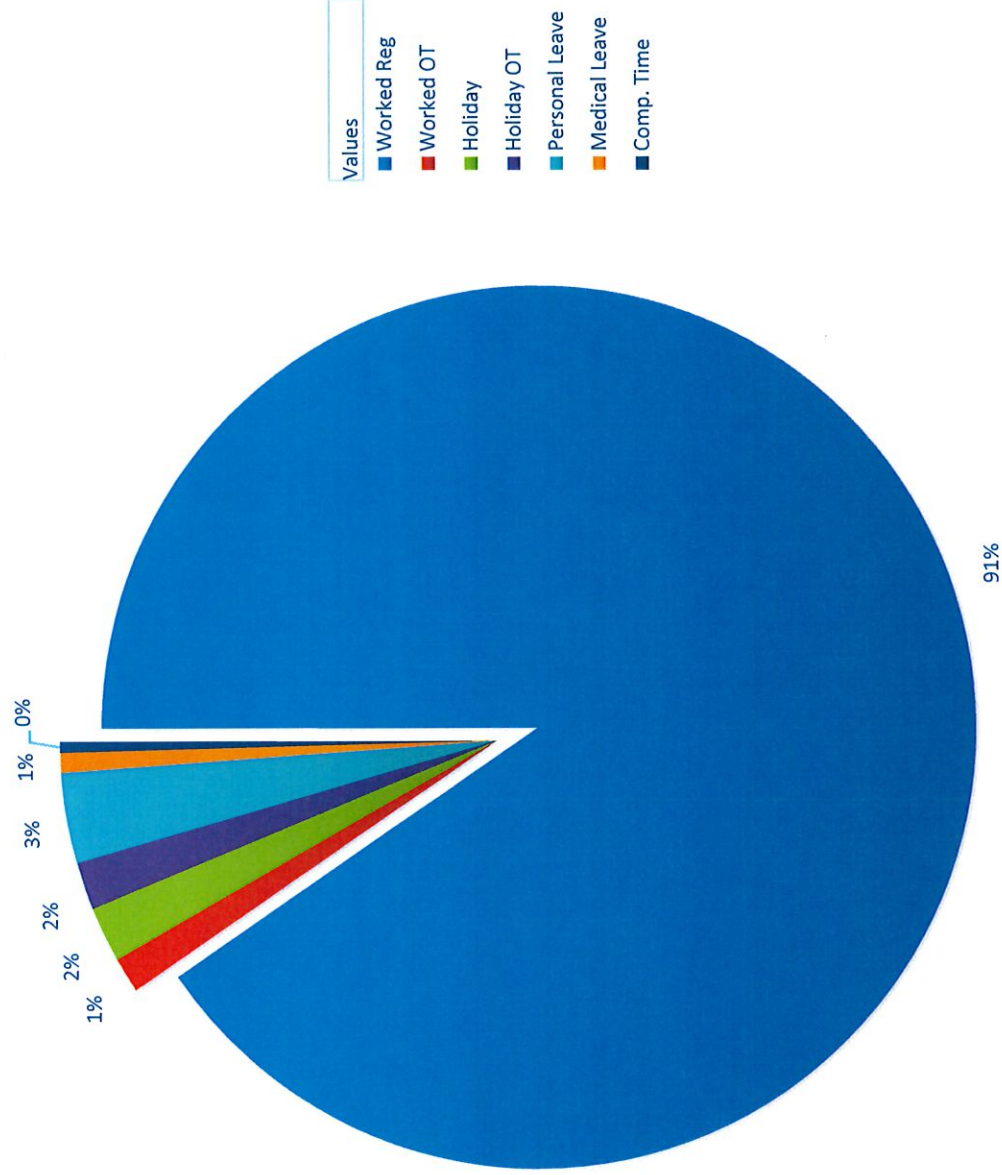
Fiscal Year Pay Period Department Pay Month

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

Hours by Type

Values	
Worked Reg	5374
Worked OT	78
Holiday	120
Holiday OT	104
Personal Leave	197
Medical Leave	44
Comp. Time	24

Worked OT/Total 1.3%
 Worked OT/Worked Total 1.4%



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

JCESA
Fire Prevention Trailer



Bakerton Fire Department
891 Carter Avenue,
Harpers Ferry, WV 25425

Telephone (304)-876-0007

The Bakerton FD would like to express our interest in the Fire Prevention Trailer.

Over the last several years we have used the trailer to conduct fire prevention both at the station and at pre-schools.

I, Chief Smith have personal experience using the current trailer as well as one very similar to it in Berkeley County that we take to every school throughout the county.

I am currently working on a "county wide" fire prevention program to be announced to the JCFRA where we can use one program involving the trailer throughout Jefferson County that targets the first-grade classes which has proven to be very successful over the years regarding real emergencies where children had direct involvement and had been through a "county program" just days before they needed help. This is a huge win for children in that age group and great for recognizing the need for help immediately.

The program would include the trailer being taken to every school in the county. BFD has a vehicle that can pull the trailer as well as the means to insure and upkeep the trailer as needed.

BFD will also provide the training to anyone who is willing to learn how to properly haul it, set it up and operate it during the public education.

We thank you for the opportunity to express our interest and thank you for your consideration.

Josh Smith,

Chief, Bakerton Fire Department.



BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY
181 Keys Gap Road
Harpers Ferry, WV 25425
Phone: (304) 725-8118 or (304) 728-8006
Fax: (304) 725 4081



Hello,

We are interested in the trailer, unless the fire and rescue want it. Our company would like it to fix up for fire prevention.

Thank you
Chief Cogle

JCESA
Gear Storage Lockers



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Harpers Ferry, WV 25425
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October 10, 2018

RE:Gear Lockers

Debbie,

I am sending this on behalf of the Blue Ridge Mountain Volunteer Fire Co.

We are interested in some of the gear lockers as they come available.

Thanks,

Suzie Weaver-Day
Secretary, BRMVFC



Bakerton Fire Department
891 Carter Avenue,
Harpers Ferry, WV 25425

Telephone (304)-876-0007

The Bakerton FD would like to express our interest in a set of lockers to use for our ESA personnel as well as our BFD employee's and members. We are open to any amount of lockers that become available to us.

We thank you for the opportunity to express our interest and thank you for your consideration.

Josh Smith,

Chief, Bakerton Fire Department.



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

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