

**Jefferson County  
Emergency Services Agency**



**Board Meeting  
December 18, 2018  
7:00pm**



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

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## AGENDA December 18, 2018

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, December 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 MINUTES

- November 20, 2018

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser

CHAIRMAN'S REPORT

- None

JCFRA REPORT

- None

DIRECTORS'S REPORT

- County Commission Update – December 6, 2018
- 2018 Annual Report (Draft)

BOARD MEMBER REQUESTS

- Lessons learned regarding recent personnel actions. Discuss actions and concerns related to policies and procedures - Tricia Worden (Discussion/Action)

UNFINISHED BUSINESS

- Waiver agreement for Ride-Along Program - Observers/Volunteers – Nathan Cochran (Discussion/Action)

NEW BUSINESS

- None

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***

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Employer, and community partner of Jefferson County, WV.*

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



## Meeting Minutes November 20, 2018

The November meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, November 20, 2018 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

### ROLL CALL

Member	Present	Member	Present
Allen Keyser	Yes	Debbie Lancaster	Yes
Elliot Simon	Yes	Tony Troxel	Yes
Josh Compton	Yes	Craig Simpson	Yes
Tricia Worden	Yes	Bob Faas	Yes
Dr. Treese	Yes	Mike Mood	Yes
Nathan Cochran	No		

### CALL TO ORDER

The meeting was called to order at 7:00pm by Chair Simon

### APPROVAL OF MINUTES

Motion by Faas, 2nd by Compton to approve the October 23, 2018 regular meeting minutes as submitted. Motion carries unanimously on voice vote.

### TREASURER'S REPORT

Craig Simpson assisted by Director Allen Keyser. Presented an overview of all the agency expenses, accounts, and payroll.

### CHAIRMAN'S REPORT

Mr. Ed Hannon presented and discussed with the board a list of his concerns. This information was initially presented to the County Commission on November 1, 2018. (See attachment - Exhibit: A)

### JCFRA REPORT

Mike Mood, President of JCFRA mentioned that the elimination of the Chiefs Committee, which was moved to the association level, as of October 10, 2018.

### DIRECTOR'S REPORT

- Director Keyser provided a detailed presentation to the board related to the Preliminary Budget for FY20.
- Director Keyser shared with the board that there is currently an open vacancy with the NEREMS (North Eastern Regional EMS) – Captain Horn stated the position will be advertised. There are 2 representatives, himself and one other who will be elected. Both are 2-year terms.

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



- Director Keyser advised the board that the CPA, Mr. Kery Swope is increasing his fee by \$150.00 per month in accordance with their contract.
- Details were presented to the board pertaining to the renewed contract for the agency's Medical Director, Dr. Treese with an increase from \$500.00 to \$650.00 per month. Motion to approve by Compton, 2<sup>nd</sup> by Simpson. Motion carries unanimously on voice vote.
- Director Keyser mentioned that the Ambulance Fee Public Hearing is scheduled for 6:30 p.m. prior to the December 2018 Board Meeting here at Station 11. The Public Hearing notice will be advertised in the Spirit on November 29<sup>th</sup> and December 6<sup>th</sup>, 2018.

## BOARD MEMBER REQUESTS

None

## UNFINISHED BUSINESS

- Motioned by Compton, 2<sup>nd</sup> by Simpson to donate the Fire Prevention Trailer to JCFRA. Motion carries unanimously on voice vote.
- Waiver agreement for ride-along program – Nathan Cochran not present – will be revisited at the December meeting.

## NEW BUSINESS

None

## PUBLIC COMMENT

- Several individuals spoke in regards to Mr. Hannon's presentation.
- Marshal DeMeritt, EMS Chief with Shepherdstown Co 3 – thanked the agency for the opportunity to attend the VCOS Conference, as a result of the grant.

## BOARD MEMBER COMMENTS

Director Keyser introduced the new agency Chaplin, Pastor John Bethard

## ADJOURNMENT

Motion to adjourn by Compton, 2<sup>nd</sup> by Warden - Motion carries unanimously on voice vote.  
Meeting adjourned at 8:26 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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# JCESA 2018 Budget Meeting

12/17/18

# JCESA 2018/2019 Budget Overview - November

- 2019 Budget Approved = \$ 3,007K or a 6% increase over last years budget.
- This is allocated as follows: Amb. Fee department is \$970K and the JCESA department is \$2,037K.
- Bank Account Balances at 11/30/18:
  - General = \$376,311
  - Payroll = \$30,904
  - Ambulance Fee Funds = \$630,221
  - Mortgage = \$76,799

# FY 18/19 November Expenses (JCESA & Amb Fee)

JCESA November FY18/19 YTD - Financial Summary  
(22 Weeks out of 52 weeks)

	A		B		Pro rated Forecast	YTD Variance	FY18 Budget
	Amb Fee		JCESA				
	Nov YTD	Nov YTD	Nov YTD	Nov YTD			
Full Time Salaries	\$ 128,547	\$ 409,939	\$ 651,713	\$ 113,227		\$ 1,540,413	
Fringe Benefits	\$ 50,286	\$ 172,160	\$ 230,563	\$ 8,117		\$ 544,966	
Part Time Salaries	\$ 105,342	\$ 6,628	\$ 56,675	\$ (55,295)		\$ 133,960	
Overtime	\$ 43,078	\$ -	\$ 35,768	\$ (7,310)		\$ 84,542	
Workers Comp.	\$ 13,256	\$ 25,730	\$ 75,829	\$ 36,843		\$ 179,232	
Liability Insurance	\$ 7,251	\$ 10,890	\$ 22,161	\$ 4,020		\$ 52,380	
All Other Expenses	\$ -	\$ 110,164	\$ 199,392	\$ 89,228		\$ 471,290	
<b>Total</b>	<b>\$ 347,760</b>	<b>\$ 735,511</b>	<b>\$ 1,272,101</b>	<b>\$ 188,830</b>		<b>\$ 3,006,783</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.



Ambulance Fee 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
	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	20,004	29,877	21,355	27,330	30,181	29,936	44,904	29,936	29,936	29,936	29,936	29,936	353,068
Part Time - Ops	17,686	29,475	24,807	17,716	15,658	7,228	10,842	7,228	7,228	7,228	7,228	7,228	161,550
Overtime - OPS	12,833	7,570	6,385	6,330	9,960	6,503	9,755	6,503	6,503	6,503	6,503	6,503	91,852
Medical Director	2,651	2,651	2,651	2,652	2,651	3,922	5,883	3,922	3,922	3,922	3,922	3,922	42,671
Worker Comp	3,836	5,080	4,008	3,915	4,252	3,335	5,003	3,335	3,335	3,335	3,335	3,335	45,106
FICA/Med	57,010	74,453	59,206	57,943	62,702	50,924	76,387	50,924	50,924	50,924	50,924	50,924	695,248
<b>Subtotal</b>	<b>1,773</b>	<b>2,795</b>	<b>1,478</b>	<b>1,472</b>	<b>1,454</b>	<b>3,508</b>	<b>5,263</b>	<b>3,508</b>	<b>3,508</b>	<b>3,508</b>	<b>3,508</b>	<b>3,508</b>	<b>35,285</b>
Hosp	158	195	174	227	298	217	326	217	217	217	217	217	2,681
Life	183	219	377	149	144	218	327	218	218	218	218	218	2,706
Dental	3,254	3,868	3,235	3,532	4,210	3,875	5,812	3,875	3,875	3,875	3,875	3,875	47,160
Retirement	5,368	7,077	5,264	5,380	6,106	7,818	11,728	7,818	7,818	7,818	7,818	7,818	87,833
<b>Subtotal</b>													
Fuel													
Maintenance						2,112							2,112
License Ops													
Supplies													
Auto Insurance	1,450	1,450	1,450	1,451	1,450	1,538	2,308	1,538	1,538	1,538	1,538	1,538	18,789
Liability													
Enns Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
<b>Subtotal</b>	<b>1,450</b>	<b>1,450</b>	<b>1,450</b>	<b>1,451</b>	<b>1,450</b>	<b>3,650</b>	<b>2,308</b>	<b>1,538</b>	<b>1,538</b>	<b>1,538</b>	<b>1,538</b>	<b>1,538</b>	<b>20,901</b>
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Background Ck													
Other ( Cars/Gear)						78,000						88,000	166,000
Third Party Billing													
<b>Subtotal</b>						<b>78,000</b>						<b>88,000</b>	<b>166,000</b>
<b>Equipment</b>													
<b>Subtotal</b>	<b>63,828</b>	<b>82,980</b>	<b>65,920</b>	<b>64,774</b>	<b>70,258</b>	<b>140,393</b>	<b>90,422</b>	<b>60,281</b>	<b>60,281</b>	<b>60,281</b>	<b>60,281</b>	<b>150,282</b>	<b>969,983</b>
<b>Cumulative Expenses</b>	<b>146,808</b>	<b>212,728</b>	<b>277,502</b>	<b>277,502</b>	<b>347,760</b>	<b>488,153</b>	<b>578,575</b>	<b>638,857</b>	<b>699,138</b>	<b>759,420</b>	<b>819,701</b>	<b>969,983</b>	<b>789,783</b>



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

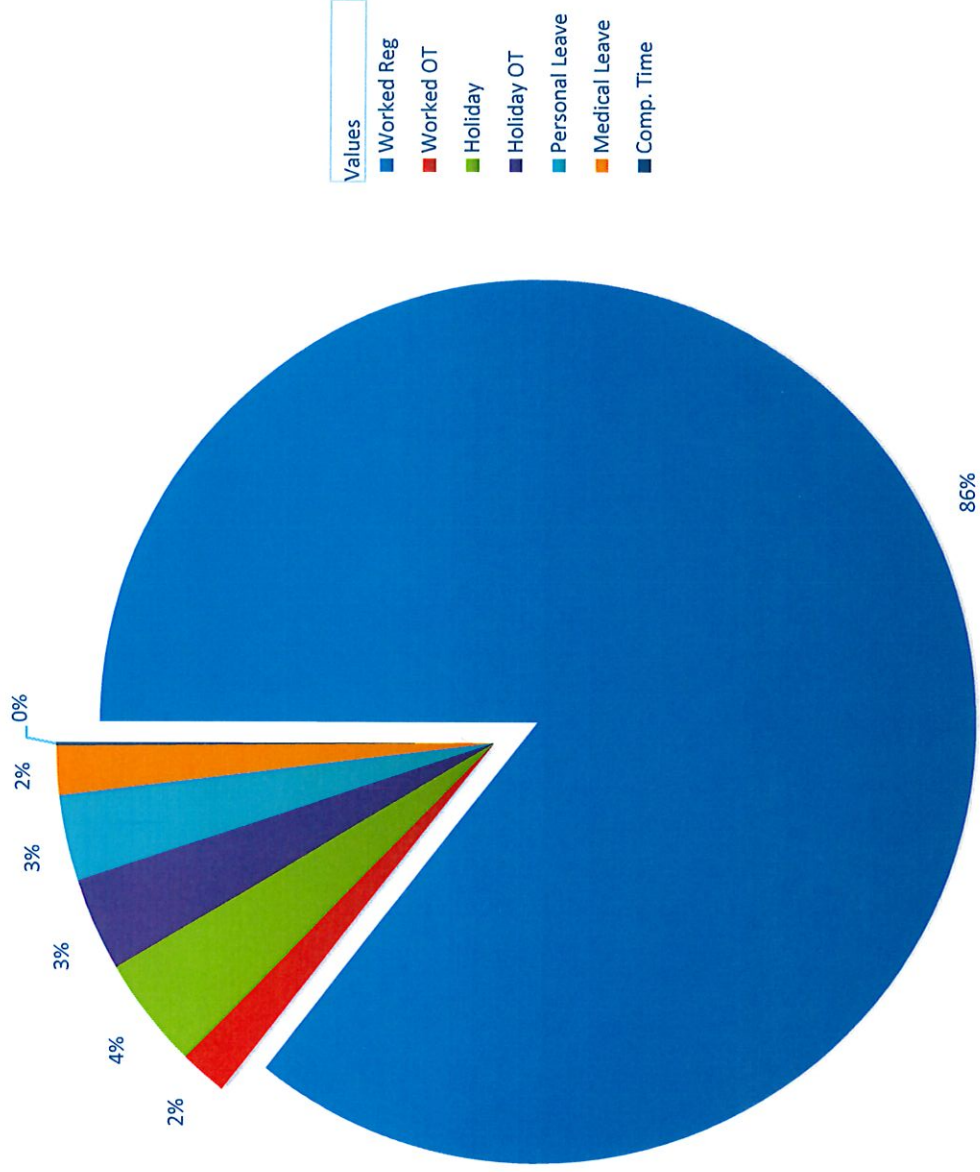
Fiscal Year    Pay Period    Department    Pay Month

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

### Hours by Type

Values	
Worked Reg	5187
Worked OT	105
Holiday	248
Holiday OT	208
Personal Leave	190
Medical Leave	110
Comp. Time	8

Worked OT/Total	1.7%
Worked OT/Worked Total	2.0%



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

December 6, 2018

# JCESA Update



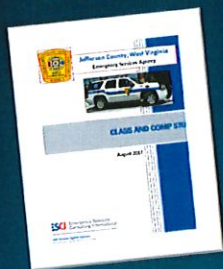
# JCESA: Who we are *is* what we do

- Provide Fire/EMS staffing to the 7 volunteer fire companies
- Primarily staff ambulances
- Fire prevention unit



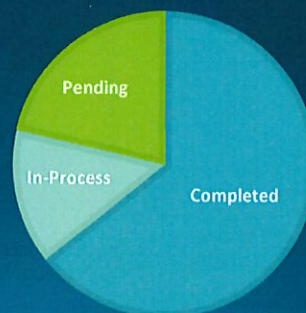
# Class & Compensation Study

- Conducted in 2017 to improve employee attraction & retention
- Comprehensive & professional study looked at staffing, compensation patterns, and comparison of service delivery with nearby comparable jurisdictions
- Produced 28 Recommendations



- 18 of these completed
- 4 are In-process

RECOMMENDATION STATUS



# Completed Recommendation Highlights

- Career Ladder
  - 33 promotions since July 1, 2018 (FT & PT)

FF/EMT II – 3	FF/EMT III – 4	Technician – 7
FF/Paramedic II – 7	FF/Paramedic III - 3	FF/Paramedic IV – 9 (ASO)

- Pay Scale revision
  - Based on in-county and neighboring comparisons
  - A gap still exists

These initiatives were funded by the \$136k budget request approved for FY19

# Completed Recommendation Highlights

- Dependent Health Insurance (budget neutral)
  - 9 employees took dependent coverage - previously unaffordable
- Additional Administrative Support Staffing
  - FT (35hr) Executive Admin Assistant
- Expanded Fire Training
  - FFI/II, Live-Burn, HazMat Ops, DPO
- Developed additional instructors (CE, CPR, etc.)
  - Aggressively continuing to develop internal and external instructors
- Implemented a dedicated Public Safety EAP
  - Utilization rate is impressive!

# Completed Recommendation Highlights

- Increased staffing (Incremental, further increases are needed)
  - +48hrs/wk each weekend (8a-4p both days, for Sta 1, 6, & 7)
  - +10hrs/wk early mornings (6a-8a M-F at Sta 3)
- Early evidence supports expected response time improvement
  - (Example: Bakerton's 2 Min turnout time increased by 8.5% and 90th percentile turnout time reduced by 4 mins.)

## Incremental staffing increases since 2015 have helped reduce response time

County-wide: 2-minute turnout time has increased by 11% from FY15-FY18  
90<sup>th</sup> percentile turnout time improved from 7 minutes in FY15 to 6 minutes in FY18

...but there's still a long way to go.

# Community Education

- EMS/Fire resources are limited
  - Equipping the community to begin mitigation is essential
- Classes we offer
  - Community CPR
  - Community First Aid
  - Emergency Activation and Response Awareness (EARA)
    - Developed in-house to efficiently teach the most valuable elements of mitigation
    - Target Audience = county employees
    - On track to complete delivery of this course to all county depts. by end of fiscal year

17 Classes Delivered

200 Unique Students Served

844 Contact Hours

# Closing

Our progress is exciting, but there's still more work to do.

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JCESA is always open:

Visit our website at [jcesa.org](http://jcesa.org) for agendas and minutes

Join us for the Ambulance Fee Hearing on December 18 at 6:30pm

Board meetings are the third Tuesday of the month at 7:00pm

# Jefferson County Emergency Services Agency

## WAIVER AND RELEASE AGREEMENT

I am voluntarily participating in the Ride-Along (Observer) Program of the Jefferson County Emergency Services Agency (JCESA). I expressly acknowledge and agree that:

1. I could be exposed to substantial danger at any or all times during my preparation for or participation in the Ride-Along (Observer) Program, which may result in, without limitation, my injury, disease, or death.

2. I agree to release the Jefferson County Commission, the JCESA, and their respective agents, attorneys, employees, and volunteers from all liability, including, without limitation, civil or administrative claims of any type, claims for medical expenses, costs, counsel fees, judgments, settlements, expenses and all other damages arising out of my participation in the Ride-Along Program, and agree to bear my own aforementioned liability and damages to the extent that I am not covered by the Insurance Policy commonly known as the Coverage Contract for Jefferson County and/or other Insurance Policies covering Jefferson County or the JCESA. I understand that my coverage under the aforementioned insurance policy is not assured. I am assuming all risks incurred in my participation in the Ride-Along (Observer) Program and waive all claims against the aforementioned parties.

3. I have read this Waiver and Release Agreement and state that I understand its terms and have been given the opportunity to refuse to participate and/or to seek legal advice regarding the effects of this Agreement.

4. I agree to obey all instructions and to abide by all directions, rules and regulations of the JCESA in general, and those who may be involved in supervising or directing my activities in the Ride-Along (Observer) Program.

5. I further acknowledge that I have executed this Waiver and Release Agreement voluntarily for consideration of being allowed to participate in the program and with full and complete knowledge of its meaning. I acknowledge that I have been given the opportunity to seek legal advice before signing this Waiver and Release Agreement.

IN WITNESS WHEREOF, I execute this Waiver and Release, as of the day and year next to my signature below, in Jefferson County, West Virginia with full knowledge of its terms, and content. I further acknowledge that this Release 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

\_\_\_\_\_  
Parent/Guardian (If Participant Is Under 18 Years of Age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
ESA Representative / Witness