

**Jefferson County
Emergency Services Agency**



**Board Meeting
January 15, 2019
7:00pm**



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

AGENDA January 15, 2019

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, January 15, 2019, 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 - December 18, 2018

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser

CHAIRMAN'S REPORT

- JCESA Policy Handbook – form a committee to review and make updates as needed. (Discussion/Action)

JCFRA REPORT - None

DIRECTORS'S REPORT

- Class and Comp Career Ladder report presented to County Commission
- PPE Gear Rack Request - Citizens Station 2 - Cost \$250.00
- Emergency Services Stress Management Team (ESSMT) – Elizabeth Granzow
- Recruitment Update – Elizabeth Granzow

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

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



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Meeting Minutes December 18, 2018

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, December 18, 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	No	Bob Faas	No
Dr. Marney Treese	No	Mike Mood	Yes
Nathan Cochran	No		

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Chair Simon

APPROVAL OF MINUTES

Motion by Troxel, 2nd by Compton to approve the November 20, 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

None

JCFRA REPORT

None

DIRECTOR'S REPORT

- Director Keyser recently presented an Agency update to the County Commission. Compton and Simon commented that Keyser did a great job presenting to the County Commission and that the outcome of the presentation was successful.
- Director Keyser also mentioned that the 2018 Annual report was emailed to each Board Member for review.

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BOARD MEMBER REQUESTS

- Lessons Learned regarding recent personnel actions. Discuss actions and concerns related to policies and procedures - Worden not present – Chair Simon proposed to revisit again at the January 15, 2019 meeting next month.
- JCESA Policy Handbook – Chair Simon requested that the board look at forming a committee to review and make any updates as needed.

UNFINISHED BUSINESS

- Waiver agreement for ride-along program – Nathan Cochran not present – Chair Simon proposed to revisit at the January 15, 2019 meeting next month.

NEW BUSINESS

None

PUBLIC COMMENT

None

BOARD MEMBER COMMENTS

Compton thanked the other board members and stated he may not be back in January 2019.

ADJOURNMENT

Motion to adjourn by Simpson, 2nd by Compton - Motion carries unanimously on voice vote. Meeting adjourned at 7:14 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Meeting Minutes December 18, 2018 CLASS II AMBULANCE FEE HEARING

The Annual Class II Hearing for the Ambulance Fee Ordinance was held at 6:30 p.m. on Tuesday December 18, 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	No	Bob Faas	No
Dr. Marney Treese	No	Mike Mood	Yes
Nathan Cochran	No		

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chair Simon

PRESENTATION

Director Keyser presented the Ambulance Fee Budget for fiscal year 2020. In addition, he presented the needs for staffing for fiscal year 2020.

PUBLIC COMMENT

None

ACTION

Motion by Compton, 2nd by Simpson to accept and approve all budget outlines as presented. Motion carries unanimously on voice vote.

ADJOURNMENT

Motion to adjourn by Simpson, 2nd by Compton - Motion carries unanimously on voice vote. Meeting adjourned at 7:00 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Elliot Simon, JCESA Chair

Date

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JCESA 2018 Budget Meeting

1/15/19

JCESA 2018/2019 Budget Overview - December

- 2019 Budget Approved = \$ 3,007K 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. Remaining funds for county support and bad debt.
- Bank Account Balances at 12/31/18:
 - General = \$218,611
 - Payroll = \$5,155
 - Ambulance Fee Funds = \$546,183
 - Mortgage = \$70,071

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

JCESA December FY18/19 YTD - Financial Summary
(26 Weeks out of 52 weeks)

	A		B		Pro rated Forecast	YTD Variance	FY18 Budget		
	Amb Fee		JCESA					Dec YTD	Budget vs Actuals
	Dec YTD		Dec YTD						
Full Time Salaries	\$ 159,950		\$ 498,048		\$ 770,207	\$ 112,209	\$ 1,540,413		
Fringe Benefits	\$ 62,302		\$ 202,939		\$ 272,483	\$ 7,242	\$ 544,966		
Part Time Salaries	\$ 129,745		\$ 6,628		\$ 64,980	\$ (71,393)	\$ 129,960		
Overtime	\$ 54,241		\$ -		\$ 42,271	\$ (11,970)	\$ 84,542		
Workers Comp.	\$ 15,907		\$ 30,876		\$ 89,616	\$ 42,833	\$ 179,232		
Liability Insurance	\$ 8,701		\$ 13,068		\$ 26,190	\$ 4,421	\$ 52,380		
All Other Expenses	\$ 1,294		\$ 142,468		\$ 147,645	\$ 3,883	\$ 295,290		
Total	\$ 432,140		\$ 894,027		\$ 1,413,392	\$ 87,225	\$ 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.

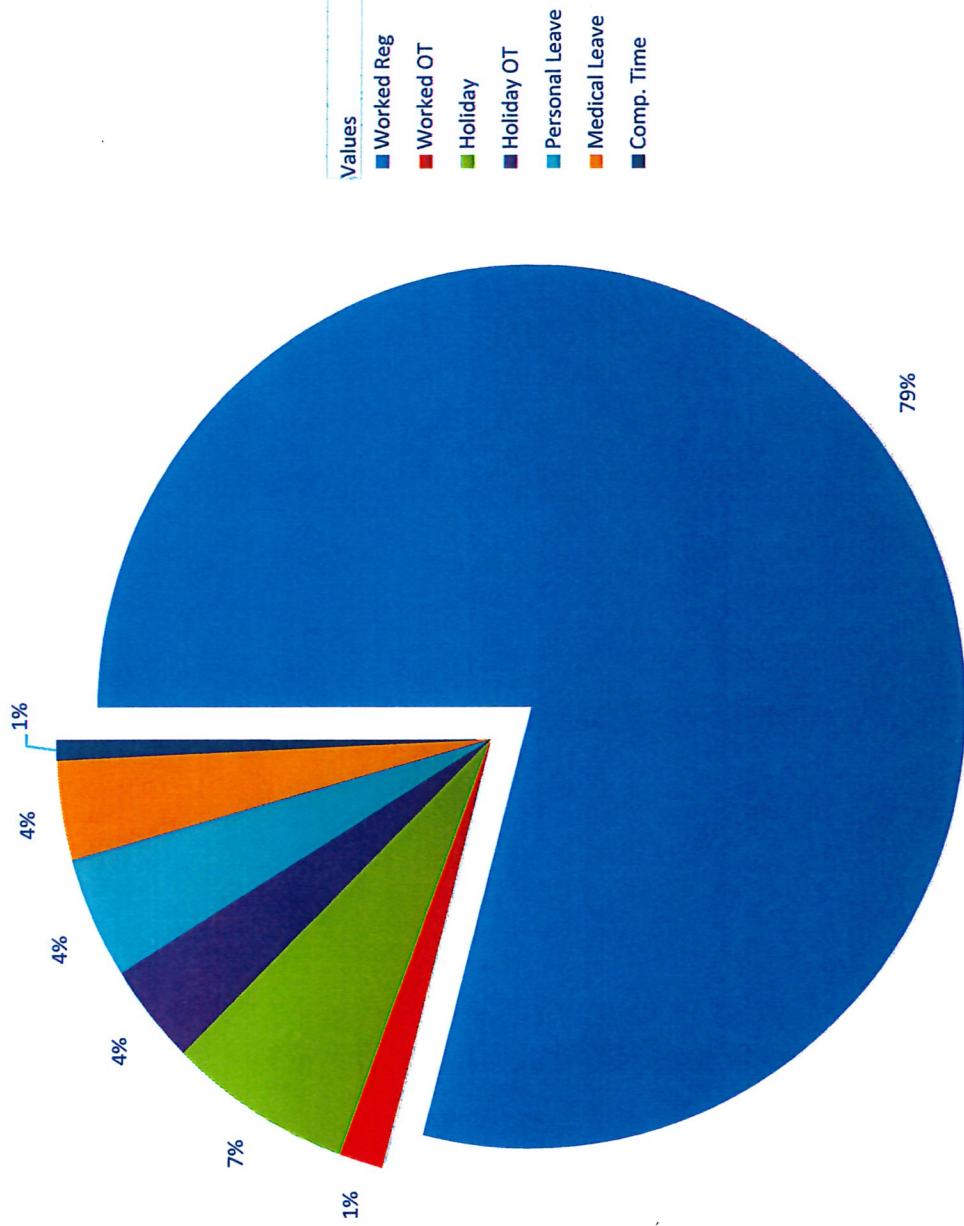
Fiscal Year FY2019
 Pay Period (All)
 Department (All)
 Pay Month Dec

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	5156
Worked OT	106
Holiday	448
Holiday OT	240
Personal Leave	293
Medical Leave	238
Comp. Time	49
Worked OT/Total	1.6%
Worked OT/Worked Total	2.0%



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

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	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	20,004	29,677	21,355	27,330	30,181	31,403	44,904	29,936	29,936	29,936	29,936	29,936	354,535
Part Time - Ops	17,666	29,475	24,807	17,716	15,658	24,403	10,842	7,228	7,228	7,228	7,228	9,228	178,725
Overtime - OPS	12,833	7,570	6,385	6,330	9,960	11,163	9,755	6,503	6,503	6,503	6,503	6,503	96,512
Medical Director													
Worker Comp	2,651	2,651	2,651	2,652	2,651	2,651	5,863	2,700	2,700	2,700	2,700	2,700	35,290
FICA/Med	3,836	5,080	4,008	3,915	4,252	5,106	5,003	3,335	3,335	3,335	3,335	3,335	47,877
Subtotal	57,010	74,453	59,206	57,943	62,702	74,726	76,387	49,702	49,702	49,702	49,702	51,703	712,939
Hosp	1,773	2,795	1,478	1,472	1,454	1,999	5,263	3,508	1,600	1,600	1,600	1,600	26,142
Life	158	195	174	227	298	256	326	217	217	217	217	217	2,720
Dental	183	219	377	149	144	188	327	218	218	218	218	218	2,677
Retirement	3,254	3,868	3,235	3,532	4,210	4,467	5,812	3,875	3,875	3,875	3,875	3,875	47,753
Subtotal	5,368	7,077	5,264	5,380	6,106	6,910	11,728	7,818	5,910	5,910	5,910	5,910	79,291
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,450	1,450	1,450	1,451	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	17,401
Erns Supplies													
SCBAMisc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,450	1,450	1,450	1,451	1,450	2,744	1,450	1,450	1,450	1,450	1,450	1,450	17,401
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Background Ck													
Other (Cars/Gear)													
Third Party Billing													
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment													
Subtotal	63,828	82,980	65,920	64,774	70,258	84,380	89,564	58,971	57,062	57,062	57,062	59,063	810,925
Cumulative Expenses	146,808	212,728	212,728	277,502	347,760	432,140	521,704	580,675	637,738	694,800	751,863	810,925	810,925

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