

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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- 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, 2nd 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 29th and December 6th, 2018.

BOARD MEMBER REQUESTS

None

UNFINISHED BUSINESS

- Motioned by Compton, 2nd 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, 2nd 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

12/18/18
Date

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Exhibit: A

Good morning Commissioners, Ed Hannon from Charles Town West Virginia. I had submitted an agenda request to the President of the Commission hoping to have an open dialog with you, but was denied the request leaving the only option to address these concerns in the public comment portion of today's meeting. The agenda request was in reference to the current status of operations and attrition rates all of which were publicly discussed and planned for in the FY 19 JCESA budget and Class and comp study. What direction is now being implemented to maintain and improve Fire and EMS service delivery to the citizens of Jefferson County? This Commission oversees the JCESA as a component agency and that is the reason for these concerns being brought before this body. Collectively I hope you will not infringe on my first amendment rights to free speech.

The JCESA's August meeting agenda contained several topics: the path forward; transparency; and Medical Directors contract. This meeting was, like many meetings recently, canceled due to lack of quorum. None of these important agenda items were on the next two agendas. What is the status of these 3 agenda items? Transparency and "the path forward" have been concerns of mine for over a year. The Class and Comp study was completed in August, 2017 by ESCI consultation group headed by Cassi Fields, PhD and a member of the International Association of Fire Chiefs who developed a plan for improving employee attraction and retention. The County Commission spent \$30 thousands of taxpayer money on this study. In 2018 Denise Pouget who has a Bachelors in Fire Science Administration and Masters in Emergency Disaster Management developed within the scope of the Class and Comp study the FY 19 budget and operational plan for JCESA. The County Commission and JCESA Board discussed publicly and voted to accept this budget and operational plan March 2018. A key aspect of improving service delivery is enhancing the "Immediate Responders Concept", which is being advocated for in all the leading medical journals and by the US Congress. Enhancing the Immediate Responders Concept includes several programs initiated the first quarter

of 2018 to include:, improved communication between first responders and the hospital to improve patient care (Pulsara), “Stop the Bleed”, a program that received a proclamation by this very Commission directed toward the School system and Civic organizations, County Offices trained in CPR/AED and Stop the Bleed, implementing Heart Safe Community with citizens trained in CPR, Active Shooter training and preparation, County wide CISD program to name a few.

At the March 27, 2018 JCESA meeting, Chairman Arnold notified the board he and two other members; Treasurer Aaron Watson and County Commission liaison Josh Compton would meet to discuss re-organization of JCESA to place staffing at stations 1, 6 and 7 on the weekends. A packet of information outlining the Deputy Director duties; current implementation of the Class and Comp study and operational plan for FY19, as requested by Chairman Arnold was developed for this meeting. On April 8, 2018 these three board members met at Paddy’s reporting back to the full JCESA board on April 18 their plan to eliminate the Deputy Director position and distribute those funds to weekend staffing. Prior to this plan weekend staffing at stations 1 and 7 were hired by and paid for by those volunteer companies. Only station 6 did not have weekend staffing.

The Deputy Director met privately with the Chairman of JCESA Board on April 17, 2018 and upon learning that the committee made a recommendation to eliminate the Deputy Director position developed a transition plan to increase weekend staffing thru FY19. The “committee” made a motion at the April 18, 2018 JCESA meeting to eliminate the Deputy Director position in two weeks. Treasurer Aaron Watson amended the motion, which was accepted, to delay elimination of the position until June 29.

My concerns over status of operation and the reason for my presentation here include:

- On May 4 the Deputy Director's access to various rooms of Station 11 was eliminated without prior notification including access to the EMS supply room thereby inhibiting restocking and reducing service delivery
- The Deputy Director submitted agenda item for May 15, 2018 JCESA meeting regarding agency transition post June 29 was denied
- The Deputy Director was no longer consulted on implementation of the class and comp study beginning in early April, 2018
- The Deputy Director was directed to NOT address personnel issues in May of 2018
- The Deputy Director was directed to NOT investigate employee issues brought to his attention
- The Director remaining silent, thereby withholding pertinent information, when asked about personnel retirement
- The Deputy Director's employment extended two weeks past June 29 due to lack of coordination in properly transitioning the Agency upon elimination of the position
- Eliminating Deputy Director's Active 911 access thereby affecting patient care and coordinated response
- Eliminating Deputy Director's JCESA email hindering re-organization transition (common practice is allowing 30 days post separation) and access to documentation sent to from the county attorney
- Concern that certain members of the community were privy to Executive Session conversation during the July 17, 2018 JCESA board meeting
- On July 26, 2018 an attempt was made by Deputy Director to discuss exit strategy to ensure smooth transition and was informed by the JCESA Director that he was directed by the board to sever all ties between JCESA and DD.
- The September JCESA board meeting ended with two open motions on the floor unresolved

- Concern regarding transparency as evident by the JCESA web site often lacking pertinent information; agenda, minutes

Maintaining transparency and professionalism was important to the JCESA Deputy Director during this difficult time of transition as several employees expressed feeling fear and uncertainty in the transition. Fear of speaking up and lack of support by senior staff and the board is a real issue that will hopefully be openly addressed by this Commission. It will be difficult for JCESA to be an employer of choice if there is a perception that fear and intimidation is the leadership style. This contradicts the recommendations of the Class and Comp study.

Several County Commissioners were elected on the promise of fiscal responsibility. Are all of you aware that:

- Two senior staff were paid time and a half plus holiday pay to conduct interviews on WV Day as well as utilizing the only officer on duty to conduct those interviews.
- JCESA board is now paying for weekend staffing that was being paid for by volunteers
- JCESA board paid a Deputy Director for 17 days to stay home and conduct no JCESA business
- JCESA board re-organizing to create a Captain III position not budgeted for in FY19
- JCESA reclassify a Lieutenant twice, promoting to a Captain II position without an open competitive process
- JCESA board changing administrative position from part time to full time
- JCESA board paying several staff overtime to go out of county to Faith Christian Academy to teach CPR as a favor to one senior staff
- Since July 19, 2018 four employees have left full time status at the Agency including the Deputy Director, a Lieutenant, a

Paramedic and an EMT. Onboarding costs continue to be a fiscal concern

The agenda request originally submitted contained a recommendation to initiate a committee of citizens and one Commissioner (Jane Tabb has past experience) to review the current operational effectiveness of the JCESA Board and senior staff focusing on recommendations of the Class and Compensation study and FY 19 budget. This committee would address the high attrition rate, low employee morale, transparency of information by the JCESA board and senior staff and oversight of the budget. Fear of retaliation prevents most employees from making sincere comments in earshot of senior staff. This is time sensitive and the report should be completed prior to the FY 20 budget. Confidence in fiscally prudent decisions with taxpayers money is of serious concern. As well, confidence in the continued professionalism and service delivery for the citizens of Jefferson County is of serious concern.

Verification of the information presented here today can be found in the Class and Comp study, FY 19 budget and other documentation that should be on file at JCESA.