



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

## 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.

***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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## 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, 2<sup>nd</sup> by Compton - Motion carries unanimously on voice vote. Meeting adjourned at 7:14 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

A handwritten signature in black ink, appearing to read "Elliot Simon", written over a horizontal line.

Approved - Elliot Simon, JCESA Chair

A handwritten date "1/15/19" written in black ink above a horizontal line.

Date

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