

**Jefferson County
Emergency Services Agency**



**Board Meeting
November 20, 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 November 20, 2018

The November meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be 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 Sign in Sheet

CALL TO ORDER

APPROVAL OF MINUTES

October 23, 2018

TREASURER'S REPORT

Craig Simpson assisted by Director Allen Keyser

CHAIRMAN'S REPORT

- Review information presented to the County Commission at their November 1, 2018 meeting – Ed Hannon

JCFRA REPORT

- Elimination of the Chiefs Committee, now all will be moved to the association level, as of October 10, 2018 – Mike Mood

DIRECTOR'S REPORT

- Presentation of Preliminary Budget (Discussion/Action)
- EREMS (North Eastern Regional EMS) Appointment (Discussion/Action)
- Agency CPA Contract Increase (Discussion/Action)
- Medical Director Contract Increase (Discussion/Action)
- Ambulance Fee Public Hearing is scheduled for 6:30 p.m. prior to the December 18, 2018 Board Meeting here at Station 11

BOARD MEMBER REQUESTS

- Review JCESA Employee Handbook - provided to BOD Members via email – Elliot Simon (Discussion/Action)

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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UNFINISHED BUSINESS

- Waiver agreement for Ride-Along Program - Observers/Volunteers – Nathan Cochran (Discussion/Action)
- Fire Prevention Trailer Donation (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.

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Meeting Minutes October 23, 2018

The October meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7pm on Tuesday, October 23, 2018 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL

| Member | Present | Member | Present |
|---------------|---------|---------------|---------|
| Elliott Simon | Yes | Tony Troxel | Yes |
| Josh Compton | Yes | Craig Simpson | No |
| Tricia Worden | Yes | Bob Faas | Yes |
| Dr. Treese | Yes | JCRFR Pres. | No |

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Faas, second by Compton to approve the September 25, 2018 regular meeting minutes as submitted. Motion carries unanimously on voice vote.

TREASURER'S REPORT

Presented by Director Allen Keyser.

CHAIRMAN'S REPORT

None

JCFRA REPORT

President of JCFRA not present.

DIRECTOR'S REPORT

- 1.) Grant Coordinator Elizabeth Granzow premiered the new recruitment videos that will be distributed throughout the fall.
- 2.) Director Keyser and Dr. Treese advised the board that the JCHD is applying for a grant to implement Quick Response Team program (QRT) in response to overdoses. If awarded, the JCHD would like JCESA to participate by providing an EMS provider as part of the three-member response team, at no cost to the agency as all costs would be paid by the grant. Both Dr. Treese and Director Keyser are supportive of the concept but would like to see more details before fully committing.

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- 3.) Director Keyser requested authorization to appoint a volunteer Chaplain for the agency, as requested by several employees.

Motion by Fass, 2nd by Compton to authorize Director Keyser to pursue the appointment of a volunteer chaplain for JCESA. Motion carries unanimously on voice vote.

- 4.) Director Keyser explained that a large expense this month was for the acquisition of PPE for two new FT employees and a number of PT employees who do not have PPE. The purchase of PPE for all employees has been previously approved by the board to be funded by the ambulance fee. However, based on our projections, this particular purchase was made from the general fund.

BOARD MEMBER REQUESTS

None

UNFINISHED BUSINESS

Election of Chairman: Nomination by Compton, 2nd by Worden, of Simon for the position of Chairman. No other nominations. Simon is elected Chairman unanimously on voice vote.

Election of Treasurer: Nomination by Compton, 2nd by Worden, of Simpson for the position of Treasurer. No other nominations. Simpson is elected Treasurer unanimously on voice vote.

Fire Prevention Trailer donation: Director Keyser reported several interested parties and a request by the JCFRA to wait until after their next meeting to make a decision, as the association may be interested in acquiring the trailer. Motion by Compton, 2nd by Worden, to table this issue until November meeting. Motion carries unanimously on voice vote.

Gear storage lockers donation: Motion by Compton, 2nd by Faas, to donate four lockers to Blue Ridge Mountain Volunteer Fire Department and four lockers to Bakerton Fire Department. Motion carries unanimously on voice vote.

Waiver agreement for ride-along program: To be taken up in executive session later in the meeting on the advice of counsel.

NEW BUSINESS

Reorder meeting agenda items (Simon): It was the consensus of the board not to make any changes to the standing order of the agenda. No motion made, item is moot.

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PUBLIC COMMENT

None

BOARD MEMBER COMMENTS

None

Motion by Compton, 2nd by Faas to go into executive session to discuss the waiver agreement for ride-along program. Motion carries unanimously on voice vote.

Motion by Compton, 2nd by Cochran to come out of executive session. Motion carries unanimously on voice vote.

Motion by Compton, 2nd by Faas to table the waiver agreement for the ride-along program until the October meeting.

ADJOURNMENT

Motion to adjourn by Compton, 2nd by Faas carries unanimously on voice vote. Meeting adjourned at 8:15pm.

Respectfully submitted by Allen Keyser, Director.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2018 Budget Meeting

11/13/18

JCESA 2018/2019 Budget Overview - October

- 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 10/30/18:
 - General = \$440,846
 - Payroll = \$75,468
 - Ambulance Fee Funds = \$700,480
 - Mortgage = \$83,524

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

JCESA October FY18/19 YTD - Financial Summary
(18 Weeks out of 52 weeks)

| | A Amb Fee | | B JCESA | | Pro rated Forecast | | YTD Variance | FY18 Budget |
|---------------------|-------------------|-------------------|-------------------|---------------------|-----------------------|-------------------|---------------------|----------------|
| | Oct YTD | | Oct YTD | | Oct YTD | Budget vs Actuals | | |
| Full Time Salaries | \$ 98,366 | \$ 326,043 | \$ 424,409 | \$ 533,220 | \$ 108,811 | | \$ 1,540,413 | |
| Fringe Benefits | \$ 39,928 | \$ 137,378 | \$ 177,306 | \$ 188,642 | \$ 11,336 | | \$ 544,966 | |
| Part Time Salaries | \$ 89,684 | \$ 6,628 | \$ 96,312 | \$ 46,371 | \$ (49,941) | | \$ 133,960 | |
| Overtime | \$ 33,118 | \$ - | \$ 33,118 | \$ 29,265 | \$ (3,853) | | \$ 84,542 | |
| Workers Comp. | \$ 10,605 | \$ 20,584 | \$ 31,189 | \$ 62,042 | \$ 30,853 | | \$ 179,232 | |
| Liability Insurance | \$ 5,801 | \$ 8,712 | \$ 14,513 | \$ 18,132 | \$ 3,619 | | \$ 52,380 | |
| All Other Expenses | \$ - | \$ 97,713 | \$ 97,713 | \$ 163,139 | \$ 65,426 | | \$ 471,290 | |
| Total | \$ 277,502 | \$ 597,058 | \$ 874,560 | \$ 1,040,810 | \$ 166,250 | | \$ 3,006,783 | |

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.

JCESA Monthly Budget
July 2018 - June 2019

| Expenses | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|-----------------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| | Actual | Actual | Actual | Actual | Budget | Budget | Budget | Budget | Budget | Budget | Budget | Budget | Budget |
| Full Time | 23,070 | 131,590 | 84,989 | 86,394 | 88,557 | 88,557 | 132,836 | 88,557 | 88,557 | 88,557 | 88,557 | 88,557 | 1,078,779 |
| Part Time - Ops | 3,909 | 2,719 | - | - | 2,769 | 2,769 | 4,154 | 2,769 | 2,769 | 2,769 | 2,769 | 2,769 | 30,166 |
| Overtime - OPS | 500 | 500 | 500 | 500 | 462 | 462 | 692 | 462 | 462 | 462 | 462 | 462 | 5,923 |
| Medical Director | 5,146 | 5,146 | 5,146 | 5,146 | 9,865 | 9,865 | 14,798 | 9,865 | 9,865 | 9,865 | 9,865 | 9,865 | 104,437 |
| Worker Comp | 5,586 | 10,312 | 6,393 | 6,508 | 6,535 | 6,535 | 9,803 | 6,535 | 6,535 | 6,535 | 6,535 | 6,535 | 84,349 |
| FICA/Med | 38,211 | 150,267 | 97,028 | 98,548 | 108,188 | 108,188 | 162,282 | 108,188 | 108,188 | 108,188 | 108,188 | 108,188 | 1,303,655 |
| Subtotal | 14,054 | 17,474 | 14,297 | 14,593 | 13,463 | 13,463 | 20,194 | 13,463 | 13,463 | 13,463 | 13,463 | 13,463 | 174,852 |
| Hosp | 750 | 798 | 798 | 758 | 712 | 712 | 1,069 | 712 | 712 | 712 | 712 | 712 | 9,159 |
| Life | 988 | 900 | 2,001 | 1,085 | 865 | 865 | 1,298 | 865 | 865 | 865 | 865 | 865 | 12,330 |
| Dental | 8,549 | 13,679 | 8,922 | 8,933 | 9,191 | 9,191 | 13,786 | 9,191 | 9,191 | 9,191 | 9,191 | 9,191 | 118,205 |
| Retirement | 24,341 | 32,851 | 26,018 | 25,369 | 24,231 | 24,231 | 36,347 | 24,231 | 24,231 | 24,231 | 24,231 | 24,231 | 314,545 |
| Subtotal | 1,250 | 1,276 | 1,879 | 1,512 | 1,280 | 1,280 | 1,920 | 1,280 | 1,280 | 1,280 | 1,280 | 1,280 | 16,795 |
| Fuel | 48 | 592 | 181 | 565 | 565 | 565 | 848 | 565 | 565 | 565 | 565 | 565 | 5,625 |
| Maintenance | 47 | 60 | 40 | 19 | 19 | 19 | 29 | 19 | 19 | 19 | 19 | 19 | 310 |
| License Ops | 705 | 705 | 705 | 705 | 615 | 615 | 923 | 615 | 615 | 615 | 615 | 615 | 8,051 |
| Supplies | 2,178 | 2,178 | 2,178 | 2,178 | 2,491 | 2,491 | 3,736 | 2,491 | 2,491 | 2,491 | 2,491 | 2,491 | 29,884 |
| Auto Insurance | 3,046 | 2,163 | 1,238 | 1,238 | 3,462 | 3,462 | 5,192 | 3,462 | 3,462 | 3,462 | 3,462 | 3,462 | 39,211 |
| Liability | 10,549 | 2,027 | 15,994 | 22,551 | 3,077 | 3,077 | 4,615 | 3,077 | 3,077 | 3,077 | 3,077 | 3,077 | 77,275 |
| Erns Supplies | 898 | 771 | 960 | 671 | 1,077 | 1,077 | 1,615 | 1,077 | 1,077 | 1,077 | 1,077 | 1,077 | 11,783 |
| Misc and Cloth/SCBA | 467 | 344 | 344 | 1,308 | 1,308 | 1,308 | 1,962 | 1,308 | 1,308 | 1,308 | 1,308 | 1,308 | 12,597 |
| Trav/Train | 17,775 | 9,822 | 23,701 | 26,139 | 14,082 | 14,082 | 21,123 | 14,082 | 14,082 | 14,082 | 14,082 | 14,082 | 197,135 |
| Subtotal | 1,450 | 1,830 | 1,050 | 3,740 | 2,308 | 2,308 | 3,462 | 2,308 | 2,308 | 2,308 | 2,308 | 2,308 | 27,685 |
| Medical Exp | 1,082 | 857 | 660 | 953 | 392 | 392 | 588 | 392 | 392 | 392 | 392 | 392 | 3,327 |
| Postage | 298 | 298 | 298 | 298 | 289 | 289 | 484 | 289 | 289 | 289 | 289 | 289 | 3,352 |
| Equip Rent | 519 | 1,327 | 1,397 | 2,497 | 1,846 | 1,846 | 2,769 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 | 15,669 |
| Utilities | 65 | 163 | 77 | 78 | 192 | 192 | 288 | 192 | 192 | 192 | 192 | 192 | 1,953 |
| Rep & Maint | 1500 | 1500 | 1500 | 1500 | 1500 | 1500 | 1500 | 1500 | 1500 | 1500 | 1500 | 1500 | 15,000 |
| Advertising | 362 | 229 | 514 | 1,029 | 19 | 19 | 29 | 577 | 577 | 577 | 577 | 577 | 4,904 |
| Dues & Sub | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 2,500 |
| Audit Costs | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 15000 | 150,000 |
| Backgroun Ck | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | 2,500 |
| Other/Unemployment | 16022 | 616,2308 | 16022 | 616,2308 | 16022 | 616,2308 | 16022 | 616,2308 | 16022 | 616,2308 | 16022 | 616,2308 | 16022 |
| Third Party Billing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Subtotal | 3,948 | 4,649 | 4,066 | 10,649 | 8,806 | 8,806 | 13,209 | 8,806 | 8,806 | 8,806 | 8,806 | 117,574 | 206,931 |
| Equipment Dep. | 919 | 919 | 919 | 919 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 15,676 |
| 85,194 | 198,508 | 151,732 | 161,824 | 156,808 | 156,808 | 156,808 | 234,462 | 156,808 | 156,808 | 156,808 | 156,808 | 265,576 | 2,037,942 |
| 283,702 | 435,434 | 597,058 | 1,145,135 | 1,301,943 | 1,615,558 | 1,772,366 | 1,458,750 | 1,615,558 | 1,772,366 | 1,615,558 | 1,772,366 | 2,037,942 | 20,379,420 |

Cumulative Expenses
2037

| | |
|-------------|--------|
| Fiscal Year | FY2019 |
| Pay Period | (All) |
| Department | (All) |
| Pay Month | Oct |

| | | | |
|-------------|------------|------------|-----------|
| Fiscal Year | Pay Period | Department | Pay Month |
|-------------|------------|------------|-----------|

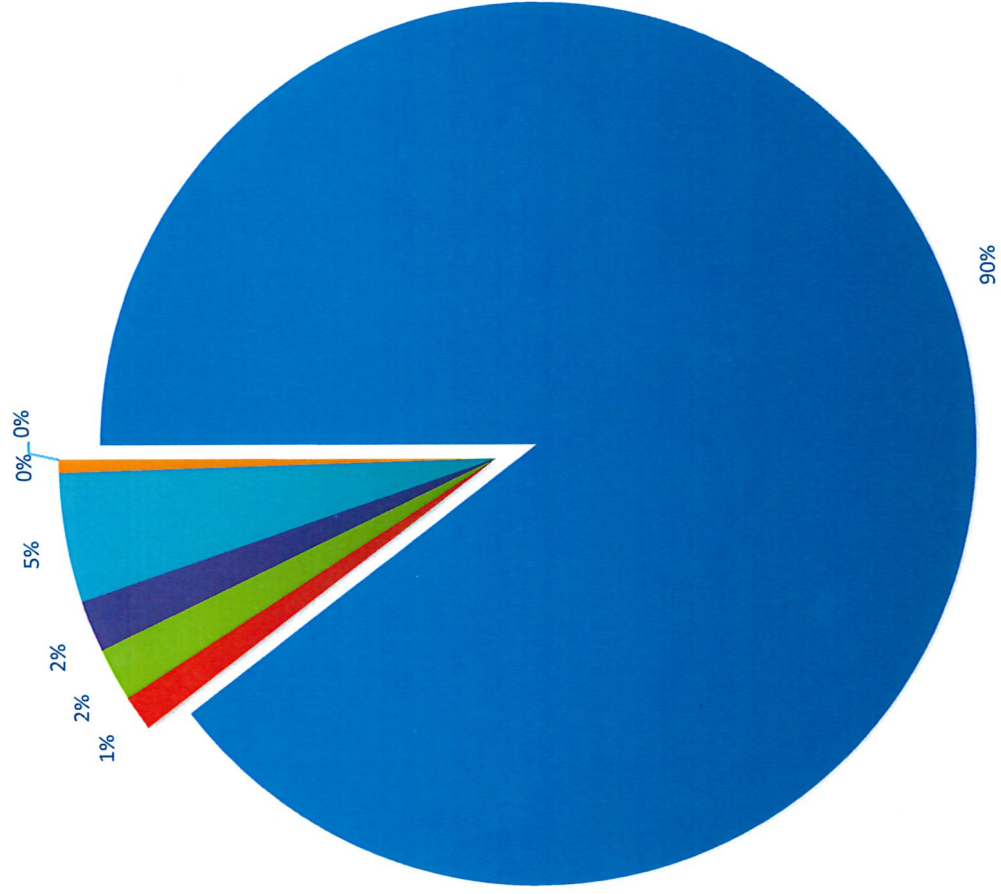
Worked Reg Worked OT Holiday Holiday OT Personal Leave Medical Leave Comp. Time

Hours by Type

| Values | |
|----------------|------|
| Worked Reg | 5303 |
| Worked OT | 78 |
| Holiday | 116 |
| Holiday OT | 112 |
| Personal Leave | 281 |
| Medical Leave | 29 |
| Comp. Time | 0 |

Worked OT/Total 1.3%

Worked OT/Worked Total 1.4%



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

Debbie Lancaster

From: Craig Horn
Sent: Friday, November 16, 2018 2:58 PM
To: Allen Keyser
Cc: Debbie Lancaster; Bob Burner
Subject: NEREMS Board Appointment to be addressed at JCESA Nov BOD Meeting

In reference to the open vacancy on the NEREMS Board of Directors for Jefferson County. Northeastern Regional EMS Agency has a Board of Directors made up of two representatives for each of the 8 eastern WV counties (Jefferson, Berkeley, Morgan, Mineral, Hardy, Pendleton, Grant and Hampshire). This board oversees information sharing, current events, and is a liaison between WVOEMS and each county ems agency. NEREMS sold property in 2018 which led to significant amount of money in a account which is earmarked for training, supplies, equipment and guest speakers to conduct training in the region. Jefferson County has interest in this board to have a voice in the region and the state as a whole. The NEREMS Board meets quarterly. There is no dues or cost to belong to this board. Mr. Hannon's NERMES Board term has expired as of November 2018. There are several people who are interested in serving on this board from the volunteer companies of Jefferson County. I would recommend that will fill this position in a timely manor.

Craig Horn

JCESA Captain of Quality and Education

Allen Keyser

From: Kery Swope <kswope@albrightcpa.com>
Sent: Wednesday, October 31, 2018 10:06 AM
To: Allen Keyser
Subject: Bookkeeping fee

Allen,

Per our conversation today. Based on the amount of time that we have been putting into the accounting work for JCESA effective December 1, 2018 our monthly fee will increase \$150 to \$1,200 a month.

If you have any question please let me know.

Thank you,

Kery J. Swope, CPA, CVA
Supervisor
Albright Crumbacker Moul & Itell, LLC
1110 Professional Court, Suite 300
Hagerstown, MD 21740
301.739.5300
301.739.5332 fax
KSwope@albrightcpa.com
Visit our website at www.albrightcpa.com

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Allen Keyser

From: Treese, Marney <marney.treese@wvumedicine.org>
Sent: Wednesday, November 14, 2018 12:23 PM
To: Allen Keyser
Subject: RE: Update for contract

Hi Allen,

Thank you for clarifying that. I would like to propose an increase to \$650.00 per month to continue my current duties as EMS Medical Director with the addition of attending and participating in the Emergency Medical Dispatch meetings.

Marney Treese, M.D.
Chair and Medical Director
Emergency Department
Jefferson Medical Center
300 S. Preston St.
Ranson, WV 25438
304-728-1748
mtreese@wvumedicine.org



From: Allen Keyser [*!] [mailto:akeyser@jcesa.org]
Sent: Friday, November 9, 2018 2:53 PM
To: Treese, Marney <marney.treese@wvumedicine.org>
Subject: RE: Update for contract

ATTENTION: This email was generated outside of the WVU Medicine email network. Do not click links or attachments unless you recognize the sender and know the content is safe.

Dr. Treese~

Your monthly check that I sign is \$500.00 on the 1st of each month, this equates to \$6000.00 per year.

Allen

From: Treese, Marney <marney.treese@wvumedicine.org>
Sent: Friday, November 09, 2018 1:20 PM
To: Allen Keyser <akeyser@jcesa.org>
Subject: RE: Update for contract

Hi Allen,

Jefferson County Emergency Services Agency
MEDICAL DIRECTOR AGREEMENT

This agreement entered into this 1st day of October, 2016 by and between the Jefferson County Emergency Services Agency (Agency) and Dr. Marney Treese, M.D., a physician licensed to practice medicine in the State of West Virginia (Medical Director).

Whereas, the Agency renders emergency medical services pursuant to the Emergency Medical Services Act of 1975, as amended, and the Code of West Virginia of 1931; and

Whereas, the Agency requires the services of a licensed physician to ensure compliance with the Emergency Medical Services Act of 1975 and the Agency desires to enter into this agreement with the medical director; and,

Whereas, the medical director desires to perform the services required and the medical director desires to enter into this agreement with the Agency;

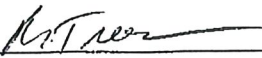
Now, therefore, for and in consideration of the promises made each to the other as hereinafter set forth, the parties agree as follows:

1. The medical director will serve as the medical director for the Agency and as such shall supervise the medical performance of all emergency medical service personnel County-wide and shall authorize said personnel to perform or prohibit said personnel from performing, as the case may be, basic and/or advanced life support procedures as established by their scope of practice based on their individual certification level, in connection with their employment with the Agency.
2. The medical director shall advise and train Agency personnel with respect to:
 - a. Professionally recognized standards of care;
 - b. Medical policies, procedures and standards, as adopted by the Agency;
 - c. West Virginia approved pre-hospital care treatment protocols, procedures, policies and guidelines, as established and approved by the WV Office of EMS;
 - d. Applicable rules, regulations and policies; and
 - e. Applicable security procedures for medications and controlled substances in accordance with United States Drug Enforcement Agency and West Virginia regulations.
3. The medical director shall audit the performance of Agency personnel under an established Quality Assurance/Quality Improvement Program which, at a minimum, shall include, but not be limited to, a review of Pre-Hospital Care Reports, direct observation and comparison of field performances with established standards, policies, protocols and guidelines.


4. The medical Director shall:
 - a. Ensure the Agency participates in regional Quality Assurance programs;
 - b. Oversee the Agency's continuing education programs;
 - c. Provide advice and direction to the Agency on the prevention of illnesses and injuries which are common to EMS personnel in the performance of their duties; and,
 - d. Devote such hours as needed to carry out the duties under this agreement.

5. The Department shall:
 - a. Reimburse the medical director for professional liability coverage for any and all activity and related to the performance of his duties;
 - b. Provide necessary and appropriate clerical and staff support to the medical director as required to perform his duties; and,
 - c. Be responsible for any reasonable expenses incurred by the medical director in the performance of his duties.

6. This Agreement shall be effective upon signing and shall continue until termination by either party by giving the other written notice thirty (30) days in advance of termination.



Dr. Marney Treese M.D. Date: 10/1/16



Denise Pouget, Director JCESA Date: 9/27/16

Jefferson County Emergency Services Agency
MEDICAL DIRECTOR AGREEMENT

This Agreement entered into this 20th day of November 2018 by and between the Jefferson County Emergency Services Agency (Agency) and Dr. Marney Treese, M.D, a physician licensed to practice medicine in the State of West Virginia (Medical Director).

Whereas, the Agency renders emergency medical services pursuant to the Emergency Medical Services Act of 1975, as amended, and the Code of West Virginia of 1931; and

Whereas, the Agency requires the services of a licensed physician to ensure compliance with the Emergency Medical Services Act of 1975 and the Agency desires to enter into this agreement with the medical director; and,

Whereas, the medical director desires to perform the services required and the medical director desires to enter into this agreement with the Agency;

Now, therefore, for and in consideration of the promises made each to the other as hereinafter set forth, the parties agree as follows:

1. The medical director will serve as the medical director for the Agency and as such shall supervise the medical performance of all emergency medical service personnel County-wide and shall authorize said personnel to perform or prohibit said personnel from performing, as the case may be, basic and/or advanced life support procedures as established by their scope of practice based on their individual certification level, in connection with their employment with the Agency.
2. The medical director shall advise and train Agency personnel with respect to:
 - a. Professionally recognized standards of care;
 - b. Medical policies, procedures and standards, as adopted by the Agency;
 - c. West Virginia approved pre-hospital care treatment protocols, procedures, policies and guidelines, as established and approved by the WV Office of EMS;
 - d. Applicable rules, regulations and policies; and
 - e. Applicable security procedures for medications and controlled substances in accordance with United States Drug Enforcement Agency and West Virginia regulations.
3. The medical director shall audit the performance of Agency personnel under an established Quality Assurance/Quality Improvement Program which, at a minimum, shall include, but not be limited to, a review of Pre-Hospital Care Reports, direct observation and comparison of field performances with established standards, policies, protocols and guidelines.

4. The medical Director shall:
 - a. Ensure the Agency participates in regional Quality Assurance programs;
 - b. Oversee the Agency's continuing education programs;
 - c. Provide advice and direction to the Agency on the prevention of illnesses and injuries which are common to EMS personnel in the performance of their duties; and,
 - d. Devote such hours as needed to carry out the duties under this agreement.

5. The Department shall:
 - a. Reimburse the medical director for professional liability coverage for any and all activity and related to the performance of her duties;
 - b. Provide necessary and appropriate clerical and staff support to the medical director as required to perform her duties;
 - c. Be responsible for any reasonable expenses incurred by the medical director in the performance of her duties; and,
 - d. Compensate her in the amount of \$650.00, to be paid on the 1st of each month.

6. This Agreement shall be effective upon signing and shall continue until termination by either party by giving the other written notice thirty (30) days in advance of termination.

Dr. Marney Treese, MD Date: _____ Allen Keyser, Director JCESA Date: _____

Jefferson County Emergency Services Agency
MEDICAL DIRECTOR AGREEMENT

Job Requirements:

Possesses a valid, unrestricted license to practice medicine in WV

Experienced in the pre-hospital and emergency department management of the acutely ill or injured patients.

Maintains an adequate liability insurance coverage

Will supervise and accept direct responsibility for the medical performance of Countywide EMS personnel and the JCESA

Authorize or prohibit any EMS personnel from performing any advanced Basic Life Support Procedures for the agency

Ensure compliance with:

- Professionally recognized standards of patient care

- Medical policies, procedures and standards utilized by JCESA

- WV medical protocols, procedures and guidelines.

- State rules, regulations and policies

- DEA/State procedures for controlled substances

Equipment selection, clinical performance evaluation and the performance improvement processed.

Ensures participation in QA/QI program

Oversees continuing education. Actively involved in oversight of training, skills maintenance and recertification of providers

The Jefferson County Emergency Services Agency intends to renew the contractual arrangements for the position of Squad Medical Director. Interested parties who are licensed to practice medicine in WV should contact the Director, Allen Keyser at JCESA, 419 Sixteenth Avenue, Ranson, WV 25438 for job requirements (304) 728-3287.

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

Allen Keyser

From: middlewayvfc <middlewayvfc@aol.com>
Sent: Friday, November 16, 2018 11:51 AM
To: Allen Keyser
Subject: Public Education Trailer

Allen
At the November 2018 Jefferson County Fire and Rescue Association meeting it was approved by the member companies to request that the JCFRA take ownership of the Public Education Trailer as a donation from the JCESA. If this request is approved the JCFRA plans to appoint a Jefferson County Public Safety Education Committee comprised of members from the member companies to upgrade and operate this asset and take it to public education events in conjunction with each of the Jefferson County fire companies public education programs.

Thanks
Mike Mood
Chairman
JCFRA

Sent from my Sprint Samsung Galaxy S7.

| EXPIRATION DATE | | | | CLASS |
|-----------------|-----|------|--|-------|
| MONTH | DAY | YEAR | | |
| PERMANENT | | | | PAC |

MOTORBOAT/VEHICLE REGISTRATION
STATE OF WEST VIRGINIA

W NEW PLATE

The accompanying boat or vehicle plate number assigned to the address is to be used for the boat/vehicle described on this card.

C5218

VEHICLE/BOAT IDENTIFICATION NUMBER 1SST1PT9X11SS456

| MAKE | YEAR | LENGTH/WEIGHT | TITLE NUMBER |
|------|------|---------------|--------------|
|------|------|---------------|--------------|

| | | | |
|------|------|--|---------|
| SCOT | 1999 | | DJ15322 |
|------|------|--|---------|

| | | | |
|----|--|--|----------|
| TL | | | 10/01/12 |
|----|--|--|----------|

JEFF

RECEIVED

OCT 09 2012

BY: _____

JEFFERSON CO EMERG SVCS AGENCY
419 16TH AVE
RANSON WV 25430

SIGN ON THE BACK



| | | | |
|-----------|---|------|---|
| R | N | T | E |
| CLASS | | | |
| LICENSE # | | | |
| MAKE | | YEAR | |
| EXP DATE | | | |

CERTIFICATE OF TITLE TO A MOTOR VEHICLE

The Division of Motor Vehicles of West Virginia certifies that pursuant to an application under oath and in substance prescribed by the laws of West Virginia and filed with said Division, the applicant, whose name and address first hereinbelow appear, has been registered in the office of said Division as the lawful owner of the vehicle/boat hereinafter described, or is otherwise entitled to have said vehicle/boat registered in the name of said applicant, that is to say:

10
01
12

ODOMETER READING

| MAKE/BODY | YEAR MODEL | VEHICLE/BOAT IDENTIFICATION NO. | WEIGHT/LINETH | TITLE NUMBER | PREVIOUS TITLE NUMBER |
|-----------|------------|---------------------------------|---------------|--------------|-----------------------|
| SCOT | 1999 | 1SSTTIPT9X11SS456 | | DJ15322 | 10/01/2012 |
| TL | | | | | |

JEFFERSON CO EMERG SVCS AGENCY
419 16TH AVE
RANSON WV
25438

0415

Said Division further certifies that from said verified application it appears that above described vehicle/boat is subject to the lien and encumbrance described below, and none other, that is to say:

| | |
|--|--|
| <p>FIRST LIEN</p> <p>Name and mail address of lienholder</p> | <p>RELEASE</p> <p>This lien fully paid, satisfied and released on this the _____ day of _____, 20____</p> <p>Name of Lienholder _____</p> <p>Signature of person or officer _____</p> <p>taken, subscribed and sworn to before me this the _____ day of _____, 20____</p> <p>Notary Public _____</p> <p>My commission expires on _____ day of _____, 20____</p> |
| <p>SECOND LIEN</p> <p>Name and mail address of lienholder</p> | <p>RELEASE</p> <p>This lien fully paid, satisfied and released on this the _____ day of _____, 20____</p> <p>Name of Lienholder _____</p> <p>Signature of person or officer _____</p> <p>taken, subscribed and sworn to before me this the _____ day of _____, 20____</p> <p>Notary Public _____</p> <p>My commission expires on _____ day of _____, 20____</p> |



Witness the corporate name of the Division of Motor Vehicles of West Virginia and the seal of said Division the day of year set beneath the name of the applicant in the Certificate.

DIVISION OF MOTOR VEHICLES

WV-9475424