



# 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 January 15, 2019

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, January 15, 2019 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	No
Jane Tabb	Yes	Craig Simpson	Yes
Tricia Worden	Yes	Bob Faas	Yes
Dr. Marney Treese	No	Mike Mood	Yes
Nathan Cochran	Yes		

### CALL TO ORDER

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

### APPROVAL OF MINUTES

Motion by Simpson, 2nd by Faas to approve the December 18, 2018 - Regular Meeting Minutes as submitted. Motion carries unanimously on voice vote.

Motion by Simpson, 2nd by Faas to approve the December 18, 2018 - Ambulance Fee Hearing 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

- Welcomed the newest Board Member, Jane Tabb, Co. Commission Representative.
- Asked the board to form a committee to review and make any needed updates to the JCESA Policy Handbook.
  - Worden to serve as the Chair of this Committee, and Simon, Tabb and Keyser will serve as committee members.
  - Motion by Simpson, 2nd by Faas to approve the selected members of this newly established *JCESA Policy and Procedure Committee*. Motion carries unanimously on voice vote.
  - All board members have been provided a current copy of the handbook, and a copy will be provided to the newest board member, Tabb.

### *It's About Saving Lives*

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## JCFRA REPORT

None

## DIRECTOR'S REPORT

Director Keyser reported on the following:

- Asked that the first item noted "Class and Comp Career Ladder report" strike from the minutes, as was already presented last month to the County Commission.
- Citizens Station 2 asked if the board would be willing to donate \$250.00 (half of the cost) towards the purchase of a PPE Gear Rack for the JCESA career employees at station 2. This would provide a safe place to store their gear on days off. Motion by Faas, 2nd by Simpson to approve and invoice for the requested amount. Motion carries unanimously on voice vote.
- Elizabeth Granzow, Grant Recruiter – Coordinator shared details (*see attached Exhibit A*) related to the recently created committee "Emergency Services Stress Management Team" (ESSMT) and introduced the members who were present. She explained the importance of this team and its members being available to all staff and their family members as well. Covering the volunteers and the career people both is critical especially for retention to do the right thing for the people and their families, and also mentioned the importance of integrating the dispatchers.
- Elizabeth Granzow, Grant Recruiter - Coordinator provided the following Recruitment update: Calendar year evaluation shows that we brought in 50 recruits in 2018, and in FY2018 brought in an additional 75. Therefore, with the goal of the recruitment program we have spent about half the money, with 2-more years to go to recruit and purchase gear and to continue to bring onboard new members. FEMA's goal was to bring in 100 people. Our hope is to double that goal and hire more staff by the time that the grant money is spent. We're on track and ahead of schedule. The board praised Granzow for doing a great job!

## BOARD MEMBER REQUESTS

- Lessons Learned regarding recent personnel actions related to policies and procedures:
  - Worden stated that in light of the committee being formed to review policies and procedures - she would like to defer any actions to that committee to discuss anything related to policies, procedures, and lessons learned regarding recent personnel actions.
  - Motion by Simpson, 2<sup>nd</sup> by Simpson to defer this action to the *JCESA Policy and Procedure Committee*. Motion carries unanimously on voice vote.

## UNFINISHED BUSINESS

- Waiver Agreement for the Ride-Along Program was presented by Cochran. Stating the insurance company reviewed the form and made the necessary changes. (*see attached updated form*) Cochran pointed out that the form is only for ride-alongs and not volunteers.

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- Motion by Faas, 2nd by Tabb to approve the form and the changes made. Motion carries unanimously on voice vote.

## NEW BUSINESS

None

## PUBLIC COMMENT

- Josh Compton, County Commissioner – Mentioned that in roughly 4-weeks the County Commissioners will be working on budget plans and will be substantially raising the Ambulance Fee. He advised the board members to be extra cautious when using tax payers' dollars when it comes to preparing the budget and to make sure that the money is being properly used.
- Debbie Royalty – Read a prepared statement. (*see attached Exhibit B*)
- Ed Hannon – Commented as a member of the ESSM team – He's here to offer support and continue working with all providers career and volunteer, JCESA and the county with continued dedication and transparency.
- Marshall DeMerritt, EMS Chief, Shepherdstown VFD Co. 3 – Referred to a recent article posted in The Spirit of Jefferson - New Year's issue, which highlighted the positive relationship between JCESA, Shepherdstown VFD, and all Jefferson County VFD's as a whole. And should take great pride in that relationship and comradery, which was done in such a public way. Highly recommended – a good read!

## BOARD MEMBER COMMENTS

None

## ADJOURNMENT

Motion to adjourn by Worden, 2<sup>nd</sup> by Simpson - Motion carries unanimously on voice vote.  
Meeting adjourned at 7:33 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

2/19/19  
Date

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Exhibit: A

# Emergency Services Stress Management Team



The Jefferson County Emergency Services Stress Management Team (ESSMT) is on stand-by to assist you and your family if you need support. Please see the list below of persons who are peers, who have been specially trained to assist you in moments of crisis or concern for you, your family, or your co-workers. In addition, we have chaplains on our team who are available to help. If you would like to access professional counseling services, we have those resources available as well.

## **Peer Counselors on the ESSMT:**

Jeff Plautz (304) 261-6036 (After 10pm, call twice in a row for ring through)

Ed Hannon (540) 931-1451

Elizabeth Granzow (301) 514-7870

## **Chaplains on the ESSMT:**

Joel Rainey (304) 582-0070

John Bethard (304) 240-4527

## **Professional Counseling:**

Renovo Center in Kearneysville (681) 252-1632. Fees Apply.

Career Personnel can also utilize the EAP (Employee Assistance Program) Services by calling (888) 327-1060.

Exhibit: B

Good evening,

My name is Debbie Royalty. Thank you for the opportunity to speak to this Board tonight.

First, I would like to recognize that you are now posting your Agenda's and Minutes on your website. I thank you for this effort at transparency and hope this board continues on this positive trajectory.

I must point out, however, what I believe to be an oversight in posting the minutes. The minutes of November 20, 2018 include a statement of "See attachment – Exhibit: A". I was unable to locate Attachment A with the minutes. I would appreciate it if that were corrected quickly.

Now, at the risk of presenting what some former board members may refer to as "Foolishness" I am asking that this board, once again, investigate the release of private JCESA personnel information to a Volunteer Chief. Whomever you assign to investigate this matter will need to contact me as I have some information that may assist in the investigation.

I would also ask this board to implement a Citizens Advisory Board to assist in the breach of private personnel information investigation as well as to assist this board in your inquiry and discussions regarding the lessons learned about recent personnel actions.

I expect that the discussion of action and results will be presented openly at future JCESA Board meetings.

Again, thank you for this opportunity to present information to you tonight and thank you for the service you give to Jefferson County citizens by serving on this board.

My contact information: Debbie Royalty; dar.royalty@gmail.com

## 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.
  - a. Potential actions or exposures include but are not limited to slipping or falling, vehicle crashes, contact with bodily fluids which may or may not be contaminated with infectious diseases, angry or hysterical injured parties, aggressive persons, clean or contaminated medical equipment, electrical current devices, and wild or domestic animals.
  - b. Injuries that may arise out of potential exposures include but are not limited to sprains or strains, broken bones, head or back injuries, paralysis, infection, 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, judgments, settlements, expenses, costs, attorney fees, and all other claims and damages arising out of my participation in the Ride-Along Program, I am assuming all risks incurred in my participation in the Ride-Along (Observer) Program and waive all civil or administrative claims of any type 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 Waiver and 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