

Jefferson County Emergency Services Agency



Board Meeting

March 19, 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 March 19, 2019

The March meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, March 19, 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 – February 19, 2019

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser

CHAIRMAN'S REPORT – None

JCFRA REPORT - None

DIRECTORS'S REPORT

- Donation of MCI trailer to Shepherdstown Station 3 - (Discussion/Action)
- Agency to increase full-time headcount by 3 for FY20 - (Discussion/Action)
- Grant update – Elizabeth Granzow

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

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 February 19, 2019

The February meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, February 19, 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	Yes
Jane Tabb	Yes	Craig Simpson	Yes
Tricia Worden	Yes	Bob Faas	Yes
Dr. Marney Treese	Yes	Mike Mood	No
Nathan Cochran	Yes		

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Simon

APPROVAL OF MINUTES

Motion by Faas, 2nd by Simon to approve the January 15, 2019 - 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 reported on the following:

- Provided each member with a copy of the Director's 2018 Annual Report.
- Mentioned the Agency Audit is in progress – all looks good and should be completed by the end of February.
- Elizabeth Granzow, Grant Recruiter - Coordinator provided the following Recruitment update: Calendar year evaluation shows that we brought in 140 recruits to date. FEMA's goal was to bring in 100 people. Continued advertising with flyers and radio, which is paid for via the grant.
- Keyser and Granzow mentioned that the board may want to look into renewing the grant, if allowed to apply again.

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BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT

- Chief Morgan with Shepherdstown Co. 3 mentioned that there should be no interaction between the board members and those speaking during public comment. If so, they must request ahead of time to be added to the agenda.
- Renny Smith, with the League of Women Voters of Jefferson County WV, introduced herself and mentioned that members of the league are attending various county meetings as part of their on-going training to be more aware of happenings within county agencies.

BOARD MEMBER COMMENTS - None

ADJOURNMENT

Motion to adjourn by Worden, 2nd by Faas - Motion carries unanimously on voice vote.
Meeting adjourned at 7:23 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2018 Budget Meeting

3/19/19

JCESA 2018/2019 Budget Overview - February

- 2019 Budget Approved = \$ 2,827K 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.
- Bank Account Balances at 2/28/19:
 - General = \$324,891
 - Payroll = \$28,025
 - Ambulance Fee Funds = \$652,084
 - Mortgage = \$137,608

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

JCESA February FY18/19 YTD - Financial Summary (36 Weeks out of 52 weeks)

	A	B	Pro rated		YTD Variance	FY18 Budget as approved
	Amb Fee	JCESA	Forecast	Forecast		
	Feb YTD	Feb YTD	Feb YTD	Feb YTD	Budget vs Actuals	
Full Time Salaries	\$ 159,964	\$ 784,389	\$ 1,066,440	\$ 122,087		\$ 1,540,413
Fringe Benefits	\$ 79,314	\$ 294,520	\$ 377,284	\$ 3,450		\$ 544,966
Part Time Salaries	\$ 177,619	\$ 6,628	\$ 89,972	\$ (94,275)		\$ 129,960
Overtime	\$ 76,029	\$ -	\$ 58,529	\$ (17,500)		\$ 84,542
Workers Comp.	\$ 21,209	\$ 41,169	\$ 124,084	\$ 61,706		\$ 179,232
Liability Insurance	\$ 11,601	\$ 17,425	\$ 36,263	\$ 7,237		\$ 52,380
All Other Expenses	\$ 1,294	\$ 187,104	\$ 204,432	\$ 16,034		\$ 295,290
Total	\$ 527,030	\$ 1,331,235	\$ 1,957,004	\$ 98,739		\$ 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.

Ambulance Fee Monthly Budget
July 2018 - June 2019

60912

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	Actual	Actual	Budget	Budget	Budget	Budget	Budget
Full Time	(46,107)	29,677	21,355	27,330	30,181	31,403	43,297	22,828	29,936	29,936	29,936	29,936	279,709
Part Time - Ops	17,686	29,475	24,807	17,716	15,658	24,403	32,808	15,066	15,000	15,000	15,000	15,000	237,619
Overtime - OPS	12,833	7,570	6,385	6,330	9,960	11,163	17,601	4,187	6,503	6,503	6,503	6,503	102,042
Medical Director													
Worker Comp	2,651	2,651	2,651	2,652	2,651	2,651	2,651	2,651	2,700	2,700	2,700	2,700	32,009
FICA/Med	3,836	5,080	4,008	3,915	4,252	5,106	7,153	3,207	3,335	3,335	3,335	3,335	49,899
Subtotal	(9,101)	74,453	59,206	57,943	62,702	74,726	103,510	47,939	57,475	57,475	57,475	57,475	701,277
Hosp	1,773	2,795	1,478	1,472	1,454	1,999	1,999	2,017	2,500	2,500	2,500	2,500	24,987
Life	158	195	174	227	298	256	281	212	217	217	217	217	2,670
Dental	183	219	377	149	144	188	188	188	218	218	218	218	2,508
Retirement	(4,098)	3,868	3,235	3,532	4,210	4,467	6,311	2,808	3,875	3,875	3,875	3,875	39,832
Subtotal	(1,984)	7,077	5,264	5,380	6,106	6,910	8,779	5,225	6,810	6,810	6,810	6,810	69,997
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
Ems Supplies													
SCBA/Misc 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	(9,635)	82,980	65,920	64,774	70,258	84,380	113,739	54,614	65,735	65,735	65,735	65,735	789,969
Cumulative Expenses	73,345	139,265	204,039	274,297	358,677	472,416	527,030	592,765	658,500	724,234	789,969		

Fiscal Year	FY2019
Pay Period	(All)
Department	(All)
Pay Month	2/1/2019

Fiscal Year: Worked Reg | Pay Period: Worked OT | Department: Holiday | Pay Month: Holiday | Personal Leave: Medical Leave | Comp. Time: Comp. Time

Hours by Type

Values	
Worked Reg	5095
Worked OT	22
Holiday	112
Holiday OT	104
Personal Leave	87
Medical Leave	82
Comp. Time	0

Worked OT/Total	0.4%
Worked OT/Worked Total	0.4%

