

Jefferson County Emergency Services Agency



Board Meeting

June 18, 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 June 18, 2019

The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, June 18, 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 – May 21, 2019

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser

CHAIRMAN'S REPORT

- Appoint a Vice Chair (Discussion/Action)

JCFRA REPORT - None

DIRECTORS'S REPORT

- Director's Financial Monthly Report
- County Maintenance Dept. effective July 1, 2019 will start invoicing JCESA for any building maintenance, repairs, and/or replacement of equipment. i.e. air conditioning.
- QRT – Health Dept. will start receiving referrals this week – activation soon for our employees.
- Success of last month's Cathy Powers - Running Fir Wreaths Ceremony Event

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS

- ESSM Team – Policy and Placement FINAL DRAFT – Elizabeth Granzow/Nathan Cochran (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.

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 May 21, 2019

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, May 21, 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 | Yes |
| Nathan Cochran | Yes | | |

CALL TO ORDER

The meeting was called to order at 7:06 p.m. by Simon

APPROVAL OF MINUTES

Motion by Faas, 2nd by Tabb to approve the April 16, 2019 - Regular Meeting Minutes as submitted. Motion carries unanimously on voice vote.

TREASURER'S REPORT

Craig Simpson assisted by Director Allen Keyser. Keyser presented an overview of all the agency expenses, accounts, and payroll for the months of April 2019. This included the Directors financial report for the month of April 2019. Motioned by Faas, 2nd by Tabb to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT - None

JCFRA REPORT - None

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Keyser and Lancaster reminded everyone about the upcoming Wreaths Across America Ceremony "Running Fir Wreaths" Special Guest USAF Gold Star Mom Cathy Powers event taking place here at the agency on May 24th 10am to 12pm.
- Reappointment of Faas and Simpson as Board Members - Keyser mentioned that June 30th will be the end of their term. Chief Mood, Chairman of the Fire Association, and members of this group have graciously asked for both Faas and Simpson to be reappointed and will be providing a letter of recommendation to the County Commission.
- Resignation Letter from Elizabeth Granzow, VF Recruitment Coordinator (See exhibit A) June 30, 2019 will be her last day here at the agency, but she has asked to remain involved

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as the lead on the JC ESSM Team, at least until the end of 2019. She also asked to be retained as a contractor after her resignation onboard for JCESA to assist as needed.

- Motioned by Simpson to accept Elizabeth Granzow's offer as contractor, and to have her remain involved as the lead to the JC ESSM Team, 2nd by Faas to approve – Motion carries unanimously on voice vote.
- Keyser asked permission to start the advertising process and writing of the VF Recruitment and Retention Coordinator job description to fill the position for the remainder of the 16 months of the FEMA grant obligation. Motioned by Simpson to move forward with the process, 2nd by Faas to approve - Motion carries unanimously on voice vote.
- Keyser mentioned how the agency continues to improve both inside and out. County maintenance keeps up with mowing, mulching, and general housekeeping, but Debbie has completely redone the agency sign out front as well as light landscaping. Capt. Burner has cleaned every window throughout the entire building inside and out. We continue to work together to take care of the facility. He thanked them both for all they've done, and what they continue to do for the agency. Tabb mentioned to reach out to her next year, as she would like to donate a truckload of mulch.

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS

- ESSM Team – Policy and Placement DRAFT. At the April meeting Cochran recommended the policy be reviewed by the County's insurance company. The insurance companies' suggestions were just received. Cochran will present a revised draft at next month's June meeting for final review and approval.

NEW BUSINESS - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Motion by Cochran, 2nd by Worden to enter executive session to receive legal advice. Motion by Mood, 2nd by Tabb to come out of executive session.

BOARD MEMBER COMMENTS

- Simpson and Simon asked to add to next month's agenda - board to vote and appoint a Vice Chair. This will avoid issues in the future when Board Chair is absent.

ADJOURNMENT

Motion to adjourn by Faas, 2nd by Troxel - Motion carries unanimously on voice vote.
Meeting adjourned at 7:51 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Exhibit "A"

May 21, 2019

Dear JCESA Board Members,

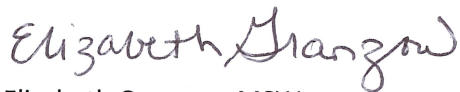
It has been my pleasure and honor to serve in the position of Recruitment Coordinator for JCESA under the FEMA SAFER Grant. As of June 30, 2019, I will no longer be available to serve in the full-time position which I have enjoyed. I have the opportunity to work on three grants, that I helped to write, which were recently funded. Two are here in the Panhandle, focused on the opioid epidemic, and one is in Florida, focused on the mental health needs of children in the aftermath of Hurricane Michael.

I would very much like to stay involved in the Recruitment and Retention effort, by returning to the small contract position I held before taking on the full-time role. This would provide continuity with reporting to FEMA, as well as create availability for me to consult in the event of any questions arising. This small contract position is already a part of the grant and would not require any additional JCESA funding.

In addition, I respectfully request the opportunity to stay involved as lead on the Jefferson County ESSM Team, at least until the end of 2019, to continue to develop that team and provide training to the County. I am willing to provide these services at no cost to Jefferson County, but out of my desire to serve the JCESA.

I can't thank this Board enough for all of the support and service that you give to the Citizens of Jefferson County, and the members of the Fire Service. I remain eager to support the efforts of the JCESA, while branching out to support the community in additional ways.

Respectfully,



Elizabeth Granzow, MSW

JCESA 2018 Budget Meeting

6/19/19

JCESA 2018/2019 Budget Overview - May

- 2019 Budget = \$ 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.
- 2020 Budget Approved = \$ 3,147K or a 11% increase over last years budget.
- This is allocated as follows: Amb. Fee department is \$916K and the JCESA department is \$2,231K (2 new staff).
- Bank Account Balances at 5/30/19:
 - General = \$365,963
 - Payroll = \$51,835
 - Ambulance Fee Funds = \$698,049
 - Mortgage = \$117,482

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

JCESA May FY18/19 YTD - Financial Summary (48 Weeks out of 52 weeks)

| | A | | B | | Pro rated Forecast | YTD Variance Budget vs Actuals | FY18/19 Budget |
|---------------------|-------------------|---------------------|---------------------|---------------------|-----------------------|--------------------------------------|---------------------|
| | Amb Fee | JCESA | A+B Actuals | JCESA | | | |
| | May YTD | May YTD | May YTD | May YTD | May YTD | | |
| Full Time Salaries | \$ 223,749 | \$ 1,061,630 | \$ 1,285,379 | \$ 1,421,920 | \$ 1,421,920 | \$ 136,541 | \$ 1,540,413 |
| Fringe Benefits | \$ 102,083 | \$ 392,844 | \$ 494,927 | \$ 503,046 | \$ 503,046 | \$ 8,119 | \$ 544,966 |
| Part Time Salaries | \$ 227,005 | \$ 6,628 | \$ 233,633 | \$ 119,963 | \$ 119,963 | \$ (113,670) | \$ 129,960 |
| Overtime | \$ 82,549 | \$ - | \$ 82,549 | \$ 78,039 | \$ 78,039 | \$ (4,510) | \$ 84,542 |
| Workers Comp. | \$ 29,162 | \$ 56,607 | \$ 85,769 | \$ 165,445 | \$ 165,445 | \$ 79,676 | \$ 179,232 |
| Liability Insurance | \$ 15,951 | \$ 23,959 | \$ 39,910 | \$ 48,351 | \$ 48,351 | \$ 8,441 | \$ 52,380 |
| All Other Expenses | \$ 1,459 | \$ 232,390 | \$ 233,849 | \$ 272,575 | \$ 272,575 | \$ 38,726 | \$ 295,290 |
| Total | \$ 681,958 | \$ 1,774,058 | \$ 2,456,016 | \$ 2,609,338 | \$ 2,609,338 | \$ 153,322 | \$ 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 | 2 | 3 | 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 26 |
| Full Time | (46,107) | 29,677 | 21,355 | 27,330 | 30,181 | 31,403 | 43,297 | 22,828 | 22,501 | 22,311 | 18,973 | 50,107 | 273,856 |
| Part Time - Ops | 17,886 | 29,475 | 24,807 | 17,716 | 15,658 | 24,403 | 32,808 | 15,066 | 16,661 | 15,219 | 17,506 | 17,000 | 244,005 |
| Overtime - OPS | 12,833 | 7,570 | 6,385 | 6,330 | 9,960 | 11,163 | 17,601 | 4,187 | 2,413 | 1,479 | 2,628 | 6,503 | 89,052 |
| Medical Director | | | | | | | | | | | | | |
| Worker Comp | 2,651 | 2,651 | 2,651 | 2,652 | 2,651 | 2,651 | 2,651 | 2,651 | 2,651 | 2,651 | 2,651 | 2,700 | 31,862 |
| FICA/Med | 3,836 | 5,080 | 4,008 | 3,915 | 4,252 | 5,106 | 7,153 | 3,207 | 3,169 | 2,973 | 2,978 | 3,335 | 49,012 |
| Subtotal | (9,101) | 74,453 | 59,206 | 57,943 | 62,702 | 74,726 | 103,510 | 47,939 | 47,395 | 44,633 | 44,736 | 79,646 | 687,788 |
| Hosp | 1,773 | 2,795 | 1,478 | 1,472 | 1,454 | 1,999 | 1,999 | 2,017 | 2,035 | 2,035 | 1,999 | 2,500 | 23,556 |
| Life | 158 | 195 | 174 | 227 | 298 | 256 | 281 | 212 | 212 | 187 | 187 | 217 | 2,604 |
| Dental | 183 | 219 | 377 | 149 | 144 | 188 | 188 | 188 | 188 | 188 | 188 | 218 | 2,418 |
| Retirement | (4,098) | 3,868 | 3,235 | 3,532 | 4,210 | 4,467 | 6,311 | 2,808 | 2,437 | 1,735 | 2,258 | 3,875 | 34,638 |
| Subtotal | (1,984) | 7,077 | 5,264 | 5,380 | 6,106 | 6,910 | 8,779 | 5,225 | 4,872 | 4,145 | 4,632 | 6,810 | 63,216 |
| 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 | | | | | | 1,294 | | | | | | | |
| Trav/Train | | | | | | | | | | | | | |
| Subtotal | 1,450 | 1,450 | 1,450 | 1,451 | 1,450 | 2,744 | 1,450 | 1,450 | 1,615 | 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 | | | | | | | | | | | | | |
| Backgroun Ck | | | | | | | | | | | | | |
| Other (Cars/Gear) | | | | | | | | | | | | 20,500 | 20,500 |
| Third Party Billing | | | | | | | | | | | | | |
| Subtotal | - | - | - | - | - | - | - | - | - | - | - | 20,500 | 20,500 |
| Equipment | | | | | | | | | | | | | |
| | (9,635) | 82,980 | 65,920 | 64,774 | 70,258 | 84,380 | 113,739 | 54,614 | 53,882 | 50,228 | 50,818 | 108,406 | 790,364 |
| Cumulative Expenses | 73,345 | 139,265 | 139,265 | 204,039 | 274,297 | 358,677 | 472,416 | 527,030 | 580,912 | 631,140 | 681,958 | 790,364 | 790,364 |

Fiscal Year FY2019
 Pay Period (All)
 Department (All)
 Pay Month 5/1/2019

Fiscal Year Pay Period Department Pay Month

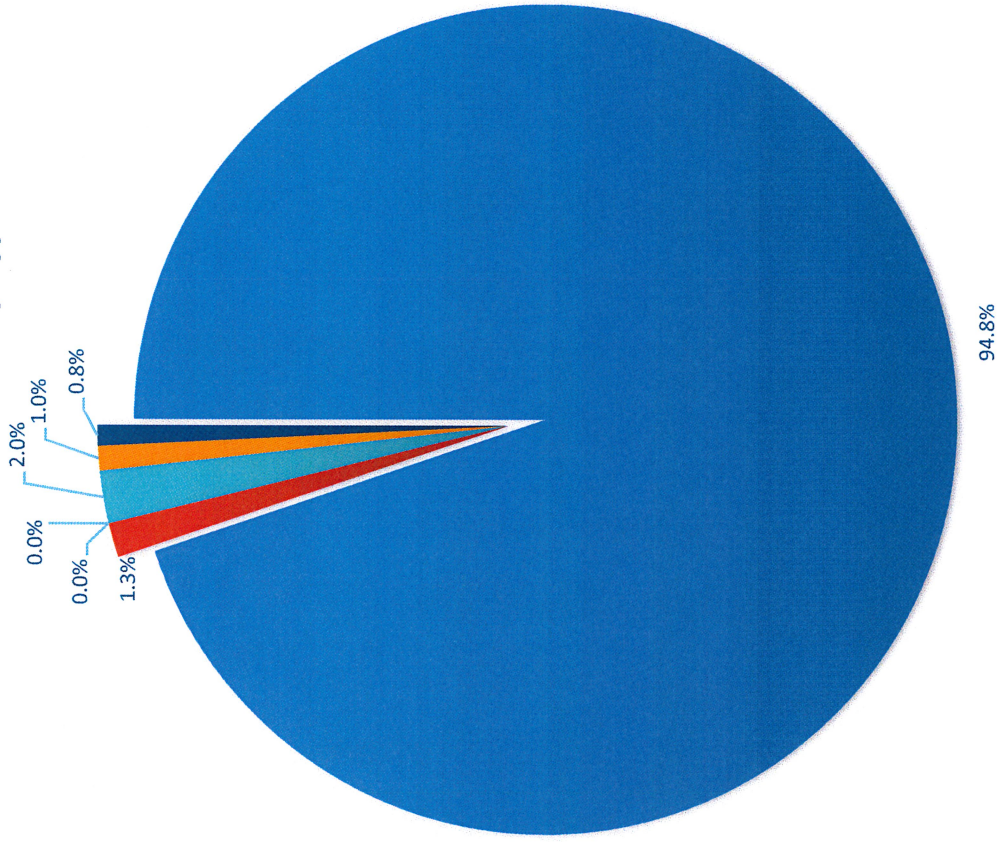
Worked Reg Worked OT Holiday Holiday OT Personal Leave Medical Leave Comp. Time

Hours by Type

| Values | |
|--------|----------------|
| 5340 | Worked Reg |
| 76 | Worked OT |
| 0 | Holiday |
| 0 | Holiday OT |
| 115 | Personal Leave |
| 54 | Medical Leave |
| 46 | Comp. Time |

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