



# 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 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, 2<sup>nd</sup> 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 24<sup>th</sup> 10am to 12pm.
- Reappointment of Faas and Simpson as Board Members - Keyser mentioned that June 30<sup>th</sup> 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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Employer, and community partner of Jefferson County, WV.*



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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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Worden to enter executive session to receive legal advice. Motion by Mood, 2<sup>nd</sup> by Tabb to come out of executive session.

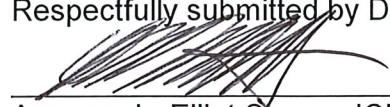
## BOARD MEMBER COMMENTS

- 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, 2<sup>nd</sup> 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