

Jefferson County Emergency Services Agency



Board Meeting

July 16, 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 July 16, 2019

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, July 16, 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 – June 18, 2019

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser

CHAIRMAN'S REPORT- None

JCFRA REPORT - None

DIRECTORS'S REPORT

- Director's Financial Monthly Report
- County Fair August 18-24 – regular board meeting is Aug 20 (will all be present? – suggest rescheduling to Tuesday Aug 13) (Discussion/Action)
- Increase full-time headcount to 34 (Discussion/Action)

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 June 18, 2019

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board was 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

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	Yes	Mike Mood	Yes
Nathan Cochran	Yes		

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Faas, 2nd by Simpson to approve the May 21, 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 May 2019. This included the Directors financial report for the month of May 2019. Motioned by Faas, 2nd by Simpson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

Chairman Simon opened nominations for the position of Vice Chair. Tricia Worden nominated by Tabb, 2nd by Simon. Vote to close nominations carries unanimously. Tricia Worden is elected Vice Chair.

JCFRA REPORT - None

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Director Keyser mentioned that County Maintenance effective July 1, 2019 will start invoicing JCESA for any building maintenance and/or repairs of equipment. Currently they do not charge JCESA for labor. Once the standard procedure is provided by County Maintenance a copy will be provided to the board.

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DIRECTOR'S REPORT (Continued)

- Director Keyser and Elizabeth Granzow shared the details and procedures of the Quick Response Team (QRT) with the Heath Dept. – they will start receiving referrals this week and activation for our employees with 24 to 72-hour referrals out to recovery coaches. This is cost neutral to the agency - grant funding will last another 1.5 years.
- Director Keyser again mentioned the success of last month's Running Fir Wreaths Ceremony Event with Gold Star mother Cathy Powers and again thanked Debbie for her work ethic for making it a total success and thanked Chief Mood again for the water donation.

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS

- ESSM Team – Policy and Placement DRAFT (Exhibit A). Cochran suggested that the board further discuss these changes, as well as other areas of concern in executive session. Motion by Faas, 2nd by Simpson to delay voting on executive session until after the board member comments - Motion carries unanimously on voice vote.

NEW BUSINESS - None

PUBLIC COMMENT

Renny Smith with the League of Women Voters of Jefferson County mentioned that an "Open Meeting Act" questionnaire form was recently mailed to JCESA and asked that it be completed and returned. She feels that JCESA has good ideas that could be shared with other organizations on how to get information out and mentioned the state is interested.

EXECUTIVE SESSION

Motion by Tabb, 2nd by Faas to enter executive session, 2 to receive legal advice at 7:28 p.m.
Motion by Simpson, 2nd by Faas to come out of executive session at 8:01 p.m. - Motion carries unanimously on voice vote.

UNFINISHED BUSINESS (Continued)

Motion by Simpson, 2nd by Faas to adopt the ESSM policy with changes recommended by Cochran. Motion carries unanimously on voice vote. Cochran to provide final copy with changes to staff for inclusion in Agency Administrative Policies.

BOARD MEMBER COMMENTS

- Worden mentioned the Policy Committee is scheduled to meet July 9, 2019 at 2:00 p.m. at JCESA - reviewing the policy and making any necessary updates.
- Simpson and the rest of the board members thanked Elizabeth Granzow for her years of service at JCESA presented her with a card/gift card and wished her well.

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ADJOURNMENT

Motion to adjourn by Tabb, 2nd by Faas - Motion carries unanimously on voice vote. Meeting adjourned at 8:02 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Exhibit "A"



Emergency Services Stress Management Team

Approval:

Date: 5/1/2019

DRAFT DRAFT DRAFT

Purpose

The Emergency Services Stress Management (ESSM) Team is an interagency support team serving the Jefferson County Emergency Services Agency (JCESA) employees, Jefferson County Volunteer Fire and EMS Companies and members, Jefferson County Sheriff's Department, Jefferson County Central Communications Facility, and local law enforcement as needed. The purpose of the team is to aid in the area of responder and dispatcher stress, both acute and chronic. The ESSM Team will be organized through the JCESA, keeping the needs of all public safety agencies at the forefront of team services.

ESSM Team Services

Reconnaissance

The ESSM team can respond to the scene of an incident, upon request, to be available to speak to personnel who are having difficulty and to "size up" the traumatic stress qualities of the incident. If ESSM Team members are on the scene, they shall report to the Incident Commander, and remain with the Rehab sector unless otherwise assigned by Command.

Diffusing

A Diffusing is a short meeting of persons involved in an incident, either individually or as a group, to discuss how each person is doing and whether they need supports. Simple and brief education on stress management considerations will be given at a diffusing. Members of the ESSM Team will conduct diffusing and may hold meetings at the station following incident clean-up, at the hospital in the case of injured personnel, or later at another facility. Diffusing does not occur on the scene of an incident.

Debriefing

A Debriefing is a longer meeting of persons involved in an incident, usually 24-72 hours after an incident has concluded, to process the thoughts and feelings that are occurring as a result of the incident. The goal of a debriefing is NOT to critique the incident, but to discuss the stressors and offer support among all public safety teams who responded. Also, reminders of Stress Management techniques are discussed, and accessing supports will be encouraged. Generally, the ESSM Team Coordinator or the ESSM Team Clinician will attend a debriefing.



Follow-Up

Team members will follow-up with personnel who request follow-up, as well as reach out to personnel who are presenting as overwhelmed or highly stressed during reconnaissance, defusing, or debriefing. All outreach will be handled in a confidential manner, so as not to be apparent that the outreach is occurring. This may include use of the phone, or meeting someone off work property in order to better serve their needs while respecting their right to privacy.

Suicide Intervention

Team members will be available to speak with personnel who reach out to them for individual support, whether related to an incident or not. At times, personnel may express thoughts of suicide or self-harm. Team members will contact supports necessary to assure the life and safety of the personnel involved. This may include calling 911, and/or calling the ESSM Team Clinician to talk with the person in need. All efforts will be made to save the life of a responder who has become overwhelmed with stress, depression, anxiety, or any other state that threatens the person's life.

Confidentiality Policy

All members of the ESSM Team will sign a confidentiality pledge, to uphold the confidentiality of all ESSM Team services. The exception to holding confidence is when the person is a clear and present danger to themselves or others, or when there is concern about abuse and neglect of a child under the age of 18, or a vulnerable adult or elder. As mandatory reporters, the ESSM Team members can not withhold information as required by law.

Team Member Make-Up

As a component of the JCESA, the Director of the JCESA will be responsible to assure that all policies and procedures of the team are upheld, in service to every public safety agency in Jefferson County West Virginia.

The ESSM Team will be Coordinated by an employee or contractor of the JCESA. The Team Clinician will be a local licensed mental health practitioner who is paid for services when supporting the team regarding an incident. The ESSM Team Coordinator will designate two Assistant Coordinators who will serve to dispatch the team if the coordinator is not available. Also, the Assistant Coordinators will help in the response and management of a large incident, involving numerous stations or locations. Team members will be interviewed and selected by the Coordinators and Assistant Coordinators. All training and operational support will be the responsibility of the Team Coordinator.

JCESA 2019 Budget Meeting

7/17/19

JCESA 2018/2019 Final Overview - June

- 2019 Budget = \$ 2,827K versus total expense of \$2,801K for the twelve month period (slight underrun).
- 2020 Budget Approved = \$ 3,147K
- This is allocated as follows: Amb. Fee department is \$916K and the JCESA department is \$2,231K (2 new staff).
- Bank Account Balances at 6/30/19:
 - General = \$191,907
 - Payroll = \$38,572
 - Ambulance Fee Funds = \$808,841
 - Mortgage = \$110,776

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

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

	A Amb Fee		B JCESA		Pro rated Forecast June YTD	YTD Variance Budget vs Actuals	FY18/19 Budget as approved
	June YTD	June YTD	June YTD	June YTD			
Full Time Salaries	\$ 253,654	\$ 1,217,451	\$ 1,471,105	\$ 1,540,413	\$ 69,308	\$ 1,540,413	
Fringe Benefits	\$ 114,117	\$ 436,884	\$ 551,001	\$ 544,966	\$ (6,035)	\$ 544,966	
Part Time Salaries	\$ 260,010	\$ 6,628	\$ 266,638	\$ 129,960	\$ (136,678)	\$ 129,960	
Overtime	\$ 92,708	\$ -	\$ 92,708	\$ 84,542	\$ (8,166)	\$ 84,542	
Workers Comp.	\$ 31,813	\$ 61,753	\$ 93,566	\$ 179,232	\$ 85,666	\$ 179,232	
Liability Insurance	\$ 17,401	\$ 25,368	\$ 42,769	\$ 52,380	\$ 9,611	\$ 52,380	
All Other Expenses	\$ 1,459	\$ 281,655	\$ 283,114	\$ 295,290	\$ 12,176	\$ 295,290	
Total	\$ 771,162	\$ 2,029,739	\$ 2,800,901	\$ 2,826,783	\$ 25,882	\$ 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.

JCESA Monthly Budget
July 2018 - June 2019

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	Actual	Actual	Actual	Actual	Budget
Full Time	83,984	131,590	84,989	86,394	83,896	88,109	136,649	88,778	88,352	93,310	95,579	155,821	1,217,451
Part Time - Ops	3,909	2,719	-	-	-	-	-	-	-	-	-	-	6,628
Overtime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	500	500	500	500	500	650	650	650	650	650	650	650	7,050
Worker Comp	5,146	5,146	5,146	5,146	5,146	5,146	5,147	5,146	5,146	5,146	5,146	5,146	61,753
FICA/Med	5,586	10,312	6,393	6,508	6,331	6,639	11,109	6,676	6,687	7,078	7,260	10,965	91,544
Subtotal	99,125	150,267	97,028	98,548	95,873	100,544	153,555	101,250	100,835	106,184	108,635	172,582	1,384,426
Hosp	28,757	17,474	14,297	14,593	17,454	13,304	17,140	14,628	15,619	13,502	12,901	15,946	195,615
Life	750	798	798	758	815	789	828	864	864	785	824	933	9,806
Dental	988	900	2,001	1,085	1,175	795	1,000	963	963	1,804	926	890	13,490
Retirement	8,549	13,679	8,922	8,933	9,007	9,252	14,348	9,322	9,277	9,798	10,036	15,306	126,429
Subtotal	39,044	32,851	26,018	25,369	28,451	24,140	33,316	25,777	26,723	25,889	24,687	33,075	345,340
Fuel	1,250	1,276	1,879	1,512	749	919	626	888	1,111	1,926	543	2,544	15,223
Maintenance	-	48	592	181	24	15	1,479	712	-	33	4,046	6,230	13,345
License Ops	47	60	-	40	124	-	1,962	-	-	237	34	47	2,566
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto Insurance	705	705	705	705	705	705	706	705	705	705	705	705	8,461
Liability	2,178	2,178	2,178	2,178	2,178	2,178	2,179	2,178	2,178	2,178	2,178	1,409	25,968
Ems Supplies	3,046	1,238	(2,659)	1,577	1,407	(2,125)	1,721	2,374	70	(793)	784	5,431	12,827
Misc and Cloth/SCBA	10,549	2,027	15,994	22,551	1,407	2,280	5,030	355	613	2,387	2,387	13,970	77,163
Tech Svc	898	771	960	960	1,155	3,592	537	1,131	490	585	1,630	1,217	12,966
Trav/Train	467	344	467	671	1,306	4,918	3,209	4,164	262	262	499	2,812	18,652
Subtotal	17,775	9,822	23,701	26,139	9,225	12,482	17,449	12,507	4,554	5,746	12,806	34,365	186,571
Prof Svc	1,450	1,830	1,050	3,740	1,350	2,250	1,200	2,340	1,200	1,860	2,084	5,249	25,603
Medical Exp	-	-	-	15,398	-	-	-	-	-	-	377	-	19,426
Postage	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp	1,082	857	660	953	536	264	761	230	2	387	751	278	6,761
Equip Rent	298	298	298	298	298	673	296	298	519	770	298	462	4,508
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	519	1,327	1,397	2,497	1,270	1,149	4,580	1,998	1,183	1,261	3,499	1,509	22,189
Rep & Maint	65	-	-	1,050	360	77	43	169	-	-	487	12	2,186
Advertising	163	77	77	78	46	77	29	74	-	-	108	-	687
Dues & Sub	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	558	4,882	-	-	5,440
Background Ck	362	229	514	1,029	125	594	-	-	-	284	-	1,700	4,837
Other/Unemployment	9	108	70	1,302	-	26	3,881	-	85	3,377	-	94	8,952
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	3,948	4,649	4,066	10,649	3,985	20,431	10,790	5,109	3,547	12,856	7,604	12,955	100,589
Equipment Dep.	919	919	919	919	919	919	919	919	919	919	919	2,704	12,813
Subtotal	160,811	198,508	151,732	161,624	138,453	158,516	216,029	145,562	136,578	151,594	154,651	255,681	2,029,739
Cumulative Expenses	359,319	511,051	672,675	811,128	969,644	1,185,673	1,331,235	1,467,813	1,619,407	1,774,058	2,029,739		

Ambulance Fee Monthly Budget
July 2018 - June 2019

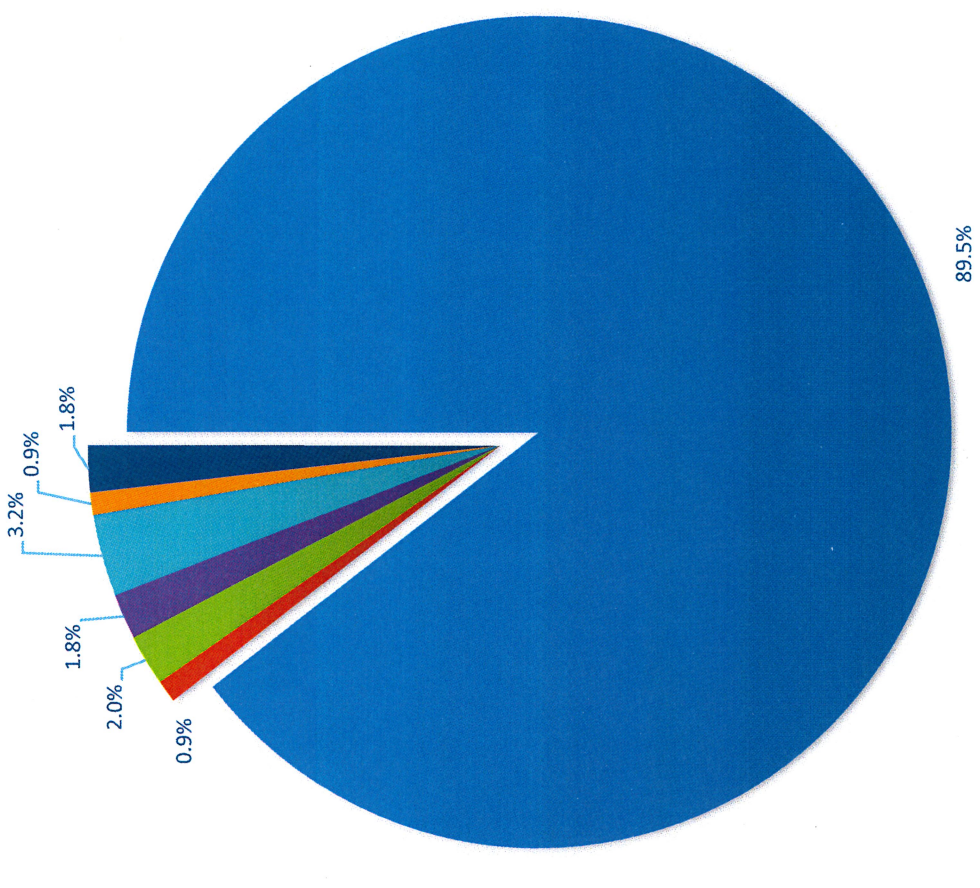
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Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	2	2	2	2	2	3	2	2	2	2	2	26
Actual													
Budget													
Full Time	(46,107)	29,677	21,355	27,330	30,181	31,403	43,297	22,828	22,501	22,311	18,973	29,905	253,654
Part Time - Ops	17,686	29,475	24,807	17,716	15,658	24,403	32,808	15,066	16,661	15,219	17,506	33,005	260,010
Overtime - OPS	12,833	7,570	6,385	6,330	9,960	11,163	17,601	4,187	2,413	1,479	2,628	10,159	92,708
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	2,651	31,813
FICA/Med	3,836	5,080	4,008	3,915	4,252	5,106	7,153	3,207	3,169	2,973	2,978	5,569	51,246
Subtotal	(9,101)	74,453	59,206	57,943	62,702	74,726	103,510	47,939	47,395	44,633	44,736	81,289	689,431
Hosp	1,773	2,795	1,478	1,472	1,454	1,999	1,999	2,017	2,035	2,035	1,999	1,999	23,055
Life	158	195	174	227	298	256	281	212	212	187	187	192	2,579
Dental	183	219	377	149	144	188	188	188	188	188	188	298	2,310
Retirement	(4,098)	3,868	3,235	3,532	4,210	4,467	6,311	2,808	2,437	1,735	2,258	4,164	34,927
Subtotal	(1,984)	7,077	5,264	5,380	6,106	6,910	8,779	5,225	4,872	4,145	4,444	6,653	62,871
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						1,294							
Tech Svc													
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													
Background Ck													
Other (Cars/Gear)													
Third Party Billing													
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment													
	(9,635)	82,980	65,920	64,774	70,258	84,380	113,739	54,614	53,882	50,228	50,630	89,392	771,162
Cumulative Expenses	73,345	139,265	139,265	204,039	274,297	358,677	472,416	527,030	580,912	631,140	681,770	771,162	

Fiscal Year FY2019
 Pay Period (All)
 Department (All)
 Pay Month 6/1/2019

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

Hours by Type



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

Values	
Worked Reg	5235
Worked OT	52
Holiday	116
Holiday OT	104
Personal Leave	186
Medical Leave	51
Comp. Time	106

Worked OT/Total 0.9%
 Worked OT/Worked Total 1.0%