



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

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.

It's About Saving Lives

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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 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

2/16/19
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.