

**Jefferson County  
Emergency Services Agency**



**Board Meeting  
August 13, 2019  
7:00pm**



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

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## AGENDA August 13, 2019

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, August 13, 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 – July 16, 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
- Introduce Caleb Taylor, Volunteer Fire Recruiter Coordinator

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 July 16, 2019

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

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	No
Dr. Marney Treese	No	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 Troxel, 2nd by Simpson to approve the June 18, 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 month of June 2019. This included the Directors financial report for the month of June 2019. Motioned by Troxel, 2<sup>nd</sup> by Simpson to approve - Motion carries unanimously on voice vote.

### CHAIRMAN'S REPORT - None

### JCFRA REPORT - None

### DIRECTOR'S REPORT

Director Keyser reported on the following:

- Director Keyser suggested rescheduling next month's meeting from August 20<sup>th</sup> to August 13<sup>th</sup>, due to the County Fair being the week of August 18-24. Motioned by Worden, 2<sup>nd</sup> by Simpson to approve and move the August meeting from the 20<sup>th</sup> to the 13<sup>th</sup> – Motion carries unanimously on voice vote.
- Director Keyser requested to increase the full-time staff headcount to 34. This is mainly due to being awarded two unexpected grants, which is a major cost savings for the agency and no need to ask for funding. It will be cost neutral for FY21 per our budget forecaster and the county financial director allowing us to add one additional

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full-time employee. Motioned by Simpson, 2<sup>nd</sup> by Tabb to approve and move forward with approving to add one additional full-time employee – Motion carries unanimously on voice vote.

**BOARD MEMBER REQUESTS** - None

**UNFINISHED BUSINESS** - None

**NEW BUSINESS** - None

### **PUBLIC COMMENT**

- Chief DeMeritt with Shepherdstown Co. 3 expressed his concerns regarding the JC Emergency Communication Center and the 15 to 20-minute call delay to county EMS staff and that someone needs to address this issue with Director Jeff Polczynski before one of our own are seriously hurt. Chief Morgan, also with Co. 3 stated it's a big problem causing major issues and echo's everything Chief DeMeritt stated.

**UNFINISHED BUSINESS** – None

### **BOARD MEMBER COMMENTS**

- Worden mentioned the Policy Committee meeting will be rescheduled for a later date in order to review the JCESA Administrative Policies & Operating Guidelines allowing any necessary updates to be made.
- Worden mentioned that the agency has hired Mr. Caleb Taylor for the position of Volunteer Firefighter Recruitment & Retention Coordinator and will start on Monday, July 29, 2019.
- Simon thanked Director Keyser for speaking at the EPBA meeting earlier in the week, which is an organization representing the business community and did a great job representing JCESA.

### **ADJOURNMENT**

Motion to adjourn by Worden, 2<sup>nd</sup> by Simpson - Motion carries unanimously on voice vote. Meeting adjourned at 7:21 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

\_\_\_\_\_  
Approved - Elliot Simon, JCESA Chair

\_\_\_\_\_  
Date

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# JCESA 2019 Budget Meeting

8/13/19

# JCESA 2019/2020 Overview - July

- 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).
- Note that lower labor expense in July due to year end accrual in June.
- Bank Account Balances at 7/30/19:
  - General = \$463,788
  - Payroll = \$67,355
  - Ambulance Fee Funds = \$735,578
  - Mortgage = \$104,067

# FY 19/20 July Expenses (JCESA & Amb Fee)

## JCESA June FY19/20 YTD - Financial Summary (4 Weeks out of 52 weeks)

	A Amb Fee		B JCESA		A+B Actuals		Pro rated Forecast		YTD Variance <u>Budget vs Actuals</u>	FY19/20 Budget  as approved		
	<u>July YTD</u>		<u>July YTD</u>		<u>July YTD</u>		<u>July YTD</u>					
Full Time Salaries	\$	10,136	\$	49,331	\$	59,467	\$	122,538	\$	63,071	\$	1,593,000
Fringe Benefits	\$	6,338	\$	24,862	\$	31,200	\$	49,753	\$	18,553	\$	646,792
Part Time Salaries	\$	14,428	\$	-	\$	14,428	\$	11,154	\$	(3,274)	\$	145,000
Overtime	\$	5,787	\$	-	\$	5,787	\$	6,923	\$	1,136	\$	90,000
Workers Comp.	\$	2,913	\$	6,484	\$	9,397	\$	16,154	\$	6,757	\$	210,000
Liability Insurance	\$	1,648	\$	2,413	\$	4,061	\$	4,385	\$	324	\$	57,000
All Other Expenses	\$	-	\$	8,350	\$	8,350	\$	31,194	\$	22,844	\$	405,528
<b>Total</b>	\$	<u>41,250</u>	\$	<u>91,440</u>	\$	<u>132,690</u>	\$	<u>242,102</u>	\$	<u>109,412</u>	\$	<u>3,147,320</u>

### 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 2019 - June 2020

Expenses	Jul 2	Aug		Sept		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		June		Total		
		Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	49,331	132,115	88,077	88,077	88,077	88,077	132,115	88,077	88,077	88,077	88,077	88,077	88,077	88,077	88,077	88,077	88,077	88,077	88,077	88,077	88,077	88,077	138,077	138,077	1,156,254	
Part Time - Ops	-	4,615	3,077	3,077	3,077	3,077	4,615	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	3,077	36,923	
OverTime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	650	969	646	646	646	646	969	646	646	646	646	646	646	646	646	646	646	646	646	646	646	646	646	646	646	8,404
Worker Comp	6,484	17,308	11,538	11,538	11,538	11,538	17,308	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	144,946	
FICA/Med	3,927	13,321	8,881	8,881	8,881	8,881	13,321	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	110,493
<b>Subtotal</b>	<b>60,392</b>	<b>168,329</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>168,329</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>162,219</b>	<b>162,219</b>	<b>1,457,020</b>		
Hosp	14,027	23,654	15,769	15,769	15,769	15,769	23,654	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	22,769	22,769	210,258	
Life	802	692	462	462	462	462	692	462	462	462	462	462	462	462	462	462	462	462	462	462	462	462	462	462	462	6,340
Dental	926	1,385	923	923	923	923	1,385	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	12,003
Retirement	5,180	15,231	10,154	10,154	10,154	10,154	15,231	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	127,026	
<b>Subtotal</b>	<b>20,935</b>	<b>40,962</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>40,962</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>34,308</b>	<b>34,308</b>	<b>355,627</b>		
Fuel	1,037	2,077	1,385	1,385	1,385	2,077	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	17,652
Maintenance	860	1,154	769	769	769	1,154	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	10,091
License Ops		346	231	231	231	346	231	231	231	231	231	231	231	231	231	231	231	231	231	231	231	231	231	231	231	2,769
Supplies		462	308	308	308	462	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	308	3,692
Auto Insurance	783	1,038	692	692	692	1,038	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	9,091
Liability	2,413	3,692	2,462	2,462	2,462	3,692	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	31,951
Ems Supplies	859	6,231	4,154	4,154	4,154	6,231	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	50,705
Misc and Cloth/SCBA	326	6,923	4,615	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	55,711
Tech Svc		4,096	2,731	2,731	2,731	4,096	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	32,769
Trav/Train		3,577	2,385	2,385	2,385	3,577	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	28,615
<b>Subtotal</b>	<b>6,278</b>	<b>29,596</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>29,596</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>243,047</b>	
Prof Svc	1,200	4,154	2,769	2,769	2,769	4,154	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	34,431
Medical Exp	35	3,231	2,154	2,154	2,154	3,231	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	25,881
Postage		115	77	77	77	115	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	923
Office Exp	31	1,154	769	769	769	1,154	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	769	9,262
Equip Rent	298	577	385	385	385	577	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	4,913
Telephone		115	77	77	77	115	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	923
Utilities	1,142	2,538	1,692	1,692	1,692	2,538	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	21,450
Rep & Maint		577	385	385	385	577	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	385	4,615
Advertising	75	115	77	77	77	115	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	998
Dues & Sub		115	77	77	77	115	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	77	923
Audit Costs		808	538	538	538	808	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	538	6,462
Backgroun Ck		1,385	923	923	923	1,385	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	11,077
Other/Unemployment		1,385	923	923	923	1,385	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	923	34,077
Third Party Billing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>2,781</b>	<b>16,269</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>16,269</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>155,935</b>	
Equipment Dep.	1,054	2,308	1,538	1,538	1,538	2,308	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	19,516
<b>Subtotal</b>	<b>91,440</b>	<b>257,463</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>257,463</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>2,231,145</b>	
Cumulative Expenses	348,903	520,545	692,187	863,829	1,035,471	1,292,935	1,464,577	1,636,219	1,807,861	1,979,503	2,231,145	2,402,787	2,574,429	2,746,071	2,917,713	3,089,355	3,260,997	3,432,639	3,604,281	3,775,923	3,947,565	4,119,207	4,290,849	4,462,491	4,634,133	

**Ambulance Fee Monthly Budget  
July 2019 - June 2020**

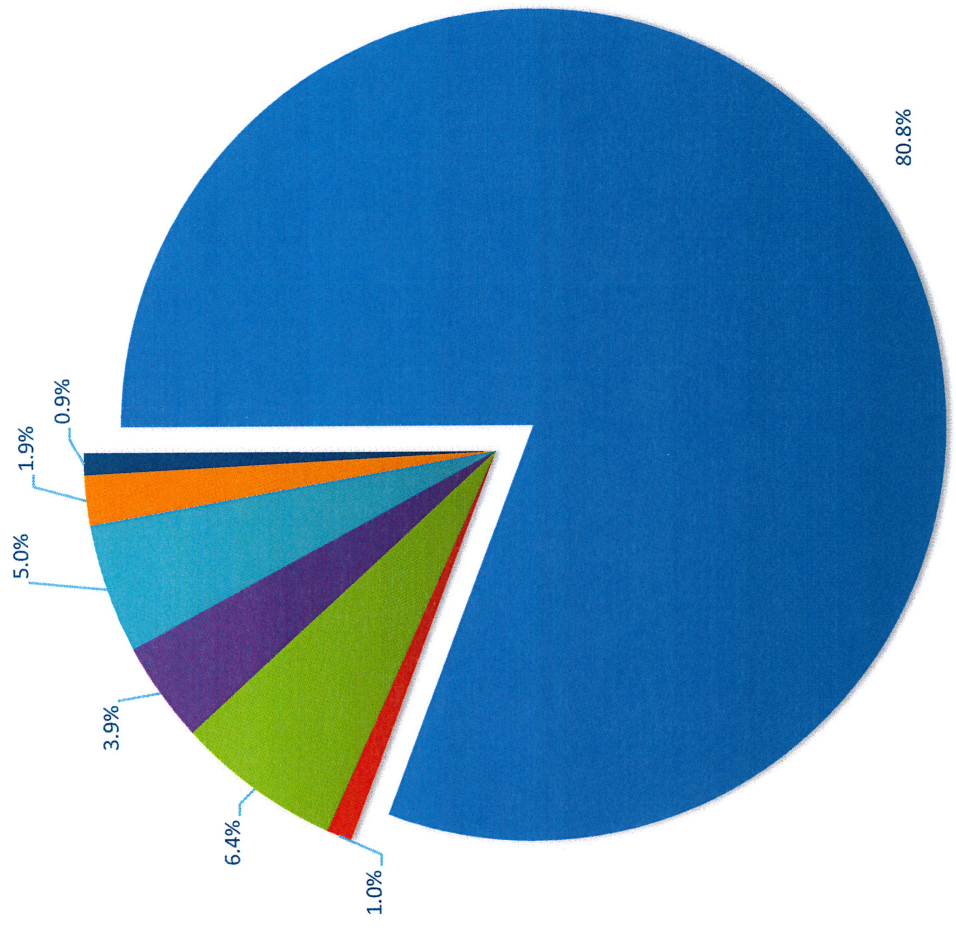
Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	3	2	2	2	2	3	2	2	2	2	2	26
	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	10,136	51,692	34,462	34,462	34,462	34,462	51,692	34,462	34,462	34,462	34,462	49,462	438,674
Part Time - Ops	14,428	13,500	9,000	9,000	9,000	9,000	13,500	9,000	9,000	9,000	9,000	9,000	122,428
Overtime - OPS	5,787	10,385	6,923	6,923	6,923	6,923	10,385	6,923	6,923	6,923	6,923	6,923	88,864
Medical Director													
Worker Comp	2,913	6,923	4,615	4,615	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	58,298
FICA/Med	2,315	5,077	3,385	3,385	3,385	3,385	5,077	3,385	3,385	3,385	3,385	3,385	42,930
<b>Subtotal</b>	<b>35,579</b>	<b>87,577</b>	<b>58,385</b>	<b>58,385</b>	<b>58,385</b>	<b>58,385</b>	<b>87,577</b>	<b>58,385</b>	<b>58,385</b>	<b>58,385</b>	<b>58,385</b>	<b>73,385</b>	<b>751,194</b>
Hosp	1,999	7,886	5,257	5,257	5,257	5,257	7,886	5,257	5,257	5,257	5,257	8,257	68,087
Life	192	577	385	385	385	385	577	385	385	385	385	385	4,807
Dental	188	346	231	231	231	231	346	231	231	231	231	231	2,957
Retirement	1,644	6,462	4,308	4,308	4,308	4,308	6,462	4,308	4,308	4,308	4,308	4,308	53,336
<b>Subtotal</b>	<b>4,023</b>	<b>15,271</b>	<b>10,180</b>	<b>10,180</b>	<b>10,180</b>	<b>10,180</b>	<b>15,271</b>	<b>10,180</b>	<b>10,180</b>	<b>10,180</b>	<b>10,180</b>	<b>13,180</b>	<b>129,188</b>
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance	1,648	2,885	1,923	1,923	1,923	1,923	2,885	1,923	1,923	1,923	1,923	1,923	24,725
Liability													
Ems Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
<b>Subtotal</b>	<b>1,648</b>	<b>2,885</b>	<b>1,923</b>	<b>1,551</b>	<b>1,923</b>	<b>1,923</b>	<b>2,885</b>	<b>1,923</b>	<b>1,923</b>	<b>1,923</b>	<b>1,923</b>	<b>1,923</b>	<b>24,725</b>
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Background Ck													
Other ( Cars/Gear)		1,385	923	923	923	923	1,385	923	923	923	923	923	11,077
Third Party Billing													
<b>Subtotal</b>	<b>-</b>	<b>1,385</b>	<b>923</b>	<b>923</b>	<b>923</b>	<b>923</b>	<b>1,385</b>	<b>923</b>	<b>923</b>	<b>923</b>	<b>923</b>	<b>923</b>	<b>11,077</b>
Equipment													
<b>Subtotal</b>	<b>41,250</b>	<b>107,117</b>	<b>71,411</b>	<b>71,039</b>	<b>71,411</b>	<b>71,411</b>	<b>107,117</b>	<b>71,411</b>	<b>71,411</b>	<b>71,411</b>	<b>71,411</b>	<b>71,411</b>	<b>915,812</b>
Cumulative Expenses		148,367	219,778	290,817	362,228	433,639	540,756	612,167	683,578	754,989	826,401	915,812	

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	7/1/2019

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



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

Values	Percentage
Worked Reg	5265
Worked OT	65
Holiday	420
Holiday OT	256
Personal Leave	329
Medical Leave	126
Comp. Time	56

Worked OT/Total	1.0%
Worked OT/Worked Total	1.2%