

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

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, 2nd 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 20th to August 13th, due to the County Fair being the week of August 18-24. Motioned by Worden, 2nd by Simpson to approve and move the August meeting from the 20th to the 13th – 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, 2nd 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, 2nd 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

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		B		Pro rated Forecast July YTD	YTD Variance <u>Budget vs Actuals</u>	FY19/20 Budget as approved
	Amb Fee July YTD	JCESA July YTD	A+B Actuals July YTD	JCESA July YTD			
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	
Total	\$ 41,250	\$ 91,440	\$ 132,690	\$ 242,102	\$ 109,412	\$ 3,147,320	

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	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	49,331	132,115	88,077	88,077	88,077	88,077	132,115	88,077	88,077	88,077	88,077	138,077	1,156,254
Budget	-	4,615	3,077	3,077	3,077	3,077	4,615	3,077	3,077	3,077	3,077	3,077	36,923
Part Time - Ops	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime - OPS	650	969	646	646	646	646	969	646	646	646	646	646	8,404
Medical Director	6,484	17,308	11,538	11,538	11,538	11,538	17,308	11,538	11,538	11,538	11,538	11,538	144,946
Worker Comp	3,927	13,321	8,881	8,881	8,881	8,881	13,321	8,881	8,881	8,881	8,881	8,881	110,493
FICA/Med	60,392	168,329	112,219	112,219	112,219	112,219	168,329	112,219	112,219	112,219	112,219	162,219	1,457,020
Subtotal	14,027	23,654	15,769	15,769	15,769	15,769	23,654	15,769	15,769	15,769	15,769	22,769	210,258
Hosp	802	692	462	462	462	462	692	462	462	462	462	462	6,340
Life	926	1,385	923	923	923	923	1,385	923	923	923	923	923	12,003
Dental	5,180	15,231	10,154	10,154	10,154	10,154	15,231	10,154	10,154	10,154	10,154	10,154	127,026
Retirement	20,935	40,962	27,308	27,308	27,308	27,308	40,962	27,308	27,308	27,308	27,308	34,308	355,627
Fuel	1,037	2,077	1,385	1,385	1,385	1,385	2,077	1,385	1,385	1,385	1,385	1,385	17,652
Maintenance	860	1,154	769	769	769	769	1,154	769	769	769	769	769	10,091
License Ops	346	346	231	231	231	231	346	231	231	231	231	231	2,769
Supplies	462	308	308	308	308	308	462	308	308	308	308	308	3,692
Auto Insurance	763	1,038	692	692	692	692	1,038	692	692	692	692	692	9,091
Liability	2,413	3,692	2,462	2,462	2,462	2,462	3,692	2,462	2,462	2,462	2,462	2,462	31,951
Ems Supplies	859	6,231	4,154	4,154	4,154	4,154	6,231	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	4,615	6,923	4,615	4,615	4,615	4,615	4,615	55,711
Tech Svc	4,096	4,096	2,731	2,731	2,731	2,731	4,096	2,731	2,731	2,731	2,731	2,731	32,769
Trav/Train	3,577	3,577	2,385	2,385	2,385	2,385	3,577	2,385	2,385	2,385	2,385	2,385	28,615
Subtotal	6,278	29,596	19,731	19,731	19,731	19,731	29,596	19,731	19,731	19,731	19,731	19,731	243,047
Prof Svc	1,200	4,154	2,769	2,769	2,769	2,769	4,154	2,769	2,769	2,769	2,769	2,769	34,431
Medical Exp	35	3,231	2,154	2,154	2,154	2,154	3,231	2,154	2,154	2,154	2,154	2,154	25,881
Postage	115	115	77	77	77	77	115	77	77	77	77	77	923
Office Exp	31	1,154	769	769	769	769	1,154	769	769	769	769	769	9,262
Equip Rent	298	577	385	385	385	385	577	385	385	385	385	385	4,913
Telephone	1,142	2,538	1,692	1,692	1,692	1,692	2,538	1,692	1,692	1,692	1,692	1,692	21,450
Utilities	75	577	385	385	385	385	577	385	385	385	385	385	4,615
Rep & Maint	115	115	77	77	77	77	115	77	77	77	77	77	998
Advertising	115	115	77	77	77	77	115	77	77	77	77	77	923
Dues & Sub	808	808	538	538	538	538	808	538	538	538	538	538	6,462
Audit Costs	1,385	923	923	923	923	923	1,385	923	923	923	923	923	11,077
Background Ck	1,385	923	923	923	923	923	1,385	923	923	923	923	923	34,077
Other/Unemployment	-	-	-	-	-	-	-	-	-	-	-	-	-
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	2,781	16,269	10,846	10,846	10,846	10,846	16,269	10,846	10,846	10,846	10,846	33,846	155,935
Equipment Dep.	1,054	2,308	1,538	1,538	1,538	1,538	2,308	1,538	1,538	1,538	1,538	1,538	19,516
Subtotal	91,440	257,463	171,642	171,642	171,642	171,642	257,463	171,642	171,642	171,642	171,642	251,642	2,231,145
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	2,231,145	

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
Subtotal	35,579	87,577	58,385	58,385	58,385	58,385	87,577	58,385	58,385	58,385	58,385	73,385	751,194
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
Subtotal	4,023	15,271	10,180	10,180	10,180	10,180	15,271	10,180	10,180	10,180	10,180	13,180	129,188
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	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
Em's Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,648	2,885	1,923	1,551	1,923	1,923	2,885	1,923	1,923	1,923	1,923	1,923	24,725
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													
Subtotal	-	1,385	923	923	923	923	1,385	923	923	923	923	923	11,077
Equipment													
	41,250	107,117	71,411	71,039	71,411	71,411	107,117	71,411	71,411	71,411	71,411	89,411	915,812
Cumulative Expenses		148,367	219,778	290,817	362,228	433,639	540,756	612,167	683,578	754,989	826,401	915,812	

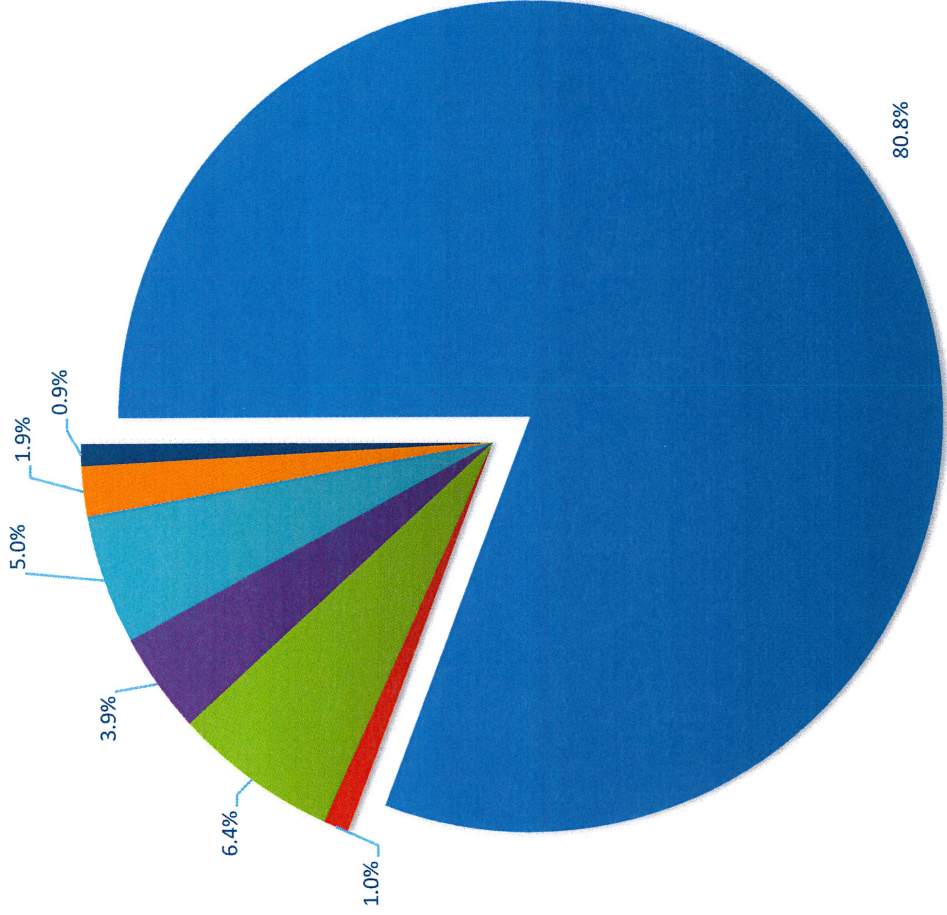
Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	7/1/2019

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

Hours by Type

Values	
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%



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