



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

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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Employer, and community partner of Jefferson County, WV.*



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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

8/13/19
Date

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