

**Jefferson County
Emergency Services Agency**



**Board Meeting
September 17, 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 September 17, 2019

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, September 17, 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 – August 13, 2019 Regular Meeting Minutes

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser.

CHAIRMAN'S REPORT

- Communication Concerns - Simon

JCFRA REPORT - None

DIRECTORS'S REPORT

- Director's Financial Monthly Report
- Presentation to JCESA – Paul Espinosa, Public Affairs Manager, Rockwool
- FREE State Auditors Training Seminar, Holiday Inn & Suites, Martinsburg, WV – Must register NLT Sept. 25th – Available for Municipal Officials & Assistants Oct. 2nd and for Board Members - Oct. 3rd.
- Breast Cancer T-Shirts – BCACV Breast Cancer Awareness – Cumberland Valley
- Update – Recruitment Retention Program – Caleb Taylor, Grant Coordinator

BOARD MEMBER REQUESTS - None

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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UNFINISHED BUSINESS - None

NEW BUSINESS

- 7th JCESA BOD Member – Request County Commission – Simon to present draft for approval. (Discussion/Action)

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.

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Meeting Minutes August 13, 2019

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, August 13, 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	No	Craig Simpson	Yes
Tricia Worden	No	Bob Faas	Yes
Dr. Marney Treese	Yes	Mike Mood	Yes
Nathan Cochran	No		

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Simon

APPROVAL OF MINUTES

Motion by Faas, 2nd by Simpson to approve the July 16, 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 July 2019. This included the Directors financial report for the month of July 2019. Motioned by Faas, 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 introduced Caleb Taylor the new Volunteer Fire Recruiter Coordinator. He also mentioned this is Taylor's third week and doing a great job moving forward. There is approximately \$370k dollars left of the grant budget and the goal is to spend it all on the volunteer system within the next 13 to 14 months left on the grant.

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

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NEW BUSINESS

- Simon will present a draft letter at next month's meeting for the board to review, discuss, and approve to be submitted to the County Commission to request a 7th Board Member. Motioned by Faas, 2nd by Troxel to move forward with this request – Motion carries unanimously on voice vote.

PUBLIC COMMENT

- Caleb Taylor, VF Recruiter Coord. reported that during his first three weeks onboard he's accepted 11 new members. He and Director Keyser will be meeting with the agency budget forecaster to discuss the remaining grant funds available. He also will be setting up a booth along with Chief Mood next week out at the county fair.
- Representative with Citizens Co. 2 mentioned the 91st Annual WV State Firemen's Association Convention that will take place on August 15-17, 2019 and is hosted by Citizen's Fire Company in Charles Town, WV. (see attached agenda provided)
- Chief DeMeritt with Shepherdstown Co. 3 again expressed his concerns regarding the JC Emergency Communication Center and the call delay to county EMS staff. He asked that the board be engaged and not lose site of the situation, and that they are fully appreciative that they have the support of the Medical Director, as well as all the volunteer fire companies.

UNFINISHED BUSINESS – None

BOARD MEMBER COMMENTS

- Simon recommended that the board further discuss at next month's meeting communication concerns.
- Simpson mentioned that the Jefferson County Tuberculosis Foundation made a grant donation to the agency in the amount of \$11,110.00 that will be used to purchase critically needed lifesaving equipment - two Intubrite Video Laryngoscopes and two airway mannequins.
- Simpson shared that Loudon County Co. 2 - lost their Assistant Fire Chief Colby this past week and noted that this is their 3rd first responder they've lost this month.

ADJOURNMENT

Motion to adjourn by Simpson, 2nd by Faas - Motion carries unanimously on voice vote.
Meeting adjourned at 7:19 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2019 Budget Meeting

9/13/19

JCESA 2019/2020 Overview - August

- 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 8/30/19:
 - General = \$387,850
 - Payroll = \$70,062
 - Ambulance Fee Funds = \$660,019
 - Mortgage = \$97,355

FY 19/20 August Expenses (JCESA & Amb Fee)

JCESA August FY19/20 YTD - Financial Summary
(10 out of 52 weeks)

	A		B		Pro rated Forecast	YTD Variance	FY19/20 Budget
	Amb Fee	JCESA	Aug_YTD	Aug_YTD			
Full Time Salaries	\$ 63,647	\$ 182,325	\$ 306,346	\$ 60,374			\$ 1,593,000
Fringe Benefits	\$ 20,865	\$ 61,057	\$ 124,383	\$ 42,461			\$ 646,792
Part Time Salaries	\$ 44,711	\$ -	\$ 27,885	\$ (16,826)			\$ 145,000
Overtime	\$ 11,247	\$ -	\$ 17,308	\$ 6,061			\$ 90,000
Workers Comp.	\$ 5,826	\$ 12,968	\$ 40,385	\$ 21,591			\$ 210,000
Liability Insurance	\$ 3,297	\$ 4,826	\$ 10,962	\$ 2,839			\$ 57,000
All Other Expenses	\$ -	\$ 44,301	\$ 77,986	\$ 33,685			\$ 405,528
Total	\$ 149,593	\$ 305,477	\$ 605,254	\$ 150,184			\$ 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.

Ambulance Fee Monthly Budget
July 2018 - June 2019

60912

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	53,511	34,462	34,462	34,462	34,462	51,692	34,462	34,462	34,462	34,462	49,462	440,493
Part Time - Ops	14,428	30,283	9,000	9,000	9,000	9,000	13,500	9,000	9,000	9,000	9,000	9,000	139,211
Overtime - OPS	5,787	5,460	6,923	6,923	6,923	6,923	10,385	6,923	6,923	6,923	6,923	6,923	83,939
Medical Director													
Worker Comp	2,913	2,913	4,615	4,615	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	54,288
FICA/Med	2,315	6,717	3,385	3,385	3,385	3,385	5,077	3,385	3,385	3,385	3,385	3,385	44,570
Subtotal	35,579	98,884	58,385	58,385	58,385	58,385	87,577	58,385	58,385	58,385	58,385	73,385	762,501
Hosp	1,999	1,270	5,257	5,257	5,257	5,257	7,886	5,257	5,257	5,257	5,257	8,257	61,471
Life	192	202	385	385	385	385	577	385	385	385	385	385	4,432
Dental	188	187	231	231	231	231	346	231	231	231	231	231	2,798
Retirement	1,644	6,151	4,308	4,308	4,308	4,308	6,462	4,308	4,308	4,308	4,308	4,308	53,026
Subtotal	4,023	7,810	10,180	10,180	10,180	10,180	15,271	10,180	10,180	10,180	10,180	13,180	121,727
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,648	1,649	1,923	1,923	1,923	1,923	2,885	1,923	1,923	1,923	1,923	1,923	23,489
Erms Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,648	1,649	1,923	1,551	1,923	1,923	2,885	1,923	1,923	1,923	1,923	1,923	23,489
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	-	-	-	923	923	923	1,385	923	923	923	923	923	8,769
Equipment													
Subtotal	41,250	108,343	70,488	71,039	71,411	71,411	107,117	71,411	71,411	71,411	71,411	89,411	916,115
Cumulative Expenses													
Subtotal	149,593	220,081	291,120	362,531	433,942	541,059	612,470	683,882	755,293	826,704	916,115	916,115	

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	8/1/2019

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

Values	
Worked Reg	8929
Worked OT	162
Holiday	0
Holiday OT	0
Personal Leave	374
Medical Leave	19
Comp. Time	0

Worked OT/Total
1.7%

Worked OT/Worked Total
1.8%





State of West Virginia

John B. McCuskey

State Auditor

Office of the State Auditor
Local Government Services
153 West Main Street, Suite C
Clarksburg, West Virginia 26301

Toll Free: (877) 982-9148
Telephone: (304) 627-2415
Fax: (304) 627-2417
www.wvsao.gov

September 3, 2019

TO: ALL WEST VIRGINIA MUNICIPAL OFFICIALS AND ASSISTANTS

The State Auditor's Office will once again be conducting training seminars for municipal officials and assistants. For the convenience of those wanting to attend, we are having these seminars at five separate locations statewide. Although these are free seminars, we ask that you pre-register for planning purposes. If you must cancel your registration, please do so by calling our office so we can make the attendance adjustment for materials and meals.

These training events have been designed to assist municipal officials and assistants with skills and knowledge, for adequate controls and oversight, relating to the financial reporting and internal control process. Not only will attendees benefit from the sessions, but also they will have the opportunity to network with others in similar positions, with similar concerns.

We are also having separate **free training events for members of municipal and county boards and authorities**. Since we do not know what boards and authorities you have within your local government, we are asking you to please forward this information to the people in those positions. **Boards and Authorities registration and agenda are stapled together.**

Enclosed you will find the agenda and registration form for these free training events. Please contact a member of our Local Government Services staff at 304-627-2415 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "John B. McCuskey".

John B. McCuskey
State Auditor



2019 State Auditor's Training Seminar for Municipal Officials and Assistants

State Auditor J.B. McCuskey, through his Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for Municipal Officials and Assistants during the months of September, October and November at various locations throughout West Virginia.

City	Seminar Date	Location	Registration Deadline
Beckley, WV	Tuesday, Sept. 24	Holiday Inn & Suites <i>114 Dry Hill Rd., Beckley</i>	Sept. 17
Martinsburg, WV	Wednesday, Oct. 2	Holiday Inn & Suites <i>301 Foxcroft Ave., Martinsburg</i>	Sept. 25
Wheeling, WV	Wednesday, Oct. 16	Hampton Inn & Suites <i>35 Bob Wise Dr. Triadelphia</i>	October 9
So. Charleston, WV	Tuesday, Oct. 29	Holiday Inn & Suites <i>400 Second Ave., South Charleston</i>	October 22
Bridgeport, WV	Wednesday, Nov. 6	Best Western Plus <i>100 Lodgeville Rd., Bridgeport</i>	October 30

The registration fee has been waived, however, pre-registration is required.

*Although the fee has been waived, we must receive your registration **before** the deadline in order to have available space as well as food and beverages. Lunch will be provided.*

If we do not receive an adequate response for a particular location we may have to cancel the seminar for that location.

Return this registration form no later than the deadline for the specific seminar. Please feel free to **make copies of this form for additional attendees**. For questions concerning these seminars contact: Shellie Humphrey, (304) 627-2415, ext. 5119 Email: shellie.humphrey@wvsao.gov

Municipal Officials and Assistants Seminar

FREE TO ATTEND, BUT YOU MUST REGISTER

ONE NAME PER FORM PLEASE

Name: _____ City or Town: _____

Address: _____ Email: _____

Telephone: _____ Position/Title: _____

Mail to: **Emily Parsons, Admin. Support**
Municipal Training Seminar
200 West Main Street
Clarksburg, West Virginia 26301
 or FAX TO: **304-627-2417**
 or EMAIL TO: lgs@wvsao.gov

<input type="checkbox"/> Beckley, Sept. 24	<input type="checkbox"/> So. Charleston, Oct. 29
<input type="checkbox"/> Martinsburg, Oct. 2	<input type="checkbox"/> Bridgeport, Nov. 6
<input type="checkbox"/> Wheeling, Oct. 16	

IMPORTANT: If unable to attend after registering, please call 304-627-2415 or email lgs@wvsao.gov to cancel.



2019 State Auditor's Seminar for **Municipal Officials and Assistants** AGENDA

Times and Topics may fluctuate to accommodate audience participation and availability of speakers

- 8:00-9:00AM **Registration**
- 9:00 AM **Welcome**
- 9:10 AM **Budget**
- 10:10 AM **Break**
- 10:25 AM **Internal Controls**
- 11:25 AM **Getting Ready for an Audit**
- 12:00 PM **Lunch (provided)**
- 12:45 PM **FEMA**
- 1:45 PM **Break**
- 2:00 PM **Cybersecurity**
- 3:00 PM **Excess Levies**
- 3:30 PM **Need to Know Facts, Local Government Trivia**
- Adjournment**



2019 State Auditor's Training Seminar for County and Municipal Boards and Authorities

State Auditor J.B. McCuskey, through his Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for County and Municipal Boards and Authorities during the months of September, October and November at various locations throughout West Virginia.

City	Seminar Date	Location	Registration Deadline
Beckley, WV	Wednesday, Sept. 25	Holiday Inn & Suites <i>114 Dry Hill Rd., Beckley</i>	Sept. 17
Martinsburg, WV	Thursday, Oct. 3	Holiday Inn & Suites <i>301 Foxcroft Ave., Martinsburg</i>	Sept. 25
Wheeling, WV	Thursday, Oct. 17	Hampton Inn & Suites <i>35 Bob Wise Dr. Triadelphia</i>	October 9
So. Charleston, WV	Wednesday, Oct. 30	Holiday Inn & Suites <i>400 Second Ave., South Charleston</i>	October 22
Bridgeport, WV	Thursday, Nov. 7	Best Western Plus <i>100 Lodgeville Rd., Bridgeport</i>	October 30

The registration fee has been waived, however, pre-registration is required.

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County and Municipal Boards & Authorities

FREE TO ATTEND, BUT YOU MUST REGISTER!

ONE NAME PER FORM PLEASE

Name: _____ Name of Board or Authority: _____

Address: _____ Email: _____

Telephone: _____ Position/Title: _____

Mail to: **Emily Parsons, Admin. Support
Boards & Authorities Training
200 West Main Street
Clarksburg, West Virginia 26301**
or FAX TO: **304-627-2417**
or EMAIL TO: **lgs@wvsao.gov**

<input type="checkbox"/> Beckley, Sept. 25	<input type="checkbox"/> So. Charleston, Oct. 30
<input type="checkbox"/> Martinsburg, Oct. 3	<input type="checkbox"/> Bridgeport, Nov. 7
<input type="checkbox"/> Wheeling, Oct. 17	

**IMPORTANT: If unable to attend after registering, please call
304-627-2415 or email lgs@wvsao.gov to cancel.**



2019 State Auditor's Seminar for County and **Municipal Boards and Authorities** AGENDA

Times and Topics may fluctuate to accommodate audience participation and availability of speakers

8:00-9:00AM **Registration**

9:00 AM **Welcome**

9:10 AM **Cybersecurity**

10:10 AM **Break**

10:25 AM **Internal Controls**

11:30 AM **Overview of Ethics Guidelines**

12:00 PM **Lunch (provided)**

12:45 PM **Excess Levies**

1:45 PM **Break**

2:00 PM **Need to Know Facts, Local Government Trivia**

2:30 PM **Getting Ready for an Audit**

3:30 PM **Budget**

Adjournment