



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

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

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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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

9/17/19

Date

It's About Saving Lives

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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 Amb Fee		B JCESA		Pro rated Forecast		YTD Variance	FY19/20 Budget
	July YTD	July YTD	July YTD	July YTD	July YTD	Budget vs Actuals		
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	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	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	36,923
Overtime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	650	969	646	646	646	646	969	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	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	110,493
Subtotal	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
Hosp	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
Life	802	692	462	462	462	462	692	462	462	462	462	462	6,340
Dental	926	1,385	923	923	923	923	1,385	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	127,026
Subtotal	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	231	231	231	231	346	231	231	231	231	231	2,769
Supplies		462	308	308	308	308	462	308	308	308	308	308	3,692
Auto Insurance	783	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	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	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	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		115	77	77	77	77	115	77	77	77	77	77	923
Utilities	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
Rep & Maint		577	385	385	385	385	577	385	385	385	385	385	4,615
Advertising	75	115	77	77	77	77	115	77	77	77	77	77	998
Dues & Sub		115	77	77	77	77	115	77	77	77	77	77	923
Audit Costs		808	538	538	538	538	808	538	538	538	538	538	6,462
Background Ck		1,385	923	923	923	923	1,385	923	923	923	923	923	11,077
Other/Unemployment		1,385	923	923	923	923	1,385	923	923	923	923	923	34,077
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	

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
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
Ems 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	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	71,039	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	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

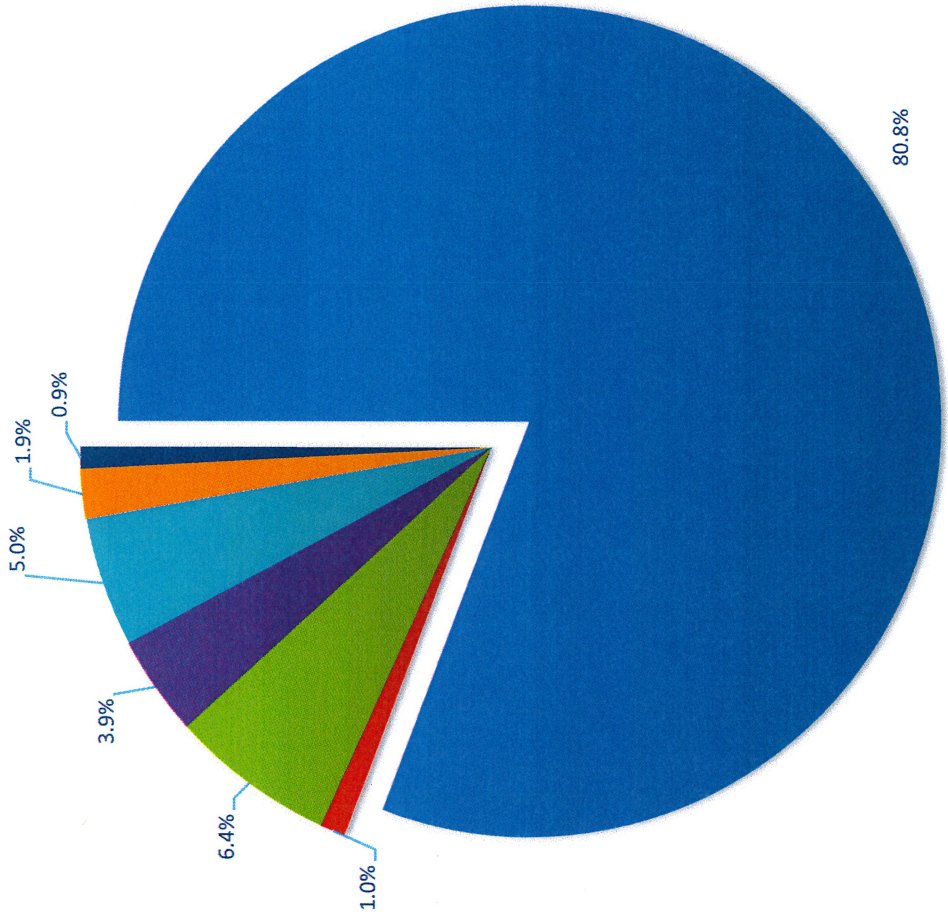
Fiscal Year Pay Period Department Pay Month

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

Hours by Type

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

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



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



91st Annual WV State Firemen's Association Convention
August 15-17, 2019
EVENTS AGENDA

Hosted By:
Citizen's Fire Company
Charles Town, WV

91st Annual WV State Firemen's Association Convention

EVENTS AGENDA

Wednesday 8/14/19

- Registration opens from 3:00-6:00PM (The Inn at Hollywood Casino)
- Reception Picnic at Citizen's Fire Company @ 6:30PM (Free to Attend)
- Hospitality Room (The Inn at Hollywood Casino)

Thursday 8/15/19

- Registration open from 7:45-8:45AM (Banquet Hall @Hollywood Casino 3rd Floor)
- Convention Convenes @ 8:45AM
- Opening Ceremonies (Introduction of Guest and Host Committee)
- Invocation and Salute to the Flag
- Report of Credentials
- Recess for Fire Commission Meeting...
- @ 11:45AM Break for Chief's Luncheon (@ Epic Buffet. Info available at Registration Table)
- Reconvene and Call to Order @ 1:30PM
- Appointment of any Special Committee and Filling of any Committee Vacancies
- Reading of Correspondence, Bills, Accounts and any Proposed By-Law Changes
- Approval of Minutes of Previous Convention
- Recognition of Allied Organizations and Special Guests
- Report of Officers and Committees – Nominations for Future Sites of Convention
- Report of Nominating Committee and Nominations from the Floor
- Adjournment
- Firefighter Picnic at Citizen's Fire Company @ 6:30PM (Tickets \$10/pp. Available at Registration. Sponsored by Finley Fire Equipment)
- Hospitality Room (The Inn at Hollywood Casino)

Friday 8/16/19

- Call to Order for Day 2 @ 9:00AM
- Unfinished Business and Reports
- @ 10:45AM Recess for Memorial Service
- Memorial Service at Oakland United Church at 11:00AM
- @ 1:00PM Reconvene Meeting
- Unfinished Business and Reports
- Selection of next (2) sites for Conventions
- Election of Officers
- Adjournment
- Banquet @ Hollywood Banquet Room at Casino – Social Time @ 6:30PM, Banquet @ 7:00PM DJ to follow(Tickets \$25/pp. Available at Registration)

Saturday 8/17/19

- Session Resumes @ 9:00AM
- New Business
- Suggestions for Good of the Organization
- Adjournment

Jefferson County Tuberculosis Foundation
c/o Jefferson Medical Center, Administration
300 South Preston Street
Ranson, WV 25438

August 9, 2019

Jefferson County Emergency Services Agency
Attention: Allen Keyser, Director
419 Sixteenth Avenue
Ranson, WV 25438

Dear Mr. Keyser,

On behalf of the Jefferson County Tuberculosis Foundation, I would like to thank you for the opportunity to provide financial assistance to JCESA with purchasing two Intubrite Video Laryngoscopes and two airway mannequins.

The Jefferson County Tuberculosis Foundation is pleased to grant JCESA \$11,110.00 to cover the cost of this critically needed lifesaving equipment. For tax and audit purposes, we will need a paid invoice or receipt once you receive your equipment. Please send me a copy at the above address or email it to jeanne.degennaro@wvumedicine.org.

It is a pleasure serving the community of Jefferson County.

Sincerely,



Jeanne DeGennaro
Secretary
304-728-1677

JEFFERSON COUNTY TUBERCULOSIS ASSOC CHARLES TOWN, WV 25414	529 69-141/570 1
Pay to the Order of <u>Jefferson County Emergency Services Agency</u>	<u>August 9, 2019</u> Date
<u>Eleven thousand one hundred and ten dollars</u> — ⁰⁰ / ₁₀₀ Dollars	\$ <u>11,110.00</u>
BCT Bank of Charles Town Charles Town Office Charles Town, WV 25414	<u>Laura J. Merman</u> <u>Kathryn J. Williams</u> <small>MP</small>
For <u>lifesaving equipment</u>	
⑆057001418⑆0529 ⑈003025497⑈	

SIGN-IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: August 13, 2019

Location: JCESA Building, 419 Sixteenth Ave, Ranson, WV 25438

7:00 p.m.

Board Members: (Please Print)

- | | | |
|-------------------------------|--------------------------|-------------------------|
| 1- <u>Anthony (Tony) Taro</u> | 2- <u>[Signature]</u> | 3- <u>Elliott Simon</u> |
| 4- <u>Robert Faas</u> | 5- <u>Marney Treese</u> | 6- _____ |
| 7- <u>Debbie Langaster</u> | 8- <u>Carrie Simpson</u> | 9- _____ |
| 10- <u>Mike Moody</u> | 11- <u>Allen Keyser</u> | 12- _____ |

OTHERS: Please sign below for the record of attendance. If you want to speak at the public comment section, please mark where indicated. **(Limit 5 minutes per person) ** Note:* Not all meetings will have public comments per the - WV Open Meetings Act.

Name: (Please Print)	Representing	Would Like to Speak	
		YES	NO
1- <u>Caleb Taylor</u>	<u>Grant</u>	_____	_____
2- <u>ROSS L. MORGAN</u>	<u>SFO</u>	_____	_____
3- <u>Wesley DeWitt</u>	<u>SFO</u>	_____	_____
4- <u>Ed Hannon</u>	<u>CFC</u>	✓	_____
5- <u>R. CRAIG HOW</u>	<u>JCESA</u>	✓	_____
6- _____	_____	_____	_____
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____
12- _____	_____	_____	_____
13- _____	_____	_____	_____
14- _____	_____	_____	_____
15- _____	_____	_____	_____