

**Jefferson County
Emergency Services Agency**



**Board Meeting
October 15, 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 October 15, 2019

The October meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, October 15, 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 – September 17, 2019 Regular Meeting Minutes

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
- 19th Annual Public Service Recognition Banquet sponsored by the Jefferson County Chamber of Commerce – Tuesday, Oct. 29th at Hollywood Casino at CTRS. This will be the first year that one Fire Service Provider and one Emergency Medical Services Provider will be honored from JCESA.
- Reminder - Pink Breast Cancer Awareness T-Shirts on sale \$15.00 ea.

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS

- Resolution to add a voting member to the JCESA Board of Directors – Simon (Discussion/Action)
- Presentation regarding Communication Response Time Concerns – Chief Ross Morgan, Shepherdstown Fire Dept. St.3

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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PUBLIC COMMENT (Limit 5 minutes per person)

BOARD MEMBER COMMENTS

- Save the Date – Dazzle Me Pink Luncheon sponsored by WV Extension Service, October 27th - Tabb

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 September 17, 2019

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, September 17, 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	By Phone	Mike Mood	Yes
Nathan Cochran	Yes		

CALL TO ORDER

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

APPROVAL OF MINUTES

Motion by Troxel, 2nd by Simpson to approve the August 13, 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 August 2019. This included the Directors financial report for the month of August 2019. Motioned by Troxel, 2nd by Simpson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon voiced his concerns regarding Communications Center call dispatch times.

JCFRA REPORT - None

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Director Keyser mentioned he's been in communication with Paul Espinosa, Public Affairs Manager and Leslie McLaren, both with Rockwool who've made a generous donation towards the purchase of 5 sets of new PPE gear for our career staff.
- Free State Auditors Training Seminar – Director & Executive Admin will be attending the Wednesday, Oct 2nd session. (**Exhibit A**)
- Breast Cancer Awareness T-Shirts now on sale – next order to arrive 9/24
- Update - Recruitment Retention Program - Caleb Taylor, Grant Coordinator (**Exhibit B**)

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BOARD MEMBER REQUESTS – None

UNFINISHED 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. Tabb mentioned in the meantime she will ask county staff to relist the position, which is a citizen seat.

NEW BUSINESS – None

PUBLIC COMMENT

- Mr. Ed Hannon presented the Board of Directors with a request for information under the Freedom of Information Act for items from the time period of, 1 July 2018 through 1 July 2019. (*Exhibit C*)

BOARD MEMBER COMMENTS - None

ADJOURNMENT

Motion to adjourn by Worden, 2nd by Simpson - Motion carries unanimously on voice vote.
Meeting adjourned at 7:22 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2019 Budget Meeting

10/15/19

JCESA 2019/2020 Overview – September

- 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).

- Bank Account Balances at 9/30/19:
 - General = \$254,653
 - Payroll = \$60,707
 - Ambulance Fee Funds = \$567,683
 - Mortgage = \$90,368

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

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

	A Amb Fee		B JCESA		Pro rated Forecast		YTD Variance	FY19/20 Budget as approved
	Sep YTD	Sep YTD	Sep YTD	Sep YTD	Sep YTD	Budget vs Actuals		
Full Time Salaries	\$ 101,441	\$ 272,296	\$ 373,737	\$ 428,885	\$ 55,148		\$ 1,593,000	
Fringe Benefits	\$ 32,273	\$ 92,727	\$ 125,000	\$ 174,136	\$ 49,136		\$ 646,792	
Part Time Salaries	\$ 60,820	\$ -	\$ 60,820	\$ 39,038	\$ (21,782)		\$ 145,000	
Overtime	\$ 19,422	\$ -	\$ 19,422	\$ 24,231	\$ 4,809		\$ 90,000	
Workers Comp.	\$ 11,054	\$ 23,946	\$ 35,000	\$ 56,538	\$ 21,538		\$ 210,000	
Liability Insurance	\$ 4,946	\$ 7,239	\$ 12,185	\$ 15,346	\$ 3,161		\$ 57,000	
All Other Expenses	\$ -	\$ 73,192	\$ 73,192	\$ 109,181	\$ 35,989		\$ 405,528	
Total	\$ 229,956	\$ 469,400	\$ 699,356	\$ 847,355	\$ 147,999		\$ 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	132,994	89,971	88,077	88,077	88,077	132,115	88,077	88,077	88,077	88,077	138,077	1,159,027
Budget	-	3,077	3,077	3,077	3,077	3,077	4,615	3,077	3,077	3,077	3,077	3,077	29,231
OverTime - OPS	-	-	-	-	-	-	646	-	-	-	-	-	-
Medical Director	650	650	650	646	646	646	969	646	646	646	646	646	8,088
Worker Comp	6,484	10,978	10,978	11,538	11,538	11,538	17,308	11,538	11,538	11,538	11,538	11,538	133,561
FICA/Med	3,927	10,004	6,790	8,881	8,881	8,881	13,321	8,881	8,881	8,881	8,881	8,881	105,086
Subtotal	60,392	150,132	108,389	112,219	112,219	112,219	168,329	112,219	112,219	112,219	112,219	162,219	1,434,994
Hosp	14,027	10,242	13,448	15,769	15,769	15,769	23,654	15,769	15,769	15,769	15,769	22,769	194,525
Life	802	1,095	1,095	462	462	462	692	462	462	462	462	462	7,377
Dental	926	890	890	923	923	923	1,385	923	923	923	923	923	11,475
Retirement	5,180	13,984	9,447	10,154	10,154	10,154	15,231	10,154	10,154	10,154	10,154	10,154	125,053
Subtotal	20,935	26,191	24,880	27,308	27,308	27,308	40,962	27,308	27,308	27,308	27,308	34,308	338,429
Fuel	1,037	1,216	1,455	1,385	1,385	1,385	2,077	1,385	1,385	1,385	1,385	1,385	16,862
Maintenance	860	3,241	2,460	769	769	769	1,154	769	769	769	769	769	13,869
License Ops				231	231	231	346	231	231	231	231	231	2,192
Supplies				308	308	308	462	308	308	308	308	308	2,923
Auto Insurance	783	783	783	692	692	692	1,038	692	692	692	692	692	8,926
Liability	2,413	2,413	2,413	2,462	2,462	2,462	3,692	2,462	2,462	2,462	2,462	2,462	30,624
Erns Supplies	859	7,398	186	4,154	4,154	4,154	6,231	4,154	4,154	4,154	4,154	4,154	47,905
Misc and Cloth/SCBA	326	10,744	2,804	4,615	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	57,720
Tech Svc		680	736	2,731	2,731	2,731	4,096	2,731	2,731	2,731	2,731	2,731	27,358
Trav/Train		1,434	476	2,385	2,385	2,385	3,577	2,385	2,385	2,385	2,385	2,385	24,564
Subtotal	6,278	27,909	11,313	19,731	19,731	19,731	29,596	19,731	19,731	19,731	19,731	19,731	232,942
Prof Svc	1,200	1,200	3,331	2,769	2,769	2,769	4,154	2,769	2,769	2,769	2,769	2,769	32,039
Medical Exp	35	353	11,850	2,154	2,154	2,154	3,231	2,154	2,154	2,154	2,154	2,154	32,700
Postage				77	77	77	115	77	77	77	77	77	731
Office Exp	31	1,442	560	769	769	769	1,154	769	769	769	769	769	9,341
Equip Rent	298	296	515	385	385	385	577	385	385	385	385	385	4,763
Telephone				77	77	77	115	77	77	77	77	77	731
Utilities	1,142	1,967	1,956	1,692	1,692	1,692	2,538	1,692	1,692	1,692	1,692	1,692	21,142
Rep & Maint		1,223	14	385	385	385	577	385	385	385	385	385	4,891
Advertising	75	76	61	77	77	77	115	77	77	77	77	77	943
Dues & Sub				77	77	77	115	77	77	77	77	77	731
Audit Costs		1,841		538	538	538	808	538	538	538	538	538	6,956
Backgroun Ck		353		923	923	923	1,385	923	923	923	923	923	9,122
Other/Unemployment				923	923	923	1,385	923	923	923	923	923	81,769
Third Party Billing				-	-	-	-	-	-	-	-	-	-
Subtotal	2,781	8,751	18,287	10,846	10,846	10,846	16,269	10,846	10,846	10,846	10,846	83,846	205,857
Equipment Dep.	1,054	1,054	1,054	1,538	1,538	1,538	2,308	1,538	1,538	1,538	1,538	1,538	17,777
Subtotal	91,440	214,037	163,923	171,642	171,642	171,642	257,463	171,642	171,642	171,642	171,642	301,642	2,230,000
Cumulative Expenses	305,477	469,400	812,684	894,326	1,241,789	1,413,431	1,585,074	1,756,716	1,928,358	2,230,000			

Ambulance Fee Monthly Budget
July 2019 - June 2020

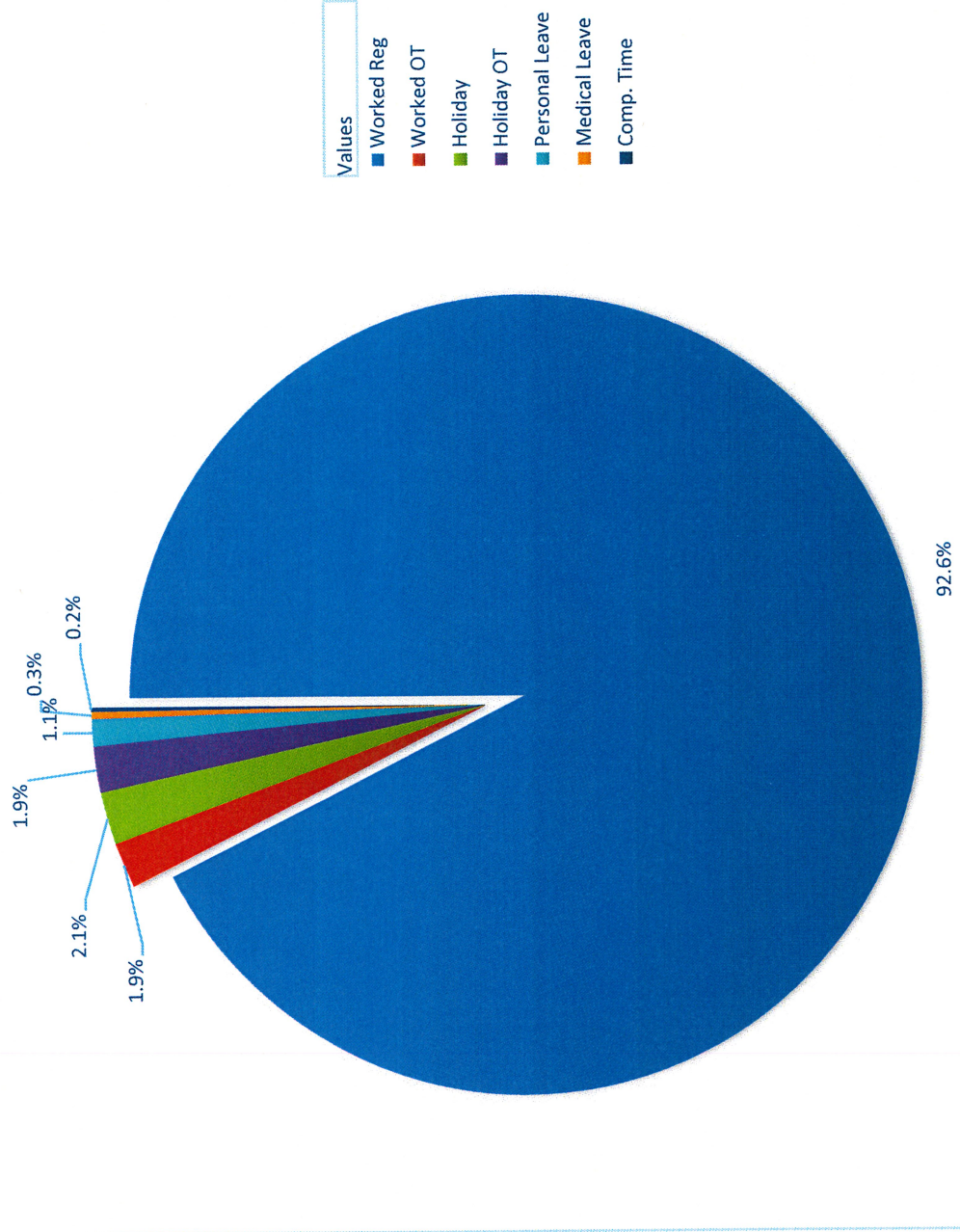
Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	3	2	2	2	2	3	2	2	2	2	2	26
	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	10,136	53,511	37,794	34,462	34,462	34,462	51,692	34,462	34,462	34,462	34,462	49,462	443,826
Part Time - Ops	14,428	30,283	16,109	9,000	9,000	9,000	13,500	9,000	9,000	9,000	9,000	9,000	146,320
Overtime - OPS	5,787	5,460	8,175	6,923	6,923	6,923	10,385	6,923	6,923	6,923	6,923	6,923	85,191
Medical Director													
Worker Comp	2,913	2,913	5,228	4,615	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	54,900
FICA/Med	2,315	6,717	4,644	3,385	3,385	3,385	5,077	3,385	3,385	3,385	3,385	3,385	45,880
Subtotal	35,579	98,884	71,950	58,385	58,385	58,385	87,577	58,385	58,385	58,385	58,385	73,385	776,067
Hosp	1,999	1,270	1,360	5,257	5,257	5,257	7,886	5,257	5,257	5,257	5,257	8,257	57,573
Life	192	202	202	385	385	385	577	385	385	385	385	385	4,250
Dental	188	187	392	231	231	231	346	231	231	231	231	231	2,959
Retirement	1,644	6,151	4,810	4,308	4,308	4,308	6,462	4,308	4,308	4,308	4,308	4,308	53,528
Subtotal	4,023	7,810	6,764	10,180	10,180	10,180	15,271	10,180	10,180	10,180	10,180	13,180	118,311
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,648	1,649	1,649	1,923	1,923	1,923	2,885	1,923	1,923	1,923	1,923	1,923	23,215
Erns Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,648	1,649	1,649	1,551	1,923	1,923	2,885	1,923	1,923	1,923	1,923	1,923	23,215
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Background Ck													
Other (Cars/Gear)				923	923	923	1,385	923	923	923	923	923	8,769
Third Party Billing													
Subtotal	-	-	-	923	923	923	1,385	923	923	923	923	923	8,769
Equipment													
Subtotal	41,250	108,343	80,363	71,039	71,411	71,411	107,117	71,411	71,411	71,411	71,411	89,411	925,990
Cumulative Expenses													
Subtotal	149,593	229,956	229,956	300,995	372,406	443,817	550,934	622,345	693,756	765,168	836,579	925,990	925,990

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	9/1/2019

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	Count
Worked Reg	5954
Worked OT	120
Holiday	136
Holiday OT	120
Personal Leave	71
Medical Leave	18
Comp. Time	12

Worked OT/Total	1.9%
Worked OT/Worked Total	2.0%

19th Annual Public Service Banquet

October 29, 2019 at 5:30 P.M.

Hollywood Skyline Ballroom

Hollywood Casino at Charles Town Races



Please join the Jefferson County Chamber of Commerce to celebrate and honor our community's First Responders, including: police, firefighters, 911 operators, and EMTs.

Join us at 5:30 p.m. to socialize with members of your Chamber, the First Responders, and their guests. Dinner will begin at 6:30 p.m. and the formal program will follow.

If you would like to sponsor an honoree and their guest or donate a door prize for a First Responder to win, you may do this when you register for the event. If you are unable to attend the event, but would like to sponsor an honoree, you can do this utilizing the registration link below. If you are unable to attend the event but would like to donate a door prize for our First Responders, please contact Danesia Chicchirichi at the Chamber Office at 304-725-2055.

RSVP HERE

Major Sponsor

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Casino
AT CHARLES TOWN RACES

Bronze Sponsors



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Save the Date



DAZZLE ME

Pink

13th Annual

Pink Luncheon and Purse Auction

Sunday, October 27, 2019

1-4 p.m. Tickets \$25

Hollywood Casino at Charles Town Races

All proceeds benefit the
West Virginia Breast and Cervical Cancer Diagnostic Fund

If you are interested in purchasing a ticket please call 304-728-7413 or 304-725-0180.
Donations of purses or items for a Silent Auction and door prizes are welcome.

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