



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

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)**

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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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

10/15/19
Date

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Exhibit A



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". The signature is written in a cursive style.

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 114 Dry Hill Rd., Beckley	Sept. 17
Martinsburg, WV	Wednesday, Oct. 2	Holiday Inn & Suites 301 Foxcroft Ave., Martinsburg	Sept. 25
Wheeling, WV	Wednesday, Oct. 16	Hampton Inn & Suites 35 Bob Wise Dr. Triadelphia	October 9
So. Charleston, WV	Tuesday, Oct. 29	Holiday Inn & Suites 400 Second Ave., South Charleston	October 22
Bridgeport, WV	Wednesday, Nov. 6	Best Western Plus 100 Lodgeville Rd., Bridgeport	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 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 114 Dry Hill Rd., Beckley	Sept. 17
Martinsburg, WV	Thursday, Oct. 3	Holiday Inn & Suites 301 Foxcroft Ave., Martinsburg	Sept. 25
Wheeling, WV	Thursday, Oct. 17	Hampton Inn & Suites 35 Bob Wise Dr. Triadelphia	October 9
So. Charleston, WV	Wednesday, Oct. 30	Holiday Inn & Suites 400 Second Ave., South Charleston	October 22
Bridgeport, WV	Thursday, Nov. 7	Best Western Plus 100 Lodgeville Rd., Bridgeport	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
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**IMPORTANT: If unable to attend after registering, please call
304-627-2415 or email lgs@wvsao.gov to cancel.**

Exhibit B



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09/17/2019

JCESA Board Meeting SAFER Grant Report

- Member in take for the August – November Quarter currently : 9
- Previous Quarter: 11
- All payment requests are up to date with FEMA. August expenditures are currently submitted and should be returned no later then the end of next week.
- Currently I am working on making visits to several schools in the area to speak about Fire and Rescue as well as recruitment for the grant/volunteer stations.
- All member files are up to date and filed correctly I have sent out a spreadsheet of all current files for each individual department that I have records for. This also contains every member I have files for please review and submit any changes in records, certs, new members, or anything missing.
- As a reminder no previous physicals can be accepted by the grant. Sadly this is tedious and redundant but it is the requirement to receive any further compliments/benefits for the grant.
- Please be advised that in October I plan to begin a PPE inventory of all gear received from the grant. I will coordinate with volunteer officers for a date and time to meet to accomplish this task. Please have all gear organized and ready for inventory, as well as in station if not already.

Thank you all for your time. If there is any further grant related questions or any comments/concerns with this report please do not hesitate to reach out to me via email or phone call.

Caleb Taylor
Grant Coordinator
304-725-9111
Ctaylor@jcesa.org

Exhibit C

Director Kiser

Jefferson County Emergency Services Agency

419 Sixteenth Ave

Ranson, WV 25438

Re: Freedom of Information Request

Director Kiser,

This is a request under the **Freedom of Information Act** and I hereby request the following information from the time period, 1 July 2018 thru 1 July 2019:

- Onboarding cost to include number of interviews conducted with cost to agency.
- Number of background checks done and cost of each.
- Number of persons offered jobs.
- Number of personnel hired.
- Of those hired number that meet minimum requirements for the position hired at time offered job per JCESA job description.
- Cost of orientation and precepting for each new hire.
- Cost of uniforms for each new hire.
- Activity status of those hired (do they work at least one shift per pay period).
- Number of personnel that have left the Agency.
- Cost of modifications to current JCESA vehicles to include:
 - Removal of decals and striping form vehicles.
 - Tinting of vehicle windows etc.,
 - Addition of vehicles or ATV's to JCESA fleet.
- Current location of JCESA vehicles and their intended use.

-How many of current full and part time employees (including Senior staff) meet minimum requirements for the positions they currently hold per JCESA job description.

-Update and direction of NREMS Board for which ESA Senior staff is Chairman.

-Status of Community Outreach Program ie; Stop the Bleed, Talks to various community groups and organizations, etc.

-Procedure for being placed on the JCESA Meeting agenda.

-Status of ESSM team and integrating with the volunteer companies and departments. Include training and preventive measures taking place to better serve all first responders.

-Reports from EMSAC meetings and plans for EMS preparedness at state and local levels.

In order to help to determine my status to assess fees you should know that I am individual seeking information for personal use and not for commercial use.

I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the JCESA.

If you have any questions regarding this request, please contact me at (540.931.1451). I look forward to receiving your response within the five-day statutory period.

Thank you,

Ed Hannon

SIGN-IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: September 17, 2019

Location: JCESA Building, 419 Sixteenth Ave, Ranson, WV 25438 7:00 p.m.

Board Members: (Please Print)

1- <u>Debbie Lancaster</u>	2- <u>Jane Tabb</u>	3- _____
4- <u>Anthony (Tony) Dool</u>	5- <u>Tricia Worden</u>	6- _____
7- <u>Mike Mod</u>	8- <u>Chris Simpson</u>	9- _____
10- <u>Allen Keyser</u>	11- <u>Elliot Simon</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>Marshall Dault</u>	<u>SFD</u>	✓	_____
2- <u>Ross L. Myr</u>	<u>SFD</u>	?	_____
3- <u>Mathu Cochran</u>	<u>ESA</u>	_____	✓
4- <u>[Signature]</u>	<u>BFD</u>	_____	_____
5- <u>R. Craig Horn</u>	<u>JCESA</u>	_____	✓
6- <u>Kenny Smith</u>	<u>LWVSC WV</u>	_____	✓
7- <u>Ed Harrison</u>	_____	✓	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____
12- _____	_____	_____	_____
13- _____	_____	_____	_____
14- _____	_____	_____	_____
15- _____	_____	_____	_____