

Jefferson County Emergency Services Agency



Board Meeting
November 19, 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 November 19, 2019

The November meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, November 19, 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 – October 15, 2019 - Regular Meeting Minutes

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser.

CHAIRMAN'S REPORT – None

JCFRA REPORT – None

DIRECTORS'S REPORT

- Presentation of Preliminary Budget (Discussion/Action)
- Ambulance Fee Budget Public Hearing is scheduled for 6:30 p.m. prior to the December 17, 2019 Board Meeting here at Station 11.
- Rockwool – Presentation of \$15,000 Grant for (5) sets of PPE – Introduction of Rockwell Representatives.
- WVU Medicine – WV Governors Demonstration Pilot Program – ID high need areas within Jefferson County to assist Outreach Team. Agreement signed, pending review by County Attorney.
- Oct 29th - Annual Public Service Recognition Banquet – Kent Rilling II received Outstanding EMS Provider award and Matt Ryan received the Outstanding Firefighter award.
- Oct 31st – JCESA presented the Life Saving award to lead provider Paramedic Beryl Dixon, Lt. Conner, Lt. Tennant, Longerbeam, McDonald, Rilling and Dunn for their successful resuscitation of a cardiac arrest patient over a year ago. The patient is alive and well and was able to attend the presentation along with his family.
- Unit Citation Award Presentation – Monday, November 25th, 9:00am @ JCESA
- FEMA Grant Update – Recruitment Coordinator, Caleb Taylor

It's About Saving Lives

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



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BOARD MEMBER REQUESTS – None

UNFINISHED BUSINESS

- Chairman Simon to provide a draft requesting a 7th voting member to the JCESA Board to be presented to the Jefferson County Commission for consideration. (see attached draft)

NEW BUSINESS – None

PUBLIC COMMENT (Limit 5 minutes per person)

BOARD MEMBER COMMENTS – None

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 October 15, 2019

The October meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, October 15, 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	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 Troxel, 2nd by Faas to approve the September 17, 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 September 2019. This included the Directors financial report for the month of September 2019. Motioned by Faas, 2nd by Tabb to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon commented that an agenda request was submitted by Mr. Ed Hannon and was declined in regard to his previous FOIA response, which he already received from JCESA.

JCFRA REPORT – None

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DIRECTOR'S REPORT

Director Keyser reported on the following:

- 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 \$15.00 each until all are sold.
- Save the Date – Dazzle Me Pink Luncheon sponsored by WV Extension Service, October 27th, 1-4pm.
- Reported for Grant Recruiter, Caleb Taylor – 11 new recruits for this quarter, and gear inspections start this week for all stations.
- Asked to keep one of our own in thoughts and prayers - part-time medic with JCESA, Mark Longerbeam. Currently in Fairfax Hospital - suffered a brain aneurysm.

BOARD MEMBER REQUESTS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

- Simon shared his concerns with the board and recommended that they consider adding a 7th voting member to the JCESA Board of Directors.
 - Simon proposed that they vote on how to pursue, make a resolution, and then submit a request to the County Commission. A public hearing would have to take place in order to make an amendment to the ordinance if approved by the County Commission.
 - Motion by Faas, 2nd by Worden to pursue the ESA board to add a 7th voting board member – 5 in favor, 1 not in favor – Tabb
 - Next, Simon proposed that the board vote on how they wish to pursue this request to either:
 - Add a new Citizen member, or
 - Make a current Non-Voting Member a voting member
 - Motion by Worden, 2nd by Simpson to approve and add a 7th Citizen voting board member – Motion carries unanimously on voice vote. (6-0 vote)
 - **ACTION** - Simon will provide a draft request to the board at next month's November meeting to be presented to the County Commission for consideration.
- Chief Ross Morgan with Shepherdstown Fire Dept. Co. 3 – shared and discussed with the board a presentation regarding Communication Response Time concerns. **(See Attached Presentation - Exhibit A)**

PUBLIC COMMENT – None

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BOARD MEMBER COMMENTS – None

ADJOURNMENT

- Motion to adjourn by Faas, 2nd by Worden - Motion carries unanimously on voice vote. Meeting adjourned at 9:18 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2019 Budget Meeting

11/19/19

JCESA 2019/2020 Overview – October

- 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 10/30/19:
 - General = \$644,577
 - Payroll = \$35,718
 - Ambulance Fee Funds = \$479,589
 - Mortgage = \$83,919

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

JCESA October FY19/20 YTD - Financial Summary
(18 out of 52 weeks)

	A		B		Pro rated		YTD Variance		FY19/20 Budget as approved
	Amb Fee		JCESA		Forecast				
	<u>Oct YTD</u>		<u>Oct YTD</u>		<u>Oct YTD</u>		<u>Budget vs Actuals</u>		
Full Time Salaries	\$ 143,850		\$ 364,592		\$ 551,423		\$ 42,981	\$ 1,593,000	
Fringe Benefits	\$ 53,427		\$ 126,561		\$ 223,890		\$ 43,902	\$ 646,792	
Part Time Salaries	\$ 70,722		\$ -		\$ 50,192		\$ (20,530)	\$ 145,000	
Overtime	\$ 28,759		\$ -		\$ 31,154		\$ 2,395	\$ 90,000	
Workers Comp.	\$ 15,022		\$ 31,646		\$ 72,692		\$ 26,024	\$ 210,000	
Liability Insurance	\$ 6,595		\$ 9,652		\$ 19,731		\$ 3,484	\$ 57,000	
All Other Expenses	\$ -		\$ 114,667		\$ 140,375		\$ 25,708	\$ 405,528	
Total	\$ 318,375		\$ 647,118		\$ 1,089,457		\$ 123,964	\$ 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	Actual	2	2	2	2	3	2	2	2	2	2	26
Full Time	49,331	132,994	89,971	92,296	88,077	88,077	88,077	132,115	88,077	88,077	88,077	88,077	138,077	1,163,246
Part Time - Ops	-				3,077	3,077	3,077	4,615	3,077	3,077	3,077	3,077	3,077	26,154
Overtime - OPS	-				-	-	-	-	-	-	-	-	-	-
Medical Director	650	650	650	650	646	646	646	969	646	646	646	646	646	8,092
Worker Comp	6,484	6,484	10,978	7,700	11,538	11,538	11,538	17,308	11,538	11,538	11,538	11,538	11,538	129,723
FICA/Med	3,927	10,004	6,790	6,914	8,881	8,881	8,881	13,321	8,881	8,881	8,881	8,881	8,881	103,120
Subtotal	60,392	150,132	108,389	107,560	112,219	112,219	112,219	168,329	112,219	112,219	112,219	112,219	162,219	1,430,335
Hosp	14,027	10,242	13,448	15,205	15,769	15,769	15,769	23,654	15,769	15,769	15,769	15,769	22,769	193,960
Life	802	1,095	1,095	1,134	462	462	462	692	462	462	462	462	462	8,049
Dental	926	890	890	890	923	923	923	1,385	923	923	923	923	923	11,442
Retirement	5,180	13,964	9,447	9,691	10,154	10,154	10,154	15,231	10,154	10,154	10,154	10,154	10,154	124,590
Subtotal	20,935	26,191	24,880	26,920	27,308	27,308	27,308	40,962	27,308	27,308	27,308	27,308	34,308	338,041
Fuel	1,037	1,216	1,455	1,146	1,385	1,385	1,385	2,077	1,385	1,385	1,385	1,385	1,385	16,623
Maintenance	860	3,241	2,460	1,499	769	769	769	1,154	769	769	769	769	769	14,598
License Ops					231	231	231	346	231	231	231	231	231	1,962
Supplies					308	308	308	462	308	308	308	308	308	2,615
Auto Insurance	783	783	783	783	692	692	692	1,038	692	692	692	692	692	9,017
Liability	2,413	2,413	2,413	2,413	2,462	2,462	2,462	3,692	2,462	2,462	2,462	2,462	2,462	30,575
Ems Supplies	859	7,398	186	5,786	4,154	4,154	4,154	6,231	4,154	4,154	4,154	4,154	4,154	49,537
Misc and Cloth/SCBA	326	10,744	2,804	12,074	4,615	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	65,179
Tech Svc		680	736	1,496	2,731	2,731	2,731	4,096	2,731	2,731	2,731	2,731	2,731	26,124
Trav/Train		1,434	476	1,561	2,385	2,385	2,385	3,577	2,385	2,385	2,385	2,385	2,385	23,740
Subtotal	6,278	27,909	11,313	26,758	19,731	19,731	19,731	29,596	19,731	19,731	19,731	19,731	19,731	239,970
Prof Svc	1,200	1,200	3,331	1,710	2,769	2,769	2,769	4,154	2,769	2,769	2,769	2,769	2,769	30,979
Medical Exp	35	353	11,850	7,291	2,154	2,154	2,154	3,231	2,154	2,154	2,154	2,154	2,154	37,837
Postage					77	77	77	115	77	77	77	77	77	654
Office Exp	31	1,442	560	1,878	769	769	769	1,154	769	769	769	769	769	10,449
Equip Rent	298	296	515	298	385	385	385	577	385	385	385	385	385	4,676
Telephone					77	77	77	115	77	77	77	77	77	654
Utilities	1,142	1,967	1,956	1,648	1,692	1,692	1,692	2,538	1,692	1,692	1,692	1,692	1,692	21,098
Rep & Maint		1,223	14		385	385	385	577	385	385	385	385	385	4,506
Advertising	75	76	61		77	77	77	115	77	77	77	77	77	866
Dues & Sub					77	77	77	115	77	77	77	77	77	654
Audit Costs		1,841			538	538	538	808	538	538	538	538	538	6,418
Backgroun Ck		353			923	923	923	1,385	923	923	923	923	923	8,199
Other/Unemployment				2,601	923	923	923	1,385	923	923	923	923	923	77,371
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	2,781	8,751	18,287	15,426	10,846	10,846	10,846	16,269	10,846	10,846	10,846	10,846	77,770	204,361
Equipment Dep.	1,054	1,054	1,054	1,054	1,538	1,538	1,538	2,308	1,538	1,538	1,538	1,538	1,538	17,293
Cumulative Expenses	91,440	214,037	163,923	177,718	171,642	171,642	171,642	257,463	171,642	171,642	171,642	171,642	295,566	2,230,000
		305,477	469,400	647,118	818,760	818,760	990,402	1,247,865	1,419,507	1,591,149	1,762,792	1,934,434	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	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	10,136	53,511	37,794	42,409	34,462	34,462	51,692	34,462	34,462	34,462	34,462	49,462	451,773
Part Time - Ops	14,428	30,283	16,109	9,902	9,000	9,000	13,500	9,000	9,000	9,000	9,000	9,000	147,222
Overtime - OPS	5,787	5,460	8,175	9,337	6,923	6,923	10,385	6,923	6,923	6,923	6,923	6,923	87,605
Medical Director			-	-	-	-	-	-	-	-	-	-	-
Worker Comp	2,913	2,913	5,228	3,968	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	54,253
FICA/Med	2,315	6,717	4,644	4,609	3,385	3,385	5,077	3,385	3,385	3,385	3,385	3,385	47,054
Subtotal	35,579	98,884	71,950	70,225	58,385	58,385	87,577	58,385	58,385	58,385	58,385	73,385	787,907
Hosp	1,999	1,270	1,360	9,693	5,257	5,257	7,886	5,257	5,257	5,257	5,257	8,257	62,009
Life	192	202	202	731	385	385	577	385	385	385	385	385	4,596
Dental	188	187	392	690	231	231	346	231	231	231	231	231	3,419
Retirement	1,644	6,151	4,810	5,431	4,308	4,308	6,462	4,308	4,308	4,308	4,308	4,308	54,651
Subtotal	4,023	7,810	6,764	16,545	10,180	10,180	15,271	10,180	10,180	10,180	10,180	13,180	124,675
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,648	1,649	1,649	1,649	1,923	1,923	2,885	1,923	1,923	1,923	1,923	1,923	22,941
Ems Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,648	1,649	1,649	1,649	1,923	1,923	2,885	1,923	1,923	1,923	1,923	1,923	22,941
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	1,385	923	923	923	923	923	7,846
Third Party Billing													
Subtotal	-	-	-	-	923	923	1,385	923	923	923	923	923	7,846
Equipment													
Subtotal	41,250	108,343	80,363	88,419	71,411	71,411	107,117	71,411	71,411	71,411	71,411	89,411	943,370
Cumulative Expenses													
Subtotal	149,593	229,956	318,375	389,786	461,197	568,314	639,725	711,136	782,548	853,959	943,370		

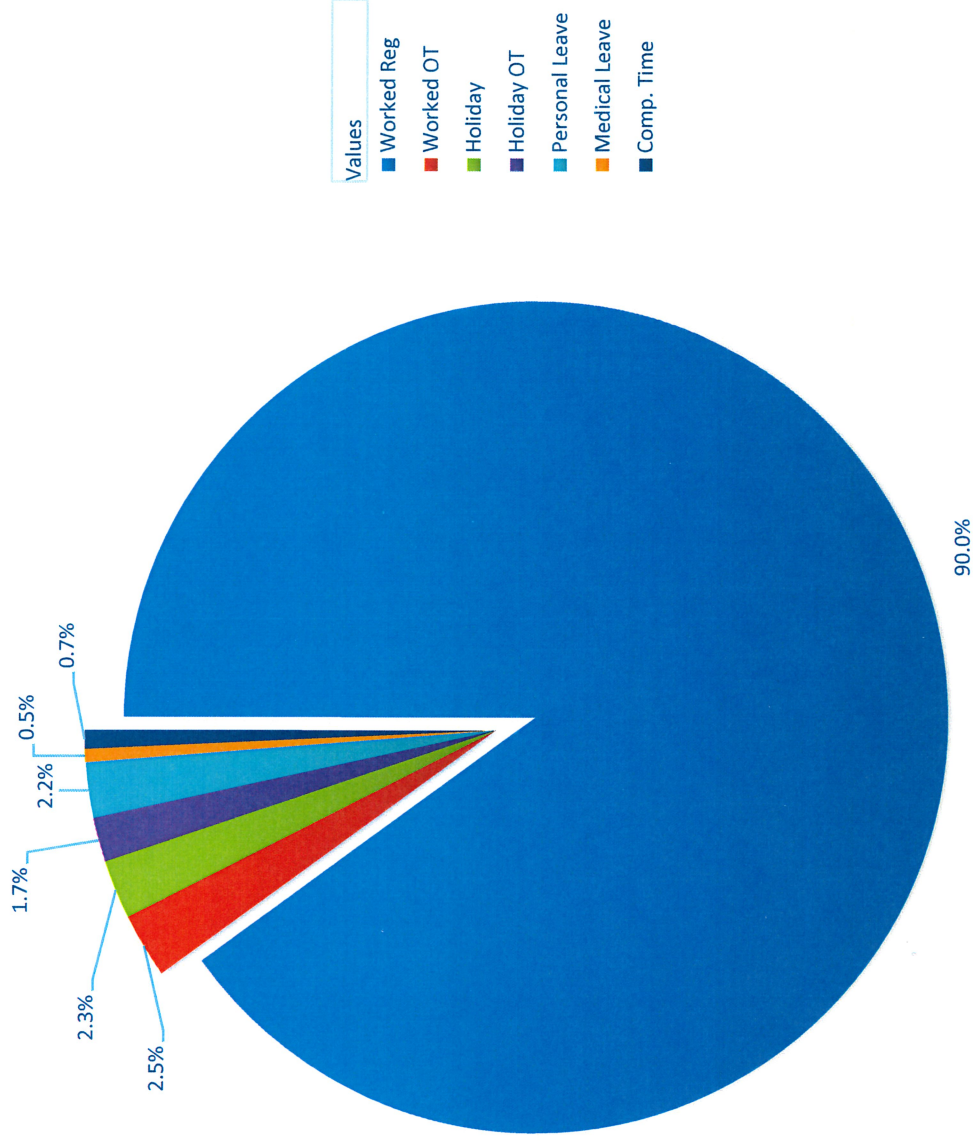
Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	Oct-19

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	5834
Worked OT	164
Holiday	148
Holiday OT	112
Personal Leave	140
Medical Leave	34
Comp. Time	48
Worked OT/Total	2.5%
Worked OT/Worked Total	2.7%



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

ANNUAL PUBLIC HEARING

AMBULANCE FEE BUDGET

The Jefferson County Emergency Services Agency will be holding their annual hearing reference the operation of the JCESA and the Ambulance Ordinance. This is a class II legal advertisement. Written comments pertaining to the operation of the JCESA within Jefferson County can be sent to Director Allen Keyser, 419 Sixteenth Avenue, Ranson, WV 25438

The hearing will be December 17, 2019 at precisely 6:30 p.m. in the JCESA Building, 419 Sixteenth Avenue, Ranson, West Virginia, 25438

Draft resolution to petition the County Commission to add one voting member to the JCESA Board of Directors.....

The Jefferson County Emergency Services Agency is authorized by the Jefferson County Commission under the authority of the Emergency Ambulance Service Act of 1975 to provide ambulance service to the community and to also provide services and personnel for the Fire Companies in Jefferson County, West Virginia. As authorized by the Jefferson County Commission, a Board of Directors consists of eight (8) individuals. They meet on the 3rd Tuesday of every month. Two (2) of the members are non-voting. Therefore there are six (6) voting members that decide on policy matters and operations. In order to achieve a quorum 4 of the 6 voting members must be in attendance.

Whereas, in 2018 there were 3 meetings in which the Board of Directors were not able to achieve a quorum and could not conduct business;

Whereas, adding one more voting member to the Board of Directors increases the chances of achieving a quorum as it would take 4 members out of 7 instead of 4 members out of 6, making achieving a quorum more likely to attain;

Whereas, having a Board consisting of an odd number of voting members is a more common practice because it makes deadlocks less likely;

Whereas the Board of Directors voted in its October meeting to petition the Jefferson County Commission to add a citizen member with voting rights;

Whereas "citizen member" is defined as a current resident of Jefferson County 18 years or older with no prior service to the JCESA or any of the Fire Stations either as a volunteer or an employee;

Be it resolved that the Board of Directors hereby petitions the Jefferson County Commission to expand the number of voting member of the Board from 6 to 7 by adding a citizen voting member as defined above in this resolution.