



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

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

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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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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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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BOARD MEMBER COMMENTS – None

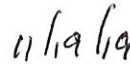
ADJOURNMENT

- 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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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
	Sep YTD		Sep YTD		Sep YTD	Budget vs Actuals		
Full Time Salaries	\$ 101,441	\$ 272,296	\$ 428,885	\$ 55,148			\$ 1,593,000	
Fringe Benefits	\$ 32,273	\$ 92,727	\$ 174,136	\$ 49,136			\$ 646,792	
Part Time Salaries	\$ 60,820	\$ -	\$ 39,038	\$ (21,782)			\$ 145,000	
Overtime	\$ 19,422	\$ -	\$ 24,231	\$ 4,809			\$ 90,000	
Workers Comp.	\$ 11,054	\$ 23,946	\$ 56,538	\$ 21,538			\$ 210,000	
Liability Insurance	\$ 4,946	\$ 7,239	\$ 15,346	\$ 3,161			\$ 57,000	
All Other Expenses	\$ -	\$ 73,192	\$ 109,181	\$ 35,989			\$ 405,528	
Total	\$ 229,956	\$ 469,400	\$ 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	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	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
Part Time - Ops	-	-	3,077	3,077	3,077	3,077	4,615	3,077	3,077	3,077	3,077	3,077	29,231
Overtime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	650	650	650	646	646	646	969	646	646	646	646	646	8,088
Worker Comp	6,484	6,484	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	13,964	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	231	346	231	231	231	231	231	2,192
Supplies	783	783	783	692	692	692	462	308	308	308	308	308	2,923
Auto Insurance	2,413	2,413	2,413	2,462	2,462	2,462	1,038	692	692	692	692	692	8,926
Liability	859	7,398	186	4,154	4,154	4,154	6,231	4,154	4,154	4,154	4,154	4,154	30,624
Ems Supplies	326	10,744	2,804	4,615	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	47,905
Misc and Cloth/SCBA			736	2,731	2,731	2,731	4,096	2,731	2,731	2,731	2,731	2,731	57,720
Tech Svc		1,434	476	2,385	2,385	2,385	3,577	2,385	2,385	2,385	2,385	2,385	27,358
Trav/Train													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
Background 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	641,042	812,684	984,326	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	45,830
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
Ems 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													
	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	149,593	229,956	300,995	300,995	372,406	443,817	550,934	622,345	693,756	765,168	836,579	925,990	

Exhibit A



Jefferson County Emergency Services Agency

Board of Directors Meeting

October 15, 2019

Chief Ross L. Morgan

**JEFFERSON COUNTY
EMERGENCY COMMUNICATIONS
STANDARD OPERATING
PROCEDURES MANUAL**

PART: II-Fire
SECTION: 206
DATE: 09-01-18
REPLACES: 02-25-02

SUBJECT: Requests for Additional Units and Undispatched Unit Response

OBJECTIVE: Criteria for accepting requests or offers for added equipment

POLICY: When the Incident Commander (IC) makes a specific request for personnel, apparatus and/or equipment, the dispatcher shall immediately dispatch the request. If the requested assistance, personnel, apparatus and/or equipment is not available, the dispatcher shall advise the requesting Officer at the first opportunity and ask for further instructions.

If another unit volunteers to respond on an incident for which they have not been directly dispatched, the dispatcher shall refer that unit to a unit already responding. If no other unit is responding, the dispatcher shall add the unit to the call.

NOTES:

- a) Any outside request for mutual aid shall follow the proper procedures and the agency shall be notified through the proper dispatch channel.
- b) If an out-of-county agency advises of their availability, the IC shall be notified and shall make the decision as to whether the out-of-county agency is needed.
- c) Any conflicts with existing policy shall be resolved at the completion of the incident and the IC's request shall be upheld.

WRITTEN BY
Wm Schweitzer

AGENCY APPROVAL
Jeffrey A. Polezynski, Director

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**JEFFERSON COUNTY
EMERGENCY COMMUNICATIONS
STANDARD OPERATING
PROCEDURES MANUAL**

PART: II-Fire

SECTION: 209

DATE: 09-01-18

REPLACES:

SUBJECT: Fire-EMS Status Check

OBJECTIVE: To establish a uniform protocol to confirm the status and wellbeing of Fire and EMS personnel on scene of an incident where command has not been established.

POLICY: The dispatcher shall conduct a status check on units at thirty (30) minutes after their arrival on the scene of a call for service if their status has not changed or they have not been heard from.

Unless specifically requested, the dispatcher shall continue performing a status check every thirty (30) minutes until all units have cleared the scene or begun a transport to a hospital.

If a unit fails to answer a status check, it is the dispatcher's responsibility to continue to attempt to locate and make contact with that unit by any means necessary. This includes sending law enforcement to the unit's last known location and continuing to attempt to contact the unit via radio at minimum every two (2) minutes.

NOTES:

- a) If, for any reason, the dispatcher feels the incident requires a status check on the units more often than the above criteria, the dispatcher may do so at their discretion, based on the dispatcher's responsibility to ensure responder safety at all times.

WRITTEN BY
Wm Schweitzer

AGENCY APPROVAL
Jeffrey A. Polczynski, Director

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**JEFFERSON COUNTY
EMERGENCY COMMUNICATIONS
STANDARD OPERATING
PROCEDURES MANUAL**

PART: II-Fire
SECTION: 204.1
DATE: 09-01-18
REPLACES: 12-11-13

SUBJECT: Fire Dispatch Procedure

OBJECTIVE: Procedure for Dispatching Fire Calls

POLICY: Any call for service for response of fire apparatus/units and personnel shall be dispatched according to established procedure.

Brevity on the radio shall be paramount.

The process of dispatching a fire call shall be:

- A single alert tone
- First announcement
- Activate the appropriate pager(s)
- Second announcement
- Third announcement upon unit response
- Response check (if necessary)

No additional announcements shall be made.

First Announcement:

The first announcement shall contain only the following information:

1. Box
2. Nature

Second Announcement:

The second announcement shall contain only the following information:

1. Box
2. Each of the recommended units
3. The nature of the incident
4. The full address, business, location, municipality/subdivision, cross-street (or between), major access road and/or point of entry
5. Operations talk group

WRITTEN BY
Wm Schweitzer

AGENCY APPROVAL
Jeffrey A. Polczynski, Director

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II-204.1

Example:
[Alert tone]

First announcement: Box 430, commercial fire alarm
[Activate pagers]

Second Announcement: Box 430, Engine Company 4, Berkeley Tower 80,
Commercial fire alarm, 73 Industrial Boulevard, Dalb, cross street Wilshire
Road.

Example:

[Alert tone],

First Announcement: Box 400, structure fire

[Activate pagers]

Second Announcement: Box 400, Engine Companies 4-2-5-1, Truck 2,
Ambulance 4-1, Ambulance 2-1, ALS-4, structure fire, 732 East Washington
Street, McDonalds Charles Town, cross street Alta Willa Drive, Operations
TAC].

Third Announcement:

- Parrot unit response and inquire "Are you direct on supplemental?"

If necessary, the supplemental information provided shall be limited to:

Any announcement shall be less than 10 seconds

- All fire information obtained by the Call-taker and entered into call comments
 - Age
 - Sex
 - Level of conscious
 - Breathing status
 - Brief/ chief complaint
- Cross streets or additional directions and description of the location (if necessary)

If applicable, provide the following information with supplemental:

- CAD alerts
- Anything that would pose a potential danger to a responder (weapons, hazmat, etc.)
- The location of the nearest water source/hydrant
- Possible traffic hazards, road conditions or closures or any information that may delay or alter response
- The need for additional equipment

WRITTEN BY
Wm Schweitzer

AGENCY APPROVAL
Jeffrey Polczynski, Director

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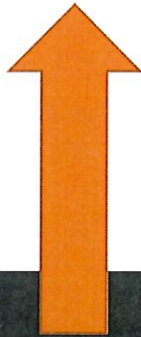
II-204.1

Response Check:

- Monitor the elapsed time in the UNIT STATUS window
- Follow policy II-205 *Response Check* (do not repeat the entire dispatch announcement when checking response)
- If a fire company fails, alert the next due fire company (do not re-alert failed company(s)). Continue dispatching until the assignment is complete.

NOTES:

- The alert tone and first announcement is only to be used when dispatching a new incident.
- When announcing the recommended units, the Engines are to be announced as "Engine Company(s) (X-Y-Z...)", not as individual units. All other units will be announced as the specific unit that is shown on CAD. This applies to calls for multiple Engines or single Engine recommendations, including Engine(s) dispatched as part of an EMS call for service.
- The tactical talkgroup to be assigned will be determined by the dispatcher based on any other incidents occurring at that time. The talkgroup shall be assigned as specified in policy II-203 *Talkgroup Discipline and Interoperability*. This announcement does not include a "command" talkgroup. At the time of dispatch, only the operational talkgroup will be assigned and announced.
- When dispatching additional units or personnel to an existing incident, immediately activate the company's pagers and provide the second announcement.
- Do not announce the units that have already responded (i.e.: *REI respond along with REZ for ...*).
- Not every line of ProQA comments needs to be provided over the radio. Focus only on the results causing the problem that requires the response. The entire history of the patient shall never be provided.
- Refrain from unnecessary wording such as "respond", "due", "for", etc. The wording shall always remain brief.
- Record all information that is relayed from the field into the call comments and track all status changes in CAD until all of the responding units have gone available.
- Always record staffing in call comments.
- Parrot verbatim the initial size-up report of the first unit on scene. Enter information into call comments.
- Do not announce that a call is a Company's "2nd due call" or subsequent call.
- With all structure fires, there shall be immediate notification of the appropriate power company or any other affected utility.
- If a Rapid Sequence Intubation (RSI) Paramedic is requested, the dispatcher shall immediately make the notification.



WRITTEN BY
Wm Schweitzer

AGENCY APPROVAL
Jeffrey Polczynski, Director

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**JEFFERSON COUNTY
EMERGENCY COMMUNICATIONS
STANDARD OPERATING
PROCEDURES MANUAL**

PART: II-Fire
SECTION: 203.1
DATE: 09-01-18
REPLACES: 05-13-10

SUBJECT: Acknowledgement of Radio Traffic

OBJECTIVE: To ensure a uniform standard of the radio traffic acknowledged by the Communications Center

POLICY: Based on the following criteria, radio traffic shall be acknowledged in a timely manner. Radio traffic is considered essential communications and will be answered or acknowledged with the following exceptions:

- Operational radio traffic on an assigned operational talkgroup. Traffic should be directed to and relayed by Command via the assigned Command talkgroup. However the dispatcher shall monitor the operational talkgroups for any *emergency* traffic and act accordingly if Command fails to hear or acknowledge this traffic (see policy II-203 *Talkgroup Discipline and Interoperability* and II-212.1 *MAYDAY*).
- Any apparatus advising the ECC that they are "in quarters" can be acknowledged with a simple "Ok." No further action or documentation is required.

The first arriving apparatus or Fire line officer on the scene of an incident will provide the ECC with an on-scene report or size-up. The dispatcher shall repeat (parrot) this information on the radio as well as document it in the call comments.

If a Fire line officer responds *directly to the scene, without apparatus*, the dispatcher shall track them in the same way they would a unit. A Fire line officer advising that they are "en route to their station," shall be acknowledged with an "Ok," and noted in the call comments; however the Fire line officer will not be assigned to the call.

NOTES:

- If a "tactical dispatcher" is available - he or she shall monitor and be responsible for traffic on any assigned tactical talkgroups during a major incident.

WRITTEN BY
Wm Schweitzer

AGENCY APPROVAL
Jeffrey A. Polczynski, Director

PAGE
1 of 1



JEFFERSON COUNTY
EMERGENCY COMMUNICATIONS
STANDARD OPERATING
PROCEDURES MANUAL

PART: II-Fire
SECTION: 204
DATE: 09-01-18
REPLACES:

SUBJECT: Fire - EMS Dispatch Policy
OBJECTIVE: Policy for Dispatching Fire and Ambulance Calls
POLICY: Any calls for service for response of Fire and/or EMS apparatus/units and personnel shall be dispatched in a timely manner and according to established procedure. This includes calls for service from Jefferson County citizens, Jefferson County agencies and neighboring jurisdictions, via 9-1-1, telephone or radio.
Jefferson County is divided into zones for the purpose of response, and each fire company is responsible for a given geographical area. This larger area is then subdivided into smaller working areas, referred to as the box areas. Any given box area could be large enough to include multiple subdivisions, or only include a school, medical facility, or similar. The advantage of this scheme is the ability to define the unit(s) to respond for that specific area. The box areas can be displayed on the CAD map by selecting the appropriate map layer.

The Jefferson County Emergency Communications' Computer Aided Dispatch System (CAD) uses a method for determining what unit(s) to dispatch which is based on the incident type (NATURE) and the location of the incident. Each NATURE has a defined set of unit(s) that the system will recommend, as defined in II-204-A Fire/EMS Nature Codes and Responses.

System timers are established for each nature code that defines the amount of time a unit has to respond. If the timer has expired, as defined in policy II-205 *Response Check*, the dispatcher shall proceed to the next due unit of that TYPE.

Once a call for service has been initiated by the call-taker, it will be displayed in the un-dispatched window with a status of "INPUT" while the call-taker is gathering information. While the call is in INPUT status, the dispatcher shall prepare for dispatch by researching all call information.

When CAD recommends a unit that is outside of the address's zone (ie; A2 dispatched to a 4XX zone, or EC4 dispatched to a 3XX zone), the dispatcher shall set the "home company" pagers as well as the pagers for the unit(s) being dispatched. The announcement shall only include the unit(s) being dispatched.

WRITTEN BY Wm Schweitzer
AGENCY APPROVAL Jeffrey A. Polczynski, Director
PAGE 1 of 2

II-204
If at any time a unit that is en route to or on scene at an incident requests additional unit(s) and/or manpower, the dispatcher shall immediately enter the request into CAD and dispatch accordingly.

NOTES:

- a) A call is ready to dispatch when there is a valid NATURE, a valid ADDRESS with a valid ZONE, and the call STATUS shows RCVD (Received). Attempting to dispatch prior to these three conditions being met will result in unit(s) not being recommended.
- b) An EMS call that is being processed with ProQA will have a NATURE of 'MEDICAL', a valid ADDRESS and may have a STATUS of RCVD. Attempting to dispatch at this point will also result in no unit(s) being recommended. Do not dispatch the call until the NATURE changes from 'MEDICAL' to a NATURE generated by ProQA and the above conditions are also met.
- c) A valid ADDRESS will also show a valid ZONE. Without a valid ZONE, the system will either not recommend apparatus to dispatch, or recommend the wrong apparatus.
- d) ZONES for Out-of-County Mutual Aid calls are defined in policy II-211 *Aid Requests from Outside Agencies*.
- e) Dispatch is not complete until all unit(s) are responding. Dispatch can be discontinued if cancelled by responding personnel.

WRITTEN BY Wm Schweitzer
AGENCY APPROVAL Jeffrey Polczynski, Director
PAGE 2 of 2



**Jefferson County
Emergency Communications Center**

Christopher M. Cross • Deputy Director of Communications
28 Industrial Boulevard, Suite 100, Kearneyville, WV 25430
Phone: 304/725-3372 • Fax: 304/725-4454

July 12, 2017

Jefferson County Fire/EMS Chiefs
Jefferson County Emergency Services Agency

Colleagues,

The Jefferson County Emergency Communications Center has begun looking in to the use of the Response Plan module. Supervising Public Safety Dispatcher Bill Schweitzer and I have completed site visits with agencies that use the module and Spillman has activated the module within our practice database. We still have many unanswered questions, but we are continuing to move towards implementation and plan to do in a multi-phased approach.

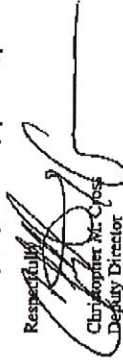
In order to continue moving forward, we would like to convene an implementation committee, which is phase one. The purpose of this committee would be to oversee the general setup of the module, discuss and hopefully work through any limitations, test scenarios, etc. so we can ensure 100% functionality. We want this to be a collaborative effort and our hope is that the members of this committee can act as a conduit to all of your agencies to prevent any feelings of impropriety or mistrust before they occur. In addition to SPSD Schweitzer and myself, I would like to request that both Andrew Arnold and Aaron Watson, both of the operations committee of the Emergency Services Agency, be requested to represent the Chiefs on the implementation committee. I believe that both of these individuals would represent you well and that they would be great liaisons between our agencies. What's more, they both have experiences in the Jefferson County public safety system, as well as systems outside of Jefferson County and they both have schedules that would accommodate meetings during normal business hours.

Phase two is the actual programming of response plan data. Our plan is to meet with every agency, gather data, program the data, then review the data that was programmed. This phase will no doubt take the longest amount of time to complete. The final phase, phase three, involves the training of dispatchers/field responders and implementation in the live system.

While I'm sure we will encounter more questions throughout the process, I'm confident that we can overcome them with a unified, well-communicated approach. Having said all of this, we would like to start working with the committee as soon as possible, if its members can be approved, and we currently have no timeline for implementation but our goal is within the 4th quarter of 2017.

As always, if you have any questions, please let me know.

Respectfully,



Christopher M. Cross
Deputy Director

-----Original Message-----

From: Christopher M. Cross <ccross@jeffersoncountywv.org>
To: rosslmorgan61@aol.com <rosslmorgan61@aol.com>; Jeffrey Polczynski <jpolczynski@jeffersoncountywv.org>
Cc: William Schweitzer <wschweitzer@jeffersoncountywv.org>; Stephanie Grove <sgrove@jeffersoncountywv.org>
Sent: Mon, Jan 7, 2019 9:35 pm
Subject: RE: response plan

Friendship, Citizens, Shepherdstown, Middleway and Bakerton programming is complete. Bill is working on finalizing his part for all of those areas.

Independent run cards have been updated and put into the proper format by Bill so I will start programming their area this week (hopefully tomorrow).

Bill spoke with Earl, who was apparently confused at what was needed, and explained what we needed. Earl still didn't understand what was needed and why so Bill clarified some information with him and Bill is updating Blue Ridge's run cards. Once they are complete and approved by Earl we can proceed with their area.

Since we are close to programming being complete, the next step is verification of the programming and training personnel. I anticipate programming to be complete in about 4-6 weeks (two/three weeks for IFC, 2 weeks for BRFC (after the run cards are approved)). After that, testing will take a bit (not sure how long) and training will take time but should be able to be done concurrent with testing.

Now that we have all of the information returned from the Chiefs, we should be able to program uninterrupted.

Christopher M. Cross
Part-time CAD Systems Administrator
Email ccross@jeffersoncountywv.org
CAD Support <https://cadsupport.jeffersoncountywv.org>

From: rosslmorgan61@aol.com [mailto:rosslmorgan61@aol.com]
Sent: Monday, January 7, 2019 5:12 PM
To: Jeffrey Polczynski <jpolczynski@jeffersoncountywv.org>; Christopher M. Cross <ccross@jeffersoncountywv.org>
Subject: response plan

Jeff or Chris, what is the latest update on the response plan? Ross

06:38:51 Sep 28, 2019
INCIDENT # 19ES04317,19SF01052
LONG TERM CAD# C19-57190 ACTIVE CALL# 32
PRIORITY: 2 REPORTED: 06:34:47
09/28/19
Nature: FALL-D Type: f
Address: 758 WHITMER RD; Shepherdstown Area
Zone: 375K City: Shenandoah Jct
Responding Units: A3,ALS3
Directions:
Cross Streets:
ROCKY LEDGE LN, PURDHAM LN & FLOWING SPRINGS RD
Lat= 39.378201 Lon= -77.834512
Comments:
06:37:22 09/28/2019 - Miller,C (ProQA Medical)
ProQA Code: 17D06
This location is not yet validated

02:13:33 Sep 28, 2019
INCIDENT # 19ES04316,19SF01051
LONG TERM CAD# C19-57170 ACTIVE CALL# 13
PRIORITY: 4 REPORTED: 02:09:04
09/28/19
Nature: FALL-B Type: f
Address: 637 PERSIMMON LN; Shepherdstown Area
Zone: 315K City: Shepherdstown
Responding Units: A3,ALS5
Directions:
Cross Streets:
PERSIMMON KNL & MUZZEY RD
Lat= 39.416094 Lon= -77.858582
Comments:
02:11:29 09/28/2019 - Woodward,M (ProQA Medical)
ProQA Code: 17B03 Suffix: G Suffix Text: On the
This location is not yet validated

01:59:38 Sep 28, 2019
INCIDENT # 19ES04315,19SF01050
LONG TERM CAD# C19-57169 ACTIVE CALL# 11
PRIORITY: 5 REPORTED: 01:54:45
09/28/19
Nature: FALL-A Type: f
Address: 98 WILLOWDALE DR; Willowdale Zone: 300K
City: Shepherdstown
Responding Units: A31,ALS3
Directions:
Cross Streets:
SHEPHERD GRADE RD & MARTHA LN
Lat= 39.442291 Lon= -77.807065
Comments:
01:58:22 09/28/2019 - Woodward,M (ProQA Medical)
ProQA Code: 17A02
This location is not yet validated

Incident Detail

11:55:45 Sep 28, 2019

INCIDENT # 19SF01053

LONG TERM CAD# C19-57233 ACTIVE CALL# 77

PRIORITY: 3 REPORTED: 11:54:59 09/28/19

Nature: MUTUALAIDFIRE Type: f
Address: DUNKER CHURCH RD
Zone: WCFR
City: Shepherdstown

Responding Units: K3

Directions:

Cross Streets:

Lat= 0.000000 Lon= 0.000000

Comments:
K3 FOR A BRUSH FIRE BUNKER CHURCH RD
ACROSS FROM AT BATTLE FIELD VISITORS



This location is not yet validated



800-301 9707

Respond Now

Incident Detail

14:39:54 Sep 28, 2019

INCIDENT # 19ES04322,19SF01055

LONG TERM CAD# C19-57269 ACTIVE CALL# 109

PRIORITY: 3 REPORTED: 14:38:53 09/28/19

Nature: SEND-FALL Type: f
Address: 123 E CAMPUS DR; RAM STADIUM SHEP
UNIV; Du Zone: 301S
City: Shepherdstown

Responding Units: A3,ALS3

Directions:

Cross Streets:
N KING ST

Lat= 39.434056 Lon= -77.806947

Comments:
DUKE STREET ENTRANCE.



This location is not yet validated



800-301 9707

Respond Now

Incident Detail

15:20:18 Sep 28, 2019

INCIDENT # 19ES04324,19SF01056,19MA00535

LONG TERM CAD# C19-57275 ACTIVE CALL# 115

PRIORITY: 5 REPORTED: 15:12:37 09/28/19

Nature: SICKPERSON-A Type: f
Address: 405 N KING ST; GARDINER HALL SHEP
UNIV; Sh Zone: 301S
City: Shepherdstown

Responding Units: A31

Directions:

Cross Streets:
E CAMPUS DR & N DUKE ST

Lat= 39.434532 Lon= -77.803667

Comments:
parking lot of gardners hall near a red vw suv
behind a jeep wrander..



This location is not yet validated



800-301 9707

Respond Now

19:54:08 Sep 28, 2019
INCIDENT # 19ES04330,19SF01059
LONG TERM CAD# C19-57319 ACTIVE CALL# 157
PRIORITY: 5 REPORTED: 19:49:47 09/28/19
Nature: SICKPERSON-A Type: f
Address: 553 S CHURCH ST # 12; LOWE GARDENS APTS; L Zone: 300
City: Shepherdstown
Responding Units: A31,ALS3
Directions:
Cross Streets: MINDEN ST & FAIRMONT AVE
Lat= 39.427455 Lon= -77.809767
Comments: 19:52:31 09/28/2019 - Schweitzer,W (ProQA Medical)
This location is not yet validated

17:58:38 Sep 28, 2019
INCIDENT # 19ES04328,19SF01058
LONG TERM CAD# C19-57297 ACTIVE CALL# 136
PRIORITY: 4 REPORTED: 17:54:11 09/28/19
Nature: HEATEXPOSURE-B Type: f
Address: 123 E CAMPUS DR; RAM STADIUM SHEP UNIV; Sh Zone: 301S
City: Shepherdstown
Responding Units: A31,ALS3
Directions:
Cross Streets: N KING ST
Lat= 39.434056 Lon= -77.806947
Comments: IN THE LOCKER ROOM
This location is not yet validated

16:28:45 Sep 28, 2019
INCIDENT # 19ES04325,19SF01057
LONG TERM CAD# C19-57287 ACTIVE CALL# 126
PRIORITY: 3 REPORTED: 16:26:09 09/28/19
Nature: UNCONSPERSON-C Type: f
Address: 123 E CAMPUS DR; RAM STADIUM SHEP UNIV; Sh Zone: 301S
City: Shepherdstown
Responding Units: A3,ALS3
Directions:
Cross Streets: N KING ST
Lat= 39.434056 Lon= -77.806947
Comments: 16:27:30 09/28/2019 - Breedden.S (ProQA Medical)
This location is not yet validated

Incident Detail



22:29:16 Sep 28, 2019

INCIDENT # 19ES04335,19SF01060

LONG TERM CAD# C19-57344 ACTIVE CALL# 181

PRIORITY: 5 REPORTED: 22:24:08 09/28/19

Nature: FALL-A Type: f
Address: 78 FOX GLEN DR; Fox Glen
Zone: 340K
City: Kearneysville

Responding Units: A31,ALS3

Directions:

Cross Streets:
FOX CHASE CT & HUNT DR, HUNTING HORN LN

Lat= 39.369605 Lon= -77.884382

Comments:
JUST MOVED IN DOES NOT KNOW HIS ADDRESS



This location is not yet validated



800-301 9707

Respond Now

Incident Detail

04:18:05 Apr 30, 2019
INCIDENT #
19MA00249,19MA00250,19BF00195,19CF00672,1
9ES01874,19F01049,19MF00184,19SF00482

LONG TERM CAD# C19-24823 ACTIVE CALL#
24
PRIORITY: 2 REPORTED: 04:13:10
04/30/19

Nature: STRUCTUREFIRE Type: f
Address: 426 INDUSTRIAL BLVD; ROYAL
VENDORS; Burr P Zone: 430
City: Kearneysville

Responding Units:
W4,EK2,E3,BCE61,BCTL80,K3,BCEK63,K6,EK7,A41
A
21,ALS4

Directions:
Cross Streets:
MCGARRY BLVD & WILTSHIRE RD

This location is not yet validated



800-301 9707

Respond Now

Incident Detail

10:43:20 Apr 30, 2019
INCIDENT # 19ES01876,19SF00483
LONG TERM CAD# C19-24858 ACTIVE CALL#
61

PRIORITY: 5 REPORTED: 10:37:56
04/30/19

Nature: TRAUMATICINJ-A Type: f
Address: 21 KILLDEER AVE; Shepherdstown Area
Zone: 300
City: Shepherdstown

Responding Units: A31,ALS3
Directions:
Cross Streets:
MARTINSBURG PIKE & OLD MARTINSBURG RD

Lat= 39.435422 Lon= -77.827808

Comments:
10:41:56 04/30/2019 - Engle,C (ProQA Medical)
ProQA Code: 30A02

This location is not yet validated



800-301 9707

Respond Now

Incident Detail

14:50:07 Apr 30, 2019
INCIDENT #
19BF00197,19CF00674,19ES01880,19FF00215,19IF
01052,19SF00486,19MA00252

LONG TERM CAD# C19-24912 ACTIVE CALL#
109
PRIORITY: 2 REPORTED: 14:43:59
04/30/19

Nature: STRUCTUREFIRE Type: f
Address: 24 STEEPLE CHASE DR; Steeple Chase
Zone: 735K
City: Shenandoah Jct

Responding Units:
E3,RE1,W4,RE2,T2,EK7,K3,EK2,WCEK1,A7,A31,ALS3
Directions:

Cross Streets:
MELVIN RD & TROTTERS TRL
Lat= Lon=

This location is not yet validated



800-301 9707

Respond Now

Incident Detail



18:20:44 May 01, 2019
INCIDENT # 19BF00199,19ES01894,19SF00487

LONG TERM CAD# C19-25220 ACTIVE CALL# 146
PRIORITY: 2 REPORTED: 18:13:49
05/01/19

Nature: FALL-D Type: f
Address: 1432 FRENCH RD; Uvilla
Zone: 735K
City: Shenandoah Jct

Responding Units: A31

Directions:

Cross Streets:
SHEPHERDSTOWN PIKE & CARDINAL KNOLL LN

Lat= 39.370503 Lon= -77.800583

Comments:
18:14:45 05/01/2019 - Wiegand,J (ProQA Medical)
URGENT: 5 MINS AGO

This location is not yet validated



800-301 9707

Respond Now

Incident Detail



20:10:33 Apr 28, 2019
INCIDENT # 19ES01861,19SF00476

LONG TERM CAD# C19-24560 ACTIVE CALL# 152
PRIORITY: 2 REPORTED: 20:06:33
04/28/19

Nature: UNCONSPERSON-D Type: f
Address: 5657 CHARLES TOWN RD; Kearneysville
Zone: 330K
City: Kearneysville

Responding Units: A3,ALS3

Directions:

Cross Streets:
STANLEY LN & GOOD FOLKS RD, MINERVA CT

Lat= 39.385145 Lon= -77.885253

Comments:
20:08:57 04/28/2019 - Dudash,P (ProQA Medical)

This location is not yet validated



800-301 9707

Respond Now

Incident Detail



14:43:44 Jul 15, 2019
INCIDENT # 19ES03084,19SF00766

LONG TERM CAD# C19-41422 ACTIVE CALL# 87
PRIORITY: 2 REPORTED: 14:36:14
07/15/19

Nature: FALL-D Type: f
Address: 1212 STEAMBOAT RUN RD; Steamboat
Run Zone: 320K
City: Shepherdstown

Responding Units: A3,ALS2

Directions:

Cross Streets:
PINE KNOLL RD & SUNRISE PL

Lat= 39.465385 Lon= -77.790458

Comments:
14:41:49 07/15/2019 - Ketchens,H (ProQA Medical)
ProQA Code: 17D01 Suffix: A Suffix Text:

This location is not yet validated



800-301 9707

Respond Now

Incident Detail

18:46:44 Aug 28, 2019



INCIDENT #

19MA00475,19MA00476,19BF00392,19ES03800,19FF00483,19SF00929,19MA00474,19MA00478,19MA00477

LONG TERM CAD# C19-50777 ACTIVE CALL#
131

PRIORITY: 2 **REPORTED: 18:41:06**
08/28/19

Nature: STRUCTUREFIRE **Type: f**
Address: 261 SANDPIPER LN; Mecklenburg Heights **Zone: 305K**
City: Shepherdstown

Responding Units:
RE3,WCEK1,BCRE64,BCE81,T3,K3,EK7,EK1,WCK6,A
3, WCA191,ALS3

Directions:

Cross Streets:
HUMMINGBIRD LN & MARTINSBURG PIKE



This location is not yet validated



800-301 9707

Respond Now

Washington County

Call Type	Received	Dispatched	Difference
Breathing Problem	5:26:58AM	5:28:40AM	1:42
Trailer Fire	6:08:15AM	6:09:58AM	1:43
Fire Alarm	10:30:12AM	10:31:29AM	1:17
Overdose	11:48:50AM	11:52:53AM	4:03
Chimney Fire	2:19:52PM	2:21:23PM	1:31
Breathing Problem	4:46:11PM	4:47:26PM	1:15
Fall	6:35:30PM	6:36:33PM	1:03
Abdominal Pain	12:03:56PM	12:05:44PM	1:48
Fire Alarm	4:42:54PM	4:44:33PM	1:39
MVC	6:09:12PM	6:10:00PM	0:48
Car Fire	8:14:17PM	8:16:47PM	2:30
Stroke	1:15:20AM	1:17:32AM	2:12
Stroke	10:43:57AM	10:46:51AM	2:54
Eye Injury	12:00:52AM	12:02:06AM	1:14
Water Rescue	4:41:09PM	4:43:45PM	2:34
MVC	5:47:24AM	5:48:15AM	0:51
Sick Person	11:29:09AM	11:31:29AM	2:20
Chest Pain	11:43:57AM	11:45:11AM	1:14
Fire Alarm	2:55:41PM	2:58:00PM	2:29
MVC	4:12:06PM	4:13:31PM	1:25
Average of 1.8 Minutes			

Berkeley County

Call Type	Received	Dispatched	Difference
Breathing Problem	5:26:58AM	5:28:40AM	1:42
Trailer Fire	6:08:15AM	6:09:58AM	1:43
Fire Alarm	10:30:12AM	10:31:29AM	1:17
Overdose	11:48:50AM	11:52:53AM	4:03
Chimney Fire	2:19:52PM	2:21:23PM	1:31
Breathing Problem	4:46:11PM	4:27:26PM	1:15
Fall	6:35:30PM	6:36:33PM	1:03
Abdominal Pain	12:03:56PM	12:05:44PM	1:48
Fire Alarm	4:42:54PM	4:44:33PM	1:39
MVA	6:09:12PM	6:10:00PM	0:48
Car Fire	8:14:17PM	8:16:47PM	2:30
Stroke	1:15:20AM	1:17:31AM	2:12
Stroke	10:43:57AM	10:46:51AM	2:54
Eye Injury	12:00:52AM	12:02:06AM	1:14
Water Rescue	4:41:09PM	4:43:45PM	2:34
MVA	5:47:24AM	5:48:15AM	0:51
Sick Person	11:29:09AM	11:29:31AM	2:20
Chest Pain	11:43:57AM	11:45:11AM	1:14
Fire Alarm	2:55:41PM	2:58:00PM	2:29
MVA	4:12:06PM	4:13:31PM	1:25

AVERAGE OF 1.8 Minutes

Loudoun County

Call Type	Received	Dispatched	Difference
Chest Pain	8:20:42AM	8:21:48AM	1:06
Unconscious Person	12:33:06PM	12:35:07PM	2:01
Diabetic	7:39:41AM	7:40:29AM	0:48
Trouble Breathing	11:16:56AM	11:17:08AM	0:13
Structure Fire	6:05:49AM	6:07:15AM	1:56
OB	9:27:03AM	9:28:30AM	1:27
Fall	12:48:01PM	12:49:10PM	1:09
MVA	11:45:56AM	11:46:55AM	0:59
Structure Fire	4:26:21PM	4:27:45PM	1:24
Fire Alarm	10:07:43PM	10:09:00PM	1:17
Unconscious Person	11:52:45PM	11:54:44PM	1:59
Structure Fire	6:15:16AM	6:16:34AM	1:18
Chest Pain	7:24:41AM	7:26:06AM	1:25
Water Rescue	7:29:26AM	7:34:04AM	4:38
Allergic Reaction	11:41:41AM	11:43:12PM	1:31
Unconscious Person	12:12:19PM	12:15:55PM	1:36
Heart Problem	12:57:58PM	12:59:07PM	1:09
Injury	2:11:30PM	2:13:08PM	1:38
Sick Person	3:56:47PM	3:57:06PM	0:19
Fuel Spill	10:06:40PM	10:07:56PM	1:16

AVERAGE OF 1.4 MINUTES

Jefferson County

Call Type	Received	Dispatched	Difference
Patient Transfer	1:29:55PM	1:33:25PM	3:30
Sick Person	10:19:16PM	10:22:34PM	3:18
Back Pain	11:41:28PM	11:44:08PM	2:40
MVA Injury	5:11:58PM	5:15:10PM	3:12
Fall	12:14:23PM	12:18:06PM	3:43
Structure Fire	5:30:19PM	5:34:24PM	4:05
Unconscious Person	11:50:56PM	11:53:41PM	2:55
Unconscious Person	11:36:50PM	11:40:04PM	3:14
Structure Fire	5:00:58PM	5:06:21PM	5:23
Trouble Breathing	4:55:20PM	4:58:38PM	3:18
Chest Pain	12:14:55AM	12:17:13AM	2:18
Fall	2:45:08AM	2:49:15AM	4:07
Choking	10:05:31PM	10:09:08	3:37
Traumatic Injury	11:35:40PM	11:40:29PM	4:19
Fall	5:27:57AM	5:31:37AM	3:40
Heart Problem	8:27:48AM	8:31:49AM	4:01
Brush Fire	3:44:32PM	3:47:31PM	2:59
Cardiac Arrest	6:04:33PM	6:06:36PM	2:03
Trouble Breathing	5:08:20PM	5:11:24PM	3:04
Sick Person	7:44:00PM	7:47:01PM	3:01

AVERAGE OF 3.4 MINUTES

Jefferson County

Date	Nature	Received	Dispatch	Difference
8/2/2019	Fire Alarm	7:15:42	7:16:39	0:57
8/2/2019	Stroke	8:01:06	8:03:54	2:48
8/2/2019	Fire Alarm	14:14:13	14:15:16	1:03
8/2/2019	Cardiac Arrest	22:12:57	22:16:28	3:31
8/3/2019	Sick Person	11:16:59	11:25:07	8:08
8/3/2019	Hemmorage	16:12:43	16:16:12	3:29
8/3/2019	Chest Pain	23:46:12	23:49:15	3:03
8/4/2019	Paitient Transfer	10:05:41	10:08:44	3:03
8/6/2019	Trouble Breathing	11:22:40	11:26:26	3:46
8/6/2019	Fall	17:17:05	17:22:11	5:06
8/7/2019	Fall	15:39:27	15:42:21	2:54
8/8/2019	Overdose/Poison	1:09:10	1:12:19	3:09
8/8/2019	Public Assist	6:07:18	6:08:48	1:30
8/8/2019	MVA Injury	8:45:33	8:46:50	1:17
8/8/2019	Fire Alarm	11:36:38	11:37:57	1:19
8/8/2019	Fall	18:10:03	18:13:40	3:37
8/8/2019	Sick Person	18:32:38	18:39:35	6:57
8/9/2019	Chestpain	14:35:28	14:38:21	2:53
8/10/2019	Unconsperson	14:44:38	14:50:26	5:48
8/10/2019	Send Fall	20:27:19	20:29:00	1:49

Average Time 3.3 minutes



Comparison of Room Furnishings

Legacy Room

Modern Room



Underwriters Laboratories

00:00



Morgana Drive, Shepherdstown

Sun Apr 14 2019 20:34:52 to Sun Apr 14 2019 20:37:30:

Ch: 911-6, Start: 2019-04-14 20:34:52,

Dur: 02:38,

Caller: "A body laying along someone yard"

Caller: "The person didn't seem to be conscious."

Dispatcher: "We'll get you an Officer out there, okay?"

Morgana Drive, Shepherdstown



Sun Apr 14 2019 20:34:52 to Sun Apr 14 2019 20:37:30:
Ch: 911-6, Start: 2019-04-14 20:34:52,

Officer: "Can you send EMS out here, right away, please.
Blood coming from the mouth, not breathing."

Steamboat Run, Shepherdstown



Mon Jul 15 2019 14:37:17 GMT-0400 to Mon Jul 15 2019 14:45:30
Dur: 08:13

Reported: 14:36:14

Dispatched: 14:43:44

Caller: "Truck fell to the side"

Caller: "The power went out, the Truck rolled over it"

Units Dispatched: Ambulance 3, ALS 3

University Drive, Shepherdstown



Sun Aug 25 2019 15:01:09 GMT-0400 to Sun Aug 25 2019 15:10:05
Dur: 06:30

Reported: 15:02:30
Dispatched: 15:06:10

Units Dispatched: Ambulance 3-1, ALS 2

Note: Amb 3-1, EMCH3, RE-3 responded prior to dispatch due to the call "sitting" on the board. Units were arriving on scene when the "tones" were finally alerted.

Questions

SIGN-IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: October 15, 2019

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

7:00 p.m.

Board Members: (Please Print)

- | | | |
|--------------------------------|----------------------------|--------------------------|
| 1- <u>ANTHONY (Tony) Trice</u> | 2- <u>Debbie Lancaster</u> | 3- <u>Elliot Simon</u> |
| 4- <u>Tricia Worden</u> | 5- <u>Mike Mood</u> | 6- <u>Gene Jabbe</u> |
| 7- <u>Robert FAAS</u> | 8- <u>Allen Keys</u> | 9- <u>Connie Simpson</u> |
| 10- _____ | 11- _____ | 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>BOB BARNER</u>	<u>JCESA</u>	_____	_____
2- <u>CRITA HORN</u>	<u>JCESA</u>	_____	_____
3- <u>Mary Trice</u>	<u>JCESA</u>	_____	✓
4- <u>Ross L Moran</u>	<u>SFD</u>	_____	_____
5- <u>Will Dent</u>	<u>SFD</u>	✓	_____
6- <u>R. Smith</u>	<u>LUNJCHIV</u>	_____	*
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____
12- _____	_____	_____	_____
13- _____	_____	_____	_____
14- _____	_____	_____	_____
15- _____	_____	_____	_____