



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

Meeting Minutes November 19, 2019

The November meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, November 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	No
Tricia Jackson	Yes	Bob Faas	Yes
Dr. Marney Treese	No	Mike Mood	Yes
Nathan Cochran	Yes		

CALL TO ORDER

- The meeting was called to order at 7:01 p.m. by Chairman Simon
- Chairman Simon motioned on behalf of Director Keyser' request to rearrange the agenda in order to first do the presentation of the Rockwool \$15,000 Grant for the first (5) sets of PPE. There was no objection by the Board Members to proceed with said request. Media Release (**Exhibit A**)
- Director Keyser proceeded to give a brief introduction that highlighted on what all was included in each individual set of PPE gear. The first half of the grant has paid for the first (5) sets, and in 2020 the grant will allow the agency to purchase an additional (15) sets. Keyser then introduced the two Rockwool representatives; Peter Regenberg, VP, US Operations, and Kimberly Burges, SHEQ Manager. Peter Regenberg briefly spoke on how important it is for Rockwool to support all local fire departments and the community as much as possible when it comes to protection.
- Chairman Simon and Board Member Tabb thanked the Rockwool representatives for their generous donation to the community and our agency.

APPROVAL OF MINUTES

- Motion by Faas, 2nd by Jackson to approve the October 15, 2019 - Regular Meeting Minutes as submitted - Motion carries unanimously on voice vote.

TREASURER'S REPORT

- Director Keyser presented an overview of all the agency expenses, accounts, and payroll for the month of October 2019. This included the Directors financial report for the month of October 2019. Motioned by Faas, 2nd by Tabb to approve - Motion carries unanimously on voice vote.

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CHAIRMAN'S REPORT – None

JCFRA REPORT – None

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Mentioned that the Ambulance Fee Budget Public Hearing has been posted as required and is scheduled for 6:30 p.m. prior to the regular scheduled Board meeting on December 17, 2019 here at JCESA.
- WVU Medicine – WV Governors Demonstration Pilot Program, which ID's high need areas within Jefferson County to assist the Outreach Team. On the advice of the County Attorney Cochran, after his review of the subcontract it was in our best interest to pull out of the project, as it was very limited on what or who the funds could be spent on and would not work out for our agency. They were notified by phone and mailed a letter requesting to be terminated out of the subcontract and noting any funds that would be sent our way to be returned to them.
- 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 – Caleb Taylor, Recruitment Coordinator (**Exhibit B**)
- Keyser recapped on FY20 and shared a presentation of the FY21 Preliminary Budget (**Exhibit C**)
 - Motion by Faas, 2nd by Tabb to approve the preliminary budget to be submitted to the County Commission for FY21 - Motion carries unanimously on voice vote.

BOARD MEMBER REQUESTS – None

UNFINISHED BUSINESS

- Chairman Simon provided a draft resolution to petition the County Commission to add a 7th voting member to the JCESA Board which will be presented to the Jefferson County Commission for consideration. (**Exhibit D**)
 - Motion by Jackson, 2nd by Faas to approve as amended and send forward to the Jefferson County Commission for review and consideration - Motion carries unanimously on voice vote.

NEW BUSINESS – None

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PUBLIC COMMENT

- Chief Ross, Shepherdstown VFD Co 3 – In regards to the 911 Communications Center problem – all that is known at this time is that the concerns have been sent forward by the County Commission to the “911 Advisory Board” and currently he is waiting to hear back from them on a meeting date.


BOARD MEMBER COMMENTS

- Board Member Tabb – mentioned that the 911 Board Meeting will be at the Communication Center on Dec. 3rd at 3:00 p.m. and is open to the public.

ADJOURNMENT

- Motion to adjourn by Faas, 2nd by Jackson - Motion carries unanimously on voice vote. Meeting adjourned at 8:03 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.



Approved - Elliot Simon, JCESA Chair

12/17/19
Date

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Exhibit A



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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FOR IMMEDIATE RELEASE

For additional information, contact JCESA Director Allen Keyser: 304-728-3287

Jefferson County Firefighters Receive New Protective Equipment Thanks to ROCKWOOL Donation

RANSON, W.V. --- The Jefferson County Emergency Services Agency today announced that it has purchased new lifesaving equipment to protect first responder firefighters in the county.

Emergency responders wear personal protective equipment (PPE) that includes boots, pants, coats, gloves, a Nomex hood that covers a responder's neck and ears, a helmet and mask that protects the face and provides a connection to breathable air. Previously, Jefferson County only had one set of PPE equipment for each firefighter. As part of its budget request, JCESA asked for 30 PPE sets totaling \$90,000, but county budget constraints made it impossible for the JCESA to fund the purchase.

ROCKWOOL stepped up to help with the request and cover 20 sets of PPE: In 2019, ROCKWOOL has donated \$15,000 to purchase 5 sets of PPE and has pledged \$45,000 to purchase 15 sets of PPE in 2020.

"Once a set of equipment is used in a fire or other hazardous environment, it must be sent out for cleaning and inspection, which typically takes one week – leaving a firefighter out of service for that time," said **Allen Keyser, Director of the Jefferson County Emergency Services Agency**. "We are grateful to ROCKWOOL for supporting our first responders and ensuring that they have the equipment necessary to keep Jefferson County safe."

The PPE donation and pledge comes on the heels of a \$30,000 donation ROCKWOOL made this Spring to the Jefferson County Fire and Rescue Association (JCFRA) to enable a county-wide accountability system to track fire and EMS personnel on emergency scenes.

"As a producer of non-combustible insulation, ROCKWOOL has always committed to fire safety and has a long track record of partnering with fire service organizations in the communities we operate to ensure a greater level of safety for all," said **Paul Espinosa, ROCKWOOL Public Affairs Manager**. "We are pleased to donate more sets of protective equipment for Jefferson County firefighters, which will protect both the first responders and the communities they serve."

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Exhibit B



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

ESA Meeting 11/19/2019

Good evening we currently have 11 members recruited in this quarter.

We are currently waiting on obtaining approximately 8 sets of gear from Finley Fire.

Reminder to all companies that the grant will be ending in November of 2020 with most Colleges not ending their fall semesters until December the last chance for reimbursement of college tuition will be for the Spring of 2020 semester. Therefore if you have any members looking for reimbursement for this semester please have them get me their transcripts and receipts for payment as soon as possible in December so we can get everyone the amount of reimbursement we can.

All payments, receipts, reimbursement will all need to be turned in to me no later then October 24th of 2020, we will not be able to obtain anymore requests for funding in November. Please keep this in mind.

Thank you and have a great night.

Exhibit C

JCESA FY21 Budget Request



FY20 Budget Recap

Funding Source	Amount
General Fund	\$2,231k
Ambulance Fee	\$916k
Total	\$3,147k*

Expense Category	Amount
Labor	90%
Non-Labor (Supplies, Utilities, Maint./Repairs, EMS Supplies, Professional Services, Insurance, etc.)	10%

*\$3,291k is total allocation. \$3,147k is the amount remitted to JCESA

FY21 Budget Requests

1. Maintenance of Effort
2. Vision Insurance
3. Additional Training
4. Additional Staffing
5. 2 replacement vehicles

Maintenance of Effort

\$77k

- Projected increases in workers compensation, health insurance, etc. and maintenance of pay table approved in FY19 (career ladder.)

Employee Benefits

Vision Insurance:

\$4k

- None currently provided
- Vision care (Exams, eyeglasses, etc.) is becoming more expensive

Additional Training:

\$11.5k

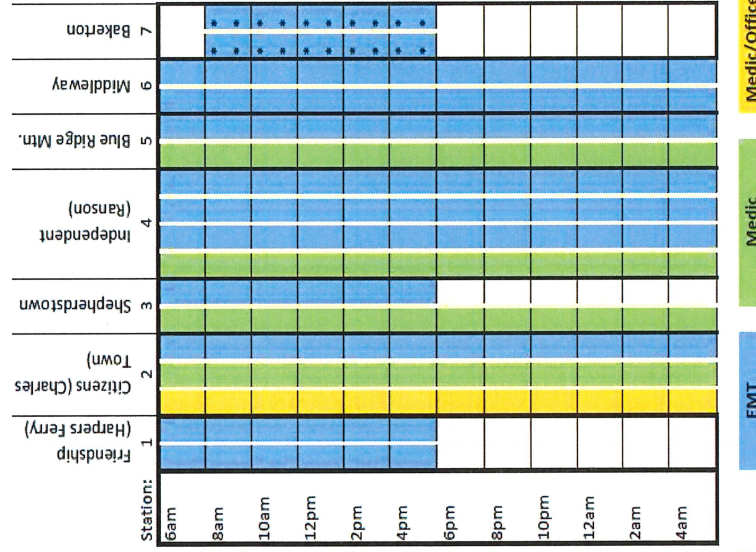
- EVOG & Live Burn: Risk reduction
- 12 Lead & Capnography Course: Improve EMS outcomes

27 Additional Full-Time Positions

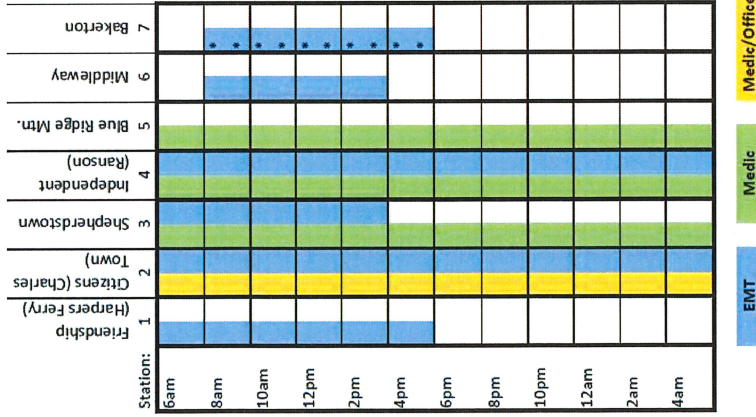
\$2,160,000

- As requested by volunteer companies
- Nearly eliminates one-person staffing
 - Improve response time
 - Reduce safety risks
- NFPA 1720
- Adds 1,134 hrs of coverage per week

Proposed Staffing:



Current Staffing:



2 replacement vehicles

\$120k

- Continuation of Capital Replacement Plan
 - Began last year
 - Effort to upgrade fleet with median age of 10yrs and median mileage of 95k.
- Maintenance of older vehicles continues to be an issue
- For each vehicle purchased, one is decommissioned

This is a capital Request through the County's Capital Outlay Fund

FY21 Budget Requests

FY20 Total Budget	\$3,147k
Maintenance of effort (cost increases + maintain pay scale*)	\$77k
Vision Insurance	\$4k
Additional Training	\$11.5k
Additional Staffing Positions	\$2,160k
Total FY21 Annual Operating Budget Request (all of above)	\$5,400k[‡]
Total FY21 Jefferson County CIP Request (2 Vehicles)	\$120K

* Continuation of Career Ladder / Pay Scale implemented in FY19 based on Class & Comp. Study

‡ \$5,400k is the amount remitted to JCESA, after costs associated with collection of fee are deducted.

Exhibit D

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.

SIGN-IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: November 19, 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 Tabbs</u> | 3 - <u>Allen Keys</u> |
| 4 - <u>Bob FAAS</u> | 5 - <u>Tricia Jackson</u> | 6 - _____ |
| 7 - <u>Elliot Simon</u> | 8 - <u>Mark Gohm (Council)</u> | 9 - _____ |
| 10 - <u>Anthony Tracer</u> | 11 - <u>Mike Mood</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: (<i>Please Print</i>)	Representing	Would Like to Speak	
		YES	NO
1 - <u>Caleb Taylor</u>	<u>Grant</u>	_____	_____
2 - <u>Russ L Morgan</u>	<u>SFD</u>	<input checked="" type="checkbox"/>	_____
3 - <u>Marshall Doherty</u>	<u>SFD</u>	_____	<input checked="" type="checkbox"/>
4 - <u>Michelle Harris</u>	<u>MVFC</u>	_____	<input checked="" type="checkbox"/>
5 - <u>Renny Smith</u>	<u>LWVOCWV</u>	_____	<input checked="" type="checkbox"/>
6 - <u>Bob Puzdacz</u>	<u>JCESA</u>	_____	<input checked="" type="checkbox"/>
7 - <u>Monte Cogner</u>	<u>JCSA</u>	_____	<input checked="" type="checkbox"/>
8 - <u>George Wilson</u>	<u>JCSA</u>	_____	<input checked="" type="checkbox"/>
9 - _____	_____	_____	_____
10 - _____	_____	_____	_____
11 - _____	_____	_____	_____
12 - _____	_____	_____	_____
13 - _____	_____	_____	_____
14 - _____	_____	_____	_____
15 - _____	_____	_____	_____