

# **Jefferson County Emergency Services Agency**



**Board Meeting  
December 17, 2019  
7:00pm**



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438  
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

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## AGENDA December 17, 2019

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, December 17, 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 – November 19, 2019 - Regular Meeting Minutes

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser.

CHAIRMAN'S REPORT

- Board Member Jane Tabb term ending 01/01/2020

JCFRA REPORT – None

DIRECTORS'S REPORT

- FY2019 Auditor's Report (copies provided)
- NEREMS (North Eastern Regional EMS) - Reappointment of Captain Craig Horn. (Discussion/Action)
- FEMA Grant Update – Caleb Taylor, Recruitment Coordinator

BOARD MEMBER REQUESTS – None

UNFINISHED BUSINESS - None

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



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## 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 Regenber, VP, US Operations, and Kimberly Burges, SHEQ Manager. Peter Regenber 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, 2<sup>nd</sup> 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 25<sup>th</sup>, 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 7<sup>th</sup> 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. 3<sup>rd</sup> at 3:00 p.m. and is open to the public.

## ADJOURNMENT

- Motion to adjourn by Faas, 2<sup>nd</sup> 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

\_\_\_\_\_  
Date

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# JCESA 2019 Budget Meeting

12/18/19

# JCESA 2019/2020 Overview – November

- 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 11/30/19:

- General = \$540,877
- Payroll = \$4,877
- Ambulance Fee Funds = \$395,755
- Mortgage = \$77,194

# FY 19/20 November Expenses (JCESA & Amb Fee)

JCESA November FY19/20 YTD - Financial Summary  
(22 out of 52 weeks)

	A		B		Pro rated Forecast	YTD Variance <u>Budget vs</u> <u>Actuals</u>	FY19/20 Budget
	Amb Fee		JCESA				
	Nov YTD	Nov YTD	Nov YTD	Nov YTD			
Full Time Salaries	\$ 187,413	\$ 457,052	\$ 673,962	\$ 29,497	\$ 1,593,000		
Fringe Benefits	\$ 70,837	\$ 164,929	\$ 273,643	\$ 37,877	\$ 646,792		
Part Time Salaries	\$ 79,184	\$ -	\$ 61,346	\$ (17,838)	\$ 145,000		
Overtime	\$ 37,832	\$ -	\$ 38,077	\$ 245	\$ 90,000		
Workers Comp.	\$ 18,989	\$ 39,346	\$ 88,846	\$ 30,511	\$ 210,000		
Liability Insurance	\$ 8,244	\$ 12,065	\$ 24,115	\$ 3,806	\$ 57,000		
All Other Expenses	\$ -	\$ 129,130	\$ 171,570	\$ 42,440	\$ 405,528		
<b>Total</b>	<b>\$ 402,499</b>	<b>\$ 802,522</b>	<b>\$ 1,331,558</b>	<b>\$ 126,537</b>	<b>\$ 3,147,320</b>		

**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	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	49,331	132,994	89,971	92,296	92,460	88,077	132,115	88,077	88,077	88,077	89,077	138,077	1,167,629
Part Time - Ops	-	-	-	-	-	3,077	4,615	3,077	3,077	3,077	3,077	3,077	23,077
OverTime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	650	650	650	650	650	646	989	646	646	646	646	646	8,096
Worker Comp	6,484	6,484	10,978	7,700	7,700	11,538	17,308	11,538	11,538	11,538	11,538	11,538	125,884
FICA/Med	3,927	10,004	6,790	6,914	6,932	8,881	13,321	8,881	8,881	8,881	8,881	8,881	101,171
<b>Subtotal</b>	<b>60,392</b>	<b>150,132</b>	<b>108,389</b>	<b>107,560</b>	<b>107,742</b>	<b>112,219</b>	<b>168,329</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>112,219</b>	<b>162,219</b>	<b>1,425,858</b>
Hosp	14,027	10,242	13,448	15,205	19,352	15,769	23,654	15,769	15,769	15,769	15,769	22,769	197,543
Life	802	1,095	1,095	1,134	1,095	462	692	462	462	462	462	462	8,683
Dental	926	890	890	890	1,281	923	1,385	923	923	923	923	923	11,800
Retirement	5,180	13,964	9,447	9,691	9,708	10,154	15,231	10,154	10,154	10,154	10,154	10,154	124,144
<b>Subtotal</b>	<b>20,935</b>	<b>26,191</b>	<b>24,880</b>	<b>26,920</b>	<b>31,436</b>	<b>27,308</b>	<b>40,962</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>27,308</b>	<b>34,308</b>	<b>342,170</b>
Fuel	1,037	1,216	1,455	1,146	605	1,385	2,077	1,385	1,385	1,385	1,385	1,385	15,844
Maintenance	860	3,241	2,460	1,499		769	1,154	769	769	769	769	769	13,829
License Ops						231	346	231	231	231	231	231	1,731
Supplies						308	462	308	308	308	308	308	2,308
Auto Insurance	783	783	783	783	783	692	1,038	692	692	692	692	692	9,107
Liability	2,413	2,413	2,413	2,413	2,413	2,462	3,692	2,462	2,462	2,462	2,462	2,462	30,527
Ems Supplies	859	7,398	186	5,786	558	4,154	6,231	4,154	4,154	4,154	4,154	4,154	45,941
Misc and Cloth/SCBA	326	10,744	2,804	12,074	1,778	4,615	6,923	4,615	4,615	4,615	4,615	4,615	62,341
Tech Svc		680	736	1,496		2,731	4,096	2,731	2,731	2,731	2,731	2,731	23,393
Trav/Train		1,434	476	1,561	625	2,385	3,577	2,385	2,385	2,385	2,385	2,385	21,981
<b>Subtotal</b>	<b>6,278</b>	<b>27,909</b>	<b>11,313</b>	<b>26,758</b>	<b>6,762</b>	<b>19,731</b>	<b>29,596</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>19,731</b>	<b>227,001</b>
Prof Svc	1,200	1,200	3,331	1,710	1,360	2,769	4,154	2,769	2,769	2,769	2,769	2,769	29,570
Medical Exp	35	353	11,850	7,291		2,154	3,231	2,154	2,154	2,154	2,154	2,154	35,683
Postage						77	115	77	77	77	77	77	577
Office Exp	31	1,442	560	1,878	2	769	1,154	769	769	769	769	769	9,682
Equip Rent	298	296	515	298	298	385	577	385	385	385	385	385	4,590
Telephone						77	115	77	77	77	77	77	577
Utilities	1,142	1,967	1,956	1,648	1,615	1,692	2,538	1,692	1,692	1,692	1,692	1,692	21,020
Rep & Maint		1,223	14			385	577	385	385	385	385	385	4,122
Advertising	75	76	61			77	115	77	77	77	77	77	789
Dues & Sub						77	115	77	77	77	77	77	577
Audit Costs		1,841			5,135	538	808	538	538	538	538	538	11,014
Background Ck		353				923	1,385	923	923	923	923	923	7,276
Other/Unemployment				2,601		923	1,385	923	923	923	923	923	92,448
Third Party Billing						-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>2,781</b>	<b>8,751</b>	<b>18,287</b>	<b>15,426</b>	<b>8,410</b>	<b>10,846</b>	<b>16,269</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>10,846</b>	<b>93,770</b>	<b>217,925</b>
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,538	2,308	1,538	1,538	1,538	1,538	1,538	16,808
<b>Subtotal</b>	<b>91,440</b>	<b>214,037</b>	<b>163,923</b>	<b>177,718</b>	<b>155,404</b>	<b>171,642</b>	<b>257,463</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>171,642</b>	<b>311,566</b>	<b>2,229,762</b>
Cumulative Expenses		305,477	469,400	647,118	802,522	974,164	1,231,627	1,403,269	1,574,911	1,746,553	1,918,196	2,229,762	

Ambulance Fee Monthly Budget  
July 2019 - June 2020

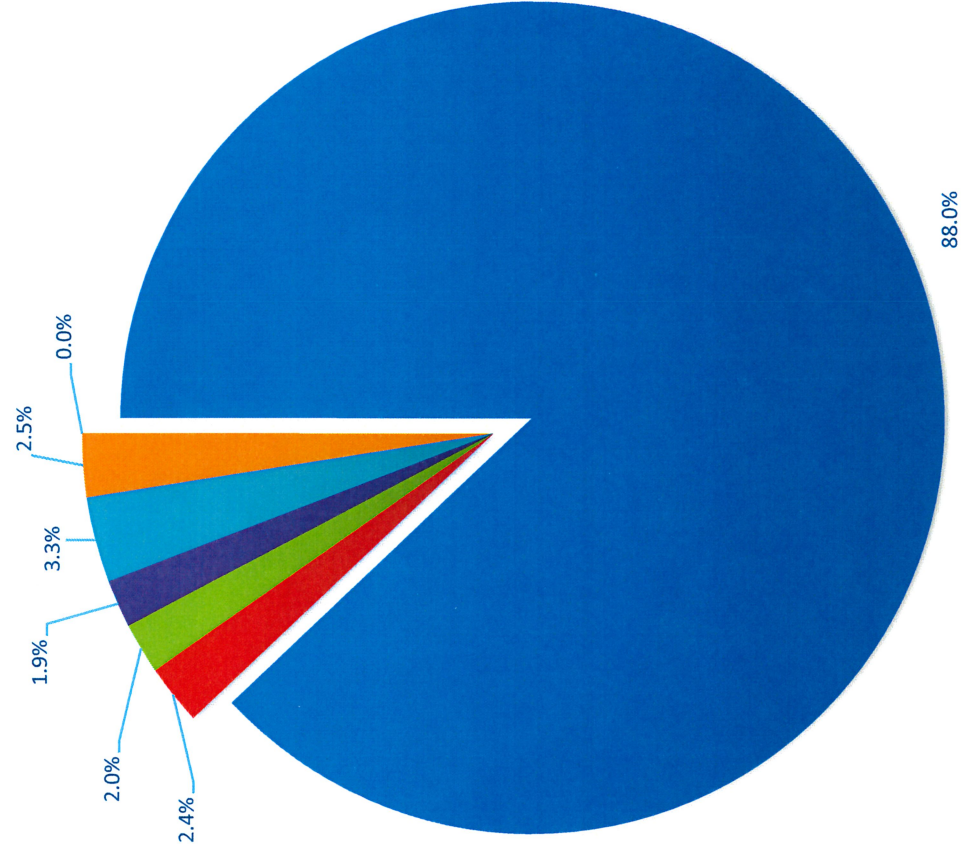
Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	3	2	2	2	2	3	2	2	2	2	2	26
	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	10,136	53,511	37,794	42,409	43,563	34,462	51,692	34,462	34,462	34,462	34,462	49,462	460,875
Part Time - Ops	14,428	30,283	16,109	9,902	8,462	9,000	13,500	9,000	9,000	9,000	9,000	9,000	146,684
Overtime - OPS	5,787	5,460	8,175	9,337	9,073	6,923	10,385	6,923	6,923	6,923	6,923	6,923	89,755
Medical Director													
Worker Comp	2,913	2,913	5,228	3,968	3,967	4,615	6,923	4,615	4,615	4,615	4,615	4,615	53,604
FICA/Med	2,315	6,717	4,644	4,609	4,567	3,385	5,077	3,385	3,385	3,385	3,385	3,385	48,237
<b>Subtotal</b>	<b>35,579</b>	<b>98,884</b>	<b>71,950</b>	<b>70,225</b>	<b>69,632</b>	<b>58,385</b>	<b>87,577</b>	<b>58,385</b>	<b>58,385</b>	<b>58,385</b>	<b>58,385</b>	<b>73,385</b>	<b>799,155</b>
Hosp	1,999	1,270	1,360	9,693	6,187	5,257	7,886	5,257	5,257	5,257	5,257	8,257	62,939
Life	192	202	202	731	599	385	577	385	385	385	385	385	4,751
Dental	188	187	392	690	597	231	346	231	231	231	231	231	3,785
Retirement	1,644	6,151	4,810	5,431	5,520	4,308	6,462	4,308	4,308	4,308	4,308	4,308	55,864
<b>Subtotal</b>	<b>4,023</b>	<b>7,810</b>	<b>6,764</b>	<b>16,545</b>	<b>12,843</b>	<b>10,180</b>	<b>15,271</b>	<b>10,180</b>	<b>10,180</b>	<b>10,180</b>	<b>10,180</b>	<b>13,180</b>	<b>127,338</b>
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,648	1,649	1,649	1,649	1,649	1,923	2,885	1,923	1,923	1,923	1,923	1,923	22,667
Emns Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
<b>Subtotal</b>	<b>1,648</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,923</b>	<b>2,885</b>	<b>1,923</b>	<b>1,923</b>	<b>1,923</b>	<b>1,923</b>	<b>1,923</b>	<b>22,667</b>
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Backgroun Ck													
Other ( Cars/Gear)													
Third Party Billing													
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Equipment													
<b>Subtotal</b>	<b>41,250</b>	<b>108,343</b>	<b>80,363</b>	<b>88,419</b>	<b>84,124</b>	<b>70,488</b>	<b>105,732</b>	<b>70,488</b>	<b>70,488</b>	<b>70,488</b>	<b>70,488</b>	<b>88,488</b>	<b>949,160</b>
Cumulative Expenses	149,593	229,956	318,375	402,499	472,987	578,719	649,207	719,695	790,183	860,672	949,160		

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	11/19/2019

Fiscal Year	Pay Period	Department	Pay Month
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Worked Reg	Worked OT	Holiday	Holiday OT	Personal Leave	Medical Leave	Comp. Time
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### Hours by Type



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

Values	
Worked Reg	5647
Worked OT	151
Holiday	128
Holiday OT	120
Personal Leave	213
Medical Leave	159
Comp. Time	0

Worked OT/Total	2.4%
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Worked OT/Worked Total	2.6%
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