

**Jefferson County
Emergency Services Agency**



**Board Meeting
January 21, 2020
7:00pm**



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

AGENDA January 21, 2020

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, January 21, 2020, 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

- December 17, 2019 - Regular Meeting Minutes
- December 17, 2019 – Class II Ambulance Fee Hearing Meeting Minutes

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser.

CHAIRMAN'S REPORT

- Propose to appoint JCFRA Vice President, Ronnie Shutts, Chief-1 as the new Volunteer Fire Association Board Member Representative. (Discussion/Action)
- Update regarding resolution to JCC to add a 7th voting member to the JCESA board.

JCFRA REPORT – None

DIRECTORS'S REPORT

- Elizabeth Granzow has resigned from the Emergency Services Stress Management (ESSM) Team. Pastor John Bethard has been appointed as the new Coordinator.
- 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.

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*



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Meeting Minutes December 17, 2019

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board was 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

Member	Present	Member	Present
Allen Keyser	Yes	Debbie Lancaster	Yes
Elliot Simon	Yes	Tony Troxel	No
Jane Tabb	Yes	Craig Simpson	Yes
Tricia Jackson	Yes	Bob Faas	Yes
Dr. Marney Treese	Yes	Mike Mood	Yes
Nathan Cochran	Yes		

CALL TO ORDER

- The meeting was called to order at 7:00 p.m. by Chair Simon

APPROVAL OF MINUTES

- Motion by Faas, 2nd by Jackson to approve the November 19, 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 November 2019. This included the Directors financial report for the month of November 2019. Motioned by Faas, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon mentioned that Board Member Jane Tabb's term will expire 01/01/2020.

JCFRA REPORT - None

DIRECTOR'S REPORT

Director Keyser reported on the following:

- FY2019 Auditor's Report – Copy provided to each board member and a copy is also available on the agency webpage.
- NEREMS reappointment of Captain Craig Horn – Motioned by Faas, 2nd by Simpson to approve – Motion carries unanimously on voice vote.
- FEMA Grant Update - Reported for Caleb Taylor, Grant Recruiter. (*Exhibit A*)

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT

- Chief Ross, Shepherdstown VF Co. 3 - thanked the board members, and all who showed their support at the E911 meeting.
- Lt. Monte Conner thanked the board members for all they do for the agency.

BOARD MEMBER COMMENTS - None

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Faas - Motion carries unanimously on voice vote. Meeting adjourned at 7:18 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Meeting Minutes December 17, 2019 CLASS II AMBULANCE FEE HEARING

The Annual Class II Hearing for the Ambulance Fee Ordinance was held at 6:30 p.m. on Tuesday December 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	No
Jane Tabb	Yes	Craig Simpson	Yes
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 6:30 p.m. by Chair Simon

PRESENTATION

- Director Keyser presented the Ambulance Fee Budget for fiscal year 2021. In addition, he presented the needs for staffing for fiscal year 2021. (Exhibit A)

PUBLIC COMMENT - None

ACTION

- Motion by Faas, 2nd by Simpson to accept and approve all budget outlines as presented. Motion passes 4 to 1, Tabb in opposition.

ADJOURNMENT

- Motion to adjourn by Faas, 2nd by Jackson - Motion carries unanimously on voice vote. Meeting adjourned at 7:00 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Elliot Simon, JCESA Chair

Date

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JCESA 2019 Budget Meeting

1/21/20

JCESA 2019/2020 Overview – December

- 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 12/31/19:
 - General = \$194,067
 - Payroll = \$81,307
 - Ambulance Fee Funds = \$531,516
 - Mortgage = \$151,473

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

JCESA December FY19/20 YTD - Financial Summary
(26 out of 52 weeks)

	A Amb Fee		B JCESA		Pro rated Forecast Dec. YTD	YTD Variance Budget vs Actuals	FY19/20 Budget as approved
	Dec. YTD		Dec. YTD				
Full Time Salaries	\$ 233,169	\$ 551,469	\$ 784,638	\$ 796,501	\$ 11,863	\$ 1,593,000	
Fringe Benefits	\$ 89,744	\$ 202,354	\$ 292,098	\$ 323,397	\$ 31,299	\$ 646,792	
Part Time Salaries	\$ 88,996	\$ -	\$ 88,996	\$ 72,500	\$ (16,496)	\$ 145,000	
Overtime	\$ 48,272	\$ -	\$ 48,272	\$ 45,000	\$ (3,272)	\$ 90,000	
Workers Comp.	\$ 22,956	\$ 47,046	\$ 70,002	\$ 105,000	\$ 34,998	\$ 210,000	
Liability Insurance	\$ 9,893	\$ 14,478	\$ 24,371	\$ 28,500	\$ 4,129	\$ 57,000	
All Other Expenses	\$ -	\$ 162,395	\$ 162,395	\$ 202,764	\$ 40,369	\$ 405,528	
Total	\$ 493,030	\$ 977,742	\$ 1,470,772	\$ 1,573,662	\$ 165,888	\$ 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				
	Actual	2	3	Actual	2	Actual	2	Actual	2	Actual	2	Actual	3	Budget	2	Budget	2	Budget	2	Budget	2	Budget	2	Budget	2	Budget		
Full Time	49,331	132,994	89,971	89,971	92,296	92,460	94,417	132,115	88,077	88,077	88,077	3,077	4,615	88,077	3,077	88,077	3,077	88,077	3,077	88,077	3,077	88,077	3,077	138,077	3,077	1,173,969	20,000	
Part Time - Ops	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
OverTime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Medical Director	650	650	650	650	650	650	650	650	650	650	650	650	650	646	646	646	646	646	646	646	646	646	646	646	646	646	8,100	
Worker Comp	6,484	10,978	10,978	7,700	7,700	7,700	7,700	17,308	11,538	11,538	11,538	11,538	13,321	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	11,538	122,046	
FICA/Med	3,927	10,004	6,790	6,914	6,932	6,932	7,170	13,321	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	8,881	99,461	
Subtotal	60,392	150,132	108,389	107,560	107,560	107,442	109,937	168,329	112,219	112,219	112,219	112,219	168,329	112,219	112,219	112,219	112,219	112,219	112,219	112,219	112,219	112,219	162,219	162,219	1,423,576	1,423,576		
Hosp	14,027	10,242	13,448	15,205	15,205	19,352	18,068	23,654	15,769	15,769	15,769	15,769	23,654	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	15,769	22,769	15,769	199,842	199,842	
Life	802	1,095	1,095	1,134	1,095	1,095	1,095	692	462	462	462	462	692	462	462	462	462	462	462	462	462	462	462	462	462	462	9,316	
Dental	926	890	890	890	890	1,281	1,178	1,385	923	923	923	923	1,385	923	923	923	923	923	923	923	923	923	923	923	923	923	12,055	
Retirement	5,180	13,964	9,447	9,691	9,691	9,708	9,914	15,231	10,154	10,154	10,154	10,154	15,231	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	10,154	123,904	
Subtotal	20,935	26,191	24,880	26,920	26,920	31,436	30,255	40,962	27,308	27,308	27,308	27,308	40,962	27,308	27,308	27,308	27,308	27,308	27,308	27,308	27,308	27,308	27,308	27,308	27,308	345,117	345,117	
Fuel	1,037	1,216	1,455	1,146	1,146	605	993	2,077	1,385	1,385	1,385	1,385	2,077	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	1,385	15,452	15,452	
Maintenance	860	3,241	2,460	1,499	1,499	605	4,664	1,154	769	769	769	769	1,154	769	769	769	769	769	769	769	769	769	769	769	769	769	17,724	
License Ops	-	-	-	-	-	-	-	346	231	231	231	231	346	231	231	231	231	231	231	231	231	231	231	231	231	231	1,500	
Supplies	-	-	-	-	-	-	-	462	308	308	308	308	462	308	308	308	308	308	308	308	308	308	308	308	308	308	2,000	
Auto Insurance	783	783	783	783	783	783	783	1,038	692	692	692	692	1,038	692	692	692	692	692	692	692	692	692	692	692	692	692	9,198	
Liability	2,413	2,413	2,413	2,413	2,413	2,413	2,413	3,692	2,462	2,462	2,462	2,462	3,692	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	2,462	30,478	
Erns Supplies	859	7,398	186	5,786	5,786	558	(4,528)	6,231	4,154	4,154	4,154	4,154	6,231	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	4,154	37,259	
Misc and Cloth/SCBA	326	10,744	2,804	12,074	12,074	1,778	12,330	6,923	4,615	4,615	4,615	4,615	6,923	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	4,615	70,056	
Tech Svc	680	680	736	1,496	1,496	625	4,185	4,096	2,731	2,731	2,731	2,731	4,096	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	2,731	24,847	
Trav/Train	1,434	476	1,561	7,554	7,554	625	7,554	3,577	2,385	2,385	2,385	2,385	3,577	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	2,385	27,150	
Subtotal	6,278	27,909	11,313	26,758	26,758	6,762	28,394	29,596	19,731	19,731	19,731	19,731	29,596	19,731	19,731	19,731	19,731	19,731	19,731	19,731	19,731	19,731	19,731	19,731	19,731	19,731	235,664	
Prof Svc	1,200	1,200	3,020	1,710	1,710	1,360	1,200	4,154	2,769	2,769	2,769	2,769	4,154	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	2,769	27,690	
Medical Exp	35	353	11,850	7,291	7,291	1,360	1,200	3,231	2,154	2,154	2,154	2,154	3,231	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	2,154	33,529	
Postage	-	-	-	-	-	-	-	115	77	77	77	77	115	77	77	77	77	77	77	77	77	77	77	77	77	77	500	
Office Exp	31	1,442	560	1,878	1,878	2	1,335	1,154	769	769	769	769	1,154	769	769	769	769	769	769	769	769	769	769	769	769	769	10,248	
Equip Rent	298	296	515	298	298	298	444	577	385	385	385	385	577	385	385	385	385	385	385	385	385	385	385	385	385	385	4,649	
Telephone	-	-	-	-	-	-	-	115	77	77	77	77	115	77	77	77	77	77	77	77	77	77	77	77	77	77	500	
Utilities	1,142	1,699	1,956	1,648	1,648	1,615	2,554	2,538	1,692	1,692	1,692	1,692	2,538	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	1,692	21,614	
Rep & Maint	1,223	14	14	34	34	34	34	577	385	385	385	385	577	385	385	385	385	385	385	385	385	385	385	385	385	385	3,771	
Advertising	75	76	61	115	115	115	115	115	77	77	77	77	115	77	77	77	77	77	77	77	77	77	77	77	77	77	746	
Dues & Sub	-	-	-	-	-	-	-	115	77	77	77	77	115	77	77	77	77	77	77	77	77	77	77	77	77	77	500	
Audit Costs	1,841	1,841	808	808	808	558	558	808	538	538	538	538	808	538	538	538	538	538	538	538	538	538	538	538	538	538	11,034	
Backgroun Ck	353	353	353	353	353	353	353	1,385	923	923	923	923	1,385	923	923	923	923	923	923	923	923	923	923	923	923	923	6,353	
Other/Unemployment	-	-	-	-	-	-	-	1,385	923	923	923	923	1,385	923	923	923	923	923	923	923	923	923	923	923	923	923	923	91,525
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Subtotal	2,781	8,483	17,976	15,426	15,426	8,410	6,159	16,269	10,846	10,846	10,846	10,846	16,269	10,846	10,846	10,846	10,846	10,846	10,846	10,846	10,846	10,846	10,846	10,846	10,846	93,770	212,659	
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	2,308	1,538	1,538	1,538	1,538	2,308	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	1,538	16,324	
Subtotal	91,440	213,769	163,612	177,718	177,718	155,404	175,799	257,463	171,642	171,642	171,642	171,642	257,463	171,642	171,642	171,642	171,642	171,642	171,642	171,642	171,642	171,642	171,642	171,642	171,642	311,566	2,233,340	
Cumulative Expenses	305,209	468,821	801,943																									

Ambulance Fee Monthly Budget
July 2019 - June 2020

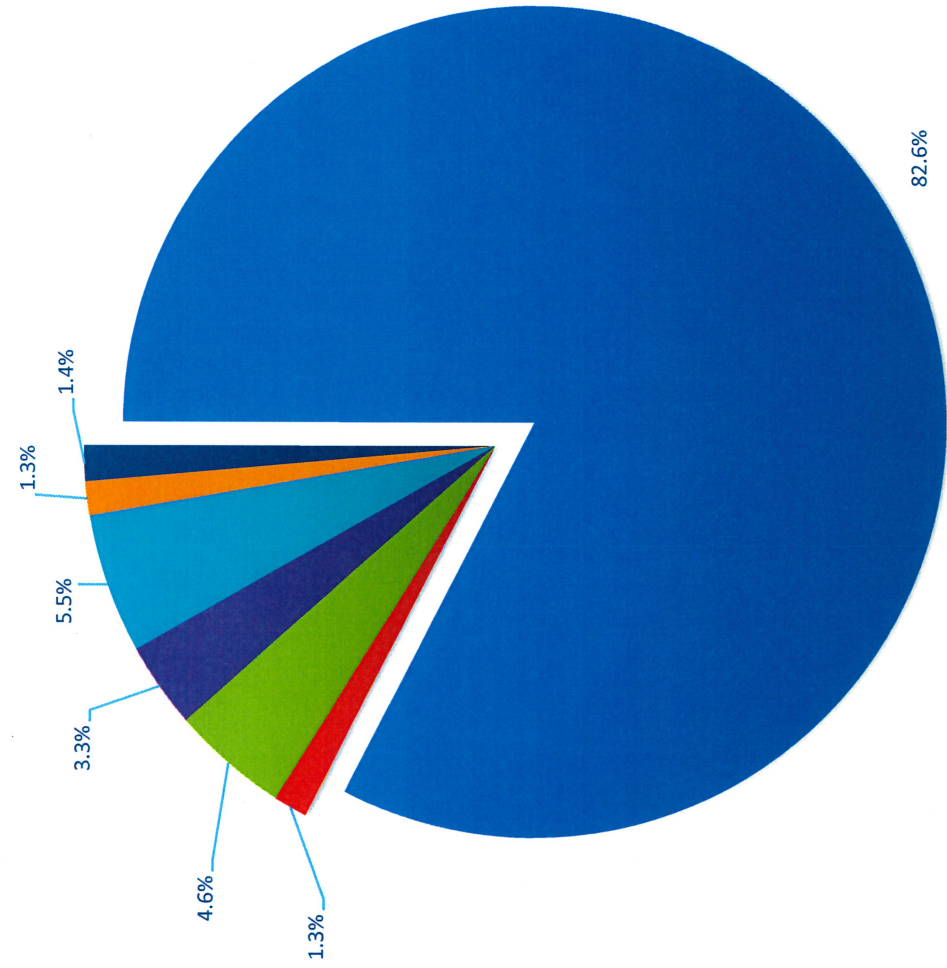
Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	3	2	2	2	2	3	2	2	2	2	2	26
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	10,136	53,511	37,794	42,409	43,563	45,756	51,692	34,462	34,462	34,462	34,462	49,462	472,169
Part Time - Ops	14,428	30,283	16,109	9,902	8,482	9,812	13,500	9,000	9,000	9,000	9,000	9,000	147,496
Overtime - OPS	5,787	5,460	8,175	9,337	9,073	10,440	10,385	6,923	6,923	6,923	6,923	6,923	93,272
Medical Director													
Worker Comp	2,913	2,913	5,228	3,968	3,967	3,967	6,923	4,615	4,615	4,615	4,615	4,615	52,956
FICA/Med	2,315	6,717	4,644	4,609	4,567	4,943	5,077	3,385	3,385	3,385	3,385	3,385	49,795
Subtotal	35,579	98,384	71,950	70,225	69,632	74,918	87,577	58,385	58,385	58,385	58,385	73,385	815,688
Hosp	1,999	1,270	1,360	9,693	6,187	7,114	7,886	5,257	5,257	5,257	5,257	8,257	64,796
Life	192	202	202	731	539	539	577	385	385	385	385	385	4,905
Dental	188	187	392	690	597	429	346	231	231	231	231	231	3,983
Retirement	1,644	6,151	4,810	5,431	5,520	5,882	6,462	4,308	4,308	4,308	4,308	4,308	57,438
Subtotal	4,023	7,810	6,764	16,545	12,843	13,964	15,271	10,180	10,180	10,180	10,180	13,180	131,122
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,648	1,649	1,649	1,649	1,649	1,649	2,885	1,923	1,923	1,923	1,923	1,923	22,393
Erns Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,648	1,649	1,649	1,649	1,649	1,649	2,885	1,923	1,923	1,923	1,923	1,923	22,393
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													
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment													
	41,250	108,343	80,363	88,419	84,124	90,531	105,732	70,488	70,488	70,488	70,488	88,488	969,203
Cumulative Expenses	149,593	229,956	318,375	402,499	493,030	598,762	739,738	810,226	880,714	969,203			

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	Dec-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	Count
Worked Reg	5529
Worked OT	89
Holiday	308
Holiday OT	224
Personal Leave	365
Medical Leave	87
Comp. Time	94

Worked OT/Total 1.3%

Worked OT/Worked Total 1.6%