

Jefferson County Emergency Services Agency



Board Meeting

February 18, 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 February 18, 2020

The February meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, February 18, 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

- January 21, 2020 - Regular Meeting Minutes

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser.

CHAIRMAN'S REPORT

- Update – On 1/30/20 the County Commission voted and amended to approve the 7th JCESA Board Member – Position to be advertised & changes made to ordinance.

JCFRA REPORT – None

DIRECTORS'S REPORT

- Update - County Commission approved the reappointment of Captain Craig Horn as Chairman for NEREMS (North Eastern Regional EMS)
- FEMA Grant Update – Caleb Taylor, Recruitment Coordinator

BOARD MEMBER REQUESTS

- Discuss ESA's role and duties as a Fire Board – Jane Tabb

UNFINISHED BUSINESS - None

NEW BUSINESS

- Report by counsel on Jefferson County Circuit Court Civil Action No. 17-C-174 – Nathan Cochran. (Discussion/Action) Possible Executive Session

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 hour.

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 January 21, 2020

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, January 21, 2020 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 Jackson	Yes	Bob Faas	No
Dr. Marney Treese	Yes		
Nathan Cochran	Yes		

CALL TO ORDER

- The meeting was called to order at 7:01 p.m. by Chair Simon

APPROVAL OF MINUTES

- Motion by Tabb, 2nd by Jackson to approve the December 17, 2019 regular meeting minutes as submitted. Motion carries unanimously on voice vote.
- Motion by Simpson, 2nd by Tabb to approve the December 17, 2019 Class II Ambulance Fee Hearing 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 December 2019. This included the Directors financial report for the month of December 2019. Motioned by Jackson, 2nd by Troxel to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon proposed to the board to appoint the JCFRA Vice President, Ronnie Shutts Chief-1 as the new Volunteer Fire Association Board Member Representative, who will now take the place of Mike Mood, Chief-6 – Motioned by Simpson, 2nd by Tabb to approve – Motion carries unanimously on voice vote.
- Simon provided an update that the Jefferson County Commission supported the idea of adding a 7th voting member to the JCESA Board of Directors and will present the request for final approval at the next scheduled Jefferson County Commission meeting on January 30th.

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JCFRA REPORT - None

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Elizabeth Granzow has resigned from the ESSM team and Pastor John Bethard was appointed as the new Coordinator for the team.
 - Simpson spoke highly of Pastor Bethard and the ESSM team.
- ESSM Team January Report from Pastor John Bethard, ESA Chaplain/ESSM Team Coordinator - **(See - Exhibit A)**
 - Capt. Burner explained the process of the debriefing and how there has been an excellent response with the ESSM team.
 - Dr. Treese mentioned that they already do an in-hospital staff debriefing and suggested opening it up to include the EMS staff.
 - Simpson commented that they would need to make sure non-involved individuals are not included.
 - The board members thanked the ESSM team!
- FEMA Grant Update from Caleb Taylor, Grant Recruiter - **(See - Exhibit B)**
 - Keyser mentioned that Taylor recently completed a gear inventory and all 65 sets were accounted for.
 - Keyser also mentioned that Rockwool's \$45k funding for the 15 additional sets of gear expects to be received within the next week or so. The agency's goal is to be able to provide all FT staff with two-sets of gear.

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT

- Chief Morgan, Shepherdstown Fire Dept. Station 3 – commented on concerns regarding the Fire Board and Fire Fee that was mentioned at last the county commission meeting.
- Simpson mentioned that Jay Watson was the one who worked so hard to make it so that we were allowed to combine the two boards – Ambulance Authority/Fire. We are the only county in the state that has this ability. Senate Bill #224 (Passed 3/8/2008) **(See - Exhibit C)**

BOARD MEMBER COMMENTS

- Chair Simon mentioned he was not impressed with the E911 presentation at the last meeting but will continue to follow-up with hopes that the E911 Committee will look

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Page 3

into ways to improve the response time performance. He also mentioned that he was not informed that the E911 Jan. 16th meeting had been canceled.

- Simpson mentioned that Jan. 16th was not a regular meeting, and that their regular quarterly meeting will be on Wednesday, Jan 29, 2020 at 4:00 p.m.
- Dr. Treese will ask the E911 Committee Admin for a copy of the meeting minutes if recorded.

ADJOURNMENT

Motion to adjourn by Jackson, 2nd by Simpson - Motion carries unanimously on voice vote.
Meeting adjourned at 7:39 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2020 Budget Meeting

2/18/20

JCESA 2019/2020 Overview – January

- 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 1/31/20:
 - General = \$669,202
 - Payroll = \$35,110
 - Ambulance Fee Funds = \$407,496
 - Mortgage = \$144,765

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

JCESA January FY19/20 YTD - Financial Summary
(31 out of 52 weeks)

	A Amb Fee		B JCESA		Pro rated Forecast		YTD Variance <u>Budget vs</u> <u>Actuals</u>	FY19/20 Budget <u>as approved</u>
	Jan YTD	Jan YTD	Jan YTD	Jan YTD	Jan YTD	Jan YTD		
Full Time Salaries	\$ 289,540	\$ 709,055	\$ 998,595	\$ 949,673	\$ (48,922)	\$ 1,593,000		
Fringe Benefits	\$ 111,181	\$ 247,873	\$ 359,054	\$ 385,588	\$ 26,534	\$ 646,792		
Part Time Salaries	\$ 105,081	\$ -	\$ 105,081	\$ 86,442	\$ (18,639)	\$ 145,000		
Overtime	\$ 71,730	\$ -	\$ 71,730	\$ 53,654	\$ (18,076)	\$ 90,000		
Workers Comp.	\$ 26,923	\$ 54,746	\$ 81,669	\$ 125,192	\$ 43,523	\$ 210,000		
Liability Insurance	\$ 11,542	\$ 16,891	\$ 28,433	\$ 33,981	\$ 5,548	\$ 57,000		
All Other Expenses	\$ -	\$ 185,004	\$ 185,004	\$ 241,757	\$ 56,753	\$ 405,528		
Total	\$ 615,997	\$ 1,213,569	\$ 1,829,566	\$ 1,876,287	\$ 46,721	\$ 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.

Fiscal Year (All)
 Pay Period (All)
 Department (All)
 Pay Month 1/1/2020

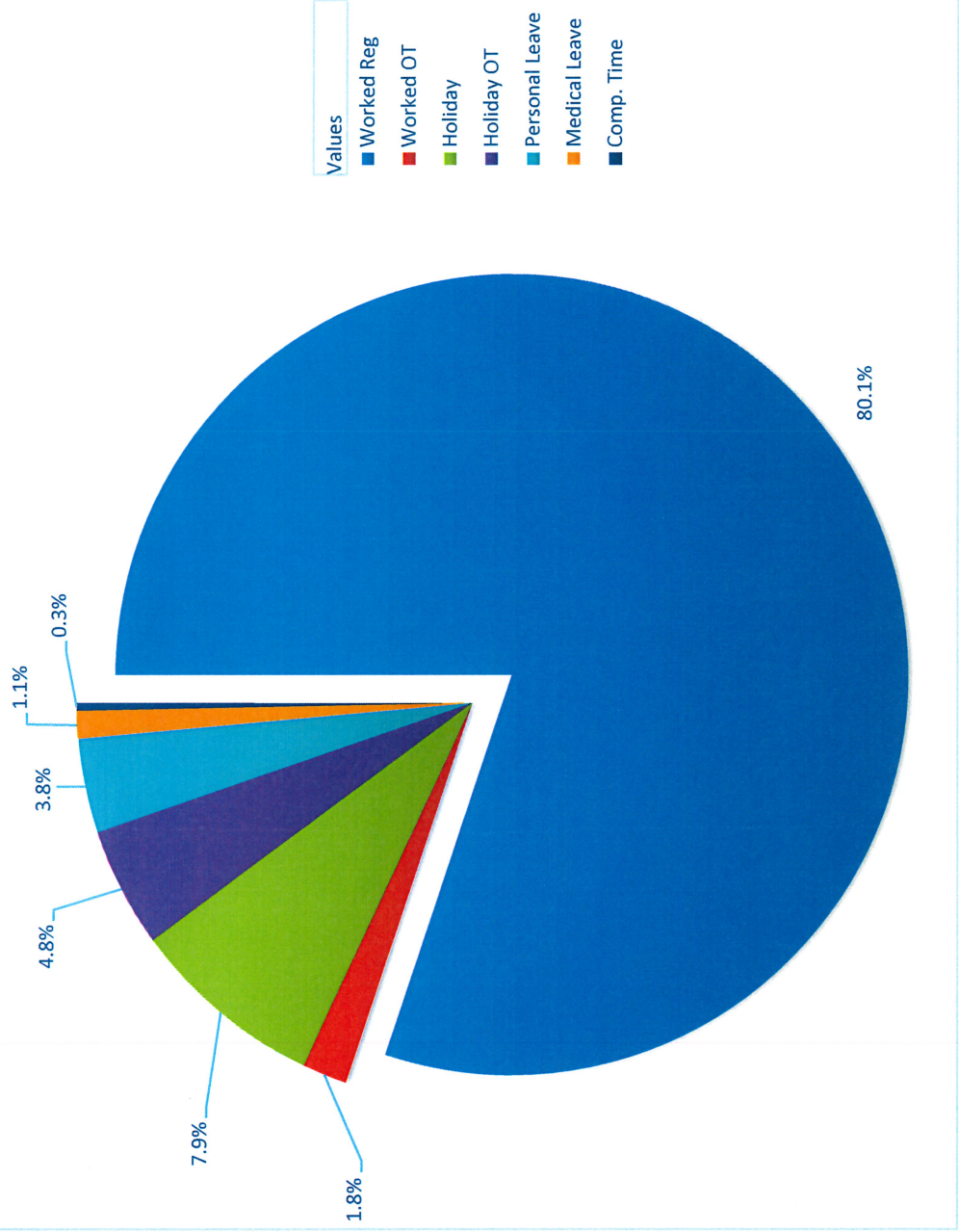
Fiscal Year
 Pay Period
 Department
 Pay Month

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

Hours by Type

Values	
Worked Reg	8468
Worked OT	194
Holiday	836
Holiday OT	512
Personal Leave	404
Medical Leave	118
Comp. Time	34

Worked OT/Total	1.8%
Worked OT/Worked Total	2.2%



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