



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

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



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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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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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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 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		YTD Variance Budget vs Actuals	FY19/20 Budget as approved
	Dec YTD		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.

**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	98,884	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
Erms 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													
Backgroup 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	149,693	229,956	318,375	402,499	493,030	598,762	739,738	810,226	880,714	969,203	969,203	969,203	969,203

JCESA Monthly Budget
July 2019 - June 2020

Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	49,331	132,994	89,971	92,296	92,460	94,417	132,115	88,077	88,077	88,077	88,077	138,077	1,173,969
Part Time - Ops	-	-	-	-	-	-	4,615	3,077	3,077	3,077	3,077	3,077	20,000
Overtime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	650	650	650	650	650	650	969	646	646	646	646	646	8,100
Worker Comp	6,484	6,484	10,978	7,700	7,700	7,700	17,308	11,538	11,538	11,538	11,538	11,538	122,046
FICA/Med	3,927	10,004	6,790	6,914	6,932	7,170	13,321	8,881	8,881	8,881	8,881	8,881	99,461
Subtotal	60,392	150,132	108,389	107,560	107,742	109,937	168,329	112,219	112,219	112,219	112,219	162,219	1,423,576
Hosp	14,027	10,242	13,448	15,205	19,352	18,068	23,654	15,769	15,769	15,769	15,769	22,769	199,842
Life	802	1,095	1,095	1,134	1,095	1,095	692	462	462	462	462	462	9,316
Dental	926	890	890	890	1,281	1,178	1,385	923	923	923	923	923	12,055
Retirement	5,180	13,964	9,447	9,691	9,708	9,914	15,231	10,154	10,154	10,154	10,154	10,154	123,904
Subtotal	20,935	26,191	24,880	26,920	31,436	30,255	40,962	27,308	27,308	27,308	27,308	34,308	345,117
Fuel	1,037	1,216	1,455	1,146	605	993	2,077	1,385	1,385	1,385	1,385	1,385	15,452
Maintenance	860	3,241	2,460	1,499		4,664	1,154	769	769	769	769	769	17,724
License Ops							346	231	231	231	231	231	1,500
Supplies							462	308	308	308	308	308	2,000
Auto Insurance	783	783	783	783	783	783	1,038	692	692	692	692	692	9,198
Liability	2,413	2,413	2,413	2,413	2,413	2,413	3,692	2,462	2,462	2,462	2,462	2,462	30,478
Erns Supplies	859	7,398	186	5,786	558	(4,528)	6,231	4,154	4,154	4,154	4,154	4,154	37,259
Misc and Cloth/SCBA	326	10,744	2,804	12,074	1,778	12,330	6,923	4,615	4,615	4,615	4,615	4,615	70,056
Tech Svc		680	736	1,496		4,185	4,096	2,731	2,731	2,731	2,731	2,731	24,847
Trav/Train		1,434	476	1,561	625	7,554	3,577	2,385	2,385	2,385	2,385	2,385	27,150
Subtotal	6,278	27,909	11,313	26,758	6,762	28,394	29,696	19,731	19,731	19,731	19,731	19,731	235,664
Prof Svc	1,200	1,200	3,020	1,710	1,360	1,200	4,154	2,769	2,769	2,769	2,769	2,769	27,690
Medical Exp	35	353	11,850	7,291			3,231	2,154	2,154	2,154	2,154	2,154	33,529
Postage							115	77	77	77	77	77	500
Office Exp	31	1,442	560	1,878	2	1,335	1,154	769	769	769	769	769	10,248
Equip Rent	298	296	515	298	298	444	577	385	385	385	385	385	4,649
Telephone							115	77	77	77	77	77	500
Utilities	1,142	1,699	1,956	1,648	1,615	2,554	2,638	1,692	1,692	1,692	1,692	1,692	21,614
Rep & Maint		1,223	14			34	577	385	385	385	385	385	3,771
Advertising	75	76	61			34	115	77	77	77	77	77	746
Dues & Sub							115	77	77	77	77	77	500
Audit Costs		1,841			5,135	558	808	538	538	538	538	538	11,034
Background Ck		353					1,385	923	923	923	923	923	6,353
Other/Unemployment				2,601			1,385	923	923	923	923	923	91,525
Third Party Billing													-
Subtotal	2,781	8,483	17,976	15,426	8,410	6,159	16,269	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	2,308	1,538	1,538	1,538	1,538	1,538	16,324
Subtotal	91,440	213,769	163,612	177,718	155,404	175,799	257,463	171,642	171,642	171,642	171,642	311,566	2,233,340
Cumulative Expenses	305,209	468,821	801,943	977,742	1,235,205	1,406,847	1,578,489	1,750,131	1,921,773	2,233,340			

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	Dec-19

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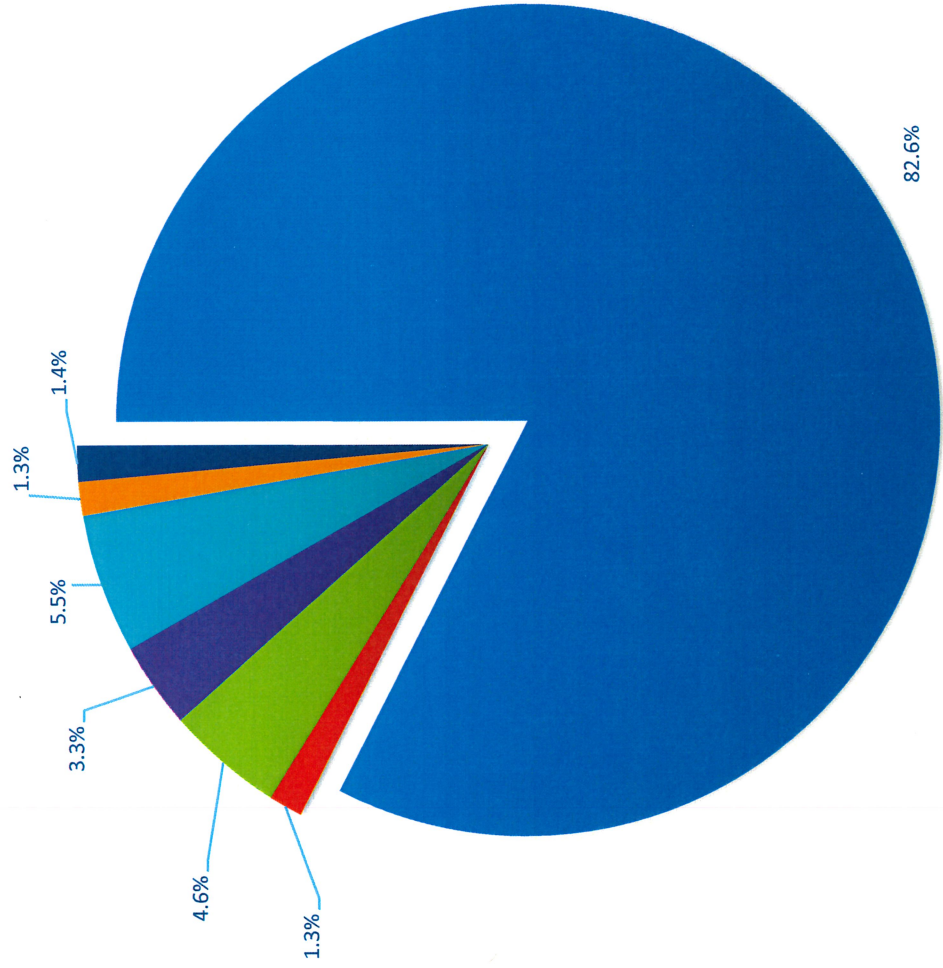
Worked Reg	Worked OT	Holiday	Holiday OT	Personal Leave	Medical Leave	Comp. Time
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Hours by Type

Values	
5529	Worked Reg
89	Worked OT
308	Holiday
224	Holiday OT
365	Personal Leave
87	Medical Leave
94	Comp. Time

Worked OT/Total 1.3%

Worked OT/Worked Total 1.6%



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

Exhibit A

Emergency Services Stress Management Team
Jefferson County ESA
January, 2020

Toward the end of 2019 Chief Keyser met with me to discuss how we can make better use of the chaplaincy position at ESA. Part of our discussion focused on how to restart the ESSM and develop this important resource for the first responders in our county. Chief Keyser asked me to assume co-leadership of the ESSM, with Craig Simpson serving as the other co-chair. Craig and I met on January 13 to discuss the ESSM and strategize over how we can make this venture most productive. Our hopes for 2020 are as follows:

Education. It is clear to both of us that the training requirements for first responders are intense and time consuming. None of them need another class to attend. Our efforts in education will be focused on the peer/one on one meeting, where we can make available resources and tools as needed.

On-site/Dispatch. Nothing will change with regard to how this works. Dispatching a team member is still the up to incident commanders and/or dispatch, per our current policy. Over the next year, we will be sure that our team members are trained for this responsibility.

Peer counseling/One on one Meetings. Our main goal this year will be to make sure all team members are properly trained to conduct these kinds of meetings and appropriate follow up. Craig and I view this as the main resource of this team.

Critical Incident Stress Management. Some on our team are trained with leading Critical Incident Stress Debriefings and Defusing meetings, however, CISM is a large topic and the team needs more training. To that end, we are going to need to pursue grant funding so we can provide training to members of our team. One area where we will need help is finding and writing these grants.

Current Activities. Our first meeting of the "remnant" of the previous incarnation of the ESSM will be January 26 at 7pm. At that meeting we will review all the information shared in this report and develop a plan for the year ahead. I have reached out to communications hoping we can get some representation from that group, and in February, I will be attending the chiefs meeting so that we can start to recruit some people from each of the companies.

Please feel free to contact me if you have any questions about the work of the ESSM.

Thank you,

John Bethard
ESA Chaplain
(304) 240-4527
WVjohnb@gmail.com

Exhibit B



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January 2019 SAFER Grant Board Update

There are approximately 35-40 positions opening to be processed through the grant with the remaining funds.

All gear inventorying has been accomplished.

Reminder to get everyone who is submitting for tuition reimbursement to turn in their fall semester paperwork and receipts.

No further update.

Caleb Taylor

Exhibit C

ENROLLED
COMMITTEE SUBSTITUTE
FOR

Senate Bill No. 224

(By Senators Tomblin, Mr. President, and Caruth,
By Request of the Executive)

[Passed March 8, 2008; in effect ninety days from passage.]

AN ACT to authorize the county commission of Jefferson County to create a joint emergency services agency; legislative findings; and management by a joint emergency services board .

Be it enacted by the Legislature of West Virginia:

JEFFERSON COUNTY JOINT EMERGENCY SERVICES AGENCY.

§1. Legislative findings.

(a) The Legislature finds that:

- (1) Jefferson County has a demonstrated population growth rate history;
- (2) Small separate volunteer emergency services agencies cannot adequately serve the people of Jefferson County;
- (3) The municipalities, communities and the county cannot separately finance individual volunteer emergency services agencies;
- (4) Jefferson County is in a unique position that it has the only national historical park in the state which attracts thousands of visitors annually;
- (5) The national historical park with its historical buildings and visitors places an undue burden on the small individual emergency services agencies in Jefferson County; and
- (6) An agency that combines joint emergency services would enhance Jefferson County's ability to serve its people.

(b) Therefore, the Legislature declares that since Jefferson County is in a unique situation, it is in the public interest that the county commission of Jefferson County be authorized to create a joint emergency services agency.

§2. Authorizing creation of the Jefferson County Joint Emergency Services Agency.

- (a) In lieu of creating both an emergency ambulance service authority and a separate county fire association or county fire board, the county commission of Jefferson County may enact an ordinance creating a combined joint emergency services agency to provide emergency services and emergency response services
- (b) The agency shall possess all of the rights and responsibilities conferred upon emergency ambulance

service authorities, county fire associations and county fire boards that are not otherwise inconsistent with state law and local ordinance.

§3. Joint Emergency Services Board.

(a) By ordinance, the county commission of Jefferson County may create a Joint Emergency Services Board to oversee the management and control of the agency.

(b) The board shall consist of at least the following individuals who shall be appointed by the county commission:

(1) A representative from an emergency medical service;

(2) A representative from a fire protection service; and

(3) A citizen member who is not employed with an emergency medical service, a fire protection service or the county commission.

(c) All board members shall be residents of Jefferson County.

(d) The board members shall serve for staggered terms of three years and are limited to two consecutive terms. In the event of a vacancy, a successor shall be appointed from the same service area as the unexpired representative's term. Members shall continue to serve until their successors have been appointed.

(e) A majority of the members of the board constitutes a quorum.

SIGN-IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: JANUARY 21, 2020

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

7:00 p.m.

Board Members: (Please Print)

- | | | |
|---------------------------|--------------------------|---------------------------------|
| 1- <u>Allen Keyser</u> | 2- <u>Thicia Jackson</u> | 3- <u>Debbie Lancaster</u> |
| 4- <u>Cristie Simpson</u> | 5- <u>Jane Tabbs</u> | 6- <u>Anthony T. Tator</u> |
| 7- <u>Marnie Treese</u> | 8- <u>Elliot Simon</u> | 9- _____ |
| 10- _____ | 11- _____ | 12- <u>Nathan Cochran, A.A.</u> |

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>Mike Mood</u>	<u>MVFC</u>	_____	_____
2- <u>Jane Tabbs</u>	<u>COCA</u>	_____	_____
3- <u>BOB BURNER</u>	<u>JCESA</u>	_____	<u>X</u>
4- <u>R Craig How</u>	<u>JCESA</u>	_____	<u>X</u>
5- <u>Renny Smith</u>	<u>LWVJCWV</u>	_____	<u>X</u>
6- <u>Ross L. Morgan</u>	<u>SFD</u>	_____	<u>?</u>
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____
12- _____	_____	_____	_____
13- _____	_____	_____	_____
14- _____	_____	_____	_____

* Debbie (Hannon) Royalty - attended but did not sign in