

**Jefferson County
Emergency Services Agency**



Board Meeting

March 17, 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 March 17, 2020

The March meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, March 17, 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

- February 18, 2020 - Regular Meeting Minutes

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser.

CHAIRMAN'S REPORT

- Update - JC Circuit Court Civil Action No. 17-C-174 – *James Marshall, Esq. (Possible Executive Session)*
- Review and approve changes to “Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency” and “Bylaws of the Jefferson County Emergency Services Agency” regarding additional citizen board member (*Discussion / Action*)

JCFRA REPORT

- Update – County Commission / Volunteer Fire Association Budget Workshop - *Shutts*

DIRECTORS'S REPORT

- FEMA Grant Update – *Caleb Taylor, Recruitment Coordinator*
- Staffing Priorities (*Discussion / Action*)

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS

- Status of report to County Commission regarding fire/ambulance issues – *Nathan Cochran, Esq.*
- Further discuss ESA's role as acting Fire Board – Senate Bill #224, WV Code, Chapter 7, Article 17 document shared with all to review at last month's meeting - *Tabb*

NEW BUSINESS

- Discussion of Open Meetings Act requirements for board members – *Nathan Cochran, Esq.*

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PUBLIC COMMENT – (Limit 5 minutes per person)

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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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 February 18, 2020

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

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	Ronnie Shutts	Yes
Nathan Cochran	Yes		

CALL TO ORDER

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

CHANGE OF AGENDA ORDER

- Counsel Cochran proposed to move up "New Business" to immediately following the approval of minutes to receive legal advice from Attorney James Marshall with Bailey & Wyant, PLLC regarding Jefferson County Circuit Court Civil Action No. 17-C-174.

APPROVAL OF MINUTES

- Motion by Faas, 2nd by Tabb to approve the January 21, 2020 regular meeting minutes as submitted. Motion carries unanimously on voice vote.

NEW BUSINESS

- Tabb made a motion to go into executive session to receive legal advice from Attorney James Marshall regarding JC Circuit Court Civil Action No. 17-C-174, 2nd by Faas to approve – Motion carries unanimously on voice vote.
- Chairman Simon made motion to come out of executive session, 2nd by Faas – Motion carries unanimously on voice vote.
- Motion by Faas to appoint Director Allen Keyser as the ESA Representative with authority of board for mediation of CC-19-2017-C-174. 2nd by Shutts. Motion carries unanimously on voice vote.

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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 January 2020. This included the Directors financial report for the month of January 2020. Motioned by Faas, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon provided an update that the Jefferson County Commission on 1/30/20 voted and amended to approve the 7th JCESA Board Member. Next, County Commission will advertise the position and make changes to the ordinance.

JCFRA REPORT - None

DIRECTOR'S REPORT

Director Keyser reported on the following:

- County Commission approved the reappointment of Captain Craig Horn as the Chairman for NEREMS (North Eastern Regional EMS) which is a 2-year assignment.
- FEMA Grant Update from Caleb Taylor, Grant Recruiter - **(See - Exhibit A)**

BOARD MEMBER REQUESTS

- Tabb expressed concerns of ESA's role and duties as the acting Fire Board and shared a copy of West Virginia Code, Chapter 7, Article 17 - **(See - Exhibit B)** with each board member. Her recommendation is to look through the entire chapter, but emphasizing on articles 7-17-10 (#4, #6, and #7) and 7-17-17.
- Chairman Simon made a motion to initiate the process - board members to take home and review and proposed to further discuss at next month's March meeting. Motioned by Jackson, 2nd by Faas to approve – Motion carries unanimously on voice vote.

UNFINISHED BUSINESS - None

PUBLIC COMMENT

- Chief Morgan, Shepherdstown Fire Dept. Station 3 – wanted to thank Director Keyser for doing a great job presenting the FY21 Budget presentation to the County Commissioners last week

BOARD MEMBER COMMENTS

- Chairman Simon asked when the next E911 meeting date was – Simpson responded April 15, 2020.

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ADJOURNMENT

Motion to adjourn by Faas, 2nd by Shutts - Motion carries unanimously on voice vote.
Meeting adjourned at 7:57 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2020 Budget Meeting

3/17/20

JCESA 2019/2020 Overview – February

- 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 2/29/20:
 - General = \$469,773
 - Payroll = \$88,990
 - Ambulance Fee Funds = \$563,295
 - Mortgage = \$138,071

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

JCESA February FY19/20 YTD - Financial Summary
(35 out of 52 weeks)

	A Amb Fee		B JCESA		Pro rated Forecast		YTD Variance <u>Budget vs</u> <u>Actuals</u>	FY19/20 Budget as approved
	Feb YTD	Feb YTD	Feb YTD	Feb YTD	Forecast	Feb YTD		
Full Time Salaries	\$ 323,684	\$ 810,621	\$ 1,134,305	\$ 1,072,212	\$ (62,093)	\$ 1,593,000		
Fringe Benefits	\$ 124,430	\$ 287,269	\$ 411,699	\$ 435,341	\$ 23,642	\$ 646,792		
Part Time Salaries	\$ 113,358	\$ -	\$ 113,358	\$ 97,596	\$ (15,762)	\$ 145,000		
Overtime	\$ 79,916	\$ -	\$ 79,916	\$ 60,577	\$ (19,339)	\$ 90,000		
Workers Comp.	\$ 30,890	\$ 62,446	\$ 93,336	\$ 141,346	\$ 48,010	\$ 210,000		
Liability Insurance	\$ 13,191	\$ 19,304	\$ 32,495	\$ 38,365	\$ 5,870	\$ 57,000		
All Other Expenses	\$ -	\$ 199,286	\$ 199,286	\$ 272,952	\$ 73,666	\$ 405,528		
Total	\$ 685,469	\$1,378,926	\$ 2,064,395	\$ 2,118,388	\$ 53,994	\$ 3,147,320		

- NOTES:
- Above is expense budget only and does not assume any additional budget that results from any billing income (EMS supplies, other).
 - 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	Actual	Actual	Budget	Budget	Budget	Budget	Budget
Full Time	10,136	53,511	37,794	42,409	43,563	45,756	56,371	34,144	88,077	88,077	88,077	103,077	690,992
Part Time - Ops	14,428	30,283	16,109	9,902	8,462	9,812	16,085	8,277	9,000	9,000	9,000	9,000	149,358
Overtime - OPS	5,787	5,460	8,175	9,337	9,073	10,440	23,458	8,186	6,923	6,923	6,923	6,923	107,608
Medical Director													
Worker Comp	2,913	2,913	5,228	3,968	3,967	3,967	3,967	3,967	4,615	4,615	4,615	4,615	49,352
FICA/Med	2,315	6,717	4,644	4,609	4,567	4,943	7,225	3,810	3,385	3,385	3,385	3,385	52,368
Subtotal	35,579	98,884	71,950	70,225	69,632	74,918	107,106	58,384	112,000	112,000	112,000	127,000	1,049,678
Hosp	1,999	1,270	1,360	9,693	6,187	7,114	5,024	3,776	5,257	5,257	5,257	8,257	60,452
Life	192	202	202	731	539	539	442	811	385	385	385	385	5,196
Dental	188	187	392	690	597	429	434	429	231	231	231	231	4,269
Retirement	1,644	6,151	4,810	5,431	5,520	5,882	8,312	4,423	4,308	4,308	4,308	4,308	59,404
Subtotal	4,023	7,810	6,764	16,545	12,843	13,964	14,212	9,439	10,180	10,180	10,180	13,180	129,322
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,648	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,923	1,923	1,923	1,923	20,883
Ems Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,648	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,923	1,923	1,923	1,923	20,883
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Background Ck													
Other (Cars/Gear)													
Third Party Billing													
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
	41,250	108,343	80,363	88,419	84,124	90,531	122,967	69,472	124,103	124,103	124,103	142,103	1,199,863
Cumulative Expenses	149,593	229,956	229,956	318,375	402,499	493,030	615,997	685,469	809,572	933,676	1,057,779	1,199,883	1,199,883

Fiscal Year (All)
 Pay Period (All)
 Department (All)
 Pay Month 2/1/2020

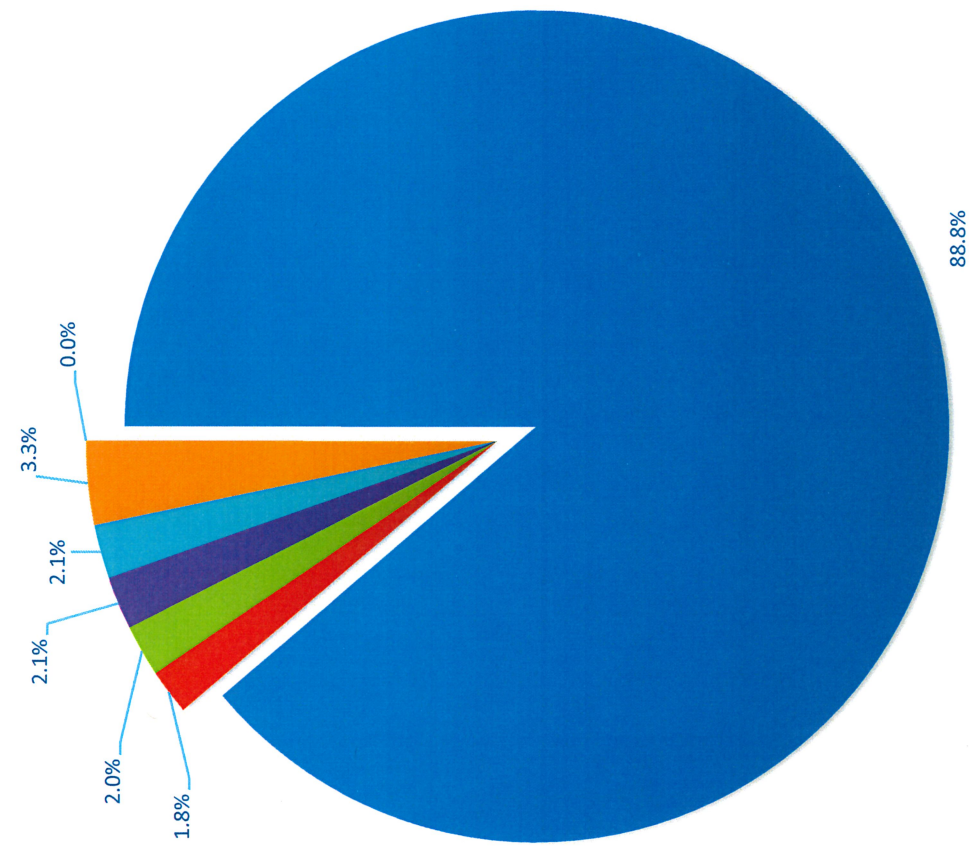
Fiscal Year Pay Period Department Pay Month

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

Hours by Type

Values	
5488	Worked Reg
110	Worked OT
124	Holiday
128	Holiday OT
130	Personal Leave
202	Medical Leave
0	Comp. Time

Worked OT/Total 1.8%
 Worked OT/Worked Total 2.0%



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