Jefferson County

Emergency Services Agency

Board Meeting

April 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
April 21, 2020

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

In compliance with the Jefferson County Health Department Executive Order 20-20 Shelter in Place directive to avoid gatherings of more than 5 individuals in an effort to slow the spread of the COVID-19, this meeting will be held via video conferencing and the public will not be admitted into the building, but is invited to attend via live stream by following the link *Live Board Meeting* which will appear on the main page of jcesa.org.

Public comment is welcome via e-mail to dlancaster@jcesa.org. All public comment received by 5:00pm on the day of the meeting will be read during the meeting. Please indicate in your e-mail that it is public comment and include your name.

ROLL CALL

CALL TO ORDER

APPROVAL OF MINUTES
- February 18, 2020 - Regular Meeting Minutes
- March 17, 2020 – Meeting Canceled Due to COVID-19 Crisis

TREASURER'S REPORT
- Craig Simpson assisted by Director Allen Keyser
  - February and March 2020 Financials

CHAIRMAN'S REPORT
- Lt. Monte Conner – Retirement Letter ***Exhibit-A***
- 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)* ***Exhibit-B***
- Paid Coronavirus Leave Resolution *(Discussion / Action)* ***Exhibit-C***

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 shared with all to review at last month's meeting – *Tabb* ***Exhibit-D***

NEW BUSINESS

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

PUBLIC COMMENT – (Limit 5 minutes per person)

ADJOURNMENT

Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ▪ Ranson, WV 25438

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

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.

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.

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

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 Feb YTD	B JCESA Feb YTD	A+B Actuals Feb YTD	Pro rated Forecast Feb YTD	YTD Variance Budget vs Actuals	FY19/20 Budget as approved
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:

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

	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
Expenses	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Budget**	**Budget**	**Budget**	**Budget**	**Budget**
Full Time	49,331	132,994	89,971	92,296	92,460	94,417	157,586	101,566	88,077	88,077	88,077	138,077	1,212,929
Part Time - Ops	-						-		3,077	3,077	3,077	3,077	12,308
Overtime - OPS	-					-	-	-	-	-	-	-	-
Medical Director	650	650	650	650	650	650	650	650	646	646	646	646	7,785
Worker Comp	6,484	6,484	10,978	7,700	7,700	7,700	7,700	7,700	11,538	11,538	11,538	11,538	108,600
FICA/Med	3,927	10,004	6,790	6,914	6,932	7,752	11,702	7,572	8,881	8,881	8,881	8,881	97,115
Subtotal	**60,392**	**150,132**	**108,389**	**107,560**	**107,742**	**110,519**	**177,638**	**117,488**	**112,219**	**112,219**	**112,219**	**162,219**	**1,438,736**
Hosp	14,027	10,242	13,448	15,205	19,352	18,068	14,280	19,097	15,769	15,769	15,769	22,769	193,796
Life	802	1,095	1,095	1,134	1,095	1,095	1,192	1,192	462	462	462	462	10,546
Dental	926	890	890	890	1,281	1,178	1,193	1,188	923	923	923	923	12,128
Retirement	5,180	13,964	9,447	9,691	9,708	9,914	16,570	10,347	10,154	10,154	10,154	10,154	125,436
Subtotal	**20,935**	**26,191**	**24,880**	**26,920**	**31,436**	**30,255**	**33,235**	**31,824**	**27,308**	**27,308**	**27,308**	**34,308**	**341,907**
Fuel	1,037	1,216	1,455	1,146	605	993	1,631	670	1,385	1,385	1,385	1,385	14,291
Maintenance	860	3,241	2,460	1,499		4,664	22	1,152	769	769	769	769	16,975
License Ops							1,293		231	231	231	231	2,216
Supplies							-		308	308	308	308	1,231
Auto Insurance	783	783	783	783	783	783	783	783	692	692	692	692	9,033
Liability	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,462	2,462	2,462	2,462	29,150
Ems Supples	859	7,398	186	5,786	558	(4,528)	2,779	1,184	4,154	4,154	4,154	4,154	30,837
Misc and Cloth/SCBA	326	10,744	2,804	12,074	1,778	12,330	1,723	2,502	4,615	4,615	4,615	4,615	62,743
Tech Svc		680	736	1,496		4,185	742	900	2,731	2,731	2,731	2,731	19,662
Trav/Train		1,434	476	1,561	625	7,554	4,983	740	2,385	2,385	2,385	2,385	26,911
Subtotal	**6,278**	**27,909**	**11,313**	**26,758**	**6,762**	**28,394**	**16,369**	**10,344**	**19,731**	**19,731**	**19,731**	**19,731**	**213,050**
Prof Svc	1,200	1,200	3,020	1,710	1,360	1,200	3,350	2,000	2,769	2,769	2,769	2,769	26,117
Medical Exp	35	353	11,850	7,291			-		2,154	2,154	2,154	2,154	28,144
Postage							-		77	77	77	77	308
Office Exp	31	1,442	560	1,878	2	1,335	1,096	182	769	769	769	769	9,603
Equip Rent	298	296	515	298	298	444	298	298	385	385	385	385	4,283
Telephone							-		77	77	77	77	308
Utilities	1,142	1,699	1,956	1,648	1,615	2,554	2,183	2,078	1,692	1,692	1,692	1,692	21,644
Rep & Maint		1,223	14			34	22	60	385	385	385	385	2,891
Advertising	75	76	61			34	-	29	77	77	77	77	583
Dues & Sub							-		77	77	77	77	308
Audit Costs		1,841			5,135	558	-		538	538	538	538	9,688
Backgroun Ck		353					-		923	923	923	923	4,045
Other/Unemployment				2,601			-		923	923	923	83,847	89,217
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	**2,781**	**8,483**	**17,976**	**15,426**	**8,410**	**6,159**	**6,949**	**4,647**	**10,846**	**10,846**	**10,846**	**93,770**	**197,140**
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,538	1,538	1,538	1,538	14,586
	91,440	**213,769**	**163,612**	**177,718**	**155,404**	**176,381**	**235,245**	**165,357**	**171,642**	**171,642**	**171,642**	**311,566**	**2,205,418**
Cumulative Expenses		**305,209**	**468,821**	**646,539**	**801,943**	**978,324**	**1,213,569**	**1,378,926**	**1,550,568**	**1,722,210**	**1,893,852**	**2,205,418**	

Ambulance Fee Monthly Budget
July 2019 - June 2020

	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
Expenses	**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 Supples													
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													-
Backgroun 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**	**1,199,883**
Cumulative Expenses		**149,593**	**229,956**	**318,375**	**402,499**	**493,030**	**615,997**	**685,469**	**809,572**	**933,676**	**1,057,779**	**1,199,883**	

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

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

Worked OT/Total

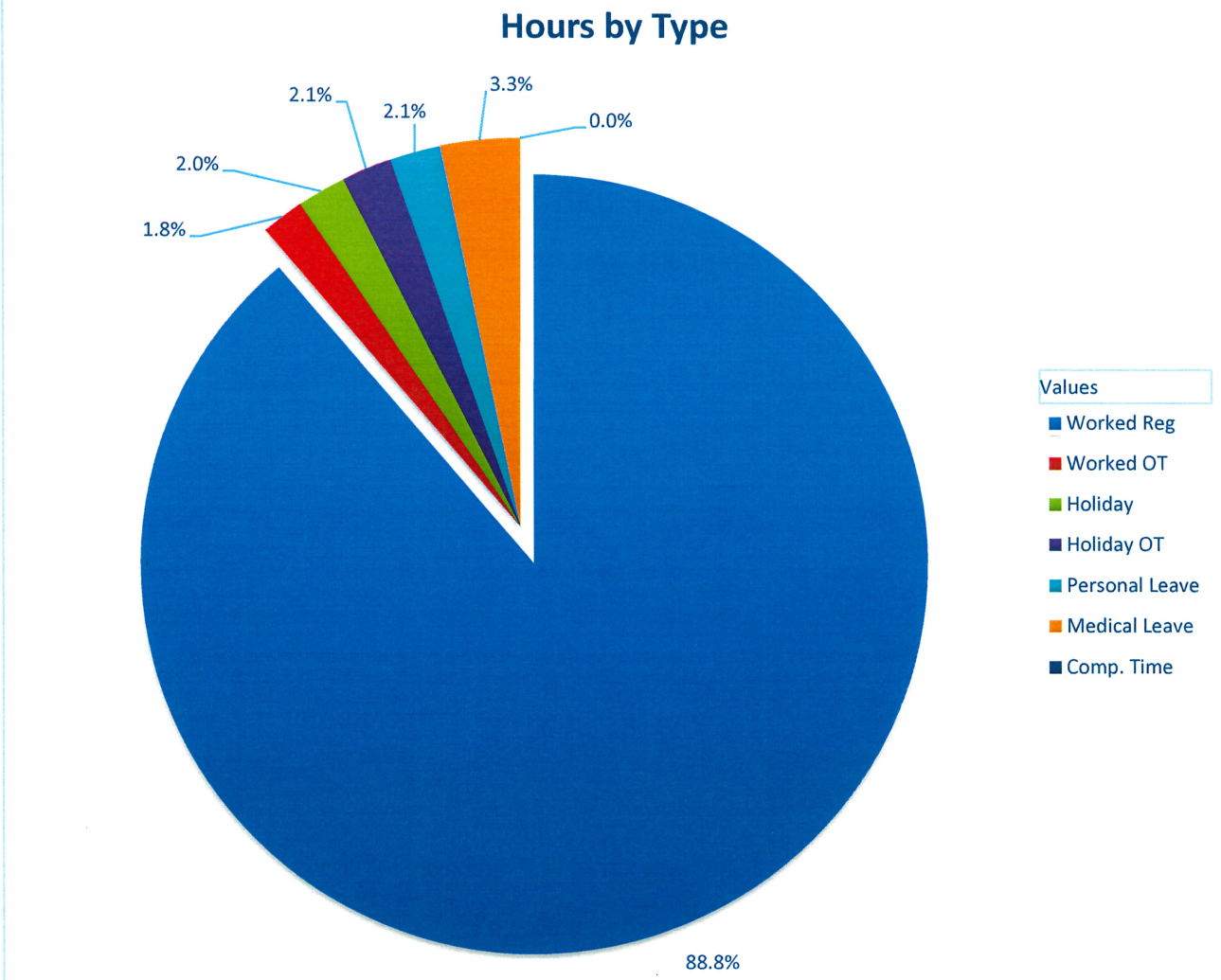
1.8%

Worked OT/Worked Total

2.0%

Fiscal Year | Pay Period | Department | Pay Month

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



JCESA 2020 Budget Meeting

4/21/20

JCESA 2019/2020 Overview – March

- 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 3/31/20:

- General = $336,290
- Payroll = $68,957
- Ambulance Fee Funds = $505,670
- Mortgage = $131,275

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

JCESA March FY19/20 YTD - Financial Summary
(40 out of 52 weeks)

	A Amb Fee Mar YTD	B JCESA Mar YTD	A+B Actuals Mar YTD	Pro rated Forecast Mar YTD	YTD Variance Budget vs Actuals	FY19/20 Budget as approved
Full Time Salaries	$ 354,201	$ 912,336	$ 1,266,537	$ 1,225,385	$ (41,152)	$ 1,593,000
Fringe Benefits	$ 137,079	$ 324,789	$ 461,868	$ 497,532	$ 35,664	$ 646,792
Part Time Salaries	$ 121,245	$ -	$ 121,245	$ 111,538	$ (9,707)	$ 145,000
Overtime	$ 80,872	$ -	$ 80,872	$ 69,231	$ (11,641)	$ 90,000
Workers Comp.	$ 34,857	$ 70,146	$ 105,003	$ 161,538	$ 56,535	$ 210,000
Liability Insurance	$ 14,840	$ 21,717	$ 36,557	$ 48,846	$ 7,289	$ 57,000
All Other Expenses	$ -	$ 212,766	$ 212,766	$ 311,945	$ 99,179	$ 405,528
Total	$ 743,094	$1,541,754	$ 2,284,848	$ 2,421,015	$ 136,167	$ 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

	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
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
Full Time	49,331	132,994	89,971	92,296	92,460	94,417	157,586	101,566	101,715	88,077	88,077	138,077	1,226,567
Part Time - Ops	-						-			3,077	3,077	3,077	9,231
Overtime - OPS	-					-	-	-	-	-	-	-	-
Medical Director	650	650	650	650	650	650	650	650	650	646	646	646	7,788
Worker Comp	6,484	6,484	10,978	7,700	7,700	7,700	7,700	7,700	7,700	11,538	11,538	11,538	104,761
FICA/Med	3,927	10,004	6,790	6,914	6,932	7,752	11,702	7,572	7,582	8,881	8,881	8,881	95,817
Subtotal	**60,392**	**150,132**	**108,389**	**107,560**	**107,742**	**110,519**	**177,638**	**117,488**	**117,647**	**112,219**	**112,219**	**162,219**	**1,444,164**
Hosp	14,027	10,242	13,448	15,205	19,352	18,068	14,280	19,097	16,878	15,769	15,769	22,769	194,905
Life	802	1,095	1,095	1,134	1,095	1,095	1,192	1,192	1,192	462	462	462	11,277
Dental	926	890	890	890	1,281	1,178	1,193	1,188	1,188	923	923	923	12,393
Retirement	5,180	13,964	9,447	9,691	9,708	9,914	16,570	10,347	10,680	10,154	10,154	10,154	125,963
Subtotal	**20,935**	**26,191**	**24,880**	**26,920**	**31,436**	**30,255**	**33,235**	**31,824**	**29,938**	**27,308**	**27,308**	**34,308**	**344,537**
Fuel	1,037	1,216	1,455	1,146	605	993	1,631	670	960	1,385	1,385	1,385	13,867
Maintenance	860	3,241	2,460	1,499		4,664	22	1,152	14	769	769	769	16,220
License Ops							1,293			231	231	231	1,985
Supplies							-			308	308	308	923
Auto Insurance	783	783	783	783	783	783	783	783	783	692	692	692	9,124
Liability	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,462	2,462	2,462	29,102
Ems Supples	859	7,398	186	5,786	558	(4,528)	2,779	1,184	1,897	4,154	4,154	4,154	28,581
Misc and Cloth/SCBA	326	10,744	2,804	12,074	1,778	12,330	1,723	2,502	1,614	4,615	4,615	4,615	59,741
Tech Svc		680	736	1,496		4,185	742	900	505	2,731	2,731	2,731	17,436
Trav/Train		1,434	476	1,561	625	7,554	4,983	740	250	2,385	2,385	2,385	24,777
Subtotal	**6,278**	**27,909**	**11,313**	**26,758**	**6,762**	**28,394**	**16,369**	**10,344**	**8,436**	**19,731**	**19,731**	**19,731**	**201,755**
Prof Svc	1,200	1,200	3,020	1,710	1,360	1,200	3,350	2,000	1,399	2,769	2,769	2,769	24,747
Medical Exp	35	353	11,850	7,291			-		35	2,154	2,154	2,154	26,026
Postage							-			77	77	77	231
Office Exp	31	1,442	560	1,878	2	1,335	1,096	182	1,029	769	769	769	9,863
Equip Rent	298	296	515	298	298	444	298	298	422	385	385	385	4,321
Telephone							-			77	77	77	231
Utilities	1,142	1,699	1,956	1,648	1,615	2,554	2,183	2,078	2,105	1,692	1,692	1,692	22,057
Rep & Maint		1,223	14			34	22	60	713	385	385	385	3,220
Advertising	75	76	61			34	-	29	50	77	77	77	556
Dues & Sub							-			77	77	77	231
Audit Costs		1,841			5,135	558	-			538	538	538	9,149
Backgroun Ck		353					-			923	923	923	3,122
Other/Unemployment				2,601			-			923	923	83,847	88,294
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	**2,781**	**8,483**	**17,976**	**15,426**	**8,410**	**6,159**	**6,949**	**4,647**	**5,753**	**10,846**	**10,846**	**93,770**	**192,046**
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,538	1,538	1,538	14,101
	91,440	**213,769**	**163,612**	**177,718**	**155,404**	**176,381**	**235,245**	**165,357**	**162,828**	**171,642**	**171,642**	**311,566**	**2,196,604**
Cumulative Expenses		**305,209**	**468,821**	**646,539**	**801,943**	**978,324**	**1,213,569**	**1,378,926**	**1,541,754**	**1,713,396**	**1,885,038**	**2,196,604**	

Ambulance Fee Monthly Budget
July 2019 - June 2020

	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
Expenses	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Actual**	**Budget**	**Budget**	**Budget**	**Budget**
Full Time	10,136	53,511	37,794	42,409	43,563	45,756	56,371	34,144	30,517	88,077	88,077	103,077	633,432
Part Time - Ops	14,428	30,283	16,109	9,902	8,462	9,812	16,085	8,277	7,887	9,000	9,000	9,000	148,245
Overtime - OPS	5,787	5,460	8,175	9,337	9,073	10,440	23,458	8,186	956	6,923	6,923	6,923	101,641
Medical Director			-	-			-	-	-	-	-	-	-
Worker Comp	2,913	2,913	5,228	3,968	3,967	3,967	3,967	3,967	3,967	4,615	4,615	4,615	48,703
FICA/Med	2,315	6,717	4,644	4,609	4,567	4,943	7,225	3,810	2,951	3,385	3,385	3,385	51,935
Subtotal	**35,579**	**98,884**	**71,950**	**70,225**	**69,632**	**74,918**	**107,106**	**58,384**	**46,278**	**112,000**	**112,000**	**127,000**	**983,956**
Hosp	1,999	1,270	1,360	9,693	6,187	7,114	5,024	3,776	5,473	5,257	5,257	8,257	60,668
Life	192	202	202	731	539	539	442	811	506	385	385	385	5,318
Dental	188	187	392	690	597	429	434	429	429	231	231	231	4,467
Retirement	1,644	6,151	4,810	5,431	5,520	5,882	8,312	4,423	3,290	4,308	4,308	4,308	58,386
Subtotal	**4,023**	**7,810**	**6,764**	**16,545**	**12,843**	**13,964**	**14,212**	**9,439**	**9,698**	**10,180**	**10,180**	**13,180**	**128,839**
Fuel													
Maintenance													-
License Ops													
Supplies													
Auto Insurance		-	-	-	-			-	-	-	-	-	
Liability	1,648	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,923	1,923	1,923	20,609
Ems Supples													
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**	**1,649**	**1,923**	**1,923**	**1,923**	**20,609**
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**	**122,967**	**69,472**	**57,625**	**124,103**	**124,103**	**142,103**	**1,133,404**
Cumulative Expenses		**149,593**	**229,956**	**318,375**	**402,499**	**493,030**	**615,997**	**685,469**	**743,094**	**867,197**	**991,301**	**1,133,404**	

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	3/1/2020

Values	
Worked Reg	5651
Worked OT	29
Holiday	0
Holiday OT	0
Personal Leave	102
Medical Leave	189
Comp. Time	2

Worked OT/Total

0.5%

Worked OT/Worked Total

0.5%

Fiscal Year | Pay Period | Department | Pay Month

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

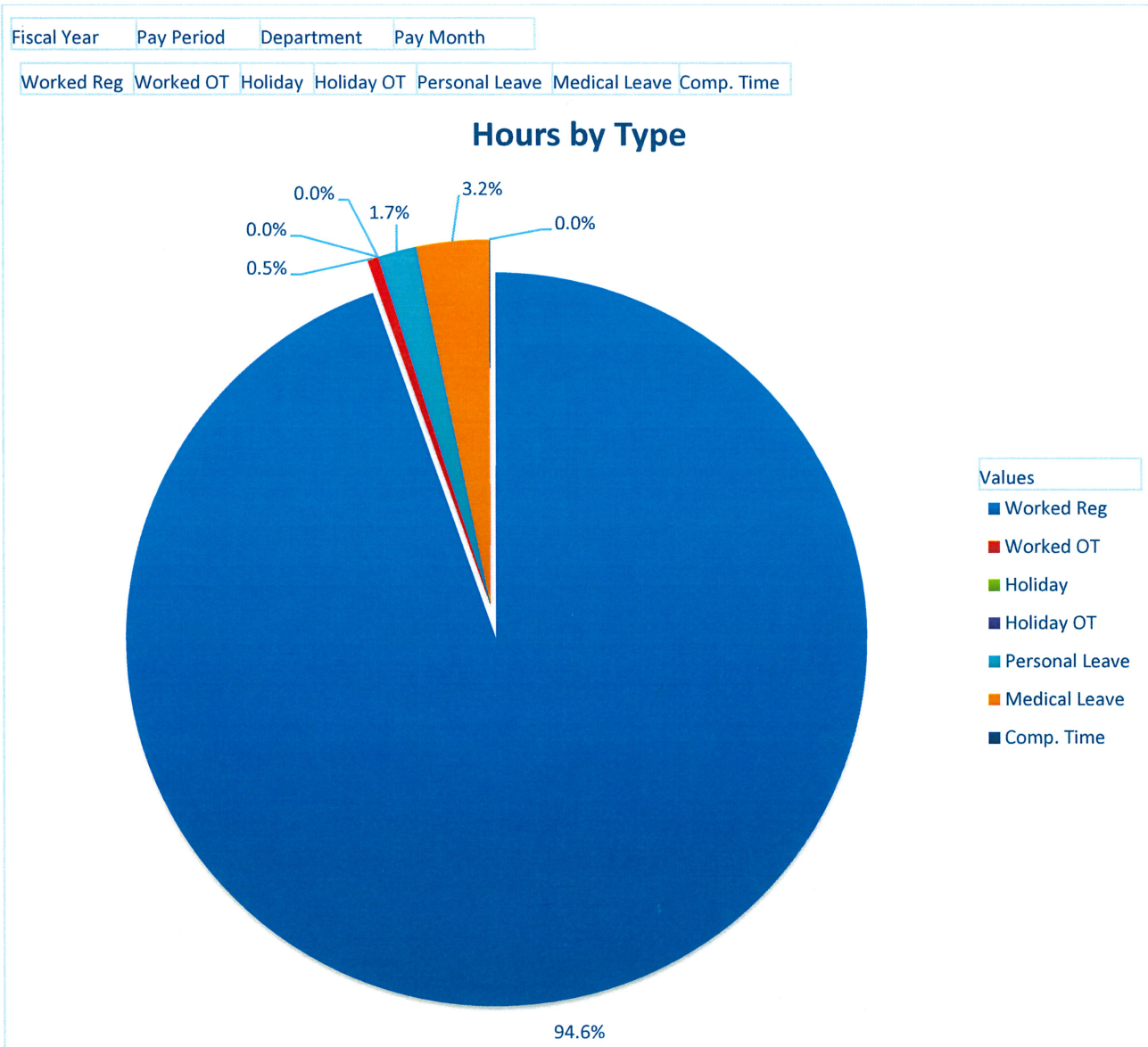


Exhibit A

Monte Conner

135 Fort Hill Farm Drive
Hedgesville, WV 25427
304-270-0383
Monteconner@hotmail.com

April 13, 2020

Dear JCESA Board of Directors, Chief Allen Keyser, Captain Bob Burner,

It is with bittersweet emotion that I inform you of my upcoming retirement. I will be retiring effective July 1, 2020. My last day with the JCESA as a fulltime employee will be June 30, 2020. I am asking for consideration of staying on as a part time employee. The WV State Office of EMS made changes to the recertification process which renders my unexpired Paramedic card useless now. I am asking for a leave of absence effective July 1, 2020 while I work on getting my card recertified. I would appreciate it.

I have to say that in my 31 ½ years in EMS, I have been in 3 systems. The volunteer system in which I got my start, Berkeley County EMS, and JCESA.

Although there have been bumps in the road, I consider myself very blessed. Blessed to be able to provide a needed service for so long that I have gotten paid to do and am able to draw a retirement check from.

I have been blessed to be a part of the JCESA for about 9 ½ years as of July. It all started with then Director Doug Pittinger believing in me. For that I am eternally grateful.

I have seen people come and people go. I have seen many changes. Most for the best. Some of the biggest change is you, the Board of Directors. My belief is that we have the best board makeup yet. Its not enough to just provide for the county. You must have faith in your leadership and employees. Your employees are your number one asset. I have seen the tide change from our employees being on the back burner if you will to

being valued for what they bring to the table. Thank you for looking out for their wellbeing.

We saw Chief Pouget move us into the world of firefighting. That was something I was sure would not happen before my retirement.

We continue to see good things. I have seen a swing to doing all sorts of good things from looking out for our employees physical and mental well being to a career ladder that gives employees something to shoot for.

I can't even begin to express how lucky we are to have the leadership we have right now. They are simply the best. I have never experienced a better Chief than Chief Keyser or a better Captain than Bob Burner. They do an amazing job. The level of respect they have given me, and the rest of the employees is outstanding. They have shown that they are there beside us not in front of us. I love and respect them. Please continue to assist them and support them. They will not lead you wrong.

In closing, before I get teardrops on the keyboard, thank you all for the amazing opportunity to deliver EMS service to the citizens of Jefferson County. It has been an honor serving as a Lieutenant of the JCESA. I have fond memories that I will always treasure.

To Allen and Bob, my leaders and my friends, thank you for everything. I may be ending a career by you will always remain my friends. Love ya both.

Warm regards,
Monte Conner

Monte L Conner

Exhibit B

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

STAFFING PRIORITY

April 21,2020

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
419 Sixteenth Avenue ▪ Ranson, WV 25438
Tel: 304-728-3287 ▪ Fax: 304-728-6221 ▪ jcesa.org

Staffing Priority

The purpose of this document is to define the goals that will guide allocation of JCESA staffing and the objectives that will be carried out in furtherance of those goals. This document concludes with a Staffing Sequence Plan which lists, in order, where and when each newly funded staffing position will be assigned.

Goals

The staffing strategy of JCESA is focused on 2 primary goals:

1) Responder safety
2) Reducing response time

Objectives

To achieve these goals, and in accordance with best practices, our staffing objectives are to 1) staff in pairs, at a minimum, and 2) allocate staffing resources in line with incident volume.

Staff in pairs, at a minimum

Our first objective is to move away from staffing a single person at any given place at any given time. Having one provider assigned presents safety risks that are eliminated when two or more people are present. A lone person at the station is more vulnerable to a number of safety risks. A single person responding "driver-only" has only half the situational awareness and survival skills as a proper crew of two people. Some safety practices, such as having a spotter when backing, are impossible without a second person. All humans make mistakes. Therefore, two sets of eyes inspecting equipment, restocking, and ensuring unit readiness is better than one.

Near-Miss Situation

On Friday April 10 the two ESA employees assigned to Independent Fire Co. (Sta 4) were conducting their morning inspection of the ambulance. While one was inspecting the on-board oxygen compartment, an explosion occurred in that compartment, and fire broke out. Fortunately, there were two people assigned to this station, several volunteers present, and the Lieutenant and her partner had just arrived at this station for other business. Miraculously, no one was seriously injured, and the team was able to work quickly to mitigate damage by moving other apparatus out of harm's way, get water on the fire, and call for additional units.

Had this occurred in a station where one provider is working alone, the outcome would likely be much different. If this occurred in a station where one provider is working alone and he or she were incapacitated by the explosion, as could have very easily been the case in this situation, there would be no one around to even know there was a problem until it was far too late. Safety in numbers.

Having one provider assigned to a station at any given time does little or nothing to reduce response time. A single person at a station cannot respond "driver-only" (alone) in an ambulance until 5 minutes after the call is dispatched, unless the priority of the call is Delta or Echo. Additionally, If a single provider is assigned to a station and they are out on a fire call, the ambulance from that station likely won't respond at all on a subsequent EMS call because all available volunteers from that station may be handling the fire call.

In FY21, there will be 4 stations in Jefferson County that are staffed with a single person for part or all of the hours they are staffed. Stations 1, 6, and 7 are assigned one ESA staffer during the hours they are staffed. Sta 3 has two-person staffing during some of the staffed hours, but a single provider for most hours. Figure 1 lists the locations and hours where ESA staffing is working alone. It is important to note that the sole ESA provider would not be literally 'alone' if a volunteer is in the station, which may or may not be the case at any given time. Sta 7 is currently scheduling one staff person, paid directly by BFD, alongside the single assigned ESA provider 4 days per week in a collaborative effort to improve safety for both ESA staffing and staffing paid directly by BFD.

	Who is alone?	Days/Times alone	Hrs alone	FTEs needed to resolve
Sta. 3	1 FF/P	4p-6a, M-F and 8a-8a S&S	118	2.8
Sta. 1	1 FF/EMT	6a-6p, 7 days	84	2
Sta. 6	1 FF/EMT	8a-4p, 7 days	56	1.3
Sta. 7	1 FF/EMT	8a-4p, 7 days	56	1.3
		Total:	***314***	***7.5***

Figure 1

Figure 2 illustrates FY21 ESA staffing assignments by station, day, and hour. This provides a visual representation of when and where ESA staffing are working individually and in pairs.

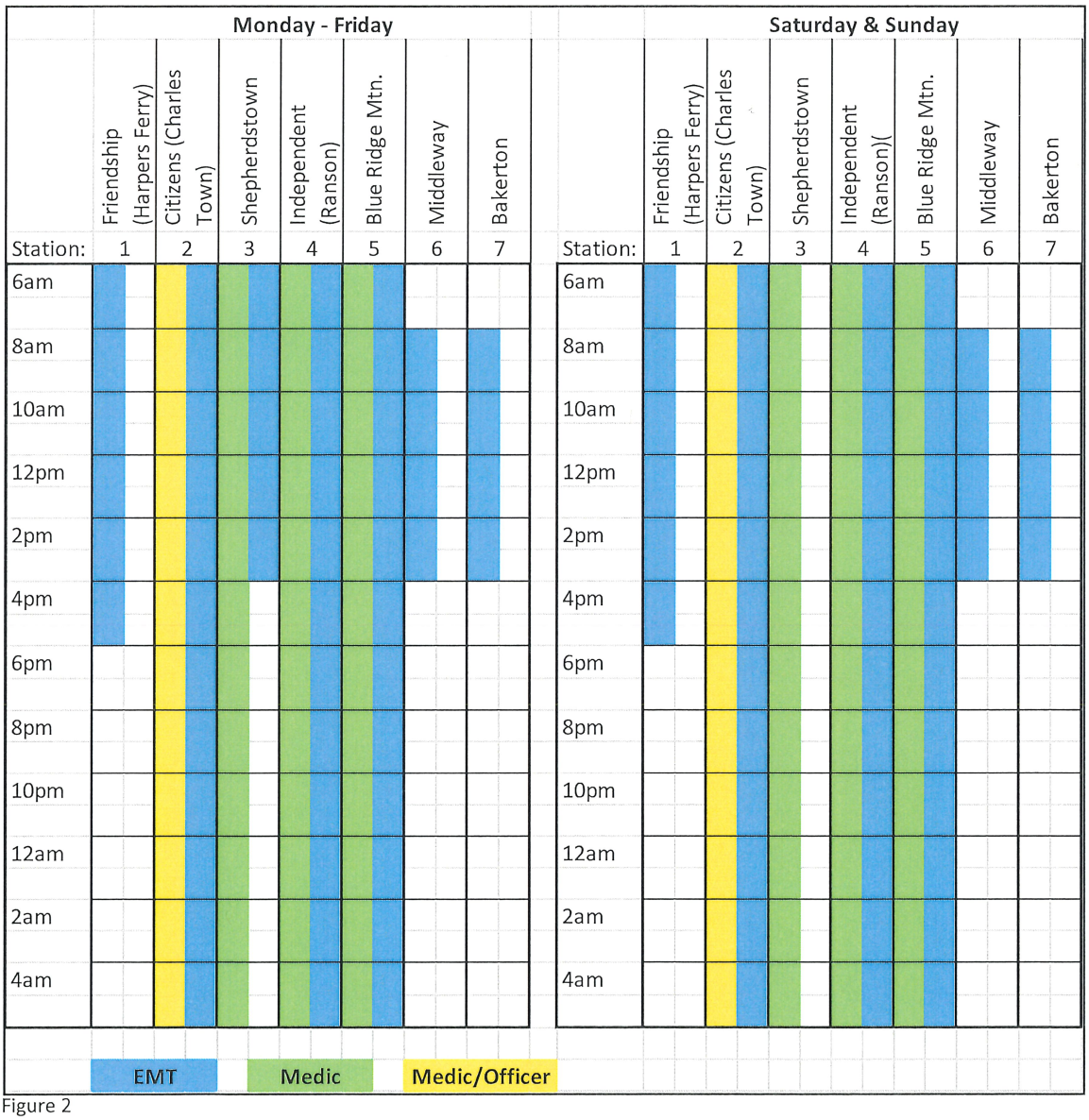


Figure 2

Allocate resources according to call volume

Funding is not available to fully staff all stations. Therefore, staffing allocation must be prioritized. Established standards and best practices, based on all available research and recommendations from numerous authorities, indicate staffing should be placed geographically closest to the locations with the greatest likelihood of incidents occurring. Statistical history provides us with reasonable projections of the locations where incidents will most likely occur in the future. Figure 3 illustrates incident volume in Jefferson County by primary response area.

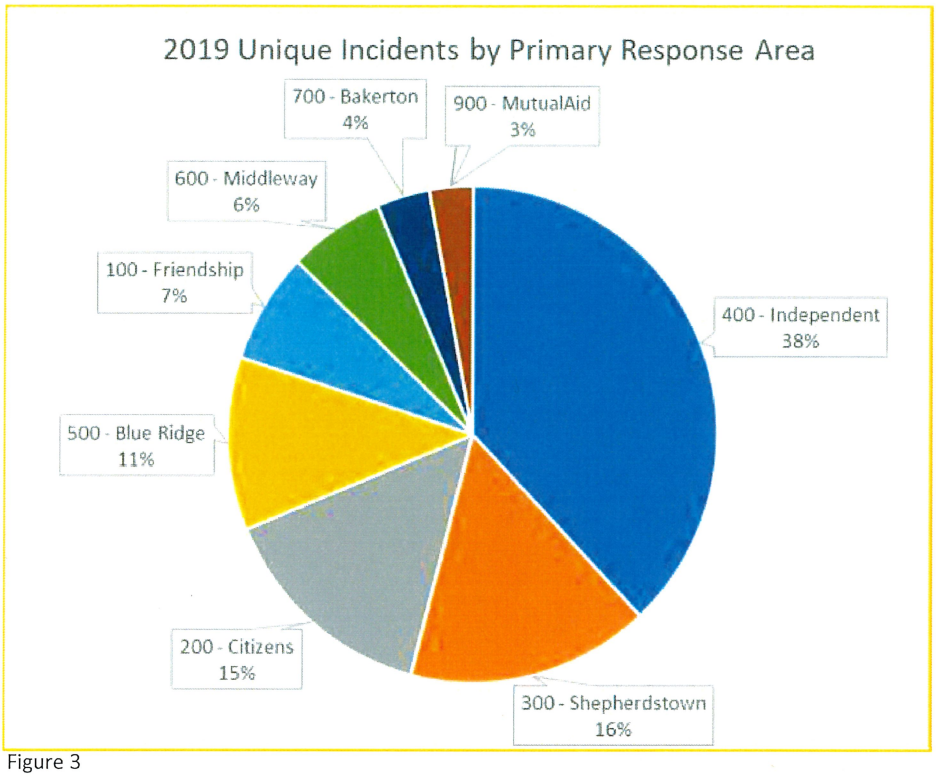


Figure 3

Sixty-nine percent of the incidents in Jefferson County occur within the jurisdiction of 3 stations (Independent, Shepherdstown, and Citizens.) Twenty-eight percent of incidents occur in the jurisdiction of the remaining 4 stations (Blue Ridge, Friendship, Middleway, and Bakerton.) Three percent of the incidents recorded by CAD are out-of-county mutual aid incidents. This data is based on unique incident data, meaning the area in which an incident occurred, not the number of times a station was dispatched or responded to an incident. Those numbers would be different because multiple companies often respond to a single incident. Unique incident data is preferred for staffing deployment because it is more appropriate to place resources where the incidents occur than to allocate them to stations that would come from farther away to help. If enough resources are allocated to the primary station of an incident, far fewer additional station's resources will be required to mitigate the incident.

We certainly aim to deliver the best possible service to every resident and visitor of Jefferson County, regardless of their location within the County. However, it is not financially or logistically possible to allocate the ideal number of resources everywhere at once. Prioritizing the allocation of resources to areas of low incident volume would improve response times for a small number of residents and visitors but worsen response times for most residents and visitors.

This is consistent with the goal of mitigating a Mass Casualty Incident (MCI.) An MCI exists when the number of patients in a single incident overwhelm the available resources within a system. In that situation, the goal is to ***do the most good for the most people***. Here we aren't talking about a single incident, but system readiness in general. The same concept applies: the resources are insufficient; therefore, we must prioritize to do the most good for the most people.

Jefferson County Emergency Services Agency

Staffing Sequence Plan

April 21, 2020

JCESA intends to assign each new position that is funded by the County Commission in the order listed in this document. Revisions my be necessary in the event of major volume shifts or other significant situational changes.

Position #	Station	Type/Times/Days	Impact	Notes	Independent FTEs	Independent Incl. Volume	Independent Resources	Shepherdstown FTEs	Shepherdstown Incl. Volume	Shepherdstown Resources	Citizens FTEs	Citizens Incl. Volume	Citizens Resources	Blue Ridge FTEs	Blue Ridge Incl. Volume	Blue Ridge Resources	Friendship FTEs	Friendship Incl. Volume	Friendship Resources	Middleway FTEs	Middleway Incl. Volume	Middleway Resources	Bakerton FTEs	Bakerton Incl. Volume	Bakerton Resources	Total Station FTEs	Field (Non-Station) FTEs	Administration
				Staffing as of FY21:	8	38%	24%	5.2	16%	15%	8	15%	24%	8	15%	24%	2	7%	6%	1.3	6%	4%	1.3	4%	4%	33.8	0	4
1 2 3	3	FF/EMT 4p-8a, M-F and S&S 8a-8a.	Eliminates single person staffing	Would recoup 10 pt Hrs.	8	38%	22%	8	16%	22%	8	15%	22%	8	15%	22%	2	7%	5%	1.3	6%	4%	1.3	4%	4%	36.6	0	4
4 5	1	FF/EMT 6a-6p, 7-days	Eliminates single person staffing		8	38%	21%	8	16%	21%	8	15%	21%	8	15%	21%	4	7%	10%	1.3	6%	3%	1.3	4%	3%	38.6	0	4
6	6	FF/EMT 8a-4p, 7-days	Eliminates single person staffing	Would require +16 pt Hrs.	8	38%	20%	8	16%	20%	8	15%	20%	8	15%	20%	4	7%	10%	2.6	6%	7%	1.3	4%	3%	39.9	0	4
7	7	FF/EMT 8a-4p, 7-days	Eliminates single person staffing	Would require +16 pt Hrs.	8	38%	19%	8	16%	19%	8	15%	19%	8	15%	19%	4	7%	10%	2.6	6%	6%	2.6	4%	6%	41.2	0	4
8 9 10 11	4	FF/P 24/7	Increases staffing to 3, 24/7		12	38%	27%	8	16%	18%	8	15%	18%	8	15%	18%	4	7%	9%	2.6	6%	6%	2.6	4%	6%	45.2	0	4
12	Admin	(HR/Training/XO/Clerical/Logistics/Supervision, etc. Exact role/title TBD)																								45.2	0	5
13 14 15 16	4	FF/EMT 24/7	Increases staffing to 4, 24/7		16	38%	33%	8	16%	16%	8	15%	16%	8	15%	16%	4	7%	8%	2.6	6%	5%	2.6	4%	5%	49.2	0	5
17 18	6	FF/EMT 8a-8p, 7 days	Increases coverage to 12hrs/day vs 8hrs/day.	Recoup 32 pt Hrs.	16	38%	32%	8	16%	16%	8	15%	16%	8	15%	16%	4	7%	8%	4	6%	8%	2.6	4%	5%	50.6	0	5
19 20 21 22	Capt.	24/7. Station assignment TBD (likely IFC or CFC. But would be mobile and not committed to a specific station, therefore not counted in station resource allocation.			16	38%	32%	8	16%	16%	8	15%	16%	8	15%	16%	4	7%	8%	4	6%	8%	2.6	4%	5%	50.6	4	5
23 24	7	FF/EMT 8a-8p, 7 days	Increases coverage to 12hrs/day vs 8hrs/day.	Recoup 32 pt Hrs.	16	38%	31%	8	16%	15%	8	15%	15%	8	15%	15%	4	7%	8%	4	6%	8%	4	4%	8%	52	4	5
25 26 27 28	2	FF/EMT 24/7	Increases staffing to 3, 24/7		16	38%	29%	8	16%	14%	12	15%	21%	8	15%	14%	4	7%	7%	4	6%	7%	4	4%	7%	56	4	5
29 30 31 32	3	FF/EMT 24/7	Increases staffing to 3, 24/7		16	38%	27%	12	16%	20%	12	15%	20%	8	15%	13%	4	7%	7%	4	6%	7%	4	4%	7%	60	4	5

Jefferson County Emergency Services Agency

Staffing Sequence Plan

April 21, 2020

JCESA intends to assign each new position that is funded by the County Commission in the order listed in this document. Revisions my be necessary in the event of major volume shifts or other significant situational changes.

Position	Station	Type/Times/Days	Impact	Notes	Independent FTEs	Independent Inci. Volume	Independent Resources	Shepherdstown FTEs	Shepherdstown Inci. Volume	Shepherdstown Resources	Citizens FTEs	Citizens Inci. Volume	Citizens Resources	Blue Ridge FTEs	Blue Ridge Inci. Volume	Blue Ridge Resources	Friendship FTEs	Friendship Inci. Volume	Friendship Resources	Middleway FTEs	Middleway Inci. Volume	Middleway Resources	Bakerton FTEs	Bakerton Inci. Volume	Bakerton Resources	Total Station FTEs	Field (Non-Station) FTEs	Administration
33																												
34	2	FF/EMT 24/7	Increases staffing to 4, 24/7																									
35																												
36					16	38%	25%	12	16%	19%	16	15%	25%	8	15%	13%	4	7%	6%	4	6%	6%	4	4%	6%	64	4	5
37																												
38	5	FF/EMT 24/7	Increases staffing to 3, 24/7																									
39																												
40					16	38%	24%	12	16%	18%	16	15%	24%	12	15%	18%	4	7%	6%	4	6%	6%	4	4%	6%	68	4	5
41	Admin	(HR/Training/XO/Clerical/Logistics/Supervision, etc. Exact role/title TBD)			16	38%	24%	12	16%	18%	16	15%	24%	12	15%	18%	4	7%	6%	4	6%	6%	4	4%	6%	68	4	6
42																												
43	1	2x FF/EMT 6p-6a	Adds additional 12hrs of coverage with a crew of 2. (Goes from 2x12x7, to 2x24x7)																									
44																												
45					16	38%	22%	12	16%	17%	16	15%	22%	12	15%	17%	8	7%	11%	4	6%	6%	4	4%	6%	72	4	6
46																												
47	6	2x FF/EMT 8p-8a	Adds additional 12hrs of coverage with a crew of 2. (Goes from 2x12x7, to 2x24x7)																									
48																												
49					16	38%	21%	12	16%	16%	16	15%	21%	12	15%	16%	8	7%	11%	8	6%	11%	4	4%	5%	76	4	6
50																												
51	7	2x FF/EMT 8p-8a	Adds additional 12hrs of coverage with a crew of 2. (Goes from 2x12x7, to 2x24x7)																									
52																												
53					16	38%	20%	12	16%	15%	16	15%	20%	12	15%	15%	8	7%	10%	8	6%	10%	8	4%	10%	80	4	6
54	Admin	(HR/Training/XO/Clerical/Logistics/Supervision, etc. Exact role/title TBD)			16	38%	20%	12	16%	15%	16	15%	20%	12	15%	15%	8	7%	10%	8	6%	10%	8	4%	10%	80	4	7
55																												
56	3	FF/EMT 24/7	Increases staffing to 4, 24/7																									
57																												
58					16	38%	19%	16	16%	19%	16	15%	19%	12	15%	14%	8	7%	10%	8	6%	10%	8	4%	10%	84	4	7
59																												
60	5	FF/EMT 24/7	Increases staffing to 4, 24/7																									
61																												
62					16	38%	18%	16	16%	18%	16	15%	18%	16	15%	18%	8	7%	9%	8	6%	9%	8	4%	9%	88	4	7
63																												
64	4	FF/EMT 24/7	Increases staffing to 5, 24/7																									
65																												
66					20	38%	22%	16	16%	17%	16	15%	17%	16	15%	17%	8	7%	9%	8	6%	9%	8	4%	9%	92	4	7

Jefferson County Emergency Services Agency

Staffing Sequence Plan

April 21, 2020

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67																												
68	4	FF/EMT 24/7	Increases staffing to 6, 24/7																									
69																												
70					24	38%	25%	16	16%	17%	16	15%	17%	16	15%	17%	8	7%	8%	8	6%	8%	8	4%	8%	96	4	7
71	Admin	(HR/Training/XO/Clerical/Logistics/Supervision, etc. Exact role/title TBD)			24	38%	25%	16	16%	17%	16	15%	17%	16	15%	17%	8	7%	8%	8	6%	8%	8	4%	8%	96	4	8
72																												
73	1	FF/EMT 24/7	Increases staffing to 3, 24/7																									
74																												
75					24	38%	24%	16	16%	16%	16	15%	16%	16	15%	16%	12	7%	12%	8	6%	8%	8	4%	8%	100	4	8
76																												
77	6	FF/EMT 24/7	Increases staffing to 3, 24/7																									
78																												
79					24	38%	23%	16	16%	15%	16	15%	15%	16	15%	15%	12	7%	12%	12	6%	12%	8	4%	8%	104	4	8
80																												
81	7	FF/EMT 24/7	Increases staffing to 3, 24/7																									
82																												
83					24	38%	22%	16	16%	15%	16	15%	15%	16	15%	15%	12	7%	11%	12	6%	11%	12	4%	11%	108	4	8
84																												
85	4	FF/EMT 24/7	Increases staffing to 7, 24/7																									
86																												
87					28	38%	25%	16	16%	14%	16	15%	14%	16	15%	14%	12	7%	11%	12	6%	11%	12	4%	11%	112	4	8
88																												
89	Capt.	24/7. Station assignment TBD. Would be mobile and not committed to a specific station, therefore not counted in station resource allocation.																										
90																												
91					28	38%	25%	16	16%	14%	16	15%	14%	16	15%	14%	12	7%	11%	12	6%	11%	12	4%	11%	112	8	8
92																												
93	3	FF/EMT 24/7	Increases staffing to 5, 24/7																									
94																												
95					28	38%	24%	20	16%	17%	16	15%	14%	16	15%	14%	12	7%	10%	12	6%	10%	12	4%	10%	116	8	8
96																												
97	2	FF/EMT 24/7	Increases staffing to 5, 24/7																									
98																												
99					28	38%	23%	20	16%	17%	20	15%	17%	16	15%	13%	12	7%	10%	12	6%	10%	12	4%	10%	120	8	8
100																												
101	5	FF/EMT 24/7	Increases staffing to 5, 24/7																									
102																												
103					28	38%	23%	20	16%	16%	20	15%	16%	20	15%	16%	12	7%	10%	12	6%	10%	12	4%	10%	124	8	8

Jefferson County Emergency Services Agency

Staffing Sequence Plan

April 21, 2020

JCESA intends to assign each new position that is funded by the County Commission in the order listed in this document. Revisions my be necessary in the event of major volume shifts or other significant situational changes.

Position	Station	Type/Times/Days	Impact	Notes	Independent FTEs	Independent Inci. Volume	Independent Resources	Shepherdstown FTEs	Shepherdstown Inci. Volume	Shepherdstown Resources	Citizens FTEs	Citizens Inci. Volume	Citizens Resources	Blue Ridge FTEs	Blue Ridge Inci. Volume	Blue Ridge Resources	Friendship FTEs	Friendship Inci. Volume	Friendship Resources	Middleway FTEs	Middleway Inci. Volume	Middleway Resources	Bakerton FTEs	Bakerton Inci. Volume	Bakerton Resources	Total Station FTEs	Field (Non-Station) FTEs	Administration
104																												
105	4	FF/EMT 24/7	Increases staffing to 8, 24/7																									
106																												
107					32	38%	25%	20	16%	16%	20	15%	16%	20	15%	16%	12	7%	9%	12	6%	9%	12	4%	9%	128	8	8
108																												
109	3	FF/EMT 24/7	Increases staffing to 6, 24/7																									
110																												
111					32	38%	24%	24	16%	18%	20	15%	15%	20	15%	15%	12	7%	9%	12	6%	9%	12	4%	9%	132	8	8
112																												
113	2	FF/EMT 24/7	Increases staffing to 6, 24/7																									
114																												
115					32	38%	24%	24	16%	18%	24	15%	18%	20	15%	15%	12	7%	9%	12	6%	9%	12	4%	9%	136	8	8
116																												
117	5	FF/EMT 24/7	Increases staffing to 6, 24/7																									
118																												
119					32	38%	23%	24	16%	17%	24	15%	17%	24	15%	17%	12	7%	9%	12	6%	9%	12	4%	9%	140	8	8

Exhibit C

Paid Leave Related to COVID-19

Approved: Date: 4/21/2020

I. FAMILIES FIRST CORONAVIRUS RELIEF ACT

The Families First Coronavirus Relief Act (FFCRA) provides paid sick leave and, not charged against the employee's leave balance, to certain employees for specified reasons related to COVID-19. A tax credit to offset the cost of paid leave, which is provided for in Division G of the FFCRA, *"does not apply to the Government of the United States, the government of any state or political subdivision thereof, or any agency or instrumentality of any of the foregoing."*[1] Government employers are not entitled recoup the expense of this leave through tax credits.[2] The FFCRA allows employers to exempt employees who are healthcare providers or emergency responders from the paid leave provisions.[3]

A. Election to Exempt Emergency Responder Employees

JCESA is not in a financial position to absorb the cost of paid leave to the extent defined by the FFCRA. Therefore, the JCESA hereby exempts all employees who are emergency responders from the paid sick leave and paid expanded family and medical leave provisions of the FFCRA. Emergency responders employed by JCESA includes all employees with rank or title of; FF/EMT I, FF/EMT II, FF/EMT III, Technician, FF/Paramedic I, FF/Paramedic II, FF/Paramedic III, FF/Paramedic IV, Lieutenant, Captain, or Director.

B. Only Emergency Responder Employees Exempt

Although it is an unfunded mandate, JCESA fully intends to comply with the paid sick leave and paid expanded family and medical leave requirements of the FFCRA for employees who cannot be exempted, which is any employee that is not an emergency responder, as defined above.

II. VOLUNTARY PAID LEAVE ALTERNATIVE FOR FULL-TIME EMPLOYEES

Although the Agency does not have the resources to include emergency responders in the application of paid leave defined by the FFCRA, it is the desire of the Agency to help full-time employees reduce financial hardship as much as possible by providing limited paid leave, not charged against the employee's leave balance, in certain situations related to COVID-19 that were not the direct result of the employee failing to follow safety and infection control procedures established by JCESA. Part-time employees are not eligible for this paid leave.

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[1] https://www.dol.gov/agencies/whd/field-assistance-bulletins/2020-1

[2] https://www.irs.gov/newsroom/covid-19-related-tax-credits-for-required-paid-leave-provided-by-small-and-midsize-businesses-faqs

[3] https://www.federalregister.gov/d/2020-07237/p-103

Paid Leave Related to COVID-19

A. Paid Leave Duration & Qualifying Situations

Full-time employees will be compensated at their regular hourly rate, without charge against their leave balance, for any scheduled shifts for up to 14 calendar days or a maximum of 96 hours, whichever is less, if the employee is unable to work because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, provided that the order is not the direct result of a possible on-duty exposure where the employee failed to use PPE as directed by JCESA;
2. has been advised by a health care provider to self-quarantine related to COVID-19 provided that the order is not the direct result of a possible on-duty exposure where the employee failed to use PPE as directed by JCESA;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. has been tested for COVID-19 and is awaiting results;
5. has tested positive for COVID-19.

B. Disqualifying Situations

Employees will NOT be compensated, unless they elect to use hours from their available leave balance, if the employee is unable to work because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, as a direct result of a possible on-duty exposure where the employee failed to use PPE as directed by JCESA;
2. has been advised by a health care provider to self-quarantine related to COVID-19 as a direct result of a possible on-duty exposure where the employee failed to use PPE as directed by JCESA.

C. Part-Time employees

All part-time employees of JCESA are emergency responders and JCESA has elected to exempt emergency responders from the paid leave provisions of the FFCRA. Part-time employees are not eligible for the voluntary paid leave alternative provided by JCESA.

III. POLICY DURATION

This policy will remain in effect until December 31, 2020 or until repealed, whichever occurs first.

Exhibit D

WV Code §7-17

§7-17-1. Findings.

The Legislature finds that fire protection and saving lives and property are important to the health and welfare of the citizens of the state and that it is desirable for county governments to provide fire protection services to county residents.

§7-17-2. Definitions.

As used in this article unless the context clearly indicates otherwise:

(1) "User" means any person to whom fire service is made available under the provisions of this article.

(2) "County commission" means the county commission or tribunal in lieu thereof of every county within the State of West Virginia as provided in section nine, article nine of the Constitution of the State of West Virginia.

(3) "County fire association" means an association created in section three of this article.

(4) "County fire board" means that board created in section six of this article.

(5) "Fire service" means an organization that provides fire prevention and fire protection to a community, the members of such an organization or the fire fighting profession as a whole.

(6) "Qualified voters" means registered voters who reside in the affected fire service district and are users or prospective users of the fire prevention and fire protection services provided by the fire service under the provisions of this article.

§7-17-3. County fire association creation; prohibiting entrance by a municipality maintaining a full time paid fire department.

The fire departments within each county are hereby authorized to create and establish a county fire association, hereinafter referred to as "fire association." The county fire association is created to discuss fire protection services to address fire protection problems at the county level.

Upon the creation of a fire association, any full-time paid fire department located in a municipality, as defined in section nine, article fifteen, chapter eight of this code is excluded from the provisions of this article.

However, this provision shall not prohibit the county commission or the fire board with the approval of the county commission from contracting with any municipal fire department for fire protection services rendered to the county.

§7-17-4. Management and control vested in the county fire association; appointment.

The management and control of the fire association, its property, operations, business and affairs shall be lodged with the representatives from each state Fire Commission recognized fire department forming the fire association. For the purpose of forming the membership of the fire association, each fire department shall appoint one representative, by a majority vote of the members of the fire department, to serve on the fire association: Provided, That in the event three or less fire departments form the fire association each fire department shall elect two representatives, by a majority vote of the members of each fire department, to serve

on the fire association: Provided, however, That in the event only one fire department forms the fire association the members of the fire department shall conduct the fire association's business. The members of the fire association shall serve for a term of three years with the initial appointments beginning on July 1, 1984. If a member resigns or for any other reason his position terminates during his term of membership, a successor shall be elected by majority vote of the members of the represented department to fill out the remainder of the vacated term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified.

§7-17-5. Sale or lease of property; reversion of assets upon dissolution.

The fire association shall fix and determine the terms and conditions of any property or equipment to be leased or sold by the fire association. Upon dissolution of the fire association, all of its assets and property contributed by the county commission shall revert to and become the property of the county for which the board was created.

§7-17-6. County fire board creation and management; membership; terms of members; vacancies.

The county fire association upon two-thirds vote of its membership shall submit an application to the county commission requesting that the county commission create the county fire board. Upon receipt of such application the county commission may by majority vote create such a fire board and if so created the county fire board, if authorized, shall be a corporation. The county fire board shall establish the funding priorities for the fire departments forming the fire association and shall present a list of those priorities to the county commission. However, no fire department or representative of a fire department who is a member of the fire board or fire association may apply for county funding from the county commission except as provided for in subsection seven, section ten of this article. The bylaws of the county fire board and standards of operation of the fire association shall be submitted to, and approved by, the state Fire Commission and county commission.

The county fire board shall consist of seven members. The initial appointment to the county fire board shall begin on July 1, 1984. One county commissioner, chosen by the county commission, shall serve on the board. The county commission shall make the initial appointments to the fire board so that one third of the fire association members and the citizen members to be so appointed shall be appointed for a term of one year, one third of the fire association members and the citizen members shall be appointed for a term of two years and one third of the fire association members and the citizen members shall be appointed for a term of three years. As the term of each such initial appointee expires, the successor to fill the vacancy created by such expired term shall be appointed by the county commission for a term of three years. The county fire association shall submit to the county commission the names of five members of the fire association, three of whom shall be appointed by the county commission to serve a term of three years. Such members are limited to two consecutive terms. Three citizen members shall be appointed by the county commission to serve on the board. The citizen members may not be associated with fire service or the county commission. The citizen members must be residents of the county of which the county fire board is formed and not more than one citizen member may be appointed from the same magisterial district in the county. The citizen members shall serve for a term of three years but are limited to two consecutive terms. If a member resigns or for any other reason his membership terminates during his term of office, a successor shall be appointed from the same representative area to fill out the remainder of his term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified.

Annually the board shall elect one of its appointed members as chairman and another as vice chairman, and shall appoint a secretary-treasurer. Four members of the board shall constitute a quorum and the affirmative vote of four members shall be necessary for any action taken by vote of the board. No vacancy in the membership of the authority shall impair the rights of a quorum by such vote to exercise all the rights and perform all duties of the board.

§7-17-7. Resident requirement of county fire board members; municipality location.

All members of the county fire board shall be residents of the county in which the county fire board is intended to operate. If a county boundary line divides a municipality's city limits, the area of the municipality in which the majority of the municipality's population resides determines the county in which the municipality is located for this purpose.

§7-17-8. Compensation; expenses.

No member of the board may receive any compensation in connection with his services as a member. Each member, however, is entitled to reimbursement by the county fire board for any necessary expenses actually incurred in connection with the performance of his duties. However, not more than one percent of the annual appropriations to the board may be used for administrative expenses by the board.

§7-17-9. Board to be a public corporation.

The county fire board shall constitute and if authorized be created a public corporation under the name provided for in its articles of incorporation and, as such, shall have perpetual succession, may contract with and be contracted with, sue and be sued, and have and use a corporate seal.

§7-17-10. Powers generally.

The county fire board may:

(1) Make and adopt all necessary bylaws, rules and regulations for its organization and operations not inconsistent with law;

(2) Elect its own officers, appoint committees and employ and fix compensation for personnel necessary for its operation;

(3) Enter into contracts with any person, agency, governmental department, firm or corporation, including both public and private corporations, and renew, amend or supplement such contracts;

(4) Generally do any and all things necessary or convenient for the purpose of improving fire service protection within the area to be served;

(5) Borrow money, apply for, receive and use grants-in-aid, donations and contributions from any source or sources and accept and use bequests, devises, gifts and donations from any person, firm or corporation;

(6) Raise funds by the issuance and sale of revenue bonds in the manner provided by law;

(7) Formulate and present a petition for funds to the county commission: Provided, That not more than one percent of such funds be used for purposes other than the prioritized needs of the member departments;

(8) Purchase or otherwise acquire, own, hold, sell and dispose of real and personal property; and

(9) Expend its funds in the execution of the powers and authority herein given, which expenditures, by the means authorized herein, are hereby determined and declared as a matter of legislative finding to be for a public purpose and use, in the public interest and for the general welfare of the people of West Virginia.

§7-17-11. Limitations.

County fire associations and county fire boards shall be subject to the authority of the governing body in which said association and boards are primarily located.

§7-17-12. County fire service fees; petition; election; dedication; and increase.

Every county commission which provides fire protection services has plenary power and authority to provide by ordinance for the continuance or improvement of such service, to make regulations with respect thereto and to impose by ordinance, upon the users of such services, reasonable fire service rates, fees and charges to be collected in the manner specified in the ordinance. However, before a county commission can impose by ordinance, upon the users of such service, a reasonable fire service fee, ten percent of the qualified voters shall present a petition duly signed by them in their own handwriting, and filed with the clerk of the county commission directing that the county commission impose such a fee. The county commission shall not have a lien on any property as security for payments due under the ordinance. Any ordinance enacted under the provisions of this section shall be published as a Class II legal advertisement in compliance with the provisions of article three, chapter fifty-nine of this code, and the publication area for such publication shall be the county in which the county fire board is located. In the event thirty percent of the qualified voters of the county by petition duly signed by them in their own handwriting and filed with the clerk of the county commission within forty-five days after the expiration of such publication protest against such ordinance as enacted or amended, the ordinance may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of such county at any primary, general or special election as the county commission directs. Voting thereon may not take place until after notice of the submission has been given by publication as above provided for the publication of the ordinance after it is adopted. The powers and authority hereby granted to county commissions are in addition to and supplemental to the powers and authority otherwise granted to them by other provisions of this code.

Any fees imposed under this article are dedicated to the county fire board for the purposes provided in this article.

In the event the county fire board determines an increase in any such fee imposed by this section is necessary, it shall by resolution request the county commission for such an increase. Procedures set forth in this section for the initial levy of such a fee shall be followed by the county commission in the event an increase is sought.

§7-17-13. Incurring indebtedness; rights of creditors.

The county fire board may incur any proper indebtedness and issue any obligations and give any security therefor which it considers necessary or advisable in connection with carrying out its purposes as hereinbefore mentioned. No statutory limitation with respect to the nature, or amount, interest rate or duration of indebtedness which may be incurred by municipalities or other public bodies applies to indebtedness of the county fire board.

No indebtedness or obligation incurred by the board shall give any right against any member of the governing body of any participating government or any member of the board. Any obligation or indebtedness of any nature of the board shall never constitute an obligation or indebtedness of any participating government or the governing body of any participating government, within the meaning of any Constitutional provision or statutory limitation and shall never constitute or give rise to a pecuniary liability of any participating government or the governing body of any participating government or be a charge against the general credit or taxing power of any participating government or the governing body of any participating government. The rights of creditors of the board shall be solely against the board as a corporate body and shall be satisfied only out of revenues, moneys or property received or held by it in its corporate capacity.

§7-17-14. Agreements in connection with obtaining funds.

The county fire board may, in connection with obtaining funds for its purposes, enter into any agreement with any person, firm or corporation, including the federal government; or any agency or subdivision thereof, containing provisions, covenants, terms and conditions as the county fire board considers advisable.

§7-17-15. Property, bonds and obligations of authority exempt from taxation.

The county fire board is exempt from the payment of any taxes or fees to the state or any subdivision thereof or to any officer or employee of the state or other subdivision thereof. The property of the county fire board is exempt from all local and municipal taxes. Bonds, notes, debentures and other evidence of indebtedness of the county fire board are declared to be issued for a public purpose and to be public instrumentalities and are exempt from taxes.

§7-17-16. Appropriations authorized.

The county commission and any municipality therein, or any one or more of them, jointly and severally, may contribute by appropriation from any funds available, to the cost of the operation and projects of the county fire board.

§7-17-17. Contributions by county commissions, municipalities and others; funds and accounts; reports; audit and examination of books, records and accounts and penalties.

Contributions may be made to the county fire board from time to time by the county commission of the county or any municipal corporation therein, and by any persons, firms or corporations which desire to do so. All such funds and all other funds received by the county fire board shall be deposited in such bank or banks as the county fire board may direct and shall be withdrawn therefrom in such manner as the county fire board may direct. The county fire board shall keep strict account of all its receipts and expenditures and shall each quarter make a quarterly report to the county commission and municipalities containing an itemized statement of its receipts and disbursements during the preceding quarter. Within sixty days after the end of each fiscal year, the county fire board shall make an annual report containing an itemized statement of its receipts and disbursements for the preceding fiscal year. The annual report shall be published as a Class I legal advertisement in compliance with the provisions of article three, chapter fifty-nine of this code and the publication area for such publication shall be the county in which the county fire board is located. The books, records and accounts of the board are subject to audit and examination by the office of the State Tax Commissioner of West Virginia and by any other proper public official or body in the manner provided by law. For failure to comply with the provisions of this section the county fire board shall be fined not less than ten nor more than $25.

§7-17-18. Sale or lease of property; reversion of assets upon dissolution.

The county fire board shall fix and determine the terms and conditions of any property or equipment to be leased or sold by the county fire board. Upon the dissolution of the county fire board, all of its assets and property shall revert to and become the property of the county for which the board was created.

§7-17-19. Employees to be covered by workers' compensation.

All employees of the county fire board eligible thereto are considered to be within the Workers' Compensation Act of West Virginia, and premiums on their compensation shall be paid by the county fire board as required by law.

§7-17-20. Liberal construction of article.

It is the purpose of this article to provide for the improvement, development and advancement of fire protection services within the counties and this article shall be liberally construed as giving to the county fire board full and complete power reasonably required to give effect to the purposes hereof.