

Jefferson County Emergency Services Agency



Board Meeting

May 19, 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 May 19, 2020

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, May 19, 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

- April 21, 2020 - Regular Meeting Minutes
- April 24, 2020 – Special Meeting Minutes

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser
 - April 2020 Financials

CHAIRMAN'S REPORT - None

JCFRA REPORT - None

DIRECTORS'S REPORT

- FEMA Grant Update

BOARD MEMBER REQUESTS – None

UNFINISHED BUSINESS - None

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NEW BUSINESS - None

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.

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Meeting Minutes April 21, 2020

The April meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:02 p.m. on Tuesday, April 21, 2020 at the JCESA building located at 419 Sixteenth Avenue, Ranson, WV 25438.

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 was held via video conferencing and the public was not admitted into the building, but invited to attend via live stream and provided a link that was posted on the JCESA website, agenda, and displayed on the front lobby window.

ROLL CALL

Member	Present	Member	Present
Allen Keyser	Yes	Debbie Lancaster	Yes
Elliot Simon	Yes	Tony Troxel	Yes
Jane Tabb	Yes	Craig Simpson	No
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 7:02 p.m. by Chairman Simon

APPROVAL OF MINUTES

- Motioned by Faas, 2nd by Tabb to approve the February 18, 2020 regular meeting minutes as submitted - Motion carries unanimously on voice vote.
- Due to the COVID-19 crisis the March regular meeting had been canceled, therefore there was no March meeting minutes to approve.

TREASURER'S REPORT

- Director Allen Keyser presented a consolidated overview of all the agency expenses, accounts, and payroll for the months of February and March 2020. Motion by Faas, 2nd by Tabb to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Chairman Simon read Lt Monte Conner's letter of retirement effective July 1, 2020 and thanked him for his years of service. *(See Exhibit-A)*

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CHAIRMAN'S REPORT (cont.)

- The following sections were discussed and reviewed regarding the additional citizen board member: "Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency" and "Bylaws of the Jefferson County Emergency Services Agency." (*See Exhibit-B*)
 - Motion by Faas, 2nd by Troxel to approve and move forward regarding the additional citizen board member – Motion carries unanimously on voice vote.

JCFRA REPORT

- Shutts updated the board regarding the joint County Commission Workshop that took place – he stated it was very productive and all attendees agreed to meet every quarter once the COVID-19 restrictions are lifted.
- The association purchased 1000 masks for the departments and ESA.

DIRECTOR'S REPORT

- FEMA Grant Update from Caleb Taylor, Grant Recruiter
 - Currently the grant is continuing to prepare for the close-out process with FEMA. All physicals are cancelled due to Amherst Family Practice not actively providing stress tests for physicals. Will keep everyone posted once open back up.
 - Exploring the option of trying to receive an extension to the grant when the process opens, although due to current COVID19 circumstances FEMA may automatically provide us with one.
- Staffing Priority & Sequence Plan (*See Exhibit-C*)
 - Keyser presented the document, which defines the Agency's priority with regard to staff deployment/assignment and a lists where each newly funded position will be assigned.
 - Motion by Faas, 2nd by Tabb to adopt – Motion carries unanimously on voice vote.
- Paid Leave Related to COVID-19 – Interim Policy (*See Exhibit-D*)
 - Motion by Jackson, 2nd by Tabb to table pending legal review and consider at special meeting set for Friday, April 24, 2020 at 3:00 p.m. – Motion carries unanimously on voice vote.

BOARD MEMBER REQUESTS

- Simon inquired about whether the 4/15 E911 meeting took place and status of dispatch changes. Tabb advised the meeting did not take place and Dr. Treese advised that the requested changes have been implemented.

UNFINISHED BUSINESS

- Tabb further discussed ESA's role as acting Fire Board – WV Code, Chapter 7, Article 17 document which was shared with the board to review at last month's meeting. Again, emphasizing on articles 7-17-10 (#4, #6, and #7) and 7-17-17. (*See Exhibit-E*)
 - Motion to Amend by Tabb, 2nd by Faas to table and not discuss Senate Bill 224, WV Code, Chapter 7, Article 17, ESA's role as acting Fire Board until there is a meeting where all board members are present in person - Motion carries unanimously on voice vote.
- Nathan Cochran, Esq. – County Commissions decisions related to the fire/ambulance issues. Currently they are in a holding pattern - he will have more to report at a later date.

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NEW BUSINESS

- Motion by Jackson, 2nd by Faas to table the "Open Meetings Act" until there is a meeting where all board members are present in person - Motion carries unanimously on voice vote.

PUBLIC COMMENT – The public was invited to submit public comment via e-mail up until 2 hours prior to the meeting. None was received.

BOARD MEMBER COMMENTS

- Simon, Tabb, and Dr. Treese commended Capt. Burner for the great reporting he's been doing in keeping everyone up to date with all that's going on. They expressed their appreciation of ESA staff and thanked all for doing such a great job!

ADJOURNMENT

Motion to adjourn by Faas, 2nd by Tabb - Motion carries unanimously on voice vote. Meeting adjourned at 8:05 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Special Meeting Minutes April 24, 2020

A special meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 3:00 p.m. on Friday, April 24, 2020 at the JCESA building located at 419 Sixteenth Avenue, Ranson, WV 25438.

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 was held via WebEx video conferencing and the public was not admitted into the building, but invited to attend via live stream and provided a link that was posted on the JCESA website, agenda, and displayed on the front lobby window.

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	Yes
Dr. Marney Treeese	No	Ronnie Shutts	No
Nathan Cochran	Yes		

CALL TO ORDER

- The meeting was called to order at 3:00 p.m. by Chairman Simon

AGENDA ITEM

- Paid Leave Related to COVID-19 – Interim Policy (*Exhibit-A*)
 - Nathan Cochran, Esq. made a request that the board briefly enter into executive session to receive legal advice regarding potential liability related to this policy.
- Motion to enter into executive session by Faas, 2nd by Simpson at 3:05 p.m. – Motion carries unanimously on voice vote.
- Motioned to come out of executive session by Faas, 2nd by Tabb at 3:21 p.m. – Motion carries unanimously on voice vote.
- Discussion, followed by a Motion by Faas, 2nd by Troxel to adopt the Paid Leave Related to COVID-19 - Interim Policy as drafted by Nathan Cochran, Esq. – Motion carries unanimously on voice vote.

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ADJOURNMENT

- Motion to adjourn by Faas, 2nd by Simpson - Motion carries unanimously on voice vote. Meeting adjourned at 3:36 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2020 Budget Meeting

5/19/20

JCESA 2019/2020 Overview – April

- 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 4/30/20:
 - General = \$755,102
 - Payroll = \$35,169
 - Ambulance Fee Funds = \$449,770
 - Mortgage = \$124,677

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

JCESA April FY19/20 YTD - Financial Summary
(44 out of 52 weeks)

	A		B		Pro rated Forecast April YTD	YTD Variance Budget vs Actuals	FY19/20 Budget as approved
	Amb Fee April YTD	JCESA April YTD	A+B Actuals April YTD	JCESA April YTD			
Full Time Salaries	\$ 386,073	\$ 1,012,743	\$ 1,398,816	\$ 1,347,923	\$ (50,893)	\$ 1,593,000	
Fringe Benefits	\$ 149,274	\$ 363,269	\$ 512,543	\$ 547,286	\$ 34,743	\$ 646,792	
Part Time Salaries	\$ 124,698	-	\$ 124,698	\$ 122,692	\$ (2,006)	\$ 145,000	
Overtime	\$ 83,940	-	\$ 83,940	\$ 76,154	\$ (7,786)	\$ 90,000	
Workers Comp.	\$ 38,824	\$ 77,846	\$ 116,670	\$ 177,692	\$ 61,022	\$ 210,000	
Liability Insurance	\$ 16,489	\$ 24,130	\$ 40,619	\$ 48,231	\$ 7,612	\$ 57,000	
All Other Expenses	\$ -	\$ 232,141	\$ 232,141	\$ 343,139	\$ 110,998	\$ 405,528	
Total	\$ 799,298	\$1,710,129	\$ 2,509,427	\$ 2,663,117	\$ 153,690	\$ 3,147,320	

NOTES:

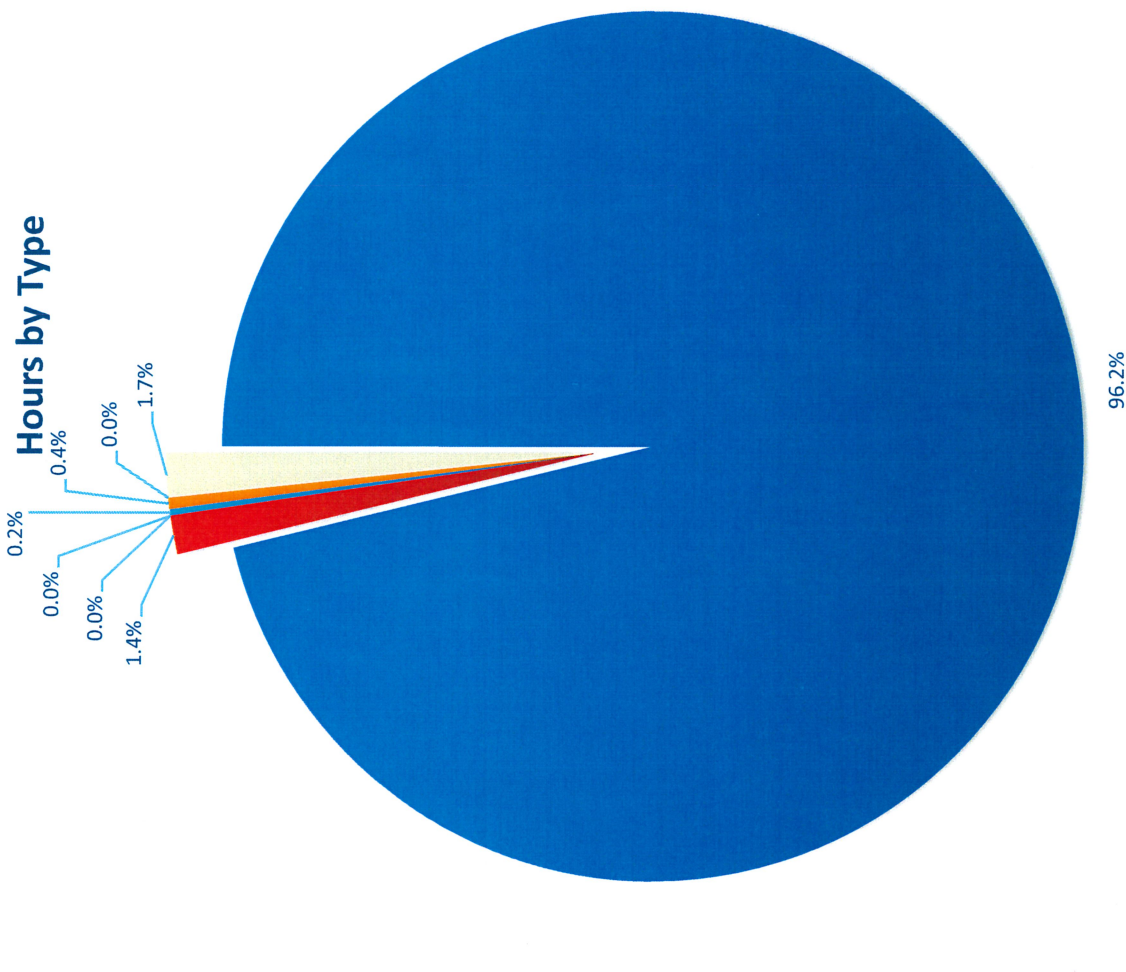
1. Above is expense budget only and does not assume any additional budget that results from any billing income (EMS supplies, other).
2. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.

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	Actual	Actual	Actual	Actual	Budget	Budget	Budget
Full Time	10,136	53,511	37,794	42,409	43,563	45,756	56,371	34,144	30,517	31,872	88,077	103,077	577,227
Part Time - Ops	14,428	30,283	16,109	9,902	8,462	9,812	16,085	8,277	7,887	3,453	9,000	9,000	142,698
Overtime - OPS	5,787	5,460	8,175	9,337	9,073	10,440	23,458	8,186	956	3,068	6,923	6,923	97,786
Medical Director													
Worker Comp	2,913	2,913	5,228	3,968	3,967	3,967	3,967	3,967	3,967	3,967	4,615	4,615	48,055
FICA/Med	2,315	6,717	4,644	4,609	4,567	4,943	7,225	3,810	2,951	2,877	3,385	3,385	51,427
Subtotal	35,579	98,884	71,950	70,225	69,632	74,918	107,106	58,384	46,278	45,237	112,000	127,000	917,193
Hosp	1,999	1,270	1,360	9,693	6,187	7,114	5,024	3,776	5,473	4,900	5,257	8,257	60,311
Life	192	202	202	731	539	539	442	811	506	386	385	385	5,319
Dental	188	187	392	690	597	429	434	429	429	392	231	231	4,629
Retirement	1,644	6,151	4,810	5,431	5,520	5,882	8,312	4,423	3,290	3,640	4,308	4,308	57,718
Subtotal	4,023	7,810	6,764	16,545	12,843	13,964	14,212	9,439	9,698	9,318	10,180	13,180	127,977
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	1,649	1,923	1,923	20,335
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	1,649	1,649	1,923	1,923	20,335
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	56,204	124,103	142,103	1,065,505
Cumulative Expenses	149,593	229,956	229,956	318,375	402,499	493,030	615,997	685,469	743,094	799,298	923,401	1,065,505	

Fiscal Year	(All)
Pay Period	(All)
Department	(All)
Pay Month	4/1/2020

Fiscal Year	Pay Period	Department	Pay Month					
Worked Reg	Worked OT	Holiday	Holiday OT	Personal Leave	Medical Leave	Comp. Time	Admin. Leave - Pd.	Alternative Duty



Values	
Worked Reg	5581
Worked OT	84
Holiday	0
Holiday OT	0
Personal Leave	14
Medical Leave	24
Comp. Time	0
Admin. Leave - Pd.	96
Alternative Duty	

Worked OT/Total	1.5%
Worked OT/Worked Total	1.5%

- Values
- Worked Reg
 - Worked OT
 - Holiday
 - Holiday OT
 - Personal Leave
 - Medical Leave
 - Comp. Time
 - Admin. Leave - Pd.
 - Alternative Duty