



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

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.

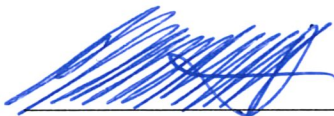
BOARD MEMBER COMMENTS

- 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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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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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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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 Feb YTD | YTD Variance Budget vs Actuals | FY19/20 Budget as approved |
|---------------------|-------------------|--------------------|---------------------|---------------------|----------------------------------|--------------------------------------|--------------------------------------|
| | Feb YTD | | 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:

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

| Expenses | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|---------------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| | 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 | 10,978 | 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 | | 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 Supplies | 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 |
| Background Ck | | 353 | | | | | | | 923 | 923 | 923 | 923 | 4,045 |
| Other/Unemployment | | | | 2,601 | | | | | 923 | 923 | 923 | 923 | 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 |
| Subtotal | 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 | 801,943 | 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

| 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 | | | | | | | | | | | | | |
| Subtotal | 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 | | | | | | | | | | | | | |
| Subtotal | 149,593 | 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 | 1,199,883 |

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

Fiscal Year Pay Period Department Pay Month

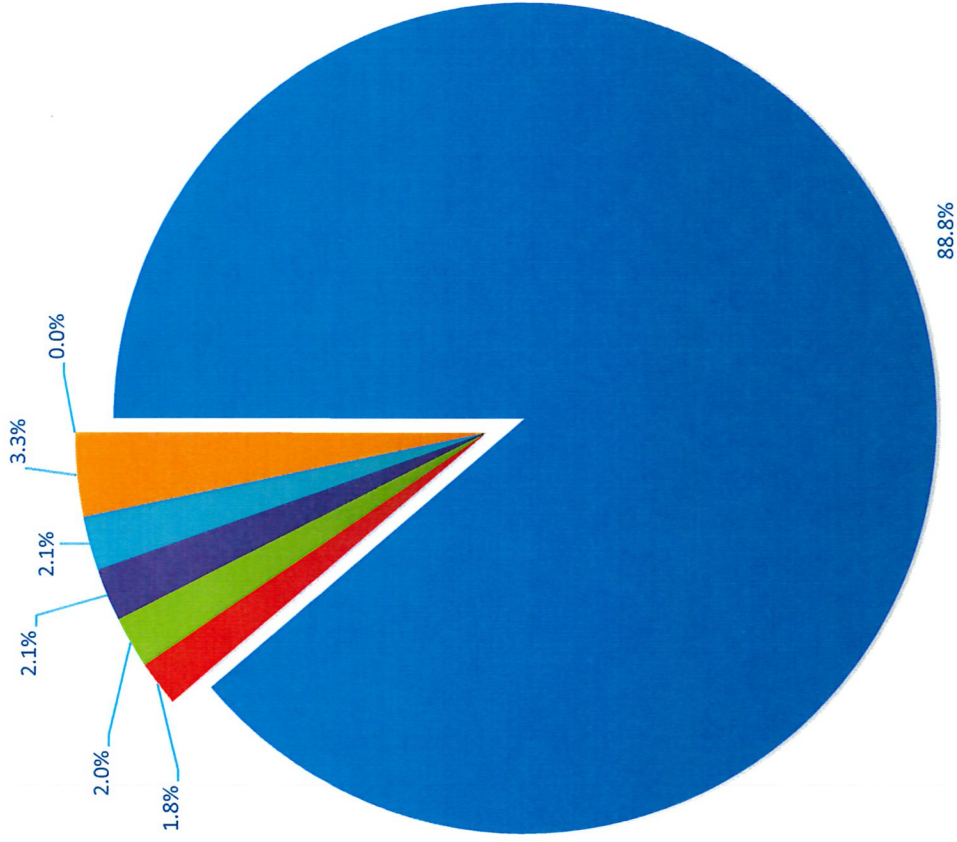
Worked Reg Worked OT Holiday Holiday OT Personal Leave Medical Leave Comp. Time

| Values | 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%

Hours by Type



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

| 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 | 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 | - | 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 | 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 Supplies | 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 | 736 | 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 | 1,999 | 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 | 34 | 22 | 60 | 713 | 385 | 385 | 385 | 3,220 |
| Advertising | 75 | 76 | 61 | | | | | 29 | 50 | 77 | 77 | 77 | 556 |
| Dues & Sub | | | | | | | | | | 77 | 77 | 77 | 231 |
| Audit Costs | | 1,841 | | | 5,135 | | | | | 538 | 538 | 538 | 9,149 |
| Background Ck | | 353 | | 2,601 | | | | | | 923 | 923 | 923 | 3,122 |
| Other/Unemployment | | | | | | | | | | 923 | 923 | 923 | 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 |
| Subtotal | 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 | 488,821 | 646,539 | 801,943 | 1,213,569 | 1,378,926 | 1,541,754 | 1,713,396 | 1,885,038 | 2,196,604 | 2,196,604 | 2,196,604 | 2,196,604 |

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 | 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 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 | 1,923 | 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 | | | | | | | | | | | | | |
| Subtotal | 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 | 743,094 | 867,197 | 991,301 | 1,133,404 | | | |

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

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

| 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%

Hours by Type

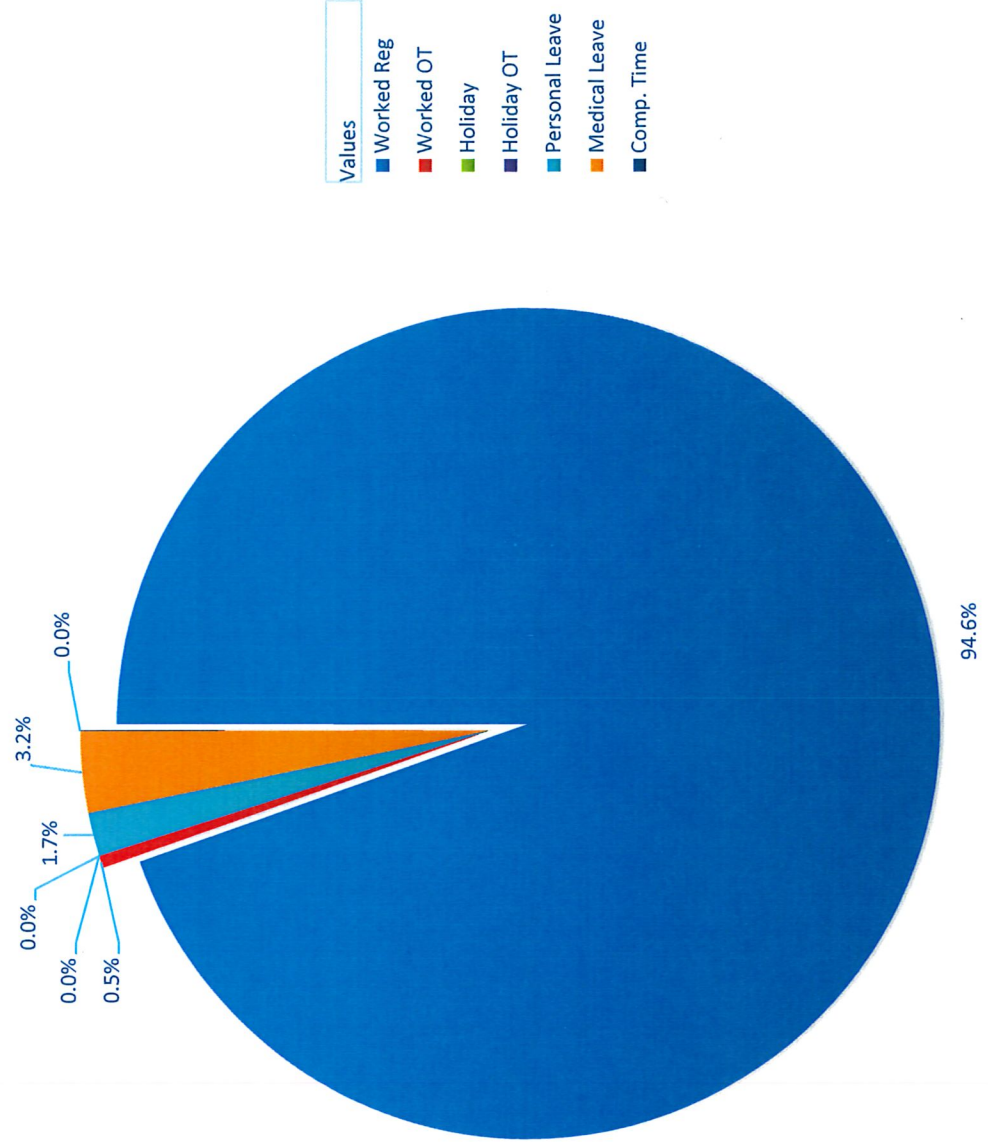


Exhibit A

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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, May 7th, 2020 or as soon thereafter as the Commission may decide:

Jefferson County Emergency Services Agency Board - one three-year term for Citizen Representative, ending June 30, 2023.

Per the Ordinance to Dissolve and Reconstitute the Jefferson County Emergency Services Agency: Section 3 - Joint Emergency Services Board

(f) No citizen member of the Board may provide fire service or emergency ambulance service in Jefferson County. Nor may any member of the Board have any immediate family member who provides fire service or emergency ambulance service in Jefferson County.

(g) No member of the Board, nor their immediate family member, shall have any interest in any firm, partnership, corporation or association engaged in the business of providing ambulance or fire service, nor in the manufacture, sale or lease of ambulance or fire equipment or facilities. For purposes of this ordinance, immediate family member shall mean a spouse or other person with whom a member is living as husband and wife and any child or children, grandchild or grandchildren and parent or parents.

(h) Employees of the Agency are not eligible to serve as members of the Board.

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. the Monday prior to the proposed appointment. Applications received after the deadline will not be considered.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

Exhibit C



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.

| | 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 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.

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.

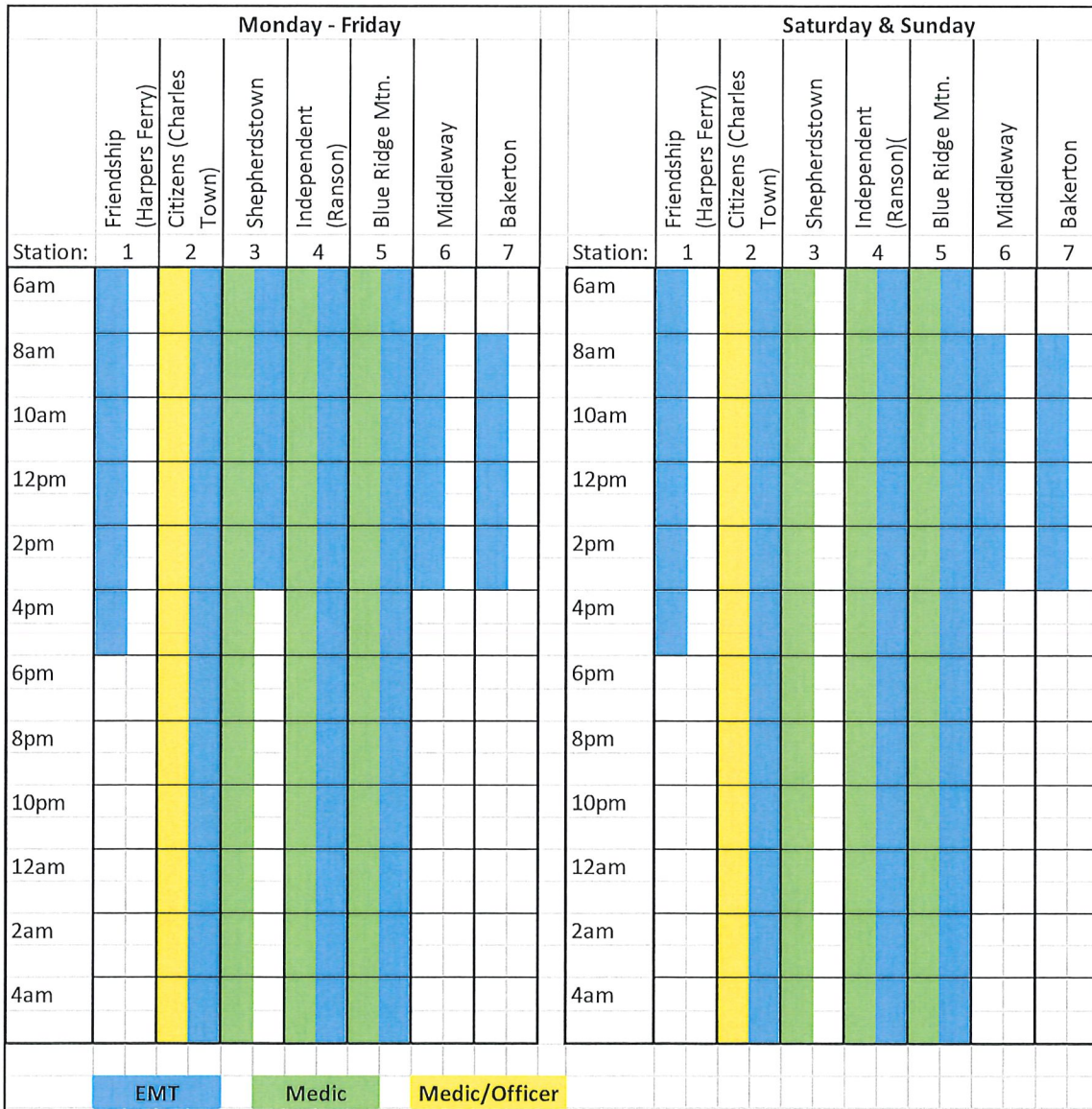


Figure 2

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.

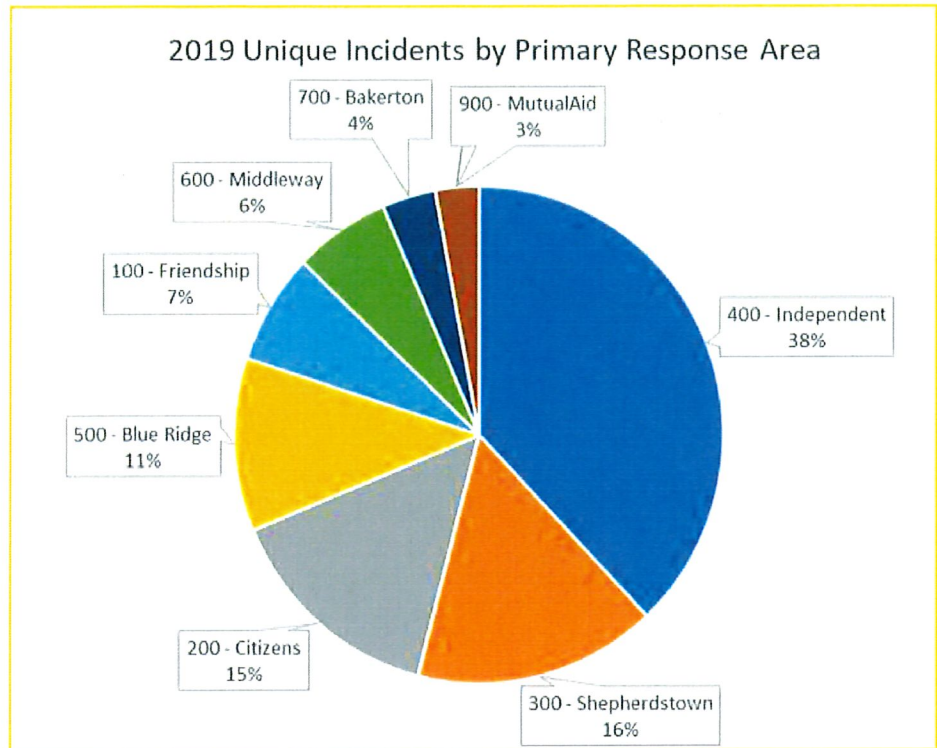


Figure 3

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 may be necessary in the event of major volume shifts or other significant situational changes.

| Position # | Station | Type/Times/Days | Impact | Notes | Independent | | | Shepherdstown | | | Citizens | | | Blue Ridge | | | Friendship | | | Middleway | | | Bakerton | | | Total Station FTEs | Field (Non-Station) FTEs | Administration | | |
|------------|---|----------------------------------|--|---------------------------|-------------|--------------|-----------|---------------|--------------|-----------|----------|--------------|-----------|------------|--------------|-----------|------------|--------------|-----------|-----------|--------------|-----------|----------|--------------|-----------|--------------------|--------------------------|----------------|--|--|
| | | | | | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | | | | | |
| | | | | 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 | 3 | FF/EMT 4p-8a, M-F and S&S 8a-8a. | Eliminates single person staffing | Would recoup 10 pt Hrs. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | 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 | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 1 | FF/EMT 6a-6p, 7-days | Eliminates single person staffing | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | 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 | 4 | FF/P 24/7 | Increases staffing to 3, 24/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | 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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | 4 | FF/EMT 24/7 | Increases staffing to 4, 24/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | 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 | 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 | | |
| 18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | 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 | | |
| 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | 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 | | |
| 24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | 2 | FF/EMT 24/7 | Increases staffing to 3, 24/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | 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 | 3 | FF/EMT 24/7 | Increases staffing to 3, 24/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 32 | | | | | 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 may be necessary in the event of major volume shifts or other significant situational changes.

| Position | Station | Type/Times/Days | Impact | Notes | Independent | | | Shepherdstown | | | Citizens | | | Blue Ridge | | | Friendship | | | Middleway | | | Bakerton | | | Total Station FTEs | Field (Non-Station) FTEs | Administration | |
|----------|---------|--|---|-------|-------------|--------------|-----------|---------------|--------------|-----------|----------|--------------|-----------|------------|--------------|-----------|------------|--------------|-----------|-----------|--------------|-----------|----------|--------------|-----------|--------------------|--------------------------|----------------|--------|
| | | | | | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | | | | Totals |
| 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

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

| Position | Station | Type/Times/Days | Impact | Notes | Independent | | | Shepherdstown | | | Citizens | | | Blue Ridge | | | Friendship | | | Middleway | | | Bakerton | | | Totals | | |
|----------|---------|--|-------------------------------|-------|-------------|--------------|-----------|---------------|--------------|-----------|----------|--------------|-----------|------------|--------------|-----------|------------|--------------|-----------|-----------|--------------|-----------|----------|--------------|-----------|--------------------|--------------------------|----------------|
| | | | | | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | FTEs | Incl. Volume | Resources | Total Station FTEs | Field (Non-Station) FTEs | Administration |
| 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 | | | | | 28 | 38% | 25% | 16 | 16% | 14% | 16 | 15% | 14% | 16 | 15% | 14% | 12 | 7% | 11% | 12 | 6% | 11% | 12 | 4% | 11% | 112 | 8 | 8 |
| 91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 may be necessary in the event of major volume shifts or other significant situational changes.

| Position | Station | Type/Times/Days | Impact | Notes | Independent | | | Shepherdstown | | | Citizens | | | Blue Ridge | | | Friendship | | | Middleway | | | Bakerton | | | Total Station FTEs | Field (Non-Station) FTEs | Administration | | | |
|----------|---------|-----------------|-------------------------------|-------|-------------|--------------|-----------|---------------|--------------|-----------|----------|--------------|-----------|------------|--------------|-----------|------------|--------------|-----------|-----------|--------------|-----------|----------|--------------|-----------|--------------------|--------------------------|----------------|--------|--|--|
| | | | | | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | FTEs | Inci. Volume | Resources | | | | Totals | | |
| 104 | 4 | FF/EMT 24/7 | Increases staffing to 8, 24/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | 3 | FF/EMT 24/7 | Increases staffing to 6, 24/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 109 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | 2 | FF/EMT 24/7 | Increases staffing to 6, 24/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 113 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | 5 | FF/EMT 24/7 | Increases staffing to 6, 24/7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 117 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 D



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 to 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.

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 E

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

CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.
ARTICLE 17. COUNTY FIRE BOARDS.

§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 the first day of July, one thousand nine hundred eighty-four. 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 the first day of July, one thousand nine hundred eighty-four. 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; municipally 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 twenty-five dollars.

§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.

SIGN-IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: APRIL 21, 2020

Location: Via Phone due to Covid-19 Pandemic

7:00 p.m. to

Board Members: (Please Print)

| | | |
|----------------------------|----------------------|-----------|
| 1- <u>Debbie Lancaster</u> | 2- <u>Craig Horn</u> | 3- _____ |
| 4- <u>Elliot Simon</u> | 5- _____ | 6- _____ |
| 7- <u>Allen Keyser</u> | 8- _____ | 9- _____ |
| 10- <u>Bob Burner</u> | 11- _____ | 12- _____ |

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- _____ | _____ | _____ | _____ |
| 2- _____ | _____ | _____ | _____ |
| 3- _____ | _____ | _____ | _____ |
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| 14- _____ | _____ | _____ | _____ |