



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

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

5/19/20
Date

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Exhibit A



Paid Leave Related to COVID-19

Approved:

Date: 4/24/2020

I. EXEMPTION OF ALL FIRST RESPONDER EMPLOYEES FROM FAMILIES FIRST CORONAVIRUS RELIEF ACT

A. Exemption of Emergency Responder Employees

The JCESA elects to exempt all emergency responder employees from the paid sick leave and paid expanded family and medical leave provisions of the Families First Coronavirus Relief Act (FFCRA). Emergency responders are all employees of the JCESA 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

The exemption above does not apply to any employee that is not an emergency responder as defined above. Non-emergency responder employees shall be subject to Policy 216A (or its successor) that has been established by the Jefferson County Commission.

II. ADMINISTRATIVE LEAVE FOR FULL-TIME FIRST RESPONDER EMPLOYEES

The JCESA will provide limited paid administrative leave to full-time emergency responder employees, not charged against the employee's leave balance, in certain situations related to COVID-19 as described herein.

A. Paid Leave Duration & Qualifying Situations

Full-time emergency responder 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 quarantined pursuant to a specific Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. has been tested for COVID-19 and is awaiting results; and/or
5. has tested positive for COVID-19.



Paid Leave Related to COVID-19

B. Disqualifying Situations

Notwithstanding the above provisions for administrative leave, full time emergency responder 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 quarantined pursuant to a specific 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 follow safety and infection control procedures established by JCESA, and/or failed to use available 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 follow safety and infection control procedures established by JCESA, and/or failed to use available PPE as directed by JCESA.

C. Part-Time employees

Part-time employees, including those who may be emergency responders, 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.