

**Jefferson County  
Emergency Services Agency**



**Board Meeting**

**June 16, 2020**

**7:00pm**



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438  
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

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## AGENDA June 16, 2020

The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, June 16, 2020.

This meeting will be held via video conferencing and the public will not be permitted into the building. However, they are invited to attend via live stream by following the link *Live Board Meeting*, which will appear on the [jcesa.org](http://jcesa.org) website under the *Board of Directors* tab.

Public comments are welcome via email to [dlancaster@jcesa.org](mailto:dlancaster@jcesa.org). All public comments received by 5:00 p.m. on the day of the meeting will be read during the meeting and included in the minutes. Please indicate in your e-mail that it is public comment and include your name.

ROLL CALL Sign-in Sheet – Call to Order by Elliot Simon, Chairman

### APPROVAL OF MINUTES

- May 19, 2020 - Regular Meeting Minutes (Discussion/Action)

### TREASURER'S REPORT

- Craig Simpson assisted by Allen Keyser, Director
  - May 2020 Financials (Discussion/Action)

CHAIRMAN'S REPORT - None

### JCFRA REPORT

- Restart of monthly meetings – Chief Ronnie Shutts

### DIRECTORS'S REPORT

- FEMA Grant Update
- COVID19 Cares Act FEMA Grant - Expense Report Submitted
- Lt. Monte Conner, Retirement-Send Off, June 30<sup>th</sup>, 12-3pm (Exhibit A)
- JCESA office will be closed Friday, June 19<sup>th</sup> for WV Day
- JCESA Training Academy has commenced following all required safety guidelines
- 4 positions were approved and finalized

### ***It's About Saving Lives***

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Employer, and community partner of Jefferson County WV.*

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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## BOARD MEMBER REQUESTS

- JCESA Board meet with JCFRA Board discuss each other's expectations, and documents needed to receive county funding for FY21 – Bob Faas

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT – (Limit 5 minutes per person)

## ADJOURNMENT

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

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## Meeting Minutes May 19, 2020

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:02 p.m. on Tuesday, May 19, 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	Yes
Tricia Jackson	Yes	Bob Faas	Yes
Dr. Marney Treese	Yes	Ronnie Shutts	No
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 Jackson to approve the April 21, 2020 regular meeting minutes as submitted - Motion carries unanimously on voice vote.
- Motioned by Simpson, 2nd by Faas to approve the April 24, 2020 special meeting minutes as submitted - Motion carries unanimously on voice vote.

### TREASURER'S REPORT

- Director Allen Keyser presented an overview of all the agency expenses, accounts, and payroll for the month of April 2020. Motion by Faas, 2<sup>nd</sup> by Jackson to approve - Motion carries unanimously on voice vote.

### CHAIRMAN'S REPORT - None

### JCFRA REPORT - None

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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## DIRECTOR'S REPORT

- FEMA Grant Update from Caleb Taylor, Grant Recruiter
  - Currently the grant continues to prepare for the close-out process with FEMA, which will end in November 2020.
  - At this time physicals are canceled due to the Amherst Family Practice not actively providing stress tests for physicals. Therefore, at this time we are unable to send any volunteers for physicals and will let everyone know as soon as some of the lockdowns are lifted.
  - Currently we are exploring options on trying to receive an extension to the grant when the process opens, although FEMA may automatically provide us with one. The COVID19 pandemic has temporarily slowed things down, but things should be up and running soon.

**BOARD MEMBER REQUESTS** - None

**UNFINISHED BUSINESS** - None

**NEW BUSINESS** - None

**PUBLIC COMMENT** – None

**BOARD MEMBER COMMENTS** - None

## ADJOURNMENT

Motion to adjourn by Faas, 2<sup>nd</sup> by Jackson - Motion carries unanimously on voice vote. Meeting adjourned at 7:10 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

\_\_\_\_\_  
Approved - Elliot Simon, JCESA Chair

\_\_\_\_\_  
Date

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# JCESA 2020 Budget Meeting

6/16/20

# JCESA 2019/2020 Overview – May

- 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 5/31/20:
  - General = \$560,969
  - Payroll = \$10,765
  - Ambulance Fee Funds = \$395,542
  - Mortgage = \$177,976

# FY 19/20 Mat Expenses (JCESA & Amb Fee)

JCESA May FY19/20 YTD - Financial Summary  
(48 out of 52 weeks)

	A		B		YTD Variance Budget vs Actuals	FY19/20 Budget  as approved
	Amb Fee		JCESA			
	May YTD		May YTD			
Full Time Salaries	\$ 413,886	\$ 1,117,310	\$ 1,470,462	\$ (60,734)	\$ 1,593,000	
Fringe Benefits	\$ 160,316	\$ 405,604	\$ 597,039	\$ 31,119	\$ 646,792	
Part Time Salaries	\$ 132,441	\$ -	\$ 133,846	\$ 1,405	\$ 145,000	
Overtime	\$ 86,210	\$ -	\$ 83,077	\$ (3,133)	\$ 90,000	
Workers Comp.	\$ 42,791	\$ 85,546	\$ 193,846	\$ 65,509	\$ 210,000	
Liability Insurance	\$ 18,138	\$ 26,543	\$ 52,615	\$ 7,934	\$ 57,000	
All Other Expenses	\$ -	\$ 253,758	\$ 374,334	\$ 120,576	\$ 405,528	
<b>Total</b>	<b>\$ 853,782</b>	<b>\$1,888,761</b>	<b>\$ 2,905,218</b>	<b>\$ 162,675</b>	<b>\$ 3,147,320</b>	

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	Actual	Actual	Budget	Budget
Full Time	49,331	132,994	89,971	92,296	92,460	94,417	157,586	101,566	101,715	100,407	104,567	138,077	1,255,387
Part Time - Ops	-	-	-	-	-	-	-	-	-	-	-	3,077	3,077
Overtime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	650	650	650	650	650	650	650	650	650	650	650	646	7,796
Worker Comp	6,484	6,484	10,978	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	11,538	97,084
FICA/Med	3,927	10,004	6,790	6,914	6,932	7,752	11,702	7,572	7,582	7,464	8,007	8,881	93,527
<b>Subtotal</b>	<b>60,392</b>	<b>150,132</b>	<b>108,389</b>	<b>107,560</b>	<b>107,742</b>	<b>110,519</b>	<b>177,638</b>	<b>117,488</b>	<b>117,647</b>	<b>116,221</b>	<b>120,924</b>	<b>162,219</b>	<b>1,456,871</b>
Hosp	14,027	10,242	13,448	15,205	19,352	18,068	14,280	19,097	16,878	17,951	20,790	22,769	202,107
Life	802	1,095	1,095	1,134	1,095	1,095	1,192	1,192	1,192	1,296	1,296	462	12,946
Dental	926	890	890	890	1,281	1,178	1,193	1,188	1,188	1,226	1,263	923	13,036
Retirement	5,180	13,964	9,447	9,691	9,708	9,914	16,570	10,347	10,680	10,543	10,979	10,154	127,177
<b>Subtotal</b>	<b>20,935</b>	<b>26,191</b>	<b>24,880</b>	<b>26,920</b>	<b>31,436</b>	<b>30,255</b>	<b>33,235</b>	<b>31,824</b>	<b>29,938</b>	<b>31,016</b>	<b>34,328</b>	<b>34,308</b>	<b>355,266</b>
Fuel	1,037	1,216	1,455	1,146	605	993	1,631	670	960	741	410	1,385	12,249
Maintenance	860	3,241	2,460	1,499	-	4,664	22	1,152	14	497	11	769	15,189
License Ops	-	-	-	-	-	-	1,293	-	-	-	12	231	1,536
Supplies	-	-	-	-	-	-	-	-	-	-	-	308	308
Auto Insurance	783	783	783	783	783	783	783	783	783	783	783	692	9,305
Liability	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,462	29,005
Erns Supplies	859	7,398	186	5,786	558	(4,528)	2,779	1,184	1,897	2,907	4,937	4,154	28,117
Misc and Cloth/SCBA	326	10,744	2,804	12,074	1,778	12,330	1,723	2,502	1,614	242	341	4,615	51,093
Tech Svc	680	680	736	1,496	625	4,185	742	900	505	723	746	2,731	13,444
Trav/Train	1,434	1,434	476	1,561	625	7,554	4,983	740	250	140	-	2,385	20,148
<b>Subtotal</b>	<b>6,278</b>	<b>27,909</b>	<b>11,313</b>	<b>26,758</b>	<b>6,762</b>	<b>28,394</b>	<b>16,369</b>	<b>10,344</b>	<b>8,436</b>	<b>8,446</b>	<b>9,653</b>	<b>19,731</b>	<b>180,393</b>
Prof Svc	1,200	1,200	3,020	1,710	1,360	1,200	3,350	2,000	1,399	2,280	1,887	2,769	23,375
Medical Exp	35	353	11,850	7,291	-	-	-	-	35	-	-	2,154	21,718
Postage	-	-	-	-	-	-	-	-	-	-	-	77	77
Office Exp	31	1,442	560	1,878	2	1,335	1,096	182	1,029	6,717	7,968	769	23,009
Equip Rent	298	296	515	298	298	444	298	298	422	298	298	385	4,148
Telephone	-	-	-	-	-	-	-	-	-	-	-	77	77
Utilities	1,142	1,699	1,956	1,648	1,615	2,554	2,183	2,078	2,105	2,040	1,556	1,692	22,268
Rep & Maint	14	1,223	14	34	34	34	22	60	713	286	964	385	3,701
Advertising	75	76	61	2,601	-	34	-	29	50	17	-	77	419
Dues & Sub	-	-	-	-	-	-	-	-	-	-	-	77	77
Audit Costs	-	1,841	-	-	5,135	558	-	-	-	-	-	538	8,072
Background Ck	-	353	-	-	-	-	-	-	-	-	-	923	1,276
Other/Unemployment	-	-	-	-	-	-	-	-	-	-	-	83,847	86,448
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>2,781</b>	<b>8,483</b>	<b>17,976</b>	<b>15,426</b>	<b>8,410</b>	<b>6,159</b>	<b>6,949</b>	<b>4,647</b>	<b>5,753</b>	<b>11,638</b>	<b>12,673</b>	<b>93,770</b>	<b>194,665</b>
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,538	13,132
<b>Subtotal</b>	<b>91,440</b>	<b>213,769</b>	<b>163,612</b>	<b>177,718</b>	<b>155,404</b>	<b>176,381</b>	<b>235,245</b>	<b>165,357</b>	<b>162,828</b>	<b>168,375</b>	<b>178,632</b>	<b>311,566</b>	<b>2,200,327</b>
Cumulative Expenses	305,209	468,821	646,539	801,943	978,324	1,213,569	1,541,754	1,710,129	1,888,761	2,003,277	2,200,327	2,401,893	3,603,170

**Ambulance Fee Monthly Budget  
July 2019 - June 2020**

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	3	2	2	2	2	3	2	2	2	2	2	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
Full Time	10,136	53,511	37,794	42,409	43,563	45,756	56,371	34,144	30,517	31,872	27,813	103,077	516,963
Part Time - Ops	14,428	30,283	16,109	9,902	8,462	9,812	16,085	8,277	7,887	3,453	7,743	9,000	141,441
Overtime - OPS	5,787	5,460	8,175	9,337	9,073	10,440	23,458	8,186	956	3,068	2,270	6,923	93,133
Medical Director													
Worker Comp	2,913	2,913	5,228	3,968	3,967	3,967	3,967	3,967	3,967	3,967	3,967	4,615	47,406
FICA/Med	2,315	6,717	4,644	4,609	4,567	4,943	7,225	3,810	2,951	2,877	2,836	3,385	50,879
<b>Subtotal</b>	<b>35,579</b>	<b>98,884</b>	<b>71,950</b>	<b>70,225</b>	<b>69,632</b>	<b>74,918</b>	<b>107,106</b>	<b>58,384</b>	<b>46,278</b>	<b>45,237</b>	<b>44,629</b>	<b>127,000</b>	<b>849,822</b>
Hosp	1,999	1,270	1,360	9,693	6,187	7,114	5,024	3,776	5,473	4,900	4,363	8,257	59,416
Life	192	202	202	731	539	539	442	811	506	386	386	385	5,321
Dental	188	187	392	690	597	429	434	429	429	392	354	231	4,752
Retirement	1,644	6,151	4,810	5,431	5,520	5,882	8,312	4,423	3,290	3,640	3,103	4,308	56,514
<b>Subtotal</b>	<b>4,023</b>	<b>7,810</b>	<b>6,764</b>	<b>16,545</b>	<b>12,843</b>	<b>13,964</b>	<b>14,212</b>	<b>9,439</b>	<b>9,698</b>	<b>9,318</b>	<b>8,206</b>	<b>13,180</b>	<b>126,002</b>
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance													
Liability	1,648	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,923	20,061
Erns Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
<b>Subtotal</b>	<b>1,648</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,923</b>	<b>20,061</b>
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													
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Equipment													
	<b>41,250</b>	<b>108,343</b>	<b>80,363</b>	<b>88,419</b>	<b>84,124</b>	<b>90,531</b>	<b>122,967</b>	<b>69,472</b>	<b>57,625</b>	<b>56,204</b>	<b>54,484</b>	<b>142,103</b>	<b>995,885</b>
Cumulative Expenses	<b>149,593</b>	<b>229,956</b>	<b>318,375</b>	<b>402,499</b>	<b>493,030</b>	<b>615,997</b>	<b>743,094</b>	<b>853,782</b>	<b>995,885</b>				

Fiscal Year (All)  
 Pay Period (All)  
 Department (All)  
 Pay Month May 2020

Fiscal Year  
 Pay Period  
 Department  
 Pay Month

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

### Hours by Type



Values	Percentage
Worked Reg	5662
Worked OT	57
Holiday	0
Holiday OT	0
Personal Leave	81
Medical Leave	152
Comp. Time	0
Admin. Leave - Pd.	24
Alternative Duty	0

Worked OT/Total  
 1.0%

Worked OT/Worked Total  
 1.0%

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

# Exhibit A

PLEASE JOIN US FOR A

*Retirement - Send Off*

HONORING

*Lt. Monte Conner*

.....  
*Tuesday, June 30th - 12 to 3pm*

JCESA  
419 SIXTEENTH AVE  
RANSON, WV  
.....

*(LIGHT REFRESHMENTS)*