



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

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, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT - None

JCFRA REPORT - None

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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

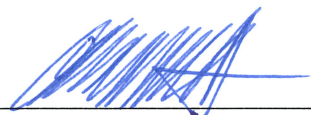
PUBLIC COMMENT – None

BOARD MEMBER COMMENTS - None

ADJOURNMENT

Motion to adjourn by Faas, 2nd 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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Meeting Minutes April 21, 2020

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In compliance with the Jefferson County Health Department Executive Order 20-20 Shelter in Place directive to avoid gatherings of more than 5 individuals in an effort to slow the spread of the COVID-19, this meeting was held via video conferencing and the public was not admitted into the building, but invited to attend via live stream and provided a link that was posted on the JCESA website, agenda, and displayed on the front lobby window.

ROLL CALL

Member	Present	Member	Present
Allen Keyser	Yes	Debbie Lancaster	Yes
Elliot Simon	Yes	Tony Troxel	Yes
Jane Tabb	Yes	Craig Simpson	No
Tricia Jackson	Yes	Bob Faas	Yes
Dr. Marney Treese	Yes	Ronnie Shutts	Yes
Nathan Cochran	Yes		

CALL TO ORDER

- The meeting was called to order at 7:02 p.m. by Chairman Simon

APPROVAL OF MINUTES

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

TREASURER'S REPORT

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

CHAIRMAN'S REPORT

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

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CHAIRMAN'S REPORT (cont.)

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

JCFRA REPORT

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

DIRECTOR'S REPORT

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

BOARD MEMBER REQUESTS

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

UNFINISHED BUSINESS

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

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NEW BUSINESS

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

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

BOARD MEMBER COMMENTS

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

ADJOURNMENT

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

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Special Meeting Minutes April 24, 2020

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

In compliance with the Jefferson County Health Department Executive Order 20-20 Shelter in Place directive to avoid gatherings of more than 5 individuals in an effort to slow the spread of the COVID-19, this meeting was held via WebEx video conferencing and the public was not admitted into the building, but invited to attend via live stream and provided a link that was posted on the JCESA website, agenda, and displayed on the front lobby window.

ROLL CALL

Member	Present	Member	Present
Allen Keyser	Yes	Debbie Lancaster	Yes
Elliot Simon	Yes	Tony Troxel	Yes
Jane Tabb	Yes	Craig Simpson	Yes
Tricia Jackson	Yes	Bob Faas	Yes
Dr. Marney 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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ADJOURNMENT

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

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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JCESA 2020 Budget Meeting

5/19/20

JCESA 2019/2020 Overview – April

- 2020 Budget Approved = \$ 3,147K

This is allocated as follows: Amb. Fee department is \$916K and the JCESA department is \$2,231K (2 new staff).

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

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

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

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

NOTES:

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

JCESA Monthly Budget
July 2019 - July 2020

Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	3	2	2	2	2	3	2	2	2	2	2	26
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget
Full Time	49,331	132,994	89,971	92,296	92,460	94,417	157,586	101,566	101,715	100,407	88,077	138,077	1,238,897
Part Time - Ops	-	-	-	-	-	-	-	-	-	-	3,077	3,077	6,154
Overtime - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Director	650	650	650	650	650	650	650	650	650	650	646	646	7,792
Worker Comp	6,484	6,484	10,978	7,700	7,700	7,700	7,700	7,700	7,700	7,700	11,538	11,538	100,923
FICA/Med	3,927	10,004	6,790	6,914	6,932	7,752	11,702	7,572	7,582	7,464	8,881	8,881	94,400
Subtotal	60,392	150,132	108,389	107,560	107,742	110,519	177,638	117,488	117,647	116,221	112,219	162,219	1,448,166
Hosp	14,027	10,242	13,448	15,205	19,352	18,068	14,280	19,097	16,878	17,951	15,769	22,769	197,086
Life	802	1,095	1,095	1,134	1,095	1,095	1,192	1,192	1,192	1,296	462	462	12,111
Dental	926	890	890	890	1,281	1,178	1,193	1,188	1,188	1,226	923	923	12,686
Retirement	5,180	13,964	9,447	9,691	9,708	9,914	16,570	10,347	10,680	10,543	10,154	10,154	126,352
Subtotal	20,935	26,191	24,880	26,920	31,436	30,255	33,235	31,824	29,938	31,016	27,308	34,308	348,245
Fuel	1,037	1,216	1,455	1,146	605	993	1,631	670	960	741	1,385	1,385	13,223
Maintenance	860	3,241	2,460	1,499	4,664	4,664	22	1,152	14	497	769	769	15,947
License Ops	-	-	-	-	-	-	1,293	-	-	-	231	231	1,755
Supplies	-	-	-	-	-	-	-	-	-	-	308	308	615
Auto Insurance	783	783	783	783	783	783	783	783	783	783	692	692	9,215
Liability	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,462	2,462	29,053
Ems Supplies	859	7,398	186	5,786	558	(4,528)	2,779	1,184	1,897	2,907	4,154	4,154	27,334
Misc and Cloth/SCBA	326	10,744	2,804	12,074	1,778	12,330	1,723	2,502	1,614	242	4,615	4,615	55,368
Tech Svc	680	680	736	1,496	625	4,185	742	900	505	723	2,731	2,731	15,429
Trav/Train	1,434	1,434	476	1,561	625	7,554	4,983	740	250	140	2,385	2,385	22,532
Subtotal	6,278	27,909	11,313	26,758	6,762	28,394	16,369	10,344	8,436	8,446	19,731	19,731	190,471
Prof Svc	1,200	1,200	3,020	1,710	1,360	1,200	3,350	2,000	1,399	2,280	2,769	2,769	24,257
Medical Exp	35	353	11,850	7,291	-	-	-	-	35	-	2,154	2,154	23,872
Postage	-	-	-	-	-	-	-	-	-	-	77	77	154
Office Exp	31	1,442	560	1,878	2	1,335	1,096	182	1,029	6,717	769	769	15,810
Equip Rent	298	296	515	298	298	444	298	298	422	298	385	385	4,234
Telephone	-	-	-	-	-	-	-	-	-	-	77	77	154
Utilities	1,142	1,699	1,956	1,648	1,615	2,554	2,183	2,078	2,105	2,040	1,692	1,692	22,405
Rep & Maint	1,223	1,223	14	34	34	34	22	60	713	286	385	385	3,121
Advertising	75	76	61	-	-	34	-	29	50	17	77	77	496
Dues & Sub	-	-	-	-	-	-	-	-	-	-	77	77	154
Audit Costs	1,841	-	-	-	5,135	558	-	-	-	-	538	538	8,611
Background Ck	353	-	-	-	-	-	-	-	-	-	923	923	2,199
Other/Unemployment	-	-	-	-	-	-	-	-	-	-	923	923	87,371
Third Party Billing	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	2,781	8,483	17,976	15,426	8,410	6,159	6,949	4,647	5,753	11,638	10,846	93,770	192,838
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,538	1,538	13,617
Subtotal	91,440	213,769	163,612	177,718	155,404	176,381	235,245	165,357	162,828	168,375	171,642	311,566	2,193,337
Cumulative Expenses	305,209	468,821	646,539	801,943	978,324	1,213,569	1,378,926	1,541,754	1,710,129	1,881,771	2,193,337		

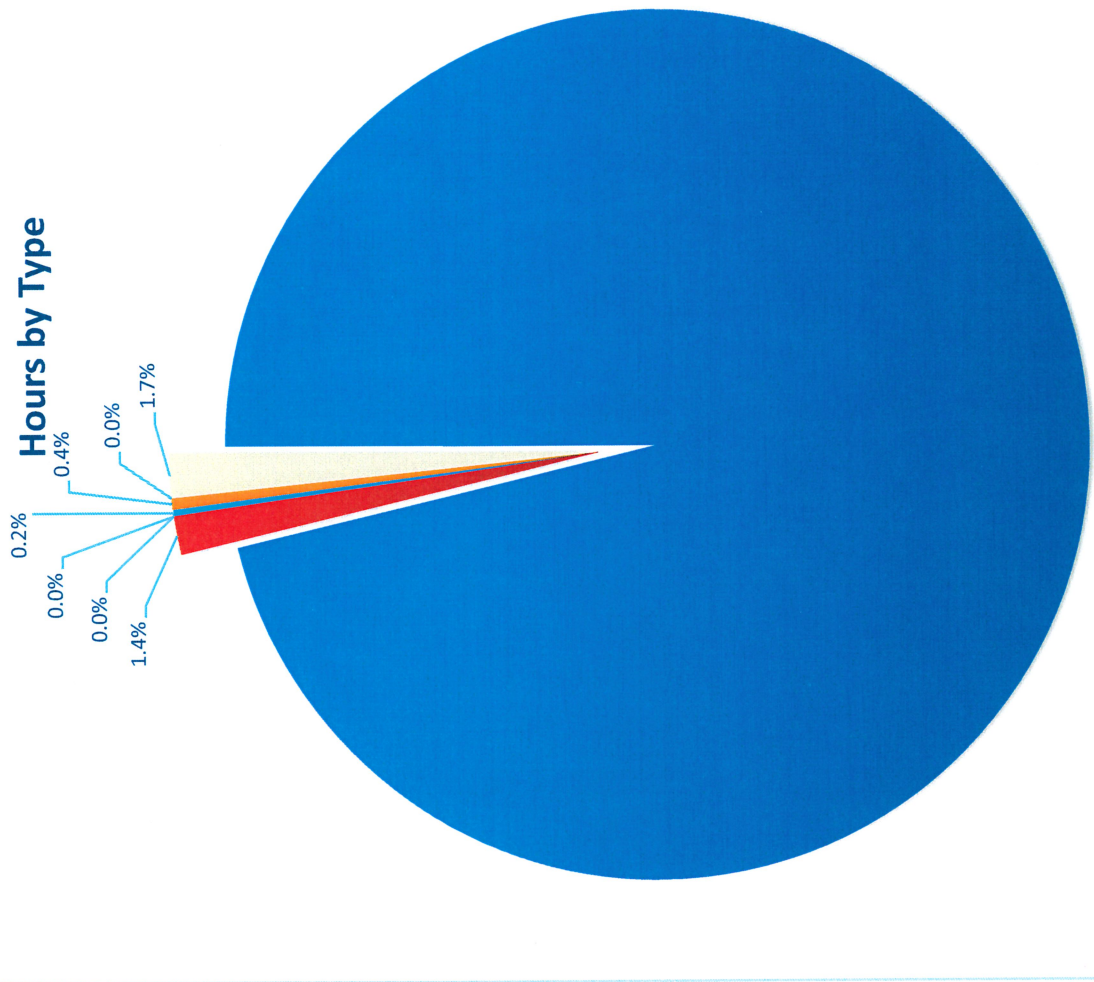
Ambulance Fee Monthly Budget
 July 2019 - June 2020

	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	Budget	Budget	Budget
Full Time	10,136	53,511	37,794	42,409	43,563	45,756	56,371	34,144	30,517	31,872	88,077	103,077	577,227
Part Time - Ops	14,428	30,283	16,109	9,902	8,462	9,812	16,085	8,277	7,887	3,453	9,000	9,000	142,698
Overtime - OPS	5,787	5,460	8,175	9,337	9,073	10,440	23,458	8,186	956	3,068	6,923	6,923	97,786
Medical Director													
Worker Comp	2,913	2,913	5,228	3,968	3,967	3,967	3,967	3,967	3,967	3,967	4,615	4,615	48,055
FICA/Med	2,315	6,717	4,944	4,609	4,567	4,943	7,225	3,810	2,951	2,877	3,385	3,385	51,427
Subtotal	35,579	98,884	71,950	70,225	69,632	74,918	107,106	58,384	46,278	45,237	112,000	127,000	917,193
Hosp	1,999	1,270	1,360	9,693	6,187	7,114	5,024	3,776	5,473	4,900	5,257	8,257	60,311
Life	192	202	202	731	539	539	442	811	506	386	385	385	5,319
Dental	188	187	392	690	597	429	434	429	429	392	231	231	4,629
Retirement	1,644	6,151	4,810	5,431	5,520	5,882	8,312	4,423	3,290	3,640	4,308	4,308	57,718
Subtotal	4,023	7,810	6,764	16,545	12,843	13,964	14,212	9,439	9,698	9,318	10,180	13,180	127,977
Fuel													
Maintenance													
License Ops													
Supplies													
Auto Insurance	1,648	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,923	1,923	20,335
Liability													
Erms Supplies													
SCBA/Misc and Cloth													
Tech Svc													
Trav/Train													
Subtotal	1,648	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,649	1,923	1,923	20,335
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Backgroup Ck													
Other (Cars/Gear)													
Third Party Billing													
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
	41,250	108,343	80,363	88,419	84,124	90,531	122,967	69,472	57,625	56,204	124,103	142,103	1,065,505
Cumulative Expenses	149,593	229,956	318,375	402,499	493,030	615,997	743,094	885,469	923,401	1,065,505	1,065,505	1,065,505	1,065,505

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

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

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

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

SIGN-IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: MAY 19, 2020

Location: Via Phone due to Covid-19 Pandemic

7:00 p.m

Board Members: (*Please Print*)

1 - <u>Elliot Simon</u>	2 - <u>Allen Keyser</u>	3 - <u>Bob Burner</u>
4 - <u>Craig Horn</u>	5 - <u>Deb Lancaster</u>	6 - <u>Clare Simpson</u>
7 - _____	8 - _____	9 - _____
10 - _____	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: (<i>Please Print</i>)	Representing	Would Like to Speak	
		YES	NO
1 - _____	_____	_____	_____
2 - _____	_____	_____	_____
3 - _____	_____	_____	_____
4 - _____	_____	_____	_____
5 - _____	_____	_____	_____
6 - _____	_____	_____	_____
7 - _____	_____	_____	_____
8 - _____	_____	_____	_____
9 - _____	_____	_____	_____
10 - _____	_____	_____	_____
11 - _____	_____	_____	_____
12 - _____	_____	_____	_____
13 - _____	_____	_____	_____
14 - _____	_____	_____	_____