



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

## Meeting Minutes June 16, 2020

The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, June 16, 2020 at the JCESA building located at 419 Sixteenth Avenue, Ranson, WV 25438.

To avoid gatherings of more than 5 individuals and 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	No
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

### APPROVAL OF MINUTES

- Motioned by Troxel, 2nd by Jackson to approve the May 19, 2020 regular 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 May. Motion by Jackson, 2<sup>nd</sup> by Troxel to approve - Motion carries unanimously on voice vote.

### CHAIRMAN'S REPORT

- Simon mentioned that he and board member Faas will briefly speak at the Ranson Public Zoning meeting on Tuesday, June 23<sup>rd</sup> at 7pm, only to briefly thank and mention Rockwool's donation of the 20 sets of PPE to ESA.

### JCFRA REPORT

- Chief Ronnie Shutts mentioned that the regularly scheduled monthly meetings will begin on Tuesday, July 7<sup>th</sup> at station 7, and the 1<sup>st</sup> Tuesday of each month thereafter.

### *It's About Saving Lives*

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

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## DIRECTOR'S REPORT

- FEMA Safer Grant Update from Caleb Taylor, Grant Recruiter
  - The grant has prepared well for the closeout process, which will end in November 2020 if not granted an extension.
  - ESA looks to apply for an extension at the end of July beginning of August.
  - Currently we are discussing with FEMA about moving 10% of funding into the physical account to begin providing more physicals before the end of the grant.
- Director Keyser mentioned that all ESA related COVID19 Cares Act FEMA Grant expenses have been submitted to the County Finance Director for reimbursement consideration.
- Retirement-Send Off honoring Lt. Monte Conner scheduled for Tuesday, June 30<sup>th</sup> here at ESA. He will be missed and we wish him the very best - hope you can join us. (Exhibit-A)
- In observance of WV Day, the ESA office will be closed Friday, June 19<sup>th</sup>.
- ESA Training Academy has commended following all required safety guidelines and Capt. Craig Horn also mentioned, as of June 1<sup>st</sup> EMT classes and training are back on schedule.
- Director Keyser mentioned that 4 positions were approved and finalized for FY21 by County Commission. Secured at station 5, 24/7 – Medic Units 1<sup>st</sup>/2<sup>nd</sup> week of July.

## BOARD MEMBER REQUESTS

- Chairman Simon asked that this item be moved to next month's meeting since board member Faas was not present.
  - JCESA Board to meet with JCFRA Board to discuss each other's expectations, and documents needed to receive county funding for FY21 – Bob Faas

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT – None

BOARD MEMBER COMMENTS - None

## ADJOURNMENT

Motion to adjourn by Jackson, 2<sup>nd</sup> by Troxel - Motion carries unanimously on voice vote. Meeting adjourned at 7:17 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

  
Approved - Elliot Simon, JCESA Chair

7/21/20  
Date

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

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# 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)*

## SIGN-IN SHEET FOR BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: JUNE 16, 2020

Location: Via Phone due to Covid-19 Pandemic

7:00 p.m

**Board Members:** (Please Print)

- 1- Elliot Simon      2- Allen Keyser      3- Jane Tabb \*  
 4- Tricia Jackson \*      5- Debbie Lancaster      6- Nathan Cochran \*  
 7- Tony Troxel \*      8- Ronnie Shotts \*      9- Dr Marney Treese \*  
 10- \_\_\_\_\_      11- \_\_\_\_\_      12- \_\_\_\_\_

\* called-in

**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- <u>Bob Burner</u>	<u>ESA</u>	_____	<input checked="" type="checkbox"/>
2- <u>Craig Horn</u>	<u>ESA</u>	_____	<input checked="" type="checkbox"/>
3- <u>Caleb Taylor</u>	<u>Safer Grant</u>	<input checked="" type="checkbox"/>	_____
4- _____	_____	_____	_____
5- _____	_____	_____	_____
6- _____	_____	_____	_____
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
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12- _____	_____	_____	_____
13- _____	_____	_____	_____
14- _____	_____	_____	_____

NOT OPEN TO PUBLIC DUE TO COVID-19