

# **Jefferson County Emergency Services Agency**



**Board Meeting  
August 18, 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 August 18, 2020

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, August 18, 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

- July 21, 2020 - Regular Meeting Minutes (Discussion/Action)

### TREASURER'S REPORT

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

### CHAIRMAN'S REPORT

- FOIA request received after attending *Ranson Zoning Ordinance* zoom meeting on June 23<sup>rd</sup> with Bob Faas

JCFRA REPORT - None

### DIRECTORS'S REPORT

- FY20/21 Audit Request for Proposals have been mailed to 6 firms for bidding
- Life Saving Award Recognition Ceremony was held on August 13th
- Jefferson County Tuberculosis Association – Donation Approved
- FY20 Capital Outlay Chase Car has arrived and is in the process of being outfitted with equipment to be placed in service

BOARD MEMBER REQUESTS - None

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Employer, and community partner of Jefferson County WV.*

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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 July 21, 2020

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:04 p.m. on Tuesday, July 21, 2020 at the JCESA building located at 419 Sixteenth Avenue, Ranson, WV 25438.

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 7:04 p.m. by Chairman Simon

### APPROVAL OF MINUTES

- Motioned by Faas, 2nd by Simpson to approve the June 16, 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 June 2020. Motion by Faas, 2<sup>nd</sup> by Simpson to approve - Motion carries unanimously on voice vote.

**CHAIRMAN'S REPORT** - None

**JCFRA REPORT** - None

### DIRECTOR'S REPORT

- COVID-19 Cares Act (PPE Supplies) expense report was submitted to County Finance Director and approved in the amount of \$18,000. ESA was able to help provide all 7 county VFD's with PPE supplies since mid-March.

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## DIRECTOR'S REPORT (Cont.)

- The 4 New fulltime FF/EMT positions for FY21 that were approved started July 12<sup>th</sup> at Blue Ridge Mountain Station 5, which provides a 3<sup>rd</sup> fully staffed 24/7 medic unit for the county.
- FEMA Safer Grant Update from Caleb Taylor, Grant Recruiter
  - ESA CPA, Kery Swope conducted a final 3 ½ yr. mock practice audit, and he has approved and vetted everything in preparation for the grant closeout process, which will end November 2020.
  - Currently waiting on a grant extension pending the board's approval and if not, we'll freeze our expenses in August in preparation for the closeout.
  - As far as recruiting, COVID has really hurt VFD's these past few months.

## BOARD MEMBER REQUESTS

- JCESA Board meet with JCFRA Board discuss each other's expectations and documents needed to receive county funding for FY21.
  - Faas asked Commissioner Tabb when county funding direction and guidance would be presented to county VFD's. Tabb will make sure it's on next week's County Commission Agenda for discussion.
  - Faas mentioned that VFD's will need *direction and guidance* if funding is in the form of a Pcard, and what the *process and limitations* of use are. i.e. paying mortgage
  - Tabb will work on getting information on Pcards, and when checks will be available.

## UNFINISHED BUSINESS

- JCESA Boards Expectations being the Fire Board reference to *Senate Bill No. 224, Article 17 and Jefferson County Ambulance Fee Ordinance* - Faas
  - Brief discussion that there needs to be more clarity on the expected duties of ESA acting as a Fire Board, and that there needs to be a joint meeting between **all** agencies and associations to further discuss the process of tax payers money and accountability of funds. i.e. Fire Board to ESA to County Commission, etc.
  - Simon mentioned that the ESA Board needs to go through all related documents (*State Bill/Article and Ordinance*) and incorporate those operations into ESA's monthly meetings. He suggested doing it under his monthly Chairman's report.
  - Tabb feels the Fire Board should be in partnership with the Fire and Rescue Association and discuss what their funding needs are.
  - Keyser briefly explained the ESA's process of annually vetting each of the VFD's Form 990's prior to being sent forward to the County Commission Finance Director preceding release of funds. (*Discussion on the flow of funds between agencies*)
  - All attendees agreed that a face-to-face meeting needs to be planned.
- Simon suggested forming a "*Fire Board Committee*" in order to move forward with the planning of the first meeting. Motioned by Simon, 2nd by Faas to approve the forming of a Fire Board Committee consisting of Simpson and Faas - Motion carries unanimously on voice vote.
  - Faas will coordinate a date, time and place for all to meet within the next few weeks.

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**NEW BUSINESS** - None

**PUBLIC COMMENT** – None

**BOARD MEMBER COMMENTS** - None

## **ADJOURNMENT**

Motion to adjourn by Faas, 2<sup>nd</sup> by Simpson - Motion carries unanimously on voice vote. Meeting adjourned at 7:38 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

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

\_\_\_\_\_  
Date

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# JCESA 2020 Budget Meeting

8/18/20

# JCESA 2019/2020 Overview – July

- 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 7/31/20:
  - General = \$629,555
  - Payroll = \$121,797
  - Ambulance Fee Funds = \$592,460
  - Mortgage = \$104,562

# Jefferson County Emergency Services Agency

# Financial Summary - FY2021 (July 2020 - June 2021)

FY21 Commission Allocations  
 General Fund (JCESA) \$ 2,622,847  
 Ambulance Fee \$ 936,973

Bank Account Balances as of July 31, 2020  
 General \$ 629,555  
 Payroll \$ 121,767  
 Ambulance Fee \$ 592,460  
 Mortgage \$ 104,562

	A	B	A+B	Pro rated Forecast through July	YTD Variance Budget vs Actuals	FY21 Annual Total Budget
	Amb Fee Actual YTD through July	JCESA Actual YTD through July				
Full Time Salaries	\$44,604	\$85,666	\$130,270	\$122,592	(\$7,678)	\$1,784,946
Fringe Benefits	\$21,600	\$29,769	\$51,368	\$56,783	\$5,415	\$745,021
Part Time Salaries	\$14,246	\$87	\$14,333	\$11,861	(\$2,472)	\$172,700
Overtime*	\$13,182	\$0	\$13,182	\$15,022	\$1,840	\$204,181
Workers Comp.	\$4,452	\$9,462	\$13,914	\$10,585	(\$3,329)	\$153,091
Liability Insurance	\$1,260	\$2,043	\$3,303	\$4,673	\$1,370	\$56,073
All Other Expenses	\$0	\$17,252	\$17,252	\$29,737	\$12,485	\$443,808
<b>Total</b>	<b>\$99,343</b>	<b>\$144,279</b>	<b>\$243,622</b>	<b>\$251,254</b>	<b>\$7,632</b>	<b>\$ 3,559,820</b>

*under budget*

- NOTES: 1. Above is expense budget and may not reflect all income (i.e. dedicated grants, etc.)  
 2. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.  
 \*Includes Holiday pay paid at OT rate, which is not 'worked hours'

Expenses	Actual	Jul		Aug		Sept		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		June		Total	
		Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget		Budget
Full Time	85,666	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	115,695	1,482,048	
Part Time - Ops	87	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	87	
Overtime - OPS	-	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	650	7,800	
Medical Director	9,462	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	8,193	108,348	
Worker Comp	6,761	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	8,851	113,584	
FICA/Med	102,626	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	133,388	1,711,867	
<b>Subtotal</b>	<b>23,008</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>36,237</b>	<b>434,159</b>	
Fuel	545	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	17,045	
Maintenance	266	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	1,400	15,866	
License Ops	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,400
Auto Insurance	783	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	10,408
Liability	2,043	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	32,843
Erms Supplies	1,669	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	34,669	
Uniforms/Fire Gear	1,118	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	89,118	
Tech Svc	1,398	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	17,898	
Trav/Train (non-wage)	601	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	21,501	
<b>Subtotal</b>	<b>8,423</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>20,975</b>	<b>241,548</b>	
Prof Svc	1,400	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300	31,500	
Medical Exp	-	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	2,708	29,792	
Postage	-	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	220
Office Exp	1,758	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	9,458
Equip Rent	932	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	550	6,982	
Utilities	1,749	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	25,249	
Rep & Maint	239	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	450	5,189
Advertising	49	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	999
Audit Costs	-	2,016	467	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,080
Background Ck	167	467	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,500
Other (Unemp./Conting.)	2,875	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	81,095
<b>Subtotal</b>	<b>9,168</b>	<b>11,261</b>	<b>9,979</b>	<b>8,779</b>	<b>14,877</b>	<b>14,877</b>	<b>10,640</b>	<b>10,328</b>	<b>9,128</b>	<b>9,595</b>	<b>10,794</b>	<b>9,295</b>	<b>89,219</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	<b>203,063</b>	
<b>Equipment Dep.</b>	<b>1,054</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>1,667</b>	<b>19,387</b>	
<b>Total</b>	<b>144,279</b>	<b>203,529</b>	<b>202,246</b>	<b>201,046</b>	<b>207,144</b>	<b>207,144</b>	<b>272,562</b>	<b>219,941</b>	<b>198,838</b>	<b>199,304</b>	<b>200,504</b>	<b>199,105</b>	<b>361,527</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	<b>2,610,024</b>	
Cumulative Expenses	347,808	550,053	751,099	958,243	1,230,806	1,450,747	1,649,584	1,848,888	2,049,393	2,248,497	2,448,001	2,647,100	2,846,204	3,045,308	3,244,412	3,443,516	3,642,620	3,841,724	4,040,828	4,239,932	4,439,036	4,638,140	4,837,244	5,036,348	5,235,452	5,434,556	



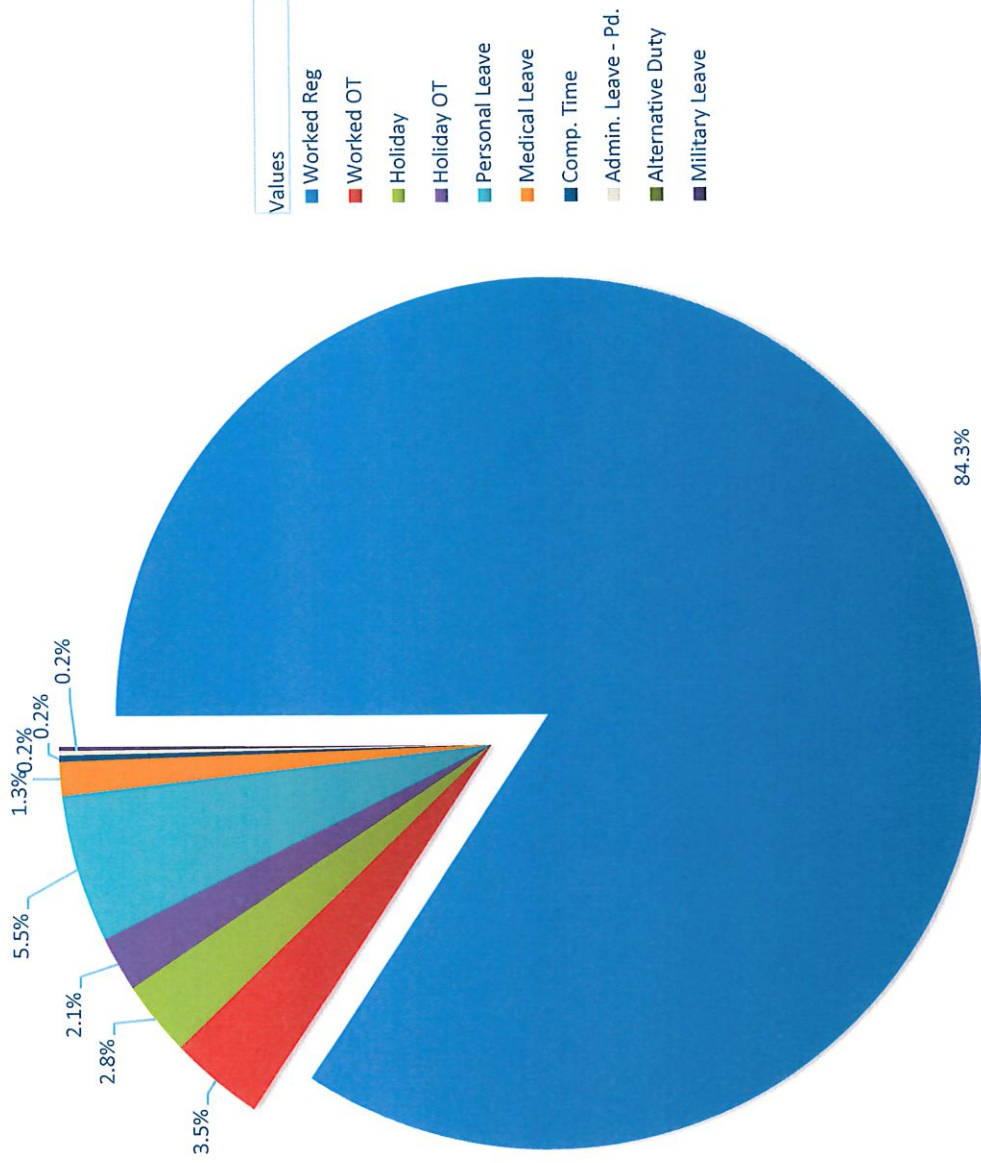


Fiscal Year FY2021  
 Pay Period (All)  
 Department (All)  
 Pay Month 7/1/2020

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

### Hours by Type

Values	
8828	Worked Reg
370	Worked OT
292	Holiday
216	Holiday OT
574	Personal Leave
132	Medical Leave
24	Comp. Time
17	Admin. Leave - Pd.
16	Alternative Duty
16	Military Leave
3.5%	Worked OT/Total
4.0%	Worked OT/Worked Total



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