



# 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

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.

### *It's About Saving Lives*

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

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

---

## 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.

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

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

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

---

**NEW BUSINESS** - None

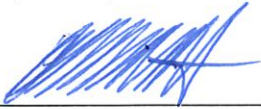
**PUBLIC COMMENT** – None

**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

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

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



# 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.*

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

---

## 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

---

Date

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

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

# JCESA 2020 Budget Meeting

7/21/20

## JCESA 2019/2020 Overview – June

- 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 6/30/20:
  - General = \$266,687
  - Payroll = \$149,492
  - Ambulance Fee Funds = \$745,322
  - Mortgage = \$111,271

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

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

	A		B		A+B Actuals	Pro rated Forecast	YTD Variance Budget vs Actuals	FY19/20 Budget
	Amb Fee	JCESA	JCESA	JCESA				
	June YTD	June YTD	June YTD	June YTD	June YTD	June YTD	as approved	
Full Time Salaries	\$ 464,061	\$ 1,296,991	\$ 1,296,991	\$ 1,593,000	\$ 1,761,052	\$ 1,593,000	\$ 1,593,000	\$ 1,593,000
Fringe Benefits	\$ 183,333	\$ 455,070	\$ 455,070	\$ 646,792	\$ 638,403	\$ 646,792	\$ 646,792	\$ 646,792
Part Time Salaries	\$ 153,422	\$ -	\$ -	\$ 145,000	\$ 153,422	\$ 145,000	\$ 145,000	\$ 145,000
Overtime	\$ 102,853	\$ -	\$ -	\$ 90,000	\$ 102,853	\$ 90,000	\$ 90,000	\$ 90,000
Workers Comp.	\$ 46,758	\$ 93,246	\$ 93,246	\$ 210,000	\$ 140,004	\$ 210,000	\$ 210,000	\$ 210,000
Liability Insurance	\$ 19,787	\$ 28,956	\$ 28,956	\$ 57,000	\$ 48,743	\$ 57,000	\$ 57,000	\$ 57,000
All Other Expenses	\$ -	\$ 245,807	\$ 245,807	\$ 405,528	\$ 245,807	\$ 405,528	\$ 405,528	\$ 405,528
<b>Total</b>	<b>\$ 970,214</b>	<b>\$2,120,070</b>	<b>\$2,120,070</b>	<b>\$ 3,147,320</b>	<b>\$ 3,090,284</b>	<b>\$ 3,147,320</b>	<b>\$ 3,147,320</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.
3. \$75,149. of gear expenses not included in the above amounts as these expenses are covered by Rockwool, Tuberculosis Assoc and other Misc donations received during FY2020.

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	Actual	Actual
Full Time	49,331	132,994	89,971	92,296	92,460	94,417	157,586	101,566	101,715	100,407	104,567	179,681	1,296,991
Part Time - Ops	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime - OPS	650	650	650	650	650	650	650	650	650	650	650	650	7,800
Medical Director	6,484	6,484	10,978	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700	93,246
Worker Comp	3,927	10,004	6,790	6,914	6,932	7,752	11,702	7,572	7,582	7,464	8,007	12,988	97,634
FICA/Med	60,392	150,132	108,389	107,560	107,742	110,519	177,638	117,488	117,647	116,221	120,924	201,019	1,495,671
<b>Subtotal</b>	<b>14,027</b>	<b>10,242</b>	<b>13,448</b>	<b>15,205</b>	<b>19,352</b>	<b>18,068</b>	<b>14,280</b>	<b>19,097</b>	<b>16,878</b>	<b>17,951</b>	<b>20,790</b>	<b>15,690</b>	<b>196,028</b>
Hosp	802	1,095	1,095	1,134	1,095	1,095	1,192	1,192	1,192	1,296	1,296	1,142	13,626
Life	926	890	890	890	1,281	1,178	1,193	1,188	1,188	1,226	1,263	926	13,039
Dental	5,180	13,964	9,447	9,691	9,708	9,914	16,570	10,347	10,680	10,543	10,979	17,720	134,743
Retirement	20,935	26,191	24,880	26,920	31,436	30,255	33,235	31,824	29,938	31,016	34,328	36,478	357,436
<b>Subtotal</b>	<b>1,037</b>	<b>1,216</b>	<b>1,455</b>	<b>1,145</b>	<b>605</b>	<b>993</b>	<b>1,631</b>	<b>670</b>	<b>960</b>	<b>741</b>	<b>410</b>	<b>667</b>	<b>11,531</b>
Fuel	860	3,241	2,460	1,499	-	4,664	22	1,152	14	497	11	7,013	21,433
Maintenance	-	-	-	-	-	-	1,293	-	-	-	12	-	1,305
License Ops	783	783	783	783	783	783	-	783	783	783	783	783	9,396
Supplies	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	2,413	28,956
Auto Insurance	859	7,398	186	5,786	558	(4,526)	2,779	1,184	1,897	2,907	4,937	(4,716)	19,247
Liability	326	10,744	2,804	12,074	1,778	12,330	1,723	2,502	1,614	242	341	49,126	95,604
Ems Supplies	680	680	736	1,496	625	4,185	742	900	505	723	746	558	11,269
Misc and Cloth/SCBA	1,434	476	476	1,561	625	7,554	4,983	740	250	140	-	273	18,036
Tech Svc	6,278	27,909	11,313	26,758	6,782	28,394	16,389	10,344	8,436	8,446	9,653	56,115	216,777
Trav/Train	1,200	1,200	3,020	1,710	1,360	1,200	3,350	2,000	1,399	2,280	1,887	6,574	27,180
Subtotal	35	353	11,850	7,291	-	35	-	-	35	-	-	-	19,564
Prof Svc	31	1,442	580	1,878	2	1,335	1,096	182	1,029	6,717	7,968	2,011	24,251
Medical Exp	298	296	515	298	298	444	298	298	422	298	298	-	3,763
Postage	1,142	1,699	1,956	1,648	1,615	2,554	2,183	2,078	2,105	2,040	1,556	1,562	22,138
Office Exp	75	1,223	14	14	34	34	22	60	713	286	964	148	3,464
Equip Rent	-	76	61	-	-	34	-	29	50	17	-	-	342
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	1,841	-	-	-	5,135	558	-	-	-	-	-	621	7,534
Rep & Maint	353	-	-	2,601	-	-	-	-	-	-	-	25	974
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	2,626
Dues & Sub	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Background Ck	-	-	-	-	-	-	-	-	-	-	-	-	-
Other/Unemployment	-	-	-	-	-	-	-	-	-	-	-	-	-
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>10,941</b>	<b>111,836</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	1,904	13,498
<b>Subtotal</b>	<b>91,440</b>	<b>213,769</b>	<b>163,612</b>	<b>177,718</b>	<b>155,484</b>	<b>176,381</b>	<b>235,245</b>	<b>165,357</b>	<b>162,828</b>	<b>168,375</b>	<b>179,632</b>	<b>306,457</b>	<b>2,195,218</b>
<b>Cumulative Expenses</b>	<b>305,209</b>	<b>468,821</b>	<b>646,539</b>	<b>801,943</b>	<b>1,213,569</b>	<b>1,378,926</b>	<b>1,541,754</b>	<b>1,710,129</b>	<b>1,886,761</b>	<b>2,195,218</b>	<b>2,195,218</b>	<b>2,195,218</b>	<b>2,195,218</b>

Ambulance Fee 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	Actual	Actual
Full Time	10,136	53,511	37,794	42,409	43,563	45,756	56,371	34,144	30,517	31,872	27,813	50,175	484,061
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	20,981	153,422
Overtime - OPS	5,787	5,450	8,175	9,337	9,073	10,440	23,458	8,186	956	3,068	2,270	16,643	102,853
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	3,967	46,758
FICA/Med	2,315	6,717	4,644	4,609	4,567	4,943	7,225	3,810	2,951	2,877	2,836	6,579	54,073
<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>98,345</b>	<b>821,167</b>
Hosp	1,999	1,270	1,360	9,693	6,187	7,114	5,024	3,776	5,473	4,900	4,363	8,293	59,452
Life	192	202	202	731	539	539	442	811	506	386	386	539	5,475
Dental	188	187	392	690	597	429	434	429	429	392	354	691	5,212
Retirement	1,644	6,151	4,810	5,431	5,520	5,882	8,312	4,423	3,290	3,640	3,103	6,914	59,120
<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>16,437</b>	<b>129,259</b>
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	1,649	1,649	19,787
Liability													
Ems 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>1,649</b>	<b>19,787</b>
Prof Svc													
Medical Exp													
Postage													
Office Exp													
Equip Rent													
Telephone													
Utilities													
Rep & Maint													
Advertising													
Dues & Sub													
Audit Costs													
Backgroun 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>
<b>Equipment</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>
<b>Subtotal</b>	<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>116,431</b>	<b>970,213</b>
Cumulative Expenses		149,593	229,956	318,375	402,499	493,030	615,997	685,469	743,094	799,298	853,782	970,213	

Fiscal Year FY2020  
 Pay Period (All)  
 Department (All)  
 Pay Month 6/1/2020

Fiscal Year Pay Period Department Pay Month

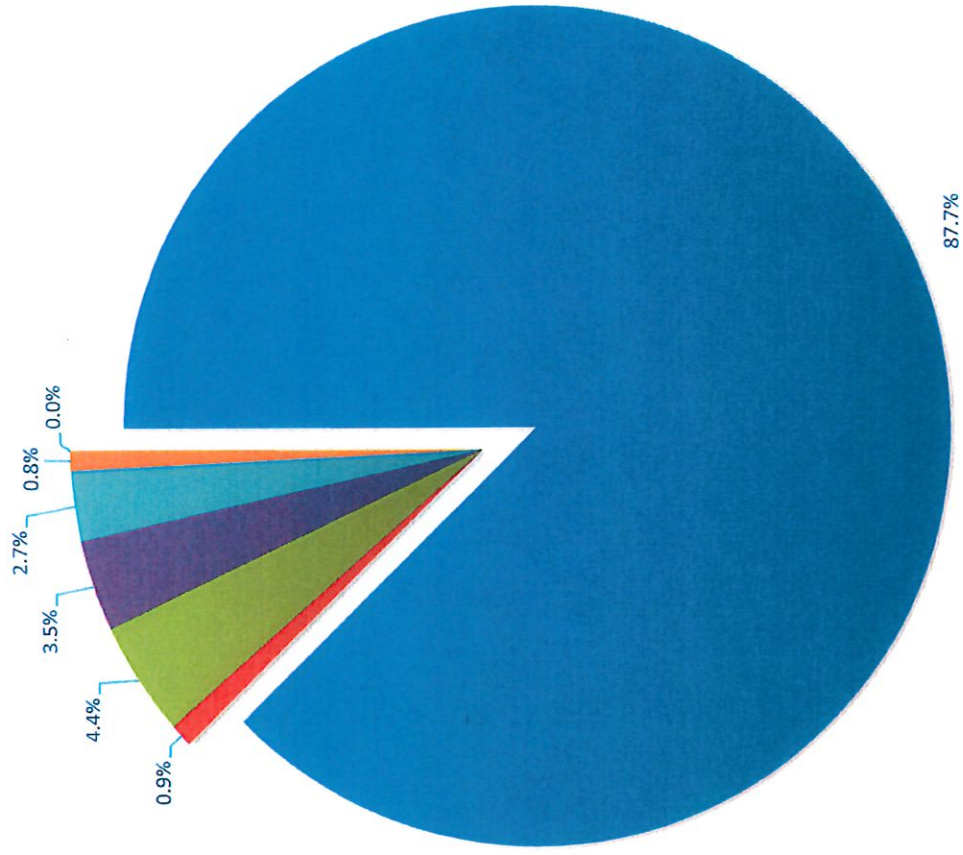
Worked Reg Worked OT Holiday Holiday OT Personal Leave Medical Leave Comp. Time Admin. Leave - Pd. Alternative Duty

### Hours by Type

Values	
5791	Worked Reg
59	Worked OT
293	Holiday
232	Holiday OT
180	Personal Leave
50	Medical Leave
0	Comp. Time
	Admin. Leave - Pd.
	Alternative Duty

Worked OT/Total 0.9%

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

