

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

(A COMPONENT UNIT OF JEFFERSON COUNTY, WEST VIRGINIA)

FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

(WITH INDEPENDENT AUDITOR'S REPORT THEREON)

YEAR ENDED JUNE 30, 2020

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

LIST OF OFFICIALS

Year Ended June 30, 2020

Office	Name	Term Ending
Chair:	Elliot Simon	June 30, 2021
Secretary:	Deborah Lancaster Non-voting	June 30, 2021
Treasurer:	Craig Simpson	June 30, 2022
Fire Rep:	Robert "Bob" Faas	June 30, 2022
Citizens Rep:	Anthony "Tony" Troxel	June 30, 2021
County Commission Rep:	Jane Tabb	January 1, 2021
Vice Chair/Citizens Rep:	Tricia Jackson	June 30, 2022
Volunteer Fire Assoc:	Mike Mood	
Legal Council:	Nathan Cochran	
Director:	Allen Keyser	
Medical Director:	Marney Treese, MD	

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
Jefferson County Emergency Services Agency:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the Jefferson County Emergency Services Agency (the "Agency"), a component unit of Jefferson County, West Virginia, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund, and the aggregate remaining fund information of the Agency, as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the schedule of proportionate share of the net pension liability, schedule of pension contributions and notes to required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 12, 2020, on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.



David L. Howell, CPA
Cabin Creek, West Virginia
November 12, 2020

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

GOVERNMENTAL FUND BALANCE SHEET/STATEMENT OF NET POSITION

June 30, 2020

	General Fund	Adjustments (Note 2)	Statement of Net Position
Assets			
Current assets:			
Cash and cash equivalents	\$ 1,272,773	-	1,272,773
Accounts receivable, net	59,039	-	59,039
Prepaid expenses	64,796	-	64,796
Total current assets	1,396,608	-	1,396,608
Noncurrent assets:			
Capital assets:			
Nondepreciable:			
Land	-	550,000	550,000
Depreciable:			
Buildings and improvements	-	1,366,998	1,366,998
Equipment	-	466,507	466,507
Less: accumulated depreciation	-	(746,404)	(746,404)
Net pension asset	-	250,351	250,351
Total noncurrent assets	-	1,887,452	1,887,452
Total assets	1,396,608	1,887,452	3,284,060
Deferred Outflows			
Related to pensions			
	-	282,253	282,253
Total deferred outflows	-	282,253	282,253
Total assets and deferred outflows	1,396,608	2,169,705	3,566,313

The accompanying notes are an integral part of these financial statements.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

GOVERNMENTAL FUND BALANCE SHEET/STATEMENT OF NET POSITION (CONTINUED)

June 30, 2020

	General Fund	Adjustments (Note 2)	Statement of Net Position
Liabilities			
Current:			
Accounts payable	63,703	-	63,703
Payroll payable	146,057	-	146,057
Interest payable	-	1,161	1,161
Total current liabilities	209,760	1,161	210,921
Noncurrent liabilities due within one year:			
Note payable	-	34,190	34,190
Noncurrent liabilities due in more than one year:			
Note payable	-	986,579	986,579
Compensated absences	-	86,848	86,848
Total noncurrent liabilities	-	1,107,617	1,107,617
Total liabilities	209,760	1,108,778	1,318,538
Deferred Inflows			
Related to pensions			
	-	216,144	216,144
Total deferred inflows	-	216,144	216,144
Total liabilities and deferred outflows	209,760	1,324,922	1,534,682
Fund Balances/Net Position			
Fund balances:			
Unassigned	1,186,848	(1,186,848)	-
Total fund balances	1,186,848	(1,186,848)	-
Total liabilities and fund balances	\$ 1,396,608		
Net position			
Invested in capital assets, net of related debt		590,852	590,852
Restricted for debt service		81,000	81,000
Unrestricted		1,359,779	1,359,779
Total net position		2,031,631	2,031,631

The accompanying notes are an integral part of these financial statements.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES/STATEMENT OF ACTIVITIES

Year Ended June 30, 2020

	General Fund	Adjustments (Note 2)	Statement of Activities
Expenditures:			
Personnel	\$ 3,054,176	112,629	2,941,547
Current expense	294,181	37,798	256,383
Loan principal	34,190	34,190	-
Loan interest	46,774	-	46,774
Depreciation	-	(47,669)	47,669
	3,429,321	136,948	3,292,373
Program revenues:			
Charges for services	915,973	-	915,973
	915,973	-	915,973
Net program revenues		136,948	(2,376,400)
General Revenues:			
Intergovernmental:			
County Commission	2,231,347	-	2,231,347
Emergency Service Fee from Jefferson County	81,000	-	81,000
Grants	183,250	-	183,250
Interest Income	7,641	-	7,641
Miscellaneous	107,847	-	107,847
	2,611,085	-	2,611,085
Excess (deficiency) of revenues over expenditures	97,737		
Change in net position		136,948	234,685
Fund balances/net position at beginning of year	1,089,111	707,835	1,796,946
Fund balances/net position at end of year	\$ 1,186,848	844,783	2,031,631

The accompanying notes are an integral part of these financial statements.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS

Year Ended June 30, 2020

NOTE 1 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies and the presentation of the financial report of Jefferson County Emergency Services Agency (Agency) have been designed to conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of significant accounting policies.

A. Reporting entity

The Jefferson County Emergency Services Agency, a component unit of Jefferson County, West Virginia, was created under the provisions of West Virginia Code §7-15-1 et seq., and the authority of Senate Bill 224, passed as a Special Act of the 2008 West Virginia Legislature, to provide ambulance services, fire protection services and emergency medical services in the County. The Board consists of a county commissioner plus five members appointed by the county commission, each serving a three-year term. The officers are reelected by the Board each year in June.

Based on the foregoing, the Agency has no component units.

B. Government-wide and fund financial statements

For this special purpose government, combined government-wide and fund financial statements are presented. The government-wide section of the financial statements (i.e., the statement of net position and the statement of changes in net position) reports information on all the nonfiduciary activities of the government's governmental activities, which normally are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

C. Measurement focus, basis of accounting, and financial statement presentation

The government-wide sections of the financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

The governmental fund sections of the financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The government reports one major governmental fund:

The *General fund* is the government's only operating fund. It accounts for all financial resources of the general government.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including any special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues.

NOTE 2 RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A. Explanation of adjustments shown on the Governmental Fund Balance Sheet/Statement of Net Position

The governmental fund balance sheet includes an adjustment between the governmental fund balance total and the governmental activities net position as reported in the statement of net position. Capital outlays are expensed at the fund level but are capitalized and depreciated at the government-wide level. In addition, compensated absences and other long-term liabilities are not reported on the governmental fund level, but are reported as a liability in net position. The details of this difference are as follows:

Capital assets	\$ 2,383,505
Less: accumulated depreciation	(746,404)
Notes payable	(1,020,769)
Interest payable	(1,161)
Compensated absences	(86,848)
Pension related	<u>316,460</u>
Total adjustment to increase <i>fund balance - total governmental funds</i> to arrive at <i>net position - governmental activities</i>	<u>\$ 844,783</u>

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

B. Explanation of Adjustments Shown on the Governmental Fund Revenues, Expenditures, and Changes in Fund Balances/statement of Activities

The governmental fund statement of revenues, expenditures, and changes in fund balances includes an adjustment between net changes in fund balances-total governmental funds and changes in net position of governmental activities as reported in the statement of activities. The adjustment indicates that long-term liabilities are not recognized on the fund level statements, but are shown on the statement of activities. In addition, capital outlays are expensed at the fund level but are capitalized and depreciated at the government-wide level. The details of this difference are as follows:

Loan principal	\$ 34,190
Depreciation expense	(47,669)
Salaries	<u>150,427</u>
Total adjustment to increase net changes in <i>fund balance - total governmental funds</i> to arrive at <i>changes in net position governmental activities</i>	<u>\$ 136,948</u>

NOTE 3 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgets and Budgetary Accounting

Annual budgets are prepared for internal control purposes and submitted to the Jefferson County Commission.

NOTE 4 ASSETS, LIABILITIES, AND NET POSITION OR EQUITY

A. Deposits and investments

The government's cash and cash equivalents are considered to be cash on hand, demand deposits and short term investments with original maturities of less than three months from the date of acquisition.

In accordance with GASB Statement No.31, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools", the government reports its investments at fair value, except for nonparticipating investment contracts (certificates of deposit and repurchase agreements) which are reported at cost, which approximates fair value. All investment income, including changes in fair value of investments, are recognized as revenue in the operating statement. Fair value is determined by quoted market prices.

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Cash deposits are reported at carrying amount which reasonably estimates fair value.

State statutes authorize the government to invest in the State Investment Pool or the Municipal Bond Commission or to invest such funds in the following classes of securities: obligations of the United States or any agency thereof, certificates of deposit (which mature in less than one year), general and direct obligations of the State of West Virginia; obligations of the federal national mortgage association; indebtedness secured by first lien deed of trusts for property situated within this state if the payment is substantially insured or guaranteed by the federal government; pooled mortgage trusts (subject to limitations); indebtedness of any private corporation that is properly graded as in the top two or three highest rating grades; interest earning deposits which are fully insured or collateralized; and mutual funds registered with the SEC which have fund assets over three hundred million dollars.

B. Receivables and payables

All receivables and payables are shown at the gross amount due. The Agency periodically analyzes delinquent accounts and uses the direct write-off method.

C. Inventories and Prepaid Items

The cost of governmental-fund type inventories are recorded as expenditures when purchased rather than when consumed.

D. Capital Assets

Capital assets, which include property, plant, and equipment are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of \$5,000 or more and estimated to have a useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized.

Capital assets of the Agency are depreciated using the straight line method over the following estimated useful lives:

<u>Asset Type</u>	<u>Life in Years</u>
Buildings	40
Machinery and equipment	3-10

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

E. Compensated absences

It is the Agency's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay is accrued when incurred in the government-wide statements in accordance with GASB Statement 16, "Accounting for Compensated Absences".

F. Equity Classification

In the governmental fund financial statements, fund balance is reported in five classifications:

- | | |
|--------------|---|
| Nonspendable | Amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. |
| Restricted | Amounts with constraints imposed on their use, either by external creditors, grantors, contributors, or laws and regulations of other governments; or by law through constitutional provisions or enabling legislation. |
| Committed | Amounts that can only be used for purposes pursuant to constraints imposed by formal action of the Board. |
| Assigned | Amounts that are constrained by the Board's intent to be used for specific purposes. |
| Unassigned | Residual fund balance that has not been restricted, committed or assigned. |

The Board is the Agency's highest level of decision-making authority. The Board may take formal action to establish, modify or rescind a fund balance commitment or to assign fund balance amounts to a specific purpose. The Board has adopted a revenue spending policy that provides guidance for programs with multiple revenue sources. For purposes of fund balance classification, expenditures are to be made from restricted resources first, followed in order by committed fund balance, assigned fund balance and lastly unassigned fund balance. The Board has the authority to deviate from this policy if it is in the best interest of the Agency.

In the government-wide financial statements, equity is classified as net position and displayed in three components:

Invested in capital assets, net of related debt - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by outstanding balances of any bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of those assets.

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Restricted net position - Consists of net position with constraints placed on the use of either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position - All other net position that does not meet the definition of "restricted" or "invested in capital assets, net of related debt".

G. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenses/expenditure) until that time.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents the acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

H. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of the resources to pensions, and pension expense, information about the fiduciary net position of the West Virginia Emergency Medical Services' Retirement System (EMSRS) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by EMSRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

I. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 5 **DETAILED NOTES ON ALL FUNDS**

A. Cash and cash equivalents

At year end, the Agency's carrying amount of deposits and bank balances were \$1,272,773 and \$1,330,974, respectively, which was entirely covered by Federal Deposit Insurance Corporation (FDIC) coverage or security collateral. The Agency's balances did not exceed this FDIC or security coverage at any time during the year.

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

B. Receivables

Receivables as of year end are as follows:

Receivables:	
Accounts	<u>\$ 59,039</u>

C. Capital Assets

The agency had the following capital asset activity for the year ended June 30, 2020:

	Beginning Balance	Increase	Decrease	Ending Balance
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 550,000	-	-	550,000
Total capital assets not being depreciated	550,000	-	-	550,000
Capital assets being depreciated:				
Buildings and improvements	1,366,998	-	-	1,366,998
Machinery and equipment	456,229	37,798	(27,520)	466,507
Total accumulated depreciation	<u>(726,255)</u>	<u>(47,669)</u>	<u>27,520</u>	<u>(746,404)</u>
Total capital assets being depreciated, net	<u>1,096,972</u>	<u>(9,871)</u>	<u>-</u>	<u>1,087,101</u>
Governmental activities capital assets, net	<u>\$ 1,646,972</u>	<u>(9,871)</u>	<u>-</u>	<u>1,637,101</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:	
Current Expense	<u>\$ (47,669)</u>
Total depreciation expense - governmental activities	<u>\$ (47,669)</u>

D. Long-Term Debt

Notes Payable

On April, 22, 2009, the Agency borrowed \$1,310,000 from the USDA to pay for the construction and of a new operations center. Loan funds were advanced during the construction period as requested by the Agency. As of June 30, 2020, the outstanding principal balance was \$1,020,769. The loan terms required amortized monthly installments of \$6,747 that began on May 10, 2010. The interest rate is a fixed rate of 4.5% for 29 years.

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Purpose	Maturity Date	Interest Rate	Issued	Retired	Balance
Operations Center	April 2039	4.50%	\$ 1,310,000	289,231	1,020,769
	Total notes payable		1,310,000		1,020,769
Total notes payable at June 30, 2020					1,020,769
Less: Current portion due in upcoming year					(34,190)
Long-term notes payable at June 30, 2020					\$ 986,579

Debt service requirements to maturity are as follows:

Year Ended	Principal	Interest	Total
2021	\$ 35,760	45,203	80,963
2022	37,404	43,560	80,964
2023	39,122	41,842	80,964
2024	40,919	40,045	80,964
2025	42,799	38,165	80,964
2026 - 2030	245,358	159,461	404,819
2031 - 2035	307,138	97,681	404,819
2036 - 2040	272,269	23,502	295,771
	\$ 1,020,769	444,256	1,429,265

Changes in long-term debt for the year are as follows:

	Beginning Balances	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
Compensated absences	\$ 75,930	-	10,918	86,848	86,848
Notes payable	1,054,960	-	(34,191)	1,020,769	34,190
Governmental activity long-term liabilities	\$ 1,130,890	-	(23,273)	1,107,617	121,038

NOTE 6 EMPLOYEE RETIREMENT SYSTEMS AND PLANS

A. Plan Descriptions, Contribution Information, and Funding Policies

Jefferson County Emergency Service Agency participates in state-wide, cost-sharing, multiple-employer define benefit plans on behalf of Agency employees. The system is administered by agencies of the State of West Virginia and funded by contributions from participants, employers, and State appropriations, as necessary.

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

All of the Agency's cost-sharing multiple-employer plans are administered by the Consolidated Public Retirement Board (CPRB), which acts as a common investment and administrative agent for all of the participating employers. CPRB issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CPRB website at www.wvretirement.com. The following is a summary of eligibility factors, contribution methods, and benefit provisions:

Emergency Medical Services Retirement System (EMSRS)

Eligibility to participate	Any emergency medical services officer first employed after the effective date and any emergency medical service officer hired prior to the effective date who elect to become members.
Agency establishing contributions obligations and benefits provision	State statute
Plan member's contribution rate	8.50%
Boards contribution rate	10.50%
Period required to vest	Five years
Benefit and eligibility for distribution	A member who has attained age 50 and has earned 20 years or more of contribution service or age 50 when age plus contributory series equals 70 while still in covered employment; or attainment of age 62 and completion of 5 years of contributory services. The final average salary is the average of the highest annual compensation received by the member during covered employment for any 5 consecutive plan years (January 1 – December 31) within the last 10 year of service.
Deferred retirement portion	No deferred retirement option is available.
Provision for:	
Cost of living	No
Death benefits	Yes

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Trend Information		
Fiscal Year	Annual Required Pension Contribution	Percentage Contributed
2020	\$ 178,963	100%
2019	\$ 172,654	100%
2018	\$ 154,547	100%
2017	\$ 137,008	100%
2016	\$ 122,982	100%
2015	\$ 160,814	100%
2014	\$ 180,239	100%

EMSRS issues a publicly available financial report that includes financial statements and required supplementary information. That information may be obtained by writing the Public Employees' Retirement System, 4101 MacCorkle Avenue, SE, Charleston, WV 25304.

B. Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At fiscal year-end, the Agency reported the following liabilities for its proportionate share of the net pension liabilities. The net position liabilities were measured as of June 30, 2019, and the total pension liability used to calculate the net pension liabilities were determined by an actuarial valuation as of July 1, 2018 and rolled forward to June 30, 2019 using the actuarial assumptions and methods described in the appropriate section of this note. The Agency's proportion of the net pension liabilities was based on a projection of the Agency's long-term share of contributions to the pension plans relative to the projected contributions of all participating Agency's, actuarially determined. At June 30, 2020, the Agency's reported the following proportions and increase/decreases from its proportion measured as of June 30, 2019:

Amount for proportionate share of net pension (asset) liability	\$ (250,351)
Percentage for proportionate share of net pension asset	5.5119180%
Increase/-Decrease % from prior proportion measured	-1.68110%

For the year ended June 30, 2020, the Agency recognized the following pension expenses:

Pension Expense	<u>\$ 55,417</u>
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See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

The Agency reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Changes of assumptions:		
Net difference between projected and actual investment earnings on pension plan investments	\$ -	49,662
Difference Between Expected and Actual Experiences	55,285	138,735
Agency contributions subsequent to the measurement date	178,963	-
Deferred Difference in Assumptions	-	15,874
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	48,005	11,873
	\$ 282,253	216,144

The amount reported as deferred outflows of resources related to pension resulting from Agency contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended June 30,	
2021	\$ (33,480)
2022	(33,480)
2023	(33,480)
2024	(12,414)
	\$ (112,854)

C. Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of July 1, 2018 and rolled forward to June 30, 2019 for all plans, using the following actuarial assumptions, applied to all periods included in the measurement.

Actuarial assumptions:

Actuarial cost method	Individual entry age normal cost with level percentage of payroll
Asset valuation method	Fair value
Amortization method	Level dollar, fixed period
Amortization period	Through fiscal year 2038
Investment rate of return	7.50%

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Salary increases	By age from 4.75% at age 30 declining to 3.25% at age 65
Inflation rate	3.00%
Discount rate	7.50%
Mortality Rates:	Active - 100% of RP-2014 Non-Annuitant tables (sex-distinct), Scale MP-2016 fully generational
	Healty Male Retirees - 103% of RP-2014 Male Healthy Annuitant table, Scale MP-2016 fully generational
	Healty Female Retirees - 100% of RP-2014 Female Healthy Annuitant table, Scale MP-2016 fully generational
	Disabled Males - 100% of RP-2014 Male Disabled Annuitant table, Scale MP-2016 fully generational
	Disabled Females - 100% of RP-2014 Female Disabled Annuitant table, Scale MP-2016 fully generational
Withdrawal rates	6.00% - 28.00%
Disability rates	0.04% - 0.60%
Retirement rates	25% - 100%

The actuarial assumptions used in the July 1, 2019 EMSRS valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2016.

The long-term expected rate of return on pension plan investments were determined using a building-block method in which estimates of expected real rates of returns (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Rates summarized in the following table include the inflation component and were used for the following defined benefit plans:

Investment	Long-term Expected Real Rate of Return	Target Asset Allocation	Weighted Average Expected Real Rate of Return
US Equity	4.5%	27.5%	1.24%
International Equity	8.6%	27.5%	2.37%
Fixed Income	3.3%	15.0%	0.50%
Real Estate	6.0%	10.0%	0.60%
Private Equity	6.4%	10.0%	0.64%
Hedge Funds	4.0%	10.0%	0.40%
		100.0%	5.75%
Inflation (CPI)			2.10%
			7.85%

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Discount rate. The discount rate used to measure the total pension liability was 7.5 percent for all defined benefit plans. The projection of cash flows used to determine the discount rates assumed that employer contributions will continue to follow the current funding policies. Based on those assumptions, the fiduciary net position for each defined benefit pension plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rates of return on pension plan investments were applied to all periods of projected benefit payments to determine the total pension liabilities of each plan.

The following chart presents the sensitivity of the net pension liability to changes in the discount rate, calculated using the discount rates as used in the actuarial evaluation, and what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage point higher than the current rate:

	1.0% Decrease 6.5%	Current Discount Rate 7.5%	1.0% Increase 8.5%
Agency's proportionate share of EMSRS' net pension (asset) liability	\$ 407,772	(250,351)	(784,566)

Pension plans' fiduciary net position. Detailed information about the pension plans' fiduciary net position is available in the separately issued financial report available at the Consolidated Public Retirement Board's website at www.wvretirement.com. That information can also be obtained by writing to the West Virginia Consolidated Public Retirement Board, 4101 MacCorkle Avenue SE, Charleston, WV 25304.

NOTE 7 **CONTINGENT LIABILITY**

On July 18, 2017, the Agency was named as a defendant in a civil suit filed with the Jefferson County Circuit Court. It is the opinion of the Agency's legal council, in the event of an unfavorable outcome, the range of potential loss is estimated between the \$2,500 - \$500,000. As of November 12, 2020, which is the date that these financial statements are available to be issued, there has been no outcome reached regarding this lawsuit.

NOTE 8 **OTHER INFORMATION**

Risk management

The Agency carried workers compensation coverage with WV Corp. The cost of coverage, as determined by the Insurer, is paid by the employers. The Workers Compensation Fund risk pool retains the risk related to the compensation of injured employees under the program. The Agency also carries general and liability insurance to cover other risks related to its operations.

See independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

Custodial Credit Risk and Interest Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Agency's deposits may not be returned to it. The Agency's policy for custodial credit risk is to comply with statutory provisions for depository bond coverage, which provides that no public money should be deposited until the banking institution designated executes a bond with good and sufficient sureties which may not be less than the maximum sum that is deposited in the depository at any one time. The Agency's deposits did not exceed the amount of coverage at any time during the year.

The Board has no interest rate risk policy.

Financial Support

The Agency is funded primarily through contributions from the Jefferson County Commission. Any change in that revenue would have a significant impact upon the ability of the Jefferson County Emergency Services Agency to function at its current level.

Subsequent Events

In March 2020, the World Health Organization declared the novel coronavirus (COVID-19) outbreak a public health emergency. Also, in March 2020, a national emergency was declared for the United States of America and a state-of-emergency was declared for the State of West Virginia due to COVID-19. Strict measures were imposed in an attempt to reduce the spread of the virus. The financial impact of these measures, COVID-19, and related emergency procedures could adversely affect subsequent years of the entity. Should these trends continue, the impact could have a material adverse effect on the Agency's financial position, results of operations, and cash flows. Those amounts, if any, are uncertain at this time and, therefore, cannot be reasonably estimated.

The Agency has considered all subsequent events through November 12, 2020, the date the financial statements were made available.

See independent auditor's report.

REQUIRED SUPPLEMENTARY INFORMATION

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Year Ended June 30, 2020

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Agency's proportion of the net pension (asset) liability (percentage)	5.511918%	5.606163%	4.787359%	4.482310%	3.497164%	3.921235%	3.769903%
Agency's proportionate share of the net pension (asset) liability	\$ (250,351)	(93,847)	15,176	303,004	109,671	95,913	303,364
Agency's covered-employee payroll	\$ 1,704,410	1,644,324	1,471,876	1,304,838	1,171,257	1,531,562	1,716,562
Agency's proportionate share of the net pension (asset) liability as a percentage of its covered-employee payroll	14.69%	5.71%	26.21%	26.21%	26.21%	26.21%	38.26%
Plan fiduciary net position as a percentage of the total pension liability	105.65%	102.16%	94.78%	94.78%	94.78%	95.64%	84.20%

See notes to required supplementary information and independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

SCHEDULE OF PENSION CONTRIBUTIONS

Year Ended June 30, 2020

	2020	2019	2018	2017	2016	2015	2014
Contractually required contribution	\$ 178,963	172,654	154,547	137,008	122,982	160,814	180,239
Contributions in relation to the contractually required contribution	<u>(178,963)</u>	<u>(172,654)</u>	<u>(154,547)</u>	<u>(137,008)</u>	<u>(122,982)</u>	<u>(160,814)</u>	<u>(180,239)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Agency's covered-employee payroll	\$ 1,704,410	1,644,324	1,471,876	1,304,838	1,171,257	1,531,562	1,716,562
Contributions as a percentage of covered-employee payroll	10.50%	10.50%	10.50%	10.50%	10.50%	10.50%	10.50%

See notes to required supplementary information and independent auditor's report.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

Year Ended June 30, 2020

NOTE 1 PENSIONS

A. Presentation

The information presented in the schedule of proportionate share of the net pension liability and the schedule of pension contributions are only available for the years June 30, 2020, 2019, 2018, 2017, 2016, 2015, and 2014. The Jefferson County Emergency Services Agency will be adding additional years to the accompanying schedules as information becomes available.

B. Changes in Benefit Terms

There were no significant changes in benefit terms for the year ended June 30, 2020.

C. Changes in Assumptions

There were no significant changes in assumptions for the year ended June 30, 2020.

See independent auditor's report.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of the
Jefferson County Emergency Services Agency:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of the Jefferson County Emergency Services Agency (the "Agency"), a component unit of Jefferson County, West Virginia, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated November 12, 2020

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "David L. Howell, CPA". The signature is written in a cursive, flowing style.

David L. Howell, CPA
Cabin Creek, West Virginia
November 12, 2020

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

SCHEDULE OF FINDINGS

Year Ended June 30, 2020

NONE

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS

Year Ended June 30, 2020

NONE