

# **Jefferson County Emergency Services Agency**



**Board Meeting  
December 15, 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 December 15, 2020

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, December 15, 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*

PLEDGE OF ALLEGEANCE

APPROVAL OF MINUTES

- November 17, 2020 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT

- Craig Simpson assisted by *Director Allen Keyser*
  - November 2020 Financials (*Discussion/Action*)

CHAIRMAN'S REPORT - None

JCFRA REPORT – None

DIRECTORS'S REPORT

- FY20 Auditor's Report (*copies provided*)
- FY22 Budget Proposal (*Discussion/Action*)
- Decommissioned vehicle disposal (*Discussion/Action*)
- Staffing Sequence Plan update/revisions (*Discussion/Action*)
- TB Foundation Grant Request – should know if approved by Jan 2021
- JC Chamber of Commerce 2020 Public Service Honorees Announced Zoom invitation event video completed
- EMT Dave Swan scheduled to retire - Thursday, Dec 31st

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

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Employer, and community partner of Jefferson County, WV.*



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### DIRECTORS'S REPORT (cont.)

- Live Burn & Vehicle Extrication (*Firefighter 1*) Training completed on Dec 5-6  
– *Captain Craig Horn*

### BOARD MEMBER REQUESTS – None

### UNFINISHED BUSINESS - None

### NEW BUSINESS – None

### PUBLIC COMMENT (Limit 5 minutes per person)

### BOARD MEMBER COMMENTS – None

### 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 November 17, 2020

The November meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:07 p.m. on Tuesday, November 17, 2020 at the JCESA building located at 419 Sixteenth Avenue, Ranson, WV 25438.

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.

### CALL TO ORDER

- The meeting was called to order at 7:07 p.m. - confirmed quorum by Chairman Simon

### 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	No		

(\*)Present via WebEx

### PLEDGE OF ALLEGIANCE

### APPROVAL OF MINUTES

- Motioned by Tabb, 2nd by Faas to approve the October 20, 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 October 2020. Motion by Faas, 2<sup>nd</sup> by Troxel to approve - Motion carries unanimously on voice vote.

### CHAIRMAN'S REPORT - None

### JCFRA REPORT - None

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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## DIRECTOR'S REPORT

- Director Keyser and Captain Burner presented the *DRAFT* of the ESA FY22 Budget Request to the Board for review, which the Board will vote on to amend or accept as presented at next month's regular scheduled board meeting. Once approved it is planned to be submitted to the County Commission for consideration in January, at which time they will vote on sometime in February/March 2021.
- FEMA Grant is wrapping up and the desktop audit survey has been completed and submitted. On December 1<sup>st</sup>, and once confirmation has been received on this last desktop survey the agency CPA will complete the closeout and finalize the grant. After 90 days we hope to receive a certificate of completion.
- The Ambulance Fee Budget Annual Public Hearing is scheduled for 6:30 p.m. prior to the regular scheduled December 15, 2020 board meeting here at Station 11 and will be advertised in the Spirit of Jefferson on November 18<sup>th</sup> and 25<sup>th</sup>.

## BOARD MEMBER REQUESTS

- Troxel inquired about the Lieutenant Promotional Exams. Capt. Burner highlighted on how the ESA brought in different individuals from outside department jurisdictions to assist in the exam. One evaluator was a very experienced Captain from Montgomery County, and two Lieutenants from Loudoun County about to test for the Captains exam, and all three did a fantastic job. Once all was completed we had around 137 data points rated on each of the 6 candidates. The end result was that four of them had previously been on the Lieutenants list and were functioning at the Paramedic-IV Level, and the other two did very well and have been promoted to Paramedic-IV and are now also on the Lieutenants list. The highest scoring will be promoted to Lieutenant as the position opens up. We also plan to work with these same individuals while they are waiting for the position to open to get additional training and development before they are promoted into the Lieutenant positions.

**UNFINISHED BUSINESS** - None

## NEW BUSINESS

- Faas inquired about the status of the Citizen Representative Board Member vacancy, and mentioned that Jackson will no longer be an ESA Board Member come January, which will leave two vacant ESA Board Member positions that will need to be posted and filled.
- Simpson asked if both positions could be posted prior to January, so that the ESA Board of Directors is not left long without the needed representation.

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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## NEW BUSINESS (cont.)

- Simon asked Tabb to check with County Commission about advertising for both positions immediately in order to fill the two vacant Citizen Representative ESA Board Member positions.
- Tabb commented that they have previously posted but did not have any citizen response.
- Simon recommends that we should be out there recruiting, even if its word of mouth.
- Faas mentioned that he knows of someone that may be interested in one of the positions. He asked how he/she goes about applying for the position.
- Tabb recommended that they call the County Commission office and they can send the documents, it's also on the county website (application for boards and commissions) so they know individual is a resident of Jefferson County and U.S. Citizen.

**PUBLIC COMMENT** – None

## BOARD MEMBER COMMENTS

- Simpson commented regarding EMS vehicle replacement - anytime you get an EMS vehicle with over 100k miles on it, it's like having over 400k miles on it because you have multiple drivers and the cost of maintenance exceeds after 100k miles. Therefore, he hopes at least that part of ESA's budget will get approved by the County Commission.

## ADJOURNMENT

Motion to adjourn by Simpson, 2<sup>nd</sup> by Faas - Motion carries unanimously on voice vote.  
Meeting adjourned at 7:28 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

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

\_\_\_\_\_  
Date

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**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 November 30, 2020  
 General \$ 648,661  
 Payroll \$ 124,882  
 Ambulance Fee \$ 504,097  
 Mortgage \$ 77,664

	A	B
	Amb Fee	JCESA
	Actual YTD	Actual YTD
	through	through
	November	November
Full Time Salaries	\$207,041	\$519,687
Fringe Benefits	\$90,538	\$194,558
Part Time Salaries	\$63,678	\$219
Overtime*	\$62,822	\$0
Workers Comp.	\$22,260	\$46,546
Liability Insurance	\$6,300	\$15,030
All Other Expenses	\$0	\$167,661
<b>Total</b>	<b>\$452,639</b>	<b>\$943,702</b>

A+B	Pro rated	YTD Variance	FY21 Annual
Actuals YTD	Forecast	Budget vs Actuals	Total Budget
through	through		
November	November		
\$726,729	\$729,527	\$2,798	\$1,843,785
\$285,095	\$298,604	\$13,508	\$761,085
\$63,897	\$65,395	\$1,498	\$169,056
\$62,822	\$64,843	\$2,021	\$177,006
\$68,806	\$69,570	\$764	\$166,968
\$21,330	\$21,549	\$219	\$51,717
\$167,661	\$165,499	<b>(\$2,162)</b>	\$390,203
<b>\$1,396,341</b>	<b>\$1,414,987</b>	<b>\$18,646</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'

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2021 (July 2020 - June 2021)

Fund: Amb. Fee

Expenses	Jul		Aug		Sept		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		June		Total			
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget		
Full-Time Wages	44,604		75,076		33,913		29,750		23,698		27,152		25,612		23,199		23,199		23,199		23,199		23,199		40,393		392,993	
Part-Time Wages	14,246		12,326		11,136		11,769		14,201		17,766		15,477		12,736		12,736		12,736		12,736		12,736		19,103		166,986	
Overtime Wages	13,182		8,401		12,818		12,582		15,839		24,954		19,828		12,251		12,251		12,251		12,251		12,251		18,378		174,984	
Worker Comp	4,452		4,452		4,452		4,452		4,452		4,452		4,452		4,452		4,452		4,452		4,452		4,452		4,452		53,424	
FICA/Med	5,379		7,155		4,368		4,071		4,057		5,347		4,660		3,686		3,686		3,686		3,686		3,686		5,102		54,885	
<b>Subtotal</b>	<b>81,862</b>		<b>107,411</b>		<b>66,687</b>		<b>62,624</b>		<b>62,247</b>		<b>79,690</b>		<b>70,029</b>		<b>56,323</b>		<b>56,323</b>		<b>56,323</b>		<b>56,323</b>		<b>56,323</b>		<b>87,427</b>		<b>843,272</b>	
Hosp	8,571		9,336		2,099		7,224		3,420		3,690		3,690		3,690		3,690		3,690		3,690		3,690		3,690		56,479	
Ancillary (Li-Dnt-Van-EAP)	1,753		1,465		1,526		924		1,039		621		621		621		621		621		621		621		621		11,055	
Retirement	5,897		8,757		4,903		4,445		4,147		5,471		4,771		3,722		3,722		3,722		3,722		3,722		5,665		58,946	
<b>Subtotal</b>	<b>16,221</b>		<b>19,558</b>		<b>8,528</b>		<b>12,593</b>		<b>8,607</b>		<b>9,782</b>		<b>9,082</b>		<b>8,033</b>		<b>8,033</b>		<b>8,033</b>		<b>8,033</b>		<b>8,033</b>		<b>9,976</b>		<b>126,480</b>	
Fuel	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Rep & Maint (Autos)	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
License Ops	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Auto Insurance	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Liability	1,260		1,260		1,260		1,260		1,260		1,625		1,625		1,625		1,625		1,625		1,625		1,625		1,625		17,675	
Em's Supplies	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Uniforms/Fire Gear	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Tech Svc	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Trav/Train (non-wage)	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
<b>Subtotal</b>	<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,625</b>		<b>1,625</b>		<b>1,625</b>		<b>1,625</b>		<b>1,625</b>		<b>1,625</b>		<b>1,625</b>		<b>1,625</b>		<b>17,675</b>	
Prof Svc	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Medical Exp	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Office Exp	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Equip Rent	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Utilities	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Rep & Maint (Facil.)	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Audit Costs	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Backgroun Ck	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
Other (Cars/Gear)	-		-		-		-		-		-		-		-		-		-		-		-		-		-	
<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>-</b>	
<b>Equipment Dep.</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>-</b>	
<b>Total</b>	<b>99,343</b>		<b>128,229</b>		<b>76,476</b>		<b>76,477</b>		<b>72,113</b>		<b>91,098</b>		<b>80,736</b>		<b>65,981</b>		<b>65,981</b>		<b>65,981</b>		<b>65,981</b>		<b>65,981</b>		<b>99,028</b>		<b>987,427</b>	
Cumulative Expenses			227,572		304,048		380,525		452,639		543,736		624,473		690,454		756,436		822,417		888,398		987,427					

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2021 (July 2020 - June 2021)

Fund: JCESA

Expenses	Jul		Aug		Sept		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		June		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Full Time	85,666		114,794		120,407		120,407		131,982		139,342		132,850		120,407		120,407		120,407		120,407		185,273		1,458,780	
Part Time - Ops	87		20		-		-		51		-		-		-		-		-		-		-		219	
Overtime - OPS	-		-		-		-		-		-		-		-		-		-		-		-		-	
Worker Comp	8,698		9,462		9,462		9,462		9,462		9,462		9,462		9,462		9,462		9,462		9,462		9,462		112,780	
FICA/Med	6,761		5,082		8,998		8,998		9,885		10,660		10,163		9,211		9,211		9,211		9,211		9,211		14,173	
<b>Subtotal</b>	<b>101,212</b>		<b>132,871</b>		<b>138,867</b>		<b>138,867</b>		<b>151,380</b>		<b>159,464</b>		<b>152,475</b>		<b>139,080</b>		<b>139,080</b>		<b>139,080</b>		<b>139,080</b>		<b>208,908</b>		<b>1,682,941</b>	
Hosp	12,837		17,894		21,504		21,504		23,767		24,252		25,252		25,252		25,252		25,252		25,252		25,252		262,484	
Ancillary (Lic-Dnt-Vsr-EAP)	1,176		4,445		3,417		3,417		3,978		3,263		3,263		3,263		3,263		3,263		3,263		3,263		37,306	
Retirement	8,995		6,087		12,643		12,643		13,858		14,631		13,949		12,643		12,643		12,643		12,643		12,643		152,657	
<b>Subtotal</b>	<b>23,008</b>		<b>31,812</b>		<b>37,564</b>		<b>37,564</b>		<b>41,603</b>		<b>42,146</b>		<b>42,464</b>		<b>41,158</b>		<b>41,158</b>		<b>41,158</b>		<b>41,158</b>		<b>47,969</b>		<b>452,447</b>	
Fuel	545		797		568		954		571		1,100		1,100		1,100		1,100		1,100		1,100		1,100		11,136	
Rep & Maint (Autos)	266		40		33		270		85		1,400		1,400		1,400		1,400		1,400		1,400		1,400		10,494	
License Ops	-		-		-		14,853		-		-		2,000		-		-		-		100		-		17,253	
Auto Insurance	783		783		783		783		783		783		783		783		783		783		783		783		9,399	
Liability	3,006		3,006		3,006		3,006		3,006		2,437		2,437		2,437		2,437		2,437		2,437		2,437		32,089	
Ems Supplies	726		12,555		(3,710)		3,992		878		3,000		3,000		3,000		3,000		3,000		3,000		3,000		32,741	
Uniforms/Fire Gear	1,973		17,113		602		4,362		6,224		8,000		8,000		8,000		8,000		8,000		8,000		23,000		101,274	
Tech Svc	1,393		-		485		485		1,381		2,000		1,600		1,500		1,500		1,500		1,500		1,500		14,939	
Trav/Train (non-wage)	1,233		6,027		2,887		9,653		2,615		1,900		1,900		1,900		1,900		1,900		1,900		1,900		35,715	
<b>Subtotal</b>	<b>9,925</b>		<b>40,322</b>		<b>38,358</b>		<b>38,358</b>		<b>45,543</b>		<b>20,620</b>		<b>22,220</b>		<b>20,120</b>		<b>20,120</b>		<b>20,120</b>		<b>20,120</b>		<b>20,220</b>		<b>265,040</b>	
Prof Svc	2,050		2,050		2,950		2,950		3,425		2,950		2,950		2,950		2,950		2,950		2,950		2,950		33,175	
Medical Exp	-		-		-		29,899		35		35		70		70		70		70		70		70		30,369	
Office Exp	491		831		1,711		1,082		472		820		820		820		820		820		820		820		10,326	
Equip Rent	932		312		729		312		312		550		550		550		550		550		550		550		6,446	
Utilities	1,749		1,734		2,102		1,705		1,960		2,300		2,300		2,300		2,300		2,300		2,300		2,000		24,748	
Rep & Maint (Facil)	67		47		65		208		65		450		450		450		450		450		450		450		3,602	
Audit Costs	-		0		0		-		7,463		1,512		-		-		-		-		-		-		9,479	
Background Ck	202		70		414		-		135		-		-		338		467		467		467		467		3,025	
Other (Unemp./Conting.)	88		-		746		-		63		-		-		-		-		-		-		-		33,838	
<b>Subtotal</b>	<b>5,578</b>		<b>5,044</b>		<b>7,817</b>		<b>36,155</b>		<b>13,930</b>		<b>8,617</b>		<b>7,140</b>		<b>7,477</b>		<b>7,606</b>		<b>7,606</b>		<b>7,606</b>		<b>7,307</b>		<b>155,029</b>	
Equipment Dep.	1,054		1,054		1,054		1,054		1,054		1,667		1,667		1,667		1,667		1,667		1,667		1,667		16,936	
<b>Total</b>	<b>140,778</b>		<b>149,113</b>		<b>178,303</b>		<b>251,998</b>		<b>223,510</b>		<b>232,513</b>		<b>225,966</b>		<b>209,502</b>		<b>209,531</b>		<b>209,531</b>		<b>209,531</b>		<b>209,431</b>		<b>332,016</b>	
Cumulative Expenses	289,891		468,194		720,192		943,702		1,176,215		1,402,181		1,611,683		1,821,314		2,030,945		2,240,377		2,572,393		2,572,393		2,572,393	



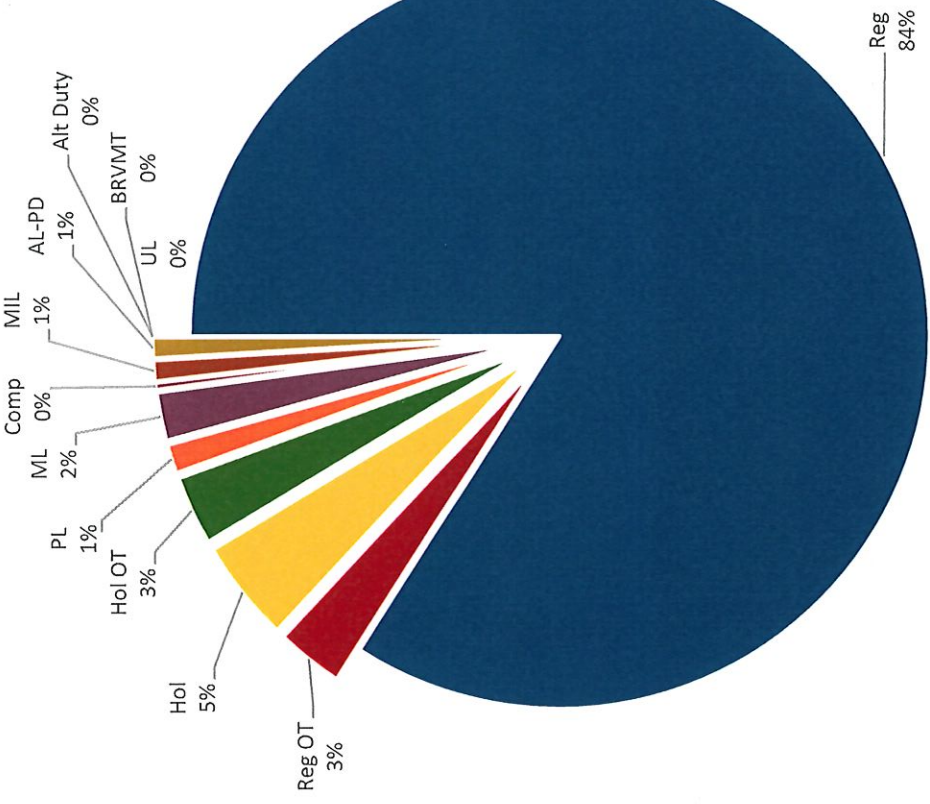
FisYr 2021  
 PayMo. 11

Pay Type	Hours
Reg	6,722
Reg OT	235
Hol	356
Hol OT	240
PL	103
MIL	168
Comp	24
MIL	72
AL-PD	72
Alt Duty	-
BRVMT	-
UL	-

Total: 7,992  
 OT/Total: 2.9%

Worked: 6,957  
 OT/Worked: 3.4%

### Hours by Type



### Definitions

Reg	Regular worked hours (Straight time)
Reg OT	Regular worked OT (1.5x Reg rate)
Hol	Holiday (8hrs at Reg. rate per emp., per Holiday OT (8hrs at OT rate per emp., per holiday, if they worked it)
Hol OT	Holiday OT (8hrs at OT rate per emp., per holiday, if they worked it)
PL	Personal Leave
MIL	Medical Leave
Comp	Comp Time used
MIL	Military Leave
AL-PD	Paid Admin Leave (incl. COVID leave)
Alt Duty	Alternative Duty
BRVMT	Bereavement
UL	Unpaid Leave