



# 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 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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## 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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## 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

12/15/20  
Date

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

\$ 821,148  
 \$ 124,236  
 \$ 575,265  
 \$ 84,400

General  
 Payroll  
 Ambulance Fee  
 Mortgage

	A		B		A+B Actuals YTD through October	Pro rated Forecast through October	YTD Variance Budget vs Actuals	FY21 Annual Total Budget
	Amb Fee Actual YTD through October	JCESA Actual YTD through October						
Full Time Salaries	\$183,344	\$387,705			\$571,049	\$534,503	(\$36,546)	\$1,784,946
Fringe Benefits	\$77,874	\$143,070			\$220,944	\$236,183	\$15,239	\$745,021
Part Time Salaries	\$49,477	\$168			\$49,645	\$51,715	\$2,070	\$172,700
Overtime*	\$46,983	\$0			\$46,983	\$64,025	\$17,043	\$204,181
Workers Comp.	\$17,808	\$37,084			\$54,892	\$46,047	(\$8,845)	\$153,091
Liability Insurance	\$5,040	\$12,024			\$17,064	\$18,691	\$1,627	\$56,073
All Other Expenses	\$0	\$110,276			\$110,276	\$121,231	\$10,954	\$443,808
Total	\$380,525	\$690,328			\$1,070,853	\$1,072,396	\$1,543	\$3,559,820

*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'

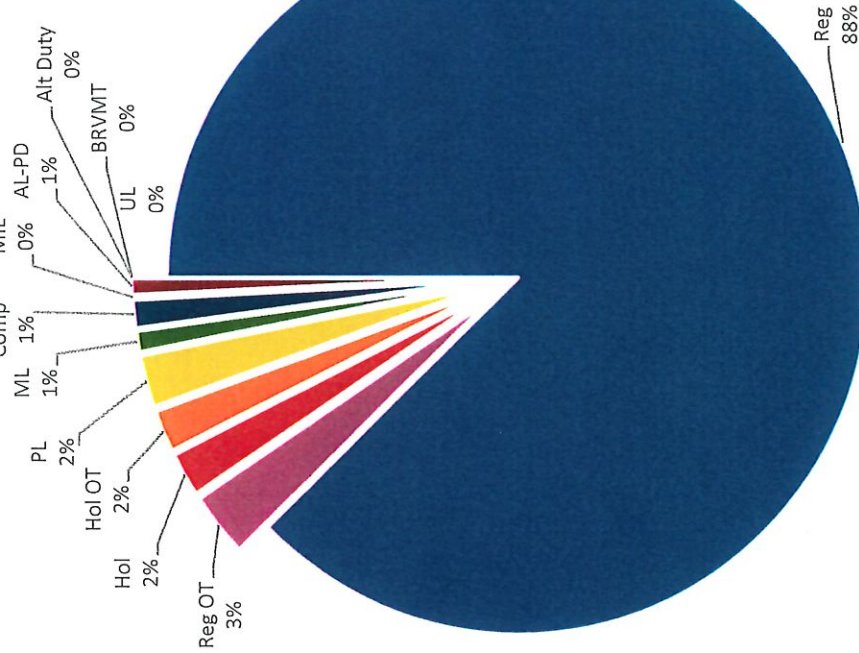
Expenses	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
	2	2	2	2	2	3	2	2	2	2	2	3	26
Actual	44,604	75,076	33,913	29,750	21,126	33,761	23,199	23,199	23,199	23,199	23,199	40,393	394,618
Budget	14,246	12,326	11,136	11,769	13,285	19,927	13,285	13,285	13,285	13,285	13,285	21,350	170,462
Part Time - Ops	13,182	8,401	12,818	12,582	16,334	20,418	40,836	12,251	12,251	12,251	12,251	13,563	187,138
Overtime - OPS	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
Worker Comp	5,379	7,156	4,368	4,071	3,882	5,669	5,896	3,728	3,728	3,728	3,728	5,761	57,095
FICA/Med	81,862	107,411	66,687	62,624	59,079	84,228	87,667	56,914	56,914	56,914	56,914	85,520	862,737
<b>Subtotal</b>	8,571	9,336	2,099	7,224	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	70,566
Hosp	1,753	1,465	1,526	924	932	932	932	932	932	932	932	932	13,121
Ancillary (Lif-Dnt-Vsn-EAP)	5,897	8,757	4,903	4,445	3,933	5,689	5,200	3,722	3,722	3,722	3,722	5,665	59,379
Retirement	16,221	19,558	8,528	12,593	10,282	12,037	11,548	10,071	10,071	10,071	10,071	12,014	143,065
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-
License Ops	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Liability	1,260	1,260	1,260	1,260	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	18,040
Ems Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	1,260	1,260	1,260	1,260	1,625	1,625	1,625	1,625	1,625	1,625	1,625	1,625	18,040
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Backgroun Ck	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Dep.	-	0	0	-	-	-	-	-	-	-	-	-	0.00
<b>Total</b>	99,343	128,229	76,476	76,477	70,986	97,890	100,841	68,610	68,610	68,610	68,610	99,159	1,023,842
Cumulative Expenses	227,572	304,048	380,525	451,511	549,401	650,242	718,852	787,462	856,072	924,662	1,023,842		





FisYr	2021
PayMo.	10
Pay Type	Hours
Reg	6,598
Reg OT	220
Hol	152
Hol OT	144
PL	178
ML	72
Comp	96
MIL	8
AL-PD	56
Alt Duty	-
BRVMT	-
UL	-
<b>Total:</b>	<b>7,524</b>
<b>OT/Total:</b>	<b>2.9%</b>
<b>Worked:</b>	<b>6,818</b>
<b>OT/Worked</b>	<b>3.2%</b>

### 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
ML	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

JCESA  
FY22 Budget Request

# FY21 Budget Recap

Funding Source	Amount
General Fund	\$2,622,847
Ambulance Fee	\$ 936,973
Total	\$3,559,820*

Expense Category	Amount
Labor	89%
Non-Labor (Supplies, Utilities, Maint./Repairs, EMS Supplies, Professional Services, Insurance, etc.)	11%

\*\$3,559,820 is the amount remitted to JCESA after ambulance fee administration costs.

# FY22 Budget Requests

1. Maintenance of Effort
2. 7 Additional Field Staff
3. 2 Replacement Vehicles

## Maintenance of Effort

\$ 105,710

- Projected increases in workers compensation, health insurance, etc. and maintenance of pay table approved in FY19 (career ladder.)

# 7 Additional Full-Time Positions

\$ 627,589

- Positions 1-7 Based on
  - Staffing Needs Data Report
  - Staffing Sequence Plan
- (112 positions to go)
- Eliminates one-person staffing
  - Improve response time
  - Reduce safety risks
- NFPA 1720



## Jefferson County Emergency Services Agency Staffing Sequence Plan

April 21, 2020

JCESA intends to assign each new position that is funded by the County Commission in the order listed in this document. Revisions may be necessary in the event of major volume shifts or other significant situational changes.

Position #	Station	Type/Times/Days	Impact	Notes	Independent		Shepherdstown		Citizens		Blue Ridge		Friendship		Middletown		Bakerton		Totals			
					FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume
1		FF/EMT 4p-8a, M-F	Eliminates single person staffing Would recoup 10 pt Hrs.	Staffing as of FY21:	8	38% 24%	5.2	16% 15%	8	15% 24%	8	15% 24%	2	7% 6%	1.3	6% 4%	1.3	4% 4%	1.3	4% 4%	33.8	0 4
2	3	and S&S 8a-8a.			8	38% 22%	8	16% 22%	8	15% 22%	8	15% 22%	2	7% 5%	1.3	6% 4%	1.3	4% 4%	1.3	4% 4%	36.6	0 4
3					8	38% 21%	8	16% 21%	8	15% 21%	8	15% 21%	4	7% 10%	1.3	6% 3%	1.3	4% 3%	1.3	4% 3%	38.6	0 4
4	1	FF/EMT 6a-9p, 7-days	Eliminates single person staffing Would require +16 pt Hrs.	Would require +16 pt Hrs.	8	38% 20%	8	16% 20%	8	15% 20%	8	15% 20%	4	7% 10%	2.6	6% 7%	1.3	4% 3%	1.3	4% 3%	39.9	0 4
5					8	38% 19%	8	16% 19%	8	15% 19%	8	15% 19%	4	7% 10%	2.6	6% 6%	1.3	4% 3%	1.3	4% 3%	41.2	0 4
6	6	FF/EMT 8a-4p, 7-days			8	38% 19%	8	16% 19%	8	15% 19%	8	15% 19%	4	7% 10%	2.6	6% 6%	1.3	4% 3%	1.3	4% 3%	41.2	0 4
7	7	FF/EMT 8a-4p, 7-days	8	38% 19%	8	16% 19%	8	15% 19%	8	15% 19%	4	7% 10%	2.6	6% 6%	1.3	4% 3%	1.3	4% 3%	41.2	0 4		

## 2 replacement vehicles

\$ 120k

- Continuation of Capital Replacement Plan
  - Began 2 years ago
  - Effort to upgrade fleet with median age of 10yrs and median mileage of 95k.
- Maintenance of older vehicles continues to be an issue
- For each vehicle purchased, one is decommissioned

This is a capital Request through the County's Capital Outlay Fund

# FY22 Budget Requests

<b>FY21 Total Budget</b>	<b>\$3,559,820</b>
Maintenance of effort (cost increases + maintain pay scale*)	\$105,710
Additional Staffing Positions	\$627,589
<b>Total FY22 Annual Operating Budget Request (all of above)</b>	<b>\$4,293,119<sup>†</sup></b>
<b>Total FY22 Jefferson County CIP Request (2 Vehicles)</b>	<b>\$120K</b>

\* Continuation of Career Ladder / Pay Scale implemented in FY19 based on Class & Comp. Study

† \$4,293,119 is the amount remitted to JCESA, after costs associated with collection of fee are deducted.

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

Type of Meeting: Regular / Special Meeting Date: NOVEMBER 17, 2020

Location: Via Phone due to Covid-19 Pandemic 7:00 p.m

**Board Members:** ( Please Print )

- 1- Debbie Lancaster      2- Jane Tabb \*      3- Tony Troxel \*
- 4- Bob GAAS              5- ELLIOT SIMON      6- \_\_\_\_\_
- 7- CRAIG SIMPSON      8- \_\_\_\_\_              9- \_\_\_\_\_
- 10- Tricia Jackson \*      11- \_\_\_\_\_              12- \_\_\_\_\_

\*Present via live stream WebEx

**OTHERS:** Please sign below for the record of attendance. If you want to speak at the public comment section, please mark where indicated. *\*(Limit 5 minutes per person) \*\* Note: Not all meetings will have public comments per the WV Open Meetings Act.*

Name: ( Please Print )	Representing	Would Like to Speak	
		YES	NO
1- <u>Craig Horn</u>	<u>JCESA</u>	_____	_____ <input checked="" type="checkbox"/>
2- <u>Bob Burner</u>	<u>JCESA</u>	_____	_____ <input checked="" type="checkbox"/>
3- <u>Allen Keyser</u>	<u>JCESA</u>	_____	_____ <input checked="" type="checkbox"/>
4- _____	_____	_____	_____
5- _____	_____	_____	_____
6- _____	_____	_____	_____
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____
12- _____	_____	_____	_____
13- _____	_____	_____	_____
14- _____	_____	_____	_____

NOT OPEN TO PUBLIC DUE TO COVID-19