

**Jefferson County
Emergency Services Agency**



**Board Meeting
January 19, 2021
7:00pm**



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

AGENDA January 19, 2021

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, January 19, 2021.

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 website under the *Board of Directors* tab.

Public comments are welcome via email to 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 ALLEGENCE

APPROVAL OF MINUTES

- December 15, 2020 – Ambulance Fee Hearing Meeting Minutes (*Discussion/Action*)
- December 15, 2020 - Regular Meeting Minutes (*Discussion/Action*)

PROGRESS REPORT - BRM VFC

TREASURER'S REPORT

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

CHAIRMAN'S REPORT

- Appoint a Vice Chair (*Discussion/Action*)
- ESA Vehicle Sealed Bids
 - 2007 GMC Sierra 2500 HD (*Discussion/Action*)
 - 2003 Ford Explorer (*Discussion/Action*)
 - 2011 Freightliner Bus (*Discussion/Action*)

JCFRA REPORT – None

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DIRECTORS'S REPORT

- Extension of Interim Policy IP01, Paid Leave Related to COVID-19
(Discussion/Action)
- JC TB Association Foundation Grant Request was approved on December 22nd and we were able to purchase a Realiti360 Ecosystem, and a C.A.R.T. ECG Simulator.

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 December 15, 2020 AMBULANCE FEE HEARING

The annual hearing for the Ambulance Fee Ordinance was held at 6:33 p.m. on Tuesday December 15, 2020 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 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 6:33 p.m. – confirmed quorum by Chairman Simon

PLEDGE OF ALLEGIANCE

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	Yes
Dr. Marney Treese	Yes*	Ronnie Shutts	Yes*
Nathan Cochran	Yes*		

PRESENTATION

- Director Keyser presented the JCESA Ambulance Fee Budget Request for fiscal year 2022 and recapped on fiscal year 2021. (Exhibit A)

PUBLIC COMMENT - None

ADJOURNMENT

- Motion to adjourn by Faas, 2nd by Jackson - Motion carries unanimously on voice vote. Meeting adjourned at 7:00 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Elliot Simon, JCESA Chair

Date

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Meeting Minutes December 15, 2020

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, December 15, 2020 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 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 7:00 p.m. – confirmed quorum by Chairman Simon

PLEDGE OF ALLEGIANCE

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	Yes*
Nathan Cochran	Yes*		

APPROVAL OF MINUTES

- Motion by Faas, 2nd by Jackson to approve the November 17, 2020 regular meeting minutes as submitted. Motion carries unanimously on voice vote.

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser. Keyser presented an overview of all the agency expenses, accounts, and payroll for the month of November 2020. This included the Directors financial report for the month of November 2020. Motioned by Faas, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

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CHAIRMAN'S REPORT

- Simon mentioned he's aware there is at least one person who has applied for the board citizen representative seat and it appears that the JC Commission meeting tabled for January will fill the 7th seat, if approved.

JCFRA REPORT

- Shutts thanked the board and announced this was his last meeting as the FRA Representative. Chief Ross Morgan will be the new FRA Representative starting January 2021.
- Simon thanked him for his service with ESA as the FRA Representative.

DIRECTOR'S REPORT

Director Keyser reported on the following:

- FY20 Auditor's Report - Copy provided to each board member, and a copy also available on the agency webpage.
- Presented the JCESA Ambulance Fee Budget Request for FY22
 - **ACTION** - Motion by Faas, 2nd by Simpson to accept and approve all budget outlines as presented. Motion carries unanimously on voice vote.
- Decommissioned Vehicle Disposal – it was discussed by the board and agreed to post and have a sealed bid auction to properly dispose of said (3) vehicles (2007 GMC, 2003 Ford Explorer, and 2011 Freightliner Bus)
 - **ACTION** - Motioned by Simpson, 2nd by Faas to approve moving forward with a sealed bid auction to take place at next month's regularly scheduled board meeting - Motion carries unanimously on voice vote
- TB Foundation Grant Request – ESA should know by Jan 2021 if approved. \$11,600 submitted for respiratory related EMS equipment.
- JC Chamber of Commerce 2020 Public Service Honorees were announced by Zoom invitation event video - an email link was shared with all to view – ESA announced 1 FF/Paramedic and 1 FF/EMT receiving the awards this year.
- EMT Dave Swan will officially retire with a little over 16 years of service with ESA on Dec. 31st. Due to the COVID pandemic we were unable to celebrate with a luncheon/dinner celebration as planned, but we hope to make plans in the near future. For now, he'll receive a card along with a gift card.
- Captain Craig Horn shared with the board details on a recent Live Burn & Vehicle Extrication (Firefighter 1/2) training class that was completed on Dec 5th and 6th. He also mentioned that a new EMT class will start on Jan. 4, 2021 and hopes to recruit people from this graduating class. The area newspapers, Sprit of Jefferson, and The Journal provided good media coverage with great representation of ESA.

BOARD MEMBER REQUESTS - None

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UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT - None

BOARD MEMBER COMMENTS

- Faas as the Fire Safety Representative mentioned that there have been concerns for the safety of ESA staff members who are assigned to Blue Ridge Mountain Volunteer Fire Company 5.
- Faas suggested an investigation and fact-finding should be conducted by JCESA. Discussion followed with no objection to Faas' concern or suggestion.
- Simon ask Faas about the next joint meeting - Faas mentioned that he would like the board to come up with dates in early 2021 for the three entities to meet again to further discuss the function origin as a whole. JCESA, JCFRA, and JC Commission. Faas will reach out to Ross Morgan, Ronnie Shutts, and the County Commission. He feels it's important to get things lined up together to have the three organizations to function together as a whole.
- Tabb commented on Captain Horn's firefighter 1 & 2 training, and the excellent newspaper coverage, very good articles, and all were well received.

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Faas - Motion carries unanimously on voice vote. Meeting adjourned at 7:34 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 December 31, 2020
 General \$ 349,272
 Payroll \$ 132,259
 Ambulance Fee \$ 414,808
 Mortgage \$ 70,920

	A		B		A+B Actuals YTD through December	Pro rated Forecast through December	YTD Variance Budget vs Actuals	FY21 Annual Total Budget
	Amb Fee Actual YTD through December	JCESA Actual YTD through December						
Full Time Salaries	\$242,189	\$725,545			\$967,734	\$966,172	(\$1,562)	\$1,908,494
Fringe Benefits	\$103,107	\$232,916			\$336,023	\$345,070	\$9,047	\$737,242
Part Time Salaries	\$80,708	\$219			\$80,928	\$79,714	(\$1,214)	\$163,172
Overtime*	\$88,287	\$0			\$88,287	\$89,797	\$1,510	\$177,006
Workers Comp.	\$26,712	\$56,008			\$82,720	\$83,484	\$764	\$166,968
Liability Insurance	\$7,560	\$18,036			\$25,596	\$25,859	\$263	\$51,717
All Other Expenses	\$0	\$193,180			\$193,180	\$190,674	(\$2,506)	\$355,222
Total	\$548,563	\$1,225,904			\$1,774,467	\$1,780,769	\$6,302	\$ 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'

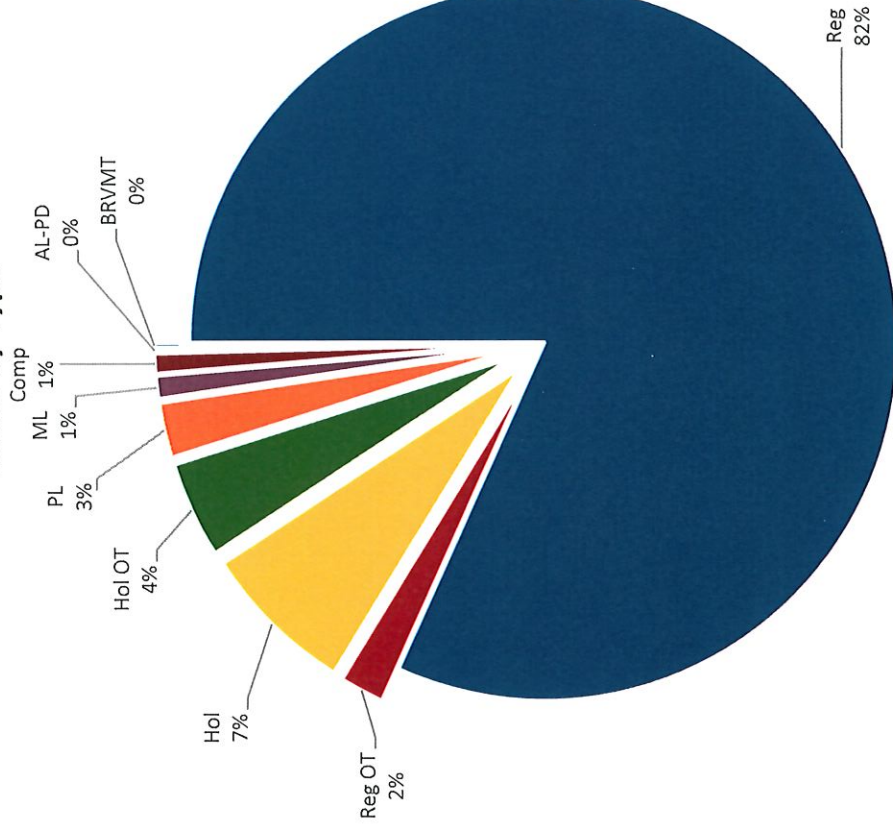
FisYr 2021
PayMo. 12

Pay Type	Hours
Reg	9,923
Reg OT	247
Hol	852
Hol OT	528
PL	302
ML	126
Comp	108
MIL	
AL-PD	24
Alt Duty	
BRVMT	24
UL	-

Total: 12,134
OT/Total: 2.0%

Worked: 10,170
OT/Worked: 2.4%

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
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



Paid Leave Related to COVID-19

Approved:

A handwritten signature in black ink, appearing to read "Allen K. P.", written over the text "On behalf of the JCESA Board, which adopted this policy at a special meeting on 4/24/20."

Date: 4/24/2020

On behalf of the JCESA Board, which adopted this policy at a special meeting on 4/24/20.

I. EXEMPTION OF ALL FIRST RESPONDER EMPLOYEES FROM FAMILIES FIRST CORONAVIRUS RELIEF ACT

A. Exemption of Emergency Responder Employees

The JCESA elects to exempt all emergency responder employees from the paid sick leave and paid expanded family and medical leave provisions of the Families First Coronavirus Relief Act (FFCRA). Emergency responders are all employees of the JCESA with rank or title of; FF/EMT I, FF/EMT II, FF/EMT III, Technician, FF/Paramedic I, FF/Paramedic II, FF/Paramedic III, FF/Paramedic IV, Lieutenant, Captain, or Director.

B. Only Emergency Responder Employees Exempt

The exemption above does not apply to any employee that is not an emergency responder as defined above. Non-emergency responder employees shall be subject to Policy 216A (or its successor) that has been established by the Jefferson County Commission.

II. ADMINISTRATIVE LEAVE FOR FULL-TIME FIRST RESPONDER EMPLOYEES

The JCESA will provide limited paid administrative leave to full-time emergency responder employees, not charged against the employee's leave balance, in certain situations related to COVID-19 as described herein.

A. Paid Leave Duration & Qualifying Situations

Full-time emergency responder employees will be compensated at their regular hourly rate, without charge against their leave balance, for any scheduled shifts for up to 14 calendar days or a maximum of 96 hours, whichever is less, if the employee is unable to work because the employee:

1. is quarantined pursuant to a specific Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. has been tested for COVID-19 and is awaiting results; and/or
5. has tested positive for COVID-19.



Paid Leave Related to COVID-19

B. Disqualifying Situations

Notwithstanding the above provisions for administrative leave, full time emergency responder employees will NOT be compensated, (unless they elect to use hours from their available leave balance), if the employee is unable to work because the employee:

1. is quarantined pursuant to a specific to a Federal, State, or local quarantine or isolation order related to COVID-19 as a direct result of a possible on-duty exposure where the employee failed to follow safety and infection control procedures established by JCESA, and/or failed to use available PPE as directed by JCESA;
2. has been advised by a health care provider to self-quarantine related to COVID-19 as a direct result of a possible on-duty exposure where the employee failed to follow safety and infection control procedures established by JCESA, and/or failed to use available PPE as directed by JCESA.

C. Part-Time employees

Part-time employees, including those who may be emergency responders, are not eligible for the voluntary paid leave alternative provided by JCESA.

III. POLICY DURATION

This policy will remain in effect until December 31, 2020 or until repealed, whichever occurs first.