



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

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

Exhibit A

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)
 - NFPA 1720
- Eliminates one-person staffing
 - Improve response time
 - Reduce safety risks



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		Middleway		Bakerton		Total Station FTEs		Field (Non-Station) FTEs			
					FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	FTEs	Incl. Volume	Totals	FTEs	Incl. Volume	Totals
1				Staffing as of FY21:	8	38%	24%	5	2	8	15%	24%	8	2	7%	6%	1	3	4%	4%	33	8	0	4
2		FF/EMT 4p-8a, M-F and S&S 8a-8a.	Eliminates single person staffing	Would recoup 10 pt Hrs.																				
3					8	38%	22%	8	8	15%	22%	8	2	7%	5%	1	3	4%	4%	36	6	0	4	
4		FF/EMT 6a-6p, 7-days	Eliminates single person staffing																					
5					8	38%	21%	8	8	15%	21%	8	4	7%	10%	1	3	4%	3%	38	6	0	4	
6		FF/EMT 8a-4p, 7-days	Eliminates single person staffing	Would require +16 pt Hrs.	8	38%	20%	8	8	15%	20%	8	4	7%	10%	2	6	7%	4%	39	9	0	4	
7		FF/EMT 8a-4p, 7-days	Eliminates single person staffing	Would require +16 pt Hrs.	8	38%	19%	8	8	15%	19%	8	4	7%	10%	2	6	6%	4%	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

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

* 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

CLASS II AMBULANCE FEE BUDGET HEARING

Type of Meeting: Regular Special

Meeting Date: DECEMBER 15, 2020

Location: JCESA , 419 Sixteenth Ave, Ranson, WV 25438

Time: 6:30 p.m

and Via Phone due to Covid-19 Pandemic

Board Members: (Please Print)

- | | | |
|---------------------------|----------------------------|------------------------------|
| 1- <u>Bob FAAS</u> | 2- <u>Debbie Lancaster</u> | 3- <u>Eliot Simon</u> |
| 4- <u>Allon Keyser</u> | 5- <u>Tricia Jackson</u> | 6- <u>Jane Tabb *</u> |
| 7- <u>Ronnie Shotts *</u> | 8- <u>Nathan Cochran *</u> | 9- <u>Dr Marney Treese *</u> |
| 10- <u>Tony Troxel *</u> | 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>Bob Burner</u>	<u>JCESA</u>	_____	<input checked="" type="checkbox"/>
2- <u>Craig Horn</u>	<u>JCESA</u>	_____	<input checked="" type="checkbox"/>
3- _____	_____	_____	_____
4- _____	_____	_____	_____
5- _____	_____	_____	_____
6- _____	_____	_____	_____
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____

NOT OPEN TO PUBLIC DUE TO COVID-19