



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

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, Spirit 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 November 30, 2020

| | |
|---------------|------------|
| General | \$ 648,661 |
| Payroll | \$ 124,882 |
| Ambulance Fee | \$ 504,097 |
| Mortgage | \$ 77,664 |

| | A | | B | | Pro rated Forecast through November | YTD Variance Budget vs Actuals | FY21 Annual Total Budget |
|---------------------|--|--|---|--------------------|--|-----------------------------------|-----------------------------|
| | Amb Fee Actual YTD through November | JCESA Actual YTD through November | A+B Actuals YTD through November | | | | |
| Full Time Salaries | \$207,041 | \$519,687 | \$726,729 | \$729,527 | \$2,798 | \$1,843,785 | |
| Fringe Benefits | \$90,538 | \$194,558 | \$285,095 | \$298,604 | \$13,508 | \$761,085 | |
| Part Time Salaries | \$63,678 | \$219 | \$63,897 | \$65,395 | \$1,498 | \$169,056 | |
| Overtime* | \$62,822 | \$0 | \$62,822 | \$64,843 | \$2,021 | \$177,006 | |
| Workers Comp. | \$22,260 | \$46,546 | \$68,806 | \$69,570 | \$764 | \$166,968 | |
| Liability Insurance | \$6,300 | \$15,030 | \$21,330 | \$21,549 | \$219 | \$51,717 | |
| All Other Expenses | \$0 | \$167,661 | \$167,661 | \$165,499 | (\$2,162) | \$390,203 | |
| Total | \$452,639 | \$943,702 | \$1,396,341 | \$1,414,987 | \$18,646 | \$ 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'

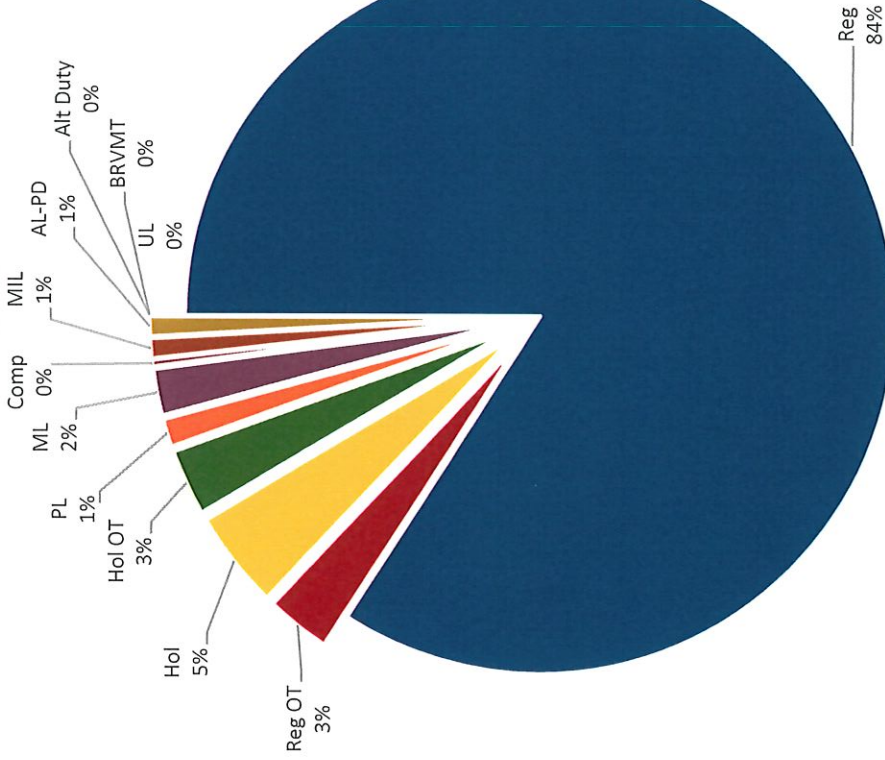
FisYr 2021
 PayMo. 11

| Pay Type | Hours |
|----------|-------|
| Reg | 6,722 |
| Reg OT | 235 |
| Hol | 356 |
| Hol OT | 240 |
| PL | 103 |
| ML | 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, 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 |

SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular Special

Meeting Date: DECEMBER 15, 2020

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

Time: 7:00 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>Elliot Simon</u> |
| 4- <u>Allen Kenson</u> | 5- <u>Tricia Jackson</u> | <u>Jane Tabb</u> * |
| 7- <u>Ronnie Shutts</u> * | 8- <u>Nathan Cochran</u> * | 9- <u>Dr Marney Treese</u> * |
| 10- <u>Tony Troxel</u> * | 11- <u>Craig Simpson</u> * | 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> | _____ | ✓ |
| 2- <u>Craig Horn</u> | <u>JCESA</u> | _____ | ✓ |
| 3- _____ | _____ | _____ | _____ |
| 4- _____ | _____ | _____ | _____ |
| 5- _____ | _____ | _____ | _____ |
| 6- _____ | _____ | _____ | _____ |
| 7- _____ | _____ | _____ | _____ |
| 8- _____ | _____ | _____ | _____ |
| 9- _____ | _____ | _____ | _____ |
| 10- _____ | _____ | _____ | _____ |
| 11- _____ | _____ | _____ | _____ |

NOT OPEN TO PUBLIC DUE TO COVID-19