

Jefferson County

Emergency Services Agency



Board Meeting

February 16, 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 February 16, 2021

The February meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, February 16, 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 ALLEGEANCE

APPROVAL OF MINUTES

- January 13, 2021 - Special Meeting Minutes (*Discussion/Action*)
- January 19, 2021 - Regular Meeting Minutes (*Discussion/Action*)

PROGRESS REPORT - BRM VFC

TREASURER'S REPORT

- Craig Simpson assisted by *Director Allen Keyser*
 - January 2021 Financials (*Discussion/Action*)

CHAIRMAN'S REPORT

- Welcome - newly elected ESA Board Members - Citizens Representatives
 - Joshua Stillwell
 - Steve Harris

JCFRA REPORT

- Association Update – Chief Ross Morgan

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DIRECTORS'S REPORT

- FY22 Budget Presentation to County Commission - February 9th
- Charles Town Women Order of the Moose – donation of \$200. soon to be received

BOARD MEMBER REQUESTS

- Update – Blue Ridge Mountain Volunteer Fire Company 5 – Faas
- Opening ESA meetings to the public for limited in person participation – Jackson

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 January 13, 2021

The January *Special* meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 10:01 a.m. on Wednesday, January 13, 2021 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 10:01 a.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*
Tricia Jackson	Yes	Craig Simpson	Yes*
Nathan Cochran	Yes*	Bob Faas	Yes
Dr. Marney Treese	Yes*		

AGENDA ITEMS

- Follow-up of fact finding conducted by staff regarding Blue Ridge Mountain Volunteer Fire Company – Station 5

EXECUTIVE SESSION

- Motion by Faas, 2nd by Jackson to enter executive session to receive legal advice at 10:04 a.m. – Motion carries unanimously on voice vote.
- Motion by Faas, 2nd by Jackson to come out of executive session at 11:04 a.m. – Motion carries unanimously on voice vote.

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ACTION:

The JCESA Board moves to issue the following Directives:

- To temporarily withdraw JCESA staffing from assignment to the BRM VFC area and to relocate those staff at the Director's discretion to best serve the county, including the mountain;
- To temporarily prohibit JCESA staff from driving or operating from any BRM VFC vehicle or apparatus;
- To temporarily suspend BRM VFC EMS units from being dispatched or respond to any incident;
- Effective immediately and to be implemented ASAP and remain in effect until the JCESA Board of Director's is assured that all deficiencies have been corrected and all requirements have been met;
- And to create a standing item on the JCESA agenda to receive progress reports from BRM VFC until the matter is resolved.
- Motion by Simpson, 2nd by Jackson to approve the directive as listed – Motion carries unanimously on voice vote.

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Troxel - Motion carries unanimously on voice vote. Meeting adjourned at 11:10 a.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Meeting Minutes January 19, 2021

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:03 p.m. on Tuesday, January 19, 2021 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 7:03 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*
Tricia Jackson	Yes	Craig Simpson	Yes
Nathan Cochran	Yes*	Bob Faas	Yes
Dr. Marney Treese	Yes*	Ross Morgan	Yes*

APPROVAL OF MINUTES

- Motion by Faas, 2nd by Jackson to approve the December 15, 2020 – *Ambulance Fee Hearing* meeting minutes as submitted - Motion carries unanimously on voice vote.
- Motion by Jackson, 2nd by Faas to approve the December 15, 2020 *Regular* meeting minutes as submitted - Motion carries unanimously on voice vote.

PROGRESS REPORT – BRM VFC

- Chairman Simon motioned the *Blue Ridge Mountain Volunteer Fire Company Progress Report* to be moved after the Director's Report to allow more time for review and discussion - Motion by Faas, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

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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 December 2020. This included the Directors financial report for the month of December 2020 - Motioned by Faas, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Chairman Simon mentioned that Tricia Jackson, who served as the boards past Vice Chair has stepped down due to her current position as County Commissioner. Therefore, he would like to open nominations for the position of Vice Chair.
 - Board Member Robert "Bob" Faas was nominated by Jackson, Simon noted approved by acclamation. Robert "Bob" Faas is elected as Vice Chair of JCESA.
- ESA Vehicle Sealed Bids:
 1. 2007 GMC Sierra 2500 HD
 - Awarded to Exzact Excavating Inc., Joseph A. Collis - highest bid of \$10,299.99
 - Motioned by Jackson, 2nd by Simpson to approve - Motion carries unanimously on voice vote.
 2. 2003 Ford Explorer
 - Awarded to Chad B. Lemaster - highest bid of \$1,750.00
 - Motioned by Faas, 2nd by Jackson to approve - Motion carries unanimously on voice vote.
 3. 2011 Freightliner Bus
 - Awarded to Chad B. Lemaster - highest bid of \$950.00
 - Motioned by Jackson, 2nd by Simpson to approve - Motion carries unanimously on voice vote.

JCFRA REPORT

- Chief Ross Morgan mentioned they had two guests attend last month's meeting.
 - Doug Murphy, Deputy Director of Communications Center – he's been invited to attend future monthly meetings.
 - Steve Harris, EMS Fire Instructor for James Rumsey – shared their long-range plan to construct a regional training school consisting of a burn and training building on available grounds. They are in the process of obtaining grants and funding.
- Morgan and Marshall DeMeritt are in the process of putting together a presentation based on the numbers for funding received from all county

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volunteer fire companies to present at the next joint meeting with ESA, County Commission, and the association.

- Simon asked the timeline for next joint meeting – Morgan replied that Faas and Josh Compton, County Commissioner are looking at mid to late February.

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Extension of Interim Policy IP01, Paid Leave Related to COVID-19 approved in April 2020, which expired on December 31, 2020. Asking to reapprove and place in affect through March 31, 2021. *Section A – Explains what it's for and how it covers our employees. Some funding we've been able to recover through the COVID-19 CARES ACT.
- Simpson asked Director Keyser if he feels March 31st is long enough – Director explained taking into consideration the vaccine now being made available and Springtime around the corner, his hope is the rate will begin to fall, but if needed we can always revisit and extend if needed.
 - **ACTION** - Motion by Simpson, 2nd by Jackson to accept and approve Policy IP01 as presented - Motion carries unanimously on voice vote.
- Jefferson County Tuberculosis Association Foundation Grant Request was approved on December 22nd. We were able to purchase for the training center a Realiti360 Ecosystem, and a C.A.R.T. ECG Simulator that will be utilized by our Paramedics and EMTs in our RSI programs, as well as our training ambulance and classrooms. Both fully funded – thanks to the JC TB Association!

PROGRESS REPORT – BRM VFC

- Chairman Simon introduced Bob Faas as ESA's designated liaison and spokesperson for this matter, and wanted to state the following for the record, and for those who are not familiar with JCESA:
 1. The Fire Companies are independently operated and do not fall under the jurisdiction of the JCESA or the Jefferson County Commission. They are authorized under state code and are under jurisdiction of the state fire commission.
 - They are independently funded, although some of their funds are donated or contributed by the Jefferson County Commission and other organizations.
 - These companies are designated as "volunteer" and unless we want our taxes to rise significantly, we should strive to ensure that they remain volunteer. (*Simon' opinion*)
 - Simon strongly suggest that anyone who has concerns about *Blue Ridge Mountain Volunteer Fire Company 5*, or any other fire company; that they need to address those concerns directly with

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the company, or the WV Fire Commission – the office of the State Fire Marshall. The ESA has no jurisdiction over them.

- As a personal note, there are voting members of this board that live on the mountain. That would include yours truly (*Chairman Simon*), who tried years ago to get involved with *Blue Ridge Mountain Volunteer Fire Company 5*, and was turned away in his efforts.
- 2. The role of the ESA is to provide paid personnel to the Fire Companies of Jefferson County.
- 3. With regard to ambulance service, the County Commission provides the funding for the JCESA. The JCESA provides the employees to provide the service. The fire companies provide the ambulances.
- Regarding *Blue Ridge Mountain Volunteer Fire Company 5*, or BRMVFC, information had come to light that caused the JCESA to have safety concerns regarding the building and the vehicles. These concerns in turn caused concerns for the safety of the employees deployed to the BRMVFC. As a result, the JCESA held a special meeting on January 13th of this month and voted unanimously to temporarily withdraw those employees from the BRMVFC until such time as the company could provide documentation that the safety concerns had been addressed.
- A contingency plan for continuation of ongoing ambulance service to the mountain was adopted. That plan will be entered into today's minutes.
- Further, at the January 13th meeting, Mr. Robert "Bob" Faas, the Fire Representative and current voting board member and now Vice Chair of this body was designated as the liaison to the BRMVFC. Faas will now provide a status update regarding *Blue Ridge Mountain Volunteer Fire Company 5*.

EXECUTIVE SESSION

- Request by Faas to enter into executive session. Cochran concurred with Faas, as he has questions related to liability that he would like to address.
- Motion by Faas, 2nd by Simpson to enter into executive session at 7:25 p.m. – Motion carries unanimously on voice vote.
- Motion by Jackson, 2nd by Simpson to come out of executive session at 7:39 p.m. – Motion carries unanimously on voice vote.

PROGRESS REPORT – BRM VFC (cont.)

- Faas mentioned most are aware of the letter that was provided to Chief Cogle on January 13, 2021. Since that time, Faas has been meeting and/or communicating with Chief Cogle, his Assistant Chief Warren Royce, as well as his staff on numerous occasions in person, by phone, and by email regarding the safety related items addressed in the letter. Chief Cogle, Assistant Chief and his staff, as well as membership were very forthcoming with that documentation which has been shared with board members today's, which include photos showing

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inspection stickers on apparatus as well as a heater unit placed in the EMS unit, which was out of service.

- Going down the list, there are still items that will take time to address and Chief Cogle and Faas have had conversations related to such items as:
 1. The addition and bunk rooms, plumbing for washer and dryer. Chief Cogle has reached out to a contractor and is in the process of gathering information related to the addition.
 2. Included in the packet is an email documenting the repairs that have been completed;
 3. Chief Cogle has received a contract with an individual who is going to do the maintenance on the apparatus and equipment.
 4. *Unit Numbering System* for the fire apparatus used in the metro DC region - there is a jurisdiction who uses the number five-zero as part of their numbering system. Chief Cogle had two units that when responding as mutual aid into Loudoun County would cause an issue using the five-zero and a subsequent number following that, as Loudoun County is one of the COG region fire company's. Chief Cogle was able to remove the zero's off the two units, which also keeps it in compliance with the Jefferson County custom numbering system.
 5. Faas mentioned that they have cleaned up the sub-station significantly, which now provides room to park the ambulances inside in a controlled environment no longer needing to use the space heaters to warm the back ambulance box.
 6. Chief Cogle was able to provide Faas with training files for each of his officers/volunteer members showing he/she meets the WV standards for Officer Membership – they utilize a binder system for each volunteer member.
 7. Faas mentioned Assistant Chief Royce provided him a copy of their 6-month training plan for 2020-2021. *Side note:* Faas was asked if he would be willing to provide some training for the volunteers at BRM VFC, and agreed to do so.
 8. Initial Certifications/Weekly-Monthly Training/New Officers Training above and beyond regular company training - Assistant Chief Royce mentioned to Faas that this is something that he has been working on to establish, but needed assistance in doing so. Again, Faas offered his availability to assist as needed and noted that he knows of one other Chief in the county that's interested in this training as well.
 9. Documentation of Appropriate Driver Training Program for All Vehicles and Apparatus – Faas mentioned provided in the email packet to the board are several SOG's that BRM VFC has in affect regarding the driving requirements for each apparatus they have.

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10. Documentation of reasonable number of active volunteer members with WV Office of Emergency Medical Services (WVOEMS) Certification – BRM VFC currently has one certified Paramedic on their roster, and one EMT in the process of running calls, and needs 5 additional calls. And one gentleman waiting on his national registry card in order to practice in WV. They currently have three members that are certified ENVO drivers.
 11. Again, the ambulances will now be kept inside in a controlled environment. The medical supplies – main concern was they didn't have a door on the room that supplied their medical supplies. They currently have that door in place, and it is lockable. And the excess oxygen is secure – they've placed chains around the large cylinders keeping them secure from falling over. These too are in the locked medical supply room. They also have the smaller cylinders that go in the EMS or jump bag in a box with the full cylinders, and empty cylinders sitting beside them.
- In closing, Faas stated that in the items of documentation that was provided to Chief Cogle the only one, which is going to take time, is the addition and the washer and dryer.
 - Chairman Simon mentioned that there were some safety questions regarding the Public Safety Building;
 - Faas mentioned that the PS Bldg. the JCESA staff are currently utilizing on the property of the Blue Ridge Elementary School. This PS Bldg. property belongs to the Jefferson County Sheriff's Office (JCSO) and is loaning JCESA the capability to run personnel out of this facility. One of the concerns ESA staff are faced with is due to the small size of the septic tank to the rear of that structure is, that they're only getting about 7 days out of that facility without it overflowing sewer onto the property. Currently the county has to have the septic pumped every 8 days to help alleviate the sewer runoff. This is standard use as a bathroom and shower facility of two individuals – remember there is no washer or dryer. The overflow of the septic creates a whole new issue of potential problems.
 - Chief Cogle has offered if the need should arise that they have the ability to assist with the process getting the septic tank pumped so it's not a continuous issue.
 - Chairman Simon asked Faas – the Public Safety building can be taken back at any time by JCSO, correct?
 - Faas replied yes – that there has been discussion between Director Keyser and Sheriff Hansen and to our understanding that the Sheriff at any time may decide to reutilize or reoccupy the PS Bldg.
 - Per Director Keyser, JCESA is still good and able to utilize this facility for ESA staff as needed.
 - Chairman Simon now opens the floor for anyone to present any questions or concerns about the report and about the status of BRM VFC 5.

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- Chief Earl Cogle mentioned that they provided an update and did what they were asked to do. He mentioned he met with the contractor and they are moving forward with construction plans at the main station located at 181 Keys Gap Road, Harpers Ferry. He mentioned he has a lot of individuals working with him to get all done as quickly and as fast as possible. Good possibility that 84 Lumber will donate all the needed materials. He mentioned that many in the community are willing to help in order to secure staffing at company 5. He asked everyone to bear with them; it's going to take a little time, have to go through permitting, and drawings are being done as we speak. Has a contractor that is going to do the work at no cost. Hopefully 6 months or less, 8 months at the most.
- Chairman Simon asked if there were any other questions or comments from the floor.
- Assistant Chief Warren Royce of BRM VFC – mentioned he would like to thank Bob Faas for willing to come up and assist with training. They do yearly trainings, two per month and have a schedule for the first 6-months of 2021. Everyone participates, and as Faas mentioned we are willing to work with him and get additional training done so we have training across the board for both Fire and EMS.
- Craig Simpson mentioned that he believes BRM VFC is working hard to get this situation corrected, but he also believes because of the liability, and the employees that this board is responsible for we need to have a way of doing a re-inspection.
 - Faas – as the liaison he's had conversations with Chief Cogle and its both their understanding that Faas is to continue working to be the liaison in between the two. And keep up on the progress thus far, as well as building upon the progress that they've made.
- Chairman Simon asked Chief Cogle if he approved Faas continuing as the liaison for however long as it takes to rectify the list of directives.
 - Chief Cogle replied, that is correct - he further stated that they have nothing to hide and are here to serve their community and do what they need to do as safely as possible. He continue by thanking Bob Faas for his assistance, and want to do whatever they need to do in order to get their services restored.
- Chief Ross Morgan commented and expressed his concerns – if looking for direction as far as what to do with the staffing, maybe we need to reassess if the PS Bldg. is adequate for daytime staffing. He feels there is still a lot that needs to be resolved, maybe not prior to returning staffing, but overall. He suggests a re-inspection before night staffing is returned.
- Chairman Simon commented that the question is – under what circumstances will ESA authorize a return of staffing?
- Chief Earl Cogle commented that as far as inspections that they never had any issues with anyone coming to re-inspect - their doors are always open to do so.

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- Chairman Simon turned it over to Faas as the Liaison and Vice Chair leading this operation and investigation. And asked to formulate a motion on how to proceed going forward.
- Faas – stated that there are a couple of options to take into consideration:
 - Returning staff to 12-hour, or 24-hour shifts
 - If 12-hour shifts, contingent that the crew would come back to company 2 and run out of company 2. Concerns to consider are: Do they run a chase care out of company 2, do they run company 2 ambulance out of company 2, or do they run company 5 ambulance out of company 2? This is something Chief 2 and Chief 5 would need to discuss and come up to an agreement on their own.
 - Chairman Simon asked how many ambulances does company 5 have and are they both operational? Faas stated that maintenance records on both company 5 ambulances are up to date and are operational - the issue of no heat in the ambulance box has been resolved.
 - Chief Ross Morgan suggested ESA staff run out of the PS Bldg. and do 12-hour day shifts, and Chief 2 and Chief 5 come up with some type of agreement to let the ESA night staff run chase units out of company 2.
 - Chief Cogle asked if anyone knows someone they can recommend, he needs someone who can give him an estimate on a sprinkler system.
 - Chairman Simon asked Faas what his recommendation is based on after all that has been discussed tonight:
 - Faas recommendation is to do 12-hour shifts at this point. And let the day shift run out of the PS Bldg. after the staffing checks out the apparatus at both stations, day shift run out of the PS Bldg. and night shift run out of company 2.
 - Chairman Simon proposed the motion to be that ESA employees be restored however there needs to be a checklist of items/tasks that need to be done, supervised by Faas with an understanding that there are additional items that over time can be addressed, but that the urgent ones are the ones that have already been presented to company 5 as priority.
 - Chairman Simon suggested that someone come up with a checklist and that before the February 16th meeting that the documentation is presented as part of the agenda for the next meeting and a status report. Approximately 30 days from today.
 - Trisha Jackson – Would like to add to the motion: Restore 12-hour conditional daytime at PS Bldg. with contingent and routine inspections of Company 5 by Bob Faas, and that Company 5 is agreeing to assist with pumping the septic system at PS Bldg. and Bob Faas is volunteering to assist with additional ongoing training.

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- Tony Troxel would like to add that either Director Allen Keyser or Captain Bob Burner assist Bob Faas with the routine inspections of company 5. Dr. Treese agreed with this suggestion.
- Craig Simpson mentioned that we the board took the move to protect the employees, what are the employees now going to think. As the board he personally thinks we need to ask the employees what they think because we are dealing with safety issues. And they deserve to understand this and the reason we did what we did was for their safety, and he feels they have a right to say something.
- Tony Troxel agrees and stated that's why he feels that someone from management such as Director Keyser or Captain Burner need to accompany Bob Faas and make the determination that everything is good for our employees and for the Jefferson County Citizens.
- Nathan Cochran feels it's extremely important based on Director Keyser' Fire/EMS experience, expertise and knowledge of the employees and what is proper in fire would be valuable. The board could move forward today, or the board could have another special meeting 15 days or so after Director Keyser has a look. He feels both Director Keyser and Dr. Treese' opinions are very important.
- Ross Morgan just wanted to remind company 5 and Chief Cogle that to help remedy the concern is to get more volunteers to get out and help and not rely on ESA 100%.
- Chief Cogle responded that he understands, but mentioned that all the volunteers run calls. He's had volunteer drivers come out to run calls, but ESA staff say they're not allowed to be split up on calls. He understands their concerns. He feels company 5 doesn't have the support like all the other fire companies in Jefferson County do.
- Dr. Treese spoke up and mentioned that these are safety issues that the board has pointed out, and nothing to do with providing volunteers. Let's get back to the safety of employees and the standards that should be set at every station. We just want to take care of these safety issues and get everybody back to work.
- Chief Cogle thanked Dr. Treese and appreciated her words and felt he just had to lay it out.
- Chairman Simon mentioned to Chief Cogle that no one is accusing anyone at company 5 of intentionally wanting to hurt anybody, and as Dr. Treese said is the concerns are safety so in case something happened to an employee accidentally because of unsafe conditions, and that's what Craig Simpson was saying as well. Therefore, we are trying to resolve this issue that insures accountability and we can go forward and everything can get back to normal. That's what we are attempting to accomplish here.

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- Nicola Smith, Esq., asked regarding the 12-hour shift period, is that something we'd increase to 24-hour shift, or is that something that would just be a matter of time getting all our checklists done?
- Bob Faas responded that it would be contingent on the checklist.
- Nicola Smith, Esq., thanked Faas and stated that that's great to know.
- Motion by Faas, 2nd by Troxel to approve the below contingency plan as submitted - Motion carries unanimously on voice vote.
 - 12-hour bases employees be restored with the following conditions:
 - Captain Burner and Director Keyser deem the employees have been advised, and their feedback has been solicited in regards to this decision.
 - A checklist is established by Bob Faas, and progress is monitored.
 - Come up with a status report within 7-days of the next board meeting in February.
 - At the February meeting assess the status and the progress on what needs to be done further.
- Chief Cogle asked when they could expect for staffing to be restored at company 5?
- Director Keyser stated that staffing will be reinstated by tomorrow morning at company 5 - 12 hours shifts daytime, and company 2 evening.
- Tiffany Long, President BRM VFD for the record made the following comment:
 - This is a vendetta against company 5!

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT

- Sidney Sethman – email request to speak but was not signed on or present.

BOARD MEMBER COMMENTS

- Tony Troxel mentioned that ESA's Board members #1 concern is the safety the citizens of Jefferson County, and #2 responsibility is for the employees of JCESA. He does not want anyone to ever think that it's a vendetta or that we're working for or against anybody in particular other than the fact that we're working for the citizens of this county and the employees of JCESA. And we will do as much as we can for anybody within our power.
- Dr. Treese, as the Medical Director for JCESA, Summit Point Raceway, and Charles Town Races and Casinos - she only wants what's best for Jefferson

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County; to be served with high quality care and to constantly improve what we've been doing. That is her goal.

- Simon stated that comments like "this is a vendetta" are counterproductive and are uncalled for and requested to have them noted in the minutes. He further mentioned that he lives up on the mountain, and the last thing anyone here wants is for there to be any compromise in service on the mountain, or anywhere in the county.

ADJOURNMENT

- Motion to adjourn by Faas, 2nd by Jackson - Motion carries unanimously on voice vote. Meeting adjourned at 8:32 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)

Through January

Income		Expenses	Allocation	YTD Spend	Forecast
JCC - Gen. Fund	\$ 2,622,847	Full-time wages	\$ 1,979,621	\$ 1,129,566 ▲ 57%	\$ 1,979,188 ▲ 432
JCC - Amb. Fee	\$ 936,973	Part-time wages	\$ 163,668	\$ 93,552 ▲ 57%	\$ 163,598 ▲ 70
TB Assn.	\$ 17,378.69	Overtime*	\$ 188,627	\$ 110,247 ■ 58%	\$ 188,627 ▲ 0
CARES	\$ 120,532.06	WC & payroll tax	\$ 347,568	\$ 198,130 ▲ 57%	\$ 344,051 ▲ 3,517
Sale of assets	\$ 12,999.99	Fringe	\$ 565,250	\$ 301,393 ▲ 53%	\$ 557,723 ▲ 7,527
Other	\$ 6,637.17	All other expenses	\$ 441,996	\$ 252,696 ▲ 57%	\$ 453,543 ▼ (11,547)
Some income (i.e., dedicated grants) may not be reflected here.		Total	\$ 3,686,729	\$ 2,085,585 ▲ 57%	\$ 3,686,729

**Includes Holiday pay paid at OT rate, which is not 'worked hours'*

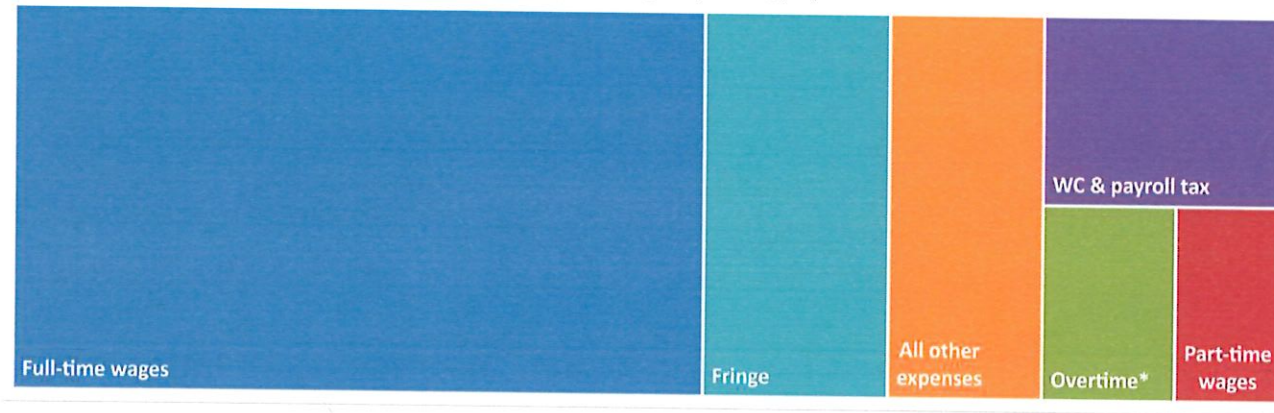
Bank Account Balances

as of: January 31, 2021

General	\$ 763,601
Payroll	\$ 167,116
Amb. Fee	\$ 574,302
Mortgage	\$ 145,179

Annual mortgage cost of \$81K not included in expenses as it is covered through impact fee budget.

YTD Spending - by Category



58% of fiscal year complete based on 15 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2021 (July 2020 - June 2021) Through January Fund: **COMBINED**

	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
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	130,270	141,915	148,707	150,157	155,680	241,005	161,833	154,199	154,199	154,199	154,199	232,826	1,979,188
Part Time	14,333	12,388	11,156	11,769	14,252	17,030	12,625	12,736	12,736	12,736	12,736	19,103	163,598
Overtime	13,182	8,401	12,818	12,582	15,839	25,465	21,960	15,000	15,000	15,000	15,000	18,380	188,627
Worker Comp	13,150	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	166,204
FICA/Med	12,140	12,237	12,964	13,069	13,942	21,753	15,391	13,918	13,918	13,918	13,918	20,679	177,847
Subtotal	183,075	188,854	199,558	201,491	213,627	319,168	225,722	209,767	209,767	209,767	209,767	304,901	2,675,463
Medical Ins	21,407	20,054	19,993	28,728	27,187	(2,527)	27,313	27,983	27,983	27,983	27,983	27,983	282,071
Ancillary (dent,visn,life)	2,929	5,910	2,974	4,342	5,426	3,434	5,535	3,970	3,970	3,970	3,970	3,970	50,400
Retirement	14,891	14,844	17,373	17,088	18,005	27,858	18,627	17,528	17,528	17,528	17,528	26,453	225,252
Subtotal	39,228	40,808	40,340	50,157	50,618	28,765	51,475	49,481	49,481	49,481	49,481	58,406	557,723
Fuel	545	797	568	755	571	666	480	700	700	700	700	700	7,882
Rep & Maint (Auto)	266	40	33	270	85	882	694	500	500	500	500	500	4,770
License / Svc Contracts	-	-	-	14,853	-	0	131	-	-	-	100	300	15,384
Medical Exp	-	-	-	29,899	35	105	-	70	70	70	70	70	30,389
Ems Supples	726	12,555	(3,710)	3,992	878	(1,663)	2,393	3,000	1,000	3,000	3,000	1,000	26,172
Backgroun Ck	202	70	414	-	135	-	-	338	467	467	467	467	3,025
Uniforms/Fire Gear	1,973	17,113	602	4,362	6,224	11,594	3,365	8,000	8,000	8,000	8,000	18,000	95,233
Trav / Train (non-wage)	1,233	6,027	2,887	9,653	2,615	3,243	9,520	1,500	1,500	1,500	1,500	1,500	42,678
Subtotal	4,946	36,602	794	63,784	10,543	14,827	16,582	14,108	12,237	14,237	14,336	22,537	225,533
Auto Ins.	783	783	783	783	783	783	783	783	783	783	783	783	9,399
Liability Ins.	4,266	4,266	4,266	4,266	4,266	4,266	4,266	3,697	3,697	3,697	3,697	3,697	48,347
Prof Svc	2,050	2,050	2,050	2,950	3,425	3,850	3,350	2,950	2,950	2,950	2,950	2,950	34,475
Tech Svc	1,393	-	580	485	1,381	580	4,454	1,100	1,100	1,100	1,100	1,100	14,372
Office Exp	491	831	1,711	1,082	472	1,676	269	820	820	820	820	820	10,631
Equip Rent	932	312	729	312	312	312	312	550	550	550	550	550	5,969
Utilities	1,749	1,734	2,102	1,705	1,960	2,502	2,279	2,300	2,000	2,000	2,000	2,118	24,448
Rep & Maint (Facility)	67	47	65	208	65	-	-	450	450	450	450	450	2,702
Audit Costs	-	0	0	-	7,463	-	-	-	-	-	-	504	7,967
Other (Unemp./Conting	88	-	746	-	63	134	571	-	-	-	-	52,387	53,989
Subtotal	11,818	10,023	13,032	11,790	20,190	14,102	16,284	12,650	12,350	12,350	12,351	65,359	212,300
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,667	1,667	1,667	1,667	1,667	15,711
Total	240,121	277,342	254,779	328,276	296,032	377,917	311,117	287,672	285,501	287,501	287,601	452,869	3,686,729
Cumulative Expenses	240,121	517,463	772,242	1,100,518	1,396,550	1,774,467	2,085,585	2,373,256	2,658,758	2,946,259	3,233,860	3,686,729	

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2021 (July 2020 - June 2021) Through January Fund: GENERAL

	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
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	85,666	66,838	114,794	120,407	131,982	205,857	133,615	140,000	140,000	140,000	140,000	210,000	1,629,159
Part Time	87	61	20	-	51	-	-	-	-	-	-	-	219
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
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	8,595	8,998	9,885	15,836	10,640	10,710	10,710	10,710	10,710	16,065	124,703
Subtotal	101,212	81,443	132,871	138,867	151,380	231,156	153,717	160,172	160,172	160,172	160,172	235,527	1,866,861
Hosp	12,837	10,719	17,894	21,504	23,767	(2,232)	23,893	25,252	25,252	25,252	25,252	25,252	234,642
Life	1,176	4,445	1,448	3,417	4,321	2,796	4,596	3,417	3,417	3,417	3,417	3,417	39,284
Retirement	8,995	6,087	12,470	12,643	13,858	21,615	14,030	14,700	14,700	14,700	14,700	22,050	170,547
Subtotal	23,008	21,250	31,812	37,564	41,946	22,179	42,518	43,369	43,369	43,369	43,369	50,719	444,472
Fuel	545	797	568	755	571	666	480	700	700	700	700	700	7,882
Rep & Maint (Auto)	266	40	33	270	85	882	694	500	500	500	500	500	4,770
License / Svc Contracts	-	-	-	14,853	-	0	131	-	-	-	100	300	15,384
Medical Exp	-	-	-	29,899	35	105	-	70	70	70	70	70	30,389
Ems Supples	726	12,555	(3,710)	3,992	878	(1,663)	2,393	3,000	1,000	3,000	3,000	1,000	26,172
Backgroun Ck	202	70	414	-	135	-	-	338	467	467	467	467	3,025
Uniforms/Fire Gear	1,973	17,113	602	4,362	6,224	11,594	3,365	8,000	8,000	8,000	8,000	18,000	95,233
Trav/Train (non-wage)	1,233	6,027	2,887	9,653	2,615	3,243	9,520	1,500	1,500	1,500	1,500	1,500	42,678
Subtotal	4,946	36,602	794	63,784	10,543	14,827	16,582	14,108	12,237	14,237	14,336	22,537	225,533
Auto Ins.	783	783	783	783	783	783	783	783	783	783	783	783	9,399
Liability Ins.	3,006	3,006	3,006	3,006	3,006	3,006	3,006	2,437	2,437	2,437	2,437	2,437	33,227
Prof Svc	2,050	2,050	2,050	2,950	3,425	3,850	3,350	2,950	2,950	2,950	2,950	2,950	34,475
Tech Svc	1,393	-	580	485	1,381	580	4,454	1,100	1,100	1,100	1,100	1,100	14,372
Office Exp	491	831	1,711	1,082	472	1,676	269	820	820	820	820	820	10,631
Equip Rent	932	312	729	312	312	312	312	550	550	550	550	550	5,969
Utilities	1,749	1,734	2,102	1,705	1,960	2,502	2,279	2,300	2,000	2,000	2,000	2,118	24,448
Rep & Maint (Facility)	67	47	65	208	65	-	-	450	450	450	450	450	2,702
Audit Costs	-	0	0	-	7,463	-	-	-	-	-	-	504	7,967
Other (Unemp./Conting)	88	-	746	-	63	134	571	-	-	-	-	52,387	53,989
Subtotal	10,558	8,763	11,772	10,530	18,930	12,842	15,024	11,390	11,090	11,090	11,091	64,099	197,180
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,667	1,667	1,667	1,667	1,667	15,711
Total	140,778	149,113	178,303	251,799	223,853	282,058	228,896	230,705	228,535	230,535	230,635	374,548	2,749,757
Cumulative Expenses	140,778	289,891	468,194	719,993	943,846	1,225,904	1,454,799	1,685,505	1,914,039	2,144,574	2,375,208	2,749,757	

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2021 (July 2020 - June 2021) Through January Fund: **Amb. Fee**

	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
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
Full Time	44,604	75,076	33,913	29,750	23,698	35,148	28,218	14,199	14,199	14,199	14,199	22,826	350,029
Part Time	14,246	12,326	11,136	11,769	14,201	17,030	12,625	12,736	12,736	12,736	12,736	19,103	163,378
Overtime	13,182	8,401	12,818	12,582	15,839	25,465	21,960	15,000	15,000	15,000	15,000	18,380	188,627
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	53,424
FICA/Med	5,379	7,156	4,368	4,071	4,057	5,917	4,750	3,208	3,208	3,208	3,208	4,614	53,144
Subtotal	81,862	107,411	66,687	62,624	62,247	88,013	72,005	49,595	49,595	49,595	49,595	69,374	808,602
Hosp	8,571	9,336	2,099	7,224	3,420	(295)	3,420	2,731	2,731	2,731	2,731	2,731	47,429
Life	1,753	1,465	1,526	924	1,105	638	940	553	553	553	553	553	11,116
Retirement	5,897	8,757	4,903	4,445	4,147	6,243	4,597	2,828	2,828	2,828	2,828	4,403	54,705
Subtotal	16,221	19,558	8,528	12,593	8,672	6,586	8,957	6,112	6,112	6,112	6,112	7,687	113,250
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems Supples	-	-	-	-	-	-	-	-	-	-	-	-	-
Backgroun Ck	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto Ins.	-	-	-	-	-	-	-	-	-	-	-	-	-
Liability Ins.	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	15,120
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	15,120
Equipment Dep.	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	99,343	128,229	76,476	76,478	72,179	95,859	82,222	56,967	56,967	56,967	56,967	78,321	936,973
Cumulative Expenses	99,343	227,572	304,048	380,525	452,705	548,563	630,785	687,752	744,718	801,685	858,652	936,973	

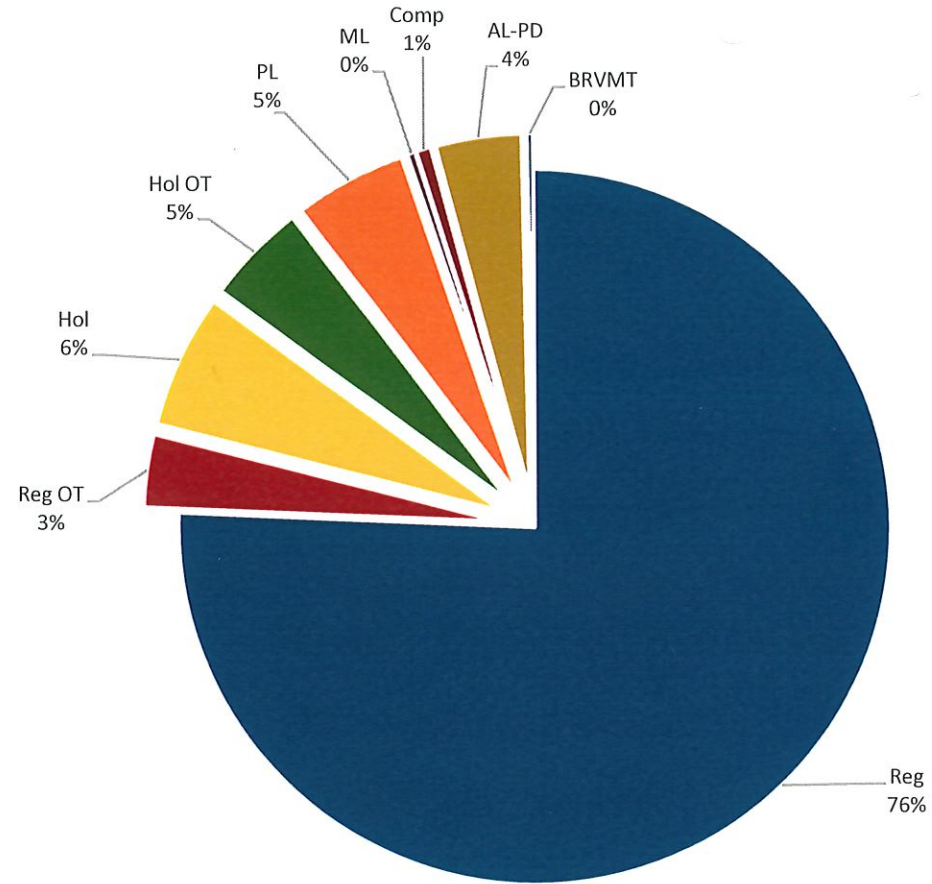
FisYr 2021
 PayMo. 1

Pay Type	Hours
Reg	6,310
Reg OT	275
Hol	508
Hol OT	384
PL	424
ML	32
Comp	56
MIL	
AL-PD	328
Alt Duty	
BRVMT	24
UL	-

Total: 8,341
 OT/Total: 3.3%

Worked: 6,585
 OT/Worked 4.2%

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
- 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