



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

Meeting Minutes February 16, 2021

The February regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:05 p.m. on Tuesday, February 16, 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 7:05 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	No	Steve Harris	No
Joshua Stillwell	Yes	Ross Morgan	No

APPROVAL OF MINUTES

- Motion by Faas, 2nd by Troxel to approve the January 13, 2021 – *Special* meeting minutes as submitted - Motion carries unanimously on voice vote.
- Motion by Jackson, 2nd by Troxel to approve the January 19, 2021 *Regular* meeting minutes as submitted - Motion carries unanimously on voice vote.

PROGRESS REPORT – BRMVFC

- Faas presented his summary of the current status of BRMVFC and the progress made to date. He also stated that the WV State Fire Commission had not yet completed their final report. BRMVFC was represented at the meeting by Christian Riddell, Esq., and Nicola Smith, Esq., who, along with Chief Cogle requested that the Board immediately return 24/7 ESA staffing operations at BRMVFC. Upon review of the remaining uncorrected issues, including the as yet

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incomplete final report by the WV State Fire Commission, the following motion was made, and the ESA Board agreed that all remaining issues would be discussed at the next regular meeting.

- Motioned by Jackson, 2nd by Stillwell, whereupon the Board voted to postpone further action at this time and review the staffing issue at the next regular meeting. 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 January 2021. This included the Directors financial report for the month of January 2021.
- Motioned by Jackson, 2nd by Faas to approve agency expenses as presented - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon and the ESA Board Members welcomed the two newly elected Citizen Representatives, Joshua Stillwell, and Steve Harris. Simon also mentioned ESA now has a full board consisting of seven members.

JCFRA REPORT

- Simon mentioned Chief Ross Morgan is not present – therefore the association update will be deferred to next month's regular board meeting in March.

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Final FY22 Budget Presentation was completed and introduced to the County Commission on Tuesday, February 9th by Keyser and Captain Burner and should be finalized around March 2021.
- On January 27th, the Charles Town Women of the Moose Chapter #1028 selected ESA as one of the local recipients to receive an annual check donation for \$250.00 Normally they have an annual dinner presentation, but due to COVID checks were mailed this year.
- Captain Burner mentioned Workman's Comp with WVCorp-Risk Pool
 - ESAs past risk-mod was above 1 – meaning higher rates. Last year's risk-mod was .83, and we're happy to report that this year our preliminary risk-mod for next year will be .80 meaning we're not costing Workers Comp as much and we're below average.
 - Credit to policy and program changes made over the past years, and our safety officers relentless in making sure we're finding, fixing, and making certain to keep our people safe.
 - Special thanks to Deputy Safety Officers Lt. Sara Considine and Technician Ryan, and everyone for staying safe - proof is in the numbers!

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BOARD MEMBER REQUESTS

- Jackson mentioned how some county agencies have opened backup meetings to the public with limited occupancy taking COVID restrictions into consideration. She would like to see ESA do the same.
 - After discussion, the board agreed to open monthly board meetings backup to the public determined on the allowed maximum room occupancy square footage of 15 people in order to stay in compliance with COVID19 Health Department restrictions – as it stands, there are 12 board members and 2 required staff members leaving only (1) spot for a public citizen to attend the monthly meeting.
 - **ACTION:** To allow the public to attend ESA meetings providing they pre-register, and that it does not result in more than 15 people occupying the meeting room at any one given time.
 - Motioned by Faas, 2nd by Jackson to approve as agreed by the board - Motion carries unanimously on voice vote.

Note: Only (1) public citizen will be approved to attend the monthly meeting based on the first request received following the Regular Monthly Meeting "Public Comment" guidelines posted on the jcesa.org website – until such time the board revisits and motions to change.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT - None

BOARD MEMBER COMMENTS - None

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Faas - Motion carries unanimously on voice vote. Meeting adjourned at 7:46 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.



Approved - Elliot Simon, JCESA Chair

3/16/21

Date

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SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: FEBRUARY 16, 2021

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>Tricia Jackson</u> |
| 4 - <u>Allen Keyser</u> | 5 - <u>Elliot Simon</u> | 6 - <u>Anthony Trexler</u> |
| 7 - <u>Joshua Stillwell</u> | 8 - <u>Craig Simpson</u> | 9 - <u>Nathan Cochran *</u> |
| 10 - _____ | 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>Christian Riddell, Esq.</u> <small>The Law Offices of Stedman & Riddell</small>	<u>Chief Earl Cogle, Co. 5 BRMVFC</u>	<input checked="" type="checkbox"/>	_____
4 - <u>Nicola Smith, Esq.</u>	<u>Chief Earl Cogle, Co. 5 BRMVFC</u>	<input checked="" type="checkbox"/>	_____
5 - <u>Warren Royce</u>	<u>Asst Chief, Co 5 BRMVFC</u>	<input checked="" type="checkbox"/>	_____
6 - <u>Tiffany Long</u>	<u>Pres., Co 5 BRM VFC</u>	_____	<input checked="" type="checkbox"/>
7 - _____	NOT OPEN TO PUBLIC DUE TO COVID-19		
8 - _____	_____	_____	_____
9 - <u>Earl Cogle</u>	<u>Chief BRM VFC 5</u>	<input checked="" type="checkbox"/>	_____
10 - _____	_____	_____	_____
11 - _____	_____	_____	_____