

Jefferson County

Emergency Services Agency



Board Meeting

April 20, 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 April 20, 2021

The April meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, April 20, 2021.

This meeting will be held via video conferencing and the public will not be permitted into the building unless prior approval by request due to COVID19 restrictions and limited occupancy per the agreement of the JCESA Board. However, they are invited to attend via live stream by following the *Live Board Meeting* link, 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 for *public comment* and include your name.

ROLL CALL Sign-in Sheet – Call to Order by *Elliot Simon, Chairman*

PLEDGE OF ALLEGEANCE

APPROVAL OF MINUTES

- March 16, 2021 - Regular Meeting Minutes (*Discussion/Action*)

PROGRESS REPORT - BRM VFC

TREASURER'S REPORT

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

CHAIRMAN'S REPORT

- Director Allen Keyser' Resignation Letter

JCFRA REPORT

- Association Update – Chief Ross Morgan

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*

DIRECTORS REPORT

- Life Saving and Unit Citation Award Ceremony – Thursday, May 27th beginning at 8:30am and concluding around 12:30-1pm. (57) individuals to receive awards related to (6) lives saved. *(schedule details attached)*
- Keyser Retirement & Process to fill Director's Position *(Discussion/Action)*
- Revised Staffing Priority & Sequence Plan *(Discussion/Action)*

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 March 16, 2021

The March regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, March 16, 2021 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

This meeting was held via video conferencing and was limited to the number of attendees in compliance with COVID19 restrictions agreed to by the ESA Board. A live stream link was made available to the public to attend, and posted on the JCESA website, agenda, and displayed on the front lobby window.

CALL TO ORDER

- The meeting was called to order at 7:01p.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	No
Nathan Cochran	Yes*	Bob Faas	Yes*
Dr. Marney Treese	Yes*	Steve Harris	Yes
Joshua Stillwell	Yes*	Ross Morgan	Yes

APPROVAL OF MINUTES

- Motion by Jackson, 2nd by Troxel to approve the February 16, 2021 *Regular* meeting minutes as submitted - Motion carries unanimously on voice vote.

PROGRESS REPORT – BRM VFC

- Faas mentioned that all progress reports are currently waiting on the final decision from the WV Fire Commission. Their monthly meeting will take place on April 4th, and the ESA Board hopes to receive an update soon thereafter, and then can provide an update progress report at the next regular meeting.

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 February 2021. This included the Directors financial report for the month of February 2021

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- Motion by Jackson, 2nd by Harris to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT - None

JCFRA REPORT

- Chief Ross Morgan provided the following Association update:
 - The Association unanimously accepted the report from the Standards Committee as written, related to Blue Ridge Mountain Volunteer Fire Company 5. Further mentioning that it was very positive.
 - Came across OG's that will need to be reviewed and updated.
 - Discussed *Nature Codes* with Joe Murphy the Deputy Director of the JC Communications Center. Will meet again to further discuss updates.
 - Morgan mentioned Stephanie Grove was present and reported that she is still waiting to hear back from Stillman Contract Services regarding a price to install a response plan – Ross expressed his concerns regarding the time and money already invested, and still no response plan.

DIRECTOR'S REPORT

Director Keyser reported on the following:

- ESA submitted a grant request to the TB Association on March 5, 2021, which was approved on March 15th. This grant will allow ESA to purchase critically needed lifesaving respiratory related training equipment that will be utilized by staff, students, and community in training.
- ESA received a letter of "Financial Monitoring Review & Certificate" on February 17, 2021 in regards to the FEMA Grant stating there were no issues, corrective actions, or questions, as it is now completed and closed out.

BOARD MEMBER REQUESTS – None

UNFINISHED BUSINESS - None

NEW BUSINESS

- Jackson stated that she and the County Commission are aware of the challenges ESA faces when assigning staff coverage. Although ESA requested 7 additional staff members and only 3 were approved, she asked Capt. Burner to explain to the board the challenges ESA faces. He explained the challenges, and the importance of how it affects the end goal of having 7 staff members' verses 3.
 - Board members agreed that ESA needs to place staffing in areas where they can be most utilized. Dr. Treese mentioned that the data clearly shows Capt. Burner is doing it right.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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- Motion by Jackson, 2nd by Troxel recommending that Director Keyser and Capt. Burner assign staff based on call volume and demand - Motion carries unanimously on voice vote.
- Chairman Simon on the recommendation of Counsel Cochran asked that the Board go into executive session in order to receive legal advice regarding the Jefferson County Circuit Court Civil Action #17-C-174; and to discuss any legal liability related to policies between volunteer fire departments and ambulance services.
 - Motion by Jackson, 2nd by Troxel at 7:31pm to go into executive session - Motion carries unanimously on voice vote.
- Chairman Simon recommended that the Board come out of executive session at 8:30pm - Motion by Troxel, 2nd by Harris - Motion carries unanimously on voice vote.
- Chairman Simon on the recommendation of legal counsel the ESA Board authorizes James Marshall, Esq., to proceed to negotiate a settlement regarding JCCC Civil Action #17-C-174.
 - Motion by Jackson, 2nd by Troxel authorizing James Marshall, Esq., to proceed with the settlement of JCCC Civil Action #17-C-174 – Motion passed 5 to 1, with Stillwell opposed.
- The ESA Board discussed the Policy regarding ESA Staff and Volunteering at Fire Departments - The board voted to table this topic allowing them to further research to better understand the full implications before making any conclusion taking into consideration to recognize the potential impact. This would allow them more time to carefully consider the issues and be well-informed in order to reach an appropriate decision.
 - Motion by Troxel, 2nd by Faas to table for future meeting discussion - Motion carries unanimously on voice vote.

PUBLIC COMMENT - None

BOARD MEMBER COMMENTS - None

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Harris - Motion carries unanimously on voice vote. Meeting adjourned at 8:36 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Income		Expenses	Full-Year Allocation	YTD Spend	Forecast
JCC - Gen. Fund	\$ 2,622,847	Full-time wages	\$ 1,986,221	\$ 1,430,961 ▲72%	\$ 1,986,185 ▲ 36
JCC - Amb. Fee	\$ 936,973	Part-time wages	\$ 163,668	\$ 116,438 ▲71%	\$ 162,595 ▲ 1,072
TB Assn.	\$ 17,378.69	Overtime*	\$ 182,027	\$ 128,330 ▲71%	\$ 176,710 ▲ 5,317
CARES	\$ 120,532.06	WC & payroll tax	\$ 344,568	\$ 251,343 ▲73%	\$ 342,792 ▲ 1,776
Sale of assets	\$ 12,999.99	Fringe	\$ 565,250	\$ 394,382 ▲70%	\$ 553,386 ▲ 11,864
Other	\$ 6,637.17	All other expenses	\$ 451,982	\$ 293,834 ▲65%	\$ 475,047 ▼ (23,065)
Total		Total	\$ 3,693,715	\$ 2,615,288 ▲71%	\$ 3,696,715

Some income (i.e., dedicated grants) may not be reflected here.

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

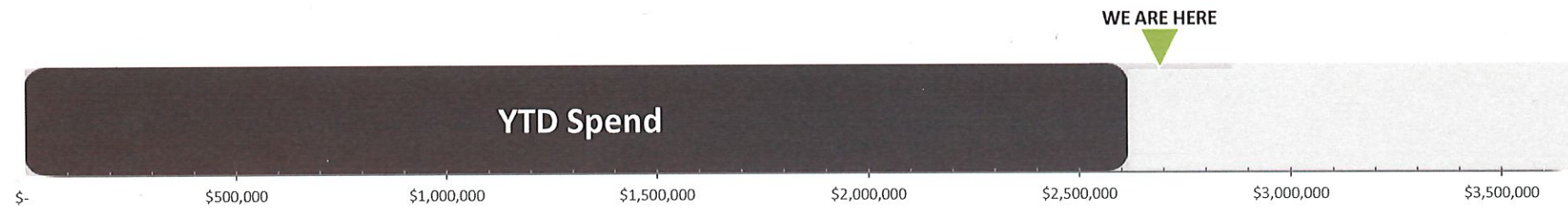
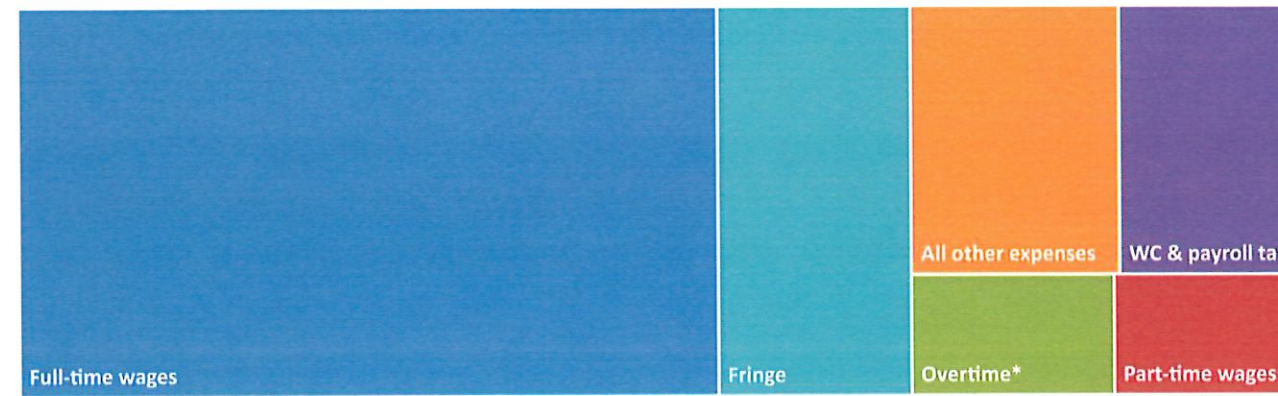
Bank Account Balances

as of: March 31, 2021

General	\$ 538,657
Payroll	\$ 15,160
Amb. Fee	\$ 489,969
Mortgage	\$ 131,713

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

YTD Spending - by Category



73% of fiscal year complete based on 19 out of 26 pay periods finalized.

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	2	2	2	2	3	2	2	2	2	2	3	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast
Full Time	130,270	141,915	148,707	150,157	155,680	241,005	161,833	153,329	148,066	157,199	158,199	239,826	1,986,185
Part Time	14,333	12,388	11,156	11,769	14,252	17,030	12,625	9,605	13,281	13,527	13,527	19,103	162,595
Overtime	13,182	8,401	12,818	12,582	15,839	25,465	21,960	9,968	8,115	15,000	15,000	18,380	176,710
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	12,917	12,468	14,208	14,285	21,214	176,588
Subtotal	183,075	188,854	199,558	201,491	213,627	319,168	225,722	199,732	195,845	213,848	214,925	312,437	2,668,282
Medical Ins	21,407	20,054	19,993	28,728	27,187	(2,527)	27,313	26,144	27,219	27,983	27,983	27,983	279,468
Ancillary (dent,visn,life)	2,929	5,910	2,974	4,342	5,426	3,434	5,535	3,383	3,441	3,970	3,970	3,970	49,285
Retirement	14,891	14,844	17,373	17,088	18,005	27,858	18,627	16,760	16,042	17,926	18,031	27,188	224,633
Subtotal	39,228	40,808	40,340	50,157	50,618	28,765	51,475	46,287	46,702	49,879	49,984	59,141	553,386
Fuel	545	797	568	755	571	666	480	607	1,364	700	700	700	8,453
Rep & Maint (Auto)	266	40	33	270	85	882	694	58	474	500	500	500	4,301
License / Svc Contracts	-	-	-	14,853	-	0	131	875	0	-	100	300	16,259
Medical Exp	-	-	-	29,899	35	105	-	469	644	70	70	70	31,362
Ems Supples	726	12,555	(3,710)	3,992	878	(1,663)	2,393	4,462	(3,910)	7,500	3,000	1,000	27,224
Uniforms/Fire Gear	1,973	17,113	602	4,362	6,224	11,594	3,365	431	2,785	10,000	21,000	26,000	105,449
Trav / Train (non-wage)	1,233	6,027	2,887	9,653	2,615	3,243	9,608	742	3,217	4,500	1,500	1,500	46,725
Subtotal	4,744	36,532	380	63,784	10,408	14,827	16,671	7,644	4,573	23,270	26,870	30,070	239,773
Auto & Liability Ins.	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	4,480	4,480	4,480	58,883
Prof Svc	2,252	2,120	2,464	2,950	3,560	3,850	3,350	2,750	2,783	3,417	3,417	3,417	36,329
Tech Svc	1,393	-	580	485	1,381	580	4,454	1,333	240	1,200	1,200	1,200	14,045
Office Exp/Equip Rent	1,422	1,143	2,440	1,393	784	1,988	581	598	1,984	1,370	1,370	1,370	16,443
Utilities	1,749	1,734	2,102	1,705	1,960	2,502	2,910	1,735	3,680	2,000	2,000	2,118	26,194
Rep & Maint (Facility)	67	47	65	208	65	-	-	-	0	1,400	950	450	3,252
Audit Costs	-	0	0	-	7,463	-	-	-	0	-	-	504	7,967
Other (Unemp./Conting)	88	-	746	-	63	134	571	125	767	-	-	55,181	57,675
Subtotal	12,020	10,093	13,446	11,790	20,325	14,102	16,915	11,590	14,503	13,867	13,417	68,719	220,788
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,667	1,667	1,667	14,486
Total	240,121	277,342	254,779	328,276	296,032	377,917	311,837	266,307	262,677	302,531	306,862	472,033	3,696,715
Cumulative Expenses	240,121	517,463	772,242	1,100,518	1,396,550	1,774,467	2,086,304	2,352,611	2,615,288	2,917,819	3,224,681	3,696,715	

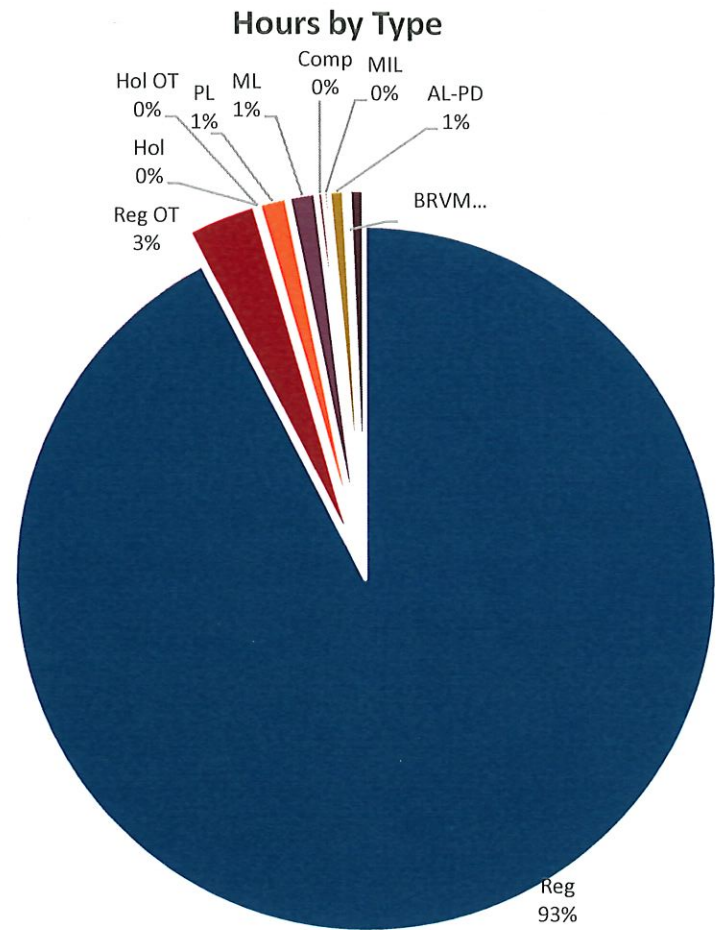
Jefferson County Emergency Services Agency Monthly Expense Budget - FY2021 (July 2020 - June 2021) Through March Fund: GENERAL

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	2	2	2	2	3	2	2	2	2	2	3	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast
Full Time	85,666	66,838	114,794	120,407	131,982	205,857	133,615	133,775	132,901	143,000	144,000	217,000	1,629,835
Part Time	87	61	20	-	51	-	-	-	0	-	-	-	219
Overtime	-	-	-	-	-	-	-	-	0	-	-	-	0
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	9,966	9,702	10,940	11,016	16,601	124,022
Subtotal	101,212	81,443	132,871	138,867	151,380	231,156	153,717	153,203	152,065	163,402	164,478	243,063	1,866,857
Hosp	12,837	10,719	17,894	21,504	23,767	(2,232)	23,893	23,727	24,652	25,252	25,252	25,252	232,517
Life	1,176	4,445	1,448	3,417	4,321	2,796	4,596	3,152	3,044	3,417	3,417	3,417	38,646
Retirement	8,995	6,087	12,470	12,643	13,858	21,615	14,030	13,662	13,615	15,015	15,120	22,785	169,894
Subtotal	23,008	21,250	31,812	37,564	41,946	22,179	42,518	40,541	41,311	43,684	43,789	51,454	441,056
Fuel	545	797	568	755	571	666	480	607	1,364	700	700	700	8,453
Rep & Maint (Auto)	266	40	33	270	85	882	694	58	474	500	500	500	4,301
License / Svc Contracts	-	-	-	14,853	-	0	131	875	0	-	100	300	16,259
Medical Exp	-	-	-	29,899	35	105	-	469	644	70	70	70	31,362
Ems Supples	726	12,555	(3,710)	3,992	878	(1,663)	2,393	4,462	(3,910)	7,500	3,000	1,000	27,224
Uniforms/Fire Gear	1,973	17,113	602	4,362	6,224	11,594	3,365	431	2,785	10,000	21,000	26,000	105,449
Trav/Train (non-wage)	1,233	6,027	2,887	9,653	2,615	3,243	9,608	742	3,217	4,500	1,500	1,500	46,725
Subtotal	4,744	36,532	380	63,784	10,408	14,827	16,671	7,644	4,573	23,270	26,870	30,070	239,773
Auto & Liability Ins.	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,220	3,220	3,220	43,763
Prof Svc	2,252	2,120	2,464	2,950	3,560	3,850	3,350	2,750	2,783	3,417	3,417	3,417	36,329
Tech Svc	1,393	-	580	485	1,381	580	4,454	1,333	240	1,200	1,200	1,200	14,045
Office Exp/Equip Rent	1,422	1,143	2,440	1,393	784	1,988	581	598	1,984	1,370	1,370	1,370	16,443
Utilities	1,749	1,734	2,102	1,705	1,960	2,502	2,910	1,735	3,680	2,000	2,000	2,118	26,194
Rep & Maint (Facility)	67	47	65	208	65	-	-	-	0	1,400	950	450	3,252
Audit Costs	-	0	0	-	7,463	-	-	-	0	-	-	504	7,967
Other (Unemp./Conting	88	-	746	-	63	134	571	125	767	-	-	55,181	57,675
Subtotal	10,760	8,833	12,186	10,530	19,065	12,842	15,655	10,330	13,243	12,607	12,157	67,459	205,668
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,667	1,667	1,667	14,486
Total	140,778	149,113	178,303	251,799	223,853	282,058	229,615	212,772	212,247	244,629	248,961	393,713	2,767,839
Cumulative Expenses	140,778	289,891	468,194	719,993	943,846	1,225,904	1,455,519	1,668,291	1,880,537	2,125,166	2,374,127	2,767,839	

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

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	2	2	2	2	3	2	2	2	2	2	3	26
Expenses	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast
Full Time	44,604	75,076	33,913	29,750	23,698	35,148	28,218	19,554	15,165	14,199	14,199	22,826	356,350
Part Time	14,246	12,326	11,136	11,769	14,201	17,030	12,625	9,605	13,281	13,527	13,527	19,103	162,376
Overtime	13,182	8,401	12,818	12,582	15,839	25,465	21,960	9,968	8,115	15,000	15,000	18,380	176,710
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	2,951	2,766	3,269	3,269	4,614	52,566
Subtotal	81,862	107,411	66,687	62,624	62,247	88,013	72,005	46,529	43,779	50,447	50,447	69,374	801,425
Hosp	8,571	9,336	2,099	7,224	3,420	(295)	3,420	2,417	2,568	2,731	2,731	2,731	46,951
Life	1,753	1,465	1,526	924	1,105	638	940	232	397	553	553	553	10,639
Retirement	5,897	8,757	4,903	4,445	4,147	6,243	4,597	3,098	2,427	2,911	2,911	4,403	54,739
Subtotal	16,221	19,558	8,528	12,593	8,672	6,586	8,957	5,746	5,391	6,195	6,195	7,687	112,330
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems Supples	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto & 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	53,535	50,430	57,902	57,902	78,321	928,875
Cumulative Expenses	99,343	227,572	304,048	380,525	452,705	548,563	630,785	684,320	734,751	792,653	850,554	928,875	

FisYr	2021
PayMo.	3
Pay Type	Hours
Reg	6,716
Reg OT	231
Hol	-
Hol OT	-
PL	92
ML	90
Comp	19
MIL	16
AL-PD	48
Alt Duty	
BRVMT	12
UL	48
Total:	7,272
OT/Total:	3.2%
Worked:	6,947
OT/Worke	3.3%



Definitions

- Reg Regular worked hours (Straight time)
- Reg OT Reular 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

Life Saving – Unit Citation Award Ceremony

Thursday, May 27, 2021

JCESA – 419 16th Ave, Ranson, WV 25438

1. Incident: 09/03/20 – Cardiac Arrest

08:30 a.m. – (6) Life Saving Award Recipients

Including – (4) Life Saving Award - Civilian Recipients

09:00 a.m. – (11) Unit Citation Award Recipients

2. Incident: 09/07/20 – Cardiac Arrest

09:10 a.m. – (3) Life Saving Award Recipients

09:40 a.m. – (11) Unit Citation Award Recipients

3. Incident: 09/19/20 – Cardiac Arrest

09:50 a.m. – (4) Life Saving Award Recipients

10:20 a.m. – (9) Unit Citation Award Recipients

4. Incident: 02/22/21 – Cardiogenic Shock

10:30 a.m. – (10) Unit Citation Award Recipients

5. Incident: 02/26/21 – Cardiac Arrest

11:10 a.m. – (10) Life Saving Award Recipients

11:40 a.m. – (12) Unit Citation Award Recipients

6. Incident: 03/05/21 – Cardiac Arrest

11:50 a.m. – (9) Life Saving Award Recipients

Including – (2) Life Saving Award - Civilian Recipients

12:20 p.m. – (16) Unit Citation Award Recipients

Join Us in Honoring First Responders & Providers

***** Light Refreshments Available *****