

**Jefferson County
Emergency Services Agency**



Board Meeting

May 18, 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 May 18, 2021

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, May 18, 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

- April 20, 2021 - Regular Meeting Minutes (*Discussion/Action*)

PROGRESS REPORT - BRM VFC

TREASURER'S REPORT

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

CHAIRMAN'S REPORT - None

JCFRA REPORT

- Association Update – *Chief Morgan*

DIRECTOR'S REPORT

- April 22-24, the ESA Hiring/Orientation Processing Team conducted more interviews and (4) offer letters were sent out on May 10, 2021.
- May 17-20, (4) new part time ESA employees will begin orientation class.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

- Reminder - Life Saving and Unit Citation Award Ceremony – Thursday, May 27th beginning at 8:30am and concluding around 12:30-1pm. All invited to attend. 52 First Responders and 6 Civilians will be recognized and receive awards.
- Director's Position was posted internally on May 5th and externally on May 10th.
- JCESA office will be closed Monday, May 31st in honor of Memorial Day.

BOARD MEMBER REQUESTS

- May 3rd – County Commissioners, JCFRA, and ESA had a meeting to discuss future funding plans – *Harris*
- Selection Committee Update - Director's Position – *Simpson*

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 April 20, 2021

The April regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, April 20, 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 7:01 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*	Steve Harris	Yes
Joshua Stillwell	Yes	Ross Morgan	Yes

APPROVAL OF MINUTES

- Motion by Faas, 2nd by Harris to approve the March 16, 2021 *Regular* meeting minutes as submitted - Motion carries unanimously on voice vote.

PROGRESS REPORT – BRM VFC

- Faas meant with Chief Cogle earlier in the week and was informed that the WV Fire Commission is planning to do a site visit in the very near future.
- Board Members agreed that no action or decision will be made to restore staffing from 12 to 24 hour until a final report is provided by the WV Fire Commission.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

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 March 2021. This included the Directors financial report for the month of March 2021 - Motion by Faas, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon stated that it's been a sincere honor and pleasure to serve with, and on the board with Director Allen Keyser. He then presented and read to the board Director Allen Keyser's letter of resignation effective June 25, 2021, at which time Keyser will officially be resigning and retiring from ESA.
- Simon mentioned that his term will end June 31, 2021, which will be the end of his 2nd final term.

JCFRA REPORT

- Morgan had nothing to report from the association - no corium last month.
- Morgan questioned:
 - Being a Citizen Representative of the ESA Board - better clarification:
 - Jackson stated that they cannot be a current, or lifetime member of a Jefferson County Volunteer Fire Department.
 - Regarding Executive Sessions – feels it's being over used and the board needs to be more transparent:
 - Simon explained; recently there have been cases the ESA board has had to go into executive session to confer with legal counsel related to court cases, which is what executive session is for.
- Joint Fire Board Meeting scheduled for Monday, May 3, 2021:
 - Morgan asked for clarification on who would be submitting the agenda - Faas will forward the agenda to all attendees – ESA Board Members, JCFRA, and County Commissioners.
 - Simon mentioned topic of discussion will be on fact finding and funding for the individual fire companies.
 - Simpson noted that ESA personnel run on fire apparatus, so ESA is already acting as a Fire Board. Therefore, the main agenda should be on how to obtain funding for the volunteer fire departments, and getting additional ESA personnel to assist VFD's.
 - Morgan will be the acting Chair to lead this meeting.
- Chief Morgan stated - on behalf of JCFRA we would like to thank Director Keyser for everything he's done over the course of his tenure as Grant Coordinator and Director – he's done an awesome job putting the community first and recognizing that Jefferson County is a unique county operating with career and volunteers. Special thanks for his help and direction with the association. Enjoy Retirement!

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

DIRECTOR'S REPORT

Director Keyser reported on the following:

- The Life Saving and Unit Citation Award Ceremony will take place here at ESA in the apparatus bay area beginning at 8:30 a.m. and concluding around 1:00 p.m. Thursday, May 27th. (6) Incidents to be recognized honoring multiple recipients.
- Keyser Retirement & Process to fill Director's Position by July 1st:
 - Simon appointed the following as the *Selection Committee* to conduct and carry out the process for the replacement of the new Director:
 - Craig Simpson
 - Robert "Bob" Faas
 - Dr. Marney Treese
 - Joshua Stillwell
 - Simpson acting as Chair, and Faas acting as Vice-Chair.
 - Motion by Faas, 2nd by Simpson to approve - Motion carries unanimously on voice vote.
- Director Keyser and Captain Burner presented the *Revised Staffing Priority & Sequence Plan: (See Exhibit – A)*
 - As of July 1, 2021 – ESA will have a 4th fully staffed Medic unit in Jefferson County.
 - With movement of personnel there will be a total of 5 ambulances fully staffed 7 days a week, 12 hours a day.
 - Motion by Jackson, 2nd by Harris to approve and accept the changes as presented - Motion carries unanimously on voice vote.

BOARD MEMBER REQUESTS

- Simon inquired if there were any updates regarding the *911 Standards Response Time*, and what the next action plan is:
 - Morgan and Jackson both mentioned that there is a program; it just needs to be implemented.
 - Morgan mentioned that EMS response time has improved, but not fire.
 - Jackson's recommendations are that Chief Morgan and Stephanie Grove plan and meet with Spillman CAD Contracting and Director Jeff Polczynsky to further discuss the plan.
 - Morgan mentioned as far as he is aware, Spillman CAD Contracting is to begin working on the plan July 1, 2021.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

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Page 4

PUBLIC COMMENT

- Asst. Chief DeMerritt on behalf of himself and SVFD thanked Director Keyser for his great leadership and transparency over the past 5-years, and wish you the best!
- Asst. Chief DeMerritt expressed SVFD's appreciation for the up staffing. He shared with the board that in 2020, SVFD transported 1000 patients to the hospital by ambulance – 10% (100) by ESA career staff, approx. 7% volunteer staffing, and the remaining were mixed crew.

BOARD MEMBER COMMENTS

- Stillwell – asked Capt. Burner if he could provide an incident response report that would show the number of ESA Staff -vs-Volunteer Members responding to calls.

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Stillwell - Motion carries unanimously on voice vote. Meeting adjourned at 8:08 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	\$ 1,986,221	\$ 1,578,774	\$ 1,976,799
JCC - Amb. Fee	\$ 936,973	\$ 163,668	\$ 129,378	\$ 162,008
TB Assn.	\$ 27,363.23	\$ 182,027	\$ 135,422	\$ 168,802
CARES	\$ 128,330.27	\$ 347,568	\$ 277,706	\$ 341,032
Sale of assets	\$ 12,999.99	\$ 565,250	\$ 441,047	\$ 550,172
Other	\$ 7,833.23	\$ 451,982	\$ 313,941	\$ 497,901
Total		\$ 3,696,715	\$ 2,876,268	\$ 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'

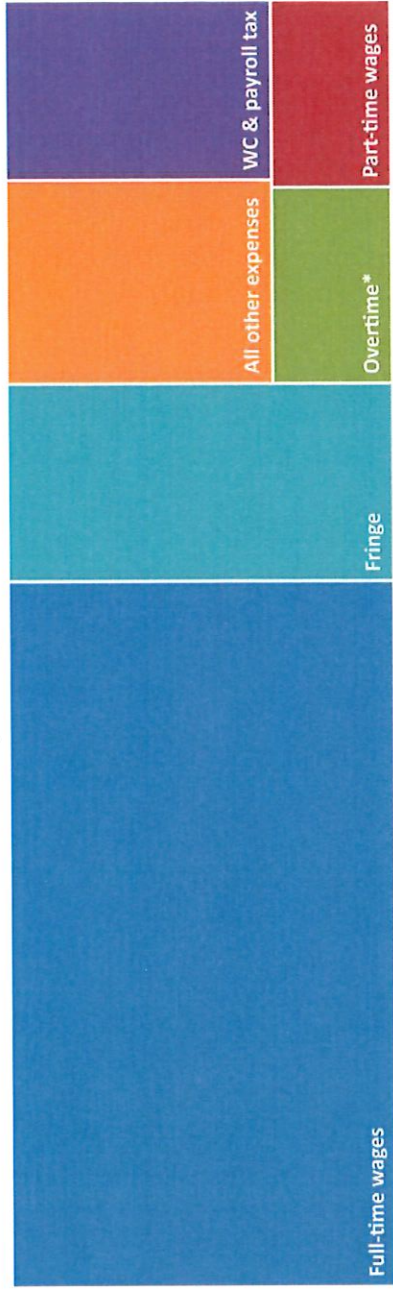
Bank Account Balances

as of: April 30, 2021

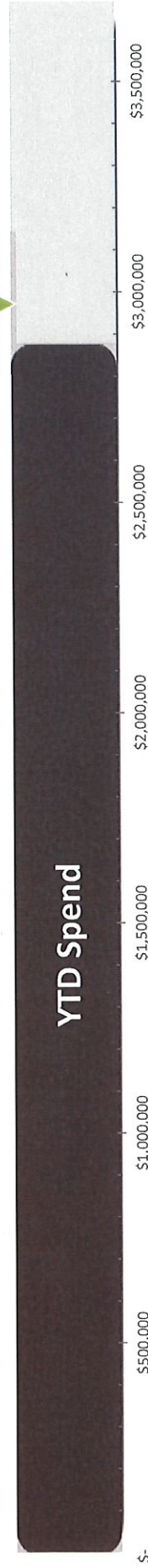
General	\$ 1,011,940
Payroll	\$ 1,634
Amb. Fee	\$ 679,208
Mortgage	\$ 124,983

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

YTD Spending - by Category



WE ARE HERE



81% of fiscal year complete based on 21 out of 26 pay periods finalized.

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

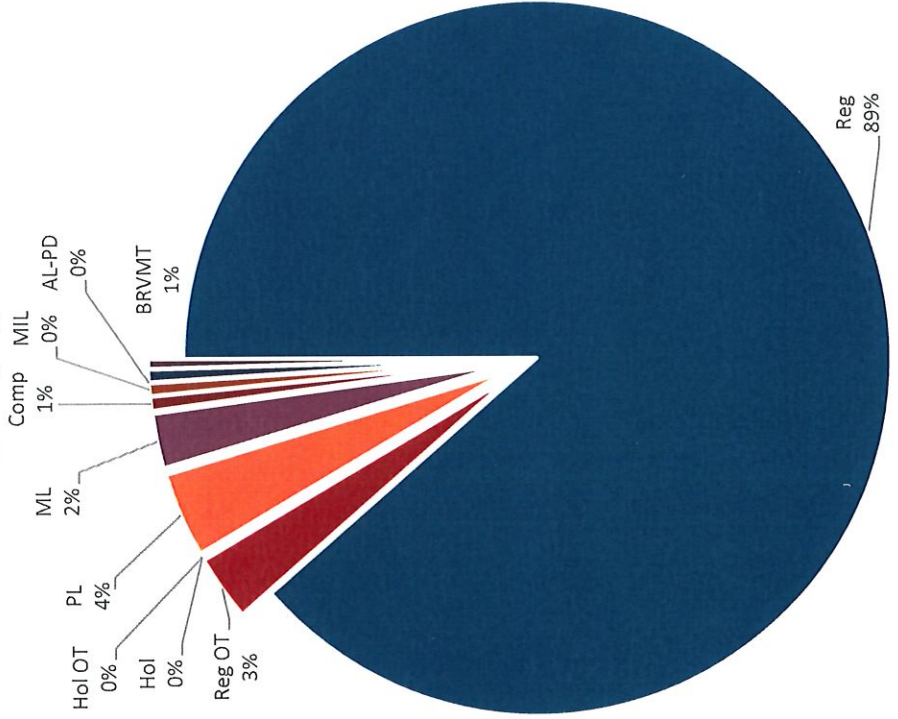
Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	2	26	2	26	2	26	2	26	2	26	2	26	2	26	2	26	2	26	2	26	2	26	2	26	2	26	
Full Time	85,666		114,794		120,407		131,982		205,857		133,615		133,775		132,901		135,252		144,000		135,252		144,000		217,000		1,622,087
Part Time	87		20		-		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		9,462		112,780
FICA/Med	6,761		8,595		8,998		9,885		15,836		10,640		9,966		9,702		9,976		11,016		9,976		11,016		16,601		123,058
Subtotal	101,212		132,871		138,867		151,380		231,156		153,717		153,203		152,065		154,690		164,478		154,690		164,478		243,063		1,858,145
Hosp	12,837		17,894		21,504		23,767		(2,232)		23,893		23,727		24,652		24,171		25,252		25,252		25,252		25,252		231,436
Life	1,176		1,448		3,417		4,321		2,796		4,596		3,152		3,044		3,586		3,417		3,586		3,417		3,417		38,815
Retirement	8,995		12,470		12,643		13,858		21,615		14,030		13,662		13,615		13,774		15,120		13,774		15,120		22,785		168,653
Subtotal	23,008		31,812		37,564		41,946		22,179		42,518		40,541		41,311		41,531		43,789		41,531		43,789		51,454		438,903
Fuel	545		568		755		571		666		480		607		1,364		1,118		700		1,118		700		700		8,871
Rep & Maint (Auto)	266		33		270		85		882		694		58		474		492		500		492		500		500		4,293
License / Svc Contract	-		-		14,853		-		0		131		875		-		-		100		-		100		300		16,259
Medical Exp	-		-		29,899		35		105		-		469		175		179		70		179		70		70		31,002
Em's Supplies	726		(3,710)		3,992		878		(1,663)		2,393		4,462		(3,910)		857		3,000		857		3,000		1,000		20,581
Uniforms/Fire Gear	1,973		602		4,362		6,224		11,594		3,365		431		2,785		1,728		21,000		1,728		21,000		26,000		97,177
Trav/Train (non-wage)	1,233		2,887		9,653		2,615		3,243		9,608		742		3,217		3,558		1,500		3,558		1,500		1,500		45,783
Subtotal	4,744		36,532		63,784		10,408		14,827		16,671		7,644		4,104		7,932		26,870		7,932		26,870		30,070		223,966
Auto & Liability Ins.	3,789		3,789		3,789		3,789		3,789		3,789		3,789		3,789		3,789		3,220		3,789		3,220		3,220		44,332
Prof Svc	2,252		2,464		2,950		3,560		3,850		3,350		2,750		2,858		2,525		3,417		2,525		3,417		3,417		35,512
Tech Svc	1,393		580		485		1,381		580		4,454		1,333		240		170		1,200		170		1,200		1,200		13,015
Office Exp/Equip Rent	1,422		2,440		1,393		784		1,988		581		598		1,984		2,012		1,370		2,012		1,370		1,370		17,085
Utilities	1,749		2,102		1,705		1,960		2,502		2,910		1,735		3,680		1,701		2,000		1,701		2,000		2,118		25,895
Rep & Maint (Facility)	67		47		208		65		-		-		-		-		-		950		-		950		450		1,852
Audit Costs	-		0		-		7,463		-		-		-		-		-		-		-		-		504		7,967
Other (Unemp./Conting)	88		746		-		63		134		571		125		767		58		-		58		-		96,732		99,284
Subtotal	10,760		8,833		12,186		19,065		12,842		15,655		10,330		13,318		10,255		12,157		10,255		12,157		109,010		244,942
Equipment Dep.	1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,667		1,054		1,667		1,667		13,873
Total	140,778		149,113		178,303		223,853		282,058		229,615		212,772		211,853		215,462		248,961		215,462		248,961		435,264		2,779,829
Cumulative Expenses	140,778		289,891		468,194		719,993		1,225,904		1,455,519		1,668,291		1,880,143		2,095,605		2,344,566		2,095,605		2,344,566		2,779,829		2,779,829

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

Expenses	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
Full Time	44,604	75,076	33,913	29,750	23,698	35,148	28,218	19,554	15,165	12,561	14,199	22,826	354,712
Part Time	14,246	12,326	11,136	11,769	14,201	17,030	12,625	9,605	13,281	12,940	13,527	19,103	161,789
Overtime	13,182	8,401	12,818	12,582	15,839	25,465	21,960	9,968	8,115	7,092	15,000	18,380	168,802
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	2,473	3,269	4,614	51,770
Subtotal	81,862	107,411	66,687	62,624	62,247	88,013	72,005	46,529	43,779	39,518	50,447	69,374	790,497
Hosp	8,571	9,336	2,099	7,224	3,420	(295)	3,420	2,417	2,568	2,711	2,731	2,731	46,931
Life	1,753	1,465	1,526	924	1,105	638	940	232	362	397	553	553	10,448
Retirement	5,897	8,757	4,903	4,445	4,147	6,243	4,597	3,098	2,427	2,061	2,911	4,403	53,889
Subtotal	16,221	19,558	8,528	12,593	8,672	6,586	8,957	5,746	5,356	5,169	6,195	7,687	111,269
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Em's Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
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	50,395	45,947	57,902	78,321	916,885
Cumulative Expenses	99,343	227,572	304,048	380,525	452,705	548,563	630,785	684,320	734,716	780,663	838,564	916,885	

FisYr	2021
PayMo.	4
Pay Type	Hours
Reg	6,407
Reg OT	215
Hol	-
Hol OT	-
PL	276
ML	178
Comp	44
MIL	40
AL-PD	-
Alt Duty	40
BRVMT	30
UL	30
Total:	7,230
OT/Total:	3.0%
Worked:	6,622
OT/Worked	3.2%

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