



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

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

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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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 Polczensky 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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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

5/18/21

Date

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Exhibit A



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

STAFFING PRIORITY

April 20,2021

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY
419 Sixteenth Avenue ■ Ranson, WV 25438
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Staffing Priority

The purpose of this document is to define the goals that will guide the allocation of JCESA staffing and the objectives that will be carried out in furtherance of those goals. This document concludes with a Staffing Sequence Plan, which lists, in order, where and when each newly funded staffing position will be assigned.

GOALS

The staffing strategy of JCESA is focused on two primary goals:

- 1) Responder safety
- 2) Reducing response time

OBJECTIVES

To achieve these goals and following best practices, our staffing objectives are to 1) staff in pairs, at a minimum, and 2) allocate staffing resources in line with incident volume.

Staff in pairs, at a minimum

Our first objective is to move away from staffing a single person at any given place at any given time. Having one provider assigned presents safety risks that are eliminated when two or more people are present. A lone person at the station is more vulnerable to a number of safety risks. A single person responding “driver-only” has only half the situational awareness and survival skills as a proper crew of two people. Some safety practices, such as having a spotter when backing, are impossible without a second person. All humans make mistakes. Therefore, two sets of eyes inspecting equipment, restocking, and ensuring unit readiness is better than one.

Near-Miss Situation

On Friday, April 10, 2020, the two ESA employees assigned to Independent Fire Co. (Sta 4) were conducting their morning inspection of the ambulance. While one was inspecting the onboard oxygen compartment, an explosion occurred in that compartment, and fire broke out. Fortunately, there were two people assigned to this station, several volunteers present, and the Lieutenant and her partner had just arrived at this station for other business. Miraculously, no one was seriously injured. The team was able to work quickly to mitigate damage by moving other apparatus out of harm’s way, getting water on the fire, and calling for additional units.

Had this occurred in a station where one provider is working alone, the outcome would likely be much different. If this happened in a station where one provider is working alone and he or she were incapacitated by the explosion, as could have very easily been the case, there would be no one around even to know there was a problem until it was far too late. Safety in numbers.

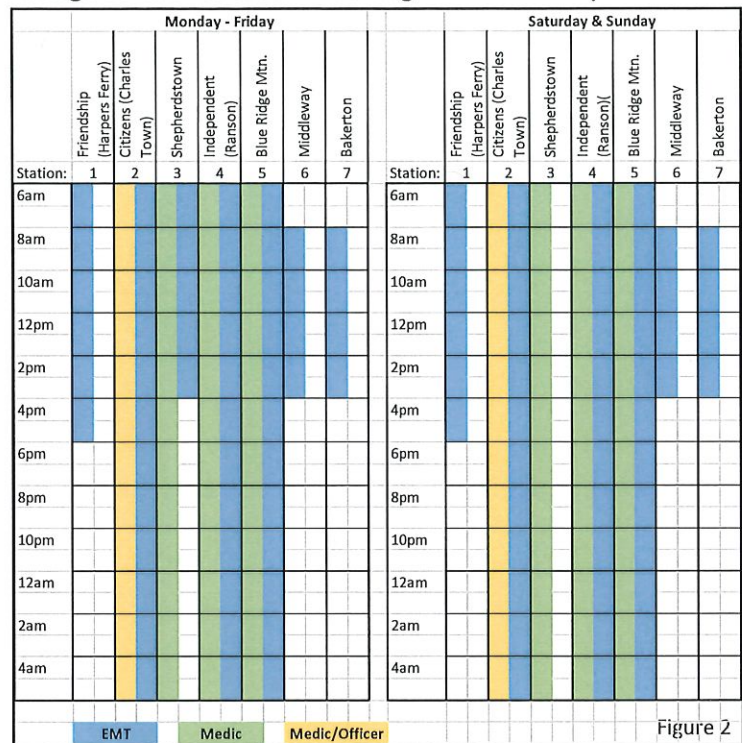
Having one provider assigned to a station at any given time does little or nothing to reduce response time. A single person at a station cannot respond “driver-only” (alone) in an ambulance until 5 minutes after the call is dispatched unless the priority of the call is Delta or Echo.

	Who is alone?	Days/Times alone	Hrs alone	FTEs needed to resolve
Sta. 3	1 FF/P	4p-6a, M-F and 8a-8a S&S	118	2.8
Sta. 1	1 FF/EMT	6a-6p, 7 days	84	2
Sta. 6	1 FF/EMT	8a-4p, 7 days	56	1.3
Sta. 7	1 FF/EMT	8a-4p, 7 days	56	1.3
Figure 1		Total:	314	7.5

Additionally, Suppose a single provider is assigned to a station, and they are out on a fire call. In that case, the ambulance from that station likely won't respond at all on a subsequent EMS call because all available volunteers from that station may be handling the fire call.

In FY21, there are 4 stations in Jefferson County that are staffed with a single person for part or all of the hours ESA staff are present. Stations 1, 6, and 7 are assigned one ESA staffer during the hours they are staffed. Sta 3 has two-person staffing during some staffed hours but a single provider for most hours. Figure 1 lists the locations and hours where ESA staffing is working alone. It is important to note that the sole ESA provider would not be literally 'alone' if a volunteer is in the station, which may or may not be the case at any given time. Sta 7 is currently scheduling one staff person, paid directly by BFD, alongside the single assigned ESA provider four days per week in a collaborative effort to improve safety for both ESA staffing and staffing paid directly by BFD.

Figure 2 illustrates FY21 ESA staffing assignments by station, day, and hour, providing a visual representation of when and where ESA staffing is working individually and in pairs.



Allocate resources according to call volume

Funding is not available to fully staff all stations. Therefore, JCESA must prioritize the allocation of staffing. Based on all available research and recommendations from numerous authorities, established standards and best practices indicate staffing should be placed geographically closest to the locations with the greatest likelihood of incidents occurring. Statistical history provides us with reasonable projections of the locations where incidents will most likely occur in the future. Figure 3 illustrates incident volume in Jefferson County by primary response area.

Sixty-nine percent of the incidents in Jefferson County occur within the jurisdiction of three stations (Independent, Shepherdstown, and Citizens.) Twenty-eight percent of incidents occur in the jurisdiction of the remaining four stations (Blue Ridge, Friendship, Middleway, and Bakerton.) Three percent of the incidents recorded by CAD are out-of-county mutual aid incidents. This information is based on unique incident data, meaning the area in which an incident occurred, not the number of times a station was dispatched or responded to an incident. Those numbers would be different because multiple companies are often dispatched and/or respond to a single incident. Unique incident data is preferred for staffing deployment. It is more appropriate to place resources where the incidents occur than to allocate them to stations that would come from farther away to help. If enough resources are allocated to the primary station of an incident, far fewer resources will be required from additional stations to mitigate the incident.

We aim to deliver the best possible service to every resident and visitor of Jefferson County, regardless of their location within the County. However, it is not financially or logistically possible to allocate the ideal number of resources everywhere at once. Prioritizing the allocation of resources to areas of low incident volume would improve response times for a small number of residents and visitors but worsen response times for most residents and visitors.

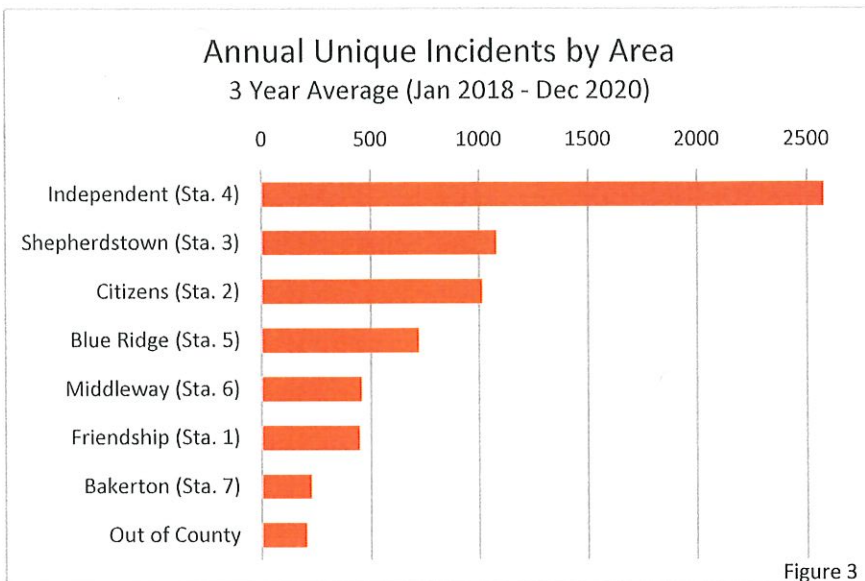


Figure 3

This is consistent with the goal of mitigating a Mass Casualty Incident (MCI.) An MCI exists when the number of patients in a single incident overwhelms the available resources within a system. In that situation, the goal is to **do the most good for the most people**. Here we aren't talking about a single incident but system readiness as a whole. The same concept applies: the resources are insufficient; therefore, we must prioritize to do the most good for the most people.

CHANGE IN FUNDAMENTAL APPROACH

JCESA has historically deployed staffing based on the presumption that all of the volunteer stations should have some staffing. Deployment based on this presumption limits the ability to staff by volume to a certain extent. This is especially true in the context of having insufficient resources to deploy. During budget workshops over the last two years, several commissioners have questioned the deployment of JCESA staffing to stations with relatively low call volume. Those commissioners noted that JCESA needs to re-evaluate that situation and relocate staffing to higher-volume stations.

The JCESA Board, during the regular meeting on March 23, 2021, passed a motion directing JCESA senior officers to allocate staffing based on incident volume. The action was brought before the Board at the will of the Commission, acknowledging that they had only been able to fund three of the requested seven positions necessary to eliminate one-person staffing. Discussion of this motion clarified that it intends to stop following the presumption that each station must have staffing. Instead, the deployment plan is to be based solely on the stated goals above of improving responder safety (eliminating one-person staffing) and reducing response times, acknowledging the importance of doing the most good for the most people.

The Staffing Sequence Plan has been revised for FY2022 and beyond to reflect this action and direction.



Jefferson County Emergency Services Agency
Staffing Sequence Plan

April 20, 2021

JCESA intends to assign each new position that is funded by the County Commission in the order below. Revisions may be necessary in the event of major volume shifts or other significant situational changes.

Position #	Station	Type/Times/Days	Impact	Annual Incidents (3 Year Avg): Staffing as of FY21:										Totals				Staffed AMB-Committed-NIGHT	Staffed AMB-Committed-DAY	Staffed AMB-Potential-NIGHT	Staffed AMB-Potential-DAY	Total FT Headcount					
				Independent (Sta. 4)	Shepherdstown (Sta. 3)	Citizens (Sta. 2)	Blue Ridge (Sta. 5)	Friendship ² (Sta. 1)	Midleway (Sta. 6)	Bakerton (Sta. 7)	% of Field Resources	FTEs	% of Field Resources	FTEs	% of Field Resources	FTEs	% of Field Resources						FTEs	% of All Resources	Total Station FTEs	Field (Non-Station) FTEs	Administration
				2,580	1,081	1,017	725	450	460	229	3%	0%	0%	0%	0%	0%	0%	33.9	0	4	34.0	37	3.6	3	1		
1	3	FF/EMT 4p-8a, M-F and S&S 8a-8a.	*Eliminates single person staffing at Sta 3 *Creates 4th 24/7 staffed AMB ¹	8	6	8	8	2	2	1.33	4%	0%	0%	0%	0%	0%	34.7	0	4	34.8	38						
2	3	S&S 8a-8a.		8	7	8	8	2	2	1.33	4%	0%	0%	0%	0%	0%	35.7	0	4	35.8	39						
3	3			8	8	8	8	2	2	1.33	4%	0%	0%	0%	0%	0%	36.7	0	4	36.8	40	4	4	0	3	0	
N/A	1	FF/EMT 6a-6p, 7-days	*Eliminates one-person staffing at Sta 1 *Creates 5 th dayside staffed AMB ¹	8	8	8	8	3	3	1.33	4%	0%	0%	0%	0%	0%	36.3	0	4	36.4	40						
N/A	1			8	8	8	8	4	4	1.33	4%	0%	0%	0%	0%	0%	36	#	4	36	40	5	4	0	0	0	
N/A	FNS	FF/P or FF/EMT Flex & Float. Cover vacancies, reduce OT/Holds, Cover details/clusters. Not backfilled (i.e., this position reduces vacancies - does not create them)		8	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	36	1	4	37	41						
4	4		*Increases staffing to 3, 24/7 *3rd person would make up staffing (with volunteers) to form a crew for fire apparatus or 2nd AMB.	9	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	37	1	4	38	42						
5	4	FF/P 24/7		10	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	38	1	4	39	43						
6	4			11	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	39	1	4	40	44						
7	4			12	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	40	1	4	41	45	5	4	0	0	0	
8	Admin	(HR/Training/XO/Clerical/Logistics/Supervision, etc. Exact		12	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	40	1	5	41	46						
9	4		*Increases staffing to 4, 24/7 *Creates 6th dayside staffed amb., 5th nightside ¹ *2 people committed to Amb. 2 for 2nd Amb or fire apparatus.	13	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	41	1	5	42	47						
10	4	FF/EMT 24/7		14	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	42	1	5	43	48						
11	4			15	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	43	1	5	44	49						
12	4			16	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	44	1	5	45	50	6	5	1	1	0	0
13	FNS	Lieutenant 24/7. Station assignment TBD (likely IFC or CFC, but mobile and not committed to a specific station. Not counted in station allocation. (ALS2 assignment currently filled by Lt's since 2018 would become paramedic assignment - i.e., removing Lt's from paramedic assignment, not creating new Lt. positions.)		16	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	44	2	5	46	51						
14	FNS			16	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	44	3	5	47	52						
15	FNS			16	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	44	4	5	48	53						
16	FNS			16	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	44	5	5	49	54	6	5	1	1	0	0
17	4		*Increases staffing to 5, 24/7 *2 people committed to AMB, remaining staff for 2nd AMB and/or fire apparatus.	17	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	45	5	5	50	55						
18	4	FF/EMT 24/7		18	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	46	5	5	51	56						
19	4			19	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	47	5	5	52	57						
20	4			20	8	8	8	4	4	0	0%	0%	0%	0%	0%	0%	48	5	5	53	58	6	5	1	1	0	0



Jefferson County Emergency Services Agency
Staffing Sequence Plan
 April 20, 2021

JCESA intends to assign each new position that is funded by the County Commission in the order below. Revisions may be necessary in the event of major volume shifts or other significant situational changes.

Position	Station	Type/Times/Days	Impact	Independent (Sta. 4)	Shepherdstown (Sta. 3)	Citizens (Sta. 2)	Blue Ridge (Sta. 5)	Friendship ² (Sta. 1)	Midleway (Sta. 6)	Bakerton (Sta. 7)	Field	% of Field Resources	FTEs	% of All Resources	Total Station FTEs	Field (Non-Station) FTEs	Administration	Total FTEs	Total FT Headcount	Staffed AMB-Potential-DAY	Staffed AMB-Committed-DAY	Staffed AMB-Potential-NIGHT	Staffed AMB-Committed-NIGHT	re-person Stations-DAY	re-person Stations-NIGHT
21	6			20 37%	8 15%	8 15%	8 15%	4 7%	1 2%	0 0%	5 9%	5 8%	5 5	5 8%	49 5	5 5	5 5	54 5	59						
22	6	2x FF/EMT 12hrs/7 days	*Creates 7th dayside staffed	20 36%	8 15%	8 15%	8 15%	4 7%	2 4%	0 0%	5 9%	5 8%	5 5	5 8%	50 5	5 5	5 5	55 5	60						
23	6		AMB ¹	20 36%	8 14%	8 14%	8 14%	4 7%	3 5%	0 0%	5 9%	5 8%	5 5	5 8%	51 5	5 5	5 5	56 5	61						
24	6			20 35%	8 14%	8 14%	8 14%	4 7%	4 7%	0 0%	5 9%	5 8%	5 5	5 8%	52 5	5 5	5 5	57 5	62	7 5	1 1	0 0			
25	Admin	(HR/Training/XO/Clerical/Logistics/Supervision, etc. Exact role/title TBD)		20 35%	8 14%	8 14%	8 14%	4 7%	4 7%	0 0%	5 9%	6 10%	6 5	6 10%	52 5	6 5	6 5	63 5	63						
26	4		*Increases staffing to 6, 24/7	21 36%	8 14%	8 14%	8 14%	4 7%	4 7%	0 0%	5 9%	6 9%	6 5	6 9%	53 5	6 5	6 5	58 5	64						
27	4	FF/EMT 24/7	*2 people committed to AMB, remaining staff for 2nd AMB and/or fire apparatus.	22 37%	8 14%	8 14%	8 14%	4 7%	4 7%	0 0%	5 8%	6 9%	6 5	6 9%	54 5	6 5	6 5	59 5	65						
28	4			23 38%	8 13%	8 13%	8 13%	4 7%	4 7%	0 0%	5 8%	6 9%	6 5	6 9%	55 5	6 5	6 5	60 5	66						
29	4			24 39%	8 13%	8 13%	8 13%	4 7%	4 7%	0 0%	5 8%	6 9%	6 5	6 9%	56 5	6 5	6 5	61 5	67	7 5	1 1	0 0			
30	2		*Increases staffing to 3, 24/7	24 39%	8 13%	9 15%	8 13%	4 6%	4 6%	0 0%	5 8%	6 9%	6 5	6 9%	57 5	6 5	6 5	62 5	68						
31	2	FF/EMT 24/7	*3rd person would make up staffing (with volunteers) to form a crew for fire apparatus or 2nd AMB.	24 38%	8 13%	10 16%	8 13%	4 6%	4 6%	0 0%	5 8%	6 9%	6 5	6 9%	58 5	6 5	6 5	63 5	69						
32	2			24 38%	8 13%	11 17%	8 13%	4 6%	4 6%	0 0%	5 8%	6 9%	6 5	6 9%	59 5	6 5	6 5	64 5	70						
33	2			24 37%	8 12%	12 18%	8 12%	4 6%	4 6%	0 0%	5 8%	6 8%	6 5	6 8%	60 5	6 5	6 5	65 5	71	7 5	1 1	0 0			
34	3		*Increases staffing to 3, 24/7	24 36%	9 14%	12 18%	8 12%	4 6%	4 6%	0 0%	5 8%	6 8%	6 5	6 8%	61 5	6 5	6 5	66 5	72						
35	3	FF/EMT 24/7	*3rd person would make up staffing (with volunteers) to form a crew for fire apparatus or 2nd AMB.	24 36%	10 15%	12 18%	8 12%	4 6%	4 6%	0 0%	5 7%	6 8%	6 5	6 8%	62 5	6 5	6 5	67 5	73						
36	3			24 35%	11 16%	12 18%	8 12%	4 6%	4 6%	0 0%	5 7%	6 8%	6 5	6 8%	63 5	6 5	6 5	68 5	74						
37	3			24 35%	12 17%	12 17%	8 12%	4 6%	4 6%	0 0%	5 7%	6 8%	6 5	6 8%	64 5	6 5	6 5	69 5	75	7 5	1 1	0 0			
38	4		*Increases staffing to 7, 24/7	25 36%	12 17%	12 17%	8 11%	4 6%	4 6%	0 0%	5 7%	6 8%	6 5	6 8%	65 5	6 5	6 5	70 5	76						
39	4	FF/EMT 24/7	*Allows committed staffing for 2 AMBs and minimum engine crew	26 37%	12 17%	12 17%	8 11%	4 6%	4 6%	0 0%	5 7%	6 8%	6 5	6 8%	66 5	6 5	6 5	71 5	77						
40	4			27 38%	12 17%	12 17%	8 11%	4 6%	4 6%	0 0%	5 7%	6 8%	6 5	6 8%	67 5	6 5	6 5	72 5	78						
41	4			28 38%	12 16%	12 16%	8 11%	4 5%	4 5%	0 0%	5 7%	6 8%	6 5	6 8%	68 5	6 5	6 5	73 5	79	7 5	2 2	0 0			
42	Admin	(HR/Training/XO/Clerical/Logistics/Supervision, etc. Exact role/title TBD)		28 38%	12 16%	12 16%	8 11%	4 5%	4 5%	0 0%	5 7%	7 9%	7 5	7 9%	68 5	7 5	7 5	73 5	80						
43	1		*Creates 6th nightside staffed	28 38%	12 16%	12 16%	8 11%	5 7%	4 5%	0 0%	5 7%	7 9%	7 5	7 9%	69 5	7 5	7 5	74 5	81						
44	1	2x FF/EMT 6p-6a	AMB ¹	28 37%	12 16%	12 16%	8 11%	6 8%	4 5%	0 0%	5 7%	7 9%	7 5	7 9%	70 5	7 5	7 5	75 5	82						
45	1		*Increases coverage from 12 hours to 24. (Goes from 2x12x7, to 2x24x7)	28 37%	12 16%	12 16%	8 11%	7 9%	4 5%	0 0%	5 7%	7 8%	7 5	7 8%	71 5	7 5	7 5	76 5	83						
46	1			28 36%	12 16%	12 16%	8 10%	8 10%	4 5%	0 0%	5 6%	7 8%	7 5	7 8%	72 5	7 5	7 5	77 5	84	7 6	2 2	0 0			



**Jefferson County Emergency Services Agency
Staffing Sequence Plan**

April 20, 2021

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Position	Station	Type/Times/Days	Impact	Independent (Sta. 4)	Shepherdstown (Sta. 3)	Citizens (Sta. 2)	Blue Ridge (Sta. 5)	Friendship ² (Sta. 1)	Middletown (Sta. 6)	Bakertown (Sta. 7)	% of Field Resources FTEs	% of Field Resources FTEs	% of All Resources FTEs	Total Station FTEs	Field (Non-Station) FTEs	Administration	Total FTEs	Total FT Headcount	Staffed AMB-Potential-DAY	Staffed AMB-Potential-NIGHT	Staffed AMB-Committed-DAY	Staffed AMB-Committed-NIGHT	Person Stations-DAY	Person Stations-NIGHT
72	5		*Increases staffing to 4, 24/7 *Creates 10th 24/7 staffed AMB ¹	32 31%	16 16%	16 16%	13 13%	8 8%	8 8%	0 0%	9 9%	8 8%	7%	93	9	8	102	110	Staffed AMB-Potential-DAY	Staffed AMB-Potential-NIGHT	Staffed AMB-Committed-DAY	Staffed AMB-Committed-NIGHT	Person Stations-DAY	Person Stations-NIGHT
73	5	FF/EMT 24/7		32 31%	16 16%	16 16%	14 14%	8 8%	8 8%	0 0%	9 9%	8 8%	7%	94	9	8	103	111						
74	5		*2 people committed to Amb., 2 for 2nd Amb or fire apparatus.	32 31%	16 15%	16 15%	15 14%	8 8%	8 8%	0 0%	9 9%	8 8%	7%	95	9	8	104	112						
75	5			32 30%	16 15%	16 15%	16 15%	8 8%	8 8%	0 0%	9 9%	8 8%	7%	96	9	8	105	113	10 10	10 10	2 2	2 2	0 0	0 0
76	1		*Increases staffing to 3, 24/7	32 30%	16 15%	16 15%	16 15%	9 8%	8 8%	0 0%	9 8%	8 8%	7%	97	9	8	106	114						
77	1	FF/EMT 24/7	*3rd person would make up staffing (with volunteers) to form a crew for fire apparatus or 2nd AMB.	32 30%	16 15%	16 15%	16 15%	10 9%	8 7%	0 0%	9 8%	8 8%	7%	98	9	8	107	115						
78	1			32 30%	16 15%	16 15%	16 15%	11 10%	8 7%	0 0%	9 8%	8 8%	7%	99	9	8	108	116						
79	1			32 29%	16 15%	16 15%	16 15%	12 11%	8 7%	0 0%	9 8%	8 8%	7%	100	9	8	109	117	10 10	10 10	2 2	2 2	0 0	0 0
80	3		*Increases staffing to 5, 24/7	32 29%	17 15%	16 15%	16 15%	12 11%	8 7%	0 0%	9 8%	8 8%	7%	101	9	8	110	118						
81	3	FF/EMT 24/7	*2 people committed to AMB, remaining staff for 2nd AMB and/or fire apparatus.	32 29%	18 16%	16 14%	16 14%	12 11%	8 7%	0 0%	9 8%	8 8%	7%	102	9	8	111	119						
82	3			32 29%	19 17%	16 14%	16 14%	12 11%	8 7%	0 0%	9 8%	8 8%	7%	103	9	8	112	120						
83	3			32 28%	20 18%	16 14%	16 14%	12 11%	8 7%	0 0%	9 8%	8 8%	7%	104	9	8	113	121	10 10	10 10	3 3	3 3	0 0	0 0
84	FNS			32 28%	20 18%	16 14%	16 14%	12 11%	8 7%	0 0%	10 9%	8 8%	7%	104	10	8	114	122						
85	FNS	Field supervision 24/7 (i.e., Capt.) Station assignment TBD. Would be mobile and not committed to a specific station, therefore not counted in station resource allocation.		32 28%	20 17%	16 14%	16 14%	12 10%	8 7%	0 0%	11 10%	8 8%	7%	104	11	8	115	123						
86	FNS			32 28%	20 17%	16 14%	16 14%	12 10%	8 7%	0 0%	12 10%	8 8%	6%	104	12	8	116	124						
87	FNS			32 27%	20 17%	16 14%	16 14%	12 10%	8 7%	0 0%	13 11%	8 8%	6%	104	13	8	117	125	10 10	10 10	3 3	3 3	0 0	0 0
88	2		*Increases staffing to 5, 24/7	32 27%	20 17%	17 14%	16 14%	12 10%	8 7%	0 0%	13 11%	8 8%	6%	105	13	8	118	126						
89	2	FF/EMT 24/7	*2 people committed to AMB, remaining staff for 2nd AMB and/or fire apparatus.	32 27%	20 17%	18 15%	16 13%	12 10%	8 7%	0 0%	13 11%	8 8%	6%	106	13	8	119	127						
90	2			32 27%	20 17%	19 16%	16 13%	12 10%	8 7%	0 0%	13 11%	8 8%	6%	107	13	8	120	128						
91	2			32 26%	20 17%	20 17%	16 13%	12 10%	8 7%	0 0%	13 11%	8 8%	6%	108	13	8	121	129	10 10	10 10	4 4	4 4	0 0	0 0
92	Admin	HR/Training/XO/Clerical/Logistics/Supervision, etc.	Exact	32 26%	20 17%	20 17%	16 13%	12 10%	8 7%	0 0%	13 11%	9 7%	7%	108	13	9	121	130						
93	3		*Increases staffing to 6, 24/7	32 26%	21 17%	20 16%	16 13%	12 10%	8 7%	0 0%	13 11%	9 7%	7%	109	13	9	122	131						
94	3	FF/EMT 24/7	*2 people committed to AMB, remaining staff for 2nd AMB and/or fire apparatus.	32 26%	22 18%	20 16%	16 13%	12 10%	8 7%	0 0%	13 11%	9 7%	7%	110	13	9	123	132						
95	3			32 26%	23 19%	20 16%	16 13%	12 10%	8 6%	0 0%	13 10%	9 7%	7%	111	13	9	124	133						
96	3			32 26%	24 19%	20 16%	16 13%	12 10%	8 6%	0 0%	13 10%	9 7%	7%	112	13	9	125	134	10 10	10 10	4 4	4 4	0 0	0 0



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97	2			32 25%	24 19%	21 17%	16 13%	12 10%	8 6%	0 0%	13 10%	113 13	9	9	126	135							
			*Increases staffing to 6, 24/7																				
98	2	FF/EMT 24/7		32 25%	24 19%	22 17%	16 13%	12 9%	8 6%	0 0%	13 10%	114 13	9	9	127	136							
			*2 people committed to AMB, remaining staff for 2nd AMB and/or fire apparatus.																				
99	2			32 25%	24 19%	23 18%	16 13%	12 9%	8 6%	0 0%	13 10%	115 13	9	9	128	137							
100	2			32 25%	24 19%	24 19%	16 12%	12 9%	8 6%	0 0%	13 10%	116 13	9	9	129	138	10	10	4	4	0	0	0
101	3			32 25%	25 19%	24 18%	16 12%	12 9%	8 6%	0 0%	13 10%	117 13	9	9	130	139							
			*Increases staffing to 7, 24/7																				
102	3	FF/EMT 24/7		32 24%	26 20%	24 18%	16 12%	12 9%	8 6%	0 0%	13 10%	118 13	9	9	131	140							
			*Allows committed staffing for 2 AMBs and minimum engine crew																				
103	3			32 24%	27 20%	24 18%	16 12%	12 9%	8 6%	0 0%	13 10%	119 13	9	9	132	141							
104	3			32 24%	28 21%	24 18%	16 12%	12 9%	8 6%	0 0%	13 10%	120 13	9	9	133	142	10	10	5	5	0	0	0
105	2			32 24%	28 21%	25 19%	16 12%	12 9%	8 6%	0 0%	13 10%	121 13	9	9	134	143							
			*Increases staffing to 7, 24/7																				
106	2	FF/EMT 24/7		32 24%	28 21%	26 19%	16 12%	12 9%	8 6%	0 0%	13 10%	122 13	9	9	135	144							
			*Allows committed staffing for 2 AMBs and minimum engine crew																				
107	2			32 24%	28 21%	27 20%	16 12%	12 9%	8 6%	0 0%	13 10%	123 13	9	9	136	145							
108	2			32 23%	28 20%	28 20%	16 12%	12 9%	8 6%	0 0%	13 9%	124 13	9	9	137	146	10	10	5	5	0	0	0
109	3			32 23%	29 21%	28 20%	16 12%	12 9%	8 6%	0 0%	13 9%	125 13	9	9	138	147							
			*Increases staffing to 8, 24/7																				
110	3	FF/EMT 24/7		32 23%	30 22%	28 20%	16 12%	12 9%	8 6%	0 0%	13 9%	126 13	9	9	139	148							
			*Increases staffing to 8, 24/7																				
111	3			32 23%	31 22%	28 20%	16 11%	12 9%	8 6%	0 0%	13 9%	127 13	9	9	140	149							
			*Increases staffing to 8, 24/7																				
112	3			32 23%	32 23%	28 20%	16 11%	12 9%	8 6%	0 0%	13 9%	128 13	9	9	141	150	10	10	5	5	0	0	0
			(HR/Training/XO/Clerical/Logistics/Supervision, etc. Exact role/title TBD)																				
113	Admin			32 23%	32 23%	28 20%	16 11%	12 9%	8 6%	0 0%	13 9%	128 13	10	10	141	151							
114	2			32 23%	32 23%	29 20%	16 11%	12 8%	8 6%	0 0%	13 9%	129 13	10	10	142	152							
			*Increases staffing to 8, 24/7																				
115	2	FF/EMT 24/7		32 22%	32 22%	30 21%	16 11%	12 8%	8 6%	0 0%	13 9%	130 13	10	10	143	153							
			*Allows committed staffing for 2 AMBs and 1 engine, fully staffed.																				
116	2			32 22%	32 22%	31 22%	16 11%	12 8%	8 6%	0 0%	13 9%	131 13	10	10	144	154							
117	2			32 22%	32 22%	32 22%	16 11%	12 8%	8 6%	0 0%	13 9%	132 13	10	10	145	155	10	10	5	5	0	0	0
118	6			32 22%	32 22%	32 22%	16 11%	12 8%	9 6%	0 0%	13 9%	133 13	10	10	146	156							
			*Increases staffing to 3, 24/7																				
119	6	FF/EMT 24/7		32 22%	32 22%	32 22%	16 11%	12 8%	10 7%	0 0%	13 9%	134 13	10	10	147	157							
			*3rd person would make up staffing (with volunteers) to form a crew for fire apparatus or 2nd AMB.																				
120	6			32 22%	32 22%	32 22%	16 11%	12 8%	11 7%	0 0%	13 9%	135 13	10	10	148	158							
121	6			32 21%	32 21%	32 21%	16 11%	12 8%	12 8%	0 0%	13 9%	136 13	10	10	149	159	10	10	5	5	0	0	0



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122	7			32 21%	32 21%	32 21%	16 11%	12 8%	12 8%	1	1%	13 9%	10 6%	137	13	10	150	160						
123	7	2x FF/EMT 12hrs/7 days	*Creates 8th dayside staffed	32 21%	32 21%	32 21%	16 11%	12 8%	12 8%	2	1%	13 9%	10 6%	138	13	10	151	161						
124	7		AMB ¹	32 21%	32 21%	32 21%	16 11%	12 8%	12 8%	3	2%	13 9%	10 6%	139	13	10	152	162						
125	7			32 21%	32 21%	32 21%	16 10%	12 8%	12 8%	4	3%	13 8%	10 6%	140	13	10	153	163	11	10	5	5	0	0

1. This is the number of POTENTIAL staffed ambulances. When ESA staff are used for fire apparatus response (as directed by the volunteer station), they are then unavailable to effect an ambulance response.

2. Incident volume dropped significantly in Harper's Ferry in 2020. This is likely a temporary decrease as the result of pandemic-related restrictions which significantly reduced tourism and events.

SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular Special

Meeting Date: APRIL 20, 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>Kelly J. Frasz Jr</u> | 2- <u>Tricia Jackson</u> | 3- <u>Elliot Simon</u> |
| 4- <u>Steve Adams</u> | 5- <u>Allen Keyser</u> | 6- <u>Anthony Traxler</u> |
| 7- <u>Carrie Simpson</u> | 8- <u>Debbie Lancaster</u> | 9- <u>Ross L. Monahan</u> |
| 10- <u>Nathan Cochran*</u> | 11- <u>Dr Marney Treese*</u> | 12- <u>Joshua Stillwell</u> |

*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>Mike Moad</u>	<u>Middletown VFC</u>	_____	✓
2- <u>Craig Horn</u>	<u>JCESA</u>	_____	✓
3- <u>BOB BUZNER</u>	<u>JCESA</u>	_____	✓
4- <u>MARSHALL DEMBROTT</u>	<u>SFD</u>	✓	_____
5- _____	_____	_____	_____
6- _____	_____	_____	_____
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____

LIMITED TO PUBLIC DUE TO COVID-19