



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
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Meeting Minutes May 18, 2021

The May regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, May 18, 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 7:00 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 Simpson, 2nd by Jackson to approve the April 20, 2021, *Regular* meeting minutes as submitted - Motion carries unanimously on voice vote.

PROGRESS REPORT – BRM VFC

- Faas mentioned that staffing has been restored to full-time 24/7 shifts at BRM VFC Co. 5.
- Simon stated that until the bunking facility has been completed as part of the original agreement that he feels the “Progress Report – BRM VFC” should remain on the ESA Agenda, at least until there is a proposed date of completion.

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

CHAIRMAN'S REPORT - None

JCFRA REPORT - Chief Morgan – provided the following association meeting update:

- Updating and finishing up OG's – approving at next meeting.
- Reestablishing the *Standards Committee* by the end of the year.
- Morgan read out loud a letter dated 5/18/21 from the JCFRA to ESA stating they do not support the staffing change that's due to take place July 2021. He then mentioned the MOU agreement between ESA and the 7 VFD's that was signed on 3/15/2016, by then ESA Board Chair R. M. Kelley. Morgan asked if any Board Members had any comments.

(Noted: Stillwell stated would not have voted for the proposed staff changes at last month's meeting, if the vote was taken again)

DIRECTOR'S REPORT - Director Keyser reported on the following:

- April 22-24, the ESA Hiring/Orientation Processing Team conducted more interviews and (4) offer letters were sent out on May 10th.
- May 17-20, (4) new part-time ESA employees will begin orientation class.
- Reminded - the Life Saving and Unit Citation Award Ceremony - will be taking place here at ESA Station 11 on Thursday, May 27th beginning at 8:30 am and concluding around 12:30 pm. All encouraged to attend. Multiple First Responders and Civilians will be honored and receiving awards and some patients will be present to have the opportunity to meet face to face with crew members who saved their life.
- Director's Position was posted internally on May 5th, and externally on May 10th, and closed on May 17th at 5:00 pm.
- The JCESA Administrative Office will be closed Monday, May 31st in observance of Memorial Day.

BOARD MEMBER REQUESTS

- Harris – Highlighted on the May 3rd meeting that took place between County Commission, JCFRA, and ESA discussing future funding plans.
 - Harris pointed out that during this meeting he came to realize that there is a drastic need for financing, and how VFD's are having a difficult time recruiting and maintaining volunteers. He expressed his appreciation to all the VFD's and has offered to work together and assist them in any way possible alongside with JCFRA and all 7 of the VFD's.

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- Simpson – Selection Committee Update – Director’s Position
 - Stillwell requested to remove himself from the Selection Committee due to personal reasons and time restraints.
 - Motion by Jackson, 2nd by Harris to accept Stillwell’ request and to accept Tony Troxel as the replacement for Stillwell to the Selection Committee - Motion carries unanimously on voice vote.
 - Simpson mentioned that the Selection Committee over the next few weeks will be working through the candidates’ applications received, and interviews will take place in an open meeting on June 8th, where all board members will ask questions of the candidates. During that meeting, following the interviews, the board will offer the position to one candidate.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT

- Captain Jason Young (BFD) – expressed his concerns regarding the proposed staffing changes set to take effect in July 2021 and would like to further share his ideas improving the system as a whole. He also shared his own personal experience as a recipient of the EMS service.
- Chief Mike Mood (MVFC) – Would like the opportunity to sit down with Capt. Burner and Director Keyser to further discuss some ideas related to the proposed staffing changes and come up with other possible solutions and work together.
- EMS Chief Marshall DeMeritt (SFD) – Stated that the public education video shared was very well done, but he too shares Chief Mood’s same concerns regarding the proposed staffing changes.


BOARD MEMBER COMMENTS

- Troxel – would like to see the ESA Monthly Board Meetings back open to include public attendance.
 - Simon mentioned per Governor Justice’ *Executive Order*, mask mandates will be lifted *Sunday, June 20th*, at which time should open to the public.

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Simpson - Motion carries unanimously on voice vote. Meeting adjourned at 7:45 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	Full-time wages	\$ 1,986,221	\$ 1,578,774	\$ 1,976,799
JCC - Amb. Fee	Part-time wages	\$ 163,668	\$ 129,378	\$ 162,008
TB Assn.	Overtime*	\$ 182,027	\$ 135,422	\$ 168,802
CARES	WC & payroll tax	\$ 347,568	\$ 277,706	\$ 341,032
Sale of assets	Fringe	\$ 565,250	\$ 441,047	\$ 550,172
Other	All other expenses	\$ 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'

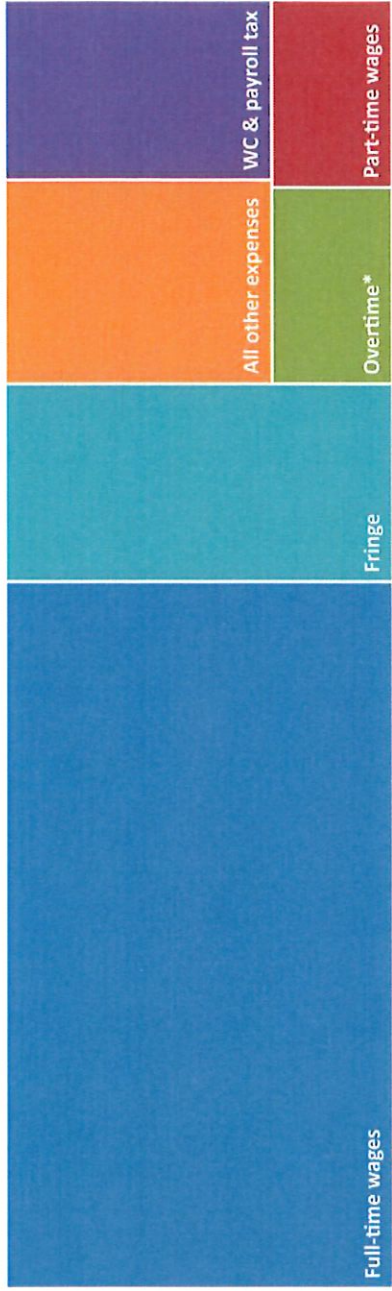
Bank Account Balances

as of: April 30, 2021

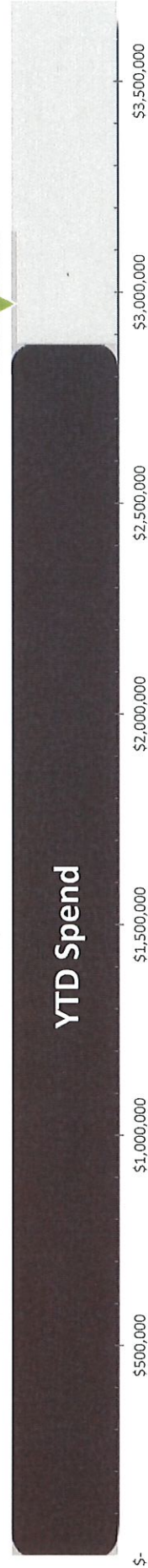
General	\$ 1,011,940
Payroll	\$ 1,634
Amb. Fee	\$ 679,208
Mortgage	\$ 124,983

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: **COMBINED**

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	3	3	26	
Full Time	130,270	141,915	148,707	150,157	155,680	241,005	161,833	153,329	148,066	147,813	158,199	187,813	147,813	158,199	148,066	147,813	158,199	148,066	147,813	158,199	148,066	147,813	239,826	19,103	162,008	1,976,799	
Part Time	14,333	12,388	11,156	11,769	14,252	17,030	12,625	9,605	13,281	12,940	13,527	12,940	12,940	13,527	13,281	12,940	13,527	13,281	12,940	13,527	13,281	13,527	19,103	18,380	168,802	162,008	
Overtime	13,182	8,401	12,818	12,582	15,839	25,465	21,960	9,968	8,115	7,092	15,000	13,914	7,092	15,000	8,115	7,092	15,000	8,115	7,092	15,000	8,115	13,914	13,914	18,380	168,802	168,802	
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	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	166,204	166,204
FICA/Med	12,140	12,237	12,964	13,069	13,942	21,753	15,391	12,917	12,468	12,449	14,285	17,482	12,449	14,285	12,468	12,449	14,285	12,468	12,449	14,285	12,468	12,449	21,214	21,214	174,828	174,828	
Subtotal	183,075	188,854	199,558	201,491	213,627	319,168	225,722	199,732	195,845	194,208	214,925	246,667	194,208	214,925	195,845	194,208	214,925	195,845	194,208	214,925	195,845	194,208	312,437	59,141	2,648,642	2,648,642	
Medical Ins	21,407	20,054	19,993	28,728	27,187	(2,527)	27,313	26,144	27,219	26,882	27,983	26,882	26,882	27,983	27,219	26,882	27,983	27,219	26,882	27,983	27,219	26,882	27,983	3,970	49,263	278,367	278,367
Ancillary (dent,visn,life)	2,929	5,910	2,974	4,342	5,426	3,434	5,535	3,383	3,406	3,983	3,970	3,406	3,983	3,970	3,406	3,983	3,970	3,406	3,983	3,970	3,406	3,983	3,970	27,188	222,542	49,263	49,263
Retirement	14,891	14,844	17,373	17,088	18,005	27,858	18,627	16,760	16,042	15,835	18,031	16,042	15,835	18,031	16,042	15,835	18,031	16,042	15,835	18,031	16,042	15,835	27,188	27,188	222,542	222,542	
Subtotal	39,228	40,808	40,340	50,157	50,618	28,765	51,475	46,287	46,667	46,700	49,984	46,700	46,700	49,984	46,667	46,700	49,984	46,667	46,700	49,984	46,667	46,700	59,141	59,141	550,172	550,172	
Fuel	545	797	568	755	571	666	480	607	1,364	1,118	700	607	1,118	700	1,364	1,118	700	1,364	1,118	700	1,364	1,118	700	500	500	4,293	4,293
Rep & Maint (Auto)	266	40	33	270	85	882	694	58	474	492	500	474	492	500	474	492	500	474	492	500	474	492	300	300	16,259	16,259	
License / Svc Contracts	-	-	-	14,853	-	0	131	875	-	-	100	875	-	100	-	-	100	-	-	100	-	-	70	70	31,002	31,002	
Medical Exp	-	-	-	29,899	35	105	-	469	175	179	70	469	179	70	175	179	70	175	179	70	175	179	70	1,000	1,000	20,581	20,581
Ems Supplies	726	12,555	(3,710)	3,992	878	(1,663)	2,393	4,462	(3,910)	857	3,000	(3,910)	857	3,000	(3,910)	857	3,000	(3,910)	857	3,000	(3,910)	857	1,000	1,000	26,000	97,177	
Uniforms/Fire Gear	1,973	17,113	602	4,362	6,224	11,594	3,365	431	2,785	1,728	21,000	3,365	1,728	21,000	2,785	1,728	21,000	2,785	1,728	21,000	2,785	1,728	1,500	1,500	45,783	45,783	
Trav / Train (non-wage)	1,233	6,027	2,887	9,653	2,615	3,243	9,608	742	3,217	3,558	1,500	3,217	3,558	1,500	3,217	3,558	1,500	3,217	3,558	1,500	3,217	3,558	30,070	30,070	223,966	223,966	
Subtotal	4,744	36,532	380	63,784	10,408	14,827	16,671	7,644	4,104	7,932	26,870	4,104	7,932	26,870	4,104	7,932	26,870	4,104	7,932	26,870	4,104	30,070	30,070	223,966	223,966		
Auto & Liability Ins.	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	4,480	4,480	59,452	59,452	
Prof Svc	2,252	2,120	2,464	2,950	3,560	3,850	3,350	2,750	2,858	2,525	3,417	2,858	2,525	3,417	2,858	2,525	3,417	2,858	2,525	3,417	2,858	3,417	1,200	1,200	35,512	35,512	
Tech Svc	1,393	-	580	485	1,381	580	4,454	1,333	240	170	1,200	1,333	170	1,200	240	170	1,200	240	170	1,200	240	1,200	1,200	13,015	13,015		
Office Exp/Equip Rent	1,422	1,143	2,440	1,393	784	1,988	581	598	1,984	2,012	1,370	1,984	2,012	1,370	1,984	2,012	1,370	1,984	2,012	1,370	1,984	2,012	2,118	2,118	17,085	17,085	
Utilities	1,749	1,734	2,102	1,705	1,960	2,502	2,910	1,735	3,680	1,701	2,000	3,680	1,701	2,000	3,680	1,701	2,000	3,680	1,701	2,000	3,680	2,118	2,118	25,895	25,895		
Rep & Maint (Facility)	67	47	65	208	65	-	-	-	-	-	950	-	-	950	-	-	950	-	-	950	-	-	450	450	1,852	1,852	
Audit Costs	-	0	0	-	7,463	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	504	504	7,967	7,967	
Other (Unemp./Conting)	88	-	746	-	63	134	571	125	767	58	-	134	58	-	767	58	-	767	58	-	767	96,732	96,732	99,284	99,284		
Subtotal	12,020	10,093	13,446	11,790	20,325	14,102	16,915	11,590	14,578	11,515	13,417	14,102	11,515	13,417	14,578	11,515	13,417	14,578	11,515	13,417	14,578	110,270	110,270	260,062	260,062		
Equipment Dep.	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,667	1,667	13,873	13,873		
Total	240,121	277,342	254,779	328,276	296,032	377,917	311,837	266,307	262,248	261,409	306,862	261,409	261,409	306,862	262,248	261,409	306,862	262,248	261,409	306,862	261,409	513,584	513,584	3,696,715	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	2,614,859	2,876,268	3,183,130	2,876,268	2,876,268	3,183,130	2,614,859	2,876,268	3,183,130	2,614,859	2,876,268	3,183,130	2,614,859	3,696,715	3,696,715	3,696,715	3,696,715		

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	

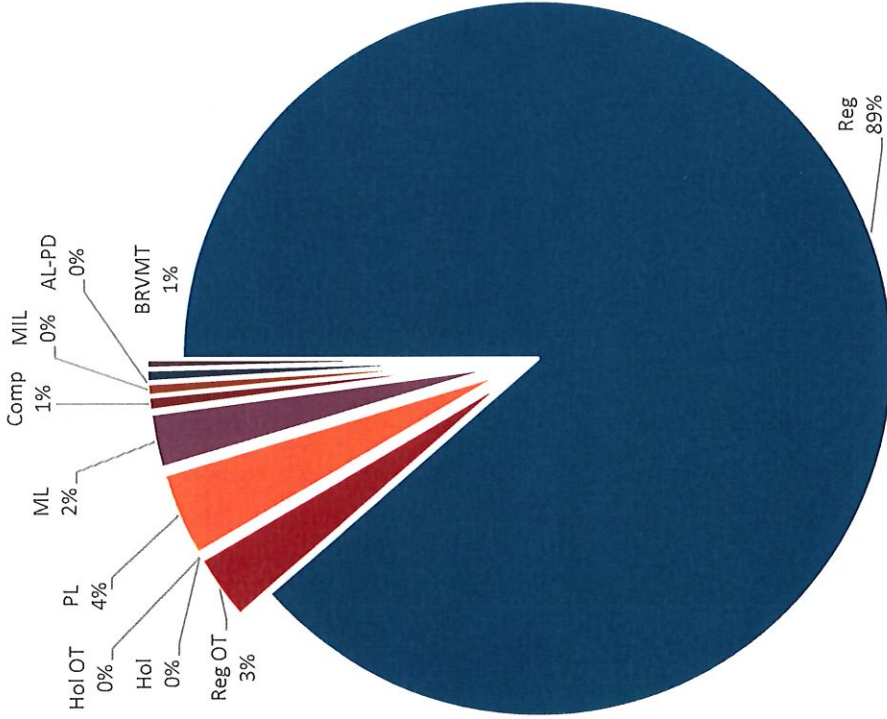
FisYr 2021
 PayMo. 4

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	40
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 Holiday OT (8hrs at OT 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

