

Jefferson County Emergency Services Agency



Board Meeting

July 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 July 20, 2021

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, July 20, 2021, at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL Sign in Sheet

CALL TO ORDER – *Simon*

ELECTION OF OFFICERS

The following nominations were made during the June 15th Regular Meeting:

- Chairman: Robert Faas, Craig Simpson
- Vice-Chairman: Tony Troxel
- Treasurer: Steve Harris
- Secretary: Debbie Lancaster

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 15, 2021 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Steve Harris / Bob Burner*

CHAIRMAN'S REPORT

- Welcome Jacob Harris, new Citizen Representative Board Member

JCFRA REPORT - *Chief Morgan*

- Association Update

DIRECTOR'S REPORT - *Bob Burner*

- Recommendation to continue video conferencing, allowing members to attend virtually, and either live stream or record & publish video. (*Discussion/Action*)
- Recommendation to simplify agenda. (*Discussion/Action*)
 1. Eliminate sections "Board Member requests" and "Board Member comments" as items in those sections would be appropriate in Unfinished or New Business.
 2. Move Public Comment to immediately follow Pledge of Allegiance.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

- Breast Cancer Awareness T-Shirts – New Design – Now Available \$15.00 each - size Small to 5XL. Proceeds to benefit BCACV.
- JCESA Annual Report for FY21 is in development. Suggestion's welcome.

BOARD MEMBER REQUESTS

- Status of By-Laws – *Faas*

UNFINISHED BUSINESS

- BRMVFC Progress report - *Faas*

NEW BUSINESS - None

PUBLIC COMMENT (Limit 5 minutes per person)

BOARD MEMBER COMMENTS

ADJOURNMENT

Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. 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 June 15, 2021

The June regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, June 15, 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	No
Tricia Jackson	Yes	Craig Simpson	Yes
Nathan Cochran	Yes*	Bob Faas	Yes*
Dr. Marney Treese	Yes*	Steve Harris	Yes
Joshua Stillwell	No	Ross Morgan	Yes

(*) Present via WebEx

APPROVAL OF MINUTES

- Motion by Jackson, 2nd by Harris to approve the May 18, 2021, *Regular* meeting minutes as submitted - Motion carries unanimously on voice vote.
- Motion by Jackson 2nd by Harris to approve the June 8, 2021, *Special* meeting minutes as submitted - Motion carries unanimously on voice vote.

PROGRESS REPORT – BRM VFC

- Faas mentioned he recently spoke with Chief Cogle, and they are in the process of obtaining a plan for the building addition/renovation.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

- Faas also mentioned that he was asked why there was still information in the Spirit being posted regarding BRM VFC funding – he has no idea why, who, what or where that information is coming from, but it is public record.

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

CHAIRMAN'S REPORT

- Simon personally thanked Director Keyser and stated it was an honor and privilege to work with him as well as the others. The rest of the board members wished Director Allen Keyser the best of luck on his retirement and thanked him for his years of service and dedication to ESA and its staff. June 25th will be his official last day – there will be a farewell/sendoff between the hours of 11am to 2pm, light refreshments provided.
- Simon mentioned that the County Commission has advertised for the two ESA Citizen Representative Board Member positions and encouraged others to apply.
 - Commissioner Jackson mentioned that interviews and selections will take place at the County Commission meeting on July 1st.

JCFRA REPORT

- Chief Morgan provided the following update:
 - Last (2) Station/Command OG's have been updated and should be approved at the next meeting.
 - Standards Committee still working but should be completed within the next two months.
 - Morgan asked if the new ESA Director and Chairman will be providing a more transparent breakdown and definition of the Administration Board side and the Operational side – members are asking what the expectations are.
 - Simpson agreed and gave his quick personal breakdown of the two as he sees it.

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Keyser and the board thanked Chairman Elliot Simon for his years of service on the ESA Board of Director's and wished him well and the best of luck on his future endeavors.
- Updated the board on the Life Saving and Unit Citation Award Ceremony that took place on Thursday, May 27th - 33 Life Saving, 69 Unit Citation, and 6

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

Civilian's received awards some patients had the opportunity to meet the crew members who gave them a second chance at life. It was a great turnout and success to honor these unsung heroes.

- JCESA office will be closed Monday, June 21st for West Virginia Day, and Monday, July 5th for Independence Day.
- Captain Horn updated the board on the recent EMT and FF 1&2 classes that successfully completed – started with 20 students, and at the end 14 passing.
- In closing, Director Keyser wanted to thank the current and past board members, county staff, ESA staff, as well as all of the volunteer staff and members for the experience and years of support, and for allowing him to serve as their Director - he was honored.

BOARD MEMBER REQUESTS – None

UNFINISHED BUSINESS - None

NEW BUSINESS

- Simpson provided the following update to the Director Position Interviews:
 - It was mentioned that this was taken care of at the meeting on 06/08/21.

NOMINATION AND ELECTION OF ESA OFFICERS FY22

- Per ESA Bylaws, Article 3(a) – (f) the board shall nominate and elect one each of its appointed members as Chairman, Vice-Chairman, Treasurer, and Secretary
 - Faas – nominated self for Chairman
 - Jackson – nominated Craig Simpson for Chairman
 - Jackson – nominated Tony Troxel for Vice-Chair
 - Simpson – nominated Steve Harris for Treasurer
 - Simpson – nominated Debbie Lancaster for Secretary
- Board agreed that a final vote will take place at the July Regular Board Meeting to determine who will be nominated as the new Chairman.
- At that time, all above nominees will be motioned on and finalized by voice vote.

PUBLIC COMMENT

- Marshall DeMeritt, SVFD – Thanked Simon and Keyser for their service.
 - Mentioned life/safety issue that he brought up a year ago with the communications center. Although there has been some improvement, in reduction of time processing EMS calls, there has not been any other improvement.
 - i.e.: Few months ago, Washington Co. MD called JC for help – JC never responded. You can hear on the recording “What’s the point of having mutual aid if you’re never going to answer?”

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 4

- There has been no response or communication or acknowledgement from County Commission regarding this incident, which is unacceptable.
- A week ago, Washington Co. called JC for mutual aid for chest pains station 1 in Sharpsburg (we're only 3-4 miles from there), Jefferson' response was "Stand-By" and never got back to Washing Co. So, they totally disregarded JC and went to the further out ambulance.
- He is asking that the ESA Board fight for the JC VFD's being that they oversee both Fire and EMS – this is a life/safety issue for the citizens and VFD's that needs to be addressed.
 - Dr. Treese asked DeMeritt to send her all details related to this incident; she will present it at the next EMD Steering Committee meeting on June 23rd.
 - Simon agreed that something needs to be done.

BOARD MEMBER COMMENTS - None

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Harris - Motion carries unanimously on voice vote. Meeting adjourned at 7:37 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	\$ 1,997,221	\$ 1,997,221
JCC - Amb. Fee	\$ 936,973	\$ 163,668	\$ 185,787	\$ 185,787
TB Assn.	\$ 36,358.23	\$ 182,027	\$ 167,978	\$ 167,978
CARES	\$ 128,351.16	\$ 347,568	\$ 343,304	\$ 343,304
Sale of assets	\$ 12,999.99	\$ 565,250	\$ 547,358	\$ 547,358
Other	\$ 9,519.01	\$ 451,982	\$ 439,220	\$ 439,220
<i>Some income (i.e., dedicated grants) may not be reflected here.</i>		\$ 3,696,715	\$ 3,680,869	\$ 3,680,869

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

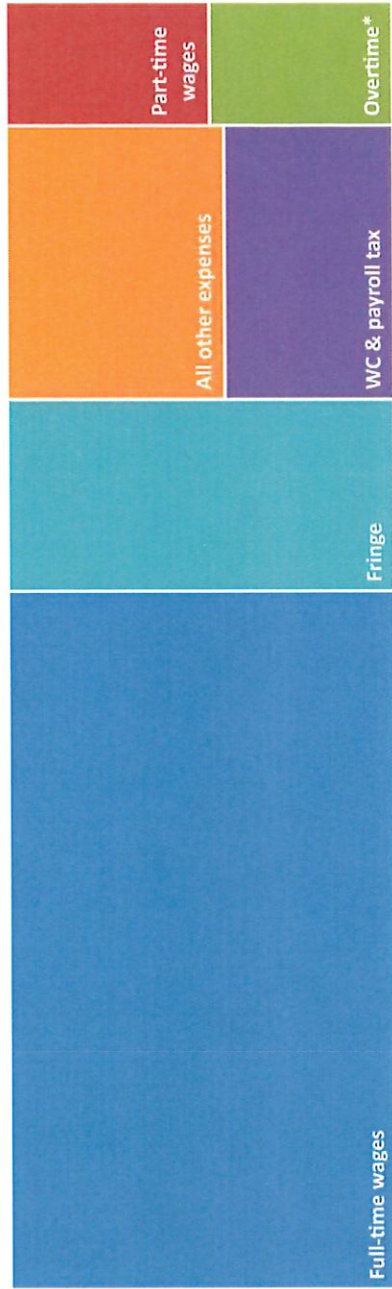
Bank Account Balances

as of: June 30, 2021

General	\$ 498,090
Payroll	\$ 75,541
Amb. Fee	\$ 750,282
Mortgage	\$ 111,521

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

YTD Spending - by Category



WE ARE HE



100% of fiscal year complete based on 26 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2021 (July 2020 - June 2021)

Through June

Fund: COMBINED

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total	
	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	3	Actual	26
Full Time	130,270		141,915		148,707		150,157		155,680		241,005		161,833		153,329		148,066		147,813		167,141		251,306		1,997,221	
Part Time	14,333		12,388		11,156		11,769		14,252		17,030		12,625		9,605		13,281		12,940		14,007		42,402		185,767	
Overtime	13,182		8,401		12,818		12,582		15,839		25,465		21,960		9,968		8,115		7,092		12,304		20,252		167,978	
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		12,449		14,323		23,447		177,100	
Subtotal	183,075		188,854		199,558		201,491		213,627		319,168		225,722		199,732		195,845		194,208		221,689		351,321		2,694,290	
Medical Ins	21,407		20,054		19,993		28,728		27,187		(2,527)		27,313		26,144		27,219		26,882		24,467		30,058		276,925	
Ancillary (dent,visn,life)	2,929		5,910		2,974		4,342		5,426		3,434		5,535		3,383		3,406		3,983		3,631		3,881		48,835	
Retirement	14,891		14,844		17,373		17,088		18,005		27,858		18,627		16,760		16,042		15,835		16,375		27,900		221,598	
Subtotal	39,228		40,808		40,340		50,157		50,618		28,765		51,475		46,287		46,667		46,700		44,473		61,838		547,358	
Fuel	545		797		568		755		571		666		480		607		1,364		1,118		1,027		1,086		9,584	
Rep & Maint (Auto)	266		40		33		270		85		882		694		58		474		492		1,352		138		4,783	
License / Svc Contracts	-		-		-		14,853		-		-		131		875		-		-		-		1,350		17,209	
Medical Exp	-		-		-		29,899		35		105		-		469		175		179		280		140		31,282	
Ems Supplies	726		12,555		(3,710)		3,992		878		(1,663)		2,393		4,462		(3,910)		857		4,924		(1,457)		20,048	
Uniforms/Fire Gear	1,973		17,113		602		4,362		6,224		11,594		3,365		431		2,785		1,360		256		59,983		110,049	
Trav/Train (non-wage)	1,233		6,027		2,887		9,653		2,615		3,243		9,608		742		3,217		3,399		353		(1,159)		41,818	
Subtotal	4,744		36,532		380		63,784		10,408		14,827		16,671		7,644		4,104		7,405		8,192		60,082		234,773	
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		60,589	
Prof Svc	2,252		2,120		2,464		2,950		3,560		3,850		3,350		2,750		2,858		2,525		3,206		3,111		34,996	
Tech Svc	1,393		-		580		485		1,381		580		4,454		1,333		240		170		2,930		2,024		15,569	
Office Exp/Equip Rent	1,422		1,143		2,440		1,393		784		1,988		581		598		1,984		2,012		1,705		6,802		22,852	
Utilities	1,749		1,734		2,102		1,705		1,960		2,502		2,910		1,735		3,680		1,701		1,851		2,218		25,846	
Rep & Maint (Facility)	67		47		65		208		65		-		-		-		-		-		-		-		452	
Audit Costs	-		0		0		-		7,463		-		-		-		-		-		-		-		7,463	
Other (Unemp./Conting	88		-		746		-		63		134		571		125		767		58		-		-		2,552	
Subtotal	12,020		10,093		13,446		11,790		20,325		14,102		16,915		11,590		14,578		11,515		14,741		19,204		170,320	
Equipment Dep.	1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		22,534		34,128	
Total	240,121		277,342		254,779		328,276		296,032		377,917		311,837		266,307		262,248		260,882		290,149		514,979		3,680,869	
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		2,875,741		3,165,890		3,680,869		3,680,869	

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2021 (July 2020 - June 2021)

Through June

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	12,377	23,789	353,853
Part Time	14,246	12,326	11,136	11,769	14,201	17,030	12,625	9,605	13,281	12,940	14,007	42,402	185,568
Overtime	13,182	8,401	12,818	12,582	15,839	25,465	21,960	9,968	8,115	7,092	12,304	20,252	167,978
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	2,946	6,474	53,308
Subtotal	81,862	107,411	66,687	62,624	62,247	88,013	72,005	46,529	43,779	39,518	46,086	97,369	814,131
Hosp	8,571	9,336	2,099	7,224	3,420	(295)	3,420	2,417	2,568	2,711	4,253	4,253	49,975
Life	1,753	1,465	1,526	924	1,105	638	940	232	362	397	758	809	10,909
Retirement	5,897	8,757	4,903	4,445	4,147	6,243	4,597	3,098	2,427	2,061	2,592	4,643	53,810
Subtotal	16,221	19,558	8,528	12,593	8,672	6,586	8,957	5,746	5,356	5,169	7,603	9,705	114,695
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems 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	54,949	108,334	943,946
Cumulative Expenses	99,343	227,572	304,048	380,525	452,705	548,563	630,785	684,320	734,716	780,663	835,612	943,946	

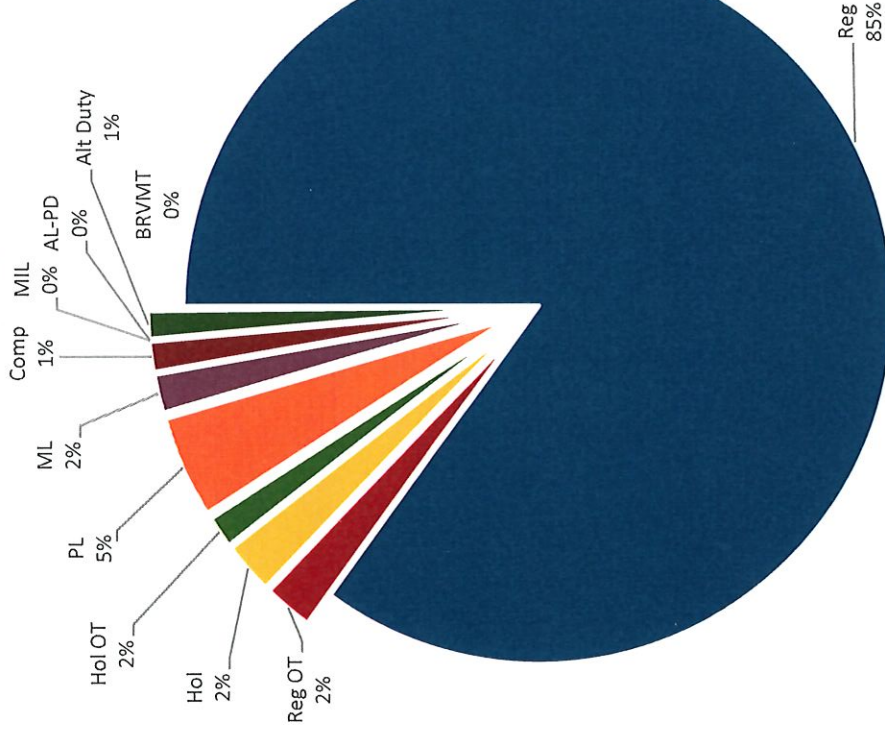
FisYr 2021
 PayMo. 6

Pay Type	Hours
Reg	6,736
Reg OT	176
Hol	184
Hol OT	112
PL	364
ML	135
Comp	106
MIL	-
AL-PD	-
Alt Duty	98
BRVMT	12
UL	-

Total: 7,923
 OT/Total: 2.2%

Worked: 6,912
 OT/Worked: 2.5%

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