



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438  
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

## 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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- 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, 2<sup>nd</sup> 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 25<sup>th</sup> 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 1<sup>st</sup>.

## 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 27<sup>th</sup> - 33 Life Saving, 69 Unit Citation, and 6

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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 21<sup>st</sup> for West Virginia Day, and Monday, July 5<sup>th</sup> 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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- 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 23<sup>rd</sup>.
  - Simon agreed that something needs to be done.

**BOARD MEMBER COMMENTS - None**

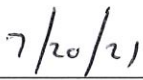
## ADJOURNMENT

- Motion to adjourn by Jackson, 2<sup>nd</sup> 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

Robert J. Faas Jr

  
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	\$ 1,986,221	\$ 1,745,915	\$ 2,006,101
JCC - Amb. Fee \$ 936,973	Part-time wages \$ 163,668	\$ 163,668	\$ 143,385	\$ 169,497
TB Assn. \$ 27,363.23	Overtime* \$ 182,027	\$ 182,027	\$ 147,726	\$ 170,028
CARES \$ 153,607.89	WC & payroll tax \$ 347,568	\$ 347,568	\$ 305,943	\$ 343,465
Sale of assets \$ 12,999.99	Fringe \$ 565,250	\$ 565,250	\$ 485,520	\$ 551,618
Other \$ 6,820.95	All other expenses \$ 451,982	\$ 451,982	\$ 337,401	\$ 456,005
<b>Some income (i.e., dedicated grants) may not be reflected here.</b>	<b>Total</b>	<b>\$ 3,696,715</b>	<b>\$ 3,165,890</b>	<b>\$ 3,696,715</b>

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

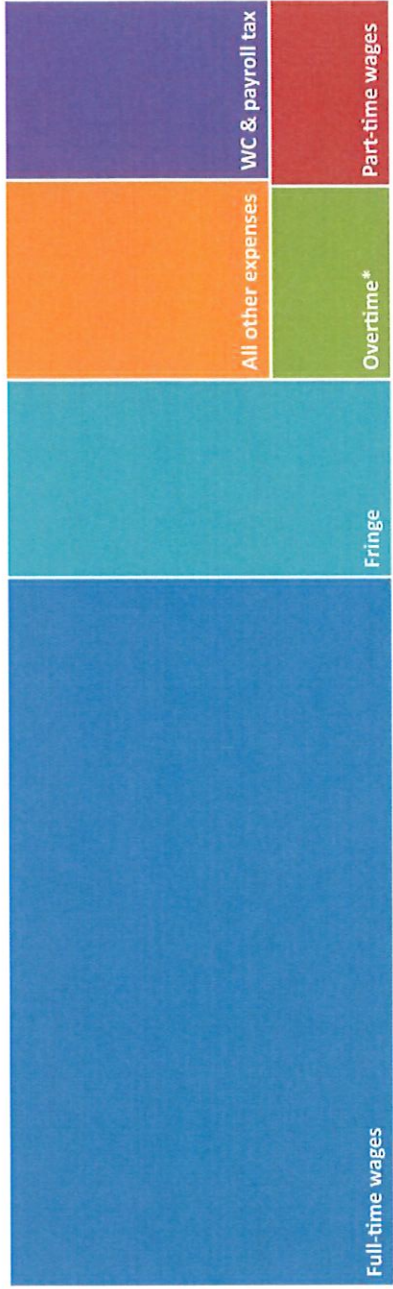
**Bank Account Balances**

as of: May 31, 2021

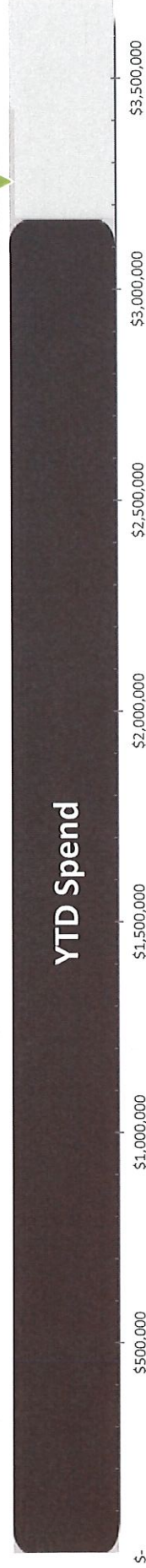
General	\$ 709,353
Payroll	\$ 23,663
Amb. Fee	\$ 624,453
Mortgage	\$ 118,253

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

YTD Spending - by Category



WE ARE HERE



88% of fiscal year complete based on 23 out of 26 pay periods finalized.

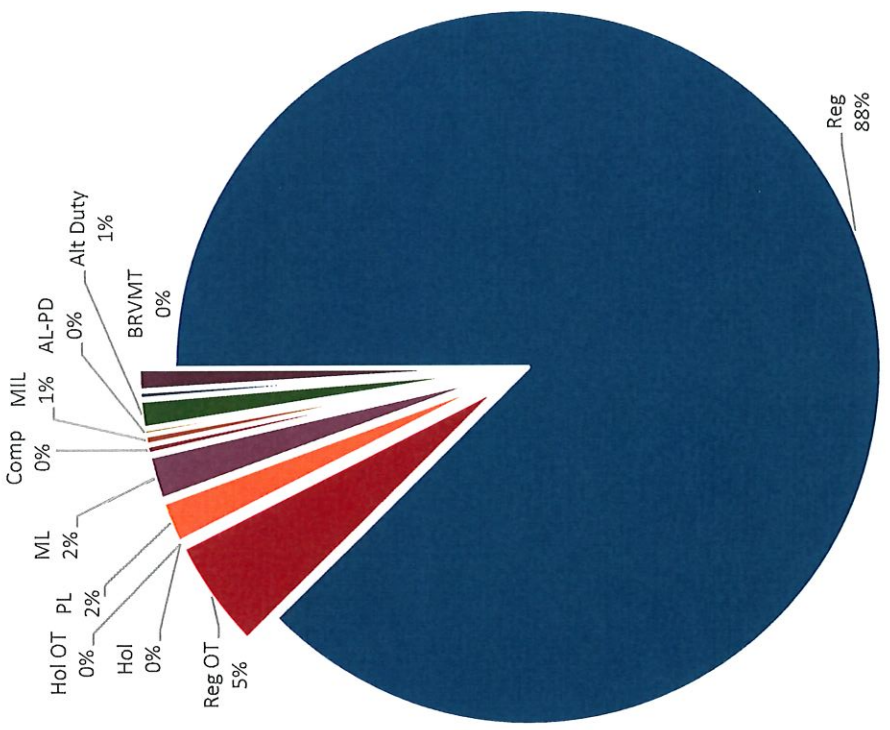




Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	2		2		2		2		2		3		2		2		2		2		2		2		3		26
Full Time	44,604		75,076		33,913		29,750		23,698		35,148		28,218		19,554		15,165		12,561		12,377		12,826		22,826		352,890
Part Time	14,246		12,326		11,136		11,769		14,201		17,030		12,625		9,605		13,281		12,940		14,007		26,112		26,112		169,278
Overtime	13,182		8,401		12,818		12,582		15,839		25,465		21,960		9,968		8,115		7,092		12,304		22,302		22,302		170,028
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		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		5,450		5,450		52,284
<b>Subtotal</b>	<b>81,862</b>		<b>107,411</b>		<b>66,687</b>		<b>62,624</b>		<b>62,247</b>		<b>88,013</b>		<b>72,005</b>		<b>46,529</b>		<b>43,779</b>		<b>39,518</b>		<b>46,086</b>		<b>81,142</b>		<b>81,142</b>		<b>797,904</b>
Hosp	8,571		9,336		2,099		7,224		3,420		(295)		3,420		2,417		2,568		2,711		4,253		4,853		4,853		50,575
Life	1,753		1,465		1,526		924		1,105		638		940		232		362		397		758		553		553		10,653
Retirement	5,897		8,757		4,903		4,445		4,147		6,243		4,597		3,098		2,427		2,061		2,592		5,138		5,138		54,306
<b>Subtotal</b>	<b>16,221</b>		<b>19,558</b>		<b>8,528</b>		<b>12,593</b>		<b>8,672</b>		<b>6,586</b>		<b>8,957</b>		<b>5,746</b>		<b>5,356</b>		<b>5,169</b>		<b>7,603</b>		<b>10,544</b>		<b>10,544</b>		<b>115,534</b>
Fuel	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Rep & Maint (Auto)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
License / Svc Contracts	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Medical Exp	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Ems Supplies	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Uniforms/Fire Gear	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Trav/Train (non-wage)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
<b>Subtotal</b>	<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>		<b>-</b>
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		1,260		15,120
Prof Svc	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Tech Svc	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Office Exp/Equip Rent	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Utilities	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Rep & Maint (Facility)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Audit Costs	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Other (Cars/Gear)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
<b>Subtotal</b>	<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>1,260</b>		<b>15,120</b>
Equipment Dep.	-		-		-		-		-		-		-		-		-		-		-		-		-		-
<b>Total</b>	<b>99,343</b>		<b>128,229</b>		<b>76,476</b>		<b>76,478</b>		<b>72,179</b>		<b>95,859</b>		<b>82,222</b>		<b>53,535</b>		<b>50,395</b>		<b>45,947</b>		<b>54,949</b>		<b>92,946</b>		<b>92,946</b>		<b>928,558</b>
<b>Cumulative Expenses</b>	<b>99,343</b>		<b>227,572</b>		<b>304,048</b>		<b>380,525</b>		<b>452,705</b>		<b>548,563</b>		<b>630,785</b>		<b>684,320</b>		<b>734,716</b>		<b>780,663</b>		<b>835,612</b>		<b>928,558</b>		<b>928,558</b>		

FisYr	2021
PayMo.	5
<b>Pay Type</b>	<b>Hours</b>
Reg	6,607
Reg OT	373
Hol	-
Hol OT	-
PL	141
ML	148
Comp	29
MIL	32
AL-PD	18
Alt Duty	92
BRVMT	24
UL	72
<b>Total:</b>	<b>7,536</b>
<b>OT/Total:</b>	<b>4.9%</b>
<b>Worked:</b>	<b>6,980</b>
<b>OT/Worked:</b>	<b>5.3%</b>

**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.,
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

# SIGN-IN SHEET

## BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: JUNE 15, 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>Debbie Lancaster</u> | 2- <u>Allen Keysar</u>       | 3- <u>STEVE HARRIS</u>     |
| 4- <u>Elliot Simon</u>     | 5- <u>Tricia Jackson</u>     | 6- <u>Crista Simpson</u>   |
| 7- <u>Ross L Moran</u>     | 8- <u>Dr Marney Treese *</u> | 9- <u>Nathan Cochran *</u> |
| 10- <u>Bob Fias *</u>      | 11- _____                    | 12- _____                  |

\*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 Moor</u>	<u>MVFC</u>	_____	✓
2- <u>Craig Horn</u>	<u>JCESA</u>	_____	✓
3- <u>Bob Burner</u>	<u>JCESA</u>	_____	✓
4- <u><del>Bob</del> MARSHALL DEWEITT</u>	<u>SVFD</u>	_____	?
5- _____	_____	_____	_____
6- _____	_____	_____	_____
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____

LIMITED TO PUBLIC DUE TO COVID-19