

Jefferson County Emergency Services Agency



**Board Meeting
August 17, 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 August 17, 2021

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, August 17, 2021, at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL Sign in Sheet

CALL TO ORDER – Faas

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (Limit 5 minutes per person)

APPROVAL OF MINUTES

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

TREASURER'S REPORT - Steve Harris / Burner

CHAIRMAN'S REPORT – Faas

1. Mission Statement
2. Status of amended by-laws
3. BRMVFC Progress report – removing from agenda

JCFRA REPORT - Morgan

- Association Update

DIRECTOR'S REPORT - Burner

1. Breast Cancer Awareness T-Shirts – Available \$15.00 each - size Small to 5XL
2. JCESA Annual Report for FY21 will be presented at September board meeting
3. W. A. Chester hosted a first-responder luncheon at JCESA on 8/10/21

UNFINISHED BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT

Members of the public are invited to attend the meeting. JCESA is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.

It's About Saving Lives

JCESA is an equal opportunity emergency service provider, Employer, and community partner of Jefferson County, WV.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

Meeting Minutes July 20, 2021

The July regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, July 20, 2021 at the JCESA office.

ROLL CALL

Member	Present	Member	Present
Elliot Simon	Yes	Debbie Lancaster	Yes
Craig Simpson	Yes	Tony Troxel	Yes
Tricia Jackson	Yes	Bob Burner	Yes
Nathan Cochran	Yes*	Bob Faas	Yes
Dr. Marney Treese	No	Steve Harris	Yes
Joshua Stillwell	Yes*	Ross Morgan	Yes
(*) Present via WebEx		Jacob Harris	Yes

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Simon, guest chairman *pro tem*, with a confirmed quorum.

PLEDGE OF ALLEGIANCE

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

- Motion by Simpson, 2nd by Jackson to elect unopposed nominees Troxel, Harris, and Lancaster. Motion carries unanimously on voice vote
- Faas elected Chairman with four votes via roll call (Stillwell, Troxel, J. Harris, and Faas.) Simpson received 3 votes (Jackson, S. Harris, Simpson).

APPROVAL OF MINUTES

- Motion by Jackson, 2nd by S. Harris to approve the June 15, 2021 Regular meeting minutes as submitted - Motion carries unanimously on voice vote.

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County WV.*

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

TREASURER'S REPORT

Burner assisted S. Harris with a review of accounts and expenses through June of 2021.

- o Motion by Simpson, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

Chairman Faas welcomed the newest Citizen Representative Board Member, Jacob "Jake" Harris.

JCFRA REPORT – Chief Morgan

1. Should have a "Fire Fee Ordinance" draft ready for review by next month, at which time would like to request a joint meeting with JCESA and the County Commission to further discuss and review.
2. Inquired about the purpose of the JCC hiring a consultant to perform a study. Jackson advised the purpose is to ensure ESA efficiency.

DIRECTOR'S REPORT – Bob Burner

1. Recommended continuing video conferencing as an option for members to attend board meetings and requested direction on continuing to live stream board meetings and publish video afterward.
 - o **Motion** by Troxel, 2nd by Jackson to continue offering video conferencing as an option for board members to attend, and to continue live streaming and publishing board meetings. Motion carries unanimously on voice vote.
2. Recommended eliminating agenda sections *Board Member requests* and *Board Member comments*. Cochran concurred and noted that the Chairman sets the agenda. By his authority, Chairman Faas approved this recommendation.
3. Recommended to move "Public Comment" to immediately follow Pledge of Allegiance.
 - o **Motion** by S. Harris, 2nd by Troxel to approve as recommended. Motion carries unanimously on voice vote.
4. JCESA Annual Report for FY21 is in development - if anyone has suggestions or anything they would like to see added in the draft please let Burner know.
5. Breast Cancer Awareness T-Shirts, sizes Sm-5XL available for purchase at \$15.00 ea. (cash or check to JCESA) All proceeds collected will be donated to BCA of Cumberland Valley. See Debbie Lancaster at ESA office M-F 8am-4pm. **** PayPal link at: paypal.me/JCESA419 slightly higher charge of \$15.50 each.**

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

BOARD MEMBER REQUESTS

Faas inquired about the status of the amended ESA's By-Laws. Cochran explained that, amid the COVID shutdown, the signed document was misplaced. He will provide JCESA with a signed amended By-Law in the very near future.

UNFINISHED BUSINESS

Progress report BRMVFC - Faas has no updates. Burner advised that BRMVFC, based on conversations with Chief Royce, is making progress on the station remodeling plans with their architect.

NEW BUSINESS - None

PUBLIC COMMENT

Marshall DeMeritt, SVFD – spoke in support of collaboration between ESA and volunteer partners.

BOARD MEMBER COMMENTS

1. J. Harris provided a brief personal introduction.
2. Troxel requested Burner continue providing incident statistics focused on previous month's activity.

ADJOURNMENT

- o Motion to adjourn by Jackson, 2nd by Troxel - Motion carries unanimously on voice vote. Meeting adjourned at 7:40 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Robert Faas, JCESA Chairman

Date

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*

Jefferson County Emergency Services Agency

Financial Summary - FY2022 (July 2021 - June 2022)

Through July

Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund \$ 3,019,138	Full-time wages \$ 2,062,060	\$ 132,757	\$ 2,061,532	\$ 528	
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 172,889	\$ 22,461	\$ 166,620	\$ 6,269	
TB Assn. \$ 0	Overtime* \$ 171,275	\$ 9,378	\$ 168,766	\$ 2,509	
CARES \$ 0	WC & payroll tax \$ 385,872	\$ 25,152	\$ 363,898	\$ 21,974	
Sale of assets \$ 0	Fringe \$ 677,738	\$ 40,823	\$ 670,634	\$ 7,104	
Other \$ 673	All other expenses \$ 464,664	\$ 26,681	\$ 464,037	\$ 627	
Some income (i.e., dedicated grants) may not be reflected here.	Total \$ 3,934,498	\$ 257,252	\$ 3,895,487	\$ 39,011	

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

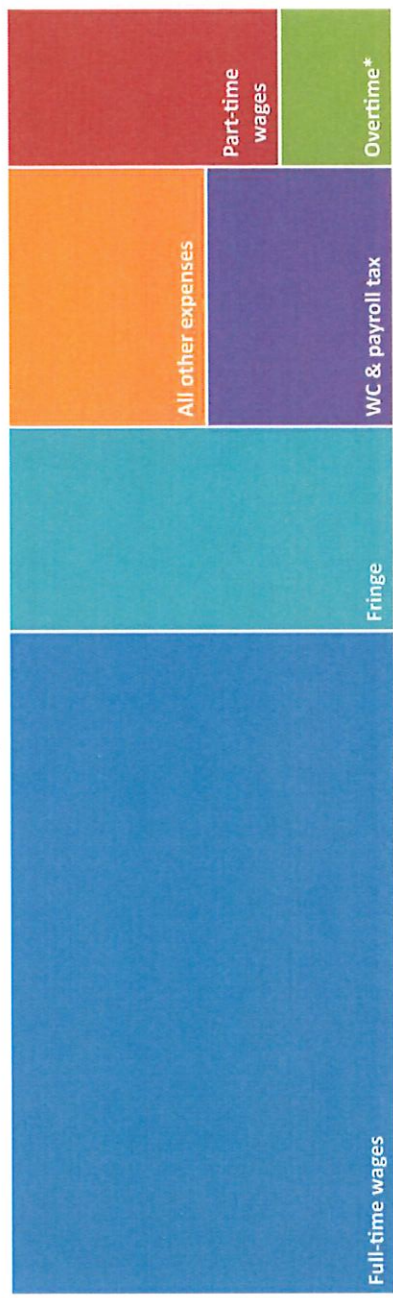
Bank Account Balances

as of: July 31, 2020

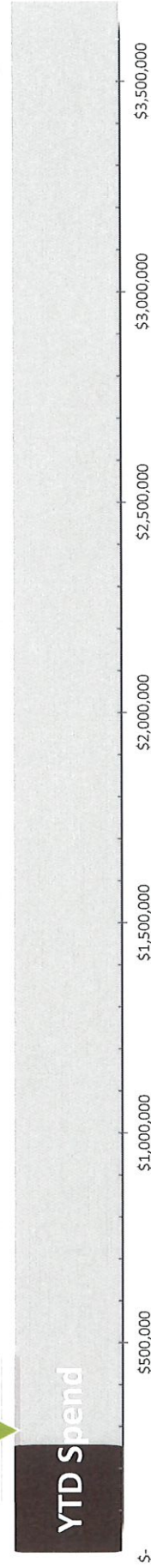
General	\$ 913,521
Payroll	\$ 71,484
Amb. Fee	\$ 674,475
Mortgage	\$ 104,786

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

YTD Spending - by Category



WE ARE HERE



8% of fiscal year complete based on 2 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2022 (July 2021 - June 2022)

Through July

Fund: **COMBINED**

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	
	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
Full Time	132,757	146,483	145,713	165,729	165,729	248,594	165,729	165,729	145,013	145,013	145,013	290,027	2,061,532	
Part Time	22,461	15,477	10,430	11,920	11,920	18,427	11,920	11,920	10,430	10,430	10,430	20,859	166,620	
Overtime	9,378	11,989	11,989	13,702	13,702	20,553	13,702	13,702	11,989	11,989	11,989	24,081	168,766	
Worker Comp	13,005	13,330	12,677	14,428	14,428	21,683	14,428	14,428	12,624	12,624	12,624	25,256	181,536	
FICA/Med	12,147	13,264	12,820	14,591	14,591	21,928	14,591	14,591	12,767	12,767	12,767	25,541	182,362	
Subtotal	189,748	200,543	193,629	220,369	220,369	331,185	220,369	220,369	192,823	192,823	192,823	385,764	2,760,817	
Medical Ins	22,305	32,738	32,738	32,738	32,738	32,738	32,738	32,738	32,738	32,738	32,738	32,739	382,421	
Ancillary (dent,visn,life)	3,913	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	52,041	
Retirement	14,605	17,535	17,535	19,296	19,296	26,631	19,296	19,296	17,462	17,462	17,462	30,298	236,172	
Subtotal	40,823	54,648	54,648	56,409	56,409	63,744	56,409	56,409	54,575	54,575	54,575	67,412	670,634	
Fuel	747	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,747	
Rep & Maint (Auto)	345	500	500	500	500	500	500	500	500	500	500	500	5,845	
License / Svc Contracts	-	500	500	15,000	500	500	500	500	500	500	500	500	20,000	
Medical Exp	35	200	16,000	16,000	200	200	200	200	200	200	200	400	34,435	
Ems Supplies	1,825	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	33,912	
Uniforms/Fire Gear	5,304	6,000	5,000	5,000	6,000	5,000	5,000	6,000	5,000	5,000	6,000	18,000	77,304	
Trav/Train (non-wage)	1,597	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,097	
Subtotal	9,853	12,617	27,417	41,917	12,617	11,617	11,617	12,617	11,617	11,817	12,817	24,817	201,340	
Auto & Liability Ins.	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	57,276	
Prof Svc	2,125	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	36,038	
Tech Svc	853	877	877	877	877	877	4,000	877	877	877	2,984	3,000	17,853	
Office Exp/Equip Rent	3,168	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	16,918	
Utilities	2,190	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	26,940	
Rep & Maint (Facility)	101	200	200	200	200	200	200	200	200	200	200	200	2,301	
Audit Costs	-	-	-	-	11,000	-	-	-	-	-	-	-	-	11,000
Other (Unemp./Conting)	95	-	-	-	-	-	-	-	-	-	-	-	52,095	
Subtotal	13,305	12,433	12,433	12,433	23,433	12,433	15,556	12,433	12,433	12,433	14,540	66,556	220,421	
Equipment Dep.	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	42,276	
Total	257,252	283,764	291,651	334,651	316,351	422,502	307,474	305,351	274,971	275,171	278,278	548,073	3,895,487	
Cumulative Expenses	257,252	541,017	832,667	1,167,318	1,483,669	1,906,170	2,213,644	2,518,995	2,793,966	3,069,137	3,347,415	3,895,487		

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2022 (July 2021 - June 2022)

Through July

Fund: GENERAL

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	2	7%	2	7%	2	7%	2	8%	2	8%	2	12%	2	8%	2	8%	2	7%	2	7%	2	7%	2	3	3	26	
Actual	110,478																										
Forecast																											
Full Time																											
Part Time																											
Overtime																											
Worker Comp																											
FICA/Med																											
Subtotal	127,730		141,813		141,600		160,907		160,907		241,360		160,907		160,907		140,793		140,793		140,793		140,793		281,587		2,000,097
Hosp	18,035		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		307,567
Life	3,280		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		42,241
Retirement	11,521		12,910		12,910		14,670		14,670		22,006		14,670		14,670		12,837		12,837		12,837		12,837		25,673		182,212
Subtotal	32,836		42,773		42,773		44,533		44,533		51,869		44,533		44,533		42,700		42,700		42,700		42,700		55,536		532,020
Fuel	747		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		11,747
Rep & Maint (Auto)	345		500		500		500		500		500		500		500		500		500		500		500		500		5,845
License / Svc Contracts			500		500		15,000		500		500		500		500		500		500		500		500		500		20,000
Medical Exp	35		200		16,000		16,000		200		200		200		200		200		200		400		400		400		34,435
Em's Supplies	1,825		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		33,912
Uniforms/Fire Gear	5,304		6,000		5,000		5,000		6,000		5,000		5,000		5,000		5,000		5,000		6,000		5,000		6,000		77,304
Trav/Train (non-wage)	1,597		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		18,097
Subtotal	9,853		12,617		27,417		41,917		12,617		11,617		11,617		11,617		11,617		11,617		12,817		12,817		24,817		201,340
Auto & Liability Ins.	3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		42,960
Prof Svc	2,125		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		36,038
Tech Svc	853		877		877		877		877		877		877		877		877		877		877		2,984		3,000		17,853
Office Exp/Equip Rent	3,168		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		16,918
Utilities	2,190		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		26,940
Rep & Maint (Facility)	101		200		200		200		200		200		200		200		200		200		200		200		200		2,301
Audit Costs	-		-		-		11,000		-		-		-		-		-		-		-		-		-		11,000
Other (Unemp./Conting)	95		-		-		-		-		-		-		-		-		-		-		-		52,000		52,095
Subtotal	12,112		11,240		11,240		14,363		11,240		11,240		11,240		11,240		11,240		11,240		13,347		13,347		65,363		206,105
Equipment Dep.	3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		42,276
Total	186,054		211,967		226,553		262,120		243,820		319,609		234,943		232,820		209,873		210,073		213,180		213,180		430,826		2,981,838
Cumulative Expenses	186,054		398,021		624,574		886,694		1,130,514		1,450,123		1,685,066		1,917,886		2,127,759		2,337,832		2,551,012		2,551,012		2,981,838		2,981,838

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2022 (July 2021 - June 2022)

Through July

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
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Full Time	22,279	23,530	22,760	26,011	26,011	39,017	26,011	26,011	22,760	22,760	22,760	45,519	325,427
Part Time	22,461	15,477	10,430	11,920	11,920	18,427	11,920	11,920	10,430	10,430	10,430	20,859	166,620
Overtime	9,378	11,989	11,989	13,702	13,702	20,553	13,702	13,702	11,989	11,989	11,989	24,081	168,766
Worker Comp	3,787	3,845	3,406	3,893	3,893	5,881	3,893	3,893	3,406	3,406	3,406	6,821	49,532
FICA/Med	4,113	3,888	3,445	3,937	3,937	5,947	3,937	3,937	3,445	3,445	3,445	6,898	50,374
Subtotal	62,018	58,729	52,030	59,463	59,463	89,825	59,463	59,463	52,030	52,030	52,030	104,178	760,720
Hosp	4,270	6,417	6,417	6,417	6,417	6,417	6,417	6,417	6,417	6,417	6,417	6,418	74,854
Life	633	833	833	833	833	833	833	833	833	833	833	833	9,800
Retirement	3,084	4,625	4,625	4,625	4,625	4,625	4,625	4,625	4,625	4,625	4,625	4,625	53,960
Subtotal	7,987	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,875	11,876	138,614
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	14,316
Auto & Liability Ins.	-	-	-	-	-	-	-	-	-	-	-	-	-
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	14,316
Equipment Dep.	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	71,198	71,798	65,098	72,531	72,531	102,893	72,531	72,531	65,098	65,098	65,098	117,247	913,649
Cumulative Expenses	71,198	142,996	208,093	280,624	353,155	456,048	528,578	601,109	666,207	731,305	796,403	913,649	

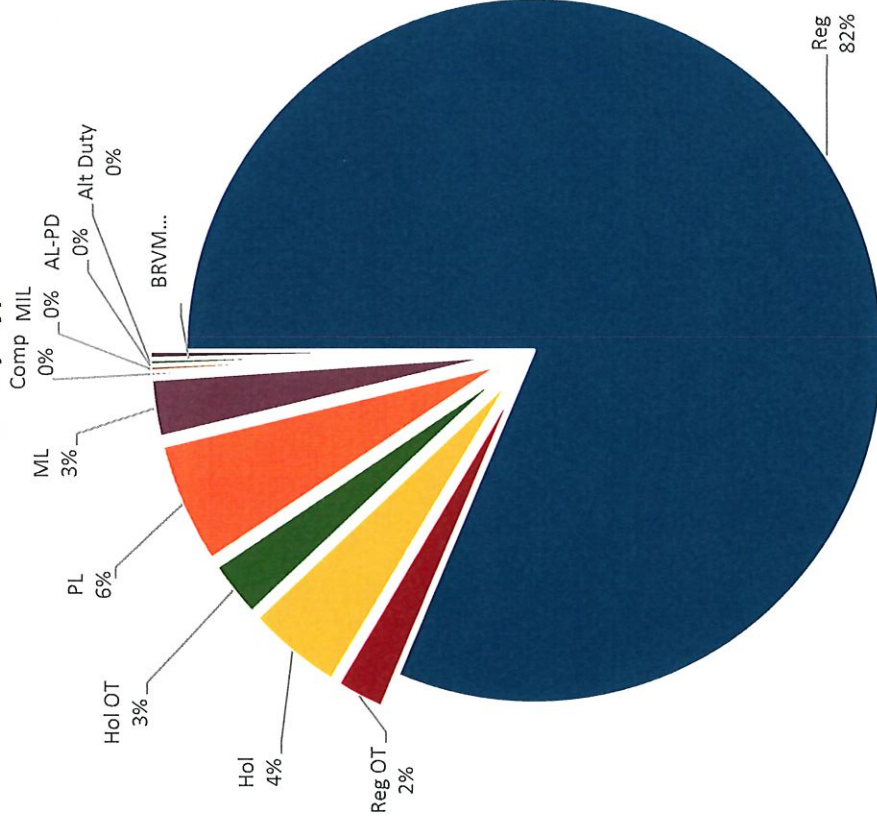
FisYr 2022
PayMo. 7

Pay Type	Hours
Reg	10,514
Reg OT	292
Hol	572
Hol OT	336
PL	720
ML	341
Comp	25
MIL	32
AL-PD	-
Alt Duty	35
BRVMT	-
UL	44

Total: 12,911
OT/Total: 2.3%

Worked: 10,806
OT/Worked: 2.7%

Hours by Type



Definitions

Reg	Regular worked hours (Straight time)
Reg OT	Reular worked OT (1.5x Reg rate)
Hol	Holiday (8hrs at Reg. 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