



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.*

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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.

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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

Aug 17, 2021
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	\$ 1,997,221	\$ 1,997,221
JCC - Amb. Fee \$ 936,973	Part-time wages \$ 163,668	\$ 163,668	\$ 185,787	\$ 185,787
TB Assn. \$ 36,358.23	Overtime* \$ 182,027	\$ 182,027	\$ 167,978	\$ 167,978
CARES \$ 128,351.16	WC & payroll tax \$ 347,568	\$ 347,568	\$ 343,304	\$ 343,304
Sale of assets \$ 12,999.99	Fringe \$ 565,250	\$ 565,250	\$ 547,358	\$ 547,358
Other \$ 9,519.01	All other expenses \$ 451,982	\$ 451,982	\$ 439,220	\$ 439,220
Some income (i.e., dedicated grants)	Total \$ 3,696,715	\$ 3,696,715	\$ 3,680,869	\$ 3,680,869

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

may not be reflected here.

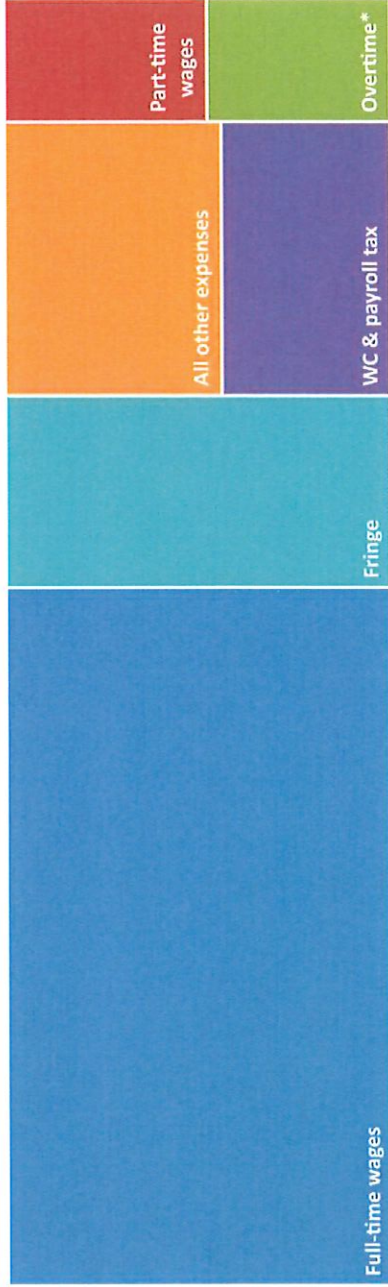
Bank Account Balances

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 HERE

YTD Spend



100% of fiscal year complete based on 26 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	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	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	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	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	185,787	14,333	12,388	11,156	11,769	14,252	17,030	12,625	9,605	13,281	12,940	14,007	42,402	185,787	14,333	12,388	11,156	11,769	14,252	17,030	12,625	9,605	13,281	12,940	14,007	42,402	185,787			
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	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	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	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	166,204	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	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	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	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	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	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	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	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	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	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	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	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	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	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	545	797	568	755	571	666	480	607	1,364	1,118	1,027	1,086	9,584	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	266	40	33	270	85	882	694	474	492	1,352	138	4,783	266	40	33	270	85	882	694	474	492	1,352	138	4,783					
License / Svc Contracts	-	-	-	14,853	-	-	131	875	-	-	-	1,350	17,209	-	-	-	14,853	-	-	131	875	-	-	1,350	17,209	-	-	-	-	-	-	-	-	-	-	-	1,350	17,209				
Medical Exp	-	-	-	29,899	35	105	-	469	175	179	280	140	31,282	-	-	-	29,899	35	105	-	469	175	280	140	31,282	-	-	-	-	-	-	-	-	-	-	-	1,350	17,209				
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	726	12,555	(3,710)	3,992	878	(1,663)	2,393	4,462	(3,910)	857	4,924	(1,457)	20,048	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	1,973	17,113	602	4,362	6,224	11,594	3,365	431	2,785	1,360	256	59,983	110,049	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	1,233	6,027	2,887	9,653	2,615	3,243	9,608	742	3,217	3,399	353	(1,159)	41,818	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	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	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	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	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	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	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	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	1,393	-	580	485	1,381	580	4,454	1,333	240	170	2,930	2,024	15,569	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	1,422	1,143	2,440	1,393	784	1,988	581	598	1,984	2,012	1,705	6,802	22,852	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	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	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	67	47	65	208	65	-	-	-	-	-	-	-	452	67	47	65	208	65	-	-	-	-	-	-	-	452			
Audit Costs	-	0	-	-	7,463	-	-	-	-	-	-	-	7,463	-	0	-	-	-	-	-	-	-	-	-	-	7,463	-	0	-	-	-	-	-	-	-	-	-	-	7,463			
Other (Unemp./Conting)	88	-	746	-	63	134	571	125	767	58	-	-	2,552	88	-	746	-	63	134	571	125	767	58	-	2,552	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																																

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	

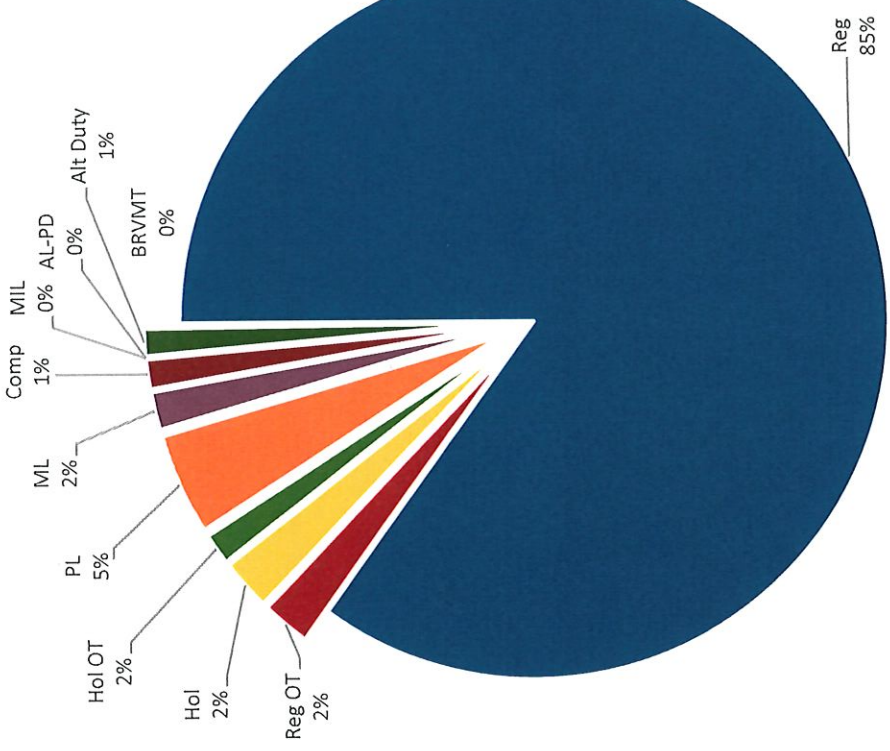
FisYr 2021
 PayMo. 6

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

SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular Special

Meeting Date: JULY 20, 2021

Location: JCESA , 419 Sixteenth Ave, Ranson, WV 25438

Time: 7:00 p.m

Board Members: (Please Print)

- | | | |
|-------------------------|--------------------------|----------------------------|
| 1- <u>Chris Simpson</u> | 2- <u>Elliot Simon</u> | 3- <u>Debbie Lancaster</u> |
| 4- <u>STAVB HARRIS</u> | 5- <u>Thicia Jackson</u> | 6- <u>Red FRA S</u> |
| 7- <u>Jacob Harris</u> | 8- <u>Ross L Mullen</u> | 9- <u>ANTHONY TROXER</u> |
| 10- _____ | 11- _____ | 12- _____ |

**Present via live stream WebEx and/or phone*

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 Moody</u>	<u>MVE</u>	_____	_____
2- <u>Marshall Denton</u>	<u>SFO</u>	✓	_____
3- <u>BOB BURNER</u>	<u>JCESA</u>	_____	✓
4- <u>RCraig Horn</u>	<u>JCESA</u>	_____	✓
5- _____	_____	_____	_____
6- _____	_____	_____	_____
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____