



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

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 \$ 2,622,847	Full-time wages \$ 1,986,221	\$ 1,986,221	\$ 1,578,774 ▲79%	\$ 1,976,799 ▲
JCC - Amb. Fee \$ 936,973	Part-time wages \$ 163,668	\$ 163,668	\$ 129,378 ▲79%	\$ 162,008 ▲
TB Assn. \$ 27,363.23	Overtime* \$ 182,027	\$ 182,027	\$ 135,422 ▲74%	\$ 168,802 ▲
CARES \$ 128,330.27	WC & payroll tax \$ 347,568	\$ 347,568	\$ 277,706 ▲80%	\$ 341,032 ▲
Sale of assets \$ 12,999.99	Fringe \$ 565,250	\$ 565,250	\$ 441,047 ▲78%	\$ 550,172 ▲
Other \$ 7,833.23	All other expenses \$ 451,982	\$ 451,982	\$ 313,941 ▲69%	\$ 497,901 ▼
Total	Total	\$ 3,696,715	\$ 2,876,268 ▲78%	\$ 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'

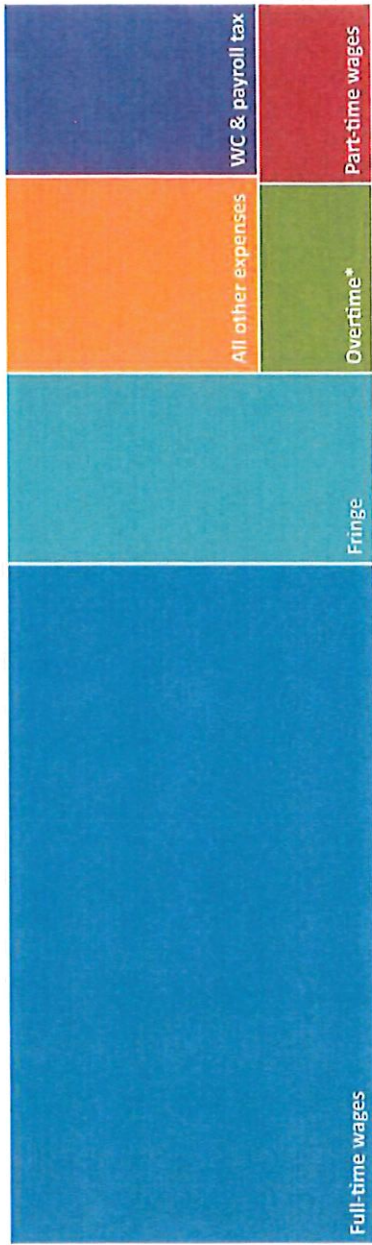
Bank Account Balances

as of: April 30, 2021

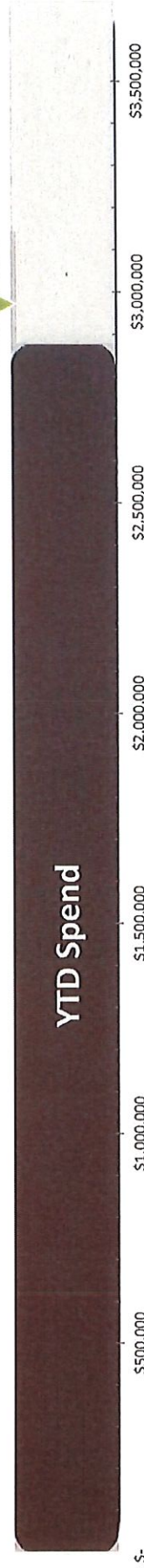
General	\$ 1,011,940
Payroll	\$ 1,634
Amb. Fee	\$ 679,208
Mortgage	\$ 124,983

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: GENERAL

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	85,666	66,838	114,794	120,407	131,982	205,857	133,615	133,775	132,901	135,252	144,000	217,000	1,622,087
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	219
Part Time	87	61	20	-	51	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	8,698	9,462	9,462	9,462	9,462	9,462	9,462	9,462	9,462	9,462	9,462	9,462	112,780
FICA/Med	6,761	5,082	8,595	8,998	9,885	15,836	10,640	9,966	9,702	9,976	11,016	16,601	123,058
Subtotal	101,212	81,443	132,871	138,867	151,380	231,156	153,717	153,203	152,065	154,690	164,478	243,063	1,858,145
Hosp	12,837	10,719	17,894	21,504	23,767	(2,232)	23,893	23,727	24,652	24,171	25,252	25,252	231,436
Life	1,176	4,445	1,448	3,417	4,321	2,796	4,596	3,152	3,044	3,586	3,417	3,417	38,815
Retirement	8,995	6,087	12,470	12,643	13,858	21,615	14,030	13,662	13,615	13,774	15,120	22,785	168,653
Subtotal	23,008	21,250	31,812	37,564	41,946	22,179	42,518	40,541	41,311	41,531	43,789	51,454	438,903
Fuel	545	797	568	755	571	666	480	607	1,364	1,118	700	700	8,871
Rep & Maint (Auto)	266	40	33	270	85	882	694	58	474	492	500	500	4,293
License / Svc Contracts	-	-	-	14,853	-	0	131	875	-	-	100	300	16,259
Medical Exp	-	-	-	29,899	35	105	-	469	175	179	70	70	31,002
Ems Supplies	726	12,555	(3,710)	3,992	878	(1,663)	2,393	4,462	(3,910)	857	3,000	1,000	20,581
Uniforms/Fire Gear	1,973	17,113	602	4,362	6,224	11,594	3,365	431	2,785	1,728	21,000	26,000	97,177
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	1,500	45,783
Subtotal	4,744	36,532	380	63,784	10,408	14,827	16,671	7,644	4,104	7,932	26,870	30,070	223,966
Auto & Liability Ins.	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,220	3,220	44,332
Prof Svc	2,252	2,120	2,464	2,950	3,560	3,850	3,350	2,750	2,858	2,525	3,417	3,417	35,512
Tech Svc	1,393	-	580	485	1,381	580	4,454	1,333	240	170	1,200	1,200	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	1,370	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	2,118	25,895
Rep & Maint (Facility)	67	47	65	208	65	-	-	-	-	-	950	450	1,852
Audit Costs	-	0	0	-	7,463	-	-	-	-	-	-	504	7,967
Other (Unemp./Conting)	88	-	746	-	63	134	571	125	767	58	-	96,732	99,284
Subtotal	10,760	8,833	12,186	10,530	19,065	12,842	15,655	10,330	13,318	10,255	12,157	109,010	244,942
Equipment Dep.	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
Total	140,778	149,113	178,303	251,799	223,853	282,058	229,615	212,772	211,853	215,462	248,961	435,264	2,779,829
Cumulative Expenses	140,778	289,891	468,194	719,993	943,846	1,225,904	1,455,519	1,668,291	1,880,143	2,095,605	2,344,566	2,779,829	

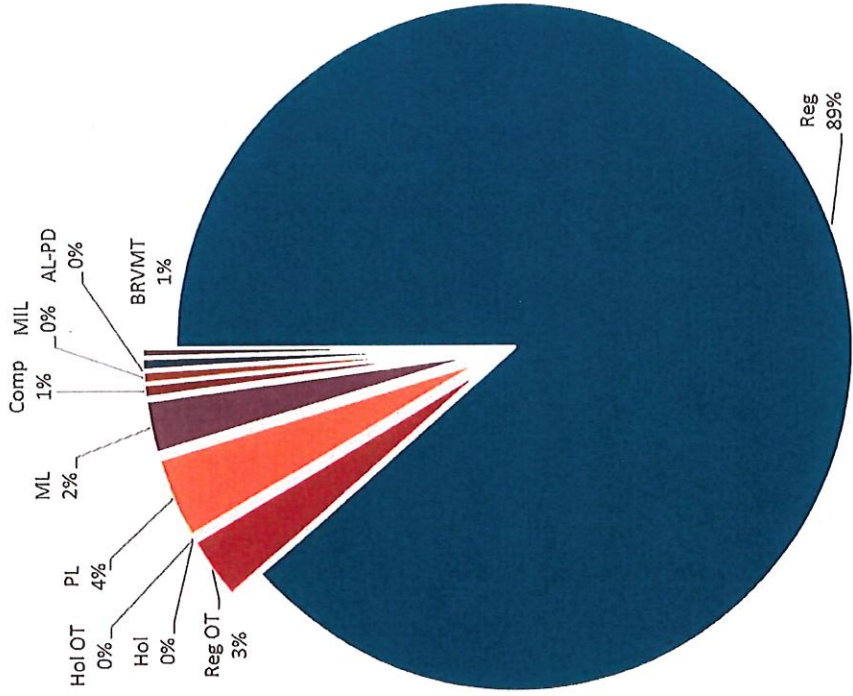
Jefferson County Emergency Services Agency Monthly Expense Budget - FY2021 (July 2020 - June 2021) Through April Fund: Amb. Fee

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	2	2	2	2	2	2	2	2	2	2	3	26
Actual	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
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-
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
Actual	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
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	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
Actual	1,753	1,465	1,526	924	1,105	638	940	232	362	397	553	553	10,448
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,753	1,465	1,526	924	1,105	638	940	232	362	397	553	553	10,448
Actual	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
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	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
Actual	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
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-
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 Contract	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Actual	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
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-
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	30
UL	

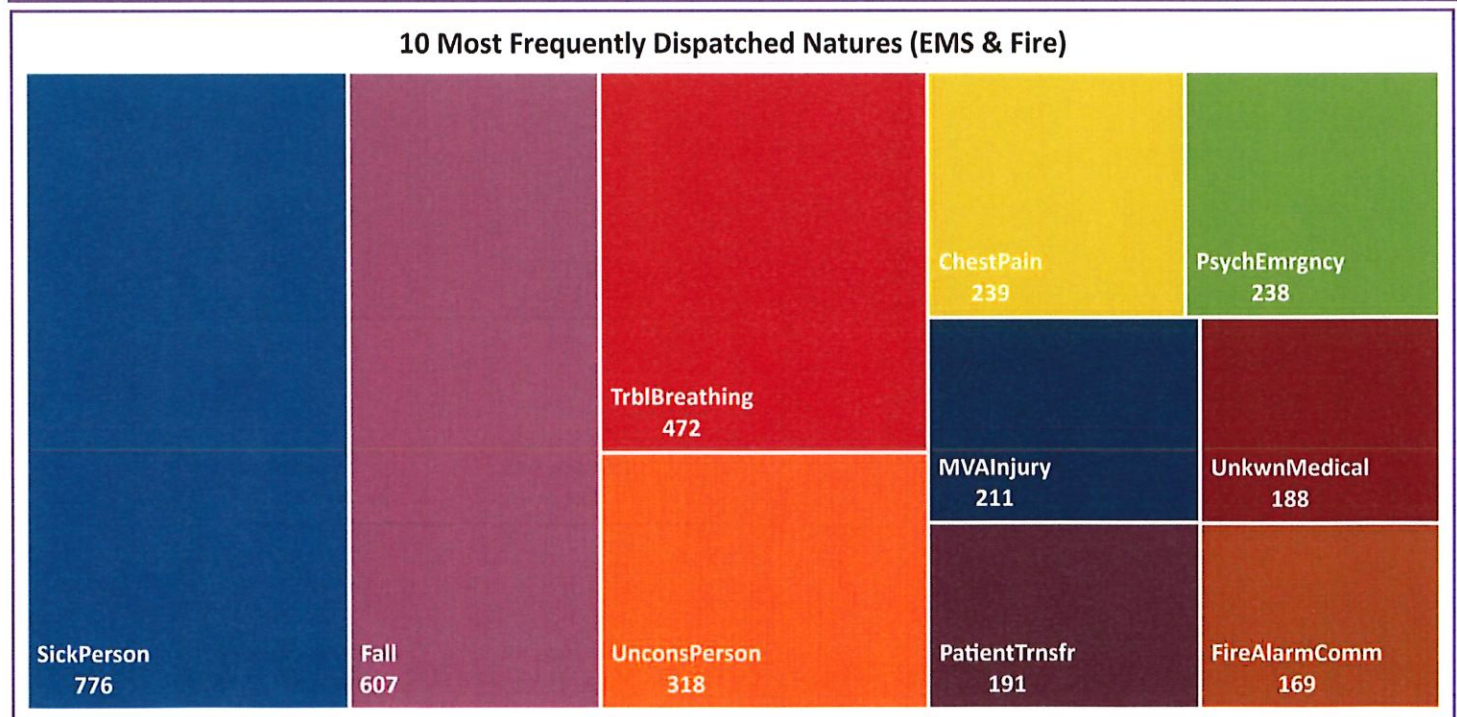
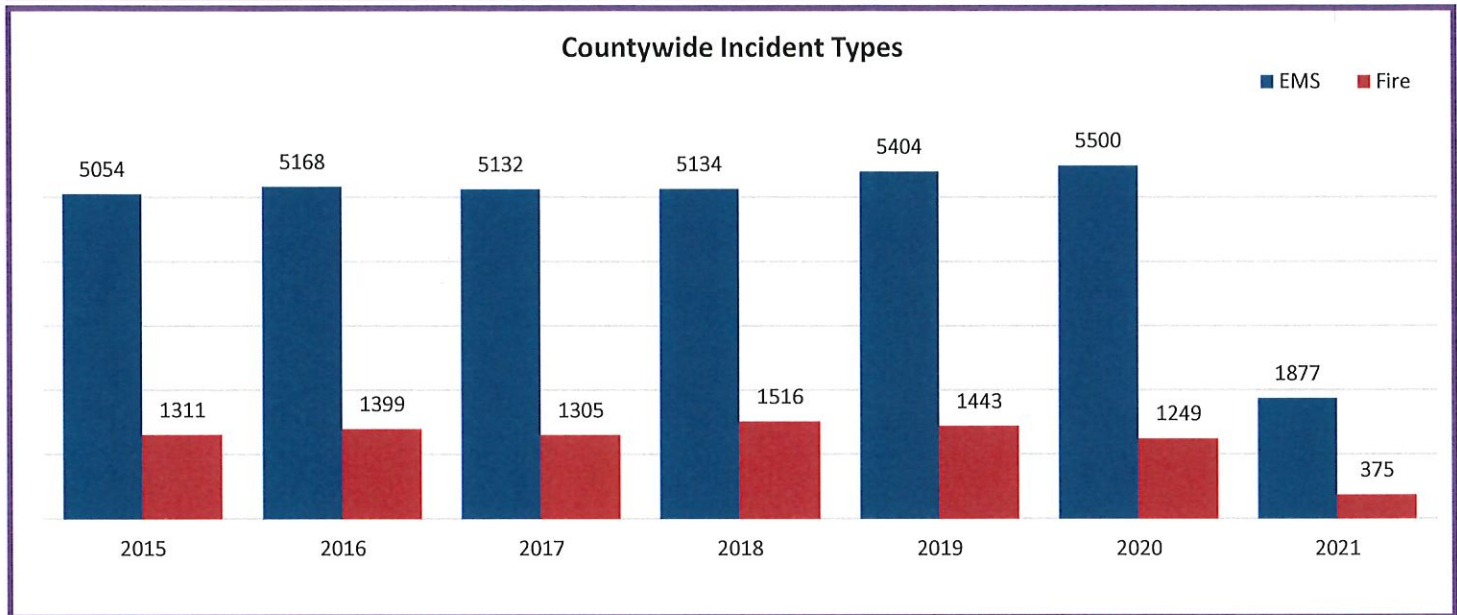
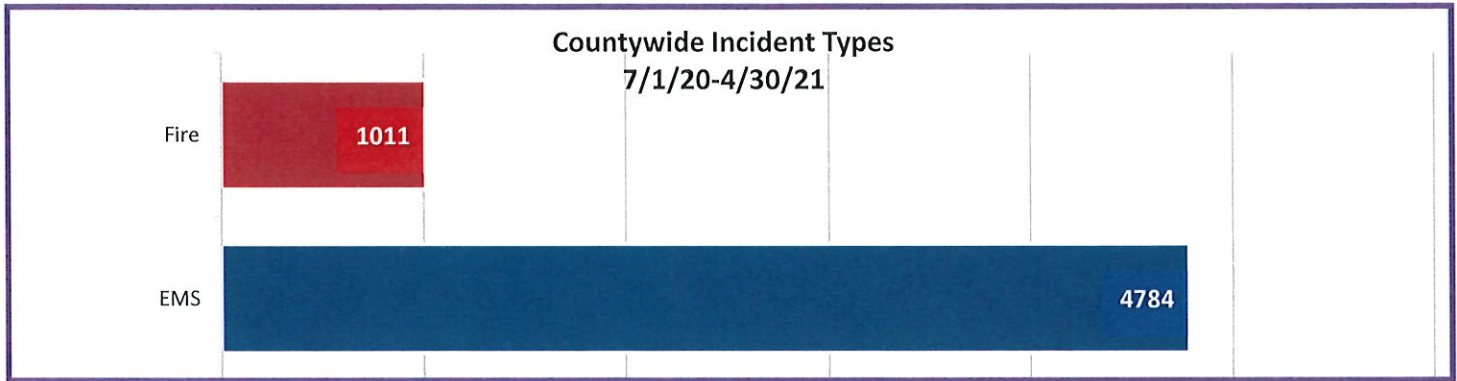
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OT/Total:	3.0%	
Worked:	6,622	✓
OT/Worked:	3.2%	

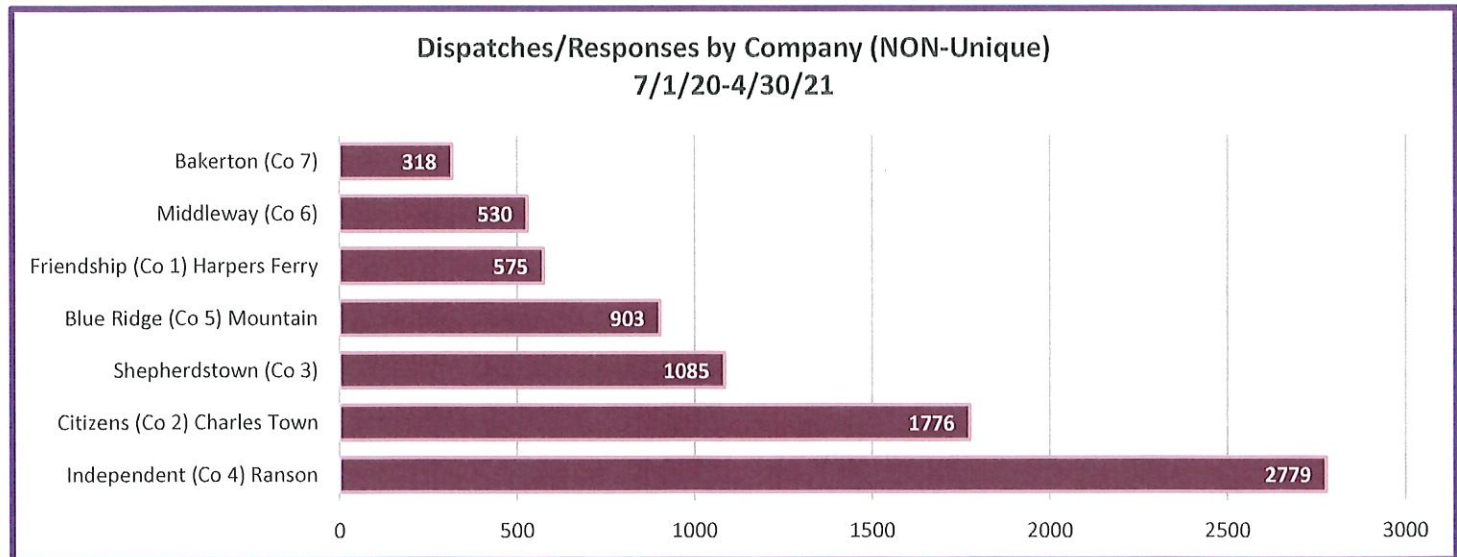
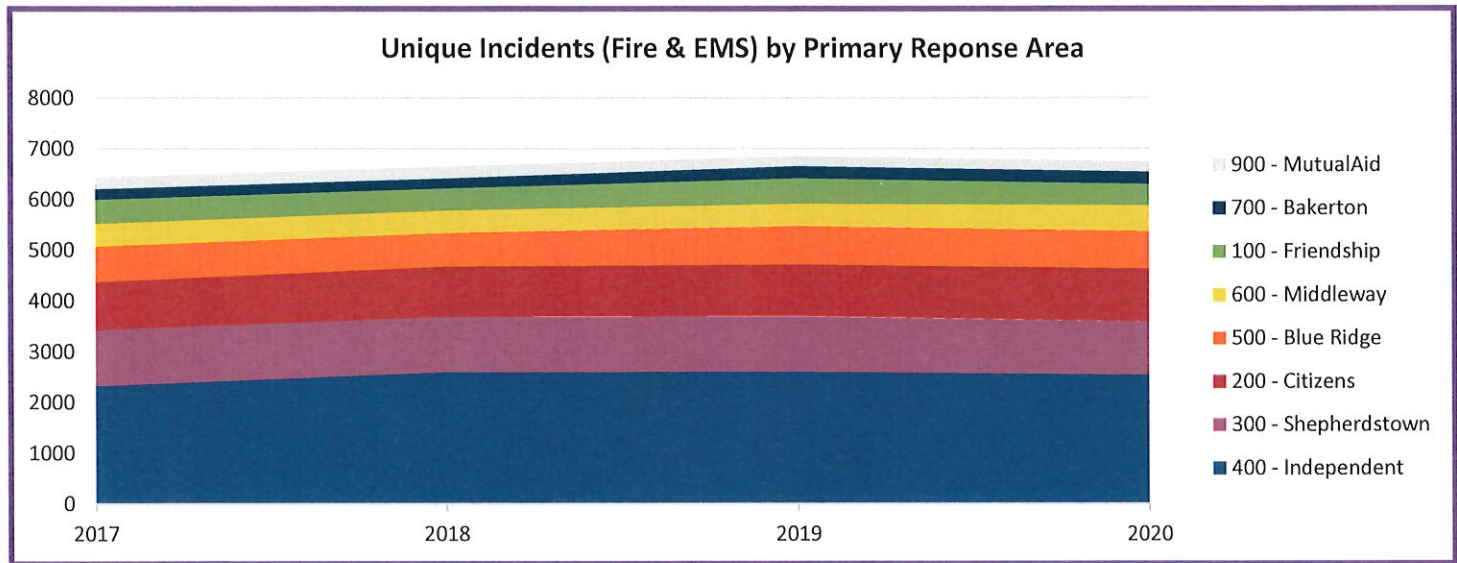
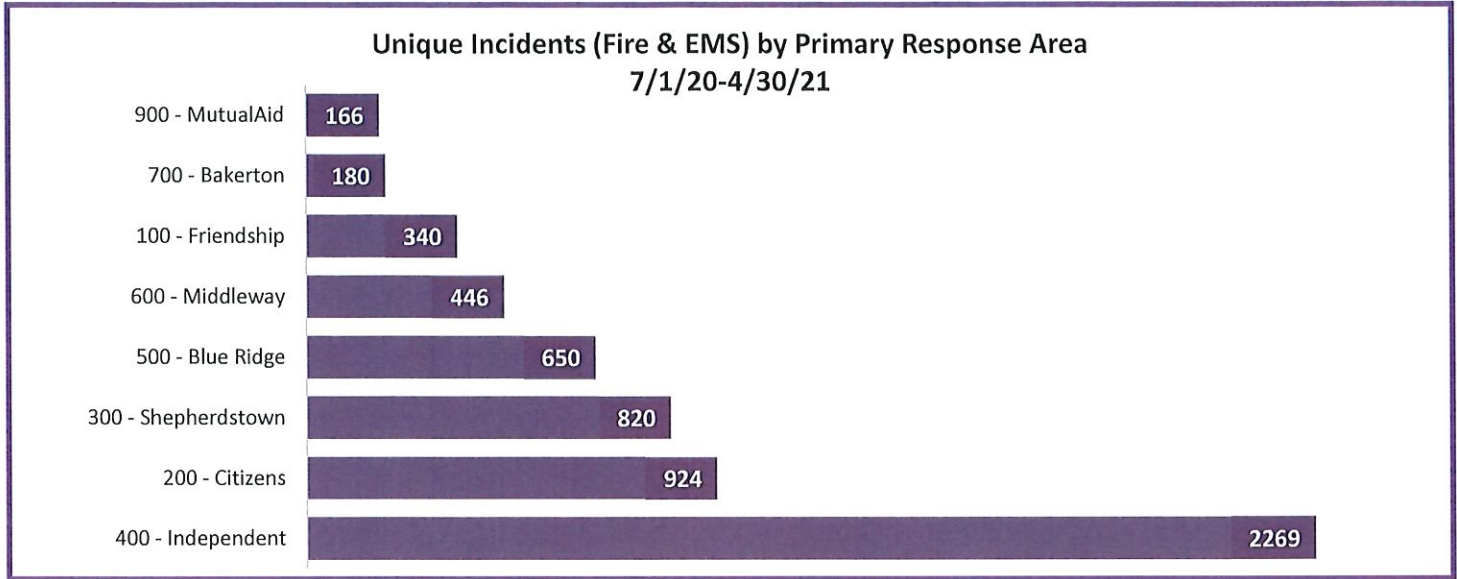
Hours by Type

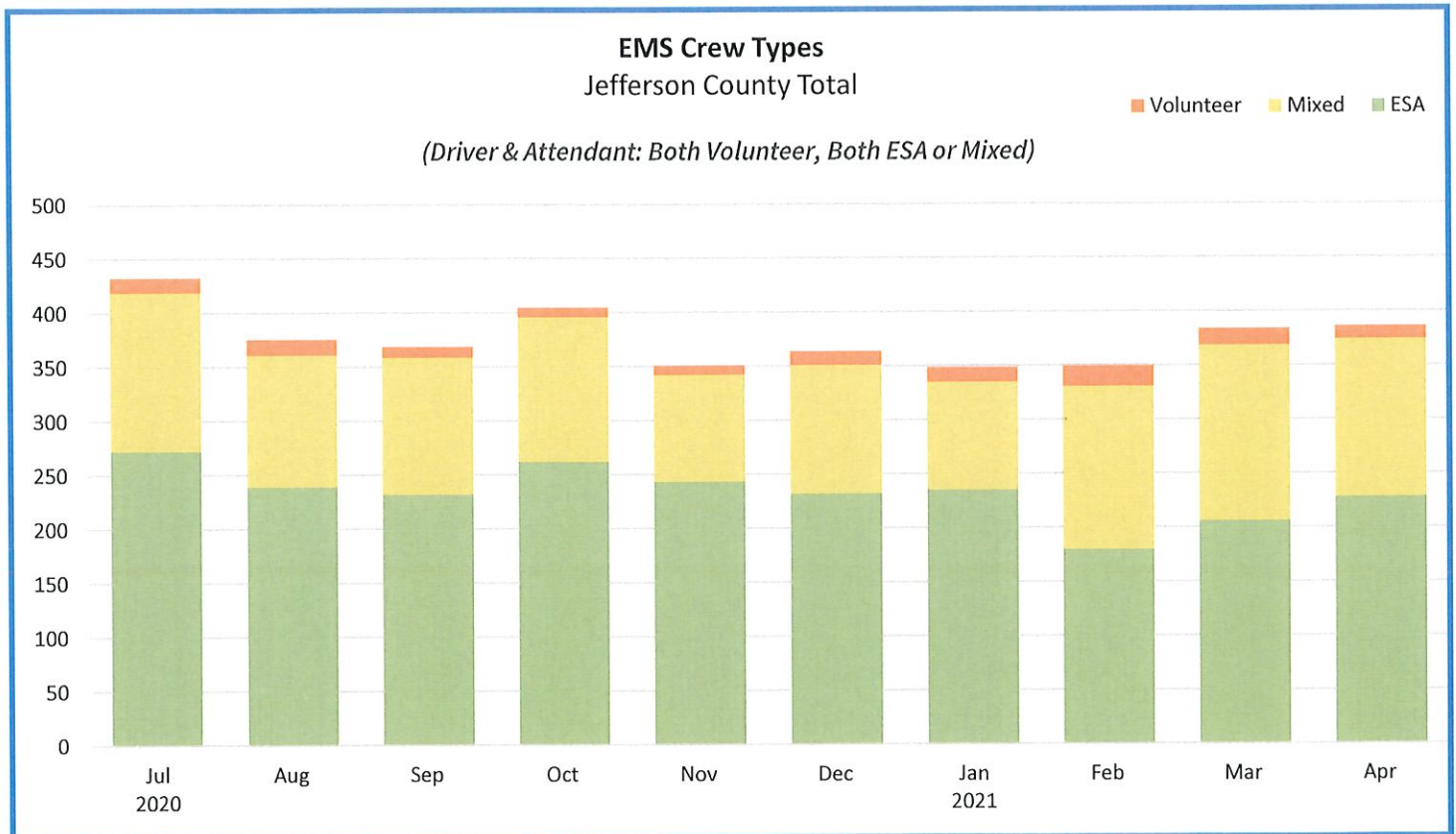
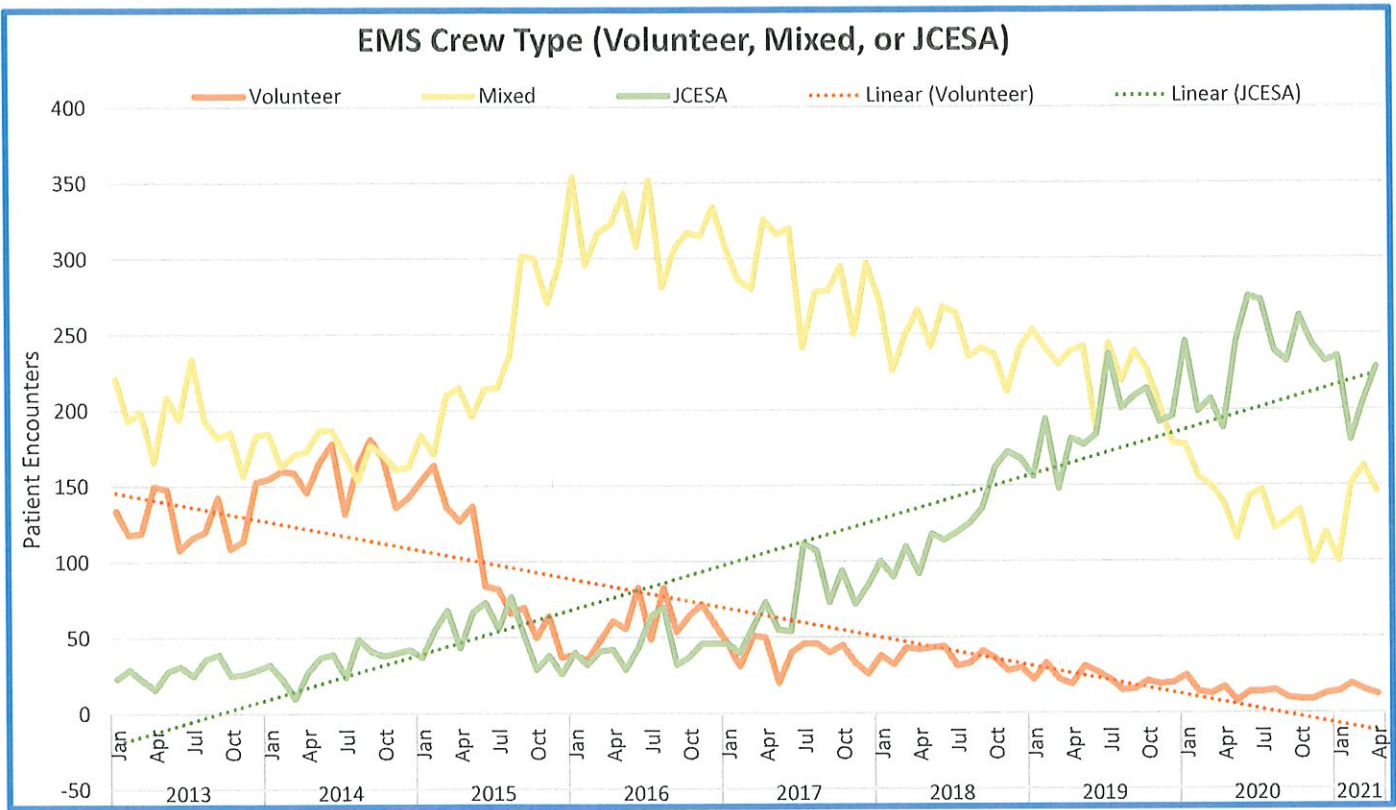


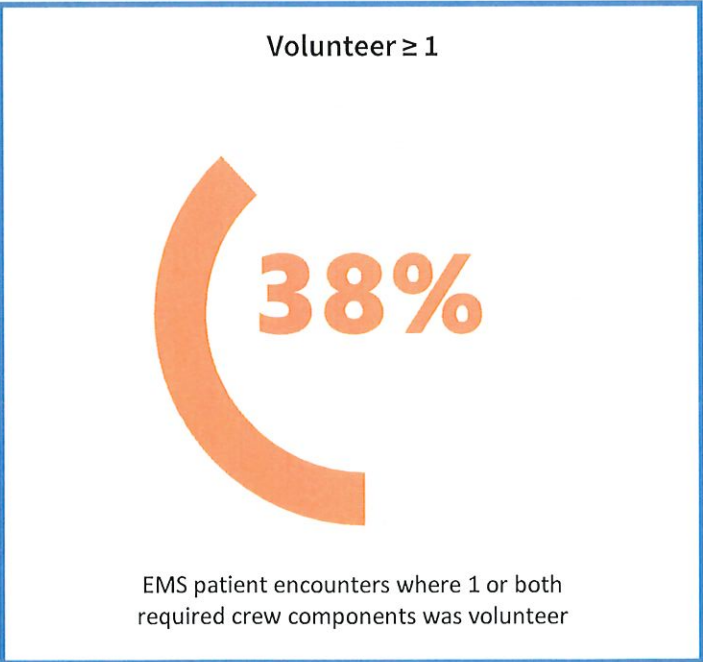
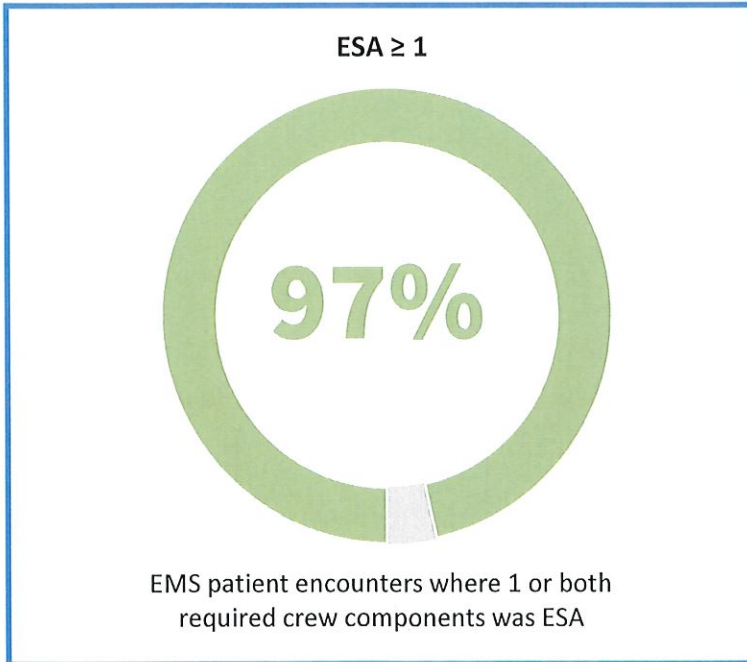
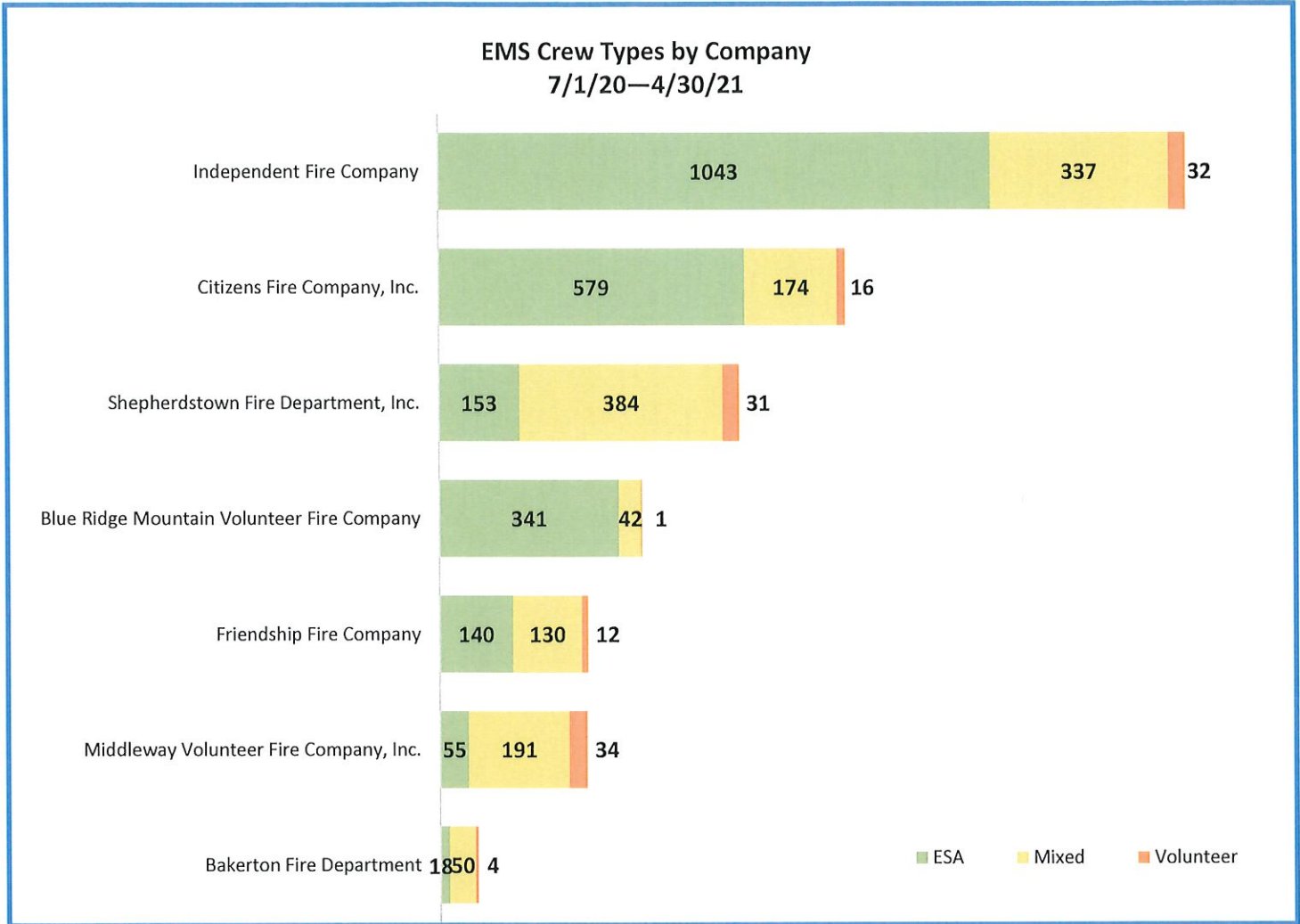
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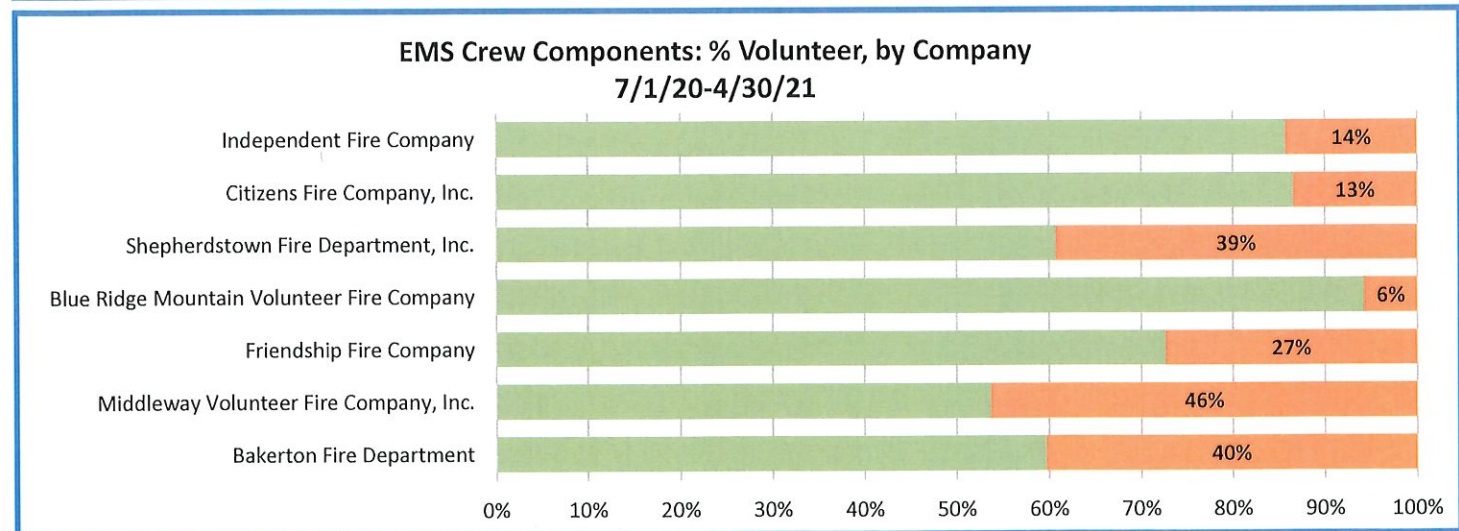
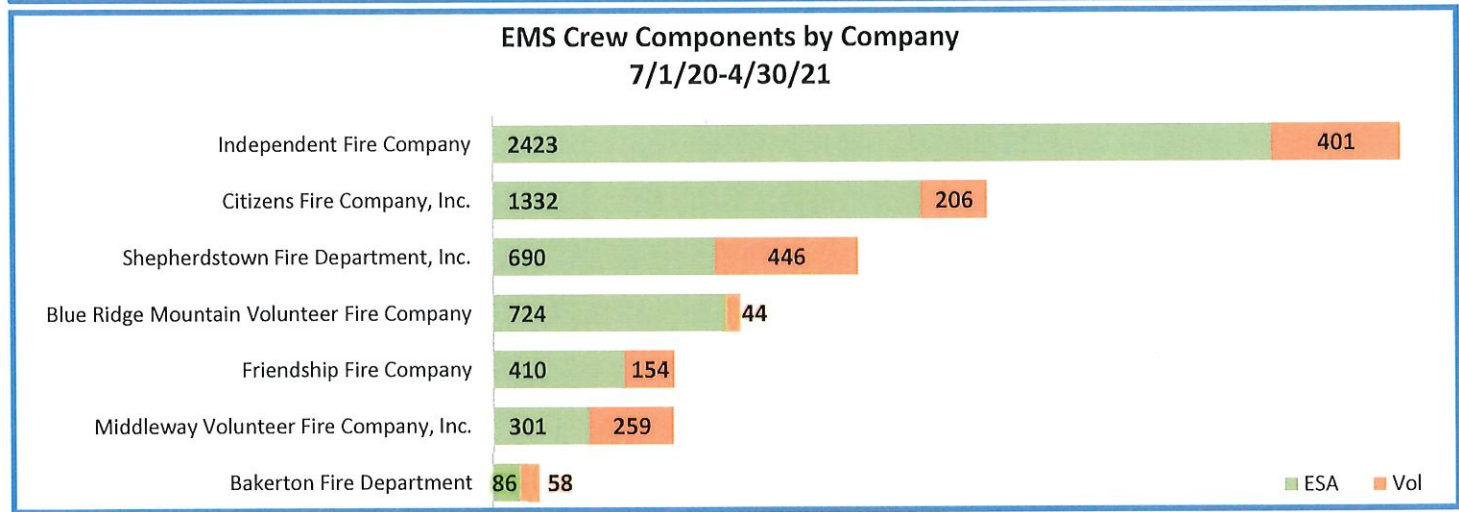
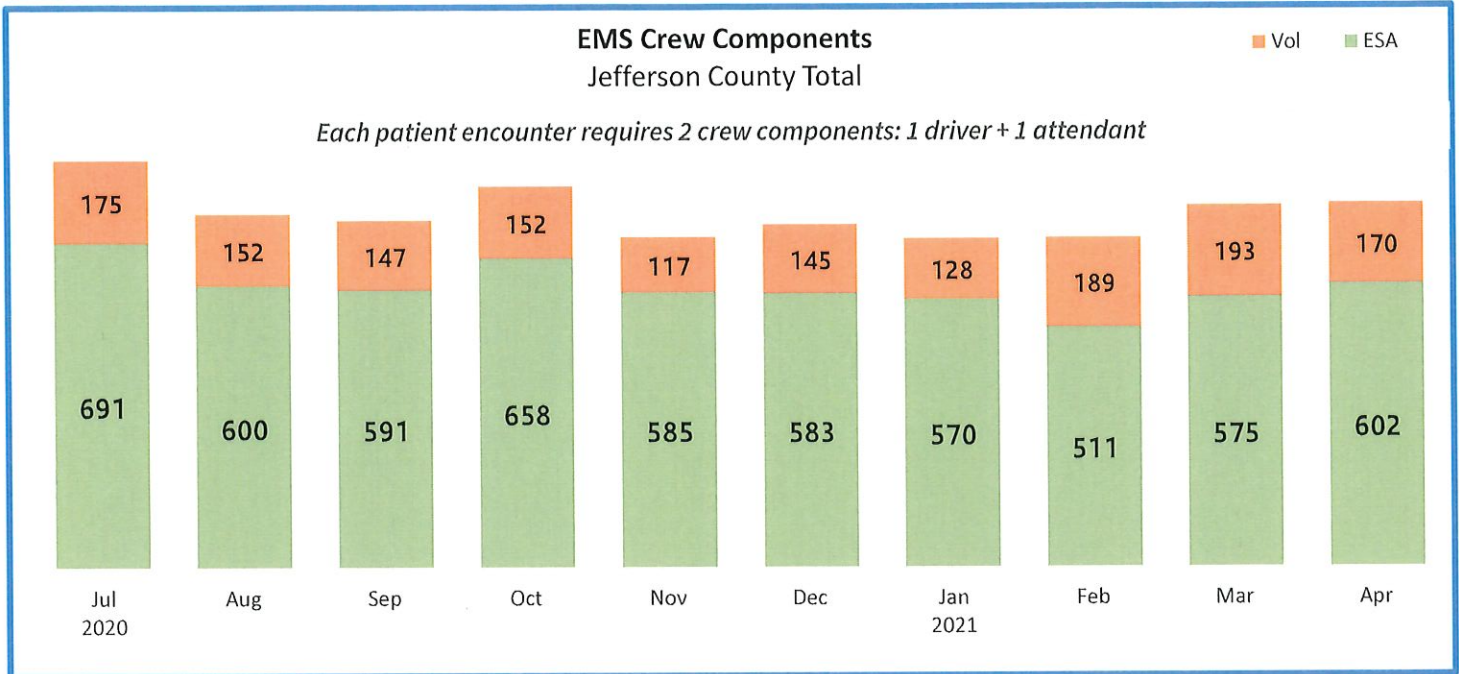
Reg	Regular worked hours (Straight time)
Reg OT	Regular worked OT (1.5x Reg rate)
Hol	Holiday (8hrs at Reg. rate per emp., per Holiday OT (8hrs at OT rate per emp., per holiday, if they worked it)
PL	Personal Leave
ML	Medical Leave
Comp	Comp Time used
MIL	Military Leave
AL-PD	Paid Admin Leave (incl. COVID leave)
Alt Duty	Alternative Duty
BRVMT	Bereavement
UL	Unpaid Leave

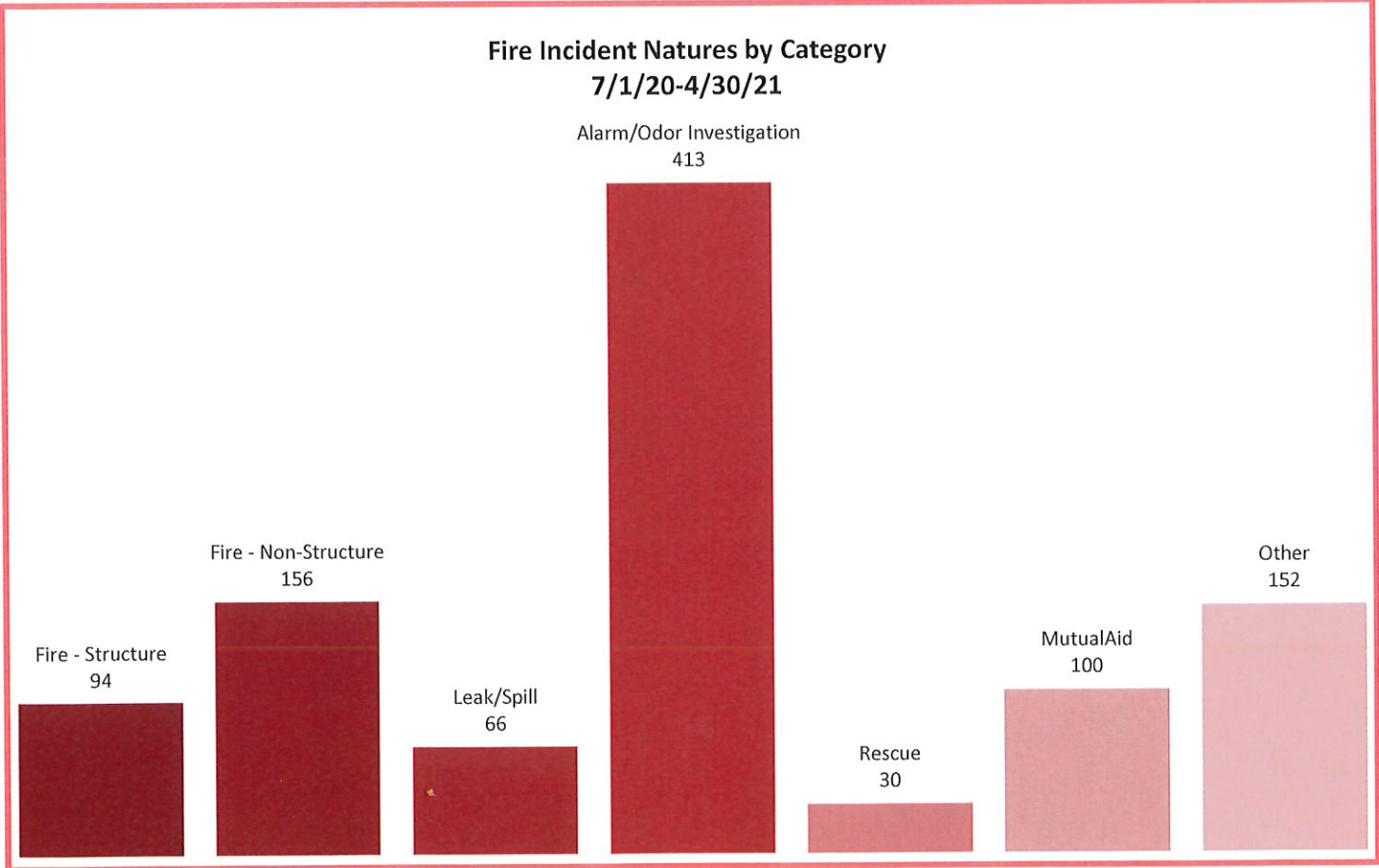
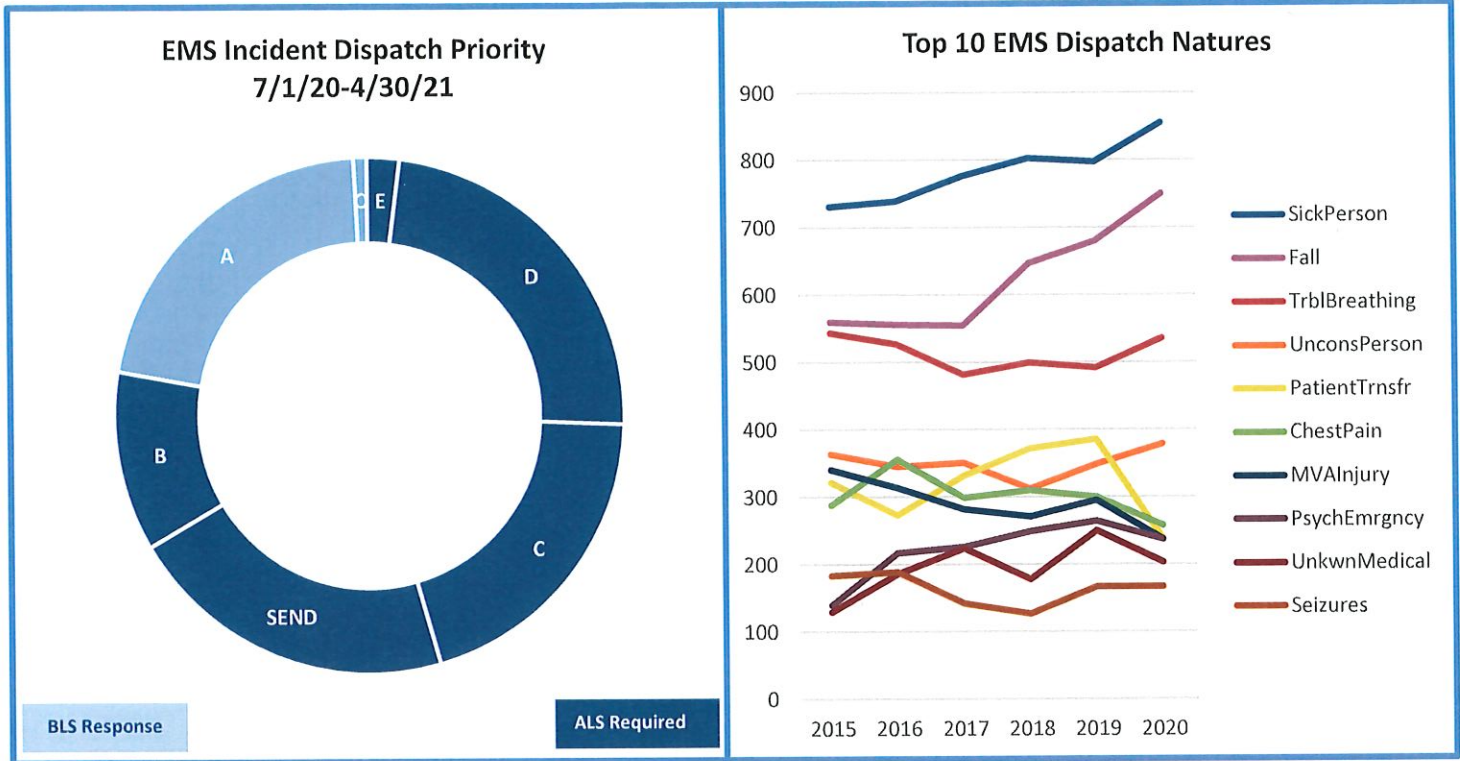












SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: MAY 18, 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>Cristie Simpson</u> | 2- <u>Debbie Lancaster</u> | 3- <u>STEVE AARIS</u> |
| 4- <u>ANTHONY T. TRAXER</u> | 5- <u>Tina Jackson</u> | 6- <u>Elliot Simon</u> |
| 7- <u>Allen Keyser</u> | 8- <u>Nathan Cochran</u> * | 9- <u>Dr. Marney Treese</u> * |
| 10- <u>Joshua Stillwell</u> | 11- <u>Bob Faas</u> * | 12- <u>Ross Morgan</u> |

*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>Jason Young</u>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2- <u>Mike Wood</u>	<u>MWR</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3- <u>Washell Dombatt</u>	<u>SFD</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4- <u>Ross L Morgan</u>	<u>SFD</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5- <u>BOB BURNER</u>	<u>JCESA</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6- <u>RCRAIG HORN</u>	<u>JCESA</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
8- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
9- _____	LIMITED TO PUBLIC DUE TO COVID-19		<input type="checkbox"/>
10- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
11- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>