



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ 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, 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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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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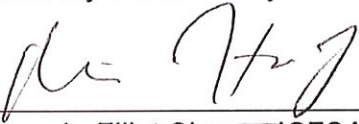
- There has been no response or communication or acknowledgement from County Commission regarding this incident, which is unacceptable.
- A week ago, Washington Co. called JC for mutual aid for chest pains station 1 in Sharpsburg (we're only 3-4 miles from there), Jefferson' response was "Stand-By" and 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.

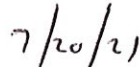
BOARD MEMBER COMMENTS - None

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

Robert J. FAS JR

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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
Total	Total	\$ 3,696,715	\$ 3,165,890	\$ 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'*

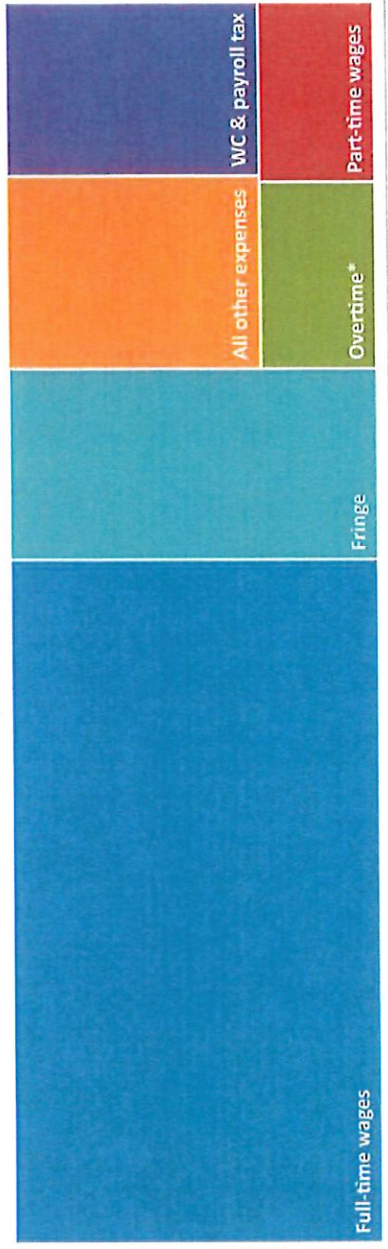
Bank Account Balances

as of: May 31, 2021

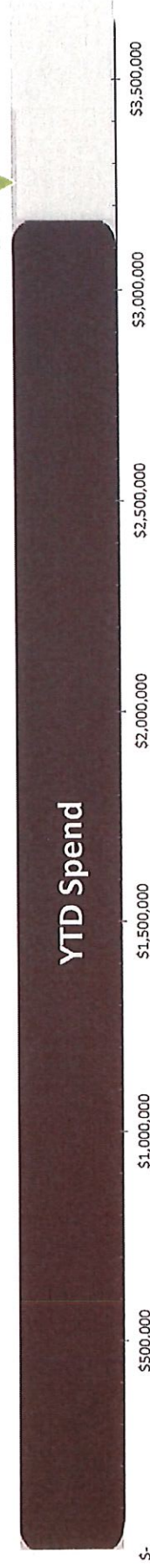
General	\$ 709,353
Payroll	\$ 23,663
Amb. Fee	\$ 624,453
Mortgage	\$ 118,253

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.

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2021 (July 2020 - June 2021) Through May Fund: **COMBINED**

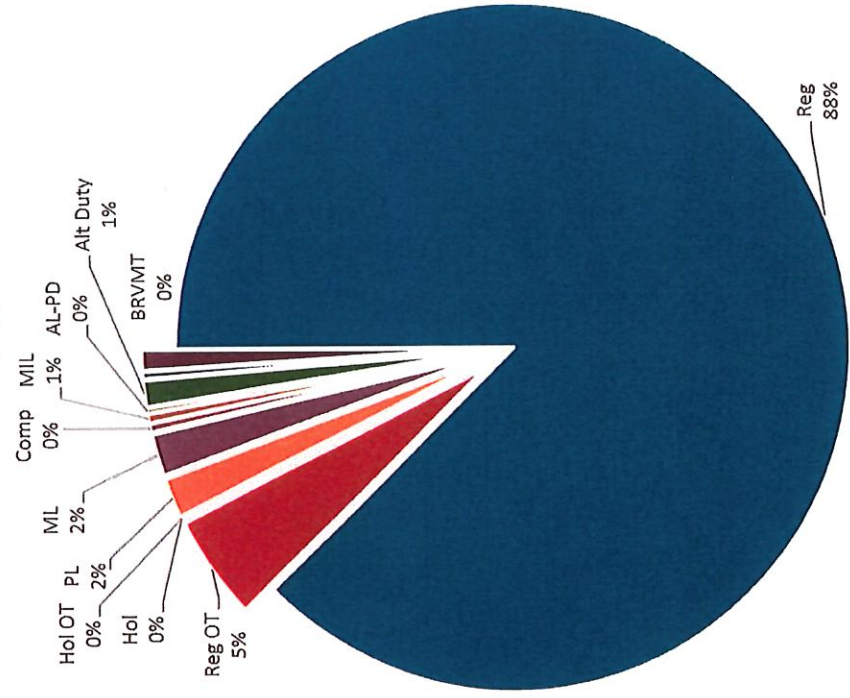
Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	2	2	2	2	3	2	2	2	2	2	3	26
Actual	130,270	141,915	148,707	150,157	155,680	241,005	161,833	153,329	148,066	147,813	167,141	260,186	2,006,101
Forecast													
Full Time	14,333	12,388	11,156	11,769	14,252	17,030	12,625	9,605	13,281	12,940	14,007	26,112	169,497
Part Time	13,182	8,401	12,816	12,582	15,839	25,465	21,960	9,968	8,115	7,092	12,304	22,302	170,028
Overtime	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
Worker Comp	12,140	12,237	12,964	13,069	13,942	21,753	15,391	12,917	12,468	12,449	14,323	23,608	177,261
FICA/Med	183,075	188,854	199,558	201,491	213,627	319,168	225,722	199,732	195,845	194,208	221,689	346,122	2,689,091
Subtotal	21,407	20,054	19,993	28,728	27,187	(2,527)	27,313	26,144	27,219	26,882	24,467	32,067	278,935
Medical Ins	2,929	5,910	2,974	4,342	5,426	3,434	5,535	3,383	3,406	3,983	3,631	3,970	48,924
Ancillary (dent,visn,life)	14,891	14,844	17,373	17,088	18,005	27,858	18,627	16,760	16,042	15,835	16,375	30,051	223,760
Retirement	39,228	40,808	40,340	50,157	50,618	28,765	51,475	46,287	46,667	46,700	44,473	66,098	551,618
Subtotal	545	797	568	755	571	666	480	607	1,364	1,118	1,027	1,200	9,698
Fuel	266	40	33	270	85	882	694	58	474	492	1,352	500	5,145
Rep & Maint (Auto)	-	-	-	14,853	-	-	131	875	-	-	-	3,724	19,583
License / Svc Contracts	-	-	-	29,899	35	105	-	469	175	179	280	350	31,492
Medical Exp	726	12,555	(3,710)	3,992	878	(1,663)	2,393	4,462	(3,910)	857	4,924	1,800	23,305
Erns Supplies	1,973	17,113	602	4,362	6,224	11,594	3,365	431	2,785	1,360	256	68,965	119,030
Uniforms/Fire Gear	1,233	6,027	2,887	9,663	2,615	3,243	9,608	742	3,217	3,399	353	1,500	44,477
Trav/Train (non-wage)	4,744	36,532	380	63,784	10,408	14,827	16,671	7,644	4,104	7,405	8,192	78,039	252,730
Subtotal	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
Auto & Liability Ins.	2,252	2,120	2,464	2,950	3,560	3,850	3,350	2,750	2,858	2,525	3,206	3,417	35,302
Prof Svc	1,393	-	580	485	1,381	580	4,454	1,333	240	170	2,930	18,000	31,545
Tech Svc	1,422	1,143	2,440	1,393	784	1,888	581	598	1,984	2,012	1,705	6,374	22,424
Office Exp/Equip Rent	1,749	1,734	2,102	1,705	1,960	2,502	2,910	1,735	3,680	1,701	1,851	2,118	25,746
Utilities	67	47	65	208	65	-	-	-	-	-	-	450	902
Rep & Maint (Facility)	-	0	0	-	7,463	-	-	-	-	-	-	-	7,463
Audit Costs	88	-	746	-	63	134	571	125	767	58	-	3,491	6,043
Other (Unemp./Conting)	12,020	10,093	13,446	11,790	20,325	14,102	16,915	11,590	14,578	11,515	14,741	38,899	190,015
Subtotal	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,667	13,260
Equipment Dep.	240,121	277,342	254,779	328,276	296,032	377,917	311,837	266,307	262,248	260,882	290,149	530,825	3,696,715
Total	240,121	277,342	254,779	328,276	296,032	377,917	311,837	266,307	262,248	260,882	290,149	530,825	3,696,715
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	3,696,715	

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

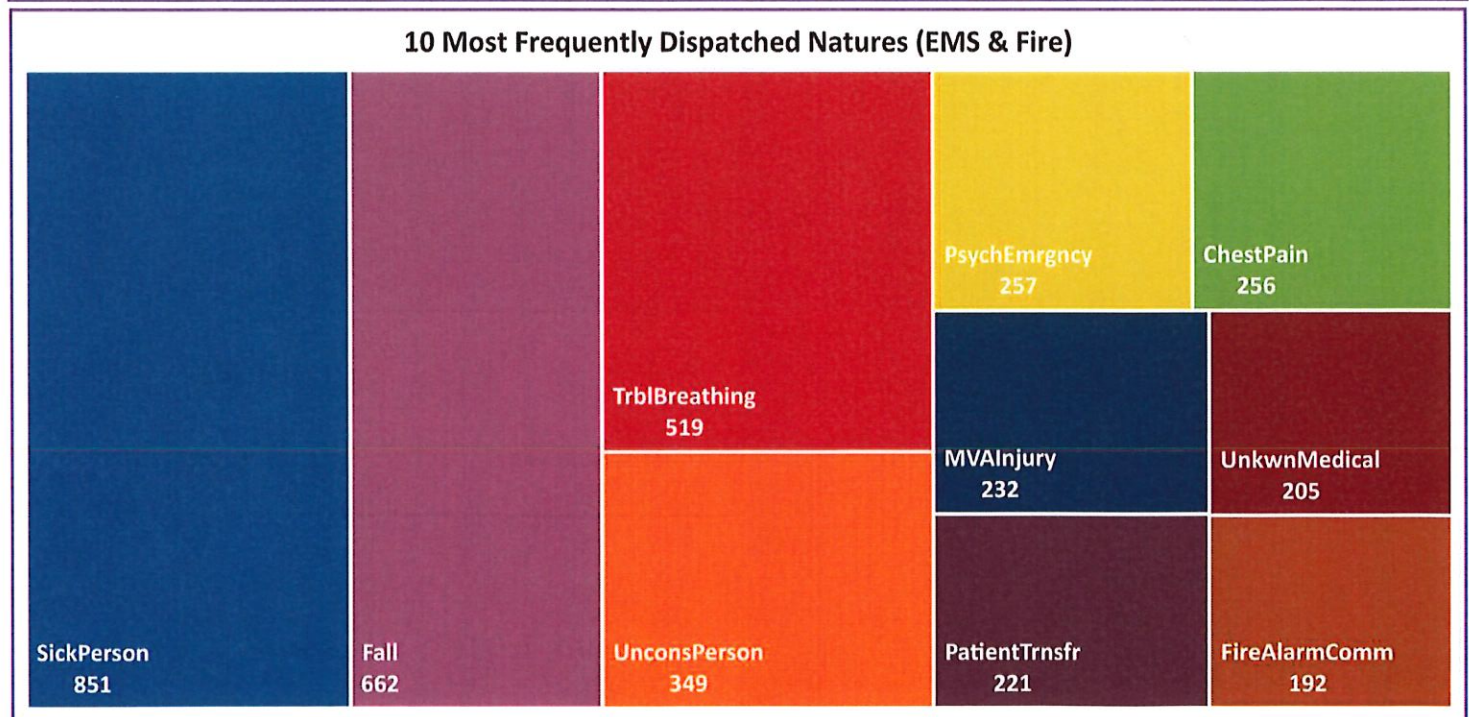
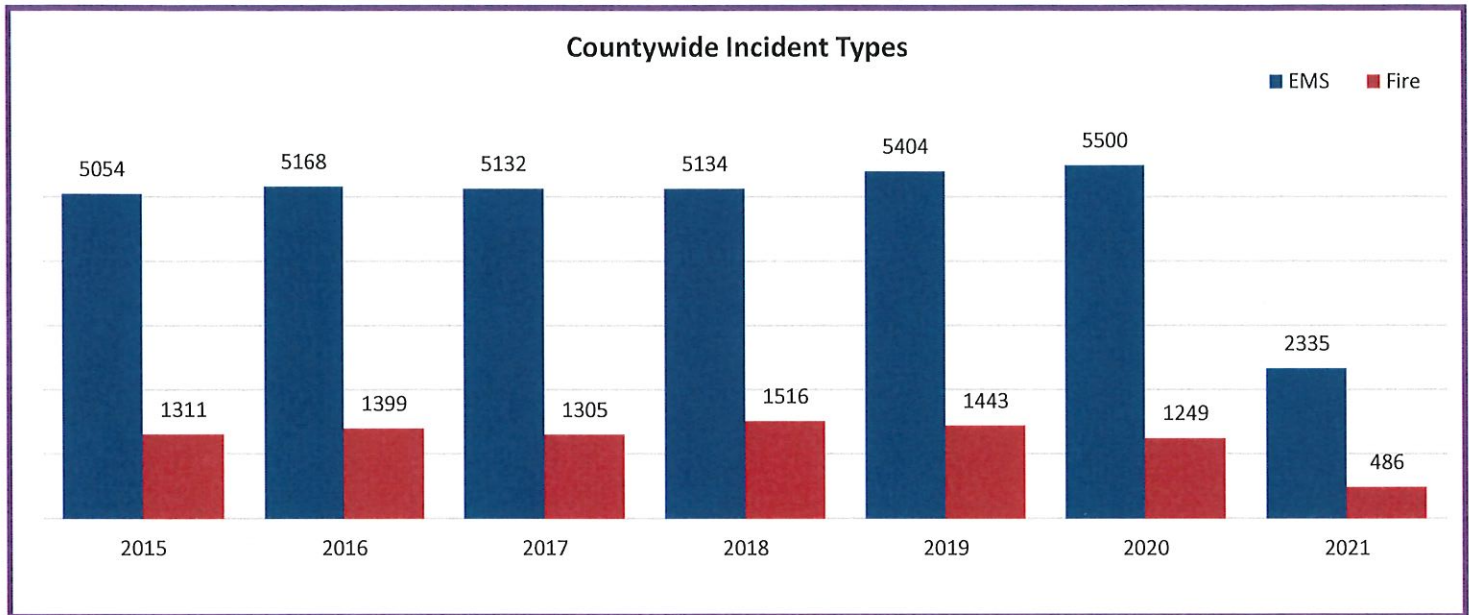
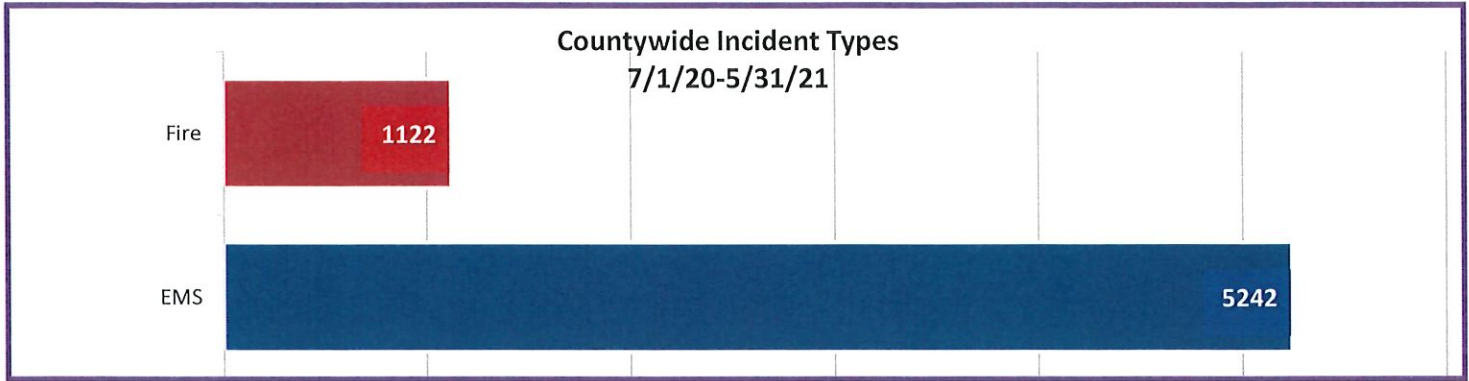
Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	2	2	2	2	3	2	2	2	2	2	3	26
Full Time	44,604	75,076	33,913	29,750	23,698	35,148	28,218	19,554	15,165	12,561	12,377	22,826	352,890
Part Time	14,246	12,326	11,136	11,769	14,201	17,030	12,625	9,605	13,281	12,940	14,007	26,112	169,278
Overtime	13,182	8,401	12,818	12,582	15,839	25,465	21,960	9,968	8,115	7,092	12,304	22,302	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	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	52,284
Subtotal	81,862	107,411	66,687	62,624	62,247	88,013	72,005	46,529	43,779	39,518	46,086	81,142	797,904
Hosp	8,571	9,336	2,099	7,224	3,420	(295)	3,420	2,417	2,568	2,711	4,253	4,853	50,575
Life	1,753	1,465	1,526	924	1,105	638	940	232	362	397	758	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	54,306
Subtotal	16,221	19,558	8,528	12,593	8,672	6,586	8,957	5,746	5,356	5,169	7,603	10,544	115,534
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	92,946	928,558
Cumulative Expenses	99,343	227,572	304,048	380,525	452,705	548,563	630,785	684,320	734,716	780,663	835,612	928,558	

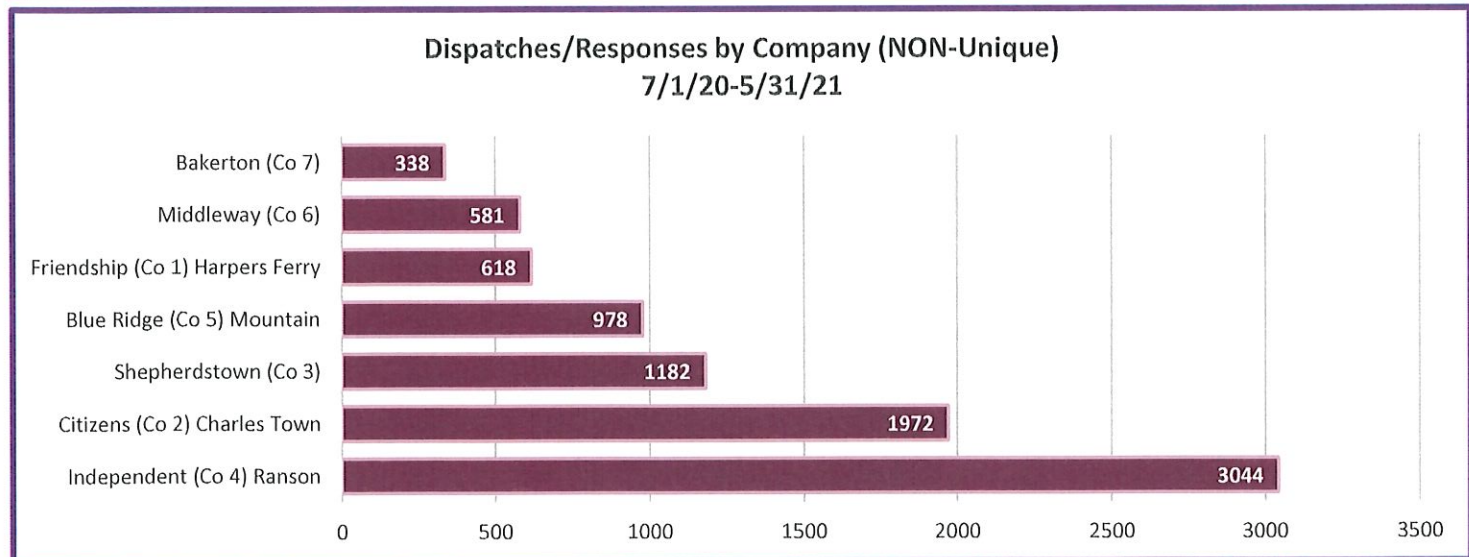
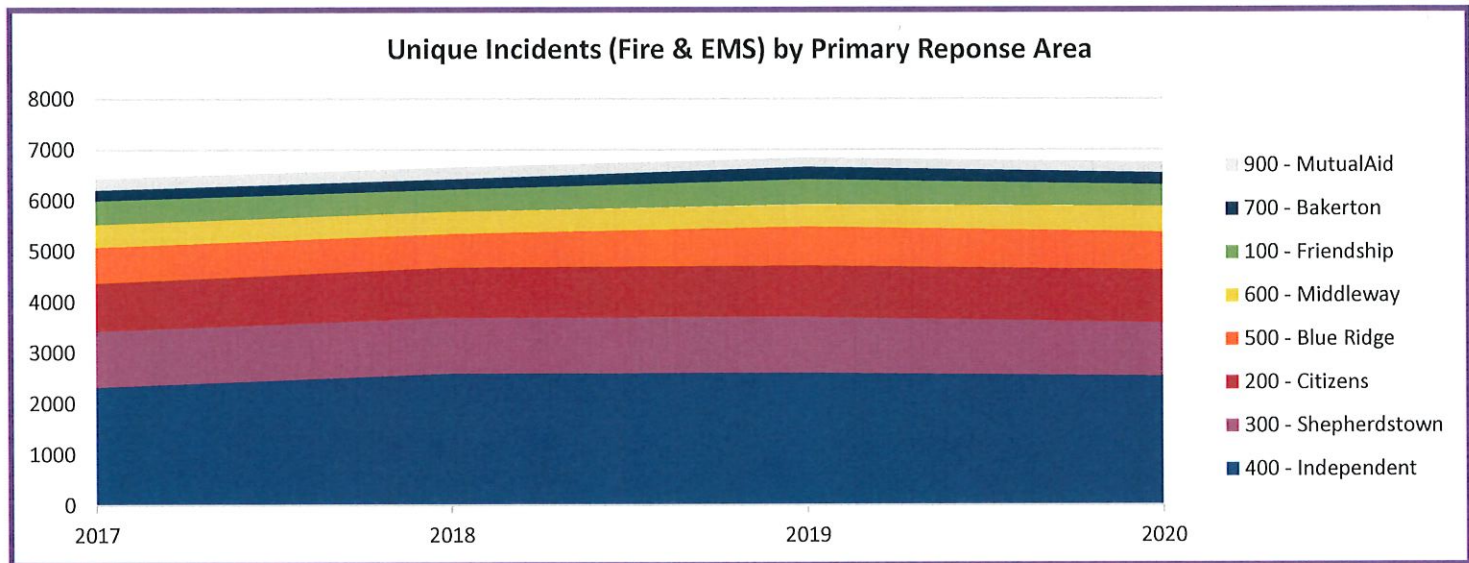
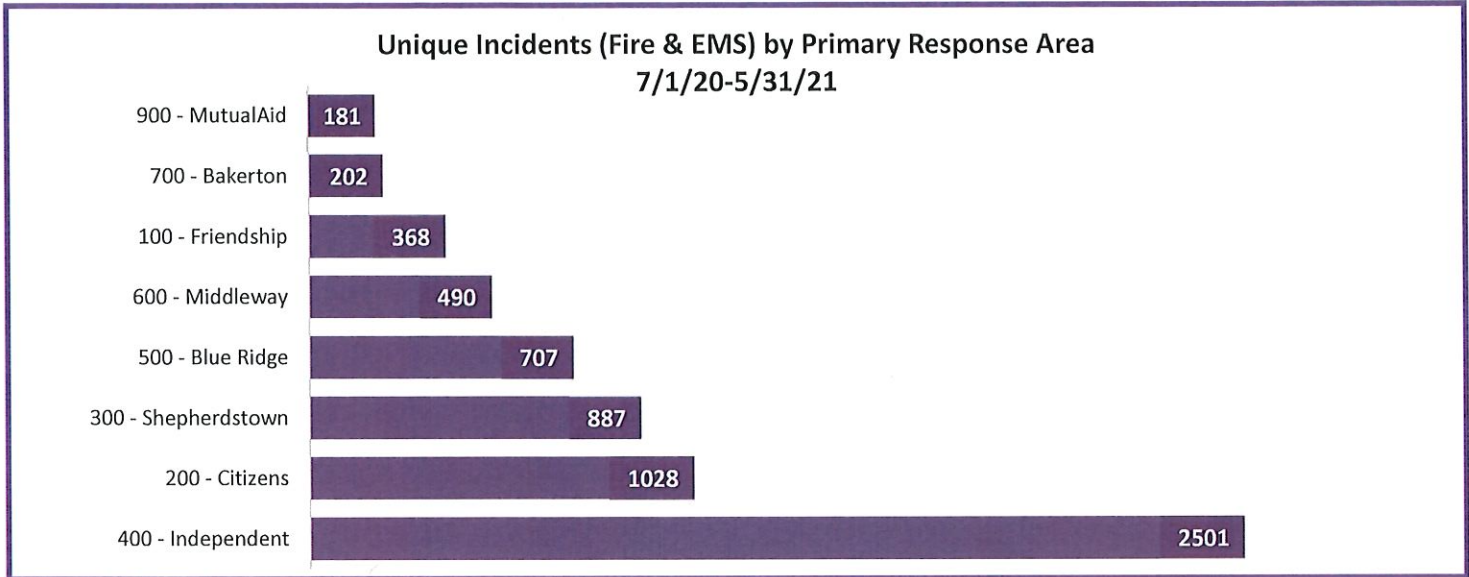
FisYr	2021
PayMo.	5
Pay Type	Hours
Reg	6,607
Reg OT	373
Hol	-
Hol OT	-
PL	141
ML	148
Comp	29
MIL	32
AL-PD	18
Alt Duty	92
BRVMT	24
UL	72
Total:	7,536
OT/Total:	4.9%
Worked:	6,980
OT/Worked	5.3%

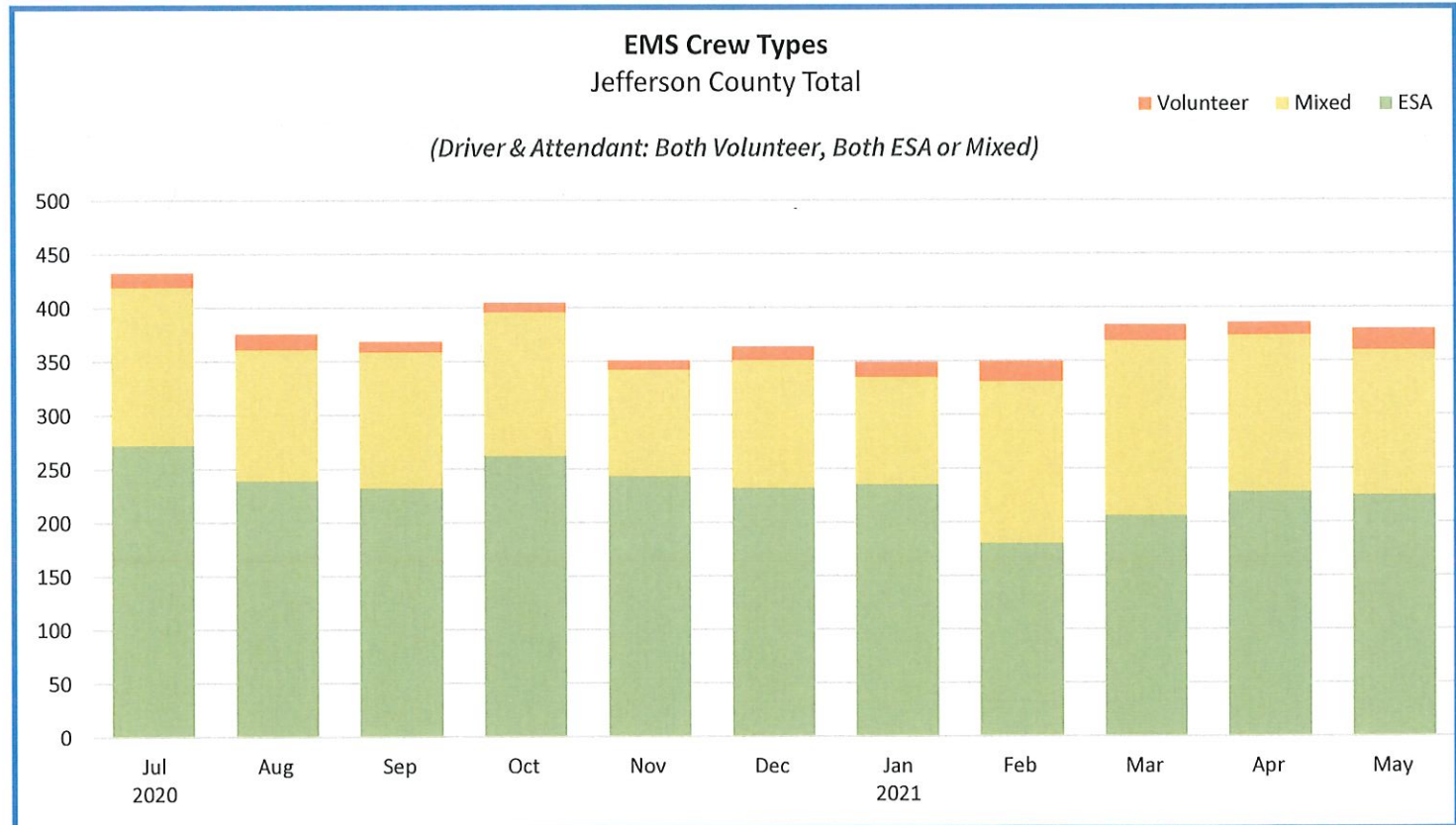
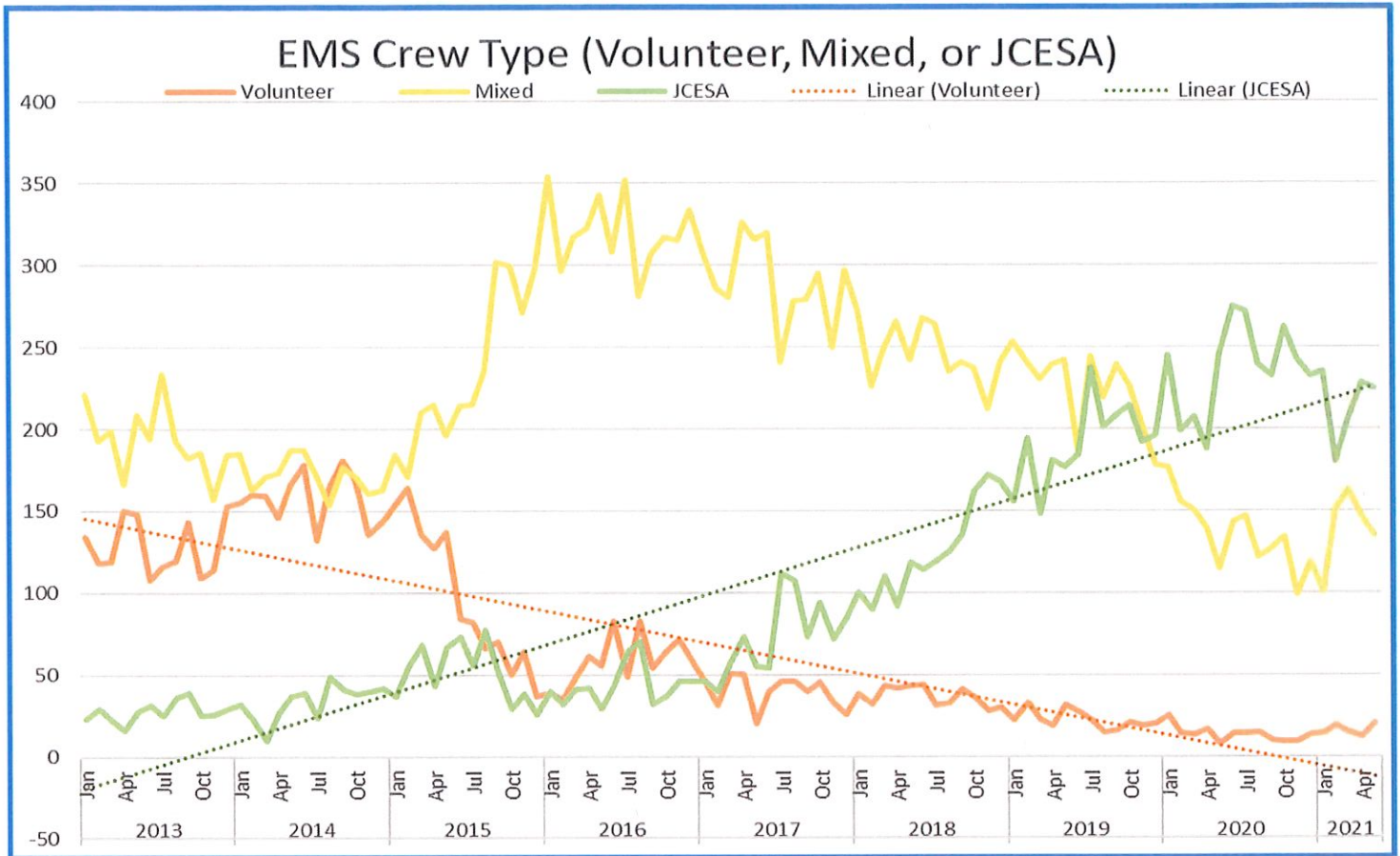
Hours by Type



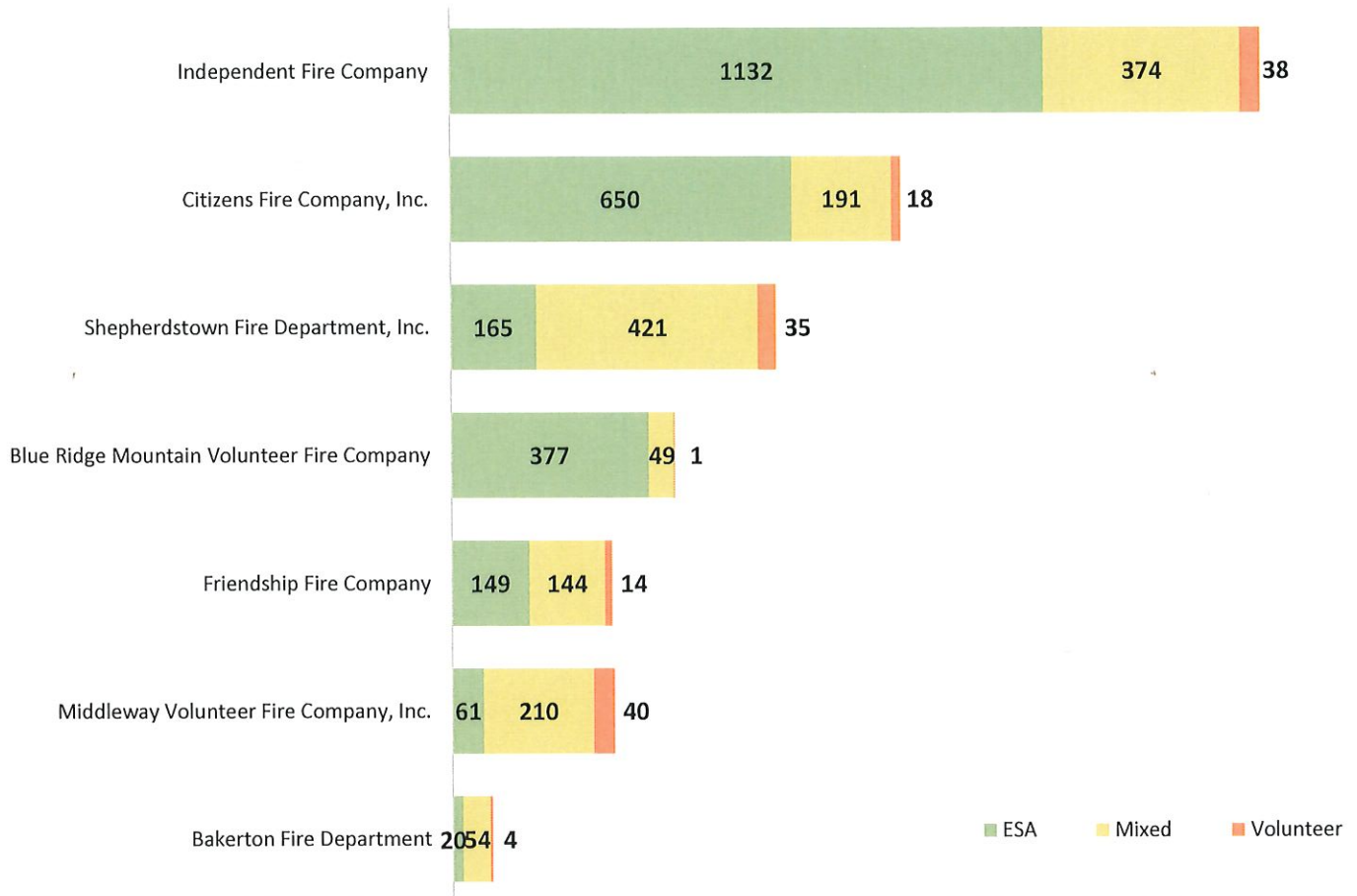
Definitions	
Reg	Regular worked hours (Straight time)
Reg OT	Regular worked OT (1.5x Reg rate)
Hol	Holiday (8hrs at Reg. rate per emp.,)
Hol OT	Holiday OT (8hrs at OT rate per emp., per holiday, if they worked it)
PL	Personal Leave
ML	Medical Leave
Comp	Comp Time used
MIL	Military Leave
AL-PD	Paid Admin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







EMS Crew Types by Company 7/1/20—5/31/21



ESA ≥ 1

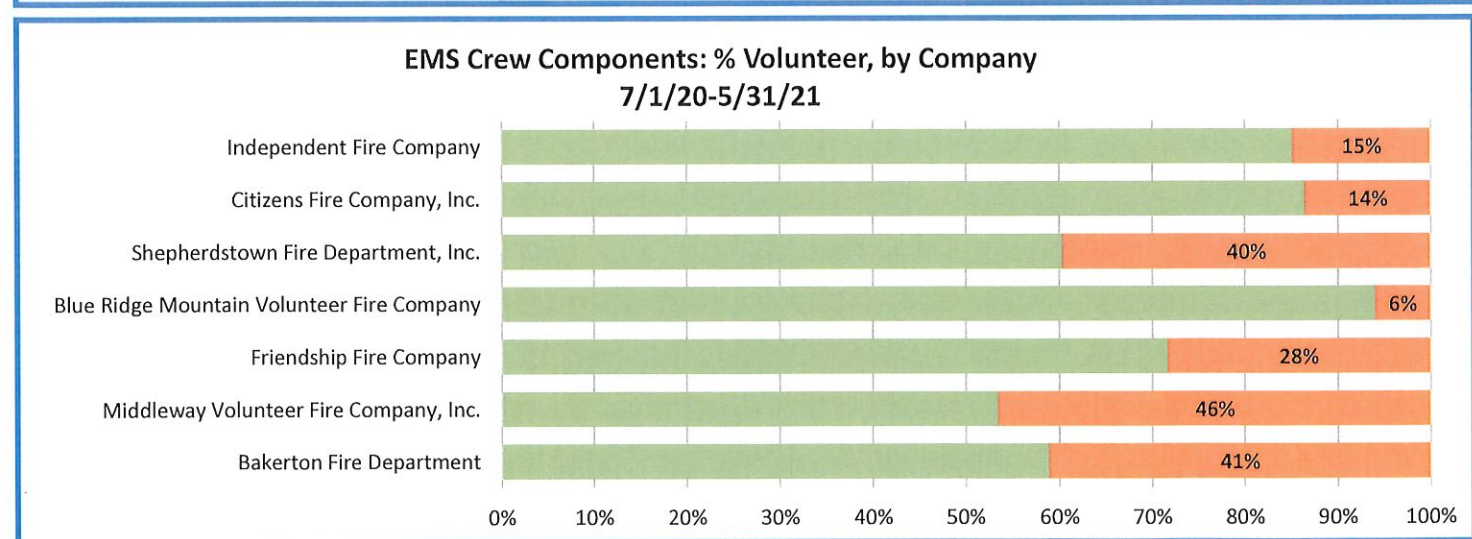
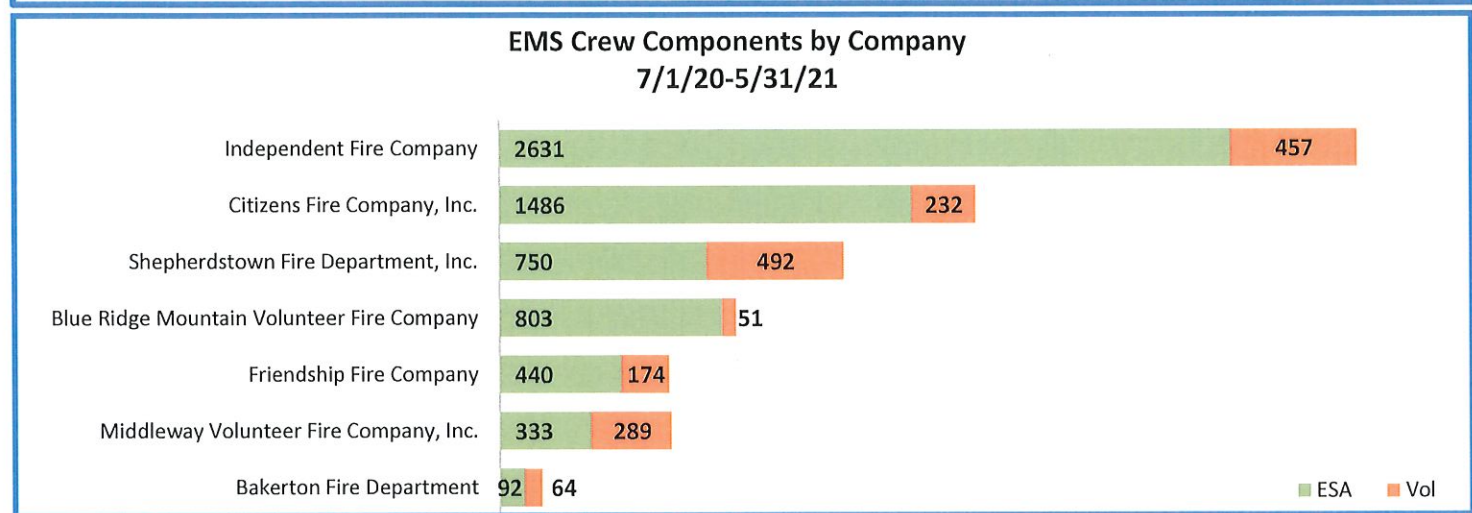
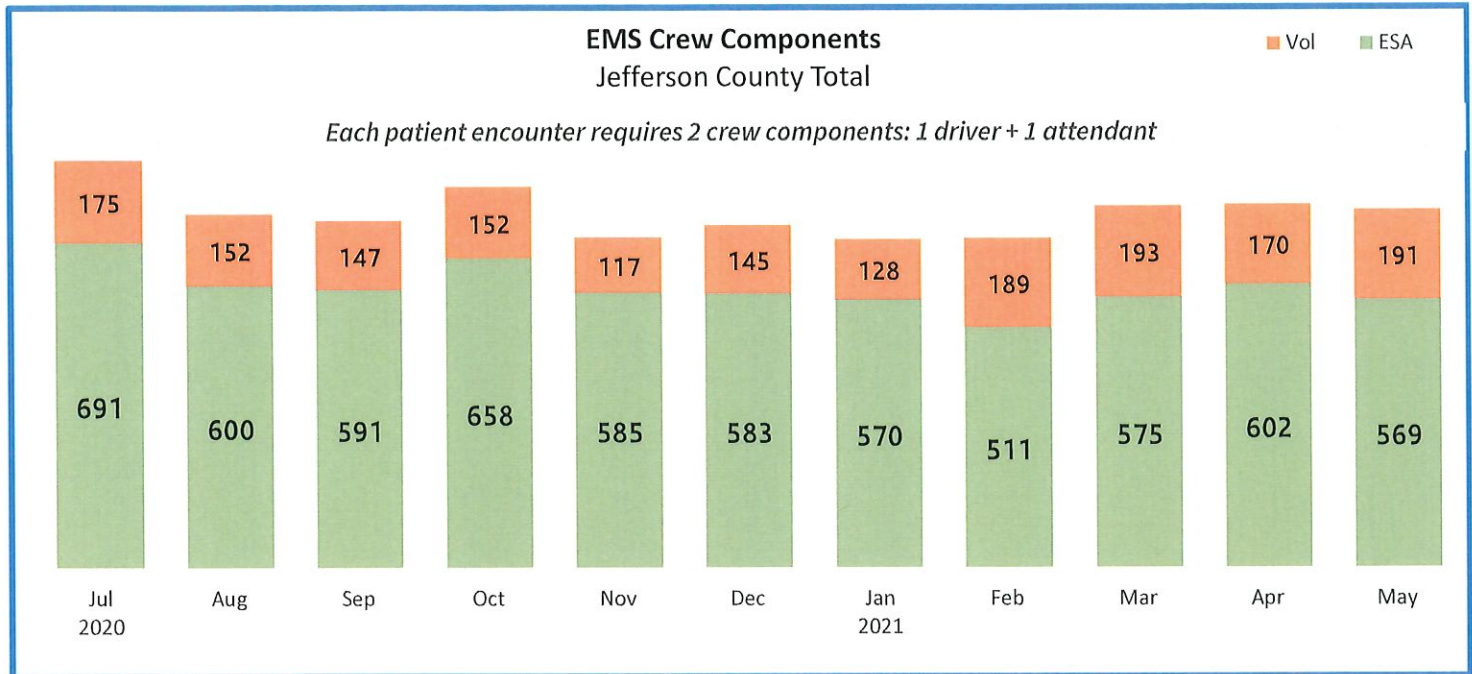


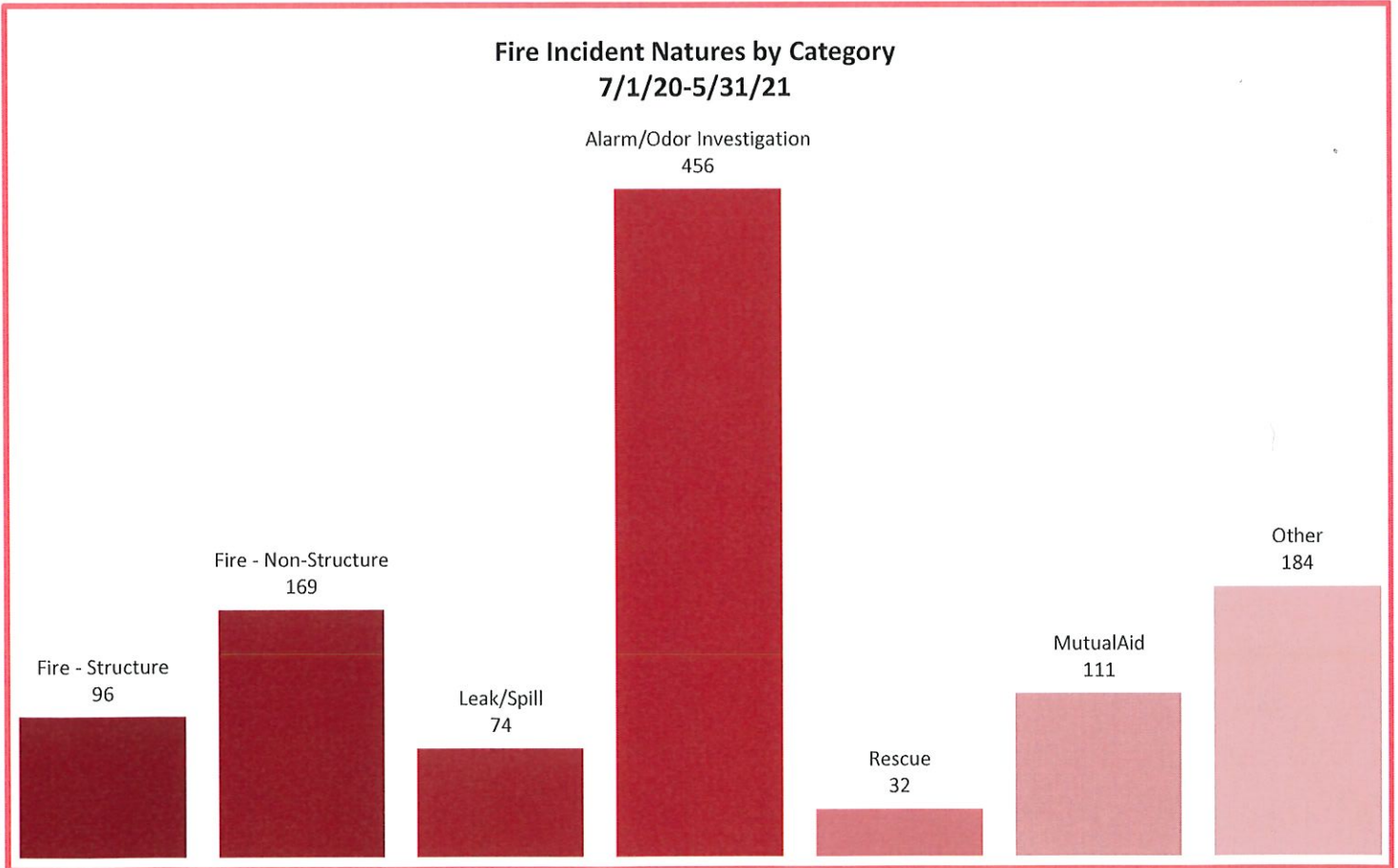
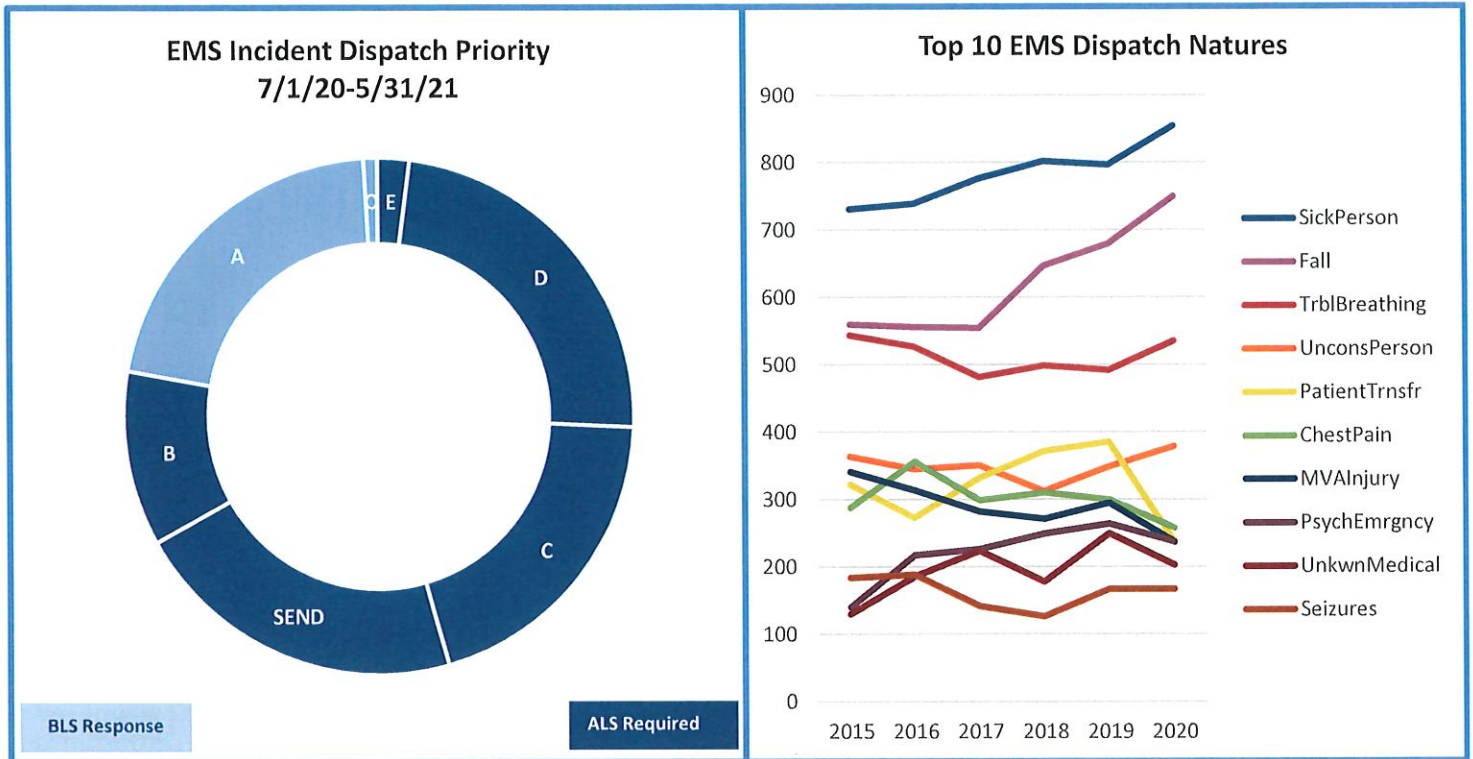
EMS patient encounters where 1 or both required crew components was ESA

Volunteer ≥ 1



EMS patient encounters where 1 or both required crew components was volunteer





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 Keyser</u> | 3- <u>STEVE HARRIS</u> |
| 4- <u>Elliot Simon</u> | 5- <u>Tricia Jackson</u> | <u>Cress Simpson</u> |
| 7- <u>Ross L Mulvan</u> | 8- <u>Dr Marry Treese *</u> | 9- <u>Nathan Cochran *</u> |
| 10- <u>Bob Fuchs *</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 Moody</u>	<u>MVFC</u>	___	✓
2- <u>Craig Horn</u>	<u>JCESA</u>	___	✓
3- <u>Bob Burner</u>	<u>JCESA</u>	___	✓
4- <u>Bob MARSHALL DEMERITT</u>	<u>SVFD</u>	___	?
5- _____	_____	___	___
6- _____	_____	___	___
7- _____	_____	___	___
8- _____	_____	___	___
9- _____	LIMITED TO PUBLIC DUE TO COVID-19		___
10- _____	_____	___	___
11- _____	_____	___	___