

**Jefferson County
Emergency Services Agency**



Board Meeting

July 20, 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 July 20, 2021

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, July 20, 2021, at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL Sign in Sheet

CALL TO ORDER – *Simon*

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

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- June 15, 2021 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Steve Harris / Bob Burner*

CHAIRMAN'S REPORT

- Welcome Jacob Harris, new Citizen Representative Board Member

JCFRA REPORT - *Chief Morgan*

- Association Update

DIRECTOR'S REPORT - *Bob Burner*

- Recommendation to continue video conferencing, allowing members to attend virtually, and either live stream or record & publish video. (*Discussion/Action*)
- Recommendation to simplify agenda. (*Discussion/Action*)
 1. Eliminate sections "Board Member requests" and "Board Member comments" as items in those sections would be appropriate in Unfinished or New Business.
 2. Move Public Comment to immediately follow Pledge of Allegiance.

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- Breast Cancer Awareness T-Shirts – New Design – Now Available \$15.00 each - size Small to 5XL. Proceeds to benefit BCACV.
- JCESA Annual Report for FY21 is in development. Suggestion's welcome.

BOARD MEMBER REQUESTS

- Status of By-Laws – *Faas*

UNFINISHED BUSINESS

- BRMVFC Progress report - *Faas*

NEW BUSINESS - None

PUBLIC COMMENT (Limit 5 minutes per person)

BOARD MEMBER COMMENTS

ADJOURNMENT

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

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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

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Jefferson County Emergency Services Agency

Financial Summary - FY2021 (July 2020 - June 2021)

Through June

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) may not be reflected here.	Total	\$ 3,696,715	\$ 3,680,869	\$ 3,680,869

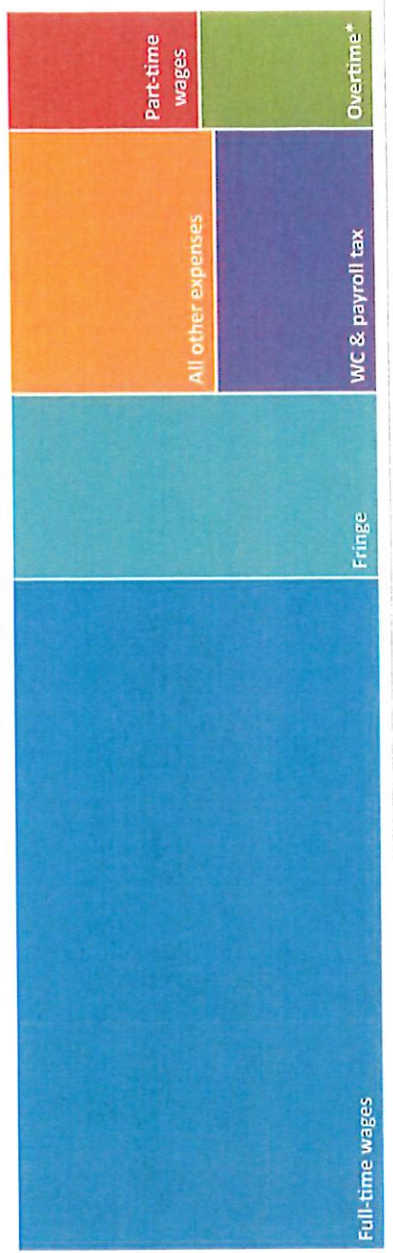
*Includes Holiday pay paid at OT rate, which is not 'worked hours'

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



100% of fiscal year complete based on 26 out of 26 pay periods finalized.

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

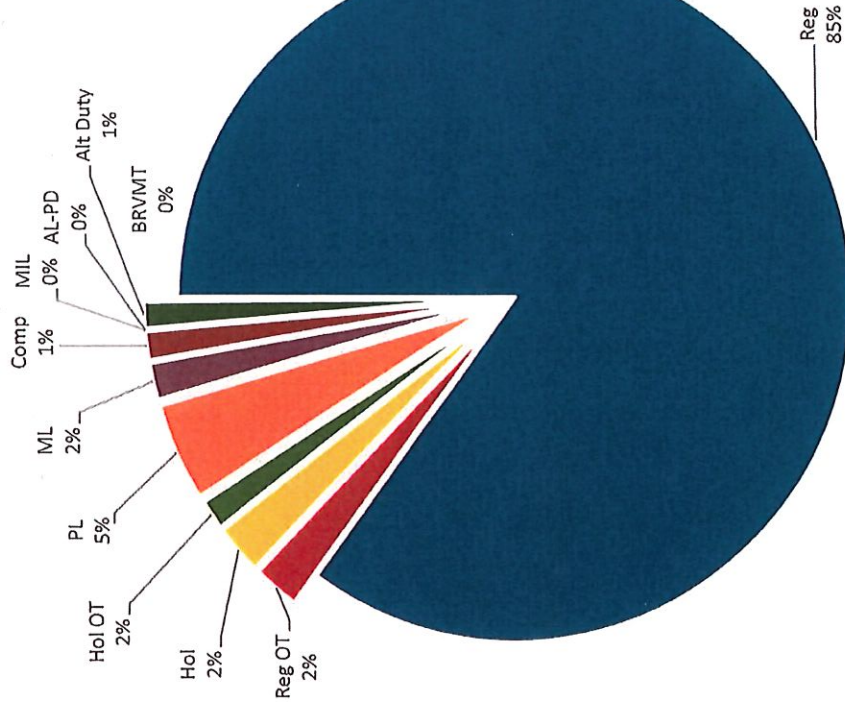
Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total						
	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2				
Actual	130,270	141,915	148,707	150,157	155,680	241,005	161,833	153,329	148,066	147,813	167,141	199,732	195,845	194,208	221,689	351,321	2,694,290	1,997,221	188,854	201,491	213,627	319,168	225,722	27,313	26,144	27,219	26,882	24,467	30,058	276,925	
Full Time	14,333	12,388	11,156	11,769	14,252	17,030	12,625	9,605	13,281	12,940	14,007	9,605	13,281	12,940	14,007	42,402	185,787	185,787	12,388	11,156	14,252	17,030	12,625	9,605	13,281	12,940	14,007	42,402	48,835	48,835	
Part Time	13,182	8,401	12,818	12,582	15,839	25,465	21,960	9,968	8,115	7,092	12,304	9,968	8,115	7,092	12,304	20,252	167,978	167,978	8,401	12,818	15,839	25,465	21,960	9,968	8,115	7,092	12,304	20,252	221,598	221,598	
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	13,914	13,914	13,914	13,914	166,204	166,204	13,150	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	110,049	110,049	
Worker Comp	12,140	12,237	12,964	13,069	13,942	21,753	15,391	12,917	12,468	12,449	14,323	12,917	12,468	12,449	14,323	23,447	177,100	177,100	12,140	12,237	12,964	21,753	15,391	12,917	12,468	12,449	14,323	23,447	258,846	258,846	
FICA/Med	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	1,997,221	188,854	201,491	213,627	319,168	225,722	199,732	195,845	194,208	221,689	351,321	2,694,290	1,997,221	188,854	201,491	213,627	319,168	225,722
Subtotal	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	276,925	30,058	30,058	276,925	276,925	20,054	19,993	27,187	(2,527)	27,313	26,144	27,219	26,882	24,467	30,058	276,925	276,925	
Medical Ins	2,929	5,910	2,974	4,342	5,426	3,434	5,535	3,383	3,406	3,983	3,631	3,881	48,835	48,835	3,881	3,881	48,835	48,835	5,910	2,974	5,426	3,434	5,535	3,383	3,406	3,983	3,631	3,881	48,835	48,835	
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	27,900	221,598	221,598	27,900	27,900	221,598	221,598	14,891	14,844	17,373	17,088	18,005	18,627	16,760	16,042	15,835	16,375	27,900	221,598	221,598
Retirement	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	547,358	61,838	61,838	547,358	547,358	39,228	40,808	40,340	28,765	51,475	46,287	46,667	46,700	44,473	61,838	547,358	547,358	
Subtotal	545	797	568	755	571	666	480	607	1,364	1,118	1,027	1,086	9,584	9,584	1,086	1,086	9,584	9,584	545	797	568	666	480	607	1,364	1,118	1,027	1,086	9,584	9,584	
Fuel	266	40	33	270	85	882	694	58	474	492	1,352	138	4,783	4,783	138	138	4,783	4,783	266	40	33	882	694	58	474	492	1,352	1,352	4,783	4,783	
Rep & Maint (Auto)	-	-	-	14,853	-	-	131	875	-	-	-	1,350	17,209	17,209	1,350	1,350	17,209	17,209	-	-	-	-	131	875	-	-	-	-	1,350	17,209	17,209
License / Svc Contracts	-	-	-	29,899	35	-	-	469	175	179	280	140	31,282	31,282	140	140	31,282	31,282	-	-	-	-	175	179	280	179	280	280	140	31,282	31,282
Medical Exp	726	12,555	(3,710)	3,992	878	(1,663)	2,393	4,462	(3,910)	857	4,924	(1,457)	20,048	20,048	(1,457)	(1,457)	20,048	20,048	726	12,555	(3,710)	3,992	878	(1,663)	2,393	4,462	4,924	4,924	(1,457)	20,048	20,048
Ems Supplies	1,973	17,113	602	4,362	6,224	11,594	3,365	431	2,785	1,360	256	59,983	110,049	110,049	59,983	59,983	110,049	110,049	1,973	17,113	602	6,224	11,594	3,365	431	2,785	256	256	59,983	110,049	110,049
Uniforms/Fire Gear	1,233	6,027	2,887	9,653	2,615	3,243	9,608	742	3,217	3,399	353	(1,159)	41,818	41,818	353	353	41,818	41,818	1,233	6,027	2,887	3,243	9,608	742	3,217	3,399	353	353	(1,159)	41,818	41,818
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	60,082	234,773	234,773	8,192	8,192	234,773	234,773	4,744	36,532	380	14,827	16,671	7,644	4,104	7,405	8,192	8,192	60,082	234,773	234,773
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	60,589	5,049	5,049	60,589	60,589	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	60,589	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	3,111	34,996	34,996	3,206	3,206	34,996	34,996	2,252	2,120	2,464	3,850	3,350	2,750	2,858	2,525	3,206	3,206	3,111	34,996	34,996
Prof Svc	1,393	-	580	485	1,381	580	4,454	1,333	240	170	2,930	2,024	15,569	15,569	2,930	2,930	15,569	15,569	1,393	-	580	580	4,454	1,333	240	170	2,930	2,930	2,024	15,569	15,569
Tech Svc	1,422	1,143	2,440	1,393	784	1,988	581	598	1,984	2,012	1,705	6,802	22,852	22,852	1,705	1,705	22,852	22,852	1,422	1,143	2,440	1,988	581	598	1,984	2,012	1,705	6,802	6,802	22,852	22,852
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	2,218	25,846	25,846	1,851	1,851	25,846	25,846	1,749	1,734	2,102	2,502	2,910	1,735	3,680	1,701	1,851	2,218	2,218	25,846	25,846
Utilities	67	47	65	208	65	-	-	-	-	-	-	452	452	452	-	-	452	452	67	47	65	-	-	-	-	-	-	-	-	452	452
Rep & Maint (Facility)	-	0	0	-	7,463	-	-	-	-	-	-	7,463	7,463	7,463	-	-	7,463	7,463	-	0	0	-	-	-	-	-	-	-	-	7,463	7,463
Audit Costs	88	-	746	-	63	134	571	125	767	58	-	-	2,552	2,552	-	-	2,552	2,552	88	-	746	-	571	125	767	58	-	-	-	2,552	2,552
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	19,204	170,320	170,320	14,741	14,741	170,320	170,320	12,020	10,093	13,446	14,102	16,915	11,590	14,578	11,515	14,741	14,741	19,204	170,320	170,320
Subtotal	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	34,128	34,128	1,054	1,054	34,128	34,128	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	1,054	34,128	34,128	
Equipment Dep.	240,121	277,342	254,779	328,276	296,032	377,917	311,837	266,307	262,248	260,882	290,149	514,979	3,680,869	3,680,869	290,149	290,149	3,680,869	3,680,869	240,121	277,342	254,779	377,917	311,837	266,307	262,248	260,882	290,149	514,979	514,979	3,680,869	3,680,869
Total	240,121	277,342	254,779	328,276	296,032	377,917	311,837	266,307	262,248	260,882	290,149	514,979	3,680,869	3,680,869	290,149	290,149	3,680,869	3,680,869	240,121	277,342	254,779	377,917	311,837	266,307	262,248	260,882	290,149	514,979	514,979	3,680,869	3,680,869
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	3,680,869	3,680,869	3,680,869	3,165,890	3,165,890	3,680,869	3,680,869	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	3,680,869	3,680,869

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

