

**Jefferson County
Emergency Services Agency**



Board Meeting

May 18, 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 May 18, 2021

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, May 18, 2021.

This meeting will be held via video conferencing and the public will not be permitted into the building unless prior approval by request due to COVID19 restrictions and limited occupancy per the agreement of the JCESA Board. However, they are invited to attend via live stream by following the *Live Board Meeting* link, which will appear on the jcesa.org website under the *Board of Directors* tab.

Public comments are welcome via email to dlancaster@jcesa.org. All public comments received *by 5:00 p.m.* on the day of the meeting will be read during the meeting and included in the minutes. Please indicate in your e-mail that it is for *public comment* and include your name.

ROLL CALL Sign-in Sheet – Call to Order by *Elliot Simon, Chairman*

PLEDGE OF ALLEGEANCE

APPROVAL OF MINUTES

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

PROGRESS REPORT - BRM VFC

TREASURER'S REPORT

- Craig Simpson assisted by *Director Allen Keyser*
– April 2021 Financials (*Discussion/Action*)

CHAIRMAN'S REPORT - None

JCFRA REPORT

- Association Update – *Chief Morgan*

DIRECTOR'S REPORT

- April 22-24, the ESA Hiring/Orientation Processing Team conducted more interviews and (4) offer letters were sent out on May 10, 2021.
- May 17-20, (4) new part time ESA employees will begin orientation class.

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- Reminder - Life Saving and Unit Citation Award Ceremony – Thursday, May 27th beginning at 8:30am and concluding around 12:30-1pm. All invited to attend. 52 First Responders and 6 Civilians will be recognized and receive awards.
- Director's Position was posted internally on May 5th and externally on May 10th.
- JCESA office will be closed Monday, May 31st in honor of Memorial Day.

BOARD MEMBER REQUESTS

- May 3rd – County Commissioners, JCFRA, and ESA had a meeting to discuss future funding plans – *Harris*
- Selection Committee Update - Director's Position – *Simpson*

UNFINISHED BUSINESS - None

NEW BUSINESS – None

PUBLIC COMMENT (*Limit 5 minutes per person*)

BOARD MEMBER COMMENTS – None

ADJOURNMENT

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 April 20, 2021

The April regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:01 p.m. on Tuesday, April 20, 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	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 Faas, 2nd by Harris to approve the March 16, 2021 *Regular* meeting minutes as submitted - Motion carries unanimously on voice vote.

PROGRESS REPORT – BRM VFC

- Faas meant with Chief Cogle earlier in the week and was informed that the WV Fire Commission is planning to do a site visit in the very near future.
- Board Members agreed that no action or decision will be made to restore staffing from 12 to 24 hour until a final report is provided by the WV Fire Commission.

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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 March 2021. This included the Directors financial report for the month of March 2021 - Motion by Faas, 2nd by Jackson to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

- Simon stated that it's been a sincere honor and pleasure to serve with, and on the board with Director Allen Keyser. He then presented and read to the board Director Allen Keyser's letter of resignation effective June 25, 2021, at which time Keyser will officially be resigning and retiring from ESA.
- Simon mentioned that his term will end June 31, 2021, which will be the end of his 2nd final term.

JCFRA REPORT

- Morgan had nothing to report from the association - no corium last month.
- Morgan questioned:
 - Being a Citizen Representative of the ESA Board - better clarification:
 - Jackson stated that they cannot be a current, or lifetime member of a Jefferson County Volunteer Fire Department.
 - Regarding Executive Sessions – feels it's being over used and the board needs to be more transparent:
 - Simon explained; recently there have been cases the ESA board has had to go into executive session to confer with legal counsel related to court cases, which is what executive session is for.
- Joint Fire Board Meeting scheduled for Monday, May 3, 2021:
 - Morgan asked for clarification on who would be submitting the agenda - Faas will forward the agenda to all attendees – ESA Board Members, JCFRA, and County Commissioners.
 - Simon mentioned topic of discussion will be on fact finding and funding for the individual fire companies.
 - Simpson noted that ESA personnel run on fire apparatus, so ESA is already acting as a Fire Board. Therefore, the main agenda should be on how to obtain funding for the volunteer fire departments, and getting additional ESA personnel to assist VFD's.
 - Morgan will be the acting Chair to lead this meeting.
- Chief Morgan stated - on behalf of JCFRA we would like to thank Director Keyser for everything he's done over the course of his tenure as Grant Coordinator and Director – he's done an awesome job putting the community first and recognizing that Jefferson County is a unique county operating with career and volunteers. Special thanks for his help and direction with the association. Enjoy Retirement!

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DIRECTOR'S REPORT

Director Keyser reported on the following:

- The Life Saving and Unit Citation Award Ceremony will take place here at ESA in the apparatus bay area beginning at 8:30 a.m. and concluding around 1:00 p.m. Thursday, May 27th. (6) Incidents to be recognized honoring multiple recipients.

- Keyser Retirement & Process to fill Director's Position by July 1st:
 - Simon appointed the following as the *Selection Committee* to conduct and carry out the process for the replacement of the new Director:
 - Craig Simpson
 - Robert "Bob" Faas
 - Dr. Marney Treese
 - Joshua Stillwell
 - Simpson acting as Chair, and Faas acting as Vice-Chair.
 - Motion by Faas, 2nd by Simpson to approve - Motion carries unanimously on voice vote.

- Director Keyser and Captain Burner presented the *Revised Staffing Priority & Sequence Plan: (See Exhibit - A)*
 - As of July 1, 2021 – ESA will have a 4th fully staffed Medic unit in Jefferson County.
 - With movement of personnel there will be a total of 5 ambulances fully staffed 7 days a week, 12 hours a day.
 - Motion by Jackson, 2nd by Harris to approve and accept the changes as presented - Motion carries unanimously on voice vote.

BOARD MEMBER REQUESTS

- Simon inquired if there were any updates regarding the *911 Standards Response Time*, and what the next action plan is:
 - Morgan and Jackson both mentioned that there is a program; it just needs to be implemented.
 - Morgan mentioned that EMS response time has improved, but not fire.
 - Jackson's recommendations are that Chief Morgan and Stephanie Grove plan and meet with Spillman CAD Contracting and Director Jeff Polczynsky to further discuss the plan.
 - Morgan mentioned as far as he is aware, Spillman CAD Contracting is to begin working on the plan July 1, 2021.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

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PUBLIC COMMENT

- Asst. Chief DeMerritt on behalf of himself and SVFD thanked Director Keyser for his great leadership and transparency over the past 5-years, and wish you the best!
- Asst. Chief DeMerritt expressed SVFD's appreciation for the up staffing. He shared with the board that in 2020, SVFD transported 1000 patients to the hospital by ambulance – 10% (100) by ESA career staff, approx. 7% volunteer staffing, and the remaining were mixed crew.

BOARD MEMBER COMMENTS

- Stillwell – asked Capt. Burner if he could provide an incident response report that would show the number of ESA Staff -vs-Volunteer Members responding to calls.

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Stillwell - Motion carries unanimously on voice vote. Meeting adjourned at 8:08 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	\$ 1,976,799
JCC - Amb. Fee \$ 936,973	Part-time wages \$ 163,668	\$ 163,668	\$ 129,378	\$ 162,008
TB Assn. \$ 27,363.23	Overtime* \$ 182,027	\$ 182,027	\$ 135,422	\$ 168,802
CARES \$ 128,330.27	WC & payroll tax \$ 347,568	\$ 347,568	\$ 277,706	\$ 341,032
Sale of assets \$ 12,999.99	Fringe \$ 565,250	\$ 565,250	\$ 441,047	\$ 550,172
Other \$ 7,833.23	All other expenses \$ 451,982	\$ 451,982	\$ 313,941	\$ 497,901
Some income (i.e., dedicated grants) may not be reflected here.	Total	\$ 3,696,715	\$ 2,876,268	\$ 3,696,715

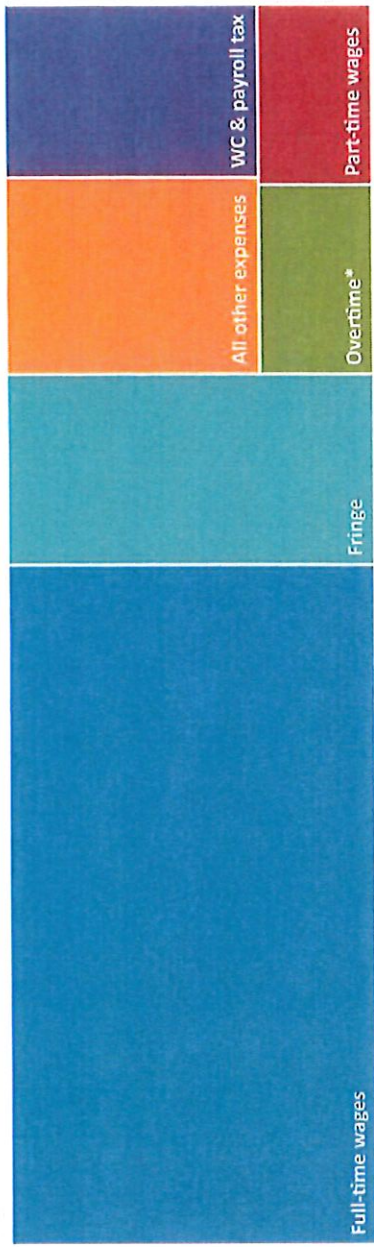
*Includes Holiday pay paid at OT rate, which is not 'worked hours'

Bank Account Balances
 as of: April 30, 2021

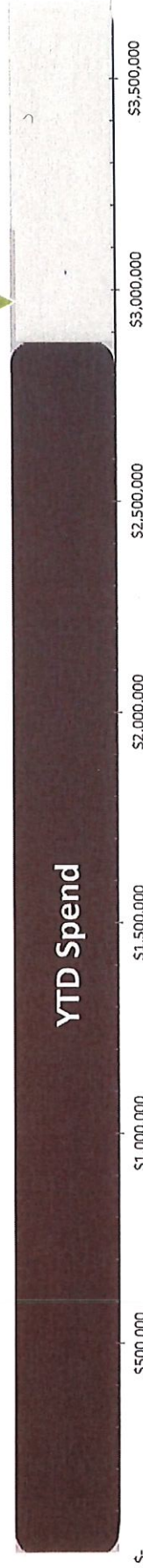
General	\$ 1,011,940
Payroll	\$ 1,634
Amb. Fee	\$ 679,208
Mortgage	\$ 124,983

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: COMBINED

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total	
	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast
Full Time	130,270		141,915		148,707		150,157		155,680		241,005		161,833		153,329		148,066		147,813		158,199		239,826		1,976,799	
Part Time	14,333		12,388		11,156		11,769		14,252		17,030		12,625		9,605		13,281		12,940		13,527		19,103		162,008	
Overtime	13,182		8,401		12,818		12,582		15,839		25,465		21,960		9,968		8,115		7,092		15,000		18,380		168,802	
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	
FICA/Med	12,140		12,237		12,964		13,069		13,942		21,753		15,391		12,917		12,468		12,449		14,285		21,214		174,828	
Subtotal	183,075		188,854		199,558		201,491		213,627		319,168		225,722		199,732		195,845		194,208		214,925		312,437		2,648,642	
Medical Ins	21,407		20,054		19,993		28,728		27,187		(2,527)		27,313		26,144		27,219		26,882		27,983		27,983		278,367	
Ancillary (dent,visn,life)	2,929		5,910		2,974		4,342		5,426		3,434		5,535		3,383		3,406		3,983		3,970		3,970		49,263	
Retirement	14,891		14,844		17,373		17,088		18,005		27,858		18,627		16,760		16,042		15,835		18,031		27,188		222,542	
Subtotal	39,228		40,808		40,340		50,157		50,618		28,765		51,475		46,287		46,667		46,700		49,984		59,141		550,172	
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)		867		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		9,553		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.	5,049		5,049		5,049		5,049		5,049		5,049		5,049		5,049		5,049		5,049		4,480		4,480		59,452	
Prof Svc	2,252		2,120		2,464		2,950		3,560		3,850		3,350		2,750		2,658		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	12,020		10,093		13,446		11,790		20,325		14,102		16,915		11,590		14,578		11,515		13,417		110,270		260,062	
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	240,121		277,342		254,779		328,276		296,032		377,917		311,837		266,307		262,248		261,409		306,862		513,584		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		2,876,268		3,183,130		3,696,715		3,696,715	

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	
	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast	Actual	Forecast
Full Time	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	
Part Time	14,246		12,326		11,136		11,769		14,201		17,030		12,625		9,605		13,281		12,940		13,527		19,103		161,789	
Overtime	13,182		8,401		12,818		12,582		15,839		25,465		21,960		9,968		8,115		7,092		15,000		18,380		168,802	
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		3,269		4,614		51,770	
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	
Hosp	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	
Life	1,753		1,465		1,526		924		1,105		638		940		232		362		397		563		563		10,448	
Retirement	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	
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 Contracts	-		-		-		-		-		-		-		-		-		-		-		-		-	
Medical Exp	-		-		-		-		-		-		-		-		-		-		-		-		-	
Em's 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		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		916,885	

FisYr 2021

PayMo. 4

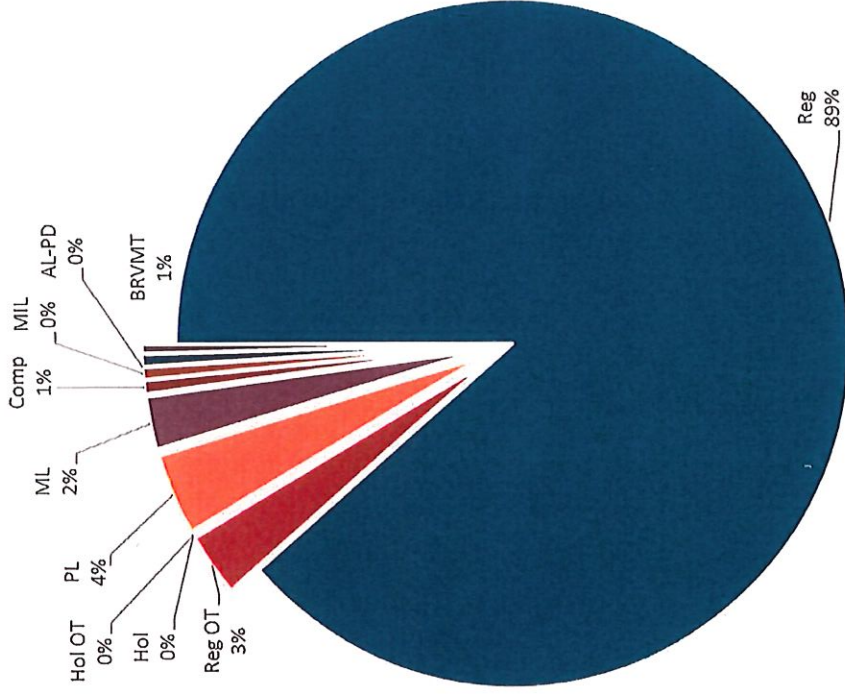
Pay Type Hours

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	-

Total:	7,230
OT/Total:	3.0%

Worked:	6,622
OT/Worked:	3.2%

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

