

**Jefferson County
Emergency Services Agency**



Board Meeting

June 15, 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 June 15, 2021

The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, June 15, 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 (*Elliot Simon, Chairman*)

PLEDGE OF ALLEGEANCE

APPROVAL OF MINUTES

- May 18, 2021 - Regular Meeting Minutes (*Discussion/Action*)
- June 8, 2021 – Special Meeting Minutes (*Discussion/Action*)

PROGRESS REPORT - BRM VFC

TREASURER'S REPORT

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

CHAIRMAN'S REPORT

- Director/Chief Allen Keyser will officially retire after 40+ years serving in the Firefighting career field, including his years here at ESA. June 25th, please join us here at ESA as we bid farewell - anytime between the hours of 11am to 2pm Farewell/*Sendoff* - light refreshments provided. Thank you Allen for your years of service and all your support!
- County Commission has advertised for two ESA Citizen Representative positions.

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JCFRA REPORT

- Association Update – *Morgan*

DIRECTOR'S REPORT

- Last ESA board meeting for Chairman Elliot Simon – Thank you for your years of support and service to ESA.
- Update - May 27th Life Saving and Unit Citation Award Ceremony
- JCESA office will be closed Monday, June 21st for West Virginia Day, and Monday, July 5th for Independence Day.

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS

- Update – Director Position Interviews – *Simpson*

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 (Discussion/Action)

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 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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Special Meeting Minutes June 08, 2021

The June *Special* meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 6:03 p.m. on Tuesday, June 8, 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 6:03 p.m. – confirmed quorum by Chairman Simon.

ROLL CALL

Member	Present	Member	Present
Allen Keyser	No	Debbie Lancaster	Yes
Elliot Simon	Yes	Tony Troxel	Yes
Tricia Jackson	Yes	Craig Simpson	Yes
Nathan Cochran	No	Bob Faas	No
Dr. Marney Treese	Yes*	Steve Harris	Yes
Joshua Stillwell	No	Ross Morgan	Yes

PLEDGE OF ALLEGIANCE

AGENDA ITEMS

- Review of results of the information by the Selection Committee for Directors Position:
 - Simpson mentioned the Selection Committee was formed at the April meeting consisting of members: Troxel, Treese, Jackson, and Simpson.
 - Simpson then mentioned that several applicants applied for the Director's position externally. Four were automatically disqualified for not following instructions; two others did not meet the required qualifications, which left one qualified external candidate that was interviewed along with the two candidates who applied internally.
 - Simpson explained that the Selection Committee moved forward by interviewing the two internal candidates; R. Craig Horn, and Robert Burner,

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and the one qualified external candidate Ronnie Shutts. Thereafter, the committee narrowed it down between R. Craig Horn and Robert Burner.

- The Board agreed to call in the two candidates individually – giving them the opportunity to answer within 5-minutes “Why they feel they are the best person for the job” – Burner’s name was drawn to proceed first.
- Robert Burner and R. Craig Horn each expressed in their own words why they felt they would be the best person for the job and why they should be chosen as the Director of JCESA.
- Thereafter, Board voting members Harris, Troxel, Simpson, and Jackson casted their votes for Robert Burner as the new Director of JCESA.
- Both R. Craig Horn and Robert Burner were called back into the room and Simon announced the final outcome of the votes by the Board.

COMMITTEE COMMENTS

- Dr. Treese pointed out that both candidates Horn, and Burner are highly qualified and have their areas of expertise.
- Harris liked that both candidates expressed their concerns for their staff.
- Troxel feels highly qualified candidates are being overlooked and ESA is focusing too much on college degrees being a job requirement. He suggested that in the future ESA should consider revising job descriptions to lean more towards work and leadership experience.
- Simon thanked both candidates and the Selection Committee for their time during this process.

ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by Simpson - Motion carries unanimously on voice vote. Meeting adjourned at 6:41p.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 May

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		\$ 3,696,715	\$ 3,165,890	\$ 3,696,715

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

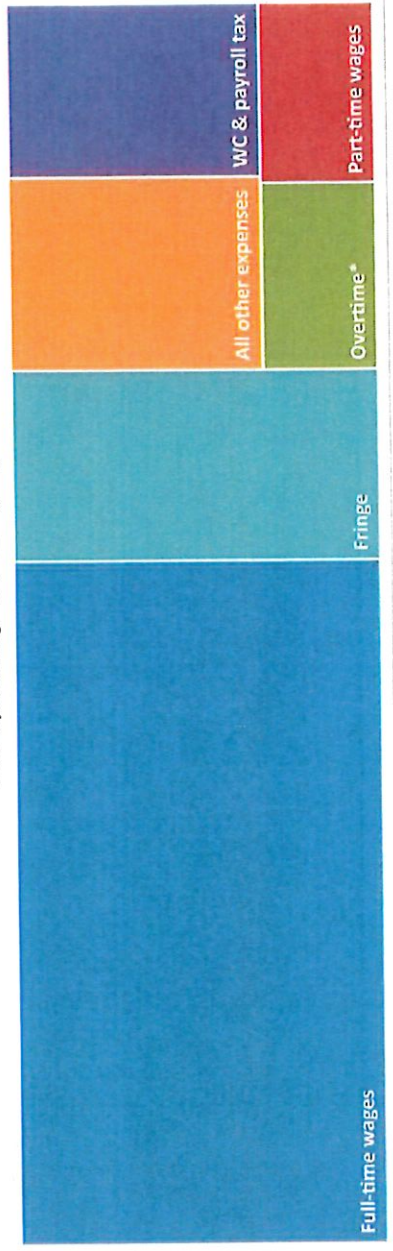
Bank Account Balances

as of: May 31, 2021

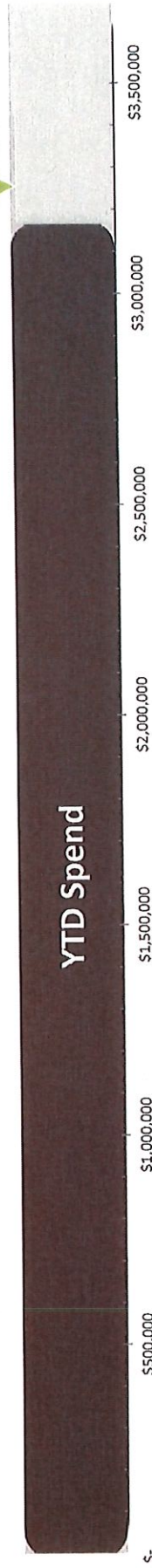
General	\$ 709,353
Payroll	\$ 23,663
Amb. Fee	\$ 624,453
Mortgage	\$ 118,253

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	
	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		167,141		260,186		2,006,101	
Part Time	14,333		12,388		11,769		11,769		14,252		17,030		12,625		9,605		13,281		7,940		14,007		26,112		169,497	
Overtime	13,182		8,401		12,582		12,582		15,839		25,465		21,960		9,968		8,115		12,304		12,304		22,302		170,028	
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		156,204	
FICA/Med	12,140		12,237		12,964		13,069		13,942		21,753		15,391		12,917		12,468		12,449		14,323		23,608		177,261	
Subtotal	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	
Medical Ins	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	
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		3,970		48,924	
Retirement	14,891		14,844		17,373		17,088		18,005		27,858		18,627		16,760		16,042		15,835		16,375		30,061		223,760	
Subtotal	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	
Fuel	545		797		568		755		571		666		480		607		1,364		1,118		1,027		1,200		9,698	
Rep & Maint (Auto)	266		40		33		270		85		882		694		58		474		492		1,352		500		5,145	
License / Svc Contracts	-		-		-		14,853		-		-		131		875		-		-		-		3,724		19,583	
Medical Exp	-		-		-		29,899		35		105		-		469		175		179		280		350		31,492	
Ems Supplies	726		12,555		(3,710)		3,992		878		(1,653)		2,393		4,462		(3,910)		857		4,924		1,800		23,305	
Uniforms/Fire Gear	1,973		17,113		602		4,362		6,224		11,594		3,365		431		2,785		1,360		256		68,965		119,030	
Trav/Train (non-wage)	1,233		6,027		2,887		9,653		2,615		3,243		9,608		742		3,217		3,399		353		1,500		44,477	
Subtotal	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	
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	
Prof Svc	2,252		2,120		2,464		2,960		3,560		3,850		3,350		2,750		2,858		2,525		3,206		3,417		35,302	
Tech Svc	1,393		-		580		485		1,381		580		4,454		1,333		240		170		2,930		18,000		31,545	
Office Exp/Equip Rent	1,422		1,143		2,440		1,393		784		1,988		581		598		1,984		2,012		1,705		6,374		22,424	
Utilities	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	
Rep & Maint (Facility)	67		47		65		208		65		-		-		-		-		-		-		450		902	
Audit Costs	-		0		0		-		7,463		-		-		-		-		-		-		-		7,463	
Other (Unemp./Conting)	88		-		746		-		63		134		571		125		767		58		-		3,491		6,043	
Subtotal	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	
Equipment Dep.	1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		1,054		13,260	
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		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	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	3	3	26	26		
Full Time	44,604	75,076	33,913	29,750	29,750	23,698	35,148	28,218	19,554	15,165	12,561	12,561	12,561	12,561	12,561	12,561	12,561	12,561	12,561	12,561	12,377	22,826	22,826	22,826	352,890			
Part Time	14,246	12,326	11,136	11,769	11,769	14,201	17,030	12,625	9,605	13,281	12,940	12,940	12,940	12,940	12,940	12,940	12,940	12,940	12,940	12,940	14,007	26,112	26,112	26,112	169,278			
Overtime	13,182	8,401	12,818	12,582	12,582	15,839	25,465	21,960	9,968	8,115	7,092	7,092	7,092	7,092	7,092	7,092	7,092	7,092	7,092	7,092	12,304	22,302	22,302	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	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	4,071	4,057	5,917	4,750	2,951	2,766	2,473	2,473	2,473	2,473	2,473	2,473	2,473	2,473	2,473	2,473	2,946	5,450	5,450	5,450	52,284			
Subtotal	81,862	107,411	66,687	62,624	62,624	62,247	88,013	72,005	46,529	43,779	39,518	39,518	39,518	39,518	39,518	39,518	39,518	39,518	39,518	39,518	46,086	81,142	81,142	81,142	797,904			
Hosp	8,571	9,336	2,099	7,224	7,224	3,420	(295)	3,420	2,417	2,568	2,711	2,711	2,711	2,711	2,711	2,711	2,711	2,711	2,711	2,711	4,253	4,853	4,853	4,853	50,575			
Life	1,753	1,465	1,526	924	924	1,105	638	940	232	362	397	397	397	397	397	397	397	397	397	397	758	553	553	553	10,653			
Retirement	5,897	8,757	4,903	4,445	4,445	4,147	6,243	4,597	3,098	2,427	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,061	2,592	5,138	5,138	5,138	54,306			
Subtotal	16,221	19,558	8,528	12,593	12,593	8,672	6,586	8,957	5,746	5,356	5,169	5,169	5,169	5,169	5,169	5,169	5,169	5,169	5,169	5,169	7,603	10,544	10,544	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	1,260	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	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	76,478	72,179	95,859	82,222	53,535	50,395	45,947	45,947	45,947	45,947	45,947	45,947	45,947	45,947	45,947	45,947	54,949	92,946	92,946	92,946	928,558			
Cumulative Expenses	99,343	227,572	304,048	380,525	380,525	452,705	548,563	630,785	684,320	734,716	780,663	780,663	780,663	780,663	780,663	780,663	780,663	780,663	780,663	780,663	835,612	835,612	835,612	835,612	928,558			

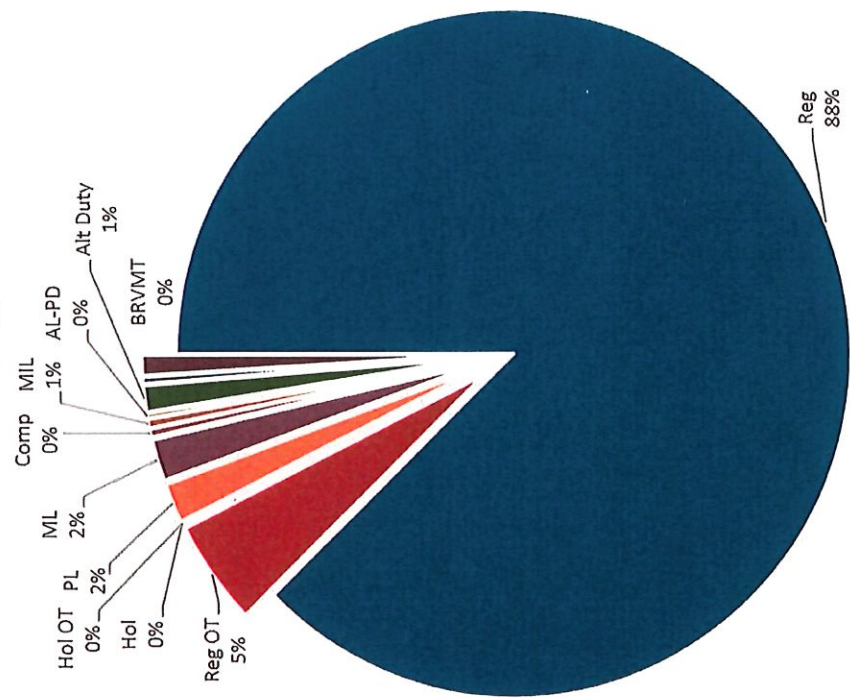
FisYr 2021
 PayMo. 5

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

