

Jefferson County Emergency Services Agency



**Board Meeting
September 21, 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 September 21, 2021

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, September 21, 2021, at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ELECTION OF CHAIRMAN PRO TEM

ROLL CALL Sign in Sheet

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (Limit 5 minutes per person)

APPROVAL OF MINUTES

- August 17, 2021 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Steve Harris / Burner*

CHAIRMAN'S REPORT – None

JCFRA REPORT - *Morgan*

1. Joint Meeting Sept 16 – Final Draft Review of Proposed Fire Fee Ordinance

DIRECTOR'S REPORT - *Burner*

1. Breast Cancer Awareness T-Shirts – Available \$15.00 each - size Small to 5XL
2. Annual staff physicals completed Sept 1st and 2nd
3. VFD IRS Form 990 Packets for FY21 County Allocated Funding - Update
4. Vehicle Purchase (*Discussion/Action*)
5. Mission Statement Revision (*Discussion/Action*)
6. Presentation - JCESA Annual Report for FY21

UNFINISHED BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT

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

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*



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Meeting Minutes August 17, 2021

The August regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, August 17, 2021, at the JCESA office.

ROLL CALL

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

(*) Present via WebEx

CALL TO ORDER

The meeting was called to order at 7:03 p.m. by Chairman Faas, with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - None

APPROVAL OF MINUTES

- o Motion by Simpson, 2nd by Troxel to approve the July 20, 2021, Regular meeting minutes as submitted - Motion carries unanimously on voice vote.

TREASURER'S REPORT

Burner assisted S. Harris with a review of accounts and expenses through July of 2021.

- o Motion by Simpson, 2nd by Troxel to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT – Bob Faas

1. Mission Statement – Chairman Faas and Director Burner working together on it and receiving input from staff.
2. Status of amended by-laws – Cochran will have JCC resign and forward a copy.
3. BRMVFC Progress report – Removing from agenda and Director Burner will maintain follow-up.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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JCFRA REPORT – *Chief Morgan*

1. Association Update – Fire Fee Ordinance draft completed, and a request has been submitted to have JCC, ESA, and JCFRA meet to review.

DIRECTOR'S REPORT – *Bob Burner*

1. Breast Cancer Awareness T-Shirts – Available \$15.00 each - size Small to 5XL – See Debbie Lancaster.
2. JCESA Annual Report for FY21 will be presented at the September board meeting.
3. W. A. Chester hosted a First-Responder luncheon here at JCESA on 8/10/21.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT

- o Motion to adjourn by S. Harris, 2nd by J. Harris - Motion carries unanimously on voice vote. Meeting adjourned at 7:22 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Robert Faas, JCESA Chairman

Date

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Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund \$ 3,019,138	Full-time wages \$ 2,167,060	\$ 398,635	\$ 2,188,276	\$ (21,216)	
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 179,560	\$ 38,716	\$ 167,398	\$ 12,162	
TB Assn. \$ 0	Overtime* \$ 171,275	\$ 15,496	\$ 162,895	\$ 8,380	
CARES/ARPA \$ 131,224	WC & payroll tax \$ 394,415	\$ 59,745	\$ 373,012	\$ 21,403	
Sale of assets \$ 0	Fringe \$ 688,748	\$ 105,488	\$ 681,422	\$ 7,326	
Other \$ 1,509	All other expenses \$ 464,664	\$ 51,904	\$ 460,687	\$ 3,977	
Some income (i.e., dedicated grants) may not be reflected here.	Total	\$ 4,065,722	\$ 669,984	\$ 4,033,691	\$ 32,031

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

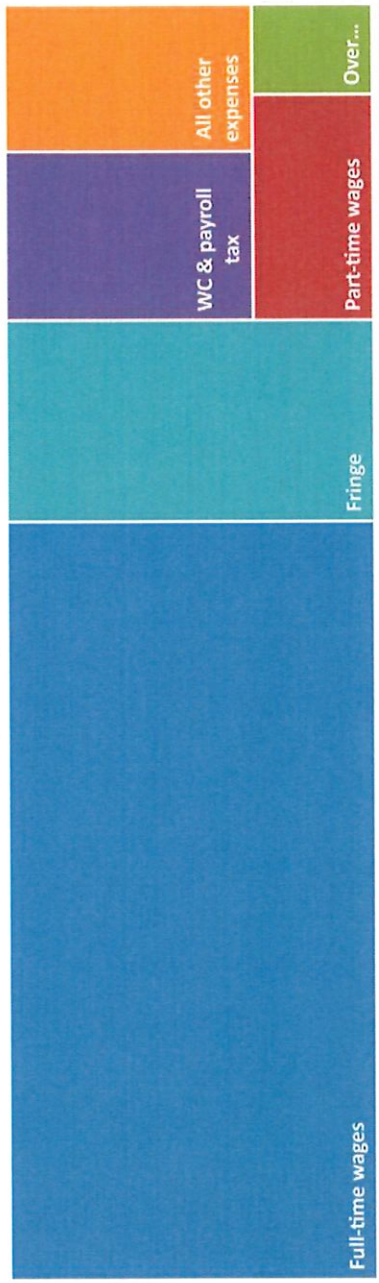
Bank Account Balances

as of: August 31, 2021

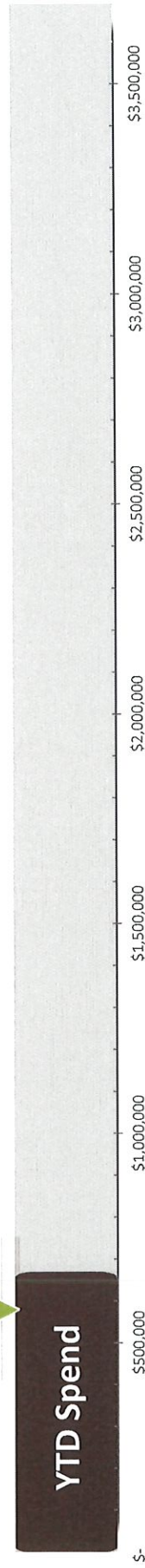
General	\$ 559,257
Payroll	\$ 31,067
Amb. Fee	\$ 606,436
Mortgage	\$ 98,050

Annual mortgage cost of \$81K not included in expenses as it is covered through impact fee budget.

YTD Spending - by Category



WE ARE HERE



15% of fiscal year complete based on 4 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2022 (July 2021 - June 2022)

Through August

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	132,757	265,878	153,063	165,729	165,729	248,594	165,729	165,729	145,013	145,013	145,013	290,027	2,188,276
Forecast	22,461	16,255	10,430	11,920	11,920	18,427	11,920	11,920	10,430	10,430	10,430	20,859	167,398
Full Time	9,378	6,118	11,989	13,702	13,702	20,553	13,702	13,702	11,989	11,989	11,989	24,081	162,895
Part Time	13,005	13,005	13,231	14,428	14,428	21,683	14,428	14,428	12,624	12,624	12,624	25,256	181,766
Overtime	12,147	21,588	13,381	14,591	14,591	21,928	14,591	14,591	12,767	12,767	12,767	25,541	191,247
Worker Comp	189,748	322,844	202,094	220,369	220,369	331,185	220,369	220,369	192,823	192,823	192,823	385,764	2,891,582
FICA/Med	22,305	28,862	32,738	32,738	32,738	32,738	32,738	32,738	32,738	32,738	32,738	32,739	378,545
Subtotal	3,913	7,661	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	55,327
Medical Ins	14,605	28,142	18,307	19,296	19,296	26,631	19,296	19,296	17,462	17,462	17,462	30,298	247,550
Ancillary (dent,visn,life)	40,823	64,665	55,420	56,409	56,409	63,744	56,409	56,409	54,575	54,575	54,575	67,412	681,422
Retirement	747	985	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,732
Subtotal	345	614	500	500	500	500	500	500	500	500	500	500	5,959
Fuel	-	1,001	500	15,000	500	500	500	500	500	500	500	500	20,501
Rep & Maint (Auto)	35	70	16,000	16,000	200	200	200	200	200	200	200	400	34,305
License / Svc Contracts	1,825	-	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	30,995
Medical Exp	5,304	4,420	5,000	5,000	6,000	5,000	5,000	6,000	5,000	5,000	6,000	18,000	75,724
Em's Supplies	1,699	2,020	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,719
Uniforms/Fire Gear	9,955	9,110	27,417	41,917	12,617	11,617	11,617	12,617	11,617	11,817	12,817	24,817	197,935
Trav/Train (non-wage)	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	4,773	57,276
Subtotal	2,125	2,125	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	35,080
Auto & Liability Ins.	853	1,357	877	877	877	877	4,000	877	877	877	2,984	3,000	18,333
Prof Svc	3,188	1,142	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	16,810
Tech Svc	2,190	2,755	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	27,445
Office Exp/Equip Rent	226	211	200	200	200	200	200	200	200	200	200	200	2,437
Utilities	-	-	-	-	11,000	-	-	-	-	-	-	-	11,000
Rep & Maint (Facility)	95	-	-	-	-	-	-	-	-	-	-	55,000	52,095
Audit Costs	13,430	12,363	12,433	12,433	23,433	12,433	15,556	12,433	12,433	12,433	14,540	66,556	220,476
Other (Unemp./Conting	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	42,276
Subtotal	257,479	412,505	300,887	334,651	316,351	422,502	307,474	305,351	274,971	275,171	278,278	548,073	4,033,691
Equipment Dep.	257,479	669,984	970,871	1,305,522	1,621,873	2,044,374	2,351,848	2,657,199	2,932,170	3,207,341	3,485,619	4,033,691	
Total	257,479	412,505	300,887	334,651	316,351	422,502	307,474	305,351	274,971	275,171	278,278	548,073	4,033,691
Cumulative Expenses	257,479	669,984	970,871	1,305,522	1,621,873	2,044,374	2,351,848	2,657,199	2,932,170	3,207,341	3,485,619	4,033,691	

Jefferson County Emergency Services Agency **Monthly Expense Budget - FY2022 (July 2021 - June 2022)** Through August **Fund: GENERAL**

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	Actual	7%	Actual	7%	Forecast	7%	Forecast	8%	Forecast	8%	Forecast	12%	Forecast	8%	Forecast	8%	Forecast	7%	Forecast	7%	Forecast	7%	Forecast	14%	Forecast	Forecast	
Full Time	110,478		228,496		130,304		139,718		139,718		209,578		139,718		139,718		122,254		122,254		122,254		122,254		244,507		1,848,997
Part Time	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Overtime	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Worker Comp	9,218		9,825		9,825		10,535		10,535		15,802		10,535		10,535		9,218		9,218		9,218		9,218		18,436		132,292
FICA/Med	8,034		17,062		9,936		10,654		10,654		15,980		10,654		10,654		9,322		9,322		9,322		9,322		18,644		140,235
Subtotal	127,730		254,776		150,064		160,907		160,907		241,360		160,907		160,907		140,793		140,793		140,793		140,793		281,587		2,121,524
Hosp	18,035		24,632		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		26,321		305,878
Life	3,280		6,840		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		3,542		45,539
Retirement	11,521		23,582		13,682		14,670		14,670		22,006		14,670		14,670		12,837		12,837		12,837		12,837		25,673		193,655
Subtotal	32,836		55,054		43,545		44,533		44,533		51,869		44,533		44,533		42,700		42,700		42,700		42,700		55,536		545,072
Fuel	747		985		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		1,000		11,732
Rep & Maint (Auto)	345		614		500		500		500		500		500		500		500		500		500		500		500		5,959
License / Svc Contracts	1,001		1,001		15,000		15,000		15,000		500		500		500		500		500		500		500		500		20,501
Medical Exp	35		70		16,000		16,000		200		200		200		200		200		200		200		200		400		34,305
Ems Supplies	1,825		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		2,917		30,995
Uniforms/Fire Gear	5,304		4,420		5,000		5,000		5,000		5,000		5,000		5,000		5,000		5,000		5,000		5,000		18,000		75,724
Trav/Train (non-wage)	1,699		2,020		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		1,500		18,719
Subtotal	9,955		27,417		41,917		41,917		41,917		11,617		11,617		11,617		11,617		11,617		11,817		12,817		24,817		197,935
Auto & Liability Ins.	3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		3,580		42,960
Prof Svc	2,125		2,125		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		3,083		35,080
Tech Svc	853		1,357		877		877		877		877		877		877		877		877		877		2,984		3,000		18,333
Office Exp/Equip Rent	3,168		1,142		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		1,250		16,810
Utilities	2,190		2,755		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		2,250		27,445
Rep & Maint (Facility)	226		211		200		200		200		200		200		200		200		200		200		200		200		2,437
Audit Costs	-		-		-		11,000		-		-		-		-		-		-		-		-		-		11,000
Other (Unemp./Conting)	95		-		-		-		-		-		-		-		-		-		-		-		52,000		52,095
Subtotal	12,237		11,170		11,240		11,240		11,240		11,240		14,363		11,240		11,240		11,240		11,240		13,347		65,363		206,160
Equipment Dep.	3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		3,523		42,276
Total	186,281		333,633		235,789		262,120		243,820		319,609		234,943		232,820		209,873		210,073		213,180		213,180		430,826		3,112,967
Cumulative Expenses	186,281		519,914		755,703		1,017,823		1,261,643		1,581,252		1,816,195		2,049,015		2,258,888		2,468,961		2,682,141		2,682,141		3,112,967		3,112,967

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	Actual	7%	Actual	7%	Forecast	7%	Forecast	8%	Forecast	8%	Forecast	12%	Forecast	8%	Forecast	8%	Forecast	7%	Forecast	7%	Forecast	7%	Forecast	14%	Forecast	Forecast	
Full Time	22,279	7%	37,382	7%	22,760	7%	26,011	8%	26,011	8%	39,017	12%	26,011	8%	26,011	8%	22,760	7%	22,760	7%	22,760	7%	22,760	7%	45,519	14%	339,280
Part Time	22,461		16,255		10,430		11,920		11,920		18,427		11,920		11,920		10,430		10,430		10,430		10,430		20,859		167,398
Overtime	9,378		6,118		11,989		13,702		13,702		20,553		13,702		13,702		11,989		11,989		11,989		11,989		24,081		162,895
Worker Comp	3,787		3,787		3,406		3,893		3,893		5,881		3,893		3,893		3,406		3,406		3,406		3,406		6,821		49,474
FICA/Med	4,113		4,526		3,445		3,937		3,937		5,947		3,937		3,937		3,445		3,445		3,445		3,445		6,898		51,011
Subtotal	62,018		68,068		52,030		59,463		59,463		89,825		59,463		59,463		52,030		52,030		52,030		52,030		104,178		770,058
Hosp	4,270		4,230		6,417		6,417		6,417		6,417		6,417		6,417		6,417		6,417		6,417		6,417		6,418		72,668
Life	633		821		833		833		833		833		833		833		833		833		833		833		833		9,787
Retirement	3,084		4,560		4,625		4,625		4,625		4,625		4,625		4,625		4,625		4,625		4,625		4,625		4,625		53,895
Subtotal	7,987		9,611		11,875		11,875		11,875		11,875		11,875		11,875		11,875		11,875		11,875		11,875		11,876		136,350
Fuel	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Rep & Maint (Auto)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
License / Svc Contracts	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Medical Exp	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Ems Supplies	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Uniforms/Fire Gear	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Trav/Train (non-wage)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Subtotal	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Auto & Liability Ins.	1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		14,316
Prof Svc	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Tech Svc	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Office Exp/Equip Rent	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Utilities	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Rep & Maint (Facility)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Audit Costs	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Other (Cars/Gear)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Subtotal	1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		1,193		14,316
Equipment Dep.	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Total	71,198		78,872		65,098		72,531		72,531		102,893		72,531		72,531		65,098		65,098		65,098		65,098		117,247		920,724
Cumulative Expenses	71,198		150,070		215,168		287,699		360,229		463,122		535,653		608,184		673,281		738,379		803,477		803,477		920,724		920,724

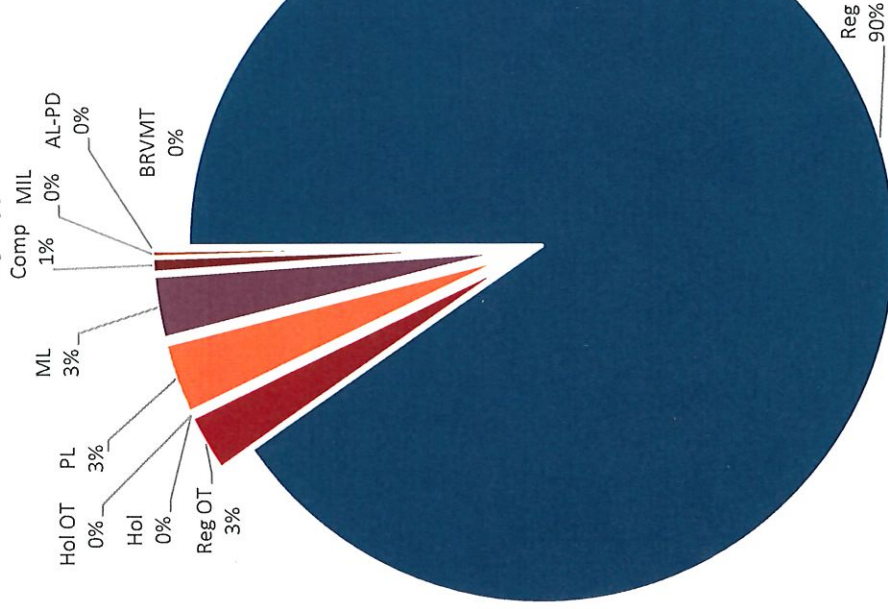
FisYr 2022
PayMo. 8

Pay Type	Hours
Reg	7,133
Reg OT	202
Hol	-
Hol OT	-
PL	251
ML	221
Comp	49
MIL	24
AL-PD	13
Alt Duty	-
BRVMT	-
UL	-

Total: 7,893
OT/Total: 2.6%

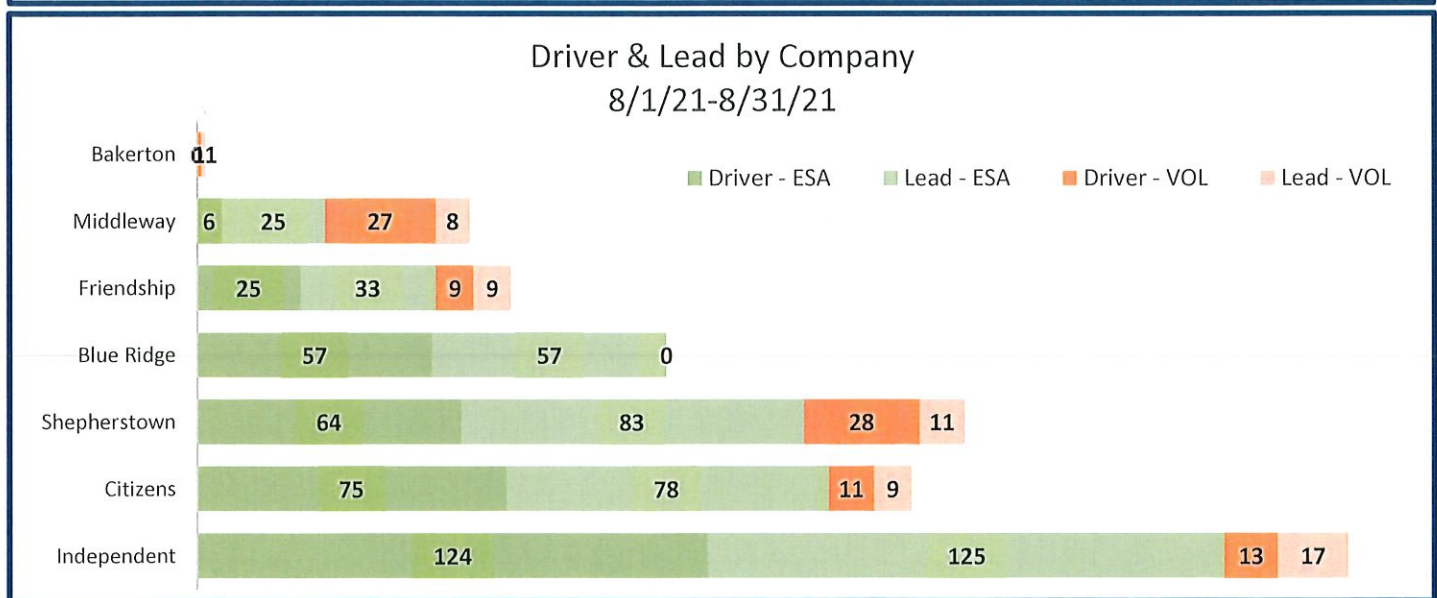
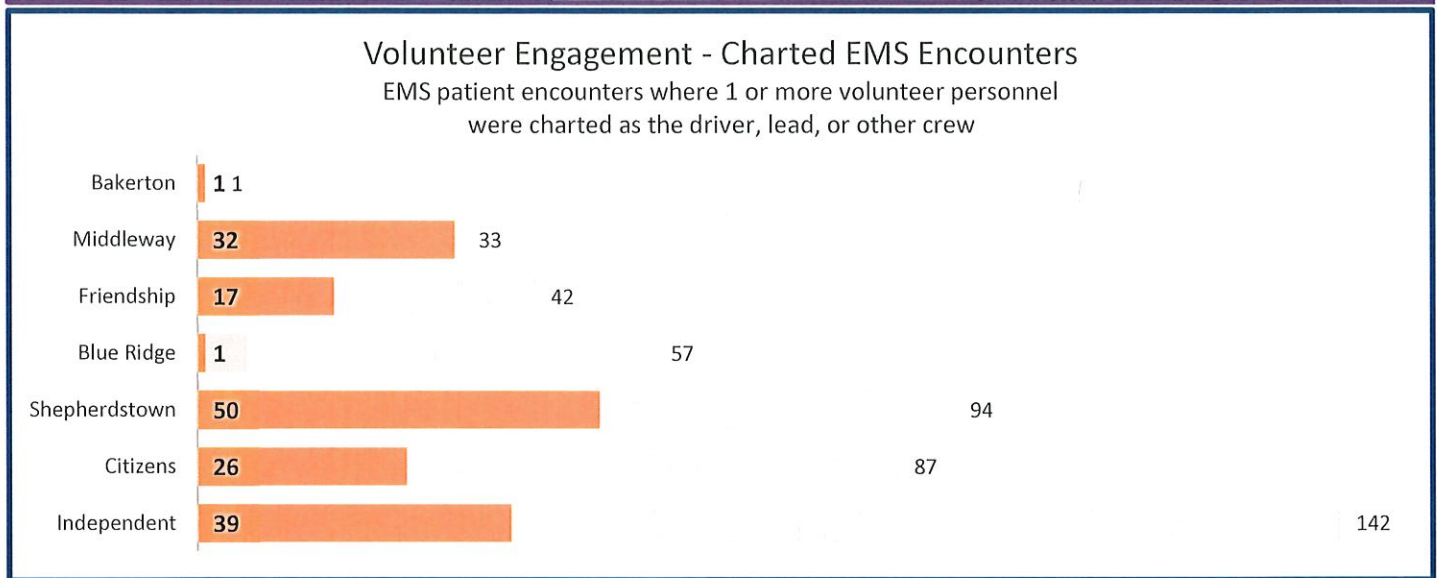
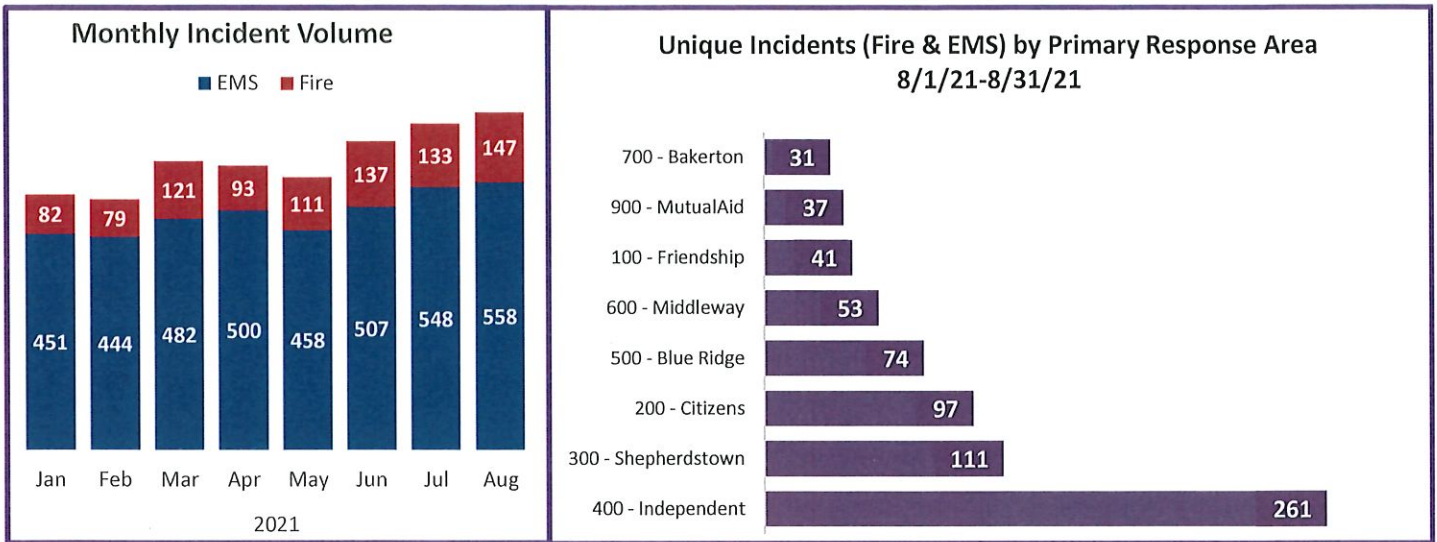
Worked: 7,335
OT/Worked: 2.8%

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



Current Mission Statement

The mission statement of the Jefferson County Emergency Services Agency (JCESA) is to assist the Jefferson County volunteer fire departments in providing fire and emergency medical services to all citizens and visitors of Jefferson County, West Virginia. JCESA and the fire departments will provide these services in a non-discriminatory manner with compassion, integrity and commitment to all those in need in a timely and professional manner.

Proposed Mission Statement

JCESA saves lives and preserves property by working with the volunteer fire organizations to provide exceptional emergency medical services, fire suppression, and community engagement.

Proposed Core Values / Guiding Principles

Treat People Right

We treat our colleagues and community impartially with compassion and respect - how we would want our own family to be treated.

Do the Right Thing

We act with integrity and transparency to carry on the tradition of honor and excellence the public expects of us, and we demand of ourselves.

Solve Problems

If we see something needs doing, we do it. We each have the power to make the Agency better every day.

Own It

In everything we do, we hold ourselves accountable for outcomes, good and bad.

Exceptional. Not Entitled

We are a confident and coachable team of extraordinarily talented people who still have a lot to learn and trust to earn.

We are One

We win or lose together, as a team. Nothing here is a spectator sport.

Graphic incorporating Proposed Mission Statement and Core Values / Guiding Principles

