



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

Meeting Minutes September 21, 2021

The September regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, September 21, 2021, at the JCESA office.

ELECTION OF CHAIRMAN PRO TEM

- Motioned by Jackson to elect Steve Harris as Chairman Pro Tem due to the absence of the board Chairman and Vice-Chair, 2nd by J. Harris – Motion carries unanimously on voice vote.

ROLL CALL

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

(*) Present via WebEx

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by S. Harris, with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - None

APPROVAL OF MINUTES

- Motion by Jackson, 2nd by J. Harris to approve the August 17, 2021, Regular meeting minutes as submitted - Motion carries unanimously on voice vote.

TREASURER'S REPORT

S. Harris presented a review of accounts and expenses through August of 2021.

- Motion by Jackson, 2nd by J. Harris to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT – None

JCFRA REPORT – Chief Morgan

It's About Saving Lives

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

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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1. Joint Meeting is set for Sept. 16th to review the proposed final draft of the Fire Fee Ordinance - between JCFRA, JCESA, and the JC Commission.
 - o S. Harris deferred to next month's meeting due to Chief Morgan's absence.

DIRECTOR'S REPORT – Bob Burner

1. Breast Cancer Awareness T-Shirts
 - o \$15.00 ea. - sizes Small to 5XL - see Debbie Lancaster.
2. Annual staff physicals were successfully completed Sept 1st and 2nd
 - o Capt. Considine saved the agency \$10k dollars – all went smoothly.
3. VFD IRS Form 990 Packets for FY21 County Allocated Funding
 - o Packets received so far from companies 5 and 7 – were vetted and hand delivered to County Finance Director, Michelle Gordon for processing.
4. Vehicle Purchase – Burner requested board approval for one vehicle up to \$65k to include outfitting. Board members requested additional information regarding funding source. Burner will re-introduce request next month.
5. Mission Statement Revision – copies emailed to board members.
 - o Motioned by Jackson to accept the proposed mission statement and values with the change of the word “working” to “partnering”, 2nd by J. Harris to approve – Motion carries unanimously on voice vote.
6. Presentation - JCESA Annual Report for FY21
 - o Copies provided and emailed to each board member.

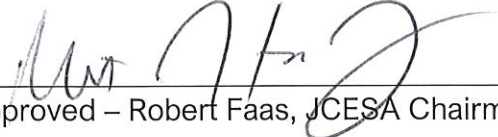
UNFINISHED BUSINESS - None

NEW BUSINESS - None

ADJOURNMENT

- o Motion to adjourn by Jackson, 2nd by Simpson - Motion carries unanimously on voice vote. Meeting adjourned at 7:24 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.


Approved – Robert Faas, JCESA Chairman

10/18/21
Date

It's About Saving Lives

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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	\$ 2,167,060	\$ 398,635	\$ 2,188,276	\$ (21,216)
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 179,560	\$ 179,560	\$ 38,716	\$ 167,398	\$ 12,162
TB Assn. \$ 0	Overtime* \$ 171,275	\$ 171,275	\$ 15,496	\$ 162,895	\$ 8,380
CARES/ARPA \$ 131,224	WC & payroll tax \$ 394,415	\$ 394,415	\$ 59,745	\$ 373,012	\$ 21,403
Sale of assets \$ 0	Fringe \$ 688,748	\$ 688,748	\$ 105,488	\$ 681,422	\$ 7,326
Other \$ 1,509	All other expenses \$ 464,664	\$ 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'

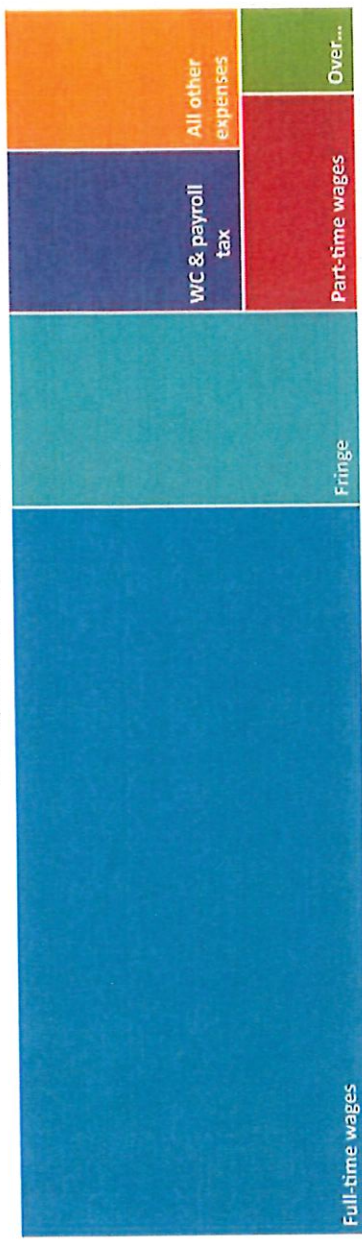
Bank Account Balances

as of: August 31, 2021

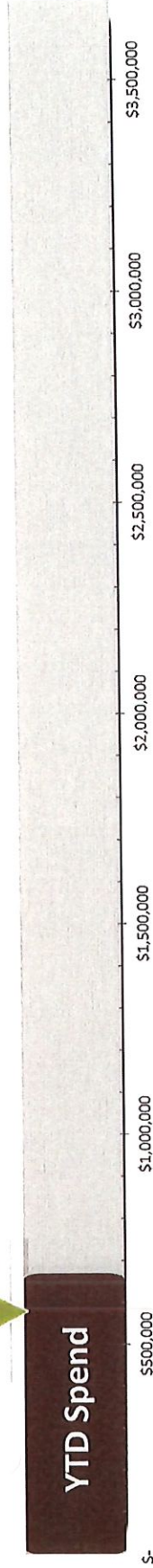
General	\$ 559,257
Payroll	\$ 31,067
Amb. Fee	\$ 606,436
Mortgage	\$ 98,050

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	167,998
Actual	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
Forecast	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
Actual	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
Forecast	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
Subtotal	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
Medical Ins	3,913	7,561	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	4,375	55,327
Ancillary (dent,visn.life)	14,505	28,142	18,307	19,296	19,296	26,631	19,296	19,296	17,462	17,462	17,462	30,298	247,550
Retirement	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
Subtotal	747	985	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,732
Fuel	345	614	500	500	500	500	500	500	500	500	500	500	5,959
Rep & Maint (Auto)	-	1,001	500	500	500	500	500	500	500	500	500	500	20,501
License / Svc Contracts	35	70	16,000	16,000	200	200	200	200	200	200	200	400	34,305
Medical Exp	1,825	-	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	30,995
Ems Supplies	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
Uniforms/Fire Gear	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
Trav/Train (non-wage)	9,955	9,110	27,417	41,917	12,617	11,617	11,617	12,617	11,617	11,617	12,617	24,817	187,935
Subtotal	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
Auto & Liability Ins.	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
Prof Svc	853	1,357	877	877	877	877	4,000	877	877	877	2,984	3,000	18,333
Tech Svc	3,168	1,142	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	16,810
Office Exp/Equip Rent	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
Utilities	226	211	200	200	200	200	200	200	200	200	200	200	2,437
Rep & Maint (Facility)	-	-	-	-	11,000	-	-	-	-	-	-	-	11,000
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	52,095
Other (Unemp./Conting)	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
Subtotal	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
Equipment Dep.	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
Total	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	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	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		244,507		1,848,997	
Part Time	-		-		-		-		-		-		-		-		-		-		-		-		-	
Overtime	-		-		-		-		-		-		-		-		-		-		-		-		-	
Worker Comp	9,218		9,218		9,825		10,535		10,535		15,802		10,535		10,535		10,535		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		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		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		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		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		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		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		11,732	
Rep & Maint (Auto)	345		614		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		20,501	
Medical Exp	35		70		16,000		16,000		200		200		200		200		200		200		400		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		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		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		18,719	
Subtotal	9,955		9,110		27,417		41,917		12,617		11,617		11,617		11,617		12,617		11,617		11,817		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		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		35,080	
Tech Svc	853		1,357		877		877		877		877		877		877		877		877		877		2,984		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		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		27,445	
Rep & Maint (Facility)	226		211		200		200		200		200		200		200		200		200		200		200		2,437	
Audit Costs	-		-		-		11,000		11,000		-		-		-		-		-		-		-		11,000	
Other (Unemp./Conting)	95		-		-		-		-		-		-		-		-		-		-		52,000		52,095	
Subtotal	12,237		11,170		11,240		11,240		22,240		11,240		14,363		11,240		11,240		11,240		11,240		13,347		65,363	
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		42,276	
Total	186,281		333,633		235,789		262,120		243,820		319,609		234,943		209,873		232,820		210,073		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		2,892,967		3,112,967	

FisYr 2022

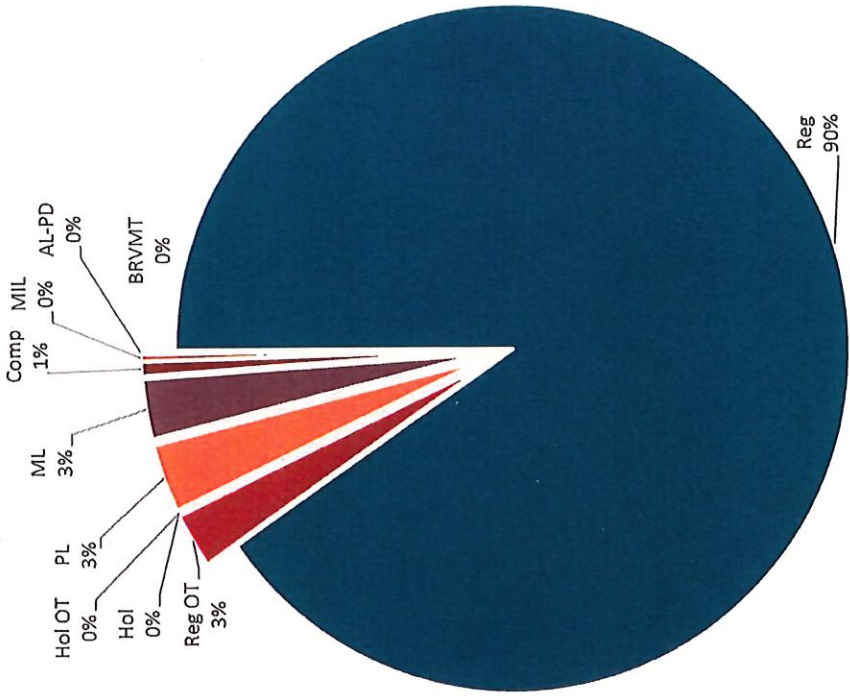
PayMo. 8

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	-

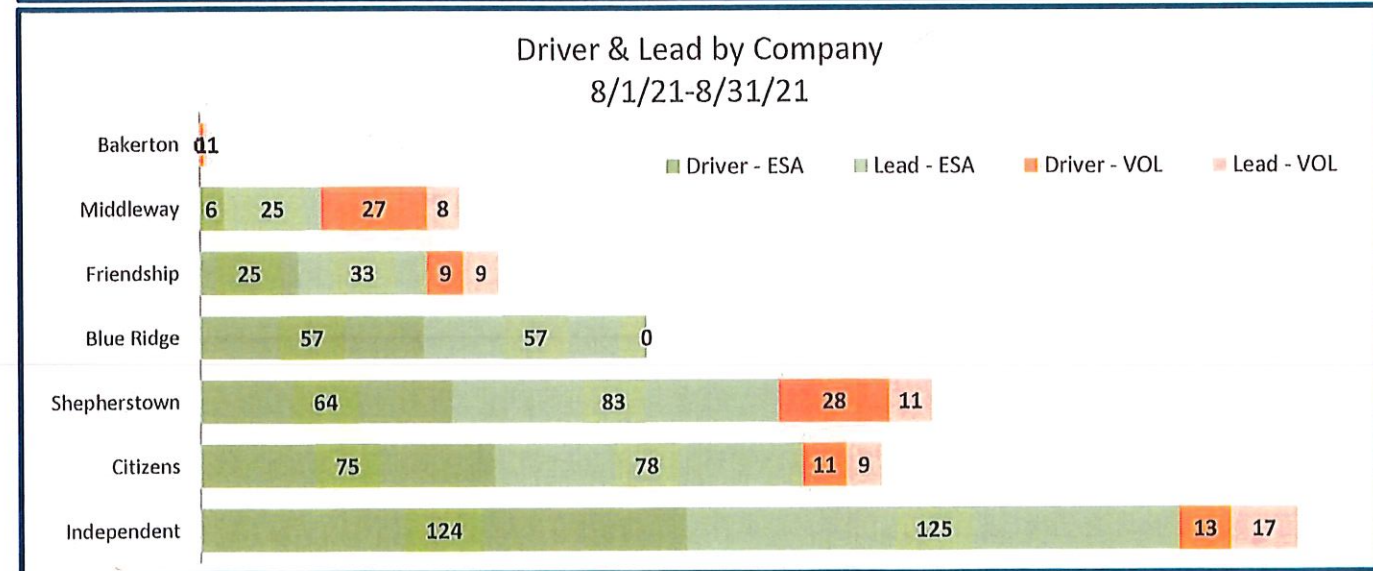
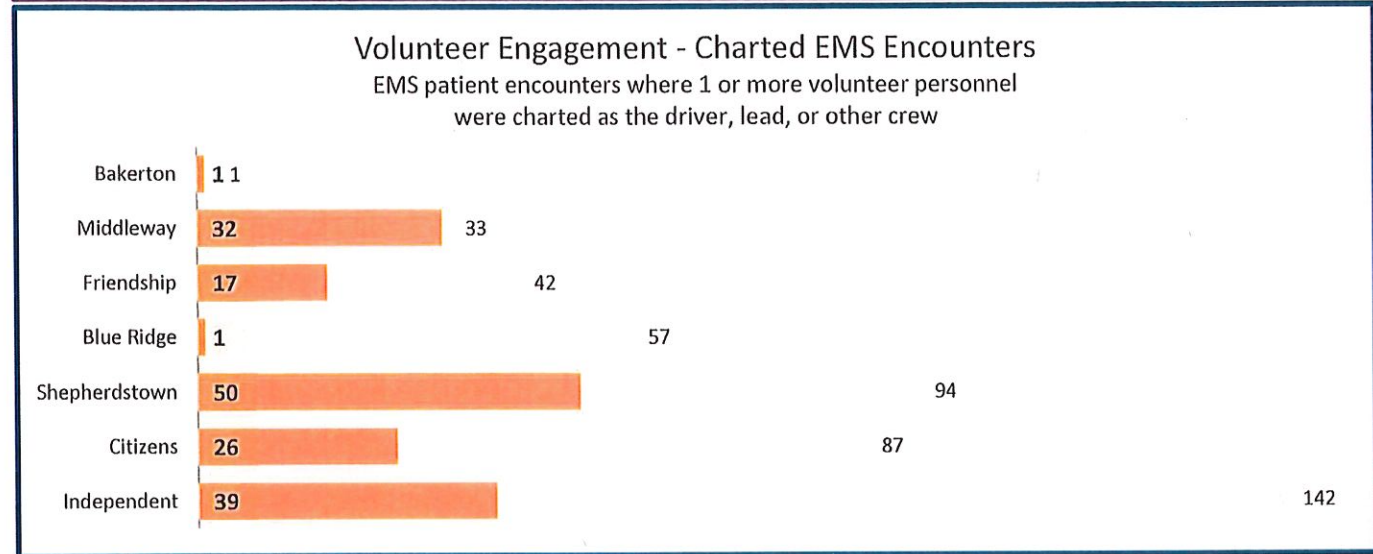
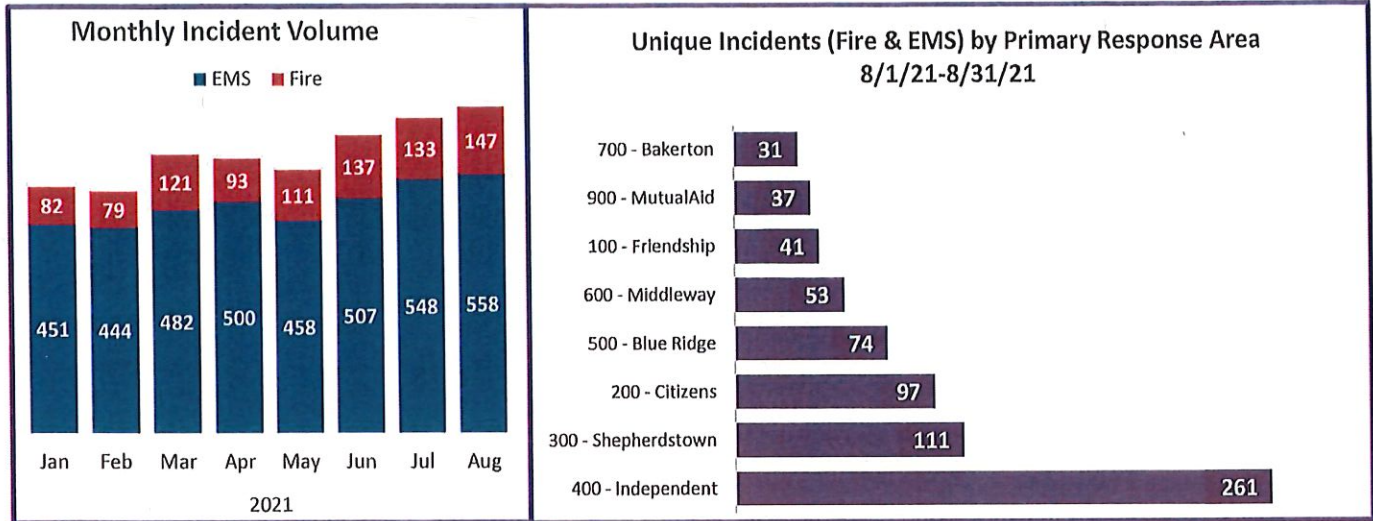
Total:	7,893
OT/Total:	2.6%

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 rate per emp., per
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



SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: SEPTEMBER 21, 2021

Location: JCESA , 419 Sixteenth Ave, Ranson, WV 25438

Time: 7:00 p.m

Board Members: (Please Print)

- | | | |
|----------------------------|--------------------------|--------------------------------|
| 1- <u>Debbie Lancaster</u> | 2- <u>Thirca Jackson</u> | 3- <u>Jacob Harris</u> |
| 4- <u>Steve Harris</u> | 5- <u>Craig Simpson</u> | * 6- <u>Dr Marney Treese</u> * |
| 7- <u>Nathan Cochran</u> | * 8- _____ | 9- _____ |
| 10- _____ | 11- _____ | 12- _____ |

zoom
* Present via live stream ~~WebEX~~ and/or phone

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 Mood</u>	<u>MVFC</u>	___	✓
2- <u>Sara Considine</u>	<u>JCESA</u>	___	✓
3- _____	_____	___	___
4- _____	_____	___	___
5- _____	_____	___	___
6- _____	_____	___	___
7- _____	_____	___	___
8- _____	_____	___	___
9- _____	_____	___	___
10- _____	_____	___	___
11- _____	_____	___	___