

**Jefferson County  
Emergency Services Agency**



**Board Meeting  
November 16, 2021  
7:00pm**



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438  
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

## AGENDA November 16, 2021

The November meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, November 16, 2021, at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL     *Sign in Sheet*

CALL TO ORDER – *Troxel*

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (**Limit 5 minutes per person**)

APPROVAL OF MINUTES

- October 19, 2021 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Steve Harris / Burner*

CHAIRMAN'S REPORT – *None*

IAFF REPORT

1. Local 5351 Update

JCFRA REPORT - *Morgan*

1. Association Update

DIRECTOR'S REPORT - *Burner*

1. Breast Cancer Awareness – Cumberland Valley Donation
2. JC Chamber of Commerce – 21<sup>st</sup> Annual Public Service Recognition Recipients
3. Radio Replacements
4. Reinstatement of COVID Leave Policy
5. FY23 Draft Budget Request
6. Annual Public Hearing Ambulance Fee Budget Class II Advertisement announcement submitting to the Spirit Nov 22<sup>nd</sup> scheduled to run Dec 1<sup>st</sup> & 8<sup>th</sup> – notice to be posted on the ESA website, and front office window
7. Ambulance Fee Annual Public Hearing will take place here at ESA, Tuesday, Dec 21<sup>st</sup> at 6:30pm just prior to the regular monthly Board Meeting.
8. ESA Administrative office will be closed Thursday and Friday, Nov 25<sup>th</sup> & 26<sup>th</sup> in observance of Thanksgiving Holiday.

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## UNFINISHED BUSINESS

1. ESA's Role and Responsibilities as a Fire Board (Article 17 & SB 224) - *Jackson*

## 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.

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## Meeting Minutes October 19th, 2021

The October regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, October 19th, 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	Yes	Bob Burner	Yes
Nathan Cochran	Yes*	Jacob Harris	Yes
Dr. Marney Treese	Yes*	Steve Harris	No
Joshua Stillwell	No	Ross Morgan	Yes

( \* ) Present via Zoom

### CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairman Faas, with a confirmed quorum.

### PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - None

### APPROVAL OF MINUTES

- Motion by Jackson, 2nd by Simpson to approve the September 21st, 2021, Regular meeting minutes as submitted - Motion carries unanimously on voice vote.

### TREASURER'S REPORT

Burner presented the overview of the accounts and expenses through September of 2021.

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

### CHAIRMAN'S REPORT – Bob Faas

1. Introduction/Presentation of IAFF Local 5351. Technicians Smith and Ryan announced the creation of a local chapter of the International Association of Firefighters, open to all full-time ESA staff and ECC dispatchers. Smith & Ryan stated the reason for formation is to work with, not against, ESA leadership, board, and commission citing the extensive resources that are available through IAFF to benefit the employees, agency, and community. Faas requested that a representative appear at the monthly ESA Board meetings and provide a brief

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update. Smith and Ryan agreed. The item "IAFF Local 5351 Update" will be added to the agenda for future regular meetings.

## JCFRA REPORT – Chief Morgan

1. The JCFRA presented a proposed Fire Fee Ordinance to the commission on September 16<sup>th</sup>. The Association is confident that the current commission will not support or enact a fire fee.
  - a. Faas noted that the ESA Board should be involved in volunteer funding requests and championing for the needs of the volunteer departments, provided the needs are clearly identified, separate from wants.
    - i. Morgan invited Faas to attend the November 2<sup>nd</sup> JCFRA meeting for this purpose.
    - ii. Burner asked Faas to confirm that the Board will be working with the volunteers to present their funding request for the FY23 budget, and the Director will not. Faas confirmed.
2. The Association has formed a committee, which will be led by Lt. Cluff (IFC) to review OGS specific to fire operations.

## DIRECTOR'S REPORT – Bob Burner

1. Breast Cancer Awareness T-Shirts remain available in most sizes. Proceeds benefit BCACV. Final campaign numbers for this year will be provided next month.
2. JCESA has submitted nominations for the Chamber of Commerce Annual Public Service Recognition, typically awarded at a banquet but expected to be announced by video again this year due to the pandemic.
3. A copy of the signed by-laws, as amended in March of 2020 by the ESA Board and Commission, have been received, and published on the JCESA website.
4. Capt. Horn and Lancaster developed a grant request to the Tuberculosis Association on 8/23, which was partially approved. The remainder of the request will be reconsidered in 2022.
5. Burner reported that the two vehicles approved by the JCC for purchase from capital in FY21 had been unfunded. He requested approval from the Board to purchase one vehicle at up to \$65k to be paid for from the ESA General Account. Motion by Faas, 2<sup>nd</sup> by Simpson to authorize up to \$65k for the purchase and upfitting of one vehicle. – Motion carries unanimously on voice vote.

## UNFINISHED BUSINESS

1. ESA's Role and Responsibilities as a fire board
  - a. Board members discussed relevant sections of WV Senate Bill 224, WV Code 7-17, as well as the JCESA by-laws and ordinance creating the JCESA. Members observed that JCESA is responsible for putting forth a fire fee request if indicated, prioritizing funding to the fire departments,

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financial accountability, and exploring possible alternative sources of revenue.

- b. Faas advises he will discuss these findings and the November JCFRA meeting so that the ESA and fire departments can begin preparing the fire departments' FY23 budget request and identifying needs and funding sources from now on.
- c. Faas and Jackson suggested that all board members thoroughly read SB224, WV 7-17, JCESA by-laws, and the ordinance creating the JCESA and prepare for continued discussion at upcoming board meetings regarding how the ESA will fulfill the obligations specified in these documents.

**NEW BUSINESS** - *None*

## **ADJOURNMENT**

- o Motion to adjourn by Jackson, 2<sup>nd</sup> by J. Harris - Motion carries unanimously on voice vote. Meeting adjourned at 7:49 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 \$ 2,198,060	\$ 2,198,060	\$ 728,710	\$ 2,214,839	\$ (16,779)
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 179,560	\$ 179,560	\$ 63,613	\$ 169,946	\$ 9,614
TB Assn. \$ 3,514	Overtime* \$ 171,275	\$ 171,275	\$ 38,737	\$ 160,445	\$ 10,830
CARES/ARPA \$ 137,815	WC & payroll tax \$ 394,874	\$ 394,874	\$ 114,527	\$ 381,762	\$ 13,112
Sale of assets \$ 0	Fringe \$ 678,880	\$ 678,880	\$ 208,528	\$ 674,256	\$ 4,624
Other \$ 2,903	All other expenses \$ 453,178	\$ 453,178	\$ 144,260	\$ 448,011	\$ 5,167
<b>Some income (i.e., dedicated grants) may not be reflected here.</b>	<b>Total</b>	<b>\$ 4,075,827</b>	<b>\$ 1,298,375</b>	<b>\$ 4,049,259</b>	<b>\$ 26,568</b>

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

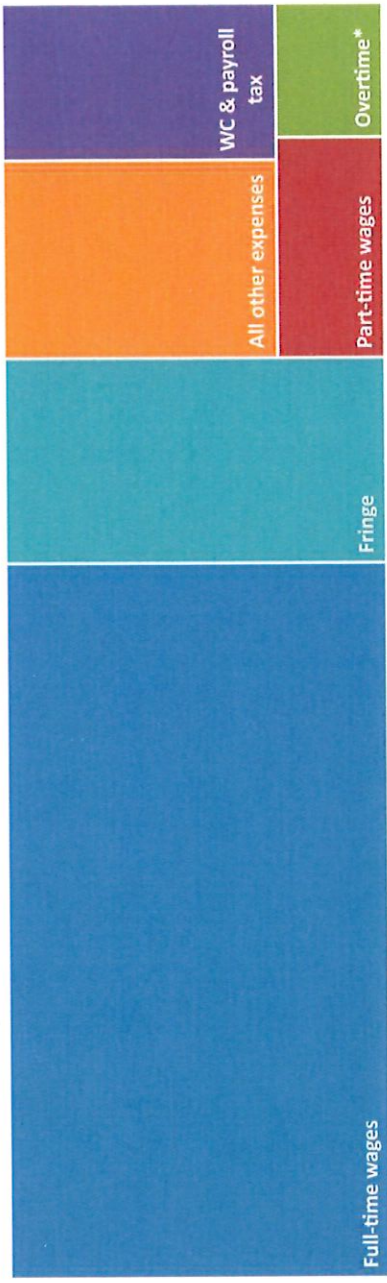
**Bank Account Balances**

as of: October 31, 2021

General	\$ 915,951
Payroll	\$ 71,241
Amb. Fee	\$ 428,276
Mortgage	\$ 84,572

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

**YTD Spending - by Category**



**WE ARE HERE**

(Stipends of ~\$135k causes appearance of spending outpacing time.)

**YTD Spend**

**Full-Year Allocation**



30% of fiscal year complete based on 7.7 out of 26 pay periods finalized.



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

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
	1.7	2	2	2	2	3	2	2	2	2	2	3.3	26	
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%		
Actual	Forecast	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
Full Time	110,478	228,496	126,188	114,327	139,718	212,857	139,718	139,718	122,254	128,254	128,254	244,507	1,834,770	
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-	
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-	
Worker Comp	9,218	9,218	9,218	9,462	11,345	17,284	11,345	11,345	9,927	10,414	10,414	19,854	139,045	
FICA/Med	8,034	17,062	9,193	8,303	10,654	16,230	10,654	10,654	9,322	9,779	9,779	18,644	138,307	
<b>Subtotal</b>	<b>127,730</b>	<b>254,776</b>	<b>144,599</b>	<b>132,092</b>	<b>161,717</b>	<b>246,371</b>	<b>161,717</b>	<b>161,717</b>	<b>141,502</b>	<b>148,448</b>	<b>148,448</b>	<b>283,005</b>	<b>2,112,122</b>	
Hosp	18,035	24,632	22,168	24,430	26,321	26,321	26,321	26,321	26,321	26,321	26,321	26,321	299,834	
Life	3,280	6,840	3,164	3,336	3,542	3,542	3,542	3,542	3,542	3,542	3,542	3,542	44,955	
Retirement	11,521	23,582	12,666	12,004	14,670	22,350	14,670	14,670	12,837	13,467	13,467	25,673	191,578	
<b>Subtotal</b>	<b>32,836</b>	<b>55,054</b>	<b>37,998</b>	<b>39,770</b>	<b>44,533</b>	<b>52,213</b>	<b>44,533</b>	<b>44,533</b>	<b>42,700</b>	<b>43,330</b>	<b>43,330</b>	<b>55,536</b>	<b>536,367</b>	
Fuel	747	985	1,399	1,177	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,308	
Rep & Maint (Auto)	345	614	815	842	500	500	500	500	500	500	500	500	6,616	
License / Svc Contracts		1,001	517	399	6,145	500	500	500	500	500	500	3,335	14,397	
Medical Exp	35	70	14,970	3,740	200	200	200	200	200	200	200	400	21,015	
Ems Supplies	1,825	-	5,734	17,832	2,917	2,917	2,917	2,917	2,917	2,917	2,917	2,917	48,727	
Uniforms/Fire Gear	3,555	4,420	2,668	4,338	6,000	5,000	5,000	6,000	5,000	5,000	6,000	18,000	70,981	
Trav/Train (non-wage)	1,651	2,020	1,911	4,321	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	21,903	
<b>Subtotal</b>	<b>8,158</b>	<b>9,110</b>	<b>28,014</b>	<b>32,649</b>	<b>18,262</b>	<b>11,617</b>	<b>11,617</b>	<b>12,617</b>	<b>11,617</b>	<b>11,817</b>	<b>12,817</b>	<b>27,652</b>	<b>195,947</b>	
Auto & Liability Ins.	3,580	3,580	3,580	3,789	3,580	3,580	3,580	3,580	3,580	3,580	3,580	3,580	43,169	
Prof Svc	2,125	2,125	2,125	2,125	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	33,164	
Tech Svc	853	1,357	1,062	1,629	1,468	1,468	4,597	1,468	1,468	1,468	3,575	3,591	24,004	
Office Exp/Equip Rent	3,168	1,142	2,248	1,115	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	17,673	
Utilities	2,190	2,755	2,245	2,180	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	27,370	
Rep & Maint (Facility)	226	211	-	-	200	200	200	200	200	200	200	200	2,037	
Audit Costs	-	-	-	1,893	11,000	-	-	-	-	-	-	-	-	12,893
Other (Unemp./Conting)	95	-	-	-	-	-	-	-	-	-	-	-	35,095	
<b>Subtotal</b>	<b>12,237</b>	<b>11,170</b>	<b>11,260</b>	<b>12,731</b>	<b>22,831</b>	<b>11,831</b>	<b>14,960</b>	<b>11,831</b>	<b>11,831</b>	<b>11,831</b>	<b>13,938</b>	<b>48,954</b>	<b>195,405</b>	
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	
<b>Total</b>	<b>184,484</b>	<b>333,633</b>	<b>225,394</b>	<b>220,765</b>	<b>250,866</b>	<b>325,555</b>	<b>236,350</b>	<b>234,221</b>	<b>211,173</b>	<b>218,948</b>	<b>222,055</b>	<b>418,670</b>	<b>3,082,117</b>	
<b>Cumulative Expenses</b>	<b>184,484</b>	<b>518,117</b>	<b>743,511</b>	<b>964,276</b>	<b>1,215,143</b>	<b>1,540,698</b>	<b>1,777,049</b>	<b>2,011,270</b>	<b>2,222,443</b>	<b>2,441,391</b>	<b>2,663,447</b>	<b>3,082,117</b>		

Jefferson County Emergency Services Agency

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

Through October

Fund: Amb. Fee

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.7	2	2	2	2	3	2	2	2	2	2	3.3	26
	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Full Time	22,279	37,382	41,969	47,591	26,011	39,017	26,011	26,011	22,760	22,760	22,760	45,519	380,069
Part Time	22,461	16,255	12,693	12,204	11,920	18,427	11,920	11,920	10,430	10,430	10,430	20,859	169,946
Overtime	9,378	6,118	11,977	11,264	13,702	20,553	13,702	13,702	11,989	11,989	11,989	24,081	160,445
Worker Comp	3,787	3,787	3,787	4,452	3,893	5,881	3,893	3,893	3,406	3,406	3,406	6,821	50,413
FICA/Med	4,113	4,526	5,052	5,315	3,937	5,947	3,937	3,937	3,445	3,445	3,445	6,898	53,996
<b>Subtotal</b>	<b>62,018</b>	<b>68,068</b>	<b>75,478</b>	<b>80,826</b>	<b>59,463</b>	<b>89,825</b>	<b>59,463</b>	<b>59,463</b>	<b>52,030</b>	<b>52,030</b>	<b>52,030</b>	<b>104,178</b>	<b>814,870</b>
Hosp	4,270	4,230	5,894	5,246	6,417	6,417	6,417	6,417	6,417	6,417	6,417	6,418	70,974
Life	633	821	1,054	1,234	833	833	833	833	833	833	833	833	10,409
Retirement	3,084	4,560	5,664	6,180	4,170	6,255	4,170	4,170	3,649	3,649	3,649	7,308	56,506
<b>Subtotal</b>	<b>7,987</b>	<b>9,611</b>	<b>12,612</b>	<b>12,660</b>	<b>11,420</b>	<b>13,505</b>	<b>11,420</b>	<b>11,420</b>	<b>10,899</b>	<b>10,899</b>	<b>10,899</b>	<b>14,559</b>	<b>137,889</b>
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Auto & Liability Ins.	1,193	1,193	1,193	1,260	1,193	1,193	1,193	1,193	1,193	1,193	1,193	1,193	14,383
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>1,260</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>14,383</b>
Equipment Dep.	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>71,198</b>	<b>78,872</b>	<b>89,283</b>	<b>94,746</b>	<b>72,075</b>	<b>104,523</b>	<b>72,075</b>	<b>72,075</b>	<b>64,121</b>	<b>64,121</b>	<b>64,121</b>	<b>119,930</b>	<b>967,142</b>
<b>Cumulative Expenses</b>	<b>71,198</b>	<b>150,070</b>	<b>239,353</b>	<b>334,099</b>	<b>406,174</b>	<b>510,697</b>	<b>582,773</b>	<b>654,848</b>	<b>718,969</b>	<b>783,091</b>	<b>847,212</b>	<b>967,142</b>	

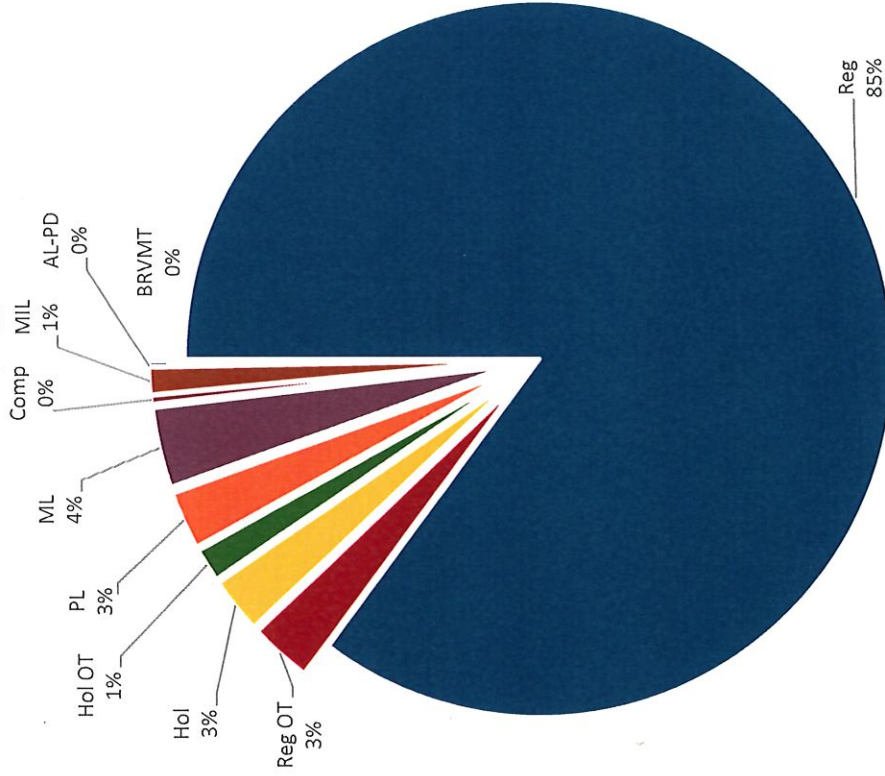
FisYr 2022  
PayMo. 10

Pay Type	Hours
Reg	6,912
Reg OT	226
Hol	204
Hol OT	120
PL	210
ML	292
Comp	28
MIL	96
AL-PD	-
Alt Duty	16
BRVMT	8
UL	

Total: 8,112  
OT/Total 2.8%

Worked: 7,138  
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, 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

October, 2021

