

Jefferson County Emergency Services Agency



**Board Meeting
January 18, 2022
7:00 pm**



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

AGENDA January 18, 2022

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, January 18, 2022, at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL *Sign in Sheet*

CALL TO ORDER – *Chairman Simpson*

PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

- December 21, 2021 - Regular Meeting Minutes (*Discussion/Action*)
- December 21, 2021 - Ambulance Fee Budget Hearing Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Steve Harris*

CHAIRMAN'S REPORT – *None*

IAFF Local 5351 REPORT – *Representative TBD*

JCFRA REPORT – *Morgan*

DIRECTOR'S REPORT - *Burner*

1. JCESA FY23 Budget Request was revised after the December meeting. Submitted to Commission office and forwarded to ESA Board and JCFRA members via e-mail.
2. COVID workforce impact.

UNFINISHED BUSINESS

1. Volunteer Departments' FY23 Budget Request

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



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Meeting Minutes December 21, 2021

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

ROLL CALL

Member	Present	Member	Present
Craig Simpson	Yes	Debbie Lancaster	Yes
Tricia Jackson	Yes	Tony Troxel	Yes
Nathan Cochran	Yes*	Bob Burner	Yes
Dr. Marney Treese	Yes*	Jacob Harris	Yes
Joshua Stillwell	Yes	Steve Harris	Yes
<i>*Present via Zoom</i>		Ross Morgan	Yes

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

- JCESA Chaplain John Bethard thanked the ESA Board for their continued support directed towards mental health as a priority.

APPROVAL OF MINUTES

- **Motion** by S. Harris, 2nd by Jackson to approve the November 16, 2021, Regular meeting minutes as submitted - carried unanimously on voice vote.

TREASURER'S REPORT

- S. Harris reported on accounts and expenses through November of 2021.
 - **Motion** by Jackson, 2nd by Simpson to approve - carried unanimously on voice vote.

CHAIRMAN'S REPORT – *None*

IAFF LOCAL 5351 REPORT

- Local 5351 Update – Mike Sine, President reported that they are still working on obtaining their business license.

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JCFRA REPORT – Chief Morgan

1. The JCFRA believes the priority for any additional positions approved in the FY23 should be staffing stations not currently staffed by JCESA rather than creating a float position and adding resources to Sta 4 as listed in the budget request draft.
2. Daniel Turner will be offering county volunteer training mid-January at one of the dorms at S.U. - open to those in Jefferson Co. that would like to attend.
3. Morgan provided a report to each Board member outlining the projected expenses of the volunteer fire companies for the Board to consider in developing the FY23 budget request for the volunteer fire companies.
 - o **Motion** by Simpson, 2nd by J. Harris to table action on the FY23 budget request for the volunteer companies until the next meeting to allow the Board time to review report before moving forward - Carried unanimously on voice vote.
4. There was discussion about other information that might be helpful, such as apparatus lists. Burner noted that the volunteer departments provide additional documentation to the ESA, as required by the county finance director, for the release of the current budget year's allocated funds. The ESA Office Manager verifies that all documents are present and then delivers them to the finance officer. Burner asked if the Board would like to receive these financial packets as they come into the ESA and the consensus was affirmative. Lancaster/Burner will forward this year's submissions via email to all ESA Board members.

DIRECTOR'S REPORT – Burner

1. Check donation presentation Dec 16th to BCA – Cumberland Valley – \$2,018.02 from the sale of Breast Cancer Awareness T-Shirts.
2. FY23 Budget Proposal draft was reviewed. Jackson encouraged Burner to increase the request for 5 positions to a number that represents the actual need. Burner confirmed that more than 5 are needed and the draft request included only 5 in consideration of the limited financial resources available.
 - **Motion** by Simpson, 2nd by J. Harris to approve the FY23 Budget as presented except for increasing the number of positions requested at the Director's discretion – carried unanimously on voice vote.
3. ESA office will be closed for the holidays Dec 23rd & 24th and Dec 30th & 31st.

UNFINISHED BUSINESS

1. Building Update – Blue Ridge Mountain Volunteer Fire Company 5 – Chief Cogle
 - Currently waiting on structural engineer for pricing on plans for the new addition. Key's Gap Station building size will be 81' x 22', 4-bunk rooms, office, and laundry room. (*copies of floor plan provided to Board members*)
 - Cogle has been working with Sheriff Hansen about getting a carport or garage put into place at the Public Safety building to help keep the ESA chase car cleared from snow and ice during the winter months. Since JCSO owns the building, Sheriff Hansen is working with Planning Zoning office.

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2. ESA's Role and Responsibilities as a Fire Board (Article 17 & SB 224)
 - Jackson recommends this be removed as a standing agenda item, noting the Board has a good understanding of duties at this point in time.

NEW BUSINESS

1. Acceptance of Chairman Faas resignation
 - Motion by S. Harris, 2nd by J. Harris to accept Chairman Faas resignation as presented – carried unanimously on voice vote.
2. Election of Chairman
 - Nominations for Simpson, by J. Harris, and Troxel, by Stillwell.
 - **Motion** by S. Harris, 2nd by J. Harris to close nominations – carried unanimously on voice vote.
 - By voice vote, with 5 for Simpson and 1 for Troxel, Simpson is elected Chairman.
3. Community Emergency Notification System – *S. Harris*
 - S. Harris shared concerns regarding the need for emergency notification system to alert citizens when there is an emergency, such as an impending closure of Mission Road – the only route of egress for a large number of people. A system to alert through cell and residential phones, local radio, tv cable stations, giving citizens a chance to safely and quickly get to safety. He plans to explore the issue and will share updates with the Board

ADJOURNMENT

- **Motion** to adjourn by Jackson, 2nd by Stillwell – carried unanimously on voice vote. Meeting adjourned at 7:54 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Craig Simpson, JCESA Chairman

Date

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Meeting Minutes December 21, 2021 AMBULANCE FEE HEARING

The annual hearing for the Ambulance Fee Ordinance was held at 6:30 p.m. on Tuesday December 21, 2021, at the JCESA office.

ROLL CALL

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

CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Vice-Chairman Troxel, with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PRESENTATION

- Director Burner presented the JCESA FY23 budget request draft (Exhibit A), and answered questions from Board members.

PUBLIC COMMENT - None

ADJOURNMENT

- Motion to adjourn by Simpson, 2nd by Stillwell - Motion carries unanimously on voice vote. Meeting adjourned at 6:59 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Craig Simpson, 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 \$ 1,162,124	\$ 2,279,060	\$ 1,162,124	\$ 2,270,089	\$ 8,971
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 85,683	\$ 160,560	\$ 85,683	\$ 152,348	\$ 8,212
TB Assn. \$ 3,514	Overtime* \$ 54,406	\$ 147,275	\$ 54,406	\$ 138,433	\$ 8,842
CARES/ARPA \$ 137,815	WC & payroll tax \$ 177,542	\$ 380,874	\$ 177,542	\$ 374,024	\$ 6,850
Sale of assets \$ 0	Fringe \$ 300,798	\$ 655,880	\$ 300,798	\$ 648,636	\$ 7,244
Other \$ 4,555	All other expenses \$ 199,857	\$ 452,178	\$ 199,857	\$ 440,037	\$ 12,141
Total	Total	\$ 4,075,827	\$ 1,980,410	\$ 4,023,566	\$ 52,262

Some income (i.e., dedicated grants) may not be reflected here.

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

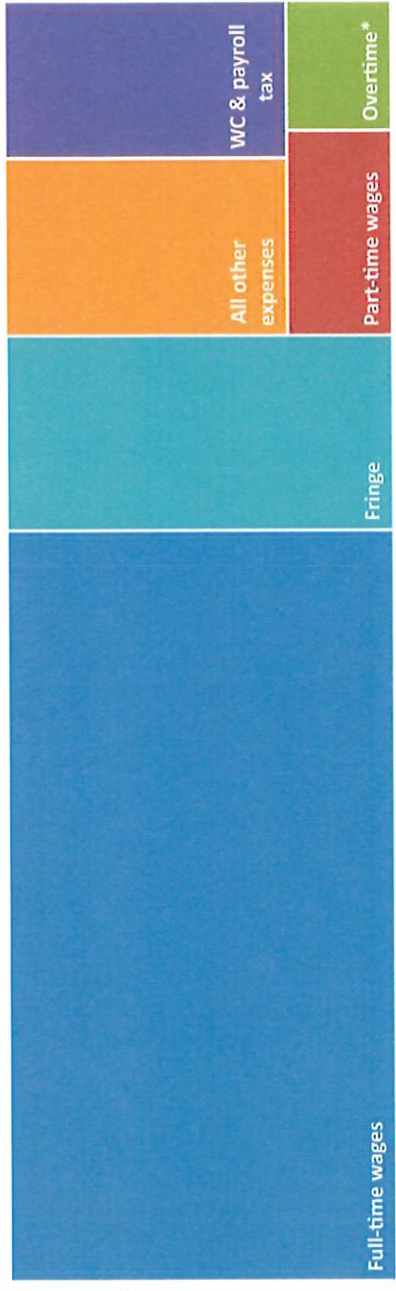
Bank Account Balances

as of: December 31, 2021

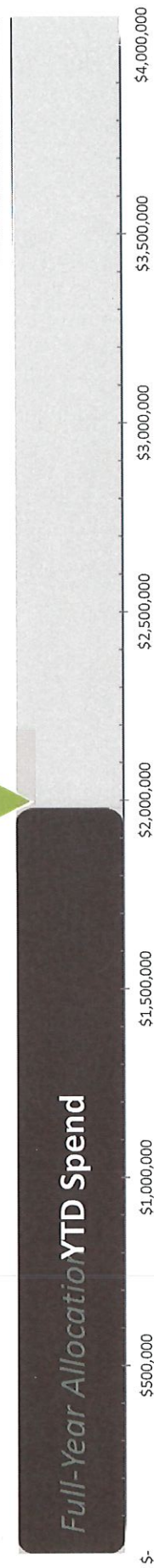
General	\$ 395,181
Payroll	\$ 125,888
Amb. Fee	\$ 309,727
Mortgage	\$ 142,095

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

YTD Spending - by Category



WE ARE HERE



49% of fiscal year complete based on 12.7 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2022 (July 2021 - June 2022)

Through December

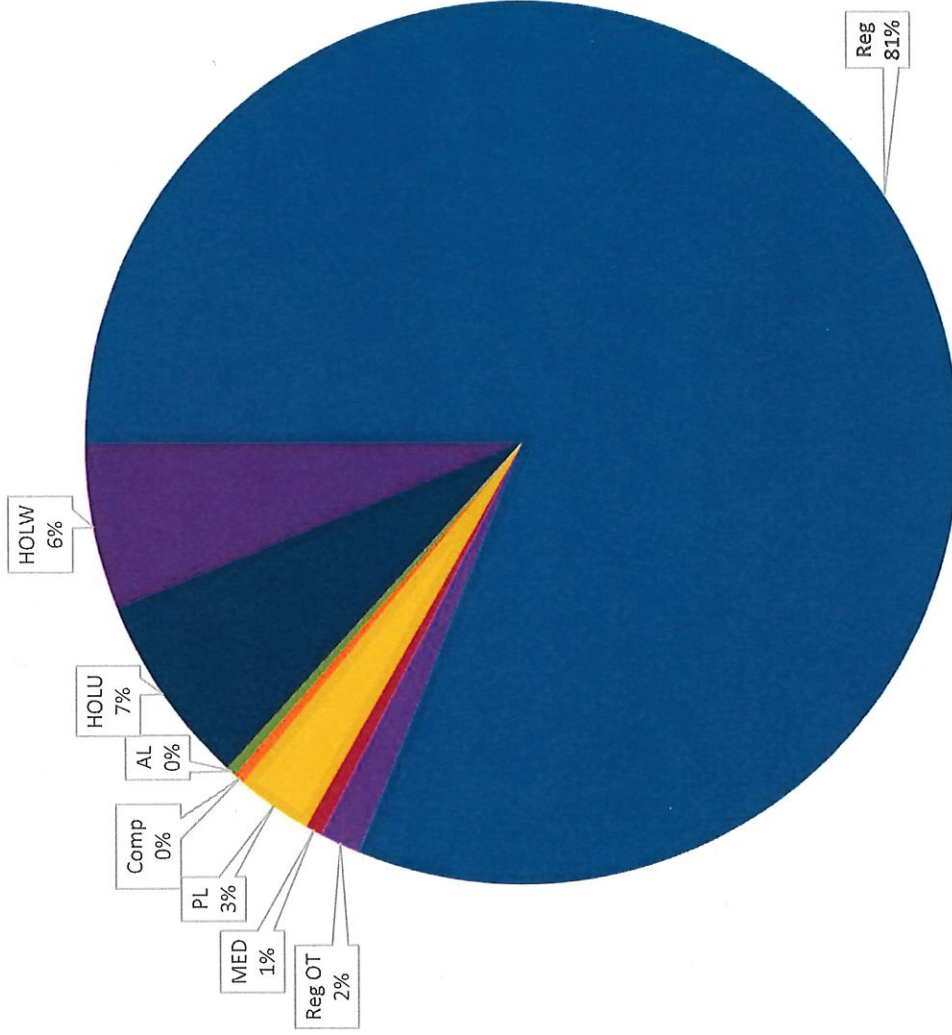
Fund: **Amb. Fee**

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	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Full Time	22,279	37,382	41,969	47,591	17,894	30,637	24,035	20,794	21,174	21,174	21,174	32,957	339,060
Part Time	22,461	16,255	12,693	12,204	9,305	12,765	13,027	11,920	10,430	10,430	10,430	20,859	152,348
Overtime	9,378	6,118	11,977	11,264	11,291	4,378	11,989	11,989	11,989	11,989	11,989	24,081	138,433
Worker Comp	3,787	3,787	3,787	4,452	4,452	4,452	3,698	3,371	2,501	3,287	3,287	5,873	46,734
FICA/Med	4,113	4,526	5,052	5,315	2,944	3,552	3,740	3,409	3,324	3,324	3,324	5,940	47,767
Subtotal	62,018	68,068	75,478	80,826	45,886	55,784	56,490	51,482	38,192	50,204	50,204	89,710	724,341
Hosp	4,270	4,230	5,894	5,246	2,723	3,866	6,417	6,417	6,417	6,417	6,417	6,418	64,730
Life	633	821	1,054	1,234	689	591	833	833	833	833	833	833	10,022
Retirement	3,084	4,560	5,664	6,180	3,057	3,671	3,783	3,442	3,482	3,482	3,482	5,989	49,876
Subtotal	7,987	9,611	12,612	12,660	6,469	8,128	11,033	10,692	10,732	10,732	10,732	13,240	124,628
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	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	14,919
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,193	1,193	1,193	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	1,260	14,919
Equipment Dep.	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	71,198	78,872	89,283	94,746	53,616	65,172	68,782	63,434	62,196	62,196	62,196	104,210	863,889
Cumulative Expenses	71,198	150,070	239,353	334,099	387,715	452,887	521,669	585,103	635,287	697,483	759,679	863,889	863,889

LABOR HOURS BY PAY TYPE

FisYr	2022
PayMo. Ending	12/31/2021
Pay Type	Hours
Reg	10345
Reg OT	193
MED	79
PL	354
Comp	54
AL	48
HOLU	900
HOLW	776
HOLP	201
Grand Total	12950

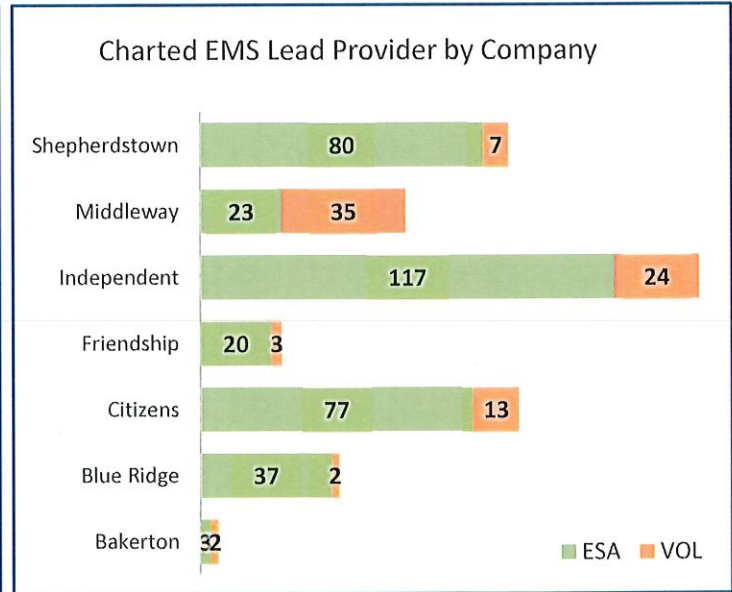
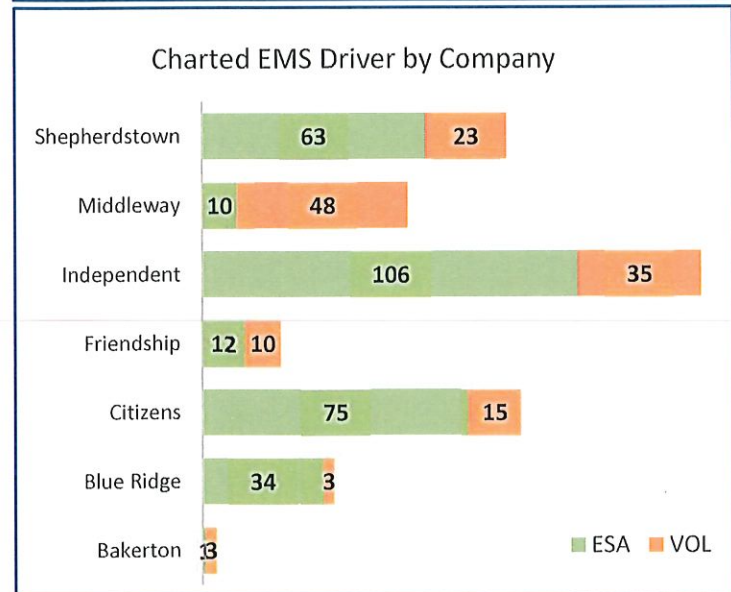
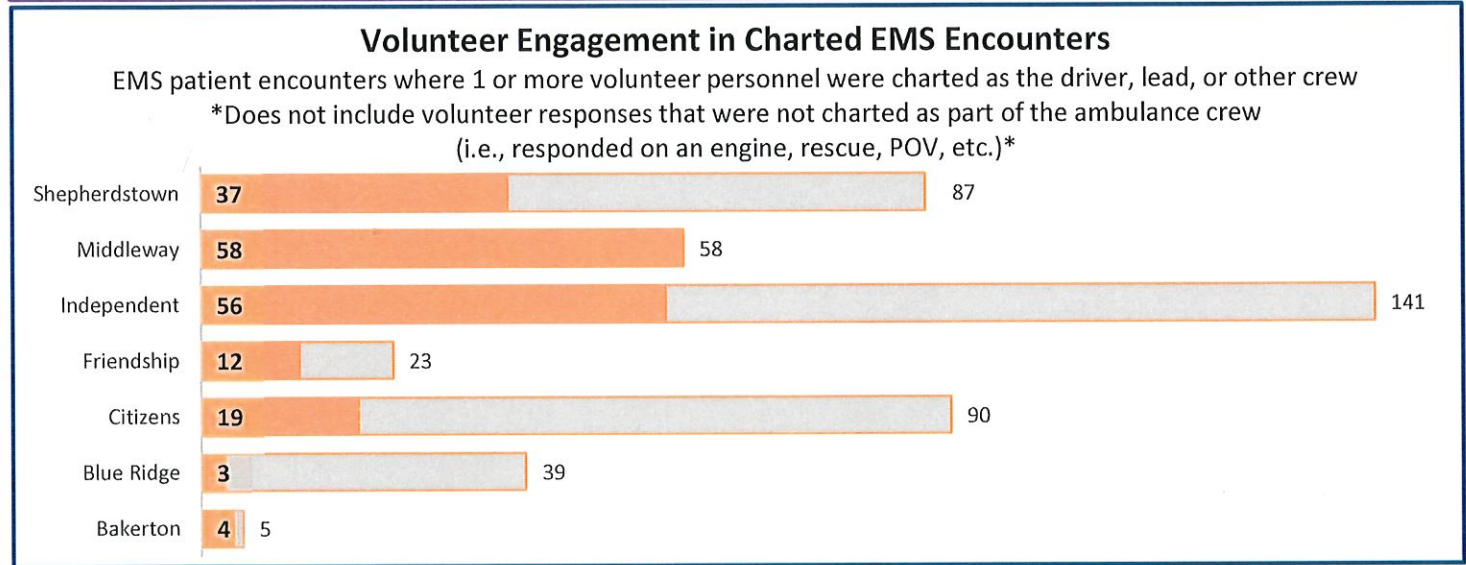
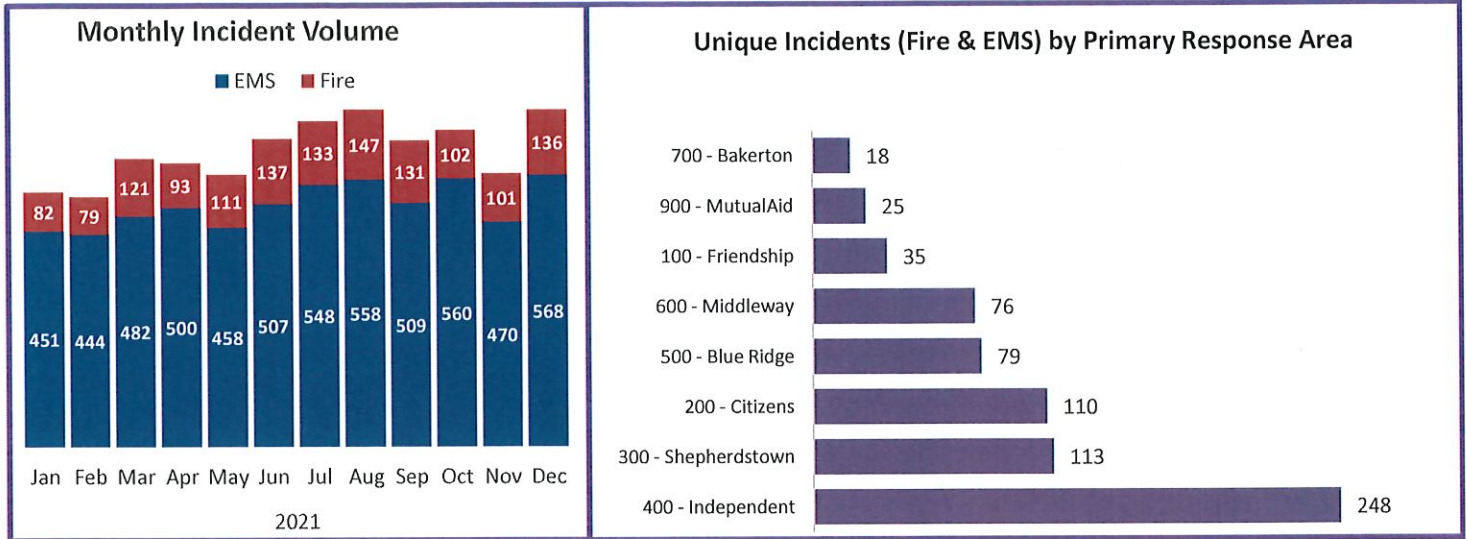
Total:	12,950
OT/Total	1.5%
Worked:	10,538
OT/Worked	1.8%



Reg Regular Worked	PL Personal Leave	HOLU Holiday - Unworked
Reg OT Overtime Worked	Comp Compensatory Leave	HOLW Holiday - Worked
MED Medical Leave	AL Administrative Leave*	HOLP Holiday - Prime

*Includes COVID Leave

December, 2021





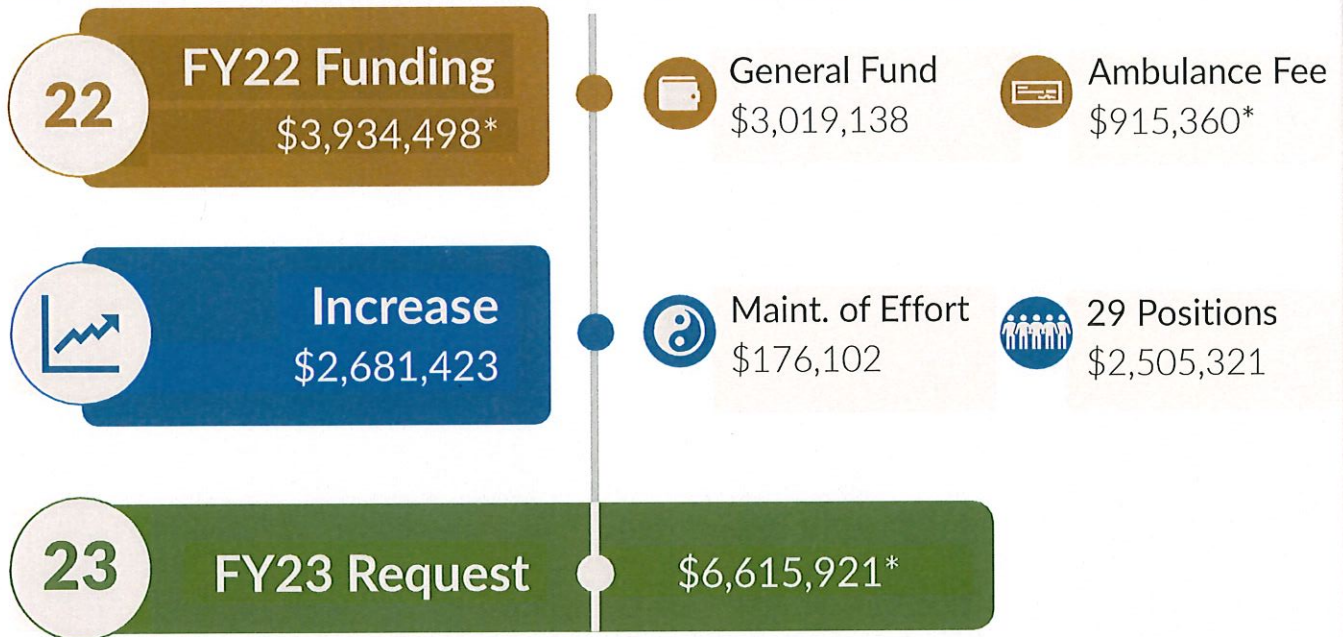
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JCESA saves lives and preserves property by partnering with the volunteer fire organizations to provide exceptional emergency medical services, fire suppression, and community engagement.

FY2023 Budget Request



Operating Budget



Capital Budget



*amount remitted to JCESA after ambulance fee administration costs.

Maintenance of Effort



Inflation

\$99k

Projected price increases – 5-10%

Most impactful:

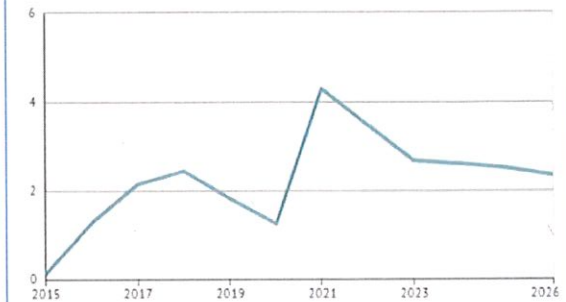
- Health Insurance
- Workers Compensation

Others:

- EMS Supplies
- Fuel, Utilities
- PPE, etc.

IMF US Inflation Forecast

CPI, % change



Year	2018	2019	2020	2021	2022	2023	2024	2025	2026
%	2.4	1.8	1.2	4.3	3.5	2.7	2.6	2.5	2.3

Increased Depreciation

\$19.5k

Prior equipment & vehicle purchases (grants/capital)

U.S. Inflation Hit 31-Year High in October as Consumer Prices Jump 6.2%

Core index was up 4.6% as pandemic-related supply shortages, strong consumer demand continue

"an average 3 percent base pay increase would represent a decrease in purchasing power for employees."

-Stephen Miller, SHRM. September 14, 2021

"nominal wage gains are an illusion when inflation wipes out real gains."

-Judy Shelton. Wall Street Journal, July 25, 2021

YOS Increases

\$58k

JCESA Annual Salary Increases:

~~X Longevity pay~~ ✓ Years of Service (YOS)

~~X CoLA~~ ~~X Incentive pay~~ ~~X Merit raises~~

Continuation of Career Ladder implemented in FY19 based on Class & Comp. Study

1.9% JCESA annual YOS increase

3%

US median annual increase (last 10 years)^{1,2,3,4,5}

3.3%

Projected 2022 US median annual increase.^{4,5}

¹SHRM | ²The Conference Board. Salary Increase Budget Survey. June, 2021 | ³Willis Towers Watson. General Industry Salary Budget Survey | ⁴WorldatWork. 2021-2022 Salary Budget Survey | ⁵PayScale. 2021-2022 Salary Budget Survey





29 Additional Positions

\$2.5m

Headcount	Location	Staffing Created	Total Staffing (with additions)
8	Sta 4 (Ranson)	+ 2 Responders 24/7	4 Responders 24/7
8	Sta 2 (Charles Town)	+ 2 Responders 24/7	4 Responders 24/7
8	Sta 6 (Middleway)	+ 2 Responders 24/7	2 Responders 24/7
4	Sta 1 (Harpers Ferry)	+ 2 Responders 12/7	2 Responders 24/7
1	Float	<ul style="list-style-type: none"> Backfills open shifts, detailed staff & unscheduled vacancies Reduces overtime & mandatory holdovers Resource for call clusters & manpower 	

29 Total

IMPACT:

- ★ Adds a total of 6 responders daytime, 8 overnight
 - ★ Creates potential staffing for up to 3 additional EMS units daytime and 4 overnight.
(When not committed to fire apparatus)
 - ★ Provides additional staff for fire incidents – a small step closer to meeting safety standards
 - ★ Frees Lieutenant from being committed to a first-due unit
- ✓ Restores 24/7 supervision ✓ Reduces risk & liability ✓ Available for high acuity calls

Capital Replacement



1 Replacement Vehicle \$65k

Continuation of Capital Replacement Plan

- Began 3 years ago
- Goal: Upgrade fleet with median age of 10yrs and median mileage of 95k.
- Older vehicles = increased maintenance cost, fewer safety features, less reliability
- For each vehicle purchased, one is decommissioned



Radio Upgrade \$175k

- 26 portable and 10 mobile units
- Current equipment is obsolete
- Frequent failures & physical parts breakage
- Essential for responder safety & mission execution

This is a capital Request through the County's Capital Outlay Fund

Jefferson County Emergency Services Agency is an equal opportunity emergency service provider, employer, and community partner of Jefferson County, WV.

FY23 Operating Budget Request Detail

All funding sources (General Fund & Ambulance Fee)

Expenses	FY22 Forecast (less stipends)	Inflation	YOS	Mission Critical Total	29 Positions	Total
Full Time	2,072,881	-	39,385	2,112,266	1,485,264	3,597,530
Part Time	172,889	-	3,285	176,174	-	176,174
Overtime	171,275	-	3,254	174,529	74,263	248,792
Worker Comp	193,364	19,336	3,674	216,374	135,679	352,053
FICA/Med	184,904	-	3,513	188,417	119,304	307,721
Subtotal	2,795,313	19,336	53,111	2,867,760	1,814,510	4,682,270
Medical Ins	392,853	39,285	-	432,138	353,467	785,605
Ancillary (dent,visn,life)	58,000	5,800	-	63,800	39,034	102,834
Retirement	235,636	-	4,477	240,113	163,750	403,863
Subtotal	686,489	45,085	4,477	736,051	556,251	1,292,302
Fuel	12,000	1,200	-	13,200	-	13,200
Rep & Maint (Auto)	8,000	400	-	8,400	-	8,400
License / Svc Contracts	29,000	1,450	-	30,450	6,960	37,410
Medical Exp	34,000	3,400	-	37,400	17,400	54,800
Ems Supples	40,000	4,000	-	44,000	-	44,000
Uniforms/Fire Gear	75,000	7,500	-	82,500	104,400	186,900
Trav/Train (non-wage)	24,000	1,200	-	25,200	5,800	31,000
Subtotal	222,000	19,150	-	241,150	134,560	375,710
Auto & Liability Ins.	62,420	6,243	-	68,663	-	68,663
Prof Svc	36,000	1,800	-	37,800	-	37,800
Tech Svc	30,000	3,000	-	33,000	-	33,000
Office Exp/Equip Rent	18,000	900	-	18,900	-	18,900
Utilities	28,000	2,800	-	30,800	-	30,800
Rep & Maint (Facility)	3,000	150	-	3,150	-	3,150
Audit Costs	11,000	550	-	11,550	-	11,550
Other (Unemp./Conting.)	-	-	-	-	-	-
Subtotal	188,420	15,443	-	203,863	-	203,863
Equipment Dep.	42,276	19,500	-	61,776.00	-	61,776
Total	3,934,498	118,514	57,588	4,110,600	2,505,321	6,615,921



To learn more about JCESA, please visit us at jcesa.org, follow us on Facebook, and watch the livestream of our monthly board meetings via YouTube on the third Tuesday of each month at 7pm.