



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

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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SCANNED

2/16/22

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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. (*Exhibit A*)
 - 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. (*Exhibit B*)
 - **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. (*Exhibit C - 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 JCISO 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.

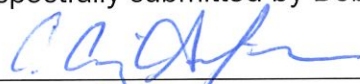
NEW BUSINESS

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

Feb. 15, 2022
Date

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ROLL CALL

Member	Present	Member	Present
Bob Faas	No	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	Yes
Joshua Stillwell	No	Ross Morgan	Yes

(*) Present via Zoom

CALL TO ORDER

The meeting was called to order at 7:01 p.m. by Vice-Chairman Troxel, with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

1. Jennifer Krouse introduced herself and extended her invitation to everyone to attend her Campaign Kick-Off on 11/22/2021, as she is running for County Commission.

APPROVAL OF MINUTES

- o Motion by S. Harris, 2nd by Jackson to approve the October 19, 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 October of 2021.

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

CHAIRMAN'S REPORT – None

IAFF REPORT

1. Josh Smith, Vice President - Local 5351 presented the following update:
 - a. Provided a list of permanent newly elected board members' contact information. Currently 34 total members.

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- b. Looking at a "Adopt-A-Family" for Christmas program. Will provide more information when available. All contributions accepted.
- c. Thanked Director Burner and Lt. John Lyons for their time and hard work updating the new ESA Holiday Policy. Burner briefly explained the changes made to better benefit the ESA staff.

JCFRA REPORT – Chief Morgan

1. The association appreciated Director Burner attending their last month's meeting representing the ESA board.
2. Mentioned County Commissioners need to continue to investigate and come up with a realistic number and an idea if a fee, or a levy, or we'll be in the same position we're in now come next year.
3. The liaison for County Commission, Clare Ath attended last month's meeting, and the association is looking forward to working with her.

DIRECTOR'S REPORT – Burner

1. Breast Cancer Awareness T-Shirts proceeds around \$2,000 will be donated and presented to BCA–Cumberland Valley sometime next month.
2. JC Chamber of Commerce Annual Public Service Recognition awards banquet this year is virtual. ESA recipients this year are; Outstanding Firefighter, Paramedic Beryl Dixon, and Outstanding EMS Provider, Paramedic Brittany McLaughlin. Video presentation will be available soon for all to view.
3. ESA radios are outdated and in need of being replaced - ARPA funding request submitted. In case ARPA falls through, this request is included in the Capital FY23 ESA Budget request. If both denied, we'll research other options.
4. Reinstatement of COVID Leave Policy:
 - o Provides COVID related leave, in specified situations, up to defined maximums, rather than employees using medical or personal leave.
 - o Burner requested the board reinstate policy that expired in December of 2020 and to credit leave back to employees who used medical or personal leave for eligible absences since the policy expired, which is a total of 413 hours.

ACTION: Motioned by Simpson, 2nd by J. Harris to reinstate the COVID Leave Policy, retroactively credit medical and personal leave used for eligible absences to a maximum of 413 hours, and that the policy remain in effect, so long as the county keeps their policy in place.
5. *Draft* copies of the *FY23 Budget Request* provided to board members for review.
 - o The Ambulance Fee Annual Public Hearing will take place here at ESA, Tuesday, Dec 21st at 6:30 p.m. just prior to the regular monthly Board Meeting.
 - Class II Advertisement is scheduled to run in the Spirit Dec 1st & 8th.

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6. ESA Administrative office will be closed Thursday and Friday, Nov 25th & 26th in observance of Thanksgiving Holiday.

UNFINISHED BUSINESS

1. ESA's Role and Responsibilities as a Fire Board (Article 17 & SB 224) and amended Bylaws March 2020:
 - a. Jackson mentioned the importance of financial accountability when it comes down to the actual "needs and wants" of each fire department.
 - b. Burner briefly reviewed the current process of JCESA staff receiving the volunteers' financial information packets and suggested that the board consider becoming involved in that process to avoid requiring duplicate information from the volunteer companies, and help the board identify needs for the next fiscal year's budget.
 - c. Jackson pointed out the board will need to present a case, and a need, whether it be a levy or a fire fee, showing financial accountability and transparency that the public understands and is comfortable with. Citizens will want to see how each fire department is spending their county allocated funding.
 - d. Jackson plans to attend the next Fire Association meeting and asked if the association would appoint one person who would work directly with the ESA/Fire Board as the point of contact as we move forward. (i.e., secretary, treasure)
 - e. Jackson requested that Chief Earl Cogle with Blue Ridge Mt. Fire Co. 5 be present at next months meeting and provide the board with an update on the building progress and timeline.

NEW BUSINESS - None

ADJOURNMENT

- o Motion to adjourn by S. Harris, 2nd by Jackson - Motion carries unanimously on voice vote. Meeting adjourned at 7:48 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Anthony Troxel, JCESA Vice-Chair

Date

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Jefferson County Emergency Services Agency

Financial Summary - FY2022 (July 2021 - June 2022)

Through November

Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund \$ 3,019,138	Full-time wages \$ 2,272,060	\$ 889,697	\$ 2,257,141	\$ 14,919	
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 168,560	\$ 72,918	\$ 158,010	\$ 10,550	
TB Assn. \$ 3,514	Overtime* \$ 156,275	\$ 50,028	\$ 153,249	\$ 3,026	
CARES/ARPA \$ 137,815	WC & payroll tax \$ 389,874	\$ 142,332	\$ 385,290	\$ 4,584	
Sale of assets \$ 0	Fringe \$ 657,880	\$ 237,589	\$ 651,801	\$ 6,079	
Other \$ 4,165	All other expenses \$ 431,178	\$ 183,875	\$ 442,286	\$ (11,108)	
Some income (i.e., dedicated grants) may not be reflected here.	Total	\$ 4,075,827	\$ 1,576,439	\$ 4,047,777	\$ 28,050

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

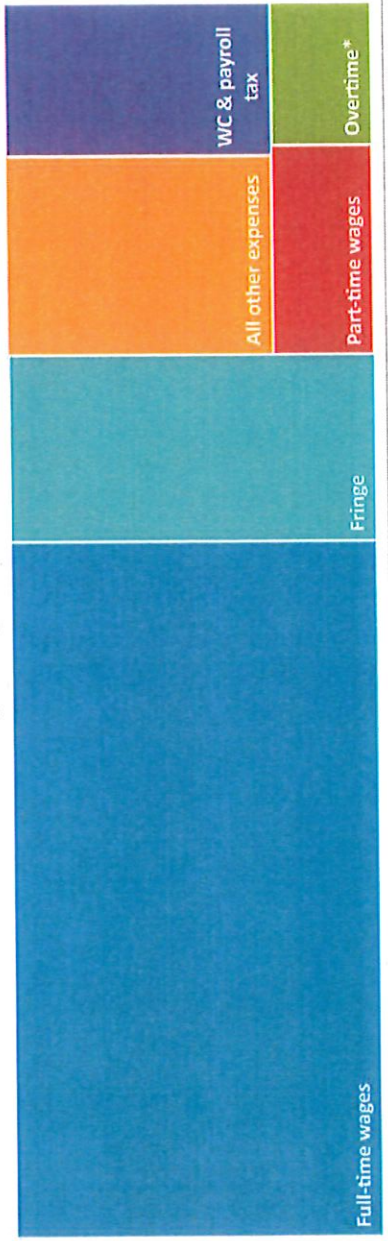
Bank Account Balances

as of: November 30, 2021

General	\$ 640,274
Payroll	\$ 119,806
Amb. Fee	\$ 278,619
Mortgage	\$ 148,831

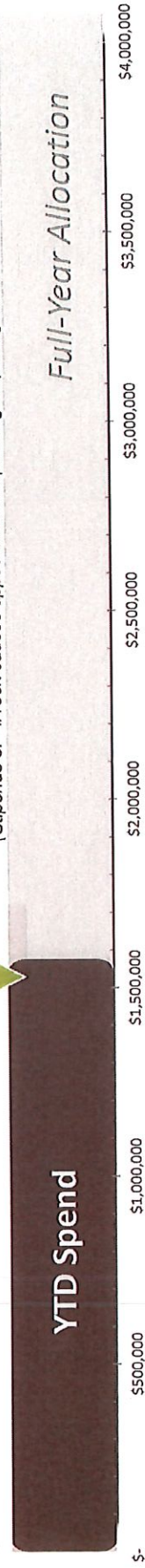
Annual mortgage cost of \$81K not included in expenses as it is covered through impact fee budget.

YTD Spending - by Category



WE ARE HERE

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



YTD Spend

Full-Year Allocation

37% of fiscal year complete based on 9.7 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2022 (July 2021 - June 2022) Through November 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	2	3.3
Actual	110,478	228,496	126,168	114,327	143,093	244,980	161,953	147,193	139,813	139,813	139,813	238,071	1,934,218
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	9,218	9,218	9,218	9,462	9,462	19,892	13,151	11,952	11,353	11,353	11,353	19,331	144,963
Worker Comp	8,034	17,062	9,193	8,303	10,947	18,680	12,349	11,223	10,661	10,661	10,661	18,153	145,926
FICA/Med	127,730	254,776	144,599	132,092	163,502	283,552	187,452	170,369	161,827	161,827	161,827	275,556	2,225,107
Subtotal	18,035	24,632	22,168	24,430	3,522	26,321	26,321	26,321	26,321	26,321	26,321	26,321	277,034
Hosp	3,280	6,840	3,164	3,336	4,045	3,542	3,542	3,542	3,542	3,542	3,542	3,542	45,459
Life	11,521	23,582	12,666	12,004	15,025	25,723	17,005	15,455	14,680	14,680	14,680	24,998	202,019
Retirement	32,836	55,054	37,998	39,770	22,592	55,586	46,868	45,318	44,543	44,543	44,543	54,861	524,512
Subtotal	747	985	1,399	1,444	842	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,417
Fuel	345	614	815	842	201	500	500	500	500	500	500	500	6,317
Rep & Maint (Auto)	1,001	517	11,293	4,946	4,946	500	500	500	500	500	500	3,335	23,492
License / Svc Contracts	35	70	14,970	4,273	582	200	200	200	200	200	200	400	21,930
Medical Exp	1,825	5,734	6,938	113	113	2,917	2,917	2,917	2,917	2,917	2,917	2,917	35,029
Ems Supplies	3,555	4,420	2,668	6,201	12,661	5,000	5,000	6,000	5,000	5,000	6,000	18,000	79,505
Uniforms/Fire Gear	1,651	2,020	1,911	4,321	2,289	1,500	1,500	1,500	1,500	1,500	1,500	1,500	22,692
Trav/Train (non-wage)	8,158	9,110	28,014	35,312	21,034	11,617	11,617	12,617	11,617	11,817	12,817	27,652	201,382
Subtotal	3,580	3,580	3,580	3,789	3,789	3,580	3,580	3,580	3,580	3,580	3,580	3,580	43,378
Auto & Liability Ins.	2,125	2,125	2,125	2,125	2,125	3,083	3,083	3,083	3,083	3,083	3,083	3,083	32,206
Prof Svc	853	1,357	1,062	1,629	1,658	1,468	4,597	1,468	1,468	1,468	3,575	3,591	24,194
Tech Svc	3,168	1,142	2,248	1,531	1,365	1,250	1,250	1,250	1,250	1,250	1,250	1,250	18,204
Office Exp/Equip Rent	2,190	2,755	2,245	2,180	1,782	2,250	2,250	2,250	2,250	2,250	2,250	2,250	26,902
Utilities	226	211	-	-	-	200	200	200	200	200	200	200	1,837
Rep & Maint (Facility)	-	-	-	1,893	-	-	-	-	-	-	-	-	1,893
Audit Costs	95	-	-	-	-	-	-	-	-	-	-	35,000	35,095
Other (Unemp./Conting)	12,237	11,170	11,260	13,147	10,719	11,831	14,960	11,831	11,831	11,831	13,938	48,954	183,709
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.	184,484	333,633	225,394	223,844	221,369	366,108	264,421	243,658	233,341	233,541	236,648	410,545	3,176,987
Total	184,484	518,117	743,511	967,355	1,188,725	1,554,833	1,819,254	2,062,911	2,296,252	2,529,793	2,766,441	3,176,987	3,176,987
Cumulative Expenses	184,484	518,117	743,511	967,355	1,188,725	1,554,833	1,819,254	2,062,911	2,296,252	2,529,793	2,766,441	3,176,987	3,176,987

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2022 (July 2021 - June 2022) Through November 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	22,279	37,382	41,989	47,591	17,894	33,501	22,034	18,794	17,174	17,174	17,174	29,957	322,923
Forecast	22,461	16,255	12,693	12,204	9,305	18,427	13,027	11,920	10,430	10,430	10,430	20,859	158,010
Actual	9,378	6,118	11,977	11,264	11,291	19,195	11,989	11,989	11,989	11,989	11,989	24,081	153,249
Forecast	3,787	3,787	3,787	4,452	4,452	5,363	3,548	3,220	2,199	2,985	2,985	5,647	46,212
Actual	4,113	4,526	5,052	5,315	2,944	5,423	3,588	3,256	2,224	3,019	3,019	5,711	48,189
Forecast	62,018	68,068	75,478	80,826	45,886	81,908	54,185	49,178	33,586	45,597	45,597	86,255	728,584
Subtotal	4,270	4,230	5,894	5,246	2,723	6,417	6,417	6,417	6,417	6,417	6,417	6,418	67,281
Actual	633	821	1,054	1,234	689	833	833	833	833	833	833	833	10,265
Forecast	3,084	4,560	5,664	6,180	3,057	5,533	3,572	3,232	3,062	3,062	3,062	5,674	49,743
Subtotal	7,987	9,611	12,612	12,660	6,469	12,783	10,822	10,482	10,312	10,312	10,312	12,925	127,288
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	95,952	66,268	60,921	45,158	57,169	57,169	100,440	870,791
Cumulative Expenses	71,198	150,070	239,353	334,099	387,715	483,666	549,934	610,854	656,012	713,181	770,351	870,791	

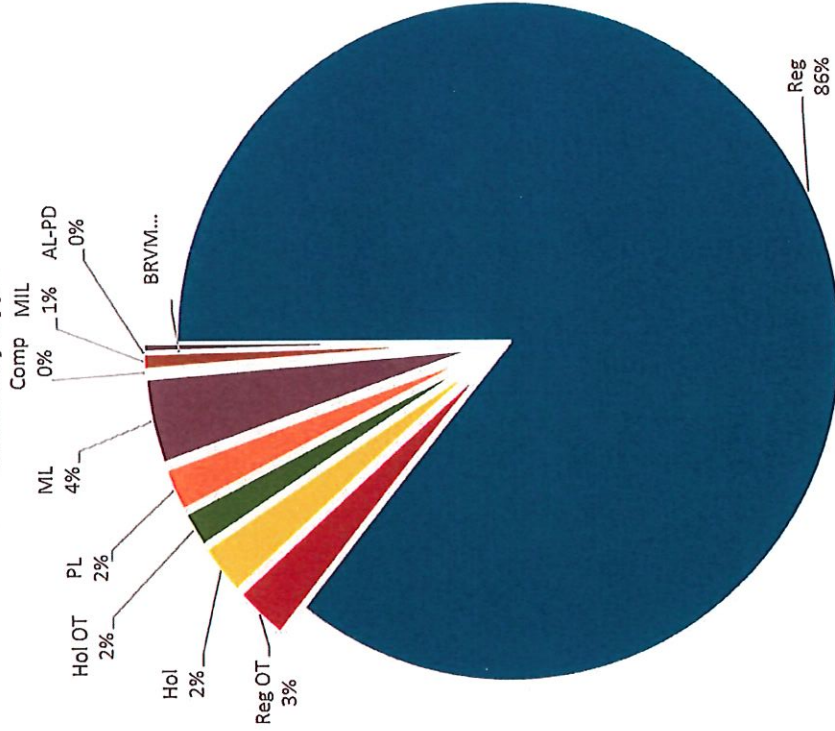
FisYr 2022
 PayMo. 11

Pay Type	Hours
Reg	6,794
Reg OT	208
Hol	192
Hol OT	136
PL	164
ML	323
Comp	12
MIL	60
AL-PD	-
Alt Duty	-
BRVMT	-
UL	32

Total:	7,922
OT/Total	2.6%

Worked:	7,001
OT/Worked	3.0%

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

November, 2021

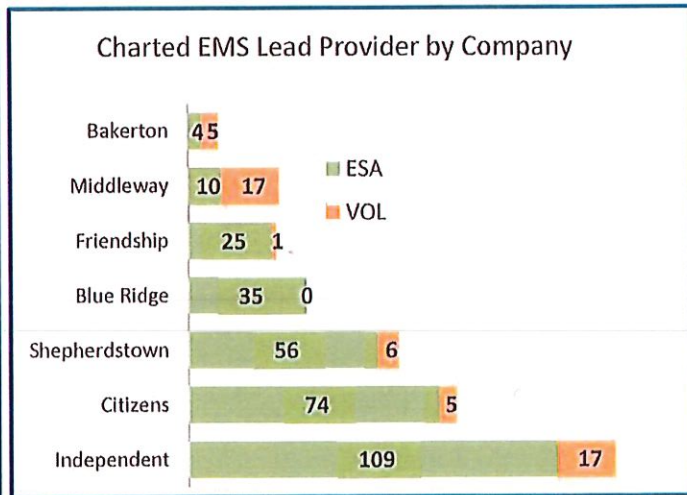
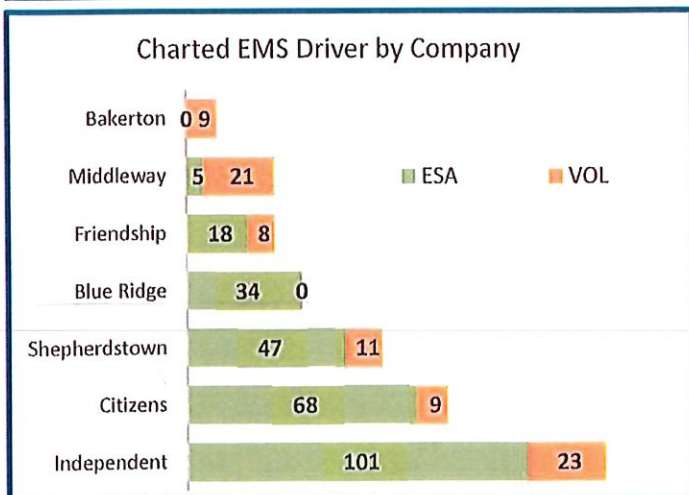
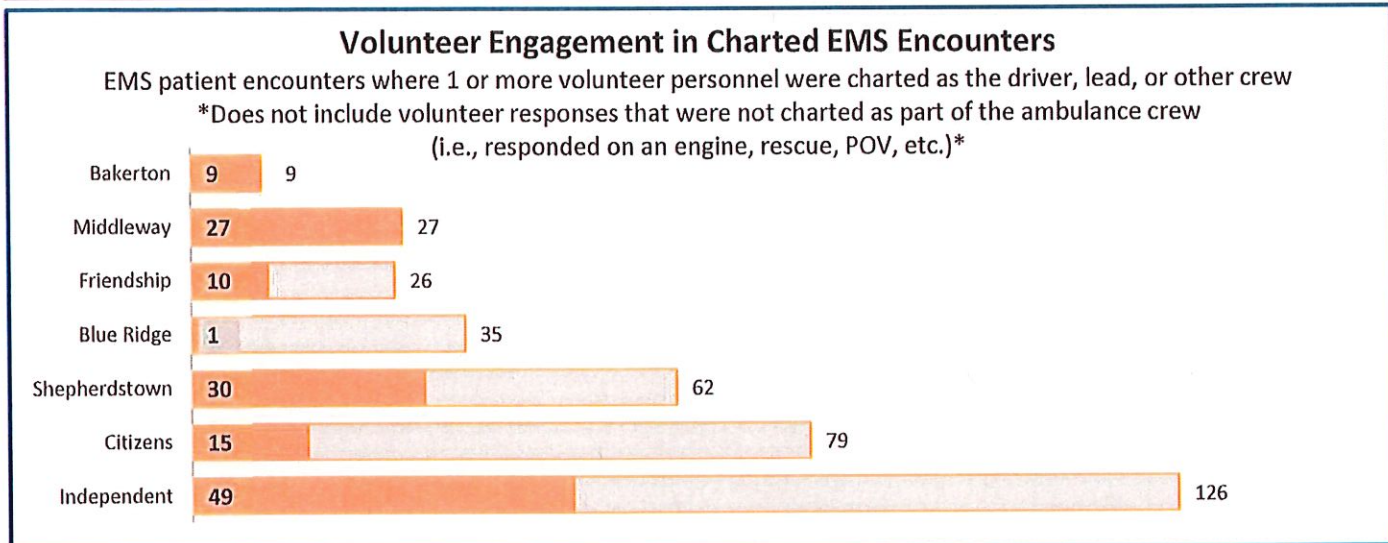
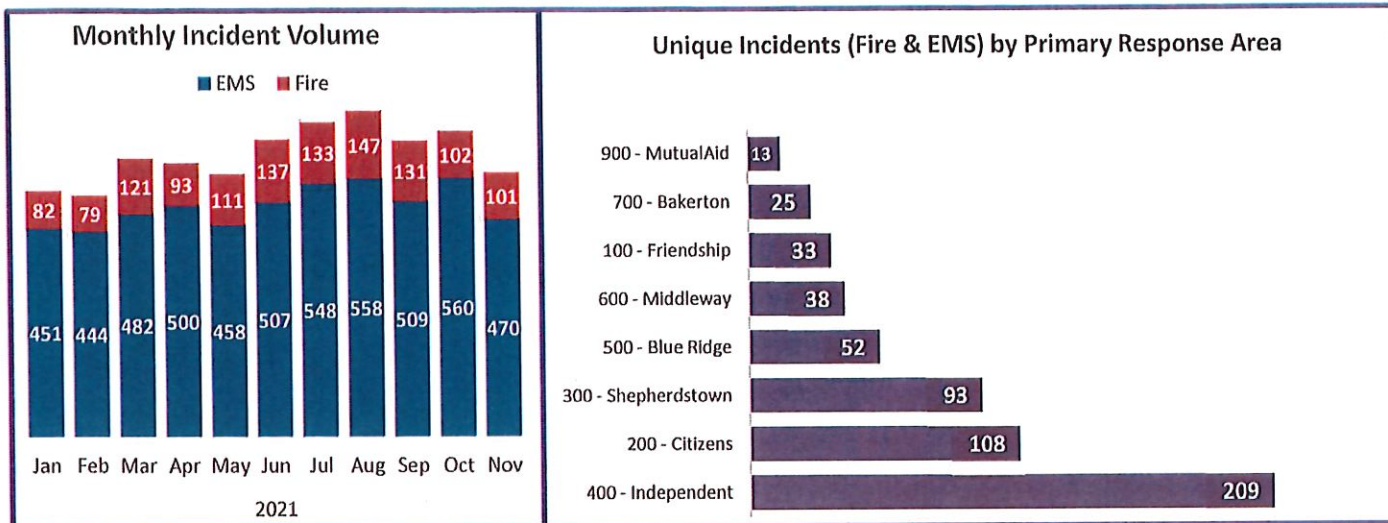


Exhibit A

JEFFERSON COUNTY FIRE & RESCUE ASSOCIATION, INC.



Organized 1959

December 21, 2021

JCESA/Fire Board Members

At the December meeting of the Jefferson County Fire & Rescue Association (JCFRA) it was unanimously agreed that all seven Fire Departments/Companies would submit the work sheet that was created when we presented the proposed draft of a Fire Fee Ordinance. This work sheet explains, to the best of our knowledge, the expenses of each organization for the past year with some including their requested amounts. Included in this packet is the following:

Summary of the cumulative total of all seven organizations.

Total of each organization needs.

Work sheets representing each organization, some including notes at bottom or own letter.

Side by side of each organization showing only the actual figures.

This information is also meeting your request of a "Wants and Needs" list but as you can see it emphasizes our "Needs".

Thank you,

Ross L. Morgan
Chairman, JCFRA

Jefferson County, WV Annual Budget Submission - CUMULATIVE TOTAL

Category	Actual (Prior)
Fuel - Vehicles (Gas/Diesel)	\$ 115,810.52
Fuel - Propane (Heating, Generator, etc.)	\$ 49,049.73
Utilities - Electric	\$ 106,457.06
Utilities - Trash/Waste	\$ 11,956.83
Utilities - Telephone	\$ 43,682.12
Utilities - Internet	\$ 18,615.68
Utilities - Other Services (Fire Alarm, etc.)	\$ 15,484.57
IT - Software Subscriptions	\$ 18,383.32
IT - Hardware (PCs, Tablets, etc.)	\$ 14,952.40
IT - Dues and Subscriptions	\$ 23,190.35
IT - Services (Repair, Maintenance, etc.)	\$ 21,805.28
Maintenance - Buildings and Grounds	\$ 154,613.39
Maintenance - Vehicles	\$ 422,893.59
Maintenance - Small Equipment	\$ 8,824.34
Insurance - Vehicles	\$ 251,438.99
Insurance - Liability/Professional	\$ 81,277.76
Insurance - Workers Compensation	\$ 39,006.25
Fire Services - Hose Testing	\$ 19,736.55
Fire Services - Extrication Equipment Testing	\$ 5,428.00
Fire Services - Ladder Testing	\$ 6,713.30
Fire Services - Ladder Replace/Maintenance	\$ 1,000.00
Fire Services - Extrication Replace/Maintenance	\$ 1,500.00
Fire Services - Pager/Radio Replace/Maintenance	\$ 5,290.50
Fire Services - Hose Replace/Maintenance	\$ 61,638.26
Fire Services - SCBA Maintenance	\$ 12,460.40
Fire Services - Small Equipment Replacement (Lights,etc)	\$ 46,703.45
Fire Services - Gear and Safety Repair/Replacement	\$ 48,613.17
Fire Services - Training/Education	\$ 46,458.09
Fire Services - Supplies and Materials (Absorbent, etc.)	\$ 6,885.10
Fire Services - Labor/Staffing	\$ 196,068.18
Mortgage/Loan - Building	\$ 89,724.61
Mortgage/Loan - Vehicles	\$ 541,716.04
Administrative - Office Supplies (Postage, Paper, etc.)	\$ 35,514.55
Administrative - Professional Services (License Fees, Legal, Taxes)	\$ 15,244.97
Administrative - 990 Preparation, Accounting	\$ 43,667.53
Depreciation (Total across office, vehicle, etc)	\$ 934,681.70
Expense Totals	\$ 3,516,486.58
Less State Funding	\$ 332,536.26
TOTAL FUNDING NEED	\$ 3,183,950.32

Department	Funding Needed
CO1 Friendship	\$ 211,886.01
CO2 Citizens	\$ 447,795.00
CO3 Shepherdstown	\$ 639,854.71
CO4 Independent	\$ 755,218.41
CO5 Blue Ridge Mnt	\$ 325,718.71
CO6 Middleway	\$ 610,936.99
CO7 Bakerton	\$ 192,540.49
Total	\$ 3,183,950.32

Jefferson County, WV Annual Budget Submission - DEPARTMENT:

CO1 Friendship

Category	Budget (Prior)	Actual (Prior)	Requested
Fuel - Vehicles (Gas/Diesel)	N/A	\$6,000.00	
Fuel - Propane (Heating, Generator, etc.)	N/A	\$0.00	
Utilities - Electric	N/A	\$16,000.00	
Utilities - Trash/Waste	N/A	\$ -	
Utilities - Telephone	N/A	\$ -	
Utilities - Internet	N/A	\$ -	
Utilities - Other Services (Fire Alarm, etc.)	N/A	\$1,500.00	
IT - Software Subscriptions	N/A	\$1,500.00	
IT - Hardware (PCs, Tablets, etc.)	N/A	\$1,200.00	
IT - Dues and Subscriptions	N/A	\$3,000.00	
IT - Services (Repair, Maintenance, etc.)	N/A	\$1,500.00	
Maintenance - Buildings and Grounds	N/A	\$19,029.96	
Maintenance - Vehicles	N/A	\$15,000.00	
Maintenance - Small Equipment	N/A	\$ -	
Insurance - Vehicles	N/A	\$20,000.00	
Insurance - Liability/Professional	N/A	\$10,000	
Insurance - Workers Compensation	N/A	\$10,000.00	
Fire Services - Hose Testing	N/A	\$1,000.00	
Fire Services - Extrication Equipment Testing	N/A	\$ -	
Fire Services - Ladder Testing	N/A	\$500.00	
Fire Services - Ladder Replace/Maintenance	N/A	\$ -	
Fire Services - Extrication Replace/Maintenance	N/A	\$500.00	
Fire Services - Pager/Radio Replace/Maintenance	N/A	\$1,000.00	
Fire Services - Hose Replace/Maintenance	N/A	\$2,000.00	
Fire Services - SCBA Maintenance	N/A	\$1,500.00	
Fire Services - Small Equipment Replacement (Lights, etc)	N/A	\$23,000.00	
Fire Services - Gear and Safety Repair/Replacement	N/A	\$3,000.00	
Fire Services - Training/Education	N/A	\$1,000.00	
Fire Services - Supplies and Materials (Absorbent, etc.)	N/A	\$700.00	
Fire Services - Labor/Staffing	NA	\$ -	
Mortgage/Loan - Building	N/A	\$ -	
Mortgage/Loan - Vehicles	N/A	\$71,103.05	
Administrative - Office Supplies (Postage, Paper, etc.)	N/A	\$3,200.00	
Administrative - Professional Services (License Fees, Legal, Taxes)	N/A	\$3,600.00	
Administrative - 990 Preparation, Accounting	N/A	\$14,800.00	
Depreciation (Total across office, vehicle, etc)	N/A	\$30,000	
Expense Totals	N/A	\$ 261,633.01	\$ -
Less State Funding	N/A	\$ 49,747.00	\$ -
TOTAL FUNDING NEED	N/A	\$ 211,886.01	\$ -

Items left blank, or "\$0" indicate that line item is covered in another value, not that it is not an incurred expense.



FRIENDSHIP FIRE COMPANY

*P.O. Box 126
Harpers Ferry, WV 25425
Phone: 304-535-2211
Fax: 304-535-1382
Email: friendship10@comcast.net*



December 20, 2021

JCESA and Board Members

Please find attached the Annual Budget submission from Friendship Fire Company for Fire Services, as budgeted from December 2021 through December 2022.

Expenses as shown on the submitted worksheet originated from prior year expenses and anticipated upcoming cost. Please note that some of the entries read N/A...this entry is not excluding an expense, but simply covering the cost on a different line item.

I would respectfully also submit that Ambulance Services nor cost of said services are included in this spreadsheet. However, the state funding as submitted, is used for some Ambulance cost throughout the course of the budget year. Simply stated, the State Funding is not wholistically used to offset ONLY fire service expenses, but Ambulance expenses as well.

Very Respectfully,

Chris Higdon

President, Friendship Fire Department

304-535-2211

Jefferson County, WV Annual Budget Submission - DEPARTMENT:

CO2 Citizens

Category	Budget (Prior)	Actual (Prior)	Requested
Fuel - Vehicles (Gas/Diesel)	N/A	\$ 42,000.00	
Fuel - Propane (Heating, Generator, etc.)	N/A	\$ 9,000.00	
Utilities - Electric	N/A	\$ 10,200.00	
Utilities - Trash/Waste	N/A	\$ 1,920.00	
Utilities - Telephone	N/A	\$ 10,500.00	
Utilities - Internet	N/A	\$ 2,520.00	
Utilities - Other Services (Fire Alarm, etc.)	N/A	\$ 4,500.00	
IT - Software Subscriptions	N/A		
IT - Hardware (PCs, Tablets, etc.)	N/A	\$ 4,000.00	
IT - Dues and Subscriptions	N/A	\$ 9,160.00	
IT - Services (Repair, Maintenance, etc.)	N/A		
Maintenance - Buildings and Grounds	N/A	\$ 44,500.00	
Maintenance - Vehicles	N/A	\$ 75,000.00	
Maintenance - Small Equipment	N/A	\$ 6,000.00	
Insurance - Vehicles	N/A	\$ 24,660.00	
Insurance - Liability/Professional	N/A	\$ 22,772.00	
Insurance - Workers Compensation	N/A	\$ 8,900.00	
Fire Services - Hose Testing	N/A	\$ 2,900.00	
Fire Services - Extrication Equipment Testing	N/A	\$ 1,500.00	
Fire Services - Ladder Testing	N/A	\$ 2,000.00	
Fire Services - Ladder Replace/Maintenance	N/A		
Fire Services - Extrication Replace/Maintenance	N/A		
Fire Services - Pager/Radio Replace/Maintenance	N/A		
Fire Services - Hose Replace/Maintenance	N/A	\$ 24,000.00	
Fire Services - SCBA Maintenance	N/A	\$ 2,000.00	
Fire Services - Small Equipment Replacement (Lights, etc)	N/A	\$ 1,000.00	
Fire Services - Gear and Safety Repair/Replacement	N/A	\$ 2,500.00	
Fire Services - Training/Education	N/A	\$ 24,000.00	
Fire Services - Supplies and Materials (Absorbent, etc.)	N/A	\$ 500.00	
Fire Services - Labor/Staffing	NA		
Mortgage/Loan - Building	N/A		
Mortgage/Loan - Vehicles	N/A	\$ 156,000.00	
Administrative - Office Supplies (Postage, Paper, etc.)	N/A	\$ 1,000.00	
Administrative - Professional Services (License Fees, Legal, Taxes)	N/A	\$ 2,500.00	
Administrative - 990 Preparation, Accounting	N/A	\$ 2,000.00	
Depreciation (Total across office, vehicle, etc)	N/A		
Expense Totals	N/A	\$ 497,532.00	\$ -
Less State Funding	N/A	\$ 49,737.00	\$ -
TOTAL FUNDING NEED	N/A	\$ 447,795.00	\$ -

Less State Funding not provided by Co2, so I used Co3 and Co4 value of \$49,737. Items left blank, or "\$0" indicate that line item is covered in another value, not that it is not an incurred expense.

Jefferson County, WV Annual Budget Submission - DEPARTMENT:

CO3 Shepherdstown

Category	Budget (Prior)	Actual (Prior)	Requested
Fuel - Vehicles (Gas/Diesel)	N/A	\$ 18,000.00	
Fuel - Propane (Heating, Generator, etc.)	N/A	\$ 16,665.00	
Utilities - Electric	N/A	\$ 20,010.00	
Utilities - Trash/Waste	N/A	\$ 3,550.00	
Utilities - Telephone	N/A	\$ 12,900.00	
Utilities - Internet	N/A	\$ -	Included above
Utilities - Other Services (Fire Alarm, etc.)	N/A	\$ -	Included in building
IT - Software Subscriptions	N/A	\$ -	Included in Adm
IT - Hardware (PCs, Tablets, etc.)	N/A	\$ 1,000.00	
IT - Dues and Subscriptions	N/A	\$ -	Included in Adm
IT - Services (Repair, Maintenance, etc.)	N/A	\$ -	Included in Adm
Maintenance - Buildings and Grounds	N/A	\$ 45,352.00	
Maintenance - Vehicles	N/A	\$ 69,993.00	
Maintenance - Small Equipment	N/A	\$ -	Included above
Insurance - Vehicles	N/A	\$ 45,300.00	
Insurance - Liability/Professional	N/A	\$ -	Included above
Insurance - Workers Compensation	N/A	\$ 5,864.00	
Fire Services - Hose Testing	N/A	\$ 3,012.00	
Fire Services - Extrication Equipment Testing	N/A	\$ -	Included in Main
Fire Services - Ladder Testing	N/A	\$ 1,500.00	
Fire Services - Ladder Replace/Maintenance	N/A	\$ -	None
Fire Services - Extrication Replace/Maintenance	N/A	\$ -	Included in Main
Fire Services - Pager/Radio Replace/Maintenance	N/A	\$ -	Included in Main
Fire Services - Hose Replace/Maintenance	N/A	\$ 2,235.00	
Fire Services - SCBA Maintenance	N/A	\$ -	Included in Main
Fire Services - Small Equipment Replacement (Lights, etc)	N/A	\$ -	Included in Main
Fire Services - Gear and Safety Repair/Replacement	N/A	\$ 9,420.00	
Fire Services - Training/Education	N/A	\$ 2,200.00	
Fire Services - Supplies and Materials (Absorbent, etc.)	N/A	\$ -	Included in Main
Fire Services - Labor/Staffing	NA	\$ -	None
Mortgage/Loan - Building	N/A	\$ -	None
Mortgage/Loan - Vehicles	N/A	\$ 74,067.71	
Administrative - Office Supplies (Postage, Paper, etc.)	N/A	\$ 15,383.00	
Administrative - Professional Services (License Fees, Legal, Taxes)	N/A	\$ -	Included above
Administrative - 990 Preparation, Accounting	N/A	\$ 3,450.00	
Depreciation (Total across office, vehicle, etc)	N/A	\$ 339,690.00	
Expense Totals	N/A	\$ 689,591.71	\$ -
Less State Funding	N/A	\$ 49,737.00	\$ -
TOTAL FUNDING NEED	N/A	\$ 639,854.71	\$ -

Items left blank, or "\$0" indicate that line item is covered in another value, not that it is not an incurred expense.

Jefferson County, WV Annual Budget Submission - DEPARTMENT:

CO4 Independent

Category	Budget (Prior)	Actual (Prior)	Requested
Fuel - Vehicles (Gas/Diesel)	N/A	\$ 21,249.22	
Fuel - Propane (Heating, Generator, etc.)	N/A	\$ 4,829.43	
Utilities - Electric	N/A	\$ 25,933.26	
Utilities - Trash/Waste	N/A	\$ 2,221.07	
Utilities - Telephone	N/A	\$ 6,718.87	
Utilities - Internet	N/A	\$ 5,826.09	
Utilities - Other Services (Fire Alarm, etc.)	N/A	\$ 4,343.53	
IT - Software Subscriptions	N/A	\$ 9,147.72	
IT - Hardware (PCs, Tablets, etc.)	N/A	\$ 3,801.48	
IT - Dues and Subscriptions	N/A	\$ 2,910.56	
IT - Services (Repair, Maintenance, etc.)	N/A	\$ 3,929.72	
Maintenance - Buildings and Grounds	N/A	\$ 27,897.30	
Maintenance - Vehicles	N/A	\$ 79,876.41	
Maintenance - Small Equipment	N/A	\$ 154.61	
Insurance - Vehicles	N/A	\$ 68,880.26	
Insurance - Liability/Professional	N/A	\$ 14,520.00	
Insurance - Workers Compensation	N/A	\$ 5,450.25	
Fire Services - Hose Testing	N/A	\$ 2,697.30	
Fire Services - Extrication Equipment Testing	N/A	\$ 2,828.00	
Fire Services - Ladder Testing	N/A	\$ 300.75	
Fire Services - Ladder Replace/Maintenance	N/A	\$ -	
Fire Services - Extrication Replace/Maintenance	N/A	\$ -	
Fire Services - Pager/Radio Replace/Maintenance	N/A	\$ 3,510.50	
Fire Services - Hose Replace/Maintenance	N/A	\$ 11,043.26	
Fire Services - SCBA Maintenance	N/A	\$ 6,390.40	
Fire Services - Small Equipment Replacement (Lights, etc)	N/A	\$ 11,115.69	
Fire Services - Gear and Safety Repair/Replacement	N/A	\$ 1,500.01	
Fire Services - Training/Education	N/A	\$ 13,438.00	
Fire Services - Supplies and Materials (Absorbent, etc.)	N/A	\$ 4,201.71	
Fire Services - Labor/Staffing	NA	\$ 31,870.16	
Mortgage/Loan - Building	N/A	\$ -	
Mortgage/Loan - Vehicles	N/A	\$ 128,541.60	
Administrative - Office Supplies (Postage, Paper, etc.)	N/A	\$ 3,912.32	
Administrative - Professional Services (License Fees, Legal, Taxes)	N/A	\$ 6,455.82	
Administrative - 990 Preparation, Accounting	N/A	\$ 9,126.25	
Depreciation (Total across office, vehicle, etc)	N/A	\$ 280,334.00	
Expense Totals	N/A	\$ 804,955.55	\$ -
Less State Funding	N/A	\$ 49,737.14	\$ -
TOTAL FUNDING NEED	N/A	\$ 755,218.41	\$ -

Items left blank, or "\$0" indicate that line item is covered in another value, not that it is not an incurred expense.

Jefferson County, WV Annual Budget Submission - DEPARTMENT:

CO5 Blue Ridge Mnt

Category	Budget (Prior)	Actual (Prior)	Requested
Fuel - Vehicles (Gas/Diesel)	N/A	\$ 20,270.75	\$ 24,324.90
Fuel - Propane (Heating, Generator, etc.)	N/A	\$ 7,821.91	\$ 9,777.39
Utilities - Electric	N/A	\$ 9,670.55	\$ 9,670.55
Utilities - Trash/Waste	N/A	\$ 1,502.94	\$ 1,502.94
Utilities - Telephone	N/A	\$ 7,362.49	\$ 7,362.49
Utilities - Internet	N/A	\$ 6,702.35	\$ 7,372.59
Utilities - Other Services (Fire Alarm, etc.)	N/A	\$ 2,546.04	\$ 2,546.04
IT - Software Subscriptions	N/A	\$ 260.00	\$ 260.00
IT - Hardware (PCs, Tablets, etc.)	N/A		\$ 1,000.00
IT - Dues and Subscriptions	N/A		
IT - Services (Repair, Maintenance, etc.)	N/A	\$ -	\$ 2,000.00
Maintenance - Buildings and Grounds	N/A	\$ 6,896.84	\$ 18,000.00
Maintenance - Vehicles	N/A	\$ 60,040.79	\$ 66,044.87
Maintenance - Small Equipment	N/A		
Insurance - Vehicles	N/A	\$ 46,025.08	\$ 48,326.33
Insurance - Liability/Professional	N/A		
Insurance - Workers Compensation	N/A	\$ 2,217.00	\$ 2,438.70
Fire Services - Hose Testing	N/A	\$ 2,501.00	\$ 2,501.00
Fire Services - Extrication Equipment Testing	N/A		
Fire Services - Ladder Testing	N/A	\$ 1,100.00	\$ 1,100.00
Fire Services - Ladder Replace/Maintenance	N/A	\$ -	\$ 2,500.00
Fire Services - Extrication Replace/Maintenance	N/A	\$ -	\$ 1,000.00
Fire Services - Pager/Radio Replace/Maintenance	N/A	\$ -	\$ 14,000.00
Fire Services - Hose Replace/Maintenance	N/A	\$ -	\$ 2,000.00
Fire Services - SCBA Maintenance	N/A	\$ 1,790.00	\$ 1,790.00
Fire Services - Small Equipment Replacement (Lights, etc)	N/A	\$ 4,500.00	\$ 5,400.00
Fire Services - Gear and Safety Repair/Replacement	N/A	\$ 12,797.22	\$ 25,000.00
Fire Services - Training/Education	N/A	\$ 3,616.09	\$ 5,424.14
Fire Services - Supplies and Materials (Absorbent, etc.)	N/A		
Fire Services - Labor/Staffing	NA	\$ 21,868.02	\$ 25,000.00
Mortgage/Loan - Building	N/A	\$ 25,000.00	\$ 50,000.00
Mortgage/Loan - Vehicles	N/A	\$ 17,503.68	\$ 27,503.68
Administrative - Office Supplies (Postage, Paper, etc.)	N/A	\$ 7,523.45	\$ 8,275.80
Administrative - Professional Services (License Fees, Legal, Taxes)	N/A	\$ 988.63	\$ 988.63
Administrative - 990 Preparation, Accounting	N/A	\$ 7,720.00	\$ 7,720.00
Depreciation (Total across office, vehicle, etc)	N/A	\$ 66,225.00	\$ 66,225.00
Expense Totals	N/A	\$ 344,449.83	\$ 447,055.04
Less State Funding	N/A	\$ 18,731.12	\$ 18,731.12
TOTAL FUNDING NEED	N/A	\$ 325,718.71	\$ 428,323.92

You will notice the state funding listed is less than what BRMVFC received from the state. This is due to the fact that the Ambulance is paid from State funds, but the county does not consider the ambulance an approved expenses. Therefore BRMVFC has less state funding to allocate to the expenses listed. Items left blank, or "\$0" indicate that line item is covered in another value, not that it is not an incurred expense.

Jefferson County, WV Annual Budget Submission - DEPARTMENT:

CO6 Middleway

Category	Budget (Prior)	Actual (Prior)	Requested
Fuel - Vehicles (Gas/Diesel)	N/A	\$ 5,534.87	
Fuel - Propane (Heating, Generator, etc.)	N/A	\$ 6,537.67	
Utilities - Electric	N/A	\$ 19,969.84	
Utilities - Trash/Waste	N/A	\$ 1,763.61	
Utilities - Telephone	N/A	\$ 1,848.41	
Utilities - Internet	N/A	\$ 2,127.84	
Utilities - Other Services (Fire Alarm, etc.)	N/A	\$ 1,600.00	
IT - Software Subscriptions	N/A	\$ 4,560.50	
IT - Hardware (PCs, Tablets, etc.)	N/A	\$ 2,250.92	
IT - Dues and Subscriptions	N/A	\$ 7,360.79	
IT - Services (Repair, Maintenance, etc.)	N/A	\$ 15,283.56	
Maintenance - Buildings and Grounds	N/A	\$ 9,137.29	
Maintenance - Vehicles	N/A	\$ 58,000.39	
Maintenance - Small Equipment	N/A	\$ 2,369.73	
Insurance - Vehicles	N/A	\$ 37,629.82	
Insurance - Liability/Professional	N/A	\$ 22,980.44	
Insurance - Workers Compensation	N/A	\$ 4,270.00	
Fire Services - Hose Testing	N/A	\$ 3,476.25	
Fire Services - Extrication Equipment Testing	N/A	\$ 600.00	
Fire Services - Ladder Testing	N/A	\$ 1,312.55	
Fire Services - Ladder Replace/Maintenance	N/A	\$ 1,000.00	
Fire Services - Extrication Replace/Maintenance	N/A	\$ 1,000.00	
Fire Services - Pager/Radio Replace/Maintenance	N/A	\$ 780.00	
Fire Services - Hose Replace/Maintenance	N/A	\$ 560.00	
Fire Services - SCBA Maintenance	N/A	\$ 780.00	
Fire Services - Small Equipment Replacement (Lights, etc)	N/A	\$ 5,587.76	
Fire Services - Gear and Safety Repair/Replacement	N/A	\$ 12,000.00	
Fire Services - Training/Education	N/A	\$ 1,539.00	
Fire Services - Supplies and Materials (Absorbent, etc.)	N/A	\$ 1,233.39	
Fire Services - Labor/Staffing	NA	\$ 142,330.00	
Mortgage/Loan - Building	N/A	\$ 42,000.00	
Mortgage/Loan - Vehicles	N/A	\$ 68,000.00	
Administrative - Office Supplies (Postage, Paper, etc.)	N/A	\$ 2,768.86	
Administrative - Professional Services (License Fees, Legal, Taxes)	N/A	\$ 1,050.52	
Administrative - 990 Preparation, Accounting	N/A	\$ 4,771.28	
Depreciation (Total across office, vehicle, etc)	N/A	\$ 180,432.70	
Expense Totals	N/A	\$ 674,447.99	\$ -
Less State Funding	N/A	\$ 63,511.00	\$ -
TOTAL FUNDING NEED	N/A	\$ 610,936.99	\$ -

Items left blank, or "\$0" indicate that line item is covered in another value, not that it is not an incurred expense.

Jefferson County, WV Annual Budget Submission - DEPARTMENT:

CO7 Bakerton

Category	Budget (Prior)	Actual (Prior)	Requested
Fuel - Vehicles (Gas/Diesel)	N/A	\$ 2,755.68	\$ 3,400.00
Fuel - Propane (Heating, Generator, etc.)	N/A	\$ 4,195.72	\$ 5,200.00
Utilities - Electric	N/A	\$ 4,673.41	\$ 6,100.00
Utilities - Trash/Waste	N/A	\$ 999.21	\$ 540.00
Utilities - Telephone	N/A	\$ 4,352.35	\$ 4,800.00
Utilities - Internet	N/A	\$ 1,439.40	\$ 1,900.00
Utilities - Other Services (Fire Alarm, etc.)	N/A	\$ 995.00	\$ 540.00
IT - Software Subscriptions	N/A	\$ 2,915.10	\$ 3,200.00
IT - Hardware (PCs, Tablets, etc.)	N/A	\$ 2,700.00	\$ 20,000.00
IT - Dues and Subscriptions	N/A	\$ 759.00	\$ 800.00
IT - Services (Repair, Maintenance, etc.)	N/A	\$ 1,092.00	\$ 2,500.00
Maintenance - Buildings and Grounds	N/A	\$ 1,800.00	\$ 150,000.00
Maintenance - Vehicles	N/A	\$ 64,983.00	\$ 30,000.00
Maintenance - Small Equipment	N/A	\$ 300.00	\$ 500.00
Insurance - Vehicles	N/A	\$ 8,943.83	\$ 9,300.00
Insurance - Liability/Professional	N/A	\$ 11,005.32	\$ 11,500.00
Insurance - Workers Compensation	N/A	\$ 2,305.00	\$ 2,400.00
Fire Services - Hose Testing	N/A	\$ 4,150.00	\$ 6,000.00
Fire Services - Extrication Equipment Testing	N/A	\$ 500.00	\$ 750.00
Fire Services - Ladder Testing	N/A	\$ -	\$ -
Fire Services - Ladder Replace/Maintenance	N/A	\$ -	\$ -
Fire Services - Extrication Replace/Maintenance	N/A	\$ -	\$ 80,000.00
Fire Services - Pager/Radio Replace/Maintenance	N/A	\$ -	\$ -
Fire Services - Hose Replace/Maintenance	N/A	\$ 21,800.00	\$ 25,000.00
Fire Services - SCBA Maintenance	N/A	\$ -	\$ 5,000.00
Fire Services - Small Equipment Replacement (Lights, etc)	N/A	\$ 1,500.00	\$ 2,000.00
Fire Services - Gear and Safety Repair/Replacement	N/A	\$ 7,395.94	\$ 19,800.00
Fire Services - Training/Education	N/A	\$ 665.00	\$ 5,000.00
Fire Services - Supplies and Materials (Absorbent, etc.)	N/A	\$ 250.00	\$ 250.00
Fire Services - Labor/Staffing	NA	\$ -	\$ -
Mortgage/Loan - Building	N/A	\$ 22,724.61	\$ 22,725.00
Mortgage/Loan - Vehicles	N/A	\$ 26,500.00	\$ 840,000.00
Administrative - Office Supplies (Postage, Paper, etc.)	N/A	\$ 1,726.92	\$ 2,100.00
Administrative - Professional Services (License Fees, Legal, Taxes)	N/A	\$ 650.00	\$ 650.00
Administrative - 990 Preparation, Accounting	N/A	\$ 1,800.00	\$ 2,000.00
Depreciation (Total across office, vehicle, etc)	N/A	\$ 38,000.00	\$ 38,000.00
Expense Totals	N/A	\$ 243,876.49	\$ 1,301,955.00
Less State Funding	N/A	\$ 51,336.00	\$ 51,336.00
TOTAL FUNDING NEED	N/A	\$ 192,540.49	\$ 1,250,619.00

The \$840,000.00 (Line 34, Column D) includes the cost of replacing the 34 year old Engine Tanker and the replacement of Boat 7 (inflatable). Items left blank, or "\$0" indicate that line item is covered in another value, not that it is not an incurred expense.

Category	CO1 Friendship	CO2 Citizens
	Actual (Prior)	Actual (Prior)
Fuel - Vehicles (Gas/Diesel)	\$ 6,000.00	\$ 42,000.00
Fuel - Propane (Heating, Generator, etc.)	\$ -	\$ 9,000.00
Utilities - Electric	\$ 16,000.00	\$ 10,200.00
Utilities - Trash/Waste	\$ -	\$ 1,920.00
Utilities - Telephone	\$ -	\$ 10,500.00
Utilities - Internet	\$ -	\$ 2,520.00
Utilities - Other Services (Fire Alarm, etc.)	\$ 1,500.00	\$ 4,500.00
IT - Software Subscriptions	\$ 1,500.00	\$ -
IT - Hardware (PCs, Tablets, etc.)	\$ 1,200.00	\$ 4,000.00
IT - Dues and Subscriptions	\$ 3,000.00	\$ 9,160.00
IT - Services (Repair, Maintenance, etc.)	\$ 1,500.00	\$ -
Maintenance - Buildings and Grounds	\$ 19,029.96	\$ 44,500.00
Maintenance - Vehicles	\$ 15,000.00	\$ 75,000.00
Maintenance - Small Equipment	\$ -	\$ 6,000.00
Insurance - Vehicles	\$ 20,000.00	\$ 24,660.00
Insurance - Liability/Professional	\$ 10,000.00	\$ 22,772.00
Insurance - Workers Compensation	\$ 10,000.00	\$ 8,900.00
Fire Services - Hose Testing	\$ 1,000.00	\$ 2,900.00
Fire Services - Extrication Equipment Testing	\$ -	\$ 1,500.00
Fire Services - Ladder Testing	\$ 500.00	\$ 2,000.00
Fire Services - Ladder Replace/Maintenance	\$ -	\$ -
Fire Services - Extrication Replace/Maintenance	\$ 500.00	\$ -
Fire Services - Pager/Radio Replace/Maintenance	\$ 1,000.00	\$ -
Fire Services - Hose Replace/Maintenance	\$ 2,000.00	\$ 24,000.00
Fire Services - SCBA Maintenance	\$ 1,500.00	\$ 2,000.00
Fire Services - Small Equipment Replacement (Lights, etc)	\$ 23,000.00	\$ 1,000.00
Fire Services - Gear and Safety Repair/Replacement	\$ 3,000.00	\$ 2,500.00
Fire Services - Training/Education	\$ 1,000.00	\$ 24,000.00
Fire Services - Supplies and Materials (Absorbent, etc.)	\$ 700.00	\$ 500.00
Fire Services - Labor/Staffing	\$ -	\$ -
Mortgage/Loan - Building	\$ -	\$ -
Mortgage/Loan - Vehicles	\$ 71,103.05	\$ 156,000.00
Administrative - Office Supplies (Postage, Paper, etc.)	\$ 3,200.00	\$ 1,000.00
Administrative - Professional Services (License Fees, Legal, Taxes)	\$ 3,600.00	\$ 2,500.00
Administrative - 990 Preparation, Accounting	\$ 14,800.00	\$ 2,000.00
Depreciation (Total across office, vehicle, etc)	\$ 30,000.00	\$ -
Expense Totals	\$ 261,633.01	\$ 497,532.00
Less State Funding	\$ 49,747.00	\$ 49,747.00
TOTAL FUNDING NEED	\$ 211,886.01	\$ 447,795.00

CO3 Shepherdstown	CO4 Independent	CO5 Blue Ridge Mnt	CO6 Middleway	CO7 Bakerton
Actual (Prior)	Actual (Prior)	Actual (Prior)	Actual (Prior)	Actual (Prior)
\$ 18,000.00	\$ 21,249.22	\$ 20,270.75	\$ 5,534.87	\$ 2,755.68
\$ 16,665.00	\$ 4,829.43	\$ 7,821.91	\$ 6,537.67	\$ 4,195.72
\$ 20,010.00	\$ 25,933.26	\$ 9,670.55	\$ 19,969.84	\$ 4,673.41
\$ 3,550.00	\$ 2,221.07	\$ 1,502.94	\$ 1,763.61	\$ 999.21
\$ 12,900.00	\$ 6,718.87	\$ 7,362.49	\$ 1,848.41	\$ 4,352.35
\$ -	\$ 5,826.09	\$ 6,702.35	\$ 2,127.84	\$ 1,439.40
\$ -	\$ 4,343.53	\$ 2,546.04	\$ 1,600.00	\$ 995.00
\$ -	\$ 9,147.72	\$ 260.00	\$ 4,560.50	\$ 2,915.10
\$ 1,000.00	\$ 3,801.48	\$ -	\$ 2,250.92	\$ 2,700.00
\$ -	\$ 2,910.56	\$ -	\$ 7,360.79	\$ 759.00
\$ -	\$ 3,929.72	\$ -	\$ 15,283.56	\$ 1,092.00
\$ 45,352.00	\$ 27,897.30	\$ 6,896.84	\$ 9,137.29	\$ 1,800.00
\$ 69,993.00	\$ 79,876.41	\$ 60,040.79	\$ 58,000.39	\$ 64,983.00
\$ -	\$ 154.61	\$ -	\$ 2,369.73	\$ 300.00
\$ 45,300.00	\$ 68,880.26	\$ 46,025.08	\$ 37,629.82	\$ 8,943.83
\$ -	\$ 14,520.00	\$ -	\$ 22,980.44	\$ 11,005.32
\$ 5,864.00	\$ 5,450.25	\$ 2,217.00	\$ 4,270.00	\$ 2,305.00
\$ 3,012.00	\$ 2,697.30	\$ 2,501.00	\$ 3,476.25	\$ 4,150.00
\$ -	\$ 2,828.00	\$ -	\$ 600.00	\$ 500.00
\$ 1,500.00	\$ 300.75	\$ 1,100.00	\$ 1,312.55	\$ -
\$ -	\$ -	\$ -	\$ 1,000.00	\$ -
\$ -	\$ -	\$ -	\$ 1,000.00	\$ -
\$ -	\$ 3,510.50	\$ -	\$ 780.00	\$ -
\$ 2,235.00	\$ 11,043.26	\$ -	\$ 560.00	\$ 21,800.00
\$ -	\$ 6,390.40	\$ 1,790.00	\$ 780.00	\$ -
\$ -	\$ 11,115.69	\$ 4,500.00	\$ 5,587.76	\$ 1,500.00
\$ 9,420.00	\$ 1,500.01	\$ 12,797.22	\$ 12,000.00	\$ 7,395.94
\$ 2,200.00	\$ 13,438.00	\$ 3,616.09	\$ 1,539.00	\$ 665.00
\$ -	\$ 4,201.71	\$ -	\$ 1,233.39	\$ 250.00
\$ -	\$ 31,870.16	\$ 21,868.02	\$ 142,330.00	\$ -
\$ -	\$ -	\$ 25,000.00	\$ 42,000.00	\$ 22,724.61
\$ 74,067.71	\$ 128,541.60	\$ 17,503.68	\$ 68,000.00	\$ 26,500.00
\$ 15,383.00	\$ 3,912.32	\$ 7,523.45	\$ 2,768.86	\$ 1,726.92
\$ -	\$ 6,455.82	\$ 988.63	\$ 1,050.52	\$ 650.00
\$ 3,450.00	\$ 9,126.25	\$ 7,720.00	\$ 4,771.28	\$ 1,800.00
\$ 339,690.00	\$ 280,334.00	\$ 66,225.00	\$ 180,432.70	\$ 38,000.00
\$ 689,591.71	\$ 804,955.55	\$ 344,449.83	\$ 674,447.99	\$ 243,876.49
\$ 49,737.00	\$ 49,737.00	\$ 19,737.00	\$ 68,500.00	\$ 51,366.00
\$ 639,854.71	\$ 755,218.41	\$ 325,718.71	\$ 610,936.99	\$ 192,540.49

Average	Total
Actual (Prior)	Actual (Prior)
\$ 16,544.36	\$ 115,810.52
\$ 7,007.10	\$ 49,049.73
\$ 15,208.15	\$ 106,457.06
\$ 1,708.12	\$ 11,956.83
\$ 6,240.30	\$ 43,682.12
\$ 2,659.38	\$ 18,615.68
\$ 2,212.08	\$ 15,484.57
\$ 2,626.19	\$ 18,383.32
\$ 2,136.06	\$ 14,952.40
\$ 3,312.91	\$ 23,190.35
\$ 3,115.04	\$ 21,805.28
\$ 22,087.63	\$ 154,613.39
\$ 60,413.37	\$ 422,893.59
\$ 1,260.62	\$ 8,824.34
\$ 35,919.86	\$ 251,438.99
\$ 11,611.11	\$ 81,277.76
\$ 5,572.32	\$ 39,006.25
\$ 2,819.51	\$ 19,736.55
\$ 775.43	\$ 5,428.00
\$ 959.04	\$ 6,713.30
\$ 142.86	\$ 1,000.00
\$ 214.29	\$ 1,500.00
\$ 755.79	\$ 5,290.50
\$ 8,805.47	\$ 61,638.26
\$ 1,780.06	\$ 12,460.40
\$ 6,671.92	\$ 46,703.45
\$ 6,944.74	\$ 48,613.17
\$ 6,636.87	\$ 46,458.09
\$ 983.59	\$ 6,885.10
\$ 28,009.74	\$ 196,068.18
\$ 12,817.80	\$ 89,724.61
\$ 77,388.01	\$ 541,716.04
\$ 5,073.51	\$ 35,514.55
\$ 2,177.85	\$ 15,244.97
\$ 6,238.22	\$ 43,667.53
\$ 133,525.96	\$ 934,681.70
\$ 502,355.23	\$ 3,516,486.58
\$ 47,505.18	\$ 332,536.26
\$ 454,850.05	\$ 3,183,950.32

Exhibit B



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

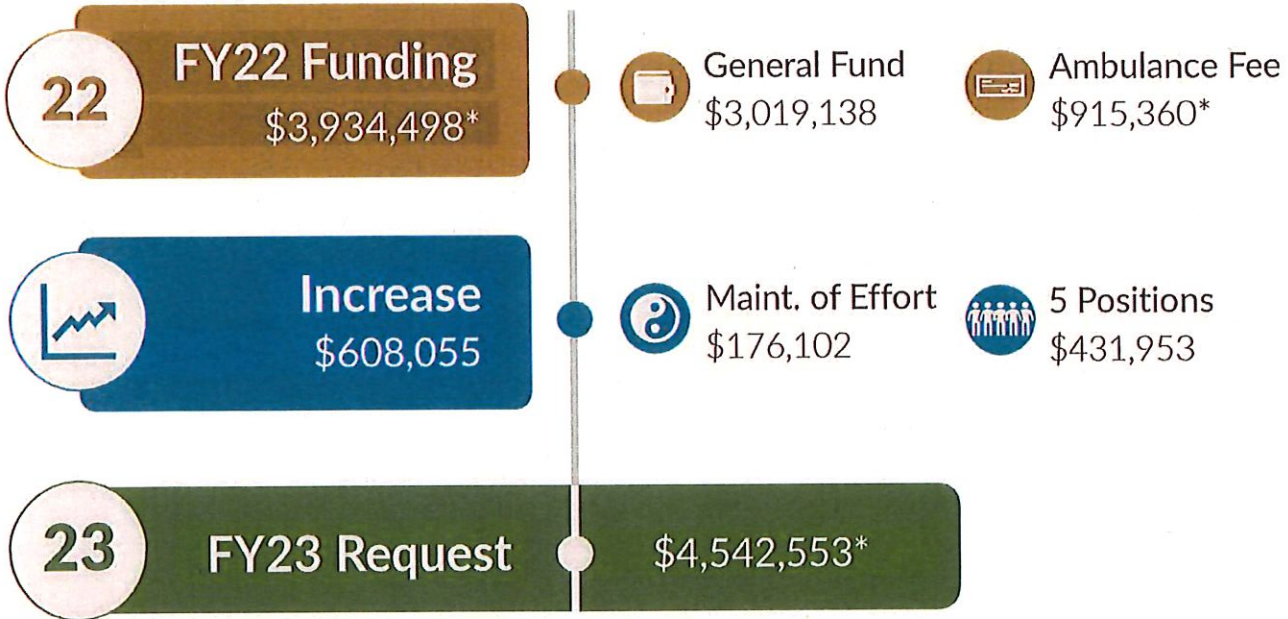
DRAFT

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.

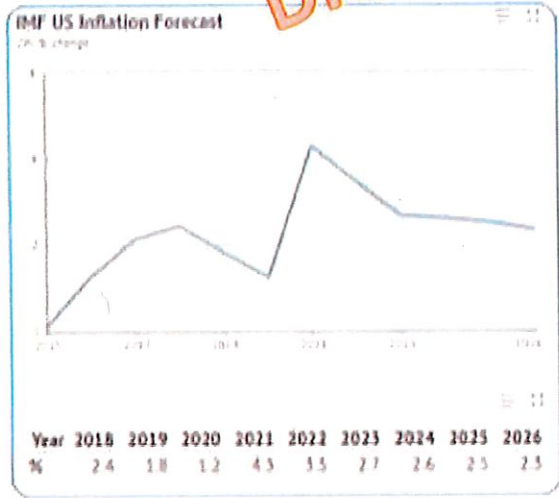
Maintenance of Effort

DRAFT

Inflation
\$99k

Projected price increases – 5-10%

<p>Most impactful:</p> <ul style="list-style-type: none"> Health Insurance Workers Compensation 	<p>Others:</p> <ul style="list-style-type: none"> EMS Supplies Fuel, Utilities PPE, etc.
--	--



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

<div style="border: 1px solid #ccc; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> 1.9% </div> <p>JCESA annual YOS increase</p>	<div style="border: 1px solid #ccc; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> 3% </div> <p>US median annual increase (last 10 years)^{1,2,3,4,5}</p>	<div style="border: 1px solid #ccc; border-radius: 50%; width: 60px; height: 60px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> 3.3% </div> <p>Projected 2022 US median annual increase.^{4,5}</p>
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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



Five Additional Positions

\$432k

Positions #4 - #8 of Staffing Sequence Plan



Flex/Float

Headcount	Schedule	Station	Rank
1	Flex	Float	FF/EMT

Backfills:

- ✓ Open Shifts
- ✓ Detailed Staff
- ✓ Unscheduled Vacancies

Reduces:

- ✓ Overtime
- ✓ Mandatory Holds



Resource For:

- ✓ Call Clusters
- ✓ Manpower



Assigned Positions

Headcount	Schedule	Station	Rank
4	24/72	4	FF/Medic

Adds 1 responder 24x7 (168hrs/wk)

- ✓ Centrally located
- ✓ Within highest incident density zone
- ✓ Within highest population zone
- ✓ Fills EMS Crew when one provider is committed to fire apparatus.



Frees Lieutenant from being committed to a first-due unit

- ✓ Restores 24/7 supervision
- ✓ Reduces risk & liability
- ✓ Available for high-acuity calls regardless of location

DRAFT

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

FY23 Operating Budget Request Detail

DRAFT

All funding sources (General Fund & Ambulance Fee)

Expenses	FY22 Forecast (less stipends)	Inflation	YOS	Mission Critical Total	5 Positions	Total
Full Time	2,072,881	-	39,385	2,112,266	256,080	2,368,346
Part Time	172,889	-	3,285	176,174	-	176,174
Overtime	171,275	-	3,254	174,529	12,804	187,333
Worker Comp	193,364	19,336	3,674	216,374	23,393	239,767
FICA/Med	184,904	-	3,513	188,417	20,570	208,987
Subtotal	2,795,313	19,336	53,111	2,867,760	312,847	3,180,607
Medical Ins	392,853	39,285	-	432,138	60,943	493,081
Ancillary (dent,visn,life)	58,000	5,800	-	63,800	6,730	70,530
Retirement	235,636	-	4,477	240,113	28,233	268,346
Subtotal	686,489	45,085	4,477	736,051	95,906	831,957
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	1,200	31,650
Medical Exp	34,000	3,400	-	37,400	3,000	40,400
Ems Supples	40,000	4,000	-	44,000	-	44,000
Uniforms/Fire Gear	75,000	7,500	-	82,500	18,000	100,500
Trav/Train (non-wage)	24,000	1,200	-	25,200	1,000	26,200
Subtotal	222,000	19,150	-	241,150	23,200	264,350
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	431,953	4,542,553

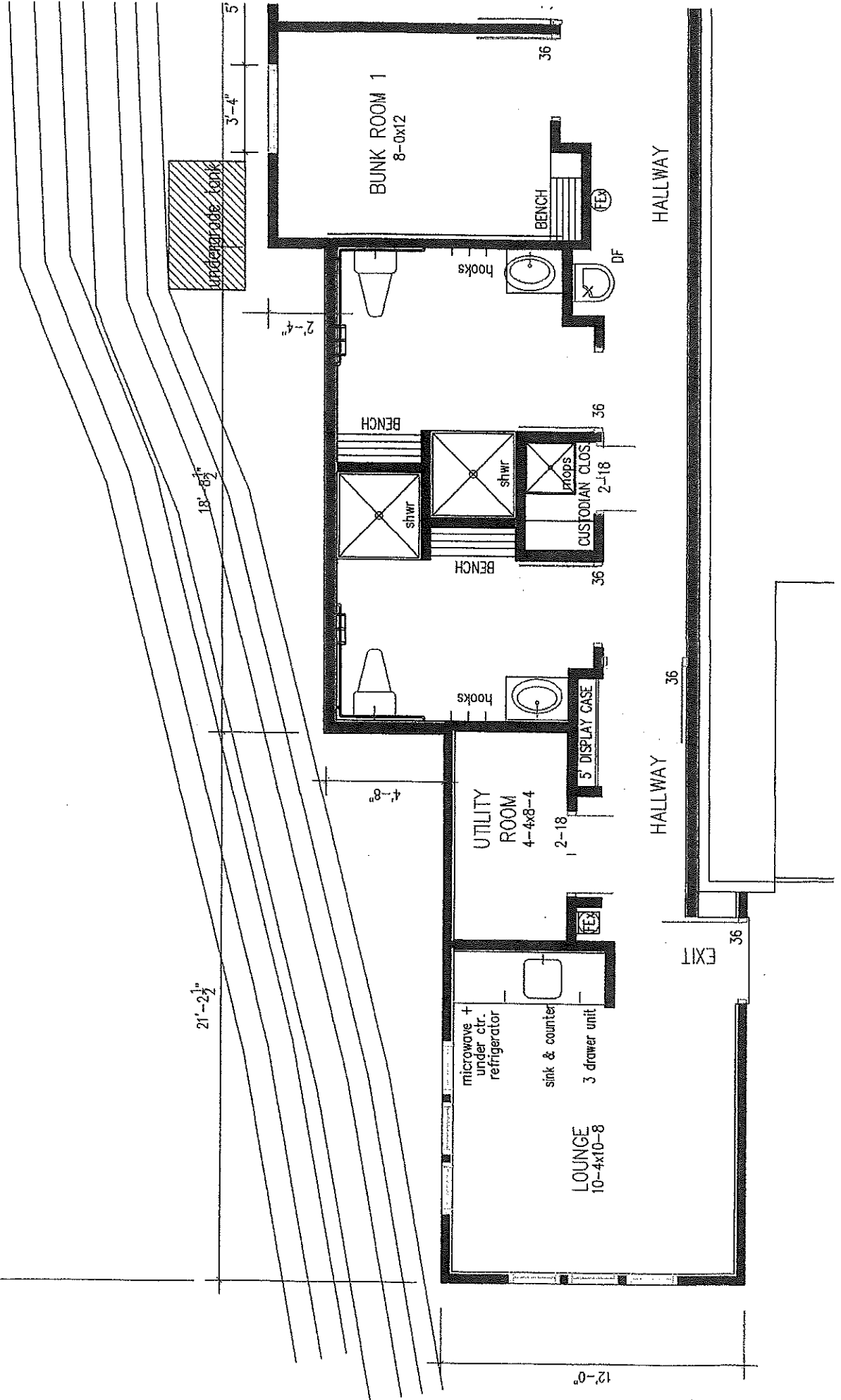


To learn more about JCESA, please visit us at jcesa.org, follow us on Facebook, and watch the livestream of our monthly board meetings via YouTube on the third Tuesday of each month at 7pm.

Exhibit C

92'-8"

N



SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular Special

Meeting Date: DECEMBER 21, 2021

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

Time: 7:00 p.m

Board Members: (Please Print)

- | | | |
|---------------------------------|-----------------------------|-----------------------------|
| 1 - <u>STEVE HARRIS</u> | 2 - <u>Tricia Jackson</u> | 3 - <u>ANTHONY TRAYLOR</u> |
| 4 - <u>Jacob Harris</u> | 5 - <u>Joshua Stillwell</u> | 6 - <u>Carol Simpson</u> |
| 7 - <u>ROSALIND MORGAN</u> | 8 - <u>Debbie Lancaster</u> | 9 - <u>Nathan Cockran *</u> |
| 10 - <u>Dr. Marney Treese *</u> | 11 - _____ | 12 - _____ |

*Present via live stream Zoom 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>Sara Considine</u>	<u>JCESA</u>	_____	<u>✓</u>
2 - <u>R. CRAIG HORN</u>	<u>JCESA</u>	_____	<u>✓</u>
3 - <u>Mike Sine</u>	<u>LOCAL 5851</u>	_____	<u>✓</u>
4 - <u>Marshall DeBett</u>	<u>SFD</u>	<u>maybe</u>	_____
5 - <u>Earl (C.) - 2</u>	<u>Bemus</u>	<u>—</u>	_____
6 - <u>M. K. Mas</u>	<u>MVFC</u>	_____	<u>✓</u>
✓ 7 - <u>John Bethard</u>	<u>JCESA</u>	<u>✓</u>	_____
8 - _____	_____	_____	_____
9 - _____	_____	_____	_____
10 - _____	_____	_____	_____
11 - _____	_____	_____	_____