



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

Meeting Minutes February 15, 2022

The February regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, February 15, 2022, at the JCESA office.

ROLL CALL

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

(*) Present via Zoom

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - None

APPROVAL OF MINUTES

- Motion by Jackson, 2nd by S. Harris to approve the December 21, 2021, Regular meeting minutes as submitted - Motion carries unanimously on voice vote.
- Motion by S. Harris, 2nd by Jackson to approve the December 21, 2021, Ambulance Fee Budget Hearing meeting minutes as submitted - Motion carries unanimously on voice vote.
- None for January 2022 – meeting was cancelled due to weather.

TREASURER'S REPORT

Burner assisted S. Harris with a review of accounts and expenses through December 2021 and January 2022.

- Motion by Jackson, 2nd by J. Jones to approve both December and January expense reports - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT – None

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Employer, and community partner of Jefferson County WV.*

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

IAFF LOCAL 5351 REPORT – Mike Sine

1. Still working on establishing documents with the IRS for IAFF.
2. Submitted formal request asking ESA Board to consider deducting monthly union dues from 2 pay periods for staff who are Local 5351 members. (*Exhibit A*)
 - Jackson proposed to have moved to March meeting agenda for discussion.
 - Burner to check with CPA gather more details and suggested to present a draft agreement for review and further discussion.

JCFRA REPORT – Morgan

1. Last month's meeting consisted of further discussing radio communication issues and looking into coordinate a Zoom meeting with Mr. Tom Miller to discuss "Levies" and having a better understanding.
2. Lt. Turner will be conducting more training at SU, they would like to see more ESA staff attend.
3. Jackson inquired on the status of Response Plan– Morgan stated its in progress.

DIRECTOR'S REPORT – Burner

1. Revised FY23 Budget Request after the December JCESA meeting and submitted to County Commission and forwarded to ESA Board and JCFRA members via e-mail.
2. COVID workforce impact is reported weekly to HSEM Director, Steve Allen. Peak at one time was 10 employees during the month of January.
3. FY21 Auditor's Report has been completed, copies provided to all board members and uploaded to ESA website.
4. ESA office closed Monday, February 21st in observance of President's Day.

UNFINISHED BUSINESS

1. Volunteer Fire Departments' FY23 Budget Request.
 - Jackson advised that the County Commission used the previous year's funding (\$70k/each VFD) as a starting point for FY23 budget consideration.
 - Simpson suggested the ESA board request \$100k for each VFD.
 - Motioned by J. Jones, 2nd by S. Harris to request \$100k for each VFD for a total of \$700k – Motion passes with 3 ayes. Jackson abstained.
 - Burner will email updated VFD budget request to County Finance Director, Mr. Thiel.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

NEW BUSINESS

1. Volunteer Fire Departments' Financials – *Jackson*
 - Jackson' shared a spreadsheet summarizing revenue and expenses as reported by the VFDs on 990s, budget projections submitted with financial packets, and worksheets submitted at the December JCESA meeting.
 - Board members, EMS Chief Marshall DeMeritt with SFD, and VFD Chiefs in attendance discussed the figures and VFD's financials.
2. Jackson shared an article with the board; Lawmakers look at ways to increase funding, recruitment for VFDs from Jan 16, 2022, that may help provide funding ideas for VFD's. She plans to further research several other Senate and House Bills related to funding for VFD's.
3. Simpson welcomed John P. Jones as the new BOD Member, Fire Representative.


ADJOURNMENT

- Motion to adjourn by Jackson, 2nd by S. Harris - Motion carries unanimously on voice vote. Meeting adjourned at 8:04 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.



Approved – Craig Simpson, JCESA Chairman



Date

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Exhibit A



Jefferson County Professional Firefighters Local 5351

P.O. Box 1213
Shepherdstown, WV 25443

02/15/2022

Chief Burner and the Board of Jefferson County Emergency Services Agency,

Local 5351 request you consider allowing payroll deduction for its members, your employees, of its monthly Union dues. Most Unions have the employer automatically deducted their dues from their paycheck. At this time, we feel this would you be the most efficient way to complete our dues collection. Additionally, the monthly amount would be spread over 2 pay periods which is a benefit to the members. Thank you for your consideration.

Sincerely,

Theodore "Mike" Sine
President
Local 5351

SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: FEBRUARY 15, 2022

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

Time: 7:00 p.m

Board Members: (Please Print)

- | | | |
|------------------------|------------------------------|----------------------------------|
| 1- <u>John P Jones</u> | 2- <u>Tricia Jackson</u> | 3- <u>STEVE HARRIS</u> |
| 4- <u>Bob Zarnes</u> | 5- <u>Debbie Lancaster</u> | 6- <u>Greg Ingram</u> |
| 7- <u>Ross Morgan</u> | 8- <u>Dr Marney Treese</u> * | 9- <u>Nathan Cochran, Esq.</u> * |
| 10- _____ | 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>Theodore "Mike" Sine</u>	<u>Local 5351</u>	_____	X
2- <u>Mike Mays</u>	<u>MWFC</u>	_____	_____
3- <u>Josh Smith</u>	<u>Local 5351</u>	_____	X
4- <u>Jennifer Krouse</u>	_____	_____	X
5- <u>Sara Considine</u>	<u>JCESA</u>	_____	X
6- <u>Wendell Debb</u>	<u>SFO</u>	_____	_____
7- <u>R Craig Hoon</u>	<u>JCESA</u>	_____	_____
8- <u>Sara Considine</u>	<u>JCESA</u>	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____