

Jefferson County Emergency Services Agency



Board Meeting

April 19, 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 April 19, 2022

The April meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, April 19, 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

1. March 15, 2022 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Steve Harris / Burner*

CHAIRMAN'S REPORT – *None*

IAFF REPORT 5351 REPORT – *Mike Sine/Josh Smith*

JCFRA REPORT - *Morgan*

DIRECTOR'S REPORT - *Burner*

1. Jefferson County Tuberculosis Assoc. grant for (2) MSA SCBA - *Horn*

UNFINISHED BUSINESS – *None*

NEW BUSINESS

1. Committee appointed to meet with Commission about Fitch Report – *S. Harris*
2. Fatal MVA at Home Depot Intersection – *S. Harris*
3. Restaffing Middleway Volunteer Fire Co. 6 – *Stillwell*

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.

It's About Saving Lives

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



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Meeting Minutes March 15, 2022

The March regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, March 15, 2022, 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	No	Jacob Harris	Yes
Joshua Stillwell	Yes	Steve Harris	Yes
John P. Jones	Yes	Ross Morgan	Yes

(*) Present via Zoom

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

1. Marshall DeMeritt, EMS Chief with SFD Co 3 - expressed his concerns sharing the following (*Exhibit A*) with the board related to the Fitch study.

APPROVAL OF MINUTES

- Motion by Troxel, 2nd by J. Harris to approve the February 15, 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 February 2022.

- Motion by Jackson, 2nd by Troxel to approve both February expense report - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT – None

IAFF LOCAL 5351 REPORT – Mike Sine

1. Nothing to report at this time.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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JCFRA REPORT – Morgan

1. A meeting has been set on Thursday, March 24th at 1900 hrs. between Commissioners Stolipher and Ath and the Fire Rescue Association to further discuss the Fitch study and share ideas. Chief Morgan formally invited the JCESA board members to attend said meeting.

DIRECTOR'S REPORT – Burner

1. Uncertainty following the Fitch study has taken a toll on the employees. Our primary concern is making sure our employees and community are taken care of.
2. EMSRS employer contribution reduced from 10.5% to 9.5% beginning July 1, 2022. This change does not affect the payout but saves 1% for the agency.
3. WVCoRP Experience Mod for JCESA will remain at 0.8 for next year keeping the Workers Comp cost below average.
4. Line barriers have been removed from *Quickest Route* calculation in CAD, which were established in 2014 by Fire Chiefs. Notifications were not made to Fire/EMS personnel prior to the change taking place which caused delays and confusion.

UNFINISHED BUSINESS

1. IAFF Local 5351 request for monthly union dues to be deducted from payroll by ESA's CPA.
 - o Motioned by J. Harris, 2nd by S. Harris to approve Director Burner to sign agreement once finalized by the ESA CPA.

NEW BUSINESS

1. JCESA Board position regarding Fitch report – J. Harris
 - o Discussion was had between all board members regarding the Fitch study.
 - o Motioned by Jones, 2nd by Troxel to present a letter to the Jefferson County Commission requesting an invitation to any workshops regarding the Fitch study.

ADJOURNMENT

- o Motion to adjourn by Troxel, 2nd by S. Harris - Motion carries unanimously on voice vote. Meeting adjourned at 8:23 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Craig Simpson, JCESA Chairman

Date

It's About Saving Lives

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Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund \$ 3,019,138	Full-time wages \$ 2,298,157	\$ 2,298,157	\$ 1,672,197	\$ 2,289,235	\$ 8,922
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 165,560	\$ 165,560	\$ 117,025	\$ 158,743	\$ 6,817
TB Assn. \$ 3,514	Overtime* \$ 124,475	\$ 124,475	\$ 67,709	\$ 115,769	\$ 8,707
CARES/ARPA \$ 137,815	WC & payroll tax \$ 372,577	\$ 372,577	\$ 260,300	\$ 370,422	\$ 2,155
Sale of assets \$ 0	Fringe \$ 649,880	\$ 649,880	\$ 466,636	\$ 647,811	\$ 2,069
Other \$ 5,620	All other expenses \$ 465,178	\$ 465,178	\$ 274,654	\$ 462,422	\$ 2,756
Some income (i.e., dedicated grants) may not be reflected here.	Total	\$ 4,075,827	\$ 2,858,521	\$ 4,044,401	\$ 31,426

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

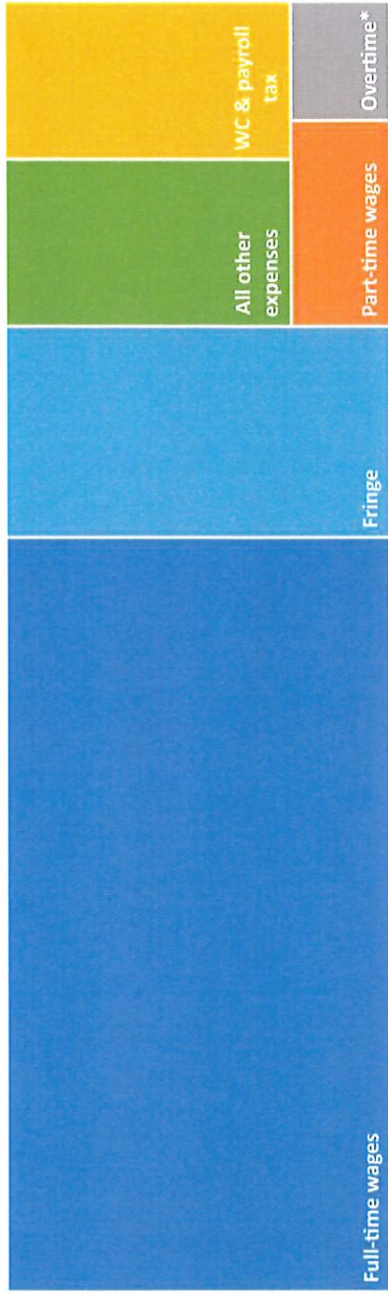
Bank Account Balances

as of: March 31, 2022

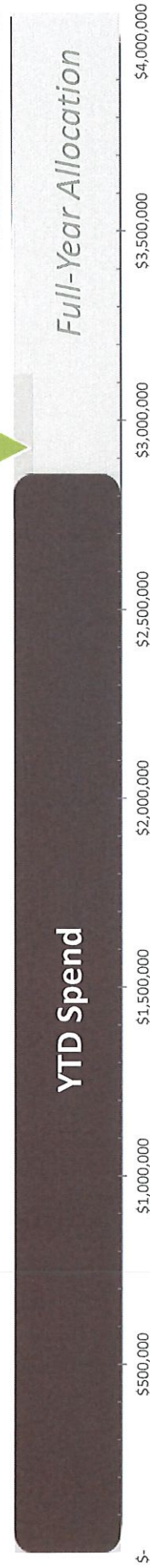
General	\$ 553,775
Payroll	\$ 24,258
Amb. Fee	\$ 599,379
Mortgage	\$ 121,910

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

YTD Spending - by Category



WE ARE HERE



72% of fiscal year complete based on 18.7 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

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

Through March

Fund: **COMBINED**

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	132,757	265,878	168,157	161,918	160,987	272,427	184,522	158,991	166,560	170,005	170,005	277,028	2,289,235
Forecast													
Full Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	8,429	10,430	10,430	20,859	158,743
Part Time	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	3,184	11,989	11,989	24,081	115,769
Overtime	13,005	13,005	13,005	13,914	13,914	13,914	13,914	13,914	13,914	15,302	15,302	25,622	178,726
Worker Comp	12,147	21,588	14,245	13,618	13,891	21,296	15,546	12,411	13,060	14,672	14,672	24,550	191,696
FICA/Med													
Subtotal	189,748	322,844	220,077	212,918	209,388	324,780	236,320	196,010	205,147	222,399	222,399	372,141	2,934,169
Medical Ins	22,305	28,862	28,062	29,676	6,245	29,688	32,274	31,967	33,467	32,738	32,738	32,739	340,760
Ancillary (dent,visn,life)	3,913	7,661	4,218	4,570	4,735	4,461	4,407	4,407	4,414	4,375	4,375	4,375	55,911
Retirement	14,605	28,142	18,330	18,184	18,082	29,060	20,051	17,033	17,819	19,109	19,109	31,616	251,140
Subtotal	40,823	64,665	50,610	52,430	29,061	63,209	56,732	53,406	55,700	56,222	56,222	68,730	647,811
Fuel	747	985	1,399	1,190	842	720	1,116	938	817	1,000	1,000	1,000	11,754
Rep & Maint (Auto)	345	614	815	842	201	141	185	141	164	500	500	500	4,948
License / Svc Contracts	-	1,001	517	11,293	4,346	40	750	-	-	500	500	3,335	22,282
Medical Exp	35	70	14,970	4,273	582	335	155	90	20	400	400	400	21,730
Ems Supplies	1,825	-	5,734	6,938	113	(6,845)	3,532	2,260	(2,238)	2,917	2,917	2,917	20,070
Uniforms/Fire Gear	3,555	4,420	2,668	6,201	12,661	378	2,172	221	113	5,000	6,000	18,000	61,389
Trav/Train (non-wage)	1,651	2,020	1,911	4,321	2,289	115	488	969	139	1,500	1,500	1,500	18,403
Subtotal	8,158	9,110	28,014	35,058	21,034	(5,116)	8,398	4,619	(985)	11,817	12,817	27,652	160,576
Auto & Liability Ins.	4,773	4,773	4,773	5,049	5,049	5,049	5,049	5,049	5,049	4,840	4,840	4,840	59,133
Prof Svc	2,125	2,125	2,125	2,125	2,125	4,825	2,125	2,600	2,475	3,083	3,083	3,083	31,899
Tech Svc	853	1,357	1,062	1,629	1,658	2,184	9,548	119	1,782	2,128	3,575	13,591	39,486
Office Exp/Equip Rent	3,168	1,142	2,248	1,531	1,365	1,615	1,647	565	1,686	1,500	1,500	1,500	19,467
Utilities	2,190	2,755	2,245	2,180	1,782	4,173	3,638	2,619	2,815	2,250	2,250	2,250	31,147
Rep & Maint (Facility)	226	211	-	-	-	-	-	397	-	200	200	200	1,434
Audit Costs	-	-	-	1,893	-	-	4,922	-	-	-	-	-	6,815
Other (Unemp./Conting)	95	-	-	-	-	-	-	93	-	-	-	70,000	70,188
Subtotal	13,430	12,363	12,453	14,407	11,979	17,846	26,929	11,442	13,807	14,001	15,448	95,464	259,569
Equipment Dep.	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	42,276
Total	255,682	412,505	314,677	318,336	274,985	404,242	331,902	269,000	277,192	307,962	310,409	567,510	4,044,401
Cumulative Expenses	255,682	668,187	982,864	1,301,200	1,576,185	1,980,427	2,312,329	2,581,329	2,858,521	3,166,483	3,476,892	4,044,401	

Jefferson County Emergency Services Agency

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

Through March

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
Full Time	110,478	228,496	126,188	114,327	143,093	241,790	163,879	141,084	134,536	136,831	136,831	232,071	1,909,604
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,462	9,462	9,462	9,462	9,462	9,462	11,111	11,111	18,844	125,492
FICA/Med	8,034	17,062	9,193	8,303	10,947	17,744	12,326	10,291	9,829	10,433	10,433	17,695	142,291
Subtotal	127,730	254,776	144,599	132,092	163,502	268,996	185,667	160,837	153,827	158,375	158,375	268,611	2,177,386
Hosp	18,035	24,632	22,168	24,430	3,522	25,822	28,245	26,064	26,865	26,321	26,321	26,321	278,746
Life	3,280	6,840	3,164	3,336	4,045	3,870	3,827	3,582	3,556	3,542	3,542	3,542	46,126
Retirement	11,521	23,582	12,666	12,004	15,025	25,389	17,207	14,830	14,126	14,367	14,367	24,367	199,451
Subtotal	32,836	55,054	37,998	39,770	22,592	55,081	49,279	44,475	44,547	44,230	44,230	54,230	524,323
Fuel	747	985	1,399	1,190	842	720	1,116	938	817	1,000	1,000	1,000	11,754
Rep & Maint (Auto)	345	614	815	842	201	141	185	141	164	500	500	500	4,948
License / Svc Contracts		1,001	517	11,293	4,346	40	750	-	-	500	500	3,335	22,282
Medical Exp	35	70	14,970	4,273	582	335	155	90	20	400	400	400	21,730
Emis Supplies	1,825	-	5,734	6,938	113	(6,845)	3,532	2,260	(2,238)	2,917	2,917	2,917	20,070
Uniforms/Fire Gear	3,555	4,420	2,668	6,201	12,661	378	2,172	221	113	5,000	6,000	18,000	61,389
Trav/Train (non-wage)	1,651	2,020	1,911	4,321	2,289	115	488	969	139	1,500	1,500	1,500	18,403
Subtotal	8,158	9,110	28,014	35,058	21,034	(5,116)	8,398	4,619	(985)	11,817	12,817	27,652	160,576
Auto & Liability Ins.	3,580	3,580	3,580	3,789	3,789	3,789	3,789	3,789	3,789	3,580	3,580	3,580	44,214
Prof Svc	2,125	2,125	2,125	2,125	2,125	4,825	2,125	2,600	2,475	3,083	3,083	3,083	31,899
Tech Svc	853	1,357	1,062	1,629	1,658	2,184	9,548	119	1,782	2,128	3,575	13,591	39,486
Office Exp/Equip Rent	3,168	1,142	2,248	1,531	1,365	1,615	1,647	565	1,686	1,500	1,500	1,500	19,467
Utilities	2,190	2,755	2,245	2,180	1,782	4,173	3,638	2,619	2,815	2,250	2,250	2,250	31,147
Rep & Maint (Facility)	226	211	-	-	-	-	-	397	-	200	200	200	1,434
Audit Costs	-	-	-	1,893	-	-	4,922	-	-	-	-	-	6,815
Other (Unemp./Conting)	95	-	-	-	-	-	-	93	-	-	-	70,000	70,188
Subtotal	12,237	11,170	11,260	13,147	10,719	16,586	25,669	10,182	12,547	12,741	14,188	94,204	244,650
Equipment Dep.	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	3,523	42,276
Total	184,484	333,633	225,394	223,590	221,369	339,070	272,536	223,636	213,459	230,686	233,133	448,220	3,149,211
Cumulative Expenses	184,484	518,117	743,511	967,101	1,188,471	1,527,540	1,800,076	2,023,712	2,237,171	2,467,857	2,700,991	3,149,211	

Jefferson County Emergency Services Agency

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

Through March

Fund: **Amb. Fee**

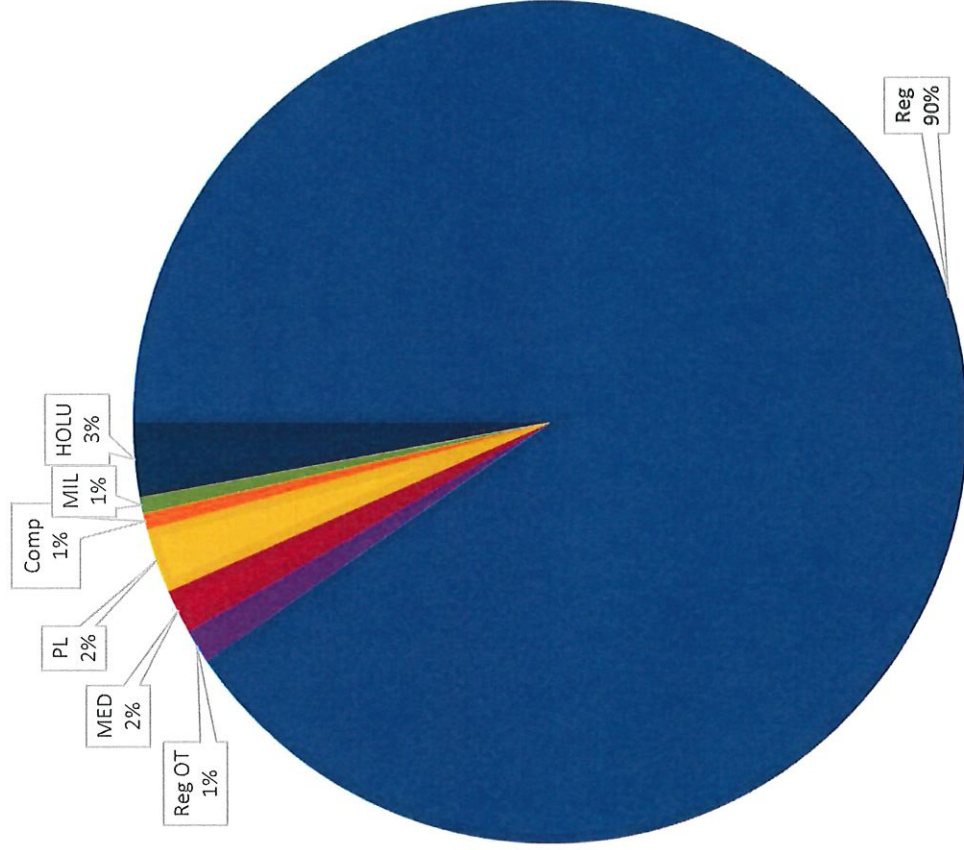
Expenses	Actual	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
		1.7	2	2	2	2	3	2	2	2	2	2	2	3.3
Full Time	22,279	37,382	41,969	47,591	17,894	30,637	20,643	17,907	32,024	33,174	33,174	33,174	44,957	379,631
Part Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	8,429	10,430	10,430	10,430	20,859	158,743
Overtime	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	3,184	11,989	11,989	11,989	24,081	115,769
Worker Comp	3,787	3,787	4,452	4,452	4,452	4,452	4,452	4,452	4,452	4,192	4,192	4,192	6,778	53,235
FICA/Med	4,113	4,526	5,052	5,315	2,944	3,552	3,220	2,120	3,231	4,239	4,239	4,239	6,855	49,406
Subtotal	62,018	68,068	75,478	80,826	45,886	55,784	50,653	35,173	51,320	64,023	64,023	64,023	103,530	756,783
Hosp	4,270	4,230	5,894	5,246	2,723	3,866	4,029	5,903	6,602	6,417	6,417	6,417	6,418	62,014
Life	633	821	1,054	1,234	689	591	580	825	858	833	833	833	833	9,785
Retirement	3,084	4,560	5,664	6,180	3,057	3,671	2,844	2,203	3,693	4,742	4,742	4,742	7,249	51,690
Subtotal	7,987	9,611	12,612	12,660	6,469	8,128	7,453	8,931	11,153	11,992	11,992	11,992	14,500	123,489
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	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	1,260	14,919
Equipment Dep.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	71,198	78,872	89,283	94,746	53,616	65,172	59,366	45,364	63,733	77,276	77,276	77,276	119,290	895,191
Cumulative Expenses	71,198	150,070	239,353	334,099	387,715	452,887	512,253	557,617	621,350	698,625	775,901	895,191	895,191	895,191

FisYr 2022
 PayMo. Ending 3/31/2022

LABOR HOURS BY PAY TYPE

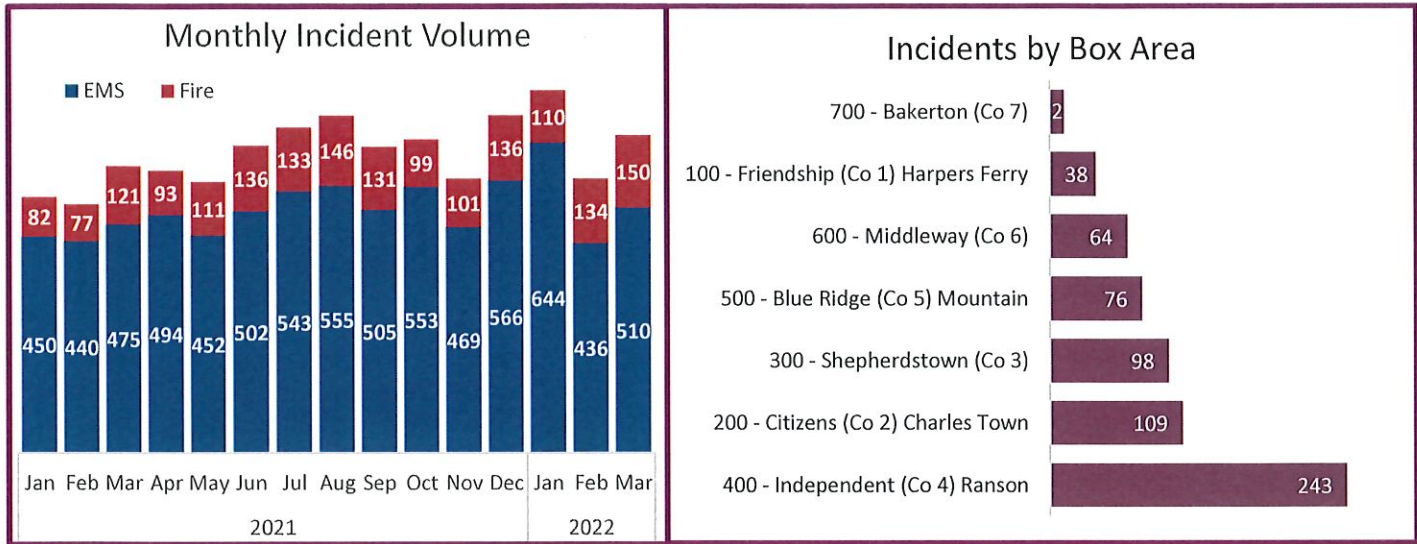
Pay Type	Hours
Reg	6915
Reg OT	102
MED	130
PL	188
Comp	48
MIL	48
HOLU	217
HOLW	169
Grand Total	7818

Total:	7,818
OT/Total	1.3%
Worked:	7,018
OT/Worked	1.5%



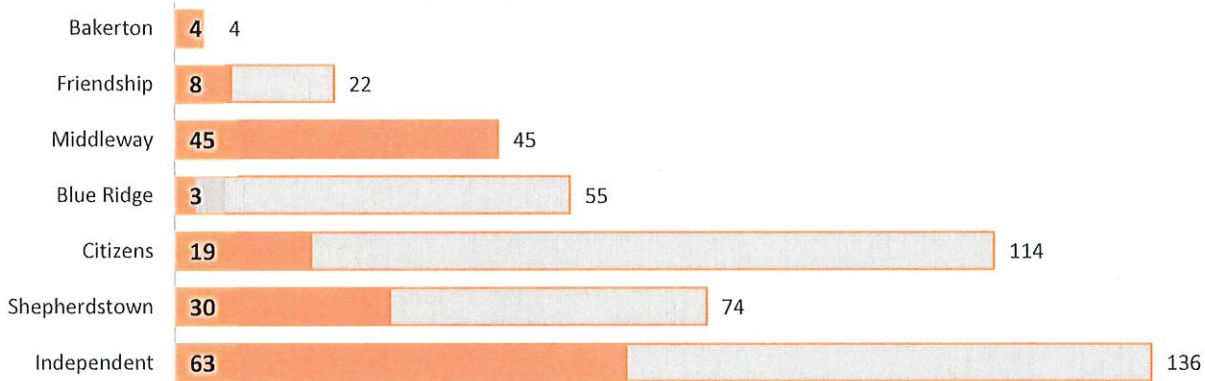
Reg Regular Worked
 Reg OT Overtime Worked
 MED Medical Leave
 PL Personal Leave
 Comp Compensatory Leave
 AL Administrative Leave*
 *Includes COVID Leave
 HOLU Holiday - Unworked
 HOLW Holiday - Worked
 HOLP Holiday - Prime

March, 2022



Volunteer Engagement in Charted EMS Encounters

EMS patient encounters where 1 or more volunteer personnel were charted as the driver, lead, or other crew
 Does not include volunteer responses that were not charted as part of the ambulance crew (i.e., responded on an engine, rescue, POV, etc.)



Charted EMS Driver by Company



Charted EMS Lead Provider by Company

