



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

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

- o 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.

- o 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 _____

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Exhibit A

**JCESA Board Meeting - Public Comment Received from Marshall DeMeritt
March 15, 2022**

Let me first start with an apology. Last month I made a couple outbursts during your reluctant action on funding essential fire services, and that was inappropriate. My apologies.

My first point; I am disappointed in this boards reluctant action on fire funding; you have a legal responsibility to ensure fire funding per ARTICLE 17 of state law.

And I quote, "Generally do any and all things necessary or convenient for the purpose of improving fire service protection within the area to be served;", and law continues for you as a fire board to "Formulate and present a petition for funds to the county commission."

This boards reluctance last month not only bordered unlawful, but your eventual motion does nothing to improve fire service, and instead continues our reliance on bingo and pancakes to fund an essential service. Take your job as a fire board more seriously next year, please.

My second point; This board should join the super majority of Jefferson County residents and make a public statement in opposition of the reduction in EMS services and centralization of EMS services the county commission is considering.

Of all spoken and officially published public comment, only two have been neutral on the Fitch approaches, the rest clearly opposed. The two neutral comments have been focused more on fire department funding transparency than the actual Fitch proposals – and one was from a member of this board – Steve Harris - who should know we submit all our financials to the JCESA Board annually.

The county commission obviously doesn't trust this board. They removed you from this discussion because they don't respect you. As JCESA board members, you are being ignored, and frankly you should be pissed. You should stand up to the Commissioner's vendetta and demand an answer as to why this board – the board appointed by the commission to make such decisions – has been kept out of these deliberations purposefully.

Speculation is that part of the reason this Fitch study was ask for was the JCESA's continued request for more people, and as 1 commissioner put it – the absorbanent number requested this year. It was the Commission representative who directed the Director to put forward that number of people this year. Did she know at that time what Fitch was going to say?

Board Member Harris suggested in his Public Comment that the volunteers are not admitting we struggle – respectfully sir, the JCESA exists because the volunteers asked for it years ago. We have always been upfront with our struggles.

The combination system works! In front of you every month is a report showing volunteerism is still very alive. This month's report shows 61% of the EMS calls, by the ESA's own reporting, in STOWN had volunteer lead provider or driver. 100% in Middleway and Bakerton. And it's also important to note that these numbers Bob provides DOES NOT include other apparatus response. So that 61% is truly even higher.

Many facts are being misconstrued to support one's argument – no question. I am narrowing in on specific pieces of the report to generate the support we need; like a reduction to only 4 ambulances despite my personal belief that this commission isn't foolish enough to go with a 4-ambulance model. Commissioner Jackson is lying publicly about volunteers failing on calls when none beyond the initial company were even alerted, and lying publicly that volunteers are not paramedics, and have different training requirements. We all can improve our collaboration here. And I commit to do so as soon as the more egregious proposals are formally taken off the table.

The fact remains; the combination system is not the root issue for the commission, and they are not being transparent with us, or you, on the real reasons for pushing this dangerous reduction in service.

Until we all know the root cause of concern, and the true motives behind these considerations; it is completely incomprehensible for this Board to do anything but absolutely oppose the Fitch considerations. Take A stand today - by resolving to support the combination system - which even with its minor flaws, exceeds the service delivery provided by any and all of the Fitch proposals.

Marshall DeMeritt



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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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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

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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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Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund \$ 3,019,138	Full-time wages \$ 2,280,157	\$ 1,505,637	\$ 2,275,762	\$ 4,395	
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 165,560	\$ 108,596	\$ 160,744	\$ 4,816	
TB Assn. \$ 3,514	Overtime* \$ 134,475	\$ 64,525	\$ 124,574	\$ 9,901	
CARES/ARPA \$ 137,815	WC & payroll tax \$ 372,577	\$ 233,326	\$ 370,759	\$ 1,818	
Sale of assets \$ 0	Fringe \$ 649,880	\$ 410,936	\$ 646,557	\$ 3,323	
Other \$ 5,620	All other expenses \$ 473,178	\$ 258,309	\$ 465,218	\$ 7,960	
Total	\$ 4,075,827	\$ 2,581,329	\$ 4,043,614	\$ 32,213	

Some income (i.e., dedicated grants) may not be reflected here.
**Includes Holiday pay paid at OT rate, which is not 'worked hours'*

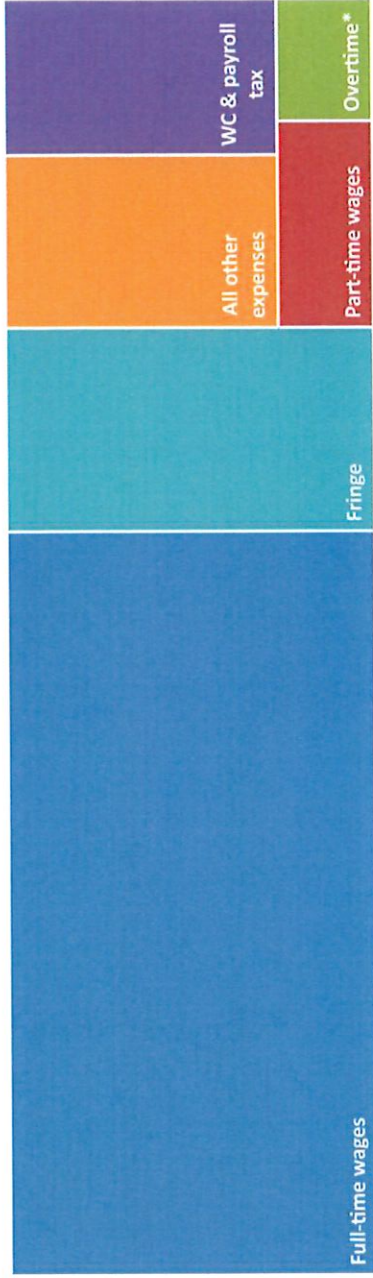
Bank Account Balances

as of: February 28, 2022

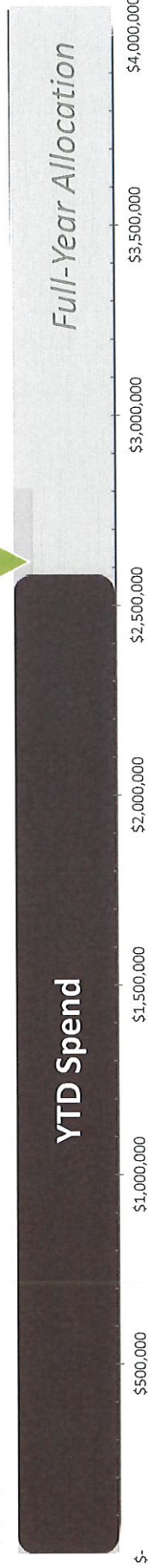
General	\$ 605,703
Payroll	\$ 50,092
Amb. Fee	\$ 641,702
Mortgage	\$ 128,641

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

YTD Spending - by Category



WE ARE HERE



64% of fiscal year complete based on 16.7 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

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

Through February

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	167,987	165,555	165,555	271,028	2,275,762
Forecast													
Full Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	33,174	10,430	10,430	20,859	160,744
Part Time	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	11,989	11,989	11,989	24,081	124,574
Worker Comp	13,005	13,005	13,005	13,914	13,914	13,914	13,914	13,914	15,139	14,941	14,941	25,135	178,741
FICA/Med	12,147	21,588	14,245	13,618	13,891	21,296	15,546	12,411	14,518	14,333	14,333	24,093	192,018
Subtotal	189,748	322,844	220,077	212,918	209,388	324,780	236,320	196,010	220,063	217,248	217,248	365,196	2,931,939
Medical Ins	22,305	28,862	28,062	29,676	6,245	29,688	32,274	31,967	32,738	32,738	32,738	32,739	340,031
Ancillary (dent,visn,life)	3,913	7,661	4,218	4,570	4,735	4,461	4,407	4,407	4,375	4,375	4,375	4,375	55,872
Retirement	14,605	28,142	18,330	18,184	18,082	29,060	20,051	17,033	18,898	18,642	18,642	30,986	250,654
Subtotal	40,823	64,665	50,610	52,430	29,061	63,209	56,732	53,406	56,011	55,755	55,755	68,100	646,557
Fuel	747	985	1,399	1,190	842	720	1,116	938	1,000	1,000	1,000	1,000	11,937
Rep & Maint (Auto)	345	614	815	842	201	141	185	141	500	500	500	500	5,284
License / Svc Contracts	-	1,001	517	11,293	4,346	40	750	-	500	500	500	3,335	22,782
Medical Exp	35	70	14,970	4,273	582	335	155	90	200	400	400	400	21,910
Ems Supplies	1,825	-	5,734	6,938	113	(6,845)	3,532	2,260	2,917	2,917	2,917	2,917	25,225
Uniforms/Fire Gear	3,555	4,420	2,668	6,201	12,661	378	2,172	221	5,000	5,000	6,000	18,000	66,276
Trav/Train (non-wage)	1,651	2,020	1,911	4,321	2,289	115	488	969	1,500	1,500	1,500	1,500	19,764
Subtotal	8,158	9,110	28,014	35,058	21,034	(5,116)	8,398	4,619	11,617	11,817	12,817	27,652	173,178
Auto & Liability Ins.	4,773	4,773	4,773	5,049	5,049	5,049	5,049	5,049	4,840	4,840	4,840	4,840	58,924
Prof Svc	2,125	2,125	2,125	2,125	2,125	4,825	2,125	2,600	3,083	3,083	3,083	3,083	32,507
Tech Svc	853	1,357	1,062	1,629	1,658	2,184	9,548	119	2,128	2,128	3,575	3,591	29,832
Office Exp/Equip Rent	3,168	1,142	2,248	1,531	1,365	1,615	1,647	565	1,500	1,500	1,500	1,500	19,281
Utilities	2,190	2,755	2,245	2,180	1,782	4,173	3,638	2,619	2,250	2,250	2,250	2,250	30,682
Rep & Maint (Facility)	226	211	-	-	-	-	-	397	200	200	200	200	1,634
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	14,001	14,001	15,448	85,464	249,763
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	305,215	302,344	304,791	549,935	4,043,614
Cumulative Expenses	255,682	668,187	982,864	1,301,200	1,576,185	1,980,427	2,312,329	2,581,329	2,886,543	3,188,888	3,493,679	4,043,614	

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2022 (July 2021 - June 2022) Through February Fund: **Amb. Fee**

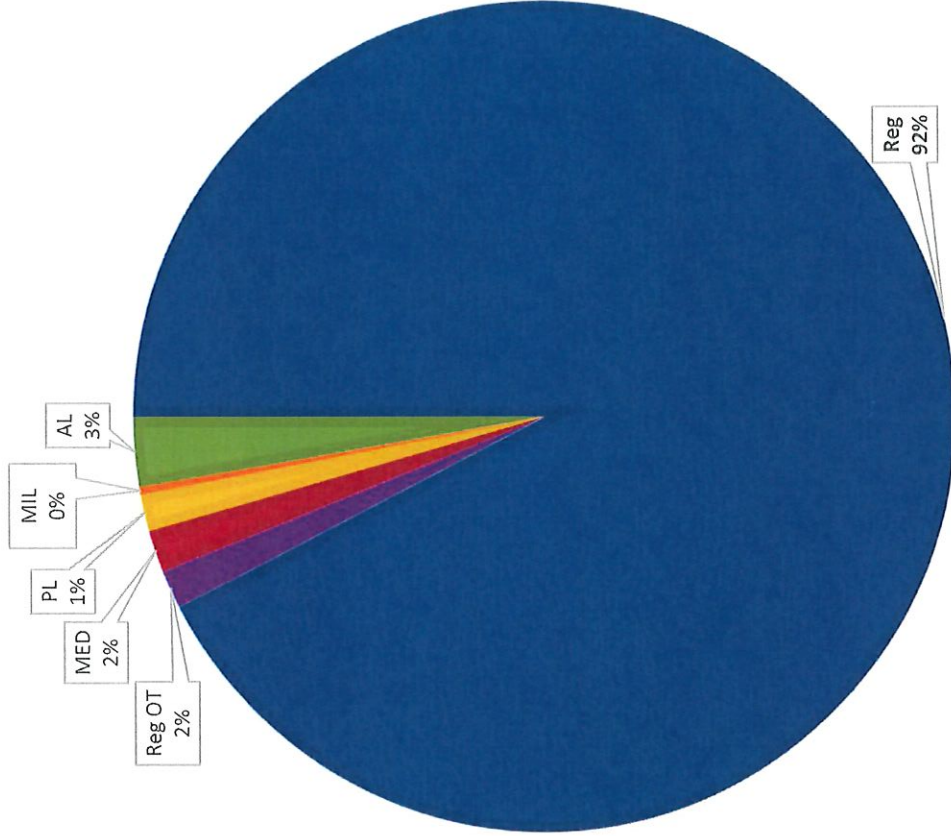
Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.7	2	2	2	2	3	2	2	2	2	2	3.3	26
Full Time	22,279	37,382	41,969	47,591	17,894	30,637	20,643	17,907	33,174	33,174	33,174	44,957	380,781
Part Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	10,430	10,430	10,430	20,859	160,744
Overtime	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	11,989	11,989	11,989	24,081	124,574
Worker Comp	3,787	3,787	3,787	4,452	4,452	4,452	4,452	4,452	4,192	4,192	4,192	6,778	52,974
FICA/Med	4,113	4,526	5,052	5,315	2,944	3,552	3,220	2,120	4,239	4,239	4,239	6,855	50,414
Subtotal	62,018	68,068	75,478	80,826	45,886	55,784	50,653	35,173	64,024	64,023	64,023	103,530	769,487
Hosp	4,270	4,230	5,894	5,246	2,723	3,866	4,029	5,903	6,417	6,417	6,417	6,418	61,829
Life	633	821	1,054	1,234	689	591	580	825	833	833	833	833	9,761
Retirement	3,084	4,560	5,664	6,180	3,057	3,671	2,844	2,203	4,742	4,742	4,742	7,249	52,739
Subtotal	7,987	9,611	12,612	12,660	6,469	8,128	7,453	8,931	11,992	11,992	11,992	14,500	124,328
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	59,366	45,364	77,276	77,276	77,276	119,290	908,734
Cumulative Expenses	71,198	150,070	239,353	334,099	387,715	452,887	512,253	557,617	634,893	712,168	789,444	908,734	

LABOR HOURS BY PAY TYPE

FisYr	2022
PayMo. Ending	2/28/2022

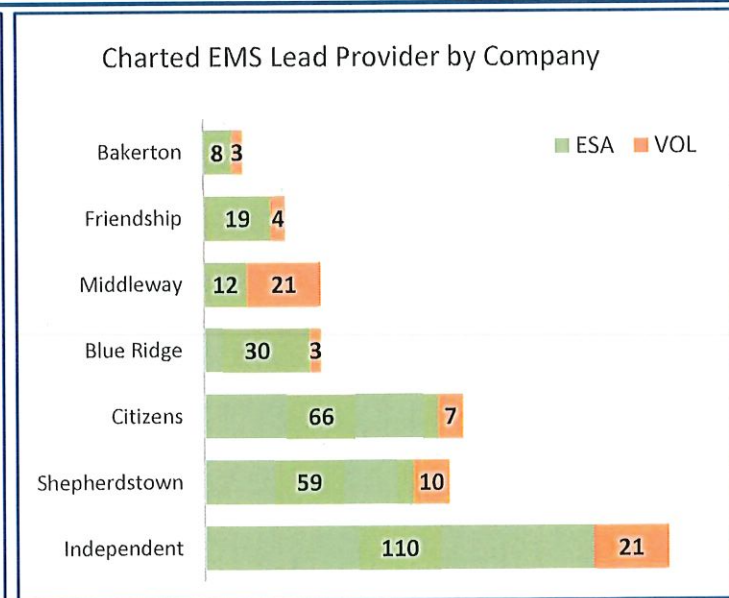
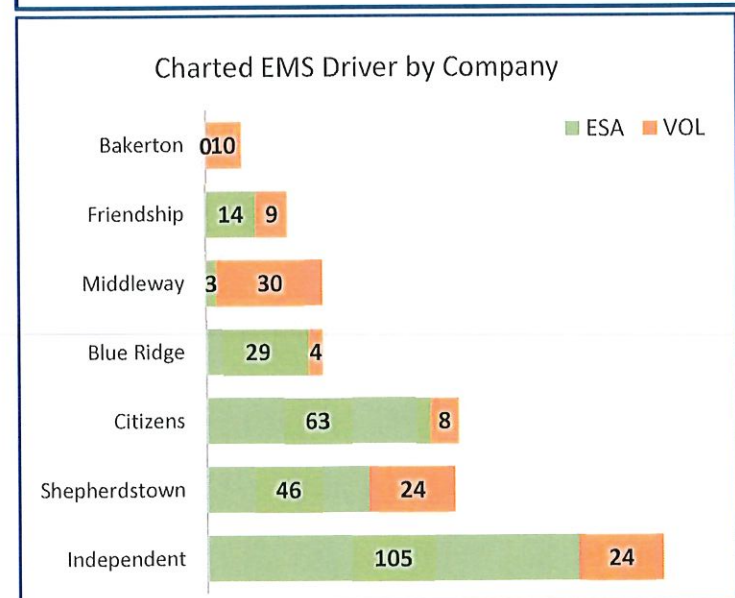
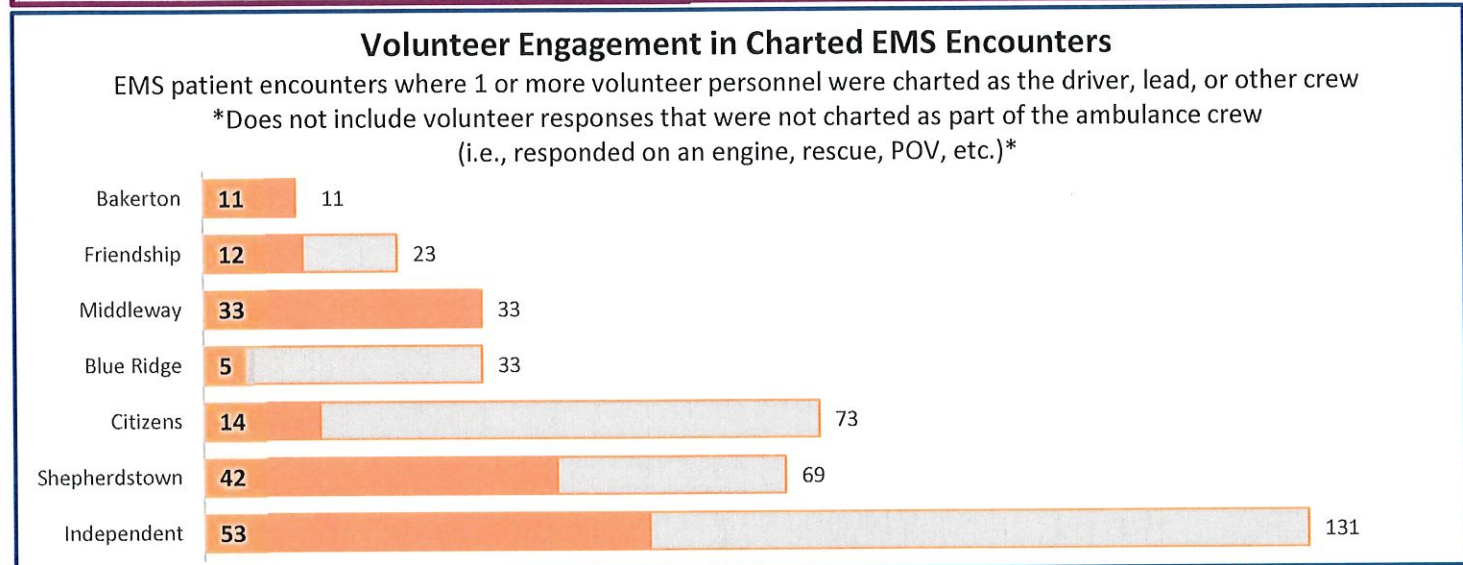
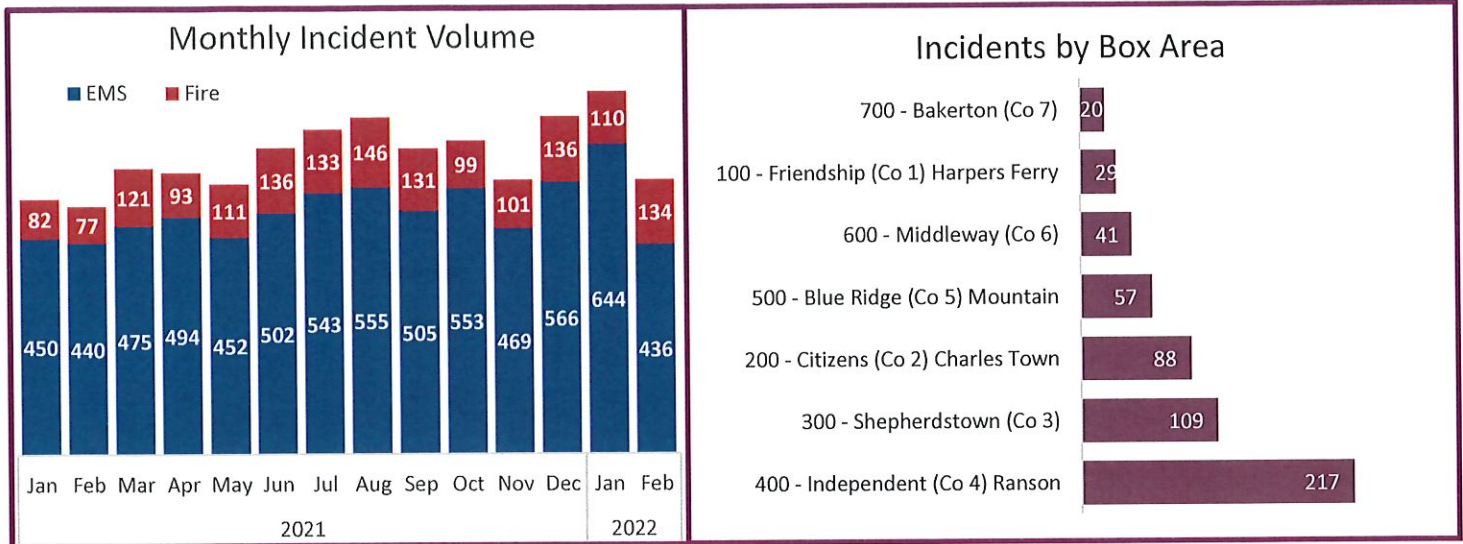
Pay Type	Hours
Reg	6869
Reg OT	111
MED	122
PL	104
MIL	24
AL	200
Grand Total	7430

Total:	7,430
OT/Total	1.5%
Worked:	6,981
OT/Worked	1.6%



- 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

February, 2022



SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular Special

Meeting Date: MARCH 15, 2022

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

Time: 7:00 p.m

Board Members: (Please Print)

- | | | |
|--------------------------|------------------------------|---------------------------|
| 1 - <u>Chris Simpson</u> | 2 - <u>Debbie Lancaster</u> | 3 - <u>Tricia Jackson</u> |
| 4 - <u>John P Jones</u> | 5 - <u>Jacob Harris</u> | 6 - <u>ROSS L MORGAN</u> |
| 7 - <u>ROBERT BURNER</u> | 8 - <u>JOSHUA STILLWELL</u> | 9 - <u>ANTHONY TIZZO</u> |
| 10 - <u>STEVE HARRIS</u> | 11 - <u>Nathan Cochran *</u> | 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>X</u>
2 - <u>Theodore Sinc</u>	<u>Local 5351</u>	_____	<u>X</u>
3 - <u>Marshall Dentitt</u>	<u>SFD</u>	<u>✓</u>	_____
4 - <u>Josh Savitt</u>	<u>Local 5351</u>	_____	<u>✓</u>
5 - <u>R CRAIG HERW</u>	<u>JCESA</u>	_____	<u>✓</u>
6 - <u>Mike Moad</u>	<u>MVFC</u>	_____	_____
7 - _____	_____	_____	_____
8 - _____	_____	_____	_____
9 - _____	_____	_____	_____
10 - _____	_____	_____	_____
11 - _____	_____	_____	_____