

# **Jefferson County Emergency Services Agency**



## **Board Meeting**

### **May 17, 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](http://jcesa.org)

## AGENDA May 17, 2022

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, May 17, 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

- April 19, 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. ESA Administrative office will be closed Monday, May 30<sup>th</sup> in observance of Memorial Day, and Monday, June 20<sup>th</sup> in observance of West Virginia Day
2. Screening underway to identify candidates to fill positions as they come available
3. EMS Week May 15-21, 2022
4. Request approval for disposal of decommissioned vehicles

UNFINISHED BUSINESS - *None*

NEW BUSINESS

1. Committee exploring EMS options – Update – J. Harris
2. Fire incident dispatch book/procedure – S. Harris

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 April 19, 2022

The April regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, April 19, 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	No	Bob Burner	Yes
Dr. Marney Treese	No	Jacob Harris	Yes
Joshua Stillwell	Yes	Steve Harris	Yes
John P. Jones	No	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

- Tobey Lyn Spates a member of Shepherdstown Co. 3 expressed his concerns for the need of full collaboration between all volunteer fire departments, County Commission, and JCESA regarding county ambulance services.

### APPROVAL OF MINUTES

- Motion by S. Harris, 2nd by Jackson to approve the March 15, 2022, 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 March 2022.

- Motion by Jackson, 2<sup>nd</sup> by J. Harris to accept the Treasurer's report - Motion carries unanimously on voice vote.

### CHAIRMAN'S REPORT – None

### IAFF LOCAL 5351 REPORT – None

### JCFRA REPORT – Morgan

1. JCFRA met with Commissioners Stolipher and Ath on March 24<sup>th</sup> regarding the Fitch study. Morgan appointed a smaller committee to continue the discussion and create an alternate plan. The committee members are Chief Morgan (Ex officio JCFRA), President Higdon (Friendship), EMS Chief DeMeritt

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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(Shepherdstown), Chief Mood (Middleway), President Simpson (JCESA Board), Chief Watson (Independent, and Commissioners Ath and Stolipher (JCC.)

2. The Committee has met twice and will meet again on, April 28<sup>th</sup>.
3. The committee presented a plan with three options at last meeting and have asked to be permitted to present it at the Commission meeting on April 21<sup>st</sup>.

## DIRECTOR'S REPORT – *Burner*

1. Received a grant from the Jefferson County Tuberculosis Assoc. to purchase (2) MSA SCBA's for training - *Horn*
2. Currently no water at the PS building due to the school doing maintenance over spring break. Laura Kuhn with County Fleet & Facilities has contacted the school asking that in the future they let her know ahead of time. Currently the ESA crew are housed and operating out of Sta 2.

## UNFINISHED BUSINESS – *None*

## NEW BUSINESS

1. Committee appointed to meet with Commission about Fitch Report – *S. Harris*
  - a. S. Harris believes ESA Board representative on the committee should be a citizen representative not a volunteer fire department representative
  - b. Simpson appointed J. Harris to be an ESA Citizen Representative to the committee.
2. Fatal MVA at Home Depot Intersection – *S. Harris*
  - a. S. Harris' wife was first on scene and administered CPR. He was surprised and concerned that no AED's were carried by LE. He has been in contact with a company that has offered to donate AED's and training for local LE.
3. Restaffing Middleway Volunteer Fire Co. 6 – *Stillwell*
  - a. Simpson stated that when staffing was relocated last year, the ESA Board confirmed that the Director, not the board, would determine all staffing deployment, including when and if staffing would be restored at Sta 6.

S. Harris expressed his thanks to Tobey Spates for his commitment and involvement as a member of Shepherdstown Volunteer Fire Department, and his public comment.

## ADJOURNMENT

- o Motion to adjourn by Jackson, 2<sup>nd</sup> by Troxel - Motion carries unanimously on voice vote. Meeting adjourned at 8:01 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

\_\_\_\_\_  
Approved – Craig Simpson, JCESA Chairman

\_\_\_\_\_  
Date

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Jefferson County Emergency Services Agency

Financial Summary - FY2022 (July 2021 - June 2022)

Through April

Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund \$ 3,019,138	Full-time wages \$ 2,288,157	\$ 2,288,157	\$ 1,832,673	\$ 2,279,706	\$ 8,451
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 165,560	\$ 165,560	\$ 128,799	\$ 160,088	\$ 5,472
TB Assn. \$ 3,514	Overtime* \$ 124,475	\$ 124,475	\$ 73,098	\$ 109,168	\$ 15,307
CARES/ARPA \$ 137,815	WC & payroll tax \$ 372,577	\$ 372,577	\$ 287,234	\$ 367,381	\$ 5,196
Sale of assets \$ 0	Fringe \$ 649,880	\$ 649,880	\$ 520,420	\$ 645,372	\$ 4,508
Other \$ 5,620	All other expenses \$ 475,178	\$ 475,178	\$ 300,192	\$ 473,619	\$ 1,559
<b>Some income (i.e., dedicated grants) may not be reflected here.</b>	<b>Total</b>	<b>\$ 4,075,827</b>	<b>\$ 3,142,416</b>	<b>\$ 4,035,335</b>	<b>\$ 40,492</b>

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

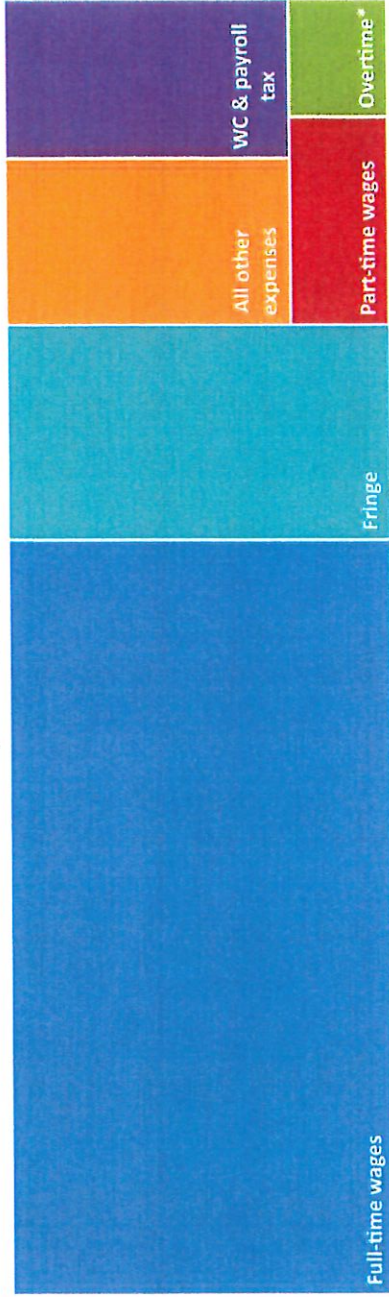
Bank Account Balances

as of: April 30, 2022

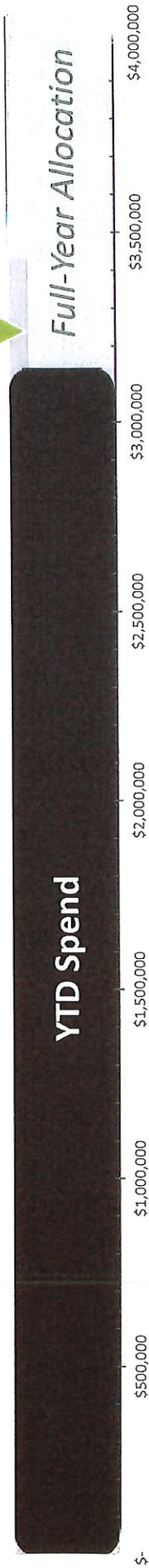
General	\$ 1,011,940
Payroll	\$ 1,634
Amb. Fee	\$ 679,208
Mortgage	\$ 124,983

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

YTD Spending - by Category



WE ARE HERE



80% of fiscal year complete based on 20.7 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

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

Through April

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	2	26
Actual	132,757	265,878	168,157	161,918	160,987	272,427	184,522	158,991	166,560	160,477	170,005	277,028	2,279,706
Forecast													
Full Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	8,429	11,774	10,430	20,859	160,088
Part Time	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	3,184	5,389	11,989	24,081	109,168
Overtime	13,005	13,005	13,005	13,914	13,914	13,914	13,914	13,914	13,914	13,914	15,302	25,622	177,338
Worker Comp	12,147	21,588	14,245	13,618	13,891	21,296	15,546	12,411	13,060	13,019	14,672	24,550	190,043
FICA/Med	189,748	322,844	220,077	212,918	209,388	324,780	236,320	196,010	205,147	204,573	222,399	372,141	2,916,343
Subtotal	22,305	28,862	28,062	29,676	6,245	29,688	32,274	31,967	33,467	31,967	32,738	32,739	339,989
Medical Ins	3,913	7,661	4,218	4,570	4,735	4,461	4,407	4,407	4,414	4,410	4,375	4,375	55,945
Ancillary (dent,visn,life)	14,605	28,142	18,330	18,184	18,082	29,060	20,051	17,033	17,819	17,407	19,109	31,616	249,438
Retirement	40,823	64,665	50,610	52,430	29,061	63,209	56,732	53,406	55,700	53,784	56,222	68,730	645,372
Subtotal	747	985	1,399	1,190	842	720	1,116	938	817	258	1,000	1,000	11,013
Fuel	345	614	815	842	201	141	185	141	164	164	500	500	4,612
Rep & Maint (Auto)	-	1,001	517	11,293	4,346	40	750	-	-	-	500	3,335	21,782
License / Svc Contracts	35	70	14,970	4,273	582	335	155	90	20	40	400	400	21,370
Medical Exp	1,825	-	5,734	6,938	113	(6,845)	3,532	2,260	(2,238)	3,136	2,917	2,917	20,289
Ems Supplies	3,555	4,420	2,668	6,201	12,661	378	2,172	221	113	998	6,000	18,000	57,387
Uniforms/Fire Gear	1,651	2,020	1,911	4,321	2,289	115	488	969	139	558	1,500	1,500	17,461
Trav/Train (non-wage)	8,158	9,110	28,014	35,058	21,034	(5,116)	8,398	4,619	(985)	5,154	12,817	27,652	153,913
Subtotal	4,773	4,773	4,773	5,049	5,049	5,049	5,049	5,049	5,049	5,049	4,840	4,840	59,342
Auto & Liability Ins.	2,125	2,125	2,125	2,125	2,125	4,825	2,125	2,600	2,475	4,498	3,083	3,083	33,314
Prof Svc	853	1,357	1,062	1,629	1,658	2,184	9,548	119	1,782	1,946	3,575	13,591	39,304
Tech Svc	3,168	1,142	2,248	1,531	1,365	1,615	1,647	565	1,686	1,992	1,500	1,500	19,959
Office Exp/Equip Rent	2,190	2,755	2,245	2,180	1,782	4,173	3,638	3,013	2,815	2,868	2,250	2,250	32,159
Utilities	226	211	-	-	-	-	-	397	-	-	200	200	1,234
Rep & Maint (Facility)	-	-	-	1,893	-	-	4,922	-	-	-	-	-	6,815
Audit Costs	95	-	-	-	-	-	-	93	-	115	-	-	85,303
Other (Unemp./Conting)	13,430	12,363	12,453	14,407	11,979	17,846	26,929	11,836	13,807	16,468	15,448	110,464	277,430
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.	255,682	412,505	314,677	318,336	274,985	404,242	331,902	269,394	277,192	283,502	310,409	582,510	4,035,335
Total	255,682	982,864	1,301,200	1,301,200	1,576,185	1,980,427	2,312,329	2,581,723	2,858,915	3,142,416	3,452,825	4,035,335	
Cumulative Expenses	255,682	668,187	982,864	1,301,200	1,576,185	1,980,427	2,312,329	2,581,723	2,858,915	3,142,416	3,452,825	4,035,335	

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

Through April

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	126,188	114,327	143,093	241,790	163,879	141,084	134,536	129,960	136,831	232,071	1,902,733
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,462	9,462	9,462	9,462	9,462	9,462	9,462	11,111	18,844	123,843
FICA/Med	8,034	17,062	9,193	8,303	10,947	17,744	12,326	10,291	9,829	9,479	10,433	17,695	141,336
<b>Subtotal</b>	<b>127,730</b>	<b>254,776</b>	<b>144,599</b>	<b>132,092</b>	<b>163,502</b>	<b>268,996</b>	<b>185,667</b>	<b>160,837</b>	<b>153,827</b>	<b>148,901</b>	<b>158,375</b>	<b>268,611</b>	<b>2,167,912</b>
Hosp	18,035	24,632	22,168	24,430	3,522	25,822	28,245	26,064	26,865	24,740	26,321	26,321	277,165
Life	3,280	6,840	3,164	3,336	4,045	3,870	3,827	3,582	3,556	3,463	3,542	3,542	46,047
Retirement	11,521	23,582	12,666	12,004	15,025	25,389	17,207	14,830	14,126	13,646	14,367	24,367	198,729
<b>Subtotal</b>	<b>32,836</b>	<b>55,054</b>	<b>37,998</b>	<b>39,770</b>	<b>22,592</b>	<b>55,081</b>	<b>49,279</b>	<b>44,475</b>	<b>44,547</b>	<b>41,850</b>	<b>44,230</b>	<b>54,230</b>	<b>521,942</b>
Fuel	747	985	1,399	1,190	842	720	1,116	938	817	258	1,000	1,000	11,013
Rep & Maint (Auto)	345	614	815	842	201	141	185	141	164	164	500	500	4,612
License / Svc Contracts	1,001	517	11,293	4,346	40	750	-	-	-	-	500	3,335	21,782
Medical Exp	35	70	14,970	4,273	582	335	155	90	20	40	400	400	21,370
Ems Supplies	1,825	5,734	6,938	6,938	113	(6,845)	3,532	2,260	(2,238)	3,136	2,917	2,917	20,289
Uniforms/Fire Gear	3,555	4,420	2,668	6,201	12,661	378	2,172	221	113	998	6,000	18,000	57,387
Trav/Train (non-wage)	1,651	2,020	1,911	4,321	2,289	115	488	969	139	558	1,500	1,500	17,461
<b>Subtotal</b>	<b>8,158</b>	<b>9,110</b>	<b>28,014</b>	<b>35,058</b>	<b>21,034</b>	<b>(5,116)</b>	<b>8,398</b>	<b>4,619</b>	<b>(985)</b>	<b>5,154</b>	<b>12,817</b>	<b>27,652</b>	<b>153,913</b>
Auto & Liability Ins.	3,580	3,580	3,580	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,580	3,580	44,423
Prof Svc	2,125	2,125	2,125	2,125	2,125	4,825	2,125	2,600	2,475	4,498	3,083	3,083	33,314
Tech Svc	853	1,357	1,062	1,629	1,658	2,184	9,548	119	1,782	1,946	3,575	13,591	39,304
Office Exp/Equip Rent	3,168	1,142	2,248	1,531	1,365	1,615	1,647	565	1,686	1,992	1,500	1,500	19,959
Utilities	2,190	2,755	2,245	2,180	1,782	4,173	3,638	3,013	2,815	2,868	2,250	2,250	32,159
Rep & Maint (Facility)	226	211	-	-	-	-	-	397	-	-	200	200	1,234
Audit Costs	-	-	-	1,893	-	-	4,922	-	-	-	-	-	6,815
Other (Unemp./Conting)	95	-	-	-	-	-	-	93	-	115	-	-	85,303
<b>Subtotal</b>	<b>12,237</b>	<b>11,170</b>	<b>11,260</b>	<b>13,147</b>	<b>10,719</b>	<b>16,586</b>	<b>25,669</b>	<b>10,576</b>	<b>12,547</b>	<b>15,208</b>	<b>14,188</b>	<b>109,204</b>	<b>262,511</b>
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
<b>Total</b>	<b>184,484</b>	<b>333,633</b>	<b>225,394</b>	<b>223,590</b>	<b>221,369</b>	<b>339,070</b>	<b>272,536</b>	<b>224,030</b>	<b>213,459</b>	<b>214,636</b>	<b>233,133</b>	<b>463,220</b>	<b>3,148,554</b>
<b>Cumulative Expenses</b>	<b>184,484</b>	<b>518,117</b>	<b>743,511</b>	<b>967,101</b>	<b>1,188,471</b>	<b>1,527,540</b>	<b>1,800,076</b>	<b>2,024,106</b>	<b>2,237,565</b>	<b>2,452,201</b>	<b>2,685,334</b>	<b>3,148,554</b>	

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

Expenses	Monthly Expense Budget - FY2022 (July 2021 - June 2022)												Forecast	Forecast	
	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	2	3.3	26
Full Time	22,279	37,382	41,969	47,591	17,894	30,637	20,643	17,907	32,024	30,516	33,174	44,957	376,974		
Part Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	8,429	11,774	10,430	20,859	160,088		
Overtime	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	3,184	5,389	11,989	24,081	109,168		
Worker Comp	3,787	3,787	3,787	4,452	4,452	4,452	4,452	4,452	4,452	4,452	4,192	6,778	53,495		
FICA/Med	4,113	4,526	5,052	5,315	2,944	3,552	3,220	2,120	3,231	3,540	4,239	6,855	48,707		
<b>Subtotal</b>	<b>62,018</b>	<b>68,068</b>	<b>75,478</b>	<b>80,826</b>	<b>45,886</b>	<b>55,784</b>	<b>50,653</b>	<b>35,173</b>	<b>51,320</b>	<b>55,672</b>	<b>64,023</b>	<b>103,530</b>	<b>748,431</b>		
Hosp	4,270	4,230	5,894	5,246	2,723	3,866	4,029	5,903	6,602	7,227	6,417	6,418	62,824		
Life	633	821	1,054	1,234	689	591	580	825	858	946	833	833	9,898		
Retirement	3,084	4,560	5,664	6,180	3,057	3,671	2,844	2,203	3,693	3,761	4,742	7,249	50,708		
<b>Subtotal</b>	<b>7,987</b>	<b>9,611</b>	<b>12,612</b>	<b>12,660</b>	<b>6,469</b>	<b>8,128</b>	<b>7,453</b>	<b>8,931</b>	<b>11,153</b>	<b>11,934</b>	<b>11,992</b>	<b>14,500</b>	<b>123,430</b>		
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-		
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-		
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-		
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-		
Ems Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-		
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-		
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Subtotal</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>14,919</b>		
Auto & Liability Ins.	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-		
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-		
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-		
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-		
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-		
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Subtotal</b>	<b>1,193</b>	<b>1,193</b>	<b>1,193</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>1,260</b>	<b>14,919</b>		
Equipment Dep.	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Total</b>	<b>71,198</b>	<b>78,872</b>	<b>89,283</b>	<b>94,746</b>	<b>53,616</b>	<b>65,172</b>	<b>59,366</b>	<b>45,364</b>	<b>63,733</b>	<b>68,866</b>	<b>77,276</b>	<b>119,290</b>	<b>886,781</b>		
<b>Cumulative Expenses</b>	<b>71,198</b>	<b>150,070</b>	<b>239,353</b>	<b>334,099</b>	<b>387,715</b>	<b>452,887</b>	<b>512,253</b>	<b>557,617</b>	<b>621,350</b>	<b>690,215</b>	<b>767,491</b>	<b>886,781</b>			

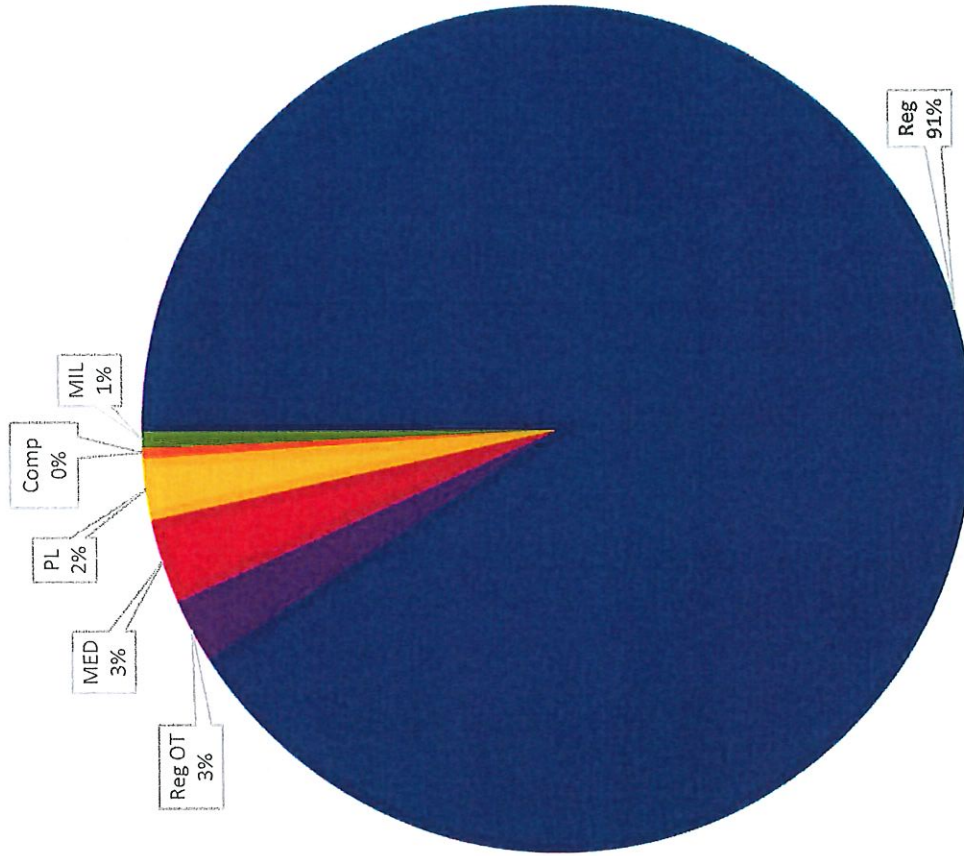
# LABOR HOURS BY PAY TYPE

FisYr	2022
PayMo. Ending	4/30/2022

Pay Type	Hours
Reg	7082
Reg OT	193
MED	250
PL	182
Comp	31
MIL	48
<b>Grand Total</b>	<b>7786</b>

Total:	7,786
OT/Total	2.5%

Worked:	7,275
OT/Worked	2.7%



- 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

April, 2022

