

Jefferson County Emergency Services Agency



Board Meeting

June 21, 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 June 21, 2022

The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, June 21, 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

- May 17, 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/Considine*

1. ESA Administrative office will be closed Mon, July 4th in observance of Independence Day.

UNFINISHED BUSINESS - *None*

NEW BUSINESS

1. Future work request of ESA Director from JCC or County Administrator requiring approval first of ESA Board – J. Harris

NOMINATION AND ELECTION OF ESA OFFICERS FY23

1. Per ESA Bylaws, Article 3 (a) – (f) the board shall nominate and elect one each of its appointed members as Chairman, Vice-Chairman, Treasurer, and Secretary (*Discussion/Action*)

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.

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Meeting Minutes May 17, 2022

The May regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, May 17, 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	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

- o Ed Hannon – Stated the solution to the issue is in Senate Bill 224.

APPROVAL OF MINUTES

- o Motion by Troxel, 2nd by S. Harris to approve the April 19, 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 April 2022.

- o Motion by J. Harris, 2nd by Troxel 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. A representative from each department will be part of the committee exploring EMS options, if they meet again. There are no further committee meetings scheduled at the present time.

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2. JCFRA believes any requests by the JCC or County Administrator for work to be performed by the JCESA Director should go through the JCESA Board.
 - Motion by Troxel, 2nd by Stillwell that all future requests from any member of the County Commission should be emailed to both the ESA Director and ESA Chairman or Vice-Chair – Motion carries unanimously on voice vote.
 - Simpson will send an email to County Commissioners and County Administrator informing them of the ESA Board's decision.

DIRECTOR'S REPORT – Burner

1. The ESA office will be closed Monday, May 30th in observance of Memorial Day, and Monday, June 20th in observance of West Virginia Day.
2. Screening is currently underway to identify candidates to fill positions as they become available.
3. EMS Week May 15-21, 2022 – Director Burner and Captain Considine visiting ESA staff at the various stations, providing light refreshments to show them our appreciation. Healthnet & JMC will host a cookout on Friday, May 20th.
 - Burner and Considine are on the JCC agenda for Thursday evening, May 19th at 6:40 pm, and will be asking for a proclamation of EMS Week. ESA staff and Board members are encouraged to attend.
 - Motion by Simpson, 2nd by Troxel for JCESA Board to issue proclamation of EMS week May 15-21, 2022, and Debbie to send via email to all staff – Motion carries unanimously on voice vote.
4. Requesting approval for disposal of decommissioned vehicles – At least (2) vehicles are planned to be decommissioned soon. Exact date for each vehicle is TBD based on other units being out of service for upfit or repair and potential need to use one as a backup in the interim. Requested approval to advertise and receive sealed bids for presentation to the Board at a future meeting.
 - Motion by S. Harris, 2nd J. Harris that permission be given to Director Burner, as he sees necessary, to advertise vehicles for sale by sealed bid as they become available and present sealed bids to the board at a subsequent meeting(s.) – Motion carries unanimously on voice vote.

UNFINISHED BUSINESS – None

NEW BUSINESS

1. Committee exploring EMS options – Update – *J. Harris*
 - J. Harris attended the last committee meeting. He believes the decision by the Commission has been made and a plan to help fire services is needed.
2. Fire incident dispatch book/procedure – *S. Harris*
 - S. Harris asked why this book is still being used by dispatchers.

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- Morgan explained that the “book” is used to determine which units to dispatch for fire calls, instead of quickest route. County is looking for someone to enter the book data into the CAD system. It’s been delayed and ongoing almost 5-years now.

ADJOURNMENT

- Motion to adjourn by Troxel, 2nd by J. Harris - 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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Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
Full-time wages	\$ 2,285,605	\$ 1,991,737	\$ 2,268,765	\$ 16,840
Part-time wages	\$ 179,652	\$ 142,768	\$ 163,627	\$ 16,025
Overtime*	\$ 114,758	\$ 77,439	\$ 101,520	\$ 13,238
WC & payroll tax	\$ 372,577	\$ 314,147	\$ 364,319	\$ 8,258
Fringe	\$ 649,880	\$ 574,072	\$ 642,802	\$ 7,078
All other expenses	\$ 480,800	\$ 326,165	\$ 472,804	\$ 7,996
Total	\$ 4,083,272	\$ 3,426,328	\$ 4,013,838	\$ 69,434

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

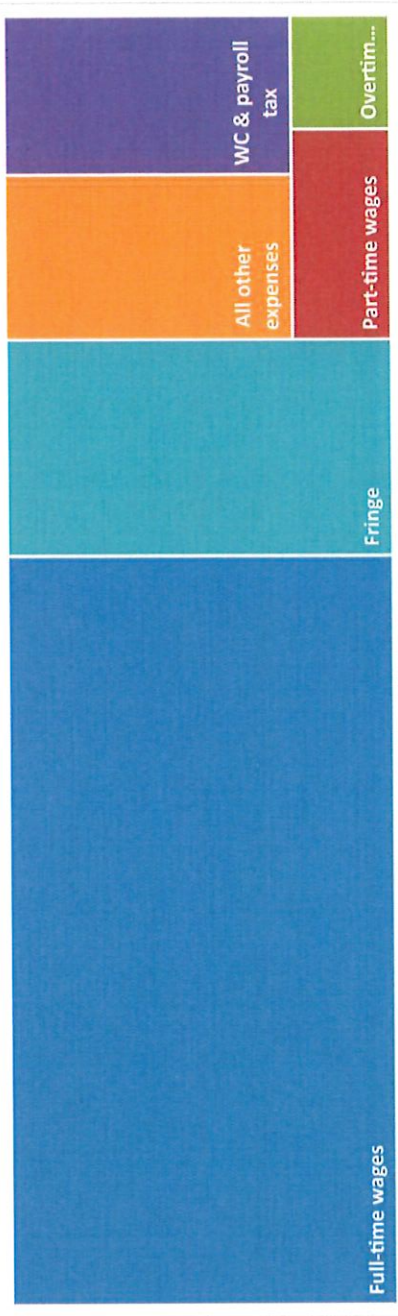
Bank Account Balances

as of: May 31, 2022

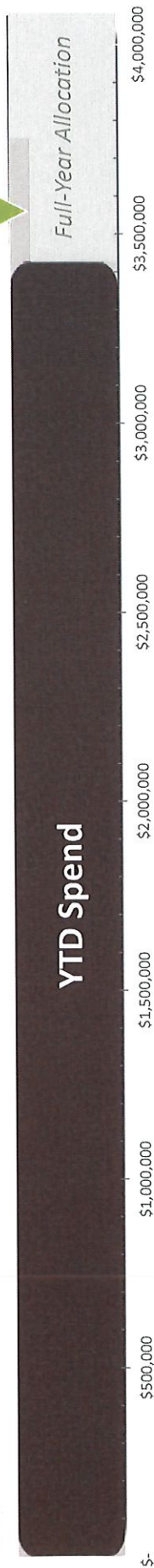
General	\$ 864,919
Payroll	\$ 72,849
Amb. Fee	\$ 458,397
Mortgage	\$ 108,446

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

YTD Spending - by Category



WE ARE HERE



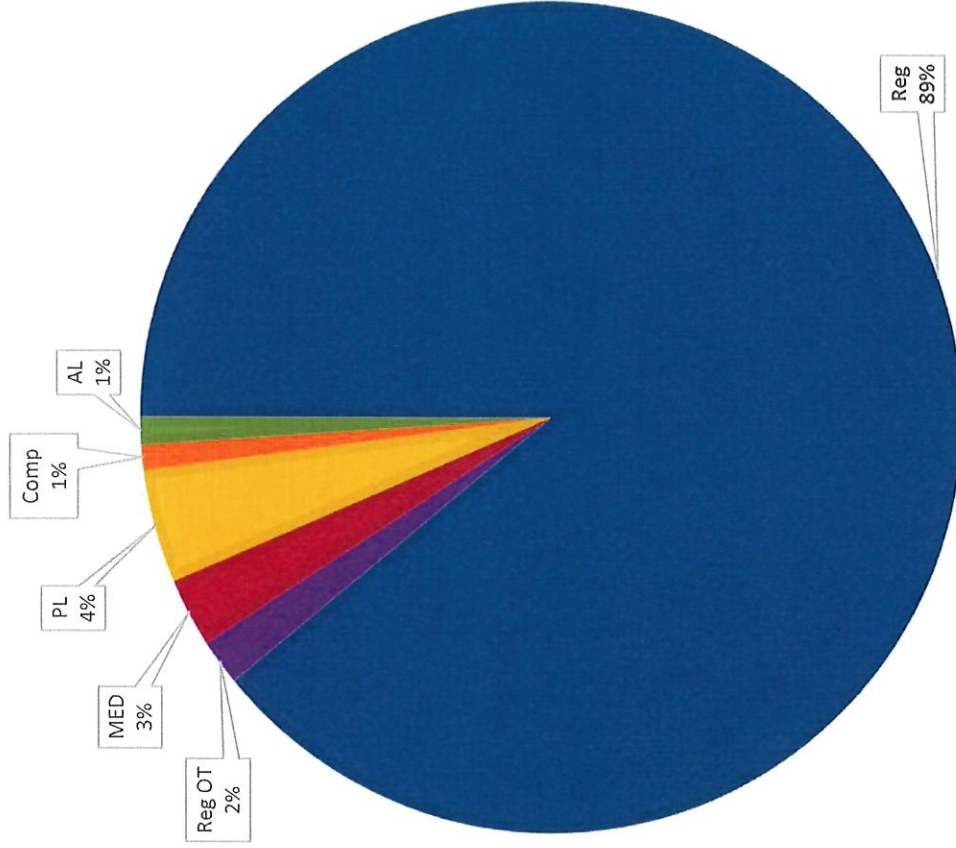
87% of fiscal year complete based on 22.7 out of 26 pay periods finalized.

LABOR HOURS BY PAY TYPE

FisYr	2022
PayMo. Ending	5/31/2022

Pay Type	Hours
Reg	6940
Reg OT	141
MED	209
PL	343
Comp	77
AL	85
Grand Total	7795

Total:	7,795
OT/Total	1.8%
Worked:	7,081
OT/Worked	2.0%



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

May, 2022

