

# **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](http://jcesa.org)

## AGENDA June 21, 2022 (Revised)

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 4<sup>th</sup> in observance of Independence Day.
2. BRM VFC remodeling update.
3. End-of-Year stipend for full-time employees. (*Discussion/Action*)

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 (*Discussion/Action*)

NOMINATION AND ELECTION OF ESA OFFICERS FY23

2. 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.

***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 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

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

### APPROVAL OF MINUTES

- 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.

- Motion by J. Harris, 2<sup>nd</sup> 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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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

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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, 2<sup>nd</sup> 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 30<sup>th</sup> in observance of Memorial Day, and Monday, June 20<sup>th</sup> 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 20<sup>th</sup>.
  - Burner and Considine are on the JCC agenda for Thursday evening, May 19<sup>th</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

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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, 2<sup>nd</sup> 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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Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund \$ 3,019,138	Full-time wages \$ 2,285,605	\$ 1,991,737	\$ 2,268,765	\$ 16,840	
JCC - Amb. Fee \$ 915,360	Part-time wages \$ 179,652	\$ 142,768	\$ 163,627	\$ 16,025	
TB Assn. \$ 3,514	Overtime* \$ 114,758	\$ 77,439	\$ 101,520	\$ 13,238	
CARES/ARPA \$ 137,815	WC & payroll tax \$ 372,577	\$ 314,147	\$ 364,319	\$ 8,258	
Sale of assets \$ 0	Fringe \$ 649,880	\$ 574,072	\$ 642,802	\$ 7,078	
Other \$ 7,445	All other expenses \$ 480,800	\$ 326,165	\$ 472,804	\$ 7,996	
<b>Some income (i.e., dedicated grants) may not be reflected here.</b>	<b>Total \$ 4,083,272</b>	<b>\$ 3,426,328</b>	<b>\$ 4,013,838</b>	<b>\$ 69,434</b>	

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

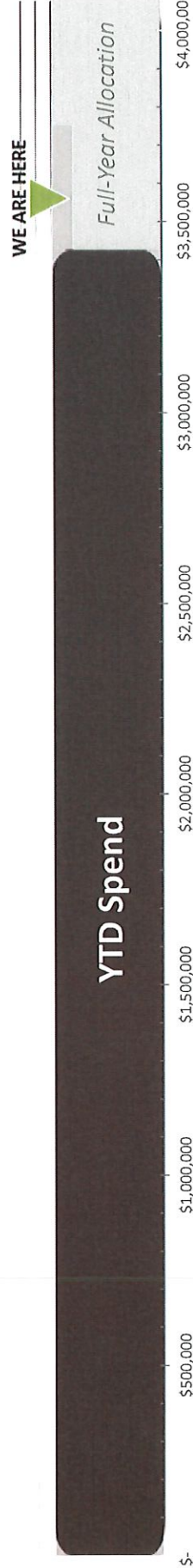
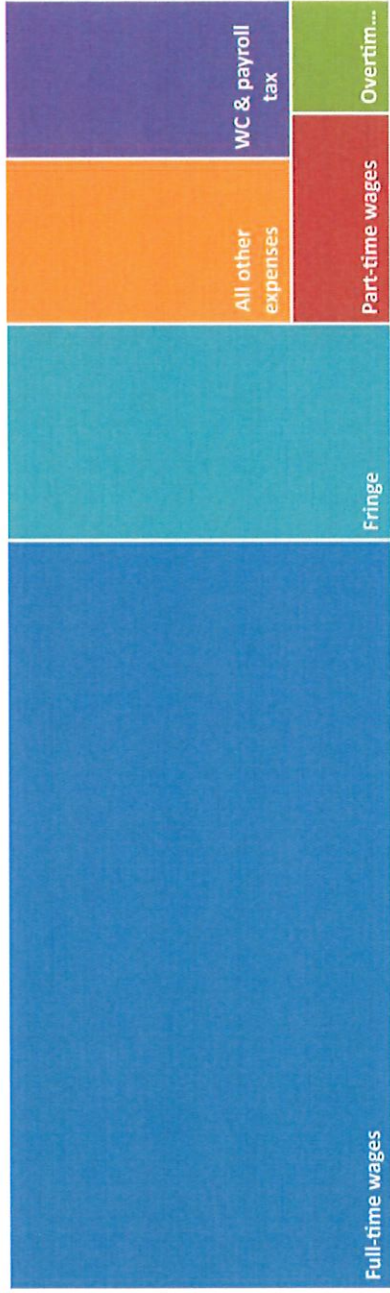
**Bank Account Balances**

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**



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

**Jefferson County Emergency Services Agency**

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

Through May

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
<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Forecast</b>	<b>Forecast</b>
Full Time	132,757	265,878	168,157	161,918	160,987	272,427	184,522	158,991	166,560	160,477	159,064	277,028	2,268,765
Part Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	8,429	11,774	13,969	20,859	163,627
Overtime	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	3,184	5,389	4,341	24,081	101,520
Worker Comp	13,005	13,005	13,005	13,914	13,914	13,914	13,914	13,914	13,914	13,914	13,914	25,622	175,949
FICA/Med	12,147	21,588	14,245	13,618	13,891	21,296	15,546	12,411	13,060	13,019	12,999	24,550	188,370
<b>Subtotal</b>	<b>189,748</b>	<b>322,844</b>	<b>220,077</b>	<b>212,918</b>	<b>209,388</b>	<b>324,780</b>	<b>236,320</b>	<b>196,010</b>	<b>205,147</b>	<b>204,573</b>	<b>204,287</b>	<b>372,141</b>	<b>2,898,232</b>
Medical Ins	22,305	28,862	28,062	29,676	6,245	29,688	32,274	31,967	33,467	31,967	32,092	32,739	339,344
Ancillary (dent,visn,life)	3,913	7,661	4,218	4,570	4,735	4,461	4,407	4,407	4,414	4,410	4,409	4,375	55,979
Retirement	14,605	28,142	18,330	18,184	18,082	29,060	20,051	17,033	17,819	17,407	17,151	31,616	247,479
<b>Subtotal</b>	<b>40,823</b>	<b>64,665</b>	<b>50,610</b>	<b>52,430</b>	<b>29,061</b>	<b>63,209</b>	<b>56,732</b>	<b>53,406</b>	<b>55,700</b>	<b>53,784</b>	<b>53,652</b>	<b>68,730</b>	<b>642,802</b>
Fuel	747	985	1,399	1,190	842	720	1,116	938	817	1,052	900	1,000	11,706
Rep & Maint (Auto)	345	614	815	842	201	141	185	141	164	164	418	500	4,530
License / Svc Contracts	-	1,001	517	11,293	4,346	40	750	-	-	-	780	3,335	22,062
Medical Exp	35	70	14,970	4,273	582	335	155	90	20	40	20	400	20,990
Ems Supplies	1,825	-	5,734	6,938	113	(6,845)	3,532	2,260	(2,238)	3,136	4,104	2,917	21,476
Uniforms/Fire Gear	3,555	4,420	2,668	6,201	12,661	378	2,172	221	113	998	1,232	18,000	52,619
Trav/Train (non-wage)	1,651	2,020	1,911	4,321	2,289	115	488	969	139	558	417	1,500	16,378
<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>5,948</b>	<b>7,871</b>	<b>27,652</b>	<b>149,761</b>
Auto & Liability Ins.	4,773	4,773	4,773	5,049	5,049	5,049	5,049	5,049	5,049	5,049	5,049	4,840	59,551
Prof Svc	2,125	2,125	2,125	2,125	2,125	4,825	2,125	2,600	2,475	4,498	2,161	3,083	32,392
Tech Svc	853	1,357	1,062	1,629	1,658	2,184	9,548	119	1,782	1,946	1,535	13,591	37,264
Office Exp/Equip Rent	3,168	1,142	2,248	1,531	1,365	1,615	1,647	565	1,686	1,992	3,000	1,500	21,459
Utilities	2,190	2,755	2,245	2,180	1,782	4,173	3,638	3,013	2,815	2,868	2,040	2,250	31,949
Rep & Maint (Facility)	226	211	-	-	-	-	-	397	-	-	-	200	1,034
Audit Costs	-	-	-	1,893	-	-	4,922	-	-	-	-	-	6,815
Other (Unemp./Conting)	95	-	-	-	-	-	-	93	-	115	-	90,000	90,303
<b>Subtotal</b>	<b>13,430</b>	<b>12,363</b>	<b>12,453</b>	<b>14,407</b>	<b>11,979</b>	<b>17,846</b>	<b>26,929</b>	<b>11,836</b>	<b>13,807</b>	<b>16,468</b>	<b>13,785</b>	<b>115,464</b>	<b>280,767</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>255,682</b>	<b>412,505</b>	<b>314,677</b>	<b>318,336</b>	<b>274,985</b>	<b>404,242</b>	<b>331,902</b>	<b>269,394</b>	<b>277,192</b>	<b>284,295</b>	<b>283,118</b>	<b>587,510</b>	<b>4,013,838</b>
<b>Cumulative Expenses</b>	<b>255,682</b>	<b>668,187</b>	<b>982,864</b>	<b>1,301,200</b>	<b>1,576,185</b>	<b>1,980,427</b>	<b>2,312,329</b>	<b>2,581,723</b>	<b>2,858,915</b>	<b>3,143,210</b>	<b>3,426,328</b>	<b>4,013,838</b>	



Jefferson County Emergency Services Agency

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

Through May

Fund: Amb. Fee

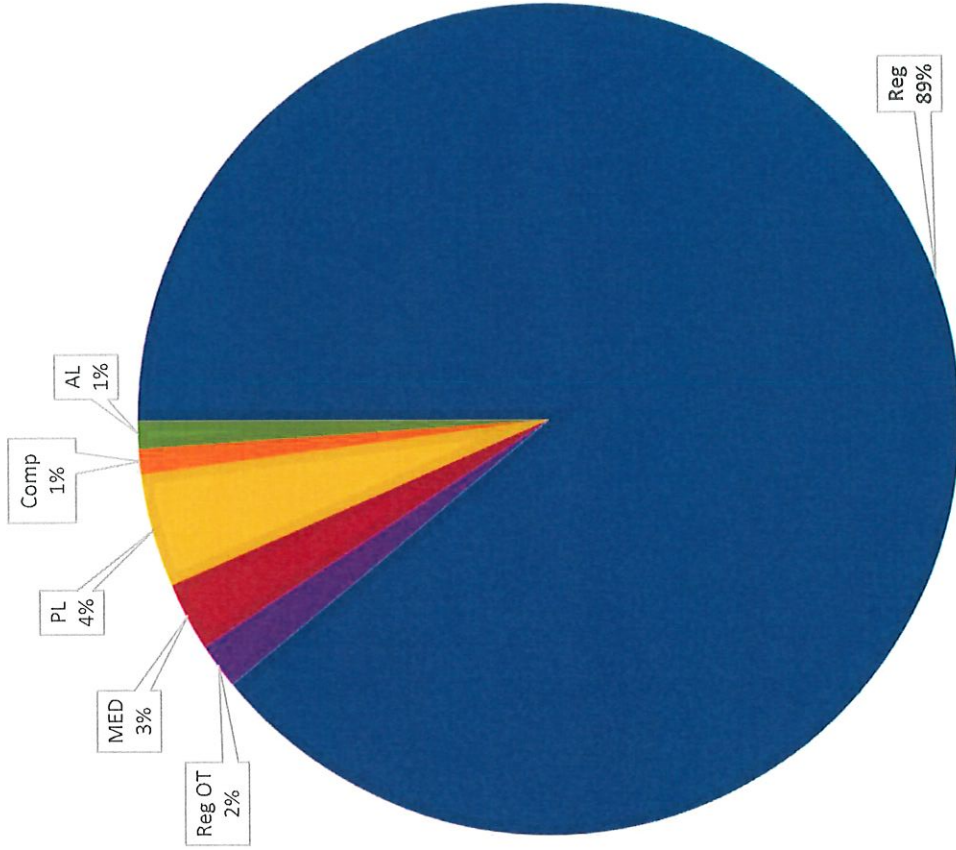
Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.7	2	2	2	2	3	2	2	2	2	2	3.3	26
Actual	22,279	37,382	41,969	47,591	17,894	30,637	20,643	17,907	32,024	30,516	32,538	44,957	376,338
Forecast	-	-	-	-	-	-	-	-	-	-	-	-	-
Full Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	8,429	11,774	13,969	20,859	163,627
Part Time	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	3,184	5,389	4,341	24,081	101,520
Overtime	3,787	3,787	3,787	4,452	4,452	4,452	4,452	4,452	4,452	4,452	4,452	6,778	53,755
Worker Comp	4,113	4,526	5,052	5,315	2,944	3,552	3,220	2,120	3,231	3,540	3,779	6,855	48,247
FICA/Med	62,018	68,068	75,478	80,826	45,886	55,784	50,653	35,173	51,320	55,672	59,079	103,530	743,487
Subtotal	4,270	4,230	5,894	5,246	2,723	3,866	4,029	5,903	6,602	7,227	7,312	6,418	63,719
Hosp	633	821	1,054	1,234	689	591	580	825	858	946	946	833	10,011
Life	3,084	4,560	5,664	6,180	3,057	3,671	2,844	2,203	3,693	3,761	3,866	7,249	49,832
Retirement	7,987	9,611	12,612	12,660	6,469	8,128	7,453	8,931	11,153	11,934	12,124	14,500	123,562
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
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	63,733	68,866	72,463	119,290	881,968
Cumulative Expenses	71,198	150,070	239,353	334,099	387,715	452,887	512,253	557,617	621,350	690,215	762,678	881,968	

# 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
<b>Grand Total</b>	<b>7795</b>

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\*  
\*Includes COVID Leave
- HOLU Holiday - Unworked
- HOLW Holiday - Worked
- HOLP Holiday - Prime

May, 2022

