

Jefferson County Emergency Services Agency



Board Meeting

July 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 July 19, 2022

The July meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, July 19, 2022, at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL *Sign in Sheet*

CALL TO ORDER – *Chairman Simpson*

ELECTION OF OFFICERS

The following *nominations* were made during the June 21st Regular Meeting - now requiring a final vote. (*Discussion/Action*)

- Chairperson: Craig Simpson
- Vice-Chair: Tony Troxel
- Treasurer: Steven Harris
- Secretary: Debbie Lancaster

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT (Limit 5 minutes per person)

APPROVAL OF MINUTES

- June 21, 2022 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT – *Steve Harris / Burner*

CHAIRMAN'S REPORT – *Simpson*

1. Report from J. Harris, Chair, add hoc committee regarding chase cars.

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

1. Nothing submitted.

JCFRA REPORT – *Morgan*

1. Email sent to Director Burner to share with ESA Staff regarding newspaper article related to stipend, and reduction of response time/service.

DIRECTOR'S REPORT – *Burner*

1. Proposed deployment model presented to JCC on 7/8/22. Locations are not final.

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2. Number of applicants is very low compared to previous years.
3. JCESA Annual Report for FY22 is in development. Suggestions welcome.
4. Breast Cancer Awareness T-Shirts – (2) new designs this year and will be offering long sleeve \$20.00 ea. and short sleeve \$15.00 ea. for all sizes small to 5X. Hope to be available for purchase by end of August, first of September. Proceeds to benefit BCA of Cumberland Valley, Martinsburg. (BCACV)
5. Jefferson County Tuberculosis Association grant request approved – *Horn/Considine*
6. Annual employee physicals scheduled for Mon. & Tues. Sept. 12th & 13th - *Considine*

UNFINISHED BUSINESS – *None*

NEW BUSINESS

1. Request from Bakerton Fire Department for sale/donation of 2010 Ford Explorer – *Simpson*

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 June 21, 2022

The June regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, June 21, 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	No
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 – None

APPROVAL OF MINUTES

- o Motion by Troxel, 2nd by S. Harris to approve the May 17, 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 May 2022.

- o Motion by S. Harris, 2nd by Jackson to accept the Treasurer's report - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT

1. From this day forward representatives from IAFF and JCFRA will need to provide Debbie Lancaster with a detailed outline of their items to be placed on the monthly ESA meeting agenda upon receiving her email request.

IAFF LOCAL 5351 REPORT – Mike Sine

1. Members had discussed and plan to send a letter to the Director and County Administrator John Nissel requesting a pay study be conducted to see where they are in comparison with other area agencies. Currently in a hiring process and getting harder to find qualified candidates.

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2. Regarding the ESA meeting agenda item request – IAFF may need to move their meetings, as it conflicts with ESA’s deadline to make sure current items are on the ESA agenda.
3. Regarding Director’s agenda item #3 (*Stipend*) – Sine expressed his appreciation if the board would consider approving. He mentioned that ESA staff are dedicated and kept things moving through the pandemic with little impact to service and now having to deal with the economy inflation.

JCFRA REPORT – Morgan

1. At their last meeting everyone discussed and expressed their concerns regarding the Finch study and feel the County Commission are making a big mistake.
2. The association request that the board consider looking into the purpose of why ESA have so many chase cars and feel it should be downsized.
3. Questioned the four new positions approved for ESA – Capt. Considine and Commissioner Jackson stated nothing has been approved yet.
4. Lastly, Morgan directed his request to Commissioner Jackson that the association would like to meet to further discuss the EMS changes that are being considered. The association feels Commissioner’s Stolipher and Ath are not fully informing the other Commissioners of what is discussed at the Committee meetings.
 - Commissioner Jackson questioned what more does the association feel that would come from a workshop meeting, which hasn’t already been discussed and shared?
 - Morgan mentioned he’s asked Mr. Nissel to meet with the Commissioners.
 - Commissioner Jackson will present the request to the other Commissioners.
5. Chairman Simpson asked the board if they had an interest to investigate the number of chase cars ESA has, as he would appoint a committee.
 - J. Harris was appointed as the Committee Chair, along with Troxel and Morgan as part of the Committee to conduct said investigation.
6. Morgan asked S. Harris if he had any further questions or concerns regarding the Chiefs Book/Response Plan.
 - S. Harris plans to follow up at some point why the CAD system hasn’t been updated, as he feels there’s a more sufficient way then using a book when seconds count.
 - Morgan said that County IT is entering the data and once completed it will eliminate the book. Dispatchers agree it will make life easier and faster for them.
 - S. Harris questioned why it’s taking so long – Morgan stated that it’s a very time consuming and complicated system and once completed County IT will have to contact ECC and implement training.

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DIRECTOR'S REPORT – *Capt. Sara Considine on behalf of Director Bob Burner*

1. ESA Administrative office will be closed Mon, July 4th in observance of Independence Day.
2. BRM VFC remodeling update – Chief Cogle reported; they are remodeling the main station to include bunkrooms, additional bathrooms, showers, etc. instead of pursuing the addition previously considered and hopes that staff/units will be assigned to BRM Station 5.
3. End-of-Year Stipend for full-time employees – Capt. Considine stated that ESA is under budget this year and asked for each eligible full-time employee be given a one-time EOY Stipend of \$2k each to help offset some of the burden. If approved, it would be included in the June 30th payroll and FY22 budget. (*See Exhibit – A*)
 - o J. Harris and S. Harris want to thank the staff for sticking with ESA during this time and know they are appreciated.
 - o Simpson added that each employee will also receive only a 1.9% pay increase this year.
 - o Motion by J. Harris, 2nd by S. Harris to approve EOY Stipend of \$2k for each qualified full-time employee - Motion carries unanimously on voice vote.

UNFINISHED BUSINESS – *None*

NEW BUSINESS

1. Future work request of ESA Director from JCC or County Administrator requiring approval first of ESA Board.
 - o J. Harris stated there seems to be some confusion regarding last month's motion, and that the Commission should not have to ask the ESA Board permission to work with the ESA Director. Initially looked at as being more transparent but feels the ruling should be done away with and returned to the way it was.
 - o S. Harris shared his concerns based on last month's meetings decision and withdraws his vote. Further mentioning the agency operated fine up to this point with no issues and sees no need for it.
 - o Simpson mentioned that the ruling was not directed towards any other agencies and was just looked at as a notification process.
 - o Motion by S. Harris, 2nd by J. Harris to rescind the motion from last month's meeting and returned to the original process - Motion carries unanimously on voice vote.

NOMINATION AND ELECTION OF ESA OFFICERS FY23

1. Simpson mentioned that the ESA Bylaws state; that if the reappointments cannot be done by the time the term dates end, whoever currently holds those positions will remain until the County Commission appoints new board members. The following ESA Board Members terms end as of June 30, 2022:
 - o John Paul Jones (Fire)
 - o Joshua Stillwell (Citizen)
 - o Craig Simpson (EMS)

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2. 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.
 - o J. Harris - nominated Anthony Troxel for Chairman
 - o Stillwell - nominated Anthony Troxel for Chairman
 - o S. Harris - nominated self for Treasurer, Craig Simpson for Chairman, Anthony Troxel for Vice-Chair, and Debbie Lancaster for Secretary.
 - o Simpson – nominated Anthony Troxel for Vice-Chair, Steve Harris for Treasurer and Debbie Lancaster for Secretary
 - o Jackson – nominated Craig Simpson for Chairman, Anthony Troxel for Vice-Chair, Steve Harris for Treasurer, and Debbie Lancaster for Secretary.
 - o Troxel – nominated self for Vice-Chair, S. Harris for Chairman, and Debbie Lancaster for Secretary.
3. The Board Members final agreement is to renominate those who hold the current positions of Chairman, Vice-Chair, Treasurer, and Secretary and to remain in said positions.
 - o Motion by J. Harris, 2nd by S. Harris to renominate and elect all as is at next month's regular board meeting - Motion carries unanimously on voice vote.

ADJOURNMENT

- o Motion to adjourn by S. Harris, 2nd by J. Harris - Motion carries unanimously on voice vote. Meeting adjourned at 7:47 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	Full-time wages	\$ 2,367,508	\$ 2,386,831	\$ 2,386,831	\$ (19,323)
JCC - Amb. Fee	Part-time wages	\$ 179,652	\$ 166,855	\$ 166,855	\$ 12,797
TB Assn.	Overtime*	\$ 114,758	\$ 86,959	\$ 86,959	\$ 27,799
CARES/ARPA	WC & payroll tax	\$ 367,577	\$ 357,430	\$ 357,430	\$ 10,147
Sale of assets	Fringe	\$ 649,880	\$ 643,251	\$ 643,251	\$ 6,629
Other	All other expenses	\$ 404,355	\$ 393,538	\$ 393,538	\$ 10,817
Total		\$ 4,083,730	\$ 4,034,864	\$ 4,034,864	\$ 48,866

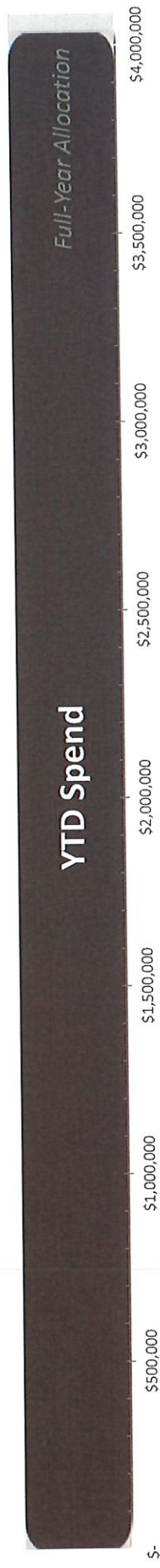
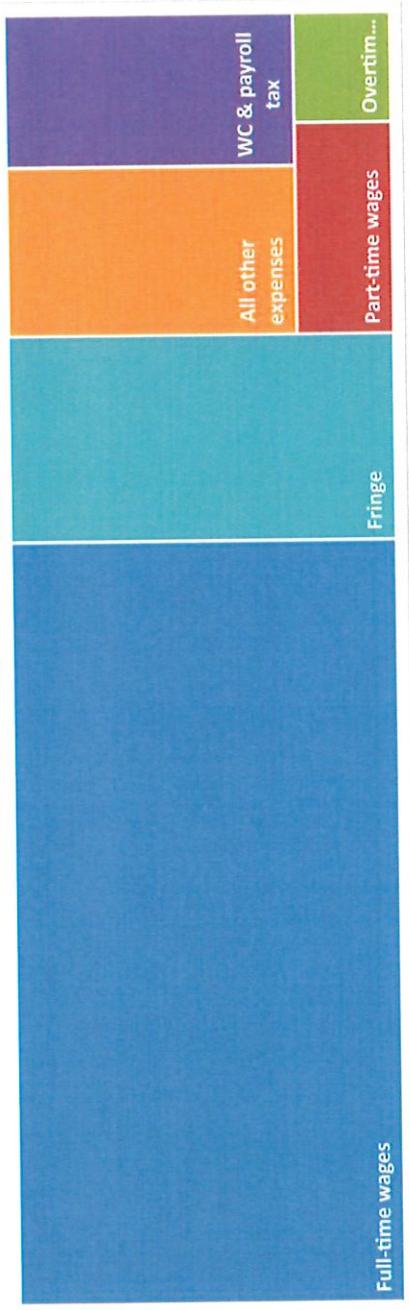
*Includes Holiday pay paid at OT rate, which is not 'worked hours'

Bank Account Balances
 as of: June 30, 2022

- General \$ 578,077
- Payroll \$ 59,411
- Amb. Fee \$ 538,603
- Mortgage \$ 101,711

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

YTD Spending - by Category



100% of fiscal year complete based on 26 out of 26 pay periods finalized.

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	129,960	126,526	311,136	1,971,493
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	9,462	9,462	112,812
FICA/Med	8,034	17,062	9,193	8,303	10,947	17,744	12,326	10,291	9,829	9,479	9,220	20,562	142,990
Subtotal	127,730	254,776	144,599	132,092	163,502	268,996	185,667	160,837	153,827	148,901	145,208	341,160	2,227,294
Hosp	18,035	24,632	22,168	24,430	3,522	25,822	28,245	26,064	26,865	24,740	24,780	21,836	271,139
Life	3,280	6,840	3,164	3,336	4,045	3,870	3,827	3,582	3,556	3,463	3,463	2,072	44,498
Retirement	11,521	23,582	12,666	12,004	15,025	25,389	17,207	14,830	14,126	13,646	13,285	28,575	201,855
Subtotal	32,836	55,054	37,998	39,770	22,592	55,081	49,279	44,475	44,547	41,850	41,528	52,483	517,492
Fuel	747	985	1,399	1,190	842	720	1,116	938	817	794	900	891	11,340
Rep & Maint (Auto)	345	614	815	842	201	141	185	141	164	164	418	14,866	18,896
License / Svc Contracts	1,001	517	11,293	4,346	4,346	40	750	-	-	780	780	1,382	20,109
Medical Exp	35	70	14,970	4,273	582	335	155	90	20	40	20	45	20,635
Ems Supplies	1,825	-	5,734	6,938	113	(6,845)	3,532	2,260	(2,238)	3,136	4,104	(3,655)	14,904
Uniforms/Fire Gear	3,555	4,420	2,668	6,201	12,661	378	2,172	221	113	998	1,232	418	35,037
Trav/Train (non-wage)	1,651	2,020	1,911	4,321	2,289	115	488	969	139	558	417	15,341	30,219
Subtotal	8,158	9,110	28,014	35,058	21,034	(5,116)	8,398	4,619	(985)	5,690	7,871	29,289	151,140
Auto & Liability Ins.	3,580	3,580	3,580	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	44,841
Prof Svc	2,125	2,125	2,125	2,125	2,125	4,825	2,125	2,600	2,475	4,498	2,161	4,452	33,761
Tech Svc	853	1,357	1,062	1,629	1,658	2,184	9,548	1,119	1,782	1,946	1,535	3,548	27,221
Office Exp/Equip Rent	3,168	1,142	2,248	1,531	1,365	1,927	1,959	877	1,998	2,303	3,311	1,437	23,266
Utilities	2,190	2,755	2,245	2,180	1,782	4,173	3,638	3,013	2,815	2,868	2,040	4,071	33,770
Rep & Maint (Facility)	226	211	-	-	-	-	-	397	-	-	-	-	834
Audit Costs	-	-	-	1,893	-	-	4,922	-	-	-	-	-	6,815
Other (Unemp./Conting)	95	-	-	-	-	-	-	93	-	115	-	-	303
Subtotal	12,237	11,170	11,260	13,147	10,719	16,898	25,981	10,888	12,859	15,519	12,836	17,297	170,811
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	56,668
Total	184,484	333,633	225,394	223,590	221,369	339,382	272,848	224,342	213,771	215,483	210,966	458,144	3,123,406
Cumulative Expenses	184,484	518,117	743,511	967,101	1,188,471	1,527,540	1,800,076	2,024,418	2,238,189	2,453,672	2,664,638	3,122,782	

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

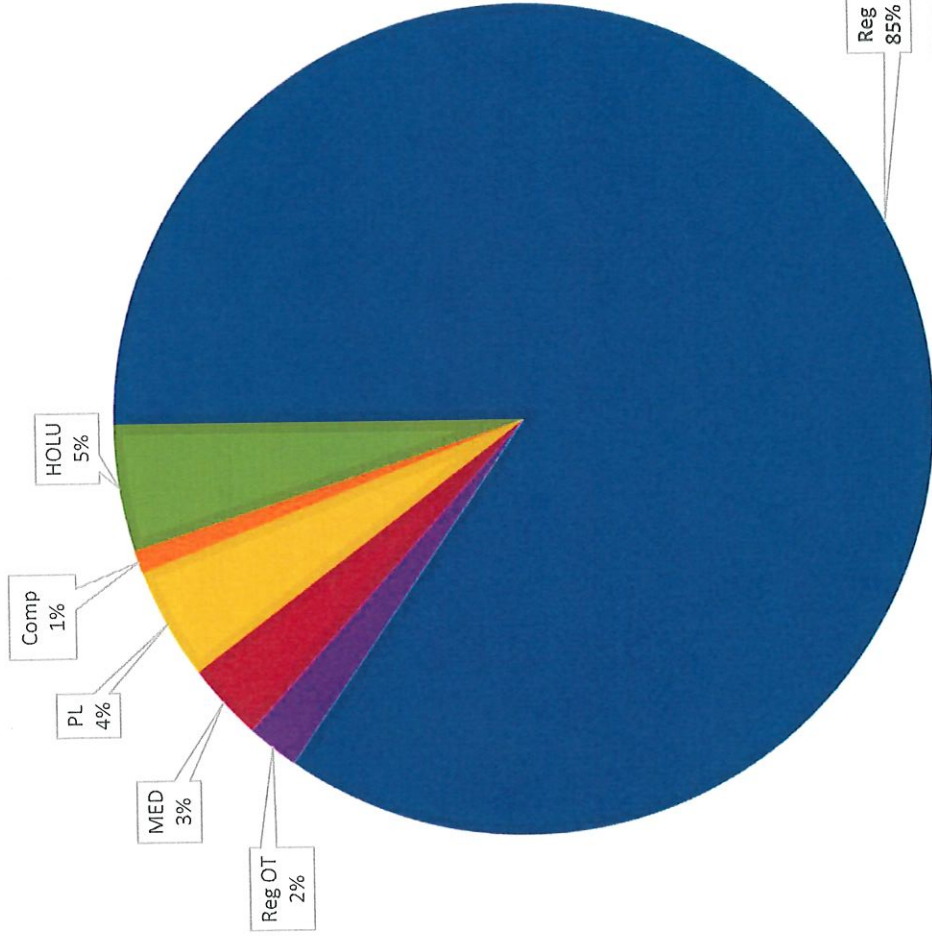
Expenses	Through June												Total	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	1.7	2	2	2	2	3	2	2	2	2	2	2	3.3	26
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Full Time	22,279	37,382	41,969	47,591	17,894	30,637	20,643	17,907	32,024	30,516	32,538	83,958	415,339	
Part Time	22,461	16,255	12,693	12,204	9,305	12,765	15,497	7,416	8,429	11,774	13,969	24,087	166,855	
Overtime	9,378	6,118	11,977	11,264	11,291	4,378	6,841	3,278	3,184	5,389	4,341	9,520	86,959	
Worker Comp	3,787	3,787	3,787	4,452	4,452	4,452	4,452	4,452	4,452	4,452	4,452	4,452	51,429	
FICA/Med	4,113	4,526	5,052	5,315	2,944	3,552	3,220	2,120	3,231	3,540	3,779	8,807	50,199	
Subtotal	62,018	68,068	75,478	80,826	45,886	55,784	50,653	35,173	51,320	55,672	59,079	130,824	770,781	
Hosp	4,270	4,230	5,894	5,246	2,723	3,866	4,029	5,903	6,602	7,227	7,312	6,465	63,767	
Life	633	821	1,054	1,234	689	591	580	825	858	946	946	479	9,657	
Retirement	3,084	4,560	5,664	6,180	3,057	3,671	2,844	2,203	3,693	3,761	3,866	9,752	52,335	
Subtotal	7,987	9,611	12,612	12,660	6,469	8,128	7,453	8,931	11,153	11,934	12,124	16,696	125,759	
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-	
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-	
Em's 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	148,780	911,458	
Cumulative Expenses	71,198	150,070	239,353	334,099	387,715	452,887	512,253	557,617	621,350	690,215	762,678	911,458		

LABOR HOURS BY PAY TYPE

FisYr	2022
PayMo. Ending	6/30/2022

Pay Type	Hours
Reg	10174
Reg OT	246
MED	365
PL	524
Comp	110
HOLU	591
HOLW	484
AL	48
Grand Total	12541

Total:	12,541
OT/Total	2.0%
Worked:	10,420
OT/Worked	2.4%



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
 HOLF Holiday - Prime

June, 2022

