

# **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

## 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, 2<sup>nd</sup> 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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 **SCANNED**  
and posted 7/1/22  
Duo

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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 4<sup>th</sup> 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 30<sup>th</sup> payroll and FY22 budget. (*See Exhibit – A*)
  - J. Harris and S. Harris want to thank the staff for sticking with ESA during this time and know they are appreciated.
  - Simpson added that each employee will also receive only a 1.9% pay increase this year.
  - 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.
  - 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.
  - 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.
  - Simpson mentioned that the ruling was not directed towards any other agencies and was just looked at as a notification process.
  - 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:
  - John Paul Jones (Fire)
  - Joshua Stillwell (Citizen)
  - Craig Simpson (EMS)

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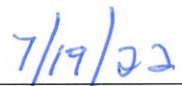
2. ESA Bylaws, Article 3 (a) – (f) the board shall nominate and elect one each of its appointed members as Chairman, Vice-Chairman, Treasurer, and Secretary.
  - J. Harris - nominated Anthony Troxel for Chairman
  - Stillwell - nominated Anthony Troxel for Chairman
  - S. Harris - nominated self for Treasurer, Craig Simpson for Chairman, Anthony Troxel for Vice-Chair, and Debbie Lancaster for Secretary.
  - Simpson – nominated Anthony Troxel for Vice-Chair, Steve Harris for Treasurer and Debbie Lancaster for Secretary
  - Jackson – nominated Craig Simpson for Chairman, Anthony Troxel for Vice-Chair, Steve Harris for Treasurer, and Debbie Lancaster for Secretary.
  - 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.
  - 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

- Motion to adjourn by S. Harris, 2<sup>nd</sup> 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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## 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, 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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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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- 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.

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Approved – Craig Simpson, JCESA Chairman

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Date

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# Exhibit A



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

## End of Year Stipend Proposal/Request

### Background

The uncertainty and angst related to an expected EMS transition, fresh on the heels of COVID, has been very tough on our team. Inflation is soaring, well beyond the 1.9% pay increase the employees received last year, next year, and a few more years combined. Fuel prices are outrageous. Several employees have left the Agency for higher pay, greater certainty in the future, or both. Several more are actively applying or working through hiring processes elsewhere.

### Proposal

Provide eligible full-time employees with a one-time End of Year Stipend in the amount of \$2,000 each to help offset some of the burden of inflation and high fuel prices, in appreciation of the employees' loyalty and good work through difficult times.

### Eligibility

Full-time JCESA employees will be eligible for the End of Year Stipend if they:

1. Began full-time employment with JCESA prior to 1/1/2022; AND
2. Are employed full-time by JCESA as of 6/24/2022; AND
3. Have not tendered a resignation from JCESA or request to transfer from full-time to part time as of 6/24/22.

### Cost/Funding

Based on the criteria above, 38 employees would be eligible. The total cost of this proposal would be \$94,240.

As of May 31, 2022, the Agency is operating under budget by \$69k with an additional \$90k in contingency, for a total forecasted surplus of \$159k. After the cost of this initiative, the remaining surplus will be at least \$65k.

Stipend	\$ 76,000
FICA/MC	\$ 5,700
Retirement	\$ 7,980
WC	\$ 4,560
<b>Total</b>	<b>\$ 94,240</b>

If approved, the Director would consult with the accountant on June 27 to verify no significant changes have developed and, provided the budget forecast remains favorable, authorize the issuance of the stipends on June 30, 2022.

### Requested Motion:

JCESA provide an End of Year Stipend in the amount of \$2,000 each to all full-time employees who meet the proposed eligibility criteria, barring any catastrophic financial changes, by direct deposit on June 30, 2022.

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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</b>	<b>\$ 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'

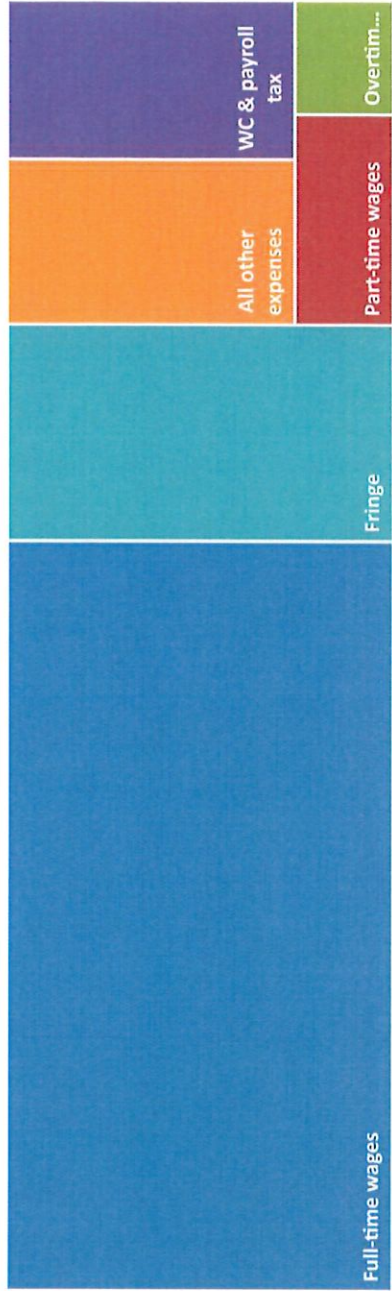
**Bank Account Balances**

as of: May 31, 2022

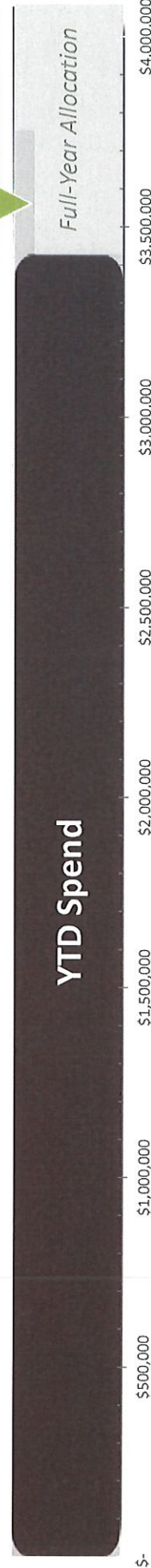
General	\$ 864,919
Payroll	\$ 72,849
Amb. Fee	\$ 458,397
Mortgage	\$ 108,446

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

YTD Spending - by Category



WE ARE HERE



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
Actual	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
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	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
Worker Comp	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
FICA/Med	189,748	322,844	220,077	212,918	209,388	324,780	236,320	196,010	205,147	204,573	204,287	372,141	2,898,232
Subtotal	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
Medical Ins	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
Ancillary (dent,visn,life)	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
Retirement	40,823	64,665	50,610	52,430	29,061	63,209	56,732	53,406	55,700	53,784	53,652	68,730	642,802
Subtotal	747	985	1,399	1,190	842	720	1,116	938	817	1,052	900	1,000	11,706
Fuel	345	614	815	842	201	141	185	141	164	164	418	500	4,530
Rep & Maint (Auto)	-	1,001	517	11,293	4,346	40	750	-	-	-	780	3,335	22,062
License / Svc Contracts	35	70	14,970	4,273	582	335	155	90	20	40	20	400	20,990
Medical Exp	1,825	-	5,734	6,938	113	(6,845)	3,532	2,260	(2,238)	3,136	4,104	2,917	21,476
Ems Supplies	3,555	4,420	2,668	6,201	12,661	378	2,172	221	113	998	1,232	18,000	52,619
Uniforms/Fire Gear	1,651	2,020	1,911	4,321	2,289	115	488	969	139	558	417	1,500	16,378
Trav/Train (non-wage)	8,158	9,110	28,014	35,058	21,034	(5,116)	8,398	4,619	(985)	5,948	7,871	27,652	149,761
Subtotal	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
Auto & Liability Ins.	2,125	2,125	2,125	2,125	2,125	4,825	2,125	2,600	2,475	4,498	2,161	3,063	32,392
Prof 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
Tech Svc	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
Office Exp/Equip Rent	2,190	2,755	2,245	2,180	1,782	4,173	3,638	3,013	2,815	2,868	2,040	2,250	31,949
Utilities	226	211	-	-	-	-	-	397	-	-	-	200	1,034
Rep & Maint (Facility)	-	-	-	1,893	-	-	4,922	-	-	-	-	-	6,815
Audit Costs	95	-	-	-	-	-	-	93	-	115	-	90,000	90,303
Other (Unemp./Conting	13,430	12,363	12,453	14,407	11,979	17,846	26,929	11,836	13,807	16,468	13,785	115,464	280,767
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	284,295	283,118	587,510	4,013,838
Total	255,682	668,187	982,864	1,301,200	1,576,185	1,980,427	2,312,329	2,581,723	2,858,915	3,143,210	3,426,328	4,013,838	
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	3,143,210	3,426,328	4,013,838	

Jefferson County Emergency Services Agency

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

Through May

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	128,188	114,327	143,093	241,790	163,879	141,084	134,536	129,960	126,526	232,071	1,892,428
Full Time	-	-	-	-	-	-	-	-	-	-	-	-	-
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	18,844	122,194
FICA/Med	8,034	17,062	9,193	8,303	10,947	17,744	12,326	10,291	9,829	9,479	9,220	17,695	140,123
<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>145,208</b>	<b>268,611</b>	<b>2,154,745</b>
Hosp	18,035	24,632	22,168	24,430	3,522	25,822	28,245	26,064	26,865	24,740	24,780	26,321	275,624
Life	3,280	6,840	3,164	3,336	4,045	3,870	3,827	3,582	3,556	3,463	3,463	3,542	45,968
Retirement	11,521	23,582	12,666	12,004	15,025	25,389	17,207	14,830	14,126	13,646	13,285	24,367	197,647
<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>41,528</b>	<b>54,230</b>	<b>519,239</b>
Fuel	747	1,399	1,190	1,190	842	720	1,116	938	817	1,052	900	1,000	11,706
Rep & Maint (Auto)	345	815	842	842	201	141	185	141	164	164	418	500	4,530
License / Svc Contracts	1,001	517	11,293	11,293	4,346	40	750	-	-	780	780	3,335	22,062
Medical Exp	35	70	14,970	4,273	582	335	155	90	20	40	20	400	20,990
Emis Supplies	1,825	5,734	6,938	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.	3,580	3,580	3,580	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,580	44,632
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>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>12,525</b>	<b>114,204</b>	<b>265,848</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>215,430</b>	<b>210,655</b>	<b>468,220</b>	<b>3,131,870</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>2,452,995</b>	<b>2,663,650</b>	<b>3,131,870</b>	

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

Through May

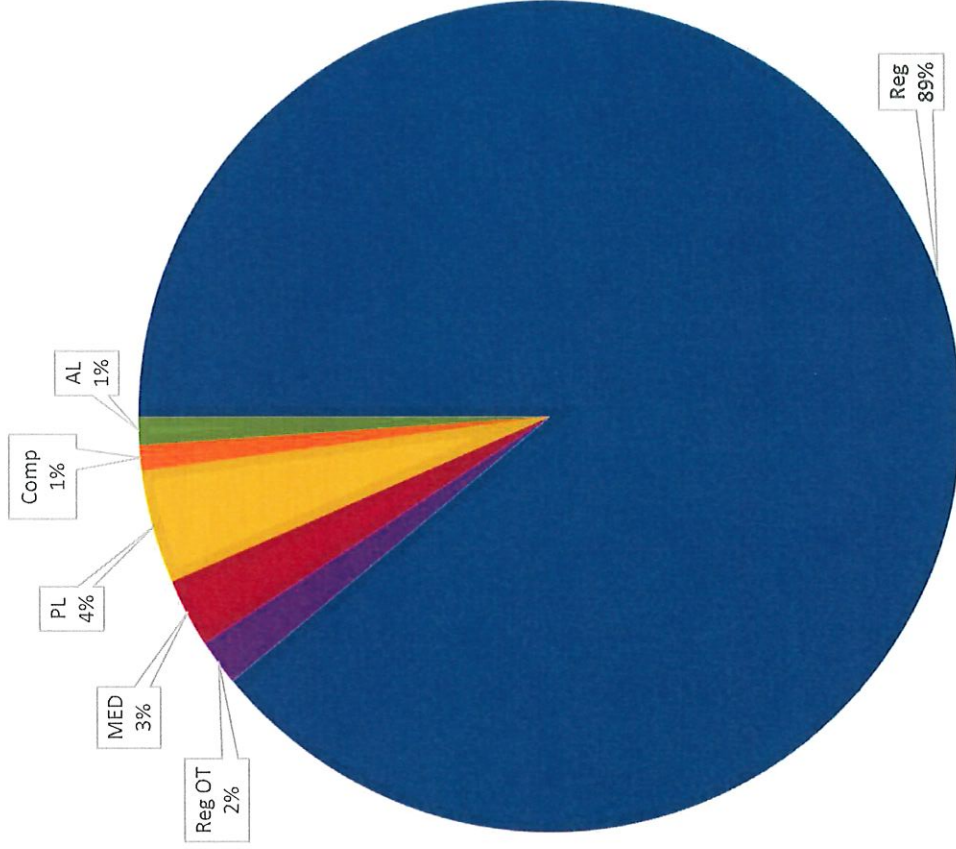
Fund: Amb. Fee

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
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	75,478	80,826	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	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
Auto & Liability Ins.	-	-	-	-	-	-	-	-	-	-	-	-	-
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	

FisYr 2022  
 PayMo. Ending 5/31/2022

**LABOR HOURS BY PAY TYPE**

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

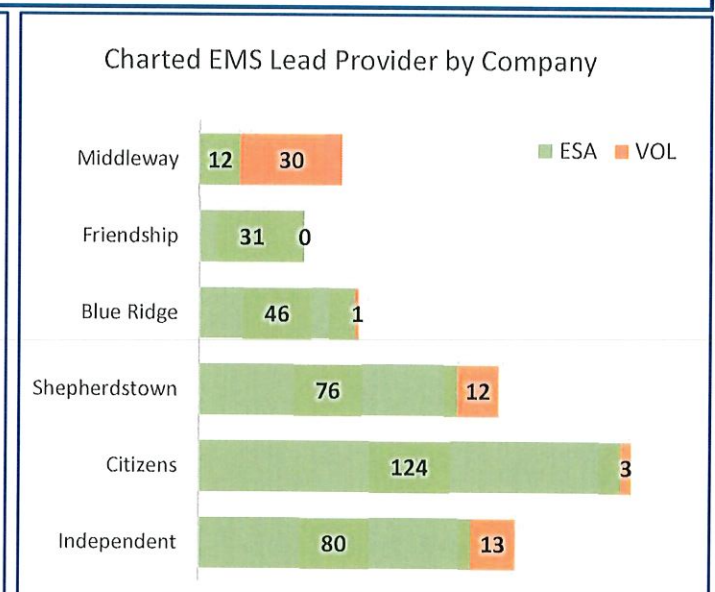
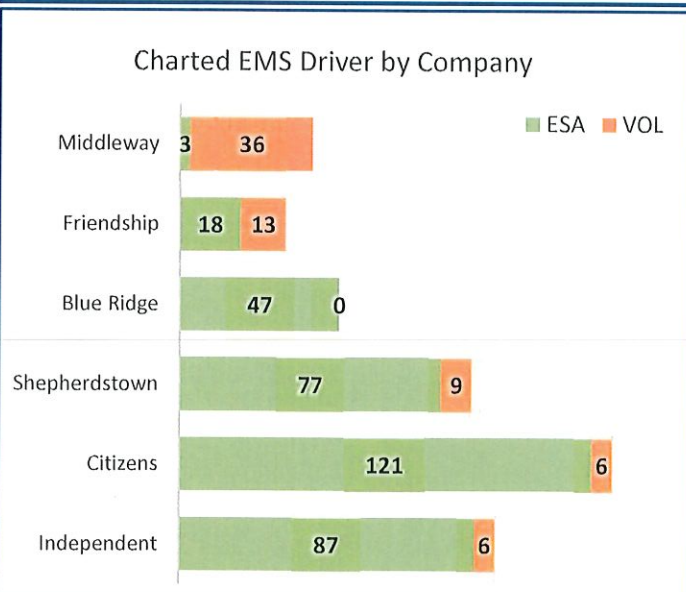
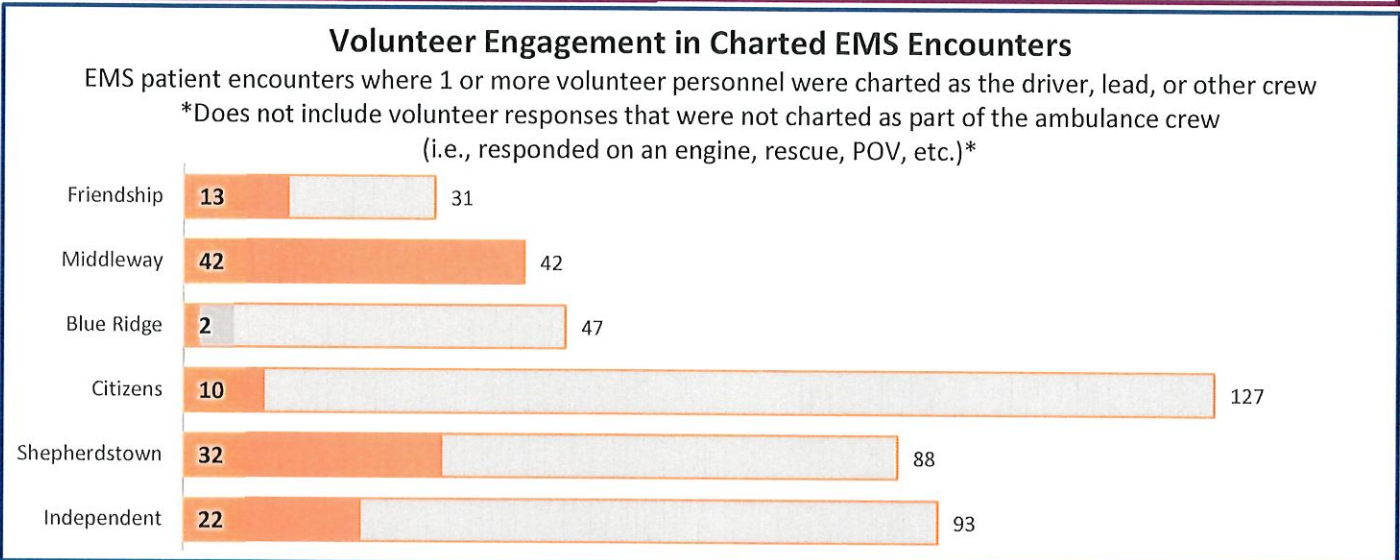
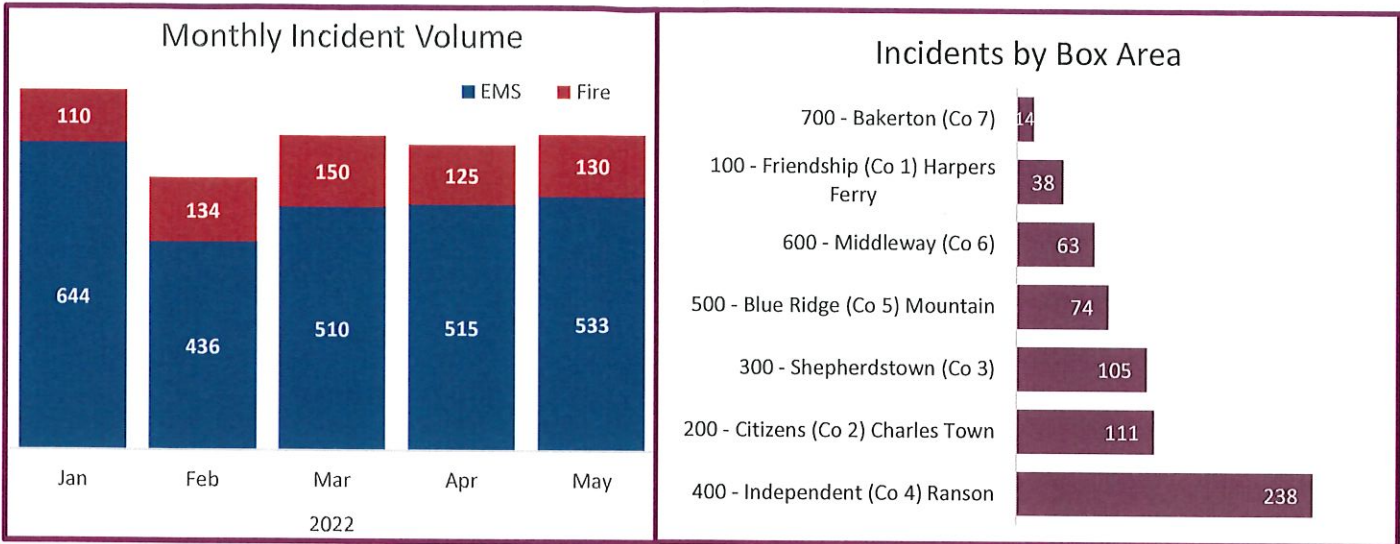


Total:	7,795
OT/Total	1.8%
Worked:	7,081
OT/Worked	2.0%

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

\*Includes COVID Leave

May, 2022



# SIGN-IN SHEET

## BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: JUNE 21, 2022

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

Time: 7:00 p.m

**Board Members:** ( Please Print )

- |                          |                            |                              |
|--------------------------|----------------------------|------------------------------|
| 1- <u>Tricia Jackson</u> | 2- <u>Craig Simpson</u>    | 3- <u>Steve Harris</u>       |
| 4- <u>Joeb Harris</u>    | 5- <u>Ross L MURBAN</u>    | 6- <u>Debbie Lancaster</u>   |
| 7- <u>[Signature]</u>    | 8- <u>Nathan Cochran *</u> | 9- <u>Joshua Skillwell *</u> |
| 10- _____                | 11- _____                  | 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>Mike Wood</u>	<u>MIFC</u>	_____	✓
2- <u>Josh Smith</u>	<u>5351</u>	_____	✓
3- <u>Marshall Dettl</u>	<u>SFD</u>	_____	✓
4- <u>Craig Horn</u>	<u>JCESA</u>	_____	✓
5- <u>Mike S. in</u>	<u>Local 5351</u>	X	_____
6- <u>Sara Considine</u>	<u>JCESA</u>	_____	X
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____