

Jefferson County Emergency Services Agency



Board Meeting
August 16, 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 August 16, 2022

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, August 16, 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

- July 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*

1. Nothing submitted.

JCFRA REPORT – *Morgan*

1. Association Update.
2. Future of the JCESA Board.

DIRECTOR'S REPORT – *Burner*

1. Administrative office will be closed Monday, Sept. 5th in observance of Labor Day.
2. BCA T-Shirts have arrived – long sleeve \$20. - short sleeve \$15. sizes S-5XL – see Debbie
3. FY22/23 *Audit Request for Proposals* for bidding consideration to be mailed out to 6 CPA firms.
4. Request to conduct pay scale study. (*See Attached Exhibit A*)
5. Discontinue billing of volunteer companies for ALS medications.

UNFINISHED BUSINESS – *None*

NEW BUSINESS – *None*

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,
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Meeting Minutes July 19, 2022

The July regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, July 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	Yes*	Bob Burner	Yes
Dr. Marney Treese	Yes*	Jacob Harris	Yes
Joshua Stillwell	No	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

ELECTION OF ESA OFFICERS FY23

The following nominations were made during the June 21st Regular Meeting

- | | |
|--|-------------------------------|
| • Chairperson: Craig Simpson | • Treasurer: Steven Harris |
| • Vice-Chair: Tony Troxel | • Secretary: Debbie Lancaster |
| ○ Motion by J. Harris, 2nd by Troxel to elect all officers as is - Motion carries unanimously on voice vote. | |

PUBLIC COMMENT – None

APPROVAL OF MINUTES

- Motion by Troxel, 2nd by S. Harris to approve the June 21, 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 June 2022.

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

CHAIRMAN’S REPORT

1. J. Harris, Chair of the Ad Hoc Committee to review the number and use of ESA chase cars reports review is complete with no recommended changes. Perhaps consider allowing employees to take home vehicles, to the extent that there are vehicles available, as a benefit for recruitment.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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IAFF LOCAL 5351 REPORT – *Mike Sine*

1. Nothing to report.

JCFRA REPORT – *Morgan*

1. Items from JCFRA July meeting:
 - o EFD (Emergency Fire Dispatch) overview presented by ECC at last JCFRA meeting. Steering Committee appointed: Dan Malamas, Billy McDonald, Earl Cogle, and Zack Saghy.
 - o EMS takeover – fire levy, will be brought up again next month.
 - o Concerns regarding TAC channel assignment/usage, not enough dispatchers to use effectively.
2. Clarified that he 100% supported the stipend and his comments at the June meeting reflected his prediction that recruitment and retention of ESA staff would be difficult with County taking over EMS.

DIRECTOR'S REPORT – *Burner*

1. The proposed deployment model was presented to JCC on 7/8/22. Locations and number of units at the locations are not final. JCC approved 6 ambulances during the day, and 5 at night.
2. Number of applicants is extremely low compared to previous years. While the uncertainties associated with the EMS transition may be a factor, recruiting appears to be a nationwide problem for public safety.
 - o Chairman Simpson appointed a Recruitment Committee of Jacob Harris (Chair), Steve Harris, Commissioner Tricia Jackson, and Capt. Considine to develop recruitment efforts.
3. JCESA Annual Report for FY22 is in development. Suggestions welcome.
4. Breast Cancer Awareness T-Shirts – (2) new designs this year! We'll be offering long sleeve \$20.00 ea. and short sleeve \$15.00 ea. for all sizes small to 5X. Should be available for purchase by 1st part of September. Proceeds to benefit BCA of Cumberland Valley, Martinsburg. (BCACV) – *See Debbie Lancaster*
5. (Horn) Jefferson County Tuberculosis Association approved grant request for GlideScope and CPR masks. Exploring digital stethoscopes and point of care testing for future grants.
6. (Considine) Annual employee physicals are scheduled for Mon. & Tues. Sept. 12th & 13th. The medical trailer will be onsite and all 40 fulltime field staff will receive their annual NFPA physical

UNFINISHED BUSINESS – *None*

NEW BUSINESS

1. Request from Bakerton Fire Department to receive the 2010 Ford Explorer, which is set to be decommissioned by the ESA, as a donation to be used as an EMS response vehicle.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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- Motion by Troxel, 2nd by S. Harris to donate the 2010 Ford Explorer to the Bakerton Fire Department - Motion carries unanimously on voice vote.

ADJOURNMENT

- Motion to adjourn by S. Harris, 2nd by Jackson - Motion carries unanimously on voice vote. Meeting adjourned at 7:58 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 \$ 3,102,494	Full-time wages \$ 2,181,759	\$ 2,181,759	\$ 145,062	\$ 2,165,850	\$ 15,909
JCC - Amb. Fee \$ 946,330	Part-time wages \$ 176,174	\$ 176,174	\$ 8,505	\$ 172,347	\$ 3,827
TB Assn. \$ 0	Overtime \$ 174,529	\$ 174,529	\$ 10,325	\$ 172,637	\$ 1,892
Other Grants \$ 0	WC & payroll tax \$ 374,172	\$ 374,172	\$ 24,354	\$ 371,115	\$ 3,057
Sale of assets \$ 0	Fringe \$ 719,786	\$ 719,786	\$ 50,332	\$ 712,336	\$ 7,450
Other \$ 756	All other expenses \$ 422,404	\$ 422,404	\$ 28,496	\$ 424,648	\$ (2,244)
Total	Total	\$ 4,048,824	\$ 267,074	\$ 4,018,933	\$ 29,891

Some income (i.e., dedicated grants) may not be reflected here.

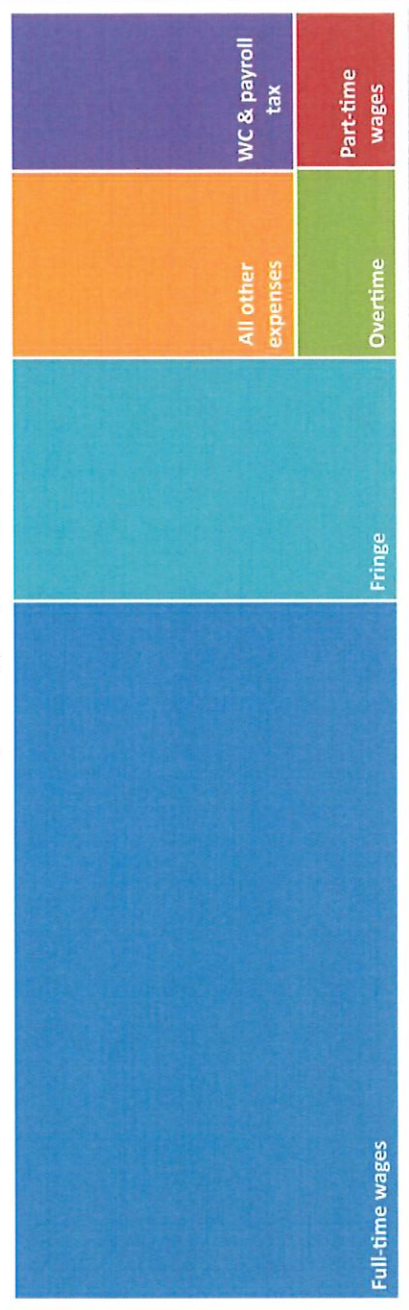
Bank Account Balances

as of: July 31, 2022

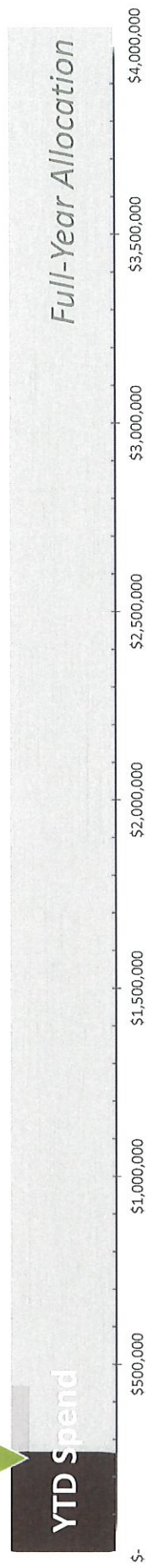
General	\$ 1,025,392
Payroll	\$ 128,723
Amb. Fee	\$ 691,295
Mortgage	\$ 158,974

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

YTD Spending - by Category



WE ARE HERE



6% of fiscal year complete based on 1.6 out of 26 pay periods finalized.

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	2	26
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Full Time	109,238	129,269	129,269	147,736	147,736	221,603	147,736	147,736	129,269	129,269	129,269	258,537	1,826,663
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,243	9,243	10,563	10,563	15,845	10,563	10,563	9,243	9,243	9,243	18,485	132,014
FICA/Med	7,971	9,857	9,857	11,265	11,265	16,897	11,265	11,265	9,857	9,857	9,857	19,713	138,925
Subtotal	126,427	148,368	148,368	169,563	169,563	254,345	169,563	169,563	148,368	148,368	148,368	296,736	2,097,602
Hosp	23,828	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	342,313
Life	3,141	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	51,541
Retirement	10,288	12,281	12,281	14,035	14,035	21,052	14,035	14,035	12,281	12,281	12,281	24,561	173,443
Subtotal	37,257	45,634	45,634	47,388	47,388	54,405	47,388	47,388	45,634	45,634	45,634	57,914	567,297
Fuel	-	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	12,100
Rep & Maint (Auto)	673	700	700	700	700	700	700	700	700	700	700	700	8,373
License / Svc Contracts	1,200	1,000	500	18,000	50	5,000	750	-	-	-	900	3,000	30,400
Medical Exp	-	200	16,000	11,000	600	400	200	400	400	400	400	400	30,400
Ems Supplies	2,755	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	43,088
Uniforms/Fire Gear	6,245	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	18,000	79,245
Trav/Train (non-wage)	3,505	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	26,605
Subtotal	14,378	14,267	29,567	42,067	13,717	18,467	14,017	13,467	13,467	13,467	14,367	28,967	230,211
Auto & Liability Ins.	3,630	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	45,228
Prof Svc	3,243	2,275	2,275	2,275	2,275	5,275	2,275	2,275	2,275	5,275	2,275	5,275	37,268
Tech Svc	-	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	3,100	24,100
Office Exp/Equip Rent	4,084	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	21,409
Utilities	1,749	3,031	2,470	2,398	1,960	4,590	4,002	3,314	3,097	3,155	2,244	4,478	36,487
Rep & Maint (Facility)	-	200	-	200	-	200	-	200	-	200	-	2,000	3,000
Audit Costs	-	-	-	3,000	-	-	7,000	-	-	-	-	-	10,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	12,706	12,962	12,201	15,330	11,692	17,522	20,733	13,246	12,828	16,086	11,976	20,210	177,492
Total	190,768	221,230	235,769	274,348	242,360	344,739	251,702	243,664	220,296	223,555	220,344	403,827	3,072,603
Cumulative Expenses	190,768	411,998	647,768	922,116	1,164,476	1,509,215	1,760,917	2,004,581	2,224,877	2,448,432	2,668,776	3,072,603	

Jefferson County Emergency Services Agency

Monthly Expense Budget - FY2023 (July 2022 - June 2023)

Through July

Fund: Amb. Fee

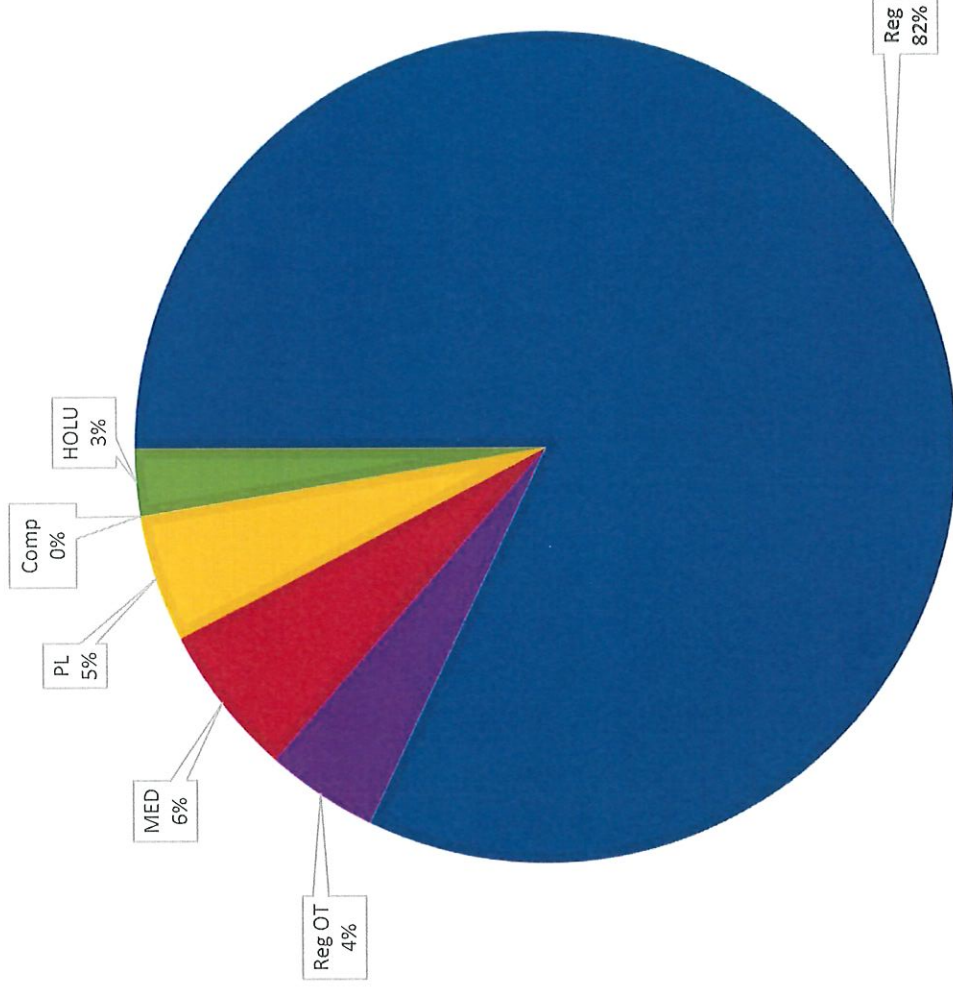
Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	1.6	7%	2	7%	2	7%	2	8%	2	8%	3	12%	2	8%	2	8%	2	7%	2	7%	2	7%	2	7%	3.4	26	
Actual	35,824	22,705	22,705	26,055	26,055	39,458	26,055	26,055	26,055	26,055	21,141	20,943	13,962	14,094	14,094	14,094	12,332	22,705	12,332	12,332	12,217	12,217	12,217	12,217	24,664	172,347	
Forecast	8,505	12,332	12,332	14,094	14,094	21,141	14,094	14,094	14,094	14,094	21,141	20,943	13,962	14,094	14,094	14,094	12,332	22,705	12,332	12,332	12,217	12,217	12,217	12,217	24,664	172,347	
Forecast	10,325	12,217	12,217	13,962	13,962	20,943	13,962	13,962	13,962	13,962	20,943	20,943	13,962	13,962	13,962	13,962	12,332	22,705	12,332	12,332	12,217	12,217	12,217	12,217	24,434	172,637	
Forecast	3,073	3,379	3,379	3,869	3,869	5,830	3,869	3,869	3,869	3,869	5,830	5,830	3,869	3,869	3,869	3,869	3,379	3,379	3,379	3,379	3,379	3,379	3,379	3,379	6,811	48,083	
Forecast	4,092	3,603	3,603	4,126	4,126	6,218	4,126	4,126	4,126	4,126	6,218	6,218	4,126	4,126	4,126	4,126	3,603	3,603	3,603	3,603	3,603	3,603	3,603	3,603	7,264	52,093	
Subtotal	61,819	54,236	54,236	62,106	62,106	93,590	62,106	62,106	62,106	62,106	93,590	62,106	62,106	62,106	62,106	62,106	54,236	54,236	54,236	54,236	54,236	54,236	54,236	54,236	109,335	784,347	
Hosp	7,656	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	85,298
Life	946	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	917	11,029
Retirement	4,473	3,318	3,318	3,802	3,802	5,738	3,802	3,802	3,802	3,802	5,738	5,738	3,802	3,802	3,802	3,802	3,318	3,318	3,318	3,318	3,318	3,318	3,318	3,318	6,707	48,712	
Subtotal	13,075	11,293	11,293	11,777	11,777	13,713	11,777	11,777	11,777	11,777	13,713	11,777	11,777	11,777	11,777	11,777	11,293	11,293	11,293	11,293	11,293	11,293	11,293	11,293	14,682	145,039	
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EmS Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Auto & Liability Ins.	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	16,944	
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	16,944		
Total	76,306	66,940	66,940	75,295	75,295	108,715	75,295	75,295	75,295	75,295	108,715	75,295	75,295	75,295	75,295	75,295	66,940	66,940	66,940	66,940	66,940	66,940	66,940	66,940	125,428	946,330	
Cumulative Expenses	76,306	143,246	210,186	285,481	360,776	469,491	544,786	620,082	687,022	820,902	946,330	1,021,625	1,107,920	1,204,215	1,311,510	1,428,805	1,545,745	1,672,685	1,809,625	1,956,565	2,113,505	2,280,445	2,457,385	2,644,325	2,841,265	3,048,205	

LABOR HOURS BY PAY TYPE

FisYr 2023
 PayMo. Ending 7/31/2022

Pay Type	Hours
Reg	5442
Reg OT	294
MED	393
PL	326
Comp	1
HOLU	173
HOLW	197
Grand Total	6826

Total:	6,826
OT/Total	4.3%
Worked:	5,736
OT/Worked	5.1%



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
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July, 2022

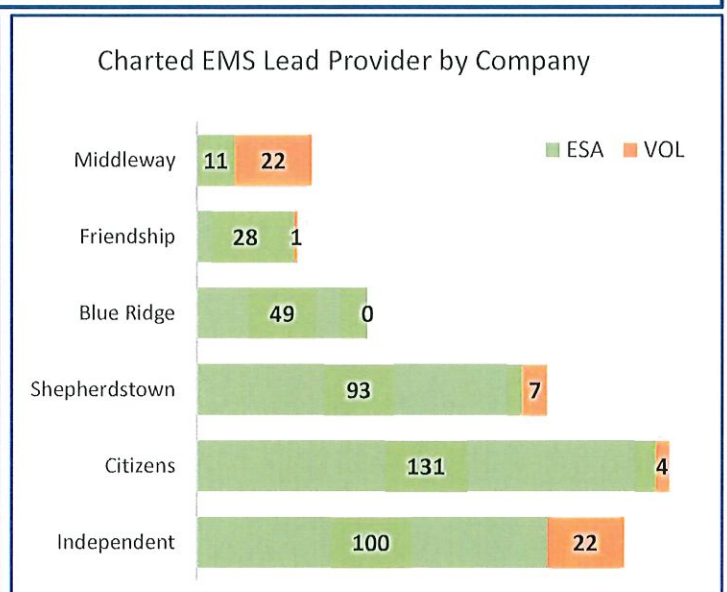
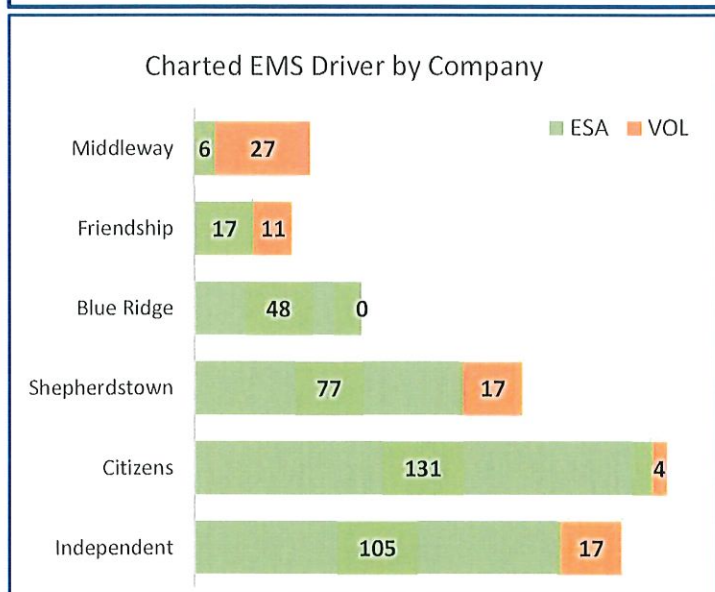
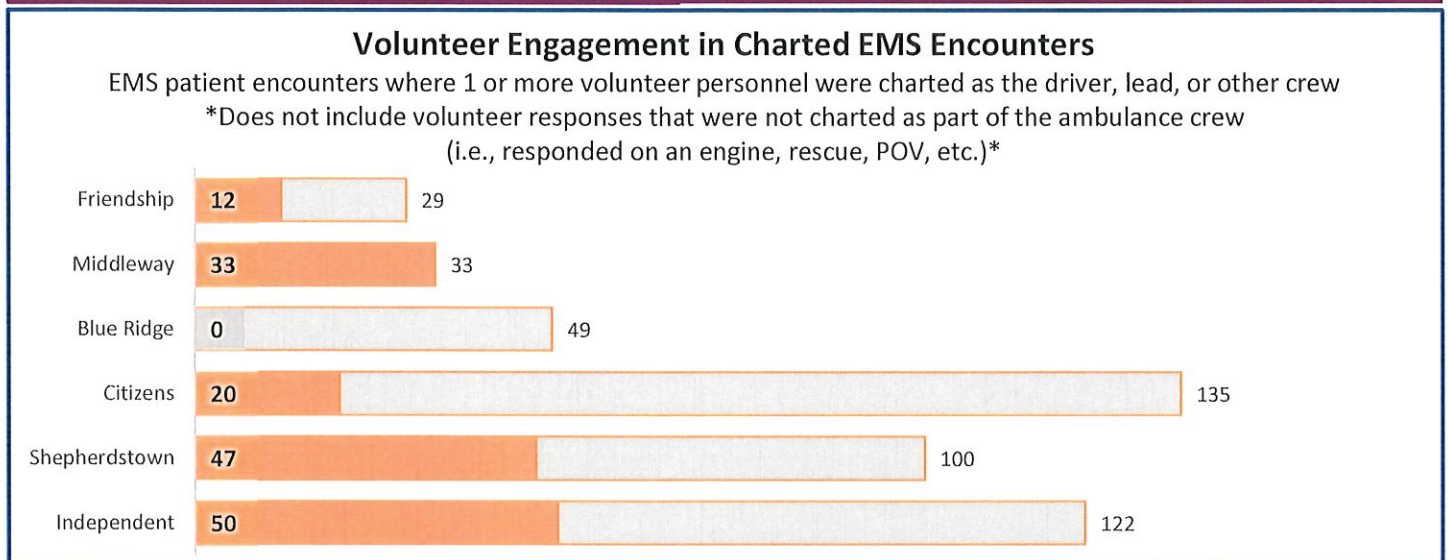
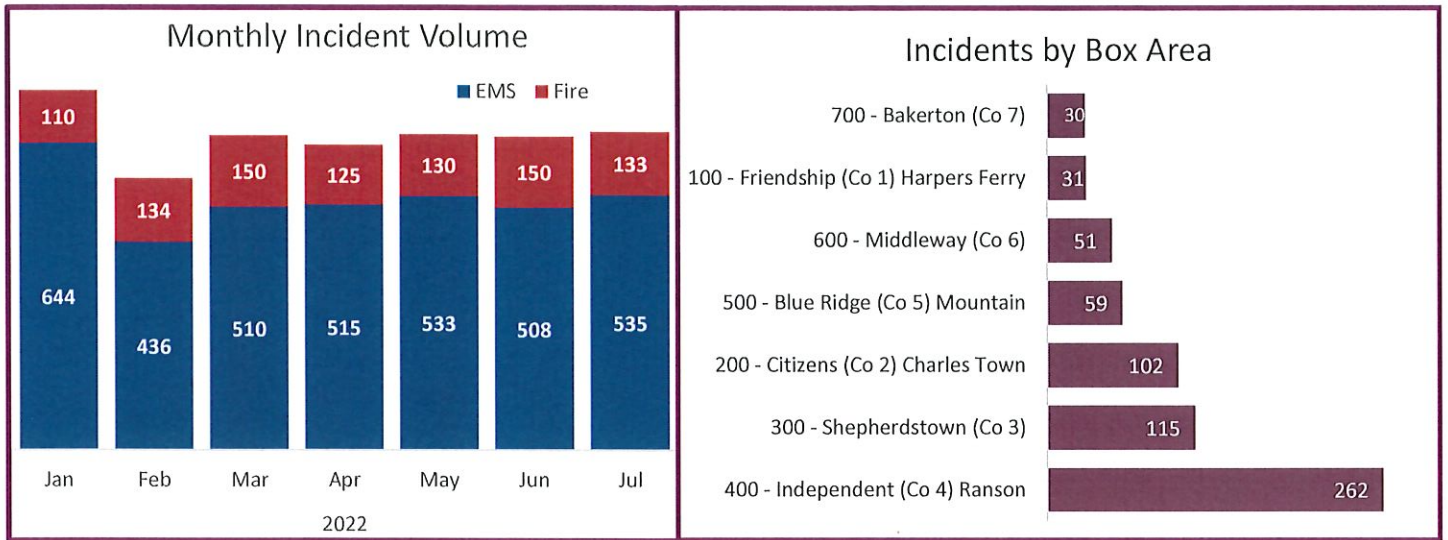


Exhibit A



Jefferson County Professional Firefighters Local 5351

P.O. Box 1138
Ranson, WV 25438

July 14, 2022

Director Robert Burner
419 16th Avenue
Ranson, WV 25438

Director Burner,

The Jefferson County Local 5351 voted to request a salary comparison study of the Jefferson County Emergency Services Agency, taking into consideration our current pay structure and departments in neighboring states and counties. Our points of interest are as follows:

- Pay increase for current employees to remain competitive with the regional Fire and EMS community
- Add pay incentives and positions for specialty certifications (HAZMAT Tech, Water Rescue, cleared RSI Medics, Field Trainers, etc.) and degrees (Associate's to Ph.D.), as well as years of service
- Options for advancement at the EMT certification level (currently there is no opportunity to progress further than an EMT/Technician since all supervisor positions are required to have a Paramedic level certification)
- A re-evaluation of how Holiday pay is paid to the day (12 hour) shifts, currently the pay does not start until 0800 and the day work shifts begin at 0600 so the day work providers are only receiving ten hours of holiday pay instead of 12

We understand there are many moving parts due to the Fitch study, however Local 5351 believes it is important to make this salary comparison study a priority due to the need to stay competitive within the surrounding departments. It is imperative that we can continue to retain and recruit well-qualified personnel to our department. We would like to have a written response and see a draft of this prior to the start of the next budget year.

Thank you for your attention to this matter and please let us know if there is anything we can do to assist in this,

Theodore "Mike" Sine
President