

# **Jefferson County Emergency Services Agency**



**Board Meeting**

**July 19, 2022**

**7:00 pm**



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue n Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

## 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
  - Vice-Chair: Tony Troxel
  - Treasurer: Steven Harris
  - Secretary: Debbie Lancaster
- o 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

- o 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.

- o Motion by Jackson, 2<sup>nd</sup> 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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## IAFF LOCAL 5351 REPORT – *Mike Sine*

1. Nothing to report.

## JCFRA REPORT – *Morgan*

1. Items from JCFRA July meeting:
  - EFD (Emergency Fire Dispatch) overview presented by ECC at last JCFRA meeting. Steering Committee appointed: Dan Malamas, Billy McDonald, Earl Cogle, and Zack Saghy.
  - EMS takeover – fire levy, will be brought up again next month.
  - 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.
  - 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 1<sup>st</sup> 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 & 13<sup>th</sup>. 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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- o Motion by Troxel, 2<sup>nd</sup> by S. Harris to donate the 2010 Ford Explorer to the Bakerton Fire Department - Motion carries unanimously on voice vote.

## ADJOURNMENT

- o Motion to adjourn by S. Harris, 2<sup>nd</sup> 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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**Jefferson County Emergency Services Agency**

**Financial Summary - FY2022 (July 2021 - June 2022)**

Through June

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
<b>Some income (i.e., dedicated grants) may not be reflected here.</b>	<b>Total</b>	<b>\$ 4,083,730</b>	<b>\$ 4,034,864</b>	<b>\$ 4,034,864</b>	<b>\$ 48,866</b>

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

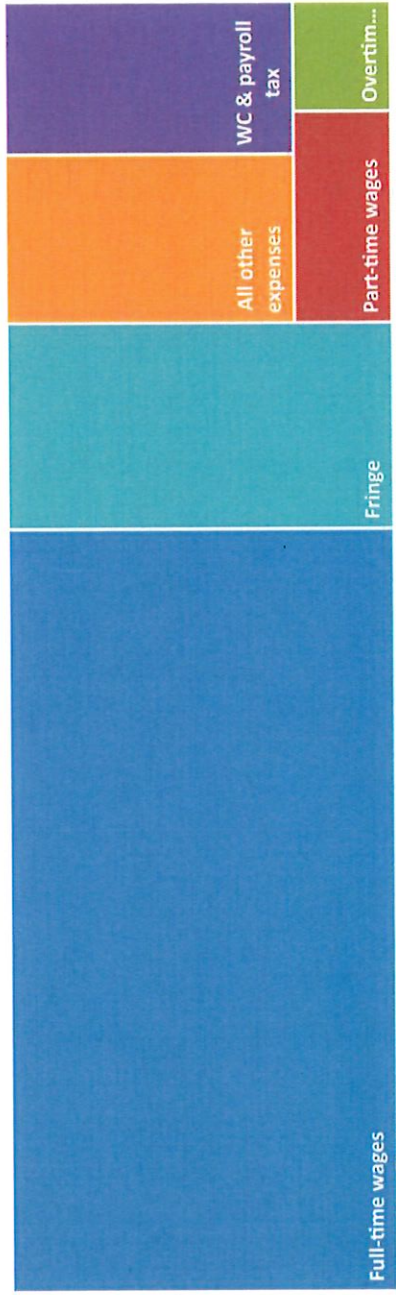
**Bank Account Balances**

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.



**Jefferson County Emergency Services Agency**

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

Through June

Fund: **GENERAL**

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total				
	1.7	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	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	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	129,960	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	9,462	9,462	9,462	9,462	9,462	9,462	9,462	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	9,829	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	9,479	142,990
<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>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>148,901</b>	<b>2,227,294</b>	
Hosp	18,035	24,632	22,168	24,430	3,522	25,822	28,245	26,064	26,865	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	24,740	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	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	3,463	44,498
Retirement	11,521	23,582	12,666	12,004	15,025	25,389	17,207	14,830	14,126	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	13,646	201,855
<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>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>41,850</b>	<b>517,492</b>	
Fuel	747	985	1,399	1,190	842	720	1,116	938	817	794	794	794	794	794	794	794	794	794	794	794	794	794	794	794	794	794	794	794	11,340
Rep & Maint (Auto)	345	614	815	842	201	141	185	141	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	164	18,896
License / Svc Contracts	1,001	1,001	517	11,293	4,346	40	750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,109
Medical Exp	35	70	14,970	4,273	582	335	155	90	20	20	40	20	40	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20,635
Ems Supplies	1,825	-	5,734	6,938	113	(6,845)	3,532	2,260	(2,238)	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	3,136	14,904
Uniforms/Fire Gear	3,555	4,420	2,668	6,201	12,661	378	2,172	221	113	998	998	998	998	998	998	998	998	998	998	998	998	998	998	998	998	998	998	998	35,037
Trav/Train (non-wage)	1,651	2,020	1,911	4,321	2,289	115	488	969	139	558	558	558	558	558	558	558	558	558	558	558	558	558	558	558	558	558	558	558	30,219
<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>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>5,690</b>	<b>151,140</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	3,789	3,789	3,789	3,789	3,789	3,789	3,789	3,789	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	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	4,498	33,761
Tech Svc	853	1,357	1,062	1,629	1,658	2,184	9,548	119	1,782	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	1,946	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	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	2,303	23,266
Utilities	2,190	2,755	2,245	2,180	1,782	4,173	3,638	3,013	2,815	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	2,868	33,770
Rep & Maint (Facility)	226	211	-	-	-	-	-	397	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	834
Audit Costs	-	-	-	1,893	-	-	4,922	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,815
Other (Unemp./Conting)	95	-	-	-	-	-	-	93	-	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	115	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>16,898</b>	<b>25,981</b>	<b>10,888</b>	<b>12,859</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>15,519</b>	<b>170,811</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	3,523	3,523	3,523	3,523	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
<b>Total</b>	<b>184,484</b>	<b>333,633</b>	<b>225,394</b>	<b>223,590</b>	<b>221,369</b>	<b>339,382</b>	<b>272,848</b>	<b>224,342</b>	<b>213,771</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>215,483</b>	<b>3,123,406</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>2,024,418</b>	<b>2,238,189</b>	<b>2,453,672</b>	<b>2,664,638</b>	<b>2,879,127</b>	<b>3,094,610</b>	<b>3,310,093</b>	<b>3,525,576</b>	<b>3,741,059</b>	<b>3,956,542</b>	<b>4,172,025</b>	<b>4,387,508</b>	<b>4,602,991</b>	<b>4,818,474</b>	<b>5,033,957</b>	<b>5,249,440</b>	<b>5,464,923</b>	<b>5,680,406</b>	<b>5,895,889</b>	<b>6,111,372</b>	<b>6,326,855</b>	<b>3,122,782</b>

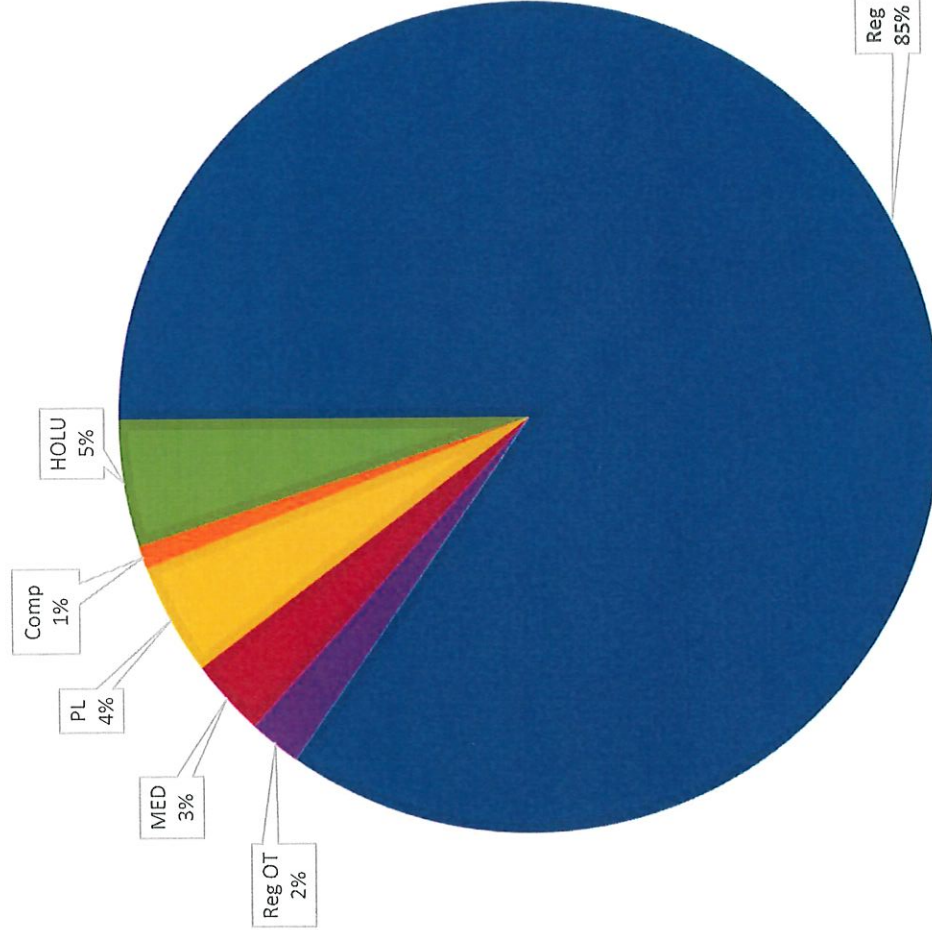


# LABOR HOURS BY PAY TYPE

FisYr 2022  
 PayMo. Ending 6/30/2022

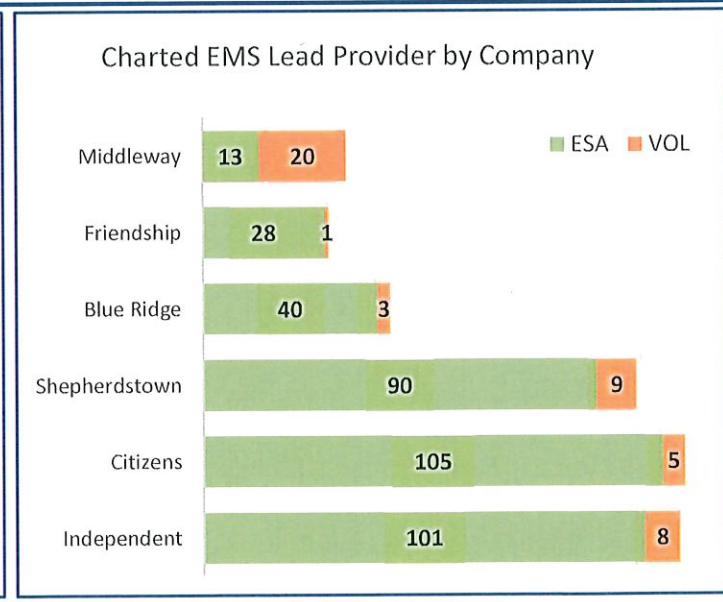
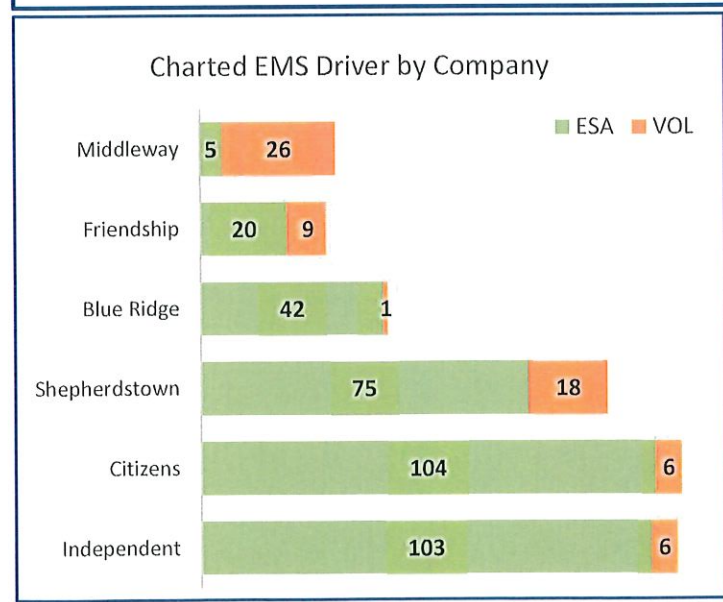
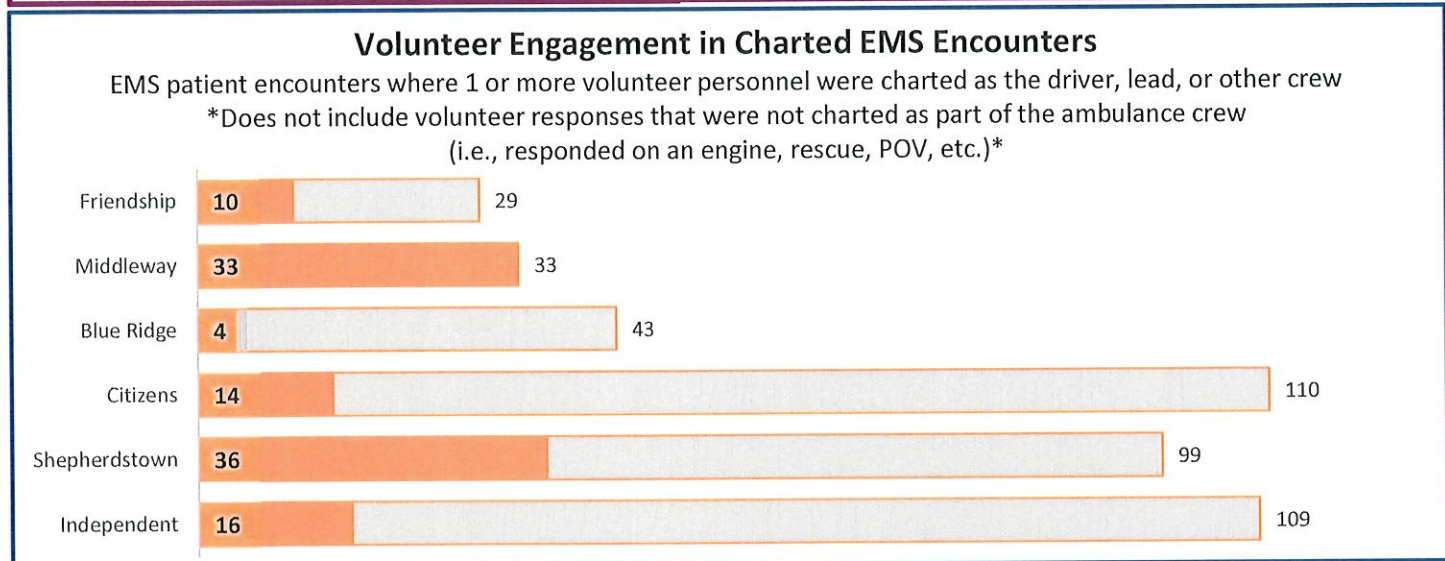
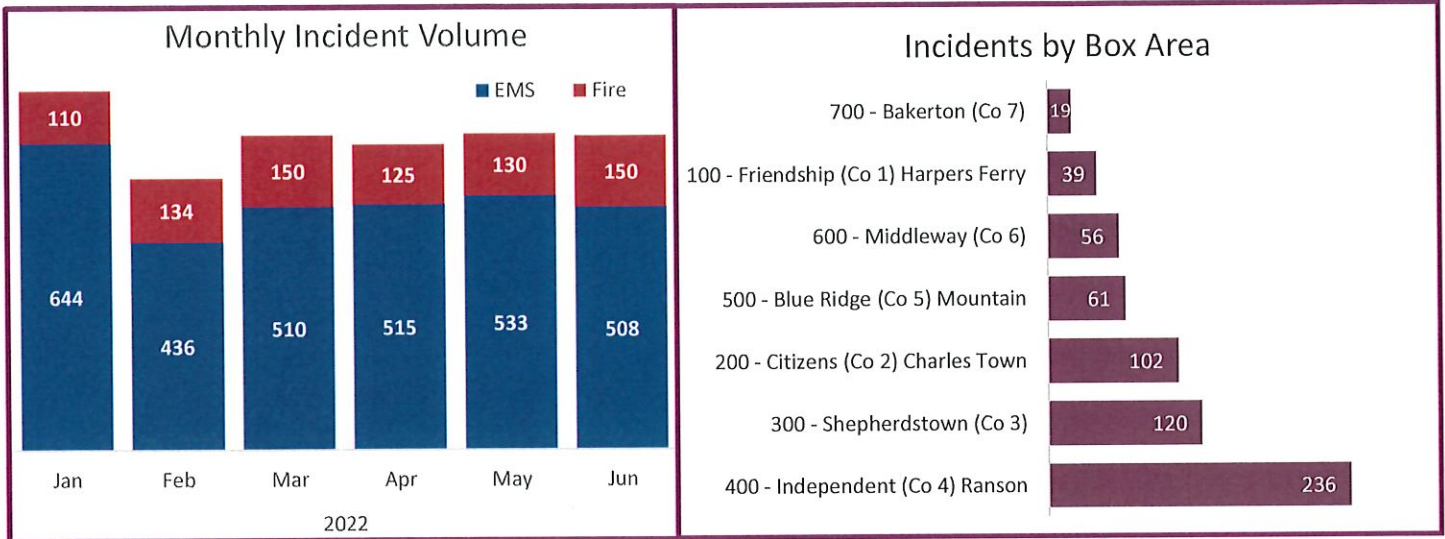
Pay Type	Hours
Reg	10174
Reg OT	246
MED	365
PL	524
Comp	110
HOLU	591
HOLW	484
AL	48
<b>Grand Total</b>	<b>12541</b>

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  
 HOLP Holiday - Prime

June, 2022



# SIGN-IN SHEET

## BOARD MEETING OF THE JCESA

Type of Meeting: Regular Special

Meeting Date: JULY 19, 2022

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

Time: 7:00 p.m

**Board Members:** ( Please Print )

- |                           |                         |                            |
|---------------------------|-------------------------|----------------------------|
| 1- <u>SMILE SCAMPORIO</u> | 2- <u>TRUDA JACKSON</u> | 3- <u>Debbie Lancaster</u> |
| 4- <u>JACOB HARRIS</u>    | 5- <u>STEVE HARRIS</u>  | 6- <u>Anthony Trase</u>    |
| 7- <u>ROSS L MORGAN</u>   | 8- <u>JOHN P. JONES</u> | 9- <u>Dr. Trase *</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>ROBERT BURDET</u>	<u>JCESA</u>	___	___
2- <u>Sara Considine</u>	<u>JCESA</u>	___	<u>X</u>
3- <u>Tracy "Mike" Sone</u>	<u>Local 5351</u>	___	<u>X</u>
4- <u>David Spain</u>	<u>Ba Berton</u>	<u>X</u>	___
5- _____	_____	___	___
6- _____	_____	___	___
7- _____	_____	___	___
8- _____	_____	___	___
9- _____	_____	___	___
10- _____	_____	___	___
11- _____	_____	___	___