

Jefferson County Emergency Services Agency



**Board Meeting
September 20, 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 September 20, 2022

The September meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, September 20, 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

1. August 16, 2022 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Steve Harris / Burner*

CHAIRMAN'S REPORT

1. ESA Vehicle Sealed Bids - 2007 GMC Yukon (*Discussion/Action*)

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

JCFRA REPORT – *Morgan*

DIRECTOR'S REPORT - *Burner*

1. Administrative office closed Monday, Oct. 10th in observance of Columbus Day.
2. BCA T-Shirts – long sleeve \$20.00, short sleeve \$15.00 (two-designs) see Debbie
3. Annual staff physicals completed Sept. 12th and 13th
4. New staff orientation taking place over the next two-months
5. Emails sent to VFD Chiefs requesting 990 Packets for FY23 County Allocated Funding
6. Proposals for Services to conduct FY22-23 Audits were mailed to 6 CPA firms for consideration.
7. Presentation of JCESA Annual Report for FY22

UNFINISHED BUSINESS - *None*

NEW BUSINESS

1. Board to appoint (3) "Audit Committee" members who will vote at next month's regular board meeting for (1) CPA Firm to complete ESAs audit reports for FY22 & FY23. (*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.*



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

Meeting Minutes August 16, 2022

The August regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, August 16, 2022, at the JCESA office.

ROLL CALL

Member	Present	Member	Present	Member	Present
Craig Simpson	Yes	Bryan Derrickson	Yes	Dr. Treese	No
Tony Troxel	Yes	Jacob Harris	No	Ross Morgan	Yes
Steve Harris	Yes	Tricia Jackson	Yes	Nathan Cochran	Yes*
Debbie Lancaster	No	John P. Jones	Yes	Bob Burner	Yes

(*) Present via Zoom

The meeting was called to order at 6:59 p.m. by Chairman Simpson, with a confirmed quorum.

Chairman Simpson introduced new board member, Bryan Derrickson.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – None

APPROVAL OF MINUTES

- o Motion by S. Harris, 2nd by Troxel to approve the July 19, 2022, Regular meeting minutes as submitted - Motion carries unanimously on voice vote.

TREASURER’S REPORT

S. Harris reported on the number and dollar amount of checks signed. Financial report of income and expenses provided in agenda packet.

- o Motion by Jackson, 2nd 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. Morgan reported that there was no quorum for the last JCFRA meeting, but the JCFRA discussed looking at a fire levy again. He emailed a poll to the member departments to select 6 nominees for the JCESA board: 3 nominees for fire representative and 3 nominees for EMS representative. The nominees for fire are John Paul Jones, Scott

It’s About Saving Lives

JCESA is an equal opportunity emergency service provider, Employer, and community partner of Jefferson County WV.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

Cooper, and Steven Harris. The nominees for EMS are Craig Simpson, Marshall DeMeritt, and Doug Snowden. Morgan will submit the list to the JCC office.

2. Morgan inquired about a timeline for the transition of the ESA to a County Department.
 - Commissioner Jackson advised that she expected a timeline to be presented at the next JCC meeting on Thursday, August 18th.
3. Morgan noted that the ESA board was not advised that JCC staff would be attending the WVSFC meeting on August 4th.
 - Jones noted that the JCC has not communicated or consulted with the ESA board regarding any of the recent changes.

DIRECTOR'S REPORT – Burner

1. Administrative office will be closed Monday, Sept. 5th in observance of Labor Day.
2. BCA Shirts are available. Long sleeve: \$20, short sleeve: \$15, Size S to 5XL – see Debbie.
3. FY22/23 *Audit Request for Proposals* will be mailed out to 6 CPA firms for bidding consideration around the end of August.
4. JCESA Annual Report for FY22 will be presented at the September board meeting.
5. Request to conduct pay scale study. (*Exhibit A*)
 - Motion by S. Harris, 2nd by Jackson to conduct a pay study in-house. - Motion carries unanimously on voice vote.
 - Jones, S. Harris, Simpson, and Derrickson advised they would like to be involved in the project.
6. Burner explained that ALS medications for all units in the county are purchased by the agency and the cost is reimbursed by the volunteer departments quarterly based on proportional share of ALS transports. Burner recommends ceasing this practice so that the volunteer companies are not purchasing medications that they will not be using due to the EMS transition.
 - Motion by Troxel, 2nd by Jackson to discontinue billing for ALS medications to the volunteer departments. - Motion carries unanimously on voice vote.

UNFINISHED BUSINESS – *Simpson asked if BFD had taken possession of the vehicle donated by the ESA at the July meeting. Burner confirmed that it had.*

NEW BUSINESS – *None*

ADJOURNMENT

- Motion to adjourn by S. Harris, 2nd by Troxel - Motion carries unanimously on voice vote. Meeting adjourned at 7:31 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Craig Simpson, JCESA Chairman

Date

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*

Jefferson County Emergency Services Agency

Financial Summary - FY2023 (July 2022 - June 2023)

Through August

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	\$ 309,801	\$ 2,178,616	\$ 3,143
JCC - Amb. Fee \$ 946,330	Part-time wages \$ 176,174	\$ 176,174	\$ 19,573	\$ 171,083	\$ 5,091
TB Assn. \$ 0	Overtime \$ 174,529	\$ 174,529	\$ 17,555	\$ 167,650	\$ 6,879
Other Grants \$ 0	WC & payroll tax \$ 374,172	\$ 374,172	\$ 50,094	\$ 370,774	\$ 3,399
Sale of assets \$ 0	Fringe \$ 719,786	\$ 719,786	\$ 105,624	\$ 710,702	\$ 9,084
Other \$ 1,051	All other expenses \$ 422,404	\$ 422,404	\$ 53,226	\$ 420,737	\$ 1,667
<i>Some income (i.e., dedicated grants) may not be reflected here.</i>	Total	\$ 4,048,824	\$ 555,873	\$ 4,019,561	\$ 29,263

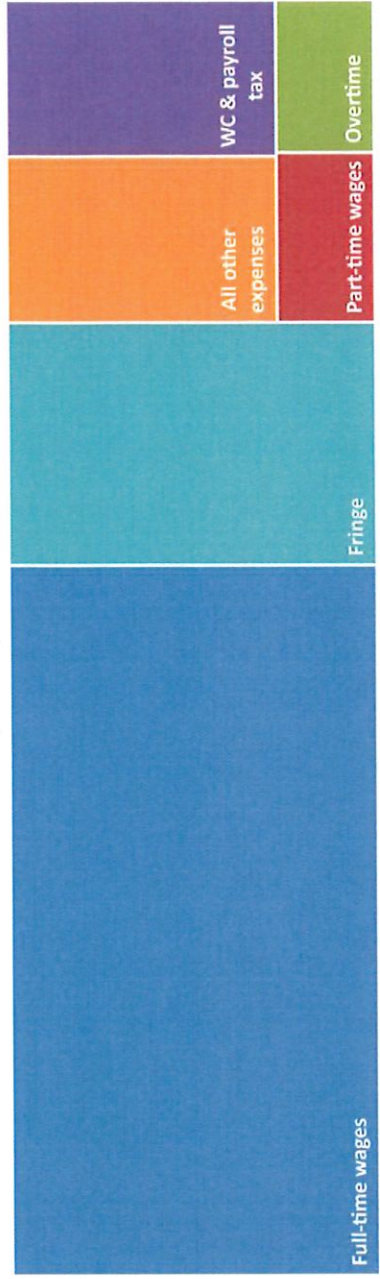
Bank Account Balances

as of: August 31, 2022

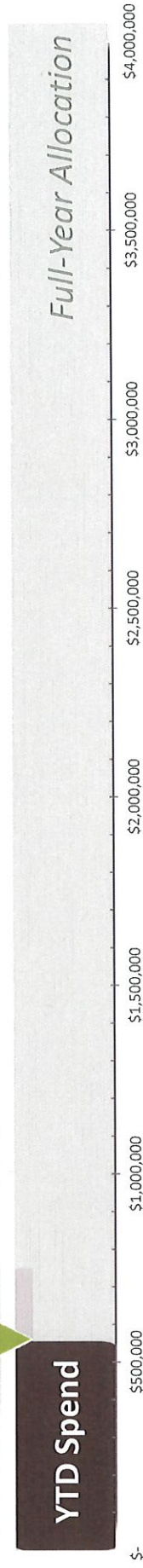
General	\$ 754,170
Payroll	\$ 169,751
Amb. Fee	\$ 605,484
Mortgage	\$ 179,227

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

YTD Spending - by Category



WE ARE HERE



14% of fiscal year complete based on 3.6 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

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

Through August

Fund: **COMBINED**

Expenses	Actual	Forecast												Total		
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
	1.6	2	2	2	2	3	2	2	2	2	2	2	2	2	3.4	26
Full Time	145,062	164,739	151,973	173,791	173,791	261,061	173,791	173,791	173,791	151,973	151,973	151,973	151,973	151,973	304,699	2,178,616
Part Time	8,505	11,068	12,332	14,094	14,094	21,141	14,094	14,094	14,094	12,332	12,332	12,332	12,332	12,332	24,664	171,083
Overtime	10,325	7,230	12,217	13,962	13,962	20,943	13,962	13,962	13,962	12,217	12,217	12,217	12,217	12,217	24,434	167,650
Worker Comp	12,291	12,291	12,621	14,432	14,432	21,675	14,432	14,432	14,432	12,621	12,621	12,621	12,621	12,621	25,296	179,767
FICA/Med	12,063	13,449	13,460	15,391	15,391	23,115	15,391	15,391	15,391	13,460	13,460	13,460	13,460	13,460	26,977	191,007
Subtotal	188,246	208,777	202,604	231,670	231,670	347,935	231,670	231,670	231,670	202,604	202,604	202,604	202,604	202,604	406,071	2,888,122
Medical Ins	31,484	30,947	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	422,546
Ancillary (dent,visn,life)	4,087	8,008	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	65,262
Retirement	14,761	16,337	15,598	17,837	17,837	26,790	17,837	17,837	17,837	15,598	15,598	15,598	15,598	15,598	31,268	222,894
Subtotal	50,332	55,292	56,926	59,165	59,165	68,119	59,165	59,165	59,165	56,926	56,926	56,926	56,926	56,926	72,596	710,702
Fuel	-	-	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	11,000
Rep & Maint (Auto)	673	4,129	700	700	700	700	700	700	700	700	700	700	700	700	700	11,802
License / Svc Contracts	1,200	-	500	18,000	5,000	750	750	750	750	-	-	-	-	900	3,000	29,400
Medical Exp	20	-	16,000	11,000	600	400	200	200	400	400	400	400	400	400	400	30,220
Erms Supplies	2,755	2,217	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	41,639
Uniforms/Fire Gear	6,245	1,708	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	18,000	75,453
Trav/Train (non-wage)	4,018	1,767	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	26,785
Subtotal	14,911	9,821	29,567	42,067	13,717	18,467	14,017	13,467	13,467	13,467	13,467	13,467	13,467	14,367	28,967	226,299
Auto & Liability Ins.	5,042	5,042	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	62,020
Prof Svc	3,243	2,250	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	5,275	37,243
Tech Svc	-	1,719	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	3,100	23,719
Office Exp/Equip Rent	5,654	1,437	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	22,841
Utilities	1,749	2,358	2,470	2,398	1,960	4,590	4,002	3,314	3,097	3,155	2,244	2,244	2,244	2,244	4,478	35,815
Rep & Maint (Facility)	-	-	-	200	200	200	7,000	-	-	-	-	-	-	-	-	2,800
Audit Costs	-	-	-	3,000	-	-	-	-	-	-	-	-	-	-	-	10,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	15,688	12,806	13,613	16,742	13,104	18,934	22,145	14,658	14,240	17,498	13,388	13,388	13,388	13,388	21,622	194,438
Total	269,177	286,696	302,710	349,643	317,655	453,454	326,997	318,959	287,237	290,495	287,284	287,284	287,284	287,284	529,255	4,019,561
Cumulative Expenses	269,177	555,873	858,583	1,208,225	1,525,880	1,979,335	2,306,331	2,625,291	2,912,527	3,203,022	3,490,306	3,490,306	3,490,306	3,490,306	4,019,561	

Jefferson County Emergency Services Agency **Monthly Expense Budget - FY2023 (July 2022 - June 2023)** Through August Fund: **GENERAL**

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
Full Time	109,238	120,939	129,269	147,736	147,736	221,603	147,736	147,736	129,269	129,269	129,269	258,537	1,818,334
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,243	10,563	10,563	15,845	10,563	10,563	9,243	9,243	9,243	18,485	131,989
FICA/Med	7,971	8,809	9,857	11,265	11,265	16,897	11,265	11,265	9,857	9,857	9,857	19,713	137,877
Subtotal	126,427	138,966	148,368	169,563	169,563	254,345	169,563	169,563	148,368	148,368	148,368	296,736	2,088,200
Hosp	23,828	23,461	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	336,821
Life	3,141	7,037	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	54,178
Retirement	10,288	11,432	12,281	14,035	14,035	21,052	14,035	14,035	12,281	12,281	12,281	24,561	172,595
Subtotal	37,257	41,930	45,634	47,388	47,388	54,405	47,388	47,388	45,634	45,634	45,634	57,914	563,594
Fuel	-	-	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	11,000
Rep & Maint (Auto)	673	4,129	700	700	700	700	700	700	700	700	700	700	11,802
License / Svc Contracts	1,200	1,200	500	18,000	50	5,000	750	-	-	-	900	3,000	29,400
Medical Exp	20	16,000	11,000	11,000	600	400	200	400	400	400	400	400	30,220
Ems Supplies	2,755	2,217	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	41,639
Uniforms/Fire Gear	6,245	1,708	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	18,000	75,453
Trav/Train (non-wage)	4,018	1,767	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	26,785
Subtotal	14,911	9,821	29,567	42,067	13,717	18,467	14,017	13,467	13,467	13,467	14,367	28,967	226,299
Auto & Liability Ins.	3,630	3,630	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	45,076
Prof Svc	3,243	2,250	2,275	2,275	2,275	5,275	2,275	2,275	2,275	5,275	2,275	5,275	37,243
Tech Svc	-	1,719	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	3,100	23,719
Office Exp/Equip Rent	5,654	1,437	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	22,841
Utilities	1,749	2,358	2,470	2,398	1,960	4,590	4,002	3,314	3,097	3,155	2,244	4,478	35,815
Rep & Maint (Facility)	-	-	-	200	-	200	-	200	-	200	-	2,000	2,800
Audit Costs	-	-	-	3,000	-	-	7,000	-	-	-	-	-	10,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	14,276	11,394	12,201	15,330	11,692	17,522	20,733	13,246	12,828	16,086	11,976	20,210	177,494

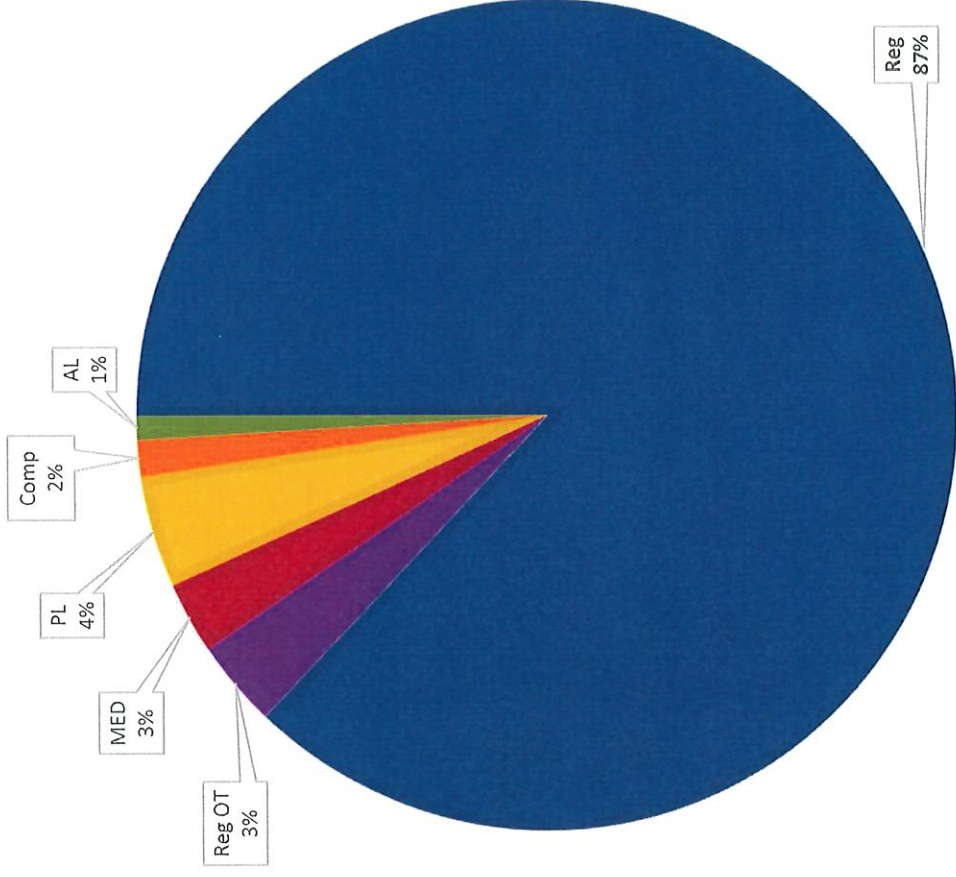
Total	192,871	202,111	235,769	274,348	242,360	344,739	251,702	243,664	220,296	223,555	220,344	403,827	3,055,586
--------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	------------------

Cumulative Expenses	192,871	394,982	630,751	905,099	1,147,459	1,492,198	1,743,900	1,987,564	2,207,861	2,431,415	2,651,759	3,055,586
----------------------------	----------------	----------------	----------------	----------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------	------------------

FisYr 2023
 PayMo. Ending 8/31/2022

LABOR HOURS BY PAY TYPE

Pay Type	Hours
Reg	6823
Reg OT	266
MED	220
PL	340
Comp	111
AL	72
Grand Total	7832



Total:	7,832
OT/Total	3.4%
Worked:	7,089
OT/Worked	3.7%

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

August, 2022

