



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438  
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://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

- 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.

- Motion by Jackson, 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. 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

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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 18<sup>th</sup>.
3. Morgan noted that the ESA board was not advised that JCC staff would be attending the WVSFC meeting on August 4<sup>th</sup>.
  - 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. 5<sup>th</sup> 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

10/19/22  
Date

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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
  - 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, 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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## 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 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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- 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

- 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 - FY2023 (July 2022 - June 2023)

Through July

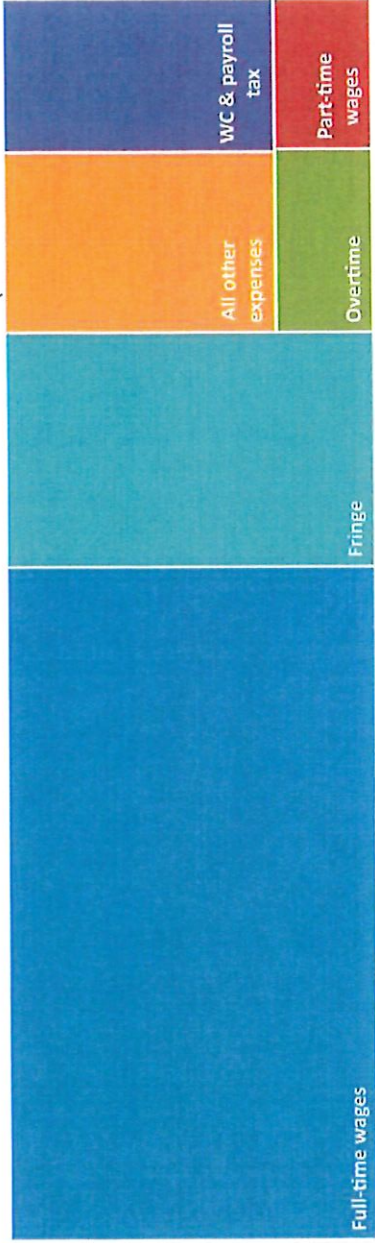
Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund \$ 3,102,494	Full-time wages \$ 2,181,759	\$ 2,181,759	\$ 145,062	\$ 2,165,850	\$ 15,909
JCC - Amb. Fee \$ 946,330	Part-time wages \$ 176,174	\$ 176,174	\$ 8,505	\$ 172,347	\$ 3,827
TB Assn. \$ 0	Overtime \$ 174,529	\$ 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)
<b>Some income (i.e., dedicated grants) may not be reflected here.</b>	<b>Total</b>	<b>\$ 4,048,824</b>	<b>\$ 267,074</b>	<b>\$ 4,018,933</b>	<b>\$ 29,891</b>

**Bank Account Balances**  
 as of: July 31, 2022

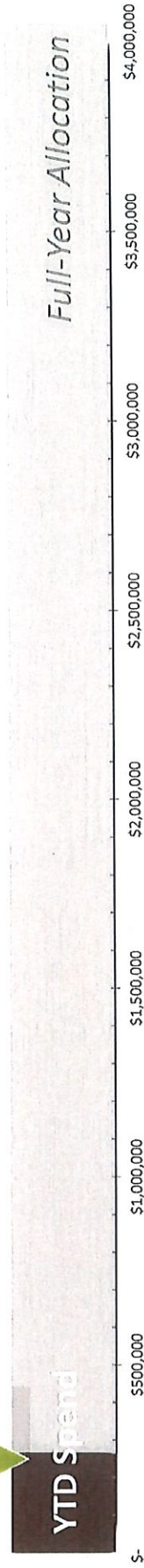
General	\$ 1,025,392
Payroll	\$ 128,723
Amb. Fee	\$ 691,295
Mortgage	\$ 158,974

*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.

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

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	3.4
Actual	145,062	151,973	151,973	173,791	173,791	261,061	173,791	173,791	151,973	151,973	151,973	304,699	2,165,850
Forecast	8,505	12,332	12,332	14,094	14,094	21,141	14,094	14,094	12,332	12,332	12,332	24,664	172,347
Forecast	10,325	12,217	12,217	13,962	13,962	20,943	13,962	13,962	12,217	12,217	12,217	24,434	172,637
Forecast	12,291	12,621	12,621	14,432	14,432	21,675	14,432	14,432	12,621	12,621	12,621	25,296	180,097
Forecast	12,063	13,460	13,460	15,391	15,391	23,115	15,391	15,391	13,460	13,460	13,460	26,977	191,017
Subtotal	188,246	202,604	202,604	231,670	231,670	347,935	231,670	231,670	202,604	202,604	202,604	406,071	2,881,949
Medical Ins	31,484	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	427,611
Ancillary (dent, visn, life)	4,087	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	62,570
Retirement	14,761	15,598	15,598	17,837	17,837	26,790	17,837	17,837	15,598	15,598	15,598	31,268	222,156
Subtotal	50,332	56,926	56,926	59,165	59,165	68,119	59,165	59,165	56,926	56,926	56,926	72,596	712,336
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	5,000	750	750	-	-	-	-	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.	5,042	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	62,172
Prof Svc	3,243	2,275	2,275	2,275	2,275	5,275	2,275	2,275	2,275	2,275	2,275	2,275	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	14,118	14,374	13,613	16,742	13,104	18,934	22,145	14,658	14,240	17,498	13,388	21,622	194,436
Total	267,074	288,171	302,710	349,643	317,655	453,454	326,997	318,959	287,237	290,495	287,284	529,255	4,018,933
Cumulative Expenses	267,074	555,245	857,954	1,207,597	1,525,252	1,978,706	2,305,703	2,624,662	2,911,899	3,202,394	3,489,678	4,018,933	

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

Expenses	Actual	Through July												Forecast	Forecast
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Full Time	109,238	129,269	129,269	147,736	147,736	221,603	147,736	147,736	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	10,563	9,243	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	11,265	9,857	9,857	9,857	9,857	19,713	138,925
<b>Subtotal</b>	<b>126,427</b>	<b>148,368</b>	<b>148,368</b>	<b>169,563</b>	<b>169,563</b>	<b>254,345</b>	<b>169,563</b>	<b>169,563</b>	<b>169,563</b>	<b>148,368</b>	<b>148,368</b>	<b>148,368</b>	<b>148,368</b>	<b>296,736</b>	<b>2,097,602</b>
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	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	4,400	4,400	51,541
Retirement	10,288	12,281	12,281	14,035	14,035	21,052	14,035	14,035	14,035	12,281	12,281	12,281	12,281	24,561	173,443
<b>Subtotal</b>	<b>37,257</b>	<b>45,634</b>	<b>45,634</b>	<b>47,388</b>	<b>47,388</b>	<b>54,405</b>	<b>47,388</b>	<b>47,388</b>	<b>47,388</b>	<b>45,634</b>	<b>45,634</b>	<b>45,634</b>	<b>45,634</b>	<b>57,914</b>	<b>567,297</b>
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	12,100
Rep & Maint (Auto)	673	700	700	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	400	400	30,400
Erns 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	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	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	2,100	2,100	26,605
<b>Subtotal</b>	<b>14,378</b>	<b>14,267</b>	<b>29,567</b>	<b>42,067</b>	<b>13,717</b>	<b>18,467</b>	<b>14,017</b>	<b>13,467</b>	<b>13,467</b>	<b>13,467</b>	<b>13,467</b>	<b>13,467</b>	<b>14,367</b>	<b>28,967</b>	<b>230,211</b>
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	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	2,275	2,275	2,275	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	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	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	2,244	2,244	4,478	36,487
Rep & Maint (Facility)	-	200	-	200	-	200	-	200	-	200	-	200	-	2,000	3,000
Audit Costs	-	-	-	3,000	-	-	7,000	-	-	-	-	-	-	-	10,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>12,706</b>	<b>12,962</b>	<b>12,201</b>	<b>15,330</b>	<b>11,692</b>	<b>17,522</b>	<b>20,733</b>	<b>13,246</b>	<b>12,828</b>	<b>16,086</b>	<b>11,976</b>	<b>11,976</b>	<b>11,976</b>	<b>20,210</b>	<b>177,492</b>

<b>Total</b>	<b>190,768</b>	<b>221,230</b>	<b>235,769</b>	<b>274,348</b>	<b>242,360</b>	<b>344,739</b>	<b>251,702</b>	<b>243,664</b>	<b>220,296</b>	<b>223,555</b>	<b>220,344</b>	<b>220,344</b>	<b>220,344</b>	<b>403,827</b>	<b>3,072,603</b>
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<b>Cumulative Expenses</b>	<b>190,768</b>	<b>411,998</b>	<b>647,768</b>	<b>922,116</b>	<b>1,164,476</b>	<b>1,509,215</b>	<b>1,760,917</b>	<b>2,004,581</b>	<b>2,224,877</b>	<b>2,448,432</b>	<b>2,668,776</b>	<b>2,668,776</b>	<b>2,668,776</b>	<b>3,072,603</b>
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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	3.4	26
	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	7%	14%
Full Time	35,824	22,705	22,705	26,055	26,055	39,458	26,055	26,055	22,705	22,705	22,705	22,705	339,187
Part Time	8,505	12,332	12,332	14,094	14,094	21,141	14,094	14,094	12,332	12,332	12,332	12,332	172,347
Overtime	10,325	12,217	12,217	13,962	13,962	20,943	13,962	13,962	12,217	12,217	12,217	12,217	172,637
Worker Comp	3,073	3,379	3,379	3,869	3,869	5,830	3,869	3,869	3,379	3,379	3,379	3,379	48,083
FICA/Med	4,092	3,603	3,603	4,126	4,126	6,218	4,126	4,126	3,603	3,603	3,603	3,603	52,093
<b>Subtotal</b>	<b>61,819</b>	<b>54,236</b>	<b>54,236</b>	<b>62,106</b>	<b>62,106</b>	<b>93,590</b>	<b>62,106</b>	<b>62,106</b>	<b>54,236</b>	<b>54,236</b>	<b>54,236</b>	<b>109,335</b>	<b>784,347</b>
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	85,298
Life	946	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	3,318	3,318	3,318	3,318	48,712
<b>Subtotal</b>	<b>13,075</b>	<b>11,293</b>	<b>11,293</b>	<b>11,777</b>	<b>11,777</b>	<b>13,713</b>	<b>11,777</b>	<b>11,777</b>	<b>11,293</b>	<b>11,293</b>	<b>11,293</b>	<b>14,682</b>	<b>145,039</b>
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Erms Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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	16,944
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>1,412</b>	<b>16,944</b>

<b>Total</b>	<b>76,306</b>	<b>66,940</b>	<b>66,940</b>	<b>75,295</b>	<b>75,295</b>	<b>108,715</b>	<b>75,295</b>	<b>75,295</b>	<b>66,940</b>	<b>66,940</b>	<b>66,940</b>	<b>125,428</b>	<b>946,330</b>
<b>Cumulative Expenses</b>	<b>76,306</b>	<b>143,246</b>	<b>210,186</b>	<b>285,481</b>	<b>360,776</b>	<b>459,491</b>	<b>544,786</b>	<b>620,082</b>	<b>687,022</b>	<b>753,962</b>	<b>820,902</b>	<b>946,330</b>	

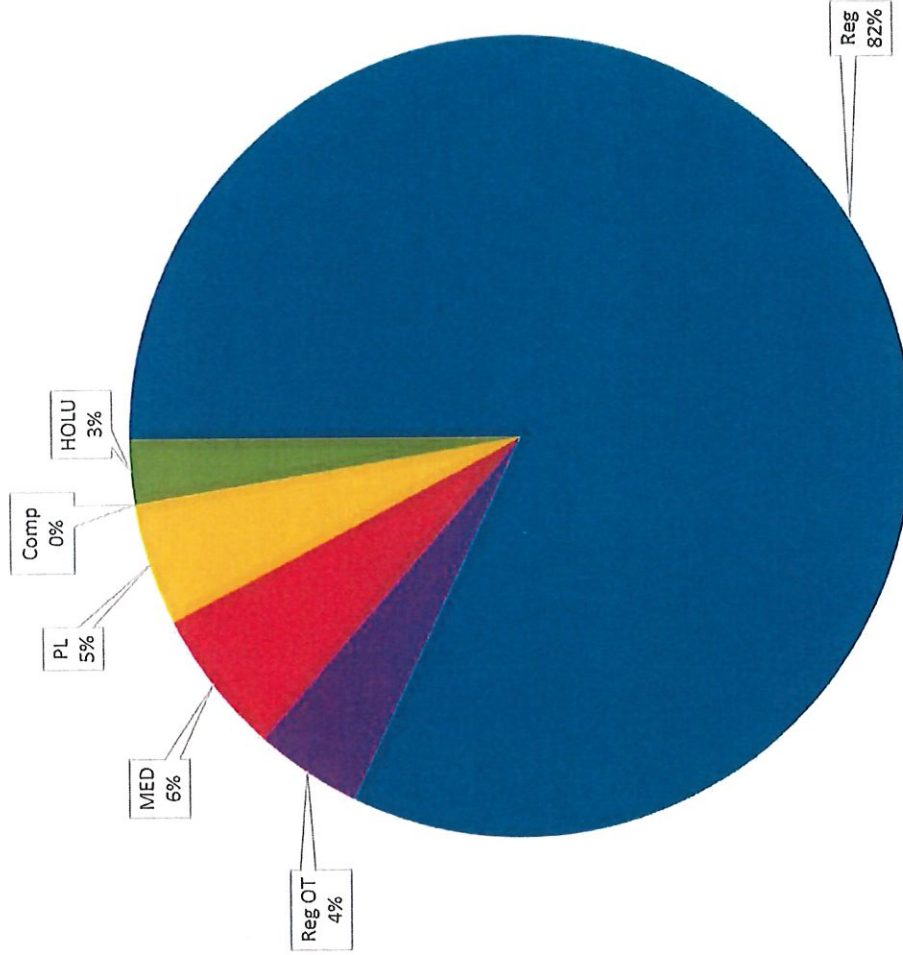
FisYr 2023  
 PayMo. Ending 7/31/2022

LABOR HOURS BY PAY TYPE

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

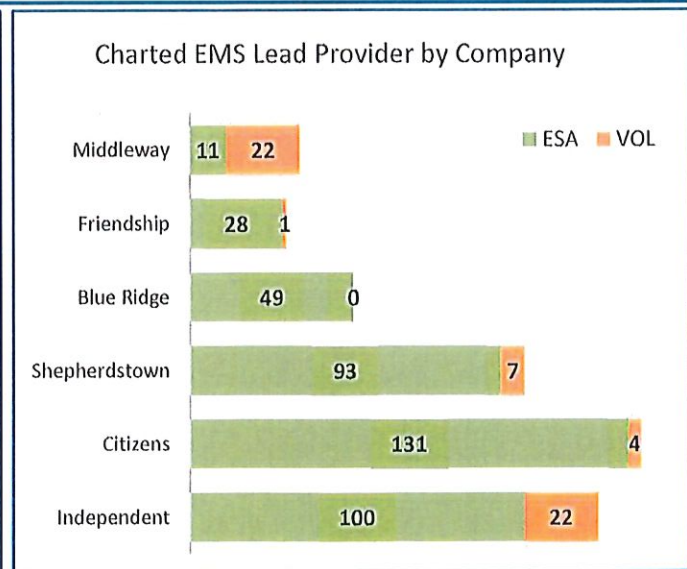
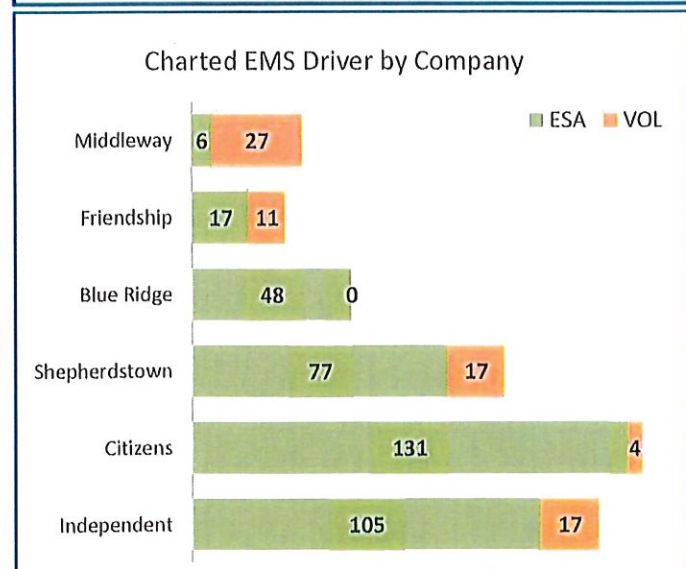
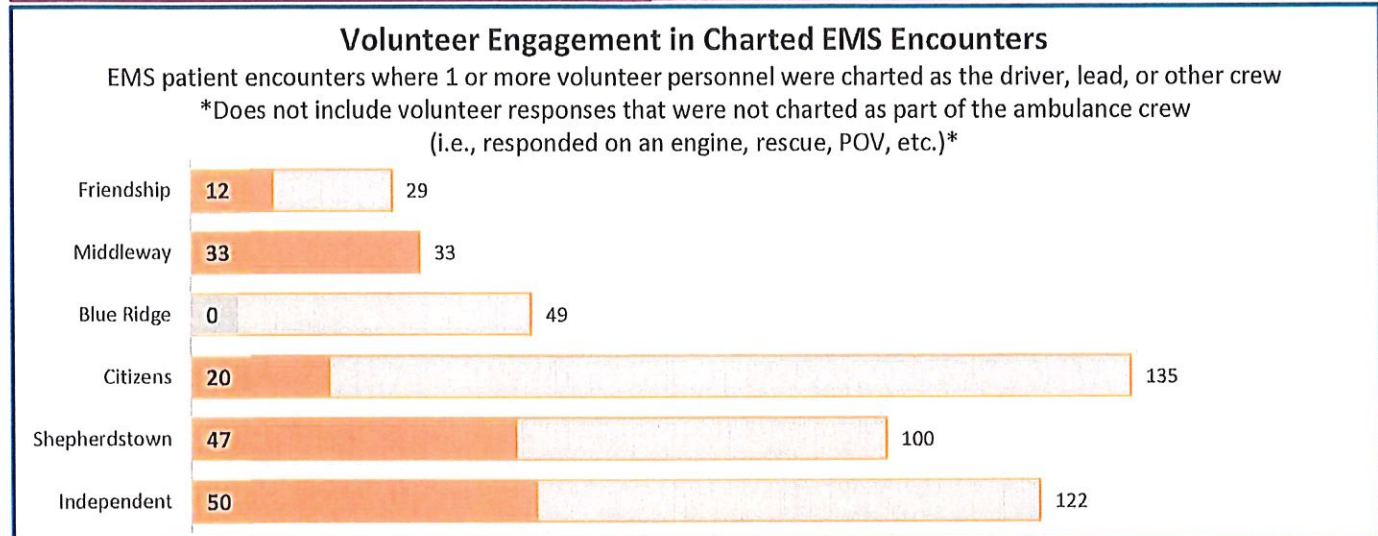
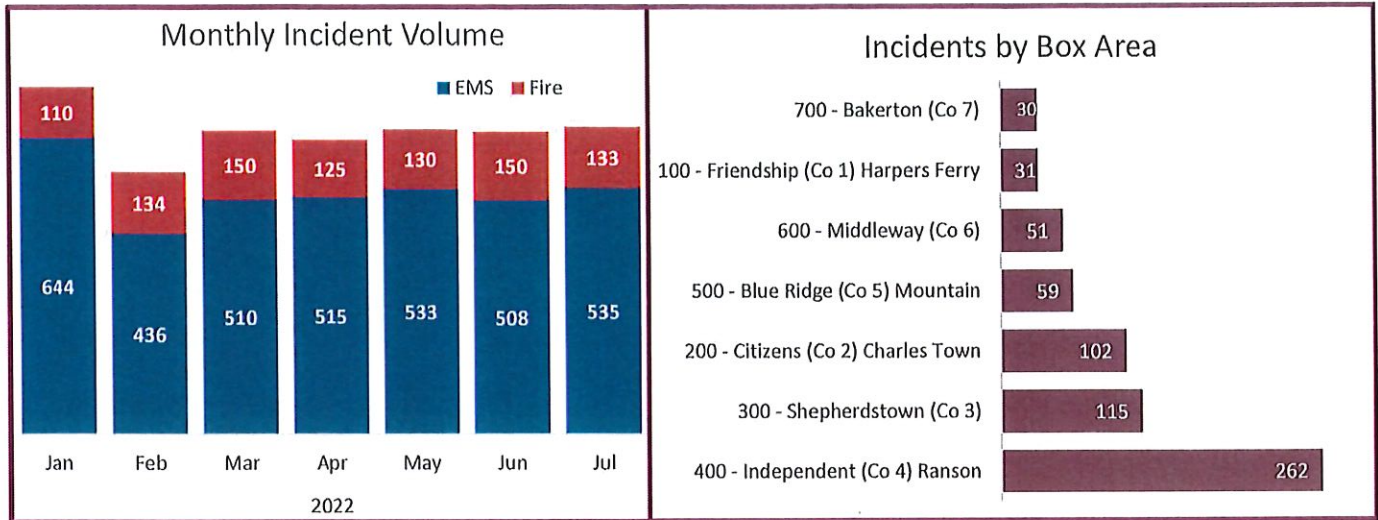
Total:	6,826
OT/Total	4.3%

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

July, 2022



# Exhibit A



## Jefferson County Professional Firefighters Local 5351

P.O. Box 1138  
Ranson, WV 25438

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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

