

**Jefferson County
Emergency Services Agency**



**Board Meeting
December 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 December 20, 2022

The December meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, December 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 - November 15, 2022 – Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT – *Steve Harris / Burner*

CHAIRMAN'S REPORT

1. ESA Vehicle Sealed Bids
 - a. 2011 Freightliner Sprinter Ambulance (*Discussion/Action*)
 - b. 2012 Ford Expedition (*Discussion/Action*)

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

JCFRA REPORT – *Morgan*

DIRECTOR'S REPORT – *Burner*

1. ESA Administrative office will be closed Friday, Dec. 23rd & Monday, Dec. 26th in observance of Christmas Day; Friday Dec. 30th and Monday, Jan. 2nd in observance of New Year's Day & Monday, Jan. 16th in observance of Martin Luther King Jr. Day.
2. TB Grant Request submitted Dec. 2nd for consideration – Capt. Horn
3. Request approval to fund participation in EMT to Paramedic Program for remainder of FY23
4. Pay Study Report

UNFINISHED BUSINESS – *None*

NEW BUSINESS

1. FY24 JCESA budget request
2. FY24 Volunteer Fire Dept. budget request'
3. Discuss ESA' support of Fire Levy

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.*



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Meeting Minutes November 15, 2022

The November regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, November 15, 2022, at the JCESA office.

ROLL CALL

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

(*) *Present via Zoom*

The meeting was called to order at 7:02 p.m. by Chairman Simpson with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – *None*

APPROVAL OF MINUTES

- Motion by Troxel, 2nd by J. Harris to approve the October 18, 2022, Regular meeting minutes as submitted - Motion carries unanimously on voice vote.

TREASURER'S REPORT

Overview by Director Burner of the financial report as provided in agenda packet.

- Motion by Troxel, 2nd by Derrickson to accept the Treasurer's report - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT – *None*

IAFF LOCAL 5351 REPORT - *None*

JCFRA REPORT

1. Chief Morgan mentioned the association continues moving forward researching options for a future levy.
2. J. Harris asked since ESA also acts as the Fire Board, maybe the board can consider supporting a future levy/tax.
 - Chairman Simpson asked to be added to next months agenda for further discussion.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

3. J. Harris mentioned he continues with his Recruitment research for ESA staff and suggested to the board to think about presenting to the County Commission and request raising the Ambulance Fee in order to help with the salary increase.

DIRECTOR'S REPORT – *Burner*

1. Request to dispose of 2 vehicles: 2011 Freightliner Ambulance and 2012 Ford Expedition by sealed bid.
 - Motion by Troxel, 2nd by J. Harris to approve placing the two above-mentioned vehicles up for sealed bids - Motion carries unanimously on voice vote.
2. FY24 Draft Budget Request & pay study update.
 - Pay study is in progress and a pre-requisite to developing the budget request.
3. Ambulance Fee Annual Public Hearing will take place here at ESA, Tue., Dec 20th at 6:30pm just prior to the regular monthly Board Meeting.
 - Class II Advertisement to the *Spirit* Nov 28th scheduled to run Nov 30th & Dec 7th. Notice to be posted on the ESA website, and front office window.
4. ESA Administrative office will be closed Nov. 24th – 25th in observance of Thanksgiving Day.

UNFINISHED BUSINESS – *None*

NEW BUSINESS – *None*

ADJOURNMENT

- Motion to adjourn by Troxel, 2nd by J. Harris - Motion carries unanimously on voice vote. Meeting adjourned at 7:34 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	\$ 3,148,871	Full-time wages	\$ 2,178,123	\$ 842,667	\$ 2,209,637	\$ (31,514)
JCC - Amb. Fee	\$ 900,000	Part-time wages	\$ 176,174	\$ 78,042	\$ 189,032	\$ (12,858)
TB Assn.	\$ 0	Overtime	\$ 174,529	\$ 63,484	\$ 173,437	\$ 1,092
Other Grants	\$ 0	WC & payroll tax	\$ 374,310	\$ 134,013	\$ 368,627	\$ 5,683
Sale of assets	\$ 1,168	Fringe	\$ 723,331	\$ 282,826	\$ 712,431	\$ 10,900
Other	\$ 4,813	All other expenses	\$ 428,385	\$ 164,556	\$ 400,259	\$ 28,126
Total			\$ 4,054,852	\$ 1,565,589	\$ 4,053,423	\$ 1,429

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

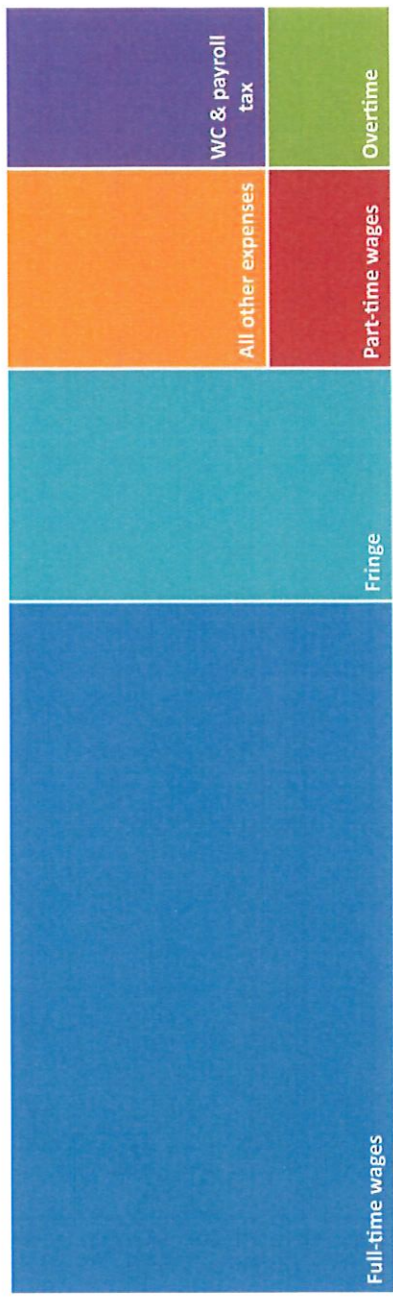
Bank Account Balances

as of: November 30, 2022

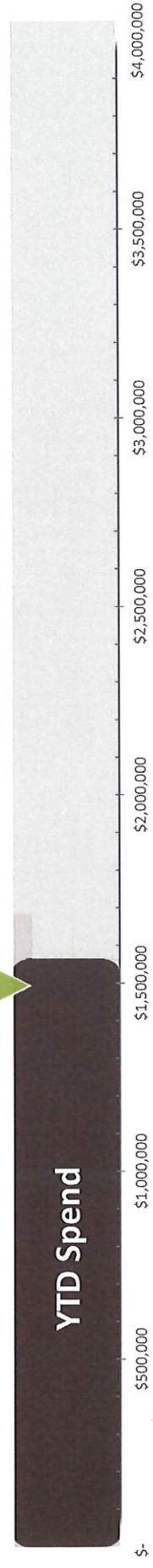
General	\$ 521,399
Payroll	\$ 84,649
Amb. Fee	\$ 512,444
Mortgage	\$ 159,146

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

YTD Spending - by Category



WE ARE HERE



37% of fiscal year complete based on 9.6 out of 26 pay periods finalized.

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

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total				
	1.6	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	26		
Actual	145,062	164,739	173,429	179,392	180,045	260,625	173,500	173,500	151,719	151,719	173,500	173,500	14,094	14,094	14,094	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	2,209,637	
Forecast	8,505	11,068	16,043	21,302	21,124	21,141	14,094	14,094	12,332	12,332	21,141	14,094	14,094	14,094	14,094	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	24,664	
Actual	10,325	7,230	14,205	16,557	15,167	20,943	13,962	13,962	12,217	12,217	20,943	13,962	13,962	13,962	13,962	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	173,437	
Forecast	12,291	12,291	12,291	12,291	12,291	21,644	14,411	14,411	12,603	12,603	21,644	14,411	14,411	14,411	14,411	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	174,991	
Actual	12,063	13,449	15,012	16,051	15,983	23,082	15,369	15,369	13,440	13,440	23,082	15,369	15,369	15,369	15,369	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	193,636	
Forecast	188,246	208,777	230,980	245,593	244,610	347,434	231,336	231,336	202,311	202,311	347,434	231,336	231,336	231,336	231,336	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	2,940,733	
Medical Ins	31,484	30,947	33,127	36,251	34,535	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	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	418,424
Ancillary (dent,visn,life)	4,087	8,008	4,410	4,519	9,949	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	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	68,189
Retirement	14,761	16,337	17,808	18,615	17,989	26,749	17,809	17,809	15,574	15,574	26,749	17,809	17,809	17,809	17,809	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	225,818
Subtotal	50,332	55,292	55,345	59,385	62,472	68,077	59,137	59,137	56,902	56,902	68,077	59,137	59,137	59,137	59,137	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	712,431	
Fuel	830	626	977	648	1,068	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	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	11,849
Rep & Maint (Auto)	673	4,129	229	1,273	279	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	11,483
License / Svc Contracts	1,200	-	647	11,293	3,533	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	750	26,323
Medical Exp	20	15	16,115	4,590	35	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	23,375
Ems Supplies	1,905	2,217	1,531	2,728	66	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	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	34,113
Uniforms/Fire Gear	6,245	2,508	1,100	5,737	290	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	63,880	
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	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	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	29,761
Subtotal	14,891	11,262	21,172	27,969	12,273	16,467	14,017	14,017	13,467	13,467	16,467	14,017	14,017	14,017	14,017	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	200,784	
Auto & Liability Ins.	5,042	5,042	5,042	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	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	61,566
Prof Svc	3,243	6,545	3,043	2,573	2,649	5,275	2,275	2,275	2,275	2,275	5,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	42,978
Tech Svc	-	1,719	4,934	1,823	1,821	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	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	25,997
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,401	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	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	23,535	
Utilities	1,101	2,358	2,332	2,202	2,926	4,590	4,002	4,002	3,314	3,097	4,590	3,314	3,314	3,314	3,314	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	35,799
Rep & Maint (Facility)	-	-	-	-	-	200	-	-	200	-	200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,600
Audit Costs	-	-	-	-	-	-	7,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	15,040	17,101	18,048	12,961	13,839	18,934	22,145	22,145	14,658	14,240	18,934	22,145	22,145	22,145	22,145	14,658	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	199,475	
Total	268,509	292,432	325,545	345,908	333,195	452,912	326,635	326,635	318,598	286,920	452,912	326,635	318,598	318,598	318,598	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	4,053,423	
Cumulative Expenses	268,509	560,941	886,486	1,232,394	1,565,589	2,018,501	2,345,136	2,663,734	2,950,654	3,240,832	3,527,800	3,854,435	4,173,033	4,491,631	4,810,229	5,128,827	5,447,425	5,766,023	6,084,621	6,403,219	6,721,817	7,040,415	7,359,013	7,677,611	8,000,000	8,320,000	8,640,000	8,960,000	9,280,000

Jefferson County Emergency Services Agency

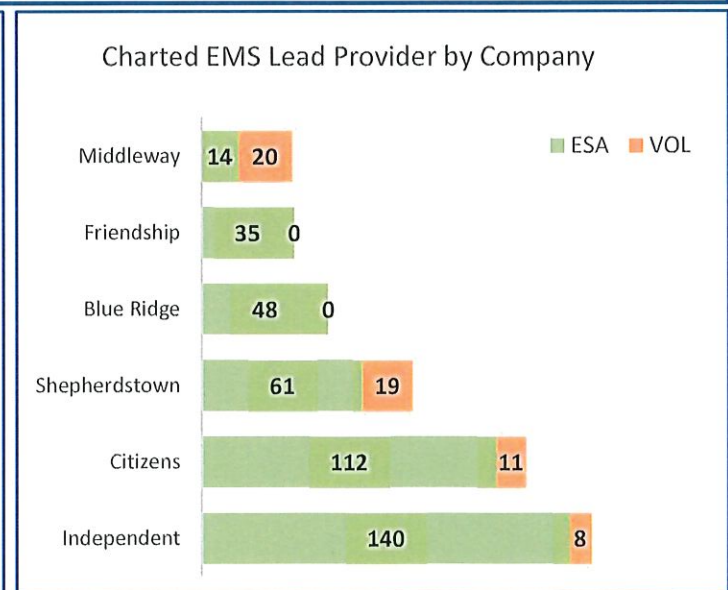
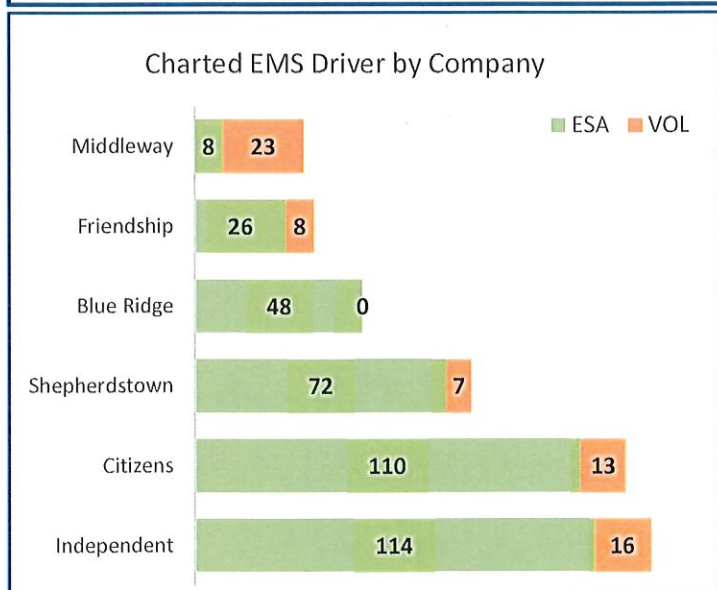
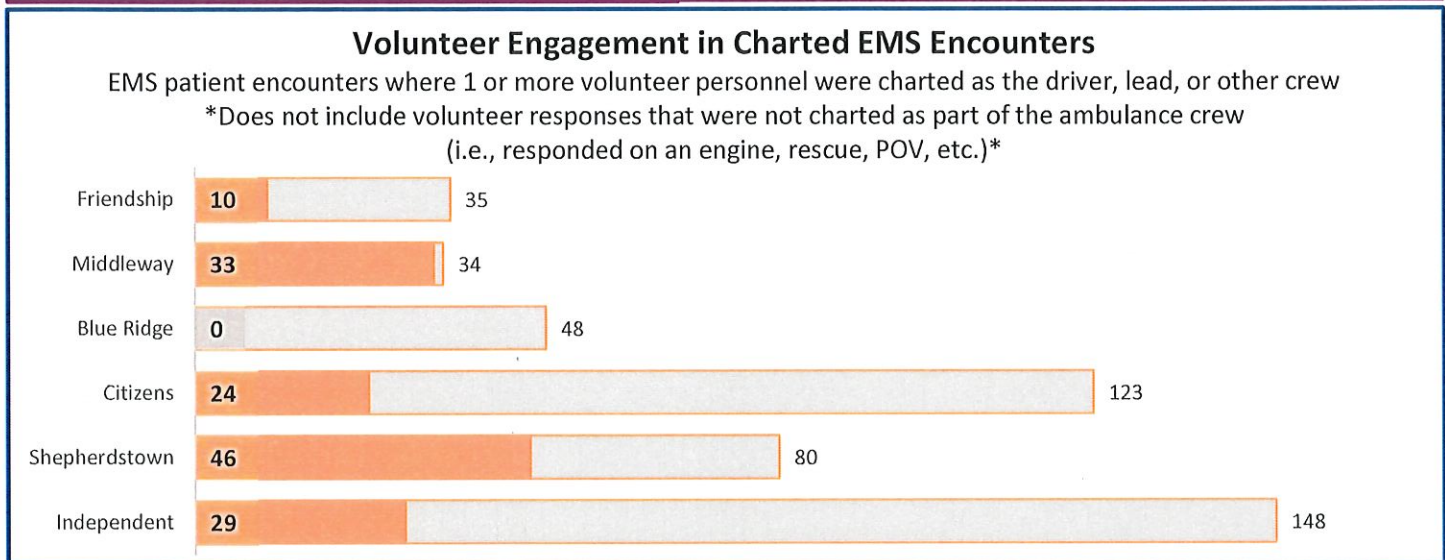
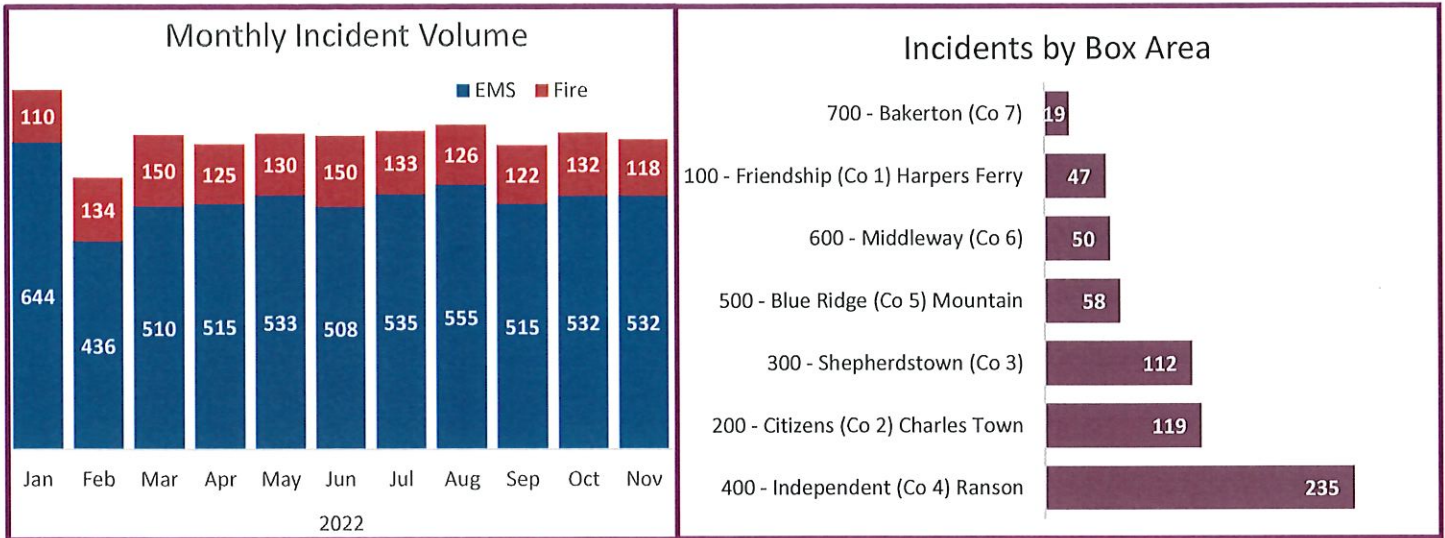
Monthly Expense Budget - FY2023 (July 2022 - June 2023)

Through November

Fund: GENERAL

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	2	2	2	2	2	2	2	26
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Full Time	109,238	120,939	128,058	141,229	146,462	226,081	150,721	150,721	131,881	131,881	131,881	263,762	1,832,854
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,218	9,218	16,165	10,777	10,777	9,429	9,429	9,429	18,859	130,956
FICA/Med	7,971	8,809	9,353	10,344	10,710	17,239	11,492	11,492	10,056	10,056	10,056	20,112	137,690
Subtotal	126,427	138,966	146,629	160,791	166,390	259,485	172,990	172,990	151,366	151,366	151,366	302,732	2,101,499
Hosp	23,828	23,461	25,675	29,295	30,975	28,953	28,953	28,953	28,953	28,953	28,953	28,953	335,906
Life	3,141	7,037	3,506	3,478	9,373	4,400	4,400	4,400	4,400	4,400	4,400	4,400	57,335
Retirement	10,288	11,432	12,096	13,282	13,796	21,478	14,318	14,318	12,529	12,529	12,529	25,057	173,652
Subtotal	37,257	41,930	41,277	46,055	54,143	54,831	47,672	47,672	45,882	45,882	45,882	58,411	566,893
Fuel	830	626	977	648	1,068	1,100	1,100	1,100	1,100	1,100	1,100	1,100	11,849
Rep & Maint (Auto)	673	4,129	229	1,273	279	700	700	700	700	700	700	700	11,483
License / Svc Contracts	1,200	647	647	11,293	3,533	5,000	750	-	-	-	900	3,000	26,323
Medical Exp	20	15	16,115	4,590	35	400	200	400	400	400	400	400	23,375
Erms Supplies	1,905	2,217	1,531	2,728	66	3,667	3,667	3,667	3,667	3,667	3,667	3,667	34,113
Uniforms/Fire Gear	6,245	2,508	1,100	5,737	290	5,500	5,500	5,500	5,500	5,500	5,500	15,000	63,880
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	2,100	2,100	2,100	2,100	2,100	2,100	2,100	29,761
Subtotal	14,891	11,262	21,172	27,969	12,273	18,467	14,017	13,467	13,467	13,467	14,367	25,967	200,784
Auto & Liability Ins.	3,630	3,630	3,630	3,630	3,630	3,782	3,782	3,782	3,782	3,782	3,782	3,782	44,622
Prof Svc	3,243	6,545	3,043	2,573	2,649	5,275	2,275	2,275	2,275	5,275	2,275	5,275	42,978
Tech Svc	-	1,719	4,934	1,823	1,821	2,100	2,100	2,100	2,100	2,100	2,100	3,100	25,997
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,401	1,575	1,575	1,575	1,575	1,575	1,575	1,575	23,535
Utilities	1,101	2,358	2,332	2,202	2,926	4,590	4,002	3,314	3,097	3,155	2,244	4,478	35,799
Rep & Maint (Facility)	-	-	-	-	-	200	-	200	-	200	-	2,000	2,600
Audit Costs	-	-	-	-	-	-	7,000	-	-	-	-	-	7,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	13,628	15,689	16,636	11,549	12,427	17,522	20,733	13,246	12,828	16,086	11,976	20,210	182,531
Total	192,203	207,847	225,714	246,364	245,234	350,304	255,412	247,374	223,543	226,801	223,590	407,320	3,051,706
Cumulative Expenses	192,203	400,050	625,764	872,128	1,117,362	1,467,666	1,723,078	1,970,452	2,193,995	2,420,796	2,644,387	3,051,706	

November, 2022

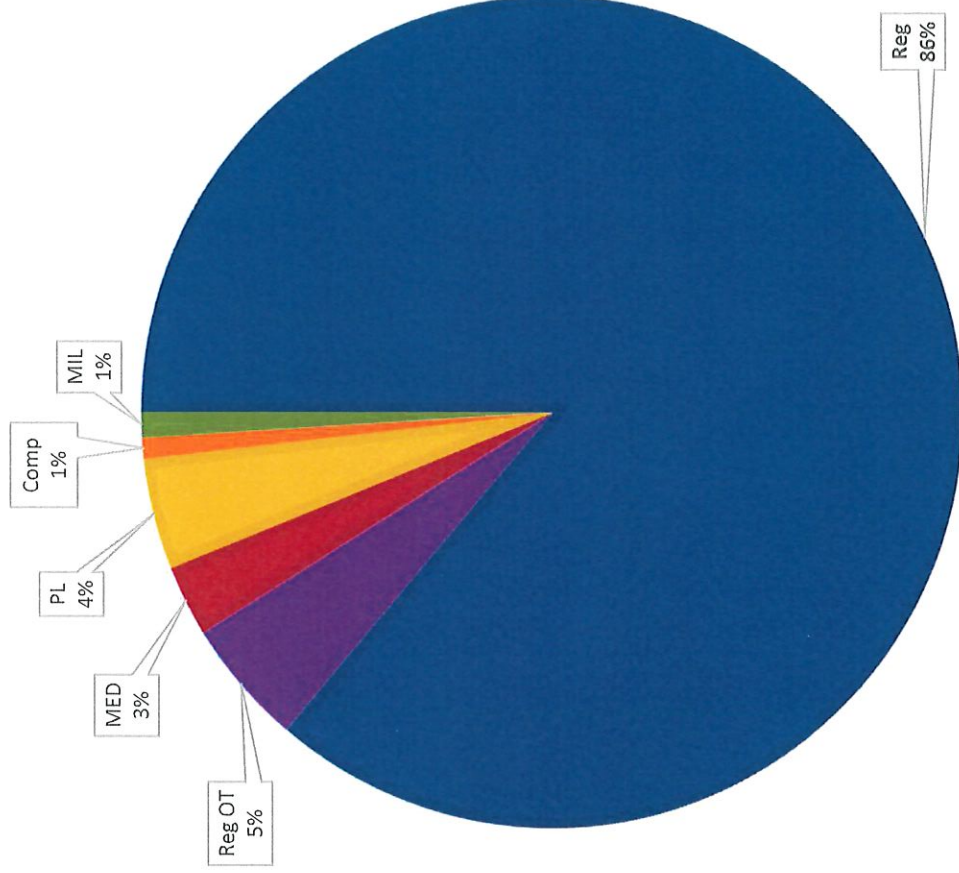


FisYr 2023
 PayMo. Ending 11/30/2022

LABOR HOURS BY PAY TYPE

Pay Type	Hours
Reg	7548
Reg OT	432
MED	244
PL	377
Comp	73
MIL	84
HOLU	206
HOLW	208
AL	63
Grand Total	9235

Total:	9,235
OT/Total	4.7%
Worked:	7,980
OT/Worked	5.4%



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

JCESA FY2024 Budget Request - DRAFT

Expenses	Current	Inflation	1.9% YOS	Amb. Operation	Mission Critical	Wage Parity	EMT Bridge	FY2024 Request
Full Time	\$ 2,203,573		\$ 41,868	\$ 614,592	\$ 2,860,033	\$ 661,040.53	\$ 92,160	\$ 3,613,233
Part Time	\$ 182,500		\$ 3,468	\$ 30,730	\$ 216,697	\$ 43,623.53		\$ 260,321
Overtime	\$ 174,319		\$ 3,312	\$ 46,094	\$ 223,725	\$ 54,446.03		\$ 278,171
Worker Comp	\$ 177,179	\$ 17,718	\$ 3,366	\$ 47,846	\$ 228,392	\$ 52,530	\$ 6,377	\$ 287,299
FICA/Med	\$ 195,870		\$ 3,722	\$ 52,893	\$ 252,485	\$ 58,072	\$ 7,050	\$ 317,607
Labor Subtotal	\$ 2,933,441	\$ 17,718	\$ 55,735	\$ 792,155	\$ 3,781,332	\$ 869,712	\$ 105,588	\$ 4,756,632
Medical Ins	\$ 419,901	\$ 41,990		\$ 146,262	\$ 608,153	\$ 292,957		\$ 901,110
Ancillary (dent,visn,life)	\$ 63,557	\$ 6,356		\$ 16,152	\$ 86,065			\$ 86,065
Retirement	\$ 225,900		\$ 858	\$ 62,765	\$ 292,957	\$ 67,971	\$ 8,755	\$ 369,683
Fringe Subtotal	\$ 709,358	\$ 48,346	\$ 858	\$ 225,179	\$ 987,175	\$ 360,928	\$ 8,755	\$ 1,356,859
Fuel	\$ 11,342	\$ 1,701		\$ 60,000	\$ 73,043			\$ 73,043
Rep & Maint (Auto)	\$ 11,955	\$ 1,793		\$ 86,000	\$ 99,748			\$ 99,748
License / Svc Contracts	\$ 23,471	\$ 3,521		\$ 120,000	\$ 146,992			\$ 146,992
Medical Exp	\$ 23,895			\$ 6,000	\$ 29,895			\$ 29,895
Ems Supplies	\$ 40,518	\$ 6,078		\$ 200,000	\$ 246,596			\$ 246,596
Uniforms/Fire Gear	\$ 70,767	\$ 10,615		\$ 7,200	\$ 88,582			\$ 88,582
Trav/Train (non-wage)	\$ 24,858			\$ 2,400	\$ 27,258			\$ 27,258
Non-Labor Ops Subtotal	\$ 206,806	\$ 23,708	\$ -	\$ 481,600	\$ 712,114	\$ -	\$ -	\$ 712,114
Rent/Occupancy Cost	\$ -			\$ 120,000	\$ 120,000			\$ 120,000
Auto & Liability Ins.	\$ 61,717	\$ 4,937		\$ 20,000	\$ 86,654			\$ 86,654
Prof Svc	\$ 42,281	\$ 3,382			\$ 45,663			\$ 45,663
Tech Svc	\$ 26,276	\$ 2,102		\$ 10,000	\$ 38,378			\$ 38,378
Office Exp/Equip Rent	\$ 23,886	\$ 1,911			\$ 25,797			\$ 25,797
Utilities	\$ 35,481	\$ 2,838			\$ 38,319			\$ 38,319
Rep & Maint (Facility)	\$ 2,625	\$ 210			\$ 2,835			\$ 2,835
Audit Costs	\$ 7,000				\$ 7,000			\$ 7,000
Other (Unemp./Conting.)	\$ -				\$ -			\$ -
Overhead Subtotal	\$ 199,266	\$ 15,381	\$ -	\$ 150,000	\$ 364,647	\$ -	\$ -	\$ 364,647
Total	\$ 4,048,871	\$ 105,153	\$ 56,594	\$ 1,648,935	\$ 5,845,268	\$ 1,230,641	\$ 114,343	\$ 7,190,252