



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

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.

It's About Saving Lives

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Employer, and community partner of Jefferson County WV.*

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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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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ROLL CALL

Member	Present	Member	Present	Member	Present
Craig Simpson	Yes	Bryan Derrickson	Yes	Dr. Treese	Yes*
Tony Troxel	No	Jacob Harris	Yes	Ross Morgan	No
Steve Harris	No	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 7:01 p.m. by Chairman Simpson with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – *None*

APPROVAL OF MINUTES

- Motion by Jackson, 2nd by J. Harris to approve the August 16, 2022, Regular meeting minutes as submitted - Motion carries unanimously on voice vote.
- No meeting minutes for September 2022 – cancelled due to no quorum

TREASURER'S REPORT

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

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

CHAIRMAN'S REPORT

1. ESA Vehicle Sealed Bids - 2007 GMC Yukon
 - Bids were opened by Chairman Simpson and Secretary Lancaster on closing date as published in sealed bid announcement. Three bids received and the highest bid in the amount of \$1,168.00 was accepted. Sale transaction is complete.

IAFF LOCAL 5351 REPORT – *None*

JCFRA REPORT – *None*

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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DIRECTOR'S REPORT – *Burner*

1. Administrative office will be closed Fri., Nov. 11th in observance of Veteran's Day, and Nov. 24th – 25th in observance of Thanksgiving 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. Emails sent to VFD Chiefs requesting 990 Packets for FY23 County Allocated Funding
5. Proposals for Services to conduct FY22-23 Audits were mailed to 6 CPA firms for consideration – only one responded.
6. JCESA Annual Report for FY22 (*Exhibit A*)
7. Technician S. Biller and Paramedic W. Poe are the JCESA Honorees receiving awards at the Chamber of Commerce Public Safety Recognition Banquet tonight.

UNFINISHED BUSINESS – *None*

NEW BUSINESS

Chairman Simpson appointed J. Harris, Jackson, and Derrickson to the Audit Committee and requested a recommendation of one CPA Firm to complete ESAs Audit Reports for FY22-FY23.

- After reviewing the sole RFP received for consideration, the Audit Committee recommended selection of David L. Howell, CPA to perform the FY22-FY23 Audit(s.)
 - Motion by Jackson 2nd by Derrickson to approve David L. Howell as the CPA firm to complete ESAs FY22-FY23 Audit Reports - Motion carries unanimously on voice vote.

ADJOURNMENT - Chairman Simpson adjourned the meeting at 7:39 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	\$ 662,622	\$ 2,203,091	\$ (24,968)	
JCC - Amb. Fee \$ 900,000	Part-time wages \$ 176,174	\$ 56,918	\$ 182,002	\$ (5,828)	
TB Assn. \$ 0	Overtime \$ 174,529	\$ 48,317	\$ 172,233	\$ 2,296	
Other Grants \$ 0	WC & payroll tax \$ 374,310	\$ 105,739	\$ 370,133	\$ 4,177	
Sale of assets \$ 1,168	Fringe \$ 723,331	\$ 220,354	\$ 709,096	\$ 14,235	
Other \$ 1,853	All other expenses \$ 423,572	\$ 140,525	\$ 406,048	\$ 17,524	
Total		\$ 4,050,039	\$ 1,234,474	\$ 4,042,602	\$ 7,437

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

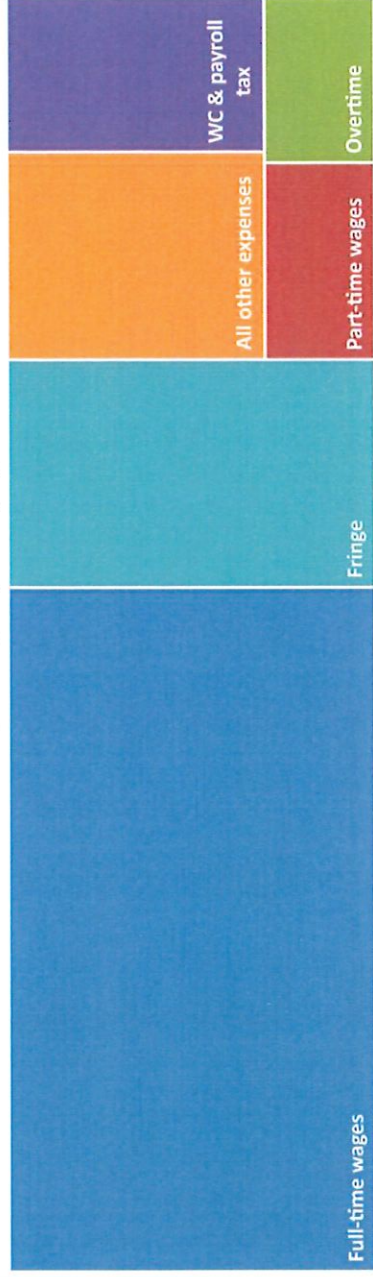
Bank Account Balances

as of: October 31, 2022

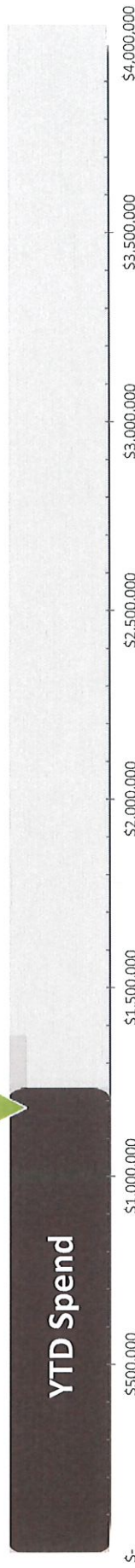
General	\$ 1,025,362
Payroll	\$ 202,366
Amb. Fee	\$ 601,113
Mortgage	\$ 165,775

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

YTD Spending - by Category



WE ARE HERE



29% of fiscal year complete based on 7.6 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

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

Through October

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	3.4	26
	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Full Time	145,062	164,739	173,429	179,392	173,500	260,625	173,500	173,500	151,719	151,719	151,719	304,190	2,203,091
Part Time	8,505	11,068	16,043	21,302	14,094	21,141	14,094	14,094	12,332	12,332	12,332	24,664	182,002
Overtime	10,325	7,230	14,205	16,557	13,962	20,943	13,962	13,962	12,217	12,217	12,217	24,434	172,233
Worker Comp	12,291	12,291	12,291	12,291	14,411	21,644	14,411	14,411	12,603	12,603	12,603	25,260	177,111
FICA/Med	12,063	13,449	15,012	16,051	15,369	23,082	15,369	15,369	13,440	13,440	13,440	26,938	193,022
Subtotal	188,246	208,777	230,980	245,593	231,336	347,434	231,336	231,336	202,311	202,311	202,311	405,486	2,927,459
Medical Ins	31,484	30,947	33,127	36,251	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	419,901
Ancillary (dent,visn,life)	4,087	8,008	4,410	4,519	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	63,557
Retirement	14,761	16,337	17,808	18,615	17,809	26,749	17,809	17,809	15,574	15,574	15,574	31,219	225,638
Subtotal	50,332	55,292	55,345	59,385	59,137	68,077	59,137	59,137	56,902	56,902	56,902	72,547	709,096
Fuel	830	626	977	109	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	11,342
Rep & Maint (Auto)	673	4,129	229	1,324	700	700	700	700	700	700	700	700	11,955
License / Svc Contracts	1,200	-	647	11,924	5,000	750	750	-	-	-	900	3,000	23,471
Medical Exp	20	15	16,115	4,545	600	400	200	400	400	400	400	400	23,895
Ems Supplies	2,755	2,217	3,485	2,728	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	40,518
Uniforms/Fire Gear	6,245	2,508	1,100	4,414	5,500	5,500	5,500	5,500	5,500	5,500	5,500	18,000	70,767
Trav/Train (non-wage)	4,018	1,767	573	1,700	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	24,858
Subtotal	15,741	11,262	23,126	26,744	13,717	18,467	14,017	13,467	13,467	13,467	14,367	28,967	206,806
Auto & Liability Ins.	5,042	5,042	5,042	5,042	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	61,717
Prof Svc	3,243	6,545	3,043	2,250	2,275	5,275	2,275	2,275	2,275	2,275	2,275	5,275	42,281
Tech Svc	-	1,719	4,934	1,823	2,100	2,100	2,100	2,100	2,100	2,100	2,100	3,100	26,276
Office Exp/Equip Rent	5,654	1,437	2,697	1,498	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	23,886
Utilities	1,749	2,358	2,332	2,202	1,960	4,590	4,002	3,314	3,097	3,155	2,244	4,478	35,481
Rep & Maint (Facility)	-	-	-	-	-	200	-	200	-	-	-	2,000	2,600
Audit Costs	-	-	-	-	-	-	7,000	-	-	-	-	-	7,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	15,688	17,101	18,048	12,815	13,104	18,934	22,145	14,658	14,240	17,498	13,388	21,622	199,242
Total	270,007	292,432	327,499	344,536	317,294	452,912	326,635	318,598	286,920	290,179	286,968	528,623	4,042,602
Cumulative Expenses	270,007	562,439	889,938	1,234,474	1,551,768	2,004,680	2,331,315	2,649,913	2,936,833	3,227,012	3,513,979	4,042,602	

Jefferson County Emergency Services Agency

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

Through October

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
Full Time	109,238	120,939	128,058	141,229	150,721	226,081	150,721	150,721	131,881	131,881	131,881	263,762	1,837,112
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,218	10,777	16,165	10,777	10,777	9,429	9,429	9,429	18,859	132,514
FICA/Med	7,971	8,809	9,353	10,344	11,492	17,239	11,492	11,492	10,056	10,056	10,056	20,112	138,473
Subtotal	126,427	138,966	146,629	160,791	172,990	259,485	172,990	172,990	151,366	151,366	151,366	302,732	2,108,099
Hosp	23,828	23,461	25,675	29,295	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	333,884
Life	3,141	7,037	3,506	3,478	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	52,362
Retirement	10,288	11,432	12,096	13,282	14,318	21,478	14,318	14,318	12,529	12,529	12,529	25,057	174,175
Subtotal	37,257	41,930	41,277	46,055	47,672	54,831	47,672	47,672	45,882	45,882	45,882	58,411	560,421
Fuel	830	626	977	109	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	11,342
Rep & Maint (Auto)	673	4,129	229	1,324	700	700	700	700	700	700	700	700	11,955
License / Svc Contracts	1,200		647	11,924	50	5,000	750	-	-	-	900	3,000	23,471
Medical Exp	20	15	16,115	4,545	600	400	200	400	400	400	400	400	23,895
Ems Supplies	2,755	2,217	3,485	2,728	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	40,518
Uniforms/Fire Gear	6,245	2,508	1,100	4,414	5,500	5,500	5,500	5,500	5,500	5,500	5,500	18,000	70,767
Trav/Train (non-wage)	4,018	1,767	573	1,700	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	24,858
Subtotal	15,741	11,262	23,126	26,744	13,717	18,467	14,017	13,467	13,467	13,467	14,367	28,967	206,806
Auto & Liability Ins.	3,630	3,630	3,630	3,630	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	44,773
Prof Svc	3,243	6,545	3,043	2,250	2,275	5,275	2,275	2,275	2,275	2,275	2,275	5,275	42,281
Tech Svc	-	1,719	4,934	1,823	2,100	2,100	2,100	2,100	2,100	2,100	2,100	3,100	26,276
Office Exp/Equip Rent	5,654	1,437	2,697	1,498	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	23,886
Utilities	1,749	2,358	2,332	2,202	1,960	4,590	4,002	3,314	3,097	3,155	2,244	4,478	35,481
Rep & Maint (Facility)	-	-	-	-	-	200	-	200	-	200	-	2,000	2,600
Audit Costs	-	-	-	-	-	-	7,000	-	-	-	-	-	7,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	14,276	15,689	16,636	11,403	11,692	17,522	20,733	13,246	12,828	16,086	11,976	20,210	182,298

Total	193,701	207,847	227,668	244,992	246,070	350,304	255,412	247,374	223,543	226,801	223,590	410,320	3,057,623
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Cumulative Expenses	193,701	401,548	629,216	874,208	1,120,279	1,470,583	1,725,995	1,973,369	2,196,912	2,423,713	2,647,303	3,057,623
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Jefferson County Emergency Services Agency Monthly Expense Budget - FY2023 (July 2022 - June 2023) Through October Fund: Amb. Fee

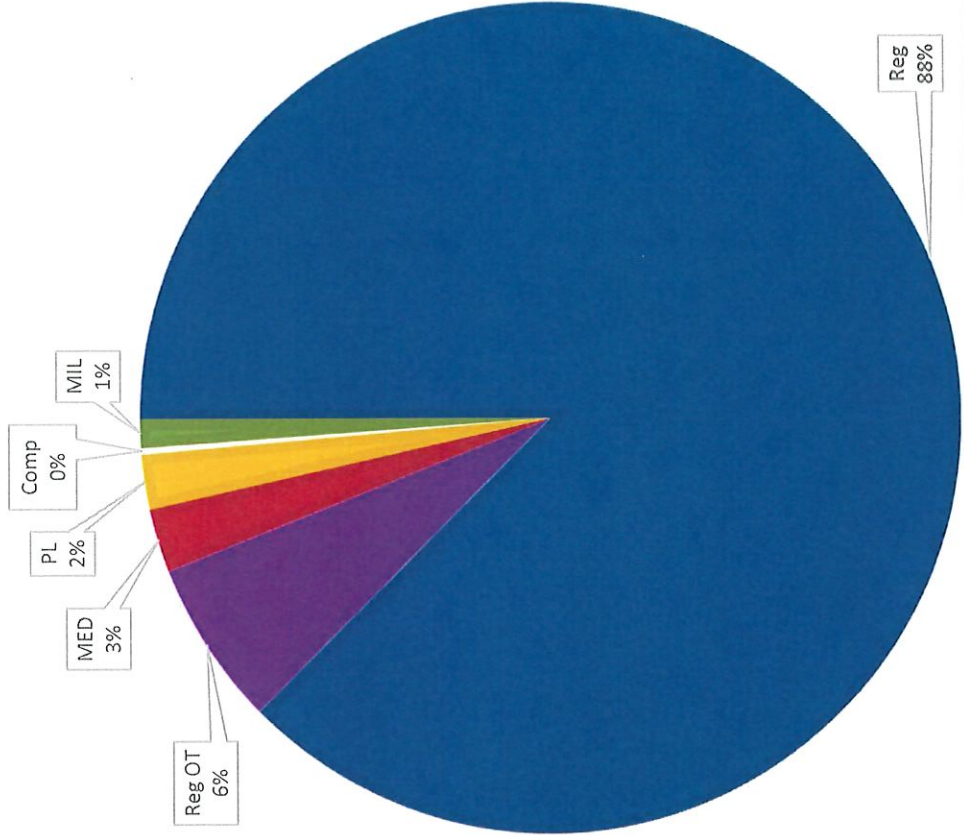
Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	2	3.4
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Full Time	35,824	43,800	45,371	38,163	22,779	34,543	22,779	22,779	19,838	19,838	19,838	40,428	365,979
Part Time	8,505	11,068	16,043	21,302	14,094	21,141	14,094	14,094	12,332	12,332	12,332	24,664	182,002
Overtime	10,325	7,230	14,205	16,557	13,962	20,943	13,962	13,962	12,217	12,217	12,217	24,434	172,233
Worker Comp	3,073	3,073	3,073	3,073	3,635	5,479	3,635	3,635	3,174	3,174	3,174	6,401	44,597
FICA/Med	4,092	4,640	5,659	5,707	3,876	5,843	3,876	3,876	3,385	3,385	3,385	6,826	54,549
Subtotal	61,819	69,811	84,351	84,802	58,346	87,949	58,346	58,346	50,945	50,945	50,945	102,754	819,360
Hosp	7,656	7,486	7,452	6,956	7,058	7,058	7,058	7,058	7,058	7,058	7,058	7,058	86,017
Life	946	971	904	1,041	917	917	917	917	917	917	917	917	11,195
Retirement	4,473	4,905	5,712	5,333	3,490	5,271	3,490	3,490	3,045	3,045	3,045	6,162	51,463
Subtotal	13,075	13,362	14,068	13,330	11,465	13,246	11,465	11,465	11,020	11,020	11,020	14,137	148,675
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	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	16,944
Total	76,306	84,585	99,831	99,544	71,223	102,608	71,223	71,223	63,377	63,377	63,377	118,303	984,979
Cumulative Expenses	76,306	160,891	260,722	360,266	431,489	534,097	605,321	676,544	739,921	803,299	866,676	984,979	

LABOR HOURS BY PAY TYPE

FisYr	2023
PayMo. Ending	10/31/2022

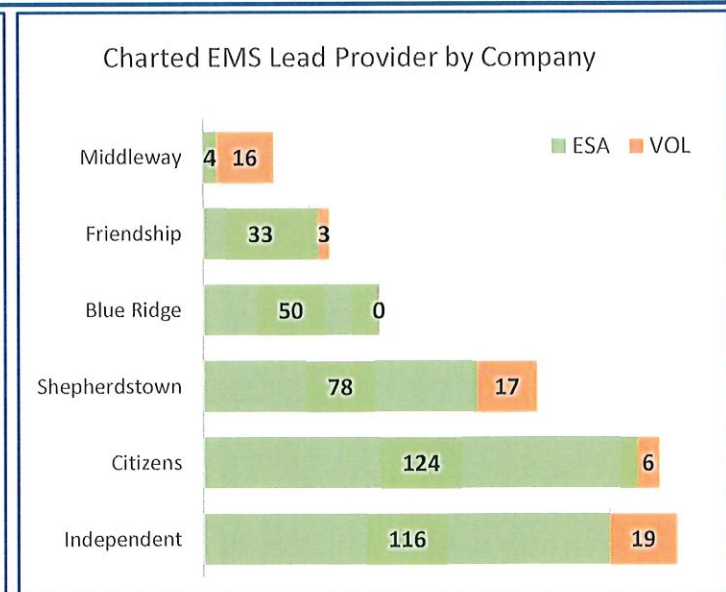
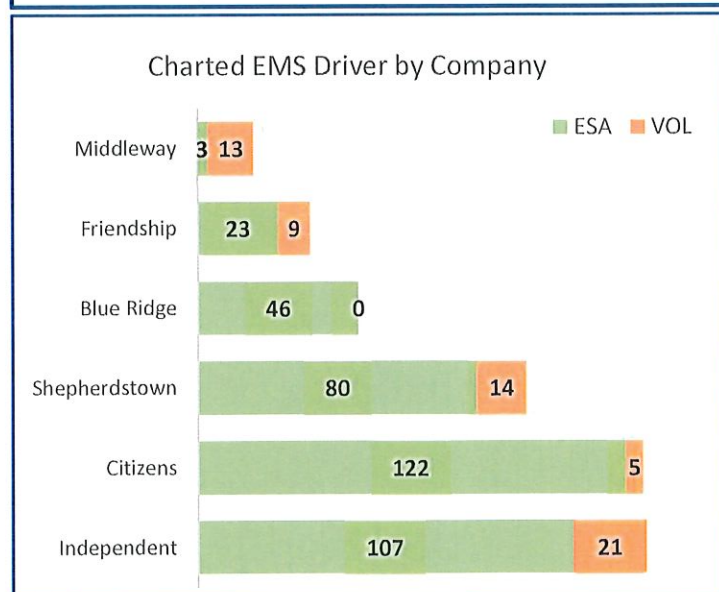
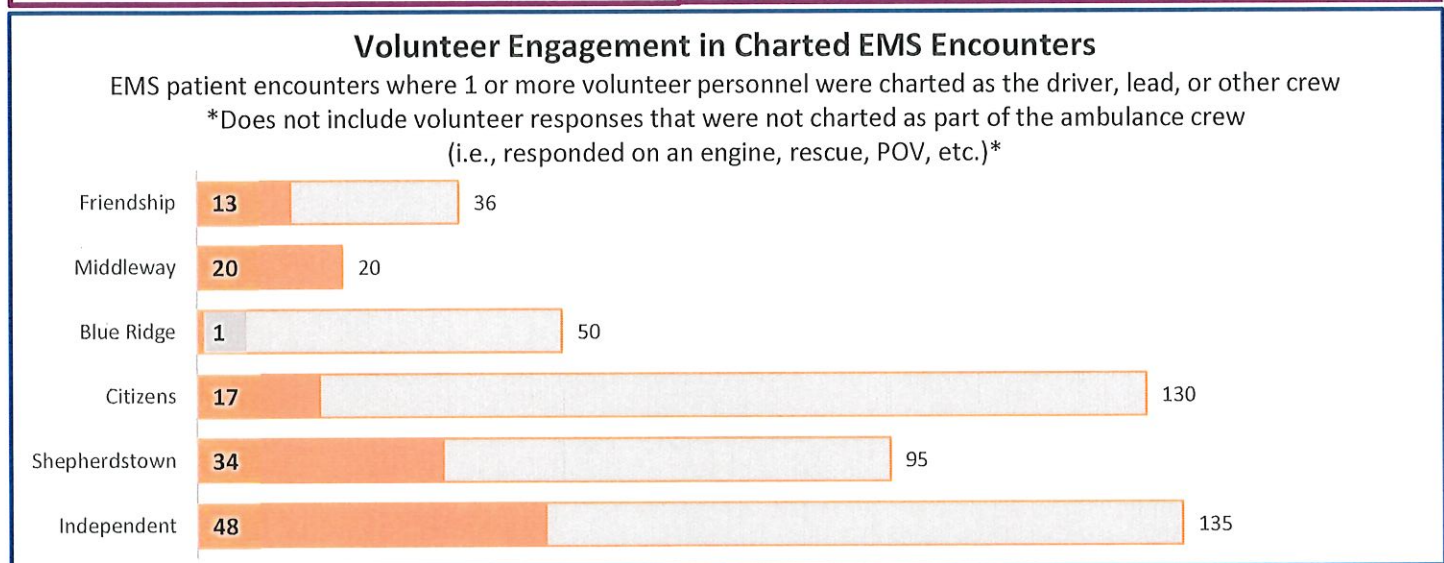
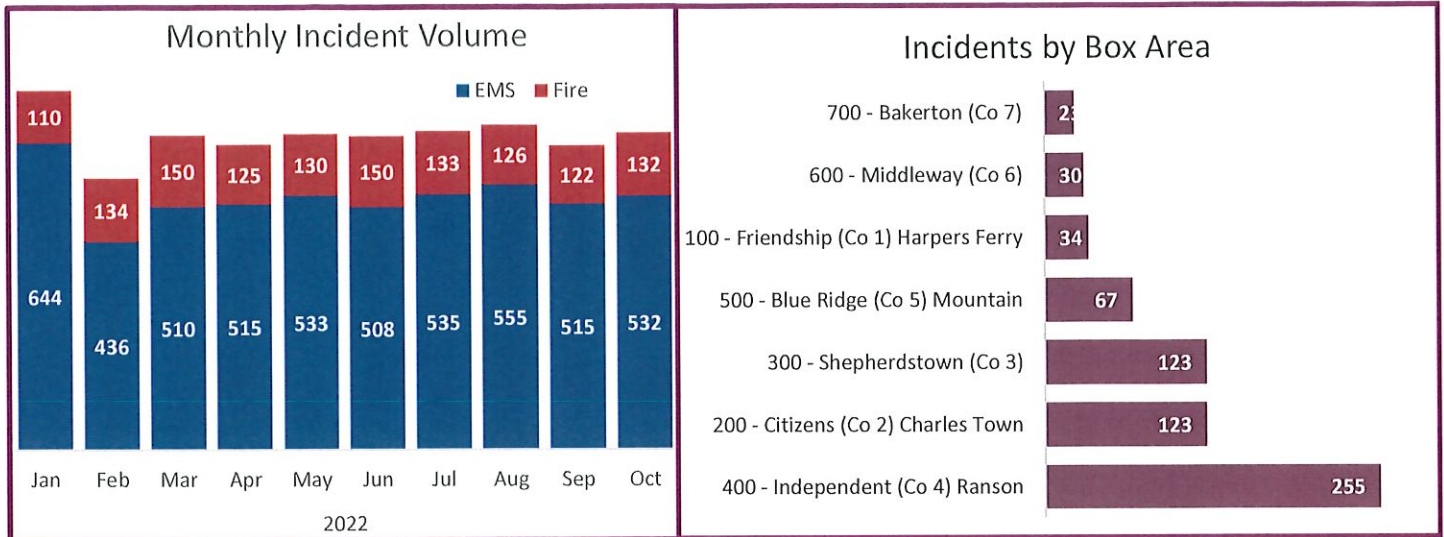
Pay Type	Hours
Reg	3862
Reg OT	286
MED	110
PL	93
Comp	12
MIL	48
AL	65
Grand Total	4475

Total:	4,475
OT/Total	6.4%
Worked:	4,148
OT/Worked	6.9%



- 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

October, 2022



SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: NOVEMBER 15, 2022

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

Time: 7:00 p.m

Board Members: (Please Print)

- | | | |
|--------------------------|-----------------------------|---------------------------|
| 1 - <u>Caril Simpson</u> | 2 - <u>Bryan Derickson</u> | 3 - <u>ANTHONY TAYLOR</u> |
| 4 - <u>Jacob Harris</u> | 5 - <u>Debbie Lancaster</u> | 6 - <u>ROSS MORRISAN</u> |
| 7 - <u>Dr. Treese *</u> | 8 - _____ | 9 - _____ |
| 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>BOB BURNER</u>	<u>JCESA</u>	_____	_____
2 - <u>CHRIS LYONS</u>	<u>JCESA</u>	_____	_____
3 - <u>Sara Considine</u>	<u>JCESA</u>	_____	_____
4 - _____	_____	_____	_____
5 - _____	_____	_____	_____
6 - _____	_____	_____	_____
7 - _____	_____	_____	_____
8 - _____	_____	_____	_____
9 - _____	_____	_____	_____
10 - _____	_____	_____	_____
11 - _____	_____	_____	_____