

**Jefferson County
Emergency Services Agency**



**Board Meeting
Tuesday, January 17, 2023
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

January 17, 2023

The January meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, January 17, 2023, 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

- December 20, 2022 - Ambulance Fee Budget Hearing Meeting Minutes (*Discussion/Action*)
- December 20, 2022 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Steve Harris*

CHAIRMAN'S REPORT – Welcome new JCFRA Representative, Chief Adam Watson

IAFF Local 5351 REPORT – *Dale Gottschalk (Acting President)*

JCFRA REPORT – *Chief Watson*

DIRECTOR'S REPORT - *Burner*

1. Recently promoted to ESA Operations Commander, Captain Mike Sine.
2. JCESA FY24 budget request submitted to Commission office as approved by JCESA Board.
3. Volunteer FY24 budget request - \$125k/ea x 7 = \$875k, submitted to Commission office.
4. ESA Administrative office will be closed Monday, Feb. 20th in observance of Presidents Day.
5. TB Grant – two critical request items approved – *Capt. Horn*

UNFINISHED BUSINESS

1. ESA' support of Fire Levy – continue to table until more information is provided by FRA.

NEW BUSINESS –

1. Director's position vacancy

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.

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Special Meeting Minutes December 20, 2022 AMBULANCE FEE HEARING

The annual hearing for the Ambulance Fee Ordinance was held at 6:30 p.m. on Tuesday December 20, 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	No	Jacob Harris	Yes
Bryan Derrickson	Yes	Steve Harris	Yes
(*) Present via Zoom		Ross Morgan	Yes

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Chairman Simpson, with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PRESENTATION

- Director Burner reviewed the figures related to the FY24 budget presented to the Commission in July and mentioned that the ambulance fee revenue is a portion of the funding. He also mentioned the ARPA EMS System, and the pay study that was recently done clearly shows ESA salaries are 20-30% under what others are paying.
- He touched briefly on the EMT bridge grant program that Capt. Horn is working with Blue Ridge - turning EMTs into Medics while they work, tuition and books are covered. Seven staff members so far have shown interest.
 - Board members briefly discussed options regarding employee contracts.
 - Capt. Considine agrees with the board there should be a 1-2-year incentive contract between the employee and ESA upon completion.
- Capt. Horn explained as these people move up, ESA hopes to be able to fill those slots with EMTs from the upcoming EMT class starting in January 2023.
- Director Burner then answered questions from the board members.

PUBLIC COMMENT - None

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Craig Simpson, JCESA Chairman

Date

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Meeting Minutes December 20, 2022

The December regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, December 20, 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	No	Jacob Harris	Yes
Bryan Derrickson	Yes	Steve Harris	Yes
<i>*Present via Zoom</i>		Ross Morgan	Yes

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairman Simpson, with a confirmed quorum.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT - *None*

APPROVAL OF MINUTES

- **Motion** by Troxel, 2nd by S. Harris to approve the November 15, 2022, Regular meeting minutes as submitted - carried unanimously on voice vote.

TREASURER'S REPORT

1. S. Harris reported on accounts and expenses through November of 2022.
 - **Motion** by J. Harris, 2nd by Troxel to approve - carried unanimously on voice vote.

CHAIRMAN'S REPORT

1. ESA Vehicle Sealed Bids
 - a. 2011 Freightliner Sprinter Ambulance awarded to highest bidder – Thomas Custer for \$1001.00
 - **Motion** by S. Harris, 2nd by J. Harris to approve - carried unanimously on voice vote.
 - b. 2012 Ford Expedition awarded to highest bidder – Thomas Custer for \$4101.00
 - **Motion** by Troxel, 2nd by S. Harris to approve - carried unanimously on voice vote.

IAFF LOCAL 5351 REPORT – *Mike Sine/Josh Smith - None*

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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JCFRA REPORT – *Chief Morgan*

1. Further discussion regarding Levy – plan to revisit after 1st of the year.
2. Update OG's - plan to revisit after 1st of the year.
3. Knox Box – looking to update and have more accountability of keys. Looking at only having 2-3 individuals within each department with permission to order keys, and order boxes in their first due area.
4. Six weeks ago, SFD had their radios reprogrammed, which has made a significant improvement. Currently, a temporary tower at SFD is provided by the state but we are looking at a study to get a tower in our area within the next year.
5. Chief Adam Watson will be the new Chair of the JCFRA and Representative on the ESA board starting in January 2023.

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. Capt. Horn mentioned a grant request was submitted to the JC Tuberculosis Association Dec. 2nd for consideration to purchase (4) critically needed items such as digital stethoscopes, SAM breath sound manikin, POC test machine, and SCBA facepieces. Should know something by Dec. 16th.
3. Request approval to fund participation in EMT to Paramedic Program for remainder of FY23
 - a. Director Burner mentioned this program was on the FY24 budget request for the total amount of \$114k.
 - b. He is asking the board to approve funding in the amount of \$60,000 out of the Ambulance Fee account (reserve) to get these individuals started in the EMT Bridge Program to cover the remainder of FY23 with a start date of Jan. 7, 2023.
 - **Motion** by J. Harris, 2nd by S. Harris to approve funding the EMT to Paramedic Bridge Program with a 12-month (1-year) contract commitment after certification - carried unanimously on voice vote.
4. Pay Study Report
 - a. Director Burner mentioned that Chris Lyons had put together the report being presented as (*Exhibit A.*) He then presented and went over the report findings, qualifications – all by jurisdiction and position comparison.

UNFINISHED BUSINESS – *None*

NEW BUSINESS

1. FY24 JCESA budget request (*Exhibit B*)
 - Motion by J. Harris, 2nd by S. Harris to approve the FY24 budget request as presented. Motion carries on voice vote. Jackson abstained.
2. FY24 Volunteer Fire Dept. budget request'

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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- **Motion** by Jones, 2nd by Derrickson to approve Director Burner to take whatever is submitted by Chief Adam Watson to the County Commission – carried unanimously on voice vote.
3. Discuss ESA' support of Fire Levy
- Chairman Simpson asked that this item be tabled and placed on the agenda under “Unfinished Business” until more information is provided by the JCFRA.

ADJOURNMENT

Motion to adjourn by Troxel, 2nd by S. Harris – carried unanimously on voice vote. Meeting adjourned at 8:04 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Craig Simpson, JCESA Chairman

Date

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Income	\$ 4,048,871	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund	\$ 3,148,871	Full-time wages	\$ 2,178,123	\$ 1,105,270	\$ 2,211,615	\$ (33,492)
JCC - Amb. Fee	\$ 900,000	Part-time wages	\$ 176,174	\$ 115,295	\$ 205,144	\$ (28,970)
TB Assn.	\$ 10,930	Overtime	\$ 174,529	\$ 81,257	\$ 170,267	\$ 4,262
Other Grants	\$ 0	WC & payroll tax	\$ 374,310	\$ 170,724	\$ 360,613	\$ 13,697
Sale of assets	\$ 6,270	Fringe	\$ 723,331	\$ 345,612	\$ 707,140	\$ 16,191
Other	\$ 6,714	All other expenses	\$ 435,388	\$ 191,639	\$ 389,940	\$ 45,448
Some income (i.e., dedicated grants) may not be reflected here.		Total	\$ 4,061,855	\$ 2,009,797	\$ 4,044,719	\$ 17,136

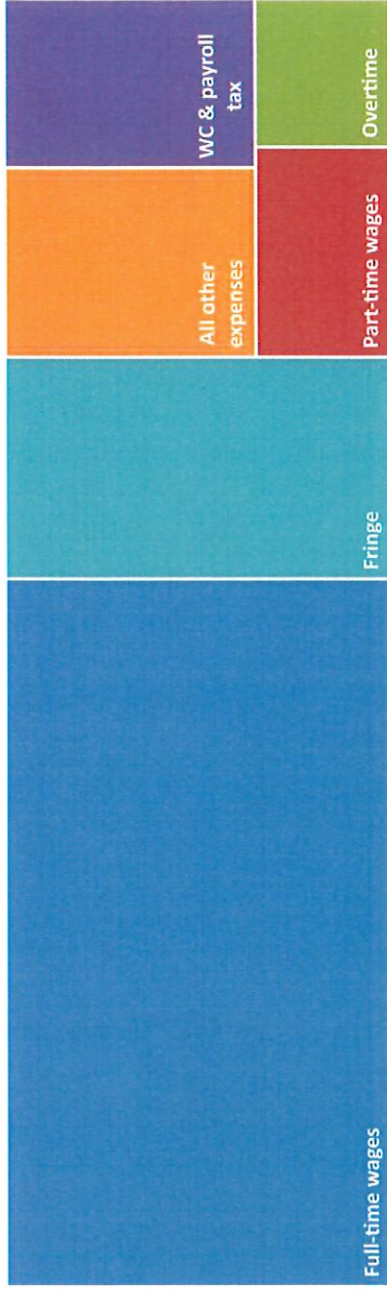
Bank Account Balances

as of: December 31, 2022

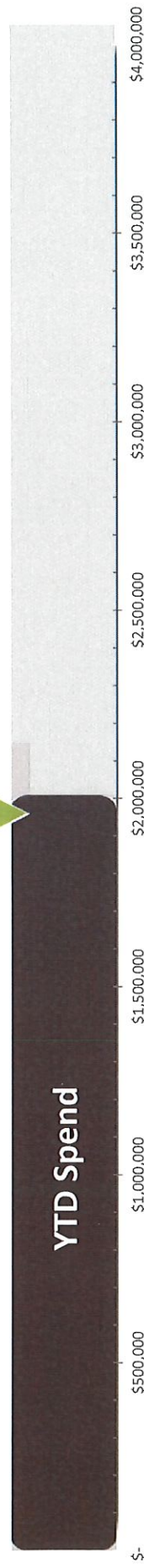
General	\$ 467,268
Payroll	\$ 103,707
Amb. Fee	\$ 444,250
Mortgage	\$ 152,560

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

YTD Spending - by Category



WE ARE HERE



48% of fiscal year complete based on 12.6 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency

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

Through December

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	3.4	26
Full Time	109,238	120,939	128,058	141,229	146,462	235,595	150,721	150,721	131,881	131,881	131,881	263,762	1,842,367
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,218	9,218	9,218	10,777	10,777	9,429	9,429	9,429	18,859	124,009
FICA/Med	7,971	8,809	9,353	10,344	10,710	18,193	11,492	11,492	10,056	10,056	10,056	20,112	138,644
Subtotal	126,427	138,966	146,629	160,791	166,390	263,006	172,990	172,990	151,366	151,366	151,366	302,732	2,105,020
Hosp	23,828	23,461	25,675	29,295	30,975	26,676	28,953	28,953	28,953	28,953	28,953	28,953	333,629
Life	3,141	7,037	3,506	3,478	9,373	3,395	4,400	4,400	4,400	4,400	4,400	4,400	56,330
Retirement	10,288	11,432	12,096	13,282	13,796	23,423	14,318	14,318	12,529	12,529	12,529	25,057	175,597
Subtotal	37,257	41,930	41,277	46,055	54,143	53,494	47,672	47,672	45,882	45,882	45,882	58,411	565,556
Fuel	830	626	977	648	1,068	2,104	1,100	1,100	1,100	1,100	1,100	1,100	12,853
Rep & Maint (Auto)	673	4,129	229	1,273	603	300	700	700	700	700	700	700	11,107
License / Svc Contract	1,200	647	11,293	3,533	3,533	300	750	-	-	-	900	3,000	21,623
Medical Exp	20	15	16,115	4,590	35	-	200	400	400	400	400	400	22,975
Ems Supplies	1,905	2,217	1,531	2,728	66	2,789	3,667	3,667	3,667	3,667	3,667	3,667	33,236
Uniforms/Fire Gear	6,245	2,508	1,100	5,737	290	4,091	5,500	5,500	5,500	5,500	5,500	15,000	62,471
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	2,100	2,100	2,100	2,100	2,100	2,100	27,986
Subtotal	14,891	11,262	21,172	27,969	12,597	9,609	14,017	13,467	13,467	13,467	14,367	25,967	192,250
Auto & Liability Ins.	3,630	3,630	3,630	3,630	3,630	3,630	3,782	3,782	3,782	3,782	3,782	3,782	44,470
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	2,275	2,275	2,275	5,275	2,275	5,275	43,960
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	2,100	2,100	2,100	2,100	2,100	3,100	25,785
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,326	1,575	1,575	1,575	1,575	1,575	1,575	23,294
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	4,002	3,314	3,097	3,155	2,244	4,478	33,681
Rep & Maint (Facility)	-	-	-	-	-	155	-	200	-	200	-	2,000	2,555
Audit Costs	-	-	-	-	-	-	7,000	-	-	-	-	-	7,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	13,628	15,689	16,636	11,549	12,459	15,705	20,733	13,246	12,828	16,086	11,976	20,210	180,746
Total	192,203	207,847	225,714	246,364	245,590	341,814	255,412	247,374	223,543	226,801	223,590	407,320	3,043,572
Cumulative Expenses	192,203	400,050	625,764	872,128	1,117,718	1,459,532	1,714,944	1,962,318	2,185,861	2,412,662	2,636,252	3,043,572	

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

Through December

Fund: **Amb. Fee**

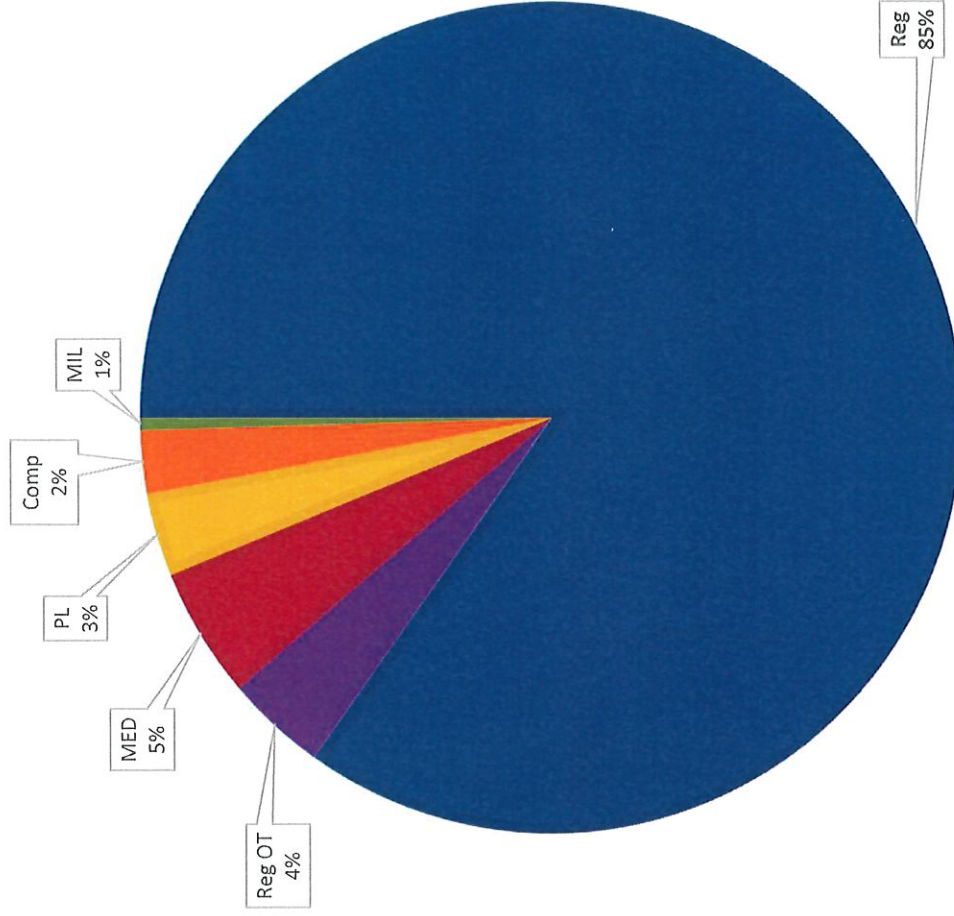
Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	Actual	7%	Actual	7%	Actual	7%	Actual	8%	Actual	8%	Actual	12%	Forecast	8%	Forecast	8%	Forecast	7%	Forecast	7%	Forecast	7%	Forecast	14%	Forecast	Forecast	
Full Time	35,824		43,800		45,371		38,163		33,583		27,008		22,779		22,779		19,838		19,838		19,838		19,838		40,428		369,248
Part Time	8,505		11,068		16,043		21,302		21,124		37,253		14,094		14,094		12,332		12,332		12,332		12,332		24,664		205,144
Overtime	10,325		7,230		14,205		16,557		15,167		17,773		13,962		13,962		12,217		12,217		12,217		12,217		24,434		170,267
Worker Comp	3,073		3,073		3,073		3,073		3,073		3,073		3,635		3,635		3,174		3,174		3,174		3,174		6,401		41,630
FICA/Med	4,092		4,640		5,659		5,707		5,273		6,227		3,876		3,876		3,385		3,385		3,385		3,385		6,826		56,330
Subtotal	61,819		69,811		84,351		84,802		78,220		91,334		58,346		58,346		50,945		50,945		50,945		50,945		102,754		842,618
Hosp	7,656		7,486		7,452		6,956		3,560		3,876		7,058		7,058		7,058		7,058		7,058		7,058		7,058		79,336
Life	946		971		904		1,041		576		987		917		917		917		917		917		917		917		10,925
Retirement	4,473		4,905		5,712		5,333		4,193		4,429		3,490		3,490		3,045		3,045		3,045		3,045		6,162		51,323
Subtotal	13,075		13,362		14,068		13,330		8,329		9,292		11,465		11,465		11,020		11,020		11,020		11,020		14,137		141,584
Fuel	-		-		-		-		-		-		-		-		-		-		-		-		-		-
Rep & Maint (Auto)	-		-		-		-		-		-		-		-		-		-		-		-		-		-
License / Svc Contract	-		-		-		-		-		-		-		-		-		-		-		-		-		-
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		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		1,412		16,944
Total	76,306		84,585		99,831		99,544		87,961		102,038		71,223		71,223		63,377		63,377		63,377		63,377		118,303		1,001,147
Cumulative Expenses	76,306		160,891		260,722		360,266		448,227		550,265		621,488		692,712		756,089		819,467		882,844		882,844		1,001,147		1,001,147

FisYr 2023
 PayMo. Ending 12/31/2022

LABOR HOURS BY PAY TYPE

Pay Type	Hours
Reg	10865
Reg OT	507
MED	652
PL	412
Comp	316
MIL	60
HOLU	685
HOLW	572
AL	108
HOLP	140
Grand Total	14317

Total:	14,317
OT/Total	3.5%
Worked:	11,372
OT/Worked	4.5%



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

December, 2022

