



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

## 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
		<i>John P. Jones</i>	<i>YES</i>

### 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 1<sup>st</sup> of the year.
2. Update OG's - plan to revisit after 1<sup>st</sup> 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. 23<sup>rd</sup> & Monday, Dec. 26<sup>th</sup> in observance of Christmas Day; Friday Dec. 30<sup>th</sup> and Monday, Jan. 2<sup>nd</sup> in observance of New Year's Day & Monday, Jan. 16<sup>th</sup> in observance of Martin Luther King Jr. Day.
2. Capt. Horn mentioned a grant request was submitted to the JC Tuberculosis Association Dec. 2<sup>nd</sup> 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. 16<sup>th</sup>.
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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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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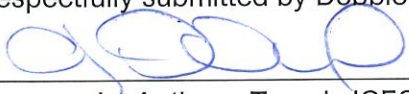
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- **Motion** by Jones, 2nd by Derrickson to approve Director Burner to take whatever is submitted by Chief Adam Watson to the County Commission – carried unanimously on voice vote.
- 3. Discuss ESA' support of Fire Levy
  - Chairman Simpson asked that 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, 2<sup>nd</sup> by S. Harris – carried unanimously on voice vote. Meeting adjourned at 8:04 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

  
\_\_\_\_\_  
Approved – Anthony Troxel, JCESA Vice-Chair

01/17/23  
\_\_\_\_\_  
Date

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## Meeting Minutes November 15, 2022

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### 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, 2<sup>nd</sup> 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

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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, 2<sup>nd</sup> 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 20<sup>th</sup> at 6:30pm just prior to the regular monthly Board Meeting.
  - Class II Advertisement to the *Spirit* Nov 28<sup>th</sup> scheduled to run Nov 30<sup>th</sup> & Dec 7<sup>th</sup>. Notice to be posted on the ESA website, and front office window.
4. ESA Administrative office will be closed Nov. 24<sup>th</sup> – 25<sup>th</sup> in observance of Thanksgiving Day.

## **UNFINISHED BUSINESS – None**

## **NEW BUSINESS – None**

## **ADJOURNMENT**

- Motion to adjourn by Troxel, 2<sup>nd</sup> by J. Harris - Motion carries unanimously on voice vote. Meeting adjourned at 7:34 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

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Approved – Craig Simpson, JCESA Chairman

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Date

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Jefferson County Emergency Services Agency

Financial Summary - FY2023 (July 2022 - June 2023)

Through November

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	\$ 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
<i>Some income (i.e., dedicated grants) may not be reflected here.</i>			<b>Total</b>	<b>\$ 4,054,852</b>	<b>\$ 1,565,589</b>	<b>\$ 4,053,423</b>	<b>\$ 1,429</b>

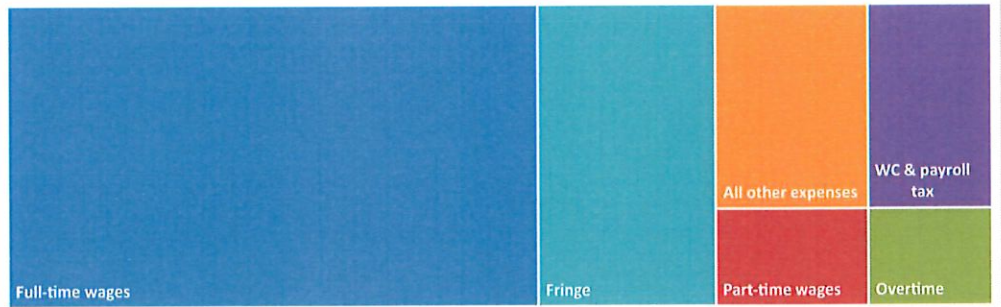
Bank Account Balances

as of: November 30, 2022

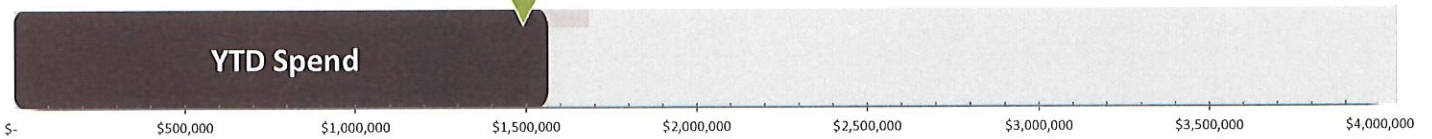
General	\$	521,399
Payroll	\$	84,649
Amb. Fee	\$	512,444
Mortgage	\$	159,146

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**

	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
Expenses	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Full Time	145,062	164,739	173,429	179,392	180,045	260,625	173,500	173,500	151,719	151,719	151,719	304,190	2,209,637
Part Time	8,505	11,068	16,043	21,302	21,124	21,141	14,094	14,094	12,332	12,332	12,332	24,664	189,032
Overtime	10,325	7,230	14,205	16,557	15,167	20,943	13,962	13,962	12,217	12,217	12,217	24,434	173,437
Worker Comp	12,291	12,291	12,291	12,291	12,291	21,644	14,411	14,411	12,603	12,603	12,603	25,260	174,991
FICA/Med	12,063	13,449	15,012	16,051	15,983	23,082	15,369	15,369	13,440	13,440	13,440	26,938	193,636
<b>Subtotal</b>	<b>188,246</b>	<b>208,777</b>	<b>230,980</b>	<b>245,593</b>	<b>244,610</b>	<b>347,434</b>	<b>231,336</b>	<b>231,336</b>	<b>202,311</b>	<b>202,311</b>	<b>202,311</b>	<b>405,486</b>	<b>2,940,733</b>
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	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	68,189
Retirement	14,761	16,337	17,808	18,615	17,989	26,749	17,809	17,809	15,574	15,574	15,574	31,219	225,818
<b>Subtotal</b>	<b>50,332</b>	<b>55,292</b>	<b>55,345</b>	<b>59,385</b>	<b>62,472</b>	<b>68,077</b>	<b>59,137</b>	<b>59,137</b>	<b>56,902</b>	<b>56,902</b>	<b>56,902</b>	<b>72,547</b>	<b>712,431</b>
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 Contract	1,200	-	647	11,293	3,533	750	750	-	-	-	-	900	26,323
Medical Exp	20	15	16,115	4,590	35	400	200	400	400	400	400	400	23,375
Ems Supples	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
<b>Subtotal</b>	<b>14,891</b>	<b>11,262</b>	<b>21,172</b>	<b>27,969</b>	<b>12,273</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>25,967</b>	<b>200,784</b>
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	61,566
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)	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>15,040</b>	<b>17,101</b>	<b>18,048</b>	<b>12,961</b>	<b>13,839</b>	<b>18,934</b>	<b>22,145</b>	<b>14,658</b>	<b>14,240</b>	<b>17,498</b>	<b>13,388</b>	<b>21,622</b>	<b>199,475</b>
<b>Total</b>	<b>268,509</b>	<b>292,432</b>	<b>325,545</b>	<b>345,908</b>	<b>333,195</b>	<b>452,912</b>	<b>326,635</b>	<b>318,598</b>	<b>286,920</b>	<b>290,179</b>	<b>286,968</b>	<b>525,623</b>	<b>4,053,423</b>
<b>Cumulative Expenses</b>	<b>268,509</b>	<b>560,941</b>	<b>886,486</b>	<b>1,232,394</b>	<b>1,565,589</b>	<b>2,018,501</b>	<b>2,345,136</b>	<b>2,663,734</b>	<b>2,950,654</b>	<b>3,240,832</b>	<b>3,527,800</b>	<b>4,053,423</b>	

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

	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
Expenses	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
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
<b>Subtotal</b>	<b>126,427</b>	<b>138,966</b>	<b>146,629</b>	<b>160,791</b>	<b>166,390</b>	<b>259,485</b>	<b>172,990</b>	<b>172,990</b>	<b>151,366</b>	<b>151,366</b>	<b>151,366</b>	<b>302,732</b>	<b>2,101,499</b>
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
<b>Subtotal</b>	<b>37,257</b>	<b>41,930</b>	<b>41,277</b>	<b>46,055</b>	<b>54,143</b>	<b>54,831</b>	<b>47,672</b>	<b>47,672</b>	<b>45,882</b>	<b>45,882</b>	<b>45,882</b>	<b>58,411</b>	<b>566,893</b>
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	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
Ems Supples	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
<b>Subtotal</b>	<b>14,891</b>	<b>11,262</b>	<b>21,172</b>	<b>27,969</b>	<b>12,273</b>	<b>18,467</b>	<b>14,017</b>	<b>13,467</b>	<b>13,467</b>	<b>13,467</b>	<b>14,367</b>	<b>25,967</b>	<b>200,784</b>
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	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>13,628</b>	<b>15,689</b>	<b>16,636</b>	<b>11,549</b>	<b>12,427</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>20,210</b>	<b>182,531</b>
<b>Total</b>	<b>192,203</b>	<b>207,847</b>	<b>225,714</b>	<b>246,364</b>	<b>245,234</b>	<b>350,304</b>	<b>255,412</b>	<b>247,374</b>	<b>223,543</b>	<b>226,801</b>	<b>223,590</b>	<b>407,320</b>	<b>3,051,706</b>
<b>Cumulative Expenses</b>	<b>192,203</b>	<b>400,050</b>	<b>625,764</b>	<b>872,128</b>	<b>1,117,362</b>	<b>1,467,666</b>	<b>1,723,078</b>	<b>1,970,452</b>	<b>2,193,995</b>	<b>2,420,796</b>	<b>2,644,387</b>	<b>3,051,706</b>	

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

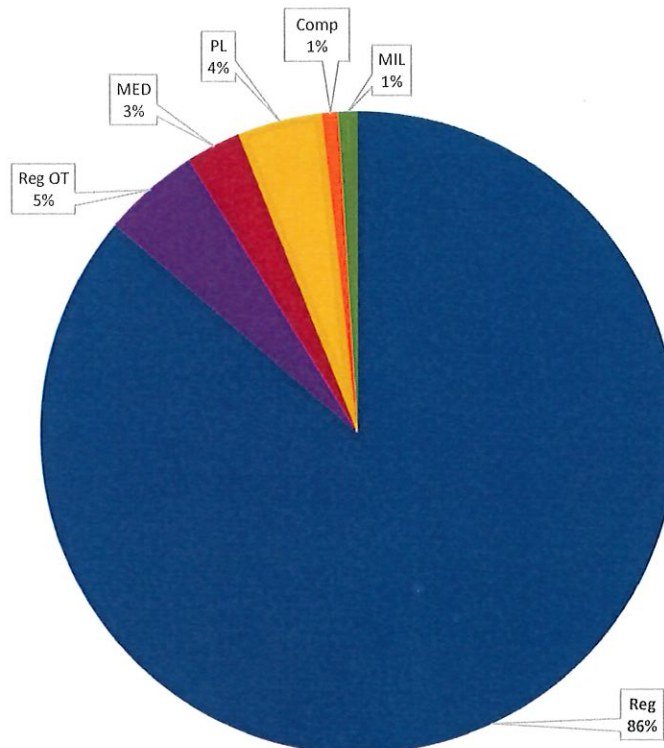
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1.6	2	2	2	2	3	2	2	2	2	2	3.4	26
Expenses	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Full Time	35,824	43,800	45,371	38,163	33,583	34,543	22,779	22,779	19,838	19,838	19,838	40,428	376,783
Part Time	8,505	11,068	16,043	21,302	21,124	21,141	14,094	14,094	12,332	12,332	12,332	24,664	189,032
Overtime	10,325	7,230	14,205	16,557	15,167	20,943	13,962	13,962	12,217	12,217	12,217	24,434	173,437
Worker Comp	3,073	3,073	3,073	3,073	3,073	5,479	3,635	3,635	3,174	3,174	3,174	6,401	44,035
FICA/Med	4,092	4,640	5,659	5,707	5,273	5,843	3,876	3,876	3,385	3,385	3,385	6,826	55,946
<b>Subtotal</b>	<b>61,819</b>	<b>69,811</b>	<b>84,351</b>	<b>84,802</b>	<b>78,220</b>	<b>87,949</b>	<b>58,346</b>	<b>58,346</b>	<b>50,945</b>	<b>50,945</b>	<b>50,945</b>	<b>102,754</b>	<b>839,234</b>
Hosp	7,656	7,486	7,452	6,956	3,560	7,058	7,058	7,058	7,058	7,058	7,058	7,058	82,518
Life	946	971	904	1,041	576	917	917	917	917	917	917	917	10,855
Retirement	4,473	4,905	5,712	5,333	4,193	5,271	3,490	3,490	3,045	3,045	3,045	6,162	52,166
<b>Subtotal</b>	<b>13,075</b>	<b>13,362</b>	<b>14,068</b>	<b>13,330</b>	<b>8,329</b>	<b>13,246</b>	<b>11,465</b>	<b>11,465</b>	<b>11,020</b>	<b>11,020</b>	<b>11,020</b>	<b>14,137</b>	<b>145,539</b>
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Ems Supples	-	-	-	-	-	-	-	-	-	-	-	-	-
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>84,585</b>	<b>99,831</b>	<b>99,544</b>	<b>87,961</b>	<b>102,608</b>	<b>71,223</b>	<b>71,223</b>	<b>63,377</b>	<b>63,377</b>	<b>63,377</b>	<b>118,303</b>	<b>1,001,716</b>
<b>Cumulative Expenses</b>	<b>76,306</b>	<b>160,891</b>	<b>260,722</b>	<b>360,266</b>	<b>448,227</b>	<b>550,835</b>	<b>622,058</b>	<b>693,282</b>	<b>756,659</b>	<b>820,036</b>	<b>883,414</b>	<b>1,001,716</b>	

FisYr 2023  
 PayMo. Ending 11/30/2022

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

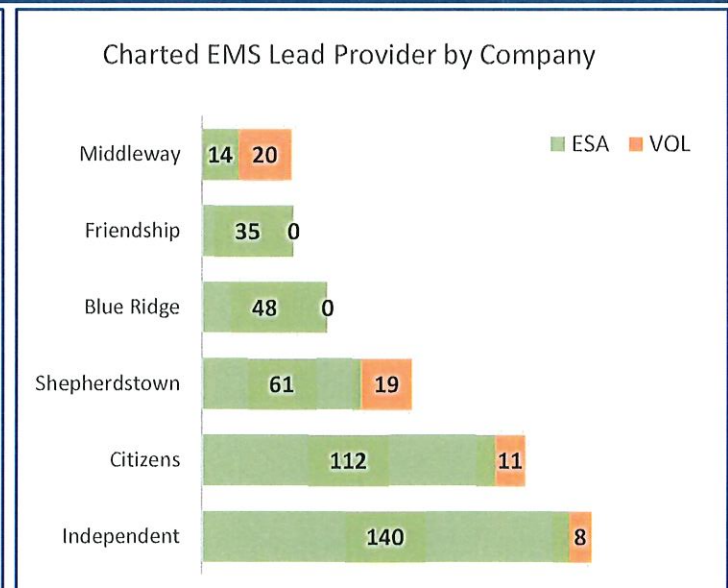
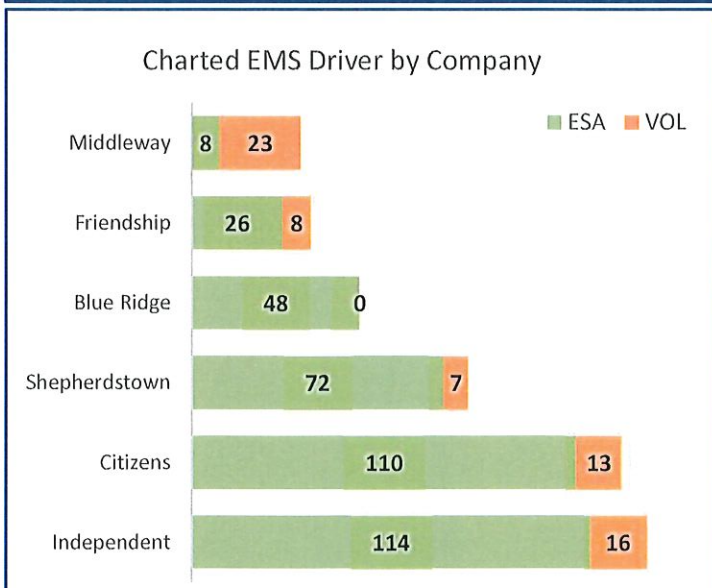
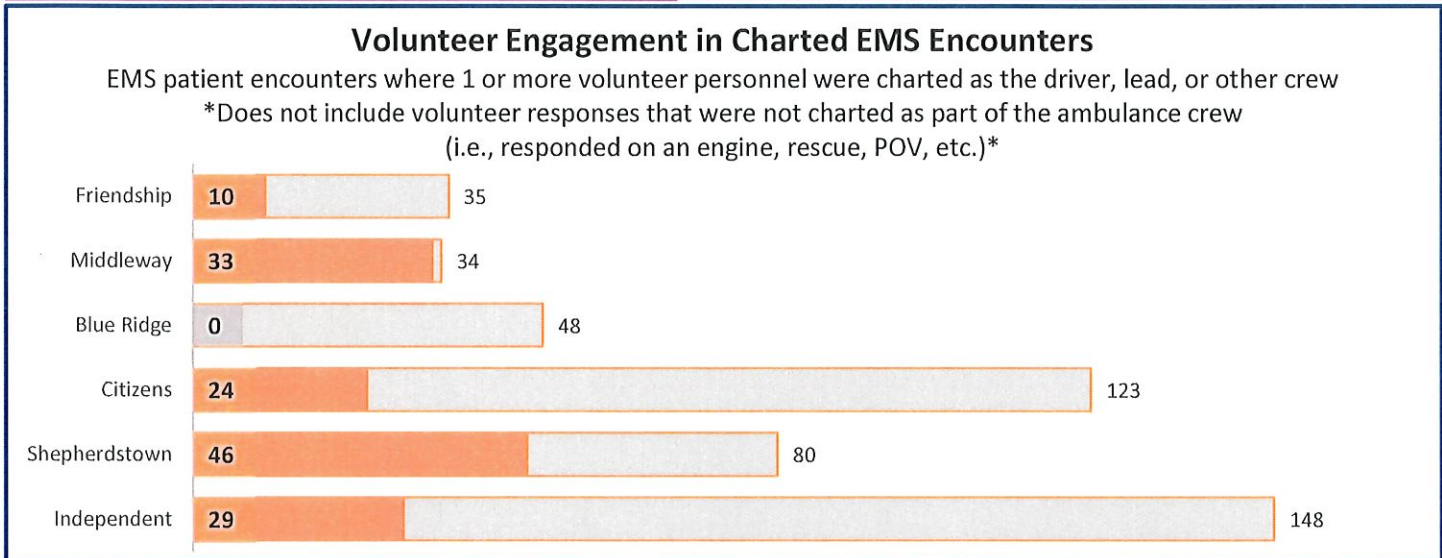
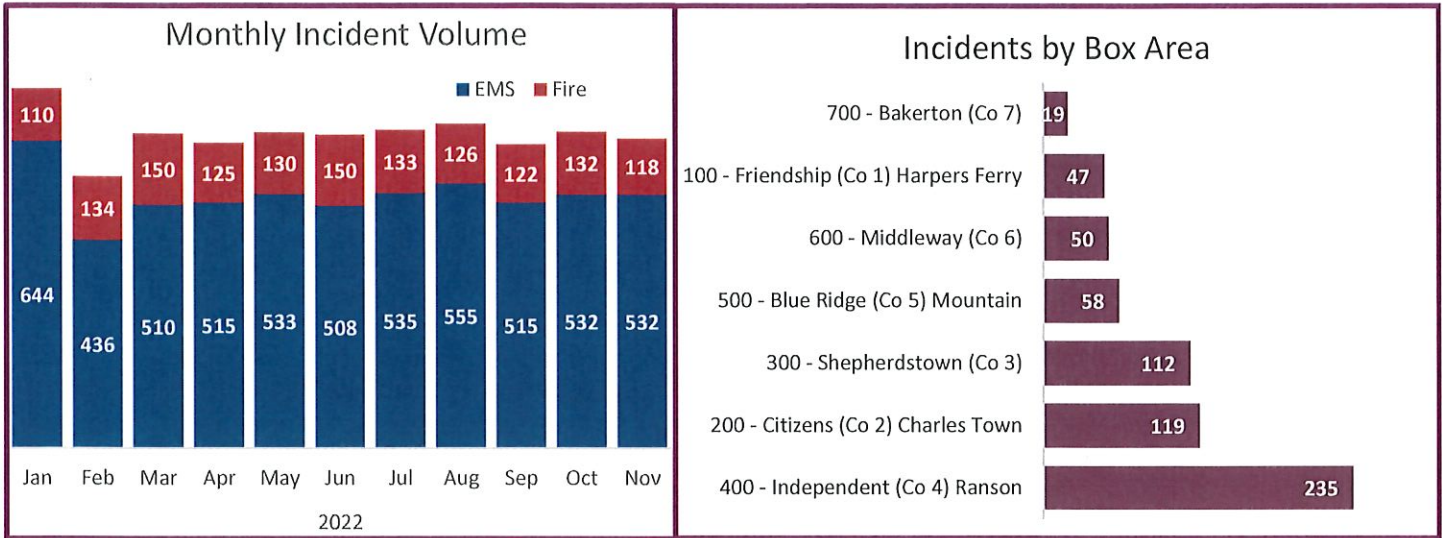
Total:	9,235
OT/Total	4.7%
Worked:	7,980
OT/Worked	5.4%

**LABOR HOURS BY PAY TYPE**



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

November, 2022



# Exhibit A



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ [jcesa.org](http://jcesa.org)

## Pay Study Notes

Please find attached for you to review spreadsheets containing data comparing the current hourly and salary compensation of Jefferson County Emergency Services Agency and some of the surrounding departments and jurisdictions. The information contained within should help to show that the JCESA is currently lacking in compensation compared to other agencies. An increase in pay will result in increase in recruitment and retention. I will do my best to answer as many questions as possible, as I have recently found that compensation and pay in fire/ EMS departments is increasing in one of the surrounding departments at least once a year. I hope these notes help to answer some of your questions.

### Jefferson County Emergency Services Agency

- Starting Pay: FF/ EMT- \$17.42/ Hour, \$38,045/ Year; FF/ Advanced EMT- \$18.86/ Hour, \$41,190/ Year; FF/ Paramedic- \$20.29/ Hour, \$44,313
- Qualifications: 18 Years of Age, Valid Driver's License, Meet EMS Requirements Set Forth in WV SS 64 CSR 48, Possess WVOEMS and/or NREMT Certification, Have or be able to obtain Firefighter 1 within in one year of job acceptance
- Requirements: Maintain WVOEMS and/or NREMT Certification, Continuing Prehospital Education Hours (Various Hours Based on Provider Level), Yearly Protocol Reviews, HazMat Awareness Review
- Full Time Schedule: One 24 Hour Shift On Duty, Three Days Off Duty (24/72), Overtime after 96 hours worked in a pay period. 2184 Yearly Worked Hours.

### Berkeley County Emergency Ambulance Authority

- Starting Pay: EMT- \$16.03-\$20.03/ Hour, \$40,000-\$50,00/ Year; Advanced EMT- \$18.03- \$22.04/ Hour, \$45,000-\$55,00; Paramedic- \$20.03-\$24.04/ Hour, \$50,000-\$60,000
- Qualifications: 18 Years of Age, High School Diploma or Equivalent, Successful Completion of WV or Nationally Accredited EMT Program, WVOEMS or NREMT Certification, CPR for Healthcare Providers, HazMat Awareness, EVOC, Infection Control, Valid Driver's License, Meet Physical Requirements
- Requirements: Maintain WVOEMS and/or NREMT Certification, Continuing Prehospital Education Hours (Various Hours Based on Provider Level)
- Full Time Schedule: One 24 Hour Shift On Duty, Two Days Off Duty (24/48 w/ Kelly Day ), Overtime after 40 hours worked in a week. 2494 Yearly Worked Hours.
- Per Chief Winebrenner-BCEAA Board to begin compensation talks in the beginning of 2023 with a minimum salary increase for employees of 10% to 15%. The majority of BCEAA employees are in the "Middle" if not exceeding the middle of their pay scale, and promotion to a "2" level position is three years' experience in a certification level and ability to be a field training officer.

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## Berkeley County Fire

- Starting Pay: 12 Hour Shift Firefighter- \$24.83/ Hour, \$54,229/ Year; 24 Hour Shift- Firefighter- \$19.92/ Hour, \$59,561/ Year
- Qualifications: 18 Years of Age, Valid Driver's License, High School Diploma or Equivalent, Firefighter 1, Firefighter 2
- Requirements: Obtain Hazardous Materials Technician, Swiftwater Rescue Technician, Auto Extrication, Basic Ropes, CPR and First Aid, Infectious Disease
- 2184 Yearly Hour Employee Schedule: Three 12 Hour Shifts, Monday through Friday, No Holidays, No Weekends, 0600 – 1800, One Day a week is for training and only six hours, 42 Hour Work Week
- 2912 Yearly Hour Employee Schedule: One 24 Hour Shift On, Two Days Off Duty (24/48), 56 Hour Work Week (53 Regular Hours + 3 Overtime Hours)
- No Requirements to be an EMT or a Paramedic, minimal continuing education hours beyond HazMat recertification.

## Martinsburg Fire Department

- Starting Pay: FF/ EMT- \$18.14/ Hour, \$50,000/ Year; FF/ Paramedic- \$20.00/ Hour, \$55,125/ Year
- Qualifications: 18 Years of Age, Valid Driver's License, WVOEMS and/or NREMT Certification, High School Diploma or GED, Successful completion of all required in-service training
- Requirements: Within in the first year of employment Complete 6000-hour Apprenticeship Training Program for certification as a Journeyman FF, Complete 16 Hour EVOC Class, Complete 40-hour Hazardous Materials Technician course, Complete 24 hour confined space operations level course
- Full Time Schedule: One 24 Hour Shift On Duty, One Day Off, One 24 Hour Shift On Duty, One Day Off, One 24 Hour Shift On Duty, Four Days Off (24/24 Off/24/ 24 Off/24/ 96 Off), 53 Hour Work Week, Overtime is anything over 106 hours in a pay period. 2756 Yearly Worked Hours

## Morgan County EMS

- Starting Pay: EMT- \$14.35/ Hour, \$38,802/ Year; Advanced EMT- \$17.50/ Hour, \$47,320/ Year, Paramedic- \$21.00/ Hour, \$56,784/ Year
- Qualifications: 18 Years of Age, High School Diploma or Equivalent, Valid Driver's License, WVOEMS or NREMT Certification
- Requirements: Maintain WVOEMS and/or NREMT Certification, Continuing Prehospital Education Hours (Various Hours Based on Provider Level)
- Full Time Schedule: One 24 Hour Shift On Duty, Two Days Off Duty (24/48 w/ Kelly Day ), Overtime after 40 hours worked in a week. 2494 Yearly Worked Hours.
- No guaranteed pay raises, raises based on extra funds in budget, however, no plan in place for to give raises.

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## Frederick County Fire & Rescue (Virginia)

- Starting Pay: FF/ EMT- \$14.83/ Hour, \$40, 867/ Year; Incentive Pay for ALS Certification: Advanced EMT- \$4,500/ Year; Intermediate- \$7,000/ Year; Paramedic- \$9,000/ Year
- Qualifications: 18 Years of Age, Valid Driver's License, High School Diploma or Equivalent, No Criminal History, Pass All Pre-Employment Testing and Screening
- Requirements: Maintain EMS Certification, Successfully Complete on the Job Training, Continued Prehospital Education
- Full Time Schedule: One 24 Hour Shift On Duty, One Day Off, One 24 Hour Shift On Duty, One Day Off, One 24 Hour Shift On Duty, Four Days Off (24/24 Off/24/ 24 Off/24/ 96 Off), 53 Hour Work Week, Overtime is anything over 106 hours in a pay period. 2756 Yearly Worked Hours
- Pay Scale provided is from beginning of 2022, and job description provided is from 2021 which may have been updated. Frederick County has implemented a paramedic only position that no information was provided. Still attempting to obtain this information.

## Winchester Fire & Rescue (Virginia)

- Starting Pay: FF/ EMT I- \$16.63/ Hour, \$41,508/ Year; FF/ Intermediate- \$20.21/ Hour, \$50,444/ Year; FF/ Paramedic- \$21.63/ Hour, \$53,988/ Year
- Qualifications: 18 Years of Age, Valid Driver's License, High School Diploma or Equivalent, No Criminal History, Pass All Pre-Employment Testing and Screening
- Requirements: Maintain EMS Certification, Successfully Complete on the Job Training, Continued Prehospital Education
- Full Time Schedule: One 24 Hour Shift On Duty, Two Days Off Duty (24/48 w/ Kelly Day ), 2494 Yearly Worked Hours.
- Pay Scale used is from 2020 and may be outdated, Job descriptions provided are from 2017 and may have been updated.

## Fauquier County Department of Fire Rescue & Emergency Management (Virginia)

- Starting Pay: Technician I- \$20.43/ Hour, \$51,000/ Year
- Incentive Pay: Advanced EMT- \$6,000/ Year; Intermediate- \$8,000/ Year; Paramedic- \$12,000/ Year; Preceptor- \$1,000/ Year; Critical Care- \$1,000/ Year
- Qualifications: 18 Years of Age, Valid Driver's License, High School Diploma or Equivalent, No Criminal History, Pass All Pre-Employment Testing and Screening
- Requirements: Maintain EMS Certification, Successfully Complete on the Job Training, Continued Prehospital Education
- Full Time Schedule: One 24 Hour Shift On Duty, Two Days Off Duty (24/48 w/ Kelly Day ), 2494 Yearly Worked Hours.
- Fauquier County requires volunteer and career staffing to meet the same requirements for riding, operating apparatus, and providing EMS care as well as working in an IDLH environment.

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## Loudoun County Combined Fire & Rescue System (Virginia)

- Starting Pay: FF/EMT- \$22.04/ Hour, \$55,012/ Year; FF/ Advanced EMT- \$24.44/ Hour, \$61,012/ Year; FF/ Intermediate- \$26.85/ Hour, \$67,012/ Year, FF/ Paramedic- \$27.65/ Hour, \$69,012/ Year (Advanced EMT, Intermediate, Paramedic pay only after becoming cleared at the provider level in the county)
- Qualifications: 18 Years of Age, Valid Driver's License, High School Diploma or Equivalent, No Criminal History, Pass All Pre-Employment Testing and Screening
- Requirements: Maintain EMS Certification, Successfully Complete on the Job Training, Continued Prehospital Education
- Full Time Schedule: One 24 Hour Shift On Duty, Two Days Off Duty (24/48 w/ Kelly Day ), 2494 Yearly Worked Hours.
- \$10,000 Sign-on bonus for Intermediates and Paramedics, \$1,000 Incentive Pay for Intermediates and Paramedics who are Preceptors
- Bachelor's and Master's Degree Pay Increases
- Loudoun County data is incomplete, however, a request for a complete set of data has been made and awaiting fulfillment.
- Loudoun County requires volunteer and career staffing to meet the same requirements for riding, operating apparatus, and providing EMS care as well as working in an IDLH environment.

## Jefferson County Emergency Communications Center

- Starting Pay: \$22.28/ Hour, \$47,411.84/ Year
- 18 Years of Age, High School Diploma or Equivalent
- \$2,000 Sign-on Bonus, Shift Differential
- Full Time Work Schedule: 76 Hour Pay Period, Overtime after 80 Hours Worked, 2128 Yearly Hours Worked

At this time, no information has been received from Maryland agencies or departments where requested. I am still reaching out to make attempts to further collect more information, from all agencies so that we may stay up to date with all current pay trends.

Respectfully submitted

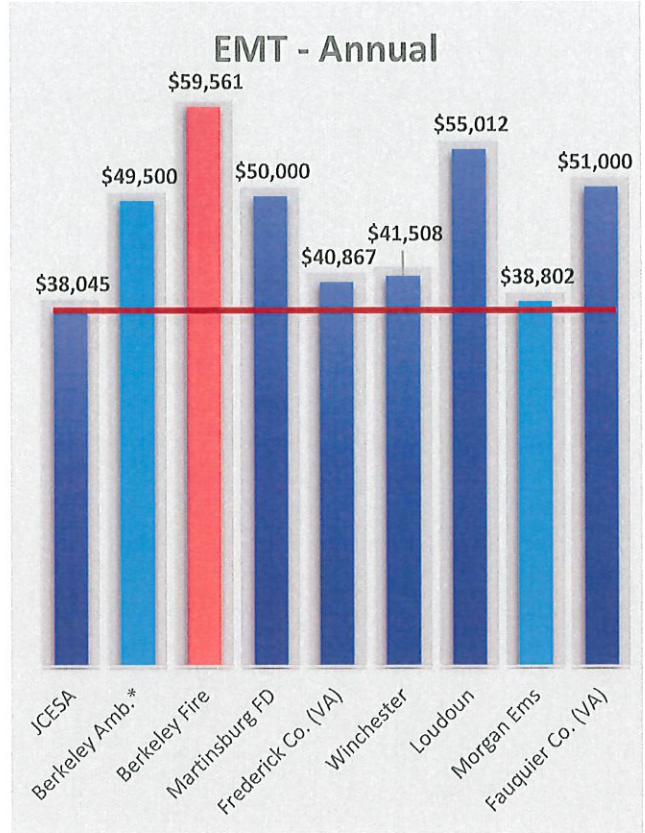
Christopher P Lyons, NRP  
Firefighter/ Paramedic III

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Jurisdiction	EMT		AEMT		Paramedic		Lieutenant	
	EMT - Annual	EMT - Hourly	AEMT-Annual	AEMT - Hourly	Paramedic - Annual	Paramedic - Hourly	Lieutenant - Annual	Lieutenant - Hourly
JCESA	\$ 38,045	\$ 17.42	\$ 41,190	\$ 18.86	\$ 44,313	\$ 20.29	\$ 50,107	\$ 22.94
Berkeley Amb.*	\$ 49,500	\$ 19.83	\$ 55,000	\$ 22.03	\$ 66,000	\$ 26.44	\$ 75,614	\$ 30.29
Berkeley Fire	\$ 59,561	\$ 24.83	\$ 59,561	\$ 24.83	\$ 59,561	\$ 24.83	\$ 64,734	\$ 29.64
Martinsburg FD	\$ 50,000	\$ 18.14			\$ 55,125	\$ 20.00	\$ 67,083	\$ 24.34
Frederick Co. (VA)	\$ 40,867	\$ 14.83	\$ 45,367	\$ 16.46	\$ 49,867	\$ 18.09	\$64,637	\$23.45
Winchester	\$ 41,508	\$ 16.63	\$ 50,444	\$ 20.21	\$ 53,988	\$ 21.63	\$61,776	\$24.75
Loudoun	\$ 55,012	\$ 22.04	\$ 61,012	\$ 24.44	\$ 69,012	\$ 27.65		
Morgan Ems	\$ 38,802	\$ 15.56	\$ 47,320	\$ 18.97	\$ 56,784	\$ 22.77		
Fauquier Co. (VA)	\$ 51,000	\$ 20.43	\$ 57,000	\$ 22.85	\$ 63,000	\$ 25.26	\$84,501	\$33.86
Average of competitor jurisdiction wage:	\$ 48,281	\$ 19.04	\$ 53,672	\$ 21.40	\$ 59,167	\$ 23.33	\$ 69,724	\$ 27.72
JCESA Variance	(10,236.25)	(1.62)	(12,482.00)	(2.54)	(14,854.13)	(3.04)	(19,617.14)	(4.78)
JCESA Variance %	-26.9%	-9.3%	-30.3%	-13.5%	-33.5%	-15.0%	-39.2%	-20.8%
Berkeley Amb.*	\$ 49,500	\$ 19.83	\$ 55,000	\$ 22.03	\$ 66,000	\$ 26.44	\$ 75,614	\$ 30.29
JCESA Variance	(11,455.00)	(2.41)	(13,810.00)	(3.17)	(21,687.00)	(6.15)	(25,506.82)	(7.35)
JCESA Variance %	-30.1%	-13.9%	-33.5%	-16.8%	-48.9%	-30.3%	-50.9%	-32.1%

\*Assumes 10% increase. 10-15% expected for FY24.

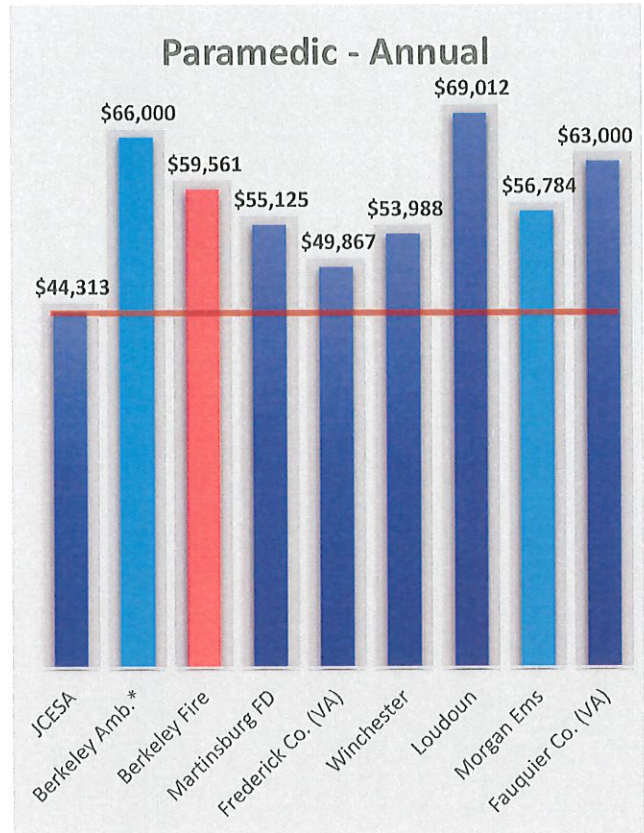


■ - Dual Role   
 ■ - EMS Only   
 ■ - Fire Only

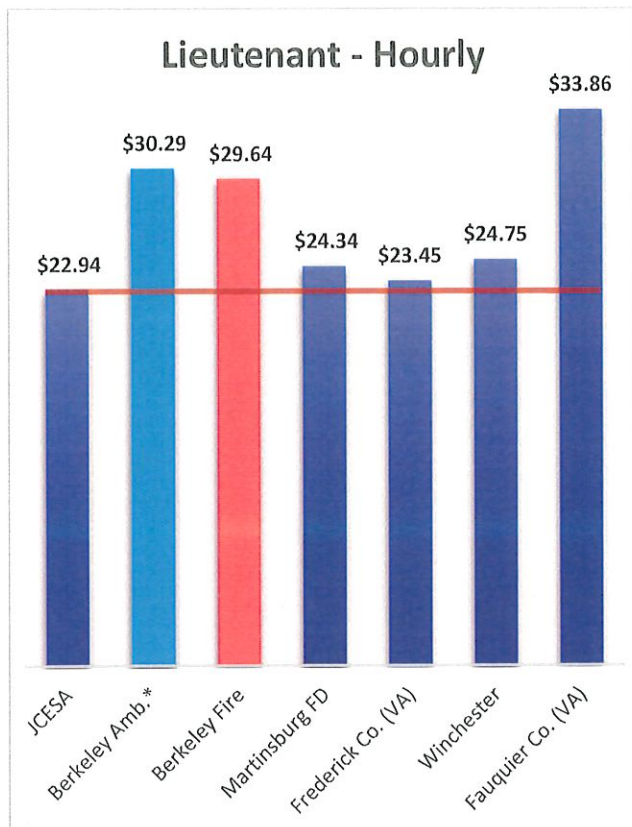
### Paramedic - Hourly



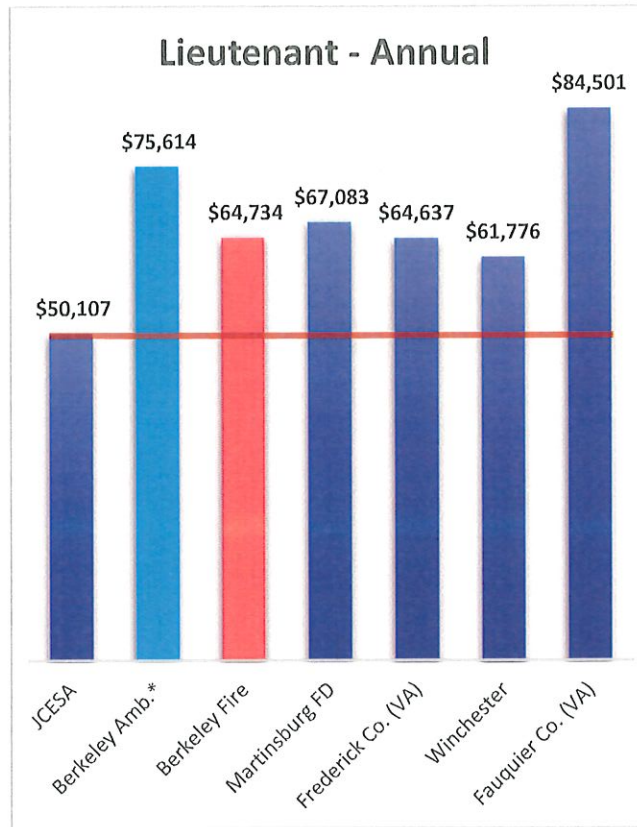
### Paramedic - Annual



### Lieutenant - Hourly



### Lieutenant - Annual



■ - Dual Role   ■ - EMS Only   ■ - Fire Only

Title	Current			Proposed		
	Hourly	Annual	Hrs/Yr	Hourly	annual	Hrs/Yr
FF/EMT I	\$ 17.42	\$ 38,045	2184	\$ 19.86	\$ 43,372	2184
FF/EMT II	\$ 17.86	\$ 38,996	2184	\$ 20.36	\$ 44,456	2184
FF/EMT III	\$ 18.30	\$ 39,971	2184	\$ 20.86	\$ 45,567	2184
Technician	\$ 18.76	\$ 40,971	2184	\$ 21.39	\$ 46,706	2184
FF/AEMT I	\$ 18.86	\$ 41,190	2184	\$ 22.07	\$ 48,193	2184
FF/AEMT II	\$ 19.33	\$ 42,220	2184	\$ 22.62	\$ 49,397	2184
FF/AEMT III	\$ 19.81	\$ 43,275	2184	\$ 23.18	\$ 50,632	2184
Technician- ALS	\$ 20.31	\$ 44,357	2184	\$ 23.76	\$ 51,898	2184
FF/P I	\$ 20.29	\$ 44,313	2184	\$ 26.44	\$ 57,740	2184
FF/P II	\$ 20.80	\$ 45,421	2184	\$ 27.10	\$ 59,184	2184
FF/P III	\$ 21.32	\$ 46,557	2184	\$ 27.78	\$ 60,663	2184
FF/P IV	\$ 21.85	\$ 47,721	2184	\$ 28.47	\$ 62,180	2184
Lieutenant	\$ 22.94	\$ 50,107	2184	\$ 29.89	\$ 65,289	2184
Captain	\$ 26.56	\$ 55,243	2080	\$ 36.25	\$ 75,409	2080
Assistant Chief				\$ 38.07	\$ 79,179	2080 *Placeholder
Deputy Chief				\$ 39.97	\$ 83,138	2080 for future use.
Director	\$ 38.78	\$ 80,653	Salaried	\$ 45.97	\$ 95,609	Salaried
Office Manager	\$ 19.27	\$ 40,071	Salaried	\$ 20.23	\$ 42,075	Salaried

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
<b>Labor Subtotal</b>	<b>\$ 2,933,441</b>	<b>\$ 17,718</b>	<b>\$ 55,735</b>	<b>\$ 792,155</b>	<b>\$ 3,781,332</b>	<b>\$ 869,712</b>	<b>\$ 105,588</b>	<b>\$ 4,756,632</b>
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
<b>Fringe Subtotal</b>	<b>\$ 709,358</b>	<b>\$ 48,346</b>	<b>\$ 858</b>	<b>\$ 225,179</b>	<b>\$ 987,175</b>	<b>\$ 360,928</b>	<b>\$ 8,755</b>	<b>\$ 1,356,859</b>
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 Supples	\$ 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
<b>Non-Labor Ops Subtotal</b>	<b>\$ 206,806</b>	<b>\$ 23,708</b>	<b>\$ -</b>	<b>\$ 481,600</b>	<b>\$ 712,114</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 712,114</b>
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.)	\$ -				\$ -			\$ -
<b>Overhead Subtotal</b>	<b>\$ 199,266</b>	<b>\$ 15,381</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 364,647</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 364,647</b>
<b>Total</b>	<b>\$ 4,048,871</b>	<b>\$ 105,153</b>	<b>\$ 56,594</b>	<b>\$ 1,648,935</b>	<b>\$ 5,845,268</b>	<b>\$ 1,230,641</b>	<b>\$ 114,343</b>	<b>\$ 7,190,252</b>

Berkeley County Emergency Ambulance Authority				
Salary Range				
Position	Grade	Low	Middle	High
EMT- 1	10	\$16.03	\$18.03	\$20.03
2496		\$40,000	\$45,000	\$50,000
EMT- 2	11	\$17.03	\$19.03	\$20.03
2496		\$42,500	\$47,500	\$50,000
Advanced EMT	12	\$18.03	\$20.03	\$22.04
2496		\$45,000	\$50,000	\$55,000
Paramedic- 1	13	\$20.03	\$24.04	\$24.04
2496		\$50,000	\$60,000	\$60,000
Paramedic- 2	14	\$22.04	\$24.04	\$26.04
2496		\$55,000	\$60,000	\$65,000
Lieutenant	15	\$23.04	\$25.04	\$27.04
2496		\$57,500	\$62,500	\$67,500
Captain- 1	16	\$24.04	\$26.54	\$29.05
2496		\$60,000	\$66,250	\$72,500
Captain- 2	17	\$24.04	\$27.54	\$31.05
2496		\$60,000	\$68,750	\$77,500
Asst Training Officer (Future Position)	17	\$28.85	\$33.65	\$40.87
2080		\$60,000	\$70,000	\$85,000
Assitant Chief	18	\$31.25	\$36.06	\$40.87
2080		\$65,000	\$75,000	\$85,000
Logistics & Equipment (Future Position)				
2080				
Assistant Chief	18	\$31.25	\$36.06	\$40.87
2080		\$65,000	\$75,000	\$85,000
Training & Compliance Officer				
2080				
Deputy Chief	19	\$31.25	\$37.26	\$43.27
2080		\$65,000	\$77,500	\$90,000
Chief of Field Operations	20	\$33.65	\$40.87	\$48.08
2080		\$70,000	\$85,000	\$100,000
BMS Director	21	\$38.46	\$45.67	\$52.88
2080		\$80,000	\$95,000	\$110,000
EMS Fee Specialist & Receptionist Clerk- 1	6	\$15.63	\$17.43	\$19.23
2080		\$32,500	\$36,250	\$40,000
EMS Billing & Logistics Specilaist- 2	7	\$19.47	\$19.47	\$21.63
2080		\$40,500	\$40,500	\$45,000
EMS Fee Specialist & Receptionist Clerk- 2	7	\$17.31	\$19.47	\$21.63
2080		\$36,000	\$40,500	\$45,000
HR Officer- HIPAA Privacy Officer	11	\$16.83	\$21.75	\$26.68
2080		\$35,000	\$45,250	\$55,500
Billing Department Manager	13	\$22.60	\$26.20	\$28.85
2080		\$47,000	\$54,500	\$60,000
Operations Manager	13	\$22.60	\$29.85	\$36.06
2080		\$47,000	\$61,000	\$75,000

**Field Operations Staff**

-Schedule: Mostly 24/48 w/ Kelly Day. One FT crew 4 Days a Week/ 12 Hour Shift (Day Time). Second FT crew 4 Days a Week/ 12 Hour Shift (Rotated Through by Every 24 Hour Crew on a 15 Week Cycle).  
 -Work 48 Hours per Week  
 -Overtime Pay after 40 Hours Worked per Week  
 -Single Role Service: EMS Service Only

**NOTES OF INTEREST**

Per Chief Winebrenner and Deputy Chief Byers:  
 -BCEAA Board will begin compensation budget talks at 1st of year, expected *minimum* salary increase of 10% - 15%.  
 -The majority of BCEAA employees salaries are in the "Middle" range if not exceeding.  
 -Promotion to a "2" position is three years experience in current certification and the capability to serve as a field training officer.

**Employment Requirments**

-18 Years of Age  
 -High School Diploma or Equivalent  
 -Successful Completion of a WV or Nationally Accdited EMT Program  
 -CPR for Healthcare Providers, EVOC, HazMat Awareness, Infection Control  
 -Valid US Driver's License  
 -Ability to communicate effectively, use good Judgemen, remain calm, read/ interprut/ act upon patient care protocols, safely operate emergency vehicle.  
 -Independilty lift 80 pounds, have good dexterity with the ability to perform all tasks related to patient care.  
 -Ability to stand, walk, crawl, lift, bend, stoop, climb and work in limited spaces, work in moderate to severe weather.  
 -Ability to wear proper PPE for various IDLH envirmments, and spontaneously respond to emergency health care demands.

**Field Office Staff**

-Schedule: 40 Hour Work Week  
 -Salaried Exempt

**Business Office Staff**

-Schedule: 40 Hour Work Week (Monday-Friday)  
 -Salaried Exempt  
 -Follows Berkeley County Holiday Schedule

Salary Breakdown			
Position	Regular	Overtime	Total
	2080/Hrs	416/Hrs	2496/Hrs
EMT-1	\$37,502	\$11,276	\$48,778
EMT-2	\$39,582	\$11,875	\$51,457
Advanced EMT	\$41,662	\$12,499	\$54,161
Paramedic- 1	\$50,003	\$15,001	\$65,004
Paramedic- 2	\$50,003	\$15,001	\$65,004
Lieutenant	\$52,083	\$15,625	\$67,708
Captain- 1	\$55,203	\$16,561	\$71,764
Captain- 2	\$57,283	\$17,185	\$74,468

Based on Middle Salary Range for Field Staff

Berkeley County Fire														
12 Hour Shift Employees (42 Hours Per Week)							24 Hour Shift Employees (53 Reg Hrs + 3 OT Hrs = 56 Hrs Per Week) (2012)							
Position	Full Time Years of Service						Full Time Years of Service							
	1-4	4-7	7-10	10-13	13-16	16-19	19+	1-4	4-7	7-10	10-13	13-16	16-19	19+
Firefighter I	\$24.83	-	-	-	-	-	-	\$19.92	-	-	-	-	-	-
2184	\$54,229	-	-	-	-	-	-	\$59,561	-	-	-	-	-	-
Firefighter II	\$25.64	-	-	-	-	-	-	\$20.58	-	-	-	-	-	-
2184	\$55,998	-	-	-	-	-	-	\$61,534	-	-	-	-	-	-
Firefighter III	\$26.79	\$28.13	-	-	-	-	-	\$21.50	\$22.14	-	-	-	-	-
2184	\$58,509	\$61,436	-	-	-	-	-	\$64,285	\$64,199	-	-	-	-	-
Firefighter IV	\$28.24	\$29.66	\$31.14	\$32.07	\$33.04	\$33.70	\$34.37	\$22.66	\$23.80	\$24.99	\$25.74	\$26.51	\$27.04	\$27.59
2184	\$61,676	\$64,777	\$68,010	\$70,041	\$72,159	\$73,601	\$75,064	\$67,753	\$71,162	\$74,720	\$76,963	\$79,265	\$80,850	\$82,464
Lieutenant I	\$29.64	\$31.12	\$32.67	\$33.65	\$34.66	\$35.36	\$36.06	\$23.78	\$24.97	\$26.22	\$27.01	\$27.82	\$28.37	\$28.94
2184	\$64,734	\$67,966	\$71,351	\$73,492	\$75,697	\$77,226	\$78,755	\$71,102	\$74,660	\$78,398	\$80,760	\$83,182	\$84,826	\$86,531
Captain	\$31.10	\$32.65	\$34.28	\$35.31	\$36.37	\$37.10	\$37.84	\$24.95	\$26.20	\$27.51	\$28.34	\$29.21	\$29.77	\$30.37
2184	\$67,922	\$71,308	\$74,868	\$77,117	\$79,432	\$81,026	\$82,643	\$74,601	\$78,338	\$82,255	\$87,737	\$87,338	\$89,012	\$90,806
Battalion Chief	\$32.63	\$34.26	\$35.97	\$37.05	\$38.17	\$38.93	\$39.71	\$26.18	\$27.49	\$28.87	\$29.73	\$30.62	\$31.24	\$31.86
2184	\$71,264	\$74,824	\$78,558	\$80,917	\$83,363	\$85,023	\$86,727	\$78,278	\$82,195	\$86,321	\$88,893	\$91,554	\$93,408	\$95,261
Chief	No Yearly Salary Information Provided													

24 Hour Shift Salary Breakdown			
Position	Regular	Overtime	Total
	2756/Hrs	156/Hrs	2912/Hrs
FF I			
FF II			
FF III	Hourly Rate for 2756 Regular Yearly		
FF IV	Worked Hours PLUS Overtime Rate		
Lieut	for 156 Regular Scheduled Overtime		
Capt	EQUALS Salary		
Bat Chief			

- Single Role Service (Only Firefighter Duties)
- Job Requirements: Firefighter 1 & 2, HazMat Technician, Swiftwater Rescue Technician, CPR, First Aid
- Promotion from FF I to FF II is one year from hire date with satisfactory service
- Promotion from FF II to FF III is three years from hire date with satisfactory service
- Promotion from FF III to FF IV is five years from hire date with satisfactory service
- Preferred: Basic state minimum fire and rescue classes (Auto Extrication, Rope Rescue, Etc)
- No Requirement to be an EMT and/or Paramedic
- Limited Continuing Education Requirements (Unlike the Demand for EMS)

Polk County Department of Fire & Emergency Management

Position	Starting	Salary Grade Step Increase																									
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Fire & Rescue Technician I	\$20.43	\$21.45	\$22.10	\$22.76	\$23.44	\$24.15	\$24.51	\$24.88	\$25.25	\$25.63	\$26.01	\$26.40	\$26.80	\$27.20	\$27.61	\$28.02	\$28.44	\$28.87	\$29.30	\$29.74	\$30.19	\$30.64	\$31.10	\$31.57	\$32.04	\$32.52	
2456 Fire & Rescue Technician II	\$51,000	\$53,550	\$55,157	\$56,811	\$58,516	\$60,271	\$61,175	\$62,093	\$63,024	\$63,970	\$64,929	\$65,903	\$66,891	\$67,895	\$68,913	\$69,947	\$70,996	\$72,061	\$73,142	\$74,239	\$75,353	\$76,483	\$77,630	\$78,795	\$79,977	\$81,176	
2456 Fire & Rescue Master Technician			\$57,914	\$59,652	\$61,441	\$63,285	\$65,183	\$66,161	\$67,153	\$68,151	\$69,183	\$70,221	\$71,274	\$72,343	\$73,428	\$74,530	\$75,648	\$76,782	\$77,934	\$79,103	\$80,290	\$81,494	\$82,716	\$83,957	\$85,216	\$86,495	
2456 Fire & Rescue Lieutenant					\$29,05	\$29,48	\$29,92	\$30,37	\$30,83	\$31,29	\$31,76	\$32,24	\$32,72	\$33,21	\$33,71	\$34,22	\$34,73	\$35,25	\$35,78	\$36,32	\$36,86	\$37,41	\$37,97	\$38,54	\$39,12	\$39,71	
2456 Fire & Rescue Captain					\$72,501	\$73,588	\$74,692	\$75,812	\$76,950	\$78,104	\$79,275	\$80,465	\$81,672	\$82,897	\$84,140	\$85,402	\$86,683	\$87,983	\$89,303	\$90,643	\$92,002	\$93,382	\$94,783	\$96,205	\$97,648	\$99,113	
2456 Fire Battalion Chief					\$77,268	\$78,427	\$79,603	\$80,797	\$82,009	\$83,239	\$84,488	\$85,755	\$87,041	\$88,347	\$89,673	\$91,017	\$92,383	\$93,768	\$95,175	\$96,603	\$98,052	\$99,522	\$101,015	\$102,530	\$104,068		
2456 Deputy Fire Chief									\$87,563	\$88,877	\$90,210	\$91,563	\$92,937	\$94,331	\$95,746	\$97,182	\$98,640	\$100,119	\$101,621	\$103,145	\$104,692	\$106,263	\$107,857	\$109,475	\$111,117	\$112,783	\$114,475
2456 Assistant Fire Chief									\$95,098	\$96,525	\$97,973	\$99,442	\$100,934	\$102,448	\$103,985	\$105,544	\$107,127	\$108,734	\$110,365	\$112,021	\$113,701	\$115,407	\$117,138	\$118,895	\$120,678	\$122,488	
2456 Fire & Rescue Chief									\$109,368	\$110,844	\$112,343	\$113,864	\$115,407	\$116,972	\$118,559	\$120,169	\$121,802	\$123,458	\$125,137	\$126,839	\$128,564	\$130,312	\$132,083	\$133,877	\$135,694	\$137,534	

No Salary Information Provided for the Position of Fire & Rescue Chief

Incentive Pay	
Preceptor	\$1,000
Advanced EMT	\$6,000
Intermediate	\$8,000
Paramedic	\$17,000
Critical Care	\$1,000

Frederick County Fire & Rescue						
<i>Salary Range</i>						
Position	Grade	Minimum	Progress	Midpoint	Advance	Maximum
2756 Firefighter/ EMT	5	\$14.83	\$17.04	\$19.26	\$21.48	\$23.69
		\$40,867	\$46,975	\$53,083	\$59,191	\$65,297
2756 Fire & Rescue Technician	6	\$16.28	\$18.70	\$21.15	\$23.61	\$26.03
		\$44,865	\$51,527	\$58,302	\$65,076	\$71,739
2756 Fire & Rescue Specialist	7	\$18.21	\$20.95	\$23.69	\$26.43	\$29.17
		\$50,195	\$57,746	\$65,297	\$72,850	\$80,402
2756 Fire & Rescue Lieutenant	8	\$20.19	\$23.21	\$26.23	\$29.25	\$32.28
		\$55,637	\$63,965	\$72,295	\$80,623	\$88,953
2756 Fire & Rescue Captain	9	\$22.93	\$26.39	\$29.82	\$33.24	\$36.71
		\$63,188	\$72,739	\$82,178	\$91,617	\$101,168
2756 Fire & Rescue Battalion Chief	10	\$26.51	\$30.50	\$34.49	\$38.48	\$42.47
		\$73,072	\$84,066	\$95,060	\$106,054	\$117,048
2080 Fire & Rescue Deputy Chief	11	\$41.00	\$47.14	\$53.28	\$59.42	\$65.56
		\$85,287	\$98,058	\$110,829	\$123,600	\$136,371
2080 Fire & Rescue Chief	NC	-	-	-	-	-
		NC	NC	NC	NC	NC
2080 EMS Billing Specialist	2	\$13.77	\$15.86	\$17.94	\$20.02	\$22.10
		\$28,651	\$32,983	\$37,313	\$41,644	\$45,975
2080 EMS Billing Manager	4	\$17.25	\$19.86	\$22.42	\$24.99	\$27.60
		\$35,870	\$41,311	\$46,641	\$51,973	\$57,413

<i>Incentive Pay</i>	
Advanced EMT	\$4,500
Intermediate	\$7,000
Paramedic	\$9,000

Loudoun County Combined Fire & Rescue System

		Salary Step Increase					
Position	Starting/ Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter/ EMT	\$22.04	\$23.14	\$24.30	\$25.03	\$25.78		
2496	\$55,012	\$57,763	\$60,651	\$62,471	\$64,345		
Firefighter/ Advanced EMT	\$24.44						
2496	\$61,012						
Firefighter/ Intermediate	\$26.85						
2496	\$67,012						
Firefighter/ Paramedic	\$27.65						
2496	\$69,012						

ALS Incentive Pay	
Advanced EMT	\$6,000
Intermediate	\$12,000
Paramedic	\$14,000

- Bachelors Degree Starts at Step 2
- Masters Degree Starts at Step 3
- Intermediate & Paramedic Receive Sign on Bonus of \$10,000
- Shift: 24/48 with a Kelly
- Generally Increase a Step each Year of Employment
- Intermediates & Paramedics Earn an additional \$1000/Year to be Preceptors
-

Martinsburg Fire Department														
Position	Grade	Civil Service Step Increase Plan												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Firefighter/ EMT	102	\$18.14	\$18.60	\$19.06	\$19.54	\$20.03	\$20.53	\$21.04	\$21.57	\$22.10	\$22.65	\$23.22	\$23.80	\$24.40
2756		\$50,000	\$51,250	\$52,531	\$53,844	\$55,190	\$56,570	\$57,984	\$59,434	\$60,920	\$62,443	\$64,004	\$65,604	\$67,244
Firefighter/ Paramedic	104	\$20.00	\$20.50	\$21.01	\$21.54	\$22.08	\$22.63	\$23.20	\$23.78	\$24.37	\$24.98	\$25.60	\$26.24	\$26.90
2756		\$55,125	\$56,503	\$57,916	\$59,364	\$60,848	\$62,369	\$63,928	\$65,526	\$67,164	\$68,843	\$70,564	\$72,328	\$74,136
Fire Lieutenant	106	\$22.05	\$22.60	\$23.17	\$23.75	\$24.34	\$24.95	\$25.57	\$26.21	\$26.87	\$27.54	\$28.23	\$28.93	\$29.66
2756		\$60,775	\$62,294	\$63,851	\$65,447	\$67,083	\$68,760	\$70,479	\$72,241	\$74,047	\$75,898	\$77,795	\$79,740	\$81,734
Fire Battalion Chief	107	\$23.15	\$23.73	\$24.33	\$24.93	\$25.56	\$26.20	\$26.85	\$27.52	\$28.21	\$28.92	\$29.64	\$30.38	\$31.14
2756		\$63,814	\$65,409	\$67,044	\$68,720	\$70,439	\$72,199	\$74,004	\$75,854	\$77,750	\$79,694	\$81,686	\$83,728	\$85,821
Fire Chief	No Salary Range Provided for the Fire Chief, Non Civil Service Position													

- Schedule: 56 Hour Work Week- Commonly Referred to as the "NoVA Schedule."
- 24-On/ 24-Off/ 24-On/ 24- Off/ 24-On/ 96-Off/ Repeat. 2756 Yearly Worked Hours.
- Overtime does not accrue until 106 hours have been worked in a pay period. OT at 107 hours and above.
- City of Martinsburg Civil Service Step Plan (Police/ Fire)
- Dual Role Service: Firefighting Duties and EMS Duties
- Minimum Starting Salary for the Position -Fire Chief is not a Civil Service Position
- 5.00% Increase between each Pay Grade -2.5% Increase between each Step

Morgan County EMS	
<u>Position</u>	<u>Salary</u>
EMT	\$14.35
2496	\$38,802
EMT- Advanced	\$17.50
2496	\$47,320
Paramedic	\$21.00
2496	\$56,784

Salary Breakdown			
	<u>Regular</u>	<u>Overtime</u>	<u>Total</u>
<u>Position</u>	2080/Hrs	416/Hrs	2496/Hrs
EMT	\$29,848	\$8,954	\$38,802
Advanced	\$36,400	\$10,920	\$47,320
Paramedic	\$43,680	\$13,104	\$56,784

- Schedule: 24/48 w/ Kelly Day
- Work 48 Hours per Week
- Overtime Pay after 40 Hours Worked per Week
- Pay is Hourly Rate at 2080/Year + Overtime Hourly Rate at 416/ Year = 2496 Hours Worked a Year
- No Guranteed Raises w/ No Plan in Place for Raises
- Raises are Based off of their Budget (If Extra Funds are Avialable)
- Single Role Service: EMS Only

Winchester Fire and Rescue

Salary Range

	<u>Position</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>E/NE</u>
2496	Firefighter/EMT Trainee	9	\$15.08	\$18.39	\$23.36	NE
			\$37,640	\$45,902	\$58,296	
2496	Firefighter/ EMT I	11	\$16.63	\$20.28	\$25.76	NE
			\$41,508	\$50,620	\$64,288	
2496	Firefighter/ EMT II	12	\$17.46	\$21.29	\$27.04	NE
			\$43,580	\$53,147	\$67,496	
2496	Fire & Rescue Master Technician	14	\$19.25	\$23.48	\$29.81	NE
			\$48,048	\$58,595	\$74,416	
2496	Firefighter/ Intermediate	15	\$20.21	\$24.65	\$31.30	NE
			\$50,444	\$61,517	\$78,127	
2496	Firefighter/ Paramedic	16	\$21.63	\$26.38	\$33.50	NE
			\$53,988	\$65,840	\$83,616	
2496	Fire & Rescue Lieutenant	18	\$24.75	\$30.20	\$38.33	NE
			\$61,776	\$75,377	\$95,677	
2496	Fire & Rescue Battalion Chief	20	\$28.35	\$34.57	\$43.91	E
			\$70,762	\$86,295	\$109,594	
2080	Fire & Rescue Deputy Fire Marshal	17	\$27.76	\$33.85	\$42.99	NE
			\$57,741	\$70,416	\$89,428	
2080	Fire Marshal	20	\$34.01	\$41.48	\$52.67	NE
			\$70,741	\$86,269	\$109,562	
2080	Fire & Rescue Deputy Chief	22	\$38.93	\$47.48	\$60.29	E
			\$80,974	\$98,749	\$125,412	
2080	Fire & Rescue Assistant Chief	23	\$41.66	\$50.80	\$64.52	E
			\$86,653	\$105,674	\$134,206	
2080	Fire & Rescue Chief	SE	-	-	-	E
			-	-	-	

# Exhibit B

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
<b>Labor Subtotal</b>	<b>\$ 2,933,441</b>	<b>\$ 17,718</b>	<b>\$ 55,735</b>	<b>\$ 792,155</b>	<b>\$ 3,781,332</b>	<b>\$ 869,712</b>	<b>\$ 105,588</b>	<b>\$ 4,756,632</b>
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
<b>Fringe Subtotal</b>	<b>\$ 709,358</b>	<b>\$ 48,346</b>	<b>\$ 858</b>	<b>\$ 225,179</b>	<b>\$ 987,175</b>	<b>\$ 360,928</b>	<b>\$ 8,755</b>	<b>\$ 1,356,859</b>
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 Supples	\$ 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
<b>Non-Labor Ops Subtotal</b>	<b>\$ 206,806</b>	<b>\$ 23,708</b>	<b>\$ -</b>	<b>\$ 481,600</b>	<b>\$ 712,114</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 712,114</b>
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.)	\$ -				\$ -			\$ -
<b>Overhead Subtotal</b>	<b>\$ 199,266</b>	<b>\$ 15,381</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 364,647</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 364,647</b>
<b>Total</b>	<b>\$ 4,048,871</b>	<b>\$ 105,153</b>	<b>\$ 56,594</b>	<b>\$ 1,648,935</b>	<b>\$ 5,845,268</b>	<b>\$ 1,230,641</b>	<b>\$ 114,343</b>	<b>\$ 7,190,252</b>

# SIGN-IN SHEET

## BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: DECEMBER 20, 2022

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

Time: 7:00 p.m

**Board Members:** ( Please Print )

- |                           |                           |                            |
|---------------------------|---------------------------|----------------------------|
| 1- <u>STEVE HARRIS</u>    | 2- <u>Bryan Derickson</u> | 3- <u>Cydon</u>            |
| 4- <u>Anthony Traxler</u> | 5- <u>Theresa Jackson</u> | 6- <u>Debbie Lancaster</u> |
| 7- <u>Jacob Harris</u>    | 8- <u>Russ C MORGAN</u>   | 9- <u>*Nathan Cochran</u>  |
| 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>Sara Considine</u>	<u>JCESA</u>	_____	<u>X</u>
2- <u>ROBERT TURNER</u>	<u>JCESA</u>	_____	<u>X</u>
3- <u>MARSHALL DEMERET</u>	<u>SFD</u>	_____	?
4- <u>Mike Sine</u>	<u>Local 5351</u>	_____	<u>X</u>
5- <u>Mike Moody</u>	<u>MFB</u>	_____	_____
6- <u>John Lyons</u>	<u>JCESA</u>	_____	_____
7- <u>John P Jones</u>	<u>JCESA</u>	_____	<u>X</u>
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____