

**Jefferson County  
Emergency Services Agency**



**Board Meeting  
Tuesday, February 21, 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](http://jcesa.org)

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## AGENDA February 21, 2023

The February meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, February 21, 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

- January 17, 2023 - Regular Meeting Minutes (*Discussion/Action*)
- January 26, 2023 – Special Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT – *S. Harris*

CHAIRMAN'S REPORT - *Simpson*

1. Personnel Issue
2. Report on Acting Fire Chief appointment
3. Review ESA Social Media Administrative Policy

IAFF Local 5351 REPORT – *Dale Gottschalk*

JCFRA REPORT – *Chief Watson*

INTERIM DIRECTOR'S REPORT - *Sine*

1. Transition from VFDs related to billing and license – Update.
2. Completed deliverables under purview of ESA and those still outstanding, to include date of completion – Update.

UNFINISHED BUSINESS

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

NEW BUSINESS

1. Personal Comments/Resignation – *J. Harris*
2. Request County Commission to advertise for open Citizen Representative seat.

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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## Meeting Minutes January 17, 2023

The January regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, January 17, 2023, at the JCESA office.

### ROLL CALL

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

\*Present via Zoom

### CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Vice-Chair Troxel, with a confirmed quorum.

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT

- Ms. Denise Nick and Chief Ross Morgan regarding the resignation of Director Burner.

### APPROVAL OF MINUTES

- Motion** by Jackson, 2nd by S. Harris to approve the December 20, 2022, Ambulance Fee Budget Hearing Meeting Minutes with the correction adding John P. Jones to the Roll Call attendance – Motion carried unanimously on voice vote.
- Motion** by J. Harris, 2nd by Jackson to approve the December 20, 2022, Regular Meeting Minutes with the correction adding John P. Jones to the Roll Call attendance – Motion carried unanimously on voice vote.

### TREASURER'S REPORT

- S. Harris reported on accounts and expenses through December of 2022.
  - Motion** by J. Harris, 2<sup>nd</sup> by Derrickson to approve – Motion carried unanimously on voice vote.

### CHAIRMAN'S REPORT

- In the absence of Chairman Simpson, Vice Chair Troxel along with the board welcomed Chief Adam Watson as the new JCFRA Representative.

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

## IAFF LOCAL 5351 REPORT – None

## JCFRA REPORT – Chief Watson

1. Acknowledged the work of Chief Morgan over the past two-years representing the association. Watson's goal is to see everyone working together.
2. The FRA is moving forward working on a fire levy with help from Chief GT Parsons.

## DIRECTOR'S REPORT – Burner

1. Formally Technician Mike Sine was recently promoted to ESA Operations Commander, Captain. He's been with ESA for over 17-years and has been in EMS/Fire over 32-years here in Jefferson County.
2. The JCESA FY24 budget request has been submitted to the County Commission office as approved by the JCESA Board at the December meeting.
3. The FY24 Volunteer budget request, as received from the JCFRA after their January meeting, was submitted to the Commission office as directed by the JCESA Board at the December meeting. The amount of the request was \$125k/ea x 7 = \$875k
4. The ESA Administrative office will be closed Monday, Feb. 20<sup>th</sup> in observance of Presidents Day.
5. Captain Horn announced the 4<sup>th</sup> Qtr. TB Grant was approved for two critical requested items: (20) digital stethoscopes w/cases, and (1) Manikin – both are great tools for listening to heart and breath sounds.
6. Burner expressed that his resignation from the Agency was a difficult decision but necessary for the wellbeing of him and his family, and that he is not interested in creating any drama or casting blame, but wants the agency to continue taking care of its staff, who take very good care of the community.

## UNFINISHED BUSINESS

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

## NEW BUSINESS - Director's Position Vacancy

1. Board member S. Harris addressed what he feels is a lack of professionalism and poor performance over the last several weeks by the County Administrator.
  - **Motion** by S. Harris, 2<sup>nd</sup> by J. Harris to submit a *Vote of No Confidence* against Mr. John Nissel, and that the County Commission find a suitable replacement for his position as County Administrator – Motion carried unanimously on voice vote.
  - **Amended Motion** by S. Harris, 2<sup>nd</sup> by J. Harris to submit a letter *Vote of No Confidence* to the Jefferson County Commission regarding County Administrator, John Nissel, due to the unprofessional manner and treatment that has been shown towards ESA Director Burner and staff – Motion carried unanimously on voice vote.

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

2. Commissioner Jackson advised that the board needs to move forward in finding a replacement for the Director position including reviewing the job description, advertising, and screening applicants.
  - Vice Chair Troxel appointed a committee to review & revise the job description, advertise the vacancy, screen applicants, and bring a recommendation back to the board for consideration. The committee members selected are - Adam Watson, John P. Jones, Jacob Harris, Brittany McLaughlin, and Craig Simpson.
  - **Motion** by Jackson, 2<sup>nd</sup> by J. Harris that the committee proceed with posting the job description/advertisement and to proceed with recommendations for the interim and vetting candidates for a potential hire of Director– Motion carried unanimously on voice vote.
3. Vice Chair Troxel on behalf of the ESA Board presented Chief Ross Morgan a plaque thanking him for his contribution to the ESA board and EMS services to Jefferson County.

## ADJOURNMENT

- **Motion** to adjourn by S. Harris, 2<sup>nd</sup> by J. Harris – Motion carried unanimously on voice vote. Meeting adjourned at 7:40 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

\_\_\_\_\_  
Approved – Craig Simpson, JCESA Chairman

\_\_\_\_\_  
Date

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## Special Meeting Minutes January 26, 2023

The January *Special* Meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Thursday, January 26, 2023, at the JCESA office.

### ROLL CALL

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

\*Present via Zoom

### 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

### AGENDA ITEMS

1. Appointment of Acting Director.
  - Chairman Simpson mentioned that executive session was necessary in order to discuss personnel issues.
  - **Motion** by Jackson, 2nd by S. Harris to enter executive session at 7:02 p.m. – Motion carried unanimously on voice vote.
  - **Motion** by Jackson, 2nd by J. Harris to come out of executive session at 7:25 p.m. – Motion carried unanimously on voice vote.
  
2. Chairman Simpson stated per the recommendation of the Selection Committee and ESA Board, Mike Sine has been selected as the acting Interim Director.
  - **Motion** by J. Harris, 2nd by Jackson that Mike Sine is selected as the acting Interim Director effective Friday, February 3, 2023 – Motion carried unanimously on voice vote.

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

3. Director's position to include the advertising of the same. (*Exhibit A*)
  - o The board discussed and agreed for the following changes to be made to the Director Job Description - Qualifications, Education, and Major Duties and Responsibilities:
    - Qualifications:
      - Relocate the first bullet line-item, now to be under Education – Pro Board, WV, or IFSAC certification as a Fire Officer.
      - Remove 3<sup>rd</sup> and 4<sup>th</sup> bullet line items;
        - Work experience as a career field EMT or Paramedic;
        - Work experience as a career Firefighter.
      - Change the 6<sup>th</sup> bullet to now read as;
        - Work experience combination in Career/Volunteer Fire and/or EMS Department.
    - **Motion** by Jackson, 2nd by J. Harris to approve and except the changes and edits made to the *Qualifications section of the Director Job Description* – Motion carried unanimously on voice vote.
      - Education:
        - Education requirements to now read as:
          - Pro Board, WV, or IFSAC certification as a Fire Officer.
          - Typically requires 3-years' experience and a Master's Degree in a related field;
          - or 5-years and a Bachelor's Degree in a related field;
          - or 7-years' experience and an Associate's Degree in a related field;
          - or a high school diploma and 10 years' experience in a related field.
      - **Motion** by J. Harris, 2nd by Derrickson to approve and except changes and edits made to the required *years of experience, and degrees to the Education section of the Director Job Description* – Motion carried unanimously on voice vote.
      - **Motion** by Jackson, 2nd by J. Harris to approve and include in the Director Job Description and job postings, the starting salary of \$80,653. – Motion carried unanimously on voice vote.
    - Major Duties and Responsibilities:
      - Second bullet line-item number two to now read as
        - Supervises Operations Commander, Education & Compliance Officer, and Office Manager
      - Sixth bullet line-item number six typographical correction change "a" to "as" liaison at City...

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# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

- **Motion** by Jackson, 2nd by J. Harris to except changes and edits made to *Major Duties and Responsibilities* – Motion carried unanimously on voice vote.
- **Motion** by Jackson, 2nd by J. Harris to except the *Director Job Description* with all edits made tonight – Motion carried unanimously on voice vote.

## COMMITTEE COMMENTS

1. The board members all agree that the Director vacancy announcement should be posted on the ESA Website, Face Book page, and on Indeed by Monday, January 30<sup>th</sup> through Tuesday, February 28<sup>th</sup>.
  - **Motion** by Jackson, 2<sup>nd</sup> by J. Harris to post free on Indeed, after 1-week review number of applicants applied, then “boost” on Indeed if needed. Set budget not to exceed \$250.00 - then direction to be determined by the Chair of the Selection Committee – Motion carried unanimously on voice vote.

## ADJOURNMENT

- **Motion** to adjourn by Jackson, 2<sup>nd</sup> by J. Harris - Motion carries unanimously on voice vote. Meeting adjourned at 8:29 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

\_\_\_\_\_  
Approved – Craig Simpson, JCESA Chair

\_\_\_\_\_  
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	\$ 1,321,136	\$ 2,313,639	\$ (135,516)
JCC - Amb. Fee	\$	900,000	Part-time wages	\$ 176,174	\$ 134,487	\$ 215,879	\$ (39,705)
TB Assn.	\$	10,930	Overtime	\$ 174,529	\$ 93,671	\$ 174,303	\$ 226
Other Grants	\$	0	WC & payroll tax	\$ 374,310	\$ 202,020	\$ 372,601	\$ 1,708
Sale of assets	\$	6,270	Fringe	\$ 723,331	\$ 406,006	\$ 714,595	\$ 8,736
Other	\$	8,274	All other expenses	\$ 435,388	\$ 227,103	\$ 396,243	\$ 39,145
<b>Total</b>	<b>\$</b>	<b>4,061,855</b>	<b>Total</b>	<b>\$ 4,061,855</b>	<b>\$ 2,384,424</b>	<b>\$ 4,187,261</b>	<b>\$ (125,406)</b>

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

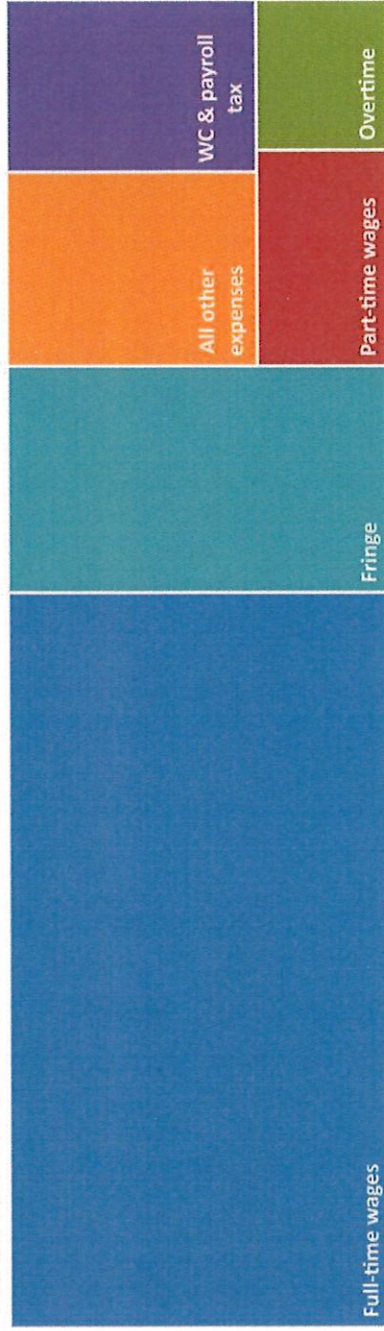
**Bank Account Balances**

as of: January 31, 2023

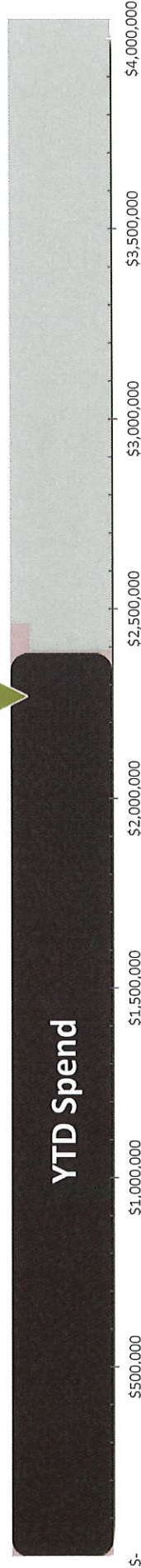
General	\$	1,021,775
Payroll	\$	26,514
Amb. Fee	\$	378,298
Mortgage	\$	145,918

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

YTD Spending - by Category



WE ARE HERE



56% of fiscal year complete based on 14.6 out of 26 pay periods finalized.

**Jefferson County Emergency Services Agency**

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

Through January

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	145,062	164,739	173,429	179,392	180,045	262,603	215,866	233,158	151,719	151,719	151,719	304,190	2,313,639
Forecast													
Full Time	8,505	11,068	16,043	21,302	21,124	37,253	19,192	19,731	12,332	12,332	12,332	24,664	215,879
Part Time	10,325	7,230	14,205	16,557	15,167	17,773	12,414	19,547	12,217	12,217	12,217	24,434	174,303
Overtime	12,291	12,291	12,291	12,291	12,291	12,291	12,291	19,479	12,603	12,603	12,603	25,260	168,586
Worker Comp	12,063	13,449	15,012	16,051	15,983	24,420	19,005	20,773	13,440	13,440	13,440	26,938	204,015
FICA/Med	<b>188,246</b>	<b>208,777</b>	<b>230,980</b>	<b>245,593</b>	<b>244,610</b>	<b>354,340</b>	<b>278,768</b>	<b>312,688</b>	<b>202,311</b>	<b>202,311</b>	<b>202,311</b>	<b>405,486</b>	<b>3,076,423</b>
Subtotal													
Medical Ins	31,484	30,947	33,127	36,251	34,535	30,552	34,249	36,012	36,012	36,012	36,012	36,012	411,202
Ancillary (dent,visn,life)	4,087	8,008	4,410	4,519	9,949	4,382	4,460	5,317	5,317	5,317	5,317	5,317	66,398
Retirement	14,761	16,337	17,808	18,615	17,989	27,852	21,685	24,007	15,574	15,574	15,574	31,219	236,995
Subtotal	<b>50,332</b>	<b>55,292</b>	<b>55,345</b>	<b>59,385</b>	<b>62,472</b>	<b>62,786</b>	<b>60,394</b>	<b>65,335</b>	<b>56,902</b>	<b>56,902</b>	<b>56,902</b>	<b>72,547</b>	<b>714,595</b>
Fuel	767	626	977	843	1,231	684	183	1,100	1,100	1,100	1,100	1,100	10,811
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,228	700	700	700	700	700	13,739
License / Svc Contracts	1,200	-	647	11,293	3,533	300	1,384	-	-	-	900	3,000	22,257
Medical Exp	20	15	16,115	4,590	35	-	-	400	400	400	400	400	22,775
Erms Supplies	2,755	2,217	1,531	2,728	66	2,789	3,529	3,667	3,667	3,667	3,667	3,667	33,948
Uniforms/Fire Gear	6,245	2,557	2,036	7,422	1,455	4,138	2,060	5,500	5,500	5,500	5,500	15,000	62,913
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	1,091	2,100	2,100	2,100	2,100	2,100	26,977
Subtotal	<b>15,678</b>	<b>11,311</b>	<b>22,108</b>	<b>29,849</b>	<b>13,926</b>	<b>10,340</b>	<b>9,475</b>	<b>13,467</b>	<b>13,467</b>	<b>13,467</b>	<b>14,367</b>	<b>25,967</b>	<b>193,420</b>
Auto & Liability Ins.	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,194	5,194	5,194	5,194	5,194	61,262
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	2,275	2,275	2,275	2,275	5,275	49,422
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	2,100	2,100	2,100	2,100	3,100	25,528
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,396	2,861	1,575	1,575	1,575	1,575	1,575	24,650
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,314	3,097	3,155	2,244	4,478	32,099
Rep & Maint (Facility)	-	-	-	-	-	155	305	200	-	200	-	-	2,860
Audit Costs	-	-	-	-	-	-	-	7,000	-	-	-	-	7,000
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	<b>15,040</b>	<b>17,101</b>	<b>18,048</b>	<b>12,961</b>	<b>13,871</b>	<b>17,187</b>	<b>20,208</b>	<b>21,658</b>	<b>14,240</b>	<b>17,498</b>	<b>13,388</b>	<b>21,622</b>	<b>202,823</b>
<b>Total</b>	<b>269,296</b>	<b>292,481</b>	<b>326,481</b>	<b>347,788</b>	<b>334,879</b>	<b>444,653</b>	<b>368,845</b>	<b>413,148</b>	<b>286,920</b>	<b>290,179</b>	<b>286,968</b>	<b>525,623</b>	<b>4,187,261</b>
<b>Cumulative Expenses</b>	<b>269,296</b>	<b>561,777</b>	<b>888,258</b>	<b>1,236,046</b>	<b>1,570,926</b>	<b>2,015,579</b>	<b>2,384,424</b>	<b>2,797,572</b>	<b>3,084,492</b>	<b>3,374,671</b>	<b>3,661,638</b>	<b>4,187,261</b>	

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2023 (July 2022 - June 2023) Through January 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
	7%	7%	7%	8%	8%	12%	8%	8%	7%	7%	7%	14%	
Full Time	109,238	120,939	128,058	141,229	146,462	235,595	196,856	210,379	131,881	131,881	131,881	263,762	1,948,160
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,218	9,218	9,218	9,218	15,042	9,429	9,429	9,429	18,859	126,716
FICA/Med	7,971	8,809	9,353	10,344	10,710	18,193	15,166	16,041	10,056	10,056	10,056	20,112	146,867
<b>Subtotal</b>	<b>126,427</b>	<b>138,966</b>	<b>146,629</b>	<b>160,791</b>	<b>166,390</b>	<b>263,006</b>	<b>221,240</b>	<b>241,462</b>	<b>151,366</b>	<b>151,366</b>	<b>151,366</b>	<b>302,732</b>	<b>2,221,743</b>
Hosp	23,828	23,461	25,675	29,295	30,975	26,676	30,214	28,953	28,953	28,953	28,953	28,953	334,890
Life	3,141	7,037	3,506	3,478	9,373	3,395	3,998	4,400	4,400	4,400	4,400	4,400	55,928
Retirement	10,288	11,432	12,096	13,282	13,796	23,423	18,586	19,986	12,529	12,529	12,529	25,057	185,532
<b>Subtotal</b>	<b>37,257</b>	<b>41,930</b>	<b>41,277</b>	<b>46,055</b>	<b>54,143</b>	<b>53,494</b>	<b>52,798</b>	<b>53,339</b>	<b>45,882</b>	<b>45,882</b>	<b>45,882</b>	<b>58,411</b>	<b>576,350</b>
Fuel	767	626	977	843	1,231	684	183	1,100	1,100	1,100	1,100	1,100	10,811
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,228	700	700	700	700	700	13,739
License / Svc Contracts	1,200		647	11,293	3,533	300	1,384	-	-	-	900	3,000	22,257
Medical Exp	20	15	16,115	4,590	35	-	-	400	400	400	400	400	22,775
Ems Supplies	2,755	2,217	1,531	2,728	66	2,789	3,529	3,667	3,667	3,667	3,667	3,667	33,948
Uniforms/Fire Gear	6,245	2,557	2,036	7,422	1,455	4,138	2,060	5,500	5,500	5,500	5,500	15,000	62,913
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	1,091	2,100	2,100	2,100	2,100	2,100	26,977
<b>Subtotal</b>	<b>15,678</b>	<b>11,311</b>	<b>22,108</b>	<b>29,849</b>	<b>13,926</b>	<b>10,340</b>	<b>9,475</b>	<b>13,467</b>	<b>13,467</b>	<b>13,467</b>	<b>14,367</b>	<b>25,967</b>	<b>193,420</b>
Auto & Liability Ins.	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,782	3,782	3,782	3,782	3,782	44,318
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	2,275	2,275	5,275	2,275	5,275	49,422
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	2,100	2,100	2,100	2,100	3,100	25,528
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,396	2,861	1,575	1,575	1,575	1,575	1,575	24,650
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,314	3,097	3,155	2,244	4,478	32,099
Rep & Maint (Facility)	-	-	-	-	-	155	305	200	-	200	-	2,000	2,860
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>12,459</b>	<b>15,775</b>	<b>18,796</b>	<b>20,246</b>	<b>12,828</b>	<b>16,086</b>	<b>11,976</b>	<b>20,210</b>	<b>185,879</b>

<b>Total</b>	<b>192,990</b>	<b>207,896</b>	<b>226,650</b>	<b>248,244</b>	<b>246,918</b>	<b>342,615</b>	<b>302,309</b>	<b>328,514</b>	<b>223,543</b>	<b>226,801</b>	<b>223,590</b>	<b>407,320</b>	<b>3,177,391</b>
<b>Cumulative Expenses</b>	<b>192,990</b>	<b>400,886</b>	<b>627,536</b>	<b>875,780</b>	<b>1,122,699</b>	<b>1,465,314</b>	<b>1,767,623</b>	<b>2,096,137</b>	<b>2,319,680</b>	<b>2,546,481</b>	<b>2,770,071</b>	<b>3,177,391</b>	





## Social Media

Approval: 

Date: 7/1/18

### Purpose

To provide guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, micro blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

### Policy

The following principles apply to professional use of social media on behalf of JCESA as well as personal use of social media when referring to, or associated with, JCESA.

- Employees must know and adhere to the JCESA Employee Handbook when using social media in reference to JCESA.
- Employees should be aware of the effect their actions may have on their image, as well as JCESA's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that JCESA may observe content and information made available by employees through social media. Employees should use their best judgement in posting material that is neither inappropriate nor harmful to JCESA, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media contact include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post, or release any information that is considered confidential or not public. If there are any questions of what is considered confidential the employee should ask their supervisor.
- Employees are prohibited from publishing, posting, or releasing photographs of emergency incidents without express permission of the Director. Photographs containing the likeness of a patient will not be published or posted under any circumstances.
- Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to a supervisor or senior officer.
- If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property



**Jefferson County Emergency Services Agency  
Administrative Policy**

**AP 1445**

Page 2 of 2

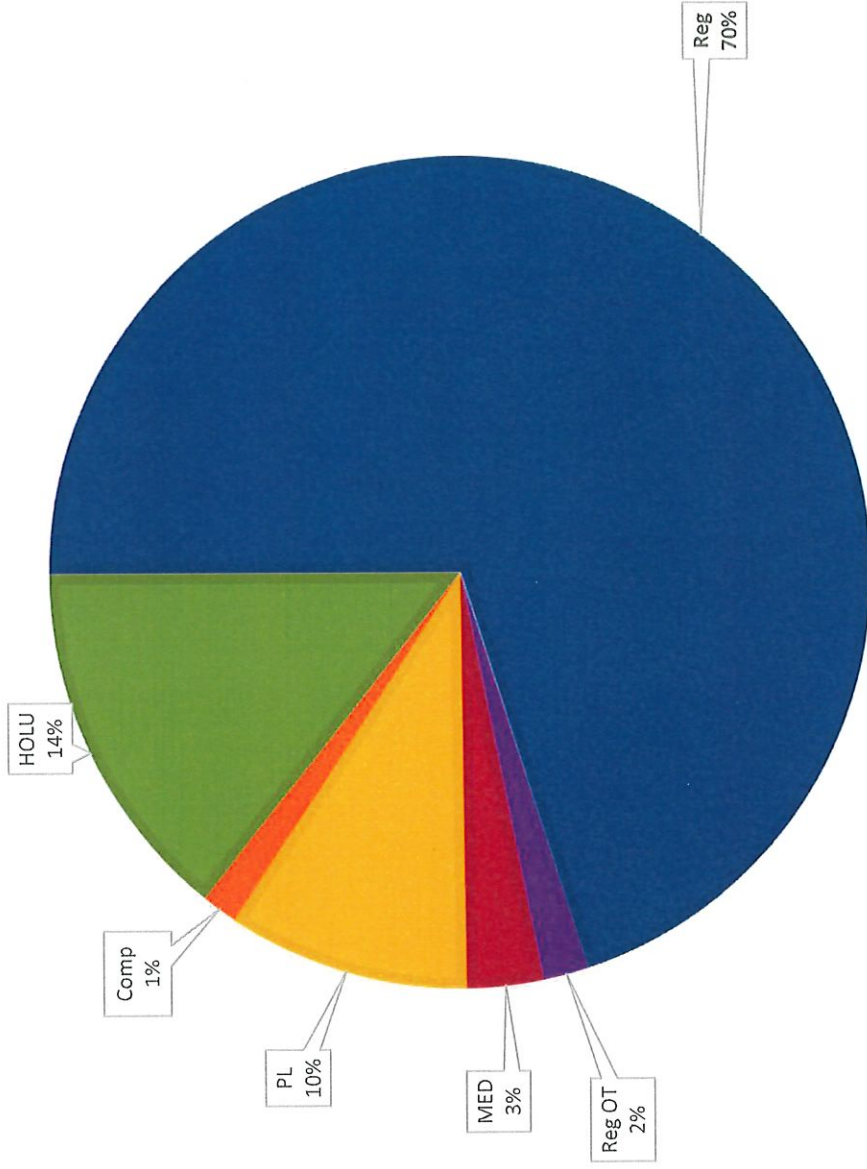
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- Social media use should not interfere with an employee's responsibility at JCESA.
- Off-duty activity that violates JCESA's code of conduct or any other agency policy may subject an employee to disciplinary action up to and including dismissal.
- If employees publish content off-duty that involves work or subjects associated with JCESA, a disclaimer should be used.
- It is highly recommended that employees keep JCESA related social media accounts separate from personal accounts.

# LABOR HOURS BY PAY TYPE

FisYr 2023  
 PayMo. Ending 1/31/2023

Pay Type	Hours
Reg	3532
Reg OT	90
MED	151
PL	477
Comp	72
HOLU	718
HOLW	650
BRVMT	24
HOLP	77
<b>Grand Total</b>	<b>5792</b>



Total:	5,792
OT/Total	1.6%
Worked:	3,623
OT/Worked	2.5%

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