



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

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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Employer, and community partner of Jefferson County WV.*

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3. Director's position to include the advertising of the same. (*Exhibit A*)
 - 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 3rd and 4th bullet line items;
 - Work experience as a career field EMT or Paramedic;
 - Work experience as a career Firefighter.
 - Change the 6th 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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- **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 30th through Tuesday, February 28th.
 - **Motion** by Jackson, 2nd 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.

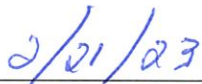
ADJOURNMENT

- **Motion** to adjourn by Jackson, 2nd 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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**Jefferson County
Emergency Services Agency**



Special Board Meeting

January 26, 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

Special Board Meeting Agenda January 26, 2023

The January *Special* meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Thursday, January 26, 2023, at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL

CALL TO ORDER – *Chairman Simpson*

PLEDGE OF ALLEGEANCE

PUBLIC COMMENT (*Limit 5 minutes per person*)

AGENDA ITEMS

1. Appointment of Acting Director. (*Discussion/Action*)
2. Directors position to include the advertising of the same. (*Discussion/Action*)

COMMITTEE COMMENTS

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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Exhibit A



Director Job Description

Approved:

Date: 5/3/2021

Job Summary

This is a full-time position that manages the day-to-day operations of the Jefferson County Emergency Services Agency (JCESA) by providing leadership, strategic planning, developing an annual budget, controlling expenses, formulating policies and procedures, effectively managing the response and delivery of Fire and EMS while engaging in a collaborative relationship with the local Volunteer Fire Departments, while ensuring compliance with local and state regulations and guidelines governing Fire and Emergency Medical Services.

FLSA Status

Exempt

Supervision Received and Exercised

- Receives direction from the JCESA Board of Directors

Major Duties and Responsibilities

- Overall responsibility of JCESA employees and services.
- Supervises Operations Commander – Captain III, Education/Training – Captain II, and Office Manager
- Develops objectives and implements policies, procedures, and operating standards.
- Monitors programs, operations, and personnel for compliance with local, state rules, regulations, and guidelines.
- Prepares and manages JCESA & Fire budgets. Along with JCESA Chairman presents budget requests to Jefferson County Commission. Approves expenditures and recommends adjustments, as necessary. Keeps JCESA Chairman informed of all contacts with Jefferson County Commissioners.
- Represents JCESA and serves a liaison at City, County, and State levels, to Jefferson County Commission and outside agencies and professional organizations.
- Keeps informed of national trends in Fire and Emergency Medical Services including innovations in education, services, and response to change.
- Analyzes existing and proposed legislation to determine impact on Fire and Emergency Medical Services.
- Researches and prepares applications for Federal, State, and private grants to implement programs and administer grants.
- Primary Fire and EMS representative when the Emergency Operations Center is activated.



<h2>Director Job Description</h2>

Approved:

Date: 5/3/2021

Qualifications

- Pro Board, WV, or IFSAC certification as a Fire Officer.
- Previous experience as a Chief, Career Level Fire and EMS Officer.
- Work experience as a career field EMT or Paramedic.
- Work experience as a career Firefighter.
- Work experience providing supervisory oversight of EMT's, Paramedics, and Firefighters.
- Work experience in Career Fire and/or EMS Department

Education

- Bachelor's Degree in Business or Fire Administration, Emergency Medical Service, or related field, required.
- Master's degree in related fields, preferred.

JCESA is an equal opportunity employer. JCESA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

SIGN-IN SHEET

SPECIAL BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: January 26, 2023

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

Time: 7:00 p.m

Board Members: (Please Print)

- | | | |
|----------------------------|------------------------------|--------------------------|
| 1- <u>Bryan Derrickson</u> | 2- <u>Debbie Lancaster</u> | 3- <u>Steve Harris</u> |
| 4- <u>Jacob Harris</u> | 5- <u>Leslie Simpson</u> | 6- <u>Tricia Jackson</u> |
| 7- <u>Adam Watson</u> | 8- <u>Dr Marney Treese *</u> | 9- <u>Tony Troxel *</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>Josh Smith</u>	<u>BFD</u>	_____	<input checked="" type="checkbox"/>
2- <u>Mike Sine</u>	<u>JCESA</u>	_____	<input checked="" type="checkbox"/>
3- <u>Dale Gottschalk</u>	<u>JCESA</u>	_____	<input checked="" type="checkbox"/>
4- <u>Ryan Nevier</u>	<u>JCESA</u>	_____	<input checked="" type="checkbox"/>
5- <u>ROBERT BURNETT</u>	<u>JCESA</u>	_____	<input checked="" type="checkbox"/>
6- _____	_____	_____	_____
7- _____	_____	_____	_____
8- _____	_____	_____	_____
9- _____	_____	_____	_____
10- _____	_____	_____	_____
11- _____	_____	_____	_____