



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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

Meeting Minutes February 21, 2023

The February regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, February 21, 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	Yes*	Mike Sine	Yes
Dr. Marney Treese	Yes*	Jacob Harris	No
Bryan Derrickson	Yes	Steve Harris	Yes
John P. Jones	Yes	Adam Watson	No

*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

1. Chief Cogle with BRMVF Co. 5 provided the board with an update on the construction progress of station 5 staff living facility with an estimated completion date of April 1, 2023. Asking the board to reconsider an extension of staffing on the mountain, taking into consideration the support shown by the community.
2. Ms. Jeri Wines, and Mr. Josh Stillwell both expressed their personal concerns as citizens of the Shannondale community regarding the removal of both the ambulance and EMS staffing and asked the board to reconsider returning both back to the mountain.
3. Chief Mood with MVF Co. 6 also mentioned the loss of staffing and asked the board to continue to review for reconsideration of replacing the staffing at MVF Co. 6 taking into consideration the increase in response time.

APPROVAL OF MINUTES

- **Motion** by Troxel, 2nd by S. Harris to approve the January 17, 2023, Regular Meeting Minutes – Motion carried unanimously on voice vote.
- **Motion** by S. Harris, 2nd by Derrickson to approve the January 26, 2023, Special Meeting Minutes – Motion carried unanimously on voice vote.

TREASURER'S REPORT – S. Harris

1. Reported on accounts and expenses through January of 2023.
 - **Motion** by Jackson, 2nd by Troxel to approve – Motion carried unanimously on voice vote.

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CHAIRMAN'S REPORT - *Simpson*

1. Personnel Issue
 - Chairman Simpson mentioned that executive session was necessary to discuss personnel issues.
 - **Motion** by Troxel, 2nd by Jackson to enter executive session at 7:13 p.m. – Motion carried unanimously on voice vote.
 - **Motion** by S. Harris, 2nd by Jones to come out of executive session at 7:57 p.m. – Motion carried unanimously on voice vote.
 - **Motion** by Jackson, 2nd by Troxel to approve board members Steve Harris and John Paul Jones to investigate the personnel issue as discussed in executive session – Motion carried unanimously on voice vote.
2. Report on Acting Fire Chief appointment
 - Chairman Simpson mentioned that after the board had appointed Mike Sine as the Acting Interim Director it was brought to their attention that there was an issue with his *Fire Officer II* certification.
 - Chairman Simpson made several phone calls and spoke with the Fire Marshalls Office “Sparky” who advised that Interim Director Sine could appoint an Acting Fire Chief for the *Fire Brigade*, because that is what JCESA has, and could still remain as the Interim Director.
 - Interim Director Sine has chosen Sara Considine, and she will be overseeing those duties as the Acting Fire Chief for Interim Director Sine. Per the WV State Fire Marshalls Office, this is acceptable.
3. Review *ESA Social Media Administrative Policy (Exhibit A)*
 - Board members asked to table until next month’s meeting allowing them more time to review before deciding to make any changes or additions if needed.
 - **Motion** by Jones, 2nd by Troxel to table Social Media Administrative Policy until next month’s meeting – Motion carried unanimously on voice vote.

IAFF LOCAL 5351 REPORT – *Dale Gottschalk*

1. Gottschalk mentioned the meeting was the second Monday of this month where he was elected as President, Brittany McLaughlin as Vice-President, and the Executive Board will consist of Scott Biller, George Wilson, and Josh Smith. Currently they are in the planning stages and following up on happenings throughout the county.

JCFRA REPORT – *Chief Morgan*

1. Have a meeting scheduled for second Tuesday of March to discuss more on a levy.

INTERIM DIRECTOR'S REPORT – *Sine*

1. Transition from VFDs related to billing and license – Update.
 - The licensing in place in the name of the ESA. Still working on converting that to Jefferson County Commission, which will be ongoing.
 - Billing is also in place as the ESA, again will be converted to County Commission over time.

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- ESO software is up and running under the ESA making final modifications and adjustments to make sure all is good to go.
 - Life Pack monitors will be programmed this week to go with the new cradle points and Wi-Fi in trucks.
 - Leases:
 - Station 1 & 4 have been returned.
 - Still waiting on stations 2 & 3
 - Station 1 renovations are 95% complete – mostly clean up phase.
 - Station 2 building more individual bunk rooms – due to be completed by March 1st.
 - Stations 3 & 4 don't have to make any modifications that we're aware of.
 - Rapid Response Licenses – Dr. Treese is planning on signing, but we are working out a few more details - still a work in progress.
 - MOU's will most likely incorporate the Rapid Response agreements – at this point we have not worked on these. Chief Watson and Interim Director Sine will be meeting with Dr. Treese this week and hope to work on these agreements.
2. Completed deliverables under purview of ESA and those still outstanding, to include date of completion – Update.
- Ambulance Units:
 - Shepherdstown unit - currently in body shop for minor repairs, then back for lettering and follow up repairs.
 - Blue Ridge unit - only one that has not yet been to shop for major service.
 - Several units are receiving small follow-up repairs – major work has been completed.
 - All the IT equipment, drug safes, laptops, and CAD tablets – all back ordered, but we do have work arounds for most.
 - Cradle Points are being installed this week, as well as the mobile radios. All radios have been programmed and good to go. Waiting on a few accessories.
 - New supply room has been set up in the old Directors office as larger space was needed.
 - Operative IQ tracking software system for supplies & maintenance is up and running. Currently working on database within.
 - Still waiting on our large drug vault, which will be incorporated into the O-IQ system.
 - Stryker equipment – maintenance agreement signed. (5) cots with (3) power loads, and stair chairs have been ordered – these also will be on backorder. But we have enough power loads to run first-due trucks.
 - Schedule staff meeting Feb. 28th – to wrap up and make sure everything is good for March 1st.
 - We were able to get a 7.5% raise approved for March 1st by the County Commission.
 - We have (1) new hire Medic starting next week, and several more applicants – the word is getting out where it hasn't been for the past several months.
 - The 12-hour truck is going to be a BLS-Truck for now, due to not having enough Medics to staff it.

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- The Harpers Ferry truck will be utilized as ALS, but we'll have to utilize full-time staff for short weeks and backfill.
- Even with backorders we'll be set for March 1st, we have contingencies to work around and set up for everything so service and delivery won't be a problem. Charting, billing and all associated should be fine.
- Working on the budget with County Commission, it's a very complex layout this year compared to what we've normally done in the past. Since we are being incorporated into the county as a department and it changes how we submit our budget, where we normally put together a small packet that lumped the money together, where now its separated into multiple departments with a lot of line items. Worked on staffing and hope to get some pay adjustments.
- Plan is to have ESA's payroll and assets transferred over to the county's Tyler accounting by July 1st, as ESA converts to a county department. At this point we'll have been trained and start inputting into the system, which will be more universal as a county department.
- The ESA Board of Directors are to remain in place until the process is complete.

UNFINISHED BUSINESS

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

NEW BUSINESS

1. Personal Comments/Resignation – *J. Harris (Not Present)*
2. Request County Commission to advertise for open Citizen Representative seat.
 - a. Jackson mentioned that Jessica with the JC Commission office will run the Notice of Intent to Appoint for two-weeks.
 - b. S. Harris thanked Chief Cogle for taking the time to provide a tour of the recently remodeled BRMVF Co. 5 station, noted it's coming along nicely and looks good.
 - c. Derrickson concurred with S. Harris, as a board member and a resident of the mountain.

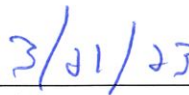
ADJOURNMENT

- **Motion** to adjourn by Jackson, 2nd by S. Harris – Motion carried unanimously on voice vote. Meeting adjourned at 8:14 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.



Approved – Craig Simpson, JCESA Chairman



Date

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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, 2nd 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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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. 20th in observance of Presidents Day.
5. Captain Horn announced the 4th 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, 2nd 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, 2nd 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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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, 2nd 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, 2nd 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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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 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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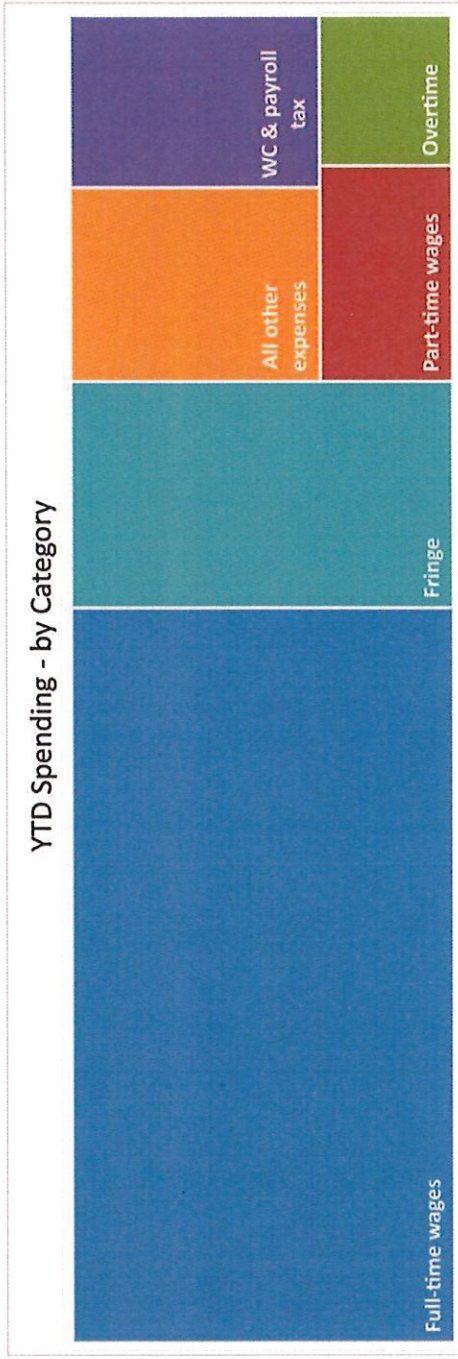
Income	Expenses	Full-Year Allocation	YTD Spend	Full-Year Forecast	Variance
JCC - Gen. Fund	Full-time wages	\$ 2,178,123	\$ 1,321,136	\$ 2,313,639	\$ (135,516)
JCC - Amb. Fee	Part-time wages	\$ 176,174	\$ 134,487	\$ 215,879	\$ (39,705)
TB Assn.	Overtime	\$ 174,529	\$ 93,671	\$ 174,303	\$ 226
Other Grants	WC & payroll tax	\$ 374,310	\$ 202,020	\$ 372,601	\$ 1,708
Sale of assets	Fringe	\$ 723,331	\$ 406,006	\$ 714,595	\$ 8,736
Other	All other expenses	\$ 435,388	\$ 227,103	\$ 396,243	\$ 39,145
Some income (i.e., dedicated grants) may not be reflected here.	Total	\$ 4,061,855	\$ 2,384,424	\$ 4,187,261	\$ (125,406)

Bank Account Balances

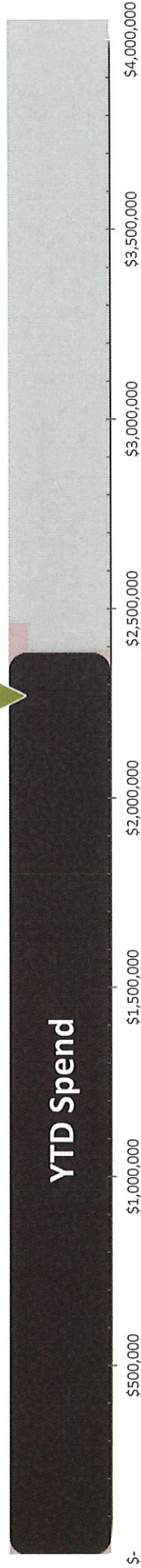
as of: January 31, 2023

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.



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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	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	3.4	26	Forecast	Forecast	
Full Time	145,062	164,739	173,429	179,392	180,045	262,603	215,866	233,158	151,719	151,719	151,719	151,719	151,719	151,719	151,719	151,719	151,719	151,719	151,719	151,719	151,719	151,719	304,190	2,313,639	Forecast	Forecast	
Part Time	8,505	11,068	16,043	21,302	21,124	37,253	19,192	19,731	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	12,332	24,664	215,879	Forecast	Forecast	
Overtime	10,325	7,230	14,205	16,557	15,167	17,773	12,414	19,547	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	12,217	24,434	174,303	Forecast	Forecast	
Worker Comp	12,291	12,291	12,291	12,291	12,291	12,291	12,291	19,479	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	12,603	25,260	168,586	Forecast	Forecast	
FICA/Med	12,063	13,449	15,012	16,051	15,983	24,420	19,005	20,773	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	13,440	26,938	204,015	Forecast	Forecast	
Subtotal	188,246	208,777	230,980	245,593	244,610	354,340	278,768	312,688	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	202,311	405,486	3,076,423	Forecast	Forecast	
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	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	36,012	411,202	Forecast	Forecast	
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	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	5,317	66,398	Forecast	Forecast
Retirement	14,761	16,337	17,808	18,615	17,989	27,852	21,685	24,007	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	15,574	31,219	236,995	Forecast	Forecast	
Subtotal	50,332	55,292	55,345	59,385	62,472	62,786	60,394	65,335	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	56,902	72,547	714,595	Forecast	Forecast	
Fuel	767	626	977	843	1,231	684	183	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	10,811	Forecast	Forecast
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,228	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	13,739	Forecast	Forecast
License / Svc Contracts	1,200	-	647	11,293	3,533	300	1,384	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	22,257	Forecast	Forecast	
Medical Exp	20	15	16,115	4,590	35	-	-	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	22,775	Forecast	Forecast
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	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	33,948	Forecast	Forecast
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	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	15,000	62,913	Forecast	Forecast	
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	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	26,977	Forecast	Forecast
Subtotal	15,678	11,311	22,108	29,849	13,926	10,340	9,475	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	25,967	193,420	Forecast	Forecast		
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	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	61,262	Forecast	Forecast
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	49,422	Forecast	Forecast
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	3,100	25,528	Forecast	Forecast	
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	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	24,650	Forecast	Forecast	
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,314	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	4,478	32,099	Forecast	Forecast	
Rep & Maint (Facility)	-	-	-	-	-	155	305	200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	2,860	Forecast	Forecast	
Audit Costs	-	-	-	-	-	-	-	7,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,000	Forecast	Forecast
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Forecast	Forecast
Subtotal	15,040	17,101	18,048	12,961	13,871	17,187	20,208	21,658	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	14,240	21,622	202,823	Forecast	Forecast		
Total	269,296	292,481	326,481	347,788	334,879	444,653	368,845	413,148	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	286,920	525,623	4,187,261	Forecast	Forecast	
Cumulative Expenses	269,296	561,777	888,258	1,236,046	1,570,926	2,015,579	2,384,424	2,797,572	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,084,492	3,661,638	4,187,261	Forecast	Forecast	

Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total				
	1.6	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	26		
	7%		7%	7%	7%	8%	8%	8%	8%	8%	12%	8%	8%	7%	7%	8%	7%	7%	7%	7%	7%	7%	7%	14%					
Full Time	109,238	120,939	128,058	141,229	146,462	235,595	196,856	196,856	210,379	131,881	131,881	131,881	131,881	131,881	131,881	131,881	131,881	131,881	131,881	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	9,218	15,042	9,429	9,429	9,429	9,429	9,429	9,429	9,429	9,429	9,429	9,429	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	15,166	16,041	10,056	10,056	10,056	10,056	10,056	10,056	10,056	10,056	10,056	10,056	10,056	10,056	10,056	20,112	146,867					
Subtotal	126,427	138,966	146,629	160,791	166,390	263,006	221,240	221,240	241,462	151,366	151,366	151,366	151,366	151,366	151,366	151,366	151,366	151,366	151,366	151,366	151,366	151,366	302,732	2,221,743					
Hosp	23,828	23,461	25,675	29,295	30,975	26,676	30,214	30,214	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	28,953	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	3,998	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	4,400	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	18,586	19,986	12,529	12,529	12,529	12,529	12,529	12,529	12,529	12,529	12,529	12,529	12,529	12,529	12,529	25,057	185,532					
Subtotal	37,257	41,930	41,277	46,055	54,143	53,494	52,798	52,798	53,339	45,882	45,882	45,882	45,882	45,882	45,882	45,882	45,882	45,882	45,882	45,882	45,882	45,882	58,411	576,350					
Fuel	767	626	977	843	1,231	684	183	183	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	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	1,228	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	700	13,739			
License / Svc Contracts	1,200		647	11,293	3,533	300	1,384	1,384	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	22,257					
Medical Exp	20	15	16,115	4,590	35	-	-	-	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	22,775			
Ems Supplies	2,755	2,217	1,531	2,728	66	2,789	3,529	3,529	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	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	2,060	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	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	1,091	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	26,977				
Subtotal	15,678	11,311	22,108	29,849	13,926	10,340	9,475	9,475	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	13,467	14,367	25,967	193,420					
Auto & Liability Ins.	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	3,782	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	7,737	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	2,275	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	1,843	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	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	2,861	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	1,575	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	2,420	3,314	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	3,097	2,244	4,478	32,099					
Rep & Maint (Facility)	-	-	-	-	-	155	305	305	200	-	-	-	-	-	-	-	-	-	-	-	-	-	200	2,860					
Audit Costs	-	-	-	-	-	-	-	-	7,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,000				
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Subtotal	13,628	15,689	16,636	11,549	12,459	15,775	18,796	18,796	20,246	12,828	12,828	16,086	16,086	11,976	11,976	16,086	16,086	16,086	16,086	16,086	16,086	11,976	20,210	185,879					

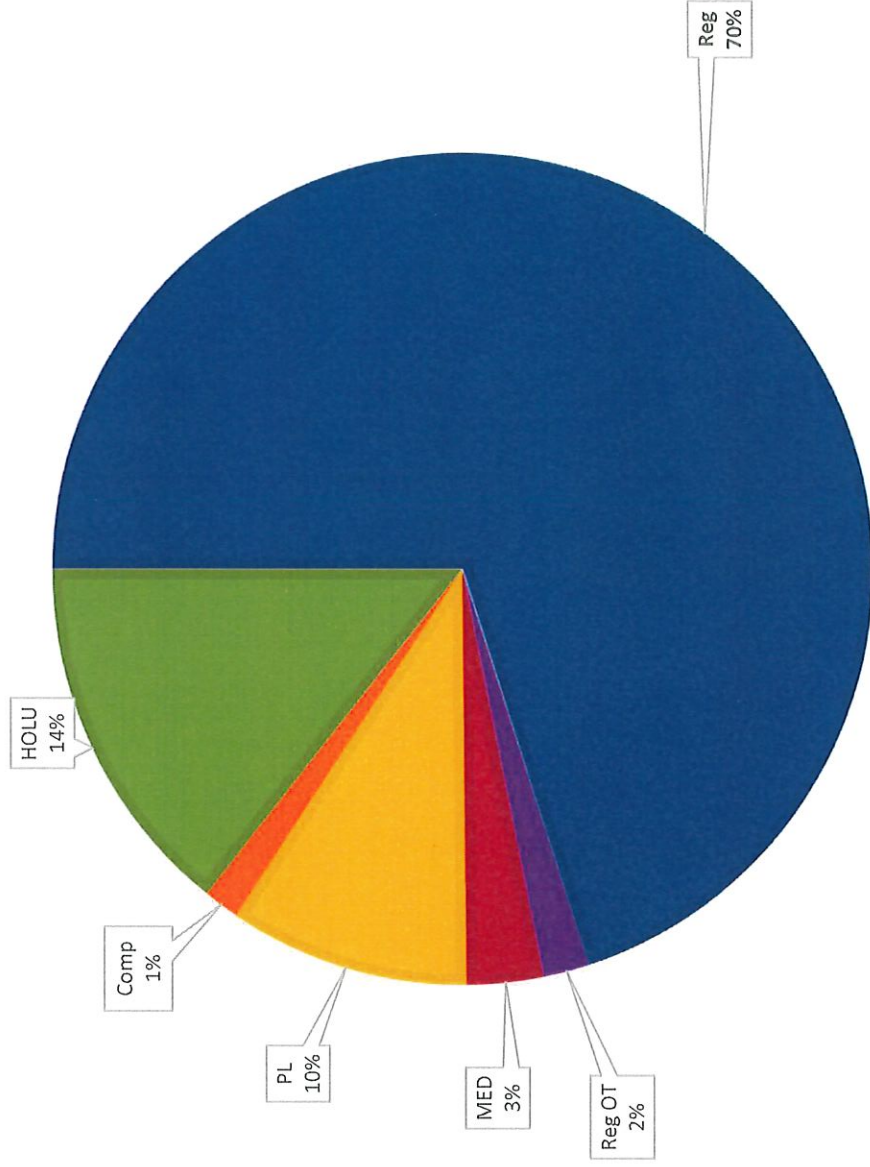
Total	192,990	207,896	226,650	248,244	246,918	342,615	302,309	302,309	328,514	223,543	226,801	226,801	223,590	407,320	407,320	226,801	226,801	226,801	226,801	226,801	226,801	223,590	407,320	3,177,391				
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Cumulative Expenses	192,990	400,886	627,536	875,780	1,122,699	1,466,314	1,767,623	1,767,623	2,096,137	2,319,680	2,546,481	2,546,481	2,770,071	3,177,391	3,177,391	2,546,481	2,546,481	2,546,481	2,546,481	2,546,481	2,546,481	2,770,071	3,177,391					
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FisYr 2023
 PayMo. Ending 1/31/2023

LABOR HOURS BY PAY TYPE

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



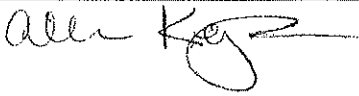
Total:	5,792
OT/Total	1.6%
Worked:	3,623
OT/Worked	2.5%

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

Exhibit A



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

- 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.

SIGN-IN SHEET

BOARD MEETING OF THE JCESA

Type of Meeting: Regular / Special

Meeting Date: February 21, 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>Carrie Simpson</u> |
| 4 - <u>Tony Tronzo</u> | 5 - <u>STAVHARD</u> | 6 - <u>Tricia Jackson</u> |
| 7 - <u>JOHN P JONES</u> | 8 - <u>Dr Marney Treese</u> | * 9 - <u>Nathan Cochran, Esq.</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>Earl Cook</u> ✓	<u>BRMVF</u>	X	_____
2 - <u>David Rodriguez</u>	<u>David Rodriguez</u>	X	_____
3 - <u>Dale Gottschalk</u>	<u>IAFF 5351</u>	_____	X
4 - <u>ROGER & Julie DeWitt</u>	_____	_____	X
5 - <u>Denise Nick</u>	<u>citizens</u>	_____	X
6 - <u>Jeri Wines</u> ✓	_____	X	_____
7 - <u>Joshua Stillwell</u> ✓	<u>Myself</u>	X	_____
8 - <u>Noah Wines</u>	_____	_____	X
9 - <u>Will Dent</u>	<u>SFO</u>	_____	_____
10 - <u>Sara Considine</u>	<u>JCESA</u>	_____	X
11 - <u>Mike Sin</u>	<u>JCESA</u>	_____	X
12 - <u>George Wilson</u>	<u>JCESA</u>	_____	X
13 - <u>Mike Mood</u>	<u>MVFC</u>	_____	_____
14 - <u>Russ Morner</u>	<u>SFO</u>	_____	_____
15 - <u>Andrew Elliott</u>	_____	_____	_____