

Jefferson County Emergency Services Agency



Board Meeting

April 18, 2023

7:00 pm



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438

Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

AGENDA April 18, 2023

The April meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, April 18, 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 - March 21, 2023 - Regular Meeting Minutes (*Discussion/Action*)

TREASURER'S REPORT - *Harris*

CHAIRMAN'S REPORT - *Simpson*

1. Director interviews are scheduled for Monday, April 24th.
2. Two FOIA's received.

IAFF Local 5351 REPORT – *Gottschalk*

JCFRA REPORT – *Chief Watson*

DIRECTOR'S REPORT - *Sine*

1. EMS Transition – Update
2. Hospital Corpsman Beryl Dixon graduated Naval Hospital Corps "A" School – Congrats!
3. Life Saving/Unit Citation Award Ceremony set for Friday, May 26th at 11:00 a.m.
4. Technician' Exam scheduled for Friday, April 28th at 9:00 a.m.
5. Retroactive Pay – Interim Director

UNFINISHED BUSINESS

1. Placing ambulances back at Blue Ridge and Middleway Fire Departments – Harris
2. ESA' support of Fire Levy – continue to table until FRA provides more information.
3. Board Legal Matter – Harris
4. Personnel Issue – Update

NEW BUSINESS - *None*

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 March 21, 2023

The March regular meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held on Tuesday, March 21, 2023, at the JCESA office.

ROLL CALL

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

1. Ms. Denise Nick, and Ms. Jeri Wines expressed their personal concerns as citizens of the Shannondale community regarding the removal of both the ambulance and EMS staffing and continued to ask the ESA Board to reconsider returning both back to the mountain.
2. Chief Morgan with SVFD Co. 3 mentioned the recent newspaper article regarding life saved it had mentioned that with the changeover VFD Firefighters no longer know when an ambulance at their respective stations is dispatched for an emergency call. They would only know if a call included the need for an engine with manpower, or if you had a pager or scanner. VFD's need to know and hear all dispatched calls!
3. Chief Cogle with BRMVF Co. 5 provided the board with an update on the construction progress estimated completion date of April 15th. An open house to follow soon thereafter.

APPROVAL OF MINUTES

- **Motion** by Harris, 2nd by Derrickson to approve the February 21, 2023, Regular Meeting Minutes – Motion carried unanimously on voice vote.

TREASURER'S REPORT – Harris

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

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 2

CHAIRMAN'S REPORT – *Simpson*

1. Review and potentially adjust Interim Director Pay Rate
 - The board discussed Mike Sine, Interim Director' current Operation's Commander salary and based on his 17 years of service made the following decision.
 - **Motion** by Jackson, 2nd by Harris to adjust the Interim Directors hourly rate to add \$18.07 an hour increase effective immediately with the new pay cycle while serving in the capacity of Interim Director – Motion carried unanimously on voice vote.
2. Review and potentially adjust Appointed Fire Chief Pay Rate
 - The board discussed Sara Considine, Appointed Fire Chief currently at Captain of Operations Commander salary and took into consideration part-time hours varying 15-30 hours per week mostly remote and made the following decision.
 - **Motion** by Harris, 2nd by Derrickson to keep Sara Considine, Appointed Fire Chief at her current Captain, Operations Commander salary – Motion carried unanimously on voice vote.
3. Review ESA Social Media Administrative Policy (Exhibit A)
 - Board members agreed no changes or additions are needed at this time.
4. Personnel Issue
 - Chairman Simpson and the board agreed to move and discuss after *New Business*. The board also decided to have it remain on the monthly meeting agenda for continued discussion under *Unfinished Business*.

IAFF LOCAL 5351 REPORT – *None*

JCFRA REPORT – *Chief Watson*

1. Meant with Chief Parsons from Romney last week to further discussed the Fire Levy, draft copy is ready and being reviewed should be making a motion on it in a few weeks moving forward – hope to present to County Commissioners soon.

INTERIM DIRECTOR'S REPORT – *Sine*

1. FY22 Auditor's Report – Copies provided to each board member.
2. MOUs – Working on with Dr. Treese and Chief Watson. Current MOUs are still in place.
3. Received 222 service calls between reports received on 5th and 18th – review daily and weekly run reports lots of variables to review, keeping track of and monitoring – continue to work with dispatch to fine tune, which is going well – crews have adapted to their locations and continue to work on best response plans – moral has improved since March 1st.
4. Knox Box Key System - JCFRA and Chief Morgan who is overseeing this program are working to consolidate to a single key for every Knox box within the county. There are residences and businesses that have them, especially in Shepherdstown.
5. Rapid Response Guidelines– Working with Dr. Treese. Spoke with JCFRA and most VFD's are interested in continuing to transition to that to provide service. Some companies may decide to come under our umbrella to avoid having to obtain licenses associated with transport. Some have training centers that are certified for continued education, and that is tied to their license. So, if they drop their license, they lose that. As

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 3

Chief Morgan mentioned they do not hear dispatched calls, as calls are currently dispatched only for ambulances. Will address this with the Director of ECC soon, so that VFD's are announced so they are aware of a call in their area.

- Chairman Simpson briefly mentioned it should be a simple adjustment to the CAD system to make this necessary change.
 - Dr. Treese mentioned she will be meeting with the Director of ECC and will address the concerns of volunteer fire companies not getting calls and expressed the importance of keeping volunteers active helps communication.
 - Jackson requested Sine to provide the board with a monthly report showing response time from all designated stations of ESA staff – 1st due, 2nd due, and rapid response time on scene. Whether it be a pie chart or graph type of report.
 - Sine mentioned there are a lot of changes - volunteer's vs career.
6. County Commissioners have approved ESA to purchase SVFD Co. 3 ambulance, and MVFD Co. 6 ambulance.
 7. Training Agreement (*Blue Ridge*) – Received 4 of 5 signed contracts (EMT to Medic) and they are currently attending class.
 - Sine will forward copies of contracts to board members.
 - Sine mentioned he is hoping the upcoming FY budget that is up for approval by the County Commission will at least match the Berkeley County pay scale based on the study.
 - Dr. Treese expressed the importance of keeping the medics we currently have.

UNFINISHED BUSINESS

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

NEW BUSINESS

1. Location of Blue Ridge Mt. Fire Company ambulance
 - Harris stated that response time affects survival rates and expressed the importance of having an ambulance back on the mountain, and staffed with those who know their way around it at BRMV Co. 5
 - Harris mentioned that response time for Middleway has gone from 7 minutes to 14 minutes, and he feels the plans are not working and will cost lives, as every second counts.
2. Board Legal Matter
 - Harris requested to table at this time.
3. Chairman Simpson and the board welcomed new Citizen Representative board member Tina Lantz.
4. Personnel Issue
 - Chairman Simpson mentioned that executive session is necessary to discuss personnel issues.
 - **Motion** by Derrickson, 2nd by Harris to enter executive session at 7:54 p.m. - Motion carried unanimously on voice vote.
 - **Motion** by Jackson, 2nd y Derrickson to come out of executive session at 8:29 p.m. - Motion carried unanimously on voice vote.

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JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

Page 4

ADJOURNMENT

- **Motion** to adjourn by Harris, 2nd by Jackson – Motion carried unanimously on voice vote. Meeting adjourned at 8:30 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved – Craig Simpson, JCESA Chairman

Date

DRAFT

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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	\$ 1,659,147	\$ 2,266,774	\$ (88,651)
JCC - Amb. Fee	\$ 900,000	Part-time wages	\$ 176,174	\$ 155,042	\$ 204,371	\$ (28,197)
TB Assn.	\$ 10,930	Overtime	\$ 174,529	\$ 141,845	\$ 190,713	\$ (16,184)
Other Grants	\$ 0	WC & payroll tax	\$ 374,310	\$ 259,002	\$ 363,287	\$ 11,022
Sale of assets	\$ 6,270	Fringe	\$ 723,331	\$ 517,813	\$ 704,165	\$ 19,166
Other	\$ 11,947	All other expenses	\$ 435,388	\$ 292,567	\$ 398,876	\$ 36,512
Some income (i.e., dedicated grants) may not be reflected here.		Total	\$ 4,061,855	\$ 3,025,417	\$ 4,128,186	\$ (66,331)

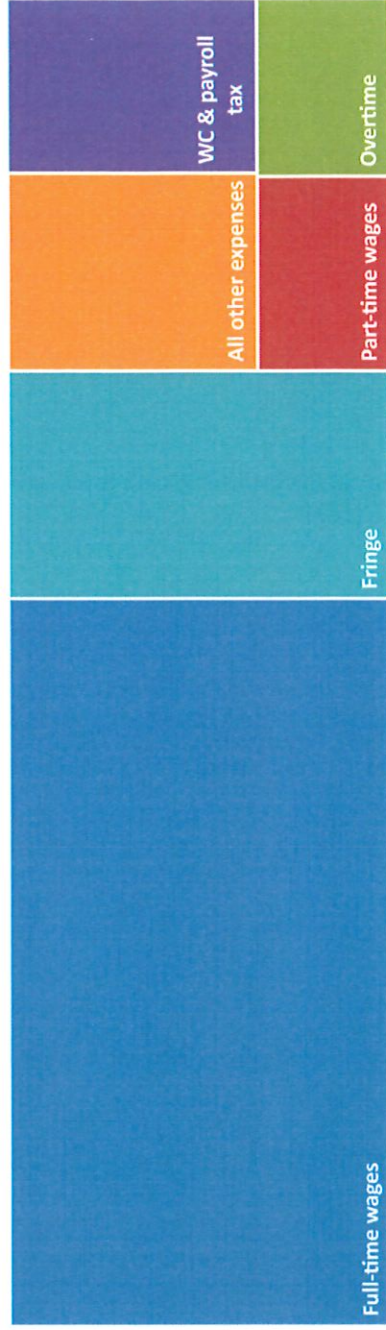
Bank Account Balances

as of: March 31, 2023

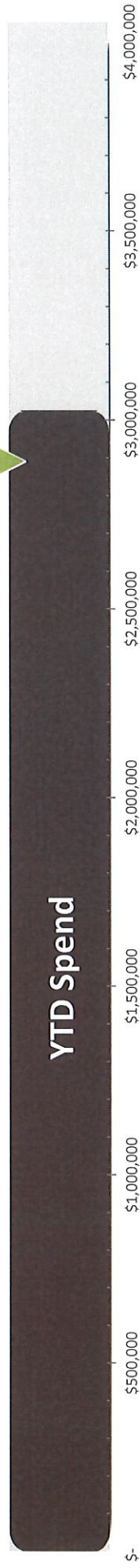
General	\$ 479,623
Payroll	\$ 47,737
Amb. Fee	\$ 273,340
Mortgage	\$ 132,602

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

YTD Spending - by Category



WE ARE HERE



72% of fiscal year complete based on 18.6 out of 26 pay periods finalized.

Jefferson County Emergency Services Agency Monthly Expense Budget - FY2023 (July 2022 - June 2023) Through March 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	193,257	174,369	186,252	151,719	151,719	304,190	2,266,774
Forecast													
Full Time	8,505	11,068	16,043	21,302	21,124	37,253	19,192	9,814	10,741	12,332	12,332	24,664	204,371
Part Time	10,325	7,230	14,205	16,557	15,167	17,773	12,414	17,381	30,793	12,217	12,217	24,434	190,713
Overtime	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,291	12,603	12,603	25,260	161,086
Worker Comp	12,063	13,449	15,012	16,051	15,983	24,420	19,005	15,498	16,902	13,440	13,440	26,938	202,202
FICA/Med	188,246	208,777	230,980	245,593	244,610	354,340	256,159	229,353	256,979	202,311	202,311	405,486	3,025,146
Subtotal													
Medical Ins	31,484	30,947	33,127	36,251	34,535	30,552	34,249	34,385	30,294	36,012	36,012	36,012	403,858
Ancillary (dent, visn, life)	4,087	8,008	4,410	4,519	9,949	4,382	4,460	4,340	5,137	5,317	5,317	5,317	65,242
Retirement	14,761	16,337	17,808	18,615	17,989	27,852	21,685	17,138	20,513	15,574	15,574	31,219	235,065
Subtotal	50,332	55,292	55,345	59,385	62,472	62,786	60,394	55,863	55,944	56,902	56,902	72,547	704,165
Fuel	767	626	977	843	1,231	684	670	623	4,915	1,100	1,100	1,100	14,636
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,504	252	252	700	700	700	13,119
License / Svc Contracts	1,200	-	647	11,293	3,533	300	1,384	754	-	-	900	3,000	23,011
Medical Exp	20	15	16,115	4,590	35	-	50	-	-	400	400	400	22,025
Ems Supplies	2,755	2,217	1,531	2,728	66	2,789	1,900	749	7,010	3,667	3,667	3,667	32,745
Uniforms/Fire Gear	6,245	2,557	2,036	7,422	1,455	4,138	2,245	2,445	341	5,500	5,500	15,000	54,884
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	1,091	1,191	392	2,100	2,100	2,100	24,360
Subtotal	15,678	11,311	22,108	29,849	13,926	10,340	8,844	6,014	12,910	13,467	14,367	25,967	184,780
Auto & Liability Ins.	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,042	5,194	5,194	5,194	60,959
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	3,513	2,885	5,275	2,275	5,275	51,270
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	5,802	7,966	2,100	2,100	3,100	35,096
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,396	2,642	915	1,855	1,575	1,575	1,575	24,051
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,146	2,762	3,155	2,244	4,478	31,597
Rep & Maint (Facility)	-	-	-	-	-	155	-	-	3	200	-	2,000	2,358
Audit Costs	-	-	-	-	-	-	-	3,353	5,411	-	-	-	8,764
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	15,040	17,101	18,048	12,961	13,871	17,187	19,684	21,771	25,924	17,498	13,388	21,622	214,096
Total	269,296	292,481	326,481	347,788	334,879	444,653	345,081	313,001	351,757	290,179	286,968	525,623	4,128,186
Cumulative Expenses	269,296	561,777	888,258	1,236,046	1,570,926	2,015,579	2,360,660	2,673,661	3,025,417	3,315,596	3,602,564	4,128,186	

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	174,247	163,852	179,382	131,881	131,881	263,762	1,926,525
Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-
Worker Comp	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,218	9,429	9,429	18,859	120,680
FICA/Med	7,971	8,809	9,353	10,344	10,710	18,193	15,166	12,637	13,214	10,056	10,056	20,112	146,620
Subtotal	126,427	138,966	146,629	160,791	166,390	263,006	198,631	185,707	201,814	151,366	151,366	302,732	2,193,826
Hosp	23,828	23,461	25,675	29,295	30,975	26,676	30,214	30,346	30,294	28,953	28,953	28,953	337,623
Life	3,141	7,037	3,506	3,478	9,373	3,395	3,998	4,018	5,137	4,400	4,400	4,400	56,283
Retirement	10,288	11,432	12,096	13,282	13,796	23,423	18,586	14,335	16,650	12,529	12,529	25,057	184,003
Subtotal	37,257	41,930	41,277	46,055	54,143	53,494	52,798	48,699	52,081	45,882	45,882	58,411	577,909
Fuel	767	626	977	843	1,231	684	670	623	4,915	1,100	1,100	1,100	14,636
Rep & Maint (Auto)	673	4,129	229	1,273	603	2,104	1,504	252	252	700	700	700	13,119
License / Svc Contracts	1,200	-	647	11,293	3,533	300	1,384	754	-	-	900	3,000	23,011
Medical Exp	20	15	16,115	4,590	35	-	50	-	-	400	400	400	22,025
Emss Supplies	2,755	2,217	1,531	2,728	66	2,789	1,900	749	7,010	3,667	3,667	3,667	32,745
Uniforms/Fire Gear	6,245	2,557	2,036	7,422	1,455	4,138	2,245	2,445	341	5,500	5,500	15,000	54,884
Trav/Train (non-wage)	4,018	1,767	573	1,700	7,003	325	1,091	1,191	392	2,100	2,100	2,100	24,360
Subtotal	15,678	11,311	22,108	29,849	13,926	10,340	8,844	6,014	12,910	13,467	14,367	25,967	184,780
Auto & Liability Ins.	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,630	3,782	3,782	3,782	44,015
Prof Svc	3,243	6,545	3,043	2,573	2,649	6,257	7,737	3,513	2,885	5,275	2,275	5,275	51,270
Tech Svc	-	1,719	4,934	1,823	1,845	1,864	1,843	5,802	7,966	2,100	2,100	3,100	35,096
Office Exp/Equip Rent	5,654	1,437	2,697	1,321	1,409	1,396	2,642	915	1,855	1,575	1,575	1,575	24,051
Utilities	1,101	2,358	2,332	2,202	2,926	2,473	2,420	3,146	2,762	3,155	2,244	4,478	31,597
Rep & Maint (Facility)	-	-	-	-	-	155	-	-	3	200	-	2,000	2,358
Audit Costs	-	-	-	-	-	-	-	3,353	5,411	-	-	-	8,764
Other (Unemp./Conting)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	13,628	15,689	16,636	11,549	12,459	15,775	18,272	20,359	24,512	16,086	11,976	20,210	197,152
Total	192,990	207,896	226,650	248,244	246,918	342,615	278,545	260,779	291,317	226,801	223,590	407,320	3,153,666
Cumulative Expenses	192,990	400,886	627,536	875,780	1,122,699	1,465,314	1,743,859	2,004,638	2,295,955	2,522,756	2,746,346	3,153,666	

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

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	35,824	43,800	45,371	38,163	33,583	27,008	19,010	10,517	6,870	19,838	19,838	40,428	340,249
Part Time	8,505	11,068	16,043	21,302	21,124	37,253	19,192	9,814	10,741	12,332	12,332	24,664	204,371
Overtime	10,325	7,230	14,205	16,557	15,167	17,773	12,414	17,381	30,793	12,217	12,217	24,434	190,713
Worker Comp	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,174	3,174	6,401	40,405
FICA/Med	4,092	4,640	5,659	5,707	5,273	6,227	3,839	2,861	3,688	3,385	3,385	6,826	55,581
Subtotal	61,819	69,811	84,351	84,802	78,220	91,334	57,528	43,646	55,165	50,945	50,945	102,754	831,320
Hosp	7,656	7,486	7,452	6,956	3,560	3,876	4,035	4,039	-	7,058	7,058	7,058	66,235
Life	946	971	904	1,041	576	987	462	322	-	917	917	917	8,959
Retirement	4,473	4,905	5,712	5,333	4,193	4,429	3,099	2,803	3,863	3,045	3,045	6,162	51,062
Subtotal	13,075	13,362	14,068	13,330	8,329	9,292	7,596	7,164	3,863	11,020	11,020	14,137	126,256
Fuel	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Auto)	-	-	-	-	-	-	-	-	-	-	-	-	-
License / Svc Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Exp	-	-	-	-	-	-	-	-	-	-	-	-	-
Emss Supples	-	-	-	-	-	-	-	-	-	-	-	-	-
Uniforms/Fire Gear	-	-	-	-	-	-	-	-	-	-	-	-	-
Trav/Train (non-wage)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-
Auto & Liability Ins.	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	16,944
Prof Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Tech Svc	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Exp/Equip Rent	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Rep & Maint (Facility)	-	-	-	-	-	-	-	-	-	-	-	-	-
Audit Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Other (Cars/Gear)	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	1,412	16,944

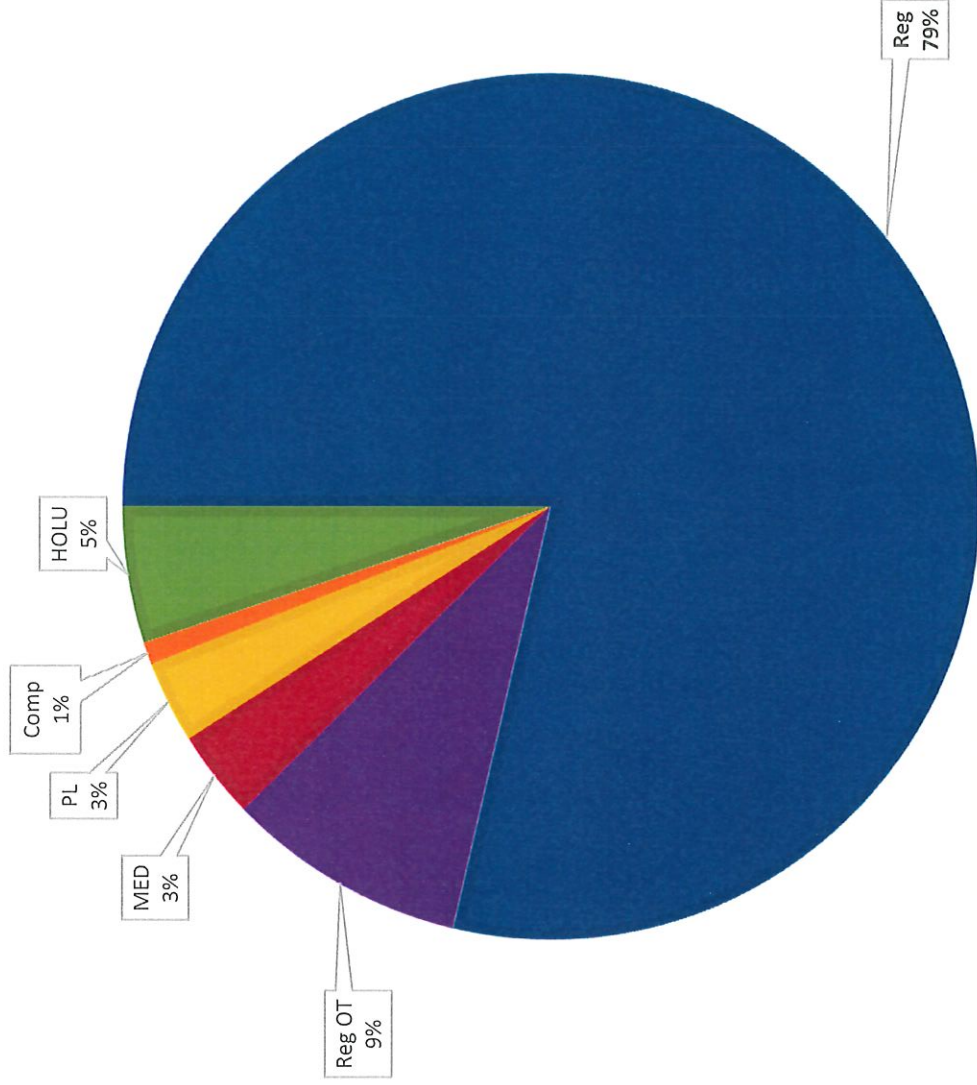
Total	76,306	84,585	99,831	99,544	87,961	102,038	66,536	52,222	60,440	63,377	63,377	118,303	974,520
Cumulative Expenses	76,306	160,891	260,722	360,266	448,227	550,265	616,801	669,023	729,463	792,840	856,217	974,520	

FisYr 2023
 PayMo. Ending 3/31/2023

LABOR HOURS BY PAY TYPE

Pay Type	Hours
Reg	3611
Reg OT	415
MED	152
PL	141
Comp	39
HOLU	234
HOLW	196
AL	24
Grand Total	4811

Total:	4,811
OT/Total	8.6%
Worked:	4,025
OT/Worked	10.3%



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