



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

## BUDGET HEARING DECEMBER 16, 2014

Chairman Kelley called the budget hearing of the Jefferson County Emergency Services Agency to order at 6:30 p.m., Tuesday, December 16, 2014 in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

Attendance	Present	Absent	Attendance	Present	Absent
B. Aitcheson	X		P. Kelley	X	
D. Carter		X	J. Tabb	X	
C. Conroy	X		J. Wysong	X	

**Also in attendance:**

Doug Pittinger, Director  
 Ed Hannon, Deputy Director  
 Joshua Smith, JCFRA  
 Gary Lescalleet, BRMVFC  
 Earl Cogle, BRMVFC  
 Ron Fletcher, CFC  
 Tamara Trafford, CFC  
 Tracy Smith, BFD  
 Penny Kisner, BRMVFC  
 Kevin Tester  
 Randy Whittington, BFD  
 Debbie Royalty

Ross Morgan, SFD  
 Marshall Demeritt, SFD  
 Marty Freeman, JCESA  
 Rex Drummond, JCESA  
 John Lyons, JCESA  
 Alan Williams, CFC  
 Jeff Plautz, IFC  
 Larry Herbst, CFC  
 Mike Mood, MVFC  
 Ramona Wirling  
 Brad Fritts, BFD

President Kelley asked for those who had signed up to speak regarding the proposed 2015 budget.

Jeff Plautz - Pointed out that the current County budget per fire company is \$53,375 (FY 2015). Mr. Plautz informed the Board that the volunteers are expecting the budget to revert to the pre-cut amount of \$60,000 per company and would like that reflected on the budget charts.

Secondly, Independent Fire Company utilizes a vendor for physicals that provides the service at a reduced price. JCESA would be welcome to utilize this outlet to obtain the required physicals.

The JCESA Budget Hearing concluded at 7:00 pm.



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

## REGULAR MEETING MINUTES

DECEMBER 16, 2014

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, December 16, 2014 in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

<b>Attendance</b>	<b>Present</b>	<b>Absent</b>	<b>Attendance</b>	<b>Present</b>	<b>Absent</b>
B. Aitcheson	X		P. Kelley	X	
D. Carter		X	J. Tabb	X	
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President Kelley asked the Boards consent to allow the County Attorney Stephanie Grove to give the Board feedback on the Board Bylaws submitted to the County.

**COMMENTS ON BYLAWS BY COUNTY ATTORNEY**

Comments were made regarding section (c) on page 2 regarding compensation and was stricken as it was determined that the County Ordinance supercedes the Board Ordinance.

Under regular meetings section (d) should be changed to (f).

Section (4) Work Sessions should insert business days.

Section (5) Executive Sessions add to first sentence "or as otherwise provided by law".

Page 3 (e) Quorum. If only 4 members are present a majority vote can apply to actions of the Board.



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

## REGULAR MEETING MINUTES DECEMBER 16, 2014

County Commission comments provided by the County Attorney:

Article 3 (b) questions on conflict of interest and recusal of an officer will be clarified with the Commission.

Background materials must be posted when the agenda is posted. This will be inserted by the County Attorney.

Votes cannot be taken by phone or email. Will be clarified by the County Attorney.

General Comments regarding tasking employees by individual board members. A majority vote of the Board should be obtained prior to the Board tasking individual members. Board members authority comes as a group.

*(Note: The County Attorney requested the document file and will provide a marked up draft. As of the publication of these minutes, the document has not been returned)*

**Approval Minutes:** November 18, 2014 Regular Meeting – Changes to page 1 change “site” to sight. Changes to page 3 the mission statement should be included in the minutes. On page 2 correct spelling to Faas.

Motion by Jack Wysong to approve seconded by Jane Tabb  
Vote: Unanimous

December 3, 2014 Budget Workshop.

Motion by Jane Tabb to approve seconded by Jane Tabb  
Vote: Unanimous

### **PUBLIC COMMENTS**

Marshall Demeritt, SFD –

1. OG2390 – move on and finish the OG.
2. Comments on Conroy email.
  - a. Mr. Conroy is overestimating the available resources in County.
  - b. The Fire companies have already done on call response codes. Let the chiefs do their job. The Fire companies are saying what units they want.
3. In favor of parking Ambulance 11. Not in favor of having providers in the same chase car.
4. Shepherdstown does not need an EMT driver 12 hours a day can be used better elsewhere.
5. Reference staff waiting. Shepherdstown data average response time is 2.3 minutes. No need for the suggestion from the Board member.

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



## REGULAR MEETING MINUTES DECEMBER 16, 2014

Mr. Demeritt commented favorably on the 2015 training calendar.

### OLD BUSINESS

**Review Bylaws:** Covered by County Attorney Grove above.

**Rewrite OG 2390:** C. Conroy provided the Board with his rewrite of OG 2390. Staff reported that the document contained more changes than originally expected and requested additional time to obtain feedback from the EMS chiefs. Staff advised the Board that an existing agreement is in place that does not permit the revision of an OG until six months have expired. After discussion by the Board a motion was made by J. Tabb seconded by J. Wysong to accept the rewrite of OG 2390 as written by C. Conroy.

Vote: 4 in favor and 1 opposed (Aitcheson)

Motion passes

### TREASURER'S REPORT

The November financial report was included in Board packet. No comments/changes from Board. Staff advised the Board that a quarterly report required by the new ordinance will be available in January for approval and submission to the County Commission.

A discussion followed that pointed out the video lottery and gambling revenues were falling and jail bills going up which will impact the next year's budget.

### CHAIRMAN'S REPORT

The Chairman reported that he met with the Berkeley County Administrator regarding the hiring of fire fighting personnel and obtained the documentation necessary to pursue the same path in Jefferson County. A MOU with fire departments is required along with a letter to the State Attorney's office and a letter from the State Treasurer's Office regarding fire company funding from the State.

A motion by J. Wysong was made to move ahead with further research on the subject seconded by C. Conroy.

Vote: Unanimous.

### PRESIDENT JCFRA

JCFRA would like to see Fire Fighter MOU's accomplished. J. Wysong was appointed as Chairman of a Committee to work on the MOU's along with C. Conroy. The committee is to include Presidents and Chiefs of the 7 fire companies. The Board established March as a goal for completing the project.



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

### REGULAR MEETING MINUTES DECEMBER 16, 2014

Referencing C. Conroy's email item #2 regarding the distribution of funding, J. Smith reminded the Board that no official vote or decision had been made on distribution of funds. If the Board is pursuing a change, notification of the Fire Companies needs to be made so they can provide the Board what is needed. Thus far this had not been accomplished.

J. Tabb moved that the Board request budgets from the Fire and Rescue Association and the individual fire departments providing financial reports to enable review. The motion was withdrawn.

R. Aitcheson moved that the individual fire departments submit the following to the JCESA Board: Financial statements including, income expenses assets and liabilities and budget for the 2015-2016 fiscal year, a budget based on anticipated income and they be submitted according to standard accounting principles not later than February 15. Motion seconded by C. Conroy. A discussion followed on the future allocation of funds to fire companies and what the board needs to see to verify.  
Vote: 3 in favor and 2 opposed (Kelley and Wysong)  
Motion passes

J. Tabb moved that the due date be changed to March 1 seconded by R. Aitcheson  
Vote: Unanimous.

#### DIRECTOR'S REPORT

The Director's report is contained in the board packet. There were no questions from the Board.

The Deputy Director reviewed and highlighted a letter of concern submitted to the Board in the board packet.

#### BOARD MEMBER REQUESTS

**Duties of JCESA employees in volunteer stations** - J. Wysong presented concerns regarding the duties of JCESA employees assigned to Company 4 and presented a calendar with proposed duties. He moved that the Director provide the Board with a draft copy of work duties for all employees at each station by the next meeting of the Board. Once presented, the document needs to go to all seven organizations for review after approval by the Board. Once they become fire fighters they would clean engines and bays. Motion seconded by J. Tabb.  
Vote: Unanimous.

Budget/Staffing email attachment listing nine items – C. Conroy (provided in the board packet).  
C. Conroy reviewed some of the elements of the email specifically emphasizing the need to reduce response times.

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



## REGULAR MEETING MINUTES DECEMBER 16, 2014

### COMMITTEE REPORTS

Personnel Committee – None

CIP Committee – Changes to the impact fee will be forthcoming in the near future from the County possibly eliminating funding to the Fire Companies.

Revenue Sharing Committee – J. Tabb reported that the committee had met with the assistance of T. Stanton the County Finance Officer with the seven fire companies. The committee will continue to meet and report to the Board.

R. Aitchison volunteered to write a letter to the County Commission to obtain legal clarification on verbal advice to forgo hiring of new employees until a revenue sharing agreement is in place. The Board gave unanimous consent.

Employee Liaison – The employees have signed a letter to dispense with the new mission statement and revert back to the original mission statement. They find it offensive and inaccurate.

Ms. Trafford advised Mr. Wysong that the employees were not all failures. During the past year at company 4 there have been bays with doors propped open, no air conditioning in extremely hot temperatures, no common area, no kitchen facilities, no wash room, no power at one time or the other. There are two sides of every statement.

### NEW BUSINESS

None

The Board adjourned at 9:15 pm

## BYLAWS

### *Of the*

#### **Jefferson County Emergency Services Agency**

**WHEREAS**, on July 31, 2014, the Jefferson County Commission (the Commission) adopted an Ordinance to dissolve and reconstitute the Jefferson County Emergency Services Agency (JCESA)(the Agency) pursuant to Senate Bill 224;

**WHEREAS**, it is desirable to have Bylaws for governance by the JCESA Board of Directors (Board), the Board hereby adopts these Bylaws to effectuate the purposes of the Act and to enable the Board to conduct its business in an open, efficient, orderly, responsible and accountable manner.

#### **ARTICLE 1. FISCAL YEAR**

The fiscal year the Jefferson County Emergency Services Agency shall commence on July 1 of each year. The fiscal year shall constitute the budget year and shall delineate terms of office for Officers.

#### **ARTICLE 2. BOARD OF DIRECTORS**

**(a) Governance.** Management of the Agency shall be vested in a Joint Emergency Services Board. The Board shall consist of six members appointed by the County Commission who are citizens of the United States, registered voters in and official residents of Jefferson County constituted as follows:

- (1) One member of the Jefferson County Commission (who shall only be eligible to serve on the Board so long as he/she remains a member of the County Commission);
- (2) One representative of the emergency medical services community in Jefferson County, selected from three nominees submitted by the Fire and Rescue Association;
- (3) One representative of the fire protection services community in Jefferson County selected from three nominees submitted by the Fire and Rescue Association;
- (4) Three citizen members of the Board;
- (5) The President of the Fire and Rescue Association shall be a non-voting Board member.

For additional requirements for Board members, refer to Section 3, the Joint Emergency Services Board, of the new ordinance.

**(b) Terms of Office.** Individuals appointed to the Board shall serve for the term specified by the Commission, or until their successors have been appointed and qualified. Board members are limited to two consecutive terms.

**(c) Compensation.** Members and Officers of the Board shall serve without compensation other than reimbursement of approved reasonable and necessary expenses incurred in the discharge of their duties, unless a majority of the Board shall vote to establish such compensation.

**(d) Meetings.** Meetings of the Board shall be classified as Regular, Special, Emergency or Work Session. All meetings shall be conducted in accordance with the West Virginia Open Governmental Proceedings Act. In addition to requirements of West Virginia law, meetings shall be conducted in accordance with Roberts Rules of Order. Any member of the news media or the public may record the open portion of any meeting, subject to reasonable limitations on placement.

**(1) Regular Meetings.** Regular meetings of the Board shall be held on the third Tuesday of each calendar month commencing at 7:00 p.m. at 419 Sixteenth Avenue, Ranson, West Virginia 25438 or at such other date, time and place as the Board may from time to time determine by resolution. All regular meetings shall be general meetings for the consideration of any and all matters which may properly come before the Board. The notice of and agenda for any Regular Meeting shall comply with the requirements of Article 2, Section (d) of these Bylaws so that the public and the news media may be properly informed of the particulars of matters to be discussed at any Regular Meeting.

**(2) Special Meetings.** Special Meetings of the Board may be called by the Chairman or by any two members upon written request to the Secretary. Upon receipt of a proper request for a Special Meeting, the Secretary shall send to all members, at least two business days in advance of any Special Meeting, a written notice setting forth the date, time and place of the Special Meeting and the matters to be considered at the Special Meeting. The notice of, and agenda for, any Special Meeting shall comply with the requirements of Article 2, Section (d) of these Bylaws so that the public and the news media may be properly informed of the particulars of matters to be discussed at any Special Meeting.

**(3) Emergency Meetings.** Emergency meetings may be called at any time with such advance public notice as is practicable in light of the immediacy of the official action that is required and the nature of the emergency. Notice of the date, time, place and particulars requiring such emergency action shall be given as soon as is practicable in advance of the Emergency Meeting. The notice must explain the facts and circumstances warranting the emergency, and such explanation must also be included in the minutes for the meeting.

*business days*  
**(4) Work Sessions.** Work Sessions are meetings subject to the requirements of the Open Meetings Act. Notice of the date, time, place, and agenda of a work session should be provided at least two days in advance of the work session. A Work Session constitutes an Open Meeting where the public and the media are reasonably able to hear and observe the discussions which take place, subject to the same Executive Session exceptions that apply in a formal meeting. Minutes for Work Sessions must be prepared in the same manner as for Regular, Special and Emergency meetings.

*or as otherwise provided by law*  
**(5) Executive Sessions.** Executive Sessions are only authorized to consider matters that fall within the twelve exceptions to the West Virginia Open Governmental Proceedings Act. Executive Sessions may only be held in the course of a properly noticed public meeting. In order to proceed into Executive Session, a Board member must first move that the governing body meet in Executive Session to discuss a particular agenda item. The Chairman or other presiding officer must identify the purpose for, and statutory exception justifying convening an Executive Session. The motion to convene an

Executive Session must be seconded and shall require the affirmative vote of the majority of the Board members who are present.

**(e) Quorum.** Four members of the Board shall constitute a quorum. Each voting member shall have one vote on all matters coming before the Board. The vote of four voting members present at any meeting of the Board shall be necessary to take any action. Votes on all matters that come before the Board shall be by recorded vote in open session. *If only 4 members are present a majority vote can apply.*

**(f) Agendas.** Agendas shall be prepared for all Regular, Special and Emergency meetings, as well as for the Work Sessions. Agendas should list each matter requiring official action which the Board expects to address in the course of each meeting. Agenda items for any Regular meeting must be submitted in writing to the Secretary at least one week prior to the meeting. Agenda items must be described with sufficient specificity to inform the public of the nature of the issue to be considered by the Board.

The Director or designee shall prepare agendas in consultation with Chairman. Agenda's should be posted at JCESA's principal office and on the Agency website in compliance with the Open Meetings Act at least three business days in advance of a Regular meeting and at least two business days in advance of any Special meeting or Work Session. When the agenda is posted before the close of business on a regular JCESA business day, that day shall be considered a business day for calculating the requisite notice under this subsection. Notice of an Emergency Meeting shall be posted as soon as is practicable.

Once an agenda has been published, it may not be amended absent an emergency requiring immediate official action. Although citizens, Board members, or other individuals may raise or ask questions about an issue, if the issue is not on the published agenda, Board members may not make a decision on such matters at the meeting. Rather the Chairman, or other presiding officer, shall rule such deliberations out of order and, if further consideration is to be given to the matter, it must be set on the agenda for a subsequent meeting. Any decisions made in contravention of these provisions shall be declared legally void.

**(g) Minutes.** Secretary shall be responsible for keeping minutes of all Regular, Special, Emergency and Work Session meetings. Draft minutes shall be made available to the members of the public or news media within a reasonable time after each meeting. After corrections and amendments to the minutes have been approved by the Board at a subsequent meeting, the approved minutes shall be signed by the Chairman or Secretary and shall be a public record available to any member of the public or the news media.

### ARTICLE 3. OFFICERS

**(a) Designation.** The Board shall elect one of its appointed members as chairman, another as vice chairman, and another as treasurer, and shall appoint a secretary. Additional officers may be elected as the Board may from time to time deem necessary or desirable, and such additional officers need not be members of the Board.

**(b) Duties of Officers.** The Chairman shall preside over all meetings of the Board. The Vice Chairman shall act in the Chairman's absence or incapacity, or in cases where the Chairman has a conflict of interest. The Secretary, appointed by the Board, shall ensure that minutes of all Board meetings are kept, and shall make all necessary certifications. The Treasurer shall be responsible for preparing and

presenting the annual budget for the Board's consideration, shall have charge of all JCESA financial records, and shall provide financial reports to the Board at its regular meetings.

**(c) Term of Office.** Officers shall take office on July 1 of each year and shall serve for the ensuing fiscal year.

**(d) Qualification.** The Chairman and Vice-Chairman must have been members of the Board for at least one year prior to the beginning of the fiscal year for which they are nominated for election; and must have attended at least eight regular meetings, and a majority of Special and Emergency meetings, during the year proceeding the commencement of the fiscal year for which they are seeking office. The Secretary shall certify attendance records and requisite times of service prior to a vote on any nominees.

**(e) Nominations.** The Chairman shall issue a call for nominations for each office for presentation at the June meeting, or at such other Regular or Special meeting as may be designated by a majority of the Board for election of Officers. Individuals may nominate themselves, or be nominated by other members. Prior to commencement of any election, nominees shall indicate their willingness to accept the nomination and to serve if elected.

**(f) Continuity.** Officers shall continue in their position until such time as their successors are elected and qualified. In the event an Officer position shall become vacant for any reason, the Chairman shall cause an election to be held at a Regular or Special meeting of the Board to fill the vacant Officer position.

#### **ARTICLE 4. COMMITTEES**

The Chairman may appoint committees as necessary to assist the Board in the conduct of the Agency's business. The Chairman shall also designate the chair of each such committee. Committee meetings shall be held in accordance with the Open Meetings Act as more specifically set out in Article 2 of these Bylaws.

#### **ARTICLE 5. CONTINUING JURISDICTION**

The Commission shall retain continuing jurisdiction and the Agency shall in all respects remain subject to the jurisdiction and authority of the Commission.

#### **ARTICLE 6. AMENDMENT**

Amendments to these Bylaws must be approved by a vote of two-thirds of the members of the Board. Proposed amendments must be presented at the Regular Meeting immediately preceding the Regular Meeting at which any vote on the proposed amendments is taken. Such amendments shall be submitted to and approved by the Commission.

#### **ARTICLE 7. SEVERABILITY & CONSTRUCTION**

In the event of a conflict between the terms of these Bylaws and those of the Ordinance, the terms of the Ordinance shall govern. If any section, subsection, clause, phrase or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions of the Ordinance, nor impair or nullify the remainder of the Ordinance, which shall continue in full force and effect.

**THESE BYLAWS** were adopted by the Board on the 18 day of November 2014.

WITNESS:

R.M. Kelley, Chairman

Chris Conroy, Vice Chairman

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Secondly, Independent Fire Company utilizes a vendor for physicals that provides the service at a reduced price. JCESA would be welcome to utilize this outlet to obtain the required physicals.

The JCESA Budget Hearing concluded at 7:00 pm.



## HANDLING AND TRANSPORTATION DECEASED PATIENTS

Effective: August 16, 2014

Revised: TBD

### 1) Purpose

To provide direction for incidents in which EMS personnel encounter a patient who is dead at the time of arrival where resuscitation is medically inappropriate or where resuscitation efforts have been discontinued.

### 2) Initial Actions

#### Cease-Efforts

If resuscitation efforts have begun, the EMS provider considering the discontinuation of such efforts shall follow West Virginia Office of Emergency Medical Services "Cease-Efforts Protocol #9102"

#### Death in the Field

If the decision is made to cease efforts, or if the patient is found to be dead on arrival and resuscitation would be medically inappropriate, the EMS provider will immediately proceed to the West Virginia Office of Emergency Medical Services "Death in the Field Protocol #9101"

### 3) Transportation

#### Medical Examiner Cases

If the case meets the criteria for Medical Examiner investigation as determined by the County Medical Examiner on call. Jefferson County Emergency Services Agency EMS staff will ~~return to service upon arrival of law enforcement. Volunteer EMS providers may, at their discretion, remain on scene pending the arrival of the medical examiner, protect and preserve the scene until the arrival of law enforcement or the County Medical Examiner and obtain all patient information as required by WVEMS Protocol 9101. Unless specifically requested by law enforcement or the County Medical Examiner, EMS personnel may return to service and leave the scene. Volunteer EMS providers may, at their discretion, remain on scene pending the arrival of the medical examiner. Prior to leaving the scene, the EMS provider in charge shall leave a copy of the completed patient care record documenting the information required by WVEMS Protocol 9101 with the deceased.~~ The medical examiner will assume custody of the body, transportation and control of the scene. Where the death in the field occurs in a public space or where multiple deaths have occurred, EMS personnel may assist with transportation when requested by law enforcement or the County Medical Examiner. Notification will be made by contacting Jefferson County ECC (911) for the on call medical examiner for Jefferson County. If they cannot contact the County medical examiner, have them call the West Virginia Office of the Chief Medical Examiner (304) 558-6920.

#### Hospice Patients

If the deceased is enrolled in Hospice, EMS will contact Hospice of the Panhandle and request immediate scene response of a Hospice representative (if not already on scene) to coordinate transport of the deceased. Jefferson County Emergency Services Agency EMS staff will return



## HANDLING AND TRANSPORTATION DECEASED PATIENTS

Effective: August 16, 2014

Revised: TBD

to service as soon as possible. Volunteer EMS providers may, at their discretion, remain on scene pending the arrival of a Hospice representative or return to service. Hospice of the Panhandle should be contacted by calling (304) 264-0406 anytime.

### **Non-Hospice Patients Where the Medical Examiner Declines the Case**

If the patient is not enrolled in Hospice and the Medical Examiner has declined the case, EMS shall immediately notify law enforcement and determine from family (if present) whether any arrangements have been made. If so, EMS will suggest the family contact the appropriate funeral home for transportation. EMS staff will protect and preserve the scene until the arrival of law enforcement. Unless otherwise directed by law enforcement, Jefferson County Emergency Services Agency EMS personnel may return to service and leave the scene after transportation is confirmed.

If no arrangements were made in advance or no preference is known, EMS will provide the family with contact information of all local funeral homes to arrange for transportation. Where transportation cannot be arranged, Jefferson County Emergency Services Agency EMS personnel may only transport the deceased to Eackles-Spencer and Norton Funeral Home as a last option. Jefferson County Emergency Services Agency EMS staff shall return to service as soon as possible. Volunteer EMS providers may, at their discretion, remain on scene pending notification of funeral home, ~~or~~ return to service or transport the deceased to Eackles-Spencer and Norton Funeral Home.

If no family is present, transportation shall be coordinated by law enforcement and/or the medical examiner. EMS may return to service upon arrival of law enforcement ~~if they desire unless specifically requested by law enforcement or the County Medical Examiner to transport the deceased to Eackles-Spencer and Norton Funeral Home.~~ EMS may return to service upon arrival of law enforcement if they desire.

### **4) Special Notations**

~~Jefferson County Emergency Services Agency (JCESA) staff shall not remain on the scene for the arrival on the medical examiner and/or a funeral home transport unit. An all-volunteer EMS crew may elect to transport the deceased if they desire to do so. However, on-duty JCESA staff shall not be utilized for the transport of the deceased with an effective date of August 16, 2014.~~

Emergency Medical Service providers are not required to transport the body, but may do so if instructed and this is standard practice as a courtesy to the local community are not mandated to transport deceased individuals per WVOEMS Protocol # 9101.

When requested to transport a decedent to Eackles-Spencer and Norton Funeral Home, EMS personnel shall comply with the minimum requirements of the approved Memorandum of Understanding between Jefferson County Emergency Services Agency and Eackles-Spencer and Norton Funeral Home. Jefferson County Emergency Services Agency shall cease operations of



## HANDLING AND TRANSPORTATION DECEASED PATIENTS

Effective: August 16, 2014

Revised: TBD

~~the JCESA owned morgue located at Eackles- Spencer and Norton Funeral Home with an effective date of August 16, 2014. Transporting deaths in the field to Eackles- Spencer and Norton Funeral Home shall remain in effect until such time the Memorandum of Understanding between Jefferson County Emergency Services Agency and Eackles- Spencer and Norton Funeral Home is suspended, revoked or terminated.~~

~~From that date forward, no Jefferson County EMS providers are to transport deceased patients to the JCESA owned morgue that was in service at Eackles- Spencer and Norton Funeral Home. JCESA is not mandated to own and/or operate any type of morgue operation in Jefferson County.~~

## Doug Pittinger

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**From:** CLConroy <clconroy@aol.com>  
**Sent:** Monday, December 08, 2014 8:17 AM  
**To:** Pete Kelly; Jack Wysong; Bob Aitcheson; Jane Tabb; Denise Carter; Josh Smith; Doug Pittinger; Edward Hannon; Marty Freeman  
**Subject:** JCESA Budget

Fellow Board Members, Directors and Business Manager,

I appreciated the effort that went into the budget presentations on October 21st, and December 3rd, but felt the information provided failed to clearly articulate the funding and staffing necessary to address Section 11 of the Ambulance Fee Ordinance requiring a reduction in response times. In addition, funding and increased staffing will not improve service alone; careful and thoughtful use of these resources are required to make the proscribed improvements. With the understanding that the JCESA mission is to augment VFD EMS staffing with JCESA career personnel during the hours when VFD personnel are not available; and that the JCESA Board is to clearly establish the strategic goals and objectives necessary for the Directors' to implement; I submit the following comprehensive list of suggestions for your consideration:

1. It would be helpful if the revised budget separated administrative expenses (Directors, Admin. salaries, etc.) from operational expenses. Also, an annual average total cost per EMT and Paramedic would be helpful in determining labor cost associated with each VFD.
2. The Jefferson County Fire Rescue Association only submitted a consolidated general funding request for all VFD's. I fail to see how the Board can establish funding priorities for each VFD as required by State Code 7-17-6 without receiving and reviewing individual VFD budgets. Therefore, I am suggesting that each VFD equally share 70% (10% each) of the total approved funding with 30% being held in reserve to support VFD special operations/projects, advanced training, facility repairs/improvements to the Fire Rescue training grounds, etc. that could be requested during the fiscal year by individual VFD's.
3. As outlined in Section 2 (Powers) of the JCESA Ordinance, the JCESA has the authority to manage and control operations and to establish policies for the orderly dispatch of EMS and Fire units. I am recommending that JCESA in consultation with the EMS Medical Director requests that EMS dispatches are adjusted to have at least two ALS providers dispatched on priority ALS incidents (Echo & Delta), a minimum of one ALS provider is dispatched on lower priority ALS incidents (Charlie & Bravo) and the closest EMS unit be dispatched to non-life threatening incidents (Alpha & Omega).
4. To ensure the accountability and compliance with established guidelines, JCESA personnel should be supervised. I suggest placing in service ALS 11 (Chase Car) staffed with an on-duty EMS Officer (Lieutenant or Captain) and one BLS provider. The purpose of the Chase Car would be to provide first line supervision to all on-duty JCESA personnel; Provide quality assurance and quality control within Jefferson County; Respond as the second ALS provider on priority ALS incidents and augment staffing on driver only responses. Placing the chase car in service would replace the transport unit currently in service.
5. Outlying areas of the County have the longest ALS response time and longest travel time to the nearest hospital. All citizens and visitors deserve an equal chance of surviving a medical emergency or accident regardless of their proximity to Charles Town. Therefore, I am recommending VFD Companies 5 and 6 (Blue Ridge Mountain and Middleway) are staffed with a minimum of one Paramedic and one EMT (driver), 10 hours per day seven days per week and Company 3 (Shepherdstown VFD) be staffed with a Paramedic 24 hours a day seven days a week and an EMT (driver) 10 hours a day seven days a week.

6. All stations staffed with either a single BLS or ALS provider and being dependent on the VFD to provide a driver should respond immediately upon dispatch to all ALS incidents. When a VFD driver is not present in the station, the JCESA EMS provider shall respond driver only. When a BLS incident is dispatched, the JCESA EMS provider shall wait the customary five minutes for the VFD driver to arrive. Where no VFD driver reports within the five minutes the JCSEA EMS provider shall respond driver only. When responding driver only, staffing will be augmented by VFD personnel or ALS 11.

7. Citizen VFC has a well organized and committed volunteer staff during the busiest call periods (7AM to 5PM) and JCESA has only been requested to augment personnel during the slowest call volume period. Based on the response data provided for the period between 12PM and 6AM approximately 231 incidents were reported. JCESA personnel assisted on average 165 of these incidents or 3 per week. I suggest the Board consider whether the benefit to cost ratio justifies the night staffing request and whether our limited resources could be better allocated.

8. I suggest JCESA consider revising the work schedules to a standard 40 hour work week schedule consisting of rotating four 10 hour work days on and four days off and a standard 42 hour work week schedule that consists rotating of two 10 hour work days, two 14 hour work nights and four days off. This schedule maximizes staffing while minimizing overtime compensation.

9. To further improve and enhance the delivery of EMS and Fire Protection within the County, I am recommending the Chairman establish a Committee to draft an MOU with the VFD's and investigate the feasibility of obtaining the required Fire Department status with the State Fire Commission that will allow JCESA to assist VFD's with firefighting personnel.

Thank you for your consideration, I look forward to hearing your thoughts.

Respectfully,

Chris

Christopher L. Conroy  
Sent from my iPad  
Mobile @ 410.302.3621



# DAILY DUTIES OF OSA EMPLOYEES @ VOLUNTEER STATIONS



# 16

## Tuesday

[VIEW SCHEDULE](#)

2014   
 December   
 16

[EDIT SCHEDULE](#)

[EDIT TIMES](#)

[ADD EVENT](#)

**HIGHLIGHT IN SCHEDULE:**  
 Break

DECEMBER 16, 2014	
6:00 AM	Check-out Ambulances
6:30 AM	-
7:00 AM	PT (pushups, setups, chinups, jog,
7:30 AM	jumping jacks, walk)
8:00 AM	Breakfast
8:30 AM	Clean and wash ambulances
9:00 AM	-
9:30 AM	-
10:00 AM	Wash down walls of ambulance bay
10:30 AM	Break
11:00 AM	Wash windows & doors ambulance bay
11:30 AM	-
12:00 PM	Sweep & scrub floors ambulance bay
12:30 PM	-
1:00 PM	Lunch
1:30 PM	Clean lounge & appliances
2:00 PM	-
2:30 PM	Cleaning restrooms
3:00 PM	-
3:30 PM	-
4:00 PM	-
4:30 PM	-
5:00 PM	-
5:30 PM	-
6:00 PM	-
6:30 PM	-
7:00 PM	-
7:30 PM	-
8:00 PM	-
8:30 PM	-
9:00 PM	-
9:30 PM	-
10:00 PM	-

WEEK AT A GLANCE	
Wednesday <b>17</b>	
Thursday <b>18</b>	
Friday <b>19</b>	
Saturday <b>20</b>	
Sunday <b>21</b>	
Monday <b>22</b>	

Signoff by COPM. REP.	
YES	NO DIDN'T WITNESS
YES	NO DIDN'T WITNESS
YES	NO DIDN'T WITNESS
YES	NO DIDN'T WITNESS
YES	NO DIDN'T WITNESS
YES	NO DIDN'T WITNESS

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



## SPECIAL MEETING MINUTES JANUARY 6, 2015

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:01 p.m., Tuesday, January 6, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

<b>Attendance</b>	<b>Present</b>	<b>Absent</b>	<b>Attendance</b>	<b>Present</b>	<b>Absent</b>
B. Aitcheson	X		P. Kelley	X	
D. Carter	X		J. Tabb	X	
C. Conroy	X		J. Wysong	X	

### **Also in attendance:**

Doug Pittinger, Director  
Ed Hannon, Deputy Director  
Joshua Smith, JCFRA  
Gary Lescalleet, BRMVFC  
Vincent Tiong, CFC  
Beth Jeffries, JCESA  
Jeff Plautz, IFC  
Mike Mood, MVFC  
Samatha Turner, BFD

Ross Morgan, SFD  
Marshall Demeritt, SFD  
Marty Freeman, JCESA  
Randy Whittington, BFD  
Tamara Trafford, JCESA  
Keith Kain, FFC  
Craig Simpson, SFD  
Chris Higdon, FFC

### **Legal Counsel opinion on Ambulance Fee spending and revenue sharing-Approval of Board letter to County Commission requesting legal opinion on same**

County Attorney Stephanie Grove made a presentation to the Board regarding the ambulance fee. She noted that employees hired using ambulance fee funding are governed by the Ambulance Fee Ordinance which requires revenue sharing by the volunteer fire departments. To the extent these personnel generate income for the volunteer fire departments the revenue sharing agreement must be in place. As far as hiring new personnel, if the revenue sharing element will be implemented swiftly she believes that agency can go ahead and hire. If revenue sharing will be a long drawn out process the answer is not so easy. The revenue sharing agreement is necessary to protect the Ambulance Fee Ordinance from legal challenge.

The Board unanimously agreed to put the hiring of personnel on the January 20, 2015 agenda to discuss the hiring of new personnel based on input from Directors and Business Manager.

A draft letter to the County Attorney requesting a written legal opinion was reviewed by the Board and approved for transmission to the Attorney. R. Aitcheson moved approval of the letter with changes as discussed. C. Conroy seconded the motion. Vote; Unanimous.



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

### SPECIAL MEETING MINUTES JANUARY 6, 2015

#### **Adopt revenue sharing template based on committee input at meeting and email feedback**

J. Tabb presented and explained the contents of the attached document as a template for Revenue Sharing. Pages 3 – 6 are charts provided by the County Finance Director forecasting declining revenues over the next few years. Page 1 and 2 included the various elements to be included in the template and the methodology for implementation. The County Finance Director will assist in the review of the completed data.

J. Tabb moved the adoption of the Ambulance Operational Costs template as a first step to be implemented as part of revenue sharing as required by the JCESA Ambulance Ordinance. Seconded by C Conroy. Vote: 5 for 1 opposed (Aitcheson).

A draft copy of the spreadsheet will be available for the next meeting.

#### **MOU with Fire Departments**

J. Wysong presented a draft MOU between JCESA and the VFD and requested the Board and Directors review is document and comment at the next Board meeting. The draft is based on Berkeley County documents.

The Board adjourned at 8:05 pm



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 16<sup>th</sup> Avenue  
Ranson, WV 25438  
Email – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

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January 6, 2015

Jefferson County Commission  
124 East Washington Street  
Charles Town, WV 25414

Dear President Pellish and Members of the Commission:

The JCESA Board's primary mission is to take all necessary action, within budgetary constraints, to reduce the acceptable response times to medical emergencies in all areas of the County. To this end, the JCESA urgently needs to hire additional medical response personnel for placement at various volunteer departments around the County. The ambulance fee was enacted to assist in this effort and has been collected. However, it has been suggested informally that the JCESA cannot draw upon the collected ambulance fees for this purpose until a method of sharing ambulance call revenue is in place. While the Board understands it is mandated by the JCESA ordinance to devise a method of revenue sharing, we are unable to discern any provision of the Ambulance Fee ordinance which mandates that a system of revenue sharing must be in place before the collected ambulance fees may be used to hire more medical response personnel.

Therefore, as an urgent matter, the Board requests that you advise the JCESA in writing through your Counsel, of any legal basis, if any, to restrict the JCESA's access to collected ambulance fees to hire additional medical response personnel prior to establishing a system of revenue sharing. Also, if this informal advice was in error, please let us know right away.

Thank you for your consideration.

Respectfully submitted  
For the JCESA Board

R. M. Kelley  
Chairman  
Board of Directors  
Jefferson County Emergency Services Agency

## Ambulance Operational Costs

Black – draft template formulated during committee meeting

Blue – Pro-rated items

Red – items submitted by email to Jane after meeting

### EMS Admin:

Office supplies (including computers, printers, etc), legal, audit, billing & refunds, liability insurance

### EMS Operations:

Licensing, contract services, background checks & fingerprinting, physicals

### EMS Payroll:

Salaries, incentives or stipends, workers comp, insurance, FICA, retirement (VFD paying retirement?)

### Ambulance Operations:

Vehicle insurance & taxes, expendable supplies, drugs, fuel, vehicle maintenance & repair,  
Additional required equipment for ambulance: heart monitor, cot, airway management, etc.

### EMS Training:

training & certification

### Depreciation:

Expense of Ambulance

Expense of Ambulance equipment

Expense of Chase car/ Utility vehicle (?) – pro-rated?

### Building & Grounds – pro-rated

Utilities related to Ambulance

Space related to Ambulance

Insurance

Taxes

### Utility Vehicle Operations – pro-rated

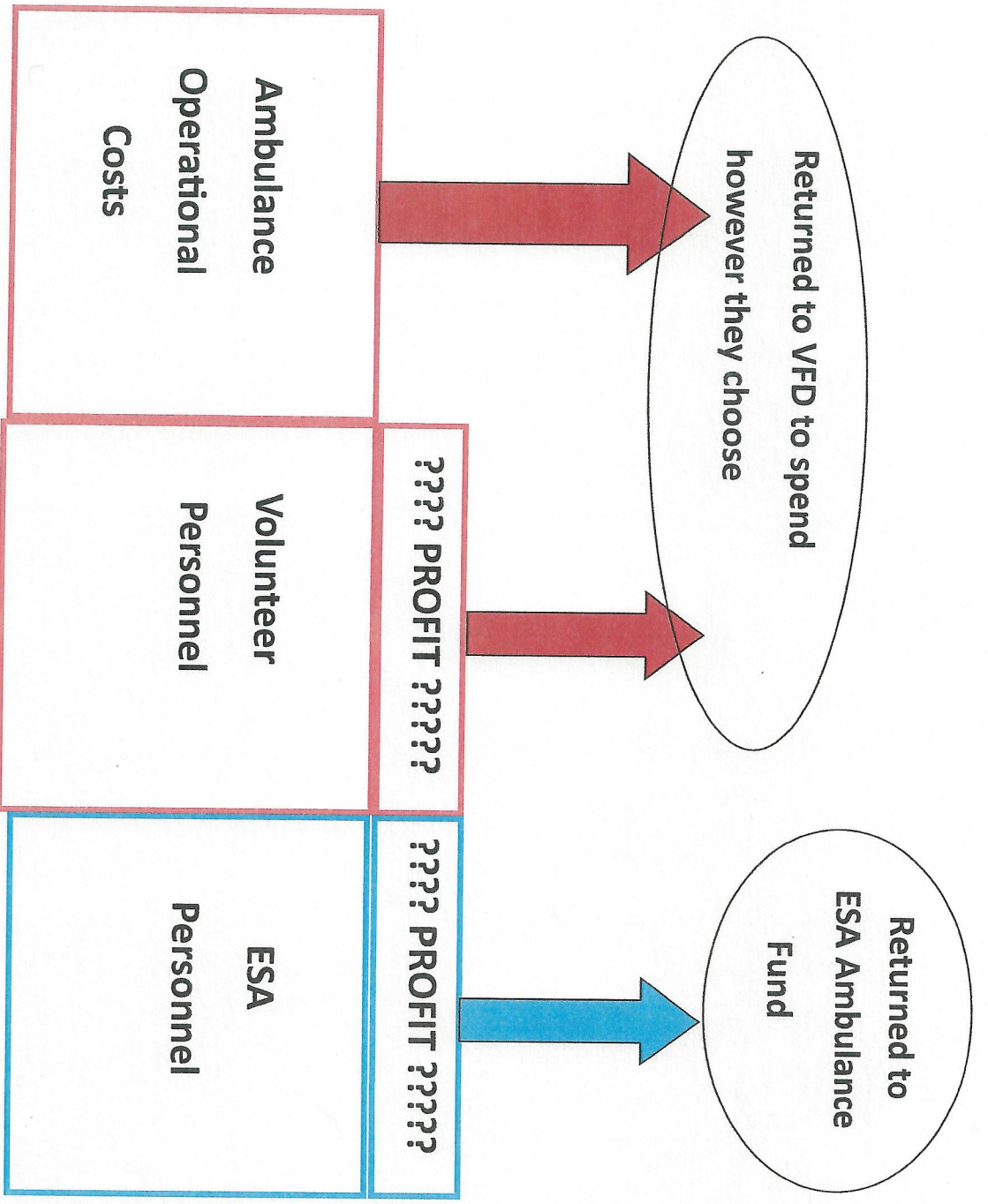
### Dues & subscriptions – pro-rated

Insurance, Licenses & Permits, Professional Fees, Office Operations, Taxes  
(additional items mentioned)

### Pro-rated:

percentage of ambulance calls per total call volume for department.

Open

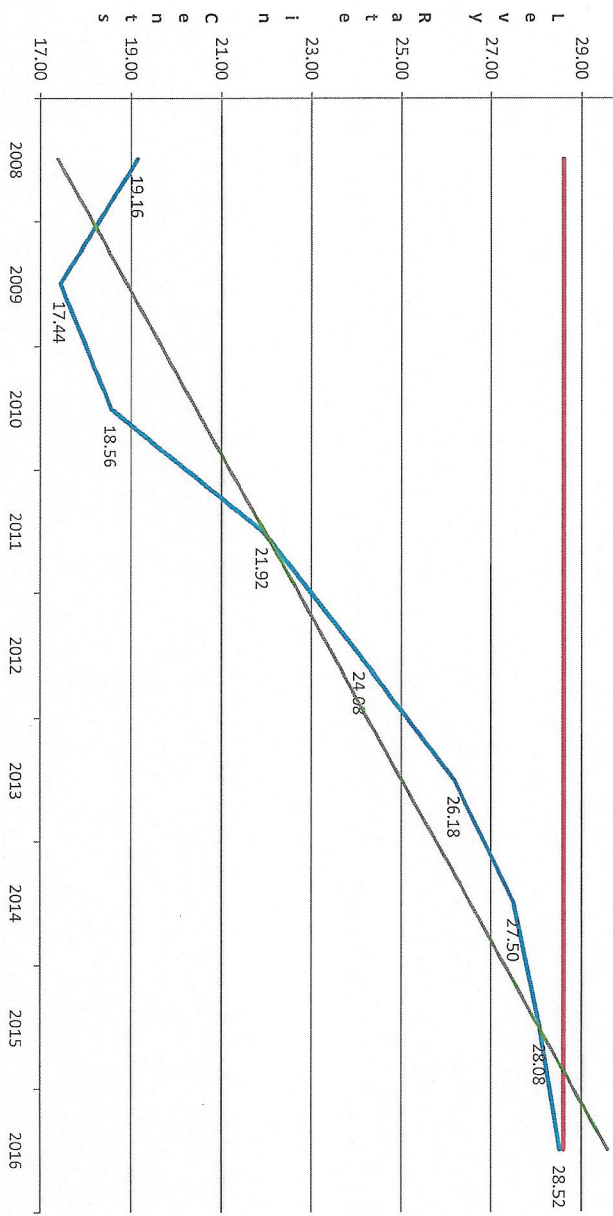


### AMBULANCE REVENUE SHARING

- If expenses are greater than revenue, no revenue sharing occurs.
- If no revenue is collected, no revenue sharing occurs.
- Ambulance and staffing provided by VFC, no revenue sharing occurs

Master Copy

### Class 2 Property Cents per \$100 of Valuation Maximum Allowable Rate is 28.60 Cents



Actual Rate  
Maximum Allowable Rate  
Trend

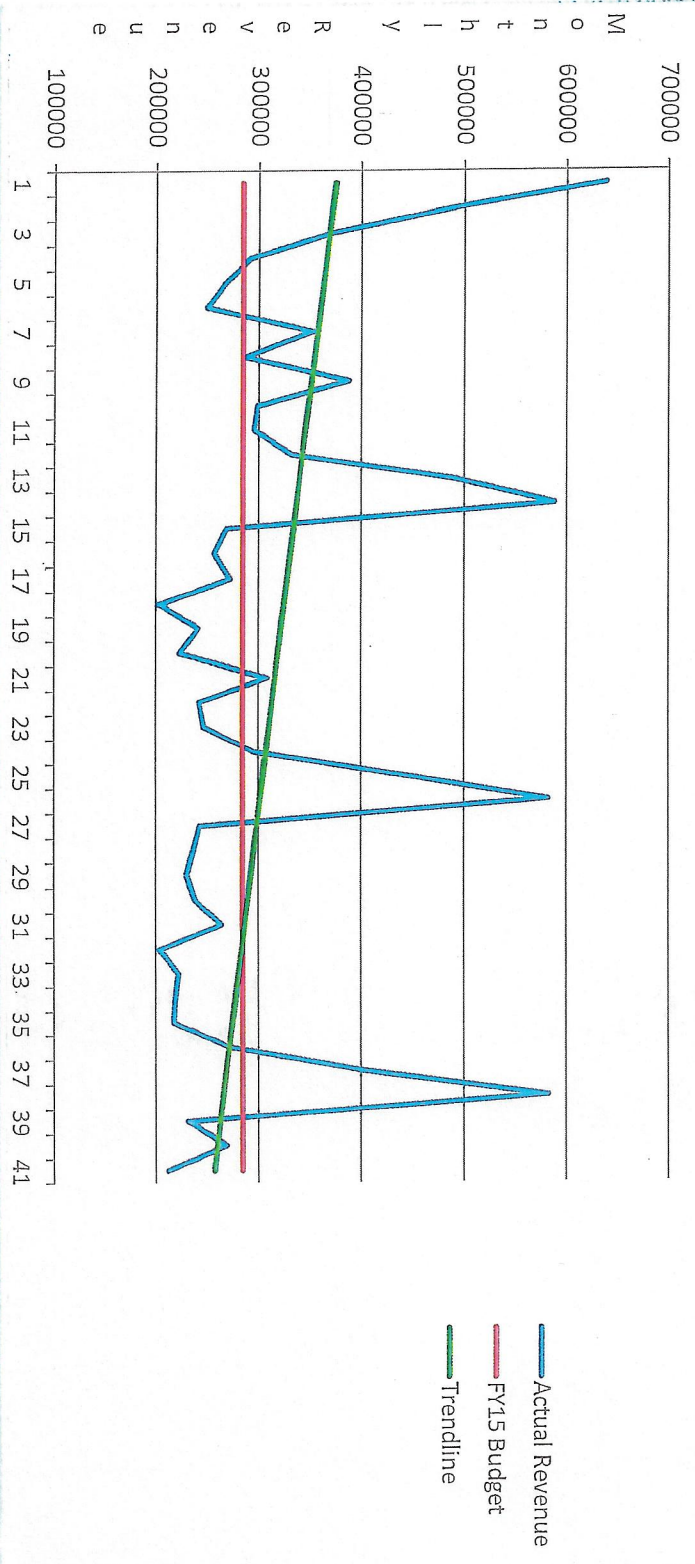
2017 Levy Rates Max Out

Fiscal Year

~~Actual Rate~~  
~~Maximum Allowable Rate~~  
~~Trend~~  
possible

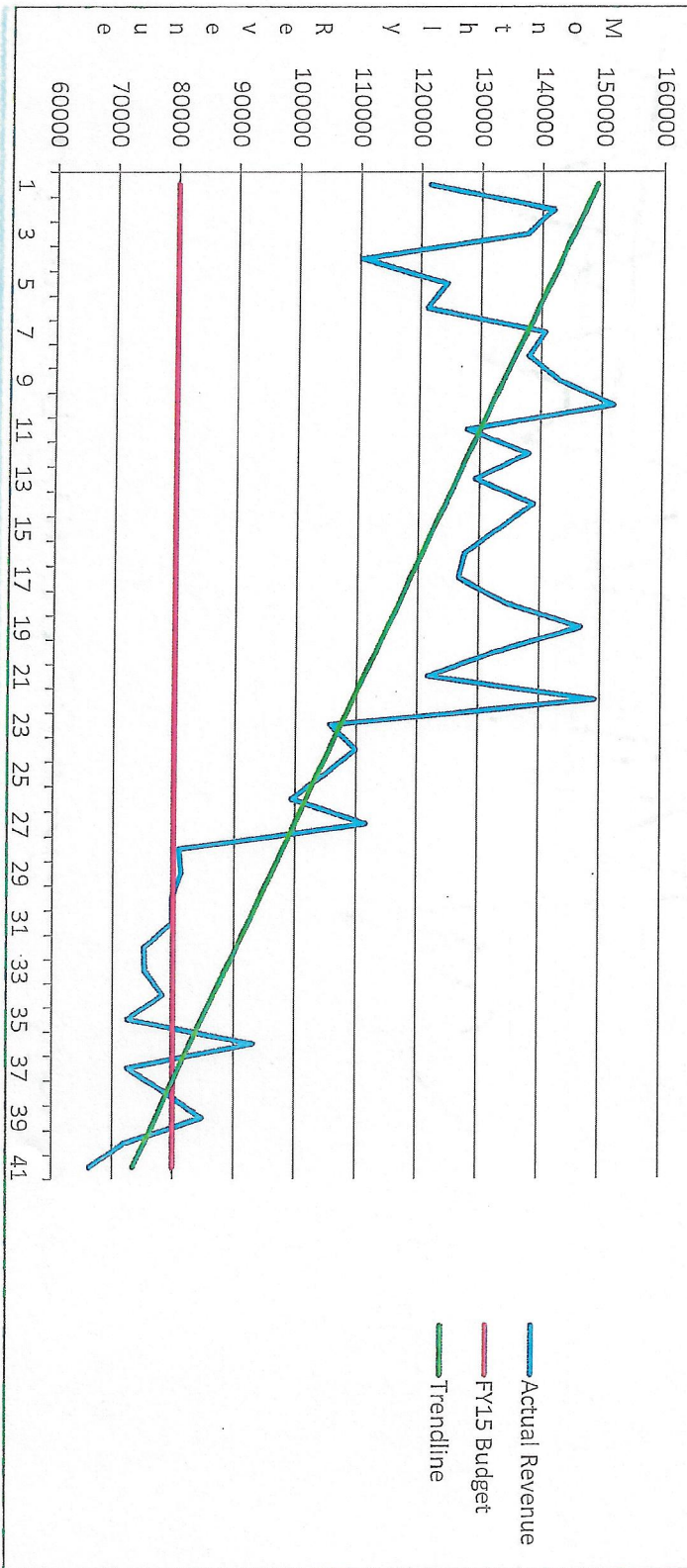
Copy

# Video Lottery 001-373-OT-000 41 month Period July 2011 - Nov 2014



copy

# Table Games 001-370-OT-000 41 month Period July 2011 - Nov 2014



*[Handwritten signature]*

# Jail Costs

## 001-704-03-344-000-PS-000

### 41 month Period July 2011 - Nov 2014

