



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

JUNE 16, 2015

The June meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7 pm on Tuesday, June 16, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Roll Call

Sign-In Sheet

Call To Order

Approval of Minutes

May 19, 2015	Regular Meeting
June 2, 2015	Special Meeting
June 8, 2015	Special Meeting
June 9, 2015	Special Meeting
June 10, 2015	Special Meeting

Old Business

- Update Status of All Good Festival (EH) Discussion/Direction
- JCESA and ES&N MOU status update (CC) Discussion/Action
- Request for a Response Area by Ryneal Medical Transport (CC) Discussion/Action

Treasurer's Report

- Projection through June 30, 2015
 - JCESA General / Payroll Account
 - Ambulance Account
 - Building / Mortgage Fund
 - Fire Company Account
- Status of Funds 2015 Projection

Chairman's Report

- Review of County Response Times
- Review of staffing availability
- Note: July 1, 2015 start of new fiscal year



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

JUNE 16, 2015

President JCFRA

Directors Report

- Director's Packet (see attachment) Discussion/Action
- Open Hiring process adding Paramedics only Discussion/Action

Board Member Requests

- Employee Leave Policy #1160 (CC) Discussion/Action

Committee Reports

- CIP Committee
- Personnel Committee (CC) Discussion/Action

New Business

- Election of new Officers (Chairman, Vice Chairman, Treasure, Secretary) Discussion/Action

Employee Liaison

Board Member Comments

Public Comment (Limit 5 minutes per person)

Adjournment

Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

**REGULAR MEETINGS MINUTES
MAY 19, 2015**

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, May 19, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

Minutes:

Chairman Kelley introduced Libby Nester. Libby Nester was here to take minutes on a temporary basis. An amount of \$100.00 will be paid each time.

Motion by Bob Aitcheson to approve, second by Chris Conroy.

Vote: Unanimous

Board Members

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

Also in attendance:

Jeff Plantz	IFC	Ramona Wesling	Citizen
Mike Helmick	Ryneal	Mary Helmick	Ryneal
Donald Longerbeam	Ryneal	Samantha Turner	BFD 7
Tamra Trafford	JCESA	Bob Burner	JCESA
Monte Conner	JCESA	Richard Cluff	IFC 4
Daniel Fritsch	CFC 2	Nathan Cochran	JCAPA
Keith Kain	FFC 1	Ronnie Shutz	FFC 1
Marshall DeMeritt	SFD 3	Ross L. Morgan	SFD 3
Ed Hannon	JCESA		

Welcome to New Board Member:

Chairman Kelley welcomed Dr. Jennifer Robertson, MD, County Medical Director, to the Board.

Approval Minutes:

April 21 Regular Meeting

C. Conroy asked that Conway be changed to Conroy where needed in the minutes.

B. Aitcheson requested a correction to page 5, line 1 "work" should be "word". Also, page 7, line 8 "there" should be "they are".

J. Tabb page 3, under Chairman's Report, 2nd paragraph, line 1 "so" should be "some" edits.

Also on page 4, line 4 of the Director's Report insert word "we" where it refers to training agencies.

Motion by J. Tabb to approve with corrections, seconded by Bob Aitcheson.

Vote: Unanimous

Old Business

Replacement of Business Manager & Review Job Description

The Board discussed filling of the Business Manager position. It was expressed that an Administrative Assistant with experience in Payroll and other specialized training would be sufficient.

Bob Aitcheson made a motion to Table this until the new Director is on board. There was a second by P. Kelley.

Vote: 4 for and 1 opposed (Jane Tabb)

Review of OG2390

N. Cochran, Attorney recommend going into an Executive Session for discussion of this item.

Motion by J. Tabb to go into Executive Session, second by Bob Aitcheson.

Vote: Unanimous

EXECUTIVE SESSION

Motion by J. Tabb to come out of Executive Session, second by Bob Aitcheson.

Vote: Unanimous

JCESA "MOU" Eakles, Spencer & Norton Funeral Home

Motion by B. Aitcheson and second by C. Conroy to suspend transporting of deceased individuals by JCESA and Mr. Cochran will review the legal issues.

Vote: Passed 4 yes & 1 no (P. Kelley)

JCESA and ES&N MOU status update

MOU is tabled until resolution is reached.

Treasurer's Report

Projection through June 30, 2015

The Treasurer's Report was given by J. Tabb. She reported on the projection of funding through June 30, 2015. She spoke with the accountant, Carol Smith, to gather material for this report. Using the Budget vs. Actual form, it shows what is spent as opposed to what is budgeted. There is enough funding to carry the agency through until the end of June.

The following reports were reported on.

- JCESA General Payroll Account
- Ambulance Fees Account
- Building / Mortgage Fund
- Fire Company Account closed out.
- Bank of Charlestown Account was closed out. A check was cut to the County Commission to dissolve the account.

Status of Funds 2015 Projection

It was reported that cash flow figures are better than the last 2 years. Mr. Stanton will give a report this week to the County Commission.

Motion by P. Kelley, second by C. Conroy to approve report.

Vote: Unanimous

Election of Secretary

Tabled.

Chairman's Report

Status of Medical Director being on JCESA Board

The Medical Director, Dr. Jenn Robertson, has accepted the invitation to serve on the Board. Chairman Kelley welcomed her to the Board.

Review "Duties of Chairman" relating to Board action taken during April Meeting

In answer to the question of where the new director would go for direction if needed, it was answered that the Chairperson can address issues that have been established by the Board. If

clarification is needed, then the issue must come before the whole Board. The Chairperson's prime duty is to run the meetings.

Availability of JCESA Staffing to meet demands

E. Hannon commented that stations are filled to the best of JCESA's ability. Staff are moved around, if necessary. Stations are not left short two times in week if at all possible. C. Conroy ask if any staff members refuse to work at any stations. E. Hannon replied, "No."

PRESIDENT JCFRA

Not available to report.

DIRECTOR'S REPORT

E. Hannon reported. Good Folk Festival was among items to discuss. It was decided to report on it later in the meeting. It is listed in Board Member Requests and New Business on the Agenda. B. Aitcheson will report at that time on letter from the Prosecuting Attorney of Preston County and the Ambulance Service in Preston County.

It was reported that offers of employment have been and accepted by two Paramedics. They are now on board.

OG1890 – Major duties and responsibilities of the Director. Modifications were reported on.

E. Hannon reported on a letter from EMS Chief 3 M. DeMeritt pertaining to competition and making reference to ESA taking patients from Company 3. Deputy Director Hannon did an investigation. The 2 incidents in question were reported upon. E. Hannon expressed his view that system worked. If questions, please contact him. M. DeMeritt will comment at end of meeting.

In order to discuss the personnel matter listed next on the Agenda, the Board went into Executive Session.

EXECUTIVE SESSION

Motion made by B. Aitcheson to come out of Executive Session second by J. Tabb.

Vote: Unanimous

Motion by Chris Conroy, second by B. Aitcheson to assist E. Hannon in running JCESA by naming Ed Hannon Acting Director and Bob Burner Acting Deputy Director effective June 1.

Vote: Unanimous

BOARD MEMBER REQUEST

- **Establish Employee Listening Session & Set First Date**
J. Tabb presented an idea of which would possibly enable employees to deal with situations easier. The idea was to have an anonymous email communication system so that employees may feel more at ease to communicate issues with the Board.
Discussion followed. No Motion.
- **Letter from Preston County Prosecuting Attorney**
This will be discussed later in the agenda.
- **CIP Committee**
The County Commission has advised that Fire Companies will no longer be eligible for CIP funds.

PERSONNEL COMMITTEE

As of this date, there have been seven applications received for the Director vacancy. The Committee will meet June 2 to review these applications.

NEW BUSINESS

Deputy Director E. Hannon expressed that 3 applicants have been interviewed. However, they have not been hired. They are nearing graduation from the Paramedic program and are receiving offers from other agencies. Funding is available to hire them. He is requesting permission to hire EMT/Firefighters that are in paramedic program with the condition that they graduate and obtain paramedic credentials in the next 6 months.

B. Aitcheson made a motion with a second by C. Conroy, that the Deputy Director make offers to these 3 applicants, who are EMT/Firefighters. They must obtain their Paramedic certification.

Vote: Unanimous

Deputy Director Hannon expressed his stance on hiring Paramedics who are not fire fighters. Discussion followed. The ordinance says it has to be to be Paramedics that are also trained as firefighters.

B. Aitcheson made a motion to allow hiring of Paramedics without Firefighter certification for the next year. There was a second by P. Kelley for discussion purposes. Discussion followed. A point was made that they cannot be paid with fee money.

B. Aitcheson amended the motion to hire up to 3 Paramedics that are not jointly certified Firefighters with the condition that they become jointly certified within 2 years. There was a second by P. Kelley. Discussion followed. The attorney was ask about the legality of this condition. Ordinance says funds may be allowed "to train, hire and equip the Firefighter/Paramedic." Attorney recommends this should go before the County Commission for clarification.

Vote: 2 Ayes 3 Nos. Motion did not carry.

EMPLOYEE LIAISON

This item was placed on Agenda in error.

ANNUAL LEAVE

The Board voted in April to raise the carry over limit of annual leave for employees. The Director and Deputy Director can carry over as much as they wanted. They have no maximum limit of annual leave carry over. It was recommended that accrual rate be adjusted.

Motion by C. Conroy second by P. Kelley, that Director and Deputy Director classifications be included in the maximum leave carry over policy with the same specifications as the other employee classifications. This would include an adjusted accrual rate for everyone. Discussion followed. It was stated that the county personnel department should review this. If carry over limits are not in place for all employee classifications, this could put the agency in financial jeopardy if someone should leave and needed to be reimbursed for an extraordinary amount of carried over leave. The Attorney recommended that this be reviewed by Accounting.

C. Conroy amended motion to run concerns by the County Accounting Department for review.

Motion tabled second by J. Tabb

Vote: Unanimous

RYNEAL MEDICAL TRANSPORT

Request proposal for a Response Area for Ryneal Medical Transport by Donald Longerbeam, Supervisor of Ryneal Medical Transport.

E. Hannon and Medical Director J. Robertson have discussed this and decided that Ryneal should present before Board.

Donald Longerbeam made a presentation. Discussion followed. Jefferson County EMS cannot support proposal. Chiefs are asking for the Boards support.

C. Conroy made a motion second by P. Kelley, to Table this matter. Time will be given to volunteer companies to look at this.

Vote: Unanimous

Good Folks Festival / JCESA EMS PLAN OF ACTION

Attorney excused himself due to conflict of interest.

A letter from Preston County's Prosecuting Attorney was discussed. It was regarding issues they have dealt with over the years and resources that were needed. There will be an influx of 15,000, 20,000 or 30,000 people for 4 days. Do we have a signed agreement that they pay for cost of EMS services needed for this event? Will the County be able to provide EMS services adequately for an event of this type. What is going to be needed?

B. Aitchenson made a motion second by C. Conroy (for discussion purposes) to the extent if anyone has approached the Director or Deputy Director that all these matters be brought be for this board. Discussion followed.

E. Hannon has been working with the Sheriff's Department, the Health Department and other agencies. The Sherriff has requested an email stating the related expenses of the Agency. A medic unit would be housed 24/7 at Station 2 during those 4 days. Promoters have contracted with Ryneal Medical Transport to provide service within the confounds of the event. Promoters have applied for a permit to have a fireworks show during the event. Company 2's Fire Chief Fritsch would work on an incident action plan for fire issues. Deputy Director will share plan with Board when received from Chief Fritsch.

A 45-day window for the event is in place. A special meeting may be called in order for the Board to discuss this. Motion was withdrawn by B. Aitcheson.

EMPLOYEE LIAISON

T. Trafford spoke regarding sessions that employee have met without attendance of Director/Deputy Director. Opinions are aired by employees. The board may want to attend future meetings.

At most recent staff meeting, issues were discussed as outline in handout.

BOARD MEMBER COMMENTS

Safety vests – personal protection vests. Has the agency thought about acquiring them? There was a training class in Safety in which the protection vests were mentioned. Question is should the Agency provide them. They are provided in some other departments in area.

PUBLIC COMMENTS

Josh Smith – All board members have known about the All Good Folks Festival for a while. Also, he suggests taking current dual certified employees how are paid under funds other than

Fee funds and moving them to Fee funds in order to free up funding for those who are not dually certified. Paramedic certification takes longer than Firefighter certification.

Dan Fritsch reiterated that Paramedic certification takes longer than obtaining Firefighter certification. It benefits the community to move ahead. He stands with Company 3 and 4 in not using Ryneal. Also, there could be legal issues with use the County radio system. He also commented that 40 hours of Annual leave doesn't go far.

Monte Conner is against Ryneal having a due area. He also stated leave was increased since 3 years ago. Agreed with giving out over year. They have exhausted leave as to not go over the carry over amount. Now rules regarding leave could be changed. He is also against anonymous email. It will be an avenue to gripe. He doesn't have any issues working here.

Tam Trafford stated Ryneal is not only game in town. Other companies may want to do this also. Volunteers work extremely hard. They put every dollar back in community. Private companies do not have community at heart.

Marshall DeMeritt stated that Board needs to be consistent. He was on the agenda and was not allowed to speak. He appreciates the line of communications with JCESA. But, felt his letter was used negatively. The nuts and bolts of the matter was ignored. Our ambulance was on same block in both situations when the patient was loaded into the unit. JCESA transport unit is unnecessary. Our volunteers bust their behinds. He has never complained about transporting patients when necessary. It is starting down a road and not anything is been done about it. Some are not driving responsibly and is a safety issue. There are issues that need to be considered.

Bob Burner stated he and Monte Conner worked on Mother's day. Monte agreed to spend Mother's Day at Station 3.

Ramona Wesling commented regarding Ryneal's request. She was surprised to hear this issue brought up before the new Director was here. This is a complex issue. She was surprised a private company could put a request like this in a letter and ask so easily. She also commented on the Ambulance Fee. She has read Ambulance Fee Ordinance from front to back. She thinks she should bring it in here. It was sold to public as something very specific. To say the public has no clue, sounds bad. The ESA mission is to assist the seven companies in the County.

The Chairman, in responding to a question asked by one of the meeting attendees, ask if response times could be calculated. E. Hannon replied that the CAD software did not have that capability. The attendee was asking if there was a way to verify that service has improved as a result of the new fee.

Adjournment

C. Conroy made a motion, second by J. Tabb to adjourn. Passed unanimously. Meeting adjourned at 22:29 hrs.

Minutes respectfully submitted by
Libby Nester, Acting Recorder

Approved: _____



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

JUNE 02, 2015

There will be a Special Meeting of the Jefferson County Emergency Services Agency (JCESA) Personnel Committee to be held at 7 pm on Tuesday, June 02 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

- Call To Order

AGENDA ITEM:

Executive Session Personnel Matters Discussion/Action

Adjournment

Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

AGENDA

June 9 & 10, 2015

There will be a Special Meeting of the Jefferson County Emergency Services Agency (JCESA) Personnel Committee to be held at 6pm on Tuesday June 9, 2015
And 6pm on Wednesday June 10, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

- Call to Order

Agenda Item:

Executive Session Personnel Matters-Interviews for Director Discussion/Action

Adjournment

Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.

**Director's Monthly Report
June 2015 Report**

Item #1

The Directors continue to attend numerous meetings during the past four weeks relating to JCESA business and/or operations such EMS Chiefs monthly meetings, JMC Trauma Multidisciplinary Program Committee, Jefferson Memorial Hospital Emergency Department management, Ryneal Medical Transport, All Good Music Festival meeting with County Health Department, Phil Stotler, Agent – Blue Cross / Blue Shield Insurance, Nathan Cochran, Prosecuting Attorney, Jennifer Robertson, MD / County Medical Director, and employee monthly staff meetings.

No action needed

Item#2

EMS Activity Report (Career & Volunteer) report for the month of April 2015. Copy of this document enclosed in Board packet for review.

No action needed

Item#3

The JCESA monthly training reports 269 hours of CE provided to Jefferson County EMS providers in May. (Copy of this document enclosed in Board packet for review) This number does not include 756 hours of formal EMT training offered during the month at JCESA

No action needed

Item #4

Per the approval from the JCESA Board, the Directors have hired 4 full time employees. Two Firefighter/Paramedics and two Firefighter/EMT's. (Both of these EMT's are in the process of taking their Paramedic Tests). One of the firefighter/Paramedics has requested to resign from a full time position with the Agency and become a Part-time employee after accepting a full time job in Morgan County. We have granted this request.

Item #5

We have received a contract this past month for review. The contract was from Blue Ridge Community and Technology College pertaining to internship program. It is included for your review and will be sent to county lawyer for review after the board meeting at your direction.

Respectfully submitted,

Edward Cannon
Bob Burnett

June 10, 2015

AGREEMENT

This agreement is made and entered into by and between the Blue Ridge Community and Technical College with its principal office located 13650 Apple Harvest Drive, Martinsburg, WV 25403 Jefferson County Emergency Services Agency, hereinafter known as "EMS Agency" with its principal office located at 419 16th Ave, Ranson, WV 25438.

WITNESSETH

WHEREAS, the Blue Ridge Community and Technical College maintains and conducts a course of study for the education of emergency medical services personnel, and,

WHEREAS, this program of study requires the student to participate in an internship in an EMS Agency with an active advanced life support program, and,

WHEREAS, a paramedic having significant experiences in the provision of advanced life support in the field setting must serve as the Supervising Paramedic in order to provide proper supervision for students participating in this internship, and,

WHEREAS, the EMS Agency named above does have an active advanced life support program licensed by the appropriate State agency, and,

WHEREAS, it is in the best interest of all parties concerned to obtain the assistance of others in this work; and,

NOW THEREFORE, in consideration of the mutual covenants herein contained, the College and EMS Agency agree as follows:

I. PROJECT ACCOUNTABILITY AND RESPONSIBILITY

A. College

1. The College shall appoint qualified personnel to serve in the capacity of Program Coordinator, Clinical Coordinator and Medical Director for the field internship portion of the EMS Program.
2. The College shall have the responsibility for planning and implementing the educational program in accordance with the guidelines of the United States Department of Transportation and West Virginia Department of Health & Human Resources, Division of Public Health, and Office of Emergency Medical Services.
3. The College shall have the responsibility for planning the schedule of student assignments and making all individual assignments of students participating in the Field Internship.
4. The College will notify the EMS Agency of its planned schedule of student assignments to the Field Internship. The schedule will be arranged by the Program Coordinator and Clinical Coordinator, in conjunction with the EMS Agency.
5. The College will maintain student records and reports of the students' Field Internship experience.
6. The College upon request by the EMS Agency, will provide to the EMS Agency written verification of each student's immunization status or health record to the extent that is necessary to meet any requirements placed upon the EMS Agency by State or federal regulation or law.
7. The College will obtain and maintain liability insurance for students properly enrolled and participating in its EMS Program and upon request of the EMS Agency, the College will provide written verification of this liability coverage for students participating in the Field Internship.

8. The College will establish written guidelines regarding the Field Internship, including student learning objectives, responsibilities of the student and Supervising Paramedic. These guidelines will be made available to the EMS Agency.

B. EMS AGENCY

1. The EMS Agency will allow students enrolled in the Field Internship to have access to equipment and supplies and provide patient care under direct supervision of the supervising Paramedic.
2. The EMS Agency will assure that a designated Supervising Paramedic will provide supervision to the student while participating in the Field Internship and that the student will not perform any skills unless under the direct supervision of Supervising Paramedic.
3. The EMS Agency will retain responsibility for patient care and will provide appropriate staffing and equipment according to Federal, State or EMS Agency laws, regulations or policy without relying on the student to meet staffing requirements.

C. SUPERVISING PARAMEDIC

1. The Supervising Paramedic will provide and maintain direct supervision of the student participating in the Field Internship and will not delegate this responsibility to any other individual.
2. The Supervising Paramedic will assist the student in obtaining the educational objectives of the Field Internship program.
3. The Supervising Paramedic shall promptly notify the Clinical Coordinator if it is anticipated that he/she will be absent or unable to perform or carry out the designated duties.
4. The Supervising Paramedic will participate in a Preceptor Workshop provided by the College prior to supervising paramedic students.

II. CONFIDENTIALITY

1. Students and staff of the College will respect the confidential nature of all information that may come to them with regard to the Supervising Paramedic, the EMS Agency or its patient records.
2. The Supervising Paramedic and EMS Agency shall respect the confidential nature of all information that may come to them with regard to the immunization, health status or academic performance of the student.

III. PERIOD OF PERFORMANCE

The initial period of performance for this Agreement shall be from June 1, 2015 to June 30, 2016, unless otherwise modified in accordance with Section X of this Agreement.

IV. LIMITATION OF COST

1. The College will not provide compensation to the Supervising Paramedic or EMS Agency for services rendered under this Agreement. The Supervising Paramedic will not be treated as an employee of the College for Federal, State or Local tax purposes. Nor will the Supervising Paramedic be entitled to any benefits provided by the College to its employees.
2. The conditions of this Agreement do not preclude the Supervising Paramedic from being reimbursed or compensated by his/her employing agency at his/her regular salary, wages or benefits, while performing the duties and responsibilities of this Agreement.

V. TERMINATION

This agreement may be terminated by either of the parties hereto by giving the other party thirty (30) days notice in writing through registered or certified mail.

VI. LIMITATION OF LIABILITY

The EMS Agency shall indemnify and hold harmless the College against any and all, liability, loss, damage, costs, or expenses which the College may sustain, incur or be required to pay by reason of any actions of the EMS Agency, its employees or agents, including but not limited to, actions by those whom the EMS Agency serves.

VII. STATUTORY PROVISIONS

It is hereby further agreed by the parties, hereto, that they shall comply with all Federal and State laws, rules and regulations which prohibit any unlawful discrimination. Such laws shall include but not be limited to: Title VI of the Civil Rights Act of 1973, the Age Discrimination Act of 1975 and the American Disabilities Act.

VIII. ADDITIONAL PROVISIONS

It is recognized that it is not possible to include herein the guidelines, regulations, policies and requirements of the College, U.S. Department of Transportation or the State of West Virginia. Therefore, it is agreed that such guidelines, regulations, policies and requirements in existence at the time of performance of this Agreement are incorporated and made part of this Agreement for all purposes.

IX. CONSTRUCTION AND INTEGRATION

This Agreement shall be construed under applicable federal statutes and the laws of the State of West Virginia.

X. AMENDMENTS AND MODIFICATIONS

This Agreement, or any portion thereof, may be amended or modified by written agreement.

IN WITNESS WHEREOF, the College and EMS Agency have caused this Agreement to be executed as of the day and year first written below.

BY: _____

Date

President
Jefferson County Emergency Services Agency

BY: _____

Date

Peter Checkovich
President
Blue Ridge Community and Technical College

JCESA Training Report

Date	Course	CE Hours	Registered	No-Show	% of Reg	Unregistered	% of Ttl Att.	Total Attendance	Total CE Hours
1/7/2015	Officer Down	3	16	1	6%	5	25%	20	60
1/21/2015	Head Trauma	3	15	3	20%	5	29%	17	51
1/28/2015	Communicable Diseases	3	13	2	15%	1	8%	12	36
1/31/2015	CPR - Renewal	Cancelled - Registration							
1/31/2015	Skills Evaluation Session	Cancelled - Registration							
January Total:		9	44	6	14%	11	22%	49	147
2/3/2015	Synthetic Drugs	3	15	1	7%	0	0%	14	42
2/5/2015	TCCC	16	21	2	10%	0	0%	19	304
2/10/2015	BLS Pharmacology	3	11	1	9%	1	9%	11	33
2/18/2015	ALS Pharmacology	3	7	1	14%	0	0%	6	18
February Total:		25	54	5	9%	1	2%	50	397
3/6/2015	ACLS Renewal	8	3	0	0%	0	0%	3	24
3/10/2015	Case Review: Trauma	3	9	1	11%	1	11%	9	27
3/20/2015	PHTLS	16	10	3	30%	3	30%	10	160
3/24/2015	CPR - Renewal	4	7	2	29%	2	29%	7	28
3/25/2015	Skills Evaluation Session	3	32	2	6%	6	17%	36	108
March Total:		34	61	8	13%	12	18%	65	347
4/7/2015	Documentation Tips & Tricks	Cancelled - Instructor Withdrew							
4/15/2015	ACS Review	3	20	2	10%	3	14%	21	63
4/21/2015	Firefighter Rehab	3	15	1	7%	3	18%	17	51
4/28/2015	Advanced Airway Lab	3	7	0	0%	1	13%	8	24
4/23/2015	IM Epinephrine for EMTs	3	2	0	0%	5	71%	7	21
4/29/2015	IM Epinephrine for EMTs	3	5	0	0%	8	62%	13	39
April Total:		15	49	3	6%	20	30%	66	198
5/5/2015	Responder Safety	3	10	0	0%	0	0%	10	30
5/6/2015	IM Epinephrine for EMTs	3	12	1	8%	4	27%	15	45
5/12/2015	Pediatric Cardiac Arrest	3	16	4	25%	3	20%	15	45
5/18/2015	IM Epinephrine for EMTs	3	6	1	17%	9	64%	14	42
5/20/2015	RSI - Initial	4	11	0	0%	0	0%	11	44
5/26/2015	CPR - Renewal	4	9	3	33%	0	0%	6	24
5/26/2015	Skills Evaluation Session	3	11	3	27%	5	38%	13	39
May Total:		23	75	12	16%	21	25%	84	269
2015 Total:		106	283	34	12%	65	21%	314	1358

May 2015 - Career/Volunteer Crew Makeup

	All Volunteer		Mixed Crew		All Career		Grand Total
Friendship Fire Company	10	40%	13	52%	2	8%	25
Citizens Fire Company, Inc.	21	32%	40	62%	4	6%	65
Shepherdstown Fire Department, Inc.	42	57%	32	43%		0%	74
Independent Fire Company	47	34%	81	59%	9	7%	137
Blue Ridge Mountain Volunteer Fire Company	6	21%	15	54%	7	25%	28
Middleway Volunteer Fire Company, Inc.	11	41%	11	41%	5	19%	27
Jefferson County Emergency Services Agency		0%	3	8%	37	93%	40
Grand Total	137	35%	195	49%	64	16%	396

1160: PERSONAL LEAVE

The personal leave period is the fiscal year July 1 to June 30. All full-time employees are entitled to personal leave. Personal leave consists of:

Scheduled Leave: Scheduled time off requested in writing and assigned during the month of June preceeding the new fiscal year.

Casual Leave: Unscheduled time off requested in writing a minimum of 24 hours prior to the requested date and a maximum of 30 days prior to the requested date.

Emergency Leave: Time off requested by phone to the on duty supervisory a minimum of 30 minutes prior to the beginning of an assigned work period to accommodate an employee experiencing an unforeseen or urgent situation i.e. automobile brake down, weather delay, home emergency.

Schedule leave shall be granted to employees based on seniority and operational needs as determined by the Director or Deputy Director. Every attempt will be made to accommodate employee leave requests. Scheduling leave in advance will serve as an operational guideline for the Directors in planning for and ensuring minimum staffing levels are maintained.

~~Personal leave shall be granted to employees at the discretion of the Director or Deputy Director. It shall be the responsibility of them to schedule employee personal leave with particular regard to operational requirements of the department. Every attempt will be made to accommodate employee leave requests. Leave requests should be presented to the Directors as soon as possible after the beginning of the personal leave period (July 1). The request for leave will serve as a guideline for the Directors in planning for adequate staffing levels and may be modified by mutual consent of them and the employee.~~

~~In the event employees request leave for the same time and the conflict will create inadequate staffing levels, it shall be the responsibility of the Directors to grant leave taking into consideration; time/date initial requests were submitted, employees seniority and operational needs, account years of service and amount of advance notice given by the employee.~~

~~Personal leave shall be earned and accrued from the most recent date of employment. For the purpose of personal leave accrual, actual time of service in years with to JCESA will be used. This amount will be computed using the employee hire date. A full-time employee who works 40 regularly scheduled hours per week or who works 12-hour shifts shall earn annual leave at the entitled rate. An employee who works more than or less than 40 regularly scheduled hours per week earns a prorated amount of annual leave. The total amount per pay period at which an employee earns personal leave shall be based on the entitled amount divided by the number of pay periods. As an example; an employee having four years of service entitled to 120 hours of personal leave would earn 4.615 hours of leave per pay period, assuming 26 pay periods a year.~~

~~The combined total of personal leave and compensatory leave carried over yearly may not exceed one hundred and twenty (120) hours. This calculation of hours will be based on the fiscal year July 01 thru June 30.~~

~~At no time may any non-exempt employee accrue or accumulate more than 208 hours at any time. Personal leave days/hours that would have accrued in excess 208 hours will ~~not accrue and will be lost~~ be transferred into the employees medical leave account.~~

~~Exempt employees (Director and Deputy Director) may accrue unlimited hours of personal leave with the Agency.~~

Additional pay in lieu of taking personal leave will not be allowed.

Illness during scheduled personal leave may not be converted to medical leave without documentation from a Physician stating the employee's injury or illness would have prevented him/her from performing their normal assigned duties.

Except as otherwise noted, the amount of paid personal leave time each permanent full-time employee shall be entitled to is based on length of service with JCESA and shall be computed as follows:

<u>JCESA – Current</u>		<u>JCESA - Proposed</u>	
<u>Length of Service</u>	<u>Personal leave</u>	<u>Length of Service</u>	<u>Personal leave</u>
0-3 years	80 hours	<u>No change</u>	80 hours
4-5 years	96 hours	<u>3-10 years</u>	120 hours
6-10 years	120 hours	<u>>10 years</u>	160 hours
11-15 years	144 hours		
16+ years	168 hours		

In the event an employee is reassigned to a different work schedule work schedule other than the standard 40 hours per week, 2080 hours per year that results in a change in the average number of hours per workweek, the employees annual leave balance and the biweekly accrual rate immediately preceding the change in his/her work schedule shall be adjusted as follows:

<u>From (Work Week)</u>	<u>To (Work Week)</u>	<u>Conversion Factor</u>
40	42	1.050
40	48	1.200
40	52	1.300
42	40	0.952
48	40	0.833
52	40	0.769

Where a work week differs from the examples above, the conversion factor shall be determined by dividing the employees existing work week hours by the change in work week hours.

If an employee is terminated for any reason other than dismissal for disciplinary reasons, compensation will be made for accumulated personal leave not to exceed 208 hours to be paid over the ensuing pay periods at a rate of 40 hours per week. The Agency may elect payment in one lump sum. When an employee is dismissed for any disciplinary reason, a final pay will be given to the employee within seventy-two (72) hours of the separation of employment (West Virginia Code Chapter 21). The final pay amount will be calculated and prorated according to the time worked, plus any personal and compensatory leave accrued, and compensatory leave.

Personal leave shall not be provided for part-time employees.

~~Personal leave shall not be granted to an employee during the introductory period (six months). However, at the completion of the introductory period, the employee will receive retroactive accrual of personal leave.~~

Personal leave shall not accrue if an employee is on a granted leave of absence. The Director is responsible for personal leave record keeping in conjunction with attendance and medical leave records.