



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

MARCH 17, 2015

The March meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7 pm on Tuesday, March 17, 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**

- February 17, 2015
- February 25, 2015

- **Old Business**

- JCESA staffing for new employee (DP & EH) Discussion/Action
 - Refer to Item #5 Directors Report
- Revenue Sharing (JT) Discussion/Action
- JCESA Bylaw "Copies Provided" (Feb 17, 2015) (DP) No action needed
- Employee Station Duties (JW) Discussion/Action
- JCESA Employee Station Duties Report (EH) Discussion/Action
- OG 2390 and MOU with ESN Funeral Home given to Stephanie Grove for legal review (DP) Discussion/Action
- JCESA application for P Card given to Stephanie Grove for legal review (DP) Discussion/Action
- JCESA access to OG's on Website (DP) Discussion/Action
- Election of Secretary (DP) Discussion/Action



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- Possible Committee Appointment to Review JCESA Staffing proposal submitted by Marshall & Watson (RK) Discussion/Action

- **Treasurer Report**
 - February Status of Funds (In packet) Discussion/Action
 - JCESA – Fire Department – Ambulance Fee Proposed FY 2016 Budgets from Tim Stanton (Copies Included In Board Packet)

- **Chairman's Report**

- **President JCFRA**
 - Jefferson County Fire Board Laws
 - JCFRA State Code

- **Directors Report**
 - Director's Packet (see attachment) Discussion/Action

- **Board Member Requests**
 - News Article for Discussion (RA) Discussion/Action

- **Committee Reports**
 - Ad Hoc Committee Fire MOU (JW) Discussion/Action
 - CIP Committee Discussion/Action
 - Employee Grievance (SG) Discussion/Action



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- **New Business**

- Failure to follow Death In The Field Protocol (CC)
 - Internal investigation / Preliminary draft of finding and actions taken at this time (DP)
- Jefferson County Fire Board laws (MH) Discussion/Action
- JCFRA and State Code (MH) Discussion/Action
- Resignation of Business Manager Discussion/Action
 - " Personnel Committee Start Replacement of Position
Review current Business Manager tasks
"Copy of same in packet"

- **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 MEETING MINUTES

FEBRUARY 17, 2015

Due to the absence of the Acting Chairman, Jane Tabb called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, February 17, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV, in order to select a President Pro-tem for the evening.

Motion was made by Jack Wysong to appoint Jane Tabb as President Pro Tem. Motion seconded by Bob Aitcheson.

Vote: Unanimous

The Chair welcomed Mike Hough to the Board as the newly elected President of the Jefferson County Fire and Rescue Association.

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

Also in attendance:

Doug Pittinger, Director
Ed Hannon, Deputy Director
Marty Freeman, JCESA
Earl Cogle, BRMVFC
Karen C. _____ Halltown Res
Ramona Wirling
Tamara Trafford, JCESA

Stephanie Grove, CC
Ross Morgan, SFD
Marshall Demeritt, SFD
Patrick Dougherty, CFC
Mike Mood, MVFC
Jeff Plautz, IFC
Monte Conner, JCESA

Approval Minutes: January 20, 2015

Motion by Bob Aitcheson to approve January 20, 2015, minutes as submitted seconded by Pete Kelley. Jack Wysong requested two changes to page five to show that he and Pete Kelly were not permitted to participate in the Executive Session. Josh Smith's name was moved to the Board attendance section

Vote: Unanimous

OLD BUSINESS

JCESA Staffing (Ambulance Fee Funds) for new employee (DP) - The Director advised the Board that Michelle Wood had been brought on Board as a full time employee and requested permission to bring the second person on board. Request tabled to Directors Report.

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REGULAR MEETING MINUTES

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Report on Employee Grievance – Stephanie Grove reported that the Committee has met and will meet again and then brief the Board.

Revenue Sharing (JT) - Reports received from all fire departments except Citizens. All reports show companies operating at a loss with ambulance fees. The Board appreciates the Companies participating. At some time, Tim Stanton will review the reports. Ms. Tabb asked if combining the billing process into one system would reduce the cost County wide. Pete Kelley asked when the project would be completed and was estimated March to April timeframe. Bob Aitcheson wanted it noted that JCESA is operated at a loss as well.

Review JCESA By Laws Status – Acting County Administrator Stephanie Grove advised the Board that the edits proposed by the County Commission have been removed and she delivered a copy of the By-Laws that were approved by the County Commission. A motion was made by Pete Kelley and seconded by Bob Aitcheson to accept the approved By Laws with the change of date from 18 day of November 2014 to 17 day of February 2015.

Vote: Unanimous

Employee Station Duties (JW) - Tabled until next month when Ed Hannon consolidates Fire Company comments. Jack Wysong moved seconded by Bob Aitcheson.

Vote: Unanimous

TREASURER'S REPORT

Jane Tabb moved to accept the report as presented seconded by Pete Kelley. Jack Wysong requested the title of casual labor be changed to Medical Director and asked why \$2,500 was unclassified. This was explained that a billing to Homeland Security was in the processing of deposit and would move from unclassified next month.

The Agency requests permission to migrate from the two existing credit cards utilized by the Director and Deputy Director to the State P Card System. Robert Aitcheson moved subject to legal review and approval that the Agency apply for the State's Local Government Purchasing Card Program seconded by Jane Tabb. Director will handle submitting same to legal review.

Vote: Unanimous

The 2013-2014 Audit was given to the Acting County Administrator Grove to submission to the County Commission.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



REGULAR MEETING MINUTES FEBRUARY 17, 2015

CHAIRMAN'S REPORT

Pete Kelley reviewed the State CIS list of approved ems providers in the County. It was his conclusion that only through the joint efforts of JCESA and volunteer providers were the residents and visitors to Jefferson County provided emergency services that meet or exceed the standards of WV.

PRESIDENT JCFRA

Newly elected President of JCFRA Mike Hough. He passed on concerns about staffing when JCESA employees are off work and questioned if the Director or Deputy Director shouldn't fill the vacancies.

Doug Pittinger reported that there are many other tasks that must be performed by management on a daily basis.

Ed Hannon reported that they do run back up part of the time to the extent they are able. Currently both Directors are working 50-60 hours a week.

Jane Tabb asked that Mr. Hough submit his items in advance for the agenda so that all parties have time to prepare.

Mr. Hough read a letter dated February 17, 2015, from JCFRA expressing non confidence in the JCESA Board, JCESA Management and the County Commission. (Attached)

DIRECTOR'S REPORT

Directors report in Board Packet. Budget presentation to the County Commissioners was done February 17, 2015. No feedback or decisions were made at that time.

There is a crisis in Paramedic hours of availability due to two paramedics on disability and one resignation from the Agency. Currently there is 120 hours per week of open paramedic shifts. The Director asked the Board if they would consider dropping the Fire Fighter job requirement due to the availability of numerous paramedics without Fire Fighting certifications.

Emergency hiring of part-time paramedics discussion by Director Pittinger. OG 1050 used to permit the Director to hire paramedics without advertising in an emergency situation to work part-time. The Director requested that he be allowed to amend OG 1050 and bring paramedics on board as soon as possible. Bob Aitcheson moved that OG 1050 be modified to add one sentence as highlighted by the Director, "in the case of an emergency, the Director, with the approval of the JCESA Board, may hire temporary part-time employees without advertising subject to funding approval. Employees will be classified as fulltime or part time employees as contained in the definitions section of this guideline

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1050" to allow hiring in the case of an emergency and the Director be authorized to hire such temporary part-time employees as necessary to meet the current emergency situation in the agency. Seconded by Jane Tabb.

The motion was amended to remove "full-time employees.

Vote: Unanimous

Director followed up with the Board on the hiring of an additional employee for the ambulance fee account.

Bob Aitcheson moved that the Agency use Ambulance Fee money to hire part-timers up to 40 hours a week seconded by Jane Tabb and amended by Jack Wysong.

Vote: Unanimous

Bob Aitcheson moved that the Agency use JCESA funds to hire a paramedic that is not cross trained as a full time position. Seconded by Jane Tabb.

Vote: 3 against and 1 for. Motion fails.

Jack Wysong made a motion to hold off hiring another full time employee with Ambulance Fee funds until we can find paramedic/firefighter position by advertising again. Seconded by Jane Tabb.

Vote: Three in favor ; 1 opposed (Aitcheson)

COMMITTEE REPORTS

None

EMPLOYEE LIAISON

All pending requests suspended until the employee grievance is completed.

NEW BUSINESS

Employee Concerns with JCESA – (T. Trafford) Ms. Trafford requested the Board go into Executive Session to deal with a personnel matter.

Motion by Jane Tabb to go into Executive Session to address a personnel matter. Seconded by Chris Conroy. Both Jack Wysong and Pete Kelley recused themselves.

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Vote: Unanimous

The Board came out of Executive Session.

Motion by Jane Tabb to establish a Committee to investigate the employee grievance names suggested were: John Considine, Mike Alvarez, Stephanie Grove, seconded by Bob Aitcheson.

Vote: Unanimous with Wysong and Kelley recused themselves.

The Chairman was asked to voluntarily step down from serving as Chairman until the issue is resolved. Vice Chairman Conroy assumes responsibilities as Chairman immediately.

BOARD MEMBER COMMENTS

Employee Review of Staffing Levels (RK) – Completed earlier

Develop Questionnaire for the Understanding between JCESA and Volunteer Fire Companies (RK) - Pete Kelly would like to develop a questionnaire to identify what the issues between the Fire Companies and the Board to identify what the problems are and come up with solutions.

Jane Tabb suggested holding meeting with the leadership of the seven volunteer companies. Bob Aitcheson moved that the President of JCFRA prepare a list the specific issues that resulted in a no confidence vote from that group and provide the JCESA Board with factual information the Board can work with to improve the situation. Motion seconded by Jane Tabb who would also like to see the information in writing and to hold individual meetings with the Fire Companies.

Vote: Unanimous

The Board adjourned at 8:40 pm due to the departure of Mr. Aitcheson. The President Pro Tem scheduled a Special Meeting February 25 at 7 pm to complete the existing agenda.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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DRAFT

MINUTES OF SPECIAL MEETING OF JCESA

MEETING DATE : February 25, 2015

LOCATION OF MEETING : 419 16th Avenue, Ranson WV 25438

Meeting called to order - 19:00 hrs. by Vice Chairman C. Conroy

Per Roll Call Documentation: 26 persons present ;

Board Members: J. Wysong, R. M. Kelley, C. Conroy, J. Tabb, D. Carter. Absent- R. Aitcheson

JCF& R Assoc: President M. Hough

JCESA: Director D. Pittinger, Deputy Director Ed. Hannon, T. Trafford, M. Conner

Members of Volunteer Fire Companies: P. Kisner, B. Hall, R. Whittington, A. Watson, J. Plantz, T. Carper, R. Morgan, M. Demeritt, P. Dougherty

Others (Resident): T. Countwright, P. Dougherty , P. Kovac, D. Kovac, R. Westing, S. Sowers, D. Tabb

AGENDA ITEMS:

GIS Mapping - Discussed but not action taken

Radio Policies: discussed , motion by J. Tabb. To have a policy developed by the Director of JCESA on JCESA radio usage / storage - Motion passed unanimously by voice vote

MOU – Eackles Spencer Norton and JCESA. After discussion, motion by J. Tabb to have County Attorney review the MOU as presented to ESN by the JCESA before becoming policy. Motion passed unanimously by voice vote.

MOU between Volunteer Fire Companies and JCESA – Draft copy presented to board for their review by J. Wysong, further action depending at a future board meeting. No further action taken.

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DRAFT

Minutes of Special Meeting Of JCESA - February 25, 2015 Conintued

Watson-DeMeritt Proposal on JCESA Staffing- Presentation made and copies of same given to board members for their review and possible future response. No other action taken.

County Commission Privatizing Ambulance Proposal: M. Kelley spoke of the CC agenda item presented at the CC meeting. The Commissioner moved to appoint a committee to review the feasibility of said proposal with the volunteer departments and others.

Board Member Comments: J. Wysong expressed concerns about access to the JCESA website. The IT person of JCESA will check the site – No other action taken

Public Comments: The persons listed made public comments: T. Trafford, M. Conner, D. Tabb, R. Morgan, T. Carper, M. DeMeritt

Meeting Adjourned 20:17 hrs.

Signed _____ Approved _____ Dated: _____

Note: The minutes were prepared by Board Member Kelley. The person usually taking minutes was not available due to a family manner and presented letter to board explaining same prior to the meeting.

DRAFT

**Director's Monthly Report
February 2015 Report**

Item #1

The Directors continue to attend numerous meetings during the past four weeks relating to JCESA business and/or operations such as County Leadership, County Commission meetings, EMS Chiefs monthly meetings, JMC Trauma Multidisciplinary Program Committee, Jefferson Memorial Hospital Emergency Department management, All Good Music Festival meetings, Jennifer Robertson, MD - County Medical Director, Stephanie Grove - County Adm. County Sheriff – Pete Dougherty Jefferson County ECC 911, Accurate Systems, Inc., six (6) additional part time paramedics for orientation, and employee monthly staff meetings. No action needed

Item#2

EMS Activity Report (Career & Volunteer) report for the month of February 2015. Copy of this document enclosed in Board packet for review. No action needed

Item #3

JCESA 1050: EMPLOYMENT GUIDELINES Changed on Feb. 18th as per Board decision on February 17th to permit immediate hiring of temporary part time employees. Copies of modified OG 1050 in Board packet.

Per the JCESA Board meeting approval on February 17th, employment offers for part time medic/firefighter positions were made and accept by six people at this time. They have all completed the orientation and are on the "callback" roster as needed No action needed

JCESA has advertised the position of Paramedic/Firefighter for full time employment in local newspapers, JCESA web site and the WVOEMS web site. At this time this Agency has two candidate applications on file that meet and exceed the requirements. Being proactive, we have already checked references on both applicants, performed background investigations thru the County Commission which came back without any concerns, administered the written and practical exams.

The Directors are requesting permission to hire (2) two full time paramedic/firefighters immediately. One from Ambulance Fee funds and the second one would be a current vacancy in the JCESA that was created by a resignation. Timeline to be discussed on this request. Action Needed

Item#4

The JCESA monthly training reports 397 hours of CE provided to Jefferson County EMS providers in February. (Copy of this document enclosed in Board packet for review) This number does not include 616 hours of formal EMT training offered during the month of February at JCESA No action needed

Item#5

JCESA and Customs & Border Protection / Advanced Training Center, based upon an existing signed MOU with the approval of Stephanie Grove, Esq / County Administrator, have entered into training and

clinical educational relationship with one of their West Virginia and Jefferson County certified paramedic employee to assist at JCESA every other Friday, as needed, between the hours of 0800 – 1600. This paramedic will be compensated by his employer while detailed to JCESA on these days. The MOU on file is written in great detail and addresses all concerns that may arise.

No action needed

Item #6

JCESA has requested a grant from the Jefferson County Tuberculosis Association in the amount of \$18,000. This request is to purchase hydroxocobalamin kits (Cyanokits) for use in Jefferson County. This medication is used for someone that suffers from smoke inhalation. It has shown to be lifesaving for both, victims of house fires and firefighters. With the increase in structure fires in this County, we feel its well worth the request. This grant would provide all responding EMS units in Jefferson County to be issued one kit per unit. (Copy of this document enclosed in Board packet for review)

No action needed

Item#7

JCESA has requested a grant from the City of Charles Town in the amount of \$4,489.00. This request is to purchase another video laryngoscope for use on our units. (Copy of this document enclosed in the Board packet for review)

No action needed

Respectfully submitted,

Douglas M Pittinger
Edward Hannon

March 17, 2015

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. Pursuant to W.Va. Code § 7-15-6, such compensation shall not exceed twenty dollars for each meeting actually attended, and no compensation paid to any member shall exceed in the aggregate the sum of six hundred dollars in any fiscal year.

(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 (f) 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 (f) 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.

(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 business 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.

(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 or any exceptions as otherwise provided by law. 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 the majority of the 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.

(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 17th day of February 2015.

WITNESS:

A handwritten signature in black ink, appearing to read "Chris Conroy". The signature is stylized with a large, sweeping flourish that extends downwards and to the right.

Chris Conroy, Acting Chairman