

**Jefferson County Emergency Services Agency  
Status of Funds Projection  
February**

**2015 Projection**

The decisions made by the Board in March are the basis of the 2015 projection. The Directors are in the process of implementing the cuts/changes necessary to reduce annual spending. The projection includes the assumption that JCESA will earn \$30,000 in ambulance billings. The carryover from 2014 is \$116,876.96 (reserve for first payroll \$60,000, \$4,000 in grant funding and the balance of \$52,876.96 from savings implemented during the year).

In preparation for the 2015-2016 Budget Year, the \$116,876.96 carryover will be depleted and insufficient carryover to cover first payroll will be available. First paycheck in fiscal year is July 7. Management is currently in the process of reviewing progress on implementing the Boards cuts.

**Current Month Discussion**

Cumulative Obligations through November	\$993,623.32	Projected Deficit	\$68,419.06
		Carry Over	116,876.96
			\$48,457.90

Salaries: Savings in Salary Expenses due to (1) Paramedic Vacancy and (2) Paramedics on Disability

Benefits: Savings as mentioned in Salaries.

Operations: No significant change

Building/Admin: No significant change

Equipment: No significant change.

Jefferson County Emergency Services Agency  
2015 Projection

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	25
Full Time 18	43,238.09	61,003.82	93,032.20	62,240.80	63,523.82	63,061.31	64,129.23	58,934.55	88,402.43	67,938.53	67,939.53	67,939.53	901,985.04
Part Time-Admin	2,059.40	2,098.40	3,147.60	2,098.40	2,819.73	2,098.62	2,098.62	2,098.62	3,147.93	2,098.62	2,098.62	2,098.62	28,002.18
Part Time - Ops	3,469.50	5,833.84	8,798.11	6,307.44	3,219.14	5,564.75	8,569.51	5,875.93	7,000.00	8,000.00	8,000.00	8,000.00	78,639.23
Overtime	2,619.57	1,939.61	4,445.15	5,775.84	9,079.46	8,919.37	10,471.19	7,998.53	6,500.00	5,776.00	5,776.00	5,776.00	74,976.72
Casual Labor	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	500.00	1,500.00	1,500.00	1,500.00	1,500.00	17,000.00
Worker Comp	-0.00	-0.00	20,558.25	-0.00	10,588.25	20,558.25	-0.00	-0.00	-0.00	20,559.00	-0.00	-0.00	17,000.00
FICA/Med	3,893.76	5,966.17	8,289.86	5,793.86	5,963.73	5,966.07	6,486.03	5,669.21	7,500.85	5,799.78	5,799.78	5,799.78	72,308.89
Subtotal	56,819.32	77,741.94	139,741.17	83,716.14	96,694.13	107,698.38	93,174.58	81,038.24	114,051.21	111,672.93	91,113.93	91,113.93	1,144,573.80
Hosp	2,922.86	8,971.67	9,554.59	7,633.62	8,616.16	8,616.16	8,616.16	8,616.16	9,463.00	9,463.00	9,463.00	9,463.00	101,401.37
Life	557.15	-0.00	557.15	557.15	557.15	557.15	557.15	557.15	678.35	678.35	678.35	678.35	6,613.45
Dental	678.48	677.86	661.94	661.94	661.94	661.94	661.94	661.94	806.58	806.58	806.58	806.58	8,498.89
Unemployment	-0.00	-0.00	-0.00	3,729.00	-0.00	2,862.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	6,580.00
Fitness	42.86	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	42.86
Retirement	4,683.06	6,587.49	10,235.05	7,141.59	7,623.32	7,452.93	7,745.23	8,992.99	11,172.98	7,448.65	7,448.65	7,448.65	91,980.69
Subtotal	8,884.41	16,236.82	21,008.72	19,724.40	17,458.57	17,288.18	20,432.48	16,773.03	22,120.91	18,396.58	18,396.58	18,396.58	215,117.26
Fuel	-0.00	-0.00	-0.00	5,375.18	-0.00	-0.00	4,032.77	-0.00	-0.00	-0.00	-0.00	-0.00	17,007.95
Maintenance	407.93	-0.00	98.99	1,825.66	-0.00	2,991.26	244.67	26.50	500.00	500.00	500.00	500.00	8,586.21
Licenses Ops	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00
Supplies	14.95	374.37	1,177.34	1,907.90	142.68	165.71	1,144.65	576.13	500.00	500.00	500.00	500.00	7,503.74
Auto Insurance	-0.00	-0.00	-0.00	-0.00	-0.00	4,129.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	4,129.00
Liability	-0.00	-0.00	-0.00	-0.00	-0.00	22,943.50	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	22,943.50
Auto Supplies	4,457.62	1,633.06	2,921.10	2,859.93	2,772.01	6,316.54	1,826.77	1,070.20	3,000.00	3,000.00	3,000.00	3,000.00	45,887.00
Misc and Cloth	300.00	-0.00	168.00	149.49	-0.00	539.82	2,951.31	-0.00	-0.00	2,500.00	-0.00	-0.00	35,957.33
Techn Svc	136.00	-0.00	136.00	-0.00	-0.00	3,693.00	-0.00	-0.00	480.00	500.00	500.00	500.00	6,508.62
Trawl/Train	270.00	404.97	946.65	602.51	796.00	25.00	688.97	561.80	400.00	400.00	400.00	400.00	5,289.90
Subtotal	5,450.51	2,412.40	5,449.08	12,571.18	3,860.18	40,264.11	8,477.85	5,985.34	4,850.00	11,490.00	6,700.00	6,700.00	140,803.75
Prof Svc	-0.00	-0.00	900.00	-0.00	933.10	509.00	-0.00	3,935.41	200.00	200.00	200.00	200.00	7,077.51
Medical Exp	109.68	1,255.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	1,440.00	1,440.00	1,440.00	1,440.00	7,124.88
Postage	98.00	52.30	-0.00	112.12	98.00	-0.00	134.82	-0.00	-0.00	72.38	-0.00	-0.00	885.02
Office Exp	355.55	119.94	124.72	735.00	185.71	1,137.62	154.56	126.12	500.00	500.00	500.00	500.00	4,949.22
Equip Rent	225.69	225.69	894.91	225.69	225.69	386.04	225.68	(138.15)	600.00	600.00	600.00	600.00	4,670.25
Telephone	309.30	99.21	308.21	101.28	99.28	853.00	130.17	167.00	167.00	167.00	167.00	167.00	2,668.73
Utilities	686.55	1,017.62	1,280.48	1,280.48	1,040.08	976.79	1,032.09	3,667.27	3,624.49	1,500.00	1,500.00	1,500.00	18,803.68
Rep & Maint	-0.00	89.26	79.46	-0.00	39.55	39.46	219.95	-0.00	250.00	250.00	250.00	250.00	1,467.68
Advertising	159.48	59.98	-0.00	1,009.00	-0.00	99.20	1,109.70	-0.00	-0.00	-0.00	-0.00	-0.00	2,437.37
Dues & Sub	100.00	-0.00	-0.00	120.00	-0.00	-0.00	-0.00	-0.00	200.00	200.00	200.00	200.00	1,020.00
Audit Costs	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	3,780.00
Background Chk	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	25.00
Other	8.50	107.50	8.50	164.68	17.00	25.00	8.50	-0.00	-0.00	-0.00	-0.00	-0.00	314.88
Third Party Billing	357.42	218.21	328.92	404.10	171.75	338.06	190.61	331.05	260.00	250.00	250.00	250.00	3,340.13
Subtotal	2,410.18	3,225.38	3,663.34	4,132.35	2,820.17	3,603.45	7,294.10	8,466.69	7,231.49	5,179.38	5,124.40	5,124.40	25,207.00
Equipment	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	14,000.00
Subtotal	73,564.42	99,616.44	169,862.31	120,144.07	120,633.05	189,860.12	129,379.01	111,363.90	148,263.61	146,648.89	121,334.91	182,990.01	1,572,860.74
	173,180.86	343,043.17	483,187.24	584,020.29	752,880.41	892,259.42	993,623.32	1,141,886.93	1,288,536.82	1,409,870.73	1,572,850.74		

Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Misc	166.17	-00	2,203.41	4,231.11	40.00	6,673.10	2,500.00	1,102.02	2,000.00	2,000.00	2,000.00	2,000.00	16,917.91
Ambulance	5,305.40	2,282.10	4,875.87	4,139.10	2,644.10	2,873.04	1,886.64	7,019.20	2,000.00	2,000.00	2,000.00	2,000.00	39,025.45
Interest	98.55	84.95	72.65	157.72	134.71	85.46	183.85	121.53	2,000.00	2,000.00	2,000.00	2,000.00	937.42
Jefferson County	5,568.12	2,367.05	7,151.93	8,527.93	2,818.81	9,633.60	4,570.49	8,242.75	2,000.00	2,000.00	2,000.00	2,000.00	56,890.68
	\$158,300.00	\$103,900.00	\$99,691.00	\$361,890.00	\$361,890.00	\$361,890.00	\$-00	\$-00	\$-00	\$361,890.00	\$2,000.00	\$2,000.00	1,447,561.00
	\$163,868.12	\$106,267.05	\$106,842.93	\$370,417.93	\$2,818.81	\$371,523.60	\$4,570.49	\$8,242.75	\$2,000.00	\$363,990.00	\$2,000.00	\$2,000.00	\$1,504,441.69

County Commission 1,447,561.00  
 Income 56,990.68  
 -00  
 Balance (68,419.06)  
 Reserve for First Payroll -00  
 Balance (68,419.06)  
 Carryover 116,876.96

**Jefferson County Emergency Services Agency**  
**Expenses by Vendor Summary**  
 February 2015

	Feb 15
Accurate Systems Inc	3,747.91
Bagby Johnson & Associates	187.50
BCEAA	75.00
BJ's Custom Creations	2,150.00
Blue Ridge Rescue Suppliers	455.60
BoundTree Medical	849.24
Business Card Services 1668	110.64
Business Card Services 2243	1,067.98
Comcast	252.70
Dearborn National Life Insurance Company	557.15
DISH	53.00
Dr. Jennifer M. Robertson	500.00
Guardian-Bethlehem	768.46
Highmark Blue Cross	9,463.26
Jefferson Utilities Inc	287.61
Medical Claims Assistance, Inc	331.05
PennCare	136.00
Potomac Edison	427.29
RICOH USA	-363.84
RICOH USA IKON OUSC	55.05
RICOH USA USC1	170.64
Roberts Oxygen Company Inc	220.96
Rossmann & Co/PCB	-40.00
Shenandoah Valley Water	35.75
Sprint	130.17
Stewart's Mens Wear	150.00
Thompson Gas	2,646.67
Witmer Public Safety Group	95.71
WV State Auditor	280.00
<b>TOTAL</b>	<b><u>24,801.50</u></b>

Jefferson County Emergency Services Agency  
Profit & Loss by Class  
July 1, 2014 through March 9, 2015

	Fire Company	General (JCESA)	Payroll (JCESA)	Total JCESA	Mortgage	Unclassified	TOTAL
Income							
344-000 - Ambulance Fee	0.00	31,951.22	0.00	31,951.22	0.00	0.00	31,951.22
345-000 - Emergency Services Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
355-000 - Interest Earned	137.35	258.99	648.46	937.42	61.73	0.00	1,159.73
350-000 - Miscellaneous Revenue	0.00	14,134.99	0.00	14,134.99	0.00	0.00	14,134.99
350-000 - Appropriations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350-003 - Jefferson County Commission	0.00	1,055,671.50	1,055,671.50	1,055,671.50	0.00	0.00	1,055,671.50
350-003 - Contributions Other	0.00	200.00	0.00	200.00	0.00	0.00	200.00
350-004 - Approp Jeff City - Mortgage	0.00	0.00	0.00	0.00	81,000.00	0.00	81,000.00
Total 350-000 - Appropriations	0.00	200.00	1,055,671.50	1,055,871.50	81,000.00	0.00	1,136,871.50
Total Income	375,137.35	46,555.17	1,066,319.99	1,587,905.13	81,061.73	0.00	1,668,924.44
Gross Profit	375,137.35	46,555.17	1,066,319.99	1,587,905.13	81,061.73	0.00	1,668,924.44
Expense							
225-1 - Liability Insurance	0.00	22,843.50	22,843.50	22,843.50	0.00	0.00	22,843.50
227 - License Operational	0.00	1,653.60	1,653.60	1,653.60	0.00	0.00	1,653.60
711-214 - Travel Expense	0.00	784.62	784.62	784.62	0.00	0.00	784.62
711-217 - R & M Autos & Trucks	0.00	354.30	354.30	354.30	0.00	0.00	354.30
217-5 - Ambulance	0.00	50.08	50.08	50.08	0.00	0.00	50.08
711-217 - R & M Autos & Trucks - Other	0.00	5,181.83	5,181.83	5,181.83	0.00	0.00	5,181.83
Total 711-217 - R & M Autos & Trucks	0.00	5,231.91	5,231.91	5,231.91	0.00	0.00	5,231.91
711-221 - Training & Education	0.00	3,637.28	3,637.28	3,637.28	0.00	0.00	3,637.28
711-225 - Technical Services	0.00	3,829.00	3,829.00	3,829.00	0.00	0.00	3,829.00
711-226 - Insurance	0.00	4,129.00	4,129.00	4,129.00	0.00	0.00	4,129.00
711-244 - Supplies & Materials	0.00	5,503.74	5,503.74	5,503.74	0.00	0.00	5,503.74
711-243 - Fuel Expense	0.00	9,407.95	9,407.95	9,407.95	0.00	0.00	9,407.95
711-245 - Uniforms	0.00	4,093.61	4,093.61	4,093.61	0.00	0.00	4,093.61
711-520 - EMS Supplies	0.00	25,330.52	25,330.52	25,330.52	0.00	0.00	25,330.52
Total 711-200 - Operations	0.00	87,124.03	87,124.03	87,124.03	0.00	0.00	87,124.03
711-001 - Administration Expense	0.00	2,000.73	2,000.73	2,000.73	0.00	0.00	2,000.73
711-211 - Telephone Expense	0.00	10,679.17	10,679.17	10,679.17	0.00	0.00	10,679.17
711-213 - Utilities	0.00	467.68	467.68	467.68	0.00	0.00	467.68
711-215 - R & M Building & Grounds	0.00	495.24	495.24	495.24	0.00	0.00	495.24
711-218 - Postage	0.00	2,577.04	2,577.04	2,577.04	0.00	0.00	2,577.04
711-220 - Advertising Expense	0.00	2,437.37	2,437.37	2,437.37	0.00	0.00	2,437.37
711-222 - Dues & Subscriptions	0.00	220.00	220.00	220.00	0.00	0.00	220.00
711-223 - Professional Services	0.00	6,277.51	6,277.51	6,277.51	0.00	0.00	6,277.51
711-224 - Audit Costs	0.00	260.00	260.00	260.00	0.00	0.00	260.00
711-232 - Bank Charges	0.00	107.50	107.50	107.50	0.00	0.00	107.50
711-233 - Employee Background Checks	0.00	25.00	25.00	25.00	0.00	0.00	25.00
711-510 - Office Expense	0.00	2,949.22	2,949.22	2,949.22	0.00	0.00	2,949.22
711-511 - Medical Expenses	0.00	1,364.68	1,364.68	1,364.68	0.00	0.00	1,364.68
711-512 - Third Party Billing	0.00	2,468.71	2,468.71	2,468.71	0.00	0.00	2,468.71
711-001 - Administration Expense - Other	0.00	3,500.00	3,500.00	3,500.00	0.00	0.00	3,500.00
Total 711-001 - Administration Expense	0.00	35,657.65	35,657.65	35,657.65	0.00	0.00	35,657.65
711-103 - Salaries & Wages of Employees	93.00	71,650.18	71,650.18	71,650.18	0.00	0.00	71,743.18
103-1 - Part-Time Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103 - Full Time Salary & Wages	1,143.60	535,503.08	535,503.08	535,503.08	0.00	0.00	537,646.68
108 - OT Wages	0.00	54,895.92	54,895.92	54,895.92	0.00	0.00	54,895.92
226-2 - Workers Compensation	0.00	72,263.00	72,263.00	72,263.00	0.00	0.00	72,263.00
711-104 - FICA Tax - Social Security	94.59	50,175.51	50,175.51	50,175.51	0.00	0.00	50,270.09
711-230 - Medical Director	0.00	11,000.00	11,000.00	11,000.00	0.00	0.00	11,000.00
Total 711-103 - Salaries & Wages of Employees	1,331.18	795,497.67	795,497.67	795,497.67	0.00	0.00	797,628.65
711-110 - Staff Benefits	0.00	3,900.05	3,900.05	3,900.05	0.00	0.00	3,900.05
110-1 - Med Life	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-2 - Dental	0.00	5,227.39	5,227.39	5,227.39	0.00	0.00	5,227.39
110-3 - Fitness	0.00	42.66	42.66	42.66	0.00	0.00	42.66
110-4 - Unemployment	0.00	6,580.00	6,580.00	6,580.00	0.00	0.00	6,580.00
110-5 - Hospitalization	0.00	63,410.08	63,410.08	63,410.08	0.00	0.00	63,410.08
711-106 - Retirement Expense	120.09	61,708.13	61,708.13	61,708.13	0.00	0.00	61,828.21
Total 711-110 - Staff Benefits	120.09	140,668.51	140,668.51	140,668.51	0.00	0.00	140,888.59
Total Expense	1,451.26	207,118	1,050,558.06	1,050,558.24	0.00	0.00	1,052,018.50
Net Ordinary Income	373,686.09	46,377.59	25,961.50	72,339.89	81,061.73	0.00	527,107.94
Net Income	373,686.09	46,377.59	25,961.50	72,339.89	81,061.73	0.00	527,107.94

# Doug Pittinger

**From:** Tim Stanton <tstanton@jeffersoncountywv.org>  
**Sent:** Wednesday, March 11, 2015 11:25 AM  
**To:** Doug Pittinger; Marty Freeman  
**Subject:** Proposed FY16 Budget  
**Attachments:** Dept 713.xlsx; Dept 715.xlsx

The Commissioners have completed budget deliberations and attached is the proposed FY16 budget of the allocation to the Fire Departments and JCESA. The proposed budget for the Fire Departments are the figures in the "working total column" which reflects a budget of \$420,000 which is an increase over the current year but not the amount which was requested. The budget for JCESA is level funded at \$1,447,562 and is seen in the "working total column" of the attached spreadsheet. In FY15 \$150,000 of the \$1,447,562 was funded from the Coal Severance Fund, in FY16 the total allocation if \$1,447,562 will be funded from the General Fund as the Coal Severance Fund has been depleted. The amount of ambulance fee reimbursement is listed as \$632,029 (in addition to the \$1,447,562) which was consistent with what was listed on your Emergency Services Budget Worksheet. The Commissioners did decide that in FY16 they will fund the administrative cost of collection of the ambulance fee from the fees that are received. The estimated cost of this reimbursement is \$52,873. It is my belief that you will receive more than \$632,029 in FY16, I would estimate \$650,000. I base this on the fact that this fiscal year \$704,536 has been collected, if the costs were deducted the amount to remit would be \$651,663 and this does not take into account that there is currently \$178,965 in outstanding fee money that has not been collected.

Do not hesitate to contact me if you have any questions.

Thank you

BUDGET REQUEST							
Fiscal Year:		2015 - 2016					
Department:		JCESA - Fire Depts					
Account Number:		713					
Notes:		Expenditure data as of 12/31/2014					
	6/30/14 YTD Actual	Budget FY15	12/31/14 YTD Actual	% Spent YTD	Requested FY16 Budget	Working Total	Approved 15-16
<b>Contributions/Transfers</b>							
567	Contributions/Transfers oth Gov. Ent	\$ -	\$ 373,625.00	\$ 243,500.00	65.17%	875,000	\$ 420,000.00
<b>Total Contributions/Transfers</b>		<b>\$ -</b>	<b>\$ 373,625.00</b>	<b>\$ 243,500.00</b>	<b>65.17%</b>	<b>\$ 875,000</b>	<b>\$ 420,000.00</b>
<b>Department Grand Total</b>		<b>\$ -</b>	<b>\$ 373,625.00</b>	<b>\$ 243,500.00</b>	<b>65.17%</b>	<b>\$ 875,000</b>	<b>\$ 420,000.00</b>

## BUDGET REQUEST

Fiscal Year: 2015 - 2016  
 Department: JCESA - Ambulance  
 Account Number: 715

revised 2/23/16

BUDGET REQUEST							
Notes:		Expenditure data as of 12/31/2014					
	6/30/14 YTD Actual	Budget FY15	12/31/14 YTD Actual	% Spent YTD	Requested FY16 Budget	Working Total	Approved 15-16
<b>Contributions/Transfers</b>							
235	Remittance of Fees Collected		\$ 600,000.00	\$ 375,000.00	62.50%	632,029	\$ 632,029
567	Contributions/Transfers oth Gov. Ent	\$ 1,751,353.00	\$ 1,297,562.00	\$ 1,085,671.50	83.67%	1,642,854	\$ 1,447,562
<b>Total Contributions/Transfers</b>		<b>\$ 1,751,353.00</b>	<b>\$ 1,897,562.00</b>	<b>\$ 1,460,671.50</b>	<b>76.98%</b>	<b>2,274,883</b>	<b>2,079,591</b>
<b>Department Grand Total</b>		<b>\$ 1,751,353.00</b>	<b>\$ 1,897,562.00</b>	<b>\$ 1,460,671.50</b>	<b>76.98%</b>	<b>2,274,883</b>	<b>2,079,591</b>

# Impact Fee Status Report

## February 2015

### Office of Impact Fees

#### Summary

Date Range: Sunday 1 through Saturday 28 February 2015

Report Date: 2 March 2015

Process Number Range: 1500021 - 1500028

Total Applications: 8

Total Non-Exempt: 19

*Of which:*

Commercial: 0

Residential: 8

*Of which:*

County: 4

Municipal: 4

Total Exempt: 0

*Of which:*

Commercial: 0

Residential: 0

*Of which:*

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for February 2015. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

	Exempt	Commercial	Residential	Total
1 – 28 February 2015	0	0	8	8
Fees collected		\$0.00	\$90,704.00	<b>\$90,704.00</b>
<i>Of which</i>				
School Impact Fee			\$79,672.00	<b>\$79,672.00</b>
Law Enforcement Fee		\$0.00	\$800.00	<b>\$800.00</b>
Parks & Recreation Fee			\$5,308.00	<b>\$5,308.00</b>
Fire & EMS Fee		\$0.00	\$4,924.00	<b>\$4,924.00</b>

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

Description	Amount
Opening Statement Balance (1 February 2015)	\$239,762.67
February Deposits (1 – 28 February 2015)	\$90,704.00
School Jan. Transactions (withdraws via transfer on 18 February 2015)	(\$210,406.91)
Law Jan. Transactions (withdraws via transfer on 18 February 2015)	(\$2,494.65)
Parks & Rec Jan. Trans. (withdraws via transfer on 18 February 2015)	(\$13,930.88)
Fire & EMS Jan. Trans. (withdraws via transfer on 18 February 2015)	(\$12,930.23)
Interest Earned (28 February 2015)	\$78.44
<b>Ending Statement Balance (28 February 2015)</b>	<b>\$90,782.44</b>
<i>Outstanding Credits (deposits through 1 March 2015)</i>	<i>\$0.00</i>

**Table 3. Financial Data – School Impact Fee Account (3107582)**

Description	Amount
Opening Balance (1 February 2015)	\$1,311,003.30
January Transactions (deposits via transfer on 18 February 2015)	\$210,406.91
Interest Earned (28 February 2015)	\$534.55
<b>Ending Balance (28 February 2015)</b>	<b>\$1,521,944.76</b>

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

Description	Amount
Opening Balance (1 February 2015)	\$42,642.39
January Transactions (deposits via transfer on 18 February 2015)	\$2,494.65
Interest Earned (28 February 2015)	\$16.73
<b>Ending Balance (28 February 2015)</b>	<b>\$45,153.77</b>

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

Description	Amount
Opening Balance (1 February 2015)	\$486,089.86
January Transactions (deposits via transfer on 18 February 2015)	\$13,930.88
Interest Earned (28 February 2015)	\$188.55
<b>Ending Balance (28 February 2015)</b>	<b>\$500,209.29</b>

**Table 6. Financial Data – Fire & EMS Impact Fee Account (3122816)**

Description	Amount
Opening Balance (1 February 2015)	\$121,185.14
January Transactions (deposits via transfer on 18 February 2015)	\$12,930.23
Interest Earned (28 February 2015)	\$48.43
<b>Ending Balance (28 February 2015)</b>	<b>\$134,163.80</b>

**Table 7. Total Impact Fees as of 1 March 2015 /1**

Description	Amount
Office of Impact Fees General Account	\$90,782.44
School Impact Fee Account	\$1,521,944.76
Law Enforcement Fee Account	\$45,153.77
Parks & Recreation Impact Fee Account	\$500,209.29
Fire & EMS Impact Fee Account	\$134,163.80
<b>Total Impact Fees</b>	<b>\$2,292,254.06</b>

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending March 2015 Fee Transfers /1**

Account	28 Feb. 2015 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$1,521,944.76	\$79,741.03	\$1,601,685.79
Law Enforcement Fee Account	\$45,153.77	\$800.78	\$45,954.55
Parks & Recreation Impact Fee Account	\$500,209.29	\$5,312.71	\$505,522.00
Fire & EMS Impact Fee Account	\$134,163.80	\$4,927.92	\$139,091.72
<b>Total Impact Fees</b>	<b>\$2,201,471.62</b>	<b>\$90,782.44</b>	<b>\$2,292,254.06</b>

/1 This table represents each of the impact fee category account totals as of 28 February 2015 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in February 2015 are listed in table 1 of the General Account (3111776); these transactions will be processed in March 2015. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

**Form 100 Transaction Summary**  
**Jefferson County Government – Office of Impact Fees**

*Impact Fee Applications Processed between dates Sunday 1 through Saturday 28 February 2015*

										Category Total	\$0.00
<b>Category Count: 0</b>											
1500021	02/04/2015	Heather	Arcadia	03 Charles Town	23	67	12A	182		\$12,808.00	N/A
1500022	02/04/2015	Heather	Arcadia	03 Charles Town	23	67	12A	186		\$12,808.00	N/A
1500023	02/05/2015	Pete Kubic	Kubic	02 Charles Town	962	349	13A	86		\$9,868.00	N/A
1500024	02/05/2015	Pete Kubic	Kubic	02 Charles Town	962	349	13A	86		\$9,868.00	N/A
1500025	02/05/2015	Pete Kubic	Kubic	02 Charles Town	962	349	13A	86		\$9,868.00	N/A
1500026	02/05/2015	Pete Kubic	Kubic	02 Charles Town	962	349	13A	86		\$9,868.00	N/A
1500027	02/23/2015	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	17G		\$12,808.00	N/A
1500028	02/23/2015	K. Hovnanian		03 Charles Town	1095	342	11B	297		\$12,808.00	N/A
<b>Category Count: 8</b>										<b>Category Total</b>	<b>\$90,704.00</b>
<b>TOTAL APPLICATIONS: 8</b>										<b>Grand Total</b>	<b>\$90,704.00</b>

## FEBRUARY 2015

### EMS Activity / Career & Volunteer

#### Friendship / Company 1

6%	Entire Crew Composed of JCESA Staff	( 1 Calls)	
55%	One Primary Care Provider JCESA Staff	( 10 Calls)	
39%	All Volunteer Crew	( 7 Calls)	
FYI: 55% of total EMS incidents had JCESA staff on ambulance			( 11 Calls)

#### Citizens / Company 2

0%	Entire Crew Composed of JCESA Staff	( 0 Calls)	
44%	One Primary Care Provider JCESA Staff	(19 Calls)	
56%	All Volunteer Crew	(24 Calls)	
FYI: 44% of total EMS incidents had JCESA staff on ambulance			(19 Calls)

#### Shepherdstown / Company 3

2%	Entire Crew Composed of JCESA Staff	( 2 Calls)	
43%	One Primary Care Provider JCESA Staff	(37 Calls)	
55%	All Volunteer Crew	(48 Calls)	
FYI: 45% of total EMS incidents had JCESA staff on ambulance			(39 Calls)

#### Independent / Company 4

11%	Entire Crew Composed of JCESA Staff	( 18 Calls)	
43%	One Primary Care Provider JCESA Staff	(69 Calls)	
46%	All Volunteer Crew	(75 Calls)	
FYI: 54% of total EMS incidents had JCESA staff on ambulance			( 87 Calls)

**Blue Ridge / Company 5**

10% Entire Crew Composed of JCESA Staff ( 3 Calls)

87% One Primary Care Provider JCESA Staff (27 Calls)

3% All Volunteer Crew ( 1 Calls)

FYI: 97% of total EMS incidents had JCESA staff on ambulance (30 Calls)

**Middleway Fire / Company 6**

26% Entire Crew Composed of JCESA Staff ( 5 Calls)

42% One Primary Care Provider JCESA Staff ( 8 Calls)

32% All Volunteer Crew ( 6 Calls)

FYI: 68% of total EMS incidents had JCESA staff on ambulance ( 13 Calls)

**JCESA Medic 11**

Entire Crew Composed of JCESA Staff on JCESA unit ( 24 Calls)

**Grand Totals**

JCESA staffing on 58 % of total ems incidents

223 of 386 calls for the month of February of 2015

This data was collected from ESO based on pcr's being entered during the month of February 2015



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

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March 05, 2015

Tara Kilpatrick  
City of Charles Town  
P O Box 14  
101 E. Washington Street  
Charles Town, WV 25414

Dear Ms. Kilpatrick:

The Jefferson County Emergency Services Agency (JCESA) provides emergency medical services (EMS) in the form of basic life support and advanced life support level skills to all the citizens of Charles Town and Jefferson County in conjunction with the volunteer fire departments. As an Agency we strive to constantly improve in the field of emergency medicine. This goal requires that we continuously acquire new and additional medical equipment for our paramedic providers.

In the process of rendering emergency care a paramedic may perform an advanced lifesaving procedure of tracheal intubation utilizing a conventional laryngoscope to intubate the trachea (windpipe) and maintain an open airway. This skill is frequently performed on the critically injured and/or patients in cardiac arrest. It facilitates ventilation of the lungs which is always the highest priority in these cases and our paramedics have been performing this task with the same basic equipment since the Agency inception in 1999. Last year, with your financial assistance, we were able to purchase one video laryngoscopes at a cost of \$4,087.00. Utilizing that unit, our field intubations have gone to 100% success rate in the field. Having only one unit creates a situation where the other JCESA units do not have the same equipment and we do have many days with simultaneous EMS calls occurring. Emergency medicine is ever changing and we want to continue our reputation of being proactive in our delivery of services to all patients. Therefore, we are asking the City of Charles to fund our second paramedic unit with a video laryngoscope at a cost of \$4,489.00. This purchase would allow us to have the same identical intubation equipment on two of four units. As you can see, inflation has increased the price of this piece of medical equipment.

*It's About Saving Lives...*

These video laryngoscopes had been approved by the State of West Virginia Office of Emergency Medical Services and our County Medical Director for use by the paramedics in Jefferson County in 2014 following current standard medical protocols. This equipment purchase is now a mandate if our Agency wants to participate in an RSI (rapid sequence intubation) care in the field which offers more advanced skills and training. We have been accepted in this 2015 RSI pilot program and expect the training to begin in early summer 2015. It is JCESA's intent to place these new devices on three paramedic chase cars and one ALS ambulance. At this time you have enabled us to purchase one unit in 2014 with your grant awarded to us.

Our Agency wants to remain proactive in providing the best emergency medical services to the citizens of Charles Town and Jefferson County and view this funding request as an opportunity to continue to do so and reach our goal. Any financial assistance in making this purchase possible would be greatly appreciated by Jefferson County Emergency Services Agency.

If you require additional information, please do not hesitate to contact me at the office (304) 728 3287 or [dpittinger@jcesa.org](mailto:dpittinger@jcesa.org) anytime.

Sincerely,

A handwritten signature in black ink, appearing to read "DM Pittinger", with a long horizontal flourish extending to the right.

Douglas M Pittinger, Director



## 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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February 23, 2015

Jefferson County Tuberculosis Association  
Charles Town, WV 25414

Dear Jefferson County Tuberculosis Association:

Jefferson County Emergency Services Agency would like to spearhead the purchasing of Hydroxocobalamin Kits (Cyanokits) for use in Jefferson County. A hydroxocobalamin kit is a medication used for someone that suffers from smoke inhalation. The medication binds to inhaled toxins and allows the body to remove these toxins via urination. It has shown to be lifesaving for both, victims of house fires and firefighters. In the past month, we have had two structure fires that multiple victims were removed from. These kits may have been used and possibly changed the outcomes. However, due to costs, none of the Jefferson County EMS unit carries these kits.

The costs of hydroxocobalamin kits are an average of \$900.00 per unit. I have contacted the manufacturer of these kits and was quoted \$750.75 on March 25, 2014. Third party costs of these kits are generally over \$1000.00. Independent Fire Company's vendor (EMP) charges \$1039.50 per kit.

We would like to request \$18,000.00 for purchasing of kits. This would allow all responding EMS units in Jefferson County to have a kit. Also, this would allow for one extra kit for restocking.

We appreciate any assistance that your organization contributes toward the fire and rescue community in Jefferson County. We are grateful for past donations and continued support.

Sincerely,

Douglas M Pittinger, Director

February 25, 2015

TO: Board of Directors  
Jefferson County Emergency Services Agency

FROM: Marty L. Freeman

SUBJECT: Service as Secretary to the Board

Due to a personal situation, I am no longer able to serve as the Secretary of the Board of Directors. I apologize for the short notice and will continue to transcribe the February 17 meeting minutes and provide them to the Director.

Thank you for the opportunity to serve you. I will miss working with you.

Sincerely,

A handwritten signature in cursive script that reads "Marty L. Freeman".

Marty L. Freeman

# JCESA BUSINESS MANAGER

## Workload and Projects

### JCESA

Oversees Daily, Weekly, Monthly, Quarterly and Annual financial management of four appropriations and maintain accounts in accordance with GAAP, IRS and WV standards. JCESA General , JCESA Payroll, Fire Companies ,and Mortgage. These duties include:

Monitoring all income and expenses in all accounts to determine General Ledger accounts to be deposited/paid from. Reviewing/approving biweekly payroll and electronic payroll direct deposits. Review includes compliance review of hours paid with regards to FLSA requirements. Supervises the bi-weekly payment of Social Security, Medicare and Federal taxes. Reviews and calculates unusual payroll issues including third party sick pay, workmans comp, garnishments and child support, calls taxing authorities to resolve issues.

Reconciles all accounts monthly, reviewing documentation and supporting statements to assure appropriate documents are on file for the annual audit.

Monitors and reconciles the MCA third party billings to assure internal control and audit compliance.

Prepares monthly Status of Funds and meets with the Director/Deputy Director to discuss funding projections for the Fiscal Year. Supervises and reviews monthly, quarterly and annual reports to the Retirement Commission, State of WV, Federal Government assuring that documents balance and are consistent with internal records.

Monitors the accounting system and output reports for correctness of the General Ledger, Trial Balance, Profit and Loss statement. Answers questions from the County CFO and Administrator as required. Provides ad hoc analysis and reports as needed.

Produces monthly workload analysis and reports to support both the EMS and Fire workloads in the County. Prepares charts, graphs and statistics to management, the Board and the County as needed.

Consult with the JCESA Accountant on a regular basis to assure compliance with.

Works with Workmans Comp and other insurance providers including Blue Cross to provide cost analysis and review to management as required.

### EMPLOYEES

Research personnel questions, payroll issues, including Employee Assistance Program, Flexible spending accounts, health insurance. Monitors and works with employees regarding personal payroll issues.

Currently, working on converting the employees to the county pay tables for July Implementation

## **BOARD**

Performs the function of Treasurer providing advice and monthly reports.

Monitors the Impact fee funding and performs procurement related functions as required.

Supervises the annual audit of all JCESA accounts for the board, selecting the vendor, preparing the accounts for audit and following up on the audit results.

## **EMS Fee**

In process of developing the program including the budget, software, collection system, reporting and Ordinance.

## **FIRE Companies**

Working on Assistance to Fire Fighter Grant due in June/July for Lifepaks. Reviewing grant database on an ongoing basis to locate potential grants through consolidated procurements.

Preparing a Fire house Subs grant for intubation devices.

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	4 Cancelled - Registration							
1/31/2015	Skills Evaluation Session	3 Cancelled - Registration							
<b>January Total:</b>		<b>16</b>	<b>44</b>	<b>6</b>	<b>14%</b>	<b>11</b>	<b>22%</b>	<b>49</b>	<b>147</b>
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
<b>February Total:</b>		<b>25</b>	<b>54</b>	<b>5</b>	<b>9%</b>	<b>1</b>	<b>2%</b>	<b>50</b>	<b>397</b>
<b>2015 Total:</b>		<b>41</b>	<b>98</b>	<b>11</b>	<b>11%</b>	<b>12</b>	<b>12%</b>	<b>99</b>	<b>544</b>