



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

MAY 19, 2015

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7 pm on Tuesday, May 19, 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

April 21, 2015 Regular Meeting

Old Business

- Replacement of Business Manager & Review Job Description (RA) Discussion/Action
- Review of OG 2390 (NC) Discussion/Action
Possible Executive Session
- JCESA "MOU" Eackles, Spencer & Norton Funeral Home (NC) Discussion/Action
Possible Executive Session
- Bank of Charles Town / Fire Department Account
Cancelled 04-28-15 (DP)
- JCESA and ES&N MOU status update (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



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

MAY 19, 2015

Election of Secretary

Chairman's Report

- Status of Medical Director being on JCESA Board
- Review "Duties of Chairman" relating to Board action taken during April Meeting Discussion/Action
- Availability of JCESA Staffing to meet demands Discussion/Action

President JCFRA

Directors Report

- Director's Packet (see attachment) Discussion/Action
- OG 1890 Modified Discussion/Action
- Discussion of EMS Chief 3 Letter, dated 05-07-15 (EH) Discussion/Action
(Competitive "Medic 11" concept)
- Personnel Issue / Executive Session (EH) Discussion/Action

Board Member Requests

- Establish Employee Listening Sessions & Set First Date (JT) Discussion/Action
- Letter from Preston County Prosecuting Attorney (RA) Discussion/Action

Committee Reports

- CIP Committee
(Balance in EMS Account \$150,093.35 as of 04-30-15)
- Personnel Committee (CC) Discussion/Action



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

MAY 19, 2015

New Business

- Reconsider employment of EMT/FF fulltime from existing eligible list and reconsider employment of paramedics' fulltime without firefighter requirements (DP & EH) Discussion/Action
Discussion/Action
- Employee Liaison Position (CC) Discussion/Action
- Employee annual leave accrual rate and disbursement policy (CC) Discussion/Action
- Request proposal for a Response Area" for Ryneal Medical Transport
By Donald Longerbeam, Supervisor (EH) Discussion/Action
- Good Folks Festival / JCESA EMS Plan of Action (RA) 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

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

Pete Kelly called the Jefferson County Emergency Services Agency Board meeting to order at 7:03 pm on April 21, 2015

Attendance:	Present	Absent
R Aitcheson	X	
D Carter		X
C Conroy	X	
M Hough		X
R Kelley	X	
J Tabb	X	
J Wysong	X	

Also In Attendance:

D Pittinger, Director	Randy Whittington, BFC
E Hannon, Deputy Director	Monte Conner, JCESA
Stephanie Grove, County Adm	Ramona Wesling
Mike Mood, MVFC	Marshall DeMeritt, SFD
Ross Morgan, SFD	John Lyons, JCESA

Approval of Minutes:

April 7, 2015 Special Meeting

Motion by J Tabb to approve minutes of April 7, 2015 Special Meeting as submitted, seconded by J. Wysong

Vote: Unanimous

Old Business:

Director Pittinger, based on April 7th Board meeting, made job offers to two firefighter/paramedics the morning of April 8th. They both accepted. They both have physicals and drug screening scheduled and upon successful completion of both will enter into training/orientation. This training will include meeting the requirements of the Squad Medical Director. Hopefully mid to late May they will be able to be assigned to their duty shifts which may be Company 3. The names of the two new hires are George Wilson and Ben Hubbard. Brief background provided on both by Doug Pittinger.

J. Wysong requested Employee Station Duties be placed on hold or tabled until new director is hired. On the other hand in a meeting J. Wysong had a meeting Sunday night was told that some of Companies were not told or given a copy of proposed job duties. Representatives from four companies were there and two had not received information on this. Pete Kelly asked if steps had been taken to rectify this and that all companies know about job duties and do they have a copy. J. Wysong said this is next item on the agenda.

E. Hannon reported that a survey had been done with the employees of JCESA on Station Duties and this was also discussed at an EMS Chiefs meeting. Ed did not know it was his responsibility to disseminate it individually to all companies. J. Wysong thought it was part of the agreement back in December that each department would be notified since this is site specific. They would have a chance to go over the duties. E. Hannon asked if J. Wysong wanted it distributed to all EMS Chiefs. Mr. Wysong said "it needs to go to the Presidents; the Presidents make all the decisions of the fire departments". E. Hannon requested latest draft and J. Wysong said "that nothing had been done with it since December so send that one out." E. Hannon questioned if feedback was to be sent to J. Wysong or E. Hannon. It was decided to have feedback sent to E. Hannon and he will compile response and present at May meeting. Deadline for feedback to E. Hannon from fire departments is May 15th.

Fire Department funds are going to be disbursed by the County commission (CC). Stephanie Grove advised that an agreement will be needed with each individual company. Question was raised if funds will be disbursed quarterly or annually. The CC will look at previous contracts and talk to Tim Stanton on how they would be dispersed between the departments equally.

D. Pittinger reported that \$331.59 left in Bank of Charles Town account that has been dormant since last March. The bank is going to start charging a fee for the inactive account. This topic was tabled last month until we know who was going to disburse the fire department funds. With the CC disbursing the funds D. Pittinger recommended we close the account and write a cleared current balance check to the CC.

Motion was made by B. Aitcheson to close the account and write a check to County commission for the balance, second by C. Conroy.

J. Wysong questioned where the \$331.00 came from. D. Pittinger replied that the money was from interest accrued over the last few years that JCESA handled the disbursement of funds. JCESA did put startup money into the account but was not sure how much or when. J. Wysong wanted to make sure the volunteer companies got their share of the money. **Vote: Motion passed 5-0**

Treasurer Report

D. Pittinger handed out the Treasures report. He advised that Carol Smith (our bookkeeper) was asked to create something for the Board meeting. D. Pittinger directed the Board's attention to page two shows revenue for Ambulance fee of \$660,000. And we just received \$300,000 last week for a grand total of \$675,000 from the Ambulance fee account. We now have three full time employees from this funding source. May be able to make more job offers depending on how things go later on in this meeting. Further review of the financial report Carol Smith provided. The mortgage of \$81,000 is coming from Impact Fees. This is the first time J. Tabb is seeing this report so in Jane fairness she has not seen this report. D. Pittinger would like to have the blessings of the board to get Marty Freeman, previous Business Manager, to come in and predict where were going to be on June 30th. Have her prepare a report for the May meeting. Ms. Freeman could generate that in hour or two at her

previously hourly fee. Ms Freeman used to do predictions on month by month basis for the Board packet.

Motion was made by B. Aitcheson to have the Director bring Marty in for an hour or two or whatever is necessary to produce this report, second by J. Tabb.

Question was raised as to what rate Marty Freeman would be brought in at. D. Pittinger said he would offer her the same previous hourly rate, thinks it was \$20 hour. C. Conroy wanted to make sure it was not a sub-contractor rate. Report to be ready for the May meeting. **Vote: Passed 5-0**

D. Pittinger reported that our JCESA quarterly allocation from Tim Stanton the County Finance Director withheld \$75,000 of our quarterly allocation. We knew this was going to happen due to County cash flow issue.. If you look at a previous treasures report and compared it to this one you would see the discrepancy. Tim Stanton advised D. Pittinger that we would have the other \$75,000 by May 1st.

Motion by J. Tabb to approve treasures report, second by C. Conroy. Vote: Passed 5-0

Chairman Report

P. Kelley gave a report that the Personnel Committee met last Thursday night (April 16th) and there were several questions on that action and does that particular committee falls under the Open Meetings Act. We will be complying with that. Because it was personnel issue involved with that we could go into executive session and so that meeting was held in executive session. They came to a couple of conclusions at that meeting. P. Kelley advised they reviewed the job description and with the Boards permission like to appoint C. Conway as the chairman of that Committee. P. Kelley would like C. Conway to give a report. P. Kelley stated he would like the Committee expanded to five people. P. Kelley has asked Stephanie Grove to be part of that committee or J. Tabb. Stephanie advised the county Commission does not have a problem with her being on these types of committees. J. Tabb advised she would be glad to do it.

C. Conway gave a report stating that they reviewed the existing job description. Made so edits and composed a draft advertisement for the position of Director. They cleaned it up a little bit and made the job description more in line with the advertisement.

Motion by C. Conway to pass this and advertise this as soon as possible, second by B. Aitcheson.

J. Tabb questioned about a closing date on advertisement. Further discussion on followed on closing date. E. Hannon requested clarification on who made motion and is indicated in the above motion. E. Hannon asked who all was on this Committee for clarification. After discussion the Committee consists of C. Conway (Chair) P. Kelley, B. Aitcheson, J. Wysong, and J. Tabb.

J. Wysong requested to amend the motion to add May 31st as a closing date.

J. Tabb requested to amend the amendment and say closing date May 31 or until position is filled. Some discussion followed on both amendments.

Vote on the amendments taken: Passed 5-0

C. Conway requested to amend the amendment to change the closing date to May 15th, C. Conway withdrew his request.

Vote on the original motion: Passed 5-0

Motion made by C. Conway to create an email account for employment at JCESA .org and obtain a PO Box. Second by B. Aitcheson.

C. Conway said they discussed was about the security of the applications to make sure none of them got displaced. There were questions if this was really needed.

Vote on motion: Passed 4-1.

P. Kelley advised they will establish times for Committee meetings. Discussion on employees having access to Board Personnel Committee to make comments on Directors position. Further discussion involving employee liaison or individual coming to comment continued. P. Kelley advised these are two different things. This will be discussed next meeting. May set aside time prior to Committee meetings for employees to come make comments.

President JCFRA

President of JCFRA was not present. P. Kelley did report that the JCFRA did have a meeting at Company 3. There was very good discussion on where the fire companies are going to go and how they can start working together and working with the Board. They want to work on Fire Training grounds see if they can get something going there. Possible present something to the Board down the road as far as using CIP money on behalf of the Agency.

Directors Report

Monthly written report submitted

Director Pittinger made reference to item #5, JCESA had our site inspection and received a perfect evaluation and received a letter two days later verifying same and received a five year endorsement as an EMS training center There is only a handful of training agencies in the state and are one of them now. Item #6 you all voted to modify OG 1160 and 1170 to change the carry over hours from 40 to 120. Both have been changed and are included in your packet. These have also been given to the employees. Employees were very appreciative of the changes allowed.

C. Conway inquired about last year's audit and being giggered on excess leave balance. D. Pittinger confirmed that we were not enforcing what we had in our JCESA policy. D. Pittinger informed C. Conway that this has been corrected this year and that a memo was given employees every month to use leave or lose it. The employees came in last month with all kinds of plans that mirrored the County gov't. for leave carry over balance. Due to finical liabilities and consulting with Stephanie Grove we could not do what the County is doing and came up with the 120 hour figure that we could do. Further discussion followed on leave balance and accrual. J. Wysong questioned if come July 1 the employees get their yearly allocation of leave? D. Pittinger confirmed that the employees do receive their yearly allocation on July 1. Further conversation on leave continued. B. Aitcheson requested review of leave accrual is placed on the next board meeting agenda.

Board Members Request

R Aitcheson

Reported on progress the letter of appreciation for Doug Pittinger and Marty Freeman. After further consideration he felt this should be a Resolution instead of a letter coming from this Board.

Motion made by B. Aitcheson that the Chairman be authorized to sign this Resolution for Doug and Marty, second by J. Tabb. Vote on Motion Passed 5-0

J. Tabb discussed modification of OG 1890 that between the OG and By Laws we have a conflict. The direct supervision of the Director is provided by the Board president. In the By Laws, the President conducts the meetings. In any Board that's the only power they have, they do not direct staff. P. Kelley commented that this came about several years ago when several board members were approaching the

Director and it was decided that the president be the only talking directly to the Director on behalf of the Board. Further discussion on who has authority to give direct direction to the Director. C. Conway commented on giving direction to the Director after a situation last month about a letter he received from the Medical Examiner Shirley threatening to have people locked up. J. Tabb recommended calling an emergency meeting. C. Conway asked who does the annual review for the Director. The Board collectively does the evaluation.

Motion made by B. Aitcheson on OG 1890 under the section Supervision Received and Exercised the second item that the work President be deleted, second by J. Tabb. P. Kelley asked what the Director was to do when he has a question on a given day. Stephanie Grove explained the benefits of modifying the OG and that it protects the employees and provides better overall direction. B. Aitcheson asked D. Pittinger do things come up where you need direction from the Board before a meeting. D. Pittinger replied very seldom. As a Director he would feel more comfortable if directions came from a majority of the Board rather than one individual. Things that need immediate attention are usually personnel issues and he has gone down and talked to legal counsel and asked what we do. We go on legal advice than have an emergency meeting of the Board. D. Pittinger, as Director, advised that he has the right to suspend someone pending an investigation. This is done only after seeking legal counsel and the President is the second one to know what's going on. More discussion followed on this issue.

Motion withdrawn by B. Aitcheson

Motion made by B. Aitcheson to eliminate in its entirety the second bullet point under Supervision Received and Exercised in OG 1890, second by J. Tabb.

J. Wysong requested to amend the motion to add that the 1890 anyplace where it says President be replaced with Chairman, second by B. Aitcheson. Vote on amendment Passed 5-0. Vote on amended Motion Passed 5-0.

B. Aitcheson said it does not make any sense to require dual certification for a lot of reasons. One reason it eliminates prospective employees. Another reason is as mentioned before consultant's report that County Commission spent \$23,000 on that was totally discredited said that there was roughly 4,000 EMS calls and 200 and some fire calls. And of these fire calls only a portion were structure fires. It does not make sense to me to at all to have EMS people be dual certified. I am totally un-convinced that the dual certification was nothing more than a means for the County Commission to eventually enact a Fire Fee on top of the Ambulance Fee. It's my understanding that the Board did this not the County Commission.

Motion made by B. Aitcheson that the board eliminate/repeal the dual certification requirement for new hires, second by C. Conway. C. Conway went on to say that having Firefighter/EMS people has a lot a merit. It would also mean that the Ambulance fee would have to be amended. B. Aitcheson commented that they just took the revenue sharing out of the ordinance so what's the big deal. C. Conway said that having dual certification has a lot of merit and provides a lot of flexibility for staffing to supplement as driver operators. B. Aitcheson presented another aspect of this too. You got EMS people responding to a fire and somebody has a heart attack on the other side of the county and there is nobody to respond to that, who are they going to be looking to for liability for failure to provide adequate EMS services? J. Tabb made a few comments. Dual certification is becoming a national standard and does provide a lot of flexibility in your staffing. It would also allow us to contemplate 24 hour shift and that is such a money saver. Never in her mind had contracting the Ambulance Fee Ordinance put Firefighter/EMT in order to do a Fire Fee. My move was to go to 24 hour shift and save our citizens money. P. Kelley said being a member of a volunteer department I know of many occasions where that truck has had to sit still waiting for a driver to get there. They have firefighting crew's there but not sufficient manpower under the new OSHA standards and not having a driver to get the truck out. J. Wysong commented that it was not just fires it also rescue operations. You get that rescue unit

out to extricate someone from a vehicle. The EMS personnel are not going into that vehicle to extricate them. You need the firefighters to do that.
Motion Failed 1-4

Committee Reports

MOU Committee

J Wysong reported on Fire MOU that he had a meeting Sunday night (April 19th) with C. Conway and four representatives from four different fire departments. During that meeting different scenarios were brought up on how to right an MOU. The last scenario that was discussed was to basically have a one page formal hand shake as to what the MOU was going to say. Then go to OG's for all the specifics. J. Wysong was hoping Nathan Cochran, Esq. was going to be here to give us our legal opinion. What is the legality of Fire and Rescue Association and their ability to write OG's? At the present time Jefferson County Fire and Rescue Association OG committee writes all the OG's for the county. Is that still valid? Until then J. Wysong does not think we can go any further with MOU's with the fire departments. We need to know who is going to write the OG's. If it wasn't for that then J. Wysong would say let's vote on what was handed out two months ago and proceed from there.

Motion made by J. Wysong to approve the MOU that were presented two months ago, Motion failed due to lack of a second.

J. Wysong would like to table the MOU until we have legal opinion from the County and the State. B. Aitcheson asked if J. Wysong was still accepting feedback on the MOU and he replied yes it might give him some more ideas.

CIP Committee

P. Kelley reported that the CIP committee we don't even know where the county stands on CIP Committee to even know where we are going to go with the funds is that correct? J. Tabb provided clarification that when the County Commission accepted that study that came up with the re-calculation of the fee we basically accepted the new premise that the fire companies would not be receiving CIP money.

Employee Grievance Committee

Stephanie Grove reported that they have a final report and to be honest not sure where it goes from here. There was a question if the report should go to the employee first before committed the report to you. Stephanie read of the guidelines doesn't indicate that. She has a report that would be appropriate to be in executive session.

Motion made by B .Aitcheson to enter into executive session to include Mike Alvarez, second by J. Tabb Motion Passed 5-0

Entered Executive session at 2010 hours.

**Motion made by B. Aitcheson to come out of executive session, second by J. Tabb. Motion passed 5-0
Returned from Executive Session at 2250 hours**

J. Tabb reported on executive session. They received the report of the special personnel grievance committee and we are taking it under advisement.

Employee Liaison

Monte Conner commented that given we don't know what the decisions are with the grievance I guess we will get notification or something in writing as to what.

Stephanie Grove replied that she appointed by the Board so it's up to the Board to decide and I was tasked with reporting back to the Board. Typically the way a grievance is handled, the person to who against the grievance is filed is notified of the decision. It's up to the Board to decide.

J. Tabb commented that she thinks you will see items on a future agenda pertaining to this issue. But there not on the agenda tonight so we can't take action.

M. Conner again stated hopefully, if possible, we can get something in writing so we know where we stand as a group of employees and that our grievance was handled.

New Business

E. Hannon commented on D. Pittinger departing shortly and himself trying to take the official minutes for the meeting. Is there any movement on a Secretary or how we're going to do the minutes? Are you going to want Doug or in his absence me to continue doing the minutes? P. Kelley said we hope to have an answer for that next meeting. He also advised they prefer to get someone, but have been unsuccessful to this point. As of yet we don't have anyone. J. Tabb advised we are also posting for a Business Manager.

Board Members Comments

J. Wysong commented do we really need a Business Manager if we hire a Director who is able to handle the budgets and things like that. Why can't we hire an Administrative Assistant who has savvy excel and excreta and word. Short discussion followed on what the new Director might need.

J. Tabb commented that tonight we voted on the Directors job description. We haven't done Business Manager, Administrative staff whatever. That needs to be on the agenda for next meeting.

C. Conway commented on clarification on job advertisement for the Director. I don't know if we gave direction on posting that. D. Pittinger advised that there was no agreement on how it was going to be posted. E. Hannon reviewed the motion made on creating a P O Box for applications and a separate email and that's where you left it. C. Conway clarified that we need the P O Box and the email address created and once they are created we can advertise on web site and post in the paper. E. Hannon questioned if they were directing the Director and I to do that or is the Committee going to do that? According to my minutes this action was taken because you did not want the Directors involved in the handling of the applications. C. Conway asked who creates the email address for the Agency now. D. Pittinger advised he can do that but there is another fee involved and it's a one year contract. We only have three and anything over that is extra. One goes to Training Committee, one to Ed and one to Doug. Discussion on creating another email address for employment and who has access and the Chairman of the committee will be checking it. J. Tabb commented on a simpler way using Stephanie Grove, County Adm. email address.

Motion made by J. Wysong to amend the motion that Stephanie email address be used for receiving the applications, second by B. Aitcheson. Motion Passed 5-0

D. Pittinger confirmed who was getting the P O Box? C. Conway said he would get it. D. Pittinger clarified that Employment applications going to Stephanie Grove in the advertisement and C. Conway will get a P O Box and let us know what it is. C. Conway confirmed that employment applications will be sent to email or P O Box. D. Pittinger clarified newspaper ads for two weeks minimum. What newspapers does the Board want the advertisements placed J. Tabb asked Stephanie how we advertised for the new county administrator. Stephanie replied that it was on web site, spirit, and National Organization. Further conversation on where to advertise. E. Hannon asked for clarification and confirms advertisement for two weeks in the Spirit, Journal, ESA and County Web site and State EMS web site. And the advertisement will be what you outlined here. The applications will go to Stephanie Grove, County Adm. via email or to P O BOX that Chris is going to set up. C. Conway said he would revise the advertisement with the contact directions. E. Hannon said when that is all set up, the Directors we will send that out and copy the Board members as to when it's going out.

Public Comments

After public comment Stephanie Grove, County Adm. followed up on looking your grievance policy it says that the complaints are entitled to know that the grievance was resolved. They are not entitled to know how that employee was disciplined. I do feel like we should send a letter generally saying I completed a report to the committee/ to the Board and we gave recommendations that should happen as a result of the action. Something general like that so they know the Board has received recommendations, and recommendations that they are followed up on. So that they have some resolution to it. But I not so sure they are entitled to the matter of the report. There is a privacy of both the employee and the two members. I would like your permission to send a letter telling them that there is a resolution.

Motion made by J. Tabb that we have Ms. Grove draft a letter to the employees outlining the findings of the committee, B. Aitcheson made an amendment that the Board is able to see letter prior to it being sent, then second by B Aitcheson. Motion Passed 5-0

Adjournment

Motion made by J. Wysong for adjournment and seconded by J. Tabb at 9:02 pm Vote Passed 5-0

Respectfully submitted,

Edward Hannon

Edward Hannon

April 30, 2015

**Director's Monthly Report
April 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 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 198 hours of CE provided to Jefferson County EMS providers in April. (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 on April 7th, the Directors made employment offers to two paramedic/firefighters for full time employment. They both accepted the offers contingent upon successfully completing the medical physical and drug screening. Both of these employees have successfully completed all pre-employment requirements and are employed full time in the training aspect at this time at Station 11. No action needed

Item #5

Per the approval from the JCESA Board on April 21th, the Directors modified JCESA OG 1160 and OG 1170 to state the combined total of personal leave and compensatory leave carried over yearly may not exceed 120 hours. This calculation of hours will be based on the fiscal year July 01 thru June 30. This OG change became effective on April 08, 2015. Copies of OG 1160 and OG 1170 included in Board packet showing modifications and dispersed to employees. No action needed

Item#6

Per the directions from the JCESA Board on April 21st, the Directors modified JCESA OG 1890 as agreed upon by the Board. (Copy of OG 1890 included in Board packet showing modifications) No action needed

Item #7

Per the directions from the JCESA Board on April 21st, the Directors posted the job advertisement for the JCESA Director's position as agreed upon. (Copy of disbursement and timeline included in Board packet showing exact dates of postings) No action needed

Respectfully submitted,

*Douglas M Pittinger
Edward Hannon*

May 12, 2015



Jefferson County Emergency Services Agency Administrative Guidelines

1890: DIRECTOR

Job Summary

This is a full-time position that manages the day-to-day operations of the Jefferson County Emergency Services Agency (JCESA) and is responsible for planning, coordinating, monitoring and evaluating the delivery of emergency medical care, while ensuring compliance with local and state regulations and guidelines related to Emergency Medical Programs.

FLSA Status

Exempt

Supervision Received and Exercised

- Receives direction from the Board of Directors, JCESA
- Exercises direct supervision over professional, technical, and clerical staff
- Manages and directs activities of contract employees

Major Duties and Responsibilities

- Plans, prioritizes, assigns, directs, schedules, and supervises work of JCESA employees and services.
- Develops objectives and implements policies, procedures, and operating standards related to EMS services.
- Monitors programs, operations, and personnel for compliance with local, state rules, regulations, and guidelines related to emergency medical services.
- Coordinates, and monitors continuous quality improvement (CQI) issues under the direction of the JCESA Medical Director or designee and works with others to ensure EMS systems excellence.
- Coordinates, trains, and motivates EMS personnel to ensure performance meetings JCESA standards.
- Performs routine and special evaluations of EMS personnel in classroom, clinical, and field setting to monitor the effectiveness of EMS services provided by JCESA personnel.
- Manages EMS records to ensure accuracy and confidentiality.
- Prepares, monitors, and manages JCESA budget. Forecasts funds needed for staffing, equipment, materials, supplies, and vehicles. Along with JCESA Chairman presents budget requests to Jefferson County Commission. Approves expenditures and recommends adjustments as necessary. Keeps JCESA Chairman informed of all contacts with Jefferson County Commissioners.
- Identifies, recommends to the JCESA Board, and implements opportunities for program improvements.
- Performs a variety of administrative, operational, research and analytical duties in support of the program and develops reports.
- Identifies and resolves problems; responds to agency inquiries and complaints; evaluates work products; evaluates effectiveness of EMS relationships both within the county and with outside agencies.
- As requested, develops, conducts, or assists in the development of various professional EMS records and/or research and operations studies; recommends and implements



Jefferson County Emergency Services Agency Administrative Guidelines

1140: SENIORITY

Seniority is based on the length of full-time service time in the employment of the JCESA. When appropriate to do so, senior employees will be given preference in granting personal leave and compensatory leave if at all possible. The Directors will render final decision if discrepancy would arise.

1150: WORKERS COMPENSATION

If you are unable to work because of a job-related injury, Workers Compensation may provide you with temporary disability payments until you are able to return to work and compensation for medical expenses incurred, according to the terms and conditions of the Workers Compensation law.

If an accident or injury occurs on the job, an employee shall notify the Director or Deputy Director as soon as possible in writing. In no event should an employee delay notification longer than twenty-four (24) hours. Detailed information regarding Workers Compensation claims may be obtained from the Directors.

If approved for Workers Compensation no medical, personal or holiday leave will accrue.

1150: WORKERS COMPENSATION Updated: March 3, 2013

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 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 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 to JCESA will be used. This amount will be computed using the employee hire date. 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.



Jefferson County Emergency Services Agency Administrative Guidelines

1168: MILITARY LEAVE

Military Leave will be granted to full-time employees who are called to serve for a domestic emergency or to attend summer camp which requires time off, and will receive full pay differential for a period not to exceed thirty (30) calendar days. Each military leave of absence will be granted up to the limit set by law and the employee will be eligible for employment in accordance with the applicable Federal laws.

Benefits shall not be applicable when individuals are ordered or called to active duty by the President. (West Virginia code 15-1F-1).

The military leave will be granted for the duration of the required active service.

1170: COMPENSATORY LEAVE

JCESA will grant compensatory leave to full-time non-exempt employees in lieu of overtime financial compensation if the employee elects to do so. These employees must sign a compensatory agreement form to be granted the same.

Non-exempt employees of JCESA may elect compensatory time off in lieu of overtime compensation.

Arrangements for earning compensatory time must be discussed between the employee and the Director or Deputy Director prior to the earning of that time and employees must sign compensatory time off agreement.

An employee request for use of accrued compensatory time will be submitted in writing to the Director or Deputy Director a minimum of three (3) days in advance. The Agency must allow for the use of compensatory time off within a reasonable request, unless the employee's absence would disrupt normal JCESA operations.

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

Upon separation from or termination of employment from JCESA, the employee will receive financial compensation for any personal leave and compensatory leave time earned.

The Director of JCESA will have the final decision in the compensatory time policy if conflicts arise.

1170: COMPENSATORY LEAVE Updated: June 18, 2014