

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



## REGULAR MEETING MINUTES JANUARY 20, 2015

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, January 20, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

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

### Also in attendance:

Doug Pittinger, Director  
Marty Freeman, JCESA  
Joshua Smith, JCFRA  
Randy Whittington, BFD  
Earl Cogle, BRMVFC  
Ramona Wirling  
Mike Kemell, MVFC  
Tamara Trafford, JCESA  
Monte Conner, JCESA

Ross Morgan, SFD  
Marshall Demeritt, SFD  
Earl Cogle, BRMVFC  
Tracy Smith, BFD  
Alan Williams, CFC  
Mike Mood, MVFC  
Bob Burner, JCESA  
Beth Jeffries, JCESA

### Approval Minutes: December 16 Budget Hearing

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

### December 16, Regular Meeting

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

### January 6, 2015 Special Meeting

Jane Tabb corrected Ambulance Fee Ordinance to Reorganization Ordinance on page 1 and page 2

Motion by Chris Conroy to approve as corrected seconded by Denise Carter  
Vote: Unanimous

### OLD BUSINESS

**JCESA Staffing plan locations for new employees and time line for hiring** - The Director recommended the hiring of 2.2 people and to place them in the Shepherdstown Station due to response times and distance from JCESA. The Board was advised that CAD workload is not available and it was

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recommended that the County Administrator and the 911 Center brief the Board of availability of response times and workload. Action on this recommendation was tabled until later in meeting.

**Revenue Sharing/Ambulance Operational Costs/Template** - The revenue sharing spreadsheet was reviewed by the Board

Motion by Chris Conroy to submit spreadsheet to the departments and request it be completed and returned by the next Board Meeting. Seconded by Jane Tabb.

Bob Aitcheson expressed his concern that this was an exercise in futility. In his view all ambulance revenue should be divided up according to the call volume and consider his letter dated January 7, 2015. A discussion of the need for the information followed. Staff requested to prepare a letter to the Fire Companies.

Vote: Unanimous

### **Fire MOU Draft** -

One written comment was received from JCESA Directors. The matter was tabled until additional comments are received.

**Draft Copy Employee Station Duties** - In response a Board member request Director Pittinger presented the Station duties broken down by duties at fire companies and duties at station 11 by primary duties and secondary duties. These could be included on OG 1530 when completed. J. Wysong commented that he would like to see physical activity for a minimum of 30 minutes for a maximum of 60 each day. Director Pittinger is to send a memo to all employees and the Presidents of each Fire Company for their review and comments.

**Review JCESA Bylaws Status** – Attorney Grove will provide a status next month.

**Letter to Fire Departments requesting Financial Statements** - The Board discussed the draft letter contained in their packet.

Motion by Bob Aitcheson that the letter be signed by the Chairman. Seconded by Chris Conroy. The Board inserted the word Net worth under Liabilities.

Josh Smith, President of JCFR Association opposed the request asking who was going to pay for it.

Vote: 5 for and 1 opposed (Wysong)

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### TREASURER'S REPORT

A letter from the Auditor is included in the packet for Board member review. They may contact the auditor if they have any issues to discuss.

The December financial report was included in Board packet. The report has been revised to separate the deficit from the 2014 carryover which revises the deficit for the current year to (\$96K). The County CFO advised that the recommended carryover from year to year should be \$250,000 versus the \$20,000 after netting the deficit with the carryover. The Director continues to look for cost reductions. A discussion followed regarding the use of the Ambulance Ordinance to fund current employees. The Board was advised that the Agency does not have access to the new CAD system to obtain statistical data to provide reports on workload or response times.

Budget Hearing in December – Fire Company, Ambulance Fee, CIP and JCESA budget as attached were approved for submission to the County Commission for the 2015-2016 Fiscal Year.

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

The quarterly Profit and Loss report was presented to the Board for approval prior to transmission to the County in compliance with the Reorganization Ordinance.

Motion by Pete Kelley to approve seconded by Bob Aitcheson  
Vote: Unanimous

### CHAIRMAN'S REPORT

The Chairman turned the chair over to the Vice Chairman to handle an employee grievance partially involving the Chairman and the conduct of a disruptive meeting with vulgar language.

Bob Aitcheson recommended that the Board not consider the complaint because it was anonymous and it was improper for the Board and not the Director to handle.

Bob Aitcheson moved 1) Don't consider unless name put to, 2) County Commissions job to handle, 3) Employee complaint needs to be handled somehow. Motion failed for lack of a second.

A discussion followed regarding what action to take.

Bob Aitcheson moved that the Director determine if employee(s) would consent to meeting of personnel committee seconded by Jane Tabb.  
Vote: Unanimous (both J. Wysong and P. Kelley recused themselves).

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Director reiterated that the Board meetings would be conducted in compliance with Roberts Rules of Order.

The Chairman spoke with the State Ethics Commission regarding the open meetings act and presented sections of the act to the board.

He reported that questions have been posed to the State Fire Marshal regarding Joint Fire and EMS Services which have not been responded to as yet.

### PRESIDENT JCFRA

Election of JCFRA officers will take place February 10th at Station 1. President Smith advised the JCESA Board that a "vote of no confidence in the JCESA board" was on the agenda. Also stated, that he had the backing of all seven departments in this.

### DIRECTOR'S REPORT

The Director's report is contained in the board packet. The Director reported on the effort to become a Training Center; OG's have been updated and copies provided to the Board.

The Director asked the Vice Chairman about the status of the Eackles Spencer & Norton MOU. He reported that the Funeral Home was waiting for the committee appointed by the Board to contact them. This is causing confusion among the volunteer and career providers and EMS chiefs.

The Director officially provided the Employee Grievance filed that was dated December 23, 2014, to the Board in compliance with JCESA policy and make same part of the minutes.

The Director requested hiring of 2.2 additional personnel from ambulance funds for the Shepherdstown Fire Department.

Motion by Chris Conroy to approve the hiring of one person at this time. Motion seconded by Jane Tabb  
Vote: Unanimous

### COMMITTEE REPORTS

None

### EMPLOYEE LIAISON

All pending requests suspended until the employee grievance is completed.

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### 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.

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 stepped down from serving as Chairman until the issue is resolved. Vice Chairman Conroy assumes responsibilities as Chairman immediately.

### BOARD MEMBER COMMENTS

None

### PUBLIC COMMENTS

Jeff Plautz regarding the draft letter to the Fire Company to require financial statements. State conducts random audits of Fire Companies. In lieu of the Audit they have passed legislation to accept a sworn statement from the Fire Company in lieu of audit. 1. State says everything needed to know on the attached form. The Jefferson County requirements are much more difficult to complete and are a huge amount of work. He feels the action of the board is causing road blocks and diverts volunteer time from performing fire duties. He requested that the Board accept the State form, give them what they need, stay out of their way and let them do what they do best.

Earl Cogle – The County Commission sent out the ambulance fee and is only hiring 1 person. He feels the county residents were lied to.

The Board adjourned at 10:00

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

**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 no 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	\$882,539.42	Projected Deficit	\$100,037.50
		Carry Over	116,876.96
			\$16,839.46

Salaries: No change in salary projections.

Benefits: No change in salary projections.

Operations: No significant change.

Building/Admin: The auditor bill was moved from June to January. JCESA received a bill from Accurate Systems for CAD implementation of \$3,748.

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	2	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2		
Full Time	43,238.09		61,003.82		93,032.20		62,240.80		63,523.82		63,061.31		64,125.23		67,839.53		101,909.30		67,899.53		67,939.53		67,939.53		67,939.53	823,896.49
Part Time-Admin	2,098.40		2,098.40		3,147.60		2,098.40		2,819.73		2,098.62		2,098.62		2,098.62		3,147.33		2,098.62		2,098.62		2,098.62		2,098.62	28,002.18
Part Time - Ops	3,469.50		5,833.84		8,778.11		6,307.44		3,219.14		5,594.76		8,069.51		8,000.00		7,000.00		8,000.00		8,000.00		8,000.00		8,000.00	80,762.30
Overtime	2,619.57		1,998.61		4,445.15		5,775.84		9,079.48		8,919.37		10,411.19		5,776.00		6,500.00		5,776.00		5,776.00		5,776.00		5,776.00	72,794.19
Casual Labor	1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00	18,000.00
Worker Comp	-0.00		-0.00		20,558.25		-0.00		10,588.25		20,558.25		-0.00		-0.00		-0.00		20,559.79		20,559.79		-0.00		-0.00	72,263.75
FICA/med	3,893.75		5,366.17		8,289.86		5,793.86		6,963.73		5,966.07		6,468.03		5,799.79		8,534.13		5,799.79		5,799.79		5,799.79		5,799.79	73,472.74
Subtotal	56,819.32		77,741.84		139,741.17		83,716.14		96,694.13		107,698.38		93,174.58		91,113.93		128,591.35		111,672.93		91,113.93		91,113.93		91,113.93	1,169,191.64
Hosp	2,922.86		8,971.67		9,554.58		7,635.62		8,516.16		8,616.16		8,616.16		9,463.00		9,463.00		9,463.00		9,463.00		9,463.00		9,463.00	102,248.21
Life	557.15		-0.00		557.15		557.15		557.15		557.15		557.15		678.35		678.35		678.35		678.35		678.35		678.35	6,734.65
Dental	678.48		677.96		661.94		661.94		661.94		661.94		661.94		806.58		806.58		806.58		806.58		806.58		806.58	8,698.74
Unemploymt	-0.00		-0.00		-0.00		3,728.00		-0.00		2,892.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	6,590.00
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		-0.00	42.86
Retirement	4,693.06		6,587.49		10,235.05		7,141.89		7,523.32		7,452.93		7,745.23		7,448.65		11,172.98		7,448.65		7,448.65		7,448.65		7,448.65	92,456.35
Subtotal	8,884.41		16,236.82		21,008.72		19,724.40		17,450.57		17,288.18		20,432.48		18,396.58		22,120.91		18,396.58		18,396.58		18,396.58		18,396.58	216,740.81
Fuel	-0.00		-0.00		-0.00		5,375.18		-0.00		-0.00		4,032.77		1,800.00		1,800.00		1,800.00		1,800.00		1,800.00		1,800.00	18,407.95
Maintenance	407.93		-0.00		99.99		1,825.66		-0.00		2,991.26		244.87		1,000.00		500.00		1,000.00		1,000.00		1,000.00		1,000.00	9,569.71
License 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	-0.00
Supplies	14.96		374.37		1,177.34		1,907.90		142.68		165.71		4,129.00		500.00		500.00		500.00		500.00		500.00		500.00	7,427.61
Auto Insurance	-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	4,129.00
Liability	-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	8,258.00
Emis Supplies	4,457.62		1,633.06		2,921.10		2,859.93		2,772.01		6,316.64		1,826.77		3,000.00		3,000.00		3,000.00		3,000.00		3,000.00		3,000.00	45,887.00
Misc and Cloth	300.00		-0.00		168.00		168.00		149.49		-0.00		599.82		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	37,671.13
Teach Svc	-0.00		-0.00		136.00		-0.00		-0.00		3,693.00		-0.00		480.00		480.00		480.00		480.00		480.00		480.00	1,157.31
Travel/Train	270.00		404.97		946.65		602.51		786.00		25.00		698.97		400.00		400.00		400.00		400.00		400.00		400.00	5,289.00
Subtotal	5,450.51		2,412.40		6,449.08		12,671.18		3,860.18		40,264.11		8,477.85		6,700.00		6,660.00		6,700.00		6,700.00		6,700.00		6,700.00	5,724.10
Prot Svc	-0.00		-0.00		900.00		-0.00		933.10		509.00		-0.00		3,748.00		200.00		200.00		200.00		200.00		200.00	6,890.10
Medical Exp	109.88		1,255.00		-0.00		-0.00		-0.00		-0.00		-0.00		1,440.00		1,440.00		1,440.00		1,440.00		1,440.00		1,440.00	8,564.68
Postage	98.00		52.30		-0.00		112.12		165.71		-0.00		-0.00		72.38		17.40		72.38		72.38		72.38		72.38	550.20
Office Exp	355.55		1,191.94		124.72		735.00		988.00		1,137.82		154.56		500.00		500.00		500.00		500.00		500.00		500.00	5,323.10
Equip Rent	225.69		225.69		894.91		225.89		225.69		385.04		325.79		600.00		600.00		600.00		600.00		600.00		600.00	5,134.19
Telephone	309.30		99.21		309.21		99.28		99.28		853.00		167.00		167.00		167.00		167.00		167.00		167.00		167.00	2,705.56
Utilities	686.55		988.29		1,017.62		1,260.48		1,040.08		976.79		1,032.09		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00		1,500.00	14,511.90
Rep & Maint	-0.00		89.26		79.46		-0.00		39.55		39.46		1,109.70		250.00		250.00		250.00		250.00		250.00		250.00	1,612.12
Advertising	159.49		59.98		-0.00		1,009.00		-0.00		99.20		-0.00		200.00		200.00		200.00		200.00		200.00		200.00	2,497.37
Dues & Sub	100.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	3,780.00
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		-0.00	1,220.00
Background Ck	-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	3,780.00
Other	8.50		107.50		8.50		164.89		17.00		25.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	25.00
Third Party Billing	357.42		218.21		328.92		404.10		171.76		398.06		190.61		250.00		250.00		250.00		250.00		250.00		250.00	3,146.88
Subtotal	2,410.18		3,225.38		3,663.34		4,132.35		2,820.17		3,609.45		7,294.10		8,513.42		5,107.00		5,179.38		5,179.38		5,179.38		5,179.38	56,286.17
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		-0.00	14,000.00
	73,584.42		99,616.44		169,862.31		120,144.07		120,833.05		168,860.12		129,379.01		124,723.93		162,479.26		141,948.89		121,334.91		121,334.91		121,334.91	1,585,736.43
	173,180.86		343,043.17		463,187.24		594,002.29		752,880.41		882,289.42		1,006,983.35		1,169,462.62		1,311,411.51		1,432,746.42		1,595,736.43		1,595,736.43		1,595,736.43	

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	6,675.10	1,886.64	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	13,315.79
Ambulance	5,305.40	2,282.10	4,875.87	4,139.10	2,644.10	2,873.04	183.85	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	34,006.25
Interest	96.59	84.95	72.66	157.72	134.71	85.46							815.89
	5,568.12	2,367.05	7,151.93	8,527.93	2,818.81	9,633.60	2,070.49	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	48,137.93
Jefferson County	\$159,300.00	\$103,900.00	\$99,691.00	\$361,890.00	\$2,818.81	\$361,890.00	\$-00	\$-00	\$-00	\$361,890.00	\$2,000.00	\$2,000.00	1,447,581.00
	\$163,868.12	\$106,267.05	\$106,842.93	\$370,417.93	\$2,818.81	\$371,523.60	\$2,070.49	\$2,000.00	\$2,000.00	\$363,890.00	\$2,000.00	\$2,000.00	\$7,495,698.93

County Commission 1,447,581.00  
 Income 48,137.93  
 Balance (100,037.50)  
 Reserve for First Payroll .00  
 Balance (100,037.50)  
 Carryover 116,876.96

Jefferson County Emergency Services Agency  
Profit & Loss by Class  
January 2015

	Ambulance Fee	Fire Company	General (JCESA)	Payroll (JCESA)	Total JCESA	Mortgage	Unclassified	TOTAL
Ordinary Income/Expense								
Income								
344-000 - Ambulance Fee	0.00		1,193.59	693.05	1,886.64	0.00	0.00	1,886.64
365-000 - Interest Earned	31.86		43.62	140.23	183.85	11.73	0.00	227.47
366-000 - Miscellaneous Revenue	0.00		0.00	0.00	0.00	0.00	2,500.00	2,500.00
Total Income	31.86		1,237.21	833.28	2,070.49	11.73	2,500.00	4,614.11
Gross Profit	31.86	0.03	1,237.21	833.28	2,070.49	11.73	2,500.00	4,614.11
Expense								
711-000 - Operations								
711-214 - Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
711-216 - R & M Equipment	0.00	0.00	0.00	229.88	229.88	0.00	0.00	229.88
711-217 - R & M Autos & Trucks	0.00	0.00	0.00	14.99	14.99	0.00	0.00	14.99
711-221 - Training & Education	0.00	0.00	0.00	688.97	688.97	0.00	0.00	688.97
711-341 - Supplies & Materials	0.00	0.00	0.00	1,144.65	1,144.65	0.00	0.00	1,144.65
711-343 - Fuel Expense	0.00	0.00	0.00	4,032.77	4,032.77	0.00	0.00	4,032.77
711-345 - Uniforms	0.00	0.00	0.00	539.82	539.82	0.00	0.00	539.82
711-520 - EMS Supplies	0.00	0.00	0.00	1,826.77	1,826.77	0.00	0.00	1,826.77
Total 711-000 - Operations	0.00	0.00	0.00	8,477.85	8,477.85	0.00	0.00	8,477.85
711-001 - Administration Expense								
711-211 - Telephone Expense	0.00	0.00	0.00	853.00	853.00	0.00	0.00	853.00
711-213 - Utilities	0.00	0.00	0.00	1,032.09	1,032.09	0.00	0.00	1,032.09
711-215 - R & M Building & Grounds	0.00	0.00	0.00	219.95	219.95	0.00	0.00	219.95
711-218 - Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
711-219 - Rent Expense	0.00	0.00	0.00	225.69	225.69	0.00	0.00	225.69
711-220 - Advertising Expense	0.00	0.00	0.00	1,109.70	1,109.70	0.00	0.00	1,109.70
711-222 - Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
711-223 - Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
711-232 - Bank Charges	0.00	0.00	0.00	8.50	8.50	0.00	0.00	8.50
711-233 - Employee Background Checks	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
711-510 - Office Expense	0.00	0.00	0.00	154.56	154.56	0.00	0.00	154.56
711-512 - Third Party Billing	0.00	0.00	0.00	190.61	190.61	0.00	0.00	190.61
711-001 - Administration Expense - Other	0.00	0.00	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00
Total 711-001 - Administration Expense	0.00	0.00	0.00	7,285.80	7,285.80	0.00	0.00	7,285.80
711-103 - Salaries & Wages of Employees								
103-1 - Part-Time Wages	0.00	0.00	0.00	10,668.13	10,668.13	0.00	0.00	10,668.13
103 - Full Time Salary & Wages	0.00	0.00	0.00	64,129.23	64,129.23	0.00	0.00	64,129.23
108 - O/T Wages	0.00	0.00	0.00	10,411.19	10,411.19	0.00	0.00	10,411.19
711-104 - FICA Tax - Social Security	0.00	0.00	0.00	6,466.03	6,466.03	0.00	0.00	6,466.03
711-230 - Casual Labor	0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00
Total 711-103 - Salaries & Wages of Employees	0.00	0.00	0.00	93,174.58	93,174.58	0.00	0.00	93,174.58
711-110 - Staff Benefits								
110-1 - Med Life	0.00	0.00	0.00	557.15	557.15	0.00	0.00	557.15
110-2 - Dental	0.00	0.00	0.00	661.94	661.94	0.00	0.00	661.94
110-3 - Fitness	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110-4 - Unemployment	0.00	0.00	0.00	2,852.00	2,852.00	0.00	0.00	2,852.00
711-105 - Hospitalization	0.00	0.00	0.00	8,616.16	8,616.16	0.00	0.00	8,616.16
711-106 - Retirement Expense	0.00	0.00	0.00	7,745.23	7,745.23	0.00	0.00	7,745.23
Total 711-110 - Staff Benefits	0.00	0.00	0.00	20,432.48	20,432.48	0.00	0.00	20,432.48
Total Expense	0.00	0.00	8.50	129,370.51	129,379.01	0.00	0.00	129,379.01
Net Ordinary Income	31.86	0.03	1,228.71	-128,537.23	-127,308.52	11.73	2,500.00	-124,764.90
Net Income	31.86	0.03	1,228.71	-128,537.23	-127,308.52	11.73	2,500.00	-124,764.90

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

	<u>Jan 15</u>
Alliant LLC	8.50
Bj's Custom Creations	539.82
BoundTree Medical	2,035.46
Business Card Services 2243	1,144.65
Business Card Services 8610	229.88
Comcast	254.54
Dearborn National Life Insurance Company	557.15
DISH	53.00
Douglas Pittinger	14.99
Ed Hannon	268.00
Guardian-Bethlehem	842.66
Highmark Blue Cross	9,463.26
Jefferson County Comm.	4,032.77
Jefferson Publishing Company	175.30
Jefferson Utilities Inc	287.61
Lisa Thornburg	3,500.00
Medical Claims Assistance, Inc	190.61
Orsini Service Department	219.95
PennCare	136.00
Potomac Edison	436.94
RICOH USA IKON OUSC	55.05
RICOH USA USC1	.170.64
Robert Jones	1,500.00
Roberts Oxygen Company Inc	319.28
Shenandoah Valley Water	29.80
Spirit of Jefferson	40.30
Sprint	610.00
Staples	124.76
The Journal	894.10
Workforce West Virginia	2,852.00
<b>TOTAL</b>	<b><u>30,987.02</u></b>

VERMONT COUNTY EMERGENCY SERVICES AGENCY  
 Profit & Loss by Class  
 July 2014 through January 2015

Ordinary Income/Expense	General							TOTAL
	Ambulance Fee	Fire Company	(JCESA)	Payroll (JCESA)	Total JCESA	Mortgage	Unclassified	
Income								
344-000 - Ambulance Fee	0.00	0.00	24,246.97	693.05	24,942.02	0.00	0.00	24,942.02
345-000 - Emergency Services Fees	375,000.00	0.00	0.00	0.00	0.00	0.00	0.00	375,000.00
365-000 - Interest Earned	108.58	0.20	246.31	598.58	815.89	71.59	0.00	986.26
366-000 - Miscellaneous Revenue	0.00	0.00	11,834.99	0.00	11,834.99	0.00	2,500.00	14,134.99
380-000 - Appropriations								
380-001 - Jefferson County Commission	0.00	0.00	0.00	1,085,671.50	1,085,671.50	0.00	0.00	1,085,671.50
380-003 - Contributions Other	0.00	0.00	200.00	0.00	200.00	0.00	0.00	200.00
380-004 - Approp Jeff Cty - Mortgage	0.00	0.00	0.00	0.00	0.00	81,000.00	0.00	81,000.00
Total 380-000 - Appropriations	0.00	0.00	200.00	1,085,671.50	1,085,671.50	81,000.00	0.00	1,168,971.50
Total Income	375,108.58	0.20	36,330.27	1,086,934.13	1,123,284.40	81,071.59	2,500.00	1,581,944.77
Gross Profit	375,108.58	0.20	36,330.27	1,086,934.13	1,123,284.40	81,071.59	2,500.00	1,581,944.77
Expense								
711-000 - Operations								
226-1 - Liability Insurance	0.00	0.00	0.00	22,943.50	22,943.50	0.00	0.00	22,943.50
711-214 - Travel Expense	0.00	0.00	0.00	794.62	794.62	0.00	0.00	794.62
711-216 - R & M Equipment	0.00	0.00	0.00	337.80	337.80	0.00	0.00	337.80
711-217 - R & M Autos & Trucks								
217-6 - Ambulance	0.00	0.00	0.00	50.08	50.08	0.00	0.00	50.08
711-217 - R & M Autos & Trucks - Other	0.00	0.00	0.00	5,181.83	5,181.83	0.00	0.00	5,181.83
Total 711-217 - R & M Autos & Trucks	0.00	0.00	0.00	5,231.91	5,231.91	0.00	0.00	5,231.91
711-221 - Training & Education	0.00	0.00	0.00	2,999.48	2,999.48	0.00	0.00	2,999.48
711-225 - Technical Services	0.00	0.00	0.00	3,829.00	3,829.00	0.00	0.00	3,829.00
711-226 - Insurance	0.00	0.00	0.00	4,129.00	4,129.00	0.00	0.00	4,129.00
711-341 - Supplies & Materials	0.00	0.00	0.00	4,927.61	4,927.61	0.00	0.00	4,927.61
711-343 - Fuel Expense	0.00	0.00	0.00	9,407.95	9,407.95	0.00	0.00	9,407.95
711-345 - Uniforms	0.00	0.00	0.00	1,157.31	1,157.31	0.00	0.00	1,157.31
711-520 - EHS Supplies	0.00	0.00	0.00	22,787.13	22,787.13	0.00	0.00	22,787.13
Total 711-000 - Operations	0.00	0.00	0.00	78,485.31	78,485.31	0.00	0.00	78,485.31

**Jefferson County Emergency Services Agency**  
**Profit & Loss by Class**  
 July 2014 through January 2015

	Ambulance Fee	Fire Company	General (JCESA)	Payroll (JCESA)	Total JCESA	Mortgage	Unclassified	TOTAL
711-001 - Administration Expense								
711-211 - Telephone Expense	0.00	0.00	0.00	1,870.56	1,870.56	0.00	0.00	1,870.56
711-213 - Utilities	0.00	0.00	0.00	7,011.90	7,011.90	0.00	0.00	7,011.90
711-215 - R & M Building & Grounds	0.00	0.00	0.00	467.68	467.68	0.00	0.00	467.68
711-218 - Postage	0.00	0.00	0.00	360.42	360.42	0.00	0.00	360.42
711-219 - Rent Expense	0.00	0.00	0.00	2,408.40	2,408.40	0.00	0.00	2,408.40
711-220 - Advertising Expense	0.00	0.00	0.00	2,437.37	2,437.37	0.00	0.00	2,437.37
711-222 - Dues & Subscriptions	0.00	0.00	0.00	220.00	220.00	0.00	0.00	220.00
711-223 - Professional Services	0.00	0.00	0.00	2,342.10	2,342.10	0.00	0.00	2,342.10
711-232 - Bank Charges	0.00	0.00	207.18	107.50	314.68	0.00	0.00	314.68
711-233 - Employee Background Checks	0.00	0.00	0.00	25.00	25.00	0.00	0.00	25.00
711-510 - Office Expense	0.00	0.00	0.00	2,823.10	2,823.10	0.00	0.00	2,823.10
711-511 - Medical Expenses	0.00	0.00	0.00	1,364.68	1,364.68	0.00	0.00	1,364.68
711-512 - Third Party Billing	0.00	0.00	0.00	2,009.08	2,009.08	0.00	0.00	2,009.08
711-001 - Administration Expense - Other	0.00	0.00	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00
Total 711-001 - Administration Expense	0.00	0.00	207.18	28,947.79	27,154.97	0.00	0.00	27,154.97
711-103 - Salaries & Wages of Employees								
103-1 - Part-Time Wages	0.00	0.00	0.00	58,222.07	58,222.07	0.00	0.00	58,222.07
103 - Full Time Salary & Wages	0.00	0.00	0.00	450,229.07	450,229.07	0.00	0.00	450,229.07
108 - O/T Wages	0.00	0.00	0.00	43,190.19	43,190.19	0.00	0.00	43,190.19
226-2 - Workers Compensation	0.00	0.00	0.00	51,704.75	51,704.75	0.00	0.00	51,704.75
711-104 - FICA Tax - Social Security	0.00	0.00	0.00	41,739.48	41,739.48	0.00	0.00	41,739.48
711-230 - Casual Labor	0.00	0.00	0.00	10,500.00	10,500.00	0.00	0.00	10,500.00
Total 711-103 - Salaries & Wages of Employees	0.00	0.00	0.00	655,585.56	655,585.56	0.00	0.00	655,585.56
711-110 - Staff Benefits								
110-1 - Med Lite	0.00	0.00	0.00	3,342.90	3,342.90	0.00	0.00	3,342.90
110-2 - Dental	0.00	0.00	0.00	4,665.84	4,665.84	0.00	0.00	4,665.84
110-3 - Fitness	0.00	0.00	0.00	42.86	42.86	0.00	0.00	42.86
110-4 - Unemployment	0.00	0.00	0.00	6,580.00	6,580.00	0.00	0.00	6,580.00
711-105 - Hospitalization	0.00	0.00	0.00	54,933.21	54,933.21	0.00	0.00	54,933.21
711-106 - Retirement Expense	0.00	0.00	0.00	51,468.77	51,468.77	0.00	0.00	51,468.77
Total 711-110 - Staff Benefits	0.00	0.00	0.00	121,033.58	121,033.58	0.00	0.00	121,033.58
Total Expense	0.00	0.00	207.18	882,052.24	882,259.42	0.00	0.00	882,259.42
Net Ordinary Income	375,108.58	0.20	36,123.08	204,881.69	241,004.98	81,071.59	2,500.00	699,686.35
Net Income	375,108.58	0.20	36,123.08	204,881.69	241,004.98	81,071.59	2,500.00	699,686.35

## JANUARY 2015

### EMS Activity / Career & Volunteer

#### Friendship / Company 1

0% Entire Crew Composed of JCESA Staff ( 0 Calls)

45% One Primary Care Provider JCESA Staff ( 15 Calls)

55% All Volunteer Crew ( 18 Calls)

FYI: 45% of total EMS incidents had JCESA staff on ambulance ( 15 Calls)

#### Citizens / Company 2

3% Entire Crew Composed of JCESA Staff ( 2 Calls)

33% One Primary Care Provider JCESA Staff (21 Calls)

64% All Volunteer Crew (40 Calls)

FYI: 36% of total EMS incidents had JCESA staff on ambulance (23 Calls)

#### Shepherdstown / Company 3

1% Entire Crew Composed of JCESA Staff ( 1 Calls)

48% One Primary Care Provider JCESA Staff (47 Calls)

51% All Volunteer Crew (50 Calls)

FYI: 49% of total EMS incidents had JCESA staff on ambulance (48 Calls)

#### Independent / Company 4

6% Entire Crew Composed of JCESA Staff ( 8 Calls)

61% One Primary Care Provider JCESA Staff (87 Calls)

33% All Volunteer Crew (47 Calls)

FYI: 67% of total EMS incidents had JCESA staff on ambulance ( 95 Calls)

**Blue Ridge / Company 5**

3%	Entire Crew Composed of JCESA Staff	( 1 Calls)
70%	One Primary Care Provider JCESA Staff	(21 Calls)
27%	All Volunteer Crew	( 8 Calls)
FYI:	73% of total EMS incidents had JCESA staff on ambulance	(22 Calls)

**Middleway Fire / Company 6**

13%	Entire Crew Composed of JCESA Staff	( 4 Calls)
33%	One Primary Care Provider JCESA Staff	( 10 Calls)
54%	All Volunteer Crew	( 16 Calls)
FYI:	46% of total EMS incidents had JCESA staff on ambulance	( 14 Calls)

**JCESA Medic 11**

Entire Crew Composed of JCESA Staff on JCESA unit	( 27 Calls)
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**Grand Totals**

JCESA staffing on 58 % of total ems incidents

244 of 423 calls for the month of January of 2015

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

**Director's Monthly Report  
January 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, Harpers Ferry Family Medicine, Jefferson Memorial Hospital Emergency Department management, Jennifer Robertson, MD - County Medical Director, Debbie Keyser - County Adm. Jefferson Medical Center Lab, Stephanie Grove, Esq. Jefferson County ECC 911, Lisa K. Thornburg, CPA, Accurate Systems, Inc. and employee monthly staff meetings. No action needed

Item#2

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

Item #3

JCESA was mandated by State Code to submit a WVOEMS License Modification due to changing Squad Medical Director. We have received the new license showing our new Squad Medical Director as Dr. Jennifer Robertson. All State requirements have been fulfilled at this time. No action needed

Item#4

JCESA has entered into a contract for annual employee physicals from Harpers Ferry Family Medicine and Jefferson Medical Center Lab. No action needed

Item #5

Employment offer for full time position was made and accept by Michelle Wood, EMT/Firefighter. Ms. Wood has successfully completed all pre-employment requirements. She will begin her employment at Station 11 on Monday, February 16<sup>th</sup>.

Item#6

The JCESA monthly training report showing 147 hours of CE provided to providers in January. Copy of this document enclosed in Board packet for review. No action needed

Respectfully submitted,

*Douglas M Pittinger  
Edward Hannon*

February 11, 2015

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>