



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

SPECIAL MEETING

AGENDA

APRIL 07, 2015

A Special Meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7 pm on Tuesday, April 07, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

- **Roll Call**

- Sign-In Sheet

- **Call To Order**

- **Approval of Minutes**

- February 17, 2015
- February 25, 2015

- **Old Business**

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



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- JCESA access to OG's on Website (DP) Discussion/Action
- Election of Secretary (DP) Discussion/Action
- Employee Grievance Committee Report (SG) Discussion/Action

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

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

- **Chairman's Report**

- **President JCFRA**
 - Jefferson County Fire Board Laws (MH)
 - JCFRA State Code (MH)

- **Directors Report**
 - Director's Packet (see attachment) Discussion/Action
 - Letter of Appreciation for R Jones, III MD Discussion/Action

- **Board Member Requests**



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- Letter for Director Pittinger (RA) Discussion/Action
- Clarification of JCESA legal representation (RK) Discussion/Action
- Recognition of J. Robertson, MD as JCESA (RK) Discussion/Action
Squad Medical Director

• Committee Reports

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

• New Business

- Failure to follow Death In The Field Protocol (CC)
 - Internal investigation / Preliminary draft of finding and actions taken at this time (DP)
- Jefferson County Fire Board laws (MH) Discussion/Action
- JCFRA and State Code (MH) Discussion/Action
- Resignation of Business Manager Discussion/Action
- Resignation letter from Director Pittinger Discussion/Action
- Adding Squad Medical Director to Board as
Ex-Officio member (Same as President of JCFRA) (RK) Discussion/Action

Employee Liaison

Policy Modifications of OG 1160 & 1170 Discussion/Action



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- **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.