

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	
Joshua Smith, JCFRA	X				

Also in attendance:

Doug Pittinger, Director
Marty Freeman, JCESA
Mike Kemell, MVFC
Randy Whittington, BFD
Earl Cogle, BRMVFC
Ramona Wirling
Monte Conner, JCESA
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 could not participate

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 not allowed to participate.

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