



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

MEETING MINUTES JANUARY 28, 2014

President Williams called the Meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, January 28, 2014 in the Emergency Services Agency Building at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Members	Present	Absent	Members	Present	Absent
E. Boober	X		M. Sherrill	X	
C. Conroy	X		J. Tabb	X	
J. Considine	X		S. White	X	
M. Mood	X		A. Williams	X	
T. O'Neal	X		D. Withers	X	

Also in attendance:

- Doug Pittinger, Director
- Ed Hannon, Deputy Director
- Marty Freeman, JCESA
- Ronald Fletcher, JCFRA
- Pete Kelly
- Gail Boober

Sign-in sheet circulated for attendance/roll call.

The President introduced the new Board Members and each introduced themselves in brief statements.

Approval of Minutes:

Action Taken — Ed Boober moved to approve the Meeting Minutes of the December 17, 2013 meeting as written. Dave Withers seconded the motion.

Vote: Unanimous – Motion Carried.

Old Business – Update on Committee for By-Laws:

Committee Member Pete Kelley gave the Board a verbal report of the Committee meeting and that the County Commission will have final say on any changes made. The Committee will have a report in March.

President's Report – A. Williams:

The President advised the Board that a letter was sent to the County Commission dated 1/2/14 to request to request the third quarter Fire Company funding. JCESA upon receipt disbursed the funds within two days of receipt.

Both Fire and EMS have a challenging 6 months ahead. Between himself and the two Directors there is over 120 years of experience and we will get through this one.



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The President requested that we dispense with mailing Board packets and email them to the members effective immediately. Paper copies will be only upon request in advance of next meeting night.

Treasurer's Report – M Freeman:

The Treasurer apprised the Board that all three Congressional representatives have sent FEMA letters of support the Countywide AFG grant. A copy of the Capito letter was passed out.

Two charts were provided the Board on the 2015 Budget levels which begin at 75% of current budget and grow in 5% increments until reaching 100%. The time frame for submission is February 6, 2014.

The Treasurer requested a budget workshop be scheduled for Tuesday, February 4, 2014 in order to meet that deadline. At that time, the Directors and staff will have prepared proposals for the Board to review.

Action Taken — The Board approved the meeting date by unanimous consent.

A workload chart of 2013 actual EMS and Fire workload was passed out and reviewed with the Board.

President of JCFRA Report – R Fletcher:

February 11, 2014 will be the next JCFRA meeting and will be Election Night. It will be held at Station 3.

The President will work with JCESA staff to provide budget information for submission to the County. Further budget cuts could cause the closure the some County Fire Stations. The assets that Fire Companies maintain were built up over 130 years.

Station 5 is attempting to obtain financing to do mold abatement and repairs.

The Association sponsored a seminar called "Combat Ready" on January 18, 2014 with over 90 attendees that was a very good training opportunity.

Directors Report – D. Pittinger:

The Board can refer to the written report in their packet.

The Agency received two resignation letters, one FT and one PT. The Director will convert one PT employee to FT to maintain continuity of staffing, but is very concerned about losing additional staff due to the budget concerns. The conversion will save funds for the Agency.



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The Director provided the Board with a copy of a request from the Shepherdstown Fire Department requesting 24 hour 7 days a week EMS coverage. The Board discussed the request in light of the current financial situation.

Action Taken — Dave Withers moved that the Board table the matter until more is known about the County Budget. The motion was seconded by Mike Mood. The Director was instructed to submit written response to Shepherdstown Fire Department.

Vote: Unanimous – Motion Carried.

The Director invited all JCESA Board members to attend the budget review January 30, 2014 at 2pm at the County Commissioners meeting room.

The Director reported on pending legislation in Charleston called the "haircut" bill that will further reduce gaming revenue for the County which could result in a \$300-500K reduction. The legislation was further explained by Commissioner Jane Tabb.

Board Member Requests:

S. White - Inquired about the status of the personnel lawsuit against the agency. Director Pittinger informed him that he was in several long meetings with the agency lawyer and things were progressing.

E. Boober - Pointed out to the Board that as the County is in need of additional funding the County Commission should consider increasing the Ambulance Fee higher than \$40. It was agreed to incorporate this idea into the upcoming budget submission.

J. Considine - Medic 11 creates some revenue for the Agency and we should consider this another funding source for the agency.

Committee Reports:

Employee Liaison – No Report

Personnel Committee – No Report. However the President instructed staff to place the election of a Secretary, appointment of a member to both the CIP Committee and Personnel Committee on next month's agenda.

CIP Committee – The Treasurer informed the Board that the Jefferson County Commission had approved the budget increase to fund the Middleway Generator and that contract would be awarded in the upcoming week.

Collections Committee - Contract with PCB signed and awaiting implementation.



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Public Comments:

Pete Kelley – Requested a copy of the working copy of the budget. It was agreed by all Board members that copies would not be available prior to review by the Board at the Special Meeting.

New Business:

None

Adjournment:

Action Taken — Dave Withers moved to adjourn the meeting at 8:39 pm. Tim O'Neal seconded the motion.

Vote: Unanimous. – Motion Carried.

Respectfully Submitted,

Marty L. Freeman, Treasurer

Date

Alan Williams, President

Date