



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

MEETING MINUTES JULY 15, 2014

Secretary John Considine called the meeting of the Jefferson County Emergency Services Agency to order at 19:0 p.m., Tuesday, July 15, 2014 in the Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

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

Also in attendance:

Doug Pittinger, Director	
Ed Hannon, Deputy Director	Quinton Davis
Marty Freeman, Business Manager	Ross Morgan
Joshua Smith, JCFRA	Marshall DeMeritt

Election of Officers: Elections were to have been held in June. S. White moved to postpone the elections – No second. R. Aitcheson moved to appoint people on a temporary basis – No second J Tabb read from the By-Laws regarding election qualifications. T.O'Neal moved to suspend elections and continue the current slate of officers until October 01, 2014. Sid White seconded.

Vote: 6 in favor
2 opposed

Approval of Minutes:

Motion by S. White to accept the minutes of June 16, 2014, second by J. Tabb, Vote all in favor, motion carried.

Old Business:

JCESA transportation of the deceased and discontinuing the JCESA owned morgue:

The Directors reviewed their cover letter in draft copy of written notification to stakeholders regarding the OG 2390 "Handling & Transportation Deceased Patients" and also reviewed the OG 2390. Director Pitting met with Mr. Hassan Rasheed, Officer of the Prosecuting Attorney of Jefferson County, as requested by the Board prior to this meeting and he approved the above two documents as written. R. Aitcheson asked why the draft memo had seven weeks' notice and suggested that be changed to thirty (30) days' notice, effective August 16, 2014. Board agreed and changes will be made with an effective date of August 16, 2014.



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Additional edits to the letter were proposed to eliminate "we all agree" and start the sentence with "Our mission. C. Conroy suggested the OG be turned into policy; discussion followed an agreement to leave as OG. R. Aitcheson edited the word "will" to shall in entire document. The Board voted to approve the documents with changes as noted and instructed the Director to publish same on July 16, 2014.

Vote: 6 in favor
2 opposed
Motion carried

President's Report:

No Report

Treasurer's Report:

M. Sherrill presented a summary of the Audit Close Out with the State Auditor. JCESA received the second highest audit rating with a couple small issues that have been addressed by the Agency.

A policy issue for the Board concerns implementation of a Capital Equipment policy since none currently exists. The Auditor suggested utilizing the County policy of \$10,000. Motion made to adopt the County Policy.

Vote: All in favor
Motion carried

A discussion of another audit finding regarding annual leave balances followed. Not all leave balances are in conformance with the personnel handbook. The Directors stated that the problem was of an operational nature and they had instituted procedures to prevent this next fiscal year.

J. Tabb requested information on who is paying the mortgage on the JCESA building. Staff explained that we receive \$81,000 from the County Commission annually in October and deposit that into a separate account that USDA debits monthly.

The Treasurers report in contained in the packet for review.

President of Jefferson County Fire and Rescue Association:

All agreements have been signed and are in place for Fire Companies to receive reimbursement.



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Director's Report:

The City of Charles Town awarded a \$4,000 grant to JCESA to purchase an IntuBrite Intubation System.

Procurement of the fifty two (52) CAD compatible tough tablets is underway for JCESA and the Volunteer Fire Companies. Some discussion by the Director if \$117,000 will cover the cost of fifty two units with inflation costs.

Twelve (12) Jefferson county residents passed the final exam of the EMT program hosted by JCESA

The Directors requested to begin the process to establish an eligibility list for future paramedics and EMT's. The process is to advertise, test and check the backgrounds of interested individuals. This list will be the basis of hiring personnel when the Ambulance Fee funding is made available. J. Tabb moved to allow the Directors to move forward and S. White seconded.

Vote: All in favor
Motion carried

Board Member Requests:

ISO Discussion – C. Conroy shared the research he had one on Jefferson County ISO ratings for each of the seven fire companies and the geographical areas in the County in response to a citizens complaint that her insurance rates had increased. His finding include a rating of 9 on rural areas, and rating of 6,7,8 where hydrants exist. Fire companies must be able to move water at a specified rate. M. Mood commented that a lot of questions re being generated by the new GIS mapping.

C. Conroy further explained that Jefferson County has a high fire loss rate which is greater that Berkeley County, West Virginia and Maryland surrounding counties. J. Smith commented that when CAD is installed each fire company will need to be reevaluated.

C. Conroy ended by requesting that someone look at the numbers and explore ways to raise the standards. M. Mood stated that Jefferson County standards are higher that the West Virginia State standards. Concluded with recommendation the JCFRA should get with C. Conroy to go over his analysis and task them to explore ways to improve their rating.



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CIP

Director Pittinger related an incident where a senior EMS officer call him, the Deputy Director and Business Manager to inform them that a JCESA Board member had given him verbal approval to proceed with the procurement of an ALS chase vehicle from CIP funding. This EMS officer was informed by the Director, Deputy Director, Business Manager and Michelle Mason / CIP Coordinator that his procurement was not approved by the JCESA Board at this time. He was told that there was a formal procedure set by the Board and this procedure has not been followed and the Director will not honor this CIP request until the Board has officially approved the same. R. Aitcheson and J. Considine both recommended that no other expenditures and/or commitments be approved from CIP funding until the JCESA CAD computer procurement of fifty two units was completed. Expected date of completion of CAD computer equipment purchases is by the end of August per Director Pittinger.

Committee Reports:

None

Public Comment:

Marshall DeMeritt recommended that JCESA issue a press release to inform the public in the OG 2390 "Handling and Transportation of Deceased Patients" Mr. DeMeritt offered his assistance to drafting the same to the Directors.

New Business:

Staff asked to write press release for JCESA addressing the transportation of deceased and discontinuing the JCESA morgue. Board approved the Directors releasing same as soon as possible and this press release does not need to be approved by the Board prior to releasing. Also, post on the JCESA web site.

Motion to adjourn was made by M. Sherrill and seconded by M. Mood

The Board adjourned at 9:24 pm