



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

MEETING MINUTES MAY 20, 2014

President Williams called the meeting of the Jefferson County Emergency Services Agency to order at 19:04 p.m., Tuesday, May 20, 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				

Also in attendance:

Ed Hannon, Deputy Director	Tamra Trafford
Marty Freeman, Business Manager	Tracy Smith
Joshua Smith, JCFRA	Quinton Davis

Approval of Minutes:

Motion by S.White to accept the minutes of April 15, 2014, second by M. Sherrill, all in favor, motion carried. Minutes of Special Meeting April 22, 2014 not yet available for approval.

Old Business:

1. FOIA Policy OG 1310 finalized and presented in Board Packet reviewed. No Action required to implement.
2. DOA Morgue Location change discussed. B. Aitcheson to make contact with the Prosecuting Attorney and discuss legalities regarding obligation to transport and will report findings at next meeting.

Election of Officer:

Treasurer – M. Sherrill sole nomination for position of Treasurer. Elected by unanimous vote. M.Freeman will work with M. Sherrill directly during transition and will be available for future support.

President’s Report:

Recent issues with e-mail failure. Problem being resolved.

Treasurer’s Report:

M. Freeman; last official report as Treasurer. Will continue to work closely with new Treasurer during transition.

1. Report is in packet. Discussion followed. Disbursement account to remain open for future consideration. Balance in account is interest and no service fees will be accrued if account is left dormant for time being.
2. Audit complete. Report to follow.



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3. WV Corp Insurance Contract. Director has signed Letter of Intent. Policy will be available in June. Considerable savings will be the result of this change.

President of Jefferson County Fire and Rescue Association:

1. No report from recent meeting as there was no meeting due to low attendance.
2. Next meeting scheduled for June 5, 2014 at Company 5.
3. Board needs to be aware that the "DeMeritt Report" recently presented to the County Commission was NOT presented on behalf of JCFRA nor is it supported by same.

Director's Report:

1. Report is in packet. No action required of items 1-5. Item 6: currently in a holding pattern per Chief 6. Item 7: Bids too low to accept. Alternative arrangements to be explored with B. Polk. Item 8: Special Meeting minutes from April are missing but action is required prior to next meeting. This action will be handled via e-mail and responses are due by May 26, 2014.
2. May 22, 2014 is the Public Hearing for the Ordinance. PLEASE, the B.O.D. needs to have a presence. M. Mood will make an effort to attend.

Board Member Requests:

Article 3 of JCESA By-Laws (Conroy) Already handled. No further action required at this time.

Committee Reports:

- Employee Liaison – Tamra Trafford
 - Please have a presence at the upcoming Ordinance hearing.
- Personnel – Ed Boober (absent)
 - Nothing to report.
- CIP- Ed Boober (absent)
 - Company 6 generator is in place.

Public Comment:

1. Chief 7 (Joshua Smith) - Please consider a procedure for recognizing good works of employees. A policy is in place for disciplinary action, why not a policy for things done well. Should come from the Board/within the Agency.
2. M. Freeman- Encountered an expanded fire scene on way to work. Was very impressed with professionalism and efforts put forth.
3. T. Trafford- Times are tough for all right now but when the community has a need, professionalism and working together is the response.

New Business:

1. (Conroy) 911 Ordinance discussed and clarified. J. Tabb stated the language needs to be reexamined.

M. Mood moved to adjourn, B. Aitcheson seconded. Meeting adjourned 20:07.