

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



## MEETING MINUTES SEPTEMBER 16, 2014

Commissioner Jane Tabb called the meeting of the Jefferson County Emergency Services Agency to order at 7:05 p.m., Tuesday, Sep 16, 2014 in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

| <b>Attendance</b> | <b>Present</b> | <b>Absent</b> | <b>Attendance</b> | <b>Present</b> | <b>Absent</b> |
|-------------------|----------------|---------------|-------------------|----------------|---------------|
| B. Aitcheson      | X              |               | P. Kelley         | X              |               |
| D. Carter         | X              |               | J. Tabb           | X              |               |
| C. Conroy         | X              |               | J. Wysong         | X              |               |

### **Also in attendance:**

Doug Pittinger, Director  
Ed Hannon, Deputy Director  
Joshua Smith, JCFRA  
Alan Williams, CFC  
Rhonda Lehman  
Donald Shirley, ME  
Paul Rosa  
Gary Lescalleet, BRMVFC

Maura Sherrill  
Mike Mood, MFD  
Ross Morgan, SFD  
Marshall Demeritt, SFD  
John Lyons, JCESA  
Marty Freeman, JCESA  
Tracy Smith, BFD

**President Pro Tem:** Pete Kelley volunteered and was selected to serve as President Pro Tem with unanimous consent from the Board. The issue of signing checks was discussed and a motion was made Bob Aitcheson seconded by Jane Tabb to authorize Pete Kelley to sign checks until officers were elected  
Vote: Unanimous.

**Election of Officers:** A motion was made by Jack Wysong and seconded by Bob Aitcheson to hold the election of officers in October.  
Vote: Unanimous.

**Establish regular meeting date for the Board:** After discussion it was agreed to keep the meeting date the same; third Tuesday of each month.

**Open Meeting Act Discussion:** A presentation was made by Attorney Stephanie Grove and a handout marked Attachment 1 was provided to the Board. Ms. Grove summarized the contents of the document and made herself available to the Board for consultation as needed:

- All meetings have to be open and advertised appropriately
- Only the items on the agenda can be discussed
- A violation of the requirements of the Act invalidates the decision made
- Personnel matters are sensitive and can be handled in Executive Session, but should be reviewed on a case by case basis and voting cannot be done in Executive Session.

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## MEETING MINUTES SEPTEMBER 16, 2014

**Roberts Rules of Order:** A presentation was made by Attorney Stephanie Grove and a handout marked Attachment 2 was provided to the Board. Ms. Grove summarized the contents of the document and made herself available to the Board for consultation as needed:

- The County and its Boards follow Roberts Rules which govern the meeting structure
- The requirement for a motion and a second
- A simple majority wins the vote
- The quorum for this Board is 4

**Ethics :** A presentation was made by Attorney Stephanie Grove who stated the Ethics Commission will be coming to offer training. Ms. Grove recommended consulting with the Ethics Commission directly because she cannot perform that function for the Board and the Commission's ruling will stand up in a Court of Law.

- Board Members cannot use their Board position for private gain.
- The WV Ethics Commission can be contacted by phone
- Board members should recuse themselves if an issue/conflict exists and cannot influence the debate.

Pete Kelley reported that he went on line and found the Code of Conduct for public servants and noted that there are large penalties if a Board member knowingly commits an ethics violation and that ethics training is required.

Jane Tabb mentioned that Ethics training was provided on line.

Robert Aitcheson requested the code provisions for the Ethics Act. S. Grove to provide.

**Development of Bylaws:** Pete Kelley that the Board review the old Bylaws and come to the October meeting to prepared to discussion and update the exiting version.

### **Approval of Minutes:**

- July 15<sup>th</sup> Regular Minutes – Motion by Bob Aitcheson seconded by Chris Conroy to accept the July 15 minutes.

Vote: Unanimous.

- July 29<sup>th</sup> Special Minutes - Question from Chris Conroy regarding the ownership of the refrigeration unit was answered by Director Pittinger who showed them the invoice used by JCESA . Motion by Jane Tabb to approve seconded by Chris Conroy.

Vote: Unanimous.

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- President pro-tem asked that the record show that no August meeting was held due to lack of a quorum.

### **Old Business:**

- Appoint Chairman – Personnel Committee
- Appoint Chairman – CIP Committee

Pete Kelley recommended that both committee chairmanships be tabled until the October meeting to give the new members time to determine what they felt they could serve on. Bob Aitcheson asked if there are any pressing personnel matters pending? Director Pittinger informed the Board there were none. Ed Hannon advised the Board that there is an Impact Fee meeting on September 23 at 9:30 am if anyone was interested in attending. The subject is the recalculation of the fee. The balance in the CIP fund for Fire and EMS is \$77,074.13.

- The President pro-tem asked unanimous consent to postponing this topic until the October meeting.

**Presidents Report:** None

**Treasurers Report:** Presented in absence of a Board Treasurer by JCESA staff.

Marty Freeman presented the renewal of the JCESA health insurance policy with Blue Cross/Blue Shield. Due to the lack of an August meeting JCESA was unable to present the renewal to the Board which represents a 5.89% in spending. Funding decisions made by the old Board in March included holding the current spending level throughout 2015. Based on this need and in comparison with the County policy staff requested as presented in the attachment numbered 3.

- Accept option 1 as presented by our Broker
- Schedule a discussion of HRA's at next months meeting.
- Approve tasking our CPA to provide information about the IRS ruling
- Potential change in broker of record.

Motion by Jack Wysong to approve seconded by Bob Aitcheson

Vote: Unanimous.

**President JCFRA Report:** None. Next JCFRA meeting October 14 @ Co 7

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## MEETING MINUTES SEPTEMBER 16, 2014

### Directors Report:

Director Pittinger reviewed elements of his report contained in the Board packet.

- Requested copies of each Board members Oath of Office for the record
- Referenced the workload report
- Recruiting to fill the new positions underway. Chris Conroy asked if the position of Paramedic/Firefighter was required by the new ordinance. The Director responded that all New hires must have basic fire fighter training. Bob Aitcheson asked how we would differentiate the Ambulance Fee Hours from regular hours = via the time cards.
- Confirmed to the Board the refrigeration unit is owned by JCESA
- Referenced the training report. Pete Kelly confirmed these classes were made available to the volunteers.
- Readvertisement of the Medical Director position – current medical director in place since 1999. Director wishes to readvertise the position to see if the cost can be reduced. Pete Kelley wants to meet with the current medical director with the Director prior to that action.

**Bob Aitcheson** – The Board is requested to review the JCESA Board contact list and update if needed.

### Board Member Requests:

● **Whether or under what circumstances JCESA employee's should transport dead bodies?  
Modify OG 2390? Bob Aitcheson**

● **Should JCESA sell the morgue?**

Bob Aitcheson suggested that this could be deferred to October. Should we amend the OG 2390 to allow transport as a last resort. We could sell the morgue and return the funds to the County. The legal opinion from the county and the medical examiner manual make the roles clear.

Chris Conroy stated that after meeting with Don Shirley and Alan Norton he learned that the medical examiner does not transport in the case of natural causes only suspicious cases. Although A. Norton has concerns, they are happy to assist in the interim. This is a service to the community.

Pete Kelley suggested that a MOU be written between JCESA and Eackles, Spencer Norton to clarify roles.

Jane Tabb suggested that the Board review OG 2390 and any proposed MOU obtained from the funeral home. Chris Conroy, Jack Wysong and Ed Hannon are to meet with the funeral home.

● **Status of Ambulance Fee Program – Pete Kelley**

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



## MEETING MINUTES SEPTEMBER 16, 2014

Director Pittinger advised that the bills are out and the due date has been extended to October 31. JCESA has created an account dedicated to this. There is no on-line payment in the works.

- **Review for addressing issues of concern of the volunteer departments – Pete Kelley**

There are issues that need to be discussed with Fire and Rescue leaders and the Agency. This will be postponed until next month.

- **Review of staffing of JCESA and Volunteer departments – Pete Kelley**

Deferred until next month

- **Establish an in-depth response report by department via CAD – Pete Kelley**

This issue is to be held for the next 90 days awaiting further implementation of CAD

- **Rewrite the JCESA Mission statement - Jack Wysong**

Attachment 4 contains the board members proposal who feels JCESA needs both a fire and ems mission statement. No action.

### **Committee Reports**

- **Employee liaison – None**

- **Personnel Committee - None**

- **CIP Committee – None**

### **Public Comments**

- **Paul Rosa – Commended Company 7 for inauguration of ambulance service.**

- **Marshal Demeritt- The new ambulance fee will decrease donations and revenue sharing will shut down fire houses.**

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### **New Business**

- JCESA Building Access Cards – provided to Kelley, Wysong and Carter. Jane Tabb needs a card
- Develop Cost Sharing Model for Ambulance Fee – Jane Tabb  
The model is going to take a great deal of effort and requires information on the FD cost, EMS cost. The goal is to create a fair and equitable model which may take six months.

A motion by Jack Wysong seconded by Bob Aitcheson to adjourn at 8:47 pm