

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



REGULAR MEETING MINUTES DECEMBER 16, 2014

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, December 16, 2014 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	

Also in attendance:

Doug Pittinger, Director
Ed Hannon, Deputy Director
Joshua Smith, JCFRA
Gary Lescalleet, BRMVFC
Earl Cogle, BRMVFC
Ron Fletcher, CFC
Tamara Trafford, CFC
Tracy Smith, BFD
Penny Kisner, BRMVFC
Kevin Tester
Randy Whittington, BFD
Debbie Royalty

Ross Morgan, SFD
Marshall Demeritt, SFD
Marty Freeman, JCESA
Rex Drummond, JCESA
John Lyons, JCESA
Alan Williams, CFC
Jeff Plautz, IFC
Larry Herbst, CFC
Mike Mood, MVFC
Ramona Wirling
Brad Fritts, BFD

President Kelley asked the Boards consent to allow the County Attorney Stephanie Grove to give the Board feedback on the Board Bylaws submitted to the County.

COMMENTS ON BYLAWS BY COUNTY ATTORNEY

Comments were made regarding section (c) on page 2 regarding compensation and was stricken as it was determined that the County Ordinance supercedes the Board Ordinance.

Under regular meetings section (d) should be changed to (f).

Section (4) Work Sessions should insert business days.

Section (5) Executive Sessions add to first sentence "or as otherwise provided by law".

Page 3 (e) Quorum. If only 4 members are present a majority vote can apply to actions of the Board.

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County Commission comments provided by the County Attorney:

Article 3 (b) questions on conflict of interest and recusal of an officer will be clarified with the Commission.

Background materials must be posted when the agenda is posted. This will be inserted by the County Attorney.

Votes cannot be taken by phone or email. Will be clarified by the County Attorney.

General Comments regarding tasking employees by individual board members. A majority vote of the Board should be obtained prior to the Board tasking individual members. Board members authority comes as a group.

(Note: The County Attorney requested the document file and will provide a marked up draft. As of the publication of these minutes, the document has not been returned)

Approval Minutes: November 18, 2014 Regular Meeting – Changes to page 1 change “site” to sight. Changes to page 3 the mission statement should be included in the minutes. On page 2 correct spelling to Faas.

Motion by Jack Wysong to approve seconded by Jane Tabb
Vote: Unanimous

December 3, 2014 Budget Workshop.

Motion by Jane Tabb to approve seconded by Jane Tabb
Vote: Unanimous

PUBLIC COMMENTS

Marshall Demeritt, SFD –

1. OG2390 – move on and finish the OG.
2. Comments on Conroy email.
 - a. Mr. Conroy is overestimating the available resources in County.
 - b. The Fire companies have already done on call response codes. Let the chiefs do their job. The Fire companies are saying what units they want.
3. In favor of parking Ambulance 11. Not in favor of having providers in the same chase car.
4. Shepherdstown does not need an EMT driver 12 hours a day can be used better elsewhere.
5. Reference staff waiting. Shepherdstown data average response time is 2.3 minutes. No need for the suggestion from the Board member.

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Mr. Demeritt commented favorably on the 2015 training calendar.

OLD BUSINESS

Review Bylaws: Covered by County Attorney Grove above.

Rewrite OG 2390: C. Conroy provided the Board with his rewrite of OG 2390. Staff reported that the document contained more changes than originally expected and requested additional time to obtain feedback from the EMS chiefs. Staff advised the Board that an existing agreement is in place that does not permit the revision of an OG until six months have expired. After discussion by the Board a motion was made by J. Tabb seconded by J. Wysong to accept the rewrite of OG 2390 as written by C. Conroy.

Vote: 4 in favor and 1 opposed (Aitcheson)

Motion passes

TREASURER'S REPORT

The November financial report was included in Board packet. No comments/changes from Board.

Staff advised the Board that a quarterly report required by the new ordinance will be available in January for approval and submission to the County Commission.

A discussion followed that pointed out the video lottery and gambling revenues were falling and jail bills going up which will impact the next year's budget.

CHAIRMAN'S REPORT

The Chairman reported that he met with the Berkeley County Administrator regarding the hiring of fire fighting personnel and obtained the documentation necessary to pursue the same path in Jefferson County. A MOU with fire departments is required along with a letter to the State Attorney's office and a letter from the State Treasurer's Office regarding fire company funding from the State.

A motion by J. Wysong was made to move ahead with further research on the subject seconded by C. Conroy.

Vote: Unanimous.

PRESIDENT JCFRA

JCFRA would like to see Fire Fighter MOU's accomplished. J. Wysong was appointed as Chairman of a Committee to work on the MOU's along with C. Conroy. The committee is to include Presidents and Chiefs of the 7 fire companies. The Board established March as a goal for completing the project.

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Referencing C. Conroy's email item #2 regarding the distribution of funding, J. Smith reminded the Board that no official vote or decision had been made on distribution of funds. If the Board is pursuing a change, notification of the Fire Companies needs to be made so they can provide the Board what is needed. Thus far this had not been accomplished.

J. Tabb moved that the Board request budgets from the Fire and Rescue Association and the individual fire departments providing financial reports to enable review. The motion was withdrawn.

R. Aitcheson moved that the individual fire departments submit the following to the JCESA Board: Financial statements including, income expenses assets and liabilities and budget for the 2015-2016 fiscal year, a budget based on anticipated income and they be submitted according to standard accounting principles not later than February 15. Motion seconded by C. Conroy. A discussion followed on the future allocation of funds to fire companies and what the board needs to see to verify.

Vote: 3 in favor and 2 opposed (Kelley and Wysong)

Motion passes

J. Tabb moved that the due date be changed to March 1 seconded by R. Aitcheson

Vote: Unanimous.

DIRECTOR'S REPORT

The Director's report is contained in the board packet. There were no questions from the Board.

The Deputy Director reviewed and highlighted a letter of concern submitted to the Board in the board packet.

BOARD MEMBER REQUESTS

Duties of JCESA employees in volunteer stations - J. Wysong presented concerns regarding the duties of JCESA employees assigned to Company 4 and presented a calendar with proposed duties. He moved that the Director provide the Board with a draft copy of work duties for all employees at each station by the next meeting of the Board. Once presented, the document needs to go to all seven organizations for review after approval by the Board. Once they become fire fighters they would clean engines and bays. Motion seconded by J. Tabb.

Vote: Unanimous.

Budget/Staffing email attachment listing nine items – C. Conroy (provided in the board packet).

C. Conroy reviewed some of the elements of the email specifically emphasizing the need to reduce response times.

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COMMITTEE REPORTS

Personnel Committee – None

CIP Committee – Changes to the impact fee will be forthcoming in the near future from the County possibly eliminating funding to the Fire Companies.

Revenue Sharing Committee – J. Tabb reported that the committee had met with the assistance of T. Stanton the County Finance Officer with the seven fire companies. The committee will continue to meet and report to the Board.

R. Aitchison volunteered to write a letter to the County Commission to obtain legal clarification on verbal advice to forgo hiring of new employees until a revenue sharing agreement is in place. The Board gave unanimous consent.

Employee Liaison – The employees have signed a letter to dispense with the new mission statement and revert back to the original mission statement. They find it offensive and inaccurate.

Ms. Trafford advised Mr. Wysong that the employees were not all failures. During the past year at company 4 there have been bays with doors propped open, no air conditioning in extremely hot temperatures, no common area, no kitchen facilities, no wash room, no power at one time or the other. There are two sides of every statement.

NEW BUSINESS

None

The Board adjourned at 9:15 pm