



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

MARCH 18, 2014

The March meeting of the Jefferson County Emergency Services Agency (JCESA) Board called to order at 7 pm on Tuesday, March 18, 2014 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438 by President Allan Williams.

<u>Members</u>	<u>Present</u>	<u>Absent</u>	<u>Members</u>	<u>Present</u>	<u>Absent</u>
R. Aitcheson			M. Sherrill		
E. Boober			J. Tabb		
C. Conroy			S. White		
J. Considine			A. Williams		
T. O'Neal			D. Withers		

Also in attendance:

Jeff Plautz, IFC
Tamara Trafford, JCESA
Steve Harris, JCESA
Paul Rosa
Lenny Lehman, BRMVFC
Monte Conner, JCESA
Rob Amick, JCESA
Ross Morgan, SFD
Mike Sine, JCESA
Leslie Hess, IFC
Aaron Watson, IFC
Danielle Kidd, JCESA

Jody Slagle, JCESA
Matt Kennedy, JCESA
Jason Gore, IFC
Joshua Smith, JCFRA & BFD
Pete Kelly, SFD
Bob Burner, JCESA
Beth Jefferies, JCESA
Marshall DeMerritt, SFD
Adam Hess, JCESA/IFC
Ed Smith, IFC
Craig Simpson, SFD

Sign-in sheet circulated for attendance/roll call.

Approval of Minutes

Action taken- Ed Boober moved to approve the Meeting Minutes of February 2013 meeting as written. Dave Withers seconded the motion.

Vote: All in favor, one abstention. Motion Carried

Discussion about process in appointing a person to chair the meeting in the case that the president is unavailable.

Action taken- D. Withers moved to except E. Boober as chair to February 2014 meeting. S. White seconded the motion.

Vote: All in favor, one abstention. Motion Carried.



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Action taken- S. White moved to accept minutes as written for February 2014 Special Meeting as written with the exception of item number 5. Motion to advise County Commission JCESA Board supports fee.

Vote: Unanimous- Motion Carried.

Old Business:

Chris Conroy discussed his opposition to placing the morgue at JCESA building. Director Pittinger advised B. Polk is looking at other options.

Action Taken- C. Conroy moved to decline morgue placement at JCESA building. Director Pittinger to draft SOP for DOA and look for alternative locations.

Vote: Unanimous- Motion Carried

Presidents Report:

Action taken- R. Aitcheson motion to remove non-voting position for President of JCFRA from JCESA board. C. Conroy seconded motion.

Vote: Motion did not carry.

Treasurer Report:

Packet provided. J. Tabb asked for a more detailed financial report to be sent with packet. Director Pittinger stated he will send more detailed reports electronically with next packet.

President JCFRA

No new business.

Directors Report See packet material

JCESA Ambulance Bay – Heat fixed in bay.

BRMVFC Building Renovation Status- Chief E. Cogle reported that the air quality problem is being fixed. Other improvements are budget contingent.

Fire Chief Morgan – FOIA response mailed March 17, 2014

Jason Gore – FOIA response mailed March 17, 2014



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Fees for FOIA Requests

Action taken- M. Mood moved to charge market rate for copies and \$20 an hour supervision and research fee. C. Conroy seconded motion.

J. Tabb moved to amend first motion to make fee one \$25 blanket fee. No motion to second.

Vote: 2 opposed. Motion Carried.

Executive Session / Personnel Issues has been differed to April Meeting.

Action taken- T. O'Neal moved to have executive to answer County Commission questions.

Motion seconded by R. Aitcheson.

Vote: Motion did not carry.

Draft Budget Workshop video played.

Board member comments:

D. Withers stated he feels the County Commission completely abandoned the citizens, volunteers and employees of the county.

J. Tabb stated that with double the expenses and have the revenue cuts must be made somewhere.

C. Conroy stated that he feels a 20% cut was generous knowing that the fee will take place of funding.

Director Pittinger asked if there was a way the County Commission would consider a deficit spending plan knowing that the ambulance fee will be put into place this year.

J. Tabb stated that could be a possibility.

Action taken- J. Considine moved to have JCESA Board support the notion of deficit spending of \$100,000 every quarter. M. Mood Seconded motion.

Vote: Unanimous. Motion Carried.

Board Member Requests:

Chris Conroy moved to have volunteer fire departments submit budgets to help decide Volunteer FD funding agreement for next year. Motion withdrawn. No action taken.

R. Aitcheson moved to have only one spokesman person for the JCESA management issues/ non-emergency related events and topics to public. J. Tabb seconded motion.

Vote: Unanimous. Motion Carried.

Committee Reports

Employee Liaison Tamara Trafford submitted a petition signed by 17 JCESA employees asking JCESA Board to consider other Doctors for the Medical Director when the time comes.



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Personnel Committee – Ed Boober, Chairman / No new business.
Appointment of one additional committee member

CIP – Ed Boober, Chairman asked that if anyone interested in becoming a committee member to please contact him so that he may forward information.

CIP – Preliminary Report Meeting - Friday, March 14th, 1:30 pm

Public Comments :

T. Trafford stated that she is puzzled with Emergency Medical Services getting the largest budget cut in the county. Why was the cut no done evenly across the board? States while liquidating assets will free up some funds it is only a one time solution and not practical.

M. Kennedy stated that without the volunteers, JCESA would not be able to operate. However this is a two way street. JCESA was put into place because the volunteers could not handle the entire workload. Kennedy states that he feels J. Tabb shows no support to JCESA.

P. Kelly stated that JCESA is a fire board by law and the JCESA Board needs to make sure they are fulfilling those responsibilities.

M. Conner states that he feels the County Commission is trying to stack the deck by removing all current members of JCESA Board. States he feels we need a new County Commission not a new JCESA Board.

R. Morgan stated that the JCESA Board only needs to know what the Fire Departments spend the \$61,000. They have no business knowing the entire Fire Department budget.

M. DeMerritt encouraged the JCESA Board to look at all other budget cuts before cutting staffing.

P. Rosa states legally JCESA Board may only charge of copies in FAIO request. Encourages board to reopen issue and strike hourly fee. Rosa also states he feels President Williams oversteps his boundaries when speaking to the media or County Commission.

J. Gore stated that the paid staff is needed , however the leadership positions should be looked at. Does not understand why a position that was once filled with only one person is now a two person job. Gore also feels President Williams is out of line when speaking to media and County Commission.

D. Kidd stated how unprofessional she felt the County Commission was by laughing, cheering and joking over cutting the JCESA Budget and the potential layoff of multiple employees. Stated she was out raged and confused as to how a budget can be cut without the Commission understanding the numbers and how it will affect the Agency. Kidd asked Tabb to stand up for JCESA and help find solutions, not just suggest cuts.



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No New Business

Election of Secretary for 2014: J. Tabb declined nomination to secretary position. E. Boober declined nomination. T. O'Neal declined nomination. Nomination deferred to April Meeting.

Action taken- J. Considine moved to adjourn meeting at 22:45. M.Mood seconded motion.

Vote: Unanimous. Motion Carried.

**Director's Monthly Report
March of 2014**

Item #1

Fire & EMS Activity reports for the month of March 2014 completed. Copy of these two documents placed in Board packet for review. *No action needed*

Item #2

JCESA 2014 Yearly Training Calendar with numerous classes posted on JCESA web site and submitted to all County fire departments and EMS Chiefs. Additional EMS training courses being added monthly as approved.

Many other agency ems related classes being promoted by JCESA when we are notified.

All training announcements are posted on the JCESA website and each department notified via email attachment and sent paper copy of flyers for the same in advance. All employees are receiving electronic copies of upcoming training opportunities as well.

First quarter JCESA EMS training report (see attachment)

Item #3

Directors and Business Manager continue to regularly attend numerous meetings during the past four weeks relating to JCESA business and/or operations such as County Leadership, County Commission meetings, EMS Chiefs monthly meetings, JMC Trauma Multidisciplinary Program Committee, Steven Groh, Esq., Jefferson Memorial Hospital Emergency Department management, Robert Jones, MD County Medical Director, County CIP presentation, Volunteer fire department meetings, WVOEMS State Protocol Committee and employee monthly staff meetings. *No action needed*

Item #4

Marty Freeman, Ed Hannon and Doug Pittinger have attended numerous budget discussions/meetings to review the current 2014 budget and the upcoming 2015 budget of JCESA. These meetings were with Tim Station, County Financial Officer and County Commissioners. JCESA was officially notified of the 20% reduction to JCESA and the 12.5% reduction to fire departments, effective as of July 01, 2014. *No action needed*

Item #5

JCESA received the JCESA and the Fire Department fourth quarter allocations on Monday, April 7, 2014. Checks were written this date for the seven fire department allocations and signed by Pittinger and Freeman. Some checks were picked up at JCESA and the balance were mailed same date. *No action needed*

Item#6

JCESA has been tasked with finding a suitable location for housing the County morgue. We are now working with Bill Polk Director of County Maintenance, Jefferson County Sheriff Dougherty and Debbie Keyser, County Adm. to locate a suitable site to house the morgue unit currently located at Eakles, Spencer, Norton Funeral Home. JCESA has been asked to remove the morgue from it's that site and we are exploring all options per the Board request not to house morgue on the JCESA property. No action needed

Item #7

Director Pittinger and Board Member Considine attended the WVOEMS State Protocol Committee meeting on April 2, 2014. We feel this Committee is moving forward in a very positive manner and want to keep our presence known to this Committee and represent the Eastern Panhandle EMS providers in this long overdue major endeavor. No action needed

Item #8

JCESA Operating Guideline OG 2460 revised on April 3, 2014 with effective date of same. Electronic copies sent to all JCESA employees and Board members on April 4, 2014. This topic will be discussed in more detail at the next regular JCESA staff meeting on Thursday, April 19, 2014 and made part of the minutes. No action needed

Item #9

For informational purposes only, the Shepherdstown Fire Department voted on Monday, April 7, 2014 to enter into an agreement with the Bakerton Fire Department to provide EMS services to the 700 Box assignments. This Bakerton EMS integration proposal will contract the Shepherdstown Fire Department to operate the Bakerton Fire Department ambulance as Shepherdstown's third due ambulance. The stakeholders (legal counsel, insurance carriers, WVOEMS, SFD trustees and County Medical Director) will be notified and details of the contract will be fine-tuned in the immediate future. (Copy of proposal attachment) The Directors will keep the JCESA Board updated on this proposal as we're informed. No action needed

Respectfully submitted,

Douglas M Pittinger
Edward Hannon

Douglas M Pittinger, Director
Edward Hannon, Deputy Director

April 15, 2014

Financial Report and Status of Funds

03/31/14

JCESA

General Account Balance \$110,412.35

Payroll Account Balance \$36,175.20

Building

MortgageFund Balance \$119,954.50

Fire

Fire Company Account \$330.74

Co 2 Received Checks

Impact Fee Balance \$164,227.11

Committed 68,420.00

Paid 27,368.00 41,052.00

Unencumbered Balance \$123,175.11

Company 2 signed the Funding Agreement. The completed agreement is attached.

Jefferson County Emergency Services Agency
Status of Funds Projection
March

Assumptions for the Year

The initial full year projection based on June actual forecast a deficit of \$70,000 in funding allocation provided by the County. This was a direct result of 12 month projection of a full compliment of personnel (85% of total budget) for the year. During FY 2013 two personnel were on Workers Comp for an extended period abnormally reducing total expenses for the year. The projection of full year costs plus the annualized cost of overtime changes approved during the year that increased the amount of basic overtime in the schedule caused the deficit. One-time carryover funding is available to offset the deficit in 2014. However this would compromise the modest carryover needed to fund the first payroll (\$60000+) if County funding was as much as a week late. The management decision at this juncture is to change the schedule to reduce the built-in overtime while keeping the same levels of service to the Volunteer Fire Companies and to the Public.

The County Commission has reduced the agency budget by \$32,500. This has reduced the potential carryover funding.

Current Month Discussion

Cumulative expenditures through March are \$1,389,278.50 and total income other than from County Commission is \$58,394.37. March Salaries, OT, FICA and Pension are slightly reduced as an EMT was injured on the job and is currently receiving Workers Compensation Benefits for an unspecified duration.

Upcoming Expenses:

The AFGrant has been submitted that will require \$21,222 in JCESA expenditures hopefully in the Spring. We are awaiting a review by WVCorp for a new rate. The annual audit will occur In April 14 by the State Audit Office (\$4,000)

Jefferson County Emergency Services Agency
2014 Projection

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Total
Full Time	65,019.32	67,135.90	69,623.20	104,439.74	70,728.96	70,659.97	73,835.34	71,002.73	68,686.13	106,125.00	70,750.00	70,750.00	908,753.29
Part Time	13,175.55	11,788.59	10,549.45	13,371.13	12,812.84	10,594.41	11,298.93	7,825.16	8,906.97	19,590.00	13,000.00	13,000.00	145,825.83
Overtime	9,940.67	9,797.00	10,855.55	8,848.28	6,586.56	11,325.23	9,553.33	8,726.23	8,185.14	11,250.00	7,500.00	7,500.00	109,967.99
Casual Labor	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
Worker Comp	21,429.00	21,429.00	-0.00	-0.00	-0.00	15,477.00	8,771.00	16,012.00	8,771.00	8,771.00	8,771.00	8,771.00	96,773.00
FICA/Med	6,750.24	6,738.39	6,914.54	9,618.32	6,838.23	7,023.56	6,828.31	6,646.37	6,517.46	10,470.94	6,980.63	6,980.63	88,305.61
Subtotal	96,288.78	118,388.88	99,442.74	137,777.47	98,464.39	116,577.17	111,712.49	111,712.49	102,566.70	157,616.94	108,501.63	108,501.63	1,367,625.72
Hosp	9,301.83	8,696.76	7,794.75	10,093.14	9,532.41	9,532.41	9,532.41	8,971.68	9,820.22	9,820.22	9,820.22	9,820.22	112,736.27
Life	554.40	526.77	583.01	619.01	619.01	619.01	619.01	565.30	679.35	679.35	679.35	679.35	7,442.92
Dental	349.48	591.76	594.49	644.84	760.36	692.60	692.60	659.52	806.58	806.58	806.58	806.58	8,211.97
Unemployment	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	3,073.80
Fitness	240.00	-0.00	-0.00	240.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	6,959.49
Retirement	7,291.59	7,611.43	7,934.84	11,220.16	7,672.05	8,329.21	8,272.39	7,853.33	7,630.76	12,324.38	8,216.25	8,216.25	1,410.00
Subtotal	17,737.30	17,426.72	16,907.09	23,629.04	18,583.83	19,173.23	22,370.21	18,109.83	18,936.91	23,880.53	19,772.40	22,846.20	239,373.29
Fuel	6,509.10	43.01	56.02	6,715.78	101.85	(0.52)	6,404.58	-0.00	55.49	6,500.00	2,000.00	2,000.00	30,385.31
Maintenance	2,047.60	6,518.33	594.28	127.70	519.84	747.44	19.06	895.50	12,878.97	1,200.00	1,200.00	1,200.00	27,948.72
License Ops	-0.00	1,010.00	-0.00	-0.00	-0.00	4,386.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	5,396.00
Supplies	509.50	194.17	760.53	1,244.94	-0.00	533.00	444.66	-0.00	806.95	500.00	500.00	500.00	5,993.75
Auto Insurance	2,526.38	-0.00	2,472.00	-0.00	-0.00	2,472.00	-0.00	687.36	2,472.00	-0.00	-0.00	-0.00	13,101.74
Liability	10,562.37	85.46	10,335.00	-0.00	-0.00	10,335.00	-0.00	10,333.00	2,376.32	2,000.00	8,000.00	3,000.00	51,983.83
Emis Supplies	1,482.99	1,743.12	646.84	3,392.72	322.14	7,914.93	5,566.69	4,149.23	2,376.32	2,000.00	8,000.00	3,000.00	40,594.98
Misc and Cloth	165.96	507.91	1,899.67	2,611.07	3,463.01	950.38	2,619.40	12.00	5,724.15	1,858.25	31.80	500.00	20,343.60
Tech Svc	136.00	136.00	-0.00	136.00	180.00	-0.00	92.00	-0.00	272.00	-0.00	800.00	500.00	1,952.00
Trav/Train	243.00	345.00	402.13	419.00	2,250.23	2,856.71	-0.00	1,750.00	403.41	1,200.00	1,200.00	1,200.00	12,269.48
Subtotal	24,182.90	10,583.00	17,166.47	14,647.21	6,837.07	30,194.94	15,146.39	7,494.09	35,322.29	13,258.25	13,431.80	21,705.00	209,969.41
Prof Svc	506.00	2,337.50	300.00	1,621.00	-0.00	620.00	361.00	6,484.00	260.00	1,000.00	1,000.00	1,000.00	15,489.50
Medical Exp	-0.00	-0.00	881.00	942.00	-0.00	810.00	4,962.00	2,765.00	3,643.00	1,600.00	1,600.00	1,600.00	18,803.00
Postage	137.00	20.25	181.12	46.00	-0.00	8.00	126.11	-0.00	-0.00	100.00	100.00	100.00	818.48
Office Exp	628.72	151.80	426.29	500.94	142.37	1,982.13	962.46	41.00	1,056.45	1,000.00	1,000.00	1,000.00	8,892.16
Equip Rent	289.86	396.58	225.69	314.47	225.69	390.07	325.69	325.79	386.75	386.75	386.75	386.75	3,940.84
Telephone	262.18	226.11	88.54	163.89	275.95	183.06	237.31	166.67	158.27	158.27	158.27	158.27	2,236.79
Utilities	937.47	1,060.20	984.28	1,003.57	1,567.56	3,588.10	1,724.79	1,011.08	2,474.18	2,000.00	2,000.00	2,000.00	20,351.23
Rep & Maint	139.00	183.79	138.94	144.81	144.81	188.08	144.44	183.22	250.00	250.00	250.00	250.00	2,240.94
Advertising	-0.00	184.04	-0.00	-0.00	224.22	50.14	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	386.44
Dues & Sub	24.95	24.95	324.95	24.95	24.95	199.95	24.95	-0.00	258.88	300.00	300.00	300.00	1,805.53
Audit Costs	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	4,000.00
Background Ck	-0.00	-0.00	306.30	57.75	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	384.05
Other	-0.00	-0.00	57.69	-0.00	-0.00	121.20	-0.00	9.17	95.27	-0.00	-0.00	-0.00	283.33
Third Party Billing	252.53	241.70	266.10	445.02	250.30	325.52	363.31	208.19	279.18	250.00	250.00	250.00	3,371.85
Subtotal	3,177.71	4,826.92	4,180.90	5,264.40	2,843.30	8,466.25	9,122.06	11,155.34	8,792.20	7,045.02	7,045.02	11,045.02	82,964.14
Equipment	3,461.60	-0.00	-0.00	-0.00	-0.00	533.77	-0.00	-0.00	-0.00	21,222.00	-0.00	-0.00	25,217.37
Subtotal	141,388.69	154,687.12	137,687.20	181,318.12	126,728.59	174,945.36	158,425.57	148,471.75	165,618.10	201,800.73	169,972.85	164,097.85	1,925,149.92
	296,073.81	433,771.01	433,771.01	615,089.13	741,817.72	916,763.08	1,075,188.65	1,223,660.40	1,389,278.50	1,591,079.23	1,761,052.08	1,925,149.92	



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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The combined agreement is between the Jefferson County Emergency Services Agency (JCESA) and the Volunteer Fire Departments/Companies of Jefferson County that provide EMS / Fire Services to the citizens and guests of Jefferson County and neighboring jurisdictions according to their mutual aid agreements of record. It is understood that all entities will provide their services according to the standards for such services as defined by state code and other agencies having jurisdiction.

These funds designated by the Jefferson County Commission for the department / companies will be distributed equally on a quarterly basis up to \$85,000.00. Available funds exceeding that amount will be placed in a cumulative account for the departments / companies and distributed similar as the present county capital improvement program by the JCESA.

Combined Agreement

The volunteer companies/departments of Jefferson County are funded through a combination of sources. These funds are generated through fund raising activities and direct donations from the public as well as funding from government entities such as the Jefferson County Commission. Regardless of the origin of these funds it is incumbent upon the companies/departments and the Emergency Services Agency to keep the public trust by following accepted accounting practices and policies of fiscal management.

These criteria or standards for receiving such funds and following acceptable fiscal management will be established for County fire companies/departments to receive funds. Any company/department has the right not to participate in this program, but in doing so forfeits the right to receive county funding.

The Jefferson County Emergency Services Agency is designated by the Jefferson County Commission as their representative and overseer of the Fire and EMS services in Jefferson County with the County Commission retaining all rights and responsibilities as defined by State Code.

This updated document combines the previous funding and fiscal agreements ratified by the County volunteer companies/departments.

Section I: Fiscal Management

Financial Accounts: All accounts must require a minimum of two (2) signatures in order to conduct business. These signatures' must never be two persons from the same immediate family. Immediate family is defined in State Code §6B-1-3(f) as with respect to an individual, means a spouse with whom the individual is living as husband and wife and any dependent child or children, dependent grandchild or grandchildren and dependent parent or parents.

A separate account will be established for the funds received from the Jefferson County Emergency Services Agency on behalf of the Jefferson County Commission. These funds are included in the totals of the Form 990 IRS report and the West Virginia Secretary of State.

Tax Returns: Copies of a company's current Federal return (Form 990) will be required by the County Commission to be maintained on file by the Emergency Services Agency.

Revised 10/1/2013

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Budgets: The company will develop a yearly budget and shall submit a copy to the JCESA for their record.

Audits: Audits will be conducted annually by each company. These audits at a minimum will consist of an in-house committee appointed by the company leadership. Likewise all audits required by the appropriate State agencies will be completed per their direction. No person with check signature privileges shall be a member of the in-house audit committee. These audits or summaries will be submitted to the Emergency Services Agency to be maintained on file.

In the event that discrepancies are found within the company / department accounts, it shall be the responsibility of that company / department to notify the proper agency(s) for a thorough investigation and action.

The Emergency Services Agency acting as an agent of the County Commission may also request an accounting equal to the amount of funding provided by the County Commission. This practice is in line with the requirements of the State of West Virginia as it pertains to funding received from them.

All documents are to be submitted to the Director of the Emergency Services Agency or his or her designee.

Section II: Funding Agreement

Operational Policies: The importance and necessity for all county fire companies/departments to adhere to the standardized operational policies cannot be understated. These policies are developed through a common committee in order to facilitate emergency operations with safety for all being the primary concern. With the importance placed on these policies it is imperative that all companies/departments adhere to them deviating only when in the best interest of the emergency situation and safety. Any flagrant disregard or willful action not to follow these policies may result in a partial withholding of county funding.

Membership: Submit an active membership roster annually of your company's membership to include officers followed by quarterly exception reports. This list is to include the certifications of all members and their expiration dates and numbers where appropriate. Examples are Firefighter I or II, Officer levels. CPR, ACLS, PEPP, etc.

The County Medical Director will have access to the list of members who possess EMS certification. Since all EMS personnel operate under the Medical Director's license, the Director retains the right to add or remove names as he or she may see fit. Any alteration in the EMS roster of a company will require the cooperation of the respective company and its official squad representative.

Vehicles: A list of company owned vehicles will be submitted to the Agency annually. This list is to be accompanied with documentation showing that each unit meets the standards of the State Fire Marshall's Office and or the West Virginia Office of Emergency Medical Services.

Quality Assurance: All appropriate companies will participate in the EMS quality assurance program on a monthly basis.

Department Data: All county volunteer fire companies shall comply with entering call and volunteer data into EMS Charts. With this each company will need to allow the Agency access a computer in order to update software and down load data. This information will be used to create a database of statistics to be used in justifications with the County and potential grants. This data will be defined in the Agency Data Specification Document to be agreed upon by all by all entities.

Standard Operating Guidelines: It is to be agreed that each company will subscribe to and follow all Guidelines as established by a joint committee of the Jefferson County Fire & Rescue Association and the Emergency Services Agency.

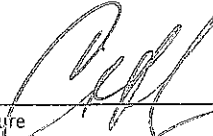
Revised 10/1/2013

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

All documents are to be submitted to the Director of the Emergency Services Agency or his or her designee.

Friendship Fire Company


CHRISTOPHER S. HUNTON
Print


Signature

11/6/13
Date

Citizens Fire Company

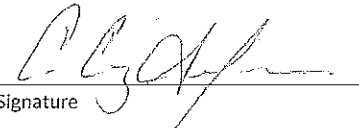
RONALD L. FLETCHER
Print


Signature

4/3/14
Date

Shepherdstown Fire Department

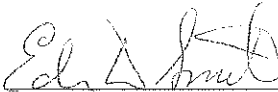
C. Lawrence Simpson
Print


Signature

2/27/14
Date

Independent Fire Company


Edwin D. Smith
Print


Signature

12-12-2013
Date

Blue Ridge Mountain Fire Company

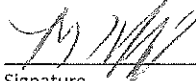
Earl G. Coyle Jr
Print


Signature

11-5-2013
Date

Middleway Fire Company

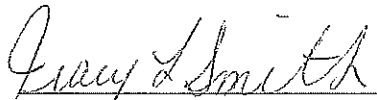
Michael Mond
Print


Signature

12/12/13
Date

Bakerton Fire Company


Tracy Smith
Print


Signature

11/20/13
Date

Emergency Services Agency

Alan Williams
Print


Signature

4/3/14
Date

Impact Fee Status Report

March 2014

Office of Impact Fees

Summary

Date Range: Sunday 1 through Monday 31 March 2014

Report Date: 3 April 2014

Process Number Range: 1400022 - 1400051

Total Applications: 30

Total Non-Exempt: 29

Of which:

Commercial: 0

Residential: 29

Of which:

County: 7

Municipal: 22

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for March 2014. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 March 2014	1	0	29	30
Fees collected		\$0	\$341,866.00	\$341,866.00
<i>Of which</i>				
School Impact Fee			\$301,402.00	\$301,402.00
Law Enforcement Fee		\$0	\$1,834.00	\$1,834.00
Parks & Recreation Fee			\$20,038.00	\$20,038.00
Fire & EMS Fee		\$0	\$18,592.00	\$18,592.00

Table 2. Financial Data – Office of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 March 2014)	\$51,785.16
March Deposits (1 – 31 March 2014)	\$341,866.00
School February Transactions (withdraws via transfer on 19 Jan. 2014)	(\$45,457.66)
Law February Transactions (withdraws via transfer on 19 Jan. 2014)	(\$524.29)
Parks & Rec February Trans. (withdraws via transfer on 19 Jan. 2014)	(\$3,009.75)
Fire & EMS February Trans. (withdraws via transfer on 19 Jan. 2014)	(\$2,793.46)
Interest Earned (31 March 2014)	\$45.58
Ending Statement Balance (31 March 2014)	\$341,911.58
<i>Outstanding Credits (deposits through 1 April 2014)</i>	<i>\$0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 March 2014)	\$437,156.59
February Transactions (deposits via transfer on 19 March 2014)	\$45,457.66
Interest Earned (31 March 2014)	\$135.61
Ending Balance (31 March 2014)	\$482,749.86

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 March 2014)	\$22,545.43
February Transactions (deposits via transfer on 19 March 2014)	\$524.29
Interest Earned (31 March 2014)	\$6.77
Ending Balance (31 March 2014)	\$23,076.49

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 March 2014)	\$423,676.45
February Transactions (deposits via transfer on 19 March 2014)	\$3,009.75
Interest Earned (31 March 2014)	\$126.32
Ending Balance (31 March 2014)	\$426,812.52

Table 6. Financial Data – Fire & EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 March 2014)	\$188,752.01
February Transactions (deposits via transfer on 19 March 2014)	\$2,793.46
Requisition 14R0101 - Middleway Generator	(\$27,368.00)
Interest Earned (31 March 2014)	\$49.64
Ending Balance (31 March 2014)	\$164,227.11

Table 7. Total Impact Fees as of 1 April 2014 /1

Description	Amount
Office of Impact Fees General Account	\$341,911.58
School Impact Fee Account	\$482,749.86
Law Enforcement Fee Account	\$23,076.49
Parks & Recreation Impact Fee Account	\$426,812.52
Fire & EMS Impact Fee Account	\$164,227.11
Total Impact Fees	\$1,438,777.56

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

Table 8. Pending March 2014 Fee Transfers /1

Account	31 Jan. 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$482,749.86	\$301,442.11	\$784,191.97
Law Enforcement Fee Account	\$23,076.49	\$1,834.46	\$24,910.95
Parks & Recreation Impact Fee Account	\$426,812.52	\$20,040.73	\$446,853.25
Fire & EMS Impact Fee Account	\$164,227.11	\$18,594.28	\$182,821.39
Total Impact Fees	\$1,096,865.98	\$341,911.58	\$1,438,777.56

/1 This table represents each of the impact fee category account totals as of 31 March 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in March 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in April 2014. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

Form 100 Transaction Summary
Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Sunday 1 through Monday 31 March 2014

1400036	03/21/2014	Jackson	Linnea	06 Kabletown	529	733	10	8.2	\$0.00	03/21/2014	Form 200
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Category Count: 1

Category Total \$0.00

Application No.	Date	Applicant	Name	Address	Area	Count	Rate	Total	Date	Notes
1400022	03/05/2014	Varner	Luke	07 Middleway	29A	7	\$13,070.00		03/05/2014	N/A
1400023	03/06/2014	Stanley	Charles	09 Shepherdstown	16	9.5	\$13,070.00		03/06/2014	N/A
1400024	03/11/2014	Commercial		03 Charles Town	10C	21.1	\$12,808.00		03/11/2014	N/A
1400025	03/11/2014	Commercial		03 Charles Town	10C	21.1	\$12,808.00		03/11/2014	N/A
1400026	03/11/2014	Commercial		03 Charles Town	10C	21.1	\$12,808.00		03/11/2014	N/A
1400027	03/11/2014	Commercial		03 Charles Town	10C	21.1	\$9,668.00		03/11/2014	N/A
1400028	03/11/2014	Commercial		03 Charles Town	10C	21.1	\$9,668.00		03/11/2014	N/A
1400029	03/14/2014	Raymond	James	09 Shepherdstown	18	6.1	\$13,070.00		03/14/2014	N/A
1400030	03/14/2014	Dan Ryan		04 Harpers Ferry	9D	85	\$13,070.00		03/14/2014	N/A
1400031	03/14/2014	Dan Ryan		08 Ranson Corp	8C	233	\$12,808.00		03/14/2014	N/A
1400032	03/18/2014	Thomas	John	09 Shepherdstown	8C	258	\$13,070.00		03/18/2014	N/A
1400033	03/18/2014	Dan Ryan		03 Charles Town	11D	107	\$12,808.00		03/18/2014	N/A
1400034	03/18/2014	Dan Ryan		03 Charles Town	11D	75	\$12,808.00		03/18/2014	N/A
1400035	03/21/2014	Lutton	Brian	02 Charles Town	20A	36	\$13,070.00		03/21/2014	N/A
1400037	03/21/2014	Julie Duval	Arcadia	03 Charles Town	12A	163	\$12,808.00		03/21/2014	N/A
1400038	03/21/2014	Julie Duval	Arcadia	03 Charles Town	12A	119	\$12,808.00		03/21/2014	N/A
1400039	03/24/2014	Julie Duval	Arcadia	03 Charles Town	12A	118	\$12,808.00		03/24/2014	N/A
1400040	03/24/2014	Julie Duval	Arcadia	03 Charles Town	12A	165	\$12,808.00		03/24/2014	N/A
1400041	03/27/2014	Julie Duval	Arcadia	03 Charles Town	12A	121	\$12,808.00		03/27/2014	N/A
1400042	03/28/2014	Parker	William	07 Middleway	18	171.2	\$13,070.00		03/28/2014	N/A

1400043	03/28/2014	Dan Ryan	03 Charles Town	.	.	11D	106	\$12,808.00	03/28/2014	N/A
1400044	03/28/2014	Dan Ryan	08 Ranson Corp	.	.	8C	407	\$9,668.00	03/28/2014	N/A
1400045	03/28/2014	Dan Ryan	08 Ranson Corp	.	.	8C	408	\$9,668.00	03/28/2014	N/A
1400046	03/28/2014	Dan Ryan	08 Ranson Corp	.	.	8C	409	\$9,668.00	03/28/2014	N/A
1400047	03/28/2014	Dan Ryan	08 Ranson Corp	.	.	8C	410	\$9,668.00	03/28/2014	N/A
1400048	03/28/2014	Dan Ryan	08 Ranson Corp	.	.	8C	411	\$9,668.00	03/28/2014	N/A
1400049	03/28/2014	Dan Ryan	08 Ranson Corp	.	.	8C	412	\$9,668.00	03/28/2014	N/A
1400050	03/28/2014	Dan Ryan	08 Ranson Corp	.	.	8C	413	\$9,668.00	03/28/2014	N/A
1400051	03/28/2014	Dan Ryan	08 Ranson Corp	.	.	8C	414	\$9,668.00	03/28/2014	N/A

Category Count: 29

Category Total \$341,866.00

TOTAL APPLICATIONS: 30

Grand Total \$341,866.00

Doug Pittinger

From: Tim Stanton <tstanton@jeffersoncountywv.org>
Sent: Tuesday, March 25, 2014 3:14 PM
To: Marty Freeman; dpittinger@jcesa.org
Subject: FY15 budget

This is confirmation that the JCESA FY15 budget was set at \$1,821,187 with the breakdown of \$1,447,562 to ambulance and \$373,625 to fire. Of the \$373,625; \$150,000 of that will be paid out of the Coal Severance Fund.

Let me know if you have any questions.

Thank you.

Marty Freeman

From: Stephen V. Groh <sgroh@JeffersonCountyWV.org>
Sent: Wednesday, March 19, 2014 5:32 PM
To: Marty Freeman
Cc: dkeyser@jeffersoncountywv.org
Subject: RE: FOIA guidelines

Hi,

I think the JCESA should first review the County's FOIA charging policy and consider adopting the same. The CC office can send you a copy.

As strange as it may seem, current case law does not allow an agency to charge for the time involved in FOIA requests only a reasonable charge for actual expenses of copying. (29B-1-3(5) "The public body may establish fees reasonably calculated to reimburse it for its actual cost in making reproductions of such records") While case is pending in front of the WVSCOT about a city charging an hourly fee, currently one cannot be charged.

You have five business days to respond.

Requests must be specific and if you have a legal objection you must assert it in your answer within 5 days.

Hope this helps,

Stephen

Sent from the email of:



Stephen V. Groh,
Assistant Prosecuting Attorney
Jefferson County, West Virginia

Please be advised that this e-mail and any files transmitted with it are confidential attorney-client communication or may otherwise be privileged or confidential and are intended solely for the individual or entity to whom they are addressed. If you are not the intended recipient, please do not read, copy or retransmit this communication but destroy it immediately. Recipients are prohibited from forwarding this message to persons not identified by the sender. Unauthorized dissemination, distribution or copying of this communication is strictly prohibited.

From: Marty Freeman [<mailto:mfreeman@jcesa.comcastbiz.net>]
Sent: Wednesday, March 19, 2014 3:11 PM
To: sgroh@jeffersoncountywv.org
Cc: Doug Pittinger
Subject: FOIA guidelines

I have been requested by Doug Pittinger, on behalf of the JCESA Board, to request some legal advice regarding FOIA requests to this agency.

1. What is the legal timeline we have to respond? Board members cited 5 days and 20 days at a recent meeting and requested that this be clarified.
2. The Board is considering charging \$20 per hour for research and the market rate for copies (staples =11cents for B&W and 40 cents for color).

Are there any other considerations?

Thank you.

Marty Freeman
Business Manager, JCESA
304 728 3287

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	PHOTOCOPIES – FAXES – ETC.	Approved:	01/01/2009
Policy Number:	2009-5	Author:	
Associated:			

COUNTY COMMISSION OF JEFFERSON COUNTY

PHOTOCOPIES – FAXES - ETC.

Copies of materials within the County Commission office will be provided to anyone who visits the office. The cost for each copy will be \$1.00. Payment for the copy must be made at the time the copy is received. Copies of materials may not be faxed or mailed.

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	JEFFERSON COUNTY COMMISSION ELECTRONIC RECORDING POLICY	Approved:	5/7/2009
Policy Number:	2009-3	Author:	
Associated:	Photo Copy – Fax Policy		

COUNTY COMMISSION OF JEFFERSON COUNTY

Jefferson County Commission Electronic Recording Policy

Meetings of the Jefferson County Commission are electronically recorded and kept permanently. Anyone wishing to obtain a media copy of any Commission Meeting must make a request for the media in writing and provide payment of \$10.00. After payment is received, the media will be provided within five (5) working days.



544 S. Seminary Street
Charles Town, WV 25425
March 29, 2014

President Andy Williams
JCESA
415 16th Avenue
Ranson, WV 25438

Re: FOIA Copy Charges

Dear Mr. Williams:

I am writing to follow up on the JCESA Board discussion of fees for FOIA requests at the March 18, 2014 board meeting.

The sense of the board was to charge market rates for copy charges and you suggested using Staples as a benchmark for what such rates currently are in our community. To assist the board in this regard, I made a photocopy at Staples and I have attached the receipt to this letter. Based on that receipt, the market rate can be established as \$ 0.10 *per copy*.

With respect to electronic copies of records, one could either attach the requested files to the agency's FOIA response, or could copy them to a disk supplied by the requester. In either case, doing so should take no more than five minutes of staff labor. Given such labor is *de minimus*, I question whether charging for such a service would be cost effective.

I would request that this letter and the attached receipt be entered into the administrative record of the FOIA fee discussion. Please do not hesitate to contact me if I can be of further assistance.

Sincerely,

Paul Rosa
(304) 839-1262
paul.rosa@comcast.net



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – dpittinger@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

DRAFT

DRAFT

The reduction in force procedure is for employees assigned to Jefferson County Emergency Services Agency to provide equitable treatment for the layoff of full and part-time employees when reduction in force becomes necessary. A reduction in force decision will only be made after measures such as a hiring freeze on non-essential vacant positions, limits on travel and purchasing, and other alternatives have been considered. A reduction in force or layoff might become necessary because of lack of work, departmental reorganization, lack of funds, abolition of a position, or other material change in duties or organization. A reduction in force is not a short term adjustment and must be considered permanent in nature.

Employees will be given as much advance notice as possible when it has been determined by the Jefferson County Emergency Services Agency that a reduction in the workforce is necessary. A reduction in force decision requires a thorough evaluation of the need for particular positions and the relative value of specific employees so that the JCESA Board can provide the highest level of service possible with reduced work force. Determining the retention or separation of a particular employee should include an evaluation of the relative skills, knowledge, and productivity of the employee in comparison to necessary services. Length of service (seniority) and other factors will also be considered but may receive less weight in the determination process.

DRAFT

Compensation, Severance Pay and Benefits:

Employees affected by lay-off will receive compensation up to their last actual day of work. Jefferson County Emergency Services Agency does not provide a salary continuation plan beyond the last day of employment. Unless otherwise agreed upon, separated employees will not receive a severance package. In accordance with established policy, separated employees will receive payment for all accumulated personal (vacation and compensatory) leave but no compensation for accumulated sick leave. Employee health related benefits (group life, health, vision and dental coverage) will be continued as defined in each benefit plan, which is no later than the last day of the month in which the employee was separated. Continuation of benefits beyond that point will be in accordance with applicable State and Federal guidelines.

DRAFT

DRAFT

Recall and Reinstatement Rights:

An employee affected by a reduction in force has recall and reinstatement rights to a position with Jefferson County Emergency Services Agency for one year after the effective date of the reduction in force. At the time of recall or reinstatement, the Agency will reinstate all employee benefits in effect at time of reinstatement.

An employee that has been affected by a reduction in force will be given special consideration for one year after the effective date of the reduction, for job opportunities which arise for the Jefferson County Emergency Services Agency for which they apply and are qualified.

At-Will Nature of Employment:

DRAFT

The provisions of this policy neither alter, amend, or modify the at-will nature of employment of all Agency employees nor in any way restrict the Agency's right to terminate any employee at any time for any reason, with or without cause as stated in the JCESA rules and regulations. The Agency also reserves the right to change the terms and conditions of employment at its sole discretion for any reason or no reason.

Employees have the right to end the employment relationship at any time for any reason, with or without cause.

DRAFT



SHEPHERDSTOWN FIRE DEPARTMENT, INC.

8052 Martinsburg Pike • PO Box F • Shepherdstown, WV 25443
(304)876-2311 • www.shepherdstownfiredepartment.com

Bakerton EMS Integration Proposal

Purpose: To efficiently assist with the development of a EMS Transport option within the geographical “fringe” area of Bakerton, WV.

Problem: The Bakerton Fire Department, Inc. does not have the monetary means to develop a EMS transport system for the residents of that area. Although they have the actual vehicle (paid in full) it still requires thousands of dollars to stock and license the transport unit.

Solution: The Shepherdstown Fire Department, Inc. will contract the transport unit currently owned by the Bakerton Fire Department, Inc.. With Shepherdstown taking contract of this unit, our organization can provide the EMS Agency license to run the unit as a EMS transport unit within WVOEMS. This unit, Shepherdstown's 3rd Transport unit, would be stationed at the Bakerton Fire Department on Carter Avenue in Bakerton, WV. The following are the details of the proposal:

- Bakerton would pay the \$300 cost to initially license the transport unit.
 - \$100 license license modification fee.
 - \$200 annual transport unit license fee.
 - Bakerton would continuously pay the \$200 annual transport unit license fee.
- The license would be a BLS License through Shepherdstown Fire Department Agency License with WVOEMS.
 - Per WVOEMS, there is no hindrance of an ALS transportation taking place on a BLS licensed vehicle.
- Shepherdstown Fire Department would provide the initial supply stock of the unit at no initial cost to Bakerton Fire Department.
- Shepherdstown Fire Department and Bakerton Fire Department would enter into a graduated profit sharing agreement of revenue actually received from transport billing.
 - The entities would split EMS Transport Revenue at a higher split (e.g 50/50) until Shepherdstown EMS Supply costs have been recuperated as determined by EMS Chief 3.
 - Once costs have been recuperated, the revenue split would be changed to reflect a more “fair” distribution (e.g. 70/30) to continuously offset any costs associated with the agreement.
 - MCA has confirmed they can provide a separate billing summary for transportation using this unit.
- Shepherdstown would log and bill the Bakerton Fire Department for any supplies used in the use of said transport unit.
 - Billing would be at our cost, with no mark-up.
 - Over time, Bakerton would build their own supply inventory and this would diminish.
 - Install a supply inventory tracking method to be used in billing Bakerton.
- The responsibility for insurance, maintenance and fuel in the transport unit would be retained solely by the Bakerton Fire Department.
- The responsibility to respond on EMS calls within the 700 boxes would remain that of the Bakerton Fire Department. They would remain on dull dispatch with 3 and 1 for an extended period of time.
- Bakerton Fire Department EMS would fall under the management and direction of the Shepherdstown Fire Department EMS division.
 - Drivers training, EMT Precepting, and General Operating Guidelines would be that of the Shepherdstown Fire Department and/or Jefferson County.
 - All Members would become associates of the Shepherdstown Fire Department and meet our standards to operate and ride the EMS unit.
 - All Bakerton members would be required to complete hours of “in service” with Shepherdstown Fire Department.
 - Bakerton would establish a single POC (point of contact) to act as the liaison with the EMS Chief of the Shepherdstown Fire Department.
- Bakerton Fire Department would have the authority to run as a 3rd due Shepherdstown EMS Unit.
- Bakerton has approximately 8 *potentially* cleared drivers, and 7 EMT-B's.
- Ambulance graphics would need to reflect Shepherdstown Fire Department – at Bakerton FD cost.

March of 2014

EMS Activity Career & Volunteer

Friendship / Company 1

6%	Entire Crew Composed of JCESA Staff	(2 Calls)
44%	One Primary Care Provider JCESA Staff	(16 Calls)
50%	All Volunteer Crew	(18 Calls)

FYI: 50% of total EMS incidents had JCESA staff on ambulance (18 Calls)

Citizens / Company 2

0%	Entire Crew Composed of JCESA Staff	(0 Call)
57%	One Primary Care Provider JCESA Staff	(32 Calls)
43%	All Volunteer Crew	(24 Calls)

FYI: 57% of total EMS incidents had JCESA staff on ambulance (32 Calls)

Shepherdstown / Company 3

2%	Entire Crew Composed of JCESA Staff	(1 Calls)
65%	One Primary Care Provider JCESA Staff	(40 Calls)
34%	All Volunteer Crew	(21 Calls)

FYI: 67% of total EMS incidents had JCESA staff on ambulance (41 Calls)

Independent / Company 4

0%	Entire Crew Composed of JCESA Staff	(0 Calls)
43%	One Primary Care Provider JCESA Staff	(55 Calls)
57%	All Volunteer Crew	(74 Calls)

FYI: 43% of total EMS incidents had JCESA staff on ambulance (55 Calls)

Blue Ridge / Company 5

2%	Entire Crew Composed of JCESA Staff	(1 Calls)
48%	One Primary Care Provider JCESA Staff	(14 Calls)
48%	All Volunteer Crew	(14 Calls)

FYI: 50% of total EMS incidents had JCESA staff on ambulance (15 Calls)

Middleway Fire / Company 6

0%	Entire Crew Composed of JCESA Staff	(0 Calls)
60%	One Primary Care Provider JCESA Staff	(12 Calls)
40%	All Volunteer Crew	(8 Calls)

FYI: 60% of total EMS incidents had JCESA staff on ambulance (12 Calls)

JCESA Medic 11

Entire Crew Composed of JCESA Staff on JCESA unit (08 Calls)

Grand Totals

JCESA staffing on 53 % of total ems incidents

181 of 340 calls for the month of March of 2014

This data was collected from EMSCharts based on pcr's being entered during the month of March of 2014

Jefferson County Fire EMS Incidents By Month - FY 2014



MONTH	FFC Co 1			CFC Co 2			SFD Co 3			IFC Co 4			Total													
	Responses	%	Incidents	Responses	%	Incidents	Responses	%	Incidents	Responses	%	Incidents	Fire	Incidents												
JUL	51	96.1%	25	85	98.8%	68	67	98.5%	164	100.0%	39	39	203													
AUG	42	95.2%	12	60	93.3%	58	57	98.3%	129	99.2%	26	26	155													
SEPT	46	97.8%	14	73	95.9%	80	80	100.0%	143	98.5%	36	36	179													
OCT	29	93.1%	17	74	94.8%	62	61	98.4%	128	98.4%	52	52	180													
NOV	23	100.0%	24	68	98.5%	75	74	98.7%	143	98.5%	61	61	204													
DEC	37	94.8%	18	74	98.7%	69	67	97.1%	154	100.0%	56	56	210													
JAN	36	97.2%	36	78	98.7%	65	65	100.0%	176	97.2%	72	72	248													
FEB	22	95.5%	16	80	98.8%	62	61	98.4%	149	98.7%	40	40	189													
MAR	38	97.4%	27	73	98.6%	61	60	98.4%	148	99.3%	45	45	193													
APR																										
MAY																										
JUN																										
Total	324		189	665		600	592		1334		427	427	1761													
% OF TOTAL	9%		12%	18%		16%	17%		36%		27%	27%	33%													
JCESA Staffing																										
MONTH	BRMVF Co 5	Responses	%	Fire	Total Incidents	BFC Co 7	Responses	%	Fire	Total Incidents	AMB 11	Responses	%	Fire	Total Incidents	Dispatches										
JUL	34	32	94.1%	20	44	9	20	222.2%	20	20	20	441	98.4%	150	598											
AUG	31	31	100.0%	13	44	5	23	52.3%	23	23	23	355	97.5%	112	476											
SEPT	30	29	96.7%	15	45	10	28	62.2%	28	28	28	421	98.2%	156	577											
OCT	28	27	96.4%	21	49	6	14	28.6%	14	14	14	354	97.5%	194	548											
NOV	26	25	96.2%	19	45	10	19	42.2%	19	19	19	368	98.3%	202	570											
DEC	36	33	91.7%	12	48	6	20	41.7%	20	20	20	426	97.1%	256	692											
JAN	39	37	94.9%	24	63	14	13	20.6%	13	13	13	414	98.3%	174	588											
FEB	30	27	90.0%	11	41	11	19	46.3%	19	19	19	473	98.3%	144	617											
MAR	31	30	96.8%	19	50	15	8	16.0%	8	8	8	472	98.5%	186	658											
APR					0							0		0	0											
MAY					0							0		0	0											
JUN					0							0		0	0											
Total	285	271		154	439	86	284		164		164	3740		1584	5324											
% OF TOTAL	8%			10%	8%	5%	5%		0.0%		0.0%	3666		98.0%	1584											
Notes:																										
All volume and response data is provided by the 911 Center																										
% of Total is broken into EMS and Fire dispatches																										
EMS Response Goal is >95%																										
Summary - Fire calls include rescue & is the actual # of incidents																										
Summary - EMS & Fire																										
<table border="1"> <thead> <tr> <th></th> <th>EMS</th> <th>Fire</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Ave/Mth</td> <td>415</td> <td>176</td> <td>591</td> </tr> <tr> <td>Ave/Day</td> <td>13.8</td> <td>5.9</td> <td>19.7</td> </tr> </tbody> </table>																EMS	Fire	Total	Ave/Mth	415	176	591	Ave/Day	13.8	5.9	19.7
	EMS	Fire	Total																							
Ave/Mth	415	176	591																							
Ave/Day	13.8	5.9	19.7																							

JCESA Training Report

Date	Course	Course Hrs	Registered	No-Show	% of Reg	Unregistered	% of Ttl Att.	Total Attendance	Total Provider Hours	
1/2/2014	DIVA	2	15	6	40%	3	25%	12	24	
1/14/2014	HIPAA	2	11	1	9%	1	9%	11	22	
1/25/2014	Infection Control	1	10	2	20%	0	0%	8	8	
1/25/2014	CPR Recert	4	5	2	40%	2	40%	5	20	
1/25/2014	Skills Day	3	11	1	9%	2	17%	12	36	
1/28/2014	Trauma: Emerging Trends	3	9	0	0%	4	31%	13	39	
January Total:		15	61	12	20%	12	20%	61	149	
2/1/2014	AMLS	16	7	1	14%	0	0%	6	96	
2/2/2014	AMLS Instructor	4	4	0	0%	0	0%	4	16	
2/6/2014	Electrical Therapy	2	13	1	8%	1	8%	13	26	
2/15/2014	PEPP	Cancelled - Weather								
2/19/2014	12 Lead Review	3	13	0	0%	0	0%	13	39	
2/27/2014	EMS Dinner Presentation	2	38	0	0%	0	0%	38	76	
February Total:		27	75	2	3%	1	1%	74	253	
3/6/2014	Working With Aeomedical	2	15	1	7%	5	26%	19	38	
3/7/2014	ACLS	5	4	1	25%	1	25%	4	20	
3/11/2014	Difficult Airway	3	16	0	0%	0	0%	16	48	
3/27/2014	Medical Director: Peds (Day)	2	19	1	5%	4	18%	22	44	
3/27/2014	Medical Director: Peds (Eve)	2	6	1	17%	4	44%	9	18	
March Total:		14	60	4	7%	14	20%	70	168	
YTD Total:		56	196	18	9%	27	13%	205	570	