



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

DECEMBER 16, 2014

- Board Member's
 - Duties of JCESA employees in volunteer stations (JW) Discussion / Action
 - Budget/Staffing email attachment listing nine items (CC) Discussion / Action
- Committee Reports
 - Ad Hoc Committee - MOU between Eackles, Spencer & Norton and JCESA
 - Personnel Committee
 - CIP Committee
 - Ambulance Fee Revenue Sharing
 - Employee Liaison
- New Business
- Board Member's Comments
- Adjournment

Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES NOVEMBER 18, 2014

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, November 18, 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
Chris Higdon, FFC
Ron Fletcher, CFC
Tamara Trafford, CFC
Aaron Watson, IFC
Rose Defibaugh, MVFC
John Lyons, JCESA
Robert Faas, BFD
Randy Whittington, BFD

Ross Morgan, SFD
Marshall Demeritt, SFD
Marty Freeman, JCESA
Quinton Davis, BFD
Earl Cogle, BRMVFC
Dan Frisch, CFC
Jeff Plautz, IFC
Dale Manual, County Commission
Mike Mood, MVFC
Keith Kain, FFC
Brad Fritts, BFD
Mike Hough, IFC

President Kelley asked the Boards consent to move the public comment section to immediately following the approval of the minutes. The Board gave unanimous consent.

Approval Minutes: October 22, 2014. – Changes to page 2 second paragraph change “from cite of the fire mission” to keep site of the fire mission. Changes to page 3 change “hearing in December” to ESA budget hearing in December.

Motion by Jane Tabb to approve seconded by Chris Conroy
Vote: Unanimous.

PUBLIC COMMENTS

Aaron Watson, IFC - 4 comments

1. CIP funding adding two ambulances – his understanding was that JCESA was going away from Ambulance Service.
2. Independent offers to pay for fire gear if the employee assigned to their station is trained as a firefighter.
3. Opposes EMS revenue sharing-Independent is almost in the red.

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4. Budget proposal – Independent is the busiest station in the County was not receiving additional staffing.

Jeff Plautz, IFC –

1. Opposes Revenue sharing. Proposes that working group be put together to discuss the issue.
2. Would like the Board to explain what happens if revenue sharing is not implemented.
3. Revenue sharing to pay JCESA salaries appears to be double dipping if the Fire Companies are asked to contribute.
4. Numerous attempts by the Board to take away Fire Company funding. Suggested that the Board and JCESA employees consider fund raising.

Tam Trafford, JCESA. Employees noticed that a Board member was representing a fire company at an EMS chiefs meeting. The employees see that as a conflict of interest on that Board members part.

Ross Morgan, SFD- SFD offered to provide fire gear to the JCESA employees assigned to their station. Opposes addition of 2 ambulances at JCESA.

Unknown commenter – why do you need two more ambulances? When you take our revenue we will stop operating our fire trucks.

Robert Kaas, BFD – Items before the Board are causing a divide in the fire service. There is no funding available to revenue share. Current funding essential to maintain firecompany.

Marshall Demeritt, SFD – Opposes the two ambulances on the CIP funding. Asks the Board not to implement revenue sharing.

OLD BUSINESS

Review Bylaws: The final version was prepared for approval by the Board and submission to the County Commission.

A motion by Bob Aitcheson to approve the final version of the bylaws was seconded by Chris Conroy. .
Vote: Unanimous.

Final copy signed by the Chairman and Vice Chairman. Chairman advised Board he is on the Thursday, November 20, 2014 County Commission agenda to present the approved bylaws. (Copy Attached).



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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Rewrite JCESA Mission Statement: J. Wysong distributed the attached draft Mission Statement and made a motion that it be accepted as the JCESA mission statement . Seconded by Denise Carter . Vote 5 for and 1 opposed with R. Aitcheson opposing.

Review OG 2390: Draft MOU discussed. J. Wysong moved to accept the draft MOU seconded by Jane Tabb. Four for and two opposed (R. Aitcheson and D. Carter).

A subsequent discussion followed and C. Conroy moved that OG 2390 be rewritten to include transport as a last resort and he will present the document at the next Board meeting.. The motion was seconded by R. Aitcheson and passed unanimously.

Develop Cost Sharing Model for Ambulance Revenues: J. Tabb read a statement to the Board and a discussion followed. The Board agreed to form an Ad Hoc committee of fire company treasurers to be chaired by C. Conroy. The meeting was scheduled for December 2 at Citizens Fire Company. R. Aitcheson moved that the Agency be permitted to hire 4 personnel pending legal opinion to the contrary. Motion died due to lack of a second.

Advertise for annual contractual bids for Squad Medical Director: The Director requested the Boards permission to advertise the position of medical director. The Board appoint the Director, Business Manager and Treasurer as a committee to select the winning applicant.

R. Aitcheson moved that the Agency should proceed seconded by Jane Tabb. Vote Unanimous.

TREASURER REPORT

October Financial report included in Board packet. No comments /changes from Board.

2015-2016 Budget Presentation (attached) was presented to the Board by JCESA staff. The Board scheduled a budget workshop for December 3 to continue the discussion. A date of December 16 at 6:30 pm was scheduled for the hearing.

The CIP Budget is due to the County prior to the hearing. J. Wysong moved that the Agency include the Mortgage in the amount of \$81,000 and personal protective equipment for all JCESA personnel. Vote was unanimous.

CHAIRMAN'S REPORT

No report

PRESIDENT JCFRA

No report

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DIRECTOR'S REPORT

The Director highlighted excerpts of his report provided to the Board including preparation for the Budget Hearing. The Director requested additional hours for the Business Manager to prepare the needed documents. R. Aitcheson moved that additional hours be approved which was seconded by J. Wysong. Vote: Unanimous.

BOARD MEMBER REQUESTS

None

COMMITTEE REPORTS

Ad Hoc Committee – See OG 2390 discussion

Personnel Committee - None

CIP Committee – None

Employee Liaison – None

NEW BUSINESS

None

BOARD MEMBER COMMENTS

None

The Board adjourned at 10:20 pm

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



BUDGET WORKSHOP MINUTES DECEMBER 3, 2014

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Wednesday, December 3, 2014 in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

Attendance	Present	Absent	Attendance	Present	Absent
B. Altheson	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
Marty Freeman, JCESA

No sign-in sheet for attendance was circulated nor were public comments permitted.

FY 2015-2016 Budget for the Ambulance Fee and the JCESA Budgets

The following budgets were reviewed by the Board of Directors.

Ambulance Fee Budget - \$632,029
JCESA Budget - \$1,695,161
CIP Funding Request - \$189,650
Fire Company Budget - \$875,000

After a discussion of the various budgets it was decided by the Board that a summary chart should be prepared and copies made of the summary and all the supporting budgets for the December 16 hearing.

The meeting adjourned at 8:30 pm.

Jefferson County Emergency Services Agency
 Status of Funds Projection
 November

2015 Projection

The decisions made by the Board in March are the basis of the 2015 projection. The Directors are in the process of implementing the cuts/changes necessary to reduce annual spending. The projection includes the assumption that JCESA will earn \$30,000 in ambulance billings. The carryover from 2014 is \$116,876.96 (reserve for first payroll \$60,000, \$4,000 in grant funding and the balance of \$52,876.96 from savings implemented during the year).

In preparation for the 2015-2016 Budget Year, the \$116,876.96 carryover will be depleted and no carryover to cover first payroll will be available. First paycheck in fiscal year is July 7. Management is currently in the process of reviewing progress on implementing the Boards cuts.

Current Month Discussion

Cumulative Obligations through November	\$644,126.04	Projected Deficit	(224.67)
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Salaries: No significant change in salary projection in order to accommodate upcoming holidays including 4 in November and January. We were audited by Brickstreet and received \$9,000 refund which reduced our Dec WC payment. A review of the status today in implementing the budget cuts indicates that additional reductions must be made to achieve levels currently anticipated for 2015-2016. Part-time projection has been increased in include backfill for a Paramedic going on a 3 month medical leave.

Benefits: Received a WV Workforce bill and adjusted projection to cover 26 weeks at the billed rate.

Operations: No significant change however, drugs for the new protocols taking affect in January have been ordered.

Building/Admin

Winter utility costs continue to rise.

Equipment:

No equipment purchased in November..

Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Misc	1,305.74	252.96	749.61	4,231.11	40.00	2,500.00	2,200.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	6,579.42
Ambulance	5,305.40	2,282.10	4,875.87	4,139.10	2,644.10	2,500.00	2,200.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	33,946.57
Interest	96.55	34.85	44.15	157.72	134.71	2,500.00	2,200.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	518.08
Jefferson County	6,707.69	2,620.01	5,669.63	8,527.93	2,818.81	2,500.00	2,200.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	41,044.07
	\$158,300.00	\$103,900.00	\$99,691.00	\$381,890.00		\$375,736.74	\$361,890.00		\$358,090.00	\$361,890.00		\$367,890.00	1,447,561.00
			<u>\$376,898.33</u>										

County Commission
 Income 1,447,562.00
 Carryover 41,044.07
 Balance 118,876.96
 Reserve for First Payroll (224.67)
 Balance (224.67)



HANDLING AND TRANSPORTATION DECEASED PATIENTS

Effective: August 16, 2014

Revised: TBD

1) Purpose

To provide direction for incidents in which EMS personnel encounter a patient who is dead at the time of arrival where resuscitation is medically inappropriate or where resuscitation efforts have been discontinued.

2) Initial Actions

Cease-Efforts

If resuscitation efforts have begun, the EMS provider considering the discontinuation of such efforts shall follow West Virginia Office of Emergency Medical Services "Cease-Efforts Protocol #9102"

Death in the Field

If the decision is made to cease efforts, or if the patient is found to be dead on arrival and resuscitation would be medically inappropriate, the EMS provider will immediately proceed to the West Virginia Office of Emergency Medical Services "Death in the Field Protocol #9101"

3) Transportation

Medical Examiner Cases

If the case meets the criteria for Medical Examiner investigation as determined by the County Medical Examiner on call, Jefferson County Emergency Services Agency EMS staff will return to service upon arrival of law enforcement. Volunteer EMS providers may, at their discretion, remain on scene pending the arrival of the medical examiner, protect and preserve the scene until the arrival of law enforcement or the County Medical Examiner and obtain all patient information as required by WVEMS Protocol 9101. Unless specifically requested by law enforcement or the County Medical Examiner, EMS personnel may return to service and leave the scene. Volunteer EMS providers may, at their discretion, remain on scene pending the arrival of the medical examiner. Prior to leaving the scene, the EMS provider in charge shall leave a copy of the completed patient care record documenting the information required by WVEMS Protocol 9101 with the deceased. The medical examiner will assume custody of the body, transportation and control of the scene. Where the death in the field occurs in a public space or where multiple deaths have occurred, EMS personnel may assist with transportation when requested by law enforcement or the County Medical Examiner. Notification will be made by contacting Jefferson County ECC (911) for the on call medical examiner for Jefferson County. If they cannot contact the County medical examiner, have them call the West Virginia Office of the Chief Medical Examiner (304) 558-6920.

Hospice Patients

If the deceased is enrolled in Hospice, EMS will contact Hospice of the Panhandle and request immediate scene response of a Hospice representative (if not already on scene) to coordinate transport of the deceased. Jefferson County Emergency Services Agency EMS staff will return



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to service as soon as possible. Volunteer EMS providers may, at their discretion, remain on scene pending the arrival of a Hospice representative or return to service. Hospice of the Panhandle should be contacted by calling (304) 264-0406 anytime.

Non-Hospice Patients Where the Medical Examiner Declines the Case

If the patient is not enrolled in Hospice and the Medical Examiner has declined the case, EMS shall immediately notify law enforcement and determine from family (if present) whether any arrangements have been made. If so, EMS will suggest the family contact the appropriate funeral home for transportation. EMS staff will protect and preserve the scene until the arrival of law enforcement. Unless otherwise directed by law enforcement, Jefferson County Emergency Services Agency EMS personnel may return to service and leave the scene after transportation is confirmed.

If no arrangements were made in advance or no preference is known, EMS will provide the family with contact information of all local funeral homes to arrange for transportation. Where transportation cannot be arranged, Jefferson County Emergency Services Agency EMS personnel may only transport the deceased to Eackles-Spencer and Norton Funeral Home as a last option. Jefferson County Emergency Services Agency EMS staff shall return to service as soon as possible. Volunteer EMS providers may, at their discretion, remain on scene pending notification of funeral home, or return to service or transport the deceased to Eackles-Spencer and Norton Funeral Home.

If no family is present, transportation shall be coordinated by law enforcement and/or the medical examiner. EMS may return to service upon arrival of law enforcement if they desire unless specifically requested by law enforcement or the County Medical Examiner to transport the deceased to Eackles-Spencer and Norton Funeral Home. EMS may return to service upon arrival of law enforcement if they desire.

4) Special Notations

~~Jefferson County Emergency Services Agency (JCESA) staff shall not remain on the scene for the arrival of the medical examiner and/or a funeral home transport unit. An all-volunteer EMS crew may elect to transport the deceased if they desire to do so. However, on-duty JCESA staff shall not be utilized for the transport of the deceased with an effective date of August 16, 2014.~~

Emergency Medical Service providers are not required to transport the body, but may do so if instructed and this is standard practice as a courtesy to the local community are not mandated to transport deceased individuals per WVOEMS Protocol # 9101.

When requested to transport a decedent to Eackles-Spencer and Norton Funeral Home, EMS personnel shall comply with the minimum requirements of the approved Memorandum of Understanding between Jefferson County Emergency Services Agency and Eackles-Spencer and Norton Funeral Home. Jefferson County Emergency Services Agency shall cease operations of



HANDLING AND TRANSPORTATION DECEASED PATIENTS

Effective: August 16, 2014

Revised: TBD

~~the JCESA owned morgue located at Eackles-Spencer and Norton Funeral Home with an effective date of August 16, 2014. Transporting deaths in the field to Eackles-Spencer and Norton Funeral Home shall remain in effect until such time the Memorandum of Understanding between Jefferson County Emergency Services Agency and Eackles-Spencer and Norton Funeral Home is suspended, revoked or terminated.~~

~~From that date forward, no Jefferson County EMS providers are to transport deceased patients to the JCESA owned morgue that was in service at Eackles-Spencer and Norton Funeral Home. JCESA is not mandated to own and/or operate any type of morgue operation in Jefferson County.~~