

**DECEMBER**  
**Director's Monthly Report**  
**February 2014**

Item #1

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

Item #2

Training Agenda:

Upcoming

- Dr. Jones next quarterly countywide ems provider providers meeting scheduled for March 27, 2014  
JCESA 2014 Yearly Training Calendar with thirty five (35) classes posted on JCESA web site and submitted to all County Departments and EMS Chiefs. Additional courses being added monthly as well

Numerous other ems related classes being promoted by JCESA as well

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

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, Stephanie Groh, Esq., Jefferson Memorial Hospital Emergency Department management, Robert Jones, MD County Medical Director, WVEMSTSN Board meetings, County CIP presentation, WVOEMS State Protocol Committee, Jefferson County Homeland Security & Emergency Management, Jefferson County Fire Department Presidents, 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 Debbie Keyser, County Adm and Tim Station, County Financial Officer. We have provided them with all their financial requests for review. Per the JCESA Board "Budget Workshop" held on Feb. 04, 2014;

JCESA budget packet submitted to County on Friday, Feb. 07, 2014. This is the deadline date that was established by Tim Station. Date of JCESA budget presentation before the Commissioners tba.

No action needed

Item #5

At the Board request as a result of the Budget Workshop held on Feb 04, 2014 we have met with the Presidents of all county volunteer fire departments that we not at the Budget Workshop held to review funding options as of Feb 10, 2014.

Item#6

JCESA has had severe heating issues with the current heat system in the ambulance bay area since November 2013. Bill Polk, Director of County Maintenance and Sunfire Heating have devoted many hours and funds to resolve

this issue to no avail. A meeting was held with the stakeholders on Feb. 07, 2014 at JCESA and Mr. Polk decided to abort the current heating system in the bay and install ceiling mounted gas heaters asap. Mr. Polk will obtain the bids and award the contract for this new system in a timely manner.

No action needed

Item#7

Per the instructions of JCESA Board meeting held on January 28, 2014, Director Pittinger submitted a written response to the Shepherdstown Fire Department request for additional staffing at Company 3.

No action needed

Item#8

JCESA in now is working with Bill Polk, Director of County Maintenance to build an addition or separate building on JCESA current site to house the morgue unit now located at Eakles, Spencer, Norton Funeral Home. JCESA has been asked to remove the morgue from its current site and we have explored many options with County Maintenance, Jefferson County Sheriff, and Debbie Keyser, Co Adm No action needed

Respectfully submitted,

*Douglas M Pittinger*  
*Edward Hannon*

Douglas M Pittinger, Director  
Edward Hannon, Deputy Director

## January of 2014

### EMS Activity Career & Volunteer

#### Friendship / Company 1

20%	Entire Crew Composed of JCESA Staff	( 6 Calls)
33%	One Primary Care Provider JCESA Staff	( 10 Calls)
47%	All Volunteer Crew	( 14 Calls)

**FYI: 53% of total EMS incidents had JCESA staff on ambulance (16 Calls)**

#### Citizens / Company 2

2%	Entire Crew Composed of JCESA Staff	( 1 Call)
53%	One Primary Care Provider JCESA Staff	(33 Calls)
45%	All Volunteer Crew	(28 Calls)

**FYI: 55% of total EMS incidents had JCESA staff on ambulance (34 Calls)**

#### Shepherdstown / Company 3

2%	Entire Crew Composed of JCESA Staff	( 1 Calls)
62%	One Primary Care Provider JCESA Staff	(39 Calls)
37%	All Volunteer Crew	(23 Calls)

**FYI: 64% of total EMS incidents had JCESA staff on ambulance (40 Calls)**

#### Independent / Company 4

1%	Entire Crew Composed of JCESA Staff	( 2 Calls)
51%	One Primary Care Provider JCESA Staff	(71 Calls)
48%	All Volunteer Crew	(67 Calls)

**FYI: 52% of total EMS incidents had JCESA staff on ambulance ( 73 Calls)**

**Blue Ridge / Company 5**

11%	Entire Crew Composed of JCESA Staff	( 4 Calls)
63%	One Primary Care Provider JCESA Staff	(22 Calls)
26%	All Volunteer Crew	( 9 Calls)

**FYI: 74% of total EMS incidents had JCESA staff on ambulance (26 Calls)**

**Middleway Fire / Company 6**

17%	Entire Crew Composed of JCESA Staff	( 5 Calls)
34%	One Primary Care Provider JCESA Staff	( 10 Calls)
48%	All Volunteer Crew	( 14 Calls)

**FYI: 51% of total EMS incidents had JCESA staff on ambulance ( 15 Calls)**

**JCESA Medic 11**

**Entire Crew Composed of JCESA Staff on JCESA unit ( 13 Calls)**

**Grand Totals**

**JCESA staffing on 58 % of total ems incidents**

**217 of 372 calls for the month of January of 2014**

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

# Impact Fee Status Report

## January 2014

### Office of Impact Fees

#### Summary

Date Range: Wednesday 1 through Friday 31 January 2014

Report Date: 7 February 2014

Process Number Range: 1400001 - 1400015

Total Applications: 15

Total Non-Exempt: 14

*Of which:*

Commercial: 1

Residential: 13

*Of which:*

County: 6

Municipal: 8

Total Exempt: 1

*Of which:*

Commercial: 0

Residential: 1

*Of which:*

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for January 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 January 2014	1	0	23	<b>24</b>
Fees collected		\$58.00	\$145,098.00	<b>\$145,156.00</b>
<i>Of which</i>				
School Impact Fee			\$124,938.00	<b>\$124,938.00</b>
Law Enforcement Fee		\$23.00	\$1,310.00	<b>\$1,333.00</b>
Parks & Recreation Fee			\$9,776.00	<b>\$9,776.00</b>
Fire & EMS Fee		\$35.00	\$9,074.00	<b>\$9,109.00</b>

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

Description	Amount
Opening Statement Balance (1 January 2014)	\$266,025.41
January Deposits (1 – 31 January 2014)	\$145,156.00
School December Transactions (withdraws via transfer on 14 Jan. 2014)	(\$233,327.40)
Law December Transactions (withdraws via transfer on 14 Jan. 2014)	(\$2,758.83)
Parks & Rec December Trans. (withdraws via transfer on 14 Jan. 2014)	(\$15,531.00)
Fire & EMS December Trans. (withdraws via transfer on 14 Jan. 2014)	(\$14,408.18)
Interest Earned (31 January 2014)	\$47.09
<b>Ending Statement Balance (31 January 2014)</b>	<b>\$145,203.09</b>
<i>Outstanding Credits (deposits through 1 January 2014)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 January 2014)	\$1,078,213.18
December Transactions (deposits via transfer on 14 January 2014)	\$233,327.40
Interest Earned (31 January 2014)	\$360.79
<b>Ending Balance (31 January 2014)</b>	<b>\$1,311,901.37</b>

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

Description	Amount
Opening Balance (1 January 2014)	\$18,441.37
December Transactions (deposits via transfer on 14 January 2014)	\$2,758.83
Interest Earned (31 January 2014)	\$5.95
<b>Ending Balance (31 January 2014)</b>	<b>\$21,206.15</b>

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

Description	Amount
Opening Balance (1 January 2014)	\$430,658.64
December Transactions (deposits via transfer on 14 January 2014)	\$15,531.00
Requisition 13R0098 - Sam Michael's Park	(\$32,530.45)
Interest Earned (31 January 2014)	\$126.02
<b>Ending Balance (31 January 2014)</b>	<b>\$413,785.21</b>

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

Description	Amount
Opening Balance (1 January 2014)	\$205,436.78
December Transactions (deposits via transfer on 14 January 2014)	\$14,408.18
Requisition 13R0099 - Friendship Generator	(\$13,441.00)
Interest Earned (31 January 2014)	\$62.53
<b>Ending Balance (31 January 2014)</b>	<b>\$206,466.49</b>

**Table 7. Total Impact Fees as of 1 February 2014 /1**

Description	Amount
Office of Impact Fees General Account	\$145,203.09
School Impact Fee Account	\$1,311,901.37
Law Enforcement Fee Account	\$21,206.15
Parks & Recreation Impact Fee Account	\$413,785.21
Fire & EMS Impact Fee Account	\$206,466.49
<b>Total Impact Fees</b>	<b>\$2,098,562.31</b>

/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 February 2014 Fee Transfers /1**

Account	31 Jan. 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$1,311,901.37	\$124,978.50	\$1,436,879.87
Law Enforcement Fee Account	\$21,206.15	\$1,333.47	\$22,539.62
Parks & Recreation Impact Fee Account	\$413,785.21	\$9,779.30	\$423,564.51
Fire & EMS Impact Fee Account	\$206,466.49	\$9,111.82	\$215,578.31
<b>Total Impact Fees</b>	<b>\$1,953,359.22</b>	<b>\$145,203.09</b>	<b>\$2,098,562.31</b>

/1 This table represents each of the impact fee category account totals as of 31 January 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in January 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in February 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 31 January 2014

1400013	01/31/2014	Kerns	Robert	02 Charles Town	1116	675	17	3	\$0.00	01/31/2014	Form 200
---------	------------	-------	--------	-----------------	------	-----	----	---	--------	------------	----------

**Category Count: 1**

**Category Total      \$0.00**

Application ID	Application Date	Applicant	Agent	Address	Category	Count	Amount	Due Date	Form
1400001	01/06/2014	Von Briesen	Frederick	02 Charles Town		136	\$13,070.00	01/06/2014	N/A
1400002	01/06/2014	Dan Ryan		09 Shepherdstown		131	\$13,070.00	01/06/2014	N/A
1400003	01/06/2014	Dan Ryan		08 Ranson Corp	8C	229	\$12,808.00	01/06/2014	N/A
1400004	01/08/2014	Dan Ryan		08 Ranson Corp	8C	236	\$12,808.00	01/08/2014	N/A
1400005	01/14/2014	Pete Kubic	Kubic	02 Charles Town		71	\$58.00	01/14/2014	N/A
1400006	01/29/2014	Julie Duval	Arcadia	03 Charles Town	12A	166	\$12,808.00	01/29/2014	N/A
1400007	01/29/2014	Julie Duval	Arcadia	03 Charles Town	12A	166	\$12,808.00	01/29/2014	N/A
1400008	01/29/2014	Julie Duval	Arcadia	03 Charles Town	12A	166	\$12,808.00	01/29/2014	N/A
1400009	01/29/2014	Dan Ryan		08 Ranson Corp		226	\$12,808.00	01/29/2014	N/A
1400010	01/30/2014	Dan Ryan		04 Harpers Ferry	8C	38	\$13,070.00	01/30/2014	N/A
1400011	01/30/2014	Dan Ryan		04 Harpers Ferry	9D	80	\$13,070.00	01/30/2014	N/A
1400012	01/30/2014	Dan Ryan		09 Shepherdstown	9D	7	\$13,070.00	01/30/2014	N/A
1400014	01/31/2014	K Hovnanian		03 Charles Town		315	\$1,450.00	01/31/2014	Form 220
1400015	01/31/2014	K Hovnanian		03 Charles Town	11B	667	\$1,450.00	01/31/2014	Form 220

**Category Count: 14**

**Category Total      \$145,156.00**

**TOTAL APPLICATIONS: 15**

**Grand Total      \$145,156.00**

# Financial Report and Status of Funds

01/31/14

General Account Balance \$110,972.78

Payroll Account Balance \$423,878.29

MortgageFund Balance \$133,427.74

Fire Company Account \$88,163.98

Impact Fee Balance	\$205,436.78	
Committed	\$54,250.00	\$151,186.78

Notes:

Middleway Contract Signed

Prepared 2015 Budget and three options for JCESA Board

Jefferson County Fire EMS Incidents By Month - FY 2014



MONTH	FFC Co 1		CFC Co 2		SFD Co 3		IFC Co 4		Responses %		Total Incidents	
	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire
JUL	49	25	85	34	68	67	164	164	100.0%	39	203	
AUG	40	12	60	27	58	57	128	128	99.2%	26	155	
SEPT	46	14	70	40	80	80	143	141	98.6%	36	179	
OCT	29	17	74	48	62	61	128	126	98.4%	52	180	
NOV	23	24	68	51	75	74	143	141	98.6%	61	204	
DEC	37	18	74	41	69	67	154	154	100.0%	56	210	
JAN	35	36	78	61	65	65	176	171	97.2%	72	248	
FEB	35	0	0	0	0	0	0	0	0	0	0	
MAR	0	0	0	0	0	0	0	0	0	0	0	
APR	0	0	0	0	0	0	0	0	0	0	0	
MAY	0	0	0	0	0	0	0	0	0	0	0	
JUN	0	0	0	0	0	0	0	0	0	0	0	
Total	264	146	512	302	477	471	1037	1025	97.8%	342	1379	
% OF TOTAL	9%	12%	18%	24%	17%	17%	37%	74%	97.8%	27%	34%	

MONTH	BRMVF Co 5		MFC Co 6		BFC Co 7		JCESA Staffing % of All EMS		Responses %		Total Incidents	
	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire
JUL	34	20	26	8	9	20	69%	441	150	448	598	
AUG	31	13	21	5	5	23	60%	355	112	476	476	
SEPT	30	15	21	10	10	28	60%	414	156	577	577	
OCT	28	21	19	12	6	14	66%	344	194	548	548	
NOV	26	19	14	8	10	19	62%	368	202	570	570	
DEC	36	12	24	13	6	20	58%	414	174	588	588	
JAN	39	24	32	15	14	13	58%	426	266	692	692	
FEB	0	0	0	0	0	0	0	0	0	0	0	
MAR	0	0	0	0	0	0	0	0	0	0	0	
APR	0	0	0	0	0	0	0	0	0	0	0	
MAY	0	0	0	0	0	0	0	0	0	0	0	
JUN	0	0	0	0	0	0	0	0	0	0	0	
Total	224	124	157	71	60	137	58%	2736	1254	2795	4049	
% OF TOTAL	8%	10%	6%	6%	5%	0.0%	97.9%	97.9%	97.9%	97.9%	97.9%	

Summary - EMS & Fire			
EMS	Fire	Total	%
349	179	528	34%
11.6	60.0	17.9	

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

# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

## 2014 Board Member Contact List

Name & E-mail	Board Information	Address	Phone Numbers
<b>Robert Aitcheson</b> <a href="mailto:bob.aitch46@gmail.com">bob.aitch46@gmail.com</a>	<i>Term Exp.:</i> 11/2/16 <i>District:</i> Kabeltown <i>Representing:</i> Citizen-at-Large	P.O. Box 188 Rippon, WV 25441	(h) 304-725-7369
<b>Ed Boober</b> <a href="mailto:edboober@comcast.net">edboober@comcast.net</a>	<i>Term Exp.:</i> 11/2/15 <i>District:</i> Charles Town <i>Representing:</i> Public	P.O. Box 1125 Charles Town, WV 25414	(h) 304-725-7190 (c) 304-279-6980
<b>Christopher Conroy</b> <a href="mailto:clconroy@aol.com">clconroy@aol.com</a>	<i>Term Exp.:</i> 11/2/16 <i>District:</i> Shepherdstown <i>Representing:</i> Citizen-at-Large	1347 Engle Molers Road Harpers Ferry, WV 25425	(c) 410-302-3621
<b>John Considine</b> <a href="mailto:john.considine@citizensfirecompany.com">john.considine@citizensfirecompany.com</a>	<i>Term Exp.:</i> 11/2/15 <i>District:</i> <i>Representing:</i> Public	506 E. Liberty Street Apt. B Charles Town, WV 25414	(c) 304-886-8026
<b>Robert Jones, MD</b> <i>Medical Director</i> <a href="mailto:robertdoeb@aol.com">robertdoeb@aol.com</a>		207 E. Fifth Avenue Ranson, WV 25438	(h) 304-724-6768 (w) 304-728-5051 (p) 304-271-3708 (Private)
<b>Michael Mood</b> <a href="mailto:middlewayvfc@aol.com">middlewayvfc@aol.com</a>	<i>Term Exp.:</i> 11/2/14 <i>District:</i> Middleway <i>Representing:</i> Fire	51 Shady Acres Lane Kearneysville, WV 25430	(h) 304-725-5112 (c) 304-582-0204
<b>Tim O'Neal</b> <a href="mailto:tomenace@hotmail.com">tomenace@hotmail.com</a>	<i>Term Exp.:</i> 11/2/16 <i>District:</i> Kabeltown <i>Representing:</i> EMS	119 Burnlea Road Charles Town, WV 25414	(c) 304-820-7772
<b>Maura Sherrill</b> <a href="mailto:maura.choirgirl@comcast.net">maura.choirgirl@comcast.net</a>	<i>Term Exp.:</i> 11/2/14 <i>District:</i> <i>Representing:</i>	551 Lone Oak Road Ranson, WV 25438	(h) 304-725-4797
<b>Jane Tabb</b> <a href="mailto:vinemont@frontiernet.net">vinemont@frontiernet.net</a>	<i>Representing:</i> County Commission	922 Old Leetown Pike Kearneysville, WV 25430	(h) 304-725-4325
<b>Alan Williams</b> <i>President</i> <a href="mailto:awilliams@jcesa.org">awilliams@jcesa.org</a>	<i>Term Exp.:</i> 11/2/14 <i>District:</i> <i>Representing:</i> Fire	P.O. Box 195 Charles Town, WV 25414	(c) 571-246-2269
<b>Dave Withers</b> <i>Vice President</i> <a href="mailto:dmwithers@gmail.com">dmwithers@gmail.com</a>	<i>Term Exp.:</i> 11/2/14 <i>District:</i> <i>Representing:</i> Fire & Rescue Assoc.	68 Eagles Nest Lane Harpers Ferry, WV 25425	(h) 304-724-1923 (c) 304-261-4858
	<i>Term Exp.:</i> 11/2/ <i>District:</i> Harpers Ferry <i>Representing:</i> Citizen-at-Large		

<b>Doug Pittinger</b> <i>Director</i> <a href="mailto:dpittinger@jcesa.org">dpittinger@jcesa.org</a> <a href="mailto:pmedic03@comcast.net">pmedic03@comcast.net</a>		183 Acorn Circle Harpers Ferry, WV 25425	(h) 304-876-6038 (w) 304-728-3287 (c) 304-995-7435 (c) 304-671-6038
<b>Ed Hannon</b> <i>Deputy Director</i> <a href="mailto:ehannon@jcesa.org">ehannon@jcesa.org</a> <a href="mailto:twoofakindfarm@frontiernet.net">twoofakindfarm@frontiernet.net</a>		199 Brannon Lane Charles Town, WV 25414	(h) 304-728-0191 (c) 540-931-1451
<b>Marty Freeman</b> <i>Business Manager / Acting Treasurer</i> <a href="mailto:mfreeman@jcesa.org">mfreeman@jcesa.org</a>		P.O. Box 945 Charles Town, WV 25414	(h) 304-725-0470 (c) 304-279-2854



# JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

## MEETING MINUTES JANUARY 28, 2014

President Williams called the Meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, January 28, 2014 in the Emergency Services Agency Building at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Members	Present	Absent	Members	Present	Absent
E. Boober	X		M. Sherrill	X	
C. Conroy	X		J. Tabb	X	
J. Considine	X		S. White	X	
M. Mood	X		A. Williams	X	
T. O'Neal	X		D. Withers	X	

### Also in attendance:

- Doug Pittinger, Director
- Ed Hannon, Deputy Director
- Marty Freeman, JCESA
- Ronald Fletcher, JCFRA
- Pete Kelly
- Gail Boober

Sign-in sheet circulated for attendance/roll call.

The President introduced the new Board Members and each introduced themselves in brief statements.

### Approval of Minutes:

Action Taken — Ed Boober moved to approve the Meeting Minutes of the December 17, 2013 meeting as written. Dave Withers seconded the motion.

Vote: Unanimous – Motion Carried.

### Old Business – Update on Committee for By-Laws:

Committee Member Pete Kelley gave the Board a verbal report of the Committee meeting and that the County Commission will have final say on any changes made. The Committee will have a report in March.

### President’s Report – A. Williams:

The President advised the Board that a letter was sent to the County Commission dated 1/2/14 to request to request the third quarter Fire Company funding. JCESA upon receipt disbursed the funds within two days of receipt.

Both Fire and EMS have a challenging 6 months ahead. Between himself and the two Directors there is over 120 years of experience and we will get through this one.



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

### MEETING MINUTES JANUARY 28, 2014

The President requested that we dispense with mailing Board packets and email them to the members effective immediately. Paper copies will be only upon request in advance of next meeting night.

#### **Treasurer's Report – M Freeman:**

The Treasurer apprised the Board that all three Congressional representatives have sent FEMA letters of support the Countywide AFG grant. A copy of the Capito letter was passed out.

Two charts were provided the Board on the 2015 Budget levels which begin at 75% of current budget and grow in 5% increments until reaching 100%. The time frame for submission is February 6, 2014.

The Treasurer requested a budget workshop be scheduled for Tuesday, February 4, 2014 in order to meet that deadline. At that time, the Directors and staff will have prepared proposals for the Board to review.

Action Taken — The Board approved the meeting date by unanimous consent.

A workload chart of 2013 actual EMS and Fire workload was passed out and reviewed with the Board.

#### **President of JCFRA Report – R Fletcher:**

February 11, 2014 will be the next JCFRA meeting and will be Election Night. It will be held at Station 3.

The President will work with JCESA staff to provide budget information for submission to the County. Further budget cuts could cause the closure the some County Fire Stations. The assets that Fire Companies maintain were built up over 130 years.

Station 5 is attempting to obtain financing to do mold abatement and repairs.

The Association sponsored a seminar called "Combat Ready" on January 18, 2014 with over 90 attendees that was a very good training opportunity.

#### **Directors Report – D. Pittinger:**

The Board can refer to the written report in their packet.

The Agency received two resignation letters, one FT and one PT. The Director will convert one PT employee to FT to maintain continuity of staffing, but is very concerned about losing additional staff due to the budget concerns. The conversion will save funds for the Agency.



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

### MEETING MINUTES JANUARY 28, 2014

The Director provided the Board with a copy of a request from the Shepherdstown Fire Department requesting 24 hour 7 days a week EMS coverage. The Board discussed the request in light of the current financial situation.

Action Taken — Dave Withers moved that the Board table the matter until more is known about the County Budget. The motion was seconded by Mike Mood. The Director was instructed to submit written response to Shepherdstown Fire Department.

Vote: Unanimous – Motion Carried.

The Director invited all JCESA Board members to attend the budget review January 30, 2014 at 2pm at the County Commissioners meeting room.

The Director reported on pending legislation in Charleston called the "haircut" bill that will further reduce gaming revenue for the County which could result in a \$300-500K reduction. The legislation was further explained by Commissioner Jane Tabb.

#### **Board Member Requests:**

S. White - Inquired about the status of the personnel lawsuit against the agency. Director Pittinger informed him that he was in several long meetings with the agency lawyer and things were progressing.

E. Boober - Pointed out to the Board that as the County is in need of additional funding the County Commission should consider increasing the Ambulance Fee higher than \$40. It was agreed to incorporate this idea into the upcoming budget submission.

J. Considine - Medic 11 creates some revenue for the Agency and we should consider this another funding source for the agency.

#### **Committee Reports:**

Employee Liaison – No Report

Personnel Committee – No Report. However the President instructed staff to place the election of a Secretary, appointment of a member to both the CIP Committee and Personnel Committee on next month's agenda.

CIP Committee – The Treasurer informed the Board that the Jefferson County Commission had approved the budget increase to fund the Middleway Generator and that contract would be awarded in the upcoming week.

Collections Committee - Contract with PCB signed and awaiting implementation.



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

MEETING MINUTES  
JANUARY 28, 2014

### **Public Comments:**

Pete Kelley – Requested a copy of the working copy of the budget. It was agreed by all Board members that copies would not be available prior to review by the Board at the Special Meeting.

### **New Business:**

None

### **Adjournment:**

Action Taken — Dave Withers moved to adjourn the meeting at 8:39 pm. Tim O'Neal seconded the motion.

Vote: Unanimous. – Motion Carried.

Respectfully Submitted,

\_\_\_\_\_  
Marty L. Freeman, Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alan Williams, President

\_\_\_\_\_  
Date

## **JEFFERSON COUNTY COMPANIES**

Company 1 – Friendship Fire Company, Harpers Ferry

Company 2 – Citizens Fire Company, Charles Town

Company 3 – Shepherdstown Fire Department, Shepherdstown

Company 4 – Independent Fire Company, Charles Town

Company 5 – Blue Ridge Mountain Volunteer Fire Company, Harpers Ferry

Company 6 – Middleway Volunteer Fire Company, Middleway

Company 7 – Bakertown Fire Company, Bakerton

Company 11 – Jefferson County Emergency Services Agency, Ranson