



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

### MEETING MINUTES FEBRUARY 18, 2014

In the absence of President Williams, Vice President Withers called the Meeting of the Jefferson County Emergency Services Agency to order at 7:04 p.m., Tuesday, February 18, 2014 in the Emergency Services Agency Building at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

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

#### **Also in attendance:**

Doug Pittinger, Director  
Ed Hannon, Deputy Director  
Marty Freeman, JCESA  
Joshua Smith, JCFRA  
Ronda Lehman  
Rick Shuman

Tamara Trafford, JCESA  
Tracy Smith, BFD  
Ronald Fletcher, CFC

Sign-in sheet circulated for attendance/roll call.

#### **Approval of Minutes:**

Action Taken – Sid White moved to approve the Meeting Minutes of January 2013 meeting as written. Mike Mood seconded the motion.

Vote: Unanimous – Motion Carried.

**Old Business:** None

#### **President's Report: (Dave Withers)**

Election of Board Secretary – There were no volunteers and filling the position was put on hold until next month's meeting. The Board authorized JCESA personnel to continue as acting Secretary.

Appointment to CIP Committee: Sid White and Chris Conroy volunteered and were approved. Ed Boober will serve as the Chairman. A list of current projects is to be provided to the Committee.

Appointment to Personnel Committee: Mike Mood, Dave Withers and Chris Conroy volunteered and were approved by the Board with Ed Boober serving as Chairman.



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Mr. Smith was introduced as the newly President of the JCFRA and a non-voting member of the JCESA Board.

### **Treasurer's Report: (Marty Freeman)**

The Board was referred to the Treasurers report included in the Board Packet. The Treasurer solicited and received a proposal from WV Corp for Vehicle, Liability and Workers Compensation insurance. The proposal would reduce total expenditures by about \$30,000. The Treasurer requested the assistance of new Board member Robert Aitcheson to review the proposal and report back to the agency.

A discussion followed on the status of JCESA presentation of the various budget proposals presented to the Board. Mike Mood reported that the smaller companies cannot sustain service. Robert Aitcheson expressed his support for having JCESA become the sole provider of EMS due to efficiencies and savings that could be achieved.

Dave Withers expressed opposition to any action that would cut funding to the fire companies. County Commission shortfalls jeopardize public safety. He expressed concern about smaller companies failing and closing down.

Ed Boober requested that the Board send a letter to the Commission requesting that they increase the dollar value of the fee above \$40.

### **President of JCFRA Report: (Josh Smith)**

Did not have anything to report except he felt the information on ambulance income was mis-education and that the fire companies were saving the County money. JCFRA was going to establish a committee to propose how JCESA should spend their funding.

### **Directors Report: (Doug Pittinger)**

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

The Director invited all Board members to attend the 2015 Budget presentation Monday, February 24<sup>th</sup> at 10:30 a.m. The Board was advised that a decision on the 2015 budget allocation should be expected within the next 30 days.

The Director advised the board that the building continues to have heating problems in the Bay.

The Board was advised that the JCESA morgue needed to be moved from its current location at Eackles, Spencer, Norton to a County owned location and that the Director was working with Bill Polk of County Maintenance to possibly fund an addition to this building to house the morgue.



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The Director advised the Board of a significant increase in requests for information that was consuming staff time and requested guidance from the Board on how to handle. A discussion followed and it was agreed that the Director would prioritize requests and work on them as time permits, keeping the Board informed.

Ed Hannon met with all Fire Department Presidents last week to discuss budget proposals prior to the JCFRA meeting Tuesday, February 11, 2014.

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

Tim O'Neal – Inquired who controls the County dispatch methodology. Board member John Considine explained the system of dispatch and the process gone through prior to dispatch. Tim stated it should be simplified BLS or ALS only.

Ed Boober – Requested that the Ambulance Fee be put on the March agenda.

Robert Aitcheson – Reported to the Board that we have the most inefficient system of providing EMS services. There is much duplication of costs. JCESA should incorporate into the County government and have no separate duties. We need to move to an all paid ambulance service and push for a levy to fund the costs.

Mike Mood – Discussed the cost of providing fire department services and that EMS provides funds to operate fire equipment.

Josh Smith – Voiced concerns about the budget cuts to all departments. Bakerton Fire Department is against Option 3 and against any reduction to the \$61,000 Fire Department allocation. \$61,000 is not enough to function in his department.

#### **Committee Reports:**

Employee Liaison – Tamra Trafford reported that the employees would like to encourage the Board to attend the County Commission Meetings. The employees oppose the relocation of the morgue to JCESA headquarters and requested that this be reconsidered.

Personnel Committee – No Report. The committee needs to sit down and determine what areas they want to work on including a review of policies.

CIP Committee – The committee will meet to review the projects and funding.



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### Public Comments:

Tamra Trafford reported that public comments about Canadians had been made by one Board member and requested that he refrain from additional negative public comments.

Ron Fletcher thanked the Board for all the cooperation and support he had received while service as president of JCFRA. The Board thanked him for his service.

### New Business:

None

### Adjournment:

Action Taken – John Considine moved to adjourn the meeting. Ed Boober seconded the motion. The meeting adjourned at 8:55 pm.

Vote: Unanimous – Motion Carried.

Respectfully Submitted,

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Marty L. Freeman, Treasurer

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Date

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Alan Williams, President

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Date

**Director's Monthly Report**  
**March 18, 2014**

Item #1

Fire & EMS Activity reports for the month of February 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 numerous classes posted on JCESA web site and submitted to all County Fire 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 monthly County Leadership, County Commission meetings, EMS Chiefs monthly meetings, JMC Trauma Multidisciplinary Program Committee, Stephen Grove, Esq., Jefferson Memorial Hospital Emergency Department management, Robert Jones, MD County Medical Director, Ben Warder, Esq., Jefferson County Homeland Security & Emergency Management 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; Tim Station, County Financial Officer and County Commission. JCESA had their official budget presentation with the County Commissioners on Feb. 24, 2014 @ 10:30 am.

No action needed

Item#5

JCESA in now is working with Bill Polk, Director of County Maintenance look at the possibility build an addition or separate building on JCESA current site to house the morgue unit now located at Eakles, Spencer, and Norton Funeral Home. Per the discussion at the last Board meeting, Mr. Polk is now exploring other sites to locate the morgue at the employee's request. No action needed

Item#6

The Jefferson County Commission will have a Special Meeting for Public Discussion of the FY 2015 Budget on Thursday, March 13, 2014 at 7:00 pm. No action needed

Item #7

The Jefferson County Protocol Committee will be attending the WVOEMS State Protocol Committee meeting in Flatwoods on Wednesday, April 02, 2014. No action needed

Item#8

JCESA received FOIA request from Fire Chief Ross Morgan dated February 19, 2014. We were given twenty days to response and that request will be honored within that time frame given. Copy of said FOIA request included in packet for your review. No action needed

Respectfully submitted,

*Douglas M Pittinger*  
*Edward Hannon*

Douglas M Pittinger, Director  
Edward Hannon, Deputy Director

March 18, 2014

Jefferson County Fire EMS Incidents By Month - FY 2014



MONTH	FFC Co 1		Responses %		Total Incidents		CFC Co 2		Responses %		Total Incidents		SFD Co 3		Responses %		Total Incidents		IFC Co 4		Responses %		Total Incidents	
	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire
JUL	51	49	96.1%	25	85	84	98.8%	34	119	68	67	98.5%	15	83	164	164	100.0%	39	203	164	164	100.0%	39	203
AUG	42	40	95.2%	12	60	56	93.3%	27	87	58	57	98.3%	24	82	129	128	99.2%	26	155	129	128	99.2%	26	155
SEPT	46	45	97.8%	14	73	70	95.9%	40	113	80	80	100.0%	31	111	143	141	98.6%	36	179	143	141	98.6%	36	179
OCT	29	27	93.1%	17	74	70	94.6%	48	122	61	61	100.0%	38	100	128	126	98.4%	52	180	128	126	98.4%	52	180
NOV	33	23	100.0%	24	68	67	98.5%	51	119	75	74	98.7%	29	104	143	141	98.6%	61	204	143	141	98.6%	61	204
DEC	37	35	94.6%	18	74	73	98.6%	41	115	69	67	97.1%	28	97	154	154	100.0%	56	210	154	154	100.0%	56	210
JAN	36	35	97.2%	36	78	77	98.7%	61	139	65	65	100.0%	44	109	176	171	97.2%	72	248	176	171	97.2%	72	248
FEB	22	21	95.5%	16	80	79	98.8%	36	116	62	61	98.4%	26	88	149	147	98.7%	40	189	149	147	98.7%	40	189
MAR									0					0					0					0
APR									0					0					0					0
MAY									0					0					0					0
JUN									0					0					0					0
Total	286	275		162	582	576		338	930	539	532		235	774	1186	1172		382	1568	1186	1172		382	1568
% OF TOTAL	9%	12%		10%	18%		24%	20%	16%	17%		17%	17%	17%	35%			27%	34%	35%			27%	34%

JCESA

MONTH	BRMVF Co 5		Responses %		Total Incidents		MFC Co 6		Responses %		Total Incidents		BFC Co 7		Responses %		Total Incidents		AMB 11		Responses %		Total Incidents	
	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire
JUL	34	32	94.1%	20	26	25	96.2%	8	34	9	20	20	23	20	20	95.2%	5	26	20	20	100.0%	2	69%	
AUG	31	31	100.0%	13	21	20	95.2%	5	26	5	23	23	100.0%	5	26	20	95.2%	5	26	23	23	100.0%	60%	
SEPT	30	29	96.7%	15	45	21	100.0%	10	31	10	28	28	100.0%	10	31	28	100.0%	10	31	28	28	100.0%	60%	
OCT	28	27	96.4%	21	49	19	100.0%	12	31	6	14	19	100.0%	6	31	14	100.0%	12	31	14	14	100.0%	66%	
NOV	26	25	96.2%	19	45	14	100.0%	8	22	10	19	100.0%	8	22	19	100.0%	8	22	19	19	100.0%	62%		
DEC	36	33	91.7%	12	48	24	95.8%	13	37	6	20	23	95.8%	6	37	20	95.8%	13	37	20	20	100.0%	58%	
JAN	39	37	94.9%	24	63	32	90.5%	15	47	14	13	29	90.5%	14	47	13	97.1%	15	47	13	13	100.0%	58%	
FEB	30	27	90.0%	11	41	20	100.0%	4	24	11	19	20	100.0%	11	24	19	100.0%	4	24	19	19	100.0%	54%	
MAR									0					0					0					0
APR									0					0					0					0
MAY									0					0					0					0
JUN									0					0					0					0
Total	254	241		135	177	171		75	252	71	156		5%	252	71	156		5%	156	156			0.0%	
% OF TOTAL	8%	10%		8%	5%		5%	5%	5%	5%	0.0%		5%	5%	0.0%			5%	0.0%	0.0%			0.0%	

Summary - EMS & Fire

MONTH	Total		Responses %		Total Incidents		Total Dispatches	
	EMS	Fire	EMS	Fire	EMS	Fire	EMS	Fire
JUL	448	150	69%	98.4%	441	150	598	598
AUG	364	112	60%	97.5%	355	112	476	476
SEPT	421	156	60%	98.2%	414	156	577	577
OCT	354	194	66%	97.5%	344	194	548	548
NOV	368	202	62%	98.9%	363	202	570	570
DEC	414	174	58%	98.3%	405	174	588	588
JAN	426	266	58%	97.1%	414	266	692	692
FEB	473	144	54%	98.3%	465	144	617	617
MAR	0	0			0	0	0	0
APR	0	0			0	0	0	0
MAY	0	0			0	0	0	0
JUN	0	0			0	0	0	0
Total	3268	1398		97.9%	3201	1398	4666	4666
% OF TOTAL								

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

EMS	Fire	Total
408	174	583
13.6	5.8	19.4

## February of 2014

### EMS Activity Career & Volunteer

#### Friendship / Company 1

0%	Entire Crew Composed of JCESA Staff	( 0 Calls)
55%	One Primary Care Provider JCESA Staff	( 12 Calls)
45%	All Volunteer Crew	( 10 Calls)

**FYI: 55% of total EMS incidents had JCESA staff on ambulance (12 Calls)**

#### Citizens / Company 2

3%	Entire Crew Composed of JCESA Staff	( 2 Call)
34%	One Primary Care Provider JCESA Staff	(23 Calls)
63%	All Volunteer Crew	(42 Calls)

**FYI: 37% of total EMS incidents had JCESA staff on ambulance (25 Calls)**

#### Shepherdstown / Company 3

2%	Entire Crew Composed of JCESA Staff	( 1 Calls)
58%	One Primary Care Provider JCESA Staff	(32 Calls)
40%	All Volunteer Crew	(22 Calls)

**FYI: 60% of total EMS incidents had JCESA staff on ambulance (33 Calls)**

#### Independent / Company 4

1%	Entire Crew Composed of JCESA Staff	( 1 Calls)
53%	One Primary Care Provider JCESA Staff	(77 Calls)
46%	All Volunteer Crew	(66 Calls)

**FYI: 54% of total EMS incidents had JCESA staff on ambulance ( 78 Calls)**

**Blue Ridge / Company 5**

0%	Entire Crew Composed of JCESA Staff	( 0 Calls)
52%	One Primary Care Provider JCESA Staff	(13 Calls)
48%	All Volunteer Crew	( 12 Calls)

**FYI: 52% of total EMS incidents had JCESA staff on ambulance (13 Calls)**

**Middleway Fire / Company 6**

19%	Entire Crew Composed of JCESA Staff	( 3 Calls)
31%	One Primary Care Provider JCESA Staff	( 5 Calls)
50%	All Volunteer Crew	( 8 Calls)

**FYI: 50% of total EMS incidents had JCESA staff on ambulance ( 8 Calls)**

**JCESA Medic 11**

**Entire Crew Composed of JCESA Staff on JCESA unit ( 19 Calls)**

**Grand Totals**

**JCESA staffing on 54 % of total ems incidents**

**186 of 347 calls for the month of February of 2014**

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

# Financial Report and Status of Funds

02/28/14

General Account Balance \$126,690.88

Payroll Account Balance \$277,055.76

MortgageFund Balance \$117,510.48

Fire Company Account \$88,170.74

Impact Fee Balance	\$188,752.01	
Committed	\$68,420.00	\$120,332.01

Notes:

# Impact Fee Status Report

## February 2014

### Office of Impact Fees

#### Summary

Date Range: Saturday 1 through Friday 28 February 2014

Report Date: 5 March 2014

Process Number Range: 1400016 - 1400021

Total Applications: 6

Total Non-Exempt: 4

*Of which:*

Commercial: 0

Residential: 4

*Of which:*

County: 2

Municipal: 2

Total Exempt: 2

*Of which:*

Commercial: 0

Residential: 2

*Of which:*

County: 2

Municipal: 0

Tables 1 through 7 summarize impact fee processing for February 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 – 28 February 2014	2	0	4	6
Fees collected		\$0	\$51,756.00	<b>\$51,756.00</b>
<i>Of which</i>				
School Impact Fee			\$45,432.00	<b>\$45,432.00</b>
Law Enforcement Fee		\$0	\$524.00	<b>\$524.00</b>
Parks & Recreation Fee			\$3,008.00	<b>\$3,008.00</b>
Fire & EMS Fee		\$0	\$2,792.00	<b>\$2,792.00</b>

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

Description	Amount
Opening Statement Balance (1 February 2014)	\$145,203.09
February Deposits (1 – 28 February 2014)	\$51,756.00
School January Transactions (withdraws via transfer on 20 Jan. 2014)	(\$124,978.50)
Law January Transactions (withdraws via transfer on 20 Jan. 2014)	(\$1,333.47)
Parks & Rec January Trans. (withdraws via transfer on 20 Jan. 2014)	(\$9,779.30)
Fire & EMS January Trans. (withdraws via transfer on 20 Jan. 2014)	(\$9,111.82)
Interest Earned (28 February 2014)	\$29.16
<b>Ending Statement Balance (28 February 2014)</b>	<b>\$51,785.16</b>
<i>Outstanding Credits (deposits through 1 February 2014)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 February 2014)	\$1,311,901.37
January Transactions (deposits via transfer on 20 February 2014)	\$124,978.50
Requisition 14R0100 - Jefferson County Bus Garage	(\$1,000,000.00)
Interest Earned (28 February 2014)	\$276.72
<b>Ending Balance (28 February 2014)</b>	<b>\$437,156.59</b>

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

Description	Amount
Opening Balance (1 February 2014)	\$21,206.15
January Transactions (deposits via transfer on 20 February 2014)	\$1,333.47
Interest Earned (28 February 2014)	\$5.81
<b>Ending Balance (28 February 2014)</b>	<b>\$22,545.43</b>

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

Description	Amount
Opening Balance (1 February 2014)	\$413,785.21
January Transactions (deposits via transfer on 20 February 2014)	\$9,779.30
Interest Earned (28 February 2014)	\$111.94
<b>Ending Balance (28 February 2014)</b>	<b>\$423,676.45</b>

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

Description	Amount
Opening Balance (1 February 2014)	\$206,466.49
January Transactions (deposits via transfer on 20 February 2014)	\$9,111.82
Requisition 13R0099 - Friendship Generator	(\$26,882.00)
Interest Earned (28 February 2014)	\$55.70
<b>Ending Balance (28 February 2014)</b>	<b>\$188,752.01</b>

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

Description	Amount
Office of Impact Fees General Account	\$51,785.16
School Impact Fee Account	\$437,156.59
Law Enforcement Fee Account	\$22,545.43
Parks & Recreation Impact Fee Account	\$423,676.45
Fire & EMS Impact Fee Account	\$188,752.01
<b>Total Impact Fees</b>	<b>\$1,123,915.64</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	\$437,156.59	\$45,457.66	\$482,614.25
Law Enforcement Fee Account	\$22,545.43	\$524.29	\$23,069.72
Parks & Recreation Impact Fee Account	\$423,676.45	\$3,009.75	\$426,686.20
Fire & EMS Impact Fee Account	\$188,752.01	\$2,793.46	\$191,545.47
<b>Total Impact Fees</b>	<b>\$1,072,130.48</b>	<b>\$51,785.16</b>	<b>\$1,123,915.64</b>

/1 This table represents each of the impact fee category account totals as of 28 February 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in February 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 Saturday 1 through 28 February 2014*

1400017	02/12/2014	Carper	Mary	02 Charles Town	481	111	1	19.2	\$0.00	02/12/2014	Form 200
1400018	02/25/2014	Sirbaugh	Troy	07 Middleway	1120	100	21	10.1	\$0.00	02/25/2014	Form 200

**Category Count: 2**

**Category Total      \$0.00**

1400016	02/07/2014	Dan Ryan		03 Charles Town			11D	113	\$12,808.00	02/07/2014	N/A
1400019	02/27/2014	Dan Ryan		03 Charles Town			11D	105	\$12,808.00	02/27/2014	N/A
1400020	02/27/2014	Dan Ryan		04 Harpers Ferry	1131	426	9D	101	\$13,070.00	02/27/2014	N/A
1400021	02/28/2014	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	98	\$13,070.00	02/28/2014	N/A

**Category Count: 4**

**Category Total      \$145,156.00**

**TOTAL APPLICATIONS: 6**

**Grand Total      \$145,156.00**

Ross L. Morgan, Fire Chief  
Shepherdstown Fire Department, Inc  
PO Box F  
Shepherdstown, WV 25443

February 19, 2014

Re: Freedom Of Information Request

Dear Sir or Madam:

The purpose of this letter is to request information pursuant to the Freedom of Information Act. If this information is not available from your agency, please forward this request to the appropriate agency or advise me of the other agencies which might have this information.

Please provide me with a copy of the following items:

-JCESA Salary Schedules for Fiscal Year 2013

-An itemized breakdown of how much JCESA has paid in salaries and benefits, broken down by each existing position.

For example: Director – Total amount paid for all salary and benefits

Deputy Director

Administrative Assistant

Full Time Paramedic 1

Full Time Paramedic 2

Part Time EMT 1

Part Time EMT 2

- The request is to have each existing employee position itemized separately including all administrative, full and part time employees who were paid wages and/or benefits in FY 2013.
- This would include salaries, wages, all benefits such as insurances, pension payments, and it would include any state and federal payments made.
- I am requesting total, cost by employee.

If any part or all of the materials are withheld under a FOIA exemption, please provide a list of the information withheld and mark any deleted sections. Please list the specific exemptions that from the basis for any deletion from a document or the complete withholding of a document.

I request that you furnish the information without any charge or at a reduced charge because the information will be used for fire, rescue and EMS evaluation. In any event, please provide me with an itemized statement of the applicable fees.

If search and copying fees are estimated to exceed \$0.00, please contact me before proceeding with this request. To further narrow my request, I would like the opportunity to review the documents retrieved or your document index in order to select the records to be copied. Please identify the location of the documents and/or the document index so that I or my authorized representative may review them. If an index is available, please provide the fee for such index, if a fee is applicable. If you can provide an index at no charge, please forward it to me at the above address.

As provided for by the Freedom of Information Act, please provide your reply within twenty (20) business days. Thank you for your prompt attention to this matter.

Sincerely,



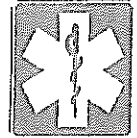
Ross Morgan, Fire Chief

Shepherdstown Fire Department

304-676-9547



# FRIENDSHIP FIRE COMPANY



P.O. Box 126  
Harpers Ferry, WV 25425  
Phone: 304-535-2211  
Fax: 304-535-1382

Email: [friendshipfireco@frontiernet.net](mailto:friendshipfireco@frontiernet.net)

February 17, 2014

Mr. Ed Hannon  
Deputy Director  
JCESA

Dear Deputy Director Hannon:

Thank you for meeting with me in regard to the budget crisis. Please consider this letter, Friendship Fire Company's official response to your request of providing input to the choices of options discussed at our meeting (2015 Budget Briefing).

I would like to preface this response by informing you that Friendship Fire Company intends to be a contributor to a solution in regard to our current budget crisis, not contribute to the problem or present any more obstacles in order to reach resolution. The content of our meeting has been fully vetted with my Board of Trustees. I believe you will find our choice favorable in reaching resolution. However, there are some caveats that I will present and explain as well.

Of all of the options presented, Option 1...Revenue Sharing at 50% of provided staff, is the option I feel offers the most beneficial overall option to Friendship Fire Company and the Community we serve given the provided options. In addition, I would also ask that some of the details provided below be strongly considered as part of the overall solution.

- Pay as we go...invoice for actual hours worked at our station.
- Provide a detailed invoice of time reporting along with invoice for proper reconciliation...accountability of funds are of the utmost importance and are critical in meeting our compliance requirements.
- Preference is to be invoiced quarterly however we are opened to considering monthly. Being that we receive quarterly draws from funding, quarterly works best for us financially.
- Would like full disclosure of the salary and benefit costs of any said staffing in order to plan financially as to the overall cost of the staffing and to ensure that we are paying for "what we get" (EMT VS Paramedic for example)
- Being that JCESA personnel is trained on fire and EMS operations, it would be beneficial...to have said staffing operate on a "first in, first out" operating guideline. While details could be worked out in the future, this consideration offers a larger net benefit to the community.

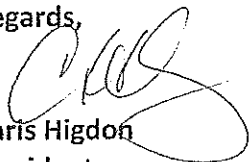
It is my hope, that the option discussed above, will be STRONGLY considered when JCESA presents a briefing to the Jefferson County Commission on February 18<sup>th</sup>. My overall goal is to continue providing much needed supplemental staffing during daytime hours. The current operating platform is crucial to our community and surrounding mutual aid areas.

I would like to also pose the question as to what will be the overall plan for JCESA in collecting revenue or budget reductions appropriately across all seven volunteer companies in order to reach our targeted budget number and to ensure that all Fire Companies appropriately contribute to the overall goal.

Friendship Fire Company will remain open minded and are willing to continue collaborating toward an overall solution to our budget crisis. I encourage JCESA to continue their outreach with us and the other Fire Companies as the County Commission continues to issue instruction and potential "problems solving options".

Lastly, I would ask that you as Deputy Director and the JCESA as an organization stand fast in opposition of Options 2 and Options 3. The detriment in both of those options is unspeakable in terms of the negative impact any implementation would have on the citizens of this county not only expect...but have a right, to quality Emergency Services in the Community in which they live and pay taxes.

Regards,



Chris Higdon  
President  
Friendship Fire Company  
Harpers Ferry / Bolivar

1329 Shepherd Grade Road  
Shepherdstown WV 25443

February 24, 2014

Walter C. Pellish  
138 N. Tamarac Dr.  
Shepherdstown WV 25443

Dear Walt:

I am writing to express my opinion on the funding of our volunteer fire and ambulance service in Jefferson County. I appreciate the budget problems that you and the other County Commissioners have to address and I am willing to support equal cuts for all county agencies including the fire departments. I have not been able to attend the workshops but from information I am hearing, reading in the media and from the presentation that was presented at the meeting of the Jefferson County Fire & Rescue Association some of the options had some departments experience much higher cuts than others when everything is considered.

For example along with the 25% cut and if we are asked to help pay for a JCESA employee to be stationed at Shepherdstown and share a percent of our ambulance fees we could very well experience a 100% decrease or greater. The other item that has concerned me is the discussion on revenue sharing where some departments would get more than others based upon needs. I think that this would discourage departments that are active in raising funds via their fund raising activities when we observe those not as active being rewarded.

In 2013 the members of the Shepherdstown Department held 56 bingo occasions with 6 of these being partnerships with other organization to either recruit extra help for our apple butter festival or just raise additional dollars. In addition we had a Super Bowl Sunday dinner, a summer festival, a gun bonanza, a holiday dinner, and our annual apple butter festival which is actually a week event. The time to plan these events is not included. We are planning the same events for 2014 plus trying to think of ways to raise additional dollars. Our members are getting tired and frustrated and to ask us to accept bigger cuts than others could possible create additional problems.

I want to thank you for considering my points and would be happy to discuss.

Sincerely yours,

Dennis L. Barron

CC- All Commissioners

February 17, 2014

RECEIVED

Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

FEB 20 4:11

Jefferson County Commission

Dear Commissioners:

I would like to take this opportunity to address the Commission on the subject of the Emergency Services Agency's proposed budget. In their proposal they have included three options as a means to subsidize their budget at the expense of the volunteer fire departments.

As alluded to above each of the three options either directly or indirectly will remove much needed funding from the volunteer departments. This, at best, will spell disaster for the volunteer system of Jefferson County. Any reduction or elimination of funding to the individual departments will severely hamper their ability to maintain the same high standards in services that the volunteer system has provided to the citizens of Jefferson County for years.

Prior to the creation of the Emergency Services Agency the County enjoyed and benefited from a positive relationship with the then Ambulance Authority. The Authority and volunteer system worked closely together drawing on each other's strengths thereby providing emergency medical services that were second to none in the State. The Emergency Services Agency was created to supplement and augment the volunteer system by expanding services to include assistance on the fire side. To date there has been little or no movement to expand assistance with the fire coverage. The first step towards expansion of the Agency's role would be legislatively. However, this has not been deemed a priority even though it was the main reason the Agency was created.

As has been shared with the Commission before, the revenue received by the volunteers for their ambulance services subsidizes the whole operation of their departments. The fire protection service does not generate any income. In fact, in the past two or three years two additional departments have added ambulance services in an effort to generate additional income to keep their doors open. Once again, any effort to attach any of the funds generated by the volunteers will only reduce their ability to operate. The argument that a portion of the income received by the departments should go to the Agency because some of the staffing is supplied by the Agency is based on a misunderstanding of the whole reason the Agency exists to start with. The Agency like the Ambulance Authority before it was created to provide staffing assistance for the volunteer system. Rather than supplementing and augmenting, the Agency has chosen to duplicate equipment and services that has been provided by the dedicated volunteers of Jefferson County for many years at little or no cost to the residents.

The volunteers have been willing to provide the motorized equipment, all medical supplies and equipment, fuel, repair costs, and insurance. Again, these services have been provided at little to no cost to the citizens of our County. I ask again why the Agency sees the need to duplicate and at a high price something that is handed to them at no cost?

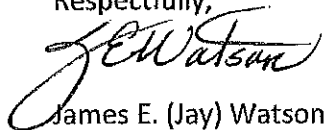
If the Agency would return to the reason it was created then there would not be a need to fund expenses such as unnecessary equipment and administrative staff.

Departments that have been fiscally responsible now find themselves under attack with threats of reduced revenue. Departments that have saved money should not be punished or penalized. Savings did not happen overnight. It has taken many years for these departments to get where they are. It is only good business to plan for the unexpected. The Commission has funds put back for the unexpected. Those same good business practices apply to the volunteer fire departments as well. I believe you will find that the majority of the savings are designated for future projects such as the replacement of motorized equipment along with maintenance and/or enhancements of facilities. The costs of replacing fire equipment can range anywhere from 500K to 1 million dollars on a single unit. If the departments are forced to utilize their savings for everyday expenses because of lost funds over the course of time they will become a greater burden on the citizens. Using savings to maintain daily operations will cause the departments to mount additional fund raising campaigns over and above what they do now.

In summary, the Agency exists in part because the volunteer system saw the need for additional assistance and supported its creation. Either by default or design the Agency has taken the posture of trying to replace the volunteer system in Jefferson County. If you believe this is an overstatement than review the options in their proposed budget. Their options range from requiring each volunteer department to pay 50% of the cost of their staffing (which could shut down some departments) to the Agency running all calls during certain time periods and not dispatching the volunteer departments at all. Supplementing the volunteer system is the best value the County has. If the Commission allows the Agency to continue in this fashion, it will hasten the demise of the volunteer fire departments in our County. By doing so this Commission will encumber future Commissions in providing a service that it cannot afford now nor will not be able to do in the future.

The Agency has its place in the emergency services of this County and that should be working alongside the volunteers as once was the case with the Ambulance Authority. I believe this is the best value the County and its citizens can receive.

Respectfully,



James E. (Jay) Watson