

**Director's Monthly Report
May 2014**

Item #1

Fire & EMS Activity reports for the month of April 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.

Monthly JCESA EMS training report (See attachment) No action needed

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, Jefferson Memorial Hospital Emergency Department management, Robert Jones, MD County Medical Director, County Maintenance Director/ Bill Polk, West Virginia Corp Insurance, WVOEMS State Protocol Committee, NEREMS, WVOEMS System & Leadership & Performance Improvement Course and JCESA employee monthly staff meetings. No action needed

Item #4

As a result of the JCESA Special Meeting for budget discussion and actions held on April 22, 2014, JCESA management had begun the reductions as agreed upon by the Board. The balance of same will be implemented on July 01, 2014. Official notifications have been sent to parties involved and volunteer departments made aware of upcoming changes in hours of coverage

No action needed

Item #5

The Director conducted a straw vote with JCESA Board members with majority of Board members in agreement to submit letter drafted by Robert Aitcheson in a timely manner. The Board voted that Mr. Aitcheson draft a letter asking for legal opinion in reference to deceased persons and the transportation of those deceased. This letter was written and submitted to Ralph Lorenzetti, Prosecuting Attorney of Jefferson County on April 22, 2014

(See attachment)

No action needed

Item #6

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

Item #7

Per the actions of the Board during the April meeting, sealed bid advertisements are now being accepted for JCESA surplus equipment with deadline submission date of May 12, 2014. As of today's date, JCESA has received two sealed bids.

Discussion & Action

Item # 8

The Jefferson County Commission has set the following dates for public hearings:

Thursday, May 22, 2014 – Public Hearing on the Ambulance Fee Ordinance at 7:00 pm

Thursday, May 29, 2014 – Public Hearing on the Restructuring of the JCESA at 7:00 pm

Thursday, June 11, 2014 – Public Hearing on the E911 Fee Ordinance at 7:00 pm

No action needed

Item #9

The official FOIA OG has been written and is now in the JCESA manual per the request of the JCESA Board Copy of same sent electronically to all members/employees for their handbook.

No action needed

Respectfully submitted,

Douglas M Pittinger

Edward Hannon

Douglas M Pittinger, Director

Edward Hannon, Deputy Director

May 14, 2014

Jefferson County Emergency Services Agency
Status of Funds Projection
April

Current Month Discussion

Cumulative expenditures through April are \$1,522,024.61 and total income other than from County Commission is \$63,899.24. Although three pay periods occurred in April the check issue date was May 1 so our report adjusts May as the 3 pay day month. April Salaries and Benefits are reduced by about \$4,000 for the EMT that was on Workers Compensation. The May 1 paycheck will show him returning to work.

The total year end projection has been adjusted to take into account the actions approved by the Board regarding scheduled shift part-time and overtime.

Upcoming Expenses:

The AFGGrant has been submitted that will require \$21,222 in JCESA expenditures hopefully in the Spring. WV Corp visited 5/7 and will provide JCESA with final information by 5/16.

The annual audit was performed by a State Auditor the week of 4/16. We are awaiting the final report and bill. (\$4,000)
The Directors have established a new funds availability review to control spending

Jefferson County Emergency Services Agency
2014 Projection

Expenses	Jul	Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total
	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	26
Full Time	65,019.32	67,135.90	69,623.20	104,439.74	70,728.96	70,656.97	73,835.34	71,002.73	66,686.13	64,656.22	106,125.00	70,750.00	902,659.51											
Part Time	13,178.55	11,788.59	10,549.45	13,371.13	12,812.64	10,594.41	11,298.93	7,825.16	8,906.97	8,693.19	19,500.00	9,000.00	137,519.02											
Overtime	9,840.67	9,797.00	10,855.55	8,648.28	8,598.56	11,325.23	9,553.33	8,726.23	8,185.14	6,915.03	13,250.00	7,500.00	111,363.02											
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	-0	-0	15,477.00	16,012.00	8,771.00	8,771.00	6,646.37	5,517.46	6,108.98	10,623.94	8,771.00	96,773.00											
FICA/Med	6,750.24	6,738.39	6,914.54	9,618.32	6,836.23	7,023.56	8,828.81	6,646.37	5,517.46	6,108.98	10,623.94	8,771.00	96,773.00											
Subtotal	96,288.78	118,388.88	99,442.74	137,777.47	98,464.39	116,577.17	111,786.91	111,712.49	102,566.70	96,642.32	159,769.94	104,195.63	1,353,613.41											
Hosp	9,301.83	8,686.76	7,794.75	10,063.14	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	585.30	679.35	544.51	679.35	679.35	7,308.08											
Dental	349.48	591.76	594.49	644.84	760.36	692.60	692.60	659.52	806.58	714.95	806.58	806.58	8,120.95											
Unemployment	-0	-0	-0	811.89	-0	-0	3,073.80	-0	-0	410.18	-0	-0	7,969.67											
Fitness	240.00	-0	-0	240.00	-0	-0	180.00	-0	-0	120.00	250.00	250.00	1,280.00											
Retirement	7,291.59	7,611.43	7,934.84	11,220.16	7,672.05	8,329.21	8,272.99	7,893.33	7,630.76	7,072.80	12,534.38	8,276.25	101,679.19											
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	18,682.67	24,090.53	22,846.20	238,493.56											
Fuel	6,508.10	43.01	56.02	6,715.78	101.85	(0.52)	6,404.58	-0	55.49	6,323.57	2,500.00	2,500.00	31,208.88											
Maintenance	2,047.60	6,518.33	594.28	127.70	519.84	747.44	19.06	895.50	12,878.97	3,742.80	1,500.00	1,500.00	31,091.52											
License Ops	-0	-0	-0	-0	-0	4,386.00	-0	-0	-0	-0	-0	-0	5,936.00											
Supplies	509.50	194.17	760.53	1,244.94	-0	593.00	444.66	-0	808.95	-0	500.00	500.00	5,463.75											
Auto Insurance	2,526.38	-0	2,472.00	-0	-0	2,472.00	-0	687.36	2,472.00	-0	-0	2,472.00	13,101.74											
Liability	10,562.37	85.46	10,335.00	-0	-0	10,335.00	-0	-0	10,333.00	-0	-0	10,333.00	51,983.83											
Ems Supplies	1,482.99	1,743.12	646.84	3,932.72	322.14	7,914.93	5,568.68	4,149.23	2,376.32	2,383.91	6,000.00	5,000.00	40,988.89											
Misc and Cloth	166.96	507.91	1,899.67	2,611.07	3,463.01	950.38	2,819.40	12.00	5,724.15	89.98	250.00	250.00	18,543.53											
Tech Svc	196.00	136.00	136.00	136.00	180.00	180.00	92.00	-0	272.00	256.00	500.00	500.00	2,208.00											
Trav/Train	243.00	345.00	402.13	419.00	2,250.23	2,856.71	92.00	1,750.00	403.41	288.54	1,200.00	1,200.00	11,358.02											
Subtotal	24,182.90	10,583.00	17,166.47	14,647.21	6,837.07	30,194.94	15,146.39	7,484.09	35,322.29	13,094.80	12,450.00	24,255.00	211,374.16											
Prof Svc	506.00	2,337.50	300.00	1,621.00	-0	620.00	361.00	6,484.00	260.00	670.00	1,000.00	1,000.00	15,159.50											
Medical Exp	-0	-0	881.00	942.00	810.00	810.00	4,962.00	2,765.00	3,643.00	-0	1,600.00	1,600.00	17,203.00											
Postage	137.00	20.25	181.12	46.00	-0	8.00	126.11	-0	-0	122.46	100.00	100.00	840.94											
Office Exp	628.72	151.80	426.29	500.94	142.37	1,982.13	962.46	41.00	1,056.45	139.22	1,000.00	1,000.00	8,031.38											
Equip Rent	289.86	386.98	225.69	314.47	225.69	380.07	225.69	325.79	386.75	286.05	386.75	386.75	3,840.14											
Telephone	262.18	226.11	88.54	163.89	275.95	183.06	237.31	168.87	158.27	122.42	158.27	158.27	2,200.94											
Utilities	937.47	1,080.20	984.28	1,003.57	1,567.56	3,588.10	1,724.79	1,011.08	2,474.18	2,408.49	2,500.00	2,500.00	21,759.72											
Rep & Maint	199.00	183.79	138.94	144.81	224.22	188.08	144.44	144.44	183.22	223.99	250.00	250.00	2,214.95											
Advertising	-0	184.04	-0	-0	132.26	50.14	-0	-0	-0	-0	300.00	-0	416.44											
Dues & Sub	24.85	24.95	324.95	24.95	24.95	189.95	24.95	-0	255.88	69.91	50.00	300.00	1,575.44											
Audit Costs	-0	-0	-0	-0	-0	-0	-0	-0	-0	-0	-0	4,000.00	4,000.00											
Background Ck	-0	-0	306.30	57.75	-0	-0	-0	-0	-0	-0	-0	-0	364.05											
Other	-0	-0	57.68	-0	-0	121.20	-0	9.17	95.27	8.54	-0	-0	281.87											
Third Party Billing	252.53	241.70	266.10	445.02	250.30	325.52	353.31	208.19	275.18	275.24	280.00	280.00	3,457.08											
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	4,326.32	7,625.02	11,575.02	81,355.44											
Equipment		3,461.60			593.77		-0	-0	-0	-0	21,222.00		25,217.37											
Subtotal	141,386.69	154,687.12	137,697.20	181,318.12	126,728.59	174,945.36	158,425.57	148,471.75	163,618.10	132,746.11	225,157.48	162,871.85	1,910,053.94											
Subtotal	296,073.81	433,771.01	433,771.01	615,089.13	741,817.72	916,763.08	1,075,188.85	1,223,660.40	1,389,279.50	1,522,024.61	1,747,182.09	1,910,053.94												

Impact Fee Status Report

April 2014

Office of Impact Fees

Summary

Date Range: Tuesday 1 through Wednesday 30 April 2014

Report Date: 5 May 2014

Process Number Range: 1400052 - 1400076

Total Applications: 25

Total Non-Exempt: 24

Of which:

Commercial: 1

Residential: 23

Of which:

County: 14

Municipal: 10

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for April 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 – 30 April 2014	1	1	23	25
Fees collected		\$13.00	\$268,582.00	\$268,595.00
<i>Of which</i>				
School Impact Fee			\$235,678.00	\$235,678.00
Law Enforcement Fee		\$0	\$2,817.00	\$2,817.00
Parks & Recreation Fee			\$15,603.00	\$15,603.00
Fire & EMS Fee		\$13.00	\$14,484.00	\$14,497.00

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

Description	Amount
Opening Statement Balance (1 April 2014)	\$341,911.58
April Deposits (1 – 30 April 2014)	\$268,595.00
School March Transactions (withdraws via transfer on 11 April 2014)	(\$301,442.11)
Law March Transactions (withdraws via transfer on 11 April 2014)	(\$1,834.46)
Parks & Rec March Trans. (withdraws via transfer on 11 April 2014)	(\$20,040.73)
Fire & EMS March Trans. (withdraws via transfer on 11 April 2014)	(\$18,594.28)
Interest Earned (30 April 2014)	\$77.81
Ending Statement Balance (30 April 2014)	\$268,672.81
<i>Outstanding Credits (deposits through 1 May 2014)</i>	<i>\$7,711.00</i>

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

Description	Amount
Opening Balance (1 April 2014)	\$482,749.86
March Transactions (deposits via transfer on 11 April 2014)	\$301,442.11
Interest Earned (30 April 2014)	\$196.69
Ending Balance (30 April 2014)	\$784,388.66

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

Description	Amount
Opening Balance (1 April 2014)	\$23,076.49
March Transactions (deposits via transfer on 11 April 2014)	\$1,834.46
Interest Earned (30 April 2014)	\$6.99
Ending Balance (30 April 2014)	\$24,917.94

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

Description	Amount
Opening Balance (1 April 2014)	\$426,812.52
March Transactions (deposits via transfer on 11 April 2014)	\$20,040.73
Interest Earned (30 April 2014)	\$126.62
Ending Balance (30 April 2014)	\$446,979.87

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

Description	Amount
Opening Balance (1 April 2014)	\$164,227.11
March Transactions (deposits via transfer on 11 April 2014)	\$18,594.28
Interest Earned (30 April 2014)	\$50.80
Ending Balance (30 April 2014)	\$182,872.19

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

Description	Amount
Office of Impact Fees General Account	\$268,672.81
School Impact Fee Account	\$784,388.66
Law Enforcement Fee Account	\$24,917.94
Parks & Recreation Impact Fee Account	\$446,979.87
Fire & EMS Impact Fee Account	\$182,872.19
Total Impact Fees	\$1,707,831.47

/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 May 2014 Fee Transfers /1

Account	30 April 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$784,388.66	\$235,746.47	\$1,020,135.13
Law Enforcement Fee Account	\$24,917.94	\$2,817.78	\$27,735.72
Parks & Recreation Impact Fee Account	\$446,979.87	\$15,607.67	\$462,587.54
Fire & EMS Impact Fee Account	\$182,872.19	\$14,500.89	\$197,373.08
Total Impact Fees	\$1,439,158.66	\$268,672.81	\$1,707,831.47

/1 This table represents each of the impact fee category account totals as of 30 April 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in April 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in May 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 Tuesday 1 through Wednesday 30 April 2014

Application No.	Application Date	Applicant	Address	City	County	Category	Area	Value	Fee	Assessment Date	Form
1400074	04/21/2014	Garrison	Thomas	04 Harpers Ferry	1126	96	13	95	\$0.00	04/21/2014	Form 200
Category Count: 1											
Category Total \$0.00											
1400052	04/03/2014	Segura	Agustin and	03 Charles Town	1005	633	3	32-33	\$12,808.00	04/03/2014	N/A
1400053	04/03/2014	Griffin	James	02 Charles Town	1013	144	21F	26	\$13,070.00	04/03/2014	N/A
1400054	04/04/2014	Finger	Dennis	07 Middleway	1129	337	8	1.3	\$13,070.00	04/04/2014	N/A
1400055	04/04/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	135	\$12,808.00	04/04/2014	N/A
1400056	04/07/2014	Ryan Homes		08 Ranson Corp	982	137	8D	25	\$12,808.00	04/07/2014	N/A
1400057	04/08/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	115	\$12,808.00	04/08/2014	N/A
1400058	04/08/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	116	\$12,808.00	04/08/2014	N/A
1400059	04/08/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	133	\$12,808.00	04/08/2014	N/A
1400060	04/08/2014	Corbin	Norman & Lora	02 Charles Town	1129	651	23F	60	\$7,711.00	04/09/2014	Form 260
1400061	04/10/2014	Oak Hill MHC	The Carlyle	02 Charles Town	972	354	21	26	\$2,091.00	04/10/2014	Form 260
1400063	04/10/2014	Burr SK, LLC		02 Charles Town	1095	690	1	71	\$13.00	04/10/2014	N/A
1400064	04/14/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	86	\$13,070.00	04/14/2014	N/A
1400065	04/14/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	108	\$13,070.00	04/14/2014	N/A
1400066	04/14/2014	Dan Ryan		08 Ranson Corp			8C	234	\$12,808.00	04/14/2014	N/A
1400067	04/16/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	117	\$12,808.00	04/16/2014	N/A
1400068	04/17/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	124	\$12,808.00	04/17/2014	N/A
1400069	04/17/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	123	\$12,808.00	04/17/2014	N/A
1400070	04/17/2014	Dan Ryan		09 Shepherdstown	1127	26	7	1.30	\$13,070.00	04/17/2014	N/A
1400071	04/17/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	81	\$13,070.00	04/17/2014	N/A
1400072	04/17/2014	Dan Ryan		09 Shepherdstown	1131	426	9D	103	\$13,070.00	04/17/2014	N/A

1400075	04/21/2014	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	99	\$13,070.00	04/21/2014	N/A
1400075	04/21/2014	Hough	Steve and Tracy	07 Middleway	1059	90	25	1	\$13,070.00	04/21/2014	N/A
1400076	04/29/2014	Porter	Douglas	06 Kablstown	1110	449	6F	129-131	\$7,711.00	04/29/2014	Form 260

Category Count: 24 **Category Total \$276,306.00**

TOTAL APPLICATIONS: 25 **Grand Total \$276,306.00**

Financial Report and Status of Funds

04/30/14

JCESA

General Account Balance \$115,084.83

Payroll Account Balance \$400,195.53

Building

MortgageFund Balance \$113,217.19

Fire

Fire Company Account \$331.14

Impact Fee Balance \$182,872.19

Middleway	Committed	68,420.00	
	Paid	<u>27,368.00</u>	41,052.00

Approved for CAD Hardware 117,000.00

Unencumbered Balance \$24,820.19

APRIL of 2014

EMS Activity Career & Volunteer

Friendship / Company 1

3%	Entire Crew Composed of JCESA Staff	(1 Calls)	
47%	One Primary Care Provider JCESA Staff	(18 Calls)	
50%	All Volunteer Crew	(19 Calls)	
FYI: 53 % of total EMS incidents had JCESA staff on ambulance			(20 Calls)

Citizens / Company 2

0%	Entire Crew Composed of JCESA Staff	(0 Call)	
39%	One Primary Care Provider JCESA Staff	(23 Calls)	
61%	All Volunteer Crew	(36 Calls)	
FYI: 39% of total EMS incidents had JCESA staff on ambulance			(23 Calls)

Shepherdstown / Company 3

6%	Entire Crew Composed of JCESA Staff	(4 Calls)	
48%	One Primary Care Provider JCESA Staff	(34 Calls)	
46%	All Volunteer Crew	(33 Calls)	
FYI: 54% of total EMS incidents had JCESA staff on ambulance			(40 Calls)

Independent / Company 4

0%	Entire Crew Composed of JCESA Staff	(0 Calls)	
59%	One Primary Care Provider JCESA Staff	(68 Calls)	
41%	All Volunteer Crew	(48 Calls)	
FYI: 59% of total EMS incidents had JCESA staff on ambulance			(68 Calls)

Blue Ridge / Company 5

9%	Entire Crew Composed of JCESA Staff	(2 Calls)	
64%	One Primary Care Provider JCESA Staff	(14 Calls)	
27%	All Volunteer Crew	(6 Calls)	
FYI:	73% of total EMS incidents had JCESA staff on ambulance		(16 Calls)

Middleway Fire / Company 6

5%	Entire Crew Composed of JCESA Staff	(1 Calls)	
76%	One Primary Care Provider JCESA Staff	(16 Calls)	
19%	All Volunteer Crew	(4 Calls)	
FYI:	81% of total EMS incidents had JCESA staff on ambulance		(17 Calls)

JCESA Medic 11

	Entire Crew Composed of JCESA Staff on Medic11 transports	(19 Calls)
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Grand Totals

JCESA staffing on 66 % of total ems incidents
227 of 346 calls for the month of April of 2014

This data was collected from EMSCharts based on pcr's being entered during the month of April of 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	Incidents	EMS	%		EMS	%	EMS	%		EMS	%	EMS	%		EMS	%	EMS	%		
JUL	51	25	49	96.1%	76	85	84	98.8%	34	67	88.5%	15	83	164	100.0%	39	203				
AUG	42	12	40	95.2%	54	60	56	93.3%	27	57	98.3%	24	82	129	99.2%	26	155				
SEPT	46	14	45	97.8%	60	73	70	95.9%	40	80	100.0%	31	111	143	141	98.6%	36	179			
OCT	29	17	27	93.1%	46	74	70	94.6%	48	62	81	98.4%	38	100	128	126	98.4%	52	180		
NOV	23	24	23	100.0%	47	68	67	98.5%	51	74	98.7%	29	104	143	141	98.6%	61	204			
DEC	37	18	35	94.6%	55	74	73	98.6%	41	69	87	97.1%	28	97	154	154	100.0%	56	210		
JAN	36	36	35	97.2%	72	78	77	98.7%	61	65	100.0%	44	109	176	171	97.2%	72	248			
FEB	22	16	21	95.5%	38	80	79	98.8%	36	62	61	98.4%	26	88	149	147	98.7%	40	189		
MAR	38	27	37	97.4%	65	73	72	98.6%	40	60	98.4%	29	90	148	147	99.3%	45	193			
APR	22	17	21	95.5%	39	80	79	98.8%	39	62	61	98.4%	29	91	149	147	98.7%	37	186		
MAY					0								0								0
JUN					0								0								0
Total	346	206	333	96.2%	552	745	727	97.6%	417	653	98.4%	293	955	1483	1466	98.9%	464	1947			
% OF TOTAL	9%	12%			10%	19%		24%		17%		17%	17%	38%		27%		34%			

Summary - EMS & Fire	
MONTH	% of All EMS
JUL	69%
AUG	60%
SEPT	60%
OCT	66%
NOV	62%
DEC	58%
JAN	58%
FEB	54%
MAR	53%
APR	66%
MAY	
JUN	
Total	58%
% OF TOTAL	5%

Summary - EMS & Fire			
MONTH	EMS	Incidents	Dispatches
JUL	448	150	598
AUG	364	112	476
SEPT	421	156	577
OCT	354	194	548
NOV	368	202	570
DEC	414	174	588
JAN	427	266	705
FEB	382	144	526
MAR	380	186	566
APR	382	145	527
MAY	0	0	0
JUN	0	0	0
Total	3952	1729	5681
% OF TOTAL			

Notes:	
EMS	Fire
393	175
Total	566
Ave/Mth	18.9
Ave/Day	0.6

Jefferson County EMS and Fire
Summary of 2014 Workload
July 2013 -April 2014

Dispatches			EMS			FIRE			Total	
CO1	346	9%	④	CO1	206	12%	④	552	10%	
CO2	745	19%	②	CO2	417	24%	②	1162	20%	
CO3	662	17%	③	CO3	293	17%	③	955	17%	
CO4	1483	38%	①	CO4	464	27%	①	1947	34%	
CO5	315	8%	⑤	CO5	167	10%	⑤	482	8%	
CO6	218	6%	⑥	CO6	92	5%	⑥	310	5%	
CO7	0	0%		CO7	90	5%	⑥	90	2%	
AMB11	183	5%	⑦	AMB11	0	0%		183	3%	
Total				Total				5681 100%		

Actual Calls			emsCharts			NFIRS			Total	
CO1	346	10%	④	CO1	140	11%	④	486	10%	
CO2	593	17%	③	CO2	369	30%	①	962	20%	
CO3	620	18%	②	CO3	177	14%	③	797	17%	
CO4	1284	37%	①	CO4	318	26%	②	1602	34%	
CO5	265	8%	⑤	CO5	64	5%	⑥	329	7%	
CO6	194	6%	⑥	CO6	45	4%	⑦	239	5%	
CO7	0	0%		CO7	110	9%	⑤	110	2%	
AMB11	181	5%	⑦	AMB11				181	4%	
Total				Total				4706 100%		
% of Total			74%					26%		

Percentage of Actual to Dispatch					
CO1	100%		CO1	68%	88%
CO2	80%		CO2	88%	83%
CO3	94%		CO3	60%	83%
CO4	87%		CO4	69%	82%
CO5	84%		CO5	38%	68%
CO6	89%		CO6	49%	77%
CO7	0%		CO7	122%	122%
AMB11	99%		AMB11	0%	0%
Total			Total		
88%			71%		
			83%		

AVERAGE Time to Patient March 11 minutes

Impact Fee Status Report

April 2014

Office of Impact Fees

Summary

Date Range: Tuesday 1 through Wednesday 30 April 2014

Report Date: 5 May 2014

Process Number Range: 1400052 - 1400076

Total Applications: 25

Total Non-Exempt: 24

Of which:

Commercial: 1

Residential: 23

Of which:

County: 14

Municipal: 10

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for April 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 – 30 April 2014	1	1	23	25
Fees collected		\$13.00	\$268,582.00	\$268,595.00
<i>Of which</i>				
School Impact Fee			\$235,678.00	\$235,678.00
Law Enforcement Fee		\$0	\$2,817.00	\$2,817.00
Parks & Recreation Fee			\$15,603.00	\$15,603.00
Fire & EMS Fee		\$13.00	\$14,484.00	\$14,497.00

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

Description	Amount
Opening Statement Balance (1 April 2014)	\$341,911.58
April Deposits (1 – 30 April 2014)	\$268,595.00
School March Transactions (withdraws via transfer on 11 April 2014)	(\$301,442.11)
Law March Transactions (withdraws via transfer on 11 April 2014)	(\$1,834.46)
Parks & Rec March Trans. (withdraws via transfer on 11 April 2014)	(\$20,040.73)
Fire & EMS March Trans. (withdraws via transfer on 11 April 2014)	(\$18,594.28)
Interest Earned (30 April 2014)	\$77.81
Ending Statement Balance (30 April 2014)	\$268,672.81
<i>Outstanding Credits (deposits through 1 May 2014)</i>	<i>\$7,711.00</i>

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

Description	Amount
Opening Balance (1 April 2014)	\$482,749.86
March Transactions (deposits via transfer on 11 April 2014)	\$301,442.11
Interest Earned (30 April 2014)	\$196.69
Ending Balance (30 April 2014)	\$784,388.66

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

Description	Amount
Opening Balance (1 April 2014)	\$23,076.49
March Transactions (deposits via transfer on 11 April 2014)	\$1,834.46
Interest Earned (30 April 2014)	\$6.99
Ending Balance (30 April 2014)	\$24,917.94

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

Description	Amount
Opening Balance (1 April 2014)	\$426,812.52
March Transactions (deposits via transfer on 11 April 2014)	\$20,040.73
Interest Earned (30 April 2014)	\$126.62
Ending Balance (30 April 2014)	\$446,979.87

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

Description	Amount
Opening Balance (1 April 2014)	\$164,227.11
March Transactions (deposits via transfer on 11 April 2014)	\$18,594.28
Interest Earned (30 April 2014)	\$50.80
Ending Balance (30 April 2014)	\$182,872.19

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

Description	Amount
Office of Impact Fees General Account	\$268,672.81
School Impact Fee Account	\$784,388.66
Law Enforcement Fee Account	\$24,917.94
Parks & Recreation Impact Fee Account	\$446,979.87
Fire & EMS Impact Fee Account	\$182,872.19
Total Impact Fees	\$1,707,831.47

/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 May 2014 Fee Transfers /1

Account	30 April 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$784,388.66	\$235,746.47	\$1,020,135.13
Law Enforcement Fee Account	\$24,917.94	\$2,817.78	\$27,735.72
Parks & Recreation Impact Fee Account	\$446,979.87	\$15,607.67	\$462,587.54
Fire & EMS Impact Fee Account	\$182,872.19	\$14,500.89	\$197,373.08
Total Impact Fees	\$1,439,158.66	\$268,672.81	\$1,707,831.47

/1 This table represents each of the impact fee category account totals as of 30 April 2014 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in April 2014 are listed in table 1 of the General Account (3111776); these transactions will be processed in May 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 Tuesday 1 through Wednesday 30 April 2014

Application ID	Applicant	Applicant Address	Applicant City	Applicant State	Applicant Zip	Category	Count	Fee	Due Date	Form
1400074	Garrison	Thomas	04 Harpers Ferry	1126	96	13	95	\$0.00	04/21/2014	Form 200
Category Count: 1										
Category Total \$0.00										
1400052	Segura	Agustin and James	03 Charles Town	1005	633	3	32-33	\$12,808.00	04/03/2014	N/A
1400053	Griffin	James	02 Charles Town	1013	144	21F	26	\$13,070.00	04/03/2014	N/A
1400054	Finger	Dennis	07 Middleway	1129	337	8	1.3	\$13,070.00	04/04/2014	N/A
1400055	Julie Duval	Arcadia	03 Charles Town	23	67	12A	135	\$12,808.00	04/04/2014	N/A
1400056	Ryan Homes	Arcadia	08 Ranson Corp	982	137	8D	25	\$12,808.00	04/07/2014	N/A
1400057	Julie Duval	Arcadia	03 Charles Town	23	67	12A	115	\$12,808.00	04/08/2014	N/A
1400058	Julie Duval	Arcadia	03 Charles Town	23	67	12A	116	\$12,808.00	04/08/2014	N/A
1400059	Julie Duval	Arcadia	03 Charles Town	23	67	12A	133	\$12,808.00	04/08/2014	N/A
1400060	Corbin	Norman & Lora	02 Charles Town	1129	651	23F	60	\$7,711.00	04/09/2014	Form 260
1400061	Oak Hill MHC	The Carlyle	02 Charles Town	972	354	21	26	\$2,091.00	04/10/2014	Form 260
1400063	Burr SK, LLC		02 Charles Town	1095	690	1	71	\$13.00	04/10/2014	N/A
1400064	Dan Ryan		09 Shepherdstown	1131	426	9D	86	\$13,070.00	04/14/2014	N/A
1400065	Dan Ryan		09 Shepherdstown	1131	426	9D	108	\$13,070.00	04/14/2014	N/A
1400066	Dan Ryan		08 Ranson Corp			8C	234	\$12,808.00	04/14/2014	N/A
1400067	Julie Duval	Arcadia	03 Charles Town	23	67	12A	117	\$12,808.00	04/16/2014	N/A
1400068	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	124	\$12,808.00	04/17/2014	N/A
1400069	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	123	\$12,808.00	04/17/2014	N/A
1400070	Dan Ryan		09 Shepherdstown	1127	26	7	1.30	\$13,070.00	04/17/2014	N/A
1400071	Dan Ryan		09 Shepherdstown	1131	426	9D	81	\$13,070.00	04/17/2014	N/A
1400072	Dan Ryan		09 Shepherdstown	1131	426	9D	103	\$13,070.00	04/17/2014	N/A

1400073	04/21/2014	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	99	\$13,070.00	04/21/2014	N/A
1400075	04/21/2014	Hough	Steve and Tracy	07 Middleway	1059	90	25	1	\$13,070.00	04/21/2014	N/A
1400076	04/29/2014	Porter	Douglas	06 Kabletown	1110	449	6F	129-131	\$7,711.00	04/29/2014	Form 260

Category Count: 24 **Category Total \$276,306.00**

TOTAL APPLICATIONS: 25 **Grand Total \$276,306.00**



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1300 – 1399: General Administrative Guidelines

1310: FREEDOM OF INFORMATION ACT REQUESTS

All requests for information under the Freedom of Information Act (FOIA) shall be made in writing to the Directors of the Agency. The request must be specific and responded to within 5 business days. If a legal objection to providing the information is found, this must be communicated to the requestor within the 5 day period.

The Board of Directors approved charging \$20 per hour for research and the market rate for copies (for example at Staples Copy Center). Payment will be received prior to release of the information.

It is the policy of this agency to send all FOIA correspondence certified mail, return receipt requested unless delivered in person and signed for during normal business hours.

1310: FREEDOM OF INFORMATION ACT REQUESTS Effective: March 18, 2014