



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

NOVEMBER 18, 2014

- Board Members Comments

- Sell the JCESA owned morgue / refrigeration unit (RA) Discussion / Action
- Modify OG 2390 to provide rare exception to permit JCESA transport of deceased bodies (RA) Discussion / Action
- Cease discussion of JCESA storage of deceased bodies (RA) Discussion / Action

- Committee Reports

- Ad Hoc Committee - MOU between Eackles, Spencer & Norton and JCESA
- Personnel Committee
- CIP Committee
- Employee Liaison

- New Business

- Ebola Response Update (DC)

- Board Members Comments

- Public Comments (limit 5 minutes per person)

- 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 OCTOBER 22, 2014

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Wednesday, October 22, 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

Ross Morgan, SFD
Marshall Demeritt, SFD
Marty Freeman, JCESA
Quinton Davis, BFD

Approval Minutes: September 16 – Changes to page 4 comments under Chris Conroy edited and page 5 Pete Rosa changed to Paul Rosa.

Motion by Jane Tabb to approve seconded by Denise Carter
Vote: Unanimous.

October 7, 2014 Special Meeting

Motion by Chris Conroy to approve seconded by Denise Carter
Vote: Unanimous.

OLD BUSINESS

Appoint Chairman of Personnel Committee: Pete Kelley Chairman, Jack Wysong and Bob Aitcheson committee members with community involvement.

Motion by Jane Tabb to approve seconded by Denise Carter
Vote: Unanimous.

Appoint Chairman CIP Committee: Chris Conroy, Chairman with community involvement.

Motion by Jane Tabb to approve these appointments seconded by Denise Carter
Vote: Unanimous

Review Bylaws: A draft version containing edits/corrections was made available. A motion was made to have a final version prepared for approval by the Board and submission to the County Commission.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES OCTOBER 22, 2014

A motion by Jane Tabb to approve draft bylaws a presented with handwritten edits from Mr. Aitcheson made public to be presented at our November meeting. Seconded by Jack Wysong.
Vote: Unanimous.

Rewrite JCESA Mission Statement: J. Wysong proposal, distributed in September, to rewrite the mission statement to say JCESA is here to assist the volunteer Fire Departments and not to run an ambulance service and it needs from cite of the fire mission. The Director mentioned that the mission statement must include non-discriminatory wording to satisfy State requirements. Item tabled until next month.

Review OG 2390: C. Conroy advised that there is a meeting with A. Norton next week and that a report is pending from the State. Item tabled until next month.

Develop Cost Sharing Model for Ambulance Revenues: J. Tabb informed the Board it was her opinion that no Ambulance Fee funding could be spent until a cost sharing model was developed. Item tabled until next month.

TREASURER REPORT

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

Payroll/Federal Tax items presented to Board to make aware that payroll is paid electronically without issuance of checks.

2012-2013 completed State Audit and corrections requested are now complete. Needs to be transmitted to the County. Chairman suggested that a letter be prepared and delivered to the Commission and scanned and placed on the website.

2013-2014 audit vendor needs to be selected. C. Conroy and J. Wysong volunteered to be on the Committee

CHAIRMAN'S REPORT

Reported that he had attended JCFRA meeting 10-14-14 and meeting with Director weekly.

PRESIDENT JCFRA

Reported there had been a JCFRA meeting October 14th including some bylaw changes, revenue sharing, standardization of station operation rules for JCESA employees, funding agreement for next fiscal year. Chairman Kelley to meet with the departments to discuss how to do this.

President Smith stated that all seven fire departments opposed any type of revenue sharing and JCESA will be receiving written documentation of same.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES OCTOBER 22, 2014

Chairman Kelley asked President Josh Smith to provide a written report of his report for the JCESA Board to review.

DIRECTOR'S REPORT

The Director highlighted excerpts of his report provided to the Board including.

- Update on new Protocal training ongoing.
- Panasonic tough books for CAD to be delivered by 10/31
- FT paramedic going on extended sick leave. One PT employee is interested in conversion to FT which be funded out of the Ambulance Account. Director's ready to make job offers next month for new employees. J. Tabb will get advice from Legal Counsel to get confirmation that funding cannot be spent until Revenue sharing is completed. Agency to continue job process but not to make job offers.
- 2014 FEMA Grant will be prepared and JCESA will seek the help of a Fire Company to complete.
- CIS data over inflated require updating by Fire Departments.
- Skills day attendance
- EMS Incident at Washington High School

BOARD MEMBER REQUESTS

- Letter from B Aitcheson reviewed under the OG 2390. No additional requests.

COMMITTEE REPORTS

Ad Hoc Committee – MOU between Eackles, Spencer & Norton and JCESA – Tabled until next month.

Personnel Committee - None

CIP Committee – None

Employee Liaison – None

NEW BUSINESS

Review of Improved Services / Chief Ross Morgan - written copy of speech attached to the minutes.

BOARD MEMBER COMMENTS

J. Tabb mentioned the upcoming timeline which has a hearing in Dec with submission to the County in January. A schedule from the County will be requested.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES OCTOBER 22, 2014

PUBLIC COMMENTS

M. Demeritt suggested that the Board consider charging \$1 per call in revenue sharing.

A motion was made by C. Conroy to adjourn seconded by J. Wysong. The Board adjourned at 9:09 pm

DRAFT

DRAFT-Ambulance Fee Revenue Sharing Proposal

By Jane Tabb as a Board Member, Nov. 12, 2014

(this has not been presented or voted on by the County Commission)

The percentage of ESA staff out of the total number of respondents involved in ambulance call less the operational cost of the ambulance equals the percentage of revenue sharing.

Example:

Patient transported by volunteer ambulance with one ESA crew member

Patient billed \$800 for ambulance service & bill is paid by insurance for \$700

Operational cost for ambulance at \$260

\$700 – amount collected for ambulance call

minus \$260 – operational cost of ambulance call (would include mileage also)

\$440

multiplied by 50% - percentage of staffing provided by ESA

\$220 revenue returned to ambulance fee fund.

Notes:

Operational cost of ambulance call calculation needs to be formatted. Suggest a template be created that includes yearly expenses: ambulances & depreciation, insurance, equipment, station utilities and housing for ambulances only, equipment service contracts, etc. Each fire company submits prior year's expenses for providing ambulance service to County.

If expenses are greater than revenue, no revenue sharing occurs

i.e. All volunteer staffed or no payment for ambulance service.

Suggestion: since same company does the ambulance billing for all fire companies and ESA, research options for company to allocate the revenue according to the proposed formula. County would need the ability to track the revenue to assure compliance.

Directors Report

November 2014 Report

Item # 1

The Panasonic Tough Tablets purchased for all departments with CIP funding were received on October 31st. The Jefferson County EOC (911) was notified of our delivery and asked when they could program those units. They will notify JCESA when ready to accept them for programming so these units will be operational for CAD. No action needed

Item # 2

Directors 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 Chief's monthly meeting, Fire Chief's meeting, Jefferson Medical Center Emergency Department management meetings, Robert Jones, MD / Squad Medical Director meetings, Stephanie Grove / Prosecuting Attorney, CAD Implementation meeting, Jefferson County Health Department, County Maintenance/ William Polk, Debbie Keyser / County Adm, American Appraisal (WV Corp Ins) / Jack Cotter and employee staff meeting.

No action needed

Item # 3

Disciplinary actions (written) rendered on two occasions during the past four weeks by the Directors. This is just for informational purposes only. No action needed

Item #4

Director Pittinger will be approving additional hours for the Business Manager, as needed, due to the demands of the budget deadlines and the AGG Grant. **Action Needed**

Item #5

Director Pittinger met with the Shepherdstown Fire Department and asked that department to consider being the host agency to submit the grant application for Life Pak 15's. Our previous application had JCESA as the host agency requesting the grant. The Board agreed to permit the Director and Business Manager to pursue this avenue at the October Board meeting. Shepherdstown Fire Department unanimously agreed at their monthly meeting on Nov 3rd and the application process has begun.

No action needed

Item # 6

Fourteen (14) candidates have completed the interview process for employment as of Saturday, Nov. 15th. The Directors now have an eligible list for future employees with the Agency when Ambulance Fee funding is released. The Directors have kept Chairman Kelley abreast of all phases of this employment process and he has monitored some of the employment process.

Action needed

Item #7

Advertisement asking for contract bids for Jefferson County Squad Medical Director on annual contractual agreement will be published this week. This process was approved by the JCESA Board at the September meeting

No action needed

Item #8

The WVOEMS Protocol Update Educational Sessions roster from the Director's showing attendance of seventy-two (72) county providers as of Nov 10th. Copy of this document placed in Board packet for review. Additional classes will be offered prior to end of year.

No action needed

Item #9

EMS Activity / Career & Volunteer report for the month of October 2014 completed. Copy of this document placed in Board packet for review.

No action needed

Item #10

JCESA 2014 Training Report placed in Board packet for review. This document shows all calendar year training programs and attendance.

No action needed

Item #11

JCESA will be submitting CIP funding request for the next calendar year. Discussion will be with budget presentation during this Board meeting.

No action needed

Respectfully submitted,

Douglas M Pittinger

Ed Hannon

November 18, 2014

OCTOBER 2014

EMS Activity / Career & Volunteer

Friendship / Company 1

13%	Entire Crew Composed of JCESA Staff	(3 Calls)	
52%	One Primary Care Provider JCESA Staff	(12 Calls)	
35%	All Volunteer Crew	(8 Calls)	
	FYI: 65% of total EMS incidents had JCESA staff on ambulance		(15 Calls)

Citizens / Company 2

3%	Entire Crew Composed of JCESA Staff	(2 Call)	
36%	One Primary Care Provider JCESA Staff	(21 Calls)	
61%	All Volunteer Crew	(36 Calls)	
	FYI: 39% of total EMS incidents had JCESA staff on ambulance		(23 Calls)

Shepherdstown / Company 3

1%	Entire Crew Composed of JCESA Staff	(1 Calls)	
38%	One Primary Care Provider JCESA Staff	(37 Calls)	
61%	All Volunteer Crew	(60 Calls)	
	FYI: 39% of total EMS incidents had JCESA staff on ambulance		(38 Calls)

Independent / Company 4

8%	Entire Crew Composed of JCESA Staff	(9 Calls)	
54%	One Primary Care Provider JCESA Staff	(65 Calls)	
38%	All Volunteer Crew	(46 Calls)	
	FYI: 62% of total EMS incidents had JCESA staff on ambulance		(74 Calls)

Blue Ridge / Company 5

0%	Entire Crew Composed of JCESA Staff	(0 Calls)
71%	One Primary Care Provider JCESA Staff	(20 Calls)
29%	All Volunteer Crew	(8 Calls)
FYI:	71% of total EMS incidents had JCESA staff on ambulance	(20 Calls)

Middleway Fire / Company 6

7%	Entire Crew Composed of JCESA Staff	(2 Calls)
55%	One Primary Care Provider JCESA Staff	(16 Calls)
38%	All Volunteer Crew	(11 Calls)
FYI:	62% of total EMS incidents had JCESA staff on ambulance	(18 Calls)

JCESA Medic 11

	Entire Crew Composed of JCESA Staff on JCESA unit	(21 Calls)
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Grand Totals

JCESA staffing on 55 % of total ems incidents

209 of 378 calls for the month of October of 2014

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

JCESA Training Report

Date	Course	CE Hours	Registered	No-Show	% of Reg	Unregistered	% of Ttl Att.	Total Attendance	Total CE Hours
1/2/2014	DIVA	2	15	6	40%	3	25%	12	24
1/14/2014	HIPAA	2	11	1	9%	1	9%	11	22
1/25/2014	Infection Control	1	10	2	20%	0	0%	8	8
1/25/2014	CPR Recert	4	5	2	40%	2	40%	5	20
1/25/2014	Skills Day	3	11	1	9%	2	17%	12	36
1/28/2014	Trauma: Emerging Trends	3	9	0	0%	4	31%	13	39
January Total:		15	61	12	20%	12	20%	61	149
2/1/2014	AMLS	16	7	1	14%	0	0%	6	96
2/2/2014	AMLS Instructor	4	4	0	0%	0	0%	4	16
2/6/2014	Electrical Therapy	2	13	1	8%	1	8%	13	26
2/15/2014	PEPP	Rescheduled - Weather							
2/19/2014	12 Lead Review	3	13	0	0%	0	0%	13	39
2/27/2014	EMS Dinner Presentation	2	38	0	0%	0	0%	38	76
February Total:		27	75	2	3%	1	1%	74	253
3/6/2014	Working With Aeomedical	2	15	1	7%	5	26%	19	38
3/7/2014	ACLS	5	4	1	25%	1	25%	4	20
3/11/2014	Difficult Airway	3	16	0	0%	0	0%	16	48
3/27/2014	Medical Director: Peds (Day)	2	19	1	5%	4	18%	22	44
3/27/2014	Medical Director: Peds (Eve)	2	6	1	17%	4	44%	9	18
March Total:		14	60	4	7%	14	20%	70	168
4/1/2014	Patient Handling	3	15	1	7%	0	0%	14	42
4/10/2014	Transport Destination	2	15	3	20%	4	25%	16	32
4/16/2014	PEPP	16	12	2	17%	2	17%	12	192
4/22/2014	CPR Recert	Cancelled - Minimum registration not met							
4/23/2014	Skills Evaluation	3	24	2	8%	4	15%	26	78
April Total:		24	66	8	12%	10	15%	68	344
5/2/2014	GEMS	12	11	0	0%	0	0%	11	132
5/6/2014	Documentatoin	3	8	1	13%	1	13%	8	24
5/14/2014	Skills Evaluation	3	14	2	14%	4	25%	16	48
5/20/2014	PHTLS	17	18	0	0%	1	5%	19	323
May Total:		35	51	3	6%	6	11%	54	527
6/7/2014	MCI I&II	6	9	2	22%	0	0%	7	42
6/26/2014	Medical Director: Meds (Day)	2	15	2	13%	1	7%	14	28
6/26/2014	Medical Director: Meds (Eve)	2	4	1	25%	2	40%	5	10
June Total:		10	28	5	18%	3	12%	26	80
7/12/2014	Infection Control	1	1	0	0%	4	80%	5	5
7/12/2014	CPR Recert	4	8	2	25%	0	0%	6	24
7/12/2014	Skills Evaluation	3	35	7	20%	3	10%	31	93
July Total:		8	44	9	20%	7	17%	42	122
9/4/2014	HIPAA	2	7	0	0%	3	30%	10	20
9/10/2014	Toxicology	3	13	3	23%	1	9%	11	33
9/13/2014	AMLS	Cancelled - Minimum registration not met							
9/23/2014	BLS Pharmacology	3	16	2	13%	0	0%	14	42
9/25/2014	Medical Director: Cancer (Day)	2	14	2	14%	5	29%	17	34
9/25/2014	Medical Director: Cancer (Eve)	Cancelled - Minimum registration not met							
September Total:		17	50	7	14%	9	17%	52	129
10/1/2014	ALS Pharmacology	3	8	0	0%	2	20%	10	30
10/15/2014	Protocol Update	6	19	3	16%	4	20%	20	120
10/16/2014	MCI I & II	6	16	2	13%	4	22%	18	108
10/23/2014	Protocol Update	6	29	0	0%	2	6%	31	186
10/28/2014	CPR Recert	4	11	0	0%	0	0%	11	44
10/29/2014	Protocol Update	6	24	3	13%	2	9%	23	138
10/30/2014	Skills Evaluation	3	14	1	7%	3	19%	16	48
October Total:		34	121	9	7%	17	13%	129	674
YTD Total:		184	556	59	11%	79	14%	576	2446

WVOEMS Protocol Roll Out Updated Roster

Mandatory Attendance by WVOEMS by 12-31-14

<u>Department</u>	<u>Members Attending</u>	<u>* JCESA Employees (Members of department)</u>
Company 1	12	* 4
Company 2	14	* 5
Company 3	15	* 5
Company 4	11	* 5
Company 5	5	* 1
Company 6	3	0
Company 7	5	0
JCESA	27	

*Included in the volunteer department members totals are the JCESA employees (20) whom are as well members of the departments and shown on their roster

Note: Additional training classes are going to be offered at Company 3, Company 4 and other out of county agencies prior to December 31, 2014.

Financial Report and Status of Funds

10/31/14

JCESA

General Account Balance	\$81,976.84
Payroll Account Balance	\$272,930.15
Ambulance Account Balance	\$375,066.37

Building

Mortgage Fund Balance	\$153,788.26
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Fire

Fire Company Account	\$331.43
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<u>Impact Fee Balance</u>	\$96,509.13
<u>Commitments</u>	-00

Unencumbered Balance \$96,509.13

Impact Fee Status Report

October 2014

Office of Impact Fees

Summary

Date Range: Wednesday 1 through Friday 31 October 2014

Report Date: 3 November 2014

Process Number Range: 1400169 - 1400184

Total Applications: 16

Total Non-Exempt: 16

Of which:

Commercial: 0

Residential: 16

Of which:

County: 11

Municipal: 5

Total Exempt: 0

Of which:

Commercial: 0

Residential: 0

Of which:

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for October 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 October 2014	0	0	16	16
Fees collected		\$0.00	\$202,451.00	\$202,451.00
<i>Of which</i>				
School Impact Fee			\$177,071.00	\$177,071.00
Law Enforcement Fee		\$0.00	\$2,775.00	\$2,775.00
Parks & Recreation Fee			\$11,723.00	\$11,723.00
Fire & EMS Fee		\$0.00	\$10,882.00	\$10,882.00

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

Description	Amount
Opening Statement Balance (1 October 2014)	\$116,419.18
October Deposits (1 – 31 October 2014)	\$202,451.00
School Sept. Transactions (withdraws via transfer on 20 October 2014)	(\$102,309.28)
Law Sept. Transactions (withdraws via transfer on 20 October 2014)	(\$1,048.99)
Parks & Rec Sept. Trans. (withdraws via transfer on 20 October 2014)	(\$6,773.95)
Fire & EMS Sept. Trans. (withdraws via transfer on 20 October 2014)	(\$6,286.96)
Interest Earned (31 October 2014)	\$80.75
Ending Statement Balance (31 October 2014)	\$202,531.75
<i>Outstanding Credits (deposits through 1 November 2014)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 October 2014)	\$808,081.21
September Transactions (deposits via transfer on 20 October 2014)	\$102,309.28
Interest Earned (31 October 2014)	\$359.97
Ending Balance (31 October 2014)	\$910,750.46

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

Description	Amount
Opening Balance (1 October 2014)	\$35,991.94
September Transactions (deposits via transfer on 20 October 2014)	\$1,048.99
Interest Earned (31 October 2014)	\$15.46
Ending Balance (31 October 2014)	\$37,056.39

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

Description	Amount
Opening Balance (1 October 2014)	\$469,269.36
September Transactions (deposits via transfer on 20 October 2014)	\$6,773.95
Interest Earned (31 October 2014)	\$200.39
Ending Balance (31 October 2014)	\$476,243.70

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

Description	Amount
Opening Balance (1 October 2014)	\$205,322.27
September Transactions (deposits via transfer on 20 October 2014)	\$6,286.96
Requisition 14R0108 - Communications Equip. for all Mobile Units /1	(\$115,188.32)
Interest Earned (31 October 2014)	\$88.22
Ending Balance (31 October 2014)	\$96,509.13

/1 Outstanding Debit as of 1 October 2014.

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

Description	Amount
Office of Impact Fees General Account	\$202,531.75
School Impact Fee Account	\$910,750.46
Law Enforcement Fee Account	\$37,056.39
Parks & Recreation Impact Fee Account	\$476,243.70
Fire & EMS Impact Fee Account	\$96,509.13
Total Impact Fees	\$1,723,091.43

/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 November 2014 Fee Transfers /1

Account	31 Oct. 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$910,750.46	\$177,142.05	\$1,087,892.51
Law Enforcement Fee Account	\$37,056.39	\$2,775.81	\$39,832.20
Parks & Recreation Impact Fee Account	\$476,243.70	\$11,727.85	\$487,971.55
Fire & EMS Impact Fee Account	\$96,509.13	\$10,886.04	\$107,395.17
Total Impact Fees	\$1,520,559.68	\$202,531.75	\$1,723,091.43

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

Category Count: 0 **Category Total** \$0.00

1400169	10/03/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	178	\$12,808.00	10/03/2014	N/A
1400170	10/03/2014	Julie Duval	Arcadia	03 Charles Town	23	67	12A	210	\$12,808.00	10/03/2014	N/A
1400171	10/03/2014	Lafferty	Mark	06 Kabletown	1104	233	12	17.10	\$13,070.00	10/03/2014	N/A
1400172	10/03/2014	Hensell	Holly	07 Middleway	1121	593	25	12.8	\$13,070.00	10/03/2014	N/A
1400173	10/03/2014	Mears	John and Laura	06 Kabletown	1123	564	22	14	\$13,070.00	10/03/2014	N/A
1400174	10/03/2014	Dan Ryan		03 Charles Town			11D	67	\$12,808.00	10/03/2014	N/A
1400175	10/07/2014	Bittinger	Steve	02 Charles Town	1146	236	16	125	\$13,070.00	10/07/2014	N/A
1400176	10/07/2014	Hockman	Tyler and Emily	02 Charles Town	1126	648	19	18	\$13,070.00	10/07/2014	N/A
1400177	10/08/2014	Corbin	Norman and Lora	06 Kabletown	1140	138	6A	146	\$7,711.00	10/08/2014	Form 260
1400178	10/08/2014	Johnson	Daryl and Melody	07 Middleway	1135	678	6	8.5	\$13,070.00	10/08/2014	N/A
1400179	10/16/2014	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	2G	\$12,808.00	10/16/2014	N/A
1400180	10/16/2014	Chad Johnson	Builders	02 Charles Town	1137	194	23N	8	\$13,070.00	10/16/2014	N/A
1400181	10/20/2014	Bittinger	Steve	02 Charles Town	1146	230	16	132	\$13,070.00	10/20/2014	N/A
1400182	10/27/2014	Dan Ryan	Robert	09 Shepherdstown	1131	426	9D	116	\$13,070.00	10/27/2014	N/A
1400183	10/27/2014	Wormald, Jr.	Robert	04 Harpers Ferry	975	635	10A	77	\$13,070.00	10/27/2014	N/A
1400184	10/31/2014	Skinner	Kathy and Andrew	03 Charles Town	420	88	11	3.1-3.2	\$12,808.00	10/31/2014	N/A

Category Count: 16 **Category Total** \$202,451.00

TOTAL APPLICATIONS: 16 **Grand Total** \$202,451.00

Edward Hannon

From: Josh Smith <backnblack62@yahoo.com>
Sent: Sunday, November 02, 2014 4:55 PM
To: Edward Hannon
Subject: Re: Fire Chief Meeting

Ed,
I'm not sure that you have to attend the meeting as it deals with Fire & EMS areas that are covered by both the Fire & EMS Chiefs, You are more than welcome to attend of course. I know we will be discussing what the "new" areas will be like but there is a lot of legal issues that will have to be covered before anything is really set. Im sure you know the reaction of the Chiefs when you start talking about changing run areas that they have the full say over.

I will send out the agenda tomorrow as I have a few last minute request and I will make sure to include you on the list.

Joshua Smith
Fire Chief

Bakerton Fire Department
891 Carter Ave, Harpers Ferry WV 25425
Station 304-876-0007
Fax-304-876-0282

On Fri, 10/31/14, Edward Hannon <EHannon@jcesa.comcastbiz.net> wrote:

Subject: Fire Chief Meeting
To: "'Josh Smith (backnblack62@yahoo.com)'" <backnblack62@yahoo.com>
Cc: "Doug Pittinger" <DPittinger@jcesa.comcastbiz.net>
Date: Friday, October 31, 2014, 1:47 PM

Josh,

I was talking to Marshall earlier this week and he said the EMS Chief have been invited to the Fire Chief meeting to review response codes or categories can't remember which? I do not remember receiving an email on this and am questioning if you want JCESA representation at this meeting? Just let me know and it can be worked into our schedule.

Ed

DRAFT

BYLAWS

Of the

DRAFT

Jefferson County Emergency Services Agency

WHEREAS, on July 31, 2014, the Jefferson County Commission (the Commission) adopted an Ordinance to dissolve and reconstitute the Jefferson County Emergency Services Agency (JCESA)(the Agency) pursuant to Senate Bill 224;

WHEREAS, it is desirable to have Bylaws for governance by the JCESA Board of Directors (Board), the Board hereby adopts these Bylaws to effectuate the purposes of the Act and to enable the Board to conduct its business in an open, efficient, orderly, responsible and accountable manner.

ARTICLE 1. FISCAL YEAR

The fiscal year the Jefferson County Emergency Services Agency shall commence on July 1 of each year. The fiscal year shall constitute the budget year and shall delineate terms of office for Officers.

ARTICLE 2. BOARD OF DIRECTORS

(a) Governance. Management of the Agency shall vested in a Joint Emergency Services Board. The Board shall consist of six members appointed by the County Commission who are citizens of the United States, registered voters in and official residents of Jefferson County constituted as follows:

- (1) One member of the Jefferson County Commission (who shall only be eligible to serve on the Board so long as he/she remains a member of the County Commission);
- (2) One representative of the emergency medical services community in Jefferson County, selected from three nominees submitted by the Fire and Rescue Association;
- (3) One representative of the fire protection services community in Jefferson County selected from three nominees submitted by the Fire and Rescue Association;
- (4) Three citizen members of the Board;
- (5) The President of the Fire and Rescue Association shall be a non-voting Board member.

For additional requirements for Board members, refer to Section 3, the Joint Emergency Services Board, of the new ordinance.

(b) Terms of Office. Individuals appointed to the Board shall serve for the term specified by the Commission, or until their successors have been appointed and qualified. Board members are limited to two consecutive terms.

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(c) Compensation. Members and Officers of the Board shall serve without compensation other than reimbursement of approved reasonable and necessary expenses incurred in the discharge of their duties, unless a majority of the Board shall vote to establish such compensation.

(d) Meetings. Meetings of the Board shall be classified as Regular, Special, Emergency or Work Session. All meetings shall be conducted in accordance with the West Virginia Open Governmental Proceedings Act. In addition to requirements of West Virginia law, meetings shall be conducted in accordance with Roberts Rules of Order. Any member of the news media or the public may record the open portion of any meeting, subject to reasonable limitations on placement.

(1) Regular Meetings. Regular meetings of the Board shall be held on the third Tuesday of each calendar month commencing at 7:00 p.m. at 419 Sixteenth Avenue, Ranson, West Virginia 25438 or at such other date, time and place as the Board may from time to time determine by resolution. All regular meetings shall be general meetings for the consideration of any and all matters which may properly come before the Board. The notice of and agenda for any Regular Meeting shall comply with the requirements of Article 2, Section (d) of these Bylaws so that the public and the news media may be properly informed of the particulars of matters to be discussed at any Regular Meeting.

(2) Special Meetings. Special Meetings of the Board may be called by the Chairman or by any two members upon written request to the Secretary. Upon receipt of a proper request for a Special Meeting, the Secretary shall send to all members, at least two business days in advance of any Special Meeting, a written notice setting forth the date, time and place of the Special Meeting and the matters to be considered at the Special Meeting. The notice of, and agenda for, any Special Meeting shall comply with the requirements of Article 2, Section (d) of these Bylaws so that the public and the news media may be properly informed of the particulars of matters to be discussed at any Special Meeting.

(3) Emergency Meetings. Emergency meetings may be called at any time with such advance public notice as is practicable in light of the immediacy of the official action that is required and the nature of the emergency. Notice of the date, time, place and particulars requiring such emergency action shall be given as soon as is practicable in advance of the Emergency Meeting. The notice must explain the facts and circumstances warranting the emergency, and such explanation must also be included in the minutes for the meeting.

(4) Work Sessions. Work Sessions are meetings subject to the requirements of the Open Meetings Act. Notice of the date, time, place, and agenda of a work session should be provided at least two days in advance of the work session. A Work Session constitutes an Open Meeting where the public and the media are reasonably able to hear and observe the discussions which take place, subject to the same Executive Session exceptions that apply in a formal meeting. Minutes for Work Sessions must be prepared in the same manner as for Regular, Special and Emergency meetings.

(5) Executive Sessions. Executive Sessions are only authorized to consider matters that fall within the twelve exceptions to the West Virginia Open Governmental Proceedings Act. Executive Sessions may only be held in the course of a properly noticed public meeting. In order to proceed into Executive Session, a Board member must first move that the governing body meet in Executive Session to discuss a particular agenda item. The Chairman or other presiding officer must identify the purpose for, and statutory exception justifying convening an Executive Session. The motion to convene an

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Executive Session must be seconded and shall require the affirmative vote of the majority of the Board members who are present.

(e) Quorum. Four members of the Board shall constitute a quorum. Each voting member shall have one vote on all matters coming before the Board. The vote of four voting members present at any meeting of the Board shall be necessary to take any action. Votes on all matters that come before the Board shall be by recorded vote in open session.

(f) Agendas. Agendas shall be prepared for all Regular, Special and Emergency meetings, as well as for the Work Sessions. Agendas should list each matter requiring official action which the Board expects to address in the course of each meeting. Agenda items for any Regular meeting must be submitted in writing to the Secretary at least one week prior to the meeting. Agenda items must be described with sufficient specificity to inform the public of the nature of the issue to be considered by the Board.

The Director or designee shall prepare agendas in consultation with Chairman. Agenda's should be posted at JCESA's principal office and on the Agency website in compliance with the Open Meetings Act at least three business days in advance of a Regular meeting and at least two business days in advance of any Special meeting or Work Session. When the agenda is posted before the close of business on a regular JCESA business day, that day shall be considered a business day for calculating the requisite notice under this subsection. Notice of an Emergency Meeting shall be posted as soon as is practicable.

Once an agenda has been published, it may not be amended absent an emergency requiring immediate official action. Although citizens, Board members, or other individuals may raise or ask questions about an issue, if the issue is not on the published agenda, Board members may not make a decision on such matters at the meeting. Rather the Chairman, or other presiding officer, shall rule such deliberations out of order and, if further consideration is to be given to the matter, it must be set on the agenda for a subsequent meeting. Any decisions made in contravention of these provisions shall be declared legally void.

(g) Minutes. Secretary shall be responsible for keeping minutes of all Regular, Special, Emergency and Work Session meetings. Draft minutes shall be made available to the members of the public or news media within a reasonable time after each meeting. After corrections and amendments to the minutes have been approved by the Board at a subsequent meeting, the approved minutes shall be signed by the Chairman or Secretary and shall be a public record available to any member of the public or the news media.

ARTICLE 3. OFFICERS

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(a) Designation. The Board shall elect one of its appointed members as chairman, another as vice chairman, and another as treasurer, and shall appoint a secretary. Additional officers may be elected as the Board may from time to time deem necessary or desirable, and such additional officers need not be members of the Board.

(b) Duties of Officers. The Chairman shall preside over all meetings of the Board. The Vice Chairman shall act in the Chairman's absence or incapacity, or in cases where the Chairman has a conflict of interest. The Secretary, appointed by the Board, shall ensure that minutes of all Board meetings are kept, and shall make all necessary certifications. The Treasurer shall be responsible for preparing and

presenting the annual budget for the Board's consideration, shall have charge of all JCESA financial records, and shall provide financial reports to the Board at its regular meetings.

(c) Term of Office. Officers shall take office on July 1 of each year and shall serve for the ensuing fiscal year.

(d) Qualification. The Chairman and Vice-Chairman must have been members of the Board for at least one year prior to the beginning of the fiscal year for which they are nominated for election; and must have attended at least eight regular meetings, and a majority of Special and Emergency meetings, during the year proceeding the commencement of the fiscal year for which they are seeking office. The Secretary shall certify attendance records and requisite times of service prior to a vote on any nominees.

(e) Nominations. The Chairman shall issue a call for nominations for each office for presentation at the June meeting, or at such other Regular or Special meeting as may be designated by a majority of the Board for election of Officers. Individuals may nominate themselves, or be nominated by other members. Prior to commencement of any election, nominees shall indicate their willingness to accept the nomination and to serve if elected.

(f) Continuity. Officers shall continue in their position until such time as their successors are elected and qualified. In the event an Officer position shall become vacant for any reason, the Chairman shall cause an election to be held at a Regular or Special meeting of the Board to fill the vacant Officer position.

ARTICLE 4. COMMITTEES

The Chairman may appoint committees as necessary to assist the Board in the conduct of the Agency's business. The Chairman shall also designate the chair of each such committee. Committee meetings shall be held in accordance with the Open Meetings Act as more specifically set out in Article 2 of these Bylaws.

ARTICLE 5. CONTINUING JURISDICTION

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The Commission shall retain continuing jurisdiction and the Agency shall in all respects remain subject to the jurisdiction and authority of the Commission.

ARTICLE 6. AMENDMENT

Amendments to these Bylaws must be approved by a vote of two-thirds of the members of the Board. Proposed amendments must be presented at the Regular Meeting immediately preceding the Regular Meeting at which any vote on the proposed amendments is taken. Such amendments shall be submitted to and approved by the Commission.

ARTICLE 7. SEVERABILITY & CONSTRUCTION

In the event of a conflict between the terms of these Bylaws and those of the Ordinance, the terms of the Ordinance shall govern. If any section, subsection, clause, phrase or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining provisions of the Ordinance, nor impair or nullify the remainder of the Ordinance, which shall continue in full force and effect.

THESE BYLAWS were adopted by the Board on the ___ day of _____.

WITNESS:

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R.M. Kelley, Chairman

Chris Conroy, Vice Chairman

APPROVED BY THE JEFFERSON COUNTY COMMISSION

Marty Freeman

From: Denise Carter <dcarteredrn@frontiernet.net>
Sent: Wednesday, October 29, 2014 6:46 PM
To: Marty Freeman
Subject: Re: ByLaws

It looks good to me

Sent from my iPhone

On Oct 28, 2014, at 8:42 AM, Marty Freeman <mfreeman@jcesa.comcastbiz.net> wrote:

I believe I have incorporated all the required edits. Please proof against the draft handed out and let me know if it looks ok so that we don't waste another month. Thanks for the help.

Marty L. Freeman
Business Manager
304 728-3287
304 728-6221

<BYLAWS.pdf>

Marty Freeman

From: Bob Aitcheson <bob.aitch46@gmail.com>
Sent: Thursday, October 30, 2014 10:06 AM
To: Marty Freeman
Subject: Re: ByLaws

The draft looks good to me. Thx,
Bob A.

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