

Directors Report
October 2014 Report

Item# 1

WVOEMS 2015 Protocol Instructors "In Service" was attended by JCESA instructors on Monday, October 13, 2014 in Martinsburg. All WV EMS providers must attend one of these new West Virginia EMS Protocols training sessions prior to Dec 31, 2014 per the State Medical Director M. Mills or face suspension. JCESA has scheduled three training sessions and the volunteer departments will be having some likewise. As a result of the new protocols, additional drugs and equipment need to be purchased. Cost of same unknown at this time due to mandated quantities not being finalized by the State Office until October 16th. No action needed

Item # 2

JCESA vehicle mounting hardware and GPS units for the Panasonic Tough Tablets have been ordered and delivered. The Panasonic Tough Tablets have not been shipped as of this time. No action needed

Item # 3

Three TV monitors and one additional computer need to be purchased for Station 11 to have total operation capabilities with the CAD system in house. The Directors met with Bill Polk (County Maintenance) and Tom Riley (Accurate Systems, Inc.) in reference to the best avenue to pursue equipment, installation of same and cost involved. No action needed

Item # 4

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, Jefferson Medical Center Emergency Department management meetings, Robert Jones, MD – Squad Medical Director meetings, CIP Committee meetings, CAD Implementation meetings, EOC 911 meetings, FEMA Grant Writing seminar, Debbie Keyser, County Adm., Phil Stotler – Blue Cross & Blue Shield Insurance, and employee staff meeting. No action needed

Item # 5

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

Item # 6

JCESA Ambulance Fee account had its first deposit of \$125,000 on October 7th

No action needed

Item #7

JCESA will have a full time paramedic going on extended sick leave (8 to 12 weeks) for a surgical procedure in early November. The Director has identified a part time employee who has applied for conversion to full time with the position to be funded from the ambulance fee account. We would like to convert this person to full time employment early and pay him from the JCESA account to cover this sick leave absence. Upon return to work of the employee on sick leave, then transfer his employee expenses to the ambulance fee account.

Action Needed

Item #8

Bank of Charles Town signature cards are in the process of being updated to have all officers of JCESA Board signing privileges per Board request of October 7th

No action needed

Item #9

Business Manager Freeman and Director Pittinger attended a NFPA/FAFG Grant Application training seminar on Wednesday, September 17, 2014 in Mount Airy, Maryland.

No action needed

Item # 10

JCESA received twenty-seven (27) applications for Firefighter/EMT and/or Firefighter/Paramedic. After the initial review of applications, twenty (20) were eligible to continue in the employment process. The physical agility test and written exam is being conducted three times the week of October 13th. After that the remaining eligible candidates will be notified for the next phase which is the interviews. The Directors have kept Chairman Kelley abreast of all phases of this employment process and he has monitored some of the testing process.

No action needed

Respectfully submitted,

Douglas M Pittinger

Ed Hannon

October 21, 2014

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES SEPTEMBER 16, 2014

Commissioner Jane Tabb called the meeting of the Jefferson County Emergency Services Agency to order at 7:05 p.m., Tuesday, Sep 16, 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
Alan Williams, CFC
Rhonda Lehman
Donald Shirley, ME
Paul Rosa
Gary Lescalleet, BRMVFC

Maura Sherrill
Mike Mood, MFD
Ross Morgan, SFD
Marshall Demeritt, SFD
John Lyons, JCESA
Marty Freeman, JCESA
Tracy Smith, BFD

President Pro Tem: Pete Kelley volunteered and was selected to serve as President Pro Tem with unanimous consent from the Board. The issue of signing checks was discussed and a motion was made Bob Aitcheson seconded by Jane Tabb to authorize Pete Kelley to sign checks until officers were elected
Vote: Unanimous.

Election of Officers: A motion was made by Jack Wysong and seconded by Bob Aitcheson to hold the election of officers in October.
Vote: Unanimous.

Establish regular meeting date for the Board: After discussion it was agreed to keep the meeting date the same; third Tuesday of each month.

Open Meeting Act Discussion: A presentation was made by Attorney Stephanie Grove and a handout marked Attachment 1 was provided to the Board. Ms. Grove summarized the contents of the document and made herself available to the Board for consultation as needed:

- All meetings have to be open and advertised appropriately
- Only the items on the agenda can be discussed
- A violation of the requirements of the Act invalidates the decision made
- Personnel matters are sensitive and can be handled in Executive Session, but should be reviewed on a case by case basis and voting cannot be done in Executive Session.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES SEPTEMBER 16, 2014

Roberts Rules of Order: A presentation was made by Attorney Stephanie Grove and a handout marked Attachment 2 was provided to the Board. Ms. Grove summarized the contents of the document and made herself available to the Board for consultation as needed:

- The County and its Boards follow Roberts Rules which govern the meeting structure
- The requirement for a motion and a second
- A simple majority wins the vote
- The quorum for this Board is 4

Ethics: A presentation was made by Attorney Stephanie Grove who stated the Ethics Commission will be coming to offer training. Ms. Grove recommended consulting with the Ethics Commission directly because she cannot perform that function for the Board and the Commission's ruling will stand up in a Court of Law.

- Board Members cannot use their Board position for private gain.
- The WV Ethics Commission can be contacted by phone
- Board members should recuse themselves if an issue/conflict exists and cannot influence the debate.

Pete Kelley reported that he went on line and found the Code of Conduct for public servants and noted that there are large penalties if a Board member knowingly commits an ethics violation and that ethics training is required.

Jane Tabb mentioned that Ethics training was provided on line.

Robert Aitcheson requested the code provisions for the Ethics Act. S. Grove to provide.

Development of Bylaws: Pete Kelley that the Board review the old Bylaws and come to the October meeting to prepared to discussion and update the exiting version.

Approval of Minutes:

- July 15th Regular Minutes – Motion by Bob Aitcheson seconded by Chris Conroy to accept the July 15 minutes.

Vote: Unanimous.

- July 29th Special Minutes - Question from Chris Conroy regarding the ownership of the refrigeration unit was answered by Director Pittinger who showed them the invoice used by JCESA . Motion by Jane Tabb to approve seconded by Chris Conroy.

Vote: Unanimous.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES SEPTEMBER 16, 2014

- President pro-tem asked that the record show that no August meeting was held due to lack of a quorum.

Old Business:

- Appoint Chairman – Personnel Committee
- Appoint Chairman – CIP Committee

Pete Kelley recommended that both committee chairmanships be tabled until the October meeting to give the new members time to determine what they felt they could serve on. Bob Aitcheson asked if there are any pressing personnel matters pending? Director Pittinger informed the Board there were none. Ed Hannon advised the Board that there is an Impact Fee meeting on September 23 at 9:30 am if anyone was interested in attending. The subject is the recalculation of the fee. The balance in the CIP fund for Fire and EMS is \$77,074.13.

- The President pro-tem asked unanimous consent to postponing this topic until the October meeting.

Presidents Report: None

Treasurers Report: Presented in absence of a Board Treasurer by JCESA staff.

Marty Freeman presented the renewal of the JCESA health insurance policy with Blue Cross/Blue Shield. Due to the lack of an August meeting JCESA was unable to present the renewal to the Board which represents a 5.89% in spending. Funding decisions made by the old Board in March included holding the current spending level throughout 2015. Based on this need and in comparison with the County policy staff requested as presented in the attachment numbered 3.

- Accept option 1 as presented by our Broker
- Schedule a discussion of HRA's at next months meeting.
- Approve tasking our CPA to provide information about the IRS ruling
- Potential change in broker of record.

Motion by Jack Wysong to approve seconded by Bob Aitcheson
Vote: Unanimous.

President JCFRA Report: None. Next JCFRA meeting October 14 @ Co 7

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES SEPTEMBER 16, 2014

Directors Report:

Director Pittinger reviewed elements of his report contained in the Board packet.

- Requested copies of each Board members Oath of Office for the record
 - Referenced the workload report
 - Recruiting to fill the new positions underway. Chris Conroy asked if the position of Paramedic/Firefighter was required by the new ordinance. The Director responded that all New hires must have basic fire fighter training. Bob Aitcheson asked how we would differentiate the Ambulance Fee Hours from regular hours = via the time cards.
 - Confirmed to the Board the refrigeration unit is owned by JCESA
 - Referenced the training report. Pete Kelly confirmed these classes were made available to the volunteers.
 - Readvertisement of the Medical Director position – current medical director in place since 1999. Director wishes to readvertise the position to see if the cost can be reduced. Pete Kelley wants to meet with the current medical director with the Director prior to that action.
- Bob Aitcheson** – The Board is requested to review the JCESA Board contact list and update if needed.

Board Member Requests:

- Whether or under what circumstances JCESA employee's should transport dead bodies?
Modify OG 2390? **Bob Aitcheson**
- Should JCESA sell the morgue?

Bob Aitcheson suggested that this could be deferred to October. Should we amend the OG 2390 to allow transport as a last resort. We could sell the morgue and return the funds to the County. The legal opinion from the county and the medical examiner manual make the roles clear.

Chris Conroy stated that after meeting with Don Shirley and Alan Norton he learned that the medical examiner does not transport in the case of natural causes only suspicious cases, it is not right that we don't transport. Although A. Norton has concerns, they are happy to assist in the interim. This is a service to the community and makes JCESA look good.

Pete Kelley suggested that a MOU be written between JCESA and Eackles, Spencer Norton to clarify roles.

Jane Tabb suggested that the Board review OG 2390 and any proposed MOU obtained from the funeral home. **Chris Conroy**, **Jack Wysong** and **Ed Hannon** are to meet with the funeral home.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES SEPTEMBER 16, 2014

●Status of Ambulance Fee Program – Pete Kelley

Director Pittinger advised that the bills are out and the due date has been extended to October 31. JCESA has created an account dedicated to this. There is no on-line payment in the works.

●Review for addressing issues of concern of the volunteer departments – Pete Kelley

There are issues that need to be discussed with Fire and Rescue leaders and the Agency. This will be postponed until next month.

●Review of staffing of JCESA and Volunteer departments – Pete Kelley

Deferred until next month

●Establish an in-depth response report by department via CAD – Pete Kelley

This issue is to be held for the next 90 days awaiting further implementation of CAD

●Rewrite the JCESA Mission statement - Jack Wysong

Attachment 4 contains the board members proposal who feels JCESA needs both a fire and ems mission statement. No action.

Committee Reports

●Employee liaison – None

●Personnel Committee - None

●CIP Committee – None

Public Comments

●Pete Rosa – Commended Company 7 for inauguration of ambulance service.

●Marshal Demeritt- The new ambulance fee will decrease donations and revenue sharing will shut down fire houses.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



MEETING MINUTES SEPTEMBER 16, 2014

New Business

- JCESA Building Access Cards – provided to Kelley, Wysong and Carter. Jane Tabb needs a card
- Develop Cost Sharing Model for Ambulance Fee – Jane Tabb
The model is going to take a great deal of effort and requires information on the FD cost, EMS cost. The goal is to create a fair and equitable model which may take six months.

A motion by Jack Wysong seconded by Bob Aitcheson to adjourn at 8:47 pm

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



SPECIAL MEETING MINUTES

OCTOBER 7, 2014

President pro tem Pete Kelley called the special meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, October 7, 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:

Ed Hannon, Deputy Director
Marty Freeman, Business Manager

Election of JCESA Officers: The floor was opened for nominations. R. Aitcheson suggested that the Board go through the agenda item on By-Laws prior to the vote on officers so that the actions on Officers would be consistent with any changes that might be made to the By-laws. J. Tabb read page 5 which stated the Board would elect a Chairman, Vice Chairman and Treasurer and may appoint a Secretary.

Vote: Unanimous consent.

JCESA By-Law Review: Attachment 1 was distributed by P. Kelley as proposed changes to the existing JCESA By-Laws.

Attachment 2 includes the edits as dictated during the meeting.

Edit 1 – Update to July 31, 2014

Edit 2 - R. Aitcheson moved that the board accept P. Kelley's proposed ordinance changes (Att 1) updated to comport with the officer titles in the new Ordinance
Second by C. Conroy.

J. Tabb offered an amendment to the motion to edit Article 3 (b) to strike "and acts as the Board's liaison with the Operations Manager and JCESA staff, as well as with the Commission".
Second by C. Conroy.

Vote: Unanimous

Edit 3 – Art 3 (b) *The secretary appointed by the Board shall ensure....*

Edit 4 - Page 6 first full paragraph, strike *secretary* and add Director or designee shall prepare agendas in consultation with the Chairman.

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



SPECIAL MEETING MINUTES

OCTOBER 7, 2014

Edit 5 - Page 6 first full paragraph second sentence – Agendas should be posted at JCESA’s principal offices *and agency website act* at least three

Vote: Unanimous consent

Edit 6 – Page 6 second paragraph delete by the Secretary

Edit 7 – Page 7 Article 3 (a) Insert section p from the Ordinance

Edit 8 – (e) strike from “After the close of nominations and prior to voting.....
To the end of the paragraph.

Motion made by J. Tabb to consent to the typing of the edits as dictated during the meeting to be presented at the next Board meeting and to be voted on in December
Second by R. Aitcheson.

Vote: Unanimous

Election of JCESA Officers: Page 5 (p) states the officers to be elected.

Nomination for Chairman - R. Aitcheson nominated Pete Kelley. No other nominations.

J. Tabb moved that P. Kelley be appointed Chairman by acclamation. Seconded by R. Aitcheson.

Vote: Unanimous

Nomination for Vice Chairman – R. Aitcheson nominated Chris Conroy.

J. Tabb moved that C. Conroy be appointed Chairman by acclamation. Seconded by R. Aitcheson.

Vote: Unanimous

Nomination for Treasurer - R. Aitcheson nominated J. Tabb seconded by C. Conroy.

Vote: Unanimous

Appointment of Secretary – R. Aitcheson moved that M. Freeman be appointed Acting Secretary until the board gets an opportunity to discuss the appointment with the Agency Director and approval of 2-3 hours additional time to do Board work. Motion seconded by J. Tabb.

Vote: Unanimous

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY



SPECIAL MEETING MINUTES

OCTOBER 7, 2014

DOA/Transport SOG : C. Conroy reported that Ed Hannon, Jack Wysong and Chris Conroy had a special meeting with Alan Norton to discuss the DOA situation. He suggested that agenda item be tabled until that next meeting so that comments could be consolidated and edits made to the draft. C. Conroy moved to delay the discussion seconded by R. Aitcheson.

Vote: Unanimous

The next Board meeting will be October 21 which conflicts with the Chamber of Commerce dinner. The Board gave unanimous consent to changing the next board meeting to October 22, 2014 at 7:00 pm.

R. Aitcheson asked if he could submit his DOA/Transport SOG comments in writing due to scheduled medical conflict. The Board Agree.

The Board adjourned at 8:29 pm by unanimous consent.

Jefferson County Fire EMS Incidents By Month - FY 2015



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	45	23	100.0%	100.0%	86	31	74	73	73	64	66	64	48	114	83	80	80	23	106	151	150	68	219	
AUG	24	21	100.0%	100.0%	45	21	74	71	71	35	109	35	0	0	0	0	0	0	0	132	128	36	168	
SEPT																								
OCT																								
NOV																								
DEC																								
JAN																								
FEB																								
MAR																								
APR																								
MAY																								
JUN																								
Total	80	80	11%	12%	131	86	148	144	144	86	234	86	22%	149	144	144	19%	220	283	278	104	387		
% OF TOTAL																								
Summary - EMS & Fire																								
JCESA Staffing																								
Total Responses %																								
Total Incidents																								
Total Dispatches																								
MONTH	BRMVF Co 5		Responses %		Total Incidents		MFC Co 6		Responses %		Total Incidents		BFC Co 7		Responses %		Total Incidents		JCESA Staffing		Responses %		Total Incidents	
JUL	35	24	100.0%	100.0%	59	24	24	23	23	10	34	20	20	20	8	59%	403	398	252	252	655			
AUG	45	13	100.0%	100.0%	58	13	31	31	31	7	38	9	9	24	68%	413	402	144	144	557				
SEPT					0	0				0	0						0	0	0	0	0			
OCT					0	0				0	0						0	0	0	0	0			
NOV					0	0				0	0						0	0	0	0	0			
DEC					0	0				0	0						0	0	0	0	0			
JAN					0	0				0	0						0	0	0	0	0			
FEB					0	0				0	0						0	0	0	0	0			
MAR					0	0				0	0						0	0	0	0	0			
APR					0	0				0	0						0	0	0	0	0			
MAY					0	0				0	0						0	0	0	0	0			
JUN					0	0				0	0						0	0	0	0	0			
Total	80	37	10%	9%	117	37	55	54	54	17	72	29	7%	29	32	7%	816	800	396	1212				
% 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																								
Total EMS 606																								
Ave/Mth 13.6																								
Ave/Day 20.2																								

Blue Ridge / Company 5

0%	Entire Crew Composed of JCESA Staff	(0 Calls)	
61%	One Primary Care Provider JCESA Staff	(17 Calls)	
39%	All Volunteer Crew	(11 Calls)	
FYI:	61% of total EMS incidents had JCESA staff on ambulance		(17 Calls)

Middleway Fire / Company 6

7%	Entire Crew Composed of JCESA Staff	(2 Calls)	
50%	One Primary Care Provider JCESA Staff	(14 Calls)	
43%	All Volunteer Crew	(12 Calls)	
FYI:	57% of total EMS incidents had JCESA staff on ambulance		(16 Calls)

JCESA Medic 11

	Entire Crew Composed of JCESA Staff on JCESA unit	(31 Calls)
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Grand Totals

JCESA staffing on 55 % of total ems incidents

218 of 399 calls for the month of September of 2014

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

SEPTEMBER 2014

EMS Activity / Career & Volunteer

Friendship / Company 1

0%	Entire Crew Composed of JCESA Staff	(0 Calls)	
57%	One Primary Care Provider JCESA Staff	(13 Calls)	
43%	All Volunteer Crew	(10 Calls)	
	FYI: 57% of total EMS incidents had JCESA staff on ambulance		(13 Calls)

Citizens / Company 2

3%	Entire Crew Composed of JCESA Staff	(2 Call)	
38%	One Primary Care Provider JCESA Staff	(30 Calls)	
59%	All Volunteer Crew	(47 Calls)	
	FYI: 41% of total EMS incidents had JCESA staff on ambulance		(32 Calls)

Shepherdstown / Company 3

0%	Entire Crew Composed of JCESA Staff	(0 Calls)	
51%	One Primary Care Provider JCESA Staff	(32 Calls)	
49%	All Volunteer Crew	(31 Calls)	
	FYI: 51% of total EMS incidents had JCESA staff on ambulance		(32 Calls)

Independent / Company 4

4%	Entire Crew Composed of JCESA Staff	(6 Calls)	
48%	One Primary Care Provider JCESA Staff	(71 Calls)	
48%	All Volunteer Crew	(70 Calls)	
	FYI: 52% of total EMS incidents had JCESA staff on ambulance		(77 Calls)

JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

2014 Board Member Contact List

Name & E-mail	Board Information	Address	Phone Numbers
Robert Aitchison bob.aitch46@gmail.com	<i>Term Exp.:</i> June 30, 2015 <i>Representing:</i> Citizen-at-large	P.O. Box 188 Rippon, WV 25441	(h) 304-725-7639 (c)
Denise Carter dcarteredrn@frontiernet.net	<i>Term Exp.:</i> June 30, 2016 <i>Representing:</i> Citizen-at-large	7186 Kabletown Road Charles Town, WV 25414	(h) (c) 304-268-9192
Christopher Conroy clconroy@aol.com	<i>Term Exp.:</i> June 30, 2015 <i>Representing:</i> Citizen-at-large	1347 Engle Molers Road Harpers Ferry, WV 25425	(h) (c) 410-302-3621
Robert Jones, MD <i>Medical Director</i> robertdocb@aol.com	<i>Term Exp.:</i> <i>District:</i> <i>Representing:</i>		(h) 304-724-6768 (w) 304-728-5051 (p) 304-271-3708 (Private)
Jane Tabb vincemont@frontiernet.net	<i>Term Exp.:</i> January 1, 2015 <i>Representing:</i> County Commission	922 Old Leetown Road Kearneysville, WV 25430	(h) 304-725-4325 (c)
Jack Wysong siwysong@frontier.com	<i>Term Exp.:</i> June 30, 2016 <i>Representing:</i> Fire	310 Cloverdale Road Charles Town, WV 25414	(h) 304 725-9242 (c) 304 261-2484
Pete Kelley wvkelley@frontiernet.net	<i>Term Exp.:</i> June 30, 2016 <i>District:</i> <i>Representing:</i> EMS	P.O. Box 1257 Shepherdstown, WV 25442	(h) 304-876-3409 (c) 304 596-7579
Doug Pittinger <i>Director</i> dpittinger@jcesa.org pmedic03@comcast.net		183 Acorn Circle Harpers Ferry, WV 25425	(h) 304-876-6038 (w) 304-728-3287 (c) 304-995-7435
Ed Hannon <i>Deputy Director</i> ehannon@jcesa.org twoofakindfarm@frontiernet.net		199 Brannon Lane Charles Town, WV 25414	(h) 304-728-0191 (c) 540-931-1451

Jefferson County Emergency Services Agency
Status of Funds Projection
September

2015 Projection

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

Current Month Discussion

Cumulative Obligations through September	\$411,696.55	Projected Deficit	\$5,334.57
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First Quarter of the fiscal year is completed.

Salaries: Based on First Quarter actual the Full Time projection was reduced by \$3,000 and that amount moved to Part-time Ops. The Directors continue to limit backfill of annual/sick leave by full-time employees and utilize part-time where possible. The Workers Compensation bill for the quarter was received and paid (\$20,558.25).

Benefits: Continue to accrue an amount to cover the WV Workforce bill we will receive for J. Slagle. Amount adjusted based on 9/13 actual obtained from the State.

Operations:

Fuel: Weekly Guttman Fuel reports through September indicate the fuel bill will be \$5,374.45. Quarterly bill will be received in October from the County Commission.

Building/Admin

Includes a \$900 bill from our CPA and an increased cost in utilities., as well as \$847 advertising for new recruits.

Equipment:

No equipment purchased in September. There are several small purchases related to CAD conversion that will occur in October. Projection for June \$14,000 related to AFGGrant and based in information obtained about the 2014 grants.

Jefferson County Emergency Services Agency
2015 Projection

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	2	3	2	2	2	2	2	2	2	2	2	26
	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Actual/Accrual	Total
Full Time - 18	65,947.35	61,003.62	93,032.20	67,939.53	67,939.53	67,939.53	67,939.53	67,939.53	101,909.30	67,939.53	67,939.53	67,939.53	865,408.91
Part Time-Admin	2,623.10	2,098.40	3,147.60	2,098.62	2,098.62	2,098.62	2,098.62	2,098.62	3,147.93	2,098.62	2,098.62	2,098.62	27,805.99
Part Time - Ops	6,112.05	5,833.84	8,768.11	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00	7,000.00	8,000.00	8,000.00	8,000.00	91,714.00
Overtime	4,293.26	1,939.61	4,445.15	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	51,178.02
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	8,771.00	-	20,568.25	-	-	20,568.25	-	-	-	20,568.25	-	-	70,446.25
FICA/Med	5,962.27	5,366.17	8,289.86	5,702.17	5,702.17	5,702.17	5,702.17	5,702.17	8,381.13	5,702.17	5,702.17	5,702.17	73,636.78
Subtotal	95,228.03	77,741.84	139,741.17	89,740.32	89,740.32	110,298.32	89,740.32	89,740.32	126,438.35	110,298.32	89,740.32	89,740.32	1,198,189.34
Hoep	8,971.67	8,971.67	9,554.58	9,820.22	9,820.22	9,820.22	9,820.22	9,820.22	9,820.22	9,820.22	9,820.22	9,820.22	115,879.90
Life	557.15	-	557.15	678.35	678.35	678.35	678.35	678.35	678.35	678.35	678.35	678.35	7,219.45
Dental	678.48	677.66	681.94	806.58	806.58	806.58	806.58	806.58	806.58	806.58	806.58	806.58	9,277.30
Unemploymt	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	9,600.00
Fitness	42.86	-	-	-	-	-	-	-	-	-	-	-	42.86
Retirement	4,683.06	6,587.48	10,235.05	7,448.65	7,448.65	7,448.65	7,448.65	7,448.65	11,172.99	7,448.65	7,448.65	7,448.65	92,267.78
Subtotal	16,533.22	17,836.82	22,608.72	20,353.80	20,353.80	20,353.80	18,753.80	18,753.80	22,478.13	18,753.80	18,753.80	18,753.80	234,287.29
Fuel	3,464.75	-	5,374.45	2,759.00	101.85	3,015.00	5,500.00	1,000.00	-	5,500.00	-	-	25,745.05
Maintenance	407.93	-	99.99	1,000.00	500.00	1,000.00	1,000.00	1,000.00	500.00	1,000.00	500.00	1,000.00	7,507.92
License Ops	-	-	-	-	-	4,386.00	-	-	-	-	-	-	4,386.00
Supplies	14.96	374.37	1,177.34	1,244.94	1,500.00	533.00	444.66	-	500.00	500.00	500.00	500.00	7,289.27
Auto Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Liability	-	-	-	-	-	-	-	-	-	-	-	-	-
Erns Supplies	5,437.21	1,633.06	2,921.10	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,981.37
Misc and Cloth	300.00	-	168.00	-	-	-	-	-	480.00	-	-	-	480.00
Tech Svc	-	-	135.00	136.00	180.00	92.00	92.00	-	400.00	400.00	400.00	400.00	2,004.00
Trav/Train	406.00	404.97	948.65	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	5,357.62
Subtotal	10,060.35	2,412.40	10,823.53	8,539.94	5,681.85	12,334.00	9,836.66	4,400.00	4,860.00	10,400.00	4,900.00	5,400.00	89,749.23
Prof Svc	-	-	800.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,700.00
Medical Exp	109.68	1,255.00	-	2,400.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	13,364.98
Postage	96.00	52.30	-	46.00	-	8.00	126.11	-	-	72.38	17.40	100.00	520.19
Office Exp	355.55	119.94	124.72	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,100.21
Equip Rent	225.69	225.69	894.91	314.47	225.69	390.07	225.69	325.79	600.00	800.00	600.00	600.00	5,228.00
Telephone	309.30	99.21	309.21	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	2,220.72
Utilities	686.55	988.29	1,017.82	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	16,202.46
Rep & Maint	49.75	89.26	79.46	144.81	224.22	188.08	144.44	144.44	250.00	250.00	250.00	250.00	2,064.46
Advertising	159.49	59.96	847.00	-	-	-	-	-	-	-	-	-	1,066.47
Dues & Sub	100.00	-	-	24.95	24.95	199.96	24.95	200.00	200.00	200.00	200.00	200.00	1,374.80
Audit Costs	3,560.00	-	-	-	-	-	-	-	-	-	-	-	7,560.00
Background Ck	8.50	107.50	8.50	-	-	-	-	-	-	-	-	-	124.50
Other	561.74	219.21	328.92	443.02	325.00	325.52	353.31	208.19	250.00	250.00	250.00	250.00	3,765.91
Subtotal	6,224.25	3,225.38	3,663.34	6,569.25	4,365.86	4,678.62	4,441.50	4,445.42	4,867.00	4,939.38	4,884.40	8,967.00	61,292.40
Equipment	5,986.00	-	-	1,556.00	-	-	-	-	-	-	-	-	20,952.00
Subtotal	133,643.35	101,216.44	176,836.76	126,579.31	120,142.83	147,664.74	122,872.28	117,339.54	158,643.48	144,392.50	118,278.52	136,861.12	1,604,470.86
Total	234,859.79	234,859.79	411,696.55	538,275.86	558,418.69	805,063.43	928,955.70	1,046,295.24	1,204,938.73	1,349,331.22	1,467,609.74	1,604,470.86	

Financial Report and Status of Funds

09/30/14

<u>JCESA</u>		
General Account Balance		\$72,794.44
Payroll Account Balance		\$87,671.54
<u>Building</u>		
MortgageFund Balance		\$79,523.15
<u>Fire</u>		
Fire Company Account		\$331.43
<u>Impact Fee Balance</u>	\$90,133.95	
<u>Commitments</u>	-00	
	Unencumbered Balance	\$90,133.95

Impact Fee Status Report September 2014

Office of Impact Fees

Summary

Date Range: Monday 1 through Tuesday 30 September 2014
 Report Date: 7 October 2014
 Process Number Range: 1400159 - 1400168

Total Applications: 10

Total Non-Exempt: 9

Of which:

Commercial: 0

Residential: 9

Of which:

County: 4

Municipal: 5

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for September 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 September 2014	1	0	9	10
Fees collected		\$0.00	\$116,320.00	\$116,320.00
<i>Of which</i>				
School Impact Fee			\$102,222.00	\$102,222.00
Law Enforcement Fee		\$0.00	\$1,048.00	\$1,048.00
Parks & Recreation Fee			\$6,768.00	\$6,768.00
Fire & EMS Fee		\$0.00	\$6,282.00	\$6,282.00

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

Description	Amount
Opening Statement Balance (1 September 2014)	\$243,008.59
September Deposits (1 – 30 September 2014)	\$116,320.00
School August Transactions (withdraws via transfer on 22 Sept. 2014)	(\$213,060.84)
Law August Transactions (withdraws via transfer on 22 September 2014)	(\$2,567.64)
Parks & Rec August Trans. (withdraws via transfer on 22 September 2014)	(\$14,114.88)
Fire & EMS August Trans. (withdraws via transfer on 22 September 2014)	(\$13,265.23)
Interest Earned (30 September 2014)	\$99.18
Ending Statement Balance (30 September 2014)	\$116,419.18
<i>Outstanding Credits (deposits through 1 October 2014)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 September 2014)	\$599,405.79
August Transactions (deposits via transfer on 22 September 2014)	\$213,060.84
Impact Fee Refund per County Commission - James Henry	(\$4,657.00)
Interest Earned (30 September 2014)	\$271.58
Ending Balance (30 September 2014)	\$808,081.21

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

Description	Amount
Opening Balance (1 September 2014)	\$33,410.25
August Transactions (deposits via transfer on 22 September 2014)	\$2,567.64
Interest Earned (30 September 2014)	\$14.05
Ending Balance (30 September 2014)	\$35,991.94

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

Description	Amount
Opening Balance (1 September 2014)	\$455,274.71
August Transactions (deposits via transfer on 22 September 2014)	\$14,114.88
Impact Fee Refund per County Commission - James Henry	(\$309.00)
Interest Earned (30 September 2014)	\$188.77
Ending Balance (30 September 2014)	\$469,269.36

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

Description	Amount
Opening Balance (1 September 2014)	\$192,262.45
August Transactions (deposits via transfer on 22 September 2014)	\$13,265.23
Requisition 14R0108 - Communications Equip. for all Mobile Units /1	(\$115,188.32)
Impact Fee Refund per County Commission - James Henry	(\$286.00)
Interest Earned (30 September 2014)	\$80.59
Ending Balance (30 September 2014)	\$90,133.95

/1 Outstanding Debit as of 1 September 2014.

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

Description	Amount
Office of Impact Fees General Account	\$116,419.18
School Impact Fee Account	\$808,081.21
Law Enforcement Fee Account	\$35,991.94
Parks & Recreation Impact Fee Account	\$469,269.36
Fire & EMS Impact Fee Account	\$90,133.95
Total Impact Fees	\$1,519,895.64

/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 October 2014 Fee Transfers /1

Account	30 Sept. 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$808,081.21	\$102,309.28	\$910,390.49
Law Enforcement Fee Account	\$35,991.94	\$1,048.99	\$37,040.93
Parks & Recreation Impact Fee Account	\$469,269.36	\$6,773.95	\$476,043.31
Fire & EMS Impact Fee Account	\$90,133.95	\$6,286.96	\$96,420.91
Total Impact Fees	\$1,403,476.46	\$116,419.18	\$1,519,895.64

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

Application No.	Applicant	Mockingbirdhil.	02 Charles Town	481	624	4A	43	\$0.00	09/08/2014	Form 200
1400162	Charles									
Category Count: 1										
Category Total \$0.00										
1400159	Carter	Andrew and Mary	02 Charles Town	1005	419	16	101	\$13,070.00	09/03/2014	N/A
1400160	Dan Ryan		09 Shepherdstown	1130	583	7	1,25	\$13,070.00	09/05/2014	N/A
1400161	Brotherton	Waren and Janet	07 Middleway	1145	138	18	262	\$13,070.00	09/08/2014	N/A
1400163	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	9G	\$12,808.00	09/10/2014	N/A
1400164	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	22G	\$12,808.00	09/10/2014	N/A
1400165	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	14G	\$12,808.00	09/10/2014	N/A
1400166	K Hovnanian		05 Charles Town	1095	342	11B	337	\$12,808.00	09/15/2014	N/A
1400167	P D Propst		09 Shepherdstown	1145	419	8C1	114	\$13,070.00	09/16/2014	N/A
1400168	Dan Ryan		08 Ranson Corp	.	.	8C	231	\$12,808.00	09/25/2014	N/A
Category Count: 9										
Category Total \$116,320.00										

TOTAL APPLICATIONS: 10

Grand Total \$116,320.00

CIP Briefing

Impact Fees in General –

Jefferson County has had Fire and EMS impact fees since 2008. The Office of Impact Fees (OIF) is located in the Engineering Department and they collect a fee for each application for construction in the County. This Office is responsible for determining the appropriateness of a purchase from Impact Fees.

There are ongoing meetings with the County underway regarding revising the current fee. Some of these meetings are recorded or see Ed Hannon for the latest information.

The Cycle –

Each fall the Office Impact Fees sends out a call for Budget information to the 7 Fire Companies and to the JCESA. Each entity reviews their internal requirements and submits their request directly to the OIF who reviews each request and prepares the upcoming year CIP budget. This budget is submitted to the County Commission for approval in March and becomes effective July 1 of the upcoming fiscal year.

Attachment A is the 2014 budget which I have annotated by circling the projects that have been completed.

Attachment B is the 2015 budget. Note that 2014 projects that were not funded can be carried over into the next fiscal year.

The JCESA Board prioritizes the various requests and votes to approve projects as funding becomes available. Over the years different CIP committees have employed various techniques such as formulas to determine what to fund.

Changes and adjustments to the approved Budget –

The OIF will only approve disbursements for items that are in the County approved budget. However, there is a process (governed by a handbook) to amend. We had to do this with the Middleway Generator. The bid exceeded the budget estimate. We filled out the forms and the Commission approved the increase in budget at which time we awarded the bid.

The acquisition process –

In my short tenure here the Agency or Board members have done the procurements due to the dollar value of the items and the County/State guidelines on advertising and competing purchases. However, I am aware that in the past, different Fire Companies have done this process. During the Middleway amendment, we were required to provide the newspaper advertisement of the procurement to prove compliance with State contract regulations. Michelle Mason should be consulted on this requirement.

Monthly Report –

OIF publishes a monthly report (See Board packet September). JCESA takes that figure and tracks the available balance on the Treasurers monthly report.

Historical Perspective –

Attachment C is from OIF which lists all the projects that have been approved.

Miscellaneous –

If you look at the school system report on the monthly report you see that they save their money for large projects over a long period of time which is an option available to the Board.

The entire project does not have to be funded. A percentage or a maximum dollar amount can be approved per instance.

There are 9 projects on the 2015 list, one of which has been funded (\$117,000). The two items currently brought before the Board by the Fire Companies are Independent Fire Company Purchase of ALS response vehicle \$50,000 and an item from Bakerton for a boat that is not on the 2015 budget and would have to be approved by the County. However, all projects are in play.

Fire and EMS Expenditures to Date

Requisition	Date	Project Name	Amount
08R0025	02-Oct-08	Bakerton Fire Company Loan	\$100,000.00
08R0031	28-Oct-08	Friendship Extrication Equipment	\$4,290.77
08R0031	28-Oct-08	Friendship Extrication Equipment	\$55,559.50
09R0037	16-Jan-09	JCESA New Ambulance	\$11,960.00
09R0038	11-Feb-09	Shepherdstown EMS 3 Upgrade	\$968.09
09R0038	11-Feb-09	Shepherdstown EMS 3 Upgrade	\$15,395.26
09R0038	11-Feb-09	Shepherdstown EMS 3 Upgrade	\$17,970.85
09R0039	11-Feb-09	Shepherdstown EMS 3 Upgrade	\$400.00
09R0041	13-Feb-09	Shepherdstown EMS 3 Upgrade	\$675.80
09R0042	02-Apr-09	Shepherdstown EMS 3 Upgrade	\$3,638.00
09R0042	02-Apr-09	Shepherdstown EMS 3 Upgrade	\$534.00
09R0044	02-Apr-09	Shepherdstown EMS 3 Upgrade	\$724.50
09R0046	18-Jun-09	Shepherdstown EMS 3 Upgrade	\$12,116.29
09R0049	14-Jul-09	JCESA New Ambulance	\$125,145.22
09R0054	05-Nov-09	Shepherdstown ALS 3 Upgrade	\$2,577.21
10R0060	20-May-10	Blue Ridge Mtn. Vacuum Tanker	\$115,000.00
11R0061	20-Jan-11	Independent Fire Company Generator	\$89,000.00
11R0064	11-Aug-11	Shepherdstown Fire Co. Generator	\$35,940.00
11R0065	11-Aug-11	JCESA Autopulse	\$15,285.00
11R0066	11-Aug-11	Friendship Fire Co. Autopulse	\$15,285.00
11R0067	01-Sep-11	Citizen's Fire Company Generator	\$95,460.00
11R0068	07-Oct-11	Shepherdstown Fire Co. Generator	\$17,970.00
11R0069	27-Oct-11	Citizen's Fire Company Generator	\$47,730.00
11R0070	27-Oct-11	Shepherdstown Fire Co. Generator	\$5,190.00
11R0073	01-Dec-11	Middleway Fire Co. Fire Station & Land	\$99,500.00
11R0074	01-Dec-11	JCESA ALS Chase Vehicle	\$27,668.00
12R0076	29-Jan-12	Citizen's Fire Company Generator	\$11,710.00
12R0077	02-Mar-12	Middleway Fire Co. Fire Station & Land	\$49,000.00
12R0079	02-Mar-12	JCESA ALS Chase Vehicle	\$5,850.00
12R0079	02-Mar-12	JCESA ALS Chase Vehicle	\$21,450.00
12R0080	13-Apr-12	Citizen's Fire Company Generator	\$4,200.00
12R0083	06-Nov-12	Middleway Fire Co. Autopulse	\$15,000.00
13R0084	24-May-13	Blue Ridge Mtn. Sub-Station Generator	\$15,865.00
13R0085	24-May-13	Blue Ridge Mtn. Main Station Generator	\$22,913.00
13R0090	30-Jul-13	Blue Ridge Mtn. Sub-Station Generator	\$15,865.00
13R0091	1-Aug-13	Blue Ridge Mtn. Main Station Generator	\$22,913.00
13R0092	27-Sep-13	Blue Ridge Mtn. Main Station Generator	\$11,457.00
13R0093	27-Sep-13	Blue Ridge Mtn. Sub-Station Generator	\$7,931.00
13R0094	27-Sep-13	Friendship Fire Company Generator	\$26,882.00
13R0097	17-Jan-14	Friendship Fire Company Generator	\$26,882.00
13R0099	24-Jan-14	Friendship Fire Company Generator	\$13,441.00
14R0101	28-Feb-14	Middleway Fire Company Generator	\$27,368.00
14R0102	23-May-14	Middleway Fire Company Generator	\$27,368.00
TOTAL REQUISITION EXPENDITURES			\$1,242,078.49

Table 1. FY 2015 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated	Prior	Current	Current	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
			Total	Allocation	Allocation	Request	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Jefferson County Board of Education											
1	1	Harpers Ferry Middle School	\$16,000,000	\$6,000,000	\$7,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	\$0
2	1	Jefferson County Bus Garage	\$6,000,000	\$0	\$2,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$0	\$0	\$0
3	1	Classroom & Gym Renov. at Ranson	\$2,500,000	\$0	\$500,000	\$500,000	\$500,000	\$1,000,000	\$0	\$0	\$0
7	1	County Wide Improvement	\$6,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTALS			\$30,500,000	\$6,000,000	\$9,500,000	\$5,500,000	\$3,500,000	\$3,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$940,000	\$0	\$0	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
TOTALS			\$940,000	\$0	\$0	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000
Bakerton Fire Company											
1	1	Generator	\$56,700	\$0	\$0	\$56,700	\$0	\$0	\$0	\$0	\$0
TOTALS			\$56,700	\$0	\$0	\$56,700	\$0	\$0	\$0	\$0	\$0
Blue Ridge Fire Company											
1	1	Sub Station Addition	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
2	1	Main Station Addition	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$125,000	\$0	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
Citizen's Fire Company											
1	1	(2) Carboxyhemoglobin (SPCO) Monitors	\$10,710	\$0	\$0	\$10,710	\$0	\$0	\$0	\$0	\$0
2	1	Personal Protective Equipment (PPE)	\$10,000	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
3	1	Self Contained Breathing Apparatus	\$12,000	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$32,710	\$0	\$0	\$32,710	\$0	\$0	\$0	\$0	\$0
Independent Fire Company											
1	1	Building Modifications	\$2,200,000	\$75,000	\$1,100,000	\$100,000	\$50,000	\$50,000	\$50,000	\$0	\$0
2	1	Purchase ALS Response Vehicle	\$66,000	\$0	\$16,000	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$2,266,000	\$75,000	\$1,116,000	\$150,000	\$50,000	\$50,000	\$50,000	\$0	\$0

Table 1. FY 2015 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2016	Yr 2 FY 2017	Yr 3 FY 2018	Yr 4 FY 2019	Yr 5 FY 2020
Jefferson County Emergency Services Agency											
1	1	Communications Equip. for Mobile Units	\$117,000	\$0	\$0	\$117,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$117,000	\$0	\$0	\$117,000	\$0	\$0	\$0	\$0	\$0
Jefferson County Parks & Recreation Commission											
3	1	Hite Road Park Improvements	\$6,359,000	\$0	\$0	\$393,000	\$1,841,400	\$2,000,100	\$2,124,500	\$0	\$0
7	1	Mount Mission Park Improvements	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0
9	1	Park System Master Plan	\$85,000	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0
10	1	Sam Michaels Park Improvements	\$178,600	\$0	\$40,000	\$40,000	\$0	\$54,400	\$44,200	\$0	\$0
TOTALS			\$944,500	\$0	\$40,000	\$563,000	\$1,841,400	\$2,054,500	\$2,168,700	\$0	\$0

Table 1. FY 2014 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
Jefferson County Board of Education											
1	1	Harpers Ferry Middle School	\$13,000,000	\$3,000,000	\$7,000,000	\$2,000,000	\$1,000,000	\$0	\$0	\$0	\$0
1	1	Jefferson County Bus Garage	\$9,700,000	\$0	\$5,000,000	\$2,000,000	\$1,000,000	\$1,000,000	\$700,000	\$0	\$0
2	1	Jefferson County Bus Garage	\$6,000,000	\$0	\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
7	1	County Wide Improvement			\$3,000,000	\$12,000,000	\$5,000,000	\$6,000,000	\$1,700,000	\$1,000,000	\$1,000,000
TOTALS			\$28,700,000	\$3,000,000	\$12,000,000	\$5,000,000	\$6,000,000	\$2,000,000	\$1,700,000	\$1,000,000	\$1,000,000
Sheriff of Jefferson County											
1	1	Purchase of Police Cruisers x (18)	\$940,000	\$0	\$0	\$150,000	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000
TOTALS			\$940,000	\$0	\$0	\$150,000	\$150,000	\$160,000	\$160,000	\$160,000	\$160,000
Blue Ridge Fire Company											
1	1	Life Pack 15 (3)	\$105,000	\$0	\$0	\$105,000	\$0	\$0	\$0	\$0	\$0
1	1	New 2013 Dodge 4x4 Ambulance w/ Whelen Box	\$160,000	\$0	\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$0
2	1	Whelen Box	\$400,000	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$0
3	1	Urban Interface 4x4 Engine Pumper	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0
5	1	Generator	\$40,000	\$0	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0
6	1	Sub Station Generator	\$70,000	\$0	\$0	\$250,000	\$140,000	\$140,000	\$140,000	\$140,000	\$100,000
TOTALS			\$770,000	\$0	\$0	\$250,000	\$140,000	\$140,000	\$140,000	\$140,000	\$100,000
Friendship Fire Company											
1	1	Emergency Generator	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS			\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Independent Fire Company											
1	1	Building Modifications	\$2,500,000	\$50,000	\$1,000,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
3	1	Purchase 2 Ambulances	\$300,000	\$0	\$200,000	\$100,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$2,800,000	\$50,000	\$1,200,000	\$150,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Jefferson County Fire and Rescue Association											
1	1	Training Facility	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0

Table 1. FY 2014 Priority 1 Projects - All Funding Sources

#	Pri	Project	Estimated Total	Prior Allocation	Current Allocation	Current Request	Yr 1 FY 2015	Yr 2 FY 2016	Yr 3 FY 2017	Yr 4 FY 2018	Yr 5 FY 2019
<u>Middleway Fire Company</u>											
1	1	Back up Generator	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
TOTALS			\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
<u>Jefferson County Parks & Recreation Commission</u>											
1	1	System Wide Needs Assessment Survey	\$40,800	\$0	\$0	\$40,800	\$0	\$0	\$0	\$0	\$0
6	1	Leetown Park Improvements	\$164,003	\$0	\$4,000	\$6,120	\$14,862	\$16,207	\$17,982	\$0	\$104,832
9	1	Sam Michaels Park Improvements	\$166,901	\$0	\$20,000	\$56,100	\$0	\$0	\$51,300	\$39,501	\$0
13	1	Hite Road Park Improvements	\$6,324,695	\$0	\$0	\$630,482	\$370,574	\$1,689,714	\$1,786,595	\$1,847,330	\$0
16	1	Park System Master Plan	\$81,600	\$0	\$0	\$81,600	\$0	\$0	\$0	\$0	\$0
17	1	Equipment	\$15,600	\$0	\$0	\$15,600	\$0	\$0	\$0	\$0	\$0
TOTALS			\$6,793,599	\$0	\$24,000	\$830,702	\$385,436	\$1,705,921	\$1,855,877	\$1,886,831	\$104,832

Impact Fee Status Report September 2014

Office of Impact Fees

Summary

Date Range: Monday 1 through Tuesday 30 September 2014

Report Date: 7 October 2014

Process Number Range: 1400159 - 1400168

Total Applications: 10

Total Non-Exempt: 9

Of which:

Commercial: 0

Residential: 9

Of which:

County: 4

Municipal: 5

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for September 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 September 2014	1	0	9	10
Fees collected		\$0.00	\$116,320.00	\$116,320.00
<i>Of which</i>				
School Impact Fee			\$102,222.00	\$102,222.00
Law Enforcement Fee		\$0.00	\$1,048.00	\$1,048.00
Parks & Recreation Fee			\$6,768.00	\$6,768.00
Fire & EMS Fee		\$0.00	\$6,282.00	\$6,282.00

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

Description	Amount
Opening Statement Balance (1 September 2014)	\$243,008.59
September Deposits (1 – 30 September 2014)	\$116,320.00
School August Transactions (withdraws via transfer on 22 Sept. 2014)	(\$213,060.84)
Law August Transactions (withdraws via transfer on 22 September 2014)	(\$2,567.64)
Parks & Rec August Trans. (withdraws via transfer on 22 September 2014)	(\$14,114.88)
Fire & EMS August Trans. (withdraws via transfer on 22 September 2014)	(\$13,265.23)
Interest Earned (30 September 2014)	\$99.18
Ending Statement Balance (30 September 2014)	\$116,419.18
<i>Outstanding Credits (deposits through 1 October 2014)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 September 2014)	\$599,405.79
August Transactions (deposits via transfer on 22 September 2014)	\$213,060.84
Impact Fee Refund per County Commission - James Henry	(\$4,657.00)
Interest Earned (30 September 2014)	\$271.58
Ending Balance (30 September 2014)	\$808,081.21

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

Description	Amount
Opening Balance (1 September 2014)	\$33,410.25
August Transactions (deposits via transfer on 22 September 2014)	\$2,567.64
Interest Earned (30 September 2014)	\$14.05
Ending Balance (30 September 2014)	\$35,991.94

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

Description	Amount
Opening Balance (1 September 2014)	\$455,274.71
August Transactions (deposits via transfer on 22 September 2014)	\$14,114.88
Impact Fee Refund per County Commission - James Henry	(\$309.00)
Interest Earned (30 September 2014)	\$188.77
Ending Balance (30 September 2014)	\$469,269.36

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

Description	Amount
Opening Balance (1 September 2014)	\$192,262.45
August Transactions (deposits via transfer on 22 September 2014)	\$13,265.23
Requisition 14R0108 - Communications Equip. for all Mobile Units /1	(\$115,188.32)
Impact Fee Refund per County Commission - James Henry	(\$286.00)
Interest Earned (30 September 2014)	\$80.59
Ending Balance (30 September 2014)	\$90,133.95

/1 Outstanding Debit as of 1 September 2014.

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

Description	Amount
Office of Impact Fees General Account	\$116,419.18
School Impact Fee Account	\$808,081.21
Law Enforcement Fee Account	\$35,991.94
Parks & Recreation Impact Fee Account	\$469,269.36
Fire & EMS Impact Fee Account	\$90,133.95
Total Impact Fees	\$1,519,895.64

/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 October 2014 Fee Transfers /1

Account	30 Sept. 2014 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$808,081.21	\$102,309.28	\$910,390.49
Law Enforcement Fee Account	\$35,991.94	\$1,048.99	\$37,040.93
Parks & Recreation Impact Fee Account	\$469,269.36	\$6,773.95	\$476,043.31
Fire & EMS Impact Fee Account	\$90,133.95	\$6,286.96	\$96,420.91
Total Impact Fees	\$1,403,476.46	\$116,419.18	\$1,519,895.64

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

Application No.	Applicant	Address	City	481	624	4A	43	\$0.00	09/08/2014	Form 200
1400162	Charles	Mockingbirdhill,	02 Charles Town	481	624	4A	43	\$0.00	09/08/2014	Form 200
Category Count: 1										
1400159	Carter	Andrew and Mary	02 Charles Town	1005	419	16	101	\$13,070.00	09/03/2014	N/A
1400160	Den Ryan		09 Shepherdstown	1130	583	7	1.25	\$13,070.00	09/05/2014	N/A
1400161	Brotherton	Warren and Janet	07 Middleway	1145	138	18	262	\$13,070.00	09/08/2014	N/A
1400163	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	9G	\$12,808.00	09/10/2014	N/A
1400164	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	22G	\$12,808.00	09/10/2014	N/A
1400165	Charles	Ryan Homes	08 Ranson Corp	982	137	8D	14G	\$12,808.00	09/10/2014	N/A
1400166	K Hovnanian		03 Charles Town	1095	342	11B	337	\$12,808.00	09/15/2014	N/A
1400167	P D Propst		09 Shepherdstown	1145	419	8C1	114	\$13,070.00	09/16/2014	N/A
1400168	Dan Ryan		08 Ranson Corp	.	.	8C	231	\$12,808.00	09/25/2014	N/A
Category Total								\$116,320.00		

Category Count: 9

TOTAL APPLICATIONS: 10

Grand Total \$116,320.00



JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 - Fax: (304) 725-7916

Web: www.jeffersoncountywv.org

PRESIDENT

Walt Pellish

VICE PRESIDENT

Jane Tabb

COMMISSIONER

Dale Manuel

COMMISSIONER

Patsy Noland

COMMISSIONER

Lyn Widmyer

September 24, 2014

Dear Authority, Board, Commission, Committee, Council Member or Mayor:

The Jefferson County Commission recognizes the importance of the knowledge and understanding of the Open Governmental Proceedings Act and Robert's Rules of Order in relation to public meetings. As such, the County Commission would like to extend an invitation to you to share in a training session on Ethics and Robert's Rules of Order to be held on Wednesday, November 5th, 2014 with an afternoon session beginning at 1:30 p.m. and an evening session beginning at 6:30 p.m. Both sessions will cover the same material, and we anticipate each session will be approximately 90 minutes.

The session will be held at the County Commission meeting room located in the lower level of the Old Charles Town Library of the corner of East Washington and North Samuel Street, Charles Town, WV 25414. John Sorrenti from the West Virginia State Auditor's Office will lead the session on Robert's Rules of Order, and a training video from the West Virginia Ethics Commission will be shown to cover standard ethics and open meetings guidelines. Mr. Sorrenti will also be on hand to answer any questions you may have about the topics discussed.

Please be advised this training is only offered through the County once a year. If you happen to be the President of a County-appointed board, commission, or committee, we specifically urge you to attend one of these sessions (or encourage your entire group to attend).

We kindly ask that you RSVP no later than Friday, October 24, 2014 in order to assure we have the proper seating and literature available. If you have any questions, please feel free to call our office at 304-728-3284 or you may e-mail me at jcarroll@jeffersoncountywv.org.

Sincerely,

Jessica Carroll

Executive Administrative Assistant

County Administrator
Debbie Keyser

Deputy County Administrator
Sandy Shusher McDonald