



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue
Ranson, WV 25438
E-mail – jcesa@jcesa.org
Telephone – 304-728-3287
Fax – 304-728-6221

AGENDA September 15, 2015

The August meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday August 15, 2015 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

Call to order

Roll Call

Sign in Sheet

Approval of August Minutes

Treasurer's Report

Unfinished Business

- *Replacement of Business Manager & Review Job Description (Executive session)*
- *Update on Death in the Field Protocol*

Chairman's Report

- *Revised Board Member List*
- *Review of County Fire Company Funds Distribution Processes*
- *Update on response data*
- *Management review process*
- *Discussion of Fire and Rescue Association membership*

President JCFRA

Discussion of the Association and JCESA writing a letter together reference the county paying for portable batteries to the County Administrator.

Director's Report

- *Budget Overview : **Director Denise Pouget***
- *CAD Data progress: **Director Denise Pouget***
It's About Saving Lives...



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- Increase of High Mark monthly premium: **Director Denise Pouget**
- Request transfer from Impact Fee Fund to pay JCESA mortgage by October 1, 2015:
Director Denise Pouget
- Discussion of records management progress: **Director Denise Pouget**
- Establishment of work groups and "Roberts Rules of Order": **Director Denise Pouget**
 - a) Policy Review for JCESA employees
 - b) Staffing Plan
 - c) Safety and Health
 - d) Community Engagement
 - e) Training and Certification
- Fall Staffing Plan Review : **Captain Robert Burner**
- Community Engagement: **Lieutenant Tam Trafford**
- Heart Safe Community: **Lieutenant Tam Trafford**
- Web site and County E mail addresses for Board members, Volunteer Leadership and JCESA Staff: **Lieutenant Tam Trafford and EMT John Lyons**
- Update on Life Pack Grant: **Deputy Director Ed Hannon**

Board Member Requests

JCESA General Fund Positions versus Ambulance Fee Positions

Discussion of Directors Leave as an addition to the discussion of JCESA policy work group assignments and also policy for Director and Deputy Director annual evaluation process. (Possible executive session).

Committee Reports

New Business

Report on JCESA Ordinance (possible executive session)

Employee Liaison

Board Member Comments

Public Comment (Limit 5 minutes per person)

Adjournment

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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 hours.

It's About Saving Lives...

Director Pouget

Following are my notes from the 6/24/15 board meeting regarding the movement of personnel from one budget to another and hiring additional personnel. I'm almost positive I referenced the predicted shortfall in the JCESA budget - but I didn't include it in my notes so I cannot be 100% positive. I recall someone saying it was the first they heard of the deficit and I was surprised, but it is possible that was part of a different conversation at a different time. Also, the attachment (Full-Time Provider Position Vacancies.docx) is something I believe I passed out to the board to illustrate where we were and how we got there.

If you need anything else, please let me know.

Captain Burner.

- Burner reported on the status of full time provider position vacancies and requested the board take the following action:

1. *Eliminate the vacant position in the JCESA general budget and create two additional Ambulance Fee positions*

2. *Authorize the 4 vacant positions to be offered to EMT/Firefighters who have completed a paramedic program OR Paramedics without firefighter training on the condition that they meet both requirements within one year of hire.*

3. *Approve the requested revisions to #1050 EMPLOYMENT GUIDELINES: EMERGENCY MEDICAL TECHNICIAN / FIREFIGHTER AND PARAMEDIC / FIREFIGHTER POSITIONS.*

o Motion by Aitcheson, 2nd by Carter to move a sufficient number of dual certified people to the ambulance fee budget and hire 4 paramedic only employees or EMT/firefighter employees on the condition that those employees obtain FF training or paramedic certification within 1 year at the employee's expense and on their time.

- Discussion
- Motion passed unanimously

o Requested revision to #1050 was tabled

**FREDERICK COUNTY GOVERNMENT
PERFORMANCE APPRAISAL**

| NAME: | | TITLE | | DIVISION/DEPARTMENT | | |
|--------------------------------|--|------------------------|-----------------|--|---------------------------------------|--|
| Performance Factor | Performance Goal | Comments | Rating 1-5** | Weight (10,20 or 30pts) (Add to 100 pts) | Weighted Rating (ratingXweight) | |
| 1. Adaptability | Is open to change and willing to try new methods. Demonstrates ability to work with several projects simultaneously and switch from one priority to another. Ability to change focus when priorities shift and job assignments are realigned. | Interim: Final: | | | | |
| 2. Communication Skills | Communicates openly and effectively with co-workers, supervisors, public and customers, etc. Accepts feedback and makes effort to act upon it. Uses effective written (clear and concise) and/or spoken communication skills. Satisfactorily adheres to policies for phone calls, voice mail, email and/or correspondences. | Interim: Final: | | | | |
| 3. Customer Service | Demonstrates positive "can do" attitude with internal and external customers. Delivers quality customer service. Is cooperative, considerate and tactful in dealing with the general public. Goes the extra mile to be responsive, helpful, and solution oriented. Is regularly willing to assist customers and staff, sometimes dropping what they are currently doing. Responds in a timely, accurate and professional manner to County residents, other County officials, and the general public. | Interim: Final: | | | | |

NOTE: Interim comments are optional.

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| <p>4. Equipment Usage</p> | <p>Is able to operate all equipment normally assigned to job classification. Routinely conducts regular equipment preventative maintenance procedures such as checking fluid levels, equipment safety checks, assures manufacturer installed safety devices are in place and functional and reports equipment malfunctions and discrepancies to the proper authority.</p> | <p>Interim: Final:</p> | | | |
| <p>5. Fiscal Management</p> | <p>Accurately and concisely reports and projects financial conditions. Monitors, forecasts, and reports current/projected financial conditions as relevant to job. Adheres to local, state, and federal (budget) processes as relevant to job.</p> | <p>Interim: Final:</p> | | | |
| <p>6. Job Knowledge/Skills</p> | <p>Possesses professional/technical proficiency in the individual's area of responsibility. Fulfills expectation of job classification. Regularly demonstrates satisfactory job knowledge and skills as required for position. Knows and reliably follows department's standard operating procedures. Regularly demonstrates decision-making abilities, deals with most day-to-day problems effectively. When given a task, is familiar with the resources (equipment, supplies, and personnel) needed to complete the job in the most efficient manner.</p> | <p>Interim: Final:</p> | | | |
| <p>7. Innovation and Creativity</p> | <p>Exhibits innovative and creative approaches to fulfill the requirements of the job. Evaluates existing systems and techniques in an effort to be more</p> | <p>Interim:</p> | | | |

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| | <p>efficient and effective. Has suggested new procedures, systems, and/or devices that save time and/or County funds.</p> | <p>Final:</p> | | | |
| <p>8. Planning</p> | <p>Organize, schedules and completes work by objectives and guidelines. Performs tasks in an organized and efficient manner. Manages projects effectively. Ability to prioritize multiple tasks and to employ effective time management skills.</p> | <p>Interim: Final:</p> | | | |
| <p>9. Productivity</p> | <p>Continuously maintains required productivity levels by completing job assignments as expected. Employee does not waste time through excessive work breaks. Gets assigned tasks/jobs completed on time and under budget. When job assignments are complete, assists co-workers in fulfilling their duties. Does not hesitate to volunteer for special assignments or difficult tasks.</p> | <p>Interim: Final:</p> | | | |
| <p>10. Professional/Skill Development</p> | <p>Takes actions (i.e. trainings, education) to acquire new knowledge and skills that enhance job performance.</p> | <p>Interim: Final:</p> | | | |

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| <p>11. Professionalism</p> | <p>Exhibits proper judgment and ethical behavior in professional and personal dealings, which reflect positively on the County. Regularly exhibits positive outlook and interest in job.</p> | <p>Interim: Final:</p> | | |
| <p>12. Public Relations</p> | <p>Projects a positive image for the County; appropriately represents the department and/or County to other departments, agencies and the general public.</p> | <p>Interim: Final:</p> | | |
| <p>13. Quality of Work</p> | <p>Produces high quality work with few errors with minimum supervision and/or direction. Most work is accurate, neat and thorough. Organizes and completes work by objectives. Does not require continuous oversight by supervisor.</p> | <p>Interim: Final:</p> | | |
| <p>14. Reliability and Dependability</p> | <p>Can be relied upon to complete tasks/responsibilities from beginning to end with periodic supervision. Completes tasks on schedule. Informs appropriate staff if deadlines or responsibilities will</p> | <p>Interim:</p> | | |

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| | <p>not be met. Adheres to policies for attendance, punctuality and leave requests.</p> | <p>Final:</p> | | | |
| <p>15. Safety</p> | <p>Understands and adheres to the departments safety policies and procedures.</p> | <p>Interim: Final:</p> | | | |
| <p>16. Supervision/Leadership</p> | <p>Provides effective guidance to staff; objectively evaluates staff; routinely builds and motivates a team and regularly monitors staff performance. Effectively delegates tasks/responsibilities to maximize staff strengths and encourage growth. Provides direction; monitors and adjusts performance evaluations as necessary. Encourages employees to acquire new knowledge and skills. Understands and adheres to the County's policy to provide equal opportunity to all staff without regard to race, color, religion, sex, national origin, age, or physical impairment.</p> | <p>Interim: Final:</p> | | | |
| <p>17. Teamwork</p> | <p>Cooperates with co-workers, supervisors, and officials in accomplishing departmental and County-wide goals. Supports the organization and its objectives. Maintains positive relationships with co-workers. Participates effectively with others to accomplish tasks. Regularly demonstrates cooperating, loyalty and collaborative spirit in supporting co-</p> | <p>Interim: Final:</p> | | | |

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| | workers with routine projects and duties. | | | | |
| TWO CUSTOMIZED FACTORS MUST BE SELECTED FOR EXEMPT EMPLOYEES | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |
| 21. | | | | | |
| TOTALS | | | | N/A | 100 |

** Ratings: 1 - Unsatisfactory
 2 - Fails to meet standards/expectations
 3 - Meets Expectations
 4 - Exceeds Expectations
 5 - Significantly and Consistently Exceeds All Expectations

Total of All Weighted Ratings _____
 Divide by 100 _____
 Final Average Rating _____

| | | |
|--|--|--|
| INITIAL PLANNING | Employee _____ (Date) _____ | Employee _____ (Date) _____ |
| Rater _____ (Date) _____ | Rater _____ (Date) _____ | Rater _____ (Date) _____ |
| Reviewer _____ (If necessary) _____ (Date) _____ | Reviewer _____ (If necessary) _____ (Date) _____ | Reviewer _____ (If necessary) _____ (Date) _____ |
| INTERIM REVIEW | | |
| FINAL REVIEW | | |

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EMPLOYEE: I have read and have had an opportunity to discuss this evaluation of my work with my supervisor and/or Department Head. I realize that my signature on this form does not mean that I agree with this evaluation. Also, I realize that if I wish to do so, I may appeal this evaluation and/or attach my comments to be included in my personnel file.

FOR PROBATIONARY EMPLOYEES ONLY:
(3, 6, 12 or 18 months)

Please complete this form and submit to Human Resources along with pages 1-6 of the evaluation forms with any probationary comments noted. NOTE: The evaluation form pages 1-6 should be continued once the probationary period is completed.

Date probationary period ends: _____

RECOMMENDATION:

_____ Continue Employment _____ Terminate _____ Extend Probationary Period to: _____

This employee is being separated from County service. _____ is recommended for reemployment. _____ is not recommended for reemployment.

Employee _____ Date _____
Rater _____ Date _____
Reviewer _____ Date _____
(If necessary)