



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue  
Ranson, WV 25438  
E-mail – [jcesa@jcesa.org](mailto:jcesa@jcesa.org)  
Telephone – 304-728-3287  
Fax – 304-728-6221

### AGENDA

November 17, 2015

The October meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7pm on Tuesday November 17, 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 September Minutes

#### Treasurer's Report

#### Unfinished Business

- *Replacement of Business Manager & Review Job Description (setting up interviews for candidates. One more round to go. Process should be completed by November 20th)*
- *Update on Death in the Field issues*
- *Update on response data (Director Pouget will address)*
- *Discussion of Director and Deputy Directors leave and benefits (Possible executive session).*
- *Nathan would like to update the Board on the By Laws*

#### Chairman's Report

Chairman Kelley will review meeting rules and Board roles and responsibilities  
Work Groups

#### President JCFRA

*No listed items submitted*

#### Director's Report

*It's About Saving Lives...*



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- *Budget for fiscal year 2017 (discussion of current staffing progress): Director Denise Pouget*
- *Update on annual audit process*
- *CAD Data progress: Director Denise Pouget*
- *Progress on gap the analysis. Director Denise Pouget*

### Board Member Requests

### Committee Reports

### New Business

### Employee Liaison

### Board Member Comments

### Public Comment *(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 hours.*

**NOVEMBER 2015**  
**TREASURES REPORT**  
**FOR THE JEFFERSON**  
**COUNTY EMERGENCY**  
**SERVICES AGENCY**

# JCESA 2016 Budget Overview

- County Commission Funding = \$1,448K (15FT and 2 FT Mgmt)
- Ambulance Fee Funding = 626K (8 FT )
- Total Funding = \$2,074K
- Bank Account Balances at 10/31/15:
  - Payroll = \$ 299,117.99
  - General = \$64,827.07
  - Ambulance Fee Funds = \$ \$438,181.51 (Recent deposit of \$650,000. into the Ambulance Fee funds for JCESA cleared in November and will be reflected in the November treasures report.)
  - Mortgage = \$153,942.68

# Current 2016 Forecast (JCESA & Amb Fee)

JCESA October YTD Financial Summary  
(18 Weeks out of 52 weeks)

	A		B		A+B		Pro rated		YTD Variance		Original		Current	
	Amb Fee	JCESA	Actuals	Budget	Budget	Budget vs Actuals	Budget	Budget	Budget vs Actuals	Budget	Year End	Forecast		
	Oct YTD	Oct YTD	Oct YTD	Oct YTD	Oct YTD	Budget vs Actuals	Oct YTD	Oct YTD	Budget vs Actuals	Budget	Forecast	Budget	Forecast	
Full Time Salaries	\$ 96,598	\$ 242,558	\$ 339,156	\$ 335,077	\$	(4,079)	\$ 968,000	\$ 1,025,000						
Fringe Benefits	\$ 42,653	\$ 84,140	\$ 126,793	\$ 138,462	\$	11,669	\$ 400,000	\$ 412,000						
Part Time Salaries	\$ 15,876	\$ 24,569	\$ 40,445	\$ 66,808	\$	26,363	\$ 193,000	\$ 109,000						
Overtime	\$ 14,258	\$ 22,158	\$ 36,416	\$ 28,385	\$	(8,031)	\$ 82,000	\$ 93,000						
Workers Comp.	\$ 15,628	\$ 45,740	\$ 61,368	\$ 42,577	\$	(18,791)	\$ 123,000	\$ 123,000						
Liability Insurance	\$ 17,660	\$ 26,256	\$ 43,916	\$ 15,923	\$	(27,993)	\$ 46,000	\$ 46,000						
All Other Expenses	\$ 6,517	\$ 82,490	\$ 89,007	\$ 90,692	\$	1,685	\$ 262,000	\$ 210,000						
<b>Total</b>	<b>\$ 209,190</b>	<b>\$ 527,911</b>	<b>\$ 737,101</b>	<b>\$ 717,923</b>	<b>\$</b>	<b>(19,178)</b>	<b>\$ 2,074,000</b>	<b>\$ 2,018,000</b>	<b>***</b>					

- NOTES:
1. Budget YTD is a proration of the 52 weeks and does not take into account any anomalies due to holidays or summer vacation periods.
  2. Above is expense budget only and does not assume any additional budget that results from ambulance billing income or EMS supplies.
  3. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.
  4. This forecast will be updated next month to include the estimated impact of 100% backfill starting November 8, 2015.

Jefferson County Emergency Services Agency  
2016 Projection

2015-16 Forecast

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2	3	2	2	2	2	2	2	3	2	2	2	26
Full Time	43,606.20	82,266.36	58,059.47	58,595.01	58,059.47	58,059.47	58,059.47	58,059.47	87,089.21	58,059.47	58,059.47	58,059.47	786,032.54
Part Time - Ops	6,617.86	10,256.47	4,132.33	3,584.12	4,132.33	4,132.33	4,132.33	4,132.33	6,198.50	4,132.33	4,132.33	4,132.33	59,795.59
Overtime - OPS	6,997.72	3,814.19	6,521.37	4,825.55	4,300.00	4,300.00	4,300.00	6,000.00	4,300.00	4,300.00	4,300.00	4,300.00	58,288.83
Medical Director	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	750.00	500.00	500.00	500.00	6,250.00
Worker Comp	22,870.50	22,870.50	-0.00	-0.00	-0.00	-0.00	22,870.00	-0.00	-0.00	22,871.00	-0.00	-0.00	91,482.00
FC/AmMed	4,321.76	7,398.43	5,195.39	5,070.75	5,195.39	5,195.39	5,195.39	5,195.39	7,793.09	5,195.39	5,195.39	5,195.39	66,147.15
Subtotal	84,914.04	127,105.95	74,408.56	72,655.43	72,187.19	72,187.19	95,057.19	73,887.19	106,130.79	95,058.19	72,187.19	72,187.19	1,077,966.10
Hosp	6,062.90	7,171.51	9,368.89	7,984.20	9,368.89	9,368.89	9,368.89	9,368.89	14,053.34	9,368.89	9,368.89	9,368.89	110,223.07
Life	476.13	370.91	506.63	466.40	506.63	506.63	506.63	506.63	759.95	506.63	506.63	506.63	6,126.43
Dental	559.41	549.38	428.48	586.68	559.41	559.41	559.41	559.41	559.41	559.41	559.41	559.41	6,599.24
Retirement	5,216.40	8,976.90	6,758.55	6,658.12	6,758.55	6,758.55	6,758.55	6,758.55	10,137.83	6,758.55	6,758.55	6,758.55	85,118.65
Subtotal	12,374.84	17,068.70	17,062.56	15,696.40	17,193.48	17,193.48	17,193.48	17,193.48	25,510.52	17,193.48	17,193.48	17,193.48	208,067.38
Fuel	-0.00	-0.00	-0.00	4,049.01	-0.00	4,500.00	-0.00	-0.00	4,500.00	-0.00	-0.00	-0.00	4,500.00
Maintenance	1,305.91	39.03	133.91	141.96	-0.00	2,991.26	244.87	26.50	500.00	1,000.00	500.00	500.00	7,883.44
License Ops	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	2,000.00
Supplies	-0.00	-0.00	-0.00	17.51	-0.00	142.68	165.71	576.13	500.00	500.00	500.00	500.00	4,046.68
Auto Insurance	8,238.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	8,238.00
Liability	28,256.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	28,256.00
Erns Supplies	4,609.75	2,736.23	3,732.20	4,959.04	2,772.01	6,316.64	1,826.77	1,070.20	3,000.00	3,000.00	3,000.00	3,000.00	40,022.84
Misc and Cloth	-0.00	832.34	1,901.47	367.44	149.49	-0.00	539.82	2,851.31	-0.00	2,500.00	-0.00	-0.00	9,141.87
Teach Svc	100.00	874.40	1,250.65	1,182.65	-0.00	3,693.00	-0.00	-0.00	460.00	-0.00	-0.00	500.00	8,560.70
Trav/Train	911.06	847.24	349.95	671.28	796.00	25.00	688.97	561.80	400.00	400.00	400.00	400.00	6,451.30
Subtotal	43,420.72	5,329.24	7,368.18	11,388.89	3,860.18	17,691.61	4,445.08	5,085.94	9,360.00	7,400.00	4,900.00	11,900.00	132,149.84
Prof Svc	1,842.67	1,830.00	3,590.00	2,155.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	22,217.67
Medical Exp	475.00	5,896.75	188.18	-0.00	-0.00	1,440.00	-0.00	-0.00	-0.00	72.38	1,440.00	1,440.00	9,439.94
Postage	79.48	98.00	-0.00	19.99	98.00	-0.00	-0.00	134.82	-0.00	-0.00	-0.00	-0.00	620.07
Office Exp	238.27	380.43	274.16	402.54	195.71	1,137.62	154.56	128.12	400.00	400.00	400.00	400.00	4,509.41
Equip Rent	225.69	225.69	469.50	225.69	225.69	385.04	225.69	(138.15)	600.00	600.00	600.00	600.00	4,244.84
Telephone	592.92	349.95	350.08	439.96	99.28	99.28	853.00	130.17	167.00	167.00	167.00	167.00	3,582.64
Utilities	1,154.20	1,169.84	1,240.02	1,429.85	1,040.08	976.79	1,032.09	3,667.27	3,624.49	1,500.00	1,500.00	1,500.00	19,834.63
Rep & Maint	-0.00	-0.00	-0.00	-0.00	39.55	39.46	219.95	-0.00	250.00	250.00	250.00	250.00	1,296.96
Advertising	-0.00	-0.00	-0.00	-0.00	-0.00	99.20	1,109.70	-0.00	-0.00	-0.00	-0.00	-0.00	1,208.90
Dues & Sub	-0.00	180.00	205.00	95.88	-0.00	-0.00	-0.00	-0.00	200.00	200.00	200.00	200.00	1,280.88
Audit Costs	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	4,500.00	-0.00	-0.00	-0.00	-0.00	-0.00	4,500.00
Backgroun Ck	-0.00	162.30	68.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	230.30
Other	8.50	107.50	8.50	8.50	17.00	-0.00	8.50	-0.00	-0.00	-0.00	-0.00	-0.00	158.50
Third Party Billing	297.62	630.14	733.18	700.85	171.76	338.06	190.61	331.05	250.00	250.00	250.00	250.00	4,339.27
Subtotal	4,914.35	11,030.61	7,126.62	5,478.26	3,487.07	6,115.45	9,894.10	5,851.28	7,091.49	5,059.38	6,424.40	5,067.00	77,520.01
Equipment	-0.00	-0.00	10,571.04	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	-0.00	10,571.04
Cumulative Expenses	145,623.95	160,534.50	116,536.96	105,218.98	96,727.92	113,187.73	126,589.85	102,017.89	149,092.79	124,691.05	100,705.07	106,347.67	1,446,274.36
	306,158.45	422,695.41	527,914.39	624,642.31	737,830.04	864,419.89	966,437.78	1,114,530.57	1,239,221.62	1,339,928.69	1,446,274.36		

County Payments 121,380.16 120,630.16 120,630.26 361,890.50 724,531.08 724,531.08 724,531.08 1,086,421.58 361,890.50 -00 -00 361,890.50 -00 -00 361,890.50 -00 -00 1,448,312.08 1,448,312.08 1,448,312.08

County Cumulative (64,148.13) (60,054.83) 196,616.69 99,888.77 (13,298.96) 222,001.69 119,983.80 (28,108.99) 209,090.46 108,385.39 2,037.72

Other Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Misc	874.70	-00	0.02										874.72
Ambulance	6,112.51	8,250.31	8,726.67	7,833.81									30,923.30
Interest	58.44	69.79	73.64	158.62									360.49
	7,045.65	8,320.10	8,800.33	7,992.43	-00	-00	-00	-00	-00	-00	-00	-00	32,158.51

County Commission 1,448,312.08  
 Income 32,158.51  
 -00  
 Balance 34,196.23  
 Reserve for First Payroll -00  
 Balance 34,196.23

Carryover General 63,033.27  
 Payroll 15,282.96  
 78,296.23

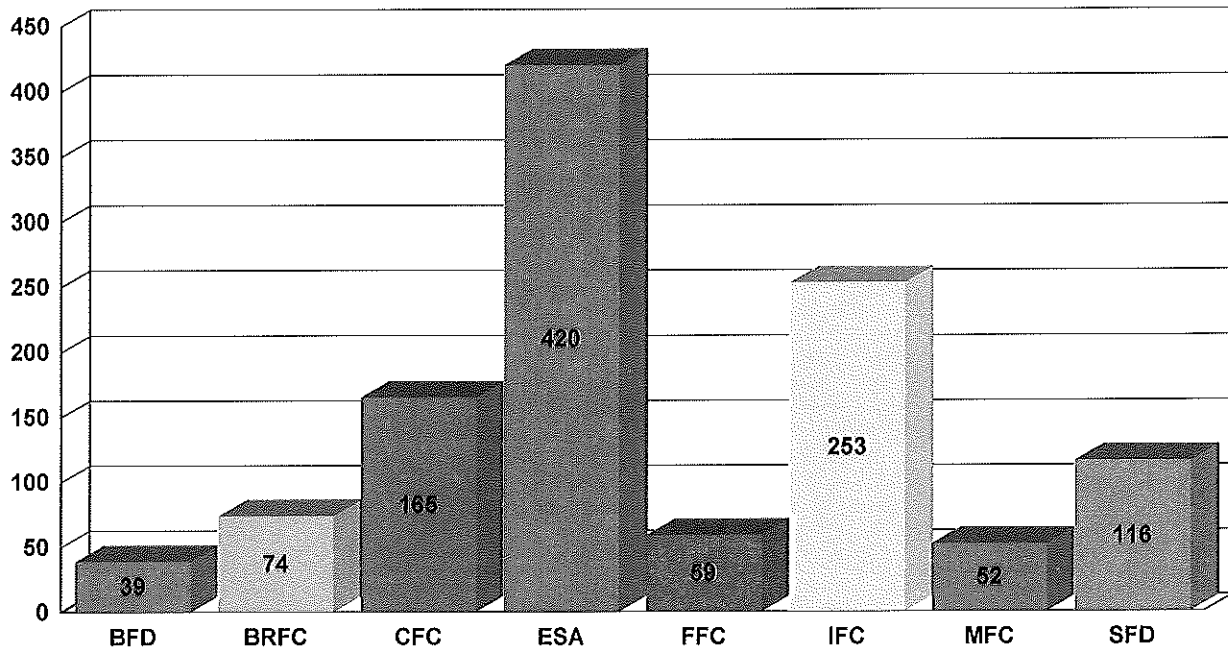


# Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

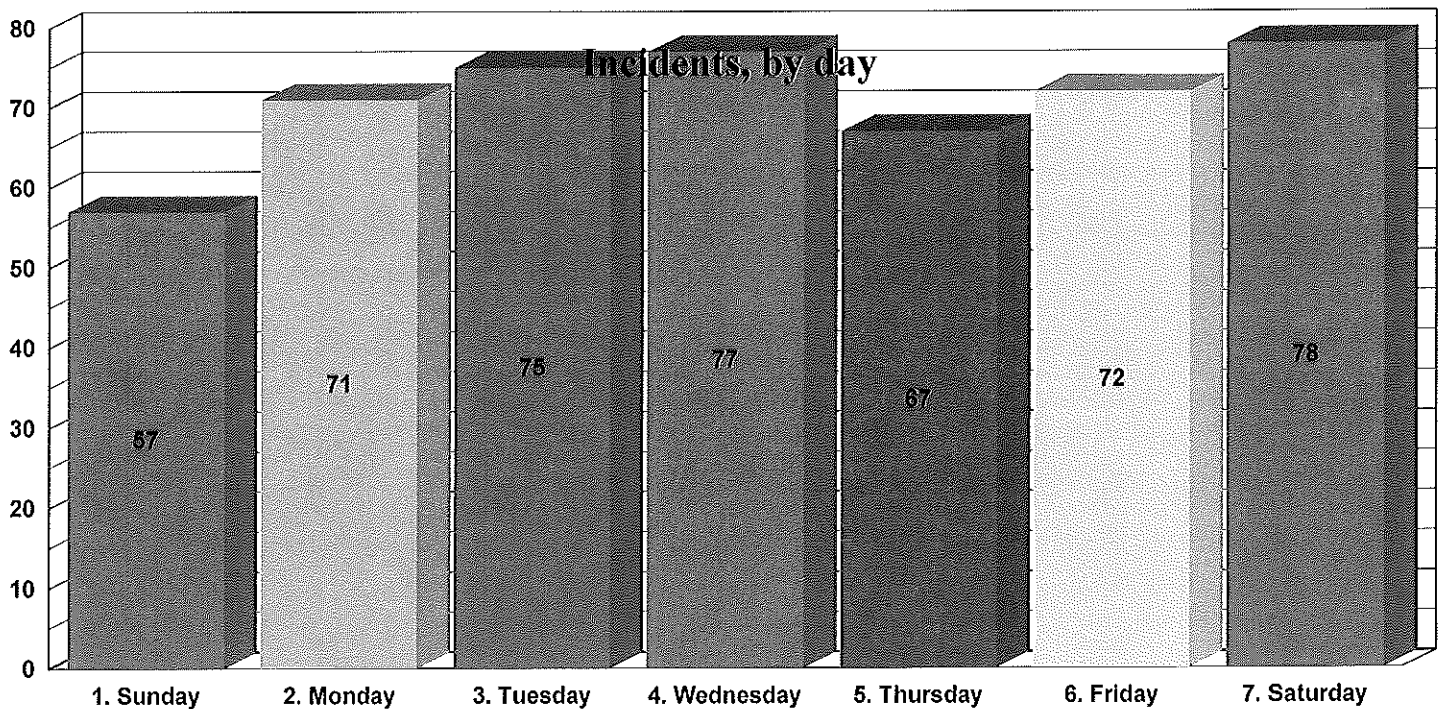
From 10/01/2015 to 10/31/2015

Total Incidents:497

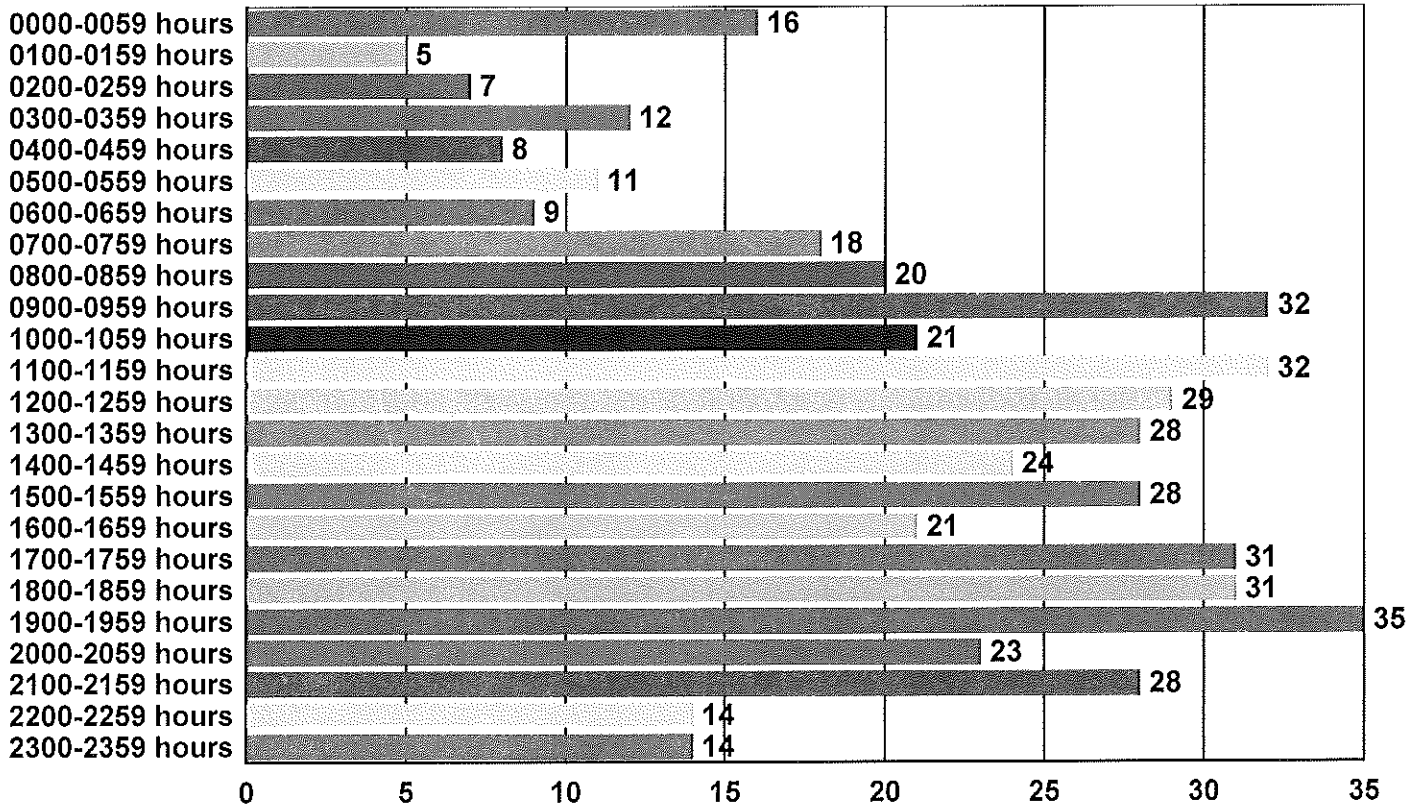
### Incidents, by Agency



### Incidents, by day



## Incidents, by hour



## Most Commonly Dispatched Nature Codes

