

**JCESA NOVEMBER
2015 BOARD PACKET**



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

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	Actuals	Budget	Budget	Budget	Budget vs Actuals	Budget	Year End	Budget	Forecast	
	Oct YTD	Oct YTD	Oct YTD	Oct YTD	Oct YTD	Oct YTD	Oct YTD	Oct YTD	Budget vs Actuals	Budget	Year End	Budget	Forecast	
Full Time Salaries	\$ 96,598	\$ 242,558	\$ 339,156	\$ 335,077	\$ (4,079)	\$ 968,000	\$ 1,025,000			\$ 2,074,000	\$ 2,018,000	***		
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							
Total	\$ 209,190	\$ 527,911	\$ 737,101	\$ 717,923	\$ (19,178)	\$ 2,074,000	\$ 2,018,000	***						

- 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	736,032.54
Part Time - Ops	6,617.86	10,256.47	4,132.33	3,664.12	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	58,258.83
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 Camp	22,870.50	22,870.50	-00	-00	-00	-00	22,870.00	-00	-00	22,871.00	-00	-00	91,482.00
FICA/Med	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	1,017,966.10
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	486.40	506.63	506.63	506.63	506.63	759.95	506.63	506.63	506.63	6,126.43
Dental	559.41	549.38	428.49	586.68	559.41	559.41	559.41	559.41	559.41	559.41	559.41	559.41	6,599.24
Retirement	5,276.40	8,976.90	6,758.55	6,559.12	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	-00	-00	-00	4,049.01	-00	4,500.00	-00	-00	4,500.00	-00	-00	-00	4,500.00
Maintenance	1,305.91	39.03	133.91	141.96	-00	2,991.26	244.87	26.50	500.00	1,000.00	500.00	500.00	7,883.44
License Ops	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	2,000.00
Supplies	-00	-00	-00	17.51	142.68	165.71	1,144.65	576.13	500.00	500.00	500.00	500.00	4,046.68
Auto Insurance	8,228.00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	8,228.00
Liability	28,256.00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	-00	28,256.00
Em's 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	-00	832.34	1,901.47	367.44	149.49	-00	539.82	2,851.31	-00	2,500.00	-00	-00	9,141.87
Tech Svc	100.00	874.40	1,250.65	1,182.65	-00	3,693.00	-00	460.00	460.00	-00	500.00	500.00	8,560.70
Trav/Train	911.05	847.24	349.95	671.28	796.00	25.00	688.97	581.80	400.00	400.00	400.00	400.00	6,451.30
Subtotal	43,420.72	5,329.24	7,868.18	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	5,896.76	188.18	-00	-00	1,440.00	-00	-00	-00	-00	-00	-00	9,439.94
Postage	79.48	98.00	-00	19.99	98.00	-00	-00	134.82	-00	72.38	17.40	100.00	620.07
Office Exp	238.27	380.43	274.16	402.54	195.71	1,137.62	154.56	126.12	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	-00	-00	-00	-00	39.55	39.46	219.95	-00	250.00	250.00	250.00	250.00	1,298.96
Advertising	-00	-00	-00	-00	-00	99.20	1,109.70	-00	-00	-00	-00	-00	1,208.90
Dues & Sub	-00	180.00	205.00	95.88	-00	-00	-00	-00	200.00	200.00	200.00	200.00	1,280.88
Audit Costs	-00	-00	-00	-00	-00	-00	4,500.00	-00	-00	-00	-00	-00	4,500.00
Background Ck	-00	162.30	68.00	-00	-00	-00	-00	-00	-00	-00	-00	-00	230.30
Other	8.50	107.50	17.00	8.50	17.00	-00	8.50	-00	-00	-00	-00	-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	4,393.27
Subtotal	4,914.35	11,030.61	7,126.62	5,478.26	3,487.07	6,115.45	9,994.10	5,851.28	7,091.49	5,039.38	6,424.40	5,067.00	77,520.01
Equipment	-00	-00	10,571.04	-00	-00	-00	-00	-00	-00	-00	-00	-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	148,092.79	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	1,339,926.69	1,446,274.36		

Jefferson County Emergency Services Agency
AME

2015-16 Forecast

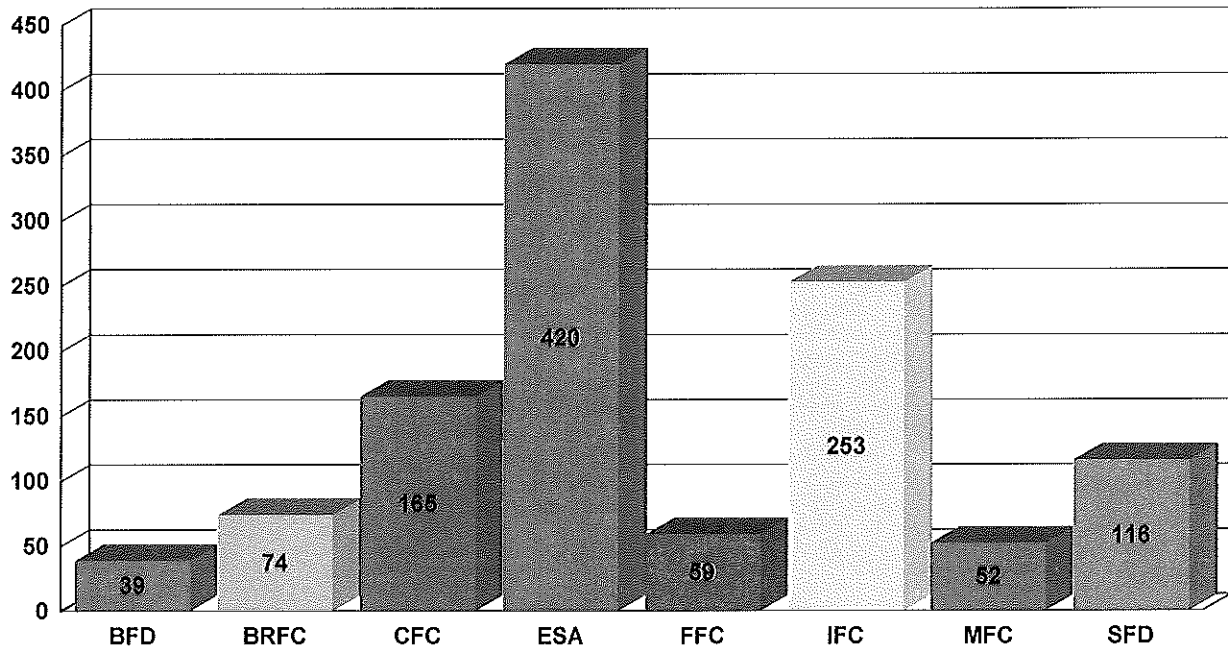
Expenses	Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Total		
	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	2	Actual	3	Actual	2	Actual	2	Actual	2			
Full Time	16,956.74		31,551.20		23,010.33		24,981.95		23,010.33		23,010.33		23,010.33		23,010.33		34,515.50		23,010.33		23,010.33		23,010.33		292,188.03		
Part Time - Ops	5,333.68		7,771.91		2,473.96		2,971.60		3,500.00		3,500.00		3,500.00		3,500.00		5,200.00		3,500.00		3,500.00		3,500.00		45,577.15		
Overtime - OPS	2,717.96		3,494.84		3,767.63		4,278.44		2,600.00		2,600.00		2,600.00		2,600.00		3,900.00		2,600.00		2,600.00		2,600.00		36,358.87		
Medical Director	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		
Worker Camp	7,814.25		7,814.25		2,237.75		2,261.21		2,237.75		2,237.75		7,814.00		-0.00		3,356.63		7,814.00		2,237.75		2,237.75		31,256.50		
FICA/med	1,913.12		3,283.26		2,237.75		2,261.21		2,237.75		2,237.75		7,814.00		-0.00		3,356.63		7,814.00		2,237.75		2,237.75		28,716.22		
Subtotal	34,735.75		54,015.46		31,459.67		31,819.20		31,348.08		31,348.08		39,162.08		31,348.08		46,972.12		39,162.08		31,348.08		31,348.08		31,348.08	434,096.76	
Hosp	5,672.30		4,846.59		3,616.06		4,748.08		5,672.30		5,672.30		5,672.30		5,672.30		5,672.30		5,672.30		5,672.30		5,672.30		5,672.30	84,261.43	
Life	244.12		271.46		241.04		120.56		241.04		241.04		241.04		241.04		161.56		241.04		241.04		241.04		241.04	2,928.02	
Dental	325.98		325.98		289.76		512.36		289.76		289.76		289.76		289.76		434.64		289.76		289.76		289.76		289.76	3,917.04	
Retirement	2,189.88		3,690.32		2,811.68		3,072.33		2,811.68		2,811.68		2,811.68		2,811.68		2,811.68		2,811.68		2,811.68		2,811.68		2,811.68	35,652.49	
Subtotal	8,431.28		9,134.35		6,958.54		8,453.33		9,014.78		9,014.78		9,014.78		9,014.78		10,686.02		9,014.78		9,014.78		9,014.78		9,014.78	106,766.38	
Fuel	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Maintenance	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
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		-0.00	-0.00	
Supplies	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Auto Insurance	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Liability	17,660.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	17,660.00	
Emc Supplies	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Misc and Cloth	370.14		394.69		1,075.42		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	1,840.25	
Techn Svc	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Travel/Train	-0.00		-0.00		20.00		3,600.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	3,620.00	
Subtotal	18,030.14		394.69		1,095.42		3,600.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	23,120.25	
Prof Svc	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Medical Exp	844.41		186.68		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	1,031.09	
Postage	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Office Exp	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Equip Rent	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Telephone	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Utilities	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Rep & Maint	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Advertising	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Dues & Sub	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Audit Costs	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Backgroun Ck	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Other	-0.00		-0.00		-0.00		-0.00		675.00		675.00		675.00		675.00		675.00		675.00		675.00		675.00		675.00	5,400.00	
Thrid Party Billing	-0.00		-0.00		-0.00		-0.00		142.00		142.00		142.00		142.00		142.00		142.00		142.00		142.00		142.00	1,136.00	
Subtotal	844.41		186.68		-0.00		-0.00		817.00		817.00		817.00		817.00		817.00		817.00		817.00		817.00		817.00	7,567.09	
Equipment	-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00		-0.00	-0.00	
Cumulative Expenses	62,041.58		63,731.18		39,543.63		43,872.53		41,179.86		41,179.86		43,993.86		41,179.86		58,475.14		48,993.86		41,179.86		41,179.86		41,179.86	571,551.08	
	125,772.76		166,316.39		209,188.92		250,368.78		291,548.64		340,542.50		381,722.36		440,197.50		489,191.36		530,571.22		571,551.08						2,018.00



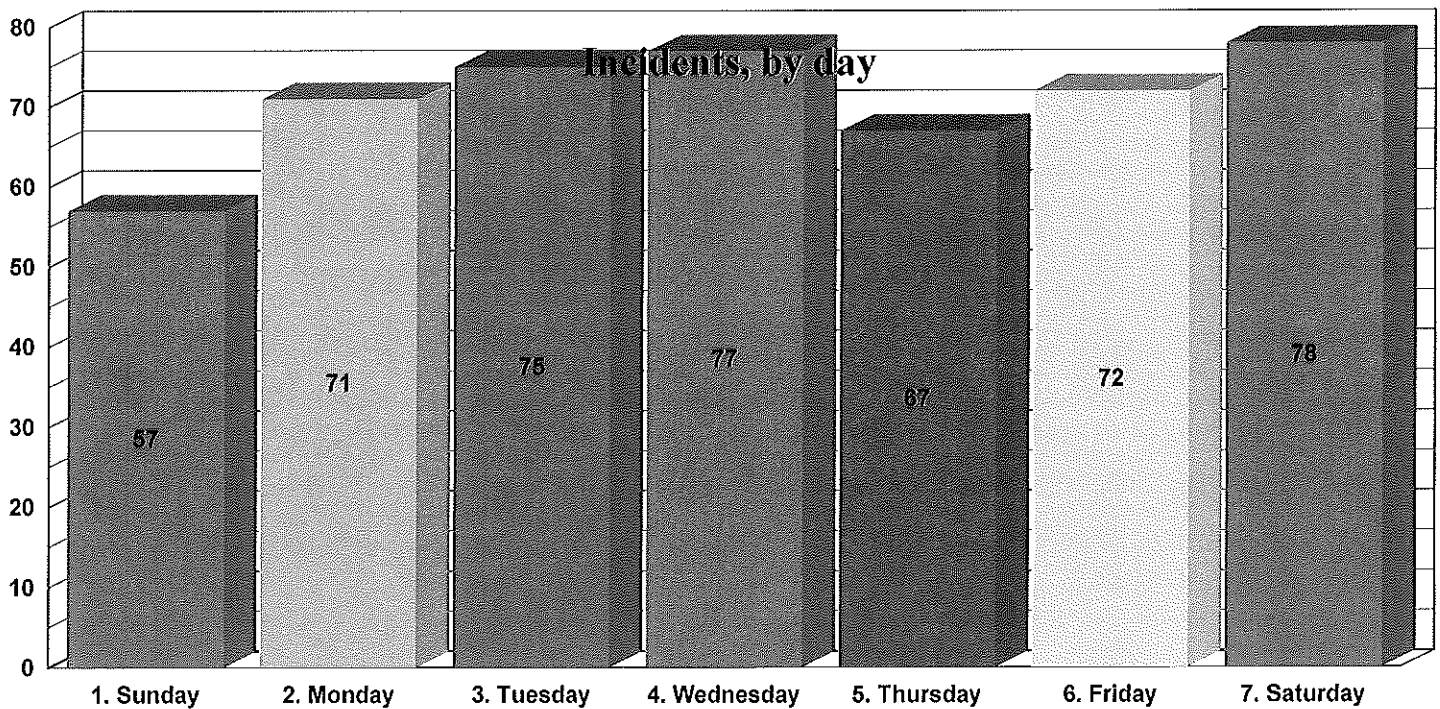
Jefferson County Emergency Communications Monthly Fire and EMS Activity Report

From 10/01/2015 to 10/31/2015
Total Incidents: 497

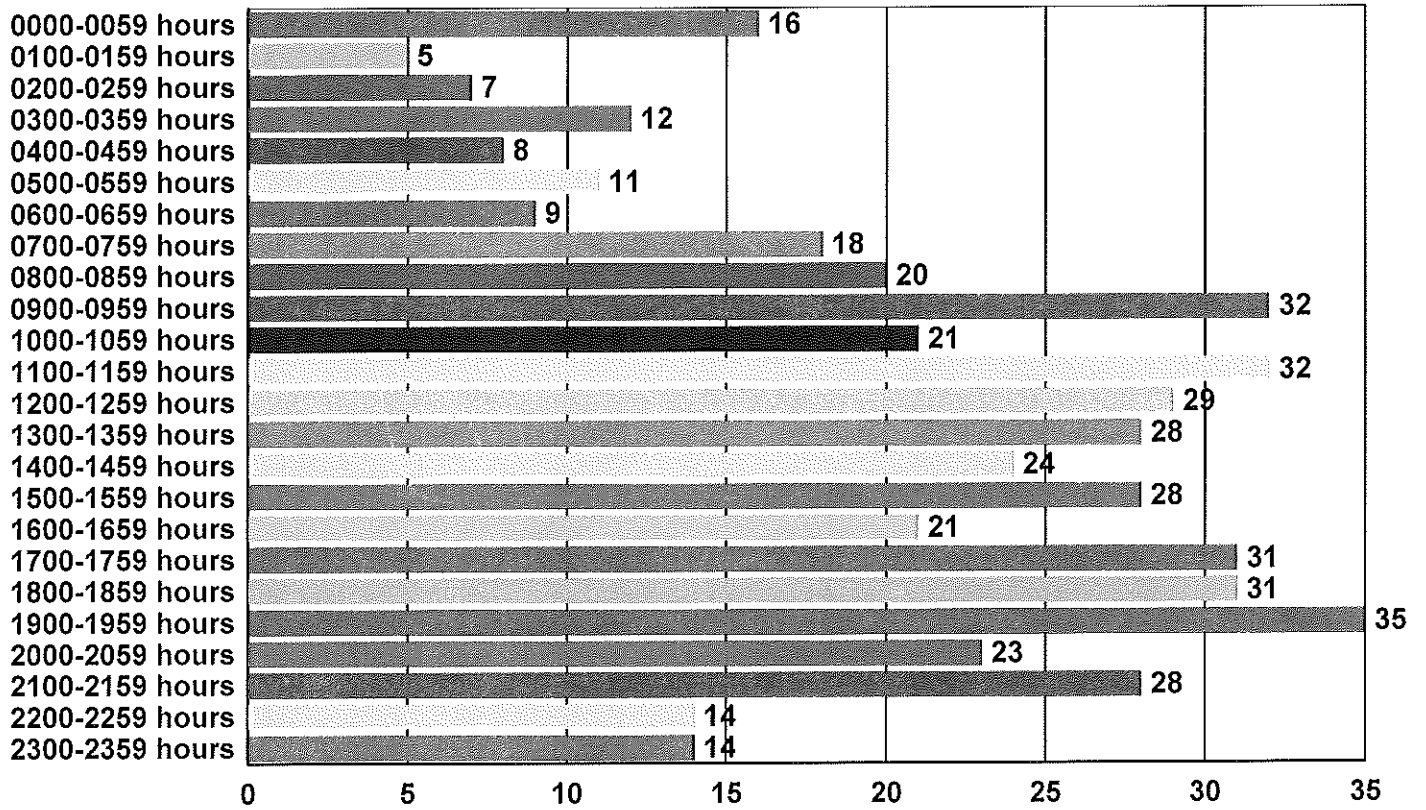
Incidents, by Agency



Incidents, by day



Incidents, by hour



Most Commonly Dispatched Nature Codes

