



## JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

### REGULAR MEETINGS MINUTES OCTOBER 27, 2015

Chairman Kelley called the meeting of the Jefferson County Emergency Services Agency to order at 7:00 p.m., Tuesday, October 27, 2015, in the Jefferson County Emergency Services Agency Building, 419 Sixteenth Avenue, Ranson, WV.

#### Board Members

Attendance	Present	Absent	Attendance	Present	Absent
D. Carter	X		J. Robertson, MD	X	
C. Conroy	X		J. Wysong	X	
P. Kelley	X		Pres. JCFRA Pres.		X
J. Tabb	X		S. Sowers	X	

#### Also in attendance:

Elizabeth "Libby" Nester	Recorder	M. DeMeritt	SFD
Denise S. Pouget	Director/JCESA	Ramona Wesling	Citizen
Bob Baker	Finance Support	Aaron Watson	Independent Fire Co.
Randy Whittington	BFD	Tamara Trafford	JCESA
M. Mood	MFC	Monte Conner	JCESA
E. Cogle	BRMFC	Edward Hannon	JCESA

#### Approval of Minutes:

09/15/2015 Regular Meeting

Motion by J. Tabb, 2<sup>nd</sup> by C. Conroy to approve meeting minutes of September 15, 2015.

VOTE: Passed Unanimously

#### TREASURER'S REPORT

The Treasurer's Report will be present in the Director's Report.

#### UNFINISHED BUSINESS

##### *Replacement of Business Manager & Review*

Two candidates will be interview next Wednesday.

#### DEATH IN THE FIELD

The attorney, Nathan Cochran, spoke. He is making progress. Legislation is being prepared. He would like to present at a future meeting.

#### RECORDS MANAGEMENT

Director Puget would like to present this item at the end of the meeting.

## **UPDATE ON RESPONSE DATA**

Director Puget would like to present this item at the end of the meeting.

## **EMAIL NOTIFICATION SYSTEM**

Lt. Trafford and John Mills are working on this. It is nearing completion.

## **JCESA GENERAL FUND POSITIONS vs. AMBULANCE FEE POSITIONS**

Director Puget will report at end of meeting.

## **DISCUSSION OF DIRECTOR AND DEPUTY DIRECTORS LEAVE & BENEFITS**

Attorney Nathan Cochran will present back at a future meeting.

Attorney Nathan Cochran presented the JCESA BYLAWS draft of October 2015. Copies were given out to the Board. Bylaws may be ready to be on the agenda for the next meeting

## **CHAIRMAN'S REPORT**

### **Revised Board Member List**

A revised list of Board Members have been compiled and will be distributed.

### **Review of County Fire Company Funds Distribution Processes**

Clarification on process for funds distribution is being researched.

### **Update on Response Data**

This will be presented in Director's report.

### **Review of Grant Program**

Deputy Director, Ed Hannon, spoke regarding the Life Pack 15 units that have been acquired through a Grant. One of the fire companies, Shepherdstown Fire Department, obtained these through a grant for all 8 companies.

### **President JCFRA**

President absent.

## **DIRECTOR'S REPORT**

### **Budget Overview and final recommendations to the Board for approval current fiscal year:**

#### **Director D. Puget and Bob Baker**

Director Pouget spoke regarding the budget. She introduced Bob Baker, Finance Officer.

Bob Baker presented the JCESA 2016 Budget Overview.

The Board is requesting the Budget for 2016 be presented by January 2016. This data will allow the budget to be approved in March 2016.

## **Update on Annual Audit Process**

Bob Baker will present this update at the next meeting.

## **Expanding to Fire Coverage**

JCESA is preparing to be able to have staff coverage of fire calls in addition to EMS calls in the stations. Training, PPE and Workers' Compensation coverage was discussed.

## **CAD DATA PROGRESS: DIRECTOR PUGET & BOB BAKER**

Director Puget reported on progress. C. Cross, Jefferson County Communications, has been feeding JCESA with data to analysis. Volunteer companies will be commenting on the reports.

## **IMPACT FEE FUNDS WERE APPLIED TO JCESA MORTGAGE: DIRECTOR PUGET**

Impact Fees has been applied to the JCESA Mortgage accounts.

## **ESTABLISHMENT OF WORK GROUPS: DIRECTOR PUGET**

Volunteer Fire Companies participated in work groups regarding the following items.

### **a. Policy Review for JCESA Employees**

Employees participated in this workgroup, along with the Volunteer Fire Companies. Policies are being reviewed.

### **b. Staffing Plan**

Director Puget spoke regarding staffing plan.

Motion by C. Conroy second by P. Kelley to fund backfill by 100 percent by November 8, which is first full pay period.

VOTE: Approved by all.

## **Safety and Health**

Director Puget reported on safety and health. Physicals have been scheduled for employees.

### **c. Community Engagement**

Programs such as Paramedicine Program where a provider goes out in the community to check on those needing assistance has been establish. The provider then refers the need to the appropriate agency. Also, blood pressure clinics have been set up in some stations.

### **d. Training and Certification**

Director Puget spoke regarding training and certification. Lt. Burner is working on training.

#### **• Web Site and Community Email addresses for Board members, Volunteer Leadership and JCESA Staff; still awaiting County implementation**

Director Puget reported that we are still awaiting County implementation.

#### **• Update on Life Pack Grant training and distribution: Deputy Director Ed Hannon**

Deputy Director, Ed Hannon, spoke regarding the Life Pack 15 units that have been acquired through a Grant. One of the fire companies, Shepherdstown Fire Department, obtained these through a grant for all 8 companies.

## **NO SHAVE NOVEMBER**

Deputy Director reported that the Sheriff's Office invited JCESA to participate in a fundraising event. Participation in this event is completely voluntary by employees. The proceeds will go to a nonprofit Children's program in Jefferson County.

## **BOARD MEMBER REQUESTS**

Motion by C. Conroy to establish an oversight work group regarding transition from EMS to EMS Fire. This work group will include the volunteer leadership.

A group consisting of J. Wysong, C. Conroy, and Workgroup consisting of volunteer leadership was appointed by Chairman Kelley.

VOTE: Approved by all.

## **COMMITTEE REPORTS**

NONE

### **Employee Liaison**

Lt. Trafford reported that website is nearly complete.

Follow JCESA on Twitter and Facebook.

Employees are out in stations working with the volunteers. Some have helped with Gun Bashes and Applebutter. One company is offering blood pressure clinics. JCESA is working with Blue Ridge Community College on precepting students.

E. Hannon will be in Fairmont at an event. Presentation materials were displayed at this meeting.

Life Pack 15 was obtained under a grant for all 8 companies. Shepherdstown Fire Department obtained the grant.

RSI program is used in this county. Our folks are coming in on their time to participate in this program.

Employees are contributing to updating the policy manual. A recognition and awards policy is being reviewed for addition.

Paramedicine Program – there are a lot of calls that are repeat callers. We have our first “customer” in one station's area. A provider is visiting the person to let them know they are carried about and checked on. We are working hard on referring needs to the appropriate agencies.

### **Public Comment**

Public Comment was made by M. DeMeritt and M. Conner.

### **Board Member Comments**

J. Tabb reported she was excited to be at Officers Promotion Ceremony.

P. Kelley heard positive feedback regarding promotions.

C. Conroy explained his comment in previous discussion. He also commented regarding Ambulance Billing.

### **Adjournment**

Motion by J. Wysong second C. Conroy to adjourn by at 2046.

VOTE: Passed Unanimously

Minutes respectfully submitted by  
Libby Nester, Recorder

Approved: \_\_\_\_\_