

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FIRST QUARTERLY SESSION - JANUARY-MARCH 2022**  
**THURSDAY, MARCH 3, 2022**  
**9:30 A.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

*This meeting will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

*The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) no later than 9:00 a.m. prior to the meeting to be added to the list. There is no registration needed for public comment.*

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- BORE - February 15<sup>th</sup> and 17<sup>th</sup>, 2022
- Regular Meeting - February 17<sup>th</sup>, 2022
- Fitch Presentation - February 17<sup>th</sup>, 2022
- Budget Deliberations - February 18<sup>th</sup>, 2022

**APPROVAL OF REQUISITIONS**

- March 3, 2022

**APPROVAL OF ACCOUNTS PAYABLE**

- February 24, 2022
- March 3, 2022

**APPROVAL OF MANUAL CHECKS**

- February 25, 2022
- March 4, 2022

## ANNOUNCEMENTS

Report if there are changes in the agenda if applicable

**PUBLIC COMMENT**      *\*\*You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.*

## PRESENTATIONS

1.      9:45 a.m.      Nikki Painter, County Clerk's Office  
                         - Poll Worker & Alternate Approval - 2022 Primary
  
2.      9:55 a.m.      Rebecca Hall, Prosecuting Attorney's Office Victim Assistance Program  
                         - Need VOCA Grant Application approval and signature in order to meet Grant application deadline
  
3.      10:00 a.m.      Interviews and Appointments to the Jefferson County Property Safety Enforcement Agency Board - Two 2-year terms for Citizen Representative ending February 8, 2024
  
4.      10:10 a.m.      Russell Burgess, Information Technology  
                         - Jefferson County GigReady Program Participation  
                         - Approval of Information Technology Intern Trevor Vanorsdale for student to meet graduation requirements at Blue Ridge and Community College  
                         - Re Organization of the GIS Department  
                         - Approval of Information Technology Department GIS Job Descriptions:
  - GIS Technician Level 1 through Level 3
  - GIS Programmer Level 1 through Level 3
  - GIS Analyst Level 1 through Level 3
  - GIS Coordinator Level 1 through 3  
                         - New job descriptions with requirements that include Certifications for each position and level  
                         - Approval of Rhonda Greenholtz to GIS Technician/Office Admin Level 2 with Salary increase to \$44,500  
                         - Approval of Jessica Gormont to GIS Coordinator Level 1 with salary increase to \$55,000  
                         - Approval to hire Todd Fagan as Part Time/Temporary Employee, rate of \$25.00 per hour not to exceed 400 hours/year  
                         - Approval to advertise for GIS Analyst Level 1 with Salary of \$50,000  
                         - Reorganization of the department with the above will generate savings of at least \$6,000 per year, possibly more dependent on the number of hours Part Time/Temporary Employee is utilized
  
5.      10:25 a.m.      Richard Thiel, Finance Director  
                         - Review and Approval of FY2022 State Budget Revision 4 for the General County Fund

6. 10:30 a.m. Appointment to the Jefferson County Deputy Sheriff Civil Service Commission
7. 10:40 a.m. Dennis Jarvis, Jefferson County Development Authority  
Sean Feigo, Jefferson County Development Authority  
- Discuss Development Authority Board Members Term Limits
8. 10:50 a.m. Conrad Lucas, Frontier Communications  
- Projects Update
9. 11:20 a.m. Nathan Cochran, Assistant Prosecuting Attorney
  1. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including report by Counsel regarding progress in amending comprehensive plan, and discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6 and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
  2. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
  3. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).

#### OLD BUSINESS

10. Proposed text amendment to the Jefferson County *Envision Jefferson 2035 Comprehensive Plan* (approved 1/14/15) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV Code §8A-3-11, 8A-3-6, and related statutes

#### NEW BUSINESS

11. Legislative Updates
12. Report from liaison to CTUB, discussion of CTUB activity (CH)

#### COUNTY ADMINISTRATOR REPORTS

- Personnel Matters - Maintenance Director position
- Personnel Matters - County Commission Administrative Assistant - Request to advertise
- Personnel Matters - Discuss creating a position - Project Manager for CAD
- Personnel Matters - Discuss creating a position - Public Safety Director
- Discuss reorganization of E-911 and Emergency Management

#### COUNTY COMMISSION REPORTS

----- AFTERNOON SESSION -----

13. 1:30 p.m. Public Hearing  
- Executive Summary EMS Study by Fitch & Associates
14. 2:30 p.m. Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources, and implementation of Fitch recommendations
15. 3:15 p.m. Review Fitch & Associates proposal for Fire Department Study.
16. ADJOURN

**CORRESPONDENCE/INFORMATION**

Correspondence sent to Mayor Trainor and the Charles Town City Council from the City of Ranson and the Jefferson County Commission regarding the Charles Town Utility Board Governance.

Notice of Public Hearing on Thursday, March 17, 2022 at 7:00 pm - Zoning Map Amendment (rezoning).

Notice of Public Hearing on Thursday, March 17, 2022 at 6:45 p.m. - Zoning Map Amendment - (rezoning).

Notice of Intent to Appoint - March 17, 2022:

Jefferson County Farmland Protection Board; Eastern Panhandle Transit Authority  
Jefferson County Planning Commission; Jefferson County Historic Landmarks Commission

Email correspondence received from Richard Zigler regarding solar amendments to Vision 2035.

Public Comment for County Commission meeting February 3, 2022 received from David Tabb.

Public Comment for County Commission meeting February 17, 2022 received from David Tabb.

Public Comment for County Commission work session February 24, 2022 received from David Tabb.

Correspondence received from Kanawha County Commission regarding House Bill 4477 - Public Safety Telecommunications.

Impact Pact Status Report received for January 2022.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public*

FIRST QUARTER TERM: (Board of Review and Equalization)

State of West Virginia, County of Jefferson, to-wit:

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Tuesday, February 15, 2022, beginning at 1:30 p.m.

PRESENT: Caleb Hudson, Commission President  
Steve Stolipher, Vice President  
Clare Ath, Commissioner  
Jane Tabb, Commissioner

STAFF: Angie Banks, Assessor  
June Bowers, Sr. Appraiser  
Nathan Cochran, Assistant Prosecuting Attorney  
Jessica Carroll, Recording Clerk

In re: **2022 Board of Review and Equalization – Application for Assessment Review – Robert Blanck**

President Hudson opened the meeting at 1:30 pm.

A hearing was conducted on an appeal by Robert Blanck on Map 23B, Parcel 9 in the Kabletown District.

- **After sworn testimony and presentation of exhibits, motion by Mr. Stolipher to reduce Mr. Blanck’s appraisal by 20-25,000.00. Motion failed for lack of a second.**
- **After sworn testimony and presentation of exhibits, motion by Ms. Tabb to deny the appeal on Map 23B, Parcel 9 in the Kabletown District. Motion seconded and passed on a vote of 3-1 with Mr. Stolipher opposing.**

**Ms. Bowers then presented the following letters of mutual agreement to be approved:**

1. KFL, LLC – District 10, Map 3, Parcel 27 – appraised value reduced from \$788,000 to \$736,400
2. Lowe Hospitality Group, LLC – District 09, Map 8, Parcel 15.8 – appraised value reduced from \$1,212,000 to \$1,813,200
3. Federal Group Inc – District 09, Map 8, Parcel 10.9 – appraised value reduced from \$9,227,000 to \$8,838,200
  - **Motion by Mr. Stolipher to accept the letters of mutual agreement with KFL, LLC; Lowe Hospitality Group, LLC; and Federal Group Inc as presented by Ms. Bowers. Motion seconded and unanimously approved.**



4. Jefferson Crossing Offices LLC – District 02, Map 8, Parcel 24.11 – appraised value reduced from \$1,940,700 to \$1,853,600

- Motion by Mr. Stolipher to approve the letter of mutual agreement as presented by Ms. Bowers. Motion seconded and unanimously approved.
- **There being no further business, motion by Mr. Hudson to recess as a Board of Review and Equalization and reconvene on Thursday, February 17, 2022 at 1:30 pm in the same capacity. Motion seconded and unanimously approved.**

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CALEB HUDSON, COMMISSION PRESIDENT



FIRST QUARTER TERM: (Board of Review and Equalization)

State of West Virginia, County of Jefferson, to-wit:

At a session of the Jefferson County Commission, sitting as Board of Review and Equalization, continued and held at the Courthouse thereof on Thursday, February 17, 2022, beginning at 1:30 p.m.

PRESENT: Caleb Hudson, Commission President  
Steve Stolipher, Vice President  
Clare Ath, Commissioner  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner

STAFF: Angie Banks, Assessor  
June Bowers, Sr. Appraiser  
Nathan Cochran, Assistant Prosecuting Attorney  
Jessica Carroll, Recording Clerk

**In re: 2022 Board of Review and Equalization**

President Hudson opened the meeting at 1:30 pm.

Ms. Banks and Ms. Bowers informed the Commission there were no hearings scheduled for the afternoon; however, two applicants may be presenting their requests during the Board of Assessment Appeals in October 2022.

- **There being no further business, motion by Ms. Tabb to adjourn sine die as a Board of Review and Equalization for calendar year 2022. Motion seconded and unanimously approved.**

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CALEB HUDSON, COMMISSION PRESIDENT



**SPECIAL SESSION**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar on Thursday, February 17, 2022, beginning at 9:30 o'clock p.m.

**PRESENT:** Caleb Hudson, President  
Steve Stolipher, Vice President  
Clare Ath, Commissioner  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner  
John Nissel, County Administrator  
Sandy McDonald, Interim Co. Admin  
Rick Thiel, Finance Director  
Jessica Carroll, Administrative Assistant

**In re: Fitch & Associates Executive Summary of EMS Study**

The meeting was called to order at 9:32 a.m. by President Hudson.

Todd Sheridan, Senior Associate of Fitch & Associates, then presented the findings of the EMS assessment to provide the Commission and staff with necessary data to establish a policy & direction for the future of EMS in Jefferson County. Mr. Sheridan's presentation also included several different deployment models the Commission may pursue to improve services to citizens while managing associated costs.

It was the consensus of the Commission to leave the record open for two weeks to allow time for written comment. It was also discussed to hold a public hearing on the EMS Study at a date to be determined.

No decisions were made at this meeting.

There being no further business, the meeting adjourned at 10:47 am.

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Caleb Hudson, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



## **Minutes**

### **Jefferson County Commission**

**Thursday, February 17, 2022**

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A meeting of the Jefferson County Commission was held on Thursday, February 17, 2021 during the first quarterly session at 6:00 p.m. The meeting was held via GoToWebinar and in-person. Present were Caleb Hudson, President, Steve Stolipher, Vice President, and Commissioners Clare Ath, Tricia Jackson, and Jane Tabb. Also present were John Nissel, County Administrator, Sandy McDonald, Deputy County Administrator and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, February 17, 2022 meeting is available on the Jefferson County Commission website.)

#### **PLEDGE OF ALLEGIANCE**

Commissioner Hudson led the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

**Motion by Mr. Hudson to approve the Special Session Minutes from January 5 and January 14, 2022 as presented. Motion seconded and unanimously approved.**

**Motion by Mr. Hudson to approve the February 3, 2022 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.**

**Motion by Mr. Hudson to approve the Board of Review & Equalization Minutes for February 1, 3, 8, and 10, 2022 as presented. Motion seconded and unanimously approved.**

**Motion by Mr. Hudson to approve the Budget Presentation Minutes for February 7, 9, and 10, 2022 as presented. Motion seconded and unanimously approved.**

**APPROVAL OF REQUISITIONS**

**Motion by Mr. Hudson to approve the Requisitions for February 17, 2022 in the amount of \$32,500.00. Motion seconded and unanimously approved.**

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK#		VENDOR NAME		AMOUNT
85821		AMERIFLEX		\$ 120.80
85822		BIEDLERS ELEC MOTOR REP		\$ 807.06
85823		CAPITAL ELECTRIC		\$ 765.32
85824		CASTO & HARRIS INC		\$ 720.00
85825		CITY OF CHARLES TOWN		\$ 40.00
85826		FEDEX		\$ 29.45
85827		GUTTMAN OIL CO		\$ 3,763.22
85828		JSCM GROUP		\$ 750.00
85829		MARY K THOMPSON		\$ 237.62
85830		PATRIOT FIRE AND SECURITY LLC		\$ 330.00
85831		POTOMAC EDISON		\$ 2,802.07
85832		R.E. MICHEL CO. LLC		\$ 72.70
85833		RETIREE HEALTH BENEFIT TRUST		\$ 6,721.00
85834		RICE TIRES CO		\$ 1,928.12
85835		SPECIALTY BUSINESS SUPPLIES		\$ 66.75
85836		TEK ADVISORS LLC		\$ 5,113.73
85837		WHOLESALE TIRES INC.		\$ 25.16
85838		WV REGIONAL JAIL & CORRECTION FACILITY AUTH		\$ 65,620.00
85839	AM/O53	AXION		\$ 1,524.91
<b>TOTAL</b>				<b>\$ 91,437.91</b>

**Motion by Mr. Hudson to approve the Accounts Payable for February 10, 2022 in the amount of \$91,437.91. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME		AMOUNT
85841		AT&T		\$ 228.20
85842		BOLAND TRANE SERVICES INC		\$ 1,931.00
85843		BUREAU OF CHILD SUPPORT		\$ 760.05

85844		CITY OF CHARLES TOWN	\$ 96.00
85845		COMPTROLLER OF MARYLAND	\$ 493.76
85846		DARYLL WIMER	\$ 38.15
85847		DAVID WAMPLER	\$ 9.95
85848		DODSON SEPTIC SERVICE LLC	\$ 285.00
85849		EFTPS IRS TAXES	\$ 88,637.68
85850		EMPOWER RETIREMENT	\$ 6,052.80
85851		FEDEX	\$ 87.45
85852		FIDELITY POWER SYSTEMS	\$ 1,425.00
85853		FIFTH THIRD BANK	\$ 83,697.75
85854		FIFTH THIRD BANK	\$ 669.83
85855		GLOBAL SCIENCE & TECHNOLOGY INC.	\$ 200.00
85856		GLOBALSTAR USA	\$ 2,120.20
85857		GUTTMAN OIL CO	\$ 4,124.49
85858		J.C. EHRlich	\$ 761.00
85859		JEFF CO PARKS & RECREATION COMMISSION	\$ 2,500.00
85860		JEFFERSON SECURITY BANK	\$ 4,355.00
85861		KAREN OLDEN	\$ 480.07
85862		MARGARET GAINEY	\$ 2,079.26
85863		MARKL SUPPLY COMPANY	\$ 6,374.47
85864		MILLENium INSURANCE GROUP	\$ 900.00
85865		MORGAN RAIL SERVICE LLC	\$ 26,400.00
85866		NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
85867		POTOMAC EDISON	\$ 27,155.17
85868		RONALD DANTZIC	\$ 40.03
85869		SOFTWARE SYSTEMS INC	\$ 1,185.50
85870		STATE TAX DEPARTMENT	\$ 150.00
85871		THOMAS HANSEN	\$ 146.00
85872		WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 15,655.76
85873		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 43,627.89
85874		WV STATE TAX DEPARTMENT	\$ 32,358.65
85875		XEROX CORPORATION	\$ 3,315.93
85876	GS/004	GENERAL COUNTY FUND-004	\$ 8,504.01
85877	FG/009	SHERIFF OF JEFFERSON CO	\$ 5,981.54
85878	SG/010	JEFFERSON DAY REPORT CENTER	\$ 41,416.00
85879	BS/011	SHERIFF OF JEFFERSON CO	\$ 6,652.14
85880	AM/053	AXION	\$ 1,552.10
TOTAL			\$ 423,281.83

**Motion by Mr. Hudson to approve the Accounts Payable for February 17, 2022 in the amount of \$423,281.83. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

<b>MANUAL CHECKS</b>				
<b>Check#</b>	<b>Fund</b>	<b>VENDOR</b>		<b>Amount</b>
543	CS/2	JEFF CO DEV AUTHORITY		\$ 20,000.00
949	AV/56	FIFTH THIRD BANK		\$ 308.35
950	AV/56	SEGRA		\$ 620.62
1321	IP/249	SHERIFF JEFFERSON CO -SCHOOL		\$ 21.00
1322	IP/249	SHERIFF JEFFERSON CO - LAW		\$ 6,906.74
1323	IP/249	SHERIFF JEFFERSON CO - PARKS		\$ 19,876.88
1324	IP/249	SHERIFF JEFFERSON CO - EMS		\$ 2,101.14
1325	IP/249	SHERIFF JEFFERSON CO - ADMIN		\$ 924.48
924	CW/O59	ST OF WVA		\$ 1,055.00
<b>TOTAL</b>				<b>\$ 51,814.21</b>

**Motion by Mr. Hudson to approve the Manual Checks for February 11, 2022 in the amount of \$51,814.21. Motion seconded and unanimously approved.**

<b>MANUAL CHECKS</b>				
<b>Check#</b>	<b>Fund</b>	<b>VENDOR</b>		<b>Amount</b>
310	DK/O3	SHERIFF OF JEFFERSON CO		\$ 23.30
781	HD/8	SHERIFF OF JEFFERSON CO		\$ 1,643.19
780	HD/8	ATTENTI		\$ 3,315.20
951	AV/56	GLOBAL SCIENCE & TECH		\$ 219.59
952	AV/56	JUSTTECH LLC		\$ 160.48
953	AV/56	WHITESIDE OF ST CLAIRSVILLE INC		\$ 23,712.00
346	FP/57	JEFFERSON CO FARMLAND PROT.		\$ 91,510.24
1760	CO/246	WHITESIDE OF ST CLAIRSVILLE INC		\$ 23,712.00
<b>TOTAL</b>				<b>\$ 144,296.00</b>

**Motion by Mr. Hudson to approve the Manual Checks for February 18, 2022 in the amount of \$144,266.00. Motion seconded and unanimously approved.**

**PAYROLL APPROVAL**

**Motion by Mr. Hudson to approve the Payroll for February 17, 2022 in the amount of \$254,786.46. Motion seconded and unanimously approved.**

**PUBLIC COMMENT**

Public comment was provided by the following: David Tabb

**PRESENTATIONS**

1. Angela Banks, Assessor – requested the approval of the following Exoneration:

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Chris and Vanesa Levine	PP	SD	\$79.66	316722

- **Motion by Mr. Stolipher to approve the Exoneration for Ticket No. 316722 as presented by Ms. Banks. Motion seconded and unanimously approved.**
2. Tom Hansen, Sheriff
    - a. Play Security – it was the consensus of the Commission to request Mr. Lutz provide more information concerning the dates and times of the play rehearsals and performances for the Centennial Observation of the Trial of Bill Blizzard to provide a better idea of the budgetary impact of the bailiffs required for building security during non-working hours.
    - b. Verification Letter
- **Motion by Ms. Tabb to approve the verification of the Sheriff’s Office affiliation and tax exempt status to apply for a community grant from Walmart and authorize the President to sign the letter. Motion seconded and unanimously approved.**
3. Ralph Blasey, Attorney, Peel Properties WVA LLC – requested a time extension on the Tolling of Bonding Agreement expiration for Thorn Hill Subdivision (JCPC File No. 02-17)

- **Motion by Mr. Stolipher to approve the request to extend the tolling of bonding agreement noting the existing condition that the stormwater management system be redesigned to meet the requirements of the current Jefferson County Stormwater Management Ordinance as required and reviews by the County Engineer and that the redesign and resulting plat changes be reviewed and processed administratively by staff; and to extend the expiration date by four (4) years (through February 19, 2026) for the Thorn Hill Subdivision (JCPC File No. 02-17) and that the new/amended agreement be executed and recorded in the office of the County Clerk. Motion seconded and unanimously approved.**

4. Russell Burgess, Director, Jefferson County Information Technology

- a. Jefferson County GigReady Program Participation – it was the consensus of the Commission to continue this discussion during budget deliberations and request Mr. Burgess to contact David Deamer of Region 9 to provide a more specific idea of the dollar amount necessary for the County’s participation in the GigReady program.
  - b. Request approval for new Information Technology Intern
- **Motion by Mr. Stolipher to approve one internship in the Information Technology Department to meet graduation requirements for Blue Ridge Community and Technical College with an approved stipend of \$12.00/hr. for 150 hours, with Mr. Burgess to provide the intern’s name and effective date at the next regularly scheduled County Commission meeting. Motion seconded and unanimously approved.**

5. Steve Allen, Director, Jefferson County Homeland Security and Emergency Management

- a. Approval of the Emergency Management Performance Grant (EMPG) application for calendar year 2019.
- **Motion by Ms. Tabb to approve the 2019 Emergency Management Performance Grant Award document for reimbursement in the amount of \$75,000.00. Motion seconded and unanimously approved.**
- b. Approval to advertise the position of Administrative Assistance/Public Information Officer/Volunteer Coordinator.
- **Motion by Mr. Stolipher to approve the advertisement of the Administrative Assistant/Public Information Officer/Volunteer Coordinator at \$37,750.00. Motion seconded and unanimously approved.**

6. Richard Thiel, Finance Director – requested the approval of FY22 State Budget Revision 3 for the General County Fund and FY22 State Budget Revision 3 for the Coal Severance Fund.
  - **Motion by Ms. Tabb to approve the FY22 State Budget Revision 3 for the General County Fund as presented. Motion seconded and unanimously approved.**
  - **Motion by Ms. Tabb to approve the FY22 State Budget Revision 3 for the Coal Severance Fund as presented. Motion seconded and unanimously approved.**
7. Stephen Brightwell, WV Department of Arts, Culture, and History – requested access to the Jefferson County Courthouse on Saturday, February 26, 2022 to photograph the interior of the building for the WV Department of Arts, Culture, and History annual calendar.
  - **Motion by Mr. Stolipher to approve the request to allow Mr. Brightwell to access and photography the interior of the Jefferson County Courthouse on Saturday, February 26, 2022 pending cooperation with Judge David Hammer and Sheriff Tom Hansen. Motion seconded and unanimously approved.**
8. Nathan Cochran, Assistant Prosecuting Attorney
  - a. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50, and WV Supreme Court No's 21-0727, 21-0728, and 21-0731.
  - b. Consider matters involving or affecting the construction, planning or purchase, sale or lease of property.
  - c. Report by Counsel on opioid case (Jefferson County Commission v. Purdue Pharmaceutical, et al. Use District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170)
  - d. Consider renewal of two intergovernmental agreements between the County Commission, the Sheriff's Department, and the Corporation of Bolivar for collection of taxes and public safety services.
  - e. Discussion of Article 147

- **Motion by Mr. Stolipher to approve the intergovernmental agreements between the County Commission, the Sheriff's Department, and the Corporation of Bolivar for the collection of taxes and public safety services, as presented. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice concerning legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including Jefferson County Civil Action No.'s 2021-C-33 through 37 and Jefferson County Civil Action No.'s 2021-C-46 through 50, and WV Supreme Court No's 21-0727, 21-0728, and 21-0731 and a discussion of Article 147. Motion seconded and unanimously approved.**

*Please note Commissioner Stolipher recused himself from the Executive Session regarding the proposed solar text amendment to the Jefferson County Comprehensive Plan.*

- **Motion by Mr. Hudson to come out of Executive Session and reconvene in Regular Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Jackson to have the President of the Commission draft a letter to the City of Charles Town regarding Article 147. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to request counsel proceed as directed in Executive Session regarding the proposed solar amendment. Motion seconded and unanimously approved.**

## **NEW BUSINESS**

9. Decision – proposed text amendment to the Jefferson County Envision Jefferson 2035 Comprehensive Plan (approved 1/14/2015) to clarify and/or state that solar facilities are a principal permitted use in the rural and residential zoning districts, in accordance with WV Code §8A-3-11, 8A-3-6 and related statutes.
  - It was the consensus of the Commission to postpone discussion of this item until the March 3, 2022 regularly scheduled meeting.
10. Legislative Updates – none provided.

## **COUNTY ADMINISTRATOR REPORTS**

- Newly hired County Administrator, John Nissel, briefly introduced himself and recognized Sandy McDonald, Deputy County Administrator, for a job

well done as Interim County Administrator in the midst of several key staff resignations in late 2021.

11. The Commission adjourned at 8:12 p.m. on a motion by Mr. Hudson. Motion was seconded and unanimously approved.

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Caleb Hudson, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant



## **SPECIAL SESSION**

State of West Virginia, County of Jefferson, to-wit:

At a Special Session of the County Commission of said County and State continued and held virtually via GoToWebinar and in-person at the County Commission meeting room of the Old Charles Town Library, 200 E. Washington Street, Charles Town, West Virginia on Friday, February 18, 2022, beginning at 6:00 o'clock p.m.

**PRESENT:** Caleb Hudson, President  
Steve Stolipher, Vice President  
Clare Ath, Commissioner (virtual)  
Tricia Jackson, Commissioner  
Jane Tabb, Commissioner  
John Nissel, County Administrator  
Sandy McDonald, Interim Co. Admin  
Rick Thiel, Finance Director  
Michelle Gordon, Consultant  
Jessica Carroll, Administrative Assistant

### **In re: FY23 Budget Deliberations – Day 1**

The meeting was called to order at 6:00 p.m. by President Hudson.

Rick Thiel, Finance Director, and Michelle Gordon, consultant for the FY23 budget, provided the Commission and the audience with a recap of the budget requests presented during the previous sessions, including projected revenue and expenditures for FY23. Mr. Thiel and Ms. Gordon also discussed which expenditures might qualify for the use of American Rescue Plan Act monies.

The Commissioners then weighed each request by department and agency, beginning with the constitutionally mandated expenditures, to begin balancing the budget.

It was the consensus of the Commission to resume budget deliberations on Thursday, February 24, 2022 beginning at 6:00pm.

There being no further business, the meeting adjourned at 8:32 pm.

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Caleb Hudson, PRESIDENT

Respectively Submitted:  
Jessica D. Carroll  
Administrative Assistant



# REQUISITIONS TO BE APPROVED

March 3, 2022

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
EMERGENCY COMMUNICATIONS	22033	\$ 5,304.00	Informer Systems	Annual Schedule Express Services
	22035	\$ 8,625.00	Priority Dispatch	ProQA ESP License Renewal, Svc, Support
INFORMATION TECHNOLOGY		\$ 11,182.60	Print-o-Stat	GIS/Engineering Plotter
<b>GRAND TOTAL</b>				



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Nikki Painter**

Department or Organization: **Elections – County Clerk’s Office**

Estimation of amount of time needed for appointment: **10 mins**

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

**Poll Worker & Alternate Approval – 2022 Primary**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N**

If so, how much? **\$**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

**To approve the poll workers and alternates as presented for the 2022 Primary Election**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector **Y/N**      Internet/Wi Fi **Y/N**      Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

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**AGENDA REQUEST FORM**  
**www.jeffersoncountywv.org**



Name: Rebecca Hall

Department or Organization: Prosecuting Attorney's Office Victim Assistance Program

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: March 3, 2022

*If a specific date is needed, please provide reason for specific date: Need VOCA Grant Application approval and signature in order to meet Grant application deadline*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Approval and signature for VOCA Grant Application

Please provide the County Commission with a description of your request or presentation, including any background information: Requesting the County Commission's approval and signature for the VOCA Grant Application which provides funding for the Jefferson County Victim Assistance Program located in the Prosecuting Attorney's Office.

Is this a funding request? No  
If so, how much? \$  
Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):  
Approval and signature for the VOCA Grant Application for Grant Year 2022-2023

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed?      Projector    N      Internet/Wi Fi    N      Telephone for conference call    N

Contact information: Rebecca Hall

Email address: [rhall@jeffersoncountywv.org](mailto:rhall@jeffersoncountywv.org)

Phone Number: 304-725-6550

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

Not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Interviews & Appointments to the Jefferson County Property Safety Enforcement Agency Board – two two-year terms for Citizen Representative ending February 8, 2024**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



## **NOTICE OF INTENT TO APPOINT**

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 3, 2022 or as soon thereafter as the Commission may decide:

**Jefferson County Property Safety Enforcement Agency: Two 2-year citizen representative terms ending February 8, 2024**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 pm the Monday prior to the scheduled appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

## Jessica Carroll

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**From:** Sandra McDonald  
**Sent:** Wednesday, February 2, 2022 1:22 PM  
**To:** Jessica Carroll  
**Subject:** FW: Property Protection Board

**From:** sw25442 <sw25442@aol.com>  
**Sent:** Wednesday, January 26, 2022 10:12 AM  
**To:** Sandra McDonald <Sandy@jeffersoncountywv.org>  
**Subject:** Property Protection Board

Good Morning, Sandy

I would like for the Commissioners to be advised I would like to continue to serve on the Board Of Property Protection. February would start a new term.

This last term I served wasn't active much due to Covid. I look forward to serving the people of Jefferson County.

Thank you and should I need to do anything more for a reinstatement, Please let me know.

Please forward to

Caleb Hudson President of Jefferson County Commisioners.

Thank You

Sharon Wilt

304 582 2201

[Sw25442@aol.com](mailto:Sw25442@aol.com)

Sent from my U.S.Cellular® Smartphone



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Russell Burgess**

Department or Organization: **Information Technology**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): **Jefferson County GigReady Program Participation**

Please provide the County Commission with a description of your request or presentation, including any background information: **Jefferson County previously elected to participate in the State GigReady Program. This participation would include technical review across the region to identify the most viable projects that may or may not cross county boundaries. This would mean we would commit to a regional project if one was identified. However, each county would only be responsible for their county's match. Jefferson County previously elected to provide a match of up to 25% if a project was selected. Then the county could review the cost estimate and determine if they would like to proceed. The technical assistance portion of the program requires Jefferson County to provide a dollar amount that they would be willing to commit if a project is selected.**

Is this a funding request? Y/N **Yes**

If so, how much? \$ to be determined

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- **Motion to commit \$\_\_\_\_\_ on behalf of Jefferson County for the State GigReady program to obtain technical assistance for identifying projects that may qualify for the program. Any projects identified would be reviewed at a later time to determine the county's involvement.**

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information: **Russell Burgess**

Email address: [RBurgess@jeffersoncountywv.org](mailto:RBurgess@jeffersoncountywv.org)

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION **N/A**

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Russell Burgess**

Department or Organization: **Information Technology**

Estimation of amount of time needed for appointment: **10 minutes**

Date Requested – 1<sup>st</sup> Choice: **March 3, 2020**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- **Approval of Information Technology Intern Trevor Vanorsdale for student to meet graduation requirements at Blue Ridge Technical and Community College**

Please provide the County Commission with a description of your request or presentation, including any background information:

- Trevor Vanorsdale has a GPA of 3.85 and has been on the presidents list for 4 semesters. Seeking an internship to gain hands on experience in the IT field.

Is this a funding request?    Y/N **NO**

If so, how much?            \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to approve Trevor Vanorsdale for the position of IT Intern for 100 hours at \$12 per hour as previously approved by the county commission. Funding to come out of the Information Technology Department budget.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?            Projector    **Y/N**            Internet/Wi Fi    **Y/N**            Telephone for conference call    **Y/N**

Contact information: **Russell Burgess**

Email address: [rburgess@jeffersoncountywv.org](mailto:rburgess@jeffersoncountywv.org)

Phone Number: **304-728-5605**

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

Click here to enter text.

# Trevor Vanorsdale

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Hedgesville, WV 25427 | 304-839-6371 | TrevorVanorsdale@gmail.com

## Career Objective

Seeking a position as an IT Technician intern at Jefferson County Commission where I can gain hands-on experience troubleshooting IT issues, providing technical support, updating and replacing computers, and assisting end-users.

## Education

**ASSOCIATE OF APPLIED SCIENCE, INFORMATION TECHNOLOGY | ANTICIPATED MAY 2022 | BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE, MARTINSBURG, WV**

- GPA: 3.85
- President's List: 4 semesters

## Relevant Coursework

- Computer Ethics
- Info Lit for IT Professionals
- IT Fundamentals
- Operating Systems Fundamentals
- A+ Essentials
- A+ Core 2
- Network Fundamentals
- Network +
- Intro to Linux
- Information Security Fundamentals
- Intro to Programming Logic
- Project Management

## Skills & Abilities

- Windows OS
- MAC OS
- Web Development
- Adobe Illustrator

## Experience

**PROJECT MANAGER | WORKMAN CONTRACTS | MARCH 2021 TO PRESENT**

- Managed a website design project for a local church, showcasing business, community, and spiritual aspects, with completion of project two weeks before due date.
- Created 10 – 15 graphics for use on the website using Adobe Illustrator
- Edited 20 to 25 pictures and videos for accurate and clear images using PhotoScape

## VOLUNTEER WORK

- Installed and configured a new computer and peripherals for personal use in 2021.
- Serve as computer support for four family members, resolving issues with hardware, software, and connectivity.
- Managed inventory for 300+ prosthetics items for Martinsburg VA Medical Center in 2016.



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: **Russell Burgess**

Department or Organization: **Department of Information Technology/GIS**

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- **Re Organization of the GIS Department**
- **Approval of Information Technology Department GIS Job Descriptions:**
  - GIS Technician Level 1 through Level 3
  - GIS Programmer Level 1 through Level 3
  - GIS Analyst Level 1 through Level 3
  - GIS Coordinator Level 1 through Level 3
- **New job descriptions with requirements that include relevant Certifications for each position and level.**
- **Approval of Rhonda Greenholtz to GIS Technician/Office Admin Level 2 with salary increase to \$44,500.**
- **Approval of Jessica Gormont to GIS Coordinator Level 1 with salary increase to \$55,000.**
- **Approval to hire Todd Fagan as Part Time/Temporary Employee, rate of \$25.00 per hour not to exceed 400 hours/year.**
- **Approval to advertise for a GIS Analyst Level 1 with salary of \$50,000.**
- **Re Organization of the department with the above will generate savings of at least \$6,000 per year, possibly more dependent on the number of hours Part Time/Temporary Employee is utilized.**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request?    Y/N NO

If so, how much?                \$

Provide exact financial impact/request: **Generate a savings of at least \$6,000 per year as per above.**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- **Motion to approve the Re Organization of the GIS Department with the following GIS Job Descriptions**
    - GIS Technician Level 1 through Level 3
    - GIS Programmer Level 1 through Level 3
    - GIS Analyst Level 1 through Level 3
    - GIS Coordinator Level 1 through Level 3
- And to approve Rhonda Greenholtz to GIS Technician/Office Admin Level 1 with salary increase to \$44,500.**
- And to approve Jessica Gormont to GIS Coordinator Level 1 with salary increase to \$55,000.**
- And to approve hire Todd Fagan as Part Time/Temporary Employee, rate of \$25.00 per hour not to exceed 400 hours/year.**
- And to approve advertising for a GIS Analyst Level 1 with salary of \$50,000.**

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed?      Projector    Y/N      Internet/Wi Fi    Y/N      Telephone for conference call    Y/N

Contact information: Russell Burgess – Director of Information Technology

Email address: [rburgess@jeffersoncountywv.org](mailto:rburgess@jeffersoncountywv.org)

Phone Number: 304-728-5605

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

# Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Analyst 1	<b>Grade Level:</b>	6
<b>Department</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	IT Director/GIS Coordinator	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** The GIS Analyst's responsibilities are two-fold. The first aspect of the position concentrates on data and programming knowledge. The Analyst must be familiar with database driven information, because the second aspect of the position, data analysis, is derived from this knowledge. The Analyst's duties include a high amount of data conversion, application, and implementation. Another role is transferring data from a database with certain parameters and ultimately preparing reports or making decisions from this created information. The Analyst makes practical sense out of processed data and then applies it to real-world cases. Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other department with their mapping projects and geographic analysis through performance of advanced data maintenance, visualization or analysis. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the IT Director or guidance from GIS Coordinator, the employee plans, prioritizes, and carries out the regular work in accordance standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work.

**Work Environment:** Work is performed in an office environment with some field work required.

# Jefferson County, West Virginia

## Job Description

**Nature and Purpose of Relationships:** Relationships are regular with co-workers, the public, and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning, or coordination of work or resolving problems.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible for 911 physical addressing of structures and geocoding for the county; assigning address ranges to roads and locations as appropriate.
2. Perform moderate level GIS projects and spatial analyses that require commensurate technical knowledge, skills, and experience.
3. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance for same.
4. Assist in maintenance of GIS system and component databases and datasets.
5. Assist County departments with GIS project planning, implementation, and management.
6. Assist GIS Coordinator with the Dept of Engineering, Planning, & Zoning and the municipalities in land development application reviews, with a focus on addressing issues, road name, and subdivision name reviews in accordance with the County Ordinance.
7. Provide seamless, office-wide customer service, training, and technical support to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
8. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, analysis, maintenance, and troubleshooting.
9. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
10. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Perform various other field work as required.

# Jefferson County, West Virginia Job Description

11. Collaborate closely with industry peers and GIS professionals.
12. Keep up to date in new advances in mapping software.
13. Convert analog map products to digital format, and digital data from one form to another using established conversion procedures.
14. Develop and perform analysis algorithms relating to graphic data sets in the GIS and compile cartographic output from spatial, tabular and graphic data.
15. Perform related tasks as required.

## **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum five to seven (5-7) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred, but not required.

## **Knowledge, Abilities and Skills**

**Knowledge:** Knowledge of geographic concepts, spatial analysis, database management, and above average IT knowledge. Higher education in Geographic and/or Computer Sciences.

**Abilities:** Ability to communicate effectively, manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

## **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

## Jefferson County, West Virginia Job Description

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, maps, and reports for understanding; employee is required to distinguish colors.

# Jefferson County, West Virginia

## Job Description

<b>Position Title:</b>	GIS Analyst 2	<b>Grade Level:</b>	6
<b>Department</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	GIS Manager/GIS Coordinator	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** The GIS Analyst's responsibilities are two-fold. The first aspect of the position concentrates on data and programming knowledge. The Analyst must be familiar with database driven information, because the second aspect of the position, data analysis, is derived from this knowledge. The Analyst's duties include a high amount of data conversion, application, and implementation. Another role is transferring data from a database with certain parameters and ultimately preparing reports or making decisions from this created information. The Analyst makes practical sense out of processed data and then applies it to real-world cases. Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other department with their mapping projects and geographic analysis through performance of advanced data maintenance, visualization or analysis. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the IT Director or guidance from GIS Coordinator, the employee plans, prioritizes, and carries out the regular work in accordance standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work.

**Work Environment:** Work is performed in an office environment with some field work required.

# Jefferson County, West Virginia

## Job Description

**Nature and Purpose of Relationships:** Relationships are regular with co-workers, the public, and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning, or coordination of work or resolving problems.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible for 911 physical addressing of structures and geocoding for the county; assigning address ranges to roads and locations as appropriate.
2. Perform moderate level GIS projects and spatial analyses that require commensurate technical knowledge, skills, and experience.
3. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance for same.
4. Assist in maintenance of GIS system and component databases and datasets.
5. Assist County departments with GIS project planning, implementation, and management.
6. Assist GIS Coordinator with the Dept of Engineering, Planning, & Zoning and the municipalities in land development application reviews, with a focus on addressing issues, road name, and subdivision name reviews in accordance with the County Ordinance.
7. Provide seamless, office-wide customer service, training, and technical support to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
8. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, integration application development, analysis, maintenance, and troubleshooting.
9. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
10. Assist GIS Coordinator to create, maintain, and manage public content for online applications such as department website and internet maps.

# Jefferson County, West Virginia Job Description

11. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Perform various other field work as required.
12. Make oral and written presentations at meetings, conferences, workshops, and public sessions and represent the County with other government agencies.
13. Collaborate closely with industry peers and GIS professionals. Stay current with GIS education and contribution requirements through training and professional publications or presentations.
14. Keep up to date in new advances in mapping software.
15. Convert analog map products to digital format, and digital data from one form to another using established conversion procedures.
16. Develop and perform analysis algorithms relating to graphic data sets in the GIS and compile cartographic output from spatial, tabular and graphic data. Create and code new data sets for digitized layers in the GIS.
17. Perform related tasks as required.

## **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum five to seven (5-7) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred.

## **Knowledge, Abilities and Skills**

**Knowledge:** Knowledge of geographic concepts, spatial analysis, database management, and above average IT knowledge. Higher education in Geographic and/or Computer Sciences.

**Abilities:** Ability to communicate effectively, manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

## **Physical and Mental Requirements**

## Jefferson County, West Virginia Job Description

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, maps, and reports for understanding; employee is required to distinguish colors.

# Jefferson County, West Virginia

## Job Description

<b>Position Title:</b>	GIS Analyst 3	<b>Grade Level:</b>	6
<b>Department</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	GIS Manager/GIS Coordinator	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** The GIS Analyst's responsibilities are two-fold. The first aspect of the position concentrates on data and programming knowledge. The Analyst must be familiar with database driven information, because the second aspect of the position, data analysis, is derived from this knowledge. The Analyst's duties include a high amount of data conversion, application, and implementation. Another role is transferring data from a database with certain parameters and ultimately preparing reports or making decisions from this created information. The Analyst makes practical sense out of processed data and then applies it to real-world cases. Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other department with their mapping projects and geographic analysis through performance of advanced data maintenance, visualization or analysis. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the IT Director or guidance from GIS Coordinator, the employee plans, prioritizes, and carries out the regular work in accordance standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work.

**Work Environment:** Work is performed in an office environment with some field work required.

# Jefferson County, West Virginia

## Job Description

**Nature and Purpose of Relationships:** Relationships are regular with co-workers, the public, and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning, or coordination of work or resolving problems.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Responsible for 911 physical addressing of structures and geocoding for the county; assigning address ranges to roads and locations as appropriate.
2. Perform moderate level GIS projects and spatial analyses that require commensurate technical knowledge, skills, and experience
3. Expected to obtain, organize, and complete projects independently, in addition to completing projects provided by GIS Coordinator.
4. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance for same.
5. Assist in maintenance of GIS system and component databases and datasets.
6. Apply forward thinking and creativity to imagine new projects that will benefit County departments; Discuss and Assist County departments with GIS project planning, implementation, and management.
7. Assist GIS Coordinator with the Dept of Engineering, Planning, & Zoning and the municipalities in land development application reviews, with a focus on addressing issues, road name, and subdivision name reviews in accordance with the County Ordinance.
8. Provide seamless, office-wide customer service, training, and technical support to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
9. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, integration application development, analysis, programming, scripting, maintenance, and troubleshooting.

## Jefferson County, West Virginia Job Description

10. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
11. Assist GIS Coordinator to create, maintain, and manage public content for online applications such as department website and internet maps.
12. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Perform various other field work as required.
13. Prepare technical reports and proposals; write user documentation. Make oral and written presentations at meetings, conferences, workshops, and public sessions and represent the County with other government agencies.
14. Collaborate closely with industry peers and GIS professionals. Stay current with GIS education and contribution requirements through training and professional publications or presentations.
15. Keep up to date in new advances in mapping software.
16. Convert analog map products to digital format, and digital data from one form to another using established conversion procedures.
17. Develop and perform analysis algorithms relating to graphic data sets in the GIS and compile cartographic output from spatial, tabular and graphic data. Create and code new data sets for digitized layers in the GIS.
18. Perform related tasks as required.

### **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum five to seven (5-7) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred.

### **Knowledge, Abilities and Skills**

**Knowledge:** Knowledge of geographic concepts, spatial analysis, database management, and above average IT knowledge. Higher education in Geographic and/or Computer Sciences.

**Abilities:** Ability to communicate effectively, manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Advanced technical computer skills, and specific training in GIS software in use at

## Jefferson County, West Virginia Job Description

Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, maps, and reports for understanding; employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Coordinator 1	<b>Grade Level:</b>	7
<b>Department</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	IT Director	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** It is the responsibility of the GIS Coordinator to aid both GIS users and non-users within the County in the development and application of geographical technology. The GIS Coordinator also provides technical support to other agencies, individuals, and governments. The coordinator oversees the data sharing, report and map generation, as well as meeting planning, between departments. Other departments and levels of government are relying on GIS technology in increasing amounts, and it is the responsibility of the coordinator to provide the correct information and assistance. Employee must have an extensive working knowledge of the department's software and capabilities. Employee may be required to supervise and coordinate projects for lower-level GIS/Addressing employees to ensure that projects are completed on time and with expected accuracy. The Coordinator interprets and enforces the County's E911 Addressing Ordinance as needed.

**Supervision Required:** Under general supervision of the IT Director, the employee plans, prioritizes, and carries out the regular work in accordance standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee may be required to guide others in a Team Leader role and coordinates projects among junior staff in order to meet deadlines.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work and planning long-range projects and recommending policies and standards.

**Work Environment:** Work is performed in an office environment with some field work required.

# Jefferson County, West Virginia

## Job Description

**Nature and Purpose of Relationships:** Relationships are regular with co-workers, the public, and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning or coordination of work or resolving problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing, or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Perform higher level GIS projects and spatial analyses that require commensurate technical knowledge, skills, and experience.
2. Maintain GIS system and component databases and datasets. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance to ensure data standards are met.
3. Interpret and enforce the County E911 Addressing Ordinance. Provide direction to junior GIS/Addressing staff in addressing related issues or problems. Answer inquiries from agencies and the public regarding addressing, road name, or 911 questions.
4. Provide sophisticated geospatial analysis techniques, while assisting County departments with GIS project planning, implementation, and management.
5. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, integration application development, analysis, programming, scripting, maintenance, and troubleshooting.
6. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations. Diagnose problems with data structures and files, implement solutions to ensure data quality.
7. Create, maintain, and manage public content for online applications such as department website and internet maps.
8. Provide seamless, office-wide customer service, training, and technical support to all users of the GIS and mapping systems within the County, members of the public, other

# Jefferson County, West Virginia

## Job Description

departments, elected officials and governmental agencies. Assist staff with software operation and network access. Coordinate data problems detection and reporting.

9. Coordinate with and assist the Dept of Engineering, Planning, & Zoning and the municipalities in land development application reviews, with a focus on addressing issues, road name, and subdivision name reviews in accordance with the County Ordinance.
10. Collaborate with other county departments and outside agencies; coordinate GIS activities between different groups as required to complete projects.
11. Coordinate with and assist Emergency Communications Center with monthly CAD updates and troubleshooting. Supervise administration to the management of 911 address assignments to the entire county.
12. Prepare technical reports and proposals; write user documentation. Make oral and written presentations at meetings, conferences, workshops, and public sessions and represent the County with other government agencies.
13. Collaborate closely with other industry peers and GIS professionals. Stay current with GISP education and contribution requirements through training and professional publications or presentations.
14. May be required to supervise and coordinate projects for junior GIS/Addressing staff. Direct work of GIS Analyst and Technician, providing assistance with software and data questions
15. Perform other functions as assigned

### **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum seven to ten (7-10) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred.

### **Certifications**

**At Hire or Earned Within 12 months:** Microsoft Excel Level 1, Microsoft Access Level 1, ESRI GIS Fundamentals Foundation, ESRI ArcGIS Desktop Entry, ESRI ArcGIS Pro Foundation

**Required To Move On To GIS Corrdinator Level 2:** Microsoft Excel Level 2, Microsoft Access Level 2, Microsoft Excel Dashboards, Microsoft Project Level 1, ESRI ArcGIS Desktop Professional, ESRI ArcGIS Pro Professional

# Jefferson County, West Virginia Job Description

## Knowledge, Abilities and Skills

**Knowledge:** Knowledge of geographic concepts, cartographic principles, spatial analysis, database management, information processing methods and techniques, and above average IT knowledge. Thorough knowledge of automated mapping, GIS database design and structure; thorough knowledge of GIS hardware and software components, data communication and network methods and techniques. Higher education in Geographic and/or Computer Sciences.

**Abilities:** Ability to communicate effectively, manage time and projects successfully and efficiently. Ability to train employees in the operation of computer graphics hardware and software; ability to deal tactfully and courteously with the public; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public

**Skills:** Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export, and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

## Physical and Mental Requirements

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, and reports for understanding; employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Coordinator 2	<b>Grade Level:</b>	7
<b>Department</b>	Information Technology	<b>Date:</b>	Jan 2022
<b>Reports to:</b>	IT Director	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** It is the responsibility of the GIS Coordinator to aid both GIS users and non-users within the County in the development and application of geographical technology. The GIS Coordinator also provides technical support to other agencies, individuals, and governments. The coordinator oversees all the data sharing, report and map generation, as well as meeting planning, between departments. Other departments and levels of government are relying on GIS technology in increasing amounts, and it is the responsibility of the coordinator to provide the correct information and assistance. Employee must have an extensive working knowledge of the department's software and capabilities. Employee may be required to supervise and coordinate projects for lower-level GIS/Addressing employees to ensure that projects are completed on time and with expected accuracy. The Coordinator interprets and enforces the County's E911 Addressing Ordinance as needed.

**Supervision Required:** Under general supervision of the IT Director, the employee plans, prioritizes, and carries out the regular work in accordance standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee may be required to guide others in a Team Leader role and coordinates projects among junior staff in order to meet deadlines.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work and planning long-range projects and recommending policies and standards.

**Work Environment:** Work is performed in an office environment with some field work required.

# Jefferson County, West Virginia

## Job Description

**Nature and Purpose of Relationships:** Relationships are regular with co-workers, the public, and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning or coordination of work or resolving problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing, or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Perform higher level GIS projects and spatial analyses that require commensurate technical knowledge, skills, and experience.
2. Maintain GIS system and component databases and datasets. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance to ensure data standards are met.
3. Interpret and enforce the County E911 Addressing Ordinance. Provide direction to junior GIS/Addressing staff in addressing related issues or problems. Answer inquiries from agencies and the public regarding addressing, road name, or 911 questions.
4. Provide sophisticated geospatial analysis techniques, while assisting County departments with GIS project planning, implementation, and management.
5. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, integration application development, analysis, programming, scripting, maintenance, and troubleshooting.
6. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations. Diagnose problems with data structures and files, implement solutions to ensure data quality.
7. Create, maintain, and manage public content for online applications such as department website and internet maps.
8. Provide seamless, office-wide customer service, training, and technical support to all users of the GIS and mapping systems within the County, members of the public, other

## Jefferson County, West Virginia Job Description

departments, elected officials and governmental agencies. Assist staff with software operation and network access. Coordinate data problems detection and reporting.

9. Coordinate with and assist the Dept of Engineering, Planning, & Zoning and the municipalities in land development application reviews, with a focus on addressing issues, road name, and subdivision name reviews in accordance with the County Ordinance.
10. Collaborate with other county departments and outside agencies; coordinate GIS activities between different groups as required to complete projects.
11. Apply forward thinking and creativity to imagine new projects that will benefit County departments; Discuss and Assist County departments with GIS project planning, implementation, and management.
12. Coordinate with and assist Emergency Communications Center with monthly CAD updates and troubleshooting. Supervise administration to the management of 911 address assignments to the entire county.
13. Prepare technical reports and proposals; write user documentation. Make oral and written presentations at meetings, conferences, workshops, and public sessions and represent the County with other government agencies.
14. Collaborate closely with other industry peers and GIS professionals. Stay current with GISP education and contribution requirements through training and professional publications or presentations.
15. May be required to supervise and coordinate projects for junior GIS/Addressing staff. Direct work of GIS Analyst and Technician, providing assistance with software and data questions.
16. Coordinate with outside agencies and other County departments to obtain and supervise interns for specialized GIS-related projects.
17. Perform other functions as assigned

### **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum seven to ten (7-10) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred.

# Jefferson County, West Virginia Job Description

## Certifications

**At Hire or Earned Within 12 months:** Microsoft Excel Level 1, Microsoft Access Level 1, ESRI GIS Fundamentals Foundation, ESRI ArcGIS Desktop Entry, ESRI ArcGIS Pro Foundation, Microsoft Excel Level 2, Microsoft Access Level 2, Microsoft Excel Dashboards, Microsoft Project Level 1, ESRI ArcGIS Desktop Professional, ESRI ArcGIS Pro Professional

**Required To Move On To GIS Coordinator Level 3:** Microsoft Excel Level 3, Microsoft Access Level 3, Microsoft Excel Data Analysis w/ Pivot Tables, Microsoft Project Level 2, GISP (GISCI), Microsoft Data Analyst (preferred)

## Knowledge, Abilities and Skills

**Knowledge:** Knowledge of geographic concepts, cartographic principles, spatial analysis, database management, information processing methods and techniques, and above average IT knowledge. Thorough knowledge of automated mapping, GIS database design and structure; thorough knowledge of GIS hardware and software components, data communication and network methods and techniques. Higher education in Geographic and/or Computer Sciences.

**Abilities:** Ability to communicate effectively, manage time and projects successfully and efficiently. Ability to train employees in the operation of computer graphics hardware and software; ability to deal tactfully and courteously with the public; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public

**Skills:** Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export, and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

## Physical and Mental Requirements

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

## Jefferson County, West Virginia Job Description

**Visual Skills:** Position requires routine reading of documents, and reports for understanding; employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Coordinator 3	<b>Grade Level:</b>	7
<b>Department</b>	Information Technology	<b>Date:</b>	Jan 2022
<b>Reports to:</b>	IT Director	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** It is the responsibility of the GIS Coordinator to aid both GIS users and non-users within the County in the development and application of geographical technology. The GIS Coordinator also provides technical support to other agencies, individuals, and governments. The coordinator oversees all the data sharing, report and map generation, as well as meeting planning, between departments. Other departments and levels of government are relying on GIS technology in increasing amounts, and it is the responsibility of the coordinator to provide the correct information and assistance. Employee must have an extensive working knowledge of the department's software and capabilities. Employee may be required to supervise and coordinate projects for lower-level GIS/Addressing employees to ensure that projects are completed on time and with expected accuracy. The Coordinator interprets and enforces the County's E911 Addressing Ordinance as needed.

**Supervision Required:** Under general supervision of the IT Director, the employee plans, prioritizes, and carries out the regular work in accordance standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decision, and conformance with policy, or other requirements.

**Supervisory Responsibility:** Employee may be required to guide others in a Team Leader role and coordinates projects among junior staff in order to meet deadlines.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized techniques; or determining the methods to accomplish the work and planning long-range projects and recommending policies and standards.

**Work Environment:** Work is performed in an office environment with some field work required.

# Jefferson County, West Virginia

## Job Description

**Nature and Purpose of Relationships:** Relationships are regular with co-workers, the public, and external contacts such as other professionals. Interaction involves interpretation of guidelines and procedures, planning or coordination of work or resolving problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing, or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Perform higher level GIS projects and spatial analyses that require commensurate technical knowledge, skills, and experience.
2. Maintain GIS system and component databases and datasets. Collect, create, update, edit, maintain, analyze, and distribute the county mapping files and metadata documents and provide data to user departments; perform quality assurance to ensure data standards are met.
3. Interpret and enforce the County E911 Addressing Ordinance. Provide direction junior GIS/Addressing staff in addressing related issues or problems. Answer inquiries from agencies and the public regarding addressing, road name, or 911 questions.
4. Provide sophisticated geospatial analysis techniques, while assisting County departments with GIS project planning, implementation, and management.
5. Perform database maintenance for CAD, SQL, Access, GIS, Excel, and other programs used by the department, including but not limited to database design, integration application development, analysis, programming, scripting, maintenance, and troubleshooting.
6. Operate GIS system as required to generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations. Diagnose problems with data structures and files, implement solutions to ensure data quality.
7. Create, maintain, and manage public content for online applications such as department website and internet maps.
8. Provide seamless, office-wide customer service, training, and technical support to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies. Assist staff with software

## Jefferson County, West Virginia Job Description

operation and network access. Assists staff with hardware problems. Coordinates data problems detection and reporting.

9. Coordinate with and assist the Dept of Engineering, Planning, & Zoning and the municipalities in land development application reviews, with a focus on addressing issues, road name, and subdivision name reviews in accordance with the County Ordinance.
10. Collaborate with other county departments and outside agencies; coordinate GIS activities between different groups as required to complete projects.
11. Apply forward thinking and creativity to imagine new projects that will benefit County departments; Discuss and Assist County departments with GIS project planning, implementation, and management.
12. Coordinate with and assist Emergency Communications Center with monthly CAD updates and troubleshooting. Supervise administration to the management of 911 address assignments to the entire county.
13. Prepare technical reports and proposals; write user documentation. Make oral and written presentations at meetings, conferences, workshops, and public sessions and represent the County with other government agencies.
14. Collaborate closely with other industry peers and GIS professionals. Stay current with GISP education and contribution requirements through training and professional publications or presentations.
15. Required to supervise and coordinate projects for junior GIS/Addressing staff. Direct work of GIS Analyst and Technician, providing assistance with software and data questions. May be included in performance reviews of junior GIS/Addressing staff.
16. Coordinate with outside agencies and other County departments to obtain and supervise interns for specialized GIS-related projects.
17. May be asked to supervise Office Administrator, to ensure essential tasks are being completed. May be included in performance review of Office Administrator.
18. Perform other functions as assigned

### **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum seven to ten (7-10) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment. GIS Professional (GISP) certification preferred.

# Jefferson County, West Virginia Job Description

## Certifications

**At Hire or Earned Within 18 months:** Microsoft Excel Level 1, Microsoft Access Level 1, ESRI GIS Fundamentals Foundation, ESRI ArcGIS Desktop Entry, ESRI ArcGIS Pro Foundation, Microsoft Excel Level 2, Microsoft Access Level 2, Microsoft Excel Dashboards, Microsoft Project Level 1, ESRI ArcGIS Desktop Professional, ESRI ArcGIS Pro Professional, Microsoft Excel Level 3, Microsoft Access Level 3, Microsoft Excel Data Analysis w/ Pivot Tables, Microsoft Project Level 2, GISP (GISCI), Microsoft Data Analyst (preferred)

## Knowledge, Abilities and Skills

**Knowledge:** Knowledge of geographic concepts, cartographic principles, spatial analysis, database management, information processing methods and techniques, and above average IT knowledge. Thorough knowledge of automated mapping, GIS database design and structure; thorough knowledge of GIS hardware and software components, data communication and network methods and techniques. Higher education in Geographic and/or Computer Sciences.

**Abilities:** Ability to communicate effectively, manage time and projects successfully and efficiently. Ability to train employees in the operation of computer graphics hardware and software; ability to deal tactfully and courteously with the public; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public

**Skills:** Advanced technical computer skills, and specific training in GIS software in use at Jefferson County (ArcGIS). Strong project management skills are required. Understand, import, export, and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

## Physical and Mental Requirements

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, and reports for understanding;

# Jefferson County, West Virginia Job Description

employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Programmer 1	<b>Grade Level:</b>	6
<b>Department</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	IT Director/ GIS Coordinator	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** The GIS Programmer is a heavily technical position that demands an extensive technical background and a constant need for reeducation. Almost every programmer designs, creates, updates, or manages GIS software applications. A programmer divides one's time between the maintenance of the current software and design of new applications. The programmer may also be called upon to do GIS mapping, develop spatial and non-spatial databases, as well as provide technical support to other GIS professionals. The programmer is expected to know a large number of programming languages and applications. On average, familiarity with C, C++, Java, Python, .NET, Flex, Silverlight is required. The qualified and successful programmer will not only be familiar with these applications, but will be able to use them to run and improve the current GIS system.

**Supervision Required:** Works under the general direction of the IT Director / GIS Coordinator. Employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work. Assignments can include assessing online services and recommending improvements.

**Work Environment:** Work is performed in an office environment.

# Jefferson County, West Virginia

## Job Description

**Nature and Purpose of Relationships:** Relationships are constantly with co-workers and the public. The employee serves as a recognized authority of the organization in matters of information technology and software application development.

**Occupational Risk:** Duties generally do not present occupational risk, with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Designs, develops, deploys, and maintains scripts, tools, and applications using appropriate industry standard software programming languages.
2. Modifies the software as internal procedures are changed and the software is updated. Designs forms, reports, documents and writes user manual. Diagnoses and solves problems as needed or communicates with the software developer to find solutions.
3. Creates models and scripts to optimize efficiency in GIS data manipulation and analysis.
4. Assist in maintenance of GIS system and component databases and datasets.
5. Design, administer, and maintain GIS databases and applications to support county departments and related agencies, including online surveys, mapping applications, and workflow applications.
6. Create data and analysis models to increase efficiency and accuracy of GIS/Addressing Office mapping and reports.
7. Provide seamless customer service to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
8. Perform other duties as assigned.

# Jefferson County, West Virginia Job Description

## **Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree from an accredited college or university in GIS, Geography, Civil Engineering, Cartography, Geography, or Environmental Science, or related field and three to five (3-5) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License thirty days from date of hire. Preferred experiences include: ESRI experience, 3D geo-visualization or photographic simulations, AutoCAD, ArcGIS Server Products, and multimedia development.

## **Knowledge, Abilities and Skill:**

**Knowledge:** Geographical concepts, ArcGIS suite of products (ArcMap, ArcCatalog, ArcToolbox, ArcPro, etc), GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc.

**Abilities:** Manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Cartographic skills and techniques, spatial analysis skills, advanced technical computer skills. Strong communication and project management skills are required. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

## **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, reports, maps, and blueprints for understanding; employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Programmer 2	<b>Grade Level:</b>	6
<b>Department</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	IT Director/ GIS Coordinator	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** The GIS Programmer is a heavily technical position that demands an extensive technical background and a constant need for reeducation. Almost every programmer designs, creates, updates, or manages GIS software applications. A programmer divides one's time between the maintenance of the current software and design of new applications. The programmer may also be called upon to do GIS mapping, provide internet and web based support, develop spatial and non-spatial databases, as well as provide technical support to other GIS professionals. The programmer is expected to know a large number of programming languages and applications. On average, familiarity with C, C++, Java, Python, .NET, Flex, Silverlight is required. The qualified and successful programmer will not only be familiar with these applications, but will be able to use them to run and improve the current GIS system.

**Supervision Required:** Works under the general direction of the IT Director / GIS Coordinator. Employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work. Assignments can include assessing online services and recommending improvements.

IT Department  
GIS Programmer lvl 2  
Jan 2022

# Jefferson County, West Virginia Job Description

**Work Environment:** Work is performed in an office environment.

**Nature and Purpose of Relationships:** Relationships are constantly with co-workers and the public. The employee serves as a recognized authority of the organization in matters of information technology and software application development.

**Occupational Risk:** Duties generally do not present occupational risk, with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Designs, develops, deploys, and maintains scripts, tools, and applications using appropriate industry standard software programming languages.
2. Modifies the software as internal procedures are changed and the software is updated. Designs forms, reports, documents and writes user manual. Diagnoses and solves problems as needed or communicates with the software developer to find solutions. Designs database conversion algorithms for translation routines.
3. Creates models and scripts to optimize efficiency in GIS data manipulation and analysis.
4. Assist in maintenance of GIS system and component databases and datasets.
5. Design, administer, and maintain GIS databases and applications to support county departments and related agencies, including online surveys, mapping applications, and workflow applications.
6. Create data and analysis models to increase efficiency and accuracy of GIS/Addressing Office mapping and reports.
7. Create, maintain, and manage public content for online applications such as department website and internet maps.
8. Provide seamless customer service to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
9. Perform other duties as assigned.

# Jefferson County, West Virginia Job Description

## **Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree from an accredited college or university in GIS, Geography, Civil Engineering, Cartography, Geography, or Environmental Science, or related field and three to five (3-5) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License thirty days from date of hire. Preferred experiences include: ESRI experience, 3D geo-visualization or photographic simulations, AutoCAD, ArcGIS Server Products, and multimedia development.

## **Knowledge, Abilities and Skill:**

**Knowledge:** Geographical concepts, ArcGIS suite of products (ArcMap, ArcCatalog, ArcToolbox, ArcPro, etc), GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc.

**Abilities:** Manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Cartographic skills and techniques, spatial analysis skills, advanced technical computer skills. Strong communication and project management skills are required. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

## **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, reports, maps, and blueprints for understanding; employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Programmer 3	<b>Grade Level:</b>	6
<b>Department</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	IT Director/ GIS Coordinator	<b>FLSA Status</b>	Non Exempt

**Statement of Duties:** The GIS Programmer is a heavily technical position that demands an extensive technical background and a constant need for reeducation. Almost every programmer designs, creates, updates, or manages GIS software applications. A programmer divides one's time between the maintenance of the current software and design of new applications. The programmer may also be called upon to do GIS mapping, provide internet and web based support, develop spatial and non-spatial databases, as well as provide technical support to other GIS professionals. The programmer is expected to know a large number of programming languages and applications. On average, familiarity with C, C++, Java, Python, .NET, Flex, Silverlight is required. The qualified and successful programmer will not only be familiar with these applications, but will be able to use them to run and improve the current GIS system. This level of Programmer is also expected to be able to work independently and seek out new projects, both for the GIS Office and other County Departments.

**Supervision Required:** Works under the general direction of the IT Director / GIS Coordinator. Employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, monetary loss, labor/material loss, jeopardize programs, danger to public health/safety, and legal repercussions.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to

## Jefferson County, West Virginia Job Description

accomplish the work. Assignments can include assessing online services and recommending improvements.

**Work Environment:** Work is performed in an office environment.

**Nature and Purpose of Relationships:** Relationships are constantly with co-workers and the public. The employee serves as a recognized authority of the organization in matters of information technology and software application development.

**Occupational Risk:** Duties generally do not present occupational risk, with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Designs, develops, deploys, and maintains scripts, tools, and applications using appropriate industry standard software programming languages.
2. Modifies the software as internal procedures are changed and the software is updated. Designs forms, reports, documents and writes user manual. Diagnoses and solves problems as needed or communicates with the software developer to find solutions. Designs database conversion algorithms for translation routines.
3. Creates models and scripts to optimize efficiency in GIS data manipulation and analysis.
4. Assist in maintenance of GIS system and component databases and datasets.
5. Design, administer, and maintain GIS databases and applications to support county departments and related agencies, including online surveys, mapping applications, and workflow applications.
6. Create data and analysis models to increase efficiency and accuracy of GIS/Addressing Office mapping and reports.
7. Create, maintain, and manage public content for online applications such as department website and internet maps. Coordinate with other County departments to aid with their online presence.
8. Apply forward thinking and creativity to imagine new projects that will benefit County departments; Discuss and Assist County departments with planning, implementation, and

## Jefferson County, West Virginia Job Description

management of GIS-related applications.

9. Provide seamless customer service to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
10. Perform other duties as assigned.

# Jefferson County, West Virginia Job Description

## **Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree from an accredited college or university in GIS, Geography, Civil Engineering, Cartography, Geography, or Environmental Science, or related field and three to five (3-5) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License thirty days from date of hire. Preferred experiences include: ESRI experience, 3D geo-visualization or photographic simulations, AutoCAD, ArcGIS Server Products, and multimedia development.

## **Knowledge, Abilities and Skill:**

**Knowledge:** Geographical concepts, ArcGIS suite of products (ArcMap, ArcCatalog, ArcToolbox, ArcPro, etc), GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, raster imagery, tables, etc.

**Abilities:** Manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Cartographic skills and techniques, spatial analysis skills, advanced technical computer skills. Strong communication and project management skills are required. Utilize typical Microsoft Office software, such as MS Access, in a Windows environment.

## **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, reports, maps, and blueprints for understanding; employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Technician & Office Administrator 1	<b>Grade Level:</b>	5
<b>Department:</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	GIS Coordinator	<b>FLSA Status:</b>	Non Exempt

**Statement of Duties:** Most of the duties assigned to the GIS Technician (Level 1) are routine, involving heavy amounts of database entry and the eventual generation of maps and tables from this data. The technician does little interpretation after the data has been stored in the database software. Outside the main responsibilities of database entry and mapping, the technician will also complete work relating to: digitizing, math, and GPS collection. Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of basic GIS and Tabular data in the Jefferson County Enterprise GIS.

In addition, employee is also responsible for the administrative duties of the department, including but not limited to, scheduling, purchasing etc. The employee will also handle day-to-day inquiries from the public and staff related to GIS & Addressing issues & policies. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the GIS Coordinator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** Work is performed in an office environment with some field work required.

IT Department  
GIS Technician lvl 1  
Jan 2022

# Jefferson County, West Virginia

## Job Description

**Nature and Purpose of Relationships:** Relationships are occasional with co-workers and the public. Ordinary, professional courtesy or tact may be required to handle basic customer requests.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Collect, input, and edit GIS data for general layers: buildings, driveways, hydrants, etc.
2. Operate GIS system to query data, edit or add basic features, or create records from external digital and analog sources.
3. Review own information to ensure the accuracy of data being entered into the system.
4. Relate or Join non-geographic attribute data to GIS data layers.
5. Perform database maintenance for GIS, Excel, and other programs used by the department.
6. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Performs field locations of new roads and locations of structures as needed.
7. Interpret and explain aerial photographs.
8. Provide seamless customer service to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials and governmental agencies.
9. Interpret and enforce E9-1-1 Addressing Ordinance as duly assigned officer.
10. Coordinates office calendar, staff meetings, and handles communication.
11. Coordinate maintenance of office equipment, and maintain a full stock of office supplies.
12. Perform other duties as assigned.

# Jefferson County, West Virginia Job Description

## **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum one to three (1-3) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment.

## **Certifications**

**At Hire or Earned Within 12 months:** Microsoft Excel Level 1

**Required To Move On To GIS Technician Level 2:** Microsoft Excel Level 2, ESRI GIS Fundamentals Foundation, ESRI ArcGIS Desktop Entry

## **Knowledge, Abilities and Skill**

**Knowledge:** Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, ArcPro, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software in a Windows environment.

**Abilities:** Manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Advanced technical computer skills, specific training in GIS software in use at Jefferson County (ArcGIS) and higher education in Geographic and/or Computer Science.

## **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, maps, and reports for understanding; employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Technician & Office Administrator 2	<b>Grade Level:</b>	5
<b>Department:</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	GIS Coordinator	<b>FLSA Status:</b>	Non Exempt

**Statement of Duties:** Most of the duties assigned to the GIS Technician (Level 2) are routine, involving heavy amounts of database entry and management and the eventual generation of maps and tables from this data. The technician does little interpretation after the data has been stored in the database software. Outside the main responsibilities of database entry and mapping, the technician will also complete work relating to: digitizing, math, GPS collection, and technical writing. Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of most GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other departments with their mapping projects through performance of basic data maintenance and visualization.

In addition, employee is also responsible for the administrative duties of the department, including but not limited to, budget tracking, scheduling, purchasing etc. The employee will also handle day-to-day inquiries from the public and staff related to GIS & Addressing issues & policies. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the GIS Coordinator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

# Jefferson County, West Virginia

## Job Description

**Work Environment:** Work is performed in an office environment with some field work required.

**Nature and Purpose of Relationships:** Relationships are occasional with co-workers and the public. Ordinary, professional courtesy or tact may be required to handle basic customer requests.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Collect, input, and edit GIS data for general layers: buildings, driveways, hydrants, etc.
2. Operate GIS system to query data, edit or add basic features, or create records from external digital and analog sources. Generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
3. Review own information to ensure the accuracy of data being entered into the system.
4. Assist county departments with GIS projects and maps.
5. Relate or Join non-geographic attribute data to GIS data layers.
6. Perform database maintenance for GIS, Excel, and other programs used by the department.
7. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Performs field locations of new roads and locations of structures as needed.
8. Interpret and explain aerial photographs.
9. Provide seamless customer service to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials, and governmental agencies.
10. Interpret and enforce E9-1-1 Addressing Ordinance as duly assigned officer.
11. Maintain GIS Office Policies, Procedures, Guidelines, annual & monthly reports, etc.
12. Create purchase orders, track invoicing, and annual budget.

## **Jefferson County, West Virginia Job Description**

13. Purchase and billing of new street signs; coordination of street sign maintenance and installation.
14. Coordinate office calendar, staff meetings, and handle communication.
15. Coordinate maintenance of office equipment, and maintain a full stock of office supplies.
16. Perform other duties as assigned.

# Jefferson County, West Virginia Job Description

## Recommended Minimum Qualifications:

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum one to three (1-3) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment.

## Knowledge, Abilities and Skill

**Knowledge:** Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, ArcPro, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software in a Windows environment.

**Abilities:** Manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Advanced technical computer skills, specific training in GIS software in use at Jefferson County (ArcGIS) and higher education in Geographic and/or Computer Science.

## Physical and Mental Requirements

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, maps, and reports for understanding; employee is required to distinguish colors.

## Jefferson County, West Virginia Job Description

<b>Position Title:</b>	GIS Technician & Office Administrator 3	<b>Grade Level:</b>	5
<b>Department:</b>	Information Technology	<b>Date:</b>	January 2022
<b>Reports to:</b>	GIS Coordinator	<b>FLSA Status:</b>	Non Exempt

**Statement of Duties:** Most of the duties assigned to the GIS Technician (Level 3) are routine, involving heavy amounts of database entry and management and the eventual generation of maps and tables from this data. The technician does little interpretation after the data has been stored in the database software. Outside the main responsibilities of database management and mapping, the technician will also complete work relating to: digitizing, math, GPS collection, and technical writing. Employee collects, edits, manipulates, transforms, queries, maps, and assures quality of all GIS and Tabular data in the Jefferson County Enterprise GIS. This position also assists other departments with their mapping projects and geographic analysis through performance of basic data maintenance, visualization, or analysis. Technician may also be asked to assist with training Interns, as needed.

In addition, employee is also responsible for the administrative duties of the department, including but not limited to, budget tracking, scheduling, purchasing etc. The employee will also handle day-to-day inquiries from the public and staff related to GIS & Addressing issues & policies. Employee is required to perform all similar or related duties.

**Supervision Required:** Under general supervision of the GIS Coordinator, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

**Supervisory Responsibility:** Employee is not regularly required to supervise others.

**Confidentiality:** Employee has access to confidential information of the department.

**Accountability:** Consequences of errors or poor judgment may include missed deadlines, time loss, and adverse public relations.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

# Jefferson County, West Virginia Job Description

**Work Environment:** Work is performed in an office environment with some field work required.

**Nature and Purpose of Relationships:** Relationships are occasional with co-workers and the public. Ordinary, professional courtesy or tact may be required to handle basic customer requests.

**Occupational Risk:** Duties generally do not present occupational risk to the employee. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting, pushing or carrying heavy equipment or work materials.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Collect, input, and edit GIS data for general layers: buildings, driveways, hydrants, etc.
2. Assist with collection, input, and editing of more nuanced data layers, as needed.
3. Operate GIS system to query data, edit or add features, or create records from external digital and analog sources. Generate reports, documentation, metadata, cartography, visualization, maps, illustrations, diagrams, etc. to assist in department or county operations.
4. Review own and others' information to ensure the accuracy of data being entered into the system.
5. Assist county departments with GIS projects, basic analysis, and maps; with the ability to work independently on simple projects.
6. Relate or Join non-geographic attribute data to GIS data layers.
7. Perform database maintenance for GIS, Excel, and other programs used by the department, including but not limited to database design and integration.
8. Utilize Global Positioning Systems (GPS) to mark important features in the field for location purposes. Performs field locations of new roads and locations of structures as needed.
9. Interpret and explain aerial photographs.
10. Provide seamless customer service to all users of the GIS and mapping systems within the County, members of the public, other departments, elected officials, and governmental agencies.

## **Jefferson County, West Virginia Job Description**

11. Assist with interns as technical advisor, as needed.
12. Review and approve new road names and subdivision names per submitted applications.
13. Interpret and enforce E9-1-1 Addressing Ordinance as duly assigned officer.
14. Maintain GIS Office Policies, Procedures, Guidelines, annual & monthly reports, etc.
15. Create purchase orders, track invoicing, and annual budget.
16. Purchase and billing of new street signs; coordination of street sign maintenance and installation.
17. Coordinate office calendar, staff meetings, and handle communication.
18. Coordinate maintenance of office equipment, and maintain a full stock of office supplies.
19. Perform other duties as assigned.

# Jefferson County, West Virginia Job Description

## **Recommended Minimum Qualifications:**

**Education and Experience:** Preferred to have a Bachelor's degree in GIS, Geography, Information Technology, or related field and minimum one to three (1-3) years of related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Must have a valid West Virginia Operator's License prior to appointment.

## **Knowledge, Abilities and Skill**

**Knowledge:** Understand, import, export and manipulate various digital GIS data formats like Geodatabases, shapefiles, AutoCAD DWG/DXF, ArcPro, raster imagery, tables, etc. Understand relational databases. Utilize typical Microsoft Office software in a Windows environment.

**Abilities:** Manage time and projects successfully and efficiently. Work alone or within a team with minimal supervision.

**Skills:** Advanced technical computer skills, specific training in GIS software in use at Jefferson County (ArcGIS) and higher education in Geographic and/or Computer Science.

## **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy, and computer paper.

**Motor Skills:** Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers, or operating a motor vehicle.

**Visual Skills:** Position requires routine reading of documents, maps, and reports for understanding; employee is required to distinguish colors.

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Richard Thiel, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- Review and Approval of FY2022 State Budget Revision 4 for the General County Fund

Please provide the County Commission with a description of your request or presentation, including any background information:

- Documents attached for budget revision

Is this a funding request? Y/N **No**

If so, how much? \$ **NA**

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

- Motion to accept FY22 State Budget Revision 4 for the General County Fund

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector    **Y/N NO**      Internet/Wi Fi    **Y/N NO**      Telephone for conference call    **Y/N NO**

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



Account

Fund 001 GEN FUND  
 Org 001431 DEV AUTH  
 Object 456708 INKD-FM PT  
 Project

Acct 001 431 GG 456708  
 Acct name IN-KIND RENT-FARMLAND PROT BD  
 Type Expense Status Active  
 Rollup  
 Sub-Rollup  
 MultiYr Fund

Account Notes

4 YEAR COMPARISON CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2022/07	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget	14,160.00	14,090.00	14,020.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	14,160.00	14,090.00	14,020.00	.00
Actual (Memo)	14,160.00	14,090.00	14,019.96	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	.00	.00	.04	.00
Percent used	100.00	100.00	100.00	.00

14,160 / 12 x = 4720

Commission moved Farmland Protection Act on 2/8/22 effective 2/14/22

### General Journal Entry/ Proof

Add

date

tab. to Short Descrip. - type Short Descrip  
Journal Ref - Shorter Desc.

Journal type N

Bud Year Code defaults to 1

Ref: 243 type Short Descrip

tab until Journal Lines open.

Fill in org, obj descrip



**Calculation of Budget Revision for Elizabeth Wheeler(moved from 431 to 401 on 2/14/22)**

Salary	Adders	Hourly Rate	Start 2/14/2022	End 6/30/2022	Days 99	Hours 792
410360 Salary		30.1289			23862	
410400 FICA Tax	0.062				49	
410401 Medicare	0.015				11	
410600 Retirement	0.100				79	
					<b>27433</b>	
410500 Health					3432	
<b>Total</b>					<b>27433</b>	
<b>In-kind Contribution</b>						
456708 Rent					4720	
<b>Total</b>					<b>32153</b>	

Jefferson County Commission  
 State Budget Revision JE#4

**Budget Revision #4 of General Fund FY22**

<u>Description</u>		<u>GL acct</u>	<u>Increase</u>	<u>Decrease</u>
Record adjustment for E. Wheeler re-assigned from 431 to 401 (effective date 2/14/2022), approved by JCC on 2/3/2022				
Salary	JCDA	001431.410300		23,862
	JCC	001401.410300	23,862	
FICA	JCDA	001431.410400		49
	JCC	001401.410400	49	
Medicare	JCDA	001431.410401		11
	JCC	001401.410401	11	
Retirement	JCDA	001431.410600		79
	JCC	001401.411600	79	
Health	JCDA	001431.410500		3,432
	JCC	001401.410500	3,432	
In-kind Rent	JCDA	001431.456708		4,720
	JCC	001401.456708	4,720	
<b>Total</b>			<b>32,153</b>	<b>32,153</b>

RESOLUTION

At a regular session of the Jefferson County Commission, held on the 3rd Day of March 2022, the following Order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) for the County of Jefferson. The following resolution was offered.

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices, the Jefferson County Commission does hereby direct that the budget be revised as shown on **Fiscal Year 2022 budget revision number #4 to the General County Fund**, a copy of which is entered as part of this record.

The adoption of the foregoing Resolution having been moved by

\_\_\_\_\_, and duly seconded by \_\_\_\_\_  
the vote was as follows:

Clare Ath	_____
Jane M. Tabb	_____
Caleb Hudson	_____
Stephen Stolipher	_____
Tricia Jackson	_____

Whereupon, Commissioner **Hudson** declared said Resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said Resolution be, and the same is, hereby adopted as so stated above, and **Caleb Wayne Hudson**, President of the Jefferson County Commission, is authorized to affix his signature to the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

\_\_\_\_\_  
**Caleb Wayne Hudson**, President  
Jefferson County Commission

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
 200 West Main Street  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: lgs@wvsao.gov

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER

FY 2022  
 Fund 1  
 Rev. No. 4  
 Pages \_\_\_\_\_

Jefferson County Commission

GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Rick Thiel**  
 Phone: **304-724-8425**  
 Fax: **304-724-5611**  
 Email: [rthiel@jeffersoncountywv.org](mailto:rthiel@jeffersoncountywv.org)

P.O. Box 250

STREET OR PO BOX

Charles Town

CITY

25414

ZIP CODE

COUNTY

Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)**

COUNTIES-TRANSFERS TO THE GENERAL FUND FROM OTHER FUNDS MUST HAVE PRIOR APPROVAL OF AUDITOR'S OFFICE

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
401	County Commission	1,761,892	32,153		1,794,045
431	Economic Development	421,229		32,153	389,076
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Expenditures**

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Div. Date \_\_\_\_\_

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jessica Carroll

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: February 3, 2022

If a specific date is needed, please provide reason for specific date:

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Interviews & Appointments – Jefferson County Deputy Sheriff Civil Service Commission – one unexpired term ending September 29, 2025

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable





## 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](http://www.jeffersoncountywv.org)

**PRESIDENT**

*Caleb Hudson*

**VICE PRESIDENT**

*Steve Stolpher*

**COMMISSIONER**

*Clare Ath*

**COMMISSIONER**

*Tricia Jackson*

**COMMISSIONER**

*Jane Tabb*

Susan Williams-McAuliffe, President  
Eastern Panhandle Bar Association  
West Virginia State Bar  
2000 Deitrick Boulevard  
Charleston, WV 25311-1231

Dear Ms. Williams-McAuliffe,

It has recently come to the Commission's attention that the Jefferson County Deputy Sheriff Civil Service Commission does not presently have an appointee from the Eastern Panhandle Bar Association. WV § 7-14-3 states, "In the event that any commissioner of the civil service commission ceases to be a member thereof by virtue of death, final removal or other cause, a new commissioner shall be appointed to fill the unexpired term of that commissioners within ten days after said ex-commissioner ceased to be a member of the commission."

Current appointees to the Jefferson County Deputy Sheriff Civil Service Commission claim the Association has not provided an appointee to the commission since 2013. The Jefferson County Commission would like to rectify this issue as quickly as possible, and during their February 3, 2022 regular meeting, unanimous consent was given for staff to contact the Association to request the name of an appointee to the Deputy Sheriff Civil Service Commission.

Please provide us with the information requested by close of business on Thursday, February 24, 2022 for discussion during the March 3, 2022 regularly scheduled County Commission meeting. If the Association fails to provide the Commission with an appointee, the County Commission may act to fill the vacancy as provided in the code.

Please contact me should you have any questions regarding this request.

For the Commission,

Sandra McDonald  
Interim County Administrator

Interim County Administrator  
*Sandy Shusher McDonald*



# WEST VIRGINIA CODE: §7-14-3

## §7-14-3. Civil service commission.

There shall be a civil service commission in each county and the state. Each such civil service commission shall consist of three commissioners, one of whom shall be appointed by the bar association of such county, one of whom shall be appointed by the deputy sheriff's association of such county, and one of whom shall be appointed by the county commission of such county. In the event the bar association or deputy sheriff's association fails to make an appointment within the time prescribed in this section therefor, then such appointment shall be made by the county commission. The persons appointed commissioners shall be qualified voters of the county for which they are appointed, and at least two of the commissioners shall be persons in full sympathy with the purposes of this article. Not more than two of the commissioners, at any one time, shall be members of the same political party. The commissioners in each county shall be appointed as follows: Within sixty days from the effective date of this article, the authorities having the power to appoint members to the civil service commission shall appoint the three commissioners, the first to be appointed by the bar association of the county shall serve for six years from the date of appointment, the second to be appointed by the deputy sheriff's association of the county shall serve for four years from the date of appointment, and the third to be appointed by the county commission of the county shall serve for a term of two years from the date of appointment. All subsequent appointments shall be made for terms of four years. In the event that any commissioner of the civil service commission ceases to be a member thereof by virtue of death, final removal or other cause, a new commissioner shall be appointed to fill the unexpired term of that commissioner within ten days after said ex-commissioner ceased to be a member of the commission. Such appointment shall be made by the authority who appointed the commissioner who is no longer a member of the commission. Each year the three members of the commission shall, together, elect one of their number to act as president of the commission for a term of one year. The county commission may at any time remove a commissioner for good cause, which shall be stated in writing and made a part of the records of the commission. Once the county commission has removed any commissioner, such county commission shall within ten days thereafter file in the office of the clerk of the circuit court of the county a petition setting forth in full the reason for the removal and praying for the confirmation of the circuit court of the action of the county commission in removing the said commissioner. A copy of the petition shall be served upon the commissioner so removed simultaneously with its filing in the office of the clerk of the circuit court and has precedence on the docket of the circuit court and shall be heard by the court as soon as practicable upon the request of the removed commissioner. All rights hereby vested in the circuit court may be exercised by the judge thereof in vacation. In the event that no term of the circuit court is being held at the time of the filing of the petition, and the judge thereof cannot be reached in the county wherein the petition was filed, the petition shall be heard at the next succeeding term of the circuit court, whether regular or special, and the commissioner so removed shall remain removed until a hearing is had upon the

petition of the county commission. The circuit court, or the judge thereof in vacation, shall hear and decide the issues presented by the petition. The county commission or commissioner, as the case may be, against whom the decisions of the circuit court or judge thereof in vacation is rendered has the right to petition the supreme court of appeals for a review of the decision of the circuit court or the judge thereof in vacation as in other civil cases. In the event that the county commission fails to file its petition in the office of the clerk of the circuit court, as hereinbefore provided, within ten days after the removal of the commissioner, such commissioner immediately resumes his position as a member of the civil service commission.

Any resident of the county has the right at any time to file charges against and seek the removal of any member of the civil service commission. The charges shall be filed in the form of a petition in the office of the clerk of the circuit court of the county. A copy of the petition shall be served upon the commissioner sought to be removed. The petition shall be matured for hearing and heard as a civil action by the circuit court of the county for which the commissioner serves as a member of the civil service commission or by the judge thereof in vacation. The party against whom the decision of the circuit court or judge thereof in vacation is rendered has the right to petition the supreme court of appeals for a review of the decision of the circuit court or judge thereof in vacation as in other civil cases.

No commissioner may hold any other office (other than the office of notary public) under the United States, this state or any municipality, county or other political subdivision thereof; nor may any commissioner serve on any political party committee or take any active part in the management of any political campaign.

The Jefferson County Commission proposes to name person(s) to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, February 3, 2022 or as soon thereafter as the Commission may decide:

**Jefferson County Deputy Sheriff's Civil Service Commission** - one unexpired term term ending September 29, 2025.

Per WV § 7-14-3:

*The persons appointed commissioners shall be qualified voters of the county for which they are appointed, and at least two of the commissioners shall be persons in full sympathy with the purposes of this article. Not more than two of the commissioners, at any one time, shall be members of the same political party.*

*No commissioner may hold any other office (other than the office of notary public) under the United States, this state or any municipality, county or other political subdivision thereof; nor may any commissioner serve on any political party committee or take any active part in the management of any political campaign.*

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, by 12:00 pm on the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.



## Jessica Carroll

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**From:** Jean Vezzosi <jvezzosi@gmail.com>  
**Sent:** Friday, January 28, 2022 4:48 PM  
**To:** Jessica Carroll  
**Subject:** Civil Service Commission  
**Attachments:** resume (2).docx

Good afternoon. I was submitting my resume for an open position with the Jefferson County Civil Service Commission. Please see attached. I would also like to share just a little bit of my experience.

I entered law enforcement in 2002 with the United States Capitol Police-USCP. While there I participated in the Civil Disturbance Unit which would deploy for protests and mass arrest events. I was assigned to the Patrol Division which focused on traffic enforcement and emergency responses.

In 2007 I left USCP and was hired with St. Mary's County Sheriff's Office. I was also assigned to Patrol Division and performed secondary duties with Vice/Narcotics and Criminal investigations. I have experience with rules of evidence/chain of custody as well as courtroom experience testifying in cases that ranged from simple traffic to 1st Degree Murder.

I left the Sheriff's Office in 2017 at the rank of Corporal to work security with NTT Global Data Centers Americas.

I remain very interested in local law enforcement and working in my community.

Thank you,  
Jean Vezzosi



**Jean William Vezzosi**  
**475 Shenandoah River Dr.**  
**Harper's Ferry, WV 25425**  
**(301) 904-0089 jvezzosi@gmail.com**

**Career objective:**

Looking to continue to build on my existing security and facility foundation so that I can be a valued part of an organization.

**Critical Facilities Maintenance Coordinator, NTT Global Data Centers Americas**

**44610 Guilford Dr. Ashburn, VA 20147 Present**

- Tracking the completion of preventative maintenance and corrective orders
- Coordinating contractor/vendor work across the Virginia campus
- Corporate Administrator for eMaint CMMS system, provide eMaint training and support
- Work with Reliability engineering to deploy eMaint strategies corporately
- Work with corporate accounts payable to resolve CF Ops invoices and purchase orders
- Order material and spare parts, manage inventory utilizing Oracle iProcurement
- Generate reports and metrics for work orders and maintenance.
- Submit requests for quotes, prepare scopes of work related to maintenance
- Coordinate major maintenance and schedules on UPS, Generator, and critical systems
- Prepare client notifications for major maintenance and work activities
- Other duties as assigned

**Security Lead, RagingWire Data Centers**

**44610 Guilford Dr. Ashburn, VA 20147 2017-2018**

- Lead a team of officers providing security to critical infrastructure and assets
- Utilize AMAG/Symmetry access controls system to establish specific access for all personnel
- Create user profiles and data entry into company IRIS Manager software
- Resolve safety and security issues using company electronic ticketing system
- Utilize CCTV (**DS Control Point, Avigilon**) systems to ensure security of the facilities
- Work with management to create job related policy and guidelines
- Work with contractors/vendors to resolve security related repairs and construction matters
- Audit post order documentation and daily progress reports for accuracy
- Provide manpower coverage where needed

**Corporal, St. Mary's County Sheriff's Office**

**Leonardtown, MD 20636 2007-2017**

- Investigate crimes of violence, burglary, theft, fraud etc.
- Provide incident command and supervisory responsibilities on calls for service
- Investigate cyber security crimes, identity theft etc.
- Serve warrants and criminal summonses
- Secure crime scenes and secure evidence
- Field Training Officer/FTO
- Conduct interviews with suspects, victims, and witnesses
- Agency Drug Recognition Expert/DRE investigating accidents involving death or serious injury

**Private First Class, United States Capitol Police  
Washington, DC 2002-2007**

- Enforce criminal and traffic laws in accordance with agency policy
- Provide physical security to buildings and grounds within jurisdiction
- Investigate crimes of violence, burglary, theft, fraud etc
- Conduct interviews with suspects, victims, and witnesses
- Motorcades, escorts and dignitary protection

**EDUCATION/CERTIFICATIONS:**

- 1988 Chatham Twp High School
- Some college level coursework
- 1992-1993 Lincoln Technical Institute HVAC- Union, NJ
- 2002 Federal Law Enforcement Training Center (FLETC) - Glynco, Ga.
- 2002 United States Capitol Police Academy Cheltenham MD
- 2007 Maryland Comparative Compliance Prince George's County
- 2012 Drug Recognition Expert- Baltimore County Police Dept.
- 2017 AMAG/Symmetry Security Management System, Symmetry Operator
- 2017 Virginia DCJS RE11 Unarmed Security Officer DCJS ID#99-483585
- Continuing education as it relates to relevant software applications

**SKILLS:**

- Familiarity with security systems, alarms, CCTV monitors and security control room operations
- Proficiency with Microsoft Office products, Oracle, SharePoint, Outlook, Matrix, AVANTI-Front Range,
- Type approximately 35 WPM
- CPR/AED certified
- National Crime Information Center/NCIC operator
- National Incident Management System/NIMS Introduction
- Taser X26 certified
- Proficient in various police related weapons
- Demonstrated ability to communicate confidential information with staff and management
- Excellent time management and customer service skills
- Certified in Standard Field Sobriety Tests/ SFSTs
- Covert/undercover surveillance training
- Drug Recognition Expert DRE

**AWARDS/ACCOMPLISHMENTS:**

- Performance Commendation 2012
- Rookie of the Year 2008
- Maryland Retail Association Award 2008
- Maryland House of Delegates Citation 2008
- Various letters of commendation
- Small business owner at ATM Solutions



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Dennis Jarvis, Jefferson County Development Authority**  
**Sean Feigo, Jefferson County Development Authority**

Department or Organization: Jefferson County Development Authority

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**- Discuss Development Authority Board Members Term Limit**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



- **Sean Feigo, President**, Citizen Representative
- **Neil McLaughlin, Vice President**, Citizen Representative
- **Todd Coyle, Treasurer**, City of Charles Town
- Chris Gaidrich, Industry Representative
- Kurk Turney, Labor Representative
- James Gatz, Corporation of Shepherdstown
- Jason Gore, City of Ranson
- Gary Kable, Education Representative
- Darah Kehnemuyi, Citizen Representative
- Greg Mason, Industry Representative
- Steve Stolipher, Jefferson County Commission
- Michelle Sudduth, Business Representative
- Gino Sisco, Town of Bolivar
- Edward Love, Town of Harpers Ferry
- John Custer, Citizen Representative



DEVELOPMENT AUTHORITY

updated  
02/25/22

Michelle Sudduth  
exp - 4/5/2022  
Represents: Business

Greg Mason  
exp - 4/5/2022  
Represents: Industry

Gino Sisco  
3 years 4/5/2022  
Represents: BOLIVAR

John Custer  
3 years 4/5/2022  
Represents: Citizen

Neil McLaughlin  
3 years - 4/5/2022  
Represents: Citizen

Chris Gaidrich  
3 years 4/5/2022  
Represents: Industry

Edward Love  
3 years 4/5/2022  
Represents: HARPERS FERRY

James Gatz  
3 years 4/5/2023  
Represents: SHEPHERDSTOWN

Darah Kehnemuyi  
3 years 4/5/2023  
Represents: Citizen

Jason Gore  
3 years 4/5/2023  
Represents: RANSON

Todd Coyle  
3 years 4/5/2023  
Represents: CHARLES TOWN

Sean Feigo  
exp - 4/5/2024  
Represents: Citizen

Kurk Turney  
3 years 4/5/2024  
Represents: LABOR

Steve Stolipher  
1 year 1/1/2023  
Represents: COUNTY COMMISSION

Gary Kable  
Represents: Jefferson County Board of Education Liaison (voting position)

#### DEVELOPMENT AUTHORITY

Dennis Jarvis, Director, Development Authority  
P.O. Box 237  
Charles Town, WV 25414  
phone: 304-728-3255  
fax: 304- 725-3133

§7-12-3

## WEST VIRGINIA CODE: §7-12-3

### **§7-12-3. Management and control of county authority vested in board; appointment and terms of members; vacancies; removal of members.**

The management and control of a county authority, its property, operations, business and affairs shall be lodged in a board of not fewer than twelve nor more than twenty-one persons who shall be appointed by the county commission and be known as members of the authority. The county commission shall appoint one member to represent the county commission on the board and, for each municipality located within the county, the county commission shall appoint one member to represent the municipality. The city and town council of each municipality located within the county shall submit to the county commission the names of three persons, one of whom the county commission shall appoint to be the municipality's representative on the board. Other members of the board shall be appointed by the county commission and shall include representatives of business, industry and labor. The members of the authority first appointed shall serve respectively for terms of one year, two years and three years, divided equally or as nearly equal as possible between these terms. Thereafter, members shall be appointed for terms of three years each. A member may be reappointed for such additional term or terms as the county commission may deem proper. If a member resigns, is removed or for any other reason his membership terminates during his term of office, a successor shall be appointed by the county commission to fill out the remainder of his term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified. The county commission may at any time remove any member of the board by an order duly entered of record and may appoint a successor member for any member so removed.

Other persons, firms, unincorporated associations, and corporations, who reside, maintain offices, or have economic interests, as the case may be, in the county, shall be eligible to participate in and request the county commission to appoint members to the development authority as the said authority shall by its bylaws provide.



- **Motion by Mr. Compton to postpone action on the TeMA Pilot Agreement until the April 4, 2019 regularly scheduled County Commission meeting.**

5. Interviews and Appointments to the Jefferson County Board of Zoning Appeals

- **Motion by Mr. Compton to appoint Matthew McKinney to the Jefferson County Board of Zoning Appeals for one unexpired term ending January 1, 2021. Motion seconded and unanimously approved.**
- **Motion by Ms. Noland to appoint Leeds Corbin to the Jefferson County Board of Zoning Appeals for one unexpired term ending January 1, 2020. Motion seconded and passes on a vote of 4-1 with Commissioner Compton opposing.**

6. Appointments to the Jefferson County Development Authority

March 21, 2019

- The following individuals were nominated to be the industry representative to the Jefferson County Development Authority: Gary David (Compton), Greg Mason (Noland), and Jennifer King (Lorenzetti). Mr. Davis received two votes (Compton, Tabb), Mr. Mason received two votes (Noland, Hudson) and Ms. King received one vote (Lorenzetti). The Commission voted again to break the tie, and Mr. Mason won the majority vote with three votes (Noland, Hudson, Lorenzetti) to be appointed to the Jefferson County Development Authority for one three-year term ending April 5, 2022.
- The following individuals were nominated to be the business representative to the Jefferson County Development Authority: Michelle Sudduth (Compton), Sean Feigo (Tabb), and Jennifer King (Lorenzetti). Ms. King received one vote (Lorenzetti), Mr. Feigo received one vote (Tabb), and Ms. Sudduth received three votes (Compton, Noland, Hudson) to be appointed to the Jefferson County Development Authority for one three year term ending April 5, 2022.
- The following individuals were nominated to be the citizen representative to the Jefferson County Development Authority: Tim Ross (Lorenzetti) and Sean Feigo (Compton). Mr. Ross received one vote (Lorenzetti) and Mr. Feigo received four votes (Compton, Noland, Tabb, Hudson) to be appointed to the Jefferson County Development Authority for one unexpired term ending April 5, 2021.

6b. Appointments to the Jefferson County Development Authority- City of Charles Town Representative



March 21, 2019

- The following individuals were previously interviewed to serve as the Charles Town representative position for the Jefferson County Development Authority: Michael Brittingham, Michael Tolbert, and Scott Rogers. Mr. Tolbert received the majority vote (Compton, Tabb, Hudson) to be appointed to the Jefferson County Development Authority for one unexpired term ending April 5, 2020.

6c. Interviews and Appointments to the Jefferson County Development Authority – Corporation of Shepherdstown Representative

- The following individuals were interviewed for the Shepherdstown representative position for the Jefferson County Development Authority: James Gatz, Cheryl Pullen, and Dolores Gregory. Mr. Gatz received the majority vote (Compton, Tabb, Hudson) to be appointed to the Jefferson County Development Authority for one unexpired term ending April 5, 2020.

7. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of Jefferson County Civil Action #17-C-282
- Discussion of Renewal of County Cable Franchise Agreement and related issues
- Update on Jefferson County Circuit Court Civil Action #18-P-132
- Discussion of EEOC Charge #533-2018-01557
- Discussion of Jefferson County Circuit Court Civil Action #18-C-171
- Discussion of Jefferson County Circuit Court Civil Action #18-C-201
- Discussion of EEOC Charge #533-2017-00706
- Discussion of the Board of Health septic tank permitting process and procedures
- Discussion of and communication with FEMA regarding potential resolution. U.S. District Court (Northern District) Civil Action #3:18-CV-122
- Discussion of US District Court (Southern District) Civil Action #2:18-CV-1126
- **Motion by Mr. Compton to authorize legal counsel to write a letter to FEMA to resolve a condemnation suit relating to land near the Bloomery Bridge and authorize the President of the Commission to affix her signature to the document. Motion seconded and unanimously approved.**

NEW BUSINESS

8. Request for WVDEP public hearing in Jefferson County, permit #WVR311281: Gas pipeline extension
  - **Motion by Ms. Tabb to authorize staff to send a letter to the WVDEP to reschedule the gas pipeline extension (permit no. WVR311281) and hold the public hearing in Jefferson County. Motion seconded and unanimously approved.**
9. Decision – Amendment to the Impact Fees Procedures Ordinance



AGENDA REQUEST FORM  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Conrad Lucas

Department or Organization: Frontier Communications

Estimation of amount of time needed for appointment: 30 min

Date Requested - 1<sup>st</sup> Choice: March 3<sup>rd</sup>  
If a specific date is needed, please provide reason for specific date:

Date Requested - 2<sup>nd</sup> Choice:

Subject (Wording to be placed on agenda): Projects Update

Please provide the County Commission with a description of your request or presentation, including any background information:

Update on expansion projects in Jefferson County. Note: Some information is proprietary thus we require time during executive session.

Is this a funding request? Y/N  
If so, how much? \$ N/A

Provide exact financial impact/request: N/A

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):

N/A

Attach supporting documents for request, or request may be denied.

If not attached, explain: we will present a presentation during the presentation that we can send to the Commission following the discussion.

Is equipment needed? Projector Y/N Internet/Wi Fi Y/N Telephone for conference call Y/N

We will plan on a virtual meeting for our presentation via Zoom, team or similar software.

Contact information: Conrad Lucas

Email address: [clucas@frontiercommunications.com](mailto:clucas@frontiercommunications.com) Phone Number: 304/962-2567

FOR COMMISSION STAFF USE ONLY - FINANCIAL IMPACT/RECOMMENDATION

not applicable





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

1. Discussion of legal issues regarding proposed solar text amendment including bonding, comprehensive plan, and related matters, including report by Counsel regarding progress in amending comprehensive plan, and discussion of Jefferson County Circuit Court Civil Action No.'s 2021-C-33 through 37 and Jefferson County Circuit Court Civil Action No.'s 2021-C-46 through 50, Jefferson County Circuit Court Civil Action No. CC-19-2022-C-6 and WV Supreme Court No.'s 21-0727, 21-0728, and 21-0731.
2. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
3. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170).

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name:

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*): **Proposed text amendment to the Jefferson County *Envision Jefferson 2035 Comprehensive Plan* (approved 1/14/15) to clarify and/or state that solar facilities are principal permitted uses in the rural and residential zoning districts, in accordance with WV Code§8A-3-11, 8A-3-6, and related statutes.**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

- **Legislative Updates**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

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[Click here to enter text.](#)





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Report from liaison to CTUB, discussion of CTUB activity**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **John Nissel, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

- Personnel Matters - Maintenance Director position
- Personnel Matters - County Commission Administrative Assistant - Request to advertise
- Personnel Matters - Discuss creating a position - Project Manager for CAD
- Personnel Matters - Discuss creating a position - Public Safety Director
- Discuss reorganization of E-911 and Emergency Management

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$ [Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#)

Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Public Hearing - Executive Summary EMS Study by Fitch & Associates**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



February 2022

**Executive Summary  
EMS Study**



**Jefferson County  
Jefferson County, West Virginia**

*Prepared by:*



**FITCH & ASSOCIATES, LLC**  
2901 Williamsburg Terrace #G ■ Platte City ■ Missouri ■ 64079  
816.431.2600 ■ [www.fitchassoc.com](http://www.fitchassoc.com)

**CONSULTANT REPORT**



**Executive Summary  
EMS Study  
Jefferson County, West Virginia**

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APPENDIX A: DATA REPORT

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## EXECUTIVE SUMMARY

Jefferson County, West Virginia contacted Fitch & Associates (*FITCH*) to perform an EMS assessment and seek ways to improve services to citizens, while managing cost more effectively. The primary task for the *FITCH* team was to remotely evaluate the current performance and cost of the current EMS system and evaluate alternative models. The *FITCH* team conducted a series of meetings with the County's leadership team. Through the course of multiple remote meetings, structured and non-structured interviews, and comprehensive data analyses, every effort was made to understand the Agency's unique local conditions, to provide work products for review, and to solicit feedback and direction.

This comprehensive summary report includes an executive summary, a PowerPoint presentation, a quantitative data report, and estimated financials for each model presented. Overall, *FITCH*'s strategy is to provide the county's administration and the elected policy group with sufficient objective data to establish a clear policy and direction for the future of EMS in Jefferson County, WV. Therefore, all alternatives and recommendations are grounded in the data analysis and best practices, insulating the process from potential biases.

## Methodology

The *FITCH* team collected more than five years of Computer-Aided Dispatch (CAD) data spanning from January 1, 2016, to September 30, 2021. We removed duplicate entries and inspected the data file for any anomalies to reconcile with the department prior to data analyses. All reporting periods were based on the calendar year, from January 1 to December 31. As such, we presented all year's volume and response time performance within the associated DATA report. Analyses herein primarily focused on the most recent reporting period of January 1, 2020, to September 2021.

Additional data was gathered relating to the Agency's current staffing levels, resource deployment, EMS assets, fiscal performance, and future Jefferson County, WV proposed planning documents. These elements were analyzed in association with the CAD data to identify alternative service delivery models for EMS services.

## Community Demands for Service

In 2020, there were 6,601 unique requests for service within Jefferson County, WV. This totaled 23,336 distinctive vehicle responses, which averaged 3.5 responding units per unique EMS incident. From dispatch to clear, all units spent a total of 15,873 hours, averaging 43.4 hours per day. Like most communities, requests for emergency medical services (EMS) represent most of the community's demand for services. EMS incidents account for 79.08% of the total demand while fire related incidents account for 17.95%. Mutual Aid request for services to other counties accounted for the remaining 2.97% of the Agency's entire demand load. A two-year and nine-month evaluation period from 2019 to the first nine months of 2021 noted an annual 6.6% volume increase.

Monthly service level demands are consistent except for July where when volumes increase by approximately 1.8 responses per day. Demand was lower during the week from Tuesday to Thursday and Wednesday had the lowest demand. Hourly demands increase from 08:00 to 20:00 when EMS volumes average 1.97 responses per hour and during the hours of 21:00 to 07:00 volumes average 0.5 responses per hour. Of the total EMS responses, 52.1% equated to a transport producing 3,496 total transports during 2020, and for 2021 the annualized estimated transports were projected at 3,801. In 2021, the average dispatch time was 2.1 minutes, the average turnout and travel time was 8.2 minutes, the average response time was 10.4 minutes, and the 90<sup>th</sup> percentile response time was 16.2 minutes. Response time was significantly longer from 00:00 to 06:00 driven by longer turnout and travel times.

In review of the data sets received, we did have missing data fields where times were not documented. A total of 37% of records missed dispatch time, 24% missed enroute time, and 31% missed arrival on scene time. We looked at the response time performance of first arriving units in our response time analysis.

## **Current EMS Deployment Model**

Jefferson County, WV EMS response system currently has seven (7) county Volunteer Fire Departments (VFD) that own their own ambulances and the county government has a its own EMS agency called the Jefferson County Emergency Services Agency (ESA). The ESA service is both a response organization and a fire board, which the County believes is the only one of this type in West Virginia, which was established by special legislation. Currently, the ESA does not own ambulances but, provides the staff that mostly operate the ambulances owned by the VFD. ESA personnel are dual trained in both EMS and Fire emergencies.

When an emergency response occurs, there are a multitude of ways an ambulance becomes fully staffed. Two of the most common ways this occurs is: 1) If an ESA member is staffing the response SUV and a member from either the ESA or volunteer agency is with them, they will respond in the ambulance or 2) ESA personnel will meet on-scene and a member from either the ESA or volunteer agency will bring an ambulance to transport. Upon initiation of the 911 system, the 911 dispatch center will triage the call and then dispatch EMS units. The 911 dispatch center will alert the ESA and any volunteer first-due agency. If the first due agency is unavailable, dispatch will then notify other volunteer agencies to deploy and create a fully staffed ambulance.

As mentioned, the ESA is providing the staff to create a full ambulance and the VFD owns the ambulances. Since the ambulances are owned by the VFD, they are billing for every transport and keeping all the proceeds. In review of the seven (7) VFD IRS 990's that were provided to *FITCH* from the County, in 2020 the proceeds collected for transport services equated to \$1,226,668.

Furthermore, in 2021, the County provided funds to the seven (7) VFD's a total of \$3,698,796 and in the 2022 County budget, the VFD's are slated to receive \$4,137,498. Adding both the 2020 IRS 990's

and the funds provided by the County to the VFD's, this totals \$5,364,166 in total funds being collected by the seven (7) VFD's. No funds go back to the County currently, even though they incur staffing and operating costs. Currently, there are no defined performance standards for either the ESA, VFD, or the dispatch center.

## Historical Performance

Total Response Time consists of three primary components: Dispatch Time (911 call received to agency notified), Turnout Time (agency notified to unit responding), and Travel Time (unit responding to arrival on scene). When considering system design, Travel Time is the primary response time consideration. Measuring at the 90<sup>th</sup> percentile, the Total EMS Response Time (Turnout & Travel Time) performance for EMS calls is 16.2 minutes. The current Travel Time performance for incidents is 15.8-minutes at the 90<sup>th</sup> percentile. In other words, nine out of ten times, the EMS system will provide this level of service or better.

In reviewing the last 365-days, FITCH reviewed the number of times there were concurrent ambulance responses happening in the EMS System. During this period there was a maximum of 5 ambulances deployed at one time. In the Table below FITCH outlines the volume and percent of times when there was one (1) to five (5) ambulances operating on an emergency response.

**Table 1: Concurrent Response in the Past 365-days**

Concurrent Responses	Count for 52 Weeks	Percent of Concurrency	Cummulative Percent of Concurrency
5 Responses	14	0.3%	100%
4 Responses	76	1.8%	99.70%
3 Responses	318	7.4%	97.90%
2 Responses	1082	25.3%	90.5%
1 Responses	2789	65.2%	65.2%
<b>Total</b>	<b>4279</b>	<b>100%</b>	<b>100%</b>
<b>Max Units Used in 365 Days</b>	<b>5</b>		

## Establishing Desired Performance

Currently, there are no performance standards set forth by Jefferson County, WV. To create response times that will better service Jefferson County, FITCH created a community baseline response plan that they should measure overall EMS performance to. These response times are based on the standards from the Commission on Fire Accreditation International (CFAI) and a review of historical risk.

The CFAI is used to guide emergency service agencies on performance measurements and establish a baseline or benchmark for the purpose of evaluating response times. The CFAI provides a range of performance standards providing both a baseline and benchmark performance standards. The standards are determined in two parts: 1) determining the population density and 2) determining the right level of response times for the community.

The components of response that are typically measured are as follows:

- Dispatch time — the time interval from initial call from the requestor until the first dispatch notification for a unit to respond.
- Turnout time — the time interval from when response personnel receive the dispatch notification until there is a staffed ambulance responding.
- Travel Time — the time interval from the staffed ambulance initiates response until it arrives at the scene of the incident.
- Dispatch to First Unit Arrival – is a cumulative time for the time components of Turnout and Travel times. This is the time controlled only by the responding resources and not the Communications Center.
- Hello-to-Hello time — the cumulative time for the components above that represents a call received in the Communication Center until response personnel arrive on scene with the patient. From the caller/patient’s perspective, this is the most important time interval.
- Time-on-Task – the time interval from initial dispatch of a response to the time the unit becomes available for another response. A unit may become available following a transport to the hospital, treat and release on on-scene, canceled, etc.

The EMS System response time begins when they receive a response from the 911 Dispatch Center. Then the “clock begins” for measuring the EMS System response to an Emergency. The clock stops when the unit arrives on scene of an incident or in staging awaiting another public safety official due to an unsafe scene. Figure 1 explains the response time expectations.

**Figure 1. CFAI Response Times Baseline**

**Creating Community Baselines**

For the purposes of definition and the need to establish a common benchmark for purposes of evaluating response time accreditation criteria, the following times should be made available and used in defining base line norms for a candidate agency:

Aggregate (Total) Response time -

A. Alarm handling:	60-second/90% benchmark 90-second/90% baseline
B. Turnout time:	80-second/90% benchmark (Fire & Special Operations response) 60 Seconds/90% benchmark (EMS response) 90-second/90% baseline
C. Travel time:	Based on criteria for the different risk categories and within guidelines provided for service area and/or population density. See chart to follow.
Total response time:	A+B+C

The EMS System should measure the Turnout times and Travel times. Turnout times are based on the baseline performance of 90 seconds, 90% of the time. For travel time, Figure 2 methodology is used.

**Figure 2. Response Times Baseline (continued)**

**Metropolitan** – an incorporated or unincorporated area with a population of over 200,000 people and/or a population density over 3,000 people per square mile.

Metropolitan	1st Unit	2nd Unit	Effective Response Force
<b>Benchmark</b>	4 minutes	8 minutes	8 minutes
<b>Baseline</b>	5:12 minutes	10:24 minutes	10:24 minutes

**Urban** – an incorporated or unincorporated area with a population of over 30,000 people and/or a population density over 2,000 people per square mile.

Urban	1st Unit	2nd Unit	Effective Response Force
<b>Benchmark</b>	4 minutes	8 minutes	8 minutes
<b>Baseline</b>	5:12 minutes	10:24 minutes	10:24 minutes

**Suburban** – an incorporated or unincorporated area with a population of 10,000 to 29,999 and/or any area with a population density of 1,000 to 2,000 people per square mile.

Suburban	1st Unit	2nd Unit	Effective Response Force
<b>Benchmark</b>	4 minutes	8 minutes	10 minutes
<b>Baseline</b>	5:12 minutes	10:24 minutes	13 minutes

**Rural** – an incorporated or unincorporated area with total population less than 10,000 people, or with a population density of less than 1,000 people per square mile.

Rural	1st Unit	2nd Unit	Effective Response Force
<b>Benchmark</b>	10 minutes	14 minutes	14 minutes
<b>Baseline</b>	13 minutes	18:12 minutes	18:12 minutes

**Wilderness** – any rural area not readily accessible by public or private maintained road. Due to the large disparity between communities that protect wilderness areas, recommended travel times are not provided for this level of service.

FITCH reviewed the County’s population density per square mile to determine the expected response time performance based on the CFAI. In reviewing, the County would meet the Rural Zone standards. provides the breakdown.

**Table 2. Populations/Square mileage of the County**

Values	Jefferson County West Virginia
Population	57,146 (2019)
Square Miles	212
Population/Sq. Miles	269.6

The CFAI standards allowed FITCH to work with the County to determine response time expectations. With the County’s population per square mile at 269.6 meeting the Rural designation, the following are the CFAI recommended response times for the ambulance.

- Benchmark: Turnout Time=60 second/90% plus Travel Time 14 minutes/90%
- Baseline: Turnout Time=90 second/90% plus Travel Time 18:12 minutes/90%

#### Consideration #1 - Establishing Desired Performance

In the new Ambulance Service Agreement, the County should develop response times based off the Commission on Fire Accreditation Internationals (CFAI) guide for Fire and EMS.

This study examined four (4) performance models to provide the agency context and perspective for future planning efforts. The modeling examined 10-minute, 15-minute, 20-minute, and 30-minute deployment plans. The current station configuration can only achieve a travel time of 10-minutes to 94.19% of the historical incidents from six stations staffed 24/7. To meet the CFAI recommended Rural response time of 15 minutes, four (4) stations would need to be strategically staffed 24/7 to achieve 92.08% within 15-minutes.

Therefore, it is recommended the County elect to adopt a Total Response Time (Turnout plus Travel time) performance of 15-minutes at the 90% as the<sup>1</sup> performance standard for the EMS System.

#### Consideration #2 – Establishing Desired Performance

The Agency should consider formally establishing a 15-minute at the 90% Total Response Time as their performance standard for the EMS system.

## Deployment Modeling and Options

### *Design components*

Two primary factors influence the design of emergency response systems, the desired travel time performance, and the level of demand for services. Travel time performance is accomplished through the appropriate “distribution” of resources throughout the community. As stated, this study considered distribution models at 10-minute, 15-minute, 20-minute, and 30-minute travel times. Once distribution has been determined, the level of demand is addressed with the appropriate concentration of resources at each point of distribution. Demand is considered both geographically and temporally. Thus, the following system designs were established through a quantitative distribution and concentration of response resources.

A marginal utility analysis was also performed to determine the Agency’s ability to cover the historical demand from their current fixed locations within each specified travel time performance. This helped to identify the number of locations needed to meet the desired level of performance.

Analyses were performed to strategically match staffing with demand. The primary objective is to ensure that the geographical deployment is not negatively impacted by the demand. Demand-vs-staffing charts were produced for each model to ensure that efficient and sustainable schedules with capital and human resource allocations were adequately provided for each presented alternative.

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<sup>1</sup> Baseline performance objective is defined as the minimum service delivery to be delivered.

Personnel staffing levels were evaluated by mathematical formula to determine the essential number of FTE's needed to fill each required seat in the deployment plan. This ensures that enough staffing exists to cover all deployed unit hours for the year. To estimate the average annual leave FITCH used 20% per employee of the scheduled time annually. Therefore, a 20% "Relief Multiplier" was included in all modeling assumptions to show the minimum required personnel needed to deploy each model, while reducing the over reliance on overtime for expected absences. All expenses were estimated based on FITCH's experience in managing EMS Systems and working with Jefferson County, WV to determine vehicle and facilities costing.

Revenue performance analysis and predictions were based on limited information. The predictive information is an estimation based on a 12-month annualization of the information FITCH received. The data analysis and revenue conservative estimates were considered by estimating the average miles per transport, payor level mix, service level mix, and payor mix using the 2022 Medicare and Medicaid Rates. Volumes were determined from the data report. FITCH created a Revenue calculator estimating all points above and independently valuing the annual revenues for transport to be \$1,537,009 or a per transport rate of \$404.48. Using the IRS 990's annual revenues of \$1,226,668 against the estimated volumes of 3,801, gave a current revenue per transport rate of \$322.72. It is FITCHs' understanding that all the VFD's use the same billing company.

Consideration was given to the workload that would be imposed on providers with the various models. Unit Hour Utilization (UHU) is the measurement commonly used to measure a unit's workload. Simply stated, UHU is the amount of time during a unit's deployed shift that it spends on mission, or on calls. The International Association of Fire Fighters (IAFF) has published a 30 percent, or 0.30 Unit Hour Utilization (UHU) threshold for 24-hour units, which aligns with best practice. In other words, the unit would only be committed on calls for approximately 7.2 hours of their 24hr shift. Industry best practice allows for 12-hour units to be worked up to a 0.50 UHU.

#### Consideration #3 – Design Components

Workload thresholds should be established for EMS units in alignment with best practice to ensure system performance, sustainability, and future needs.

#### Consideration #4 – Design Components

Jefferson County should consider managing EMS personnel shift exposure at no more than 24hrs with a workload below 30% Unit Hour Utilization (UHU).

### **EMS Deployment Options**

Three EMS deployment models were developed for the County's consideration (Table 3) in having all EMS resources and personnel operating for the Jefferson County Emergency Services Agency. These alternatives are developed through a comprehensive review of the risk, demand, and performance of the department as well as future growth projections. Furthermore, each alternative was designed in accordance with the following objectives:

- Maintain or improve the current level of ALS performance within the community.

- All employees continue operating in the EMS and Fire capacity
- Develop alternatives that align with the CFAI.
- Stabilize the EMS Transport model with a sustainable approach.
- Provide fiscal sustainability and efficiency.

**Table 3: Summary of All Models**

Response Type	Ambulance Travel Time at 90%	Est. Workload (UHU)	Additional FTEs From Current	Year 1 Est Rev. Per Transport	Year 1	Year 2	Year 3	Year 4	Year 5
<b>NET Taxpayer Change Per Model - With Buying New Assets &amp; Current Revenue Collections</b>									
<b>8 Total Units-6-Geographic Units</b>	10 Min	14%	32	\$ 322.72	(\$1,202,284)	(\$1,284,517)	(\$1,301,247)	(\$1,389,153)	(\$1,480,016)
<b>6 Total Units-4-Geographic Units</b>	15 Min	19%	16	\$ 322.72	\$193,141	\$142,224	\$157,592	\$102,587	\$45,448
<b>4 Total Units-2-Geographic Units</b>	15 Min	28%	0	\$ 322.72	\$1,573,866	\$1,553,965	\$1,601,124	\$1,578,705	\$1,554,966
<b>NET Taxpayer Change Per Model - With Buying Agencies Assets &amp; Improved Revenue Collections</b>									
<b>8 Total Units-6-Geographic Units</b>	10 Min	14%	32	\$ 404.48	(\$607,738)	(\$689,971)	(\$706,702)	(\$794,608)	(\$885,470)
<b>6 Total Units-4-Geographic Units</b>	15 Min	19%	16	\$ 404.48	\$716,287	\$665,370	\$680,738	\$625,733	\$568,594
<b>4 Total Units-2-Geographic Units</b>	15 Min	28%	0	\$ 404.48	\$2,097,012	\$2,077,110	\$2,124,270	\$2,101,850	\$2,078,112

Of the three alternatives produced, two were able to meet the prescribed operational objectives. The 8-total unit model would create the least workload of crews only working 14% of the time at work but would require an additional 32 Full-time equivalents ((FTE) aka Full-time employees) and the initial year one addition cost to the County would range from \$607,738 to \$1,202,284. Due to the additional costs, we considered this model to not meet the prescribed objectives. However, both the 4- and 6- total unit models would meet all the prescribed objectives. The 6-total unit model workload of crews would be 19% of the time at work, but would require 16 more FTE’s, and in year one there would be a savings to the County ranging from \$193,141 to \$716,287. The 4-total unit model workload of crews would be 28% of the time at work, would require no additional FTE’s, and in year one there would be a savings to the County ranging from \$1,573,866 to \$2,097,012. The 4-total unit model would need monitored and if workload increases above 30%, then the County would need to consider investing into a 12-hour peak-of-day unit. All models are presented in detail within the accompanying PowerPoint.

## Financial Analysis

The financial impact of each model was determined with assumptions made from various data points and collaboration with Jefferson County, WV government personnel. Annual increases were estimated for demand at 1%, collection rates at 1%, and CPI at 2.5%. An average revenue value per transport was established at \$322.72 for year 1 as this was the most conservative approach. All required equipment was normalized per item required by its cost per call and multiplied by the system’s volume.

Ambulance vehicle, stretchers, stair chairs, and information technology costs we considered as new for the most conservative approach. All ambulances are assumed as ALS transport units and would also facilitate firefighting capabilities for their personnel. Additionally, a spare ambulance with equipment was provided at a ratio of 1.5 peak-of-day units. All transport units were equipped with Performance-Lift stretchers. For other capital such as cardiac monitors, etc. that are currently in use,

these would transition to the new ambulances at no additional cost. Depreciation was added in accordance with a 5-year replacement schedule that is included and documented within overhead. The subsidy dollars are accounted for within the total revenues allow each model to show estimated overall NET impact to the County’s budget. Fixed facility capital needs were also considered and discussed with Jefferson County government personnel.

Comparisons of the EMS models were constructed separately, showing the 5-year annual average fiscal impact to the County. Revenues were based on the average trip rate provided and would separately include revenues from subsidy. Operating expenses were summarized into direct labor, direct materials, and overhead costs categories. Each specific model financial analysis is provided in Appendix C.

To determine the best-case scenario for cost savings, FITCH reviewed both the initial purchasing of vehicles and the revenue per transport. FITCH assumed the County would purchase all of the fully loaded ambulances from the VFD’s and the cost of these units would be half of purchasing new units. FITCH would recommend an independent review to ensure they are purchasing assets at fair market value. Lastly, FITCH adjusted the revenue per transport to \$404.48, which would increase year one annual revenues by \$310,746.

**Table 4: Cost Summary of All Models**

Response Type	Year 1 Est					
	Rev. Per Transport	Year 1	Year 2	Year 3	Year 4	Year 5
<b>NET Taxpayer Change Per Model - With Buying New Assets &amp; Current Revenue Collections</b>						
8 Total Units-6-Geographic Units	\$ 322.72	(\$1,202,284)	(\$1,284,517)	(\$1,301,247)	(\$1,389,153)	(\$1,480,016)
6 Total Units-4-Geographic Units	\$ 322.72	\$193,141	\$142,224	\$157,592	\$102,587	\$45,448
4 Total Units-2-Geographic Units	\$ 322.72	\$1,573,866	\$1,553,965	\$1,601,124	\$1,578,705	\$1,554,966
<b>NET Taxpayer Change Per Model - With Buying Agencies Assets &amp; Improved Revenue Collections</b>						
8 Total Units-6-Geographic Units	\$ 404.48	(\$607,738)	(\$689,971)	(\$706,702)	(\$794,608)	(\$885,470)
6 Total Units-4-Geographic Units	\$ 404.48	\$716,287	\$665,370	\$680,738	\$625,733	\$568,594
4 Total Units-2-Geographic Units	\$ 404.48	\$2,097,012	\$2,077,110	\$2,124,270	\$2,101,850	\$2,078,112

**Consideration #5 – Jefferson County Government with the ESA operating the EMS System**

The County should consider operating the entire EMS system under Jefferson County Government through the ESA.

**Consideration #6 – Capital Purchasing**

The County should consider purchasing fully loaded ambulances for the VFD’s at fair market value.

## Consideration

### ***Volunteer Fire Department and Future Funding***

It could be assumed that funds from the EMS program were going to support the overall fire mission. Jefferson County should consider evaluating how any EMS model changes would affect the overall fire service and the impacts it will have to support fire services in the future. Once understood, Jefferson County could consider ways to support the Volunteer Fire Departments.

#### **Consideration #7 – Volunteer Fire Department Funding with Potential Changes**

Jefferson County should consider evaluating how any EMS model changes would affect the overall fire service and the impacts it will have to support fire services in the future.

## APPENDIX A – DATA REPORT

**December 2021**

**Jefferson County, WV  
Data Analysis**

*Prepared by:*



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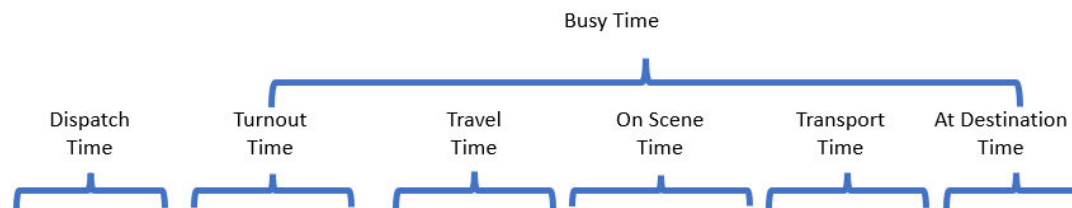
**CONSULTANT REPORT**

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# METHODOLOGY

This report includes data from 2016 through September 30, 2021. Dispatch time in this report was calculated from the call time through the time a unit was dispatched. Turnout time was calculated from the time a unit was dispatched through the time a unit went enroute. Travel time was calculated from unit enroute time through unit arriving on scene time. Response time citizen experienced includes dispatch, turnout, and travel times. On-scene time is the duration from the unit arriving on scene through the unit begin to transport. Transport time was calculated from the time a unit began to transport through the time a unit arrived at hospital. Lastly, at destination time was calculated as the duration from the unit arrived at hospital time through unit in service time. So, the deployed or busy time of a unit can be broken down into five components: turnout time, travel time, on-scene time, transport time and at destination time. Below is a visual example of how each task component is calculated.



CAD Call Number	Nature	Unit	Date/Time Occurred	Dispatch	Enroute	Arrived	To Hospital	At Hospital	In Service
C20-00121	DiabeticEmerg-C	A52	1/1/2020 15:49:30	1/1/2020 15:52:21	1/1/2020 15:56:52	1/1/2020 16:04:14	1/1/2020 16:28:28	1/1/2020 16:43:34	1/1/2020 17:16:37
C20-00104	SickPerson-A	A2	1/1/2020 13:35:13		1/1/2020 13:40:33	1/1/2020 13:46:53	1/1/2020 13:53:31	1/1/2020 14:00:52	1/1/2020 14:17:19
C20-00064	Fall-B	A41	1/1/2020 10:15:17	1/1/2020 10:19:04	1/1/2020 10:20:44	1/1/2020 10:27:17	1/1/2020 10:51:00	1/1/2020 11:01:47	1/1/2020 11:22:41

## EXECUTIVE SUMMARY

In the first nine months of the year, overall demand in 2021 measured by number of calls exceeded the 2019 level by 6.6%.

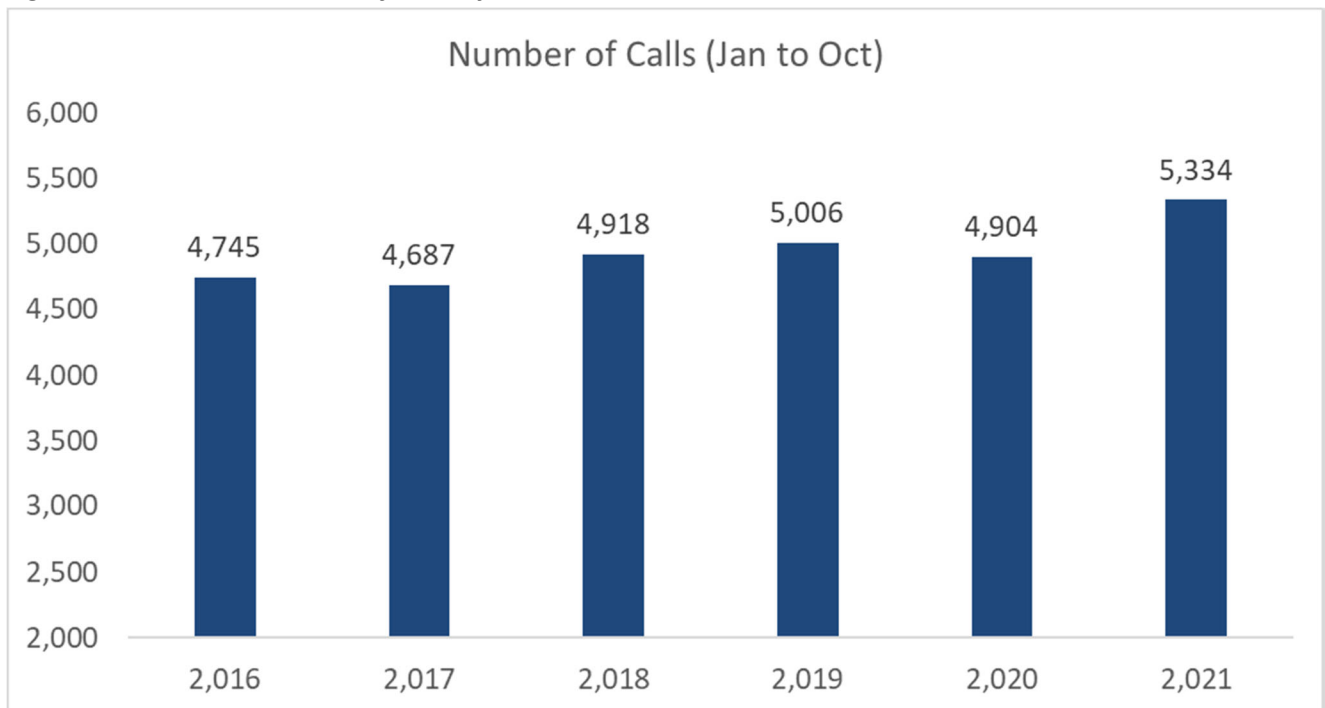
In 2020, a total of 6,601 calls were responded to by study agencies, averaging 18.0 calls per day. Of those, 52% were completed transports. On average, each call had 3.5 responding units. From dispatch to clear, all units spent a total of 23,336 hours, averaging 43 hours per day. Demand was lower during the week from Tuesday to Thursday and Wednesday had the lowest demand. Demand from midnight through 0600 averaged 0.4 per day, which is slightly less than half of the demand for the rest of the day (0.8 per day on average). EMS calls accounted for 79% of the total calls and averaged 14.3 per day. Fire calls averaged 3.2 per day. City code CTU had the most demand, followed by HFU and CT. Together, the top three cities generated 53% of total requests.

The issue of missing data is significant. A total of 37% records missed dispatch time, and 24% missed enroute time, and 31% missed arriving on scene time. We looked at the response time performance of first arriving units in our response time analysis. In 2021, the average dispatch time was 2.1 minutes, the average turnout and travel time was 8.2 minutes, the average response time was 10.4 minutes, and the 90<sup>th</sup> percentile response time was 16.2 minutes. Response time was significant longer from midnight to 0600 driven by longer turnout and travel times.

**Table 1: Overall Stats from 2016 through 2021 September**

Year	Number of Calls	Number of Unit Responses	Total Busy Hours	Average Busy Minutes per Response	Average Responding Units per Call
2016	6,388	25,967	16,752	38.8	4.1
2017	6,280	23,247	15,566	40.2	3.7
2018	6,507	23,259	15,175	39.2	3.6
2019	6,678	23,867	15,722	39.5	3.6
2020	6,601	23,336	15,873	40.8	3.5
2021	5,334	18,516	12,475	40.4	3.5

**Figure 1: Jan to Oct: Number of Calls by Year**



**Table 2: Daily Stats from 2016 through 2021 September**

Year	Number of Calls	Number of Responses	Total Busy Hours	Average Busy Minutes per Response
2016	17.5	70.9	45.8	38.8
2017	17.2	63.7	42.6	40.2
2018	17.8	63.7	41.6	39.2
2019	18.3	65.4	43.1	39.5
2020	18.0	63.8	43.4	40.8
2021	19.5	67.8	45.7	40.4

**Table 3: Transports Only: Overall Stats from 2016 through 2021 September**

Year	Number of Calls	Number of Responses	Total Busy Hours	Average Busy Minutes per Response	Average Responding Units per Call
2016	3,740	15,321	11,373	44.6	4.1
2017	3,556	13,208	10,434	47.4	3.7
2018	3,358	11,642	9,312	48.0	3.5
2019	3,504	12,297	10,056	49.1	3.5
2020	3,436	11,926	10,211	51.4	3.5
2021	2,770	9,317	7,979	51.4	3.4

**Table 4: Transports Only: Daily Stats from 2016 through 2021 September**

Year	Number of Calls	Number of Responses	Total Busy Hours
2016	10.2	41.9	31.1
2017	9.7	36.2	28.6
2018	9.2	31.9	25.5
2019	9.6	33.7	27.6
2020	9.4	32.6	27.9
2021	10.1	34.1	29.2

**Table 5: Average and 90<sup>th</sup> Percentile Response Time Performance by Year**

Average				
Year	Dispatch Time	Turnout & Travel Time	Response Time	Sample Size
2016	3.1	8.2	11.1	3,733
2017	3.0	7.8	10.7	3,795
2018	3.0	7.7	10.7	4,097
2019	3.1	8.0	11.0	4,283
2020	2.1	8.3	10.4	4,652
2021	1.8	8.4	10.1	3,758

90 <sup>th</sup> Percentile				
Priority	Dispatch Time	Turnout & Travel Time	Response Time	Sample Size
2016	4.4	14.7	17.9	3,733
2017	4.4	13.5	16.7	3,795
2018	4.3	13.4	16.5	4,097
2019	4.4	13.6	16.8	4,283
2020	3.4	14.0	16.2	4,652
2021	2.9	14.0	15.8	3,758

**Table 6: 2020: Total Responses by Call Type**

Call Type	Number of Calls	Number of Responses	Total Busy Hours	Average Busy Minutes per Response	Number of Calls per Day	Avg. Unit Responses per Day	Busy Hours per Day
Cardiac and stroke	630	2,480	2,136	51.7	1.7	6.8	5.9
Seizure and unconsciousness	543	1,975	1,416	43.0	1.5	5.4	3.9
Breathing difficulty	555	1800	1468	48.9	1.5	4.9	4.0
Overdose and psychiatric	405	1,294	791	36.7	1.1	3.5	2.2
Fall and injury	1095	3417	2052	36.1	3.0	9.4	5.6
Illness and other	1427	4242	2883	40.8	3.9	11.6	7.9
Patient transfer	238	741	622	50.5	0.7	2.0	1.7
MVA	327	1815	1077	35.6	0.9	5.0	3.0
<b>EMS Total</b>	<b>5,220</b>	<b>17,764</b>	<b>12,446</b>	<b>42.0</b>	<b>14.3</b>	<b>48.7</b>	<b>34.1</b>
Structure fire	88	1,388	1,325	57.3	0.2	3.8	3.6
Outside fire	101	388	214	33.1	0.3	1.1	0.6
Vehicle fire	38	234	84	21.6	0.1	0.6	0.2
Alarm	399	1,047	231	13.2	1.1	2.9	0.6
Public service	113	303	302	59.8	0.3	0.8	0.8
Fire other	388	1,279	604	28.3	1.1	3.5	1.7
Rescue	29	236	170	43.1	0.1	0.6	0.5
Hazmat	29	193	132	41.0	0.1	0.5	0.4
<b>Fire Total</b>	<b>1,185</b>	<b>5,068</b>	<b>3,061</b>	<b>36.2</b>	<b>3.2</b>	<b>13.9</b>	<b>8.4</b>
Mutual aid	196	504	366	43.5	0.5	1.4	1.0
<b>Total</b>	<b>6,601</b>	<b>23,336</b>	<b>15,873</b>	<b>40.8</b>	<b>18.1</b>	<b>63.9</b>	<b>43.5</b>

**Table 7: 2020: Total Calls and Unit Responses by City Code**

City Code	Number of Calls	Number of Responses	Total Busy Hours	Average Busy Minutes per Response	Avg Unit Responses per Day	Busy Hours per Day
CTU	1,454	5,154	3,579	41.7	14.1	9.8
HFU	1,061	4,207	3,375	48.1	11.5	9.2
CT	969	3,302	2,023	36.8	9.0	5.5
KVU	697	2,742	1,829	40.0	7.5	5.0
STU	556	1,719	1,256	43.8	4.7	3.4
RN	673	2,210	1,216	33.0	6.1	3.3
SJU	223	768	527	41.2	2.1	1.4
RNU	236	773	491	38.1	2.1	1.3
HFB	156	589	330	33.6	1.6	0.9
SPU	115	454	329	43.5	1.2	0.9
ST	138	434	280	38.7	1.2	0.8
OOO	153	367	265	43.3	1.0	0.7
HF	66	260	153	35.2	0.7	0.4
CTR	49	191	85	26.8	0.5	0.2
KVR	12	67	68	60.9	0.2	0.2
MVU	3	17	9	33.3	0.0	0.0
PVV	1	4	3	51.1	0.0	0.0
MTB	3	6	1	11.7	0.0	0.0
BVV	1	3	0	5.5	0.0	0.0
NA	35	69	52	45.3	0.2	0.1
<b>Total</b>	<b>6,601</b>	<b>23,336</b>	<b>15,873</b>	<b>40.8</b>	<b>63.9</b>	<b>43.5</b>

**Table 8: 2020: Average Response Time by City Code**

City Code	Average			Sample Size
	Dispatch Time	Turnout & Travel Time	Response Time	
CTU	2.1	8.2	10.3	1,136
CT	2.0	5.7	7.7	736
HFU	2.2	10.6	12.7	717
KVU	2.1	10.9	13.0	474
RN	2.1	6.2	8.2	463
STU	2.1	7.3	9.4	396
RNU	2.2	7.7	9.8	184
SJU	1.9	11.1	13.0	146
HFB	2.7	5.9	8.2	100
ST	2.0	5.7	7.7	97
SPU	2.1	12.4	14.6	75
All Other	1.9	11.5	13.4	128
<b>Total</b>	<b>2.1</b>	<b>8.31</b>	<b>10.4</b>	<b>4,652</b>

**Table 9: 2020: Total Responses by Agency Station**

Agency Station	Number of Calls	Number of Responses	Total Busy Hours	Average Busy Minutes per Response	Number of Calls per Day	Avg Unit Responses per Day	Busy Minutes per Day
1	680	1,066	691	39	1.9	2.9	114
2	1,952	2,752	1,648	36	5.3	7.5	271
3	1,358	2,267	1,505	40	3.7	6.2	247
4	3,113	4,726	2,621	33	8.5	12.9	431
5	1,044	1,814	1,421	47	2.9	5.0	234
6	610	1,050	743	43	1.7	2.9	122
7	426	628	471	45	1.2	1.7	77
11	5,832	8,408	6,265	45	16.0	23.0	1,030
BC01	1	1	0	12	0.0	0.0	0
BC16	6	6	9	87	0.0	0.0	1
BC20	37	56	42	45	0.1	0.2	7
BC40	2	2	0	11	0.0	0.0	0
BC60	68	111	62	34	0.2	0.3	10
BC80	43	50	20	24	0.1	0.1	3
BC90	4	4	2	35	0.0	0.0	0
CC01	34	46	27	36	0.1	0.1	4
CC04	5	5	3	35	0.0	0.0	0
CC08	5	6	8	78	0.0	0.0	1
CC21	4	4	0	7	0.0	0.0	0
FC05	14	17	31	109	0.0	0.0	5
FC19	9	9	7	49	0.0	0.0	1
LC02	9	10	23	136	0.0	0.0	4
LC04	9	14	21	88	0.0	0.0	3
LC26	31	48	56	71	0.1	0.1	9
MEDC	44	45	48	65	0.1	0.1	8

Agency Station	Number of Calls	Number of Responses	Total Busy Hours	Average Busy Minutes per Response	Number of Calls per Day	Avg Unit Responses per Day	Busy Minutes per Day
VA13	8	8	3	21	0.0	0.0	0
WC01	26	40	35	52	0.1	0.1	6
WC06	4	4	1	11	0.0	0.0	0
WC08	20	25	47	112	0.1	0.1	8
WC11	13	14	10	44	0.0	0.0	2
WC19	74	90	41	28	0.2	0.2	7
WC20	9	10	11	66	0.0	0.0	2
<b>Total</b>	<b>6,601</b>	<b>23,336</b>	<b>15,873</b>	<b>40.8</b>	<b>42.4</b>	<b>63.9</b>	<b>2,609</b>

Note: multiple agencies could respond to the same call, thus you can't add up calls by agency to match total call counts.

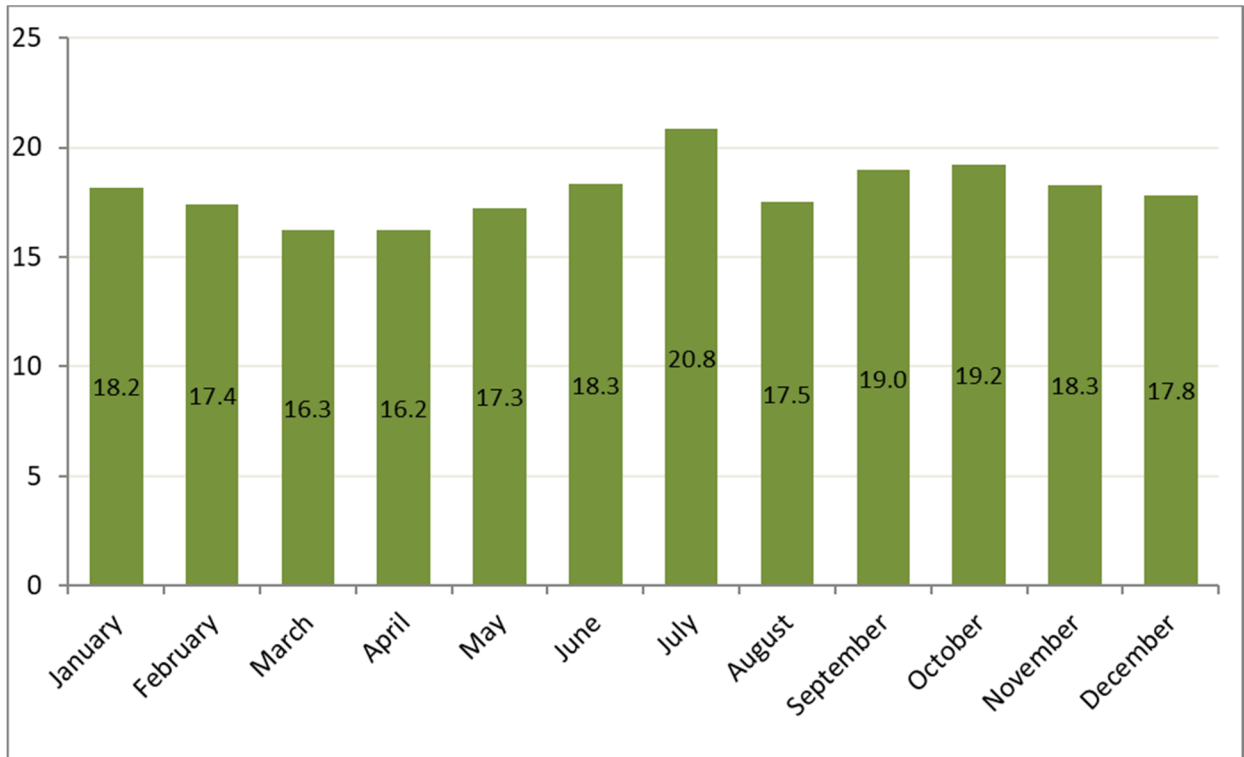
**Table 10: 2020: Total Responses by Unit Type**

Unit Type	Number of Responses	Total Busy Hours	Average Busy Minutes per Response	Avg Unit Responses per Day	Busy Hours per Day
Ambulance	8,560	5,865	41	23.5	16.1
Emergency Services Agency	6,744	4,976	44	18.5	13.6
Miscellaneous Unit	2,760	2,100	46	7.6	5.8
Engine	1,536	687	27	4.2	1.9
Rescue Engine	1,070	551	31	2.9	1.5
Engine Tanker	621	320	31	1.7	0.9
Command Unit	608	445	44	1.7	1.2
Truck	409	162	24	1.1	0.4
Tanker	311	262	51	0.9	0.7
Brush	164	109	40	0.4	0.3
Rescue	159	87	33	0.4	0.2
Boat	113	98	52	0.3	0.3
Engine or Brush	89	28	19	0.2	0.1
ALS Provider	85	75	53	0.2	0.2
Air Ambulance	45	48	65	0.1	0.1
Tower	34	11	19	0.1	0.0
Hazmat	10	5	27	0.0	0.0
Battalion Chief	9	23	151	0.0	0.1
All-Terrain Vehicle	6	14	142	0.0	0.0
Air Unit	3	7	146	0.0	0.0
<b>Total</b>	<b>23,336</b>	<b>15,873</b>	<b>41</b>	<b>63.9</b>	<b>43.5</b>

**Table 11: 2020: Number of Calls and Daily Average by Month**

Month	Number of Calls	Calls per Day	% of Total
January	564	18.2	8.5%
February	505	17.4	7.7%
March	504	16.3	7.6%
April	487	16.2	7.4%
May	535	17.3	8.1%
June	550	18.3	8.3%
July	646	20.8	9.8%
August	544	17.5	8.2%
September	569	19.0	8.6%
October	596	19.2	9.0%
November	549	18.3	8.3%
December	552	17.8	8.4%
<b>Total</b>	<b>6,601</b>	<b>18.0</b>	<b>100%</b>

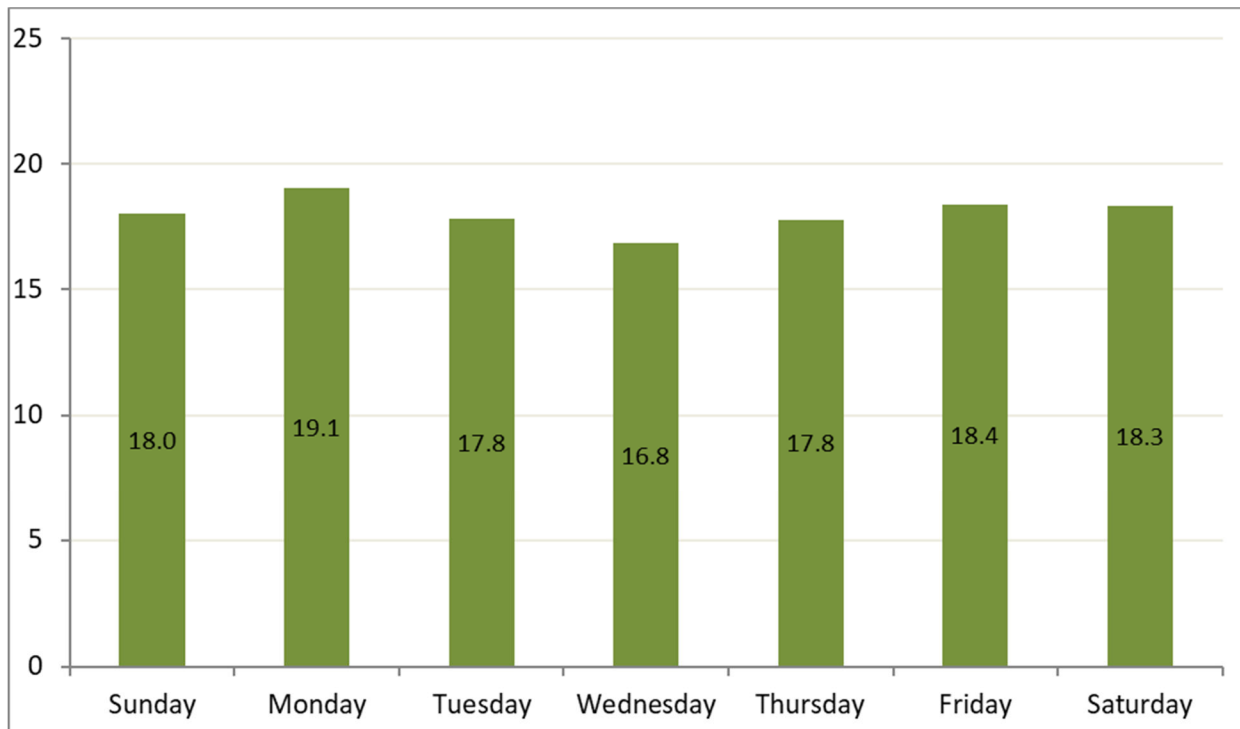
**Figure 2: 2020: Average Number of Calls per Day by Month**



**Table 12: 2020: Number of Calls and Daily Average by Weekday**

Weekday	Number of Calls	Calls per Day	% of Total
Sunday	937	18.0	14.2%
Monday	991	19.1	15.0%
Tuesday	927	17.8	14.0%
Wednesday	893	16.8	13.5%
Thursday	943	17.8	14.3%
Friday	957	18.4	14.5%
Saturday	953	18.3	14.4%
<b>Total</b>	<b>6,601</b>	<b>18.0</b>	<b>100%</b>

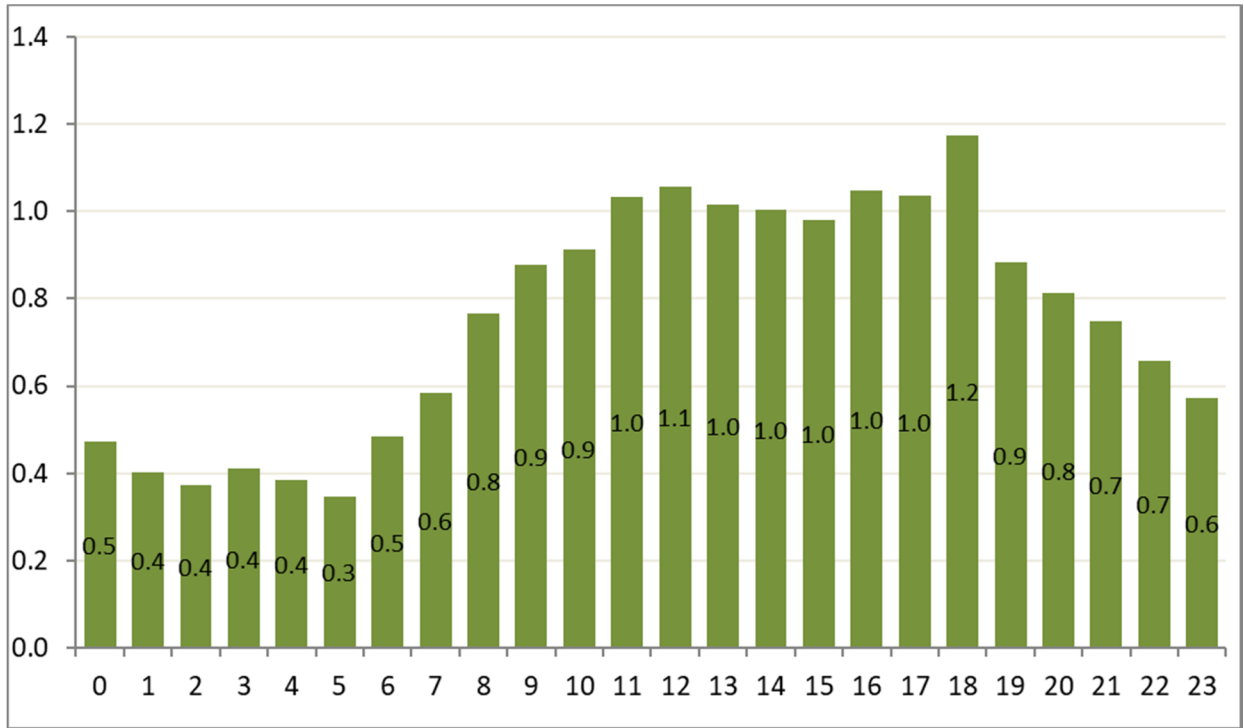
**Figure 3: 2020: Average Number of Calls per Day by Weekday**



**Table 13: 2020: Number of Calls and Daily Average by Hour of Day**

Hour	Number of Calls	Calls per Day	% of Total
0	173	0.5	2.6%
1	147	0.4	2.2%
2	136	0.4	2.1%
3	150	0.4	2.3%
4	141	0.4	2.1%
5	127	0.3	1.9%
6	177	0.5	2.7%
7	214	0.6	3.2%
8	280	0.8	4.2%
9	321	0.9	4.9%
10	334	0.9	5.1%
11	378	1.0	5.7%
12	387	1.1	5.9%
13	372	1.0	5.6%
14	367	1.0	5.6%
15	359	1.0	5.4%
16	383	1.0	5.8%
17	379	1.0	5.7%
18	430	1.2	6.5%
19	323	0.9	4.9%
20	298	0.8	4.5%
21	274	0.7	4.2%
22	241	0.7	3.7%
23	210	0.6	3.2%
<b>Total</b>	<b>6,601</b>	<b>18.0</b>	<b>100%</b>

**Figure 4: 2020: Average Number of Calls per Day by Hour of Day**



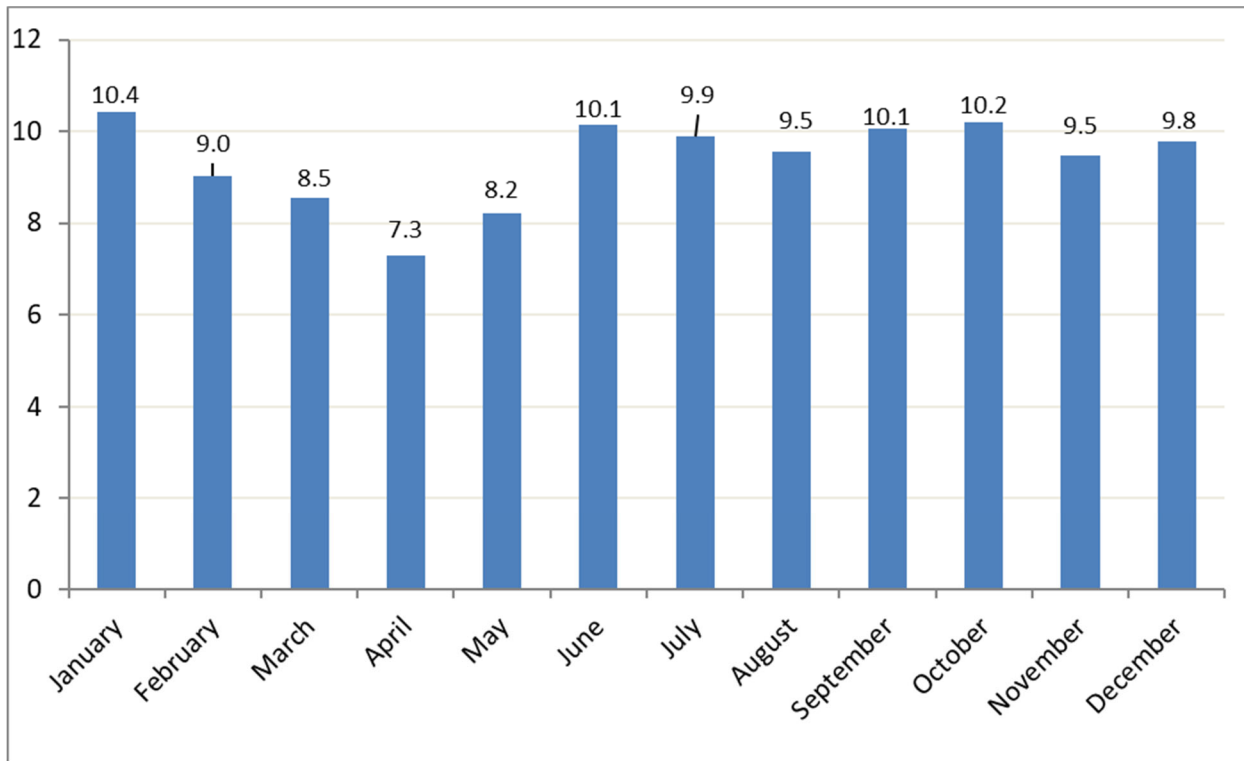
**Table 14: 2020: Average and 90<sup>th</sup> Percentile Response Time by Hour of Day**

Hour of Day	Avg. Dispatch Time	Avg. Turnout & Travel Time	Avg. Response Time	90th Percentile Response time	Sample Size
0	2.0	9.4	11.5	18.3	138
1	1.9	9.8	11.7	16.6	115
2	1.8	9.9	11.6	17.7	109
3	1.9	10.1	12.0	18.8	117
4	2.0	10.9	12.9	17.8	111
5	1.8	10.0	11.8	18.2	89
6	2.1	10.3	12.4	18.2	140
7	2.1	9.1	11.2	17.0	145
8	2.0	7.5	9.5	14.5	220
9	2.1	7.7	9.7	14.3	223
10	2.1	7.4	9.5	15.0	234
11	2.1	7.3	9.3	14.4	246
12	2.2	7.3	9.5	14.5	261
13	2.1	7.2	9.3	14.7	247
14	2.5	8.4	10.9	16.4	258
15	2.6	7.5	9.5	14.3	253
16	2.3	8.5	10.6	16.2	249
17	2.1	8.5	10.6	16.6	249
18	2.5	8.0	10.0	15.8	270
19	2.1	7.6	9.8	15.3	221
20	2.0	8.4	10.4	16.5	203
21	1.9	8.3	10.2	16.6	208
22	1.9	8.5	10.4	16.3	182
23	2.0	8.6	10.6	15.3	164
<b>Total</b>	<b>2.1</b>	<b>8.3</b>	<b>10.4</b>	<b>16.2</b>	<b>4,652</b>

**Table 15: 2020 Transports: Number of Calls and Daily Average by Month**

Month	Number of Transports	Transports per Day	% of Total
January	323	10.4	9.4%
February	262	9.0	7.6%
March	265	8.5	7.7%
April	219	7.3	6.4%
May	255	8.2	7.4%
June	304	10.1	8.8%
July	307	9.9	8.9%
August	296	9.5	8.6%
September	302	10.1	8.8%
October	316	10.2	9.2%
November	284	9.5	8.3%
December	303	9.8	8.8%
<b>Total</b>	<b>3,436</b>	<b>9.4</b>	<b>100%</b>

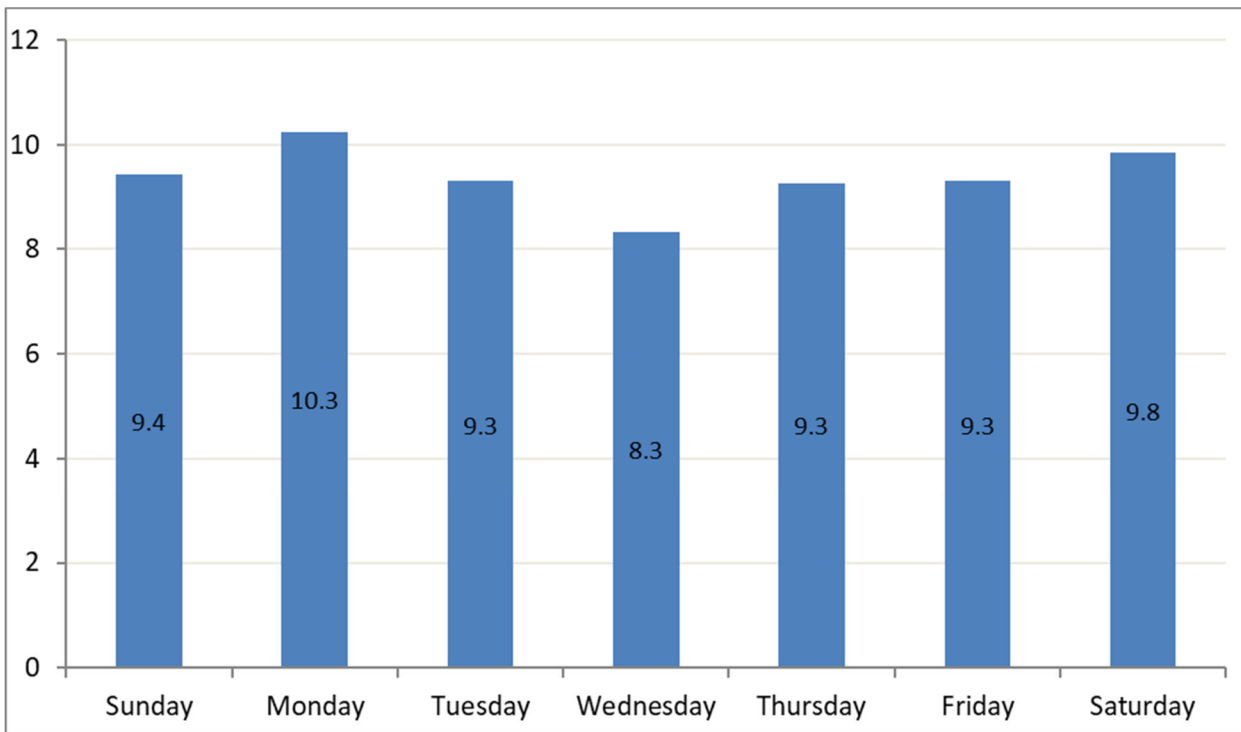
**Figure 5: 2020 Transports: Average Number of Calls per Day by Month**



**Table 16: 2020 Transports: Number of Calls and Daily Average by Weekday**

Weekday	Number of Transports	Transports per Day	% of Total
Sunday	490	9.4	14.3%
Monday	533	10.3	15.5%
Tuesday	484	9.3	14.1%
Wednesday	442	8.3	12.9%
Thursday	491	9.3	14.3%
Friday	484	9.3	14.1%
Saturday	512	9.8	14.9%
<b>Total</b>	<b>3,436</b>	<b>9.4</b>	<b>100%</b>

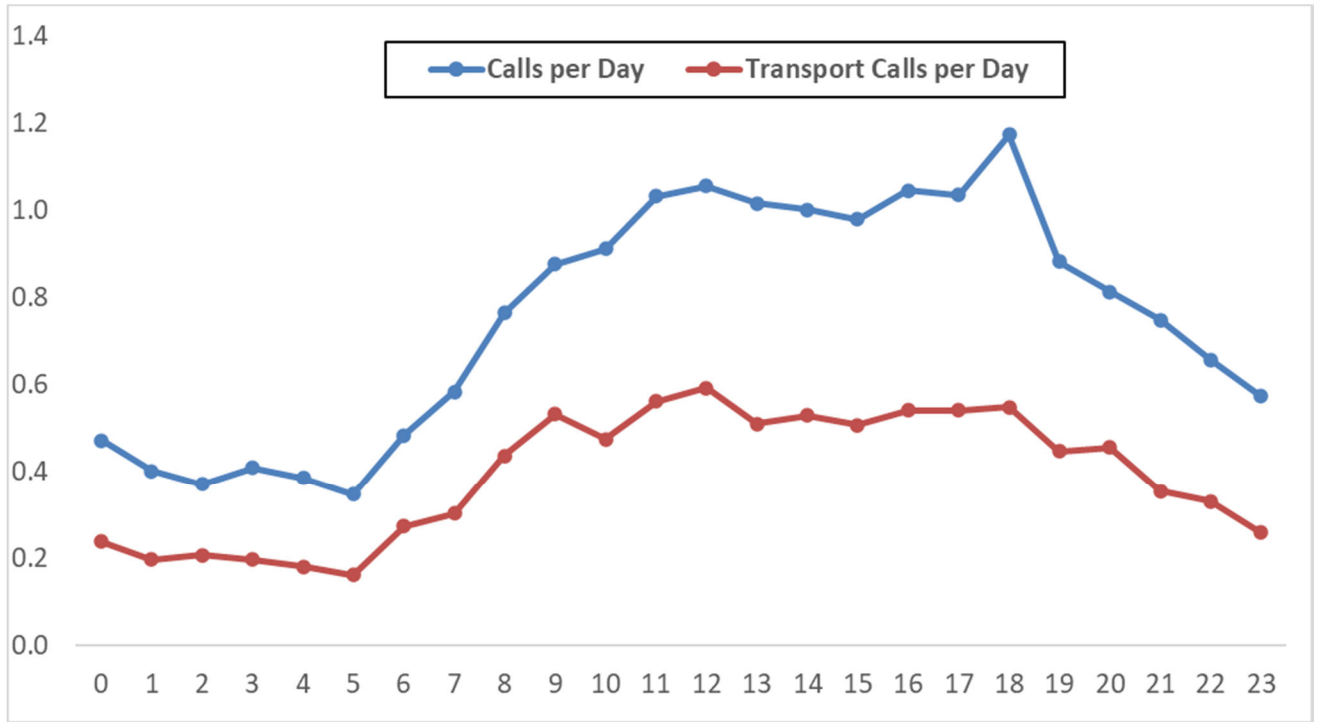
**Figure 6: 2020 Transports: Average Number of Calls per Day by Weekday**



**Table 17: 2020 Transports: Number of Calls and Daily Average by Hour of Day**

Hour	Number of Calls	Number of Transport Calls	Calls per Day	Transport Calls per Day	Transport Rate
0	173	87	0.5	0.2	50.3%
1	147	72	0.4	0.2	49.0%
2	136	76	0.4	0.2	55.9%
3	150	72	0.4	0.2	48.0%
4	141	66	0.4	0.2	46.8%
5	127	59	0.3	0.2	46.5%
6	177	100	0.5	0.3	56.5%
7	214	111	0.6	0.3	51.9%
8	280	160	0.8	0.4	57.1%
9	321	195	0.9	0.5	60.7%
10	334	174	0.9	0.5	52.1%
11	378	206	1.0	0.6	54.5%
12	387	217	1.1	0.6	56.1%
13	372	187	1.0	0.5	50.3%
14	367	194	1.0	0.5	52.9%
15	359	186	1.0	0.5	51.8%
16	383	198	1.0	0.5	51.7%
17	379	198	1.0	0.5	52.2%
18	430	201	1.2	0.5	46.7%
19	323	164	0.9	0.4	50.8%
20	298	167	0.8	0.5	56.0%
21	274	130	0.7	0.4	47.4%
22	241	121	0.7	0.3	50.2%
23	210	95	0.6	0.3	45.2%
<b>Total</b>	<b>6,601</b>	<b>3,436</b>	<b>18.0</b>	<b>9.4</b>	<b>52.1%</b>

**Figure 7: 2020 Transports: Average Number of Transports per Day by Hour of Day**





## **APPENDIX B – FINAL POWER POINT**



## Options for EMS Services

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# FITCH Methodology

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- ❖ Initiated on June 30<sup>th</sup>, 2021
- ❖ Fitch sent a 170-point data request
- ❖ All data received from Jefferson Co. WVa by November 1, 2021
- ❖ Fitch completed:
  - ❖ Operational deployment review: 11/18/21
  - ❖ Data report: 12/27/21
  - ❖ Financial review and projections: 1/2/21
  - ❖ Draft report to County Officials: 1/6/21

# Community Response History

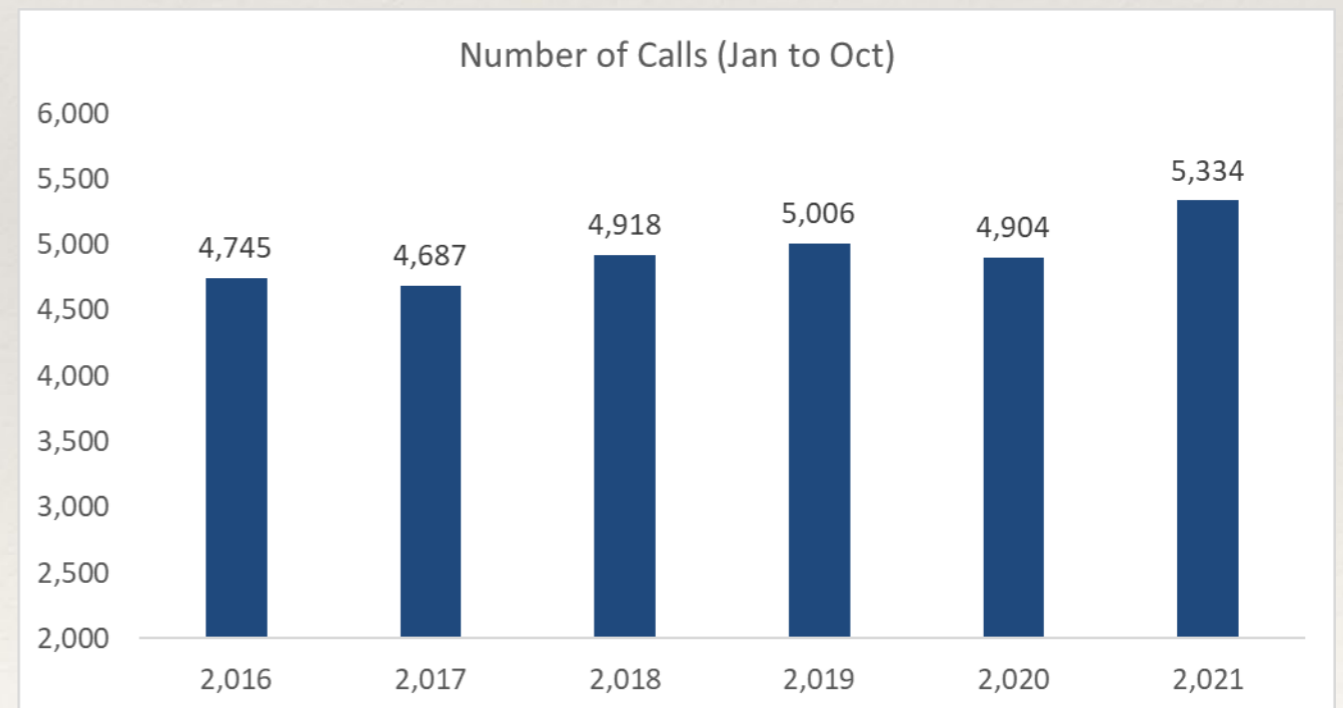
# Community Demand

Table 1: Overall Stats from 2016 Through 2021 September

Year	Number of Calls	Number of Unit Responses	Total Busy Hours	Average Busy Minutes per Response	Average Responding Units per Call
2016	6,388	25,967	16,752	38.8	4.1
2017	6,280	23,247	15,566	40.2	3.7
2018	6,507	23,259	15,175	39.2	3.6
2019	6,678	23,867	15,722	39.5	3.6
2020	6,601	23,336	15,873	40.8	3.5
2021	5,334	18,516	12,475	40.4	3.5

- ❖ Total of 6,601 unique incidents in 2020
- ❖ 18 Responses & 9.4 Transports per day
- ❖ Demand increased by 3.3% from 2016-2020, 8% from 2020-2021

Figure 1: Jan to Oct: Number of Calls by Year



# EMS Response and Transport

Call Type	Number of Calls	Number of Responses	Total Busy Hours	Average Busy Minutes per Response	Number of Calls per Day	Avg. Unit Responses per Day	Busy Hours per Day
Cardiac and stroke	630	2,480	2,136	51.7	1.7	6.8	5.9
Seizure and unconsciousness	543	1,975	1,416	43.0	1.5	5.4	3.9
Breathing difficulty	555	1800	1468	48.9	1.5	4.9	4.0
Overdose and psychiatric	405	1,294	791	36.7	1.1	3.5	2.2
Fall and injury	1095	3417	2052	36.1	3.0	9.4	5.6
Illness and other	1427	4242	2883	40.8	3.9	11.6	7.9
Patient transfer	238	741	622	50.5	0.7	2.0	1.7
MVA	327	1815	1077	35.6	0.9	5.0	3.0
<b>EMS Total</b>	<b>5,220</b>	<b>17,764</b>	<b>12,446</b>	<b>42.0</b>	<b>14.3</b>	<b>48.7</b>	<b>34.1</b>
Structure fire	88	1,388	1,325	57.3	0.2	3.8	3.6
Outside fire	101	388	214	33.1	0.3	1.1	0.6
Vehicle fire	38	234	84	21.6	0.1	0.6	0.2
Alarm	399	1,047	231	13.2	1.1	2.9	0.6
Public service	113	303	302	59.8	0.3	0.8	0.8
Fire other	388	1,279	604	28.3	1.1	3.5	1.7
Rescue	29	236	170	43.1	0.1	0.6	0.5
Hazmat	29	193	132	41.0	0.1	0.5	0.4
<b>Fire Total</b>	<b>1,185</b>	<b>5,068</b>	<b>3,061</b>	<b>36.2</b>	<b>3.2</b>	<b>13.9</b>	<b>8.4</b>
Mutual aid	196	504	366	43.5	0.5	1.4	1.0
<b>Total</b>	<b>6,601</b>	<b>23,336</b>	<b>15,873</b>	<b>40.8</b>	<b>18.1</b>	<b>63.9</b>	<b>43.5</b>

- ❖ 79.1% of all calls are EMS related, 18% of all calls are Fire Related, and 3% mutual aid.
- ❖ A response averages a Time-on-task of 40.8 minutes

# Historical Performance

- ❖ Considering “Travel Time” of first arriving EMS unit at the 90<sup>th</sup> percentile
- ❖ Total system performance is 15.8 minutes at the 90<sup>th</sup> percentile
- ❖ EMS performance Travel times is 14:00 minutes at the 90<sup>th</sup> percentile
  - ❖ This does not mean a fully capable transport unit is on location

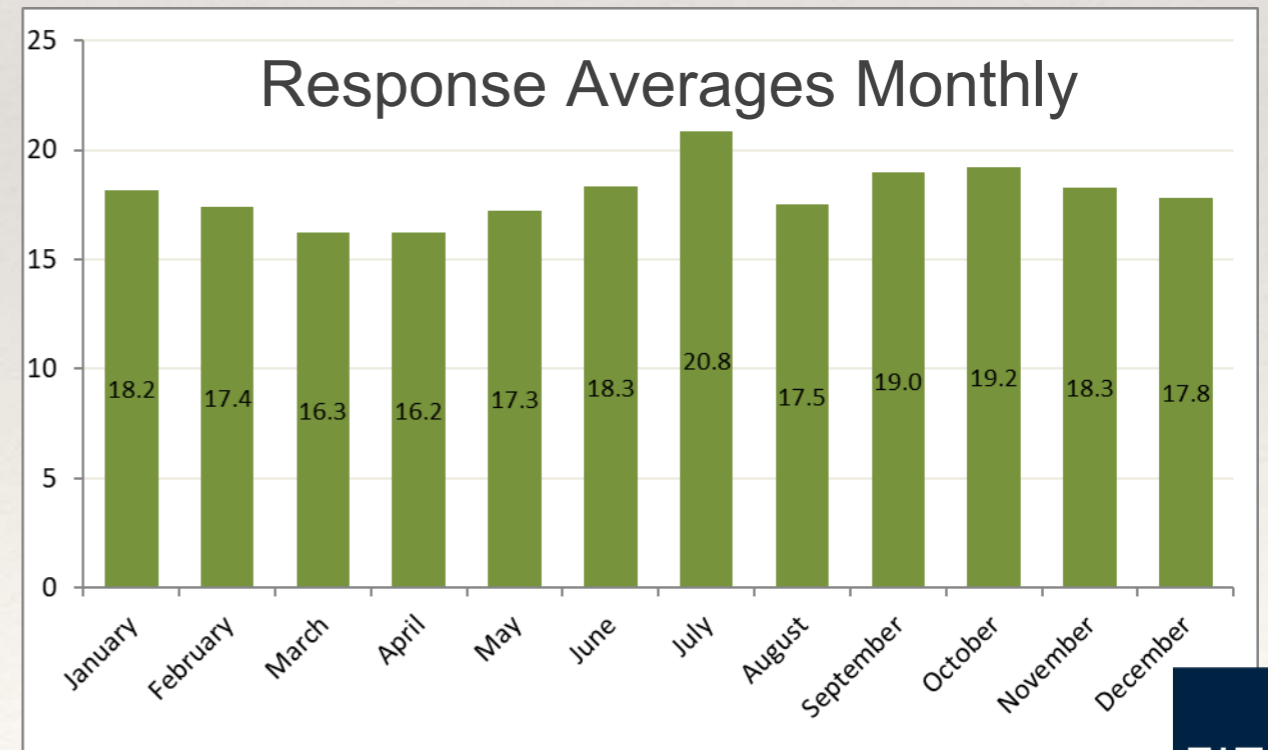
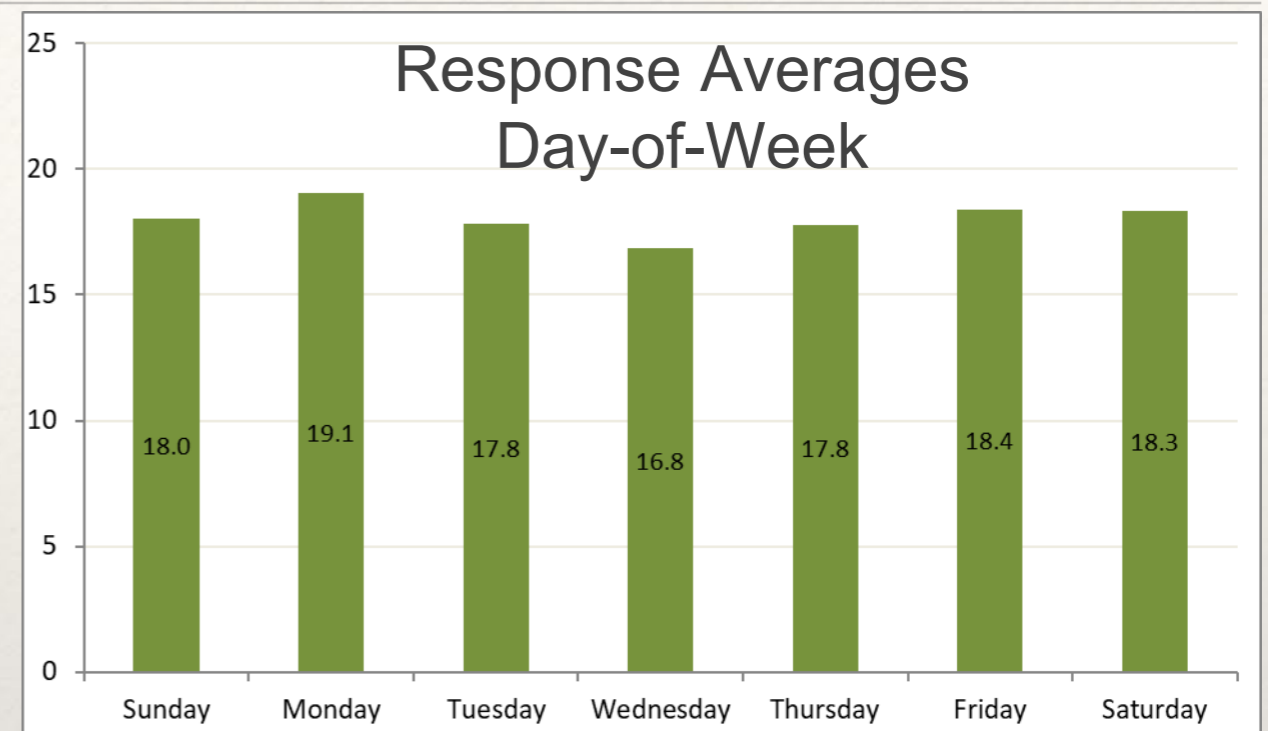
*Table 5: Average and 90<sup>th</sup> Percentile Response Time Performance by Year*

Year	Average			Sample Size
	Dispatch Time	Turnout & Travel Time	Response Time	
2016	3.1	8.2	11.1	3,733
2017	3.0	7.8	10.7	3,795
2018	3.0	7.7	10.7	4,097
2019	3.1	8.0	11.0	4,283
2020	2.1	8.3	10.4	4,652
2021	1.8	8.4	10.1	3,758

Year	90 <sup>th</sup> Percentile			Sample Size
	Dispatch Time	Turnout & Travel Time	Response Time	
2016	4.4	14.7	17.9	3,733
2017	4.4	13.5	16.7	3,795
2018	4.3	13.4	16.5	4,097
2019	4.4	13.6	16.8	4,283
2020	3.4	14.0	16.2	4,652
2021	2.9	14.0	15.8	3,758

# Response Averages

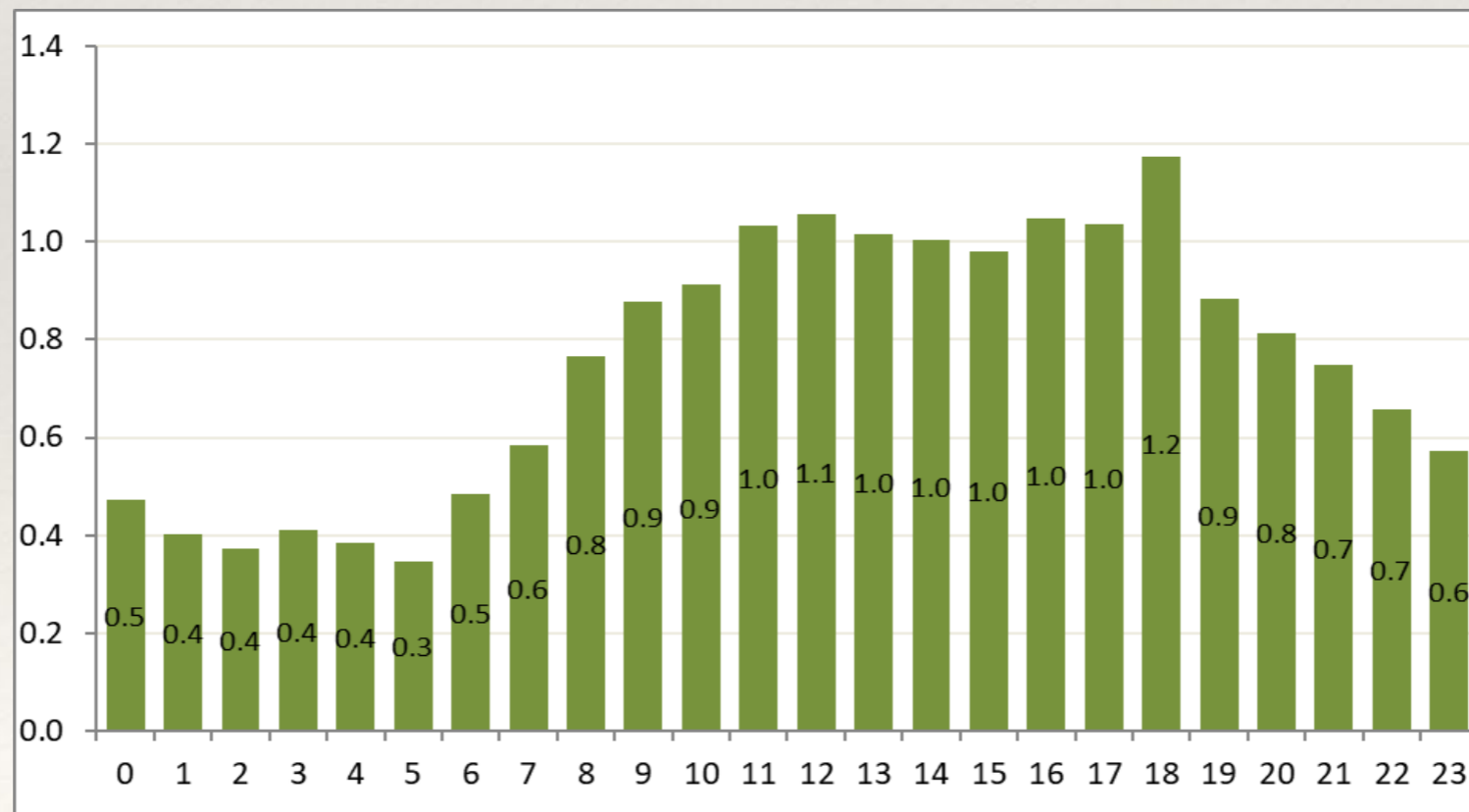
- ❖ The annual demand experience remains largely consistent
- ❖ Volume per day of the week is consistent at ~18 calls per day. Monday is the highest at 19.1 calls per day
- ❖ July increased ~2 calls per day above the the normal average to 20.8
- ❖ March and April are the lowest months at 16.2 & 16.3 responses per day respectively



# Temporal Demand

- ❖ Workload - EMS demand is primary driver, 1.2 calls/hr. at peak.
- ❖ Overall system demand is highest between 11:00 and 18:00 hrs at 1 calls/hr.
- ❖ Most hours only require one unit to cover just a call per hour for demand
- ❖ Current 24/72 shifts are desirable for staff and acceptable for this type of coverage due to lower than .3 workload

Figure 4: 2020: Average Number of Calls per Day by Hour of Day



# Concurrent Number of Units

Concurrent Responses per Hour	Count for 52 Weeks	Percent of Concurrency	CummulativePercent of Concurrency
5 Responses	14	0.3%	100%
4 Responses	76	1.8%	99.70%
3 Responses	318	7.4%	97.90%
2 Responses	1082	25.3%	90.5%
1 Responses	2789	65.2%	65.2%
<b>Total</b>	<b>4279</b>	<b>100%</b>	<b>100%</b>
<b>Max Units Used in 365 Days</b>	<b>5</b>		

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# Current Deployment

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- ❖ JCEMSA responds to the bulk of all EMS calls with an EMS official only and not a full crew
- ❖ Must meet with a driver to complete a crew to transport the patient
- ❖ The EMS agencies bill for service without revenues being shared with the County
- ❖ County subsidizes all EMS agencies for service and in 2022 subsidized at \$4,137,498, which equals a subsidy per call of \$579.11

# Desired Performance and Station Locations

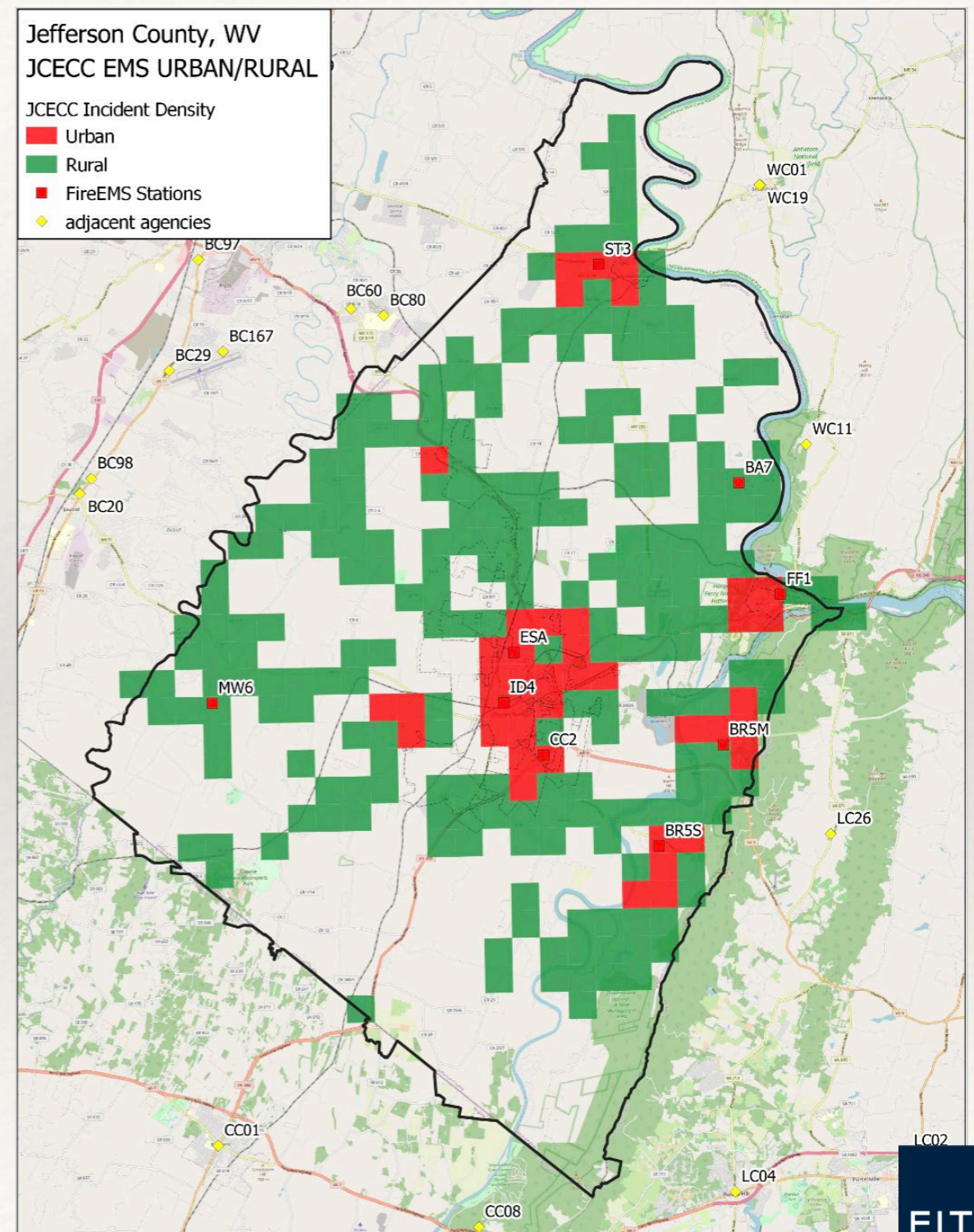
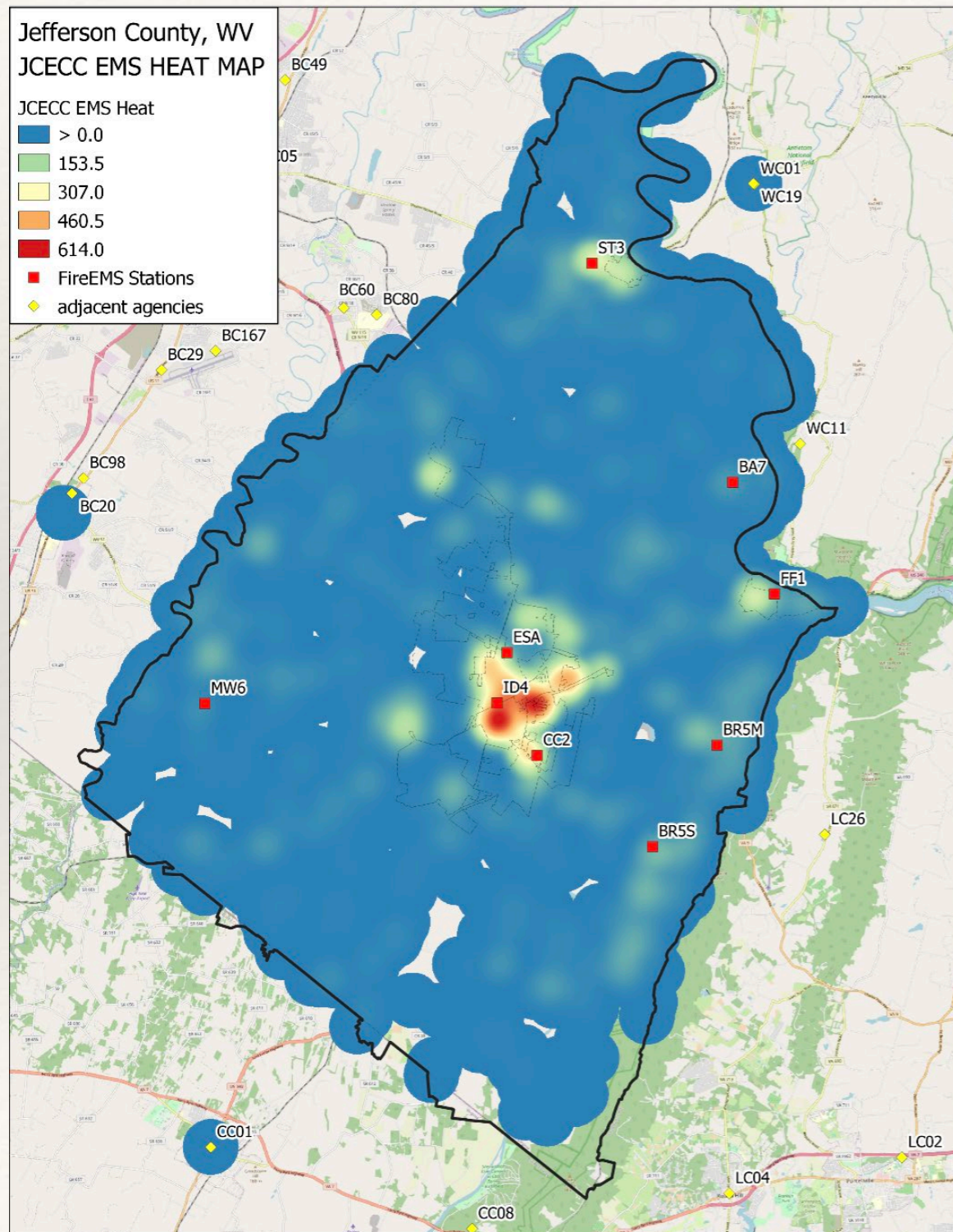
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# Validation of Modeling

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- ❖ Historical performance demonstrated a 14-minute overall turnout & travel time performance at the 90<sup>th</sup> percentile.
- ❖ GIS planning assessments estimated approximately 92.08% of the incidents could be responded to within 15-minutes travel time from two of the current stations.
- ❖ High degree of agreement between the quantitative analyses and the GIS planning analyses.
  - ❖ Considerable confidence can be maintained across the various GIS modeling.
  - ❖ Used two years of data to ensure sample size was significant enough to model

# EMS Related-Distribution of Risk



# Current Performance and Station Locations

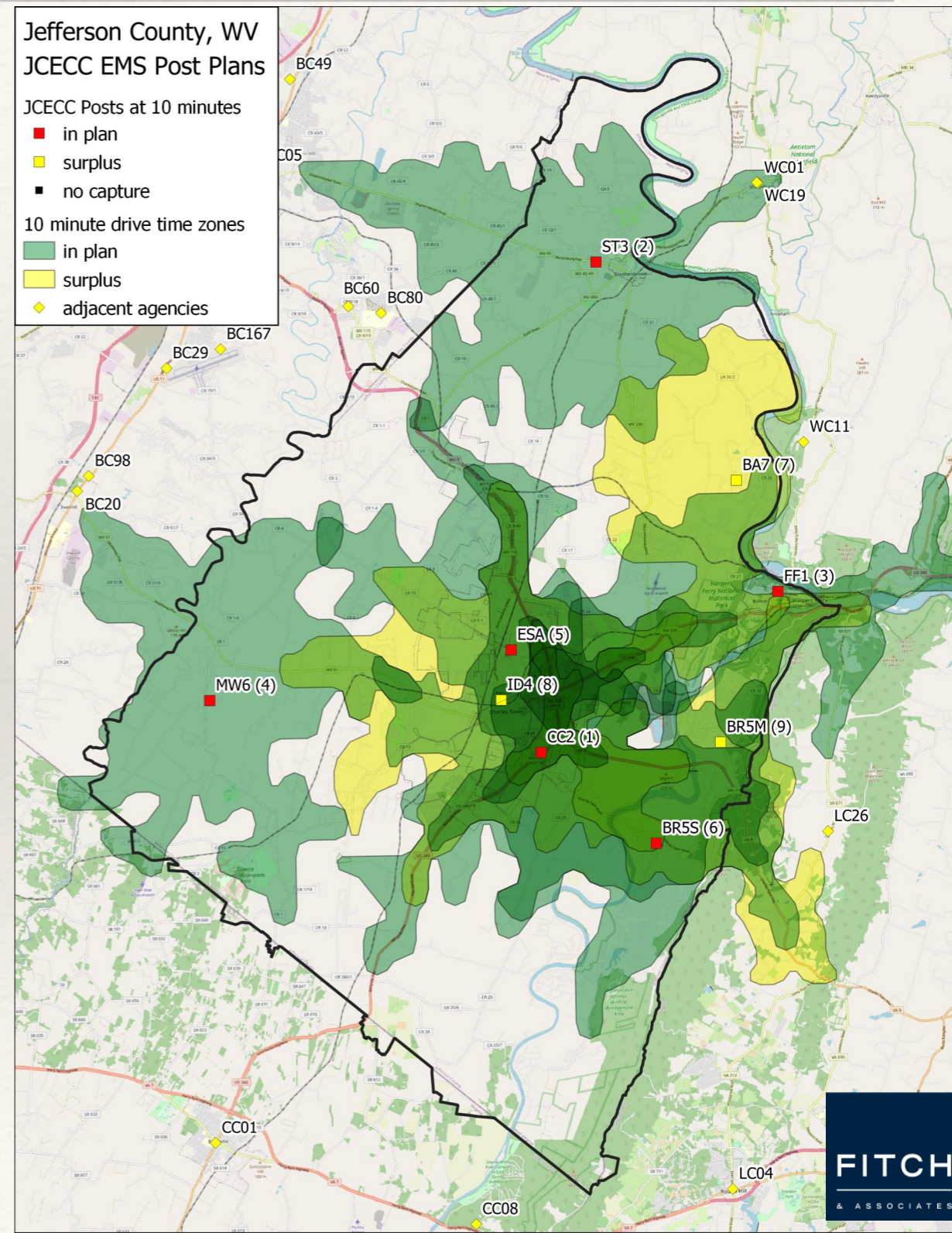
# 10-Minute Travel Time

## Current Stations

Marginal Station Contribution

Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	CC2	10	39.27574	-77.8452	6891	6891	56.88%
2	ST3	10	39.43414	-77.8185	1320	8211	67.77%
3	FF1	10	39.32641	-77.7453	978	9189	75.84%
4	MW6	10	39.29441	-77.9827	789	9978	82.35%
5	ESA	10	39.3091	-77.8569	592	10570	87.24%
6	BR5S	10	39.24564	-77.798	474	11044	91.15%
7	BA7	10	39.36266	-77.7617	210	11254	92.89%
8	ID4	10	39.29293	-77.8614	153	11407	94.15%
9	BR5M	10	39.27798	-77.7704	5	11412	94.19%

❖ Current station configuration could capture approximately 91.15% of the incidents within 10 minutes with the utilization of all 6 stations



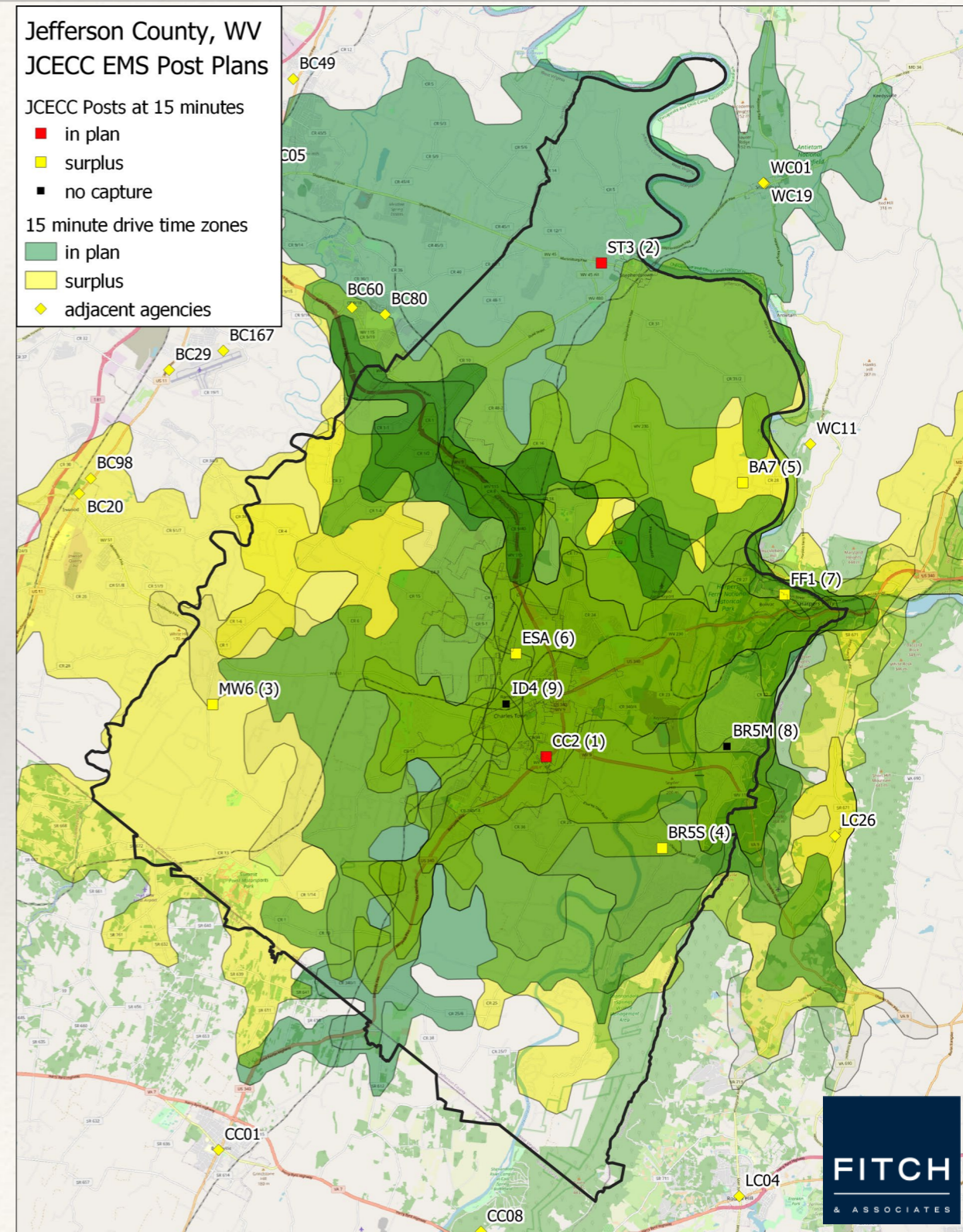
# 15-Minute Travel Time

## Current Stations

Marginal Station Contribution

Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	CC2	15	39.27574	-77.8452	9612	9612	79.33%
2	ST3	15	39.43414	-77.8185	1544	11156	92.08%
3	MW6	15	39.29441	-77.9827	734	11890	98.13%
4	BR5S	15	39.24564	-77.798	97	11987	98.94%
5	BA7	15	39.36266	-77.7617	96	12083	99.73%
6	ESA	15	39.3091	-77.8569	5	12088	99.77%

- ❖ Current station configuration could capture approximately 92.08% of the incidents within 15 minutes with the utilization of all 2 stations



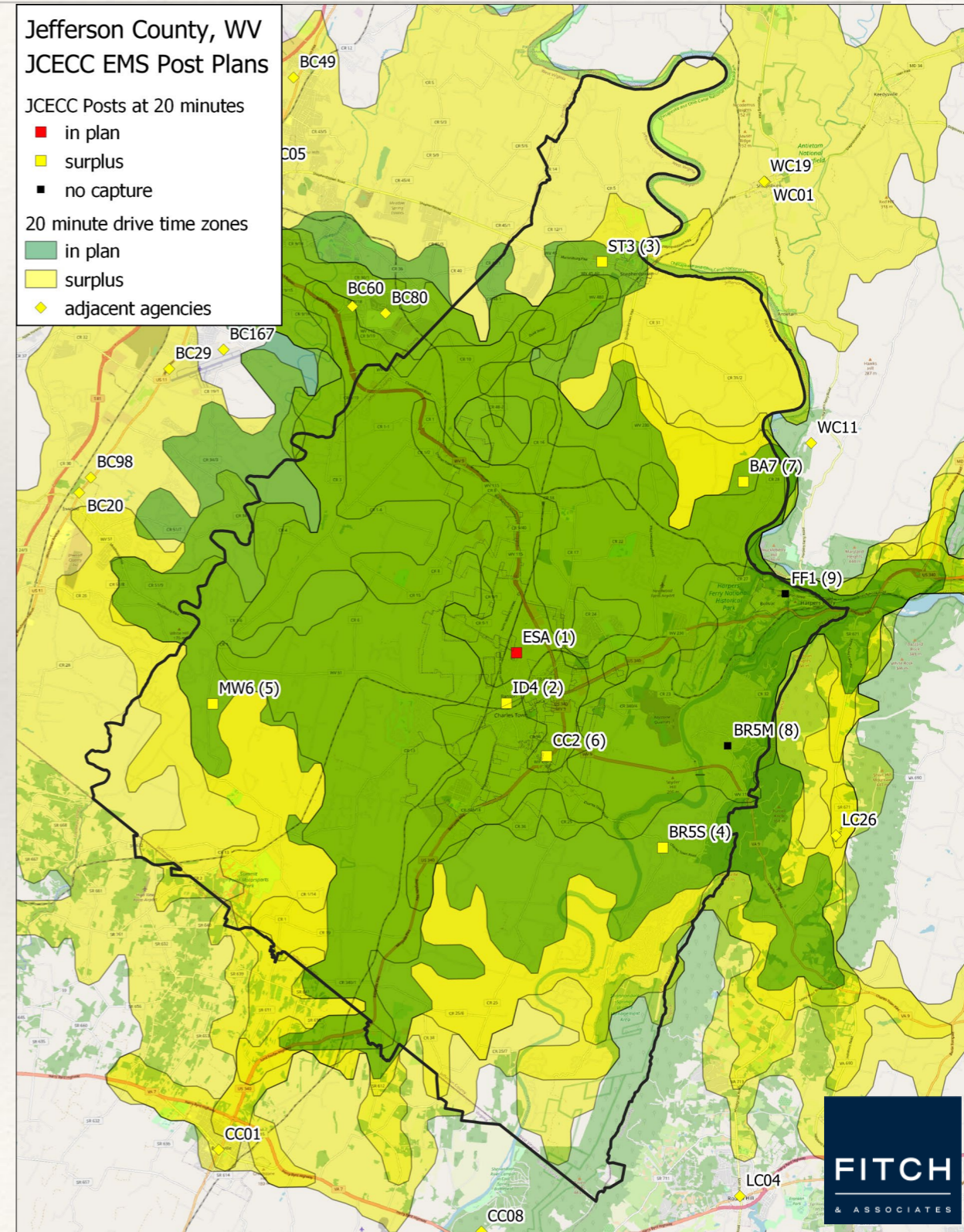
# 20-Minute Travel Time

## Current Stations

Marginal Station Contribution

Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	ESA	20	39.3091	-77.8569	11052	11052	91.22%
2	ID4	20	39.29293	-77.8614	580	11632	96.01%
3	ST3	20	39.43414	-77.8185	375	12007	99.10%
4	BR5S	20	39.24564	-77.798	87	12094	99.82%
5	MW6	20	39.29441	-77.9827	12	12106	99.92%
6	CC2	20	39.27574	-77.8452	8	12114	99.98%

- ❖ Current station configuration could capture approximately 91.22% of the incidents within 20 minutes with the utilization of a station.



# Fitch Optimized Performance and Station Locations

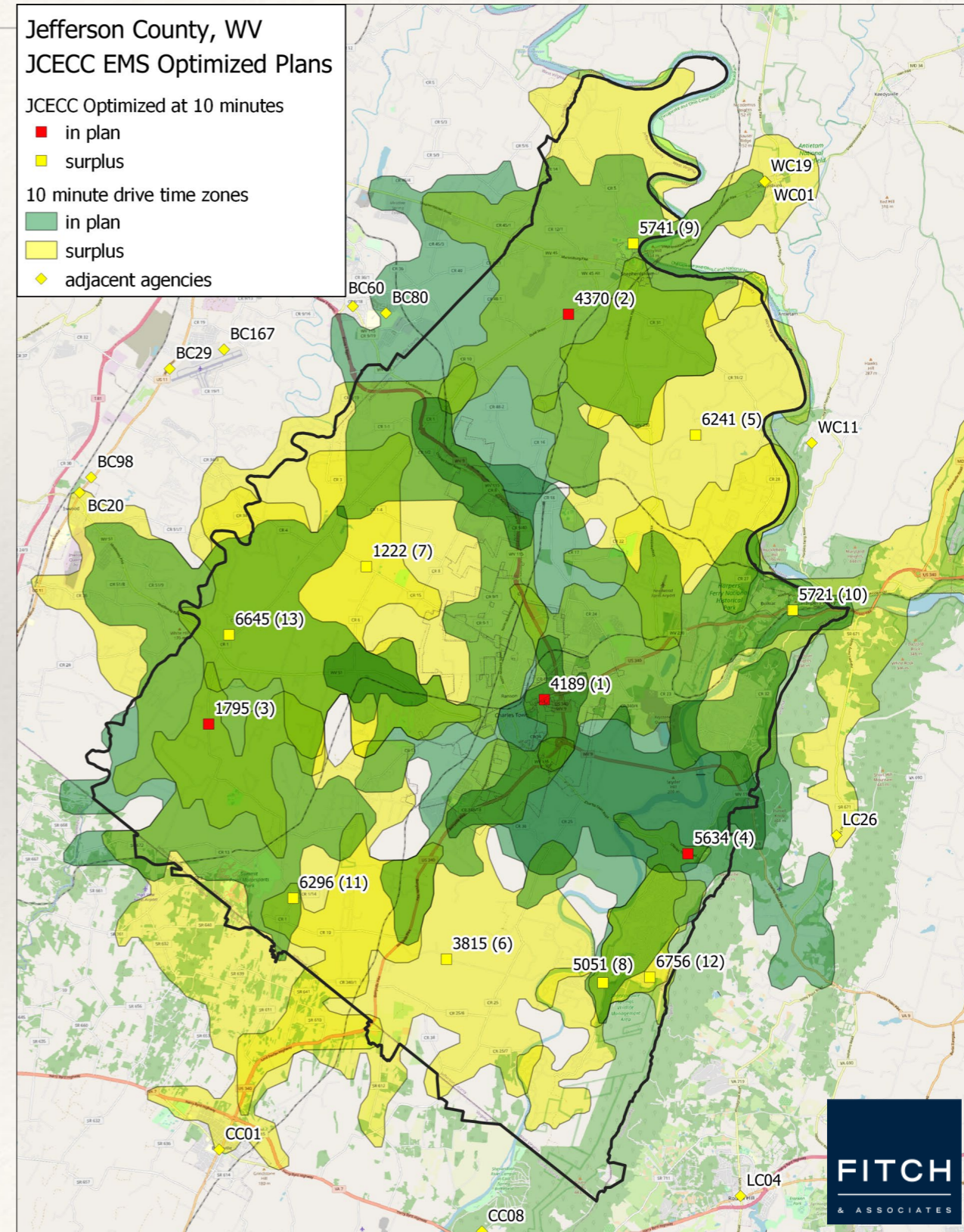
# 10-Minute Travel Time

## Optimized Bases

Marginal Station Contribution

Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	4189	10	39.29386	-77.8459	8061	8061	66.53%
2	4370	10	39.41747	-77.833	1459	9520	78.57%
3	1795	10	39.28791	-77.9848	852	10372	85.61%
4	5634	10	39.2435	-77.7879	796	11168	92.18%
5	6241	10	39.37792	-77.7814	346	11514	95.03%
6	3815	10	39.21105	-77.8883	228	11742	96.91%

- ❖ Current station configuration could capture approximately 92.18% of the incidents within 10 minutes with the utilization of all 4 stations



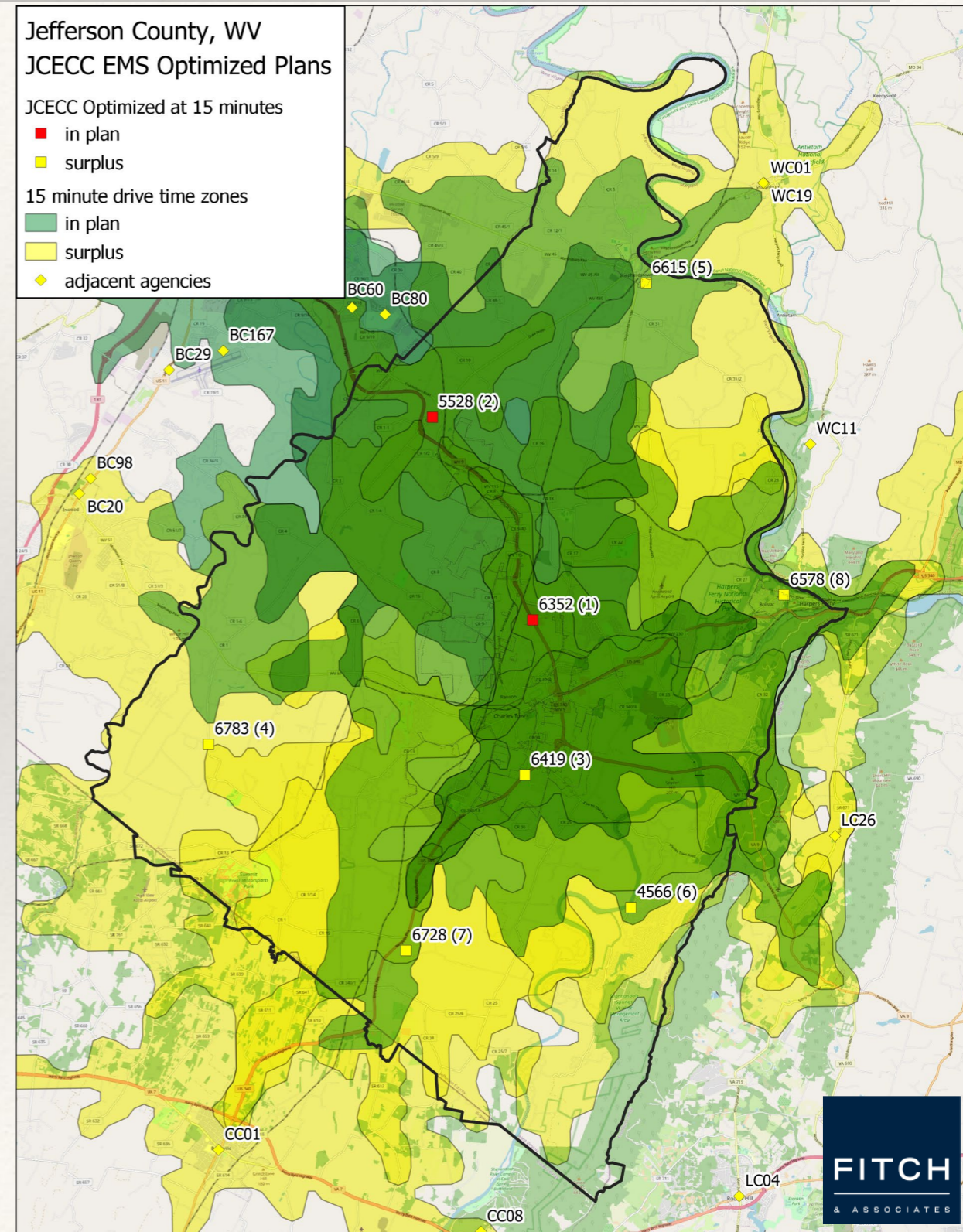
# 15-Minute Travel Time

## Optimized Bases

Marginal Station Contribution

Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	6352	15	39.3198	-77.8497	10297	10297	84.99%
2	5528	15	39.38558	-77.8897	838	11135	91.90%
3	6419	15	39.27001	-77.8542	520	11655	96.20%
4	6783	15	39.28166	-77.9847	188	11843	97.75%
5	6615	15	39.42741	-77.8002	171	12014	99.16%
6	4566	15	39.22675	-77.8113	91	12105	99.91%

- ❖ Current station configuration could capture approximately 91.90% of the incidents within 15 minutes with the utilization of 2 stations



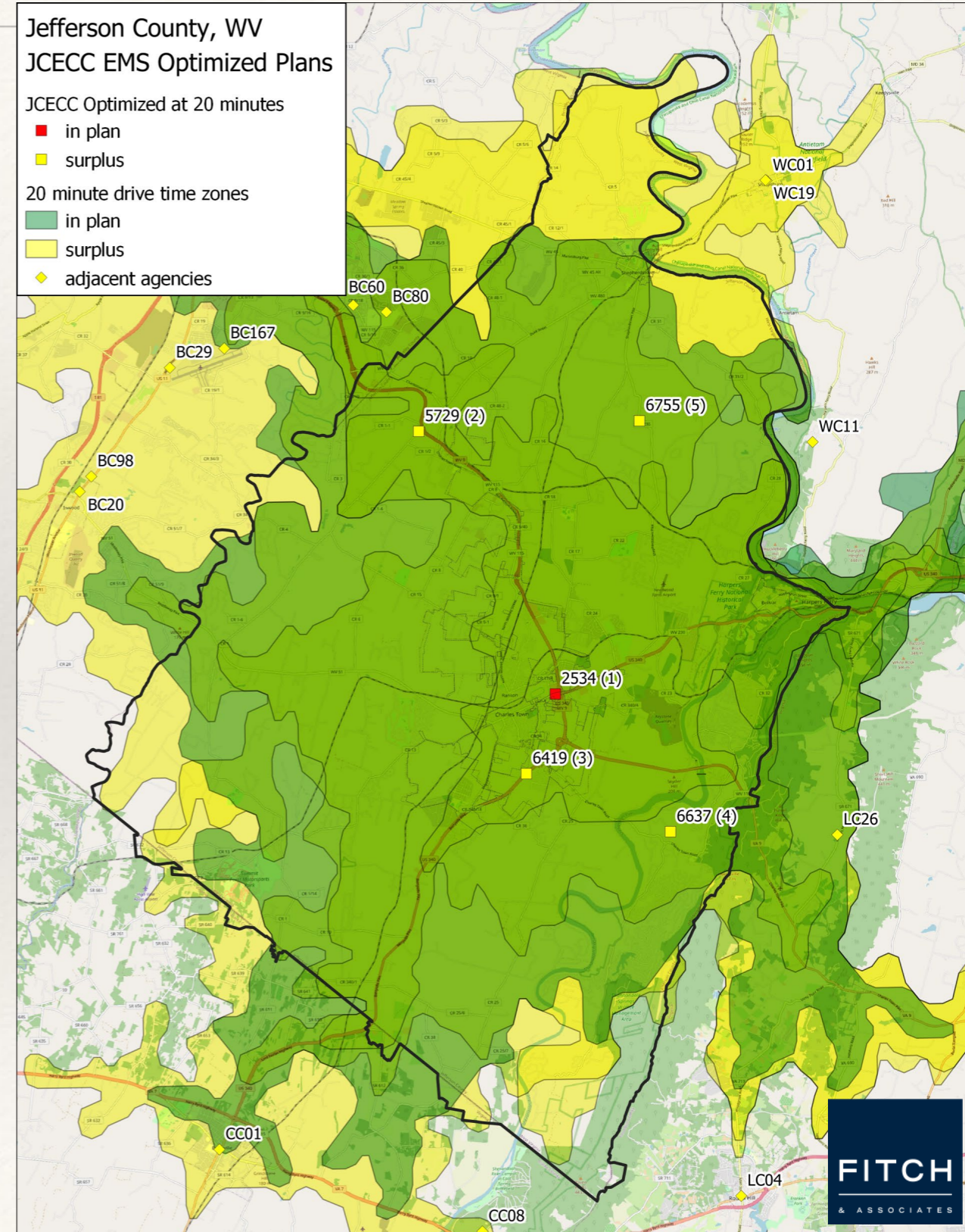
# 20-Minute Travel Time

## Optimized Bases

Marginal Station Contribution

Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	2534	20	39.29538	-77.8416	11781	11781	97.24%
2	5729	20	39.38044	-77.8961	255	12036	99.34%
3	6419	20	39.27001	-77.8542	66	12102	99.88%
4	6637	20	39.25053	-77.7952	9	12111	99.96%
5	6755	20	39.38252	-77.8048	5	12116	100.00%

- ❖ Current station configuration could capture approximately 97.24% of the incidents within 20 minutes with the utilization of 1 stations



# Staffing Considerations

# Modeling Assumptions

## ❖ Capital

- ❖ Ambulances would need to be purchased with all equipment
- ❖ 1.5 spare ratio of ambulance is purchased for peak-of-day units
- ❖ Spare bio-medical and equipment included
- ❖ Current depreciation for vehicles and facilities maintained
- ❖ New ambulance cost and depreciation added
- ❖ Other facilities would be rented from local Fire departments

❖ Overhead Personnel Cost of \$525,000 annually

## ❖ Subsidies

- ❖ Used 2022 budgeted of \$4,137,498 as the baseline

## ❖ Volumes

- ❖ 1% annual increase in demand
- ❖ 1% annual increase in collections
- ❖ 2.5% CPI annually
- ❖ Revenue per trip is determined in two methods. All calculations were completed by using the current revenue/transport to be conservative.
  - ❖ Current: \$322.72
  - ❖ Fitch Est. \$404.48

## ❖ Equipment

- ❖ Normalized to item cost per call and multiplied by the overall volume

# Modeling Assumptions

## Capital Outlay

Fully loaded vehicle Depreciation schedule	Cost Per Item	Quatity	Total 8 unit model	Quatity	Total 6 unit model	Quatity	Total 4 unit model
Ambulance	200,000	12	\$ 2,400,000	9	\$ 1,800,000	6	\$ 1,200,000
Stretcher	19,500	12	\$ 234,000	10	\$ 195,000	7	\$ 136,500
Stairchair	3,000	12	\$ 36,000	1	\$ 3,000	1	\$ 3,000
Performance Load	6,000	12	\$ 72,000	9	\$ 54,000	6	\$ 36,000
MDT	4,500	12	\$ 54,000	9	\$ 40,500	6	\$ 27,000
Inmotion	3,500	12	\$ 42,000	9	\$ 31,500	6	\$ 21,000
Total cost			\$ 2,838,000		\$ 2,124,000		\$ 1,423,500
5 Year depreciations			\$ 567,600		\$ 424,800		\$ 284,700

- ❖ Each model is costed to determine number of assets required
- ❖ Ambulance numbers were determined at 1.5 ratio at Peak-of-day
- ❖ Other than the physical ambulance, stretchers, stair chairs, and IT equipment, all other equipment would be moved from current SUV to the new ambulances
- ❖ Fitch would recommend buying assets from the local fire departments first.
  - ❖ Above is worst case and most conservative approach
  - ❖ Fitch was not provided an opportunity to evaluate the current ambulances in Jefferson Co. and at this time we are unable to provide an approximate value for purchase

# Modeling Assumptions

## Overhead Labor

<u>Overhead Personnel</u>	<u>Costing</u>	<u>Quantity</u>	<u>Cost</u>
<i>Medical Director</i>	20,000	1	20000
<i>EMS Chief</i>	120,000	1	120000
<i>Shift Chiefs</i>	90,000	3	270000
<i>Logisitics Lt.</i>	70,000	1	70000
<i>Admin</i>	45,000	1	45000

- ❖ Each model was given the same overhead structure
- ❖ Our models do not have reduction of current staff or overhead

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# Optimized Personnel Staffing

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- ❖ Staffing

- ❖ Staffing optimization was determined by mathematical formula based upon the required number of seats, the hours to be covered, and the annualized use of scheduled and unscheduled leave.
- ❖ The resulting “Relief Multiplier” indicates the minimum personnel needed to staff each seat in the deployment model.
- ❖ Without Relief Multiplier: 24/72 schedule (24/7) on an average 42hr work week requires 4 FTEs per seat.
- ❖ With Relief Multiplier: 24/72 schedule (24/7) on an average 42hr work week requires 4.6 FTEs per seat.

# CFAI Accreditation Benchmarking

## Creating Community Baselines

For the purposes of definition and the need to establish a common benchmark for purposes of evaluating response time accreditation criteria, the following times should be made available and used in defining base line norms for a candidate agency:

Aggregate (Total) Response time -

- A. Alarm handling: 60-second/90% benchmark  
90-second/90% baseline
- B. Turnout time: 80-second/90% benchmark (Fire & Special Operations response)  
60 Seconds/90% benchmark (EMS response)  
90-second/90% baseline
- C. Travel time: Based on criteria for the different risk categories and within guidelines provided for service area and/or population density. See chart to follow.

Total response time: A+B+C

- ❖ Population: 57,146 (2019)
- ❖ Square mileage: 212
- ❖ Population per square mile: 269.6
- ❖ *Rural – an incorporated or unincorporated area with a population of over 10,000 people or with a population density less than 1,000 people per square mile.*
- ❖ *Response Times: **Benchmark:** 14Min + 60 seconds = 15:00 minutes, **Baseline:** 18:12Min + 90 seconds = 19:42 minutes*

**Metropolitan** – an incorporated or unincorporated area with a population of over 200,000 people and/or a population density over 3,000 people per square mile.

Metropolitan	1st Unit	2nd Unit	Effective Response Force
<b>Benchmark</b>	4 minutes	8 minutes	8 minutes
<b>Baseline</b>	5:12 minutes	10:24 minutes	10:24 minutes

**Urban** – an incorporated or unincorporated area with a population of over 30,000 people and/or a population density over 2,000 people per square mile.

Urban	1st Unit	2nd Unit	Effective Response Force
<b>Benchmark</b>	4 minutes	8 minutes	8 minutes
<b>Baseline</b>	5:12 minutes	10:24 minutes	10:24 minutes

**Suburban** – an incorporated or unincorporated area with a population of 10,000 to 29,999 and/or any area with a population density of 1,000 to 2,000 people per square mile.

Suburban	1st Unit	2nd Unit	Effective Response Force
<b>Benchmark</b>	4 minutes	8 minutes	10 minutes
<b>Baseline</b>	5:12 minutes	10:24 minutes	13 minutes

**Rural** – an incorporated or unincorporated area with total population less than 10,000 people, or with a population density of less than 1,000 people per square mile.

Rural	1st Unit	2nd Unit	Effective Response Force
<b>Benchmark</b>	10 minutes	14 minutes	14 minutes
<b>Baseline</b>	13 minutes	18:12 minutes	18:12 minutes

**Wilderness** – any rural area not readily accessible by public or private maintained road. Due to the large disparity between communities that protect wilderness areas, recommended travel times are not provided for this level of service.

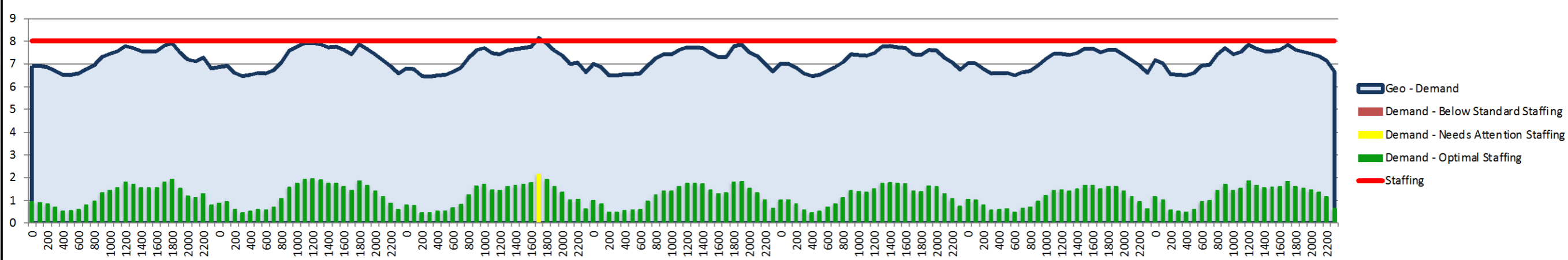
# EMS Deployment Options

# 10-Minute Travel Ambulance Service

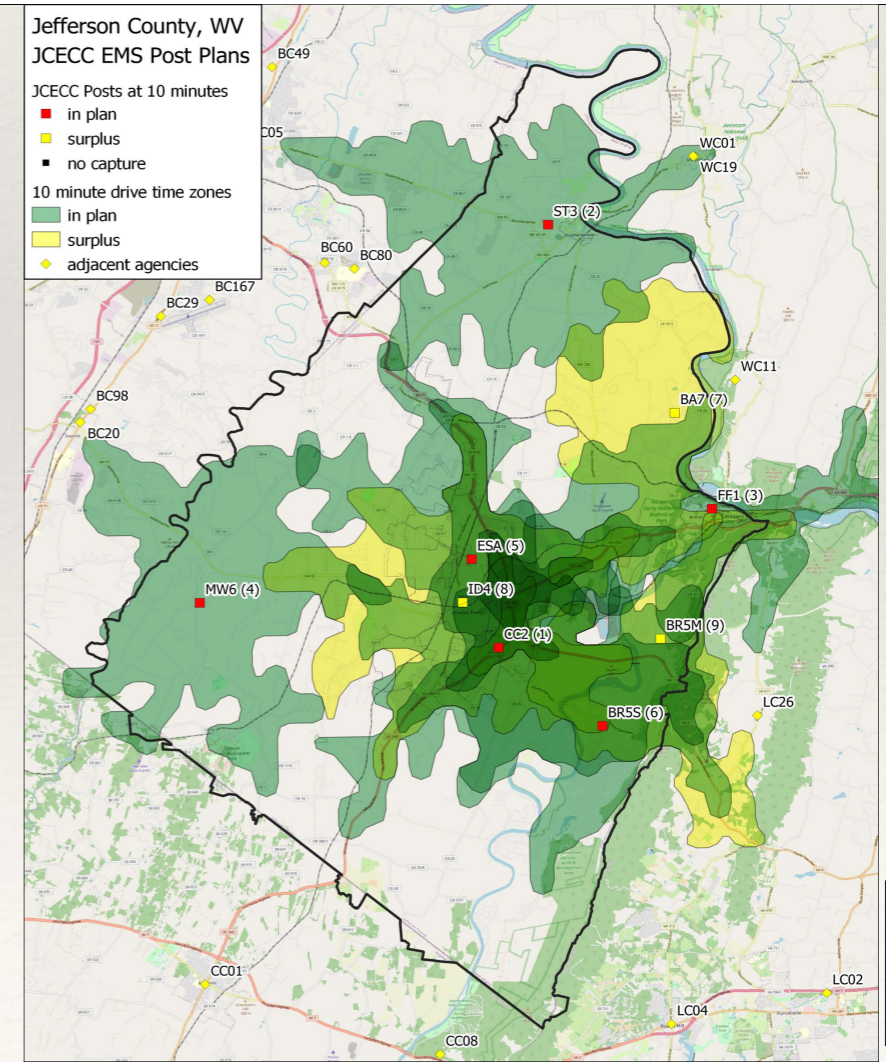
# 10-Minute: ALS Ambulance

## 6 Geographic Units & 8 Total Units - 24/7

10 Minute Drive Time (6 unit Geographic Coverage) - Demand vs Staffing



- ❖ 6 geographical units
- ❖ 2 demand units
- ❖ Drawdown to CC2 & ST3 with only two units available.



Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	CC2	10	39.27574	-77.8452	6891	6891	56.88%
2	ST3	10	39.43414	-77.8185	1320	8211	67.77%
3	FF1	10	39.32641	-77.7453	978	9189	75.84%
4	MW6	10	39.29441	-77.9827	789	9978	82.35%
5	ESA	10	39.3091	-77.8569	592	10570	87.24%
6	BR5S	10	39.24564	-77.798	474	11044	91.15%

30

# 10-Minute: ALS Ambulance

## 6 Geographic Units & 8 Total Units - 24/7

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<b><u>Assumptions</u></b>					
Revenue Increase		1%	1%	1%	1%
Volume Increase		1%	1%	1%	1%
CPI		2.5%	2.5%	2.5%	2.5%
<b><u>Revenue</u></b>					
Est. annual collections	\$ 1,226,668	\$ 1,251,324	\$ 1,276,476	\$ 1,302,133	\$ 1,328,306
Percent collections	32%	32%	32%	32%	32%
Est. revenue per transport	\$ 322.72	\$ 325.95	\$ 329.21	\$ 332.50	\$ 335.83
Est. volume	3801	3839	3877	3916	3955
Est. Subsidies	\$ 4,137,498	\$ 4,178,873	\$ 4,220,662	\$ 4,262,868	\$ 4,305,497
<b><u>Total Revenue</u></b>	<b>\$ 5,364,166</b>	<b>\$ 5,430,197</b>	<b>\$ 5,497,137</b>	<b>\$ 5,565,001</b>	<b>\$ 5,633,803</b>
<b><u>Operating Expense</u></b>					
Labor Cost	\$ 5,487,501	\$ 5,624,688	\$ 5,765,305	\$ 5,909,438	\$ 6,057,174
Direct Materials & Overhead Cost	\$ 443,050	\$ 454,126	\$ 465,479	\$ 477,116	\$ 489,044
<u>Capital/Depreciation</u>					
Overhead Cost	\$ 635,900	\$ 635,900	\$ 567,600	\$ 567,600	\$ 567,600
<b><u>Total Operating Expense</u></b>	<b>\$ 6,566,450</b>	<b>\$ 6,714,714</b>	<b>\$ 6,798,385</b>	<b>\$ 6,954,154</b>	<b>\$ 7,113,818</b>
<b><u>NET Profit/(Loss)</u></b>	<b>\$ (1,202,284)</b>	<b>\$ (1,284,517)</b>	<b>\$ (1,301,247)</b>	<b>\$ (1,389,153)</b>	<b>\$ (1,480,016)</b>
Unit Hours	70080	70080	70080	70080	70080
Unit Hour Cost-Fully Loaded	\$ 93.70	\$ 95.81	\$ 97.01	\$ 99.23	\$ 101.51
Unit Hour Cost-Marginal Cost	\$ 77.13	\$ 79.06	\$ 81.04	\$ 83.06	\$ 85.14
Total busy hours		9882.6	9882.6	9882.6	9882.6
Est. Productivity (AKA: Unit Hour Utilization)		0.141	0.141	0.141	0.141

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# Considerations

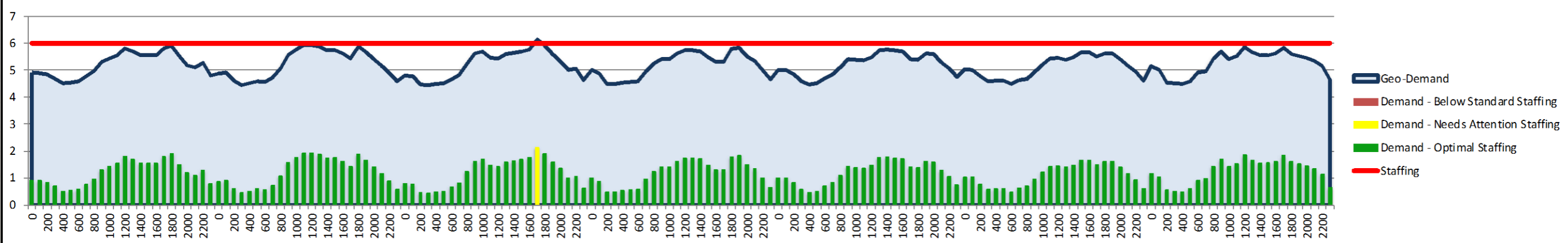
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- ❖ Performance
  - ❖ Will improve community ALS performance from 14-minute travel to 10-minute travel at the 90<sup>th</sup> percentile.
  - ❖ Credible level of performance for CPSE accreditation
  - ❖ Productivity:
    - ❖ Normalized workload: .141 UHU
  - ❖ New Cost
    - ❖ Vehicles and Equipment: \$2,838,000
    - ❖ Facilities: Rent from Current Fire Departments
    - ❖ Payback Period: None
- ❖ Challenges
  - ❖ Most costly model
  - ❖ Plans to have three more resource everyday above the five max units used at once in 2020 & 2021

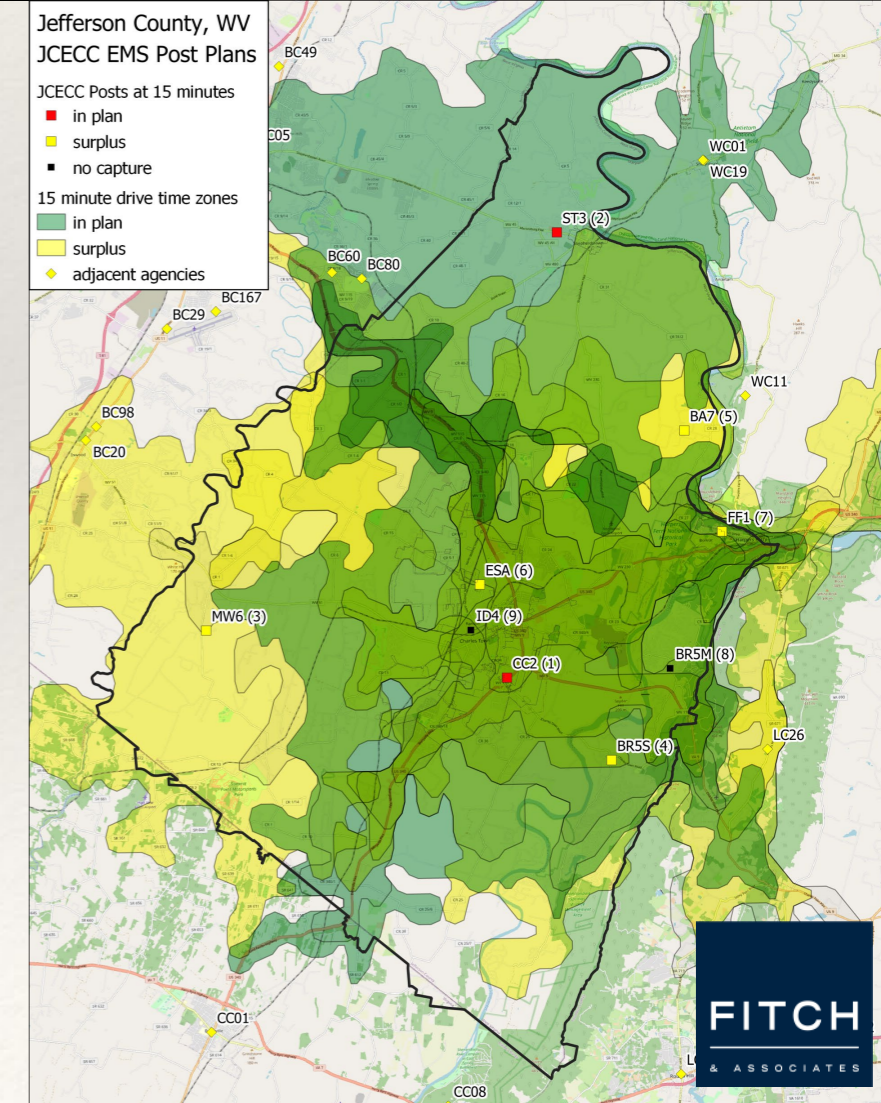
# 15-Minute: ALS Ambulance

## 4 Geographic Units & 6 Total Units - 24/7

15 Minute Drive Time (2 Unit to Capture 90% Vol. & 4 unit for Land Coverage Totaling Geographic Coverage) - Demand vs Staffing



- ❖ 4 geographical units
- ❖ 2 demand units
- ❖ Drawdown to CC2 & ST3 with only two units available.



Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	CC2	15	39.27574	-77.8452	9612	9612	79.33%
2	ST3	15	39.43414	-77.8185	1544	11156	92.08%
3	MW6	15	39.29441	-77.9827	734	11890	98.13%
4	BR5S	15	39.24564	-77.798	97	11987	98.94%
5	BA7	15	39.36266	-77.7617	96	12083	99.73%
6	ESA	15	39.3091	-77.8569	5	12088	99.77%

# 15-Minute: ALS Ambulance

4 G

24/7

		15 Minute (4 Geo Units)				
		Year 1	Year 2	Year 3	Year 4	Year 5
<b>Assumptions</b>						
	Revenue Increase		1%	1%	1%	1%
	Volume Increase		1%	1%	1%	1%
	CPI		2.5%	2.5%	2.5%	2.5%
<b>Revenue</b>						
Est. annual collections		\$ 1,226,668	\$ 1,251,324	\$ 1,276,476	\$ 1,302,133	\$ 1,328,306
	Percent collections	32%	32%	32%	32%	32%
	Est. revenue per transport	\$ 322.72	\$ 325.95	\$ 329.21	\$ 332.50	\$ 335.83
Est. volume		3801	3839	3877	3916	3955
Est. Subsidies		\$ 4,137,498	\$ 4,178,873	\$ 4,220,662	\$ 4,262,868	\$ 4,305,497
	<b>Total Revenue</b>	\$ 5,364,166	\$ 5,430,197	\$ 5,497,137	\$ 5,565,001	\$ 5,633,803
<b>Operating Expense</b>						
	Labor Cost	\$ 4,246,876	\$ 4,353,047	\$ 4,461,874	\$ 4,573,420	\$ 4,687,756
	Direct Materials & Overhead Cost	\$ 431,050	\$ 441,826	\$ 452,872	\$ 464,194	\$ 475,798
	<u>Capital/Depreciation</u>					
	Overhead Cost	\$ 493,100	\$ 493,100	\$ 424,800	\$ 424,800	\$ 424,800
	<b>Total Operating Expense</b>	\$ 5,171,025	\$ 5,287,973	\$ 5,339,545	\$ 5,462,414	\$ 5,588,354
	<b>NET Profit/(Loss)</b>	\$ 193,141	\$ 142,224	\$ 157,592	\$ 102,587	\$ 45,448
	Unit Hours	52560	52560	52560	52560	52560
	Unit Hour Cost-Fully Loaded	\$ 98.38	\$ 100.61	\$ 101.59	\$ 103.93	\$ 106.32
	Unit Hour Cost-Marginal Cost	\$ 79.01	\$ 80.99	\$ 83.01	\$ 85.09	\$ 87.22
	Total busy hours		9882.6	9882.6	9882.6	9882.6
	Est. Productivity (AKA: Unit Hour Utilization)		0.188	0.188	0.188	0.188

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# Considerations

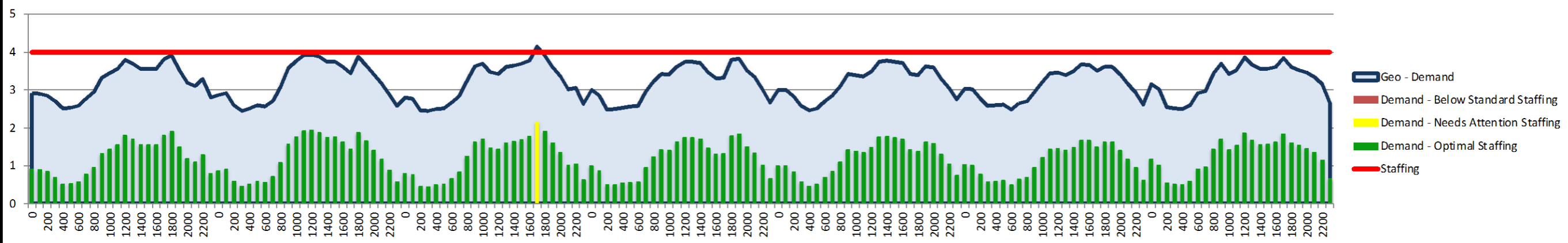
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- ❖ Performance
  - ❖ Will closely maintain community ALS performance at 15-minute travel at the 90<sup>th</sup> percentile.
  - ❖ Credible level of performance for CPSE accreditation
  - ❖ Productivity:
    - ❖ Normalized workload: .188 UHU
  - ❖ New Cost
    - ❖ Vehicles and Equipment: \$2,124,000
    - ❖ Facilities: Rent from Current Fire Departments
    - ❖ Payback Period:
      - ❖ 16.57 Years Purchasing all New Assets
      - ❖ 1.63 Years Purchasing Assets From Current Providers & Increased NET Income
- ❖ Challenges
  - ❖ Middle of the road costing model
  - ❖ Plans to have one more resource everyday above the five max units used at once in 2020 & 2021

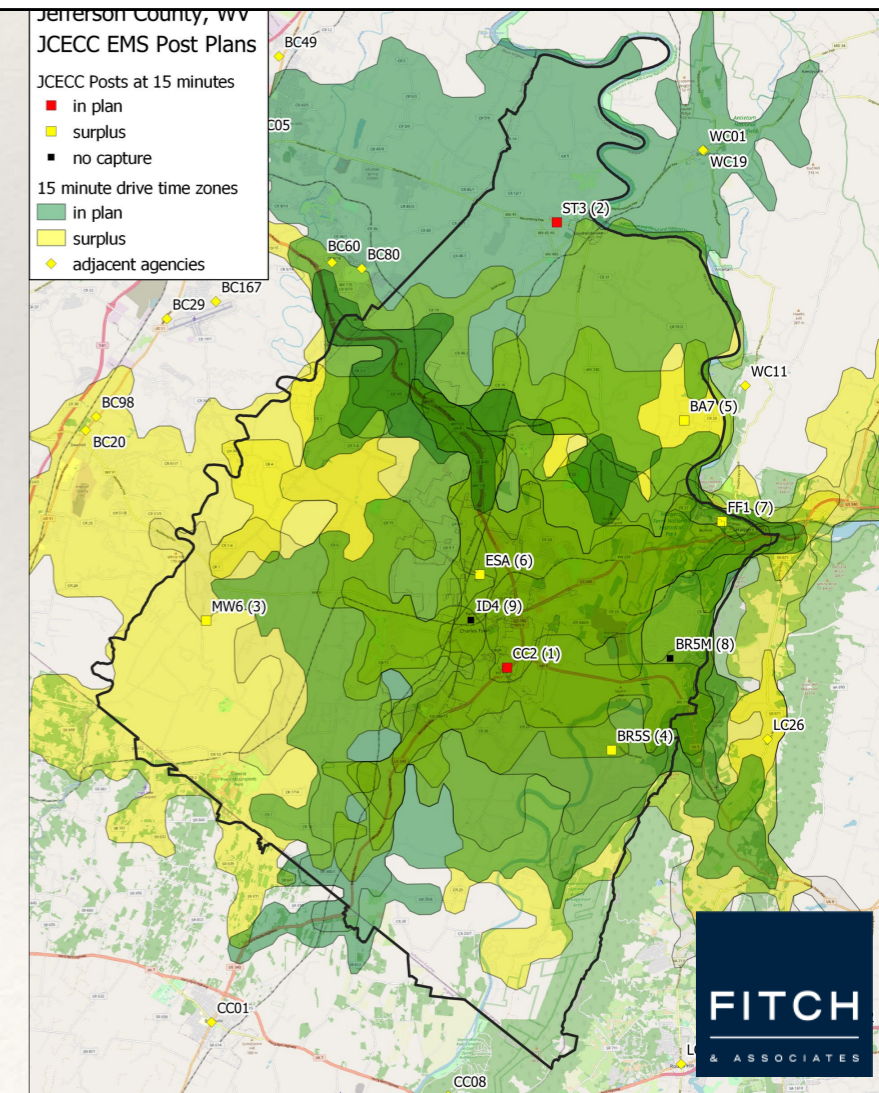
# 15-Minute: ALS Ambulance

## 2 Geographic Units & 4 Total Units - 24/7

15 Minute Drive Time (2 Unit to Capture 90% Vol. & 2 unit for Land Coverage Totaling Geographic Coverage) - Demand vs Staffing



- ❖ 2 geographical units
- ❖ 2 demand units
- ❖ Drawdown to CC2 & ST3 with only two units available.



Rank	Post Number	DriveTime	Latitude	Longitude	Post Capture	Total Capture	Percent Capture
1	CC2	15	39.27574	-77.8452	9612	9612	79.33%
2	ST3	15	39.43414	-77.8185	1544	11156	92.08%
3	MW6	15	39.29441	-77.9827	734	11890	98.13%
4	BR5S	15	39.24564	-77.798	97	11987	98.94%
5	BA7	15	39.36266	-77.7617	96	12083	99.73%
6	ESA	15	39.3091	-77.8569	5	12088	99.77%

# 15-Minute: ALS Ambulance

2 G

24/7

		15 Minute (2 Geo Units)				
		Year 1	Year 2	Year 3	Year 4	Year 5
<b>Assumptions</b>						
	Revenue Increase		1%	1%	1%	1%
	Volume Increase		1%	1%	1%	1%
	CPI		2.5%	2.5%	2.5%	2.5%
<b>Revenue</b>						
Est. annual collections		\$ 1,226,668	\$ 1,251,324	\$ 1,276,476	\$ 1,302,133	\$ 1,328,306
	Percent collections	32%	32%	32%	32%	32%
	Est. revenue per transport	\$ 322.72	\$ 325.95	\$ 329.21	\$ 332.50	\$ 335.83
Est. volume		3801	3839	3877	3916	3955
Est. Subsidies		\$ 4,137,498	\$ 4,178,873	\$ 4,220,662	\$ 4,262,868	\$ 4,305,497
	<b>Total Revenue</b>	\$ 5,364,166	\$ 5,430,197	\$ 5,497,137	\$ 5,565,001	\$ 5,633,803
<b>Operating Expense</b>						
	Labor Cost	\$ 3,006,250	\$ 3,081,407	\$ 3,158,442	\$ 3,237,403	\$ 3,318,338
	Direct Materials & Overhead Cost	\$ 431,050	\$ 441,826	\$ 452,872	\$ 464,194	\$ 475,798
	<u>Capital/Depreciation</u>					
	Overhead Cost	\$ 353,000	\$ 353,000	\$ 284,700	\$ 284,700	\$ 284,700
	<b>Total Operating Expense</b>	\$ 3,790,300	\$ 3,876,232	\$ 3,896,014	\$ 3,986,296	\$ 4,078,836
	<b>NET Profit/(Loss)</b>	\$ 1,573,866	\$ 1,553,965	\$ 1,601,124	\$ 1,578,705	\$ 1,554,966
	Unit Hours	35040	35040	35040	35040	35040
	Unit Hour Cost-Fully Loaded	\$ 108.17	\$ 110.62	\$ 111.19	\$ 113.76	\$ 116.41
	Unit Hour Cost-Marginal Cost	\$ 83.11	\$ 85.19	\$ 87.32	\$ 89.50	\$ 91.74
	Total busy hours		9882.6	9882.6	9882.6	9882.6
	Est. Productivity (AKA: Unit Hour Utilization)		0.282	0.282	0.282	0.282

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# Considerations

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- ❖ Performance
  - ❖ Will improve community ALS performance from 14-minute travel to 10-minute travel at the 90<sup>th</sup> percentile.
  - ❖ Credible level of performance for CPSE accreditation
  - ❖ Productivity:
    - ❖ Normalized workload: .282 UHU
  - ❖ New Cost
    - ❖ Vehicles and Equipment: \$1,423,500
    - ❖ Facilities: Rent from Current Fire Departments
    - ❖ Payback Period:
      - ❖ .91 Years Purchasing all New Assets
      - ❖ .34 Years Purchasing Assets From Current Providers & Increased NET Income
- ❖ Least costly and can handle with the current number of FTE's
- ❖ Challenges
  - ❖ Plans to have one less resource everyday below the five max units used at once in 2020 & 2021
    - ❖ Which only accounted for 14 times in a 52-week period
      - ❖ Where mutual aid is utilized.

# Current JCEMS Staff

Staffing Type	Current FT Staffing	8 Unit Deployments	6 Unit Deployments	4 Unit Deployments
EMTs	19	32	24	16
Paramedics	13	32	24	16
<b>Total</b>	<b>32</b>	<b>64</b>	<b>48</b>	<b>32</b>

- ❖ Could adopt the 4-unit plan with current personnel
  - ❖ Would need to hire three more Paramedic FTE's
- ❖ Could adopt the 6-unit plan with hiring personnel
  - ❖ Would need to hire 11 more Paramedic & 5 more EMT FTE's

# Summary of Three Models

## *Most Conservative Methodology*

System Performance Options	Year 1	Year 2	Year 3	Year 4	Year 5
10 Minute Performance Model with 6-Geographic Units)	(\$1,202,284)	(\$1,284,517)	(\$1,301,247)	(\$1,389,153)	(\$1,480,016)
15 Minute Performance Model with 4-Geographic Units)	\$193,141	\$142,224	\$157,592	\$102,587	\$45,448
15 Minute Performance Model with 2-Geographic Units)	\$1,573,866	\$1,553,965	\$1,601,124	\$1,578,705	\$1,554,966

- Buying all new Ambulances, Stretchers, Stair Chairs, & IT Equipment

## *With Buying Agencies Assets & Improved Revenue Collections*

System Performance Options	Year 1	Year 2	Year 3	Year 4	Year 5
10 Minute Performance Model with 6-Geographic Units)	(\$607,738)	(\$689,971)	(\$706,702)	(\$794,608)	(\$885,470)
15 Minute Performance Model with 4-Geographic Units)	\$716,287	\$665,370	\$680,738	\$625,733	\$568,594
15 Minute Performance Model with 2-Geographic Units)	\$2,097,012	\$2,077,110	\$2,124,270	\$2,101,850	\$2,078,112

- Buying fully loaded ambulances from current agencies
- Modeling considers these assets bought at half a new assets cost
- Average Revenue per call increase from \$322.72 to \$404.48

# Payback Period

## *Initial Investment - All New Equipment*

<b>System Performance Options</b>	<b>Initial Investment</b>	<b>5-Year Avg NET Income/Yr</b>	<b>Payback Timeframe</b>
<b>10 Minute Performance Model with 6-Geographic Units)</b>	\$ 2,838,000	(\$1,331,443)	No Return
<b>15 Minute Performance Model with 4-Geographic Units)</b>	\$ 2,124,000	\$128,198	16.57
<b>15 Minute Performance Model with 2-Geographic Units)</b>	\$ 1,423,500	\$1,572,525	0.91

## *Initial Investment - Buy Current Agencies Assets & Improved Revenue Collections*

<b>System Performance Options</b>	<b>Initial Investment</b>	<b>5-Year Avg NET Income/Yr</b>	<b>Payback Timeframe</b>
<b>10 Minute Performance Model with 6-Geographic Units)</b>	\$ 1,419,000	(\$736,898)	No Return
<b>15 Minute Performance Model with 4-Geographic Units)</b>	\$ 1,062,000	\$651,344	1.63
<b>15 Minute Performance Model with 2-Geographic Units)</b>	\$ 711,750	\$2,095,671	0.34

# Summary of Options

Response Type	Ambulance Travel Time at 90%	Est. Workload (UHU)	Additional FTEs From Current	Year 1 Est Rev. Per Transport	Year 1	Year 2	Year 3	Year 4	Year 5
<b>NET Taxpayer Change Per Model - With Buying New Assets &amp; Current Revenue Collections</b>									
8 Total Units-6-Geographic Units	10 Min	14%	32	\$ 322.72	(\$1,202,284)	(\$1,284,517)	(\$1,301,247)	(\$1,389,153)	(\$1,480,016)
6 Total Units-4-Geographic Units	15 Min	19%	16	\$ 322.72	\$193,141	\$142,224	\$157,592	\$102,587	\$45,448
4 Total Units-2-Geographic Units	15 Min	28%	0	\$ 322.72	\$1,573,866	\$1,553,965	\$1,601,124	\$1,578,705	\$1,554,966
<b>NET Taxpayer Change Per Model - With Buying Agencies Assets &amp; Improved Revenue Collections</b>									
8 Total Units-6-Geographic Units	10 Min	14%	32	\$ 404.48	(\$607,738)	(\$689,971)	(\$706,702)	(\$794,608)	(\$885,470)
6 Total Units-4-Geographic Units	15 Min	19%	16	\$ 404.48	\$716,287	\$665,370	\$680,738	\$625,733	\$568,594
4 Total Units-2-Geographic Units	15 Min	28%	0	\$ 404.48	\$2,097,012	\$2,077,110	\$2,124,270	\$2,101,850	\$2,078,112

Concurrent Responses per Hour	Count for 52 Weeks	Percent of Concurrency	CummulativePercent of Concurrency
5 Responses	14	0.3%	100%
4 Responses	76	1.8%	99.70%
3 Responses	318	7.4%	97.90%
2 Responses	1082	25.3%	90.5%
1 Responses	2789	65.2%	65.2%
<b>Total</b>	<b>4279</b>	<b>100%</b>	<b>100%</b>
<b>Max Units Used in 365 Days</b>	<b>5</b>		

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# Questions?

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Todd Sheridan, MBA  
Senior Associate

Fred Wurster  
Senior Consultant

Tim Czapranski  
Senior Consultant

Brian McGrath  
Senior Consultant/GIS Specialist/CADNorth

Gang Wang, PhD  
Senior Consultant/Data Analyst



## **APPENDIX C – FINANCIAL MODELS**

**Table 1: 10-Minute: 8 ALS Transport Units**

	<u>Year 1</u>	<u>Year 2</u>	<u>10 Minute</u> <u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<b><u>Assumptions</u></b>					
Revenue Increase		1%	1%	1%	1%
Volume Increase		1%	1%	1%	1%
CPI		2.5%	2.5%	2.5%	2.5%
<b><u>Revenue</u></b>					
Est. annual collections	\$ 1,226,668	\$ 1,251,324	\$ 1,276,476	\$ 1,302,133	\$ 1,328,306
Percent collections	32%	32%	32%	32%	32%
Est. revenue per transport	\$ 322.72	\$ 325.95	\$ 329.21	\$ 332.50	\$ 335.83
Est. volume	3801	3839	3877	3916	3955
Est. Subsidies	\$ 4,137,498	\$ 4,178,873	\$ 4,220,662	\$ 4,262,868	\$ 4,305,497
<b><u>Total Revenue</u></b>	<b>\$ 5,364,166</b>	<b>\$ 5,430,197</b>	<b>\$ 5,497,137</b>	<b>\$ 5,565,001</b>	<b>\$ 5,633,803</b>
<b><u>Operating Expense</u></b>					
Labor Cost	\$ 5,487,501	\$ 5,624,688	\$ 5,765,305	\$ 5,909,438	\$ 6,057,174
Direct Materials & Overhead Cost	\$ 443,050	\$ 454,126	\$ 465,479	\$ 477,116	\$ 489,044
<b><u>Capital/Depreciation</u></b>					
Overhead Cost	\$ 635,900	\$ 635,900	\$ 567,600	\$ 567,600	\$ 567,600
<b><u>Total Operating Expense</u></b>	<b>\$ 6,566,450</b>	<b>\$ 6,714,714</b>	<b>\$ 6,798,385</b>	<b>\$ 6,954,154</b>	<b>\$ 7,113,818</b>
<b><u>NET Profit/(Loss)</u></b>	<b>\$ (1,202,284)</b>	<b>\$ (1,284,517)</b>	<b>\$ (1,301,247)</b>	<b>\$ (1,389,153)</b>	<b>\$ (1,480,016)</b>
Unit Hours	70080	70080	70080	70080	70080
Unit Hour Cost-Fully Loaded	\$ 93.70	\$ 95.81	\$ 97.01	\$ 99.23	\$ 101.51
Unit Hour Cost-Marginal Cost	\$ 77.13	\$ 79.06	\$ 81.04	\$ 83.06	\$ 85.14
Total busy hours		9882.6	9882.6	9882.6	9882.6
Est. Productivity (AKA: Unit Hour Utilization)		0.141	0.141	0.141	0.141

**Table 2: 15-Minute: 6 ALS Transport Units**

		<b>15 Minute (4 Geo Units)</b>				
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<b><u>Assumptions</u></b>						
	Revenue Increase		1%	1%	1%	1%
	Volume Increase		1%	1%	1%	1%
	CPI		2.5%	2.5%	2.5%	2.5%
<b><u>Revenue</u></b>						
Est. annual collections		\$ 1,226,668	\$ 1,251,324	\$ 1,276,476	\$ 1,302,133	\$ 1,328,306
	Percent collections	32%	32%	32%	32%	32%
	Est. revenue per transport	\$ 322.72	\$ 325.95	\$ 329.21	\$ 332.50	\$ 335.83
Est. volume		3801	3839	3877	3916	3955
Est. Subsidies		\$ 4,137,498	\$ 4,178,873	\$ 4,220,662	\$ 4,262,868	\$ 4,305,497
	<b><u>Total Revenue</u></b>	\$ 5,364,166	\$ 5,430,197	\$ 5,497,137	\$ 5,565,001	\$ 5,633,803
<b><u>Operating Expense</u></b>						
	Labor Cost	\$ 4,246,876	\$ 4,353,047	\$ 4,461,874	\$ 4,573,420	\$ 4,687,756
	Direct Materials & Overhead Cost	\$ 431,050	\$ 441,826	\$ 452,872	\$ 464,194	\$ 475,798
	<b><u>Capital/Depreciation</u></b>					
	Overhead Cost	\$ 493,100	\$ 493,100	\$ 424,800	\$ 424,800	\$ 424,800
	<b><u>Total Operating Expense</u></b>	\$ 5,171,025	\$ 5,287,973	\$ 5,339,545	\$ 5,462,414	\$ 5,588,354
	<b><u>NET Profit/(Loss)</u></b>	\$ 193,141	\$ 142,224	\$ 157,592	\$ 102,587	\$ 45,448
	Unit Hours	52560	52560	52560	52560	52560
	Unit Hour Cost-Fully Loaded	\$ 98.38	\$ 100.61	\$ 101.59	\$ 103.93	\$ 106.32
	Unit Hour Cost-Marginal Cost	\$ 79.01	\$ 80.99	\$ 83.01	\$ 85.09	\$ 87.22
	Total busy hours		9882.6	9882.6	9882.6	9882.6
	Est. Productivity (AKA: Unit Hour Utilization)		0.188	0.188	0.188	0.188

**Table 3: 15-Minute: 4 ALS Transport Units**

		<b>15 Minute (2 Geo Units)</b>				
		<u><b>Year 1</b></u>	<u><b>Year 2</b></u>	<u><b>Year 3</b></u>	<u><b>Year 4</b></u>	<u><b>Year 5</b></u>
<b><u>Assumptions</u></b>						
	Revenue Increase		1%	1%	1%	1%
	Volume Increase		1%	1%	1%	1%
	CPI		2.5%	2.5%	2.5%	2.5%
<b><u>Revenue</u></b>						
Est. annual collections		\$ 1,226,668	\$ 1,251,324	\$ 1,276,476	\$ 1,302,133	\$ 1,328,306
	Percent collections	32%	32%	32%	32%	32%
	Est. revenue per transport	\$ 322.72	\$ 325.95	\$ 329.21	\$ 332.50	\$ 335.83
Est. volume		3801	3839	3877	3916	3955
Est. Subsidies		\$ 4,137,498	\$ 4,178,873	\$ 4,220,662	\$ 4,262,868	\$ 4,305,497
	<b><u>Total Revenue</u></b>	\$ 5,364,166	\$ 5,430,197	\$ 5,497,137	\$ 5,565,001	\$ 5,633,803
<b><u>Operating Expense</u></b>						
	Labor Cost	\$ 3,006,250	\$ 3,081,407	\$ 3,158,442	\$ 3,237,403	\$ 3,318,338
	Direct Materials & Overhead Cost	\$ 431,050	\$ 441,826	\$ 452,872	\$ 464,194	\$ 475,798
	<u>Capital/Depreciation</u>					
	Overhead Cost	\$ 353,000	\$ 353,000	\$ 284,700	\$ 284,700	\$ 284,700
	<b><u>Total Operating Expense</u></b>	\$ 3,790,300	\$ 3,876,232	\$ 3,896,014	\$ 3,986,296	\$ 4,078,836
	<b><u>NET Profit/(Loss)</u></b>	\$ 1,573,866	\$ 1,553,965	\$ 1,601,124	\$ 1,578,705	\$ 1,554,966
	Unit Hours	35040	35040	35040	35040	35040
	Unit Hour Cost-Fully Loaded	\$ 108.17	\$ 110.62	\$ 111.19	\$ 113.76	\$ 116.41
	Unit Hour Cost-Marginal Cost	\$ 83.11	\$ 85.19	\$ 87.32	\$ 89.50	\$ 91.74
	Total busy hours		9882.6	9882.6	9882.6	9882.6
	Est. Productivity (AKA: Unit Hour Utilization)		0.282	0.282	0.282	0.282

Table 4: Estimated Service Level Mix

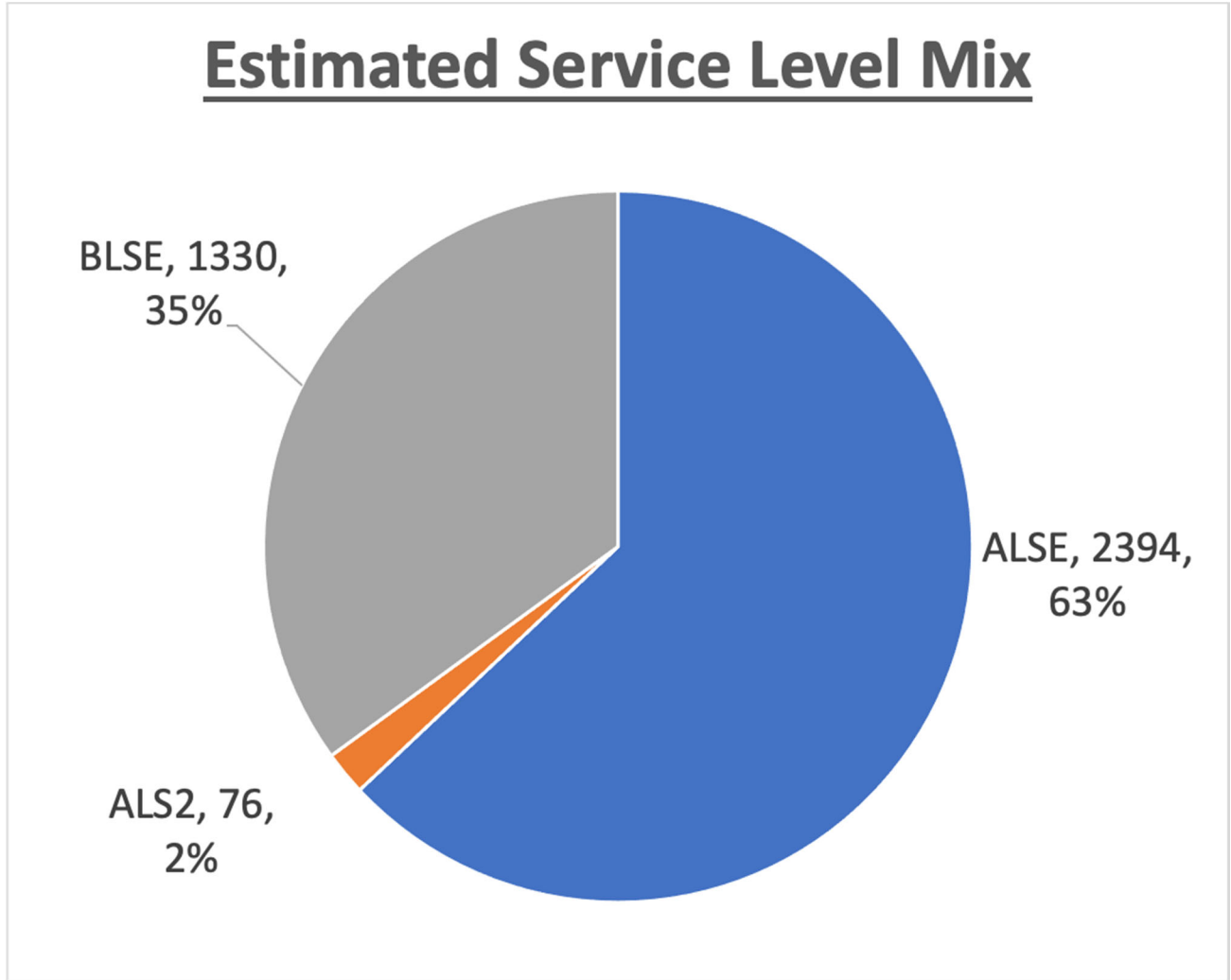
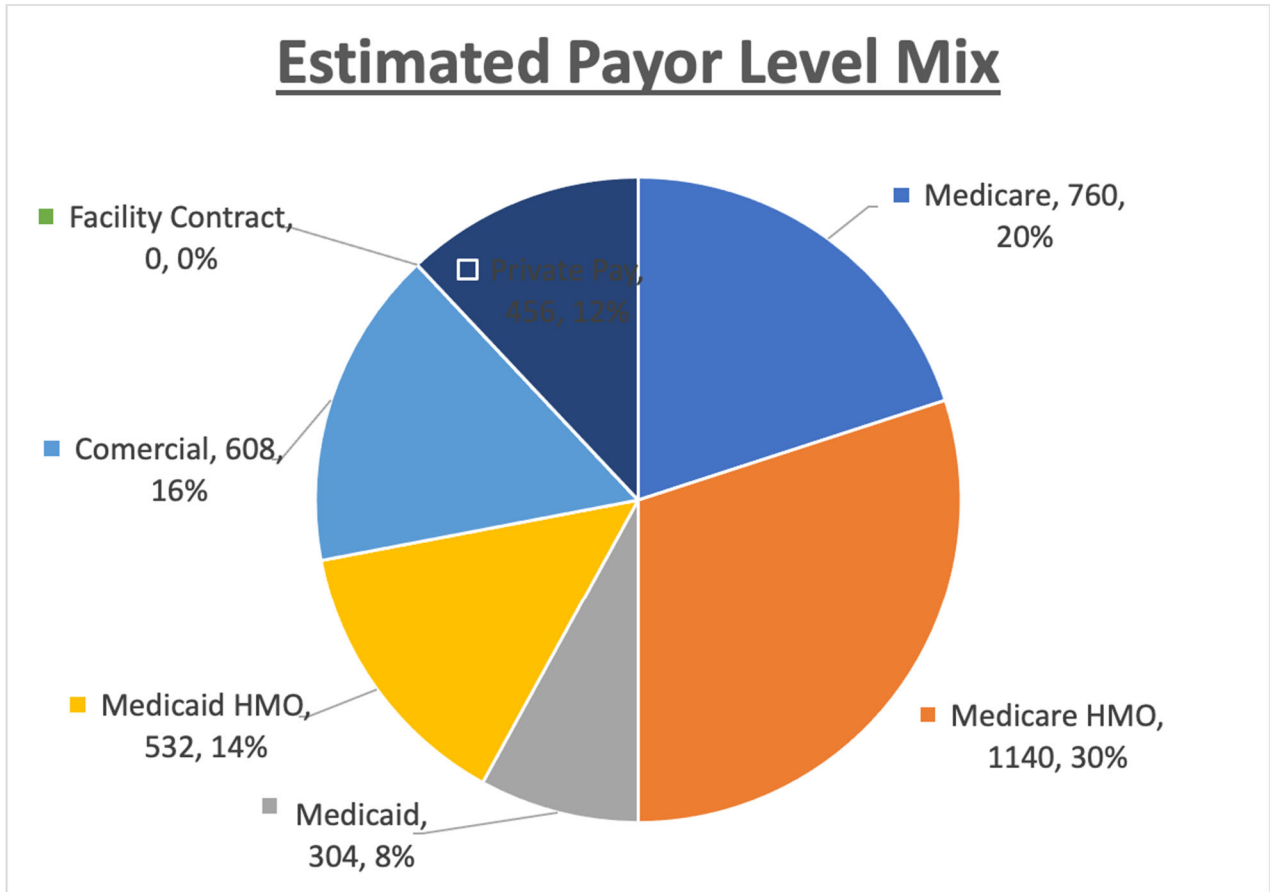


Table 5: Payor Level Mix



**Table 6: Overhead Personnel**

<b>Overhead Personnel</b>	<b>Costing</b>	<b>Quantity</b>	<b>Cost</b>
<i>Medical Director</i>	20,000	1	20000
<i>EMS Chief</i>	120,000	1	120000
<i>Shift Chiefs</i>	90,000	3	270000
<i>Logisitics Lt.</i>	70,000	1	70000
<i>Admin</i>	45,000	1	45000

**Table 7: Capital Assets for Ambulances**

<b>Fully loaded vehicle Depreciation schedule</b>	<b>Cost Per Item</b>	<b>Quatity</b>	<b>Total 8 unit model</b>	<b>Quatity</b>	<b>Total 6 unit model</b>	<b>Quatity</b>	<b>Total 4 unit model</b>
Ambulance	200,000	12	\$ 2,400,000	9	\$ 1,800,000	6	\$ 1,200,000
Stretcher	19,500	12	\$ 234,000	10	\$ 195,000	7	\$ 136,500
Stairchair	3,000	12	\$ 36,000	1	\$ 3,000	1	\$ 3,000
Performance Load	6,000	12	\$ 72,000	9	\$ 54,000	6	\$ 36,000
MDT	4,500	12	\$ 54,000	9	\$ 40,500	6	\$ 27,000
Inmotion	3,500	12	\$ 42,000	9	\$ 31,500	6	\$ 21,000
<b>Total cost</b>			<b>\$ 2,838,000</b>		<b>\$ 2,124,000</b>		<b>\$ 1,423,500</b>
<b>5 Year depreciations</b>			<b>\$ 567,600</b>		<b>\$ 424,800</b>		<b>\$ 284,700</b>



[www.fitchassoc.com](http://www.fitchassoc.com)



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **March 3, 2022**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Discussion of Fitch Report, including potential action regarding composition and structure of county EMS services, Jefferson County Emergency Services Agency, acquisition and distribution of ambulance resources, and implementation of Fitch recommendations**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



# City of Ranson



**RANSON**

AT THE CENTER OF OPPORTUNITY.

## Office of The Mayor

312 South Mildred Street  
Ranson, West Virginia 25438-1621  
Phone (304) 725-1010 | Fax (304) 728-8579  
Email: [dpierson@ransonwv.us](mailto:dpierson@ransonwv.us)

### Council Members:

Mike Anderson  
Dave Cheshire  
Scott Coulter  
Donnie Haines  
Amanda Stroud  
Gene Taylor

February 18, 2022

Mayor Bob Trainor  
Charles Town City Council  
101 East Washington Street  
Charles Town WV 25414

### **RE: Charles Town Utility Board Governance**

Dear Mayor Trainor and Councilors:

We write regarding the governance of the Charles Town Utility Board, and to promote mutual understanding of the intent of all parties in making our agreement to tender assets to the Utility Board.

When making the agreement to combine utilities and tender assets, all involved agreed on three central objectives: (1) To deliver economies of scope and scale to the ratepayers served by the utility; and (2) To create a utility sized to effectively support the community and protect the watershed; and (3) To ensure an apolitical utility service governed by a qualified, independent Board of Directors. We congratulate the Utility Board on the significant progress made regarding the first two objectives. Unfortunately, we have made no progress – or even negative progress - in the third, critically important objective of an apolitical utility.

To that end, our agreements to combine the utilities included requirements that the Utility Board, no later than 24 months from the date of the agreement, would elect its officers by and from its Board of Directors. We believe that this arrangement is essential to the success of the expanded Utility Board. **Accordingly, we request that the Council restore this original provision of our combination agreement in which the Utility Board is governed by its own elected officers.**

Unilateral changes to the Article 147 governance model are not only in violation of our agreement, but destructive to the intergovernmental cooperation we seek for the benefit of our citizens and the community-wide credibility of the Board. We look forward to further dialog regarding this important issue and stand ready to defend our rights under the agreement made in good faith between our governing bodies.

Thanks for your kind consideration of this matter. We are prepared to discuss our concerns at your convenience and look forward to Council's restoration of the terms of our original agreement.

**JEFFERSON COUNTY COMMISSION**

**CITY OF RANSON**

Caleb Hudson  
President

Keith Pierson  
Mayor

Please Run 2 Times:

March 2<sup>nd</sup> and March 9<sup>th</sup>

**NOTICE OF PUBLIC HEARING**  
**Thursday, March 17, 2022 at 7:00 pm**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. The property is located on the northeast corner of the Augustine Ave. & US 340 intersection, south of Charles Town. The property owner/applicant is Guy Chicchirichi. The proposed area to be rezoned is a 0.52-acre portion of a 4.42-acre site. The property is currently zoned Rural (R) and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Rural to Highway Commercial (HC) (Planning Commission File #22-2-Z).

The hearing will be held on **Thursday, March 17, 2022 at 7:00 pm** in the County Commission Meeting Room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, WV. This meeting will also be available live through GoToWebinar. Invites will be posted on Facebook and email alerts.

The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) if you wish to be added to the list for in-person attendance at the Public Hearing.

Oral or written comments can be provided at the hearing on **Thursday, March 17, 2022 at 7:00 pm**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Caleb Hudson, President

Please Run 2 Times:

March 2<sup>nd</sup> and March 9<sup>th</sup>

**NOTICE OF PUBLIC HEARING**  
**Thursday, March 17, 2022 at 6:45 pm**

The County Commission of Jefferson County will hold a Public Hearing regarding a Zoning Map Amendment (rezoning) for the property designated as Tax District: Charles Town (02), Tax Map: 03; Parcel: 9. The property, to be known as Green Hill Subdivision, is a vacant parcel located northeast of the intersection of Flowing Springs Rd and Daniel Rd, near Charles Town. The property owner/applicant is William Reilly, Managing Member. The parcel is approximately 102 acres. The property is currently zoned Rural (R) and a petition has been made to the County Commission by the property owner to change the zoning classification of the property from Rural to Residential Growth (RG) (Planning Commission File #22-1-Z).

The hearing will be held on **Thursday, March 17, 2022 at 6:45 pm** in the County Commission Meeting Room located at the Old Charles Town Library, 200 E. Washington Street, Charles Town, WV. This meeting will also be available live through GoToWebinar. Invites will be posted on Facebook and email alerts.

The meeting will be limited to the number of in-person attendees due to COVID 19 restrictions. Five (5) attendees will be allowed in the meeting room at a time. Please email [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) if you wish to be added to the list for in-person attendance at the Public Hearing.

Oral or written comments can be provided at the hearing on **Thursday, March 17, 2022 at 6:45 pm**. Written comments may also be submitted to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org) or to PO Box 250, Charles Town, WV 25414.

Please contact the Office of Planning and Zoning for additional information on the proposed request: 304-728-3228 or visit the County's website: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

By Order of the Jefferson County Commission  
Caleb Hudson, President

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 17, 2022, or as soon thereafter as the Commission may decide:

**Jefferson County Farmland Protection Board -one unexpired term for non-farmer/public representative ending September 7, 2024**

**Eastern Panhandle Transit Authority - one unexpired term ending January 31, 2023**

**Jefferson County Planning Commission - three three-year terms ending March 31, 2025**

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414, no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, March 17, 2022, or as soon thereafter as the Commission may decide:

**Historic Landmarks Committee - two (2) three year terms ending March 6, 2025.**

*The Historic Landmarks Committee is specifically seeking individuals with education and experience or demonstrated special interest in historic preservation or local history drawn from one of the following professions: history, architecture, archeology, landscape architect, real estate, or law.*

Persons who may be interested in the above listed agency should submit a letter of interest and a resume or statement of qualifications to the Jefferson County Commission, P.O. Box 250, Charles Town, WV 25414 no later than 12:00 p.m. the Monday prior to the proposed date of appointment.

Additional information regarding these appointments may be obtained by calling the Commission Office at (304) 728-3284.

## Jessica Carroll

---

**From:** Richard Zigler <rzigler01@gmail.com>  
**Sent:** Tuesday, February 15, 2022 12:06 PM  
**To:** JCCInfo  
**Subject:** pro solar amendments to Vision 2035  
**Attachments:** solar amendment.docx

My name is Richard Zigler. I reside at 1083 Roper North Fork Road, Charles Town, WV. I am for the Amendments to the Vision 2035 Comprehensive Plan for Jefferson County. The Amendments should be passed without further delay.

There is no real legal reason to not move forward on this matter. I know there was a ruling earlier by a judge in a case against the County Commission and landowners involved in long term leasing for solar, but the irregularities, by that judge, should be reversed on process. The amending to the Comprehensive Plan has been endorsed at the state level. In fact, during site certification, the WVPSC stated that no new rules or zoning is needed to be approved to allow commercial solar arrays to be installed and activated. Amendments to the Comprehensive Plan should be passed without further delay.

## Solar Amendment

The opposition to solar amendments is nothing shy of an attempt of "Tyranny by the Minority". There is no real or just cause to delay or halt commercial solar arrays in the county.

It appears that the continuous legal delays are nothing short of a case of retribution and retaliation from a land ownership issue stemming from 2001 WVSC case between the original plaintiff against solar, and a farmer who is considering a long-term land lease to a solar company as part of his retirement portfolio. All other issues are smokescreen and cover. I am referring to Supreme Court of Appeals of West Virginia, Case Number 34716. The current plaintiffs have stated, privately, that they are only against one proposed project, near Myerstown. It would be too obvious to the general public to only openly oppose just one project, so all must be stalled to prevent one specific project. To those involved, all else is merely collateral damage.

As opponents to solar arrays have stated, there is no direct language identifying solar as a PPU, but it does mention renewable sources of energy and supporting new business ventures as its principal goal in several places. The wording of the Comprehensive Plan does not limit locations, nor specify size. And most important of all is that it is a "Plan"; that it is to be flexible and that it can be amended to cover or clarify points unknown at the time of its conception.

There is no problem with residential housing projects obscuring Historical properties such as Magnolia Springs and the Belvidere Mansion, changing the landscape to control stormwater runoff, causing overcrowding in schools, creating extra congestion on the roads, increasing emergency service requirements, or needing construction of new and costly water and sewage infrastructure, so all these arguments by the "pile-on plaintiffs" against commercial solar facilities are moot.

The idea that farmland has to be restricted to farming is obscene. If that is the case, all current residential housing projects should be immediately curtailed and all past residential developments be restored to agricultural use. I know of no real opposition to commercial solar, that has spent a lifetime in agriculture, other than maybe one or two that have been fortunate enough to have been able to go large in agriculture, and want that land to remain in agriculture for them to rent. But to rent out farmland for income, pays for taxes and insurance with hardly anything left over to actually live off of.

Entering into Farmland Protection programs only gets a farmer a one-time cash stipend, but no income. Then the property can only be rented for agriculture as the farmer wishes to retire, and it then becomes an albatross to his/her heirs, unable to sell it for best use and purposes, development for residential housing and all the undesirable side effects that go with it.

The state legislature is now working on a Bill to allow commercial generation of electricity in all counties. This may or may not supersede county zoning ordinances, that remains to be seen, but, the one thing that is clear is that renewable energy systems are coming to the state. That being said, the proposed legislation may be months or years away from passage. The county needs to get the Amendment job done before the opportunity leaves the area. Other counties in the area, including other states, recognize the benefits and would like to have this

particular opportunity afforded to this county. They realize that commercial solar arrays generate tremendous tax revenues without encumbrances of services or infrastructure, nor do they negatively impact the environment, nor the culture of the county.

So, it is time to clear the way for prosperity. Pass the proposed amendments to the Comprehensive Plan. Deny the "Tyranny of a Minority" the victory they think they are entitled to.

Public Comment for Jefferson County Commission meeting Feb 3, 2022

I, David Tabb, a lifelong resident/taxpayer makes the following comments:

Thank you for putting the public comment before presentations has been accustomed to previously or stop making decisions that affect the resident/taxpayer of this county. Such as appointments, purchases, projects: new and old, permits, studies or any non-essential approvals and/or actions.

It appears the JCC and Jefferson County Administrator have yet release the FIOA of the 12 proposals/bids connected to the proposed Courthouse complex. This is in violation of W. Va. Code §29B-1-5, which is chargeable under W. Va. Code §29B-1-7. Case Law CC-19-2019-C-157 shows that the JCDA has to pay \$27,687.77. It's time this County Commission release the Courthouse Complex information including the new proposal for the Courthouse Complex as well.

It appears the JCC has failed to sit properly, post notice, since May 2, 2019 and previously with the Jefferson County Circuit Court ignoring the August 2018 County Commission Meeting requirements of the same. If the JCC was not sitting properly, to approve the minutes, then the Commission was not proper to hold a meeting, hence Case # 21-0229, West Virginia Supreme Court, Respondent: Jefferson County Commission, Jefferson County Administrator and now to include Matthew Harvey, PA, Judge Hammer and Laura Storm, Circuit Clerk. Mr. Tabb will also make note to the WVSC that the JCC also has failed to properly set public comment at the beginning of the meetings instead the JCC has posted public comment after decisions have been made in violation of the Public Open Meeting Act and Robert's Rules. Mr. Tabb plans to also notify the WVSC that the JCC, once again, failed to post the agenda for August 5, 2021 at the Charles Town Library bulletin board.

PUBLIC COMMENT:

I am concerned with the pre-paid reserve fund (\$13,500.00) for South Central Planning & Development Commission for software packages along with the shi proposal pricing for the \$24,508.20 worth of fireboxes. There is not enough information on the agenda to determine where and what the need is.

Manual Checks

Manuel checks seems to be on the financial approval list with no explanations of where the money came from, along with the no reasons these expenses where paid when we are supposed to have a budget.

PRESENTATION #3 Animal Control

Purchase Vehicle – It appears someone destroyed a vehicle and is attempting to use capital outlay money (\$24, 609) to purchase an additional vehicle; when there is already a new vehicle on order.

PRESENTATION #4 – Public Hearing

If the solar power income is more than the farm income, then the total farm income has to pay Class 4 property tax.

PRESENTATION #8 Jefferson County Day Report Center, Inc.

Once again, concerned about the funding of the center when the project days are from July 1, 2022 – June 30, 2023. Is this a budget item or a manual check?

PRESENTATION #11 – Impact Fees

Once again, it appears that everyone gets money from the impact fees except the fire companies.

#### FY23 Budget

It appears that the Parks and Recs (2023) budget is listed at \$12,199,000. EMS is \$520,328.00 and there is nothing listed for the Jefferson County Fire Companies.

"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The government's order to "stay at home" deprived the public of notice and comments without reimbursement provisions. This is affecting every resident and business owner to be responsible for all losses, including the government."

It is hard to be safe, with the current County Commission.

Have a nice day!

## Public Comment for Jefferson County Commission meeting Feb 17, 2022

I, David Tabb, a lifelong resident/taxpayer makes the following comments:

It appears the JCC and Jefferson County Administrator have yet release the FIOA of the 12 proposals/bids connected to the proposed Courthouse complex. This is in violation of W. Va. Code §29B-1-5, which is chargeable under W. Va. Code §29B-1-7. Case Law CC-19-2019-C-157 shows that the JCDA has to pay \$27,687.77. It's time this County Commission release the Courthouse Complex information including the new proposal for the Courthouse Complex as well.

It appears the JCC has failed to sit properly, post notice, since May 2, 2019 and previously with the Jefferson County Circuit Court ignoring the August 2018 County Commission Meeting requirements of the same. If the JCC was not sitting properly, to approve the minutes, then the Commission was not proper to hold a meeting, hence Case # 21-0229, West Virginia Supreme Court, Respondent: Jefferson County Commission, Jefferson County Administrator and now to include Matthew Harvey, PA, Judge Hammer and Laura Storm, Circuit Clerk. Mr. Tabb will also make note to the WVSC that the JCC also has failed to properly set public comment at the beginning of the meetings instead the JCC has posted public comment **after** decisions have been made in violation of the Public Open Meeting Act and Robert's Rules. Mr. Tabb plans to also notify the WVSC that the JCC, once again, failed to post the agenda for August 5, 2021 at the Charles Town Library bulletin board.

### **PUBLIC COMMENT**

The Feb 3, 2022 Commission Meeting minutes did not include Mr. Tabb's written public comments corresponds/information. Again, another violation, if those minutes are approved without the insertion of said written comment.

### **Minutes for the BORE meetings of Feb 1,3,8,10, 2022**

Failed to have proper information to approve the reduction of assessments, when just several months ago you denied Mr. Tabb's request of assessment reduction and failed to send notice of denial to Mr. Tabb. Mr. Tabb has approached the State Property Tax Division on this matter.

### **Budget Presentations:**

The budget items do not contain enough information or properly listed. It appears that the JCC is trying to hide information in plain sight of the items that they want to conceal from the public.

It appears that the Parks and Recs (2023) budget is listed at \$12,199,000. EMS is \$520,328.00 and there is nothing listed for the Jefferson County Fire Companies. Within the budget provision, once again, that volunteer fire companies were not included in the county commission requirements to fund emergency services.

### **Manual Checks**

Manuel checks seems to be on the financial approval list with no explanations of where the money came from, along with, no explanations of these expenses where paid when we are supposed to have a budget.

### **Feb 3, 2022 PRESENTATION #3 Animal Control**

Purchase Vehicle – It appears someone destroyed a vehicle and is attempting to use capital outlay money (\$24, 609) to purchase an additional vehicle; when there is already a new vehicle on order. **The JCC approve the usage of capitol outlay for a budget item. Can you explain how you can do that?**

**PRESENTATION #8 - COCHRAN**

Still has failed to post West Va. Supreme Court case no. 21-0229.

**PRESENTATION #9 - New Business**

Still have issues with solar facility and verbage with conflicts with Jefferson County *Envision Jefferson 2035 Comprehensive Plan*. So, where are the Public Hearings during the evening when people can attend?

*“The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The government’s order to “stay at home” deprived the public of notice and comments without reimbursement provisions. This is affecting every resident and business owner to be responsible for all loses, including the government.”*

It is hard to be safe, with the current County Commission.

Have a nice day!

A handwritten signature in blue ink, appearing to be 'D. J. H.', is located below the text 'Have a nice day!'.

Jefferson County Commission

RE: Special Commission work session – February 24, 2022 FY23 budget

I, David Tabb a lifelong resident and taxpayer of Jefferson County, West Virginia, am concerned that the announcement for the special budget workshop does not allow public comment. Therefore, I am voicing my concerns within this statement to be included within this budget work session.

Last year, I requested time before the County Commission, with my concerns, regarding the funding for the volunteer fire companies. Commissioner Stolipher denied my request to the agenda. The reason given was (Mr. Tabb) should have address the County Commission, regarding the volunteer fire companies' budget (FY22), within the FY22 work sessions. With that said, when will I be allowed to address my concerns and requests for the volunteer fire companies' budgets for FY23?

Mr. Tabb's request to fund the volunteer fire companies within Jefferson County are as follows:

- (1). A realistic budget set for each volunteer fire company. \$500,000.00 each per year.
- (2). Each volunteer fire company has to pay for insurance, workman's comp, utilities, fuel and maintenance at no discount. The Jefferson County Commission can get discounted products and services that aren't afforded to the volunteer fire companies.
- (3). The volunteer fire companies of Jefferson County have provided services to the county and residents at their own expense and time; with no consideration or compensation to protect and service the needs to the county. Fire and rescue are required by law, for the county, to establish and fund.

The County Commission has ignored their fiduciary and constitutional responsibility to ensure the assistance and safety needs of the county. The residents/taxpayers are being charged taxes for emergency services required by law.

Mr. Tabb concerns for the FY22 budget of the \$900,000.00 reduction is being reviewed by the West Virginia State Auditors office and to include the Public Integrity and Fraud Unit.

David Tabb

cc: Mr. Anthony Woods, State Auditor  
Mr. Kelly Snyder, Public Integrity and Fraud Unit



The Office of Commissioner Lance Wheeler

Kanawha County Commission

407 Virginia Street, East

PO Box 3627

Charleston, WV 25336

February 1, 2022

The Honorable Steve Stolipher  
The Honorable Tricia Jackson  
The Honorable Clare Ath  
The Honorable Caleb Wayne Hudson  
The Honorable Jane M. Tabb  
Jefferson County Commission  
P.O. Box 250  
Charles Town, WV 25414

Received

FEB 07 2022

Jefferson County Commission

Dear Commissioners:

On January 20, 2022, the Kanawha County Commission passed the attached resolution supporting legislation that would provide a retirement system for 911 Employees. Last year, Kanawha County led the charge in having 911 telecommunicators named at First Responders. This year, we are leading the charge in providing them with a First Responder Retirement System.

Today, House Bill 4477 is being introduced, providing enhanced retirement benefits for 911 staff as members within the Public Employees Retirement System. This bill will allow 911 employees to retire at 50 with 20 years of service completed. This puts them on the same level in a pension system as their fellow First Responders – Law Enforcement, Fire Service, and EMS.

As you know, 911 Centers are a part of ALL emergencies in the County. The Telecommunicators save lives every day even before police, fire, or EMS arrive on the scene. These brave folks are the first line of defense when an emergency happens.

Today, I ask that your County Commission pass a similar resolution supporting a Retirement System for 911 Employees and send it to your Legislative Delegation. Our Legislators must hear from all County Commissions and understand the importance of taking care of our First Responders. We must help retain experienced and trained 911 Public Safety Telecommunicators. Providing them with their own First Responder Retirement System will go a long way.

I thank you for taking the time to consider passing this critical resolution. If you would like access to the Word Document of the Resolution, please get in touch with my Assistant, Leslie Koepsel, at (304) 357-0139 or [lesliekoepsel@kanawha.us](mailto:lesliekoepsel@kanawha.us). I am also available at any time to discuss this Legislation with you. You may reach me at (304) 357-0139.

In Liberty,



Lance Wheeler  
Commissioner

## **Resolution**

**WHEREAS**, because 911 Public Safety Telecommunicators serve 24 hours a day, seven days a week, just the same as firefighters, law enforcement officers, and emergency medical service workers; and

**WHEREAS**, 911 Public Safety Telecommunicators make the same sacrifices in their personal lives as firefighters, law enforcement officers, and emergency medical service workers by leaving their families, friends, and the safety of their surroundings to handle the emergency 911 calls that save the lives, protect the property, and ensure the safety of our community during weather, chemical, and other emergency events; and

**WHEREAS**, 911 Public Safety Telecommunicators heroically answer 911 emergency calls around-the-clock whereby they give medical guidance, instruct callers on staying safe in difficult situations, and help callers to safety during disasters, all while promptly dispatching field first responders to said emergency situations for the callers; and

**WHEREAS**, 911 Public Safety Telecommunicators must handle the stress of answering over half a million calls each year – one call after another, daily – often being the voice on the other end of the call as citizens experience the worst day of their lives. They hear the cries of devastation, listen to the screams for help, and support citizens coping with the loss of a loved one. Public Safety Telecommunicators handle all of this at the very same time that they keep their fellow emergency responders in the field safe; and

**WHEREAS**, 911 Public Safety Telecommunicators were designated as First Responders during the 2021 Legislative Session. They should be treated as all First Responders and have their own retirement system where they may serve 20 years and have reached the age of 50 to be fully qualified to receive a First Responder Retirement.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Kanawha County Commission hereby requests that the West Virginia Legislature pass Legislation that will add a 911 First Responder Retirement System for our dedicated 911 Public Safety Telecommunicators.



Presented by the  
**KANAWHA COUNTY COMMISSION**  
Dated this 20<sup>th</sup> day of January, 2022

  
\_\_\_\_\_  
W. Kent Carper, President

  
\_\_\_\_\_  
Ben Salango, Commissioner

  
\_\_\_\_\_  
Lance Wheeler, Commissioner

# Impact Fee Status Report

## January 2022

### Office of Impact Fees

#### Summary

Date Range: Saturday 1 through Monday 31 January 2022

Report Date: 1 February 2022

Process Number Range: 2200001-2200023

Total Applications: 23

Total Non-Exempt: 23

*Of which:*

Commercial: 2

Residential: 21

*Of which:*

County: 15

Municipal: 8

Total Exempt: 0

*Of which:*

Commercial: 0

Residential: 0

*Of which:*

County: 0

Municipal: 0

Tables 1 through 7 summarize impact fee processing for January 2022. 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 – 31 January 2022	0	2	21	23
Fees collected		\$0.00	\$29,814.00	\$29,814.00
<i>Of which</i>				
School Impact Fee			\$21.00	\$21.00
Law Enforcement Fee		\$0.00	\$6,903.00	\$6,903.00
Parks & Recreation Fee			\$19,866.00	\$19,866.00
EMS Fee		\$0.00	\$2,100.00	\$2,100.00
Admin. Facilities Fee		\$0.00	\$924.00	\$924.00

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

Description	Amount
Opening Statement Balance (1 January 2022)	\$37,482.50
December Deposits (1 – 31 January 2022)	\$29,814.00
School December Transactions (withdraws via transfer on 21 Jan. 2022)	(\$25.00)
Law Dec. Transactions (withdraws via transfer on 21 January 2022)	(\$10,126.80)
Parks & Rec Dec. Transactions (withdraws via transfer on 21 Jan. 2021)	(\$23,720.55)
EMS December Transactions (withdraws via transfer on 21 Jan. 2021)	(\$2,507.50)
Admin. Facilities December Trans. (withdraws via trans. on 21 Jan. 2021)	(\$1,102.65)
Interest Earned (31 January 2022)	\$16.24
<b>Ending Statement Balance (31 January 2022)</b>	<b>\$29,830.24</b>
<i>Outstanding Credits (deposits through 1 February 2022)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 January 2022)	\$8,175,137.64
December Transactions (deposits via transfer on 21 January 2022)	\$25.00
Impact Fee Refund - Christopher & Michelle Brannan (5 January 2022)	(\$5,991.00)
Interest Earned (31 January 2022)	\$3,469.42
<b>Ending Balance (31 January 2022)</b>	<b>\$8,172,641.06</b>

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

Description	Amount
Opening Balance (1 January 2022)	\$247,935.50
December Transactions (deposits via transfer on 21 January 2022)	\$10,126.80
Impact Fee Refund - Christopher & Michelle Brannan (5 January 2022)	(\$176.00)
Interest Earned (31 January 2022)	\$106.75
<b>Ending Balance (31 January 2022)</b>	<b>\$257,993.05</b>

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

Description	Amount
Opening Balance (1 January 2022)	\$620,165.77
December Transactions (deposits via transfer on 21 January 2022)	\$23,720.55
Impact Fee Refund - Christopher & Michelle Brannan (5 January 2022)	(\$481.00)
Interest Earned (31 January 2022)	\$266.75
<b>Ending Balance (31 January 2022)</b>	<b>\$643,672.07</b>

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

Description	Amount
Opening Balance (1 January 2022)	\$30,416.63
December Transactions (deposits via transfer on 21 January 2022)	\$2,507.50
Impact Fee Refund - Christopher & Michelle Brannan (5 January 2022)	(\$52.00)
Interest Earned (31 January 2022)	\$13.28
<b>Ending Balance (31 January 2022)</b>	<b>\$32,885.41</b>

**Table 7. Financial Data - Admin. Facilities Impact Fee Account (33182570)**

Description	Amount
Opening Balance (1 January 2022)	\$5,200.66
December Transactions (deposits via transfer on 21 January 2022)	\$1,102.65
Interest Earned (31 January 2022)	\$0.24
<b>Ending Balance (31 January 2022)</b>	<b>\$6,303.55</b>

**Table 8. Total Impact Fees as of 1 February 2022/1**

Description	Amount
Office of Impact Fees General Account	\$29,830.24
School Impact Fee Account	\$8,172,641.06
Law Enforcement Fee Account	\$257,993.05
Parks & Recreation Impact Fee Account	\$643,672.07
EMS Impact Fee Account	\$32,885.41
Administrative Facilities Account	\$6,303.55
<b>Total Impact Fees</b>	<b>\$9,143,325.38</b>

/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 3-7.

**Table 9. Pending January 2022 Fee Transfers /1**

Account	31 January 2022 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$8,172,641.06	\$21.00	\$8,172,662.06
Law Enforcement Fee Account	\$257,993.05	\$6,906.74	\$264,899.79
Parks & Recreation Impact Fee Account	\$643,672.07	\$19,876.88	\$663,548.95
EMS Impact Fee Account	\$32,885.41	\$2,101.14	\$34,986.55
Administrative Facilities Account	\$6,303.55	\$924.48	\$7,228.03
<b>Total Impact Fees</b>	<b>\$9,113,495.14</b>	<b>\$29,830.24</b>	<b>\$9,143,325.38</b>

/1 This table represents each of the impact fee category account totals as of 31 January 2022 listed in tables 3 – 7. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in January 2022 are listed in table 1 of the General Account (3111776); these transactions will be processed in February 2022. 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 Saturday 1 through Monday 31 January 2022*

Application Number	Date	Applicant	Property Address	Tax District	Area	Acres	Lot	Parcel	Impact Fee	Due Date	Status
Category 0											

<b>Category Count: 0</b>	<b>Category Total</b>	<b>\$0.00</b>
--------------------------	-----------------------	---------------

2200001	01/03/2022	Ryman	James	06 Kabletown	1134	461	26	3.4	\$1,622.00	01/03/2022	N/A
2200002	01/03/2022	Joshua Beall	Aurora Home	07 Middleway	1268	530	15	2	\$1,622.00	01/03/2022	N/A
2200003	01/03/2022	McGaughey	Ryan & Shanna	06 Kabletown	1260	254	20A	8	\$1,622.00	01/03/2022	N/A
2200004	01/03/2022	Lutman Land		03 Charles Town	1268	408	1	258	\$1,091.00	01/03/2022	N/A
2200005	01/03/2022	Lutman Land		03 Charles Town	1268	408	1	259	\$1,091.00	01/03/2022	N/A
2200006	01/03/2022	Lutman Land		03 Charles Town	1268	408	1	260	\$1,091.00	01/03/2022	N/A
2200007	01/03/2022	Lutman Land		03 Charles Town	1268	408	1	261	\$1,091.00	01/03/2022	N/A
2200008	01/03/2022	Lutman Land		03 Charles Town	1268	408	1	262	\$1,091.00	01/03/2022	N/A
2200009	01/03/2022	Lutman Land		03 Charles Town	1268	408	1	263	\$1,091.00	01/03/2022	N/A
2200010	01/06/2022	Chicchirichi	Guy	02 Charles Town	1227	447	16	1	\$0.00	01/06/2022	N/A
2200011	01/10/2022	Roper	Mark	03 Charles Town	1247	60	4	112	\$1,091.00	01/10/2022	N/A
2200012	01/14/2022	Wormald, Jr.	Robert	04 Harpers Ferry	26	216	10A	134	\$1,622.00	01/14/2022	N/A
2200013	01/19/2022	Rankin	Christopher	09 Shepherdstown	1015	89	8	8.1	\$0.00	01/19/2022	N/A
2200014	01/21/2022	Lloyd	Richard	06 Kabletown	1175	84	12	2.17	\$1,622.00	01/21/2022	N/A
2200015	01/21/2022	Weaver	Hunter	06 Kabletown	1257	542	12	6.15	\$1,622.00	01/21/2022	N/A
2200016	01/26/2022	Contreras	German and	02 Charles Town	1262	40	4	17.19	\$1,622.00	01/26/2022	N/A
2200017	01/28/2022	Carter	Kyle and Deana	04 Harpers Ferry	1260	131	10	1.2	\$1,622.00	01/28/2022	N/A
2200018	01/28/2022	Pierce	Claudia	02 Charles Town	1272	181	23H	70	\$1,622.00	01/28/2022	N/A
2200019	01/28/2022	Wormald, Jr.	Robert	04 Harpers Ferry	26	216	10A	136	\$1,622.00	01/28/2022	N/A
2200020	01/28/2022	Lutman Land		09 Shepherdstown	1272	26	21	1	\$1,622.00	01/28/2022	N/A
2200021	01/28/2022	Lutman Land		09 Shepherdstown	1272	26	21	1	\$1,622.00	01/28/2022	N/A
2200022	01/28/2022	Lutman Land		09 Shepherdstown	1272	26	21	1	\$1,622.00	01/28/2022	N/A

2200023	01/31/2022	US Home	03 Charles Town	1173	85	12	209	\$1,091.00	01/31/2022	N/A
<b>Category Count: 23</b>								<b>Category Total</b>	<b>\$29,814.00</b>	
<b>TOTAL APPLICATIONS: 23</b>								<b>Grand Total</b>	<b>\$29,814.00</b>	

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

**MEMORANDUM**

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *MM*  
DATE: Tuesday, 1 February 2022  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Schools Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Schools Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2022.

This transfer consists of two components:

- Impact Fee Process Numbers **2200001** through **2200023**, inclusive. Within this range there were 23 non-exempt impact fee payments. This amounts to **\$21.00**.
- Interest earned by the Office of Impact Fees General Account in January 2022 amounts to **\$16.24**, of which **\$0.00** is attributed to fees collected for Schools.

**As per the attached invoice, the total amount of this transfer is \$21.00.**

**Check # 1321**



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 1321

Trace 20220201:36626.21

Date 2/1/2022

Series 1

Recipient Sheriff of Jefferson County

Account 3107582

Amount \$21.00

Signature 1 Caleb Hudson

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for School Impact Fees Collected in January 2022.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2022	2200001	2003-3	11/24/2005	\$1.00
1/4/2022	2200002	2003-3	11/24/2005	\$1.00
1/4/2022	2200003	2003-3	11/24/2005	\$1.00
1/4/2022	2200004	2003-3	11/24/2005	\$1.00
1/4/2022	2200005	2003-3	11/24/2005	\$1.00
1/4/2022	2200006	2003-3	11/24/2005	\$1.00
1/4/2022	2200007	2003-3	11/24/2005	\$1.00
1/4/2022	2200008	2003-3	11/24/2005	\$1.00
1/4/2022	2200009	2003-3	11/24/2005	\$1.00
1/11/2022	2200011	2003-3	11/24/2005	\$1.00
1/19/2022	2200012	2003-3	11/24/2005	\$1.00
1/24/2022	2200014	2003-3	11/24/2005	\$1.00
1/24/2022	2200015	2003-3	11/24/2005	\$1.00
1/27/2022	2200016	2003-3	11/24/2005	\$1.00
1/28/2022	2200017	2003-3	11/24/2005	\$1.00
1/28/2022	2200018	2003-3	11/24/2005	\$1.00
1/28/2022	2200019	2003-3	11/24/2005	\$1.00
1/28/2022	2200020	2003-3	11/24/2005	\$1.00
1/28/2022	2200021	2003-3	11/24/2005	\$1.00
1/28/2022	2200022	2003-3	11/24/2005	\$1.00
1/31/2022	2200023	2003-3	11/24/2005	\$1.00

**Total amount for this withdraw** \$21.00

**Total amount for this account** \$21.00

**Total amount all accounts** \$21.00

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice**

**Number:** 22006  
**Date:** 2/11/2022

**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
  
Charles Town, WV 25414

**P.O. Number**

**Vendor Number**

**Description**

**Amount**

Impact Fee payments collected for month of January 2022 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).

\$21.00

Interest earned by the Office of Impact Fees General Account January 2022.

Impact Fee Process Numbers 2200001 through 2200023, inclusive. Within this range, there were 21 non-exempt impact fee payments.

**Total: \$21.00**

**Notes/Comments: Transfer of funds into School Impact Fee Account (3107582).**

**Check Number: 1321**

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

**MEMORANDUM**

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *MM*  
DATE: Tuesday, 1 February 2022  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2022.

This transfer consists of two components:

- Impact Fee Process Numbers **2200001** through **2200023**, inclusive. Within this range there were 23 non-exempt impact fee payments. This amounts to **\$6,903.00**.
- Interest earned by the Office of Impact Fees General Account in January 2022 amounts to **\$16.24**, of which **\$3.74** is attributed to fees collected for Law Enforcement.

**As per the attached invoice, the total amount of this transfer is \$6,906.74.**

**Check # 1322**

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice****Number:** 22007**Date:** 2/1/2022**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
  
Charles Town, WV 25414

**P.O. Number****Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2022 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120). \$6,903.00

Interest earned by the Office of Impact Fees General Account January 2022. \$3.74

Impact Fee Process Numbers 2200001 through 2200023, inclusive. Within this range, there were 13 non-exempt impact fee payments.

**Total: \$6,906.74****Notes/Comments: Transfer of funds into Law Enforcement Impact Fee Account (3120120).****Check Number: 1322**

**655****Account Withdraws**  
**Office of Impact Fees - Jefferson County Government**

Account 3111776

Law Enforcement

Check Number 1322

Trace 20220201:36766.7

Date 2/1/2022

Series 2

Recipient Sheriff of Jefferson County

Amount \$6,903.00

Account 3120120

Signature 1 Caleb Hudson

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

**Notes:** Transfer of Impact Fees From General Account for Law Enforcement Impact Fees Collected in January 2022.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2022	2200001	2005-1	3/22/2005	\$531.00
1/4/2022	2200002	2005-1	3/22/2005	\$531.00
1/4/2022	2200003	2005-1	3/22/2005	\$531.00
1/4/2022	2200004	2005-1	3/22/2005	\$0.00
1/4/2022	2200005	2005-1	3/22/2005	\$0.00
1/4/2022	2200006	2005-1	3/22/2005	\$0.00
1/4/2022	2200007	2005-1	3/22/2005	\$0.00
1/4/2022	2200008	2005-1	3/22/2005	\$0.00
1/4/2022	2200009	2005-1	3/22/2005	\$0.00
1/11/2022	2200011	2005-1	3/22/2005	\$0.00
1/19/2022	2200012	2005-1	3/22/2005	\$531.00
1/24/2022	2200014	2005-1	3/22/2005	\$531.00
1/24/2022	2200015	2005-1	3/22/2005	\$531.00
1/27/2022	2200016	2005-1	3/22/2005	\$531.00
1/28/2022	2200017	2005-1	3/22/2005	\$531.00
1/28/2022	2200018	2005-1	3/22/2005	\$531.00
1/28/2022	2200019	2005-1	3/22/2005	\$531.00
1/28/2022	2200020	2005-1	3/22/2005	\$531.00
1/28/2022	2200021	2005-1	3/22/2005	\$531.00
1/28/2022	2200022	2005-1	3/22/2005	\$531.00
1/31/2022	2200023	2005-1	3/22/2005	\$0.00

**Total amount for this withdraw** \$6,903.00**Total amount for this account** \$6,903.00**Total amount all accounts** \$6,903.00

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

**MEMORANDUM**

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *MM*  
DATE: Tuesday, 1 February 2022  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2022.

This transfer consists of two components:

- Impact Fee Process Numbers **2200001** through **2200023**, inclusive. Within this range there were 23 non-exempt impact fee payments. This amounts to **\$19,866.00**.
- Interest earned by the Office of Impact Fees General Account in January 2022 amounts to **\$16.24**, of which **\$10.88** is attributed to fees collected for Parks & Recreation.

**As per the attached invoice, the total amount of this transfer is \$19,876.88.**

**Check # 1323**



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 1323

Trace 20220201:36811.96

Date 2/1/2022

Series 3

Recipient Sheriff of Jefferson County

Amount \$19,866.00

Account 3122808

Signature 1 Caleb Hudson

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for Parks and Rec Impact Fees Collected in January 2022.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2022	2200001	2005-2	5/12/2005	\$946.00
1/4/2022	2200002	2005-2	5/12/2005	\$946.00
1/4/2022	2200003	2005-2	5/12/2005	\$946.00
1/4/2022	2200004	2005-2	5/12/2005	\$946.00
1/4/2022	2200005	2005-2	5/12/2005	\$946.00
1/4/2022	2200006	2005-2	5/12/2005	\$946.00
1/4/2022	2200007	2005-2	5/12/2005	\$946.00
1/4/2022	2200008	2005-2	5/12/2005	\$946.00
1/4/2022	2200009	2005-2	5/12/2005	\$946.00
1/11/2022	2200011	2005-2	5/12/2005	\$946.00
1/19/2022	2200012	2005-2	5/12/2005	\$946.00
1/24/2022	2200014	2005-2	5/12/2005	\$946.00
1/24/2022	2200015	2005-2	5/12/2005	\$946.00
1/27/2022	2200016	2005-2	5/12/2005	\$946.00
1/28/2022	2200017	2005-2	5/12/2005	\$946.00
1/28/2022	2200018	2005-2	5/12/2005	\$946.00
1/28/2022	2200019	2005-2	5/12/2005	\$946.00
1/28/2022	2200020	2005-2	5/12/2005	\$946.00
1/28/2022	2200021	2005-2	5/12/2005	\$946.00
1/28/2022	2200022	2005-2	5/12/2005	\$946.00
1/31/2022	2200023	2005-2	5/12/2005	\$946.00

**Total amount for this withdraw** \$19,866.00

**Total amount for this account** \$19,866.00

**Total amount all accounts** \$19,866.00

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice****Number:** 22008**Date:** 2/1/2022**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
  
Charles Town, WV 25414

**P.O. Number****Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2022 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808).

\$19,866.00

Interest earned by the Office of Impact Fees General Account January 2022.

\$10.88

Impact Fee Process Numbers 2200001 through 2200023, inclusive. Within this range, there were 21 non-exempt impact fee payments.

**Total: \$19,876.88****Notes/Comments: Transfer of funds into Parks & Recreation Impact Fee Account (3122808).****Check Number: 1323**

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

**COPY**

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

**MEMORANDUM**

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *MM*  
DATE: Tuesday, 1 February 2022  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Emergency Services Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Emergency Services Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2022.

This transfer consists of two components:

- Impact Fee Process Numbers **2200001** through **2200023**, inclusive. Within this range there were 23 non-exempt impact fee payments. This amounts to **\$2,100.00**.
- Interest earned by the Office of Impact Fees General Account in January 2022 amounts to **\$16.24**, of which **\$1.14** is attributed to fees collected for Emergency Services.

**As per the attached invoice, the total amount of this transfer is \$2,101.14.**

**Check # 1324**



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

EMS

Check Number 1324

Trace 20220201:36845.16

Date 2/1/2022

Series 4

Recipient Sheriff of Jefferson County

Account 3122816

Amount \$2,100.00

Signature 1 Caleb Hudson

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

Notes: Transfer of Impact Fees From General Account for EMS Impact Fees Collected in January 2022.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2022	2200001	2005-3	5/12/2005	\$100.00
1/4/2022	2200002	2005-3	5/12/2005	\$100.00
1/4/2022	2200003	2005-3	5/12/2005	\$100.00
1/4/2022	2200004	2005-3	5/12/2005	\$100.00
1/4/2022	2200005	2005-3	5/12/2005	\$100.00
1/4/2022	2200006	2005-3	5/12/2005	\$100.00
1/4/2022	2200007	2005-3	5/12/2005	\$100.00
1/4/2022	2200008	2005-3	5/12/2005	\$100.00
1/4/2022	2200009	2005-3	5/12/2005	\$100.00
1/11/2022	2200011	2005-3	5/12/2005	\$100.00
1/19/2022	2200012	2005-3	5/12/2005	\$100.00
1/24/2022	2200014	2005-3	5/12/2005	\$100.00
1/24/2022	2200015	2005-3	5/12/2005	\$100.00
1/27/2022	2200016	2005-3	5/12/2005	\$100.00
1/28/2022	2200017	2005-3	5/12/2005	\$100.00
1/28/2022	2200018	2005-3	5/12/2005	\$100.00
1/28/2022	2200019	2005-3	5/12/2005	\$100.00
1/28/2022	2200020	2005-3	5/12/2005	\$100.00
1/28/2022	2200021	2005-3	5/12/2005	\$100.00
1/28/2022	2200022	2005-3	5/12/2005	\$100.00
1/31/2022	2200023	2005-3	5/12/2005	\$100.00

**Total amount for this withdraw** \$2,100.00

**Total amount for this account** \$2,100.00

**Total amount all accounts** \$2,100.00

**Jefferson County Commission**P.O. Box 250  
Charles Town, WV 25414**Invoice****Number:** 22009**Date:** 2/1/2022**Bill To:**Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414**Pay To:**Sheriff of Jefferson County  
P.O. Box 9  
  
Charles Town, WV 25414**P.O. Number****Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2022 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County EMS Impact Fees Bank Account (3122816). \$2,100.00

Interest earned by the Office of Impact Fees General Account January 2022. \$1.14

Impact Fee Process Numbers 2200001 through 2200023, inclusive. Within this range, there were 21 non-exempt impact fee payments.

**Total: \$2,101.14****Notes/Comments: Transfer of funds into EMS Impact Fee Account (3122816).****Check Number: 1324**

JEFFERSON COUNTY, WEST VIRGINIA  
Engineering Department  
Office of Impact Fees  
116 East Washington Street, P.O. Box 716  
Charles Town, WV 25414

COPY

Michelle Mason  
Impact Fee Program Specialist

Phone: (304) 728-3331  
Fax: (304) 728-3953  
mmason@jeffersoncountywv.org

MEMORANDUM

TO: Sandy McDonald, Vivian Fields, and Teresa Hendricks  
FROM: Michelle Mason *DMMA*  
DATE: Tuesday, 1 February 2022  
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Administrative Facilities Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Administrative Facilities Impact Fee Account (Bank of Charles Town account 33182570)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of January 2022.

This transfer consists of two components:

- Impact Fee Process Numbers **2200001** through **2200023**, inclusive. Within this range there were 23 non-exempt impact fee payments. This amounts to **\$924.00**.
- Interest earned by the Office of Impact Fees General Account in January 2022 amounts to **\$16.24**, of which **\$0.48** is attributed to fees collected for Administrative Facilities.

**As per the attached invoice, the total amount of this transfer is \$924.48.**

**Check # 1325**



**Account Withdraws**  
Office of Impact Fees - Jefferson County Government

Account 3111776

Admin. Facilities

Check Number 1325

Trace 20220201:36879.16

Date 2/1/2022

Series 5

Recipient Sheriff of Jefferson County

Amount \$924.00

Account 33182570

Signature 1 Caleb Hudson

Signature 2 Sheriff Tom Hansen

Signature 3 Jacqueline C. Shadle

**Notes:** Transfer of Impact Fees From General Account for Admin. Facilities Impact Fees Collected in January 2022.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
1/4/2022	2200001	2021-1	8/5/2021	\$44.00
1/4/2022	2200002	2021-1	8/5/2021	\$44.00
1/4/2022	2200003	2021-1	8/5/2021	\$44.00
1/4/2022	2200004	2021-1	8/5/2021	\$44.00
1/4/2022	2200005	2021-1	8/5/2021	\$44.00
1/4/2022	2200006	2021-1	8/5/2021	\$44.00
1/4/2022	2200007	2021-1	8/5/2021	\$44.00
1/4/2022	2200008	2021-1	8/5/2021	\$44.00
1/4/2022	2200009	2021-1	8/5/2021	\$44.00
1/11/2022	2200011	2021-1	8/5/2021	\$44.00
1/19/2022	2200012	2021-1	8/5/2021	\$44.00
1/24/2022	2200014	2021-1	8/5/2021	\$44.00
1/24/2022	2200015	2021-1	8/5/2021	\$44.00
1/27/2022	2200016	2021-1	8/5/2021	\$44.00
1/28/2022	2200017	2021-1	8/5/2021	\$44.00
1/28/2022	2200018	2021-1	8/5/2021	\$44.00
1/28/2022	2200019	2021-1	8/5/2021	\$44.00
1/28/2022	2200020	2021-1	8/5/2021	\$44.00
1/28/2022	2200021	2021-1	8/5/2021	\$44.00
1/28/2022	2200022	2021-1	8/5/2021	\$44.00
1/31/2022	2200023	2021-1	8/5/2021	\$44.00

**Total amount for this withdraw** \$924.00

**Total amount for this account** \$924.00

**Total amount all accounts** \$924.00

**Jefferson County Commission**

P.O. Box 250  
Charles Town, WV 25414

**Invoice****Number:** 22010**Date:** 2/1/2022**Bill To:**

Office of Impact Fees  
116 East Washington Street  
Suite 100  
Charles Town, WV 25414

**Pay To:**

Sheriff of Jefferson County  
P.O. Box 9  
  
Charles Town, WV 25414

**P.O. Number****Vendor Number****Description****Amount**

Impact Fee payments collected for month of January 2022 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Administrative Facilities Impact Fees Bank Account (33182570). \$924.00

Interest earned by the Office of Impact Fees General Account January 2022. \$0.48

Impact Fee Process Numbers 2200001 through 2200023, inclusive. Within this range, there were 21 non-exempt impact fee payments.

**Total: \$924.48****Notes/Comments: Transfer of funds into Administrative Facilities Impact Fee Account (33182570).****Check Number: 1325**