

AGENDA
REVISED 7/18/2023
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION - JULY-SEPTEMBER 2023
THURSDAY, JULY 20, 2023
6:00 P.M.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

CALL TO ORDER

PRAYER – Pastor Craig Bush

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- July 6, 2023 Regular Meeting

APPROVAL OF ACCOUNTS PAYABLE

- July 6, 2023
- July 13, 2023
- July 20, 2023

APPROVAL OF MANUAL CHECKS

- July 7, 2023
- July 14, 2023
- July 21, 2023

APPROVAL OF REQUISITIONS

- July 20, 2023

APPROVAL OF PAYROLL

- July 7, 2023
- July 21, 2023

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. Your name will be included in the minutes and any written comments submitted will be published in the following agenda under Correspondence & Information.***

PRESENTATIONS

1. 6:10 p.m. Angela Banks, Assessor
- Exonerations
2. 6:20 p.m. Tom Hansen, Sheriff
- Agreement with the Board of Education for the Public Resource Officer
- Special Pay Codes
- Discussion of request for removal of Civil Service Commission President
3. 6:35 p.m. Jacqueline Shadle, County Clerk
- Approval of part-time hire for Civil Service Commission Administrative Assistant
- Approval of full-time hires for Accounts Payable/Receivable Finance Clerk and Assistant Finance Clerk
4. 6:40 p.m. Teresa Forsyth, Briar Run Estates HOA
- Discussion of Briar Run Traffic Issues
5. 6:50 p.m. Daniel Lutz, Nancy Lutz, David Tabb, and Kristen Bisen, Eastern Panhandle Conservation District
- Announcement of successful bid on rain garden construction at Sam Michaels Park
6. 6:55 p.m. Edwina Benites-LM, Director, Jefferson County Development Authority
- FY23 budget request for unallocated funds: for the purchase of a data aggregation tool for economic impact analysis
7. 7:15 p.m. Interviews & Appointments to the following:
- Jefferson County Building Commission
- Jefferson County Parks and Recreation Commission
- South Jefferson Library Committee
- Jefferson County Board of Health
- Jefferson County Development Authority
8. 7:35 p.m. Stephen Allen, Director, Jefferson County Homeland Security & Emergency Management
- Approval to post position of Public Affairs Coordinator
9. 7:40 p.m. Laura Kuhn, Director, Jefferson County Fleet & Facilities Management
- Approval of Employee Transfer – Office Assistant
- Approval to Advertise to fill vacant Custodial Position
- Approval of Employment – 3 Custodial Positions
10. 7:50 p.m. Mike Sine, Director, Jefferson County Emergency Services Agency
- EMS Standbys
- Captain/Operations Commander Promotion/Hiring
- Lieutenant Promotion/Hiring
- Call Volume Information
11. 8:10 p.m. Russell Burgess, Director, Jefferson County Department of IT/GIS
- Hourly Adjustment for Part-time Employee
- Public Safety/Emergency Communications in Shepherdstown

12. 8:30 p.m. Nathan Cochran, Assistant Prosecuting Attorney
- a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.
 - b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. 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, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141, WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731 and WV Intermediate Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).
 - c. Discussion of Jefferson County Circuit Court cases Wines v. JCC, No: CC-19-2023-C-105 and Elliot v. JCC, No: CC-19-2023-C-101.
 - d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
 - e. Discussion of wage issue regarding Deputy Sheriffs.

COUNTY ADMINISTRATOR REPORTS

- FY23-24 Budget Transfers
- Discussion & potential approval of Encumbrance Fund Rollover from FY22-23 for the purpose of vacation payout
- Discussion & potential approval of creation of shared position – Fiscal and Tyler Munis Technician
- Discussion & potential approval - Blue Ridge Acres Community Club Steps Repair Request
- Discussion and potential adoption of JCC Meeting Room Policy
- County Administrator Report
- **Jefferson County Commission Assignments for 2023 – discussion on and potential vote and/or appointment of replacements for former Commission Ath's board/committee seats until such a time a replacement is decided upon.**

18. ADJOURN

CORRESPONDENCE AND INFORMATION

Notices of Intent to Appoint to the following: Jefferson County Community Criminal Justice Board

Jefferson County Historic Landmarks Commission Quarterly Report

Harpers Ferry-Bolivar PSD Meeting Minutes – June 2023

Public comment received from the following: David Tabb, Marc Petitpierre. Richard Zigler

Year-to-Date Budget Reports

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

Minutes

Jefferson County Commission

Thursday, July 6, 2023

A meeting of the Jefferson County Commission was held on Thursday, July 6, 2023 during the third quarterly session at 9:30am. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, President, and Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Makayla Zonfrilli, County Administrator, Cindy Rezmer, Deputy County Administrator, Jacki Shadle, County Clerk and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, July 6, 2023 meeting is available on the Jefferson County Commission website.

PRAYER- Pastor William Rowley

PLEDGE OF ALLEGIANCE

Commissioner Mr. Stolipher led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Stolipher to approve the June 15, 2023 Regular Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the June 23, 2023 Special Session Meeting as presented. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Stolipher to approve the Payroll for June 23, 2023 in the amount of **\$299,799.90**. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the Payroll for July 7, 2023 in the amount of **\$302,551.58**. Motion seconded and unanimously approved

APPROVAL OF ACCOUNTS PAYABLE

CHECK#	VENDOR NAME	AMOUNT
88120	AMERIFLEX	\$ 125.80
88121	AT&T MOBILITY - CC	\$ 299.37
88122	BEST BEST & KRIEGER LLP	\$ 10,930.00
88123	BOLAND TRANE SERVICES INC	\$ 481.58
88124	BUREAU OF CHILD SUPPORT	\$ 439.85
88125	CASTO & HARRIS INC	\$ 1,741.58
88126	CHARLES TOWN PRESBYTERIAN CHURCH	\$ 38.00
88127	COMPTROLLER OF MARYLAND	\$ 901.91
88128	COX HOLLIDA YOUNG PLLC	\$ 915.00
88129	DIV OF JUSTICE & COMMUNTY	\$ 20,208.28
88130	EFTPS IRS TAXES	\$ 98,398.44
88131	EMILY MORROW	\$ 126.42
88132	EMPOWER RETIREMENT	\$ 5,738.73
88133	EXECUTIVE EMERGENCY LIGHTING LLC	\$ 6,547.50
88134	FEDEX	\$ 191.37
88135	FIRST CITIZENS BANK & TRUST CO	\$ 1,046.42
88136	GUTTMAN OIL CO	\$ 5,252.91
88137	HIPLINK SOFTWARE	\$ 2,887.00
88138	HIRERIGHT	\$ 41.85
88139	JEFFERSON SECURITY BANK	\$ 4,075.00
88140	JENNIFER KROUSE	\$ 64.98
88141	KONE BROOKLYN	\$ 857.48
88142	MARKL SUPPLY COMPANY	\$ 17,815.00
88143	MILLENIUM INSURANCE GROUP	\$ 900.00
88144	MILLER'S SUPPLIES AT WORK	\$ 17.15
88145	MOBILE WIRELESS LLC	\$ 14,058.00
88146	NATIONWIDE RETIREMENT SOLUTIONS	\$ 834.00
88147	RETIREE HEALTH BENEFIT TRUST	\$ 8,008.00
88148	RICE TIRES CO	\$ 539.72
88149	RONALD GARZA	\$ 119.50
88150	SHERIFF OF JEFFERSON COUNTY	\$ 1,400.00
88151	SOFTWARE SYSTEMS INC	\$ 85.70
88152	SPIRIT OF JEFFERSON	\$ 139.00
88153	STATE TAX DEPARTMENT	\$ 150.00
88154	US BANK	\$ 74,046.64
88155	VA DEPT OF TAXATION	\$ 2,462.45
88156	WV DEPUTY SHERIFF RETIREMENT SYSTEM	\$ 17,182.43
88157	WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM	\$ 5,083.92
88158	WV PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$ 45,247.04

88159		WV STATE TAX DEPARTMENT	\$ 27,577.95
88160		WV STATE TAX DEPARTMENT	\$ 10,042.73
88161		WV ASSOCIATION OF COUNTIES	\$ 200.00
88162	FG/009	BERKELEY CO SHERIFF	\$ 1,084.88
88163	FG/009	RANSON POLICE DEPT	\$ 1,295.20
88164	FG/009	SHERIFF OF JEFFERSON CO	\$ 4,518.90
88165	BS/011	SHERIFF OF JEFFERSON CO	\$ 7,259.16
88166	AM/053	SHERIFF OF JEFFERSON CO	\$ 1,698.60
TOTAL			\$ 403,075.44

- **Motion by Mr. Stolipher to approve the Accounts Payable for June 22, 2023 in the amount of \$403,075.44. Motion seconded and unanimously approved.**

CHECK#		VENDOR NAME	AMOUNT
88167		AHA-ARTS & HUMANITIES ALLIANCE	\$ 1,373.45
88168		DELTA DENTAL OF WV	\$ 46.92
88169		DONNA MASON	\$ 2,065.77
88170		ESS ELECTION SYSTEMS & SOFTWARE	\$ 46,453.05
88171		GUTTMAN OIL CO	\$ 5,758.60
88172		HIGHMARK WV	\$ 184,870.09
88173		JASON MICKEY	\$ 292.33
88174		JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION	\$ 2,033.74
88175		JEFFERSON CO CONVENTION AND VISITORS BUREAU	\$ 34,336.28
88176		JEFF CO PARKS & RECREATION COMMISSION	\$ 30,929.09
88177		KATRINA CLARK	\$ 6,500.00
88178		LANGUAGE LINE SERVICES	\$ 116.25
88179		NATIONAL VISION ADMIN.	\$ 1,675.54
88180		RHONDA GREENHOLTZ	\$ 410.22
88181		SPIRIT OF JEFFERSON	\$ 59.94
88182		WV ASSOCIATION OF COUNTIES	\$ 6,500.00
88183		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 182,737.00
88184		WVCORP WV COUNTIES SELF INSURANCE RISK POOL	\$ 40,180.50
TOTAL			\$ 546,338.77

- **Motion by Mr. Stolipher to approve the Accounts Payable for June 29, 2023 in the amount of \$546,338.77. Motion seconded and unanimously approved.**

APPROVAL OF MANUAL CHECKS

		OTHER FUNDS	
Check#	Fund	VENDOR	Amount
577	CS/O2	BENDA HINKLE	\$ 163.52
326	DK/O3	SHERIFF OF JEFFERSON CO	\$ 28,059.15
327	DK/O3	SHERIFF OF JEFFERSON CO	\$ 25.90
850	HD/O8	SHERIFF OF JEFFERSON CO	\$ 1,399.80
349	MC/O5	SHERIFF OF JEFFERSON CO	\$ 26,016.94
1074	AV/56	GLOBAL SCIENCE & TECH	\$ 960.00
1075	AV/56	MILLERS SUPPLIES AT WORK	\$ 363.30
1076	AV/56	MONROE	\$ 1,449.61
1077	AV/56	SHERIFF OF JEFFERSON CO	\$ 606,617.63
362	FP/57	JEFFERSON CO FARMLAND PROT.	\$ 95,492.59
222	VRO63	SECRETARY OF STATE'S OFFICE	\$ 283.15
004	TC77	UNITED WAY	\$ 24.94
209	AR/207	FRIENDSHIP FIRE DEPT	\$ 1,800.00
210	AR/207	INDEPENDENT FIRE DEPT	\$ 2,400.00
211	AR/207	SHEPHERDSTOWN FIRE DEPT	\$ 1,600.00
212	AR/207	SHERIFF OF JEFFERSON CO	\$ 11,934.77
1835	CO/246	INSIGHT PUBLIC SECTOR	\$ 13,019.08
1836	CO/246	US BANK	\$ 5,084.97
TOTAL			\$ 796,695.35

- **Motion by Mr. Stolipher approve the Manual Checks for June 23, 2023, in the amount of \$796,695.35. Motion seconded and unanimously approved.**

APPROVAL OF REQUISITIONS

- **Motion by Mr. Stolipher to approve the Requisitions for July 6, 2023 in the amount of \$82,074.24 Motion seconded and unanimously approved.**

PUBLIC COMMENT: Jacquelyn Millian, David Tabb and Elizabeth Bladen.

PRESENTATIONS

1. Angie Banks- Assessor- Requested approval of Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Edward MacKeil	PP	KD	\$64.22	310147

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 310147 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Harry Huang & Liu Rongjuan	PP	Ranson	\$95.14	314159

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 314159 as presented by Ms. Banks. Motion seconded and unanimously approved.**

2. Tom Hansen-Sheriff- Requested

a. the approval to hire Bailiff

- **Motion by Mr. Stolipher to approve the hire of Romelda Porter as a Part Time bailiff at \$17.00 per hour beginning July 17, 2023. Motion seconded and unanimously approved.**

b. The approval of the 2023 Cooperative Law Enforcement Agreement between the Jefferson County Sheriff's Department, the USDA, US Forest Service LEI, and Harpers Ferry Job Corps Civilian Conservation Center.

- **Motion by Mrs. Tabb to approve the 2023 Cooperative Law Enforcement Agreement between the Jefferson County Sheriff's Department, the USDA, US Forest Service LEI, and Harpers Ferry Job Corps Civilian Conservation Center. Motion seconded and unanimously approved.**

c. An Executive Session to discuss personnel issues steaming from the Civil Service error.

- **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on item 2c. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to approve the retro pay due to administrative error for Lieutenant Ben Williams and Sergeant Douglas Fletcher, dates to be determine later by the Sheriff's department. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to approve a non-civil service- designation for First Sergeant for Ronald Fletcher, with a \$1500 stipend. Motion seconded and unanimously approved.**

3. Nikki Painter- Jefferson County Probate Office- Requested closure of Quarterly Probate Estates.

Motion by Ms. Jackson to convene as a Fiduciary Board. Motion seconded and unanimously approved

- **Motion by Mr. Stolipher to approve the closure of Quarterly Probate Estates as presented. Motion seconded and unanimously approved.**

**Please note that Commissioner Tabb recused herself from the discussion.*

Motion by Ms. Jackson to adjourn as a Fiduciary Board and reconvene in regular session. Motion seconded and unanimously approved.

4. Brooke Perry –WV Planning Manager-Greenway Engineering- Requested a Public Hearing regarding the proposed Zoning Map Amendment (rezoning) for Phase II of the Harvest Hills Subdivision.

- **Motion by Mr. Stolipher to approve the scheduling of the Public Hearing regarding the Zoning Map Amendment for Phase II of the Harvest Hills Subdivision, for the August 17, 2023 County Commission meeting. Motion seconded and unanimously approved.**

5. Laurel Ziemianski- Swan Hilltop House Hotel, LLC- requested approval of the property tax increment financing application.

- **Motion by Mr. Stolipher to approve the request to schedule a Public Hearing on August 17, 2023 at the Jefferson County Commission evening meeting. Motion seconded and unanimously approved.**

6. Jennifer Myers- Director-Jefferson County Parks and Recreation- Presentation from the JCPRC on receiving the 2023 Red Wagon Award from West Virginia's Promise-Alliance for Youth.

NO ACTION REQUIRED

7. Luke Seigfried- Department of Engineering, Planning & Zoning- Provided 2045 Comprehensive Plan Update- Goals and Objective Public Service Announcement.

NO ACTION REQUIRED

8. Mike Sine- Director- Jefferson County Emergency Services Agency- Requested

a. Personnel Request- Promote Donald Dunn Jr from Technician to Technician-ALS.

- **Motion by Mrs. Tabb to approve Donald Dunn Jr. to be promoted from Technician to Technician-ALS. This position will transfer him from a current full-time Firefighter/EMT position to a vacant full-time Firefighter/Paramedic position. This will be effective on 6/11/2023 as a rate of \$30.00/hr. This rate does not include the FY24 5% increase effective 7/1/2023 which will increase his new pay rate to \$31.51/hr. Motion passed on a 3-1 vote with Commissioner Tabb, Commissioner**

Krouse and Commissioner Stolipher voting for and Commissioner Jackson opposing.

b. Personnel Request- Promote Matthew Minnick from Technician to Technician-ALS.

- **Motion by Mrs. Tabb to approve Matthew Minnick to be promoted from Technician to Technician-ALS. This position will transfer him from a current full-time EMT position to a vacant full-time Paramedic position. This will be effective on 6/11/2023 as a rate of \$23.09/hr. This rate does not include the FY24 5% increase effective 7/1/2023 which will increase his new pay rate to \$24.24/hr. Motion passed on a 3-1 vote with Commissioner Tabb, Commissioner Krouse and Commissioner Stolipher voting for and Commissioner Jackson opposing.**

b.

c. Personnel Request- Promote Brice Billings from Technician to Technician-ALS.

- **Motion by Mrs. Tabb to approve Brice Billings to be promoted from Technician to Technician-ALS. This position will transfer him from a current full-time EMT position to a vacant full-time Paramedic position. This will be effective on 6/11/2023 as a rate of \$22.24/hr. This rate does not include the FY24 5% increase effective 7/1/2023 which will increase his new pay rate to \$23.35/hr. Motion passed on a 3-1 vote with Commissioner Tabb, Commissioner Krouse and Commissioner Stolipher voting for and Commissioner Jackson opposing.**

d. Personnel Request- Promote Heath Fleming from Technician to Technician-ALS.

- **Motion by Mrs. Tabb to approve Heath Fleming to be promoted from Technician to Technician-ALS. This position will transfer him from a current full-time EMT position to a vacant full-time Paramedic position. This will be effective on 6/25/2023 as a rate of \$22.66/hr. This rate does not include the FY24 5% increase effective 7/1/2023 which will increase his new pay rate to \$23.79/hr. Motion passed on a 3-1 vote with Commissioner Tabb, Commissioner Krouse and Commissioner Stolipher voting for and Commissioner Jackson opposing.**

e. Personnel Request- Promote Matt Locke from Firefighter/EMT I to Firefighter/AEMT I.

- **Motion by Mrs. Tabb to approve Matt Locke to be promoted from Firefighter/EMT I to Firefighter/AEMT I. This will transfer him from a**

current full-time EMT position to a vacant full-time Paramedic position. This will be effective on 6/25/2023 as a rate of \$20.27/hr. This rate does not include the FY24 5% increase effective 7/1/2023 which will increase his new pay rate to \$21.28/hr. Motion passed on a 3-1 vote with Commissioner Tabb, Commissioner Krouse and Commissioner Stolipher voting for and Commissioner Jackson opposing.

- f. Personnel Request- Promote Todd Turner from Firefighter/EMT II to Firefighter/EMT III.
- **Motion by Mrs. Tabb to approve Todd Turner to be promoted from part-time Firefighter/EMT II to part-time Firefighter/EMT III at a rate of \$19.68/hr effective 6/11/2023 and also transfer from part-time firefighter/EMT III to full-time Firefighter/EMT III at a FY24 adjusted rate of \$20.67/hr effective 7/23/2023. Motion passed on a 3-1 vote with Commissioner Tabb, Commissioner Krouse and Commissioner Stolipher voting for and Commissioner Jackson opposing.**
- g. Personnel Request- Promote Melissa Goodwin from Firefighter/EMT II to Firefighter/EMT III.
- **Motion by Mrs. Tabb to approve Melissa Goodwin to be promoted from part-time Firefighter/EMT I to part-time Firefighter/EMT II position at the initial rate of \$19.20/hr effective 5/25/2023 and also transfer from part-time firefighter/EMT II to full-time Firefighter/EMT III at a FY24 adjusted rate of \$20.16/hr effective 7/23/2023. Motion seconded and unanimously approved.**
- h. EMS Standbys: Units & Personnel for Jefferson County Fair, JC Schools, etc. Fees/Reimbursement and Entities.

It was the consensus of the Commission that Director Mike Sine come back with plans/dates and fees and present at the next meeting.

9. Nathan Cochran- Prosecuting Attorney's Office-

- a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the

"West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.

- b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. 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, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141, WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731 and WV Intermediation Court of Appeals No. *to be assigned* (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).
- c. Discussion of Jefferson County Circuit Court cases Wines v. JCC, No: CC-19-2023-C-105 and Elliot v. JCC, No: CC-19-2023-C-101.
- d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- e. Discussion of wage issue regarding Deputy Sheriffs
 - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on item 9h. Motion seconded and unanimously approved.**

**Please note that Commissioner Stolipher recused himself from the discussion of item 9b*

- **Motion by Mr. Stolipher to come out of Executive Session and reconvene in regular session. Motion seconded and unanimously approved**

NEW BUSINESS

10. Edwina Benites-Director- Jefferson County Development Authority- Requested discussion of Region 9 Board Vacancy

- **Motion by Mr. Stolipher to Remove Dennis Jarvis from the Region 9 Board. Motion seconded and unanimously approved.**
- **Motion by Mr. Stolipher to appoint Edwina Benites as the Region 9 representative and to serve in replacement and finish the term until June 30, 2024. Motion seconded and unanimously approved.**

COUNTY ADMINISTRATOR REPORT

- Internal Budget Transfers- Dept 424 (Maintenance) Increase Materials & Supplies by \$14,500 (increased costs for supplies); Dept 428 (IT) Increase Materials & Supplies by \$760 (Summit); Dept 403 (Circuit Court) increase Materials & Supplies by \$4,000 (purchased supplies).
 - **Motion by Mr. Stolipher to approve the budget transfer from Dept 424 (Maintenance) Increase Materials & Supplies by \$14,500 (increased costs for supplies); Dept 428 (IT) Increase Materials & Supplies by \$760 (Summit); Dept 403 (Circuit Court) increase Materials & Supplies by \$4,000 (purchased supplies) as presented. Motion seconded and unanimously approved.**
- Request to approve printing and preparation of ambulance fee invoices for mailing
 - **Motion by Ms. Jackson to approve printing and preparation of ambulance fee invoices for mailing for 25,000 in the amount of \$6,516. Motion seconded and unanimously approved**
- Renewal of Lease Agreement with DHHR
 - **Motion by Mr. Stolipher to approve the Renewal of Lease Agreement with DHHR for three years in the amount of \$18,707 per year. Motion seconded and unanimously approved.**

- Discussion and Potential Representative Appointment of a County Commissioner or County Administrator to attend the Region 2 West Virginia First Foundation meeting hosted by Berkeley County to vote to appoint a regional director
 - **Motion by Mrs. Tabb to approve Makayla Zonfrilli, County Administrator to attend the Region 2 West Virginia First Foundation meeting hosted by Berkeley County to vote to appoint a regional director. Motion seconded and unanimously approved.**

- ESA Transition
- Close Out of FY22-23
- Beginning of FY23-24
- Commission Meeting Room Policy Discussion
- Private Investigator Contract (JP)
 - **Motion by Mr. Stolipher to approve the Private Investigator Contract and not to exceed \$30,000. Motion seconded and unanimously approved.**

- Creation of Fund 61 – County Clerk Election Administration and Fund 62 – County Clerk Real Property E-Recording Act, in accordance with Senate Bill 522 for the Clerk Fee Schedule
 - **Motion by Mr. Stolipher to approve the creation of Fund 61 and 62 as directed by the State Auditor’s Office unanimously approved.**

The Commission adjourned at 1:05 pm on a motion by Mr. Stolipher. Motion was seconded and unanimously approved.

Steve Stolipher, PRESIDENT

Respectfully submitted
Sorayda Pitts
Administrative Assistant

REQUISITIONS TO BE APPROVED

July 20, 2023

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
E911 COMMUNICATIONS	24002	\$ 8,730.00	Carolina Recording Systems, LLC	NexLog Annual Maintenance
IT/GIS/DATA PROCESSING	23134	\$ 13,260.00	South Central Planning & Dvlp Comm.	MyGovernmentOnline Yearly Renewal
	24003	\$ 14,712.00	KNOX Company	13 mkey/plug.wifi.ethernet.usb.ant.
GRAND TOTAL		\$ 36,702.00		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$445,634.45		\$445,634.45
6.2% Tax Payable OASDI	\$26,492.75		\$26,492.75
1.45% Tax Payable HI	\$6,195.84		\$6,195.84
Fed Withholding	\$36,409.70		\$36,409.70
WV State Withholding	\$14,111.72		\$14,111.72
VA State Tax	\$400.72		\$400.72
MD State Tax	\$978.14		\$978.14
PERS Retirement Deduct 4.5%	\$8,652.49		\$8,652.49
PERS Retirement Deduct 6%	\$7,908.18		\$7,908.18
DSRS Retirement Deduct 8.5%	\$7,405.60		\$7,405.60
EMS Retirement Deduct 8.5%	\$1,393.37		\$1,393.37
Hosp. Pre-Taxed	\$16,258.00		\$16,258.00
D/VF	\$1,725.23		\$1,725.23
AFLAC Pre-Taxed	\$348.93		\$348.93
AFLAC Post-Taxed	\$803.62		\$803.62
Optional Life Post-Taxed	\$1,661.60		\$1,661.60
Wage Attach #1	\$439.85		\$439.85
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$166.49		\$166.49
Wage Attach #4	\$0.00		\$0.00
457 - Nationwide	\$834.00		\$834.00
457I - Empower	\$4,904.03		\$4,904.03
457R - Roth	\$1,719.77		\$1,719.77
Christmas Club	\$4,075.00		\$4,075.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$143,082.87	\$0.00	\$143,082.87
Net Wages Total	\$302,551.58	\$0.00	\$302,551.58
Payroll Date	July 7, 2023		

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$492,362.60		\$492,362.60
6.2% Tax Payable OASDI	\$29,404.38		\$29,404.38
1.45% Tax Payable HI	\$6,876.89		\$6,876.89
Fed Withholding	\$44,210.42		\$44,210.42
WV State Withholding	\$16,129.74		\$16,129.74
VA State Tax	\$431.83		\$431.83
MD State Tax	\$1,204.43		\$1,204.43
PERS Retirement Deduct 4.5%	\$9,117.85		\$9,117.85
PERS Retirement Deduct 6%	\$8,377.76		\$8,377.76
DSRS Retirement Deduct 8.5%	\$8,817.40		\$8,817.40
EMSR Retirement Deduct 8.5%	\$1,354.01		\$1,354.01
Hosp. Pre-Taxed	\$16,029.00		\$16,029.00
D/VF	\$1,719.48		\$1,719.48
AFLAC Pre-Taxed	\$348.93		\$348.93
AFLAC Post-Taxed	\$803.62		\$803.62
Optional Life Post-Taxed	\$1,664.80		\$1,664.80
Wage Attach #1	\$439.85		\$439.85
Wage Attach #2	\$150.00		\$150.00
Wage Attach #3	\$0.00		\$0.00
Wage Attach #4	\$0.00		\$0.00
457 - Nationwide	\$0.00		\$0.00
457I - Empower	\$4,931.36		\$4,931.36
457R - Roth	\$1,717.81		\$1,717.81
Christmas Club	\$4,095.00		\$4,095.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
Total Deductions	\$157,872.40	\$0.00	\$157,872.40
Net Wages Total	\$334,490.20	\$0.00	\$334,490.20
Payroll Date	July 21, 2023		

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Angela Banks

Department or Organization: Assessor

Commission Meeting Date: 7/20/2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Exonertions

Please provide a description of your request or presentation, including any background information:

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion 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 Internet/Wi Fi Conference/Video No

Contact Information:

Phone Number: 304-728-3225

Email Address:

abanks@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff's Office

Commission Meeting Date: 07/20/23

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Agreement with BOE for the PRO

Please provide a description of your request or presentation, including any background information:

Requesting approval and signing of the agreement with the Board of Education for the placement of a PRO at Jefferson High School. The only change from prior years was to update dates and salary information. This is a document we need to have in place in preparation for the upcoming PRO Grant Application.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to approve the agreement with the Board of Education for the placement of a PRO in Jefferson High School and the reimbursement of funds and authorize the Commission President to sign.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Debbie Lowe

Phone Number: 3047283205

Email Address:

dlowe@jeffersoncountywv.org

AGREEMENT

BETWEEN THE JEFFERSON COUNTY BOARD OF EDUCATION, THE JEFFERSON COUNTY COMMISSION AND THE JEFERSON COUNTY SHERIFF'S DEPARTMENT

For Fiscal Year 2023-24 Prevention Resource Officer

This Agreement, made and entered into this 1st day of July, 2023 by and between the Jefferson County Board of Education (hereinafter referred to as "BOARD"), the Jefferson County Commission (hereinafter referred to as "COMMISSION" and the Jefferson County Sheriff's Department (hereinafter referred to as "SHERIFF".)

WITNESSETH

WHEREAS, the BOARD has established a Prevention Resource Officer Program (hereinafter referred to as "PRO Program"); and

WHEREAS, the COMMISSION and the SHERIFF agree for the BOARD to have a deputy sheriff serve as Prevention Resource Officer in the Jefferson County School system and;

WHEREAS, the BOARD, the COMMISSION and the SHERIFF understand that the Program is established for the purpose of assistance in the prevention of juvenile delinquency through programs specifically developed to respond to those factors and conditions which give rise to delinquency; and

WHEREAS, the BOARD and the COMMISSION and the SHERIFF realize the PRO program is a great benefit to school administration, students and the community as a whole.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

SECTION 1. DUTIES AND RESPONSIBILITIES OF COMMISSION and SHERIFF

1.01 The COMMISSION and SHERIFF shall provide one deputy sheriff, assigned a Prevention Resource Officer, (hereinafter referred to as "PRO") to the secondary school system operated by the BOARD.

1.02 The PRO shall abide by the Jefferson County Board of Education policies and procedures, as they relate to School Prevention Resource Officers. The PRO shall consult and coordinata instructional activities through the principal. Activities conducted by the PRO, which are part of the regular instruction program of the school, shall be under the direction of the principal. The BOARD shall approve the content of educational programs and instructional materials used by the PRO.

1.03 The PRO will provide to student's instruction in various aspects of law enforcement, public safety and education as requested and supervised by the principal and teachers.

1.04 The SHERIFF shall be responsible for the control and direction of all aspects of employment of the deputy sheriff assigned to the PRO Program.

1.05 The SHERIFF shall ensure that the exercise of the law enforcement powers by the PRO is in compliance with the authority granted by law.

1.06 The SHERIFF shall be responsible for all non-salary expenses related to the PRO position; to include travel, training, gasoline, equipment, uniforms, office space, telephone, supplies, vehicle and vehicle maintenance.

1.07 The SHERIFF and the COMMISSION shall hold harmless the BOARD for any injuries suffered by Prevention Resource Officer arising under their employment with the PRO Program.

1.08 The PRO shall not function as a school disciplinarian, or safety officer. It is not the responsibility of the PRO to intervene with the normal disciplinary actions of the school system or be used as a witness to disciplinary procedures in the school. The PRO will, at all times, be expected to act within the scope of authority granted by the law. The PRO will perform duties to the following:

- a. Perform law enforcement functions within the school setting.
- b. Identify and prevent, through counseling and referral, delinquent behavior, including substance abuse.
- c. Foster a better understanding of the law enforcement function.
- d. Develop a better appreciation of citizen's rights, obligations and responsibilities.
- e. Provide information about crime prevention.
- f. Provide assistance and support for crime victims identified with the school setting.
- g. Promote positive relations between students and law enforcement officers.
- h. Enhance knowledge of the fundamental concept and structure of law.
- i. Be familiar with confidentiality requirements.

1.09 The PRO may not be changed during the course of the agreement by the COMMISSION and the SHERIFF unless the substitute officer has received the required training. The PRO shall be on duty at the school during regular school hours when students are required to attend and when the required PRO training programs are

conducted, unless police department emergency needs or law enforcement requirements prohibit such duty assignment.

1.10 The PRO shall, to the extent practicable, attend extracurricular activities, which are held beyond his/her regular workday at their assigned school but shall not require the PRO to leave his/her jurisdiction but the PRO shall have the option if they choose to do so.

1.11 The PRO shall have access to all data contained in the WVEIS system, the school administration student systems, and any other disciplinary and attendance information.

SECTION 2. DUTIES AND RESPONSIBILITIES OF BOARD

2.01 The principal at the designated school, or other official designated per the terms of any applicable grant, shall be the on-site contact person for the PRO. The Superintendent shall designate the Prevention Resource Officer Coordinator to serve as the county liaison for the program.

2.02 Payments to the COMMISSION from the BOARD shall be made in twelve installments upon submission of monthly invoices by the COMMISSION and certification by the principal or his/her designee that the services rendered were satisfactory. The monthly payments shall be based on a FY2023-24 salary and benefits estimated cost of \$72,754.00 less a 15,000.00 reimbursement from the grant shall be paid by the Jefferson County Board of Education to the Sheriff as Treasurer of Jefferson County within ten days of receipt of the invoice.

FY2022-23 PRO Salary and Benefit Costs:

Salary	\$52,500.00
Insurance	\$10,161.00
Retirement	\$5,744.00
Social Security	\$2,849.00
Worker's Comp	\$1,500.00
Total Expense	\$72,754.00
Less Grant Funding	\$15,000.00
Balance Payable by the BOARD	\$57,754.00
Monthly BOARD Payment Due	

2.03 All parties hereto understand that funding for the PRO position is contingent upon specific grant requests and BOARD funding. If the applicable funds designated for the position are unavailable at the beginning of the 2023-24 school year, this agreement shall be NULL AND VOID.

SECTION 3. TERM OF AGREEMENT

3.01 This agreement shall be made for a 12-month term beginning the 1st day of July 2023, through the 30th day of June 2024.

3.02 This agreement shall continue in effect until the duration of the term as described in paragraph 3.01 or until terminated by either of the parties in accordance with the term listed in section four below.

SECTION 4. TERMINATION

4.01 Either party may terminate this agreement by serving written notice upon the other party at least thirty (30) days in advance of such termination.

4.02 As set forth above, if the grant and/or BOARD funds needed for funding of the position should become unavailable, **this agreement shall be NULL AND VOID in all respects.**

SECTION 5. INVALID PROVISION

5.01 Should any part of this Agreement be declared invalid by a court of law, such decision shall not affect the validity of any remaining portion which shall remain in full force and effect as if the invalid portion was never a part of this Agreement materially affect any other rights or obligations of the parties hereunder, the parties hereto will negotiate in good faith to amend this Agreement in a manner satisfactory to the parties.

SECTION 6. INDEMNIFICATION

6.01 The BOARD agrees to indemnify and save harmless the COMMISSION AND THE SHERIFF for any liability whatsoever arising out of the negligent acts of the Board's employees or agents in directing the PRO in the performance of their instructional programs. The COMMISSION agrees to indemnify and save harmless the BOARD of any liability whatsoever arising to employment as defined by City Ordinances and West Virginia State Law. Nothing in this Agreement shall be construed to affect in any way the BOARD or the COMMISSION'S rights, privileges, and Immunities.

SECTION 7. ASSIGNMENT

7.01 Neither party to the Agreement shall, directly or indirectly, assign or purport to assign this Agreement or any of its rights or obligations in whole or in part to any third party without the prior written consent of the other party.

SECTION 8. NO WAIVER

8.01 The failure of either party to enforce at any time any of the provisions, rights, or elections or in any way effect the validity of this Agreement. The failure to exercise by either party any of its rights herein contained shall not preclude or prejudice it from exercising the same or any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.

SECTION 9. COMPLETE AGREEMENT

9.01 This Agreement is the complete Agreement of the parties; may be amended or modified only in writing; and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof.

SECTION 10. CHOICE OF LAW

10.01 This Agreement shall be governed by and construed and interpreted according to the laws of the State of West Virginia. It shall be binding upon and inure to the benefit of the successors of the BOARD, the COMMISSION and the SHERIFF.

SECTION 11. NOTICES

11.01 All notices or other communications required or permitted by this Agreement shall be in writing and deemed effectively delivered upon mailing by certified mail, return receipt requested, or delivered personally to the following persons and addresses unless otherwise specified herein:

Jefferson County Commission (Stephen Stollpher, Commission President) Date


Jefferson County Board of Education (Chuck Bishop, Superintendent) 7/12/23
Date

Jefferson County Sheriff (Thomas Hansen, Sheriff) Date

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff's Office

Commission Meeting Date: 07/20/23

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Discussion of the potential removal of civil service commissioner(s)
Special Pay Codes

Please provide a description of your request or presentation, including any background information:

Discussion of actions of civil service commission

Reinstate the Special Pay codes that will allow trip guards and bailiffs to be paid a higher rate for working special details and institute a Part-time Holiday Pay code to allow those part-time employees called on to work a holiday the ability to be reimbursed at a holiday rate during those periods.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to approve the special pay and holiday pay codes as requested.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Debbie Lowe

Phone Number: 3047283205

Email Address:

dlowe@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Jacki Shadle

Department or Organization: County Clerk

Commission Meeting Date: July 20, 2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

- Approval of part time hire for Civil Service Commission Administrative Assistant
- Approval of full time hire for Accounts Payable/Receivable Finance Clerk & Assistant Finance Clerk

Please provide a description of your request or presentation, including any background information:

I would like to hire Giordana Baker to fill the role of Civil Service Commission Administrative Assistant.
I would like to hire Linda Bryant to fill the role Accounts Payable/Receiveable Clerk.
Finally, I would like to hire Tina Branson to fill the role of Assistant Finance Clerk .

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

1. To approve the hire of Giordana Baker for the part time position of Civil Service Administrative Assistant with a pay rate of \$20 an hour and a start date of July 25, 2023.
2. To approve the hire of Linda Bryant for the full time Accounts Payable/Receivable position with a yearly salary of \$41,600 and a start date of July 24, 2023.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number:

Email Address:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

Continuation from Recommended Motions:

3. To approve the hire of Tina Branson for the full time Assistant Finance Clerk position with a yearly salary of \$41,600 and a start date of August 21, 2023.



AGENDA REQUEST FORM

www.jeffersoncountyvww.org

Name: Teresa Forsyth / Joe Basso, ^{President} representing

Department or Organization: Briar Run Estates HOA (all volunteer)

Estimation of time needed for appointment: 15 minutes or less

Date Requested - 1st Choice: July 20, 10p If a specific date is needed, please provide reason:
2nd Choice:

Subject (wording to be placed on agenda): - Briar Run Estates heavy traffic, especially on Oak Lee Dr., Cottontail Dr, and Thumper Dr. Need Sheriff's dept to enforce compliance with speed and stop signs (2) SUGGESTION FOR NEW BYPASS ROAD (3) EXCESSIVE APPROVAL OF HOUSING WITHOUT ROAD INFRASTRUCTURE
Please provide a description of your request or presentation, including any background information:

Briar Run Estates is the original 124 houses built circa 1940 -- 30 years ago, No thru access was planned in 1940, Briar Run Estates is in Jeff. County - NOT City of Ranson. Approximately 3,000 cars daily/24 hrs pass on HOA funded roads, No sidewalks

Is this a Funding Request? Y/N

If so, how much? \$

Provide exact financial request:

Is this a Hiring Request? n/c

Name of Hire:

Annual Salary: \$ _____ 70 Hr/80 Hr

Start Date (beginning of pay period):

Increase after probation if any: n/a

Any Additional Conditions of Employment:

Recommended Motion (type out wording of the motion 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

Overhead projector to view paper documents, 2 easels, microphone, pointer

Contact Information: Teresa Forsyth Phone Number: 353-446-7624

Email Address: teresa.forsyth12@gmail.com

FOR COMMISSION STAFF USE ONLY -- FINANCIAL IMPACT/RECOMMENDATION

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

Name: ^{DAVID TABB} DANIEL Lutz Kristin Bism Nancy Lutz
Department or Organization: Eastern Shore Conservation Dist
Commission Meeting Date: 20 July 2023
Special Meeting Date (if necessary): none
Subject (wording to be placed on agenda): Announce successful bid
on Rain garden construction at San Michael's Park
Please provide a description of your request or presentation, including any background information:
See above (Subject)

Type of Request: (Funding/Hiring): Neither
Funding/Salary/Hourly Amount: \$0.00
Name of Hire (if Applicable): none
Grade/Step/Hours (PT/FT): none
Start Date (beginning of pay period): none
Post Probationary Increase (If applicable): none
Any Additional Conditions of Employment: None

Recommended Motion (type out wording of motion and name of commissioner to approve):
None at Present

Attach supporting documents for request, or request for funding.
If not attached, explain: Will present

Is equipment needed? Projector Other No

Contact Information: DANIEL Lutz
Email Address: p.lutz007@gmail.com

Phone Number: 304 725 0964
304 886 5771

7/20
Mtg

JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM

Additional Comments Page:

We conducted a successful bid
for construction of a Rain Garden
at Sam Michael's Park

Winning Bid was \$55,000 00



Danny Lutz

29 June 2023

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Edwina Benites-LM

Department or Organization: Jeff.Co Development Authority

Commission Meeting Date: July 20, 2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

FY 23 budget request for unallocated funds: For the purchase of a data aggregation tool for economic impact analysis (Pending full JCDA approval on 7/18)

Please provide a description of your request or presentation, including any background information:

Please see second page for details.

Type of Request: (Funding/Hiring): Balance Transfer

Funding/Salary/Hourly Amount: Up to \$26,000 for Fiscal Year 23

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

While this request has been approved by several of the JCDA committees, it is contingent upon approval by the full board on July 18.

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

Request (MOTION) to approve the encumbrance fund roll over from FY22/23 account 1431410300 (Salaries and Wages) to FY23/24 Account 1431456800 (Contribution/Other) in the amount of \$26,932.77 for the purpose of funding a special project for the geospatial tool, pending the approval from the State Auditor's Office.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Edwina Benites-LM

Phone Number: (304) 728-3255

Email Address: ebenites@jdca.net

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

The JCDA was significantly under budget because vacancies within the office in FY23. The JCDA seeks approval to transfer unused funds for the purchase of an economic impact analysis tool.

Since May, the JCDA has reviewed available options including Rockport, Zartico, and Placer.ai. The JCDA would like to be able to provide economic analysis for business retention and expansion and community development planning. Analysis would include historical traffic patterns and usage, buying habits, etc.

The JCDA understands that this tool could have wide-ranging positive impacts for other departments and is actively working with Parks and Recreation so this tool could provide statistical analysis of resource usage, needs gaps, and to provide the analytics needed to increase successful grant funding applications. There is also the opportunity for synergies with emergency response and hazard mitigation planning. JCDA would be happy to be a resource to all County departments.

PLEASE NOTE:

These funds will be revised from the FY23/24 budget from account 299 (Unassigned Fund Balance). The County Administrator has spoken to the State Auditor's office.



Property Overview

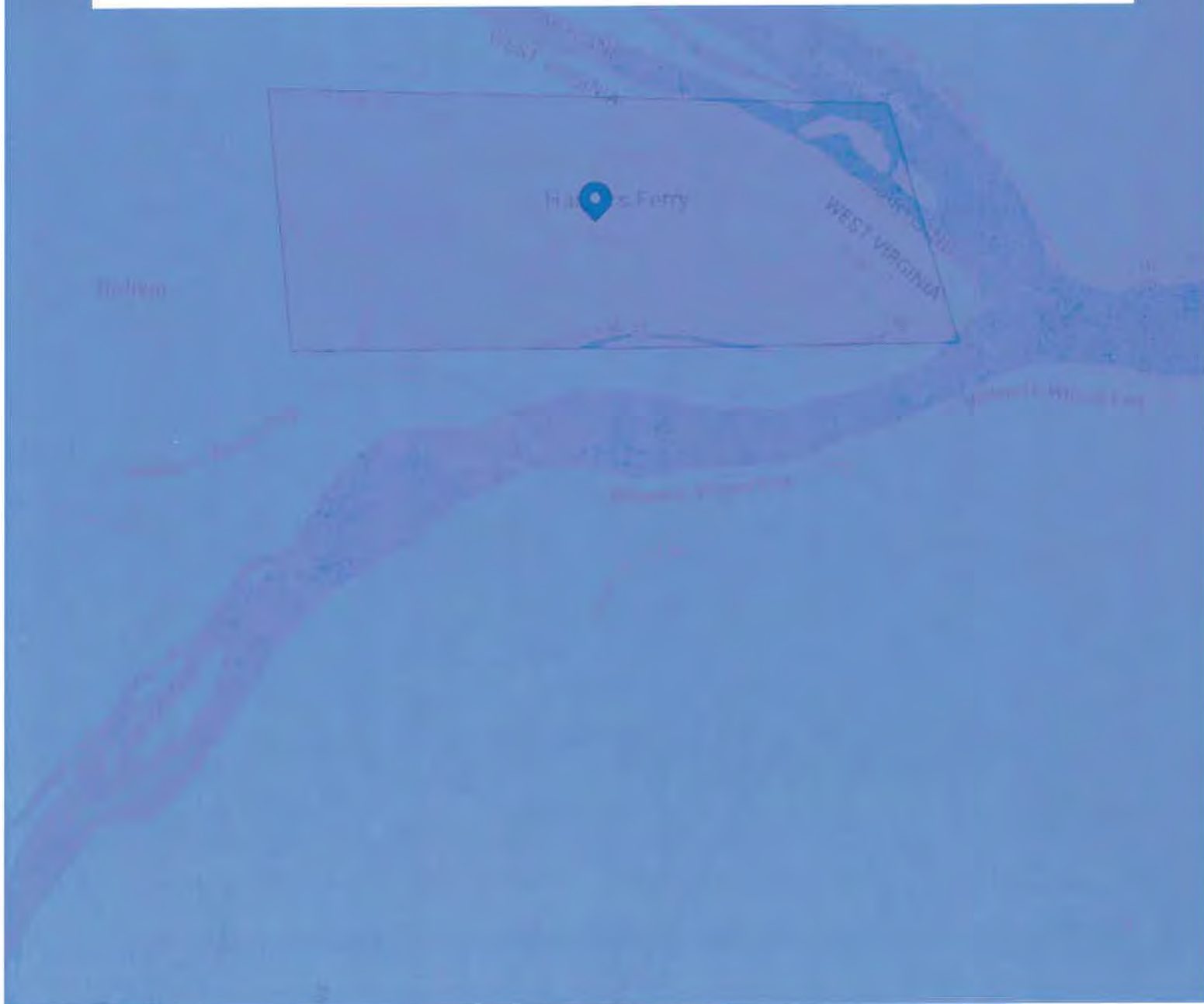
Jun 1, 2022 - May 31, 2023

Property:



Harpers Ferry Downtown

Harpers Ferry, West Virginia, United States



Property Overview

Jun 1, 2022 - May 31, 2023



Property Overview

Jun 1, 2022 - May 31, 2023



Metrics

Harpers Ferry Downtown

Harpers Ferry, WV

Visits	716.8K	Panel Visits	22.6K
Visitors	449.1K	Visits YoY	-12.4%
Visit Frequency	1.6	Visits Yo2Y	-5.5%

Jun 1st, 2022 - May 31st, 2023

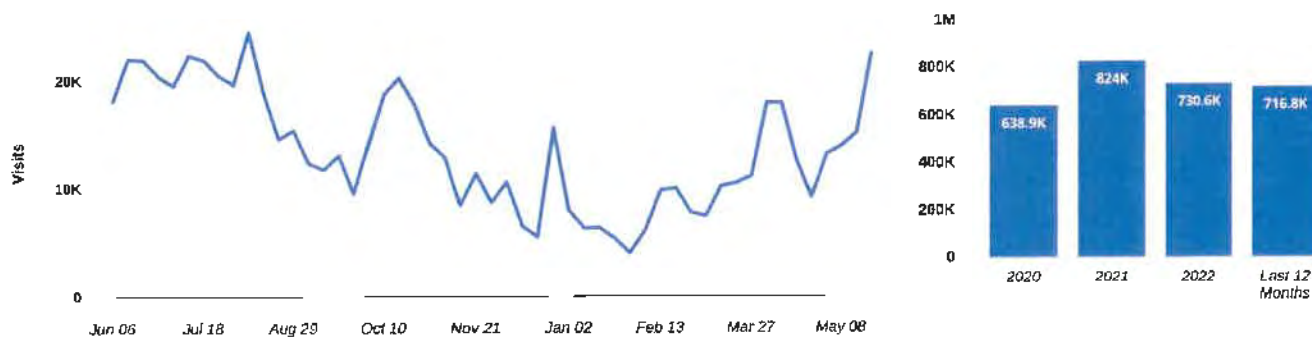
Data provided by Placer Labs Inc. (www.placer.ai)

ai

Visits Trend

Harpers Ferry Downtown

Harpers Ferry, WV



Weekly | Visits | Jun 1st, 2022 - May 31st, 2023

Data provided by Placer Labs Inc. (www.placer.ai)

Property Overview

Jun 1, 2022 - May 31, 2023



Summary

Property	Median Household Income	Bachelor's Degree or Higher	Median Age	Most Common Ethnicity	Persons per Household
Harpers Ferry Dow... Harpers Ferry, WV	\$110.6K	59.2%	38.4	White (54%)	2.41
West Virginia	\$52.2K	21.5%	42.2	White (92.2%)	2.37

Jun 1st, 2022 - May 31st, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)

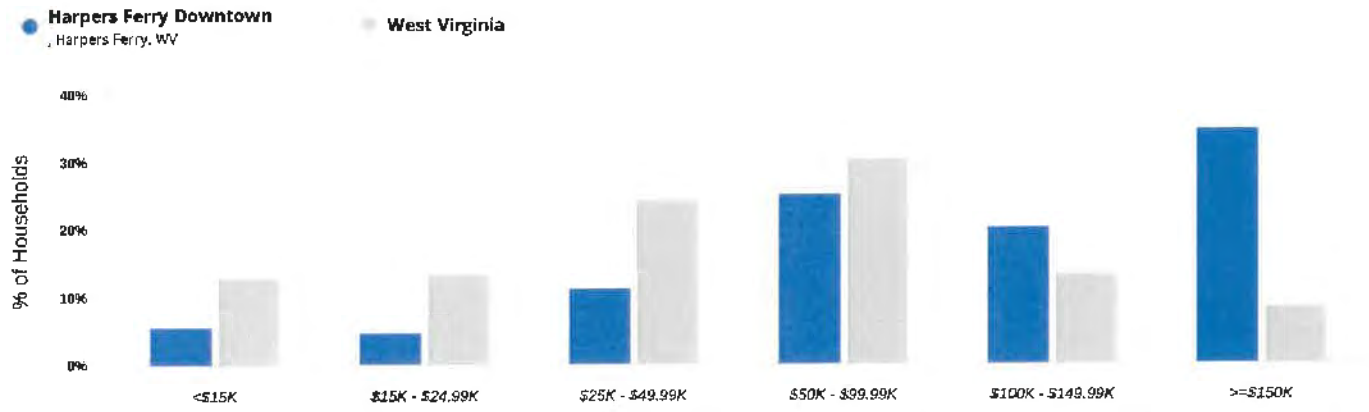
File

Property Overview

Jun 1, 2022 - May 31, 2023



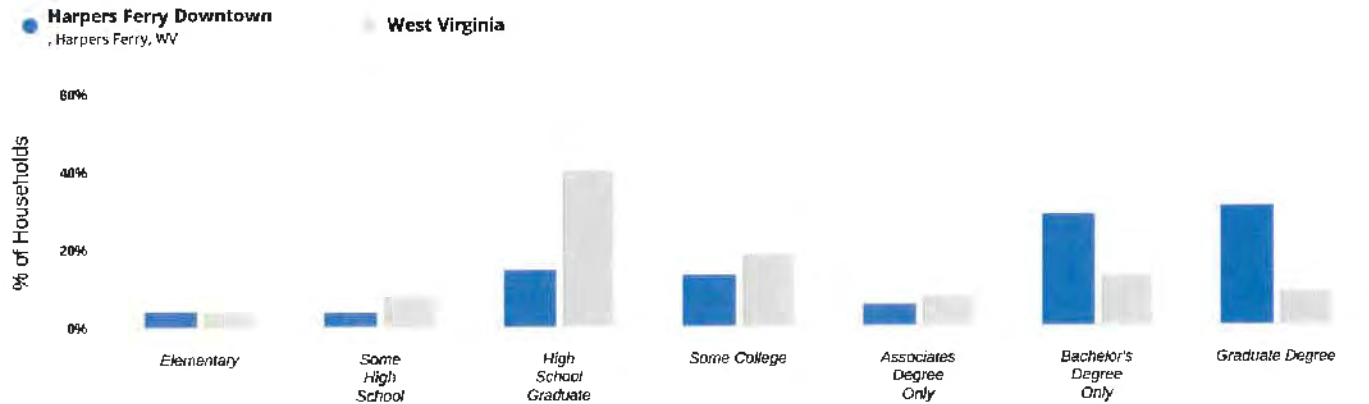
Household Income



Jun 1st, 2022 - May 31st, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



Education



Jun 1st, 2022 - May 31st, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)

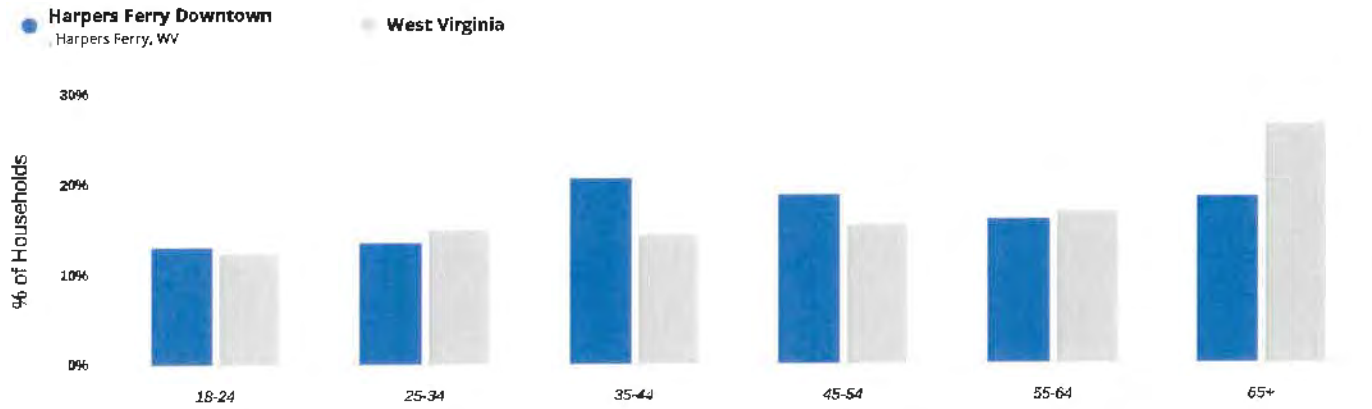


Property Overview

Jun 1, 2022 - May 31, 2023



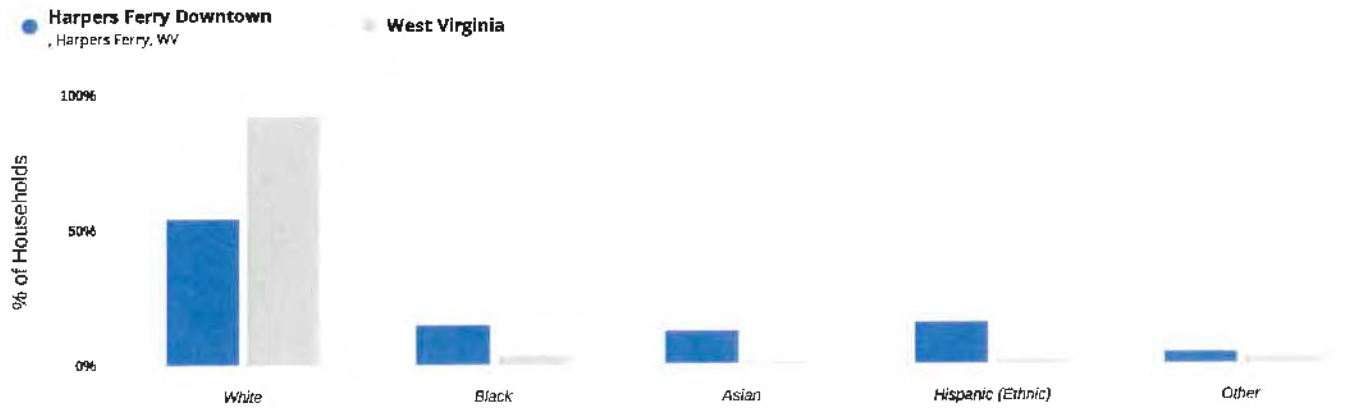
Age



Jun 1st, 2022 - May 31st, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)



Ethnicity



Jun 1st, 2022 - May 31st, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)

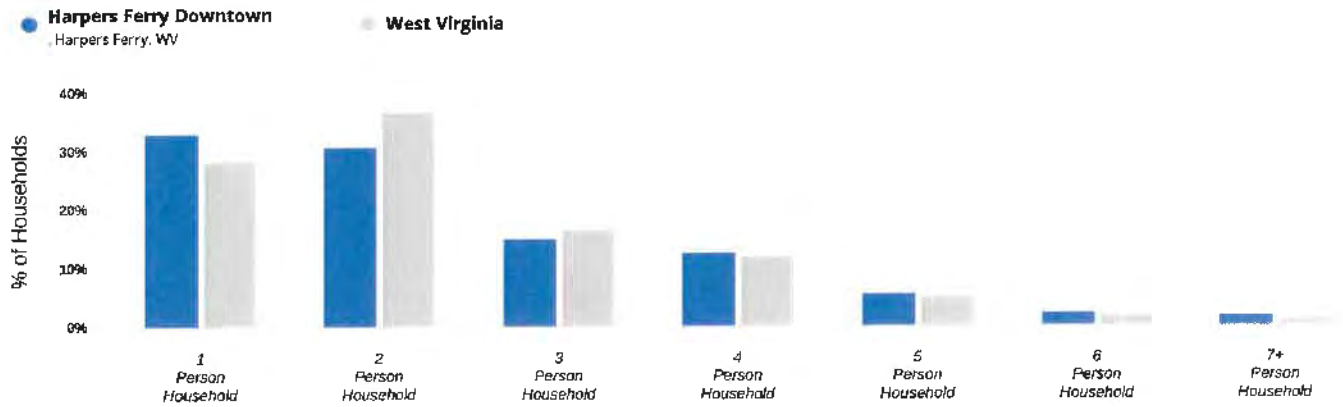


Property Overview

Jun 1, 2022 - May 31, 2023



Household Size



Jun 1st, 2022 - May 31st, 2023 | Data Source: STI: Popstats
Data provided by Placer Labs Inc. (www.placer.ai)

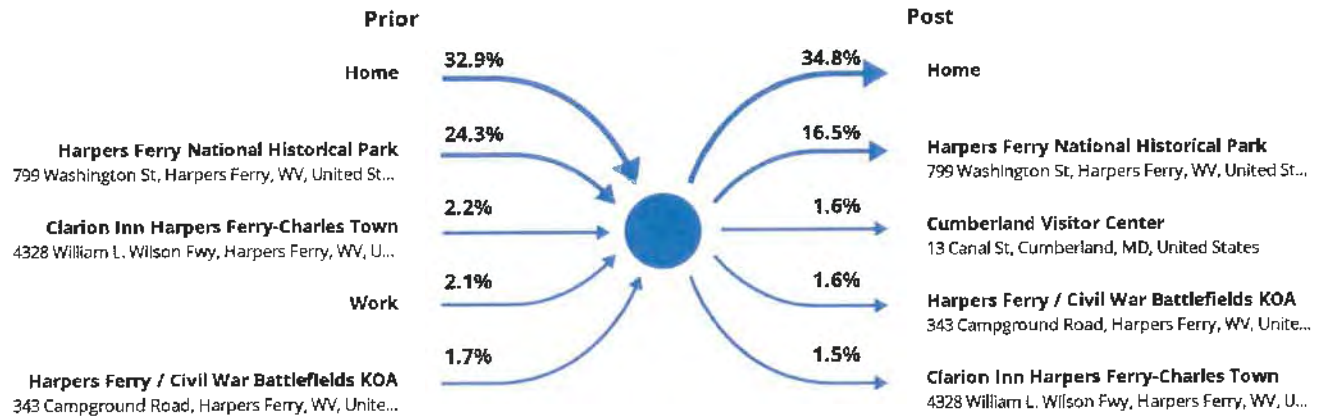
Property Overview

Jun 1, 2022 - May 31, 2023



Visitor Journey

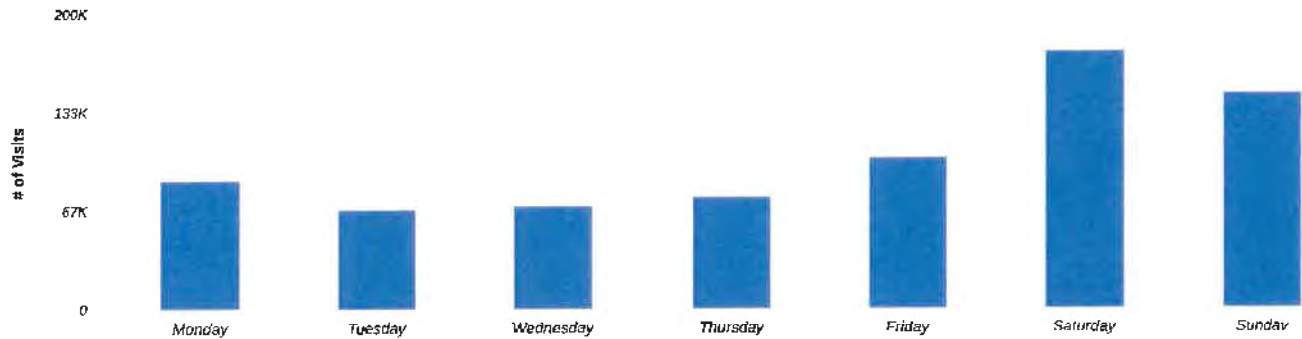
- Harpers Ferry Downtown**
Harpers Ferry, WV



Show by: Location | Jun 1st, 2022 - May 31st, 2023
Data provided by Placer Labs Inc. (www.placer.ai)

Daily Visits

- Harpers Ferry Downtown**
Harpers Ferry, WV



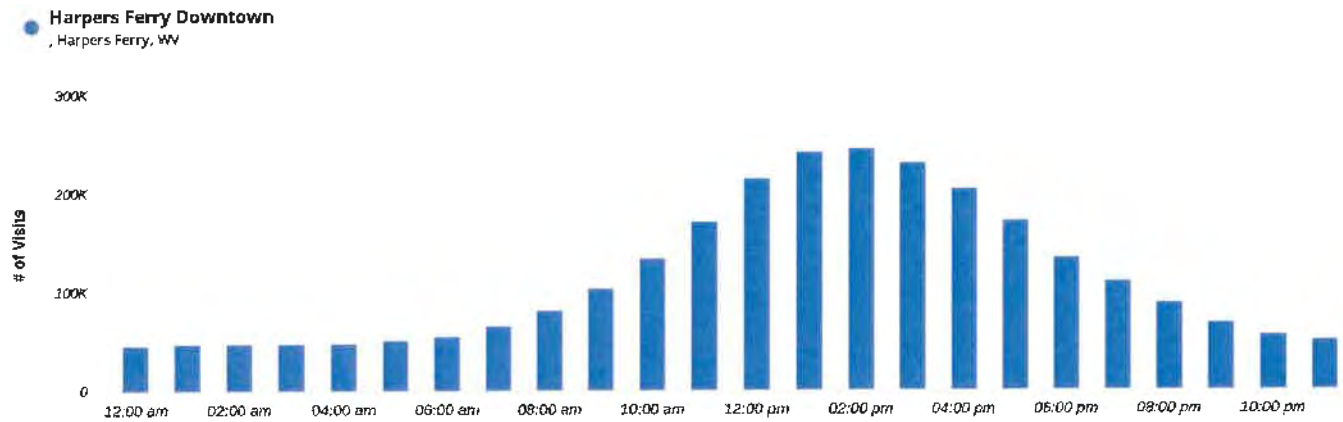
Visits | Jun 1st, 2022 - May 31st, 2023
Data provided by Placer Labs Inc. (www.placer.ai)

Property Overview

Jun 1, 2022 - May 31, 2023



Hourly Visits



Visits | Jun 1st, 2022 - May 31st, 2023
Data provided by Placer Labs Inc. (www.placer.ai)

Favorite Places

Harpers Ferry Downtown / Harpers Ferry, WV

Rank	Name	Distance	Visitors
1	Harpers Ferry National Historical Park / 799 Washington St, Harpers Ferry, WV 25425	0.1 mi	382.6K (85.2%)
2	Washington Dulles International Airport / 1 Saarinen Cir, Chantilly, VA 20166	30.5 mi	125.6K (28%)
3	Baltimore/Washington International Thurgood Marshall Airport / 1 BWI Airport, Baltimore, MD 21240	58.1 mi	96.5K (21.5%)
4	Ronald Reagan Washington National Airport / 1 Aviation Cir, Arlington, VA 22202	49.8 mi	92.7K (20.6%)
5	Harpers Ferry WV / 120 Potomac St, Harpers Ferry, WV 25425	0.4 mi	88.9K (19.8%)
6	Tysons Corner Center / 1961 Chain Bridge Rd, Tysons, VA 22102	39.5 mi	71.7K (16%)
7	Potomac Grille / 186 High St, Harpers Ferry, WV 25425	0.4 mi	63.9K (14.2%)
8	Charles Town Plaza / 96 Patrick Henry Way, Charles Town, WV 25414	5.1 mi	63.7K (14.2%)
9	Cumberland Visitor Center / 13 Canal St, Cumberland, MD 21502	59 mi	59.6K (13.3%)
10	Jefferson Crossing / 188 Flowing Springs Rd, Charles Town, WV 25414	5.8 mi	52.9K (11.8%)

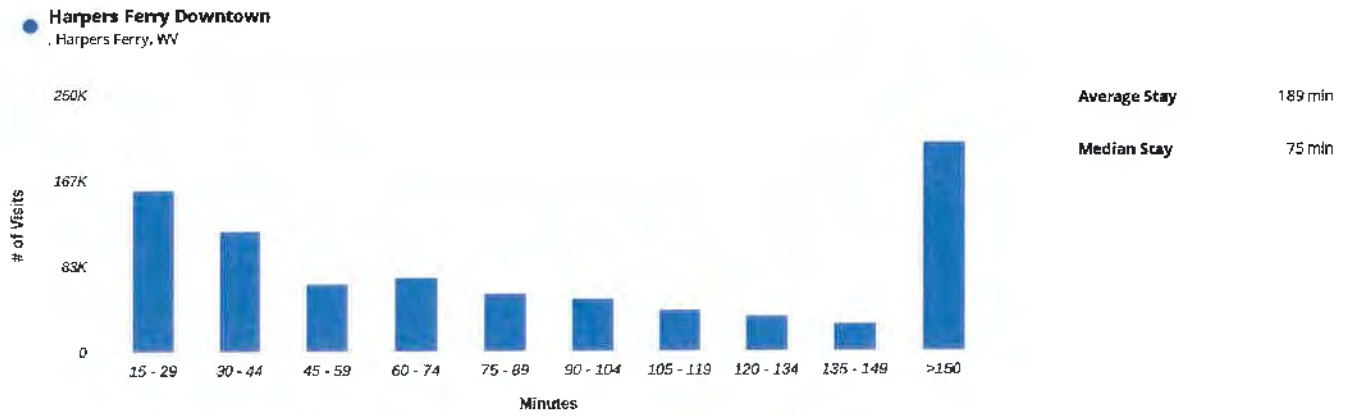
Category: All Categories | Min. Visits: 1 | Jun 1st, 2022 - May 31st, 2023
Data provided by Placer Labs Inc. (www.placer.ai)

Property Overview

Jun 1, 2022 - May 31, 2023



Length of Stay



Visits | Jun 1st, 2022 - May 31st, 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey - Routes



To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | Jun 1st, 2022 - May 31st, 2023
Data provided by Placer Labs Inc. (www.placer.ai)





ZARTICO

Proposal for



JEFFERSON COUNTY
DEVELOPMENT
AUTHORITY

WHERE BUSINESS FEELS AT HOME

7/14/23

Private & Confidential

This Proposal is Valid for 30 days



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Understanding Your Goals

Zartico is pleased to submit this formal proposal to the DMO. The Jefferson County Development Authority. Zartico will provide you situational awareness of who is visiting your destination, where are they going, what is their economic value and ultimately, how you can influence them.

Smart Destination

The Zartico Destination Operating System™, fueled by Zartico's Integrated Data Model™ will produce unique insights, baselines, benchmarks, and indices by which Jefferson County Development Authority can measure their success and provide outcomes that will benefit Jefferson County Development Authority stakeholders and communities. The Zartico Destination Operating System® will efficiently and effectively guide the organization to data-led decision making, assisting in building a **Smart Destination**:



- As a Smart Destination, Jefferson County Development Authority will focus on strategic outcomes which guide their actions, activities, and decisions necessary for the success of their community.
- As a Smart Destination, Jefferson County Development Authority will be intrinsically linked to your community. You will share responsibility for the well-being of your residents, resources, and economy.
- As a Smart Destination, Jefferson County Development Authority will recognize and embrace data as a powerful solution to modern challenges.
- Using the Zartico Destination Operating System®, will efficiently and effectively guide Jefferson County Development Authority to steward powerful, data-led decision making resulting in a better visitor experience and resident quality of life.

Five Foundations of the Contemporary Destination Organization

The Five Foundations of the Contemporary Destination Organization are industry standards which have been developed as a means to create a common measurement strategy. Our operating system answers your questions regarding Demand Generation, Visitor Distribution, Economic Opportunity, Accountability, and Stability.



Demand Generation

Encouraging people to come to your destination.



Visitor Distribution

Management practices to bring the right number of visitors in the right places at the right times.



Economic Opportunity

Continually enhancing your destination's presence towards positive impact for local businesses.



Accountability

Planning, measuring, and tracking your destination's most important goals.



Stability

Gaining and maintaining funding, support, and positive impact from your visitor economy.

Zartico's Capabilities

The Zartico Destination Operating System® (ZDOS®) features our proprietary Integrated Data Model™ comprising the highest frequency and highest resolution geolocation data, spending data, and event data for both residents and visitors, and all event types. Combined with destination occupancy, marketing performance, and our team of strategic advisors, destinations depend on Zartico to deliver clear insights for strategic decisions that lead to positive community outcomes.

Founded in 2019, Zartico, Inc. was created to solve the world's toughest challenges facing tourism to benefit communities by improving the resident quality of life and visitor experience while facilitating organizational change within the tourism industry.

"In big data times, in which we are today, often times, DMOs don't have the data analyst to be able to see and interpret that information.

The most valuable thing is actually going in and determining what is most valuable for our organization, and then the Zartico team really analyzing that and helping us to determine how we want to see it and how we want to present it to our stakeholders.

They've made a huge impact on our industry in a very short amount of time. I believe it's the wave of the future, what DMOs will be doing analyzing data and determining and explaining to their stakeholders the value of what they're doing on a daily basis, and Zartico provides that platform.

— Bruce Dalton, President and CEO, Visit Aurora, Colorado

Our staff of 90+ employees, including **Eight (8) PhD Data Scientists**, has been thoughtfully recruited and organized to provide our clients with the best product, service and instruction. Over 75% of the team is focused on data science, product, education, service, implementation, GIS and strategic advising. We have documented answering over 2,000+ customized questions for our clients.

Below are examples of DMO Questions that Zartico has analyzed and answered for our clients:

Destination	Used ZDOS® to Discover...
Visit North Carolina	<p>Uses the <i>Website Contribution</i> module to monitor how their site and their paid media disperse people around the state, specifically into counties and zones that need more tourism, breaking down visitation trends by origin markets of website visitors versus non-website visitors.</p>
Visit Stockton	<p>A majority of visitors go to the local University but very few of them also go to the downtown restaurants and shops. Visit Stockton now partners with the University for incentives and offers to parents and students to dine, shop and stay downtown, creating a better experience for all.</p>
Visit Lake Charles	<p>Visitors who attended the amateur baseball tournament went to 2.5 more places in town than non-baseball attendees. Obtained the support of the community to expand the tournament from four weeks to six weeks this year.</p>
Visit Salt Lake	<p>Visitors to the convention center district frequent more places downtown and travel all around the valley after the event. Visit Salt Lake and the State are marketing the district for the first time and are offering incentives to visitors who stay downtown.</p>
Travel Lane County	<p>Travel Lane County uses the Website Contribution module to demonstrate the influence of their newsletters and other visitor touchpoints on their site, as well as to justify marketing only to those POIs which can support additional visitation. They also use Dynamic Visualizations to show movement over time from those who visited the website and those who did not.</p>

Our client list already includes 240+ destinations and 13 states, including: West Virginia, Putnam County, WV, Charleston, WC, Visit North Carolina, Wyoming Office of Tourism, Visit Myrtle Beach, Louisiana Office of Tourism, Utah Office of Tourism, Visit Aurora, Memphis Tourism, Visit Tampa Bay, Visit Cincinnati, Destination Cleveland, Hilton Head Island CVB, Visit St. Pete Clearwater, Outer Banks Visitors Bureau, Visit Austin, Montana Tourism, Tourism Whistler, Glacier Country, Amelia Island CVB, and Discover Long Island.

Zartico's Destination Operating System® 3.0 (ZDOS®)

We believe that Zartico is the only tourism-specific provider who can fully address your needs to answer the **why**:

- Zartico is the only company in tourism to ingest high-frequency geolocation, spending and events data to create the **Zartico Integrated Data Model™**
- Zartico was founded by destination professionals for destination leaders bringing years of domain and industry experience.
- To our knowledge, Zartico is the only company that applies machine learning to guide marketing, destination management, and content creation.



Zartico's Integrated Data Model™

The Zartico Integrated Data Model™ comprises the highest frequency and highest resolution geolocation data, spending data, and event data for both residents and visitors, and all event types. These data sets along with public data sources and specific DMO subscriptions create the

Integrated Data Model™ connects:

1. Data provided by Zartico: *Geolocation, Spend, & Event*, analysis available from January 1, 2021
2. National/International Public Data Sources: jobs, wages, weather, etc.
3. DMO Data Sets:
 - Subscriptions Data (Short Term Rental, CRM, STR, etc.)
 - Marketing (Google, Facebook, Instagram, YouTube, etc.)
 - Custom Data Sets (member lists, local research, etc.)

Note custom data sets must be assessed, additional cost may apply

ZARTICO'S LICENSED DATA SETS

Geolocation

19 Trillion Location Observations:
Largest Commercially Available

Daily Visibility
Of Both Visitors & Residents

1.6 Billion Global Devices
in 180+ Countries

Historical Data from **January 1, 2021***

Spend Data

90 Million Cards

10 Billion Transactions
Annually

4 Brands
Credit & Debit Cards

Historical Data from **January 1, 2021***

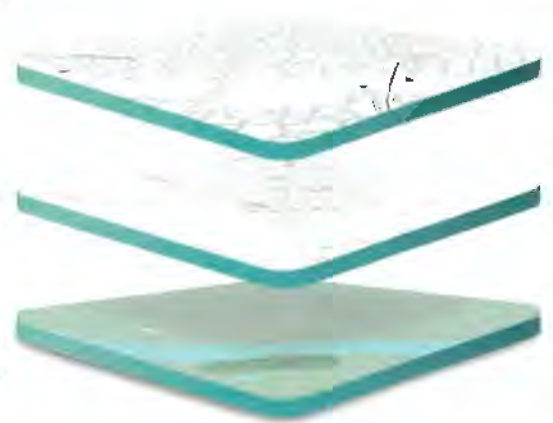
Event Data

300+ Global Event Sources

40+ Million Events
Worldwide

12 Month
Look into the Future

Historical Data from **January 1, 2021***



**Historical back to Jan 1, 2019 archived for specific analysis*

INTEGRATED DATA MODEL™

Only Zartico Data:

High-Frequency, High-Resolution Licensed Data Set

- Geolocation
- Event
- Spend

Your Data:

- Instagram
- Facebook
- Taxes
- Short-Term Rental Subscriptions
- CRM Platform
- Google Analytics
- STR Reports
- Visa Destination Insights

Public Data:

- Jobs
- Weather
- Exchange Rates



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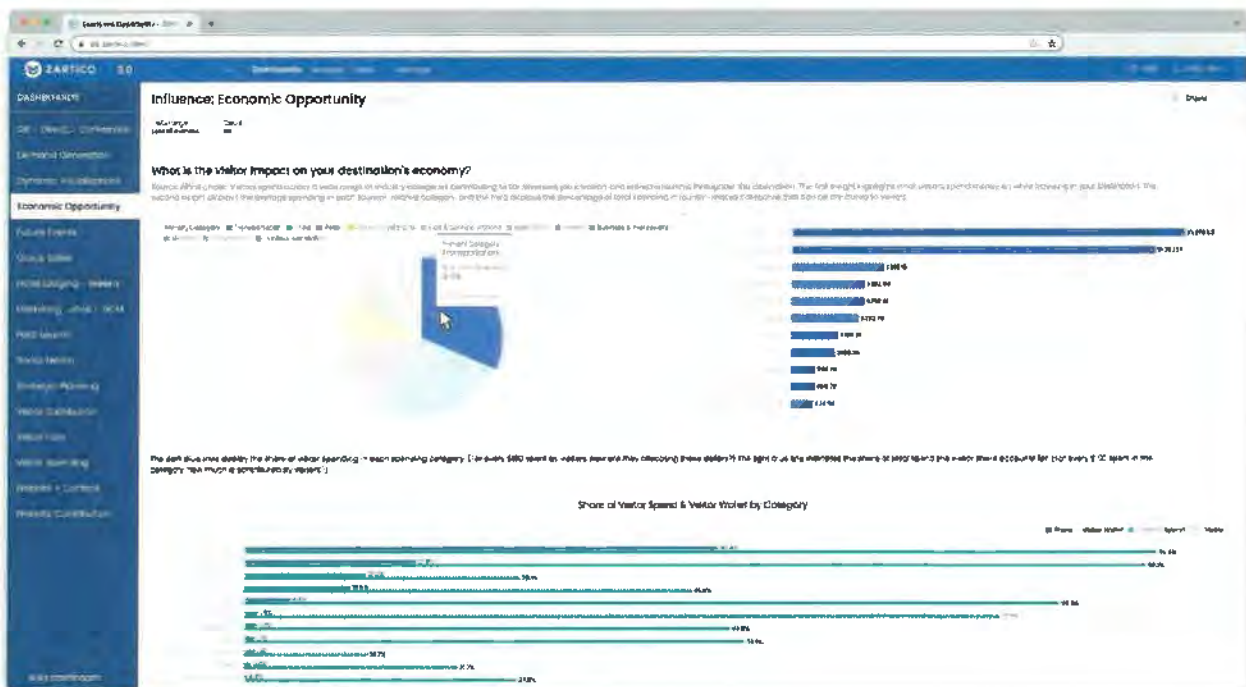
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Our Proprietary Process “Normalizes” Data for Greater Consistency and Confidence

All geolocation data within the ZDOS® is *normalized* to account for the normal fluctuations in geolocation data volume as well as the addition of new data sets acquired by our vendor, which improve the accuracy and level of detail within the geolocation signal. This gives greater reliability to geolocation analysis by providing better stability month-to-month and year-to-year in location reporting when compared to monthly snapshots or data extracts from any data vendor. We periodically measure statistical correlations between geolocation data and STR and our credit card data set to validate the accuracy and consistency of our normalization processes.

Zartico's ZDOS provides Normalized Data for analysis AND provides the raw data to back it up for a greater in-depth view.



Features and Benefits of Zartico's Destination Operating System® version 3.0

Feature	Benefit
Market Index	Measure alignment between marketing, visitation, and visitor spending. Highlight opportunities for expanding market share. Identify underperforming markets to exclude from future campaigns.
Year-Over-Year Index	Measure the change in the visitor economy across multiple segments. Provide a single number to encapsulate changes YoY while providing easy access to underlying behavioral changes.
Baselines and Benchmarks	Illuminate your historical performance so you can see how you're pacing. Reveal how your destination is performing against anonymized peer performance nationally.
Dynamic Visualizations	New module dedicated to cataloging dynamic visualizations and giving your team quick access to view and share.
New Modules	Destination Management Associated with Demand Generation, Distribution and Opportunity.
Visitor Demographics	Demographics of actual destination visitors will allow you to connect the behavioral dots like never before.
Visitor Flow Modules	Using geolocation data to understand visitor movement allows us to determine and anticipate where, when, and how people move throughout the Destination. Zartico provides unlimited points of interest for the clearest view of your entire visitor economy and cross visitation. International origin markets from over 180+ countries.
Geolocation	
Future Demand Module	Take full responsibility for the visitor economy. See all events throughout the Destination to help manage your stakeholders. This module will allow you to anticipate and manage visitor and resident flow. Discover deeper visibility to a number of events in your Destination through hotel readerboards, festivals, concerts, youth and professional sports, parades and 28 other event typ
Events	To understand the impact of specific events, positive and negative, to your community.

Feature	Benefit
Visitor Spend Module *Spend*	<p>A deeper dive into the yield of the visitor economy within the Destination will allow for understanding of Origin Market spending trends, Spending related to visitation drivers, seasonal audience preferences for the destination, place context around spend at the point sale and the percentage of visitors and residents spending at merchant category code.</p>
Website Contribution Module	<p>Highlights the DMO's role in shaping visitation patterns. Your website is the front door to your destination. Through one website geolocation pixel, Zartico can track all incoming traffic sources, organic, paid and social. Understand which pages and content are being consumed and track the visitor to a point of interest. Some examples of what we will answer:</p> <ul style="list-style-type: none"> • What role does each of the tactics in my media mix play in generating visits to my Destination? • Where in the funnel are each of my feeder markets and where in the funnel should we use each tactic in my media mix? • What is the most influential content driving visitation and spending? • Does a change in content influence a change in visitor behavior and movement?

Flexible Data Analysis within the Analytical Designer

A key element to the flexibility and power of the Zartico platform for researchers is the ability to explore data by dragging and dropping specific metrics and dimensions into the editor interface to analyze subsets of data, using our logical data model to quickly join datasets together for exploratory data analysis to quickly understand the impact of weather, marketing or web traffic on visitation. This provides greater value and insight to the geolocation data than aggregated reports can provide.

Reporting and Alerts

All modules can be easily set up to be emailed on a daily, weekly or monthly basis to your key stakeholders and team members.

Security, Compatibility, Privacy

Zartico uses the Google Cloud Platform for our cloud hosting and warehousing and processing requirements. As a cloud-native service, security and data redundancy is built into the core architecture of our system. Your data is encrypted while in our data warehouse and we follow the security principle of *least access* to protect data being ingested into our system, in storage and on our visualizations. We use a multi-stage project structure to provide redundancy to protect against data loss due to hardware or software failure and limit cross-project access for automated data collection. All Zartico staff use hardware two-factor authentication to keep your data safe against hackers.

- A significant benefit of Google Cloud Platform is that it leverages Google's long history of developing and deploying security technology that complies with industry standards. Google's Cloud Platform is a password protected warehouse which complies with industry standard best practices for data protection in the cloud, including General Data Protection Regulation (GDPR) compliance and California Consumer Privacy Act (CCPA) compliance. "
- The ZDOS ® is accessed through a password-protected portal. This keeps your data private while allowing your team to provide access to staff, Board members and contracted agencies quickly and efficiently access key strategic and operational data sets.
- Location data providers have received GDPR privacy shield certification and meet or exceed CCPA requirements.

Implementation Process

The ZDOS ® will be released in two phases. Implementation typically lasts six-nine weeks for non-states and about nine-twelve weeks for a State.

Zartico's Implementation Phases will start supporting your goals within weeks.



The Zartico Way

How Zartico Helps You Grow



COMMUNITY

Connect With the Zartico Team and Your Partner Peers



ADVISEMENT

Access to Advising With Quicker Turnaround and Deeper Insights



REDIRECTION

Get to Where You Need To Go in an Efficient Manner



EDUCATION

Consistent Access to All ZDOS® Information



SUPPORT

Expanded Service With a Faster Response

Strategic Advisors

The Zartico Strategic Advisors are thought partners to you and your team. Your team is encouraged to reach out to Zartico with questions, engage us as collaborators or ask for additional insights outside of the standard delivery cadence. The Strategic Advisors will facilitate the creation of insights and exploratory data analysis to help your team uncover richer, deeper insights from your data.

Training and Education Team

Zartico has an education team that provides a variety of education opportunities from self-service to hands-on keyboard and in-person training so that your team can use the ZDOS®, interactive maps and dynamic visualizations. Zartico holds regular webinars and delivers monthly product release notes.

Time and Money Saved Benefit

Our goal is to transform data from a cost to an asset. By Zartico's and our users' estimates, DMOs can save up to 50 hours per week by leveraging ZDOS®. The single source truth eliminates dashboard fatigue, saves time and money and exponentially increases the team's productivity.

- **FROM COST:** time needed to retrieve, analyze, explore data, time necessary to perform manual tasks.
- **TO ASSET:** ZDOS® eliminates waste, optimizes performance, improves alignment across departments and helps employees do their best work.



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Price Proposal

Proposed for \$27,000

Zartico recommends:

3.0 Basic 1

Description of Services and Deliverables:

Package Basic 1-\$25,000 (Including Geo-location, Event and Spend Data plus, additional counties-\$2,500 per county). Jefferson County Development Authority receives a 10% West Virginia partner discount.

Jefferson County Development Authority Package	3.0 Basic
Visitor + Resident Population	<1M
Base Package Amount	\$25,000
Includes: Geo, Event & Credit card expanded view	✓
Includes: Set up, Warehousing and Maintenance	✓
Zartico Benchmarks	✓
Zartico Indices	✓
Destination Performance (census, jobs, taxes, weather)	
Director Brief / CEO Module	✓
Employment	✓
Weather	
Normalized Geolocation Data	
Geolocation data provided by Zartico with 24 hour refresh	✓
- High definition visibility into origin market, visitor and resident flow and cross-visitant to essential destination places/points of interest	✓
- Length of stay segmentation	✓
Short Trip	✓
Day Trip	✓
Long Day Trip	✓
Overnight Stay	✓
Historical Look Back: January 1, 2019 thru Present	Included in all packages (2021 and later in daily application)
Primary Places of Impact (Drivers, Attractions)	Zartico Place-Based Strategy (within funding boundary)
Contextual Places of Impact (Hotels, Restaurants, Retail)	Zartico Place-Based Strategy (within funding boundary)
Regions	✓
Legislative Districts (States Only)	
Out of Boundary POIs (Outside of geographic boundary)	1
Dynamic Visualizations & Analysis (Annually, additional \$50)	1
Visitor Value (Credit + Debit card data provided through Zartico)	
Visitor Spend: January 1, 2019 thru Present	Included in all packages (2021 and later in daily application)
Events, Convention & Sales Performance (Event data provided through Zartico)	
Events View: January 1, 2019 thru 12 months in the Future	Included in all packages (2021 and later in daily application)
Education & Advisor Support	
Playbooks	✓
Certification Curriculum	✓
Weekly Zarticoach Sessions (Friday)	✓
Weekly Advisement Office Hours (Wednesday)	✓
Remote Training	✓
Annual In-person Training	
Strategic Advising Sessions	Quarterly/ Team
Analytic Designer Function	
Destination Occupancy, Hotel and Short Term Rentals (Data provided by DMO: STR, AirDNA, Key Data, Transparent)	
Data before 2019 available at \$5000/year	Data includes January 2019 to present
Marketing Performance (data provided by DMO: Google Analytics, Google Campaign Manager, Facebook, Twitter, Inet)	
Website + Content Performance	✓
Organic Social Performance	✓
Strategic Media Planning	✓
Paid Social Facebook & Paid Google Search	✓
Paid Media (ad server required and fees additional)	
Additional Features	
Each Adjacent County Outside of Funding Boundary	\$2,500



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Value of Zartico Licensed Data Sets:

Zartico has licensed Geolocation, Spend and Event Data for Jefferson County Development Authority in the Package above to create a destination-specific Zartico Integrated Data Model™. Below is a table listing the estimated subscription costs if Jefferson County Development Authority had to purchase their own subscriptions to receive reports from these data sources.

3.0 Zartico Licensed Data Subscription Value	Basic 1
Estimates if Subscriptions were bought Separately; Visitor R	>1M
Near GeoLocation w/Set Up fee, Monthly and 4 Year History	\$26k to \$42k
Spend (Based on VisaVue)	\$10k
FHQ Event	\$5k
Total	\$40k - \$57k
POIs Range	50-350
\$25 per POI above 50 complimentary	Up to \$7.5k
Total w/POI	\$40k - \$65k

Total Investment:	Package Type: 3.0 Basic 1-\$27,000
Length of Subscription:	8/1/23-7/31/24-12 Months
Payment Schedule:	Payment due by 9/1/23

This Proposal is Valid for 30 days

Investment: \$24,000/year

- Net 30 Payment Terms

Subscription includes:

- Unlimited Nationwide data
- Unlimited User Access
- Unlimited Requests for new POIs
- Custom reports with Placer XTRA
- [Marketplace Datasets](#)
- Customer Success Team
 - Bi-weekly Training
 - Onboarding
 - Support
 - Best Practices
 - Advanced Analysis

Primary Use Cases:

The following represents some of the many ways Placer customers are currently leveraging our data for success.

- 1. Retail Attraction and Market Analysis:** Identify best fit retailers, maximize revenue, support local businesses. Identify areas of leakage, cross shopping, and impacts of openings and closings. Analyze specific business categories ex: retail, hotel, dining, apparel etc.
- 2. Business Attraction:** Site selection and planned development data combine to inform civic and business leaders about the best location for expansions, relocations, and new development.
- 3. Event Analysis:** Drive event attendance, optimize marketing, maximize sponsorship and vendors, measure true attendance. Reveal local economic impact of events (hotels, entertainment, dining etc.)
- 4. Revenue and Sales Tax Estimation:** Reveal sales data and trends for key locations, assess trends, predict future revenues, inform incentives and recruiting strategies, measure ROI.
- 5. Public Realm and Infrastructure:** Identify usage of streets, parks, and open spaces. Make data driven decisions to inform future investments.
- 6. Travel and Tourism:** Reveal visitation to any attraction or destination. Discover home locations for visitors and routes to destinations. Understand visitor preferences for hotels, entertainment, dining, retail, and leisure. Optimize marketing to attract desired visitor profile. Reveal competitors and opportunities for future collaborators.
- 7. COVID Recovery:** Identify economic impacts to any district, city, county, or state. Identify investment opportunities, support struggling businesses, measure performance of your efforts, optimize ARPA funding and reporting.
- 8. Support Local Business:** Provide local businesses with insights to optimize hours of operation, market to desired customers, and expand revenue while reducing cannibalization.
- 9. Marketing and Communications:** Inform marketing strategy with real-time data about residents, visitors, employees, and passers by. Leverage Placer Routes to identify best locations for digital advertising, wayfinding, and signage. Align marketing content with demographic profiles. Measure the ROI of marketing efforts.
- 10. Reporting:** Provide partners and stakeholders with in depth reporting about performance of any location.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Jessica James

Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment: 20 minutes

Date Requested – 1st Choice: **July 20, 2023**

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

Subject (*Wording to be placed on agenda*): **Interviews & Appointments to the following:**

- ↓ Jefferson County Building Commission – three five-year terms ending July 27, 2028
- ↓ Jefferson County Parks and Recreation Commission – three three-year terms ending June 30, 2026
- ↓ South Jefferson Public Library Committee – one five-year term ending June 30, 2028
- ↓ Jefferson County Board of Health – one five-year term ending June 30, 2028
- ↓ Jefferson County Development Authority Board – one unexpired term ending April 7, 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

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Building Commission - three five-year terms ending July 27, 2028

Per West Virginia State Code:

“No more than two thirds of the total number of members of the board of each commission shall be from the same political party and no member of any such board shall hold any office (other than the office of notary public) or employment under the United States of America, the state of West Virginia, any county or political subdivision thereof, or any political party. All members of any board shall be residents of the county for which appointed.”

Please note: Interested applicants must not have ties to any local financial agencies or institutions that may potentially bid on projects approved by the members of the Jefferson County Building Commission.

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 on the Monday prior to the proposed appointment date.

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

JEFFERSON COUNTY BUILDING COMMISSION | 2023

✦ Current Openings – three five-year terms ending July 27, 2028

INTERESTED APPLICANTS

<u>NAME</u>	<u>CONTACTED</u>	<u>REGISTRATION</u>
Bryan Derrickson	Yes	no party affiliation/independent
Addie Crawford	Yes	no party affiliation/independent

LETTER OF INTENT

Bryan Derrickson

Harpers Ferry, wv 25425

Date: June 26, 2023


Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Building Commission. I have been a resident of Jefferson County for 38 years in the Harpers Ferry Magisterial District as a registered Independent, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager and experience as a citizen representative on the JCESA Board will be a significant asset in my service to both the Commission and Jefferson County Building Commission. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson



X
Bryan C. Derrickson

Bryan C. Derrickson
Harpers Ferry, WV 25425

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

Security Clearance

Active TS/SCI

Professional Experience

Global Com, Inc.

Sterling, VA

Project Manager

May 19 - Present

- Manages operations of all assigned projects at various government and commercial facilities to include cost, schedule, performance and risk mitigation.
- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
- Documents every aspect of the project lifecycle, including the creation of change orders, logistics, punch-lists, close-out documentation and warranties.
- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

Redhorse Corporation

Rosslyn, VA

Acquisition Specialist

Oct 17- May 2019

- Engineering support for Government Services Administration (GSA) Transition Order Assistance (TOA) migrating telecommunications services from the expiring Washington Interagency Telecommunications Services (WITS III), Network and Regional LSA contracts to the GSA Enterprise information Systems (EIS) contract.
- Provide customer service, network analysis, configuration management and technical engineering for dependent projects supporting migration to current networks.
- Development of various project documents such as the Site Inventory Confirmation (SIC), Requirements Development Document (RDD), Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and Traffic Models.

Mission First

Alexandria, VA

Senior Project Manager

Mar 17- Oct 17

- Provide Project Management support to PEO-EIS Power Projection Enablers (P2E) at Fort Belvoir, VA
- Responsible for managing P2E Infrastructure Modernization (IMOD) projects in multiple OCONUS theaters.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
- Track various integrator cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to Program Director as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.

SNR Systems, LLC.

McLean, VA

Senior Project Manager

Jan 15- Mar 17

- Responsible for managing Defense Information Systems Agency DATMS Elimination Project in all theaters of operation.
- Provide customer service, analysis, configuration management and technical engineering for dependent projects supporting DATMS elimination and related networks (MPLS, ODXC, MSPP and DISN Converged Access (DCA).
- Manage resolution of provisioning and implementation issues and develop practices and procedures for circuit installation and customer migration off of DATMS.
- Responsible for assisting government lead with project lifecycle activities including project plan documentation, project execution, maintaining project schedule, and preparing weekly and quarterly briefings for senior leadership.

- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activation of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documentation to senior leadership.

OCTO Consulting, Inc.

McLean, VA
Apr 14- Dec14

Project Manager

- Responsible for managing Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- I3MP onsite Project Manager for multiple base upgrades under Network Modernization-CONUS (NETMOD-C) initiative.
- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93rd Signal Command, 7th Signal Command and other stakeholders.
- Work with 7th Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

SERCO

Reston, VA
Aug 11- Mar 14

Engineering Project Manager

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

SAIC

McLean, VA
Feb 09 – Aug 11

Information Assurance Manager

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNOSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

URS Apptis

Chantilly, VA
Dec 03- Feb 09

SIPRNet Program Manager

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

- Track circuit activation based on standard timeframes determined by PAWS helping to reduce lead times by nearly 50% from average of 180+ days to less than 90 from date TSR is issued.
- Act as main Point of Contact for all SIPRNet re-home, transition, modernization and BRAC projects updating network topologies and evaluating alternative utilization and configuration options for optimizing backbone network.
- Analyze network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Worked with Tier II engineers on testing IPv6 for upgrade to SIPRNet aggregation routers.
- Assist and coordinate with communications network specialists in the area of communications hardware using and implementing network standards, particularly those of the International Organization for Standardization (ISO).
- Provide guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel as well as senior staff as required and ensuring that customer requirements and project milestones are met.
- Assist DoD customers with System Security Authorization Agreement (SSAA), DoD Information Assurance Certification and Accreditation Process (DIACAP), Interim Authority to Operate (IATO) and Authority to Operate (ATO) documentation and processes for connecting to the SIPRNet.
- Ordered, tracked and reported all circuit activation activity with LEC, RBOC and ISP providers to ensure timely delivery of trunk lines.
- Troubleshoot and resolved network problems to ensure minimal disruption of mission critical applications.
- Coordinated with various vendors for installation of router, bridges, concentrators and switches.

TekSystems, Inc.

Baltimore, MD

Wireless Project Manager

Mar 02- Dec 03

- Responsible for managing the ASR/FOC process for wholesale disconnect project involving over 9000 customer disconnects and 300 T3 backbone circuits in an effort to consolidate services and greatly reduce company expenses.
- Worked with Finance and Network Operations to identify and migrate active Type II (pt to pt) customers to Type I (wireless service) where necessary.
- Worked with Field Engineers and Node Site Coordinators to decommission equipment, racks, and consolidate power.
- Assist Network Operations and Finance with identifying Type II T1 customers, T3 backbone, Data, and Trunk circuits to be disconnected for a monthly savings of \$1.4 million.
- Worked with Network Operations and local exchange carriers to restore downed customers.

PSINet, Inc.

Ashburn, VA

Network Planning and Design Engineer

Apr 98- Nov 01

- Design new PSINet facilities in addition to documenting available footprint and power at various Dial-up, Wireless, Customer, Fiber, and Hosting Center Points of presence (PoPs).
- Determined equipment and power upgrades in existing PoPs to relieve congestion on network.
- Managed projects with internal groups to coordinate ordering, installation and turn up of equipment and circuits in facilities.
- Worked with integration team to seamlessly merge customers from acquired networks.
- Engineered and installed optical equipment at various node locations.
- Determined fiscal budget for equipment, space, and power.
- Tested and configured network equipment installed in the field including: Cisco Routers, Ascend Switches, Modems, CSU/DSUs, Hubs, Multiplexers, Portmasters, and NORTEL Fiber Gear.
- Ordered, tracked, tested, turned-up and monitored backbone (T-1, T-3, OC3, OC12 and OC48) circuits.

Butler Technical Services

McLean, VA

MCI Service Delivery Center

Aug 97- June 98

- Tested and configured network equipment installed in the field.
- Performed testing of T1 and T3 circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to troubleshoot circuit issues.
- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

CACI (Formerly Government Systems, Inc.)

Chantilly, VA

Data Communications Technician Level II

Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

Technical Training

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)
Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)
Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOL.S-R, Visionacl and Sharepoint.

Education

Jefferson High School - May 1993.
Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.



CRAWFORD LAW GROUP PLLC

James B. Crawford, III (WV & VA)
Katherine N. Ridgeway (WV & VA)
E. Adelaide Crawford (WV)
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Pamela T. Hinkle
Cheryl Brown
Paralegals

www.clgpllc.com

Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

July 14, 2023

Re: Letter of interest in Jefferson County Building Commission

Dear Commissioners:

My name is Addie Crawford, and I would like to be considered for the Jefferson County Building Commission. I am a lifelong resident of Jefferson County, West Virginia. I graduated from the University of Baltimore School of Law in 2016 and was subsequently admitted to the West Virginia State Bar in September 2016. I have worked at Crawford Law Group PLLC for the past 6.5 years as the resident attorney in our Charles Town office and became a partner in 2020.

I would value the opportunity to sit on the Board for the Building Commission as a way to be involved in my community. I can offer my knowledge and expertise in real estate law.

I appreciate your consideration.

Sincerely,



E. Adelaide Crawford, Esq.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: three (3) three-year terms ending June 30, 2026.

South Jefferson Public Library Board – one five-year term ending June 30, 2028.

Persons who may be interested in the above listed agencies 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.

Jefferson County PARKS & RECREATION COMMISSION

2023

Members currently serving

<i>Name</i>	<i>Expiration</i>	<i>Intention</i>
Dale Manuel	6/30/2023	no contact
Paul Marshall	6/30/2023	no contact
Debra Lee Allen	6/30/2023	wishes to be reappointed

INTERESTED APPLICANTS

<i>NAME</i>	<i>CONTACTED</i>
Debra Lee Allen (currently serving)	Yes
Bryan Derrickson	Yes
Zach Holland	Yes

Debra Lee Allen

Charles Town, West Virginia 25414

May 17, 2023

Jefferson County Commission
Steve Stolipher, President
124 E. Washington Street
Charles Town, West Virginia 25414

Re: Request to be reappointed to the Jefferson County Parks and Recreation
Commission Board for the next term

Dear President Stolipher and the Jefferson County Commissioners:

I write to respectfully request reappointment to the Board of the Jefferson County Parks and Recreation Commission. My current appointment expires June 2023.

I have served as a JCPRC Board member for approximately two years. In that time, I have served on the finance, audit and infrastructure committees. I have personally volunteered time for special events and have assisted the Board in reviewing and analyzing various agreements and contracts concerning operation and maintenance of the parks and development of the AMP. During this past year, I have assisted the Board in negotiations regarding the acquisition of the Moulton Farm property and the easement with the West Virginia Land Trust.

I wish to continue in my position as a Board member, taking advantage of the experience and knowledge I have so far garnered in working with the Board.

Thank you for your consideration.

Respectfully submitted,



Debra Lee Allen

LETTER OF INTENT

Bryan Derrickson

Harpers Ferry, WV 25425

Date: June 26, 2023


Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Parks and Recreation Commission. I have been a resident of Jefferson County for 38 years in the Harpers Ferry Magisterial District as a registered independent, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager and experience as a citizen representative on the ICESA Board will be a significant asset in my service to both the Commission and Jefferson County Parks and Recreation Commission. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson



A handwritten signature in black ink, appearing to read 'Bryan C. Derrickson', is written over a horizontal line. The signature is stylized and cursive.

Bryan C. Derrickson
Harpers Ferry, WV 25425

1

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

Security Clearance

Active TS/SCI

Professional Experience

Global Com, Inc.

Sterling, VA

Project Manager

May 19 - Present

- Manages operations of all assigned projects at various government and commercial facilities to include cost, schedule, performance and risk mitigation.
- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
- Documents every aspect of the project lifecycle, including the creation of change orders, logistics, punch-lists, close-out documentation and warranties.
- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

Redhorse Corporation

Rosslyn, VA

Acquisition Specialist

Oct 17- May 2019

- Engineering support for Government Services Administration (GSA) Transition Order Assistance (TOA) migrating telecommunications services from the expiring Washington Interagency Telecommunications Services (WITS III), Network and Regional LSA contracts to the GSA Enterprise information Systems (EIS) contract.
- Provide customer service, network analysis, configuration management and technical engineering for dependent projects supporting migration to current networks.
- Development of various project documents such as the Site Inventory Confirmation (SIC), Requirements Development Document (RDD), Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and Traffic Models.

Mission First

Alexandria, VA

Senior Project Manager

Mar 17- Oct 17

- Provide Project Management support to PEO-EIS Power Projection Enablers (P2E) at Fort Belvoir, VA
- Responsible for managing P2E Infrastructure Modernization (IMOD) projects in multiple OCONUS theaters.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
- Track various integrator cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to Program Director as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.

SNR Systems, LLC.

McLean, VA

Senior Project Manager

Jan 15- Mar 17

- Responsible for managing Defense Information Systems Agency DATMS Elimination Project in all theaters of operation.
- Provide customer service, analysis, configuration management and technical engineering for dependent projects supporting DATMS elimination and related networks (MPLS, ODXC, MSPP and DISN Converged Access (DCA).
- Manage resolution of provisioning and implementation issues and develop practices and procedures for circuit installation and customer migration off of DATMS.
- Responsible for assisting government lead with project lifecycle activities including project plan documentation, project execution, maintaining project schedule, and preparing weekly and quarterly briefings for senior leadership.

- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activation of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documentation to senior leadership.

OCTO Consulting, Inc.

McLean, VA

Project Manager

Apr 14- Dec14

- Responsible for managing Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- I3MP onsite Project Manager for multiple base upgrades under Network Modernization-CONUS (NETMOD-C) initiative.
- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93rd Signal Command, 7th Signal Command and other stakeholders.
- Work with 7th Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

SERCO

Reston, VA

Engineering Project Manager

Aug 11- Mar 14

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

SAIC

McLean, VA

Information Assurance Manager

Feb 09 – Aug 11

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

URS Apptis

Chantilly, VA

SIPRNet Program Manager

Dec 03- Feb 09

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

- Track circuit activation based on standard timeframes determined by PAWS helping to reduce lead times by nearly 50% from average of 180+ days to less than 90 from date TSR is issued.
- Act as main Point of Contact for all SIPRNet re-home, transition, modernization and BRAC projects updating network topologies and evaluating alternative utilization and configuration options for optimizing backbone network.
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- Worked with Tier II engineers on testing IPv6 for upgrade to SIPRNet aggregation routers.
- Assist and coordinate with communications network specialists in the area of communications hardware using and implementing network standards, particularly those of the International Organization for Standardization (ISO).
- Provide guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel as well as senior staff as required and ensuring that customer requirements and project milestones are met.
- Assist DoD customers with System Security Authorization Agreement (SSAA), DoD Information Assurance Certification and Accreditation Process (DIACAP), Interim Authority to Operate (IATO) and Authority to Operate (ATO) documentation and processes for connecting to the SIPRNet.
- Ordered, tracked and reported all circuit activation activity with LEC, RBOC and ISP providers to ensure timely delivery of trunk lines.
- Troubleshoot and resolved network problems to ensure minimal disruption of mission critical applications.
- Coordinated with various vendors for installation of router, bridges, concentrators and switches.

TekSystems, Inc.

Baltimore, MD

Wireless Project Manager

Mar 02- Dec 03

- Responsible for managing the ASR/FOC process for wholesale disconnect project involving over 9000 customer disconnects and 300 T3 backbone circuits in an effort to consolidate services and greatly reduce company expenses.
- Worked with Finance and Network Operations to identify and migrate active Type II (pt to pt) customers to Type I (wireless service) where necessary.
- Worked with Field Engineers and Node Site Coordinators to decommission equipment, racks, and consolidate power.
- Assist Network Operations and Finance with identifying Type II T1 customers, T3 backbone, Data, and Trunk circuits to be disconnected for a monthly savings of \$1.4 million.
- Worked with Network Operations and local exchange carriers to restore downed customers.

PSINet, Inc.

Ashburn, VA

Network Planning and Design Engineer

Apr 98- Nov 01

- Design new PSINet facilities in addition to documenting available footprint and power at various Dial-up, Wireless, Customer, Fiber, and Hosting Center Points of presence (PoPs).
- Determined equipment and power upgrades in existing PoPs to relieve congestion on network.
- Managed projects with internal groups to coordinate ordering, installation and turn up of equipment and circuits in facilities.
- Worked with integration team to seamlessly merge customers from acquired networks.
- Engineered and installed optical equipment at various node locations.
- Determined fiscal budget for equipment, space, and power.
- Tested and configured network equipment installed in the field including: Cisco Routers, Ascend Switches, Modems, CSU/DSUs, Hubs, Multiplexers, Portmasters, and NORTEL Fiber Gear.
- Ordered, tracked, tested, turned-up and monitored backbone (T-1, T-3, OC3, OC12 and OC48) circuits.

Butler Technical Services

McLean, VA

MCI Service Delivery Center

Aug 97- June 98

- Tested and configured network equipment installed in the field.
- Performed testing of T1 and T3 circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to troubleshoot circuit issues.
- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

CACI (Formerly Government Systems, Inc.)

Chantilly, VA

Data Communications Technician Level II

Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

Technical Training

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)
Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)
Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOLS-R, Visionael and Sharepoint.

Education

Jefferson High School - May 1993.
Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission: three (3) three-year terms ending June 30, 2026.

South Jefferson Public Library Board – one five-year term ending June 30, 2028.

Persons who may be interested in the above listed agencies 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.

Member(s) Currently Serving

<i>NAME</i>	<i>INTENTION</i>
Nick DiGennaro	wishes to be reappointed

INTERESTED APPLICANTS

<i>NAME</i>	<i>CONTACTED</i>
Nick DiGennaro	Yes

The County Commission of Jefferson County
Post Office Box 250
Charles Town, WV 25414

South Jefferson Public Library Board of Directors
South Jefferson Public Library
49 Church Street, Summit Point, WV 25446

RE: Nick DiGennaro

May 10, 2023

Dear Commissioners,

This letter is to convey the unanimous agreement of the South Jefferson Public Library Board of Directors to recommend that Mr. Nick DiGennaro, of Summit Point, be re-appointed to the board when his current term expires at the end of June 2023.

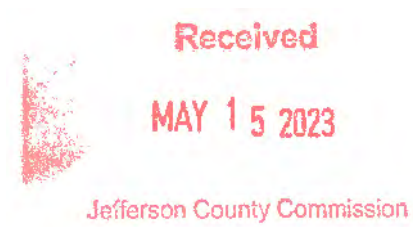
As we are in the beginning stages of an expansion project at the library, we look forward to having Mr. DiGennaro's expertise in construction and financing to assist us in this project.

Thank you for your attention to these concerns.

Sincerely,



Cathie Burke, President



SOUTH JEFFERSON PUBLIC LIBRARY

49 CHURCH STREET

SUMMIT POINT, WV 25446

June 1, 2023

The County Commission of Jefferson County
P. O. Box 250
Charles Town, WV 25414

RE: South Jefferson Library Commission Appointment

Dear Commissioners,

I am writing to convey my recommendation for the reappointment of Nick DiGennaro for another five-year term on our library board. Nick took over Linia Overly's unfinished appointment in March 2022 when she resigned.

Nick also served on the board from 2017 thru 2019 finishing out another member's term. During these times Mr. DiGennaro was a huge help with the library with maintenance and other building related items. With our upcoming expansion project, he'll be very beneficial and knowledgeable to help with the decisions and plans. His dedication to the library and the community is greatly appreciated, and I and the staff would very much like him to continue serving on the board.

Sincerely,

Dana Jenkins, Director
and staff

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023 or as soon thereafter as the Commission may decide:

Jefferson County Board of Health: one five year term ending June 30, 2028.

§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees

A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.

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. 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.

Jefferson County Board of Health | 2023

Member(s) currently serving

<u>Name</u>	<u>Expiration</u>	<u>Intention</u>	<u>Registration</u>	<u>Magisterial District</u>
ANN SMITH	June 30, 2023	wishes to be reappointed	no party/IND	Shepherdstown
ANH NGUYEN	June 30, 2024	n/a	no party/IND	Kabletown
ELLIOT SIMON	June 30, 2025	n/a	REP	Harpers Ferry
KARENY BAILEY CHAPMAN	June 30, 2026	n/a	REP	Kabletown
BRANDON BLAKE	June 30, 2027	n/a	no party/IND	Charles Town

✚ Current Opening – one five year term ending June 30, 2028

INTERESTED APPLICANTS

<u>Name</u>	<u>Contacted</u>	<u>Registration</u>	<u>Magisterial District</u>
BRYAN DERRICKSON	YES	no party affiliation/IND	HARPERS FERRY
ANN SMITH (currently serving)	YES	no party affiliation/IND	SHEPHERDSTOWN
NANCY VELDRAN	YES	DEM	CHARLES TOWN
STEPHANIE FAGAN	YES	DEM	CHARLES TOWN

§ 16-2-7. Appointment to and Composition of County Boards of Health; Qualifications; Number of Appointees - A county board of health is composed of five members selected and appointed by vote of the county commission. Each member appointed to the county board of health shall be a resident of the county. No more than two members who reside in the same magisterial district may be appointed and no more than two members may be appointed who are personally licensed or certified in, engaged in, or actively participating in the same business, profession or occupation. No more than three members of a county board of health may belong to the same political party.

Anna Maddy Smith

Harpers Ferry, WV 25425

July 7, 2023

Jefferson County WV Commissioners,

I am interested in remaining on the Jefferson County Board of Health to continue the progress of the last 6 + years that I have served as a board member in balancing the budget and fully staffing the department. It has been my pleasure to serve the community and I feel I have not only helped the health department, including going through a pandemic, but also learned immensely from the experience. I would appreciate your consideration.

My credentials for this position are reflected in the current work I do for the Jefferson County Board of Health. I am a lifelong resident of West Virginia and have lived in Jefferson County all my adult life. I possess the education and professional experience to practice fiscal responsibility with my work in accounting and provide strategic operational advisement.

Thank you for your time and consideration, I will look forward to continuing to serve on the Jefferson County Health Department board.

Ann Maddy Smith

LETTER OF INTENT

Bryan Derrickson

Harpers Ferry, WV 25425

Date: June 26, 2023

Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Board of Health. I have been a resident of Jefferson County for 38 years in the Harpers Ferry Magisterial District as a registered Independent, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager and experience as a citizen representative on the JCESA Board will be a significant asset in my service to both the Commission and Jefferson County Board of Health. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson



Bryan C. Derrickson

Received

JUL 05 2023

Jefferson County Commission

Bryan C. Derrickson

Harpers Ferry, WV 25425

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

Security Clearance

Active TS/SCI

Professional Experience

Global Com, Inc.

Sterling, VA

Project Manager

May 19 - Present

- Manages operations of all assigned projects at various government and commercial facilities to include cost, schedule, performance and risk mitigation.
- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
- Documents every aspect of the project lifecycle, including the creation of change orders, logistics, punch-lists, close-out documentation and warranties.
- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

Redhorse Corporation

Rosslyn, VA

Acquisition Specialist

Oct 17- May 2019

- Engineering support for Government Services Administration (GSA) Transition Order Assistance (TOA) migrating telecommunications services from the expiring Washington Interagency Telecommunications Services (WITS III), Network and Regional LSA contracts to the GSA Enterprise information Systems (EIS) contract.
- Provide customer service, network analysis, configuration management and technical engineering for dependent projects supporting migration to current networks.
- Development of various project documents such as the Site Inventory Confirmation (SIC), Requirements Development Document (RDD), Performance Work Statement (PWS), Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and Traffic Models.

Mission First

Alexandria, VA

Senior Project Manager

Mar 17- Oct 17

- Provide Project Management support to PEO-EIS Power Projection Enablers (P2E) at Fort Belvoir, VA
- Responsible for managing P2E Infrastructure Modernization (IMOD) projects in multiple OCONUS theaters.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
- Track various integrator cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to Program Director as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.

SNR Systems, LLC.

McLean, VA

Senior Project Manager

Jan 15- Mar 17

- Responsible for managing Defense Information Systems Agency DATMS Elimination Project in all theaters of operation.
- Provide customer service, analysis, configuration management and technical engineering for dependent projects supporting DATMS elimination and related networks (MPLS, ODXC, MSPP and DISN Converged Access (DCA)).
- Manage resolution of provisioning and implementation issues and develop practices and procedures for circuit installation and customer migration off of DATMS.
- Responsible for assisting government lead with project lifecycle activities including project plan documentation, project execution, maintaining project schedule, and preparing weekly and quarterly briefings for senior leadership.

- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions for over 6500 circuits on the DATMS network.
- Track activation of over 200 L2 VPN replacement circuits.
- Provide and prepare weekly metrics and project review documentation to senior leadership.

OCTO Consulting, Inc.

McLean, VA

Project Manager

Apr 14- Dec14

- Responsible for managing Installation Information Infrastructure Modernization Program (I3MP) at multiple locations.
- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- I3MP onsite Project Manager for multiple base upgrades under Network Modernization-CONUS (NETMOD-C) initiative.
- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93rd Signal Command, 7th Signal Command and other stakeholders.
- Work with 7th Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

SERCO

Reston, VA

Engineering Project Manager

Aug 11- Mar 14

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

SAIC

McLean, VA

Information Assurance Manager

Feb 09 – Aug 11

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

URS Apptis

Chantilly, VA

SIPRNet Program Manager

Dec 03- Feb 09

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

- Track circuit activation based on standard timeframes determined by PAWS helping to reduce lead times by nearly 50%- from average of 180+ days to less than 90 from date TSR is issued.
- Act as main Point of Contact for all SIPRNet re-home, transition, modernization and BRAC projects updating network topologies and evaluating alternative utilization and configuration options for optimizing backbone network.
- Analyze network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Worked with Tier II engineers on testing IPv6 for upgrade to SIPRNet aggregation routers.
- Assist and coordinate with communications network specialists in the area of communications hardware using and implementing network standards, particularly those of the International Organization for Standardization (ISO).
- Provide guidance, supervision, technical support, training and quality assurance/quality control to Level I and Level II personnel as well as senior staff as required and ensuring that customer requirements and project milestones are met.
- Assist DoD customers with System Security Authorization Agreement (SSAA), DoD Information Assurance Certification and Accreditation Process (DIACAP), Interim Authority to Operate (IATO) and Authority to Operate (ATO) documentation and processes for connecting to the SIPRNet.
- Ordered, tracked and reported all circuit activation activity with LEC, RBOC and ISP providers to ensure timely delivery of trunk lines.
- Troubleshoot and resolved network problems to ensure minimal disruption of mission critical applications.
- Coordinated with various vendors for installation of router, bridges, concentrators and switches.

TekSystems, Inc.

Baltimore, MD

Wireless Project Manager

Mar 02- Dec 03

- Responsible for managing the ASR/FOC process for wholesale disconnect project involving over 9000 customer disconnects and 300 T3 backbone circuits in an effort to consolidate services and greatly reduce company expenses.
- Worked with Finance and Network Operations to identify and migrate active Type II (pt to pt) customers to Type I (wireless service) where necessary.
- Worked with Field Engineers and Node Site Coordinators to decommission equipment, racks, and consolidate power.
- Assist Network Operations and Finance with identifying Type II T1 customers, T3 backbone, Data, and Trunk circuits to be disconnected for a monthly savings of \$1.4 million.
- Worked with Network Operations and local exchange carriers to restore downed customers.

PSINet, Inc.

Ashburn, VA

Network Planning and Design Engineer

Apr 98- Nov 01

- Design new PSINet facilities in addition to documenting available footprint and power at various Dial-up, Wireless, Customer, Fiber, and Hosting Center Points of presence (PoPs).
- Determined equipment and power upgrades in existing PoPs to relieve congestion on network.
- Managed projects with internal groups to coordinate ordering, installation and turn up of equipment and circuits in facilities.
- Worked with integration team to seamlessly merge customers from acquired networks.
- Engineered and installed optical equipment at various node locations.
- Determined fiscal budget for equipment, space, and power.
- Tested and configured network equipment installed in the field including: Cisco Routers, Ascend Switches, Modems, CSU/DSUs, Hubs, Multiplexers, Portmasters, and NORTEL Fiber Gear.
- Ordered, tracked, tested, turned-up and monitored backbone (T-1, T-3, OC3, OC12 and OC48) circuits.

Butler Technical Services

McLean, VA

MCI Service Delivery Center

Aug 97- June 98

- Tested and configured network equipment installed in the field.
- Performed testing of T1 and T3 circuits for internal and external customers.
- Worked with Field Engineers and Node Site Coordinators to troubleshoot circuit issues.
- Designated Point of Contact for escalating internal hyperlink issues.
- Ensured timely order completion of internal and external customer circuits.
- Opened, tracked and escalated Remedy tickets for internal MCI customers, telco issues and provisioning groups.

CACI (Formerly Government Systems, Inc.)

Chantilly, VA

Data Communications Technician Level II

Jul 96- Jul 97

- Assembled and wired telecommunications racks with equipment for deployment.
- Constructed custom-made cables for use with equipment.
- Restored telecommunications racks returned from the field.
- Staged, tested and configured Defense Information Systems Agency (DISA) Network equipment.

Technical Training

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)
Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)
Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOLS-R, Visionael and Sharepoint.

Education

Jefferson High School - May 1993.
Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.

Nancey A. Veldran

Charles Town, WV 25414

June 29, 2023

Jefferson County Commission
124 East Washington Street
PO Box 250
Charles Town, WV 25414

Dear County Commissioners:

I am writing to express my interest in filing the upcoming opening on the **Jefferson County Board of Health**.

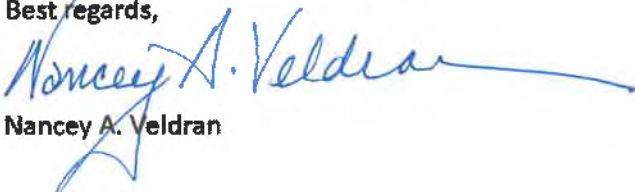
I have been a resident of Jefferson County since 1988 and, since 2005, have owned and operated a small business which focuses on providing exhibit fabrication and installation services to museums and private collectors. For several of the early years of the company's existence, I also cooked professionally and have been Serve Safe certified since 2001. Prior to entering the museum services business, I spent over 25 years in corporate human resources for companies in the software engineering and high-tech industries. As a Human Resources executive, I've been responsible for recruitment and retention of key talent, development of policies and procedures for effective corporate environments and identification, selection, and management of employee benefits programs. Please note that the attached "resume" was developed through my Linked In page, as I've had no need for a professional resume over the past twenty years.

I have served on several Boards of Directors for 501(c)3 organizations including The Goose Route Arts Collective (Shepherdstown, WV), where I served as secretary and The Arts Centre (Martinsburg, WV). In addition, I served as a member of the Board of Directors for Chesapeake Bay Retriever Relief and Rescue, a national 501(c)3 organization involved in breed rescue operations.

I am at a point in my life where I have the time to devote to issues of importance to the people of Jefferson County and would like to "give back" some of the energy which this area has provided to me and my team. I can't think of anything more important than protecting the health of the public and believe that I possess the knowledge, skills, and abilities to be a useful member of the Board, particularly in the areas of needs assessment and program planning/development.

Please feel free to contact me with any questions regarding the depth and breadth of my experience.

Best regards,


Nancey A. Veldran

Nancey Veldran

Charles Town, West Virginia, United States

Summary

ParaMounts is a team of skilled artisans who design, fabricate and install artifact-specific, conservation quality mounts for museums, traveling exhibits and private collectors. Nancey is responsible for business and project management as well as mount making, preparation and installation services.

Specialties: Artifact mount making and installation

Expert art handlers

Staff supplementation on large installations

Experience

Principal

ParaMounts Artifact & Exhibit Specialists

Jan 2006 - Present (17 years 6 months)

Business and project management from bid through close-out for a museum services company that provides custom, conservation-quality artifact specific mounts for museums, traveling exhibits and private collectors.

Artifact handling, mount preparation and installation of precious artifacts in conservation environments.

Design, develop and fabricate conservation quality mounts for textiles, garments and costumes.

Human Resources Consultant

Jan 2005 - Aug 2008 (3 years 8 months)

Applying over 20 years of professional experience, I provide human resources management services to companies that do not have effective HR departments. From 2001 through 2004, I provided HR services to small enterprises in a wide variety of business areas including museum and exhibition services, entertainment and sports production, biomedical technology and software development. My services include the development and implementation of effective policies and procedures, recruiting and retention, benefit plan selection and benefits administration, job evaluation/design/development, compensation, organizational development, resource and succession planning, compliance, training and development.

Director of HR, Contracts & Administration

Butterfly.net/Emergent Game Technologies

Dec 2004 - Dec 2005 (1 year 1 month)

Responsible for all aspects of the human resources function, including staffing, compensation, benefits, employee relations and regulatory compliance.

Contracts administration.

Management of the administrative functions for the company.

Director of Staffing

Ultraprise Corporation

1999 - 2001 (2 years)

Member of the HR team for a B2B e-commerce start up.

Education

UC Santa Barbara

BFA, Theatre

1975 - 1977

Concord University

Theatre

1968 - 1971

Skills

Project Management • Exhibit Design • Recruiting • Conflict Resolution • Employee Relations •
Marketing • Branding • Branding & Identity • Creative Problem Solving • Management

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: NANCEY ACHERNAN VELDRAN

Home Telephone Number: _____

Work Address: CHARLES TOWN WV 25414

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

Party Affiliation: (Building Commission and Health Department applicants)
DEMOCRAT

Occupation: OWNER, PARAMOUNTS ARTIFACT & EXHIBIT SPECIALISTS

Education: High School NETUCHEN HS, NETUCHEN NJ

College UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Trade/Business School _____

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address: _____
CHARLES TOWN WV 25414

Received

JUL 05 2022

Magisterial District: CHARLES TOWN

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

SEE LETTER & RESUME

Organization Memberships and Positions Held :
CHESAPEAKE BAY RETRIEVER BELIEF & RESCUE - BOARD DIRECTORS / MEMBER
GOOSE ROUTE ARTS COLLECTIVE - BOARD MEMBER / SECRETARY

Have you even been convicted of any felonies? If yes, please list. NO

Date:	Offense:

Statement: I BRING OVER 30 YEARS OF MANAGEMENT AND LEADERSHIP EXPERIENCE WHICH I BELIEVE COULD BE BENEFICIAL TO THE JEFFERSON COUNTY BOARD OF HEALTH

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: Nancy A. Veldner Date: 06/30/2023

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

Jefferson County Commission
P.O. Box 256
Charles Town, WV 25414

July 16th 2023


Stephanie Fagan, LICSW

Rainey, WV 25438

To the Commission:

I, Stephanie Fagan, am writing to notify the Jefferson County Commission of my interest in the open seat for the **Jefferson County Board of Health**. I am a registered Democrat and a year resident of Jefferson county. I have over a decade of experience in clinical mental health services, including a Master's Degree in Social Work (MSW) from Westfield State University, and I am currently an active Licensed Independent Clinical Social Worker (LICSW) in the State of West Virginia. Over the past year, I began a private mental health services practice providing individual in-person and virtual therapy to patients in the Eastern Panhandle.

My many years of work in the mental health field has brought me across the landscape of rural communities, including individual therapy, clinic-based services, and larger institutions such as hospitals and jails. Through all of these experiences, I have had a sustained passion for public service and patient-oriented healthcare. I know that communities need collaboration, understanding, and hard work in order to thrive. I sincerely believe that mental health and physical health go hand-in-hand, and so I hope to have the opportunity to bring my expertise and knowledge to the Board to improve health and wellness throughout the county.

Thank you for your consideration!
 , LICSW

Stephanie Fagan, LICSW

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Stephanie Fagan

Home Telephone Number _____

Work Address _____

Work Phone Number _____

Mobile Phone Number _____

E-mail Address _____

Party Affiliation: (Building Commission and Health Department applicants)

Democrat

Occupation: Social worker

Education: High School _____

College: Westfield State University - MSW

Trade/Business School _____

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address

Ranson WV 26437

Municipal District Charles Town

best Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Resume included

Organization Memberships and Positions Held

Chairman of Policy Committee for Head Start

Have you ever been convicted of any felonies? If yes, please list:

Date: _____ Offense: _____

Statement: _____

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

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Signature: S. T. A.

Date: 7/16/2023

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures. Only one application will be considered for appointment; a new application must be submitted.

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 20, 2023, or as soon thereafter as the Commission may decide:

Jefferson County Development Authority Board:

- 1 unexpired term for Citizen Representative ending April 5, 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 p.m. the Monday before the proposed date of appointment.

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

Jefferson County Development Authority Board | 2023

Resignation

<i>Name</i>	<i>Position</i>
SEAN FEIGO	Citizen Representative

 **Current Opening – one unexpired term ending April 5, 2024**

Interested Applicants

<i>Name</i>	<i>Contacted/Info. Provided?</i>
BRYAN DERRICKSON	Yes/Yes – attached
ZACH HOLLAND	Yes/Yes – attached
MARY KATHRYN ROBINSON	Yes/Yes – attached
DR. JAMES DOVEL	Yes/Yes – attached

LETTER OF INTENT

Bryan Derrickson

Harpers Ferry, WV 25425

Date: June 26, 2023

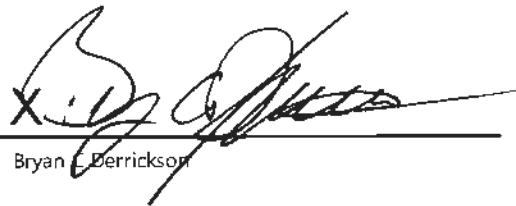
Dear Members of the Jefferson County Commission,

I am contacting you to express my sincere interest in applying to serve as a citizen representative on the Jefferson County Development Authority Board. I have been a resident of Jefferson County for 38 years, graduated from Jefferson High School and attended Shepherd University. Following my studies, I have worked as a federal contractor supporting various program management offices in the Department of Defense and Homeland Security. My work as a Project Manager supporting large telecommunications and infrastructure projects requires attention to detail, organizational skills, establish and track cost, schedule and performance, and the ability to create and maintain project documentation and brief senior leadership. I have also held a position as a Citizen Representative on the Jefferson County Emergency Services Agency Board since August 2023.

I believe that my skills as a Project Manager and experience as a citizen representative on the JCESA board will be a significant asset in my service to both the Commission and Jefferson County Development Authority Board. Please do not hesitate to contact me should you require more information. Thank you for your time and consideration.

Sincerely,

Bryan Derrickson



Bryan Derrickson

Bryan C. Derrickson

Harpers Ferry, WV 25425

Project Management Professional

Project Management Professional with extensive experience demonstrating analytical skills, cost management, project schedules, field operations, network engineering, staff development, acquisition package development and workflow procedures.

Security Clearance

Active TS/SCI

Professional Experience

Global Com, Inc.

Sterling, VA

Project Manager

May 19 - Present

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- Provides technical assistance, estimating, design and engineering of telecommunications systems to support voice, data, and video services.
- Provides guidance to management in advance about manpower requirements, risk assessments/mitigation strategies, quality assurance and communication plans.
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- Provides stakeholder interaction to build relationships with successful project completion and communication
- Provides reports to internal and external stakeholders on weekly, monthly and quarterly basis.

Redhorse Corporation

Rosslyn, VA

Acquisition Specialist

Oct 17- May 2019

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Mission First

Alexandria, VA

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Mar 17- Oct 17

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- Creation of Acquisition Packages to include Site Requirement Documents (SRD), Project Work Statement (PWS) and Independent Government Cost Estimate (IGCE) ensuring accurate reflection of unique requirements for each site.
- Provide weekly briefings on multiple projects to Product Manager P2E (PD-P2E), 335th Signal Command and other stakeholders.
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- Prepare site specific reports, presentations, and responses to Program Director as required.
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SNR Systems, LLC.

McLean, VA

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Jan 15- Mar 17

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OCTO Consulting, Inc.

McLean, VA

Project Manager

Apr 14- Dec 14

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- Provide weekly briefings on multiple projects to Product Manager I3MP (PD-I3MP), 93rd Signal Command, 7th Signal Command and other stakeholders.
- Work with 7th Signal Command and DISA to coordinate MPLS router installation prior to deployment of NETMOD-C implementation team.

SERCO

Reston, VA

Engineering Project Manager

Aug 11- Mar 14

- Develop and submit appropriate documentation (SRD, PWS, IGCE and PWS) to the Contracting Office for development of Acquisition Packages supporting I3MP.
- Identify all requirements associated with the engineering, development, strategy and execution of the acquisition processes supporting I3MP projects at multiple Base/Camp/Post/Stations.
- Track the integrator's cost/schedule/performance in accordance with the contract and site requirements.
- Prepare site specific reports, presentations, and responses to PD-IE as required.
- Manage integration efforts with other contracting personnel, operations, and logistics to assure efforts are coordinated and to identify and resolve potential problems.
- Support long-range program planning for assigned projects and preparation of budget estimates for I3MP.
- Manage various internal and external implementation meetings such as weekly Program Schedule Reviews (PSR) and Quarterly Progress Reviews (QPR) and Systems Engineering Reviews (SER).
- Supervise activities required to design, deploy, and/or evaluate network infrastructure solutions to manage either data (LAN, WAN, data centers) or voice (analog or VoIP) across all Unified Capabilities (UC) increments.

SAIC

McLean, VA

Information Assurance Manager

Feb 09 – Aug 11

- Responsible for tracking DISA PEO-IAN projects for Network Services (NS1) at 25 world-wide locations.
- Responsible for maintaining configuration diagrams for 10-12 racks of NSA and DoD equipment at each site and ensuring full compliance with network policies and standards.
- Coordinated installation of Information Assurance (IA) products between Information Assurance/NetOps Program Executive Office (PEO-IAN) and NS6 (the DISA Network Services Directorate's Service Delivery Division).
- Responsible for writing Telecommunication Service Requests (TSR) and initiating Implementation Requests (IR) with DISA CONUS Tier II engineers and verification of Telecommunication Systems Installation Plan (TSIP) with NS6.
- Responsible for escalation of issues to appropriate groups within DISA to ensure timely completion of various actions.
- Analyzed network communications hardware characteristics and recommend equipment restart/recovery, procurement, additions, deletions, and modifications.
- Responsible for working with Global NetOps Support Center (GNSC) at Scott AFB to schedule circuit and equipment activation for various projects.
- Responsible for supporting DISA GIG Convergence Master Plan (DGCMP) on the Assured IP project as a coordination and management effort across DISA organizations to support enhanced DISN services provided by the IP networks.
- Worked with Tier II engineers on testing IPv6 for upgrade to aggregation routers.

URS Apptis

Chantilly, VA

SIPRNet Program Manager

Dec 03- Feb 09

- Responsible for tracking Defense Information Systems Agency (DISA) bandwidth requirements for SIPRNet access to the Defense Information Systems Network (DISN).
- Provided customer service, analysis, configuration management and technical engineering to all phases of network design, operation and management supporting SIPRNet requirements and related issues.
- Managed resolution of provisioning issues and develop practices and procedures for circuit installation and maintenance.
- Managed a team of 3 Communications Hardware Specialists and IP CCB Secretariat.
- Responsible for identification and escalation of issues to appropriate groups within DISA to ensure timely completion of circuit actions.

Juniper Networks- M20/M40/M160/M320- (May 2007, Falls Church, VA)

Nortel Networks- OC12/OC48/OC192- (June 2000, RTP, NC)

Cisco Systems- CISCO 15454 (October 1999, Reston, VA) and 12008 (April 2000, Reston, VA)

Related Skills

Microsoft Office (Word, Excel, Power Point, Project); NetPro, Trex, Aperture, AutoCad, Visio, ID, Remedy, CiscoWorks, TelNet, ICATS, WWOLS-R, Visionael and Sharepoint.

Education

Jefferson High School - May 1993.

Strayer University- Currently pursuing a Bachelor's of Science in Computer Information Systems.

Zachary G. Holland
Harpers Ferry, WV 25425

ATTN: Jessica Carroll
Jefferson County Commission, WV
124 E Washington St
Charles Town, WV 25414

Dear Ms. Carroll,

This letter, alongside my resume, serves as my application for the Citizen Representative position on the Jefferson County Development Authority Board. The opportunity caught my interest given my background in nonprofit administration, community engagement, and more importantly, my desire to be more involved in my local West Virginia community and to give back to such a unique and beautiful area such as the one we live in.

In this role, I will work with the JCDA Board to promote fiscal vitality, secure economic and social investment in our community, and to advance the betterment and living standards of the county's greatest resources, its people. I am from the hills of western NC, educated in eastern TN, as well as lived in southern WV and now Jefferson County in beautiful Shannondale. The Appalachian Mountains and its people hold a special place in my upbringing and my heart. Unfortunately, Appalachia has been in economic decline and distress for decades, with the state of WV being one of the most impacted.

Fortunately, Jefferson County, alongside the greater Eastern Panhandle, has shown signs of economic progress in recent years, and has continued to grow while other parts of the state have sadly lagged. My desire for Jefferson County is to serve as a model and blueprint for the state on how to promote economic growth, foster job creation and thriving communities, and ensure the betterment of its people. While my background in nonprofit administration, grant writing, and corporate relations will aid me in this role and make me a strong candidate, serving on this board will provide me with a firsthand experience into public service and opportunities to learn and understand the innerworkings of local government and community engagement in favor of a stronger Jefferson County. Particularly, I would like to help provide a voice for my local Shannondale community, which is often underrepresented, if at all, within the county's numerous citizen boards and public service opportunities.

I would appreciate an opportunity to further share my qualifications and excitement to serve with the JCDA Board and the County Commission as they work to fight for a stronger, better, and more economically sound Jefferson County that benefits everyone. I look forward to connecting soon!

Best Regards,

Zachary Holland

JUN 09 2023

County Commission
Greenbrier County, WV

Technical Skills

Eventbrite, Microsoft Dynamics 365, Dimensions, Slack, Raiser's Edge, Salesforce, iWave, Zoom

Professional Experience

American Constitution Society

Washington, DC (January 2023-current)

Assistant Director of Development

- Created, managed, and oversaw fundraising strategies and built programs for corporate giving, national and regional event sponsorship, and contributed to membership and network growth for the organization.
- Working along the board of directors and executive staff, facilitated the procurement of more than \$300,000 for ACS' annual national convention through corporate, nonprofit, and law firm sponsorships, all in the first five months of taking on the new role at ACS.
- Researched, gathered information, and built out programming and engagement strategies for securing new and untapped founding sources through robust prospective funder tracking methods.

The Washington Center for Equitable Growth

Washington, D.C. (February 2020-January 2023)

Development Associate

- Wrote, edited, and submitted high-quality proposals, reports, products, and correspondence to current and prospective funders at numerous foundations and charitable ventures while working to secure, expand, and diversify funding streams for the organization's more than \$14,000,000 budget.
- Conducted research to identify current and prospective funders and their alignment with organizational programming priorities as well as targeting areas for future philanthropic outreach.
- Assembled and disseminated comprehensive preparation material for utilization during the engagement of prospective funders and the stewardship of longstanding existing partners.
- Collaborated with other department teams across the organization to write, edit, design, and spearhead the production of robust and captivating annual reports for the 2020 and 2021 fiscal years.
- Maintained and facilitated complete development library of standard language and content for use on grant proposals, funder reports, and stakeholder correspondence.
- Worked cooperatively with the Development Director and Development Team to maintain proficiency and accuracy of the organization's Salesforce database in order to demonstrate funding needs, support the research base behind Equitable Growth's work, and showcase program outcomes and efficacy.

Contractor for Nonprofit Clients

Washington, D.C. Area (March 2018-February 2020)

- Mobilized timelines of donor cultivation efforts, program campaigns, and vendor relations, ensuring strong mission impact and budget requirements be met.
- Managed logistical procedures and planning for a high-profile donor cultivation event with 225 attendees, fundraising over \$360,000 for programming while ensuring positive guest experience.
- Regulated gift entry and contact directory, facilitated donor acknowledgments, and ensured database integrity. Ensured strong member to organization relationships through responding timely to customer service email inbox and compiling meeting material.
- Assembled and wrote detailed research profiles of donor prospects for utilization for cultivation, solicitation, and stewardship as well as providing executive administrative support to the Chief Development Officer, CEO, and senior leadership.
- Managed events by securing, reviewing, and negotiating contracts with venues, vendors, and external constituents.

AmeriCorps VISTA

Beckley, WV & Salt Lake City, UT (March 2016-March 2018)

VISTA Leader, Conservation Legacy

- Provided support, training, resources, and mentorship to nearly 30 VISTA members in the field while managing the activities, growth, and development of the Support Office.
- Collaborated with VISTAs across the nation conducting community and economic development work through environmental stewardship and public lands awareness with groups such as the Department of the Interior, tribal colleges, and nonprofits.
- Reported and compiled data and information pertaining to member projects using Microsoft SharePoint while facilitating communication between sites and Support Office.
- Developed budget proposals for economical travel itineraries and efficiently tracking expenses

Facilitated social media outreach with photography, content development, and strategic posting.

VISTA Member, Utah Community Action

- Served with AmeriCorps on yearlong volunteer term with national service program.
- Connected the agency with individuals, businesses, and other organizations in order to increase overall effectiveness, outreach, and relations with addressing community needs.
- Integral member of Resource Development Team with research, writing, and implementation of grants from public and private entities while securing over \$165,000 in assets for programs.
- Assisted with preparation, planning, and logistical support of fundraising efforts.

Part-Time Experience

Sunset Hills Vineyard

Purcellville, VA (October 2021-current)

Part-Time Tasting Room Associate

- Served in various capacities such as bartender, host, busser, and expediter while providing superior customer service and ensuring a positive guest experience for wine club members and the general public.
- Coordinated food and beverage preparation, serving, and cleaning of establishment as well as supporting management in event preparation, ensuring a smooth run of show, and assisting with breakdown.
- Facilitated commercial transactions and ensured accurate stocking and tracking of inventory while overseeing food, beverage, and retail purchases at checkout.

Education

Carson-Newman University

Jefferson City, TN (December 2015)

- Bachelor of Art – Cross Cultural Sociology & Religion

Lenoir-Rhyne University

Hickory, NC (2011-2012)

- High School Scholars Academy – Dual enrolled in university-level classes while completing senior year of high school.

Volunteering

Jefferson County Vision

Jefferson County, WV (July 2022-current)

Potomac Appalachian Trail Club

Washington, D.C. Area (January 2021-current)

Boy Scouts of America

Hickory, NC (Eagle Scout Rank earned in 2011)

A Christian Ministry in the National Parks

Asheville, NC (2015)

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Zachary Holland

Home Telephone Number: _____

Work Address: _____

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

Party Affiliation: *(Building Commission and Health Department applicants)*

Occupation: Nonprofit/Administrative (full time) winery/hospitality (part time)

Education: High School Fred T. Foard High School Newton, NC

College Carson-Newman University Jefferson City, TN

Trade/Business School _____

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address:

Harpers Ferry, WV 25425

Magisterial District: Harpers Ferry District (Shannondale)

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

Please see attached resume and cover letter (included in application)

Organization Memberships and Positions Held : _____

Please see attached resume and cover letter (included in application)

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: N/A

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature Bobby Nalland Date: 6/6/2023

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

July 12, 2023



JUL 13 2023

County Commission
of Jefferson County, WV

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Commissioners,

For your consideration, enclosed is my application for appointment to the unexpired term for Citizen Representative ending April 5, 2024 to the Jefferson County Development Authority Board.

A Jefferson County native, my roots run deep in the agriculture community. Fourth generation orchard operators, Twin Ridge Orchard is the last commercial apple producer in the County. A proponent of conservation, the orchard has been under Jefferson County Farmland Protection since 2010. The invaluable life lessons learned on the farm, such as humor, tenacity, optimism, and a strong work ethic, have provided a solid foundation; family instilling a sense of community, kindness towards others, gratitude and humility.

Dedicated to representing Valley Health occupational health services in the Eastern Panhandle since 2018, partnering with regional businesses to maintain a safe, compliant, healthy work environment. My professional work experience includes government, private sector, and not-for-profit, prior to joining Valley Health in 2006. Though the titles may change, the majority of my forty year career can be summarized as *relationship building*. The ability to successfully cultivate relationships, and establish trust through honesty and transparency, is integral to organizational success.

In closing, at the heart of it is my love for Jefferson County, and a desire to utilize my talents and resources in support of the JCDA mission, to attract and retain business, resulting in an enhanced community for all.

I'm available to answer any additional questions. Your thoughtful consideration is appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Mary Kathryn Robinson".

Mary Kathryn Robinson
Jefferson County Resident

Jefferson County Commission

Application for Boards, Committees or Commissions

Name: Mary Kathryn Robinson (Hockman)

Home Phone: None

Work Address: , Martinsburg, WV 25401

Work Phone:

Mobile Phone:

Email Address:

Party Affiliation:

Occupation: Business Development & Marketing

Education: Jefferson High School, Shen. Jct., WV

Mary Baldwin College, Staunton, VA – *BA, Psychology/Business Management*

Shenandoah University, Winchester, VA – *Certification in Public Management*

University of Georgia, Athens, GA – *Certification in Non-Profit Management*

Workforce Training:

OSHA 10 General Industry Certification

DOT 49CFR Part 40 Workplace Drug & Alcohol Training

Disney's Approach to Employee Engagement

Human Resource relevant topics via EPSHRM membership ongoing

Are you a United States citizen? YES

Are you a West Virginia resident? YES

Are you a resident of Jefferson County? YES

Are you able to produce verification of residency? YES

Address:

Charles Town, WV 25414

Magisterial District: 23rd Judicial Circuit

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

- Jefferson County native
- Twin Ridge Orchard Co. Inc. - Vice President & Farm Market Manager
- Junction Properties LLC – Rental property owner in Jefferson County
- Valley Health | Employer Health – Program Manager, Business Relations (2006 – Present)
- Community engagement and established regional business relationships
- Knowledge and experience in the industry of Occupational Safety & Health
- Fifteen year experience in service agreement/contract execution and oversight
- Successful contract execution with Fortune 500 companies operating regionally; relationship development and client support ongoing
- A Human Relations relevant training participant provided by EPSHRM & BRCTC on a monthly basis. A life-long learner, personal and professional development are priorities
- Conference & event planning lead; successful execution 10 – 1000 attendees; highly organized
- Jefferson County Chamber of Commerce - Leadership Jefferson Alumni
- Winchester-Frederick County Chamber of Commerce – Community Leadership Program Alumni

Organization Memberships and Positions Held:

- Rotary Club of Charles Town – Member
- Martinsburg-Berkeley County Chamber of Commerce – Board Member
- Shepherd University Foundation – Board Member
- Women Investing in Shepherd (WISH) - Member
- Eastern Panhandle Society for Human Resource Management – Member
- National Association of Occupational Health Professionals - Member

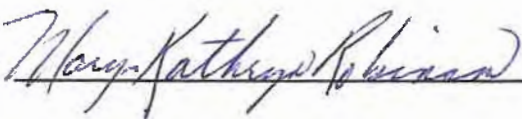
Have you ever been convicted of any felonies?

NO

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's' Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature:  _____

Date: July 12, 2023

DR. JAMES DOVEL
SHEPHERD UNIVERSITY

RECEIVED

JUL 14 2023

Assistant Professor of Business Administration |

County Commission
Jefferson County, WV

July 10, 2023

Dear Jefferson County Commissioners,

Please accept my application and resume for the Citizens Representative on the JCDA Board of Directors. My interest in this position includes serving the local community, facilitating more connections between Shepherd University and the local business community, and helping with local economic growth.

Note my broad educational and work background. I currently serve as an assistant professor of business administration at Shepherd University. My education includes degrees in both technology and business administration. I have experience as an entrepreneur, working for family businesses, working for Fortune 500 companies, and in education from youth sports to teaching at the graduate level.

I also have previous successful board experience as a school trustee. Our board successfully facilitated the passage of a bond for a new K-12 school building after two decades of failed attempts. My specific role on the board was treasurer. This tenure included participating in board training and development and serving during both successful and trying times.

Finally, I have experience with business construction and expansion projects. This includes going through local planning and zoning and building permitting processes. These included new construction, remodeling, and repurposing existing facilities.

Again, please review my qualifications and consider my application for the board position.

Sincerely,



Dr. James Dovel
Shepherd University

PO Box 5000: Shepherdstown, WV 25443-5000

Office: 304-876-5255 | www.shepherd.edu

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Dr. James Dovel, DBA

Home Telephone Number: _____

Work Address: _____, Shepherdstown, WV 25443

Work Phone Number: _____

Mobile Phone Number: _____

E-mail Address: _____

Party Affiliation: *(Building Commission and Health Department applicants)*

NA

Occupation: Assistant Professor of Business Education

Education: High School Garden Valley H.S. Garden Valley, Idaho

College B.S. Oregon Institute of Technology

Trade/Business School MBA Portland State University, DBA Wilmington University

Are you a United States citizen? Yes No

Are you a West Virginia resident? Yes No

Are you a resident of Jefferson County? Yes No

Are you able to produce verification of residency? Yes No

(Proof of paying personal property tax, voter registration, etc.)

Address:

63 Reachcliff Circle

Shepherdstown, WV 25443

Magisterial District: Shepherdstown

List Qualifications for this Position and/or include a resume and cover letter that expresses your interest in serving:

See Resume

Organization Memberships and Positions Held : _____

See Resume

Have you even been convicted of any felonies? If yes, please list.

Date:	Offense:

Statement: See Cover Letter

I hereby certify that the facts set forth in the above are true and complete to the best of my knowledge and authorize the Jefferson County Commission to verify their accuracy and to obtain reference information. I hereby release Jefferson County Commission from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an appointment decision based on such information.

I understand that falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for removal.

I understand that I will fully adhere to the policies, rules and regulations of this appointment, including reading, adhering and signing the County's Ethics Statement and adhering to Robert's Rules as provided in a packet to me when obtaining my Oath of Office or on the County's website. I understand I may also attend a free annual Board Training and Ethics Training meeting established by the Jefferson County Commission.

Signature: _____

Date: 7/10/23

This application is good for and will be retained for two (2) years in accordance with the Administrative Policies and Procedures Policy. In order to be considered for appointment, a new application must be submitted.

James Dovel

Shepherdstown, WV 25443



Curriculum Vitae

Dedicated and driven professional with a unique background in strategic business planning, operations management, family business, and entrepreneurship, combined with a formal education including doctoral and master's degrees in Business Administration. Seeking to utilize my position as a business professor and as an entrepreneur to advance entrepreneurship for the next generation. Offers a valuable combination of practical, academic, and technical knowledge along with teaching and mentoring experience. Possesses the credentials and direct experience to teach a wide range of business and entrepreneurship-specific coursework in both classroom-based and online-learning environments.

Education and Certification

Doctor of Business Administration – Wilmington University, New Castle, DE (2018)

Dissertation: A Biodata Study of the Relationship between Positive Youth Development and Employment Longevity among Small Business Customer Service Employees.

Employee-selection instrument is in the beginning stages of commercialization

Master of Business Administration – Portland State University, Portland, OR (1993)

Bachelor of Science Degree – Oregon Institute of Technology, Klamath Falls, OR (1990)

Research and Professional Works

OER Intervention Utilization: (2023) Tenure and Promotion Case Study: DOERS3

Implementing Effective, Relevant, and Interactive Discussion Boards to Enhance Engagement of Students and Instructors (2023), In peer review, *Journal of Business Educators*

Creating OER using a Create a Textbook Assignment using the Discussion Board Tool: (2022) Open Learning WV Webinar

Using a Flipped Classroom to Develop OERs for a Graduate Entrepreneurship Class: (2022) Open Learning Statewide Convening,

Covid-19 and Multimedia Discussion Forums (2021), Center for Scholastic Inquiry, best presentation runner up award.

Positive Youth Development & Employment Longevity (2020). Center for Scholastic Inquiry Presentation.

Small Business Institute Journal Article Review: Veterans Serving the Franchise Sector (February, 2020)

A Biodata Study of the Relationship between Positive Youth Development and Employment Longevity among Small Business Customer Service Employees (Dissertation, 2018)

Employee Selection Research Project: Transformational Leadership Selection (2017)

Practical Business Research Project: A Model for Predicting Optimal Labor for Roadside Businesses (2015)

Continued...

Grants Awarded

- \$1,500: Open Education in Tenure and Promotion Case Study Authorship– DOERS3 (2023)
 - \$1,000: Open Education Resources Grant– Open Learning WV (2022)
 - \$5,000: High School Business Plan Competition–Shepherd University President's Club (2021)
 - \$1,000: Open Education Resources Grant– Open Learning WV (2022)
-

Certificates and Awards

- CITI for IRB Members– Collaborative Institutional Training Initiative (2022)
- CITI for Researchers– Collaborative Institutional Training Initiative (2022)
- Best Presentation Runner Up Center for Scholastic Inquiry Conference (2021)
- ServeSafe Examination Proctor (2021)
- Employee Respect Training (2021)
- Human Resources Search Training (2021)
- Applying the QM Rubric Course (APPQMR) – Quality Matters (2020)
- Designing Your Online Course (DYOC) – Quality Matters (2020)
- Human Resources Search Training (2020)
- ITeach Essentials Certification – Connecticut Distance Learning Consortium (2018)

Education Experience

SHEPHERD UNIVERSITY, Shepherdstown, WV
Assistant Business Professor, August 2019 to Present

Special Projects:

High School Scholarship Contest: Created and administered high school business plan scholarship contest. (2022-present)

Experiential Learning projects:

Popodicon Venue Marketing

YouTube Curriculum Development

Applied Business Lab in Partnership with the West Virginia Small Business Development Center

Classes Taught:

BADM212, Introduction to Innovation

BADM310, Principles of Management

BADM311, Exploring Entrepreneurship

BADM370, Entrepreneurial Organization and Financing

BADM400, Innovation Integration
BADM 407 Business Strategy and Policy
BADM411, New Venture Creation
MBA501, Entrepreneurship
MBA520, Management, Leadership and Ethics
MBA525, Facility and Event Management
MBA548, Applied Business, Executive Decision Making

Committee Service:

Core Curriculum
Course Substitution Subcommittee
Merit Evaluation
Scholarship and Financial Aid
Athletics Committee
West Virginia Collegiate Business Plan Competition Oversight Committee
East Campus Loop Campus Advisory Committee
COB Advisor Search Committee
Marketing Directing Search Committee
Accounting Professor Search Committee
Provost Search Committee
Chair Business Professor Search Committee
Faculty Senate
Institutional Review Board
Program Review Committee
Graduation Floor Marshal

Advising:

Undergraduate business entrepreneurship students
New student orientation

Professional Development Highlights:

Focus on Student Learning Workshops
Techshops
Early Brightspace user
Small Business Administration Economic Disaster Loan Training
WVU Encova, SBA Paycheck Protection Program
Rural Business Development Grant Webinar
Small Communities Big Solutions

McGraw Hill Virtual Business Analytic Summit

Grant writing seminars

SCORE Webinars

President's Lecture Series on Nobel Prizes

DegreeWorks training

Grow with Google

Relationships, Resilience, and Reflection

Teaching that Empowers Academic Belonging

STEVEN'S HENAGER COLLEGE, Boise, ID

Business Professor, January 2019 to July 2019

Classes Taught:

Acc102, Fundamentals of Accounting II

Acc103, Fundamental of Accounting III

Acc213, Principles of Accounting I

Acc214, Principles of Accounting II

Acc215, Principles of Accounting III

Acc216, Principles of Accounting IV

Acc217. Principles of Accounting V

Acc321, Intermediate Accounting II

Ecn220, Economics

Eth233, Ethics

Fin334, Financial Management I

Man103, Management Principles

Man104, Business Practices

Man210, Entrepreneurship

Man224, Business Law

Man230, Advertising Principles

Man324, Operations Management

Man443, Organizational Design and Change

Man444, Human Resource Management

Sta322, Statistics

Adjunct Business Professor, September 2018 to January 2019

GARDEN VALLEY HIGH SCHOOL, Garden Valley, ID

Head Middle School Football Coach/Defensive Coordinator High School Football, 2010 to 2018

Serves as longstanding coach for participants of youth football program with approximately 40 participants annually. Collaborates extensively with students, their parents, and staff to maintain and grow program.

- Led team from initial record of zero wins to achieve multiple undefeated seasons.

Professional Experience

SOURDOUGH LODGE, Lowman, ID

Owner, 1998 to 2022

General Manager, 1998 to July 2019

Responsible for all strategic business planning, operations management, sales, and marketing for this growing business which includes a lodge, motel, cabins, restaurant, retail store, and RV camping. Manages activities of 4-16 employees across all positions; leads all hiring and training processes. Develops new service and product offerings. Evaluates infrastructure and equipment needs and investments, and handles purchasing and contractor relationships. Assesses, sources, and deploys new technologies. Oversees design and management of the organizational website. Secures and maintains all applicable business licenses.

- Grew sales by 900% by conceptualizing and implementing innovative business strategies in a limited market.
- Oversaw the planning, budgeting, scheduling, and implementation of five business-expansion projects including new lodging units and retail store, and a major restaurant remodel.
- Developed a new scheduling algorithm assessing sales, weather, holiday, and traffic trends that improved ability to project sales and ensure full capacity.

MAC TOOLS, Columbus, OH

Recruiter/Analyst, 1993 to 1998

Built and operated nationwide distributor recruiting and selection program for this division of the Stanley Works (now Stanley Black & Decker), the Fortune 500 manufacturer of industrial tools and household hardware. Oversaw four recruiters and more than 100 district managers' recruiting activity. Managed interviewing and hiring processes. Developed distributor route allocations utilizing advanced analytical methods.

- Decisive program leadership resulted in 9% reduction in distributor turnover rate.
- Acted as a primary data analyst providing information that supported decision making by the CEO.
- Designed a card-reader system that scored biographical screening tests.

Prior professional experience as Foreman and Maintenance Engineer with Peter Kiewit & Sons in Portland, OR.

Entrepreneurial Experience

Business Purchase, Sourdough Lodge (1998)

Developed a business plan to purchase an existing business that successfully obtained bank funding.

Cabin Rental Purchase, Sourdough Lodge (1999)

Successfully purchased a cabin to serve as a nightly and or long-term rental by obtaining private funding.

Built Two Additional Cabins, Sourdough Lodge (2001)

Developed a business plan and obtained bank funding, Planning and Zoning approval, and other permitting. Successfully supervised completion of the construction contract.

Purchased and Relocated a Cabin. Sourdough Lodge (2002)

Successfully executed a building purchase and relocation to include funding from business revenue and permitting approval.

Building Modification Project that turned onsite residence into lodging rental units. Sourdough Lodge (2003)

Successfully turn on onsite residence into rental units after purchasing additional property as an owner's residence.

Restaurant Remodel with the Addition of a Convenience Store. Sourdough Lodge (2004)

Developed a business plan and obtained bank funding, Planning and Zoning approval, and other permitting. Successfully supervised completion of the construction contract.

Business Expansion Project, Ongoing. Sourdough Lodge (2014)

Purchased an adjoining property for future cabin and lodging expansion.

Developed Employee Selection Instrument, Ongoing. James Dovel (2018)

Developed a commercially viable employment selection instrument as part of a doctoral dissertation project. Commercialization is in progress.

Accounting and Finance Experience

QuickBooks. Sourdough Lodge (1998-2022)

Responsible for all aspects of bookkeeping, accounting, financial control, and tax preparation and filing.

Community Service

Business Plan Judge: Jefferson County Development Authority (2023)

Business Plan Competition Judge, Coach and Committee member: West Virginia High School and Collegiate Business Plan Competition. (2019 to present)

School Board Trustee, Garden Valley School District (2006 to 2008)

Served on board responsible for passing a construction bond for a new school following nine failed attempts.

Volunteer Auditor, Lowman Volunteer Fire Department (2018)

Audited yearly financial statements and books.

Professional Association

International Personnel Assessment Council

Center for Scholastic Inquiry

WV Entrepreneurship Ecosystem

International Accreditation Council for Business Education

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Stephen Allen

Department or Organization: Homeland Security/Emergency Mgn

Commission Meeting Date: 7/20/23

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Approval to post the position of Public Affairs Coordinator

Please provide a description of your request or presentation, including any background information:

This position was vacated on February 3, 2023. I am requesting to post this position at the starting salary for the position (Grade 5) at a salary of between \$47,500 and \$52,500. This is a salary exempt position.

Type of Request: (Funding/Hiring): Post for Hiring

Funding/Salary/Hourly Amount: \$47,500-\$52,500

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT): Grade 5/FT

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

I move to allow Director Allen to post the position of Public Affairs Coordinator at the salary of \$47,500 to \$52,500.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Stephen Allen

Phone Number: (304) 728-3290

Email Address:

sallen@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

This is a position within the 2024 budget, however the allotted amount for the vacant position was listed as \$50,000.

**Jefferson County, West Virginia
Job Description**

Position Title:	Public Affairs Coordinator	Grade Level:	5
Department	Homeland Security and Emergency Management	Date:	7-5-2023
Reports to:	Director of Homeland Security and Emergency Management	FLSA Status	Exempt

Statement of Duties: Provides administrative and operational support to the Director and Deputy Director of Homeland Security and Emergency Management.

Supervision Required: The employee plans, prioritizes, and carries out the regular work in accordance with 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 decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve the particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities.

Confidentiality: Employee has access to law-enforcement-sensitive documents; counter terrorism information, sensitive plans, as well as has to sign Non-disclosure agreements regarding sensitive information with some federal agencies as a part of the job.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger others, and jeopardize programs.

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: 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.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is frequently required to work beyond normal business hours to attend evening meetings, trainings, public events, disaster exercises, or

Jefferson County, West Virginia
Job Description

to participate in the activated Emergency Operations Center. Additionally, this employee is responsible to send out NIXLE Weather Watches and Warnings and other emergency public information around the clock and respond to media inquiries whatever time they occur.

Nature and Purpose of Public Contact: Employee has constant interaction with co-workers, the public, groups, and/or individuals such as civic leaders, peers from other municipalities, representatives of professional groups and the news media. The employee serves as a recognized authority of the municipality in matters of considerable importance, including departmental practices, procedures, regulations, or guidelines. Employee is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

Occupational Risk: Work consists of a variety of duties that 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

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. Provide administrative support including answering telephones, sending out messages, taking minutes, working with the County Commission staff to put information on the Homeland Security and Emergency Management website, filing, ordering office supplies, records management and making appointments.
2. Operate computer programs for data entry, research and reporting, enter data into web-based systems, process reports on the WebEOC computer program, and monitor weather reports. Puts weather watches and warnings onto NIXLE, Facebook, and Twitter. Responsible for being trained and posting vital information to the IPAWS (Integrated Public Alert and Warning System) and the EAS (Emergency Alert System).
3. Prepares press releases, prepares reports on public opinion surveys, focus groups, and other research activities designed to measure public attitudes about issues of interest to the organization.
4. Tracks media coverage, organizing press conferences, scheduling public events and coordinates interview requests.
5. Assists with grant preparation and reporting.
6. Serve as Public Information Officer for the department; prepares and distributes information on mitigation, planning, preparedness, response, and recovery phases of emergency management.

Jefferson County, West Virginia
Job Description

7. Create content for the organization's website and social media accounts.
8. Build professional relationships with local and regional media and become familiar with ways in which the media can assist during emergencies; maintains list of all local/regional media and contacts for each. Monitors public information of televisions, radios, newspapers, internet and social media during a disaster that affects the local community.
9. Creating and editing promotional materials, such as brochures, videos, and newsletters.
10. Build professional relationships and assist/guide other local agency's public information officers.
11. Familiar with the Public Information Annex of the Emergency Operations Plan and be ready to enact.
12. Maintains communications equipment, keeps devices charged and ready for use at all times.
13. Operates JIS/JIC (Joint Information System or Joint Information Center) during time of disaster.
14. Coordinates volunteers, to include maintaining and updating all databases, files and credential criteria records; ensures all volunteers are approved and added to the insurance, as required.
15. Works with JCHSEM and other agencies to identify and assign volunteers to needed areas.
16. Performs other duties as assigned by the Director or Deputy Director.
17. Must be available 24/7/365 in case of emergency, be available for daytime, evening, and/or weekend assignments, and travel to attend meetings and conferences.

Recommended Minimum Qualifications:

Education and Experience: 4 Year Degree (Bachelors); or equivalent and three to five (3-5) years of related work 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. The experience should be in Public Relations, Marketing, or a similar field.

Special Requirements: Must reside in Jefferson County or the adjoining area. Must successfully complete the Emergency Management Performance Grant (EMPG) training/certification requirements, FEMA EMI Individual Study courses and National Incident Management System (NIMS) requirements. Must successfully complete a background check. A valid driver's license is required for this position. In addition to the degree, the Public Affairs Coordinator is required by NIMS to be trained in FEMA's Basic Public Information Officer and

Jefferson County, West Virginia
Job Description

Advanced Public Information Officer courses, as well as NIMS 100, 200, 300, 400, 700, and 800. It is highly recommended that this individual be trained in social media.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of computer databases, various software, programs, and the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills, volunteer coordination, writing and communication skills. Outstanding interpersonal skills and attention to detail required.

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 Demands: Work requires some agility and physical strength, such as moving in, about construction sites, or over rough terrain, or standing or walking most of the work period. Frequently lifts up to 60 lbs.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer or climbing a ladder.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and for analytical purposes. Reviewing non-written materials (e.g. maps, blueprints, instrumentation for analytical purposes). Color vision (e.g. requiring the ability to determine color differences).

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Laura Kuhn

Department or Organization: Fleet & Facilities Management

Commission Meeting Date: 7/20/2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

1. Approval of Employee Transfer - Office Assistant
2. Approval to Advertise to Fill Vacant Custodial Position - Grade 2, 80 Hours, \$33,000

Please provide a description of your request or presentation, including any background information:

Fleet & Facilities Management was approved for a new Office Assistant position beginning July 1, 2023. I am requesting approval to transfer Teagan Bradley from a Custodial position to Office Assistant. This a grade 2, 80 hour position with a salary of \$36,000. This will leave me with a vacancy in custodial. I would like to also request to advertise for this vacancy.

Type of Request: (Funding/Hiring): Hiring

Funding/Salary/Hourly Amount: \$36,000

Name of Hire (if Applicable): Teagan Bradley

Grade/Step/Hours (PT/FT): Grade 2 / 80 Hours / Full-Time

Start Date (beginning of pay period): 7/31/2023

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

1. Move to approve the transfer of Teagan Bradley to the position of Office Assistant at a Grade 2, 80 hour position with a salary of \$36,000 and a start date of July 31, 2023.
2. Move to approve to advertise to fill the vacant custodial position at a Grade 2, 80 Hours, and a salary of \$33,000

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Laura Kuhn

Phone Number: 304-728-3355

Email Address:

LKuhn@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Laura Kuhn

Department or Organization: Fleet & Facilities Management

Commission Meeting Date: 7/20/2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Approval of Employment - 3 Custodial Positions

Please provide a description of your request or presentation, including any background information:

Fleet & Facilities Management was approved for 2 new custodial positions beginning July 1, 2023. During the interview process, another custodial position was vacated. We now have three open custodial positions. I am requesting the approval of the following applicants: Tracey Ashton - Start date 7/24/2023, Lucas Cannady - Start date 8/7/2023, Crystal Causer - Start date 7/24/2023

Type of Request: (Funding/Hiring): Hiring

Funding/Salary/Hourly Amount: \$33,000/per each hire

Name of Hire (if Applicable): Ashton, Cannady, Causer

Grade/Step/Hours (PT/FT): Grade 2/80 hrs/FT

Start Date (beginning of pay period): Varied, see above

Post Probationary Increase (If applicable): n/a

Any Additional Conditions of Employment or Funding Comments:

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

Motion to approve the employment of three full-time custodial positions at Grade 2, 80 hours with a salaries of \$33,000 each for Tracey Ashton with start date of July 24, 2023, Lucas Cannady with a start date of August 7, 2023, and Crystal Causer with a start date of July 24, 2023.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Laura Kuhn

Phone Number: 304-728-3355

Email Address:

LKuhn@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Mike Sinc

Department or Organization: ESA

Commission Meeting Date: 7-20-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

1) EMS Standbys | 2) Captain - Operations Commander Promotion/Hiring | 3) Lieutenant - Promotion/Hiring: if needed | 4) Information only: Call volume info

Please provide a description of your request or presentation, including any background information:

- 1) Discussion/possible action on ESA to provide Ambulance standbys for JC Fair & Varsity Football Games
- 2) Potential promotion of current full-time employee to vacant Captain - Operations Commander Position
- 3) Potential promotion of current full-time employee to Lieutenant Position if vacated during Captain Promotion
- 4) Information only: Call volume and response time reports from ECC

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Vacant Bndgeted Position

Recommended Motion (type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information: Mike Sinc

Phone Number: 304-728-3287

Email Address:

msine@jcesa.org



PO Box 653
Ranson, WV 25498
(304) 724-1411
www.jeffersoncountyfairwv.org

July 5, 2023

Jefferson County Commission
Jefferson County Emergency Services Department
Mr. Mike Sine, Director
124 E. Washington Street
Charles Town, WV 25414

Director Sine,

I am writing to you today to discuss the upcoming 2023 Jefferson County Fair, which will be held from August 20th to August 26th. As you and I previously discussed, EMS services in Jefferson County have recently undergone significant changes due to the County Commission's decision to standardize the provision of EMS services. In the past, our annual fair event relied on the invaluable support of the volunteer fire departments throughout the county to ensure proper EMS coverage. However, with the evolving circumstances, it has become necessary for us to explore alternative options for EMS coverage during the fair.

Understanding the demanding nature of your department's responsibilities, we would like to request your assistance and evaluate the feasibility of the Jefferson County Emergency Services Department in facilitating EMS coverage for our event. We greatly value the expertise and professionalism your department brings to emergency services, and we believe that your involvement would enhance the safety measures and overall experience of our fair attendees.

To aid in our planning efforts, I have prepared a schedule outlining the preferred dates and times for EMS coverage during the fair. Please review the schedule and kindly provide feedback on what portion, if any, your department would be able to cover. Your input is crucial in ensuring that our fair attendees have access to timely and efficient medical assistance throughout the event.

2023 Jefferson County Fair Emergency Service Needs

8/19 Saturday	Main Grounds First Aid (Entry/Set up Day)	10 am - 5pm
8/20 Sunday	Main Grounds First Aid 1 Ambulance (Power Wheels/UTV Drag)	1 pm - Close 7 pm - Finished
8/21 Monday	Main Grounds First Aid 2 Ambulances on Site (Rodeo)	5 pm - Close 7:30 pm - Finished

Continued....



PO Box 653
Ranson, WV 25438
(304) 724-1411
www.jeffersoncountyfairwv.org

8/22 Tuesday	Main Grounds First Aid 2 Ambulances on Site (Demolition Derby)	5 pm - Close 7:00 pm - Finished
8/23 Wednesday	Main Grounds First Aid (Sr. Day) Main Grounds First Aid 2 Ambulance on Site (Tough Truck)	11am - 3pm 5 pm - Close 7:00 pm - Finished
8/24 Thursday	Main Grounds First Aid 1 Ambulance on Site (Dirt Drag)	5 pm - Close 7:00 pm - Finished
8/25 Friday	Main Grounds First Aid 1 Ambulance on Site (Truck Pull)	5 pm - Close 7:00 pm - Finished
8/26 Saturday	Main Grounds First Aid 1 Ambulance on Site (Truck Pull)	5 pm - Close 7:00 pm - Finished

We genuinely appreciate your assistance with this important matter. The safety and well-being of our fair attendees are of utmost importance, and your support will contribute significantly to the overall success of the event. We are open to discussing any additional information or requirements your department may need to consider when providing coverage.

Thank you once again for your time, consideration, and dedication to serving our community. We eagerly await your response and look forward to working closely with you to ensure a safe and enjoyable 2023 Jefferson County Fair.

Sincerely,

Todd Wilt
Fair Manager



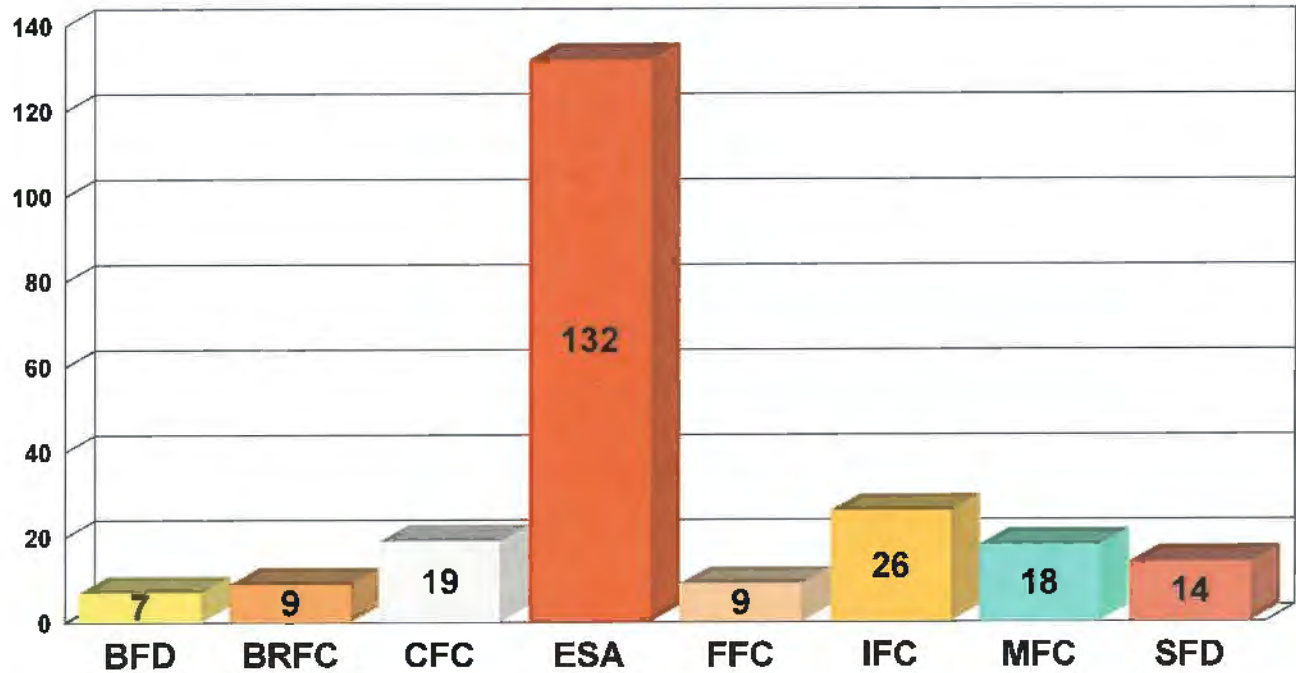
Jefferson County Emergency Communications Fire and EMS Activity Report

Weekly Activity Report for Fire & EMS for the LAST FULL WEEK showing CAD calls dispatched to each fire/EMS agency & the total count for the week. The unit depicted on this report is the initial unit assigned from the agency shown.

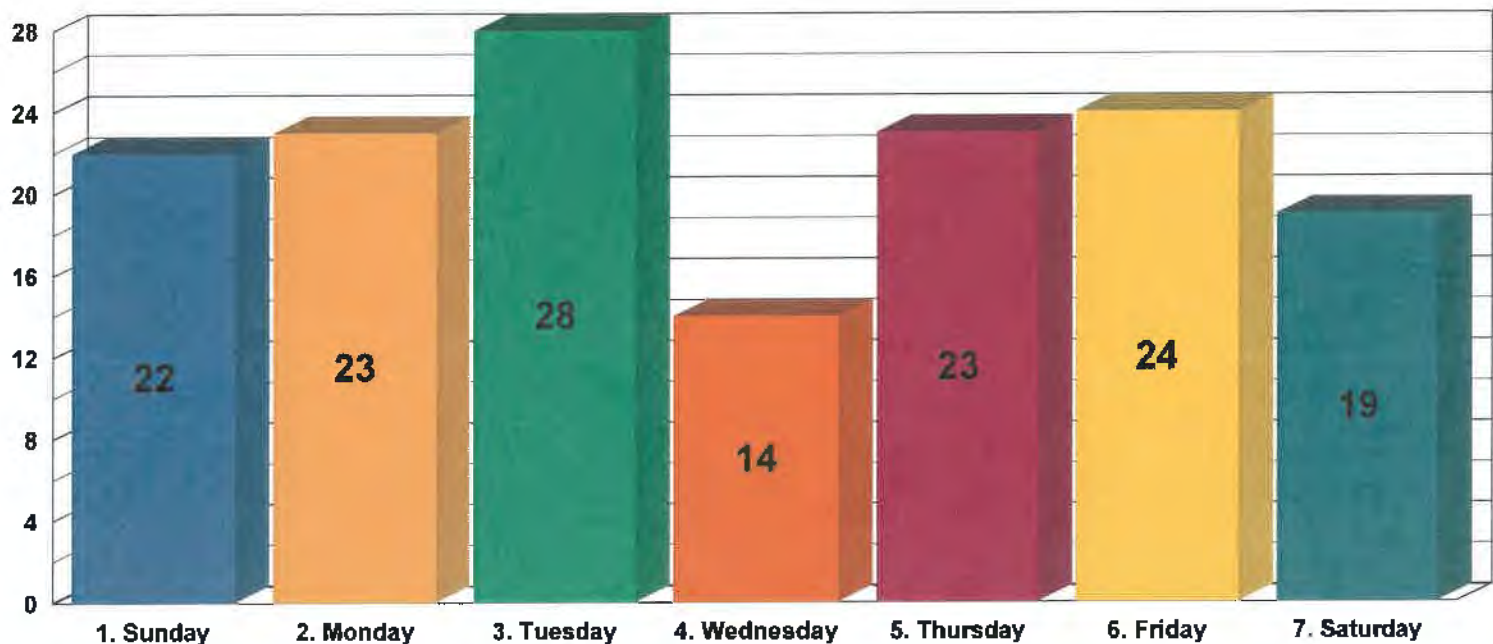
From 06/25/2023 to 07/01/2023

Total Incidents: **153**

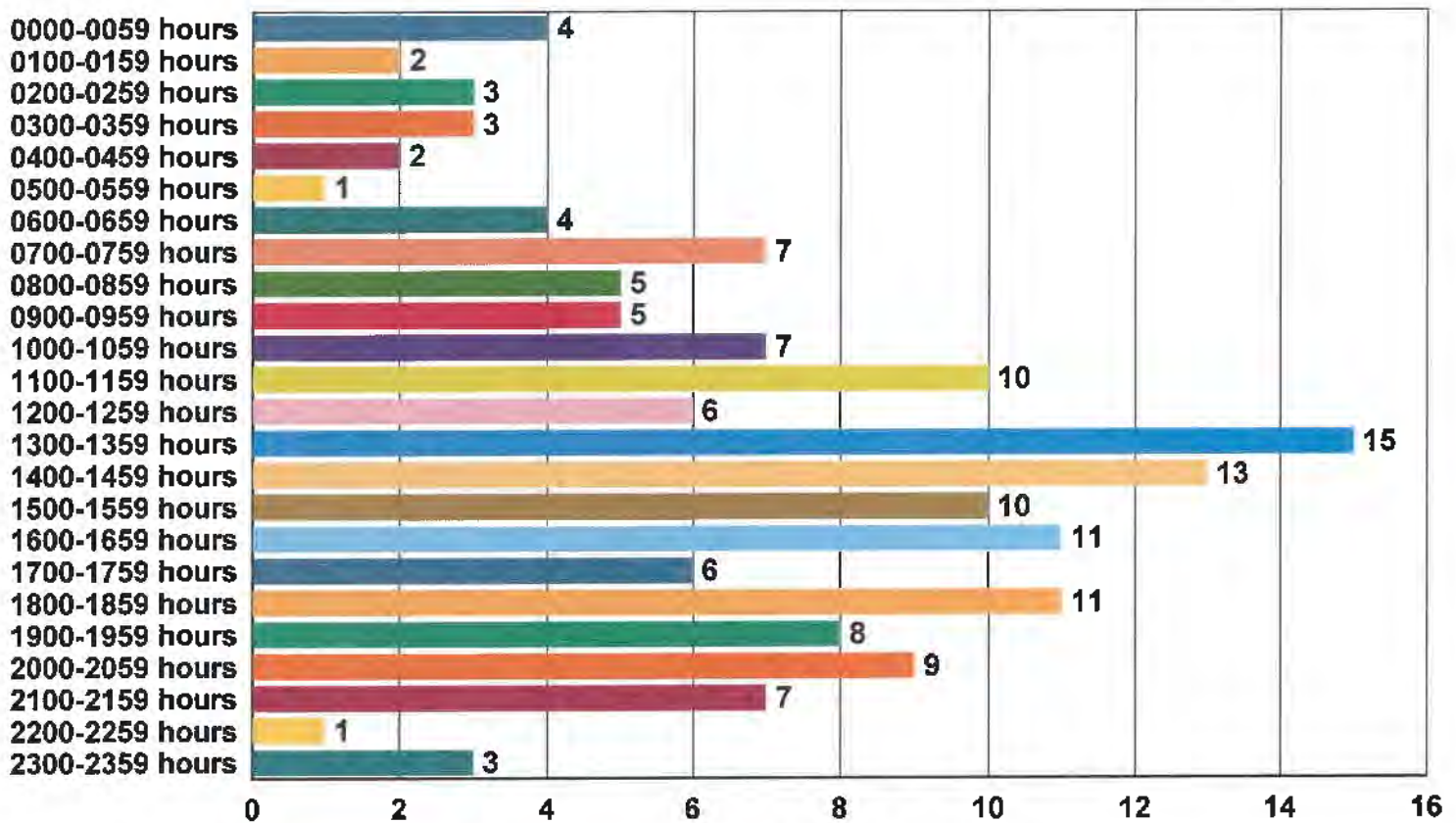
Incidents, by Agency



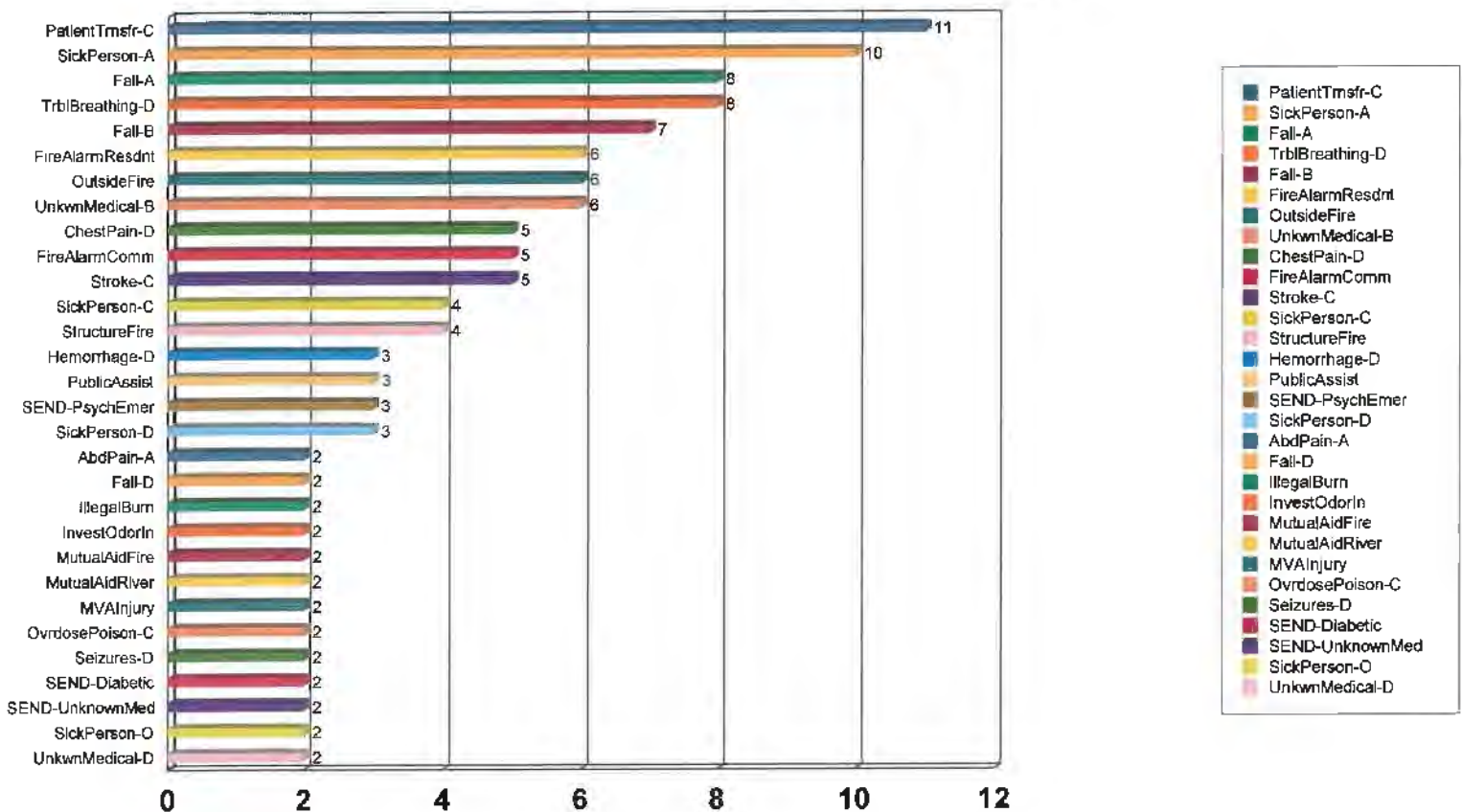
Incidents, by day of week



Incidents, by hour



Most Commonly Dispatched Nature Codes



BFD**Total Agency for Period: 7**

E7	C23-33052 Box: 100	Stroke-C 300 CHENEY AVE; Bolivar	6/26/2023 12:38:05PM
LT7	C23-33260 Box: 435K	StructureFire 293 RIDGE RD; Shen Junction Area	6/27/2023 8:10:06AM
B17	C23-33318 Box: WCFR	MutualAidRiver POTOMAC RIVER ACCESS AT LOCK 34 WC; Washington Co MD	6/27/2023 1:38:47PM
E7	C23-33324 Box: 330K	StructureFire 207 KEARNEYSVILLE PIKE; Kearneysville	6/27/2023 1:57:26PM
E7	C23-33349 Box: 300	StationFill 8052 MAR TINSBURG PIKE; SHEPHERDSTOWN FIRE COMPANY 3; ST Area	6/27/2023 3:30:45PM
SO7	C23-34169 Box: RB1A	MutualAidRiver RB1A POTOMAC RIVER ACCESS AT THE POINT HF; Harpers Ferry	7/1/2023 2:07:09PM
CH7	C23-34187 Box: 725K	SpecialEvtFire 235 SAM MICHAELS LN; SAM MICHAELS PARK; Shen Junction Arca	7/1/2023 4:52:11PM

BRFC**Total Agency for Period: 9**

RE5	C23-32838 Box: 560K	FireAlarmResdnt 527 HIGHVIEW RD; Shannondale East	6/25/2023 11:36:06AM
RE5	C23-32931 Box: 560K	Fall-D+++ 44 SHENANDOAH RIVER DR; Shannondale West	6/25/2023 9:46:35PM
E52	C23-33084 Box: 510	SickPerson-A 128 CEDAR HILL DR; Keyes Ferry Acres	6/26/2023 2:21:25PM
K52	C23-33260 Box: 435K	StructureFire 293 RIDGE RD; Shen Junction Area	6/27/2023 8:10:06AM
K52	C23-33324 Box: 330K	StructureFire 207 KEARNEYSVILLE PIKE; Kearneysville	6/27/2023 1:57:26PM
RE5	C23-33325 Box: 510	IllegalBurn KEYES GAP RD & ROLLISON RD; Keyes Ferry Acres; HF Campsites	6/27/2023 2:02:25PM
CH5	C23-33706 Box: 510	InvestigationFD WAGON TRAIL RD & WALNUT HILL DR; Keyes Ferry Acres	6/29/2023 9:28:51AM
RE5	C23-34154 Box: 620K	StructureFire 76 SHADY ACRES LN; Shady Acres	7/1/2023 12:44:51PM
RE5	C23-34220 Box: 560K	TreeDown DEERFOOT RD & JOHNNYCAKE LN; Shannondale East	7/1/2023 8:13:52PM

CFC

Total Agency for Period: 19

B2	C23-32860 Box: 610K	BrushFire 4340 SULPHUR SPRINGS RD; Leetown Area	6/25/2023 1:57:16PM
T2	C23-32946 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCK WOOL; Kearneysville Area	6/25/2023 11:02:37PM
ACH2	C23-33043 Box: 200	PublicAssist 18 SAGEWOOD ST; Green Meadows	6/26/2023 11:52:13AM
ACH2	C23-33084 Box: 510	SickPerson-A 128 CEDAR HILL DR; Keyes Ferry Acres	6/26/2023 2:21:25PM
EK2	C23-33260 Box: 435K	StructureFire 293 RIDGE RD; Shen Junction Area	6/27/2023 8:10:06AM
E2	C23-33265 Box: 415	FireAlarmResdnt 72 PELHAM LN; Breckenridge	6/27/2023 8:52:16AM
T2	C23-33321 Box: 400	FireAlarmComm 40 FLOWING SPRINGS WAY; WALGREENS CHARLES TOWN; Charles Town	6/27/2023 1:51:16PM
EK2	C23-33324 Box: 330K	StructureFire 207 KEARNEYSVILLE PIKE; Kearneysville	6/27/2023 1:57:26PM
E2	C23-33362 Box: 410	SickPerson-D 140 PETER RABBIT DR; Briar Run Estates	6/27/2023 4:19:07PM
E2	C23-33445 Box: 405	Fall-ß 51 SUMMERS CT # 610; CRANES MEADOW APTS; Ransou Area	6/28/2023 12:02:30AM
E2	C23-33450 Box: 215X	OvrpscPosu-E+++ 106 JEFFERSON TERRACE RD; MOTEL 6; Charles Town Area	6/28/2023 12:55:46AM
ACH2	C23-33485 Box: 235	FireAlarmResdnt 317 CROSSWINDS DR; Crosswinds	6/28/2023 9:32:46AM
T2	C23-33596 Box: 200	InvestOdorIn 35 ELDON DR; County Green	6/28/2023 7:59:22PM
T2	C23-33685 Box: 405	FireAlarmComm 302 N MILDRED ST; COMCAST; Ranson	6/29/2023 7:17:54AM
E2	C23-33760 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	6/29/2023 3:07:39PM
T2	C23-33911 Box: 100	FireAlarmComm 171 TAYLOR ST; HARPERS FERRY FAMILY MEDICINE; Bolivar	6/30/2023 8:05:12AM
EK2	C23-34149 Box: 230K	PublicAssist 7346 KABLETOWN RD; Kabletown Area	7/1/2023 12:25:18PM
E2	C23-34154 Box: 620K	StructureFire 76 SHADY ACRES LN; Shady Acres	7/1/2023 12:44:51PM
E2	C23-34196 Box: 265K	PublicAssist 39 W BLAKELEY DR; West Blakeley; Charles Town Area	7/1/2023 5:20:44PM

ESA

Total Agency for Period: 132

M1103	C23-32794 Box: 400X	Seizures-D 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	6/25/2023 12:55:10AM
M1105	C23-32807 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	6/25/2023 6:28:40AM
M1109	C23-32837 Box: 330X	Stroke-C 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	6/25/2023 11:31:40AM
M1103	C23-32849 Box: 400	UnkwnMedical-D 31 JEFFERSON CROSSING WAY; MARTINS GAS STATION; Jeff Xing	6/25/2023 12:54:34PM
M1105	C23-32853 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	6/25/2023 1:17:58PM
M1109	C23-32858 Box: 215X	PatientTrnsfr-C 912 SOMERSET BLVD # 102; WVU URGENT CARE; by ALDIs	6/25/2023 1:43:47PM
A1102	C23-32862 Box: 405	AbdPain-A 17 SUMMERS CT # 503; CRANES MEADOW APTS; Ranson Area	6/25/2023 2:06:52PM
M1102	C23-32864 Box: 400	CardacArst-E+++ 241 PROSPECT AVE; Charles Town	6/25/2023 2:16:36PM
M1105	C23-32877 Box: 540K	PsychEmrgncy-B 928 WATERSIDE DR; Waterside Reserve	6/25/2023 3:36:18PM
A1102	C23-32879 Box: 400	SickPerson-A 540 BROOKE ST; Charles Town	6/25/2023 3:39:08PM
A1102	C23-32884 Box: 400	Hemorrhage-D 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	6/25/2023 3:59:42PM
M1109	C23-32902 Box: 215	HeartProblems-D 246 PATRICK HENRY WAY # 206; PATRICK HENRY APT; by WalMart	6/25/2023 6:08:44PM
M1104	C23-32905 Box: 300	UnkwnMedical-B 51 MADDEX DR; Shepherdstown Area	6/25/2023 6:15:52PM
M1105	C23-32906 Box: 205	SEND-TraumaInj 68 TATE MANOR DR; Charles Town	6/25/2023 6:25:46PM
M1105	C23-32911 Box: 510	Fall-A 128 CEDAR HILL DR; Keyes Ferry Acres	6/25/2023 6:57:23PM
M1104	C23-32921 Box:	MntualAidEMS 6640 REMSBURG RD; WASHINGTON COUNTY	6/25/2023 8:41:09PM
M1103	C23-32929 Box: 470K	TrblBreathing-C 761 JEFFERSON ORCHARD RD; Leetown Area	6/25/2023 9:41:52PM
M1105	C23-32931 Box: 560K	Fall-D+++ 44 SHENANDOAH RIVER DR; Shannondale West	6/25/2023 9:46:35PM
M1109	C23-32978 Box: 230K	SickPerson-A 7346 KABLETOWN RD; Kabletown Area	6/26/2023 3:06:28AM
M1106	C23-32985 Box: 710K	Fall-B 63 BRENTWOOD CT; Bakerton Area	6/26/2023 4:57:33AM
M1105	C23-32990 Box: 200	Fall-A 18 SAGEWOOD ST; Green Meadows	6/26/2023 6:01:48AM
M1103	C23-32996 Box: 400	SickPerson-A 101 BLAKELEY PL; Charles Town	6/26/2023 7:45:00AM
M1109	C23-32997 Box: 727	DiabeticEmerg-C 146 BUFFALO DR; JOB CORPS ADMINISTRATION; Shen Junction Area	6/26/2023 7:47:18AM
M1104	C23-33041 Box: 330K	TrblBreathing-D 3504 WARM SPRINGS RD; Shepherdstown Area	6/26/2023 11:42:19AM
A1102	C23-33043 Box: 200	PublicAssist 18 SAGEWOOD ST; Green Meadows	6/26/2023 11:52:13AM
M1103	C23-33045 Box: 610K	ChestPain-D 383 BLACK WALNUT DR; Hidden River	6/26/2023 11:56:45AM

M1105	C23-33052 Box: 100	Stroke-C 300 CHENEY AVE; Bolivar	6/26/2023 12:38:05PM
M1103	C23-33064 Box: 405	Fall-B 108 S FAIRFAX BLVD; Ranson	6/26/2023 1:19:50PM
M1105	C23-33065 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	6/26/2023 1:21:54PM
M1109	C23-33066 Box: 450K	Hemorrhage-D 225 REVOLUTIONARY RD; Prsv at Barleywood	6/26/2023 1:22:47PM
M1103	C23-33076 Box: 400	TrblBreathing-D 206 S LAWRENCE ST # B; Charles Town	6/26/2023 2:02:20PM
M1105	C23-33084 Box: 510	SickPerson-A 128 CHDAR HILL DR; Keycs Ferry Acres	6/26/2023 2:21:25PM
M1104	C23-33092 Box: 410	AbdPain-D 571 OAK LEE DR; Briar Run Estates	6/26/2023 2:40:34PM
M1109	C23-33093 Box: 215X	HeatExposure-D 106 JEFFERSON TERRACE RD; MOTEL 6; Charles Town Area	6/26/2023 2:43:00PM
A1107	C23-33105 Box: 405K	SEND-UnknownMed 501 S REYMANN ST; Ranson	6/26/2023 3:17:19PM
A1107	C23-33115 Box: 265K	Fall-D 39 NORWAY CT; Spruce Hill	6/26/2023 4:02:09PM
M1105	C23-33123 Box: 405	ChestPain-D 279 ORCHARD DR; Orchard Hills	6/26/2023 4:48:28PM
M1104	C23-33128 Box: 630K	SickPerson-B 1925 BRUCETOWN RD; Middleway Area	6/26/2023 5:17:56PM
M1103	C23-33171 Box: 400M	TrblBreathing-D 151 AUGUSTINE AVE # 3R; CHARLES TOWERS APARTMENTS; Charles T	6/26/2023 8:32:09PM
M1105	C23-33181 Box: 620K	SickPerson-O 24 CHILDS FARM LN; Summit Point Area	6/26/2023 9:10:36PM
M1109	C23-33187 Box: 415K	TrblBreathing-D 138 FLOWING ACRES RD; Ranson Area	6/26/2023 9:31:50PM
M1105	C23-33240 Box: 670K	SEND-PsychEmer 383 NAYLEE LN; Summit Point Area	6/27/2023 3:23:18AM
M1106	C23-33257 Box: 100K	SEND-Fall 5454 WILLIAM L WILSON FWY; Bolivar	6/27/2023 7:13:00AM
M1103	C23-33260 Box: 435K	StructureFire 293 RIDGE RD; Shen Junction Area	6/27/2023 8:10:06AM
M1105	C23-33265 Box: 415	FireAlarmResdnt 72 PELHAM LN; Breckenridge	6/27/2023 8:52:16AM
M1103	C23-33268 Box: 405	Fall-A 109 AUTUMN DR APT 1007; CRANES MEADOW APTS; Ranson Area	6/27/2023 9:08:32AM
M1103	C23-33281 Box: 400	SEND-Diabetic 110 N GEORGE ST; JEFFERSON COUNTY JUDICIAL CENTER; Chris Twn	6/27/2023 9:56:01AM
M1109	C23-33287 Box: 530K	Fall-D 1350 CHESTNUT HILL RD; Near HF Campsites	6/27/2023 10:19:58AM
A1102	C23-33288 Box: 400	MVAInjury THE DUALS; Charles Town	6/27/2023 10:21:10AM
M1105	C23-33290 Box: 415K	SickPerson-A 19 FLOWING ACRES RD; Ranson Area	6/27/2023 10:36:18AM
M1104	C23-33292 Box: 310K	SEND-PsychEmer 40 ROLLING GREEN CT; Deerfield Village	6/27/2023 10:40:39AM
M1105	C23-33301 Box: 240K	SickPerson-O 1420 CLOVERDALE RD; Charles Town Area	6/27/2023 11:15:16AM

A1102	C23-33318 Box: WCFR	MutualAidRiver POTOMAC RIVER ACCESS AT LOCK 34 WC; Washington Co MD	6/27/2023 1:38:47PM
M1105	C23-33321 Box: 400	FireAlarmComm 40 FLOWING SPRINGS WAY; WALGREENS CHARLES TOWN; Charles Town	6/27/2023 1:51:16PM
M1104	C23-33324 Box: 330K	StructureFire 207 KEARNEYSVILLE PIKE; Kearneysville	6/27/2023 1:57:26PM
A1102	C23-33325 Box: 510	IllegalBurn KEYES GAP RD & ROLLISON RD; Keyes Ferry Acres; HF Campsites	6/27/2023 2:02:25PM
M1106	C23-33347 Box: 415	Fall-B 36 OVERBROOK RD; Shenandoah Springs	6/27/2023 3:09:44PM
M1106	C23-33353 Box: 400	UnkwnMedical-B 545 S MILDRED ST; Charles Town	6/27/2023 3:35:13PM
A1102	C23-33360 Box: 415	Fall-B 36 OVERBROOK RD; Shenandoah Springs	6/27/2023 4:05:10PM
M1105	C23-33362 Box: 410	SickPerson-D 140 PETER RABBIT DR; Briar Run Estates	6/27/2023 4:19:07PM
A1102	C23-33369 Box: 405	SickPerson-A 123 W 7TH AVE # 11; Ranson	6/27/2023 5:14:12PM
M1109	C23-33377 Box: 230K	Fall-B 302 GOSHEN ARRABON LN; Myerstown Area	6/27/2023 6:01:27PM
M1103	C23-33399 Box: 410	OutsideFire 76 COTTONTAIL DR; Briar Run Estates	6/27/2023 6:54:23PM
M1105	C23-33406 Box: 415K	TrblBreathing-D 138 FLOWING ACRES RD; Ranson Area	6/27/2023 7:29:40PM
M1105	C23-33418 Box: 410	SEND-UnknownMed 217 OAK LEE DR STE 15; WEIS GROCERY STORE; Potomac Twn Ctr	6/27/2023 8:53:25PM
M1103	C23-33419 Box: 405	UnkwnMedical-B 107 W 6TH AVE; Ranson	6/27/2023 8:59:49PM
M1109	C23-33421 Box: 205	OvrdosePoison-C 40 HIGH ST; Near CTMS	6/27/2023 9:24:00PM
M1104	C23-33422 Box: 737K	Seizures-D 2873 ENGLE MOLERS RD; Molers Crossroads	6/27/2023 9:42:15PM
M1103	C23-33445 Box: 405	Fall-B 51 SUMMERS CT # 610; CRANES MEADOW APTS; Ranson Area	6/28/2023 12:02:30AM
M1103	C23-33448 Box: 405	UnconsPerson-C 408 N FAIRFAX BLVD; Ranson	6/28/2023 12:35:05AM
M1105	C23-33450 Box: 215X	OvrDsePosn-E+++ 106 JEFFERSON TERRACE RD; MOTEL 6; Charles Town Area	6/28/2023 12:55:46AM
M1109	C23-33452 Box: 400M	ChestPain-C 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	6/28/2023 1:04:45AM
M1105	C23-33457 Box: 230K	Hemorrhage-B 101 MOUNT HAMMOND LN; Kabletown Area	6/28/2023 1:58:18AM
M1106	C23-33551 Box: 170K	SickPerson-A 436 MILLVILLE RD; SHENANDOAH MEMORIAL UNITED METHODIST CHURCH	6/28/2023 3:58:19PM
M1109	C23-33556 Box: 215	Fall-A 217 POSTING WAY; Breckenridge	6/28/2023 4:46:59PM
M1105	C23-33582 Box: 445K	TrblBreathing-D 57 TURTLE LN; Woodland Park	6/28/2023 6:29:04PM
M1103	C23-33592 Box: 400	SickPerson-A 642 E WASHINGTON ST; TRAVELODGE; Charles Town	6/28/2023 7:29:42PM
M1103	C23-33610 Box: 630K	AbdPain-A 889 LOGANS RUN DR; Happy Creek	6/28/2023 8:40:35PM

M1109	C23-33631 Box: 255	SickPerson-C 74 DAVIS ST; Huntfield	6/28/2023 10:19:35PM
M1109	C23-33641 Box: 405	SEND-PsychEmer 300 S PRESTON ST; JEFFERSON MEDICAL CENTER; Ranson	6/28/2023 11:02:47PM
A1102	C23-33678 Box: 400	AbdPain-C 611 W WASHINGTON ST; Charles Town	6/29/2023 6:20:19AM
A1102	C23-33683 Box: 405	SickPerson-A 821 N MILDRED ST # 6103; APPLE TREE GARDENS APTS; Ranson	6/29/2023 6:41:58AM
M1103	C23-33685 Box: 405	FireAlarmComm 302 N MILDRED ST; COMCAST; Ranson	6/29/2023 7:17:54AM
M1108	C23-33696 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	6/29/2023 8:49:04AM
M1104	C23-33711 Box: 300	StructureFire 540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	6/29/2023 9:47:30AM
A1102	C23-33721 Box: 405	OutsideFire RR XING CRANES LN NEAR GRASSDALE ST; Ranson	6/29/2023 11:00:14AM
M1109	C23-33722 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	6/29/2023 11:04:23AM
M1108	C23-33723 Box: 410	Stroke-C 1324 STEED ST; Fairfax Crossing	6/29/2023 11:08:34AM
M1108	C23-33742 Box: 215X	SickPerson-C 107 KEYES FERRY RD; GORILLA FIREWORKS SUPERCENTER; Charles T	6/29/2023 1:58:23PM
M1103	C23-33752 Box: 405	Fall-A 279 ORCHARD DR; Orchard Hills	6/29/2023 2:36:33PM
M1108	C23-33760 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	6/29/2023 3:07:39PM
M1108	C23-33769 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	6/29/2023 3:44:00PM
M1106	C23-33782 Box: 723K	SickPerson-D 86 SHARP ST; Meadow Brook	6/29/2023 4:11:09PM
M1103	C23-33812 Box: 610K	ChestPain-D 180 LADY BUG LN; Day Subdv	6/29/2023 6:48:52PM
M1109	C23-33813 Box: 215	Fall-A 228 PATRICK HENRY WAY # 410; PATRICK HENRY APT; by WalMart	6/29/2023 7:00:43PM
M1104	C23-33863 Box: 730K	ChestPain-D 2559 ENGLE MOLERS RD; Molers Crossroads	6/29/2023 11:24:02PM
M1103	C23-33898 Box: 400	OvrdosePoison-C 101 S LAWRENCE ST # 1; Charles Town	6/30/2023 2:11:08AM
M1108	C23-33900 Box: 205	Hemorrhage-D 259 JEFFERSON AVE; Charles Town	6/30/2023 3:45:59AM
M1109	C23-33908 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	6/30/2023 7:02:49AM
M1108	C23-33909 Box: 205K	SickPerson-C 53 CHATWELL TER; Magnolia Springs	6/30/2023 7:29:50AM
M1103	C23-33929 Box: 400	MVAInjury THE DUALS; Charles Town	6/30/2023 10:06:01AM
M1109	C23-33931 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	6/30/2023 10:40:12AM
M1104	C23-33960 Box: 737K	DiabeticEmerg-D 75 WHEELER MNR; Molers Crossroads	6/30/2023 12:51:29PM
M1109	C23-33970 Box: 300	SEND-SickPerson 95 DEVON WAY; Chaplins Choice	6/30/2023 1:38:27PM

A1102	C23-33975 Box: 400	Fall-B 524 S GEORGE ST # F5; WASHINGTON VILLAGE APTS; Ch Town	6/30/2023 2:03:03PM
M1103	C23-33983 Box: 400	Fall-A 522 S GEORGE ST APT E4; WASHINGTON VILLAGE APTS; Ch Town	6/30/2023 2:33:06PM
M1103	C23-34005 Box: 400	Seizures-A 40 FLOWING SPRINGS WAY; WALGREENS CHARLES TOWN; Charles Town	6/30/2023 4:15:19PM
M1104	C23-34008 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	6/30/2023 4:28:12PM
M1109	C23-34012 Box: 215	UnkwnMedical-B 216 FULTON AVE; Patrick Henry Ests	6/30/2023 4:54:39PM
M1108	C23-34020 Box: 510K	TrblBreathing-D 110 OLD TRAIL WAY; HF Campsites	6/30/2023 5:19:39PM
M1109	C23-34025 Box: 335K	OvrdosePoison-D 4801 BOWERS RD; Kearneysville Area	6/30/2023 5:46:11PM
M1103	C23-34030 Box: 400	UnkwnMedical-B 522 S GEORGE ST # E1; WASHINGTON VILLAGE APTS; Ch Town	6/30/2023 6:36:32PM
M1108	C23-34039 Box: 530K	TrblBreathing-D 110 ELFWOOD DR; Near Hostler Bridge	6/30/2023 7:31:25PM
M1103	C23-34041 Box: 400X	SFND-Diabetic 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	6/30/2023 7:43:10PM
M1104	C23-34044 Box: 300	Stroke-C 4540 KEARNEYSVILLE PIKE; Shepherdstown Area	6/30/2023 8:25:27PM
M1109	C23-34048 Box: 415	IllnessCO-D+++ 91 BELGIAN WAY; Breckenridge	6/30/2023 8:50:09PM
M1106	C23-34056 Box: 710K	SickPerson-D 803 DEER MOUNTAIN DR; Deer Mountain	6/30/2023 9:25:13PM
M1103	C23-34094 Box: 405	UnconsPers-D+++ 110 S MILDRED ST; 7 ELEVEN RANSON; Ranson Lancaster Cir	7/1/2023 2:11:36AM
M1103	C23-34096 Box: 400M	UnkwnMedical-B 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	7/1/2023 2:50:21AM
M1106	C23-34100 Box: 510	UnconsPerson-D 510 CEDAR HILL DR; IN THE ROAD; Keyes Ferry Acres;	7/1/2023 4:23:21AM
M1103	C23-34104 Box: 405	SickPerson-C 821 N MILDRED ST # 6103; APPLE TREE GARDENS APTS; Ranson	7/1/2023 5:23:28AM
M1109	C23-34112 Box: 420K	Stroke-C 3195 FLOWING SPRINGS RD; Shen Junction Area	7/1/2023 7:39:05AM
M1109	C23-34127 Box: 510K	ChestPain-D 199 CLEVER LN; HF Campsites	7/1/2023 10:07:39AM
A1102	C23-34136 Box: 440K	SickPerson-A 228 RURAL RETREAT DR; Ranson Area	7/1/2023 11:17:41AM
M1108	C23-34149 Box: 230K	PublicAssist 7346 KABLETOWN RD; Kabletown Area	7/1/2023 12:25:18PM
M1109	C23-34154 Box: 620K	StructureFire 76 SHADY ACRES LN; Shady Acres	7/1/2023 12:44:51PM
M1108	C23-34168 Box: 100	Fall-A 1081 PUTNAM ST; Harpers Ferry	7/1/2023 1:56:28PM
M1106	C23-34169 Box: RB1A	MutualAidRiver RB1A POTOMAC RIVER ACCESS AT THE POINT HF; Harpers Ferry	7/1/2023 2:07:09PM
A1102	C23-34185 Box: 400	IllegalBurn 310 W LIBERTY ST; Charles Town	7/1/2023 4:33:06PM
CH11	C23-34187 Box: 725K	SpecialEvtntFire 235 SAM MICHAELS LN; SAM MICHAELS PARK; Shen Junction Area	7/1/2023 4:52:11PM

M1109	C23-34196 Box: 265K	PublicAssist 39 W BLAKELEY DR; West Blakeley; Charles Town Area	7/1/2023 5:20:44PM
M1103	C23-34211 Box: 400	UnkwnMedical-D 868 E WASHINGTON ST; 7 ELEVEN JEFFERSON AVE AT RT 51; Charlc	7/1/2023 6:53:00PM

FFC**Total Agency for Period: 9**

EK1	C23-33052 Box: 100	Stroke-C 300 CHENEY AVE; Bolivar	6/26/2023 12:38:05PM
D1	C23-33257 Box: 100K	SEND-Fall 5454 WILLIAM L WILSON FWY; Bolivar	6/27/2023 7:13:00AM
EK1	C23-33260 Box: 435K	StructureFire 293 RIDGE RD; Shen Junction Area	6/27/2023 8:10:06AM
EK1	C23-33265 Box: 415	FireAlarmResdnt 72 PELHAM LN; Breckenridge	6/27/2023 8:52:16AM
EK1	C23-33324 Box: 330K	StructureFire 207 KEARNEYSVILLE PIKE; Kearneysville	6/27/2023 1:57:26PM
RE1	C23-33325 Box: 510	IllegalBurn KEYES GAP RD & ROLLISON RD; Keyes Ferry Acres; HF Campsites	6/27/2023 2:02:25PM
EK1	C23-33911 Box: 100	FireAlarmComm 171 TAYLOR ST; HARPERS FERRY FAMILY MEDICINE; Bolivar	6/30/2023 8:05:12AM
RE1	C23-34167 Box:	MutualAidFire RAMP FROM 340 EB TO ROUTE 17; FREDERICK MD	7/1/2023 1:48:56PM
EK1	C23-34187 Box: 725K	SpecialEvtntFire 235 SAM MICHAELS LN; SAM MICHAELS PARK; Shen Junction Area	7/1/2023 4:52:11PM

IFC

Total Agency for Period: 26

D4	C23-32849 Box: 400	UnkwnMedical-D 31 JEFFERSON CROSSING WAY; MARTINS GAS STATION; Jeff Xing	6/25/2023 12:54:34PM
E4	C23-32864 Box: 400	CardacArst-E+++ 241 PROSPECT AVE; Charles Town	6/25/2023 2:16:36PM
E4	C23-32946 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	6/25/2023 11:02:37PM
E4	C23-33052 Box: 100	Stroke-C 300 CHENEY AVE; Bolivar	6/26/2023 12:38:05PM
R4	C23-33171 Box: 400M	TrblBreathing-D 151 AUGUSTINE AVE # 3R; CHARLES TOWERS APARTMENTS; Charles T	6/26/2023 8:32:09PM
E4	C23-33260 Box: 435K	StructureFire 293 RIDGE RD; Shen Junction Area	6/27/2023 8:10:06AM
E4	C23-33288 Box: 400	MVAInjury THE DUALS; Charles Town	6/27/2023 10:21:10AM
E4	C23-33321 Box: 400	FireAlarmComm 40 FLOWING SPRINGS WAY; WALGREENS CHARLES TOWN; Charles Town	6/27/2023 1:51:16PM
E4	C23-33324 Box: 330K	StructureFire 207 KEARNEYSVILLE PIKE; Kearneysville	6/27/2023 1:57:26PM
E4	C23-33360 Box: 415	Fall-B 36 OVERBROOK RD; Shenandoah Springs	6/27/2023 4:05:10PM
E4	C23-33399 Box: 410	OutsideFire 76 COTTONTAIL DR; Briar Run Estates	6/27/2023 6:54:23PM
	C23-33419 Box: 405	UnkwnMedical-B 107 W 6TH AVE; Ranson	6/27/2023 8:59:49PM
FP4	C23-33448 Box: 405	UnconsPerson-C 408 N FAIRFAX BLVD; Ranson	6/28/2023 12:35:05AM
E4	C23-33685 Box: 405	FireAlarmComm 302 N MILDRED ST; COMCAST; Ranson	6/29/2023 7:17:54AM
D4	C23-33689 Box: 400	TransformerFire NEW PLUM TREE CT & CHERRY TREE DR; Charles Town	6/29/2023 8:03:03AM
E4	C23-33721 Box: 405	OutsideFire RR XING CRANES LN NEAR GRASSDALE ST; Ranson	6/29/2023 11:00:14AM
E4	C23-33826 Box: 400	FireAlarmResdnt 136 HIGGS BLVD; Charles Town	6/29/2023 8:09:39PM
R4	C23-33929 Box: 400	MVAInjury THE DUALS; Charles Town	6/30/2023 10:06:01AM
E4	C23-33975 Box: 400	Fall-B 524 S GEORGE ST # F5; WASHINGTON VILLAGE APTS; Ch Town	6/30/2023 2:03:03PM
R4	C23-34048 Box: 415	IllnessCO-D+++ 91 BELGIAN WAY; Breckenridge	6/30/2023 8:50:09PM
D4	C23-34094 Box: 405	UnconsPers-D+++ 110 S MILDRED ST; 7 ELEVEN RANSON; Ranson Lancaster Cir	7/1/2023 2:11:36AM
E4	C23-34154 Box: 620K	StructureFire 76 SHADY ACRES LN; Shady Acres	7/1/2023 12:44:51PM
E4	C23-34185 Box: 400	IllegalBurn 310 W LIBERTY ST; Charles Town	7/1/2023 4:33:06PM
E4	C23-34206 Box: 410	FireAlarmResdnt 1213 N FAIRFAX BLVD; Fairfax Crossing	7/1/2023 6:38:54PM
E4	C23-34211 Box: 400	UnkwnMedical-D 868 E WASHINGTON ST; 7 ELEVEN JEFFERSON AVE AT RT 51; Charle	7/1/2023 6:53:00PM
E4	C23-34216 Box: 400	FireAlarmResdnt 120 S WATER ST; Charles Town	7/1/2023 7:32:43PM

MFC**Total Agency for Period: 18**

RE6	C23-32859 Box: 600K	OutsideFire 16 OLD LEETOWN PIKE; HOUSE OF FABRICS SHOP; Leetown	6/25/2023 1:51:08PM
CH6	C23-32860 Box: 610K	BrushFire 4340 SULPHUR SPRINGS RD; Leetown Area	6/25/2023 1:57:16PM
U6	C23-33045 Box: 610K	ChestPain-D 383 BLACK WALNUT DR; Hidden River	6/26/2023 11:56:45AM
RE6	C23-33128 Box: 630K	SickPerson-B 1925 BRUCETOWN RD; Middleway Area	6/26/2023 5:17:56PM
U6	C23-33181 Box: 620K	SickPerson-O 24 CHILDERS FARM LN; Summit Point Area	6/26/2023 9:10:36PM
K6	C23-33260 Box: 435K	StructureFire 293 RIDGE RD; Shen Junction Area	6/27/2023 8:10:06AM
RE6	C23-33324 Box: 330K	StructureFire 207 KEARNEYSVILLE PIKE; Kearneysville	6/27/2023 1:57:26PM
U6	C23-33445 Box: 405	Fall-B 51 SUMMERS CT # 610; CRANES MEADOW APTS; Ranson Area	6/28/2023 12:02:30AM
U6	C23-33448 Box: 405	UnconsPerson-C 408 N FAIRFAX BLVD; Ranson	6/28/2023 12:35:05AM
U6	C23-33450 Box: 215X	OvrDsePosn-E+++ 106 JEFFERSON TERRACE RD; MOTEL 6; Charles Town Area	6/28/2023 12:55:46AM
D6	C23-33452 Box: 400M	ChestPain-C 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	6/28/2023 1:04:45AM
U6	C23-33610 Box: 630K	AbdPain-A 889 LOGANS RUN DR; Happy Creek	6/28/2023 8:40:35PM
RE6	C23-33812 Box: 610K	ChestPain-D 180 LADY BUG LN; Day Subdv	6/29/2023 6:48:52PM
RE6	C23-33816 Box: 600K	InvestOdorIn 244 TEL FARM LN; Middleway Area	6/29/2023 7:17:25PM
E6	C23-34018 Box: 600K	OutsideFire 9814 LEETOWN RD; Middleway Area	6/30/2023 5:14:02PM
U6	C23-34025 Box: 335K	OvrDosePoison-D 4801 BOWERS RD; Kearneysville Area	6/30/2023 5:46:11PM
RE6	C23-34154 Box: 620K	StructureFire 76 SHADY ACRES LN; Shady Acres	7/1/2023 12:44:51PM
B6	C23-34187 Box: 725K	SpecialEvtFire 235 SAM MICHAELS LN; SAM MICHAELS PARK; Shen Junction Area	7/1/2023 4:52:11PM

SFD**Total Agency for Period: 14**

EMS3	C23-32837 Box: 330X	Stroke-C 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	6/25/2023 11:31:40AM
EMS3	C23-32905 Box: 300	UnkwnMedical-B 51 MADDEX DR; Shepherdstown Area	6/25/2023 6:15:52PM
RE3	C23-32946 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	6/25/2023 11:02:37PM
CN3	C23-33260 Box: 435K	StructureFire 293 RIDGE RD; Shen Junction Area	6/27/2023 8:10:06AM
RE3	C23-33324 Box: 330K	StructureFire 207 KEARNEYSVILLE PIKE; Kearneysville	6/27/2023 1:57:26PM
E3	C23-33711 Box: 300	StructureFire 540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	6/29/2023 9:47:30AM
B3	C23-33741 Box:	MutualAidFire MILLERS SAWMILL NR HARPERS FERRY RD	6/29/2023 1:57:11PM
K3	C23-33745 Box: 350K	OutsideFire RIVER RD & PACK HORSE FORD DR; Packhorse Ford	6/29/2023 2:16:24PM
B3	C23-33754 Box: 355K	OutsideFire SHEPHERDSTOWN PIKE & ENGLE MOLERS RD; Shepherdstown Area	6/29/2023 2:49:10PM
T3	C23-33959 Box: 325X	FireAlarmComm 698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	6/30/2023 12:45:28PM
EMS3	C23-33970 Box: 300	SEND-SickPerson 95 DEVON WAY; Chaplins Choice	6/30/2023 1:38:27PM
E3	C23-34025 Box: 335K	OvrdosePoison-D 4801 BOWERS RD; Kearneysville Area	6/30/2023 5:46:11PM
RE3	C23-34044 Box: 300	Stroke-C 4540 KEARNEYSVILLE PIKE; Shepherdstown Area	6/30/2023 8:25:27PM
B3	C23-34187 Box: 725K	SpecialEvtntFire 235 SAM MICHAELS LN; SAM MICHAELS PARK; Shen Junction Area	7/1/2023 4:52:11PM



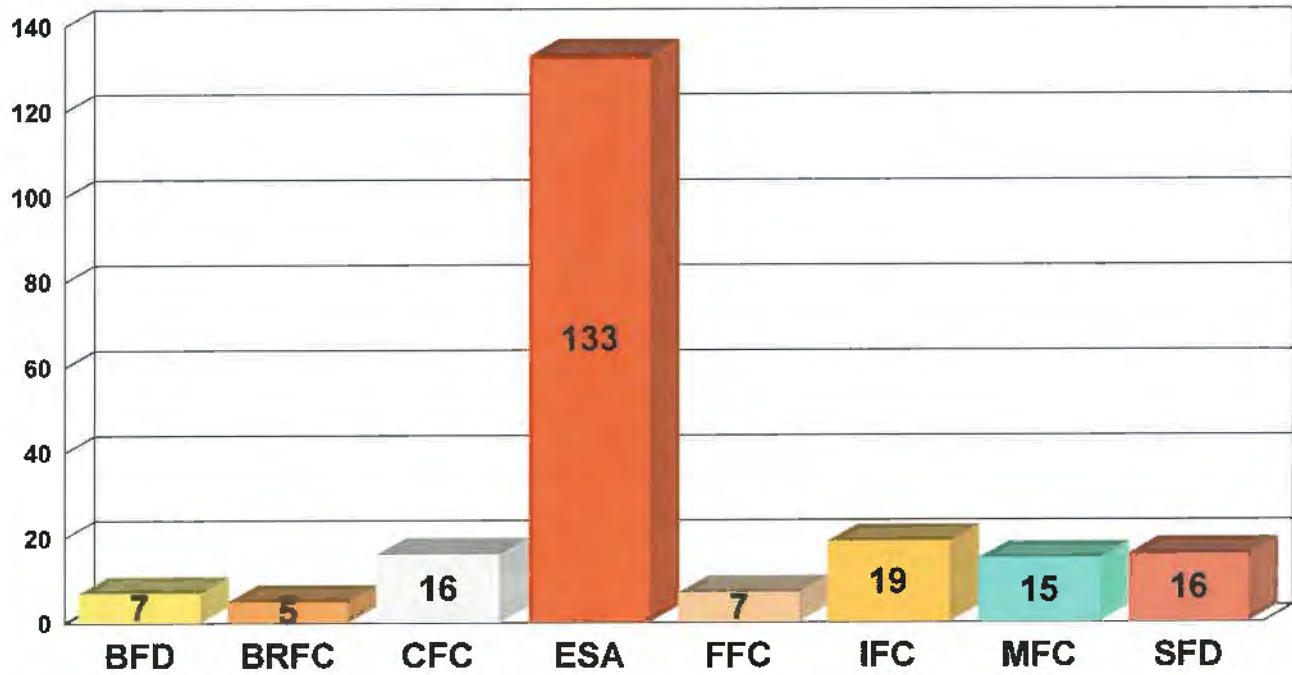
Jefferson County Emergency Communications Fire and EMS Activity Report

Weekly Activity Report for Fire & EMS for the LAST FULL WEEK showing CAD calls dispatched to each fire/EMS agency & the total count for the week. The unit depicted on this report is the initial unit assigned from the agency shown.

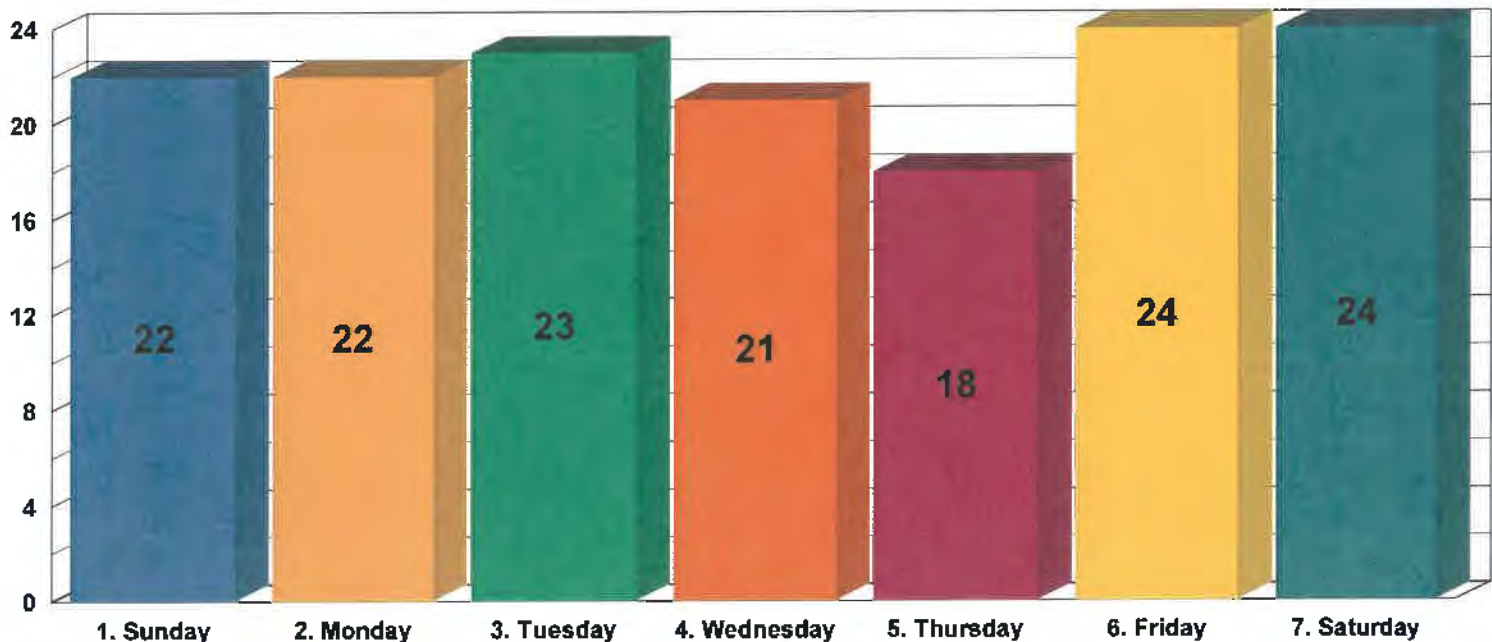
From 07/02/2023 to 07/08/2023

Total Incidents: **154**

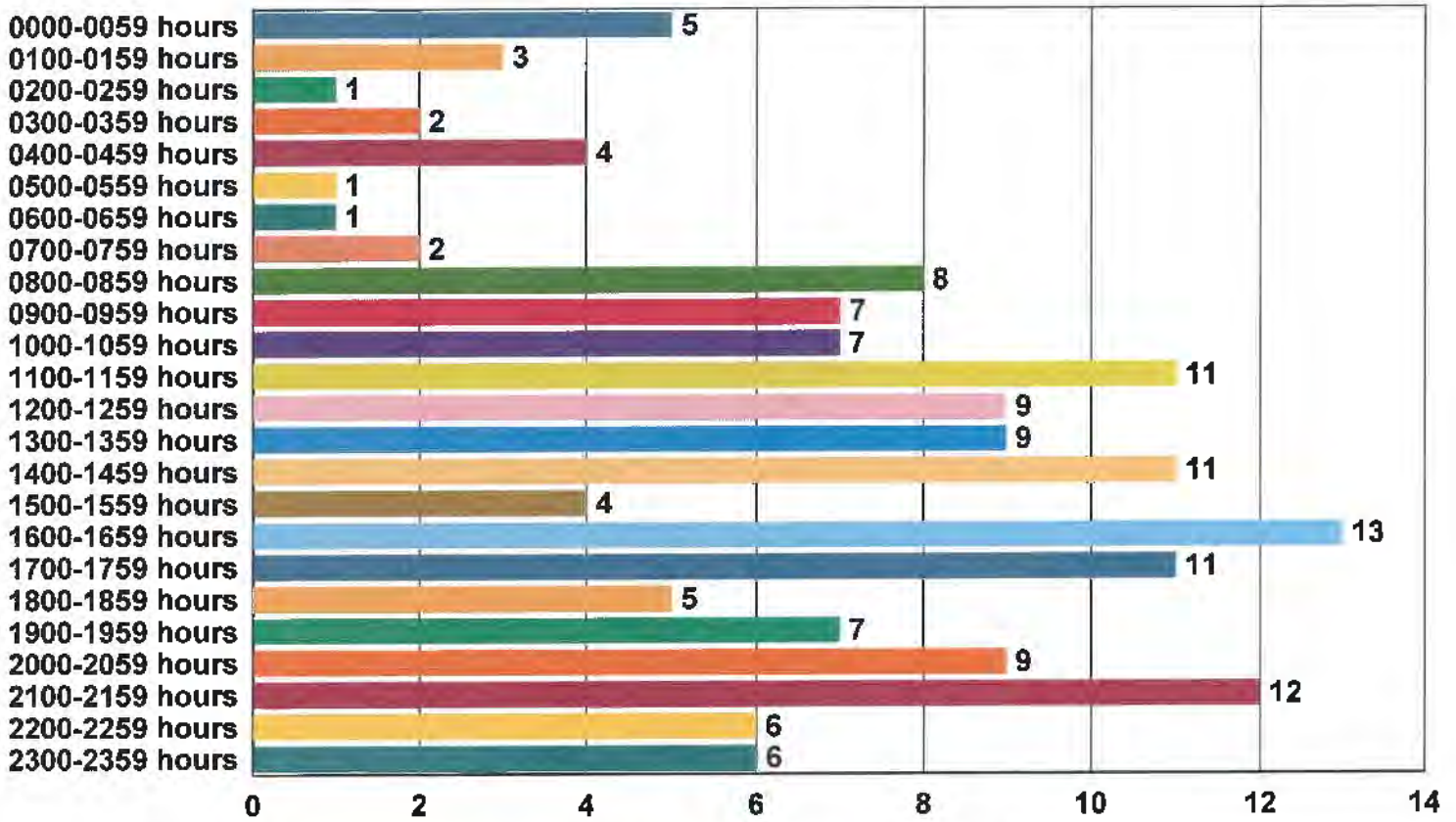
Incidents, by Agency



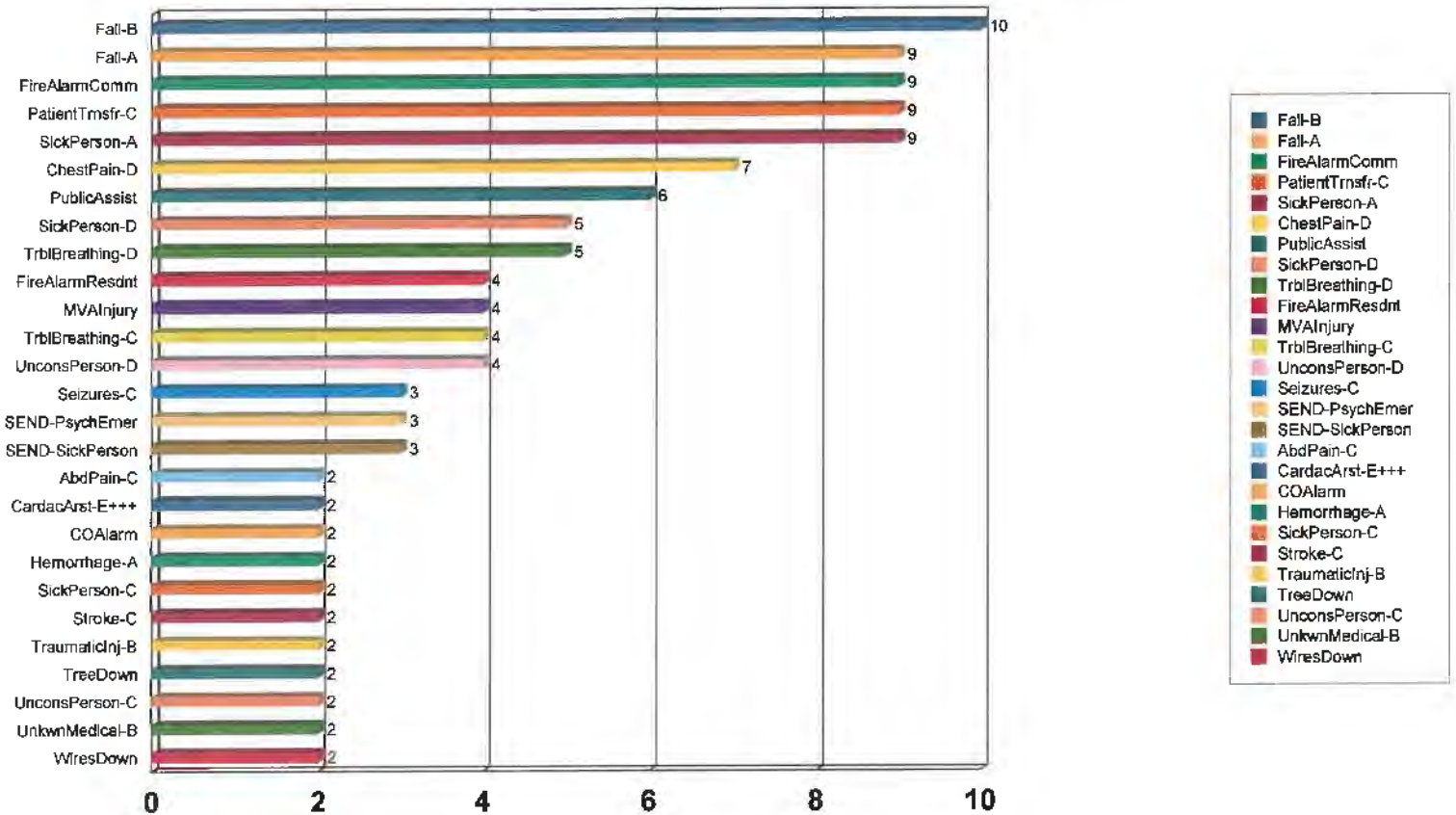
Incidents, by day of week



Incidents, by hour



Most Commonly Dispatched Nature Codes



BFD**Total Agency for Period: 7**

E7	C23-34330 Box: 723K	FireAlarmResdnt 519 CHESSIE LN; Engle Crossing	7/2/2023 12:30:18PM
E7	C23-34469 Box: 733K	FireAlarmResdnt 1065 UVILLA RD; Molers Crossroads	7/3/2023 8:23:22AM
CH7	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
E7	C23-34666 Box: 710K	PublicAssist 63 BRENTWOOD CT; Bakerton Area	7/4/2023 8:00:01AM
BT72	C23-34754 Box: RB1A	MutualAidRiver RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	7/4/2023 4:47:51PM
D7	C23-34783 Box: 700K	CardacArst-E+++ 47 MORNING CALM LN; Riverview Estates	7/4/2023 7:17:33PM
ACH7	C23-34974 Box: 737K	BrushFire ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	7/5/2023 1:50:34PM

BRFC**Total Agency for Period: 5**

RE5	C23-34271 Box: 570K	TreeDown 3868 MISSION RD; SHANNONDALE SPRINGS CHAPEL; Near Gate Five	7/2/2023 1:58:27AM
RE5	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tusawilla Hills	7/3/2023 6:33:44PM
RE5	C23-34599 Box: 560K	Seizures-D 890 LAKESIDE DR; Shamondale East	7/3/2023 9:18:12PM
RE5	C23-34873 Box: 100K	MVAInjury CHESTNUT HILL RD & WILLIAM L WILSON FWY; Near Rt 340; Harper	7/5/2023 4:38:08AM
RE5	C23-35357 Box: 560K	WiresDown LOWER CLUBHOUSE DR & HUCKLEBERRY LN; Shamondale East	7/7/2023 3:51:19PM

CFC

Total Agency for Period: 16

E2	C23-34271 Box: 570K	TreeDown 3868 MISSION RD; SHANNONDALE SPRINGS CHAPEL; Near Gate Five	7/2/2023 1:58:27AM
E2	C23-34276 Box: 205	PublicAssist 561 RIDER CT; Charles Town	7/2/2023 3:17:38AM
EK2	C23-34347 Box: 230K	FireAlarmResdnt 5232 KABLETOWN RD; Kabletown Area	7/2/2023 2:11:25PM
E2	C23-34385 Box: 255	GasLeakInside 25 BATTLEFIELD DR; Huntfield	7/2/2023 5:43:29PM
LT2	C23-34501 Box: 215X	MVAHitRunInjury 29 KEYES FERRY RD STE 100; TRUIST BANK CHARLES TOWN; CT Area	7/3/2023 12:23:59PM
E2	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
E2	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tuscowilla Hills	7/3/2023 6:33:44PM
E2	C23-34580 Box: 215K	PDAssist WALMART LIGHT; Charles Town Area	7/3/2023 7:31:45PM
T2	C23-34778 Box: 405	ApplianceFire 251 AUTUMN DR # 801; CRANES MEADOW AP'IS; Ranson Area	7/4/2023 6:44:22PM
T2	C23-34931 Box: 400M	FireAlarmComm 151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 10:22:31AM
T2	C23-34967 Box: 671X	FireAlarmComm 33 J CHRISTOPHER STEVENS WAY; SPARC WAREHOUSE; SPARC Trng Ar	7/5/2023 1:21:56PM
T2	C23-35049 Box: 330K	FireAlannComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/5/2023 9:52:35PM
T2	C23-35092 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/6/2023 4:53:21AM
T2	C23-35363 Box: 400	FireAlarmComm 741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town	7/7/2023 4:24:13PM
E2	C23-35421 Box: 490	VehicleFire TALL OAK DR & BERKELEY DR; Tuscowilla Hills	7/7/2023 10:00:22PM
EK2	C23-35425 Box: 255	FireAlarmResdnt 244 UNION RIDGE DR; Huntfield	7/7/2023 10:18:34PM

ESA

Total Agency for Period: 133

M1108	C23-34283 Box: 215X	UnkwnMedical-ID 1147 MARLOWE RD; ALDI GROCERY STORE; Charles Town Area	7/2/2023 5:21:49AM
M1109	C23-34297 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/2/2023 8:04:00AM
M1106	C23-34300 Box: 110K	Fall-A 800BLK SHORELINE DR; Bolivar Area	7/2/2023 8:20:20AM
M1102	C23-34308 Box: 405	TrblBreathing-C 402 W 5TH AVE; Ranson	7/2/2023 9:08:26AM
M1102	C23-34323 Box: 400	UnconsPerson-C 413 W AVIS ST; WAINWRIGHT BAPTIST CHURCH; Charles Town	7/2/2023 11:06:16AM
M1109	C23-34339 Box: 560K	Fall-B 290 RED FOX RD; Shannondale East	7/2/2023 1:32:13PM
M1104	C23-34345 Box: 301S	FireAlarmComm 210 N KING ST; STUDENT CENTER SHEP UNIV; Shepherd University	7/2/2023 2:10:04PM
M1105	C23-34347 Box: 230K	FireAlarmResdnt 5232 KABLETOWN RD; Kabletown Area	7/2/2023 2:11:25PM
M1102	C23-34359 Box: 405	SickPerson-A 521 GRASSDALE ST; Ranson	7/2/2023 2:45:30PM
M1105	C23-34366 Box: 215X	PatientTrnsfr-C 912 SOMERSET BLVD STE 102; WVU URGENT CARE; by ALDIs	7/2/2023 3:09:16PM
M1108	C23-34377 Box: 710K	TrblBreathing-C 211 BUFFLEHEAD DR; Canvasback Ridge	7/2/2023 4:22:14PM
M1103	C23-34379 Box: 405	PublicAssist 206 W 5TH AVE; Ranson	7/2/2023 4:26:17PM
M1105	C23-34385 Box: 255	GasLeakInside 25 BATTLEFIELD DR; Huntfield	7/2/2023 5:43:29PM
M1109	C23-34394 Box: 400	SEND-PsychEmer FLOWING SPRINGS RD AT RT 9 ON BRIDGE; Ranson Exit	7/2/2023 7:32:15PM
M1103	C23-34413 Box: 630K	SickPerson-A 276 KING ST; Middleway	7/2/2023 9:34:34PM
M1104	C23-34416 Box: 305K	PublicAssist 6690 MARTINSBURG PIKE; Shepherdstown Area	7/2/2023 9:42:45PM
M1105	C23-34417 Box: 415	TrblBreathing-D 113 OXFORD WAY; Cambridge	7/2/2023 9:43:15PM
M1104	C23-34435 Box: 330K	TrblBreathing-D 3504 WARM SPRINGS RD; Shepherdstown Area	7/3/2023 12:19:22AM
M1109	C23-34461 Box: 235	SEND-SickPerson CHARLES TOWN RD & GRAPES WAY; Charles Town Area	7/3/2023 4:48:05AM
A1102	C23-34471 Box: 405	AbdPain-C 17 SUMMERS CT # 503; CRANES MEADOW APTS; Ranson Area	7/3/2023 8:57:39AM
M1104	C23-34475 Box: 300M	UnconsPerson-A 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	7/3/2023 9:34:21AM
M1105	C23-34482 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	7/3/2023 10:23:44AM
A1102	C23-34501 Box: 215X	MVAHitRunInjury 29 KEYES FERRY RD STE 100; TRUIST BANK CHARLES TOWN; CT Area	7/3/2023 12:23:59PM
M1104	C23-34517 Box: 390	TrblBreathing-D 346 CIRRUS WAY; Quail Ridge	7/3/2023 1:30:57PM
M1105	C23-34528 Box: 355K	AllergicReact-A 207 HERITAGE DR; Glenn Meadows	7/3/2023 2:09:09PM
M1109	C23-34534 Box: 215X	UnconsPerson-D 107 KEYES FERRY RD; GORILLA FIREWORKS SUPERCENTER; Charles T	7/3/2023 2:29:41PM

M1103	C23-34548 Box: 440K	ChestPain-C 84 MAGAHA ST; Megwilly Village	7/3/2023 4:54:12PM
M1105	C23-34558 Box: 610K	SickPerson-C 1804 WIDE HORIZON BLVD; Wide Horizon	7/3/2023 5:30:21PM
M1109	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
M1104	C23-34561 Box: 405	Fall-B 203 S REYMANN ST; Ranson	7/3/2023 5:37:22PM
M1103	C23-34567 Box: 400M	SEND-UnknownMed 151 AUGUSTINE AVE # 2L; CHARLES TOWERS APARTMENTS; Charles T	7/3/2023 6:10:34PM
A1102	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tuscowilla Hills	7/3/2023 6:33:44PM
A1108	C23-34595 Box: 510K	AllergicReact-C 47 GOODE LN; Wide River Farm	7/3/2023 8:59:16PM
M1103	C23-34598 Box: 400	SickPerson-C 439 EUCLID AVE; Charles Town	7/3/2023 9:13:35PM
M1109	C23-34599 Box: 560K	Seizures-D 890 LAKESIDE DR; Shannondale East	7/3/2023 9:18:12PM
M1103	C23-34626 Box: 490	TrblBreathing-C 1093 TUSCAWILLA DR; Tuscowilla Hills	7/3/2023 11:47:18PM
M1103	C23-34630 Box: 400M	UnkwnMedical-B 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	7/4/2023 12:47:02AM
A1108	C23-34666 Box: 710K	PublicAssist 63 BRENTWOOD CT; Bakerton Area	7/4/2023 8:00:01AM
M1104	C23-34669 Box: 310K	ChestPain-D 353 GARDNERS LN; Shepherdstown Area	7/4/2023 8:27:40AM
M1103	C23-34680 Box: 400	Seizures-C 106 4TH ST; Charles Towu	7/4/2023 9:31:50AM
M1109	C23-34688 Box: 400	Fall-D 609 S SEMINARY ST; Charles Town	7/4/2023 10:27:21AM
M1105	C23-34708 Box: 265K	Fall-B 106 SPRUCE HILL WAY; Spruce Hill	7/4/2023 11:59:09AM
M1109	C23-34709 Box: 560K	Fall-A 46 ALTA VISTA DR; Shannondale East	7/4/2023 12:02:54PM
A1102	C23-34711 Box: 400M	AbdPain-C 151 AUGUSTINE AVE # 3R; CHARLES TOWERS APARTMENTS; Charles T	7/4/2023 12:05:42PM
M1103	C23-34712 Box: 415	ChestPain-D 60 WALKER CT; Breckenridge	7/4/2023 12:09:32PM
M1103	C23-34727 Box: 640K	TraumaticInj-B 10 SHIRLEY RD; Summit Point Area	7/4/2023 2:27:24PM
M1105	C23-34741 Box: 415K	Stroke-C 112 SAWMILL CT; Ranson Area	7/4/2023 3:51:17PM
M1109	C23-34749 Box: 405	UnconsPers-D+++ 401 N MILDRED ST; BUDGET INN RANSON; Ranson	7/4/2023 4:25:29PM
M1108	C23-34754 Box: RB1A	MutualAidRiver RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	7/4/2023 4:47:51PM
M1105	C23-34771 Box: 420K	SickPerson-A 348 4TH ST; Shenandoah Junction	7/4/2023 5:52:07PM
M1109	C23-34778 Box: 405	ApplianceFire 251 AUTUMN DR # 801; CRANES MEADOW APTS; Ranson Area	7/4/2023 6:44:22PM
M1104	C23-34783 Box: 700K	CardacArst-E+++ 47 MORNING CALM LN; Riverview Estates	7/4/2023 7:17:33PM

M1103	C23-34785 Box: 110	SEND-TraumaInj 4328 WILLIAM L WILSON FWY; CLARION INN RT 340; Bolivar Area	7/4/2023 7:18:59PM
M1109	C23-34791 Box: 700K	SEND-PsychEmer 47 MORNING CALM LN; Riverview Estates	7/4/2023 8:02:46PM
M1103	C23-34806 Box: 600K	Fall-A 79 MARSHALL ST; Middleway Area	7/4/2023 9:15:18PM
M1105	C23-34818 Box: 550K	ChestPain-D 424 MISSION RD; Mannings Area	7/4/2023 10:06:34PM
M1105	C23-34846 Box: 400	CardiacArst-E+++ 310 W LIBERTY ST; Charles Town	7/4/2023 11:45:47PM
M1108	C23-34873 Box: 100K	MVAInjury CHESTNUT HILL RD & WILLIAM L WILSON FWY; Near Rt 340; Harper	7/5/2023 4:38:08AM
M1109	C23-34884 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/5/2023 7:34:11AM
M1105	C23-34886 Box: 410	UnconsPerson-C 230 OAK LEE DR; HOME DEPOT STORE; Potomac Twn Ctr	7/5/2023 7:45:36AM
M1109	C23-34908 Box: 100	DiabeticEmerg-A 58 FADELEY WAY; Bolivar	7/5/2023 9:11:51AM
M1105	C23-34931 Box: 400M	FireAlarmComm 151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 10:22:31AM
M1109	C23-34943 Box: 230K	SickPerson-D 1108 AVON BEND RD; Avon Bend	7/5/2023 11:31:21AM
A1102	C23-34946 Box: 400M	Fall-B 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 11:41:42AM
M1104	C23-34956 Box: 330K	MVAInjury LEE TOWN RD & CHARLES TOWN RD; Kearneysville	7/5/2023 12:36:32PM
M1105	C23-34960 Box: 430	Fall-B 179 E BURR BLVD # A; FRESNIUS KIDNEY CARE; Burr Park N	7/5/2023 1:00:18PM
M1103	C23-34968 Box: 630K	TrblBrcathing-C 1925 BRUCETOWN RD; Middleway Area	7/5/2023 1:23:20PM
A1102	C23-34989 Box: 610X	MVAInjury 4806 MIDDLEWAY PIKE; HARDINGS SERVICE CENTER; Middleway Area	7/5/2023 2:59:43PM
M1103	C23-34998 Box: 400	Fall-B 208 E NORTH ST; CREAMERS WRECKER SERVICE; Charles Town	7/5/2023 4:13:31PM
M1105	C23-34999 Box: 490	PublicAssist 41 PINEHURST CT; Locust Hill	7/5/2023 4:14:05PM
M1109	C23-35011 Box: 570K	PsychEmrgncy-D 1010 JOHN BROWN FARM RD; John Brown Farm Mtn	7/5/2023 5:36:41PM
M1104	C23-35014 Box: 300	SEND-SickPerson 4904 KEARNEYSVILLE PIKE; Shepherdstown Area	7/5/2023 5:40:52PM
M1105	C23-35026 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/5/2023 7:19:58PM
M1103	C23-35050 Box: 400	UnconsPerson-D 401 W LIBERTY ST; Charles Town	7/5/2023 9:54:54PM
M1104	C23-35066 Box: 360K	Hemorrhage-A 7067 FLOWING SPRINGS RD; Shepherdstown Area	7/5/2023 11:28:53PM
M1101	C23-35072 Box: 745K	ChestPain-D 175 HARMONY LN; Riverside Acres	7/6/2023 12:22:15AM
M1102	C23-35098 Box: 400	SickPerson-D 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	7/6/2023 6:31:17AM
M1103	C23-35105 Box: 490	PublicAssist 41 PINEHURST CT; Locust Hill	7/6/2023 8:49:55AM

M1103	C23-35110 Box: 490	SickPerson-A 41 PINEHURST CT; Locust Hill	7/6/2023 9:19:50AM
M1102	C23-35119 Box: 405	TrblBreathing-D 104 TOPPER AVE # 104; Ranson	7/6/2023 9:58:01AM
M1104	C23-35125 Box: 733K	SickPerson-A 767 ACORN CIR; Oak Tree East	7/6/2023 10:45:39AM
M1102	C23-35133 Box: 605K	Stroke-C 111 OWLS NEST LN; Lectown Area	7/6/2023 11:24:42AM
M1103	C23-35148 Box: 620K	UnconsPerson-D 517 NEW MEADOW DR; Meadowlands	7/6/2023 1:06:05PM
M1109	C23-35168 Box: 205	Fall-A 431 JEFFERSON AVE; Charles Town	7/6/2023 3:09:32PM
M1105	C23-35178 Box: 230K	Fall-A 6338 KABLETOWN RD; Kabletown Area	7/6/2023 4:20:13PM
M1101	C23-35183 Box: 723K	ChestPain-ID 316 REDWOOD CT; Norwood	7/6/2023 4:41:05PM
M1103	C23-35199 Box: 405	Hemorrhage-A 279 ORCHARD DR; Orchard Hills	7/6/2023 5:59:27PM
M1109	C23-35221 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	7/6/2023 8:19:38PM
M1101	C23-35244 Box: 100	TreeDown WASHINGTON ST & CHURCH ST; Harpers Ferry	7/6/2023 10:28:43PM
M1101	C23-35245 Box: 110K	Fall-A 343 CAMPGROUND RD BLDG E; KOA POOL; Bolivar Area	7/6/2023 10:41:13PM
M1103	C23-35267 Box: 400M	TrblBreathing-D 151 AUGUSTINE AVE # 4D; CHARLES TOWERS APARTMENTS; Charles T	7/7/2023 1:57:55AM
M1109	C23-35268 Box: 405	Assault-D 123 W 7TH AVE # 8; Ranson	7/7/2023 2:04:21AM
M1105	C23-35290 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/7/2023 9:53:57AM
A1102	C23-35295 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/7/2023 10:02:41AM
M1103	C23-35304 Box: 405	Fall-A 109 AUTUMN DR # 1007; CRANES MEADOW APTS; Ranson Area	7/7/2023 10:57:25AM
M1103	C23-35307 Box: 490	SickPerson-A 41 PINEHURST CT; Locust Hill	7/7/2023 11:08:44AM
M1109	C23-35308 Box: 405	DiabeticEmerg-C 507 GRASSDALE ST; Ranson	7/7/2023 11:11:55AM
M1105	C23-35309 Box: 560K	AnimalBite-B 776 VALLEY VIEW RD; Shannondale East	7/7/2023 11:15:06AM
A1102	C23-35328 Box: 610K	SEND-PsychEmer 180 LADY BUG LN; Day Subdv	7/7/2023 12:44:03PM
M1103	C23-35339 Box: 490	PsychEmrgncy-C 135 DOUGLAS DR; Tuscowilla Hills	7/7/2023 2:02:14PM
M1105	C23-35351 Box: 215X	SickPerson-A 106 JEFFERSON TERRACE RD; MOTEL 6; Charles Town Area	7/7/2023 2:52:28PM
M1104	C23-35369 Box: 301S	HeatExposure-B 301 N KING ST; IKENBERRY HALL SHEP UNIV; Shepherd University	7/7/2023 4:40:24PM
M1109	C23-35372 Box: 560K	Fall-B 2075 LAKESIDE DR; Shannondale East	7/7/2023 5:03:47PM
M1103	C23-35404 Box: 400	SickPerson-D 401 W LIBERTY ST; Charles Town	7/7/2023 8:20:50PM

M1105	C23-35407 Box: 205	TraumaticInj-A 801 S MILDRED ST; JEFFERSON PARK POOL HOUSE; Charles Town	7/7/2023 8:28:52PM
M1109	C23-35410 Box: 215	SickPerson-D 216 FULTON AVE; Patrick Henry Ests	7/7/2023 8:54:22PM
M1105	C23-35414 Box: 465K	Fall-A 184 LOCUST HILL DR; Pembroke Grove	7/7/2023 9:26:54PM
M1103	C23-35421 Box: 490	VehicleFire TALL OAK DR & BERKELEY DR; Tuscowilla Hills	7/7/2023 10:00:22PM
M1104	C23-35422 Box: 350K	Fall-B 118 OAKWOOD DR; Oakwood	7/7/2023 10:08:30PM
M1103	C23-35435 Box: 400X	SEND-SickPerson 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	7/7/2023 11:42:54PM
M1104	C23-35437 Box: 300	UnkwnMedical-B 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	7/7/2023 11:55:48PM
M1105	C23-35441 Box: 400	UnconsPerson-D 100 HICKORY TREE CT # 503; WILLOW SPRG FARM APT; Ch Town	7/8/2023 12:15:58AM
M1103	C23-35445 Box: 400X	SEND-ChestPain 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	7/8/2023 12:23:42AM
M1109	C23-35455 Box: 560K	PsychEmrgncy-B 890 LAKESIDE DR; Shannondale East	7/8/2023 1:11:36AM
M1109	C23-35473 Box: 550K	Hemorrhage-D 136 BLUE BIRD LN; Shannondale East	7/8/2023 8:30:38AM
M1101	C23-35495 Box: 700K	TraumaticInj-B 1473 CARTER AVE; Bakerton	7/8/2023 11:20:21AM
M1105	C23-35498 Box: 100	Fall-B 56 TAYLOR ST; Bofivar	7/8/2023 11:27:42AM
M1109	C23-35499 Box: 230K	Seizures-C 78 FAIRVIEW DR; Fairview Place	7/8/2023 11:28:00AM
M1103	C23-35502 Box: 100	SEND-TrblBreath 744 SHENANDOAH ST; A PLACE IN TIME MUSEUM; Harpers Ferry	7/8/2023 12:01:49PM
A1102	C23-35507 Box: 410	PsychEmrgncy-O 1205 STEED ST; Fairfax Crossing	7/8/2023 12:20:12PM
M1103	C23-35515 Box: 620K	MVAInjury MIDDLEWAY PIKE & ROSE HILL DR; Middleway Area; Rose Hill Est	7/8/2023 1:15:50PM
A1102	C23-35523 Box: 400	Fall-B 110 AUGUSTINE AVE; Charles Town	7/8/2023 2:27:26PM
A1102	C23-35533 Box: 400	SickPerson-A 741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town	7/8/2023 4:25:38PM
M1104	C23-35538 Box: 300	SEND-Allergic 8052 MARTINSBURG PIKE; SHEPHERDSTOWN FIRE COMPANY 3; ST Area	7/8/2023 5:18:51PM
M1105	C23-35544 Box: 415	ChestPain-D 34 BOXWOOD LN; Walnut Grove	7/8/2023 5:46:40PM
M1109	C23-35546 Box: 215X	ChestPain-D 912 SOMERSET BLVD # 102; WVU URGENT CARE; by ALDIs	7/8/2023 6:09:00PM
M1105	C23-35561 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	7/8/2023 7:00:51PM
M1103	C23-35564 Box: 400M	SickPerson-D 151 AUGUSTINE AVE # 2L; CHARLES TOWERS APARTMENTS; Charles T	7/8/2023 7:26:36PM
M1105	C23-35569 Box: 400X	SEND-UnconsPers 580 FINISH LINE AVE; CASINO LOADING DOCK ENTRANCE; Ranson	7/8/2023 8:02:03PM
M1109	C23-35570 Box: 215K	Fall-A 13 AUBREY CT; Schaeffers Xrds	7/8/2023 8:11:50PM

M1109	C23-35574 Box: 215X	HeatExposure-C 62 SOMERSET BLVD; DOLLAR GENERAL SOMERSET; Charles Town Area	7/8/2023 8:43:09PM
M1101	C23-35579 Box: 160K	SickPerson-A 326 OREGON TRL; Conestoga	7/8/2023 9:12:50PM
M1103	C23-35585 Box: 400	Seizures-C 531 S GEORGE ST; Charles Town	7/8/2023 9:40:20PM

FFC**Total Agency for Period: 7**

DI	C23-34300 Box: 110K	Fall-A 800BLK SHORELINE DR; Bolivar Area	7/2/2023 8:20:20AM
EK1	C23-34330 Box: 723K	FireAlarmResdnt 519 CHESSIE LN; Engle Crossing	7/2/2023 12:30:18PM
RE1	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
RE1	C23-34783 Box: 700K	CardacArst-E+++ 47 MORNING CALM LN; Riverview Estates	7/4/2023 7:17:33PM
RE1	C23-34873 Box: 100K	MVAInjury CHESTNUT HILL RD & WILLIAM L. WILSON FWY; Near Rt 340; Harper	7/5/2023 4:38:08AM
B1	C23-34974 Box: 737K	BrushFire ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	7/5/2023 1:50:34PM
FP1	C23-35244 Box: 100	TreeDown WASHINGTON ST & CHURCH ST; Harpers Ferry	7/6/2023 10:28:43PM

IFC

Total Agency for Period: 19

E4	C23-34379 Box: 405	PublicAssist 206 W 5TH AVE; Ranson	7/2/2023 4:26:17PM
E4	C23-34385 Box: 255	GasLeakInside 25 BATTLEFIELD DR; Huntfield	7/2/2023 5:43:29PM
E4	C23-34394 Box: 400	SEND-PsychEmer FLOWING SPRINGS RD AT RT 9 ON BRIDGE; Ranson Exit	7/2/2023 7:32:15PM
R4	C23-34559 Box: 215K	MVAEntrapmnt WALMART LIGHT; Charles Town Area	7/3/2023 5:30:49PM
E4	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tuscowilla Hills	7/3/2023 6:33:44PM
E4	C23-34646 Box: 405	COAlarm 130 W BELTLINE AVE; JIMS AUTO REPAIR; Ranson	7/4/2023 3:58:18AM
U4	C23-34754 Box: RB1A	MutualAidRiver RB1A POTOMAC RIVER ACCESS AT THE POINT HF WC TAC3 OPS	7/4/2023 4:47:51PM
E4	C23-34778 Box: 405	ApplianceFire 251 AUTUMN DR # 801; CRANES MEADOW APTS; Ranson Area	7/4/2023 6:44:22PM
E4	C23-34783 Box: 700K	CardacArst-E+++ 47 MORNING CALM LN; Riverview Estates	7/4/2023 7:17:33PM
E4	C23-34846 Box: 400	CardacArst-E+++ 310 W LIBERTY ST; Charles Town	7/4/2023 11:45:47PM
E4	C23-34931 Box: 400M	FireAlarmComm 151 AUGUSTINE AVE # 2G; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 10:22:31AM
E4	C23-34946 Box: 400M	Fall-B 151 AUGUSTINE AVE # 5H; CHARLES TOWERS APARTMENTS; Charles T	7/5/2023 11:41:42AM
R4	C23-34956 Box: 330K	MVAInjury LEETOWN RD & CHARLES TOWN RD; Kearneysville	7/5/2023 12:36:32PM
R4	C23-34960 Box: 430	Fall-B 179 E BURR BLVD # A; FRESINIUS KIDNEY CARE; Burr Park N	7/5/2023 1:00:18PM
E4	C23-34999 Box: 490	PublicAssist 41 PINEHURST CT; Locust Hill	7/5/2023 4:14:05PM
E4	C23-35105 Box: 490	PublicAssist 41 PINEHURST CT; Locust Hill	7/6/2023 8:49:55AM
E4	C23-35363 Box: 400	FireAlarmComm 741 E WASHINGTON ST; ROADWAY INN AND SUITES; Charles Town	7/7/2023 4:24:13PM
E4	C23-35421 Box: 490	VehicleFire TALL OAK DR & BERKELEY DR; Tuscowilla Hills	7/7/2023 10:00:22PM
E4	C23-35525 Box: 425K	OutsideFire FLOWING SPRINGS RD & JOB CORPS RD; Sheu Junction Area	7/8/2023 2:45:43PM

MFC

Total Agency for Period: 15

CN6	C23-34336 Box: 605D	WiresDown 290 MEADOW BLUFF LN; Kearneysville Area	7/2/2023 1:25:31PM
U6	C23-34413 Box: 630K	SickPerson-A 276 KING ST; Middleway	7/2/2023 9:34:34PM
U6	C23-34558 Box: 610K	SickPerson-C 1804 WIDE HORIZON BLVD; Wide Horizon	7/3/2023 5:30:21PM
K6	C23-34571 Box: 490	StructureFire 41 NEWINGTON CT S; Tuscowilla Hills	7/3/2023 6:33:44PM
U6	C23-34727 Box: 640K	TraumaticInj-B 10 SHIRLEY RD; Summit Point Area	7/4/2023 2:27:24PM
RE6	C23-34801 Box:	MutualAidFire 2600blk Middleway Pike	7/4/2023 9:03:59PM
U6	C23-34967 Box: 671X	FireAlarmComm 33 J CHRISTOPHER STEVENS WAY; SPARC WAREHOUSE; SPARC Trng Ar	7/5/2023 1:21:56PM
RE6	C23-34968 Box: 630K	TrblBreathing-C 1925 BRUCETOWN RD; Middleway Area	7/5/2023 1:23:20PM
U6	C23-34989 Box: 610X	MVAInjury 4806 MIDDLEWAY PIKE; HARDINGS SERVICE CENTER; Middleway Area	7/5/2023 2:59:43PM
U6	C23-35133 Box: 605K	Stroke-C 111 OWLS NEST LN; Lcetown Area	7/6/2023 11:24:42AM
U6	C23-35148 Box: 620K	UnconsPerson-D 517 NEW MEADOW DR; Meadowlands	7/6/2023 1:06:05PM
U6	C23-35328 Box: 610K	SEND-PsychEmer 180 LADY BUG LN; Day Subdv	7/7/2023 12:44:03PM
K6	C23-35421 Box: 490	VehicleFire TALL OAK DR & BERKELEY DR; Tuscowilla Hills	7/7/2023 10:00:22PM
RE6	C23-35515 Box: 620K	MVAInjury MIDDLEWAY PIKE & ROSE HILL DR; Middleway Area; Rose Hill Est	7/8/2023 1:15:50PM
U6	C23-35553 Box: 455K	SpecialEvntFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	7/8/2023 6:30:44PM

SFD

Total Agency for Period: 16

T3	C23-34345 Box: 301S	FireAlarmComm 210 N KING ST; STUDENT CENTER SHEP UNIV; Shepherd University	7/2/2023 2:10:04PM
EMS3	C23-34416 Box: 305K	PublicAssist 6690 MARTINSBURG PIKE; Shepherdstown Area	7/2/2023 9:42:45PM
E3	C23-34430 Box: 305K	COAlarm 265 SPRING WARBLER WAY; Mecklenburg Heights	7/2/2023 11:40:05PM
E3	C23-34435 Box: 330K	TrblBreathing-D 3504 WARM SPRINGS RD; Shepherdstown Area	7/3/2023 12:19:22AM
E3	C23-34469 Box: 733K	FireAlarmResdnt 1065 UVILLA RD; Molers Crossroads	7/3/2023 8:23:22AM
E3	C23-34475 Box: 300M	UnconsPerson-A 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	7/3/2023 9:34:21AM
T3	C23-34480 Box: 301S	FireAlarmComm 604 UNIVERSITY DR; DUNLOP HALL SHEP UNIV; SU	7/3/2023 10:12:11AM
EMS3	C23-34517 Box: 390	TrblBreathing-D 346 CIRRUS WAY; Quail Ridge	7/3/2023 1:30:57PM
EMS3	C23-34528 Box: 355K	AllergicReact-A 207 HERITAGE DR; Glenn Meadows	7/3/2023 2:09:09PM
D3	C23-34669 Box: 310K	ChestPain-D 353 GARDNERS LN; Shepherdstown Area	7/4/2023 8:27:40AM
E3	C23-34956 Box: 330K	MVAInjury LEE TOWN RD & CHARLES TOWN RD; Kearneysville	7/5/2023 12:36:32PM
E3	C23-34974 Box: 737K	BrushFire ROLLING KNOLLS RD & ENGLE MOLERS RD; Molers Crossroads	7/5/2023 1:50:34PM
E3	C23-35049 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/5/2023 9:52:35PM
T3	C23-35088 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/6/2023 4:34:17AM
E3	C23-35092 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/6/2023 4:53:21AM
E3	C23-35176 Box: 330K	FireAlarmComm 665 NORTHPORT AVE; ROCKWOOL; Kearneysville Area	7/6/2023 4:15:41PM

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Russell Burgess

Department or Organization: Information Technology

Commission Meeting Date: July 20, 2023

Special Meeting Date (if necessary):

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

Hourly adjustment for part time employee

Please provide a description of your request or presentation, including any background information:

Tyler Amick, a part time employee in the Information Technology Department hourly wage was never adjusted from the wage earned as an intern in the Information Technology Department. Current hourly wage is \$12.00. Request is to adjust hourly wage to \$18.00. This is not an additional funding request as changes in the Information Technology Department personnel have resulted in additional funds being available in fiscal year 24.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount: \$18.00

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): July 20, 2023

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (*type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information: Russell Burgess

Phone Number: 304-728-5605

Email Address:

rburgess@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

Tyler Amick has been excellent in assisting the Information Technology Department not only during normal operations, but in tracking down attack vectors with ransomware and cybersecurity risks. Tyler Amicks knowledge of operations with regards to programming and computer networks has been invaluable in assisting the department and staff training.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Russell Burgess

Department or Organization: Information Technology

Commission Meeting Date: July 20, 2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Public Safety/Emergency Communications in the area of Shepherdstown, WV

Please provide a description of your request or presentation, including any background information:

The area of Shepherdstown, WV has deficiencies in the ability to utilize emergency communications systems. To address these deficiencies a collaborative effort between a number of different agencies, organizations and departments, including but not limited to Shepherdstown Police Department, Shepherd University, Shepherd University Police Department, Shepherdstown Fire Department, State Interoperable Radio Network and others formulated a plan to build an emergency communications tower in the area of the Shepherdstown Fire Department.

Type of Request: (Funding/Hiring): Funding

Funding/Salary/Hourly Amount: \$1,500,000.00 - \$2,000,000.00

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Motion to approve the funding in the amount of \$_____ to proceed to build an emergency communications tower in the area of the Shepherdstown Fire Department. Jefferson County Commission hereby waives all Jefferson County fees related to the project. Project Management and allocation of funding to be controlled by the Jefferson County Information Technology Department.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Russell Burgess

Phone Number: 304-728-5605

Email Address: rburgess@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

We anticipate a number of speakers regarding this project and a lengthy discussion, thus additional time may be needed for the presentation and discussion.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date:

Special Meeting Date (if necessary):

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

Report by legal counsel

Please provide a description of your request or presentation, including any background information:

See attached

Type of Request: (Funding/Hiring): N/A

Funding/Salary/Hourly Amount: N/A

Name of Hire (if Applicable): N/A

Grade/Step/Hours (PT/FT): N/A

Start Date (beginning of pay period): N/A

Post Probationary Increase (If applicable): N/A

Any Additional Conditions of Employment or Funding Comments:

N/A

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

N/A

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Jaymee Houser

Phone Number: 304-728-3318

Email Address:

jhouser@jcpawv.org

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Additional Comments Page:

a. Report by counsel on opioid case and consideration of recent developments in the case (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170, MDL 17-md-02804-DAP In Re: National Prescription Opiate Litigation; State of West Virginia ex rel. Patrick Morrissey, Attorney General v. Walgreens Boots Alliance, Inc., et al., Civil Action No. 20-C-82 PNM (W. Va. Cir.Ct. Putnam County) (the "West Virginia AG Action"), pending within In re: Opioid Litigation, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) and related matters.

b. Discussion of legal issues and potential action regarding proposed Solar Text Amendment to the Jefferson County Zoning and Land Development Ordinance, File #ZTA22-01. 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, Jefferson County Circuit Court Civil Action No. 2022-C-81, Jefferson County Circuit Court Civil Action No. 2022-C-103 and 2022-C-141, WV Supreme Court No.'s 21-0727, 21-0728, and 21- 0731 and WV Intermediate Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).

c. Discussion of Jefferson County Circuit Court cases Wines v. JCC, No: CC-19-2023-C-105 and Elliot v. JCC, No: CC-19-2023-C-101.

d. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.

e. Discussion of wage issue regarding Deputy Sheriffs.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 07-20-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

County Administrator Report

Please provide a description of your request or presentation, including any background information:

Discussion and request to approve a Budget Transfer for FY23/24 from account 299 (unassigned funds) to accounts Account 14024103000 in the amount of \$7,000.00 and to Account 1431456800 (Contribution/Other) in the amount of \$26,932.77 for a total transfer of funds from the FY23/24 account 299 (unassigned funds or unencumbered funds) of \$33,932.77. - Also approve the Resolution of budget revision approval to the State Auditor's office.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Motion to approve a Budget Transfer for FY23/24 from account 299 (unassigned funds) to accounts Account 14024103000 in the amount of \$7,000.00 and to Account 1431456800 (Contribution/Other) in the amount of \$26,932.77 for a total transfer of funds from the FY23/24 account 299 (unassigned funds or unencumbered funds) of \$33,932.77.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Makayla Zonfrilli

Phone Number: 304-268-8963

Email Address:

mzonfrilli@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

Budget Resolution - goes with this request.

The Current Unencumbered Fund balance/Unassigned Funds in account 299 is \$4,226,697.00.

This transfer is budget neutral because it is coming out of the left over funds from JCEDA due to the lack of a full staff compliment.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Makayla Zonfrilli , Co Administrator

Department or Organization: Jefferson County Commission

Commission Meeting Date: July 20, 2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

SEE BELOW

Please provide a description of your request or presentation, including any background information:

Request (MOTION) to approve the encumbrance fund roll over from FY22/23 account 14024103000 (Salaries & Wages) to FY23/24 Account 14024103000 in the amount of \$7,000 for the purpose of vacation payout in accordance with our County payout policy upon voluntary termination of an employee, pending approval from the State Auditor's Office. The total encumbrance amount for Account 14024103000 for FY22/23 is \$24,935.07

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information:

Phone Number:

Email Address:

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

REQUEST FOR REVISION TO APPROVED BUDGET

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

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: 2024
 Fund: 1
 Rev. No. 1
 Pages: 1

County of Jefferson
 GOVERNMENT ENTITY

Person To Contact Regarding Request: 124 E. Washington Street P.O. Box 250
 Name: **makayla zonfrilli** STREET OR PO BOX COUNTY
 Phone: **304-268-8963** Government Type
 Fax: Charles Town 25414
 Email: mzonfrilli@jeffersoncountywv.org CITY ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	4,226,697		-33,933	4,260,630
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES) 33,933

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
402	County Clerk	789,688	7,000		796,688
431	Economic Development	440,990	26,933		467,923
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures 33,933

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Div.

 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 07-20-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

1). Discussion and potential approval to move forward to create a shared position titled - Fiscal & Tyler Munis Technician to be paid for out of the remaining ARPA funds to be reviewed & acted upon in the next meeting.

Please provide a description of your request or presentation, including any background information:

1). Discussion and potential approval to move forward to create a shared position titled - Fiscal & Tyler Munis Technician to be paid for out of the remaining ARPA funds in the amount of \$75,000.00 to include the base salary of \$52,000 and healthcare benefits equaling 23,000.00. This position will ensure government continuity in finance and Tyler MUNIS management, free up current IT staff, and work with IT, Finance, and Commission to (see add. page).

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Motion to approve the creation of a shared job description to present to the Commission next meeting to advocate for the use of ARPA funds for a Shared Fiscal & Tyler Munis Technician as a temporary position for FY23/24.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Makayla Zonfrilli

Phone Number: 304-268-8963

Email Address:

mzonfrilli@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

write standard operating procedures for work related to IT, Tyler Munis, Finance, and SOP templates for other departments. This position will be temporary with the ability to renew for the FY24/25 as a continued shared-position with the mutual agreement between Finance (County Clerk), IT, and County Commission putting forth some salary and benefits percentage to fund. This position will participate in all of the County's upcoming Tyler MUNIS trainings and become the subject level expert in Tyler Munis for the County to ensure continuity of Government and reduce challenges with reaching Tyler MUNIS support staff.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 07-20-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

1). Discussion and potential allocation approval for funds from ARPA in the amount of \$2,500 for Blue Ridge Acres Community Club to repair their front steps.

Please provide a description of your request or presentation, including any background information:

1). The Blue Ridge Acres Community Club requested funds to assist in the repair of their front steps in the amount of \$2,500.00. Past minutes did not mention this approval although they went before the Commission. This is a reallocation to address and correct this action.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Motion to approve retraction of previous allocated funds not recorded in the past minutes and to reallocate Funds in the amount of \$2,500 to the Blue Ridge Acres Community Club for the repair of their front steps to be taken out of the Remaining ARPA funding taking the full remaining allocation from \$164,362.01 to 161,862.01.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Makayla Zonfrilli

Phone Number: 304-268-8963

Email Address:

mzonfrilli@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 07-20-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

1). Discussion and potential adoption of Commissioner's Meeting Room Policy.

Please provide a description of your request or presentation, including any background information:

1). The Commissioner's Meeting Room policy has been updated to streamline the room request process to avoid confusion and misinterpretation of its use.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

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

Motion to approve the updated Commissioner's Meeting Room policy as presented.

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

If not attached, explain:

Is equipment needed? Projector Internet/Wi Fi: Conference/Video No

Contact Information: Makayla Zonfrilli

Phone Number: 304-268-8963

Email Address:

mzonfrilli@jeffersoncountywv.org

**COUNTY COMMISSION OF JEFFERSON
COUNTY**

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Meeting Room Policy	Approved:	Revised 11-21-2013 Revision Proposed 07-20-2023
Policy Number:	906	Author:	Makayla Zonfrilli, County Administrator
Associated:			

PURPOSE:

All meeting rooms in Jefferson County-owned buildings are to be used only for County related meetings and/or business. All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. The use of county-owned meeting rooms does not imply endorsement of viewpoints by the County Commission or staff.

POLICY:

The Jefferson County Commission encourages the widest possible use of county meeting rooms by government agencies, residents of the community, and nonprofit organizations.

- All meetings shall be open to the public with the exception of political party Caucus meetings and/or groups under their umbrella, as recognized by the State of West Virginia.
- Rooms may be used for educational, cultural, informational, or governmental/civic activities and may include public lectures, panel discussions, workshops, and other similar functions.
- Room bookings are subject to cancellation if the room is needed for county government business.
- Rooms are not available for personal or family use.
- Users agree to abide by all regulations of the meeting room relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

PROCEDURE:

All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Use of the Commission meeting rooms shall be determined and scheduled by the County Commission's office through its Administrative Assistant with review and approval of the County Administrator. In the absence of the County Administrator, approvals may be reviewed and determined by the Deputy County Administrator. The County Administrator will determine exceptions to go before the Commission.

Organizations authorized to use these rooms, with the proper review and approval of the County Administrator, or in the County Administrator's absence, the Deputy County Administrator, are as follows:

- County appointed Commissions, Boards, and Authorities
- Republican and Democratic Executive Committees
- Meeting rooms may be used by elected officials (county, state, etc.) for meetings when it is for a stated public purpose. Any organization or individual using meeting rooms is subject to being "bumped" if the rooms are needed for any county related business. County appointed Boards, Commissions, Authorities, etc. will take precedence over any scheduling conflict.

County Commission Meeting Rooms Available for Use:

- County Commission Meeting Room - 200 E. Washington Street, lower level of the Old Charles Town Library, Charles Town, WV 25414

Other Rooms Available for Use: These Rooms Must Be Scheduled with the Below Mentioned Departments/Offices:

- **County Commission Courtroom - 100 E. Washington Street, Charles Town, WV 25414:**

The County Commission Courtroom is scheduled through the County Clerk's office. Maximum capacity is 49 people

- **Circuit Court Courtroom - 100 E. Washington Street, Charles Town, WV 25414:**

The Circuit Court Courtroom may be scheduled through the Circuit Judge's office. Maximum capacity is 150 people.

- **Bardane Public Service Center Conference Rooms - 1948 Wiltshire Road, Suite 3, Kearneysville, WV 25430:**

All conference rooms located at the Bardane Public Service Center must be scheduled through the Extension Office located in the Bardane Public Service Center. Maximum capacity for large room is 104 people and the small room is 36 people.

PROCEDURE CONTINUED:

The available County Commission Meeting Rooms will be scheduled through the Administrative Assistant in the County Commission's Office, with review and approval by the County Administrator or in the County Administrator's absence, the Deputy County Administrator.

- All request of the use of a meeting room must come via email to infor@jeffersoncountywv.org.
- All requests must have an attached County Commission Meeting Room Request Form found at [635773961135500000 \(jeffersoncountywv.org\)](http://635773961135500000.jeffersoncountywv.org) under the title "Request for Library Use Form."
- Keys may be picked up and returned to the County Commission Office during normal business hours (9:00 am to 5:00 pm).

- The County Commission's Office will supply the Alarm code and instructions when the keys are picked up.
- Proof of Liability Insurance must be submitted with the application by the person or organization reserving the room. Applicants not covered by insurance must sign the provided indemnification form. Submission of application does not constitute approval. The County Commission reserves the right to cancel any reservations of the County Meeting Rooms. For use occurring outside of normal business hours the applicant is responsible for entry and/or closure.
- Any damage to property and/or loss of keys may result in the revocation of usage privileges and/or subject to invoice for the cost of replacement keys and/or damages. The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group. Maximum capacity is 112 people with tables and 171 people without tables.
- No furniture should be removed from any meeting room at any time.
- The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found. If a microphone is needed please note this on the application request form.

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: _____

Meeting Time: _____ to _____

Organization Name: _____

Purpose of Meeting: _____

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): _____

Signature of Person Making Request: _____ Date: _____

Contact Person: _____

(If other than the representative signing above)

Representative's Address: _____

Telephone: _____ Fax: _____

Email: _____

**COUNTY COMMISSION OF JEFFERSON
COUNTY**

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Meeting Room Policy	Approved:	Revised 11-21-2013 Revision Proposed 07-20-2023
Policy Number:	906	Author:	Makyla Zonfilli, County Administrator
Associated:			

PURPOSE:

All meeting rooms in Jefferson County-owned buildings are to be used only for County related meetings and/or business. All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. ~~The use~~ Use of county-owned meeting rooms does not imply endorsement of viewpoints by the County Commission or staff, ~~of the viewpoints presented.~~

POLICY:

The Jefferson County Commission encourages the widest possible use of county meeting rooms by government agencies, residents of the community, and nonprofit ~~community groups~~ organizations.

- All meetings shall be open to the public with the exception of political party Caucus meetings ~~as a caucus and the~~ and/or groups under their umbrella, as recognized by the State of West Virginia.
- Rooms may be used for educational, cultural, informational, or governmental/civic activities and may include public lectures, panel discussions, workshops, and other similar functions.
- Room bookings are subject to cancellation if the room is needed for county government business.
- ~~Rooms are not available for personal or family use.~~
- ~~Rooms will not be used for personal or family purposes.~~
- Users agree to abide by all regulations of the meeting room relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

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PROCEDURES:

All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Use of the Commission meeting rooms shall be determined and scheduled by the County Commission's office through its Administrative Assistant with review and approval of the County Administrator. In the absence of the County Administrator, approvals may be reviewed and determined by the Deputy County -Organizations Administrator. The County Administrator will determine exceptions to go before the Commission.

Organizations authorized to use these rooms, with the proper review and approval of the County Administrator, or in the County Administrator's absence, the Deputy County Administrator, are as follows:

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- County appointed Commissions, Boards, and Authorities
- Republican and Democratic Executive Committees
- Meeting rooms may be used by elected officials (county, state, etc.) for meetings when it is for a stated public purpose. Any organization or individual using meeting rooms is subject to being "bumped" if the rooms are needed for any county related business. County appointed Boards, Commissions, Authorities, etc. will take precedence over any scheduling conflict.

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County Commission Meeting Rooms Available for Use:

- County Commission Meeting Room - 200 E. Washington Street, lower level of the Old Charles Town Library, Charles Town, WV 25414

Other Rooms Available for Use: These Rooms Must Be Scheduled with the Below Mentioned Departments/Offices:

- County Commission Courtroom - 100 E. Washington Street, Charles Town, WV 25414:

The County Commission Courtroom is scheduled through the County Clerk's office. Maximum capacity is 49 people

- Circuit Court Courtroom - 100 E. Washington Street, Charles Town, WV 25414:

The Circuit Court Courtroom may be scheduled through the Circuit Judge's office. Maximum capacity is 150 people.

- Bardane Public Service Center Conference Rooms - 1948 Wiltshire Road, Suite 3, Kearneysville, WV 25430:

All conference rooms located at the Bardane Public Service Center must be scheduled through the Extension Office located in the Bardane Public Service Center. Maximum capacity for large room is 104 people and the small room is 36 people.

PROCEDURE CONTINUED:

The available County Commission Meeting Rooms will be scheduled through the Administrative Assistant in the County Commission's Office, with review and approval by the County Administrator or in the County Administrator's absence, the Deputy County Administrator.

- All request of the use of a meeting room must come via email to infor@jeffersoncountywv.org.
- All requests must have an attached County Commission Meeting Room Request Form found at 635773961135500000 (jeffersoncountywv.org) under the title "Request for Library Use Form."
- Keys may be picked up and returned to the County Commission Office during normal business hours (9:00 am to 5:00 pm).
The County Commission meeting room must be scheduled through the County Commission Office. The key to the meeting room may be picked up and returned to the County Commission staff during normal business hours.
- The County Commission's Office will supply the Alarm code and instructions when the keys are picked up.

The applicant is responsible for getting an alarm code from the County Commission office. The applicant is responsible for the security alarm. Instructions will be provided as needed.

Groups interested in using the County meeting rooms must first fill out an application form provided by the Jefferson County Commission.

- Proof of Liability Insurance must be submitted with the application by the person or organization reserving the room. Applicants not covered by insurance must sign the provided indemnification form. Submission of application does not constitute approval. The County Commission reserves the right to cancel any reservations of the County Meeting

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Rooms. For programs use occurring outside of normal business hours the applicant is responsible for entry and/or closure.

~~A \$40 deposit is required for any meeting occurring outside of normal business hours. Payment is due once approval has been granted to use the meeting room. These funds will be refunded once the key has been returned and the building was secure~~

- Any damage to property and/or loss of keys may result in the revocation of usage privileges and/or subject to invoice for the cost of replacement keys and/or damages. violation of this rule could lead to privileges of meeting room usage being revoked. Process for obtaining and returning the meeting room key is the responsibility of the applicant. The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- Maximum capacity is 112 people with tables and 171 people without tables.

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~~The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.~~

- No furniture should be removed from any meeting room at anytimeany time.
- The group is responsible for leaving the room in the cond.itioncondition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found. If a microphone is needed please note this on the application request form.

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Microphone Use:

~~The County Commission has one standard microphone and speaker which you can use if you wish to do so. You will need to indicate on your request form that you wish to use the~~

microphone so we can place it in the room for you prior to your meeting. This basic microphone can be used free of charge.

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Multi-Microphone/Projector Use:

If you wish to use the County Commission's projector or microphone system for your meeting, you can do so by paying in advance \$35.00 per hour for each hour you will be using the room. The check should be made payable to Jefferson County Commission and received at a minimum the day before your scheduled meeting. ~~If you fail to submit the rental payment within four days of your request, you will not have access to the equipment. You will be provided the name and cell phone number of the technician who will be managing your equipment needs once your check is received. We do not allow for you or anyone from your group to utilize our equipment without someone from our staff being present to set up and store the equipment~~

County Commission Courtroom — 100 E. Washington Street, Charles Town, WV 25414: The County Commission Courtroom is scheduled through the County Clerk's office. Maximum capacity is 49 people.

The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.

No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.

Circuit Court Courtroom — 100 E. Washington Street, Charles Town, WV 25414: The Circuit Court Courtroom may be scheduled through the Circuit Judge's office. Maximum capacity is 150 people.

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No furniture should be removed from any meeting room at anytime.

The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.

Bardane Public Service Center Conference Rooms — 1948 Wiltshire Road, Suite 2, Kearneysville, WV 25430: All conference rooms located at the Bardane Public Service Center

~~must be scheduled through the Extension Office located in the Bardane Public Service Center. In the event that meetings are held after hours, a responsible employee shall be in attendance. This employee will be responsible for making sure there is no damage, the meeting room is put back in proper order and the building and meeting rooms are secured before leaving. In addition, employees working after normal business hours at the Bardane Public Service Center are responsible for securing the building. Maximum capacity for large room is 104 people and the small room is 36 people.~~

~~The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group. No furniture should be removed from any meeting room at anytime.~~

~~The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found. If a key is provided to the group, a fee of \$25 will be required. If a key is not provided, a fee of \$35 per hour will be required in order to pay for personnel to be present to open and close the facility. Our personnel with the key is responsible for ensuring there is no damage, the meeting room is put back in proper order and the building and meeting rooms are secured before leaving.~~

~~**Bardane Maintenance Conference Room — Maintenance Building:** All conference rooms located at the Bardane Maintenance Conference Room must be scheduled through the Maintenance Office by calling 304-728-4642.~~

~~Maximum capacity for room is 75 people.~~

~~The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group. No furniture should be removed from any meeting room at anytime.~~

~~The group is responsible for leaving the room in the condition in which it was found. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found. If a key is provided to the group, a fee of \$25 will be required to cover the expense of lights and heat. If a key is not provided, a fee of \$35 per hour will be required in order to pay for personnel to be present to open and close the facility. Our personnel with the key is~~

responsible for ensuring there is no damage, the meeting room is put back in proper order and the building and meeting rooms are secured before leaving.

COUNTY COMMISSION MEETING ROOM

REQUEST FORM

Date Requested: _____

Meeting Time: _____ to _____

Organization Name: _____

Purpose of Meeting: _____

Please attach a brief description of your organization. (You may attach other printed materials.)

Please check the boxes on all that apply to your organization:

- Has previously used the library
- Is a not-for-profit organization
- Can provide a certificate of insurance
- Indemnification Form provided in lieu of certificate of insurance

By signing this Request, I acknowledge that I have read and fully understand the Jefferson County

Commission Meeting Room Policy for the use of the County Commission Meeting Room located at 200 East Washington Street lower level of the Old Charles Town Library. I agree to assume personal responsibility for my organization's compliance with these regulations, the behavior of all those attending any meeting or program, and the care of the meeting room and all property within the room.

Person Making Request: (printed): _____

Signature of Person Making Request: _____ Date: _____

Contact Person: _____

(If other than the representative signing above)

Representative's Address: _____

Telephone: _____ Fax: _____

Email: _____

DRAFT

COUNTY COMMISSION OF JEFFERSON COUNTY

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Meeting Room Policy	Approved:	Revised 11-21-2013
Policy Number:	906	Author:	Keyser
Associated:			

PURPOSE:

All meeting rooms in Jefferson County-owned buildings are to be used only for County related meetings and/or business. All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Use of county-owned meeting rooms does not imply endorsement by the County Commission or staff of the viewpoints presented.

POLICY:

The Jefferson County Commission encourages the widest possible use of county meeting rooms by government agencies and nonprofit community groups.

- All meetings shall be open to the public with the exception of political parties meeting as a caucus and the groups under their umbrellas as recognized by the State of West Virginia.
- Rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.
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- Users agree to abide by all regulations of the meeting room relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.

PROCEDURES:

All exceptions to this policy must be brought before the Jefferson County Commission for a vote during its regular meeting. Organizations authorized to use these rooms are as follows:

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- Republican and Democratic Executive Committees
- Meeting rooms may be used by elected officials (county, state, etc.) for meetings when it is for a stated public purpose. Any organization or individual using meeting rooms is subject to being "bumped" if the rooms are needed for any county related business. County appointed Boards, Commissions, Authorities, etc. will take precedence over any scheduling conflict.

County Commission Meeting Room – 200 E. Washington Street, lower level of the Old Charles Town Library, Charles Town, WV 25414: The County Commission meeting room must be scheduled through the County Commission Office. The key to the meeting room may be picked up and returned to the County Commission staff during normal business hours. The applicant is responsible for getting an alarm code from the County Commission office. The applicant is responsible for the security alarm. Instructions will be provided as needed.

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Proof of Liability Insurance must be submitted with application by the person reserving the room. Applicants not covered by insurance must sign the provided indemnification form. Submission of application does not constitute approval.

The County Commission reserves the right to cancel any reservations of the County Meeting Rooms.

For programs occurring outside of normal business hours applicant is responsible for entry and/or closure. A \$40 deposit is required for any meeting occurring outside of normal business hours. Payment is due once approval has been granted to use the meeting room. These funds will be refunded once the key has been returned and the building was secured. Any violation of this rule could lead to privileges of meeting room usage being revoked. Process for obtaining and returning the meeting room key is the responsibility of the applicant.

Maximum capacity is 112 people with tables and 171 people without tables.

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No furniture should be removed from any meeting room at anytime.

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County Commission Courtroom – 100 E. Washington Street, Charles Town, WV 25414: The County Commission Courtroom is scheduled through the County Clerk's office. Maximum capacity is 49 people.

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If a key is provided to the group, a fee of \$25 will be required. If a key is not provided, a fee of \$35 per hour will be required in order to pay for personnel to be present to open and close the facility. Our personnel with the key is responsible for ensuring there is no damage, the meeting room is put back in proper order and the building and meeting rooms are secured before leaving.

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Maximum capacity for room is 75 people.

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responsible for ensuring there is no damage, the meeting room is put back in proper order and the building and meeting rooms are secured before leaving.

JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 07-20-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

County Administrator Report

Please provide a description of your request or presentation, including any background information:

County Administrator will discuss the strategic direction of non-elected departments that fall under the County Commission's direction. Discussion on Department Head reports.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount:

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period):

Post Probationary Increase (If applicable):

Any Additional Conditions of Employment or Funding Comments:

Recommended Motion (type out wording of the motion 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 Internet/Wi Fi: Conference/Video No

Contact Information: Makayla Zonfrilli

Phone Number: 304-268-8963

Email Address:

mzonfrilli@jeffersoncountywv.org

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, August 3, 2023 or as soon thereafter as the Commission may decide:

Jefferson County Community Criminal Justice Board - three three-year terms for At-large representative, ending July 3, 2026.

All appointees must be residents of Jefferson County.

“The Community Criminal Justice Board evaluates and monitors community corrections programs, services, and facilities to determine their impact on offenders and develop and apply for approval of community corrections programs operated by the Jefferson Day Report Center, a non-profit organization.”

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 on the Monday before the proposed appointment date.

Please direct any questions regarding the background needed to apply for these positions to Kelly Franklin, Executive Director, Jefferson Day Report Center at (304) 728-3527.

Additional information regarding appointments to County boards, commissions, and committees may be obtained by calling the Commission Office at (304) 728-3284.



Quarterly Report

April 1, 2023 – June 30, 2023

1. Active Projects

- a. Civil War Battlefield Preservation in Jefferson County – Ongoing
 - i. Shepherdstown Battlefield properties acquisition and management – ongoing
 1. James Osbourn Farm easement preparation – out on review by funders
 - ii. Lobby for Antietam National Battlefield boundary expansion to include Shepherdstown Battlefield – ongoing
- b. Peter Burr Farm improvements and programing – ongoing
- c. Develop grant application and eligibility requirements for JCHPF, a new grant program
- d. WV GeoExplorer project – sponsor and coordinate - ongoing
- e. Duffields Depot rehabilitation - ongoing
- f. Concept Plan reviews in conjunction with JC Planning Department – ongoing
- g. Cell tower reviews in conjunction with JC Planning Department – ongoing
- h. Annual verification of JCHLC historic sites inventory data – ongoing
- i. Identify all cemeteries in Jefferson County - ongoing.
- j. Text amendment to Zoning Ordinance to include - Delay of Demolition Ordinance – ongoing
- k. Rt. 340 mitigation - contractor hired to write NR nomination for *Shady Grove*
- l. Designating the *Jefferson County Courthouse* as an NHL- NPSAB meeting scheduled for Aug. 15-16, 2023.
- m. National Register nomination for the *Isaac Clymer House*
- n. Monthly article on historic preservation to appear in the Observer – ongoing.
- o. Work with JC Schools to implement *Teaching with Historic Places* – ongoing
- p. Fairview Cemetery project - ongoing
- q. Write a brochure for Morgan's Grove Historic District – text and images at designer.
- r. National Register nomination for *Fair View, (Rees-Daniels Farm)* – ongoing
- s. Jefferson County or NR Landmarks nomination for *Keller Furnace* - ongoing
- t. National Register boundary expansion for the *Haines Farm* to include *Susan Thornton House* approved at the meeting of the WV A&H Council June 2, 2023, awaiting action by NPS

2. Projects Completed

- a. National Register nomination approved for *James Osbourn Farm* – April 7, 2023
- b. Park Day cleanup of the Shepherdstown Battlefield. Involved 20 volunteers, who collected twenty bags of trash and filled three 30yd dumpsters – April 15, 2023.
- c. Informed of a bequest from Jane Rissler's estate for support on ongoing work at Boyd Carter Cemetery April 25, 2023.
- d. JC Landmark nomination approved for *Winchester Cold Storage Building* - June 7, 2023
- e. Submitted a grant application to WVDOH Transportation Alternatives Grant for Duffield's Depot – June 15, 2023.

Submitted by
Martin Burke, Chair

Harpers Ferry/ Bolivar PSD
P. O. BOX 235
192 LAKE QUIGLEY DRIVE
HARPERS FERRY, WEST VIRGINIA 25425
(304)-535-2390 FAX (304)-535-2524
info@hfbpsd.com

THE HARPERS FERRY-BOLIVAR PUBLIC SERVICE DISTRICT CONDUCTED THE MAY MEETING AT THE BOLIVAR TOWN HALL, LOCATED AT 60 PANAMA STREET, BOLIVAR WEST VIRGINIA. THE MEETING WAS HELD ON MAY 18th, 2023.

The meeting was called to order at 7:36 a.m.

Those in attendance were:

David Simmons-Chairman Term 6/30/2027
Mike Lowrey-Secretary Term 6/30/2026
Helen Dettmer-Treasurer Term 6/30/2024

Eddy Tennant- Operations Supervisor
Steve Paradis- HFWW

Meeting open to public comment:

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the April minutes, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the April revenue checking account financial statement, approved.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the April security deposits account financial statement, approved.

Motion by Mr. Lowrey, seconded by Ms. Dettmer to approve the April working capital reserve account, approved.

Motion by Ms. Dettmer, seconded by Ms. Lowrey to approve the April capital replacement account, approved.

Discussion by Mr. Tennant to transfer \$500.00 from the Regular account to the Working Capital Reserve account.

Motion by Mr. Simmons, seconded by Mr. Lowrey to transfer \$500.00 from the Regular checking account over to the Working Capital reserve account, approved.

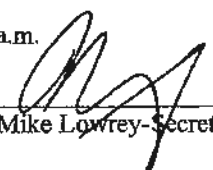
Steve Paradis from HFWW discussion on water meter testing, low and zero usage water and sewer bills and billing and collecting issues. Also talked about HFBPSD to set up to accept sewer from the HFWTP and possibly to handle back wash pit solids in a possible DEP permit modification to do so. Mr. Paradis discussed new water meter project to replace old meters with remote read. Mr. Paradis and staff of HFWW are working on improving processes to resolve these issues.

Mr. Tennant discussed invoice for purchase of a new pump at the Putnam lift station.

Motion by Ms. Dettmer, seconded by Mr. Lowrey to approve the purchase of the new pump for the Putnam lift station, approved.

The meeting was adjourned at 8:40 a.m.

David Simmons-Chairman



Mike Lowrey-Secretary



Helen Dettmer-Treasurer

Public Comment for Jefferson County Commission meeting July 21, 2022

I, David Tabb, a lifelong resident/taxpayer make the following comments:

PUBLIC COMMENT –

This is the first regular JCC meeting since June 16, 2022, of which, five (5) weeks have passed. If the county can operate on its own, for some five (5) weeks or more, why don't we just have regular County Commission Meetings once every other month and cut the Commissioner's salary by 80%. Also, within the regular meetings, extensive executive sessions occurred, which are to be reserved for employee related matters only. (Possible ethics violations).

It appears the four "Special Session" held during June 22 through July 8, 2022, with only 72 hours' notice, were held when most of the Jefferson County residents/taxpayers could not attend. Within these "Special Sessions" multiple employment positions were approved that include possible violations to the proper public notification requirements. Also included was the authorization of two ambulances, at the purchase price of \$293,089.00. Where is the Department or Agency within the FY23 budget, with the assignment of use?

The June 30, 2022, Special Session, The County Commission approved another Special Session for July 14, 2022, for ARPA. At this meeting Parks and Recs requested additional funding, above and beyond their original ARPA request. One of these requests was for \$100,000 for a study for an infrastructure plan ARP-28 (James Hite Park). I will be presenting a very large document that includes the topography with infrastructure planning, including landscaping. My consulting fees should be considered.

NEW BUSINESS-

PRESENTATION # 13– Ambulance Service Proposal and potential action

It appears the agenda packet has multiple ambulance and equipment offers for purchase by the JCC. The bigger problem is: the County does not have a department or an ambulance authority in place with a FY23 budget to even make purchases that has already occurred for three ambulances; at the cost of approximately half a million dollars.

The JCC has stated in the past, if a project is not in the budget, then it is not going to happen. This brings to mind the phrase: "Do as I say, not as I do." I have recently learned that the Ethics Commission is making numerous attempts to participate within agencies and departments to present the updated requirements to hold meetings and approve appropriations of disbursement. I will be contacting the Ethic Commission to see if they can schedule a seminar to inform the Jefferson County resident/taxpayers of the procedural requirements.

PRESENTATION #14- Contracting a consultant for the Bureau of Public Health Office (DHHR) of Emergency Services

It appears the JCC has overstepped the procedures to purchase ambulances in conjunction with the requirements set forth by DHHR departments. This JCC has put the cart in front of the horse and an investigation, concerning this matter, is being structured as I speak. Instead of asking for a consultant, you might want to retain an attorney. Keep in mind, none of these expenditures have been properly

Sorayda Pitts

From: rabblrouser <marc.petitpierre@gmail.com>
Sent: Friday, July 7, 2023 7:46 AM
To: Steve Stolipher; Tricia Jackson Commissioner; Jennifer Krouse; Jane Tabb Commissioner; Cindy Rezmer; Jessica James; Sorayda Pitts
Subject: public comment for 6/6

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

to be submitted for the record...
the commission is so incompetent,
it can't even select a replacement.
LAUGHING, OUT LOUD!

Jessica Carroll

From: Susan Zigler <rzigler01@gmail.com>
Sent: Sunday, July 16, 2023 12:38 PM
To: JCCInfo
Subject: Comprehensive Plan

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

I recently attended a Planning Commission meeting, where they had a demonstration of the proposed format for the new Comprehensive Plan. I liked what I saw, as it looks like it might be more user friendly for the public.

Since then, I have heard an individual say that there needs to be a designation in the "Definitions" section for Solar applications. Since the land beneath the panels could be returned to agriculture, or have some sort of agriculture beneath them, or on unused remnants of the properties involved, those properties need to remain listed as Agricultural status. At least one person I had dialogue with thinks the arrays should be listed as commercial, or light industry. I, as well as the other landowners I have had conversation with, disagree with this proposal.

Thank you for your time and consideration in this matter.

Richard Zigler
1083 Roper North fork Road
Charles Town, WV

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR: 001	GENERAL FUND								
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED			
001401 COUNTY COMMISSION									
001401 410100	OFFICIALS SALARY								
227,675.00	227,675.00	220,720.99	24,041.70	0.00	6,954.01	96.9%			
2023/12/000012	06/09/2023 PRJ	8,597.70	REF 2325PR				WARRANT=2325PR	RUN=1	BI-WEEKL
2023/12/000061	06/23/2023 PRJ	8,597.70	REF 2326PR				WARRANT=2326PR	RUN=1	BI-WEEKL
2023/12/000107	06/30/2023 PRJ	6,846.30	REF 2401PR				WARRANT=2401PR	RUN=1	BI-WEEKL
001401 410300	EMPLOYEES SALARY AND WAGES								
444,419.00	467,864.00	391,750.51	42,036.34	0.00	76,113.49	83.7%			
2023/12/000012	06/09/2023 PRJ	13,446.60	REF 2325PR				WARRANT=2325PR	RUN=1	BI-WEEKL
2023/12/000061	06/23/2023 PRJ	13,595.96	REF 2326PR				WARRANT=2326PR	RUN=1	BI-WEEKL
2023/12/000107	06/30/2023 PRJ	14,993.78	REF 2401PR				WARRANT=2401PR	RUN=1	BI-WEEKL
001401 410400	FICA TAX								
40,964.00	42,417.00	37,371.52	4,020.92	0.00	5,045.48	88.1%			
2023/12/000012	06/09/2023 PRJ	1,339.17	REF 2325PR				WARRANT=2325PR	RUN=1	BI-WEEKL
2023/12/000061	06/23/2023 PRJ	1,355.16	REF 2326PR				WARRANT=2326PR	RUN=1	BI-WEEKL
2023/12/000107	06/30/2023 PRJ	1,326.59	REF 2401PR				WARRANT=2401PR	RUN=1	BI-WEEKL
001401 410401	MEICARE EXPENSE								
9,582.00	9,922.00	8,740.12	940.36	0.00	1,181.88	88.1%			
2023/12/000012	06/09/2023 PRJ	313.17	REF 2325PR				WARRANT=2325PR	RUN=1	BI-WEEKL
2023/12/000061	06/23/2023 PRJ	316.94	REF 2326PR				WARRANT=2326PR	RUN=1	BI-WEEKL
2023/12/000107	06/30/2023 PRJ	310.25	REF 2401PR				WARRANT=2401PR	RUN=1	BI-WEEKL
001401 410500	HEALTH INSURANCE								
104,023.00	104,023.00	67,326.08	8,627.74	0.00	36,696.92	64.7%			
2023/12/000012	06/09/2023 PRJ	2,900.68	REF 2325PR				WARRANT=2325PR	RUN=1	BI-WEEKL
2023/12/000061	06/23/2023 PRJ	2,809.23	REF 2326PR				WARRANT=2326PR	RUN=1	BI-WEEKL
2023/12/000107	06/30/2023 PRJ	2,917.83	REF 2401PR				WARRANT=2401PR	RUN=1	BI-WEEKL
001401 410599	HEALTH INSURANCE-CONTRA								
-104,023.00	-104,023.00	-53,856.83	0.00	0.00	-50,166.17	51.8%			
001401 410600	RETIREMENT								
56,854.00	58,966.00	50,583.78	5,483.97	0.00	8,382.22	85.8%			
2023/12/000012	06/09/2023 PRJ	1,826.38	REF 2325PR				WARRANT=2325PR	RUN=1	BI-WEEKL
2023/12/000061	06/23/2023 PRJ	1,849.60	REF 2326PR				WARRANT=2326PR	RUN=1	BI-WEEKL
2023/12/000107	06/30/2023 PRJ	1,807.99	REF 2401PR				WARRANT=2401PR	RUN=1	BI-WEEKL

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
001401 410801	OVERTIME	1,000.00	1,000.00	1,231.50	108.66	0.00	-231.50	123.2%
2023/12/000061	06/23/2023 PRJ		108.66	REF 2326PR			WARRANT=2326PR RUN=1 BI-WEEKL	
001401 421100	TELEPHONE	1,350.00	1,350.00	755.65	0.00	0.00	594.35	56.0%
001401 421400	TRAVEL	4,000.00	4,000.00	11,728.62	1,400.00	0.00	-7,728.62	293.2%
2023/12/000064	06/14/2023 API		1,400.00	VND 028297 VCH			SHERIFF OF JEFF REIMB ARPA FOR TRAINING	88150
001401 421800	POSTAGE	500.00	500.00	33.74	0.00	0.00	466.26	6.7%
001401 422000	ADVERTISING / LEGAL Pubs	6,200.00	6,200.00	2,469.68	0.00	0.00	3,730.32	39.8%
001401 422100	TRAINING AND EDUCATION	2,500.00	2,500.00	3,666.08	0.00	0.00	-1,166.08	146.6%
001401 422200	DUES AND SUBSCRIPTIONS	13,015.00	13,015.00	10,700.95	6,500.00	0.00	2,314.05	82.2%
2023/12/000101	06/21/2023 API		6,500.00	VND 032021 VCH			WVACO 2023/24 WVACO CO MEMEBERSHIP D	88182
001401 422300	PROFESSIONAL SERVICES	70,750.00	105,750.00	62,907.75	12,745.00	37,125.00	5,717.25	94.6%
2023/12/000007	06/01/2023 API		900.00	VND 022192 VCH			MILLENIUM INS G HRA ADMINISTRATION FOR JUNE 20	88051
2023/12/000064	06/12/2023 API		10,930.00	VND 011093 VCH			BEST BEST & KRI Cable Franchise Renewal Invoic	88122
2023/12/000064	06/09/2023 API		915.00	VND 017085 VCH			COX HOLLIDA YOU PROF ACCT SVC MAY 31 2023	88128
001401 422301	HRA-HEALTH REIMBURSEMENT ACCT	200,000.00	200,000.00	133,861.83	14,281.52	0.00	66,138.17	66.9%
2023/12/000046	06/08/2023 API		1,763.20	VND 011143 VCH			APRIL BLAKER EMPLOYEE HRA DEDUCTIBILE REIMB	88105
2023/12/000046	06/08/2023 API		3,250.00	VND 028001 VCH			KELSEY STIPANOV EMPLOYEE HRA DEDUCTIBILE REIMB	88113
2023/12/000101	06/22/2023 API		6,500.00	VND 011165 VCH			KATRINA CLARK EMPLOYEE HRA DEDUCTIBLE REIMBU	88177
2023/12/000101	06/22/2023 API		410.22	VND 016093 VCH			RHONDA GREENHOL EMPLOYEE HRA DEDUCTIBLE REIMBU	88180
2023/12/000101	06/22/2023 API		292.33	VND 022159 VCH			JASON MICKEY EMPLOYEE HRA DEDUCTIBLE REIMBU	88173
2023/12/000101	06/22/2023 API		2,065.77	VND 022194 VCH			DONNA MASON EMPLOYEE HRA DEDUCTIBLE REIMBU	88169

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR: 001	GENERAL FUND								
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
001401 422320		EMPLOYEE ASSISTANCE PGM							
	3,800.00	3,800.00		3,744.00	0.00	0.00	56.00	98.5%	
001401 422400		AUDIT COSTS							
	35,000.00	35,000.00		35,100.00	0.00	0.00	-100.00	100.3%	
001401 422600		INSURANCE AND BONDS							
	328,385.00	329,912.00		332,562.50	0.00	0.00	-2,650.50	100.8%	
001401 422601		WORKERS COMP INSURANCE							
	126,338.00	126,338.00		128,909.00	0.00	0.00	-2,571.00	102.0%	
001401 422602		UNEMPLOYMENT INSURANCE							
	20,000.00	20,000.00		9,042.29	0.00	0.00	10,957.71	45.2%	
001401 422900		COURT COSTS AND DAMAGES							
	0.00	0.00		19,747.00	10,000.00	0.00	-19,747.00	100.0%	
2023/12/000020	06/05/2023	API	5,000.00	VND 032151	VCH	WVCorp WV COUNT PUBLIC OFFICIALS LIABILITY -DE		88100	
2023/12/000020	06/05/2023	API	5,000.00	VND 032151	VCH	WVCorp WV COUNT PUBLIC OFFICIALS LIABILITY -DE		88101	
001401 423000		CONTRACTED SERVICES							
	3,000.00	3,000.00		1,890.21	134.43	0.00	1,109.79	63.0%	
2023/12/000064	06/06/2023	API	134.43	VND 015010	VCH	FIRST CITIZENS JUNE 2023 COPIER BILLING		88135	
001401 423600		REFUNDING ERRONEOUS PAYMENTS							
	0.00	0.00		20,208.28	20,208.28	0.00	-20,208.28	100.0%	
2023/12/000064	06/13/2023	API	20,208.28	VND 013041	VCH	DIV OF JUSTICE OVERPAID FUND FOR FY2022 OCT/2		88129	
001401 423900		INSURANCE PREMIUM RETIREE							
	85,000.00	85,000.00		95,120.00	8,008.00	0.00	-10,120.00	111.9%	
2023/12/000064	06/01/2023	API	8,008.00	VND 027078	VCH	RETIREE HLTH BE RETIREE HEALTH BENEFIT PREMIUM		88147	
001401 434100		MATERIALS AND SUPPLIES							
	1,000.00	6,000.00		9,288.18	0.00	0.00	-3,288.18	154.8%	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
001401 449999	PCARD UNALLOCATED TRANSACTIONS	0.00	0.00	-16.99	0.00	0.00	16.99	100.0%
001401 456700	CONTR/TRSFR OTHR GOV UNIT	4,800.00	4,800.00	4,800.00	0.00	0.00	0.00	100.0%
001401 456708	IN-KIND RENT-FARMLAND PROT BD	14,231.00	14,231.00	14,231.00	1,185.88	0.00	0.00	100.0%
2023/12/000005	06/30/2023 GEN		1,185.88	REF INKIND				
001401 456800	CONTRIBUTION/ TRANSFER OTHER	500.00	500.00	0.00	0.00	0.00	500.00	.0%
001401 456800 G2011	CONTRIBUTION/ TRANSFER OTHER	150,010.00	150,010.00	150,010.00	0.00	0.00	0.00	100.0%
	TOTAL COUNTY COMMISSION	1,850,873.00	1,919,750.00	1,774,627.44	159,722.80	37,125.00	107,997.56	94.4%
	TOTAL GENERAL FUND	1,850,873.00	1,919,750.00	1,774,627.44	159,722.80	37,125.00	107,997.56	94.4%
	TOTAL EXPENSES	1,850,873.00	1,919,750.00	1,774,627.44	159,722.80	37,125.00	107,997.56	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

JOURNAL DETAIL 2023 12 TO 2023 12

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
1,850,873.00	1,919,750.00	1,774,627.44	159,722.80	37,125.00	107,997.56	94.4%

** END OF REPORT - Generated by Vivian Fields **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break Y	Year/Period: 2023/12
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
				Roll projects to object: N
Report title:				Carry forward code: 1
YEAR-TO-DATE BUDGET REPORT				Print journal detail: Y
				From Yr/Per: 2023/12
				To Yr/Per: 2023/12
Print Full or Short description: F				Include budget entries: Y
Print MTD Version: Y				Incl encumb/liq entries: Y
Print Revenues-Version headings: N				Sort by JE # or PO #: 0
Format type: 1				Detail format option: 1
Print revenue budgets as zero: N				
Include Fund Balance: N				
Include requisition amount: N				
Multiyear view: D				
Amounts/totals exceed 999 million dollars: N				

Find Criteria

Field Name	Field Value
Org	001401
Object	
Project	
Rollup code	
Account type	
Account status	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 001		GENERAL FUND		YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED	BUDGET					
001401 COUNTY COMMISSION								
001401	410100		OFFICIALS SALARY					
		227,675.00	227,675.00	220,720.99	24,041.70	0.00	6,954.01	96.9%
001401	410300		EMPLOYEES SALARY AND WAGES					
		444,419.00	467,864.00	391,750.51	42,036.34	0.00	76,113.49	83.7%
001401	410400		FICA TAX					
		40,964.00	42,417.00	37,371.52	4,020.92	0.00	5,045.48	88.1%
001401	410401		MEDICARE EXPENSE					
		9,582.00	9,922.00	8,740.12	940.36	0.00	1,181.88	88.1%
001401	410500		HEALTH INSURANCE					
		104,023.00	104,023.00	67,326.08	8,627.74	0.00	36,696.92	64.7%
001401	410599		HEALTH INSURANCE-CONTRA					
		-104,023.00	-104,023.00	-53,856.83	0.00	0.00	-50,166.17	51.8%
001401	410600		RETIREMENT					
		56,854.00	58,966.00	50,583.78	5,483.97	0.00	8,382.22	85.8%
001401	410801		OVERTIME					
		1,000.00	1,000.00	1,231.50	108.66	0.00	-231.50	123.2%
001401	421100		TELEPHONE					
		1,350.00	1,350.00	755.65	0.00	0.00	594.35	56.0%
001401	421400		TRAVEL					
		4,000.00	4,000.00	11,728.62	1,400.00	0.00	-7,728.62	293.2%
001401	421800		POSTAGE					
		500.00	500.00	33.74	0.00	0.00	466.26	6.7%
001401	422000		ADVERTISING / LEGAL PUBS					
		6,200.00	6,200.00	2,469.68	0.00	0.00	3,730.32	39.8%
001401	422100		TRAINING AND EDUCATION					
		2,500.00	2,500.00	3,666.08	0.00	0.00	-1,166.08	146.6%
001401	422200		DUES AND SUBSCRIPTIONS					
		13,015.00	13,015.00	10,700.95	6,500.00	0.00	2,314.05	82.2%
001401	422300		PROFESSIONAL SERVICES					
		70,750.00	105,750.00	62,907.75	12,745.00	37,125.00	5,717.25	94.6%
001401	422301		HRA-HEALTH REIMBURSEMENT ACCT					
		200,000.00	200,000.00	133,861.83	14,281.52	0.00	66,138.17	66.9%
001401	422320		EMPLOYEE ASSISTANCE PGM					
		3,800.00	3,800.00	3,744.00	0.00	0.00	56.00	98.5%
001401	422400		AUDIT COSTS					
		35,000.00	35,000.00	35,100.00	0.00	0.00	-100.00	100.3%
001401	422600		INSURANCE AND BONDS					
		328,385.00	329,912.00	332,562.50	0.00	0.00	-2,650.50	100.8%
001401	422601		WORKERS COMP INSURANCE					
		126,338.00	126,338.00	128,909.00	0.00	0.00	-2,571.00	102.0%

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 001		GENERAL FUND		YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED	BUDGET					
001401	422602		UNEMPLOYMENT INSURANCE					
		20,000.00	20,000.00	9,042.29	0.00	0.00	10,957.71	45.2%
001401	422900		COURT COSTS AND DAMAGES					
		0.00	0.00	19,747.00	10,000.00	0.00	-19,747.00	100.0%
001401	423000		CONTRACTED SERVICES					
		3,000.00	3,000.00	1,890.21	134.43	0.00	1,109.79	63.0%
001401	423600		REFUNDING ERRONEOUS PAYMENTS					
		0.00	0.00	20,208.28	20,208.28	0.00	-20,208.28	100.0%
001401	423900		INSURANCE PREMIUM RETIREE					
		85,000.00	85,000.00	95,120.00	8,008.00	0.00	-10,120.00	111.9%
001401	434100		MATERIALS AND SUPPLIES					
		1,000.00	6,000.00	9,288.18	0.00	0.00	-3,288.18	154.8%
001401	449999		PCARD UNALLOCATED TRANSACTIONS					
		0.00	0.00	-16.99	0.00	0.00	16.99	100.0%
001401	456700		CONTR/TRSFR OTHR GOV UNIT					
		4,800.00	4,800.00	4,800.00	0.00	0.00	0.00	100.0%
001401	456708		IN-KIND RENT-FARMLAND PROT BD					
		14,231.00	14,231.00	14,231.00	1,185.88	0.00	0.00	100.0%
001401	456800		CONTRIBUTION/ TRANSFER OTHER					
		500.00	500.00	0.00	0.00	0.00	500.00	.0%
001401	456800	G2011	CONTRIBUTION/ TRANSFER OTHER					
		150,010.00	150,010.00	150,010.00	0.00	0.00	0.00	100.0%
TOTAL COUNTY COMMISSION								
		1,850,873.00	1,919,750.00	1,774,627.44	159,722.80	37,125.00	107,997.56	94.4%
TOTAL GENERAL FUND								
		1,850,873.00	1,919,750.00	1,774,627.44	159,722.80	37,125.00	107,997.56	94.4%
TOTAL EXPENSES								
		1,850,873.00	1,919,750.00	1,774,627.44	159,722.80	37,125.00	107,997.56	

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
1,850,873.00	1,919,750.00	1,774,627.44	159,722.80	37,125.00	107,997.56	94.4%

** END OF REPORT - Generated by Vivian Fields **

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: F
 Print MTD Version: Y
 Print Revenues-Version headings: N
 Format type: 1
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Include requisition amount: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2023/12
 Print revenue as credit: Y
 Print totals only: N
 Suppress zero bal accts: Y
 Print full GL account: N
 Double space: N
 Roll projects to object: N
 Carry forward code: 1
 Print journal detail: N
 From Yr/Per: 2023/12
 To Yr/Per: 2023/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1

Find Criteria	
Field Name	Field Value
Org	001401
Object	
Project	
Rollup code	
Account type	
Account status	