

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**THIRD QUARTERLY SESSION - JULY-SEPTEMBER 2023**  
**THURSDAY, SEPTEMBER 7, 2023**  
**9:30A.M.**  
County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

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**CALL TO ORDER**

**PRAYER - Pastor Adam Johnson**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- August 17, 2023

**APPROVAL OF ACCOUNTS PAYABLE**

- August 24, 2023
- August 31, 2023
- September 7, 2023

**APPROVAL OF MANUAL CHECKS**

- August 25, 2023
- September 1, 2023
- September 8, 2023

**APPROVAL OF REQUISITIONS**

- September 7, 2023

**APPROVAL OF PAYROLL**

- September 1, 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](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name*

**PRESENTATIONS**

1. 9:40 a.m. Angie Banks, Assessor  
- Approval of Exonerations
2. 9:50 a.m. Tom Hansen, Sheriff  
- JAG Grant Application & Award  
- Animal Control – New Hire  
- New Full-time Bailiff Position
3. 10:05 a.m. Laura Kuhn, Director, Fleet and Facilities Management  
- Approval of Custodial Contractor for Cleaning of Downtown Campus Buildings
4. 10:15 a.m. Liz Cook, City of Charles Town  
- Request for funding – 2<sup>nd</sup> phase of garland for Courthouse columns
5. 10:20 a.m. Karen Olden, Probate Office  
- Special Hearing for the Estate of Richard Walter Accurso, deceased, and Ellen Sherry Hoffman, decease. Responded and Administrator CTA, DBN. William H. Judy, III
6. 10:35 a.m. Roger Goodwin, Chief County Engineer Department of Engineering, Planning, and Zoning  
- Complete Release of Performance Bond PR271234 with Platte River Insurance Company, Glastonburg, CT for SAB Real Estate Group 2, LLC – Martinsburg Pike ROCS (File #S18-06/18-6-S)  
- Complete Release of Performance Bond 41422966 for SAB Real Estate Group 2, LLC – Early Grading Permit for Martinsburg Pike RDCS (File #S18-06/18-6-S)
7. 10:45 a.m. Mike Sine, Director, Jefferson County Emergency Services  
- Pay rate adjustment  
- JC Fair Standby Report  
- Potential Purchase SFD A31
8. 11:00 a.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 Intermediation Court of Appeals No. to be assigned (appeal of Jefferson County Circuit Court Civil Action No. 2022-C-141).
  - c. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
  - d. Discussion of wage issue regarding Deputy Sheriffs.
  - e. Report by Counsel on United States District Court Case No. 3:23-CV-171
  - f. Report by Counsel on Jefferson County Circuit Court Case No. CC-19-2023-P-112.

- g. Report by Counsel on Jefferson County Circuit Court Case Nos. CC-19-2023-C-141, -143, -145, -151, -152, and -153

#### **UNFINISHED BUSINESS**

- Charles Town District Commissioner Vacancy
- re: August 17, 2023 Public Hearing regarding the proposed approval of (i) a Tax Increment Financing Application (the "TIF Application) with respect to the proposed creation of a Tax Increment Financing District to be designated "Jefferson County Redevelopment District No. 1 - Hill Top House Hotel" (the Property TIF District") and the adoption of a project plan for the Property TIF District to be designated as "Project Plan No. 1" and (ii) submission of the TIF Application to the West Virginia Department of Economic Development.  
- To consider and act upon a proposed Resolution regarding the approval of (i) the TIF Application, (ii) submission of the TIF Application to the West Virginia Department of Economic Development for approval, and (iii) other items in connection therewith.

#### **NEW BUSINESS**

- County Museum Commission

#### **COUNTY ADMINISTRATOR REPORTS**

- Title 64 Legislative Rule Dept. of Health Bureau for Public Health: Series 116: Distribution of Funds from Emergency Medical Services Salary Enhancement Fund Study - FYI only
- State Budget Revision - Administrative Error correction from previous turnover
- Emergency Services Health Care Renewals
- Potential Public Safety Concern: Blue Ridge Mountain/Temporary ambulance services station on the Blue Ridge Mountain during 340 Rt. Closure
- Free small business classes announced for FY24
- Staff Hiring
- Jefferson County Grown/Jefferson County Made announcement

#### **COUNTY COMMISSION REPORTS**

##### **9. ADJOURN**

#### **CORRESPONDENCE AND INFORMATION**

Correspondence from Friends of Music

Correspondence/public comments received from the following: David Tabb, Steven Harris, Tim Wiltshire, Charlotte Fremaux, Carole Carter, Christine Preen, Marilee Cunningham, Scot Faulkner, Christian Pechuekonis, Ed Hannon, Adam McDowell

*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, August 17, 2023

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A meeting of the Jefferson County Commission was held on Thursday, August 17, 2023 during the third quarterly session at 6:00 pm. The meeting was held via GoToWebinar and in-person. Present were Steve Stolipher, Commissioners Tricia Jackson, Jennifer Krouse, and Jane Tabb. Also present were Cindy Rezmer, Deputy County Administrator and Sorayda Pitts, Administrative Assistant. The archived meeting of the Thursday, August 17, 2023 meeting is available on the Jefferson County Commission website.

**PRAYER-** Pastor Daniel Ortiz

#### **PLEDGE OF ALLEGIANCE**

Commissioner Stolipher led the Pledge of Allegiance

#### **APPOINTMENT OF CHARLES TOWN DISTRICT COMMISSIONER**

*The appointment of the Charles Town District Commissioner did not occur. Commissioner Krouse discussed her opinion and interpretation after speaking with the State Ethics Commission that 3 eligible candidates were not put forth. Commissioner Jackson agreed with Commissioner Krouse and decided not to vote. Commissioner Stolipher moved the meeting forward and tabled this appointment.*

#### **1. PUBLIC HEARING:**

Public Hearing regarding the proposed approval of (i) a Tax Increment Financing Application (the "TIF Application) with respect to the proposed creation of a Tax Increment Financing.

District to be designated "Jefferson County Redevelopment District No. 1 – Hill Top House Hotel" (the Property TIF District") and the adoption of a project plan for the Property TIF District to be designated as "Project Plan No. 1" and (ii) submission of the TIF Application to the West Virginia Department of Economic Development.

- To consider and act upon a proposed Resolution regarding the approval of (i) the TIF Application, (ii) submission of the TIF Application to the West Virginia Department of Economic Development for approval, and (iii) other items in connection therewith

**PUBLIC COMMENT:** Wayne Bishop Phillip Scharper, Christian Pechuekonis, Carrie Gavettler, Scot Faulkner, Annette Gavin Bates, Marilee Cunningham, Paul Marshall, Nicola Bastion, Christine Marshall, Carole Carter, Matt Knott, Sandra Mara, Taylor Fithian, David Tabb and Christine Wimer.

*It was the consensus of the Commission to move this to a later date for further discussion.*

**APPROVAL OF MINUTES**

Motion by Mr. Stolipher to approve the July 20, 2023 Minutes as presented. Motion seconded and unanimously approved.

Motion by Mr. Stolipher to approve the August 3, 2023 Minutes as presented. Motion seconded and unanimously approved.

**APPROVAL OF PAYROLL**

Motion by Mr. Stolipher to approve the Payroll for August 18, 2023 in the amount of \$345,793.91. Motion seconded and unanimously approved.

**APPROVAL OF ACCOUNTS PAYABLE**

CHECK REGISTER			
August 10, 2023			
CHECK #	VENDOR NAME		AMOUNT
88351	HIGHMARK WV		\$ 217,666.16
88352	INSIGHT PUBLIC SECTOR INC		\$ 1,593.08
88353	RETIREE HEALTH BENEFIT TRUST		\$ 7,668.00
88354	SHERIFF OF JEFFERSON COUNTY		\$ 10.00
88355	SHERIFF OF JEFFERSON COUNTY		\$ 82.03
88356	SOFTWARE COMPUTER GROUP		\$ 960.00
88357	SPECIALTY BUSINESS SUPPLIES		\$ 35.00
88358	TEK ADVISORS LLC		\$ 4,200.00
88359	THOMAS HANSEN		\$ 71.66

				\$ 232,285.93

- **Motion by Mr. Stolipher to approve the Accounts Payable for August 10, 2023 in the amount of \$232,285.93. Motion seconded and unanimously approved.**

CHECK REGISTER			
August 17, 2023			
CHECK #	VENDOR NAME		AMOUNT
88361	84 LUMBER		\$ 2,701.89
88362	AMERIFLEX		\$ 126.65
88363	BOLAND TRANE SERVICES INC		\$ 1,939.00
88364	BUREAU OF CHILD SUPPORT		\$ 439.85
88365	CITY OF CHARLES TOWN		\$ 180.00
88366	COLONIAL LIFE		\$ 95.68
88367	COMPTROLLER OF MARYLAND		\$ 1,106.94
88368	CORMAC QUINN		\$ 20.75
88369	DARYLL WIMER		\$ 34.21
88370	DEBBIE LOWE		\$ 671.26
88371	EFTPS IRS TAXES		\$ 122,588.99
88372	ELIZABETH DUTKO		\$ 135.79
88373	EMPOWER RETIREMENT		\$ 6,764.10
88374	FEDEX		\$ 280.32
88375	FIDELITY POWER SYSTEMS		\$ 7,201.66
88376	GUTTMAN OIL CO		\$ 11,933.96
88377	J.C. EHRLICH		\$ 976.87
88378	JEFFERSON SECURITY BANK		\$ 3,975.00
88379	JENNIFER M BROCKMAN		\$ 347.86
88380	MARY ESPINOSA		\$ 309.66
88381	NATHAN COCHRAN		\$ 110.00
88382	NATIONWIDE RETIREMENT SOLUTIONS		\$ 1,065.00
88383	PATRICK KISER		\$ 220.00
88385	POTOMAC EDISON		\$ 30,299.34
88386	R.E. MICHEL CO. LLC		\$ 74.88
88387	RICE TIRES CO		\$ 420.06
88388	RONALD DANTZIC		\$ 12.06
88389	SHERIFF OF JEFFERSON COUNTY		\$ 164.29
88390	SHERIFF OF JEFFERSON COUNTY		\$ 136.65

88391		SOFTWARE SYSTEMS INC		\$ 1,110.95
88392		SPIRIT OF JEFFERSON		\$ 400.92
88393		STACI HOVERMALE		\$ 1,433.30
88394		STATE TAX DEPARTMENT		\$ 150.00
88395		STEPHEN V GROH		\$ 90.00
88396		THE HARTFORD		\$ 3,357.36
88397		US BANK		\$ 84,949.60
88398		VERIZON WIRELESS SERVICES LLC		\$ 50.00
88399		WV DEPUTY SHERIFF RETIREMENT SYSTEM		\$ 24,386.84
88400		WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM		\$ 4,365.53
88401		WV PUBLIC EMPLOYEE RETIREMENT SYSTEM		\$ 48,184.43
88402		WV STATE TAX DEPARTMENT		\$ 32,132.77
88403	FG/009	SHERIFF OF JEFFERSON COUNTY		\$ 11,299.17
88404	BS/011	SHERIFF OF JEFFERSON COUNTY		\$ 9,447.48
88405	AM/053	SHERIFF OF JEFFERSON COUNTY		\$ 1,784.04
				\$ 417,475.11

- **Motion by Mr. Stolipher to approve the Accounts Payable for August 17, 2023 in the amount of \$417,475.11 Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

August 10, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
867	HD/008	ALLIED UNIVERSAL ELECTRONIC MON.		\$ 3,049.60
868	HD/008	D-TRAX, LLC.		\$ 480.00
233	AR/207	ATLANTIC EMERG. SOLUTIONS, INC.		\$ 286,804.00
969	CW/059	WV STATE POLICE		\$ 45.00
970	CW/059	WV STATE AUDITOR		\$ 1,675.00
971	CW/059	BOUNCE & SPLASH INFLATABLES, LLC		\$ 447.00
404	WV/369	WV DEP. SHERIFF RETIREMENT STM		\$ 761.00
1089	AV/056	SEGRA		\$ 616.00

<b>TOTAL</b>				
				<b>\$ 293,877.60</b>

- **Motion by Mr. Stolipher to approve the Manual Checks for August 10, 2023, in the amount of \$293,877.60. Motion seconded and unanimously approved.**

August 17, 2023				
OTHER FUNDS				
Check #	Fund	Vendor		Amount
328	DK/003	SHERIFF OF JEFFERSON COUNTY		\$ 1,099.66
869	HD/008	SHERIFF OF JEFFERSON COUNTY		\$ 1,717.84
870	HD/008	D-TRAX, LLC		\$ 496.00
1090	AV/056	US BANK		\$ 758.95
1091	AV/056	CARLSON SOFTWARE		\$ 208.65
1092	AV/056	PRINT-O-STAT		\$ 1,080.00
364	FP/057	JEFFERSON CO FARMLAND		\$ 114,099.23
234	AR/207	SHERIFF OF JEFFERSON COUNTY		\$ 13,045.89
1846	CO/246	P.J. RACO CONSULTING		\$ 1,375.00
<b>TOTAL</b>				<b>\$ 133,881.22</b>

- **Motion by Mr. Stolipher to approve the Manual Checks for August 18, 2023, in the amount of \$133,881.22 Motion seconded and unanimously approved.**

**ANNOUNCEMENTS:**

- **Motion by Mr. Stolipher to approve the advancement of \$25,000 to Jefferson County Christian Ministries. Motion made by Commissioner Stolipher. Motion seconded and unanimously approved**

**PUBLIC COMMENT:** Ed Hannon, David Tabb

## PRESENTATIONS

### 3. Angie Banks-Assessor- Requested approval of Exonerations

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
ACAR Leasing LTD	PP	CTD	\$432.04	304441

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 304441 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard A Adelson	PP	CTD	\$117.00	305057

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 305057 as presented by Ms. Banks. Motion seconded and unanimously approved**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard A. Adelson	PP	CTC	\$120.00	305086

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 305086 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard A. Adelson	PP	CTC	\$141.00	305164

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 305164 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Richard A. Adelson	PP	CTC	\$168.00	305181

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 302271 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
William & Kelsi Bell	PP	CTC	\$119.48	300592

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 300592 as presented by Ms. Banks. Motion seconded and unanimously approved**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Lyle L. Butts	PP	SD	\$19.62	314982

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 314982 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Anthony Canby	PP	SD	\$539.27	314996

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 314996 as presented by Ms. Banks. Motion seconded and unanimously approved**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Adrian & Nicole Kessel	PP	CTC	\$116.68	302295

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 302295 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Robert McPipe	PP	MD	\$200.43	312218

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 312218 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Tim & Meagon Shanley	PP	SD	\$63.08	316577

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 316577 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	AMOUNT	TICKET NO.
Patricia M. Sanderson	PP	RC	\$5,400.68	24808

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 24808 as presented by Ms. Banks. Motion seconded and unanimously approved.**

NAME-Split Ticket	TYPE	DISTRICT	AMOUNT	TICKET NO.
Rhonda Vickers/ Donald Vickers	PP	CT	\$1,082.68	306173

- **Motion by Mr. Stolipher to approve the Exoneration for ticket No. 306173 as presented by Ms. Banks. Motion seconded and unanimously approved.**

4. Tom Hansen-Sheriff- Requested approval for Full Time Bailiff

- **Motion by Mr. Stolipher to approve the hire of Cormac Quinn for the Full Time position of bailiff with a pay rate of \$17.00 an hour and a start date August 21, 2023. Motion seconded and unanimously approved.**

5. Interviews & Appointments to the following :

→ Jefferson County Sheriff Deputy Civil Service Commission

David Kyzner

**It was the consensus of the Commission to move this to the next meeting.**

6. Becky Burns-Chief County Engineer- Requested
  - a. Partial Release of Letter of Credit #52202 for RTD Properties, LLC – Lot 29 Burr Industrial Business Park (File #22-10-SP)
    - **Motion by Mr. Stolipher to authorize a partial release of letter of Credit #52202 with Jefferson Security Bank, Shepherdstown, WV in the amount of \$69, 880.00 for RTD Properties, LLC-Lot 29 Burr Business Park (File#22-10-SP). Motion seconded and unanimously approved.**
  - b. Partial Release of Letter of Credit #521525 for Fellowship Bible Church, Phase 1B & 1D (File #19-6-SP)
    - **Motion by Mr. Stolipher to authorize a partial release of Letter of Credit #521525 with Jefferson Security Bank, Martinsburg, WV in the amount of \$251,219.00 for Fellowship Bible Church, Phase IB & 1D (File #19-6-SP)Motion seconded and unanimously approved. Motion seconded and unanimously approved.**
  
7. Luke Siegfried- County Planner- Quarterly Status Report of the 2045 Comprehensive Plan update.

#### **INFORMATIONAL ONLY**

8. Mike Sine- Director- Jefferson County Emergency Services Agency
  - a. Use agreement related to potential purchase of SFD A31

- **Motion by Mr. Stolipher to approve the Use agreement and potential purchase of SFD A31 with the addition of an opt-out clause. Motion seconded and unanimously approved**

- b. MOU with Jefferson County VFD's

**Motion by Mr. Stolipher to approve the MOU with Jefferson County VFDs. Motion seconded and unanimously approved.**

- c. Change in Employee Statuses-Part-time to Full-time

**Motion by Mr. Stolipher to approve the change in status for Ronnie Shutts from Part-time FF/EMTI to Full-time FF/EMT I. This will be effective August 13, 2023. His rate will remain \$19.67 an hr. Upon completion of the introductory period and meeting the requirements of AP1060 he will receive a promotion to FF/EMT II with w new pay rate of \$20.67 an hour to be effective December 3, 2023. Motion seconded and unanimously approved.**

- d. Approval of Purchase- Wi-Fi Modems for Heart Monitors-

**Motion by Mr. Stolipher to approve the purchase of 12-Wifi Modems for heart monitors in the amount of \$11,953.56. Motion seconded and unanimously approved.**

9. 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, 2022-C-14 and 2023-C-112, 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. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
- d. Discussion of wage issue regarding Deputy Sheriffs.
- e. Report by counsel on Jefferson County Circuit Court Case No. CC-19-2022-C-48.
- f. Discussion of minor boundary issue between Berkeley and Jefferson County.
- g. Report by counsel on United States District Court Case No. 3:23-CV-171.
  - **Motion by Mr. Stolipher to enter into Executive Session to receive legal advice and status updates on items 9b, e and f. 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.**

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

## **COUNTY ADMINISTRATOR REPORT**

- For Review and Consideration for the next meeting – Updated description for a GIS/Tyler Munis Tech (no action needed)

**It was the consensus of the Commission to move this to the next meeting.**

- Update on County Departments (no action needed)

- State Budget Revisions FY2023-2024

**Motion by Mr. Stolipher to approve the budget revision for the State Auditor's office and adopt the associated resolution. Motion seconded and unanimously approved.**

- Internal Budget Transfer for Planning and Zoning (budget neutral administrative error correction)

**Motion by Mr. Stolipher to approve the budget revision for Planning and Zoning to transfer funds from 1440-4103 in the amount of \$14,000 to 1440-41802 Part-Time/ Extra help. Motion seconded and unanimously approved.**

The Commission adjourned at 10:02 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

September 7, 2023

DEPARTMENT	Requisition No.	AMOUNT	VENDOR	DESCRIPTION
IT/DATA PROCESSING	23154	\$ 14,712.00	Jefferson County Fire and Rescue	Knox boxes for Ambulances
	23153	\$ 5,125.35	InSight Public Sector Inc.	HPE Aruba Switches 1930 48port 7
	23152	\$ 8,681.04	InSight Public Sector Inc.	HPE Aruba Switches 1930 48port 7
	23150	\$ 8,999.98	Best Buy Stores	Engineering Studio Computers
ESA	24014	\$ 11,953.56	Stryker Medical	Titan II WiFi Gateway
<b>GRAND TOTAL</b>		<b>\$ 49,471.93</b>		



DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$503,084.03		\$503,084.03
6.2% Tax Payable OASDI	\$30,002.41		\$30,002.41
1.45% Tax Payable HI	\$7,016.72		\$7,016.72
Fed Withholding	\$44,197.47		\$44,197.47
WV State Withholding	\$16,393.00		\$16,393.00
VA State Tax	\$478.78		\$478.78
MD State Tax	\$1,171.59		\$1,171.59
PERS Retirement Deduct 4.5%	\$9,260.36		\$9,260.36
PERS Retirement Deduct 6%	\$8,538.04		\$8,538.04
DSRS Retirement Deduct 8.5%	\$9,649.18		\$9,649.18
EMS Retirement Deduct 8.5%	\$971.00		\$971.00
Hosp. Pre-Taxed	\$17,067.00		\$17,067.00
D/VF	\$1,758.17		\$1,758.17
AFLAC Pre-Taxed	\$348.93		\$348.93
AFLAC Post-Taxed	\$785.76		\$785.76
Optional Life Post-Taxed	\$1,714.42		\$1,714.42
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
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$5,031.36		\$5,031.36
457R - Roth	\$1,831.21		\$1,831.21
Christmas Club	\$3,925.00		\$3,925.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms			\$0.00
Total Deductions	\$162,009.58	\$0.00	\$162,009.58
Net Wages Total	\$341,074.45	\$0.00	\$341,074.45
Payroll Date	September 1, 2023		



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Name: Angela Banks

Department or Organization: Assessor

Commission Meeting Date: September 7, 2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Exonerations

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: Angela Banks

Phone Number: 304-728-3224

Email Address:



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Name: Tom Hansen

Department or Organization: Jefferson County Sheriff's Office

Commission Meeting Date: next meeting

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Grant Applications and Award                      New Full-time Bailiff  
Animal Control New Hires

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

- Approve applications for the JAG grant continuation of the PRO at JHS, the GHSP grant for the continuation of the Eastern Panhandle Traffic Safety program, and accept the awarded funding for the Court Security Grant
- Robert Smith, AC Kennel Tech, resigned and there is a vacant Animal Control Officer position. Applicants have been identified to fill these roles.
- Create New Full-time Bailiff position using part-time funds

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 application for the JAG grant for the continuation of the PRO program and authorize the president to sign any associated documents.

I move to approve the application for the GHSP grant and authorize the president to sign any associated documents.

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: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Additional Comments Page:

I move to accept the awarded funding from the Court Security grant in the amount of \$21,800.00 and authorize the president to sign any associated documents.

I move to approve the hire of \_\_\_\_\_ as Animal Control Kennel Tech as a 40 hour employee with a starting salary of 33,965 beginning \_\_\_\_\_.

I move to approve the hire of \_\_\_\_\_ as an Animal Control Officer as a 40 hour employee with a starting salary of 40,628 beginning \_\_\_\_\_.

I move to approve the creation of a New Full-time \_\_\_\_\_ hour Bailiff position using part-time funds. I move to approve the hire of \_\_\_\_\_ to the position.

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Laura Kuhn

Department or Organization: Fleet & Facilities Management

Commission Meeting Date: 9/7/2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Approval of Custodial Contractor for Cleaning of Downtown Campus Buildings - Patton Building Services

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

I am requesting approval of a Custodial Contractor to clean the Downtown Campus buildings. An RFP was released and proposals were submitted by the 9/1/2023 deadline. I am requesting approval of the contractor and to transfer funds from my salary line to contracted services. Patton Building Services was the lowest bidder at \$153,384 per year and met all the requirements of the Request for Proposals.

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):

Move to approve the Patton Buildings Services for custodial services as recommended and to transfer funds from the Fleet & Facilities Salary line to Contracted Services.

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:

L.Kuhn@jeffersoncountywv.org





Department of Fleet & Facilities Management  
128 Industrial Blvd  
Kearneysville, WV 25430  
304-728-3355  
Laura Kuhn, Director

- |                                  |                                       |
|----------------------------------|---------------------------------------|
| 1. Patton Building Services      | \$153,384/year                        |
| 2. Covenant Building Maintenance | \$195,060                             |
| 3. Grove's Cleaning Service      | \$337,921.55                          |
| 4. Eighty-Nine Enterprises, LLC  | \$266,400 (Only bid on two buildings) |

**ATTACHMENT A**

**PRICE PROPOSAL SHEET**

(Please do not include tax. Tax Exempt #55-6000333)

**Bid Title:** County Facilities Custodial Services

**Bid Due Date & Time:** Friday, September 1, 2023 at 11:00 a.m.

We have received all documents related to the above referenced project. We have examined all documents and have had the opportunity to submit questions for clarification. We hereby propose to provide Custodial Services as follows:

Building	Monthly Service Price	Total Yearly Price
The Hunter House	575.00	6,900.00
The Mason Building	1,137.00	13,644.00
Assessor & Mapping Office	950.00	11,400.00
Probation Office	585.00	7,020.00
County Courthouse	2,475.00	29,700.00
Jail Annex	1,980.00	23,760.00
St. Margaret's Judicial Building	3,945.00	47,430.00
Prosecuting Attorney Building	1,135.00	13,620.00
<b>PROPOSED TOTALS:</b>	<b>12,782.00</b>	<b>153,384.00</b>

<b>Company Name:</b>	Patton Building Services, INC.
<b>Address:</b>	956 Chestnut Ridge Road Morgantown, WV 26505
<b>Federal ID Number</b>	550648860

By: *Mark W. Patton*  
(Authorized Signature)

8/29/2023  
(Date)

Title: CEO



# PATTON

## Building Services, Inc.

Charleston WV (304) 346-1675  
Fairmont WV (304) 363-1835  
Morgantown WV (304) 599-8711  
Corporate Office (800) 711-5808

956 Chestnut Ridge Road, Morgantown, WV 26505

[www.pattonbuildingservices.com](http://www.pattonbuildingservices.com)

---

August 24, 2023

Jefferson County Commission  
Laura Kuhn, Director of Facilities  
128 Industrial Boulevard  
Kearneysville, WV 25340

Dear Ms. Kuhn,

We appreciate the opportunity to submit our proposal for custodial services for the listed county facilities on East Washington street and North George streets in Charles Town WV.

Our company was founded by Mark and James Patton and commenced business on January 1, 1981. We have grown our business from two brothers to our current team of 300 team members operating in four states. (WV, PA, OH and KY) Last year we did just under 9 million in annual revenue. We are most likely the largest family-owned cleaning company headquartered in the state of WV. Today we have offices and/or support staff in Morgantown, Wheeling, Pittsburgh, Parkersburg, Beckley, Charleston, Huntington, Bridgeport and Martinsburg.

Today my son, Stephen Patton serves as our company president and my daughter, Jennifer Patton-Guzik, serves as the company vice-president. I now serve as the company CEO and my brother James has retired.

We are long standing members of the BSCAI (professional association) as well as members of the BSC Mastennind Group. Both serve to keep us up to date on the latest technologies and best business practices in our industry. We also are members of a 5-company peer group that meets twice a year to audit and improve each other's businesses. The companies are from Virginia Beach VA, Mechanicsburg PA, Tulsa OK and Boise ID. These peer audits are invaluable to improving our quality, productivity, efficiencies and overall health of our company.

We complete both 12-panel drug tests and criminal background checks prior to employment with our company and have done so for many years. Our HR manager is a 4.0 graduate of Penn State University and she runs a tight ship. She has single handedly improved our workers compensation mod rate and has given us an industry best turnover rate of 65% for several years running now. The norm for turnover in the cleaning industry is not uncommon to see over 200-300%.

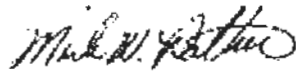
Our contact information: Patton Building Services, Inc. 956 Chestnut Ridge Road, Morgantown WV 26505, phone 304-599-8711 or 304-599-5924, [stephen@pattonclean.com](mailto:stephen@pattonclean.com) or [mpattonpbs@gmail.com](mailto:mpattonpbs@gmail.com), Stephen Patton-president or Mark Patton-CEO.

We utilize several computer technologies that enhance our competitive edge. For example, our telephone timekeeping WINTEAM system is state of the art in recording accurate time records and assures our team members are clocking in and out for the job site with caller ID verification and also sends alert messages to management of any team members being a no-show. We also use Pipe drive and Compu-clean for inspections and follow up prompts. We conduct bi-annual customer surveys as well as weekly inspections to maintain consistent quality.

We have one other large customer in Charles Town. It is the APEI school only two blocks away. Please feel free to visit them to gauge the quality we can deliver. We do this account through ABM, a national contractor. Since we began cleaning there, we have been able to save the school money and also improve the quality of cleaning. We do that with excellent training, good supervision and frequent inspections.

We would love to partner with the Jefferson County commission and Laura Kuhn to provide consistent cleaning at a competitive price.

Our 42-year history and track record say, we can do that for you!

A handwritten signature in black ink, appearing to read "Mark W. Patton". The signature is fluid and cursive, written in a professional style.

Mark Patton-CEO  
Patton Building Services, Inc.

## Background for Patton Building Services, Inc.

We have been in business since 1981. We currently have 300 employees. We have accounts in four states utilizing multiple offices. We are a "C" corporation. We are a family-owned business. Our core values are; we care, we go the extra mile and we love to serve.

We specialize in cleaning banks, medical clinics, professional offices and government facilities. We are members of the BSCAI, a mastermind group and a five-company peer group. We are one of the few WV companies that conduct criminal background checks as well as a illegal drug screening test on every new hire.

We pay an above industry standard starting wage and offer multiple benefits for our team giving us a very loyal staff. A number of our managers and supervisors have been with us for over 30 years. We attribute that to an over arching value of practicing the "golden rule", to treat others as we would want to be treated.

We are excellent at taking on new business regardless of the size or even far away locations. We have started multiple large bank start ups with as many as 69 new branches in one night. (Huntington Bank, United Bank and Truist Bank) We started several large buildings for the city of Upper St. Clair near Pittsburgh. We attribute this success to years of experience and a 30-day transition plan we use that puts new customers at ease. We have been told multiple times hiring Pattons one of our best decisions.

We utilize a computerized timekeeping system, cleaning software for inspections and surveys to keep our operations teams on track for delivering high level consistent housekeeping results.

## References

1. Township of Upper St. Clair  
Jeremy Lemley - Buildings/Grounds Administrator  
412-831-9000
2. WVUM UTC medical facility  
Sahar S. Saaid, manager  
304-285-7464
3. ABM Ed Knotek, Regional Manager  
APEI University  
Charles Town, WV  
412-298-4808
4. Monongalia County Commission  
Scott Finch-Director of Facilities  
304-291-4919

### Service Plan & staffing

We have a 30-day implementation plan that we will attach. It includes the recruitment of our team. Currently we have a team in place at APEI University two blocks away. They are excited about the potential to add new business onto our Jefferson County portfolio. The team lead there (April Ballenger) will help with the oversight and start up here should we be the successful bidder. The entire team have already given us names of potential team members (friends and family) who will gladly come to work for us. When our good team members are willing to refer others to working with us we are very grateful. It usually means they are happy and like working for our company. It also helps to perpetuate our company culture and reproduce quality and productivity. We plan to start them at \$16.00/hour. They have indicated that is an attractive pay rate. We can be ready to start within 2 weeks of the contract award. Potentially sooner if absolutely necessary.

### Innovation

As members of the BSCAI we have access to the latest technology in equipment and computer software related to the cleaning industry. As a company because of our many years affiliated with the BSCAI we were one of the first WV companies to utilize WINTEAM timekeeping software, drug and criminal back grounds checks, backpack vacuums and robotic vacuum cleaners to name a few of the cutting-edge tools giving us a competitive edge.

### US Citizens

We have a professionally staffed HR department that complies with all state and federal laws. We verify all new employee documentation to assure our team members are US citizens and faithfully complete the I-9 documentation with supporting identification.

### Technical Ability

There is nothing in the RFP that is new or unusual that we have not successfully completed over the past 42 years of our business existence. We will be able to comply with all of the requirements in the RFP and work specifications.

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Liz Cook

Department or Organization: City of Charles Town

Commission Meeting Date: 09-07-2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Request for funding of Garland for Courthouse Columns

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

The City of Charles Town requests the county to fund the purchase of the garland for the columns on the courthouse. The City of Charles Town public works department is responsible for decorations in the City. This is part of a two part initiative to replace all garland. The county funded the replacement of the garland in 2022, this is the second phase.

Type of Request: (Funding/Hiring):

Funding/Salary/Hourly Amount: Funding

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: Liz Cook

Phone Number: 304-261-6279

Email Address: [ecook@charlestownwv.us](mailto:ecook@charlestownwv.us)

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Additional Comments Page:

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



Name: Karen Olden

Department or Organization: **Jefferson County Clerk (Probate)**

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice:

*If a specific date is needed, please provide reason for specific date:* **September 7<sup>th</sup> 2023**

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

Subject (*Wording to be placed on agenda*): Special Hearing for the Estate of Richard Walter Accurso, deceased, and Ellen Sherry Hoffman, deceased. Respondent and Administrator CTA, DBN. William H. Judy, III

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

Motion Order from Jefferson County Commission meeting August 3, 2023. Also reply from William Judy (See attached.)

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**

United States of America

State of West Virginia



County of Jefferson, ss:

Motion Order

In Jefferson County West Virginia

Before the Jefferson County Commission, West Virginia

In Re: Estate of RICHARD WALTER ACCURSO.

This day came Joseph L. Caltrider, who filed a motion asking for order granting rule to show cause why respondent William H. Judy, III should not be held in contempt; and the Jefferson County Commission having examined said motion, it is ordered that the same be filed.

It is further ordered the matters arising on said motion be set down for hearing before Jefferson County Commission on Thursday, September 7, 2023 at 09:30:00 AM, and the County Clerk do forthwith notify all parties reported, to appear before the Jefferson County Commission on the above date and time, and answer why said motion should not be granted.

Given under my hand on this the 3rd day of August, 2023.

A handwritten signature in black ink, appearing to read "Joseph L. Caltrider", written over a horizontal line.

President of the Jefferson County Commission

A handwritten signature in blue ink, appearing to read "Jacqueline C. Shadle", written over a horizontal line.

Jacqueline C. Shadle  
Clerk of Jefferson County

PENDING BEFORE THE JEFFERSON COUNTY COMMISSION

IN RE: THE ESTATE OF RICHARD W. ACCURSO and ELLEN SHERRY HOFFMAN,  
DECEASED

**MOTION TO CONTINUE**

Comes William H. Judy, III, counsel for the above Estate and would respectfully move this Honorable Court to continue the bearing currently scheduled for September 7, 2023 at 9:00 a.m. to another date and time as counsel is required to attend to his wife who is having caterack surgery at the eye institute in Cincinnati and he will be unavailable to attend the hearing on the date scheduled. All of the documents that were requested by the Estate has been provided to the Estate.

Respectfully submitted this the 21 day of August, 2023.

ESTATE OF RICHARD W. ACCURSO and  
ELLEN SHERRY HOFFMAN  
Petitioner - By Counsel

JUDY & JUDY  
Attorneys at Law

By: 

William H. Judy, III

P.O. Box 636

Moorefield, West Virginia 26836

(304) 538-7777

West Virginia State Bar No.: 1940

**CERTIFICATE OF SERVICE**

I, William H. Judy, III, Counsel for the Estate, does hereby certify that I have served the foregoing *Motion to Continue* upon the Respondent through his attorney, Bowles Rice at his address of P.O. Drawer 1419 Martinsburg, WV 25402 by first class mail on this the 21<sup>st</sup> day of August 2023.



WILLIAM H. JUDY, III

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Roger Goodwin

Department or Organization: Engineering, Planning & Zoning

Commission Meeting Date: 9/7/2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Complete release of Performance Bond PR2712364 for SAB Real Estate Group 2, LLC - Martinsburg Pike ROCS (File #S18-06/18-6-S)

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

Complete release of Performance Bond PR2712364 with Platte River Insurance Company, Glastonbury, CT for SAB Real Estate Group 2, LLC - Martinsburg Pike ROCS (File #S18-06/18-6-S)

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):

Complete release of Performance Bond PR2712364 with Platte River Insurance Company in the amount of \$749,908.00 for SAB Real Estate Group 2, LLC - Martinsburg Pike ROCS (File #S18-06/18-6-S).

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: 304-728-3257

Email Address:

engineering@jeffersoncountywv.org





## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT  
*Steve Stolipher*

September 7, 2023

VICE PRESIDENT  
*Vacant*

Mr. Brian P. Gibson, Attorney-in-Fact  
Platte River Insurance Company

COMMISSIONER  
*Tricia Jackson*

115 Glastonbury Blvd., Suite 102  
Glastonbury, CT 06033

COMMISSIONER  
*Jennifer Krouse*

RE: Performance Bond #PR2712364 dated April 7, 2020, Construction Bond Surety for  
SAB Real Estate Group 2, LLC - Martinsburg Pike ROCS (#S18-06/18-6-S).

COMMISSIONER  
*Jane Tabb*

Dear Mr. Gibson:

The Jefferson County Commission authorizes a complete release of the remaining \$749,908.00 from the construction bond for SAB Real Estate Group 2, LLC - Martinsburg Pike ROCS (File #S18-06/18-6-S). This project is located on the south side of Martinsburg Pike-Route 45 west of its intersection with Route 480. The work appears to 100% complete.

In summary, you are hereby authorized to fully release the \$749,908.00 from the above referenced Performance Bond, originally issued for \$749,908.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President  
Jefferson County Commission

SS:rfb

cc: Mr. Jacob M. Roach  
R.M. Roach & Sons  
333 E. John St.  
Martinsburg, WV 25401  
Department of Engineering, Planning & Zoning  
Office of Engineering



**BOND REDUCTION or RELEASE REQUEST - REPORT**

Date Received: 08 / 23 / 2023 J.C.P.C. File No. 18-6-S  
Consultant/Engineer/Firm Name: I.F.S.  
Mailing Address: 148 S. QUEEN ST.  
City: MARTINSBURG State: WV Zip: 25901  
Contact Person: RYAN PERKS Phone: 304-725-8456  
Project/Subdivision Name: ROC'S STORE SUBDIVISION SITE PLAN  
Section/Phase: \_\_\_\_\_ Lots: \_\_\_\_\_

Review Comments:

The bond release reduction is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPROXIMATE TO DO

CONFORMS, IN ACCORDANCE WITH THE APPROVED SITE PLAN & REVISIONS

**Approved for:**  
BOND RELEASE  
By: [Signature] 08/28/23  
County Engineer Date

Original Bond Amt. \$ 652,004 + 15% Cont. \$ 97,814 = Total Original Bond Amt \$ 749,908

Total Current Bond Amount \$ 749,908.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KENT Title: L.D.I.

Signature: [Signature] Date: 08 / 28 / 2023



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Roger Goodwin

Department or Organization: Engineering, Planning & Zoning

Commission Meeting Date: 9/7/2023

Special Meeting Date (if necessary):

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

1) Complete release of Performance Bond 41422966 for SAB Real Estate Group 2, LLC - Early Grading Permit for Martinsburg Pike ROCS (File #S18-06/18-6-S)

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

1) Complete release of Performance Bond 41422966 with Platte River Insurance Company, Glastonbury, CT for SAB Real Estate Group 2, LLC - Early Grading Permit for Martinsburg Pike ROCS (File #S18-06/18-6-S)

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 authorize a complete release of Performance Bond #41422966 with Platte River Insurance Company, Glastonbury, CT in the amount of \$117,484.00 for SAB Real Estate Group 2, LLC - Early Grading Permit for Martinsburg Pike ROCS (File #S18-06/18-6-S).

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:

Email Address:

engineering@jeffersoncountywv.org

Phone Number: 304-728-3257





## JEFFERSON COUNTY COMMISSION

124 East Washington Street, P.O. Box 250, Charles Town, WV 25414

Phone: (304) 728-3284 Fax: (304) 725-7916

Web: [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

PRESIDENT

*Steve Stolipher*

September 7, 2023

VICE PRESIDENT

*Vacant*

Mr. Brian P. Gibson, Attorney-in-Fact

Platte River Insurance Company

COMMISSIONER

*Tricia Jackson*

115 Glastonbury Blvd., Suite 102

Glastonbury, CT 06033

COMMISSIONER

*Jennifer Krouse*

RE: Performance Bond #41422966 dated February 13, 2020, Construction Bond Surety for

the Early Grading Permit for SAB Real Estate Group 2, LLC – Martinsburg Pike ROCS

COMMISSIONER

*Jane Tabb*

(#S18-06/18-6-S).

Dear Mr. Gibson:

The Jefferson County Commission authorizes a complete release of the remaining \$117,484.00 from the construction bond for the Early Grading Permit for SAB Real Estate Group 2, LLC - Martinsburg Pike ROCS (File #S18-06/18-6-S). This project is located on the south side of Martinsburg Pike-Route 45 west of its intersection with Route 480. The work appears to 100% complete.

In summary, you are hereby authorized to fully release the \$117,484.00 from the above referenced Performance Bond, originally issued for \$117,484.00. Please contact the Jefferson County Department of Engineering, Planning & Zoning - Office of Engineering at (304) 728-3257 if you have any questions.

Sincerely,

Steve Stolipher, President  
Jefferson County Commission

SS:rfb

cc: Mr. Jacob M. Roach

R.M. Roach & Sons

333 E. John St.

Martinsburg, WV 25401

Department of Engineering, Planning & Zoning

Office of Engineering

### BOND REDUCTION or RELEASE REQUEST - REPORT

Date Received: 08 / 23 / 2023 J.C.P.C. File No. 19 - 839  
(18-6-5)

Consultant/Engineer/Firm Name: I.F.S.

Mailing Address: 148 S QUEEN ST.

City: MARTINSBURG State: WV Zip: 25401

Contact Person: RYAN PERKS Phone: 304-725-8456

Project/Subdivision Name: POC'S STONE SUBDIVISION

Section/Phase: EARLY GROWING PERMIT Lots: \_\_\_\_\_

Review Comments:

The bond release/reduction is Approved as Submitted. \_\_\_\_\_ The bond release/reduction request is Denied.

\_\_\_\_\_ Add items/revise as shown per our comments on your attached bond release/reduction form & resubmit reduction/release request to our office for review and approval.

\_\_\_\_\_ Some site work has progressed beyond the required "milestone" site inspections that are to be performed by our office. As a result, you will need to schedule the inspections with our Land Development Inspector, and/or provide the certifications noted on the attached "Third-Party Certifications" checklist. Please collect all the required third-party certifications and submit them all at one time along with a copy of this report and the checklist.

\_\_\_\_\_ Bonding Policy & Unit Cost Figures attached for your use.

Comments: ALL WORK APPROXIMATELY COMPLETE

**Approved for:**  
BOND RELEASE  
By: [Signature] Date: 08/30/23  
**County Engineer**

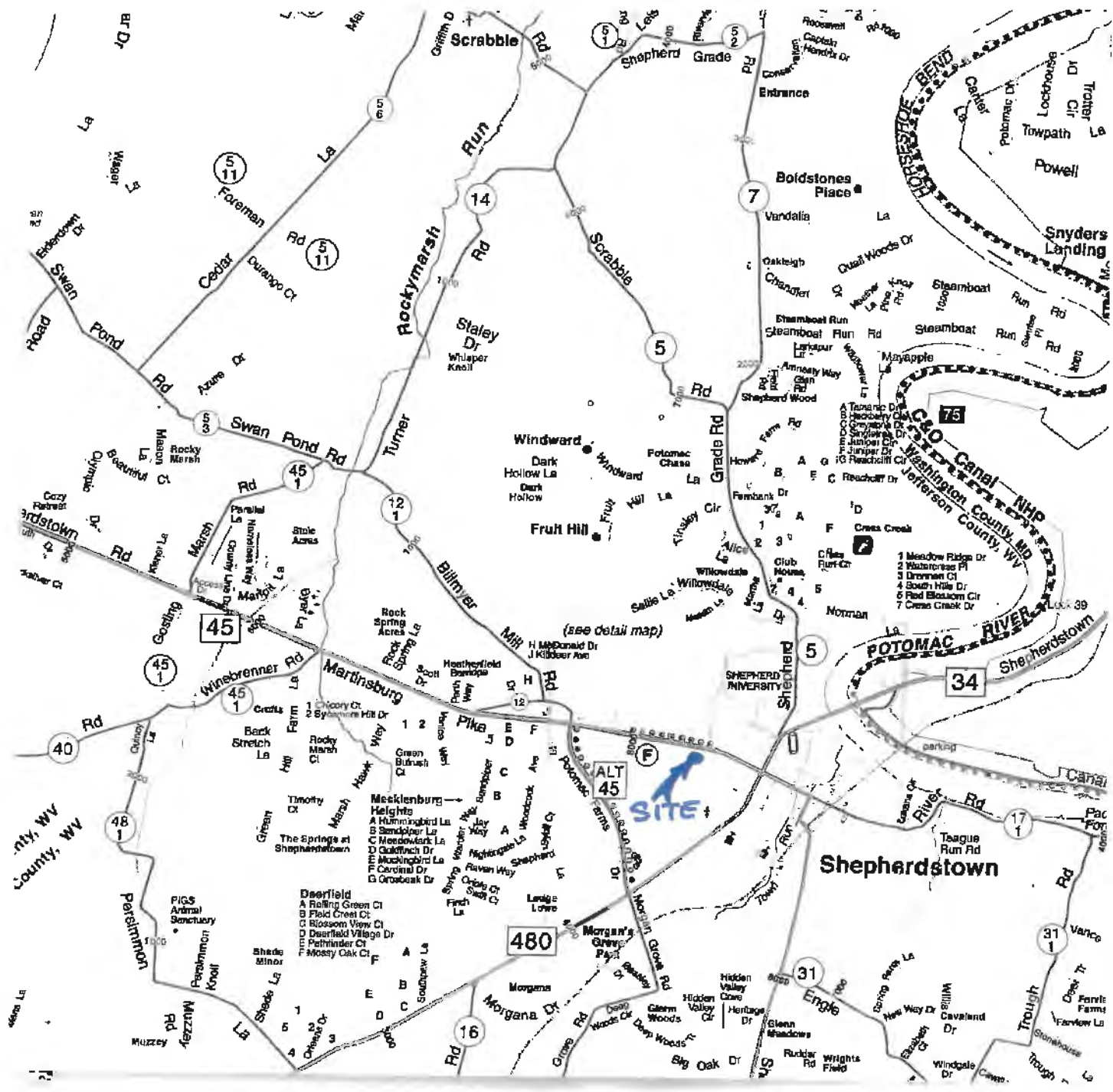
Original Bond Amt. \$ 102,160 + 15% Cont. \$ 15,324 = Total Original Bond Amt \$ 117,484

Total Current Bond Amount \$ 117,484.00

Cost of Work Remaining \$ 0.00 + Contingency Amount \$ 0.00

= Approved for Revised Bond Amount \$ 0.00

Reviewed By: JOSEPH W. KENT Title: L.D.I.  
Signature: [Signature] Date: 08 / 30 / 2023



**SITE**

**Shepherdstown**

**34**

**480**

**31**

nty, Wv  
County, Wv

FIGS  
Arboreal  
Sanctuary  
Muzzey  
Knoff

Deerfield  
A Rolling Green Ct  
B Field Crest Ct  
C Sposon View Dr  
D Deerfield Village Dr  
E Pathfinder Ct  
F Mossy Oak Ct

Meeklenburg  
Heights  
A Hummingbird La  
B Sandalper La  
C Meadowlark La  
D Oakfinch Dr  
E Cardinal Dr  
G Grosbeak Dr

Pika  
A Jay Way  
B Nightingale La  
C Raven Way  
D Oriole Ct  
E Finch Ct

(see detail map)

1 Meadow Ridge Dr  
2 Waterlilies Pl  
3 Dromet Ct  
4 South Hills Dr  
5 Red Blossom Cir  
7 Cress Creek Dr

Washington County, MD  
Jefferson County, WY

Horsey Bend  
Snyders Landing  
Powell  
Trotter La  
CIR  
Lockhouse  
Towpath La  
Pobomac Ct  
Carter

Boldstones  
Place  
Vandalia La

Oakleigh  
Chandler Ct  
Quail Woods Dr

Steamboat  
Run Rd  
Steamboat  
Run Rd

Amnesty Way  
Glen Rd  
Shapboard Wood

Farmbank Dr  
Kilgus Cir  
Alice La

Club House  
Cress Creek  
Norman

Shepherd  
University

Teague  
Run Rd

Engle  
Rd

Spring Run La  
New Way Dr  
Cavendish Dr

Wright's  
Field  
Rucker Rd

Windgate  
Dr

Stonehouse  
Trough

Parfle  
Farms  
View La

Wright's  
Field

Wright's  
Field

Wright's  
Field

Wright's  
Field

Windward  
Dark  
Hollow La  
Dark  
Hollow

Fruit Hill

Woodward

Willowdale

McDonald Dr  
Kilboer Ave

Heatherfield  
Barnette

Rock Spring  
Acres

Green  
Blunsh

Woodback  
Ave

Shapboard  
Run

Langie  
Lowe

Morgan's  
Grove  
Park

Hidden  
Valley  
Clare

Heritage  
Dr

Stann  
Meadows

Big Oak  
Dr

Deep  
Woods Ct

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Foreman  
Rd

Durango Ct

Acure Ct

Swan Pond  
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**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Name: Mike Sine

Department or Organization: ESA

Commission Meeting Date: 9/07/2023

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

- 1) Pay rate adjustments
- 2) JC Fair Standby Report
- 3) Potential Purchase SFD A31

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

- 1) Request pay rate adjustment for 2 employees - Years Of Service experience and newly acquired certification.
- 2) Summary Report on EMS standby activities at JC Fair
- 3) Continued Discussion on potential purchase of SFD A31

Type of Request: (Funding/Hiring): funding

Funding/Salary/Hourly Amount: Hourly increases

Name of Hire (if Applicable):

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): 8/27/2023

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):

see additional page.

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

If not attached, explain:

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

Contact Information: Mike Sine

Phone Number: 3047283287

Email Address:

msine@jces.org

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Additional Comments Page:

Move to approve a hourly pay rate increase and promotion for Corey Walsh. As a result of a new aquired certification he will promote from FF/EMT II to FF/AEMT II. In accordance with AP1192 he has submitted the proper documentation to receive 7 Years Of Service steps. His current hourly payrate is \$20.16/hr and will increase to \$24.87 effective 8/27/2023.

Move to approve a hourly pay rate increase for Todd Turner. In accordance with AP1192 he has submitted the proper documentation to receive 5 Years Of Service steps. His current hourly payrate is \$20.67/hr and will increase to \$22.69 effective 8/27/2023.

### **Recap of the Jefferson County Fair**

The Jefferson County Fair, held between Saturday, August 19, 2023 and Saturday, August 26, 2023, proved to be another example of the collaboration between the Jefferson County Emergency Services Agency (JCESA) and the volunteer fire departments of Jefferson County.

During the week of the fair, JCESA provided an ambulance five times. Shepherdstown Fire Department provided an ambulance six times and a Rapid Response Unit five times. Middleway Volunteer Fire Company provided a Rapid Response Unit three times.

Middleway Volunteer Fire Company provided 27.24 hours of service to the fair, covering five positions of the 30 needed personnel over the course of the week.

Shepherdstown Fire Department provided 72.65 hours of service to the fair, covering 16 positions of the 30 needed personnel over the course of the week.

JCESA provided 33.41 hours of service to the fair, covering 9 positions of the 30 needed personnel over the course of the week.

A total of four patient refusals and four transports to the hospital. Shepherdstown Fire Department completed two of the four transports in Ambulance 3-1. Of the four refusals and four transports, three times a 911 unit was requested for the Advanced Life Support provider, due to the patient's condition. One of the times a 911 unit was requested, a patient refusal was obtained and the unit returned to service.

The total hours of service required to cover all events held at the Jefferson County Fair were 133.3.

The Jefferson County Fair signed a standby agreement with JCESA and provided a request of needs. While the agreement only requires payment for Jefferson County Commission owned assets and the employees of JCESA, the Jefferson County Fair has graciously agreed, at their own discretion, to compensate Middleway Volunteer Fire Company and Shepherdstown Fire Department at the same rates charged by the Jefferson County Commission/JCESA.





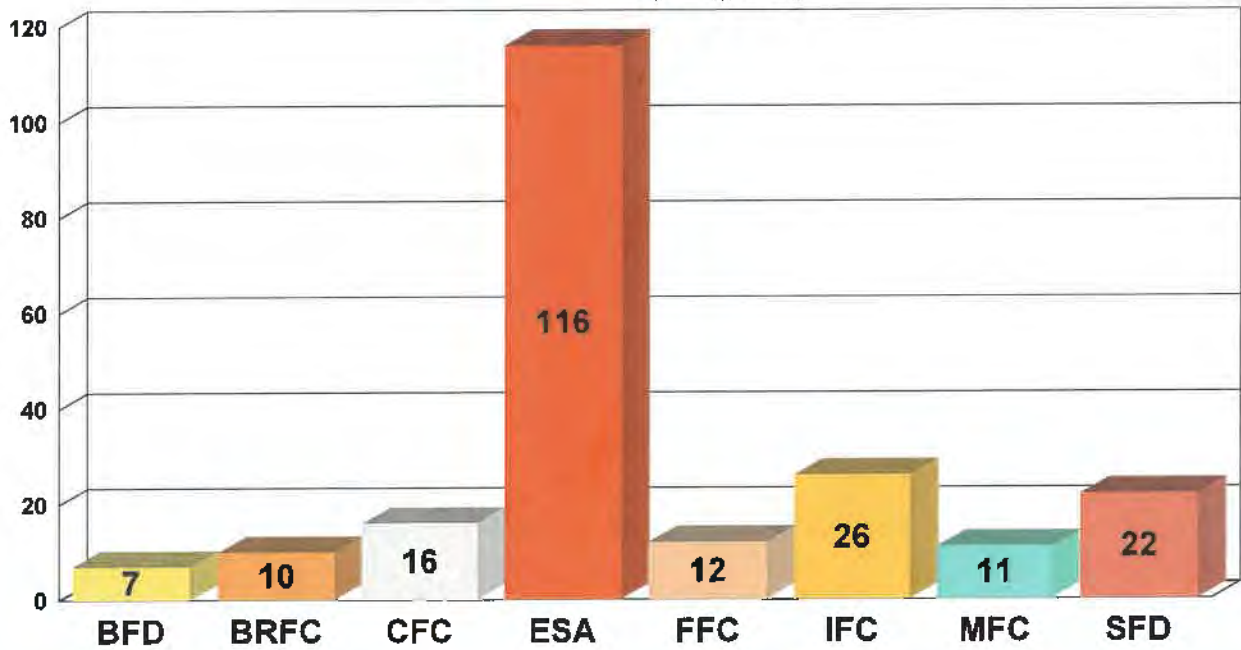
# Jefferson County Emergency Communications Fire and EMS Activity Report

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.

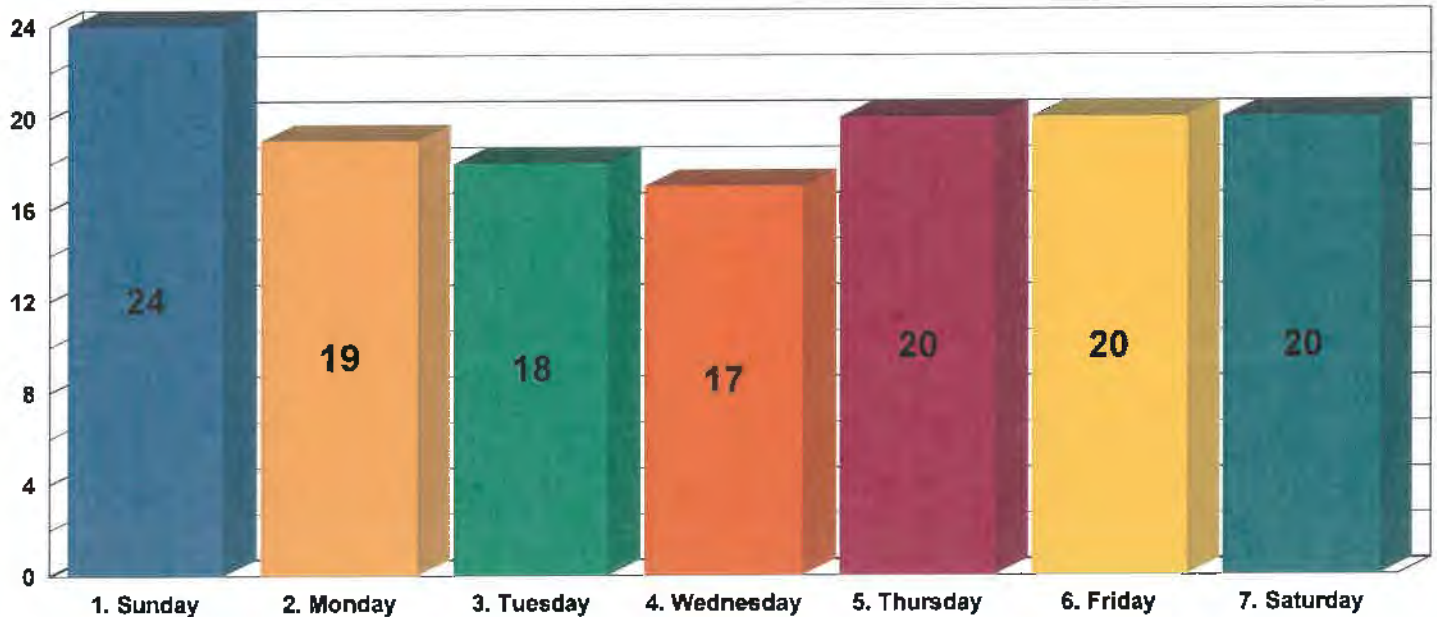
From 07/30/2023 to 08/05/2023

Total Incidents: 138

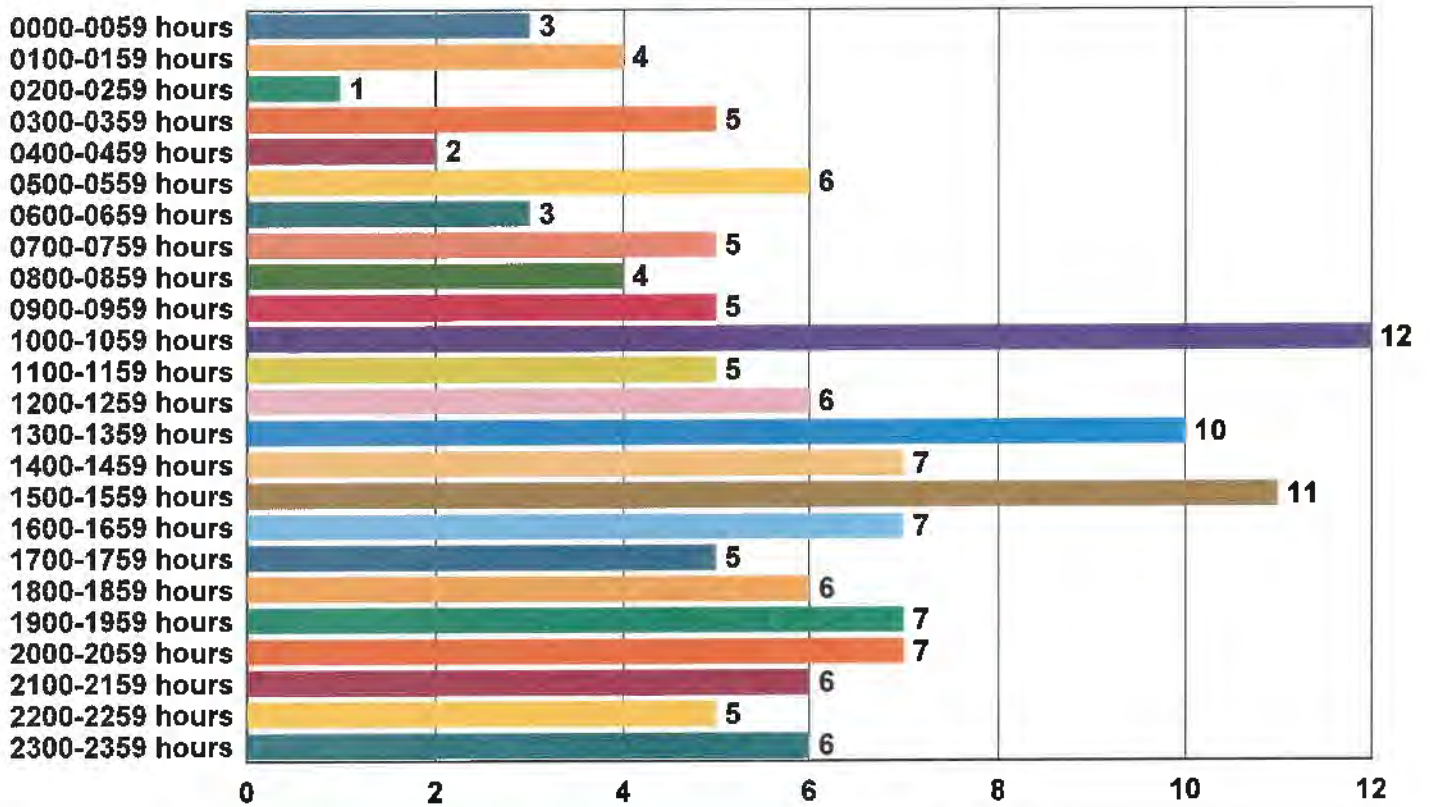
### Incidents, by Agency



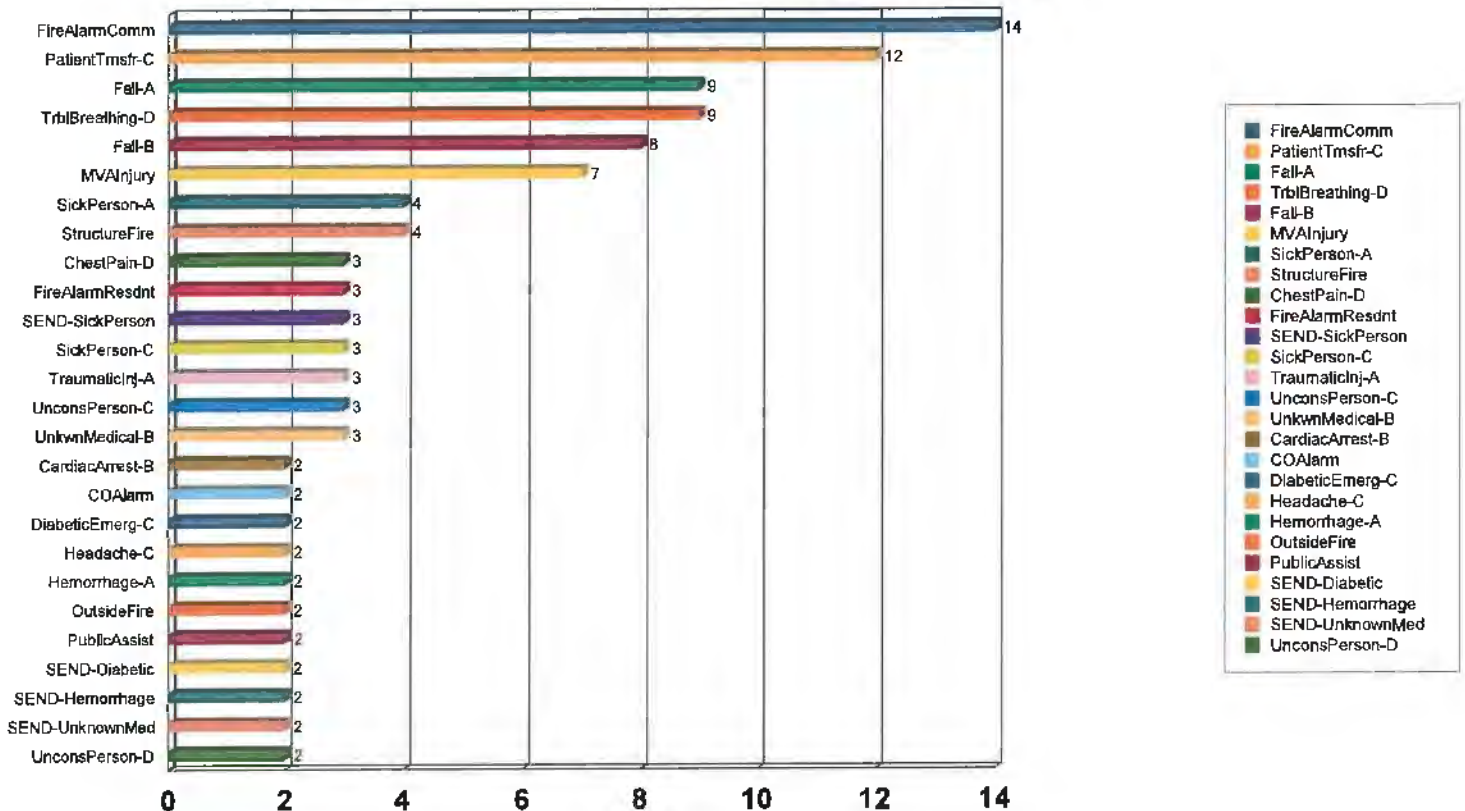
### Incidents, by day of week



## Incidents, by hour



## Most Commonly Dispatched Nature Codes



**BFD****Total Agency for Period: 7**

<b>LT7</b>	C23-40121 Box: 255	StructureFire 171 CHADWICK DR; Huntfield	7/31/2023 1:41:59AM
<b>CH7</b>	C23-40314 Box: 410	StructureFire 217 OAK LEE DR STE 15; WEIS GROCERY STORE; Potomac Twm Ctr	8/1/2023 7:03:16AM
<b>D7</b>	C23-40364 Box: 230K	StructureFire 1906 KABLETOWN RD; Myerstown Area	8/1/2023 1:14:33PM
<b>E7</b>	C23-40735 Box: 100	GasLeakInside 57 GILBERT ST; Bolivar	8/3/2023 12:09:29PM
<b>E7</b>	C23-40797 Box: 719R	PublicAssist 3034 BAKERTON RD; Bakerton Area	8/3/2023 4:57:22PM
<b>K7</b>	C23-40944 Box: 725K	SpecialEvtFire 235 SAM MICHAELS LN; SAM MICHAELS PARK; Shen Junction Area	8/4/2023 1:00:08PM
<b>E7</b>	C23-41026 Box: 350K	MVAInjury ENGLE MOLERS RD & MCMURRAN FARM LN; Shepherdstown Area	8/4/2023 9:58:57PM

**BRFC****Total Agency for Period: 10**

<b>RE5</b>	C23-39989 Box: 540K	OutsideFire SHENANDOAH RIVER ACCESS AT POWER HOUSE; Millville Area	7/30/2023 11:33:58AM
<b>RE5</b>	C23-40004 Box: 400K	StructureFire 774 E 5TH AVE; Ranson	7/30/2023 1:42:06PM
<b>RE5</b>	C23-40121 Box: 255	StructureFire 171 CHADWICK DR; Huntfield	7/31/2023 1:41:59AM
<b>RE5</b>	C23-40302 Box: 405	COAlarm 216 W 4TH AVE; Ranson	8/1/2023 3:54:23AM
<b>RE5</b>	C23-40314 Box: 410	StructureFire 217 OAK LEE DR STE 15; WEIS GROCERY STORE; Potomac Twn Ctr	8/1/2023 7:03:16AM
<b>RE5</b>	C23-40364 Box: 230K	StructureFire 1906 KABLETOWN RD; Myerstown Area	8/1/2023 1:14:33PM
<b>RE5</b>	C23-40369 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twn Ctr	8/1/2023 1:52:27PM
<b>U5</b>	C23-40756 Box: 405	CardiacArrest-B 818 N MILDRED ST # A; Ranson	8/3/2023 1:47:46PM
<b>U5</b>	C23-40890 Box: 255	Shooting-D+++ 308 CALMES ST; Huntfield	8/4/2023 7:28:01AM
<b>E52</b>	C23-40917 Box: 530K	OutsideFire AT RT 9 LOUDOUN COUNTY LINE; Rt 9 near CT Rd	8/4/2023 10:53:22AM

## CFC

## Total Agency for Period: 16

E2	C23-39959 Box: 410	FireAlarmResdnt 56 PETER RABBIT DR; Briar Run Estates	7/30/2023 5:00:42AM
E2	C23-40004 Box: 400K	StructureFire 774 E 5TH AVE; Ranson	7/30/2023 1:42:06PM
E2	C23-40030 Box: 215K	MVAInjury MM 10-0 RT 340 SB; Charles Town Arca	7/30/2023 4:17:29PM
T2	C23-40121 Box: 255	StructureFire 171 CHADWICK DR; Huntfield	7/31/2023 1:41:59AM
E2	C23-40247 Box: 241	MVAInjury AUGUSTINE AVE & BERRYVILLE PIKE; Charles Town Area	7/31/2023 7:07:35PM
E2	C23-40302 Box: 405	COAlarm 216 W 4TH AVE; Ranson	8/1/2023 3:54:23AM
T2	C23-40314 Box: 410	StructureFire 217 OAK LEE DR STE 15; WEIS GROCERY STORE; Potomac Twn Ctr	8/1/2023 7:03:16AM
U2	C23-40364 Box: 230K	StructureFire 1906 KABLETOWN RD; Myerstown Area	8/1/2023 1:14:33PM
E2	C23-40369 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twn Ctr	8/1/2023 1:52:27PM
T2	C23-40451 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twn Ctr	8/1/2023 11:33:42PM
E2	C23-40526 Box: 415	MVAEntrapmnt BRIAR RUN DR & FLOWING ACRES RD; Briar Run Estates; Ranson A	8/2/2023 12:00:07PM
T2	C23-40688 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twn Ctr	8/3/2023 6:28:59AM
E2	C23-40725 Box: 205	COAlarm 140 NATHANIEL DR; Samuel Station	8/3/2023 10:59:28AM
T2	C23-40735 Box: 100	GasLeakInside 57 GILBERT ST; Bolivar	8/3/2023 12:09:29PM
E2	C23-40890 Box: 255	Shooting-D+++ 308 CALMES ST; Huntfield	8/4/2023 7:28:01AM
ACH2	C23-40917 Box: 530K	OutsideFire AT RT 9 LOUDOUN COUNTY LINE; Rt 9 near CT Rd	8/4/2023 10:53:22AM

**ESA**

**Total Agency for Period: 116**

M1109	C23-39934 Box: 550K	Headache-C 200 CUNNING FOX RD; River View Park	7/30/2023 12:07:02AM
M1103	C23-39936 Box: 200	Fall-A 427 BELVEDERE DR; Belvedere Heights	7/30/2023 12:33:37AM
M1103	C23-39956 Box: 610K	TrblBreathing-D 180 LADY BUG LN; Day Subdv	7/30/2023 3:40:06AM
M1103	C23-39959 Box: 410	FireAlarmResdnt 56 PETER RABBIT DR; Briar Run Estates	7/30/2023 5:00:42AM
M1103	C23-39962 Box: 400X	SEND-SickPerson 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	7/30/2023 5:44:48AM
M1103	C23-39980 Box: 400	SEND-Hemorrhage 100 HOLLYWOOD DR; INN AT CHARLES TOWN; Charles Town	7/30/2023 10:33:39AM
M1103	C23-39982 Box: 490	Fall-B 101 CARRELL LN; Tuscowilla Hills	7/30/2023 10:49:59AM
M1107	C23-39992 Box: 300	TraumaticInj-A 300 E GERMAN ST; TOMMYS PIZZA; Shepherdstown	7/30/2023 12:01:34PM
M1103	C23-39994 Box: 400	SickPerson-C 203 E CONGRESS ST; CHARLES TOWN BAPTIST CHURCH; Charles Town	7/30/2023 12:17:44PM
M1103	C23-40000 Box: 400	Hemorrhage-A 518 S GEORGE ST # C-13; WASHINGTON VILLAGE APTS; Ch Town	7/30/2023 1:18:55PM
A1107	C23-40001 Box: 620K	AbdPain-C 193 RUSSELL WAY; Russell MHP	7/30/2023 1:31:24PM
M1109	C23-40004 Box: 400K	StructureFire 774 E 5TH AVE; Ranson	7/30/2023 1:42:06PM
M1107	C23-40008 Box: 720K	SEND-UnknownMed 414 KIDWILER RD; Bakerton Area	7/30/2023 2:08:12PM
M1101	C23-40011 Box: 100	ChestPain-D 85 CHENEY AVE # 310; Bolivar	7/30/2023 2:27:34PM
M1109	C23-40030 Box: 215K	MVAInjury MM 10-0 RT 340 SB; Charles Town Area	7/30/2023 4:17:29PM
A1102	C23-40033 Box: 425K	Fall-B 849 SHADE TREE LN; Shen Junction Area	7/30/2023 4:48:37PM
M1109	C23-40086 Box: 415	TrblBreathing-D 21 MINERAL SPRINGS RD; Shenandoah Springs	7/30/2023 9:19:01PM
M1104	C23-40105 Box: 205M	PaticnfTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/30/2023 10:49:34PM
M1107	C23-40106 Box: 733K	SickPerson-C 55 ACORN CIR; Oak Tree East	7/30/2023 10:58:57PM
M1109	C23-40110 Box: 340K	OvrdosePoison-D 30 QUIETWOOD RD; Fox Glen	7/30/2023 11:29:27PM
M1107	C23-40115 Box: 733K	DiabeticEmerg-C 55 ACORN CIR; Oak Tree East	7/31/2023 12:21:59AM
M1103	C23-40119 Box: 405	ChestPain-D 115 E 10TH AVE; Ranson	7/31/2023 1:32:05AM
M1101	C23-40121 Box: 255	StructureFire 171 CHADWICK DR; Huntfield	7/31/2023 1:41:59AM
M1109	C23-40127 Box: 570K	OvrdosePoison-C 39 KENWOOD LN; John Brown Farm Mtn	7/31/2023 3:49:07AM
M1104	C23-40136 Box: 305K	Fall-A 22 FINCH LN; Mecklenburg Heights	7/31/2023 5:41:37AM
M1104	C23-40140 Box: 325X	FireAlarmComm 698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	7/31/2023 6:30:16AM

M1103	C23-40143 Box: 490	UnconsPerson-C 239 PACKETT DR; Tuscowilla Hills	7/31/2023 7:02:32AM
M1109	C23-40145 Box: 265	SEND-SickPerson SPRUCE HILL SUBDV AT GRASMERE DRIVE; Charles Town Area	7/31/2023 7:51:10AM
M1103	C23-40164 Box: 400	SEND-Fall 100 HOLLYWOOD DR; INN AT CHARLES TOWN; Charles Town	7/31/2023 9:44:07AM
M1102	C23-40199 Box: 400	UnkwnMedical-B 518 S GEORGE ST # C-11; WASHINGTON VILLAGE APTS; Ch Town	7/31/2023 1:59:31PM
M1102	C23-40208 Box: 660K	AbdPain-D 199 BRANNON LN; Summit Point Area	7/31/2023 2:57:13PM
M1107	C23-40214 Box: 305K	Fall-A 111 HORNER FARM LN; The Point	7/31/2023 3:32:53PM
M1109	C23-40216 Box: 570K	AnimalBite-B 47 DAWN LN; John Brown Farm Mtn	7/31/2023 3:41:14PM
M1103	C23-40221 Box: 400	ChestPain-A 43 NEW PEACH TREE CT # 110; WILLOW SPRG FARM APT; Ch Town	7/31/2023 4:12:59PM
M1109	C23-40231 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	7/31/2023 5:32:39PM
M1104	C23-40236 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/31/2023 5:47:45PM
M1109	C23-40247 Box: 241	MVAInjury AUGUSTINE AVE & BERRYVILLE PIKE; Charles Town Area	7/31/2023 7:07:35PM
M1104	C23-40268 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	7/31/2023 10:16:02PM
M1108	C23-40301 Box: 405	TrblBreathing-D 112 N GEORGE ST; Ranson	8/1/2023 3:46:34AM
M1109	C23-40302 Box: 405	COAlarm 216 W 4TH AVE; Ranson	8/1/2023 3:54:23AM
M1103	C23-40309 Box: 405	Fall-B 300 W 6TH AVE; Ranson	8/1/2023 5:01:47AM
M1104	C23-40313 Box: 445K	Headache-C 1 OFFRAMP EB 9 TO CURRIE - RAMP A; Ranson	8/1/2023 6:45:35AM
M1103	C23-40314 Box: 410	StructureFire 217 OAK LEE DR STE 15; WEIS GROCERY STORE; Potomac Twn Ctr	8/1/2023 7:03:16AM
M1109	C23-40332 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/1/2023 9:59:42AM
M1103	C23-40351 Box: 400	Fall-B 305 W CONGRESS ST; Charles Town	8/1/2023 11:52:59AM
M1109	C23-40364 Box: 230K	StructureFire 1906 KABLETOWN RD; Mycrstown Area	8/1/2023 1:14:33PM
M1101	C23-40369 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twn Ctr	8/1/2023 1:52:27PM
M1109	C23-40377 Box: 215	SickPerson-C 229 FULTON AVE; Patrick Henry Ests	8/1/2023 2:38:02PM
M1108	C23-40383 Box: 215X	PatientTrnsfr-C 912 SOMERSET BLVD STE 102; WVU URGENT CARE; by ALDI's	8/1/2023 3:23:06PM
M1109	C23-40391 Box: 205K	TrblBreathing-D 42 BELVEDERE FARM LN; Charles Town	8/1/2023 3:47:26PM
M1103	C23-40416 Box: 440K	SickPerson-A 169 PARK FORREST WAY; Ranson Area	8/1/2023 6:04:53PM
M1109	C23-40420 Box: 405	TrblBreathing-D 821 N MILDRED ST # 6103; APPLE TREE GARDENS APTS; Ranson	8/1/2023 6:19:21PM

M1105	C23-40431 Box: 300	HeartProblems-A 38 FOLKS PT; Colonial Hills	8/1/2023 7:37:28PM
M1101	C23-40478 Box: 160K	TrblBreathing-D 99 CLARK CT; Conestoga	8/2/2023 5:51:28AM
M1101	C23-40487 Box: 100	TrblBreathing-D 137 SPRUCE ST; Bolivar	8/2/2023 7:58:09AM
M1105	C23-40490 Box: 340K	Assault-B 442 REYNARD RD; Fox Glen	8/2/2023 8:46:44AM
M1102	C23-40511 Box: 430K	Fall-B 2039 HITE RD; Bardane Area	8/2/2023 10:48:09AM
M1105	C23-40513 Box: 455K	SEND-Stabbing 144 ELDER LN; Near Fairgrounds	8/2/2023 10:50:13AM
M1109	C23-40518 Box: 590K	TrblBreathing-D 305 FRIENDS WAY; FLOC NILES CABIN; Rolling Ridge	8/2/2023 10:58:45AM
M1102	C23-40526 Box: 415	MVAEntrapmnt BRIAR RUN DR & FLOWING ACRES RD; Briar Run Estates; Ranson A	8/2/2023 12:00:07PM
M1103	C23-40532 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/2/2023 12:28:39PM
M1105	C23-40554 Box: 340K	UnconsPerson-D 49 KENNEL LN; Fox Glen	8/2/2023 2:54:59PM
M1103	C23-40558 Box: 405	UnconsPerson-C 41 PEACH TREE DR; Orchard Hills	8/2/2023 3:20:50PM
M1109	C23-40569 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/2/2023 4:02:57PM
M1103	C23-40604 Box: 440K	PublicAssist 169 PARK FORREST WAY; Ranson Area	8/2/2023 6:40:15PM
M1101	C23-40618 Box: 170K	AnimalBite-D 166 SHENANDOAH MINI HOME DR; Millville Area	8/2/2023 8:40:02PM
M1103	C23-40637 Box: 400	Hemorrhage-D N MILDRED ST & E LIBERTY ST; Charles Town	8/2/2023 10:23:04PM
M1109	C23-40678 Box: 510K	SEND-UnknownMed 69 DOGWOOD TRI.; HF Campsites	8/3/2023 3:27:15AM
M1102	C23-40688 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twm Ctr	8/3/2023 6:28:59AM
M1101	C23-40701 Box: 160	SEND-Assault HALLTOWN RD & SHEPHERDSTOWN PIKE; Halltown	8/3/2023 8:39:21AM
M1101	C23-40715 Box: 110	TraumaticInj-A 408 ALLSTADTS HILL RD; RIVER RIDERS; River Rider Millvle	8/3/2023 10:07:41AM
M1108	C23-40735 Box: 100	GasLeakInside 57 GILBERT ST; Bolivar	8/3/2023 12:09:29PM
M1102	C23-40756 Box: 405	CardiacArrest-B 818 N MILDRED ST # A; Ranson	8/3/2023 1:47:46PM
M1101	C23-40797 Box: 719R	PublicAssist 3034 BAKERTON RD; Bakerton Area	8/3/2023 4:57:22PM
M1108	C23-40804 Box: 530K	Fall-A 1350 CHESTNUT HILL RD; Near HF Campsites	8/3/2023 5:49:49PM
M1109	C23-40807 Box: 560K	UnkwnMedical-B 2119 LAKESIDE DR; Shannondale East	8/3/2023 6:14:07PM
M1105	C23-40813 Box: 355K	UnconsPerson-C 151 HERITAGE DR; Glenn Meadows	8/3/2023 6:49:58PM
M1109	C23-40816 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/3/2023 7:17:49PM

M1103	C23-40821 Box: 465K	SEND-MVAInjury SUMMIT POINT RD & SPRING VALLEY WAY; Charles Town Area; Spri	8/3/2023 7:38:34PM
M1105	C23-40841 Box: 355K	SickPerson-A 151 HERITAGE DR; Glenn Meadows	8/3/2023 9:37:39PM
M1108	C23-40848 Box: 200	HeartProblems-D 335 BELVEDERE DR; Belvedere Heights	8/3/2023 10:30:01PM
M1103	C23-40852 Box: 400	Fall-A 184 FLOWING SPRINGS RD; Jefferson Crossing	8/3/2023 11:26:03PM
M1109	C23-40884 Box: 235	ChestPain-C 142 WIND SHEAR DR; Crosswinds	8/4/2023 5:36:52AM
M1109	C23-40890 Box: 255	Shooting-D+++ 308 CALMES ST; Huntfield	8/4/2023 7:28:01AM
M1106	C23-40905 Box: 110	Fall-B 171 SHORE LINE	8/4/2023 9:48:46AM
M1109	C23-40908 Box: 560K	CardiacArrest-B 2075 LAKESIDE DR; Shannondale East	8/4/2023 9:58:17AM
M1108	C23-40915 Box: 400M	UnconsPerson-D 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/4/2023 10:43:24AM
M1103	C23-40921 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/4/2023 11:04:57AM
A1102	C23-40927 Box: 405	TrblBreathing-D 102 N GEORGE ST # 1; Ranson	8/4/2023 11:18:45AM
M1105	C23-40939 Box: 300	Fall-A 207 ROCKY ST; Shepherdstown	8/4/2023 12:39:09PM
M1103	C23-40949 Box: 400	SEND-Diabetic 130 AUGUSTINE AVE UNIT 64; KYLIES CONFECTIONS; Charles Town	8/4/2023 1:34:37PM
A1106	C23-40952 Box: 100K	MVAInjury MM 16-0 RT 340; Loudoun Co VA	8/4/2023 1:42:57PM
M1109	C23-40974 Box: 200X	SEND-Hemorrhage 245 CITIZENS WAY; CITIZENS FIRE COMPANY 2; Near Citizens FD	8/4/2023 4:06:21PM
M1103	C23-40984 Box: 490	SickPerson-A 206 BALTUSROL DR; Locust Hill	8/4/2023 5:58:10PM
M1105	C23-41001 Box: 390	TraumaticInj-A 192 INSPIRATION DR; Chapel View	8/4/2023 7:33:18PM
M1103	C23-41007 Box: 400X	SEND-SickPerson 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	8/4/2023 8:11:13PM
M1105	C23-41026 Box: 350K	MVAInjury ENGLE MOLERS RD & MCMURRAN FARM LN; Shepherdstown Area	8/4/2023 9:58:57PM
M1103	C23-41032 Box: 610K	DiabeticEmerg-C 180 LADY BUG LN; Day Subdv	8/4/2023 11:26:31PM
M1109	C23-41042 Box: 205M	PatientTrnsfr-A 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/5/2023 1:44:11AM
M1104	C23-41043 Box: 410	MVAInjury 1927 FLOWING SPRINGS RD; Ranson Area	8/5/2023 1:51:15AM
M1104	C23-41057 Box: 540K	SickPerson-A 39 OAK HILL CT; Oak Hill MHP	8/5/2023 4:19:57AM
M1109	C23-41067 Box: 570K	Stroke-C 297 RIVER HAVEN DR; Shannondale West	8/5/2023 8:46:42AM
M1104	C23-41074 Box: 410	Hemorrhage-A 588 THUMPER DR; Briar Run Estates	8/5/2023 9:53:27AM
M1103	C23-41084 Box: 630K	ChestPain-D 4584 MIDDLEWAY PIKE; Middleway Area	8/5/2023 10:54:06AM

M1105	C23-41113 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/5/2023 2:36:33PM
M1103	C23-41119 Box: 610K	Fall-B 328 HARRY SHIRLEY RD; Middleway Area	8/5/2023 2:50:47PM
M1105	C23-41162 Box: 300	MVAInjury W HIGH ST & N DUKE ST; Shepherdstown	8/5/2023 6:10:26PM
M1103	C23-41169 Box: 400	Fall-B 304 E CONGRESS ST; Charles Town	8/5/2023 7:36:23PM
M1109	C23-41171 Box: 400X	SEND-Diabetic 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	8/5/2023 8:03:26PM
M1104	C23-41172 Box: 600K	MVAInjury 1355 DARKE LN; Green Acres MHP; Leetown Area	8/5/2023 8:07:22PM
M1103	C23-41173 Box: 300	Fall-A 203 S MILL ST # 14; OHurleys MHP	8/5/2023 8:12:54PM
M1104	C23-41175 Box: 400	UnkwnMedical-B 518 S GEORGE ST # C-11; WASHINGTON VILLAGE APIS; Ch Town	8/5/2023 8:21:46PM
M1103	C23-41179 Box: 300K	Fall-A 286 BILLMYER MILL RD; Shepherdstown Area	8/5/2023 9:02:20PM
M1109	C23-41183 Box: 230K	Fall-A 7346 KABLETOWN RD; Kabletown Area	8/5/2023 9:28:37PM
M1104	C23-41185 Box: 490	TraumaticInj-B 65 DORAL CT; Locust Hill	8/5/2023 9:51:09PM
M1109	C23-41187 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/5/2023 11:00:22PM

**FFC**

**Total Agency for Period: 12**

<b>EK1</b>	C23-40004 Box: 400K	StructureFire 774 E 5TH AVE; Ranson	7/30/2023 1:42:06PM
<b>EK1</b>	C23-40121 Box: 255	StructureFire 171 CHADWICK DR; Huntfield	7/31/2023 1:41:59AM
<b>EK1</b>	C23-40302 Box: 405	COAlarm 216 W 4TH AVE; Ranson	8/1/2023 3:54:23AM
<b>EK1</b>	C23-40314 Box: 410	StructureFire 217 OAK LEE DR STE 15; WEIS GROCERY STORE; Potomac Twn Ctr	8/1/2023 7:03:16AM
<b>EK1</b>	C23-40364 Box: 230K	StructureFire 1906 KABLETOWN RD; Myerstown Area	8/1/2023 1:14:33PM
<b>EK1</b>	C23-40487 Box: 100	TrblBreathing-D 137 SPRUCE ST; Bolivar	8/2/2023 7:58:09AM
<b>U1</b>	C23-40518 Box: 590K	TrblBreathing-D 305 FRIENDS WAY; FLOC NILES CABIN; Rolling Ridge	8/2/2023 10:58:45AM
<b>EK1</b>	C23-40735 Box: 100	GasLeakInside 57 GILBERT ST; Bolivar	8/3/2023 12:09:29PM
<b>EK1</b>	C23-40797 Box: 719R	PublicAssist 3034 BAKERTON RD; Bakerton Area	8/3/2023 4:57:22PM
<b>EK1</b>	C23-40917 Box: 530K	OutsideFire AT RT 9 LOUDOUN COUNTY LINE; Rt 9 near CT Rd	8/4/2023 10:53:22AM
<b>ACHJ</b>	C23-40952 Box: 100K	MVAInjury MM 16-0 RT 340; Loudoun Co VA	8/4/2023 1:42:57PM
<b>EK1</b>	C23-41026 Box: 350K	MVAInjury ENGLE MOLERS RD & MCMURRAN FARM LN; Shepherdstown Area	8/4/2023 9:58:57PM

## IFC

Total Agency for Period: 26

E4	C23-39959 Box: 410	FireAlarmResdnt 56 PETER RABBIT DR; Briar Run Estates	7/30/2023 5:00:42AM
K4	C23-39982 Box: 490	Fall-B 101 CARRELL LN; Tuscawilla Hills	7/30/2023 10:49:59AM
CH4	C23-40004 Box: 400K	StructureFire 774 E 5TH AVE; Ranson	7/30/2023 1:42:06PM
E4	C23-40028 Box: 430	FireAlarmComm 73 INDUSTRIAL BLVD; DALB INC; Burr Park South	7/30/2023 4:04:12PM
R4	C23-40070 Box: 405	InvestSmokeOut E 12TH AVE & N FAIRFAX BLVD; Ranson	7/30/2023 8:06:05PM
E4	C23-40121 Box: 255	StructureFire 171 CHADWICK DR; Huntfield	7/31/2023 1:41:59AM
D4	C23-40143 Box: 490	UnconsPerson-C 239 PACKETT DR; Tuscawilla Hills	7/31/2023 7:02:32AM
E4	C23-40302 Box: 405	COAlarm 216 W 4TH AVE; Ranson	8/1/2023 3:54:23AM
E4	C23-40309 Box: 405	Fall-B 300 W 6TH AVE; Ranson	8/1/2023 5:01:47AM
E4	C23-40314 Box: 410	StructureFire 217 OAK LEE DR STE 15; WEIS GROCERY STORE; Potomac Twn Ctr	8/1/2023 7:03:16AM
K4	C23-40364 Box: 230K	StructureFire 1906 KABLETOWN RD; Myerstown Area	8/1/2023 1:14:33PM
K4	C23-40369 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twn Ctr	8/1/2023 1:52:27PM
E4	C23-40451 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twn Ctr	8/1/2023 11:33:42PM
CN4	C23-40513 Box: 455K	SEND-Stabbing 144 ELDER LN; Near Fairgrounds	8/2/2023 10:50:13AM
E4	C23-40518 Box: 590K	TrblBreathing-D 305 FRIENDS WAY; FLOC NILES CABIN; Rolling Ridge	8/2/2023 10:58:45AM
R4	C23-40526 Box: 415	MVAEntrapmnt BRIAR RUN DR & FLOWING ACRES RD; Briar Run Estates; Ranson A	8/2/2023 12:00:07PM
E4	C23-40586 Box: 400	WiresDown 531 S GEORGE ST; Charles Town	8/2/2023 5:29:29PM
E4	C23-40604 Box: 440K	PublicAssist 169 PARK FORREST WAY; Ranson Area	8/2/2023 6:40:15PM
E4	C23-40688 Box: 410	FireAlarmComm 217 OAK LEE DR # 12A; Potomac Twn Ctr	8/3/2023 6:28:59AM
E4	C23-40704 Box: 415	FireAlarmResdnt 36 WELSH CT; Breckenridge	8/3/2023 8:59:19AM
E4	C23-40735 Box: 100	GasLeakInside 57 GILBERT ST; Bolivar	8/3/2023 12:09:29PM
W4	C23-40821 Box: 465K	SEND-MVAInjury SUMMIT POINT RD & SPRING VALLEY WAY; Charles Town Area; Spri	8/3/2023 7:38:34PM
W4	C23-40916 Box: 600K	InvestigationFD 71 RAMBLIN WAY; Middleway Area	8/4/2023 10:47:18AM
W4	C23-40927 Box: 405	TrblBreathing-D 102 N GEORGE ST # 1; Ranson	8/4/2023 11:18:45AM
W4	C23-40944 Box: 725K	SpecialEvtntFire 235 SAM MICHAELS LN; SAM MICHAELS PARK; Sheu Junction Area	8/4/2023 1:00:08PM
R4	C23-41043 Box: 410	MVAInjury 1927 FLOWING SPRINGS RD; Ranson Area	8/5/2023 1:51:15AM

**MFC****Total Agency for Period: 11**

<b>E6</b>	C23-40004 Box: 400K	StructureFire 774 E 5TH AVE; Ranson	7/30/2023 1:42:06PM
<b>U6</b>	C23-40121 Box: 255	StructureFire 171 CHADWICK DR; Huntfield	7/31/2023 1:41:59AM
<b>E6</b>	C23-40122 Box: 200X	StationFill 245 CITIZENS WAY; CITIZENS FIRE COMPANY 2; Near Citizens FD	7/31/2023 2:10:25AM
<b>K6</b>	C23-40364 Box: 230K	StructureFire 1906 KABLETOWN RD; Myerstown Area	8/1/2023 1:14:33PM
<b>E6</b>	C23-40513 Box: 455K	SEND-Stabbing 144 ELDER LN; Near Fairgrounds	8/2/2023 10:50:13AM
<b>E6</b>	C23-40526 Box: 415	MVAEntrapmnt BRIAR RUN DR & FLOWING ACRES RD; Briar Run Estates; Ranson A	8/2/2023 12:00:07PM
<b>E6</b>	C23-40532 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/2/2023 12:28:39PM
<b>E6</b>	C23-40916 Box: 600K	InvestigationFD 71 RAMBLIN WAY; Middleway Area	8/4/2023 10:47:18AM
<b>E6</b>	C23-41032 Box: 610K	DiabeticEmerg-C 180 LADY BUG LN; Day Subdv	8/4/2023 11:26:31PM
<b>E6</b>	C23-41119 Box: 610K	Fall-B 328 HARRY SHIRLEY RD; Middleway Area	8/5/2023 2:50:47PM
<b>RE6</b>	C23-41172 Box: 600K	MVAInjury 1355 DARKE LN; Green Acres MHP; Leetown Area	8/5/2023 8:07:22PM

## SFD

Total Agency for Period: 22

D3	C23-39992 Box: 300	TraumaticInj-A 300 E GERMAN ST; TOMMYS PIZZA; Shepherdstown	7/30/2023 12:01:34PM
ER	C23-40004 Box: 400K	StructureFire 774 E 5TH AVE; Ranson	7/30/2023 1:42:06PM
E3	C23-40023 Box: 300	FireAlarmComm 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	7/30/2023 3:28:03PM
E3	C23-40136 Box: 305K	Fall-A 22 FINCH LN; Mecklenburg Heights	7/31/2023 5:41:37AM
T3	C23-40140 Box: 325X	FireAlarmComm 698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	7/31/2023 6:30:16AM
T3	C23-40386 Box: 300	FireAlarmComm 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	8/1/2023 3:27:55PM
B3	C23-40428 Box:	MutualAidFire 656 Barksdale lane	8/1/2023 7:14:15PM
T3	C23-40560 Box: 300	FireAlarmComm 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	8/2/2023 3:26:10PM
E3	C23-40644 Box: 325X	FireAlarmComm 698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	8/2/2023 11:49:24PM
E3	C23-40721 Box: 300	FireAlarmResdnt 14 BRANSON CIR; Colonial Hills	8/3/2023 10:49:39AM
T3	C23-40727 Box: 301S	FireAlarmComm 29 CAMPUS HILL DR; LURRY HALL SHEP UNIV; Shepherd University	8/3/2023 11:03:13AM
E3	C23-40777 Box: 300	FireAlarmComm 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	8/3/2023 3:27:07PM
EMS3	C23-40813 Box: 355K	UnconsPerson-C 151 HERITAGE DR; Glenn Meadows	8/3/2023 6:49:58PM
EMS3	C23-40939 Box: 300	Fall-A 207 ROCKY ST; Shepherdstown	8/4/2023 12:39:09PM
T3	C23-40969 Box: 300	FireAlarmComm 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	8/4/2023 3:27:25PM
EMS3	C23-41001 Box: 390	TraumaticInj-A 192 INSPIRATION DR; Chapel View	8/4/2023 7:33:18PM
D3	C23-41026 Box: 350K	MVAInjury ENGLE MOLERS RD & MCMURRAN FARM LN; Shepherdstown Area	8/4/2023 9:58:57PM
E3	C23-41058 Box: 300M	FireAlarmComm 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/5/2023 4:48:37AM
EMS3	C23-41113 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/5/2023 2:36:33PM
T3	C23-41126 Box: 300	FireAlarmComm 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	8/5/2023 3:26:43PM
E3	C23-41162 Box: 300	MVAInjury W HIGH ST & N DUKE ST; Shepherdstown	8/5/2023 6:10:26PM
EMSCH3	C23-41179 Box: 300K	Fall-A 286 BILLMYER MILL RD; Shepherdstown Area	8/5/2023 9:02:20PM



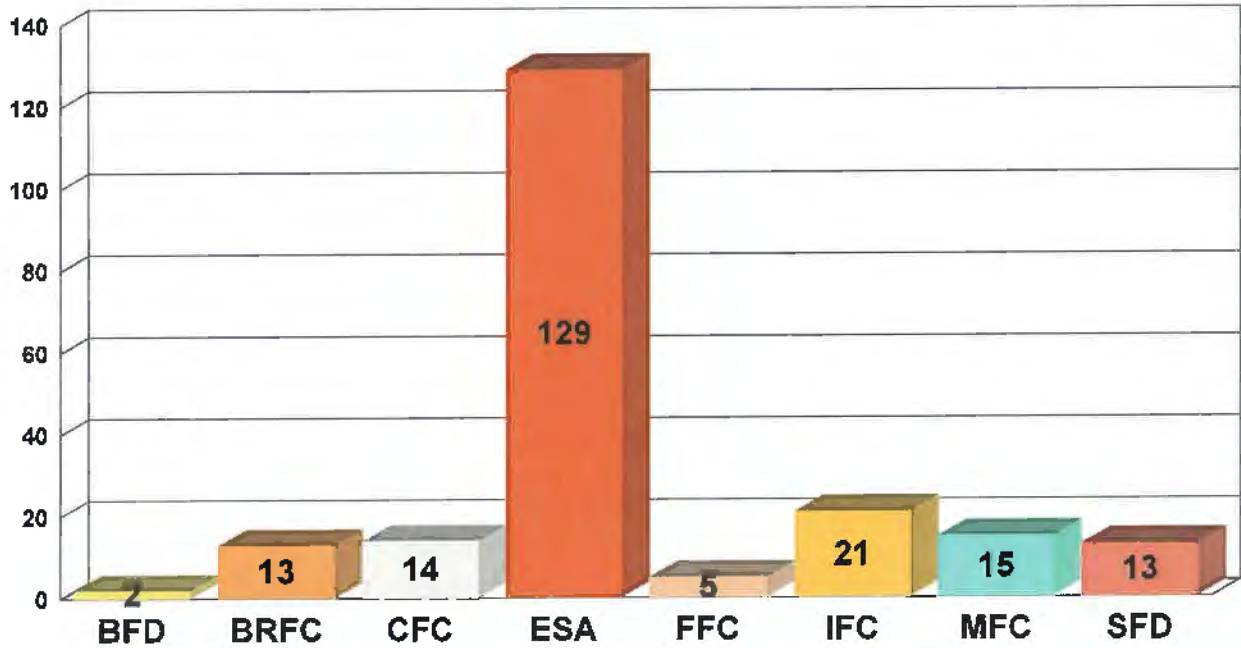
# Jefferson County Emergency Communications Fire and EMS Activity Report

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.

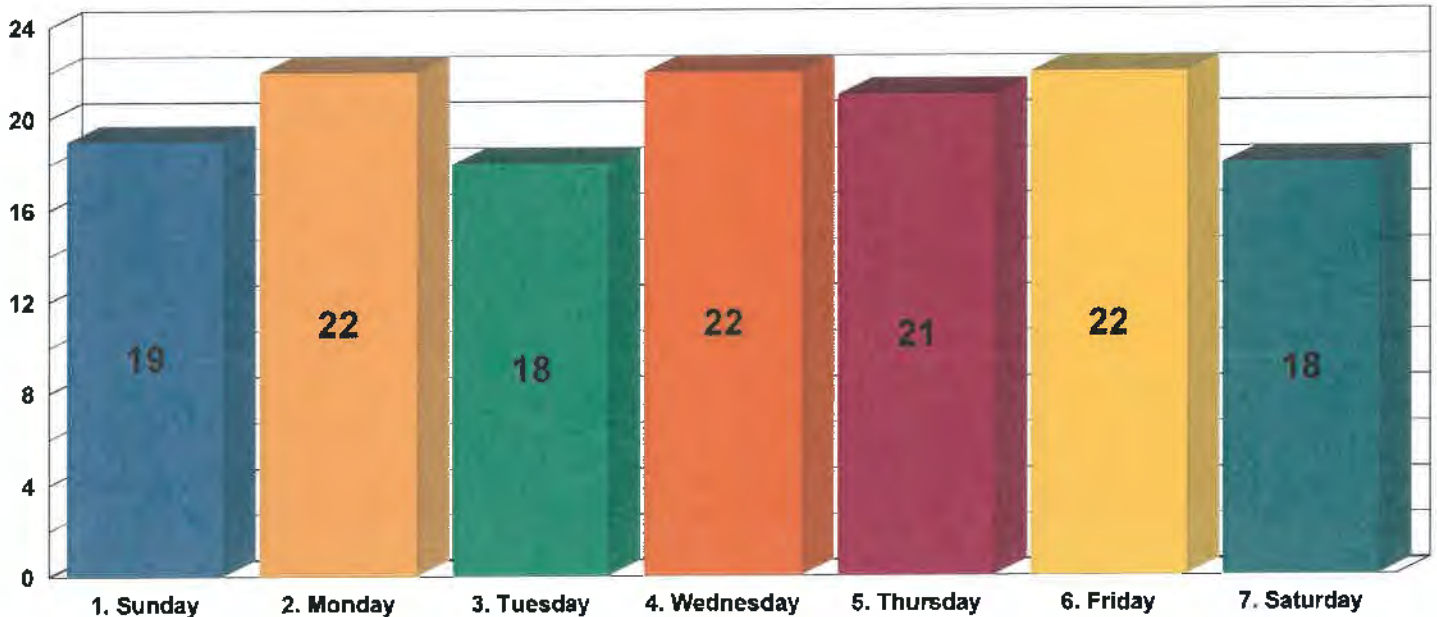
From 08/06/2023 to 08/12/2023

Total Incidents: **142**

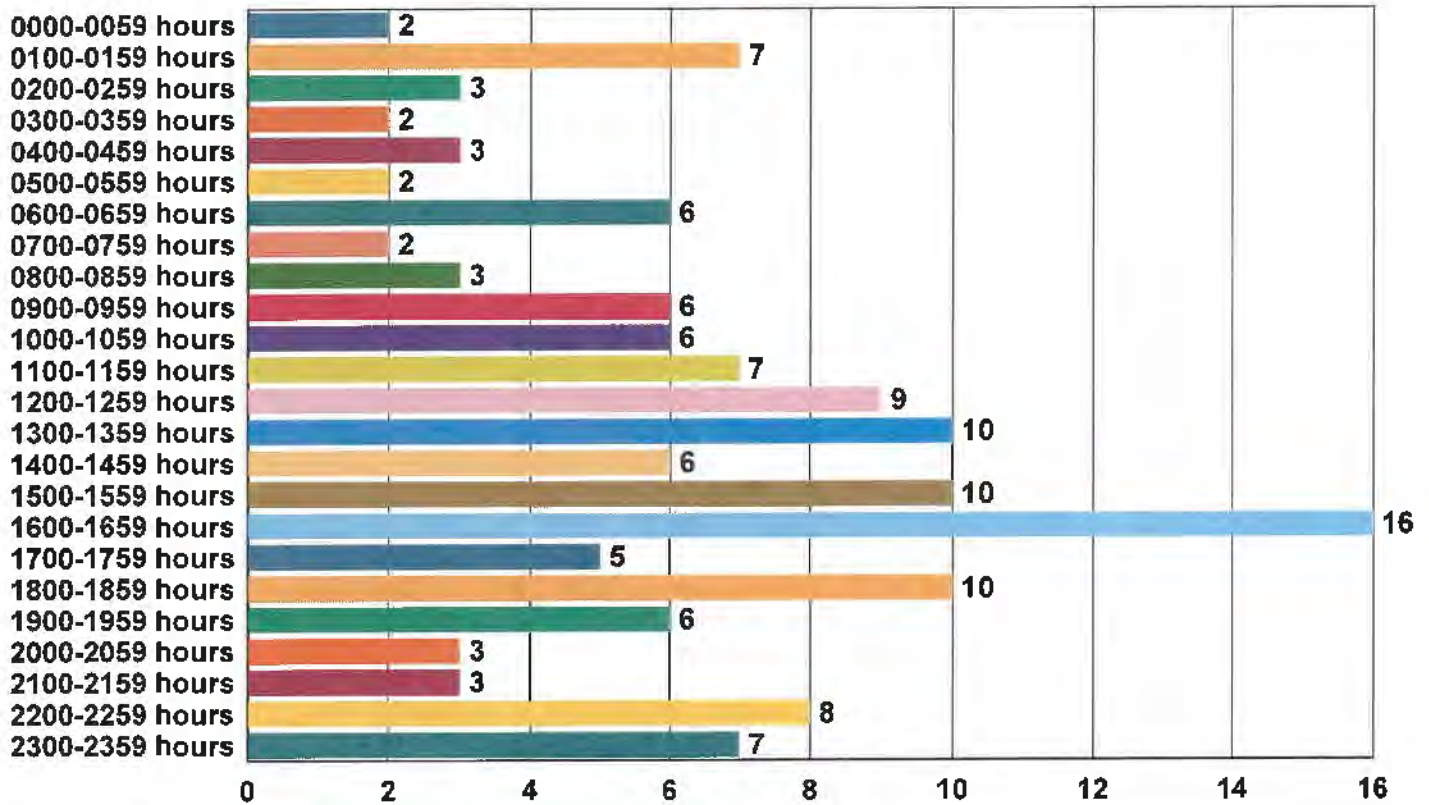
### Incidents, by Agency



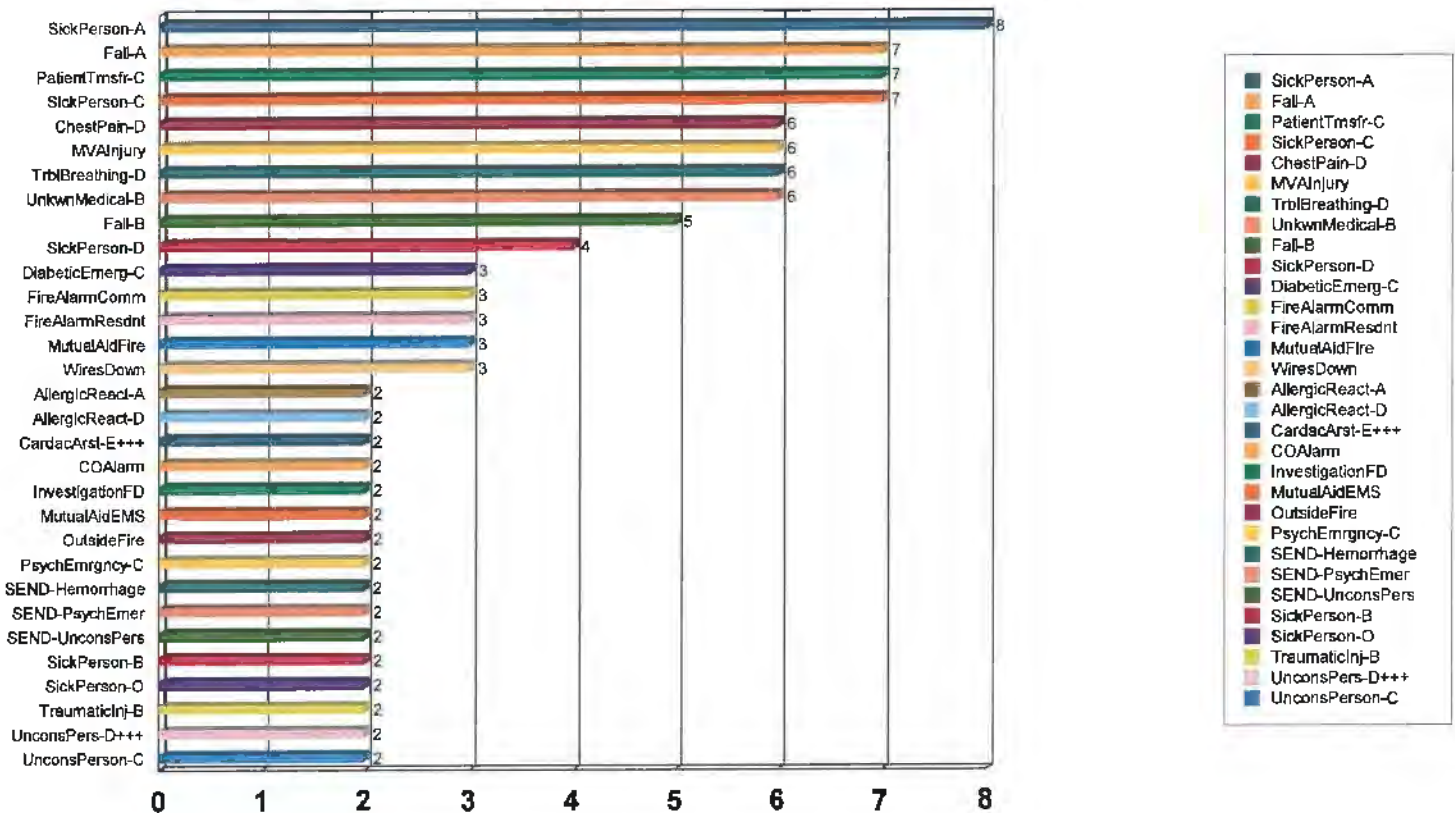
### Incidents, by day of week



## Incidents, by hour



## Most Commonly Dispatched Nature Codes



**BFD****Total Agency for Period: 2**

<b>K7</b>	C23-41480 Box: 170K	StructureFire 38 QUARRY LN; Millville Area	8/7/2023 4:30:34PM
<b>E7</b>	C23-42055 Box: 725K	InvestSmokeIn 273 APPLE CROSS RD; Stonebrook	8/10/2023 2:59:57PM

**BRFC****Total Agency for Period: 13**

<b>RE5</b>	C23-41202 Box: 540K	MVAnoInjury 17367 CHARLES TOWN RD	8/6/2023 4:02:19AM
<b>RE5</b>	C23-41298 Box: 540K	Fall-A 39 OAK HILL CT; Oak Hill MHP	8/6/2023 6:55:56PM
<b>K52</b>	C23-41480 Box: 170K	StructureFire 38 QUARRY LN; Millville Area	8/7/2023 4:30:34PM
<b>U5</b>	C23-41484 Box: 550K	WiresDown 182 BOB WHITE DR; River View Park	8/7/2023 4:47:30PM
<b>E52</b>	C23-41633 Box: 500K	CardcArst-D+++ 549 MAPLE RIDGE LN; Blue Ridge Acres	8/8/2023 1:40:26PM
<b>U5</b>	C23-41644 Box: 400	SEND-Cardiac 20 DOGWOOD TREE CT # 405; WILLOW SPRG FARM APT; Ch Town	8/8/2023 2:19:05PM
<b>RE5</b>	C23-41801 Box: 560K	COAlarm 25 DEERFOOT RD; Shannondale East	8/9/2023 10:41:55AM
<b>RE5</b>	C23-41810 Box: 560K	COAlarm 25 DEERFOOT RD; Shannondale East	8/9/2023 11:21:40AM
<b>U5</b>	C23-42088 Box: 630K	UnconsPers-D+++ 453 CHERRY HILL FARM DR; Cherry Hill	8/10/2023 5:25:05PM
<b>U5</b>	C23-42334 Box: 500K	Fall-B 679 DEY DR; Blue Ridge Acres	8/11/2023 4:18:35PM
<b>RE5</b>	C23-42383 Box: 550K	MVAInjury 25 MOUNTAINSIDE RD; John Brown Farm Rdg; Near Gate One; John	8/11/2023 10:02:48PM
<b>RE5</b>	C23-42446 Box: 620K	UnconsPers-D+++ 94 OLD MADISON LN; Middleway Area	8/12/2023 11:32:59AM
<b>CH5</b>	C23-42448 Box: 540K	IllegalBurn 18662 CHARLES TOWN RD; Mannings	8/12/2023 11:40:48AM

**CFC****Total Agency for Period: 14**

E2	C23-41202 Box: 540K	MVNoInjury 17367 CHARLES TOWN RD	8/6/2023 4:02:19AM
B2	C23-41456 Box: 170K	BrushFire BLOOMERY RD & BLAIR RD; Millville Area	8/7/2023 3:12:11PM
E2	C23-41480 Box: 170K	StructureFire 38 QUARRY LN; Millville Area	8/7/2023 4:30:34PM
E2	C23-41687 Box: 215K	MVAInjury WALMART LIGHT; Charles Town Area	8/8/2023 5:09:01PM
E2	C23-41730 Box: 255	FireAlarmResdnt 113 UNION RIDGE DR; Huntfield	8/8/2023 9:42:38PM
E2	C23-41810 Box: 560K	COAlarm 25 DEERFOOT RD; Shamondale East	8/9/2023 11:21:40AM
F2	C23-42028 Box: 465K	GasLeakOutMajor 177 SAVANNAH DR; Charles Town Area	8/10/2023 12:07:38PM
T2	C23-42055 Box: 725K	InvestSmokeIn 273 APPLE CROSS RD; Stonebrook	8/10/2023 2:59:57PM
EK2	C23-42075 Box: 405	FireAlarmResdnt CRANES MEADOW APARTMENTS; Ranson	8/10/2023 4:25:30PM
EK2	C23-42076 Box: 400	FireAlarmComm 681 FLOWING SPRINGS RD; HOLIDAY INN EXPRESS HOTEL; Ranson	8/10/2023 4:26:13PM
E2	C23-42376 Box: 221	MVAInjury ROUTE 9 & CATTAIL RUN RD; Charles Town Area	8/11/2023 8:53:10PM
T2	C23-42381 Box: 400	FireAlarmComm 681 FLOWING SPRINGS RD; HOLIDAY INN EXPRESS HOTEL; Ranson	8/11/2023 9:54:53PM
E2	C23-42383 Box: 550K	MVAInjury 25 MOUNTAINSIDE RD; John Brown Farm Rdg; Near Gate One; John	8/11/2023 10:02:48PM
EK2	C23-42491 Box: 215	InvestigationFD 4 GEORGIA AVE; Patrick Henry Ests	8/12/2023 6:11:00PM

**ESA**

**Total Agency for Period: 129**

<b>M1105</b>	C23-41193 Box: 300	UnconsPerson-C 116 VALLEY CT; Ridge Valley	8/6/2023 1:18:02AM
<b>M1103</b>	C23-41201 Box: 400	SEND-SickPerson 51 FLOWING SPRINGS RD; SHEETZ CHARLES TOWN; Jeff Xing	8/6/2023 3:42:52AM
<b>M1104</b>	C23-41202 Box: 540K	MVANolnjury 17367 CHARLES TOWN RD	8/6/2023 4:02:19AM
<b>M1109</b>	C23-41203 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/6/2023 4:14:13AM
<b>M1103</b>	C23-41205 Box: 630K	SEND-TrblBreath 719 LOGANS RUN DR; Happy Creek	8/6/2023 5:21:28AM
<b>M1109</b>	C23-41208 Box: 400	SEND-Hemorrhage 534 S CHURCH ST; Charles Town	8/6/2023 6:12:40AM
<b>M1104</b>	C23-41209 Box: 160K	SickPerson-D 416 HALLTOWN RD; Halltown	8/6/2023 6:46:00AM
<b>A1102</b>	C23-41214 Box: 400	UnkwnMedical-B 518 S GEORGE ST # C-11; WASHINGTON VILLAGE APTS; Ch Town	8/6/2023 8:12:15AM
<b>M1106</b>	C23-41230 Box: 105K	Hemorrhage-A AT CROSSING CHESTNUT HILL RD; Chstnt Hill Rd by IIF	8/6/2023 10:11:10AM
<b>M1103</b>	C23-41237 Box: 660K	UnconsPerson-D 4490 SUMMIT POINT RD; HILLBROOK INN; Summit Point Area	8/6/2023 10:59:34AM
<b>M1105</b>	C23-41267 Box: 300	FireAlarmComm 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	8/6/2023 3:25:55PM
<b>A1102</b>	C23-41274 Box: 490	PsychEmrgncy-C 261 NEW CASTLE DR; Tuscowilla Hills	8/6/2023 4:11:31PM
<b>M1109</b>	C23-41275 Box: 540K	SEND-PsychPmer 716 BLOOMERY RD; MOULTON PARK; Bloomery Area	8/6/2023 4:21:40PM
<b>M1106</b>	C23-41277 Box: 110K	SEND-UnconsPers MM 13-8 RT 340 SB; Bolivar Area	8/6/2023 4:35:59PM
<b>M1106</b>	C23-41280 Box: 510	UnconsPerson-A 319 LAKEVIEW DR; Keyes Ferry Acres	8/6/2023 4:46:53PM
<b>M1103</b>	C23-41289 Box: 620K	PregncyPrb-D+++ 64 OLD MADISON LN; Middleway Area	8/6/2023 6:12:13PM
<b>M1109</b>	C23-41298 Box: 540K	Fall-A 39 OAK HILL CT; Oak Hill MHP	8/6/2023 6:55:56PM
<b>M1103</b>	C23-41302 Box: 610K	TrblBreathing-D 180 LADY BUG LN; Day Subdv	8/6/2023 7:56:55PM
<b>M1103</b>	C23-41320 Box: 400M	SEND-Fall 151 AUGUSTINE AVE # 3L; CHARLES TOWERS APARTMENTS; Charles T	8/6/2023 10:14:45PM
<b>M1106</b>	C23-41337 Box: 710K	UnkwnMedical-B 63 BRENTWOOD CT; Bakerton Area	8/7/2023 1:41:51AM
<b>M1103</b>	C23-41338 Box: 405	SickPerson-A APPLE TREE GARDENS APTS BLDG 6; #303 Ranson	8/7/2023 2:19:34AM
<b>A1102</b>	C23-41356 Box: 400	AbdPain-A 110 AUGUSTINE AVE; Charles Town	8/7/2023 7:44:36AM
<b>M1109</b>	C23-41364 Box: 430	ChestPain-D 179 E BURR BLVD # A; FRESNIUS KIDNEY CARE; Burr Park N	8/7/2023 8:24:41AM
<b>M1105</b>	C23-41386 Box: 330K	ChestPain-D 207 KEARNEYSVILLE PIKE; Kearneysville	8/7/2023 9:58:30AM
<b>M1104</b>	C23-41397 Box: 205M	TraumaticInj-B 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/7/2023 10:28:15AM
<b>M1109</b>	C23-41422 Box: 215	SickPerson-A 229 FULTON AVE; Patrick Henry Ests	8/7/2023 12:19:01PM

M1104	C23-41426 Box: 215X	PatientTrnsfr-C 912 SOMERSET BLVD STE 102; WVU URGENT CARE; by ALDIs	8/7/2023 12:35:42PM
M1103	C23-41435 Box: 610K	DiabeticEmerg-C 180 LADY BUG LN; Day Subdv	8/7/2023 1:19:59PM
M1105	C23-41437 Box: 301S	SickPerson-O 168 UNIVERSITY DR; BUTCHER CENTER SHEP UNIV; SU	8/7/2023 1:26:48PM
M1104	C23-41438 Box: 550K	AllergicReact-A CHARLES TOWN RD & MISSION RD; Mannings Area	8/7/2023 1:34:48PM
M1109	C23-41454 Box: 400	MVAInjury RT 340 AT RT 9 ADAM LINK ON BRIDGE SB; Adam Link Bridge	8/7/2023 2:57:10PM
M1106	C23-41456 Box: 170K	BrushFire BLOOMERY RD & BLAIR RD; Millville Area	8/7/2023 3:12:11PM
M1102	C23-41460 Box: 610K	CardacArst-E+++ 72 RIVER BEND RD; Wide Horizon	8/7/2023 3:23:11PM
M1106	C23-41476 Box: 170K	WiresDown 50 QUARRY LN; Millville Area	8/7/2023 4:21:29PM
M1109	C23-41480 Box: 170K	StructureFire 38 QUARRY LN; Millville Area	8/7/2023 4:30:34PM
M1106	C23-41491 Box:	MutualAidFire RT 340 AT WASHINGTON / FREDERICK COUNTY LN; MARYLAND	8/7/2023 5:23:04PM
M1103	C23-41516 Box: 400	UnkwnMedical-B 518 S GEORGE ST # C-11; WASHINGTON VILLAGE APTS; Ch Town	8/7/2023 9:30:44PM
M1104	C23-41556 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/8/2023 1:46:43AM
M1105	C23-41558 Box: 310K	SickPerson-A 24 ROLLING GREEN CT; Deerfield Village	8/8/2023 2:01:35AM
M1109	C23-41561 Box: 255	Fall-B 523 PROSPECT HILL BLVD; Huntfield	8/8/2023 6:15:50AM
A1102	C23-41568 Box: 490	FireAlarmResdnt 154 TALL OAK DR; Tuscowilla Hills	8/8/2023 7:05:32AM
M1104	C23-41586 Box: 215	Fall-A 246 PATRICK HENRY WAY # 201; PATRICK HENRY APT; by WalMart	8/8/2023 10:18:38AM
A1102	C23-41587 Box: 405	Fall-B 179 ROBELEI DR; Robelei	8/8/2023 10:21:21AM
M1105	C23-41599 Box: 300	SickPerson-D 64 PHEASANT RIDGE CT; Maddex Court	8/8/2023 11:18:00AM
M1103	C23-41629 Box: 600K	SickPerson-D 133 MARSHALL ST; Middleway Area	8/8/2023 1:30:07PM
M1109	C23-41633 Box: 500K	CardcArrst-D+++ 549 MAPLE RIDGE LN; Blue Ridge Acres	8/8/2023 1:40:26PM
M1103	C23-41644 Box: 400	SEND-Cardiac 20 DOGWOOD TREE CT # 405; WILLOW SPRG FARM APT; Ch Town	8/8/2023 2:19:05PM
M1104	C23-41679 Box: 215	SickPerson-A 228 PATRICK HENRY WAY # 410; PATRICK HENRY APT; by WalMart	8/8/2023 4:33:56PM
M1103	C23-41685 Box: 620K	Hemorrhage-B 64 OLD MADISON LN; Middleway Area	8/8/2023 5:07:06PM
M1109	C23-41687 Box: 215K	MVAInjury WALMART LIGHT; Charles Town Area	8/8/2023 5:09:01PM
M1105	C23-41732 Box: 340K	PsychEmrgncy-C 34 LISA LN; Kearcysville Area	8/8/2023 10:00:53PM
M1103	C23-41734 Box: 440K	DiabeticEmerg-C 55 STAR LN; Jefferson Village	8/8/2023 10:03:07PM

M1104	C23-41753 Box: 415	TrblBreathing-D 30 AVALON TER; Cambridge	8/8/2023 11:40:58PM
M1109	C23-41755 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTHI SHENANDOAH CENTER; CT	8/9/2023 12:46:21AM
M1103	C23-41757 Box: 400M	EyeInjury-A 151 AUGUSTINE AVE; Charles Town	8/9/2023 1:01:20AM
M1104	C23-41759 Box: 550K	UnconsPerson-C 432 WINDSONG RD; Shannondale East	8/9/2023 2:14:48AM
M1106	C23-41782 Box: 140	SickPerson-O 828 CHICKAMAUGA DR; Sheridan	8/9/2023 9:41:18AM
M1109	C23-41812 Box: 215X	PatientTrnsfr-A 912 SOMERSET BLVD # 102; WVU URGENT CARE; by ALDIs	8/9/2023 11:29:39AM
M1105	C23-41821 Box:	MutualAidEMS SHIEPHERDSTOWN RD / OLYMPIC DR; BERKELEY COUNTY	8/9/2023 12:01:06PM
M1104	C23-41822 Box: 400	Fall-B 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	8/9/2023 12:09:35PM
M1109	C23-41823 Box: 570K	UnkwnMedical-B 209 WOLFE HILL RD; Shannondale West	8/9/2023 12:18:44PM
A1102	C23-41846 Box: 400	SickPerson-B 518 S GEORGE ST # C-11; WASHINGTON VILLAGE APTS; Ch Town	8/9/2023 1:46:11PM
M1104	C23-41848 Box: 445K	TrblBreathing-D 31 WOODLAND CT; Woodland Park	8/9/2023 1:54:29PM
M1108	C23-41863 Box: 490	UnkwnMedical-B 83 TALL OAK DR # 2; Tuscawilla Hills	8/9/2023 3:12:40PM
A1102	C23-41878 Box: 420S	TraumaticInj-A 4141 FLOWING SPRINGS RD; JEFFERSON HIGH SCHOOL; Shen Junctio	8/9/2023 3:57:25PM
M1108	C23-41883 Box: 405	SickPerson-C 200 S MARSHALL ST # 305; Ranson	8/9/2023 4:14:31PM
M1105	C23-41885 Box: 300	UnkwnMedical-B 160 OLD MARTINSBURG RD; Shepherdstown Area	8/9/2023 4:18:33PM
M1108	C23-41896 Box: 400	Stabbing-D+++ 116 N WEST ST; Charles Town	8/9/2023 6:12:44PM
M1104	C23-41910 Box: 235	ChestPain-D 403 BARKSDALE DR; Norborne Glebe	8/9/2023 7:52:53PM
M1108	C23-41944 Box: 600K	ChestPain-D 133 MARSHALL ST; Middleway Area	8/9/2023 10:45:25PM
M1105	C23-41953 Box: 310K	SickPerson-C 39 BLOSSOM VIEW CT; Deerfield Village	8/9/2023 11:07:41PM
M1104	C23-41958 Box: 405	Fall-A 104 MCDONALD ST; Ranson	8/9/2023 11:23:03PM
M1108	C23-41975 Box: 400	SickPerson-A 202 S SAMUEL ST APT 206; Charles Town	8/10/2023 1:15:30AM
M1108	C23-41989 Box: 410	SickPerson-D 1308 FOAL ST; Fairfax Crossing	8/10/2023 5:05:48AM
M1109	C23-41992 Box: 540K	DiabeticEmerg-C 240 JOHN RISSLER RD; Bloomery	8/10/2023 6:35:04AM
M1104	C23-41994 Box: 415	SickPerson-C 109 PORTER WAY; Security Hills	8/10/2023 6:52:35AM
M1108	C23-42009 Box: 405	SEND-UnconsPers 821 N MILDRED ST # 1101; APPLE TREE GARDENS APTS; Ranson	8/10/2023 9:27:21AM
A1102	C23-42022 Box: 400	Fall-B 231 W WASHINGTON ST; THE ART OF FADEZ BARBERSHOP; Chrls Twn	8/10/2023 11:43:23AM

M1104	C23-42026 Box: 610X	MVAInjury LEETOWN RD & MIDDLEWAY PIKE; Middleway; Middleway Area	8/10/2023 12:05:15PM
M1109	C23-42028 Box: 465K	GasLeakOutMajor 177 SAVANNAH DR; Charles Town Area	8/10/2023 12:07:38PM
A1102	C23-42040 Box: 400M	SickPerson-C 151 AUGUSTINE AVE # 2E; CHARLES TOWERS APARTMENTS; Charles T	8/10/2023 1:04:33PM
M1107	C23-42055 Box: 725K	InvestSmokeIn 273 APPLE CROSS RD; Stonebrook	8/10/2023 2:59:57PM
M1107	C23-42059 Box: 723K	SickPerson-B 316 REDWOOD CT; Norwood	8/10/2023 3:17:27PM
M1109	C23-42062 Box: 445K	SEND-Assault 174 WOODLAND DR; Woodland Park	8/10/2023 3:22:30PM
M1108	C23-42075 Box: 405	FireAlarmResdnt CRANES MEADOW APARTMENTS; Ranson	8/10/2023 4:25:30PM
M1108	C23-42076 Box: 400	FireAlarmComm 681 FLOWING SPRINGS RD; HOLIDAY INN EXPRESS HOTEL; Ranson	8/10/2023 4:26:13PM
M1104	C23-42088 Box: 630K	UnconsPers-D+++ 453 CHERRY HILL FARM DR; Cherry Hill	8/10/2023 5:25:05PM
M1105	C23-42115 Box: 300	Hemorrhage-D 115 BUTCHER CT; Maddex Farm	8/10/2023 6:12:59PM
M1104	C23-42140 Box: 330K	ChestPain-C 125 VAN CLEVESVILLE RD; Shepherdstown Area	8/10/2023 7:15:32PM
M1108	C23-42145 Box: 400	PsychEmrgncy-D 100 HOLLYWOOD DR; INN AT CHARLES TOWN; Charles Town	8/10/2023 7:30:01PM
M1108	C23-42169 Box: 405	SickPerson-C 67 CRABAPPLE LN; Orchard Hills	8/10/2023 10:12:47PM
M1109	C23-42171 Box: 560K	Fall-A 332 JOHNNYCAKE LN; Shannondale East	8/10/2023 10:21:36PM
M1105	C23-42177 Box: 340K	TrblBreathing-D 112 BUGLE LN; Fox Glen	8/10/2023 11:11:07PM
M1108	C23-42201 Box: 400X	SEND-ChestPain 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	8/11/2023 3:16:14AM
M1107	C23-42223 Box: 110K	SickPerson-C 343 CAMPGROUND RD # 69; Bolivar Area	8/11/2023 6:26:10AM
M1109	C23-42250 Box: 510	AllergicReact-A 78 LAKEWOOD DR; HF Campsites	8/11/2023 8:43:49AM
M1105	C23-42254 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/11/2023 9:07:47AM
M1108	C23-42293 Box: 405	SickPerson-A 117 MICHELLE DR; Ashley Brin	8/11/2023 12:39:08PM
M1108	C23-42296 Box: 400M	Fall-A 151 AUGUSTINE AVE # 4N; CHARLES TOWERS APARTMENTS; Charles T	8/11/2023 12:58:30PM
M1104	C23-42300 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RFT HOME; Charles Town	8/11/2023 1:47:42PM
M1109	C23-42304 Box: 240K	TraumaticInj-B 167 STARSIGN LN; Charles Town Area	8/11/2023 2:07:50PM
M1102	C23-42326 Box: 445K	MVAInjury WAR ADMIRAL BLVD & CURRIE RD; Ranson Area	8/11/2023 3:19:46PM
M1108	C23-42329 Box: 490	AllergicReact-D 151 PACKETT DR; Tusawilla Hills	8/11/2023 3:28:25PM
M1107	C23-42334 Box: 500K	Fall-B 679 DEY DR; Blue Ridge Acres	8/11/2023 4:18:35PM

M1104	C23-42349 Box: 410	AllergicReact-C 43 COTTONTAIL DR; Briar Run Estates	8/11/2023 6:09:19PM
M1108	C23-42355 Box: 405	SEND-PsychEmer 700 N PRESTON ST; RANSON POLICE DEPT; Ranson	8/11/2023 6:49:57PM
M1109	C23-42356 Box: 455K	SEND-UnknownMed JEFFERSON COUNTY FAIRGROUNDS; Bardane Arca	8/11/2023 6:51:11PM
M1108	C23-42359 Box: 405	TrblBreathing-D 104 TOPPER AVE # 104; Ranson	8/11/2023 7:24:45PM
M1107	C23-42360 Box: 100	Seizures-C 225 CHENEY AVE; Bolivar	8/11/2023 7:33:17PM
M1104	C23-42376 Box: 221	MVAInjury ROUTE 9 & CATTAIL RUN RD; Charles Town Area	8/11/2023 8:53:10PM
M1109	C23-42383 Box: 550K	MVAInjury 25 MOUNTAINSIDE RD; John Brown Farm Rdg; Near Gate Onc; John	8/11/2023 10:02:48PM
M1108	C23-42392 Box: 540K	AllergicReact-D 19200 CHARLES TOWN RD; Mannings	8/11/2023 10:43:04PM
M1104	C23-42405 Box: 205M	PatientTmsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/12/2023 12:30:39AM
M1109	C23-42408 Box: 540K	SEND-Overdose 52 TIMBER VIEW DR; Mannings Area	8/12/2023 1:15:17AM
M1105	C23-42409 Box: 320	Fall-A 126 TERRAPIN NECK RD; Shepherdstown Area	8/12/2023 1:32:33AM
M1107	C23-42417 Box: 100	Fall-A 639 CLIFF ST; Harpers Ferry	8/12/2023 4:18:56AM
A1102	C23-42431 Box: 630K	SickPerson-A 972 HINTON RD; Summit Point Area	8/12/2023 9:19:08AM
M1105	C23-42434 Box: 300	SickPerson-A 217 E NEW ST # 103; Shepherdstown	8/12/2023 9:57:02AM
M1109	C23-42446 Box: 620K	UnconsPers-D+++ 94 OLD MADISON LN; Middleway Area	8/12/2023 11:32:59AM
M1108	C23-42459 Box: 400	ChestPain-D 110 AUGUSTINE AVE; Charles Town	8/12/2023 1:13:42PM
M1105	C23-42462 Box: 315K	SickPerson-C 167 OMNI WAY; Glendale Estates	8/12/2023 2:00:54PM
A1102	C23-42474 Box: 405	CardiacArst-E+++ 123 W 7TH AVE # 11; Ranson	8/12/2023 2:52:45PM
M1108	C23-42481 Box: 405	ChestPain-D 279 ORCHARD DR; Orchard Hills	8/12/2023 4:24:31PM
M1105	C23-42484 Box: 305K	OutsideFire WINEBRENNER RD & MARTINSBURG PIKE; Shepherdstown Area	8/12/2023 4:45:24PM
M1105	C23-42488 Box:	MutualAidEMS 4831 PORTERSTOWN RD; KEEDYSVILLE MD	8/12/2023 5:47:20PM
M1109	C23-42491 Box: 215	InvestigationFD 4 GEORGIA AVE; Patrick Henry Ests	8/12/2023 6:11:00PM
M1104	C23-42505 Box: 305K	PublicAssist 22 FINCH LN; Mecklenburg Heights	8/12/2023 8:10:28PM
M1105	C23-42541 Box: 355K	TrblBreathing-D 223 HERITAGE DR; Glenn Meadows	8/12/2023 11:25:15PM
M1108	C23-42544 Box: 405	SEND-Hemorrhage 401 N MITDRED ST; BUDGET INN RANSON; Ranson	8/12/2023 11:35:23PM

FFC		Total Agency for Period: 5	
CH1	C23-41456 Box: 170K	BrushFire BLOOMERY RD & BLAIR RD; Millville Area	8/7/2023 3:12:11PM
RE1	C23-41476 Box: 170K	WiresDown 50 QUARRY LN; Millville Area	8/7/2023 4:21:29PM
EK1	C23-41480 Box: 170K	StructureFire 38 QUARRY LN; Millville Area	8/7/2023 4:30:34PM
EK1	C23-42055 Box: 725K	InvestSmokeIn 273 APPLE CROSS RD; Stonebrook	8/10/2023 2:59:57PM
RE1	C23-42334 Box: 500K	Fall-B 679 DEY DR; Blue Ridge Acres	8/11/2023 4:18:35PM

## IFC

## Total Agency for Period: 21

W4	C23-41454 Box: 400	MVAInjury RT 340 AT RT 9 ADAM LINK ON BRIDGE SB; Adam Link Bridge	8/7/2023 2:57:10PM
W4	C23-41480 Box: 170K	StructureFire 38 QUARRY LN; Millville Area	8/7/2023 4:30:34PM
W4	C23-41502 Box: 400	WiresDown 533 S SAMUEL ST; Charles Town	8/7/2023 6:52:39PM
W4	C23-41568 Box: 490	FireAlarmResdnt 154 TALL OAK DR; Tuscowilla Hills	8/8/2023 7:05:32AM
W4	C23-41587 Box: 405	Fall-B 179 ROBELEI DR; Robelei	8/8/2023 10:21:21AM
U4	C23-41644 Box: 400	SEND-Cardiac 20 DOGWOOD TREE CT # 405; WILLOW SPRG FARM APT; Ch Town	8/8/2023 2:19:05PM
W4	C23-41810 Box: 560K	COAlarm 25 DEERFOOT RD; Shannondale East	8/9/2023 11:21:40AM
W4	C23-41822 Box: 400	Fall-B 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	8/9/2023 12:09:35PM
	C23-41878 Box: 420S	TraumaticInj-A 4141 FLOWING SPRINGS RD; JEFFERSON HIGH SCHOOL; Shen Junctio	8/9/2023 3:57:25PM
CH4	C23-41896 Box: 400	Stabbing-D+++ 116 N WEST ST; Charles Town	8/9/2023 6:12:44PM
W4	C23-41975 Box: 400	SickPerson-A 202 S SAMUEL ST APT 206; Charles Town	8/10/2023 1:15:30AM
D4	C23-42009 Box: 405	SEND-UnconsPers 821 N MILDRED ST # 1101; APPLE TREE GARDENS APTS; Ranson	8/10/2023 9:27:21AM
W4	C23-42028 Box: 465K	GasLeakOutMajor 177 SAVANNAH DR; Charles Town Area	8/10/2023 12:07:38PM
W4	C23-42055 Box: 725K	InvestSmokeIn 273 APPLE CROSS RD; Stonebrook	8/10/2023 2:59:57PM
W4	C23-42075 Box: 405	FireAlarmResdnt CRANES MEADOW APARTMENTS; Ranson	8/10/2023 4:25:30PM
W4	C23-42076 Box: 400	FireAlarmComm 681 FLOWING SPRINGS RD; HOLIDAY INN EXPRESS HOTEL; Ranson	8/10/2023 4:26:13PM
W4	C23-42088 Box: 630K	UnconsPers-D+++ 453 CHERRY HILL FARM DR; Cherry Hill	8/10/2023 5:25:05PM
W4	C23-42326 Box: 445K	MVAInjury WAR ADMIRAL BLVD & CURRIE RD; Ranson Area	8/11/2023 3:19:46PM
E4	C23-42369 Box: 490	InvestSmokeOut 119 PACKETT DR; Tuscowilla Hills	8/11/2023 8:28:01PM
E4	C23-42381 Box: 400	FireAlarmComm 681 FLOWING SPRINGS RD; HOLIDAY INN EXPRESS HOTEL; Ranson	8/11/2023 9:54:53PM
D4	C23-42474 Box: 405	CardiacArst-E+++ 123 W 7TH AVE # 11; Ranson	8/12/2023 2:52:45PM

**MFC****Total Agency for Period: 15**

U6	C23-41237 Box: 660K	UnconsPerson-D 4490 SUMMIT POINT RD; HILLBROOK INN; Summit Point Area	8/6/2023 10:59:34AM
ACH6	C23-41289 Box: 620K	PregncyPrb-D+++ 64 OLD MADISON LN; Middleway Area	8/6/2023 6:12:13PM
E6	C23-41302 Box: 610K	TrblBreathing-D 180 LADY BUG LN; Day Subdv	8/6/2023 7:56:55PM
E6	C23-41411 Box: 610K	InvestigationFD 4480 SULPHUR SPRINGS RD; Leetown Area	8/7/2023 11:18:42AM
U6	C23-41435 Box: 610K	DiabeticEmerg-C 180 LADY BUG LN; Day Subdv	8/7/2023 1:19:59PM
B6	C23-41460 Box: 610K	CardacArst-E+++ 72 RIVER BEND RD; Wide Hurizon	8/7/2023 3:23:11PM
B6	C23-41461 Box: 610K	OutsideFire 4480 SULPHUR SPRINGS RD; Leetown Area	8/7/2023 3:26:41PM
E6	C23-41675 Box:	MutualAidFire 14 MULBERRY ST; CLEAR SPRING VOLUNTEER FIRE CO4	8/8/2023 4:21:44PM
U6	C23-41944 Box: 600K	ChestPain-D 133 MARSHALL ST; Middleway Area	8/9/2023 10:45:25PM
E6	C23-41957 Box:	MutualAidFire 401 PONDEROSA TRAIL; BERKELEY COUNTY	8/9/2023 11:17:12PM
E6	C23-42026 Box: 610X	MVAInjury LEETOWN RD & MIDDLEWAY PIKE; Middleway; Middleway Area	8/10/2023 12:05:15PM
E6	C23-42028 Box: 465K	GasLeakOutMajor 177 SAVANNAH DR; Charles Town Area	8/10/2023 12:07:38PM
U6	C23-42088 Box: 630K	UnconsPers-D+++ 453 CHERRY HILL FARM DR; Cherry Hill	8/10/2023 5:25:05PM
U6	C23-42346 Box: 255S	SpecialEvtFire 300 WASHINGTON PATRIOTS DR; Near Huntfield	8/11/2023 6:02:57PM
RE6	C23-42446 Box: 620K	UnconsPers-D+++ 94 OLD MADISON LN; Middleway Arca	8/12/2023 11:32:59AM

## SFD

## Total Agency for Period: 13

E3	C23-41267 Box: 300	FireAlarmComm 164 SHEPHERD GRADE RD; BAVARIAN INN AND LODGE; Bavarian Inn	8/6/2023 3:25:55PM
E3	C23-41437 Box: 301S	SickPerson-O 168 UNIVERSITY DR; BUTCHER CENTER SHEP UNTV; SU	8/7/2023 1:26:48PM
EMS3	C23-41599 Box: 300	SickPerson-D 64 PHEASANT RIDGE CT; Maddex Court	8/8/2023 11:18:00AM
EMS3	C23-41885 Box: 300	UnkwnMedical-B 160 OLD MARTINSBURG RD; Shepherdstown Area	8/9/2023 4:18:33PM
EMS3	C23-41953 Box: 310K	SickPerson-C 39 BLOSSOM VIEW CT; Deerfield Village	8/9/2023 11:07:41PM
EMS3	C23-42115 Box: 300	Hemorrhage-D 115 BUTCHER CT; Maddex Farm	8/10/2023 6:12:59PM
EMS3	C23-42140 Box: 330K	ChestPain-C 125 VAN CLEVESVILLE RD; Shepherdstown Area	8/10/2023 7:15:32PM
EMS3	C23-42177 Box: 340K	TrblBreathing-D 112 BUGLE LN; Fox Glen	8/10/2023 11:11:07PM
EMS3	C23-42434 Box: 300	SickPerson-A 217 E NEW ST # 103; Shepherdstown	8/12/2023 9:57:02AM
EMS3	C23-42462 Box: 315K	SickPerson-C 167 OMNI WAY; Glendale Estates	8/12/2023 2:00:54PM
E3	C23-42484 Box: 305K	OutsideFire WINEBRENNER RD & MARTINSBURG PIKE; Shepherdstown Area	8/12/2023 4:45:24PM
E3	C23-42505 Box: 305K	PublicAssist 22 FINCH LN; Mecklenburg Heights	8/12/2023 8:10:28PM
EMS3	C23-42541 Box: 355K	TrblBreathing-D 223 HERITAGE DR; Glenn Meadows	8/12/2023 11:25:15PM



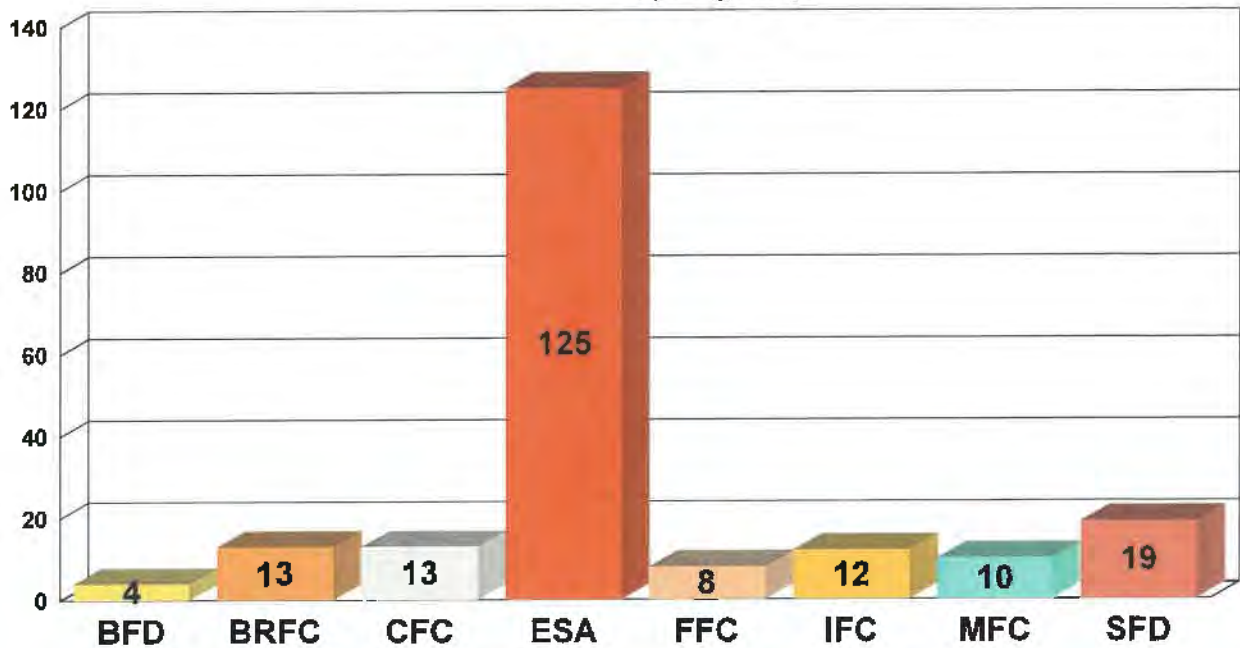
# Jefferson County Emergency Communications Fire and EMS Activity Report

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.

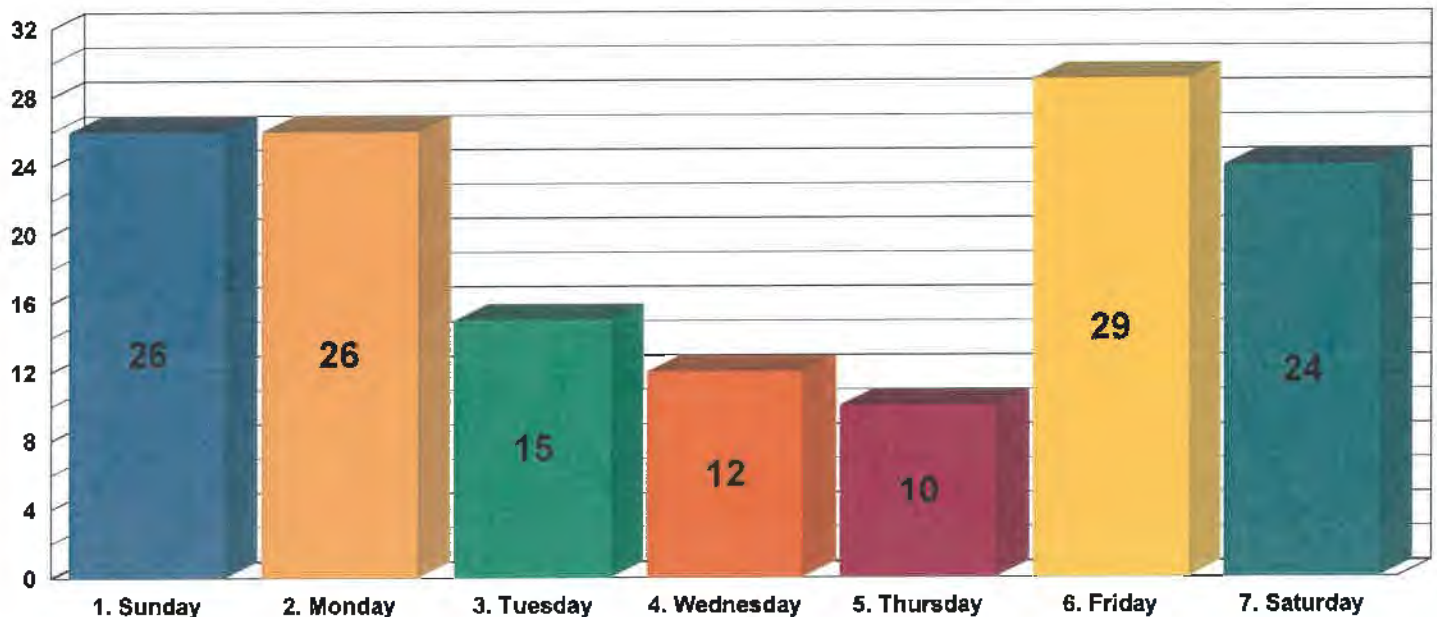
From 08/13/2023 to 08/19/2023

Total Incidents: 142

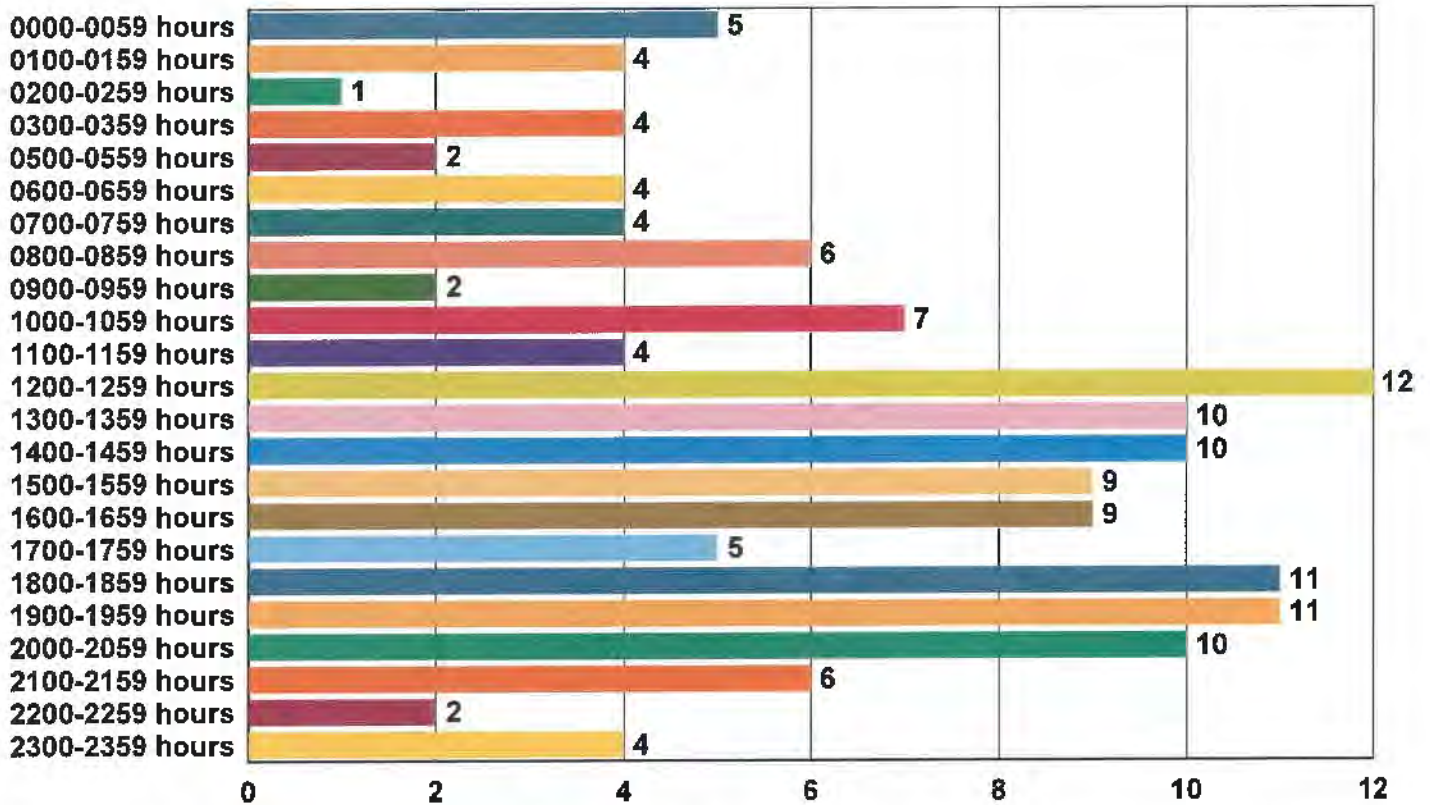
### Incidents, by Agency



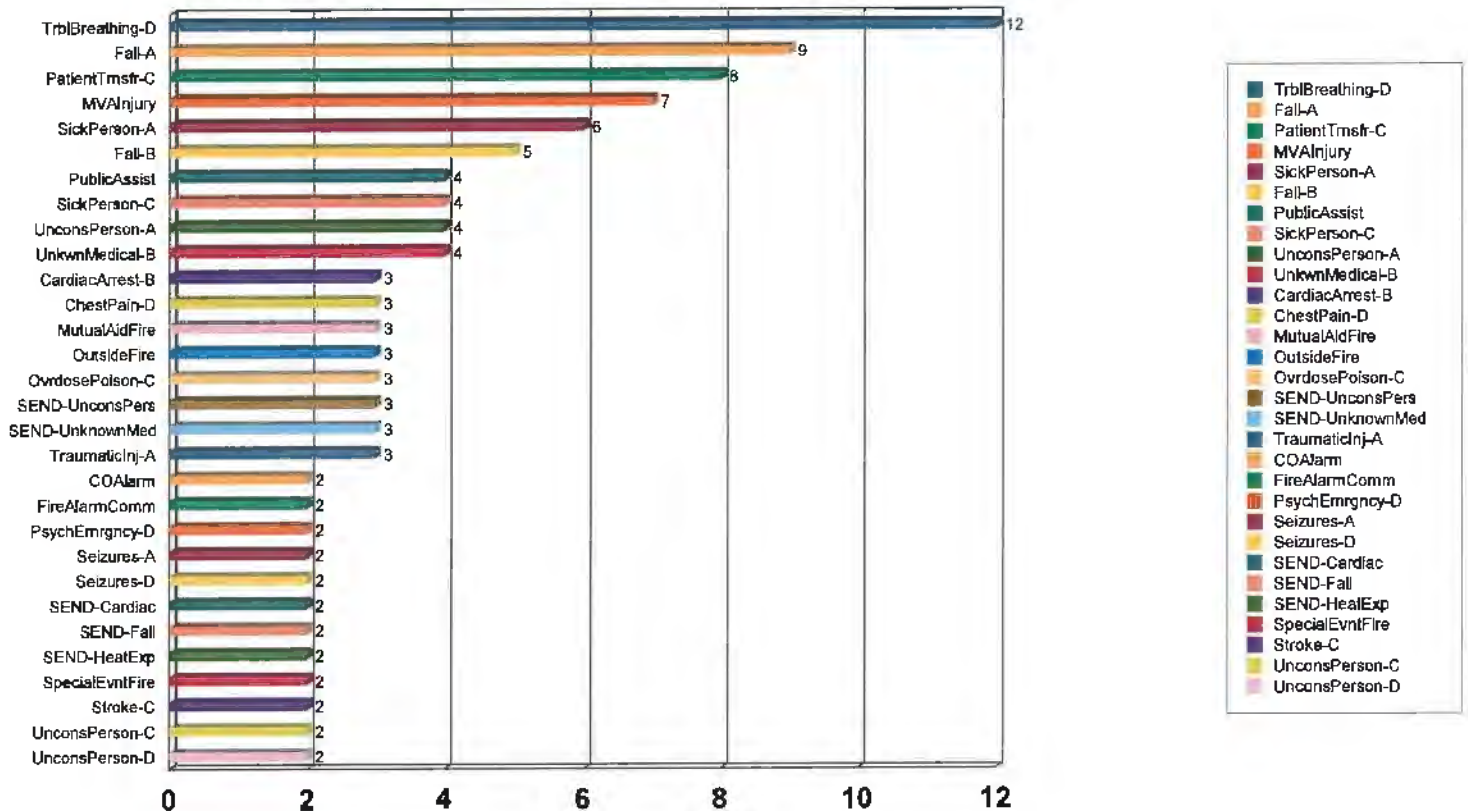
### Incidents, by day of week



## Incidents, by hour



## Most Commonly Dispatched Nature Codes



**BFD****Total Agency for Period: 4**

<b>SO7</b>	C23-42615 Box: 530K	MVAInjury 1100 CHESTNUT HILL RD; Near IIF Campsites	8/13/2023 4:53:24PM
<b>BT7</b>	C23-42983 Box: LCFR	MutualAidRiver POTOMAC RIVER ACCESS AT POTOMAC WAYSIDE PARK; Loudoun Cu VA	8/15/2023 1:35:08PM
<b>E7</b>	C23-43589 Box: 749R	Fall-D+++ 240 MCSHANES LANDING LN; Burkhart Farm	8/18/2023 12:40:43PM
<b>CHI7</b>	C23-43788 Box: 170	MVAEntrapmnt WILLIAM L WILSON FWY & BAKERTON RD; Bakerton Area	8/19/2023 4:22:57PM

## BRFC

## Total Agency for Period: 13

RE5	C23-42615 Box: 530K	MVAInjury 1100 CHESTNUT HILL RD; Near HF Campsites	8/13/2023 4:53:24PM
RE5	C23-42660 Box: 530K	MVAFluidsOnly CHESTNUT HILL RD & ANNIE GROVE RD; Near HF Campsites; Near t	8/13/2023 11:09:30PM
K52	C23-42800 Box: WCFR	MutualAidFire ROHRERSVILLE FIRE COMPANY 8; Washington Co MD	8/14/2023 4:21:25PM
U5	C23-42807 Box: 360K	CardcArrest-D+++ 687 WHITMER RD; Shepherdstown Area	8/14/2023 5:03:32PM
U5	C23-42839 Box: 570K	COAlarm 302 WOLFE HILL RD; Shannondale West	8/14/2023 7:18:57PM
U5	C23-42861 Box: 630K	CardiacArrest-B 875 LOGANS RUN DR; Happy Creek	8/14/2023 10:37:46PM
U5	C23-43413 Box: 490	CardiacArrest-B 87 TALL OAK DR # 14; Tuscowilla Hills	8/17/2023 1:27:48PM
RE5	C23-43466 Box: 540K	OutsideFire RT 115 AT SHENANDOAH RIVER; Shenandoah River	8/17/2023 7:32:20PM
RE5	C23-43595 Box: RB503	OutsideFire RT 115 AT SHENANDOAH RIVER; Shenandoah River	8/18/2023 1:09:02PM
RE5	C23-43651 Box: 540K	OutsideFire RT 115 AT SHENANDOAH RIVER; UNDER THE BRIDGE; Shenandoah River	8/18/2023 8:14:58PM
RE5	C23-43749 Box: 580K	FuelSpill 529 MULTNOMAH LN; Lake Forest Estates	8/19/2023 12:00:13PM
RE5	C23-43777 Box: 550K	MVAInjury MISSION RD & MOUNT VISTA TRL; Near Gate Two; River View Park	8/19/2023 3:37:02PM
RE5	C23-43805 Box: 540K	MVAInjury 31 GRANDVIEW CT; Mission Ridge	8/19/2023 6:33:24PM

## CFC

Total Agency for Period: 13

E2	C23-42837 Box: 215	UnkwnMedical-B 246 PATRICK HENRY WAY # 201; PATRICK HENRY APT; by WalMart	8/14/2023 7:09:25PM
CH2	C23-42839 Box: 570K	COAlann 302 WOLFE HILL RD; Shannondale West	8/14/2023 7:18:57PM
CH2	C23-42847 Box: 400	GasLeakInside 328 W WASHINGTON ST; CVS CHARLES TOWN DOWNTOWN; Charles Town	8/14/2023 8:47:13PM
E2	C23-42863 Box: 240K	TrblBreathing-D 195 VERONICA CT; Cloverdale Heights	8/14/2023 11:08:52PM
T2	C23-43406 Box: 400	FireAlarmComm 219 S CHARLES ST; APUS FACILITIES BUILDING; Charles Town	8/17/2023 12:55:15PM
E2	C23-43595 Box: RB503	OutsideFire RT 115 AT SHENANDOAH RIVER; Shenandoah River	8/18/2023 1:09:02PM
E2	C23-43606 Box: 215	Seizures-D PATRICK HENRY APARTMENTS; Charles Town Area	8/18/2023 2:58:59PM
E2	C23-43639 Box: 265	MVAInjury HUYETT RD & ODEN DR; Charles Town Area; Spruce Hill North	8/18/2023 6:25:27PM
B2	C23-43649 Box: 440K	BrushFire 3330 OLD LEETOWN PIKE; Ranson Area	8/18/2023 7:21:03PM
E2	C23-43764 Box: 405	InvestSmokeIn 306 S GEORGE ST; Ranson	8/19/2023 2:09:46PM
E2	C23-43777 Box: 550K	MVAInjury MISSION RD & MOUNT VISTA TRL; Near Gate Two; River View Park	8/19/2023 3:37:02PM
ACH2	C23-43788 Box: 170	MVAEntrapmnt WILLIAM L WILSON FWY & BAKERTON RD; Bakerton Area	8/19/2023 4:22:57PM
E2	C23-43823 Box: 400	OvrdsnPnsn-E+++ 221 N SEMINARY ST # 200; MARWARE APTS; Charles Town	8/19/2023 8:28:09PM

## ESA

Total Agency for Period: 125

M1109	C23-42548 Box: 400X	SEND-UnconsPers 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	8/13/2023 12:23:42AM
M1107	C23-42549 Box: 100	PublicAssist 639 CLIFF ST; Harpers Ferry	8/13/2023 12:47:31AM
M1108	C23-42550 Box: 400	SEND-Fall 100 HOLLYWOOD DR; INN AT CHARLES TOWN; Charles Town	8/13/2023 1:13:37AM
M1109	C23-42553 Box: 445	Seizures-A 1335 N MILDRED ST; GOLDEN HORSESHOE; Ranson Area	8/13/2023 3:10:01AM
M1104	C23-42554 Box: 400	AbdPain-A 524 E NORTH ST; Charles Town	8/13/2023 3:56:55AM
M1105	C23-42561 Box: 300	Fall-A 27 PHEASANT RIDGE CT; Maddex Court	8/13/2023 7:45:48AM
M1109	C23-42563 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/13/2023 8:05:05AM
M1108	C23-42564 Box: 400	TrblBreathing-D 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	8/13/2023 8:28:20AM
M1104	C23-42566 Box: 410	UnkwnMedical-B 156 THUMPER DR; Briar Run Estates	8/13/2023 8:38:43AM
M1105	C23-42574 Box: 300	ChestPain-D 35 OATFIELD CT; Maddex Farm	8/13/2023 10:21:30AM
M1104	C23-42585 Box: 580K	TrblBreathing-D 734 MULTNOMAH LN; Lake Forest Estates	8/13/2023 12:09:01PM
M1108	C23-42589 Box: 405	SEND-UnconsPers 108 S MARSHALL ST; Ranson	8/13/2023 12:18:44PM
M1107	C23-42597 Box: 100	PublicAssist 639 CLIFF ST; Harpers Ferry	8/13/2023 1:18:13PM
M1109	C23-42598 Box: 550K	Fall-A 385 MOUNTAINSIDE RD; John Brown Farm Rdg	8/13/2023 2:54:42PM
M1107	C23-42602 Box: 500K	Fall-B LZ E4 BLUE RIDGE ACRES CLUBHOUSE LZ; Chstnut Hill Rd Area	8/13/2023 3:31:36PM
M1104	C23-42615 Box: 530K	MVAInjury 1100 CHESTNUT HILL RD; Near HF Campsites	8/13/2023 4:53:24PM
M1109	C23-42623 Box: 215	TrblBreathing-D 208 PATRICK HENRY WAY # 605; PATRICK HENRY APT; by WalMart	8/13/2023 5:59:52PM
M1105	C23-42625 Box: 300	OvrdosePoison-C 298 STARKEYS LNDG; Colonial Hills	8/13/2023 6:19:42PM
M1107	C23-42628 Box: 110	SEND-MVAInjury MM 13-0 RT 340 NB; Bakerton Area	8/13/2023 6:51:42PM
M1108	C23-42633 Box: 405	TrblBreathing-D 402 W 5TH AVE; Ranson	8/13/2023 7:18:54PM
M1104	C23-42634 Box: 340K	TrblBreathing-D FOX GLEN DR & BUGLE LN; Fox Glen	8/13/2023 7:25:14PM
M1109	C23-42640 Box: 420K	TraumaticInj-A 64 RUBY ST # 7; Shenandoah Junction	8/13/2023 8:31:07PM
M1107	C23-42643 Box: 710K	SEND-Fall 63 BRFNTWOOD CT; Bakerton Area	8/13/2023 8:42:02PM
M1108	C23-42655 Box: 400	OvrdosePoison-C 45 PIMLICO DR # 100; JEFF CROSSING APTS; Jefferson Xing	8/13/2023 9:43:14PM
M1109	C23-42668 Box: 510K	SEND-UnknownMed 127 BEECH DR; HF Campsites	8/13/2023 11:59:56PM
M1108	C23-42672 Box: 400X	SEND-SickPerson 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	8/14/2023 1:18:32AM

M1104	C23-42673 Box: 415K	SickPerson-A 37 HARROW PL; Ranson Area	8/14/2023 1:49:45AM
M1109	C23-42688 Box: 215	Fall-B 204 MONTE CARLO WAY; Windmill Crossing	8/14/2023 6:05:45AM
M1108	C23-42689 Box: 660K	Stroke-C 3524 SUMMIT POINT RD; Summit Point; Summit Point Area	8/14/2023 6:21:15AM
A1102	C23-42691 Box: 610K	Hemorrhage-B 819 WIDE HORIZON BLVD; Wide Horizon	8/14/2023 7:05:14AM
M1109	C23-42718 Box: 215	SickPerson-C 51 JEFFERSON TERRACE RD; Charles Town Area	8/14/2023 10:00:48AM
M1104	C23-42739 Box: 415	Stroke-C 228 KIMBERWICKE DR N; Breckenridge	8/14/2023 11:34:50AM
M1104	C23-42759 Box: 215	Fall-A 95 WILLOW BROOK DR; Willow Brook Village	8/14/2023 1:35:39PM
M1108	C23-42760 Box: 430	UnconsPers-D+++ 95 CHILDRENS WAY; CHILDREN FIRST CHILD DEV CENTER; Burr Park	8/14/2023 1:47:18PM
M1109	C23-42773 Box: 215X	DiabeticEmerg-A 96 PATRICK HENRY WAY; WALMART; Walmart Plaza	8/14/2023 2:36:01PM
M1107	C23-42774 Box: 140	Choking-A 828 CHICKAMAUGA DR; Sheridan	8/14/2023 2:45:23PM
M1105	C23-42777 Box:	MutualAidEMS 17000 SHEPHERDSTOWN PIKE; WASHINGTON COUNTY	8/14/2023 2:58:01PM
M1104	C23-42792 Box: 425K	MVAInjury FLOWING SPRINGS RD & JOB CORPS RD; Shen Junction Area	8/14/2023 3:40:38PM
M1109	C23-42807 Box: 360K	CardcArrst-D+++ 687 WHITMER RD; Shepherdstown Area	8/14/2023 5:03:32PM
M1108	C23-42815 Box: 405	SickPerson-D 821 N MILDRED ST # 6103; APPLE TREE GARDENS APTS; Ranson	8/14/2023 6:06:35PM
M1109	C23-42817 Box: 560K	UnconsPerson-C 81 ROLLING LN; Shannondale East	8/14/2023 6:09:09PM
M1104	C23-42837 Box: 215	UnkwnMedical-B 246 PATRICK HENRY WAY # 201; PATRICK HENRY APT; by WalMart	8/14/2023 7:09:25PM
M1108	C23-42846 Box: 660K	SickPerson-C 3524 SUMMIT POINT RD; Summit Point; Summit Point Area	8/14/2023 8:46:18PM
M1104	C23-42847 Box: 400	GasLeakInside 328 W WASHINGTON ST; CVS CHARLES TOWN DOWNTOWN; Charles Town	8/14/2023 8:47:13PM
M1109	C23-42849 Box: 205	Hemorrhage-D SPRING DALE DR & S GEORGE ST; Charles Town	8/14/2023 9:07:21PM
M1108	C23-42861 Box: 630K	CardiacArrest-B 875 LOGANS RUN DR; Happy Creek	8/14/2023 10:37:46PM
M1109	C23-42863 Box: 240K	TrblBreathing-D 195 VERONICA CT; Cloverdale Heights	8/14/2023 11:08:52PM
M1104	C23-42878 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/15/2023 12:28:18AM
M1105	C23-42905 Box: 340K	TrblBreathing-D 264 FARM HOUSE LN; Kearneysville Area	8/15/2023 6:20:13AM
M1107	C23-42906 Box: 710K	Fall-A 63 BRFWOOD CT; Bakerton Area	8/15/2023 6:39:24AM
M1109	C23-42911 Box: 305K	MVAInjury WINEBRENNER RD & MARTINSBURG PIKE; Shepherdstown Area	8/15/2023 7:40:55AM
M1104	C23-42929 Box: 215	TrblBreathing-D 135 POSTING WAY; Breckenridge	8/15/2023 9:57:19AM

M1109	C23-42931 Box: 205M	PatientTrnsfr-A 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/15/2023 10:06:32AM
M1107	C23-42932 Box: 710K	UnconsPerson-A 206 RUDDY DUCK RD; Canvasback Ridge	8/15/2023 10:07:50AM
M1109	C23-42975 Box: 215	UnconsPerson-D 312 PATRICK HENRY WAY; Patrick Henry Ests	8/15/2023 12:55:35PM
M1107	C23-43025 Box: 100	SEND-UnknownMed 743 SHENANDOAH ST; INDUSTRY EXHIBIT; Harpers Ferry	8/15/2023 4:00:12PM
M1108	C23-43050 Box: 400	Fall-A E WASHINGTON ST & N SEMINARY ST; Charles Town	8/15/2023 5:56:14PM
TXP11	C23-43055 Box: 405	CardiacArrest-B 35 ORANGE BLOSSOM LN; Orchard Hills	8/15/2023 6:20:56PM
M1108	C23-43064 Box: 400	PsychEmrgncy-D 116 N WEST ST; Charles Town	8/15/2023 7:08:00PM
M1107	C23-43068 Box: 100	Assault-B 1226 W WASHINGTON ST; CANAL HOUSE CAFE; Bolivar	8/15/2023 8:25:58PM
M1108	C23-43070 Box: 400M	PsychEmrgncy-D 151 AUGUSTINE AVE # 4F; CHARLES TOWERS APARTMENTS; Charles T	8/15/2023 8:36:40PM
M1108	C23-43150 Box: 400	OvrdosePoison-C 807 WILLOW SPRING DR; AMERICAS BEST VALUE INN; Charles Town	8/16/2023 10:06:00AM
A1102	C23-43171 Box: 605K	SickPerson-A 11649 LEETOWN RD; USGS LEETOWN SCIENCE CENTER; Leetown	8/16/2023 12:03:12PM
M1108	C23-43174 Box: 400	SickPerson-A 127 AUGUSTINE AVE; Charles Town	8/16/2023 12:34:10PM
M1105	C23-43187 Box: 605K	TrblBreathing-C 11649 LEETOWN RD; USGS LEETOWN SCIENCE CENTER; Leetown	8/16/2023 1:22:57PM
M1109	C23-43189 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/16/2023 1:29:08PM
M1104	C23-43203 Box: 205	SEND-TrblBreath 661 S GEORGE ST STE 100; CHARLES TOWN POLICE DEPT; Charles T	8/16/2023 2:20:01PM
M1105	C23-43204 Box: 340K	SickPerson-A 66 ANVIL RD; Fox Glen	8/16/2023 2:25:15PM
M1107	C23-43210 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/16/2023 2:53:59PM
A1102	C23-43223 Box: 405	SEND-UnknownMed 400 S FAIRFAX BLVD; ROCS SHELL GAS STATION RANSON; Ranson	8/16/2023 4:45:22PM
M1108	C23-43282 Box: 400M	Fall-B 151 AUGUSTINE AVE # 4N; CHARLES TOWERS APARTMENTS; Charles T	8/16/2023 9:37:32PM
M1107	C23-43364 Box: 710K	UnkwnMedical-B 63 BRENTWOOD CT; Bakerton Area	8/17/2023 8:52:34AM
M1105	C23-43397 Box: 300	MVAInjury W GERMAN ST & S DUKE ST; Shepherdstown	8/17/2023 11:46:34AM
M1108	C23-43413 Box: 490	CardiacArrest-B 87 TALL OAK DR # 14; Tuscowilla Hills	8/17/2023 1:27:48PM
M1109	C23-43436 Box: 205	UnkwnMedical-B 62 GARDEN PL; Charles Town	8/17/2023 3:48:11PM
M1104	C23-43464 Box: 420S	TraumaticInj-A 4141 FLOWING SPRINGS RD; JEFFERSON HIGH SCHOOL; Shen Junctio	8/17/2023 7:11:38PM
M1108	C23-43465 Box: 490	TrblBreathing-D 214 BALTUSROL DR; Locust Hill	8/17/2023 7:23:27PM
M1108	C23-43473 Box: 440K	UnconsPerson-A 381 CURRIE RD; Ranson Area	8/17/2023 9:03:40PM

M1107	C23-43495 Box: 710K	Fall-B 63 BRENTWOOD CT; Bakerton Area	8/17/2023 11:33:46PM
M1108	C23-43499 Box: 620K	SEND-PsychEmer 2198 S CHILDS RD; Middleway Area	8/18/2023 12:15:06AM
M1105	C23-43528 Box: 330K	OvrDosePoison-B 5917 CHARLES TOWN RD; Kearneysville	8/18/2023 3:20:06AM
M1109	C23-43533 Box: 445K	Fall-A 93 WOODLAND CT; Woodland Park	8/18/2023 5:33:56AM
A1102	C23-43539 Box: 600K	SickPerson-A 133 MARSHALL ST; Middleway Area	8/18/2023 7:21:12AM
M1105	C23-43543 Box: 305K	SickPerson-A 22 FINCH LN; Mecklenburg Heights	8/18/2023 8:49:27AM
M1104	C23-43546 Box: 215X	PatientTrnsfr-C 84 SOMERSET BLVD; JEFFERSON URGENT CARE; Charles Town Area	8/18/2023 9:04:30AM
A1102	C23-43561 Box: 600K	PublicAssist 57 MARSHALL ST; Middleway Area	8/18/2023 10:01:44AM
M1109	C23-43581 Box: 215	Seizures-D 229 FULTON AVE; Patrick Henry Ests	8/18/2023 12:02:08PM
M1104	C23-43582 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/18/2023 12:06:29PM
M1108	C23-43584 Box: 400	Choking-D+++ 91 SARATOGA DR STE C; GINZA JAPANESE STEAK HOUSE; Jeff Xing	8/18/2023 12:20:36PM
M1107	C23-43589 Box: 749R	Fall-D+++ 240 MCSHANES LANDING LN; Burkhart Farm	8/18/2023 12:40:43PM
M1104	C23-43595 Box: RB503	OutsideFire RT 115 AT SHENANDOAH RIVER; Shenandoah River	8/18/2023 1:09:02PM
M1109	C23-43606 Box: 215	Seizures-D PATRICK HENRY APARTMENTS; Charles Town Area	8/18/2023 2:58:59PM
M1108	C23-43617 Box: 400M	TrblBreathing-D 151 AUGUSTINE AVE # 3F; CHARLES TOWERS APARTMENTS; Charles T	8/18/2023 3:40:33PM
M1107	C23-43618 Box: 490	UnconsPerson-D 278 SAINT ANDREWS DR; LOCUST HILL GOLF CLUB; Locust Hill	8/18/2023 3:56:02PM
M1105	C23-43621 Box: 600K	Fall-A 57 MARSHALL ST; Middleway Area	8/18/2023 4:05:11PM
M1104	C23-43635 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/18/2023 5:46:15PM
M1104	C23-43636 Box: 630K	TrblBreathing-D 138 JEAN LEIGHT LN; Leight MHP	8/18/2023 6:04:34PM
M1107	C23-43638 Box: 500K	UnconsPerson-A 3541 CHESTNUT HILL RD; Near Rt 340	8/18/2023 6:24:15PM
M1109	C23-43639 Box: 265	MVAInjury HUYETT RD & ODEN DR; Charles Town Area; Spruce Hill North	8/18/2023 6:25:27PM
M1107	C23-43643 Box: 255	ChestPain-D 71 SILVERLEAF DR; Huntfield	8/18/2023 6:49:47PM
M1104	C23-43644 Box: 405M	SEND-Cardiac 300 S PRESTON ST; JEFFERSON MEDICAL CENTER; Ranson	8/18/2023 6:54:06PM
M1104	C23-43650 Box: 510	UnconsPerson-C 23 HEAVENWOOD LN; HF Campsites	8/18/2023 7:35:21PM
M1105	C23-43653 Box: 390D	Seizures-A 376 LOGIE LN; Kearneysville	8/18/2023 8:25:44PM
M1108	C23-43691 Box: 400	PublicAssist 328 W WASHINGTON ST; CVS CHARLES TOWN DOWNTOWN; Charles Town	8/19/2023 12:31:12AM

M1108	C23-43707 Box: 600K	Fall-A 57 MARSHALL ST; Middleway Area	8/19/2023 2:58:15AM
M1109	C23-43708 Box: 620K	TraumaticInj-A 137 WOOD END FARM LN; Summit Point Area	8/19/2023 3:01:15AM
M1105	C23-43716 Box: 300	SickPerson-C 7364 MARTINSBURG PIKE; 7 ELEVEN SHEPHERDSTOWN; ST Area	8/19/2023 5:17:03AM
M1104	C23-43731 Box: 390D	SEND-Cardiac MM 57-4 RT 9 WB; Kearneysville Area	8/19/2023 10:20:10AM
M1102	C23-43747 Box: 405	SEND-HeatExp W 2ND AVE & N LAWRENCE ST; Ranson	8/19/2023 11:43:33AM
M1102	C23-43756 Box: 400	SEND-HeatExp 225 W WASHINGTON ST; AMERICAN LEGION; Charles Town	8/19/2023 1:23:47PM
M1108	C23-43764 Box: 405	InvestSmokeIn 306 S GEORGE ST; Ranson	8/19/2023 2:09:46PM
M1109	C23-43769 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/19/2023 2:48:49PM
M1102	C23-43772 Box: 610K	SickPerson-C 888 ARCHER RD; Leetown Area	8/19/2023 3:03:45PM
M1107	C23-43775 Box: 100	SEND-UnconsPers 177 POTOMAC ST; ALMOST HEAVEN PUB AND GRILL; Harpers Ferry	8/19/2023 3:30:32PM
M1104	C23-43777 Box: 550K	MVAInjury MISSION RD & MOUNT VISTA TRL; Near Gate Two; River View Park	8/19/2023 3:37:02PM
M1108	C23-43780 Box: 733K	AllergicReact-A 64 UVILLA ESTATES DR; Uvilla Estates	8/19/2023 3:45:41PM
M1107	C23-43788 Box: 170	MVAEntrapmnt WILLIAM L WILSON FWY & BAKERTON RD; Bakerton Area	8/19/2023 4:22:57PM
M1108	C23-43789 Box: 620K	Fall-A 13 SHADY OAK LN; Shady Acres	8/19/2023 4:25:50PM
M1109	C23-43796 Box: 400	UnconsPerson-A S LAWRENCE ST & W ACADEMY ST; Charles Town	8/19/2023 5:23:05PM
M1109	C23-43805 Box: 540K	MVAInjury 31 GRANDVIEW CT; Mission Ridge	8/19/2023 6:33:24PM
M1104	C23-43812 Box: 400	TrblBreathing-D 19 HICKORY TREE CT # 104; WILLOW SPRG FARM APT; Ch Town	8/19/2023 7:28:08PM
M1109	C23-43822 Box: 400	ChestPain-D 321 W WASHINGTON ST; LIBERTY GAS STATION; Charles Town	8/19/2023 8:27:14PM
M1108	C23-43823 Box: 400	OvrdsPosn-E+++ 221 N SEMINARY ST # 200; MARWARE APTS; Charles Town	8/19/2023 8:28:09PM
M1105	C23-43825 Box: 300	Fall-B 145 HENSEL DR # 8; UNIVERSITY HEIGHTS APTS; Maddex Farm	8/19/2023 9:01:59PM
M1108	C23-43841 Box: 445	SEND-Assault 1335 N MILDRED ST; GOLDEN HORSESHOE; Ranson Area	8/19/2023 10:18:25PM

**FFC**

**Total Agency for Period: 8**

<b>EK1</b>	C23-42549 Box: 100	PublicAssist 639 CLIFF ST; Harpers Ferry	8/13/2023 12:47:31 AM
<b>D1</b>	C23-42597 Box: 100	PublicAssist 639 CLIFF ST; Harpers Ferry	8/13/2023 1:18:13 PM
<b>D1</b>	C23-42602 Box: 500K	Fall-B LZ E4 BLUE RIDGE ACRES CLUBHOUSE LZ; Chstnut Hill Rd Area	8/13/2023 3:31:36 PM
<b>RE1</b>	C23-42628 Box: 110	SEND-MVAInjury MM 13-0 RT 340 NB; Bakerton Area	8/13/2023 6:51:42 PM
<b>RE1</b>	C23-42800 Box: WCFR	MutualAidFire ROHRERSVILLE FIRE COMPANY 8; Washington Co MD	8/14/2023 4:21:25 PM
<b>WCT26</b>	C23-43466 Box: 540K	OutsideFire RT 115 AT SHENANDOAH RIVER; Shenandoah River	8/17/2023 7:32:20 PM
<b>RE1</b>	C23-43589 Box: 749R	Fall-D+++ 240 MCSHANES LANDING LN; Burkhart Farm	8/18/2023 12:40:43 PM
<b>RE1</b>	C23-43788 Box: 170	MVAEntrapmnt WILLIAM L WILSON FWY & BAKERTON RD; Bakerton Area	8/19/2023 4:22:57 PM

## IFC

Total Agency for Period: 12

E4	C23-42655 Box: 400	OvrdosePoison-C 45 PIMLICO DR # 100; JEFF CROSSING APTS; Jefferson Xing	8/13/2023 9:43:14PM
U4	C23-42760 Box: 430	UnconsPers-D+++ 95 CHILDRENS WAY; CHILDREN FIRST CHILD DEV CENTER; Burr Park	8/14/2023 1:47:18PM
E4	C23-42792 Box: 425K	MVAInjury FLOWING SPRINGS RD & JOB CORPS RD; Shen Junction Area	8/14/2023 3:40:38PM
E4	C23-42847 Box: 400	GasLeakInside 328 W WASHINGTON ST; CVS CHARLES TOWN DOWNTOWN; Charles Town	8/14/2023 8:47:13PM
E4	C23-43406 Box: 400	FireAlarmComm 219 S CHARLES ST; APUS FACILITIES BUILDING; Charles Town	8/17/2023 12:55:15PM
E4	C23-43584 Box: 400	Choking-D+++ 91 SARATOGA DR STE C; GINZA JAPANESE STEAK HOUSE; Jeff Xing	8/18/2023 12:20:36PM
D4	C23-43606 Box: 215	Seizures-D PATRICK HENRY APARTMENTS; Charles Town Area	8/18/2023 2:58:59PM
E4	C23-43618 Box: 490	UnconsPerson-D 278 SAINT ANDREWS DR; LOCUST HILL GOLF CLUB; Locust Hill	8/18/2023 3:56:02PM
K4	C23-43649 Box: 440K	BrushFire 3330 OLD LEETOWN PIKE; Ranson Area	8/18/2023 7:21:03PM
E4	C23-43764 Box: 405	InvestSmokeIn 306 S GEORGE ST; Ranson	8/19/2023 2:09:46PM
R4	C23-43788 Box: 170	MVAEntrapmnt WILLIAM L WILSON FWY & BAKERTON RD; Bakerton Area	8/19/2023 4:22:57PM
E4	C23-43823 Box: 400	OvrdsPosn-E+++ 221 N SEMINARY ST # 200; MARWARE APTS; Charles Town	8/19/2023 8:28:09PM

<b>MFC</b>		<b>Total Agency for Period: 10</b>	
U6	C23-42861 Box: 630K	CardiacArrest-B 875 LOGANS RUN DR; Happy Creek	8/14/2023 10:37:46PM
B6	C23-43507 Box: 600K	TrecDown LEETOWN RD & SULPHUR SPRNGS RD; Leetown Area	8/18/2023 1:30:13AM
LT6	C23-43561 Box: 600K	PublicAssist 57 MARSHALL ST; Middleway Area	8/18/2023 10:01:44AM
CH6	C23-43621 Box: 600K	Fall-A 57 MARSHALL ST; Middleway Area	8/18/2023 4:05:11PM
U6	C23-43628 Box: 420S	SpecialEvtFire 4141 FLOWING SPRINGS RD; Shen Junction Area	8/18/2023 4:55:25PM
U6	C23-43636 Box: 630K	TrblBreathing-D 138 JEAN LEIGHT LN; Leight MHP	8/18/2023 6:04:34PM
B6	C23-43649 Box: 440K	BrushFire 3330 OLD LEETOWN PIKE; Ranson Area	8/18/2023 7:21:03PM
D6	C23-43707 Box: 600K	Fall-A 57 MARSHALL ST; Middleway Area	8/19/2023 2:58:15AM
RE6	C23-43772 Box: 610K	SickPerson-C 888 ARCHER RD; Leetown Area	8/19/2023 3:03:45PM
RE6	C23-43789 Box: 620K	Fall-A 13 SHADY OAK LN; Shady Acres	8/19/2023 4:25:50PM

## SFD

## Total Agency for Period: 19

EMS3	C23-42574 Box: 300	ChestPain-D 35 OATFIELD CT; Maddex Farm	8/13/2023 10:21:30AM
EMS3	C23-42625 Box: 300	OvrdosePoison-C 298 STARKEYS LNDG; Colonial Hills	8/13/2023 6:19:42PM
EMS3	C23-42634 Box: 340K	TrblBreathing-D FOX GLEN DR & BUGLE LN; Fox Glen	8/13/2023 7:25:14PM
E3	C23-42738 Box: 300	FireAlarmResdnt 65 WATERCRESS PL; Cress Creek	8/14/2023 11:28:53AM
D3	C23-42792 Box: 425K	MVAInjury FLOWING SPRINGS RD & JOB CORPS RD; Shen Junction Area	8/14/2023 3:40:38PM
K3	C23-42798 Box:	MutualAidFire 8267 OLD NATIONAL PIKE, BOONESBORO; WASHINGTON COUNTY	8/14/2023 4:01:08PM
EMS3	C23-42807 Box: 360K	CardcArrst-D+++ 687 WHITMER RD; Shepherdstown Area	8/14/2023 5:03:32PM
D3	C23-42911 Box: 305K	MVAInjury WNEBRENNER RD & MARTINSBURG PIKE; Shepherdstown Area	8/15/2023 7:40:55AM
K3	C23-43186 Box:	MutualAidFire 18220 MANOR CHRUCH RD	8/16/2023 1:21:26PM
EMS3	C23-43189 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/16/2023 1:29:08PM
EMS3	C23-43204 Box: 340K	SickPerson-A 66 ANVIL RD; Fox Glen	8/16/2023 2:25:15PM
EMS3	C23-43210 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/16/2023 2:53:59PM
T3	C23-43284 Box: 325X	FireAlarmComm 698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	8/16/2023 9:45:18PM
E3	C23-43397 Box: 300	MVAInjury W GERMAN ST & S DUKE ST; Shepherdstown	8/17/2023 11:46:34AM
E3	C23-43588 Box: 735K	COAlarm 1060 FRENCH RD; Uvilla	8/18/2023 12:34:43PM
D3	C23-43589 Box: 749R	Fall-D+++ 240 MCSHANES LANDING LN; Burkhart Farm	8/18/2023 12:40:43PM
EMS3	C23-43653 Box: 390D	Seizures-A 376 LOGIE LN; Kearneysville	8/18/2023 8:25:44PM
RE3	C23-43721 Box: 725K	SpecialEvtFire 235 SAM MICHAELS LN; SAM MICHAELS PARK; Shen Junction Area	8/19/2023 8:31:26AM
CH3	C23-43731 Box: 390D	SEND-Cardiac MM 57-4 RT 9 WB; Kearneysville Area	8/19/2023 10:20:10AM



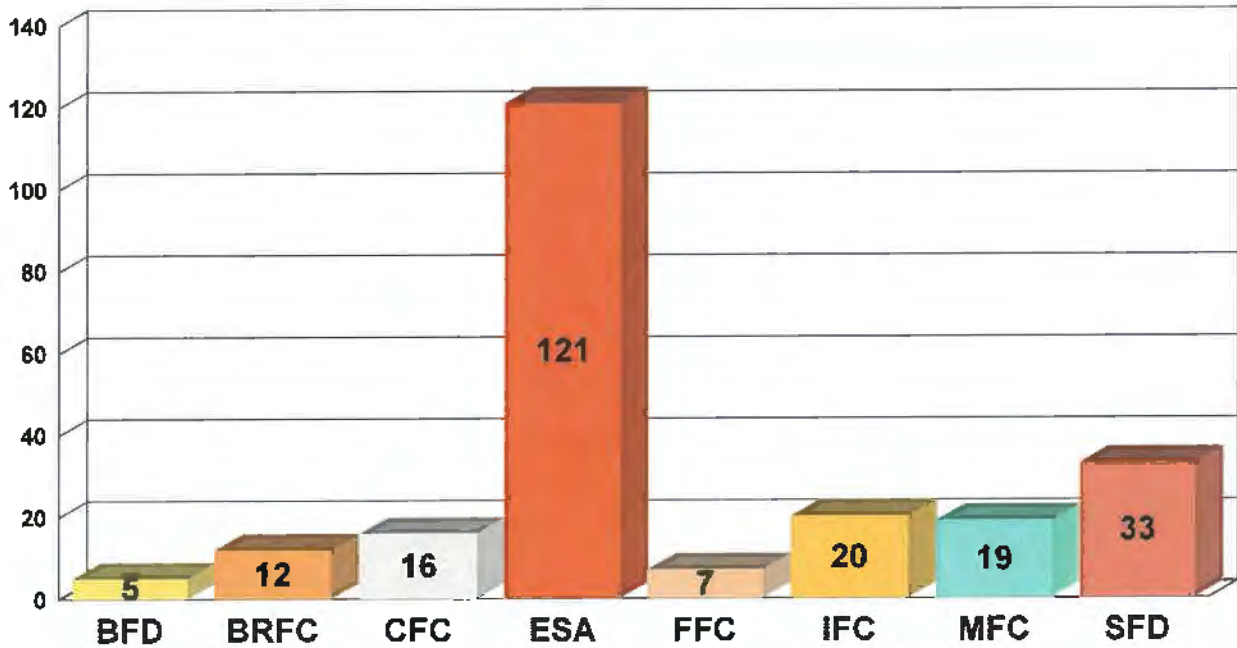
# Jefferson County Emergency Communications Fire and EMS Activity Report

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.

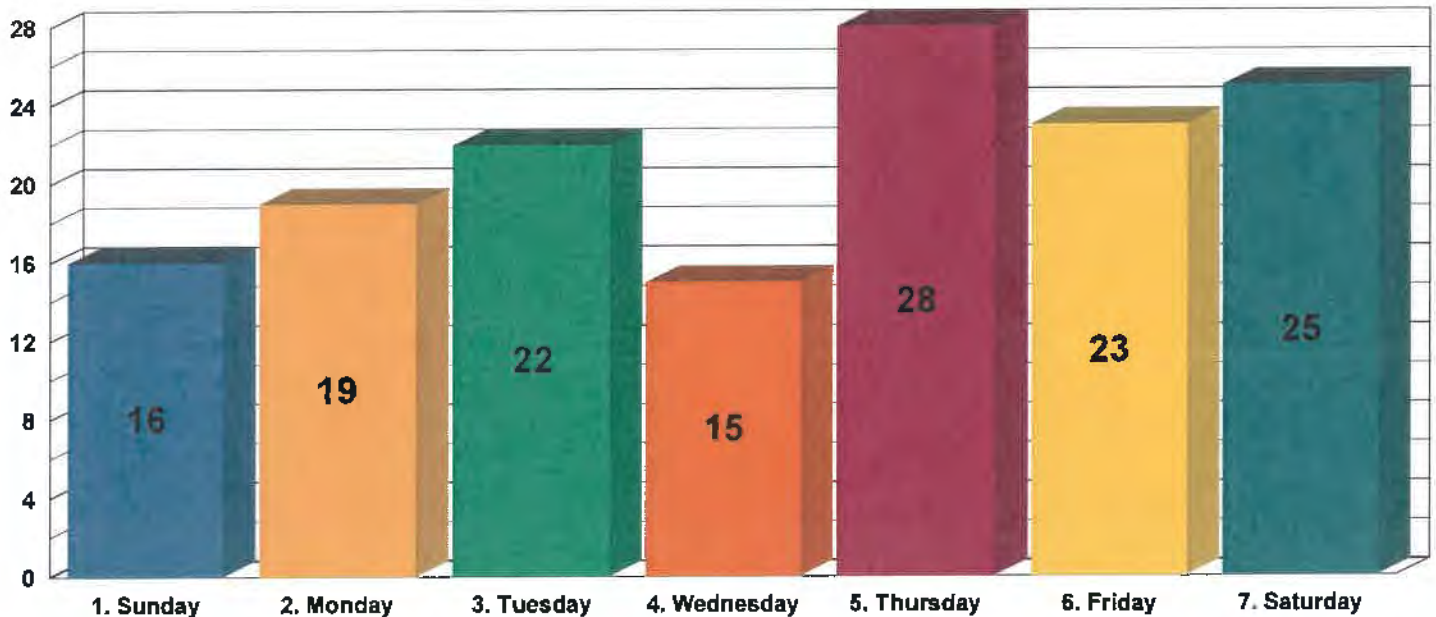
From 08/20/2023 to 08/26/2023

Total Incidents: 148

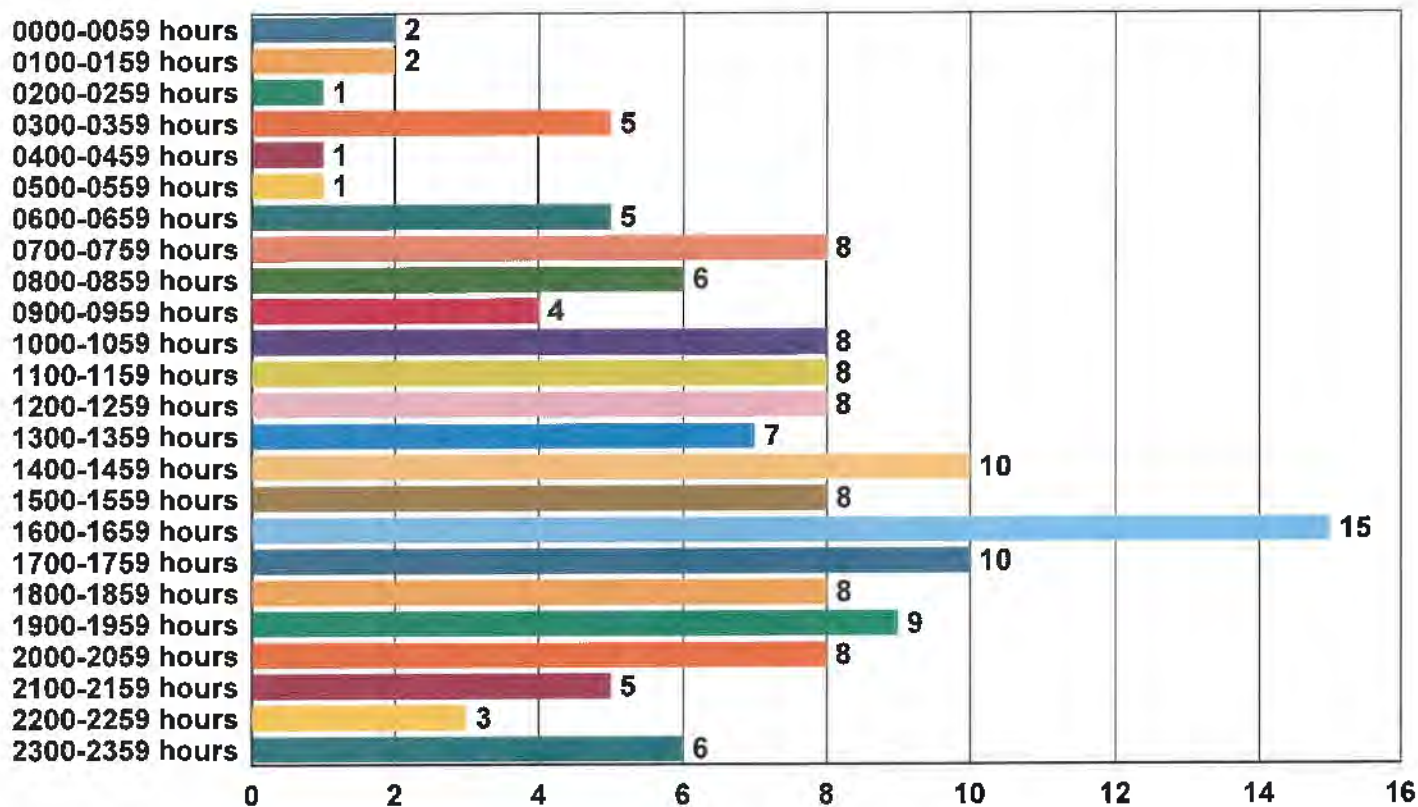
### Incidents, by Agency



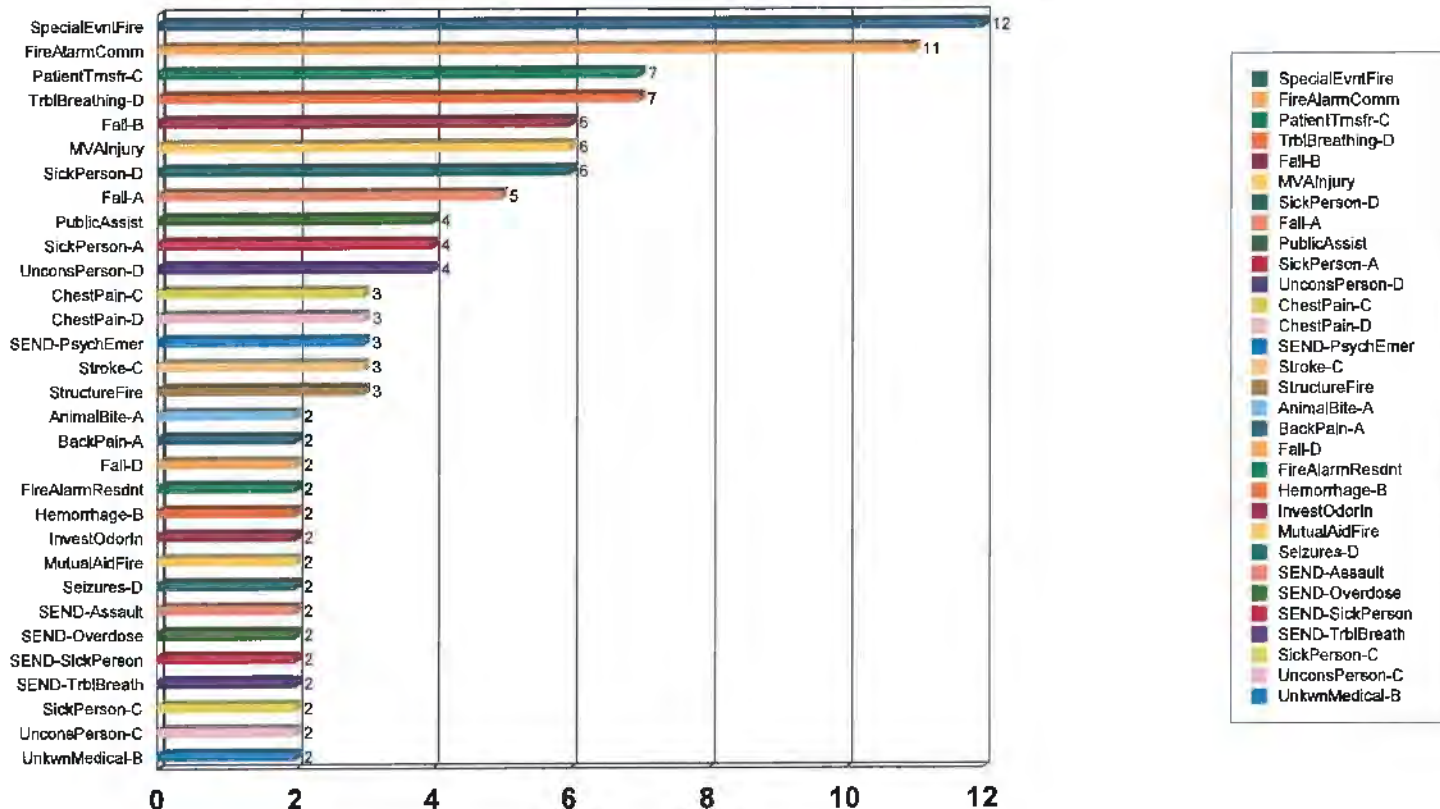
### Incidents, by day of week



## Incidents, by hour



## Most Commonly Dispatched Nature Codes



**BFD****Total Agency for Period: 5**

U7	C23-43936 Box: RB2B	SpecialEvtFire RB2B POTOMAC RIVER ACCESS AT GLEN HAVEN; Bakerton Area	8/20/2023 3:42:02PM
D7	C23-43948 Box: 705K	Hemorrhage-D 244 CARTER AVE; Bakerton	8/20/2023 4:57:29PM
E7	C23-43963 Box: 410K	StructureFire 58 NATIONAL ST; Presidents Pointe; BEHIND THAT ADDR.Presiden	8/20/2023 6:11:50PM
K7	C23-44179 Box: 540K	StructureFire 351 SEVEN SPRINGS RD; Bloomery	8/21/2023 8:23:29PM
E7	C23-45244 Box: 415	StructureFire 260 KIMBER WICKE DR N; Breckenridge	8/26/2023 9:19:43PM

## BRFC

## Total Agency for Period: 12

RE5	C23-43963 Box: 410K	StructureFire 58 NATIONAL ST; Presidents Pointe; BEHIND THAT ADDR.Presiden	8/20/2023 6:11:50PM
RE5	C23-44110 Box: 550K	FireAlarmResdnt 86 COOL GLEN CIR; Shannondale East	8/21/2023 1:56:04PM
K52	C23-44179 Box: 540K	StructureFire 351 SEVEN SPRINGS RD; Bloomery	8/21/2023 8:23:29PM
RE5	C23-44257 Box: 540K	InvestSmokeOut JOHN RISSLER RD & CHARLES TOWN RD; Bloomery	8/22/2023 8:55:08AM
E52	C23-44424 Box: 510	MVAInjury 415 KEYES GAP RD; HF Campsites	8/22/2023 10:49:24PM
U5	C23-44697 Box: 205K	CardiacArrest-B 72 SHORT GAP LN; Mag Springs	8/24/2023 6:43:02AM
	C23-44801 Box: 550K	SickPerson-D 248 DILLOW LN; Mannings Area	8/24/2023 5:40:15PM
E52	C23-44948 Box: 530K	WiresDown 6 HAWKS NEST LN; Near W Rdge Hills	8/25/2023 2:18:14PM
RE5	C23-44987 Box: 550K	TrblBrthng-E+++ 136 FAWN DR; Shannondale East	8/25/2023 4:59:36PM
RE5	C23-45173 Box: 241	MVAEntrapmnt BERRYVILLE PIKE & OLD CAVE RD; Charles Town Area	8/26/2023 3:46:12PM
RE5	C23-45178 Box: 200X	StationFill 245 CITIZENS WAY; CITIZENS FIRE COMPANY 2; Near Citizens FD	8/26/2023 4:05:02PM
RE5	C23-45244 Box: 415	StructureFire 260 KIMBERWJCKE DR N; Breckenridge	8/26/2023 9:19:43PM

## CFC

Total Agency for Period: 16

T2	C23-43963 Box: 410K	StructureFire 58 NATIONAL ST; Presidents Pointe; BEHIND THAT ADDR.Presiden	8/20/2023 6:11:50PM
E2	C23-43991 Box: 255	SickPerson-D 150 COLONIAL DR; Huntfield	8/20/2023 9:33:11PM
E2	C23-44110 Box: 550K	FireAlarmResdnt 86 COOL GLEN CIR; Shannondale East	8/21/2023 1:56:04PM
EK2	C23-44179 Box: 540K	StructureFire 351 SEVEN SPRINGS RD; Bloomery	8/21/2023 8:23:29PM
E2	C23-44410 Box: 200	InvestOdorIn 85 ELDON DR; County Green	8/22/2023 9:03:35PM
EK2	C23-44579 Box: 235K	FireAlarmComm 38 CATTAIL RUN RD; Charles Town Area	8/23/2023 5:56:45PM
E2	C23-44597 Box: 215	PublicAssist 217 POSTING WAY; Breckenridge	8/23/2023 7:03:28PM
E2	C23-44697 Box: 205K	CardiacArrest-B 72 SHORT GAP LN; Mag Springs	8/24/2023 6:43:02AM
E2	C23-44867 Box: 215X	FireAlarmComm 1040 SOMERSET BLVD; TRACTOR SUPPLY COMPANY; Chris Twn Area	8/25/2023 1:59:52AM
E2	C23-44889 Box: 230K	Fall-D 7346 KABLETOWN RD; Kabletown Area	8/25/2023 8:18:22AM
CN2	C23-44982 Box: 230K	MVAInjry 4603 KABLETOWN RD; Kabletown Area	8/25/2023 4:37:51PM
E2	C23-44987 Box: 550K	TrblBrthng-E+++ 136 FAWN DR; Shannondale East	8/25/2023 4:59:36PM
E2	C23-45055 Box: 215X	FireAlarmComm 1040 SOMERSET BLVD; TRACTOR SUPPLY COMPANY; Chrls Twn Area	8/25/2023 11:34:52PM
E2	C23-45083 Box: 215X	FireAlarmComm 1040 SOMERSET BLVD; TRACTOR SUPPLY COMPANY; Chrls Twn Area	8/26/2023 2:39:51AM
E2	C23-45173 Box: 241	MVAEntrapmnt BERRYVILLE PIKE & OLD CAVE RD; Charles Town Area	8/26/2023 3:46:12PM
E2	C23-45244 Box: 415	StructureFire 260 KIMBERWICKE DR N; Breckenridge	8/26/2023 9:19:43PM

**ESA**

**Total Agency for Period: 121**

<b>M1108</b>	C23-43885 Box: 490	PublicAssist 121 SAWGRASS DR; Locust Hill	8/20/2023 7:20:44AM
<b>M1109</b>	C23-43915 Box: 400M	PatientTrnsfr-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/20/2023 1:09:24PM
<b>A1102</b>	C23-43932 Box: 400	Fall-B 44 NEW SYCAMORE CIR # 218; WILLOW SPRG FARM APT; Ch Town	8/20/2023 3:10:41PM
<b>M1107</b>	C23-43948 Box: 705K	Hemorrhage-D 244 CARTER AVE; Bakerton	8/20/2023 4:57:29PM
<b>M1104</b>	C23-43963 Box: 410K	StructureFire 58 NATIONAL ST; Presidents Pointe; BEHIND THAT ADDR.Presiden	8/20/2023 6:11:50PM
<b>M1105</b>	C23-43966 Box: 300	TrblBreathing-D 77 MADDEX SQUARE DR; KINGS PIZZA SHEPHERDSTOWN; ST Area	8/20/2023 6:33:19PM
<b>M1104</b>	C23-43969 Box: 405	PsychEmrgncy-D 104 MCDONALD ST; Ranson	8/20/2023 6:41:36PM
<b>M1107</b>	C23-43971 Box: 610K	SickPerson-C 888 ARCHER RD; Lectown Area	8/20/2023 7:01:00PM
<b>M1109</b>	C23-43982 Box: 235	Seizures-D 15263 CHARLES TOWN RD; Charles Town Area	8/20/2023 8:01:53PM
<b>M1107</b>	C23-43985 Box: 415	TrblBreathing-D 64 ELLA WASHINGTON CT; Gate Codes #3205 or #9111 or siren; B	8/20/2023 8:26:34PM
<b>M1109</b>	C23-43990 Box: 205	TrblBreathing-D 821 JEFFERSON AVE; Charles Town	8/20/2023 9:27:16PM
<b>M1104</b>	C23-43991 Box: 255	SickPerson-D 150 COLONIAL DR; Huntfield	8/20/2023 9:33:11PM
<b>M1109</b>	C23-44027 Box: 425K	Hemorrhage-B 440 JOB CORPS RD; Shen Junction Area	8/21/2023 3:00:12AM
<b>M1104</b>	C23-44029 Box: 400	AnimalBite-A 625 MORDINGTON AVE; Charles Town	8/21/2023 3:26:13AM
<b>M1105</b>	C23-44058 Box:	MutualAidEMS 4035 MILLS RD	8/21/2023 9:16:18AM
<b>M1109</b>	C23-44075 Box: 400	MVAInjury ADAM LINK LIGHT E WASHINGTON ST; Adam Link Bridge	8/21/2023 10:02:55AM
<b>M1101</b>	C23-44081 Box: 235	SickPerson-A 49 CROSSWINDS DR; ST JAMES CATHOLIC CHURCH; Crosswinds	8/21/2023 11:04:21AM
<b>M1108</b>	C23-44093 Box: 400	PregncyPrblm-C 110 AUGUSTINE AVE; Charles Town	8/21/2023 11:38:53AM
<b>M1105</b>	C23-44095 Box: 300	ChestPain-C 540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	8/21/2023 12:15:54PM
<b>M1109</b>	C23-44121 Box: 235	SEND-Overdose 20 ROSEWOOD DR; DOLLAR GENERAL CT RD; Charles Town	8/21/2023 3:27:34PM
<b>A1106</b>	C23-44131 Box: 455K	SpecialEvtFire 867 FAIRGROUND LN; County Fairgrounds	8/21/2023 4:31:46PM
<b>M1108</b>	C23-44139 Box: 630K	OvrdosePoison-B 495 MARTIN PAYNE RD; Summit Point Area; Opequon Ranch Club	8/21/2023 5:21:39PM
<b>M1101</b>	C23-44143 Box: 620K	SEND-Overdose 1495 SHIRLEY RD; Summit Point Area	8/21/2023 5:39:48PM
<b>M1107</b>	C23-44178 Box: 500K	Fall-A 106 BOTTOM DOLLAR LN; Blue Ridge Acres	8/21/2023 8:18:05PM
<b>M1101</b>	C23-44179 Box: 540K	StructureFire 351 SEVEN SPRINGS RD; Bloomery	8/21/2023 8:23:29PM
<b>M1104</b>	C23-44193 Box: 540K	ChestPain-C 180 ACORN NUT LN; Bloomery Area	8/21/2023 10:35:58PM

A1106	C23-44194 Box: 455K	SEND-UnknownMed JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/21/2023 10:41:53PM
M1107	C23-44200 Box: 710K	Fall-B 63 BRENTWOOD CT; Bakerton Area	8/21/2023 11:05:45PM
M1108	C23-44203 Box: 610K	ChestPain-C 1241 HIDDEN HOLLOW DR; Hidden River	8/21/2023 11:30:57PM
M1108	C23-44218 Box: 405	ChestPain-D 279 ORCHARD DR; Orchard Hills	8/22/2023 1:14:45AM
M1105	C23-44229 Box: 390	AbdPain-A 347 MOONSTONE DR; Quail Ridge	8/22/2023 5:28:02AM
M1107	C23-44233 Box: 710K	Fall-B 63 BRENTWOOD CT; Bakerton Area	8/22/2023 6:39:10AM
M1108	C23-44234 Box: 400	BackPain-A 516 S GEORGE ST # B9; WASHINGTON VILLAGE APTS; Ch Town	8/22/2023 6:44:30AM
M1108	C23-44238 Box: 490	Stroke-C 275 BROOKLINE DR; Locust Hill	8/22/2023 7:23:20AM
M1102	C23-44245 Box: 600K	TrblBreathing-D 7898 LEE TOWN RD; Middleway Area	8/22/2023 8:07:27AM
M1108	C23-44264 Box: 400	ChestPain-D 191 JEFFERSON CROSSING WAY # 302; JEFF CROSSING APTS; Jeffer	8/22/2023 9:36:50AM
M1105	C23-44290 Box: 340K	SickPerson-D 49 KENNEL LN; Fox Glen	8/22/2023 11:53:35AM
M1108	C23-44311 Box: 430	Seizures-D 95 CHILDRENS WAY; CHILDREN FIRST CHILD DEV CENTER; Burr Park	8/22/2023 1:25:13PM
M1102	C23-44313 Box: 400M	UnkwnMedical-B 151 AUGUSTINE AVE # 3F; CHARLES TOWERS APARTMENTS; Charles T	8/22/2023 1:38:47PM
M1105	C23-44317 Box: 350K	SickPerson-D 136 WRITT FARM WAY	8/22/2023 2:00:09PM
M1108	C23-44319 Box: 405	ManpowerAssist 131 ORCHARD DR; Orchard Hills	8/22/2023 2:06:55PM
M1106	C23-44358 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/22/2023 4:32:13PM
M1101	C23-44389 Box: 630K	Fall-D 401 KING ST; Middleway	8/22/2023 7:31:54PM
M1101	C23-44424 Box: 510	MVAInjury 415 KEYES GAP RD; HF Campsites	8/22/2023 10:49:24PM
M1107	C23-44438 Box: 170	SEND-Hemorrhage MM 12-8 RT 340 NB; Bakerton Area	8/22/2023 11:57:53PM
M1108	C23-44456 Box: 400	PublicAssist 305 W WASHINGTON ST # 2; Charles Town	8/23/2023 6:41:19AM
M1101	C23-44458 Box: 215	TrblBreathing-D 30 SPRING RUN CT # 201; Charles Town Area	8/23/2023 7:16:57AM
A1103	C23-44493 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/23/2023 10:33:42AM
M1105	C23-44531 Box: 305K	PublicAssist 22 FINCH LN; Mecklenburg Heights	8/23/2023 1:48:42PM
M1105	C23-44536 Box: 301S	DiabeticEmerg-A 210 N KING ST; STUDENT CENTER SHEP UNIV; Shepherd University	8/23/2023 2:04:53PM
M1104	C23-44537 Box: 215X	UnconsPerson-C 96 PATRICK HENRY WAY; WALMART; Walmart Plaza	8/23/2023 2:07:39PM
M1101	C23-44546 Box: 215	BackPain-A 217 POSTING WAY; Breckenridge	8/23/2023 2:49:11PM

M1108	C23-44563 Box: 405	SickPerson-A 200 S MARSHALL ST APT 304; Ranson	8/23/2023 4:29:14PM
A1103	C23-44566 Box: 455K	SpecialEvtFirc JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/23/2023 4:45:53PM
M1105	C23-44583 Box: 301S	AllergicReact-C 170 W CAMPUS DR; POTOMAC PLACE SHEP UNIV; SU	8/23/2023 6:14:30PM
M1108	C23-44584 Box: 400	UnkwnMedical-B 304 E CONGRESS ST; Charles Town	8/23/2023 6:15:57PM
M1104	C23-44597 Box: 215	PublicAssist 217 POSTING WAY; Breckenridge	8/23/2023 7:03:28PM
M1108	C23-44662 Box: 335K	UnconsPerson-D 4630 BOWERS RD; Kcameysville Area	8/24/2023 12:05:17AM
M1108	C23-44666 Box: 405	SickPerson-D 401 N MILDRED ST; BUDGET INN RANSON; Ranson	8/24/2023 12:40:01AM
M1105	C23-44682 Box: 320K	TrblBreathing-D 1738 TURNER RD; Shepherdstown Area	8/24/2023 3:06:02AM
M1104	C23-44697 Box: 205K	CardiacArrest-B 72 SHORT GAP LN; Mag Springs	8/24/2023 6:43:02AM
M1105	C23-44701 Box: 300M	Fall-A 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/24/2023 7:36:22AM
M1104	C23-44702 Box: 415	SEND-SickPerson 37 SPARKLING BROOK RD; Shenandoah Springs	8/24/2023 7:42:12AM
A1102	C23-44708 Box: 400	CardacArst-E+++ 221 N SEMINARY ST # 200; MARWARE APTS; Charles Town	8/24/2023 8:52:46AM
M1107	C23-44709 Box: 300	SickPersnn-A 200 MEADOW RIDGE DR; Cross Creek	8/24/2023 8:57:33AM
A1102	C23-44726 Box: 400	SEND-PsychEmer MM 65-8 RT 9 EB; Ranson Exit	8/24/2023 10:56:54AM
M1105	C23-44728 Box: 315K	SickPerson-C 576 EDWIN BLVD; Glendale Estates	8/24/2023 11:06:39AM
M1103	C23-44742 Box: 723	AbdPain-D 193 CLEARBROOK DR; Meadow Brook	8/24/2023 12:53:12PM
M1101	C23-44746 Box: 400M	PatientTrnsft-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/24/2023 12:59:55PM
M1108	C23-44748 Box: 400	OvrdosePoison-C 312 S CHURCH ST; Charles Town	8/24/2023 1:32:15PM
M1101	C23-44752 Box: 420K	Seizures-A 17 OLD LOCUST LN; Shenandoah Junction	8/24/2023 1:38:41PM
A1102	C23-44760 Box: 490	MVAInjury 562 FENWAY DR; Tuscowilla Hills	8/24/2023 2:03:27PM
M1105	C23-44761 Box: 610K	Choking-E+++ 8601 LEETOWN RD; Middleway Area	8/24/2023 2:03:45PM
M1103	C23-44762 Box: 640K	SEND-PsychEmer 92 W RICHWOOD HALL CT; Pembroke Grove	8/24/2023 2:07:51PM
M1108	C23-44764 Box: 400M	PatientTrnsft-C 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/24/2023 2:10:48PM
M1104	C23-44793 Box: 300	UnconsPerson-C 540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	8/24/2023 4:42:50PM
M1103	C23-44800 Box: 170K	SEND-Assault 194 SHENANDOAH MINI HOME DR; Millville Area	8/24/2023 5:35:34PM
M1101	C23-44801 Box: 550K	SickPerson-D 248 DILLOW LN; Mannings Arca	8/24/2023 5:40:15PM

M1105	C23-44814 Box: 340K	Fall-B 30 HUNTING HORN LN; Fox Glen	8/24/2023 7:00:01PM
M1108	C23-44822 Box: 400X	SEND-TrblBreath 750 HOLLYWOOD DR; HOLLYWOOD CASINO CHARLES TOWN RACES; Rnsn	8/24/2023 7:52:27PM
M1104	C23-44824 Box: 405	Hemorrhage-B 60 AUTUMN TER # 1101; CRANES MEADOW APTS; Ranson Area	8/24/2023 7:58:14PM
M1101	C23-44831 Box: 410	SEND-PsychEmer 230 OAK LEE DR; HOME DEPOT STORE; Potomac Twn Ctr	8/24/2023 8:50:09PM
M1104	C23-44867 Box: 215X	FireAlarmComm 1040 SOMERSET BLVD; TRACTOR SUPPLY COMPANY; ChrIs Twn Area	8/25/2023 1:59:52AM
M1108	C23-44888 Box: 430	DiabeticEmerg-C 426 INDUSTRIAL BLVD; SPEEDWAY MOTORS; Burr Park South	8/25/2023 7:52:09AM
M1109	C23-44889 Box: 230K	Fall-D 7346 KABLETOWN RD; Kabletown Area	8/25/2023 8:18:22AM
M1108	C23-44896 Box: 400	MVAInjury AUGUSTINE AVE & CASSILIS LN; Charles Town Area	8/25/2023 9:00:15AM
M1104	C23-44908 Box: 240K	AbdPain-C 62 CAVE QUARTER DR; Cave Quarter Estates	8/25/2023 10:03:02AM
M1109	C23-44931 Box: 560K	AnimalBite-A 218 LOWER CLUBHOUSE DR; Shannondale East	8/25/2023 12:40:15PM
M1108	C23-44936 Box: 405	ChestPain-D 103 W 5TH AVE; JCCOA SENIOR CENTER; Ranson	8/25/2023 12:55:07PM
M1105	C23-44967 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/25/2023 3:22:11PM
M1103	C23-44976 Box: 100	SickPerson-D 177 POTOMAC ST; ALMOST HEAVEN PUB AND GRILL; Harpers Ferry	8/25/2023 3:57:22PM
M1109	C23-44982 Box: 230K	MVAInjury 4603 KABLETOWN RD; Kabletown Area	8/25/2023 4:37:51PM
M1106	C23-44986 Box: 420S	SpecialEvtFire 4141 FLOWING SPRINGS RD; Shen Junction Area	8/25/2023 4:56:55PM
M1108	C23-44987 Box: 550K	TrblBrthng-E+++ 136 FAWN DR; Shannondale East	8/25/2023 4:59:36PM
M1101	C23-44989 Box: 255S	SpecialEvtFire WASHINGTON HIGH FOOTBALL STADIUM; Near Huntfield	8/25/2023 5:11:38PM
M1108	C23-44993 Box: 400	Stroke-C 304 E CONGRESS ST; Charles Town	8/25/2023 5:20:14PM
M1109	C23-45001 Box: 455K	SEND-TrblBreath JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/25/2023 6:08:59PM
M1106	C23-45004 Box: 420S	SpecialEvtFire 4141 FLOWING SPRINGS RD; Shen Junction Area	8/25/2023 6:12:44PM
M1109	C23-45029 Box: 420S	SEND-Assault 4141 FLOWING SPRINGS RD; JEFFERSON HIGH SCHOOL; Shen Junction	8/25/2023 9:21:54PM
M1108	C23-45051 Box: 610K	SickPerson-A 7911 LEETOWN RD; Middleway Area	8/25/2023 11:26:52PM
M1109	C23-45084 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/26/2023 3:15:34AM
M1105	C23-45086 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/26/2023 3:48:32AM
M1108	C23-45089 Box: 440K	Fall-A 1423 CURRIE RD; Ranson Area	8/26/2023 4:42:01AM
M1104	C23-45093 Box: 550K	TrblBreathing-D 432 WINDSONG RD; Shannondale East	8/26/2023 6:04:04AM

M1105	C23-45100 Box: 330H	SEND-SickPerson MM 61-0 RT 9 EB; Kearneysville Area	8/26/2023 7:33:40AM
M1108	C23-45116 Box: 455K	SEND-TraumaInj JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/26/2023 10:35:27AM
A1102	C23-45121 Box: 440K	Fall-B 17 JEFFERSON VILLAGE DR; Jefferson Village	8/26/2023 11:02:23AM
M1104	C23-45126 Box: 550K	UnconsPerson-D 100 MISSION RD; BLUE RIDGE FIRE COMPANY 5 SUB STATION; Manni	8/26/2023 11:42:28AM
M1108	C23-45130 Box: 405	Stroke-C 220 E 4TH AVE # 1; Ranson	8/26/2023 11:56:30AM
M1104	C23-45132 Box: 450K	UnconsPerson-D 808 AMBLER RD; Charles Town Area	8/26/2023 12:03:43PM
M1104	C23-45165 Box: 400M	Fall-A 50 MULBERRY TREE ST; GENESIS HEALTH SHENANDOAH CENTER; CT	8/26/2023 3:07:15PM
M1104	C23-45173 Box: 241	MVAEntrapmnt BERRYVILLE PIKE & OLD CAVE RD; Charles Town Area	8/26/2023 3:46:12PM
M1105	C23-45181 Box: 350K	MVAInjury SHEPHERDSTOWN PIKE & TROUGH RD; Shepherdstown Area	8/26/2023 4:15:07PM
M1105	C23-45185 Box: 420S	PsychEmrgncy-O 808 SHENANDOAH JUNCTION RD; Shenandoah Junction	8/26/2023 4:48:20PM
M1105	C23-45201 Box: 301S	UnconsPerson-A 170 W CAMPUS DR; POTOMAC PLACE SHEP UNIV; SU	8/26/2023 5:52:42PM
M1108	C23-45221 Box: 455K	SEND-HeartProb JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/26/2023 7:35:17PM
M1104	C23-45227 Box: 400	UnconsPerson-D 625 MORDINGTON AVE; Charles Town	8/26/2023 7:44:50PM
M1104	C23-45231 Box: 400	Fall-A 20 DOGWOOD TREE CT # 410; WILLOW SPRG FARM APT; Ch Town	8/26/2023 8:14:03PM
M1105	C23-45233 Box: 205M	PatientTrnsfr-C 1263 S GEORGE ST; WILLOW TREE MANOR RET HOME; Charles Town	8/26/2023 8:22:12PM
M1105	C23-45239 Box: 235	Fall-B 29 GUSTY CT; Crosswinds	8/26/2023 8:53:39PM
M1108	C23-45244 Box: 415	StructureFire 260 KIMBERWICKE DR N; Breckenridge	8/26/2023 9:19:43PM

**FFC****Total Agency for Period: 7**

<b>EK1</b>	C23-43963 Box: 410K	StructureFire 58 NATIONAL ST; Presidents Pointe; BEHIND THAT ADDR.Presiden	8/20/2023 6:11:50PM
<b>EK1</b>	C23-44179 Box: 540K	StructureFire 351 SEVEN SPRINGS RD; Bloomery	8/21/2023 8:23:29PM
<b>RE1</b>	C23-44262 Box: 110	PDAssist WILLIAM L WILSON FWY & SHORELINE DR; Bolivar Area	8/22/2023 9:29:40AM
<b>EK1</b>	C23-44948 Box: 530K	WiresDown 6 HAWKS NEST LN; Near W Rdge Hills	8/25/2023 2:18:14PM
<b>EK1</b>	C23-44969 Box: 110	FireAlarmComm 4328 WILLIAM L WILSON FWY; CLARION INN RT 340; Bolivar Area	8/25/2023 3:26:12PM
<b>RE1</b>	C23-45173 Box: 241	MVAEntrapmnt BERRYVILLE PIKE & OLD CAVE RD; Charles Town Area	8/26/2023 3:46:12PM
<b>RE1</b>	C23-45244 Box: 415	StructureFire 260 KIMBER WICKE DR N; Breckenridge	8/26/2023 9:19:43PM

IFC		Total Agency for Period: 20	
E4	C23-43885 Box: 490	PublicAssist 121 SAWGRASS DR; Locust Hill	8/20/2023 7:20:44AM
E4	C23-43963 Box: 410K	StructureFire 58 NATIONAL ST; Presidents Pointe; BEHIND THAT ADDR.Presiden	8/20/2023 6:11:50PM
R4	C23-44075 Box: 400	MVAInjury ADAM LINK LIGHT E WASHINGTON ST; Adam Link Bridge	8/21/2023 10:02:55AM
E4	C23-44179 Box: 540K	StructureFire 351 SEVEN SPRINGS RD; Bloomery	8/21/2023 8:23:29PM
D4	C23-44264 Box: 400	ChestPain-D 191 JEFFERSON CROSSING WAY # 302; JEFF CROSSING APTS; Jeffer	8/22/2023 9:36:50AM
E4	C23-44319 Box: 405	ManpowerAssist 131 ORCHARD DR; Orchard Hills	8/22/2023 2:06:55PM
R4	C23-44358 Box: 455K	SpecialEvtntFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/22/2023 4:32:13PM
W4	C23-44456 Box: 400	PublicAssist 305 W WASHINGTON ST # 2; Charles Town	8/23/2023 6:41:19AM
W4	C23-44503 Box: 435S	FireAlarmComm 103 SHENANDOAH JUNCTION RD; TA LOWERY ELEMENTARY SCHOOL; She	8/23/2023 11:24:40AM
W4	C23-44697 Box: 205K	CardiacArrest-B 72 SHORT GAP LN; Mag Springs	8/24/2023 6:43:02AM
D4	C23-44708 Box: 400	CardacArst-E+++ 221 N SEMINARY ST # 200; MARWARE APTS; Charles Town	8/24/2023 8:52:46AM
E4	C23-44718 Box: 400	FireAlarmComm 306 S LAWRENCE ST; OPPORTUNITY LEARNING CENTER; Charles Town	8/24/2023 10:13:18AM
D4	C23-44745 Box: 410	FireAlarmResdnt 62 FUZZY TAIL DR; Briar Run Estates	8/24/2023 12:58:58PM
U4	C23-44760 Box: 490	MVAInjury 562 FENWAY DR; Tuscowilla Hills	8/24/2023 2:03:27PM
W4	C23-44896 Box: 400	MVAInjury AUGUSTINE AVE & CASSILIS LN; Charles Town Area	8/25/2023 9:00:15AM
W4	C23-45010 Box: 405	InvestOdorIn 20 SILVERWOOD DR # 304; CRANES MEADOW APTS; Ranson Area	8/25/2023 6:52:38PM
W4	C23-45132 Box: 450K	UnconsPerson-D 808 AMBLER RD; Charles Town Area	8/26/2023 12:03:43PM
CN4	C23-45173 Box: 241	MVAEntrapmnt BERRYVILLE PIKE & OLD CAVE RD; Charles Town Area	8/26/2023 3:46:12PM
D4	C23-45221 Box: 455K	SFND-HeartProb JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/26/2023 7:35:17PM
E4	C23-45244 Box: 415	StructureFire 260 KIMBERWICKE DR N; Breckenridge	8/26/2023 9:19:43PM

**MFC****Total Agency for Period: 19**

E6	C23-43912 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/20/2023 12:23:45PM
K6	C23-43963 Box: 410K	StructureFire 58 NATIONAL ST; Presidents Pointe; BEHIND THAT ADDR.Presiden	8/20/2023 6:11:50PM
B6	C23-43991 Box: 255	SickPerson-D 150 COLONIAL DR; Hmtfield	8/20/2023 9:33:11PM
E6	C23-44143 Box: 620K	SEND-Overdose 1495 SHIRLEY RD; Summit Point Area	8/21/2023 5:39:48PM
E6	C23-44179 Box: 540K	StructureFire 351 SEVEN SPRINGS RD; Bloomery	8/21/2023 8:23:29PM
U6	C23-44203 Box: 610K	ChestPain-C 1241 HIDDEN HOLLOW DR; Hidden River	8/21/2023 11:30:57PM
U6	C23-44245 Box: 600K	TrblBreathing-D 7898 LEETOWN RD; Middleway Area	8/22/2023 8:07:27AM
U6	C23-44389 Box: 630K	Fall-D 401 KING ST; Middleway	8/22/2023 7:31:54PM
B6	C23-44433 Box: 670K	TreeDown WITHERS LARUE RD & TURN ONE DR; Summit Point Area	8/22/2023 11:38:36PM
E6	C23-44566 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/23/2023 4:45:53PM
E6	C23-44760 Box: 490	MVAInjury 562 FENWAY DR; Tuscowilla Hills	8/24/2023 2:03:27PM
RE6	C23-44761 Box: 610K	Choking-E+++ 8601 LEETOWN RD; Middleway Area	8/24/2023 2:03:45PM
E6	C23-44762 Box: 640K	SEND-PsychEmer 92 W RICHWOOD HALL CT; Pembroke Grove	8/24/2023 2:07:51PM
U6	C23-44790 Box: 455K	SpecialEvtFire 867 FAIRGROUND LN; County Fairgrounds	8/24/2023 4:29:29PM
E6	C23-44983 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/25/2023 4:42:47PM
RE6	C23-45099 Box: BCFR	MutualAidFire SOUTH BERKELEY FIRE COMPANY 20; Berkeley Co WV	8/26/2023 7:29:26AM
U6	C23-45132 Box: 450K	UnconsPerson-D 808 AMBLER RD; Charles Town Area	8/26/2023 12:03:43PM
D6	C23-45173 Box: 241	MVAEntrapmnt BERRYVILLE PIKE & OLD CAVE RD; Charles Town Area	8/26/2023 3:46:12PM
U6	C23-45193 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/26/2023 5:12:40PM

## SFD

## Total Agency for Period: 33

T3	C23-43903 Box:	MutualAidFire 17350 SHEPHERDSTOWN PIKE, WASHINGTON COUNTY	8/20/2023 10:59:10AM
A31	C23-43912 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/20/2023 12:23:45PM
T3	C23-43947 Box: 301S	FireAlarmComm 168 UNIVERSITY DR; BUTCHER CENTER SHEP UNIV; SU	8/20/2023 4:49:40PM
K3	C23-43963 Box: 410K	StructureFire 58 NATIONAL ST; Presidents Pointe; BEHIND THAT ADDR.Presiden	8/20/2023 6:11:50PM
RE3	C23-43966 Box: 300	TrblBreathing-D 77 MADDEX SQUARE DR; KINGS PIZZA SHEPHERDSTOWN; ST Area	8/20/2023 6:33:19PM
A31	C23-44079 Box: 340K	IllegalBurn 171 CIASE DR; Fox Glen	8/21/2023 10:42:08AM
EMS3	C23-44095 Box: 300	ChestPain-C 540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	8/21/2023 12:15:54PM
EMS3	C23-44131 Box: 455K	SpecialEvtFire 867 FAIRGROUND LN; County Fairgrounds	8/21/2023 4:31:46PM
K3	C23-44179 Box: 540K	StructureFire 351 SEVEN SPRINGS RD; Bloomery	8/21/2023 8:23:29PM
T3	C23-44247 Box: 325X	FireAlarmComm 698 CONSERVATION WAY; NCTC ENTRY AUDITORIUM; NCTC	8/22/2023 8:18:33AM
EMS3	C23-44317 Box: 350K	SickPerson-D 136 WRJTT FARM WAY	8/22/2023 2:00:09PM
EMS3	C23-44358 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/22/2023 4:32:13PM
E3	C23-44390 Box: 301S	FireAlarmComm 77 W CAMPUS DR; SILAW HALL SHEP UNIV; Shepherd University	8/22/2023 7:39:18PM
T3	C23-44503 Box: 435S	FireAlarmComm 103 SHENANDOAH JUNCTION RD; TA LOWERY ELEMENTARY SCHOOL; She	8/23/2023 11:24:40AM
E3	C23-44531 Box: 305K	PublicAssist 22 FINCH LN; Mecklenburg Heights	8/23/2023 1:48:42PM
EMCH3	C23-44536 Box: 301S	DiabeticEmerg-A 210 N KING ST; STUDENT CENTER SHEP UNIV; Shepherd University	8/23/2023 2:04:53PM
EMS3	C23-44566 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/23/2023 4:45:53PM
T3	C23-44576 Box: 340K	FireAlarmComm 6996 CHARLES TOWN RD; NORTH JEFFERSON ELEMENTARY SCHOOL; Kea	8/23/2023 5:38:38PM
E3	C23-44709 Box: 300	SickPerson-A 200 MEADOW RIDGE DR; Cress Creek	8/24/2023 8:57:33AM
EMLT3	C23-44728 Box: 315K	SickPerson-C 576 EDWIN BLVD; Glendale Estates	8/24/2023 11:06:39AM
A31	C23-44790 Box: 455K	SpecialEvtFire 867 FAIRGROUND LN; County Fairgrounds	8/24/2023 4:29:29PM
RE3	C23-44793 Box: 300	UnconsPerson-C 540 S CHURCH ST # 7; MAPLE GREEN APTS; Shepherdstown Area	8/24/2023 4:42:50PM
D3	C23-44814 Box: 340K	Fall-B 30 HUNTING HORN LN; Fox Glen	8/24/2023 7:00:01PM
T3	C23-44867 Box: 215X	FireAlarmComm 1040 SOMERSET BLVD; TRACTOR SUPPLY COMPANY; Chrls Twn Area	8/25/2023 1:59:52AM
EMS3	C23-44967 Box: 300M	PatientTrnsfr-C 80 MADDEX DR; CANTERBURY HEALTH CENTER; ST Area	8/25/2023 3:22:11PM
A31	C23-44983 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/25/2023 4:42:47PM

<b>T3</b>	C23-45055 Box: 215X	FireAlarmComm 1040 SOMERSET BLVD; TRACTOR SUPPLY COMPANY; Chrls Twn Area	8/25/2023 11:34:52PM
<b>T3</b>	C23-45083 Box: 215X	FireAlarmComm 1040 SOMERSET BLVD; TRACTOR SUPPLY COMPANY; Chrls Twn Area	8/26/2023 2:39:51AM
<b>RE3</b>	C23-45181 Box: 350K	MVAInjury SHEPHERDSTOWN PIKE & TROUGH RD; Shepherdstown Area	8/26/2023 4:15:07PM
<b>A31</b>	C23-45193 Box: 455K	SpecialEvtFire JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/26/2023 5:12:40PM
<b>RE3</b>	C23-45201 Box: 301S	UnconsPerson-A 170 W CAMPUS DR; POTOMAC PLACE SHEP UNIV; SU	8/26/2023 5:52:42PM
<b>A31</b>	C23-45221 Box: 455K	SEND-HeartProh JEFFERSON COUNTY FAIRGROUNDS; Bardane Area	8/26/2023 7:35:17PM
<b>T3</b>	C23-45244 Box: 415	StructureFire 260 KIMBERWICKE DR N; Breckenridge	8/26/2023 9:19:43PM

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Name:

Department or Organization:

Commission Meeting Date:

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

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:

Email Address:



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Name: Nathan Cochran

Department or Organization: Prosecuting Attorney's Office

Commission Meeting Date: September 7, 2021

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: Jaymcc Houser

Phone Number: 304-728-3318

Email Address:

jhouser@jepawv.org

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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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, 2022-C-14 and 2023-C-112, 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. Consider matters involving or affecting the construction planning, or purchase, sale or lease of property.
  
- d. Discussion of wage issue regarding Deputy Sheriffs.
  
- e. Report by counsel on United States District Court Case No. 3:23-CV-171.
  
- f. Report and discussion by counsel on Jefferson County Circuit Court Case No. CC-19-2023-P-112.
  
- g. Report by counsel on Jefferson County Circuit Court Case No.'s CC-19-2023-C-141, -143, -145, -151, -152 and -153

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



Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 7, 2023**

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

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

Subject (*Wording to be placed on agenda*): **Charles Town District Commissioner Vacancy**

**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



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



Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 7, 2023**

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

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

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

**re: Hilltop House Hotel TIF**

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

See attached documents presented ahead of the public hearing held August 17, 2023

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 COUNTY COMMISSION OF JEFFERSON COUNTY  
AUGUST 17, 2023, REGULAR MEETING

AGENDA ITEMS

1. To conduct a public hearing regarding the proposed approval of (i) a Tax Increment Financing Application (the "TIF Application") with respect to the proposed creation of a Tax Increment Financing District to be designated "Jefferson County Redevelopment District No. 1 – Hill Top House Hotel" (the "Property TIF District") and the adoption of a project plan for the Property TIF District to be designated as "Project Plan No. 1" and (ii) submission of the TIF Application to the West Virginia Department of Economic Development.
2. To consider and act upon a proposed Resolution regarding the approval of (1) the TIF Application, (ii) submission of the TIF Application to the West Virginia Department of Economic Development for approval, and (iii) other items in connection therewith.





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## HILL TOP HOUSE HOTEL

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HARPERS FERRY, WV

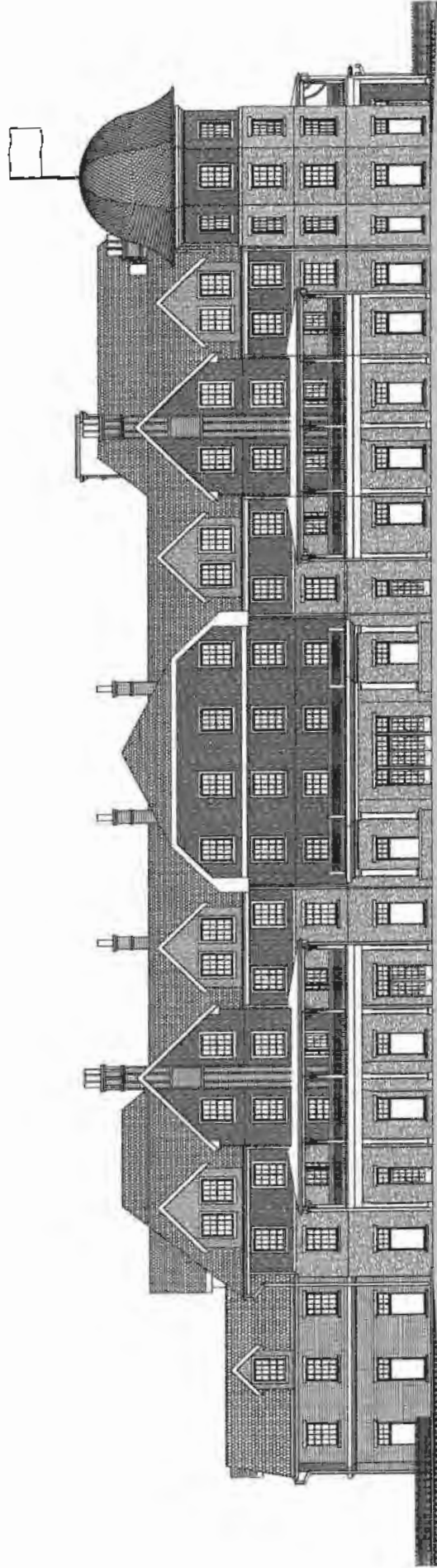
# Utilizing TIF for Hill Top Public Infrastructure

Jefferson County Commission  
August 17, 2023

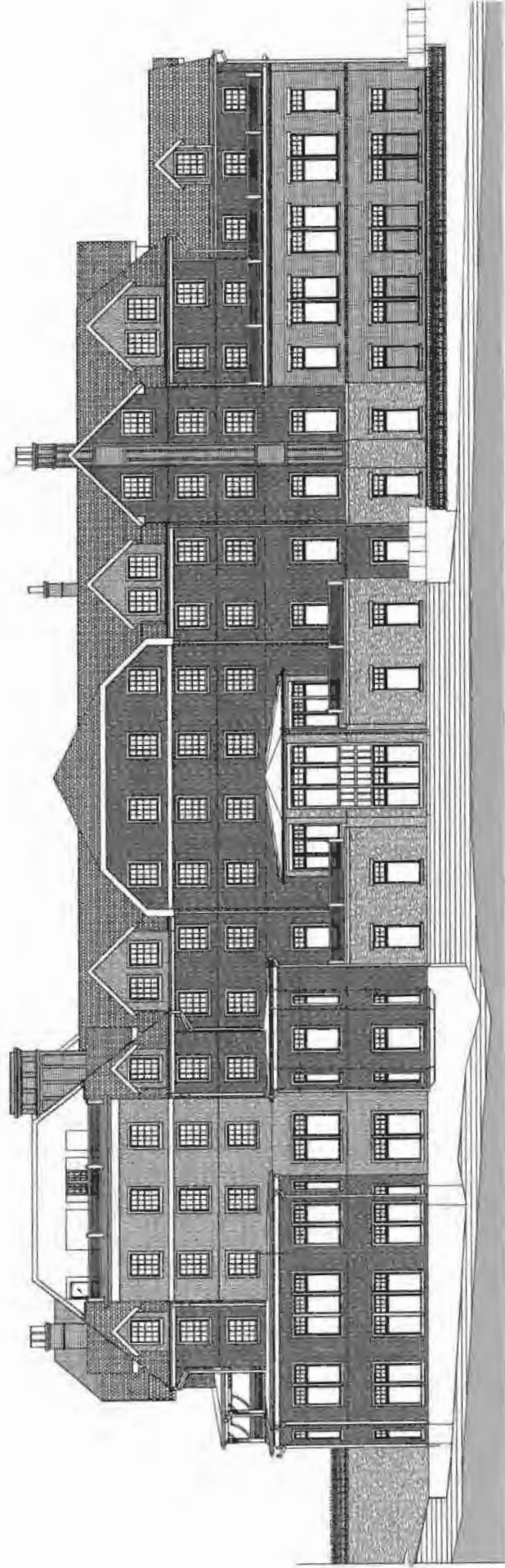
**John C. Stump, Steptoe & Johnson PLLC**  
Charleston, West Virginia  
304.353.8196 (office), 304.549.8196 (cell)  
[john.stump@steptoe-johnson.com](mailto:john.stump@steptoe-johnson.com)







Hill Top House Hotel  
Front Elevation  
Viewed from E Ridge Street



Hill Top House Hotel  
Rear Elevation  
Viewed from Maryland

# Hill Top House Hotel Main Floor Plan



# Economic Summary

- Significant Annual Job Creation in Jefferson County
  - Over 115 jobs created with average wages and benefits of over \$55,000 yearly
  - Equal to over \$6 million in annual wages and benefits
  - Over \$175 million in wages and benefits during TIF period for Jefferson County residents
- Over \$1.2 million in hotel/motel occupancy and municipal sales tax to Jefferson County and Harpers Ferry annually
- Over 200 construction jobs for 2-years with average wages of over \$30/hour
- Estimated \$2 million in Business and Occupation tax to Town of Harpers Ferry during 2-year construction period



Reviews and Ratings



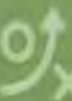
Communication



Budgeting and Costing



Innovation



Growth

# TIF Summary

- Statutory Authorization
  - W. Va. Code §§ 7-11B-1, *et seq.* (the “TIF Act”)
- Purpose
  - To capture projected increase in property tax revenue created by development and use increase to pay project costs.
- Authorized Governmental Entities
  - County Commissions
  - Class I, II, and III Municipalities



Relationships



Communication



Budgeting  
and Billing

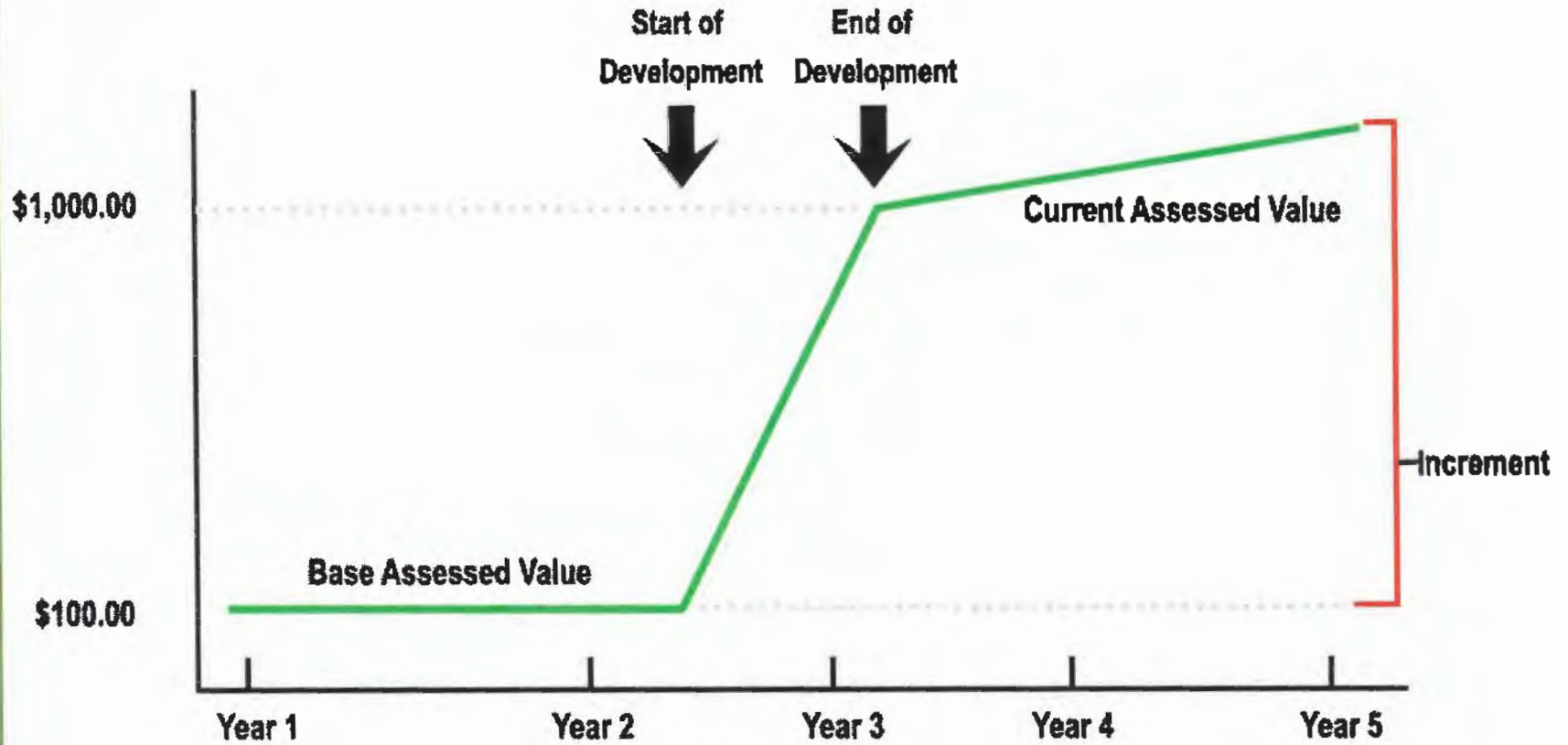


Know How



Finance

# How Does TIF Work?



# How Does TIF Work?

## Definitions

- Tax Increment

- The difference between the current base assessed value of property within the Tourism Development District (TDD) and the proposed assessed value of property after development within the TDD.



Technology



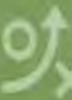
Communication



Property  
and Safety



Innovation



Revenue

# How Does TIF Work?

## Definitions

- Development or Redevelopment District
  - A contiguous geographic area;
  - May be located within a municipality, unincorporated area or within boundaries of a Public Service District;
  - Proposed by project developer (private or public), one or more county commissions or municipalities, or combination thereof; and
  - May include one or more counties or municipalities.

# How Does TIF Work?

## Definitions

- Tax Increment Financing Fund
  - Separate fund for a District into which all tax increment revenues and other pledged revenues are deposited and from which all debt service on bonds or other obligations is paid.
  - May be pledged to repayment of bonds.
  - May use deposited funds on a “pay-as-you-go” basis to pay project costs.



Learning



Communication



Buying and Selling



Innovation



Growth

# How Does TIF Work?

- Establish Base Assessed Value
  - Determined by County Assessor
  - Value of all real and personal property within a District
  - Personal motor vehicles excluded, and after 2014 the following are also excluded: personal trailers, personal boats, personal campers, personal motor homes, personal ATVs, and personal motorcycles.
  - Valuation date of July 1 of year prior to order creating the District



Relationships



Communication



Evaluation  
and Strategy



Innovation



Growth

# How Does TIF Work?

- Establish Increment

- County Assessor certifies current assessed value each subsequent year.
- Difference between Base Assessed Value and Current Assessed Value is Increment each year.
- Regular levies in Base Assessed Value are not affected by Increment.
- Excess levies and bond levies are not deposited in TIF Fund.



Technology



Communication



Accounting  
and Billing



Knowledge



Revenue

# How Does TIF Work?

- Tax increment is collected and deposited in Tax Increment Financing Fund.
- Projects funded through either:
  - Pay as you go.
  - TIF Bonds
    - Not automatically tax-exempt under IRS Code.
    - Secured by pledge of TIF Fund and not credit of Issuer.
    - Maturity cannot exceed earlier of expiration date of District or 30 years.



Relationships



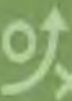
Communication



Budgeting  
and Spending



Know How



Results

# How Does TIF Work?

- Benefits of TIF

- Captures tax increase to benefit local project.
- Broad statutory authorization as to permitted uses of funds.
- Designed to fund project costs where other financing is not available.
- Local Control
- Public policy protections:
  - “But for” Test
  - Competitive Bidding of Construction Contracts
  - West Virginia Jobs Act
  - Public hearing and notice requirements
  - West Virginia Development Office Approval
  - All documents and information subject to FOIA



Relationship



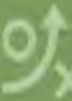
Communication



Budgeting  
and Billing



New-Flow



Value

# Procedural Requirements

## Overview

1. Prepare draft application for District/Project.
2. Meeting to propose District and/or Project.
3. Notice to affected taxing authorities and Development Office. (This recently changed to require at least 30 days before first publication date).
4. Publication of notice of public hearing on District and/or Project
5. Public hearing on District and/or Project.

# Procedural Requirements

## Overview - Continued

6. Submit application for District/Project to Development Office.
  7. Development Office review (60 days): approve, reject, request changes or further development.
  8. Order or Ordinance creating or authorizing District or Project.
- All meetings must comply with the Open Governmental Proceedings Act.



Finance



Communication



Budgeting  
and Policy



Innovation



Growth

# Procedural Requirements

## Development/Redevelopment Projects

- Project Requirements:
  - Located within Development or Redevelopment District (exceptions).
  - District must be directly benefited by Project.
  - Project would not be possible “but for” TIF.
  - Projects typically limited by Development Office to public infrastructure, site work, and rehabilitation of dilapidated structures.
  - Other types of capital improvements considered on a case by case basis.



Strategy



Communication



Taxation  
and Finance



Real Estate



Law

# County's Ongoing Responsibilities

- Follow requisitioning process outlined in bond documents for expenditure of TIF funds.
- Ensure tax increment is collected and allocated properly.
- Determine treatment of excess monies, if any, in TIF Fund.
- File Annual Report with the West Virginia Development Office each year.
- Publish status of TIF District annually and hold a public hearing every 5 years.
- Comply with continuing disclosure obligations for any publicly offered TIF Bonds.



Finance



Communication



Budgeting  
and Billing



Risk Plan



Results

# TIF Bonds and Other Obligations

## Purchase of Bonds by Developer

- Bonds for Project issued by County but purchased initially by Developer
  - May reduce interest rate on debt as early development risk taken on by the Developer.
  - Bonds may be refinanced later once Project is "proven" and interest rate reduced.
  - May also reduce security requirements, e.g. coverage, personal guarantees.
  - Less restrictive document covenants.
  - Documents are prepared to limit default risk and incentivize Developer to comply with development schedule.



Relationships



Communication



Business Objective



Innovation



Growth



Relationships



Communication



Budgeting  
and Staffing



Know-How



Results

Disclaimer: These materials are public information and have been prepared solely for educational purposes. These materials reflect only the personal views of the authors and are not individualized legal advice. It is understood that each case is fact-specific, and that the appropriate solution in any case will vary. Therefore, these materials may or may not be relevant to any particular situation. Thus, the authors and Steptoe & Johnson PLLC cannot be bound either philosophically or as representatives of their various present and future clients to the comments expressed in these materials. The presentation of these materials does not establish any form of attorney-client relationship with the authors or Steptoe & Johnson PLLC. While every attempt was made to ensure that these materials are accurate, errors or omissions may be contained therein, for which any liability is disclaimed.

June 12, 2023

Ms. Makayla Zonfrilli, County Administrator  
County Commission of Jefferson County  
124 E. Washington Street  
Charles Town, WV 25414

Dear Ms. Rezmer:

Pursuant to WV Code 7-27-7, the West Virginia Department of Economic Development (WVDED) has reviewed the Jefferson County Commission's application for Hill Top House Hotel Economic Opportunity Development District.

The base sales tax revenue amount for the District is \$0 upon the effective date of entry of an ordinance creating the District. The gross annual district tax revenue amount is estimated by the County in the application to be \$350,160 in 2026, with a resulting net annual district revenue amount for 2026 estimated at \$350,160. The district sales tax revenue amount is estimated by the County to steadily increase to \$2,788,741 by 2052, resulting in a net revenue of \$2,788,741.

This correspondence serves as an official notice of conditional approval of the Hill Top House Hotel Economic Opportunity Development District application. Conditions of the approval are as follows:

1. Historically, an application for a new Economic Opportunity Development District is accompanied by a corresponding Tax Increment Financing application. Please clarify the intention of the Jefferson County Commission and Hill Top House Hotel to submit an accompanying TIF application for this project, including the timeline for such submission.
2. The EODD tax bond proceeds are not anticipated to be the only source of capital for the project. Among other anticipated sources is a construction loan. The WVDED requests documentation, in the form of a letter from a lender, that Hill Top House has secured a construction loan for the project.

Upon satisfactory documentation of the items above, bonding capacity for the District will be approved up to a total maximum amount of \$25 million to finance the redevelopment of the former Hill Top House Hotel site and adjoining properties by constructing a new hotel on the site, restoring the adjacent historic Lodge building, restoring and repurposing four historic houses originally constructed as housing for workers at the Harpers Ferry Armory as guest houses, restoring and repurposing one additional Armory house and a former barbershop.

Thank you for your cooperation regarding this process. If you have any questions, please do not hesitate to contact Mr. Todd E. Hooker at (304) 558-2234.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitch Carmichael". The signature is fluid and cursive, with a prominent flourish at the end.

Mitch Carmichael

Secretary, WV Department of Economic Development

Cc: Jason W. Turner, Steptoe & Johnson

Laurel Ziemianski, SWaN Hill Top House Hotel, LLC

## **Resolution Submitting Application - Property TIF**

### **RESOLUTION**

**WHEREAS**, The County Commission of Jefferson County, West Virginia (the “County Commission”) is authorized by the West Virginia Tax Increment Financing Act, Chapter 7, Article 11B of the Code of West Virginia, 1931, as amended (the “TIF Act”) to create tax increment financing districts, approve project plans, issue tax increment financing obligations and take such other actions as necessary or desirable to facilitate the orderly development and economic stability of Jefferson County, West Virginia (the “County”), all as more fully set forth in the Act;

**WHEREAS**, the County Commission and SWaN Hill Top House Hotel, LLC (the “Developer”) have previously submitted an application to the West Virginia Department of Economic Development (the “WVDED”) and the West Virginia Legislature for the creation of an economic opportunity development district pursuant to the County Economic Opportunity Development District Act, Chapter 7, Article 22 of the Code of West Virginia, 1931, as amended (the “EODD Act”), to be known as “Hill Top House Hotel Economic Opportunity Development District” (the “Excise TIF District”);

**WHEREAS**, by a letter dated June 12, 2023, the Secretary of the WVDED conditionally approved the creation of the Excise TIF District, which conditional approval requires that the County Commission apply to the WVDED to establish an accompanying redevelopment district under the TIF Act;

**WHEREAS**, because the WVDED has conditioned its approval of the Excise TIF District on the establishment of a redevelopment district under the TIF Act, the Developer has requested that the County Commission consider the creation and establishment of a redevelopment district in the County to be known and designated as “Jefferson County Redevelopment District No. 1 – Hill Top House Hotel” (the “Property TIF District”) and approval of a project plan for the Property TIF District to be known and designated as “Project Plan No. 1 – Hill Top House Hotel” (the “Project Plan”);

**WHEREAS**, the County Commission has received and reviewed an Application (the “Application”) prepared by the Developer relating to the proposed creation of the Property TIF District and approval of the Project Plan;

**WHEREAS**, the County Commission did, on August 17, 2023, following proper notice thereof, hold a public hearing with respect to the Application wherein interested parties were afforded a reasonable opportunity to express their views on the proposed creation of the Property TIF District and its proposed boundaries and the proposed approval of the Project Plan;

**WHEREAS**, the County Commission has, following such public hearing, found and determined that the approval of the Application will benefit the County and its residents by facilitating the orderly development and economic stability of the County, and that development

therein will encourage investing in job-producing, private development and expand the public tax base of the County, that future capital improvements will result in the increase in the value of property located in the Property TIF District and will encourage increased employment and business activity within such area and will serve a public purpose of the County Commission; and

**WHEREAS**, the County Commission now desires to submit the Application to the WVDED for approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA, AS FOLLOWS:**

1. It is hereby found and determined following the public hearing thereon that the Application, as submitted to the County Commission, is approved and is in form and substance suitable for submission to the WVDED for its consideration of approval.

2. It is hereby found and determined that the projects described in the Project Plan are not reasonably expected to occur without the use of tax increment financing.

3. It is hereby found and determined that the development as set forth in the Application will not be solely used for development of commercial businesses that will unfairly compete in the local economy and that development or redevelopment is in the public interest because it will (i) discourage commerce, industry or manufacturing from moving their operations to another state; (ii) result in increased employment in the County; or (iii) result in preservation or enhancement of the tax base of the County.

4. It is hereby authorized and ordered that the President of the County Commission cause the Application and all other necessary documentation to be submitted to the WVDED together with a request for approval thereof.

5. The Memorandum of Understanding regarding public bidding of design and/or construction of the TIF Projects (the "MOU"), in the form presented to this meeting, is hereby approved and the President of the County Commission is hereby authorized and ordered to execute the MOU with such changes as may be approved by the President, such execution to be conclusive evidence of any such approval.

6. The President and Members of the County Commission and other officials and employees of the County Commission are hereby authorized and directed to take such actions as they shall deem appropriate in facilitating the approval of the Application.

7. This Resolution is effective immediately upon adoption.

[Signature Page Follows]

Adopted this August 17, 2023

THE COUNTY COMMISSION OF JEFFERSON  
COUNTY

By: \_\_\_\_\_  
Its President

**CERTIFICATION**

The undersigned, being the duly qualified, elected and acting Clerk of The County Commission of Jefferson County, does hereby certify that the foregoing Resolution was duly adopted by the County Commission, at a regular meeting duly held, pursuant to proper notice thereof, on August 17, 2023, a quorum being present and acting throughout, and which Resolution has not been modified, amended or revoked and is a true, correct and complete copy thereof as of this \_\_ \_\_\_\_, 2023.

By: \_\_\_\_\_

Name: Jacqueline C. Shadle

Title: County Clerk

**MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING (“MOU”)** is made and entered into as of \_\_\_\_\_, 2023, by and between The County Commission of Jefferson County, a public corporation and governing body of Jefferson County, a political subdivision of the State of West Virginia (the “County Commission”), and SWaN Hill Top House Hotel, LLC, a Delaware limited liability company (the “Developer”).

**WHEREAS**, the County Commission has, on August 17, 2023, following a public hearing thereon, adopted a resolution regarding approval of an application (the “Application”) for the creation and establishment of a redevelopment district in the County to be known and designated as “The County Commission of Jefferson County Redevelopment District No. 1 – Hilltop House Hotel” (the “TIF District”) and approval of a project plan for the TIF District to be known and designated as “Project Plan No. 1” (the “Project Plan”) and issuance of tax increment financing bonds or other obligations, as more fully described in the Application;

**WHEREAS**, the County Commission and the Developer have agreed to jointly develop and finance through the issuance of tax increment revenue bonds or other obligations and/or the use of tax increment revenues on a pay-as-you-go basis, a project or projects consisting of [insert project description] (the “TIF Project”); and

**WHEREAS**, a memorandum of understanding between the Developer and the County Commission regarding the competitive bidding process for construction of the TIF Project is required to be submitted to the West Virginia Department of Economic Development as a condition to such Department’s approval of the Application; and

**ACCORDINGLY**, the Developer and the County Commission have determined to proceed in the following manner:

1. The bid specifications for design and/or construction of the TIF Project or any portion thereof will be prepared by or on behalf of the Developer and provided to the County Commission for review at least two weeks prior to publication of the advertisement for bids.

2. The bid specifications will comply with Chapter 5G, Article 1, Chapter 5, Article 22 and Chapter 5, Article 22A of the Code of the State of West Virginia, 1931, as amended (collectively, the “Bidding Statutes”), as applicable. In addition, the bid specifications for construction will include provisions with respect to local labor market utilization and other provisions of the “West Virginia Jobs Act,” Chapter 21, Article 1C of the Code, all in accordance with the West Virginia Tax Increment Financing Act, Chapter 7, Article 11B of the West Virginia Code (the “TIF Act”).

3. Upon approval of the County Commission, the Developer will be responsible for the publication of all bid advertisements.

4. Bid opening will be held at a mutually agreeable location in the presence of representatives of the County Commission and the Developer.

5. The County Commission and the Developer will, in accordance with the provisions of the applicable Bidding Statutes and the TIF Act, award the construction contract to the lowest qualified responsible bidder, who shall furnish sufficient performance and payment bond, subject to the right of the County Commission and the Developer to reject any and all bids.

6. The Developer will be responsible for all costs in connection with the preparation and advertisement of bids, provided however, that all such costs may be reimbursable from the TIF Fund of the TIF District or from the proceeds of tax increment financing obligations to be issued by the County Commission.

[Signature Page Follows]

**WITNESS** the following signatures:

THE COUNTY COMMISSION OF JEFFERSON  
COUNTY

By: \_\_\_\_\_  
Name: Steve Stolipher  
Title: President

SWAN HILL TOP HOUSE HOTEL, LLC

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Authorized Representative



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



Department or Organization: Jefferson County Commission

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **September 7, 2023**

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

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

Subject (*Wording to be placed on agenda*): **County Museum Commission**

**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



**From:** [Matthew Umstead](#)  
**Sent:** Friday, August 18, 2023 11:07 AM  
**To:** [Bill Clark](#); [Steve Stolipher](#)  
**Subject:** Museum Commission - Regional Museum Project

Dear Bill and Steve,

A brief note to let you know that our regional (Eastern West Virginia) museum project continues here in Martinsburg with the formation of a County Museum Commission (as currently allowed/defined by WV Code 7-11A – see attached). The newly appointed board organized Thursday night. Berkeley County Commissioner H.D. Boyd is serving as the Berkeley County Commission's liaison to the Museum Commission board.

**PLEASE NOTE:** The county commissions and municipal governing bodies of Jefferson and Morgan counties are welcome to appoint liaisons to the Commission as well (see attached commission order).

The Museum Commission's goal/mission is to establish a regional museum and visitors center at 100-110 West King Street in downtown Martinsburg that promotes Eastern West Virginia history/heritage - specifically within the original historic boundaries of Berkeley County that included all of Jefferson County and most of Morgan County for the County's first 29 years.

The Museum Commission members have tentatively agreed to meet on the 4<sup>th</sup> Thursday of each month, beginning in September 2023. The next meeting is set for September 28, 2023 at 7 p.m.

Please feel free to reach out directly if you would like to follow up about this initiative. I can be reached at 304-676-9692.

Thanks,  
Matt

Matt Umstead  
Director, Office of Strategic Planning & Communications  
Berkeley County Council  
304-264-1923 x 8131 (o)  
304-676-9692 (m)  
[mumstead@berkeleywv.org](mailto:mumstead@berkeleywv.org)

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**BEFORE THE COUNTY COMMISSION OF BERKELEY COUNTY, WEST VIRGINIA**

**ORDER**

The Berkeley County Commission intends to establish a regional culture and history museum and museum commission.

The purpose of the museum is to provide a permanent home for historical and cultural items and create a research hub for all visitors interested in the rich history of the Eastern Panhandle. The purpose of the museum commission is to oversee the creation and operation of this museum, as well as attempt to facilitate communication and coordination between museums and cultural and historical organizations throughout the region.

The museum and museum commission will provide lasting improvements to the quality of life in the region, attract visitors to the area, and educate the public on the history and culture of the region.

On March 24, 2022, the Berkeley County Council, now the Berkeley County Commission, entered an Order establishing the Berkeley County Museum Commission, pursuant to Chapter 7, Article 11A of the West Virginia Code.


However, the County Commission now seeks to improve upon that Order prior to making the first set of appointments to the Museum Commission.


NOW, THEREFORE, the Berkeley County Commission hereby ORDERS as follows:

1. This Order rescinds and replaces the Order previously entered by this body on March 24, 2022, establishing the Museum Commission.
2. The Berkeley County Museum Commission is hereby established.
3. The Museum Commission shall consists of ten members.
4. The members shall be appointed by the Berkeley County Commission.
5. For the initial appointments, three members shall be appointed to one year terms; three members shall be appointed to two year terms; and four members shall be appointed to three year terms. After the initial appointments, all terms shall be for three years.
6. No member shall serve more than nine consecutive years.
7. Museum Commission vacancies shall be filled by the County Commission as soon as practicable. If the appointment is to replace a member who resigned, was removed, or died during their term, the term of appointment is for the remainder of the unfinished term.

8. All members of the Museum Commission shall have relevant experience in one or more of the following areas: historic preservation; museums; tourism; marketing; fundraising; history education; or academic research and publication.
9. Members shall serve without compensation and without reimbursement for expenses, except for reasonable and necessary expenses actually incurred in the performance of their duties that are pre-approved by a majority vote of the Museum Commission.
10. Museum Commission officers shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. Officers shall be elected by the Museum Commission members.
11. The Museum Commission shall meet once per month at a time and place determined by the members.
12. A quorum is required for the Museum Commission to conduct business at a meeting. A quorum is met by the attendance of a simple majority of current members.
13. Attendance for purposes of a quorum may be in person, by telephone, teleconference, virtual meeting technology (e.g., Zoom, Microsoft Teams, etc.), or any similar method sufficient to allow participation by the member in real time.
14. Meetings shall be conducted according to Robert's Rules of Order.
15. Voting shall be conducted only in open sessions of meetings.
16. The Museum Commission shall adopt bylaws by no later than the end of its third meeting. The bylaws shall describe the process and requirements for amending the bylaws thereafter. The bylaws may also include any relevant provisions for the working of the body not contrary to the terms of this Order.
17. The Berkeley County Commission may appoint one of its members annually to serve as a non-voting liaison to the Museum Commission. The Jefferson County Commission, Morgan County Commission, and the governing bodies of all municipalities in the three counties may each appoint one of their members as a non-voting liaison to the Museum Commission.

Done this 13th day of July, 2023, at Martinsburg, Berkeley County, West Virginia.

  
James P. Whitacre, President

  
G. Edgar Gochenour, Vice President

\_\_\_\_\_  
James R. Barnhart, Commissioner



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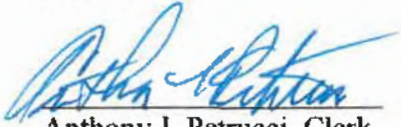
H.D. Boyd, Commissioner



---

R. Stephen Catlett, Commissioner

ATTEST:



---

Anthony J. Petrucci, Clerk



# WV Code §7-11A

## **§7-11A-1. County commission or municipality may establish museum commission; cooperation; appointments.**

Any county commission by order entered of record and any municipality by ordinance or any county and municipality by joint agreement may, if it or they so desire, establish a museum commission hereinafter, in this article referred to as the commission, to consist of not less than five nor more than ten appointees to be appointed by the county court or the mayor, as the case may be, and in the case of cooperative efforts between counties and municipalities, hereby authorized, each authority is to have equal appointive power.

## **§7-11A-2. Provisions of order or ordinance creating commission.**

In any such order or ordinance, the governing body shall include provisions specifying (1) the terms of the members of such commission; (2) a method of filling vacancies; (3) whether the members of the commission are to be reimbursed for all reasonable and necessary expenses actually incurred in the performance of their duties; (4) the officers of the commission to be elected from the membership thereof; (5) requirements as to meetings of the commission; (6) requirements as to a quorum of the commission; (7) requirements as to voting by members of the commission; and (8) such other matters as may be deemed necessary or desirable for the proper functioning of the commission.

## **§7-11A-3. Commission empowered to employ personnel and charge admission fees.**

Any such commission may also be authorized and empowered by any such ordinance or order to employ, within the limits of funds available therefor, such employees, assistants, technical personnel and consultants as are necessary to discharge the duties and responsibilities of the commission which such duties shall be contained in the order or ordinance establishing the commission. Any such commission may, in its discretion, charge admission fees.

Any such commission shall have the right and power to exercise eminent domain, with the approval of the county commission wherein the power of eminent domain is sought to be exercised, for the purpose of preserving historical and archeological points of interest in their respective jurisdictions.

## **§7-11A-4. County commission or municipality may contribute money to commission; commission may receive gifts, etc.**

Any municipality or county establishing any such commission shall have plenary power and authority to appropriate and contribute funds to such commission for expenditure by the commission for the purposes of this article and any expenditure and contribution of county commission or municipal funds shall be under this article. Any such commission may receive gifts, grants, donations, bequests or devises from sources other than public funds.

**§7-11A-5. County, city and state agencies shall assist commission.**

Upon the request of any such commission, all agencies of the city, county and state shall assist such commission in the discharge of its duties and functions.

**§7-11A-6. Commission must cooperate and coordinate activities with state agencies.**

Every such commission shall cooperate and coordinate its activities with the West Virginia department of archives and history, the West Virginia historical society and the West Virginia antiquities commission.

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 09-07-2023

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:

Title 64 Legislative Rule Dept. of Health Bureau for Public Health: Series 116: Distribution of Funds From Emergency Medical Services Salary Enhancement Fund Survey. FYI only

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

**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

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Additional Comments Page:



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Bureau for Public Health  
Office of Emergency Medical Services

Sherri A. Young, DO, MBA, FAAFP  
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH  
Commissioner & State Health Officer

MEMORANDUM

**DATE:** August 15, 2023

**TO:** All County Commissioners

**FROM:** Joseph Ratliff, BA, FP-C  
Director, West Virginia Office of Emergency Medical Services

**RE:** Senate Bill 737

As a reminder, Senate Bill 737 (2023 Regular Session) created the Emergency Medical Services Salary Enhancement Fund and mandated the promulgation of an accompanying emergency legislative rule, 64CSR116. Pursuant to 64CSR116-4.3., each county must complete a County Questionnaire on or before September 1 of each year to allow the Office of Emergency Medical Services to allocate available funds in accordance with the rule.

A copy of the County Questionnaire, which is also available on the Secretary of State's website as APPENDIX A to 64CSR116, was sent out previously. Please make sure to fill out and return to the Office of Emergency Medical Services. Please do not hesitate to contact the Office of Emergency Medical Services with questions as you complete this form.



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 09-07-2023

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:

State Budget Revision - Administrative Error correction from previous turnover. SEE ADDITIONAL

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 State Budget Revision and adopt the associated resolution to correct the administrative error during the initial budget submission process.

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**

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Additional Comments Page:

Moving all of the approved capital outlay projects from 298 in the amount of \$2,018,243 which is the total amount of all of the approved capital outlay projects into their associated capital outlay accounts. Then we are adding in the "carry over" from FY22-23 to account 299 Unassigned Fund Balance. The carry over will increase by \$2,661,825 to equal 6,888,522.

Then moving \$2,000,000. from 299 to account 698 for the Financial Stability fund which will leave \$4,888,522. left in the Unassigned fund balance for use in emergencies or carryover.

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

**REQUEST FOR REVISION TO APPROVED BUDGET**

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

CONTROL NUMBER  
 FY: 2024  
 Fund: 1  
 Rev. No. 2  
 Pages: 1

Jefferson County Commission  
 \_\_\_\_\_  
 GOVERNMENT ENTITY

Person To Contact Regarding Request: \_\_\_\_\_ PO Box 250  
 Name: **Makayla Zonfrilli** \_\_\_\_\_ STREET OR PO BOX  
 Phone: **304.268.8963** \_\_\_\_\_  
 Fax: **304.725.7916** Charles Town \_\_\_\_\_ 25414  
 Email: [mzonfrilli@jeffersoncountywv.org](mailto:mzonfrilli@jeffersoncountywv.org) \_\_\_\_\_ CITY ZIP CODE

**COUNTY**  
 Government Type

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

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	4,226,697	2,661,825		6,888,522
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)** 2,661,825

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
696	Transfer to Financial Stabilization Fund	2,018,243	631,461		2,649,704
960	General Government		175,000		175,000
963	Culture & Recreation		40,000		40,000
980	Sheriff-Law Enforcement		766,487		766,487
982	Data Processing		375,000		375,000
983	Election County Clerk		98,200		98,200
987	Courthouse		100,000		100,000
988	Other Buildings		220,000		220,000
992	Communication Center		147,556		147,556
994	Emergency Services		15,000		15,000
996	Ambulance		81,000		81,000

**NET INCREASE/(DECREASE) Expenditures** 2,661,825

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

\_\_\_\_\_  
 AUTHORIZED SIGNATURE OF ENTITY APPROVAL DATE



**JEFFERSON COUNTY COMMISSION  
AGENDA REQUEST FORM**

---

Name: Makayla Zonfrilli

Department or Organization: County Commission

Commission Meeting Date: 9-7-2023

Special Meeting Date (if necessary):

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

Discussion and potential approved of FY24 benefit plan for Emergency Services Agency employees

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

Discussion and potential approval of renewal of medical, dental and vision plans for Emergency Services Agency employees. Propose to keep employee contribution rates the same during this transition year. There is a 2.9% rate increase for Highmark medical. Total annual cost will be \$509,988.36 (increase of \$14,410.32). Propose to switch from Delta Dental to Highmark Dental for better plan coverage. Total annual cost will be \$22,758.48 (increase of \$2,072.28). There is no increase in vision plan - total annual cost is \$3730.80

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 keeping FY24 employee contributions the same for medical, dental and vision.

Motion to approve renewal of Highmark medical plan at a cost of \$509,988.36 and to adopt Highmark dental plan at an annual cost of \$22,758.48.

Motion to renew NVA vision plan at an annual cost of \$3730.80.

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:



## Cindy Rezmer

---

**From:** Laurie Bracelin <lbracelin@millig.com>  
**Sent:** Wednesday, August 16, 2023 6:44 PM  
**To:** Cindy Rezmer  
**Cc:** Thomas Bracelin; Seth Bracelin; Susan Martin  
**Subject:** JCESA Vision  
**Attachments:** NVA.Vision.Proposal\_JCESA\_10.01.2020 SIGNED.pdf

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

Cindy,

Attached is the current NVA Vision rates and plan design for JCESA. These rates are guaranteed until 10/2024 therefore the plan will automatically renew on 10/1/23.

Please advise if you have any questions regarding.

Thank you,

*Laurie L. Bracelin*

Laurie L. Bracelin, CEO  
P: 717.354.4774 F: 717.354.0459  
135 East Main Street, New Holland, PA 17557



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**Fixed Pricing on Lens Options**

<b>Lens Option</b>	<b>Fixed Fee</b>	<b>Lens Option</b>	<b>Fixed Fee</b>
Polycarbonate SV	\$25	Polarized	\$75
Polycarbonate BI	\$30	High Index	\$55
Polycarbonate TRI	\$30	Blended Bifocals(Segment)	\$30
Transitions SV (Standard)	\$65	Solid Tints	\$10
Transitions BI (Standard)	\$70	Fashion Gradient Tint	\$12
Transitions TRI (Standard)	\$70	Blue Light Blocker (Standard)	\$40
Glass Photogrey SV	\$20	Blue Light Blocker (Premium)	\$60
Glass Photogrey BI	\$30	Blue Light Blocker (Ultra)	\$150
Glass Photogrey TRI	\$30	Progressive Lens - Tier 1	\$50
Scratch-Resistant Coating(Standard)	\$10	Progressive Lens - Tier 2	\$80
UV Coatings	\$12	Progressive Lens - Tier 3	\$100
Anti-Reflective Coatings - Tier 1	\$40	Progressive Lens - Tier 4	\$120
Anti-Reflective Coatings - Tier 2	\$50	Progressive Lens - Tier 5	\$140
Anti-Reflective Coatings - Tier 3	\$65	Progressive Lens - Tier 6	\$165
Anti-Reflective Coatings - Tier 4	\$80	Progressive Lens - Tier 7	\$190
Anti-Reflective Coatings - Tier 5	20% discount	Progressive Lens - Tier 8	20% discount

Note: Members pay the lower of the fixed price or 20% off the provider's usual and customary price. Fixed prices are available in-network only. Members receive a 20% courtesy discount on lens options not listed above. Fixed prices/courtesy discount do not apply at Walmart/Sam's Club locations. Discounts are not insured benefits. In certain states, members may be required to pay the full retail amount and not the negotiated discount amount at certain participating providers.

**Added Value Services Included**

**Mail Order Contact Lens Replacement Program  
LASIK Discount**

See Appendix section for more details about the NVA Mail Order Contact Lens Replacement Program. Extensive discounts at participating LASIK Providers. In certain states, members may be required to pay the full retail amount and not the negotiated discount amount at certain participating providers.

**Retinal Screening  
Hearing Discount**

Up to \$39 fixed pricing on a routine retinal screening.  
Up to 30-60% off retail at participating provider locations through EPIC Hearing.

**EYEESSENTIAL® Discount Plan**

After the enrolled member has exhausted their funded benefit, they are eligible to access the EYEESSENTIAL® Plan discount on additional purchases during the plan period. NVA introduces the EYEESSENTIAL® Discount Plan – a low cost, member-friendly vision discount plan which includes significant discounts on materials through participating NVA network providers. Below is the plan design.

<b>Service or Material</b>	<b>Member Cost</b>
<b>Comprehensive Vision Examination (including dilation as professionally indicated)</b>	Balance after \$10 Discount
<b>Lenses</b>	<b>Standard Glass or Plastic</b>
Single Vision	\$35.00
Bifocal	\$55.00
Trifocal	\$70.00
Lenticular	\$70.00
<b>Lens Options</b>	
UV Coating	\$12.00
Tint (Solid & Gradient)	\$12.00
Scratch-Resistant Coating (Standard)	\$15.00
Polycarbonate (Standard)	\$35.00
Anti-Reflective Coating (Standard)	\$45.00
Polarized	\$75.00
Transitions (Standard)	Single Vision - \$65.00 / Bifocal & Trifocal - \$70.00
Progressive (Standard)	\$50.00 + Bifocal/Trifocal Charge
Other Add-On Services	20% off retail
<b>Frames (Any eligible frame at provider's location)</b>	35% off retail
<b>Contact Lenses (Discount does not apply at Contact Fill)</b>	
Conventional	15% off retail price
Disposable	10% off retail price
Fitting and Follow Up	10% off retail price

Please Note: The NVA EYEESSENTIAL® Plan is available at an in-network provider only. Frequency of use is unlimited. EYEESSENTIAL® Discount Program prices do not apply at select retail locations including Walmart/Sam's Club locations due to Walmart/Sam's Club Everyday Low Prices. In certain states, members may be required to pay the full retail amount and not the negotiated discount amount at certain participating providers.

**Exclusions (Standard Exclusions unless otherwise identified in the Proposed Schedule of Benefits)**

The following are not payable under this Policy unless otherwise indicated in the Proposed Schedule of Benefits:

- Professional services and/or materials in connection with: Plano (non-prescription) lenses; Aniseikonic Lenses; Subnormal visual aids; Orthoptics, vision training, developmental vision procedures, and any associated supplemental testing.
- Broken, lost or stolen lenses, contact lenses, or frames. NVA network providers may offer additional warranties to cover materials.
- Services or materials, which are payable under any workers' compensation act, similar law or any public program, other than Medicaid.
- Services or materials rendered by an ECP other than ophthalmologists, optometrists, or opticians acting within the scope of their licensure.
- Any additional service required outside basic vision analysis for contact lenses, including but not limited to fitting fees, unless otherwise specified in the Proposed Schedule of Benefits.
- Services rendered after the date a fixed rate insured person ceases to be covered under this policy, except when vision materials ordered before coverage ended are delivered and the services rendered to the fixed rate insured person within 31 days from the date of such order.
- Corrective eyewear required by an employer as a condition of employment, and safety eyewear unless specifically covered under plan.
- Medical and/or surgical treatment of the eye, eyes or supporting structures.
- Two pairs of glasses in lieu of bifocals.

## SCHEDULE OF BENEFITS: FULLY INSURED - OPTION 2 (EFFECTIVE 10/01/2020)

Copayments (in-network only)			
Examination Copay			\$10
Lenses Only Copay			\$0
Frames			\$0
Contact Lenses			\$0
Contact Lens Fit/Follow-up Copay			\$0 Standard Daily Wear/\$0 Standard Extended Wear/\$0 Specialty Wear
Benefits	Frequency	In-Network	Out-of-Network
<b>Eye Examination</b>			
Routine Examination	Once every 12 months	Covered 100%	Up to \$35
<b>Contact Lens Fit/Follow-up<sup>1</sup></b>			
Standard Daily Wear	Once every 12 months	Covered 100%	Up to \$20
Standard Extended Wear	Once every 12 months	Covered 100%	Up to \$30
Specialty Wear	Once every 12 months	Covered 100%	Up to \$50
<b>Lenses (Standard Glass or Plastic)</b>			
Single Vision	Once every 12 months	Covered 100%	Up to \$25
Bifocal	Once every 12 months	Covered 100%	Up to \$45
Trifocal	Once every 12 months	Covered 100%	Up to \$75
Lenticular	Once every 12 months	Covered 100%	Up to \$75
<b>Frames</b>			
Retail Frame Allowance	Once every 12 months	Covered up to \$150	Up to \$45
20% Discount on Frame Balance <sup>2</sup>		Yes	N/A
<b>Contact Lenses</b>			
Elective	Once every 12 months	Covered up to \$150	Up to \$113
15% discount on Conventional/10% discount on Disposable on remaining balance <sup>3</sup>		Yes	N/A
Medically Necessary <sup>4</sup>	Once every 12 months	Covered 100%	Up to \$210

<sup>1</sup>Only covered if member chooses contact lenses.

<sup>2</sup>Discount does not apply at Walmart/Sam's Club locations or for certain proprietary frame brands.

<sup>3</sup>Discount does not apply at Walmart/Sam's Club locations, Cole corporate locations (if applicable) or Contact Fill. Prohibited by some manufacturers.

<sup>4</sup>Prior authorization required from NVA. Included fitting & follow up.

Note: if covered participants choose extra options, they are responsible for the additional cost of the options paid directly to the provider.

Monthly Rates	
Contribution	Mixed Contribution (20% - 79% Employer Contribution)
<b>Plan</b>	<b>Premium</b>
Employee Only	\$5.86
Employee + Spouse	\$11.72
Employee + Child(ren)	\$18.75
Family	\$21.67
<b>Eligible Employees</b>	<b>31</b>
<b>Commission</b>	<b>10%</b>
<b>Rate Guarantee</b>	<b>48 Months</b>

Notes: Premium is subject to adjustment in the event of changes in benefits, contributions, or the number of eligible employees, or any future additional tax, fee or assessment imposed by the Federal or State governments with associated administrative costs and expenses.

### Participation Requirements

The participation requirements for the proposed plan are a minimum of 10 enrollees.

Please sign and date below and return this schedule of benefits with your completed Vision Set Up Form to your Sales Director's e-mail.



Signature

NVA Approval

## Cindy Rezmer

---

**From:** Laurie Bracelin <lbracelin@millig.com>  
**Sent:** Wednesday, August 16, 2023 6:38 PM  
**To:** Cindy Rezmer  
**Cc:** Thomas Bracelin; Susan Martin; Seth Bracelin  
**Subject:** JCESA Medical  
**Attachments:** 10.1.23 JCESA HM Renewal.pdf

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

Cindy,

Attached is the Highmark Medical/RX renewal for JCESA, effective 10/1/2023. There is an increase of 2.9% this year for the same plan design as current. Last year the increase was 4%.

The following is the census breakdown for this renewal:

Employee – ~~X~~ 17  
E/Child – 5  
E/Children – 4  
E/Spouse – 4  
Family – 8

The new premium for the census above is \$42,499.03/month or \$509,988.36 annually. Current premium for the same is \$41,298.17/month or \$495,578.04 annually = + \$1,200.86/month or + \$14,410.32 annually.

Unlike Highmark Large Group Market (which JCC is considered) the 5% discount for adding dental has been applied to Dental rates I sent and NOT the Medical/RX rates. These are the final rates for the renewal and not electing Dental will have NO impact on these rates.

Please review and contact me if you have any questions.

Thank you,

*Laurie L. Bracelin*

Laurie L. Bracelin, CEO  
P: 717.354.4774 F: 717.354.0459  
135 East Main Street, New Holland, PA 17557



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Allen Keyser/Bob Burner  
Jefferson County Emergency Services Agency  
419 Sixteenth Ave  
Jefferson County  
Ranson, WV 25438

July 25, 2023

Client # 091232  
Re: October 2023 Renewal

---

## Dear Allen Keyser/Bob Burner:

You already know that providing health insurance to your employees is a smart business move. It can help to make your employees happier, healthier and more efficient. Plus, there are some added perks for you as well, including:

- Making your business more attractive to current and potential employees, driving retention and recruitment efforts
- Finding tax advantages by using pre-tax dollars to make insurance contributions

Highmark Blue Cross Blue Shield West Virginia can help you to provide coverage options and access to a large network of local and national providers with confidence. Enclosed is your October 2023 Renewal Packet. It includes:

- Premium Rates for Renewing your Coverage
- Changing Your Coverage
- Summary of Benefits and Coverage Requirement
- Group Eligibility Requirements
- Notice of Alternate Rate Schedules
- Renewing Plan - Rate Chart

Highmark Blue Cross Blue Shield West Virginia is an independent licensee of the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Companies. Blue Cross, Blue Shield and the Cross and Shield symbols are registered service marks of the Blue Cross and Blue Shield Association. Highmark is a registered mark of Highmark Inc.

We understand that it's important for you to offer your employees quality care they can trust. Whether you're looking to stay within a pre-set budget, lower your monthly expenses or get your employees more involved in their health care decisions, all of our group health plans satisfy the employer mandates of the Affordable Care Act (ACA). We have a variety of plan options to meet your needs, including:

- Plans offered at the various metal levels with a choice of deductibles
- Qualified high deductible health plans that offer lower premiums
- A choice of health plans that offer a variety of levels of cost sharing and employee involvement
- Highmark Blue Cross Blue Shield West Virginia rates high in both overall member satisfaction with the health plan and member services.

Based on the 2013 Highmark Member Satisfaction Study - conducted with DSS Research

You can quickly obtain enrollment materials, manage your enrollment process and access your bills on our employer website, [Highmarkbcbswy.com](http://Highmarkbcbswy.com).

# PREMIUM RATES FOR RENEWING YOUR COVERAGE

Below are the monthly premium rates for renewing your current coverage. Your plan will become effective for the 12-month contract period beginning October 1, 2023 and ending September 30, 2024 .

The estimated monthly premiums are based on the age of each of your covered employees and their covered dependent spouse and/or child(ren). We did not include more than three dependent children under the age of 21 in the estimated monthly premium calculation. Also, this is an estimate based on the individuals who actually enroll in the plan.

Your invoice summary will provide you with total premium charges due for the current billing period. Your monthly premiums are indicated below.

2022 renewal + 4%

## Pre Affordable Care Act Medical Products

Program	Group	Ind.	Ind/Chd	Ind/Chdn	Two Person	Family	% Change
<u>Super Blue Plus 2000 \$2500 Deductible</u>	09097842	\$669.89	\$975.38	\$1,293.53	\$1,339.38	\$1,963.22	2.90%
<u>Super Blue Plus 2000 \$2500 Deductible</u>	09102169	\$689.69	\$975.38	\$1,293.53	\$1,339.38	\$1,963.22	2.90%

Current: 649.34 946.79 1,260.45 1,298.68 1,909.79

Ind - Individual Only  
 Ind/Chd - Individual and Child  
 Ind/Chdn - Individual and Children  
 Two Person - Two Person  
 Family - Individual and Family members

\* Please reference the enclosed "Exhibit - Renewal Chart" for rate detail on the estimated monthly premium.

## CHANGING YOUR COVERAGE

The enclosed "Notice of Alternate Rate Schedules" includes the estimated monthly premiums for the alternate benefit designs. The premiums are based on the age of each of your covered employees and their covered dependent spouse and/or child(ren). We did not include more than three dependent children under age 21 in the estimated premium calculation. For details about these alternative plans, contact your authorized agent.

To ensure the timely processing of your renewal when changing coverage, please notify your authorized agent or Highmark representative at least 30 days prior to the end of your current plan year.

The following deadlines apply when changing your coverage:

- You will need to complete a new Small Group Business Application to change your current coverage. Your authorized agent or Highmark representative can help ensure that you meet all requirements.
- We need to receive your Small Group Business Application no later than the **15th of the month prior to your renewal date.**
- If your new Small Group Business Application is received **after the 15th of the month** prior to your renewal date, your new plan will be considered for an **effective date beginning one month after** your renewal date.

If you have fewer than 25 full-time-equivalent employees, you might qualify for a small business health care tax credit. If you qualify, you can receive that credit only if you, or your authorized agent, buy insurance through the SHOP marketplace at: [healthcare.gov](https://healthcare.gov)

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## Summary of Benefits and Coverage (SBC)

Your plan includes a Summary of Benefits and Coverage (SBC), which you are required to provide to participants and beneficiaries of your group health plan. You can access the SBC for your plan at [www.highmarkbcbswv.com/sbc/bcbswv\\_smallgroup.html](http://www.highmarkbcbswv.com/sbc/bcbswv_smallgroup.html). If you do not have internet access, you can request a free paper copy by calling 1-800-391-4441. And, if you are making a change to your health plan, your new SBC will be available online after your new plan becomes active.

You can distribute the SBC on paper, electronically or by posting it to your intranet, as long as you comply with federal requirements applicable to electronic distribution and intranet posting. If you provide the SBC electronically, you must provide a free paper copy to individuals who request it.

For more information about the SBC, including who must receive it, the times when you must distribute it and other SBC employer requirements, go to the Department of Health and Human Services website at [CCIIO.cms.gov](http://CCIIO.cms.gov)

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## GROUP ELIGIBILITY REQUIREMENTS

We have requirements related to the level of employee contribution and minimum percentage of your employees who enroll in our products. Group eligibility is contingent upon a total group participation of eligible employees in our health and drug-related products, as stated in your contract. If these requirements are not satisfied, the contract between your group and us may be terminated.

Thank you for the opportunity to serve you. We look forward to continuing our relationship with you. If you have any questions, please contact your authorized agent or Highmark West Virginia representative, or call me directly at 304-424-7724.

Sincerely,



Sherri Davis  
Director, Client Management

# SuperBlue Plus 2000

## \$2,500 Deductible

### SUMMARY OF BENEFITS

<b>Contract Date</b>		
<b>Benefit Period</b> (used for Deductible and Coinsurances limits; and certain benefit frequencies.)	Contract Year <sup>1</sup>	
<b>Note: All services are subject to the Deductible unless otherwise specified. Co-Pays (Fees) do not apply to Deductibles or Coinsurances limits unless otherwise specified.</b>		
<b>Deductible (Applies to Network and Non-Network Benefits combined)</b>		
Individual	\$2,500	
Family (may be met collectively)	\$5,000	
<b>Carry-Over Deductible Period</b>	None	
<b>Network Coinsurance Limit:</b> (Network and Non-Network Coinsurance dollars cross apply)		
Individual	\$2,500	
Family (may be met collectively)	\$5,000	
<b>Deductible and Network Coinsurance Limit:</b>		
Individual	\$5,000	
Family (may be met collectively)	\$10,000	
<b>Non-Network Coinsurance Limit:</b> (In addition to the Deductible and Network Coinsurance limits)		
Individual	\$2,500	
Family (may be met collectively)	\$5,000	
<b>Maximum Out of Pocket</b> (Deductible, Network and Non-Network Coinsurance Limits combined)		
Individual	\$7,500	
Family (may be met collectively)	\$15,000	
<b>Non-Network Liability</b>	Unlimited	
<b>Lifetime Maximum Benefit for all Covered Services</b>	Unlimited	
<b>BENEFIT HIGHLIGHTS<sup>2,3</sup></b>		
	<b>NETWORK<sup>3</sup></b>	<b>NON-NETWORK<sup>3</sup></b>
<b>Medical Office Visit / Office Consultation</b> – (Includes Specialist/Specialist Virtual Visit). Applies to Charges for Visit only. Does not apply to other Services received during Visit.	\$25 per Office Visit, 100% thereafter, No Deductible	\$25 per Office Visit, 60% thereafter, No Deductible
<b>Virtual Visit Originating Site Telemedicine Service<sup>4</sup></b>	80%	60%
	\$10 per Visit, 100% thereafter, No Deductible	
<b>Prescription Drugs are provided through a Retail Pharmacy Network</b> If you choose Brand over Generic, you will pay the difference between the Brand and Generic Allowance, in addition to your Coinsurance, unless the physician writes "brand necessary" (DAW) on the prescription, or if no generic equivalent exists. <b>Maximum 34 day supply.</b>	Member pays 30% or \$25 Minimum Coinsurance, whichever is greater, No Deductible	NO BENEFITS
<b>Mail Order Drugs</b> - If you choose Brand over Generic, you will pay the difference between the Brand and Generic Allowance, in addition to your Coinsurance, unless the physician writes "brand necessary" (DAW) on the prescription, or if no generic equivalent exists. <b>Maximum 90 day supply.</b>	Member pays 30% or \$75 Minimum Coinsurance, whichever is greater, No Deductible	NO BENEFITS
<b>Additional Preventive Prescription Benefits<sup>5</sup></b> (Retail or Mail Order). Guidelines as determined by certain Governmental Agencies. You may access this information at <a href="http://www.healthcare.gov">www.healthcare.gov</a> . You may also contact Member Services.	100%, No Deductible	NO BENEFITS

<b>PREVENTIVE CARE SERVICES</b>		
	<b>NETWORK<sup>1</sup></b>	<b>NON-NETWORK<sup>2</sup></b>
<b>Routine Gynecological Exam</b> – up to two per benefit period.	100%, No Deductible	\$25 per Office Visit, 60% thereafter, No Deductible
<b>Routine Pap Smear</b> – up to two per benefit period.	100%, No Deductible	60%
<b>Routine HPV Testing</b> - one every 3 years age 30 and older	100%, No Deductible	60%
<b>Routine Mammogram</b> - per schedule age 35 and older	100%, No Deductible	60%
<b>Well Woman's Preventive Health Exam and Services</b>	100%, No Deductible	No Benefits
<b>Prostate Exam</b> - one per benefit period for males over age 50.	100%, No Deductible	\$25 per Office Visit, 60% thereafter, No Deductible
Prostate Specific Antigen (PSA) Test - one per benefit period	100%, No Deductible	60%
<b>Colorectal Cancer Exam</b> - for individual's age 50 and older (one per benefit period) or a person under age 50 with high risk factors (e.g. family history). See Section V for additional information.	100%, No Deductible	\$25 per Office Visit, 60% thereafter, No Deductible
Fecal occult blood test - one per benefit period	100%, No Deductible	60%
Flexible Sigmoidoscopy - one every 5 years	100%, No Deductible	60%
Colonoscopy - one every 10 years	100%, No Deductible	60%
Double Contrast Barium Enema - one every 5 years	100%, No Deductible	60%
<b>Routine Physical Exam</b> - one per benefit period	100%, No Deductible	No Benefits
<b>Routine Screening, Immunization and Diagnostic Services<sup>3</sup></b> (guidelines as determined by certain governmental agencies) – You may access this information at <a href="http://www.healthcare.gov">www.healthcare.gov</a> . You may also contact Member Services.	100%, No Deductible	No Benefits
<b>Diabetes Education &amp; Control</b> - Copay applies to Office Visit only. All other services will fall under medical benefits.	\$25 per Office Visit, 100% thereafter, No Deductible	\$25 per Office Visit, 60% thereafter, No Deductible
<b>WELL BABY / CHILD CARE SERVICES<sup>4</sup></b>		
<b>Well Baby Care</b> - Routine Office Visits, lab tests and immunizations to age 6.	100%, No Deductible	100%, No Deductible
<b>Well Child Care</b> – Routine Office Visits and Immunizations age 6 through 17.	100%, No Deductible	100%, No Deductible
<b>AUTISM SPECTRUM DISORDER</b>		
<b>Services for diagnosis and treatment of Autism Spectrum Disorder.</b> (See Section V for additional information.)		
<b>Applied Behavior Analysis - \$30,000 Maximum per year</b> Note: Maximums are Network and Non-Network combined. Other Covered Services will be paid according to the benefit category (e.g., speech therapy, office visit, etc.)	80%	60%
<b>PHYSICIAN SERVICES</b>		
<b>In-Hospital Medical Visit</b>	80%	60%
<b>Surgery, Assistant to Surgery, Anesthesia</b>	80%	60%
<b>Second Surgical Opinion Services</b> (Outpatient)	100%, No Deductible	100%, No Deductible
<b>Maternity Care</b> - Dependent daughters are covered.	80%	60%
<b>Newborn Care</b> including circumcision.	80%	60%
<b>Occupational Therapy, Physical Therapy and Chiropractic Manipulations</b> Note: Limitations are for Physician and Outpatient Facility Services combined (per benefit period). Network and Non-Network Coinsurance amounts for these Services do not apply to your Coinsurance limits.	\$25 per Visit, 100% thereafter, No Deductible	\$25 per Visit, 60% thereafter, No Deductible
	<b>Limit:</b> 20 visits / benefit period for other than chronic pain 20 visits per event for chronic pain	
<b>Respiratory, Hyperbaric and Pulmonary Therapy</b>	80%	60%
<b>Speech Therapy</b> when necessary due to a medical condition.	80%	60%
<b>Temporomandibular Joint Dysfunction / Craniomandibular Disorders</b>	80%	60%
<b>Diagnostic, X-ray, Lab and Testing</b>	80%	60%
<b>Allergy Testing and Treatment</b>	80%	60%

<b>INPATIENT HOSPITAL / FACILITY SERVICES</b>		
	<b>NETWORK*</b>	<b>NON-NETWORK*</b>
<b>Unlimited Days Semi-Private Room and Board</b>	80%	60%
<b>Ancillaries, Drugs, Therapy Services, X-ray and Lab</b>	80%	60%
<b>General Nursing Care</b>	80%	60%
<b>Surgical Services</b>	80%	60%
<b>Birth Center Care/Maternity Services</b> - Dependent daughters are covered.	80%	60%
<b>OUTPATIENT HOSPITAL / FACILITY SERVICES</b>		
	<b>NETWORK*</b>	<b>NON-NETWORK*</b>
<b>Pre-Admission Testing</b>	80%	60%
<b>Diagnostic, X-ray, Lab and Testing</b>	80%	60%
<b>Surgery, Operating Room</b>	80%	60%
<b>Radiation and Chemotherapy</b>	80%	60%
<b>Occupational and Physical Therapy</b> Note: Limitations are for Physician and Outpatient Facility Services combined (per benefit period). Network and Non-Network Coinsurance amounts for these Services do not apply to your Coinsurance Limits.	\$25 per Visit, 100% thereafter, No Deductible <b>Limit:</b> 20 visits / benefit period for other than chronic pain <b>Limit:</b> 20 visits per event for chronic pain <sup>1</sup>	\$25 per Visit, 60% thereafter, No Deductible
<b>Respiratory, Hyperbaric and Pulmonary Therapy</b>	80%	60%
<b>Speech Therapy</b> when necessary due to a medical condition.	80%	60%
<b>BEHAVIORAL HEALTH SERVICES</b>		
<b>Outpatient Mental Health Services</b>	80%	60%
<b>Outpatient Substance Abuse Services</b>	80%	60%
<b>Inpatient Mental Health Care Services</b>	80%	60%
<b>Inpatient Substance Abuse Care Services</b>	80%	60%
<b>EMERGENCY CARE SERVICES</b>		
<b>Emergency Accident Care and / or Emergency Medical Care provided in the ER</b>	First \$500 paid at 100%, No Deductible, 80% thereafter Subject to Deductible	First \$500 paid at 100%, No Deductible, 80% thereafter Subject to Deductible
<b>Emergency Ambulance</b>	100%, No Deductible	100%, No Deductible
<b>NON-EMERGENCY CARE SERVICES</b>		
<b>Non-Emergency Medical Care provided in the ER</b>	80%	60%
<b>Non-Emergency Ambulance Services</b>	80%	60%
<b>OTHER COVERED SERVICES</b>		
	<b>NETWORK*</b>	<b>NON-NETWORK*</b>
<b>Private Duty Nursing - \$5,000 Maximum per benefit period</b> Note: Maximums are Network and Non-Network combined.	80%	60%
<b>Skilled Nursing Facility</b>	80%	60%
<b>Durable Medical Equipment and Oxygen at home</b>	80%	60%
<b>Orthotic Devices and Prosthetic Appliances</b>	80%	60%
<b>Home Health Care - Maximum 100 visits per benefit period</b> Note: Maximums are Network and Non-Network combined.	80%	60%
<b>Hospice Care</b>	80%	60%
<b>HUMAN ORGAN TRANSPLANT / BONE MARROW PROCEDURES</b>		
	<b>NETWORK*</b>	<b>NON-NETWORK*</b>
<b>Human Organ Transplant</b> • \$150 per day to a maximum of \$10,000 for transportation, meals and lodging.	80%	60%
<b>Bone Marrow Procedures</b> • \$150 per day to a maximum of \$10,000 for transportation, meals and lodging.	80%	60%

<b>Eligible Dependent Age Limitation</b>	Coverage stops at the end of the month of the 26 <sup>th</sup> birthday for an adult Dependent who qualifies as an Eligible Dependent.
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**<sup>1</sup> YOUR GROUP'S BENEFIT PERIOD IS BASED ON A CONTRACT YEAR. THE CONTRACT YEAR IS A CONSECUTIVE 12-MONTH PERIOD BEGINNING ON THE FIRST DAY OF YOUR EMPLOYER'S CONTRACT EFFECTIVE DATE. CONTACT YOUR EMPLOYER TO DETERMINE THE CONTRACT EFFECTIVE DATE APPLICABLE TO YOUR PROGRAM.**

**<sup>2</sup> ALL SERVICES ARE SUBJECT TO A DETERMINATION OF MEDICAL NECESSITY BY HIGHMARK WV. MEDICAL MANAGEMENT & POLICY MUST BE CONTACTED PRIOR TO A PLANNED ADMISSION OR WITHIN 48 HOURS OF AN EMERGENCY OR MATERNITY-RELATED INPATIENT ADMISSION. BE SURE TO VERIFY THAT YOUR PROVIDER IS CONTACTING MM&P FOR PRECERTIFICATION. IF THIS DOES NOT OCCUR AND IT IS LATER DETERMINED THAT ALL OR PART OF THE INPATIENT STAY WAS NOT MEDICALLY NECESSARY OR APPROPRIATE, YOU MAY BE RESPONSIBLE FOR PAYMENT OF ANY COSTS NOT COVERED.**

**<sup>3</sup>PAYMENT IS BASED ON THE PLAN ALLOWANCE. THE PLAN ALLOWANCE WILL GENERALLY BE LESS FOR SERVICES RECEIVED FROM A NON-NETWORK PROVIDER. IN ADDITION, YOU WILL BE RESPONSIBLE FOR THE NON-NETWORK LIABILITY.**

**<sup>4</sup>SERVICES ARE PROVIDED FOR ACUTE CARE FOR MINOR ILLNESSES. SERVICES MUST BE PERFORMED BY A HIGHMARK APPROVED TELEMEDICINE PROVIDER. VIRTUAL BEHAVIORAL HEALTH VISITS PROVIDED BY A HIGHMARK APPROVED TELEMEDICINE PROVIDER ARE ELIGIBLE UNDER THE OUTPATIENT MENTAL HEALTH/SUBSTANCE ABUSE BENEFIT.**

**<sup>5</sup>THE SCHEDULE OF COVERED SERVICES IS BASED UPON RECOMMENDATIONS FROM THE AMERICAN ACADEMY OF PEDIATRICS; THE AMERICAN COLLEGE OF PHYSICIANS; THE U.S. PREVENTIVE SERVICES TASK FORCE; THE INSTITUTE OF MEDICINE, AND THE AMERICAN CANCER SOCIETY AND THE BLUE CROSS BLUE SHIELD ASSOCIATION. THEREFORE, THE FREQUENCY AND ELIGIBILITY OF SERVICES IS SUBJECT TO CHANGE.**

**<sup>6</sup>ANTI-CANCER MEDICATIONS ORALLY ADMINISTERED OR SELF-INJECTED. DEDUCTIBLE, COPAYMENT AND COINSURANCE AMOUNTS FOR PATIENT ADMINISTERED ANTI-CANCER MEDICATIONS THAT ARE COVERED BENEFITS ARE APPLIED ON NO LESS FAVORABLE BASIS THAN FOR PROVIDER INJECTED OR INTRAVENOUSLY ADMINISTERED ANTI-CANCER MEDICATIONS**

**<sup>7</sup> 20 VISIT MAXIMUM PER EVENT FOR COMBINED PHYSICAL THERAPY, OCCUPATIONAL THERAPY AND SPINAL MANIPULATION**

## Cindy Rezmer

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**From:** Laurie Bracelin <lbracelin@millig.com>  
**Sent:** Wednesday, August 16, 2023 5:53 PM  
**To:** Cindy Rezmer  
**Cc:** Thomas Bracelin; Seth Bracelin; Susan Martin  
**Subject:** Dental Options JCESA  
**Attachments:** 10.23 Delta Renewal.pdf; 10.23 HM Dental.pdf

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

Cindy,

Attached are two Dental options for JCESA:

**Delta Dental:** Attached is the current plan design and rates. These are the same rates as current and actually reduced last year on renewal. JCESA has a \$2,000 In Network per person / \$1,500 Out of Network per person maximum limit. I'm guessing many claims are being processed as Out of Network as they have the same dental option JCC had until we moved you to Highmark on 7/1. Complaints on the number of participating dentists probably occur and the Out of Network Reimbursement level is around 68% leaving a large balance bill. Having said this, **the Delta Dental rates are lower than the Highmark option.** I would suggest you find out if they are getting any complaints regarding providers and reimbursement on this plan.

**Highmark Dental:** This is a duplicate of the new Highmark Dental plan that was added to JCC on 7/1. This has a \$1,500 per person maximum regardless of whether you use a participating dentist or not. This plan pays at 90% of Usual, Customary and Reasonable (UCR) so the out of pocket for non-participating dentists is significantly better with this plan. The employees would have (1) ID card and for both Medical and Dental.

The following is the enrollment breakdown we have for cost comparison purposes;

Employee Only – 17

E/Child(ren) – 8

E/Spouse – 7

Family – 6

Delta Dental Monthly Premium = \$1,669.10 / Annual \$20,029.20

Highmark Monthly Premium = \$1,896.54 / Annual \$22,758.48 **+\$2,072.28 Annually**

If you have any questions regarding, please contact me.

Thank you,

*Laurie L. Bracelin*

Laurie L. Bracelin, CEO  
P: 717.354.4774 F: 717.354.0459  
135 East Main Street, New Holland, PA 17557





Rates 2024- E-30.12

E+1 Adult - 59.38  
E+C (ren) - 53.77

F - 89.78

# Summary of Benefits: Blue Edge Dental Flex

Blue Edge Dental Flex plan options provide you maximum flexibility. Benefits are paid at the same level for care received from any provider. The listed percentages represent the portion of the maximum allowable charge (MAC) for which the plan is responsible. Network providers agree to accept the MAC as payment in full and agree to file your claims. **If you receive covered services from an out-of-network provider, the plan will apply the percentages shown to the MAC for covered services and you will be responsible for the difference, up to the provider's charge.** Standard deductibles, exclusions and limitations apply. Network dentists may elect to discount non-covered services and services above the annual maximum. Discounts vary by service and region and when agreed to by the provider, not permitted in all jurisdictions.

Blue Edge Dental Flex 3W		
Network	Advantage Plus	
Deductible – Individual/Family (waived for In and Out-of-network Class I services)	\$50 / \$150	
Benefit Period Maximum per member	\$1,500	
<b>Class I Services</b>		
Exams	100%	
X-rays	100%	
Cleanings	100%	
Fluoride Treatment	100%	
Sealants	100%	
Space Maintainers	100%	
Palliative Treatment (Emergency)	100%	
<b>Class II Services</b>		
Basic Restorative (Fillings), Posterior Resins	80%	
Repairs of Crowns, Inlays, Onlays, Bridges & Dentures	80%	
Oral Surgery (including Simple and Surgical Extractions)	80%	
General Anesthesia	80%	
Endodontics	80%	
Periodontics (Surgical and Nonsurgical)	80%	
<b>Class III Services</b>		
Inlays, Onlays, Crowns	50%	
Prosthetics (Bridges, Dentures)	50%	
<b>Orthodontics (dependents to age 19)</b>		
Diagnostic, Active, Retention Treatment	Not Covered	
Orthodontic Lifetime Maximum per covered dependent	Not Applicable	
<b>Implants</b>		
Implant Surgery, Supported Restoration	Not Covered	
<b>Additional Features</b>		
<input type="checkbox"/> TMD/TMJ*	<input checked="" type="checkbox"/> Smile for Health®--Wellness	<input checked="" type="checkbox"/> Pregnancy
<input type="checkbox"/> Annual Maximum Rollover*	<input checked="" type="checkbox"/> College Tuition Benefit	<input type="checkbox"/> Preventive Incentive*
<input type="checkbox"/> Occlusal Guard*		

Insurance is provided by Highmark Blue Cross Blue Shield West Virginia, an independent licensee of the Blue Cross and Blue Shield Association. United Concordia is a separate company that administers Highmark dental benefits.

Smile for Health--Wellness is a registered service mark of United Concordia Companies, Inc.

\*These features are for Large Group only.

# Summary of Benefits: Blue Edge Dental

This is an abbreviated list of Highmark's Standard Benefits and their Limitations. Please refer to your specific benefit design as to what services are covered under your plan.

Blue Edge Dental	
Benefit Category	Highmark's Standard Benefit Frequency Limitations
Exams	2 every 12 months
X-rays (Bitewings Only)	1 set every 12 months under age 19 and one set every 18 months age 19 and over
X-rays (All Others)	1 every 5 years for Full Mouth and Panoramic X-rays Limitations may apply to other types of X-rays
Cleanings; Fluoride Treatment	2 every 12 months; 1 every 12 months under age 14
Sealants	1 per tooth every 3 years to age 16 on permanent first and second molars
Space Maintainers	1 every 5 years under age 14
Palliative Treatment (Emergency)	2 per 12 months in combination with pulpal debridement
Basic Restorative	Not within 24 months of previous placement. Includes coverage for posterior resins
Repairs of Crowns, Inlays, Onlays, Bridges & Dentures	1 per 36 months
Simple Extractions	Any frequency (no limitations)
General Anesthesia	Limited to 60 minutes per session
Endodontics	Pulpal therapy: primary teeth that have no permanent tooth to replace it Root canal treatment: 1 per tooth per lifetime
Periodontics (Nonsurgical)	Full mouth debridement: 1 per lifetime Scaling and root planing: 1 per 36 months (per area of mouth) Periodontal maintenance: 2 every 12 months (in addition to routine prophylaxis following active periodontal therapy)
Periodontics (Surgical)	Surgical periodontal procedures: 1 per 36 months (per area of mouth) Guided tissue regeneration: 1 per tooth per lifetime
Complex Oral Surgery	May vary by procedure
Inlays, Onlays, Crowns	Not within 5 years of previous placement
Prosthetics (Bridges, Dentures)	Not within 5 years of previous placement
Orthodontics (dependents to age 19)	Payment for orthodontic services, if covered, shall cease at the end of the month after termination by the Company.
Diagnostic, Active, Retention Treatment	
Alternative Benefit Provision	An alternate benefit provision (ABP) will be applied if a covered dental condition can be treated by means of a professionally acceptable procedure which is less costly than the treatment recommended by the dentist. The ABP does not commit the member to the less costly treatment. However, if the member and the dentist choose the more expensive treatment, the member is responsible for the additional charges beyond those allowed under this ABP.

### Blue Edge Dental Rider Options

(Please refer to your specific benefit design as to what services are covered under your plan.)

College Tuition Benefit	<ul style="list-style-type: none"> <li>• Earn Tuition Rewards® points redeemable for tuition discounts</li> <li>• Receive 2,000 points/year</li> <li>• Each child enrolled receives a one-time bonus of 500 Tuition Rewards points</li> <li>• One Tuition Rewards point = \$1 reduction in full tuition</li> <li>• Use Tuition Rewards points at participating private colleges and universities</li> </ul>
Smile for Health®--Wellness <i>Provides periodontal care for people with certain chronic medical conditions: diabetes, heart disease, lupus, oral cancer, organ transplant, rheumatoid arthritis, and stroke</i>	<ul style="list-style-type: none"> <li>• Covers 1 additional periodontal maintenance per year and all are covered at 100%</li> <li>• Scaling and root planing are covered at 100%</li> <li>• 4 periodontal surgery procedures are covered at 100%</li> </ul>
Pregnancy Benefit	<ul style="list-style-type: none"> <li>• Covers 1 additional cleaning during pregnancy</li> <li>• Covers 1 additional periodontal maintenance</li> <li>• Scaling and root planing</li> <li>• 4 periodontal surgery procedures</li> </ul>
Preventive Incentive	Not Covered
Annual Maximum Rollover	Not Covered
Occlusal Guard	Not Covered

# Small Business Program Benefit Highlights

## Delta Dental PPO

Plan: PPO plus Premier 3

*Rates 2024: E - 26.25  
E+1 - 50.65  
F - 70.55*

### Eligibility

Who may receive benefits?

- Primary enrollee and spouse
- Eligible dependent children to age 26

### Waiting Periods

- Basic Services: 0 months
- Major Services: 0 months
- Ortho Services: 0 months

### Deductibles

\$50/\$150 per person/per family each calendar year

### Maximums

\$2,000 per person each calendar year (inside PPO network)  
\$1,500 per person each calendar year (outside PPO network)

Benefits and Covered Services*	Delta Dental PPO dentists <sup>1,2</sup>	Non-Delta Dental PPO dentists <sup>1,2,3</sup>
<b>Diagnostic &amp; Preventive Services (D&amp;P)</b>	100%	100%
Exam, cleanings, x-rays and sealants	Your deductible does not apply to D&P.	
Enhanced pregnancy benefit		
<b>Basic Services</b>		
Fillings	80%	80%
<b>Endodontics</b>		
Root canals	80%	80%
<b>Oral Surgery</b>	80%	80%
<b>Periodontics</b>		
Gum treatment	80%	80%
<b>Major Services</b>		
Crowns, inlays, onlays and cast restorations	50%	50%
<b>Prosthodontics</b>		
Bridges, dentures and implants	50%	50%
<b>Orthodontics</b>		
Not a benefit	N/A	N/A
<b>Other</b>		

<sup>1</sup> Delta Dental Premier dentists are considered non-PPO dentists.

<sup>2</sup> Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and the plan contract allowance for non-Delta Dental dentists.

<sup>3</sup> Non-Delta Dental dentists may balance bill the difference between the contracted rate and their usual fee for services.

**Delta Dental of Pennsylvania**  
One Delta Drive  
Mechanicsburg, PA 17055  
deltadentalins.com

**Customer Service**  
800-932-0783

**Claims Address**  
P.O. Box 2105  
Mechanicsburg, PA 17055

\* This benefit information is not intended to replace or serve as the plan's Evidence of Coverage, Summary Plan Description or Group Dental Service Contract. If you have specific questions regarding the benefits, limitations or exclusions of your plan, please consult your company's benefits representative.



## JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

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Name: Edwina Benites-LM

Department or Organization: Jefferson County Development Auth

Commission Meeting Date: September 7, 2023

Special Meeting Date (if necessary): N/A

Subject (wording to be placed on agenda):

- Free small business classes announced for FY 24 - Staff hiring
- Jefferson County Grown/ Jefferson Made announcement

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

Type of Request: (Funding/Hiring): Briefing, resolution approval, hiring

Funding/Salary/Hourly Amount: \$42,000 annually

Name of Hire (if Applicable): Tayler Sisk

Grade/Step/Honrs (PT/FT): Grade 4

Start Date (beginning of pay period): October 5, 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):

Motion to hire Tayler Sisk as a project specialist at \$42,000 with a start date of October 2nd, 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: Edwina Benites-LM

Phone Number: (304) 728-3255

Email Address:

ebenites@jdca.net



## JEFFERSON COUNTY COMMISSION AGENDA REQUEST FORM

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Additional Comments Page:

The Bureau of Labor Statistics reports that 20% of new businesses fail in the first year, and 45% fail by year five. The JCDA partnered with the Small Business Development Center, and Blue Ridge Community and Technical College to offer free small business classes to help small businesses get started, succeed, and grow.

Participants may drop in on the classes they want and skip those they don't. Most classes include a workbook, and all classes include an expert speaker.

Attached is the FY 24 agenda. Classes begin this month.

The JCDA seeks to hire Tayler Sisk as a project specialist in our office at \$42,000 annually with a start date of October 2, 2023. The hire was unanimously approved by the JCDA board and is budget neutral.

The US Department of Agriculture approved a \$50,000 to support local farms and makers by branding them "Jefferson County Grown" and "Jefferson County Made." See the attached summary of the program.





Monthly meetings of entrepreneurs and small business owners. Each meeting focuses on a topic, and the discussions are led by subject matter experts. Earn college credit from Blue Ridge CTC, and gain valuable knowledge from experts. Hosted in partnership with Blue Ridge CTC and the WV Small Business Development Center. All classes will be held at 1948 Wiltshire Road, Kearneysville, WV 25430



**JEFFERSON COUNTY  
DEVELOPMENT  
AUTHORITY**

**WHERE BUSINESS FEELS AT HOME**

*the  
Rising Tide  
society*

*Meeting Schedule*

- September 19, 2023
  - Grow Your Business with Social Media
- October 17, 2023
  - Time Management and Workflows
- November 21, 2023
  - Goal Setting
- January 16, 2024
  - Small Business Accounting
- February 20, 2024
  - Federal Contracting 101: Getting Started with Federal Contracting No Matter Your Size
- March 19, 2024
  - Permitting
- April 16, 2024
  - Small Business Marketing: Facebook
- May 21, 2024
  - Small Business Insurance
- June 20, 2023
  - Networking and Relationship Building

*Meetings*

Meetings take place the 3rd Tuesday of each month from 6-8 P.M.

Meeting location:  
1948 Wiltshire Road  
Kearneysville, WV 25430

*the*  
*Rising Tide*  
*society*

Rising Tide | Eastern Panhandle of WV

Join our Facebook Group!







PO Box 220 • Shepherdstown, WV 25443 • [www.friendswv.org](http://www.friendswv.org)

August 2023

Ms. Jane Tabb, Commissioner  
Jefferson County Commission  
124 East Washington Street, PO Box 250  
Charles Town, WV 25414

RECEIVED

AUG 25 2023

County Commission  
of Jefferson County, WV

Dear Jane:

On behalf of the board of Friends of Music, Inc., I wish to extend our sincerest appreciation to you and others who helped us receive a Community Arts Project grant again this year from the Department of Arts, Culture and History and the National Endowment for the Arts, with approval from the West Virginia Commission on the Arts. The funds will help support three concerts of the Two Rivers Chamber Orchestra in multiple Eastern Panhandle venues. Each concert will be performed twice, allowing us to serve a growing number of patrons. We are very proud of this recognition and assistance which will strengthen our role in promoting the Eastern Panhandle culturally and economically as an attractive place to live, work, and visit.

Since its inception in 1999, Friends of Music has worked to promote musical excellence through performance and education. The Two Rivers Chamber Orchestra which we started and host is now entering its 15<sup>th</sup> year. It is one of the only professional classical music orchestras in the entire state. To the extent possible, we draw on local professional musicians who both teach and live in the area. This means that any funds that help us also help to sustain a local talent pool of skilled musicians, in turn enriching the economy and cultural life of the whole community.

Please know that this grant benefits more than those who enjoy fine music. The Two Rivers Chamber Orchestra is the linchpin of various efforts on our part to serve young people. With supplementary foundation funding, we also provide mini-grants to local public school music teachers, scholarships to graduating seniors, free tickets to students and teachers, and a Shepherd University student internship. To date, we have given out more than \$25,500 in mini-grants and \$12,500 in scholarships. Through memberships, donations, and tickets sales, we have enjoyed solid support from the community, something we hope will continue for years to come. But it is the totality of our efforts—with the Orchestra as the core—that helps sustain our role as an exemplar of the economic and cultural benefits that can accrue from support of the arts.

We know you are very busy, but we would be most honored to see you at any Friends of Music performance that you might be able to attend. A brochure describing our 5-concert season is enclosed. Please feel free to contact me or our Administrator (Sherry Sykes) at [info@friendswv.org](mailto:info@friendswv.org) if you would like to attend a concert or want further information. Thank you again for your role in supporting the arts and the benefits it brings to so many.

With good wishes,

  
Judith Miller Jones, Board President

*And thanks for all that you do!*

The Friends of Music, Inc. is a 501(c)(3) tax-exempt organization.

Federal ID Number: 55-0776489

David C. Tabb  
Shenandoah Sales & Service, Inc.  
107 Tabb Lane  
Harpers Ferry, WV 25425  
304-676-5976

Jefferson County Commission  
Ambulance Fee  
P.O. Box 206  
110 N. George St  
Charles Town, WV 25414

August 22, 2023

Dear Commissioners,

Once again, I am writing to you about Customer Number# 55120 and 54442.

Regardless of the assignment of an account number, since they have changed, the *Ambulance Fee* for the years of: 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022 and 2023 is a continual violation in charging these accounts. Since 2017, including now, I have requested a hearing in accordance with Section 4 of the *Jefferson County Ambulance Fee Ordinance*. To date, you still have not properly addressed and/or followed the rules set forth in the *Ambulance Fee Ordinance*.

The invoice lists my last payment date as 12/31/1899 on Customer number #55120. That's right, one hundred and twenty-three (123) years ago. I am asking you to provide me with the last 123 years of invoices so I can verify how much you owe me prior to the implementation of the ambulance fee. If you don't have all of the invoices, I have to assume they were paid prior to 1899 and would appreciate my money back with penalties and interest.

The Jefferson County Commission had the full opportunity to address the ambulance fees once and for all, by the way, of an order "Granting request for Jury Trial and Setting Scheduling Conference" of July 19, 2018, at 2:30 by Circuit Court Judge Hammer.

It appears, by the way of your counsel on July 9, 2018, declined the opportunity to have a jury trial, where I could show the world how you, the Jefferson County Commission harassed the taxpayer and fail to obey by your own rules.

The Jefferson County Commission relished the right to pursue any further charges on an already illegal fee that one cannot deduct from annual taxes.

This matter is at an end.

After reviewing the statement form, it appears, once you detach remittance stub, customer account number no longer appears for customer record.

Any other correspondences, other than the request for prior invoices (1899), will be considered harassment at the highest level.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Tabb", written in a cursive style.

David C. Tabb

## Public Comment for Jefferson County Commission meeting August 17, 2023

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

### **PUBLIC COMMENT –**

It appears that the ESA/Ambulance service in Jefferson County really doesn't know who, what or how much has been charged since the County Commission took over this service. I have not been able to find who is responsible or who has conducted the billing. MCA took over billing for the JCESA sometime May. There is no access to the MCA records except for (*only*) the County Administrator.

Previously, when the volunteer fire companies handled ambulance services, their calls and services were considered public information; less any HIPPA restrictions. Now, it appears, only a few selected people have access to the charges and revenue connected to the JCESA.

I understand the County Commission cannot respond at this time, but consider this an official request and/or F.I.O.A. for a full disclosure of the billing portion of the JCESA ambulance services, since the first of March 2023 to date.

I understand the Jefferson County Fair requested assistance for ambulance services. Similar requests have been made by Shepherd University and Jefferson County Schools with no action taken at this time. I have reviewed the current agenda packet and I didn't find any of these agenda items to be address by the County Commission at this meeting.

With all that stated, without the Commission voting on assisting any of the above listed request, the County Commission will not be able to take action on any of these requests. It's really sad that the current County Commission cannot assist the above listed requests, when the volunteer fire companies previously assisted.

Jefferson County has experienced the largest tax increase EVER submitted to the taxpayers. With that, emergency services have the longest response time ever recorded and outside jurisdictions responding to Jefferson County's emergency needs is now at their highest level ever recorded.

It appears, the voters got what they wanted.

*"The public reserves the right to call out the public officials to follow the required laws to ensure the constitutional rights of the public. The Governor has ordered the Government to be "open for business" and not deprived the public of notice and comments that would violate ethic provisions.*

*It is hard to be safe, with the current County Commission.*

**Have a nice day!**

## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Friday, August 25, 2023 10:13 PM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 08/25/2023 10:12 PM  
**Response #:** 3302  
**Submitter ID:** 8861  
**IP address:** 172.58.241.48  
**Time to complete:** 6 min. , 40 sec.

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### Survey Details

#### Page 1

**1. Name**

Steven Harris

**2. Email**

doughboy904@yahoo.com

**3. Questions or Concerns**

Just wondering why ALL volunteer ambulances went out of service except Shepherdstown. They do waht they want when they want. Their EMS chief threatens commissioners all the time on favebook and makes comments Ambulance 3-1 WILL transport the commissioners cN kiss his a\*\*. This is disrespectful a d unfair to all the other departments that have people that ran calls up until the end. Middleway got out with their members all the time while other stations relied on JCSSA employees. This current commission does not act fairly to the whole county a d has people making decisions that have no clue what is vest for the county. And if they dont get their way they change the rules into their favor.

**4. Would you like to receive email notifications from Jefferson County?**

Yes

Thank you,  
Jefferson County Commission, WV

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This is an automated message generated by Granicus. Please do not reply directly to this email.

## Jessica Carroll

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**From:** WebmastervJCC <webmaster@jeffersoncountywv.org>  
**Sent:** Tuesday, August 15, 2023 1:03 AM  
**To:** JCCInfo  
**Subject:** Jefferson County Commission, WV: Website Form Notification

A new entry to a form/survey has been submitted.

**Form Name:** County Commission Contact  
**Date & Time:** 08/15/2023 1:02 AM  
**Response #:** 3284  
**Submitter ID:** 8832  
**IP address:** 220.106.61.4  
**Time to complete:** 7 min. , 46 sec.

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### Survey Details

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#### Page 1

**1. Name**

Tim Wiltshire

**2. Email**

rabbitshirt@hotmail.com

**3. Questions or Concerns**

To the Jefferson County WV Commission

Please vote NO on the TIF for SWaN Investors in relation to the building of the new Hilltop Hotel and immediate surrounding property. Jefferson County needs the tax from this venture in a timely manner as a TIF would put a burden on existing local institutions and private citizens.

As I will not be able to attend the meeting on August 17, 2023 at 6pm, I am hoping that this message will be taken into account.

Thank you.

Tim Wiltshire  
539 Brooke Street  
Charles Town, WV

**4. Would you like to receive email notifications from Jefferson County?**

(o) No

P.O. Box 250  
Charles Town, WV 25414

Jefferson County Office of Planning and Zoning  
The Mason Building,  
2nd Floor  
116 East Washington Street, Suite 200  
Charles Town, WV 25414

Attn: County Commissioners:  
Steve Stolipher, President; Tricia Jackson, Harpers Ferry District; Jennifer Krouse,  
Shepherdstown District; and Jane M. Tabb, Middleway District

Attn: Planning Commissioners:  
Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; Aaron  
Howell; Donnie Fisher; J. Ware; Tim Smith; Jack Hefestay

Dear Commissioners,

As long-time residents of Shannondale, we are taking the extraordinary step of reaching out to you individually to ask you to please intervene to prevent an end run on the Planning Commission's consideration of Vertical Bridge's proposal to build a 100' monopole cell tower on Lake Shannondale's most scenic spot, next to the dam/spillway. (Please see our attached fact sheet for further information.)

You may recall that in June 2023, the Planning Commission properly rejected this ill-founded concept plan. Soon thereafter, the tower builder took the matter to Federal Court. While we were prepared to present our views and analysis in that context, we have now learned that the Planning Commission has scheduled a special meeting on Tuesday, August 29, concerning a "settlement proposal," with no opportunity for residents or the public to review the offer, speak, or even provide any advance views that would be considered in any decision. We are shocked and dismayed by this utter disrespect for those most familiar with the site and whose quality of life, real estate values and enjoyment of West Virginia's tourism would be permanently damaged by an arbitrary and unjustified reversal of the Planning Commission decision.

We ask that you please organize a meeting with at least some of the Planning Commission members this week and interested residents, so that we can understand the "settlement proposal," convey our initial abiding concerns, look into this unfortunate situation, and ensure that appropriate public review and due process are safeguarded.

At the Planning Commission's meeting on June 13, 2023, we were impressed that, despite a shallow application and a deferential staff report, members of the Planning Commission listened carefully to the many concerns voiced by the public concerning the incompatibility of the plan with the historic recreational purpose of Lake Shannondale and its pristine setting. In June, the Planning

Commission correctly balanced that policy with the need to preserve the quality of the residential neighborhood. We support access to reliable and robust wireless communications—but as you know, these can be further enhanced through less intrusive approaches, as provided in the County rules. Vertical Bridge’s business model is to build towers, which may be appropriate in other county locations, but not this one.

At the hearing, the most prominent questions by the Commission focused on the sheer ugliness and intrusiveness of an unconcealed tower rising twice the height of the tree canopy, and the more important use, for decades, of the area as a medical evacuation helipad and site for emergency vehicles for rescues and fires. These remain vital concerns, but they are only the most obvious elements lacking in an application that was otherwise very inadequate and missing many legally required pieces of information. (We can provide more information upon request.) Moreover, given how the County is aiming to attract tourism and additional residents, it would be a very unfortunate message to approve an intrusive tower that would ruin the scenic beauty of the Lake. (For further information on Shannondale tourism, please see attached letter from Mr. Eddie Love, CEO of Mountain Mama Vacation Homes, to the Planning Commission.)

We urge you not to foreclose public participation and consideration of further information; we believe this is already undermining the fair, democratic and transparent processes that we all value deeply in this community. We hope you can do everything you can to ensure that the Planning Commission’s balanced and thoughtful decision is preserved, and that the natural beauty and recreational character of the area remains within the authority of its planners, not victim to the inappropriate and unnecessary maneuvers of out-of-state actors.

Thank you for your kind consideration,

Emmett Fremaux  
594 Shannondale Road  
Harpers Ferry, WV 25425

Lani Fremaux  
594 Shannondale Road  
Harpers Ferry, WV 25425

Rob Montague  
1244 Johnnycake Lane  
Harpers Ferry, WV 25425

Charlotte Fremaux  
175 Fern Drive  
Harpers Ferry, WV 25425

# Carole Carter

699 Fillmore Street  
Harpers Ferry, WV 25425  
carter699@comcast.net

15. August 2023

Jefferson County Commission  
200 E. Washington Street  
Charles Town, WV 25414

To Whom it may concern,

As a long-time Harpers Ferry resident, I am strongly opposed to SWaN Hill Top House Hotel, LLC being granted the creation of a Tax Incremented Financing District, or TIF. I am of the opinion that while the hotel itself is in disrepair, is one of a kind, and that there is no need to incentivise development of the property. I believe that SWaN should be required to pay their fair share of taxes back into the surrounding community, and granting the creation of a TIF would unfairly siphon money away that could be used for the betterment of the surrounding area and people living in it. I do not believe that there is an economic need for SWaN to be granted this privilege, other than profit seeking on their behalf.

Yours Sincerely,



Carole Carter

August 17, 2023

To: Jefferson County Commission

As a senior citizen resident of Jefferson County, I strongly oppose the creation of a Tax Incremented Financing District (TFI) to benefit the SWaN Hilltop House Hotel LLC. Those members of the LLC for the project to develop the Hotel will be the beneficiaries of the TFI, not the community. SWaN investors knew the risks when they made the decision to move forward with the development. The citizens of Jefferson County should not be funding the project and sharing the risk for the benefit of the investors. In addition, SWaN should be required to pay their fair share of taxes, as all of us already do, to fund the activities that benefit the citizens of the County overall, NOT to fund a private enterprise like the Hotel.

West Virginia is one of the least successful states in the country – always close to the bottom of all other states in education, healthcare, and every other public service. If taxes are increased, increase them to service the basic needs of the county residents, not a group of rich investors who will certainly not be sharing their profits with those who desperately need help here in this County.

The developers promise jobs, promise great outcomes from their projects to benefit the community, but in the end they rarely deliver. So, they take their reduced taxes with very little long-term benefits to the community but lots of profits for themselves. Unless there is a profit-sharing agreement with the community when the Hotel opens and starts making money, the investors will take the tax benefits, but the community will not benefit much, if at all.

Use our taxes for the local people who need it. Let the LLC go out and get more investors if they need them. And when the Hotel is up and running, SWaN should contribute back into the community and pay fair taxes like the rest of us.

Sincerely,

A handwritten signature in cursive script that reads "Christine Peten". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

August 17, 2023

To: Jefferson County Commission

As a senior citizen resident of Jefferson County, I strongly oppose the creation of a Tax Incremented Financing District (TFI) to benefit the SWaN Hilltop House Hotel LLC. The members of the LLC for the Hotel project will be the beneficiaries of the TFI, not the community. SWaN investors knew the risks when they made the decision to move forward with the development. The citizens of Jefferson County should not be funding the project and sharing the risk for the benefit of the investors. In addition, SWaN should be required to pay their fair share of taxes, as all of us already do, to fund the activities that benefit the citizens of the County overall, NOT to fund a private enterprise like the Hotel.

West Virginia is one of the least successful states in the country – always close to the bottom of all other states in education, healthcare, and every other public service. If taxes are increased, increase them to service the basic needs of the county residents, not a group of rich investors who will certainly not be sharing their profits with those who desperately need help here in this County.

Finally, I have lived in many places where this type of development has taken place: The developers promise jobs, promise great outcomes from their projects to benefit the community, but in the end they rarely deliver. So, they take their reduced taxes with very little long-term benefits to the community but lots of profits for themselves. Unless there is a profit-sharing agreement with the community when the Hotel opens and starts making money, the investors will take the tax benefits, but the community will not benefit much, if at all.

Use our taxes for the local people who need it. Let the LLC go out and get more investors if they need them. And when the Hotel is up and running, SWaN should contribute back into the community and pay fair taxes like the rest of us.

Sincerely,



Marilee Cunningham

**JEFFERSON COUNTY COMMISSION  
HILLTOP TIF HEARING  
Thursday, August 17, 2023**

There are several issues you need to consider before giving up to \$30 million to a private company.

First, this is the only hotel to receive a government subsidy from this Commission.

You are creating a dangerous precedent.

Government should not pick winners and losers in the private sector.

What prevents existing or future hotels demanding subsidies from Jefferson County Taxpayers?

Second, you are ignoring the facts.

When SWaN first arrived in Harpers Ferry, they promised to shower riches on the community.

Instead, SWaN has been given waivers from the taxes and fees they promised to pay.

SWaN has also been given federal grants and now is asking for \$30 million from County Taxpayers.

During the last 15 years, SWaN has not provided or promised even one dollar of proffers to the town.

Another fact – the justification for the \$30 million, and all the other waivers and subsidies, is that the SWaN hotel will save Harpers Ferry. Somehow, Harpers Ferry will become a ghost town without the oversized SWaN hotel.

Since the closing of the old Hill Top House in March 2008, Harpers Ferry has experienced a tripling of visitors. The town is packed with tourists, especially on weekends.

Over the last ten years, every major travel magazine, website, and rating has named Harpers Ferry the top tourist town in America.

All of this is happening without an oversized government subsidized hotel.

Third, all citizens of Jefferson County deserve to vote on whether \$30 million of their money should go to a private interest in the smallest municipality.

Jefferson County voters have voted on smaller bond issues, including the \$19 million school bond in 2016. At least school bonds benefit everyone, not a small group of private investors.

This Commission has one vacancy. It cannot speak for the entire population.

Let the people speak instead. This should go to a public referendum.

Thank you.

Scot Faulkner

253 Prospect Avenue

Harpers Ferry, WV 25425

## Jefferson County Commissioners meeting 08.17.2023

Creetings Dear Jefferson County Commissioners,

I am Christian Pechuekonis and my wife, Lynn have been residents and business owners in Harpers Ferry, West Virginia for the past 6.5 years. *We live at 900 Fillmore Street.*

I'm addressing the agenda item revolving around the issuance of TIF obligations.

I have served as a Harpers Ferry Town Council Member for the past four years and was the Chair of the Budget and Finance committee. In my first term of office, I was directly engaged with negotiating the Harpers Ferry Street-Use Agreement with the SWaN group who owned the Hill Top House Hotel. We had 17 meetings with 42 hours of negotiations. This was the critical HF - SWaN agreement that allowed the project to proceed.

If you aren't aware, Harpers Ferry is the number one tourist destination in West Virginia. Tourism has been our primary industry as far back as the 1870s. Our visitors generate about 85% of our Town income revenue directly and indirectly. The top five income streams in 2023 Fiscal Year, in order, are Sales Tax, Parking fees, Business and Occupation tax, Rents and Concessions, and Hotel Motel tax. Note that property taxes are not in the top five.

Several years ago, SWaN introduced the TIF concept to our Town Council. I felt at the time that this was a reasonable trade off to help build infrastructure related to the Hill Top House Hotel, especially considering the significant off-set from the Sales tax, Business and Occupation tax, and Hotel Motel tax. In addition, the Hotel would be our top customer for our Town water.

For more than a century the Hill Top House Hotel was the cornerstone of our Tourism industry. The new Hotel will once again grow our tax bases and help all existing businesses to thrive even more, including our own Bed & Breakfast.

The jobs created directly and indirectly in Jefferson County during the construction and after the Hotel opens will be impactful for the county.

It makes good business sense in overall tax revenue for Harpers Ferry and Jefferson County, if you would pass this TIF Obligation, so that it assists the Hill Top House Hotel to thrive for decades more.

This speech was written by me and not by AI.

Ed Hannon County Commission Public Coment  
August 17, 2023

There was discussion on EMS Stand By's at large events at the August 3<sup>rd</sup> County Commission meeting. Commissioner Stolopher mentioned a large concert at the south end of the county.

Stating only minor cuts and splinters from walking without shoes at his event. In fact this large event was held on the Stolopher Farm. There were in fact several Overdoses requiring transportation to the hospital and one person even died in a tent during this event. This does not seem like minor cuts and brusies to me. The promoters knew this was a high risk event requiring an EMS stand by. The promoters approached JCESA to fill this need. JCESA evaluated this from all hazards professional approach. Several factors had to be evaluated. A high speed train track that carries hazardous materials was one of the access points to the Stolpher farm, limmited EMS resources, and the lack of other core services resulted in JCESA not being able to provide adequit coverage for this event, The promoters then petitioned the County Heath Department to sign off on this event utilizing only a privite ambulance company to meet the EMS needs. This satisfied the county commissioners who then gave approval for this event. This appraoch lacked the all hazards preperation for an event of this magnitudede.

JCESA

Later in the report was a decussion on agreement being made with Shepherdstown Fire Department to buy their second ambulance allowing them to keep their name on the unit. The volunteers would be able to utilize this unit for stand bys and run 911 calls and transport when needed. While the county would maintain, stock and repair the unit when nesessary. This is an outstanding concept and hope that this is offered to all the other departments in the county or this may be viewed and just another good ol boy deal that lacks the professionalism needed in developing a cohesive countywide approach to Fire and EMS service delivery in Jefferson County. Thank you.

August 31, 2023

TO: County Commissioners  
Jefferson County Commission  
124 E. Washington Street  
P.O. Box 250  
Charles Town, WV 25414

Jefferson County Office of Planning and Zoning  
The Mason Building,  
2nd Floor  
116 East Washington Street, Suite 200  
Charles Town, WV 25414

*Attn: County Commissioners: Steve Stolipher, President; Tricia Jackson, Harpers Ferry District; Jennifer Krouse, Shepherdstown District; and Jane M. Tabb, Middleway District*

*Attn: Planning Commissioners: Mike Shepp, President; Matt Knott, Vice President; Wade Louthan, Secretary; Aaron Howell; Donnie Fisher; J. Ware; Tim Smith; Jack Hefestay*

**Subject: Consideration of a "Settlement" at September 6 and 7 meetings**

Dear Commissioners:

As property owners in the Shannondale community, we are writing to register our objections to the irregular process by which the County appears to be willing to abandon the Planning Commission's decision made in June 2023 to deny Vertical Bridge's application for a lake-side cell tower at the earliest stages of Vertical Bridge's federal lawsuit against the County and the Planning Commission.

**The Process**

On Monday, August 29, 2023, the Planning Commission held an odd, hastily-notified public Special Meeting to consider an undisclosed "settlement offer" presented by Vertical Bridge. The Planning Commission permitted limited public comment generally, but not specifically about the settlement offer, the exact terms of which the Planning Commission refused to discuss or disclose in public at the meeting. Some members of the public had suspected that Vertical Bridge's "secret" settlement offer consisted of cloaking the proposed 100-foot tall monopole cell tower as a fake pine tree, covered in 10,000 pounds of fake PVC pine needles glued on to fiberglass reinforced plastic or epoxy fake pine branches and limbs. Our deduction was based on Facebook posts by the owner of the Mountain Lake Club touting a monopine as the solution to neighbors' complaints about the visual degradation presented by the monopole option.

The Planning Commission permitted members of the public to comment for a total of 30 minutes, and numerous speakers voiced strong objections to the monopine "solution" specifically and expressed continued opposition to a monopole at the site. Several speakers spoke in favor of the cell tower, some based on their belief that the property owners have the right to do whatever they want on their private land because "this is still America," and others opined that a cell tower will provide them with needed wireless service.

After the "Citizens Comment" session concluded, the Planning Commission moved into Executive Session to discuss the actual settlement offer with the County Attorney and to obtain his legal advice. Upon returning to the open meeting, the Commissioners expressed a variety of views, but the consensus was that the Planning Commission agreed that dressing up the cell tower as an unnaturally tall fake plastic pine tree would be a worse solution than the original monopole proposal. A few Commissioners, however, voiced concerns about the visual impact of the proposed monopole at the specified site given the openness of the site and its distance from the natural treeline. The Commissioners determined that, rather than accepting or rejecting Vertical Bridge's monopine settlement offer, they preferred to counter-offer, proposing that Vertical Bridge consider moving the proposed monopole further away from the lakefront and behind the natural treeline, maybe having Vertical Bridge paint the monopole a more natural green color, and requiring Vertical Bridge to add mitigating shrubbery around the tower base. The Commissioners also decided to publicly release Vertical Bridge's settlement letter.

At the urging of the County Attorney, the Commissioners set a date for a public meeting to further address the counteroffer concept for Wednesday, September 6, 2023, notwithstanding the extremely short time frame, the brief public notice, and the intervening Labor Day holiday. The false urgency for this meeting springs from the fact that the Stipulation extending the County defendants' time to respond to Vertical Bridge's federal court complaint expires on September 7, 2023.

Given that the parties are engaged in potential settlement discussions and that Vertical Bridge's attorney was present at the meeting, we could not understand why the County Attorney did not simply ask Vertical Bridge's attorney to extend the County's time to respond to the complaint for another week or two. If parties are discussing settlement possibilities in good faith, it would not make sense for Vertical Bridge to refuse a reasonable extension. Instead, Mr. Cochran is forcing the process -- and the Commissioners and the public -- to consider this important matter on an unnaturally and needlessly rushed basis.

***We therefore request that the Planning Commission direct the County Attorney to seek an extension of the County defendants' time to respond to the complaint so that the Planning Commission can proceed in an orderly manner, with proper notice to the public and following the County ordinance's requirements for the consideration of cell towers.***

### **Erroneous Legal Advice**

After the Planning Commission returned from Executive Session on August 29, we were stunned to hear some Commissioners and Planning staff misrepresent that the County ordinance leaves the Commissioners with no discretion to turn down an application for a new wireless

communications tower, and to hear them express their incorrect belief that the Commissioners only have the power under the County ordinance to require an applicant to provide a little landscaping. This fundamental misunderstanding of the legal responsibilities and powers of the County Planning Commission is contradicted by the plain language of the Ordinance. Yet, for some inexplicable reason, County Attorney Cochran seems to have conveyed the completely erroneous legal advice that the Planning Commission simply acts as a ministerial "rubber stamp" to approve a new wireless communications tower once planning staff certifies that an application is "complete." Paraphrasing the immortal words of Col. Ollie North's lawyer, Brendan V. Sullivan, during the Senate Iran-Contra hearings, you are "not potted plants!"

Section 4B.7, Wireless Telecommunication Towers, of the County Zoning Ordinance, provides that a new wireless telecommunication tower is permitted in all zoning districts *subject to the provisions of this section*. This means that a new wireless telecommunications tower is not permitted as "an entitlement "in all zoning districts, as some Commissioners mistakenly seem to believe. Rather, a new wireless telecommunications tower is only permitted *if it meets the detailed criteria set forth in Section 4B.7*. Moreover, some Commissioners erroneously think that the Planning Staff are the final arbiters of whether or not a tower application is complete and meets the criteria for approval. The County Ordinance clearly empowers only the Commissioners to make the critical approval or denial decisions for new wireless telecommunication towers in Jefferson County. Planning Staff's duties are limited under Section 4B.7 to determining that the applicant has complied with submitting all of the detailed information and supporting analyses and documentation required by this Section for consideration by the Planning Commission. In addition, Staff is required to notify the Jefferson County Historic Landmarks Commission of an application filing. But the substantive judgmental decision-making on the applications is reserved for a majority vote of the Commissioners.

Therefore, most importantly, Section 4B.7B(3)(c) requires that

"[t]he Concept Plan shall be reviewed at a public hearing conducted at a scheduled Planning Commission meeting. The scope of this public hearing shall include a demonstration of need as required under this Article, neighborhood compatibility, impact on cultural and historic sites, visual mitigation, the submittal and design criteria of this Article, and the compatibility of the facility proposal with the Comprehensive Plan, as well as any relevant information presented by any person that addresses the purpose and intent of this Article. *The Planning Commission shall review the proposed Tower for compliance with the standards in this Article and, if applicable, provide conditions relevant to the scope of the public hearing and/or unique characteristics of the proposed development site, to be addressed in Staff's approval of the site plan.*" (Emphasis added).

If Commissioners were "the potted plants" that the County Attorney apparently believes you must be under this ordinance, then why does the ordinance require the applicant to demonstrate "need" for the facility at the public hearing, along with neighborhood compatibility, impact on cultural and historic sites, visual mitigation, the submittal and design criteria of the Article, and the compatibility of the facility proposal with the Comprehensive Plan, as well as any relevant information presented by any person that addresses the purpose and intent of this Article? And if Commissioners are supposed to perform only the "ministerial" act of rubber-

stamping the application, why does Section 4B.7B(3)(c) mandate that "[t]he Planning Commission *shall review* the proposed Tower for compliance with the standards in this Article and, if applicable, provide conditions relevant to the scope of the public hearing and/or unique characteristics of the proposed development site, to be addressed in Staff's approval of the site plan" ?

### **Commissioner Duties and Responsibilities**

Undeniably, Section 4B.7B(3)(c) empowers Commissioners to actively consider the evidence presented to you by the applicant, determine whether or not the applicant has met its burden of proof in meeting the code requirements for the new wireless tower, and requires you to balance those factors, as set forth expressly in Section 4B.1, Purpose and Legislative Intent, with the community's desire to preserve the County's rural, historic and agricultural character and the quality of its residential neighborhoods. Several of the Commissioner questions at the June 13 hearing pertained to this kind of inquiry.

Indeed, Section 4B.7B(3)(d) mandates that before Staff may approve a site plan for a tower, *the Planning Commission must find, by a majority vote, that the Concept Plan application complies with this Article, and that the application is consistent with the Comprehensive Plan.* This requires you to think, evaluate the evidence, balance the interests, and make reasoned and rational decisions -- you are not rubber-stampers or "potted plants." Commissioners would fail to carry out your sworn legal duties if you just ministerially approve Vertical Bridge's application because staff says it's complete. And in carrying out your sworn legal duties, you must assure that Vertical Bridge has met its "burden of proof," which is defined in Section 4B.7D as follows: "Applicant's Burden of Proof. The applicant for a site plan for any Tower bears the burden of demonstrating by substantial evidence in a written record that a bona fide need exists for the proposed structure at its proposed height and location as required in Subsection F, "Demonstration of Need", and that it has met all submittal and design criteria in this Article."

For whatever reasons, the Planning Commission has been operating under a gross misunderstanding of its legal duties and powers under the County Ordinance. The County Attorney publicly expressed his view that continuing to deny Vertical Bridge's application for the proposed monopole wireless cell tower is doomed to failure because under federal law and the County Ordinance the Planning Commission has no legal authority to deny the application. The County Attorney seems to lack a basic understanding of the federal Telecommunications Act of 1996, and in particular, 47 U.S.C. §337(c)(7)(A), which is entitled " (7) PRESERVATION OF LOCAL ZONING AUTHORITY (A) General authority." That subsection provides: "Except as provided in this paragraph, nothing in this chapter shall limit or affect the authority of a State or local government or instrumentality thereof over decisions regarding the placement, construction, and modification of personal wireless service facilities." The County Ordinance at issue, Section 4B.7, is fully compliant with, 47 U.S.C. §337(c)(7), including its provisions on local zoning authority.

*Very unfortunately, this misunderstanding of the law became the source of baseless statements at the August 29, 2023 public meeting that, because the Planning Commission has*

*never before turned down a wireless telecommunications tower application before, the Planning Commission was wrong to do so in June 2023.*

### Next Steps

The public remains unclear about what's going on and what is expected to happen at the September 6, 2023 Special Meeting of the Planning Commission and the regularly scheduled meeting of the County Commissioners on September 7, 2023. On August 29, 2023, a proposal by one Commissioner to publish and submit Vertical Bridge's settlement offer for public comment was turned down. While no particular support was expressed for the monopine settlement offer, its status is left hanging, other than the decision to publish it, without any clarification of a process for further consideration or next steps.

Having now looked at the settlement offer, we reiterate the concerns raised by Mr. Berg and also note that the pictures have raised additional process concerns. Notably the monopine is much wider and bulkier than even the monopole with its broad set of racks and antennas above the tree. Moreover, the latest simulation and the map show the tower location on the left side of the gravel lot, rather than on the opposite right side, as submitted in the June Concept Plan. This is plainly a proposal that goes beyond just fake pine decoration, and requires a new application. (See pictures herewith.)

Subsequently, at the August 29, 2023 Special Meeting, there was a discussion of other possible ways to minimize the visual effect of a monopole, leading to directions to the County Attorney to explore with Vertical Bridge the possibility of using other mitigation techniques--moving the tower behind the existing tree line, adding shrubbery, and perhaps painting the tower green. It is unclear at this point what, if any, public participation or review process is contemplated for the result of any of these discussions, but regardless, a further process would need to be factored into the timeline. Even if Vertical Bridge committed to all the additional excavation and road work there, there would still be 50 feet of tower above the tree lines, and all the racks and antennas visible above the canopy as well.

Accordingly, consideration of this kind of proposal would require at a minimum:

1. A new balloon test at the new location, with appropriate public notice, after the leaves fall off later in autumn; and
2. A simulated as-built analysis.

This would need to happen while the parties to the suit agree between themselves to stay the litigation while they pursue these settlement efforts. At this point, we have no idea what exactly the Planning Commission and the County Commission might be considering as terms of settlement at next week's meetings on September 6 and 7, respectively, but we hope you understand that arbitrary on-the-spot decisions would not be fair to the community, or appropriate.

We have sent this letter both to the Planning Commission and the County Commission, to ensure that the public interest in transparency, and following the terms of the Ordinance, are

taken into account. ***Please include this letter in any briefing materials for those meetings, under the respective agenda items.***

Sincerely yours,

*Corey Ash, JoAnn Ash, Tommy Ash, Cheryl Lee Avery, Jon E Avery, Roberta Cohen, Theresa Fahy, Charlotte Fremaux, Emmett Fremaux, Lani Fremaux, Rachel Grogan, Jack Hahn, Daniel Kaseman, Alexander Korovin, Eddie Love, Adam McDowell, Robert Montague, Jaclyn Peterson and Rachel Shub*

Attachments:

1. Zoomed view of Schematic showing surveyor measured location of proposed monopole facility with centerline of pole setback 163 ft from south edge of Lakeside Drive. Page 16 of 400, June 13, 2023 Meeting Packet.
2. Satellite view photo of proposed monopole as originally submitted to Planning Commission. Page 22 of 400, June 13, 2023 Meeting Packet.
3. Satellite view of monopine showing distance measurement of 275 ft from monopine to landing zone. Page 15 of 15, August 18, 2023 Settlement Communication.



Figure 2 – Aerial Image of Monopole Location ([jefferson.wvassessor.com](http://jefferson.wvassessor.com))

ZONING: RURAL

VERDINE O JR &  
DEBRA D PALMER  
PID: 19-06-0006-0020-0000  
DB 781 PG 392  
ZONING: RURAL

SHANNONDALE ENTERPRISES INC  
PID: 19-06-0006-0009-0000  
ZONING: RURAL

PROP VERIZON WIRELESS  
COMMUNICATIONS FACILITY  
WITH 100'-0" MONOPOLE. SEE  
SHEET C-2 FOR ENLARGEMENT

110'-0" FALL RADIUS

521'-0"±

PROP VERIZON WIRELESS  
3/4 ACCESS TO SITE VIA  
EXISTING ROADWAYS

PROP VERTICAL BRIDGE  
30'-0" WIDE INGRESS/EGRESS  
& UTILITY EASEMENT TO  
PROVIDE 24/7 ACCESS TO  
COMPOUND

PAVEMENT  
WIDTH 20'±

APPROXIMATE LOCATION  
OF EX PROPERTY LINE

EX  
DIS  
BU

9

8

7

6

5

4

11

12

LAUREL HILL CT

LAUREL HILL RD

100'-0"  
STREAM  
BUFFER

100'-0"  
STREAM  
BUFFER

292'-0"±

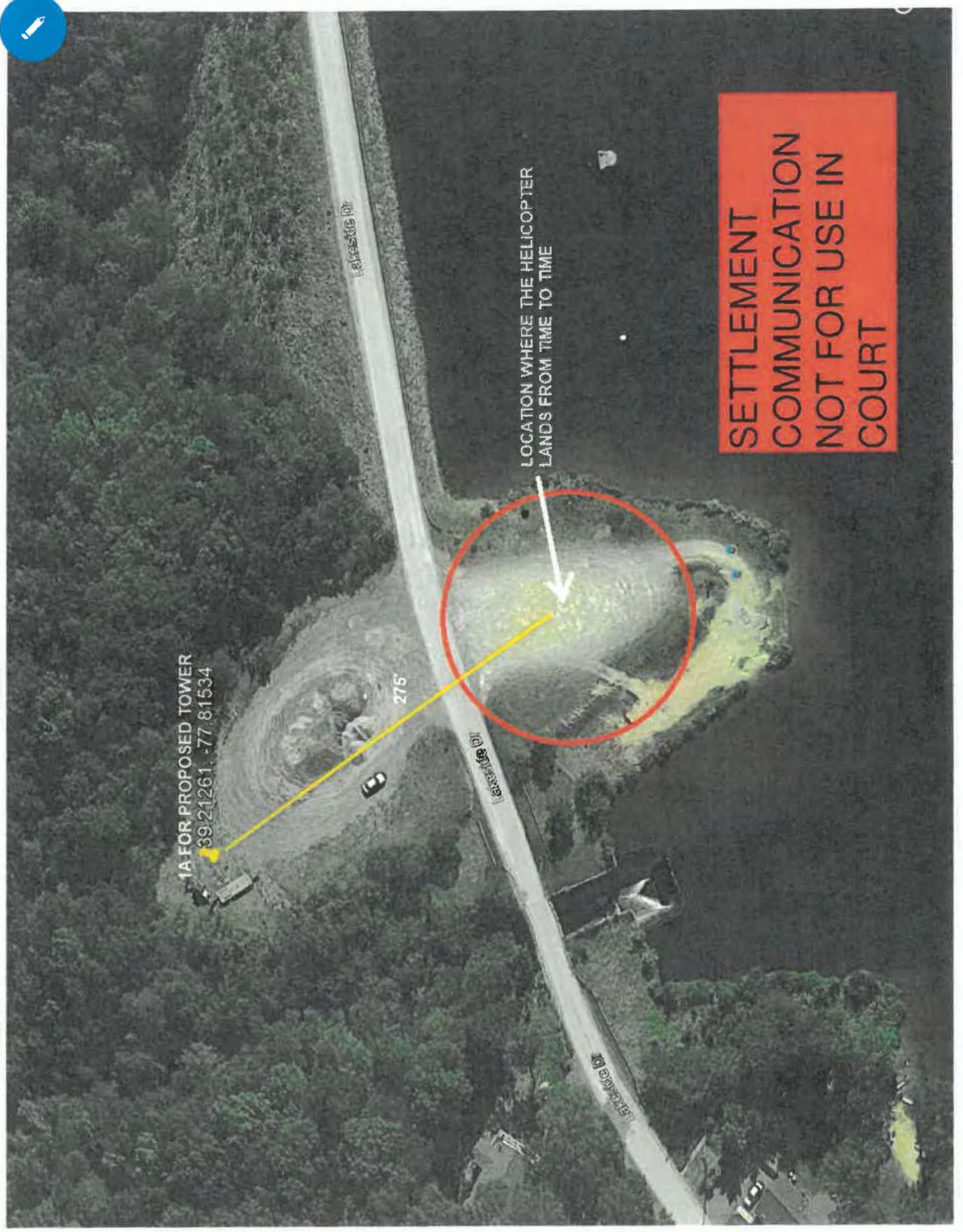
482'-0"±

285'-0"±

165'-0"±

LAKESIDE DRIVE (WV 9/14) 30' ROW





1A FOR PROPOSED TOWER  
39.21261, -77.81534

275'

LOCATION WHERE THE HELICOPTER  
LANDS FROM TIME TO TIME

SETTLEMENT  
COMMUNICATION  
NOT FOR USE IN  
COURT

