

AGENDA
JEFFERSON COUNTY COMMISSION
THIRD QUARTERLY SESSION – JULY – SEPTEMBER 2024
THURSDAY, September 19, 2024
6:00 p.m.
County Commission Meeting Room
located at the Old Charles Town Library
200 E. Washington Street, Charles Town, WV

Zoom Broadcast (live):

<https://us06web.zoom.us/j/88183557137?pwd=2lbl42Q7pcVjmR4HYNjvjvAtOS1QCD.1>

Meeting ID: 881 8355 7137

Passcode: 662210

If you are attending virtually and would like to speak during the public comment period, please use the “raise hand” icon.

Call to Order

Prayer – Moment of silence

Pledge of Allegiance

Pledge of Allegiance to the West Virginia Flag

I pledge allegiance to the flag of West Virginia, which serves as a constant reminder that ‘Mountaineers Are Always Free,’ which stands as a symbol of her majestic mountains, fertile forests, rich veins of coal, and the pride of her people.

Approval of Accounts Payable:

1. September 12, 2024
2. September 19, 2024

Approval of Manual Checks:

1. September 13, 2024
2. September 20, 2024

Approval of Payroll:

September 13, 2024

Approval of Requisitions:

September 19, 2024

Announcements:

Report if there are changes in the agenda if applicable.

Public Comment:

To participate in public comment in person, please sign the public comment sign-in sheet located on the table in the back of the room. To participate virtually, please “raise your hand” on the Zoom control panel. Please submit comments via email to info@jeffersoncountywv.org. Your name and any written comments submitted for the record will be included in the minutes.

Presentations

1. 6:10 pm Angie Banks, Assessor
 1. Exonerations
 2. Apportionment tickets (split tickets)
 3. Acknowledgement of the Assessor’s Certificate of Compliance

2. 6:15 pm Dylan Parsons, Mountain Party chair
 1. Shepherdstown Magisterial District Seat

3. 6:25 pm Tom Hansen, Sheriff
 1. Deputy New Hire
 2. PT bailiff hire and future needs
 3. JAG PRO grant application
 4. Home Confinement program

4. 6:35 pm Boards and Commissions- interviews and possible appointments
 1. Jefferson County Development Authority
 2. Jefferson County Farmland Protection board

5. 7:00 pm Bessie Nelson, County Commission
 1. State Fire Protection Funding to County Fire Departments
 2. Revision to starting salary

6. 7:05 pm Bob Trainer, Mayor of Charles Town
John Nissel, city manager of Charles Town
Keith Lowry, executive director of the Jefferson County Community Ministries
 1. Importance of the County Liaison position and possible funding options for FY 26 and beyond

7. 7:20 pm Publication of Commission policies (Majdi)
8. 7:25 pm Servando Arredondo, Mountaineer Food Bank
Designation of September as Hunger Action Month
9. 7:30 pm Nathan Cochran, Assistant Prosecuting Attorney
 1. Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127
 2. Report by counsel on Supreme Court of Appeals of West Virginia Case No. 29-369
10. 7:45 pm Jessica James, assistant deputy county administrator
 1. Correction of clerical error for three employees of the Prosecuting Attorney's Office
 2. Approval of position upgrade/approval to advertise – WVU Extension Service administrative assistant position
 3. Approval of promotion – FF/EMT II to FF/EMT III
 4. Approval to re-advertise – zoning administrator position
 5. Consider personnel issues involving potential employee complaint
11. 8:00 pm Roger Goodwin, Department of Engineering, Planning, and Zoning
 1. Approval of West Virginia Department of Economic Development and Jefferson County Commission- Agreement/ Contract extension #3 for the Hill Top House Hotel Tourism Development District project services

County Administrator Report

1. Fire Service RFP- discussion/ possible action (see attached)
2. Using AI in Grant Application- workshop- discussion/ possible action (see attached)
3. Bloomery Road Workgroup- discussion/ possible action (see attached)
4. Impact Fees- discussion/ possible action (see attached)
5. Academy Days 2024- discussion/ possible action (see attached)
6. Opioid Settlement Funds- discussion/ possible action (see attached)
7. Poll workers list published- discussion/ possible action (see attached)
8. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/ or courthouse space- discussion/ possible action- discussion/ possible action

11. ADJOURN

CORRESPONDENCE AND INFORMATION

1. Year-to-Date budget reports
2. Tabb, David
3. West Virginia Department of Arts, Culture, and History

4. Public comments received from the following during the September 5, 2024 regular JCC meeting: Toni Milbourne, Jacquelyn Milliron, David Tabb, Colin Stine

DESCRIPTION	FUND 001 CO.		TOTAL
Gross Wages	\$660,137.49		\$660,137.49
6.2% Tax Payable OASDI	\$39,508.32		\$39,508.32
1.45% Tax Payable HI	\$9,239.80		\$9,239.80
Fed Withholding	\$57,219.41		\$57,219.41
PA State Tax	\$0.00		\$0.00
WV State Withholding	\$22,052.33		\$22,052.33
VA State Tax	\$1,130.87		\$1,130.87
MD State Tax	\$1,451.74		\$1,451.74
PERS I Retirement Deduct 4.5%	\$9,085.37		\$9,085.37
PERS II Retirement Deduct 6%	\$9,024.24		\$9,024.24
DSRS Retirement Deduct 8.5%	\$9,239.63		\$9,239.63
EMS Retirement Deduct 8.5%	\$14,253.55		\$14,253.55
Hosp. Pre-Taxed	\$20,317.03		\$20,317.03
D/VF	\$2,290.38		\$2,290.38
AFLAC Pre-Taxed	\$299.37		\$299.37
AFLAC Post-Taxed	\$758.88		\$758.88
Optional Life Post-Taxed	\$1,915.70		\$1,915.70
Wage Attach #1 WV Child	\$985.39		\$985.39
Wage Attach #2 PA Child	\$320.00		\$320.00
Wage Attach #3 GARN	\$314.38		\$314.38
Wage Attach #4 TIONG	\$166.49		\$166.49
Wage Attach #5 HOLZ	\$165.60		\$165.60
457 - Nationwide	\$1,065.00		\$1,065.00
457I - Empower	\$5,444.48		\$5,444.48
457R - Roth	\$2,579.90		\$2,579.90
Christmas Club	\$3,765.00		\$3,765.00
Colonial(Plus)	\$47.84		\$47.84
Uniforms	\$0.00		\$0.00
LF Over 50	\$372.00		\$372.00
Total Deductions	\$213,012.70	\$0.00	\$213,012.70
Net Wages Total	\$447,124.79	\$0.00	\$447,124.79
Payroll Date	September 13, 2024		

PURCHASE ORDERS TO BE APPROVED

September 19, 2024

DEPARTMENT	PURCHASE ORDER NO.	AMOUNT	VENDOR	DESCRIPTION
IT/GIS	25022	\$ 34,817.00	DIVERSITEC, LLC	Shepherdstown Tower
	25023	\$ 243,763.00	Aviat U.S. Inc.	Shepherdstown Tower
COUNTY CLERK	25021	\$ 22,208.00	Compiled Technologies	annual software contract
FLEET & FACILITIES - OTHER BLDGS	25019	\$ 17,076.00	IPC Technologies	annual phone system support
GRAND TOTAL		\$ 317,864.00		

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 19, 2024**

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

Date Requested – 2nd Choice:

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

Acknowledgment of the Assessor's Certificate of Compliance

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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



Name: Angela Banks

Department or Organization: Assessor of Jefferson County

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **September 19, 2024**

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

Date Requested – 2nd Choice:

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

Exonerations

Apportionment tickets (split tickets)

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

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

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

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

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2024 _____ Personal Property _____ Book.

____ Shepherdstown _____ DISTRICT _____ MUNICIPALITY

Described as follows:

Business Personal Property that was removed before July 1st, 2023 but mistakenly reported.

Lowe Hospitality Group/Quality Inn

Assessed Value \$ 40,397

Tax Amount \$ 472.89 half year ^(945.78)
Full year

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Tripp Lowe _____ 9/10/2024 _____
Applicant Tripp Lowe Date

Ticket #317955 _____

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2024 Personal Property _____ Book

_____ DISTRICT ___Ranson___ MUNICIPALITY

Described as follows:

Business erroneously double assessed

Assessed Value \$1,540

Tax Amount \$21.88 (half year)

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Applicant Pivot Physical Therapy Date

Ticket # 315282

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2022 Personal Property _____ Book

_____ DISTRICT ___Ranson___ MUNICIPALITY

Described as follows:

Business erroneously double assessed

Assessed Value \$1,400

Tax Amount \$20.18 (half year)

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.

Applicant Pivot Physical Therapy Date

9/10/2024

Ticket #_315110_

*Angela Banks -
Assessor*

**STATE OF WEST VIRGINIA,
COUNTY OF JEFFERSON:**

Sec. 27, Art. 3, Ch.11, Code of West Virginia, Acts of Legislature 1939. Chapter 123, relief in County Court from erroneous assessment, to the taxpayer resulting from a clerical error, or a mistake occasioned by an unintentional act as distinguished from a mistake by misjudgment of classification of taxability of such property.

In the 2024 Personal Property Book.

Kabletown DISTRICT _____ MUNICIPALITY

Described as follows:

Did not own 2019 Ram 3500 July 1, 2023

Assessed Value \$ 31,845

Tax Amount \$ 745.56

In compliance with provisions of above mentioned article of the said Code of the State of West Virginia.



Applicant Dunbar, Thomas J Jr &

Eden

9-11-24

Date

Ticket # 309980

NOTICE OF APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES
 WEST VIRGINIA CODE § 11-5-14
 STATE OF WEST VIRGINIA

PTD 11/99
 COUNTY OF JEFFERSON

I, Angela L. Banks, Assessor of Jefferson County, having been presented with a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, do hereby apportion the assessment of the taxes for Tax Year 2023 owed on jointly owned motor vehicles involved in the divorce order and awarded exclusively to be titled, one or more in the name of the husband and one or more in the name of the wife as follows:

SECTION I:

Ticket Number: 308162 District: Harpers Ferry District Ticket Total: \$814.80

NAME 1: David Popish 6546 Christian Church Rd., High View, WV 26808

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION #	ASSESSED VALUE	CLASS	RATE	TAXES DUE	
Dodge	Ram 2500	2006	3D7KS28C26G114458	8,025	3	2.3360	\$187.46	
Chevrolet	Cobalt	2007	1G1AL15FX7B12560	1,245	3	2.3360	\$29.08	
Honda	Civic	2008	1HGFA1685FL003417	2,835	3	2.3360	\$66.24	
<u>See Attached for Additional Vehicles</u>							SUBTOTAL 1	\$289.90

NAME 2: Lisette Popish 10 Stifftail Rd, Hedgesville, WV 26427

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION #	ASSESSED VALUE	CLASS	RATE	TAXES DUE	
Subaru	Ascent	2021	4S4WMAFD3M3421062	22,470	3	2.3360	\$524.90	
<u>Total 22,470</u>							SUBTOTAL 2	\$524.90

OTHER PERSONAL PROPERTY OWNED JOINTLY

DESCRIPTION				CLASS	RATE	TAXES DUE
SUBTOTAL						
<i>SAME AS FACE AMOUNT OF TICKET TOTAL = GRAND TOTAL</i>						\$814.80

SECTION II:

Filed with the county commission this _____ day of _____.

 Assessor

SECTION III:

The county commission of Jefferson County does hereby order the apportionment of the assessment of taxes as determined and set forth by the county assessor in Section I of this notice.

 County Commissioner

 County Commissioner

 County Commissioner

 County Commissioner

 County Commissioner

SECTION IV:

Certified to the sheriff this _____ day of _____.

 Clerk of the County Commission

NOTICE OF APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES
 WEST VIRGINIA CODE § 11-5-14
 STATE OF WEST VIRGINIA

PTD 11/99
 COUNTY OF JEFFERSON

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SECTION I:

Ticket Number: 3081162 District: Harpers Ferry District Ticket Total: \$814.80

NAME 1: David Popish

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION #	ASSESSED VALUE	CLASS	RATE	TAXES DUE
<u>Chev</u>	<u>Blazer</u>	<u>1989</u>	<u>1GNEV18KDKF157232</u>	<u>305</u>	<u>3</u>	<u>2.8860</u>	<u>\$7.12</u>
<u>Total assessed 12,410</u>						SUBTOTAL 1	<u>\$289.90</u>

NAME 2:

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION #	ASSESSED VALUE	CLASS	RATE	TAXES DUE
SUBTOTAL 2							

OTHER PERSONAL PROPERTY OWNED JOINTLY

DESCRIPTION	CLASS	RATE	TAXES DUE
SUBTOTAL			
<i>SAME AS FACE AMOUNT OF TICKET TOTAL = GRAND TOTAL</i>			

SECTION II:

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 County Commissioner

 County Commissioner

 County Commissioner

 County Commissioner

SECTION IV:

Certified to the sheriff this _____ day of _____.

 Clerk of the County Commission

NOTICE OF APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES
 WEST VIRGINIA CODE § 11-5-14
 STATE OF WEST VIRGINIA

PTD 11/99
 COUNTY OF JEFFERSON

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SECTION I:

Ticket Number: 308519 District: Harpers Ferry Dist Ticket Total: \$713.26

NAME 1: David Popish 6546 Christian Church Rd., High View, WV 26808

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION #	ASSESSED VALUE	CLASS	RATE	TAXES DUE	
Dodge	Ram 2500	2006	3D7KS28C266114458	7,185	3	2.3412	\$168.22	
Chev	Cobalt	2007	1G1AL15FX77212560	1,215	3	2.3412	\$28.46	
Honda	Civic	2008	1HGFA16858L003417	2,640	3	2.3412	\$61.82	
See Attached for Additional Vehicles							SUBTOTAL 1	\$272.52

NAME 2: Lisette Popish 10 Stifftail Rd, Hedgesville, WV 25427

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION #	ASSESSED VALUE	CLASS	RATE	TAXES DUE	
Subaru	Ascent	2021	4S4WMAPD3M3421062	18,825	3	2.3412	\$440.74	
total 18,825							SUBTOTAL 2	\$440.74

OTHER PERSONAL PROPERTY OWNED JOINTLY

DESCRIPTION					CLASS	RATE	TAXES DUE
SUBTOTAL							
SAME AS FACE AMOUNT OF TICKET TOTAL = GRAND TOTAL							\$713.26

SECTION II:

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 Assessor

SECTION III:

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 County Commissioner

 County Commissioner

 County Commissioner

 County Commissioner

 County Commissioner

SECTION IV:

Certified to the sheriff this _____ day of _____.

 Clerk of the County Commission

NOTICE OF APPORTIONMENT OF JOINTLY OWNED MOTOR VEHICLES
 WEST VIRGINIA CODE § 11-5-14
 STATE OF WEST VIRGINIA

PTD 11/99
 COUNTY OF JEFFERSON

I, Angela L. Banks, Assessor of Jefferson County, having been presented with a certified copy of a final divorce order entered under provisions of section fifteen, article two, chapter forty-eight of the West Virginia Code, do hereby apportion the assessment of the taxes for Tax Year 2024 owed on jointly owned motor vehicles involved in the divorce order and awarded exclusively to be titled, one or more in the name of the husband and one or more in the name of the wife as follows:

SECTION I:
 Ticket Number: 308519 District: Harper-Ferry Dist. Ticket Total: \$713.26

NAME 1: David Popish

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION #	ASSESSED VALUE	CLASS	RATE	TAXES DUE
<u>Chev</u>	<u>Blazer</u>	<u>1989</u>	<u>1GNEV18K0KF157232</u>	<u>300</u>	<u>3</u>	<u>2.3412</u>	<u>\$7.02</u>
<u>Chev</u>	<u>K20</u>	<u>1983</u>	<u>2GCGK24M2D1162840</u>	<u>299</u>	<u>3</u>	<u>2.3412</u>	<u>\$7.06</u>
SUBTOTAL 1							<u>\$272.52</u>

NAME 2: Total 11,639

MAKE	MODEL	YEAR	VEHICLE IDENTIFICATION #	ASSESSED VALUE	CLASS	RATE	TAXES DUE
SUBTOTAL 2							

OTHER PERSONAL PROPERTY OWNED JOINTLY

DESCRIPTION	CLASS	RATE	TAXES DUE
SUBTOTAL			
<i>SAME AS FACE AMOUNT OF TICKET TOTAL = GRAND TOTAL</i>			

SECTION II:
 Filed with the county commission this _____ day of _____.

 Assessor

SECTION III:
 The county commission of Jefferson County does hereby order the apportionment of the assessment of taxes as determined and set forth by the county assessor in Section I of this notice.

 County Commissioner

 County Commissioner

 County Commissioner

 County Commissioner

 County Commissioner

SECTION IV:
 Certified to the sheriff this _____ day of _____.

 Clerk of the County Commission

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



ASSESSOR'S CERTIFICATE OF COMPLIANCE

TO THE HONORABLE COUNTY COURT OF JEFFERSON COUNTY

The Assessor of Jefferson County, Angela L. Banks, has completed the Farm Census of 2024 and has satisfactorily complied with the requirements of the Farm Statistics Law. She is, therefore, eligible to receive compensation from the County Court according to Chapter 7, Article 7, Section 6C of the New Code of West Virginia.

A handwritten signature in blue ink that reads "Kent A. Leonhardt".

Commissioner of Agriculture

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312
telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.

**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Name: Tom Hansen

Department or Organization: Sheriff and Treasurer

Commission Meeting Date: Next Available

Special Meeting Date (if necessary):

Subject (wording to be placed on agenda):

Deputy New Hire JAG PRO Grant Application
PT Bailiff Hire and future needs Home Confinement Program

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

- An applicant for deputy has passed all prerequisites and is eligible for hire.
- An applicant to fill a part-time bailiff position has been identified and discussion of future needs (possible action)
- Approve the renewal application for the JAG Pro Grant
- Presentation regarding the state of the Home Confinement Program (discussion/possible action)

Type of Request: (Funding/Hiring): hiring

Funding/Salary/Hourly Amount: see below

Name of Hire (if Applicable): see below

Grade/Step/Hours (PT/FT):

Start Date (beginning of pay period): see below

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 hire of Tyler Stehr as an uncertified Deputy beginning 9/30/24 with a starting salary of 53,550.
I move to approve the hire of Lee Dwyer as a part-time Bailiff beginning 9/23/24 at a starting rate of \$17.50/hr.
I move to approve the ability of three (3) additional part-time Bailiffs to work more than 1450 hours but less than 1560.

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: 304-728-3205

Email Address:

dlowe@jeffersoncountywv.org



**JEFFERSON COUNTY COMMISSION
AGENDA REQUEST FORM**

Additional Comments Page:

I move to approve the application of the Justice Assistance Grant for the continuation of the PRO program at Jefferson High School.

I move to provide funding to cover the salary of an additional Home Confinement officer.

MOUNTAIN PARTY STATE POLITICAL PARTY COMMITTEE

Acting for the **Mountain Party** under instructions from the Jefferson County Commission on Sept 5, 2024, the following individuals are being submitted to fill the vacant seat from the Shepherdstown District.

1). David Tabb

2). Earl Cogle, Jr.

3). Jennifer Krouse

Mr. Tabb has also included a document from the West Virginia Secretary of State that affirms David C. Tabb as Chairperson for the Mountain Party, ID No. 208271, dated August 12, 2024, registered at the West Virginia Secretary of State Election Division.



David C. Tabb
Chairperson
Mountain Party
ID No. 208271



DELINQUENT CAMPAIGN FINANCE REPORT FEE SETTLEMENT AGREEMENT

WHEREAS, W. Va. Code §§ 3-8-5, 3-8-7(b) and CSR 146-3 mandate that all campaign finance reports shall be filed with the proper filing officer in strict compliance with the deadlines set forth therein, and failure to timely file shall result in a \$10 per day fine paid either by (1) the candidate’s personal funds, (2) the treasurer’s personal funds for a political committee that is not a candidate committee, or (3) a nonpolitical committee’s general treasury funds; and

WHEREAS, W. Va. Code § 3-8-7(b)(3) provides, “The Secretary of State may negotiate and enter into settlement agreements for the payment of civil penalties assessed as a result of the filing of a delinquent, grossly incomplete, or inaccurate statement[;]” and

WHEREAS, the instant delinquent report was the first report due following the passage of SB 622 (eff. June 7, 2019), which modified the campaign finance reporting schedule; and

WHEREAS, the undersigned, a candidate/person responsible for filing campaign finance reports in accordance with the deadlines set forth in law, filed a delinquent report after the statutory deadline.

THEREFORE, I, the undersigned, acknowledge and agree that I owe the State of West Virginia a fee of \$ 1,880.00 for being delinquent in filing my 2023 3rd Quarter, 2024 1st Quarter, 2024 Primary report(s).

FEE SUSPENSION CONDITIONAL TERMS

WHEREFORE, the undersigned having acknowledged that a fee is owed, with consideration of conditional suspension of said fee, does hereby agree to the following conditions and terms:

1. I shall timely file all future campaign finance reports for my committee by the statutory deadlines regarding the 2024 election cycle; and
2. Failure to file any report by the statutory deadline shall result in a renewed obligation to pay the fee(s) incurred, due immediately according to CSR 146-3-6.9.

David Tabb- Chairperson
Name (candidate or non-candidate committee treasurer)

David Tabb - Chairperson
Signature

8/12/24
Date

Office Use	
Candidate Name/EY or PAC	
Name:	Mountain Party
Organization ID:	208271
Late Report:	2019 2 nd Quarter – 2023 3 rd Quarter

Edwina Benites

From: Donald Kersey <DKersey@wvsos.com>
Sent: Thursday, September 12, 2024 1:15 PM
To: Edwina Benites; Nathan Cochran
Subject: RE: Mountain Party Commission Appointment

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

Eddie,

All executive committees must submit their rosters to our office per W. Va. Code § 3-1-9. According to our records there is no known county executive committees for any county for the Mountain Party.

Best,
Deak

--

Donald M. Kersey, III

Chief of Staff, Chief Deputy Secretary of State
West Virginia Secretary of State's Office
[304-558-6000](tel:304-558-6000) (Office)
[304-368-6344](tel:304-368-6344) (Direct Dial)
[304-558-0900](tel:304-558-0900) (Fax)

Email correspondence to and from this email address is subject to the West Virginia Freedom of Information Act and may be disclosed, in whole or in part, to third parties by an authorized State official. It may also be privileged or otherwise protected by work product immunity or other legal rules. Unauthorized disclosure of health, legally privileged, or otherwise confidential information, is prohibited by law. If you have received this email in error, please notify the sender immediately and delete all records of this email.

From: Edwina Benites <ebenites@jeffersoncountywv.org>
Sent: Wednesday, September 11, 2024 1:25 PM
To: Donald Kersey <DKersey@wvsos.com>; Nathan Cochran <ncochran@jcpawv.org>
Subject: Re: Mountain Party Commission Appointment

Mr. Kersey:

I just left you a message. I'm the county administrator from Jefferson County.

Could you let me know if county executive committees register? With your office? At the County?

It's my understanding that there is no county executive committee for the Mountain Party. Trying to confirm that nothing has been established recently.

Thanks!
Eddie

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Office of the Secretary of State
State Capitol
Charleston, West Virginia 25305

Mac Warner
Secretary of State
State of West Virginia

Telephone: (304) 558-6000
Toll Free: 1-866-SOS-VOTE
Fax: (304) 558-0900
www.wvsos.gov

August 27, 2024

Jesse Johnson
610 Shady Lane
Charleston, WV 25314

Dear Mr. Johnson:

The Office of the West Virginia Secretary of State acknowledges receipt of your Certificate of Announcement, filing fee, and nomination form indicating it was issued by the "Mountain Party" for the office of Governor, which were hand delivered to our Office on August 1, 2024. This letter is to notify you that our Office is unable to certify your name for the 2024 General Election ballot.

As you are aware, on October 13, 2023, litigation began concerning the lawful leadership of the West Virginia Mountain Party. According to court documents, it was initiated by Plaintiffs West Virginia Mountain Party and its then-chairperson, Denise Binion, who filed a Complaint for injunctive relief and damages against Defendants David Tabb and Daniel Lutz.

In essence, the Plaintiffs alleged that the Defendants wrongfully attempted a functional coup of leadership of the Mountain Party and improperly seized control of its official political party activities, including candidate nominations. The Plaintiffs sought a declaration that they control the West Virginia Mountain Party, as well as injunctive relief and monetary damages.

On March 28, 2024, the Circuit Court of Jefferson County, West Virginia, entered an "Order Granting Default Judgment Against Defendants," declaring, in part, that Plaintiff Denis Binion properly controls the West Virginia Mountain Party.

On April 23, 2024, the Defendants filed a "Notice of Appeal to Intermediate Court of Appeals, Motion to Hold the Evidentiary Hearing in Abeyance."

On April 26, 2024, the Jefferson County Circuit Court entered an "Order Conditionally Granting Stay" granting the Defendants' request for a stay of an evidentiary hearing to determine damages. The stay was conditioned on the following:

- (1) the Defendants delivering to counsel for the Plaintiffs all historical, financial, operational, and all other documents and correspondence related to the Mountain Party in their possession, custody or control before the close of business on May 17, 2024;

(2) Defendants must immediately cease and desist using the “Mountain Party” title and iconography during the period of this stay; and

(3) Defendants shall not interfere with the just and proper work of the Mountain Party Executive Committee. The Jefferson County Circuit Court directed the Defendants to file a notice of compliance with the Order not later than May 20, 2024.

On May 10, 2024, the Intermediate Court of Appeals of West Virginia entered a Dismissal Order finding that it did not have jurisdiction over the interlocutory orders issued by the Circuit Court.

On May 15, 2024, Mr. Tabb and Mr. Lutz filed a Notice of Appeal with the West Virginia Supreme Court of Appeals.

On May 30, 2024, the Jefferson County Circuit Court entered an “Order Staying Proceedings” staying the matter pending Defendants’ appeal. Notably, Judge Hammer reminded the Defendants in this Order that:

[P]er the April 26th Order that the stay remains conditioned upon the Defendants not using the “Mountain Party” title and iconography and not interfering with the just and proper work of the Mountain Party Executive Committee.

It is the understanding of this Office that, since filing their Notice of Appeal, Mr. Tabb and Mr. Lutz have made multiple additional filings relating to that Notice of Appeal. It is further the understanding of this Office that, to date, the West Virginia Supreme Court of Appeals has taken no action on the original Notice of Appeal or any subsequent filings related thereto.

It is the understanding of this Office that, on July 20, 2024, the West Virginia Mountain Party by its chairperson Denise Binion—determined by the Jefferson County Circuit Court to be the person with this position and authority—held its 2024 state convention. It was communicated to our Office that no candidates were nominated at that convention, as candidates had filed to be placed on the 2024 Primary Election ballot in lieu of being nominated by convention during the pendency of the ongoing litigation.¹

It is the understanding of this Office that, on July 21, 2024, an event was held by the group associated with Mr. Tabb and Mr. Lutz—identifying itself as the “Mountain Party”—which sought to nominate candidates for the West Virginia Mountain Party, including you as the candidate for Governor. While it is the understanding of this Office that Mr. Tabb and Mr. Lutz did conduct the proceedings personally, this meeting of individuals having some affiliation with the Mountain Party was not convened by Ms. Binion, who was judicially declared to properly control the Mountain Party (and as reflected in subsequent orders regarding the evidentiary hearing stay).

Based upon the Jefferson County Circuit Court’s determination as reflected in its orders, only the leadership of the West Virginia Mountain Party associated with then-chair Denise Binion and her successor, Dylan Parsons, has the authority to act as or on behalf of the Mountain Party. This

¹ Also, it is the understanding of this Office that Ms. Binion was chairperson at the opening of the July 20, 2024, West Virginia Mountain Party convention but that a successor, Dylan Parsons, was selected as chair during this event.

would include the Mountain Party’s election-related conduct, such as convening the party’s convention or submitting its candidate nominations, if any. Consequently, our Office is not authorized to accept nominations from an event conducted by any other person or persons, most notably the Defendants in the aforementioned litigation that were determined not to have any control over the Mountain Party or those conducting such event in conjunction with the Defendants.²

With regard to our Office determining whether acts of individuals under the Mountain Party bylaws or rule were proper, the Code provides the following:

The state executive committee of each party may make such rules for the government of such party, not inconsistent with law, as may be deemed expedient; and it may also revoke, alter, or amend, in any manner not inconsistent with law, any present or future rules of such party. **All acts of such state or other committees may be reviewable by the courts.**

W. Va. Code §3-1-11 (emphasis added). Whereas only the courts—not the Secretary of State—have authority to determine whether actions by or within political parties are consistent with law and/or party rules, the determination by the Jefferson County Circuit Court controls until such time that further proceedings in that matter direct otherwise.

Therefore, the candidates affiliated with the West Virginia Mountain Party that sought to appear on the general election ballot through the primary election process—by filing certificates of announcement on or before January 27, 2024, which is allowed under the Code (W. Va. Code § 3-5-7)—and that thus participated in the primary election will appear on the 2024 General Election ballot. As this Office is without authority to accept your certificate of announcement and the purported nomination for certification to the 2024 General Election ballot, your filing fee will be returned. A courtesy copy of this letter will be provided to Mr. Tabb and counsel for the West Virginia Mountain Party.

Sincerely,



David P. Cook
General Counsel
Office of the West Virginia Secretary of State
Main: (304) 558-6000
Email: DCook@wvsos.gov

² Specifically, the March 28 Order expressly finds that Denise Binion was the lawful chair of the Mountain Party. Moreover, the April 26 and May 30 orders underscore this determination, as those orders remind that the stay was and “remains conditioned upon the Defendants not using the ‘Mountain Party’ title and iconography and not interfering with the just and proper work of the Mountain Party Executive Committee.”

cc: David Tabb
Christopher Stroeck, Counsel for WV Mountain Party (cstroeck@panhandle-legal.com)

Edwina Benites

From: Donald Kersey <DKersey@wvsos.com>
Sent: Thursday, September 12, 2024 1:09 PM
To: Edwina Benites; David Cook
Cc: Nathan Cochran
Subject: RE: Mountain Party
Attachments: 8-27-24 Letter to Johnson.pdf

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

Mr. Benites,

I'm sorry I missed your call earlier. Dave is out of the office today.

For your information attached is our office's position on a similar matter concerning authority to nominate a candidate for the Mountain Party for a statewide race. This is merely our position, not a binding opinion on other agencies. Of course you'll need to consult your legal counsel for formal legal advice.

Best,
Deak

--

Donald M. Kersey, III

Chief of Staff, Chief Deputy Secretary of State
West Virginia Secretary of State's Office
[304-558-6000](tel:304-558-6000) (Office)
[304-368-6344](tel:304-368-6344) (Direct Dial)
[304-558-0900](tel:304-558-0900) (Fax)

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From: Edwina Benites <ebenites@jeffersoncountywv.org>
Sent: Thursday, September 12, 2024 12:38 PM
To: Donald Kersey <DKersey@wvsos.com>; David Cook <DCook@wvsos.com>
Subject: Mountain Party

Mr. Kersey and Mr. Cook:

According to your records, does either Mr. Tabb or Mr. Lutz represent the Mountain Party or its Jefferson County Executive Committee?

The Commission received a letter today from David Tabb, delivered by Danny Lutz, "acting for the Mountain Party." The letter purports to submit three names of individuals for the Jefferson County Commission to use to fill the vacant Mountain Party seat on the County Commission.

At the last meeting, the Commission was unable to reach an agreement to fill the vacancy. It is my understanding that the next step in the process is for the Jefferson County Executive Committee of the Mountain Party to submit a list of three names for the Commission to consider as provided in West Virginia code 3-10-7.

Thanks for your help. Trying to make sure we move forward appropriately!

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

Edwina Benites

From: Dylan Parsons <dylanjparsons121597@gmail.com>
Sent: Thursday, September 12, 2024 1:13 PM
To: Edwina Benites
Cc: Denise Binion; cstroeck@panhandle-legal.com
Subject: Re: Mountain Party

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

No. Mr. Tabb and Mr. Lutz have been found by a court of law to have been impersonating the Mountain Party and we reject all of the names they put forward.

The Mountain Party, as a minor party in WV, does not elect County Executive Committees during the primary election as do the Republican and Democratic parties. The State Executive Committee of the Mountain Party is willing to submit names for consideration since we do not have a chartered county executive committee in Jefferson County.

Thank you for reaching out to me and I hope we can resolve this matter soon.

Best,
Dylan Parsons
Chair, WV Mountain Party

On Thu, Sep 12, 2024 at 12:52 PM Edwina Benites <ebenites@jeffersoncountywv.org> wrote:

Dylan:

According to your records, does either Mr. Tabb or Mr. Lutz represent the Mountain Party or its Jefferson County Executive Committee?

The Commission received a letter today from David Tabb, delivered by Danny Lutz, “acting for the Mountain Party.” The letter purports to submit three names of individuals for the Jefferson County Commission to use to fill the vacant Mountain Party seat on the County Commission. I have attached the letter for your review.

At the last meeting, the Commission was unable to reach an agreement to fill the vacancy. It is my understanding that the next step in the process is for the Jefferson County Executive Committee of the Mountain Party to submit a list of three names for the Commission to consider as provided in West Virginia code 3-10-7.

Thanks for your help. Trying to make sure we move forward appropriately!

Eddie



Edwina Benites-LM
County Administrator

Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284

Edwina Benites

From: Christopher Stroech <CStroech@panhandle-legal.com>
Sent: Thursday, September 12, 2024 12:59 PM
To: Edwina Benites; dylanjparsons121597@gmail.com
Cc: Denise Binion
Subject: Re: Mountain Party
Attachments: Order Granting Default Judgment Against Defendants e-filed 3-28-24 cce.pdf

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

Ms. Benites:

Neither David Tabb nor Daniel Lutz have any authority to act on behalf of the Mountain Party.

Please see the attached Circuit Court Order, and specifically, the following:

“For these reasons, default judgment is proper at this time. It is therefore ORDERED that judgment is GRANTED in favor of Plaintiffs as to all Counts in the Complaint. It is hereby declared that Plaintiffs properly control the West Virginia Mountain Party. A hearing on damages will be set by separate order.”

As the Order indicates, the Plaintiffs in this Case are the WV Mountain Party and Ms. Binion. The Defendants are Tabb and Lutz.

Please feel free to call me with any questions. thanks,

~Chris



PANHANDLE LEGAL

Christopher P. Stroech, Esq.

WVSB #9387

116 W. Washington St, Suite 2E, P.O. Box 550

Charles Town, WV 25414

P. 304-930-1945 F. 304-930-1387

E. cstroech@panhandle-legal.com

W. panhandle-legal.com

THIS MESSAGE IS PRIVILEGED AND CONFIDENTIAL AND FOR THE INTENDED RECIPIENT ONLY. IF THIS MESSAGE WAS SENT TO YOU IN ERROR, PLEASE CONTACT THE SENDER IMMEDIATELY.

DEBT COLLECTION NOTICE: THE PURPOSE OF THIS COMMUNICATION AND OTHERS FROM ME MAY BE TO COLLECT AN ALLEGED DEBT OWED, AND ANY INFORMATION OBTAINED IN RESPONSE MAY BE USED FOR THAT PURPOSE. WE WILL ASSUME THE DEBT TO BE VALID UNLESS YOU DISPUTE THE VALIDITY OF ALL OR ANY PART OF THE DEBT WITHIN THIRTY (30) DAYS OF RECEIPT OF THIS NOTICE. IF YOU NOTIFY US IN WRITING THAT YOU DISPUTE ANY OR ALL OF THE DEBT, WE WILL OBTAIN AND SEND VERIFICATION OF THE DEBT AND PROVIDE YOU CONTACT INFORMATION FOR THE ORIGINAL CREDITOR, IF APPLICABLE.

From: Edwina Benites <ebenites@jeffersoncountywv.org>
Date: Thursday, September 12, 2024 at 12:52 PM
To: "dylanjparsons121597@gmail.com" <dylanjparsons121597@gmail.com>
Cc: Denise Binion <dbinion@gmail.com>, Christopher Stroech <CStroech@panhandle-legal.com>
Subject: Mountain Party

Dylan:

According to your records, does either Mr. Tabb or Mr. Lutz represent the Mountain Party or its Jefferson County Executive Committee?

The Commission received a letter today from David Tabb, delivered by Danny Lutz, “acting for the Mountain Party.” The letter purports to submit three names of individuals for the Jefferson County Commission to use to fill the vacant Mountain Party seat on the County Commission. I have attached the letter for your review.

At the last meeting, the Commission was unable to reach an agreement to fill the vacancy. It is my understanding that the next step in the process is for the Jefferson County Executive Committee of the Mountain Party to submit a list of three names for the Commission to consider as provided in West Virginia code 3-10-7.

Thanks for your help. Trying to make sure we move forward appropriately!

Eddie



Edwina Benites-LM
County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 25414
(304) 728-3284



West Virginia E-Filing Notice

CC-19-2023-C-206

Judge: David Hammer

To: Christopher Patrick Stroeck
cstroeck@panhandle-legal.com

NOTICE OF FILING

IN THE CIRCUIT COURT OF JEFFERSON COUNTY, WEST VIRGINIA
West Virginia Mountain Party v. David Tabb
CC-19-2023-C-206

The following order - motion was FILED on 3/28/2024 2:04:17 PM

Notice Date: 3/28/2024 2:04:17 PM

Tina Renner
CLERK OF THE CIRCUIT COURT
Jefferson County
PO Box 1234
CHARLES TOWN, WV 25414

(304) 728-3231
circuitclerk@jeffersoncountywv.org

In the Circuit Court of Jefferson County, West Virginia

**West Virginia Mountain Party,
Denise Binion, it's Chairperson,**
Plaintiffs,

v.

Case No. CC-19-2023-C-206
Judge David Hammer

**David Tabb,
Daniel P. Lutz, Jr.,**
Defendants

ORDER GRANTING DEFAULT JUDGMENT AGAINST DEFENDANTS

The Plaintiffs, by counsel, and pursuant Rule 37 of the West Virginia Rules of Civil Procedure and all other applicable law, have filed a Motion for Default Judgment for Failure to Comply with Discovery and Prior Orders of this Court against both Defendants for their repeated attempts to delay this proceeding and willful failure to comply with discovery requests and this Court's prior Order Granting Motion to Compel. The Defendants have responded in objection to this Motion.

Pursuant to Rule 37(b)(2), if a party fails to comply with discovery and related orders of the Court, the Court may render judgment by default against the disobedient party. "Striking of pleadings and rendering a judgment by default against party as sanction for failing to comply with order to provide or permit discovery may be imposed by court where it has been established through evidentiary hearing and in light of full record before court that failure to comply has been due to willfulness, bad faith, or fault of disobedient party and, further, that sanctions are otherwise just." Woolwine v. Raleigh General Hosp., 460 S.E.2d 457, 194 W.Va. 322 (1995). "Circuit court did not abuse its discretion in entering default judgment against party which intentionally or with gross negligence failed, on many occasions and over lengthy time, to obey circuit court' orders requiring discovery, where trial court attempted to impose lesser sanctions

before entering default judgment.” Given v. Field, 484 S.E.2d 647, 199 W.Va. 394 (1997).

By Order dated January 10, 2024, this Court ordered the Defendants to “fully and completely respond, without objection, to the written discovery requests on or before January 18, 2024” and to provide available dates for their depositions on or before January 18, 2024. The Defendants provided written responses on January 18 (Lutz) and January 22 (Tabb), 2024. A review of these responses confirm that the Defendants failed to respond to most of the written requests. They continue to raise objections and arguments that have been decided by this Court in favor of Plaintiffs. They continue to avoid answering the questions notwithstanding the Court’s Order Granting Motion to Compel. The Defendants have also failed to provide any available dates for their depositions.

It is become quite apparent that the Defendants seek to avoid compliance with the rules and orders of this Court to delay these proceedings. The West Virginia Mountain Party is being immediately harmed in an election year as the Defendants are impeding the legal process to avoid disposition.

For these reasons, default judgment is proper at this time. It is therefore **ORDERED** that judgment is **GRANTED** in favor of Plaintiffs as to all Counts in the Complaint. It is hereby declared that Plaintiffs properly control the West Virginia Mountain Party. A hearing on damages will be set by separate order.

The Court notes the exceptions and objections of the Defendants.

The Clerk shall see that this Order is sent to all parties.

/s/ David M. Hammer
Circuit Court Judge
23rd Judicial Circuit

Note: The electronic signature on this order can be verified using the reference code that appears in the upper-left corner of the first page. Visit www.courtswv.gov/e-file/ for more details.



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

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

COMMISSIONER
Vacant

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: September 18, 2024

Re: Fiscal Note: Sheriff's Personnel Request

Sheriff Thomas Hansen requests the following new hires:

Deputy:

Tyler Stehr	\$25.7452/hour	\$53,550.00
- Amount budgeted for this position in FY 24:		\$61,582.00
- Amount budgeted for this position in FY 25:		\$61,582.00

P/T Bailiffs:

Lee Dwyer \$17..50/hour

Allow 3 existing P/T bailiffs (\$17.50/hour) to work additional hours to backfill shifts with a maximum 1,560 hours annually.

Ronald Dantzic, David Wilson, Keith Johnson

FICA & Medicare are already budgeted. PERS retirement (9%) is the only additional costs.

There is enough funding available in the P/T Bailiff salary line item to cover these additional cost.



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

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Kelvin Upson

From: Edwina Benites-LM, county administrator

Re: Boards and Commissions appointments, September 19, 2024

Jefferson County Development Authority

- Cameran Clayton (Attachment 1- 1b)
- James Cook (Attachment 2- 2b)
- John Henry Dale (Attachment 3- 3c)
- James Dovel (Attachment 4-4b)
- Charles Love (Attachment 5- 5b)
- Daniel Lutz (Attachment 6)
- Heather McIntyre (Attachment 7- 7b)
- Mary Katheryn Robinson (Attachment 8- 8b)
- Dennis Shaw (Attachment 9)
- Adam Shively (Attachment 10- 10b)
- O. Colin Stine (Attachment 11- 11b)
- Tyler Tummolo (Attachment 12- 12b)
- Paige Wharton (Attachment 13- 13b)
- William Laska (Attachment 14- 14a)

Suggested motions:

Motion to appoint _____ as a citizen representative (seat 7) on the Jefferson County Development Authority for a three-year term expiring April 5, 2027.

Motion to appoint _____ as a citizen representative (seat 8) on the Jefferson County Development Authority for a three-year term expiring April 5, 2027.

Motion to appoint _____ as a business representative (seat 9) on the Jefferson County Development Authority for an unexpired term ending April 5, 2025.

Motion to appoint _____ as an agribusiness representative (seat 10) on the Jefferson County Development Authority for a three-year term ending April 5, 2027.

Motion to appoint _____ as a labor representative (seat 13) on the Jefferson County Development Authority for a three-year term ending April 5, 2027.

Representative- Harpers Ferry

- Roberta Meade-Curry (Attachment 14- 14b)

Suggested motion: Motion to appoint Roberta Meade-Curry for the unexpired Harpers Ferry representative seat on the Jefferson County Development Authority that expires April 5, 2025.

Farmland Protection Board

- Kevin Snyder (Attachment 15)

Suggested motion: Motion to appoint _____ to the Farmland Protection Board as the Farm Bureau representative for a four-year term expiring September 7, 2028.

- John Henry Dale (Attachment 3- 3c)
- Sydney O'Shaughnessy (Attachment 16- 16b)
- Colin Stine (Attachment 17- 17b)
- Julia Yuhasz (Attachment 18- 18c)

Suggested motion: Motion to appoint _____ to the Farmland Protection Board as non-farmer representative for a four-year term expiring September 7, 2028.

Suggested motion: Motion to appoint _____ to the Farmland Protection Board as the farmer-at-large representative for a four-year term expiring September 7, 2028.

Cameran Clayton

Inwood, WV | 239-989-3776 | cameranclayton@gmail.com

August 6, 2024

Edwina Benites-LM, County Administrator
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414
RE: JCDA BOD Citizen Representative

Greetings Ms. Benites,

I am writing to express my interest in serving as a citizen representative with the Jefferson County Development Authority Board of Directors. Having lived in WV's eastern panhandle for over 15 years, I am passionate about this community and excited for this opportunity to have an impact. As a citizen representative, I would have much to contribute including an array of professional skills and experiences, a service mindset, and an enthusiastic attitude.

In my career, I have held several positions that have prepared me to serve as citizen representative. As Data Research Associate at American Public University System, I researched workforce development trends and provided relevant benchmarks to help HR and university leadership better understand industry best practices in the areas of hiring, compensation, and DEI among others. I also worked closely with HR leadership on the annual budget process and often assessed and analyzed the costs and benefits of proposed workforce policy changes and strategic initiatives.

In my current role as Sr. Specialist with the Industries Research Group at Gartner, I collaborate with industry leaders and subject matter experts to provide primary market research data and analysis. The most recent survey project I spearheaded led to the creation of over 100 original documents that are now available to Gartner clients around the world.

I also have experience working in the non-profit sector, including as a Research Fellow with the National Peace Corps Association where I led a mixed method research project that ultimately improved the organization's member engagement, strategic planning, and donor outreach efforts.

Beyond my professional background, I am a lifelong learner who continuously pursues new educational opportunities, including a graduate level grant writing course which I recently completed. In my free time I enjoy reading, being in nature, and playing flute with Shepherd University's Symphonic Band.

My attached resume provides additional details regarding my qualifications and I can provide a list of references upon request. I thank you kindly for your consideration.

Sincerely,

Cameran Clayton

Cameran Clayton

Inwood, WV | 239-989-3776 | cameranclayton@gmail.com

Experienced researcher and data storyteller seeking new opportunities to deliver insights.

- Research and Reporting
- Data Visualization
- Dashboard Development
- Survey Design
- Statistical Analysis
- Business Intelligence

Technical Skills

Advanced Excel, VBA/Macros, [Tableau](#), Power BI, SQL, SPSS, NVivo, Qualtrics, QuestionPro, Visio, SharePoint

Education

American University, Washington, DC (Aug. 2014 – May 2017)

M.A., International Peace and Conflict Resolution

Shepherd University, Shepherdstown, WV (Jan. 2011 – May 2014)

B.S., Political Science

Professional Experience

Gartner, Arlington, VA

Sr. Specialist, Quantitative Analytics and Data Science (Jan. 2023 – present)

- Lead the development of primary research survey instruments that provide clients with insightful data to support better business decisions
- Apply statistical techniques to test research hypotheses and craft meaningful storylines
- Provide data-driven market research guidance and analysis to Industries Research Group key initiative leaders across sectors including retail, financial services, manufacturing, education, government, and healthcare

Salary.com, Waltham, MA

Consultant (Apr. 2022 – Sep. 2023)

- Designed and developed custom people data dashboards and reports that empowered clients to optimize their HR management and workforce planning initiatives
- Collaborated with clients to validate, clean, and structure their HRIS data to facilitate meaningful analysis

American Public University System, Charles Town, WV

Data Research Associate (Jun. 2018 – Apr. 2022)

- Leveraged an array of systems and data sources to provide university stakeholders with high quality workforce analytics
- Established, updated, and reported out on a range of HR metrics including turnover rates, cost per hire, time to hire, and offer acceptance rates

- Developed, published, and maintained HR data dashboards to keep university leadership apprised of workforce trends
- Designed, executed, and analyzed recurring and ad hoc employee surveys including exit, onboarding, and engagement surveys

National Peace Corps Association (NPCA), Washington, DC

Research Fellow (Jan. 2017 – Jan. 2018)

- Led a multi-stage research project utilizing a variety of methods including a member survey, semi-structured interviews, and statistical analyses to better understand membership trends and engagement amongst NPCA's 163 affiliate groups and 200,000+ individual members
- Delivered a comprehensive research report including recommendations which led to the creation of an improved affiliate group engagement strategy and, ultimately, to a larger, more cohesive member network

Center on Conscience & War, Washington, DC

Data Project Coordinator (Oct. 2016 – Jun. 2018)

- Implemented a mixed method data collection and analysis protocol for high volume call center focused on helping military servicemembers, veterans, and recruits
- Created, executed, and analyzed a comprehensive client survey which ultimately bolstered the organization's legislative and donor engagement efforts

Additional Experience

E-International Relations, Bristol, UK

Books Editor (Apr. 2018 – May 2020)

- Led the books editorial process from start to finish
- Recruited, trained, and managed small teams of three to five editorial assistants

Commissioning Editor (Jul. 2016 – Apr. 2018)

- Identified academic contributors and worked closely with them to edit, format, and otherwise prepare scholarly articles for publication

Certifications

Project Management Professional (PMP)®, Project Management Institute (Feb. 2022 – Feb. 2025)

HR Analytics Leader Certificate, AIHR Academy (issued Oct. 2019)

Strategic HR Metrics Certificate, AIHR Academy (issued Sep. 2019)

HR Data Analyst Certificate, AIHR Academy (issued Aug. 2019)

Publications/Press

"#TableauNext 2024 - 95 Next-Gen Stars of the #DataFam Data Visualization Community", *Medium* (Mar. 2024)

<https://bootcamp.uxdesign.cc/tableaunext-2024-1dff37a5004b>

"Three Ways to Visualize Data – Highlights From CUPA-HR's Data Visualization Challenge", *College and University Professional Association for Human Resources* (Apr. 2020)

<https://www.cupahr.org/blog/three-ways-to-visualize-data/>

"Net Success: Success Factors of Affiliate Groups", *WorldView* (Spring 2018)

<https://flickread.com/edition/download.php?location=5d386e9ac933f>

Edwina Benites

From: Dr. James Cook <r.james.cook@gmail.com>
Sent: Monday, August 26, 2024 2:03 PM
To: Edwina Benites
Cc: board@jeffersoncountywv.org
Subject: Application for Jefferson County Development Authority Board Member Position
Attachments: RJCook 2024.pdf

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

Dear Ms. Benites,

Please allow this email to serve as my Cover Letter with my resume attached.

I am writing to express my keen interest in serving as a board member for the Jefferson County Development Authority (JCDA). Having had the privilege of serving as an interim appointed county commissioner, I have witnessed firsthand the critical role the JCDA plays in driving economic growth and enhancing the quality of life in our community.

The JCDA's mission aligns perfectly with my passion for fostering a vibrant and prosperous Jefferson County. As outlined on the website, the JCDA's work in attracting and retaining businesses is instrumental in creating jobs, stimulating investment, and improving our community's overall well-being. Given my background as a Veteran with connections to the defense industry, I believe I can leverage my unique insights to attract government and defense industries to Jefferson County.

My experience as a county commissioner has given me a unique perspective on the challenges and opportunities facing our region. I believe that my understanding of local government, combined with my commitment to economic development, would make me a valuable asset to the JCDA board. I am particularly drawn to the organization's focus on building a virtuous cycle of growth, where business success leads to increased investment in our community, ultimately benefiting all residents.

I am eager to contribute my skills and knowledge to the JCDA's efforts to:

- Develop sites and available building stock
- Strengthen and align the workforce talent pipeline
- Identify and procure funding resources
- Provide essential services to support business growth

By working collaboratively with the JCDA board and staff, I am confident that we can continue to attract and retain businesses that will contribute to Jefferson County's long-term prosperity.

Thank you for considering my application. I have attached my resume for your review and would welcome the opportunity to discuss my qualifications further.

Gratefully,
James

James Cook, Ed.D, CFRE

EDUCATION

Doctor of Education, Organizational Leadership
University of Lynchburg, Lynchburg, VA
Focus: Leveraging Social Capital to Escape Generational Poverty

Master of Arts, Religion Leadership
Liberty University, Lynchburg, VA
Focus: Systemic Theology and Apologetics

Bachelor of Arts, Political Science
Methodist University Fayetteville, NC
Focus: Public Administration

PROFESSIONAL SUMMARY

Accomplished executive with extensive experience in strategic development, fundraising, and organizational leadership across various sectors including higher education, nonprofit consulting, healthcare, manufacturing, and military service. Proven track record in securing significant funding, enhancing operational efficiencies, and developing innovative programs to drive organizational success. Skilled in leading diverse teams, building strong stakeholder relationships, and implementing Justice, Equity, Diversity, and Inclusion (JEDI) initiatives. Expertise in managing large-scale projects, from international medical outreach to corporate restructuring, with a focus on sustainable growth and community impact. Highly effective in dynamic environments, consistently delivering results through strategic vision, adaptability, and collaborative leadership.

EMPLOYMENT

Jefferson County Commissioner, Jefferson County, WV

Current

As a Jefferson County Commissioner, I am the steward of our community's well-being. My role encompasses a broad spectrum of responsibilities, from fiscal management and infrastructure development to public safety and community enhancement. Collaborating closely with state agencies, municipalities, corporations, and federal partners is essential to driving economic growth, improving quality of life, and securing essential resources for our residents. By fostering strategic partnerships and leveraging shared goals, we work collectively to build a thriving Jefferson County.

A results-oriented leader, I possess a keen ability to build strong coalitions and drive positive change. My business acumen allows me to effectively manage the county's \$34 million budget, optimize resource allocation, and make data-driven decisions that impact areas such as public works, emergency services, and economic development. I excel at leading and motivating diverse teams, fostering a collaborative environment where innovation thrives. By combining strategic thinking with a deep understanding of Jefferson County's unique needs, I am committed to delivering tangible outcomes that enhance the quality of life for our residents.

Individual Development Director

Washington Area Community Investment Fund (Wacif), Washington DC

June 2021 – December 2023

I was recruited as the inaugural Individual Development Director at Washington Area Community Investment Fund (Wacif), responsible for driving individual revenue strategy and acquisition throughout the opportunity lifecycle, from opportunity identification to award acceptance. I built and implemented Wacif's individual stewardship strategy, developed capture strategies and tactics, managed the production of pitches and proposals for individual donors, and identified and implemented systemic and human capital investments needed to support continued scale in individual contributions driving Wacif's

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impact. My efforts in developing and managing an individual donor development strategy resulted in Wacif receiving and deploying necessary resources to fulfill its mission of equity and opportunity. I led the development of major gifts and individual donor programs, aligning them with investments in human capital, technology, policy, procedural, and governance protocols. Working with Wacif's executive and communications teams, I ensured that content supported the acquisition of new individual opportunities.

I identified non-institutional opportunities, initiated conversations with potential funders, and managed efforts to generate a comprehensive understanding of individual funding. Utilizing industry-standard applications and software, I gathered intelligence and planned approaches to high-capacity donors, analyzing donor trends nationally and regionally. I connected with strategic advisory groups to introduce Wacif and determine alignment with potential donors, managing a strategic process for including internal and external stakeholders in identifying and executing opportunities. My work in developing market analytics helped Wacif quantify its total addressable market with individual donors and establish realistic revenue scenarios and year-ahead development planning.

Leading the development and management of a rational and collaborative process, I ensured successful, funded appeals by spearheading kickoff pitches, proposal and pitch review sessions, and packaging supporting documentation in collaboration with internal partners. I cultivated relationships by prioritizing donors based on their affinity and capacity for strategic gifts, understanding their priorities and goals, and mapping out relationships to ensure a successful approach to each prospect. My efforts in prospect research and moves management stewarded donors toward major gifts.

I managed the organization's efforts to keep current supporters engaged with Wacif's work, working with executive and program teams to identify and prioritize key relationships, researching stewardship best practices, and developing and implementing stewardship strategies. As a mentor and leader of the Individual Development team, I provided guidance and support, managing the team effectively from workload management to performance appraisal and professional development.

Executive Director, Educational Foundation

Dabney S. Lancaster Community College (DSLCC) Educational Foundation, Clifton Forge, VA

January 2019 – May 2021

As the Executive Director of the College Educational Foundation and Director of Institutional Advancement/Public Information Officer for Dabney S. Lancaster Community College (DSLCC), I was responsible for writing policies and establishing protocols for scholarship, fundraising, investment, and advancement processes. I examined the efficacy of existing policies and developed new programs that aligned with the identified objectives and goals of DSLCC, working closely with alumni, fundraisers, the Virginia Community College System, and stakeholders to revise existing programs and determine the goals of new policies. In my dual roles, I provided direct leadership to over thirty-five administrative staff, Foundational Board members, third-party vendors, and contractors to increase the level of external resources from public and private sources to support the programmatic and capital needs of the College, raising over \$500k per year. Faced with minimal resources and scarce data, I developed an alumni outreach strategy, which resulted in a database of over 200 alumni who participated in school events and became recurring donors. During the onset of the COVID-19 pandemic, I created a marketing plan focusing on culinary, nursing, and forestry programs, utilizing local media to increase public engagement, and developing a dynamic marketing platform to increase student enrollment.

In response to the Virginia Community College System's mandate to change the college's name, I led a public relations campaign to celebrate the college's history while focusing on its future, culminating in a weeklong celebration in June 2022. I revamped DSLCC's investment strategy, allowing for maximum

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leverage of funds for the unrestricted budget and student scholarships, resulting in additional funding for athletics, new staff positions, and a discretionary fund for the College President. I changed the administrative fee policy and the spending cap policy to dynamic ranges that maximized the educational foundation's operations and increased scholarship distribution. Additionally, I incorporated Justice, Equality, Diversity, and Inclusion (JEDI) into our Board of Directors, which increased scholarship giving to more students using both "needs-based" and "merit-based" metrics. Through these efforts, I successfully managed relationships with critical funding sources, increased donor support, and enhanced the college's public image and operational efficiency.

**Principle, Owner
Cook and Associates**

September 2018 – May 2020, Lexington, VA

I coached, consulted, and contracted for strategic and fundraising initiatives with small nonprofit organizations and churches, significantly increasing fundraising revenue and constituent affinity across various nonprofit portfolios for private donors, corporate partnerships, and programmatic foundation funds. I led and implemented several strategic development programs, including prospect research, market segmentation planning, and outreach and engagement through cultivation, effectively building campaigns and identifying structural and organizational changes to best position these organizations for success. I worked with nonprofits with operational budgets ranging from \$1.5M to \$10M, contracting with organizations in Lexington, Lynchburg, Roanoke, and Chicago to plan and execute their fundraising strategies, including Day of Giving initiatives, collectively raising over \$1M. I led the strategic overhaul of corporate and foundation partner outreach, focusing on donor-designated funds, corporate social responsibility, corporate management, programmatic funding, and grant proposals, which resulted in \$600K in donations and an additional \$400K in the consideration phase. I also developed an innovative corporate affiliation program that recruited six corporate partners within cybersecurity and Science, Technology, Engineering, and Mathematics (STEM) programs, producing \$150K annually in unrestricted funds, and restructured prospect development strategies and codified position descriptions to synchronize communications among C-Suite, staff, and major gift officers, reducing duplication of efforts and increasing fundraising impact.

**Director – Clinical Collaboration and Education, College of Osteopathic Medicine (LUCOM), Lynchburg, VA
August 2013 – September 2018**

I began as the Director of Admissions and Student Services, before being promoted to Director of Clinical Collaboration and Education (DOCCE), where I developed national and international medical outreach programs, patient care initiatives, and international elective clinical rotations for students, staff, and faculty. I supervised the planning, operations, and logistical support for both short-term medical outreach events and long-term clinical rotations, maintaining partnerships with US governmental agencies and host country Non-governmental organizations (NGO). I advised the Dean in developing multiple continuity of care health clinics and hospital services in Central and South America and Africa, providing administration, support, and technical assistance to outpatient clinics in underserved locations. I also served as an advisor to Ministers of Health and healthcare providers in developing countries, analyzing the socioeconomic impact of healthcare, continuity of care, public health, and epidemiology.

My international clinical rotation sites included 20 medical outreach trips to Guatemala, and over twenty-five trips to Honduras, Dominican Republic, Peru, Togo, Kenya, Rwanda, and Zambia, while domestic clinical outreach involved annual healthcare collaborative events in Martinsville, Lynchburg, and Danville, VA. I determined the need for care, developed formularies, and worked with NGOs, local governments, host nation medical school staff, and students. I created the FLATTS acronym to cover logistical needs: Food, Lodging, Activity, Transportation, Translation, and Security, and coordinated training with host nation medical school and health department personnel to share local and US approaches to medicine, developing a sustainable model for medical school relationships and partnerships.

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In Eswatini, I collaborated with the Prime Minister and Minister of Health to develop a medical school program at the Raleigh Fitkin Memorial Hospital, addressing the country's reliance on imported doctors by laying the groundwork for a new medical school. I created international medical rotation sites for fourth-year medical students in several African countries, Central America, and the Caribbean, attracting students interested in helping in international settings by coordinating with host nations and developing sites for their international electives.

In rural Virginia counties, I established one-day medical clinics providing comprehensive care for homeless, uninsured, and underinsured patients. These events, held on Saturdays, served over 300 patients each, with coordination and facilitation involving more than 40 agencies providing various services to build self-esteem and ensure medical needs were met. Each patient was enrolled in local medical services for follow-up care, with a 30-formulary medicine provision. This program gave medical school students hands-on practical experience and taught them to work with multiple agencies to provide comprehensive care. We held these clinics in Martinsville, Danville, and Lynchburg, conducting four clinics each year.

**Chief Operating Officer (COO) Sayre Enterprises, Inc. Natural Bridge Station, VA
February 2010 – August 2013**

As a senior-level executive at Sayre Enterprises, I reported directly to the Founder and CEO, overseeing the company's budget, operations, and logistical activities. My responsibilities included managing revenue and sales growth, controlling expenses and margins, overseeing product manufacturing and distribution, and handling both internal and external communications. I also managed monthly, quarterly, and annual financial goals, leading a team of over 115 employees and achieving annual gross sales exceeding \$15M.

One of my key achievements was reducing labor costs from 15% to 12.7% without cutting personnel, particularly safeguarding the jobs of 20 intellectually disabled employees. By collaborating with local and government programs, I secured work stipends for these workers, effectively lowering costs while maintaining our workforce.

I managed three sales branches—government, commercial, and promotional products—and had oversight of warehouse operations for the production and manufacturing of over 70 lines of merchandise. I developed an employee taxonomy and management structure, auditing various workplace processes, and implementing new strategies to enhance efficiency and communication across Sayre Enterprises' supply and distribution chain.

US Military

August 1985 – January 2009

I served 20 years in the U.S. Army, progressing from enlisted to commissioned officer. My career spanned roles in intelligence, operations, and aviation logistics and maintenance, culminating in executive leadership positions. Deployed to Afghanistan, I gained combat experience and developed a deep understanding of complex operational environments. I successfully briefed the Director of the National Security Agency on critical equipment needs, securing a \$5M investment in advanced technology.

Demonstrating exceptional problem-solving skills, I resolved a critical supply chain issue during combat operations, preventing operational paralysis and maintaining an operational readiness rate above 90%. As a Jumpmaster, I led high-risk missions with over 140 personnel, requiring precise coordination and unwavering leadership. My expertise as a Senior Rated Army Aviator, including multiple combat missions as Air Mission Commander, solidified my reputation as a skilled and decisive leader.

I transitioned into executive roles, serving as a Battalion Executive Officer responsible for a \$300M budget and overseeing complex operations. This included managing a battalion of Blackhawk helicopters and a technical rescue engineer company, as well as liaising with the White House Military Office and the Pentagon Joint Staff. My ability to coordinate diverse teams, develop strategic plans, and execute complex missions prepared me for senior leadership roles.

OTHER SCHOOLS, CERTIFICATIONS, AFFILIATIONS, AND SKILLS

Certified Fund Raising Executive since 2019
US Army Aviation Officer Basic Course 1995 to 1996
Combined Logistics Officer Advance Course 1999 to 2000
Combined Arms Services Staff School 2000
US Army Business Lean Six Sigma Green Belt Certification 2007
US Army School of Cadet Command Faculty Development Course 2003, 2008
Army Aviation Maintenance Officer Course
Ranger School Jumpmaster School
Defense Language Institute for Spanish
Rotary Wing Course for CH47D, UH60A/L, VH60A, UH1, and TH67 helicopters.
Rated Aviator: Private, Commercial, and Instrument.
Rotary International District 7570 Area 6 - Area Governor

CIVILIAN AND MILITARY AWARDS

Paul Harris Fellow from Rotary International – Four awards
Honorary Brother Rat for the Virginia Military Institute (VMI) class of 2006
Virginia Military Institute Faculty of the Year 2004
Colonel Leo Codd Award National Army ROTC Instructor of the year 2004
Order of St. Michael Bronze Medallion – Army Aviation Association of America
Bronze Star Medal
Defense Meritorious Service Medal
Humanitarian Service Medal
Military Outstanding Volunteer Service Medal

PUBLICATIONS

Dissertation: May 2020. Cook, Robert James, "A Wrap Around Poverty Intervention Model: Leveraging Social Capital Reduces Poverty" (2020). Graduate Dissertations and Theses.
<https://digitalshowcase.lynchburg.edu/etd/35>

Poster: October 2018 at OMED: "Advancing Ultrasound Techniques in Guatemala" Megan Boyer, MS, Samuel Creighton, BS, Kathleen Bogacz, MD, FACP, and R. James Cook, MAR

Poster: ACOFP: "Building a medical outreach model for sustainability: An osteopathic approach" Elizabeth Johnsen, MS, Sherin Cherian, MS, Shawn Cherian, Renee Frantz, James Cook, MAR, Kathleen Bogacz, MD, FACP. Presented spring 2018 ACOFP.

Abstract: 2018 VIE Poster symposium. "Medical Students as Point-of-Care Ultrasound Instructors: Learners as Successful Teachers" Alycia Lee, Abigail Wheeler, Mariam Asper, Emily Rawlings, Jake Beerel, Stephen Chu, Joshua Albert, Camden Towne, Sarah Elrod, James Cook MAR, Kathleen Bogacz, MD, FACP, David McLario, DO. Presented at the CMDA National Convention 2018.

Edwina Benites

From: John Henry Dale <johnhenrydale@gmail.com>
Sent: Wednesday, August 28, 2024 2:10 PM
To: Boards; Edwina Benites
Subject: Revised Volunteer Boards cover letter and resume
Attachments: John Henry Dale Resume 2024.pdf; WV_Business_Cert_DaleDaleInc.pdf

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

Hello Mrs Benites and Jefferson County Commissioners,

My Name is John Henry Dale and I'm writing to express my strong interest in serving as a volunteer on one, or possibly all, of the following three boards:

- 1) Jefferson County Farmland Protection Board - non-farmer
- 2) Jefferson County Development Authority - business or citizen representative
- 3) Bolivar-Harpers Ferry Public Service District Board

I was born in Jefferson Hospital in Ranson in 1976 and grew up here in Jefferson County on a farm at Claymont, just outside of Charles Town. Claymont Court is the largest Washington family home and for the last 40 years has operated as a non-profit retreat center run by The Claymont Society for Continuous Education. I currently consult with Claymont for its technology infrastructure and farmland preservation initiatives and will be running for a seat on the CSCE board in the fall of 2024.

With a degree in International Studies focused on Spanish and Latin America from Kenyon College, a Master of Science in Digital Media from University of Edinburgh (Scotland, UK) and over 20 years of experience in the tech sector, I currently live in Blue Ridge Acres in Harpers Ferry and work remotely for AVI Systems as a contract IPTV Engineer for Google and Youtube TV. I also run my own AV, IT and Multimedia engineering and event production firm, Dale Dale Inc. As a lifelong Jefferson County citizen born in Jefferson Hospital in Ranson, I've lived all over the county, including Charles Town, Shepherdstown, Harpers Ferry, Summit Point, Middleway, and Kabletown.

After several years living outside of the county in Edinburgh, Scotland, Portland, OR, Miami, FL and New York City, last year I was thrilled to be awarded a spot in [Ascend WV's](#) 2023 Eastern Panhandle cohort. If you're not familiar, Ascend WV was created by former Intuit CEO and current Marshall University President (and Kenova, WV native) Brad Smith and his wife Alys Smith with a transformational \$25 million donation to West Virginia

University. WVU administers the program, which is designed to attract remote workers to West Virginia to encourage growth in areas like tourism, sustainable development and next-level transportation. 2024 has been a very successful year for the Ascend WV program and participating in it has been particularly rewarding for me on both a personal and professional level. It has been instrumental in helping me buy my home in **Blue Ridge Acres** through its partnership with **Rocket Mortgage** and in founding my newly incorporated arts and eco-tourism-focused business, **Mountaindale LLC**, here in Harpers Ferry.

As both a business owner and Jefferson County native who grew up in a farming community on a historic, rural Washington family estate and who served briefly as a planning commissioner in Harpers Ferry (2004-2005), I am deeply familiar with the issues facing business owners, farmers and the specific infrastructural issues facing Harpers Ferry, where my parents, Robert and Georgia DuBose have resided since 1997.

I've driven every road in this county, and walked, biked or flown over a large portion of its hills and dales. I am either friends or familiar with a wide swath of its citizenry across the entire political and socio-economic spectrum. I know that many issues we face here in Jefferson County are best resolved when its citizens put aside the manufactured political differences that seem to pervade mainstream and social media and work together on the critical issues that affect all of us, together, over generations.

I am deeply committed to both the economic growth and environmental sustainability of Jefferson County and believe wholeheartedly that these two critical factors must work together seamlessly to create the kind of livability that the 2045 Comprehensive Plan aspires to create for Jefferson County citizens.

I've attached my resume as a PDF as well as my WV Application for Certificate of Authority from the WV Secretary of State for my business, Dale Dale Inc and its WV subsidiary, Mountaindale LLC. I'd love to speak further at your convenience if **my skills and experience can benefit any or all of the aforementioned boards.** Thanks for your time and consideration of my candidacy for these important volunteer positions. Best regards,

John-Henry Dale

Mobile: 503-830-8917

<http://linkedin.com/in/johnhenrydale>

JOHN HENRY DALE, M.Sc.

503.830.8917 | JohnHenryDale@gmail.com | www.LinkedIn.com/in/JohnHenryDale/

SENIOR AV & IT ENGINEERING PROFESSIONAL

AV ENGINEERING | LIVE STREAMING | SOLUTIONS ENGINEERING | AUDIO/VIDEO PRODUCTION | BROADCAST ENGINEERING

Performance-driven, strategic, and process-focused Senior Engineer and Director with 20+ years of transferable experience in envisioning and building highly flexible and stable next-generation IT, AV and Multimedia streaming and programming tools to drive user experience, sales and solutions engineering success. Proven track record of success in consistently exceeding expectations, KPIs, metrics, and target sales goals on a year-over-year basis while negotiating mutually beneficial agreements with key clients and stakeholders.

IMMEDIATE VALUE OFFERED

- ❖ **Subject matter expertise** in the entire audio and video streaming engineering and encoding supply chain from content acquisition to delivery, using Jira, Confluence, Google sheets, and Airtable to support agile methodologies for live and on-demand streaming multimedia products and services.
- ❖ **Transferable expertise** in overseeing video playback monitoring and analysis for high traffic streaming services such as LinkedIn Live, Bloomberg LP and Youtube TV.
- ❖ **Administer content remediation** workflows for on-demand streaming video products while acting as a technical resource to other departments to address and resolve problems.
- ❖ **Leverage agile methodologies** to develop a deep understanding of streaming protocols and content delivery networks (CDNs), and associated KPIs.
- ❖ **Provide data-driven and insightful recommendations** via comprehensive presentations and reports to clearly communicate schedules, risks, issues, and processes to a variety of business, creative, and technical audiences.
- ❖ **Possess both solutions and audio/video engineering background** that allows for strategic engagement at the VP and C-level as well as with software developers and IT architects.
- ❖ **Excellent communicator** able to partner with project managers, product stakeholders and technical leads outside their area to coordinate work, deliverables, and schedules.
- ❖ **Manage multiple projects and initiatives** from concept to execution while leading agile ceremonies, daily stand-ups, sprint plannings, backlog refinements, retrospectives, and demos.

CORE COMPETENCIES

- Live Streaming and AV Engineering
- Enterprise SaaS P2P Video Solutions
- Jira / Confluence Experience
- Project and Process Management
- React JS AV / WebRTC Engineering
- SaaS Implementation Engineering
- Network and Cyber Security
- Cloud-based media Encoding
- Product Roadmap Development
- Cross-Cultural Communications
- Strategic Planning & Analysis
- Immersive Media Production
- Technical Troubleshooting
- Partnership Development
- Spatial Audio Integration
- AR / VR / MR/ HMD Tech
- Audio Video Production
- Regulatory Compliance
- Contract Negotiations
- Change Management
- Resource Allocation
- Client Engagement

PROFESSIONAL EXPERIENCE

IPTV ENGINEER | AVI SYSTEMS — NEW YORK, NY / REMOTE

02.2024 - PRESENT

Specialize in the installation, configuring, and troubleshooting of IPTV engineering and product solutions for Google and Youtube TV's OTA and D2S streaming video infrastructure using a fundamental understanding of IPTV principles, functionality, and terminology.

- ◆ On-site and remote installation and configuration of applications, interfaces, and products based on system/client requirements.
 - ◆ Develop configuration requirements, drawings, and documents for manufacturer applications and products.
 - ◆ Provide support in developing, implementing, and testing system moves, adds and changes.
 - ◆ Plan and execute assigned tasks within deadlines.
 - ◆ Assist in system solutions analysis, design, development, and testing activities.
 - ◆ Develop and maintain configuration policies and procedures.
 - ◆ Review and recommend changes to existing configuration processes.
- **Build, Test and Workflow Creation** of Cloud-Based Media Systems (Transcode, Edit, Rendering, Delivery)
 - **Analyze and resolve** configuration issues in a timely manner.
 - **Deploy and troubleshoot Evertz** video encoding and RF software and hardware.

SENIOR AV ENGINEER (CONTRACT) | BLOOMBERG LP — NEW YORK, NY
11.2023–02.2024

Operate within a multifaceted and all-encompassing live stream production management role, overseeing day-to-day responsibilities, including delivering robust services to broadcasters by maintaining advanced creative and content visions for best-in-class streaming experiences on LinkedIn Live. Provide in-depth insights on setup, testing, and management of live video encodes.

- ◆ **Audio and Video Engineering (A1 / V1)**, direction and production in a dynamic, global financial media organization. Live events, IPTV, video conferencing platforms (Zoom, Webex, MS Teams, etc.), training room management and general infrastructure support.
- ◆ **Producing high profile events** including audio and video mixing, camera framing and operation, lighting, stage management, and sophisticated audio/video switching and AVOIP control systems including Allen & Heath dLive 5000 mixers, Black Magic ATEM 2ME Production Studio 4K, Crestron AV control systems, Crestron, Biamp IP Audio, Christie and Purelink video matrix switchers.
- ◆ **AV Solutions Architecture and Engineering** for complex, multi-destination, fully redundant, live streaming, and broadcast enterprise event productions.

- **Build, Test and Workflow Creation** of Cloud-Based Media Systems (Transcode, Edit, Rendering, Delivery)
- **Monitor broadcaster live streams** in collaboration with internal engineering teams to ensure 100% system up-time.
- **Ensure author bespoke workflow** while crafting sophisticated streaming designs.

LIVE STREAMING PRODUCER | LINKEDIN — NEW YORK, NY

06/2022–01/2023

Operate within a multifaceted and all-encompassing live stream production management role, overseeing day-to-day responsibilities, including delivering robust live streaming services to broadcasters by maintaining advanced creative and content visions for best-in-class streaming experiences on LinkedIn Live. Provide in-depth insights on setup, testing, management, playback monitoring of live video encodes.

- ◆ **Produced multiple large-scale enterprise live streaming video events** for leading Fortune 500 organizations, including Salesforce, New York Times, Wall Street Journal, EY, Adobe Max, Samsung, Nestlé, and GlaxoSmithKline.
- ◆ **Maintain satisfactory testing, staging, and redundancy** for partners before broadcasting while meeting aggressive timeline requirements with precision.
- ◆ **Deliver comprehensive** education, insights, and information to broadcasting partners on a worldwide basis regarding appropriate streaming solutions.
- ◆ **Strategically work** with LinkedIn Stream Force team, supporting prestigious clients to achieve advanced creative and content vision for live streaming experiences on LinkedIn Live using complex network AV/streaming solutions.
- ◆ **Conduct quality testing** on broadcaster live streams using Jira to ensure 100% up-time while communicating customer feedback for feature optimization and technical troubleshooting requests through LinkedIn streaming encoder service.

- **Define viewer experience** and streaming distribution requirements while enabling broadcaster streams to LinkedIn Live.
- **Monitor broadcaster live streams** in collaboration with internal engineering teams to ensure 100% system up-time.
- **Ensure author bespoke workflow** while crafting sophisticated streaming designs.
- **Facilitate end-to-end setup, testing, and management** of live video encodes using StreamYard, Restream, Zoom, MS Teams, and Elemental and Teradek hardware encoders with accuracy.

SOLUTION ENGINEER (REMOTE) | HIVE STREAMING — MIAMI/STOCKHOLM 2019–2021

- ◆ **Used React and HTML5 to assist Hive SWE team** with development and deployment of javascript API-based application for transitioning the Hive P2P Video Agent from being an installed Java applet to a browser-based WebRTC plugin.
- ◆ **Resolved largest in-depth troubleshooting ticket** for live stream encoder issues faced by Qualcomm as well as improved client trust and renewed contract to generate revenue growth on a yearly basis.
- ◆ **Successfully onboarded Citibank** —using extensive video network analytics testing process developed by Hive for one of the world's largest financial institutions.
- ◆ **Drove and closed seamless delivery and execution** of enterprise streaming video software products to large Fortune 100 companies, including Citigroup, Coca-Cola, Qualcomm, Novartis, Allianz Global Investors, GlaxoSmithKline,

- **Strategically worked** with unified communications department to achieve seamless transition with zero errors while facilitating proper formatting regarding back-end integration of 20K+ data lines.
- **Hive's custom video streaming analytics dashboard** to deliver in-depth live event analytics reporting for clients.
- **Enabled multiple implementations and onboarding** in Spanish for LATAM customers across Argentina and Mexico.

Campbell Soup Company, GoDaddy, Nationwide, Alcoa, John Deere, and Merck.

- ◆ **Performed an integral role**, facilitating end-to-end activation and onboarding of new clients in NORAM, EMEA, and LATAM using API-integrated combination of Jira Service Manager, Confluence, and Salesforce cloud CRM solutions.
- ◆ **Transformed streaming** “Implementation” process into “Activation,” involving dynamic, international, and intra-departmental collaboration on conceptual and technical differences between processes to optimize customer journey lifecycle.
- ◆ **Achieved 100% revenue growth on a yearly basis**, coupled with 1000% growth in viewers from 2019 Q1 to 2021 Q1 (2M to 20M); 19M hours viewed (2021 YTD); 2.45M Hive Agents installed; and 9M WebRTC Viewers (2021 YTD).

- **Utilized extensive technical knowledge** to deliver robust services to key clientele.
- **Employed latest software and tools**, encompassing Confluence, Jira, Zendesk, Microsoft Teams and Power BI, Stream, Skype Business Broadcast, Panopto, TalkPoint, ON24, and Office 365 Suite.

MANAGER, DISTANCE LEARNING & INFORMATION TECHNOLOGIES | NEW WORLD SYMPHONY — MIAMI, FL

2015-2019

- ◆ **Completed distance education technology initiatives**, including producing yearly performance art productions and workshops in an efficient manner.
- ◆ **Supported academic conferences** via state-of-the-art live stream technology as well as transatlantic multi-site international real-time collaborations.
- ◆ **Produced and managed** NWS Distance Learning/IT infrastructure initiatives, involving creating workflows to drive technology remediation effectiveness.
- ◆ **Executed procedural changes** to enable continuous improvement of service delivery and IT operational procedures by following industry best practices.
- ◆ **Partnered with IT management team** to implement commercial technologies while modernizing enterprise technology solutions for faculty and students.

- **Pioneered end-to-end** immersive media efforts from audiovisual perspective.
- **Administered all aspects** of production 360 video presentation initiatives.
- **Oversaw experimentation**, beta testing, evaluation, recommendation, and purchasing of equipment and software.
- **Ensured strict compliance** with government and educational regulations regarding IT systems and processes.

IT ASSOCIATE | REGIONAL ARTS AND CULTURE COUNCIL (RACC.ORG.) — PORTLAND, OR

2011-2013

- ◆ **Delivered broad range** of IT and A/V support from configuring exchange and active directory to audio/video engineering, Tandberg & Polycom conferencing support, live webcasting, video conferencing, and web design using browser-based and text editors with command line, SSH server, and client programs.

- **Provided robust** social media tech support to valued clientele across highly visible platforms, encompassing Facebook, Twitter, YouTube, and Vimeo.

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IT ASSOCIATE | REGIONAL ARTS AND CULTURE COUNCIL (RACC.ORG.) — PORTLAND, OR

2011-2013

- ◆ **Employed latest programs, languages, and technologies**, encompassing Adobe CS suite, WordPress, Drupal, Microsoft Office 2010, Active Directory, Exchange, FileMaker, Dreamweaver, Wirecast, DSLR camera A/V workflows, Final Cut Pro, GitHub, Emacs, SublimeText2, TortoiseGit, browsers, VLC, Ustream, LiveStream, Cumulus, HTML, CSS, PHP, JavaScript, Wowza Media Server, Amazon Web Services (CloudFront), and Facebook for developers.

- **Oversaw extensive PC and A/V hardware** troubleshooting, testing, upgrades, PC re-builds, and modifications.
- **Utilized Adobe Premiere and Final Cut Pro** to facilitate video editing initiatives.

DIRECTOR, EVENTS BROADCASTING | STREAMGUYS INC. — ARCATA, CA

2008-2009

- ◆ **Supervised all aspects** of marketing, licensing, website design, video player design, server load balancing, streaming video, and audio testing for various multicast live video streams, event production, and management activities.
- ◆ **Successfully launched** online music streaming TV channel service platform.

- **Provided creative and technical direction** for The Venue Project —live streaming web TV channel, focusing on music, arts, and local broadcasting events.

ENTREPRENEURIAL EXPERIENCE

FOUNDER/DIRECTOR/PRODUCER | DALE DALE INC. — MIAMI, FL/NEW YORK, NY/ PORTLAND, OR /HARPERS FERRY, WV
2011–PRESENT

- ◆ **Scored closing sequence** of documentary "The Island President" (2012), Aubergine 3 music licensed in Warner Brothers film "Must Love Dogs" (2005), and TV shows Six Degrees (2007) Ugly Betty (2010) and NCIS: LA (2014).
- ◆ **Deliver DJ and Event Production services** to corporate/individual clientele, including Macy's, Nike, Victoria's Secret, Sports Authority, Nordstrom, Bloomingdales, Sephora, Saks Fifth Ave, Aldo, Guess, Crunch Gyms, Heineken, Disney, and Royal Caribbean International; **most-booked DJ in South Florida for Scratch Events (2015–2016)**.
- ◆ **Leverage cutting-edge technologies**, including Low-latency HLS, DASH, H.264, MS Smooth Streaming, RTSP, and RTMP to support end-to-end audio/video production, engineering, 360 live streaming, and event production initiatives for music, arts, and educational events.
- ◆ **Oversee digital audio/video editing** using Pro Tools, Final Cut Pro, and Adobe Creative Suite while supporting quality control analysis/digital media transcoding for multiple A/V codecs and protocols, such as MPEG-2, H.264/ AVC, AAC, AC3, MP4 and TS.
- ◆ **Steer and direct** highly visible AV and musical endeavors, including live performances while managing all aspects of video direction, production, and streaming engineering for valued corporate, non-profit, and individual clientele.
- ◆ **Founded and led Portland Live User Group** – Covering advanced Ableton Live production & performance techniques.
- ◆ **Exhibit advanced insights** into social media live streaming engines, including YouTube, Facebook, Twitter, Vimeo, and Twitch.
- ◆ **Serve as an Audio/Video Engineer** for clients, including New World Symphony, E11even, and Hard Rock Seminole Casino.

EDUCATION QUALIFICATIONS & COURSES

THE UNIVERSITY OF EDINBURGH — EDINBURGH, SCOTLAND 2007

— MASTER OF SCIENCE (M.Sc.) DIGITAL COMPOSITION & PERFORMANCE

THESIS/COMPOSITION: "SYZYGY", WRITTEN FOR 8.1/3-D AMBISONIC SPATIAL AUDIO FORMAT USING COMMON LISP MUSIC, ABLETON LIVE, AND PRO TOOLS; USED FIBONACCI SERIES NUMBERS FOR NOTE FREQUENCY VALUES AND COMPOSITIONAL STRUCTURE

KENYON COLLEGE — GAMBIER, OH 1999

— BACHELOR OF SCIENCE (B.S.) INTERNATIONAL STUDIES (LATIN AMERICA)

LINKEDIN COURSES: WHAT IS SCRUM? | HTML ESSENTIAL TRAINING

ARTIFICIAL INTELLIGENCE (AI) FOR BUSINESS LEADERS AND CONFLUENCE AI FOR IMMERSIVE VIDEO

PUBLICATIONS

AUBERGINE 3: IN ALL THINGS MODULATION – 2003, JOHN HENRY DALE – GHOSTHOUSEWORK (2009), MELLO PROFUNDO (2012)
JOHN HENRY DALE - STREAMING BINAURALFIR NODE AUDIO WITH 360 VIDEO (2016), DALE DALE – DADA (2018)

TECHNOLOGY SKILLS | LANGUAGE PROFICIENCY

MS O365 JAVASCRIPT | PYTHON | SALESFORCE | AIRTABLE | JIRA | CONFLUENCE | POWER BI

BILINGUAL FLUENCY IN THE ENGLISH AND SPANISH LANGUAGES | LIMITED WORKING PROFICIENCY: FRENCH AND PORTUGUESE



Application for Certificate of Authority

For filling with the West Virginia Secretary of State
a Business for West Virginia Partner
tel: (304) 558-8000

Business Legal Name:
Dale Dale Inc.

Business Legal Name	Dale Dale Inc.
Trade Name	Mountaindale
Submitted Date	07/02/2024
Registration Type	New Business 2
Registrant Type	A business registered in another state and locating an operation in West Virginia.
Charter Type	Foreign
Class	For Profit
Organization Type	Corporation
Home State	FL
County	Jefferson
WV Effective Date	07/02/2024
Original Charter Date	09/25/2019
Business Legal Purpose	To provide both audio / video, technology, and music engineering, consulting, and production services as well as short-term rental real estate services focused on outdoor recreation, music, wellness retreats and other forms of health and eco-tourism in in West Virginia.
Corporation Perpetual	Yes
Primary Business Location	168 Southeast 1st Street Suite 601A Miami, FL 33131 Phone #: (503)830-8917 County: Jefferson
Tax Return Mailing Address	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Agent of Process	Dale Dale Inc 66 Cavalier Estates Drive Harpers Ferry, WV 25425
Principal Office	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Registered Office in WV	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Officer Information	John Henry Dale Title: President 66 Cavalier Estates Drive Harpers Ferry, WV 25425
This Business Registered Before?	No
Primary Business Class	7139 Other Amusement and Recreation Industrie 713990 - All Other Amusement and Recreation Industries
Business Activity Public?	No
Offer credit services?	No
Purchase future payments?	No
Are you a scrap metal dealer or recycler?	No
Veteran-Owned organization?	No
Company Website Address	daledale.tech
Would you like to be contacted by a WWSBDC business coach?	No
Would you like to take advantage of the Young Entrepreneurs Act?	No





Application for Certificate of Authority

Business Legal Name:
Dale Dale Inc.

For filing with the West Virginia Secretary of State
a Business for West Virginia Partner
tel: (304) 558-8000

I certify the information provided is true. I further certify that I am duly authorized to file this document on behalf of this organization as required by West Virginia Code. I agree that the electronic entry of my name below represents my signature and authorization for this filing.

John Henry Dale

Authorized By

OFFICER

Capacity



Unified Business Identifier: UF002110027001

Partners in business for West Virginia

Business Legal Name:

www.business4wv.com

Dale Dale Inc.

Business Legal Name	Dale Dale Inc.
Business Name in WV (DBA Name)	Mountaindale LLC
Trade Name	Mountaindale
Submitted Date	07/02/2024
Registration Type	New Business 2
Registrant Type	A business registered in another state and locating an operation in West Virginia.
Charter Type	Foreign
Class	For Profit
Organization Type	Corporation
Home State	FL
County	Jefferson
WV Effective Date	07/02/2024
Original Charter Date	09/25/2019
Business Legal Purpose	To provide both audio / video, technology, and music engineering, consulting, and production services as well as short-term rental real estate services focused on outdoor recreation, music, wellness retreats and other forms of health and eco-tourism in in West Virginia.
Subchapter S Corporation	No
Corporation Perpetual	Yes
Primary Business Location	168 Southeast 1st Street Suite 601A Miami, FL 33131 Phone #: (503)830-8917 County: Jefferson
Tax Return Mailing Address	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Agent of Process	Dale Dale Inc 66 Cavalier Estates Drive Harpers Ferry, WV 25425
Principal Office	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Registered Office in WV	66 Cavalier Estates Drive Harpers Ferry, WV 25425
Officer Information	John Henry Dale SSN#: 232191180 Title: President 66 Cavalier Estates Drive Harpers Ferry, WV 25425
This Business Registered Before?	No
Any of Owners in Business Before?	No
Business Activity Type	Service
Primary Business Class	7139 Other Amusement and Recreation Industrie 713990 - All Other Amusement and Recreation Industries
Business Activity Public?	No
Secondary Business Class	5313 Activities Related to Real Estat 531390 - Other Activities Related to Real Estate
Business Activity Description	i will be operating an airbnb rental property with a focus on musical recording and wellness retreats. Additionally I am planning to open a small eco-resort in the Harpers Ferry Area, that will also have an outdoor-activity and recreational focus, as well as serving as a music and wellness-based retreat center.





Unified Business Identifier: UF002110027001

Partners in business for West Virginia

Business Legal Name:

www.business4wv.com

Dale Dale Inc.

WV/Location Operation Start Date	07/25/2024
WV/Location Annual Gross Income	Over \$20,000
Previous Year Gross Income Over \$4,000?	Yes
Federal Taxable Year End	December
Corporation a Subsidiary?	No
Subchapter-S Corporation	No
Sales/Service Location in WV?	Yes
Special Products	None
Sell beer to licensed distributors?	No
Sell beer to licensed retailers?	No
Sell liquor/wine/beer by the bottle?	No
Sell wine to licensed distributors?	No
Sell wine to licensed retailers?	No
Sell wine products to suppliers?	No
Stamp and sell cigarettes wholesale?	No
Sell other tobacco products wholesale?	No
Sell cigarettes retail?	No
Sell other tobacco products at retail?	No
Sell tax paid motor fuel at retail?	No
Operate as a(n) Refiner	No
Operate as a(n) Supplier	No
Operate as a(n) Permissive Supplier?	No
Operate as a(n) Importer	No
Operate as a(n) Blender	No
Operate as a(n) Exporter	No
Operate as a(n) Terminal Operator	No
Operate as a(n) Transporter	No
Operate as a(n) Distributor	No
Operate as a(n) Producer	No
Operate air/rail/watercraft for freight or passengers?	No
Manufacturer of soft drinks, syrups and/or powders	No
Bottler of soft drinks, syrups and/or powders	No
Wholesaler of soft drinks, syrups and/or powders	No
Purchase soft drinks, syrups and/or powders for resale with the excise tax paid from a manufacturer	No
Purchase soft drinks, syrups and/or powders for resale with the excise tax paid from a wholesaler	No
Purchase soft drinks for resale without the excise tax paid from a bottler or manufacturer	No
Purchase soft drinks for resale without the excise tax paid from a wholesaler	No
Special Activities	None
Behavioral health center or community care service?	No



Unified Business Identifier: UF002110027001

Business Legal Name:

Dale Dale Inc.

Partners in business for West Virginia

www.business4wv.com

Provide health care service?	No
Economic interest in severing natural resources?	No
Produce or process coal only?	No
Produce or process coal and other natural resources?	No
Produce timber?	No
Produce timber and other natural resources?	No
Provide public utilities?	No
Generate electric power for resale?	No
Operate natural gas storage reservoir?	No
Sell or furnish PSC regulated telecommunications?	No
Operate a collection agency?	No
Make consumer loans?	No
Make supervised loans?	No
Offer credit services?	No
Provide mortgage broker services?	No
Purchase future payments?	No
Operate an employment agency?	No
Conduct telemarketing to WV consumers?	No
Operate as a transient vendor?	No
Use commercial weighing or measuring devices?	No
Make purchase outside WV other than for resale?	Yes
Will business have employees?	Yes
Employees Working in WV	0
Employees subject to WV Income Tax	0
WV employees working in other states	0
Only casual employees?	Yes
Address of Payroll Location	Same as the Primary Business Location Address (listed above)
Payroll Mailing Address (UC)	Same as the Tax Return Mailing Address (listed above)
Are you a scrap metal dealer or recycler?	No
Veteran-Owned organization?	No
Company Website Address	daledale.tech
Would you like to be contacted by a WWSBDC business coach?	No
Would you like to take advantage of the Young Entrepreneurs Act?	No



Unified Business Identifier: UF002110027001

Partners in business for West Virginia

Business Legal Name:

www.business4wv.com

Dale Dale Inc.

I certify the information provided is true. I further certify that as an officer of the corporation, a member of the LLC, a partner of the sole proprietor I am duly authorized to file on behalf of this organization. I agree that the electronic entry of my name and capacity below represent my signature and authorization for this filing.

John Henry Dale

Authorized By

CEO

Capacity



SHEPHERD UNIVERSITY

August 30, 2024

Jefferson County Board of Commissioners

Dear Jefferson County Commissioners,

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Dr. James Dovel'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dr. James Dovel
Shepherd University

James Dovel

301 N. King Street • Shepherdstown, WV 25443
jdovel@shepherd.edu • 304-876-5255
linkedin.com/in/james-dovel-dba-b863b9146/



Curriculum Vitae

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

Education and Certification

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

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

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

Publications ([Research Profile](#))

Designing a Persuasive University Website: Conducting Internal Research to Help with University Student Recruitment (2024) *Journal of Advancing Business Education*, 6(1), 7-22.

Applied Business Lectures (2024). Shepherd University, Shepherdstown WV.

Significant value added to tenure application by developing and promoting OER materials in *Valuing OER in the Tenure, Promotion and Reappointment Process*: (2024) Case Study. CUNY Pressbooks

Implementing Effective, Relevant, and Interactive Discussion Boards to Enhance Engagement of Students and Instructors (2023), *Journal of Advancing Business Education*

Entrepreneurship: An Introduction and a Guide: (2023) Shepherd University, Shepherdstown WV.

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

Presentations

Designing a Persuasive University Website: Conducting Internal Research to Help with Univ. Student Recruitment [Paper Presentation]. (2024, April 2-4) 2024 ACAM, Memphis, TN, USA.

Off-site Panel on Regional Innovation and Commercialization [Expert Panel]. (2023, November 17) DOE OTT, Shepherdstown, WV, USA.

OER Use in the Classroom: (2023) Focus on Student Learning Faculty Training Seminar. Shepherd University, WV.

Continued...

Implementing Effective, Relevant, and Interactive Discussion Boards to Enhance Engagement of Students and Instructors [Paper Presentation]. (2023) IACBE: Annual Conference and Assembly Meeting. Orlando, FL, USA

Using a Flipped Classroom to Develop OERs for a Graduate Entrepreneurship Class [Conference Session]: (2022) Open Learning Statewide Convening, Charleston, WV

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

Covid-19 and Multimedia Discussion Forums: A Radical Change [Online Conference Session] (2021), Center for Scholastic Inquiry, best presentation runner up award.

Positive Youth Development & Employment Longevity [Online Conference Session] (2020). Center for Scholastic Inquiry Presentation.

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

Research in Progress

Ethics in Human Resource Management and Strategic Management

Group Assignment Peer Review Research

Entrepreneurship Textbook 2nd Edition.

OER in Entrepreneurship Education

The Role of the University Website in Attracting Students

Developing Textbooks as a Class Project

Grants and Funding Activity

\$10,000 + Value: Completed RFI and Facilitated Bridging Innovation Conference to Shepherd Bridging Innovation (2025)

\$10,000 + Value: Facilitated Fulbright Scholar Visiting Professor, Ruwan Abeysekera Fulbright (2024)

\$1,000: Open Education Resources Grant– Open Learning WV (2024)

\$500: Received Donation from Marc Krohn, USA Synthetic Rinks (2024)

\$4,000: Received Donation in entrepreneurship books. David Muchow (2023)

\$500: Faculty Senate Professional Development Opportunities Mini Grant (2023)

\$1,500: Open Education in Tenure and Promotion Case Study Authorship– DOERS3 (2023)

\$1,000: Open Education Resources Grant– Open Learning WV (2023)

\$500: Faculty Senate Professional Development Opportunities Mini Grant (2022)

\$1,000: Open Education Resources Grant– Open Learning WV (2022)

\$5,000: High School Business Plan Competition–Shepherd University President's Club (2021)

\$500: Faculty Senate Professional Development Opportunities Mini Grant (2020)

Certificates and Awards

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

Education Experience

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

Business Plan Competitions:

Coach finalist WV Collegiate and Community Business Plan Competition. (2020-2023)
High School Scholarship Contest: Created and administered high school business plan scholarship contest. (2022-present)
Jefferson County Pitch Competition Judge (2023-2024)
Berkeley County Pitch Competition Mentor (2023)

Experiential Learning projects:

Students participated in national TEAM University Challenge (One student awarded National Champion, five of the top ten were my students)
NPR Student Podcast Challenge
Recruited work-study students for value-added projects (numerous)
Baseball and Softball Concession Stands Operated by Entrepreneurship Students.
Frostyfest Store Operated by Entrepreneurship Students.
Business Plan Watch Parties and Class Competitions
Business Valuations/Appraisals
Popodicon Venue Marketing
YouTube Curriculum Development
Applied Business Lab in Partnership with the West Virginia Small Business Development Center
Lletmi Nutrition for a graduating student

Entered students in business plan competitions: West Virginia Business Plan Competition, IgniteWV, EnergyTech Up, WV Business Model Competition, and Build-up-Berkely. Several have placed and received startup funding.

Build a textbook class projects (Entrepreneurship and Applied Business Lectures)

Worked with startup companies as class projects: Light Therapy Solutions, Launchware, Kaiser Drone.

Classes Taught:

BADM212, Introduction to Innovation
BADM310, Principles of Management
BADM311, Exploring Entrepreneurship
BADM369 Applied Business Lectures
BADM370, Entrepreneurial Organization and Financing
BADM400, Innovation Integration
BADM407 Business Strategy and Policy
BADM411, New Venture Creation
FYEX 102 Business First Year Experience
MBA501, Entrepreneurship
MBA520, Management, Leadership and Ethics
MBA525, Facility and Event Management
MBA548, Applied Business, Executive Decision Making

Committee Service:

Core Curriculum (2020-2021)
Course Substitution Subcommittee (2020-2021)
Merit Evaluation (2020-2021)
Scholarship and Financial Aid (2020-2021)
Enrollment Management Committee (2021-2022)
Athletics Committee (2020-Present)
West Virginia Collegiate Business Plan Competition Oversight Committee (2020)
East Campus Loop Campus Advisory Committee (2022-2023)
COB Advisor Search Committee (2021-2022)
Marketing Directing Search Committee (2021-2022)
Accounting Professor Search Committee (2021-2023, three times)
Provost Search Committee (2021)
Chair Business Professor Search Committee (2021-2023, Three successful searches)
Faculty Senate (2021-2022)
Program Review Committee (2022-2023)
Institutional Review Board (2022-present)

Graduation Floor Marshal (2023-present)
Textbook Affordability Committee (2023-present)
Revenue Generation Committee (2023-2024)
Provost Search Committee (2024)
SHEP Advisory Board (2024-present)

Advising:

Undergraduate business entrepreneurship students
New student orientation

Professional Development Highlights:

Focus on Student Learning Workshops
Techshops
Early Brightspace user
Small Business Administration Economic Disaster Loan Training
WVU Encova, SBA Paycheck Protection Program
Rural Business Development Grant Webinar
Small Communities Big Solutions
McGraw Hill Virtual Business Analytic Summit
Grant writing seminars
SCORE Webinars
President's Lecture Series on Nobel Prizes
DegreeWorks training
Grow with Google
Relationships, Resilience, and Reflection
Teaching that Empowers Academic Belonging

STEVEN'S HENAGER COLLEGE, Boise, ID

Business Professor, January 2019 to July 2019

Classes Taught:

Acc102, Fundamentals of Accounting II
Acc103, Fundamental of Accounting III
Acc213, Principles of Accounting I
Acc214, Principles of Accounting II
Acc215, Principles of Accounting III
Acc216, Principles of Accounting IV
Acc217. Principles of Accounting V

Acc321, Intermediate Accounting II
Ecn220, Economics
Eth233, Ethics
Fin334, Financial Management I
Man103, Management Principles
Man104, Business Practices
Man210, Entrepreneurship
Man224, Business Law
Man230, Advertising Principles
Man324, Operations Management
Man443, Organizational Design and Change
Man444, Human Resource Management
Sta322, Statistics

Adjunct Business Professor, September 2018 to January 2019

GARDEN VALLEY HIGH SCHOOL, Garden Valley, ID

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

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

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

Professional Experience

SOURDOUGH LODGE, Lowman, ID

Owner, 1998 to 2022

General Manager, 1998 to July 2019

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

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

MAC TOOLS, Columbus, OH

Recruiter/Analyst, 1993 to 1998

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

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

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

Entrepreneurial Experience

Business Purchase. Sourdough Lodge (1998)

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

Cabin Rental Purchase, Sourdough Lodge (1999)

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

Built Two Additional Cabins. Sourdough Lodge (2001)

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

Purchased and Relocated a Cabin. Sourdough Lodge (2002)

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

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

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

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

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

Business Expansion Project. Sourdough Lodge (2014)

Purchased an adjoining property for future cabin and lodging expansion.

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

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

Business Sale. Sourdough Lodge (2022)

Successfully sold business and four real estate properties.

Business Acquisitions and Conversions. (2022-Present)

Successfully purchased multifamily rental properties, ownership in storage facilities businesses, and ownership in an assistant living center, and funded a mortgage.

Accounting and Finance Experience

QuickBooks. Sourdough Lodge (1998-2022)

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

Community Service

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

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

Volunteer Auditor, Lowman Volunteer Fire Department (2018)

Audited yearly financial statements and books.

Professional Associations

International Personnel Assessment Council

Center for Scholastic Inquiry

West Virginia Entrepreneurship Ecosystem

International Accreditation Council for Business Education

West Virginia Business Link

Charles Love

Ranson, WV 25438

Mobile: 937-213-1652

Email: charlesrlove1719@gmail.com

Date: August 6, 2024

Edwina Benites-LM

Jefferson County Commission

PO Box 250

Charles Town, WV 25414

Dear Edwina & Members of the Jefferson County Commission,

I am writing to express my interest in serving on one of the following advisory boards: the Region 9 – Eastern Panhandle Regional Planning and Development Council, the Jefferson County Board of Health, or the Jefferson County Development Authority. While I am interested in contributing to all three, I am seeking to serve on one board where my skills and experience can be most beneficial to the community.

During my ongoing tenure with the Department of Energy's Office of Environmental Management, I have been actively engaged with various advisory boards and stakeholders to facilitate decision-making processes that balance environmental and community concerns. My current role with the Environmental Management Site-Specific Advisory Board (EM SSAB) provides me with a strong understanding of how to navigate complex regulatory landscapes, ensuring compliance with federal guidelines while addressing local community needs. I believe this experience would be valuable in serving on the Region 9 Planning Council, where long-term regional planning and development are crucial.

In addition to my work in environmental management, my experience in public health policy, particularly in managing projects related to environmentally impacted communities, aligns well with the responsibilities of the Jefferson County Board of Health. My background has equipped me with the knowledge to address public health concerns through strategic planning and data-driven decision-making. I am particularly interested in contributing to the board's efforts in mitigating environmental health risks and improving the overall health outcomes for our community.

Furthermore, my experience working in Portsmouth, OH, where I frequently interacted with the Southern Ohio Diversification Initiative, has given me a unique perspective on local economic development and community engagement. I understand the importance of sustainable development and the need for innovative approaches to economic challenges.

I am eager to bring this perspective to the Jefferson County Development Authority to help drive initiatives that promote economic growth, job creation, and the overall prosperity of Jefferson County.

I am enthusiastic about the opportunity to serve on an advisory board and to contribute my skills and experience to the betterment of Jefferson County. Thank you for considering my application. I look forward to the possibility of working with you and other members of our community to achieve our shared goals.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Love". The signature is fluid and cursive, with a prominent loop at the end.

Charles Love

CHARLES LOVE

Ranson, WV 25438, United States

Mobile: 937-213-1652 | charleslove1719@gmail.com

Citizenship: USA | Veterans Preference: None
Clearance: Willing to Obtain | Availability: Immediate | Job Type: Permanent, Full-Time, Remote/Remote Restricted

SUMMARY OF QUALIFICATIONS

Highly accomplished and performance-driven professional with comprehensive experience orchestrating, managing, and executing key projects and initiatives in support of federal agencies, including the Department of Energy. Adept at leveraging a unique blend of expertise encapsulating strategic thinking, analytical prowess, and interpersonal ability to drive cross-functional collaboration and achieve organizational objectives. Impressive track record of successfully navigating regulatory landscapes and ensuring compliance with federal guidelines. Instrumental in facilitating data-driven decision-making to optimize resource allocation and streamline project outcomes in deadline-driven environments. Recognized for conducting thorough program evaluations to provide critical insights and recommendations aimed at enhancing impact and outcomes in ongoing initiatives. Driven to support senior management with strategic decision-making, process optimization, and organizational growth.

Areas of Expertise: Program Management, Strategic Planning & Execution, Stakeholders Engagement, Risk Management

KEY VALUE OFFERINGS

- Proficient in selecting and applying appropriate program evaluation, planning, and measurement techniques to assess the effectiveness of policies by employing rigorous evaluation frameworks and methodologies.
- Extensively knowledgeable in written communications, demonstrating expertise in crafting comprehensive policy reports, briefs, and memos, by synthesizing complex information and providing evidence-based recommendations.
- Skilled in managing, planning, organizing, and directing multiple complex processes related to ongoing projects and initiatives by coordinating and overseeing project timelines, resources, and stakeholders.
- Experienced in leveraging strong communication skills to convey complex information to diverse stakeholders by employing clear and concise language and robust presentation skills.

SIGNATURE SKILLS

- | | | |
|--------------------------|--------------------------|-----------------------------|
| • Project Coordination | • Acquisition Strategies | • Contracts Closure |
| • Management Consultancy | • FACA Compliance | • Quality Assurance |
| • Administrative Support | • Process Improvement | • Documentation & Reporting |
| • Trends & Data Analysis | • Audit Readiness | • New Initiatives Support |

WORK HISTORY

Office of Environmental Management
Department of Energy
Washington, DC, United States
Full-Time, Hours Per Week: 40

8/2023 – Present
GS-09

MANAGEMENT AND PROGRAM ANALYST

Duties, Accomplishments, and Related Skills:

STAKEHOLDER ENGAGEMENT: Engaged in policy analysis, enhancing administrative processes and stakeholder engagement within DOE-EM-2.22 Intergovernmental and Stakeholder Programs Office. Supported the Environmental Management Site-Specific Advisory Board (EM SSAB) and its eight chapters across the United States as well as the EM Advisory Board (EMAB). Assisted EM SSAB and EMAB Designated Federal Officer (DFO) in implementing Advisory Board recommendations, facilitating future EM SSAB Chair's meetings. Aided in policy procedure analysis, responding to the EM SSAB Chair's Recommendations for informed DOE-EM decision-making.

FACA COMPLIANCE: Adhered to Federal Advisory Committee Act (FACA) guidelines and procedures, ensuring compliant and transparent advisory board operations. Supported the EM SSAB and the EMAB in adhering to FACA regulations during decision-making processes. Ensured FACA compliance in stakeholder engagement efforts, maintaining transparency and legality. Collaborated with colleagues to navigate complex FACA regulations, ensuring accurate execution.

DATA ANALYSIS: Developed and presented operational data to EM SSAB DFO, facilitating stakeholder communication. Analyzed operational data to provide insights for improved decision-making within DOE-EM-2.22. Collaborated with stakeholders to interpret

Charles Love, Resume
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operational data, facilitating mutual understanding. Assisted in operational data collection, contributing to comprehensive stakeholder reports and communications.

WEBSITE DESIGN AND COORDINATION: Acted as the Subject Matter Expert (SME) and Point of Contact (POC) for website updates for the EM Intergovernmental and Stakeholder Programs Office, spearheading digital communication strategies to enhance stakeholder engagement.

KEY ACCOMPLISHMENTS:

- Elevated stakeholder engagement, fostering collaboration between DOE-EM and stakeholders during EM SSAB meetings as the Federal Coordinator for the EM SSAB.
- Ensured FACA compliance, facilitating organized FACA-required public hearings while adhering to guidelines.
- Amplified communication impact by crafting compelling materials and conveying DOE-EM initiative outcomes to key stakeholders.
- Served as the acting Federal Coordinator for the Environmental Management Advisory Board (EMAB) for 6 months, leading cross-functional teams and facilitating critical advisory processes to support strategic decision-making.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to facilitate communication between various government agencies and external stakeholders.
- Well-versed in environmental policies and regulations related to waste management and cleanup.
- Excel in conducting research and analysis to support the development of program strategies.
- Capability to organize and coordinate meetings, workshops, and presentations for diverse audiences.
- Competency in collecting, organizing, and interpreting data to track program performance and outcomes.
- Talent to assist in the preparation of reports, documents, and presentations for senior staff and stakeholders.
- Mastery of utilizing communication tools and platforms to maintain effective information exchange.
- Ability to adapt to evolving priorities and work collaboratively within a multidisciplinary team.
- Knowledgeable in maintaining up-to-date records and documentation for program activities and progress.

Okay to contact this Supervisor: Yes | Supervisor: Joceline Nahigian (Contact: 301-250-3409)

Office of Environmental Management
Department of Energy
(Through Oak Ridge Institute of Science and Education - ORISE)
Washington, DC, United States
Full-Time, Hours Per Week: 40

06/2023 – 08/2023

INTERGOVERNMENTAL AND STAKEHOLDER PROGRAMS INTERN

Duties, Accomplishments, and Related Skills:

PROCESS IMPROVEMENT: Reviewed, distributed, and posted EM SSAB Chair's meeting minutes on DOE-EM websites, modifying administrative processes. Implemented corrective actions from administrative reviews, producing and editing public-facing documents and presentations. Wrote and reviewed documentation related to EM SSAB, ensuring accuracy and compliance. Tracked task progress and took meeting minutes, ensuring streamlined operations and communication.

DATA ANALYSIS: Developed and presented operational data to EM SSAB DFO, facilitating stakeholder communication. Analyzed operational data to provide insights for improved decision-making within DOE-EM-2.22. Collaborated with stakeholders to interpret operational data, facilitating mutual understanding. Assisted in operational data collection, contributing to comprehensive stakeholder reports and communications.

KEY ACCOMPLISHMENTS:

- Elevated stakeholder engagement, fostering collaboration between DOE-EM and stakeholders during EM SSAB meetings.
- Optimized administrative processes and significantly reduced time to review and disseminate meeting minutes.
- Improved decision-making by analyzing procedures and delivering informed responses to the EM SSAB Chair's Recommendations.
- Amplified communication impact by crafting compelling materials and conveying DOE-EM initiative outcomes to key stakeholders.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to facilitate communication between various government agencies and external stakeholders.
- Knowledgeable in project management principles and practices for overseeing intergovernmental initiatives.
- Excel in conducting research and analysis to support the development of program strategies.
- Capability to organize and coordinate meetings, workshops, and presentations for diverse audiences.

Charles Love, Resume
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- Competency in collecting, organizing, and interpreting data to track program performance and outcomes.
- Talent to assist in the preparation of reports, documents, and presentations for senior staff and stakeholders.
- Knowledgeable in maintaining up-to-date records and documentation for program activities and progress.

Okay to contact this Supervisor: Yes | Supervisor: Joceline Nahigian (Contact: 301-250-3409)

Enterprise Technical Assistance Services
Piketon, OH, United States
Full-Time, Hours Per Week: 40

10/2020 – 08/2023

PUBLIC AFFAIRS SPECIALIST

Duties, Accomplishments, and Related Skills:

COORDINATION & ENGAGEMENT: Orchestrated weekly public affairs meetings to bridge communication gaps between contractors and DOE, facilitating transparent information exchange. Coordinated presentations and work plans, amplifying stakeholder engagement through effective interactions with DOE and the Portsmouth Site-Specific Advisory Board. Collaborated with the public affairs team to organize quarterly public meetings, fostering community engagement and open dialogue.

DOCUMENT CONTROL: Controlled, reviewed, and created essential documents to facilitate seamless land transfer to SODI, ensuring full regulatory compliance. Demonstrated meticulousness in updating and disseminating project tracking documents, empowering data-driven decision-making. Assessed contractor invoices for Real Property Transfer and Regulatory Documents, ensuring quality and accuracy for DOE's final review. Provided prepared submissions and financial data for DOE's final review of documents.

NEW INITIATIVES SUPPORT: Aided Property Transfer team in supporting Ohio University and DOE's PORTS Future Grant initiatives, facilitating community growth through strategic collaboration. Provided vital support to DOE in hosting educational outreach programs and insightful site tours, promoting community understanding and collaboration. Supported Ohio University and DOE in PORTS Future Grant initiatives, promoting community growth and sustainable development. Played a key role in supporting Ohio University and DOE in PORTS Future Grant initiatives, facilitating community growth and sustainable development through strategic collaboration.

COMMUNICATION ENHANCEMENT: Amplified stakeholder engagement and operational effectiveness by lending expertise in presentation development and scheduling coordination. Collaborated closely with DOE and SSAB, lending expertise in presentation development and scheduling coordination to amplify stakeholder engagement. Reviewed contractor article submissions for the EM Newsletter, ensuring content quality and accuracy through insightful comments.

PROPERTY TRANSFER: Assisted the Property Transfer team by creating, reviewing, and controlling essential documents, ensuring seamless land transfer to SODI while complying with regulations. Led interactions with web development contractors in crafting PortsDemo.com, providing public access to real-time air monitoring data and insights into demolition activities.

KEY ACCOMPLISHMENTS:

- Recognized for receiving multiple letters of commendation from ETAS management, commending outstanding achievements in facilitating property transfer, coordinating National EM SSAB chairs meetings, and delivering support to DOE initiatives.
- Orchestrated seamless communication between contractors and the Department of Energy (DOE), ensuring productive weekly public affairs meetings and transparent information exchange to facilitate efficient project coordination.
- Spearheaded the creation and launch of PortsDemo.com, a public-facing website offering real-time air monitoring data and insights into demolition activities, enhancing public access to crucial information and bolstering community engagement.
- Drove successful educational outreach programs and site tours in collaboration with DOE, fostering increased community understanding, active participation, and collaboration while promoting sustainable development goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate complex technical information to a diverse audience.
- Well-versed in crafting persuasive narratives for public dissemination.
- Knowledgeable in utilizing various media platforms for strategic messaging.
- Excel in crisis communication and managing public perception during challenges.
- Capability to analyze public sentiment and adjust communication strategies accordingly.
- Competency in coordinating events and campaigns to promote technical assistance services.
- Talent to collaborate with cross-functional teams to align messaging with organizational goals.
- Mastery of creating engaging content, including press releases, articles, and social media posts.
- Ability to monitor and respond to public inquiries and feedback promptly.
- Well-versed in monitoring industry trends to provide timely and relevant public affairs guidance.

Okay to contact this Supervisor: Yes | Supervisor: Yvette Cantrell (Contact: 865-405-3199)

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Fluor-BWXT Portsmouth
Piketon, OH, United States
Full-Time, Hours Per Week: 40

06/2019 – 08/2019

SUB-CONTACTS INTERN

Duties, Accomplishments, and Related Skills:

CONTRACT CLOSURE: Processed contract closures while strictly adhering to Federal Acquisition Regulation (FAR) guidelines. Managed smooth closure of completed contracts, aligning with FAR guidelines and compliance standards. Played a key role in facilitating successful audits by the Defense Contract Audit Agency (DCAA) through meticulous contract closure processing. Assisted Fluor-BWXT Contract Management by processing contract closures, ensuring readiness for DCAA audit.

FUND DE-OBLIGATION: Executed de-obligation of funds from completed contracts while adhering to Federal Acquisition Regulation (FAR) protocols. Ensured accurate fund de-obligation by aligning with FAR guidelines and compliance standards for finished contracts. Supported Fluor-BWXT Sub-Contract Management in de-obligating funds during preparations for the DCAA audit.

AUDIT SUPPORT: Provided valuable support in preparing for a successful Defense Contract Audit Agency (DCAA) audit by ensuring comprehensive compliance. Supported Fluor-BWXT Sub-Contract Management in audit readiness, ensuring adherence to compliance requirements and effective engagement during DCAA audit.

KEY ACCOMPLISHMENTS:

- Enhanced efficiency of contract closure procedures, reducing processing time and ensuring adherence to industry regulations.
- Managed fund de-obligation from completed contracts while minimizing financial discrepancies and maintaining compliance.
- Played a pivotal role in preparing essential documentation and procedures, contributing to the successful completion of rigorous audits.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Capability to collaborate on multidisciplinary projects within the Fluor-BWXT Portsmouth framework.
- Competency in data analysis and proficient use of relevant software tools.
- Knowledgeable in project documentation and record-keeping practices.
- Mastery of technical writing for effective communication within the team.
- Ability to adapt and learn quickly in a dynamic industrial environment.
- Talent to assist in process optimization and efficiency enhancement initiatives.
- Excel in researching to support the development of innovative solutions.
- Knowledgeable in quality control procedures to ensure adherence to project standards.

Okay to contact this Supervisor: Yes | Supervisor: Brady Barnhart (Contact: 740-897-2146)

Shawnee State University
Portsmouth, OH, United States
Full-Time, Hours Per Week: 40

08/2017 – 05/2020

STUDENT EMPLOYEE & RESIDENT ASSISTANT

Duties, Accomplishments, and Related Skills:

RESIDENT SUPPORT: Guided and mentored on-campus residents, fostering a supportive and inclusive community. Resolved conflicts among residents while enforcing housing policies to maintain a harmonious living environment. Led engaging community-building activities aimed at enhancing residents' sense of belonging and interaction. Ensured the safety of residents by being vigilant and responsive to any security concerns.

ADMISSIONS GUIDANCE: Assisted prospective students and families by providing detailed information about programs, campus facilities, and admission requirements. Aided admissions team by assisting in coordinating various events and managing logistical aspects. Supported admissions team with administrative tasks, including file management and handling correspondence. Conveyed essential program details and prerequisites to prospective students and assisted with making informed decisions.

HR COORDINATION: Engaged in coordinating various HR processes, ensuring smooth onboarding and offboarding of employees. Assisted in managing employee files, contributing to organized and accessible record-keeping. Gained valuable insights into HR operations, contributing to a broader understanding of HR practices. Played a key role in enhancing documentation practices, contributing to more efficient and streamlined HR processes.

KEY ACCOMPLISHMENTS:

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- Developed, planned, and successfully executed a wide range of educational, social, and recreational programs catering to a diverse group of over 40 students, fostering engagement and a sense of community.
- Eased transition of new residents into university and residence life by providing personalized assistance and guidance, contributing to a smoother adjustment process for incoming students.
- Successfully completed three consecutive year-long work-study programs, showcasing consistent dedication and commitment to professional growth and development.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively communicate and engage with diverse groups of students and residents.
- Well-versed in promoting a positive and inclusive living environment within university residences.
- Knowledgeable in addressing and resolving conflicts among students and maintaining a harmonious community.
- Excel in organizing and executing educational and social programs to foster student engagement and personal development.
- Talent to lead and facilitate group discussions, workshops, and training sessions for personal and community growth.
- Ability to respond promptly to emergencies, provide assistance, and follow appropriate protocols.
- Well-versed in collaborating with university staff and faculty to enhance student experience and residential life.

Okay to contact this Supervisor: Yes | Supervisor: Sthefany Thomas (Contact: 813-469-0465)

EDUCATION

Master of Business Administration (MBA), Western Governors University, Salt Lake City, UT, 03/2024

Bachelor of Science in Business, Management, Shawnee State University, Portsmouth, OH, 05/2020

High School Diploma, Ripley-Union-Lewis-Huntington High School, Ripley, OH, 05/2016

SOFTWARE & OPERATING SYSTEMS

Microsoft Office Suite (Excel, Outlook, PowerPoint, Word)

AFFILIATIONS

Steward, National Treasury Employees Union (NTEU) | 08/2024-Present

SPECIALIZED SKILLS AND KNOWLEDGE

Analytical Methods & Techniques: Apply sophisticated analytical methods and techniques to analyze policy data and generate evidence-based insights. Utilize advanced statistical analysis to assess the impact of policies on the public. Employ data visualization tools to effectively communicate complex analytical findings to key stakeholders.

Program Evaluation Techniques: Conduct comprehensive program evaluations to assess the effectiveness and efficiency of new initiatives. Develop and implement rigorous evaluation frameworks and methodologies to measure the impact of energy-related projects. Utilize qualitative and quantitative research methods to evaluate outcomes and cost-effectiveness. Collaborate with multidisciplinary teams to design and execute evaluations, ensuring accurate data collection and analysis.

Oral Communication: Present research findings and policy recommendations to diverse audiences, including policymakers, stakeholders, and community groups. Deliver compelling and concise oral presentations at conferences, workshops, and meetings. Collaborate with colleagues to develop effective communication strategies for disseminating policy information.

Legislative & Budgetary Processes: Monitor and analyze legislative proposals to assess potential impact on programs and policies. Provide expert guidance on legislative matters and contribute to the development of policy briefs and reports. Assist in preparing and justifying budget requests, ensuring alignment with strategic priorities and program goals. Collaborate with cross-functional teams to advocate for adequate funding and resources for public initiatives.

Written Communication Knowledge: Prepare comprehensive reports and policy briefs, conveying complex policy concepts and recommendations clearly and concisely. Draft official correspondence, including letters, memoranda, and emails, to communicate with internal and external stakeholders. Develop written materials, such as press releases and fact sheets, to effectively disseminate policy information to the public.

Complex Process Management: Manage and oversee multiple complex processes related to policy development, implementation, and evaluation. Plan and coordinate activities of interdisciplinary teams, ensuring timely execution and alignment with project goals. Organize and prioritize tasks, resources, and timelines to ensure efficient workflow and successful project completion. Direct and guide stakeholders through complex processes, providing expertise and facilitating collaboration to achieve goals.

Boards

From: Daniel Lutz <p.lutz007@gmail.com>
Sent: Thursday, August 22, 2024 1:25 PM
To: Boards
Subject: APPLICATION LABOR SEAT JEFFERSON COUNTY DEVELOPMENT AUTHORITY

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

Ms. Benites:

Here is the personal statement I promised you concerning appointment to the LABOR Seat on the Jefferson County Development Authority.

POLITICAL HISTORY:

2024 16th District State Executive Committee	MOUNTAIN PARTY
2024: Eastern Panhandle Conservation District Supervisor	NON-PARTISAN OFFICE
2020: 16th District State Executive Committee	MOUNTAIN PARTY
2020: Candidate Governorship West Virginia	MOUNTAIN PARTY
2020 Eastern Panhandle Conservation District Supervisor	NON-PARTISAN OFFICE
2018 Candidate 2nd Congressional District	MOUNTAIN PARTY
2016 16th District State Executive Committee	MOUNTAIN PARTY
2016 Eastern Panhandle Conservation District	NON-PARTISAN OFFICE
2014 Candidate House of Delegates	MOUNTAIN PARTY
2013 16th District State Executive Committee	MOUNTAIN PARTY
2012 Changed Parties	TO MOUNTAIN PARTY
1998 Sought State Executive Committee Seat	DEMOCRAT
1994 Elected to State Executive Committee	DEMOCRAT

PERSONAL HISTORY

ABD ECONOMICS, THE AMERICAN UNIVERSITY, WASHINGTON DC
Bachelor of Science, Agriculture, West Virginia University (1972)
PROGRAM BOARD SATELLITE 2025 Conference also 2024, 2023, and 2022
SECRETARY EASTERN PANHANDLE CENTRAL LABOR COUNCIL, WV AFL CIO

BOARD OF DIRECTORS, WV ASSOCIATION OF RETIRED AMERICANS

BOARD OF DIRECTORS, WEST VIRGINIA ASSOCIATION OF CONSERVATION DISTRICTS

CHARTER MEMBER PENNSYLVANIA ASSOCIATION FOR SUSTAINABLE AGRICULTURE (1992)

WEST VIRGINIA REPRESENTATIVE, UNITED FARMERS' and RANCHERS' CONFERENCE, (1986)

AUTHOR STAGEPLAY MARCHING FROM THE HILLS about the Treason Trial of Bill Blizzard (Charles Town, 1922)

Presently tasked to write stageplay about the Railroad Strike, which began in Martinsburg in 1877, for Sesquicentennial in 2027.

I Have just completed a memoir about two kids growing up on the edge of Appalachia from 1957 to 1967.

On speaking terms with almost half the Delegates and Senators in Charleston.

VETERAN U S AIR FORCE, Commissioned Flying Officer

Born in Jefferson County. Educated in public schools of Jefferson County and West Virginia.

Still have family farm, which is leased to a cousin to make what he can produce from the acreage.

Would like to restore the last complete, intact, and operable water-powered grist mill remaining in Jefferson County.

Daniel P. Lutz, Jr.
175 Wheatland Road
Charles Town, WV 25414
304 725 0966 land
304 886 5771 cell
p.lutz007@gmail.com

HEATHER MORGAN MCINTYRE

165 Butler Street, Charles Town, WV 25414

August 15, 2024

Jefferson County Commission
110 N. George Street
Charles Town , WV 25414

Commissioners,

My name is Heather Morgan McIntyre and I am the Executive Director of the Jefferson County Chamber of Commerce for 17 years. I was born and raised in Jefferson County as well. I am writing to be considered to be on the Jefferson County Development Authority Board.

The Chamber and the Development Authority work together to help new businesses and existing businesses in the county. I feel that by being on the board, I could help provide information on the county and help to bring businesses together.

Thank you for your consideration.

Heather M. McIntyre

Heather Morgan McIntyre

HEATHER MCINTYRE

Heather was born and raised in Jefferson County and attended Jefferson County Schools. Before coming to the Chamber, she worked in her family business, Community Oil Company, as Vice President for 10 years. She was appointed to the Chamber board in 1996, was President in 2001, on the board until 2003, and became Executive Director in 2007.

Heather sits on many boards and committees such as: Blue Ridge Community and Technical College Board of Governors, Jefferson County Convention and Visitors Bureau board, Jefferson County Parks and Recreation board, WV Chamber Executives board (treasurer), Region VII Workforce Development board, Old Opera House, Local School Improvement Council, Washington High School Advisory Committee, and the Charles Town Rotary.

Heather completed four years (2014-2017) at Northeast Institute at Villanova College in Philadelphia where she received her Institute for Organization Management (IOM) degree. Heather is a 2010 graduate of Leadership Jefferson and a 2018 graduate of Leadership West Virginia.

Heather has two sons, Chris and Brad; two daughters-in-laws, Juliana and Melissa; and four grandchildren, Gwynnie, Darrah, Valentina and Lucca.

MK Hockman Robinson
203 S Church Street
Charles Town, WV 25414

August 9, 2024

Edwina Benites-LM
County Administrator
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Administrator Benites,

As a current Citizen Representative on the Jefferson County Development Authority Board, I would like to be considered for a full-term appointment. Eligible to continue representing the broader community as a Citizen Representative, depending on the need also classify in the categories of agriculture or business.

Completing a one-year unexpired term, this year of volunteer service has provided me the opportunity to better understand the parliamentary process and acclimate to the Board goals and objectives. Under your guidance as Executive Director you have left us administratively on solid ground. A member of the Business Development & Marketing Committee, there are some great ideas for developing out established business pillars. I would like to continue doing my part to promote business growth in Jefferson County, while preserving what makes us unique.

A Jefferson County native, my roots run deep in the agriculture community. Fourth generation orchard operators, Twin Ridge Orchard is the last locally owned commercial grower in the County. A proponent of conservation, the orchard has been under Jefferson County Farmland Protection since 2009. Family owned & operated I serve as Vice President, and Farm Market Manager during the summer harvest season. We participate in both Charles Town and Shepherdstown Farm Markets.

My professional work experience includes multiple business sectors yet the constant is building relationships. Employed by Valley Health since 2006 to expand the occupational health service line, and in 2018 promoted to Program Manager, Business Relations dedicated to market development in the Eastern Panhandle. Our work is to partner with regional businesses to maintain a safe, compliant, healthy work environment. Community participation and outreach is encouraged.

Jefferson County has always been home and I'm passionate about doing my part to maintain, enhance and develop a positive business environment.

Thank you for your consideration.

Best Regards,


Mary Kathryn Robinson

Jefferson County Commission
Application for Boards, Committees or Commissions

Name: Mary Kathryn Robinson (Hockman)
Home Phone: none
Work Address: 315 Rock Cliff Drive, Martinsburg, WV 25401
Work Phone: (681) 247-1105
Mobile Phone: (540) 327-1357
Email Address: mrobins526@gmail.com; mrobins2@valleyhealthlink.com
Party Affiliation:
Occupation: Business Development & Marketing

Education: Jefferson High School, Shenandoah Jct. WV
Mary Baldwin College, Staunton, VA – *BA, Psychology/Business Management*
Shenandoah University, Winchester, VA – *Certification in Public Management*
University of Georgia, Athens, GA – *Certification in Non-Profit Management*

Workforce Training: OSHA 10 General Industry Certification
DOT 49CFR Part 40 Workplace Drug & Alcohol Training
Disney’s Approach to Employee Engagement
EPSHRM membership – Human Resource relevant topics

Are you a US Citizen? YES
Are you a WV resident? YES
Are you a resident of Jefferson County? YES
Are you able to produce verification of residency? YES

Address: 203 S Church Street, Charles Town, WV 25414

Magisterial District: 23rd Judicial Circuit

List Qualifications for this position:

- Jefferson County native
- Twin Ridge Orchard Co. Inc. – VP & Farm Market Manager
- Junction Properties LLC – Rental property owner in Jefferson County
- Valley Health | Employer Health – Program Manager, Business Relations (2006 – present)
- Community engagement and established regional business relationships.
- OSHA knowledge and experience working with regional manufacturers.
- Contract management, execution & oversight - Fifteen years (15) + experience
- Successful contract execution with Fortune 500 companies operating regionally. Contract manager for Procter & Gamble medical services agreement.
- A life-long learner, personal and professional development are priorities.
- Conference and event planning experience; highly organized.
- Leadership Jefferson Alumni – Jefferson County Chamber of Commerce
- Community Leadership Program Alumni – Top of VA Regional Chamber

Organization membership & positions held:

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

Have you ever been convicted of any felonies? NO

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

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

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

Signature: *Mary Kathryn Robinson*

Date: August 9, 2024

Edwina Benites

From: Dennis Shaw <revdennisshaw@gmail.com>
Sent: Monday, August 5, 2024 7:45 PM
To: Edwina Benites
Subject: Initial Interest for boards

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

Ms Benites:

I understand the Jefferson County Commission proposes to appoint to the several authorities, boards, commissions, or committees.

I return to Jefferson County next week. I have interest in: (1) Region 9 – Eastern Panhandle Regional Planning and Development Council as well as (2) Jefferson County Development Authority.

I can get you a resume next week.

I have an MBA in quantitative methods from Rochester (NY) Institute of Technology (1979) and a Doctor of Ministry in Church Leadership from Wesley Theological Seminary (2012).

I am a retired line officer in the US Army (Lieutenant Colonel) as well as a retired United Methodist Elder.

I have extensive experience in numerical analysis.

I can provide you more information and references next week. I am out of town on personal business.

Respectfully,

Dennis Shaw

An iPhone note.
801-889-7013 (iPhone)
mantuan.podbean.com is my podcast.

8/22/2024

To Whom It May Concern:

As an active business leader and resident of Jefferson County and specifically in the Shepherdstown district, I am interested in getting involved in the Jefferson County Development Authority and the Jefferson County Building Commission. With two kids currently in college, one attending WVU and one at Shepherd, my time is opening up around my Real Estate Business to allow me to get more involved in projects that I am passionate about and that I feel I can be a benefit.

I am currently interested in assisting and advocating for smarter growth practices in the county. As I see the schools becoming overcrowded, hospitals unable to serve the needs of the sick or even birth a new baby, and a deluge of new building permits being pushed through our communities, I feel that a proactive approach to smart growth practices needs to be more actively adhered to. As a real estate professional, I am certainly not considered a “non-growther,” but I do see the current state of our community as a real problem. Jefferson County Public Schools has their issues with staffing, but I feel that as we grow, developers we bring in and approve must be tasked with assisting with the growth they bring in, whether that be through proffers or other fees and requests made in order for the approvals to be granted. More commercial space is needed to support the current and future residents of Jefferson County and certainly more public services need to be available ranging from medical care to parks and recreation opportunities. None of this is an overnight fix, but I feel that as we grow, more needs to be provided by the ones making the money off our county.

When the going gets tough, the developers are the first to leave and as a new home professional turned residential and commercial real estate professional, I have seen it numerous times over the different cycles. Jefferson County is an outlier for the large developers and when the market tightens for the national and large regional builders again, and it will, they need to have a stake in the area they leave behind before they come back again in the next building boom. It is their responsibility and our responsibility as citizens and local government officials to protect our county and ensure we have the resources moving forward to sustain the growth.

I would like to be considered for a position on both the Development Authority and the Building Commission and would entertain a position with the Region 9 Planning and Development Council if that is recommended. Thank you for your time, attention, and consideration. I look forward to hearing from you soon. You can reach me at 240-405-5575 and/or 4StateRealEstate@gmail.com.

Respectfully,

Jonathan Adam Shively

Jonathan “ADAM” Shively

383 Turner Rd.

Shepherdstown, WV 25443

Jonathan “Adam” Shively

91-E Saratoga Dr. Charles Town, WV 25414

Office Phone: 304-930-5128 Cell Phone: 240-405-5575 E-mail: 4StateRealEstate@gmail.com

OBJECTIVES

- Obtain a position on one or multiple commissions or committees within Jefferson County.

WORK HISTORY

Samson Properties November 2022-Present

Senior Agent

- Listing and Buyers Agent
- Produce over \$18,000,000 in sales volume annually
- Manage all sales and marketing activities for land development projects, luxury lot and home sales, and commercial projects in the 4-state area of WV, VA, MD and PA
- Maintain sales budgets while meeting and exceeding sales goals in all categories

4 State Real Estate LLC October 2015-November 2022

Owner/Agent

- Owner and operator of 4 State Real Estate LLC, independent Real Estate Office
- Managed all company functions as the owner
- Trained all new agent and oversaw growth and productivity
- Growth leader selecting and adding 2-4 new agents annually
- Lead Listing Agent with team of 22-28 Licensed Agents
- Produce over \$18,000,000 in sales volume annually

Keller Williams Rice Realty/Keller Williams Realty Centre--4 State Real Estate LLC, April 2007-2015

Agent/Owner

- Managed all sales and marketing activities for land development projects, luxury lot and home sales, and commercial projects in the tri-state area
- Maintained sales budgets while meeting and exceeding sales goals in all categories
- Led Keller Williams Real Estate Agents through Associate Leadership Council
- Balanced duties of Real Estate Agent, Community Sales Director, and Recruitment Coordinator

Portrait Homes Mid-Atlantic Division, March 2006-April 2007 (Reduction in force due to market condition)

Vice President of Sales

- Created and managed training agenda for newly hired sales representatives
- Completed Annual Plan 2007 and maintained all sales related budgets
- Researched and Created Advertising \$4 Million Advertising Budget for Mid-Atlantic Division
- Maintained Advertising budget and cut large scale advertising to meet budget restrictions of start-up division

Ryan Homes Washington Tri-State Division, 2002-2006

Sales and Marketing Representative

- Marketed and sold average of twenty million dollars in sales volume each year
- Managed numerous sites with customer service ratings in the 90% range over two year period
- Trained and assisted in the promotions of 8 different Sales Consultants over 4 year period
- Maintained community marketing budget of \$24,000 monthly

Montgomery County Public Schools, 1998-2002

World Studies Teacher/Varsity Basketball/Lacrosse Coach

- Met the needs of various learning styles and a diverse clientele while in charge of 120 students
- Developed and monitored a teacher mentoring program for 40 at-risk youth
- Managed operations of basketball program at Varsity High School level
- Managed operations of lacrosse program at Varsity High School level

EDUCATION

Frostburg State University

- BS in Social Science and Certification in Secondary Social Science Education
- Overall GPA: 3.60, Major GPA: 3.54, Cum Laude

Real Estate Licenses

- West Virginia, Maryland, Virginia, and Pennsylvania

RELATED ACTIVITIES AND RECOGNITIONS

- Topped \$18 Million in 2013-2023 Individual Sales
- Top 1000 Agents in United States according to Real Trends
- Topped \$80 Million in 2014, 2015, 2016 and 2017 Company Sales
- Top Producer 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024
- Keller Williams Regional Top Producing Team 2008-2015
- SRES Real Estate Designation (Senior Real Estate Specialist)
- Certified Distressed Property Expert
- Residential Land Specialist Designation
- Board Member, Local School Improvement Committee
- Business Partner, Shepherdstown Elementary School/Middle School
- Assistant Coach and Director of Player Personnel with AAU Basketball, Primetime Performance, and the WV Runnin Rebels
- Youth Basketball Coach with Jefferson County Parks and Recreation/Ranson Parks and Recreation
- Financial Supporter of Jefferson High School and Washington High School Athletic Departments

COMPUTER EXPERIENCE

- Word, Works, Word Perfect, Outlook, Excel, PowerPoint, Publisher, Lotus Notes, PC based applications
- Professional and Social Networking via Facebook, Twitter, Linked In, Instagram, Next Door

PERSONALITY CHARACTERISTICS

- | | |
|-------------------------|-------------------|
| ➤ Organized | ➤ Confident |
| ➤ Forward Thinking | ➤ Creative |
| ➤ Looks for the Win-Win | ➤ Focused |
| ➤ Encouraging | ➤ Entrepreneurial |
| ➤ Positive | ➤ Action Oriented |
| ➤ Outgoing | ➤ Responsive |
| ➤ Motivating | ➤ Decisive |
| ➤ Self-Motivated | ➤ Prepared |

Edwina Benites-LM, county administrator

Jefferson County Commission

P.O. Box 250, Charles Town, WV 25414

Dear Ms. Benites,

I would like to be considered for the citizen agribusiness representative for a term ending on April 5, 2027. I am a Jefferson County resident. I own and operate a small farm (~300 acres). When I inherited my average size farm, the assessor repeatedly emphasized that my farm was financially unworkable. Small farms need to be financially workable. I believe it is possible. What any farm needs is profitable crops. Developing financially viable crops for small farms is something that falls within the purview of the JCDA. The JCDA needs an advocate for maintaining the financial stability of small farms.

Small farms are essential. However, a single farm cannot exist alone. It must be part of a farming community. Two examples of farm operations that no longer have a community are as follows. First, my brother-in-law owns and operates a farm in northern Pennsylvania, his closest equipment dealer is one hundred miles away. Getting parts is a nightmare, when time is of the essence on the farm for example making hay or harvesting a crop, driving 4 hours or waiting for next day delivery is unworkable. Second, my sister's best friend owns a dairy farm in an area that has been taken over by the rapid development of houses. Even though their dairy produced organic milk, the milk company no longer picks up their milk. Their dairy is too far from other dairies to justify the cost of hauling the milk to the creamery. Our friends have had to close their dairy. To be viable, there need to be many small farms in a county to support the ancillary agribusiness companies. The ancillary companies employ hundreds of workers, but they need to service many small farms to be viable. Jefferson County is fortunate to still have many small farms, we need to protect them.

I hope the county commission will elect me as the citizen agribusiness representative.

Sincerely,

Colin Stine

Co-owner Elmwood Fields NG LLC

RESUME

OSCAR COLIN STINE, Ph.D.

Adjunct Professor of Epidemiology and Preventive Medicine

Retired 7/1/23

School of Medicine

University of Maryland Baltimore

Date May 2024

Personal information

1. Business Address Elmwood Fields NG LLC
7633 Flowing Springs Road
Shepherdstown, WV 25443
Phone Number (304) 876-2009
E-mail ocsphd@gmail.com

2. Business Address 4025 Bressler Hall
660 W. Redwood Street
Baltimore, Maryland 21201

E-mail ostin001@umaryland.edu

I work and live on my family farm in Jefferson County, West Virginia and occasionally go to my office.

Family Farm

300 acres, cow calf operation and crops, hay, corn, soybeans, wheat

1971-Pres. Laborer on my family's farm. I have worked during the weekends, summers and vacations.

2004-2018 Vice-President of Elmwood Fields, Inc.

2018-Pres. Managing Member, Elmwood Fields NG, LLC.

Positions and Employment

1990-1997 Assistant Professor of Psychiatry, Johns Hopkins School of Medicine.

2002. Assistant Professor of Epidemiology and Preventative Medicine, University of Maryland Baltimore.

2000-2013 Scientific Director of the Biopolymers/Genomics Core, University of Maryland Baltimore.

2002-2012 Associate Professor of Epidemiology and Public Health, University of Maryland Baltimore.

2012-2023 Professor of Epidemiology and Public Health, University of Maryland Baltimore.

Other Experiences and Professional Memberships

- 2002-2004 ***Member Advisory Committee to the National Drinking Water Advisory Committee to the EPA.***
- 2002-2008 External Review Board, Research Center at Minority Institutions Grant, Morgan State University.
- 2014-2021. Member WHO Global Task Force for Cholera Control, Working Group on Laboratory Methods

Honors

- 1983 Honors in Biology, Kalamazoo College
- 1985 Junior Fellow, Society of Fellows, University of Virginia
- 1989-1990 Pew Fellow, Johns Hopkins School of Medicine
- 2014 Mentor of the Year Award, Department of Epidemiology and Public Health, University of Maryland Baltimore

Published Scientific Work

Currently, there are 173 peer reviewed publications in my bibliography, they may be viewed at:

<http://www.ncbi.nlm.nih.gov/myncbi/collections/bibliography/47968003/>

University Faculty Profile

<http://www.medschool.umaryland.edu/profiles/Stine-O-Colin/>

Tyler Tummolo
CEO, Varsity Travel
Harpers Ferry, WV 25425
Tyler@travelvarsity.com
+1 571 320 8199

Jefferson County Development Authority
1948 Wiltshire Road
Suite #4
Kearneysville, WV 25430

Dear Members of the Jefferson County Development Authority,

I am writing to express my enthusiastic interest in joining the Jefferson County Development Authority. With extensive experience in business development, operations management, and strategic growth, I am confident that my background and skills make me a strong candidate for contributing to the continued prosperity of our community.

Currently, I serve as the CEO of Varsity Travel in Harpers Ferry, where I oversee all aspects of the company, including Sales, Marketing, Retail, Maintenance, and Transportation departments. My role involves managing an operating budget of \$5.3 million and spearheading growth initiatives. I am dedicated to cultivating a dynamic company culture that fosters open communication and innovation, which aligns with the goals of the Development Authority to stimulate local economic growth.

Prior to Varsity Travel, I was involved in business development and operations at River Riders Family Adventure Resort in Harpers Ferry. In this role, I managed multiple departments, including Sales, Marketing, and Lodging, and was responsible for driving revenue growth and implementing effective policies. My experience at River Riders has equipped me with a deep understanding of the local business landscape and the unique opportunities and challenges it presents.

My previous roles in high-profile operations management positions, including Director of Operations at Times Square in New York and Merlin Entertainments' Madame Tussauds, have honed my ability to create and enforce policies that enhance profitability and operational efficiency. Additionally, my experience managing large-scale projects, such as the \$12 million expansion of the Legends of CHIMA Water Park, demonstrates my capability to oversee complex initiatives with successful outcomes.

Beyond my professional experience, my military background as a Squad Leader in the National City Military Police has instilled in me strong leadership skills, a commitment to excellence, and

a disciplined approach to problem-solving. My education in Criminal Justice from San Diego State University and Cuesta College further supports my analytical and strategic capabilities.

The Jefferson County Development Authority's mission to foster economic development and enhance the quality of life for our community resonates deeply with my professional values and objectives. I am excited about the prospect of leveraging my expertise to contribute to the Authority's initiatives and drive meaningful growth in Jefferson County.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and vision align with the goals of the Jefferson County Development Authority. Please feel free to contact me at your convenience.

Sincerely,

Tyler Tummolo
CEO, Varsity Travel

Tyler Tummolo

CEO- Varsity Travel

Harpers Ferry, WV 25425

Tyler@travelvarsity.com

+1 571 320 8199

High-energy Manager successful in building and motivating dynamic teams.

Cultivates a company culture in which staff members feel comfortable voicing questions and concerns, as well as contributing new ideas that drive company growth.

Work Experience

CEO/ President

Varsity Travel

May 2018 to Present

Manages all departments and oversees revenue and expenses. Overlooks the Sales, Marketing, Retail, Maintenance and Transportation departments. Enforces all policies and implements procedures and policies. Drives growth and spearheads all marketing opportunities. Manages and creates an operating budget of \$5.3M. Develops business for sustained growth.

Business Development/ Operations

River Riders Family Adventure Resort - Harpers Ferry, WV

March 2017 to 2021

Manages all departments and oversees revenue and expenses. Overlooks the Sales, Marketing, Retail, Maintenance, Transportation, Canopy Tour, River, Adventure Park, and Lodging departments. Enforces all policies and implements procedures and policies. Drives growth and spearheads all marketing opportunities.

Director of Operations and Facilities

Times Square - New York, NY

June 2016 to June 2016

Create and enforce policies and procedures. Ensures policies are in effect to prevent dangerous acts and safety violations. Create and manage profit and loss budget and all capital expenditures. Solely responsible for the profitability of all secondary revenue streams including Retail, Food & Beverage, Photography and Guidebook sales.

Director of Operations

Merlin Entertainments- Madame Tussauds New York - New York, NY

June 2015 to June 2016

Create and enforce policies and procedures. Ensures policies are in effect to prevent dangerous acts and safety violations. Create and manage profit and loss budget and all capital expenditures. Solely responsible for the profitability of all secondary revenue streams including

Retail, Food & Beverage, Photography and Guidebook sales.

Security and Health Services Manager

Water Park - Winter Haven, FL

August 2014 to June 2015

Florida

Oversee the daily operation of the Water Park, Security and Health Services departments by ensuring daily staffing is meeting our high standards of guest service, safety and cleanliness. Create and enforce LEGOLAND policies and procedures. Ensures policies are in effect to prevent dangerous acts and safety violations. Create and manage profit and less budget and all capital expenditures. Liaison to our insurance company for any injuries. Project managed the operations aspects to the LEGOLAND Resort Hotel.

Operations Resort Manager

Water Park - Carlsbad, CA

December 2010 to August 2014

Oversee the daily operation of the Water Park by ensuring daily staffing is meeting our high standards of guest service, safety and cleanliness. Create and enforce LEGOLAND Water Park policies and procedures. Ensures policies are in effect to prevent dangerous acts and safety violations. Create and manage profit and loss budget and all capital expenditures. Project managed the Legends of CHIMA Water park expansion and brought in under budget of \$12M.

Gunner and Squad Leader

Military Police - National City, CA

August 2008 to August 2014

Throughout my military career I rose through the ranks to become a squad leader and deploy in support of Operation Enduring Freedom. My Platoon provided gun truck security to a convoy company in Regional Command East from 2012-2013.

Education

Bachelor of Science in Criminal Justice

San Diego State University - San Diego, CA

2011

Associate of Science in Criminal Justice

Cuesta College - San Luis Obispo, CA

2009



PAIGE WHARTON

CONTACT

PHONE:
304-901-0536

EMAIL:
[paigewhartonhomes@
outlook.com](mailto:paigewhartonhomes@outlook.com)

To the Jefferson County Commission,

I would be honored to serve on a board for the Jefferson County Commission. Specifically I am interested in the Jefferson County Development Authority or the Eastern Panhandle Regional Planning and Development Council. As a Mom of five children, a wife, and a professional I want to invest in the long term success of this community that I love. After living in multiple places in the United States, and overseas, I will bring a unique perspective to the board. I have lived in rural, urban, and suburban environments.

I recognize that Jefferson County is unique. Its proximity to Washington DC provides the opportunity for economic development as more people leave the city to prioritize a larger house and outdoor recreation. However the rural community, historical towns, and slower pace of life need to be preserved. This tension is difficult to navigate.

I live on eight beautiful acres and enjoy the wide open space around me. As a Mom I also know that development will enhance the lives of the families who live in Jefferson County. I would love the opportunity to be a citizen representative on a board and help the commission navigate the coming changes.

Thank you for taking the time to review my resume. I look forward to speaking with you.

Respectfully,

Paige Wharton



PAIGE WHARTON

304-901-0536 | paigewhartonhomes@outlook.com

OBJECTIVE

As a Mom of five, a wife, and a professional I want to see this county that I love flourish. We have chosen to raise our family in Jefferson County after years of moving because we recognize the beauty, hospitality, and potential of this special corner of West Virginia. I would be honored to serve on the board and bring my perspective as a citizen.

EXPERIENCE

REALTOR

EXP Realty of West Virginia | August 2024- Present

- Help buyers relocate to Jefferson County and find their dream home
- Help sellers get the best price possible on their listing
- Showcase the beauty of the Eastern Panhandle
- Promote local businesses

Special Investigator

Department of State, PSS Contractor | November 2019- Present

- Conduct interviews and record checks in support of Department of State investigations
- Write concise and accurate reports, free of bias, summarizing each interview to help the case manager adjudicate each investigation in support of national security
- Analyze records and prepare written summaries of the information contained therein

221st EMIBN S6 - Communications Officer

Georgia Army National Guard | 2013-2017

- Wrote standard operating procedures in order to increase efficiency
- Authored training curriculum for radio wave theory, goal setting and HF radios
- Supervised a section of 12 soldiers and completed yearly performance reviews

Office Management Specialist, US Embassy Kabul, Afghanistan

Department of State | 2012-2013

- Provided administrative support for the Ambassador in the office of Coordinating Director for Development and Economic Affairs

EDUCATION

University of Georgia | 2007-2011

- BA in Sociology and Criminal Justice
- Cum Laude
- Distinguished Military Graduate

William D. Laska
212 Horner Farm Lane
Shepherdstown, WV 25443
703.863.8590
laskaw@aol.com

September, 13, 2024

Eddie Benites
Executive Director
Jefferson County Development Authority

Dear Eddie Benites:

I would like to be considered as a volunteer member of the Jefferson County Development Authority (JCDA). My wife and I moved to Jefferson County two years ago after living in Greenbrier County for almost ten years. While in Greenbrier County, I started and ran the Greenbrier Valley Brewing Company until 2018. Having started a company from scratch in West Virginia, I became very involved with what is needed to coordinate with the various state and local entities for licenses and permits.

Because of my previous positions in the military and government and my interest in aviation development, I was involved with the West Virginia aviation system by working with the West Virginia Airports Managers group and the WV Department of Transportation. The goal of this was to help improve the current aviation system throughout West Virginia.

I may not have specific training in economic development, but through my experience, I believe I would add value to the JCDA. West Virginia is a fantastic state with some of the best outdoor areas around. I also know that West Virginia is becoming an older population, has increasing health issues, inconsistencies in how businesses are supported throughout the state, large amounts of government transfers, and more. Jefferson County is in one of the more affluent areas of the state, and I would like to see that get better without taking away from its natural beauty, which has and continues to attract people to move here

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

William D. Laska

William David Laska

212 Horner Farm Lane
Shepherdstown, WV 25443
Home E-Mail: laskaw@aol.com

Tel: (703) 863-8590

Qualifications

- Certified Level II Program Manager, Department of Homeland Security
- Certified Contracting Officer Technical Representative (COTR), Department of Homeland Security
- Project Management Institute (PMI) Certified Project Management Professional (PMP)
- MIT SLOAN Executive Certificate in Strategy and Innovation

Technical & Management Skills/Knowledge

Program/Project Management
Requirements/Specifications Development
Test/Evaluation Planning
Innovative Thinker

Systems/Civil Engineering
R & D Planning
Team Building
Excellent Leadership Skills

Professional Affiliations

- Project Management Institute (PMI)
- Transportation Research Board (TRB), Member of the Aviation System Planning Committee (AV020) and the Transportation of Hazardous Materials Committee (AT040).
- Transportation Research Forum (TRF)
- Royal Aeronautical Society, Capital Branch

Education

M.S., 1993, Virginia Polytechnic Institute and State University, Blacksburg, Virginia. Major in Systems Engineering, major project published: November 1993, "Development of a Standards-Based Open Environment for the Worldwide Military Command and Control System."

Defense Systems Management College (DSMC), 1990, Ft. Belvoir, Virginia. Program Management Course.

B.S., 1974, Kent State University, Kent, Ohio. Major in Industrial Technology.

Experience

2018 – Present, Retired

2013 – 2018, Greenbrier Valley Brewing Company, Maxwelton, West Virginia.

- Started and ran a brewery in Maxwelton, West Virginia and before selling in 2018 had distribution throughout West Virginia and parts of Virginia.

May 2007 to May 2012, Department of Homeland Security, Science and Technology (S&T), 1120 Vermont Ave., Washington DC, Program Manager.

- Program Manager for multiple programs within DHS S&T:
 - Rapid Response and Recovery, Rail Tankcar program - Developed materials and methodologies that will reduce or eliminate the release of Toxic Inhalation Hazards (TIH) material from railcar tanks after being subjected to natural or man-made forces.
 - Levee Strengthening and Damage Mitigation – Multi-year effort covering three projects: Identify Problem Levee Locations, Affordable Levee Strengthening and

- New Design, and Rapid Repair of Levee Breach. Directed the Engineering Research and Development Center (ERDC), Army Corps of Engineers, Vicksburg, MS, on this effort.
 - Hurricane Aerosol Microphysics Program – Three-year effort to develop models and simulations supported by observations leading to potential operational methodologies for better Hurricane prediction.
 - Complex Event Modeling, simulation, and Analysis (CEMSA) – a multi-year effort to model and simulate the interdependencies and cascading effects and the dynamics of multi-event and multi-vectored attacks.
 - Small Business Innovation Research (SBIR) effort to develop an improved Self-Contained Breathing Apparatus (SCBA) lens for Firefighters.
- Participated in Proposal Evaluations for South Eastern Regional Research Initiative (SERRI), Long Range Broad Area Announcements, and International Programs.
- Inaugurated and led the first session on Commercial Space Transportation at Transportation Research Board (TRB) annual meeting.

March 2004 to May 2007, SRS Technologies 1401 Wilson Blvd, Arlington, Virginia, Senior Systems Engineer.

- Represented DHS/S&T on JPDO Global Harmonization IPT/Security IPT
- Directed all liaisons with stakeholders on Counter-MANPADS issues, including government, non-government agencies and associations, and private industry.
- Represented the Counter-MANPADS office at senior level policy making bodies at the White House, FAA, DHS, and DOD to include support of Presidential Directives.
- National airspace integration Lead for Counter-MANPADS interfacing with ICAO, IATA, EUROCONTROL, FAA, and DOT on aircraft safety and security issues.

Dec 2001 to February 2004, Mayoral Systems Analytics, Inc, 6413 Thirteenth St., Alexandria, Virginia, Senior Scientist.

- Vertical Integrator for the Ground-based Mid-Course Defense (GMD) System Fire Control and Communications systems, including External Interface Systems and Inflight Communications Systems.
- Provided Systems Engineering support to the Systems Integration efforts as directed by the Missile Defense Agency and Joint Program Office.

Aug 1998 to May 2001, George Mason University, Fairfax, Virginia, Adjunct Instructor, The School of Management and Graduate Student in The Institute for Public Policy (TIPP), Ph.D. Candidate.

- As a Graduate Student, my primary area of interest was regional economics related to technological effects on the economy. Specific research was on air transportation related to capacity limitations of the National Airspace System and airports, economic effects on rural economies, and air transportation systems engineering.

Feb 1998 to Aug 1998, KPMG Peat Marwick LLP, Dayton, Ohio, Senior Consultant

- Provided Automated Data Processing (ADP) consulting services supporting the development and implementation of Information Technology Management policies, procedures, and requirements to Naval Aviation Depots.

Aug 1996 to Feb 1998, Universal Steel Buildings Corp., Alexandria, Virginia, Vice President, International Business Development

- Developed initial contacts and completed negotiations on representation in China, Ukraine, and Russia. Negotiated representation in South America, Central America, and Mexico.
- Member of the Industry Sector Advisory Committee for Trade Matters, Building Products & Other Materials (ISAC 9), USDoC.

Oct 1994 to Aug 1996 Logis-Tech, inc., Alexandria, Virginia, Program Manager Logistics Support

- Directed proposal and contract development, engineering analysis for Environment Stabilization System (ESS).
- Directed the erection of five ESS systems for the Bundeswehr at Neustadt/Hessen, Germany.

Aug 1994 to Present, University of Maryland University College, College Park, Maryland, Adjunct Assistant Professor in the Information Systems Management Department. Courses taught:

1. IFSM 201 Introduction to Computer-Based Systems
2. IFSM 300 Information Systems in Organizations
3. IFSM 310 Software and Hardware Concepts
4. IFSM 320 Office Automation
5. IFSM 490 Information Systems Resource Management

Aug 1974 – Apr 1994, U.S. Naval Officer

- **Space and Naval Warfare Systems Command, Arlington, Virginia, Program Manager**
- **Naval Air Systems Command, Arlington, Virginia, Project Engineer**
- **Headquarters, European Command, Stuttgart, Germany, J3 Staff Officer**
- **USS Nimitz, CVN-68, Norfolk, Virginia**
- **Aviation Squadrons**



1000 Washington Street
P.O. Box 217
Harpers Ferry, WV 25425
304-535-2206
www.harpersferrywv.com

Corporation of Harpers Ferry

Gregory J. Vaughn, Mayor
Dina Ana Armstrong, Recorder

Council Members
Zachary Morse
Chris Craig
Roberta Meade-Curry
Greg 'Storm' DiCostanzo
George Owens

September 10, 2024

Ms. Edwina Benites
County Administrator
Jefferson Count Commission
124 East Washington Street
Charles Town, WV 25414

email: ebenites@jeffersoncountywv.org

Dear Eddie:

This letter is to inform you that the Town of Harpers Ferry is submitting the name of Roberta Meade-Curry for consideration to serve on the Jefferson County Development Authority Board of **Directors with the seat expiration date of April 2025. Attached please find Roberta's credentials** which include her contact information.

Thank you for your consideration. The Town of Harpers Ferry recognizes the importance of and appreciates the opportunity to have representation on this Board.

Sincerely,

Pat Morse

Pat Morse
Office Administrator

Enc.

cc: Mayor, Recorder, Council, R. Meade Curry

Historic District
Where The Shenandoah Meets The Potomac

8/26/2024

**Corporation of Harpers Ferry
Administration
1000 West Washington Street
P.O. Box 217
Harpers Ferry, WV 25425**

SENT VIA EMAIL

RE: LETTER OF INTEREST - JCDA

**Dear Honorable Mayor Vaughn,
Fellow Town Council Members, and
Jefferson County Development Authority:**

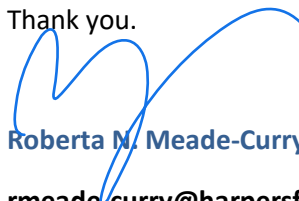
Please accept this as a Letter of Interest to serve as the Jefferson County Development Authority (JCDA) Representative for the Corporation of Harpers Ferry, West Virginia. I understand per the announcement made during the August Town Council Meeting there is an opening to serve on the JCDA for a period of three years.

I bring to the table a diverse background of City Planning, Development Review, Historical Preservation and Architectural/Design/Construction knowledge, stemming from the private sector to the public sector. I feel the JCDA will benefit from these diverse skills. I too, will be gaining invaluable experience to further my professional readiness to continue in public service.

I have attached a resume for your further review.

If you have questions, I can be available to meet with you and members of the JCDA.

Thank you.



Roberta N. Meade-Curry, AICP

rmeade-curry@harpersferrywv.us

813-433-4025

Attachments

ROBERTA N. MEADE-CURRY, AICP

EXPERIENCE

Public Service

2023 – Present

Corporation of Harpers Ferry, WV
Elected Town Council Person

2023 – Present

Corporation of Harpers Ferry, WV
Ordinance Review Committee Chair

2021 – Present

Corporation of Harpers Ferry, WV
Planning Commission Member

Public and Private Sector

2020 – Present

National Property Reports, Inc.
Planning Consultation & Development Coordination

2006 – 2020

City of Tampa
Planning, Urban Design & Development Coordination
Urban Planner II – Urban Planner I – Plan Review

1985 – 2006

Various Architectural, Interior Design Firms
Project Management, Business Development, Director,
Manger, Senior-Junior-Entry Level Designer

2005 - 2006

Lighting Design & Sales
Project Management, Business Development, Design

ACTIVITIES

2016 - Present

American Planning Association - Member
APA Florida Chapter – Member-2020
APA West Virginia Chapter – Member

2023 - Present

DarkSky International Advocate

AWARDS – HONORS

First Place - Community Real Estate Development-CRED 5508 Incubator-Co-Working Exchange Proposal Team	2014
AIA Tampa Florida Chapter - Firm of the Year	2005
The Business Journal 40 Under 40 Award	2002
Published – Fabric Architecture	2001
First Place - Con Tech Lighting Sirius Award	2001

EDUCATION

University of Florida, College of Architecture
Bachelor of Design with Honors

REGISTRATIONS / CERTIFICATIONS

2008 – Present Building Plans Examiner – #PX3284
2017 – Present AICP Certification - #29797
2019 FLC/FRA – CRA Board Certification Training

1988-98 Licensed Interior Designer: Florida
1988 National Council for Interior Design Qualifications

2015 BOAF – Train the Trainer Certification
2015 Florida League of Cities – Tools that Work for Economic Development, CRA Basics
2014 CRED – Community Real Estate Development – USF- Florida Institute of Government Certification
2013 FEMA – Emergency Management Institute – ICS-100, ICS-200, ICS-700 Certification
2010-13 FBCI – Form-Based Code Institute Certified completion of 101, 201, 301
2012 HCC – Criminal Justice Institute – Case Preparation & Court Testimony Certification
2012 City of Tampa – Fire Marshall’s Office – Crowd Manager Safety Certification

PROJECT TYPE EXPERIENCE

Corporate, Financial, Healthcare, Retail, Hospitality, Government, Education, Multi-Family, Historical Preservation, Historical Residential, Residential

RELEVANT EXPERIENCE

Architectural Design, Interior Design, Lighting Design, Variance Review Board Administrator, Land Use and Zoning Counseling and Research, Technical Consultation, Customer Service, Code Enforcement Board Liaison, Historical Preservation/Architectural Review Board Liaison, Form Base Code Development, Community Workshops, InVision Plan Workshops/Charettes, Community Planning, Development Review Committee Member for Special Districts, Overlays and Historical Preservation, various research, analysis and coordination of zoning changes for text amendments and associated studies.

Residential Comprehensive Plans Examiner – Code Compliance, Permitting Review

Business Development – Project Management - Presentations, Proposal and Presentation Preparation



Jefferson County Farm Bureau
1948 Wiltshire Rd, Ste 3
Kearneysville, WV 25430

September 4, 2024

Dear Ms. Wheeler,

On behalf of the Jefferson County Farm Bureau, it is my pleasure to submit this letter of endorsement for Kevin Snyder to serve as the Farm Bureau board representative on the Jefferson County Farmland Protection Program. Our board voted to endorse Kevin on our September 2, 2024 meeting.

The Jefferson County Farm Bureau seeks to represent the interest of farmers and landowners in Jefferson County. Kevin is a member of the Farm Bureau in good standing, and a farmer himself. Kevin, alongside his father, operates historic Shenstone Farm in the southern part of the county, and have enrolled their farm in the Jefferson County Farmland Protection Program.

As a farmer that is familiar with the program firsthand, we are confident Kevin will represent the best interests of other farmers in his role on the Farmland Protection board.

Sincerely,

Emily Morrow
Secretary
Jefferson County Farm Bureau
1948 Wiltshire Rd, Ste 3
Kearneysville, WV 25430

Sydney O'Shaughnessy
91 Steeple Chase Dr.
Shenandoah Junction, WV 25442
Email: sydney.rae.oshaughnessy@gmail.com

Jefferson County Farmland Protection Board

Edwina Benites-LM
P.O.Box 250
Charles Town, WV 25414

September 6, 2024

Dear Edwina Benites-LM,

I am writing to express my strong interest in the non-farmer volunteer role at the Jefferson Country Farmland Protection Board. As someone deeply committed to environmental sustainability, agricultural success, land preservation, and community service, I am excited about the opportunity to contribute to the Board's mission of protecting farmland and supporting agricultural vitality in Jefferson County.

While I am not a farmer myself, I am deeply passionate about preserving agricultural lands so that farmers can continue to provide food, fiber, and fuel production to our communities. Like the Board, I believe agriculture is an integral part of our county's economy, natural resources, beauty, and community, and protecting it is vital for our county's continued success in the sector.

I bring extensive experience in environmental communications, strategic planning, and community outreach through my work as a Communications and Media Specialist, which I believe would be beneficial to the Board. I have worked with various non-profit and public sector organizations on initiatives focused on land conservation, sustainable development, and environmental health. I am particularly passionate about the importance of preserving agricultural land for future generations, not only to support local food systems and economies but also to mitigate environmental impacts and maintain biodiversity.

In addition to my professional background, I am an active community member who values collaboration and grassroots efforts. I am eager to work alongside farmers, policymakers, and other stakeholders to ensure that Jefferson County's rich agricultural heritage is preserved and that the Board continues to thrive in its mission.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and passion for land conservation can contribute to the important work of the Jefferson County Farmland Protection Board.

Sincerely,
Sydney R. O'Shaughnessy

Sydney R. O'Shaughnessy
91 Steeple Chase Dr., Shenandoah Junction WV 25442
(315) 771-9747 sydney.rae.oshaughnessy@gmail.com

EDUCATION

The George Washington University, Washington, D.C. May 2024
Master of Arts: Media and Strategic Communication, School of Media and Public Affairs

Ithaca College, Ithaca, New York May 2017
Bachelor of Arts: Journalism, Roy H. Park School of Communications, Magna Cum Laude
Bachelor of Science: Environmental Science, School of Humanities and Sciences, Magna Cum Laude

PROFESSIONAL EXPERIENCE

The National Academies of Sciences, Engineering, and Medicine, Washington, D.C. Sept. 2022 - present
Communications & Media Specialist

- Develop and implement measurable, data-driven strategic communications plans and campaigns, including digital marketing, email, social media, press, and stakeholder engagement strategies
- Track, analyze, and distribute monthly metrics, highlight KPIs and strategies for growth
- Manage, develop, and edit content for social media, web, and e-newsletters
- Translate technical, scientific reports and information into compelling environmental narratives for diverse audiences
- Optimize messaging for internal and external communications channels
- Produce a variety of digital and print products, including feature articles, interactive web pages, report highlights, direct outreach toolkits, media pitches, graphics, videos, podcasts, talking points, conference materials, etc.
- Draft talking points, Q&As and hold media preparation sessions for staff
- Create and lead staff professional development sessions related to communications best practices
- Established a 140+ person NASEM-wide Crafting Club, providing in-person community and skill-building activities for staff

U.S. DOE Office of Energy Efficiency and Renewable Energy, Washington, D.C. Sept. 2021 – Sept. 2022
Communications Specialist (Social Media Manager), Contractor

- Developed and implemented digital strategic communications plans and campaigns, including digital marketing, social media, press, and stakeholder engagement strategies
- Translated technical, scientific information into compelling solutions-oriented narratives for diverse audiences; optimized messaging for internal and external communications channels
- Managed, developed, and edited content for social media, web, and e-newsletters
- Produced videos, infographics, and other multimedia projects on key environmental and energy issues
- Tracked, analyzed, and distributed monthly web and social media metrics, highlighted KPIs and strategies for growth
- Prepared and distributed targeted outreach materials to key stakeholders, including Members of Congress
- Collaborated across teams to ensure an integrated communications approach to all organizational priorities
- Served on Environmental and Energy Justice and STEM committees, developed inclusive outreach strategies

Xia & He Publishing, Remote Nov. 2021 – June 2022
Digital and Social Media Consultant

- Developed and implemented social and digital media communications strategy based on client needs
- Edited and prepared weekly social media content for various social media platforms

Environmental and Energy Study Institute, Washington, D.C. Feb. 2020 – Sept. 2021
Communications Associate

- Managed digital content and social media strategy; oversaw Climate Change Solutions newsletter publication cycle
- Edited and wrote web articles and fact sheets; designed reports and infographics
- Established, edited, and coordinated a bi-weekly podcast, "The Climate Conversation"
- Assisted in web design, SEO, and event outreach
- Directly managed three communications interns, and developed intern professional growth programs
- Served on the Diversity, Equity, Inclusion, and Justice committee, resulting in the establishment of a DEI-centered fellowship and external-facing policy statement

American Association for the Advancement of Science, Washington, D.C. July 2019 – Feb. 2020
Editorial Coordinator

- Managed communication among authors, editors, reviewers, and editorial staff to ensure an efficient publication process
- Assisted in the design and implementation of the social media strategy to highlight recent scientific articles
- Processed and copy-edited pre-publication research articles for bi-weekly publication

Success Academy Charter Schools, Harlem East Middle School, New York, New York July 2017 – June 2019
STEM Teacher, Science Lead

- Designed and taught interactive lesson plans for middle school Earth Science and Physics classes of 30 students
- Received Academic Excellence Award in 2018 for high academic achievement and growth among students

MEDIA EXPERIENCE

NYC Parks & Recreation, New York, New York June 2018 – August 2018

Media Education Intern

- Taught digital video production to teens and led workshops for adults in Microsoft Suite, Adobe Premiere, and Photoshop

Alluvian, Digital Environmental Journal, Ithaca, New York Sept. 2015 – May 2017

Founder & Student Editor

- Developed and designed online environmental publication, created and edited content, and managed social media platforms

The Ithacan, Newspaper, Ithaca, New York Sept. 2013 – May 2017

Staff Writer

- Reported and wrote stories focused primarily on arts, culture, and science for Ithaca College's weekly newspaper

NBC News, NBC BLK, Beaufort, South Carolina Feb. 2016 – March 2016

Reporter, NBC South Carolina Primary

- Contributed video, photographs, and text for NBC BLK and NBC News during the GOP S.C. Primary for NBC

Johnson Newspapers, Carthage, New York June 2015 – August 2015

Editorial Intern, Carthage Republican Tribune, Journal & Republican

- Assisted with editorial decisions, photographed events, and reported for feature and preview stories for local newspapers

Carthage Area Chamber of Commerce, Carthage, New York June 2015 – August 2015

Marketing and Social Media Intern

- Managed social media sites, organized community events, and sold advertisements for the Chamber of Commerce

ENVIRONMENTAL RESEARCH & FIELD EXPERIENCE

Ithaca College Department of Biology, Ithaca, New York Jan. 2017 – July 2017

Research Assistant

- Studied plant biology and gained field and lab research experience on an invasive species project stationed in Puerto Rico
- Conducted biodiversity studies and measured parameters related to plant fitness and growth

New York State Department of Environmental Conservation, Lowville, New York June 2016 – August 2016

Forestry Aide

- Managed and maintained Lowville Demonstration Area's arboretum
- Assisted in website re-design, educational outreach, and updated species lists and ArcGIS maps

RESEARCH PRESENTATIONS

National Conference on Undergraduate Research, Memphis, TN April 2017

- Abstract and oral presentation entitled, "How Social Media Impacts and Alters Political Engagement of Generation Z"

Northeast Section Meeting of the American Society of Plant Biologists, Yale University, New Haven, CT April 2017

- Published abstract "A Physiological Approach to Understand Invasiveness of *Scaevola taccada* in Coastal Habitats on the Islands of Puerto Rico" Sydney O'Shaughnessy*, Adam Zelehowsky, Susan Witherup and Peter Melcher

VOLUNTEER ACTIVITIES

D.C. EcoWomen, Washington, D.C. Oct. 2022 - June 2024

Social Media & Website Manager

- Promote upcoming events and programmatic priorities across digital channels
- Write and develop content for web and email newsletters

Project Knitwell, Alexandria, VA July 2022 - July 2024

Lead Instructor - Friends of Guest House Program

- Teach knitting classes to women who are reentering the community from incarceration
- Develop curriculum and class materials

West Carthage Volunteer Fire Department, Carthage, NY Jan. 2012 - present

Firefighter

- Active-duty firefighter and Benevolent Society member

SKILLS & INTERESTS

Interests: Volunteer Firefighter (West Carthage Volunteer Fire Department), Substitute Teacher (Copenhagen Central School), Sewing
Certifications: Google Analytics for Beginners, Social Media Advertising, American Heart Association: CPR and AED; Hootsuite: Certified Professional; Leave No Trace: Instructor
Computer: Premiere Pro, Photoshop, InDesign, Microsoft Office, Google Suite, QGIS, CTS, Canva, Wordpress, Wix, Squarespace, Hootsuite, Sprout Social

**Edwina Benites-LM, county administrator
Jefferson County Commission
P.O. Box 250, Charles Town, WV 25414**

Dear Ms. Benites,

I would like to apply for a full term on the Farmland Protection Board. I was elected unanimously by the county commission to complete a term. I have faithfully carried out my duty. My previous experience attending board meetings and the state-wide conference on farmland protection have laid the foundation for me to continue to be a productive board member. Further, my experience will be an asset to the new incoming executive director. Please elect me to a full term as board member of the Farmland Protection Board.

Sincerely,

**Colin Stine
Elmwood Fields NG LLC
7633 Flowing Springs Road
Shepherdstown, WV 25443**

RESUME

OSCAR COLIN STINE, Ph.D.

Adjunct Professor of Epidemiology and Preventive Medicine

Retired 7/1/23

School of Medicine

University of Maryland Baltimore

Date May 2024

Personal information

1. Business Address Elmwood Fields NG LLC
7633 Flowing Springs Road
Shepherdstown, WV 25443
Phone Number (304) 876-2009
E-mail ocsphd@gmail.com

2. Business Address 4025 Bressler Hall
660 W. Redwood Street
Baltimore, Maryland 21201

E-mail cstine@som.umaryland.edu

I work and live on my family farm in Jefferson County, West Virginia and occasionally go to my office.

Family Farm

300 acres, cow calf operation and crops, hay, corn, soybeans, wheat

1971-Pres. Laborer on my family's farm. I have worked during the weekends, summers and vacations.

2004-2018 Vice-President of Elmwood Fields, Inc.

2018-Pres. Managing Member, Elmwood Fields NG, LLC.

Jefferson County Service

2018-Pres. Water Advisory Board

2023-Pres. Farmland Protection Board

Positions and Employment

1990-1997 Assistant Professor of Psychiatry, Johns Hopkins School of Medicine.

2002. Assistant Professor of Epidemiology and Preventative Medicine, University of Maryland Baltimore.

2000-2013 Scientific Director of the Biopolymers/Genomics Core, University of Maryland Baltimore.

2002-2012 Associate Professor of Epidemiology and Public Health, University of Maryland Baltimore.

2012-2023 Professor of Epidemiology and Public Health, University of Maryland Baltimore.

Other Experiences and Professional Memberships

2002-2004 ***Member Advisory Committee to the National Drinking Water Advisory Committee to the EPA.***

2002-2008 External Review Board, Research Center at Minority Institutions Grant, Morgan State University.

2014-2021. Member WHO Global Task Force for Cholera Control, Working Group on Laboratory Methods

Honors

1983 Honors in Biology, Kalamazoo College

1985 Junior Fellow, Society of Fellows, University of Virginia

1989-1990 Pew Fellow, Johns Hopkins School of Medicine

2014 Mentor of the Year Award, Department of Epidemiology and Public Health, University of Maryland Baltimore

Published Scientific Work

Currently, there are 173 peer reviewed publications in my bibliography, they may be viewed at:

<http://www.ncbi.nlm.nih.gov/myncbi/collections/bibliography/47968003/>

University Faculty Profile

<http://www.medschool.umaryland.edu/profiles/Stine-O-Colin/>

JULIA MCDONALD YUHASZ

julia@shepherdconsulting.llc | 583 Ira Way, Kearneysville, WV 25430 | (304) 886-8300 | [LinkedIn](#)

PROFESSIONAL SUMMARY

A seasoned professional specializing in small business administration, communications, and nonprofit management to promote growth, accountability, and measurable success.

- 20+ years of experience in business management with experience in strategy, customer service, marketing, and operations
- 10 years experience in healthcare and social services administration and promotion
- 10+ years of leadership roles in area organizations and Boards of Directors
- Managed up to \$1M in annual sales, over 120 client accounts, and 5 full-time employees

EDUCATION

Master of Business Administration – *Health Administration, Shepherd University*, December 2013.

Bachelor of Science - *Health Promotion, Psychology Minor, Magna Cum Laude, Appalachian State University*, December 2004.

WORK EXPERIENCE

Owner, [Shepherd Consulting, LLC](#). *Kearneysville, WV*

May 2019 - present

Member and lead consultant of a consulting firm that specializes in tailored business and marketing strategies to enhance efficiency, boost brand visibility, and drive sustainable growth. Our expertise spans Business Operations, Project Management, and Marketing for small businesses, volunteer groups, and nonprofit organizations. Key projects include:

- Contract Director of Marketing for a mid-size regional legal firm since November 2022. Establish marketing department infrastructure, devise an annual marketing strategy, manage marketing budget, and implement reporting systems. Responsible for ongoing oversight of projects
- Fulfilled the role of Contract Director of Communications and Marketing from November 2019 through December 2021 for a tri-county nonprofit agency dedicated to providing court-appointed advocacy for children in the foster care system. Provide ongoing marketing support and special projects as needed.
- Researched, developed, and wrote the grant-funded business plan to reestablish Habitat for Humanity Restore affiliate in Martinsburg, West Virginia, which received approval from the national HFH leadership in 2022.

Community and Provider Educator, *Hospice of the Panhandle. Kearneysville, WV* *February 2014 – May 2019*

Marketed healthcare services for a non-profit hospice organization with a \$10M annual budget to community, providers, and facilities in a tri-state service area.

- Account manager responsible for over 120 healthcare relationships, including long-term care facilities, Veterans Administration Medical Center, hospitals, and medical clinics. Work closely with clinical staff and top decision-makers to improve understanding of palliative and end-of-life healthcare, and increase customer satisfaction and utilization of hospice services. Assist in the resolution of customer service issues. Responsible for 20% growth in territory utilization since 2014 and 15% growth in utilization by the long-term care market in 2018.
- Develop and conduct educational programs for professional development and outreach for public use via radio, newsprint, social media, community groups, civic organizations, and small businesses. Liaison to professional networking groups.
- Marketing team lead for organizational EMR software change in 2017. Managed integration of all marketing account data between new EMR and accompanying CRM system, analyzing accuracy and utilization statistics for all providers. Provide continual system monitoring for process improvements related to changes in business practice.
- Team member of the first national screening and discussion panel as part of the Being Mortal Program through the Hospice Foundation of America, receiving national recognition from the National Hospice & Palliative Care Organization and Hospice Foundation of America.

Sales and Operations Manager, Rock & Tile, LLC, Charles Town, WV

March 2005 – November 2011

Managed small business with annual sales of almost \$1M specializing in custom tile and stone design and fabrication for interior, exterior, commercial, and residential applications.

- Principal design consultant for custom builders and end-users while directing all aspects of business operations, sales, and logistics. Forecasted market trends for product line acquisition.
- Maintained working knowledge of and instructed on proper installation methods, product care, and maintenance according to client needs.
- Initiated, designed, and maintained marketing campaigns utilizing various forms of advertising and social media, company website, and newsletters.
- Oversaw design, selection, acquisition, and installation of materials for 3,000 square-foot showroom built in 2008.

ADDITIONAL SKILLS

Computer skills: Microsoft Office Suite; Quickbooks; Allscripts; Amplicare CRM; Consolo EMR and Mainsail CRM; Constant Contact; Microbiz POS; RFMS inventory management systems. Languages: conversational Spanish.

PRESENTATIONS

Yuhasz, Julia. “Best Practices for Increasing Hospice Referrals in Hospital Settings”. Hospice Council of West Virginia Quarterly Meeting, August 4, 2016. Fairmont, WV.

OTHER OUTREACH AND RECOGNITION

Over eight dozen press articles written and published in print or digital format since 2017 to promote area businesses and nonprofits.

- “Yuhasz honored for work with veterans.” The Journal, Martinsburg, WV. January 29, 2018.
<http://www.journal-news.net/news/local-news/2018/01/yuhasz-honored-for-work-with-veterans/>
- “Taking the fear out of advanced care planning.” The Journal, Martinsburg, WV. April 24, 2017.
<http://www.journal-news.net/life/health-and-fitness/2017/04/taking-the-fear-out-of-advanced-care-planning/>
- 2015 – 2019 - Quarterly segments on “Panhandle Live” WEPM 1340 AM/93.7 FM
- 2015 – 2019 - Quarterly segments on “Talk Radio” WRNR 740AM /106.5 FM

OTHER INVOLVEMENT

Rotary Club of Charles Town. Board of Directors, October 2015 - present; current Youth Services co-Chair, Christmas for Charities Committee co-Chair. Past President 2021-2022.

Episcopal Diocese of West Virginia. Chair, Peterkin Director Search Committee. August 2023 - present. ad-hoc Conservation Committee, Member.

Jefferson County Community Ministries. Member, 40th Anniversary Event Committee, April - November 2022.

Zion Episcopal Church. Chair, Stewardship Committee, 2021 - 2022.

Jefferson County Development Authority. Board of Directors, Secretary, and Strategic Planning Committee co-Chair. April 2017 – April 2020.

Four State Community Veterans Engagement Board. Founder and Directing Officer, June 2016 – January 2018.

Jefferson County Convention and Visitors Bureau. Board of Directors, Arts Chair, July 2014 – September 2015.

Jefferson Arts Council. Board of Directors, Interim Treasurer, Membership Committee, Chair of Board Development. November 2013 – September 2015.

CERTIFICATIONS, AWARDS, AND OTHER ACCOMPLISHMENTS

Rotarian of the Year, Rotary Club of Charles Town, 2022. **Leadership Jefferson Graduate,** Class XI, July 2017.

Finisher, Marine Corps Marathon, 2009; **Cleone Haynes Hodges Scholarship,** Appalachian State University, 2004; **Dr. John H. Williams Memorial Scholarship,** Appalachian State University, 2004.

August 20, 2024



Jefferson County Commission
% Edwina Benites-LM, County Administrator
PO Box 250
Charles Town, WV 25414

Dear Jefferson County Commissioners,

I write to express my interest in serving as a member in the non-farmer position available on the Jefferson County Farmland Protection Board. As an 8th-generation resident of Jefferson County, I have a profound dedication to our region. My personal and professional experiences align well with the board's objectives, and I am confident in my ability to make a significant contribution to their mission.

In my resume, you will see that my experience spans business management, outreach, marketing, and community engagement. I'm confident my background in business development and marketing will greatly benefit the JCFPB mission to protect farmland for future generations. Recent involvement in conservation projects elsewhere in the state has deepened my passion for preserving our farmland and waterways, while enhancing my skills in advocacy, planning, and collaboration.

I actively contribute to any board I serve on, always striving for thoroughness. Although my conservation experience is relatively new, my commitment to our community and preserving its natural beauty for future generations is strong. I'm drawn to the Farmland Protection Board's mission due to its vital role in preserving Jefferson County's history, heritage, and natural resources, especially given the more recent rapid development and our proximity to metro D.C. Being a part of efforts to protect our natural gifts long-term is an exciting opportunity worth the time and effort of those willing to provide it.

I would be honored to bring my dedication, expertise, and energy to the Jefferson County Farmland Protection Board as a volunteer committee member. I am eager to contribute my part toward fostering a sustainable future for Jefferson County that balances growth with the preservation of irreplaceable farmlands.

Thank you for considering my application.

Warm regards,

A handwritten signature in black ink, appearing to read 'Julia Yuhasz', written in a cursive style.

Julia McDonald Yuhasz

Jefferson County Commission
Application for Boards, Committees or Commissions

Please type or print information

Name: Julia McDonald Yuhasz

Home Telephone Number: 304-886-8300

Work Address: 583 Ira Way, Kearneysville, WV 25430

Work Phone Number: 304-886-8300

Mobile Phone Number: 304-886-8300

E-mail Address: julia@shepherdconsulting.llc

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

Occupation: Self-employed; Business and Marketing Consultant

Education: High School Saint James School, St. James, Maryland

College Appalachian State University (BS), Shepherd University (MBA)

Trade/Business School _____

Are you a United States citizen? Yes X No

Are you a West Virginia resident? Yes X No

Are you a resident of Jefferson County? Yes X No

Are you able to produce verification of residency? Yes X No

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

Address:
583 Ira Way, Kearneysville, WV 25430

Magisterial District: Middleway

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

Organization Memberships and Positions Held : see attached resume

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

Date:	Offense:

Statement: _____

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

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

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

Signature:  Date: 8/30/2024

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

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bessie Nelson, Budget Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **September 19, 2024**

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

Date Requested – 2nd Choice:

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

State Fire Protection Funding to County Fire Departments

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

We received a letter from Gov. Justice dated August 14, 2024 advising allocation of \$101,329.83 in Fire Protection Funds for 2024 will be disbursed to Jefferson County Commission.

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*):

I motion to allocate FY24 Fire Protection Fund 041 equally among the seven (7) fire departments within Jefferson County (\$14,475.69 each) when funds are received from the State.

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: bnelson@jeffersoncountywv.org

Phone Number: 304.724.8425 ext 1008

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

JEFFERSON COUNTY FIRE & RESCUE ASSOCIATION, INC.



Organized 1959

September 11th, 2024

Jefferson County Commission,

The Jefferson County Fire & Rescue Association, Inc. voted Tuesday, September 3rd, 2024, to evenly split the Fire Protection Funding that was issued to the County Commission to be disbursed to the volunteer fire departments in Jefferson County. The total will be divided evenly 7 ways for Friendship Fire Company, Citizens Fire Company, Shepherdstown Fire Department, Independent Fire Company, Blue Ridge Mountain Volunteer Fire Company, Middleway Fire Company, and Bakerton Fire Department. Please let me know should you have any questions regarding this.

Adam C. Watson

Chairman of the Jefferson County Fire & Rescue Association

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Bessie Nelson, Budget Director

Department or Organization: County Commission

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1st Choice: **September 19, 2024**

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

Date Requested – 2nd Choice:

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

Revision to the starting salary for Liesel Eby, Tax Deputy – start date of September 1, 2024 to \$36,000.

The Sheriff presented a starting salary of \$35,000 effective September 1, 2024 with a \$1,000 increase after 90 days at the August 15, 2024 meeting.

- The \$35,000 is \$664 below the minimum starting salary for this position.
- I didn't catch this error when I prepared the fiscal note, I used the FY23 pay scale instead of the FY24 pay scale.
- I am requesting her starting salary be changed to \$36,000 effective September 1, 2024 with no increase after 90 days.

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*):

I motion to increase the starting salary for Liesel Eby to \$36,000 effective September 1, 2024 with no increase after 90 days as previously approved on August 15, 2024.

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: bnelson@jeffersoncountywv.org

Phone Number: 304.724.8425 ext 1008

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Robert Trainor, John Nissel, & Keith Lowry**

Department or Organization: **City of Charles Town and Jefferson County Community Ministries**

Estimation of amount of time needed for appointment: **30 to 45 minutes**

Date Requested – 1st Choice: **19 September 2024**

If a specific date is needed, please provide reason for specific date: **Would like to present our topic before the Opioid Funding requests are due to the County Commission.**

Date Requested – 2nd Choice:

Subject (Wording to be placed on agenda): **Importance of the County Liasson position and possible funding options for FY2026 and beyond.**

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

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

If so, how much? **Approximately \$80K**

Provide exact financial impact/request:

Recommended motion (Please type out the wording of the motion that you would like the Commission to approve):
Commitment to support the County Social Services Liaison position.

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

If not attached, explain:

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

Contact information:

Email address: btrainor@charlestownwv.us; jnissel@charlestownwv.us; Keith Lowry directorkeith@jccm.us

Phone Numbers: **Trainor – 304-283-2946; Nissel – 304-384-1545; Lowry – 304-725-3186**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Pasha Majdi

Department or Organization: Commission

Estimation of amount of time needed for appointment: 5 min

Date Requested – 1st Choice: **Sep 19**


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

Date Requested – 2nd Choice:

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

Publication of Commission policies

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

-  Publish County Commission policies on website in easily accessible location with posted revision dates.

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*):

I move to direct county staff to publish Commission policies on the county website with dates of revisions by [insert date].

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



Name: Servando R. Arredondo III

Department or Organization: Mountaineer Food Bank

Estimation of amount of time needed for appointment: 5 minutes

Date Requested – 1st Choice: **9/19/24**

*If a specific date is needed, please provide reason for specific date: **We are wrking to have these proclamations done in every county. This date aligns best with our other county schedules.***

Date Requested – 2nd Choice: 9/5/24

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

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

We are requesting to be added to the County Commission agenda for a meeting during the month of September. The reason being, that September is Hunger Action Month, and we are working to get every county in WV to declare September as Hunger Action Month in their county to promote and raise awareness for the challenges of food insecurity being faced by many in our state.

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

If so, how much? \$

Provide exact financial impact/request:

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

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: sarredondo@mountaineerfoodbank.org

Phone Number: 904-502-5963

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

Hunger Action Month® | FEEDING AMERICA

2024 Hunger Action Month Proclamation

WHEREAS, hunger and poverty are issues of vital concern in West Virginia where 266,370 people face hunger and one in every six children do not know where their next meal will come from; and

WHEREAS, everyone needs nutritious food to thrive, and in every community in America, people are working hard to provide for themselves and their families—yet in 2022, 44 million people—1 in 7— including more than 13 million children—1 in 5—faced food insecurity in the U.S. That includes more than 5,290 people in Jefferson County, with 1,340 - or 10.7 percent of - children that call Jefferson County home food insecure; and

WHEREAS, Jefferson County is committed to taking steps to combat hunger in every part of our community and to provide additional resources that those in Jefferson County need; and

WHEREAS, Jefferson County is committed to working with Mountaineer Food Bank, a member of the Feeding America® nationwide network of food banks, in educating people about the role and importance of food banks in addressing hunger and raising awareness of the need to devote more resources and attention to hunger issues; and

WHEREAS, many individuals in Jefferson County rely on food provided by the members of Mountaineer Food Bank and its community partners annually; and

WHEREAS, in 2022, the members of Mountaineer Food Bank distributed 369,761 pounds of food to 1,629 households in Jefferson County through its network of food pantries, soup kitchens, shelters, and other community organizations; and

WHEREAS, the month of September has been designated “Hunger Action Month” in order to bring attention to food insecurity in our communities and to enlist the public in the movement to end hunger by taking action – including volunteer shifts, social media shares, and donations – to ensure every community, and everybody in it, has the food they need to thrive.

WHEREAS, food banks across the country, including Mountaineer Food Bank– will host numerous events throughout the month of September to bring awareness and help end hunger in their local community;

NOW, THEREFORE, I, [NAME OF ELECTED OFFICIAL], do hereby recognize September 2024, as **HUNGER ACTION MONTH** in our [State, City or County] OF [NAME OF STATE], and I call this observance to the attention of our citizens.

SIGNATURE _____

DATE _____

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Nathan Cochran**

Department or Organization: **Prosecuting Attorney's Office**

Estimation of amount of time needed for appointment:

Date Requested – 1st Choice: **September 19, 2024**

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

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Report by legal counsel**

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

- A. Report by counsel on Jefferson County Circuit Court Case No. 2023-C-127**
- B. Report by counsel on Supreme Court of Appeals of West Virginia Case No. 23-369**

Is this a funding request? **No**

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

Provide exact financial impact/request:

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

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

If not attached, explain:

Is equipment needed? Projector **No** Internet/Wi Fi **No** Telephone for conference call **No**

Contact information: **Jaymee Houser**

Email address: **jhouser@jcpawv.org**

Phone Number: **304-728-3318**

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Jessica James, Assistant Deputy County Administrator**

Department or Organization: **Jefferson County Commission**

Estimation of amount of time needed for appointment: **15 minutes**

Date Requested – 1st Choice: **September 19, 2024**

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

Date Requested – 2nd Choice:

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

1. **Correction of Clerical Error for three employees of the Prosecuting Attorney's Office**
2. **Approval of Position Upgrade/Approval to Advertise – WVU Extension Service administrative assistant position**
3. **Approval of Promotion – FF/EMT II to FF/EMT III**
4. **Approval to Re-advertise – Zoning Administrator position**
5. **Consider personnel issues involving potential employee complaint**

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

1. Due to a clerical error resulting from the Commission's lack of quorum last fall, three employees within the Prosecuting Attorney's Office are owed compensation for time worked between 9/24/2023-1/27/2024 (Lisa Driscoll, Rebecca Hall) and 12/31/23-1/27/24 (Steve Groh).
2. We've received a request to upgrade the position of administrative assistant in the WVU Extension Office from a Grade 2 to a Grade 4. Ms. Wells provided justification for the request due to additional duties and has the money (~\$1,300) in her operating budget to cover the associated increase. We're also asking approval to advertise the vacant position.
3. Captain Lyons is requesting the approval of the promotion of Ronald Poe from a FF/EMT II at \$21.16/hr to FF/EMT III at \$21.69/hr. Mr. Poe is eligible for the promotion as he's successfully met the FF/EMT III requirements by becoming released to operate one class of fire apparatus.
4. We're requesting the approval to re-advertise the vacancy of Zoning Administrator at a Grade 7. The position was mistakenly advertised as a Grade 5 due to an outdated job description. The salary range for this position is \$61,814-\$98,902 and is within the Dept. of Engineering, Planning, and Zoning's budget.

Is this a funding request? Y/N - NO – no funding requested or necessary

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*):

- ✦ *I move to approve the lump sum payments to the employees within the Prosecuting Attorney's Office due to clerical errors in compensation.*
- ✦ *I move to approve the upgrade of the administrative assistant position within the Extension office, as presented, and approve the advertisement of the position.*
- ✦ *I move to approve the promotion of Ronald Poe of the Jefferson County Emergency Services Agency from a FF/EMT II (\$21.16/hr.) to a FF EMT III at \$21.69/hr., as presented.*
- ✦ *I move to approve the re-advertisement of the zoning administrator position at a Grade VII, as presented.*

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: Jessica James

Email address: jjames@jeffersoncountywv.org

Phone Number: 304-728-3282

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION</u>
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not applicable



		Employee		Eff date		Hourly Raise	
		3185 Lisa Driscoll		10/01/23		\$ 0.8491	
Start	Stop	Reg Hr	Reg Amoun	OT Hr	OT Amount	Training	Train Amt
07/02/23	07/15/23		\$ -		\$ -		\$ -
07/16/23	07/29/23		\$ -		\$ -		\$ -
07/30/23	08/12/23		\$ -		\$ -		\$ -
08/13/23	08/26/23		\$ -		\$ -		\$ -
08/27/23	09/09/23		\$ -		\$ -		\$ -
09/10/23	09/23/23		\$ -		\$ -		\$ -
09/24/23	10/07/23	40	\$ 33.96		\$ -		\$ -
10/08/23	10/21/23	80	\$ 67.93		\$ -		\$ -
10/22/23	11/04/23	80	\$ 67.93		\$ -		\$ -
11/05/23	11/18/23	80	\$ 67.93		\$ -		\$ -
11/19/23	12/02/23	80	\$ 67.93		\$ -		\$ -
12/03/23	12/16/23	80	\$ 67.93		\$ -		\$ -
12/17/23	12/30/23	80	\$ 67.93		\$ -		\$ -
12/31/23	01/13/24	80	\$ 67.93		\$ -		\$ -
01/14/24	01/27/24	80	\$ 67.93		\$ -		\$ -
01/28/24	02/10/24		\$ -		\$ -		\$ -
02/11/24	02/24/24		\$ -		\$ -		\$ -
02/25/24	03/09/24		\$ -		\$ -		\$ -
03/10/24	03/23/24		\$ -		\$ -		\$ -
03/24/24	04/06/24		\$ -		\$ -		\$ -
04/07/24	04/20/24		\$ -		\$ -		\$ -
04/21/24	05/04/24		\$ -		\$ -		\$ -
05/05/24	05/18/24		\$ -		\$ -		\$ -
05/19/24	06/01/24		\$ -		\$ -		\$ -
06/02/24	06/15/24		\$ -		\$ -		\$ -
06/16/24	06/29/24		\$ -		\$ -		\$ -
06/30/24	07/13/24		\$ -		\$ -		\$ -
07/14/24	07/27/24		\$ -		\$ -		\$ -
07/28/24	08/10/24		\$ -		\$ -		\$ -
08/11/24	08/24/24		\$ -		\$ -		\$ -
08/25/24	09/07/24		\$ -		\$ -		\$ -
09/08/24	09/21/24		\$ -		\$ -		\$ -
09/22/24	10/05/24		\$ -		\$ -		\$ -
10/06/24	10/19/24		\$ -		\$ -		\$ -
10/20/24	11/02/24		\$ -		\$ -		\$ -
11/03/24	11/16/24		\$ -		\$ -		\$ -
11/17/24	11/30/24		\$ -		\$ -		\$ -
TOTALS		680	\$ 577.39	0	\$ -	0	\$ -
Retro Hourly Rate Due		0.8491		1.27365		0	
RETRO PAY		\$ 577.39		\$ -		\$ -	

TOTAL DUE \$ 577.39

		Employee		Eff date		Hourly Raise	
		1202 Rebecca Hall		10/01/23		\$ 0.8425	
Start	Stop	Reg Hr	Reg Amount	OT Hr	OT Amount	Training	Train Amt
07/02/23	07/15/23		\$ -		\$ -		\$ -
07/16/23	07/29/23		\$ -		\$ -		\$ -
07/30/23	08/12/23		\$ -		\$ -		\$ -
08/13/23	08/26/23		\$ -		\$ -		\$ -
08/27/23	09/09/23		\$ -		\$ -		\$ -
09/10/23	09/23/23		\$ -		\$ -		\$ -
09/24/23	10/07/23	40	\$ 33.70		\$ -		\$ -
10/08/23	10/21/23	80	\$ 67.40		\$ -		\$ -
10/22/23	11/04/23	80	\$ 67.40		\$ -		\$ -
11/05/23	11/18/23	80	\$ 67.40		\$ -		\$ -
11/19/23	12/02/23	80	\$ 67.40		\$ -		\$ -
12/03/23	12/16/23	80	\$ 67.40		\$ -		\$ -
12/17/23	12/30/23	80	\$ 67.40		\$ -		\$ -
12/31/23	01/13/24	80	\$ 67.40		\$ -		\$ -
01/14/24	01/27/24	80	\$ 67.40		\$ -		\$ -
01/28/24	02/10/24		\$ -		\$ -		\$ -
02/11/24	02/24/24		\$ -		\$ -		\$ -
02/25/24	03/09/24		\$ -		\$ -		\$ -
03/10/24	03/23/24		\$ -		\$ -		\$ -
03/24/24	04/06/24		\$ -		\$ -		\$ -
04/07/24	04/20/24		\$ -		\$ -		\$ -
04/21/24	05/04/24		\$ -		\$ -		\$ -
05/05/24	05/18/24		\$ -		\$ -		\$ -
05/19/24	06/01/24		\$ -		\$ -		\$ -
06/02/24	06/15/24		\$ -		\$ -		\$ -
06/16/24	06/29/24		\$ -		\$ -		\$ -
06/30/24	07/13/24		\$ -		\$ -		\$ -
07/14/24	07/27/24		\$ -		\$ -		\$ -
07/28/24	08/10/24		\$ -		\$ -		\$ -
08/11/24	08/24/24		\$ -		\$ -		\$ -
08/25/24	09/07/24		\$ -		\$ -		\$ -
09/08/24	09/21/24		\$ -		\$ -		\$ -
09/22/24	10/05/24		\$ -		\$ -		\$ -
10/06/24	10/19/24		\$ -		\$ -		\$ -
10/20/24	11/02/24		\$ -		\$ -		\$ -
11/03/24	11/16/24		\$ -		\$ -		\$ -
11/17/24	11/30/24		\$ -		\$ -		\$ -
TOTALS		680	\$ 572.90	0	\$ -	0	\$ -
Retro Hourly Rate Due		0.8425		1.26375		0	
RETRO PAY		\$ 572.90		\$ -		\$ -	
TOTAL DUE		\$ 572.90					

		Employee		Eff date		Hourly Raise	
		1052 Steve Groh				\$ 2.0749	
Start	Stop	Reg Hr	Reg Amount	OT Hr	OT Amount	Training	Train Amt
07/02/23	07/15/23		\$ -		\$ -		\$ -
07/16/23	07/29/23		\$ -		\$ -		\$ -
07/30/23	08/12/23		\$ -		\$ -		\$ -
08/13/23	08/26/23		\$ -		\$ -		\$ -
08/27/23	09/09/23		\$ -		\$ -		\$ -
09/10/23	09/23/23		\$ -		\$ -		\$ -
09/24/23	10/07/23		\$ -		\$ -		\$ -
10/08/23	10/21/23		\$ -		\$ -		\$ -
10/22/23	11/04/23		\$ -		\$ -		\$ -
11/05/23	11/18/23		\$ -		\$ -		\$ -
11/19/23	12/02/23		\$ -		\$ -		\$ -
12/03/23	12/16/23		\$ -		\$ -		\$ -
12/17/23	12/30/23		\$ -		\$ -		\$ -
12/31/23	01/13/24	80	\$ 165.99		\$ -		\$ -
01/14/24	01/27/24	80	\$ 165.99		\$ -		\$ -
01/28/24	02/10/24		\$ -		\$ -		\$ -
02/11/24	02/24/24		\$ -		\$ -		\$ -
02/25/24	03/09/24		\$ -		\$ -		\$ -
03/10/24	03/23/24		\$ -		\$ -		\$ -
03/24/24	04/06/24		\$ -		\$ -		\$ -
04/07/24	04/20/24		\$ -		\$ -		\$ -
04/21/24	05/04/24		\$ -		\$ -		\$ -
05/05/24	05/18/24		\$ -		\$ -		\$ -
05/19/24	06/01/24		\$ -		\$ -		\$ -
06/02/24	06/15/24		\$ -		\$ -		\$ -
06/16/24	06/29/24		\$ -		\$ -		\$ -
06/30/24	07/13/24		\$ -		\$ -		\$ -
07/14/24	07/27/24		\$ -		\$ -		\$ -
07/28/24	08/10/24		\$ -		\$ -		\$ -
08/11/24	08/24/24		\$ -		\$ -		\$ -
08/25/24	09/07/24		\$ -		\$ -		\$ -
09/08/24	09/21/24		\$ -		\$ -		\$ -
09/22/24	10/05/24		\$ -		\$ -		\$ -
10/06/24	10/19/24		\$ -		\$ -		\$ -
10/20/24	11/02/24		\$ -		\$ -		\$ -
11/03/24	11/16/24		\$ -		\$ -		\$ -
11/17/24	11/30/24		\$ -		\$ -		\$ -
TOTALS		160	\$ 331.98	0	\$ -	0	\$ -
Retro Hourly Rate Due		2.0749		3.11235		0	
RETRO PAY		\$ 331.98		\$ -		\$ -	

TOTAL DUE \$ 331.98

Jefferson County Job Description

Position Title:	Administrative Assistant	Grade Level:	IV
Department	West Virginia University Extension	Date	9/19/2024
Reports to:	Department Head	FLSA Status	Non-Exempt

Statement of Duties: The employee provides support services to the West Virginia University Extension Services Agents and Extension service programs. Employee is required to perform all similar or related duties.

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

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not supervise other employees.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities, such as client records and department records.

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

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

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

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

Jefferson County Job Description

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. Employee serves as a recognized authority of the organization and is expected to communicate departmental practices, procedures, regulations, or guidelines. Employee may be required to discuss controversial or sensitive matters where tact is essential to avoid friction and obtain cooperation.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

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

1. Maintain membership records and prepare reports for the county 4-H program. Jefferson County 4-H maintains 22 community clubs, with approximately 500 members and 130 vetted volunteers.
2. Under supervision of the 4-H Extension Agent, maintain correspondence with members and volunteers regarding routine 4-H events, including, but not limited to, project enrollment, Leaders Association meetings, 4-H camp, Jefferson County Fair, and county and statewide events.
3. Maintain inventory of 4-H project books and awards, placing orders when necessary. Prepare project books for distribution to members and club leaders.
4. Prepare programs, documents, calendars, handouts and publications for events such as, but not limited to: 4-H enrollment, Community Educational Outreach Service (CEOS), Achievement programs, and 4-H Camp.
5. Maintain working knowledge of office schedule and functions in order to perform Extension Service administration responsibilities, including but not limited to answering phone calls, maintaining databases and filing systems, composing and creating correspondence, scanning and copying, managing incoming/outgoing mail and maintaining equipment.
6. In conjunction with the other county staff member, maintain WVU Jefferson County Extension website.
7. Perform other duties as assigned by the Department Head or Extension Agents.
8. Works as part of a team to support the WVU Jefferson County Extension Service, includes cross-training job responsibilities with other county staff in office.

Jefferson County Job Description

Recommended Minimum Qualifications:

Education and Experience: High school graduate of equivalent (Associate's degree preferred) with one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Requirements: Candidates must possess a valid driver's license and pass WVU's background check.

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet in support of department operations. Knowledge of WVU Extension programs and purpose is preferred.

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

Skills: Proficient personal computer skills, knowledge of Microsoft Office programs, proofreading and editing skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills.

Physical and Mental Requirements

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

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment, and computer paper, up to 50 pounds.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding, proofreading, and editing.

The Jefferson County Department of Engineering, Planning, and Zoning seeks to fill the position of Zoning Administrator. This position is responsible for the administration and enforcement of the Zoning Ordinance and Subdivision Regulations and other regulations related to land use and land development. Other responsibilities may include the direct or indirect supervision of other staff members engaged in administration and enforcement of the Zoning Ordinance, as well as site plan and development project review and approval processes. This position oversees and supervises all aspects of the administration of the County Zoning and Land Development Ordinance. The Zoning Administrator also works under the guidance of State and Federal regulation, and County ordinances, regulations, policies and procedures. To view full, detailed job description, please click [here](#).

Recommended Minimum Qualifications

Education and Experience: Bachelor's degree from an accredited college or university with three to five (3-5) years related work experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid driver's license required. Member in good standing of the American Institute of Certified Planners (AICP) preferred.

Strong employee benefits package includes West Virginia Public Employee Retirement System; health, vision, and dental insurance plans; paid vacation leave; paid sick leave, and up to thirteen paid holidays per calendar year. Deadline for applications is 5:00 p.m. on Friday, October 11, 2024. Position to remain open until filled.

Grade VII, 80-hour position

Salary Range: \$61,814-\$98,902

Send resume to:

Ms. Jessica James, Assistant Deputy County Administrator
Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Or e-mail: jobs@jeffersoncountywv.org and note "Zoning Administrator" in the subject line.

**Jefferson County, West Virginia
Job Description**

Position Title:	Zoning Administrator	Grade Level:	VII
Department	Zoning Department	Date:	June 2024
Reports to:	Director of Planning and Zoning	FLSA Status	E

Statement of Duties: This position is responsible for the administration and enforcement of the Zoning Ordinance and Subdivision Regulations and other regulations related to land use and land development. Other responsibilities may include the direct or indirect supervision of other staff members engaged in administration and enforcement of the Zoning Ordinance, as well as site plan and development project review and approval processes. This position oversees and supervises all aspects of the administration of the County Zoning and Land Development Ordinance. The Zoning Administrator also works under the guidance of State and Federal regulation, and County ordinances, regulations, policies and procedures.

Supervision Required: Employee works under the administrative direction of the Director of Engineering, Planning, and Zoning to enforce the Zoning and Land Development Ordinance and administer planning and zoning related functions for the County. Employee works from County policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and is the lead staff for the Zoning Department. Consults with supervisor only where clarification, interpretation, or exception to County policy may be required. The employee is responsible for recommending the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, leads clerical staff in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind of levels as is done by the group lead. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs clerical staff in specific tasks or explains work methods to be employed and indicated applicable reference material and guideline; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems; performance and training needs of employee; resolves simple, informal complaints of employees and refers others to the supervisor. Provides immediate supervision up to two full time clerical staff. Employee assigns, checks and reviews work which has standardized procedures. Supervisory responsibilities includes direct accountability for work results. Provides input when subordinates are evaluated, disciplined or trained by the department head. Work is subject to unpredictable fluctuations.

Confidentiality: Employee has access to confidential information of the department including law suits and client records.

Planning and Zoning Department
Zoning Administrator
4/16/09; revised 06/24/2024

Jefferson County, West Virginia
Job Description

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

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

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

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee works on behalf of the department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Work is performed under tight deadlines at times.

Essential Functions:

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

1. Responsible for the Administration, Enforcement and Interpretation of the County Zoning and Land Development Ordinance.
2. Review and evaluate all Site Plans and Subdivision Plats, including Concept Plans, and environmental assessments/determinations, for conformance with the County Zoning and Land Development Ordinance.

Planning and Zoning Department
Zoning Administrator
4/16/09; revised 06/24/2024

Jefferson County, West Virginia
Job Description

3. Evaluate zoning certificates, information requests, and subdivision proposals and projects for zoning code compliance, conformance to comprehensive plan, and land use development regulations and prepare written documentation of responses.
4. Act as lead staff liaison for the Board of Zoning Appeals, preparing and presenting staff reports on all actionable items, providing relevant background and Zoning and Land Development Ordinance references, and supervising clerical staff functions for the BZA.
5. Review Conditional Use Permit and Special Exception applications for completeness. Facilitate the public through the application and public hearing process with the Board of Zoning Appeals.
6. Prepare staff summaries and recommendations on development proposals as needed for presentation at various meetings.
7. Maintain a log of Zoning Ordinance and land use interpretations and policies for future reference.
8. Enforce code violations with the assistance of the Ordinance Compliance Officer and with the assistance of County Prosecuting Attorney.
9. Interpret and advise the public and development community on development activities, including participating in Pre-proposal Conferences (PPCs) requiring land use and zoning interpretation and preparing written responses.
10. Direct personnel engaged in publication of legal notices, and notification of adjacent property owners or affected agencies or organizations with regard to Board of Zoning Appeals land development matters in accordance with County, State and local regulations.
11. Collaborate with professional staff in preparation of amendments to any ordinances related to land use, land development standards and processes. Recommend amendments to provide clarity of intent and to support Comprehensive Plan recommendations.
12. Collaborate with professional staff in revisions or updates to the County Comprehensive Plan and in any special area planning studies or activities.

Jefferson County, West Virginia
Job Description

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university with three to five (3-5) years related work experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid driver's license required. Member in good standing of the American Institute of Certified Planners (AICP) preferred.

Knowledge, Abilities and Skill

Knowledge: Common principles and theories related to planning and zoning laws; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet in support of department operations.

Abilities: Supervise, assign, and evaluate the work of employees. Ability to read plans, and enforce ordinances.

Skills: Good writing and oral presentation skills, record keeping, and time management skills are required. Effective customer service skills.

Physical and Mental Requirements

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

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes.

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: **Roger Goodwin, Chief County Engineer**

Department or Organization: **Department of Engineering, Planning & Zoning**

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

Date Requested – 1st Choice: **September 19, 2024**

Date Requested – 2nd Choice:

Subject (*Wording to be placed on agenda*): **Approval of West Virginia Department of Economic Development & Jefferson County Commission - Agreement/Contract Extension #3 for the Hill Top House Hotel Tourism Development District (TDD) project services.**

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

The Hilltop House Hotel project is located in the municipality of Harpers Ferry. It is a \$140 million dollar tourism/economic development project. To date, the developer submitted five building permit applications for the project and the building permits are issued. The developer still needs to submit the site plan for review and approval.

Under West Virginia State Code, Section 5B-1-9, the State of West Virginia removed this project from the purview of the Town of Harpers Ferry officials and oversight is assigned to the West Virginia Department of Economic Development (WVDED). The WVDED decided that Jefferson County's land development regulations and the West Virginia state building code shall apply to this project. The WVDED contracted with the Jefferson County Commission to have the Department of Engineering, Planning & Zoning's staff to provide oversight of the site plan, building plans review and building code inspections, etc.

The current agreement (Change Order #2) between the West Virginia Department of Economic Development (WVDED) and the Jefferson County Commission will expire on September 29, 2024. Therefore, the WVDED wants to extend the Agreement/Contract to September 29, 2025, via Change Order #3. The not to exceed contract amount is One-Hundred Thousand Dollars (\$100,000). To date, the Department Engineering, Planning and Zoning has issued invoices in the amount of \$47,745.50

Change Order #3 is attached. In the past, the County Commission authorized the County Administrator to sign the contract documents on their behalf.

Is this a funding request? **No** If so, how much?

Motion Requested: **Yes**

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

Move to approve ACT DEV220000001 Change Order #3 Contract Renewal Jefferson County Hilltop House Project, dated September 9, 2024, between the West Virginia Department of Economic Development and the Jefferson County Commission, and extending the contract from September 30, 2024 through September 29, 2025; and authorizing the County Administrator to sign the change order on behalf of the Jefferson County Commission.

Attach supporting documents for request, or request may be denied. **See attached Agreement Change Order #3.**

If not attached, explain:

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

Contact information:

Email address: engineering@jeffersoncountywv.org Phone Number: 304-728-3257

<u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u>

September 9, 2024

Ms. Edwina Benites
County Administrator
Jefferson County Commission
124 E Washington Street
Charles Town, West Virginia 25414

**RE: ACT DEV220000001 Change Order #3 Contract Renewal
Jefferson County Hilltop House Project**

Dear Ms. Benites:

The West Virginia Economic Development is offering to renew subject contract under the same terms, conditions, and pricing as stated in the original contract. The renewal dates are from September 30, 2024, through September 29, 2025. Please sign below if your company agrees to this renewal.

Kimberly Miller,
Procurement Officer

Mitch Carmichael, Secretary
WV Department of Economic Development

We agree to renew the contract for the period stated above under the same terms and conditions as stated in the original contract.

Name/Signature

Title

Date

AGENDA REQUEST FORM
www.jeffersoncountywv.org



Name: Edwina Benites-LM

Department or Organization: Administration

Estimation of amount of time needed for appointment: 30 minutes

Date Requested – 1st Choice: September 5, 2024

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

Date Requested – 2nd Choice:

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

1. Fire Service RFP- discussion/ possible action (see attached)
2. Using AI in Grant Application- workshop- discussion/ possible action (see attached)
3. Bloomery Road Workgroup- discussion/ possible action (see attached)
4. Impact Fees- discussion/ possible action (see attached)
5. Academy Days 2024- discussion/ possible action (see attached)
6. Opioid Settlement Funds- discussion/ possible action (see attached)
7. Poll workers list published- discussion/ possible action (see attached)
8. Consider matters involving or affecting the construction, planning, purchase, sale, or lease of property for County office space and/or courthouse space- discussion/ possible action- discussion/ possible action

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

Is this a funding request? Y/N Both

If so, how much? \$ Hiring

Provide exact financial impact/request: \$80,179

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

See attached.

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

If not attached, explain:

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

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



JEFFERSON COUNTY COMMISSION

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

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

Web: www.jeffersoncountywv.org

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

To: Commissioner Pasha Majdi
Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Kelvin Upson

From: Edwina Benites-LM, county administrator

Re: County Administrator Report, September 19, 2024

Fire Service RFP

On July 6, 2024, the Commission approved the publication of a Request for Proposals (RFP) regarding the future of the fire service. The RFP closed on August 30th.

We received three proposals. After reviewing the proposals with the Director of Jefferson County Emergency Services Agency, we recommend advancing with Fitch & Associates with funding to be allocated from Coal Severance.

Suggested motion: motion to engage with Fitch & Associates for a Fire Service Study with \$44,995 in funding coming from Coal Severance.

Using AI in Grant Application- Workshop

Jennifer Verdugo, Social Services Coordinator, will host a workshop on using AI to apply for grants. This event is free and open to the public, with a particular focus on grant managers.

Event details:

- **Date:** September 24
- **Time:** 10 AM - Noon
- **Location:** County Commission Meeting Room

Bloomery Road Workgroup

At the last Commission meeting, I was directed (or my designee) to establish a workgroup to address ongoing issues related to trash, illegal parking, and illegal camping on Bloomery Road. The workgroup will develop solutions to mitigate these problems and enhance the well-being of the community.

Jennifer Myers from Parks and Recreation and Debbie Lowe from the Sheriff's Office will lead the task force.

Event details:

- **Date:** September 24
- **Time:** 1 pm – 3pm
- **Location:** County Commission Meeting Room

Impact Free Study Workshop

The Commission will host a workshop of the results of a recently conducted Impact Free Study.

Event details:

- **Date:** September 26
- **Time:** 10 AM - Noon
- **Location:** County Commission Meeting Room

Academy Days 2024

Senator Shelley Moore Capito announced that she will host four Academy Days this month for West Virginia students interested in learning more about opportunities at the US service academies and available Reserve Officers' Training Corps (ROTC) scholarships. One of these events will be hosted in Jefferson County.

Event details:

- **Date:** September 28
- **Time:** 2- 4pm
- **Location:** Jefferson High School- 4141 Flowing Springs Road, Shenandoah Junction, WV 25442

Opioid Settlement Funds

At the August 15, 2024, Commission meeting, the Commission directed me to solicit applications for the use of County funds received as part of the opioid settlement. These funds are intended to support initiatives aimed at mitigating the impact of the opioid crisis in our community, including prevention, treatment, recovery, and support services.

In response to this directive, I have created an online application for interested parties to submit their proposals. The application is accessible here:

https://docs.google.com/forms/d/e/1FAIpQLSdqPnlovhvPXGGY-qtgAgrqsAC_gPmOakArKfyIQX-5hBOEag/viewform?usp=sf_link

At the last meeting, the Commission updated the closing date to **October 1**. The form has been updated, an Alert was sent, and we created social media posts to update of the new closing date.

All eligible organizations and entities are encouraged to apply by the deadline to ensure their projects are considered for funding.

Additional background:

The State of West Virginia, along with many counties and municipalities, sued opioid manufacturers, resulting in a settlement where the state received more than \$1 billion. Jefferson County received approximately \$1.2 million. The West Virginia First Foundation was established to oversee the use of these funds.

Earlier this year, the Commission hosted an opioid workshop to hear from the public, the Health Department, the Sheriff, and the attorney representing the Commission in the opioid settlement.

The West Virginia First Foundation and regional boards will conduct assessments to guide the use of the funds. Jefferson County has awaited this guidance but will soon determine the next steps. Meanwhile, the statewide and regional assessments are still pending, as the Foundation and its entities remain in formation.

In addition, the Commission previously directed that the opioid settlement funds be invested in a long-term Certificate of Deposit Account Registry Service (CDARS) account. This investment will significantly increase returns, projected to earn \$30,252.14 compared to the original allocation of less than \$5,000.

In August, the Commission reinvested these funds in another 90-day CDARS account.

Item for consideration:

The Jefferson County Commission Social Services Coordinator position is currently funded through American Rescue Plan Act (ARPA) funds, with additional support from Charles Town extending the position through the end of FY25. By utilizing returns from the opioid settlement funds and continued assistance from municipalities, this position could be funded indefinitely.

At current rates, Jefferson County could generate approximately \$60,000 in annual returns. If 20% of these returns (\$12,000) are reinvested, and the remaining 80% (\$48,000) is allocated to fund the position, municipalities would need to contribute roughly \$25,000 annually.

This approach would allow Jefferson County to sustain a Social Services Grant Coordinator position without any cost to taxpayers.

Poll Workers- list published

At the last meeting, the final list of poll workers was not included in the packet because it was not available by the agenda deadline. It has been published online and shared on social media channels.



1309 Coffeen Avenue, Suite 3178 • Sheridan, WY 82801 • 833.251.5824 • www.aptriton.com

August 30, 2024

Edwina Benites, County Administrator
Jefferson County Commission
124 East Washington Street
Charles Town, West Virginia 254141

Dear Ms. Benites,

AP Triton, LLC is pleased to submit this proposal to conduct a comprehensive analysis of Jefferson County's fire services. With a deep understanding of the challenges and opportunities unique to communities served by volunteer fire departments, we are excited about the opportunity to partner with Jefferson County to enhance the performance, cost-effectiveness, and sustainability of its fire services.

The seven volunteer fire departments within Jefferson County play a critical role in safeguarding the community. Our approach will be grounded in thorough data collection, stakeholder engagement, and industry best practices, ensuring that our recommendations are tailored to the specific needs and context of your county. Our goal is to provide Jefferson County with actionable insights and strategies that will strengthen its fire services, optimize resource allocation, and ensure long-term sustainability.

The enclosed proposal outlines our project understanding, detailed scope of work, and the methodology we will employ to achieve the desired outcomes. We have structured our approach to facilitate transparency, foster collaboration, and deliver results that will enable Jefferson County to maintain and enhance the high level of service its residents expect and deserve.

We appreciate the opportunity to offer our expertise to Jefferson County and look forward to the potential of working together to build a stronger, more resilient fire service. Should you have any questions or require additional information, please do not hesitate to contact Melissa Vazquez Swank, our Director of Project Operations, directly at (503) 708-4282 or mswank@aptriton.com.

Thank you for considering AP Triton as your partner in this important endeavor.

Sincerely,

A handwritten signature in blue ink, appearing to read 'KPH', is placed above the printed name of Kurt P. Henke.

Kurt P. Henke
Principal/Managing Partner



Jefferson County
West Virginia

Proposal to conduct a

COUNTYWIDE Fire Services Study

August 2024



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Overview & History of AP Triton

The headquarters of AP Triton, LLC is located in Sheridan, Wyoming. Consultants and other subject matter experts (SME) are located throughout the United States.



Address: 1309 Coffeen Avenue Suite 3178, Sheridan, WY 82801



Phone: 833.251.5824 (toll free)



E-Mail: info@aptriton.com



Website: www.aptriton.com

About AP Triton

Established in 2014, AP Triton is a leading provider in the public safety industry with a proven track record in the fire service, emergency medical services, law enforcement, fire prevention, and life-safety programs. Our extensive experience spans a wide range of disciplines, enabling us to offer comprehensive solutions tailored to the unique needs of our clients.

Our team of consultants brings a wealth of expertise and has successfully executed numerous projects, including Master Plans, Strategic Plans, Emergency Operations Plans, Community Risk Assessments/Standards of Cover, Consolidation Feasibility Studies, EMS System Analyses, Staffing Studies, Agency Evaluations, Cost Recovery and Valuation Studies, and Fire Station Location Studies. We pride ourselves on our ability to deliver high-quality and actionable recommendations that drive positive change.

At AP Triton, we understand that traditional approaches to public safety may not always yield optimal results. That's why we prioritize innovative thinking and creative problem-solving. We believe that sustainable solutions require a forward-thinking mindset, and we bring our experience and expertise to help our clients overcome challenges and seize opportunities.

With our deep understanding of public safety departments of all sizes, AP Triton is uniquely positioned to address the specific needs of **Jefferson County's fire services**. Our consultants have decades of experience working with diverse organizations, and we leverage this knowledge to provide customized, practical, and effective solutions. We take the time to listen to our clients, understand their issues, and develop strategies to promote success.

By choosing AP Triton as your consulting partner, you gain access to a dedicated team that is committed to delivering exceptional results. We prioritize your goals, remain responsive to your needs throughout the engagement, and provide ongoing support even after project completion. Our dedication to client satisfaction sets us apart and makes us the ideal choice for Jefferson County's consulting needs.

When it comes to innovative solutions, unparalleled expertise, and a commitment to your success, AP Triton is the partner you can rely on. Let us help you transform your public safety operations and achieve your goals in the most efficient and sustainable way possible.

AP Triton's Approach to Projects

AP Triton brings a wealth of expertise and a deep understanding of fire services, EMS, and emergency services agencies across diverse communities in the United States. Our approach is rooted in a commitment to delivering customized solutions that align with the specific needs of your agency. We combine extensive industry knowledge with cutting-edge tools and methodologies to ensure project success.

Demonstrated Expertise and Knowledge

AP Triton's team is equipped with the necessary skills and resources to execute projects that require an in-depth understanding of key areas, including:

- Fire department deployment principles and practices
- Fire department staffing and labor relations
- Performance measurement and operational efficiency
- Fire prevention, urban-wildland interface, and community risk reduction
- Fire department dispatch, communications, and field operations for fire and EMS, including Advanced Life Support
- Fire services management, business practices, and governance
- Fire department fleet management and fire services technology
- Live traffic analysis and land use planning
- Safety, training, and continuous education

Additional descriptions of our experience, expertise, and knowledge skillsets are outlined in our client references and team member resumes.

Methodology and Best Practices

Our methodology begins with a thorough understanding of your project's background, goals, and objectives. We develop a comprehensive scope of work (SOW) and work plan, engaging key stakeholders throughout the process to ensure all perspectives are considered. Our use of state-of-the-art GIS mapping, computer modeling, and data analysis tools allows us to provide accurate analyses and insightful recommendations.

AP Triton adheres to industry best practices and national standards, including those set by the National Fire Protection Association (NFPA), Center for Public Safety Excellence (CPSE), and the Commission on Accreditation of Ambulance Services (CAAS). Our multi-faceted approach includes:

- Tailoring recommendations to your agency's specific needs
- Engaging stakeholders for input and buy-in
- Conducting comprehensive assessments to identify and prioritize areas for improvement
- Optimizing operational efficiency and promoting continuous learning
- Leveraging data-driven decision-making and fostering collaboration between agencies
- Ensuring compliance with local, state, and federal regulations
- Monitoring and evaluating progress to ensure successful implementation

Commitment to Excellence and Timeliness

AP Triton is committed to delivering high-quality, clear, and accessible reports that provide actionable recommendations. Our dedicated team ensures that projects are completed on time while maintaining the highest standards of quality. We utilize secure cloud-based platforms and virtual conferencing to facilitate effective communication and collaboration throughout the project.

Project Understanding & Scope of Work

Project Understanding

AP Triton, LLC (AP Triton) understands that Jefferson County seeks to engage a highly qualified and experienced public safety consulting firm to conduct a comprehensive analysis of its countywide fire services, which includes seven volunteer fire departments.

- Friendship Fire Company—Harper's Ferry
- Citizens Fire Company—Charles Town
- Shepherdstown Fire Department—Shepherdstown
- Independent Fire Company—Ranson
- Blue Ridge Mountain Volunteer Fire Department—Blue Ridge Mountain
- Middleway Volunteer Fire Company—Middleway
- Bakerton Fire Department—Bakerton

The objective is to assess the performance, cost-effectiveness, and overall efficiency of the current fire services, while identifying opportunities for improvement and sustainability. This study will provide a detailed examination of the strengths, weaknesses, funding structures, and gaps within the fire services, ultimately delivering actionable recommendations to optimize service delivery and manage costs more effectively.

Section One—Project Initiation & Information Acquisition

Task 1-A: Project Initiation & Development of a Work Plan

AP Triton will begin the project with a virtual kickoff meeting that brings together key stakeholders from Jefferson County and representatives from each of the seven volunteer fire departments. The purpose of this meeting is to ensure a thorough understanding of the county's objectives, expectations, and any unique local conditions that may influence the study. AP Triton's Project Manager will develop a strategic work plan, detailing the roles, responsibilities, timelines, and communication protocols necessary for successful project execution. This plan will be continuously refined throughout the project to address any challenges that may arise and to ensure seamless coordination and communication.

Task 1-B: Procurement of Information & Data

AP Triton will undertake a comprehensive data collection process involving all seven volunteer fire departments. This process will include gathering operational records, financial data, staffing levels, training programs, community risk assessments, and GIS data related to station locations and service areas. Additionally, demographic and economic data relevant to Jefferson County will be compiled. This extensive data acquisition is critical to forming the foundation for thorough analysis and informed recommendations.

Task 1-C: Stakeholder Input

To capture a broad spectrum of insights, AP Triton will engage with a wide range of stakeholders through structured and unstructured interviews, on-site visits, and surveys. This engagement will involve fire department leadership, volunteer firefighters, county officials, community leaders, and other relevant parties. The objective is to understand the operational realities, challenges, and opportunities from multiple perspectives, ensuring that the study is deeply grounded in the local context.

Task 1-D: Monthly Progress Reporting

AP Triton is committed to maintaining transparency and keeping all stakeholders informed throughout the project. Monthly progress reports will be provided, summarizing key developments, ongoing tasks, challenges encountered, and future objectives. This regular reporting will ensure that all parties remain aligned and engaged, facilitating timely decision-making and project adjustments.

Section Two—Baseline Assessments of the Fire Agencies

Task 2-A: Organizational Overviews

AP Triton will develop detailed profiles for each of the volunteer fire departments, including their history, organizational structure, service areas, and community demographics. This overview will include benchmarking against industry standards and best practices, providing a clear understanding of each department's capabilities and identifying areas for potential improvement.

Task 2-B: Financial Overview

A thorough financial analysis will be conducted for each fire department, focusing on revenue streams, expenditures, and budgetary practices. Special attention will be given to the sustainability of current funding structures and the identification of potential cost-saving measures and alternative funding strategies that could enhance financial stability.

Task 2-C: Staffing & Personnel

AP Triton will perform an in-depth analysis of staffing levels, personnel allocation, and volunteer retention strategies across all departments. This task will evaluate the adequacy of current staffing models in meeting service demands and will identify opportunities to improve recruitment, training, and retention of volunteer firefighters, ensuring a robust and responsive fire service.

Task 2-D: Planning for Fire Protection

AP Triton will assess the planning processes for fire protection, evaluating their alignment with best practices and their effectiveness in addressing future service delivery needs. This review will cover tactical, strategic, and long-range planning efforts, ensuring that Jefferson County's fire services are prepared to meet evolving community needs efficiently and effectively.

Task 2-E: Capital Facilities & Equipment

The condition, placement, and effectiveness of fire stations, vehicles, and equipment will be thoroughly evaluated by AP Triton. This assessment will determine whether the current capital assets meet the operational needs of the county and will explore opportunities for optimization, including potential consolidation or reallocation of resources to improve service delivery.

Task 2-F: Service Delivery & Performance

AP Triton will conduct a detailed evaluation of service delivery and performance across the participating fire agencies. This will include analysis of response times, service demand, resource distribution, and the effectiveness of mutual aid agreements. GIS mapping and other technologies will be employed to identify service gaps and redundancies, providing a clear picture of current service capabilities and areas for enhancement.

Task 2-G: Population Growth & Service Demand Projections

AP Triton will analyze population growth trends and projected service demands to anticipate future needs. This analysis will inform strategic planning and resource allocation, ensuring that Jefferson County's fire services can adapt to changing demographics and service demands.

Task 2-H: Review of Performance Objectives

AP Triton will review and recommend performance objectives for fire and EMS response times and other key metrics, ensuring they align with community expectations, risk levels, and industry standards. This task will help guide Jefferson County in setting realistic, achievable standards that enhance public safety.

Task 2-I: Support Programs

AP Triton will evaluate critical support programs, including training, life safety, and prevention initiatives. This assessment will identify the effectiveness of these programs and explore opportunities for enhancement, ensuring that Jefferson County's fire services are comprehensive and well-rounded.

Section Three—Strategies & Recommendations

AP Triton will leverage the insights gained from the baseline assessments to develop strategic recommendations aimed at improving operational efficiency, cost-effectiveness, and overall service delivery. This section will explore various options, including potential collaboration, consolidation, and funding adjustments, providing Jefferson County with a clear roadmap for enhancing its fire service infrastructure and operations.

Section Four—Development, Review, & Delivery of the Report

Task 4-A: Development & Review of a Draft Report

AP Triton will develop a draft report that includes detailed findings, analyses, and recommendations. This draft will be shared with Jefferson County and the volunteer fire departments for review and feedback, ensuring that the final report accurately reflects the insights and needs of all stakeholders.

Task 4-B: Publication of the Final Report

Following revisions based on stakeholder feedback, AP Triton will produce a final report, complete with an executive summary and supporting documentation. This report will be delivered in digital format, with all relevant visual aids included.

Task 4-C: Presentation of the Final Report

AP Triton will virtually present the final report to Jefferson County's governing bodies and stakeholders, summarizing key findings and recommendations. The presentation will be designed to facilitate a comprehensive understanding of the study's outcomes, and will include a Q&A session to address any questions or concerns. All presentation materials, including digital files and graphics, will be provided to Jefferson County for their reference and use.

Client References

The following is a selection of AP Triton's extensive portfolio, showcasing a range of projects and studies we have successfully completed. Where applicable, the project title is directly linked to its final report for easy access. This list is far from exhaustive, and additional references are readily available upon request.

Santa Clara Local Agency Formation Commission (California)			
Project Title & Description: Countywide Fire Service Review			
Santa Clara LAFCO retained AP Triton to prepare a Countywide Fire Service Review. AP Triton is performing the study in compliance with applicable California Government Code section, local LAFCO policies, and the latest available LAFCO Municipal Service Review Guidelines prepared by the Governor's Office of Planning and Research (OPR). The municipal service reviews (MSRs) will be used to inform the update of sphere of influences (SOIs) along with possible reorganizations such as annexations, dissolutions, or mergers of local public agencies that provide fire protection in Santa Clara County.			
Contact Name/Title:	Neelima Palacherla, Executive Officer	Year:	2022–2023
Client E-Mail:	Neelima.Palacherla@ceo.sccgov.org		
Project Manager:	Dan Petersen	Status:	Complete

City of Alameda Fire Department (California)			
Project Title & Description: Community Risk Assessment & Standard of Cover			
The AP Triton Team researched, wrote, and produced a Community Risk Assessment and Standards of Cover (CRA/SOC) for the Alameda Fire Department (AFD) consistent with Center for Public Safety Excellence's guidelines. The evaluation was an objective-based phased study beginning with a Community Risk Assessment followed by a Standards of Cover and Deployment Analysis consistent with state and national best practices and included an analysis and recommendations for future improvements of services to the Alameda community.			
Client Contact:	Nickolas Luby, Fire Chief	Year:	2024
Client Phone:	510-337-2102	Client E-Mail:	nluby@alamedaca.gov
Project Manager:	Clay Steward	Status:	Complete

La Verne Fire Department (California)

Project Title & Description: [Community Risk Assessment-Standards of Cover](#)

The City of La Verne Fire Department (LVFD) contracted AP Triton to conduct a Center for Public Safety Excellence, 6th Edition-compliant, Community Risk Assessment: Standards of Cover report. Triton analyzed the data provided by LVFD and others to determine the current levels of response performance. From this analysis, Triton identified factors influencing risk, response performance, and identified opportunities for delivery system improvement. This study identified response time objectives, standards for measuring the effectiveness of department resources, and the deployment of those resources.

Client Contact:	Chris Nigg, Fire Chief	Year:	2022
Client Phone:	949-375-1919	Client E-Mail:	Cnigg@lavernefire.org
Project Manager:	Kurt Latipow	Status:	Completed

Santee Fire Department (California)

Project Title & Description: [Community Risk Assessment & Service Delivery Analysis](#)

The Triton Team analyzed the data provided by the Department as well as others to determine the current levels of response performance and levels of community risk. From this analysis, the team identified factors influencing risk and response performance and has identified opportunities for delivery system improvement. The final report established standards for measuring the effectiveness of Department resources, and the deployment of those resources

Client Contact:	Justin Matsushita, Fire Chief	Year:	2023
Client Phone:	619-258-4100	Client E-Mail:	jmatsushita@cityofsantee.ca.gov
Project Manager:	Clay Steward	Status:	Complete

Central Fire District of Santa Cruz County (California)

Project Title & Description: [Long-Range Master Plan & CRA-SOC & Strategic Plan](#)

AP Triton was retained to research, write, and produce a Long-Range Master Plan including a Community Risk Assessment and Standards of Cover consistent with Center for Public Safety Excellence's guidelines. The development of the Long-Range Master Plan was followed by a Customer-Centered Strategic Plan for the District.

Client Contact:	Jason Nee, Fire Chief	Year:	2022
Client Phone:	831.479.6842	Client E-Mail:	jason.nee@centralfiresc.org
Project Manager:	Kurt Latipow	Status:	Completed

City of Santa Barbara (California)

Project Title & Description: [Community Risk Assessment/Standards of Cover](#)

The City of Santa Barbara Fire Department (SBFD) engaged AP Triton to provide a Community Risk Assessment (CRA) and Standards of Cover (SOC) Deployment Analysis. The CRA-SOC will include an analysis and recommendations for future improvements of services to the Santa Barbara community and will review automatic aid services and identify benefits from partner agency responses. The evaluation will analyze data based on SBFD's adopted metrics and nationally recognized guidelines and criteria

Client Contact:	Chris Malles, Fire Chief	Year:	2022
Client Phone:	805-564-4707	Client E-Mail:	cmailes@SantaBarbaraCA.gov
Project Manager:	Kurt Latipow	Status:	Completed

Bend Fire & Rescue (Oregon)

Project Title & Description: [Customer-Centered Strategic Plan](#)

AP Triton successfully completed a comprehensive strategic plan for the Bend Fire & Rescue Department, enhancing the department's capabilities to address the evolving needs of the City of Bend. The project involved a thorough assessment of current operations, benchmarking against industry standards, and engaging with key stakeholders through workshops and meetings to capture diverse perspectives. The resulting plan included achievable, measurable goals and strategic initiatives, aligned with the department's mission and vision. By leveraging advanced tools, data analysis, and subject matter expertise, AP Triton provided BF&R with a forward-thinking roadmap for service excellence, community engagement, and continuous improvement over the next five years.

Client Contact:	Todd Riley, Fire Chief	Year:	2024
Client Phone:	541-322-6310	Client E-Mail:	triley@bendoregon.gov
Project Team:	Dan Petersen/Melissa Vazquez Swank	Status:	Completed

Previous Experience

The following is a *partial* list of projects in which the members of the Project Team for this study have either served as the Project Manager or participated in. Our team has participated in dozens of studies throughout the United States.

Project Description

- Ambulance Services Optimization Study:
- Ambulance Services Optimization Study:
- Ambulance Services Study:
- Ambulance Services RFP:
- Annexation Study (three districts):
- BLS Ambulance System Valuation:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk Assessment/SOC:
- Community Risk/Service Delivery Analysis:
- Consolidation Feasibility Study:
- Cooperative Services Study:
- Countywide Fire Service Review:
- Emergency Operations Plan:
- EMS Feasibility & Optimization Study:
- EMS Feasibility Study:
- EMS Optimization Study:
- EMS Optimization Study & Transition Plan:
- EMS Strategic Assessment & Analysis:
- EMS Sub-Contractor RFP Response:
- EMS Sub-Contractor RFP Response:
- EMS Optimization and Feasibility Study:
- EMS System Evaluation:
- Financial Analysis:

Organization

- Alameda County Fire Chiefs Association (CA)
- Santa Barbara County Fire Department (CA)
- Modesto FD/Stanslaus County OES (CA)
- Sonoma County Fire District (CA)
- Contra Costa County FPD (CA)
- Seattle Fire Department (WA)
- Alameda Fire Department (CA)
- Coalinga Fire Department (CA)
- Davidson Fire Department (NC)
- La Verne Fire Department (CA)
- Medford Fire Department (OR)
- San Ramon Valley Fire Protection District (CA)
- Santa Barbara (City) Fire Department (CA)
- Santee Fire Department (CA)
- Elk Creek Fire Protection District (CO)
- Clifton FPD/Grand Junction FD (CO)
- Santa Clara LAFCO (CA)
- Carolina Panthers, Bank of America Stadium
- Webster Fire Department (TX)
- Brattleboro Fire Department (VT)
- Burbank Fire Department (CA)
- Carson City Fire Department (NV)
- City of Ontario/San Bernardino County (CA)
- CONFIRE JPA (CA)
- Santa Barbara County Fire Department (CA)
- San Diego Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Long Beach Fire Department (CA)

Project Description

- EMS System Valuation:
- EMS Transportation & Optimization Study:
- EMS Transportation & Optimization Study:
- Facilities Master Plan:
- Fire Department Cooperative Services Study:
- Fire District Consolidation Study:
- Fire Services Analysis:
- Fire Services Special Study:
- Fire Station Location Study:
- Fire Station & CRA/SOC Study:
- Fire/EMS Assessment:
- First Responder Fee Study:
- First Responder Fee Study:
- First Responder Fee Study:
- Long-Range Fire Department Master Plan:
- Long-Range Master Plan:
- Management Audit:
- Master Plan:
- Master Plan:
- Master Plan:
- Master Plan & Community Risk Assessment:
- Master Plan & CRA-SOC:
- Master Plan & Strategic Plan:
- Organizational & Operational Analysis:
- Municipal Service Review & SOI Study:
- Municipal Service Review & SOI Study:
- Optimization Study:
- Regional Ambulance Study:
- Staffing Study & Operational Analysis:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:
- Strategic Plan:

Organization

- San Luis Obispo Fire Chiefs Association (CA)
- Alameda County Fire Chiefs Association (CA)
- Solano County Fire Chiefs Association (CA)
- Redmond Fire Department (OR)
- Golden/Fairmount/Pleasant View FDs (CO)
- Clackamas Fire District 1 (OR)
- Williston Fire Department (VT)
- Santa Cruz LAFCO (CA)
- Portland Fire Department (TX)
- Montecito FPD (CA)
- Pflugerville Fire Department (TX)
- Merced Fire Department (CA)
- Napa Fire Department (CA)
- Truckee Meadows Fire Protection District (NV)
- Templeton Fire & Emergency Services (CA)
- Fairfield Fire Department (CA)
- Menlo Park Fire Protection District (CA)
- American Canyon Fire Protection District (CA)
- Orting Valley Fire-Rescue (WA)
- Whitefish Fire Department (MT)
- Brigham City Fire Department (UT)
- Central Fire District of Santa Cruz County (CA)
- Redmond Fire & Rescue (OR)
- City of Napa Fire Department (CA)
- Placer LAFCO (CA)
- Nevada LAFCO (CA)
- Alameda County Fire Chiefs Association (CA)
- Eastern Placer County JPA (CA)
- Derby Fire Department (KS)
- Aspen Fire Department (CO)
- Blaine County Ambulance Service District (ID)
- Davidson Fire Department (NC)
- Central Fire District of Santa Cruz County (CA)
- Redmond Fire Department (OR)
- La Verne Fire Department (CA)

Client Testimonials

- [AP Triton] communicated clear timelines from the outset and provided multiple opportunities for us to clarify and adjust the scope of our project. Most impressively, the AP Triton team remained responsive and assisted the Seattle Fire Department well beyond the completion of our evaluation. AP Triton's reputation as a leader in the industry is well earned.
—Harold D. Scoggins, *Fire Chief, Seattle Fire Department, Washington*
- It was a pleasure working with your staff. John Stouffer did a fantastic job, and the others on the team were very good to work with. All were knowledgeable and experienced in their fields. The well-rounded team ensured a complete and accurate report. We hope to work with your team again in the future.
—Brandon Thueson, *Fire Chief, Brigham City Fire Department, Utah*
- I highly recommend them to any fire department or EMS agency looking to get perspective from consultants that use data and many years of experience and wisdom to make informed determinations. It is obvious that they know their stuff. We are very pleased with the results.
—Jeremiah Jones, *Deputy Fire Chief, North View Fire District, Utah*
- The AP Triton team provided well-researched information that I believe will help my Commission make informed decisions. My Commission was pleased with the outcome of the financial analysis and recently contracted AP Triton for a much more comprehensive study.
—Michelle McIntyre, *Executive Officer, Placer County LAFCO, California*
- The experience with you and your team has been amazing. The expertise you have brought to the project has been valuable to many leaders and has definitely helped us move forward. The time you have spent listening to the diversity of needs and opinions has built trust and confidence in the work that has been done and I believe we will use this report to guide us moving forward.
—Kristie Hammitt, *City Manager, City of Eugene, Oregon*
- Exceptional product and process! Very pleased with the experience with AP Triton. The Project Manager and Project Team were extremely knowledgeable, professional, and exceptional to work with. I would like to bring them back for more projects in the future.
—Mandy Pomeroy, *County Administrator, Blaine County, Idaho*

Project Team Qualifications

AP Triton is dedicated to partnering with highly experienced and qualified public safety consultants. We have a diverse pool of individuals with extensive knowledge and expertise to meet a wide range of client needs. At AP Triton, we approach each project with unwavering commitment, treating it as our top priority. We are confident that AP Triton is the ideal choice to provide you with reliable solutions that cater to your present and future requirements.

Our Project Team boasts a wealth of experience across various locations throughout the United States. Our approach to assembling Project Teams is meticulous, considering each associate's background, education, experience, and expertise. This ensures that we match the right individuals to the specific tasks required to successfully address your agency's unique needs. As you will discover in the following biographies and resumes, each team member brings a distinct set of skills and valuable past experiences that will greatly benefit this project for Jefferson County.

By choosing AP Triton, you gain access to our exceptional talent pool and a customized team equipped to deliver optimal solutions tailored to your specific requirements. We are committed to exceeding your expectations and providing you with unparalleled expertise and support throughout the project.

Project Management Structure

AP Triton's project teams have developed strong organizational skills and adaptability to effectively balance their workload and ensure successful outcomes across various engagements. AP Triton manages multiple projects simultaneously while ensuring high-quality work and meeting client expectations with the following strategies:

- **Team:** AP Triton customizes each team, matching our associates' skills and expertise to each client's specific needs. We delegate specific tasks or engage a team to assist with certain aspects of the project. By leveraging the expertise and skills of others, we can distribute the workload and maintain productivity.
- **Time Management & Task Prioritization:** Effective time management is crucial for consultants. They prioritize tasks, set deadlines, and allocate dedicated time blocks for each project. This helps them stay organized and focused on delivering results.
- **Project Planning:** AP Triton creates work plans that outline key deliverables, milestones, and timelines for each project. This provides us with a clear roadmap and ensures we remain on track with our commitments.
- **Effective Communication:** Clear and proactive communication with clients is essential. AP Triton keeps our clients informed about project timelines, progress, and any potential challenges. This transparency fosters trust and helps us manage client expectations.
- **Leveraging Technology:** Consultants utilize various tools and technologies to enhance their productivity and efficiency. Project management software, communication platforms, and collaborative tools enable seamless coordination, document sharing, and real-time updates.
- **Efficient Work Processes:** AP Triton is constantly evaluating quality assurance and quality improvement. We develop efficient work processes and methodologies based on our experience and industry best practices. We strive to streamline repetitive tasks, leverage templates and frameworks, and adopt standardized approaches to optimize our workflow.
- **Prioritization & Focus:** AP Triton's designated Project Manager is available for the duration of the assigned project. They lead the team and assist our associates and subject matter experts in prioritizing their tasks based on project urgency, client needs, and strategic importance.
- **Collaboration:** Our project teams do not operate in a silo. We possess a pool of expertise and resources. Our project teams collaborate to share insights, seek advice, and leverage collective knowledge to deliver high-quality results.

David Rocha, BA

Division Manager



Summary of Qualifications

Chief Rocha has over 36 years in the fire service, emergency medical services, and emergency management. Retiring in 2020 as the Fire Chief of the Alameda County Fire Department (ACFD) a metropolitan size fire district in the San Francisco East Bay then working as a Program Manager for the Bay Area Urban Areas Security Initiative.

He has been responsible for strategic leadership in all areas of safety, emergency programming, risk management, and strengthen the overall capacity of organizations to be prepared and respond to emergencies in accordance with accepted principles and practices. As both a Fire Chief and Program Manager, Chief Rocha worked collaboratively with elected officials and emergency coordinators at the local, State and Federal level to actively contribute to preparedness, mitigation, and recovery plans in a safe, constructive, and compliant manner.

Chief Rocha was an integral part of ACFD efforts geared at achieving regional efficiencies in the delivery of fire and emergency medical services dating back to the origin of the department. He has always provided the highest level of service to each and every community while embodying the core values and collaborative culture of the ACFD and its contract agencies.

Chief Rocha has served as both the Chair and Vice-Chair of CA Metropolitan Fire Chiefs, a member of the California Fire Chiefs Association Executive Board, the Cal OES Region II Coordinator for Fire & Rescue, CA Fire Service Task Force on Climate Impacts, a member of FIRESCOPE Board and Operations Team, and the President of the Alameda County Fire Chiefs Association. In 2019, Chief Rocha was selected as the California Fire Chief of the Year.

Educational Background

- Bachelor of Public Administration—University of San Francisco, December 2004
- Associate of Arts in Fire Service Technology—Chabot Community College, June 1991
- Certificate in Fire Service Technology—Chabot Community College, December 1986

Professional Experience

- City & County of San Francisco, Department of Emergency Management, Regional Program Manager, January 2021–June 2023
- Alameda County Fire Department, July 1995–August 2020
- Fire Chief, 2014–2020; Deputy Chief, 2006–2014; Assistant/Battalion Chief, 2001–2006, & Fire Captain, 1995–2001

Professional Contributions

- State Board of Fire Services, 2019–present Appointed by Governor Newsom
- California Office of Emergency Services, Region II Fire & Rescue Coordinator, 2014–2020, FIRESCOPE, 2007–2017, and All Hazard Incident Management Team Development Committee, 2011–2014
- Fire Service Task Force on Climate Impacts, 2015–2020
- Metropolitan Fire Chief Association, 2014–2020
- California Fire Chiefs Association, 2008–2020
- Fire Chief of the Year, 2019 and Executive Board Member, 2014–2020

Frank Blackley, MPA, EFO, BS

Project Manager



Summary of Qualifications

Chief Blackley has more than 35 years of experience in the fire service and has served with several departments in southeastern North Carolina. His service began at the Wilmington Fire Department before spending nearly 10 years at the Wrightsville Beach Fire Department. In 1996, he began working with New Hanover County Fire Rescue as a fire inspector/investigator. In 1999, he returned to the Wilmington Fire Department as an inspector and was promoted to Assistant Chief and Fire Marshal in 2001. He served in this role until 2009, then transferred to Assistant Chief of Operations. In 2012, he assumed his last role as Assistant Chief of Support Services.

Chief Blackley brings a long list of education, experience, and technical expertise to AP Triton. With experience in both combination and career departments, he possesses a demonstrated record of professionalism and a commitment to excellence. In addition to fire administration and management accomplishments, Chief Blackley has contributed to Vision 20/20 as a technical advisor for several states and developed a new Outcome Measures Guide. He has spoken nationally on Community Risk Reduction and how to use data in decision-making. He is familiar with the Center for Public Safety Excellence accreditation process and wrote several categories for his previous department.

Educational Background

- University of North Carolina Wilmington, Master's Public Administration, Urban and Regional Policy and Planning, 2011
- Executive Fire Officer Program, Emmitsburg, MD, 2009
- University of Maryland University College, Bachelor of Science in Fire Science, 1996
- Guilford Technical Community College, Associate of Science in Fire Science
- Commission on Professional Credentialing, Chief Fire Officer

Professional Experience

- Consultant, Emergency Services Consulting International (ESCI), 2019–2020
- Technical Advisor, Vision 20/20
- Assistant Fire Chief, City of Wilmington, NC
- Deputy Fire Marshal, New Hanover County, NC

Relevant Experience

- President, North Carolina Fire Marshal's Association
- Chair, New Hanover County Public Safety Communication Center Policy Board
- Member, North Carolina Fire Code Revision Committee

Associated Professional Accomplishments

- Assisted in the development of the Community Risk Reduction course for National Fire Academy
- Developed the Outcome Measures Guide for Vision 20/20
- Published author, Crisis Response Journal, Hurricane Florence: Response and Recovery

Adam Poirrier, MPA, EFO, CFO

Senior Associate



Summary of Experience

Results oriented, hands-on professional with a successful record of accomplishments in municipal government fire and emergency medical service environment. Strong background and experience in budgeting, purchasing, personnel affairs, training, resource management, customer service, visioning, labor relations and negotiations, incident command, emergency management, fire prevention and inspections, and emergency response, focusing on effective relationships, results, and accuracy. Major strengths include strong leadership, relationship and employee development and mentoring, excellent communication skills, critical thinking, problem-solving, competent, strong, team-player, with dutiful respect for compliance in all regulated environments.

Educational Background & Certifications

- **Master's Degree in Public Administration**—Troy University
- Bachelor of Applied Science Degree in Public Safety Administration—St. Petersburg College
- Executive Fire Officer (EFO)—National Fire Academy
- Chief Fire Officer (CFO)—Center for Public Safety Excellence
- Firefighter 2, Fire Officer 4, Instructor 3, Inspector 2, Investigator 1, Live Fire Instructor 2, Pump Operator, Basic Designated Infection Control Officer, EVDT Instructor, Incident Safety Officer
- IAFC/IAFF Fire Service Peer Fitness Trainer

Professional Experience

- District Fire Chief/Fire & EMS Operations—City of St. Pete Beach Fire Department
- Fire & EMS Consultant—Various Firms
- Fire Instructor—St. Petersburg College, Fire and Public Safety Training Center
- Lieutenant (Shift Supervisor)/Paramedic/Training Officer—City of Gulfport Fire Department

Relevant Affiliations

- Member—International Association of Fire Chiefs
- Member—Florida Fire Chiefs Association
- Member—Fire Department Safety Officers Association
- Former Local 747 Executive Vice President—International Association of Firefighters

Published Material (Topics)

- Leadership
- Overtime Reduction
- Post Incident Analysis
- Community Risk Reduction (Fall Prevention)
- Strategic Planning

Lisa Hisatomi, B.S.

Senior Associate



Summary of Qualifications

Lisa Hisatomi began her public service career at the City of Dublin in 2001. She brings 22+ years of progressive and diverse experience leading financial functions at special district and local municipality. She retired in 2023 as the Finance Director at the City of Dublin. Lisa career in municipal services includes managerial experience working as the Finance Services Manager at the Alameda County Fire Department, focused on numerous fire department consolidations, contract management with city partners and the day-to-day financial operations of the department.

In addition to overseeing all aspects of financial operations, which includes accounting, payroll, contract management, and procurement at both the Alameda County Fire Department and the City of Dublin, Lisa has extensive experience in budget development, encompassing both operating and capital improvement programs.

Professional Development & Education

- Bachelor of Science in Business Administration with an emphasis in Finance, California State University Fresno
- Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO) training in financial reporting and budgeting
- Completed all required Emergency Operations Center (EOC) training for Finance Section Chief

Experience

- Finance Director, City of Dublin
- Assistant Administrative Service Director/Budget, City of Dublin
- Finance Services Manager, Alameda County Fire Department
- Admirative Analyst, City of Dublin

Associated Professional Accomplishments

- Leader in the financial analysis of 4 fire department contract services proposals, and integral in the contracts being awarded to Alameda County Fire Department
- Through consolidations, Alameda County Fire Department headcount increased by 50%. All new employees were integrated into the Alameda County Fire Department payroll, benefits, and human resources systems on-time, without any disruptions or delays in service
- Enhanced Alameda County Fire Department's internal controls, accounts payable, and accounts receivable by developing new processes that increased both efficiency and accuracy
- Developed new revenue/cost analysis model for Alameda County Fire Department Apparatus Division that assisted in achieving budget and strategic goals
- Developed Alameda County Fire Department regional fire services cost allocation model
- Implemented the City of Dublin enterprise resource planning (ERP) system
- Developed the City of Dublin capital improvement budget model
- Awarded the annual finance reporting and budget for excellence by GFOA/CSMFO
- Accomplished a balance budget every year throughout entire career at the City of Dublin and Alameda County Fire Department

Angelia Hagopian, MA, BA

GIS Analyst



Summary of Qualifications

Angelia Hagopian has 19 years of experience working as a Geographic Information Systems (GIS) technical professional. She is an expert in geospatial map-driven approaches to analysis, including vehicle routing, service and response areas, origin-destination cost matrices, redistricting, hot spot, data interpolation, and geostatistics analytics.

As a technical professional, Angelia focuses on providing high-level customer service while working with clients to support their organizational mission, goals, and objectives. She uses her expertise to generate custom maps and spatial data for fire, EMS, 911 communication centers, police, water utilities, legal, environmental, mitigation, planning, and development purposes. She has assisted fire departments with ISO surveys and fire service accreditation through the Center for Public Safety Excellence. Angelia enjoys helping others realize the full potential of their data.

Educational Background

- NC State Property Mapper, NC Department of the Secretary of State, 2020–Present
- Johns Hopkins University MS, Geographic Information System, 2016
- Concordia University BA, Business, 2001

Professional Experience

- Sr GIS Analyst at City of Jacksonville, 2021–Present
- GIS Specialist at Onslow County, 2017–2021
- Sr GIS Specialist at Wind Lake Solutions, 2012–2013
- GIS Analyst at The Omega Group, 2009–2012
- GIS Specialist at JD Knowles & Associates, 2004–2005

Relevant Experience

- Jacksonville Fire, NC – Fire Accreditation
- Jacksonville Fire, NC – ISO Inspection
- Jacksonville Fire, NC – Automatic Aid Response Areas
- Onslow County, NC – EMS Response Areas
- Onslow County Fire & Rescue, NC – ISO Inspection
- Southwest VFD, NC – ISO Inspection
- Boise Fire, ID – Fire Accreditation
- Back Swamp VFD, NC – ISO Inspection
- Turkey Creek VFD, NC – ISO Inspection
- Hubert VFD, NC – ISO Inspection
- Honolulu Fire, HI – Fire Accreditation

Melissa Vazquez Swank, MA, BA

Senior Associate/Director of Project Operations



Summary of Qualifications

With a demonstrated professional journey spanning over a decade, Melissa Vazquez Swank has become a venerated figure in project management and administration. Her specialization lies in handling the multifaceted administrative aspects of project-related assignments. This includes the meticulous planning, precise tracking, and robust documentation of numerous projects from inception at the Request for Proposal (RFP) phase through to a successful closeout.

As Director of Project Operations with over 10 years of experience, Melissa's contribution to business transcends conventional roles. She is dedicated to ensuring that all products not only meet but often exceed professional standards. Her proactive approach in enhancing project efficiency, through the reduction of time and elimination of product waste, stands as a testimony to her commitment to excellence.

Melissa's professional acumen, attention to detail, and comprehensive training equip her to provide unmatched project management support. Her passion for accuracy, fact-checking, and optimal performance permeates every facet of her professional endeavors, aligning with AP Triton's commitment to innovative and high-quality solutions.

Professional Development & Education

- Portland State University: MA, Public History/Native American History, 2010–2013
- Portland State University: BA, History, 2007–2009

Professional Experience

- AP Triton: Director of Project Operations, November 2022–Present
- AP Triton: Professional Services Manager, September 2021–October 2022
- 3:17 Associates: Owner, Principal Consultant, 2021–Present
- Emergency Services Consulting International (ESCI): Various roles including Quality Assurance & Recruitment Specialist, January 2020–August 2021; Recruitment Specialist, July 2017–January 2020; Technical Proofer and Quality Assurance Specialist, March 2015–January 2020
- Portland State University: Adjunct Research Assistant, December 2015–2018
- Freelance: Virtual Assistant, December 2014–Present
- Emergency Services Consulting International (ESCI): Project Administrator, Sept. 2013–June 2014

Project Experience

- Central Pierce Fire District, WA: Strategic Plan
- Gladstone Fire Department, OR: Strategic Plan
- McMinnville Police Department, OR: Strategic Plan
- Central FD (Santa Cruz County, CA): Master Plan & Strategic Plan
- Pasco FD, WA: Master Plan & Strategic Plan
- North View Fire District (UT): Strategic Plan
- Redmond FD, OR: Master & Strategic Plan
- Riverside County EMS Agency (CA): Strategic Plan

Estimated Project Timeline

Project Completion Timeline

Based on our extensive experience in conducting a wide array of analyses across public safety disciplines, including but not limited to the fire service, emergency medical services, and law enforcement, we propose an estimated timeline of 9–12 months for the successful completion of the project. It is important to emphasize that the proposed timeline will commence only upon our receipt of all the necessary information and data required to conduct a thorough and accurate evaluation of the project scope. We have allocated two weeks for the client's technical review of the draft deliverables. Please note that any additional time needed for reviews or modifications will result in an extended project timeline.

While the 9–12-month window is our standard estimated timeframe, our team remains committed to completing the project as efficiently as possible without compromising the quality of our work. Our experienced consultants are dedicated to delivering actionable recommendations and high-quality outputs that align with the project's objectives.

The success of this project is contingent upon a collaborative relationship between our team and Jefferson County. We value open communication and will provide regular updates on the project's progress, as well as any adjustments that may be needed to the initial timeline.

Our priority is to provide Jefferson County with comprehensive and insightful evaluations, complete with actionable and sustainable recommendations. Should opportunities arise to expedite specific tasks or processes, we will actively pursue them in order to deliver the final report in the most efficient manner possible.

Estimated Time to Complete the Project: [9–12 months](#)

Project Fee Proposal

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

Project Section	Fees & Expenses
Section 1: Project Initiation & Information Acquisition	\$31,469
Section 2: Baseline Assessments of the Fire Agencies	\$33,880
Section 3: Strategies & Recommendations	\$3,160
Section 4: Development, Review, & Delivery of the Report	\$11,420
Proposed Project Fee (will not exceed):	\$79,929

Payment Information

Payment Schedule & Invoicing

- Initial Payment: A deposit of 10% of the total project cost is due upon the signing of the contract, to initiate the work.
- Progress Payments: Monthly invoicing will be processed as work progresses, continuing until 95% of the project has been completed.
- Final Payment: The remaining 5% of the project cost is due upon successful completion and acceptance of the project.

Data Engineering Costs

- Included Services: Data engineering for up to three specific data sets (i.e., CAD, NFIRS, ePCR) is included in our all-inclusive pricing. This encompasses gathering and assisting the agency with straightforward data pull requests.
- Additional Incident Data: Any extra incident data needed (i.e., previous RMS or CAD database records) will incur a charge of \$1,500 per database.
- Substantial Assistance: Should AP Triton consultants provide substantial assistance or direct data pulls from the client's records, this service will be billed at \$1,500 per database.

Additional Hours and Expenses

- Project Manager Rate: Extra hours for the Project Manager will be billed at \$190 per hour.
- Consultants' Rate: Additional hours for consultants will be billed at \$150 per hour.
- Travel Expenses: Any extra travel expenses will be billed separately, in addition to the hourly rate.

Cost Quotation Information

- The bid quotation is valid for 180 days.
- Triton Federal Employer Identification Number: 47-2170685.

AP TRITON'S CERTIFICATE OF INSURANCE & LITIGATION

AP Triton, LLC maintains liability insurance as shown in the following pages. AP Triton has no past and/or pending litigation or unresolved lawsuits. Because AP Triton utilizes an entirely independent pool of contractors, we are exempt from carrying Workers' Compensation insurance. Each of our contractors carries their own liability insurance.

Conflict of Interest Statement

AP Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

AP Triton is not presently suspended or otherwise prohibited by any government from participating in this solicitation or any other contract to follow thereafter. Neither AP Triton nor anyone associated with AP Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, AP Triton will immediately notify the client in writing.



30 July 2024

Via email: ebenites@jeffersoncountywv.org

Jefferson County Commission
C/O Edwina Benites-LM
124 E. Washington Street
PO Box 250
Charles Town, West Virginia 25414

Dear County Administrator Benites:

Thank you for your inquiry and considering Fitch & Associates to conduct a high-level Fire Service Study. Per the previous discussions when we completed the EMS study, we have prepared a proposed scope of work for your consideration. The suggested scope of work document has been coalesced into common "Elements" for clarity and to align consulting and data analyses.

Scope of Work:

At a high level, all scope of work efforts will include the following tenants:

- Utilize an objective data-driven approach to all analyses
- Develop staffing alternatives that maintain or improve system quality
- Develop a capital purchasing plan
- Prioritize alternatives and recommendations based on best practices, operational efficiencies, and financial viability

Element 1: Fire system response system review based upon current and projected demand.

- Evaluate Fire system performance and resource allocation
- Evaluate current and projected demand
- Develop a staffing to demand model that shows both current and potential alternatives for resource utilization
- Quantitative and geographic display of current service demands
- Quantitative analyses and geographic display of temporal variation in demand
- Quantitative analyses of all response time segments including call processing, turnout time, travel time, and total response time
- Quantitative analyses of unit workload, average duration per call, and unit hour utilization (UHU)

- Quantitative assessment of system resiliency to include reliability, simultaneity, and response time by the number of available vehicles
- GIS assessment and recommendations for Fire base locations and/or unit placement

Element 2: Stakeholder input

- Seek feedback from key system stakeholders such as County Administration, Fire Chiefs/Presidents, EMS leadership and front-line staff
- Identify any gaps in desired service expectations

Element 3: Provide recommendations for increased efficiency, enhanced performance, and fiscal sustainability

- Provide recommendations for the appropriate allocation of resources
 - Quantity
 - Hours of operation
 - Locations
- Provide recommendations for alternative allocation strategies that meet current needs and future demands
- Provide recommendations that will accommodate identified gaps in service expectations
 - i.e. improved response times
 - i.e. a municipalities desire for enhanced services
- Provide a pros/cons and costs for all alternatives to ensure fiscal solvency and long-term sustainability

Element 4: Provide recommendations for the future of the Fire service

- Identify areas for innovation, improvement, and efficiency
- Recommend a capital replacement plan between the County and local Fire service agencies
- Provide recommendations based on industry best practices

The key deliverable for the project is to be a clearly written executive summary report outlining our conclusions and actionable recommendations. The executive summary will be complemented by two technical resources: comprehensive quantitative data report and a comprehensive GIS assessment, respectively. In addition, a professional presentation will be developed and presented to the County Administration and any other key stakeholders designated by the contract holder.

The approach we use blends your team’s intimate knowledge of the area and environment with our broad experience working with diverse emergency service models. The firm has managed Fire/EMS system designs and implementations over our 40-year history. Information on the staff and the Firm is available at our website <http://www.fitchassoc.com>.

The total professional services fee will be \$44,995.

The completion time will be approximately four to six months and will begin from the time that we receive the requested data at project kickoff. I hope this information is helpful to you in considering Fitch & Associates for your important project.

Thank you again for allowing us to present this proposal for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Steven Knight". The signature is written in a cursive, slightly slanted style.

Steven Knight, PhD
Partner
816-500-7481
sknight@fitchassoc.com



Proposed Project Staff

Steven Knight, PhD – Partner: Dr. Knight leads the firm’s fire service practice. In that role, he has led numerous assessments of major cities and in smaller communities. These often include standards of cover reviews and providing strategic planning services. Dr. Knight brings to the firm over 25 years fire/EMS experience. He retired as the Assistant Fire Chief for the City of St. Petersburg, Florida. He has been a subject matter expert for both the National Fire Academy and the Center for Public Safety Excellence. He also served as team leader and assessor for the Commission on Fire Accreditation International and has held multiple faculty appointments in Fire Science and EMS. Dr. Knight joined the firm after serving as the Senior Manager for Fire and EMS at the International City/County Management Association (ICMA).

Steve earned a Bachelor of Science degree summa cum laude in Fire & Safety Engineering Technology, from the University of Cincinnati and an MPA in Public Administration from Troy State University. He earned a PhD in Curriculum and Instruction for Adult Education from the University of South Florida. Dr. Knight is a nationally recognized speaker and author. He completed the Executive Fire Officer (EFO) program at the National Fire Academy, earning the A. Don Manno Award for Excellence in Research from the National Society of Executive Fire Officers and the 2007 Outstanding Research Award from the National Fire Academy and United States Fire Administration.

J. Todd Sheridan, MBA – Senior Associate. J. “Todd” Sheridan is a seasoned EMS leader with expertise in operations, finance, and strategic planning. He has held senior leadership roles within EMS agencies developing optimized strategies to meet expected performance and financial goals. He has functioned as an executive through the firm’s on-site management services for both major university medical centers and County EMS programs. In those multi-year projects, he was responsible for enhancing efficiency and financial performance, designing, and leading mergers, and providing day to day leadership guidance during times of transition. Mr. Sheridan specializes in “right sizing” organizations. His modeling is centered around knowledge transfer which focuses on return-on-investment strategies, so the employees learn how to create and maintain sustainable EMS systems.

Mr. Sheridan’s consulting projects have ranged in size from smaller community initiatives to large urban high-performance EMS systems. His skills include assessment and strategic planning, data analysis, operational performance improvement, financial modeling, and staff development.

In larger system projects, he has been responsible for implementing major system changes. He implemented new resource management and deployment systems for an EMS system that annually answered more than 100,000 requests for service, and improved processes for a communications center that annually handled more than 250,000 requests, to significantly improve the center’s performance.

Mr. Sheridan previously served with multiple EMS and Fire agencies including roles as a senior operations leader with the Richmond Ambulance Authority and the Central Virginia All Hazards Incident



Management Team. He holds Master of Business Administration and a Bachelor of Science degree in Emergency Services. Mr. Sheridan continues to maintain his national registry certification as a Paramedic.

Bruce J. Moeller, PhD, Senior Consultant – 911/Dispatch Lead. Dr. Moeller joined the Firm after retiring from Pinellas County, Florida, a metro area of almost 1 million residents, serving as Assistant County Administrator and Chief of Staff. He initially joined the County as Executive Director for Safety and Emergency Services, where his responsibilities included 9-1-1, EMS & Fire Administration, Justice & Consumer Services, Radio & Technology, Emergency Management, and Animal Services. Prior, Dr. Moeller served as city manager in Sunrise, Florida, after an extensive career in public safety services, culminating as Chief of Department for several fire-rescue agencies, including Broward County, Florida. Originally, Moeller served in a number of agencies in Illinois, including as a police officer for the City of Lake Forest and in the fire service for both Wilmette and Naperville.

Dr. Moeller is active in fire service and public management organizations, having served in committee and leadership roles for the International City-County Management Association (ICMA), National Fire Protection Association (NFPA), and International Association of Fire Chiefs (IAFC). He also holds active membership in the International Chiefs of Police (IACP), Association of Public Safety Communications Officials (APCO), National Emergency Number Association (NENA), and serves as a current member of NFPA's Technical Committee 1225: Standard for Emergency Services Communications. Dr. Moeller is currently affiliated with Nova Southeastern University as an adjunct professor in the Disaster & Emergency Services graduate program. He has published peer-reviewed journal articles regarding emergency communication center performance.

Dr. Moeller was directly involved and served as Project Lead for each emergency communications project referenced below.

David Puckett – Consultant – Fire and EMS. David Puckett has over 25 years of Fire and EMS experience with the last 20 years in Albemarle County, Virginia. During that time, Albemarle has progressed from an all-volunteer system to a combination system consisting of 100 career and 300 volunteer members. The last five years he has served as the Deputy Chief of Operations, managing service delivery as well as major projects such as new station construction, and apparatus, SCBA, and CAD replacements.

Brian McGrath – Senior Consultant. Brian McGrath serves as President of CAD North Inc. His responsibilities include Administration, Marketing, Software Development and Business Analysis/Requirements Documentation. He brings over 18 years' experience in Information Systems management and development in the public safety industry including 10+ years Business and Systems Analysis in public safety software development. He has exceptional ability at requirements capture, analysis and documentation and is fully conversant with all aspects of the software product development and implementation life cycle. He is an experienced software developer of public safety dispatch applications including software development using TriTech's RAPTOR API. He possesses excellent communications and interpersonal skills, is comfortable at all organizational levels and has a

solid base of operational experience in public safety communications.

Gang Wang – Senior Consultant. Dr. Wang is an expert in analyzing fire department, emergency medical service (EMS) agency, and private ambulance service workload, deployment, and response time. Dr. Wang has completed more than seventy fire and EMS studies in thirty states. He specializes in managing large-scale data sets and applying advanced mathematical models to design the most efficient system to provide fire and EMS services.

Dr. Wang holds a Ph.D. degree in industrial engineering from Wayne State University. Dr. Wang has conducted research in areas of cross-cultural decision making, supply chain management, and revenue management. He has presented at national and international conferences and has published several peer-reviewed journal articles and a book chapter.

Proposal to Conduct a Fire Services Study

JEFFERSON COUNTY, WEST VIRGINIA

August 30, 2024

matrix 
consulting group

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August 30, 2024

Edwina Benites, County Administrator
Jefferson County Commission
124 E. Washington Street
Charles Town, WV 25414

Dear Ms. Benites:

The Matrix Consulting Group, Ltd. is pleased to provide our proposal to develop a Fire Services Study for Jefferson County. This proposal is based on our review of the County's needs and our experience conducting countywide studies across the United States. Our fire and emergency medical service analytical experience includes over 400 projects throughout the country, including these sample studies (with countywide studies in **bold**):

Anchorage, AK
Albany, CA
Charlottesville, VA
Columbus, OH
Dinuba, CA
Dinwiddie County, VA
Dixon, CA
Hennepin County, MN
King William County, VA

Mequon, WI
Milwaukee, WI
Mercer County, CA
Mesa County, CO
North County FPD, CA
Oshkosh, WI
Peachtree City, GA
Peoria, IL
Perrysburg, OH

Placer County, CA
Redding, CA
Sacramento, CA
Santa Clara County, CA
Sebastopol, CA
Stafford County, VA
Suffolk, VA
Valley Center, KS
West Sacramento, CA

We are also completing a fire study for Napa County (CA). Details about projects above are available upon request. Additional information about our experience can also be found in Section 1.

The following points characterize our approach to conducting fire studies:

- We are a 'fact based' firm providing detailed data collection and analysis.
- We obtain extensive input from 'stakeholders' in all our studies, including county managers, elected officials, and fire service managers.
- We work closely with our clients through interim reports and review meetings.

Further details of our approach and methodology can be found in Section 3.

If you have questions or need additional information, please contact me at 650-858-0507 or rbrady@matrixcg.net. On behalf of the firm, I look forward to discussing our proposal and to the opportunity to work with Jefferson County.



Richard Brady, President
Matrix Consulting Group, Ltd.

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1 Firm Overview, Experience, and References

This section of our proposal provides an overview of the firm, including relevant countywide and fire district project experience and references.

Introduction to the Matrix Consulting Group, Ltd.

The Matrix Consulting Group, Ltd. is a management consulting firm dedicated to enhancing the efficiency and effectiveness of local governments for their employees and the citizens they serve. Key elements of our approach to working with local governments in general and fire service agencies include:

- We are specialists, not generalists. Each member of our proposed project team has experience conducting scores of fire department reviews.
- We maximize field time with our clients, typically devoting over half of our project budgets to obtaining client input through interviews and data collection.
- Our corporate headquarters are in California. We also have offices in Florida, Illinois, Oregon, North Carolina, Texas, and Nova Scotia, Canada. Currently, we have 30 full-time and seven part-time staff.
- We take pride in exceeding expectations in every project, and we have a strong commitment and record of helping our clients implement appropriate solutions to organizational and management issues.

Fire Service Analytical Experience

The firm and project team have extensive experience conducting fire and emergency service community risk assessment, standards of cover, and strategic planning studies. Our fire and emergency medical service analytical experience includes over 400 projects throughout the country, including these sample studies (with countywide studies in **bold**):

Anchorage, AK	Mequon, WI	Placer County, CA
Albany, CA	Milwaukee, WI	Redding, CA
Charlottesville, VA	Mercer County, CA	Sacramento, CA
Columbus, OH	Mesa County, CO	Santa Clara County, CA
Dinuba, CA	North County FPD, CA	Sebastopol, CA
Dinwiddie County, VA	Oshkosh, WI	Stafford County, VA
Dixon, CA	Peachtree City, GA	Suffolk, VA
Hennepin County, MN	Peoria, IL	Valley Center, KS
King William County, VA	Perrysburg, OH	West Sacramento, CA

We are also completing a fire study for Napa County (CA). Details about any project listed above are available upon request.

Five Year Project List

Below is a listing of Fire and EMS projects our firm has completed in the past five years for clients across the United States. For all projects, we did not exceed the project budget. All original project schedules were met or were modified to meet the needs of the client (e.g., client delay in reviewing interim deliverable, council presentation pushed due to other priorities, etc.).

Location	Name of Project	Completion Date
Cedar Park, TX	Strategic and Master Plan	03/31/24
Frisco, TX	Staffing and Deployment	06/15/24
Santa Clara County, CA	CRA/SOC/County Fire Plan	12/08/23
Clinton, MA	ALS Feasibility	01/08/24
Aspen, CO	CRA/Standards of Cover	01/31/24
Cedar Park, TX	Fire Master Plan	12/08/23
Evergreen, CO	CRA/SOC/Strategic Plan	12/01/23
Cedar Hill, TX	Fire Master Plan	09/15/23
DeSoto, TX	Station Location Study	07/26/23
Cosumnes CSD, CA	CRA/Standards of Cover	05/19/23
Sebastopol, CA	Fire Department Study	01/25/23
Sebastopol, CA	Fire Feasibility Study	01/03/23
Keizer FPD, OR	Management Audit	08/23/22
Phoenix, AZ	Fire Planning Study	07/25/22
North County FPD, CA	Strategic Planning Study	07/21/22
Marin County OES, CA	Strategic Plan	06/03/22
Sandwich, MA	Overtime Study	05/03/22
Keller/Westlake, TX	Feasibility Study	02/15/22
Columbus, OH	Staffing Study	12/10/21
Palm Desert, CA	Fire Station Location	12/02/21
Fremont, NE	Fire Staffing and Deployment	11/15/21
Lauderdale-By-The-Sea, FL	Fire Department Audit	10/30/21
Christiana Fire Company, PA	Fire Department Study	10/15/21
Stafford County, VA	CRA/Standards of Coverage	08/15/21
Highland Beach, FL	Feasibility Study	05/31/21
Dinwiddie County, VA	CRA/Standards of Cover	01/04/21
La Quinta, CA	Fire Plan	12/09/20
Medina, MN	Fire Feasibility Study	11/15/20
Albany, CA	Fire Staffing Study	10/30/20
Mercer Island, WA	CRA/SOC/Strategic Plan	07/14/20
Sterling Heights, MI	Staffing Study	06/29/20

Location	Name of Project	Completion Date
Raleigh, NC	Staffing Study	02/28/20
Columbia River, WA	Feasibility Study	01/31/20
Oshkosh, WI	Strategic Planning Study	08/31/19
Bellingham, WA	Strategic Planning Study	08/31/19
Placer County, CA	Standards of Cover Study	07/31/19
Cherry Hill, NJ	Fire Financial Study	07/31/19
Los Lunas, NM	Fire Staffing Study	05/15/19
Jefferson County, OR	Fire/EMS Feasibility Study	05/15/19
Tuolumne County, CA	Fire and EMS Study	02/28/19
Los Banos, CA	CRA/SOC/Strategic Plan	02/15/19
Steamboat Springs, CO	CRA/Standards of Cover	01/30/19

We are currently working with Napa County (CA), Maricopa (AZ), and Georgetown (TX). Details about any project listed above are available upon request.

References

The following table includes project summaries and references from recent projects similar in size and scope as that requested by the County.

Aspen, CO	CRA/Standards of Cover Study
Project Contact:	Jake Anderson, Deputy Fire Chief
Phone Number:	970-930-1125
Email:	Jake.anderson@aspensfire.com

Project Summary: The Matrix Consulting Group was retained by the Aspen Fire Protection District to develop a Community Risk Assessment/Standards of Cover document to assess the operations, staffing, response capabilities and other resources needed to deliver services to the District.

Recommendations included developing response time standards for urban and rural areas of the District, developing internal policies for the capturing and recording of response times, increasing staffing on emergency apparatus over a five-year timeline, and long-term adding an additional staffed fire station.

Cosumnes CSD, CA	CRA/Standards of Cover Study
Project Contact:	Liz Silva, Management Analyst
Phone Number:	(916) 405-7133
Email:	lizysilva@consumnescsd.gov

Project Summary: The Matrix Consulting Group was retained by the North County Fire Protection District to develop a Standard of Cover Study and Strategic Plan. The Study examined the response capabilities, response time performance, resource allocations, regional services, and staffing.

Recommendations found opportunities to improve career development and succession planning, change the current EMS response system, improvement opportunities in community risk reduction and the need for a long-term facility plan as growth occurs in the District.

Dinwiddie County, VA CRA/Standards of Cover/Strategic Plan	
Project Contact:	Dawn Titmus, Interim Chief of Fire and EMS
Phone Number:	(804) 469-5388
Email:	dtitmus@dinwiddieva.us

Project Summary: The Matrix Consulting Group was retained by the Dinwiddie County Division of Fire & EMS to develop a Strategic Plan and Standards of Cover Document.

The study showed a need to unify standard operating guidelines between the fire agencies in the County system, a need to improve training facilities, add a 24-hour duty officer for emergency response and the need for an additional station in the northern section of the County.

Stafford County, VA CRA/Standards of Cover	
Project Contact:	Joe Grainger, Assistant Chief of Fire and EMS
Phone Number:	(540) 295-7384
Email:	jgrainger@staffordcountyva.gov

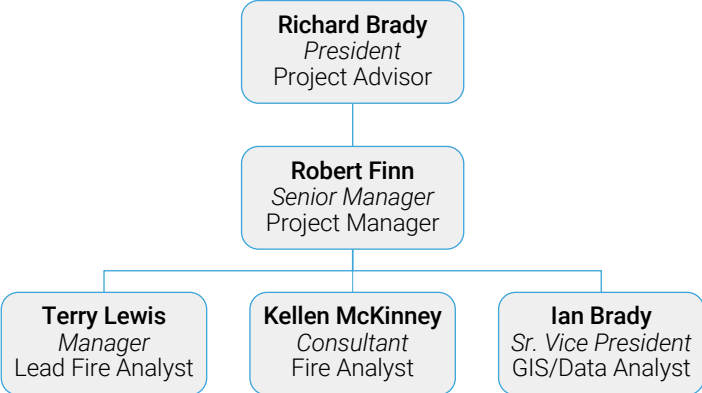
Project Summary: The Matrix Consulting Group was retained by the Stafford County Fire and Rescue Department to develop a Standards of Cover Document.

The project recommended developing an organizational statement for system performance to rural, suburban, and urban areas of the County, improvement opportunities to the County Emergency Communications Center, a future medic unit in the north suburban zone and suburban zone, relocation of one fire station and combining two fire stations.

Additional details and/or references are available upon request.

2 Project Team

Our proposed project team is shown on the following page. All members are all full-time employees of the firm and have the capacity to fully meet the needs and requirements of the County in performing this project.



Short introductory biographies of personnel we are assigning to this project are below:

- **Richard Brady**, President of the Matrix Consulting Group, has been providing management consulting services to municipalities for over 40 years across all governmental functions.
- **Robert Finn**, a Senior Manager with over 12 years of consulting experience, who previously served as both the Fire and Police Chief of the Southlake (TX) Department of Public Safety. He has completed 15 countywide Fire and EMS studies in his career. Robert will serve as the primary and after hours point of contact during this project.
- **Terry Lewis**, a Manager with the firm, who has been a fire consultant for over 10 years. He also has previous experience at all levels of the fire service, including as Chief of the Henderson, KY Fire Department.
- **Kellen McKinney**, a Consultant, has over 15 years of emergency management and consulting experience. She has worked with both private and government sector employers, including the Texas State Department of Health and has written emergency planning documents and served as section chief during critical events.
- **Ian Brady** is a Senior Vice President with Matrix Consulting Group and heads our data analytics unit. He has over 10 years of consulting experience and specializes in data science and public safety.

Resumes for team members can be found at on the following page.

RICHARD BRADY

PRESIDENT, MATRIX CONSULTING GROUP

RICHARD BRADY founded Matrix Consulting Group in 2002 and our Canadian firm, MCG Consulting Solutions in 2017. He leads our Public Safety Practice which includes police, fire, EMS, and emergency communication studies. He has served as the Project Manager or Lead Analyst on hundreds of public safety studies in his 40-year career.

His subject matter expertise includes staffing and deployment, management effectiveness, and governance and transparency. Prior to his founding of these two firms, he served for over 20 years as a practice leader in two other firms, including Maximus.

Experience Highlights

Suffolk, VA: Richard served as the Project Manager for this engagement that examined the staffing and effectiveness of both the police and Fire Departments. He was responsible for oversight of all aspects of the project. Key findings/ achievements of the fire project included:

- The need for additional positions to ensure minimum staffing levels can be maintained.
- Improvements in the use of Telestaff to manage staffing.
- Changes to the on call and call out procedures.

Mesa County, CO: Richard served as the Project Manager for this engagement. He was responsible for oversight of all aspects of the project that examined the feasibility of improving cooperative Fire and EMS Services in the County. Key findings/ achievements of the project:

- Establishment of automatic aid agreements in the urban core.
- Development and delivery of joint training sessions.
- Consolidation of East Orchard and Palisade fire departments.

Role on this Engagement: Richard will serve as project advisor.

Relevant Clients:

- MB Winnipeg
- ON Kawartha Lakes
- AB Edmonton
- AZ Phoenix
- CA Placer County
- CA Tuolumne County
- CO Mesa County
- GA DeKalb County
- NC Raleigh
- TX Palo Pinto County
- MO Kansas City
- OH Columbus
- SC Georgetown County
- VA Dinwiddie County
- VA Stafford County
- VA Suffolk
- WA Bellingham
- WI Glendale
- WI Oshkosh
- OR Clackamas

Years of Consulting: 40

Education:

- BA, California State University, East Bay.
- PhD, Oxford University, U.K.

Notable Accomplishments:

Massachusetts Governor’s Committee on Local Government

Professional Association:

- Association of Local Government Auditors
- International City-County Management Association

ROBERT FINN

SENIOR MANAGER, MATRIX CONSULTING GROUP

ROBERT FINN is a Senior Manager with the Matrix Consulting Group and previously served as the Chief of the Southlake (TX) Department of Public Safety. Mr. Finn has a strong educational background coupled with a successful track record that includes strategic planning, budgeting, change management, community relations, and building collaborative partnerships. Robert has over 30 years of fire service and consulting experience covering all aspects of the fire service industry.

Robert’s relevant experience includes serving the City of Southlake, Texas for 25 years in the following roles:

- Chief of Police (2008 to 2011)
- Chief of Fire Services (2004 to 2008)
- Lieutenant of Professional Standards (1999 to 2004)
- Lieutenant of Training (1995 to 1999) – Level II Instructor
- Coordinator of Emergency Medical Services (1993 to 1995)
- Firefighter / Driver / Paramedic (1987 to 1993)

Experience Highlights

Stafford County, VA: Robert was the project manager and lead analyst on this study to develop a Standards of Cover document for the fire department. Key findings/achievements include:

- Improvements to the call processing processes.
- The need for additional ambulances in the north suburban and south suburban demand zones
- Relocation of a station in poor condition to improve service.
- Consolidation of a fire station and rescue station in poor condition to improve service.

Steamboat Springs, CO: Robert was the lead analyst on this study to conduct an operational analysis of the Fire Department. Key findings/achievements include:

- Establish and tracking of performance measures.
- Increasing staffing on each shift from 8 – 10 over three years.
- Relocating the central fire station.
- Implementing an engine company inspection program.

Role on this Engagement: Robert will serve as program manager.

Relevant Clients:

- AK Anchorage
- CA Big Bear
- CA Huntington Beach
- CA Mercer County
- CA Placer County
- CO Mesa County
- CO Steamboat Springs
- CT Greenwich
- CT Westport
- GA DeKalb County
- IA Davenport
- MA Billerica
- MA Boston
- MA Chelsea
- MI Sterling Heights
- NC Raleigh
- NY Bedford
- NY New Rochelle
- OH Cleveland
- TX Palo Pinto County
- VA Dinwiddie County
- VA Stafford County
- VA Suffolk
- WA Bellingham
- WI Oshkosh

Years of Experience: 30

Education:

MBA, and BS, Public Safety Administration, Grand Canyon University

Professional Association:

National Fire Protection Association (NFPA)
 International Association of Fire Chiefs (IAFC)
 Center for Public Safety Excellence (CPSE)

TERRY LEWIS

MANAGER, MATRIX CONSULTING GROUP

TERRY LEWIS has over 30 years of fire service and consulting experience. He previously served as the Chief of the Henderson (KY) Fire Department. Terry has a strong educational background coupled with a successful track record of leading an agency of 60 personnel in a community with 30,000 residents. Terry brings a wealth of knowledge and experience evaluating the staffing and operational needs of fire and EMS operations.

He has experience in the following areas:

- Administration
- Fire Prevention
- Financial Management
- Operations
- Hazardous Materials

Experience Highlights

Dinwiddie County, VA: Terry served as the lead analyst for this engagement. He was responsible for analyzing all aspects of the project that developed the Standards of Cover and Strategic Plan. Key findings/achievements include:

- The need to standardize response policies for the fire companies.
- Improvements to the public education and community risk reduction programs
- Improvements required for the training facility.
- The need for a 24-hour duty officer for effective command and control.

Oshkosh, WI: Terry was a technical analyst on this study to look at the staffing, operations, and deployment of the fire department. Key findings/achievements include:

- Centralizing fleet and facility maintenance in the City.
- Discontinuing the interfacility EMS transfer program.
- Reorganization to improve reporting relationships in the Department.
- Deployment changes to improve gaps in coverage in the City.

Role on this Engagement: Terry will be lead fire analyst.

Relevant Clients:

- CA Big Bear
- CA Butte County
- CA Huntington Beach
- CA Mercer County
- CA Monterey
- CO Mesa County
- CO Steamboat Springs
- CT Greenwich
- CT Westport
- FL Coconut Creek
- GA DeKalb County
- IA Davenport
- MA Billerica
- MA Boston
- MA Chelsea
- MI Sterling Heights
- NC Raleigh
- NH New Rochelle
- OH Cleveland
- OR Estacada
- TX San Antonio
- VA Dinwiddie County
- VA Stafford County
- WI Oshkosh

Years of Experience: 30+

Education:

BS Fire Technology, AS Accounting, University of Cincinnati

Professional Association:

National Fire Protection Association (NFPA)

International Association of Fire Chiefs (IAFC)

Center for Public Safety Excellence (CPSE)

KELLEN MCKINNEY

CONSULTANT, MATRIX CONSULTING GROUP

KELLEN MCKINNEY has over 15 years of experience leading, managing and providing complex emergency management and preparedness services to fire, EMS, and private sector clients.

Kellen recently joined Matrix Consulting to group to further strengthen the knowledge skills and abilities in our Fire and EMS practice as it relates to emergency planning and management.

Experience Highlights

TDI Brooks International, TX: Kellen was the System and Credentialing Manager for TDI-Brooks and was responsible for maintaining operation training credentials for all vessels and employees. During her time there she improved compliance rating for credentialing by 75% and revised outdated portions of the Safety Management Manual and implemented a new hurricane plan for all vessels and personnel.

Texas Department of State Health Services: Kellen was a regional project lead responsible for providing advances consultive services and technical assistance regarding emergency preparedness planning for a 13-county area. Key achievements include:

- Development of uniformed work systems across regional plans
- Developed a hurricane response playbook
- Served as a Planning Section Chief during a regional Monkeypox response.

Role on This Engagement:

Kellen will serve as a project analyst.

Relevant Clients:

- OR Douglas PH
- TX TDI Brooks
- TX Dept of Health

Years of Experience: 15+

Section Chief – 2022
Monkey Pox Outbreak

Section Chief - 2018

Education:

BA Global Studies,
California State University

MS Emergency
Management, Capella
University

IAN BRADY

SENIOR VICE PRESIDENT, MATRIX CONSULTING GROUP

IAN BRADY is a Senior Vice President and heads our data analytics unit. He has over 10 years of consulting experience and specializes in data science and public safety. He led the development on all our statistical modeling and data analytics efforts, and has created standalone models in support of our studies' analytical efforts, including for:

- Developing interactive modeling tools to forecast the effects shift schedule configurations on service levels and overtime usage.
- New agency formation feasibility, financial and service delivery (For nine municipalities in Riverside County, CA).
- Growth forecasting using GIS-based projections for population, service needs, and staffing requirements.
- Comprehensive workload and staffing analytics.

Experience Highlights

Placer County, CA: Ian was a data analyst on this project that examined community risk and development of a standards of cover document. Key findings/ achievements of the project:

- Performed a CAD analysis that determined the current workload of all fire departments serving the County.
- Development of a phased expansion of fire services over a 10-year planning period.
- Development of a staffing plan for the planned growth in the County.

Grants Pass, OR: Ian was a data analyst on this project that examined the staffing and deployment to develop a community risk and standards of cover document. Key roles included:

- Data analysis of CAD and other critical data
- Development of community risk maps
- Development of long-term staffing needs based on planned growth.

Role on This Engagement: Ian will serve as the lead analyst on statistical modeling and data analytics.

Relevant Clients:

AZ Peoria
 CA Berkeley
 CA Los Angeles
 CA Roseville
 CA Sacramento
 CA San Francisco
 CA San Jose
 CO Adams County
 FL Miami Beach
 FL Orange County
 GA DeKalb County
 HI Kauai County
 KS Wichita
 MD Harford County
 MD Howard County
 MN Hennepin County
 MO Columbia
 MO Kansas City
 OK Midwest City
 NC Raleigh
 NJ Mahwah
 NM Rio Rancho
 NY Newburgh
 OH Columbus
 OR Portland
 PA Carlisle
 TX Austin
 TX Travis County
 VA Suffolk

Years of Experience: 10

Education:

BS in Politics, Willamette University.

3 Project Work Plan and Schedule

This section of the proposal provides an overview of our approach and plan for meeting the needs of Jefferson County on this project, including an estimated timeline.

Project Approach

Our philosophy in providing consulting services is to provide a customized approach to address our clients’ unique issues and needs in a fact-based manner utilizing our proven methodologies and analytical approaches as summarized in the following graphic:

- 1 A principal of the firm is involved in every aspect of each study. For this engagement, Richard Brady will serve in this role.
- 2 We approach our projects by gaining a firm grounding in formal and fact-based analytical methodologies.
- 3 Our projects are characterized by extensive input and interaction between the consultants and our clients’ staff, management, and policy makers.
- 4 We recognize that successfully serving clients requires more than simply providing the right answers. We provide clients with practical plans for implementing change.
- 5 We work closely with our clients to meet all schedule and scope of work elements for our projects.

Our place in the government consulting industry is based on our experience as well as our analytical and inclusive approaches.

Work Plan

Task 1 | Project Initiation and Scheduling

Upon execution of the contract the project team will hold a formal project kick-off meeting with key County and fire department staff to discuss the parameters and reason for this study. The intent of this project kick-off meeting is to confirm the goals and scope of work, finalize the project schedule, and develop an initial understanding of available project data. The County’s project steering committee, project manager, and project contact

should be established. At this meeting, we will also establish regular project check-in meetings.

The deliverables for the project kick-off meeting will be a project contact list, updated project schedule, identification of first round of interviews, preliminary data collection list, and a confirmed scope of work if necessary.

Task Deliverable – A project initiation meeting that will confirm the project goals, schedule, scope of work, and a preliminary data collection list.

Task 2 | Conduct Internal Stakeholder Meetings and Develop an Existing Conditions Assessment

To evaluate the operations and processes of each fire department serving the County, we need to develop an in-depth understanding of the key issues impacting and shaping service requirements. To develop this perspective, we will conduct interviews with representatives from each of the departments, County's management, appointed/elected officials, and others involved in the delivery of emergency services in the County. These interviews will focus on exploring issues and attitudes in the following areas:

- Adequacy of staffing levels and availability of volunteers to ensure effective service delivery.
- Adequacy of service levels, and perceived gaps in existing levels of service.
- Current organization and any organizational changes which have been made in the past several years and perceptions of the impacts of these changes.
- Goals and objectives regarding the delivery of services in each operational functional area.
- Adequacy of management systems and technology, and the extent to which managers utilize this information to make meaningful managerial, operational, scheduling and staff allocation decisions.
- Identification of relevant workload for staff involved in the plan review and inspection process.

Next, we will develop a detailed description of the services provided by the departments. Our focus will be on how services are delivered, staffed, and managed. The development of this detailed description will be based on interviews as well as on the collection of operating information and data, including the following:

- The current organization of the departments including:

- The structure and functions of each division and unit.
- The staffing levels of each division.
- The basic job responsibilities staff; and
- Documentation of all key operations, including:
 - Service scope and content.
 - How career and volunteer staff are scheduled and deployed.
 - Workload data.
 - Basic service levels; and
 - The extent of contracted services by type, size, and cost.
- Documentation of the current technology in use in the departments, including:
 - Current software systems.
 - Geographical information system.
 - Information Technology Master Plan.
 - Use of hand-held devices for reporting work in the field.
- Documentation of management systems available to support departmental operations, including:
 - Financial reporting, billing, and systems.
 - Budget allocation and funding sources.
 - Organizational business processes and procedures; and
 - Performance monitoring systems.
- Document current performance targets related to major services areas within the Fire Departments such as response times, plan review turnaround, inspections etc.
- Document the current coordination mechanism and procedures in place to coordinate service delivery.

Also, we will document key processes, educational materials, communications, and the utilization of technology to complete work tasks. In addition to conducting interviews, the project team will observe operations.

After the initial data collection activities have been completed, the project team will prepare a summary current state assessment that presents our understanding of the

current organization, staffing, and operations of the services provided by the departments. This profile will be circulated among staff for comment, to ensure the accuracy of our understanding. This current state assessment/profile will then be presented to the County's Project Team. Once completed and reviewed, the current state assessment will provide the basis for analysis conducted and completed in subsequent study tasks.

Task Deliverable – A current state assessment summarizing staffing levels, roles, technology levels, processes, and workload for each department.

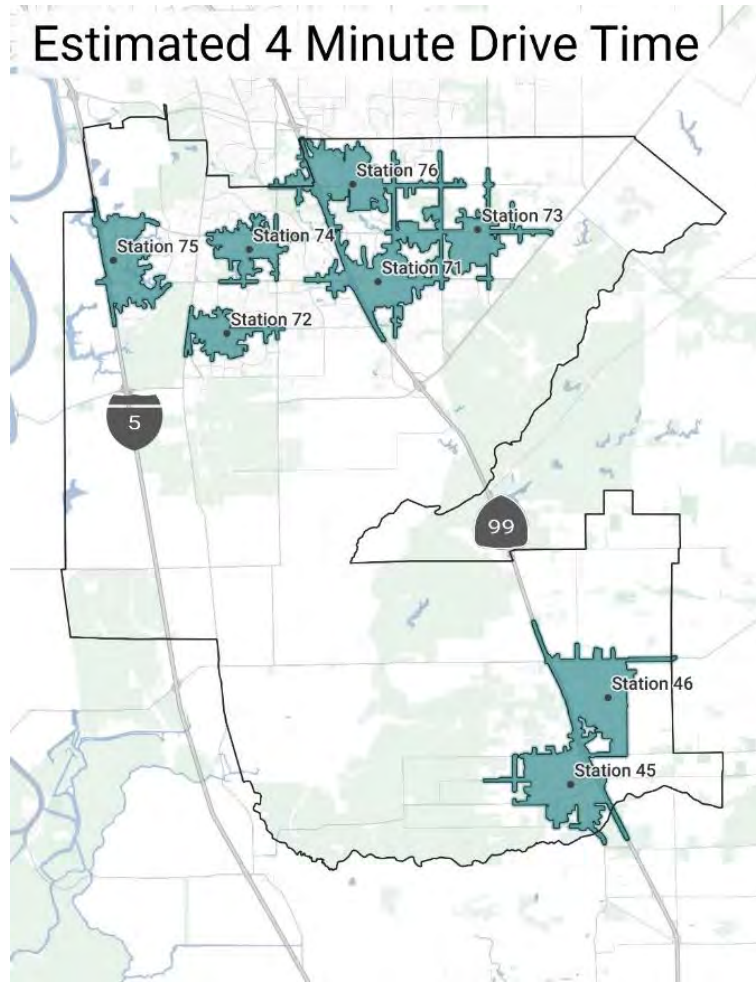
Task 3 | Conduct Analysis of Calls for Service

This task will focus on the analysis of calls for service. This assessment illustrates how well the departments are poised to mitigate and respond to the fire and non-fire risks present in the County. This analysis will assist in developing the policies and procedures that establish the community expectations for the distribution and concentration of fixed and mobile resources of the fire departments.

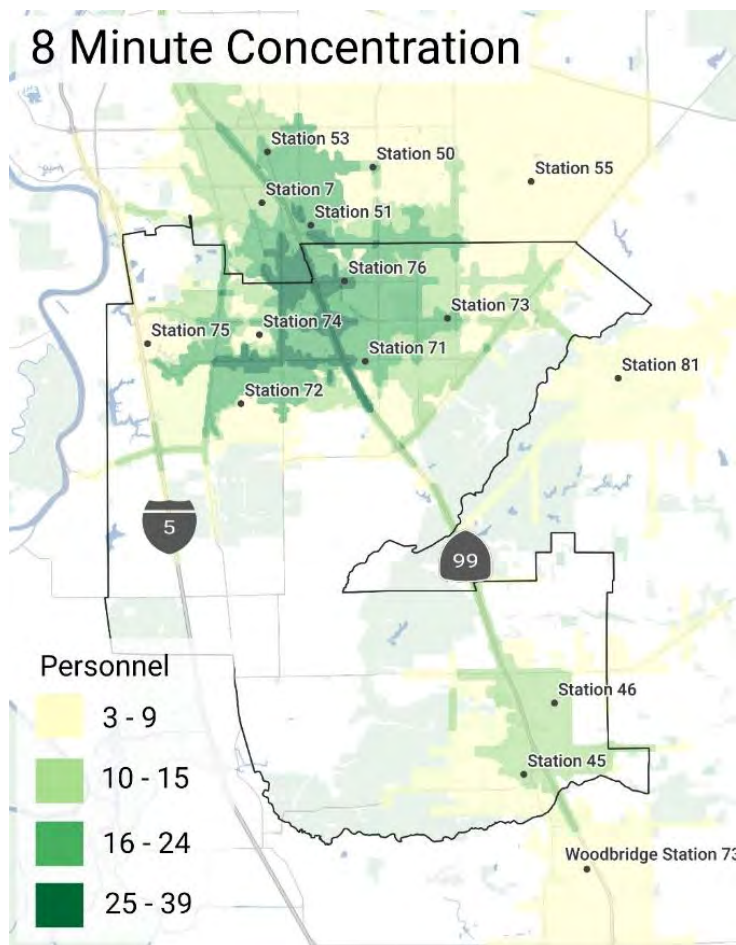
(1) Review of Historical System Performance.

The project team will review and observe areas specifically involved in or affecting service levels and performance. This will include reviewing the impact of traffic calming strategies and other modifications that can impact response travel times. Key areas to be reviewed will include:

- **System Performance** – This task will focus on analyzing the system performance over the past five (5) years. Areas analyzed include alarm handling, turnout, travel, and total response time.
- **Distribution Study** – Overview of the current facility and apparatus deployment strategy, analyzed through GIS software, identifying service gaps and redundancies in initial unit arrival.



- **Concentration Study**
 - Analysis of response times to achieve a full effective response force
 - Analysis of company distribution for an effective response force



- **Reliability Study**
 - Analysis of current workload, including unit hour utilization.
 - Review of actual or estimated failure rates of individual companies
 - Analysis of call concurrency and impacts on response and staff exhaustion
 - Analysis of actual system reflex time performance both system-wide and by individual companies

- **Review of automatic and mutual aid documents** to determine the ability of outside agencies to assist in the delivery of emergency services and development of an effective response force and development of maps illustrating the capability of these resources and the effectiveness of the inter-jurisdictional response. We will also evaluate the impact and use of automatic/mutual aid for resources leaving the County and aid resources responding to the County.

(2) Establish Performance Objectives and Measures

Once the above tasks have been completed and the capabilities of the fire departments and regional response system are known, the project team will work to develop an appropriate set of goals and objects for the departments specific to the types of risks identified as probable in the service area. The goals and objectives will be developed for the following:

- **Performance Objectives and Measures.**
 - **Distribution** – Initial attack resources for risk-specific intervention
 - **Concentration** – Effective response force assembly, or the initial resources necessary to stop the escalation of the emergency for each risk type
 - Are changes needed to the response time standards?

- **Overview of Compliance Methodology**

The project team will work with each department's management team to develop a methodology to provide continual measurement of future performance. This methodology will include:

- Records Management Systems (RMS) usage policies
- Assignment of oversight responsibilities
- Schedule of assessments
- Review requirements of each assessment type

Task Deliverable - This task will conclude in an interim project report illustrating the performance of the fire departments in responding to calls for service and how mutual and automatic aid resources assist in service delivery.

Task 4 | Analysis of Other Fire Department Workloads and Staffing

The project team will develop a comprehensive analysis of staffing needs for every fire department function, as well as strategies achieving the best use of existing resources. While different analytical factors and processes are used to determine staffing needs for each function, the project team will examine strategies for deploying, allocating, and managing the operations of personnel around a number of key considerations.

For every function, the analysis will focus on the ability of staffing levels to achieve targeted service levels and support effective operations management, such as review of the following:

- Key workload drivers and processes for administrative and support functions.
- Are spans of control within targeted ranges for individual functions?
- How are volunteers deployed?
- Are controls for overtime usage adequate, and what are the key drivers of overtime by type (e.g., to backfill, staff special events, etc.)?
- Review of current automatic and mutual aid documents to determine the ability of outside agencies to assist in the delivery of emergency services and development of an effective response force.
- Development of an optimal station placement and staffing plan to address current needs and future planned growth.

(1) Fire Prevention Services

Through interviews with department staff, analysis of existing codes and ordinances and discussion with Planning and Development Services representatives in the County, we will gain a full understanding of the current approach to providing fire prevention related services. This will include:

- Understanding the organization and responsibilities of fire prevention services to include staff time allocation and assigned responsibilities for plan reviews, inspections, public education, and other fire prevention activities.
- How are development services coordinated in the County? Are there opportunities to improve the customer focus?
- What are the requirements for built in fire protection in the County?
- How are fire suppression and EMS personnel used to assist in fire prevention efforts?
- How does fire prevention fit into the overall County risk management programs?
- How are fire investigations handled in the County?
- What type of community engagement programs are in place?

(2) Emergency Management

This task will examine the Emergency Management services and how they are provided to the County. This information will include analysis of Emergency Management related

to how effective services align with prevention, mitigation, preparedness, response and recovery to include:

- How Emergency Management is organized and structured.
- Functional assignments and staffing levels.
- Risk management coordination and practices.
- Assessment of the Base Emergency Management Plan and Annexes.
- Frequency of drills and exercises to test the plan

(3) Other Internal Support Services

This task will examine the various management roles and support services of the Fire Departments to include training, fitness and wellness and administrative support. This information will provide a base to assess issues associated with:

- Initial and ongoing training of sworn and civilian personnel.
- Training facilities used to conduct training evolutions.
- Recruitment and retention approaches used in the Departments.
- Formal and informal lines and methods of communication
- Roles of administrative personnel (e.g., finance, human resources, IT).
- Roles of civilian personnel and opportunities to improve the use of civilians.
- Internal health and safety programs to ensure they meet industry best practices.

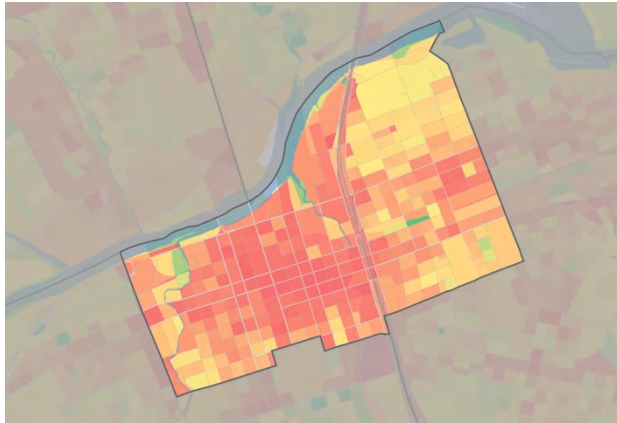
Task Deliverable - The project team will develop an interim deliverable report that provides a comprehensive analysis of the workload and staffing needs of each fire department. Critical to these efforts are an examination of needs under present constraints, recommended changes at existing service levels, and opportunities to change service delivery systems.

Task 5 | Projection of Fire and EMS Service Demands and Personnel Resource and Capital Needs

The modeling system we have developed to determine the impacts of development and growth on fire rescue service demands is the combined product of using advanced technical capabilities and our experience in working with local government clients.

Key aspects of the model employed to create an accurate and defensive model for planning service and personnel needs include the following:

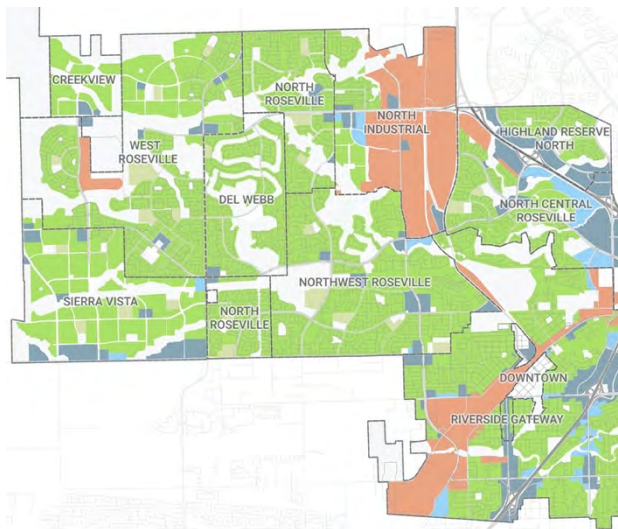
Illustrative Factors Considered to Project Future Staffing Needs



Geographic Analysis of Service Needs

In order to model the effects of the anticipated development projects in the service area, it is critical to understand the rates at which existing and similar developments generate workloads and other public safety service needs.

Our analysis will utilize a GIS-centered approach to examine geospatial trends in service demand.

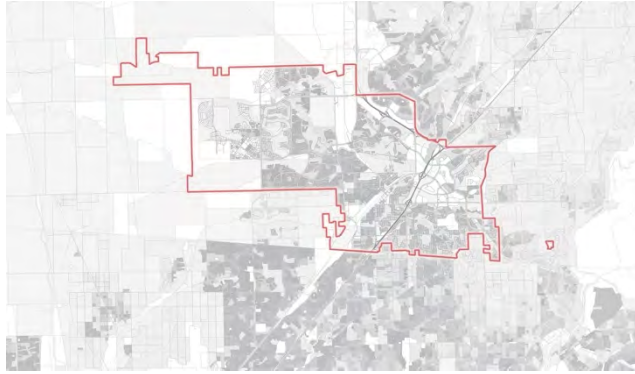


Land Use and Redevelopment

Different types of residential, commercial, and industrial zoning spaces have unique impacts on public safety service needs.

We will meet with local Planning officials to understand how land is used currently, as well as the configurations of the anticipated development projects, in order to accurately model how these needs will evolve.

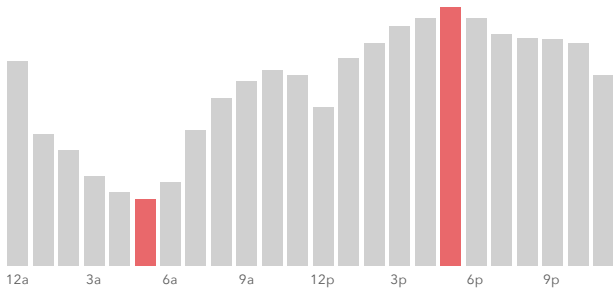
The data collected from Planning and other resources will form the basis of our GIS model of how fire service needs will evolve over the projection timeframe.



Regional Interactions

Understanding the context of the community within its surrounding region is essential to forecasting its planning needs.

This includes developing an understanding of factors such as the daytime working population and effects on field resource demands in the mixed-use environment of this proposed project. Are there regional response teams available or the need for specialty teams in the service area such as technical rescue and hazardous materials?



Workload-Based Projections

Rather than base projections for future staffing needs on a simple ratio such as firefighters per capita, our analysis builds staffing needs from how workload is changes – whether driven by calls for service, inspection workload, or reports and administrative workloads for other staff.

Data collected for the analysis of projected service and personnel needs includes:

- CAD data (up to the past five years if current CAD system has been in place for that timeframe)
- Supporting information for CAD analysis (e.g., unit code and incident type lists, incident report totals).
- Planning and land use GIS shapefiles (preferably including information such as commercial space, housing unit counts, and other key target hazard data)
- Information on planned developments, including expected timeframes for completion when possible

The project team will collect other publicly available data used for the analysis, such as current and proposed road networks, census data, and geographical features.

The results of the service need, and staffing projections will be developed into an interim deliverable that provides comprehensive projections for service and staffing needs for

delivery of effective fire rescue services to meet current service demands and provide services to the service area in the future.

Task Deliverable - The analysis will result in an interim deliverable that comprehensively projects fire departments' service and staffing needs related to the planned development in the County.

Task 6 | Development of the Draft and Final Report

Once the work tasks noted above have been completed, our findings, conclusions, and recommendations will be documented in the form of a draft and final report to the County together with detailed plans for implementation. This will include:

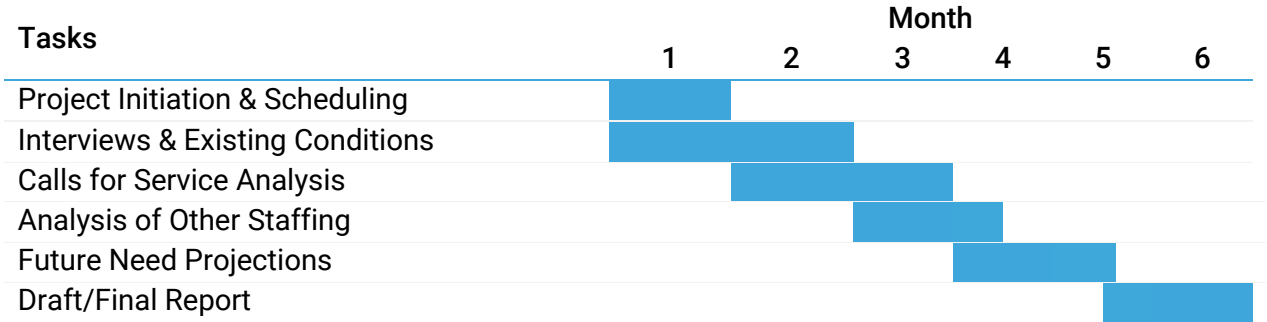
- Executive Summary
- Description of the current capital facility infrastructure, deficiencies and scope and cost to remedy identified deficiencies as well as facility needs through 2040.
- Review of the current vision, mission, and values statement to ensure they are relative and reflect the current and future organizations.
- Development of goals and objectives for the short, mid and long-term that are specific, measurable, attainable, realistic and time bound (SMART).
- Implementation plan to achieve the goals and objectives including organizational changes, cost, partnerships, changes in laws, policies or regulations needed and who is responsible for the goal.
- Fully detailed cost of any proposed costs or savings from the changes.
- Development of performance measures to track implementation and success of the goals and objectives.
- Any recommendations that will require action on the part of the governing body for implementation.
- Supportive maps, charts and graphs.

The report will include full detailed analysis of the items in the scope of work along with timelines and targets for implementing change and the costs associated with that change.

Task Deliverable - The draft report will be reviewed with the County and departments while in draft form. Once all reviews and any necessary revisions have been completed and the report is in final form, we will make a formal presentation of the report, if desired.

Project Schedule

The following chart outlines a six-month (24 weeks) schedule to complete the study, organized by task area.



Presentations will take place after the finalization of the study. Timelines can be adjusted based on the County’s schedule and other commitments in agreement with County staff.

4 Pricing

The Matrix Consulting Group is proposing to conduct the Fire Services Study for Jefferson County at a not-to-exceed cost of **\$68,000** as determined below.

Task	Project Advisor	Project Manager	Manager	Analysts	Total Hours	Total Fee
Project Initiation	2	16	0	0	18	\$3,600
Current Conditions	2	16	24	24	66	\$11,400
Calls for Service Analysis	4	8	16	24	52	\$8,200
Staffing and Deployment	4	16	16	24	60	\$10,000
Future Needs	2	8	16	24	50	\$8,200
Draft / Final Report	8	24	40	16	88	\$14,800
Total Hours	22	88	112	112	334	
Hourly Rate	\$380	\$225	\$175	\$150		
Total Professional Fees	\$8,360	\$19,800	\$19,600	\$16,800		\$64,560
Project Expenses						\$3,440
Total Project Cost						\$68,000

Our usual practice is to invoice our clients monthly for time and materials up to the total project amount. We are also amenable to alternative invoicing arrangements.



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

PRESIDENT
Steve Stolipher

VICE PRESIDENT
Jane Tabb

COMMISSIONER
Pasha Majdi

COMMISSIONER
Kelvin Upson

COMMISSIONER
Vacant

To: Commissioner Steve Stolipher
Commissioner Jane Tabb
Commissioner Pasha Majdi
Commissioner Kelvin Upson

From: Bessie Nelson

Date: September 18, 2024

Re: Fiscal Note: Fire Service Study

County Administrator Edwina Benites requests the following funding:

Fire Service Study	\$44,995.00
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I recommend Coal Severance Fund be allocated for this study to be performed by Fitch & Associates.

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

JOURNAL DETAIL 2025 2 TO 2025 2

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND						
001401 COUNTY COMMISSION						
001.401.GG.410100.						
227,675.00	227,675.00	OFFICIALS SALARY 32,113.98	23,516.28	0.00	195,561.02	14.1%
2025/02/000006 08/02/2024 PRJ	8,597.70	REF 2503PR		WARRANT=2503PR	RUN=1 BI-WEEKL	
2025/02/000047 08/16/2024 PRJ	8,597.70	REF 2504PR		WARRANT=2504PR	RUN=1 BI-WEEKL	
2025/02/000104 08/30/2024 PRJ	6,320.88	REF 2505PR		WARRANT=2505PR	RUN=1 BI-WEEKL	
001.401.GG.410300.						
361,718.00	361,718.00	EMPLOYEES SALARY AND WAGES 44,939.45	29,828.77	0.00	316,778.55	12.4%
2025/02/000006 08/02/2024 PRJ	16,360.69	REF 2503PR		WARRANT=2503PR	RUN=1 BI-WEEKL	
2025/02/000047 08/16/2024 PRJ	3,191.60	REF 2504PR		WARRANT=2504PR	RUN=1 BI-WEEKL	
2025/02/000104 08/30/2024 PRJ	10,276.48	REF 2505PR		WARRANT=2505PR	RUN=1 BI-WEEKL	
001.401.GG.410400.						
36,666.00	36,666.00	FICA TAX 4,757.55	3,296.78	0.00	31,908.45	13.0%
2025/02/000006 08/02/2024 PRJ	1,535.18	REF 2503PR		WARRANT=2503PR	RUN=1 BI-WEEKL	
2025/02/000047 08/16/2024 PRJ	732.59	REF 2504PR		WARRANT=2504PR	RUN=1 BI-WEEKL	
2025/02/000104 08/30/2024 PRJ	1,029.01	REF 2505PR		WARRANT=2505PR	RUN=1 BI-WEEKL	
001.401.GG.410401.						
8,575.00	8,575.00	MEDICARE EXPENSE 1,112.66	771.02	0.00	7,462.34	13.0%
2025/02/000006 08/02/2024 PRJ	359.03	REF 2503PR		WARRANT=2503PR	RUN=1 BI-WEEKL	
2025/02/000047 08/16/2024 PRJ	171.33	REF 2504PR		WARRANT=2504PR	RUN=1 BI-WEEKL	
2025/02/000104 08/30/2024 PRJ	240.66	REF 2505PR		WARRANT=2505PR	RUN=1 BI-WEEKL	
001.401.GG.410500.						
166,437.00	166,437.00	HEALTH INSURANCE 3,879.77	1,618.02	0.00	162,557.23	2.3%
2025/02/000006 08/02/2024 PRJ	1,854.95	REF 2503PR		WARRANT=2503PR	RUN=1 BI-WEEKL	
2025/02/000047 08/16/2024 PRJ	-228.27	REF 2504PR		WARRANT=2504PR	RUN=1 BI-WEEKL	
2025/02/000131 08/29/2024 GEN	-8.66	REF AUGRND		HEALTH ROUNDING	JCESA AUGUST	
001.401.GG.410599.						
-166,437.00	-166,437.00	HEALTH INSURANCE-CONTRA -3,879.77	-1,618.02	0.00	-162,557.23	2.3%
2025/02/000141 08/31/2024 GEN	-1,618.02	REF HEALTH		401 RECLASS HEALTH INS EXP		

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

JOURNAL DETAIL 2025 2 TO 2025 2

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001.401.GG.410600.		RETIREMENT				
53,226.00	53,226.00	6,934.90	4,801.12	0.00	46,291.10	13.0%
2025/02/000006 08/02/2024 PRJ	2,246.28	REF 2503PR		WARRANT=2503PR	RUN=1 BI-WEEKL	
2025/02/000047 08/16/2024 PRJ	1,286.46	REF 2504PR		WARRANT=2504PR	RUN=1 BI-WEEKL	
2025/02/000047 08/16/2024 PRJ	-225.40	REF 2504PR		WARRANT=2504PR	RUN=1 BI-WEEKL	
2025/02/000104 08/30/2024 PRJ	1,493.78	REF 2505PR		WARRANT=2505PR	RUN=1 BI-WEEKL	
001.401.GG.410801.		OVERTIME				
2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
001.401.GG.421100.		TELEPHONE				
3,600.00	3,600.00	0.00	0.00	0.00	3,600.00	.0%
001.401.GG.421404.		TRAVEL-COUNTY COMMISSIONERS				
5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
001.401.GG.421405.		TRAVEL - STAFF				
7,500.00	7,500.00	3,249.47	178.22	0.00	4,250.53	43.3%
2025/02/000082 08/20/2024 API	178.22	VND 023001 IN BS/MILEAGE082024		BESSIE NELSON	MILEAGE WV STA	90196
001.401.GG.421800.		POSTAGE				
250.00	250.00	0.00	0.00	0.00	250.00	.0%
001.401.GG.422000.		ADVERTISING / LEGAL PUBS				
0.00	0.00	111.76	0.00	0.00	-111.76	100.0%
001.401.GG.422101.		TRAINING-COUNTY COMMISSION				
3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
001.401.GG.422102.		TRAINING/EDUATION - STAFF				
3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
001.401.GG.422200.		DUES AND SUBSCRIPTIONS				
14,015.00	14,015.00	6,500.00	0.00	0.00	7,515.00	46.4%
001.401.GG.422300.		PROFESSIONAL SERVICES				
70,350.00	70,350.00	2,275.80	1,058.40	0.00	68,074.20	3.2%
2025/02/000002 08/01/2024 API	900.00	VND 022192 IN JCC82024		MILLENIUM INS GROUP	HRA ADMINISTRA	90019
2025/02/000050 08/01/2024 API	122.40	VND 010172 IN CBR8/24		AMERIFLEX	ADMINISTRATION	90147
2025/02/000143 08/30/2024 API	36.00	VND 032054 IN 3281		WENDI L. WATSON	Stadig v StoIi	90298

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

JOURNAL DETAIL 2025 2 TO 2025 2

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001.401.GG.422301.		HRA-HEALTH REIMBURSEMENT ACCT				
210,000.00	210,000.00	13,860.56	13,860.56	0.00	196,139.44	6.6%
2025/02/000118 08/23/2024 API	4,059.40	VND 015087 IN HRA2025001		DOUGLAS H FLETCHER	EMPLOYEE HRA D	90232
2025/02/000143 08/29/2024 API	3,082.03	VND 017094 IN HRA2025003		TAMMY MOBLEY	EMPLOYEE HRA D	90294
2025/02/000143 08/29/2024 API	2,490.97	VND 021039 IN HRA2025002		NICOLE NOBREGA	EMPLOYEE HRA D	90289
2025/02/000143 08/29/2024 API	4,228.16	VND 034011 IN HRA2025004		NEIL ZAHRADNIK	EMPLOYEE HRA D	90288
001.401.GG.422302.		EMPLOYEE ASSISTANCE PGM				
5,040.00	5,040.00	1,422.00	0.00	0.00	3,618.00	28.2%
001.401.GG.422400.		AUDIT COSTS				
35,100.00	35,100.00	0.00	0.00	0.00	35,100.00	.0%
001.401.GG.422600.		INSURANCE AND BONDS				
400,000.00	400,000.00	190,017.50	4,302.00	0.00	209,982.50	47.5%
2025/02/000082 08/15/2024 API	4,302.00	VND 032151 IN 111874		WVCorp WV COUNTIES	CONTRACT WV-JE	90215
001.401.GG.422601.		WORKERS COMP INSURANCE				
180,000.00	180,000.00	47,449.25	0.00	0.00	132,550.75	26.4%
001.401.GG.422602.		UNEMPLOYMENT INSURANCE				
20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	.0%
001.401.GG.423000.		CONTRACTED SERVICES				
3,200.00	3,200.00	6,049.48	232.22	0.00	-2,849.48	189.0%
2025/02/000050 08/02/2024 API	232.22	VND 013004 IN IN135748		DIGITAL DOCUMENT SOL COMM OFFICE		90155
001.401.GG.423900.		INSURANCE PREMIUM RETIREE				
92,016.00	92,016.00	15,898.00	7,949.00	0.00	76,118.00	17.3%
2025/02/000050 08/01/2024 API	7,949.00	VND 027078 IN RHBT8/2024		RETIREE HLTH BEN TRU RETIREE HEALTH		90173
001.401.GG.434100.		MATERIALS AND SUPPLIES				
2,700.00	2,700.00	0.00	0.00	0.00	2,700.00	.0%
001.401.GG.435300.		COMPUTER SOFTWARE				
1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

JOURNAL DETAIL 2025 2 TO 2025 2

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001.401.GG.456700. 4,800.00	4,800.00	CONTR/TRSFR OTHR GOV UNIT 4,800.00	0.00	0.00	0.00	100.0%
001.401.GG.456800.G2011 155,000.00	155,000.00	CONTRIBUTION/ TRANSFER OTHER 38,750.00	0.00	0.00	116,250.00	25.0%
TOTAL COUNTY COMMISSION 1,905,431.00	1,905,431.00	420,242.36	89,794.37	0.00	1,485,188.64	22.1%
TOTAL GENERAL FUND 1,905,431.00	1,905,431.00	420,242.36	89,794.37	0.00	1,485,188.64	22.1%
TOTAL EXPENSES 1,905,431.00	1,905,431.00	420,242.36	89,794.37	0.00	1,485,188.64	
GRAND TOTAL 1,905,431.00	1,905,431.00	420,242.36	89,794.37	0.00	1,485,188.64	22.1%

** END OF REPORT - Generated by Tina Branson **

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND						
001401 COUNTY COMMISSION						
001.401.GG.410100.		OFFICIALS SALARY				
227,675.00	227,675.00	32,113.98	23,516.28	0.00	195,561.02	14.1%
001.401.GG.410300.		EMPLOYEES SALARY AND WAGES				
361,718.00	361,718.00	44,939.45	29,828.77	0.00	316,778.55	12.4%
001.401.GG.410400.		FICA TAX				
36,666.00	36,666.00	4,757.55	3,296.78	0.00	31,908.45	13.0%
001.401.GG.410401.		MEDICARE EXPENSE				
8,575.00	8,575.00	1,112.66	771.02	0.00	7,462.34	13.0%
001.401.GG.410500.		HEALTH INSURANCE				
166,437.00	166,437.00	3,879.77	1,618.02	0.00	162,557.23	2.3%
001.401.GG.410599.		HEALTH INSURANCE-CONTRA				
-166,437.00	-166,437.00	-3,879.77	-1,618.02	0.00	-162,557.23	2.3%
001.401.GG.410600.		RETIREMENT				
53,226.00	53,226.00	6,934.90	4,801.12	0.00	46,291.10	13.0%
001.401.GG.410801.		OVERTIME				
2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
001.401.GG.421100.		TELEPHONE				
3,600.00	3,600.00	0.00	0.00	0.00	3,600.00	.0%
001.401.GG.421404.		TRAVEL-COUNTY COMMISSIONERS				
5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
001.401.GG.421405.		TRAVEL - STAFF				
7,500.00	7,500.00	3,249.47	178.22	0.00	4,250.53	43.3%
001.401.GG.421800.		POSTAGE				
250.00	250.00	0.00	0.00	0.00	250.00	.0%
001.401.GG.422000.		ADVERTISING / LEGAL PUBS				
0.00	0.00	111.76	0.00	0.00	-111.76	100.0%
001.401.GG.422101.		TRAINING-COUNTY COMMISSION				
3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
001.401.GG.422102.		TRAINING/EDUATION - STAFF				
3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
001.401.GG.422200.		DUES AND SUBSCRIPTIONS				
14,015.00	14,015.00	6,500.00	0.00	0.00	7,515.00	46.4%
001.401.GG.422300.		PROFESSIONAL SERVICES				
70,350.00	70,350.00	2,275.80	1,058.40	0.00	68,074.20	3.2%
001.401.GG.422301.		HRA-HEALTH REIMBURSEMENT ACCT				
210,000.00	210,000.00	13,860.56	13,860.56	0.00	196,139.44	6.6%
001.401.GG.422302.		EMPLOYEE ASSISTANCE PGM				
5,040.00	5,040.00	1,422.00	0.00	0.00	3,618.00	28.2%

JEFFERSON COUNTY, WV - PRODUCTION



YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001.401.GG.422400.			AUDIT COSTS				
	35,100.00	35,100.00	0.00	0.00	0.00	35,100.00	.0%
001.401.GG.422600.			INSURANCE AND BONDS				
	400,000.00	400,000.00	190,017.50	4,302.00	0.00	209,982.50	47.5%
001.401.GG.422601.			WORKERS COMP INSURANCE				
	180,000.00	180,000.00	47,449.25	0.00	0.00	132,550.75	26.4%
001.401.GG.422602.			UNEMPLOYMENT INSURANCE				
	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	.0%
001.401.GG.423000.			CONTRACTED SERVICES				
	3,200.00	3,200.00	6,049.48	232.22	0.00	-2,849.48	189.0%
001.401.GG.423900.			INSURANCE PREMIUM RETIREE				
	92,016.00	92,016.00	15,898.00	7,949.00	0.00	76,118.00	17.3%
001.401.GG.434100.			MATERIALS AND SUPPLIES				
	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00	.0%
001.401.GG.435300.			COMPUTER SOFTWARE				
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
001.401.GG.456700.			CONTR/TRSFR OTHR GOV UNIT				
	4,800.00	4,800.00	4,800.00	0.00	0.00	0.00	100.0%
001.401.GG.456800.G2011			CONTRIBUTION/ TRANSFER OTHER				
	155,000.00	155,000.00	38,750.00	0.00	0.00	116,250.00	25.0%
TOTAL COUNTY COMMISSION							
	1,905,431.00	1,905,431.00	420,242.36	89,794.37	0.00	1,485,188.64	22.1%
TOTAL GENERAL FUND							
	1,905,431.00	1,905,431.00	420,242.36	89,794.37	0.00	1,485,188.64	22.1%
TOTAL EXPENSES							
	1,905,431.00	1,905,431.00	420,242.36	89,794.37	0.00	1,485,188.64	
GRAND TOTAL							
	1,905,431.00	1,905,431.00	420,242.36	89,794.37	0.00	1,485,188.64	22.1%

** END OF REPORT - Generated by Tina Branson **

MOUNTAIN PARTY STATE POLITICAL PARTY COMMITTEE

Acting for the **Mountain Party** under instructions from the Jefferson County Commission on Sept 5, 2024, the following individuals are being submitted to fill the vacant seat from the Shepherdstown District.

1). David Tabb

2). Earl Cogle, Jr.

3). Jennifer Krouse

Mr. Tabb has also included a document from the West Virginia Secretary of State that affirms David C. Tabb as Chairperson for the Mountain Party, ID No. 208271, dated August 12, 2024, registered at the West Virginia Secretary of State Election Division.



David C. Tabb
Chairperson
Mountain Party
ID No. 208271



DELINQUENT CAMPAIGN FINANCE REPORT FEE SETTLEMENT AGREEMENT

WHEREAS, W. Va. Code §§ 3-8-5, 3-8-7(b) and CSR 146-3 mandate that all campaign finance reports shall be filed with the proper filing officer in strict compliance with the deadlines set forth therein, and failure to timely file shall result in a \$10 per day fine paid either by (1) the candidate’s personal funds, (2) the treasurer’s personal funds for a political committee that is not a candidate committee, or (3) a nonpolitical committee’s general treasury funds; and

WHEREAS, W. Va. Code § 3-8-7(b)(3) provides, “The Secretary of State may negotiate and enter into settlement agreements for the payment of civil penalties assessed as a result of the filing of a delinquent, grossly incomplete, or inaccurate statement[;]” and

WHEREAS, the instant delinquent report was the first report due following the passage of SB 622 (eff. June 7, 2019), which modified the campaign finance reporting schedule; and

WHEREAS, the undersigned, a candidate/person responsible for filing campaign finance reports in accordance with the deadlines set forth in law, filed a delinquent report after the statutory deadline.

THEREFORE, I, the undersigned, acknowledge and agree that I owe the State of West Virginia a fee of \$ 1,880.00 for being delinquent in filing my 2023 3rd Quarter, 2024 1st Quarter, 2024 Primary report(s).

FEE SUSPENSION CONDITIONAL TERMS

WHEREFORE, the undersigned having acknowledged that a fee is owed, with consideration of conditional suspension of said fee, does hereby agree to the following conditions and terms:

1. I shall timely file all future campaign finance reports for my committee by the statutory deadlines regarding the 2024 election cycle; and
2. Failure to file any report by the statutory deadline shall result in a renewed obligation to pay the fee(s) incurred, due immediately according to CSR 146-3-6.9.

David Tabb- Chairperson
Name (candidate or non-candidate committee treasurer)

David Tabb - Chairperson
Signature

8/12/24
Date

Office Use	
Candidate Name/EY or PAC	
Name:	Mountain Party
Organization ID:	208271
Late Report:	2019 2 nd Quarter – 2023 3 rd Quarter



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Cabinet Secretary

Phone 304.558.0220 * www.wvculture.org

Fax 304.558.2779 * TDD 304.558.3562

EEO/AA Employer

RECEIVED

SEP 09 2024

**County Commission
of Jefferson County, WV**

August 26, 2024

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

Dear Commissioners:

We hereby notify you that the Isaac Clymer Farm (2328 Engle Molers Road, Harpers Ferry, Jefferson Co.) will be considered by the West Virginia Archives and History Commission for nomination to the National Register of Historic Places. The National Register is the Federal government's official list of historic properties worthy of preservation. Listing in the National Register provides recognition and assists in preserving our Nation's heritage.

Listing of the Isaac Clymer Farm provides recognition of the property's historic importance and assures protective review of Federal projects that might adversely affect the character of the historic property. A state income tax credit is also available to owners of buildings that are rehabilitated. If the property is listed in the National Register, certain Federal investment tax credits for rehabilitation and other provisions may apply.

Listing in the National Register does not mean that limitations will be placed on the properties by the Federal government. Public visitation rights are not required of owners. The Federal government will not attach restrictive covenants to the properties or seek to acquire them.

You are invited to attend the WV Archives and History Commission meeting at which the nomination will be considered. The Commission will meet at 9:30 AM on September 27th, 2024. The meeting will be held the South Branch Inn, 1500 US-220, Moorefield, WV (Hardy County). If the meeting must be cancelled due to inclement weather, lack of quorum, or other emergency, it will be rescheduled for a date and location to be determined.

Attached please find a notice that explains, in greater detail, the results of listing in the National Register and that describes the rights and procedures by which an owner may comment on or object to listing in the National Register.

Should you have any questions about this nomination before the Archives and History Commission meeting, please contact Cody Straley, National Register Coordinator, at 304.558.0240.

Sincerely,

Susan M. Pierce
Deputy State Historic Preservation Officer

enclosure

RIGHTS OF OWNERS TO COMMENT AND/OR OBJECT TO LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

Owners of private properties nominated to the National Register have an opportunity to concur with or object to listing in accord with the National Historic Preservation Act and 36 CFR 60. Any owner or partial owner of private property who chooses to object to listing may submit to the State Historic Preservation Officer a notarized statement certifying that the party is the sole or partial owner of the private property and objects to the listing or by submitting a declaration of objection under penalty of perjury consistent with 28 U.S.C § 1746. A declaration of objection must take the following form: I declare (or certify, verify or state) under penalty of perjury that the foregoing is true and correct. Executed on (date), (Signature).” Each owner or partial owner of private property has one vote regardless of the portion of the property that the party owns. If a majority of private property owners object, a property will not be listed. However, the State Historic Preservation Officer shall submit the nomination to the Keeper of the National Register of Historic Places for a determination of eligibility of the property for listing in the National Register. If the property is then determined to be eligible for listing, although not formally listed, Federal agencies will be required to allow for the Advisory Council on Historic Preservation to have an opportunity to comment before the agency may fund, license, or assist a project which will affect the property. If you choose to object to the listing of your property, the notarized objection or declaration of objection must be submitted to Ms. Susan M. Pierce, Deputy State Historic Preservation Officer, West Virginia Department of Arts, Culture and History, 1900 Kanawha Boulevard East, Charleston, West Virginia, 25305-0300 by September 27, 2024.

If you wish to comment on the nomination of the property to the National Register, please send your comments to the State Historic Preservation Office before the Archives and History Commission considers this nomination on September 27, 2024. A copy of the nomination and information on the National Register and the Federal tax provisions are available from the above address upon request.

FEDERAL RESULTS OF LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES

Eligibility for Federal tax provisions: If a property is listed in the National Register, certain Federal tax provisions may apply. The Tax Cut and Jobs Act of 2017 revises the historic preservation tax incentives authorized by Congress in the Tax Reform Act of 1976, the Revenue Act of 1978, the Tax Treatment Extension Act of 1980, the Economic Recovery Tax Act of 1981, the Tax Reform Act of 1984, the Tax Reform Act of 1986, and, as of January 1, 2018, provides for a 4 percent investment tax credit for 5 years with a full adjustment to basis for rehabilitation historic commercial, industrial and rental residential buildings. The Tax Treatment Extension Act of 1980 provides Federal tax deductions for charitable contributions for conservation purposes of partial interests in historically important land areas or structures. Whether these provisions are advantageous to a property owner is dependent upon the particular circumstances of the property and the owner. Because the tax aspects outlined above are complex, individuals should consult legal counsel or the appropriate local Internal Revenue Service office for assistance in determining the tax consequences of the above provisions. For further information on certification requirements, please refer to 36 CFR 67.

Consideration in planning for Federal, federally licensed, and federally assisted projects: Section 106 of the National Historic Preservation Act of 1966 requires that Federal agencies take into account the effect of an undertaking on any building, structure, site, or district that is listed in or eligible for inclusion in the National Register of Historic Places. Agencies must also afford the Advisory Council on Historic Preservation the opportunity to comment on all projects affecting historic properties listed in or eligible for inclusion in the National Register. For further information, please refer to 36 CFR 800.

Consideration in issuing a surface coal mining permit: In accordance with the Surface Mining and Control Act of 1977, there must be consideration of historic values in the decision to issue a surface coal mining permit where coal is located. For further information, please refer to 30 CFR 700 et. seq.

Qualification for Federal grants for historic preservation where funds are available: Presently, funding is unavailable.



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EEO/AA Employer

RECEIVED

SEP 09 2024

**County Commission
of Jefferson County, WV**

August 12, 2024

Jefferson County Commission
PO Box 250
Charles Town, WV 25414

Dear Commissioners:

We are pleased to inform you that the following historic property was listed in the National Register of Historic Places on August 2, 2024:

Woodbyrne
219 Ann Lewis Road
Charles Town, Jefferson County, West Virginia

This honorary designation identifies this cultural resource's significant contribution to the history of West Virginia. Congratulations on the honor.

If our office can ever be of assistance to you, please do not hesitate to contact us. We can be reached at 304.558.0240.

Sincerely,

A handwritten signature in blue ink that reads "Susan M. Pierce".

Susan M. Pierce
Deputy State Historic Preservation Officer

SMP/SCS

enclosure

My name is Toni Milbourne, and I live in Harpers Ferry. I am here to speak because I see that there are several boards and commissions with members to be appointed today. I just wanted to share my county commission experience with those who are thinking they may wish to serve and letting them know how I was treated when I somehow offended this commission and/or some of the staff. You see, a month ago I came here to reapply for a position on a board where I had faithfully served for 21 years. I was not reappointed—and that's okay. I knew I would not retain the seat when, on the original week the appointment was to be made and I was the only candidate for four open positions, the commission all of a sudden had no business to conduct and canceled the meeting. Two weeks later, there were miraculously seven applicants—something that has never happened in my 21 years of serving.

But so be it—while I was sad, it was okay because I know I will continue to volunteer.

But, I must say that emotions are funny things and surface even when you know those who evoke them are not worth it. So my feelings were hurt, not when I didn't get reappointed because I already knew that was going to happen, but when as the commission thanked person after person for their service that day, none of them recognized my 21 years of service.

Those emotions again surfaced, not as hurt but as anger when, at the following meeting Ms. Benitez, prior to the start of the meeting, came over and handed me a certificate of appreciation indicating how she would just give it to me so she wouldn't have to mail it. It was done pre-meeting with no recognition from this body once again—and as I said that invoked anger more than hurt—because the administrator knows that I come to ^{nearly} EVERY commission meeting—it's my job to do so, so she could have easily included me in one of the many "thank you" ceremonies for which she and her staff pat themselves on the back each and every week.

That is until I realized that the scores of people who have thanked me over the past month are the ones who matter. They, the citizens of Jefferson County, are the ones I worked for in my 21 years on the parks board. It was not for any of you

here—most of whom don't know me or what I have or have not done for my community.

And that makes me realize that your insincere certificate that didn't matter enough for you to even bring forth in public as you stress is now your practice— isn't worth the paper it's printed on. As I said I don't need it— the people who really matter have come out in droves to offer thanks and encouragement to me and to apologize for the poor treatment shown to me by our alleged county leaders.

And so I wanted to just share that with anyone who thinks they want to serve on a board appointed by this group, who today may want and need your services, but tomorrow will throw you to the wind.

As for me, I will continue to serve my community, lord willing, long after all of you are no longer in these seats. And as for your certificate—if it's not worth presenting publicly, it's not worth me taking it.

1. **EMS:** On page 85 of the packet for this meeting, the Sheriff's proposition to put a new EMS station in Kearneysville is for strictly new growth. It is a shame that this proposed site, strictly for new growth, came at the expense of removing the long-established resources which intentionally created underserved areas with monstrous wait times in the rural residential zones of the Blue Ridge and Bakerton. Has the JCC even asked the Stations about response times? I don't see any report from the actual Fire Station Chiefs about real data. I can assure you that the response times for the three underserved areas is not 10 minutes. Was this the plan all along to pull the resources from existing resident taxpayers to create a public safety center with a station? And still charge the same fee for less service to those residents? And is the reason the JCC needs a FDID from the state? Why couldn't you just let the rural residential community continue its remote volunteer EMS? Let me be clear, I am not against a public safety center but let me ask you if your grandmother, a lifelong taxpayer of Jefferson who lives on the Blue Ridge or Bakerton who once had EMS services, would you think it's ok to sell her chances of survival for new growth?

I wonder if this Commission will take this information and throw it out like it did the impact fee study. The leadership under this public safety transition must be questioned for its lack of due diligence in making new growth pay for new growth. This leadership seems to be ok with sacrificing public safety on certain members for the benefit of others. Sitting here at this table, I can only hope that one day your decisions come home to roost to you.

2. **The Budget Revision:** On page 190 of the packet for this meeting, there is what appears to be a large budget revision. My question is, unlike page 191 where the net revisions are accountable, the net revision seems to be off. I am not an accountant but the column adds up to a net expenditure increase of \$310,539 not \$2,016,577.
3. **Draft 2045 Comp. Plan:** I am providing you today a copy of my August 1, 2024 public comment and a copy of my public comment that was delivered at the August 27, 2024 Public hearing of the Jefferson County Planning Commission regarding the Draft 2045 Comprehensive Plan. The plan does not represent an update of the 2035 but rather a completely new plan which leans heavy to development rights without responsibilities to the individual assets and community living. Goal 1 negates all other goals whereby it shows unilateral intent to change ordinances via text amendments. It sets up the community to incur many legal battles. I highly recommend that this Commission consider an arbitrator for dispute resolutions if the JCC funded planning commission intends to provide itself with arbitrary rule. We live in a community, not a personal island.
4. **FOIA:** Thank you to Staff for providing the first of two flash drives answering my FOIA request from June 2024. I look forward to the completion of this request soon.

1. **Fire Dept. Purchase:** Does the county intend to create the same underserved areas for fire protection as it did when procuring the EMS system? The willful creation of discriminately underserved public safety areas and systematic promotion of sprawl is a recipe for disaster and is not aligned with any comprehensive plan. Is it the intention of this commission to use this application to leverage a giant fire fee instead of the previously proposed levy referendum. How many developers are eyeing the prized fire station real estate and who will be the just in time listing agent?
2. **Permits:** On July 25, 2024, the public heard the government and a local builder for 50 minutes discuss a master premium plan to place permits for corporate builders at the top of the list to facilitate the review process—hard to believe staff wasn't already facilitating cookie cutter houses in an effective manner. The JCC should recall they were told during the budget session that builders were willing to pay more to be at the top. Were these the same builders chosen to do permit application Beta testing on mygovernmentonline.org going on 4 years surmounting to over \$41,000 in services and training? What were the results? How long does Beta testing take? And how do regular homeowners get on that special list or avoid being pushed to the bottom of the pile?
3. **Meeting Minutes Accuracy:** The April 12, 2021 meeting minutes, approved by the JCC for the public hearing on the solar text amendment are incorrect even after a second attempt to correct them 4 months later. The final approved minutes did NOT have a record that Commissioner Stolipher was present for that meeting, but recused himself. Additionally, the phrase “by right” was inserted in the written “motion” but was NEVER stated, according to the county provided video. This was unauthorized added language referencing Principal Use Permits which neither the planning commission recommended nor is the adopted definition of PUPs. Recently however, the phrase “by right” popped up in the new Draft 2045 comprehensive plan. In fact, Goal 1; objective #5 is to “Research and review prospective additional commercial uses in all zoning districts by right.” The public feedback on this has been resoundingly negative. It's hard to dismiss the greasing of the skids relative to “by right” ideology. I have provided the commission with West Virginia code Ch. 8 Art.3 pertaining to the comprehensive plan. There is no penalty for date extensions on the 10-year comprehensive plan update.
4. **FOIA:** The JCC has had over a month to fill my FOIA on documents and communications related to the planning commission subcommittees. Maybe by the end of business today. In the interest of complete transparency, should this government not be successful in filling my FOIA, I am happy to share my plans moving forward to acquire the information.

We the people are entitled to transparency not as a trade for authoritarianism. We are entitled to transparency because this is OUR government. Public servants are not entitled to use public government to orchestrate picking winners and losers of American prosperity and protection. If you want that, let me buy you a suitcase and a one-way ticket to Venezuela.

Jefferson County Planning Commission Public Hearing on the DRAFT 2045

Comprehensive Plan --Public Hearing August 27, 2024 – offered by Jacquelyn Milliron of Harpers Ferry

On March 9, 2021 the Jefferson County Planning Commission deleted citizens comments from the agenda. Public Comment had been a prior practice at their regular meetings.

At the December 13, 2022, instead of a diverse stakeholder group, the planning commission decided to appoint themselves as the citizens committee for the comprehensive plan. They also decided to funneled the public into 4, 2-hour sessions, one exclusively agriculture, to cover 17 Goals each with multiple objectives. I attended all four sessions.

Public responses from the first public input session were met with several workshop planning commissioners mocking the public remarks then dismissing them one by one. The last public input session was well attended but was almost exclusively about opposition to a new urban growth boundary near Shepherdstown and a zoning mistake along the Potomac River.

I requested a side-by-side comparison of the Envision 2035 and the 2045 proposed Goals and objectives to help the public understand what worked and didn't work in the old plan. In response at a subsequent meeting of commissioners, the public was told there is no need for a comparison because when the new one is adopted the old goes out. Let me do some comparing.

I asked for recognition of the many rural subdivisions throughout the county that have covenants and restrictions which legally convey with land parcels and would be at odds with the broad strokes of over-simplified rural property land uses in the proposed plan. Many rural residential neighborhoods may be left vulnerable to legal issues generated by the lack of careful review within the proposed comprehensive plan. Many large residential lots are still zoned rural and are vulnerable to incompatible and not complementary land uses.

Land use compatibility is a key feature of the Envision 2035 plan. The word compatible is used 6 times, but is not defined in the proposed plan. The word complimentary is used one time in the proposed plan and related only to permissions on agricultural land, but not residential neighborhoods. The word beauty is used 9 times in the old plan and zero in the proposed. Is that not a value of the current planning commissioners?

The old plan was amended with the solar text amendments and ordinance rewrites derived by subcommittees which did not fully meet the open meetings act requirements.

The phrase "by right" was "invalidly" inserted into an official written motion of the JCC's public hearing on the solar text amendment in April 2021 as it was not part of the stated motion. The solar text amendment approved by the JCC on June 16, 2022 does not contain "by right." So, how did industrial scale solar energy facilities "by right" creep into the 2045 proposed plan? Furthermore, the GOAL 1 phrase "by right" for both residential and non-residential property, which covers every property in the county, conflicts with the entirety of the comprehensive plan and serves no measurable purpose other than to negate the rest of the plan.

A comprehensive plan isn't a shopping cart for land speculators. A comprehensive plan should balance the needs of both its residents and businesses, not picking winners and losers. The plan needs work. There is no code penalty for time extensions on updates.

Public Comment for Jefferson County Commission meeting for September 5, 2024

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

PUBLIC COMMENT –

It's that time of year to steal or destroy political signs! I consider the theft and destruction of my campaign signs as a badge of honor.

The 2024 West Virginia Ballot is not immune to the same tactics. Stolipher, Jane Tabb, Majdi, along with Matt Harvey, Nathan Cochran and Judge Hammer came together to remove Jackson and Krouse from their elected seats. Mac Warner Secretary of State, Patrick Morrissey Attorney General, The Intermediate Court of Appeals, and the WV Supreme Court have their finger prints all over Jackson and Krouse's removal, then put their seats on the ballot.

There is one more piece to the puzzle. I was sued by the previous Mountain Party Chair, that include all of the same players listed above. All the cases are currently on Appeal to the Intermediate Court of Appeals, the WV Supreme Court, the U.S. Fourth Circuit and the U.S. Supreme Court. One would hope that while the Appeals of Jackson and Krouse to include my case have not been finalized, the 2024 West Virginia General Election should not have Jackson and Krouse's seats or Linko-Looper for Governor or Jill Stein for President on the Ballot.

We are in West Virginia and Stolipher is the *Grand Master of Violation* to one's Constitutional Rights. We all know why Stolipher is doing this but what have Jane Tabb and Majdi been promised?

It appears Ballot tampering and interference is alive and well.

Your vote can make a difference! Make sure you know what the difference will be.

"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!

— 2
has already been found at level
that cause weight loss in
cattle. Formaldehyde has
the carbon bonded to oxygen
by a double bond and to
two hydrogens. The other hydrogens
are easily replaced that is
is why formaldehyde is
used as a crosslinker.
If the two hydrogens are
replaced by two chlorines
you have Phosgene.
Phosgene is a deadly
toxin. In world war one
Phosgene was called
mustard gas it killed
and maimed thousands of
soldiers and civilians
Eg in Shire

Delighted to see in
a guide a discussion of
proposed by Jane Tabb
Munday. Many still have been
working to obtain in my from
USGS + Wade Kozar @ USGS
wants to do the survey.
I strongly support a new survey
However I want to be sure
the analysis of the collected
samples is updated.
Liquid chromatography/
mass spectrometry should be
performed on all samples
and all peaks above background
must be identified. ~~What~~
New indicators in the area of
near new compounds may be in
the water for example aluminum