

AGENDA FOR THURSDAY, JULY 16, 2009

(/ N/ NA

APPOINTMENTS:

- ☐☐☐ 1. 9:30 a.m. - Pledge of Allegiance
Approval of Minutes
Approval of Purchase Orders
Approval of Accounts Payable

- ☐☐☐ 2. 9:40 a.m. - Public Comment

- ☐☐☐ 3. 9:45 a.m. - Bonding and Activity Report

- ☐☐☐ 4. 10:00 a.m. - Carolyn Zdziera - Community Alternatives to Violence Fundin
Request

- ☐☐☐ 5. 10:30 a.m. - Stephanie Grove - Legal Update and Report

- ☐☐☐ 6. 10:45 a.m. - Tammy DeFazio - Legal Update on Henry Case

- ☐☐☐ 7. 11:00 a.m. - Jennifer S. Maghan - County Clerk's Report
- Quarterly Fiduciary Review

- ☐☐☐ 8. 1:30 p.m. - County Commission Workshop - Jennie Brockman - Planning
Zoning Director
- Request for a Date Certain for the vote on the Zoning Ordin
Referendum
- Briefing on the Planning Commission concerns related to tl
Faraway Farms land development application
- Update in Planning and Zoning budget questions

OLD BUSINESS:

- ☐☐☐ 9. Legislative Issues

- ☐☐☐ 10. Zoning and Subdivision Ordinance Amendments Discussion

- ☐☐☐ 11. Report of Federal Stimulus Funds - Discussion

- ☐☐☐ 12. Organizational Planning - Discussion

- 14. Letter to President Obama Inviting him to Speak here during Observance of John Brown Raid 150 Years Ago
- 15. Appointment to the Potomac Headwaters RC&D
- 16. Revision of Fund 001 - General Fund for FY 2010
- 17. Office of Homeland Security and Emergency Management - Request for Funding for the Rapid Notification System
- 18. Approval of Amended Classification Plan to Include Assessor's Office - Discussion/Action
- 19. Approval of Assessor's Office Job Descriptions - Discussion/Action
- 20. Jefferson County Spontaneous Volunteer Management Plan - Discussion/Action
- 21. Jefferson County Donations Management Plan - Discussion/Action
- 22. Approval of Contract Documents for the Victims of Crime Act Assistance Grant
- 23. Schedule Annual Performance Evaluations for those Department Heads Reviewed by County Commission (LW)
- 24. Confirm Previous Direction from County Commission to Include Background Reports/Staff Analysis as Part of the Agenda Packet for all Items Requiring Approval (LW)
- 25. Review/Approve Job Descriptions for County Administrator Staff: Administrative Assistant, Executive Assistant, Receptionist/Operator (LW)

NEW BUSINESS:

- 26. Decision to Hold an Election on the Jefferson County Zoning Ordinance - Discussion/Action
- 27. Discussion and Consideration of Rescinding or Placing on hold the Subdivision Ordinance Currently in Effect until Conflicting Sections of the Current Zoning Ordinance and the Subdivision Ordinance have been Resolved (PN)
- 28. County Administrator Reports

INFORMATION:

- ☐☐☐ 30. Appointments of Alternate Members to be made to the Board of Zoning Appeals July 23, 2009.
- ☐☐☐ 31. Bonding received for Summit Point Tactical Training Center in the amount of \$137,560.
- ☐☐☐ 32. Impact Fee Status Report received for June 2009.
- ☐☐☐ 33. Memorandums received from the Department of Capital Planning and Management concerning transfers of funds.
- ☐☐☐ 34. Correspondence received from Bolivar Mayor Robert J. Hardy concerning funding.
- ☐☐☐ 35. Correspondence received from Governor Manchin concerning Enforcing the Underage Drinking Laws Program Grant.
- ☐☐☐ 36. Correspondence received from Comcast concerning channel changes.
- ☐☐☐ 37. Correspondence received from the County Clerk concerning compensated absences.
- ☐☐☐ 38. Notice received of a meeting with the libraries and County Commission on July 2009, at 1:30 p.m.
- ☐☐☐ 39. Correspondence received from Sheriff Shirley concerning office space.
- ☐☐☐ 40. Correspondence received from the Department of Environmental Protection concerning the REAP Standard Operating Procedure for 2009.
- ☐☐☐ 41. Notice received of a Eastern Panhandle GIS Users Group Meeting on September 2009 at NCTC.
- ☐☐☐ 42. Correspondence received from Debbie Royalty concerning PATH.
- ☐☐☐ 43. Meeting agenda received from the Jefferson County Public Service District.
- ☐☐☐ 44. News release received from AHA concerning grant awards.
- ☐☐☐ 45. News release received from AHA concerning election of board members.

CORRESPONDENCE:

46. Postcards received from the following concerning public library funding:

Susan Restifo	Nellie M. Restifo
Traci Morris	Patricia Georgarkis
Kit McGinnis	Nicholas Blazonis
Jeff Widz	Diane I. Steece
Carolyn J. Comras	Wesley Sanders
Brian Meley	Allison A. Meley
Charlotte R. Porter	Nancy Luscombe

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

Laura Kuhn [laura@jeffersoncountywv.org]
Tuesday, July 07, 2009 8:58 AM
Leslie Smith
Fw: C.C. Meeting - Probate Qtr.

nal Message -----

Iren Olden

a Kuhn'

ifer Maghan'

nday, July 06, 2009 12:14 PM

C.C. Meeting - Probate Qtr.

at the Probate Office on the agenda for this Thursday's County Commission meeting under the County Cle
ate office will have estates for the quarterly review

u,

Olden

County Probate Deputy Clerk

Washington Street

!08

own, West Virginia 25414

3230 (Office)

1957 (Fax)

and Information go to: <http://groups.yahoo.com/group/j-a/>

ONLINE at: <http://jeffersoncountyclerkwv.com>

Jennifer Brockman [jbrockman@jeffersoncountywv.org]
Thursday, July 09, 2009 5:43 PM
'Leslie D. Smith'
'Jennifer Snyder'; Jennilee Hartman
7/16/09 County Commission meeting

at I sent by blackberry earlier this morning. I'm not sure what the problem with the Blackberry is.

re to put the following items on the July 16th Agenda:

request for a Date Certain for the vote on the Zoning Ordinance Referendum.

Defining on the Planning Commission concerns related to the Faraway Farms land development application
we discuss if this is the correct wording and if I provide handouts to you before Thursday or just pass them
on Thursday?)

update on Planning and Zoning budget questions.

Let me know if that I will not be at the meeting until close to 11.

A. Brockman, AICP, Director
County Department of Planning and Zoning
Washington Street
Martinsburg, WV 25414
(304) 728-3245
(304) 728-8126

Corporation of Harpers Ferry

1000 WASHINGTON STREET

P.O. BOX 217

Harpers Ferry, West Virginia 25425

(304) 535-2206

FAX (304) 535-6520

James Arthur Addy

MAYOR

RECORDER
BRYAN BAINBRIDGE

TREASURER
HERRY CAIN

TOWN CLERK
KENDRA SMITH

COUNCIL MEMBERS

CHARLOTTE THOMPSON
DAN RISS
BRENDAN SOENNECKE
ROBERT JOHNSON
JOE ANDERSON

April 1, 2009

President Barack Obama
The White House
1600 Pennsylvania Ave, Northwest
Washington, D.C. 20500

Dear President Obama,

The Town of Harpers Ferry, the Harpers Ferry Historic Town Foundation and the Jefferson County NAACP is celebrating the sesquicentennial of John Brown's Raid on the Harpers Ferry Federal Armory and Arsenal during the week of October 12, 2009. Specifically we invite you to attend ceremonies commemorating the event tentatively scheduled for October 16 or 17, 2009 depending on your schedule and of course your availability.

We believe that your presidential presence would be the capstone of the struggle from slavery to freedom in the great redoubt of human freedom – Harpers Ferry. Here the Brown Raid ignited the spark that eventually consumed the evil of slavery. Then in 1906 the first American meeting of the Niagara movement provided the impetus for the civil rights movement that doomed de jure segregation in the United States.

We know that many demands are made on your time, but the significance of your life was the dream of so many who gave their lives and fortunes so that this nation could fulfill its creed of liberty and justice for all.

If you can attend please be advised that you can contact the Mayor's office by telephone at 304-535-2206, fax at 304-535-6520 or Ms. Betsy Bainbridge, Executive Director of the Town Foundation, at 304-535-2030.

Thank you for your consideration of this request.

Sincerely,


James A. Addy
Mayor

Historic District
Where The Shenandoah Meets The Potomac

Dear President Obama:

The County Commission of Jefferson, West Virginia, will be observing the 150th year from the raid on the Harpers Ferry Arsenal by John Brown and his cohorts. We humbly request your presidential presence during the week of October 12, 2009.

This Commission is reminded weekly of this momentous, albeit murderous, blow for freedom because we continue to meet in the very courtroom where Mr. Brown and ~~five~~^{six} of his fellow raiders were tried by a jury and hanged for their actions.

Your understanding of our country's constitutional underpinnings would certainly have great relevance during this occasion.

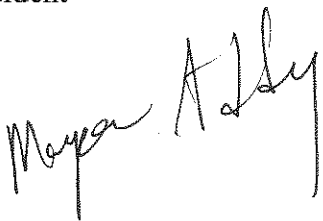
We would rejoice in sharing with you this most beautiful and arguably most historic, rural County in America. Besides the John Brown raid, over a hundred armed conflicts were fought here during the subsequent Civil War. A churchyard in Charles Town is where seventy-two members of the Washington family, the nation's First Family, are buried. Almost an open-air museum, Jefferson County has preserved its heritage carefully. For every five hundred or so residents of some 52,000, there is a structure listed on the National Historic Register. Most of the downtowns of Charles Town and Shepherdstown are formally designated National Historic Districts. The town of Harpers Ferry, of course, is a National Historic Park

If you can attend please be advised that you can contact the County Commission office by phone 304-728-3284, fax 304-725-7916.

Thank you for your consideration of this request.

Sincerely

Dale Manuel,
President

A handwritten signature in cursive script, appearing to read "Dale Manuel". The signature is written in dark ink and is positioned below the typed name and title.

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 2, 2009, or as soon thereafter as the Commission may decide:

Jefferson County Parks and Recreation Commission - Four 3 year terms ending June 30, 2012

Jefferson County Board of Health - One 5 year term ending June 30, 2014

Summit Point Library Committee - One 5 year term ending June 30, 2014

Eastern Panhandle Regional Planning and Development Council - Region 9 - One 1 year term ending June 30, 2010

Potomac Headwaters RC&D Council - One 2 year term ending July 1, 2011

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

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

POTOMAC HEADWATERS RC&D COUNCIL

Marian Buckner
104 Wildflower Lane
Shepherdstown, WV 25443
376-0690
2 years July 1, 2009

Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Leslie Smith
FROM: F Mark Schiavone *fmj*
DATE: Wednesday, July 01, 2009
SUBJECT: Agenda request for 9 July 2009 Regular Session

Leslie,

Please place this item on the agenda for the Thursday, 9 July 2009 Regular Session:

- Revision of Fund 001 – General Fund, and Fund 002 – Coal Severance Fund for FY 2010.

RECEIVED

JUL 02 2009

Jefferson County Comm

County Commissioners:

1, President

2, Vice President

3, Clerk

4, Treasurer

5, County Office of Homeland Security and Emergency Management Steering Committee

6, Chair

7, Vice Chair-Eastern Panhandle American Red Cross

8, Good Shepherd Inter-Faith

9, Jefferson County Department of Health

10, Niczyanski, EPN, Jefferson County Communications Center

11, County Commission Representative

12, Nichols, DeHaven & Associates

13, Jefferson County Fire Association

14, Jefferson County Sheriff

15, Jefferson County PSD

16, Jefferson County Development

17, Hols-Wallace, Region 2 Homeland Security

18, Frye, Shepherd University Service Program

19, Jefferson County Department of Public Safety

20, Miller, CFM

21, D-Office

22, 7-Mobile

23, jeffersoncountywv.org

24, Planner/Program Manager/Coordinator

25, D-Office

26, 4-Mobile

27, jeffersoncountywv.org

28, Maggio, Administrative Assistant, Information Officer and Volunteer Coordinator

29, D-Office

30, 5-Mobile

31, jeffersoncountywv.org

32, 3220

June 30, 2009

RECEIVED

JUN 30 2009

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

JEFFERSON COUNTY COMMISSION

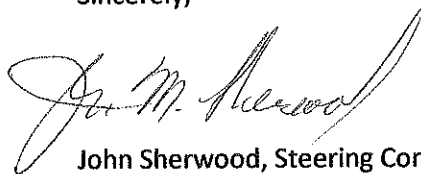
Commissioners:

The Jefferson County Homeland Security and Emergency Management Steering Committee voted at a meeting on June 30, 2009 to respectfully request that if residual funds are left at the end of the FY-09 budget year that you reinstate \$1,800 back into JCHSEM's line item number 001-711-02-222-000-PS-000 for the Rapid Notification System that was cut during this year's budget process.

The Rapid Notification System is the technological method by which the Emergency Manager notifies needed staff to come to the Emergency Operations Center when it needs to be activated. Additionally, it is used to notify specific groups of volunteers when they are needed for an assignment. Prior to using this system, a telephone call down was manually done by staff, calling each individual that is needed to come in. With the rapid notification system, one message is typed in to an on-line system, a send button is pushed and all of the calls go out at once, saving precious time during an emergency.

Thank you for your consideration of this request.

Sincerely,



John M. Sherwood

John Sherwood, Steering Committee Chairman

Position Title:	Senior Appraiser (Appraisal Coordinator)	Grade Level:	
Department:	Assessor/Appraisal	Date:	
Reports to:	County Assessor	FLSA Status	

Statement of Duties: The employee is responsible for administering and coordinating the process to determine the value of commercial and residential real estate for tax purposes and to adjust land and building values and mapping for both residential and commercial properties. Employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the County Assessor, the employee is required to plan and carry out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the work activities, including determining work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve a particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, works it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower.

The employee is responsible for the direct supervision of four (4) full-time employees who work at the same location and the same work shift. Work operations may be subject to substantial cyclical or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, e.g., tax billing, or fiscal year end. The number of employees supervised remains relatively stable throughout the year.

Confidentiality: Employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as official personnel files, client and/or department records.

Accountability: Duties include division level responsibility for technical processes, service delivery, and contribution to department wide plans and objectives and fiscal responsibility for the appraisal of property. Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, monetary loss, and missed deadlines.

Judgment: 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,

actices, and precedents which may be complex or conflicting, at times. Judgment is used to analyze specific situations in order to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to an administrative or professional 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 found in an office setting with frequent disruptions and exposure to outside weather conditions when required to conduct field inspections. 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.

Nature and Purpose of Public Contact: The employee has constant interaction with coworkers, the public, groups, and/or individuals such as peers from other municipalities or state officials. The employee serves as the recognized authority of the department and is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

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

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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. Conducts the appraisal analysis necessary to produce new assessed values for all types of real and personal property on a fair cash value basis for tax purposes; implement a cyclical property re-inspection program and prepare triennial certification of property values.
2. Adjusts appraisals based on mapping changes.
3. Examines deeds, maps, building plans, permits and market data in order to obtain real estate market data and to locate all taxable and tax exempt property.
4. Conducts inspections of property as necessary and appropriate.
5. Performs general clerical duties in support of department operations as necessary.
6. Appears before the County Commission and the Board of Review and Equalization to represent the values assigned to properties.
7. Performs field inspections in order to determine changes in property valuation in accordance with established department guidelines.
8. Provides support documentation as necessary to the County Prosecuting Attorney in support of the recommended property appraisal.

Recommended Minimum Qualifications:

Education and Experience: College Degree with five to seven (5-7) years related work experience within the field of assessing and/or property appraisal; 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 Motor Vehicle Class D motor vehicle driver's license.

Knowledge, Abilities and Skill

Knowledge: Comprehensive knowledge of real estate appraisal principals and practices with an emphasis on assessing related mass appraisal; working knowledge of applicable State and County laws, regulations and procedures related to municipal finance, assessing and related assessing department programs; familiarity with real estate building styles, materials and methods of construction.

Abilities: Ability to interact with the public in a tactful manner. Ability to manage multiple tasks in a detailed and organized manner.

Skills: Proficient personal computer keyboarding and software application skills, mathematical skills, recordkeeping, written and oral communication skills. Effective organizational 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 essential functions of the position.

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

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and/or analytical purposes.

Position Title:	Chief Deputy Clerk	Grade Level:	
Department:	Assessors Office/Property Assessment	Date:	
Reports to:	County Assessor	FLSA Status:	

Statement of Duties: The Chief Deputy Clerk is responsible for maintaining accurate and up-to-date personal property and real estate records of the County and associated records dealing with abatements and exemptions. Employee is required to perform all similar or related duties.

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

Supervisory Responsibility: Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower.

The employee is responsible for the direct supervision of six (6) full-time employees who work at the same location and the same work shift. Work operations may be subject to substantial cyclic or seasonal fluctuations, or substantial changes in work procedures, volume, or products, which are (or can be) reasonably anticipated and planned for in advance, e.g., tax billing, or fiscal year end. The number of employees supervised remains relatively stable throughout the year.

Confidentiality: Employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as applications for abatements and/or exemptions.

Accountability: Duties include division level responsibility for technical processes, service delivery, and contribution to department wide plans and objectives and fiscal responsibility for the assessment of property. Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss and legal repercussions to the county.

Judgment: Work requires the employee to examine, analyze, and evaluate 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 conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions..

Complexity: Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary

ording 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 found in an office setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact:

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

Occupational Risk: Duties generally do not present occupational risks to the employee.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types 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. Interacts with taxpayers at a counter or over the telephone and responds to questions from the public for information pertaining to the County tax system and how it works for the appraisal of real and personal property values for residential and commercial properties.
2. Interacts with other municipal departments to research and gather pertinent information for land records and conducts research for supplements and proof reading.
3. Enters taxpayer information such as new owners of properties in to the department's software system and accesses information upon request.
4. Performs a range of clerical duties including but not limited to the preparation of outgoing correspondence, filing, copying documents and the running reports etc.
5. Determine the eligibility for new resident affidavits.
6. Locate and track new mobile homes and owners.
7. Issues County dog tags in accordance with department guidelines.
8. Receives, deposits, and reconciles cash payments and posts animal and tax receipts in accordance with department guidelines.
9. Provides support to other office staff as needed.
10. Maintains an inventory of office supplies, dog tags and receipt books as well as purchase orders for these items.
11. Call and schedules appointments for applicants and conducts interviews on the Assessor's behalf as necessary.

Recommended Minimum Qualifications:

Education and Experience: College Degree with five to seven (5-7) years prior work

perience; 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: None

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the State tax and assessment laws and regulations and office software including word processing and spread sheet applications pertinent to position functions; working knowledge property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

Abilities: Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately proof read documents. Ability to use a personal computer and enter data from forms in an accurate and timely manner.

Skills: Proficient keyboarding 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. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding.

Position Title:	Clerk	Grade Level:	
Department	Assessors Office/Property Assessment	Date:	
Reports to:	Chief Deputy Clerk	FLSA Status	Non-Exempt

Statement of Duties: The Clerk is responsible for maintaining accurate and up to date personal property and real estate records of the County and associated records dealing with abatements and exemptions. Employee is required to perform all similar or related duties.

Supervision Required: Under the direct supervision of the Chief Deputy Clerk, clear, detailed, and specific instructions govern the work or are explained with each assignment. Questionable situations are referred to the supervisor. The supervisor reviews the work in progress or upon completion as necessary.

Supervisory Responsibility: The employee is not required to regularly supervise any County employees.

Confidentiality: The employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as applications for abatements and/or exemptions.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss and legal repercussions to the County.

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 allowed vary according to the nature of the transaction and/or the information involved, or might, in a particular situation.

Work Environment: The work environment involves everyday discomforts found in an office setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or property owners. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties generally do not present occupational risks to the employee.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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. Interacts with taxpayers by mail, at a counter or over the telephone and responds to questions from the public for information pertaining to the County tax system and how it works for the appraisal of real and personal property values for residential and commercial properties.
2. Interacts with other municipal departments to research and gather pertinent information for land records and conducts research for supplements and proof reading.
3. Accesses tax payer account information as necessary.
4. Performs a range of clerical duties including but not limited to the preparation of outgoing correspondence, filing, copying documents and the running reports etc.
5. Determine the eligibility for new resident affidavits.
6. Issues County dog tags in accordance with department guidelines.
7. Receives, tax receipts in accordance with department guidelines.
8. Provides support to other office staff as needed.
9. Processes commercial business property returns.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent with one to three (1-3) years prior 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: None

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the State tax and assessment laws and regulations and office software including word processing and spread sheet applications pertinent to position functions; working knowledge of the Department's property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

Abilities: Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately proof read documents. Ability to use a personal computer and enter data from forms in an accurate and timely manner.

Skills: Proficient keyboarding 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. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding.

Position Title:	Mapper	Grade Level:	
Department:	Assessors Office/Mapping	Date:	
Reports to:	County Assessor	FLSA Status	Non-Exempt

Statement of Duties: The Clerk is responsible for the interpretation of conveyances of land forms and maps and to enter data by parcel identification into the department's data base system. Employee is required to perform all similar or related duties.

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

Supervisory Responsibility: The employee is not required to regularly supervise any County employees.

Confidentiality: Employee does not have regular, on-going access to confidential information retained during performance of regular position responsibilities in accordance with the State Public Records Law.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss, labor and materials cost, and legal repercussions to the County.

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 found in an office setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or property owners. More than ordinary courtesy, tact,

and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or informed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties generally do not present occupational risks to the employee.

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. Interacts with taxpayers at a counter or over the telephone and responds to questions from the public for information pertaining to the County mapping system and how it works to locate and identify residential and commercial properties.
2. Enters property information in to the department's data base system using CAD and/or GIS software.
3. Reads and interprets deeds and plots of land.
4. Assists department staff with software issues as well as the reconciliation of cash receipts as needed.
5. Recommends the updating of department software in support of department operations.

Recommended Minimum Qualifications:

Education and Experience: College degree with five to seven (5-7) years prior work experience; 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: None

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the State tax and assessment laws and regulations and office, CAD or GIS software including word processing, spread sheet and database management applications pertinent to position functions; working knowledge property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

Abilities: Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately read and interpret documents such as property deeds. Ability to use specialized software such as CAD or GIS in support of department operations and to manage databases.

Skills: Proficient keyboarding 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. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding.

Position Title:	Clerk (Administrative Assistant)	Grade Level:	
Department:	Assessor	Date:	
Reports to:	Chief Deputy Clerk	FLSA Status	Non-Exempt

Statement of Duties: The Personnel Assistant is responsible for maintaining accurate and up to date personal property and real estate records of the County and associated records dealing with abatements and exemptions. Employee is required to perform all similar or related duties.

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

Supervisory Responsibility: Employee, as a regular part of the job, is required to lead five (5) full-time employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process.

The number of employees supervised is relatively stable throughout the year. Employees supervised work the same work shift and the same location.

Confidentiality: Employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as applications for abatements and/or exemptions.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss and legal repercussions to the County.

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 might, in a particular situation.

Work Environment: The work environment involves everyday discomforts found in an office

Working with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or property owners. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties generally do not present occupational risks to the employee.

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. Interacts with taxpayers at a counter or over the telephone and responds to questions from the public for information pertaining to the County tax system and how it works for the appraisal of real and personal property values for residential and commercial properties.
2. Monitors employee leave accrual and processes employee time sheets to pay employees.
3. Interacts with other municipal departments to research and gather pertinent information for land records and conducts research for supplements and proof reading.
4. Enters taxpayer information such as new owners of properties in to the department's software system and accesses information upon request.
5. Performs a range of clerical duties including but not limited to the preparation of outgoing correspondence, filing, copying documents and the running reports etc.
6. Determine the eligibility for new resident affidavits.
7. Locate and track new mobile homes and owners.
8. Issues County dog tags in accordance with department guidelines.
9. Receives, deposits, and reconciles cash payments and posts animal and tax receipts in accordance with department guidelines.
10. Provides support to other office staff as needed.
11. Maintains an inventory of office supplies, dog tags and receipt books as well as purchase orders for these items.
12. Call and schedules appointments for applicants and conducts interviews on the Assessor's behalf as necessary.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent with three to five (3-5) years prior 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: None

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the State tax and assessment laws and regulations and office software including word processing and spread sheet applications pertinent to position functions; working knowledge of the property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

Abilities: Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately proof read documents. Ability to use a personal computer and enter data from forms in an accurate and timely manner.

Skills: Proficient keyboarding 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. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding.

Position Title:	Tax Appraiser (Senior Tax Appraiser)	Grade Level:	
Department:	Assessor	Date:	
Reports to:	County Assessor	FLSA Status:	

Statement of Duties: The Senior Appraiser is responsible for determining the value of real estate for tax purposes and to adjust land and building values and mapping for both residential and commercial properties. Employee is required to perform all similar or related duties.

Supervision Required: Under general direction of the County Assessor, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial dependence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, carries it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process.

The employee is responsible for the supervision of three (3) full-time employees who work at the same location and the same work schedule. Work operations may be subject to substantial cyclic seasonal fluctuations which can be reasonably anticipated and planned for in advance.

Confidentiality: Employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as client and/or department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, monetary loss, and missed deadlines.

Judgment: 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 to analyze specific situations in order to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of concepts, practices, and

specialized techniques relating to an administrative 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 found in an office setting with frequent disruptions and exposure to outside weather conditions when conducting field inspections. 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.

Nature and Purpose of Public Contact: The employee has constant interaction with co-workers, the public, groups, and/or individuals such as peers from other municipalities or state officials. The employee serves as the recognized authority of the department and is required to discuss controversial matters where tact is required to avoid friction and to obtain cooperation.

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

Essential Functions:

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

1. Conducts the appraisal analysis necessary to produce new assessed values for all types of real and personal property on a fair cash value basis for tax purposes; implement a cyclical property re-inspection program and prepare triennial certification of property values.
2. Adjusts appraisals based on mapping changes.
3. Examines deeds, maps, building plans, permits and market data in order to obtain real estate market data and to locate all taxable and tax exempt property.
4. Conducts inspections of property as necessary and appropriate.
5. Performs general clerical duties in support of department operations.
6. Appears before the County Commission and the Board of Review and Equalization to represent the values assigned to properties.

Recommended Minimum Qualifications:

Education and Experience: Associate's Degree with five to seven (5-7) years related work experience within the field of assessing and/or property appraisal; 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: Motor Vehicle Class D driver's license.

Knowledge, Abilities and Skill

Knowledge: Comprehensive knowledge of real estate appraisal principals and practices with an emphasis on assessing related mass appraisal; working knowledge of applicable State and County laws, regulations and procedures related to municipal finance, assessing and related assessing department programs; familiarity with real estate building styles, materials and methods of construction.

Abilities: Ability to interact with the public in a tactful manner. Ability to manage multiple tasks in a detailed and organized manner.

Skills: Proficient personal computer keyboarding and software application skills, mathematical skills, recordkeeping, written and oral communication skills. Effective organizational 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 essential functions of the position.

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

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and/or analytical purposes.

Position Title:	Clerk (Senior Clerk)	Grade Level:	
Department	Assessors Office/Property Assessment	Date:	
Reports to:	Chief Deputy Clerk	FLSA Status	Non-Exempt

Statement of Duties: The Clerk is responsible for maintaining accurate and up to date personal property and real estate records of the County and associated records dealing with abatements and exemptions. Employee is required to perform all similar or related duties.

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

Supervisory Responsibility: Employee, as a regular part of the job, is required to lead two (2) full-time employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. The number of employees supervised is relatively stable throughout the year. Employees supervised work the same work shift and the same location.

Confidentiality: The employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as applications for abatements and/or exemptions.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse customer relations, missed deadlines, monetary loss and legal repercussions to the County.

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 might, in a particular situation.

Work Environment: The work environment involves everyday discomforts found in an office setting with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

ature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or property owners. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or informed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk: Duties generally do not present occupational risks to the employee.

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. Interacts with taxpayers by mail, at a counter or over the telephone and responds to questions from the public for information pertaining to the County tax system and how it works for the appraisal of real and personal property values for residential and commercial properties.
2. Interacts with other municipal departments to research and gather pertinent information for land records and conducts research for supplements and proof reading.
3. Accesses tax payer account information as necessary.
4. Performs a range of clerical duties including but not limited to the preparation of outgoing correspondence, filing, copying documents and the running reports etc.
5. Determine the eligibility for new resident affidavits.
6. Issues County dog tags in accordance with department guidelines.
7. Receives, tax receipts in accordance with department guidelines.
8. Provides support to other office staff as needed.
9. Processes commercial business property returns.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent with three to five (3-5) years prior 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: None

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the State tax and assessment laws and regulations and office software including word processing and spread sheet applications pertinent to position functions; working knowledge of the Department's

property mapping system in order to identify properties within the County. Knowledge of the geography of Jefferson County.

Abilities: Ability to interact effectively and appropriately with the public and other County personnel, perform multiple tasks in a detailed and accurate manner. Ability to accurately proof read documents. Ability to use a personal computer and enter data from forms in an accurate and timely manner.

Skills: Proficient keyboarding 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. The employee is required to occasionally lift objects such as books, office equipment, and computer paper.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination necessary to operate a personal computer or other department office equipment.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding.

Position Title:	Senior Tax Appraiser	Grade Level:	
Department	Assessing/Appraisal	Date:	
Reports to:	Appraisal Coordinator	FLSA Status	Non-Exempt

Statement of Duties: The Senior Tax Appraiser is responsible for determining and maintaining assessments which establish the valuation of commercial and residential real estate and personal property in accordance with guidelines from the State Tax Department. The employee is required to perform all similar or related duties.

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

Confidentiality: Employee has regular access to confidential information in accordance with the state public records law, including law suits, client, construction cost modifier, and department records.

Supervisory Responsibility: Employee, as a regular part of the job, is required to lead two (2) full-time employees to assist them in completing their assigned work. Employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. The number of employees supervised is relatively stable throughout the year. Employees supervised work the same work shift and the same location.

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 frequent occasional exposure to outside elements when required to conducting field

inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Personal Contacts: Employee interacts with co-workers and the public in order to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons.

Accountability: Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions to the County as well as personal injury.

Occupational Risk: Duties of the job present little potential for injury to the employee. Employee must exercise caution when conducting field inspections to avoid personal injury.

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 collection and analysis of data for all classes of real estate and a limited amount of personal property to produce an annual list of property values for taxation purposes; views all classes of property and new construction performing field measurements and inspections as necessary to maintain uniform, full market value of all real and personal property.
2. Analyzes real estate and ~~personal property~~ sales and market conditions to determine trends and changes in the market place; Performs regularly timed studies to ascertain the level of assessment and to determine reassessment parameters.
3. Assists department staff with the verification and collection of data pertaining to establishing the current valuation of property including mobile homes.
4. Lists and identifies all taxable/exempt properties including mobile homes and parks; inputs data in to the department's data base to update the County's tax map and record of property owner records.
5. Participates in the processing of all abatement and exemption applications. Testifies on behalf of the County as required at hearings and court proceedings; presents documentation and substantiating assessment s before the County Commission or State agencies. Prepares related support documentation.
6. Participates in the maintenance and disposition of office records in accordance with

applicable State laws and regulations.

6. Provides information to property owners and the public relevant to the department's assessment policies and procedures. Meets with taxpayers to answer questions, or respond to complaints and requests for information. Provides public disclosure informing taxpayers of market trends, sales analysis and new valuations.

7. Attends professional meetings, training programs and seminars in order to stay apprised of changes and trends in the assessing field and applicable State General Laws.

. Establishes an annual County Modifier in order to determine the retail cost or value of various types of construction in a uniform manner.

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with ~~one to three to five~~ (3-5+3) years prior 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 Motor Vehicle Driver's License

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of West Virginia and County property assessment statutes, rules and regulations; working knowledge of theories, principles and practices of property valuation and assessment practices; working knowledge of basic accounting and auditing practices relative to property appraisal principles and practices; considerable knowledge of building, zoning and construction codes. Familiarity with all methodologies and formulas used to determine the assessment value of the various classes of property. Detailed knowledge of various computer programs and software used in the assessment field. Working knowledge of surveying terminology. Knowledge of State guidelines to determine an accurate retail County Modifier.

Abilities: Ability to operate a personal computer and office and assessment-related software. Ability to maintain, manage, and organize records. Ability to deal appropriately with department staff, County officials and disgruntled members of the public. Ability to communicate in oral and written forms in a clear and concise manner and to read and interpret blue prints and land records/deeds.

Skill: Excellent organizational and personnel management skills. Proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications. Good listening 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 Skills

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain when conducting field inspections. The employee is occasionally required to lift objects such as office equipment or photocopy paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, driving a motor vehicle, personal computer and/or most other office equipment, typing and/or word processing, filing, and sorting of papers.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes.

Position Title:	Tax Appraiser	Grade Level:	
Department	Assessing	Date:	
Reports to:	Appraisal Coordinator	FLSA Status	Non-Exempt

Statement of Duties: The Tax Appraiser is responsible for determining and maintaining assessments which establish the valuation of real estate and personal property in accordance with guidelines from the State Tax Department. The employee is required to perform all similar or related duties.

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

Confidentiality: Employee has regular access to confidential information in accordance with the state public records law, client and department records.

Supervisory Responsibility: Employee, as a regular and continuing part of the job is not required to supervise other department employees.

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 when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Personal Contacts: Employee interacts with co-workers and the public in order to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons.

Accountability: Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, have extensive financial, and legal repercussions to the county.

Occupational Risk: Duties of the job present little potential for injury to the employee. Employee must exercise caution when conducting field inspections in order to avoid personal injury.

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.

- . Responsible for the collection and analysis of data for all classes of real estate property to produce an annual list of property values for taxation purposes; views all classes of property and new construction performing field measurements and inspections as necessary to maintain uniform, full market value of all real estate .
- . Analyzes real estate and occasionally personal property sales and market conditions to determine trends and changes in the market; Performs regularly timed studies to ascertain the level of assessment and to determine reassessment parameters.
- . Lists and identifies all taxable/exempt properties including mobile homes and parks; inputs data in to the department's data base to update the County's tax map and record of property owner records.
- . Participates in the processing of all abatement and exemption applications. Testifies on behalf of the County as required at hearings and court proceedings; presents documentation and substantiating assessment s before the County Commission or State agencies. Prepares related support documentation.
- . Participates in the maintenance and disposition of office records in accordance with applicable State laws and regulations.
- i. Provides information to property owners and the public relevant to the department's assessment policies and procedures. Meets with taxpayers to answer questions, or respond to complaints and requests for information. Provides public disclosure informing taxpayers of market trends, sales analysis and new valuations.
- l. Attends professional meetings, training programs and seminars in order to stay apprised of changes and trends in the assessing field and applicable State General Laws.

Recommended Minimum Qualifications:

Education and Experience: High School degree or equivalent with one to three (1-3) years prior 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 Motor Vehicle Driver's License

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of West Virginia and County property assessment statutes, rules and regulations; working knowledge of theories, principles and practices of property valuation and assessment practices; working knowledge of basic accounting and auditing practices relative to property appraisal principles and practices; considerable knowledge of building, zoning and construction codes. Familiarity with all methodologies and formulas used to determine the assessment value of the various classes of property. Detailed knowledge of various computer programs and software used in the assessment field. Working knowledge of surveying terminology.

Abilities: Ability to operate a personal computer and office and assessment-related software. Ability to maintain, manage, and organize records. Ability to deal appropriately with department staff, County officials and disgruntled members of the public. Ability to communicate in oral and written forms in a clear and concise manner and to read and interpret blue prints and land records/deeds.

Skill: Excellent organizational and personnel management skills. Proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications. Good listening 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 Skills

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain when conducting field inspections. The employee is occasionally required to lift objects such as office equipment or photocopy paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally

require the application of basic motor skills to perform a range of activities including but not limited to pushing, pulling, or lifting department equipment, operating a telephone system, driving a motor vehicle, personal computer, department files, keyboarding, filing, and sorting of papers.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes.

2009



**JEFFERSON
COUNTY**

**SPONTANEOUS
VOLUNTEER
MANAGEMENT
PLAN**



PROMULGATION STATEMENT – RESOLUTION

WHEREAS the changing threat environment and recent emergencies, including localized natural disasters, technological emergencies and military or terrorist attack-related incidents, have shifted awareness to the need for spontaneous volunteer capabilities that will enable Jefferson County to become more self sufficient during and following emergencies.

WHEREAS it is the policy of Jefferson County to have in place a comprehensive and effective Spontaneous Volunteer Management Program to ensure effective utilization of all available resources.

AND WHEREAS the planning for spontaneous volunteer response must be a cooperative effort to avert or minimize the effects of natural, technological, and/or man-made disasters, protect lives and property, and restore the stricken area to its pre-disaster status with a minimum of social and economic disruption.

NOW THEREFORE IT IS RESOLVED, ORDERED AND DETERMINED, that the County Commission of Jefferson County does hereby approve and adopt the *Jefferson County Spontaneous Volunteer Management Plan*, which is filed in the Office of the Jefferson County Clerk at the Courthouse, Office of the County Commission of Jefferson County and the Jefferson County Homeland Security and Emergency Management in Kearneysville, West Virginia, and which is incorporated herein by this reference.

PASSED AND ADOPTED by the County Commission of Jefferson County, State of West Virginia, this _____ day of _____, 20____.

SIGNATURES

Date

Commission President

Date

Jefferson County HSEM Director

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN
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DISTRIBUTION LIST

The following agencies and organizations are scheduled to be the recipients of the completed Jefferson County Spontaneous Volunteer Management Plan. When revisions are made, the JCHSEM Director will use this list in distributing revised pages. A record of changes form, along with the revised pages, should be sent for the receiver to sign and return to the JCHSEM Director to acknowledge that the revisions were received.

Agency/Organization	No. of Copies
West Virginia Division of Homeland Security and Emergency Management	1
County Commission of Jefferson County	1
Jefferson County Homeland Security & Emergency Management	1
Jefferson County Emergency Communications Center	1
Jefferson County Sheriff	1
Jefferson County CERT	1
Jefferson County Citizens Corps	1
Jefferson County Community Ministries	1
Good Shepherd Inter-Faith Caregivers	1
Community Lutheran Partners	1
United Way of the Eastern Panhandle	1
Eastern Panhandle Medical Reserve Corps	1
American Red Cross (Eastern Panhandle Chapter)	1
Salvation Army	1
Total	14

RECORD OF CHANGES

A master copy of all parts of the Spontaneous Volunteer Management Plan (SVMP) will be maintained electronically and in hard copy formats at Jefferson County Homeland Security and Emergency Management (JCHSEM) and County Commission of Jefferson County. Both electronic and hard copy backups will be maintained off-site in a secure location.

The master copy and its backup will be kept updated with all major revisions to any part of the plan. It is at the discretion of the Director of the JCHSEM and County Commission to distribute changes to the plan to those agencies on the distribution list. The JCHSEM or Commission has no responsibility to maintain revisions to copies of the SVMP not on the distribution list. Any major revision should be documented. Minor revisions such as correcting typographical errors do not need to be documented.

A Record of Changes page will be inserted into this document upon its first revision. The page is not included in page counts. To create the page, copy the information from the final page of this document and paste it into the document being revised, or paste it into a new document which will be an attachment to the document being revised.

Fill in the document title in the table at the top of the page, next to the words "**Document Title**".

"Brief Description of Change" column:

Provide a brief description of the change.

Example: Changed responsibility from Spontaneous Volunteer Manager to Volunteer Coordinator.

"Date of Change" column:

Enter the date the document was changed.

Example: 1/2010

"Page(s) Affected" column:

Enter the pages that were changed.

Example: 1, 3, 5-7, and 12

"Change Made By" column:

Enter the name of the person or organization that made the change. If applicable, the person's title may also be listed here. The person or organization making the change can initial the hard copy or master copy kept at the JCHSEM or Commission.

Example: Barb Miller, Director of Jefferson County HS&EM.

The above examples would produce a page similar to what is shown below. The document page may also have the appropriate header and footer.

Record of Changes

Document Title	Jefferson County SVM Plan
-----------------------	----------------------------------

Brief Description of Change	Date of Change	Page(s) Affected	Change Made By
Changed responsibility from Spontaneous Volunteer Manager to Volunteer Coordinator.	1/2010	1, 3, 5-7, and 12	Barb Miller, Director Jefferson County HS&EM

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

Primary Agencies:	County Commission of Jefferson County Jefferson County Homeland Security & Emergency Management
Support Agencies:	Jefferson County Emergency Communications Center Jefferson County Community Emergency Response Team Jefferson County Citizens Corps Jefferson County Community Ministries Good Shepherd Inter-Faith Caregivers Community Lutheran Partners Mennonite Disaster Services United Way of the Eastern Panhandle Eastern Panhandle Medical Reserve Corps West Virginia Voluntary Organizations Active in Disaster (WVVOAD) West Virginia Search Dog Association American Red Cross (Eastern Panhandle Chapter) Salvation Army
Supporting Plans:	Jefferson County NIMS EOP, Jefferson County Multi-Jurisdictional Hazard Mitigation Plan, Jefferson County Donations Management Plan, Jefferson County Project Impact, Jefferson County Resource Manual, Jefferson County Continuity of Operations Plan
Related Federal ESFs:	ESF #5 – Emergency Management ESF #7 – Resource Support ESF #14 – Long-Term Community Recovery and Mitigation Volunteer and Donations Management Support Annex
West Virginia Code:	§ 5-26A-4 – West Virginia Commission for National & Community Service §15-5-4 – West Virginia Disaster Recovery Board § 23-2-1 – Workers’ Compensation § 55-7C-2 – Immunity from Civil Liability § 55-7D – Good Samaritan Food Donation Act West Virginia Legislature House Bill 2018, March 3, 1982. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, NIMS Implementation, Dec. 23, 2004.

I. INTRODUCTION

The following Spontaneous Volunteer Management Plan (SVMP) has been developed in an effort to better prepare Jefferson County’s emergency response both during and following large-scale disasters, and to more effectively coordinate, manage, and utilize unaffiliated volunteer response and disaster relief donations. This SVMP plan has been developed as a result of the events of September 11, 2001, when over 40,000 unsolicited volunteers arrived at Ground Zero and there was no plan in place to coordinate the volunteers who appeared on the scene. This plan will be included as Annex P to the Jefferson County Emergency Operations Plan (EOP).

A. PURPOSE

This SVMP plan describes and defines the structure and capabilities of private, nonprofit, and unaffiliated volunteer relief organizations during response to, and recovery from, disaster situations in Jefferson County, West Virginia. The SVMP plan has been

developed to assist the volunteer organizations in coordination with Jefferson County Homeland Security and Emergency Management (JCHSEM) in executing a Community Spontaneous Volunteer Program. This plan complies with the West Virginia Emergency Operations Plan (WVEOP) and several sections reflect the National Incident Management System (NIMS) and the National Response Framework (NRF).

B. SCOPE & APPLICABILITY

1. Provides assistance to communities and Jefferson County Homeland Security and Emergency Management (JCHSEM) in developing and executing a Community Spontaneous Volunteer Program.
2. Defines the roles of volunteer organizations during and following a disaster event in Jefferson County that are not already involved in disaster response.
3. Defines where inquiries from spontaneous volunteers will be directed in the event of a disaster, and identifies a location where volunteers can receive supplies.
4. Defines how and when community volunteer organizations will participate during and following a disaster.

C. AUTHORITIES

1. Local
 - a. Jefferson County Commissioner's Resolution for Emergency Operations.
 - b. Jefferson County Commissioner's Resolution authorizing NIMS Implementation.
2. State
 - a. West Virginia Code Chapter 5, Article 26a, Section 4 – West Virginia Commission for National & Community Service
 - b. West Virginia Code Chapter 15, Article 5, Section 4 – West Virginia Disaster Recovery Board
 - c. West Virginia Code Chapter 23, Article 2, Section 1 – Workers' Compensation
 - d. West Virginia Code Chapter 55, Article 7C, Section 2 – Immunity from Civil Liability
 - e. West Virginia Code Chapter 55, Article 7D – Good Samaritan Food Donation Act
 - f. West Virginia Legislature House Bill 2018, March 3, 1982.
 - g. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, NIMS Implementation, Dec. 23, 2004.
3. Federal
 - a. Volunteer Protection Act of 1997, (S.543, June 18, 1997).

- b. The Homeland Security Act of 2002 (Public Law 107-296), November 25, 2002.
- c. Executive Order 13286, Establishing Office of Homeland Security, February 28, 2003.
- d. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities November 18, 1988, as amended.
- e. Homeland Security Presidential Directive (HSPD)-1: Organization and Operation of the Homeland Security Council.
- f. HSPD-5: Management of Domestic Incidents.
- g. HSPD-8: National Preparedness.
- h. National Response Framework, January, 2008.
- i. Emergency Management and Assistance, 44 CFR 2.1.

D. REFERENCES

- 1. The Disaster Relief Act of 1974 (Public Law 93-288)
- 2. Act of Congress (Act of January 5, 1905, 33 Stat. 599) as amended (36 U.S. Code, Section 1); Disaster Relief Act of 1974, (Public Law 92-288; Executive Order 11795)
- 3. Ministry of Civil Defense & Emergency Management, "Spontaneous Volunteer Management Best Practice Guide", June, 2006
- 4. Guidance for Local Government and Operational Areas, "Spontaneous Volunteer Management Plan", November 15, 2004
- 5. West Virginia Emergency Operations Plan, "Annex L – Volunteer Relief Organizations" February, 2008

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. ASSUMPTIONS

- 1. Unaffiliated volunteers will congregate at city halls, fire stations, community centers, incident sites and other places throughout the county where they believe there may be opportunities to volunteer. While well intentioned, these volunteers can often hinder the efforts of first responders.
- 2. The efforts of spontaneous volunteer groups will greatly reduce the actual cost and time of disaster response and cleanup.
- 3. There will be traditional response agencies that do not want to use, or require the assistance from spontaneous volunteers.
- 4. This plan has been developed utilizing an "all-hazards" approach to voluntary support. It will be used for any type of situation or disaster, whether it be natural, technological or man-made, and is for any magnitude of incident (minor, major or catastrophic).

5. Many of the hazards that exist in or around Jefferson County have the potential for causing disasters of such magnitude as to make response from a core group of volunteer agencies and organizations desirable.
6. All response and recovery assignments will be coordinated with a core group of volunteer agencies and organizations to avoid duplication of services and resource allocation.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. It is the responsibility of Jefferson County's government to protect life and property from the effects of hazardous events before, during, and following an emergency. When the emergency exceeds the county's capability to respond including the exhaustion of unaffiliated volunteer and non-profit organizations assistance will be requested by the Jefferson County Homeland Security and Emergency Management (JCHSEM) Director from state and/or federal government or other external sources using the resource typing system as described by the National Incident Management System (NIMS) Integration Center.
2. The JCHSEM Director will appoint a Spontaneous Volunteer Manager (SVM) once an incident escalates to the point that one is deemed necessary, to serve as the liaison with the local core group of volunteer organizations for coordinating their activities. There will be more than one (1) person trained for the position of SVM to ensure continuity of the position. Coordination will include the following:
 - a. The distribution of resources to local volunteer agencies through the Volunteer Mobilization Center (VMC), (see appendix 3).
 - b. Minimizing duplication and maximizing services by pre-registering volunteers, coordinating assignments and resources allocations.
 - c. Assess shortfalls in services to determine mutual aid requirements.
3. All inquiries from spontaneous volunteer organizations will be directed to the designated SVM, who will coordinate with the Volunteer Coordinator in the Jefferson County Emergency Operations Center (EOC). The SVM will manage all spontaneous volunteer disaster response activities from the Jefferson County Volunteer Mobilization Center (VMC).
4. The Jefferson County VMC will be at a location that is deemed suitable with regards to the location of the incident by the JCHSEM Director, and will serve as the facility where all spontaneous volunteer operations are coordinated, including the pre-registering of volunteers. The JCHSEM Director will inform the Volunteer Coordinator

as to the location of the VMC at the time of the incident, and the Volunteer Coordinator will relay this information to the SVM. The VMC will be managed by the SVM appointed by the JCHSEM Director. See Appendix 4 (Volunteer Mobilization Center Supplies & Equipment Checklist), for a list of items that are necessary for the proper functioning of the VMC. See Appendix 3 (Volunteer Mobilization Center Floor Plan) for an illustration of how the VMC will be set up.

5. Potential volunteers who contact the VMC will be asked about their skills, experience and availability by the SVM as part of the placement process. The Universal Volunteer Application (see Appendix 2) will be utilized to complete the placement process. The SVM will encourage individuals age 18 and older interested in volunteering services to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief activities.
6. Certification and credentials will be required of some volunteers such as doctors, nurses and certain other specialists to ensure volunteers chosen are qualified to provide the services they offer. The receiving agency will be responsible for verifying and credentialing each volunteer and providing them with workers compensation and/or insurance. The receiving agency will be responsible for the volunteer and the volunteer's actions.
7. The SVM will dispatch the appropriate Volunteers to the Staging Area at the scene based on the needs requested. Volunteers will report to the Liaison Officer at the incident staging area. Volunteers will work assigned shifts in assigned locations. Volunteers must sign in and out for each shift.
8. The location of the VMC will be relayed to volunteer organizations by the SVM.

B. LOCAL RESPONSE

1. The Jefferson County Volunteer Coordinator, or the Emergency Manager, will coordinate annually with the SVM, and members of the core group of volunteer agencies and organizations to discuss information-sharing, training, joint planning, problem-solving and other activities designed to ensure high levels of coordination and effectiveness at the time of disaster.
2. The core group of volunteer agencies and organizations will develop Memoranda of Understanding (MOUs) with the traditional disaster response agencies of Jefferson County.
3. The core group of volunteer agencies and organizations will develop job descriptions for the key leadership positions in times of disaster.

C. ESCALATING TO STATE RESPONSE

1. If multiple jurisdictions are impacted, or if the incident exceeds the capability of the local mutual aid, the Director of the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM), or another individual designated by the Governor, coordinates volunteer organizations at the state level to channel the most appropriate resources to the local jurisdictions with the need.
2. The Director of the WVDHSEM, or other appropriate designee, may appoint a State Volunteer Coordinator.

D. ESCALATING TO FEDERAL RESPONSE

1. In the event of a Presidential-declared disaster, the Federal Coordinating Officer (FCO) may directly, or through a designated individual, coordinate with volunteer relief organizations on a national level.
2. The person with federal authority to coordinate with volunteer relief organizations serves as the liaison to the West Virginia-designated State Volunteer Coordinator.
3. Federal volunteer efforts identify available resources and coordinate their response through the WVDHSEM structure to the local jurisdictions. The local jurisdictions have the authority and responsibility to coordinate utilization of the volunteer relief organizations for disaster response and recovery operations.

E. RECOVERY

1. During the response phase of the disaster, local, state, and federal officials may establish a Long Term Recovery Board to manage the longer-term recovery needs of the communities affected. This board functions as long as needed in the local jurisdiction and coordinates individual/family, business, and public entity recovery. The same volunteer organizations that were involved in the disaster response may continue as partners in disaster recovery.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. Spontaneous volunteer planning is a total team effort. Responsibility belongs not to a single agency or organization.
2. The Spontaneous Volunteer Manager (SVM) designated by the JCHSEM Director, will serve as the Point-of-Contact for the core group of volunteer agencies and organizations.
3. During Spontaneous Volunteer Management Plan (SVMP) activation, operations will be conducted in accordance with the Incident Command System (ICS) as outlined in

the National Incident Management System (NIMS). The SVM will serve as the Incident Commander (IC) for spontaneous volunteer response and will direct and control all spontaneous volunteer activities, the Jefferson County Public Information Officer (PIO) will serve as the PIO to disseminate spontaneous volunteer information, and will be appointed by the Emergency Manager. These three (3) people will comprise the command staff of Spontaneous Volunteer Management.

4. Prior to, or in the absence of, a Presidentially-declared disaster or emergency declaration, the Director of the WVDHSEM or another individual named by the Governor to coordinate emergency operations, works with volunteer relief organizations to ensure the best use of their resources to meet the human needs arising from the emergency. The State Individual Assistance Officer will serve as a liaison with all volunteer relief organizations helping with response and recovery efforts. The WVDHSEM Director may appoint a State Volunteer Coordinator to work with these organizations.
5. The Administrator of the Federal Emergency Management Agency (FEMA) is authorized by Public Law 93-288, Section 312, to enter into agreements with volunteer relief or disaster assistance organizations under which the activities of these organizations may be coordinated by the Federal Coordinating Officer (FCO). Whenever such organizations are engaged in providing assistance during or after an emergency or major disaster, current agreements are to include provisions ensuring that the use of federal facilities, supplies, and services will comply with regulations prohibiting duplication of benefits. Such regulations include provisions for ensuring that the distribution of supplies, the processing of applications, and other relief and assistance activities to be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status.

B. ROLES & RESPONSIBILITIES

1. Spontaneous Volunteer Manager (SVM)
 - a. Activate and provide overall management of the Volunteer Mobilization Center (VMC) at the designated facility.
 - b. Serve as the core volunteer group contact person.
 - c. Coordinate with participating agencies to determine the training and experience levels of needed volunteers and document opportunities.
 - d. Process and oversee the fulfillment of volunteer requests by coordinating with the Volunteer Coordinator at the Emergency Operations Center (EOC).

- e. Establish and clearly communicate job assignment rule and volunteer code of conduct.
 - f. Consult with and act as a technical resource to volunteer supervisors regarding potential personnel problems.
2. State Volunteer Coordinator
- a. Provide liaison with statewide and/or national volunteer organizations.
 - b. Identify and assess needs between multiple requesting communities and allocate resources among them.
 - c. Assess services to minimize duplication of effort and resources while maximizing utilization of resources.
 - d. Identify shortfalls and seek solutions.
 - e. Provide liaison to federal representatives during Presidential-declared disasters.
3. Jefferson County Emergency Communication Center
- a. Staff, equip, and operate the Jefferson County Emergency Communications Center (JCECC), which will serve as the center of all volunteer response communications activities.
 - b. Ensure that all volunteer organizations have set up communications on the frequency Incident Command has already established or use the local amateur radio repeater or, if requested, any VHF or UHF frequency.
4. Eastern Panhandle Medical Reserve Corps
- a. The Medical Reserve Corps is a national network of volunteers dedicated to ensuring homeland security through prepared and healthy communities.
 - b. Medical Reserve Corps units are community based and comprised of medical and non-medical individuals who donate their time, expertise and skills to promote healthier living.
 - c. Recruit volunteers to assist with a variety of needs related to meeting the health and social services needs during a disaster.
 - d. Medical Reserve Corps volunteers prepare for and respond to emergencies, disasters, and health events supporting existing local emergency, medical and public health resources.
5. Jefferson County Citizens Corps
- a. Bring together leaders from the relevant sectors of the community to help make the community safer and better prepared.

- b. Manage existing volunteer resources, and leverage mutually supportive endeavors among the represented groups.
 - c. Direct overall local plans for implementing Citizen Corps in the community.

- 6. Jefferson County Community Emergency Response Team (CERT)
 - a. Offer training to citizens of Jefferson County on fire safety, disaster preparedness, disaster medical operations, light search and rescue, disaster mental health and other skills.

- 7. Jefferson County Community Ministries (JCCM)
 - a. Provide assistance on a limited scale for short-term emergencies in an effort to enable people to work out permanent solutions for meeting their own needs.
 - b. Provide assistance with food, clothing, and limited financial aid aimed toward meeting essential expenses including rent, utilities, medicine, heating fuel, and gasoline.
 - c. Refer those persons who qualify to appropriate agencies, providing resources donated or purchased for this purpose such as food and clothing, and through arrangements with local vendors who accept checks or credit vouchers.

- 8. Good Shepherd Inter-Faith Caregivers
 - a. Provides for non-medical, volunteer care-giving to home-based older adults and/or disabled Jefferson County residents, to promote independence, security and well-being.
 - b. Provide assistance with household chores for special needs population (i.e., raking leaves, shoveling snow, mowing grass, etc.).
 - c. Provide transportation to medical appointments for special needs population.
 - d. Organization of vital person records.
 - e. Provide medical equipment loans.

- 9. Community Lutheran Partners
 - a. Community Lutheran Partners works with Lutheran Disaster Response to provide for a variety of needs in Jefferson County. Community Lutheran Partners can provide the following:
 - i. Congregational Preparedness Training.
 - ii. One+Plus Kits (household incidentals provided to victims of disaster).
 - iii. S.T.U.F.F. (Sheets, towels, utensils for families).
 - iv. Recovery work crews to affected areas.

- v. Development of a Lutheran response network in the eastern panhandle region.

10. American Red Cross (ARC – Eastern Panhandle Chapter)

- a. Will conduct damage assessment for determining the extent of disasters in Jefferson County. This is not the damage assessment used by either local emergency management or FEMA.
- b. Responsible for maintaining a list of suitable shelter facilities, providing shelters, registering evacuees, feeding evacuees, and providing behavioral health services in Jefferson County.
- c. Can provide mobile and fixed-feeding sites for victims and emergency workers in Jefferson County.
- d. Provides casework services and financial assistance for emergency needs including food, clothing, rent, bedding, household furnishings, medical needs, transportation, temporary home repair and occupation supplies.
- e. Can provide medical and nursing aid, as well as blood and blood products.
- f. The ARC is authorized by an Act of Congress to utilize its system of national and international relief to prevent and mitigate the suffering caused by natural or human-caused disasters.
- g. The ARC Congressional Charter requires the organization to undertake relief activities for mitigating the suffering caused by disaster and obligates the ARC to develop and carry out measures that prevent the suffering of victims of the disaster.
- h. ARC policy stresses that it is to serve as an advocate to help disaster victims in obtaining available government assistance and other recovery aid.

11. Salvation Army

- a. The Salvation Army is a religious and charitable organization and, by tradition, serves to alleviate human suffering during the emergency/response phase of a disaster. The Salvation Army Disaster Services is an authorized organization to assist state and local governments and, as such, is permitted to operate in a disaster.
- b. Will provide mobile and congregate feeding of hot meals in existing Salvation Army facilities or temporary facilities and/or snacks and light meals from mobile kitchens for disaster victims and emergency workers.
- c. Provides disaster counseling including spiritual counseling, family counseling and casework services.

- d. Collects and distributes donated goods including food, clothing, furniture, medical supplies, building materials, cleaning supplies, bedding, utensils, and tools.
- e. Registers and identifies victims and missing persons. Locate individuals and answer inquiries from concerned relatives and families outside the disaster impact area.
- f. Provide long-term recovery assistance on a disaster-by-disaster basis.

12. United Way of the Eastern Panhandle

- a. Assist families in acquiring the resources to meet their housing, health, and other basic needs.
- b. Address critical needs and help to improve community conditions before, during and following disasters.
- c. Invest monetary gifts into local programs that improve lives and strengthen the communities of Jefferson County.
- d. Work to identify service opportunities in the community and match those opportunities with volunteer's interests, time and talent.

13. Mennonite Disaster Service

- a. The Mennonite Disaster Service is recognized by the Disaster Relief Act of 1974. The Mennonite Disaster Service is a voluntary, religious and charitable organization, which by tradition, acts to relieve human suffering and assist individuals and families in the recovery from the effects of a natural disaster. The organization has four (4) regions covering the United States with 45 teams. West Virginia is in Region I with 16 teams.
- b. Assist with the clean up of homes and personal property following a natural disaster.
- c. Make temporary and permanent home repairs for the elderly and uninsured.
- d. Rebuild and reconstruct homes for low income, disadvantaged, minorities, and families with special needs.

14. West Virginia Search Dog Association

- a. Is a volunteer organization whose purpose is to provide qualified search and rescue dogs and handlers that assist requesting agencies in searching for individuals who are lost, victims of flash floods, tornadoes, and other natural disaster's.

- b. West Virginia Search Dog volunteers will look for lost or missing persons, and can assist in searches for deceased persons, drowning victims, victims of collapsed structures, and article search.
- c. Since the handlers and canines are not law enforcement trained, they will not respond to a search for a felony suspect or for an individual known to be armed and dangerous, they will not search for bombs or drugs.
- d. It is important that search dog teams be notified early. Search dogs can be utilized well as a hasty response because they can often cover more area than many ground searchers.
- e. West Virginia Search Dog teams will set up communications on the frequency Incident Command has already established or use the local amateur radio repeater or, if requested, any VHF or UHF frequency.

V. DIRECTION AND CONTROL

A. PLAN ACTIVATION

1. The SVM Plan will be activated by the JCHSEM Director or his/her designee. The SVM will obtain disaster information from the Incident Commander (IC) on scene through the JCHSEM and the Volunteer Coordinator at the Emergency Operations Center (EOC). If a response from the core group of volunteer agencies and organizations is necessary and requested by the JCHSEM, this plan and the Volunteer Mobilization Center (VMC) will be activated.

B. DECISION PROCESS

1. The JCHSEM Director in conjunction with the Incident Commander (IC), Volunteer Coordinator, and Liaison Office at the staging area will make the determination based on the disaster situation and available resource supply when to activate the SVMP plan.

C. ALERT & NOTIFICATION

1. Once a decision has been made to activate the SVMP plan, the SVM will be contacted by the JCHSEM and informed of the location of the Volunteer Mobilization Center (VMC).
2. The SVM will coordinate with the JCHSEM, Volunteer Coordinator and the Liaison Officer at the scene to determine what type of volunteer response is needed.

D. RELATIONSHIP BETWEEN VMC & JEFFERSON COUNTY EOC

1. The Jefferson County Emergency Operations Center (EOC) will be the Point of Contact for establishing and activating the Volunteer Mobilization Center (VMC). The Spontaneous Volunteer Manager (SVM) will work to obtain needed supplies, communications, and other disaster response resources.
2. The SVM operating from the VMC will be the source of information concerning what types of volunteers are needed, as well as how many are needed. Requests from the field will be coming into the Volunteer Coordinator at the Jefferson County EOC. The Volunteer Coordinator will relay this information to the SVM.

E. VOLUNTEER MOBILIZATION CENTER (VMC) STAFF ASSIGNMENTS

1. VMC Director / Spontaneous Volunteer Manager
 - a. Oversee the operation of the VMC.
 - b. Clearly designate one entrance and one exit.
 - c. Set up the room for efficient flow of volunteers and information.
 - d. Brief and assign tasks to staff and volunteers of the center.
 - e. Monitor the operation and make staffing changes when necessary.
 - f. Maintain all records of safety and job training provided to volunteers, and hours worked in the VMC by employees and volunteers.
 - g. Thank all volunteers who help in the VMC and instruct them to sign in and out on the volunteer Sign-in / Sign-out Record daily.
2. VMC Greeters (Station #1 Registration)
 - a. Orient volunteers inside and outside the volunteer entrance. Greet incoming people with a friendly and firm demeanor. Determine the purpose of their visit and direct them accordingly.
 - b. Thank incoming volunteers and give them a "Volunteer Instructions" sheet and ask them to fill out a registration form. When the form is completed, direct them to the next available interviewer at Station #2. If they are media personnel, direct them to the Public Information Officer (PIO). See Appendix 3 (Volunteer Mobilization Center Floor Plan).
 - c. If they are disaster survivors, refer them to the appropriate relief organization.
 - d. If they are bringing cleaning supplies, nonperishable food, etc., to donate, refer them to an agency that is accepting donated goods.
 - e. If there is a long wait, some volunteers may not understand the reason and may become impatient. Please thank everyone for volunteering, briefly explain the process and ask everyone to be patient or, if they prefer, to come back later.

3. VMC Interviewers (Station #2 Interviews)
 - a. Conduct a quick interview of the prospective volunteer and refer him/her to a job at an agency appropriate to his/her abilities and interests.
 - b. Requests for volunteers will be posted on a board in front of you (behind the volunteers being interviewed) and will be erased as the needs are filled.
 - c. When a new volunteer approaches, ask for his/her registration form. Verify its completeness and accuracy in the presence of the volunteer, and use it as a guide from which to inquire more about the person's skills. At the conclusion of the interview, keep his/her registration form. When the volunteer accepts an assignment, complete a Referral form, filling in all information requested. Give it to the volunteer and instruct him/her to report to Data/Agency Coordination (Station #3).
 - d. Before you signal the Greeter that you are ready for another interview, take a minute to jot down in the "notes" section anything about the volunteer you feel is important and that the volunteer did not include on his/her registration form (a special skill, an obvious physical limitation, etc.). Forward this information to Station #3.
 - e. Key points to remember:
 - i. Disaster registration differs from a "normal" volunteer intake where there is less time to try to fit each volunteer into an ideal assignment.
 - ii. Refer the volunteer on the spot if possible – it may be impossible to contact him/her later. If the volunteer has special training or unusual skills that you think might be needed soon, ask him/her to wait in the sitting area and to check the volunteer request board for new requests for their specialized skills.
 - iii. Be sure to watch for volunteers who would work well in the Volunteer Mobilization Center (VMC). It may seem self-serving, but if the VMC has sufficient staff and works effectively, the community will benefit.
 - iv. It is likely that some volunteers will exhibit the stress of the disaster – they may be victims themselves. An extra measure of patience and understanding is needed.
 - v. You may be called upon to train new volunteers to assist with the interviewing.
4. VMC Data/Agency Coordinator (Station #3 Data/Agency Coordination)
 - a. When a volunteer brings you his/her Referral form, pull the corresponding request for Volunteers form from the file. Enter his/her name and the date of the

referral on the bottom of the Request form. Place your initials in the appropriate box on his/her Referral form.

- b. As you have time, call the agency contact to let him/her know who or how many volunteers have been referred. Confirm with the agency contact whether you should continue referring volunteers or close out the Request.
- c. When a Request has been filled, raise your flag or put on the hat to call a runner and ask him to confirm that the request has been removed from the board.
- d. Enter the date and reason the request was closed (completed, no longer needed, etc.) at the bottom of the Request form. If your Requests for Volunteers have been entered into a computer database, be sure to enter the date and reason the Request was closed as soon as possible. Place open Requests in one file and closed Requests in the other, alphabetically by agency.
- e. You may have to call an agency contact to clarify the agency's Request. When you speak with an agency contact, record the information on the Request form in the section called "Follow-up Contacts with Requesting Agency."

5. VMC Phone Bank

- a. You will be handling two (2) types of calls, those from agencies requesting volunteers and those from people wanting to volunteer. The information you record about each call must be complete and in sufficient detail to facilitate matching volunteers to the needs.
- b. Take control of each call immediately, as it is much more efficient to ask the questions in the order in which they appear on the form.
- c. When an agency calls to request volunteers fill out a Request for Volunteers form while you are speaking with the agency caller. If there is a computer available for entering the request into a database, Data Entry staff should enter the need as soon as possible, or you could enter the data directly while speaking to the caller.
- d. Next, call a runner by raising the flag at your station. Ask the Runner to post the volunteer request on the board in view of the Interviewers (Station #2) and then to give the Request for Volunteers form to the Data/Agency Coordinator (Station #3).
- e. When people call to volunteer thank them and give them the following registration options:
 - i. They may register in person at the VMC, and will be given instructions when they arrive.
 - ii. They may register on-line, and will be e-mailed regarding possible assignments and given further instructions. If the caller represents a group that wishes to volunteer together, ask him/her to be patient while you

determine where they can be of most help. It might take one (1) day or several to match a volunteer with a need, especially if he/she is coming from out of town.

- iii. When a match is found for that volunteer, e-mail or call them back. Ask them to print the registration form they completed on-line and schedule a time for them to come to the VMC to turn in their signed registration form and complete the registration process.

6. VMC Data Entry

- a. Enter the information from the Volunteer Application and Request for Volunteers Forms into the database so that an accurate record can be maintained of who participated in the recovery effort, what kinds of work they did and when it was performed.
- b. After the initial influx of volunteers has subsided, you may have time to begin entering the referrals recorded on the Request for Volunteers Forms and to close out the completed requests. As needed by VMC staff, print updated lists of the unfilled requests and ask a Runner to distribute copies to Phone Bank Staff, Data/Agency Coordination, Interviewers and, if requested, the VMC Director.
- c. Even if you are familiar with the software being used by the VMC, please ask for a brief orientation before beginning your first shift. Accuracy is more important than speed. The information you enter will be used to document the number of agencies and volunteers participating in the relief effort and the number of hours served.

7. VMC Safety Trainers (Station #4 Safety Briefing)

- a. Brief all new volunteers on what to expect at their job sites, how to be safe while volunteering and how to take good care of themselves after their experience. When a small group has gathered, thank the volunteers for offering to help. Pass around a clipboard with an attendance sheet and check to be sure that all participants have signed it.
- b. Read the entire Safety Training sheet slowly, emphasizing the importance of following supervisors' instructions at the worksite. Encourage everyone to attend a debriefing, if available, at the end of their shift. Ask if there are any questions. If a question arises to which you do not know the answer, put on the hat or raise your flag to summon a runner. Ask the runner to summon the VMC Director or other VMC staff to answer the question. At the conclusion of the debriefing, direct volunteers to Station #5 Volunteer ID.
- c. Attach a copy of the safety briefing script/handout to the attendance sheet for each class, file them in the folder and turn them in to the VMC Director daily.

- d. Maintenance of these records is important to help protect the VMC, voluntary agencies and emergency management officials from liability, should a volunteer be injured on the job.
8. VMC Volunteer ID Staff (Station #5 Volunteer ID)
- a. Thank all volunteers for coming out and ask to see their Referral forms. Clearly write on an ID wristband the name of the volunteer, dates he/she will be working, and the name of the agency to which the volunteer was referred, as shown on their Referral form. Place the ID wristband securely on the volunteer's wrist.
 - b. Explain to the volunteers that the ID will be "good" only for the date(s) written on the band. Authorities may not permit them to enter any of the disaster impacted areas on any other day, without a current ID wristband. If volunteers plan to work more than one (1) day, you may write the beginning and ending dates of their service.
 - c. Some volunteers will be required to take additional training for their particular work. When your briefing is concluded, direct those volunteers to where job training is being provided (Station 6: Specific Job Training). Direct all others to the exit or to transportation to their work sites.
9. VMC Runners
- a. Carry information from one station to another within the VMC. When a station needs you to pick up forms, restock their supplies or escort a volunteer from one place to another, they will signal you by raising a flag or putting on a hat at their station.
 - b. Watch carefully for this signal and respond promptly, in order to keep the information and volunteers moving smoothly through the registration and referral process.
 - c. One (1) Runner should be stationed at the board on which Requests for Volunteers are posted. As a volunteer is referred, place a tally mark or otherwise indicate next to that request the number of volunteers referred. This prevents referring too many volunteers to a request.
 - d. Runners posting new Requests for Volunteers on the board should use only the markers provided and write neatly and large enough so that the interviewers can see the request clearly. After posting the request on the board, give the Request form to the Data/Agency Coordinator (Station #3).

VI. ADMINISTRATION AND LOGISTICS

A. The following are the items needed for each VMC Staff member.

VMC Staff Position	Items Needed
VMC Director / SVM	<ul style="list-style-type: none"> • ID badge • "Go Box" containing office supplies & forms to stock VMC for first 2-3 days • Tables & chairs • Items on the Supplies and Equipment List (see appendix 4)
Greeters	<ul style="list-style-type: none"> • ID badge • Sign (Station #1 Registration/Orientation) • Supply of Disaster Volunteer Registration Forms • Ink pens • Table/clipboards & chairs for volunteers to use to fill out their forms • Supply of "Volunteer Instructions" handouts • Flag/hat to summon runners
Interviewers	<ul style="list-style-type: none"> • An ID badge for each interviewer • 2-3 tables & 8-12 chairs • Sign (Station #2 Interviews) • Supply of Referral forms • Flag/hat to summon runners • Ink pens • File for maintaining Volunteer registration forms in alphabetical order
Data/Agency Coordinator	<ul style="list-style-type: none"> • An ID badge for each staff member • Ink pens • 2 tables & 4 chairs • Computer, if available, networked to the computers at the Phone Bank station • 2 sets of files – 1 for open Requests for Volunteers and 1 for closed out requests • Sign (Station #3 Agency/Data Coordination) • Phone • Flag/hat to summon runners
Phone Bank Staff	<ul style="list-style-type: none"> • An ID badge for each staff member • Sign (Phone Bank) • Phones • 2 tables & 4 chairs • Ink pens • Supply for Request for Volunteers forms • Flag/hat to summon runner
Data Entry Staff	<ul style="list-style-type: none"> • ID badge • 1 table & 2 chairs • Printer • Ink pens • Flag • One or more networked computers
Safety Trainers	<ul style="list-style-type: none"> • ID badge • Sign (Station #4 Safety Briefing) • 10 or more chairs, preferably in a semi-circle • Clipboard with attendance sheets • Flag/hat to summon runners • Ink pens & stapler • List of additional training required by specific worksites, training locations and instructors • A supply of safety training handouts
Volunteer ID Staff	<ul style="list-style-type: none"> • ID badge • 2 tables & 4 chairs • Sign (Station #4 Volunteer ID) • Supply of volunteer ID wristbands • Fine point indelible markers • Scissors • Flag/hat to summon runner
Runners	<ul style="list-style-type: none"> • ID badge • Dry erase marker • Dry eraser or damp sponge

B. The JCHSEM, in coordination with the Volunteer Coordinator and SVM will work to develop a campaign to encourage citizens to affiliate with traditional disaster agencies as well as volunteer agencies in the community.

- C. The State Volunteer Coordinator may meet regularly with local jurisdictions and agencies to coordinate volunteers, particularly spontaneous volunteers.
- D. Arrangements for feeding of volunteers and staff will be made when necessary. Mass feeding may be available through a volunteer agency with a mobile kitchen. The Salvation Army or the American Red Cross (Eastern Panhandle Chapter) may be designated to feed volunteers, (see Annex E to Jefferson County EOP).
- E. The following are related statutes regarding protections for volunteers
 1. 42 U.S.C. 14501 et seq. (Volunteer Protection Act of 1997) – Preempts state laws to limit the liability of persons serving as volunteers for governmental and non-profit organizations.
 2. WVC 5-26A-4 West Virginia Commission for National and Community Service – Coordinating with existing programs for service and volunteerism in order to prevent unnecessary competition for private sources of funding.
 3. WVC 15-5-15a Paid Leave for Disaster Service Volunteers – Any state employee who is a certified disaster service volunteer of the American Red Cross may be granted leave from his or her state employment with pay, for not more than fifteen work days each year, to participate in specialized disaster relief services for the American Red Cross. Leave shall be granted without loss of pay, annual leave, sick leave, earned overtime compensation, seniority, or compensatory time.
 4. WVC 23-2-1 Workers Compensation – Volunteer organizations created or sponsored by government entities, political subdivisions, or area or regional emergency medical services boards are not required to subscribe to or pay premium taxes into the Workers' Compensation Fund.
 5. WVC 19-30-4 Good Samaritan Food Donation Act – Any good faith donation of prepared or perishable food appearing fit for human consumption at the time of donation is not liable for damages in any civil action for any injury or death due to the condition of the food unless the injury or death is a direct result of gross negligence, recklessness, or intentional misconduct of the donor.
 6. Good Samaritan Statute – Protect healthcare providers and other rescuers from being sued when giving emergency help to victims, provided the person uses reasonable, prudent guidelines for care using the resources they have available at the time of the accident.
- F. The National Voluntary Organizations Active in Disasters (NVOAD) coordinates planning efforts by many voluntary organizations responding to disaster. Once disasters occur, NVOAD or an affiliated state VOAD encourages members and other voluntary agencies to convene on site. This cooperative effort has proven to be the most effective way for a

wide variety of volunteers and organizations to work together in a crisis. West Virginia VOAD is a member of the NVOAD organization. West Virginia VOAD is responsible for the coordination of volunteer organizations to avoid duplication of services and resource allocation.

VII. PLAN DEVELOPMENT, MAINTENANCE, AND TRAINING

The effectiveness of this SVM plan will depend on how well volunteer agencies and personnel know and use it. To ensure that Jefferson County develops the capability to continue a strong community spontaneous volunteer program, this SVM plan will be updated, and all volunteer organizations and personnel will be trained and exercised as outlined below.

- A. Any and all sections of this plan can be updated at any time. Many changes are required because of changing information and situations.
- B. The Jefferson County Homeland Security and Emergency Management (JCHSEM) Director, in conjunction with the Volunteer Coordinator, SVM, and core group of volunteer agencies and organizations, is responsible for ensuring that necessary additions and revisions to this plan are prepared, coordinated, published, and distributed.
- C. The State maintains a Volunteer Management Plan to include training of volunteers and ways to manage and coordinate with spontaneous volunteers.
- D. It is assumed this plan contains deficiencies that will not become apparent until the plan is activated or exercised. Anyone noting deficiencies should forward them to the JCHSEM immediately so that the necessary changes or modifications can be incorporated immediately.

VIII. LIST OF APPENDICES

- Appendix 1 – Community Participation Diagram
- Appendix 2 – Universal Volunteer Application
- Appendix 3 – Agency Request & Volunteer Referral
- Appendix 4 – Volunteer Mobilization Center (VMC) Floor Plan & Signage
- Appendix 5 – VMC Supplies & Equipment Checklist
- Appendix 6 – VMC Staff Sign-in / Sign-out Record
- Appendix 7 – Expenses Incurred by VMC Coordinating Agency in Response to Disaster
- Appendix 8 – Spontaneous Volunteer Interview Example
- Appendix 9 – Volunteer Health & Safety Fact Sheet
- Appendix 10 – Volunteer Debriefing Checklist
- Appendix 11 – Sample Press Release
- Appendix 12 – Sample Memorandum of Understanding
- Appendix 13 – Definition of Terms & Acronyms

IX. AUTHENTICATION

This Spontaneous Volunteer Management Plan (SVMP) was prepared by the Jefferson County Homeland Security & Emergency Management (JCHSEM) in cooperation with a contractor to develop, implement, and maintain a viable community spontaneous volunteer program. This SVM plan complies with applicable internal agency policy, local & state regulations, and supports recommendations provided in the National Response Framework (NRF) and the National Incident Management System (NIMS). This SVM plan will be distributed internally amongst the various Jefferson County response agencies and with external volunteer and/or non-profit organization that may be affected by its implementation.

Signatures

Date

County Commission of Jefferson County, President

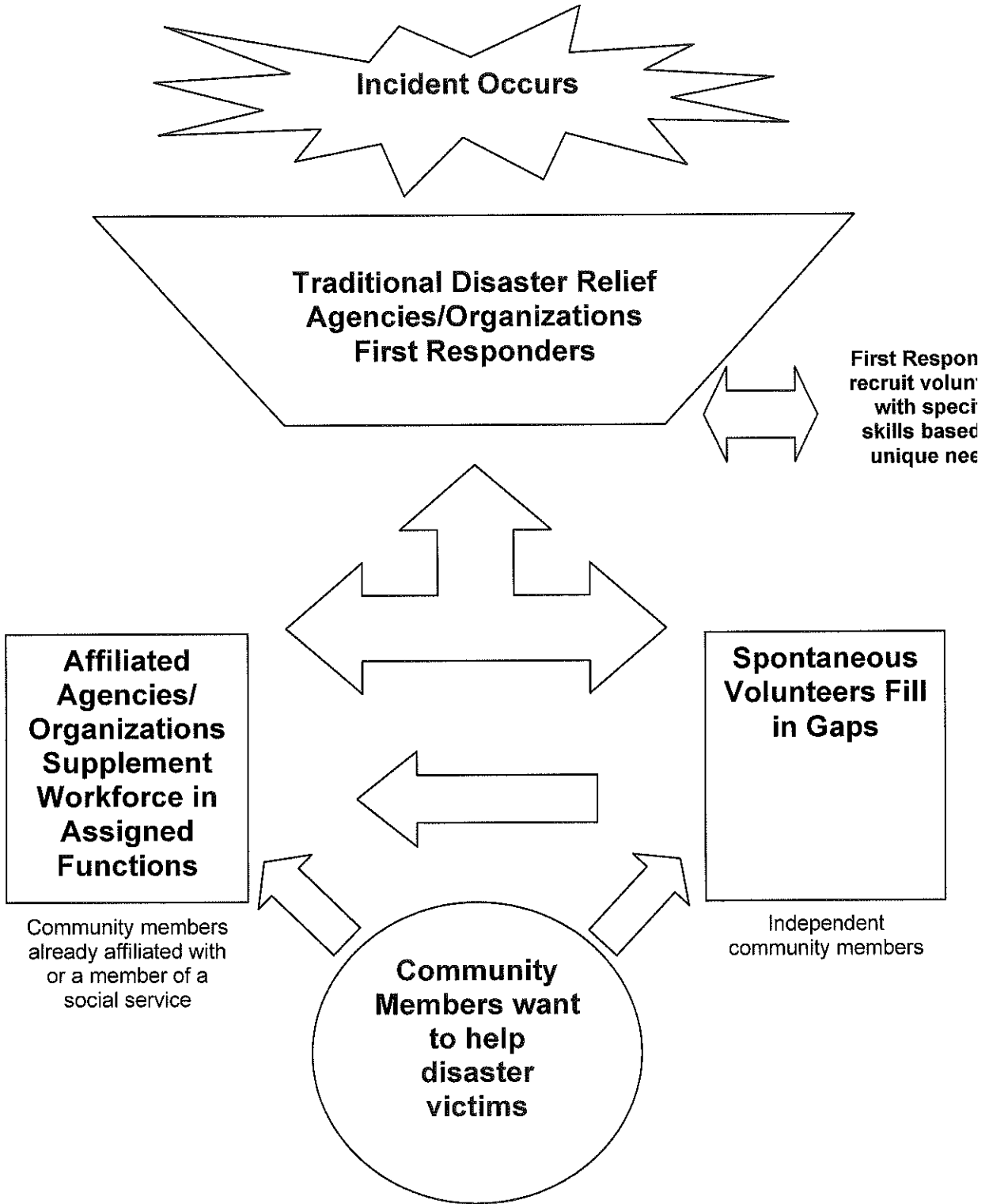
Date

JCHSEM Director

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 1

COMMUNITY PARTICIPATION DIAGRAM



JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN
APPENDIX 2
UNIVERSAL VOLUNTEER APPLICATION

UNIVERSAL VOLUNTEER APPLICATION

Personal Information

Name: _____

Address: _____

Phone Numbers: _____

Email Address: _____

Employment Information (Title, Place of Employment): _____

Emergency Contact Information (Name, Phone Number): _____

Describe any restrictions on your activities (physical, medical, mental): _____

Date of last tetanus shot: _____

Are you currently charged with or have you ever been convicted of a felony? Yes No

If yes, please explain: _____

General Availability

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Do you have personal transportation? _____

Geographic Preference: _____

Are you willing/able to do manual labor? Yes No

Skills & Qualifications

Fluency in Language(s) other than English: _____

Licenses/Professional Certifications: _____

Professional Background: _____

Education Background: _____

Computer Skills: _____

Prior or Current Volunteer Experience: _____

Prior Disaster Relief Experience: _____

Other Skills:

- | | |
|--------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Administrative/Secretarial | <input type="checkbox"/> Human Resources (interviewing, recruiting) |
| <input type="checkbox"/> Accounting/Finance/Bookkeeping | <input type="checkbox"/> Mental Health Counselor/Social Worker |
| <input type="checkbox"/> Civil Servant (Police, Firefighter, etc) | <input type="checkbox"/> Management |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Technical (IT professional, etc.) |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Trade: _____ |
| <input type="checkbox"/> Food Service (help prepare & serve meals) | <input type="checkbox"/> Transportation (Truck/Bus Driver) |
| <input type="checkbox"/> Health Services (Doctor, Nurse, EMT) | <input type="checkbox"/> Other: _____ |

Volunteer Agreement

1. The information provided is complete and true. If information given on this application is incomplete or untrue, I understand my assignment may be terminated.
2. I have disclosed any felony convictions. I agree to a background check, verification of the statements contained herein and additional screening procedures.
3. I understand that my own insurance will be used as coverage for illnesses and injuries and that I am ultimately responsible for any costs incurred.
4. I agree to respect the rights, property and confidentiality of emergency worker and individuals affected by disaster.
5. I agree to adhere to the rules/instruction of my job assignment(s) so as not to jeopardize relief operations or procedures.

Signature: _____ Date: _____

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 3

AGENCY REQUEST & VOLUNTEER REFERRAL

For Office Use Only			
Volunteer Name: _____	Phone # Primary: _____ Cell: _____	ID # _____	PRINT INITIALS ____ Interviewer/Reco ____ Volunteer Briefer ____ I.D. Bracelet

Agency Request and Volunteer Referral

Name: _____ **Agency Contact:** _____
Address: _____ **Phone:** _____ **Ext.:** _____
Comment: _____

Volunteers must be physically able to: _____
Hours Needed: _____ **Dates/Hrs Needed:** _____ **Minimum Age:** _____
Site Location: _____
Site Contact: _____ **Work Site Phone:** _____
Site Preferred Mode of Contact: Phone site go to site other _____

Skills Needed: Please select from skills listed below

Skill #	Description

- GENERAL**
 110 Doctor Specialty:
 120 Nurse Specialty:
 130 Emerg. Medical cert.
 140 Mental health counsel.
 150 Veterinarian
 160 Veterinary technician
 170 First Aid/CPR
 180 Other _____
- COMMUNICATIONS**
 210 CB or ham operator
 220 Hotline Operator
 230 Own a cell phone
 # _____
 240 Own a skyphone
 # _____
 250 Public relations
 260 Web page design
 270 Trainers
 280 Tele/Cable Repair
Language Other than English
 261 Spanish
 262 Korean
 263 Chinese Mandarin
 264 Chinese Cantonese
 265 Sign Language
 266 _____
 267 _____

- OFFICE SUPPORT**
 _____ 310 Clerical – filing, copying
 _____ 320 Data entry Software:

 _____ 330 Phone receptionist
 _____ 340 Program Management
- SERVICES**
 _____ 410 Food
 _____ 415 Elderly/disabled asst.
 _____ 420 Child care
 _____ 425 Spiritual counseling
 _____ 430 Social work
 _____ 435 Search and rescue
 _____ 440 Auto repair/towing
 _____ 445 Traffic control
 _____ 450 Crime watch
 _____ 460 Animal rescue
 _____ 465 Runner
- STRUCTURAL**
 _____ 510 Damage assessment
 _____ 520 Metal construction
 _____ 530 Wood construction
 _____ 540 Block construction
 Cert. # _____
 _____ 550 Plumbing Cert. # _____
 _____ 560 Electrical Cert. # _____
 _____ 570 Roofing Cert. # _____

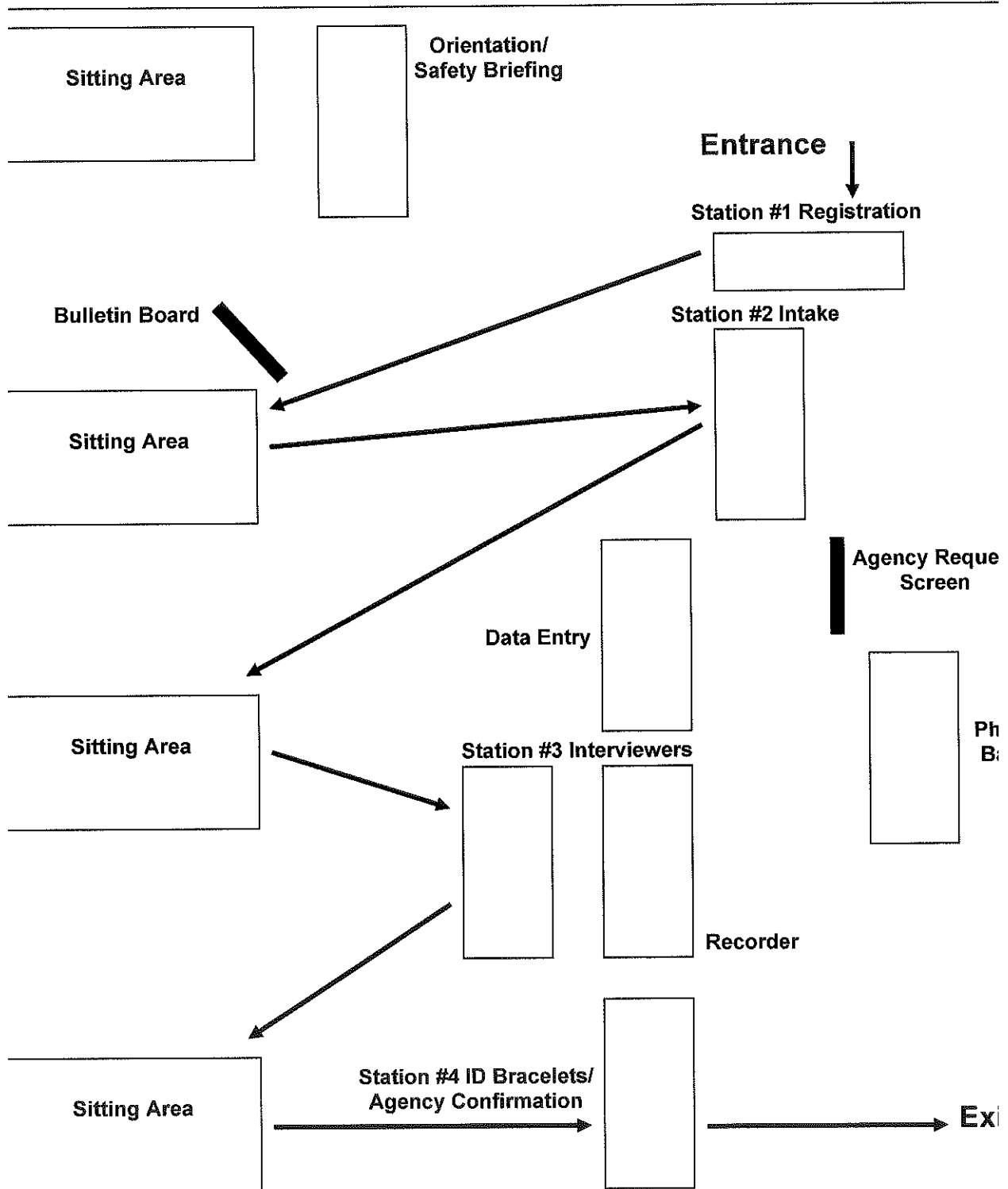
- TRANSPORTATION**
 _____ 610 Car
 _____ 615 Station wagon/mini van
 _____ 620 Maxi-van, capacity _____
 _____ 625 ATV
 _____ 630 Own off-road vehicle
 _____ 635 Own truck, descriptor _____
 _____ 640 Own boat, capacity _____
 type _____
 _____ 650 Commercial driver
 Class & License # _____
 _____ 660 Camper/RV, capacity _____
 type _____
- LABOR**
 _____ 710 Loading/shipping
 _____ 720 Sorting/packing
 _____ 730 Clean-up
 _____ 740 Operate equipment
 types _____
 _____ 750 Have experience
 supervising others
- EQUIPMENT**
 _____ 810 Backhoe
 _____ 820 Chainsaw
 _____ 830 Generator
 _____ 840 Snow blower/plow
 _____ 850 Other _____

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 4

VOLUNTEER MOBILIZATION CENTER FLOOR PLAN & SIGNAGE

Volunteer Mobilization Center Floor Plan



Signage for Volunteer Mobilization Center

You will need one (1) sign, unless otherwise specified, for each of the stations or directional signs shown in the left column. All signs should be large enough to be read from across a large room.

Signs Needed	Where to Post
Volunteer Mobilization Center (2)	On street visible from either direction
Orientation	Posted outside VMC Entrance
Station #1 Registration	Registration Area
Enter	Volunteer Entrance to VMC
Station #2 Intake/Forms Checkers	Intake Area visible from Volunteer Entry
Station #3 Interviews Interviews – Medical Reserve Corps	Interview Area visible from Volunteer Sitting Area
Data Agency Coordinator	Visible from Interview Station
Station #4 Volunteer ID Area	ID Area visible from Station #4
Exit	Exit visible from Station #4
Phone Bank	Agency Coordination area
Staff Only (2+ as needed)	Staff rest area, supply area, etc.
Current Needs	Dry erase board near Interview area
Agency Name	On table with Agency Request Forms
Public Information Officer	Public Information Officer's Table

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 5

VOLUNTEER MOBILIZATION CENTER SUPPLIES & EQUIPMENT CHECKLIST

Number	Item	Checklist
1	Evolis On-The-Go Photo ID System & Software: IDMaker Pro	
1	100 Plastic PVC Cards for Photo ID System	
1	Cloth Backdrop for ID System	
1	Desktop Tripod for ID System	
1	Watchport/V2 USD Camera for ID System	
1	Travel Case for ID System	
1	Punch for ID System Cards	
100	Lanyards for ID Cards (yellow)	
25	Position Identification Vests & Position Inserts (white with yellow stripes)	
5	Staplers	
5	Staple Removers	
15	Boxes of Standard Staples	
5 boxes	Medium Blue Ink Pens	
6 pair	Scissors	
1 pkg.	Jumbo Rubber Bands	
2 pkgs.	Assorted Rubber Bands	
9	Clipboards	
10 pkgs.	Paperclips	
1 box	10 X 13 Large Envelopes	
8 rolls	Scotch Tape	
1	White Board, Makers and Eraser	
4 boxes	File Folder Labels	
5	Bells	
3 rolls	Masking and Duct Tape	
1	First Aid Kit	
1	Can Opener	
1	Printer / Copier	
5	County Phone Book	
5	County Government Phone Book	
4 boxes	Hanging File Folders	
4 pairs	Midland Radios-Walkie Talkies with NOAA Weather Band and Chargers	
1	Pink Olympus Stylus 840 Camera with Charger and Disk	
100	Jefferson County Maps	
100	West Virginia State Maps	
4	Plastic Totes for Files	
1 box	Printer/Copy Paper	
12	Legal Pads	
1	Laptop Computer and Charger (from EOC)	
1	Notebook with Spontaneous Volunteer Plan, Contact Numbers for the EOC and Volunteer Agencies, and 1 copy of each form that is used by the Spontaneous Volunteer Manager and/or Volunteer Screening Coordinator	
100	Copies of each form used in the VMC	
100	Copies of Volunteer Application	

Number	Item	Checklist
100	Copies of Spontaneous Volunteer Interview Sheet	
100	Copies of Volunteer Health and Safety Fact Sheet	
100	Copies of Volunteer Debriefing Checklist	

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 8

SPONTANEOUS VOLUNTEER INTERVIEW EXAMPLE

Why do you want to help?

This question may assist in screening out unsuitable volunteers. Go with your intuition if you are uneasy about the individual but can't figure out why.

What skills and training have you had in the last few years?

Use prompts to find skills that correspond with hospitality (cooking, serving) medical (first aid, nursing), office experience (administration, filing, computer), industrial (warehouse, forklift, inventory control). Try to determine whether skills are basic, intermediate or advanced level.

Are there any jobs that you would prefer not to do, or are unable to do?

Do you have any medical conditions or allergies that we should know about?

What type of work do you enjoy yourself?

Questions for Interviewer

What skills would this person bring?

What tasks would this person be best suited for?

What factors would you consider in placing this person? (age, energy level, ability to communicate, personality traits, such as energy and patience).

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 9

VOLUNTEER HEALTH & SAFETY FACT SHEET

Purpose	To ensue we follow good health and safety practices by identifying, eliminating, isolating and minimizing hazards.
Supervisor's Details	Name: _____ Role: _____
General Note	You are being given this information so that the health and safety of yourself and others is not put at risk during your time assisting your community.
Do you Know	<p align="right">Check to show consent</p> <ul style="list-style-type: none"> • Where the emergency exits are? <input type="checkbox"/> • Who here is trained in first aid? <input type="checkbox"/> • Where the First Aid kits are? <input type="checkbox"/> • What the actual and potential hazards of this place are? <input type="checkbox"/> • The results of any monitoring of those hazards? <input type="checkbox"/> • Who to report to if an accident or near miss occurs? <input type="checkbox"/>
You have a responsibility to follow good health and safety practices by	<ul style="list-style-type: none"> • Wearing the required personal protective equipment <input type="checkbox"/> • Taking steps to change the situation if you think an unsafe practice is being carried out, by yourself or others <input type="checkbox"/> • Making your workplace safe. If you cannot, inform your supervisor. <input type="checkbox"/> • Following our procedures for reporting Accidents and near misses <input type="checkbox"/> • Illness and injury <input type="checkbox"/> • Hazards <input type="checkbox"/> • Cooperating with the monitoring of workplace hazards and others' health <input type="checkbox"/>
Volunteer's Signature	
Volunteer's Name	
Date, time and shift duration	

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN
APPENDIX 10
VOLUNTEER DEBRIEFING CHECKLIST

Thank you

Be sure to thank every group that is attending the debriefing for their support. (e.g., catering, reception, personal support, etc.)

Positives

Ask the group for ideas and actions that went well.

Negatives

Ask the group for areas of improvement.

Future Supporters

Ask the group if any of them would be willing to assist in the future and give contact details for this purpose.

Goodbye

Give a final thank you and wish your volunteers a safe journey home.

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 11

SAMPLE PRESS RELEASE

Date: _____
Time: _____
Contact: _____
Contact Phone #: _____
Fax: _____

IMMEDIATE RELEASE

Jefferson County Volunteer Mobilization Center Seeks Disaster Volunteers

A request of Jefferson County Homeland Security & Emergency Management, a Volunteer Mobilization Center (VMC) under the direction of Emergency Operations Center (EOC) Staff has been activated in response to _____ in _____, Jefferson County.

The VMC is located at _____ hours of operation will be _____.

The VMC will serve as a clearinghouse for volunteers and agencies in need of volunteers to assist during _____ response and recovery operations.

Individuals and groups wishing to volunteer their services should come to the VMC to register. Individuals must present photo identification in order to register. In addition to photo identification, please bring any and all professional licenses. Volunteers may call to learn about current volunteer needs.

For more information, contact: _____

Agencies that need volunteers should call _____.

There is an immediate need for:

Table with 2 columns: Types of Services and Specific Skills/Needs. Rows include: Personal care, Drivers, Clean up debris, Cooks/kitchen skills, Assist in operating shelters, Bilingual volunteers, Control traffic, Clerical help, Distribute food, Data entry, Check on the well being of residents, Phones, and other heavy equipment operators.

A concerted effort will be made to meet the needs of agencies and volunteers; however, under disaster situations, limitations can be made. Jefferson County Volunteer Mobilization Center staff will assist with the registration and referral of volunteers to agencies and no-profits. The VMC does not pre-select or guarantee placement/acceptance with any agency or non-profit. Volunteers may be required to comply with any and all policies and requirements of the agency utilizing the volunteers' services. Volunteers may decline to work for any agency. Agencies may decline volunteers.

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN
APPENDIX 12
SAMPLE MEMORANDUM OF UNDERSTANDING

Memorandum of Understanding
Between
Your Organization
And
Partnering Organization
For Application To
specific program, if necessary

This Memorandum of Understanding (MOU) establishes a type of partnership between your organization and partnering organization.

I. MISSION

Brief description of your organization's mission. You might want to also include a sentence about the specific program if applicable.

Brief description of partnering organization's mission.

Together, the Parties enter into this Memorandum of Understanding to mutually promote describe efforts that this partnership will promote e.g. health care or workforce development. Accordingly, your organization and partnering organization, operating under this MOU agree as follows:

II. PURPOSE AND SCOPE

Your organization and partnering organization – describe the intended results or effects that the organizations hope to achieve, and the area(s) that the specific activities will cover.

1. Why are the organizations forming a collaboration? Benefits for the organization?
2. Who is the target population?
3. How does the target population benefit?

Include issues of funding if necessary. For example, "Each organization of this MOU is responsible for its own expenses related to this MOU. There will/will not be an exchange of funds between the parties for tasks associated with this MOU."

III. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

List contact persons with address and telephone information
The organizations agree to the following tasks for this MOU:

Your organization will:

- List tasks of your organization as bullet points

Partnering organization will:

- List tasks of partnering organization as bullet points

Your organization and partnering organization will:

- List shared tasks as bullet points

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of insert length of MOU, usually 1-3 years from the effective day of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least insert how often, usually annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

V. AUTHORIZATION

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

Your organization:

Name Date
Title
Organization

Partnering Organization

Name Date
Title
Organization

JEFFERSON COUNTY SPONTANEOUS VOLUNTEER MANAGEMENT PLAN

APPENDIX 13

DEFINITION OF TERMS & ACRONYMS

DEFINITIONS

Affiliated Volunteer – Is one who is affiliated with either a governmental agency or Non-Governmental Organization (NGO) and who has been trained for a specific role or function in disaster relief or response during the preparedness phase. Examples of affiliated volunteer groups include Community Emergency Response Teams (CERT), the Volunteers in Police Services (VIPS) program, Search and Rescue teams and American Red Cross Disaster Action Teams (DAT).

American Red Cross (ARC) – A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under Congressional charter and is supported by the people. Internationally, it operates in accordance with the Treaty of Geneva.

Annex – As used in this plan, an element that is devoted to one function of emergency operations and describes the county's approach to operating in that activity in response to emergencies.

Available Resources – Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Command Staff – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Crisis Counseling – The application of individual and group treatment procedures which are designed to ameliorate the mental and emotional crises and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

Damage Assessment – The appraisal or determination of the actual effects resulting from any hazard affecting Jefferson County.

Disaster/Emergency – An event that causes or threatens to cause loss of life, human suffering, property damage, and economic and social disruption

Emergency Operations Center (EOC) – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, Tribal), or some combination thereof.

Emergency Operations Plan (EOP) – A brief, clear and concise documented description of action to be taken or instructions to all individuals and local government services concerned, stating what will be done in the event of an anticipated emergency. The plan will state the method for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives and capabilities.

Emergency Public Information (EPI) – Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Federal Coordinating Officer (FCO) – The Federal Officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies.

Federal Emergency Management Agency (FEMA) – The central point of contact within the federal government for a wide range of emergency management activities in both peace and war times. FEMA is a component of the Department of Homeland Security.

Impressed Volunteer – Includes any unregistered person impressed into service during a state of war emergency, a state of emergency, or a local emergency by a person having authority to command the aid of the citizens in the execution of his or her duties. This occurs very rarely and usually involves law enforcement or fire department personnel.

Incident Command Post (ICP) – The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS) – A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Liaison Officer (LNO) – The point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities at the incident site. Serves as a member of the command staff.

Mennonite Disaster Service – Is a voluntary, religious and charitable organization, which by tradition, acts to relieve human suffering and assist individuals and families in the recovery from the effect of a natural disaster.

Mutual Aid Agreements – Written or unwritten understandings among jurisdictions that cover methods and types of assistance available during all phases of an emergency.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Voluntary Organizations Active in Disasters (NVOAD) – Coordinates planning efforts by many voluntary organizations responding to disaster.

Nongovernmental Organization – A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples include faith-based charity organizations and the American Red Cross.

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Reception Area – This refers to a location separate from staging areas, here resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of Incident Action Plans (IAP), supplies and equipment, feeding, and bed down.

Resource – Personnel and major items of equipment, supplies, and facilities available or potentially available or assignment to incident operations and for which status is maintained. Resources are defined by kind, and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center (EOC).

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Salvation Army – Is a religious and charitable organization and, by tradition, serves to alleviate human suffering during the emergency/response phase of a disaster.

Service Programs – Are national, state and locally administered programs that provide organized opportunities for both full and part-time service. The term “service program” refers to a wide range of programs, including AmeriCorps and the Retired and Senior volunteer program (RSVP).

Spontaneous Volunteer – Is an individual who arrives at a disaster scene without a specific request from, or an affiliation with, a traditional disaster agency.

Staging Area – A location where equipment/personnel are maintained on a temporary basis for emergency response.

Volunteer – Is someone who willingly provides his/her services without receiving financial compensation.

Volunteer Centers – Are year-round clearinghouses for recruiting and referring volunteers throughout a given geographical area. Working with a wide array of agencies in their respective communities to identify volunteer opportunities and are skillful at matching people who want to volunteer with opportunities that match the volunteers’ abilities and interests.

ACRONYMS

ARC – American Red Cross
CERT – Community Emergency Response Teams
CFR – Code of Federal Regulations
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
EPI – Emergency Public Information
FCO – Federal Coordinating Officer
FEMA – Federal Emergency Management Agency
HSPD – Homeland Security Presidential Directive
IC – Incident Commander
ICP – Incident Command Post
ICS – Incident Command System
JCECC – Jefferson County Emergency Communications Center
JCCM – Jefferson County Community Ministries
JCHSEM – Jefferson County Homeland Security and Emergency Management
LEPC – Local Emergency Planning Committee
MOU – Memorandum of Understanding
NGO – Non-Governmental Organization
NIMS – National Incident Management System
NRF – National Response Framework
NVOAD – National Voluntary Organizations Active in Disaster
PIO – Public Information Officer
SVM – Spontaneous Volunteer Manager
SVMP – Spontaneous Volunteer Management Plan
UHF – Ultra High Frequency
VHF – Very High Frequency
VIPS – Volunteers in Police Services
VMC – Volunteer Mobilization Center
WEOP – West Virginia Emergency Operations Plan
WVC – West Virginia Code
WVDHSEM – West Virginia Division of Homeland Security and Emergency Management
WVVOAD – West Virginia Voluntary Organizations Active in Disaster

2009



**JEFFERSON
COUNTY**

**DONATIONS
MANAGEMENT
PLAN**



PROMULGATION STATEMENT – RESOLUTION

WHEREAS the changing threat environment and recent emergencies, including localized natural disasters, technological emergencies and terrorist attack-related incidents, have shifted awareness to the need for capabilities that will enable Jefferson County to become more self sufficient during and following emergencies.

WHEREAS it is the policy of Jefferson County to have in place a comprehensive and effective Donations Management Program to ensure the effective utilization of all available resources.

AND WHEREAS many times a united and cooperative effort by state, federal and local governments, voluntary organizations and the donor community is necessary for successful management of the donations offered as a result of disaster.

NOW THEREFORE IT IS RESOLVED, ORDERED AND DETERMINED, that the County Commission of Jefferson County does hereby approve and adopt the *Jefferson County Donations Management Plan*, which is filed in the Office of the Jefferson County Clerk at the Courthouse, Office of the County Commission of Jefferson County and the Jefferson County Homeland Security and Emergency Management in Kearneysville, West Virginia, and which is incorporated herein by this reference.

PASSED AND ADOPTED by the County Commission of Jefferson County, State of West Virginia, this _____ day of _____, 20____.

SIGNATURES

Date

Commission President

Date

Jefferson County HSEM Director

JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN
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DISTRIBUTION LIST

The following agencies and organizations are scheduled to be the recipients of the completed Jefferson County Donations Management Plan. When revisions are made, the Jefferson County Homeland Security and Emergency Management (JCHSEM) Director will use this list in distributing revised pages. A record of changes form, along with the revised pages, should be sent for the receiver to sign and return to the JCHSEM Director to acknowledge that the revisions were received.

Agency/Organization	No. of Copies
West Virginia Division of Homeland Security and Emergency Management	1
County Commission of Jefferson County	1
Jefferson County Homeland Security & Emergency Management	1
Jefferson County Emergency Communications Center	1
Jefferson County Sheriff	1
Jefferson County Citizens Corps/CERT	1
Jefferson County Community Ministries	1
Good Shepherd Interfaith Caregivers	1
Community Lutheran Partners	1
American Red Cross (Eastern Panhandle Chapter)	1
Salvation Army	1
United Way of the Eastern Panhandle	1
Total	12

RECORD OF CHANGES

A master copy of all parts of the Donations Management Plan will be maintained electronically and in hard copy formats at the Jefferson County Homeland Security and Emergency Management (JCHSEM) and County Commission of Jefferson County. Both electronic and hard copy backups will be maintained off-site in a secure location.

The master copy and its backup will be kept updated with all major revisions to any part of the plan. It is at the discretion of the Director of the JCHSEM and County Commission to distribute changes to the plan to those agencies on the distribution list. The JCHSEM or Commission has no responsibility to maintain revisions to copies of the Donations Management Plan not on the distribution list. Any major revision should be documented. Minor revisions such as correcting typographical errors do not need to be documented.

A Record of Changes page will be inserted into this document upon its first revision. The page is not included in page counts. To create the page, copy the information from the final page of this document and paste it into the document being revised, or paste it into a new document which will be an attachment to the document being revised.

Fill in the document title in the table at the top of the page, next to the words "**Document Title**".

"Brief Description of Change" column:

Provide a brief description of the change.

Example: Changed responsibility from Volunteer Coordinator to Donations Management Coordinator.

"Date of Change" column:

Enter the date the document was changed.

Example: 1/2010

"Page(s) Affected" column:

Enter the pages that were changed.

Example: 1, 3, 5-7, and 12

"Change Made By" column:

Enter the name of the person or organization that made the change. If applicable, the person's title may also be listed here. The person or organization making the change can initial the hard copy or master copy kept at the JCHSEM or Commission.

Example: Barb Miller, Director of JCHSEM.

The above examples would produce a page similar to what is shown below. The document page may also have the appropriate header and footer.

Record of Changes

Document Title	Jefferson County Donations Management Plan
-----------------------	---------------------------------------------------

Brief Description of Change	Date of Change	Page(s) Affected	Change Made By
Changed responsibility from Volunteer Coordinator to Donations Management Coordinator.	1/2010	1, 3, 5-7, and 12	Barb Miller, Director JCHSEM

JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN

Primary Agencies:	County Commission of Jefferson County Jefferson County Homeland Security & Emergency Management Volunteer Organizations
Support Agencies:	Jefferson County Emergency Communications Center Jefferson County Community Ministries Good Shepherd Interfaith Caregivers Community Lutheran Partners American Red Cross (Eastern Panhandle Chapter) Salvation Army United Way of the Eastern Panhandle West Virginia Voluntary Organizations Active in Disaster US Department of Homeland Security US Department of Social Services
Supporting Plans:	Jefferson County NIMS EOP, Jefferson County Multi-Jurisdictional All-Hazards Mitigation Plan, Jefferson County Project Impact, Jefferson County Spontaneous Volunteer Management Plan, Jefferson County Resource Manual, Jefferson County Continuity of Operations Plan
Related Federal ESFs:	ESF #5 – Emergency Management ESF #7 – Logistics Management & Resource Support ESF #14 – Long-Term Community Recovery Volunteer and Donations Management (Support Annex)
West Virginia Code:	§ 5-26A-4 – West Virginia Commission for National & Community Service §15-5-4 – West Virginia Disaster Recovery Board § 55-7C-2 – Immunity from Civil Liability § 55-7D – Good Samaritan Food Donation Act

I. INTRODUCTION

Jefferson County is vulnerable to hazards that can result in disasters of such magnitudes as to create a need to coordinate donations of unsolicited goods, services, and financial contributions (see Jefferson County Multi-Jurisdictional All-Hazards Mitigation Plan). The following Donations Management Plan has been developed in an effort to better prepare Jefferson County's emergency response both during and following large-scale disasters, and to more effectively coordinate, manage, and utilize disaster relief donations. This Donations Management Plan has been developed to reduce or eliminate the possibility of Jefferson County receiving and storing goods that are unsolicited, unneeded, inappropriate, or poorly labeled and packaged. This plan complements Annex P (Donations Management) to the Jefferson County Emergency Operations Plan (EOP).

A. PURPOSE

This Donations Management Plan provides guidance as to Jefferson County's role in donation management and outlines a system for managing the onslaught of unsolicited and non-designated goods, and financial contributions. The plan will outline a donations management program for the county which can be implemented for both large-scale and

small-scale disasters which generate the unsolicited donation of goods. The plan indicates how Jefferson County will deal with both goods and monetary donations in the event of an emergency. The plan has been developed to assist volunteer organizations and other agencies that make donations during and following disasters in coordination with the Jefferson County Homeland Security and Emergency Management (JCHSEM) in executing a Community Donations Management Program. This plan complies with the West Virginia Emergency Operations Plan (WVEOP), and several sections reflect the National Incident Management System (NIMS) and the National Response Framework (NRF).

B. SCOPE & APPLICABILITY

1. Provides assistance to Jefferson County Homeland Security and Emergency Management (JCHSEM) in developing and executing a Community Donations Management Program.
2. Outlines the concept of operations, organizational arrangements and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency or disaster.
3. Identifies how donations will be received, stored, secured, sorted, transported, and distributed to disaster victims.
4. Identifies a method to provide victims of disasters in Jefferson County with as much support as possible by efficient and effective channeling of offers of public assistance by facilitating cooperation among public sector agencies, private sector and non-governmental organizations.
5. The goal of this plan is to match donation offers with disaster needs in order to assist disaster victims in an effective, efficient and timely manner.
6. Any reference to donated goods and services in this plan refers to unsolicited goods and unaffiliated volunteer services.

C. AUTHORITIES

1. Local
 - a. Jefferson County Commissioner's Resolution for Emergency Operations.
 - b. Jefferson County Commissioner's Resolution authorizing NIMS Implementation.
2. State
 - a. West Virginia Code Chapter 5, Article 26A, Section 4 – West Virginia Commission for National & Community Service

- b. West Virginia Code Chapter 15, Article 5, Section 4 – West Virginia Disaster Recovery Board
- c. West Virginia Code Chapter 55, Article 7C, Section 2 – Immunity from Civil Liability
- d. West Virginia Code Chapter 55, Article 7D – Good Samaritan Food Donation Act & Legal Definition of Donate
- e. West Virginia Legislature House Bill 2018, March 3, 1982.
- f. West Virginia Executive Order 20-04, Office of the Governor of West Virginia, NIMS Implementation, Dec. 23, 2004.

3. Federal

- a. The Homeland Security Act of 2002 (Public Law 107-296), November 25, 2002.
- b. Executive Order 13286, Establishing Office of Homeland Security, February 28, 2003.
- c. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities November 18, 1988, as amended.
- d. Homeland Security Presidential Directive (HSPD)-1: Organization and Operation of the Homeland Security Council.
- e. HSPD-5: Management of Domestic Incidents.
- f. HSPD-8: National Preparedness.
- g. National Response Framework, January, 2008.
- h. Emergency Management and Assistance, 44 CFR 2.1.

D. REFERENCES

- 1. The Disaster Relief Act of 1974 (Public Law 93-288)
- 2. Act of Congress (Act of January 5, 1905, 33 Stat. 599) as amended (36 U.S. Code, Section 1); Disaster Relief Act of 1974, (Public Law 92-288; Executive Order 11795)
- 3. FEMA, Donations Management Guidance Manual (DHS 278), Feb 1995
- 4. FEMA, Donations Management Workshop (Student Manual), Oct. 1997
- 5. FEMA, Donations Management Workshop (Toolbox), Oct. 1997
- 6. Office of Disaster Preparedness, Donations Management Policy Plan, August 1996
- 7. American Red Cross, In-Kind Donations Information Packet, ARC 4039D, (May 2005).
- 8. American Red Cross, Gifts of Goods and Services for Disaster Relief Volunteers Brochure

II. PLANNING ASSUMPTIONS AND CONSIDERATIONS

A. ASSUMPTIONS

1. Should a major disaster or a lesser emergency where there is a high level of media interest occur, many individuals may want to donate money, goods, and/or services to assist the victims or participate in the recovery process. It is not anticipated that every disaster incident will result in the donation of goods and services.
2. The amount of donations offered could be sizable, and extreme difficulties could be faced in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster victims.
3. Recognized local, state and national charities (e.g., community-based organizations) and the voluntary (disaster relief) agencies have been accepting, handling, and distributing donations for many years. They are skilled in the donations management process, and they should be the first resource for collecting and managing donations after a major emergency or catastrophic disaster.
4. Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources.
5. Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it.
6. Donations will frequently arrive unsorted and with minimal packaging and markings. When such goods are received, they must typically be sorted, repackaged and labeled, temporarily stored, and then transported to distribution points to be picked up by disaster victims.
7. Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have "strings attached", or not really be donations at all. They may:
 - a. Be given with an expectation of some sort of repayment, publicity, or a tax write-off.
 - b. Be items that are out-of-date, unusable or unsuitable.
 - c. Be offered at a "discount" to disaster victims, with any real savings being minimal or nonexistent.
8. Disaster victims may:
 - a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate points.
 - b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.

- c. May have unmet needs which can be satisfied by additional donations.
- 9. This plan has been developed utilizing an "all-hazards" approach to donation management. It will be used for any type of situation or disaster, whether it be natural, technological or man-made, and is for any magnitude of incident (minor, major or catastrophic).

III. CONCEPT OF OPERATIONS

A. GENERAL

1. It is the responsibility of Jefferson County's government to protect life and property from the effects of hazardous events before, during, and following an emergency. When the emergency exceeds the county's capability to respond including the exhaustion of unsolicited donations, assistance will be requested by the Jefferson County Homeland Security and Emergency Management (JCHSEM) Director from state and/or federal government or other external sources using the resource typing system as described by the National Incident Management System (NIMS) Integration Center.
2. Local Government does not intend to supervise the process by which donations are collected. Voluntary agencies are considered the primary recipients, managers, and distributors of donated goods and services.
3. Donations Management response activities are necessary before a Presidential disaster declaration and hence require rapid coordination to mitigate potential donations problems in the response phase of disaster operations.
4. The Jefferson County Donations Management Coordinator (DMC) in cooperation with the Jefferson County Volunteer Coordinator will provide for the management of unsolicited and non-designated donations.
5. There are four (4) major functions that must be included in a Donations Management Program.
 - a. Determining what donations and services are needed.
 - b. Informing the public as to how they can best help.
 - c. Matching a need for a good or service with an appropriate donor.
 - d. Ensuring needed goods reach appropriate destinations.

B. DONATED GOODS AND STORAGE FACILITIES

1. Members of the Emergency Operations Center (EOC) Operations Section Staff will obtain information from the Incident Commander (IC) and/or the Liaison Officer on scene as to the types of donations needed. They will relay this information to the EOC Logistics Section (Volunteer Coordinator) who will develop a Current Donation

Needs List (see appendix 1). The completed Donations Needs List will be passed on to the Donations Management Coordinator (DMC) at the designated Point-of-Dispensing (POD) site via email, fax or runner.

2. The Jefferson County DMC will work with the Jefferson County Public Information Officer (PIO) to develop and disseminate a Public Information Release (see appendix 3) to inform all donors as to what types of donations are needed, and the location of the POD. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with their shipments. Donors will be discouraged from sending unsolicited donations directly to the disaster site.
3. All un-solicited and non-designated donations will be received at the POD to be off-loaded, stored, sorted, repackaged if necessary, and made ready for distribution to disaster victims utilizing personnel from the following organizations; Jefferson County CERT, American Red Cross (Eastern Panhandle Chapter), Salvation Army, United Way of the Eastern Panhandle and other volunteer agencies.
4. Transportation for the distribution of donated goods will be provided when necessary. Transportation resources may be acquired from the Department of Education, Council on Aging, Eastern Panhandle Transportation Authority (PanTran), Adjutant General (if activated), and other state agencies through the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM). A list of transportation resources can also be found in the Jefferson County Resource Manual Database.
 - a. Critical needs items should not be delayed. Other less critical items if designated and belonging to a voluntary agency, should be allowed to proceed to their destination. Pending special direction by local government, voluntary agencies expecting relief items they have solicited, purchased, or for which they have coordinated delivery should be allowed to immediately direct their shipments to their own established facilities.
 - b. State control over traffic traveling to the disaster area will affect vehicles shipping relief goods. Control/check points can be used to regulate trucks entering the disaster area through inspection of the cargo manifest and to check to see if the shipment is needed and expected by a particular voluntary agency. Trucks will be expected to have name and contact information for recipients of the shipment.
5. The DMC will work with the EOC Operations Staff to identify strategic areas to establish Points of Dispensing (POD) for donated goods.
6. The DMC will work with the Jefferson County Sheriff's Department, municipal police, and the West Virginia State Police (WVSP) to provide escorts for incoming donations, and to provide 24-hour security at the POD to discourage looting of donated goods.

7. The DMC will make arrangements for waste disposal when necessary to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods that may be generated.

C. FINANCIAL CONTRIBUTIONS

1. Jefferson County Homeland Security and Emergency Management (JCHSEM), through news releases and printed materials, will encourage cash donations to voluntary organizations rather than clothing, food or other items. The Public Information Officer (PIO) will coordinate any information provided to the media before being released to the press.
2. Every effort will be made by JCHSEM to encourage the public to contribute cash donations to established, recognized disaster relief organizations of their choice. All inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.
3. In circumstances where the donor is undecided or is unaware of which organizations are involved in disaster relief activities, the individual responding to the inquiry may provide a list of those organizations that are in need of, and will accept the particular goods or services being offered.
 - a. If a cash donation is involved, a complete list of organizations responding to disasters in Jefferson County will be provided to the donor. No attempts will be made by anyone involved in the coordination and implementation of this plan to solicit donations for any specific organization.

D. DEMOBILIZATION

1. Demobilization is an issue of obvious timing. Throughout the disaster the Donations Management operation will be gearing up or winding down. As calls for donations begin to come in less and less, hours will naturally be reduced. As donations drop off, the POD can be closed and consolidated with the staging area.
2. As demobilization gets well underway survey the inventory and determine where items can be used most quickly and efficiently. If an item is unwanted or unneeded evaluate whether the item is worth storing for the future or if proper disposal is best. Additionally, remember that just because a disaster relief organization cannot use the items, it does not mean the items are unusable.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

1. Donation Management is a total team effort. Responsibility belongs not to a single agency or organization. When circumstances warrant, a united and cooperative effort by local, state, and federal government, public, private, and faith based volunteer organizations, the private sector, and the donor community is necessary for the successful management of unsolicited and non-designated donations.
2. The Federal Government will provide support to State and local governments and voluntary organizations in establishing a system to manage and control donated goods and services. The U.S. Department of Homeland Security is the Federal coordinating agency for Donations Management.
3. The Donations Management Coordinator (DMC) designated by the JCHSEM Director, will serve as the Point-of-Contact for the core group of volunteer agencies and organizations involved in donation management activities.
4. During Donation Management Plan activation, operations will be conducted in accordance with the Incident Command System (ICS) as outlined in the National Incident Management System (NIMS). The DMC will serve as the Incident Commander (IC) for donation management and will direct and control all donation management activities, the Jefferson County Public Information Officer (PIO) will serve as the PIO to disseminate donation request information, and a member of the Jefferson County Emergency Operations Center (EOC) staff will serve as the Safety Officer. These three (3) people will comprise the command staff of Donations Management.

B. ROLES & RESPONSIBILITIES

1. Donations Management Coordinator (DMC)
 - a. Provide overall management of unsolicited and non-designated donations.
 - b. Coordinate with the Jefferson County PIO to disseminate public information concerning what donations are needed, and where they need to be sent.
 - c. Work with EOC Operations Staff to strategically locate appropriate Points of Dispensing (POD) sites to distribute donations to disaster victims.
 - d. Develop procedures to manage donated goods and services to include receiving, sorting, prioritizing, and distributing them during and following disaster situations.
 - e. Identify and be prepared to set up and staff the Points of Dispensing (POD) sites.
 - f. Make arrangements for waste disposal when necessary to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods that may be generated.

2. Volunteer Coordinator
 - a. Coordinate with the JCHSEM Director to select a site for the PODs, and equip and staff the facility.
 - b. Coordinate training of volunteers for receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations.
 - c. Work with the EOC Logistics Section to develop a Donation Needs List, and distribute to Donations Management Coordinator.
 - d. Maintain a comprehensive list of volunteers that are available to assist in support of this plan.
 - e. Develop procedures for recruiting, registering and utilizing auxiliary manpower.

3. Public Information Officer (PIO)
 - a. Assist in the development and dissemination of public information releases concerning what types of donations are needed, as well as the location of Point of Dispensing (POD) sites.

4. JCHSEM Director
 - a. Activate the Emergency Operations Center as required or requested to coordinate/support the activities of all department/organizations assisting with response and recovery efforts.
 - b. Identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.
 - c. Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
 - d. Encourages cash donations to recognized non-profit voluntary organizations.

5. Volunteer Organizations
 - a. Coordinate with private and public agencies to receive donated items.
 - b. Assist with off-loading, storing, sorting, packaging, and distribution of donations to disaster victims.
 - c. Keep an accurate accounting of the flow of goods from donors to recipients.

6. Law Enforcement
 - a. Provide police escorts for incoming shipments of donations.
 - b. Provide 24-hour security at the Points of Dispensing.

7. U.S. Department of Homeland Security (DHS)
 - a. Make early contact with the key Donations Coordinators of the national voluntary organizations and the affected region for donations situation assessment.
 - b. Based on the affected region's request for assistance, provide donations program guidance, a Donations Coordinator, and other assistance as appropriate.
 - c. Continue to provide support and assistance to the field, especially regarding international offers of assistance, large corporate offers, or politically sensitive collection drives.
 - d. With the appropriate Federal agencies, coordinate international offers of assistance that meet acceptance criteria established by the affected State and DHS.
 - e. DHS/US Customs Service, in coordination with the Emergency Support Team (EST) donations specialist and the Department of State, Office of Diplomatic Contingency Programs (DOS-A/DCP), expedite the entry of approved donated items into the United States.
 - f. DHS/Immigration and Naturalization Service, in coordination with the EST donations specialist and DOS-A/DCP as necessary, expedite the entry of approved individuals into the United States.

V. DIRECTION AND CONTROL

A. PLAN ACTIVATION

1. Donations Management, as a function, primarily occurs during the recovery phase of an emergency. However, some donations management activities may occur during the preparedness and response phases of emergency management.
2. The Donations Management Plan will be activated by the Donations Management Coordinator (DMC). The DMC will obtain disaster information from the Incident Commander (IC) on scene through the JCHSEM and the Volunteer Coordinator at the Emergency Operations Center (EOC). If an event causes a major need for donated resources to be distributed, or results in a large amount of donations being received the DMC will activate this plan and inform personnel at the Points of Dispensing that donations will be arriving.

B. DECISION PROCESS

1. The JCHSEM Director in conjunction with the Incident Commander (IC), Donations Management Coordinator (DMC), and Volunteer Coordinator at the staging area will

make the determination based on the disaster situation, available resource supply, and the amount of donations being requested, when to activate this plan.

C. ALERT & NOTIFICATION

1. Once a decision has been made to activate the plan, the DMC will prepare for the donations that will be arriving at the POD.
2. The DMC will also notify the VMC volunteers to make their way to the VMC to begin receiving, sorting, and packaging donations for distribution.
3. All communications between the VMC and the Jefferson County EOC will be via landline telephone, cellular telephone, fax, and email.

VI. ADMINISTRATION AND LOGISTICS

- A. Jefferson County will consider administering and utilizing AidMatrix, a donations and volunteer management web-based application that enables the general public to register their offers of donated goods and services, thus providing the Donations Management Coordinator (DMC) with a real-time view of offers and the ability to match offers to needs.
- B. The National Voluntary Organizations Active in Disasters (NVOAD) coordinates planning efforts by many voluntary organizations responding to disaster. Once disasters occur, NVOAD or an affiliated state VOAD encourages members and other voluntary agencies to convene on site. This cooperative effort has proven to be the most effective way for a wide variety of volunteers and organizations to work together in a crisis. West Virginia Voluntary Organizations Active in Disasters (WVVOAD) is a member of the NVOAD organization. WVVOAD is responsible for the coordination of volunteer organizations to avoid duplication of services and resource allocation.
- C. Federal support may include enhanced voluntary agency coordination, assistance in establishing a Donations Coordination Team and a Donation Coordination Center, technical and managerial support, a national network of information and contacts to assist donations specialists in the field, and communications support as necessary.
- D. Each agency that participates in this plan is responsible for maintaining its own records of expenditures for later reimbursement.
- E. Each organization is responsible for furnishing its own transportation requirements for direction and control activities.

VII. PLAN DEVELOPMENT, MAINTENANCE, AND TRAINING

The effectiveness of this Donations Management Plan will depend on how well volunteer agencies and personnel know and use it. To ensure that Jefferson County develops the capability to continue a strong community Donations Management Program, this plan will be updated, and all volunteer organizations and personnel will be trained and exercised as outlined below.

- A. Any and all sections of this plan can be updated at any time. Many changes are required because of changing information and situations.
- B. The Jefferson County Homeland Security and Emergency Management (JCHSEM) Director, in conjunction with the Donations Management Coordinator (DMC), Volunteer Coordinator and core group of volunteer agencies and organizations, is responsible for ensuring that necessary additions and revisions to this plan are prepared, coordinated, published, and distributed.
- C. It is assumed this plan contains deficiencies that will not become apparent until the plan is activated or exercised. Anyone noting deficiencies should forward them to JCHSEM immediately so that the necessary changes or modifications can be incorporated immediately.
- D. Individuals, departments, agencies, and volunteer organizations assigned responsibilities in this plan and its appendices are responsible for developing and maintaining appropriate Standard Operating Guidelines (SOG) to carry out those responsibilities.
- E. Local drills, tabletop, functional, and full-scale exercises should periodically include a donation management scenario based on the anticipated hazards which could be faced by this jurisdiction.

VIII. LIST OF APPENDICES

- Appendix 1 – Donation Needs List
- Appendix 2 – Record of Donation Letter
- Appendix 3 – Sample Public Information Release

IX. AUTHENTICATION

This Donations Management Plan was prepared by Jefferson County Homeland Security & Emergency Management (JCHSEM) in cooperation with a contractor to develop, implement, and maintain a viable community Donations Management Program. This plan complies with applicable internal agency policy, local & state regulations, and supports recommendations provided in the National Response Framework (NRF) and the National Incident Management System (NIMS). This plan will be distributed internally amongst the various Jefferson County response agencies and with external volunteer and/or non-profit organizations that may be affected by its implementation.

Signatures

Date

County Commission of Jefferson County, President

Date

JCHSEM Director

JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN
APPENDIX 1
CURRENT DONATION NEEDS LIST

EVENT: _____

As of Date/Time: _____

1. Needed a. Goods	
b. Services	
2. Unneeded	

JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN
APPENDIX 2
RECORD OF DONATION LETTER

Call received by: _____ Date: _____ Time: _____

Donor Name and Information:

Salutation: _____

First Name: _____

Last Name: _____

Title: _____

Organization: _____

Phone 1: _____

Phone 2: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

_____ Donated (free) _____ Goods or _____ Services

_____ Commercial (vendor) _____ Goods or _____ Services

Type of Resource: (e.g., people, food, equipment): _____

Category: (e.g., clothing, water, bedding): _____

Sub-category: (e.g., shoes, blankets, chairs): _____

Description/Notes: _____

Total Quantity: Units(#): _____ Measure (e.g., box, each): _____

Packaging _____ Amount (#): _____ Size (e.g., can, dozen, gallon): _____

palletized: Yes No

Transportation Required: Yes No

Refrigeration required: Yes No

Restrictions: Yes No

Resource Location: _____

Estimated Value: _____

Available until: _____

Follow-up required: Yes No

Action taken: _____

JEFFERSON COUNTY DONATIONS MANAGEMENT PLAN
APPENDIX 3
SAMPLE PUBLIC INFORMATION RELEASE

FOR IMMEDIATE RELEASE

We are receiving citizen and community inquiries regarding the (name of disaster). The calls primarily involve citizens who want to offer assistance or make donations to the (name of disaster) victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore people who wish to offer assistance should do so in as effective a manner as possible.

Individuals or organizations that want to provide assistance to victims of the (name of disaster) should first work through their local disaster relief organizations. These may include the American Red Cross (Eastern Panhandle Chapter), The Salvation Army, Jefferson County Community Ministries, Good Shepherd Interfaith Caregivers, Community Lutheran Partners, the United Way of the Eastern Panhandle, etc. People can find these organizations listed in the Telephone Book Yellow Pages under "Social Service Organizations".

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to (the precise organization name address, and account number where cash contributions go).

If people prefer to donate goods or services, they should still work through their local disaster relief organizations. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster area. Unsolicited donations may not reach the proper people or may not meet their current needs. If donors plan to travel to the disaster area, they may find that lodging and other services are unavailable and they may add to problems in the disaster area rather than helping.

Attention News Editors and Directors: *Please assist us in publicizing this information relating to donations for the (name of disaster). We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and that may add to*

the problems that already exists. You can also help us by discouraging sightseers from driving into the disaster area.

FOR MORE INFORMATION CONTACT: Jefferson County Public Information Officer

SERVICES
Department of Military Affairs
& Public Safety

June 12, 2009

The Honorable Dale Manuel
President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

RECEIVED

JUN 26 2009

RE: Grant Number: 09-VA-017
Amount: \$53,483.00

Jefferson County Commission

Dear Commissioner Manuel:

Congratulations on your recently awarded Victims of Crime Act (VOCA) assistance grant. To formalize your acceptance of this grant, the attached documents must be signed by the authorized official (President of the Board, County Commission President, or Mayor) and the originals returned to this office.

Documents required for signature include:

1. Contract Agreement
2. Resolution (**signed by Board Secretary or County Clerk**)
3. Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
4. EEOP Certification
5. Supplementary Special Conditions **Note: Project Director must share with all Funded Staff.**

Also enclosed you will find a copy of the revised budget pages for the new grant. **Please replace the original budget pages of the application with the enclosed revised budget pages. Do not send these revised pages back** with the signed contract. These pages are for your grant records only.

If you have any questions in the interim, please contact me at (304) 558-8814, extension 210.

Sincerely,



Sarah J. Brown
Senior Justice Programs Specialist

SJB/jas
Attachments

c: Mr. Ralph A. Lorenzetti

GRANT CONTRACT AGREEMENT

BETWEEN THE

DIVISION OF CRIMINAL JUSTICE SERVICES

AND

**Jefferson County Commission
09-VA-017**

This **AGREEMENT**, entered into this 12th day of June, 2009, by the Director of the Division of Criminal Justice Services, hereinafter referred to as "DCJS", for and on behalf of the State of West Virginia, and the Jefferson County Commission, hereinafter referred to as "Grantee."

WHEREAS, DCJS is the recipient of a Victims of Crime Act grant from the United States Department of Justice, and

WHEREAS, the Grantee is an eligible applicant who is desirous of receiving funds: This grant provides for the salaries of two full-time Victim Advocates in the Jefferson County Prosecuting Attorney's Office to provide direct services to crime victims in Jefferson County.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The Grantee agrees to comply with all applicable federal and state laws and rules, regulations and policies promulgated thereunder.
2. DCJS agrees to assist the Grantee to perform such tasks and functions as set forth in the application which is attached hereto and made part hereof, hereinafter referred to as Attachment A.
3. The Grantee shall do, perform, and carry out in a satisfactory and proper manner as determined by DCJS all duties, tasks and functions necessary to implement the application which is hereto attached as Attachment A.

Agreement may only be extended or modified by the mutual written agreement of the parties hereto.

5. In consideration of the services rendered by the Grantee, the sum of up to **\$53,483.00** shall be obligated by DCJS and said amount shall be deemed to be the maximum compensation to be received for this Agreement unless a written modification is entered into between the parties amending this Agreement.
6. It is the understanding of all parties to this Agreement that DCJS by joining in the Agreement does not pledge, or promise to pledge, the credit of the State of West Virginia, nor does it promise to pay all of the compensation hereunder from monies of the Treasury of the State of West Virginia.
7. To be eligible for any and all payments of the grant amount, the Grantee shall submit a Request for Funds no more frequently than once a month to DCJS. Upon receipt of said request, DCJS shall review the same for reasonableness and appropriateness; and if approved, will cause a warrant to be requested on that sum considered reasonable and appropriate. It is expressly understood that the total compensation shall not exceed the amount set forth in Paragraph Five hereinbefore cited and said compensation will be expended only as outlined in the budget sections of Attachment A, unless written approval of modification of the budget is signed by the parties hereto. Grantee shall submit a fiscal report detailing expenditures to DCJS by the twentieth (20th) day of each month.
8. Grantee hereby represents that it possesses the legal authority to contract for this Agreement and that attached hereto and made a part hereof as Attachment B is a certified copy of the resolution, motion or similar action which was clearly adopted or passed by the Grantee's governing body; and further, that it has directed and authorized an official representative to act in connection with this Agreement. If the Grantee is a State agency, the completed application signed by the agency head is sufficient.
9. Grantee agrees to abide by the grant conditions, terms, assurances and certifications which are a part of Attachment A and such other special terms and conditions that DCJS has set forth in Attachment C which is incorporated herein and made part hereof, if said Special Conditions are appropriate to this Agreement.
10. If, through any cause, the Grantee shall fail to fulfill in a necessary and proper manner his obligations under this Agreement, the DCJS may withhold payments to the Grantee upon notice in writing, suspend, or cancel this Agreement and Attachments. The notice of withholding payments, suspension, or cancellation should set forth the DCJS reasons for taking said action.
11. DCJS and Grantee may from time to time require changes in the scope or services performed hereunder. Grantee agrees to submit a written request for modification prior to changing any budget line item. All such changes, including any increase or decrease in the amount of compensation hereunder, must be

or in part, funding for this Agreement shall cease.

13. Grantee shall within the time period prescribed by grant conditions upon the termination of the Agreement, submit to DCJS a final report on forms provided by DCJS. Said reports shall reflect actual costs incurred during the terms of this Agreement.
14. The parties agree that "notice" described in this document may be by personal service, or by certified mail, return receipt requested, and evidence of such certified mail shall be postage prepaid, return receipt requested. Notice shall be given at the following addresses:
 - a. Division of Criminal Justice Services
1204 Kanawha Boulevard, East
Charleston, West Virginia 25301
 - b. **Grantee Mailing Address:**
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414
15. The Grantee shall hold and save DCJS and its officers, agents and employees harmless from liability of any nature, including cost and expense, for or on account of any suits or damages of any character whatsoever resulting from injuries or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the Grantee.

IN WITNESS WHEREOF, the parties hereto attach their signatures representing that each is acting with full authority.

Dale Manuel
President

J. Norbert Federspiel, Director
Division of Criminal Justice Services

RESOLUTION

The **Commission** of **Jefferson County** met on _____ (date)
with a quorum present and passed the following resolution.

Be it resolved that the **Commission** hereby authorizes **Dale Manuel, President**
of **Jefferson County Commission** to act on its behalf to enter into a contractual
agreement with the Division of Criminal Justice Services to receive and administer grant
funds pursuant to provisions of the Victims of Crime Act (VOCA) grant program.

Signed: _____
County Clerk



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should follow the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment, Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be considered as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the contract, action, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a contract or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

That no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into, performance, extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

That if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

That the undersigned shall require that the language of this certification be included in the award documents for all subawards to all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - DIRECT RECIPIENT

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510--

The applicant certifies that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them

in connection with a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by

abide by the terms of the statement; and

Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

Notifying the agency, in writing, within 10 calendar days of receiving notice under subparagraph (d)(2) from an employer or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to each employee who is so convicted--

Making appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for that purpose by a Federal, State, or local health, law enforcement, or other appropriate agency;

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (d), (e), and (f).

The grantee may insert in the space provided below the name(s) for the performance of work done in connection with the specific grant:

Name of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice

I, the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Grantee Name and Address: Dale Manuel, President
Jefferson County Commission
P.O. Box 150, Charlestown, WV 25414
9-Va-017 55-60003

Application Number and/or Project Name 3. Grantee IRS/Vendor Number

Dale Manuel, Commission President
Signed Name and Title of Authorized Representative

Signature 6. Date

Assurance/Certification of Compliance With Regulations

Office for Civil Rights, Office of Justice Programs U.S. Department of Justice Funds

For Subgrants Awarded Through the WV Division of Criminal Justice Services (DCJS)

Federal Grant Program Name: Victims of Crime Act (VOCA)

Subgrantee Name: Jefferson County Commission

Authorized Official's Name: _____

Subgrant Number: 09. VA- 017

Assurance

As authorized official, I assure and certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this assurance and certification.

This entity will comply with the following statutes and regulations as mandated by law:

Section 3789d(c) of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; Title VI of the Civil Rights Act of 1964, as amended, and Department of Justice Regulation 28 C.F.R. Part 42, Subparts C, D, E; Section 504 of the Rehabilitation Act of 1973, as amended, and Department of Justice Regulation 28 C.F.R. Part 42, Subpart G; Title II of the Americans With Disabilities Act and Department of Justice Regulation 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972 and Department of Justice Regulation 28 C.F.R. Part 54; and The Age Discrimination Act of 1975.

This entity will send all adverse findings of discrimination within the last three years to the Office for Civil Rights to the following address:

Office for Civil Rights
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

Equal Employment Opportunity Plan Certification

Check only one certification that applies to the subgrantee during the project period outlined in the application.

 Certification "A" - No EEOP Required

This entity falls under one or more of the following categories (Check all that apply).

- is an educational, medical or non-profit institution or an Indian Tribe
- has less than 50 employees
- was awarded through this subgrant from DCJS less than \$25,000

Certification "B" – Subgrantee Must Maintain EEOP On File

This entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this subgrant from DCJS, more than \$25,000, but less than \$500,000. Also, this entity has not been awarded more than \$1 million cumulatively from all programs administered by the U.S. Department of Justice over an 18-month period that includes this subgrant period. **An EEOP has been developed and signed into effect and disseminated to all employees, and it is on file for review or audit by officials of the Division of Criminal Justice Services or the Office for Civil Rights, Office of Justice Programs.**

 Certification "C" – Subgrantee Must Submit EEOP To Office for Civil Rights

This entity, as a for-profit entity or a state or local government having 50 or more employees, was awarded, through this subgrant from DCJS, more than \$500,000, or has been awarded more than \$1 million cumulatively from all program administered by the U.S. Department of Justice over an 18 month period that includes this subgrant period. **Therefore, the funded entity will submit, within 45 days of the award, an EEOP or an EEOP Short Form (attached), that will include a section specifically analyzing the subgrantee to the following address:**

Office for Civil Rights
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531

As the Authorized Official for the above subgrantee, I certify, by my signature below, that I have read and am fully cognizant of our duties and responsibilities under this assurance and certification.

Typed Name: Dale Manuel Title: President Date: _____

Authorized Official's Signature: _____

Supplementary Special Conditions FY 2009 VOCA Grant Program

Please be advised the West Virginians Against Violence Committee and the Division of Criminal Justice Services have implemented supplementary special conditions for the FY 2009 Victim of Crime Act (VOCA) Victim Assistance grant award. Failure to comply with these supplementary special conditions and all other grant conditions and assurances and program requirements may result in the deobligation of the FY 2009 award and could jeopardize your agency's ability to receive any future grant funding from the Victim of Crime Act Victim Assistance grant program.

The supplementary special conditions are as follows:

1. The sub-grantee is required to implement client surveys for evaluation purposes. DCJS may require a copy of these surveys/evaluations or request proof survey is being implemented. All surveys/evaluations **must** ensure client confidentiality. All surveys/evaluations will include the two following outcome measures: **(1) Victim safety, (2) Public awareness**, results will be required on the VOCA Annual Performance Report.
2. The Project Director is required to share all Special Conditions and Supplementary Special Conditions with all VOCA Funded Staff.
3. All Project Directors will submit on at least a quarterly basis the following information:
 - o Number of Volunteers utilized during the quarter
 - o Volunteer Log-in Sheet which provides name, dates, and hours volunteered.
 - o Whether Volunteers were used as match.

I hereby acknowledge that I have read, understand, and will comply with these Supplementary special conditions:

Dale Manuel, President

Printed/Typed Authorized Official Name

SIGNATURE of Authorized Official

DATE

VOCA Grants Program	Budget Summary Page 3
--------------------------------	----------------------------------

Applicant:
Person County Commission

FEIN: 55-6000333

Category	VOCA Grant Funds (A)	Matching Funds (B)	Total Funds (A + B)
Personnel and Contractual	\$53,483	\$13,371	\$66,854
Travel and Training	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Office	\$0	\$0	\$0
Other	\$0	\$0	\$0
Total Budget	\$53,483	\$13,371	\$66,854

FUNDING STRATEGY

Funding Source(s)	Amount	Status
VOCA Grant Funds	\$53,483	(A)
Match	\$13,371	
Total	\$66,854	

ALL FOR COLUMN A SHALL BE PLACED IN THE SPACE PROVIDED ON PAGE ONE FOR GRANT FUNDS REQUESTED.

Grants Program	Page 4		
Applicant: Jefferson Co. Commission	Local Matching Funds	Requested VOCA Grant Funds	Approved VOCA Fund (DCJS ONLY)
<p><u>Personnel and Contractual:</u> F/T Victim Advocate Debbie Young FICA: 7.65% W/C: 2.3% Retirement 9.5%</p> <p>F/T Victim Advocate Jenn Sanner FICA: 7.65% W/C 2.3% Retirement 9.5%</p> <p>Volunteer hours @ \$6.00/hr</p>	<p>\$8,697</p> <p>\$3,824</p> <p>\$850</p>	<p>\$23,975 \$1,834 \$551 \$2,278</p> <p>\$20,800 \$1,591 \$478 \$1,976</p>	<p>\$23,9 \$1,8 \$5 \$2,2</p> <p>\$20,8 \$1,5 \$4 \$1,9</p>
<p><u>Travel and Training:</u> Direct Service mileage and Travel to be pre-approved by DCJS</p>			
<p><u>Equipment (\$5,000 or more "per unit"):</u></p>			
<p><u>Space (includes telephone):</u></p>			
<p><u>Other:</u></p>			
<p>Total Local Matching Funds</p>	<p>\$13,371</p>		<p>\$13,3</p>
<p>Total Federal Funds</p>		<p>\$53,483</p>	<p>\$53,4</p>

Lyn Widmyer [lynwidmyer@gmail.com]
Thursday, July 02, 2009 7:43 AM
Leslie Smith
Agenda item for July 9

rganizational items, please add:

lule annual performance evaluations for those department heads reviewed by County Commissior

rm previous direction from County Commission to include background reports/staff analysis as p
da packet for all items requiring action.

Position Title:	Administrative Assistant	Grade Level:	
Department	County Commission Administration Office	Date:	
Reports to:	County Administrator	FLSA Status	

Statement of Duties: The employee performs administrative, clerical services in support of the operation of the County Commission Administration department. Employee is required to perform similar or related duties.

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

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities such as client or department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, and jeopardize programs.

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

Complexity: 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 might, 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.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating

blems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas, press releases or departmental procedures.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar 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. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from County offices and members of the public.
2. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other County departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.
3. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
4. Assists in the yearly budget process, organizes related documents and correspondence for the department.
5. Responsible for the Identification Badge system for county employees, contractors and outside agencies.
6. Assists other departments as needed with projects or reports, and performs other duties as requested.

Recommended Minimum Qualifications:

Education and Experience: High School degree (Associate's degree preferred), 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: Drivers license and Notary Public may be required.

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.

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, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee 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.

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.

Position Title:	Executive Assistant	Grade Level:	
Department:	County Commission Administrative Offices	Date:	
Reports to:	County Administrator	FLSA Status:	

Statement of Duties: The employee provides executive administrative support to the County Administrator, County Commission, and department heads to ensure the realization of county goals, and provides customer service to the general public. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general direction of the County Administrator. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee regularly leads other workers in accomplishing assigned work and performs non-supervisory work that is usually for the same kind and levels as is done by the group led. Employee provides on the job training to new staff. Workload is subject to cyclical fluctuations.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities such as department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, missed deadlines, monetary loss, and jeopardize programs.

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: Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards

criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

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

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 may, on behalf of a department head, 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 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. Serves the public through answering telephone calls, greeting visitors to the County Commission office and responding to inquiries from county offices and members of the public.
2. Takes and records minutes of meetings, prepares minutes, reports and agendas for meetings of the County Commission, other county departments and committees, other special meetings and attends night meetings; ensures the accurate and timely entry and indexing of County Commission minutes into Law Order books.
3. Provides support in the preparation and administration of grants.
4. Maintains the county's website and email systems, ensuring that information is current and accurate.
5. Performs secretarial and administrative duties including, but not limited to, preparing correspondence, data entry, preparing purchase orders, faxing, photocopying, picking up and delivering mail, filing, and ordering supplies and equipment.
6. Provides information technology services including, but not limited to serving as troubleshooter for county computer and network problems, performing system backups, setting up new users to the county network, maintaining the computer software library,

- maintaining the equipment and functioning of webcams, and maintaining security systems.
7. Performs all tasks related to the email alerts subscription service.
 8. Assists in the yearly budget process.
 9. Responsible for oversight of county equipment and vehicles including tags, title and insurance, maintenance of the fuel credit cards and equipment inventories for insurance purposes.
 10. Responsible for the Identification Badge system for county employees, contractors and outside agencies.
 11. Maintains the County Commission calendar.
 12. Provides oversight for county fuel and supplies credit cards including preparation of statements, purchase verifications and assignments of PIN numbers.
 13. Handles travel arrangements, including scheduling and reservations, for County Commissioners and other department heads under the jurisdiction of the County Commission.
 14. Handles county vehicle accident claims with insurance companies.
 15. Maintains the administration of appointments to the county's boards, commissions and authorities, including advertising for upcoming appointments, preparing required correspondence and maintaining appropriate files.
 16. Ensures compliance with National Incident Management System (NIMS) requirements.
 17. Assists other departments as needed with projects or reports, and performs other duties as requested.

Recommended Minimum Qualifications:

Education and Experience: Graduate of a two year college with an Associate's degree with at least three (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.

Social Requirements: Notary Public certification preferred.

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.

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, mathematical skills, recordkeeping and clerical skills, written and oral communication skills. Outstanding interpersonal skills and attention to detail required.

Physical and Mental Requirements

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

Physical Demands: 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.

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.



WEST VIRGINIA CODE

ARTICLE 8A. LAND USE PLANNING.

TITLE 7. ZONING ORDINANCE.

§7-1. Authority for zoning ordinance.

The governing body of a municipality or a county may regulate land use within its jurisdiction by:

Adopting a comprehensive plan;

Working with the planning commission and the public to develop a zoning ordinance; and

Enacting a zoning ordinance.

A zoning ordinance may cover a county's entire jurisdiction or parts of its jurisdiction.

A zoning ordinance shall cover a municipality's entire jurisdiction.

A municipality may adopt, by reference, the zoning ordinance of the county in which it is located.

§7-2. Contents of zoning ordinance.

The following must be considered when enacting a zoning ordinance:

Promoting general public welfare, health, safety, comfort and morals;

A plan so that adequate light, air, convenience of access, and safety from fire, flood and other danger is secured;

Ensuring attractiveness and convenience is promoted;

Lessening congestion;

Preserving historic landmarks, sites, districts and buildings;

Preserving agricultural land; and

Promoting the orderly development of land.

A zoning ordinance may include the following:

Regulating the use of land and designating or prohibiting specific land uses;

Authorizing flexible planning standards to create, redevelop, reuse, protect, and enhance the physical qualities of the community;

Designating historic districts and regulating the uses of land and the design of buildings within the historic district;

Establishing corridor overlay districts to achieve land design goals and regulating the uses of land within the corridor overlay districts;

Establishing design standards and site plan approval procedures;

Dividing the land of the governing body into different zone classifications regulating the use of land, establishing performance standards for various land uses when dividing is not desired, or any combination of both;

Authorizing overlay districts and special design districts within which specific additional development standards for permitted, accessory, and conditional use shall apply;

regulating the height, area, bulk, use and architectural features of buildings; maintaining reasonable aesthetic standards and reasonable aesthetic standards for factory-built homes;

Authorizing a process and standards for factory-built homes: *Provided*, That a governing body is prohibited from establishing a process and standards for regulating factory-built homes that is more restrictive than a process and standards for site-built homes;

) Preserving green spaces and requiring new green spaces, landscaping, screening and the preservation of adequate natural light;

) Regulating traffic flow and access, pedestrian flow and access, parking and loading;

) Identifying flood-prone areas subject to periodic flooding, and regulating with specific control the permitted use, type of construction and height of floor levels above base flood elevation permitted in the area so as to lessen or avoid the hazard to persons and damage to property resulting from the accumulation of storm or flood waters;

) Designating an airport area and establishing land-use regulations within a specific distance from the boundaries of the airport; and

) Authorizing planned unit developments to achieve more efficient use of land and setting standards and regulations for such developments.

A zoning ordinance shall:

Create a board of zoning appeals;

Specify certification requirements for zoning district maps that are consistent with the governing body's comprehensive plan;

Adopt procedures and requirements for nonconforming land uses;

Adopt procedures and requirements for variances; and

Adopt procedures and requirements for conditional use permits.

1-7-3. Zoning -- Generally.

A zoning ordinance may cover a county's entire jurisdiction or parts of its jurisdiction.

The different zones created in a zoning ordinance by a governing body do not have to cover or include the same territory, and may overlap.

Overlay districts and special design districts may have specific additional development standards for each permitted accessory and conditional use.

Each zone will be subject to the same rules, regulations, standards and designations throughout the zone, unless specific provisions are made by the governing body in the zoning ordinance. (e) Essential utilities and equipment are permitted use in any zoning district.

Several areas of a municipality or county may be classified in a zone even though the areas are not contiguous.

The boundaries of each zone and the designated classifications must be shown on a zoning district map. The boundaries may only be changed after appropriate public hearing and zoning district map changes are adopted by the governing body.

A governing body shall certify the original zoning district map. Subsequent versions of the zoning district map shall be certified and clearly identified with an effective date.

All certified zoning district maps must be filed with the clerk of the applicable governing body, the applicable planning commission and the office of the clerk of the applicable county commission.

1.7. Study and report on zoning.

After adoption of a comprehensive plan and before enacting a zoning ordinance, a governing body with the applicable zoning commission must study the land within its jurisdiction. The study may include:

Evaluating the existing conditions, the character of the buildings, the most desirable use for the land and the preservation of property values in relation to the adopted comprehensive plan; and

-holding public hearings and meetings with notice to receive public input.

The planning commission must use the information from the study and the comprehensive plan and prepare a report on zoning. The report shall include the proposed zoning ordinance, with explanatory maps showing the recommended boundaries of each district, and the rules, regulations and restrictions for each district.

No zoning ordinance may be enacted without a study and report.

1.7-5. Enactment of zoning ordinance.

After the study and the report, and before the governing body enacts the proposed zoning ordinance, the governing body shall hold at least two public hearings and give public notice. At least one public hearing shall be held during the day and at least one public hearing shall be held during the evening.

The public notice shall be published in a local newspaper of general circulation in the area affected by the proposed zoning ordinance, as a Class II legal advertisement in accordance with the provisions of article three, chapter fifty-nine code, at least fourteen consecutive days prior to the public hearing. The public notice must contain the following:

The date, time and place of the public hearings;

That it is a public hearing on a proposed zoning ordinance;

A brief summary of the principal provisions of the proposed zoning ordinance;

A reference to the place where copies of the proposed zoning ordinance may be examined; and

That written objections to the proposed zoning ordinance may be made and will be heard at the public hearings and must be filed with the clerk of the applicable governing body.

Copies of the proposed zoning ordinance must be made available to the public, at least two weeks prior to the public hearings, at the office of the governing body and all public libraries in the area to be zoned.

After the public hearings, if the governing body makes substantial amendments to the proposed zoning ordinance prior to voting on the zoning ordinance, the governing body shall hold another public hearing, after public notice. The public notice shall be as provided in subsections (b) and (c) of this section, and must contain a brief summary of the amendments.

After the public hearings and any amendments, the governing body may enact the zoning ordinance or it may hold a referendum to have the qualified voters residing in the affected area approve the zoning ordinance.

1.7-6. Filing the zoning ordinance.

After the enactment of a zoning ordinance by a governing body, the governing body shall file the enacted zoning ordinance in the office of the clerk of the county commission where the zoning ordinance applies.

1.7-7. Election on a zoning ordinance.

The governing body of a municipality or a county may submit a proposed zoning ordinance for approval or rejection at a primary election, general election or special election, to the qualified voters residing:

Within the entire jurisdiction of the governing body, if the proposed zoning ordinance is for the entire jurisdiction; or

In the specific area to be zoned by the proposed zoning ordinance, if the proposed zoning ordinance only applies to part of the governing body's jurisdiction.

If a petition for an election on a zoning ordinance is filed with the clerk of a governing body within ninety days after the enactment of a zoning ordinance by a governing body without an election, then a zoning ordinance does not take effect until an election is held and a majority of the voters approves it. At least ten percent of the total eligible voters in the area affected by the proposed zoning ordinance must sign, in their own handwriting, the petition for an election on a zoning ordinance.

Notice for an election on a proposed zoning ordinance must be published in a local newspaper of general circulation in the area affected by the proposed zoning ordinance, as a Class II-0 legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code.

The ballots for an election on a zoning ordinance shall have the following:

For Zoning

Against Zoning

The zoning ordinance is adopted if it is approved by a majority of the voters and is effective on the date the results of the election are declared. If a zoning ordinance is rejected, the zoning ordinance does not take effect. The governing body may submit the zoning ordinance to the voters again at the next primary or general election.

§ 7-8. Amendments to the zoning ordinance by the governing body.

Before amending the zoning ordinance, the governing body with the advice of the planning commission, must find that the amendment is consistent with the adopted comprehensive plan. If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and the changes have substantially altered the basic characteristics of the area.

When a proposed amendment to the zoning ordinance involves a change in the zoning map classification of any parcel of land, or a change to the applicable zoning ordinance text regulations that changes the allowed dwelling unit density on a parcel of land, the governing body shall, at least thirty days prior to the enactment of the proposed amendment if there is not an election, or at least thirty days prior to an election on the proposed amendment to the zoning ordinance:

Give written notice by certified mail to the landowner(s) whose property is directly involved in the proposed amendment to the zoning ordinance; and

Publish notice of the proposed amendment to the zoning ordinance in a local newspaper of general circulation in the area affected by the zoning ordinance, as a Class II-0 legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code.

§ 7-8a. Requirements for adopting an amendment to the zoning ordinance.

After the enactment of the zoning ordinance, the governing body of the municipality may amend the zoning ordinance in accordance with section eight of this article, without holding an election.

After the enactment of the zoning ordinance, the governing body of the county may amend the zoning ordinance in accordance with section eight of this article, as follows:

Without holding an election;

Holding an election on the proposed amendment; or

Holding an election on the proposed amendment pursuant to a petition.

If the governing body of the county chooses to hold an election on the proposed amendment, then it must:

Publish notice of the election and the proposed amendment to the zoning ordinance in a local newspaper of general circulation in the area affected by the zoning ordinance, as a Class II-0 legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code; and

Hold an election on the question of adopting or rejecting the proposed amendment to the zoning ordinance at a primary, general or special election for the qualified voters residing in:

The entire jurisdiction of the county, if the zoning ordinance applies to the entire county; or

The specific area to which the zoning ordinance applies, if the zoning ordinance only applies to a part of the county.

The governing body of a county must hold an election on an amendment to a zoning ordinance if a petition, signed by at least ten percent of the eligible voters in the area to which the zoning ordinance applies, is filed:

With the governing body of the county prior to enactment of an amendment to a zoning ordinance; or

After the enactment of an amendment to a zoning ordinance without an election, if the petition for an election on the amendment to a zoning ordinance is filed with the governing body of the county within ninety days.

The governing body of the county holding an election on the proposed amendment pursuant to a petition must:

Publish notice of the election and the proposed amendment to the zoning ordinance in a local newspaper of general circulation in the area affected by the zoning ordinance, as a Class II-0 legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code; and

Hold an election on the question of adopting or rejecting the proposed amendment to the zoning ordinance at a primary, general or special election for the qualified voters residing in:

The entire jurisdiction of the county, if the zoning ordinance applies to the entire county; or

The specific area to which the zoning ordinance applies, if the zoning ordinance only applies to a part of the county.

If an election is held, then the proposed amendment to the zoning ordinance does not take effect until a majority of the voters approve it.

If an election is held and the proposed amendment to the zoning ordinance is rejected, then the proposed amendment does not take effect. The governing body of the county may resubmit the proposed amendment to the zoning ordinance voters at another election.

A special election may be held upon written request to the governing body of the county.

The election laws of this state apply to any election on a proposed amendment to a zoning ordinance.

1-7-9. Amendments to the zoning ordinance by petition.

After the enactment of the zoning ordinance, the planning commission or the owners of fifty percent or more of the real property in the area to which the petition relates may petition to amend the zoning ordinance. The petition must be signed and be presented to the planning commission or the clerk of the governing body.

Within sixty days after a petition to amend the zoning ordinance is received by the planning commission or the governing body, then the planning commission or the governing body must hold a public hearing after giving public notice. A public notice of the date, time and place of the public hearing must be published in a local newspaper of general circulation in the area affected by the proposed zoning ordinance, as a Class I legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code, at least fifteen days prior to the public hearing.

If the petition to amend the zoning ordinance is from the owners of fifty percent or more of the real property in the area, then before amending the zoning ordinance, the governing body with the advice of the planning commission, must find that the amendment is consistent with the adopted comprehensive plan. If the amendment is inconsistent, then the governing body with the advice of the planning commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the comprehensive plan was adopted and the changes have substantially altered the basic characteristics of the area.

4-7-10. Effect of enacted zoning ordinance.

After enactment of a zoning ordinance by a municipality or county, all subsequent land development must be done in accordance with the provisions of the zoning ordinance.

All zoning ordinances, and all amendments, supplements and changes thereto, legally adopted under any prior enabling acts, and all actions taken under the authority of any such ordinances, are hereby validated and continued in effect until amended or repealed by action of the governing body of the municipality or the county taken under authority of this article. These ordinances shall have the same effect as though previously adopted as a comprehensive plan of land use or parts thereof.

Land, buildings or structures in use when a zoning ordinance is enacted can continue the same use and such use shall not be prohibited by the zoning ordinance so long as the use of the land, buildings or structures is maintained, and the zoning ordinance may prohibit alterations or additions to or replacement of buildings or structures owned by any farm, industry or manufacturer, or the use of land presently owned by any farm, industry or manufacturer but not used for agricultural, industrial or manufacturing purposes, or the use or acquisition of additional land which may be required for the protection, continuing development or expansion of any agricultural, industrial or manufacturing operation of any present or future satellite agricultural, industrial or manufacturing use. A zoning ordinance may provide for the enlargement or extension of a nonconforming use, or the change from one nonconforming use to another.

If a use of a property that does not conform to the zoning ordinance has ceased and the property has been vacant for one year, abandonment will be presumed unless the owner of the property can show that the property has not been abandoned: *Provided*, That neither the absence of natural resources extraction or harvesting nor the absence of a particular agricultural, industrial or manufacturing process may be construed as abandonment of the use. If the property is shown to be abandoned, then any future use of the land, buildings or structures must conform with the provisions of the zoning ordinance regulating the use where the land, buildings or structures are located, unless the property is a designated historic landmark, historic site or historic district.

Nothing in this chapter authorizes an ordinance, rule or regulation preventing, outside of urban areas, the complete use of natural resources by the owner.

4-7-11. Variance.

A variance is a deviation from the minimum standards of the zoning ordinance and shall not involve permitting uses that are otherwise prohibited in the zoning district nor shall it involve changing the zoning classifications of a parcel of land.

The board of zoning appeals shall grant a variance to the zoning ordinance if it finds that the variance:

- Will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
- Arises from special conditions or attributes which pertain to the property for which a variance is sought and which were created by the person seeking the variance;
- Would eliminate an unnecessary hardship and permit a reasonable use of the land; and
- Will allow the intent of the zoning ordinance to be observed and substantial justice done.

4-7-12. Validation of prior zoning ordinance.

All zoning ordinances, all amendments, supplements and changes to the ordinance, legally adopted under prior acts, and all actions taken under the authority of the ordinance, are hereby validated and the ordinance shall continue in effect until amended or repealed by action of the governing body taken under authority of this article.

4-7-13. Process to replace nontraditional zoning ordinance.

A governing body that has adopted or enacted a nontraditional zoning ordinance may replace the nontraditional zoning ordinance with a zoning ordinance. A nontraditional zoning ordinance may be replaced with a zoning ordinance by:

The governing body; or

A petition by the voters in the affected area. If the voters petition to replace the nontraditional zoning ordinance with a zoning ordinance, then the provisions of this section and this chapter shall be followed.

At least ten percent of the total eligible voters in the affected area may petition the governing body to replace the nontraditional zoning ordinance with a zoning ordinance. The petition must include:

The governing body's name to which the petition is addressed;

The reason for the petition, including:

Replacing the nontraditional zoning ordinance with a zoning ordinance; and

That the question of replacing the nontraditional zoning ordinance with a new zoning ordinance be put to the voters in the affected area; and

Signatures in ink or permanent marker.

Each person signing the petition must be a registered voter in the affected area and in the governing body's jurisdiction. The petition must be delivered to the clerk of the affected governing body. There are no time constraints on the petition.

Upon receipt of the petition with the required number of qualifying signatures, the governing body shall place the question on the next special, primary or general election ballot.

Notice for an election on replacing a zoning ordinance must be published in a local newspaper of general circulation in the affected area, as a Class II-0 legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code.

The ballots for an election on replacing a zoning ordinance shall have the following:

Should _____ (name of governing body) replace _____ (name of commonly known nontraditional zoning ordinance) with a zoning ordinance?

Yes ___ No"

Upon a majority vote of the voters voting in favor of replacing a nontraditional zoning ordinance with a zoning ordinance, the governing body shall immediately begin the process of adopting and enacting a zoning ordinance, in accordance with the provisions of chapter eight-a of this code. The governing body has a maximum of three years from the date of the election to adopt a zoning ordinance.

The governing body may amend its nontraditional zoning ordinance during the process of adopting and enacting a zoning ordinance.

If a majority of the voters reject replacing the nontraditional zoning ordinance with a zoning ordinance, the affected voters may not petition for a vote on the issue for at least two years from the date of the election.

Nothing in this section shall prevent a governing body from amending its zoning ordinance in accordance with this chapter.

If a governing body of a county chooses to replace a nontraditional zoning ordinance with a traditional zoning ordinance without holding an election, a petition, signed by at least ten percent of the eligible voters who reside in the area affected by the zoning ordinance, for an election on the question of adopting a traditional zoning ordinance may be filed with the governing body of the county within ninety days after the enactment of the traditional zoning ordinance by the governing body of the county. If a petition is timely filed, then the traditional zoning ordinance does not take effect until:

Notice of the election and the zoning ordinance is published in a local newspaper of general circulation in the area affected by the zoning ordinance, as a Class II-0 legal advertisement, in accordance with the provisions of article three, chapter fifty-nine of this code;

A majority of the voters approve it.

э: Code updated with legislation passed through the 2008 2nd Extraordinary Session

Patricia Noland [patsynol@gmail.com]
Wednesday, July 08, 2009 5:34 PM
Leslie Smith
Agenda Item for July 16.

lie,

place the following item on the agenda for July 16.

uu.

on and consideration of resending or placing on hold the Subdivision Ordinance currently in effect
conflicting sections of the current Zoning Ordinance and the Subdivision Ordinance have been resolv

NOTICE OF INTENT TO APPOINT

The Jefferson County Commission proposes to name persons to serve on the following Authorities, Boards, Commissions, or Committees on Thursday, July 23, 2009, or as soon thereafter as the Commission may decide:

Board of Zoning Appeals - Three alternate members:

One unexpired term ending 1/1/2010

One unexpired term ending 1/1/2011

One unexpired term ending 1/1/2012

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

Alternates: Alternate members shall have all powers and duties of a regular Board member when sitting on a case and shall continue to participate in the case until a final decision is reached. Alternate members shall serve by rotation based upon seniority of appointment to the Board.

Additional information regarding these appointments may be obtained by contacting the Commission Office at (304) 728-3284 or info@jeffersoncountywv.org.

June 26, 2009

County Commission of Jefferson County

Charles Town, WV 25414

RECEIVED

JUN 30 2009

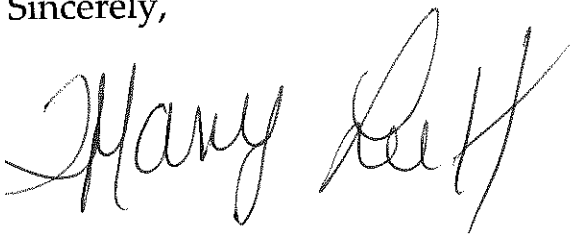
Jefferson County Commission

Dear Commissioners,

Please accept this letter in support of J. Tyler Quynn for a position with the Jefferson County Board of Zoning Appeals. I have known Tyler for many years and believe that the experience he can bring to this board is substantial. I have worked with him on numerous real estate transactions and believe that his abilities would greatly benefit the BZA. Also, the experience that Tyler can bring from his years of working with the Jefferson County PSD is invaluable.

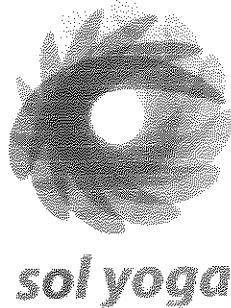
Tyler is a proud resident of Jefferson County and should definitely be considered for a position with the ZBA. Thank you for your time and consideration.

Sincerely,



Tiffany Lee Hine

Zoning Board of Appeals



County Commission of Jefferson County
Jefferson County, WV

June 24, 2009

To whom it may concern,

I would highly recommend J. Tyler Quynn to the Jefferson County Board of Zoning Appeals. He is a man of honor, integrity and intelligence. I have been honored to work alongside him in many capacities in my lifetime including business partner, advisor, friend and father. I have no doubt he will serve Jefferson County and the people of Jefferson County well.

Sincerely,

A handwritten signature in black ink, appearing to read "Dorcas Quynn McWilliams", with a long, sweeping horizontal line extending to the right.

Dorcas Quynn McWilliams
Owner/Director
Sol Yoga, LLC
256 West Patrick Street
www.solyoga.org
Frederick, MD 21701

4482 Bakerton Road
Harpers Ferry, WVA 25425

Jefferson County Commission
Charles Town, West Virginia 25414

RE: Jefferson County Board of Zoning Appeals Appointment

To Whom It May Concern:

It gives me a great deal of pleasure to write this recommendation for J. Tyler Quynn.

I have been associated with Mr. Quynn for the past sixty years in various capacities. Over these years, we have enjoyed both a social and business relationship. Most recently, we have partnered together and with others in business interests, focusing on real estate property, development and investments.

During this continuing relationship, I can personally vouch for his integrity and trustworthiness. Regardless of the task before Mr. Quynn, he will complete it in a timely, thorough, and professional manner. His background and knowledge base, as it applies to this position, is extensive and I feel these along with his many other professional qualities, make him an ideal candidate to fill this position.

Mr. Quynn has my highest recommendation to become a part of the Zoning Appeals staff.

Sincerely,



Wayne E. DeLauter, CDR
USN Retired

one MD.

ca 2009

Commissioner,

I have known John Taylor since the 1960's. When I was Chairman of the Wick County, MO, Board of Supervisors, I served with Mr. Deegan, and always found Mr. Deegan an honest hard working man. He is very knowledgeable & easy to talk to. I believe his assistance was an asset to the Board of Appeals when he served years. Frederick County, MO 2002-2006.

that he had said.
I recommended Mr. Green
to see the prothonary of the
said County Justice Appeals.
I knew that he would be
well and knowledgeable about
and all cases that came
before him. He was always
prepared for the cases
I was served together.

I wish you for your
dedication.

Sincerely,

6/24/09

Dear Jefferson Davis
Commissioner,
Please appoint John
Quinn to the Jefferson
Board of Young Appeals
Sincerely,
John R

P.O. Box 430
Charles Town, WV 25414

~~February 19, 2006~~

June 24, 2009

~~Dale Manuel~~
Mr. Rusty Morgan, Chairman
Jefferson County Commission
P.O. Box 250
Charles Town, WV 25414

Re: Opening for ~~Alternate~~ Member on Board of Zoning Appeals

~~Mr. Manuel~~
Dear Mr. Morgan:

Please accept this letter and the attached resume, as my expression of interest in the current opening for an ~~Alternate~~ ^{MEMBER} on the Board of Zoning Appeals. As you can see by the attached resume, I am well qualified to address issues coming before this Board. My years of government service have equipped me to understand the rules and obligations of the County, as well as those requests that come before the Board of Appeals.

Thank you for your consideration. Please feel free to contact me at 304-279-8821.

Sincerely,



J. Tyler Quynn

June 25, 2009

JOLYNN@FRONTIERNET.NET ~ 304.279.8821

~~625 GARDEN PLACE, P.O. BOX 430, CHARLES TOWN, WV, 25414~~

38 Belvedere Farm Lane

SUMMARY OF QUALIFICATIONS

experience in real estate, planning, developing, building, and construction inspection / code enforcement.

EDUCATION

B.A., Industrial Technology, California State University, Fresno, CA
U.S. Marine Corps, Heavy Equipment Operation and Maintenance
Dale Carnegie, Effective Speaking and Human Relations
Windows 1995, Computer Enhancement Systems, 1996
Micro Concepts Computer Class, Frederick Community College, 1998
Conversational Spanish, Frederick Community College, 2000
Continuing Education in Building / Land Development

Today's OSHA Compliance Update, 2003

*Assessing Wastewater Options
for Small Communities, 2002*

*Alternative On-site Wastewater Treatment
Technologies, 2002*

*Emerging Perspectives on Decentralized
Wastewater Management, 2002*

Basic Erosion & Sediment Control, 2001

Erosion and Sediment Control for Inspectors, 2001

Planning Commissioner Certificate Program, 2000

MBOA Smart Code Update, 1999

Inspection of On-site Sewage Disposal, 1999

BOCA Non-Structural Plan Review, 1999

Environmental Planning in Frederick County, 1997

Orientation to Planning, 1996

Land Use Process, 1994

Raw Lands to Finished Lots, 1994

Business Law, 1993

Environmental Action, 1993

MD Home Improvement, 1991

Planning Process and Zoning, 1991

Commercial Real Estate, 1990

Government Regulation / Land Use, 1990

Non-Tidal Wetlands, 1990

Sand Mound Design & Const., Innovative /

Alternative Septic Systems, 1990

Farm & Commercial Appraising, 1987

PROFESSIONAL MEMBERSHIPS & CERTIFICATIONS

- VA Erosion & Sediment Control Inspector # 2359
- West Virginia 1-S, Sewer certification, 2002
- International Code Council (ICC) Member #04940
 - ICC Certified Residential Electrical Inspector, Expires 2008
 - ICC Certified Residential Combination Inspector, Expires 2008
 - ICC Certified Residential Building Inspector, Expires 2008
 - ICC Certified Residential Mechanical Inspector, Expires 2008
 - ICC Certified Residential Plumbing Inspector, Expires 2008
 - ICC Certified Property, Maintenance & Housing Inspector, Expires 2008
- Building Officials & Code Administration International, Inc. (BOCA) Member # 21520
 - BOCA Certified One & Two Family Dwelling Combination Inspector
 - BOCA Certified Property, Maintenance & Housing Inspector
 - BOCA Certified One & Two Family Dwelling Plumbing Inspector,
 - BOCA Certified One & Two Family Dwelling Mechanical Inspector
 - BOCA Certified One & Two Family Dwelling Electrical Inspector
 - BOCA Certified One & Two Family Dwelling Building Inspector
 - Knowledge of BOCA Life Safety Codes / Fire Codes / City Ordinance
- MD Licensed Real Estate Salesperson # 304484
- HUD Compliance Inspector, 1989
- California Vocational Teaching Credential – Carpentry / Building Construction, 1983

- . 2002 to
1, 2005
- Jefferson County Public Service District
Operations Manager
- Manage Field Staff and Operations
- Maintenance Technician (temporary)**
- Assist maintenance staff during transition time with new management.
 - Maintain & trouble-shoot sewer pump stations & mains
 - Maintain & troubleshoot water pump station, mains & meters
 - Help to set up inspection program
 - Produce specifications for major purchases
 - Communicate with Engineers to assist in PSD projects
- . to
2002
- County of Loudoun, Leesburg, VA
Zoning Inspector
- Receive, respond and investigate zoning complaints and violations.
 - Conduct field investigations and properly document all evidence and information.
 - Build case and prepare all necessary paperwork for special exceptions.
 - Positively interact with customers to help them come to an equitable agreement with the County before legal action is necessary.
- Bonds Management**
- Responsible for preparation, releases and reductions of Erosion and Sediment Control bonds.
 - Respond and assist customers and peers in understanding of this complicated process.
- 2001
- Self Employed, Frederick, MD
Real Estate Infill Development / Restoration / Management
- Responsible for developing / building / restoring from initial purchase of land, monies and equipment to selling completed project or renovation.
 - Purchased and managed single family, multi-unit, and mixed use Historic District buildir including renovations, leasing, rent collections, general bookkeeping and tax preparation
 - Remediation Consultant / Mechanic for well water development, design and repair.
- 1999
2000
- Honduras Outreach Program, Omoa, Honduras
Volunteer / Construction Project Co-Coordinator
- Participated in construction programs to restore damage from Hurricane Mitch including church walls, houses and a medical clinic.
- .1998
- Board of County Commissioners, Frederick, MD
Vice Chair, Frederick County Zoning Board of Appeals
- Heard requests for administrative appeals, variances and special exceptions; conducted site assessments; researched, analyzed and interpreted the relevant codes and regulations; decided validity of cases and informed citizens and community during the public hearing process.
- .1985
- City of Frederick, Frederick, MD
Building Inspector
- Department Head, in charge of Permits & Inspections (All construction types, new and existing)
 - Responsible for receiving, reviewing and approving plans; issuing permits, certifications and orders; performing inspections; preparing reports and maintaining official records.
 - Investigate citizen complaints and city fire damage; provide technical guidance to applic and professional community, including testimony in court; prepare department budget.
- .1979
- Alexander Enterprises / Carpenters Local #1590, Frederick, MD / Washington, D.C.
Construction Manager & Carpenter
- Supervised 8-15 employees and subcontractors in residential and commercial constructio
 - Constructed concrete formwork for high rise apartment buildings, office buildings, and public underground transportation systems.

State of West Virginia,

COUNTY OF JEFFERSON

I, **John T. Quynn**, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, **John T. Quynn**, do solemnly swear or affirm that I will faithfully discharge and perform the duties of an Alternate Member of the Board of Zoning Appeals to the best of my skill and judgment, and according to law. So help me God.

Signed

John T. Quynn

The above oath was taken and subscribed on this 31 day of March, 2006 at the Jefferson County Court House, 100 East Washington Street, Charles Town, West Virginia.

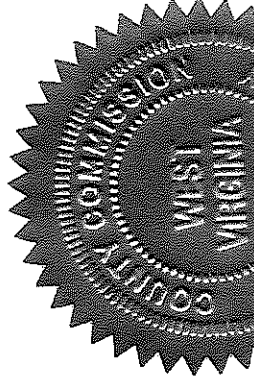
WV Constitution Article IV, Section 5. Oath or affirmation to support the constitution.

Every person elected or appointed to any office, before proceeding to exercise the authority, or discharge the duties thereof, shall make oath or affirmation that he will support the constitution of the United States and the constitution of this state, and that he will faithfully discharge the duties of his said office to the best of his skill and judgment; and no other oath, declaration, or test shall be required as a qualification, unless herein otherwise provided.

Oath administered by Jennifer S. Maghan
Clerk of the County Commission

Signed

Jennifer S. Maghan





FREDERICK COUNTY, MARYLAND

June 13, 1995

er Hall
rch Street
yland 21701

4-1100
594-6850

IONERS
s, President
V. President
Hogan
Reeder
hoderick

Mr. J. Tyler Quynn
P.O. Box 670
Frederick, MD 21705-0670

Dear ~~Mr. Quynn~~:

On Thursday, June 8, 1995, the Board of County Commissioners approved your appointment to serve on the Zoning Board of Appeals. Your term of appointment will become effective July 1, 1995 and will expire on July 1, 1998.

The Commissioners appreciate your willingness to serve on this Board and know that you will contribute much to its successful functioning.

If this office can be of any assistance to you, please do not hesitate to call upon us.

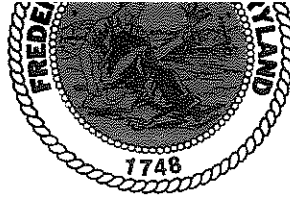
Sincerely,

BOARD OF COUNTY COMMISSIONERS
OF FREDERICK COUNTY, MARYLAND

By: 
Mark L. Hoke, President

MLH/jmg
pc: Michael C. Thompson, Zoning Administrator,
Department of Planning and Zoning

See, I know you would like this one better than the other letter! Welcome aboard!



Certificate of Appreciation

is presented to

J. Tyler Quynn

In recognition of your service to the citizens of Frederick County, as a member of the Zoning Board of Appeals, the Board of County Commissioners hereby express our sincere thanks and appreciation for the contributions you have made to our community.

Mark L. Hoke, President

David P. Gray, Vice President

Ilona M. Hogan, Commissioner

Bruce L. Reeder, Commissioner

Terre R. Rhoderick, Commissioner

Presented this 11th day of September, 1998

PLANNING CODE

residential building code, would be to provide minimum standards to insure public health, safety and welfare as related to building construction. The intent of a zoning ordinance would be to secure public safety and promote the general health and welfare of citizens through comprehensive planning and land use requirements with a concern for orderly development and appropriate land use decisions. Environmental laws would want to assure adequate and safe water supplies and proper sewage disposal

Our system of government, like everything else, requires that laws should be clear, enforceable, and capable of consistent interpretation. Laws must be based on reason, must be definite, and in almost all cases, written. They should be published and accessible to every citizen as it will most likely be a court's assumption that every person knows the law. Code officials are authorized to administer and enforce the provisions of their code (the law). Along with their tremendous responsibility, they may also be entrusted with the power of rule-making authority, although it is assumed they will always act in good faith and fairness for the public (though not always the case), they are generally relieved of personal responsibility for damage as a result of their official involvement during the discharge of duties. It sounds simple. There is a rule or regulation and an officer to enforce it. The speed limit is 50, and 51 gets you a ticket. Not so. In planning and construction every situation is different - even the same kind of

along two inspectors or administrators the same? Now we not only have different situations and different interpretations, but different decisions applied to unlike cases. No wonder we receive different answers for our question from the same department. Code officials aren't perfect; they're just like the rest of us in this world. They make mistakes too, but generally they're some pretty good people that many times can be given the feeling they have a thankless job to do.

Occasionally a code requirement, perhaps a minimum requirement intended to be construed liberally is strictly enforced in a particular situation, and that's probably acceptable once in a while. Strict interpretation on the other hand with consistent application will circumvent the entire idea and intent of the code. For example, most plumbing, electrical, and building inspections are simply visual checks which produce an OK to proceed to another stage. Rarely will an inspector watch the construction of a building; he makes his inspection and goes down the road to the next one. Sometimes we hear of contractors so perturbed by inspectors that they've pulled steel out of the footings before pouring the concrete, taken insulation out of walls before drywall, and changed more code requirements after the fact, simply because an inspector, administrator, or interpreter in implementing the code had strayed so far from the idea and intent of the original requirement, that minimum standards and health, welfare, and safety of the public be-

a bathroom, or that you cannot legally drink good H2O from an agriculturally permitted well that had been part of an up-to-date aquacultural operation. A good code official or administrator like every public servant will be a problem solver rather than a problem creator; he'll know how to balance the rights of individuals with the health, welfare, and safety of the public. He'll understand that his rule and regulation or code book is mainly a guide or reference to build something for the future rather than to destroy or lay waste the unused past. It's tough for a good official to say "no" to something unless it's clearly against the law or there is absolutely no way to make the regulations assist in presenting solutions to taxpayers' requests. Self-serving interests must be subordinated to public concerns even if it's the silent majority versus the vocal minority.

Codes are man's work; they can be made, broken, changed, violated, or modified like any of our laws. The interpretation of codes equally and fairly for all is another matter. Most anyone can learn to memorize rules and regulations and even understand the idea and intent with a little study and perseverance. Experience and common sense, although attributes, are not even necessary for memorization of standards for a particular endeavor. What is most important through the application of fairness is integrity. That's what's necessary to do the job right - coupled with good judgment that comes from experience. Making mistakes is not necessarily a crime - that's simply converting a bad judgment to adventures when of

served by allowing a private firm to do some of the work. At times like this? Take soil and percolation testing by the health department for instance should they have the burden responsibility of testing and They should be governing checking for licensing, regulation and code compliance. This area is blessed with a dance of experienced and design and engineering and construction firms that cumulate years of experience. As of them realize how ludicrous percolation test is to design a important, to perform sewage disposal system.

The most knowledgeable officials are probably veterans have spent some time in the private enterprise. Utilize veterans in code enforcement allows us to share the knowledge of years of experience. Don't misunderstand, the negativity expressed towards a new worker - certainly they do outperform the veterans have been around too long. It is that sometimes the roles of teacher and student get especially when bureaucrat to take the role of free enterprise from the business sector and taxpayer's expense. The rules and regulations a book. Integrity comes person. Both of them are a code of man's standards; the other is a code of ethics, values. One without the other is a self-serving minority; together can serve the best

February 8, 2005

To Whom It May Concern:

Although it is with great regret that I write this letter of recommendation, J. Tyler Quynn desires to expand his vast experience and leave Jefferson County Public Service District (PSD). Mr. Quynn initially came to the PSD to assist in creating an atmosphere of professionalism and to enhance the desire of our field staff to work towards higher standards, both personally and professionally. He has had great success in this enormous task.

Mr. Quynn's knowledge of local, state and federal governmental procedures and protocol, in addition to knowledge of all aspects of construction and mechanical principles, has taught so much to everyone here, including me. The time invested by Mr. Quynn in PSD business, greatly surpassed the time expected for the position, due to his dedication to whatever job he takes on.

If you choose to have Mr. Quynn become part of your organization, you will be pleased with your decision for many reasons. Honesty, enthusiasm and dedication will lead others in your employ to better themselves, which, in turn, can only be wonderful for your business.

Sincerely,

Susanne Lawton,
General Manager

Feb/11^m

J Tyler Quynn
625 Garden Place
P.O. Box 430
Charles Town, WV, 25414

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

February 21, 2006

To Whom It May Concern,

Please find enclosed a copy of my resume and contact information for the position of alternate member to the Board of Zoning Appeals.

I have previously served in a similar capacity in Frederick County, Maryland and look forward to the opportunity to serve in Jefferson County.

Thank you for your consideration and please feel free to contact me by phone at any time.

Sincerely,

J. Tyler Quynn
304.279.8821



124 East Washington Street
Charles Town, WV 25414



Phone: 304/728-3284

www.jeffersoncountywv.org

Fax: 304/725-7916

March 7, 2006

J. Tyler Quynn
P.O. Box 430
Charles Town, WV 25414

Dear Mr. Quynn:

The Jefferson County Commission has appointed you to serve on the Board of Zoning Appeals as an Alternate for a term ending January 1, 2009. A representative from the Board of Zoning Appeals should call you to provide further information on upcoming meetings and activities.

All representatives serving on Boards, Commissions and Authorities for Jefferson County are required to take an Oath of Office. Please contact the County Clerk's office and arrange to take this Oath as soon as possible.

Jennifer MacCowan (May Hine)
728-3347 Fri. 3/10

If you have any questions about your appointment, please feel free to contact me. Thank you for your willingness to serve Jefferson County.

For the Commission

Leslie D. Smith
County Administrator

LDS/ssm

cc: County Clerk's Office
Tiffany Hine, BZA



124 East Washington Street
Charles Town, WV 25414



Phone: 304/728-3284

www.jeffersoncountywv.org

Fax: 304/725-7916

May 4th, 2006

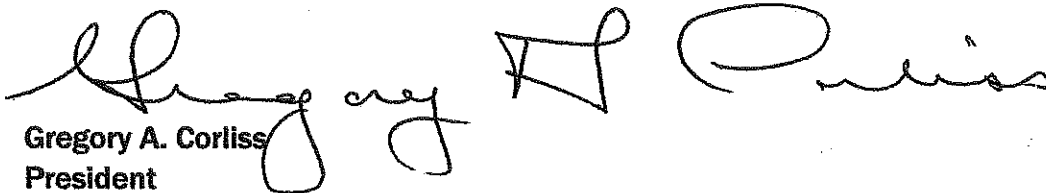
J. Tyler Quynn
P.O. Box 430
Charles Town, WV 25414

Dear Mr. Quynn:

At a regular meeting of the County Commission of Jefferson County, Thursday, April 27, 2006, the Commission voted to withdraw your appointment as an alternate member of the Jefferson County Board of Zoning Appeals based on the information as to your residency in Jefferson County, West Virginia, that was discussed at the April 20, 2006, meeting of the County Commission.

Thank you for your interests in Jefferson County.

Sincerely,



Gregory A. Corliss
President
Jefferson County Commission

cc: Board of Zoning Appeals

V

11 2 11

In re: JENNIFERS.MAGHAN - COUNTY CLERK'S REPORT - BUDGET REVISION REQUEST
There was no County Clerk's report for the week of April 27, 2006.
Motion by Surkamp, second by Corliss to approve the budget revision request by Jennifer S. Maghan, County Clerk, as presented. Motion carried.

In re: COUNTY CLERK'S OFFICE - EMPLOYMENT APPROVAL - ELIZABETH BOHRER
Motion by Morgan, second by Surkamp to approve the full-time employment of Elizabeth Bohrer in the County Clerk's Office to begin April 28, 2006. Motion carried.


In re: ESTATE OF ELEANOR D. COATES
David Camiletti, Esquire appeared before the Commission to request approval of an Order to remove John W. Askintowicz as co-executor of the Estate of Eleanor D. Coates.
Motion by Corliss, second by Manuel to approve the Order removing John W. Askintowicz as Co-Executor of the Estate of Eleanor D. Coates. Motion carried.

In re: APPOINTMENT TO THE JEFFERSON COUNTY AMBULANCE AUTHORITY
No action was taken on this agenda item.

In re: APPOINTMENT OF ALTERNATE MEMBER TO THE BOARD OF ZONING APPEALS
No action was taken on this agenda item.

In re: LEGISLATIVE ISSUES
Commissioner Manuel reported that there were no new legislative issues to discuss for the week of April 27, 2006.

In re: PROPERTY PURCHASE DISCUSSION
This matter was discussed in Executive Session with Assistant Prosecuting Attorneys Brandon Sims and Stephanie Grove.

**In re: BZA ALTERNATE RESIDENCY REQUIREMENT**
Commissioner Surkamp discussed his concerns with regard to BZA alternate member residency requirements and referenced the transcript of the discussion with Mr. Tyler Quynn and the County Commission on April 20, 2006.

Commissioner Corliss recommended awaiting legal opinion regarding the termination of a BZA alternate member not meeting residency requirements.

Commissioner Manuel recommended suspending Mr. Quynn's membership to the BZA pending legal opinion from Brandon Sims, Assistant Prosecuting Attorney.

Motion by Surkamp to accept the verbal resignation offered by Mr. Quynn on April 20, 2006. Motion died to the lack of a second.

Based on new information as to the residency of Mr. Quynn that was discussed in the County Commission meeting on April 20, 2006 Motion by Surkamp, second by Morgan that the County Commission withdraw the appointment of Mr. Tyler Quynn as an alternate member to the Board of Zoning Appeals. Motion carried by a 4-1 vote, Commissioner Corliss voted no.

In re: APPOINTMENT TO TDR COMMITTEE
Motion by Tabb, second by Manuel to appoint Robert Glenn, Esquire to the TDR Committee. Motion carried.

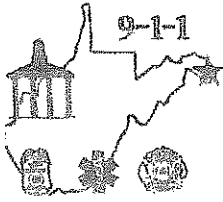
In re: ACCEPTANCE OF OFFERED RESIGNATION OF BZA ALTERNATE
This matter was discussed under agenda item: "BZA ALTERNATE RESIDENCY REQUIREMENT".

In re: CREATION OF A HOME CONSORTIUM
Commissioner Manuel reported on the meetings held with Jefferson County, Berkeley County and Morgan County officials with regard to Creation of a Home Consortium.

Commissioner Manuel suggested scheduling a meeting with Pat McMillian from the City of Martinsburg to discuss the Home Consortium plan further prior to executing a resolution supporting the creation of a Home Consortium.

The Commission agreed by consensus to authorize Leslie D. Smith, County Administrator to schedule a meeting with Pat McMillian from the City of Martinsburg.

In re: APPROVAL OF EMPLOYMENT - AMY MARTIN - PUBLIC SAFETY DISPATCHER
Motion by Tabb, second by Manuel to approve the employment of Amy Martin as a Public Safety Dispatcher. Motion Carried.



JEFFERSON COUNTY 9-1-1 ADDRESSING OFFICE

Jeffrey A. Polczynski • Director of Communications
116 East Washington Street • Mason Building • Room #25
P.O. Box 208 Charles Town, WV 25414-0208
Telephone: (304) 724-6759 • FAX: (304) 724-8992
addressing@jeffersoncountywv.org

March 28, 2006

JOHN QUINN
625 GARDEN PLACE
CHARLES TOWN, WV 25414

TO WHOM IT MAY CONCERN:

This letter is to certify that your residence is located in the CHARLES TOWN District, Map Page 10B on Parcel 76 and has been identified as 118 GARDEN PLACE, CHARLES TOWN, WV 25414.

Jefferson County has undergone conversion and has assigned physical addressing to every structure in the County. The U.S. Post Office is adopting the physical addressing system implemented by the County.

You must place the new physical address number on your structure in 3" high numbers. If the front door is more than fifty (50) feet from the road, you must place an address number at the end of the driveway also.

Should you have any questions, please contact the Jefferson County Addressing Office at (304) 724-6759 or via email at addressing@jeffersoncountywv.org.

Sincerely, --

Ms. Donita Scott, Supervisor
Jefferson County Addressing Office

DS/tm

JEFFERSON COUNTY, WEST VIRGINIA
Engineering Department
116 East Washington Street
P.O. Box 716
Charles Town, West Virginia 25414

Phone: 304-728-3257
Fax: 304-728-3953

Email: engineering@jeffersoncountywv.org

MEMORANDUM

TO: LESLIE D. SMITH, COUNTY ADMINISTRATOR
JEFFERSON COUNTY COMMISSION

FROM: ROGER L. GOODWIN, CHIEF COUNTY ENGINEER, *RLG*
ENGINEERING DEPARTMENT

DATE: JULY 8, 2009

SUBJECT: SUMMIT POINT TACTICAL TRAINING CENTER
SITE PLAN FILE #S07-01

Please find enclosed the bond(s) and security for the following project(s):

Summit Point Tactical Training Center which is secured by Cash-in-Escrow with the Bank of Charles Town in Charles Town, West Virginia in the amount of \$137,560.00.

The bond(s) is in compliance with the County Bonding Policy. If you have any questions, please give me a call.

RLG:rfb

Impact Fee Status Report

June 2009

Department of Capital Planning and Management/Office of Impact Fees

Summary

Date Range: Monday 1 June through Tuesday 30 June 2009

Report Date: 01 July 2009.

Process Number Range: 0900064 - 0900069

RECEIVED

JUL 02 2009

Total Applications: 6

Total Non-Exempt: 5

Of which:

Commercial: 0

Residential: 5

Of which:

County: 3

Municipal: 2 (1 Ranson/1 Bolivar)

Jefferson County Commi

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 1

Municipal: 0

Tables 1 through 7 summarize impact fee processing for the month of June 2009:

Table 1. Form 100 Tallies

	Exempt	Residential Applications	Commercial Applications	Total
1-30 June 2009	1			
Fees collected		\$64,826.00		\$64,826.00
<i>Of which</i>				
School Impact Fee		\$56,790.00		\$56,790.00
Law Enforcement Fee		\$786.00		\$786.00
Parks & Recreation Fee		\$3,760.00		\$3,760.00
Fire & EMS Fee		\$3,490.00		\$3,490.00

Table 2. Financial Data – Department of Impact Fees General Account (3111776)

Description	Amount
Opening Statement Balance (1 June 09)	\$288,188.65
June Deposits (1 – 30 June 2009)	\$64,826.00
Interest Earned (30 June 08)	\$138.90
School May Transactions (withdraws via transfer on 5 June 2009)	(\$251,481.95)
Law May Transactions (withdraws via transfer on 5 June 2009)	(\$4,352.49)
Parks & Rec May Transactions (withdraws via transfer on 5 June 2009)	(\$16,737.48)
Fire & EMS May Transactions (withdraws via transfer on 5 June 2009)	(\$15,616.73)
Ending Statement Balance 30 June 2009)	\$64,964.90
<i>Outstanding Credits(deposits through 01 July 2009)</i>	<i>0.00</i>

Table 3. Financial Data – School Impact Fee Account (3107582)

Description	Amount
Opening Balance (1 June 2009)	\$1,923,141.08
Interest Earned (30 June 2009)	\$4,839.46
May Transactions (deposits via transfer on 5 June 2009)	\$251,481.95
Ending Balance (30 June 2009)	\$2,179,462.49

Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)

Description	Amount
Opening Balance (1 June 2009)	\$22,544.07
Interest Earned (30 June 2009)	\$59.48
May Transactions (deposits via transfer on 5 June 2009)	\$4,352.49
Ending Balance (30 June 2009)	\$26,956.04

Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)

Description	Amount
Opening Balance (1 June 2009)	\$168,249.52
Interest Earned (30 June 2009)	\$413.11
May Transactions (deposits via transfer on 5 June 2009)	\$16,737.48
Withdraw chk021 Requisition 09R0045	(\$106,68)
Ending Balance (30 June 2009)	\$185,400.11

Table 6. Financial Data – Fire & EMS Impact Fee Account (3122816)

Description	Amount
Opening Balance (1 June 2009)	\$527,950.54
Interest Earned (30 June 2009)	\$1,217.52
May Transactions (deposits via transfer on 5 June 2009)	\$15,616,73
Withdraw chk022 Requisition 09R0046	(\$12,116.29)
Ending Balance (30 June 2009)	\$532,668.50

Table 7. Total Impact Fees as of 01 July 2009 /1

Description	Amount
Department of Impact Fees General Account	\$64,964.90
School Impact Fee Account	\$2,179,462.49
Law Enforcement Fee Account	\$26,956.04
Parks & Recreation Impact Fee Account	\$185,400.11
Fire & EMS Impact Fee Account	\$532,668.50
Total	\$2,989,452.04

Notes:

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.



FORM 100 TRANSACTIONS SUMMARY

Jefferson County Government – Department of Impact Fees

Applications with IFC Signature Dates/Form 190 Processing Dates between June 01, 2009 and June 30, 2009

Application Number	Application Date	Last Name	First Name	Tax District	Deed Page	Tax Parcel	Impact Fee	Agreement Date	Exemption Reason
064	06/08/2009	Byrne	Stanley and	04 Harpers Ferry	361 13D	175	\$0.00	06/08/2009	Addition/Remodeling - No increase in DU number

Category Total \$0.00

Category Count: 1

Exempt Applications

065	06/10/2009	Tim	Southern Home	02 Charles Town	303 23A	87-90	\$13,070.00	06/10/2009	N/A
066	06/11/2009	Crim	Lowell & Tracy	06 Kabletown	589 6F	22-23	\$13,070.00	06/11/2009	N/A
067	06/23/2009	Corbin	Norman & Lora	02 Charles Town	50 23A	276-280	\$13,070.00	06/23/2009	N/A
068	06/24/2009	Mauney	Builders	08 Ranson Corp	649 03	290	\$12,808.00	06/24/2009	Not in Fee District
069	06/29/2009	Mauney	Louis	01 Bolivar Corp	563 4	83	\$12,808.00	06/29/2009	Not in Fee District

Category Total \$64,826.00

Category Count: 5

Grand Total \$64,826.00

Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178
mschiavone@jeffersoncounty.wv.gov

RECEIVED

MEMORANDUM

JUL 02 2009

TO: Leslie Smith, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *FMS*
DATE: Wednesday, 01 July 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's School Impact Fee Account.**

Jefferson County Comr

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County School Impact Fee Account (Bank of Charles Town account 3107582)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900064** through **0900069**, inclusive. Within this range there were 5 non-exempt impact fee payments. This amounts to **\$56,790.00**.
- Interest earned by the Office of Impact Fees General Account in June 2009 amounts to **\$138.90**, of which **\$120.84** is attributed to fees collected for School.

As per the attached invoice, the total amount of this transfer is \$56,910.84.

Check # 710

OX 250
 s Town, WV 25414

Number: 9
 Date: 7/1/09

Bill To:	Pay To:
Department of Capital Planning and Management 114 E. Washington Street Charles Town, WV 25414	Jefferson County Sheriff 102 Industrial Blvd. Suite 100 Kearneysville, WV 25430

P.O. Number	Vendor Number
0	

Line Charged	Description	Amount
	Impact Fee payments collected for month of June 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County School Impact Fees Bank Account (3107582).	\$56,7
	Interest earned by the Office of Impact Fees General Account June 2009.	\$1
	Impact Fee Process Numbers 0900064 through 0900069, inclusive. Within this range, there were 5 non-exempt impact fee payments.	
Total:		\$56,8

Comments: Transfer of funds into School Impact Fee Account (3107582).



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Schools

Check Number 710

Trace 20090701:38970.36

Date 7/1/2009

Series 1

Recipient Sheriff of Jefferson County

Amount \$56,790.00

Account 3107582

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes:

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/11/2009	0900065	2003-3	11/24/2005	\$11,358.00
6/12/2009	0900066	2003-3	11/24/2005	\$11,358.00
6/24/2009	0900067	2003-3	11/24/2005	\$11,358.00
6/25/2009	0900068	2003-3	11/24/2005	\$11,358.00
6/30/2009	0900069	2003-3	11/24/2005	\$11,358.00
Total amount for this withdraw				\$56,790.00
Total amount for this account				\$56,790.00
Total amount all accounts				\$56,790.00

Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Leslie Smith, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *fm*
DATE: Wednesday, 01 July 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Law Enforcement Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Law Enforcement Impact Fee Account (Bank of Charles Town account 3120120)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900064** through **0900069**, inclusive. Within this range there were 3 non-exempt impact fee payments. This amounts to **\$786.00**.
- Interest earned by the Office of Impact Fees General Account in June 2009 amounts to **\$138.90**, of which **\$2.78** is attributed to fees collected for Law Enforcement.

As per the attached invoice, the total amount of this transfer is \$788.78.

Check # 711

2009
Charles Town, WV 25414

Number: 9
Date: 7/1/09

Bill To:

Department of Capital Planning and Management
114 E. Washington Street
Charles Town, WV 25414

Pay To:

Jefferson County Sheriff
102 Industrial Blvd.
Suite 100
Kearneysville, WV 25430

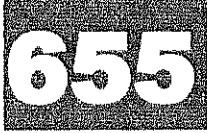
P.O. Number

0

Vendor Number

Line	Charged	Description	Amount
		Impact Fee payments collected for month of June 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Law Enforcement Impact Fees Bank Account (3120120).	\$7,000.00
		Interest earned by the Office of Impact Fees General Account June 2009.	\$100.00
		Impact Fee Process Numbers 0900064 through 0900069, inclusive. Within this range, there were 5 non-exempt impact fee payments.	\$0.00
Total:			\$7,100.00

Comments: Transfer of funds into Law Enforcement Impact Fee Account (3120120).



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Law Enforcement

Check Number 711

Trace 20090701:39038.41

Date 7/1/2009 Series 2

Recipient Sheriff of Jefferson County

Amount \$786.00

Account 3120120

Signature 1 Dale Manual

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes:

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/11/2009	0900065	2005-1	3/22/2005	\$262.00
6/12/2009	0900066	2005-1	3/22/2005	\$262.00
6/24/2009	0900067	2005-1	3/22/2005	\$262.00
6/25/2009	0900068	2005-1	3/22/2005	\$0.00

Total amount for this withdraw \$786.00

Total amount for this account \$786.00

Total amount all accounts \$786.00

Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Leslie Smith, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *fm*
DATE: Wednesday, 01 July 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Parks & Recreation Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Parks & Recreation Impact Fee Account (Bank of Charles Town account 3122808)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0900064** through **0900069**, inclusive. Within this range there were 5 non-exempt impact fee payments. This amounts to **\$3,760.00**.
- Interest earned by the Office of Impact Fees General Account in June 2009 amounts to **\$138.90**, of which **\$8.33** is attributed to fees collected for Parks & Recreation.

As per the attached invoice, the total amount of this transfer is \$3,768.33.

Check # 712

x 250
Town, WV 25414

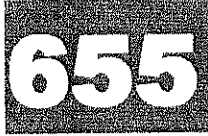
Number: 9
Date: 7/1/2

Bill To:	Pay To:
Department of Capital Planning and Management 114 E. Washington Street Charles Town, WV 25414	Jefferson County Sheriff 102 Industrial Blvd. Suite 100 Kearneysville, WV 25430

P.O. Number	Vendor Number
0	

Amount Charged	Description	Amount
	Impact Fee payments collected for month of June 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Parks & Recreation Impact Fees Bank Account (3122808). Interest earned by the Office of Impact Fees General Account June 2009.	\$3,76
	Impact Fee Process Numbers 0900064 through 0900069, inclusive. Within this range, there were 5 non-exempt impact fee payments.	
	Total:	\$3,7

Comments: Transfer of funds into Parks & Recreation Impact Fee Account (3122808).



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Parks & Rec

Check Number 712

Trace 20090701:39240.86

Date 7/1/2009 Series 3

Recipient Sheriff of Jefferson County

Amount \$3,760.00

Account 3122808

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: transfer of park & rec impact fees

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/11/2009	0900065	2005-2	5/12/2005	\$752.00
6/12/2009	0900066	2005-2	5/12/2005	\$752.00
6/24/2009	0900067	2005-2	5/12/2005	\$752.00
6/25/2009	0900068	2005-2	5/12/2005	\$752.00
6/30/2009	0900069	2005-2	5/12/2005	\$752.00

Total amount for this withdraw \$3,760.00

Total amount for this account \$3,760.00

Total amount all accounts \$3,760.00

Department of Capital Planning and Management
114 East Washington Street
Charles Town, West Virginia 25414

F. Mark Schiavone
Director
Impact Fee Coordinator

Phone: (304) 728-3331
Fax: (304) 724-2178
mschiavone@jeffersoncountywv.org

MEMORANDUM

TO: Leslie Smith, Vivian Fields, and Teresa Hendricks
FROM: F. Mark Schiavone *fmj*
DATE: Wednesday, 01 July 2009
SUBJECT: **Transfer of Funds from Office of Impact Fees General Account to Sheriff's Fire & EMS Impact Fee Account.**

Attached please find Office of Impact Fees Form 655 which documents the transfer of impact fee funds from the Office of Impact Fees General Account (Bank of Charles Town account 3111776) to the **Sheriff of Jefferson County Fire & EMS Impact Fee Account (Bank of Charles Town account 3122816)** and an invoice to serve as the bill head for the transfer. This transfer is for Impact Fees collected by the Office of Impact Fees for the month of June 2009.

This transfer consists of two components:

- Impact Fee Process Numbers **0600064** through **0600069**, inclusive. Within this range there were 5 non-exempt impact fee payments. This amounts to **\$3,490.00**.
- Interest earned by the Office of Impact Fees General Account in June 2009 amounts to **\$138.90**, of which **\$6.95** is attributed to fees collected for Fire & EMS.

As per the attached invoice, the total amount of this transfer is \$3,496.95.

Check # 713

x 250
 Town, WV 25414

Number: 9
Date: 7/1/2

Bill To:	Pay To:
Department of Capital Planning and Management 114 E. Washington Street Charles Town, WV 25414	Jefferson County Sheriff 102 Industrial Blvd. Suite 100 Kearneysville, WV 25430

P.O. Number	Vendor Number
0	

Charge	Description	Amount
	Impact Fee payments collected for month of June 2009 into the Office of Impact Fees General Account (3111776) to be paid to the Sheriff of Jefferson County Fire & EMS Impact Fees Bank Account (3122816).	\$3,49
	Interest earned by the Office of Impact Fees General Account June 2009.	\$
	Impact Fee Process Numbers 0900064 through 0900069, inclusive. Within this range, there were 5 non-exempt impact fee payments.	
Total:		\$3,4

Comments: Transfer of funds into Fire & EMS Impact Fee Account (3122816).



Account Withdraws
 Department of Impact Fees - Jefferson County Government

Account 3111776

Fire & EMS

Check Number 713

Trace 20090701:39321.31

Date 7/1/2009

Series 4

Recipient Sheriff of Jefferson County

Amount \$3,490.00

Account 3122816

Signature 1 Dale Manuel

Signature 2 Bobby Shirley

Signature 3 Jennifer Maghan

Notes: Transfer of Fire & EMS impact fees.

Deposit Date	Process Number	Ordinance	Enact Date	Amount
6/11/2009	0900065	2005-3	5/12/2005	\$698.00
6/12/2009	0900066	2005-3	5/12/2005	\$698.00
6/24/2009	0900067	2005-3	5/12/2005	\$698.00
6/25/2009	0900068	2005-3	5/12/2005	\$698.00
6/30/2009	0900069	2005-3	5/12/2005	\$698.00
Total amount for this withdraw				\$3,490.00
Total amount for this account				\$3,490.00
Total amount all accounts				\$3,490.00



Town of Bolivar

est. 1825

July 7, 2009

Jefferson County Commission
C/O Leslie Smith
Charles Town, WV 25414

RECEIVE

JUL 08 2009


JEFFERSON COUNTY COMM

Dear Ms. Smith,

Enclosed please find a resolution to restore funds of \$18,000 to the Harpers Ferry-Bolivar Public Library. It is my understanding that a resolution is required to request that these funds be allocated to our Library. With the recent budget cuts, our library has suffered a substantial loss and the Bolivar Town Council would like to have these funds restored.

We appreciate your consideration in this matter. Thank you in advance for your assistance in this situation. If you should have any further questions, please feel free to contact my office at 304-535-2476.

Sincerely,


Robert J. Hardy
Mayor



Town of Bolivar

est. 1825

RESOLUTION

RESOLUTION TO HAVE THE JEFFERSON COUNTY COMMISSION RESTORE \$18,000.00 TO THE HARPERS FERRY- BOLIVAR PUBLIC LIBRARY IN BOLIVAR, WEST VIRGINIA

Whereas the Jefferson County Commission requires a resolution from the Town of Bolivar stating that the funds in the amount of \$18,000 from the 2009 budget be restored to the Harpers Ferry-Bolivar Public Library.

NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN COUNCIL, on behalf of the library hereby request that these funds be restored to the Harpers Ferry-Bolivar Public Library, adopted this 7th day of July, 2009.

Robert Hardy, Mayor



State of West Virginia
Joe Manchin III
Governor

the Governor
pitol
lawha Blvd., East
n, WV 25305

Telephone: (304) 5
Toll Free: 1-888-4
FAX: (304) 3
www.w

June 24, 2009

RECEIVED

The Honorable Dale Manuel
President
Jefferson County Commission
Post Office Box 250
Charles Town, West Virginia 25414

JUL 08 2009

Jefferson County Commission

Dear Commissioner Manuel:

I am pleased to inform you I have approved a grant through the Enforcing the Underage Drinking Laws Program to the Jefferson County Commission for \$10,500. Grant funds will be used to provide a two point approach to reducing underage drinking: 1) Underage stings conducted by the Jefferson County Sheriff's Department and the Ranson Police Department. 2) Utilize a group of students from the middle and high schools to create several educational campaigns by utilizing TV, radio, billboards, and school announcements to convey the message that underage drinking is hazardous to the developing body.

Our children are an integral part of West Virginia's future and because of that, I place great importance on this work. I am pleased to be able to lend my support to your efforts, and your commitment to providing for their supervision, care, and guidance is appreciated.

Please let me know if I can be of further assistance.

With warmest regards,

Joe Manchin III
Governor

JM/aw

c: Christa Shifflett



Government & Community Affairs
400 Westfield Road
Charlottesville, VA 22901

July 1, 2009

Ms. Leslie Smith
Jefferson County Administrator
124 East Washington Street
Charlestown, WV 25414

RECEIVED

JUL 08 2009

JEFFERSON COUNTY COMMISSION

Dear Ms. Smith,

Comcast is pleased to announce channel changes coming to Jefferson County in August that will provide our customers with greater choice and an enhanced customer experience.

We will notify our customers of these changes through a newspaper advertisement and box message.

Effective August 1, 2009, Comcast will add the following channels to our digital selections at no additional charge:

- *NBA TV*, Channel 749; *NFL Network*, Channel 733; *NFL Network HD*, Channel 246; and, *NHL Network*, Channel 739, will be added to Comcast's Digital Classic Service. This programming is also currently available on the Sports Entertainment Package, and will continue to be available on that package following this change.

To help make room for these and future additions, we will move the service level or channel position for the following programming:

- *ESPN Classic*, Channel 723, will move from Digital Classic Service to the Sports Entertainment Package.

- *NHL Network*, Channel 734, will move to channel 739 and be available on Digital Classic Service and the Sports Entertainment Package.

To view digital programming, digital equipment is required. To view high definition programming, HD equipment is required.

Please do not hesitate to contact me with any questions you may have.

Sincerely,

Paul Comes
Director, Government Affairs

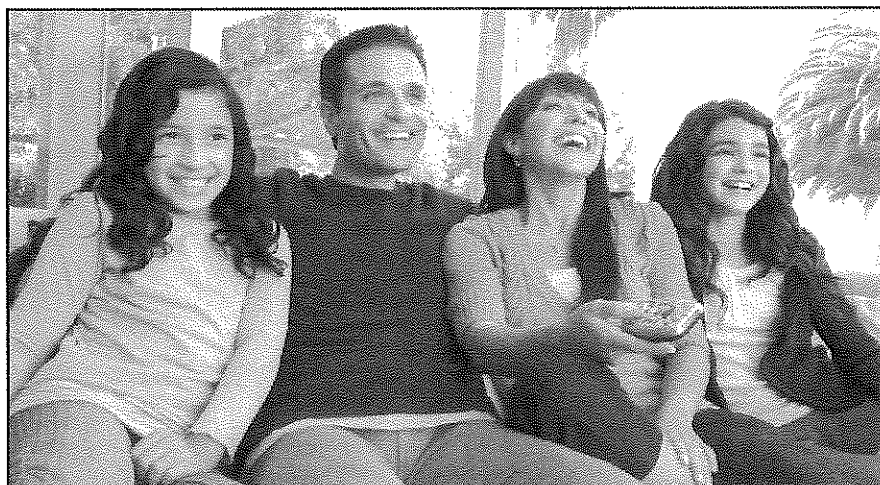
Customers!

On or about July 30, 2009, the following changes will take place to the Jefferson channel lineup:

- The following channels will be added to the Digital Classic Service channel lineup:
 - NFL Network on channel 733*
 - NFL Network HD on channel 246**
 - NBA TV on channel 749*
 - NHL Network on channel 739*
- ESPN Classic will move from Digital Classic Service to the Sports Entertainment Package and will remain on channel 723*.
- NHL Network will move from channel 734* to channel 739* of the Sports Entertainment Package.

On or about July 30, 2009, the following changes will take place to the Martinsburg channel lineup:

- The following channels will be added to the Digital Classic Service channel lineup:
 - NFL Network on channel 733*
 - NFL Network HD on channel 246**
 - NBA TV on channel 749*
 - NHL Network on channel 739*
- ESPN Classic will move from Digital Classic Service to the Sports Entertainment Package and will remain on channel 723*.
- NHL Network will move from channel 734* to channel 739* of the Sports Entertainment Package.



**Don't have Comcast Digital Cable?
Call 1-800-COMCAST today!**

Comcast.



JENNIFER S. MAGHAN
Jefferson County Clerk

HAND DELIVERED

RECEIVED

MEMO

JUL 08 2009

JEFFERSON COUNTY COMMISSIO

July 8, 2009

Leslie
To: Leslie Smith, County Administrator
From: Jennifer Maghan, County Clerk
Re: Compensated Absences

A handwritten signature in dark ink, appearing to be "J. Maghan", written over the "From" line of the memo.

Our office is gathering information for the State Auditor's Office as they will handle the preparation of our County's Financial Statement.

Please assist our office in fulfilling the request for written documentation of all County Commission Department Heads to include yourself and the employees of the County Commission office, to reflect the leave balances and usage to include annual, sick and compensation time for the period ending June 30, 2009.

Attached you will find the schedule of findings and responses to last year's audit report entitled "Accounting for Compensated Absences.

Please have this information ready and submitted to our office as soon as possible.

FOR THE FISCAL YEAR ENDED JUNE 30, 2007

Accounting for Compensated Absences

2007 -8 (continued)

FACT:

Without proper documentation of all expenditures with respect to the code section above, the possibility of an error expenditure being made is greatly increased. Additionally a complete list of leave balances is not being maintained for all county employees. Employees could be paid for accrued leave to which they are not entitled. The amount reported as compensated absence liability could be inaccurate and understated.

RECOMMENDATION:

Recommend that the County develop procedures to ensure that all employee leave balances and usage is timely and accurately reported to the County Clerk's Finance Department for all county employees, including annual, sick and compensation time. An itemized accounting should be maintained for all payments made. If an itemized accounting is not present the payment should not be made.

COMMISSION'S RESPONSE:

Commission: The County Commission will require that all leave balances including annual, sick and compensation time be reported for all County Commission employees on at least a monthly basis.

Hali Taylor [taylor_h@martin.lib.wv.us]

Monday, July 06, 2009 10:14 AM

SH Jim Ford SH; SH Jim Auxer; RA Scott Coulter; RA Mayor David Hamill; RA Kim Bidd
Howard Shade; RA Duke Pierson; RA Donnie Haines; HF Mayor James Addey HF; HF I
Carden; HF Joe Anderson; HF Elayne Edel; HF Dan Riss; HF Charlotte Thompson; CT :
McDonald; CT Ruth McDaniel; CT Rich Bringewatt; CT Peggy Smith; CT Michael Slover
Marylois Gannon-Miller; CT Donald Clendening; CT Chet Hines; CT Ann Paonessa; BO
Victoria Eckert; SH Lori Robertson; SH Howard Mills; SH Wanda Grantham Smith; SH S
Wallace; SH Tom Martin; Toni Milbourne; Nancy Spencer; Nancy Manuel; Lisa Palmer;
Overly; Don Ranelli; Debbie McGee; Dana Jenkins; Curt Mason; Cindi Dunn; Cathie Bur
Carol Del-Colle; Mina Goodrich; Mark Conway Wirt; Liz Wheeler; Linda Shea; Wayne
Goodrich; Carol Del-Colle; Patsy Noland; Lyn Widmyer; Jim Surkamp; Frances Morgan;
Manuel; Leslie D. Smith; Pete Dougherty; Mariland Lee; Alan Sturm; Scott Sudduth; Gar
Kable

Working Meeting with Libraries and County Commission

cordially invited to a working meeting and brainstorming session with the Jefferson County
sion to discuss the current and future funding situation of the public libraries of Jefferson County.
of a 33% cut in Commission funding, the public libraries are in need of a healthy, stable and susta
alternative in order to continue to provide the service our citizens want and need, now and in the f

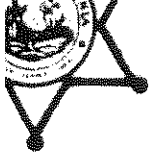
include directors and boards of the three public libraries, the Board of Education, mayors and tow
of the five municipalities and J.D. Waggoner from the West Virginia Library Commission.

you will plan to attend to make sure your entity is represented and to present your ideas in this ve
t discussion.

ing meeting will take place on July 23, 2009 at 1:30pm in the basement meeting room of the Old
Town Library. There will be a short introduction, with explanations of the structure and funding
es of the public libraries, followed by a conversation regarding the state of the libraries and their j
uture. The goal is to come up with a viable path to stable, local tax-based funding.

: to see you there!

lor
1 Wheeler
amp
myer



SHERIFF AND TREASURER of *Jefferson County*

Robert E. Shirley
P.O. Box 9
Charles Town, WV 25414

July 1, 2009

Jefferson County Commission
124 East Washington St
Charles Town WV 25414

RECEIVED

JUL 06 2009

Jefferson County Commission

Re: Office Space provided in St Margaret's Building

Dear Commissioners:

I would like to take this opportunity to express my sincere thanks for the office space you provided me and the bailiffs in St Margaret's Building.

I have found the offices to be even more useful than initially envisioned. Not only has it given the bailiffs a spot to meet, eat and store their belongings, but it is affording them their own area to do reports and administrative duties that have typically been completed by utilizing another department's space and equipment. It has also given me a place to conduct meetings in Charles Town when it is more convenient than at my office in Bardane.

I truly appreciate you allotting the space for myself and employees; it has proved to be invaluable.

Sincerely,

Robert E. Shirley
Sheriff and Treasurer
Jefferson County



JUL 06 2009

Jefferson County Commi

west virginia department of environmental protection

Rehabilitation Environmental Action Plan
601 57th Street S.E.
Charleston, WV 25304
(304) 926-0454 Phone
(304) 926-0457 Fax

Joe Manchin III, Governor
Randy C. Huffinan, Cabinet Secretary
www.wvdep.org

June 30, 2009

Jefferson County Commission
P.O. Box 250
110 East Washington Street
Charles Town, WV 25414

Dear Sir or Madam,

This letter serves as confirmation that Jefferson County has met the requirements set forth by the REAP Standard Operating Procedure for 2009. Jefferson County has implemented twelve of the sixteen programs to date.

The REAP staff looks forward to assisting your county in its progression toward becoming litter free. Should you have any further questions or need additional information, please contact Greg Rote at 926-0499, ext.1270.

Sincerely,

A handwritten signature in black ink that reads "Daniel P. Haught". The signature is written in a cursive style.

Daniel P. Haught, Chief
Rehabilitation Environmental Action Plan

Bette Kidwell [BKidwell@region9wv.com]
Tuesday, July 07, 2009 3:20 PM
GIS Meeting
EPAN_GIS_User_Group_Save_the_Date_Flyer_091809.pdf

nts:

SAVE the DATE!

Friday, September 18th, 8:00 AM – 4:00 PM
Eastern Panhandle GIS Users Group Meeting

at the US Fish & Wildlife Service National Conservation Training Center in Shepherdstown, WV

Professionals, Engineers, Surveyors, Planners, Elected Officials and Interested Citizens are invited to attend our 3rd annual Eastern Panhandle GIS Users Group Meeting.

See attached flyer for additional information. This year we are offering an optional, post-meeting tour of the federal facility.

The agenda will be emailed by the end of July. Feel free to forward this email to others who are interested in attending.

We will see you September 18th.

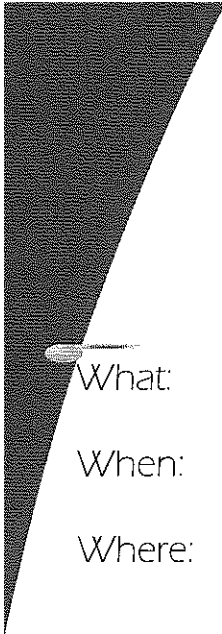
Thank you,

Barbara
Executive Director, Region 9

Bette Kidwell
Administrative Assistant

Eastern Panhandle Regional Planning & Development Council
100 Stephen Street, Suite 301
Martinsburg, WV 25401
304-263-1743

This communication and any files or attachments transmitted with it may contain information that is confidential, proprietary, or exempt from disclosure under applicable law. It is intended solely for the use of the individual or the entity to whom it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this information is strictly prohibited and may be unlawful. If you have received this email in error, please contact the sender immediately and delete the material from any computer.



GIS USERS GROUP

- What:** Eastern Panhandle GIS User Group Meeting
- When:** September 18, 2009 8:00 a.m.—4:00 p.m.
- Where:** U.S. Fish & Wildlife Service National Conservation Training Center
Shepherdstown, West Virginia
- Why:** DISCOVER THE BENEFITS OF:
*Creating GIS Consortiums
*Understanding Google Earth
*Funding Your GIS
*Mapping Sinkholes and Slopes using LIDAR
*Assessing Urban Tree Canopy with GIS
(Agenda Subject to Change)
- Cost:** Free. Light refreshments will be served.
Lunch on your own and available onsite \$9 - \$12
- RSVP:** RSVP before September 11, 2009
at 304-263-1743 or email bkidwell@region9ww.com



This event is sponsored by:

Eastern Panhandle Regional Planning & Development Council
National Conservation Training Center
Jefferson County GIS/Addressing



twoofakindfarm@frontiernet.net

Monday, July 06, 2009 9:56 PM

Ann Paonessa

Whitney Burch; walter washington; Wallace E. Boston; Wade Wilbur; veefrye@frontiernet.net; Valerie Wilbur; Valerie DeJong; Trudy Roth; tikumnick@gmail.com; Tiffany Lawrence; Theresa Eisenman; Theresa Chiotos; Terry Kumnick; Tara Hostler; Tanya Godfrey; Tan Taulton; Susie Kennison; Susan Rissler Sheely; Chris Strovel; Steven Pace; Stephen G. Skinner; Stephanie Diedericks; Stacey Dodson; Shannon Layton; Scott Sudduth; Sarah Kleckner; sandy mcdonald; Ruth McDaniel; Rusty Morgan; Rowzie Ginny; Ron Widmyer Snyder; Robin Sheflett; Robin Huyett Thomas; Richard Raymond; Rich Bringewatt; Rhoi Monroe; Rebecca Ryals; Ray Ronki; Randy Hilton; Randy Breeden; R M Kern; Phil McC Peter S Corum; Peggy Smith; Paulette Sprinkle; Paul Rosa; Paul Pritchard; Paul Espino Patti Corley; Patsy Noland; Patrick Shunney; patrick blood; Pat Rissler; Pam Parziale; O Rodriguez; Noah Mehrkam; Nina Vogel; Nelson Parkinson; Nancy Steele; Nancy Shaffe Nance L. Briscoe; Missy Glascock; Mike Slover; Mike Martin; Mike Gunia; Mike Esquivel Cassell; Mike Bacastow; Mike & Mary Winteried; michael brown; Michael Briel; Messena Miceli; Melissa Mallamas; Frank McCluskey; Matt Ward; Masemer; MaryLois Gannon-Mary M. Via; Mary Blood; Martha Eshleman; Marshall McCormick; Mark Schiavone; Mar Reinhart; Mark Dyck; Mark Cucuzzella; Marjorie Gaestel; Lyn Widmyer; Lucy Flores; Lo Longnecker Andrea; Liz Uible; Linda Case; Leslie Smith; Leslie Slover; Laura Cox; Larry Vogler; Kroy A Taughinbaugh; Kristen Ringstaff; Kristen Marino; Kit McGinnis; Kit & Law McGinnis; Kirk Davis; Kirk Bottner; Kellie Boles; Katie See; Katherine Funkhouser; Kath F. Cobb; Kate Diservio; Julia McDonald; Judy Marcus; jtolbert@ix.netcom.com; Joseph Sladki; John Unger; John Poole; John Maxey; John Doyle; John Dempsey; John Bonbri; Joe Sturm; Joe Cosentini; Jim Taylor; Jim Surkamp; Jim Kratovil; Jim Keaton; Jill Schae Jesse Morgan; Jenny Sue Kohlhepp; Jenny Ewing Allen; Jennifer Rolston; Jenni Ward; Jeffroth@citlink.net; Jean Lynn McDaniel; Jane Rissler; Jane Peters; james thomas; Ja Whipple; James Pierson; James B. Crawford III; John Hough; Herb Snyder; Heather Mc guinevere roper; Gerry Tomillo Hanshew; Gary Rawlings; G.W. Smith; Fred Blackmer; Frances Morgan; Flora Ghobadi; Evelyn Taylor; Eric Lewis; Eric Eisenman; Emily Wilso Ellen May; Effie Callas; Dwayne Brooke; Dwane Casteel; dpierson@cityofransonwv.net Vaira; Doug Perks; Don Clendening; Diana Walch; Devin McCreery; Denny Caling; Lynn Deming; Debbie McClure; Debbie Jackson; David Baltierra; David & Jane Tamplen; Da Mills; Dave Hamill; Dave Bush; Dan Rowzie; Dan Perkins; Dan McVicar; Dale Manuel; C Uible; Curt Mason; Curry Blanton; Cricky Shultz; Collin Cole; Chris Smith; chris ott; Che Mills; Charity Long; Chad Wallen; cathyingersoll@frontiernet.net; Cathy C. Burcham; Cassandra Senn Vaira; Carolyn Hawley; Carol Vogler; Carmen Creamer; Carmela Ces; Matt Byers; Buster Nicholson; Buffy Esquivel; Brian Rogers; Brian Kumnick; Brendan Fitzgerald; Brenda and Russ Nicely; Bonnie Kratovil; Bonita Prather; Bob O'Connor; bjkmunnick@hotmail.com; billsensene@hotmai.com; Bill Drennen; Betsy Wells; Barry Subelsky; David A. Baltierra; Angie Becher; Angela Kable Johnson; Andy Blake; Andrew Skinner; Amy Schmitt; Amber Perkins; Amanda Baltierra; alyssacarrio@yahoo.com; Ali Sudduth; Alice Chakmakian; Alfredo & Tanya Amaya; Alan Sturm; Adrienne Morgan; A; Amore
PATH

railing all of you regarding the Potomac- Appalachian Transmission Highline (PATH). As most of you already know, this is a high tension power line that has been proposed to be built across the southern part of Jefferson County. This is not good for Jefferson County nor the rest of West Virginia. This e-mail is a request for you to ask each of you to file a petition to intervene in the process. You can call 1-800-770-E-CN before the WV Public Service Commission (WVPSC). Each of us will be affected by these power lines and the Consumer Advocate, Byron Harris, has said every citizen of West Virginia has a right to intervene.

to go thru the filing process, mail your signed petition to me and I will mail them in bulk.

Lebbie Royalty

99 Brannon Ln.

Charles Town, WV 25414

Writing there are over 500 filings with the WVPSC regarding the PATH case. There are numerous mental groups that are working on all levels to stop this PATH. We have a chance to defeat PATH. **all** stand up, petition the WVPSC and let them know we do not want our Jefferson County nor the Virginia destroyed for corporate profit.

Wednesday July 8 at 7pm, Attorney Christopher Luttrell will be at the Summit Point United Methodist on Steptoe St. in Summit Point. He will be presenting information on legal issues regarding the filing process.

websites to get more information:

ppath.org

wv.state.wv.us

you and call if you have any questions. 304-728-0191

REASONS TO INTERVENE

1. Directly affected property owner. PATH will cross my property and/or result in the taking of my property by eminent domain.
2. Proximally affected property owner. PATH will be located within (distance) of my property. PATH will lower the value of my property and/or expose me to harmful EMF radiation.
3. Affected ratepayer. The cost of PATH will increase my electric bill while I will receive no direct benefit from PATH.
4. Parent of child at South Jefferson Elementary School (or staff member). PATH will more than double the amount of high-voltage transmission approximately 500 feet from the elementary school my child attends. Studies have shown a statistical link between EMF and childhood leukemia. I object to this unnecessary risk to my child's health and well being.
5. PATH's visibility will detrimentally affect the value of my property.
6. PATH's devaluation of real property in Jefferson County will result in a marked decrease in the County's tax base, requiring tax rates to increase for all property owners in the County.
7. I object to PATH's assertion of need. Statistics show that electric usage is dropping. In addition, the Governors of ten east coast states have gone on record opposing long-distance transmission importing power to their respective states in favor of developing their own local, renewable resources.
8. PATH will increase CO2 emissions and mountaintop removal mining in the State of West Virginia at a time when climate change dictates that we cut back or refrain from these activities. PATH will cause environmental degradation and destruction that will affect all citizens of West Virginia for decades to come.

Please feel free to expand on these reasons or create your own. It is important to include as many reasons as applicable in the hope that they cannot disqualify all of them. Your legal interest in the case should be unique, although many will intervene with similar reasons.

Andrea Squire, Executive Secretary
West Virginia Public Service Commission
P.O. Box 812
Charleston, WV 25323

Re: Petition to intervene in Case Number 09-0770-E-CN

Dear Ms. Squire:

I am petitioning for leave to intervene in Case Number 09-0770-E-CN, currently pending before the Commission, and to become a party to the proceeding. I do not have counsel and will be representing myself in this matter.

The grounds for my intervention are as follows:

My position and interest in the proceeding are as a/an affected property owner/rate payer/parent of child in school less than 1,000 feet from the proposed line/concerned citizen of the State of West Virginia.

The desired relief I am seeking is to deny the application for a Certificate of Convenience and Necessity filed by ATH West Virginia Transmission Company, LLC; PATH Allegheny Transmission Company, LLC; PATH-WV and Acquisition Company; and PATH-Allegheny Land Acquisition Company.

Sincerely,

Name
Address
Address

C: David A. Sade, Esq.
Consumer Advocate Division
700 Union Building
723 Kanawha Boulevard, East
Charleston, WV 25301

I hereby certify that I have served copies upon the following parties of record via certified mail, return receipt:

John Philip Melick, Esq.
Counsel, PATH Joint Applicants
Jackson Kelly PLLC
P.O. Box 553
Charleston, WV 25322

John Auville
Public Service Commission of West Virginia
P.O. Box 812
Charleston, WV 25323

Signature: _____ Date: _____

INSTRUCTIONS FOR FILING FOR INTERVENOR STATUS WITH THE PSC

1. Complete your petition to intervene. Sample attached.
2. Make 16 copies.
3. Mail original + 12 copies to:

Sandra Squire, Executive Secretary
West Virginia Public Service Commission
P.O. Box 812
Charleston, WV 25323
4. Mail 1 copy **VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED**, to:

John Philip Melick, Esq.
Counsel, PATH Joint Applicants
Jackson Kelly LLC
P.O. Box 553
Charleston, WV 25322
25323
5. Mail 1 copy **VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED**, to:

John Auville
Public Service Commission of West Virginia
P.O. Box 812
Charleston, WV 25323
6. Mail 1 copy via regular U.S. Mail, to:

David A. Sade, Esq.
Consumer Advocate Division
700 Union Building
723 Kanawha Boulevard, East
Charleston, WV 25301
7. Keep one copy for your records.
8. You will receive a package of intervenor materials from the PSC in the mail.
9. If you have questions regarding the procedure, contact the PSC at 800-344-5113.
10. Notify Jefferson County Intervenors Committee of your status. The Committee will bring together all citizen intervenors to share resources and information about the case and will coordinate with larger government and organization intervenors, such as the Jefferson County Commission and The Sierra Club. Contact: Keryn Newman, 304-876-3497; Patience Wait, 304-876-1515 or Debbie Royalty, 728-0191 or email stoppath@frontiernet.net
11. Deadline to file for intervenor status: 30 days from publication of notice in the newspaper of record in Jefferson County – deadline is July 3, 2009.
12. Document all your communications with the Public Service Commission or parties of record in the case. Get names and contact information and try to follow-up in writing with anyone you speak to.

Regular Board Meeting Agenda

July 6, 2009

JCPSD Office

340 Edmond Road, Suite A

Kearneysville

RECEIVED

JUL 02 2009

The Board Will Discuss and May Take Action on the Following Items:

Jefferson County Comm

Discuss Contract Negotiations

10pm-7:00pm

- Consideration of Easements and Real Property Acquisition for Flowing Springs Wastewater Treatment Plant
 - Beallair Homes LLC
 - B.C. Partners Inc
 - Breckenridge HOA Inc
 - Jefferson Investments LLC
 - Alice S. Glenn Est.
 - William Preston Peacock Jr.
 - Devlin & Sheryl Clark
 - James A. & Melissa A. Blubaugh
 - Michele Lynn Cornwell
 - Keith R. & Deborah A. Johnson
 - Edward D. Jr. & Anna L. Harris
 - Richard L. Gunn
 - Paul A. & Regina Racines
 - Michael A & Amy L. Dovala
 - William B. & Evelyn A. Gavert
 - Stephen & Sandra Kennaman
 - Bryan A. Clark
 - Glen F. Fair
 - Bradley Lanard
 - Timothy M. & Allison L. Knight
 - Ramona A. Wallace
 - Todd M. & Kendra L. Bozicevich
 - Joseph L. & Shannon L. Reaves
 - Jeffery D. & Sherrie L. Main
 - Robert E. & Mary E. Maoney
 - Roderick Planes LLC
 - Joseph W. Gardner
 - Ryon S. Biehr & Mary Ann Ritter
 - Terry Lee Rippeon Et Al
 - Gustavo Larrosa
 - Robert A. & John Bir
 - Debra P. Spickett Et Al
 - Lucille Q. Kratz
 - Jody B. Carter
 - Julia O'Brien Urquhart Et Al
 - Louise McDonald O'Brien Et Al
 - Angus W. McDonald Et Al
 - Francis W. Jr. & Jill N. Daniel
 - Frank W. & Audrey M. Buckles
 - Larry W. & Martha J. Wilt
 - Cecil C. & Eleanor N. Dawson
 - Kenneth W. & Faith D. Shade
 - Charles Hill
 - Mockingbird Hill Inc
- Discuss Approval of Engineering Firm for Mountain Water Project Design
- Discuss Engineering Firms for Water Reuse Project

Regular Meeting

6:00pm

- Public Comments

Old Business:

- Review Minutes of June 1 Regular Board Meeting
- Review Minutes of June 25 Special Board Meeting
- Review Minutes of June 29 Special Board Meeting
- Clarify Motion in June 1 Minutes for USGS Contract Agenda Item
- Consider Approval of the Revised Alternate Mainline Extension Agreement with Thornhill and Daily Farm
- Appoint Susanne Lawton to Engineer Selection Committee for Water Reuse Project
- Consider Engineering Firm for Water Reuse Project
- Consideration of Easements and Real Property Acquisition for Flowing Springs Wastewater
- Consider Contract for Engineering Firm for Mountain Water Project Design
- Update on Joint Applications to West Virginia Infrastructure and Jobs Development Council with Jefferson Utilities Incorporated for Mountain Water Project
- Update on Flowing Springs Wastewater Treatment Plant

Regular Business:

- Consider Assignment Agreement from Flowing Springs LLC to Cambridge LLC for Cambridge Subdivision
- Consider Participation in NACWA Sustainable Water Infrastructure Project
- General Manager Report
- Discussion of any Expenses over Budget
- Disbursements
- Approve Transfer of \$3,303.08 from Sewer Security Deposit Account into Sewer Operating for Security Deposit Refunds
- Approve Transfer of \$64.48 from Cavaland Security Deposit Account into Cavaland Operating for Security Deposit Refunds
- Approve Transfer of \$2,735.00 from Renewal & Replacement Account into Sewer Operating for 4-5 Sidewalk Replacement
- Approve Transfer of \$1,960.55 from Future Needs Account into Sewer Operating for Equipment
- Correspondence
- Public Comments

Discuss Litigation, Personnel Matters, and Contract Negotiations:

- City of Martinsburg NPDES Permit Appeal before WV EQB
- Settlement Agreement in Citizens of Blue Ridge Act v. Jefferson Utilities
- Submit Agreement with Jefferson Utilities for Mountain Water Project to Public Service Commission
- Consider Contracting with Christopher Goodwin & Associates for Survey of New Alignment for 30" Force Main
- Bright Alawru Formal Complaint at Public Service Commission against District
- PSC General Investigation into Berkeley County Capital Improvement Fees

Other Business:

- Source Water Protection/Water Reuse Grant Update
- Countywide Utility Group Update

Performance

Public Service District: Sewer (Metered)

- Residential – 1902 Customers
 - June 2008 – 1867 Customers
- Commercial – 136 Customers
 - June 2008 – 139 Customers
- Public Authority – 9 Customers
 - June 2008 – 9 Customers
- Industrial – 8 Customers
 - June 2008 – 8 Customers
- EDU's – 11,880,700 Gallons Billed in May (4500 avg gal/customer/mo) = 2640 EDU's
- 1 New Home in June (1 EDU's)
- 0 New Commercial in June (0 EDU's)

Public Service District: Sewer (Unmetered)

- Residential – 78 Customers
- Commercial – 0 Customers

Public Service District: Water

- Glen Haven – 76 Customers
- Cavaland – 36 Customers

Next Meeting:

- Monday, August 3, 2009 at 7:00PM –
Jefferson County PSD Office, 340 Edmond Road, Suite A, Kearneysville



News for release July 3, 2009.

Jefferson County Comr

For more information, contact AHA President Peter Corum at 304-283-2467.

Arts and Humanities Alliance Awards Grants to Community Groups

The Arts and Humanities Alliance of Jefferson County, W.V., awarded \$6,000 in grants to five Jefferson County community groups and one individual at the AHA annual membership meeting June 20 in Shepherdstown. The awards were presented by AHA Vice President Paul Pritchard.

Organizations that received grants and the purposes of the grants are: the Contemporary American Theater Festival to provide supplementary programs of lectures, play readings and art displays for this summer's film festival; the Harpers Ferry Historical Association for a lockable case to display original, never publicly displayed John Brown artifacts; the Heritage Craft Center of the Eastern Panhandle to provide educational craft classes by local artists to the public; the Historic Shepherdstown Commission Inc. to provide a staff training session for public school teachers on how to use the Historic Shepherdstown Museum as a teaching tool, emphasizing the history of local arts and crafts and connections to today's arts and crafts; Franco J. Posa to attend the National Jazz Festival at Shenandoah University this summer; and the South Jefferson Public Library to expand community outreach through the arts and humanities.

AHA Community Grant recipients must be residents of or operate from facilities within Jefferson County. Projects must demonstrate positive community impact through the arts and humanities. Grant criteria and other details can be found at <http://www.ahajc.org/CommunityGrant.htm>.

The mission of AHA, a volunteer, non-profit organization, is to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens.

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Photo Caption: The Arts and Humanities Alliance of Jefferson County presented \$6,000 in grants to six Jefferson County community groups and one individual June 20. Grant recipients pictured from left to right are Richard Raymond, the Harpers Ferry Historical Association; Franco Posa; Vicki Smith and Donna Northouse, Historic Shepherdstown Museum; and Curt Mason, South Jefferson Public Library.



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News for release July 1, 2009.

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Arts and Humanities Alliance of Jefferson County Elects Board Members

Members of the Arts & Humanities Alliance of Jefferson County, W.V., have elected three new members and reelected one current member of the AHA Board of Directors. Each will serve a three-year term on the 15-member, volunteer board.

The re-elected board member is Elizabeth Frater Allen, an artist and the AHA historian.

New board members are Kathryn Burns, owner of The Bridge Gallery in Shepherdstown, Lissa Cobetto, the business manager of the Contemporary American Theater Festival, and Julie Siler, director of Shepherd University Alumni Relations and Annual Fund.

AHA President Peter Corum said, "AHA has been focused on building a diverse board of directors that is representative of our community. Our new directors will be instrumental in filling some gaps in representation and help us meet our mission."

The mission of AHA, a volunteer, non-profit organization, is to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens. For more information about AHA, go to www.ahajc.org.

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The mission of AHA, a volunteer, non-profit organization, is to preserve the rich history and culture of Jefferson County and to encourage creative opportunity for all its citizens. For more information about AHA, go to www.ahajc.org.

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News for release July 1, 2009.

For more information, contact AHA President Peter Corum at 304-283-2467.

Arts and Humanities Alliance of Jefferson County Elects Board Members

Members of the Arts & Humanities Alliance of Jefferson County, W.V., have elected three new members and reelected one current member of the AHA Board of Directors. Each will serve a three-year term on the 15-member, volunteer board.

The re-elected board member is Elizabeth Frater Allen, an artist and the AHA historian.

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