



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

AGENDA

APRIL 21, 2015

Board Member Requests

- Letters of Appreciation (RA) Discussion/Action
- OG 1890 Modification (JT) Discussion/Action
- Motion to eliminate the dual certification requirement
for employees including new hires (RA) Discussion/Action

Committee Reports

- Ad Hoc Committee Fire MOU (JW) Discussion/Action
- CIP Committee
- Employee Grievance Committee (SG) Discussion/Action
- Employee Liaison Discussion/Action

New Business

Employee Liaison

Board Member Comments

Public Comment (Limit 5 minutes per person)

Adjournment

Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

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Ranson, WV 25438
E-mail -- jcesa@jcesa.org
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DRAFT

Due to the absence of the Acting Chairman, the Board members in attendance agreed to have R. Kelley call the Special Meeting to order of the Jefferson County Emergency Services Agency at 7:02 pm, Tuesday, April 07, 2015.

Motion was made by J. Wysong for the above action and seconded by R. Aitcheson.

Vote: Unanimous

Attendance:	Present	Absent
R Aitcheson	X	
D Carter		X
C Conroy		X
M Hough	X	
R Kelley	X	
J Tabb	X	
J Wysong	X	

DRAFT

Also In Attendance:

D Pittinger, Director
E Hannon, Deputy Director
Stephanie Grove, County Adm
Nathan Cochran, Prosecuting Attorney
Mike Mood, MVFC
Allen Keyser
Denise Pouget

Randy Whittington, BFC
Tamra Trafford, JCESA
Ramona Wesling

Approval of Minutes:

February 17, 2015 Regular Meeting

Motion by J Tabb to approve February 17, 2015 minutes of Regular Meeting as submitted, seconded by R. Aitcheson
Vote: Unanimous

February 25, 2015 Special Meeting

Motion by J Wysong to approve February 25, 2015 minutes of Special meeting as submitted, seconded by J Tabb
Vote: Unanimous

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Old Business:

JCESA Directors asked for permission to offer full time employment to two firefighter/paramedics and those positions to be funded from Ambulance Fee account. This employment offer will be based upon successfully completion of medical physical and drug screening tests. Directors stated that these two prospective employees had already successfully completed the written and practical testing. As well, completed the background investigation thru the County Commission venter and he called the employee references given on the applications. Both applicants appear as of this time to be great candidates for full time employment. Both of these positions created will be assigned to Company 3 (Shepherdstown) after they complete the mandated training by the JCESA policies and the Squad Medical Director / Dr. Jennifer Robertson.

Motion by R. Aitcheson to have Director Pittinger offer full time employment to these two above mentioned candidates immediately upon the above criteria set, seconded by J. Tabb

Vote: Unanimous

J. Tabb reported that the County Commission had voted to delete the revenue sharing by fire departments to JCESA on ambulance payments collected from the Ordinance.

J Wysong reported that on "Employee Station Duties" Nothing to report at this time

E Hannon agreed to table "Employee Station Duties" employee survey report until next Board meeting as well.

DRAFT

Directors reported that OG 2390 and MOU with ESN Funeral Home were given to S. Grove, County Adm for legal review. Ms. Grove stated she had given these documents to Nathan Cochran, for legal review. Mr. Cochran advised he had just recently accepted this position as the JCESA legal counsel and these documents submitted to him are under legal review of State Code and Law and opinion at this time. Directors are to provide additional documents to him in reference to this matter.

Directors reported that the JCESA P Card application was submitted for legal review and Steve Groh had approved of the same on March 23, 2015. Directors will now submit application for P Card for JCESA.

Directors reported that the JCESA website did have the OG's posted. There was some discussion at the previous Board meeting if they were available on the Agency website. The website home page should be updated to be more user friendly in the future.

Election of Secretary

DRAFT

Remains vacant at this time due to lack of interest in that position. Directors asked to continue to provide minutes, prepare agendas, etc.

Stephanie Grove, County Adm reported on the Employee Grievance Committee. Ms. Grove stated that she had prepared a draft report of the Committee findings but it had not been reviewed by the other Committee member, Mike Alvartz at this time. Therefore, she was not ready to present same to the Board. Also stated was that John Considine had resigned from this Committee due to accepting part

time employment with the Agency. Ms. Grove hopes to have the final committee report for the next Board meeting.

R Kelley tabled his request to create a Committee to review the JCESA staffing proposal submitted by M. Demeritt and A Wanton until a new Director is appointed.

Treasurer Report

DRAFT

February status of funds submitted to Board in packet

J Tabb and Director Pittinger reported that an additional \$300,000 to be transferred to the JCESA Ambulance Fee account per actions taken by the County Commission on April 2, 2015. This second transfer of funds will make the total amount allocated at this time \$675,000. Per Tim Stanton's email dated April 02, 2015, he expects this check to be ready by Friday, April 10th

The proposed FY 2016 JCESA budget allocation submitted to the Board. This document was created by Tim Stanton showing JCESA budget @ \$1,447,562.00 Fire Department budget submitted @ \$420,000.00 Ambulance Fee budget submitted @ \$632,029.00 (as of 03-11-15) and CIP funds for building mortgage @ \$81,000.00 (County CIP account)

The February monthly Impact Fee Status Report included in the Board packet shows Fire and EMS Fee account balance of \$134,163.80

The Directors reports that the Commission did decide to recover the administrative costs of collection of the ambulance fees from the fees being received. The estimated costs of this will be \$52,873.00. J Tabb reported that there is currently a large amount of outstanding ambulance fee payments past due and second notices were sent

DRAFT

Motion by R Aitcheson to approve treasurer's report as submitted, seconded by J Tabb
Vote: Unanimous

Discussion followed on which Agency will disburse fire department allocations for the upcoming FY 2016. County Commission or JCESA will have to disburse these and no official decision rendered at this time.

Director Pittinger referenced a letter from the Bank of Charles Town stating that the JCESA checking account created for the Fire Department Funds was dormant and the bank would begin charging a monthly dormancy fee on April 1st if there wasn't activity in that account. Based upon the question of who would disperse fire department funds for the upcoming FY 2016, it was the consensus of the Board to not take any actions on this account at this time. The balance of funds in that account at this time is \$331.57

President JCFRA

DRAFT

President Hough questioning the Fire Board membership make-up and he feels that the membership currently is not valid by JCESA in his opinion. S Grove, County Adm addressed his concerns and cited State Code & Senate Bill 224 and stated that JCESA is not in violation in any manner.

President Hough as President asking if JCFRA under State Code 17-17-06 who is responsibility for Jefferson County OG's and/or Policies written by JCESA and signed by the Director. Director Pittinger advised the Board that all current OG's and/or Policy were only signed by the Director at the Board's request. The Committee from Fire & Rescue Association wrote all of them and he only signed them on behalf of the JCESA Board. Director went on to state that he had never attended any of those Committee meetings therefore did not have any input whatsoever. Director Pittinger is to provide Nathan Cochran with those items for legal review.

DRAFT

President Hough also requested, "Where does Fire and Rescue Association stand with Fire Board policy and funding legally?" S. Grove stated that Fire and Rescue Association is not eligible for any of the CIP funding currently.

Directors Report

Monthly written report submitted

Director Pittinger states he is drafting a letter of appreciation for Dr. Robert Jones for his twenty-five years of service as the Squad Medical Director for Jefferson County.

Board Members

R Aitcheson

DRAFT

Requesting permission to draft letters of appreciation for Director Pittinger and Business Manager Marty Freeman for their service to JCESA.

Motion by R Aitcheson to approve the request and seconded by R Kelley

Vote: Unanimous

R Kelley

Asking for clarification of JCESA legal representation from the County when needed. This was discussed and agreed upon that Nathan Cochran, Prosecuting Attorney of Jefferson County would be the JCESA point of contact.

Committee Reports

Ad Hoc Committee Fire MOU

J Wysong reports that a meeting with the volunteer fire departments was held on February 13th with six of the seven departments in attendance. They reviewed documents and comments submitted by fire departments and the Directors. Asking that Board members submitted their comments as well to him for Committee review. There will be another Committee meeting within the next two weeks for further discussion

CIP Committee

No Report

DRAFT

Employee Grievance Discussed earlier in this Board meeting

New Business

DRAFT

Report given by the Directors per written request from Acting Chairman C Conroy for internal investigation due to letter written by Medical Examiner D L Shirley and Candice Shirley dated March 7th.

Directors reported that an investigation was conducted and a meeting was held on March 25th with Medical Examiner D L Shirley, Dr. Robertson, and the Directors. They gave belief details of this time consuming process and stated that a mutual agreement has been reached for how to handle field death in the future in Jefferson County. A written document was created by this group and made effective immediately. Directors are to provide Nathan Cochran with documents dealing with this topic for legal review.

Resignation of Business Manager Freeman, effective on March 31st and Director Pittinger, effective on May 31st. Personnel Committee is to review job descriptions and report to the Board at the next meeting with working draft of both job descriptions. Director Pittinger was asked to serve on the Personnel Committee for this replacement. R Aitcheson accepted appointment to the Personnel Committee, which now consists of the following Board members: R Kelley – J Wysong – C Conroy – R Aitcheson

Motion to proceed as stated above by R Kelley and seconded by R Aitcheson

Vote: Unanimous

DRAFT

R Kelley asked if the JCESA Squad Medical Director, Jennifer Robertson, MD could be added to the Board as Ex-Officio member, same as the President of JCFRA. Discussion followed that the JCESA Ordinance would have to be modified to allow same. Motion by R Aitcheson to proceed with adding the Squad Medical Director to the JCESA Board, seconded by J Wysong.

Vote: Unanimous

Employee Liaison

Tam Trafford voiced her disappointed that Chairman R Kelly chairing tonight’s Board meeting with the employee grievance still officially open. Ms. Trafford stated that it’s been fifteen weeks without any official update until today when she called S. Grove; County Adm. And was given an unofficial update of the investigation by the Committee.

Ms. Trafford reports that a paramedic program is in the planning stage by the Martinsburg Fire Department, which will run approximately eight to ten months. Cost and exact dates unknown at this time but she states that five JCESA providers are interested in attending this training. As well, they are looking for funding resources to cover the cost of these five employees.

Employees requesting policy modification of OG 1160 and OG 1170 to increase the combined total of personnel leave and compensatory leave hours at the end of the fiscal year to something greater than forty hours as currently written in the JCESA policies. Presented was a document showing many

suggestions and the Director stated that he did support increasing the carryover hours of leave balance but requested that the Agency adopt a plan that was basic and easy to manage. S. Grove, County Adm stated her thoughts of same as well in reference to the County Policy and the financial obligations of the Agency on the total number of hours agreed upon if modified.

Motion by R. Aitcheson to increase the combined total of personal leave and compensatory leave carryover hours yearly may not exceed 120 hours. This calculation of hours will be based on the fiscal year July 01 thru June 30. This becomes effective immediately and Director to change policies accordingly and notify employees, seconded by J Tabb

Vote: Unanimous

DRAFT

Employees asking if the Board would consider placing Robert Burner in the Director's position as Intern Director until such time a permanent replacement was named No action taken

Employees asking if a JCESA employee would be placed on the Personnel Committee to assist with replacement of Director for the Agency No action taken

The Board did agree to have exit interviews where the employees could discuss their expectations and comments on the criteria for the replacement Director.

Board Members Comments

Public Comments

Adjournment

Motion made by J Tabb for adjournment and seconded by R. Aitcheson at 9:02 pm

Vote: Unanimous

DRAFT

Respectfully submitted,

Douglas M Pittinger

Douglas M Pittinger

April 14, 2015

**Director's Monthly Report
March 2015 Report**

Item #1

The Directors continue to attend numerous meetings during the past four weeks relating to JCESA business and/or operations such as EMS Chiefs monthly meetings, JMC Trauma Multidisciplinary Program Committee, Jefferson Memorial Hospital Emergency Department management, Health Net 8 Air Medical management, All Good Music Festival meeting, WV Office of EMS, Jennifer Robertson, MD / County Medical Director, Donald Shirley / Medical Examiner and employee monthly staff meetings.

No action needed

Item#2

EMS Activity Report (Career & Volunteer) report for the month of March 2015. Copy of this document enclosed in Board packet for review.

No action needed

Item#3

The JCESA monthly training reports 397 hours of CE provided to Jefferson County EMS providers in February. (Copy of this document enclosed in Board packet for review) This number does not include 616 hours of formal EMT training offered during the month of February at JCESA

No action needed

Item #4

Per the approval from the JCESA Board on April 7th, the Directors made employment offers to two paramedic/firefighters for full time employment. They both accepted the offers contingent upon successful completion of the medical physical and drug screening. Both of these employees should be employed and in the training aspect by May 1st.

No action needed

Item#5

JCESA had their site inspection on April 8th from the WVOEMS to be a West Virginia State approved Training Site for Emergency Medical Services. "Your Agency did very well in the evaluation and recommendation for Endorsement" from WVOEMS forthcoming.

No action needed

Item #6

Per the approval from the JCESA Board on April 7th, the Directors modified JCESA OG 1160 and OG 1170 to state the combined total of personal leave and compensatory leave carried over yearly may not exceed 120 hours. This calculation of hours will be based on the fiscal year July 01 thru June 30. This policy change became effective on April 08, 2015. Copies of OG 1160 and OG 1170 included in Board packet showing modifications and dispersed to employees.

No action needed

Respectfully submitted,

*Douglas M Pittinger
Edward Hannon*

April 15, 2015



Jefferson County Emergency Services Agency Administrative Guidelines

1140: SENIORITY

Seniority is based on the length of full-time service time in the employment of the JCESA. When appropriate to do so, senior employees will be given preference in granting personal leave and compensatory leave if at all possible. The Directors will render final decision if discrepancy would arise.

1150: WORKERS COMPENSATION

If you are unable to work because of a job-related injury, Workers Compensation may provide you with temporary disability payments until you are able to return to work and compensation for medical expenses incurred, according to the terms and conditions of the Workers Compensation law.

If an accident or injury occurs on the job, an employee shall notify the Director or Deputy Director as soon as possible in writing. In no event should an employee delay notification longer than twenty-four (24) hours. Detailed information regarding Workers Compensation claims may be obtained from the Directors.

If approved for Workers Compensation no medical, personal or holiday leave will accrue.

1150: WORKERS COMPENSATION Updated: March 3, 2013

1160: PERSONAL LEAVE

The personal leave period is the fiscal year July 1 to June 30. All full-time employees are entitled to personal leave.

Personal leave shall be granted to employees at the discretion of the Director or Deputy Director. It shall be the responsibility of them to schedule employee personal leave with particular regard to operational requirements of the department. Every attempt will be made to accommodate employee leave requests. Leave requests should be presented to the Directors as soon as possible after the beginning of the personal leave period (July 1). The request for leave will serve as a guideline for the Directors in planning for adequate staffing levels and may be modified by mutual consent of them and the employee.

In the event employees request leave for the same time and the conflict will create inadequate staffing levels, it shall be the responsibility of the Directors to grant leave taking into account years of service and amount of advance notice given by the employee.

Personal leave shall be earned and accrued from the most recent date of employment. For the purpose of personal leave accrual, actual time of service in years to JCESA will be used. This amount will be computed using the employee hire date. The combined total of personal leave and compensatory leave carried over yearly may not exceed one hundred and twenty (120) hours. This calculation of hours will be based on the fiscal year July 01 thru June 30.



Jefferson County Emergency Services Agency Administrative Guidelines

1168: MILITARY LEAVE

Military Leave will be granted to full-time employees who are called to serve for a domestic emergency or to attend summer camp which requires time off, and will receive full pay differential for a period not to exceed thirty (30) calendar days. Each military leave of absence will be granted up to the limit set by law and the employee will be eligible for employment in accordance with the applicable Federal laws.

Benefits shall not be applicable when individuals are ordered or called to active duty by the President. (West Virginia code 15-1F-1).

The military leave will be granted for the duration of the required active service.

1170: COMPENSATORY LEAVE

JCESA will grant compensatory leave to full-time non-exempt employees in lieu of overtime financial compensation if the employee elects to do so. These employees must sign a compensatory agreement form to be granted the same.

Non-exempt employees of JCESA may elect compensatory time off in lieu of overtime compensation.

Arrangements for earning compensatory time must be discussed between the employee and the Director or Deputy Director prior to the earning of that time and employees must sign compensatory time off agreement.

An employee request for use of accrued compensatory time will be submitted in writing to the Director or Deputy Director a minimum of three (3) days in advance. The Agency must allow for the use of compensatory time off within a reasonable request, unless the employee's absence would disrupt normal JCESA operations.

The combined total of personal leave and compensatory leave carried over yearly may not exceed one hundred and twenty (120) hours. This will be based upon the fiscal year July 01, thru June 30.

Upon separation from or termination of employment from JCESA, the employee will receive financial compensation for any personal leave and compensatory leave time earned.

The Director of JCESA will have the final decision in the compensatory time policy if conflicts arise.

1170: COMPENSATORY LEAVE Updated: June 18, 2014

MARCH 2015

EMS Activity / Career & Volunteer

Friendship / Company 1

6%	Entire Crew Composed of JCESA Staff	(1 Call)
44%	One Primary Care Provider JCESA Staff	(7 Calls)
50%	All Volunteer Crew	(8 Calls)
FYI: 50% of total EMS incidents had JCESA staff on ambulance		(8 Calls)

Citizens / Company 2

4%	Entire Crew Composed of JCESA Staff	(3 Calls)
56%	One Primary Care Provider JCESA Staff	(40 Calls)
39%	All Volunteer Crew	(28 Calls)
FYI: 60% of total EMS incidents had JCESA staff on ambulance		(43 Calls)

Shepherdstown / Company 3

2%	Entire Crew Composed of JCESA Staff	(2 Calls)
49%	One Primary Care Provider JCESA Staff	(47 Calls)
59%	All Volunteer Crew	(47 Calls)
FYI: 51% of total EMS incidents had JCESA staff on ambulance		(49 Calls)

Independent / Company 4

6%	Entire Crew Composed of JCESA Staff	(9 Calls)
66%	One Primary Care Provider JCESA Staff	(94 Calls)
28%	All Volunteer Crew	(40 Calls)
FYI: 72% of total EMS incidents had JCESA staff on ambulance		(103 Calls)

Blue Ridge / Company 5

41% Entire Crew Composed of JCESA Staff (9 Calls)

45% One Primary Care Provider JCESA Staff (10 Calls)

14% All Volunteer Crew (3 Calls)

FYI: 86% of total EMS incidents had JCESA staff on ambulance (19 Calls)

Middleway Fire / Company 6

29% Entire Crew Composed of JCESA Staff (7 Calls)

38% One Primary Care Provider JCESA Staff (9 Calls)

33% All Volunteer Crew (8 Calls)

FYI: 67% of total EMS incidents had JCESA staff on ambulance (16 Calls)

JCESA Medic 11

Entire Crew Composed of JCESA Staff on JCESA unit (40 Calls)

Grand Totals

JCESA staffing on 67 % of total ems incidents

278 of 412 calls for the month of March of 2015

This data was collected from ESO based on pcr's being entered during the month of March 2015

Impact Fee Status Report

March 2015

Office of Impact Fees

Summary

Date Range: Sunday 1 through Tuesday 31 March 2015

Report Date: 1 April 2015

Process Number Range: 1500029 - 1500046

Total Applications: 18

Total Non-Exempt: 17

Of which:

Commercial: 0

Residential: 17

Of which:

County: 9

Municipal: 8

Total Exempt: 1

Of which:

Commercial: 0

Residential: 1

Of which:

County: 0

Municipal: 1

Tables 1 through 7 summarize impact fee processing for March 2015. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

Table 1. Form 100 Tallies

	Exempt	Commercial	Residential	Total
1 – 31 March 2015	1	0	17	18
Fees collected		\$0.00	\$201,898.00	\$201,898.00
<i>Of which</i>				
School Impact Fee			\$177,070.00	\$177,070.00
Law Enforcement Fee		\$0.00	\$2,224.00	\$2,224.00
Parks & Recreation Fee			\$11,723.00	\$11,723.00
Fire & EMS Fee		\$0.00	\$10,881.00	\$10,881.00

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

Description	Amount
Opening Statement Balance (1 March 2015)	\$90,782.44
March Deposits (1 – 28 March 2015)	\$201,898.00
School Feb. Transactions (withdraws via transfer on 10 March 2015)	(\$79,741.03)
Law Feb. Transactions (withdraws via transfer on 10 March 2015)	(\$800.78)
Parks & Rec Feb. Trans. (withdraws via transfer on 10 March 2015)	(\$5,312.71)
Fire & EMS Feb. Trans. (withdraws via transfer on 10 March 2015)	(\$4,927.92)
Interest Earned (31 March 2015)	\$45.91
Ending Statement Balance (31 March 2015)	\$201,943.91
<i>Outstanding Credits (deposits through 1 April 2015)</i>	<i>\$0.00</i>

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

Description	Amount
Opening Balance (1 March 2015)	\$1,521,944.76
February Transactions (deposits via transfer on 10 March 2015)	\$79,741.03
Requisition 15R0110 - Bus Garage (17 March 2015)	(\$1,000,000.00)
Interest Earned (31 March 2015)	\$464.86
Ending Balance (31 March 2015)	\$602,150.65

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

Description	Amount
Opening Balance (1 March 2015)	\$45,153.77
February Transactions (deposits via transfer on 10 March 2015)	\$800.78
Interest Earned (31 March 2015)	\$19.41
Ending Balance (31 March 2015)	\$45,973.96

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

Description	Amount
Opening Balance (1 March 2015)	\$500,209.29
February Transactions (deposits via transfer on 10 March 2015)	\$5,312.71
Interest Earned (31 March 2015)	\$214.01
Ending Balance (31 March 2015)	\$505,736.01

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

Description	Amount
Opening Balance (1 March 2015)	\$134,163.80
February Transactions (deposits via transfer on 10 March 2015)	\$4,927.92
Interest Earned (31 March 2015)	\$58.46
Ending Balance (31 March 2015)	\$139,150.18

Table 7. Total Impact Fees as of 1 April 2015 /1

Description	Amount
Office of Impact Fees General Account	\$201,943.91
School Impact Fee Account	\$602,150.65
Law Enforcement Fee Account	\$45,973.96
Parks & Recreation Impact Fee Account	\$505,736.01
Fire & EMS Impact Fee Account	\$139,150.18
Total Impact Fees	\$1,494,954.71

/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.

Table 8. Pending April 2015 Fee Transfers /1

Account	31 March 2015 Account Totals	Pending Impact Fee Transfers	Account Totals
School Impact Fee Account	\$602,150.65	\$177,110.40	\$779,261.05
Law Enforcement Fee Account	\$45,973.96	\$2,224.46	\$48,198.42
Parks & Recreation Impact Fee Account	\$505,736.01	\$11,725.75	\$517,461.76
Fire & EMS Impact Fee Account	\$139,150.18	\$10,883.30	\$150,033.48
Total Impact Fees	\$1,293,010.80	\$201,943.91	\$1,494,954.71

/1 This table represents each of the impact fee category account totals as of 31 March 2015 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in March 2015 are listed in table 1 of the General Account (3111776); these transactions will be processed in April 2015. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.

Form 100 Transaction Summary

Jefferson County Government – Office of Impact Fees

Impact Fee Applications Processed between dates Sunday 1 through Tuesday 31 March 2015

1500039	03/16/2015	JC Smith, LLC	Christin Smith	03 Charles Town	1016	632	2	97	\$0.00	03/16/2015	Form 200
Category Count: 1											
											Category Total
											\$0.00
1500029	03/10/2015	Dan Ryan		09 Shepherdstown	1130	583	7	132	\$13,070.00	03/10/2015	N/A
1500030	03/10/2015	Dan Ryan		09 Shepherdstown	1119	20	7	124	\$13,070.00	03/10/2015	N/A
1500031	03/10/2015	Dan Ryan		04 Harpers Ferry	1129	541	9D	112	\$13,070.00	03/10/2015	N/A
1500032	03/10/2015	Dan Ryan		04 Harpers Ferry	1129	541	9D	78	\$13,070.00	03/10/2015	N/A
1500033	03/10/2015	Dan Ryan		03 Charles Town			9	108	\$12,808.00	03/10/2015	N/A
1500034	03/12/2015	K Hovnanian		03 Charles Town	1095	342	11B	142	\$12,808.00	03/12/2015	N/A
1500035	03/12/2015	K Hovnanian		03 Charles Town	1095	342	11B	133	\$12,808.00	03/12/2015	N/A
1500036	03/13/2015	North	Casey	02 Charles Town	1149	83	3	13.5	\$13,070.00	03/13/2015	N/A
1500037	03/13/2015	Heather	Arcadia	03 Charles Town	23	67	12A	122	\$12,808.00	03/13/2015	N/A
1500038	03/13/2015	Crim	Tracey	08 Ranson Corp	1147	10	3	212	\$7,042.00	03/13/2015	Form 260
1500040	03/23/2015	Crim	Tracey	08 Ranson Corp	1152	311	3	212	\$7,044.00	03/23/2015	Form 260
1500041	03/27/2015	Dan Ryan		04 Harpers Ferry	1129	541	9D	111	\$13,070.00	03/27/2015	N/A
1500042	03/27/2015	Dan Ryan		04 Harpers Ferry	1129	541	9D	113	\$13,070.00	03/27/2015	N/A
1500043	03/31/2015	K Hovnanian		03 Charles Town	1095	342	11B	291	\$12,808.00	03/31/2015	N/A
1500044	03/31/2015	K Hovnanian		03 Charles Town	1095	342	11B	295	\$12,808.00	03/31/2015	N/A
1500045	03/31/2015	Vicker	Mary Beth	09 Shepherdstown	1146	448	15	2.2	\$13,070.00	03/31/2015	N/A
1500046	03/31/2015	Hathaway	Lacey	06 Kabletown	1147	568	6J	57	\$6,404.00	03/31/2015	Form 260
Category Count: 17											Category Total
											\$201,898.00
TOTAL APPLICATIONS: 18											Grand Total
											\$201,898.00