

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416

Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commissioner
THOMAS V. FEALY
Commissioner

**LEWIS COUNTY COMMISSION
MEETING AGENDA
110 CENTER AVENUE, 2nd FLOOR
WESTON, WV 26452
JULY 18, 2016**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

1. 10:00 AM **Call Meeting to Order** (*action required*)
2. 10:05 AM **T. Chad Kelley, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review upon request on Thursday, July 14, 2016.
(*action required*)

APPOINTMENTS

3. NONE

CORRESPONDENCE

4. **Upshur County Commission Meeting Agenda:** Upshur County Commission Meeting Agenda for July 14, 2016. (*information only*)
5. **Public Service Commission of West Virginia Quarterly Disbursement of Emergency 911 Wireless Fees:** Lewis County Disbursement of Wireless E-911 Subscriber Fees in the amount of \$108,940.74 for the months of April, May and June 2016. This is an increase from the last quarter disbursement of \$108,185.99. (*information only*)
6. **Jane Lew Public Service District Meeting Agenda:** Agenda for the Jane Lew Public Service District Regular Meeting of July 14, 2016. (*information only*)
7. **Sheriff's Monthly Settlement:** Sheriff's monthly settlement (reconciliation) of Lewis County financial accounts for June 2016. (*information only*)
8. **Sheriff's Monthly Vehicle Report:** Sheriff's Monthly Vehicle report for June 2016 including mileage and maintenance for the fleet. (*information only*)
9. **West Virginia Development Office Acknowledgement of Receipt of Application for Small Cities Block Grant Funding for the Northwest Lewis County, Phase I Water Project:** The West Virginia Development Office acknowledges the receipt of an application for Small Cities Block Grant Funding for the Northwest Phase I project. This projects encompasses: Wolf Pen Run Road, Copley Road, Oil Creek Road, Wheeler Fork. (*information only*)
10. **Lewis-Gilmer Emergency 911 Advisory Board Meeting Minutes:** Lewis-Gilmer Emergency 911 Advisory Board Minutes for the July 11, 2016 meeting. (*information only*)
11. **Notification of Wrecker and Towing Meeting:** Per WV Code §24-6-12, the Lewis County Commission will hold a mandatory meeting with all wrecker and towing companies doing business in Lewis County on Monday, July 25, 2016 at 2pm in the Lewis County Emergency Medical Service Meeting Room. Attached are the current operating guidelines and towing policy for review. (*information only*)
12. **West Virginia Regional Jail and Correction Facility Monthly Invoice:** The June 2016 Lewis County monthly West Virginia Regional Jail and Correction Facility Invoice was received in the amount of \$78,559.25. This is based on 1,629 inmate days X \$48.25 per diem. (*information only*)

BUSINESS

13. Boards and Committee(s): Commissioners will give a report on any board or committee they have Attended including: Lewis County Ambulance Authority; 26th Judicial Community Corrections Board; Lewis Gilmer Emergency 911 Advisory Board; Central West Virginia Community Action; Lewis County Fire Board. *(information only)*

14. Lewis County Economic Development Authority Report: Report of activities of the Lewis County Economic Development Authority by Director Mike Herron. *(information only)*

15. Timesheets and Leave Requests *(action required)*

ACTIONS, ORDERS, ESTATE SETTLEMENTS AND PAYMENT OF EXPENDITURES:

16. Actions of the Clerk: County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request Thursday, July 14, 2016. *(action required)*

17. Presentation by County Clerk of the Orders of Prior Meeting(s) for consideration: Draft copies will be available for review upon request Thursday, July 14, 2016 *(action required)*

18. Presentation of Estate Settlements: County Clerk Cynthia S. Rowan presents estates for settlement. Draft copies will be available for review upon request Thursday, July 14, 2016. *(action required)*

19. Expenses for the current period presented for consideration of payment: Draft copies will be available for review upon request Thursday, July 14, 2016. *(action required)*

ADJOURNMENT:

20. With no further action being required by the Lewis County Commission, the meeting will be adjourned. *(action required)*

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

Roberts Rules of Order is utilized as a guide only.

The Commission controls meeting management, discussion and input.

Upshur County Commission Agenda

Location of Meeting: Upshur County Courthouse Annex
Date of Meeting: July 14, 2016

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:

- July 7, 2016
- July 8, 2016 – Special Meeting

9:15 a.m. Cheyenne Walters, Community Corrections Program Director, and Rodney Rolenson, Corporal and Home Confinement Officer requesting a cash match for the FY 17 Community Corrections Grant

9:30 a.m. Pat Jack, West Virginia Deputy Treasure of Local Government Services – 529 Plan payroll deductions

9:45 a.m. Potential property acquisition for the relocation of the Seventeenth Family Court Circuit in an effort to accommodate the addition of a Judge to the Twenty-Sixth Judicial Circuit Court
Item may lead to Executive Session per WV Code §6-9A-4

(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session;

10:00 a.m. Second Interview of E911 Communications Center Director in Training Applicant

11:00 a.m. Second Interview of E911 Communications Center Director in Training Applicant

Items for Discussion / Action / Approval:

1. Review and approval of Upshur County Commission Medical Coverage Plan Document/Summary Plan Description – July 2016
2. Approval of WYK Associates, Inc. Addendum No. 1 dated July 12, 2016 to the Upshur County Courthouse Chimney Repair Project Manual.
3. Approval and signature of Grievance Procedure for Complaints Relating to Suspected of Alleged Discrimination on the Basis of Handicapped Status in Upshur County, WV; Section 504 Transition Plan and Self-Evaluation for Compliance with Section 504 Of the Rehabilitation Act of 1973.

14. Approval of correspondence from Tabatha R. Perry, Assistant County Administrator, announcing the resignation of Steven Wilson, Buckhannon-Upshur Recreational Park lifeguard, effective June 10, 2016.
15. Correspondence from Steve Linger, E911 Director, announcing the resignation of Christina Pickens, E911 telecommunicator, effective June 30, 2016 rather than July 9, 2016 as previously approved by the Commission.
16. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from Earl Ray Tomblin, Governor, approving a STOP Violence Against Women Act grant award to the Upshur County Commission in the amount of \$26,496.
2. Correspondence from Roy H. Wager, Superintendent of the Upshur County Schools, reappointing Hannah Lively to the Upshur County Parks and Recreation Advisory Board for a two year term ending June 30, 2018.
3. Correspondence from James T. Farrell, OEM Director, regarding the billing of Nicholas County for June 2016 Flood response expenses as recommended by Shawn Dunbrack, WV Division of Homeland Security and Emergency Management Regional Liaison.
4. Invitation to Special Unveiling Ceremony for Joining of UHC/WVU Medicine – July 21, 2016 at 3:00 p.m.
5. Summer Food Wagon Flyer – July 13th and 27th
6. Buckhannon Blast from the Past Flyer – July 22nd and 23rd
7. Buckhannon-Upshur Chamber of Commerce Newsletter
8. Building Permits – June 2016
9. Upshur County E911 Communication Reports ---June 2016
 - Monthly Call Summary Report
 - Monthly Department Summary Report
 - Monthly and YTD Wrecker Report
10. Agendas and/or Notice of Meetings:

• Upshur County Parks and Recreation Board	July 11, 2016
• Upshur County Safe Structures and Sites Enforcement Board	July 14, 2016
• Upshur County Fire Board, Inc.	July 19, 2016
• Elkins Road PSD	August 2, 2016
11. Meeting Minutes:

- Elkins Road Public Service District Board of Directors June 7, 2016
- Upshur County Family Resource Network June 13, 2016

12. Meetings:

- 07/05/16 5:30 p.m. Elkins Road PSD
- 07/05/16 6:00 p.m. Hodgesville PSD
- 07/07/16 7:00 p.m. Banks District VFD
- 07/07/16 7:00 p.m. Selbyville VFD
- 07/11/16 12:00 p.m. Upshur County Family Resource Network
- 07/11/16 4:30 p.m. Upshur County Solid Waste Authority
- 07/11/16 6:00 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 07/11/16 6:00 p.m. Lewis-Upshur Community Corrections Board -- Upshur County
- 07/12/16 6:00 p.m. Buckhannon River Watershed Association
- 07/12/16 7:30 p.m. Adrian VFD
- 07/07/16 6:00 p.m. Buckhannon-Upshur Board of Health
- 07/27/16 12:00 p.m. Upshur County Senior Center Board
- 07/27/16 1:30 p.m. Upshur County Conventions & Visitors Bureau – UCDA Office
- 07/13/16 6:00 p.m. Upshur County Citizens Corp - CERT
- 07/27/16 7:30 p.m. Warren District VFD
- 07/14/16 1:00 p.m. Adrian PSD
- 07/14/16 3:00 p.m. Tennerton PSD
- 07/14/16 4:00 p.m. Upshur County Safe Sites & Structures Ordinance Board
- 07/14/16 7:30 p.m. Buckhannon VFD
- 07/14/16 4:00 p.m. Buckhannon Upshur Airport Authority–UCDA Office
- 07/21/16 6:30 p.m. Upshur County Youth Camp Board
- 07/17/16 6:00 p.m. Washington District VFD
- 07/18/16 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 07/26/16 4:00 p.m. Upshur County Public Library Board
- 07/19/16 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development
- 07/19/16 6:30 p.m. Upshur County Fire Board
- 07/19/16 5:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 07/20/16 7:00 p.m. Ellamore VFD
- 07/20/16 12:00 p.m. Lewis Upshur LEPC --- Lewis location
- 07/27/16 10:00 a.m. James W. Curry Advisory Board
- 07/28/16 4:00 p.m. Upshur County Farmland Protection Board
- TBA 6:00 p.m. Upshur County Fire Fighters Association
- 07/18/16 Corridor H Authority

13. Appointments Needed or Upcoming:

- Upshur County Civil Service Board (Vacant Position – 12-31-16) --- Bar Association

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Next Regular Meeting of the Upshur County Commission

July 21, 2016 --- 9:00 a.m.

Upshur County Courthouse Annex

ATTENTION The Commission meeting on Thursday, July 28, 2016 has been cancelled

1

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



July 8, 2016

Lewis County Commission
110 Center Avenue
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$108,940.76 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of April, May, and June 2016. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-511, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Mitchell".

Sandra Mitchell
Budget & Finance Manager

SM:kp

**Lewis County, West Virginia
Sheriff's Monthly Settlement
June 30, 2016**

LEWIS COUNTY COUNTY CLERK
07/08/2016
10:38:13 AM

	Beginning Balance	All Other Revenues	All Taxes Collected	Less: Orders Issued	Ending Balance
General County	3,454,226.83	322,421.08	40,144.73	895,792.82	2,920,999.82
Coal Severance	31,946.91	1.31	0.00	30,013.00	1,935.22
General School	39,984.48	4,666.09	0.00	0.00	44,650.57
Magistrate Court	2,151.71	1,524.75	0.00	2,207.07	1,469.39
Worthless Check	72,250.37	100.00	0.00	814.91	71,535.46
Dog and Kennel	2,462.20	431.53	0.00	1,543.05	1,350.68
Home Detention	(427.95)	9,446.25	0.00	7,402.40	1,615.90
Emergency 911 Fund	2,761,277.12	163,692.18	0.00	131,086.01	2,793,883.29
Lewis County Aquatic Fund	83,252.35	4,630.71	0.00	0.00	87,883.06
Citizens Education	9,982.61	65.79	0.00	65.79	9,982.61
Federal Equitable	0.71	0.00	0.00	0.00	0.71
Fire Fees	0.00	75,841.06	0.00	75,841.06	0.00
LC Flood Relief Fund	0.00	1,162.13	0.00	0.00	1,162.13
NTIA Broadband Project	0.00	0.00	0.00	0.00	0.00
North West Acquisition Project	0.00	0.00	0.00	0.00	0.00
Sheriff Special Account-state	29,049.83	1,184.43	0.00	3,305.20	26,929.06
Acquatic Excess Levy	0.00	868.12	3,751.76	4,619.88	0.00
County Building	569,376.17	29.30	0.00	0.00	569,405.47
Board of Health	407,739.53	18,163.91	0.00	31,373.29	394,530.15
Tax Lien	562,206.98	0.00	2,332.32	2,739.95	561,799.35
Delinquent Nonentered	6,579.84	0.00	0.00	0.00	6,579.84
Concealed Weapons	61,881.64	767.39	0.00	150.00	62,499.03
Assessor Valuaton	89,536.24	62.25	0.00	13,189.31	76,409.18
Voters Registration	5,232.10	1.49	0.00	0.00	5,233.59
State Current	0.00	0.05	560.38	560.43	0.00
Criminal Charges	0.00	634.15	0.00	634.15	0.00
Court Reporter	0.00	68.90	0.00	68.90	0.00
State Police	0.00	350.00	0.00	350.00	0.00
Vehicle License	0.00	25,200.00	0.00	25,200.00	0.00
State Fines	0.00	0.00	0.00	0.00	0.00
State Jury	0.00	0.00	0.00	0.00	0.00
WV Deputies Fund	732.50	655.50	0.00	731.50	656.50
General Current Expenses	0.00	10,206.95	44,115.23	54,322.18	0.00
Excess Levy	0.00	5,429.67	23,467.35	28,897.02	0.00
Weston Current	0.00	0.43	5,237.20	5,237.63	0.00
Jane Lew Current	0.00	0.08	949.75	949.83	0.00
Totals	8,189,442.17	647,605.50	120,558.72	1,317,095.38	7,640,511.01

Balance in county depositories - At End of Month	\$	8,007,218.07	Bank errors	
Less: Orders Outstanding	-	(524,931.91)	Bank errors	
Add: Deposits in Transit	+	154,724.85		
Cash in Office at End of Month	+	3,500.00		
Misc. Adjustments (+ or -)		0.00		
Total in county Depositories and Office	\$	7,640,511.01	Bank errors Total	0.00

True Balance \$ 7,640,511.01

I, Adam M. Gissy, Sheriff of Lewis County, West Virginia, do hereby certify that the foregoing is a true and correct statement of the finances of Lewis County, West Virginia, for the month ending referenced above. The amount received, the amount distributed and the amount remaining in the Treasury and County Depositories.



Adam M. Gissy, Sheriff & Treasurer, Lewis County



Dated and sworn to on this date.

Difference 0.00

JUNE 2016 MILEAGE REQUEST

UNIT LIC.

- 150 Gissy 6LB698 / 14 CHARGER 16,385
- 151 Hyre Temp / 14 EXPLORER 27,600
- 152 Money Penny 3170 / 13 POLICE INTERCEPTOR 47,798
- 153 Kirkparick 1234 / 13 POLICE
INTERCEPTOR 25,492
- 154 Carpenter 3169 / 13 POLICE INTERCEPTOR 57,012
- 155 Moran 1643 / 11 TAHOE 52,588
- 156 Lopez 1910 / 13 POLICE INTERCEPTOR 31,805
- 157 Tonkin 2966 / 12 CHEV CAPRICE 67,109
- 158 Clark 2824 / 11 TAHOE 75,368
- 159 Hendershot 2829 / 11 TAHOE 60,375
- 160 Carey 2726 / 11 TAHOE 127,140
- 161 Hummel 2727 / 10 TAHOE 96,072 (Parked)
- 162 Minney 2868 / 10 TAHOE 106,148

170 Cayton 3184 / 09 RAM TRK 106,031

161 Hummel

~~171 Ryan~~ 1232 / 07 CROWN VIC 85,062

Spare 2511 / 07 CROWN VIC 113,831

174 Bush 1233 / 07 EXPLORER 102,468

1500 Deputy Reserves 1696 / 03 DURANGO 122,401

Spare 2001 JEEP 200,725

2007 Chevy Sub. 69,823

1995 JEEP CHEROKEE 156,355

Dodge TRK - 203,059

There have been a number of vehicle reassignments. Need actual mileage from each unit.

Thank You



WEST VIRGINIA DEVELOPMENT OFFICE

1900 Kanawha Boulevard East • Charleston, WV 25305-0311
(304) 558-2234 • (800) 982-3386 • WVDO.org

June 30, 2016

The Honorable Agnes G. Queen
President
Lewis County Commission
110 Center Avenue
Weston, West Virginia 26452

Re: 2016 Small Cities Block Grant Application

Dear Commissioner Queen:

This is to acknowledge receipt of an application for Small Cities Block Grant Funding for the Northwest Lewis County, Phase I Water Project. This letter is only an acknowledgement that we have received your application. It is not an approval.

Your applications will now be reviewed for technical adequacy. Our office will notify you if additional information is required.

If you have any questions pertaining to your project, please feel free to contact me by phone 304-558-2234 or by email at Susan.K.Foster@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "Susan K. Foster".

Susan K. Foster
Secretary II
Project Development

SFW

cc: Region VII Planning and Development Council

Lewis-Gilmer E-911 Advisory Board

7/11/2016

The Meeting was called to order by L. Gerwig at 1402 in Lewis County.

Members Present: L. Gerwig, J. Gum, B. Rowan, J. Taylor, J. Heater, R Hyre, and KJ Varner

Also attending: Steve Money Penny

Motion was made by J Taylor and seconded by KJ Varner to approve the minutes from the previous meeting. Motion was approved.

Committee Reports

Executive Committee: No Report

Building and Operations: J Gum adv received the new EMD cards, dispatchers are using them and say them seem to work a lot better. We had a lightning strike on the tower with one of storms that took out a power supply. Miller's comm has repaired and reinstalled it. Still working on new phones we have been meeting with different companies. Our next meeting is with Frontier.

Budget and Finance: J. Heater ask if we were seeing a loss in landlines, and if equaled out with gaining wireless customers. B. Rowan confirmed that yes we are losing landlines daily. But with the wireless we are not seeing an increase in revenue because we only get a percent of what is collected. Bill also explained the purchase of the truck, that we depleted the Cert and Oem account and use some out of 911 to purchase this vehicle.

Public Relations: No Report

Personnel Committee: No Report

EMD/Training Committee: J. Taylor informed the group that it was a very good month. Lewis had 0 to review and Gilmer had 0 to review. All had scored above 80%. And hopes with the use of the new cards that scores will stay above 80.

Old Business: No Report

New Business: B. Rowan adv that we have had a new wrecker service request to be added to the County rotation. They are Tolands from RT 19 North, adv this will probably not happen till after Aug 1st. also adv that the Annual Wrecker meeting will be on July 25th at 2pm at Lewis County EMS building.

Addressing Report: Steve informed the group that for the month of June the break down as follows

Telephone calls Lewis 21 Gilmer 8; Walk ins Lewis 4 Gilmer 0;
Addresses issued Lewis 10 Gilmer 3; Mileage Lewis 89 Gilmer 71; Proff of address 8 combined. A new road has been added in Lewis County it is off of RT 19 South and is called Yeti Ridge Rd. also stated that activity has picked up and has been increasing with the summer weather.

Chairman's Time: Nothing to report

Director's Report: Bill stated he has talked enough and thanked everyone for their attendance.

Benefit of the Organization: J. Heater asked if there was going to be a raise in the 911 fees for the citizens since we are losing income. He understand that there may have to be some kind of increase to remain operational.

Motion to adjourn was made by KJ Varner and seconded by J Taylor.

Meeting was adjourned at 1452. Next meeting will be on August 8, 2016 at 14:00 in Gilmer County.

Rick Stout, Secretary

Larry Gerwig, Chairman

Lewis-Gilmer E-911 Advisory Board

7/11/2016

The Meeting was called to order by L. Gerwig at 1402 in Lewis County.

Members Present: L. Gerwig, J. Gum, B. Rowan, J. Taylor, J. Heater, R Hyre, and KJ Varner

Also attending: Steve Money Penny

Motion was made by J Taylor and seconded by KJ Varner to approve the minutes from the previous meeting. Motion was approved.

Committee Reports

Executive Committee: No Report

Building and Operations: J Gum adv received the new EMD cards, dispatchers are using them and say them seem to work a lot better. We had a lightning strike on the tower with one of storms that took out a power supply. Miller's comm has repaired and reinstalled it. Still working on new phones we have been meeting with different companies. Our next meeting is with Frontier.

Budget and Finance: J. Heater ask if we were seeing a loss in landlines, and if equaled out with gaining wireless customers. B. Rowan confirmed that yes we are losing landlines daily. But with the wireless we are not seeing an increase in revenue because we only get a percent of what is collected. Bill also explained the purchase of the truck, that we depleted the Cert and Oem account and use some out of 911 to purchase this vehicle.

Public Relations: No Report

Personnel Committee: No Report

EMD/Training Committee: J. Taylor informed the group that it was a very good month. Lewis had 0 to review and Gilmer had 0 to review. All had scored above 80%. And hopes with the use of the new cards that scores will stay above 80.

Old Business: No Report

New Business: B. Rowan adv that we have had a new wrecker service request to be added to the County rotation. They are Tolands from RT 19 North, adv this will probably not happen till after Aug 1st. also adv that the Annual Wrecker meeting will be on July 25th at 2pm at Lewis County EMS building.

Addressing Report: Steve informed the group that for the month of June the break down as follows

Telephone calls Lewis 21 Gilmer 8; Walk ins Lewis 4 Gilmer 0;
Addresses issued Lewis 10 Gilmer 3; Mileage Lewis 89 Gilmer 71; Proff of address 8 combined. A new road has been added in Lewis County it is off of RT 19 South and is called Yeti Ridge Rd. also stated that activity has picked up and has been increasing with the summer weather.

Chairman's Time: Nothing to report

Director's Report: Bill stated he has talked enough and thanked everyone for their attendance.

Benefit of the Organization: J. Heater asked if there was going to be a raise in the 911 fees for the citizens since we are losing income. He understand that there may have to be some kind of increase to remain operational.

Motion to adjourn was made by KJ Varner and seconded by J Taylor.

Meeting was adjourned at 1452. Next meeting will be on August 8, 2016 at 14:00 in Gilmer County.

Rick Stout, Secretary

Larry Gerwig, Chairman

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
AGNES G. QUEEN
President
PATRICK D. BOYLE
Commissioner
THOMAS V. FEALY
Commissioner

July 8, 2016

Lewis County Wrecker Services:

Per West Virginia Code §24-6-12, the Lewis County Commission will hold a mandatory wrecker service meeting on Monday, July 25, 2016 at 2:00 PM in the conference room at the Lewis County Emergency Squad (ambulance) located at 155 West 2nd Street, Weston, WV 26452. Attached for your review are the current operating guidelines and towing policy.

If you require additional information, please do not hesitate to contact our office. We look forward to seeing you there.

Sincerely,


Agnes G. Queen

Lewis County Commission President

**Lewis County Commission
Lewis-Gilmer Emergency 911
Operating Guidelines**

Wrecker Dispatching and Tow Rotation

PURPOSE: The Lewis-Gilmer E-911 center is organized for the purpose of dispatching all emergency services and agencies in Lewis County to serve all our citizens. By establishing standard operating guidelines (SOG's) for dispatching wreckers in Lewis County, the best quality service should be available.

1. The wrecker companies must meet the following guidelines to be placed on the rotation log:

- A. Write a letter to the Lewis County Commission requesting to be put on rotation log/service rotation and copy to the Lewis Gilmer E-911 Center.
 - a. Lewis County Commission
110 Center Avenue, Weston, WV 26452
 - b. Lewis-Gilmer E-911
201 Orchard Street, Weston, WV 26452
- B. The wrecker service must meet all requirements of the Public Service Commission(PSC) of West Virginia. This will include all standards for their vehicles and lots. Each wrecker company's equipment must meet or exceed safety requirements set forth by the PSC.
- C. Send a legible copy of your business license for Lewis County, vehicle inspections, from PSC- insurance and paperwork authorizing you to do business with the PSC.
- D. The wrecker company must have both a rollback wrecker and a conventional hook wrecker in order to be placed on rotation.

- E. The following is a definition of a recognized station and this information should be included in your letter:
1. Must be an established business, licensed at the same physical address in order to do business: city , state , town
 2. Must include physical and mailing address
 3. Telephone and FAX numbers
 4. Wreckers must be located at that physical address and parking for wreckers must be available
 5. Must have facilities to store vehicles according to rules and regulations of the PSC and provide the physical address
 6. Must be available 24hours/7days a week-365 days a year
 7. Provide no more than three(3) numbers to contact wrecker service
 8. Renting or leasing a garage/building does not constitute an established business.
- F. **Scanner Jumping/Hopping** will be considered a violation of these Standard Operating Guidelines(SOG's)
- G. If a law officer places a hold on a vehicle, the wrecker service/company should advise the owner that vehicle is on hold and include the wrecker/ service phone number. Only the agency who places a vehicle on hold can release said vehicle. NO 911 Telecommunicator has that authority.

Lewis County Commission Wrecker Policy

Subject: Dispatching of Towing Services

Effective Date: July 01 2013 Review Date: June 11, 13 1:30 pm

Amends/Supersedes: June 2004 – April 2006-June 21st.2007- July 2007- July 2010

Approved: *[Signature]* President/Lewis Co. Commission

Date: June 17, 2013

Purpose: The purpose of this policy is to provide for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services. As per Wv. Code 24-6-12.

Guideline: It shall be the policy of the Lewis County Commission and the Enhanced Emergency Telephone System, commonly known as Lewis-Gilmer E-911, otherwise known as Dispatch, to provide for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services.

1. Each public safety agency and public agency, (otherwise known as Law Enforcement, EMS and Fire Service), operating in Lewis County that is requesting an emergency towing service shall:

A. Inquire of the owner/operator of the vehicle to be towed if said owner/operator has a preference of emergency towing services, if an emergency towing service is specified, said named services shall be requested through E-911 and require owner/operator's signature, These signatures shall be kept by the Public Service Agencies.

B. If there is no owner/operator preference; an emergency towing service from a list of available towing services shall be requested on a rotational basis.

*Towing
07/25/16
Com
2016*

Mary Lou Myers
LEWIS County 01:45:52 PM
Instrument No 46633
Date Recorded 06/17/2013
Document Type MISG
Pages Recorded 6
Book-Page 15-598

Dispatching and Towing Services Guidelines (Cont.)

The Lewis-Gilmer E-911 Shall Dispatch requests for Wrecker Services, as outlined in the following guideline.

1. Owners and Officers Request – including towing and car clubs:

In the event of an owner/operator request or public safety agency/unit request or public unit's request the Telecommunicator shall use the owners and officers request wrecker log form. The wrecker companies for Lewis County are listed at the end of this document. There is a wrecker company list in front of the wrecker log book to be used as a resource. All spaces shall be filled out appropriately. See Attached Form.

2. Regular passenger type towing:

In the absence of an owner/operator request or public safety agency/unit request or public unit's request, the Telecommunicator shall use the small wrecker log/small rotation form. The wrecker companies for Lewis County are listed in rotation. In the event that a wrecker service is not available, mark no and proceed to the next available. All spaces shall be filled out appropriately, see attached form.

3. Large Commercial Transporter Type towing:

In the absence of an owner/operator request or public safety agency/unit or public unit, request, the Telecommunicator shall use the large wrecker log/large rotation form. The Wrecker companies for Lewis County are listed in rotation. In the event that a wrecker service is not available, mark no and proceed to the next available. All spaces shall be filled out appropriately, see Attached Form

4. Emergency Call-out procedure by an Agency

In the event that a Public Service Agency/Unit on the scene of an unusual or an exceptional emergency, whereby there would be a direct threat to health, safety or welfare of people or whereby greater property damage would in all probability occur, the requesting Public Safety Agency/Unit may request any Lewis County Towing Service that will provide the most prompt and effective emergency towing service. The Public Service Agency/Unit shall advise Dispatch which Lewis County towing Service they need. In the event the Public Service Agency/Unit fails to make a decision, Dispatch shall use the rotational basis.

Dispatching and Towing Services Guidelines (Cont.)

5. Service Call rotation:

The Service Call/motorist assist rotational system shall be used for flat tires/ lockouts/ abandon vehicles. The regular rotation shall be used for wrecks and DUI's.

6. Notifications

Responding Law Enforcement shall be notified of any and all requests.

7. Logs and Records – maintenance, viewing and disposal:

All wrecker logs and all records pertaining to Lewis County's policy on towing; shall be maintained at the E-911 Center for a period of three years, of the posted date. Every three years from the date enacted, the Lewis County Commission, along with all the wrecker Services and the E-911 director, shall consent to any changes that may be needed. The general public may view them by appointment with the E-911 Director or a designee. After three years, any records pertaining to this procedure may be shredded and documented as such. Records for the past three years shall not be shredded and/or destroyed until the meeting with all wrecker companies has taken place.

8. Wreckers to be put back into Rotation;

After being dispatched, if a wrecker does not provide any type of service, the Wrecker Agency shall be put back into rotation. A line shall be drawn through the Agency to be skipped and documented why and by whose request and who has put them back into rotation.

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

1325 VIRGINIA STREET, EAST
CHARLESTON, WV 25301-3011
(304) 558-2110
FAX: (304) 558-2115

EARL RAY TOMBLIN
Governor

JOSEPH C. THORNTON
Cabinet Secretary

THE HONORABLE AGNES QUEEN, PRESIDENT
LEWIS COUNTY COMMISSION
LEWIS COUNTY COURTHOUSE
WESTON, WV 26452

Statement Number: 61162a8e

Statement Date: 7/6/2016

Month Of Service: June, 2016

Pursuant to subsection 10, Article 20, Chapter 31 of the West Virginia Code, the West Virginia Regional Jail and Correctional Facility Authority hereby provides you with a monthly statement of charges and costs of inmate maintenance and operational costs for LEWIS for the month of June, 2016.

The costs per day for inmate maintenance and operation were determined by the Authority according to criteria, procedures, and regulations promulgated in the code of state Regulations at 94 CSR 7, in accordance with article 3, Chapter 29a of the West Virginia Code.

Detail information, including names of inmates and the number of days of inmate maintenance, to support this invoice is attached.

Month: June

NUMBER OF INMATE DAYS: 1629

PER DIEM RATE: \$48.25

AMOUNT DUE - June, 2016 \$78,599.25

This statement amount is due and payable upon receipt.

Please Remit Payment to:
WV Regional Jail and Correctional Facility Authority
P O Box 40258
Charleston, WV 25364