

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA  
#1 COURT SQUARE, SUITE 203  
PARKERSBURG WV 26101

IN RE: MINUTES OF MEETING HELD  
THURSDAY, MARCH 17, 2011

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
WAYNE DUNN, COMMISSIONER  
STEPHEN GAINER, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

The County Commission, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch approved minutes of March 7, 10 and 14, 2011.

**AGENDA AND DISCUSSION ITEMS**

At 10:25 A.M., the County Commission met with Jamie Six, County Clerk who submitted lists of the poll worker nominees and alternate poll worker nominees who will work the Special Primary Election to be held May 14, 2011. The County Commission approved said lists. (Order M/1361)

At 10:30 A.M., the County Commission held the second public hearing in regard to the Small Cities Block Grant Application for the Lubeck Public Service District – Belleville Area Water Extension Project. After said hearing, the County Commission authorized David Blair Couch to execute a Resolution to allow President Couch to execute all necessary documents for said grant application. Tim Meeks, Mid-Ohio Valley Regional Council; Jim Cox, Lubeck Public Service District and others were present. (Order M/1360)

At 10:53 A.M., the County Commission held a hearing in regard to the Sylvia Bargeloh estate to determine that claims against the estate have been fully discharged and paid. Attorney Robert Ellison on behalf of Robert W. Andrews, Executor of the estate was present. After testimony, the

County Commission determined claims have been discharged and paid and a final settlement could be filed in said estate. Information in regard to this estate is on file in the Probate Office. (Probate Order attached.)

The 11:00 A.M. hearing in regard to the Gladys Melrose estate was cancelled.

At 11:15 A.M., the County Commission met with Dave Ashley from the Convention and Visitors Bureau to discuss Innovative Programming Grant Applications. Funding was approved for the 2011 NAYS Tournaments and the WV USSSA Baseball. (Orders M/1358 and M/1359)

At 11:15 A.M., the County Commission worked on the budget preparation.

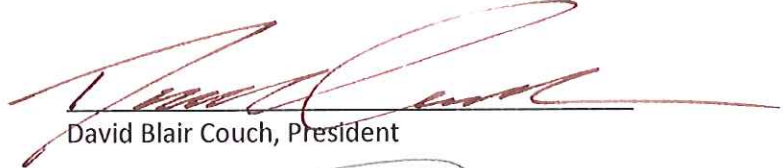
**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

A/724, A/725, M/1357, M/1358, M/1359, M/1360, M/1361 and M/1374

Having no further scheduled appointments or business to attend to, the County Commission adjourned.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled March 17, 2011.

Wood County Commission Meeting  
Held March 17, 2011

Please Print

- |     |                        |
|-----|------------------------|
| 1.  | Jonathan DeLong        |
| 2.  | Steve Stephens         |
| 3.  | PHILIP R POSTLEWAT     |
| 4.  | JIM COX LUBECK PSD     |
| 5.  | JERRY MARTIN     7   1 |
| 6.  | Pamela VanMatre        |
| 7.  | Iris Smith IRIS SMITH  |
| 8.  | MARK Snyder            |
| 9.  | Barbara Had            |
| 10. | Jody Galland           |
| 11. | Sarah Galland          |
| 12. | Herbert Galland        |
| 13. | John Demant            |
| 14. | Megan Smith            |
| 15. | Larry R Conant         |
| 16. | Michael F. King        |
| 17. | Donald H. Brown        |
| 18. | LLOYD W SMITH          |
| 19. | Luigi O. Michael       |
| 20. | Christina Smith        |
| 21. | DAVE Ashley            |





# Wood County Commission

03/17/2011  
 1 Court Square, Suite 203  
 Parkersburg, WV 26101

## Agenda topics

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:25 AM	APPOINT POLLWORKERS	COUNTY CLERK
10:30 AM	PUBLIC MEETING SMALL CITIES BLOCK GRANT APPLICATION – SECOND PUBLIC MEETING LUBECK PSD BELLEVILLE WATER PROJECT	TIM MEEKS, MOVRC
10:45 AM	SYLVIA BARGELOH ESTATE – REQUEST TO HAVE CLAIMS DISALLOWED	ROBERT ELLISON, ATTORNEY
11:00 AM - <b>CANCELLED</b>	GLADYS MELROSE ESTATE – REQUEST TO HAVE EXECUTRIX REMOVED	ROGER AND SUSAN SALSER
11:14 AM	INNOVATIVE PROGRAMMING GRANT APPLICATION	DAVE ASHLEY
11:15 AM	BUDGET PREPARATION	

### Special notes:

1. Vacancies on Boards and Commissions
2. Building Enforcement Properties
3. Contribution Requests
4. County Facilities
5. Meldahl Subdivision Agreement
6. Discuss Humane Society Contract
7. Phillips Court Alley – WTAP
8. Discuss Change Orders for Justice Center
9. Video Lottery – Woodridge

*W-5-BL  
 7th, 10, 14*

# ORDERS-Wood County Commission, West Virginia

71

JANUARY Term,

THURSDAY, MARCH 17, 2011  
TWENTY-FIFTH Day

MARCH 2011

IN RE: ESTATE OF SYLVIA BARGELOH, DECEASED (ORDER COUNTY COMMISSION - RELEASE CLAIMS TO FILE FINAL SETTLEMENT)

This day came ROBERT WILLIAM ANDREWS, Executor along with ROBERT A. ELLISON, attorney for hearing held before the County Commission of Wood County on March 17, 2011 at 10:45 A.M. and regard to the estate of SYLVIA BARGELOH, deceased to determine claims against said estate have been fully discharged and paid.

The County Commission after hearing said petition determined claims have been discharged and paid, that a final settlement could be filed in said estate.

IN RE: ESTATE OF BASIL CRESTON MARTIN, DECEASED

This day came PATRICIA ANN DEAK, who was, by the last Will and Testament of BASIL CRESTON MARTIN, deceased, named therein to qualify as EXECUTRIX, without bond, of said Will.

It appearing to this Commission that PATRICIA ANN DEAK be and he is hereby qualified as such EXECUTRIX, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said PATRICIA ANN DEAK, upon the Estate of BASIL CRESTON MARTIN, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisalment of the Estate of BASIL CRESTON MARTIN, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

IN RE: ESTATE OF DONNA E. ROBERTS, DECEASED

This day came RONALD N. ROBERTS, who was, by the last Will and Testament of DONNA E. ROBERTS, deceased, named therein to qualify as EXECUTOR, without bond, of said Will.

It appearing to this Commission that RONALD N. ROBERTS be and he is hereby qualified as such EXECUTOR, and entered upon the discharge of said trust, without bond, as provided by said Will.

Letters testamentary are hereby granted the said RONALD N. ROBERTS, upon the Estate of DONNA E. ROBERTS, deceased, in due form.

In accordance with Chapter 44, Article 1, Section 14 of the West Virginia Code, of 1931, as amended, effective July 9, 1993, the Personal Representative, after first being duly sworn, shall make a true and accurate appraisalment of the Estate of DONNA E. ROBERTS, deceased, both real and personal, and will make their return thereof as required by law.

No reference is made to a Fiduciary Commissioner, for settlement, in this Estate.

3/17/11  
69/412

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPOINTED BELINDA FETTY TO  
THE WOOD COUNTY LOCAL EMERGENCY PLANNING  
COMMITTEE.

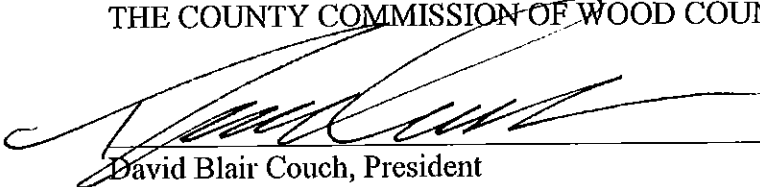
**ORDER**

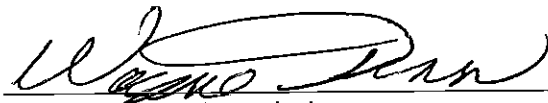
On this date, the County Commission of Wood County, upon a motion made by Steve Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, appointed Belinda Fetty to the Wood County Local Emergency Planning Committee upon the recommendation of Doug Hess, Chairman.

Said appointment is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. The term for Ms. Fetty will expire December 31, 2012.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

A/725

3/17/11  
6 9/4 11

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

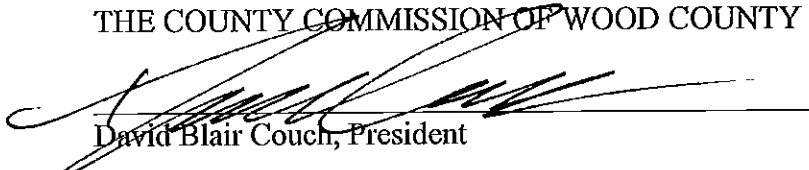
IN RE: THE COUNTY COMMISSION CALLED FOR A SPECIAL SESSION  
TO BE HELD IN REGARD TO THE PREPARATION OF THE  
BUDGET FOR THE FISCAL YEAR 2011/2012.

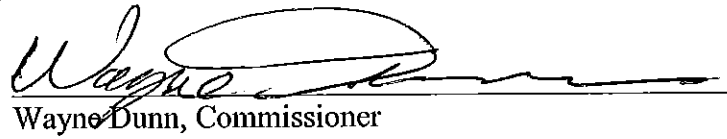
**ORDER**

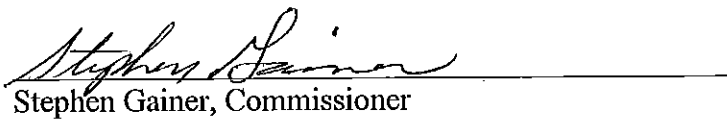
On this date, the County Commission of Wood County, in regular session, announced to all concerned, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Steve Gainer, that they, as a Commission, are calling for a SPECIAL SESSION to be held March 21, 2011. The Special Session will begin at 8:30 A.M. and is being held for the preparation of the budget for the fiscal year 2011/2012 as required by Chapter 11, Article 8, Section 10 of the West Virginia Code of 1931, as amended. This meeting will be held in the Fort Boreman Room in the Judge Black Annex.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

A/724

3/17/11  
69/410

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION WAS IN RECEIPT OF A CHECK FROM THE STATE OF WV IN THE AMOUNT OF \$3,121.90 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE DIVISION OF CRIMINAL JUSTICE ASSISTANCE GRANT NUMBER 09-VA-048.

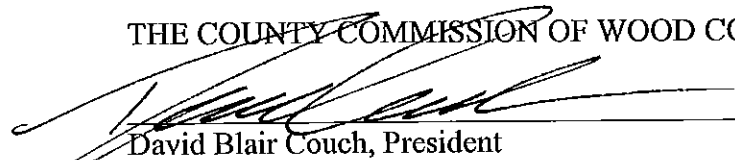
**ORDER**

On this date, the County Commission of Wood County was in receipt of a check from the State of West Virginia in the amount of three thousand one hundred twenty-one dollars and ninety cents (\$3,121.90) which represents reimbursement to Wood County for expenses incurred during the month of November, 2010, in regard to the Strategic Prevention Framework State Incentive Grant Number 09-VA-048. Receipt of the aforementioned check is pursuant to an Order appearing in Order Book 69, at Page 383 and bearing the date of January 27, 2011 at which time David Blair Couch, in his official capacity as President, and on behalf of the County Commission, was AUTHORIZED to EXECUTE the Request for Reimbursement.


Documentation pertaining to the WVDCJS Victims of Crime Advocate Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner



3/17/11  
69/41

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE FUNDS TO BE COMMITTED FROM THE INNOVATIVE PROGRAMMING GRANT FUND FOR THE 2011 WV USSSA BASEBALL.

**ORDER**

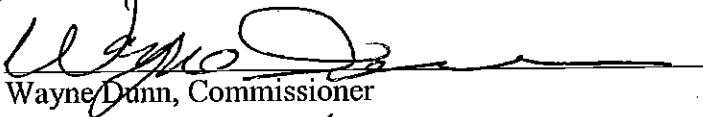
On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Steve Gainer, and made unanimous by Wayne Dunn, did hereby AUTHORIZE funds to be committed from the Innovative Programming Grant Fund. The following event was approved for funding:

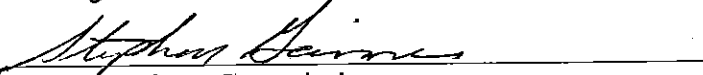
- WV USSSA Baseball - \$2,000.00

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
David Blair Couch, President

  
Wayne Dunn, Commissioner

  
Stephen Gainer, Commissioner

M/1358

3/17/11  
69/41

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE FUNDS TO BE COMMITTED FROM THE INNOVATIVE PROGRAMMING GRANT FUND FOR NAYS TOURNAMENTS.

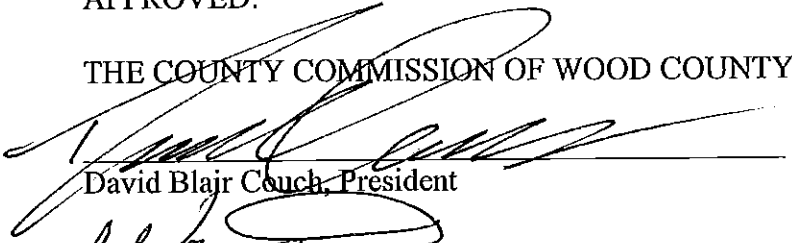
**ORDER**

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Steve Gainer, and passed with Wayne Dunn abstaining, did hereby AUTHORIZE funds to be committed from the Innovative Programming Grant Fund. The following event was approved for funding:

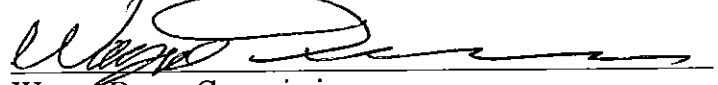
- 2011 NAYS Tournaments - \$3,000.00

APPROVED:

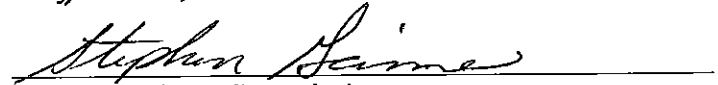
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1359

3/17/11  
69/411

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

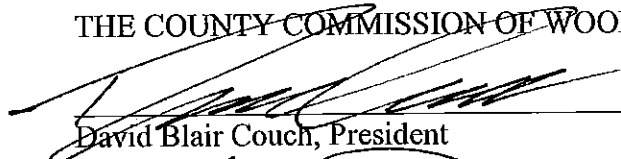
IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE SMALL CITIES BLOCK GRANT PROGRAM APPLICATION FOR THE LUBECK PSD-BELLEVILLE AREA WATER EXTENSION PROJECT.


**ORDER**

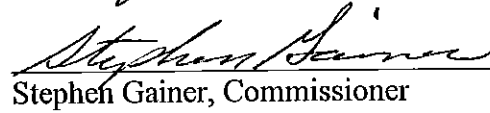
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Steve Gainer, and made unanimous by David Blair Couch, did hereby EXECUTE a RESOLUTION hat hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Small Cities Block Grant Program Application for the Lubeck PSD - Belleville Area Water Extension Project.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

M/1360

3/17/11  
69/411

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION



**WHEREAS**, the State of West Virginia through the West Virginia Development Office is sponsoring the Small Cities Block Grant (SCBG) Program; and

**WHEREAS**, the SCBG Program is designed to provide assistance to counties and municipalities in West Virginia to address critical community development and housing, and economic development needs; and

**WHEREAS**, the Wood County Commission is an eligible applicant; and

**WHEREAS**, the Wood County Commission might address these needs by making formal application to the SCBG Program sponsored by the State of West Virginia.

**NOW THEREFORE BE IT RESOLVED**, that the Wood County Commission does hereby formally endorse the submittal of an application to the West Virginia Development Office in hopes of receiving SCBG funding consideration for the Lubeck PSD – Belleville Area Water Extension Project.

**BE IT FURTHER RESOLVED**, that David Blair Couch, in his official capacity as President, is hereby authorized to execute all necessary documents on behalf of the Ritchie County Commission in regard to the SCBG Program.

**NOW BE IT FURTHER RESOLVED**, that the Wood County Commission will abide by the fules and regulations set forth by the State of West Virginia in the administration of the SCBG Program.

**ADOPTED THIS 17TH DAY OF MARCH, 2011.**

\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

\_\_\_\_\_  
Stephen Gainer, Commissioner

3/17/11  
69/411

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPROVED THE LIST OF POLL  
WORKER NOMINEES SUBMITTED BY THE WOOD COUNTY  
CLERK FOR THE MAY 14, 2011 SPECIAL PRIMARY ELECTION.

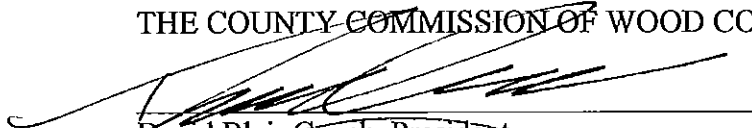
ORDER

On this date, came Jamie Six, Clerk of the County Commission of Wood County, and presented to the County Commission lists of the poll worker nominees and Alternate Poll Worker nominees, who will work the Special Primary Election to be held May 14, 2011.

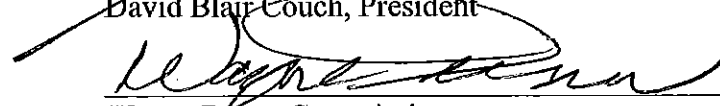
The County Commission, upon a motion made by Wayne Dunn, seconded by Steve Gainer and made unanimous by David Blair Couch, did hereby APPROVE the aforementioned lists of poll workers.

APPROVED:

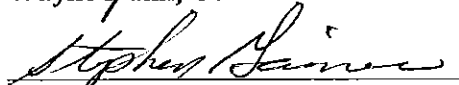
THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_

David Blair Couch, President

  
\_\_\_\_\_

Wayne Dunn, Commissioner

  
\_\_\_\_\_

Stephen Gainer, Commissioner

M/1361

4/17/11  
6/9/12

MARCH 17, 2011

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE  
SUBMISSION OF AN APPLICATION FOR A LOCAL  
EMERGENCY PLANNING COMMITTEE GRANT.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Wayne  
Dunn, seconded by David Blair Couch and made unanimous by Steve Gainer, did hereby  
AUTHORIZE the submission of a Grant Application on behalf of the Local Emergency  
Planning Committee (LEPC). Said Application is with Volunteer West Virginia for a Citizens  
Corps Grant.

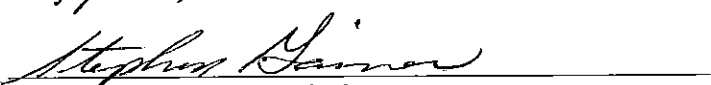
A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President

  
\_\_\_\_\_  
Wayne Dunn, Commissioner

  
\_\_\_\_\_  
Stephen Gainer, Commissioner

M/1374



# Citizen Corps Preparedness Grant Guidance and Application

FY 2009 CCP

## Grant Application Guidance

### Overview

Funding Agency	Volunteer West Virginia, the state's commission for national and community service
Grant Program Title	Citizen Corps Preparedness Grants
CFDA Number	97.067
Deadline for Application	March 22, 2011
Award Announcement	April 15, 2011
Eligibility	Citizen Corps Councils or other Local Preparedness Planning Committees who have received grant funding through West Virginia Citizen Corps between 2007-2011 are eligible to apply. Councils can plan activities as a whole community or utilize funding for local disaster response volunteer programs like Medical Reserve Corps, Volunteers in Police Service Programs, Community Emergency Response Teams, Project Lifesaver, Search and Rescue and others.

### Funding Description

Citizen Corps Preparedness grants are awarded to local programs one time per year on a competitive basis. In 2011 Councils are encouraged to utilize funding to serve at risk populations and to engage the business and faith based community in disaster preparedness efforts. Citizen Corps is a program that seeks to involve the whole community in planning for disasters of all kinds. Councils do this by coordinating disaster response volunteer programs, matching the needs of first responders with the assistance volunteers can provide, and implementing various public education programs related to disaster preparedness.

### Purpose of the Grant

- Assist Citizen Corps Councils, LEPCs, and other Disaster Preparedness Planning Councils to implement programs which are sustainable without grant funding by leveraging community support, developing volunteer leaders, and improving community partnerships.
- Assist local Councils with implementation of community preparedness initiatives.
- Assist local Councils with implementation of citizen disaster volunteer programs.

## Award Information

Number of Awards:	We expect to make 3-7 awards	Award Amounts:	Up to \$20,000
Type of Funding:	Federal Grant funds, delivered via reimbursement	Match Requirement:	No match required
Grant Period (pending availability of funds):	April 16, 2011 – December 2, 2011		
Submission Deadline:	March 10, 2011		
Submission Information:	<p><i>Email to: <a href="mailto:Gina.L.Namay@wv.gov">Gina.L.Namay@wv.gov</a></i></p> <ul style="list-style-type: none"> <li>✓ Save File As FY11App_Insert Program Name</li> <li>✓ Scan Attachments</li> </ul> <p><i>Standard Mail:</i></p> <p>Citizen Corps Grant Program          Volunteer West Virginia          710 Central Avenue          Charleston, WV 25302</p> <p>In order to be considered for funding, applications must arrive in our office by 5pm on Thursday, March 10, 2011.</p>		
Questions?	Please contact <a href="mailto:Gina.L.Namay@wv.gov">Gina.L.Namay@wv.gov</a> with any questions or problems using the electronic format.		
Funding Restrictions:	<ol style="list-style-type: none"> <li>1. Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21, A-102, A-110, A-122, A-133, A-87 or FAR 31.2 at <a href="http://www.whitehouse.gov/OMB/circulars/">www.whitehouse.gov/OMB/circulars/</a>.</li> <li>2. Funds must be used during the designated grant period unless a specific grant extension is approved in writing.</li> <li>3. Funds must be spent within the parameters of authorized activities.</li> <li>4. Funds must be spent in accordance with state and federal grant guidelines.</li> <li>5. Funding may not be used for management and administration, construction costs, or computer equipment or accessories. All equipment must be on the Authorized Equipment List (link provided in section 5. Budget.)</li> <li>6. A funded applicant must agree that:             <ol style="list-style-type: none"> <li>a. Funds will be accounted for separately.</li> <li>b. Financial records will be available for review.</li> </ol> </li> </ol>		

## Additional Information

Grant Public Information Sessions	Date and Time	To Participate
Conference Call	Thursday, February 10, 2011 10am	Dial: (866)453-5550 Participant Pin: 4108288#
Conference Call	Thursday, February 24, 2011 10am	Dial: (866)453-5550 Participant Pin: 4108288#

## **Application Review Information**

Each application will be reviewed by staff for eligibility. Applicants or their fiscal agents must be eligible to receive Homeland Security Funds according to the most *current* eligibility criteria. If an organization's mission is not directly related to emergency response activities, your organization may not be required to complete all portions of the eligibility list. Contact your Homeland Security Regional Coordinator for more information.

Applications will be reviewed by at least 3 persons with subject matter expertise in disaster volunteerism, citizen preparedness and community resilience, community development, and/or grant making. Reviewers will assist Volunteer West Virginia Commissioners in making sound funding decisions.

Grant awards will be subject to the approval of the full Volunteer West Virginia Commission at their April meeting. Commissioners will consider the total score of the application and the degree to which the proposals demonstrate congruence with the overall program objectives. In order to be considered for funding an application must receive an average score during the review of 80%. Sections 4 through 8 of this application are marked with the number of points available (out of 100) for each section. These indicators will be used by the evaluators to score the applications. It is important to re-read your application before submission for completion, accuracy, grammar and spelling. Your application may lose points for incorrect formatting or grammar and spelling errors if they detract significantly from the readability of the application.

# Citizen Corps Grant Application

## 1. Subgrantee Applicant Profile

Project Information	
Project Title	Regional Threat Preparedness Trainings
Program Name	Threat Preparedness
Amount Requested	\$20,000.00
County or Jurisdiction	Regional
Estimated Date of Project Completion	December 31, 2011
Fiscal Agent FEIN	55-0619203

Contact Information	Local Emergency Manager	Citizen Corps/Organization Project Manager	Fiscal Agent Point of Contact
Name	Kristine Green	Douglas Hess	Sandra Ellenwod
Title	Threat Preparedness Volunteer Coordinator	Chairman of the Local Emergency Planning Committee	Finance Director
Organization	Mid Ohio Valley Health Department	Local Emergency Planning Committee	Mid Ohio Valley Health Department
E-mail	Kristine.L.Green@wv.gov	douglashess@clearchannel.com	Sandra.M.Ellenwood@wv.gov
Telephone	304-485-7493	304-295-3070 ext 145	304-485-7374 ext 161
Fax	304-485-7499	304-295-4389	304-485-1493
Address	211 6th Street Parkersburg, WV 26101	PO Box 5559 Vienna, WV 26105	211 6th Street Parkersburg, WV 26101

**Is this Program eligible to receive funding from the West Virginia Department of Military Affairs and Public Safety State Administrative Agency?**  Yes  No

*\*If you are unsure about your program's compliance please contact WVDMAPS for more information: 304-558-2930. Please attach a written notice from your Regional Coordinator confirming your eligibility to receive funds.*

## 2. Program Summary (5 points)

Summarize your project in a few sentences for each category:

### 2.1 Summary/Description of Project

800 character limit.

I am working on getting our communities prepared for various kinds of disasters by offering a variety of trainings as well as exercises and drills. I would like to combine several different volunteer groups like CERT, MRC, Amateur Radio Communications, Large Animal Rescue and Threat Preparedness just to name a few. These trainings and events would also be integrated into including our special needs population for training purposes as well as how to handle their needs in an event of an emergency. Some of the trainings that I would like to offer are, but not limited to; Psychological after Disaster Training, more CERT Trainings, Large Animal Rescue combined with CERT and MRC exercises, Special Needs Trainings and some youth programs to get them involved with their communities.

### 2.2 Current Capabilities

Describe how your Citizen Corps Council is governed. Include information about meeting regularity, memberships, partnerships, and volunteer involvement. Attach a current Citizen Corps Council application. 800 character limit.

Wood/Wirt Counties local Citizen Corps Planning Committee currently comprises the Wood County Citizen Corps Council. The committee consists of 40 plus organizations that represent a broad spectrum of organizations/companies with a vested interest in emergency response within Wood and Wirt Counties. Among the membership are paid and Volunteer Fire Service, Law Enforcement, EMS, Hospitals, Public Health, Federal Agencies, Chemical and other Manufacturers, "Special Needs" Representation, Chamber of Commerce, Transportation and Higher Learning. Doug Hess is our Citizen Corps/Organization Project Manager, who represents local media as the News Director for Clear Channel Radio. This cross sectional strength has given us a new focus and direction for our council.

### 2.3 Citizen Corps Grant Program History

List one to three grant awards made to this program by Volunteer West Virginia from 2007-2011.

Grant Number	Award Amount	Description of project completed
06-CC-001001	\$11,710.00	The project was to work with community agencies and organizations to ensure they were prepared in the case of an attack on Wood County. It was presented to approximately 150 people each in six areas.
07-CC-CPP-04	\$14,475.00	It expanded the volunteer basis of the Citizen Corps by working with volunteers associated with existing community organizations and providing them with the necessary skills and trainings.
06-CC-002T08	\$2,950.00	To provide a training to inform people about volunteer management, recruit and retaining volunteers. Four trainings were held to recruit forty individuals to train on a Volunteer Mobilization Center.

## 2.4 Risk and Approach

500 character limit per category.

<p><b>Risk</b> Describe the specific risk to your community as it relates to citizen preparedness and participation. For example, "Our Council coordinates the Volunteers in Police Service program which is not sustainable without Citizen Corps funding."</p>	<p>Coordinate and train many volunteers to help and be prepared in a variety of emergency/disaster responses both at home and helping others who cannot help themselves. This program is not sustainable without Citizen Corps funding.</p>
<p><b>Approach</b> How will your effort reduce this risk? For example: "We will utilize funding for program continuation and to establish community partnerships with the local Chamber of Commerce in order to seek community based funding for future efforts."</p>	<p>We will utilize this funding for the training and education for the continuation of community preparedness as well as helping to continue our partnerships with the Local Emergency Planning Committee (LEPC), Community Emergency Response Team (CERT), Medical Reserve Corps (MRC) groups and others. It will assist with our partnerships we have with local hospitals, EMS and Law Enforcement. We will use funds to help partnerships with Faith Based organizations as well as our Special Needs Populations.</p>

## 3. Goals and Milestones (15 points)

Please list and describe up to five goals for your program during this grant period. Prepare a list of tasks associated with implementing your program goals. List these tasks as milestones. Create a logical progression with milestones listed chronologically to the extent possible.

#	Goal	#	Milestone	Who is responsible?	Expected Completion date:
1	To have at least six Community Emergency Response Team (CERT) groups in the six different Counties	1.1	To have a minimum of ten people in each CERT class.	Kristine Green	12-02-2011
		1.2	Schedule dates for the six classes	Kristine Green	12-02-2011
		1.3	Get instructors who are willing to put in the extra hours	Kristine Green	12-02-2011
		1.4	Identify locations that are willing to host the trainings	Kristine Green	12-02-2011
		1.5	Purchase enough CERT equipment (backpacks, gloves, hard hats, etc) for each CERT team member that finishes the courses	Kristine Green	12-02-2011
2	To have at least two exercises/drills for (CERT)/ (MRC) & Threat	2.1	Hosting an exercise that will exercise their skills in traige, docementation, amateur radio, record keeping and many other functions	Mid Ohio Valley Health Department (MOVHD) and Kristine Green	04-30-2011



#	Goal	#	Milestone	Who is responsible?	Expected Completion date:
	Preparedness (TP)Volunteers across the region	2.2	Recruiting Volunteers through flyers	Mid Ohio Valley Health Department and Kristine Green	12-02-2011
		2.3	Organize a Region wide CERT/MRC and TP Drill or exercise involving role play	Regional Threat Preparedness/LEPC/CERT/MRC	07-02-2011
		2.4	Hosting the actual drills	Regional Threat Preparedness/LEPC/CERT/MRC	12-02-2011
		2.5	Obtain locations in which the drills can be held.	Regional Threat Preparedness/LEPC/CERT/MRC	12-02-2011
3	After getting the CERT Teams trained, we will regionally host additional trainings	3.1	Recruit a person in each of the six counties to help with organizing additional trainings.	Kristine Green and the regional LEPC, CERT and MRC Coordinators	12-02-2011
		3.2	Identify locations that will host the trainings.	Regional Planning Committees	07-30-2011
		3.3	Schedule and plan meetings to discuss what kind of trainings they are interested in and are needed.	Regional Planning Committees	07-30-2011
		3.4	Outreach for the trainings	Kristine Green and other volunteers	12-02-2011
		3.5	Media Blitz to get the word out about the time and places where the various trainings for CERT/MRC and TP Volunteers	Local Media/Doug Hess	12-02-2011
4	Getting Faith Based and Special Needs Population involved in Volunteerism	4.1	Contacting the Faith Based community to see if they are interested in becoming involved in disaster trainings and becoming partners with MOVHD	Kristine Green and Volunteers	12-02-2011
		4.2	Contacting the Special Needs Populations to see if they are interested in becoming involved in disaster trainings and becoming partners with MOVHD	Kristine Green and Volunteers	12-02-2011
		4.3	Plan some trainings with all partners that are interested and we will help them in disaster planning	Kristine Green and other Regional Coordinators	12-02-2011
		4.4	Host an exercise using one of the churches as a place to host an exercise	Regional Coordinators	12-02-2011

#	Goal	#	Milestone	Who is responsible?	Expected Completion date:
		4.5	Become permanent partners in an ongoing disaster training endeavor	Regional Coordinators	12-02-2011
5	To get a Large Animal Rescue Training involving several regions and partners	5.1	See when Days End Farms and Brooke Vraney can come down for the training	Kristine Green and Tom Cooper	07-31-2011
		5.2	Locate a place big enough and not very expensive to host the training	Kristine Green, Michael Kelley, Tom Cooper and Jim Rose	07-31-2011
		5.3	Get enough training materials for the volunteers	Days End Farms	07-31-2011
		5.4	To have fifty or more volunteers to attend the training	Kristine Green, Michael Kelley, Tom Cooper and other Large Animal Rescue Team Members	10-30-2011
		5.5			

#### 4. Budget (10 points)

AEL: Authorized Equipment List – please include for all equipment purchases. Visit: [https://www.rkb.us/FEMAGrants/LinkedToAELCats.cfm?content\\_id=227137&relationtype=12311&overridesubtype=893](https://www.rkb.us/FEMAGrants/LinkedToAELCats.cfm?content_id=227137&relationtype=12311&overridesubtype=893) for a list of Citizen Corps approved equipment expenses.

Available budget lines are planning, equipment, training, and exercises. Use the drop down box to indicate the budget line for each expense. Guidance on allowable costs for Citizen Corps is attached. (PETE: Planning, Equipment, Training, Exercises) Link each expense to a Goal established in section 3.

AEL	PETE	Goal #	Item (please itemize expenses to the fullest extent possible)	Unit Cost	Units	Estimated Cost
	Train.	1	CERT Back packs	\$78.00	100	\$7,800.00
	Train.	1	CERT materials for classes	\$20.00	100	\$2,000.00
	Train.	2, 3, 4 & 5	Materials for handing out flyers and registration forms	\$0.50	2000	\$1,000.00
	Exer.	2, 4 & 5	Food	\$600.00	3	\$1,800.00
	Exer.	2, 4 & 5	Trainer fees	\$3,100.00	1	\$3,100.00
						\$ 0.00
	Train.	4	Materials for participants	\$20.00	50	\$1,000.00
	Train.	2, 3, 4 & 5	Outreach by way of phone, emails, personally going to places and advertisement	\$350.00	4	\$1,400.00
	Train.	2, 4 & 5	Media Costs	\$300.00	3	\$ 900.00
	Train.	1, 2, 4 & 5	Newspaper and other forms of advertisements	\$500.00	2	\$1,000.00
						\$ 0.00
						\$ 0.00
					Grand Total	20000.00

## 5. Project Details- Project Focus (5 points)

Citizen Corp Project Priority Area - Select the community preparedness priority for this project

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Mobilization of Volunteers during disaster response | <input checked="" type="checkbox"/> Business Community Preparedness                                       |
| <input checked="" type="checkbox"/> Faith-based Community Involvement                   | <input checked="" type="checkbox"/> Organization/Program Sustainability                                   |
| <input checked="" type="checkbox"/> Improving services for at-risk populations          | <input checked="" type="checkbox"/> Other: Establish partnerships with new participants and organizations |

### Geographic Area Covered

- Single County  
County Name:
- Multiple Counties  
List Counties: Tyler, Wetzel, Doddridge, Harrison and all of Region 1
- Regional Project  
WV DMAPS Region: I

## 6. Project Narrative (45 points)

Provide up to 4 pages of narrative regarding your project. We want to know where you have come from, where you are going, and why. Use the text box below. Be sure to spell check and format your work for readability. You may choose to attach the narrative in a Word document.

\*Reminder: The purpose of this grant is to provide continuation funding for existing Citizen Corps Planning Councils and to improve the sustainability of existing disaster volunteer and community preparedness initiatives. Be sure to address these issues in your narrative.

Include the following in your narrative:

- **Project Justification/Need:** Describe the problem, tell how you identified the problem, and tell how this project will help solve the problem. Identify community need, project goals, objectives, and outcomes. Ensure project goals and activities are logically connected to the identified community need.
- **Implementation/Activities.** What do you hope to accomplish with this grant funding? Describe activities associated with program implementation. Tell how activities and objectives are logically connected to the community need identified above. Describe how you will measure the effectiveness of your project (evaluation). Explain how your project will be continued after the grant period is complete (sustainability).
- **Impact/Outcome:** Describe how this project will impact the community and who will benefit from the project deliverables. Tell why this is important.
- **Organizational Capacity:** Describe the systems in place to manage this grant. Who are the key people responsible for upkeep, documentation, and reporting?
- **Whole Community Planning:** Describe current relationships, partnerships and collaborations. Indicate any new partnerships you hope to develop with this project.
- **Effective Use of Volunteers:** Describe your existing volunteer program. Explain how volunteers will be involved in planning for and implementation of this project. Describe systems, training, and volunteer management plans you have in place for both an ongoing volunteer program and to manage and oversee volunteers during a disaster.

Many people in the community are unfamiliar with how to help themselves and to prepare for a disaster. We have seen this through previous exercises in the community as well as from past emergencies in our area; including flooding and when a tornado touched down in Belleville, West Virginia. As a result there is a tremendous need in the community for having several trained Community Emergency Response Teams (CERT) as well as other skillfully trained people to help with disaster preparedness on all levels. There is also a great need for having trained responders in multiple regions to help with Large and Small Animal Rescues, Special Needs Populations, Faith Based Populations as well as other entities in our communities.

The Mid Ohio Valley Health Department (MOVHD) is comprised of six counties in West Virginia. The Threat Preparedness Unit of the Health Department currently maintains a Medical Reserve Corps (MRC) program, a Community Emergency Response Team (CERT) and a Threat Preparedness Volunteer program. The goal is to have emergency response teams within each of the six counties in the Mid Ohio Valley Region that can respond to a variety of natural and/or manmade disasters that may even involve animal rescue.

In order to achieve this we plan to offer CERT classes in each of the six counties with a minimum of ten participants in each class. These CERT teams, along with Large Animal Rescue Teams, will be able to assist in community assessments to determine needs within the community and plan trainings accordingly. By offering trainings we can help to inform the community of the needs for preparedness both in their homes and in the community as a whole. In order to accomplish this goal we need a region wide program and partnership with our Special Needs and Faith Based populations so that the entire community can be reached. In addition to the CERT training we plan to host a Large Animal Rescue Training as well as training for our Special Needs and Faith Based Populations that are left out in emergency planning efforts. These trainings will provide an opportunity for community outreach and will allow us further opportunities to assess needs and interest for future community classes and trainings. Community outreach efforts which will be a critical component to sustaining this program and developing partnerships, in-kind contributions and other forms of support.

The impact that these regional programs will have in their communities is that they will be more knowledgeable on how to prepare their own households and to help each other in the event of an emergency. With different exercises planned throughout the coming year, this program will help with recruiting and maintaining volunteers by keeping their interest in what is going on in their communities. This will also help the community feel safer and more confident knowing that they have neighbors who can help in the event of an emergency because of the trainings they received. It is very important to have these kinds of programs available so that there can be greater knowledge of the dangers that are present in today's society and how to deal with them, when they occur. The MOVHD Threat Preparedness Volunteer Program is administered by Kristine Green, the Volunteer Coordinator. Some other key people that will play key roles in documentation and reporting for this grant would be Jim Rose, the Threat Preparedness Coordinator, Sandra Ellenwood, the Finance Director, and the various trainers/instructors for the classes and trainings that will be held. We will also be receiving assistance from some of our partners such as Tom Cooper at Tyler County Search and Rescue and Brooke Vransy from Days End Farm for the Large Animal Rescue training.

Planning this regional community effort will involve many of our current partners, as well as some new ones. Currently we have partnerships with the local Wood/Wirt County Local Emergency Planning Committee (LEPC) which comprises the Wood County Citizen Corps Council. The Wood/Wirt County Local Emergency Planning Committee consists of forty plus organizations that represent a broad



spectrum of organizations/companies with a vested interest in emergency response within Wood and Wirt Counties. Among the membership are paid and Volunteer Fire Service, Law Enforcement, EMS, Hospitals, Public Health, Federal Agencies, Chemical and other Manufacturers, "Special Needs" representation, Chamber of Commerce, Transportation and Higher Learning. Currently, the Wood/Wirt County LEPC is chaired by Doug Hess, Jr., who represents local media as the News Director for Clear Channel Radio. Functioning as the Citizens Corps Council, with its cross sectional strength, the Wood/Wirt County LEPC has allowed for a new focus and direction to be undertaken in the area of the Citizens Corps directly thru the LEPC itself, but has also served as a spring board for the development of direct relationships with individual organizations/companies within the LEPC furthering the Citizen Corps efforts.

In regards to future partnerships, we plan to pursue partnerships with our Special Needs and Faith Based Populations throughout the region that we are trying to reach with this grant. In addition to those two new partnerships we would also plan to develop partnerships with other CERT and MRC groups to form a larger response team to the betterment of West Virginia.

The existing programs for volunteers that the MOVHD oversees to date are: CERT, MRC and Threat Preparedness. The MOVHD Volunteer Coordinator has finished the second CERT class since 2010 with a graduating class of nineteen, one of which was a twelve year old. Most of the volunteers that are registered through MOVHD are also registered with either West Virginia Responder Emergency Deployment Information System (WVREDI) or the MRC website. The Volunteer Coordinator is working on keeping the MOVHD volunteer databases current. In the event of an emergency, volunteers who are not registered with either of the above systems can be contacted assuring the correct number and type of qualified volunteers that are needed for the incident can be deployed.

The volunteer program continues to grow and ongoing trainings are in the works for this year. So far this year MOVHD completed a CERT class, has scheduled on March 24, 2011, a First Responder First Aid and a Mass Casualty Incident First Aid combined class. In addition to these trainings, an exercise is planned in conjunction with the Bike for a Cure fundraiser for Relay for Life, which is planned for April 30, 2011. This exercise will help the CERT and MRC volunteers with Incident Command, communications, registrations, documentation and first aid. Other volunteers will also be used to help with directions, parking and any other needs that come up. Also in the plans is scheduling a Psychological First Aid class in Wood County. We also have a Large Animal Rescue Team that is headed up by one of MOVHD's volunteers and had a meeting on February 14, 2011 at 6 pm. There are also some CPR/AED classes that are being worked on to involve not only the volunteers, but also the MOVHD employees.

With this grant we will also be able to offer more CERT classes and some more Large Animal Rescue Trainings. There is also in the plans of getting some Faith based organizations involved and maybe using one of their facilities to host a drill for a variety of volunteers from CERT to Large Animal Rescue. Involved with all these plans will also be ways to be able to work with and find the capabilities for working with our Special Needs Populations as well. With this grant we will be able to expand the ongoing volunteer base that is very much involved in activities to many for programs to other counties outside of Wood. This will also give us the capability of increasing the strength of our current partnerships as well as gaining new partnerships.

## 7. Submission Checklist

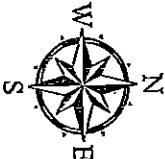
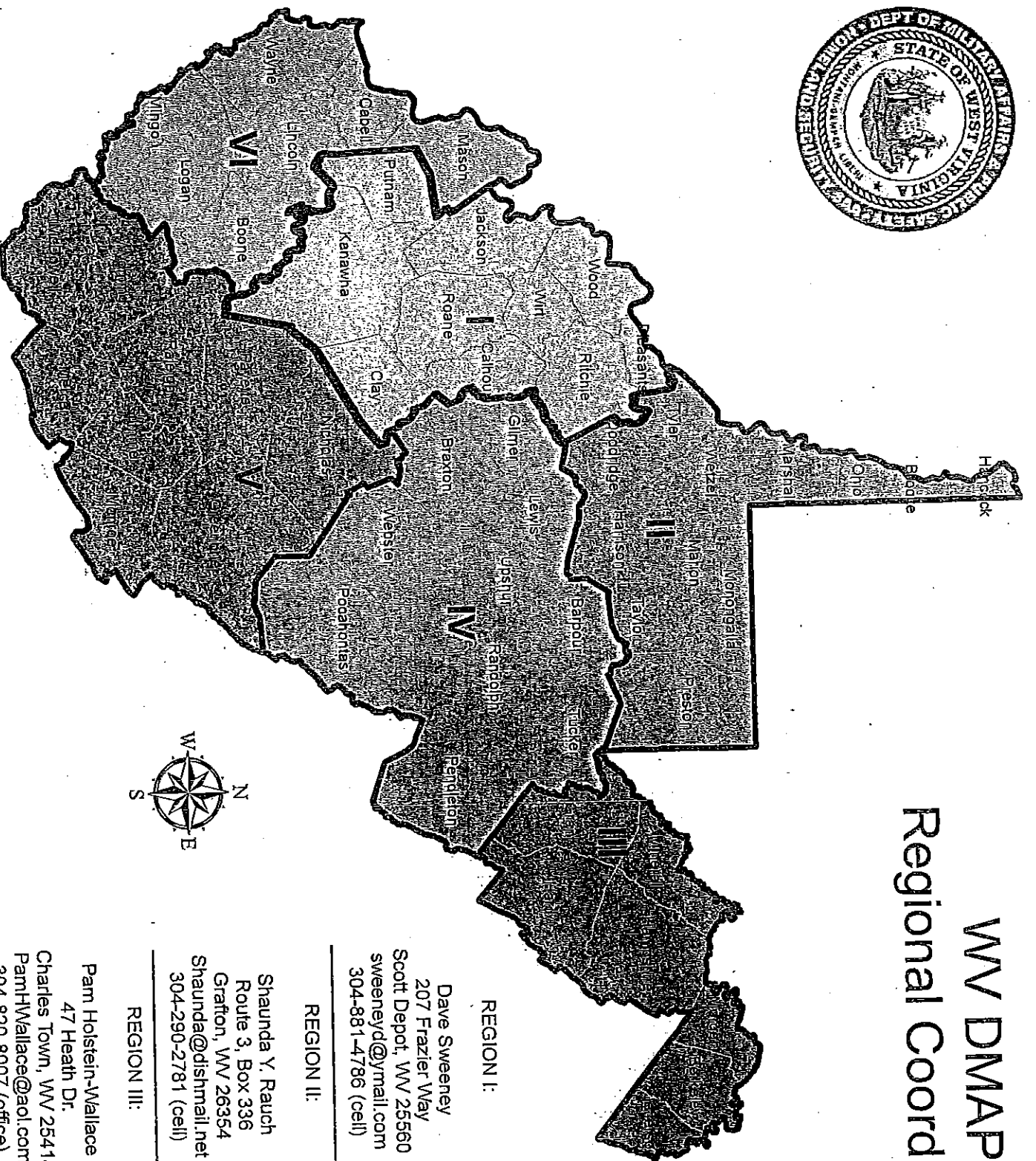
- Complete Grant Application
- Council meeting Sign-in Sheet Dated after June 2010
- Sign-in Sheet or other record of volunteer involvement in program activities
- Partnership letters, Evidence of business or faith based partnership agreements (if applicable)
- Proof of registration complete on CitizenCorps.gov (print screen and submit)
- West Virginia Citizen Corps application

## 8. Attachments

1. West Virginia DMAPS Homeland Security Coordinator Contact Information
2. West Virginia Citizen Corps Application
3. Think Like a Funder handout on preparing grant applications
4. WV Citizen Corps Allowable Cost Guidance



# WV DMAPS Regional Coordinators



**REGION I:**

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**REGION IV:**

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Hfddc43@aol.com  
304-522-2006 (office)

West Virginia Citizen Corps  
Local/County Council Application

## 1. Council Definition

The Citizen Corps mission is accomplished through a national network of state, local, and tribal Citizen Corps Councils. These Councils build on community strengths to implement the Citizen Corps preparedness programs and carry out a local strategy to involve government, community leaders, and citizens in all-hazards preparedness and resilience.

Citizen Corps Councils encourage citizens to help make our communities safer through:

- **Personal responsibility:** Developing a household preparedness plan and disaster supplies kits, observing home health and safety practices, implementing disaster mitigation measures, and participating in crime prevention and reporting.
- **Training:** Taking classes in emergency preparedness, response capabilities, first aid, CPR, fire suppression, and search and rescue procedures.
- **Volunteer service:** Engaging individuals in volunteer activities that support first responders, disaster relief groups, and community safety organizations. Everyone can do something to support local law enforcement, fire, emergency medical services, community public health efforts, and the four stages of emergency management: prevention, mitigation, response and recovery efforts.

Citizen Corps Councils are local coordinated disaster planning groups. These groups can be called by the Citizen Corps name, or associated with Citizen Corps but called something else. In West Virginia, Citizen Corps Councils are operated as Local Emergency Planning Committees, Multi-Agency Planning Committees, Emergency Management Steering Committees, and Homeland Security Committees in addition to using the name Citizen Corps Council.

## 2. Mission

The mission of Citizen Corps is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.

West Virginia Citizen Corps  
Local/County Council Application

**3. Applicant Council Information**

Date:	2/02/2011
Council Name:	Wood County Local Emergency Planning Committee
Council Jurisdiction:	Wood County, WV
Council Mission Statement:	
Meeting Schedule:	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Other:
	Meeting Dates (if available):
Documentation Included in application packet:	<input type="checkbox"/> Grant Application <input type="checkbox"/> Operating Guidelines, Bylaw or other <input type="checkbox"/> Letter of Support <input type="checkbox"/> Policies and Procedures <input type="checkbox"/> Other:

Contact Information	Local Emergency Manager	Citizen Corps/Organization Primary Contact	Alternate Point of Contact
Name	Ed Hupp	Doug Hess	
Title	Emergency Management Director	Chairman	
Organization	Wood County 911 Center	Wood County LEPC	
E-mail	ehupp@woodcounty911.com	chairmanwoodcolepc@yahoo.com	
Telephone	304-420-0911	740-706-9393 (cell)	
Fax	304-422-6270	304-422-6270	
Address	911 Core Road Parkersburg, WV 26104	911 Core Road Parkersburg, WV 26104	

**Is this Program eligible to receive funding from the West Virginia Department of Military Affairs and Public Safety State Administrative Agency?**  Yes  No

*\*If you are unsure about your program's compliance please contact WVDMAPS for more information: 304-558-2930.*



West Virginia Citizen Corps  
Local/County Council Application

**4. Council Programs**

Current community preparedness and disaster volunteer programs operating in the jurisdiction.  
(Select all that apply. You may be asked for more detailed information on the programs you select.)

<input checked="" type="checkbox"/> CERT	<input type="checkbox"/> Youth Preparedness Education
<input checked="" type="checkbox"/> MRC	<input type="checkbox"/> VIPS/Neighborhood Assistance Officers
<input type="checkbox"/> Public Outreach	<input type="checkbox"/> Project G.R.A.C.E./Other Faith Based
<input type="checkbox"/> Chaplain Corps	<input type="checkbox"/> Volunteer Search and Rescue
<input checked="" type="checkbox"/> Project Lifesaver	<input checked="" type="checkbox"/> Special Population Outreach
<input type="checkbox"/> Teen CERT/HOSA	<input checked="" type="checkbox"/> VOAD/Faith based disaster response and recovery
<input type="checkbox"/> Other:	

Name of Person Submitting Application: Doug Hess

Name of Person Responsible for information posted on [www.CitizenCorps.gov](http://www.CitizenCorps.gov): Doug Hess

## Think Like a Funder

We've asked a number of program officers for feedback about their 'pet peeves' when it comes to proposals and communication they receive from prospective applicants. Their responses have been remarkably similar whether they work for a government agency or a private foundation, and they offer valuable guidance for every grant writer. Here's what they had to say:

### Do your homework.

- Know who else in your area provides similar products or services. We expect you to avoid overlapping or duplicating services already offered in your community.
- Read our organization's website *thoroughly* and make a list of questions before contacting us or writing your proposal. Don't ask us questions that have already been addressed on our website or in our publications.
- If you state in your proposal that you "know" or "think" something, tell us why. How do you know? Give us the statistics or documentation to support your statement, or take it out.
- Contact us directly before starting your proposal. Be sure that you understand the RFP and have interpreted the requirements correctly. Ask about anything you don't understand.
- Be certain of what you actually want or need. Don't come to us just seeking general funding.
- Review what you have written thoroughly *before* you submit it. Make sure it is accurate and consistent throughout.

### Follow the directions.

- Use the format we have provided in building your proposal.
- Include complete information and provide every attachment we've requested in our RFP.
- Place complete information in the same section of the proposal where it's asked for – don't make us search for the significant information.
- Don't ignore page number limitations.
- Don't apply for ineligible activities.
- Don't apply to a chemistry foundation for financial education funds!
- Explain project activities in detail – who, what, when, and where.
- Know our foundation's procedures and timeline up front, and be sure they sync with your timeline and ability to comply with our requirements before you submit a proposal.

Despite your need for funds, your application should be about us as much as it is about you.

Spend time matching your program mission and need to our mission and focus. Learn what our funding priorities are, and don't ask for things we don't have an interest in funding.

- Understand our limitations (policy and otherwise) and respect them. Don't attempt to negotiate changes or exemptions just for your program.



- Assume we know nothing about your organization and program, even if you've spoken directly with us. Give us complete information and clearly identify your purpose, need, project goals/objectives, and benchmarks.
- Don't send out proposals en masse – there's very little that can hurt your chances for funding more than our receiving a proposal with another foundation's name somewhere in the text.
- Document that you have an engaged, active board with members who attend meetings and contribute time and funding, are well organized, and maintain good financial recordkeeping.
- Know what our overall mission is, and why our organization exists. Know how we seek to implement our mission, and help us accomplish that with your proposal.
- Make sure your proposal is clear, precise, and straightforward. Don't give us 'eye wash' or fluff... it's no substitute for good program planning.
- Clearly explain how you will support the program after the end of grant funding. What is your plan to sustain the program for the long term?
- Give us confidence that you can handle our dollars responsibly. Tell us about your past successes and what the impact of your previous projects has been.
- Build real, lasting partnerships and clearly describe them. In today's competitive climate, 'win-win' collaboration with others is required to get even innovative and competitive proposals funded.
- Don't ask for amounts outside the realm of possibility. Know the average size and range of our grant awards and if you're applying to us for the first time, keep your request on the low side of our range.
- If you want to be successful and submit a second grant request in the future, follow up on the first grant and provide the documentation and information we require. Show us how you have spent our money.
- Don't expect us to pick up all the funding without asking others to help. If it is a funding need that will benefit the community, how much is the community investing in the project? Why should we fund a project or program that the community is not funding?
- Be concise in describing your nonprofit, have passion about your mission, and be specific about your greatest funding need.
- Even if we don't require it, follow up at the end of your grant by sharing pictures and a description of the grant's impact.
- Address our questions promptly.

The message from the funders is clear and direct:

- Do your homework
- follow the directions, and
- think like a funder.

The more effectively you accomplish these three guiding principles, the more successful you'll be as a grant writer.

# West Virginia Citizen Corps Allowable Cost Guidance for Grantees

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FY 2009 CCP

## ALLOWABLE EXPENSES

For Planning, Exercises, and Training for Citizen Corps Grants include (but are not limited to):

- Media campaigns: PSAs, camera-ready materials, website support, newsletters.
- Outreach activities and public events: booth displays; event backdrops or signs; displays and demonstrations; and informational materials such as brochures/flyers.
- Promotional materials: pens/pencils, pins, patches, magnets, souvenir clothing/headwear, etc. Expenditures for promotional items must not exceed 15 percent of the total Citizen Corps Program allocation.
- Establishing, enhancing or expanding volunteer programs and volunteer recruitment efforts.
- Recruiting, screening, and training volunteers (e.g. background checks)
- Retaining, recognizing, and motivating volunteers (e.g. volunteer recognition items, such as certificates or plaques).
- Purchasing, maintaining, or subscribing to a system to track volunteers (to include identification and credentialing systems and to track volunteer hours) and other available resources in compliance with applicable privacy laws
- Necessary non-structural accommodations to include persons with special needs (i.e. sign language interpreters)
- Evaluating volunteers
- Funds used to develop, deliver, and evaluate training, including costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment.
- Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- Hiring of Contractors/Consultants to support training-related activities.  
Certification/Recertification of Instructors is an allowable cost.
- Allowable Equipment Expenses are listed on the Authorized Equipment List attached and are subject to change. Grantees must receive approval in writing and submit documentation of that approval at the time reimbursement is requested.

# West Virginia Citizen Corps Allowable Cost Guidance for Grantees

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## ADDITIONAL INFORMATION

### CCP Planning.

Integrating non-governmental entities into the planning process is critical to achieve comprehensive community preparedness. To meet this important objective, HSGP funds may be used to support the following:

- Establishing and sustaining bodies to serve as Citizen Corps Councils
- Assuring that State and local government homeland security strategies, policies, guidance, plans, and evaluations include a greater emphasis on government/non-governmental collaboration, citizen preparedness, and volunteer participation.
- Developing and implementing a community preparedness strategy for the State/local jurisdiction.
- Developing or reproducing public education and outreach materials to: increase citizen preparedness and knowledge of protective actions (to include the national Ready Campaign materials); promote training, exercise, and volunteer opportunities; and inform the public about emergency plans, evacuation routes, shelter locations, and public alerts/warnings.
- All public education and outreach materials must include the national or jurisdiction's Citizen Corps logo, tagline or website or the Ready logo, tagline, or website and comply with logo standards. For more information go to <https://www.citizencorps.gov>. In addition, all public education and outreach materials should incorporate special needs considerations, to include language, content, and method of communication.

Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response. Citizen Corps funding may be used to establish, enhance or expand volunteer programs and volunteer recruitment efforts for Neighborhood Watch/USAonWatch, Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), and Fire Corps; for the Citizen Corps Affiliate Programs and Organizations; and for jurisdiction specific volunteer efforts.

### CCP Equipment.

States and Urban Areas are encouraged to fully leverage all HSGP resources for equipment to support volunteer personnel in preparedness and response. All allowable equipment costs are listed in the AEL, available at <https://www.rkb.us>.

Any equipment purchased with CCP funding must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions. CCP funding is intended only to be used for specific preparedness or volunteer training or by trained volunteers in carrying out their response functions. Examples of equipment used to support training and exercises for citizens include items such as burn pans or sample preparedness kits.

### CCP Training.

Training funded through the CCP includes but is not limited to: all hazards safety, such as emergency preparedness, basic first aid, life saving skills, crime prevention and terrorism awareness, school

# West Virginia Citizen Corps Allowable Cost Guidance for Grantees

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preparedness, public health issues, mitigation/property damage prevention, safety in the home, light search and rescue skills, principles of NIMS/ICS, community relations, volunteer management, serving people with disabilities, pet care preparedness, any training necessary to participate in volunteer activities, any training necessary to fulfill surge capacity roles, or other training that promotes individual, family, or community safety and preparedness. There is no cap on the number of deliveries State or local jurisdictions may conduct of non-responder community-based training workshops, seminars, demonstrations, or conferences. Examples include: CPR/AED training, identity theft workshops, terrorism awareness seminars, chain-saw safety demonstrations, and community preparedness conferences.

Funding for CERT training includes the delivery of the CERT Basic Training Course, supplemental training for CERT members who have completed the basic training, and the CERT Train-the-Trainer training. Any CERT Basic training conducted by State or local entities must: 1) include the topics covered in the FEMA CERT Basic Training Course; 2) be instructor-led; and 3) and classroom-based, using lecture, demonstration, and hands-on practice throughout. Note that the Independent Study course, "Introduction to CERT" (IS 317) must not be substituted for classroom delivery of CERT basic training. There is no cap on the number of deliveries State or local jurisdictions may conduct of the CERT Basic Training, the CERT Train-the-Trainer, Campus CERT Train-the-Trainer, or Teen CERT Train-the-Trainer courses, or supplemental/advanced training for CERT program participants.

Any training supported with these CCP funds should be delivered with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations at venues throughout the community, to include schools, neighborhoods, places of worship, the private sector, non-governmental organizations, and government locations. Expenditures to provide necessary non-structural accommodations for persons with special needs is allowable (i.e. sign language interpreters). Jurisdictions are also encouraged to leverage existing training provided via educational/professional facilities and to incorporate non-traditional methodologies such as the Internet, distance learning, or home study whenever such delivery supports training objectives. Pilot courses and innovative approaches to training citizens and instructors are encouraged.

Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY 2009 CCP funding.

## CCP Exercises.

Exercises specifically designed for or that include participation from non-governmental entities and the general public are allowable activities and may include testing public warning systems, evacuation/shelter in-place capabilities, family/school/business preparedness, and participating in table-top or full scale emergency responder exercises at the local, State, or national level, to include the Top Officials Exercise (TOPOFF).



Wednesday, October 20, 2010

The meeting in the Parkersburg City Council Executive Meeting Room was called to order by Chairman Doug Hess at Noon. Also attending were: Kristine Green, Steve Simonton, Doug Britucc, Tom Joyce, Rod Shuman, Don Dougherty, Capt. HE Shaver, Randy Lowe, Ed Hupp, Todd wines, Steve Johnk, Jennifer Presley, Jeff Walsh, Susi Gilmore, Jim rose, Ken Harris, Dot Harris, Tim Pingley, Arnie Green, Terry Moore, John Rockhold, and Sharon Kesselring. Christina Smith joined the meeting via speaker phone. Several members did not received the minutes from the last meeting or the After Action Report from the drill. The secretary will add their names to the list in her new e-mail program.

#### **Nominating Committee**

Steve Johnk asked that anyone interested in serving as an LEPC officer contact him or Jim Rose.

#### **Strategic Planning Committee/Drill Committee**

The Strategic Planning Committee will address the issues mentioned in the improvement plan section of the After Action Report. Steve Simonton will replace Wendy Tuck. Also on the committee are Arnie Green, Jim Rose, Steve Johnk and Doug Hess. Comments from other members should be submitted to Doug at [chairmanwoodcolepc@yahoo.com](mailto:chairmanwoodcolepc@yahoo.com).

Sharon noted that the After Action Report was incorrect on two matters involving the Red Cross. Registration was performed both nights and that it is not the responsibility of the Red Cross to check back packs.

In response to a question by Jeff Walsh, Ed said that the exercise brought to light a couple of issues requiring attention on the Mobile Command Vehicle/EOC as well as allowing the operators and dispatchers to become more familiar with the vehicle.

#### **New Business**

Christina is working on a special needs annex template with Jeff Harvey of JH Consulting.

The grant for the Commodity Flow Study has been approved.

There is a \$600 supplemental SERC Grant available. Suggestions and plans for the funds will be discussed and voted on at the special meeting on November 17.

Jim introduced Christine Greene who is replacing Jamie Jacobson at the Health Department. She will conduct threat preparedness training.

Jim said a new study concludes that a failure of the Bluestone Dam will impact Parkersburg.

Several of the members listed as having expired appointments have not been attending. Arnie pointed out that the by-laws state that members missing two

consecutive meetings without an excuse will be removed from the roles. Those who have missed meetings will be contacted.

**Other Business**

Terry said that he is required to rewrite the emergency plan for the airport. He would like to contact members of the LEPC for additional information, but no response is required.

In response to a question regarding the Belleville tornado, Doug explained that the LEPC is not a response agency and does not have resources of its own.

***A special meeting will be held at noon, Wednesday, November 17.***

# Wood County LEPC

Last Name	First Name	Company
Auville	Blaine	Community
Barrett	JJ	WVU Extension Service
Barrick	Michael	State Fire Marshalls Office
Bucklin	Eric	Ohio Valley University
Chichester	Eric	Parkersburg Fire Departme
Chief B.D.	Adkins	Williamstown
Christopher	Sheri	Exel
Cox	Roberta	Community Representative
Dolby	Vernon	Salvation Army
Dunn	Wayne	County Commission
Fetty	Belinda	Mid Ohio Valley Transit Aut
Gilmora	Susi	Coldwater Creek
Goodwin	Danny	Vienna Fire Department
Green	Arnie	Dupont
Harris	Kenny	WCEC
Hess	Doug	Clear Channel Radio
Hupp	Ed	WCOEM
Jonnk	Steve	Public Debt
Joyce	Tom	St. Joseph's Hospital
Lowe	Randy	Wood County 9-1-1
Mather	Joyce	United Way
Moore	Terry	MOV Regional Airport
Pingley	Tim	Allegheny Power
Pressley	Jennifer	Community
Reynolds	Carl	WV Laborers Training Cam
Rockhold	John	Funeral Director

<b>Last Name</b>	<b>First Name</b>	<b>Company</b>
Rose	Jim	MOVHD
Shaver	Capt. H. E.	WVDNR-LES
Sikora	John	National Weather Service
Simonton	Steve	Community
Smith	Christina	ARC
Stephens	Larry	Camden Clark Hospital
Tuck	Wendy	Volunteer Action Center
Walsh	Jeff	Grainger
White	Dave	WVU-Parkersburg
Williams	Don	Community
Wines	Todd	Red Cross
Woodyard	Rick	Wood County Sheriff Dept.
Young	George	Vienna Police
Young	John	Parkersburg Police Dept.



Meeting Roster

CENTRAL TELECOMMUNICATIONS CENTER

Date	Group	LEPC	
Name	Agency	E-mail	
1. STEVE SIMONTON	RETIRED	hmsfudge@suddenlink.net	
2. Blake Anville	Retired - Community		
3. Maj. Vera Foley	The Salvation Army		
4. John Rockhold	Kinross Funeral Home WOOD COUNTY	jrockhold11@gmail.com	
5. Ken Harris	EMERGENCY COMMUNICATIONS	WA8LLM@YAHOO.COM	
6. Dot Harris	" "	KC8HAZ@YAHOO.COM	
7. Tim Pingley	Allegheny Power	tpingle@alleghenypower.com	
8. Don Williams	Westcom Medical Center	N8WSE@HOTMAIL.COM	
9. Ed Klupp	Wood Co DEM		
10. STEVE JOHNS	PUBLIC DEBT	STEVENI.JOHNS@BPD.TREAS.GOV	
11. Ashley Jackson	Public Debt	Ashley.Jackson@bpd.treas.gov	
12. Eric A. Clichester	Parkersburg Fire Dept	eac@netassoc.net	
13. Jim Rose	MOUND	jim.z.rose@wv.gov	
14. Suzi Gilmore	Coldwater Creek	sgilmore@thecreek.com	
15. Bill D. Adkins	Williamstown PD	willcity@suddenlinkmail.com	
16. Renee Dunn	WVUP	renee.dunn@mail.wvu.edu	
17. Kathy Tucker	Wood Co. 911	Ktuck@woodcounty911.com	
18. Arnie Green	DuPont - Industry	arnold.c.green@usa.dupont.com	
19. Doug Hess	Clear Channel Radio	douglas.hess@clearchannel.com	
20. Joyce Mutter	United Way Alliance	joyce@UWAMOV.COM	
21.			

Please forward list to this number if you have any changes

Meeting Roster

CENTRAL TELECOMMUNICATIONS CENTER

Date	Group	Agency	E-mail
7/20/10	LEPC		
1.	Randy Lowe	Wood Co. 911	
2.	T. Lewis Young	Parkersburg PD	
3.	GEORGE Young	VIENNA PD	
4.	Danny Goodwin	Vienna Vol. Fire	
5.	Eric Chichester	Parkersburg Fire	
6.	Joyce Mather	United Way Alliance	
7.	Roberta Cass	Private Citizen	
8.	Ed Hupp	WCOEM	
9.	Jim Beas		
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Meeting Roster

CENTRAL TELECOMMUNICATIONS CENTER

Date	Group	Local Emergency Planning Committee Parkersburg City Buildings
Name	Agency	E-mail
1. KEN HARRIS	WOOD COUNTY EMERGENCY COMMUNICATIONS	WABLLMC@YAHOO.COM
2. EARL TOTEN	Camped Clerk	etotten@csmt.org
3. Jim Rose	Mid - Ohio Valley Health	jim.z.rose@wv.gov
4. Doug Hess	Clear Channel Radio	
5. Shaun Kesselring	Red Cross	
6. Larry Edwards	Red Cross	
7. Ed Hupp		
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Meeting Roster

CENTRAL TELECOMMUNICATIONS CENTER

Date	Group	Wood County LERC	
Name	Agency	E-mail	
1. John Brockway	Kennett Fire	brockwayj11@gmail.com	
2. Jennifer Presley	campus view & Vienna WV	jenniferp37@gmail.com	
3. Steve Simonson	AT-LARGE	hmsfudge@suddenlink.net	
4. EARL TOTTEN	CCMH	etotten@ccmh.org	
5. LARRY STEPHENS	ccmh	LSTEPHENS@ccmh.org	
6. Susi Gilmore	Coldwater Cr.	susi.gilmore@thecreek.com	
7. Ed Hupp	Wood Co	ehupp@woodcountygis.com	
8. Carl Sizemore	PFD	carleii@juno.com	
9. LARRY EDWARDS	Am. Red Cross	wedwards5250@suddenlink.net	
10. Vernon Dalby	The Salvation Army	VernonDalby@usarmy.com	
11. Randy Lowe	Wood Co. 9-1-1	-	
12. Ken Harris	WOOD CO EMERGENCY COMMUNICATIONS	WABLLMB.YAHOO.COM	
13. John Young	Parkersburg PD	rjyoung@netassoc.net	
14. George Young	VIENNA PD	VPO147@VIENNAPOLICE.COM	
15. Don Dougherty	WCSO	ddougherty@woodcountytv.com	
16. STEVE JOHNS	PUBLIC DEBT	STEVEN.JOHNS@BPI, TRAFALGO	
17. Terry Moore	Airport	tm@flymov.com	
18. Jason Coffey	U.S. Coast Guard	jason.d.coffey@uscg.mil	
19. Tyler Behnke	"	tyler.g.behnke@uscg.mil	
20. Todd Wines	Mid Ohio Valley Red Cross	toddchris84@hotmail.com	
21. Arnie Green	DuPont	arnold.c.green@usa.dupont.com	
22. CAPT. H.E. SHAVER	WV NAT RES. POLICE	harryshaver@wvdnr.gov	
23. Robert Cooper	Retired Red Cross	rcooper@redcross.org	
24. Judy Ashcraft	MOVHO	judith.a.ashcraft@wv.gov	

Meeting Roster

CENTRAL TELECOMMUNICATIONS CENTER

Date	Group		
8/18/10	Wood County LERC		
Name	Agency	E-mail	
1. Doug Hess			
2. Eric Chichester			
3. Judy Ashcraft			
4. Renee Dunn	WVUP		
5. Christina Smith	the ARC		
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Meeting Roster

Tarkersburg  
CENTRAL TELECOMMUNICATIONS CENTER

Date	Group	Name	Agency	E-mail
10/20/10	LEPC, Wood County			
		1. Kristine Green	MOUHO	Kristine.L.Green@wv.gov
		2. STEVE SIMONTON	AT LARGE	hmsfodge@suddenlink.net
		3. Doug Britvic	JH Consulting LLC	dbritvic@jhcemerypreparess.com
		4. Tom Joyce	St. Joseph's Hospital	tom.joyce@signaturehospital.com
		5. ROD SHUMAN	VIENNA POLICE	VPD148@viennapolice.com
		6. Don Dougherty	Wood COSO	ddougherty@woodcountywv.com
		7. CAPT. HE SHAVER	WV NAT RES POLICE	harryshaver@wvdnr.gov
		8. Randy Lowe	Wood Co. 9-1-1	rlowe@woodcounty911.com
		9. Ed Hupp	Wood Co OEM	ehupp@woodcounty911.com
		10. Todd Wise	MOV Red Cross	twinst@usa.redcross.org
		11. STEVE JOHNS	PUBLIC DEBT	STEVE.JOHNS@BPD.TREAS.GOV
		12. Jennifer Presley	At Large	Jenniferp37@gmail.com
		13. Jeff Walsh	Granger	jeffrey.walsh@granger.com
		14. Susi Gilmore	Coldwater Creek	sgilmore@thecreek.com
		15. Jim Rose	MOUHO	jim.z.rose@wv.gov
		16. KEN HARRIS	WOOD COUNTY EMERGENCY COMMUNICATIONS	WABLLM@YAHOO.COM
		17. Det HARRIS	" "	KC8HAI@YAHOO.COM
		18. Tim Pingley	Allegheny Power	tpingle@alleghenypower.com
		19. Arnie Green	Dubut	arnold.c.green@usa.dupont.com
		20. Terry Moore	Airport	tm@flymov.com
		21. John Rockhold	Kimes FUNERAL Home	JRockholdiii@gmail.com
		22. Shana Koss	Red Cross	ksass@usa.redcross.org

Meeting Roster

Parkersburg City Building  
CENTRAL TELECOMMUNICATIONS CENTER

Date	Group	Name	Agency	E-mail
1/17/10	Wood County LEPC			
		1. STEVE JOHNS	BPD	STEVEN.JOHNS@BPD.TREAS.GOV
		2. STEVE SIMONTON	AT LARER	hmsfudge@suddenlink.net
		3. KEN HARRIS	WOOD COUNTY EMERGENCY COMMUNICATIONS	WA8LLM@YAHOO.COM
		4. DOT HARRIS	" "	KC8HAI@YAHOO.COM
		5. Rick Sawyer	Wood County Emergency Communications	WV8DOC@Yahoo.com
		6. Tom Joyce	St. Joseph's	tom.joyce@signaturehospital.com
		7. ROD SHUMAN	VIENNA PD	VPD118@VIENNAPOVIS.COM
		8. Eric Bucklin	OVU	eric.bucklin@ovu.edu
		9. Carl Sizemore	CTC	csizemore@woodcounty911.com
		10. Randy Lowe	Wood Co. 9-1-1	rloew@woodcounty911.com
		11. John Young	Parkersburg PD	jyoung@netassn.net
		12. Sherei Christopher	Exel dnc	sherei.christopher@exel.com
		13. Terry Moore	MOU Airport	tm@flymou.com
		14. John Rorkel's	Kramer Funeral Home	JROCK@BELL.GMAIL.COM
		15. <del>Wayne Deason</del>	<del>The Salvation Army</del>	<del>WAYNE_DEBY@US.SALVATIONARMY.ORG</del>
		16. <del>Robert B. Cook</del>	Clear Channel Radio	doughessjr@yahoo.com
		17. <del>Robert B. Cook</del>	Citizen	rbc@Suddenlinks.net
		18. Lisa R. Morgan	Corps of Engineers	lisa.r.morgan@usace.army.m
		19. Vicki Ullom	BPD	vicki.ullom@bpd.treas.gov
		20. Tim Miller	Mid Ohio Valley Health Dept	Tim.L.Miller@WV.GOV
		21. Wayne Deason	WCCC	Wdeason@gmail.com
		22. Blaine Anville	Citizen	BAnville@Citytel.net
		23. Joyce Mather		

Meeting Roster

CENTRAL TELECOMMUNICATIONS CENTER

Date	Group	Wood County LEPC	
Name	Agency	E-mail	
1. Arnie Green	DuPont	arnold.c.green-jr@usa.dupont.com	
2. STEVE SIMONTON	AT LARGE	hmsfodge@suddenlink.net	
3. STEVE JOHNK	PUBLIC DEBT	STEVEN.JOHNK@BADTERRAS.GOV	
4. Doug Hess	Media - Clear Channel Radio	douglasshess@clearchannel.com	
5. Ken Harris	WOOD COUNTY EMERGENCY COMMUNICATIONS	WABLLM@YAHOO.COM	
6. Dot Harris	" "	KCBHAI@YAHOO.COM	
7. Kristine Green	MOVHD	Kristine.L.Green@wv.gov	
8. Joe Lockhart	MOVTA	joel.lockhart@live.com	
9. Tim Thomas	MOVTA	Timothy.Movta@live.com	
10. Rick Sawyer	Wood County Emergency Communications	WV8DOC@yahoo.com	
11. MICHAEL BARNICK	WV STATE FIRE MARSHAL	Michael.Barnick@wv.gov	
12. TR SMITH	Wood Co SHERIFF		
13. Belinda Felty	MOVTA	MUNNATIVE@yahoo.com	
14. Eric Bucklin	Ohio Valley University	eric.bucklin@ovu.edu	
15. Eric A Chichester	Parkersburg FD	eac@netassoc.net	
16. Carl Sizemore	Wood Co. 9-1-1	csizemore@woodcounty911.com	
17. Randy Low	" "	rlowe@woodcoan-711.com	
18. Danny Goodwin	vienna Vol. Fire	VVF@vienna-wv.com	
19. Bill D. Adkins	WILLIAMSTOWN POLICE	willecity@suddenlinkmail.com	
20. CAPT. HE SHAWER	WV NAT RES POLICE	HARRY.E.SHAWER@wv.gov	
21. STEVE GAINNER	Wood County Commissioner	GAINNERSE@AOL.COM	
22. John Rockhill	Rimmer Funeral Home	jrockhilliii@gmail.com	
23. Jennifer Presley	At Large	jenniferp37@gmail.com jennifer.presley@ovu.edu	



Psychological First Aid

June 2, 2010

Sign-in Sheet

Name	Address	Phone	Email
Dorothy Scott	892 Woodbury	304-615-1513	rscott1012@hotmail.com
Dawn Hewitt	305 Progress Ridge Pl. Waller	304-679-5596	dmhewitt314@hotmail.com
David Price	805 47th St, Virginia	304-297-9049	dprice@usa.net
Sara Seaco	PO Box 33 Tinsdale WA	886-2269	sloughin@yaho.com

0-10-10

### Volunteer Sign-Up Sheet

Job/Activity	Name	Address	Phone	E-mail	Notes
WCEC/CERT	Matthew Anderson Rick Sawyer TERESA Sawyer	1906 Juliana St 1108 17th St 1210 13th St Rhiney	304-679-5819 304-481-3898 304-420-9663	WVADOCED Yahoo.com t.sawyer@wvdocs.k12.wv.us	

6-26-10

YOUNGER SIGNUP SHEET

Job/Activity	Name	Address	Phone	E-mail	Notes
Psychological First Aid	Michael Kelley				

Tyler County Office of Emergency Management

Check In Form	Large Animal Rescue Incident Name/Number	Newport Ohio Location	12/27/2010 Operational Period
Name	Phone Number	Email	
BILL BAYLESS	304-869-3231	BBAYLESS@zocn.internet.net	
JAMES WHITE	304-481-0748	jwhiteops@yahoo.com	
Rex Alley Cox	304-684-9458	RALCOX@ACCESS.K12.WV.US	
Simon KNOTTS	740 350-6391		
PEGGY SQUIRES	304-679-3914	peggy.squires@gmail.com	
ROBERT SIMS	"		
ARDEN SIMS	740-350-2339	casims1@gmail.com	
CLAUDIA SIMS	<del>740-629-1856</del>	casims1@gmail.com	
Evelyn L Stanley	304-273-4154	evie1104@citynet.net	
Adrian L BACC	304-273-2210	ball6221@citynet.net	
Christina Richmond	304-703-0652	Crichmond@mail.wvu.edu	
Ricky Usefien	740 864 2265		
DAVE BYERS	304-266-2408	dwbayers56@yahoo.com	
Don Patton	740-337-8964	Tyler Co. GAR	
Charmaine DOTSON	304-488-1232	cyd62@suddenlink.net	
Beverly Butcher	304-588-1357	Beverly.Butcher@gmail.com	
Kevin Dorman	740-236-0149	kdorman110@gmail.com	
Tom Dunn	740 629-8101	fire.dads167@yahoo.com	
Steve Heather	304-280-5328	HKEYU.D@tel.com	
Tara Patterson	304-210-4894	holytara@yahoo.com	
Melody Crawford	304-488-5454	Kerim1@csinternat.net	
Ken HARRIS	304 679-3470	WABLLM@YAHOO.COM	
Kristine Green	304-485-7493 ext 181	Kristine.L.Green@wv.gov	
Tom Cooper	304 337-9366	tdcooper@frontier.com	
James Adlesburger	740-336-8927	Firement16@sbglab.net	
Jammantha Kinsaltan	740-865-3401	kno.altan35855@yahoo.com	
John P. Buck	304-337-8035		
Wanda L. Yeater	304-295-9251	yeaterw@cricket@yahoo.com	
Jim Rose	304-485-7493 ext 175	J.M. Rose@wv.gov	
Adam Bremer	740 350 0756	bngler-drummer@tdl.com	



CERT CLASS 1-13-11

PLEASE PRINT

Volunteer Sign-in Sheet

Name	Address	Phone	Email
1 Kristine Green	325 E DAK ST 26142	304-428-6423	Kristine.L.Green@wv.gov
2 Kiara Green	325 E DAK ST DANVILLE WV 26142	304-428-6423	Kiara.L.Green@wv.gov
3 Bre Pittman	300 PANIS ROAD	304-210-1904	Bre.Pittman@gmail.com
4 Kaylei Fuller	2619 Broad St. Apt. A Parkersburg WV 304	304-834-3182	Kaylei.Fuller@yahoo.com
5 Sewie Reelwright	4420 14th Ave. Parkersburg WV 304	834-3182	Star-gazzeregw@wv.gov
6 Ashlee Wright	4420 14th Ave. Parkersburg WV 304	834-3182	roughnic18@yahoo.com
7 Bob Taylor	5870 WADSWORTH RD Bellefonte PA 304	861-0186	Bob.Taylor@wv.gov
8 Riel Sawyer	1108 17th St Parkersburg WV 26101	304-4181-3398	WVSDoc@yahoo.com
9 Scott Claypool	210 Washington Heights Rd Parkersburg WV 26101	304-481-3180	scott.claypool@yahoo.com
10 Ruth M. Harkewicz	3019 93 <sup>RD</sup> ST PARKERSBURG WV 26101	304-422-1030	—
11 Mary Allen	2000 ST 339 Belgium OH 45714	744-443-5359	MLD451@yahoo.com
12 Donna Linsell	915 31st St Parkersburg WV 26104	304-483-5465	donna.linsell@yahoo.com
13 Carrie Clutts	383 JACKY, UNIT 4 HAYESVILLE WV 26149	304-304-8694	carrie.clutts@wv.gov
14 James Clutts	" "	740-525-3941	" "
15 Bob Zeller	732 Isaac Fork Road	304-679-3914	Bob.Zeller@wv.gov
16 Peggy Swices	Waverly WV 26184	" "	Peggy.Swices@wv.gov
17 Kim Sprigg	P.O. BOX 4224 Parkersburg WV 26101	(304) 834-1777	" "
18 Janie Davis	211 10th St Perry WV 26105	304-481-6288	Janie.L.Davis@wv.gov

WVSDoc

CERT 1-13-11

Volunteer Sign-in Sheet

Name	Address	Phone	Email
19 Charmaine Dobson	2133 19 <sup>th</sup> St. Parkersburg	428-1076	cyde62@saddlerlake.net
20 Beverly Butler	39 Sunset Street + Washington W.V. 26151	304-55-1357	Beverly.Butler@gmail.com
21 Zaira Mumber	327 5th St. Martels, W.V. 45750	419-277-5658	zmt001@marthalego
22 Amanda Duke	115 Kilm St, MARIETTA	419-908-2112	AMDD@MARIETTA.WV
23 Donald Wilson	15 Rising Sun Ridge Rd. Walker, WV	304-679-5533	WRSHAM@casinternat.net

- Tom Cooper  
David Smith

# Community Emergency Response Team (CERT) Training

## Attendance Roster

\*\*Please initial for each class attended.\*\*

Last	First	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb
<del>Ames</del>	<del>Ruth</del>					
Butcher	Beverly	BB	B.B			
Claypool	Scott	SC	SC			
Davis	Tami	✓				
Deem	Mary	✓				
Deven	Amanda	✓				
Dotson	Charmaine	CD	CD			
Gloddowski	Ruth	P.C.G.	P.C.G.			
<del>Gordon</del>	<del>Michelle</del>					
Green	Kierra	KG	KG AG			
Green	Kristine	KG	KG			
Linsell	Donna	DL	DL			
Lowther	Nicole	✓				
<del>Miller</del>	<del>Amy</del>					
<del>Miller</del>	<del>Ian</del>					
Sawyer	Rick	RS	RS			
Settlage	Carrie	CDS	CDS			
Settlage	Jim	JRS	JRS			
Spriggs	Lim	P.S.	L.S.			
Squires	Peggy	PS	PS			
Swisher	Renee					
Rev. Taylor	Tony	TT	TT			
Thombre	Zaia	✓				
Wilson	Gerald	G.W.	G.W.			
Wright	Ashlee	AW	AW			
Wright	Jennifer	JW	JW			
Zelly	Robert	RZ	RZ			
<del>P.H. Man</del>	<del>Bre</del>	<del>P.B</del>	<del>P.B</del>			
<del>Filler</del>	<del>Kevlei</del>	<del>K.C</del>				



CERT 1-27-11

FIRST NAME	LAST NAME	13-Jan	20-Jan	✓ 27-Jan	3-Feb	10-Feb
Amanda	Deven	X				
Ashlee	Wright	X	X	AW		
Beverly	Butcher	X	X	BB		
Bre	Pittman	X	X	CDS		
Carrie	Settlage	X	X	CD		
Charmaine	Dotson	X	X			
Donna	Linsell	X	X	G.W.		
Gerald	Wilson	X	X	SW		
Jennifer	Wright	X	X	JRS		
Jim	Settlage	X				
Kaylei	Fuller	X				
Kierra	Green	X	X	K		
Kristine	Green	X	X	KD		
Lim	Spriggs	X		L.S.		
Mary	Deem	X		MD		
Peggy	Squires	X	X	<del>MS</del>		
Rev. Tony	Taylor	X	X	MS		
Rick	Sawyer	X	X	RZ		
Robert (Bob)	Zellny	X	X	RC-L		
Ruth E.	Glodowski	X	X	JSC		
Scott	Claypoole	X		X		
Tami	Davis	X				
Zala	Thombre	X				
Jeanette	Taylor			f		
Tom	Cooper			J/C		

FIRST NAME	LAST NAME	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb
Amanda	Deven	X		X		
Ashlee	Wright	X	X	X		
Beverly	Butcher	X	X			
Bre	Pittman	X	X	X		
Carrie	Settlage	X	X	X		
Charmaine	Dotson	X	X			
Donna	Linsell	X	X	X		
Gerald	Wilson	X	X	X		
Jennifer	Wright	X	X	X		
Jim	Settlage	X				
Kaylei	Fuller	X	X	X		
Kierra	Green	X	X	X		
Kristine	Green	X	X	X		
Lim	Spriggs	X		X		
Mary	Deem	X	X	X		
Peggy	Squires	X	X	X		
Rev. Tony	Taylor	X	X	X		
Rick	Sawyer	X	X	X		
Robert (Bob)	Zellny	X	X	X		
Ruth E.	Glodowski	X	X	X		
Scott	Claypoole	X		X		
Tami	Davis	X				
Zaia	Thombre			X		
				X		
Jeanette	Taylor			X		
Tom	Cooper					

# CERT CLASS

2/3/2011

## Volunteer Sign-in Sheet

Name	Address	Phone	Email
Ray Taylor	5870 Wadesville Rd		
Jim Spigge	PO Box 44, Parkersburg, WV 26104		
Beverly Dutcher	39 Sunset Washington, WV 26181		
Mary Glenn			
K. Terra Green			
Kristine			
Gerald Wilson	15 Rising Ridge Rd. Walker, WV		
Paula Winkowski	3019 23 <sup>rd</sup> Street Parkersburg, WV 26101		
Jim Deetge	383 Wick Ridge Rd. Towner Ohio 43784		
Janie Deetge	" "		
Jamie Davis	97 Middle Hieck Rd. Chapin, WV 26184		
Paula			
Robin			
Ashlee Knight			
Jennifer Wright			
Paul Savage			
Scott Champ			
Donald Hunsell			

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CERT FEB. 10, 2011

Volunteer Sign-in Sheet

Name	Address	Phone	Email
Kristine Green			
K. Lisa Green			
Mary Ann			
Paul Wilson			
Roger & Louise			
Bob & Mary			
James & Margaret			
John & Margaret			
Jim & Mary			
Bill & Mary			
Donna & Bill			
Green & Brown			
David & Susan			
Paul & Mary			
Donna Linsell			
Donna Linsell			

Scott Claypole  
Jami Davis

FIRST NAME	LAST NAME	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb
Amanda	Deven	X		X	X	X
Ashlee	Wright	X	X	X	X	X
Beverly	Butcher	X	X			
Bre	Pittman	X	X	X	X	X
Carrie	Settlage	X	X	X		X
Charmaine	Dotson	X	X		X	X
Donna	Linsell	X	X	X	X	X
Gerald	Wilson	X	X	X	X	X
Jennifer	Wright	X	X	X	X	X
Jim	Settlage	X				
Kaylei	Fuller	X	X	X	X	X
Kierra	Green	X	X	X	X	X
Kristine	Green	X	X	X	X	X
Lim	Spriggs	X		X	X	X
Mary	Deem	X	X	X	X	X
Peggy	Squires	X	X	X	X	X
Rev. Tony	Taylor	X	X	X	X	X
Rick	Sawyer	X	X	X	X	X
Robert (Bob)	Zellny	X	X	X	X	X
Ruth E.	Glodowski	X	X	X	X	X
Scott	Claypoole	X		X	X	X
Tami	Davis	X				
Zaia	Thombre	X				X
Mike Kelley		X		X		
Jeanette	Taylor			X		X
Tom	Cooper					

Large Animal Rescue

2-14-11

Volunteer Sign-in Sheet

Name	Address	Phone	Email
Kim Warden-Rose	511 W 4th St Winston	304 375 2416	Kimberly F @ earthlink.net
Jim Rose	" " " "	" " " "	" " " "
Mae Bell			
Kristine Green			
Kierra Green			
Blanca G. White	308 58th Street Vienna WV		
Tara & Brent Patton			

Planning Committee for ARA for a Cure 1-14-10

Volunteer Sign-in Sheet

Name	Address	Phone	Email
Ralvie Yeager	One Government Square	304-424-8558	ryeager@parkersburg-wv.com
Ken Harris	319 COMMUNICATIONS DRIVE WAVERLY	304 679-3470	WAHARR@YAHOO.COM
Rick Sawyer	1108 17th St Park 26101	304-481-3398	WY8DOC@yahoo.com
<del>Tom</del> <del>Wendy</del>	510 WINDY P. PARK	11 821 1718	reneegade856@yahoo.com
Charminie Dotson	2138 17th ST Parkersburg	304-429-1014	CYDEL2@Suddenlink.net
Carrie Braimard	211 4th Street Parkersburg	304-488-3305	Carrie.L.Braimard@wv.gov
Brenda Lowers	" "	740 706 9018	Brenda.K.Lowers@wv.gov
Barbara Holt	" "	(304) 863-5113 422-4993	Barbara.C.Holt@wv.gov
Tracy Higgins	531 Market Street, Parkersburg	304-482-9711	tracy.higgins74@hotmail.com

Blk R & CURE  
 3-1-11 Planning Committee #2

Volunteer Sign-in Sheet

Name	Address	Phone	Email
Barbara Holt		(304) 485-7374 ext 151	Barbara.C.Holt@wv.gov
Rickey Yeager		304-424-8558	rmyeager@petersburg-wv.com
Tracy Higgins		304-422-4993	tracy.higgins@mournc.org
Ride Sawyer		304-481-3398	wv8205@yahoo.com
Ken Haarel		304-679-3470	WABLM@yahoo.com
Krishna Green			