

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, JANUARY 5, 2012

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.

Robert "Bob" Tebay was sworn in to the Fort Boreman Historical Park Commission.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission made their yearly appointments. (Order A/First of Year Order 2012)

At 10:30 A.M., the County Commission met with Steve Nicely, Director of the Greater Parkersburg Convention and Visitors Bureau who introduced his successor, Mark Lewis.

At 10:52 A.M., the County Commission opened sealed bids for janitorial services for the new Wood County Justice Center. Bids were taken under advisement. (Order M/1768)

At 11:00 A.M., the County Commission held a public hearing for the possibility of adding a vendor preference for local vendors when going to for bids. After discussion, the Commission authorized the Enactment of a County Ordinance regulating Purchasing for the County by competitive bids. (Order M/1779)

At 11:15 A.M., the County Commission met with Valerie Mace and Don Wells to discuss the FREE RX plan.

At 11:30 A.M., the County Commission met with Toni Tiano, Grant Consultant and Ed Hupp, Emergency Management Director. They presented a Homeland Security Grant for radios for law enforcement agencies and also local fire departments. The grant is in the amount of \$94,500.00 (Order M/1772)

At 11:47 A.M., the County Commission met with Rich Shaffer, Assessor, to establish dates and times for the Board of Review Hearings. (Order A/899 board)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

A/899 board, A/First of Year Order 2012, M/1764, M/1768, M/1769, M/1770, M/1771, M/1772, M/1773, and M/1779.

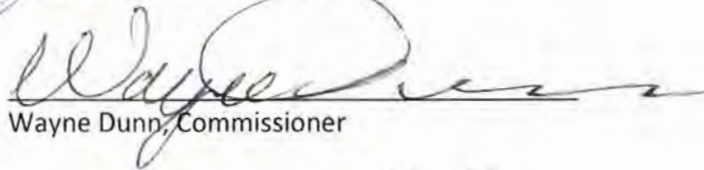
Having no further scheduled appointments or business to attend to, the County Commission adjourned.

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 January 5, 2012.

Wood County Commission Meeting
Held January 5, 2012

Please Print

1.	Kristine Green
2.	BHAINÉ MYERS
3.	DON WELLS
4.	VAIORI MACE
5.	DEBRA SHOWALTER
6.	Toni Triano
7.	Ed Hupp
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



Wood County Commission

1/5/2012
 1 Court Square, Suite 203
 Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
10:30 AM	INTRODUCE NEW CONVENTION AND VISITORS BUREAU DIRECTOR , MARK LEWIS	STEVE NICELY
10:45 AM	BID OPENING – JANITORIAL SERVICES FOR WOOD COUNTY JUSTICE CENTER	
11:00 AM	PUBLIC HEARING – POSSIBILITY OF 2 ½% LOCAL VENDOR PREFERENCE WHEN BIDDING	
11:15 AM	FREE RX PLUS	VALIER MACE
11:30 AM	DISCUSS HOMELAND SECURITY	TONI TIANO, GRANT CONSULTANT AND ED HUPP, EMERGENCY MANAGEMENT
Special notes:	<ol style="list-style-type: none"> 1. Vacancies on Boards and Commissions 2. Building Enforcement Properties 3. Contribution Requests 4. County Facilities 5. Discuss Change Orders for Justice Center 6. Discuss change orders for the Energy Program 7. Discuss Sheriff’s vehicles for Tom Smith 8. Discuss Wood County Housing Program 	

Updates on Board and Commissions:

1/5/12
29/5/98

JANUARY 5, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

ORDER

IN RE: PRESIDENT OF THE COUNTY COMMISSION -
DAVID BLAIR COUCH (2012)

Upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, the County Commission of Wood County did hereby ORDER that the President for the calendar year 2012 will be David Blair Couch.

IN RE: PRESIDENT PRO TEM OF THE WOOD COUNTY COMMISSION -
WAYNE DUNN (2012)

Upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, the County Commission of Wood County did hereby ORDER that the President Pro Tem for the calendar year 2012 will be Wayne Dunn.

IN RE: COURT TERMS AND HOURS OF THE WOOD COUNTY COMMISSION
(2012)

Upon a motion made by Stephen Gainer, seconded by Wayne Dunn and made unanimous by David Blair Couch, it is hereby agreed that the Commission terms are to be held on Mondays from 9:30 A.M. until 12:00 Noon and on Thursdays from 9:30 o'clock A.M. to 12:00 o'clock Noon. Evening meetings will be scheduled as noticed.

IN RE: SPECIAL MEETINGS AND EMERGENCY MEETINGS

All Special and Emergency Meetings held before the County Commission of Wood County will be in accordance with Chapter 7, Article 1, Section 2 of the West Virginia Code.

IN RE: AGENDA

The agenda for all regularly scheduled meetings held before the County Commission of Wood County on their regularly scheduled meeting days will be available to the public by the posting on the doors of the Wood County Courthouse, in the Office of the County Administrator and on the Internet at woodcountywv.com.

IN RE: CONTRACT AND AGREEMENT RENEWALS

Upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, the County Commission of Wood County did hereby agreed to continue all existing contracts and agreements:

DAVID BLAIR COUCH, PRESIDENT OF THE COUNTY COMMISSION OF WOOD COUNTY, MADE THE FOLLOWING APPOINTMENTS TO THE VARIOUS COMMITTEES:

IN RE: WOOD COUNTY RECREATION COMMISSION – WAYNE DUNN

IN RE: WOOD COUNTY AIRPORT AUTHORITY – WAYNE DUNN

IN RE: WOOD COUNTY COMMISSION ON CRIME, DELINQUENCY AND CORRECTION – WAYNE DUNN

IN RE: WOOD COUNTY PLANNING COMMISSION – STEPHEN GAINER

IN RE: WOOD COUNTY DEVELOPMENT AUTHORITY –
WAYNE DUNN

IN RE: WEST VIRGINIA EXTENSION SERVICE COMMITTEE –
WAYNE DUNN

IN RE: ENHANCED 911 COMMUNICATIONS ADVISORY BOARD –
STEPHEN GAINER

IN RE: LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) –
STEPHEN GAINER

IN RE: WOOD COUNTY PARKS & RECREATION COMMISSION
(MOUNTWOOD PARK) – DAVID BLAIR COUCH

IN RE: WORK FORCE INVESTMENT ACT – WAYNE DUNN

IN RE: WOOD COUNTY SOLID WASTE AUTHORITY – DAVID BLAIR COUCH

IN RE: VETERANS PARK ADVISORY BOARD – WAYNE DUNN

IN RE: FORT BOREMAN HISTORICAL PARK COMMITTEE –
STEPHEN GAINER

IN RE: PARKERSBURG-WOOD COUNTY VISITORS AND CONVENTION
BUREAU – DAVID BLAIR COUCH

IN RE: MID-OHIO VALLEY BOARD OF HEALTH – DAVID BLAIR COUCH

IN RE: MID-OHIO VALLEY REGIONAL COUNCIL – DAVID BLAIR COUCH

IN RE: DOWNTOWN TASK FORCE – STEPHEN GAINER

IN RE: COMMUNITY CORRECTIONS BOARD – DAVID BLAIR COUCH

IN RE: MID-OHIO VALLEY REGIONAL AIRPORT AUTHORITY – STEPHEN
GAINER

IN RE: WOOD-WASHINGTON-WIRT INTERSTATE PLANNING COMMISSION
- STEPHEN GAINER

The County Commission of Wood County, by Order duly recorded in the official records of the County Commission and pursuant to the Code of West Virginia, 1931, as amended, has created numerous boards, commissions and/or committees, and in which they hereby make appointments of members to such boards, commissions and/or committees. Therefore, the County Commission requests that a member of the following boards, commissions, and/or committees deliver meeting minutes to the County Commission, during regular session, and give a brief update at that time.

Mid-Ohio Valley Board of Health
Parkersburg/Wood County Visitors & Convention Bureau (quarterly)
Wood County Building Commission (if meeting is called)
Wood County Community Resources (quarterly)
Wood County Historic Landmark Commission (quarterly)
Wood County Parks and Recreation Commission (quarterly)
Wood County Solid Waste Authority (quarterly)
Wood County Development Authority
WWW Planning Commission

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

1/5/12
6/1/99

JANUARY 5, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: REVIEW AND EQUALIZATION OF REAL AND PERSONAL
PROPERTY BY THE WOOD COUNTY COMMISSION.

ORDER

Pursuant to Chapter 11, Article 3, Section 24 of the Code of the State of West Virginia, of 1931, as amended, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, THE COUNTY COMMISSION OF WOOD COUNTY, will meet for the purpose of reviewing and equalizing the assessments made by the Assessor of the said County of Wood, for the year 2012 on the following dates: January 30, 2012, February 2, 6, 9, and 13, 2012 with each session beginning at 10:00 o'clock A.M. until 12:00 Noon, and if needed, afternoon appointments will be scheduled from 1:00 o'clock P.M. until 3:00 o'clock P.M. Appointments will be available February 6, 2012 from 5:00 P.M. to 7:00 P.M. by appointment only. Appointments also will be available if needed for residential property only, beginning on the 16th day of February, 2012, (Saturdays and Sundays excepted) beginning at 10:00 o'clock A.M. until 12:00 o'clock Noon and from 1:00 o'clock P.M. until 3:00 o'clock P.M. and concluding at 3:00 o'clock P.M. on the 23rd day of February, 2012 for the purpose of hearing any and all complaints of taxpayers as to the assessments placed upon his or her property by the Assessor. Appointments for all hearings must be made through the County Administrator's Office (304)424-1976.

The County Commission shall proceed to examine and review the property books and shall add on the books, the names of persons, the value of personal property and descriptions and value of all real estate liable to assessments, which were omitted by the Assessor. They shall correct all errors in the names of persons, in the description of value of property and they shall cause to be done whatever else may be necessary to make the valuation comply with the provisions of this

Chapter; but, in no case, shall any questions of classification or taxability be considered or reviewed.

IF ANY PERSON FAILS TO APPLY FOR RELIEF IN THIS MATTER, HE SHALL HAVE WAIVED HIS RIGHT TO ASK FOR CORRECTION IN HIS ASSESSMENT LIST FOR THE CURRENT YEAR, AND SHALL NOT, THEREAFTER, BE PERMITTED TO QUESTION THE CORRECTNESS OF HIS LIST AS FINALLY FIXED BY THE COUNTY COMMISSION, EXCEPT ON APPEAL TO THE CIRCUIT COURT.

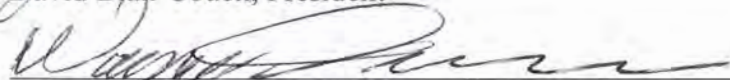
The County Commission will tour properties and adjourn Sine Die on February 27, 2012.

Approved:

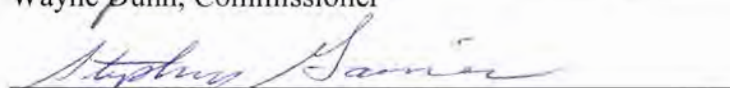
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

A/899 board

1/5/12
69/598

JANUARY 5, 2012

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 \$60.00 WHICH REPRESENTS REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-2011.

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 sixty dollars and zero cents (\$60.00) which represents reimbursement to Wood County for expenses incurred during the month of November, 2011, in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-2011. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 69, at Page 590 and bearing the date of December 15, 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.

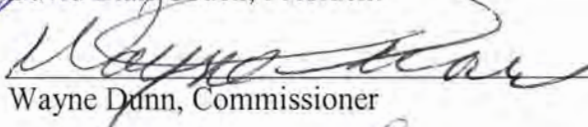
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/1764

AGENCY: MOTOR VEHICLES DIVISION OF
TOTAL: \$60.00

WARRANT #: 1010618130
DATE: 12/27/11

TRANSACTION ID	INVOICE NUMBER &	PAYEE REFERENCE	PURCHASE ORDER	AMOUNT
I521201836	F12HS03201120111			\$60.00

If you have questions concerning the above, please call 304-926-3805.

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 28725926

THIS WARRANT HAS MULTIPLE SECURITY FEATURES TO DETER FRAUD AND COUNTERFEITING
VOID UNLESS PRESENTED FOR PAYMENT WITHIN SIX MONTHS

State of West Virginia

Important remittance information on top panel
Remitter: MOTOR VEHICLES DIVISION OF
Questions? Contact: JAMES JORDAN at 304-926-3805

STATE WARRANT # **1010618130**

DECEMBER 27, 2011

PAYEE WOOD CO COMMISSION

*****\$60.00**

1010618130

WEST VIRGINIA TREASURY

John D. Perdue
STATE TREASURER

Glen B. Gaumer III
STATE AUDITOR

⑈ 1010618130 ⑈ ⑆ 051902322⑆ 0005270537822⑈

865/69
1/5/12

1/5/12
69/597

JANUARY 5, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE A
RESOLUTION DESIGNATING WEST VIRGINIA PHYSICAL
ACTIVITY DAY. (NUNC PRO TUNC DECEMBER 29, 2011)

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne
Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby
EXECUTE a Resolution designating January 19, 2012 as West Virginia Physical Activity Day.

APPROVED:

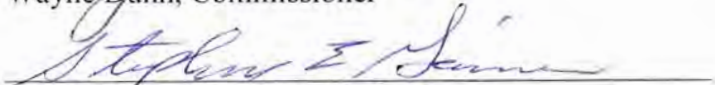
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

M/1765

December 29, 2011

1/5/12
67/598

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

RESOLUTION



RESOLUTION DESIGNATING JANUARY 19, 2012 AS WEST VIRGINIA PHYSICAL ACTIVITY DAY

WHEREAS, the citizens of Wood County are vitally important to our community; and

WHEREAS, the goal of this day is to support the announcement and subsequent implementation of *Active WV 2015: WV Physical Activity Plan*; and

WHEREAS, increased physical activity can improve the mental and physical well being of those in our area and the quality of life in our state; and

WHEREAS, a population engaged in a physically active lifestyle can help to combat the epidemic levels of obesity and chronic diseases among state and local residents; and

WHEREAS, all sectors of our communities must cooperate to support activities necessary to increase physical activity including: Health Care; Public Health; Education; Business & Industry; Mass media; Parks, Recreation, Fitness and Sports; Transportation; and Volunteer & Non-Profit; and

WHEREAS, all those who live, work or play in West Virginia can be a part of increasing physical activity by supporting physical activity at school, in the community and within families.

NOW, THEREFOR, BE IT RESOLVED by The County Commission of Wood County, West Virginia, that **January 19, 2012** be noted as:

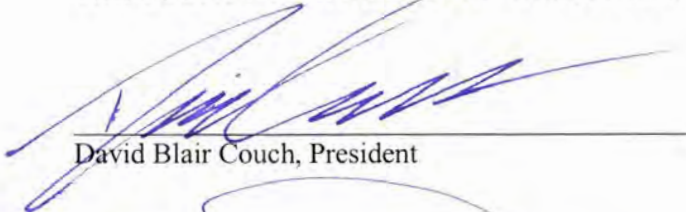
WV Physical Activity Day

Be Wild. Be Wonderful. Be Active.

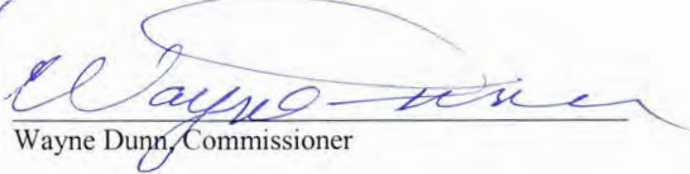
RESOLVED this 29th day of December, 2011.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

A handwritten signature in blue ink, appearing to read "David Blair Couch", written over a horizontal line.

David Blair Couch, President

A handwritten signature in blue ink, appearing to read "Wayne Dunn", written over a horizontal line.

Wayne Dunn, Commissioner

A handwritten signature in blue ink, appearing to read "Stephen Gainer", written over a horizontal line.

Stephen Gainer, Commissioner

1/5/12
69/601

JANUARY 5, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR
JANITORIAL SERVICES AT THE WOOD COUNTY JUSTICE
CENTER.

ORDER

On this date, the County Commission of Wood County, at 10:45 A.M., did hereby OPEN sealed bids for janitorial services at The Wood County Justice Center. Such sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on December 23, 2011 and December 30, 2011. Sealed bids were received from the following:

1. SW Resources
1007 Mary Street
Parkersburg, WV 26101

Bid - \$4,487.25/month


2. Winans Services
PO Box E
Parkersburg, WV 26102

Bid (1) - \$2,888.00/month (\$8.00 per hour/worker)
Bid (2) - \$2,988.00/month (\$8.50 per hour/worker)
Bid (3) - \$3,165.00/month (\$9.00 per hour/worker)

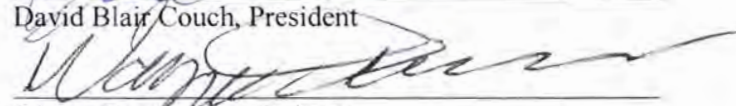
The County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen E. Gainer, did RECEIVE said bids for review.

APPROVED:

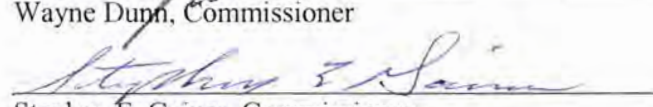
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

JANUARY 5, 2012

1/5/12
69/599

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-2010. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

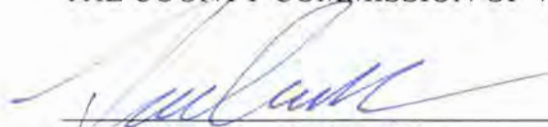
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-2010. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of December, 2011. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

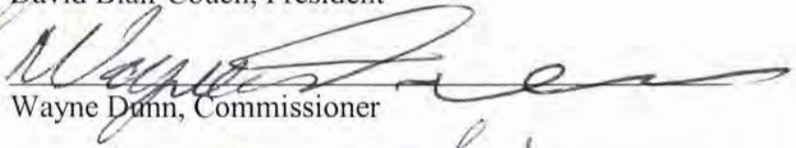
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

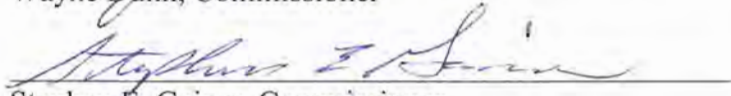
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

1/5/12
69/599

REQUEST FOR REIMBURSEMENT	
(For GHSP Use Only)	Sub-Grantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number MV1203
	Grant Number: F12-HS-2010
	FEIN Number: 556000417
	Funds are hereby requested to cover expenditures For the period of: 12-1-11 to 12-31-11

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-128	\$0.00
TOTAL	\$0.00

CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: **David Blair Couch, President, Wood Cty. Com.**

1/5/2012

(Typed Name And Title)

(Signature)

(Date)

(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

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(Approved) (Date)

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

(Date)

(Director)

Purchasing/Accounts Payable Use Only

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JANUARY 5, 2012

1/5/12
69/600

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-406. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-406. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of December, 2011. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

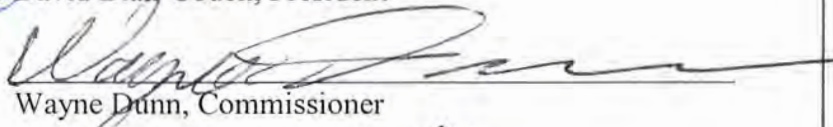
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

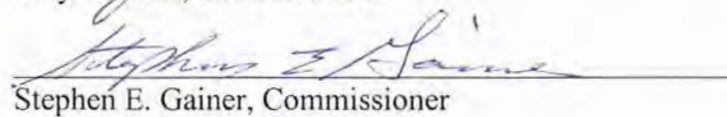
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

1/5/12
69/600

REQUEST FOR REIMBURSEMENT

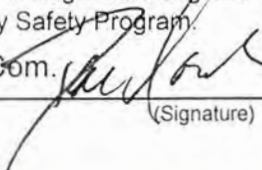
(For GHSP Use Only)	Sub-Grantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number: MV1203
	Grant Number: F12-HS-03-406
	FEIN Number: 556 000 417
	Funds are hereby requested to cover expenditures
	For the period of: 12-1-11 to 12-31-11

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$0.00
TOTAL	\$0.00

CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: David Blair Couch, President, Wood Cty. Com.  1/5/2013

(Typed Name And Title)
(Authorized Official or Grant Financial Officer Only)

(Signature)

(Date)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY

ADMINISTRATIVE APPROVAL

This request is approved for the amount of:

	(Approved)	(Date)

Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.

(Date)

(Director)

Purchasing/Accounts Payable Use Only

JANUARY 5, 2012

1/5/12
69/600

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE GOVERNOR'S HIGHWAY SAFETY PROGRAM GRANT NUMBER F12-HS-03-408. SAID REQUEST IS IN THE AMOUNT OF \$0.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement in regard to the Governor's Highway Safety Program Grant Number F12-HS-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of December, 2011. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

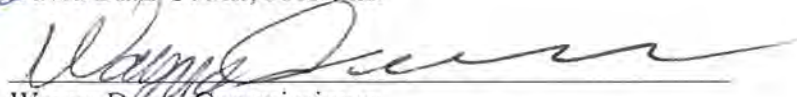
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue SE

P. O. Box 17600

Charleston, West Virginia 25317-0010

Telephone: (304) 926-2509

Fax: (304) 926-3880

1/5/12
69/600

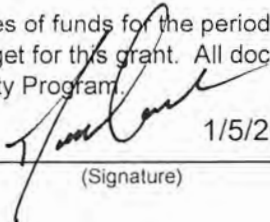
REQUEST FOR REIMBURSEMENT	
(For GHSP Use Only)	Sub-Grantee: Wood County Commission
	Address: One Court Square, Suite 203 Parkersburg, WV 26101
	P. O. Number: MV1203
	Grant Number: F12-HS-03-408
	FEIN Number: 556 000 417
	Funds are hereby requested to cover expenditures For the period of: 12/1/11 - 12/31/11

PROJECT CASH EXPENDITURES

Account Number	Amount
9007-2012-0802-099-128	\$0.00
TOTAL	\$0.00

CERTIFICATION:

I certify that this report represents actual receipts and expenditures of funds for the period covered and for the total grant budget to date, made in accordance with the approved budget for this grant. All documentation is available for inspection at the request of the Governor's Highway Safety Program.

BY: David Blair Couch, President, Wood Cty. Com.  1/5/2012
(Typed Name And Title) (Signature) (Date)
(Authorized Official or Grant Financial Officer Only)

GOVERNOR'S HIGHWAY SAFETY PROGRAM USE ONLY		
ADMINISTRATIVE APPROVAL		
This request is approved for the amount of:	<input type="text"/>	<input type="text"/>
	<small>(Approved)</small>	<small>(Date)</small>
Pursuant to the authority vested in me, I certify that this request is correct and proper for payment.		
_____	_____	_____
<small>(Date)</small>	<small>(Director)</small>	
Purchasing/Accounts Payable Use Only		

JANUARY 5, 2012

1/5/12
69/600

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE
DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE AN
APPLICATION FOR A HOMELAND SECURITY GRANT.

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 AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Homeland Security Grant to provide radios for emergency responders. Said grant is in the amount of ninety-four thousand five hundred dollars and zero cents (\$94,500.00).

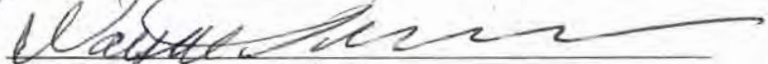
A copy of said Application is attached to this Order and should be made a part thereof.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner

M/1772

Office of the County Commission of Wood County, West Virginia

Commissioners
David Blair Couch
Wayne Dunn
Steve Gainer



No. 1 Court Square
Suite 203
Parkersburg, WV 26101
Phone 304-424-1984

1/5/12
69/600

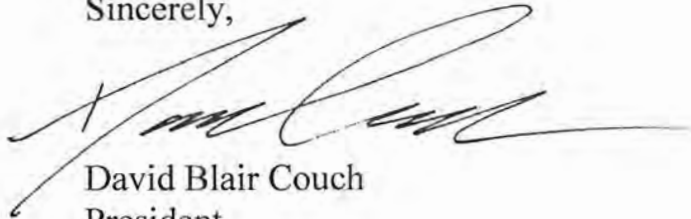
January 5, 2012

Mr. Michael Cutlip
WV Dept. of Military Affairs
& Public Safety
Homeland Security State Administrative
Agency
1900 Kanawha Boulevard East
Capitol Complex
Building 1, Room W-400
Charleston, WV 25305

Dear Mr. Cutlip:

Please find enclosed the Homeland Security Grant Application from the Wood County Commission with regards to the Wood County Office of Emergency Management. If you have any questions or desire any additional information, please feel free to contact Toni Tiano, grant consultant, at 304-428-7760 or 304-424-1972. Thank you for your assistance with this matter.

Sincerely,



David Blair Couch
President

Marty Seufer, County Administrator • Ph. 304-424-1976 • Fax 304-424-0194

Assessor
Rich Shaffer

Circuit Clerk
Carole Jones

County Clerk
Jamie Six

Prosecuting Attorney
Jason Wharton

Sheriff
Jeff Sandy

RESOLUTION


JANUARY 5, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

A RESOLUTION TO AUTHORIZE THE FILING OF AN APPLICATION BY THE PRESIDENT OF THE WOOD COUNTY COMMISSION FOR A GRANT WITH THE WEST VIRGINIA DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY, HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY, FOR THE PURPOSE OF APPLYING FOR A HOMELAND SECURITY GRANT FOR THE WOOD COUNTY OFFICE OF EMERGENCY MANAGEMENT SERVICES.

Be it resolved by the Wood County Commission, Parkersburg, West Virginia, that the President of the County Commission be, and is hereby authorized to, apply for a 2010 Homeland Security Grant for the purpose of purchasing 15 mobile radios for law enforcement agencies and fire departments within Wood County.

Dated this the 5th day of January 2012.



David Blair Couch, President
Wood County Commission

Certified to be a true copy of a Resolution adopted at a regular meeting of the Wood County Commission held on January 5, 2012.



Jamie Six, County Clerk
Wood County Commission

STATE OF WEST VIRGINIA

**Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
SUB-GRANT AWARD**

CFDA Number:
97.067

Commitment Number:

Fiscal Year:
2012

Program Name:
Homeland Security Grant Program

**Sub-Grantee
Name & Address:**

F.E.I.N.
556 000 417

**Wood County Commission
One Court Square, Suite 203
Parkersburg, WV 26101**

Sub-Grant Period:

From: 2/1/12
To: 10/31/12

Project Name:

Federal Grant Number: 2010-SS-T0-0074

Sub-Grant Number: 10-SHS-____

Project Notes

Implement the project described in the attached application.

The attached application has been reviewed, and the proposed project and expenditures as described in the application fall within all guidelines which govern the Homeland Security Grant Program and sufficient funds do exist to make this award.

Homeland Security Grant Manager _____

I have reviewed this sub-grant award and the goals and objectives do fall within West Virginia's HS Strategy Goals and Objectives and the expenditures fall within the grant guidelines.

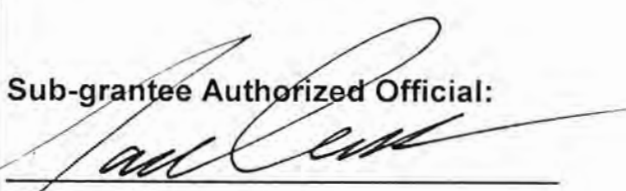
Director, Homeland Security SAA _____
SAA Point of Contact

By signing and accepting this award the sub-grantee agrees to comply with all special conditions & assurances included in the application.

TOTAL AMOUNT OF:

Sub-grantee Authorized Official:

WV Homeland Security Advisor:


Date: 1-5-12

Date: _____

WEST VIRGINIA

HOMELAND SECURITY GRANT PROGRAM

2010 Sub-grant Application



<p>WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM</p>	<p>GRANT APPLICATION SUBMISSION CHECKLIST</p>
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Prior to submitting the application, indicate that the following tasks have been completed by checking the boxes below:

- X The application has been completely filled out.
SAA reserves the right to not consider an application for funding if any part is incomplete.

- X Format of the project description (page 7) must follow the same outline shown on page 6 of the application and is as detailed as possible.

- X Math has been double-checked, is accurate and rounded to the nearest whole dollar amount.

- X Authorized Official has signed page 1 of the grant application. That page, with the ORIGINAL SIGNATURE, must be returned with the COMPLETE application, UNSTAPLED/UNBOUND, to this office. ONE ORIGINAL ONLY – NO COPIES

- X Applicant has been listed as the State Agency, County Commission, or Municipality.

- X A Eligibility Certification has been completed, signed and returned for the applicant and all recipient agencies.

- X Certifications regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements has been completed by the applicant and signed and ORIGINAL returned.

- X Copies of all Project Concepts which are included in the application have been submitted with the application.

- X Appropriate goals and objectives have been circled and included in the application.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

GRANT APPLICATION
PAGE 1

1. Applicant: Wood County Commission
Address: One Court Square, Suite 203
Parkersburg, WV 26101
Phone/Fax: 304-424-1984/ 304-424-0194

5. Grant Funds Requested: \$ 94,500.00
Project Matching
Funds (if any): \$ -0-

2. Project Director: Ed Hupp
Address: 911 Core Road
Parkersburg, WV 26101
Phone/Fax: 304-420-0911/304-422-6270
Email: ehupp@woodcounty911.com

6. Type of Agency:
 State County Municipality

3. Fiscal Officer: Jamie Six
Address: One Court Square
Parkersburg, WV 26101
Phone/Fax: 304-424-1850/304-424-0194
Email: jamiesix@woodcountywv.com

7. Project Period:
of Months Needed To Complete Project 9
2/1/12 – 10/31/12

4. Program Applying for: (Check Only One) _____
 SHSP Citizen Corps

8. Investment to be Supported: (List Only One)
Mass Care / Community Preparation

9. 15 portable 7500 UHF/VHF radios - one to be given to each fire department and each municipal police department.

10. Certification:

To the best of my knowledge, the information contained in this application is true and correct. The submission thereof has been duly authorized by any governing body, and the applicant will comply with all of the attached Special Conditions and Assurances if the sub-grant is awarded.

Authorized Official: David Blair Couch
TYPED OR PRINTED NAME OF
AGENCY HEAD

Title: President

Signature: 

Date: 1-5-12

WEST VIRGINIA
 Homeland Security State Administrative Agency
 (SAA)
 HOMELAND SECURITY GRANT
 PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY

PAGE 3-1
 (PLANNING ONLY)

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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<p><u>Planning:</u></p>			
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PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-5	↓	↓	↓
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* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
 Homeland Security State Administrative Agency
 (SAA)
 HOMELAND SECURITY GRANT
 PROGRAM

ITEMIZATION OF FUNDS BY CATEGORY
 PAGE 3-2
 (EQUIPMENT ONLY)

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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Equipment:
 (Please see Authorized Equipment List AEL)
<https://www.rkb.mipt.org/>

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Interoperable Radio Project. Per Executive Order 13-07 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator.

Requirement: Must list the AEL # beside each piece of equipment.

15 Portable 7500 VHF/UHF Radios – One to be given to each police department and fire department in Wood County - \$6,300/radio
 AEL # - 06CP-01-MOBL

\$94,500

PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-5

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WEST VIRGINIA
 Homeland Security State Administrative Agency
 (SAA)
**HOMELAND SECURITY GRANT
 PROGRAM**

ITEMIZATION OF FUNDS BY CATEGORY
 PAGE 3-5

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
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TOTAL MATCHING FUNDS (If Applicable):			
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TOTAL FEDERAL HSP FUNDS:		\$94,500.00	
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TOTAL APPROVED PROJECT:			
--------------------------------	--	--	--

* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA
 Homeland Security State Administrative Agency
 (SAA)
**HOMELAND SECURITY GRANT
 PROGRAM**

ITEMIZATION OF FUNDS BY CATEGORY
 PAGE 3-5

Budget Category	Matching Funds	Federal HSP Funds	Approved (SAA Use Only)
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/>			

TOTAL MATCHING FUNDS (If Applicable):			
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TOTAL FEDERAL HSP FUNDS:		\$94,500.00	
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TOTAL APPROVED PROJECT:			
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* All funds must be rounded to the nearest whole dollar amount. Please make additional copies of this page as necessary.*

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET SUMMARY PAGE 4
---	--

Applicant:	Federal Employer Identification Number (FEIN):
Wood County Commission	556 000 417

Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning	-0-	-0-	-0-
Equipment	\$94,500.00	-0-	\$94,500.00
Training	-0-	-0-	-0-
Exercises	-0-	-0-	-0-
Total Budget	\$94,500.00	-0-	\$94,500.00

FUNDING STRATEGY

Funding Source(s)	Amount
Sub-Grant Funds:	\$ 94,500.00
Matching Funds (If Applicable):	\$ -0-
Other Funding (If Applicable):	\$ -0-
Total:	\$ 94,500.00

* Total of column A shall be placed in the space on page 1 – item number 5, for Funds Requested.

** Total of column B shall be placed in the space on page 1 – item number 5, for Project Matching Funds.

All funds must be rounded to the nearest whole dollar amount.

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	BUDGET NARRATIVE PAGE 5
--	--

Provide here a justification and explanation of the budget items shown on pages 3 and 4 of this application. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. In completing the project budget narrative, please identify data by the major budget category involved (i.e. Planning, Equipment, Training, Exercises).

Applications submitted which do not provide a sufficient narrative may be subject to exclusion. Use additional blank pages as necessary.

PLANNING:

EQUIPMENT:

Fifteen Motorola APX 7500 VHF/UHF P25 High Power with AES bundle will be purchased. The cost per radio bundle is \$6,300 for a grand total of \$94,500.00.

TRAINING:

EXERCISES:

Use additional blank pages as necessary

WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	PROJECT DESCRIPTION PAGE 7
--	---

PROBLEM STATEMENT

Agencies within Wood County that respond to emergency situations need to be sure they have the most up-to-date and compatible equipment possible so they are able to communicate with other agencies and with the general public. Although the exact nature of each activation will be different, the common thread is communications. It is important to be able to provide tactical emergency support radio communications to federal, state, and local governments in time of emergency and for agencies to be able to augment or replace radio communications whenever and wherever needed. Natural and/or manmade disasters often cripple or destroy communication facilities and equipment.

Good communication is important in any situation but it is extremely important when it involves safety of life, preservation of property, alleviation of human suffering and need, dissemination of warning information of a possible disaster to the general public, or any disaster or other incident endangering the public welfare. Miscommunication, or poor communication, can mean the difference between life and death in a disaster situation. It places the County in a vulnerable position when the Director of the Wood County Office of Emergency Management is not able to communicate with other responding agencies to let them know what is happening and what the next steps are that need to be taken. Many of Wood County’s existing radios are either outdated or incompatible with radios used by other agencies. In some instances these agencies do not have any radio communications. Either situation puts Wood County in a risky position if an emergency or disaster should occur.

These radios will allow for the County’s four law enforcement agencies and 11 fire departments to have interoperable communication with one another and the State IRP system. This better communication is necessary as it is extremely important for there to be a continuous flow of critical information among all the agencies. In an emergency situation an agency cannot afford to miss out on valuable communications. These communications have an impact on not only the agencies but also the community members they serve. The community and its members are in the hands of the first responders when there is an emergency. Agencies must be able to communicate with others not only a local level but also regional and statewide to ensure the safety and well-being of the citizens it protects.

GOALS/OBJECTIVES

GOAL: Wood County will facilitate interoperability among emergency service providers in the County.

OBJECTIVES:

1. By the end of th Wood County will purchase 15 Motorola APX 7500 VHF/UHF P25 High Power with AES bundles which will improve communications among the County’s first responders.
2. Improved communication will occur as the equipment purchased for Wood County first responders will enable them to communicate with other agencies in the region and/or state in emergency situations.

IMPLEMENTATION

The following activities will occur with this project.

1. The Wood County Office of Emergency Management (WCOEM) Director will prepare bid specifications for the purchase of these radios.
2. The appropriate legal notice for the purchase of these radios will be placed in the local newspaper.
3. Bids will be received by the Wood County Commission.
4. Bids will be reviewed by the Wood County Commission and the WCOEM Director to ensure the bids received are in compliance with bid specifications and any other County requirements.
5. The Wood County Commission will award the bid to the appropriate vendor who meets the County's bidding requirements, whose bid meets the bid specifications, and whose bid is within the amount of grant funds allotted for this project.
6. The 15 radios will be ordered.
7. Upon receipt of the radios, they will be distributed by the Director of the WCOEM to the four law enforcement agencies and the 11 fire departments within the County.
8. The WCOEM Director will explain to each agency the procedures they will need to follow with regards to this equipment. Any necessary and appropriate paperwork will be prepared and signed by both parties.
9. The 15 radios will be installed.
10. Agencies will begin to utilize these radios which will provide better communication within the County, region, and State.

PROJECT ASSESSMENT/EVALUATION

This project will be considered having met its goals and objectives once the 15 radios have been purchased, provided to the various agencies, installed, and the agencies begin to use them to communicate among each other and among other agencies within the region and State. The Director of the WCOEM will maintain an inventory list of all the equipment and will make random checks to ensure the equipment is being used properly and being maintained in good condition.

** Use additional blank pages as necessary. **

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 8

This program is conditioned upon and subject to compliance with the following Special Conditions and Assurances. By attaching a signature to page one (1), item ten (10), of this grant application, the applicant certifies and assures that it will comply with the following Special Conditions and Assurances, Regulations, Policies, Guidelines and Requirements of the SAA, as further clarified in the Administrative Manual for this program; U.S. Department of Homeland Security; and **all other** relevant Federal/State Regulations, Policies and Guidelines. These Special Conditions and Assurances apply to all HSP federal and matching funds expended for purposes associated with this project.

All correspondence to the SAA, which is required and/or occurs as a result or action of any of the following Special Conditions and Assurances, or as a result of the administration of any SAA grant program, should be addressed to:

WV Dept. of Military Affairs & Public Safety
Homeland Security State Administrative Agency
1900 Kanawha Blvd., East Capitol Complex
Building 1, Room W-400
Charleston, WV 25305

1. LAWS OF WEST VIRGINIA:

This application/contract shall be governed in all respects by the laws of the State of West Virginia. State procedures and practices will apply to all funds disbursed by the SAA.

2. LEGAL AUTHORITY:

The applicant hereby certifies it has the legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directly authorizes the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

3. RELATIONSHIP:

The relationship of the sub-grantee to the SAA shall be that of an independent contractor, not that of a joint enterprise. The sub-grantee shall have no authority to bind the SAA for any obligation or expense without the express prior written approval from the SAA.

4. OPERATIONAL WITHIN 90 DAYS:

If the project is not operational within 90 days of the specified project starting date, the grantee must submit a statement to SAA explaining the delay in implementation. Upon receipt of the 90-day letter, SAA may cancel the project and redistribute the funds to other project areas and/or eligible applicants.

5. WRITTEN APPROVAL OF CHANGES:

The sub-grantee must obtain prior written approval from SAA for all project changes (programmatic, fiscal or otherwise).

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)
HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES
PAGE 9

6. CIVIL RIGHTS COMPLIANCE:

Sub-Grantee will comply with all federal civil rights laws, including Title VI of the Civil Rights Act, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

7. PRESS RELEASE:

Release of information pertaining to this sub-grant must include the following information:

1. grant amount;
2. State involvement (WV Homeland Security State Administrative Agency, SAA); and,
3. Federal involvement (U.S. Dept. of Homeland Security).

8. Compliance With Federal Rules and Regulations:

Sub-Grantee will comply with all applicable OMB Circulars (A-21, A-87, A-102, A-110, A-122, A-133) as well as 44 CFR Part 13, 2 CFR Part 215, and Federal Acquisition Regulations Part 31.2

9. ACCESS TO RECORDS and EQUIPMENT:

SAA, through any authorized representative, shall have access to and the right to examine all records, books, papers, documents, and equipment related to the sub-grant and to relevant books and records of contractors.

10. CONFLICT OF INTEREST:

No public official or employee of the sub-grantee agency, who performs any duties under the project, may participate in an administrative decision with respect to the project if such a decision can be expected to result in any benefit to that individual or that individual's immediate family.

11. POLITICAL ACTIVITY:

The restrictions of the Hatch Act, Pub. L. 93-433, 5 U.S.C. Chapter III, (as amended), concerning the political activity of government employees are applicable to state grantee staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by Title I grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns, except they may not be candidates for office.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 10

12. RELEASE OF INFORMATION:

All records, papers and other documents kept by recipients of grant funds are required to be made available to the SAA. These records and other documents submitted to the SAA and its grantees, including plans and application for funds, reports, etc., are subsequently required to be made available to the U.S. Department of Homeland Security under the terms and conditions of the Federal Freedom of Information Act, 5. U.S.C. §552.

The SAA recognizes that some information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national or state security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. §552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the Federal Division of Homeland Security FOIA Office, and may likely fall within one or more of the available exemptions under the Act.

Sub-Grantees must consult applicable state and local laws and regulations regarding the release or transmittal of information to any entity which may be considered sensitive in nature. Applicants may also consult the SAA regarding concerns or questions about the release of potentially sensitive information under state and local laws.

13. NATIONAL AND STATE EVALUATION EFFORTS:

The Sub-grantee agrees to cooperate with any national and/or state evaluation efforts directly or indirectly related to this program as requested.

14. OBLIGATION OF PROJECT FUNDS:

Funds may not, without prior written approval from the SAA, be obligated prior to the effective start date or subsequent to the termination date of the project period.

15. USE OF FUNDS:

Funds awarded through the SAA may be expended **ONLY** for the purposes and activities specifically covered by the sub-grantee's approved project description and budget.

16. Elements of a Viable Continuity Capability:

The Continuity Plan is the roadmap for the implementation and management of the Continuity Program. The National Continuity Policy: **National Security Presidential Directive-51/Homeland Security Presidential Directive-20** outlines the following ten (10) overarching continuity requirements: Essential Functions, Orders of Succession, Delegations of Authority, Continuity Facilities, Continuity Communications, Vital Records Management, Human Capital, Tests-Training-Exercises, Devolution of Control & Direction, and Reconstitution. *If utilizing subgrant funding for the development of a Continuity Plan, the Plan must address each of these ten (10) elements in order to be eligible to be reimbursed for approved/allowable costs.*

In order to be eligible for funding to support an existing / in development Continuity Plan, the plan must contain the elements specified by the SAA in the Grant Eligibility Criteria.

17. ALLOWABLE AND UNALLOWABLE COSTS:

Allowable and unallowable costs incurred under this grant shall be determined in accordance with the general principles and standards for selected cost items set forth in the pertinent Program Guidance or the Office of Grant Operations Financial Guide and OMB Circular A-87.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 11

18. NON-SUPLANTING:

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. The sub-grantee hereby certifies that Federal funds made available under this grant will not be used to supplant state and local funds. Approved full-time positions must hire an additional individual to "backfill" the position.

19. MATCHING CONTRIBUTION:

If matching funds are allocated, the applicant assures that those funds shall be in addition to funds that would otherwise be made available for the proposed project by the recipients of grant funds and shall be provided on a project-by-project basis. Cash matching contributions are subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all cash matching contributions. There is no waiver provision for any cash match requirements.

20. PROJECT INCOME:

All income earned by the sub-grantee as a result of the conduct of this project, must be accounted for and included in the total budget. Project income is subject to the same expenditure guidelines established by the SAA and the U.S. Department of Homeland Security for this grant program. All sub-grantees must maintain records that clearly show the source, the amount and the timing of all project income. There is no waiver provision for the project income requirement.

21. CONSULTANT FEES:

Approval of this sub-grant does not necessarily indicate an approval of specific consultant rates. Please discuss rates with the SAA.

22. SUSPENSION OF FUNDING:

SAA may suspend, in whole or in part, terminate, or impose other sanctions on any sub-grantee funds for the following reasons:

- Failure to adhere to the requirements, standard conditions, or special conditions and assurances of this program;
- Failure to submit reports;
- Filing a false certification in this application or in another report or document; or,
- Other just cause.

23. SANCTIONS FOR NONCOMPLIANCE:

In the event of the sub-grantee's noncompliance with the terms, conditions, covenants, rules, or regulations of this grant, the SAA shall impose such contract sanctions, as it may deem appropriate, including but not limited to:

- Withholding of payments to the sub-grantee until the sub-grantee complies;
- Cancellation, termination or suspension of the contract, in whole or in part; or,
- Refrain from extending any further assistance to the sub-grantee until satisfactory assurance of future compliance has been received.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 12

24. SUBMISSION/RELEASE OF PROPOSED PUBLICATIONS:

The sub-grantee shall submit one copy of all reports and proposed publications resulting from this agreement to the SAA twenty (20) days prior to public release. Any publications (written, visual, sound, or otherwise), whether published at the grantee's or government's expense, shall contain the following statements:

"This document [product] was prepared under a grant from the United States Department of Homeland Security, and the WV State Homeland Security State Administrative Agency. Points of view or opinions expressed in this document [product] are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security, nor the WV State Homeland Security State Administrative Agency."

25. PROPERTY ACCOUNTABILITY:

The sub-grantee shall establish and administer a system to control, protect, preserve, use, maintain, and properly dispose of any property or equipment furnished it, or made available through a sub-grant by the SAA. This obligation continues as long as the property is retained by the sub-grantee, notwithstanding the expiration of this agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from the SAA. Sub-Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program, with copies provided to the SAA. The SAA reserves the right to inspect and review any equipment purchased with this sub-grant.

26. REPORTS:

Each subgrantee shall submit such reports as the SAA shall deem reasonably necessary to the execution of monitoring, stewardship and evaluation of programmatic and fiscal responsibilities.

27. PURCHASING:

When making purchases relevant to the sub-grant, the sub-grantee will abide by applicable State and local laws, which address purchasing procedures by a state or local unit of government.

28. PATENTS AND/OR COPYRIGHTS AND RIGHTS IN DATA:

Sub-Grantee acknowledges that the SAA, and subsequently the U.S. Department of Homeland Security; reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for State or Federal government purposes: (1) the copyright in any work developed under an award or sub award; and, (2) any rights of copyright to which a recipient or sub recipient purchases ownership, in whole or in part, with State or Federal support.

Sub-Grantee agrees to consult with the SAA regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

29. Environmental & Historic preservation (EHP)

Subgrantee shall comply with all applicable Federal, State, and local EHP requirements and shall provide any information requested to ensure compliance with applicable laws.

30. COMMUNICATIONS EQUIPMENT

With respect to communications initiatives and equipment, the sub-grantee agrees to the following:

Communications equipment is required to be compatible with the SAFECOM P25 trunked radio hierarchy and the WV Interoperable Radio Project. Per Executive Order 13-07 all communications equipment requests must be reviewed and approved by the State Interoperability Coordinator.

31. TIME EXTENSIONS:

In general, time extensions for this program are unallowable. Unexpended sub-grant funds remaining at the close of the sub-grant period shall be deobligated.

32. USE OF GRANT FUNDS TO ENACT LAWS, POLICIES, ETC.:

Sub-Grantee understands and agrees that it cannot use any sub-grant funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 14

33. PROGRAM ACCOUNTABILITY – FEDERAL AUDIT REQUIREMENTS:

- I.) Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-133 at the time of award.

As of 10/1/04, the requirements set forth by OMB Circular A-133 are as follows: Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.

- II.) OMB Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. This grant shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by OMB Circular A-110 are as follows: Recipients and sub recipients that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.

- III.) If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to SAA as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

34. PROGRAM ACCOUNTABILITY – STATE AUDIT REQUIREMENTS:

- I.) Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, sets forth the audit requirements of corporations, associations or other organizations which receive state funds or grants. These audit requirements do not apply to units of local and state government. If applicable, this grant shall adhere to the audit requirements set forth in §12-4-14 at the time of award. All funds disbursed by SAA are appropriated by the WV Legislature; therefore all funds disbursed by the Division are considered state funds. The SAA will notify the Legislative Auditor when a sub-grant is awarded which falls under the requirements of the WV Code.

As of 9/13/05, the requirements set forth by §12-4-14 are as follows: Any corporation, partnership, association, individual or other legal entity (not to include a state spending unit or a local government as defined in § 6-9-1a of the West Virginia Code, as amended) which receives one or more state grants or sub grants in the amount of \$50,000 or more in the aggregate in a state fiscal year shall file with the SAA a **Report of the disbursement of these state funds**. An OMB A-133 Audit or an audit conducted by a certified public accountant may be substituted for the **Report**. The **Report** shall be filed within two years of the end of the fiscal year in which the grant or subgrant closes. The **Report** shall be made by an independent certified public accountant and the scope of the **Report** is limited to showing how the state grant or subgrant funds were spent. The **Report** does not have to be a full-scope audit or review of the entity receiving state funds. Any entity failing to file a required **Report** is barred from subsequently receiving state grant or subgrant funds until the **Report** is filed and is otherwise in compliance with the provisions of West Virginia Code. If a **Report** is not required under this section of the WV Code then the grantee or sub-grantee shall file with SAA a sworn statement of expenditures made under the grant or sub-grant.

The Sub-Grantee assures that it has read, understands and is in full compliance with all requirements as set forth in Chapter 12, Article 4, Section 14 of the West Virginia Code, as amended, and is not currently debarred from receiving state grant funds as a result of non-compliance with this section of the West Virginia Code, as amended.

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

SPECIAL CONDITIONS AND ASSURANCES

PAGE 15

35. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Each sub-grantee certifies that it has executed and has on file, an Equal Employment Opportunity Plan.

36. VETERANS PREFERENCE:

This program includes a provision that grantees utilizing funds to hire additional personnel give suitable preference in employment to military veterans. SAA defines "suitable preference" as the requirement that a sub-grantee agency have in place a mechanism ensuring that veterans are given consideration in the hiring process.

37. IMMIGRATION AND NATURALIZATION VERIFICATION:

The sub-grantee agrees to complete and keep on file, as appropriate, applicable Immigration and Naturalization Service Employment Eligibility Verification Forms. These forms are to be used by recipients of Federal funds to verify that employees are eligible to work in the United States.

38. PURCHASE OF AMERICAN-MADE EQUIPMENT/PRODUCTS:

It is the sense of the Congress, as conveyed through the FY 1997 Appropriations Act that, as well as the desire of SAA, to the greatest extent practicable, all equipment and products purchased with Federal funds made available under this grant should be American-made.

39. PERSONNEL TRAINING:

For projects involving payment of personnel or overtime pay, the SAA reserves the right to require training as a condition of the sub-grant before or at any time during the project period. Proof of training/certification on grant funded equipment must be provided, if applicable.

40. ACCOUNTING REQUIREMENTS:

Sub-Grantee agrees to record all project funds and costs following generally accepted accounting procedures. A unique account number or cost recording must separate all project costs from the sub-grantee's other or general expenditures. Adequate documentation for all project costs and income must be maintained. Adequate documentation of financial and supporting material, as defined in the pertinent Administrative Manual, must be retained and be available for audit purposes.

41. FINANCIAL GUIDE:

Sub-Grantee agrees to comply with all requirements as set forth in the Financial Guide which governs this program.

42. EQUIPMENT:

Sub-Grantees purchasing equipment with grant funds are required to adhere to the established bidding procedures for their respective units of government and or agencies. All equipment must have a primary function of being used for homeland security purposes.

43. MARKING OF EQUIPMENT AND PUBLICATIONS:

Sub-Grantee will ensure that, when practicable, any equipment purchased and publications produced with grant funding shall be prominently marked as follows: "Supported with funds provided by the U.S. Department of Homeland Security and the WV SAA."

State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Section 1 > Introduction

Purpose

The West Virginia Homeland Security Strategy serves to articulate the mission and enhance the operational effectiveness of homeland security programs and activities particularly in delivering services in support of statewide initiatives. This strategy identifies the goals and objectives by which grant funding is solicited and allocated, and by which performance is measured.

In this spirit, it is important to acknowledge that the West Virginia Homeland Security Strategy is a living document that will be revised as needed to guide statewide efforts. It provides a common framework by which West Virginia should focus its efforts on the following five goals:

1. Strengthen Policy and Unify Management
2. Enhance Preparedness for All-Hazard Incidents
3. Protect Critical Infrastructure and Key Resources
4. Facilitate Interoperability
5. Prepare West Virginia for a Mass Evacuation

Vision

A secure West Virginia which is strong and resilient.

Focus

To obtain these goals and realize this vision, all West Virginians must work collaboratively to:

- ¿ Prevent terrorist attacks and mitigate against man-made and natural hazards
- ¿ Protect the people of West Virginia, critical infrastructure and key resources
- ¿ Prepare to respond to and recover from both man-made and natural disasters



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Coordination

A sound homeland security strategy requires the involvement of all levels of government, interaction with the private sector, and the support of the public. The West Virginia Homeland Security Strategy will be implemented and maintained through a coalition of stakeholders. Through education and outreach, homeland security expertise and capabilities can be built across all disciplines to serve as an indispensable resource for West Virginia. A successful strategy will provide citizens the tools needed to protect and support themselves and their neighbors during and after any type of incident. Throughout the development of this homeland security strategy, the concept that homeland security is a shared responsibility has remained paramount. This strategy is built on the interaction of government, the private and non-profit sectors, communities, and individual citizens who all play a role in protecting and defending West Virginia.

Effort

A sound homeland security strategy requires the involvement of all levels of government, interaction with the private sector, and the support of the public. The West Virginia Homeland Security Strategy will be implemented and maintained through a coalition of stakeholders. Through education and outreach, homeland security expertise and capabilities can be built across all disciplines to serve as an indispensable resource for West Virginia. A successful strategy will provide citizens the tools needed to protect and support themselves and their neighbors during and after any type of incident. Throughout the development of this homeland security strategy, the concept that homeland security is a shared responsibility has remained paramount. This strategy is built on the interaction of government, the private and non-profit sectors, communities, and individual citizens who all play a role in protecting and defending West Virginia.

Homeland security is a complex enterprise and the availability of resources is constrained. The West Virginia Homeland Security Strategy relies on the use of qualitative and quantitative risk assessments to guide resource decisions. These resources will be targeted at the most significant threats, vulnerabilities, and potential consequences.

Local jurisdictions and state agencies should each maintain a Hazard and Vulnerability Assessment. It is understood that homeland security threats will vary across the state and across different disciplines. All parties involved in prevention, protection, response and recovery activities will maintain a current understanding of threats and vulnerabilities.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Description of Jurisdictions

The State of West Virginia consists of approximately 233 cities and towns and is divided into 55 counties. West Virginia is approximately 24,231 square miles in size and has a population of 1.8 million. The state is very hilly and rugged, with the highest mean altitude (1,500 ft) of any state east of the Mississippi. West Virginia is the only state in the nation located entirely within the Appalachian Mountain range.

The eastern portion of West Virginia is a ridge and valley system which is characterized by long, even ridges, with long, continuous valleys in between. The western portion of the state is located within the Allegheny Plateau known for its many ridges, hollows, and lowland valleys. Though the term "plateau" is popularly associated with level land, here it refers to a level land that has been weathered into many ridges and valleys. Much of the plateau is drained by the Ohio River and several of its major tributaries, including the Kanawha, and Monongahela rivers.

West Virginia is subdivided numerous ways for public safety purposes. Each subdivision has been established by respective agencies based primarily on geography and specific mission. For purposes of homeland security programs with the regional breakdown follows the West Virginia State Police.

Description of Regions

The state is divided into six (6) Homeland Security Regions that were used as the jurisdictions for this strategy . Each region is comprised of a grouping of several counties. The regions include 100 percent of the population and land area of the state.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Section 2 > Goals, Objectives, and Implementation Steps

Goal: Strengthen Policy and Unify Management

Objective: Improve Governance and Performance

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

Step: 1.1.1 Maintain a concerted statewide scope of effort through technology, education and collaboration.

Step: 1.1.2 Ensure organizational vision, mission, and structure are aligned with the West Virginia Homeland Security Strategy.

Step: 1.1.3 Enhance leadership development at all levels of government through training on grant writing and management, administrative oversight, and other skills.

Step: 1.1.4 Provide support to and through Homeland Security Regional Coordinators to implement homeland security directives and initiatives.

Step: 1.1.5 Participate in and promote mutual aid agreements.

Step: 1.1.6 Work with governmental agencies, non-governmental organizations, and the private sector to ensure continuity planning.

Step: 1.1.7 Work with the legislature to obtain adequate funding for all programs.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 1.1.8 Revise legislative rule on hazardous materials response, including required training and exercises.
- Step:** 1.1.9 Maintain a unified homeland security outreach program including an annual homeland security workshop, periodic local forums, legislative education, and stakeholder meetings.
- Step:** 1.1.10 Develop Executive Order to support and enhance the capabilities of the WV Intelligence Fusion Center.
- Step:** 1.1.11 Develop Executive Order to establish statewide standards for Continuity of Operations (COOP) planning.

Objective Ensure Compliance with NIMS

National Priority: Implement the NIMS and NRP

- Step:** 1.2.1 Establish and maintain state standards for National Incident Management System (NIMS) objectives.
- Step:** 1.2.2 Conduct training and education on the implementation and utilization of NIMS.
- Step:** 1.2.3 Utilize NIMS Compliance Assistance Support Tool (NIMSCAST) to track compliance.
- Step:** 1.2.4 Provide NIMSCAST training for all levels of government.
- Step:** 1.2.5 Ensure compliance with annual NIMS requirements by offering state-specific guidance, technical assistance and by promoting the use of NIMSCAST reporting software.
- Step:** 1.2.6 Conduct training needs assessment to identify and fill training gaps.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 1.2.7 Implement Incident Command System (ICS) during response to all incidents.
- Step:** 1.2.8 Develop regional incident management teams (IMT).
- Step:** 1.2.9 Develop a field operations guide detailing procedures to support IMTs.
- Step:** 1.2.10 Conduct Homeland Security Exercise Evaluation Program (HSEEP) compliant exercises that involve first-responders and trained volunteers from multiple disciplines.
- Step:** 1.2.11 Implement resource typing for all jurisdictions and disciplines.
- Step:** 1.2.12 Utilize a central repository to maintain inventory of resources throughout the state.
- Step:** 1.2.13 Update emergency management plans to incorporate NIMS, reflect the National Response Framework (NRF) and the associated Emergency Support Functions (ESF).
- Step:** 1.2.14 Conduct a post incident review for each incident including the development of After Action Reports (AARs) and Corrective Action/Improvement Plans to determine strengths and deficiencies in policy, planning, training and equipment.
- Step:** 1.2.15 Ensure that AARs are used in the development of education and training programs.
- Step:** 1.2.16 Develop a credentialing program for all levels of government and all disciplines.
- Step:** 1.2.17 Strengthen public information/risk communication capabilities including identifying personnel and developing notification protocols.
- Step:** 1.2.18 Conduct education and outreach related to the Target Capabilities List.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Objective Advance Intelligence and Information Sharing

National Priority: Strengthen Information Sharing and Collaboration Capabilities

Step: 1.3.1 Receive, process, and disseminate homeland security information to stakeholders in a timely manner.

Step: 1.3.2 Develop a standardized methodology for assessing threats, vulnerabilities, and risk.

Step: 1.3.3 Continue to enhance the intelligence gathering and information sharing capabilities of the WV Intelligence Fusion Center.

Step: 1.3.4 Enhance the analytical capabilities of the WV Intelligence Fusion Center.

Step: 1.3.5 Expand outreach and information sharing efforts beyond the law enforcement community to include agriculture, fire, public health, EMS, emergency management, transportation, the private sector, and other stakeholders.

Step: 1.3.6 Enhance statewide, regional, and local planning efforts to ensure ongoing information sharing.

Step: 1.3.7 Conduct training and HSEEP-compliant exercises to build and test information sharing and to identify information sharing gaps through needs assessments.

Step: 1.3.8 Improve law enforcement coordination across all levels of government and with the private sector.

Step: 1.3.9 Develop appropriate training programs for intelligence methodology, technological tools, and threat and vulnerability analysis and response protocols.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 1.3.10 Identify and utilize systems, tools, and processes to create a common operating picture.
- Step:** 1.3.11 Increase public awareness and suspicious activity reporting (SAR) through ongoing outreach and education on security issues, to include community organizations, private security partners, and the general public.
- Step:** 1.3.12 Develop, implement, and maintain an interagency or multi-jurisdictional training plan that ensures commonality in terrorism investigation subject matter being presented to law enforcement and non-law enforcement personnel.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Goal: Enhance Preparedness for All-Hazard Incidents

Objective Strengthen Citizen Preparedness and Participation

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

Step: 2.1.1 Provide information resources and training/education to citizens on individual and community preparedness including safety, self-protection, emergency supplies, and participation in response/recovery activities.

Step: 2.1.2 Identify, recruit, and train disaster response volunteers by partnering with the private sector, non-governmental, community-based and faith-based organizations.

Step: 2.1.3 Enhance medical and community preparedness against public health threats.

Step: 2.1.4 Increase disaster training and volunteer opportunities for public and private sector employees.

Step: 2.1.5 Conduct outreach to educational institutions (all levels of schools) to enhance preparedness.

Step: 2.1.6 Utilize schools, colleges, and universities to reach their specific communities and citizens across the state to enhance the effectiveness of preparedness activities.

Step: 2.1.7 Enhance mass care capabilities by identifying shelter locations, obtaining mass care supplies, and developing staff to support general population, functional/medical needs, and pet shelters.

Step: 2.1.8 Develop and maintain capacity to provide for animal care during and after incidents consistent with the



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

provisions of the PETS Act.

Step: 2.1.9 Develop and maintain capacity to provide necessary and appropriate services for special needs populations.

Step: 2.1.10 Conduct HSEEP-compliant exercises to test plans related to citizen preparedness and identify opportunities for improvement.

Step: 2.1.11 Build and maintain human services capabilities including sheltering, feeding, and case management.

Step: 2.1.12 Enhance donation management systems and capabilities.

Objective: Strengthen CBRNE Capabilities

National Priority: Strengthen CBRNE Detection, Response, & Decontamination Capabilities

Step: 2.2.1 Prepare emergency personnel to respond to man-made and accidental incidents.

Step: 2.2.2 Ensure ability of responders to conduct initial assessments and response actions.

Step: 2.2.3 Ensure responders have the appropriate knowledge, skills, ability, and equipment to recognize a weapon of mass destruction (WMD) situation.

Step: 2.2.4 Ensure appropriate equipment is available and assigned for an effective chemical, biological, radiological, nuclear, or explosive (CBRNE) response.

Step: 2.2.5 Ensure responders have appropriate Personal Protective Equipment (PPE) for safety within a CBRNE environment.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 2.2.6 Ensure that CBRNE plans, including county hazardous materials plans, are updated on a regular basis and reflect current operating procedures.
- Step:** 2.2.7 Enhance capacity for decontamination both on-scene and at secondary locations, such as hospitals.
- Step:** 2.2.8 Coordinate CBRNE response planning to address events that overwhelm jurisdictional capabilities and call for higher-level state or federal resources.
- Step:** 2.2.9 Identify and purchase CBRNE equipment to close identified gaps.
- Step:** 2.2.10 Identify CBRNE training shortfalls and conduct training to close identified gaps.
- Step:** 2.2.11 Conduct multi-disciplinary, multi-jurisdictional HSEEP-compliant exercises to test CBRNE plans, protocols, and response procedures.
- Step:** 2.2.12 Enhance bomb squad readiness, including Improvised Explosive Device (IED) awareness, through targeted planning, training, exercise, and equipment acquisition activities.
- Step:** 2.2.13 Develop a statewide capability to monitor and assess environmental health impacts of a CBRNE event.
- Step:** 2.2.14 Enhance laboratory capability and capacity for the detection of CBRNE threat agents.

Objective Strengthen Public Health Capabilities

National Priority: Strengthen Medical Surge and Mass Prophylaxis Capabilities



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 2.3.1 Enhance medical and community preparedness to address public health threats.
- Step:** 2.3.2 Ensure reliable public health information, sufficient medical surge capabilities, and isolation and quarantine procedures.
- Step:** 2.3.3 Identify and when necessary procure, maintain, and distribute a broad spectrum of vaccines and antidotes for mass prophylaxis.
- Step:** 2.3.4 Enhance community, regional and national cross-disciplinary planning efforts to prepare for and respond to a health emergency.
- Step:** 2.3.5 Support health emergency preparedness training and exercises to align community, regional, state and national preparedness and response activities.
- Step:** 2.3.6 Enhance epidemiological surveillance and investigation capabilities; ensuring the abilities to collect, transport, identify and analyze information or substances that will indicate a public health crisis.
- Step:** 2.3.7 Enhance medical emergency response capabilities, including medical triage, decontamination, pre-hospital treatment, medical surge and mass casualty management.
- Step:** 2.3.8 Ensure medical facility resilience and continuity of operations; including COOP planning, surge capacity, credentialing, and physical security.
- Step:** 2.3.9 Develop plans to identify staff, equipment, and resources to operate alternate care facilities if existing capabilities are overwhelmed due to a disaster.
- Step:** 2.3.10 Develop plans related to the distribution of prophylaxis for animal health.
- Step:** 2.3.11 Develop and maintain an accurate and current database of contact information and capability for all laboratories, e.g., environmental, agriculture, veterinary, and university, as well as the National Guard Civil



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Support Team (CST) and other first responders.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Goal: Protect Critical Infrastructure and Key Resources

Objective: Enhance Resilience

National Priority: Implement the NIPP

Step: 3.1.1 Identify and maintain information related to Critical Infrastructure/Key Resources (CI/KR) using technological solutions, such as the Automated Critical Asset Management System (ACAMS).

Step: 3.1.2 Develop and support regional solutions to conduct CI/KR site security visits by leveraging federal, state and local trained personnel.

Step: 3.1.3 Work with local, state and federal agencies and private entities to identify and assess vulnerable assets and develop plans to protect and mitigate loss by encouraging investment in infrastructure resiliency and by including the private-sector in emergency planning and operation activities.

Step: 3.1.4 Ensure personnel have necessary certifications (such as PCII, CVI, and CFATS).

Step: 3.1.5 Inform first responders of identity and location of critical area assets prior to an incident.

Step: 3.1.6 Establish sector coordinating council (SCC) as part of CI/KR program implementation including two state identified sectors (schools and COOP facilities).

Step: 3.1.7 Establish governance structures to guide public and private efforts to protect critical infrastructure and soft targets in West Virginia.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Step: 3.1.8 Develop an information/intelligence fusion process for critical infrastructure protection.

Step: 3.1.9 Establish or enhance CI/KR information sharing mechanisms.

Step: 3.1.10 Conduct training and HSEEP-compliant exercises to support and test infrastructure protection efforts.

Step: 3.1.11 Support target hardening through physical security measures, the creation of buffer zones, investment in cyber security, and the deployment of personnel at CI/KR sites.

Step: 3.1.12 Develop and support the activities of the Critical Infrastructure Protection Task Force (CIPTF).

Objective Ensure Continuity of Operations

National Priority: Implement the NIPP

Step: 3.2.1 Develop statewide standards for COOP and Business Continuity Planning.

Step: 3.2.2 Conduct training and education on statewide COOP standards.

Step: 3.2.3 Require all governmental agencies to develop COOP plans in accordance with established standards.

Step: 3.2.4 Establish a process for reviewing and approving governmental COOP plans.

Step: 3.2.5 Create a central repository of best practices related to the development and implementation of COOP plans.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 3.2.6 Support private sector entities to develop Business Continuity plans.
- Step:** 3.2.7 Support intergovernmental coordination to minimize redundancies in homeland security actions and ensure integration of efforts.
- Step:** 3.2.8 Coordinate COOP planning with federal agencies.
- Step:** 3.2.9 Promote Continuity of Operations (COOP) and Continuity of Government (COG) planning for CI/KR through education and outreach.

Objective Enhance Cyber Security

National Priority: Implement the NIPP

- Step:** 3.3.1 Enhance cybersecurity awareness for government, business and home computer users through education and outreach activities.
- Step:** 3.3.2 Establish a cybersecurity working group.
- Step:** 3.3.3 Provide training and education programs on cybersecurity issues.
- Step:** 3.3.4 Encourage governmental agencies and the private sector to develop and implement appropriate security measures and procedures.
- Step:** 3.3.5 Conduct threat and vulnerability assessments related to cybersecurity.
- Step:** 3.3.6 Develop a strategic analysis and warning capability for identifying potential cyber attacks.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 3.3.7 Facilitate recovery and redundancy planning associated with data, systems, and connectivity.
- Step:** 3.3.8 Ensure situational awareness among government and private sector security partners through information sharing programs.
- Step:** 3.3.9 Develop and implement a comprehensive Supervisory Control and Data Acquisition (SCADA) cyber security awareness, education, and training program for the owners/operators of SCADA-controlled CI/KR within West Virginia.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

Goal: Facilitate Interoperability

Objective: Ensure Interoperability for Communications

National Priority: Strengthen Communications Capabilities

Step: 4.1.1 Develop governance structures for interoperability that are consistent with the Statewide Communications Interoperability Plan (SCIP).

Step: 4.1.2 Develop communications Standard Operating Procedures (SOPs).

Step: 4.1.3 Ensure the availability of communications equipment and systems for incident management.

Step: 4.1.4 Conduct regional and statewide communications education, training, and exercises.

Step: 4.1.5 Develop long-term funding and maintenance plan for Interoperable Radio Project (IRP) system.

Step: 4.1.6 Conduct an annual statewide interoperability and other communications initiatives conference.

Step: 4.1.7 Strengthen alert and warning capabilities through participation in Amber Alert and other emergency notification systems.

Step: 4.1.8 Continue to implement E-911 technology.



State Homeland Security Strategy (2010)

West Virginia

Status: Approved by FEMA

- Step:** 4.1.9 Conduct communications asset surveys and needs assessments to improve interoperable communications planning and implement identified solutions.
- Step:** 4.1.10 Acquire and deploy P-25 compliant technology that enable seamless communications across all public safety frequency bands, while ensuring that existing legacy systems remain viable and operable.
- Step:** 4.1.11 Ensure that first responders can quickly establish communications during a disaster through the use of mobile command systems and equipment caches.
- Step:** 4.1.12 Conduct multi-jurisdictional, multi-disciplinary HSEEP-compliant exercises to test the vitality of communications plans, SOPs, and systems in West Virginia.

Objective Enhance Regional Capabilities

National Priority: Expand Regional Collaboration

- Step:** 4.2.1 Promote a regional approach to homeland security across West Virginia to enhance prevention, protection, response and recovery capabilities.
- Step:** 4.2.2 Obtain local and regional input for state homeland security program and planning initiatives by establishing or collaborating with regional advisory teams or working groups.
- Step:** 4.2.3 Develop formal regional and county mutual aid agreements for emergency response.
- Step:** 4.2.4 Establish a statewide mutual aid agreement to enhance preparedness and facilitate the sharing of resources across the West Virginia during major disasters.
- Step:** 4.2.5 Conduct regional multi-jurisdictional, multi-agency HSEEP-compliant exercises.



State Homeland Security Strategy (2010)

West Virginia

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- Step:** 4.2.6 Support regional equipment caches to expedite the deployment of critical resources within each West Virginia Homeland Security Region.
- Step:** 4.2.7 Enhance regional catastrophic preparedness and mass evacuation planning based on specific hazards.
- Step:** 4.2.8 Provide opportunities for responders to participate in cross-training among all disciplines.

Objective Develop Credentialing Program

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step:** 4.3.1 Develop credentialing standards and program requirements.
- Step:** 4.3.2 Provide a common format for agencies to utilize for responder credential identification cards.
- Step:** 4.3.3 Develop standards for entry of qualification data. This validation would automatically be repeated periodically to maintain the current licensure data within the credentialing system.
- Step:** 4.3.4 Provide information to state and local governments, community organizations, and the private sector on accessing information on identification cards.
- Step:** 4.3.5 Ensure that credentialing is in line with HSPD-12 and established Federal standards.



State Homeland Security Strategy (2010)

West Virginia

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Goal: Prepare West Virginia for a Mass Evacuation

Objective Conduct Threat and Capability Assessment

National Priority: Expand Regional Collaboration

Step: 5.1.1 Develop actionable risk management strategy with short, medium, and long-term objectives.

Step: 5.1.2 Develop risk analysis and risk management plans, procedures, and standards to guide risk assessment activities

Step: 5.1.3 Develop and implement risk analysis training programs for state, local, and private entities related to modeling and the use of analytical risk assessment tools.

Step: 5.1.4 Conduct risk management training for security, response, and recovery managers.

Step: 5.1.5 Develop and implement programs to assess changes in risk and effectiveness of risk management.

Step: 5.1.6 Complete a risk assessment associated with the impact of an evacuation of the National Capital Region, the failure of the Bluestone Dam, a major chemical incident in the Kanawha Valley, or other incidents occurring in another state on West Virginia.

Step: 5.1.7 Continue participation in FEMA Gap Analysis Program (GAP) and develop strategies to address identified gaps.

Step: 5.1.8 Conduct assessments related to food and agriculture, mass care, health, special needs, volunteer



State Homeland Security Strategy (2010)

West Virginia

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management, and supply management related to mass evacuation planning and response.

- Step:** 5.1.9 Revise behavior analysis information to better understand and anticipate public conduct during an emergency.
- Step:** 5.1.10 Continue to support modeling and simulation activities.
- Step:** 5.1.11 Evaluate evacuation routes and identify transportation infrastructure gaps and vulnerabilities.

Objective Develop Mass Evacuation Plans and Procedures

National Priority: Strengthen Planning and Citizen Preparedness Capabilities

- Step:** 5.2.1 Develop written operational procedures for the Regional Response Team (RRT) to support evacuation planning and response capabilities.
- Step:** 5.2.2 Continue to provide standardized training for all functions of the RRT
- Step:** 5.2.3 Ensure county threat assessments and emergency operations plans include incidents outside the jurisdiction which could have internal impacts.
- Step:** 5.2.4 Develop and maintain external partnerships with other states and the private sector.
- Step:** 5.2.5 Enhance state and local annexes and standard operating procedures to facilitate response and recovery across all disciplines.
- Step:** 5.2.6 Establish a training and capabilities baseline across all disciplines.



State Homeland Security Strategy (2010)

West Virginia

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- Step:** 5.2.7 Ensure effective skills training is provided in the use of response equipment.
- Step:** 5.2.8 Ensure first responders, key personnel and decision makers are provided education related to strategy, functions, and roles and responsibilities.
- Step:** 5.2.9 Enhance exercise programs through the use of realistic exercises that test the abilities of first responders through the top levels of government/decision makers.
- Step:** 5.2.10 Develop and maintain comprehensive fatality management mission critical plans and resource lists (i.e., facilities, personnel and agencies).
- Step:** 5.2.11 Develop plans, procedures, protocols, and systems for fatality management.

Objective Enhance Mass Evacuation Recovery Capabilities

National Priority: Expand Regional Collaboration

- Step:** 5.3.1 Establish training and capabilities baseline across all disciplines related to recovery.
- Step:** 5.3.2 Develop and maintain damage assessment procedures.
- Step:** 5.3.3 Conduct training on damage assessment procedures.
- Step:** 5.3.4 Develop debris management plans and procedures.
- Step:** 5.3.5 Identify mitigation measures and emergency restoration procedures.



State Homeland Security Strategy (2010)

West Virginia

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- Step:** 5.3.6 Develop qualification and certification standards for paid and volunteer staff.
- Step:** 5.3.7 Develop standards and procedures to identify qualified contractors offering recovery/restoration services.
- Step:** 5.3.8 Integrate appropriate private-sector entities into incident response activities.
- Step:** 5.3.9 Coordinate with state and local emergency management officials to credential restoration personnel who will need to enter potentially restricted areas to fulfill their responsibilities.
- Step:** 5.3.10 Incorporate corrective actions and lessons learned into restoration plans.
- Step:** 5.3.11 Provide training regarding the restoration of lifelines processes.
- Step:** 5.3.12 Provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors (e.g., medical, financial, public health and safety).

Objective Provide Necessary Equipment to Prepare Agencies

National Priority: Expand Regional Collaboration

- Step:** 5.4.1 Develop a standardized inventory (using standard typing definitions) needed to support response and recovery operations.
- Step:** 5.4.2 Prioritize response equipment in concert with federal guidelines and state goals for each discipline.
- Step:** 5.4.3 Acquire equipment in sufficient quantities to effectively respond to and recover from mass evacuation



State Homeland Security Strategy (2010)

West Virginia

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events.

- Step:** 5.4.4 Ensure appropriate equipment is available for effective training and exercises.
- Step:** 5.4.5 Identify equipment resources necessary to respond to a CBRNE/WMD event.
- Step:** 5.4.6 Facilitate the purchase of equipment for response teams identified in the completed needs assessment, encouraging purchase of interoperable equipment.
- Step:** 5.4.7 Support equipment upgrades to satisfy changing requirements.
- Step:** 5.4.8 Procure information technology hardware to support command and control communications.



State Homeland Security Strategy (2010)

West Virginia

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Section 3 > Evaluation Plan

Evaluation Plan

Measuring progress is a key component of homeland security. The effective and efficient use of public dollars is a critical part of the West Virginia Homeland Security Strategy and requires the use of metrics to measure progress towards increasing preparedness capabilities and achieving goals. To report on how the state is meeting its homeland security goals, West Virginia will utilize the federally mandated State Preparedness Report. This strategy provides an assessment of the progress in meeting the Homeland Security National Priorities. Other federal preparedness measures are likely to emerge and West Virginia is prepared to help test and implement these programs when they become available.

In addition to the federal performance measures, the West Virginia Homeland Security State Administrative Agency will also work with state and local partners to ensure West Virginia is meeting the specific objectives outlined in the State Strategy. The West Virginia Homeland Security Strategy will also be tested through exercises and actual events, as they too represent opportunities to identify gaps and shape priorities moving forward.

The West Virginia Homeland Security Strategy must remain current and updated. The West Virginia Homeland Security State Administrative Agency will coordinate the process of updating the Strategy annually to include any changes to National Priorities, federal homeland security guidance and legislative mandates. State and local stakeholders will be asked to provide feedback and insight related to the West Virginia Homeland Security Strategy.



FY 2010 Homeland Security Grant Eligibility Criteria and Certification

To be eligible to apply for FY 2010 State Homeland Security Program grant funding including Citizen Corps, an agency or organization must comply with specific criteria as hereinafter set forth. Evidence of compliance must be **electronically submitted** with an organizational point of contact to the Homeland Security Regional Coordinator (HSRC). The HSRC may provide direct assistance to the applicant to come into compliance, or by referral to the appropriate resource. To identify your Regional Coordinator, call (304) 558-2930. The Regional Coordinators will provide notification of eligibility, which may include provisional acceptance requiring further action.

1. National Incident Management System (NIMS) Implementation

The U.S. Department of Homeland Security requires that States and Local Governments meet National Incident Management System (NIMS) implementation requirements to be eligible to receive federal grants. The State of West Virginia has interpreted this to include associations, utilities, non-governmental organizations, and private sector organizations among those who must meet NIMS objectives to be eligible for grant funding.

The applicant must meet or exceed the following:

- a. Prior to submission of the Project Concept, register for a National Incident Management System Comprehensive Assessment Support Tool (NIMSCAST) account and answer all questions in the 2010 matrix, including the development of Corrective Action Plans if necessary. Corrective Action Plans will not disqualify an organization from being an applicant or recipient.
- b. Formally adopt NIMS as the approach to be utilized for all incident management. This is evidenced by Proclamation, Resolution, Executive Order, or other document indicating adoption by the applicant's governing body. A copy of the adoption document must be attached to the FY 10 Homeland Security Grant Eligibility Certification.
- c. Utilize NIMS and the Incident Command System (ICS).
- d. Prior to submission of the Project Concept, an up to date inventory of all the applicant's response/recovery assets must be submitted to the applicant's local and/or county emergency manager.
- e. Identify and submit with the FY 10 Homeland Security Grant Eligibility Certification, a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the applicant is a party.
- f. Prior to submission of the Project Concept, certification of course completion of applicable training by at least 70% of personnel who are required to take the IS 100, IS 200 and/or IS 700 training.

2. Continuity of Operations Plan

Prior to submission of the Project Concept, the applicant must tender a written Continuity of Operations (COOP) plan to the HSRC. The plan must contain at a minimum the following elements:

- List of Essential Functions
- Orders of Succession for essential personnel
- List of Delegations of Authority
- Identification of a continuity facility
- Identification of Vital Records
- Communications
- Employee notification procedures for COOP activation
- Reconstitution
- Training plan/schedule for COOP

A continuity plan that contains these elements is not considered a complete plan; rather it demonstrates that significant planning efforts have been undertaken and completed. Any written feedback on the plan provided by the state COOP Coordinator to the organization must be incorporated in the plan prior to submission of the Project Concept.

3. Training Database Registration

Prior to submission of the Project Concept, the applicant's training coordinator or another designee must register on the WV DMAPS online training database. To access the database and register, go to http://www.onlinelearning.wv.gov/coursemill/overview_militaryaffairs.jsp and click the "Create New User" button. Additionally, the organization should make every effort to have appropriate personnel attend the Homeland Security Exercise and Evaluation Program (HSEEP) course.

4. Exercise List and AARs/CAPs

Prior to submission of the Project Concept, the applicant must submit to the HSRC a written list of any exercises in which it has participated since January 1, 2010 along with a copy of the After Action Report (including any Corrective Action Plans) or a list of principle findings of the exercise relative to the organization. Or, if the entity has not participated in any exercises, a written statement must be submitted to the HSRC indicating no participation.

5. WV ISAC Registration

Prior to submission of the Project Concept, the applicant must contact the HSRC to initiate the process to register with the WV Information Sharing and Analysis Center (WV-ISAC). WV-ISAC is a part of a national secure information sharing portal that provides a common mechanism for raising the level of cyber security readiness and response. More information is available at www.msisac.org.

FY 10 Homeland Security Grant Eligibility Certification

Agency/Organization: Wood County Office of Emergency Management

I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization I represent has met or exceeded the eligibility requirements prerequisite to applying for FY 10 Homeland Security Grant funding.

Agency/Organization Authorized Official:

Ed Hupp Title: Director
Type or Print Name of Agency/Organization Authorized Official

Signature Of Agency/Organization Authorized Official Date: _____

Email: ehupp@woodcounty911.com Phone: 304-420-0911

Emergency Manager

I have reviewed the foregoing and certify that the inventory of all the applicant's response/recovery assets was provided to me, and is accurate to the best of my information and belief, and the agency/organization should be eligible to apply for FY 10 Homeland Security Grant funding.

N/A
Type or Print Name of Emergency Manager

N/A Date: N/A
Signature of Emergency Manager
(If agency/organization operates in more than county, use the county where the primary office is located)

Homeland Security Regional Coordinator or SAA Representative

I have reviewed all the foregoing and certify to the best of my information and belief, the agency/organization has complied with the FY 10 Homeland Security Grant Eligibility Criteria.

Type or Print Name of WVDMAPS Regional Coordinator

Signature of WVDMAPS Regional Coordinator Date: _____

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

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

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

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

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

Standard Form-LLL "Disclosure of Lobbying Activities" attached
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A.

A. The applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

**3. DRUG-FREE WORKPLACE
(GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

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

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

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

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

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

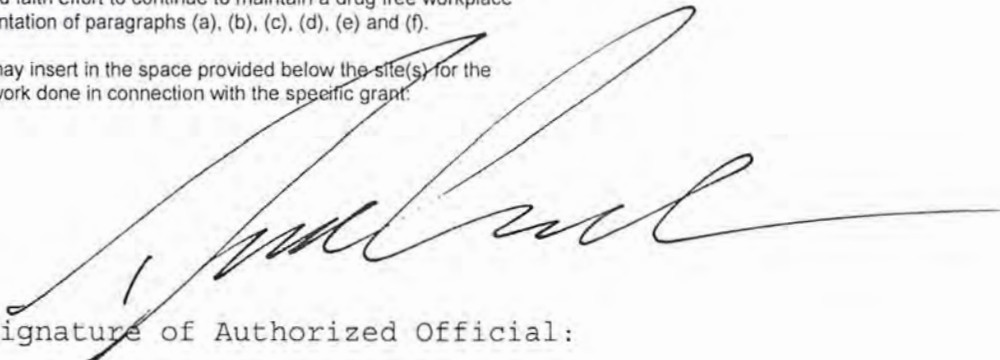
(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

Place of Performance (Street address, City, County, State, Zip code)

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

Sections 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.



Signature of Authorized Official:

Date:



MASS CARE & CP PROJECT CONCEPT

West Virginia Department of Military Affairs and Public Safety
 Homeland Security - The State's Protective Agency

PROJECT CONCEPT WORKSHEET

Mass Care & Community Preparedness Funding
 FY2010 State Homeland Security Grant Program

Applicant Profile

Project Information

Project Title	Mass Care & Community Preparedness Funding
Amount Requested	\$257,750.00
Applicant/Fiscal Agent	Wood County Commission

Contact Information

	Primary Program Contact	Fiscal Agent Point of Contact	Local Emergency Manager
Name	Ed Hupp	Jamie Six	Ed Hupp
Title	Director	County Clerk	Director
Organization	Wood County Office of Emergency Management	Wood County Clerk	Wood County Office of Emergency Management
E-mail	ehupp@woodcounty911.com	jamesix@woodcountywv.com	ehupp@woodcounty911.com
Telephone	304-420-0911	304-424-1850	304-420-0911
Fax	304-422-6270	304-424-0194	304-422-6270
Address	911 Core Road, Parkersburg, WV 2101	One Court Square, Parkersburg, WV 26101	911 Core Road, Parkersburg, WV 2101



MASS CARE & CP PROJECT CONCEPT

PROGRAM SUMMARY, RISK, COMMUNITY NEED

Briefly summarize your project in a few sentences.

Wood County's radio communication system among emergency responder agencies needs to be improved in order to allow for agencies to be able to communicate among each other in case of an emergency or disaster situation. Many of the existing radios in the County are either outdated or incompatible with radios being used by other agencies. In some instances, the agencies do not have radio communications. In either instance, the County is in a risky position if an emergency or disaster occurs.

In addition, it is important for first responders to be highly visible which means they must be adequately and properly equipped with high visibility safety vests.

Finally, in today's time when emergency shelters are of utmost importance, generators need to be provided for two local volunteer fire departments who will become shelters.

Describe the specific hazards or risks (i.e., threat, vulnerability, potential consequence) to be addressed or mitigated by this proposal. Is this risk identified in the jurisdiction or agency hazard assessment? If so, how was it identified?

Agencies within Wood County that respond to emergency situations need to be sure that they have the most up-to-date and compatible equipment possible so they can communicate with other agencies and with the general public. Although the exact nature of each activation will be different, the common thread is communications. It is important to be able to provide tactical emergency support radio communications to federal, state and local governments in time of emergency and for agencies to be able to augment or replace radio communications whenever and wherever needed. Natural and/or manmade disasters often cripple or destroy communication facilities and equipment.

Good communication is important in any situation but it is extremely important when it involves safety of life, preservation of property, alleviation of human suffering and need, dissemination of warning information of a possible disaster to the general public, or any disaster or other incident endangering the public welfare. Miscommunication or poor communication can mean the difference between life and death in a disaster situation. It also places the County in a vulnerable position as the Director of the Wood County Office of Emergency Management is not able to communicate with the other responding agencies to let them know what is happening and what the next steps are that need to be taken. Many of Wood County's existing radios are either outdated or incompatible with radios used by other agencies. In some instances, these agencies do not have any radio communications. With either situation it puts Wood County in a risky position if an emergency or disaster should occur.

Besides being equipped with good communication equipment, it is essential that emergency and first responders be provided with proper safety attire in order to be seen and identifiable by other responders



MASS CARE & CP PROJECT CONCEPT

in an emergency situation.

An emergency situation often times requires people to be evacuated from their homes to a safer, more secure facility. The Wood County Office of Emergency Management is working with both the Mineral Wells Volunteer Fire Department and the Waverly Volunteer Fire Department to become emergency shelters. However, both are in need of equipment (generators) in order to be able to perform the functions of an emergency shelter.

Describe the community that will be affected if the risk above is not mitigated and how your project incorporates a “whole community” approach. Tell why your project is important to increasing the preparedness of your community.

The Wood County Office of Emergency Management (WCOEM) utilizes the “whole community” approach to emergency management and planning. The Director of the WCOEM is heavily involved with the County’s Local Emergency Planning Committee (LEPC) which consists of approximately 40 individuals who represent a wide array of interests. Some of the agencies represented include: local businesses, education agencies, government agencies, hospitals, fire departments, industry, communications, non-profit social service agencies, law enforcement, and interested individuals. Attached is a copy of the latest LEPC membership list as well as minutes from two recent meetings. As the minutes reflect, the meetings are well attended. In addition to the LEPC meetings, the Director of the WCOEM is also involved with other agencies throughout the County and attends their planning meetings. Some of these groups include the Mid-Ohio Valley Health Department, American Red Cross, Volunteer Fire Department Association, Volunteer Action Center, Association of Retarded Citizens of Wood County, and Wood County Solid Waste Authority. The Director is also involved in the various drills and training activities conducted by his office as well as in coordination with local law enforcement agencies, fire departments, EMS, and other agencies such as the local college, airport, etc.

Through these LEPC meetings, attendance at other community meetings, and by performing the various drills and trainings, the Director of the WCOEM becomes aware of the needs of organizations that will be responsible and be the first responders to an emergency situation. This information is maintained and is used when developing proposals for funding requests.

This project will increase the preparedness of Wood County as 15 additional first responder agencies will be equipped with the proper communication equipment, two additional shelters will be developed, and first responders will be equipped with proper safety equipment.



MASS CARE & CP PROJECT CONCEPT

West Virginia Department of Military Affairs and Public Safety

1000 Capitol Building, Charleston, WV 25305

GOALS, MILESTONES, OUTCOME STATEMENTS

Describe the Project goals and measurable outcomes below. An example is provided for you below. Please delete the example and replace with your own project information. The Project goals must be linked to the WV State Homeland Security Strategy as found on the FAQs on the <http://dmaps.wv.gov> website.

Goals and Outcomes (add rows as necessary)

	Milestone (*Should create a logical progression of events towards accomplishing your goals.)	Outcome (# of people served, trained, educated, sheltered/# of shelters equipped, # of trainings held, etc.)
Improve communications among emergency service providers in Wood County so all will be able to effectively communicate with one another in the event of a natural or manmade disaster.	WCOEM Director will prepare bid specifications and place the appropriate ads in the newspaper.	A legal notice will be placed in the local newspaper for the purchase of these radio units.
	Bids will be received and reviewed by the Wood County Commission and the WCOEM Director.	Bids will be reviewed to ensure compliance with bid specifications and any other County requirement,
	The Wood County Commission will order the radios which meet the requirements of the bid specifications and are within the grant funds allotted.	Radios will be ordered for the 4 law enforcement agencies and the 11 fire departments.
	Upon receipt of radios, they will be distributed to the four law enforcement agencies and the 11 fire departments within Wood County.	The WCOEM Director will provide these to the appropriate agencies and explain to them the procedures they will need to follow with using them. Also any necessary paperwork will be prepared and signed by both parties.
	Radios will be installed.	30 radios will be installed.
	Agencies will begin to utilize the radio system.	Better communication will occur among the 4 law enforcement agencies and the 11 fire departments.
Equip first emergency responders with apparel that will allow them to remain safe in the event of a natural or manmade disaster.	WCOEM will purchase approximately 250 vests and distribute them to emergency first responders who are in need of a vest.	250 individuals will be better protected in the event of an emergency disaster. This will enable them to remain safe.



MASS CARE & CP PROJECT CONCEPT

West Virginia Department of Military Affairs and Public Safety
 Military Support and Logistics Branch

Two additional shelter facilities will be developed for emergency situations.	WCOEM Director will prepare bid specifications for two generators and place the appropriate ads in the newspaper.	A legal notice will be placed in the local newspaper for the purchase of these generators.
	Bids will be received and reviewed by the Wood County Commission and the WCOEM Director.	Bids will be reviewed to ensure compliance with bid specifications and any other County requirement,
	The Wood County Commission will order the generators which meet the requirements of the bid specifications and are within the grant funds allotted.	Generators will be ordered for two fire departments.
	Upon receipt of generators, they will be distributed to the two fire departments within Wood County.	The WCOEM Director will provide these to the appropriate agencies and explain to them the procedures they will need to follow with using them. Also any necessary paperwork will be prepared and signed by both parties.
	Generators will be installed.	Two generators will be installed.
	Agencies will begin to utilize the generators as needed.	Two additional shelters will be in place for Wood County residents to utilize in the event of an emergency.

PROJECT NARRATIVE

In five pages (double spaced) or less please describe in detail how the Project will be accomplished. Attach extra sheets as necessary. The following should be included: Activities and Approach, Impact, Organizational Capability, Whole Community Planning, Effective Use of Volunteers and Project Sustainability. *(Refer to the Project Concept Guidance for more detailed information on what should be included. It is very important that you follow the format in the guidance document as this is how points will be awarded for your concept.)* You may attach up to 5 pages of additional support documentation including partnership letters, signed MOU's, meetings minutes, or other pertinent items.



MASS CARE & CP PROJECT CONCEPT

PROJECT NARRATIVE

Activities and Approach

In order to accomplish its proposed goals previously listed, Wood County is in need of purchasing needed equipment to provide to agencies who are providing first response services to the citizens of Wood County. These items which need to be purchased include radios which will allow for better communications among law enforcement and volunteer fire departments, safety vests for protection of the first responders, and generators for two volunteer fire departments who will become shelter-in-place facilities. These items will be evaluated by showing they have been purchased and are in operation. Through drills and training exercises, the Director of the WCOEM will be able to determine if the agencies are better prepared which will in turn help the community members. However, the true evaluation of them will come into being when there is an actual emergency within Wood County.

Impact

This project will impact, in one way or another, almost all the 89,000 people located in Wood County. The 11 fire departments which will receive the radios are scattered throughout Wood County. The four law enforcement agencies are also scattered throughout



MASS CARE & CP PROJECT CONCEPT

WETA 1000 & DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY SERVICES

the County with three of them serving municipalities – Parkersburg, Vienna, and Williamstown – and one of them serving the County. These radios will allow for all these entities to have interoperable communication with one another and the State IRP system. This better communication is necessary as it is very important that a continuous flow of critical information is maintained among all the agencies. In emergencies, agencies cannot afford to miss out on valuable communications. These communications have a major impact on not only the agencies but the community members they serve. The community and its members are in the hands of the first responders when there is an emergency. This is why they must have the most up-to-date communication equipment so they are able to communicate with others and determine what steps need to be taken.

In an emergency situation, it is also important that there be adequate shelter-in-place sites for those who must evacuate their homes. The two generators to be purchased will enable the Mineral Wells Volunteer Fire Department and the Waverly Volunteer Fire Department to become shelters to serve those who must be relocated from their homes or who are traveling through the area and must find a place to stay. These generators will ensure that the facilities maintain their electricity which operates many of the items that are necessary for a shelter-in-



MASS CARE & CP PROJECT CONCEPT

Emergency Department, Wood County Public Safety
1000 1/2 1st Street, Moundsville, WV 26041

place facility. This will keep TVs and radios operating as well as maintain food supplies and other items which are needed by those who are staying there.

The safety vests will provide high visibility to the 250 emergency responders who will be utilizing them.

Organizational Capacity

This grant will be overseen by the Director of the Wood County Office of Emergency Management with assistance provided by the Wood County Commission's Grant Consultant. The WCOEM has received numerous grants over the past several years. All the grants have been completed on-time with proper reports submitted and proper expenditure of grant funds. During monitoring visits and financial audits, there have been no findings on any of the grants administered by the WCOEM.

Whole Community Planning

The Wood County Office of Emergency Management (WCOEM) utilizes the "whole community" approach to emergency management and planning. The Director of the WCOEM is heavily involved with the County's Local Emergency Planning Committee (LEPC) which consists of approximately 40 individuals who represent a wide array of interests. Some of the agencies represented include: local businesses, education agencies, government agencies,



MASS CARE & CP PROJECT CONCEPT

hospitals, fire departments, industry, communications, non-profit social service agencies, law enforcement, and interested individuals. In addition to the LEPC meetings, the Director of the WCOEM is also involved with other agencies throughout the County and attends their planning meetings. Some of these groups include the Mid-Ohio Valley Health Department, American Red Cross, Volunteer Fire Department Association, Volunteer Action Center, Association of Retarded Citizens of Wood County, and Wood County Solid Waste Authority. The Director is also involved in the various drills and training activities conducted by his office as well as in coordination with local law enforcement agencies, fire departments, EMS, and other agencies such as the local college, airport, etc.

The Director of the WCOEM will work directly with each agency which receives equipment through this grant. He will also keep the LEPC apprised of what is going on with the project. In addition, the Director will update other groups he is involved with as to the progress of this grant so people can become aware as to what is going on.

Volunteers

While volunteers are used by the LEPC, there will be none used specifically for this project.



MASS CARE & CP PROJECT CONCEPT

WVMS is a 501(c)(3) non-profit organization. It is a 501(c)(3) non-profit organization.

WVMS is a 501(c)(3) non-profit organization. It is a 501(c)(3) non-profit organization.

Sustainability

Each of the agency's that receive equipment from this grant will be responsible for the maintenance of the items. If there are problems with the items, they are responsible for ensuring it is properly corrected. The WCOEM will maintain an inventory list of all the equipment, and each agency which receives equipment will sign a document with the WCOEM listing their responsibilities and other items they must follow. The Director of the WCOEM will make random checks to ensure the equipment is being used properly and being maintained in good condition. Each agency will house their equipment at their location.



MASS CARE & CP PROJECT CONCEPT

West Virginia Department of Military Affairs and Public Safety
Homeland Security State Administrative Agency

BUDGET EXPENSES AND NARRATIVE

List each organization in the budget expense worksheet that will receive funding, along with their roles and commitments as well as their project deliverables and the estimated cost. This would include tangible outcomes such as equipment purchased, development of standard operating procedures, etc. For each piece of equipment to be purchased, include the Authorized Equipment List (AEL) number. Each component of the Project with a different AEL number should be listed on a separate line. The AEL can be found at the following web address: <https://www.rkb.us/mel.cfm?subtypeid=549>. To determine if the equipment is an allowable expense for State Homeland Security Grant funding, please click the Grant Allowability tab in the AEL to see if it is permissible.

*Examples are provided. Please delete the examples and list each of your planned budget expenses. Add rows as needed.

	Budget Category	Item & Vendor	Role/Commitment(s)	Deliverable	AEL Number	Itemization (How many @ What Price)	Estimate Total Cost
1.	Equipment	30 Motorola APX 7500 VHF/UHF P25 High Power with AES bundle.	Prepare bid specifications and solicit bids for the purchase and installation of these radios.	30 Motorola APX 7500 VHF/UHF P25 High Power with AES bundle.	06CP-01-MOBL	30 radios at \$6,300 per radio (2 each to 11 fire departments and 4 law enforcement agencies)	\$189,000
2.	Equipment	Two emergency back-up generators.	Prepare bid specifications and solicit bids for the purchase and installation of these generators.	Two back-up generator (including Installation)	10GE-00-GENR	2 generators @ \$30,000 each	\$60,000
3.	Equipment	250 High Visibility Vests	Purchase and provide vests to emergency first responders.	250 High Visibility Vests	01ZA-060VEST	250 vests @ \$35.00 each	\$8,750



MASS CARE & CP PROJECT CONCEPT

West Virginia Department of Military Affairs and Public Safety
Homeland Security State Administrative Agency

BUDGET NARRATIVE

Provide here a justification and explanation of the budget items shown above. This should contain specific criteria and data used to arrive at estimates and/or costs for all items listed. (For instance, where did you receive quotes or where will you solicit quotes?)

The cost for the 30 portable radios was obtained from the West Virginia State Contract #VPH11084. These radios will provide the agencies interoperable communications with each other and the State IRP system.

The price for the two generators was obtained from estimates recently received for the purchase of a similar generator within the past twelve months.

The price of the safety vests was obtained from reviewing catalogues and Internet websites which contain these items.

BUDGET SUMMARY

*Add expenses from each category and list the totals below.

Total Planning	Total Organization	Total Equipment	Total Training	Total Exercises	Total Request
\$0.00	\$0.00	\$257,750.00	\$0.00	\$0.00	\$257,750.00



MASS CARE & CP PROJECT CONCEPT

West Virginia Department of Homeland Security

STRATEGIC ALIGNMENT

Geographic Area Covered (choose one)

- Single County/Jurisdiction
County Name: Wood County
- Multiple Counties/Jurisdictions
List Counties:
- Regional Project
WV Homeland Security Region:

Mass Care & Community Preparedness Priority Funding Areas (select those that apply)

- | | |
|---|---|
| <input type="checkbox"/> Implementing volunteer mobilization plans in the community through coordination, planning and training | <input type="checkbox"/> Implementing a coordinated mass care/shelter plan |
| <input type="checkbox"/> Mass Care Capability Assessment | <input type="checkbox"/> Developing a community based volunteer and donations management team through coordinating, planning and training |
| <input checked="" type="checkbox"/> Purchasing needed equipment based on an up-to-date assessment | <input type="checkbox"/> Training volunteers or staff in shelter or mass care operations |
| <input checked="" type="checkbox"/> Improving shelter or community planning services for at-risk populations | <input type="checkbox"/> Other: |



MASS CARE & CP PROJECT CONCEPT

West Virginia Department of Military Affairs and Public Safety

1000 Capitol Building, Charleston, WV 25301-1000

STRATEGIC ALIGNMENT - TARGET CAPABILITIES

The Project should result in a measurable increase or improvement in at least one DHS Target Capability. Specify the Target Capability(s) that this Project supports, and specifically describe *how* it helps achieve that capability. Attach additional sheets as necessary and/or appropriate. More information on each Target Capability may be found at <http://www.llis.dhs.gov/displayContent?contentID=26724>

DHS Target Capabilities

Target Capability	Relevant	Description
Planning		
Communications	X	See attached description.
Community Preparedness & Participation		
Risk Management		
Intelligence and Information Sharing		
Information Gathering		
Intelligence Analysis and Production		
Counter-Terror Investigation/Law Enforcement		
CBRNE Detection		
Critical Infrastructure Protection		
Food and Agriculture Safety & Defense		
On Site Incident Management		
EOC Management		
Critical Resource Logistics & Distribution		
Volunteer Management & Donations		
Responder Safety & Health	X	See attached description.
Emergency Public Safety & Security		
Animal Disease Emergency Support		
Explosive Device Response Operations		
Fire Incident Response Support		
WMD/Haz Mat Response and Decon		
Citizen Evacuation & Shelter-in-Place	X	See attached description.
Isolation and Quarantine		
Search and Rescue		
Emergency Public Information & Warning		
Mass Prophylaxis		
Mass Care		
Damage Assessment		
Restoration of Lifelines		
Economic & Community Recovery		



MASS CARE & CP PROJECT CONCEPT

COMMUNICATION: Communications is the fundamental capability within the various law enforcement and fire departments that is extremely necessary for them to perform the most routine and basic elements of their job functions. Communications interoperability is the ability of public safety agencies and service agencies to talk within and across agencies and jurisdictions via radio and associated communications systems, exchanging voice, data, and/or video with one another on demand, in real time, when needed, and when authorized. It is essential that public safety has the intra-agency operability it needs and that it builds its systems toward interoperability.

A continuous flow of critical information is maintained as needed among multi-jurisdictional and multi-disciplinary emergency responders, agencies, and the government officials for the duration of the emergency response operation in compliance with National Incident Management System. In order to accomplish that, the jurisdiction has to have a continuity of operation plan for public safety communications including the consideration of critical components, networks, support systems, personnel, and an appropriate level of redundant communications systems in the event of an emergency. Wood County is in need of updating their communication system to enable all fire departments and law enforcement agencies to have interoperable communications with each other and the State's IRP System.

RESPONDER SAFETY AND HEALTH: Responder safety and health is the capability that ensures adequate trained and equipped personnel and resources are available at the time of an incident to protect the safety and health of on-scene first responders. During the response to any incident, the first responders are responsible for the safety and health of the citizens of the County. It is also important for the County to be responsible for the safety and health of the first responders. This can be achieved through proper equipment which in this case is the 250 High Visibility Safety Vests which will be distributed to first responders throughout Wood County. It is extremely important that these first responders be able to be highly visible so as to be able to be identified as a first responder in an emergency situation.

CITIZEN EVACUATION AND SHELTER-IN-PLACE: Citizen evacuation and shelter-in-place is the capability of an agency to prepare for and provide safe and effective sheltering -in-place of at-risk populations in order to provide them safe refuge in response to a



MASS CARE & CP PROJECT CONCEPT

West Virginia Department of Emergency Response and Disaster Relief

potentially or actually dangerous environment. It is important that there are an adequate number of shelter-in-place locations throughout the County and that they be located in various sections of the County. A shelter-in-place must be able to function when the rest of the area may be out of power, etc. This is why it is important for Wood County to purchase two generators to establish two shelters: one in Mineral Wells and one in Waverly. Both of these will be with the Volunteer Fire Department facilities which are located in these two communities.

*** In a separate file is a listing of the Wood County LEPC members and copies of the minutes from their meetings.

Wood County LEPC

<u>Last Name</u>	<u>First Name</u>	<u>Company</u>
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	Sherrl	Exel
Cox	Roberta	Community Representative
Dolby	Vernon	Salvation Army
Fetty	Belinda	Mid Ohio Valley Transit Aut
Goodwin	Danny	Vienna Fire Department
Green	Arnie	Dupont
Harris	Kenny	WCEC
Hess	Doug	Clear Channel Radio
Hupp	Ed	WCOEM
Johnk	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
Rose	Jim	MOVHD
Shaver	Capt. H. E.	WV DNR-LES

Last Name	First Name	Company
Sikora	John	National Weather Service
Simonton	Steve	Community
Smith	Christina	ARC
Stephens	Larry	Camden Clark Hospital
Steve	Gainer	County Commission
Tuck	Wendy	Volunteer Action Center
Tucker	Angie	Coldwater Creek
Walsh	Jeff	Grainger
White	Dave	WVU-Parkersburg
Williams	Don	Community
Wines	Todd	Red Cross
Woodyard	Rick	Wood County Sheriff Dept.
Young	John	Parkersburg Police Dept.
Young	George	Vienna Police

Wood County

Local Emergency Planning Committee
A Symbol Of Community Safety

911 Core Road, Parkersburg, WV 26104
(304) 420-0911

Wednesday, May 18, 2011

The meeting in the Parkersburg City Council Chambers was called to order by Chairman Doug Hess at 12:05 PM.

Also attending were: Todd Wines, Steve Simonton, Ken Harris, Rick Sawyer, Kristine Green, Steve Barton, Marcel Rogoza, Capt. H.E. Shaver, Don Dougherty, George Young, Carl Sizemore, Michael Daley, Christina Smith, John Rockhold, Steve Gainer and Jennifer Presley.

Treasury - \$975**Grants**

Doug suggested that the HMEP Grant be used for public relations. He feels that the LEPC has been lax on public relations in recent years. A request for proposals could be distributed. Included in the proposal would be website updating and maintenance. Christina's organization does some public relations but cannot maintain websites. The last HMEP grant was used for a Commodity Flow Study. The HMEP application is due July 30.

John made a motion to apply the SERC Grant to support the Airport Drill this fall. Jennifer seconded the motion. No one opposed and the motion passed.

Old Business

The LEPC will have a booth at the Fair. Christina will handle staffing the booth.

New Business

Mr. Barton from the Coast Guard discussed the upcoming Transportation Security Administration Visible Intermodal Prevention and Response team Operation on June 15. He advised contacting Todd Childers at the Coast Guard if anyone wished to participate. These drills are mandated by Congress and are on a three year cycle

Other Business

Kristine said that CERT received \$10,000 in grant money and also received their badges.

The meeting was adjourned at 12:35

The next meeting will be held at noon, Wednesday, July 20, 2011

Wood County

Local Emergency Planning Committee
A Symbol Of Community Safety

911 Core Road, Parkersburg, WV 26104

(304) 420-0911

Wednesday, July 20, 2011

The meeting in the Parkersburg City building Executive Meeting Room was called to order by Chairman Doug Hess at 12:07 PM.

Also attending were: Annie Moore, Eric Griffiths, Ed Hupp, Steve Gainer, Steve Simonton, Zak Roberts, George Young, Rick Sawyer, Chris Pedersen, Jennifer Presley, Steve Johnk, Dot Harris, Kenny Harris, Michael Barrick, Carl Sizemore, Eric Bucklin, Terry Moore, and Della Lyons.

Treasury - \$975

This money is from the Health Department and has no restrictions on its use.

Grants

A decision must be made on the HMEP Grant which is due at the end of the month. Doug is scheduled to get approval from the County Commission on Monday so the application can be sent to Charleston.

Three options were presented:

1. A table top drill from JH Consultants to follow up on last year's drill – Quote for \$3500
2. A new web site – Ohio Web Pro Design cost as presented- \$4527
3. A new county Emergency Operations Plan – Quote from JH Consultants for \$7000

The cost for the EOP included meetings with all area responders as well as a total overhaul of the plan. The Commission would be asked to provide the additional \$2000 needed. The plan is a requirement of the state and has not been professionally done since 1999. Mike stated that there have been major updates on EOPs since hurricane Katrina. He also said there are new rules regarding drill requirements. The County Commission is responsible for maintaining the Emergency Operations Plan.

Ohio Web Pro Design gave a presentation regarding features they could provide for the redesign of the old website.

Following a lengthy discussion, Jennifer made a motion to apply for the \$5000 HMEP Grant to be used for a table top drill by JH Consultants with the remaining \$1500 to be used towards payment for an EOP. Belinda seconded the motion. There were seven for the motion and four against so the motion passed.

Old Business

Terry said that the Airport Drill date may change.

Steve Simonton presented his committee's After Action Report Position Paper.

New Business

The meeting was adjourned at 1:35 PM

The next meeting will be held at noon, Friday, September 16 in the City Council Chambers of the Parkersburg City Building.

JANUARY 5, 2012

1/5/12
69/600

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE A
CHANGE ORDER FOR THE LEED COMMISSIONING OF THE
WOOD COUNTY JUSTICE CENTER.

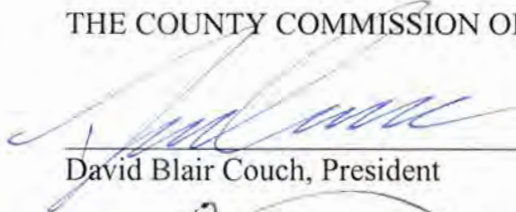
ORDER

On this date, the County Commission of Wood County upon a motion made by David Blair Couch and seconded by Wayne Dunn and made unanimous by Stephen Gainer, did hereby AUTHORIZE a Change Order for the LEED Commissioning of the Wood County Justice Center to be APPROVED.

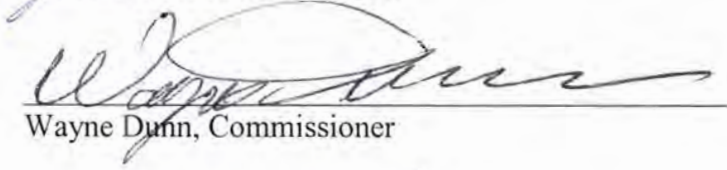
A copy of said change order is attached to this Order and should be made a part thereof.

APPROVED:

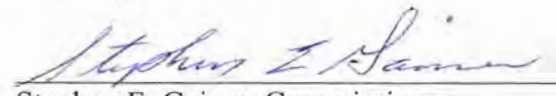
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen E. Gainer, Commissioner



Engineering Economics Inc

5115 Bernard Drive Suite 205
Roanoke, VA 24018

Telephone: 540-344-5200
Fax: 540-344-9590

1/5/12
69/600

December 27, 2011

Marty Seufer, County Administrator
Wood County Commission
#1 Court Square, Suite 205
Parkersburg, WV 26101

**Re: Wood County Justice Center – Commissioning Services - Change Order
EEI #: 06-10488**

Dear Marty:

As per our conversation last week and the e-mail sent on 12/19/2011, the contractor had not completed all of their "check-out", which caused EEI to spend excessive time assisting in unresolved issues. To complete our remaining deliverables, we are requesting compensation for additional services performed during the week of December 12, 2011.

Additional Building Commissioning services: **\$1,500 (One thousand five hundred dollars)**

We look forward to the opportunity to discuss this change order with you in greater detail to ensure that we are providing the right level of services. If you have any questions, please contact me at 919-608-7547. If this change order meets with your approval, please print out this document, sign and return to our address on the letterhead.

Sincerely,
Engineering Economics Inc

Sean Saunders, P.E., LEED® AP, CxA, CEM
Satellite Manager

Acceptance of Proposal:

1/5/12
Date

Wood County Office of the Sheriff

"Leadership Everyday with Honor, Integrity, and Service"

1/5/12
69/601

Date: January 4, 2012
To: Wood County Finance
From: Sheriff Jeff S. Sandy
Re: William Landers



As of January 1, 2012 William M. Landers will be working a full time court Security Position at 40 hours per week. His annual salary will be \$21,746.40 and is to be coded to line item 700-10-198.

Any questions please call Joanne Smith at 304-424-1924.



RECEIVED

JAN - 5 '11

JANUARY 5, 2012

1/5/12
69/601

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED AN ORDINANCE
REGULATING PURCHASING BY COMPETITIVE BIDS.

ORDER

On this date, the County Commission of Wood County, at 11:00 A.M. upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby AUTHORIZE the ENACTMENT of a County Ordinance regulating Purchasing for the County by competitive bids.

Such AUTHORIZATION followed a public hearing which was publicly advertised in The Parkersburg News and Sentinel on December 20, 2011 and on December 27, 2011.


A copy of said ORDINANCE 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 E. Gainer, Commissioner

M/1779

ORDINANCE

BE IT ORDAINED by the County Commission of Wood County, West Virginia, that in accordance with the authority set forth in West Virginia Code Chapter 7, Article 1, Section 11, it hereby adopts the following relating to purchases of services and supplies by the County.

A. Competitive Bidding Required: All purchases of and contracts for supplies and contractual services, except as specifically provided herein, shall be based on competitive bids.

B. Contract Procedure: All supplies and contractual services, except as otherwise provided herein, when the estimated cost thereof exceeds \$15,000, shall be purchased by formal written contract from the lowest responsible bidder after due notice inviting proposals.

C. Notice Inviting Bids: A legal notice inviting bids shall be published once in at least one newspaper of general circulation in Wood County and at least five days preceding the last day set for the receiving of proposals. Such notice shall include a general description for the services to be sought or the supplies or articles to be purchased, and shall state where specifications may be secured, and the time and place for opening bids. When deemed necessary by the County Commission or the County Administrator, bid deposits shall be prescribed in the public notices inviting bids. Such deposits shall be refunded to all unsuccessful bidders.

D. Bid Opening Procedure: Bids shall be submitted, sealed, to the County Administrator and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be posted for public inspection.

E. Rejection of Bids: The County Commission shall have the authority to reject all bids, parts of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract, when the public interest will be served thereby. This statement shall appear in all invitations for bids.

F. Award of Contract: Contracts shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the County Commission shall consider:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the services required;
- (2) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- (3) The quality of performance of other contracts or services;
- (4) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services; and,
- (5) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

G. Resident Vendor Preference: In accordance with the legislative intent of the provisions of West Virginia Code Chapter 5A, Article 3, Section 37, a resident vendor which has maintained its headquarters or principal place of business within Wood County, West Virginia, continuously for four years immediately preceding the date on which the bid is submitted, or a vendor who has an affiliate or subsidiary which employs a minimum of one hundred County residents, shall be allocated a preference to the extent the vendor's bid does not exceed the lowest qualified bid from a non-resident vendor by more than two and one-half percent of the latter bid, if the vendor has made written claim for the preference at the time the bid was submitted.

H. Award to Other than Low Bidder: When the award is not given to the lowest bidder, a full and complete statement of the reasons for placing the order elsewhere shall be prepared by the County Commission and filed with other papers relating to the transaction.

I. Open Market Procedures: All purchases of supplies and contractual services of less than the estimated value of \$15,000, shall be made in the open market, without newspaper advertisement, and without observing the procedure prescribed for the awarding of contracts involving sums in excess of \$15,000. All such open market purchases shall, whenever possible, be based upon at least three competitive bids, and shall be awarded to the lowest responsible bidder in accordance with the provisions hereof. The County Administrator, or his designee, shall solicit bids by direct mail requests to perspective members and/or by telephone. The County Administrator shall keep a record of all open market orders and the bids submitted in competition, and such records shall be open to public inspection.

J. Emergency Purchases:

- (1) By County Administrator: In case of an apparent emergency which requires immediate purchase of supplies or contractual services, the County Administrator shall be empowered to secure by open market procedure, as herein set forth, at the lowest obtainable price, any supplies or contractual services, regardless of the amount of the expenditure. A full report of the circumstances of an emergency purchase shall be filed by the County Administrator with the County Commission and shall be entered in the Minutes of the Commission, and shall be open to public inspection.
- (2) By Department Heads: In case of an actual emergency, the head of any department may purchase directly any supplies whose immediate procurement is essential to prevent delays in the work of the using department or agency, or which may vitally affect the life, health or convenience of residences. The department head shall send to the County Commission a full written report of the circumstances of the emergency, and shall be open to public inspection.

K. Financial Interests in Contracts Prohibited: Any purchase order or contract within the purview of this Ordinance in which any member of the County Commission, the County Administrator, or any officer or employee of the County is financially interested, directly or indirectly, shall be void, except that before the execution of a purchase order or contract the County Commission has the authority to

waive compliance with this section when it finds that such action is in the best interests of the County, and shall state the reasons therefore which shall be open to public inspection.

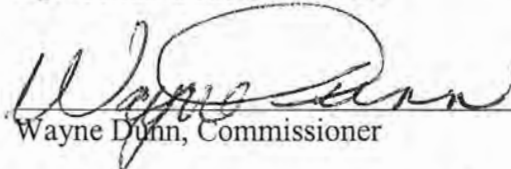
L. Rules and Regulations: The County Administrator may make and enforce such additional rules and regulations, not inconsistent herewith, as may be necessary providing that all such rules and regulations shall first be approved by the County Commission.

APPROVED:

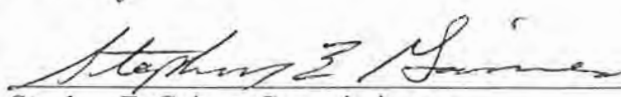
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



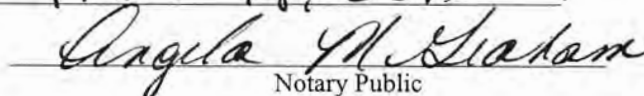
Stephen E. Gainer, Commissioner

STATE OF WEST VIRGINIA
COUNTY OF WOOD

I, ANGELAM GRATHAM, a notary public in and for said state, do hereby certify that DAVID BLAIR COUCH, whose name is signed to the writing above, has this day acknowledged the same before me. WAYNE DUNN AND STEPHEN E. GAINER

Given under my hand this 5th day of JANUARY, 2012

My commission expires MAY 18, 2014

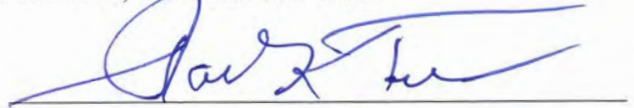


Notary Public

i/s/11
69/597

STATE OF WEST VIRGINIA
COUNTY OF WOOD } TO-WIT:

I, Robert "Bob" Tebay, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of the Fort Boreman Historical Park Commission in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before _____ County Commission _____ of Wood County, West Virginia, this 30th day of December 2011.



County Commission of Wood County