

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, JULY 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.

William Minear was sworn in as a part-time computer technician on July 3, 2012.

Lydia Lake was sworn in as a part-time intern for the Wood County Commission Office.

The County Commission, upon a motion duly made, seconded and passed, approved minutes of June 25 and 28, 2012.

AGENDA AND DISCUSSION ITEMS

At 9:30 A.M., the County Commission met with Ed Hupp, Emergency Management Director, to update them on the recent County power issues from the storms last week.

Mr. Hupp also discussed a Homeland Security Grant Application for the purchase of mobile radios and safety vests for law enforcement agencies and fire departments within Wood County.
(Order A/993)

At 10:50 A.M., the County Commission met with John Sines, Lubeck Public Service Board Member, met with the Commission to update them on their situation as a result of the recent.

At 11:28 A.M., Melody Ross, County Clerk's Office employee, met with the County Commission to update them on bills from Mongahela Power that show they are overdue. The stated they have worked it out with them.

At 12:00 Noon, the County Commission met at the Sundowner Gun Range to tour the facility due to recent complaints from neighbors.

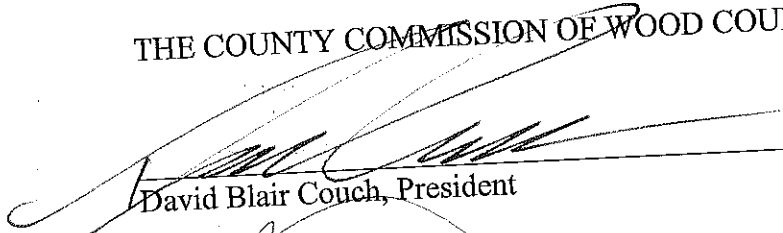
The County Commission adjourned.

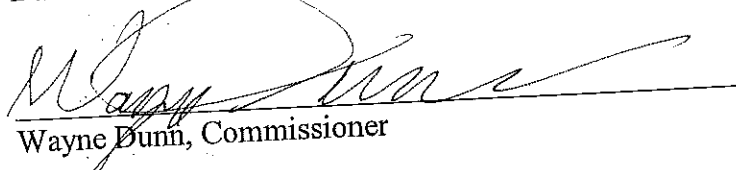
ORDERS APPROVED AND ATTACHED TO THESE MINUTES

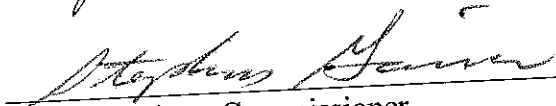
A/993, M/2018, M/2019 and M/2020

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner

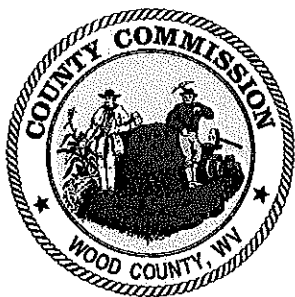

Stephen Gainer, Commissioner

To listen to this meeting, please refer to DVD labeled July 5, 2012.

Wood County Commission Meeting
Held July 5, 2012

Please Print

1.	Lydra Lake
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Wood County Commission

7/5/2012
1 Court Square, Suite 203
Parkersburg, WV 26101

9:30 AM	APPROVE AND SIGN MINUTES, ORDERS, PURCHASE ORDERS, INVOICES, NEW ROAD NAMES, ERRONEOUS ASSESSMENT APPLICATIONS AND ANY OTHER ADMINISTRATIVE DUTIES	MARTY SEUFER, COUNTY ADMINISTRATOR
11:30 AM	HOMELAND SECURITY GRANTS	ED HUPP, EMERGENCY MANAGEMENT DIRECTOR
11:40 AM	DISCUSS APPOINTMENT TO WOOD COUNTY AIRPORT AUTHORITY	
12:00 PM	SITE VISIT – SUNDOWNER GUN RANGE	
General discussion items:		

6-25/28

JULY 5, 2012

7/5/12
70/108

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

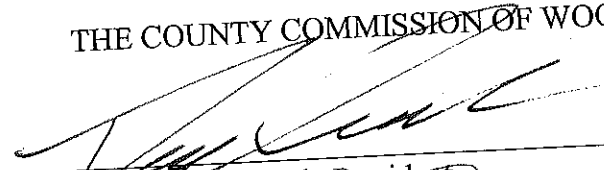
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement 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 June, 2012. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

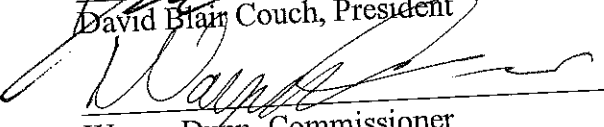
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

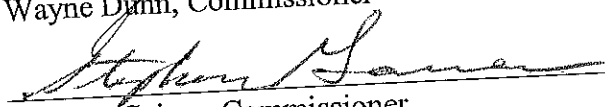
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen 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

7/5/12
70/108

REQUEST FOR REIMBURSEMENT

(For GHSP Use Only)

Sub-

Wood County Commission

Grantee:

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:

6/1/12 - 6/30/12

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.

7/5/2012

(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:

	(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

JULY 5, 2012

7/5/12
70/108

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

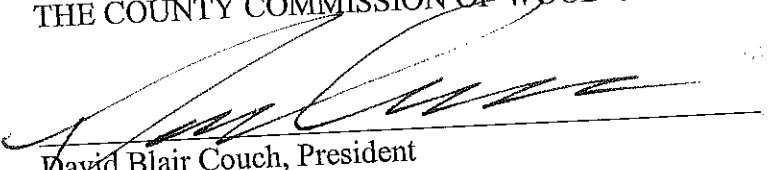
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement 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 June, 2012. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

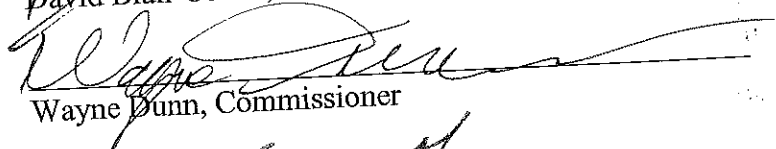
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

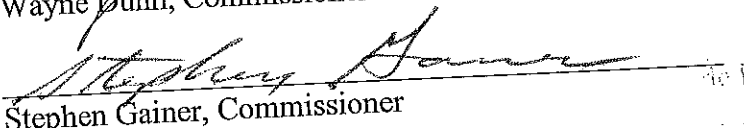
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen 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

7/5/12
70/108

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: **6/1/12 - 6/30/12**

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.**

7/5/2012

(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:

	(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

JULY 5, 2012

7/5/12
70/109

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-03-408. The Request for Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of June, 2012. The Request for Reimbursement form, the Project Financial Report and the Monthly Progress Report have been submitted.

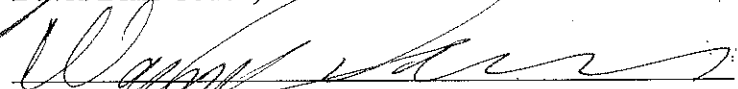
A copy of the Request for Reimbursement is attached to this Order and should be made a part thereof.

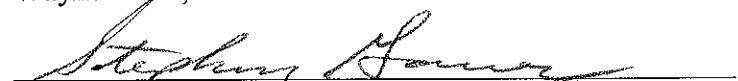
Documentation pertaining to the Governor's Highway Safety Program Grant is on file in the Office of the County Administrator.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President

Wayne Dunn, Commissioner

Stephen 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

7/5/12
70/109

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: 6/1/12 - 6/30/12	

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. Comm.

7/5/2012

(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:

	(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

JULY 5, 2012

7/5/12
70/109

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.

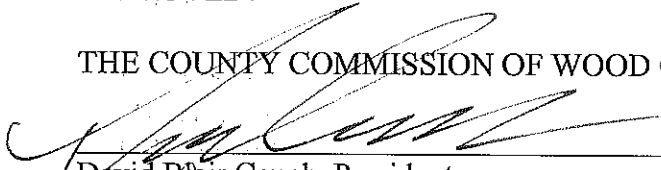
ORDER

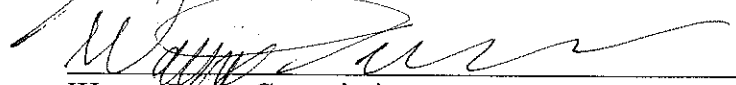
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer, and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE an Application for a Homeland Security Grant for the purchase of thirty (30) mobile radios and three hundred (300) safety vests for law enforcement agencies and fire departments within Wood County. Said grant is in the amount of two hundred ninety-seven thousand dollars and zero cents (\$200,097.00).

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

A/993

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

7/5/12
70/109

July 5, 2012

Mr. Michael Cutlip
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

Dear Mr. Cutlip:

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

Sincerely,

David Blair Couch
President

Marty Seuffer, 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

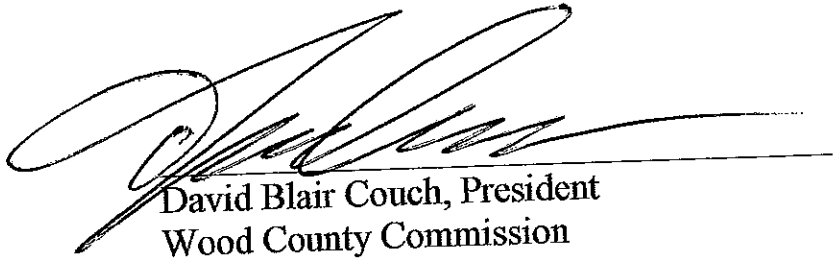
JULY 5, 2012

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 HOMEAND SECURITY GRANT FOR THE WOOD COUNTY OFFICE OF EMERGENCY MANAGEMENT SERVICES.

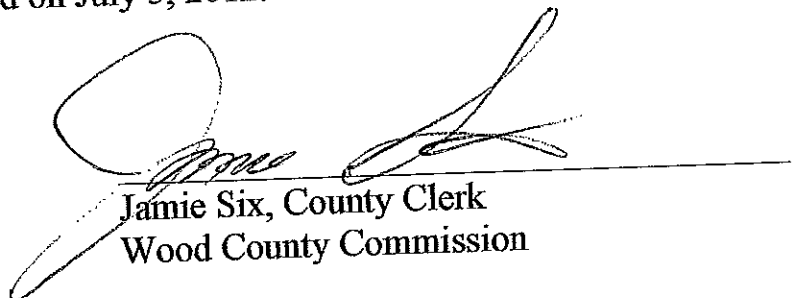
Be it resolved by the Wood County Commission, Parkersburg, West Virginia, that the President of the County Commission be, and is hereby authorized to, apply for a 2010 Homeland Security Grant for the purpose of purchasing 30 mobile radios and 300 safety vests for law enforcement agencies and fire departments within Wood County.

Dated this 5th day of July 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 July 5, 2012.



Jamie Six, County Clerk
Wood County Commission

WEST VIRGINIA

HOMELAND SECURITY GRANT PROGRAM

2010 Sub-grant Application



WEST VIRGINIA Homeland Security State Administrative Agency (SAA) HOMELAND SECURITY GRANT PROGRAM	GRANT APPLICATION SUBMISSION CHECKLIST
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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: \$ 200,097
Project Matching
Funds (if any): \$ 0

2. Project Director: Ed Hupp
Address: 911 Core Road
Parkersburg, WV 26101
Phone/Fax: 304-420-0911/304-424-0194
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 6

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

8. Investment to be Supported:
WMD/HazMat/CBRNE Response

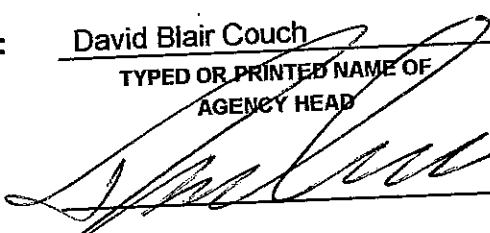
Project Title and *Brief* Description:
Purchase of Equipment

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: 7/5/12

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)
Equipment: (Please see Authorized Equipment List AEL) https://www.rkb.us/ 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. <u>Requirement: Must list the AEL # beside each piece of equipment.</u> 30 Mobile Radios – Motorola APX 7500 VHF/UHF AEL – 06CP-01-MOBL \$6,200/radio x 30 Radios 300 Breakaway Public Safety Vests – Meets ANSI 207 safety requirements AEL – 01ZA-06-VEST \$46.99/vest x 300 Vests		<u>\$186,000</u> <u>\$14,097</u>	
PLEASE CARRY TOTALS TO THE BOTTOM OF PAGE 3-5	↓	↓	↓

**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)
TOTAL MATCHING FUNDS (If Applicable):			
TOTAL FEDERAL HSP FUNDS:	\$200,097		
TOTAL APPROVED PROJECT:			

Please make additional copies of this page as necessary.*

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**

BUDGET SUMMARY

PAGE 4

Applicant:

Wood County Commission

Federal Employer Identification Number (FEIN):

556 000 417

Category	HSP Funds (A) *	Matching Funds (B) **	Total Funds (A + B)
Planning	-0-	-0-	-0-
Equipment	\$200,097	-0-	\$200,097
Training	-0-	-0-	-0-
Exercises	-0-	-0-	-0-
	-0-	-0-	-0-
Total Budget	\$200,097	-0-	\$200,097

FUNDING STRATEGY

Funding Source(s)	Amount
Sub-Grant Funds:	\$200,097
Matching Funds (If Applicable):	\$
Other Funding (If Applicable):	\$
Total:	\$200,097

* 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:

Thirty Mobile Radios – Motorola APX 7500 VHF/UHF P25 High Power with AES bundle – will be purchased. The cost per radio bundle is \$6,200 for a grand total of \$186,000.
AEL – 06CP-01-MOBL

Three hundred Breakaway Public Safety Vests will be purchased. The vests meet ANSI 207 safety requirements. The cost per vest is \$46.99 for a total cost of \$14,097. AEL – 01ZA-06-VEST

TRAINING:

EXERCISES:

WEST VIRGINIA
Homeland Security State Administrative Agency
(SAA)

HOMELAND SECURITY GRANT
PROGRAM

PROJECT DESCRIPTION

PAGE 7

PROBLEM STATEMENT

It is extremely important that emergency responder agencies within Wood County have the most up-to-date and compatible equipment possible in order to enable them to communicate with not only other agencies but also the general public. Although the exact nature of each activation is different, the common thread is always 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 or wherever needed. Natural and/or manmade disasters often cripple or destroy communication facilities and equipment.

While good communication is important in any situation, it is extremely important when it involves the 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, are equally dangerous and can make the difference between life and death in a disaster situation. Wood County is placed in a vulnerable position whenever 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 the existing radios in Wood County are either outdated or incompatible with radios used by other agencies and therefore are of no, or very little use, in an emergency situation. In some instances agencies do not have any radio communications. All of these situations place Wood County in a risky position when an emergency or disaster should occur.

The purchase of these radios will allow for Wood County's four law enforcement agencies and 11 volunteer fire departments to have interoperable communication with each other and the State's IRP system. Better communication is necessary as it is extremely important for there to be a continuous flow for critical information among all agencies. In an emergency situation an agency cannot afford to miss out on valuable communications. These communications have a tremendous 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 on a local level but also regional and statewide in order to ensure that it is doing everything possible to ensure the safety and well-being of the citizens it protects.

In addition to first responders having up-to-date communications equipment, it is important that first responders have the proper safety equipment to wear. Many emergencies occur during the evening/night hours, and it is important for first responders to stand out so community members can determine who and where they are. Also, in many emergencies the general public may have a lot on their mind and are not paying close attention to individuals along the roadway or those who are giving directions. It is important for a first responder to wear the proper safety vest so they are visibly seen by all.

GOALS/OBJECTIVES

GOAL:

Wood County will facilitate interoperating among first responders/emergency service providers in the County.

OBJECTIVES:

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

GOAL: Wood County will increase the safety of its first responders by providing Breakaway Public Safety Vests.

OBJECTIVES:

1. By the end of the grant year Wood County will purchase 300 Breakaway Public Safety Vests which will provide safety to the first responders.
2. The safety vests will be distributed to the various law enforcement agencies and fire departments throughout Wood County.

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 the radios and separate specifications for the purchase of the vests.
2. The appropriate legal notice for the radios and vests will be placed in the local newspaper.
3. Bids will be accepted by the Wood County Commission.
4. Bids will be reviewed by the Wood County Commission and the WCOEM Director to ensure the received bids are in compliance with the bid specifications and any other County requirements.
5. The Wood County Commission will award the bid for the radios and the bid for the vests to the appropriate vendor who meets the County's bidding requirements, whose bid meet the bid specifications, and whose bid is within the amount of grant funding allocated for this project.
6. The radios and vest will be ordered.
7. Upon receipt of the radios and the vests 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 30 radios will be installed.
10. Agencies will begin to utilize these radios which will provide better communication within the County, region, and State and will begin to wear the safety vests when responding to emergency situations.

PROJECT ASSESSMENT/EVALUATION

This project will be considered to have met its goals and objectives once the 30 radios and 300 vests have been purchased, provided to the various agencies, installed, and the agencies have begun to utilize them. The Director of the WCOEM will maintain an inventory list of all the equipment and will make random checks to ensure the radios and vest are properly being used and being maintained in good condition.

**** Use additional blank pages as necessary. ****

**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 (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 on the workplace no later than five calendar days after such convictions;

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

911 Core Road

Parkersburg, WV 26101

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.

(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;

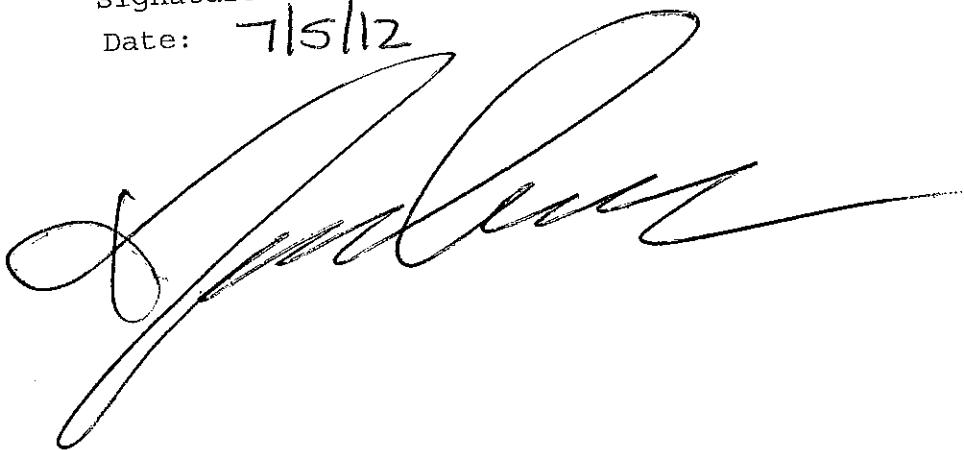
(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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:

Signature of Authorized Official:

Date:

7/5/12



Homeland Security Grant Recipient Eligibility Criteria and Certification

To be eligible to receive for State Homeland Security Program grant funding, an agency or organization must comply with specific criteria as set forth below. This will help to ensure the state remains compliant with federal requirements and assist the agency in being an integrated part of the state's homeland security system. Evidence of compliance must be submitted, along with an organizational point of contact, to the appropriate Area Liaison according to the attached map. The Liaison may provide direct assistance to the recipient to come into compliance, or by referral to the appropriate resource. In coordination with the Homeland Security State Administrative Agency, the Liaisons will determine and 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 recipient must meet or exceed the following:

- a. Create and maintain a National Incident Management System Comprehensive Assessment Support Tool (NIMSCAST) account and answer all questions in the current matrix, including the development of Corrective Action Plans as necessary. Corrective Action Plans will not disqualify an organization from being a recipient.
- b. Formally adopt NIMS as the approach utilized for all incident management. This is evidenced by Proclamation, Resolution, Executive Order, or other document indicating adoption by the recipient's governing body. A copy of the adoption may be requested by the Homeland Security State Administrative Agency (HS SAA).
- c. Utilize all NIMS concepts, as appropriate, including the Incident Command System (ICS), After Action Reports and Improvement Plans for all exercises, and plain language to facilitate open, interoperable communication.
- d. Ensure a current inventory of response/recovery assets is provided to the recipient's local and/or county emergency management agency(s).
- e. Maintain a list of all Memoranda/Statements of Understanding and Mutual Aid Agreements to which the recipient is a party. Copies may be requested by the Area Liaison or the HS SAA.
- f. 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

The recipient must tender a written Continuity of Operations (COOP) plan. The plan must address at a minimum the following elements:

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

A continuity plan that contains these elements is not necessarily considered a complete plan; rather it demonstrates that significant planning efforts have been undertaken and completed. Written feedback on the plan may be provided by the state COOP Coordinator to the organization which must be incorporated in the plan.

3. Training Database Registration

The recipient organization's training coordinator or another designee must register on the WV DMAPS online training database. To access the database and register, go to <http://onlinelearning.wv.gov/dmapscm6> 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

Recipients must submit information related to exercises in which they have participated since July 1, 2011 including a copy of the After Action Report/Improvement Plan or a list of principal findings of the exercise relative to the organization. If an organization has not participated in any exercise, they should indicate such is the case. Participation in no exercises will not disqualify an entity from receiving grant funds.

Homeland Security Grant Eligibility Certification

Agency/Organization: Wood County Office of Emergency Management

Eligibility Point of Contact: Ed Hupp

Email: ehupp@woodcounty911.com

Phone: 304-420-0911/304-588-0507

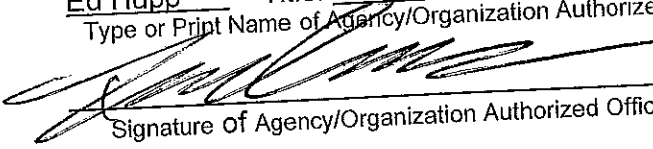
I have reviewed the foregoing and certify that to the best of my information and belief, the agency/organization I represent has met or exceeded the eligibility requirements prerequisite to receive Homeland Security Grant funding.

Agency/Organization Authorized Official:

Ed Hupp Title: Director, Wood County Office of Emergency Management

Type or Print Name of Agency/Organization Authorized Official

Date: 7/2/12


Signature of Agency/Organization Authorized Official

Email: ehupp@woodcounty911.com

Phone: 304-420-0911/304-588-0507

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

Date: _____

Area Liaison or HS SAA Director

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

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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.



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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

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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.



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- 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.



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- 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.



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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.



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- 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.



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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



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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.



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- 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



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- 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



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Support Team (CST) and other first responders.



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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 PCLl, CVI, and CFATS).

Step: 3.1.5 Inform first responders of identify 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.



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West Virginia

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- 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.



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- 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.



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- 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.



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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.



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- 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.



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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.



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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



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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.



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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.



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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



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events.

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|--------------|-------|--|
| 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. |



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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.



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

7/5/12
70/108

July 2, 2012

Jamie Six
Clerk of Wood County
1 Court Square, Suite 402
Parkersburg, WV 26101

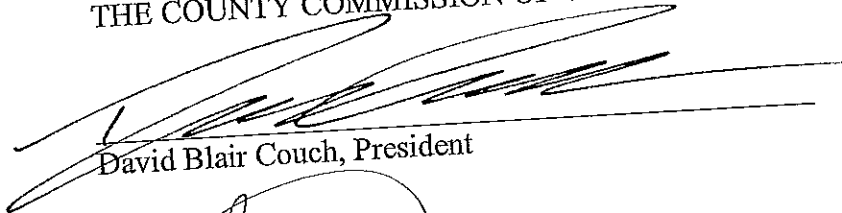
Attn: Finance Office

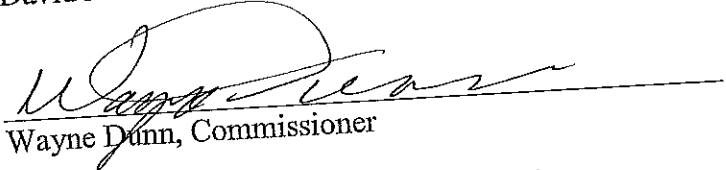
Effective July 3, 2012, Lydia Lake has been employed as the County Commission's intern on a part-time basis. Ms. Lake will be paid \$8.50 an hour out of line item 1-401-10-109 (Extra Help).

Thank you for your assistance and cooperation in this matter.

Sincerely,

THE COUNTY COMMISSION OF WOOD COUNTY


David Blair Couch, President


Wayne Dunn, Commissioner


Stephen Gainer, Commissioner

WCC:ag

Marty Seuffer, 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

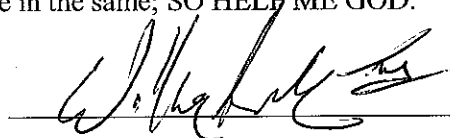
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STATE OF WEST VIRGINIA
COUNTY OF WOOD

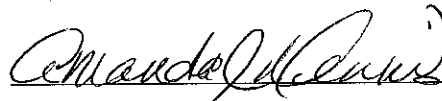
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TO -WIT:

I, William Minear III, 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 Part-time Computer Technician 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 3rd day of July, 2012.



County Commission of Wood County

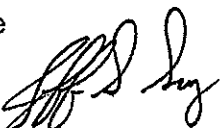
Office of the Sheriff - Wood County West Virginia

Administrative - Confinement - Major Crimes - Public Safety Operations
401 Second Street, Suite 11, Parkersburg, WV 26101

7/5/12
70/109

Date: June 26, 2012

To: Wood County Finance

From: Sheriff Jeff S. Sandy 

Re: New Part-time employee

Starting July 1, 2012 William A. Minear III will be working part-time at the Wood County Sheriff's Office as a Computer Technician under the direct supervision of Greg Brogdon. His starting salary will be \$7.50 per hour and will be taken from line item 700-10-109.

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

