

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, SEPTEMBER 6, 2012

PRESENT: DAVID BLAIR COUCH, PRESIDENT
WAYNE DUNN, COMMISSIONER
STEPHEN GAINER, COMMISSIONER (BY PHONE)

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

The County Commission, upon a motion duly made, seconded and passed, approved minutes of August 27 and 30, 2012.

AGENDA AND DISCUSSION ITEMS

At 9:37 A.M., the County Commission discussed a request from Sheriff Jeff Sandy to replace one of the Ford Interceptor vehicles being purchased, to a Ford F-150 pickup truck. The Commission approved the change.

At 9:40 A.M., the County Commission met with Melvin Swiger, Maintenance Superintendent. Mr. Swiger asked their opinion on a uniform service for his department. Due to recent IRS guidelines, the maintenance personnel will need to have the value of uniforms purchased for them added to their annual gross income. The Commission asked him to bring the issue back up at budget time. Mr. Swiger further provided them with bids he received for awnings for the Wood County Justice Center. They stated they will address this on Monday.

At 10:15 A.M., there were no representatives from the Air Show that appeared.

At 10:30 A.M., the County Commission opened sealed bids for the demolition of properties in The Happy Valley Flood Mitigation Phase IV program. Such sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on August 3, 2012 and August 10, 2012. Sealed bids were received from the following:

1. Tim Graham Excavating, Inc.
2607 Beverly Street
Parkersburg, WV 26101
 - Bid Price - \$22,000.00
2. J.C. Bosley Construction, Inc.
PO Box 67
Mineral Wells, WV 26150
 - Bid Price - \$23,500.00
3. Empire Builders, Inc.
101 Empire Lake Drive
Parkersburg, WV 26101
 - Bid Price - \$24,500.00
4. Kelli Corp
3075 Point Marion Road
Morgantown, WV 26505
 - Bid Price - \$174,041.00

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 RECEIVE said bids for review, by the Mid-Ohio Valley Regional Council. (Order M/2104)

At 10:45 A.M., the County Commission met with Jeff Williams, Director of the Wood County Day Report Center. Mr. Williams requested a pay increase for an employee through the

grant they receive each year. The Commission asked him to submit a letter to them. He also announced he will be out of the office mid October for medical purposes and he plans on retiring thereafter. He stated it will become effective at the end of the calendar year.

At 11:08 A.M., the County Commission met with Randy Lowe, Director of the Telecommunications Center for Wood County. Mr. Lowe presented proposed changes to the Standard Operating Guidelines for the Central Telecommunications Center. The County Commission, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, authorized said revisions. (Order M/2103)

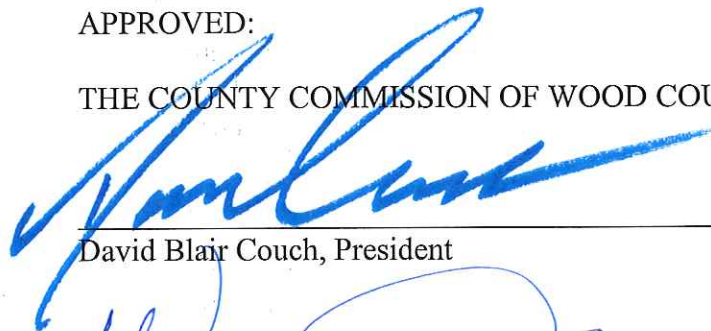
They adjourned at 11:44 A.M.

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/2089, M/2090, M/2091, M/2092, M/2093, M/2094, M/2095, M/2096, M/2097, M/2098, M/2099, M/2100, M/2101, M/2102, M/2103 and M/2104.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

To listen to these minutes, please refer to CD labeled September 6, 2012.

Wood County Commission Meeting
Held September 6, 2012

Please Print

| | | |
|-----|---------------|-------|
| 1. | Tim Meeks | MOVRC |
| 2. | Jeff Williams | / DRC |
| 3. | Randy Lowe | |
| 4. | | |
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Wood County Commission

9/6/2012
 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 |
| 10:15 AM | DISCUSS AIR SHOW | |
| 10:30 AM | BID OPENING – HAPPY VALLEY DEMOLITION | TIM MEEKS, MOV REGIONAL COUNCIL |
| 10:45 AM | PERSONNEL MATTER | JEFF WILLIAMS, DIRECTOR WOOD COUNTY DAY REPORT CENTER |
| 11:00 AM | DISCUSS APPROVAL OF CHANGES TO STANDARD OPERATING GUIDELINES | RANDY LOWE, DIRECTOR CENTRAL TELECOMMUNICATIONS |
| General discussion items: | CONSIDER SHERIFF'S DEPARTMENT VEHICLE REQUEST | |

SEPTEMBER 6, 2012

9/6/12
70/143

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 \$87,659.14 OF WHICH \$36,051.36 REPRESENTS REIMBURSEMENT IN REGARD TO THE STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT NUMBER 12-CC-09.

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 eighty-seven thousand six hundred fifty-nine dollars and fourteen cents (\$87,659.14) of which thirty-six thousand fifty-one dollars and thirty-six cents (\$36,051.36) represents reimbursement to Wood County for expenses incurred during the month of May, 2012, in regard to the Strategic Prevention Framework Grant Number 12-CC-09. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 110 and bearing the date of July 9, 2012 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 Prevention Framework State Incentive 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

9/6/12
70/143

SEPTEMBER 6, 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 \$87,659.14 OF WHICH \$51,607.78 REPRESENTS REIMBURSEMENT IN REGARD TO THE STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT NUMBER 12-CC-09.

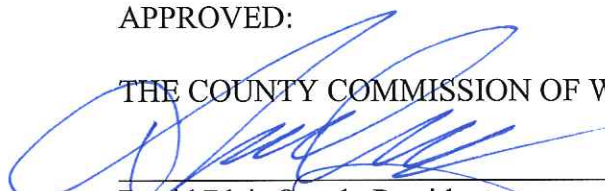
ORDER

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 eighty-seven thousand six hundred fifty-nine dollars and fourteen cents (\$87,659.14) of which fifty-one thousand six hundred seven dollars and seventy-eight cents (\$51,607.78) represents reimbursement to Wood County for expenses incurred during the month of June, 2012, in regard to the Strategic Prevention Framework Grant Number 12-CC-09. Receipt of the aforementioned check is pursuant to an ORDER appearing in Order Book 70, at Page 118 and bearing the date of July 19, 2012 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 Prevention Framework State Incentive 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

9/6/12
70/143

SEPTEMBER 6, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE MOUNTWOOD PARK REPAIRS AND RENOVATIONS (11LEDA1693N).

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 that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Mountwood Park Repairs and Renovations (11LEDA1693N) in the amount of twenty-five thousand dollars and zero cents (\$25,000.00).

Pertinent documentation pertaining to the aforementioned Governor's Community Partnership 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

9/6/12
70/143

SEPTEMBER 6, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY EXECUTE A RESOLUTION THAT AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO EXECUTE ALL DOCUMENTS IN REGARD TO THE COMMUNITY PARTICIPATION PROGRAM FOR THE SALVATION ARMY SHELTER REPAIRS (12LEDA0648).

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 that hereby AUTHORIZES David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE all necessary documents in regard to the Governor's Community Partnership Grant Program application for the Salvation Army Shelter Repairs (12LEDA0648) in the amount of six thousand dollars and zero cents (\$6,000.00).

Pertinent documentation pertaining to the aforementioned Governor's Community Partnership 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

9/6/12
70/144

SEPTEMBER 6, 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 THE REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE SALVATION ARMY. SAID REQUEST IS IN THE AMOUNT OF \$9,400.00.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of nine thousand four hundred dollars and zero cents (\$9,400.00) allocated to the Salvation Army for carpet installation (11LEDA0295).


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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

**GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM
FINANCIAL REPORT/REQUEST FOR REIMBURSEMENT**

9/6/12
70/144

TO: West Virginia Development Office
Building 6, Room 553
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304-558-4010

FROM: **David Blair Couch, President**

Name and Title
County Commission of Wood County
Grantee
1 Court Square, Suite 203
Address
Parkersburg, WV 26101
City State Zip
(304) 424-1984
Telephone Number
seufer@woodcountywv.com
Email Address

A progress report **MUST BE PROVIDED** with this Request for Payment as indicated below. Progress reports will be filed in the West Virginia Development Office and available for inspection.

PROJECT TITLE: Salvation Army Grant No.: 12-531 Project No: 11LEDA0295

PERIOD COVERED BY THIS DOCUMENT: January 1, 2012 TO: August 1, 2012

DOCUMENT NUMBER: 1 PERCENT OF WORK COMPLETED ON PROJECT: 100%
IF MORE THAN 90% OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500.00; competitive bids, with affidavit of publication of Class II legal ad, required if project exceeds \$25,000.00 (West Virginia Code §59-3). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires payment of state prevailing wages for all construction, regardless of cost (West Virginia Code §21-5A).

I CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED: Y (Y/N)
I CERTIFY THAT STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S): Y (Y/N)

| COST CATEGORIES | APPROVED BUDGET AMOUNT | AMOUNT REQUESTED TO DATE | AMOUNT REQUESTED THIS DRAW | TOTAL AMOUNT REQUESTED | AMOUNT DISBURSED TO DATE | ATTACHED DOCUMENTS REQUIRED |
|---------------------------------|------------------------|--------------------------|----------------------------|------------------------|--------------------------|-----------------------------|
| Construction Improvements: | \$10,000.00 | \$0.00 | \$9,400.00 | \$9,400.00 | \$0.00 | Legal Ad |
| Materials, Supplies, Equipment: | | | | | | Request for Bids |
| Other: | | | | | | Copies of Bids |
| | \$10,000.00 | \$0.00 | \$9,400.00 | \$9,400.00 | \$0.00 | |

PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.
New carpet was installed.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.


MAYOR OR COUNTY COMMISSION PRESIDENT
ORIGINAL SIGNATURE REQUIRED
(PLEASE USE BLUE INK)

Thursday, September 06, 2012
DATE

9/6/12
701144

SEPTEMBER 6, 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 THE REQUEST FOR PAYMENT IN REGARD TO THE GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM FUNDING FOR THE GREATER PARKERSBURG CVB CIVIL WAR DOCUMENTARY. SAID REQUEST IS IN THE AMOUNT OF \$5,800.00.

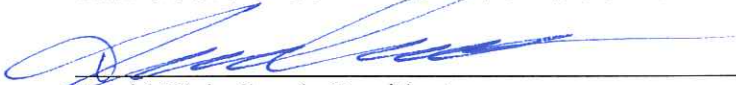
ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by David Blair Couch, and made unanimous by Wayne Dunn, did hereby authorize David Blair Couch, in his official capacity as President and on behalf of the County Commission, to EXECUTE the Request for Payment in regard to the GOVERNOR'S COMMUNITY PARTICIPATION GRANT PROGRAM funding in the amount of five thousand eight hundred dollars and zero cents (\$5,800.00) allocated to the Greater Parkersburg CVB Civil War Documentary Project (11LEDA0815).

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

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

GOVERNOR'S COMMUNITY PARTNERSHIP GRANT PROGRAM

FINANCIAL REPORT/REQUEST FOR REIMBURSEMENT

9/6/12
70/144

TO: West Virginia Development Office
Building 6, Room 553
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304-558-4010

FROM: David Blair Couch, President
Name and Title
County Commission of Wood County
Grantee
1 Court Square, Suite 203
Address
Parkersburg, WV 26101
City State Zip
(304) 424-1984
Telephone Number
seufer@woodcountywv.com
Email Address

A progress report **MUST BE PROVIDED** with this Request for Payment as indicated below. Progress reports will be filed in the West Virginia Development Office and available for inspection.

PROJECT TITLE: Civil War Documentary Grant No.: 12-530 Project No: 11LEDA0815

PERIOD COVERED BY THIS DOCUMENT: January 1, 2012 TO: August 1, 2012

DOCUMENT NUMBER: 1 PERCENT OF WORK COMPLETED ON PROJECT: 100%
IF MORE THAN 90% OF GRANT, SUBMIT CERTIFICATION OF COMPLETION.

Bidding shall be pursued for all projects: Three written bids required if project exceeds \$2,500.00; competitive bids, with affidavit of publication of Class II legal ad, required if project exceeds \$25,000.00 (West Virginia Code §59-3). Attach copies of requests for bids or legal ad and affidavit of publication, along with copies of all bids received. Requests for bids and legal ads must include reference to prevailing wage requirement for construction projects. The West Virginia Division of Labor requires payment of state prevailing wages for all construction, regardless of cost (West Virginia Code §21-5A).

I CERTIFY THAT BIDDING REGULATIONS WERE FOLLOWED: Y (Y/N)
I CERTIFY THAT STATE PREVAILING WAGES APPLIED TO CONSTRUCTION PROJECT(S): Y (Y/N)

| COST CATEGORIES | APPROVED BUDGET AMOUNT | AMOUNT REQUESTED TO DATE | AMOUNT REQUESTED THIS DRAW | TOTAL AMOUNT REQUESTED | AMOUNT DISBURSED TO DATE | ATTACHED DOCUMENTS REQUIRED |
|---------------------------------|------------------------|--------------------------|----------------------------|------------------------|--------------------------|------------------------------------|
| Construction Improvements: | | | | | | Legal Ad |
| Materials, Supplies, Equipment: | \$5,800.00 | \$0.00 | \$5,800.00 | \$5,800.00 | \$0.00 | Request for Bids Copies of Bids |
| Other: | | | | | | |
| | \$5,800.00 | \$0.00 | \$5,800.00 | \$5,800.00 | \$0.00 | |

PROGRESS REPORT: REQUEST FOR PAYMENT WILL NOT BE PROCESSED WITHOUT PROGRESS REPORT.
Civil war documentary has been completed.

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.


MAYOR OR COUNTY COMMISSION PRESIDENT
ORIGINAL SIGNATURE REQUIRED
(PLEASE USE BLUE INK)

Thursday, September 06, 2012
DATE

9/6/12
70/144

SEPTEMBER 6, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 13-CC-09. SAID REQUEST IS IN THE AMOUNT OF \$38,065.92.

ORDER

On this date, the County Commission of Wood County, upon a motion made by Stephen Gainer, seconded by Wayne Dunn 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 Community Corrections Grant Number 13-CC-09. Reimbursement is in the amount of thirty-eight thousand sixty-five dollars and ninety-two cents (\$38,065.92) for the month of July, 2012. In addition to the Request for Reimbursement, the Time Sheets for employees of the Wood County Day Report Center, the Monthly Project Director's Report, the Financial Recap and the Project Financial Reports are being submitted to the Criminal Justice Services, Charleston, West Virginia.

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

Documentation pertaining to the Community Corrections 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

9/6/12
70/144

| | |
|---|----------------------------------|
| WEST VIRGINIA Division of Criminal Justice Services | Request for Reimbursement |
|---|----------------------------------|

COPY
RECEIVED

(For DCJS Use Only)

| | |
|--|-----------------------------|
| Subgrantee: | Wood County Commission |
| Address: | One Court Square, Suite 203 |
| | Parkersburg, WV 26101 |
| Project #: | 13-CC-09 |
| FEIN#: | 556 000 417 |
| Funds are hereby requested to cover expenditures | |
| FROM: | 7/1/12 |
| TO: | 7/31/12 |

PROJECT CASH EXPENDITURES

| CATEGORY | AMOUNT |
|-----------------------|--------------------|
| Personnel/Contractual | \$38,065.92 |
| Travel/Training | -0- |
| Space | -0- |
| Other | -0- |
| Equipment | -0- |
| TOTAL | \$38,065.92 |

CERTIFICATION:

I certify that this report presents 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 at our office.

BY: David Blair Couch, President, Wood County Commission
 TYPED NAME & TITLE



 SIGNATURE 9/6/12
DATE

(Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials Date

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

Date Program Accountant

SEPTEMBER 6, 2012

9/6/12
70/145

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 August, 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

COPY

Toll phone: (304) 926-2509

Fax: (304) 926-3880

9/6/12
70/145

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: **8/1/12 - 8/31/12**

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.**

9/4/2012

(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

SEPTEMBER 6, 2012

9/6/12
70/145

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 JUSTICE ASSISTANCE GRANT NUMBER 09-JAG-49. SAID REQUEST IS IN THE AMOUNT OF \$448.56

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 sign the Request for Reimbursement in regard to the Justice Assistance Grant Number 09-JAG-49. The Request for Reimbursement is in the amount of four hundred forty-eight dollars and fifty-six cents (\$448.56) for the month of July, 2011. The Request for Reimbursement form, the Financial Recap Report, the Project Financial Report, the time sheets for Deputy Leland Jefferson, the Grant Progress Report, and PRO Monthly Reporting Form 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 Justice Assistance 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/2097

| | |
|--|----------------------------------|
| WEST VIRGINIA Division of Justice and Community Services <div style="border: 2px solid black; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold;">COPY</div> | Request for Reimbursement |
|--|----------------------------------|

9/6/12
70/145

| | | | | | | | | | | | | | | | |
|--|--|-------------|------------------------|----------|--|------------|-----------|--------|-------------|--|--|-------|--------|-----|---------|
| RECEIVED (For DJCS Use Only) | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Subgrantee:</td> <td>Wood County Commission</td> </tr> <tr> <td>Address:</td> <td>One Court Square, Suite 203 Parkersburg, WV 26101</td> </tr> <tr> <td>Project #:</td> <td>09-JAG-49</td> </tr> <tr> <td>FEIN#:</td> <td>556 000 417</td> </tr> <tr> <td colspan="2">Funds are hereby requested to cover expenditures</td> </tr> <tr> <td>FROM:</td> <td>7/1/12</td> </tr> <tr> <td>TO:</td> <td>7/31/12</td> </tr> </table> | Subgrantee: | Wood County Commission | Address: | One Court Square, Suite 203 Parkersburg, WV 26101 | Project #: | 09-JAG-49 | FEIN#: | 556 000 417 | Funds are hereby requested to cover expenditures | | FROM: | 7/1/12 | TO: | 7/31/12 |
| Subgrantee: | Wood County Commission | | | | | | | | | | | | | | |
| Address: | One Court Square, Suite 203 Parkersburg, WV 26101 | | | | | | | | | | | | | | |
| Project #: | 09-JAG-49 | | | | | | | | | | | | | | |
| FEIN#: | 556 000 417 | | | | | | | | | | | | | | |
| Funds are hereby requested to cover expenditures | | | | | | | | | | | | | | | |
| FROM: | 7/1/12 | | | | | | | | | | | | | | |
| TO: | 7/31/12 | | | | | | | | | | | | | | |

PROJECT CASH EXPENDITURES

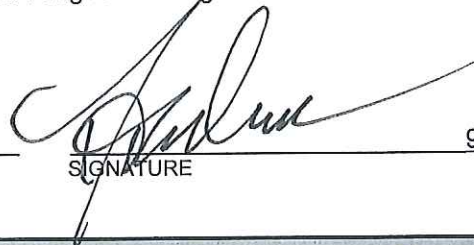
| Account # | Amount |
|--------------|-----------------|
| 09-JAG-49 | \$448.56 |
| | |
| | |
| | |
| TOTAL | \$448.56 |

CERTIFICATION:

I certify that this report presents 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 at our office.

BY: David Blair Couch, President
TYPED NAME & TITLE
(Authorized Official or Grant Financial Officer ONLY)



9/6/12
DATE

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials Date

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

Date Program Accountant

9/6/12
70/145

SEPTEMBER 6, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH, AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER 12-CCPT-04. SAID REQUEST IS IN THE AMOUNT OF \$4,466.98

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 Pre-Trial Diversion Program Grant Number 12-CCPT-04. Reimbursement is in the amount of four thousand four hundred sixty-six dollars and ninety-eight cents (\$4,466.98) for the month of July, 2012. In addition to the Request for Reimbursement, the Grant Progress Report, the Contractor Time Sheets and the Project Financial Report are being submitted to the Criminal Justice Services, Charleston, West Virginia.

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

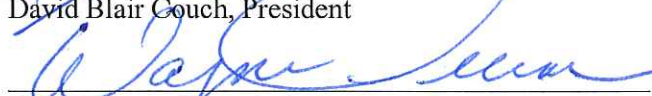
Documentation pertaining to the Pre-Trial Diversion Program is on file in the Office of the County Administrator.

APPROVED:


THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/2098

| | |
|--|----------------------------------|
| WEST VIRGINIA Division of Criminal Justice Services | Request for Reimbursement |
|--|----------------------------------|

9/6/12
20/145

COPY
 RECEIVED

(For DCJS Use Only)

| | |
|--|--|
| | Subgrantee: Wood County Commission |
| | Address: One Court Square, Suite 203 Parkersburg, WV 26101 |
| | Project #: 12-CCPT-04 |
| | FEIN#: 556 000 417 |
| | Funds are hereby requested to cover expenditures FROM: 7/1/12 TO: 7/31/12 |

PROJECT CASH EXPENDITURES

| CATEGORY | AMOUNT |
|-----------------------|-------------------|
| Personnel/Contractual | \$4,117.33 |
| Travel/Training | \$349.65 |
| Space | -0- |
| Other | -0- |
| Equipment | -0- |
| TOTAL | \$4,466.98 |

CERTIFICATION:

I certify that this report presents 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 at our office.

BY: David Blair Couch, President, Wood County Commission  9/6/12
 TYPED NAME & TITLE SIGNATURE DATE
 (Authorized Official or Grant Financial Officer ONLY)

DCJS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
 _____ Initials _____ Date

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

_____ Date _____ Program Accountant

9/6/12
20/145

SEPTEMBER 6, 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 THE MONTHLY PROGRESS REPORT FOR WEST VIRGINIA HOMELAND SECURITY GRANT 10-SHS-23

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, the Monthly Progress Report.

A copy of the Monthly Progress Report is attached to this Order and should be made a part thereof.

The aforementioned Grant Application and pertinent documentation pertaining to the aforementioned Grant Application 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/2099

RECEIVED
For SAA Use Only

Sub-grantee Name and Address:

Wood County Commission

One Court Square, Suite 203

Parkersburg, WV 26101

Sub-grant Number: 10-SHS-23

Project Title: Homeland Security Mass Care
Community Preparedness

This report is submitted to cover activities

From: 8/1/12

To: 8/31/12

Prepared by: Toni Tiano

Phone Number: 304-428-7760

Date Prepared: 9/6/12

9/6/12
20/145

WEST VIRGINIA
Department of Military Affairs & Public Safety
Homeland Security State Administrative Agency
(SAA)

Homeland Security Program

SUB-GRANTEE PROGRESS REPORT

Page 2 of 2

Monthly progress reports should adequately convey specific activities, progress, achievements, and difficulties encountered throughout the reporting period. The structure of this report should be in narrative form and directly relate to the accomplishment of activities, which compliment the objectives, goals, and impact of the project.

Currently there is a balance of \$2,837.98 in this grant after the proposed grant items have been purchased and installed. The Wood County Office of Emergency Management Director is working with the State's Homeland Security Agency regarding the purchase of a Kenwood TK-5820 with these remaining funds. So far, no definite answer has been received.

Attach additional pages if necessary.

9/6/12
70/146

SEPTEMBER 6, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION AUTHORIZED DAVID BLAIR COUCH,
AS PRESIDENT, TO SIGN THE REQUEST FOR REIMBURSEMENT IN
REGARD TO THE COMMUNITY CORRECTIONS GRANT NUMBER
12-CS-17. 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 Court Security Program Grant Number 12-CS-17. Reimbursement is in the amount of zero dollars and zero cents (\$0.00) for the month of August, 2012. In addition to the Request for Reimbursement, the Grant Progress Report, the Contractor Time Sheets and the Project Financial Report are being submitted to the Division of Justice and Community Services, Charleston, West Virginia.

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

Documentation pertaining to the Pre-Trial Diversion Program 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/2100

9/6/12
70/146

| | |
|--|----------------------------------|
| WEST VIRGINIA Division of Justice and Community Services <div style="border: 2px solid black; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold; margin-top: 10px;">COPY</div> | Request for Reimbursement |
|--|----------------------------------|

| | | |
|--|--|--------------------|
| RECEIVED (For DJCS Use Only) | Subgrantee: Wood County Commission | |
| | Address: One Court Square, Suite 203 Parkersburg, WV 26101 | |
| | Project #: 12-CS-17 | |
| | FEIN#: 556 000 417 | |
| | Funds are hereby requested to cover expenditures | |
| | FROM: 8/1/12 | TO: 8/31 /12 |

PROJECT CASH EXPENDITURES

| Account # | Amount |
|--------------|---------------|
| 12-CS-17 | \$0.00 |
| | |
| | |
| | |
| TOTAL | \$0.00 |

CERTIFICATION:

I certify that this report presents 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 at our office.

BY: David Blair Couch, President
TYPED NAME & TITLE



SIGNATURE

9/6/12
DATE

(Authorized Official or Grant Financial Officer ONLY)

DJCS USE ONLY

ADMINISTRATIVE APPROVAL:

This request is approved in the amount of \$ _____
Initials Date

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

Date

Program Accountant

SEPTEMBER 6, 2012

9/6/12
70/146

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 August, 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

COPY

Toll phone: (304) 926-2509

Fax: (304) 926-3880

9/6/12
70/146

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: 8/1/12 - 8/31/12 |
|---------------------|---|

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. Com.

9/7/2012

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

[Handwritten Signature]

(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

9/6/12
70/146

SEPTEMBER 6, 2012

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE REVISIONS TOT EH STANDARD OPERATING GUIDELINES FOR THE 9-1-1 CENTER.

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, did hereby AUTHORIZE revisions to the Standard Operating Guidelines for the Central Telecommunications Center of Wood County. Said revisions were approved by the E-9-1-1 Advisory Board and further recommended for approval by said board.

A copy of the Revised Standard Operating Guidelines is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Stephen Gainer, Commissioner

M/2103

9/6/12
70/46

Standard Operating Guidelines

**Central
Telecommunications
Center**

of

Wood County

*Proposed
Changes*

"When Seconds Count"

Chapter One - CTC and Telecommunicator Responsibilities

1.1 GENERAL ORGANIZATIONAL RESPONSIBILITIES

- 1.1.1 The CTC, at all times, maintains operational responsibility for receiving public requests for assistance and performing associated dispatching of services.
- 1.1.2 Supervisory personnel assign Telecommunicators to various shifts to assure twenty-four (24) hour service is provided to the public.
- 1.1.3 Staffing assignments are made according to the workload.
- 1.1.4 Telecommunicators are directly accountable to their immediate assigned supervisor and ultimately to the Director of Wood County E9-1-1.
- 1.1.5 There will be six classified Telecommunicator levels.
 - Part Time
 - Probationary – full time up to one year or 2288 part time hours
 - Entry Level – one to three years experience
 - First Class – three years and up
 - Assistant Supervisor
 - Supervisor

2.5 9-1-1 HANG UP CALLS

2.5.1 Occasionally, the person calling will disconnect the call before actually speaking to the Telecommunicator.

2.5.2 When this occurs, initiate the following:

- a. Call the phone number back that populates on the ANI/ALI.
- b. ~~If the line is busy, make at least three attempts to call the number back (in a timely fashion).~~ If the line is busy, in a timely fashion have the phone operator break into the number. If no conversation or answering machine picks up, (no message is to be left on the machine) dispatch the appropriate police, fire and EMS units to the scene. Be mindful of any sounds, voices, etc., heard on the line before the call was disconnected to help identify the location from which the call came.
- c. ~~If unsuccessful, have the phone operator break into the number. If no conversation or an answering machine picks up, (no message is to be left on the machine) dispatch the closest police, fire, and EMS units to the scene. Be mindful of any sounds, voices, etc., heard on the line before the call was disconnected to help identify the location from which the call came.~~
- d.c. Take the same steps with 9-1-1 hang up calls that come from cell phones when at all possible.

3.3 GIVING INFORMATION OVER THE RADIO

Whenever possible, do not give out over radio information that would make someone or a business more vulnerable to be a victim of a crime. (Example: Giving location of a key to gain entry into a home or business.)

5.4 LAW ENFORCEMENT WEAPONS/CJIS POLICES & PROCEDURES (TELETYPE)

- 5.4.1 The WEAPON (West Virginia Automated Police Network) is a computerized message switching information system established as a service to all law enforcement agencies. Using up-to-date computer equipment located at the Department of Public Safety, 725 Jefferson Road, South Charleston, West Virginia, this system switches vast amounts of information to a terminal at any authorized agency. The success of the WEAPON System depends upon compliance with orders and regulations governing its use.
- 5.4.2 The NLETS (National Law Enforcement Telecommunications system) is a private Teletype system connecting the Nation's Law Enforcement agencies for the prompt processing of state, interstate, and international messages of a Law Enforcement nature. The success of the NLETS system depends upon compliance with orders and regulations governing its use. All regulations as set forth in WEAPON, NCIC and NLETS manuals and in subsequent orders that may be issued from time to time, concerning the operation and maintenance of the system, must be followed in every detail.
- 5.4.3 Information may only be disseminated to personnel of agencies with whom we have a written, signed agreement.
- 5.4.4 Access, use and dissemination of information obtained through the WEAPON system is for authorized purposes only. This information is sensitive and should be protected to prevent unauthorized access, use, or dissemination of the information.
- 5.4.5 Authorized users shall access WEAPON/CJIS and disseminate information obtained through the WEAPON system only for the purposes for which they are authorized. WEAPON is to be used for law enforcement and criminal justice purposes only. Use of the WEAPON system for personal use is strictly prohibited.
- 5.4.6 Information obtained through the WEAPON system must be afforded security to prevent any unauthorized access to or use of the data. When retention is no longer required printouts, electronic data storage, tape cartridges, hard copies and other similar items used to process WEAPON and CJIS data shall be destroyed by shredding, incineration, degaussing or making inoperable.

5.4.7 Improper use, access and/or dissemination of information obtained through the WEAPON system is serious and may result in the imposition of administrative sanctions including, but not limited to, termination of services and state and federal criminal penalties. Any violations of these policies may result in disciplinary action.

5.8.4 General Broadcast Content

- a. Type of crime.
- b. Kind of premises, address, time of occurrence
- c. Number of suspects
- d. Suspect(s)' description (sex, race, age, height, weight, clothing, unusual physical characteristics).
- e. Direction of travel, mode of transportation.
- f. Vehicle description (make, color, year, license, and number of occupants).
- g. Property taken which may aid in identifying suspects and how carried, (brown bag, bank deposit bag, etc.).

5.8.5 When warranted, Notify all area law enforcement of incident as soon as possible, starting with agencies within the jurisdiction and working out. That includes but is not limited to Wood County and surrounding areas.

5.9 BOMB THREATS

5.9.1 Upon receiving a bomb threat or information of such an event, obtain the following information, if possible:

- a. The bomb's exact location
- b. Time of detonation
- c. Type of device, including a physical description.
- d. Reason for the bomb' placement.
- e. Sex, general age, and attitude of the caller.
- f. Peculiarities of speech, accent, intelligence, etc.
- g. Distinguishing sounds of background noises coming from the caller's location.

5.9.2 Next:

- a. Notify the appropriate law enforcement agency and tone out the appropriate fire department.
- b. Notify all law enforcement agencies OICs within the county.
- c. Notify the Director of Emergency Management.
- d. Notify highest-ranking officials of all law enforcement agencies
- e. Transfer all available information to the officials noted under a-d.
- f. Wait for and follow any further instructions from these officials.
- f.g. Notify 9-1-1 Director, if unavailable, contact 9-1-1 Assistant Director.

5.10 SEXUAL ASSAULT

5.10.1 IN-PROGRESS OR JUST OCCURRED:

Determine if the call presents an emergency situation. Any one of the following situations is considered an emergency:

- The sexual assault is in-progress
- The caller states that the victim has serious injuries, or is suffering from severe emotional shock or stress
- The caller states that the event has occurred within the past 10 minutes

5.10.2 Next, quickly determine the complainant/victim's name and present location (address).

5.10.3 Dispatch patrol units. If appropriate, dispatch an ambulance.

5.10.4 Determine the identity/description of the attacker along with means and direction of flight.

5.10.5 Relay the information (collected in 5.10.4) to all units who will cover those areas most likely to be used as escape routes.

5.10.6 If the caller is the victim and the call is considered an emergency call. Attempt to keep the victim on the telephone until the first Officer arrives and has made contact with the victim.

This is designed first, to provide protection to the responding Officers, and second, to provide comfort to the victim.

5.10.7 **Explain that the victim should not destroy any evidence of the crime -**
Emphasize to the victim:

- a. Do not bathe!
- b. Do not cleanse any body cavity!
- c. Do not change or destroy clothing and linens!
- d. Do not touch articles the assailant may have touched, including food items.

5.11 BARRICADE AND HOSTAGE CALLS

5.11.1 BARRICADE AND HOSTAGE PROCEDURE, (CITIZEN NOTIFICATION)

- a. Determine exact location of barricaded person.
- b. Determine whether the assailant is armed. If so, the type and number of weapons

- c. Determine all possible directions and range of fire.
- d. Determine extent of injuries if any.
- e. Determine if there is a Police vehicle in sight and/or taking fire.
- f. Determine the safest route for Officers' approach
- g. Determine the reason for the incident, if known.
- h. Determine the number, exact location, and identity of hostages or other victims.
- i. Transmit all pertinent information to responding units as soon as it becomes available.
- j. Keep the caller on the telephone until an officer's safety is assured and not further information is available.
- k. Notify EMS and the Fire Department of the situation in case their assistance is later needed.
- l. Notify County Prosecutor
- ~~k~~.m. Notify 9-1-1 Director, if unavailable 9-1-1 Assistant Director.

5.11.2 BARRICADE AND HOSTAGE PROCEDURE (OFFICER NOTIFICATION)

- a. Immediately dispatch 2 back-up units and the supervisor.
- b. Clear the air of unnecessary radio traffic and maintain close contact with the initiating officer.
- c. Determine items as listed above in "Barricade Situation".
- d. Assure the initiating Officer that assistance is forthcoming.
- e. Have arriving units indicate their positions around the building/area as they take positions.
- f. Notify all units not specifically assigned to the incident to remain away from the scene unless specifically dispatched.
- g. Await further instructions from the supervisor.

5.12 OFFICER INVOLVED SHOOTING

5.12.1 Follow In-Progress Call Protocol Section 5.8 as follows:—

5.8.1 Telecommunicator to Question Caller

- a. What exactly is occurring?
- b. Where is the incident occurring?
- c. What is the telephone number you are calling from?
- d. What is your name?

- e. Can you see what is happening now?
- f. Are the suspects armed? How?
- g. How many suspects are there?
- h. What do the suspects look like?
- i. Are there any other persons involved?
- j. If so, how many and who?

5.8.2 Telecommunicator Broadcast

- a. Nature of crime – how information was received.
- b. Exact location of incident.
- c. In-progress or just completed.
- d. Number of suspects and how armed.

5.8.3 Initiate All Unit Broadcast – Complete description of suspects, including any special peculiarities.

- a. Complete description of any vehicles, including any special peculiarities.
- b. Direction of travel from the scene.
- c. Description of stolen property that should be in the suspects possession.

5.8.4 General Broadcast Content

- a. Type of crime.
- b. Kind of premises, address, time of occurrence
- c. Number of suspects
- d. Suspect(s)' description (sex, race, age, height, weight, clothing, unusual physical characteristics).
- e. Direction of travel, mode of transportation.
- f. Vehicle description (make, color, year, license, and number of occupants).
- g. Property taken which may aid in identifying suspects and how carried, (brown bag, bank deposit bag, etc.).

5.8.5 When warranted, notify all area law enforcement of incident as soon as possible, starting with agencies within the jurisdiction and working out. That includes but is not limited to Wood County and surrounding areas.

- a. Notify County Prosecutor
- b. Notify 9-1-1 Director, if unavailable, 9-1-1 Assistant Director.

5.132 CIVIL DISORDER CALLS

5.13.1 Upon initial receiving of information regarding a civil disorder/disturbance:

- a. Dispatch two (2) Officers to the scene, giving all available information ~~was~~ such as crowd size, current activity, purpose, group leader, etc.
- b. Notify the Supervisor of the incident.
- c. The Supervisor will make all further staffing and equipment decisions.
- d. Higher authority will be notified at the discretion of the Supervisor.
- e. Notify EMS and the Fire Department of the situation in case their assistance is later needed.
- e.f. Notify County Prosecutor.
- f.g. Notify 9-1-1 Director, if unavailable, notify 9-1-1 Assistant Director.

5.143 FRONTIER SUBSCRIBER LINE REQUESTS

5.13.1 No Telecommunicator may request subscriber line information from Frontier unless the request is made by a governmental agency and involves an immediate life and death situation or immediate serious physical injury.

5.14 ~~DEFINITIONS OF VARIOUS REPORTED CRIMES~~

~~RIOT~~

~~A public disturbance involving an assemblage of 5 or more persons which, by tumultuous and violent conduct, creates grave danger of damage or injury to property, or persons, or substantially obstructs law enforcement or other government function.~~

~~CRIMINAL HOMICIDE~~

~~The willful killing of one human being by another. As a general rule, any death due to a fight, argument, quarrel, assault or commission of a crime, would apply.~~

~~SEXUAL ASSAULT~~

~~Generally, as when a person engages in sexual intercourse or sexual intrusion with another against his/her will. Must have penetration of any body orifice (for different degrees see State Law 61-8B).~~

~~SEXUAL ABUSE~~

~~When a person is subject to sexual contact without his/her consent. Touching only, no penetration (for different degrees see State Law 61-8Bb).~~

ROBBERY

A taking or attempting to take, anything of value from the care, custody, or control of a person or persons by force, or threat of force, or violence, or by putting the victim in fear.

AGGRAVATED BATTERY

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon, or by means likely to produce a death or great bodily harm.

BURGLARY

Briefly, the unlawful entry of a residence to commit a felony or a larceny. A residence is considered to include the following but not limited to: Dwelling House, Out Building, tenement or apartment.

LARCENY

The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

AUTO THEFT

Theft, or attempted theft, of a motor vehicle. Motor Vehicle is defined as a self-propelled vehicle that runs on the surface and not rails.

ARSON

When a person willfully and maliciously sets fire to, or burns, or causes to be burned, or aids, counsels or procures the burning of any building or structure of any class or character, whether the property of himself or of another. (Property valued at not less than \$50 shall be requirement of this sections.)

NON-AGGRAVATED BATTERY

An unlawful attack by one person upon another, and those assaults which do not involve a weapon where there is no serious injury to the victim.

FORGERY

When a person falsely or fraudulently makes or alters a document.

COUNTERFEITING

When a person makes an item in imitation of something else with the intent to deceive.

FRAUD

An intentional perversion of the truth, to induce another to part with something of value, or to surrender a legal right, an act of deceit, a misrepresentation.

DISORDERLY CONDUCT

When a person's conduct occurs in a public place, with the intent to cause public inconvenience, annoyance, or alarm, or want only to create a risk of such.

5.15 DOMESTIC VIOLENCE PROTOCOL

5.15.1 Dispatching Officers

A dispatcher who receives a domestic violence incident call will dispatch officers to every reported incident. The dispatcher will, when warranted, give domestic violence calls the same priority as any other life threatening, in-progress call. The dispatcher will, whenever possible, dispatch two officers to the scene.

5.15.2 Speaking With Callers

During the initial call for assistance, the dispatcher should attempt to elicit answers to the following questions. The information should be relayed to the law enforcement officers immediately. The information to be elicited is subject to the time and exigencies of the reported incident.

- a. What is the nature of the incident? What happened?
- b. Where is the emergency? What address? What apartment number?
- c. Is an ambulance needed? Has anyone been injured? Describe the injuries.
- d. Telephone number where caller can be contacted?
- e. With whom am I speaking?
- f. Are you the victim? Are there any other victims?
- g. Are you a witness? Are there any other witnesses?
- h. Are children present?
- i. Are there weapons involved? If so, what kind? Where is the weapon now?
- j. Who is the assailant?
- k. Is the assailant there now? If not, do you know where (s)he is? Mode of travel? Direction of flight?
- l. Is the assailant under the influence of drugs or alcohol?
- m. Is the victim under the influence of drugs or alcohol?
- n. Is there a protective order in place? When and where was it issued?

5.15.3 When speaking to a victim of domestic violence no dispatcher will discuss the victim's desire to "press charges", "drop charges" or "prosecute". Any comment that places the responsibility for enforcement actions with the victim is inappropriate and could lead to a potentially dangerous situation if the abuser is listening.

5.15.4 9-1-1 recordings frequently become a valuable piece of evidence in the prosecution of domestic violence. Therefore, if it is safe to do so, the dispatcher should make every effort to have the victim or caller describe what happened in detail.

5.15.5 Safety of Domestic Violence Victims

The safety of domestic violence victims, whether the threat of violence is immediate or remote, should be the primary concern of dispatchers. The victim should be reassured that help is on the way. The dispatcher should advise the victim to remain on the line if possible.

5.15.6 Call Sheets

Call sheets should be completed for each domestic violence incident. As much detail about the phone conversation and incident should be noted on the call sheet including, but not limited to, excited utterances by the victim, background noise, breaking glass and voices other than the caller's. Once the officer has confirmed that the situation is stabilized and that he is leaving the scene and/or making an arrest, the dispatcher should notify the officer of any evidence contained in the phone call. This will enable the officer to include the evidence in his report and provide the prosecuting attorney's office with the recorded phone conversation.

5.16 CHILD ABUSE PROTOCOL

5.16.1 Dispatchers under the supervision of police department and communications and emergency operations centers which dispatch the law enforcement officer shall dispatch child abuse and neglect calls in the same manner as any other call for police assistance, in accordance with the priority criteria prescribed by generally applicable department procedures. Whenever possible, the dispatcher should assign a back-up unit.

5.16.2 The dispatcher receiving a child abuse and neglect call should attempt to elicit from the caller, and should communicate to the responding law enforcement

officer, as much of the following information, in the following order of importance, as time and emergencies of the reported incident allow:

- a. The address of the incident, including the apartment number or the name of the business, as appropriate.
- b. The nature of the incident.
- c. Establish the caller's name, whether they are the victim, and a telephone number where the call can be called back.
- d. Whether or not there are any injuries and whether an ambulance is needed.
- e. Whether weapons are involved or present, and if so, where they are located.
- f. A description of the accused and whether or not the accused is present and, if not, the most likely location, direction of flight, and mode of travel of the accused.
- g. Whether a protective order is in effect and if it includes consent to enter the residence to enforce the protective order.
- h. Whether other individuals, including children, are at the scene.
- i. Whether any party is using or is under the influence of alcohol or drugs.
- j. If the caller is the victim, in the residence, and is capable of giving consent, would they consent to entry.
- k. Whether a criminal warrant is outstanding on the accused.
- l. Whether the accused has been released on bail on a charge of a crime against a family or household member, including a family or household member who is a child, with any conditions on bail regarding contact with the victim or complainant.
- m. Whether a registered sex offender resides in the home.
- n. Best practice is to not provide information that may identify a child over the radio, but to follow-up by telephone.

5.16.3 If the caller is the victim, or if the caller is a witness to an abuse and neglect incident in progress, the dispatcher should keep the caller on the telephone and should relay ongoing information provided by the caller to the responding law enforcement officer. The dispatcher should tell the caller that help is on the way, if that is the case, and will arrive as quickly as possible.

5.16.4 If the dispatcher has ready access to police department records, all information relevant to the situation shall be relayed to the officer. If the agency is capable, the dispatcher shall access the statewide domestic violence registry database to see if there is an active protective order. If so, if the box is checked giving the officer consent to enter the residence to enforce the order. If the agency is

capable and upon the law enforcement officer's request, the dispatcher shall access the National Crime Information Center.(NCIC) and other criminal information databases to determine whether the parties involved in the incident have been involved previously in domestic incidents. All information received shall be relayed to the requesting law enforcement officer.

5.16.5 If the dispatcher has reason to believe that the accused is on bail for a crime against a family or household member, including a family or household member who are children, and if the dispatcher has ready access to magistrate court records that show whether there are conditions of bail, the dispatcher should consult the records and radio any relevant information to the responding law enforcement officer; including the existence of a protective order prohibiting the possession of firearms.

5.16.6 dispatchers should notify law enforcement of any audible evidence that may be overheard during a call.

5.17 DEFINITIONS OF VARIOUS REPORTED CRIMES

RIOT

A public disturbance involving an assemblage of 5 or more persons which, by tumultuous and violent conduct, creates grave danger of damage or injury to property, or persons, or substantially obstructs law enforcement or other government function.

CRIMINAL HOMICIDE

The willful killing of one human being by another. As a general rule, any death due to a fight, argument, quarrel, assault or commission of a crime, would apply.

SEXUAL ASSAULT

Generally, as when a person engages in sexual intercourse or sexual intrusion with another against his/her will. Must have penetration of any body orifice (for different degrees see State Law 61-8B).

SEXUAL ABUSE

When a person is subject to sexual contact without his/her consent. Touching only, no penetration (for different degrees see State Law 61-8Bb).

ROBBERY

A taking or attempting to take, anything of value from the care, custody, or control of a person or persons by force, or threat of force, or violence, or by putting the victim in fear.

AGGRAVATED BATTERY

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon, or by means likely to produce a death or great bodily harm.

BURGLARY

Briefly, the unlawful entry of a residence to commit a felony or a larceny. A residence is considered to include the following but not limited to: Dwelling House, Out Building, tenement or apartment.

LARCENY

The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

AUTO THEFT

Theft, or attempted theft, of a motor vehicle. Motor Vehicle is defined as a self-propelled vehicle that runs on the surface and not rails.

ARSON

When a person willfully and maliciously sets fire to, or burns, or causes to be burned, or aids, counsels or procures the burning of any building or structure of any class or character, whether the property of himself or of another. (Property valued at not less than \$50 shall be a requirement of this section.)

NON-AGGRAVATED BATTERY

An unlawful attack by one person upon another, and those assaults which do not involve a weapon where there is no serious injury to the victim.

FORGERY

When a person falsely or fraudulently makes or alters a document.

COUNTERFEITING

When a person makes an item in imitation of something else with the intent to deceive.

FRAUD

An intentional perversion of the truth, to induce another to part with something of value, or to surrender a legal right, an act of deceit, a misrepresentation.

a. Embezzlement

The fraudulent taking of property by one to whom it has been entrusted.

DISORDERLY CONDUCT

When a person's conduct occurs in a public place, with the intent to cause public inconvenience, annoyance, or alarm, or want only to create a risk of such.

- 6.1.8 Keep initial broadcast transmissions brief and to the point, unless there is a need to transmit more information which may require a response of personnel or equipment beyond the normal. All transmissions made in error must be voice canceled.
- 6.1.9 After the initial page has been sent, wait for a response or indication of response for a period of two (2) minutes. If nothing is heard, send a second page (noting as such). If, after another three (3) minute period, nothing is heard, send the next closest fire department.
- 6.1.10 The Telecommunicator may be asked to alert utilities of hazardous situations involving their equipment. Make this notification based upon information received from the initial call or by request of ground units on the scene.
- 6.1.11 When a fire department is out on a call, and additional equipment is requested, the ground units will contact CTC and advise what is required. The following are examples of such requests:

- Personnel
- Specific equipment
- Additional companies

6.1.12 If a telecommunicator desires to lodge a complaint against certain personnel of a fire department unit, or a fire department unit, or department Guidelines, the complaining telecommunicator shall forward the complaint to the Director of Wood County 9-1-1

6.3 MUTUAL AID RESPONSE

- 6.2.1 To improve fire protection and rescue services in Wood County, mutual aid response procedures have been agreed upon by the fire departments.
- 6.2.2 Consider any report of "a commercial vehicle" fire as a Hazardous Materials Incident.
- 6.2.3 Primary responding departments may ask for extra equipment, manpower etc., from other departments if deemed necessary.
- 6.2.4 Command of all structural alarms, rescue, and Hazardous Materials calls are the responsibility of the fire department with jurisdiction in which the incident occurs. The second due department will assume the position of giving assistance to that department in whatever way possible.
- 6.2.5 If a department is second due and cannot obtain a crew, it is that department's responsibility to notify CTC so that another department can be dispatched. If no

members respond within five (5) minutes CTC will notify the first due department, so that another department can be dispatched.

6.2.6 When dispatching a call that calls for Mutual Response (such as a structure fire), tone the appropriate stations simultaneously with the Station whose area the call is in tones first.

6.3 FIRST RESPONDER

6.3.1 For the public to receive more prompt medical aid while the EMS crew is not immediately available or is a substantial distance from the emergency, a fire department first responder crew can be dispatched.

6.3.2 First Responders will be dispatched with the EMS unit(s) in the following situations:

- a. When EMS units are not available
- b. When EMS units need assistance
- c. On calls involving the following Life Threatening conditions
 - 1) Cardiac Emergencies (Heart Problems)
 - 2) Shortness of Breath/Asthma Attacks
 - 3) Trauma (Severe Injuries)
 - 4) CVA (Stroke)
 - 5) Allergic Reaction (Bee Stings, Snake Bites, etc.)
 - 6) Fractures
 - 7) Lacerations (Severe Cuts)
 - 8) Any Gunshot Wounds
 - 9) Unconscious Person
- d. EMS must be dispatched on all situations described above.

6.3.3 Law Enforcement must be dispatched on all calls involving Death.

6.3.4 CTC shall not cancel EMS but should relay the recommendation given by the public safety agency on scene.

6.3.5 The first qualified person on scene determines the number of apparatus and personnel needed on scene.

6.3.6 First Responders will not be dispatched to Nursing Homes and other Health Care facilities, unless requested by EMS.

6.3.7 When dispatching First Responder units, units may be toned up to two (2) times unless requested by EMS. If there is no response from the First Responders, the Telecommunicator will not ask the EMS unit if they want another Station toned.

6.3.8 All pertinent information will be relayed to the First Responders.

*Taylor initial
ambulance calls
info*

6.4 **PARKERSBURG FIRE**

6.4.1 The following guidelines should apply when dispatching the Parkersburg Fire Department.

- a. Medical calls within the corporate limits of Parkersburg, where the ETA of the ALS or BLS response vehicle is longer than five minutes.
- b. Medical incidents where there are no ALS units available within the city limits of Parkersburg, i.e. whenever a BLS unit is dispatched.
- c. All 10-50 unknowns, PIs and any PD upgrades within the corporate limits of Parkersburg, i.e. whenever an ambulance is dispatched to an incident occurring on the city streets of Parkersburg or its right of ways.
- d. Any 10-50 incidents within the corporate limits of Parkersburg, involving commercial transport vehicles.

6.5 **WILLIAMSTOWN FIRE**

Williamstown Volunteer Fire Company First Responders will be dispatched with EMS if any of the following applies in their fire zone:

- a. Anytime EMS Station 6 is out of their area
- b. Anytime EMS Station 3 is out of their area
- c. Any non-breathing and/or CPR call
- d. Anytime requested by EMS

8.3 DEPARTMENT OF NATURAL RESOURCES

- 8.3.1 Provide information regarding calls received requesting the services of members of the WV Department of Natural Resources to the first available DNR officer as soon as possible, depending on the nature of the complaint.
- 8.3.2 If the DNR Officer is not available by radio or phone, contact the District Office.
- 8.3.3 If the caller has a question concerning hunting or fishing regulations, refer the caller to the Number 1-800-NET-GAME (1-800-638-4263).
- 8.3.4 If a telecommunicator desires to lodge a complaint against certain personnel of the DNR, or a DNR unit, or departmental Guidelines, the complaining telecommunicator shall forward the complaint to the Director of Wood County 9-1-1.

8.4 AIRCRAFT CRASH/AIRPORT AND/OR AIRCRAFT ISSUES

- 8.4.1 If any aircraft crash or loss there is an aircraft crash, the potential for an aircraft crash or lost aircraft reported within Wood County is reported:
- a. Verify or inform the crash/loss information through the control tower at the Wood County Airport or by whatever other means available.
 - b. Notify the Fire Department and EMS unit with jurisdiction
 - c. Notify any city Police Departments- OICs with jurisdiction.
 - d. Notify Emergency Management Director or designee.
 - e. Notify OIC of Wood County Sheriff Department, Sheriff, and WV State Police OIC.
 - e.f. Notify 9-1-1 Director, if unavailable, 9-1-1 Assistant Director.

8.4.2 Following the notifications, assist these various departments as necessary.

8.5 WOOD COUNTY EMERGENCY MANAGEMENT

- 8.5.1 Upon receipt of reports of these types of incidents, please contact the Wood County Office of Emergency Management:
1. Severe Weather Incidents (Homes destroyed/damaged, roads closed)
 2. Drought Conditions
 3. Extended Public Utilities Outages
 4. Flood/Severe Storm Warnings

5. Flooding

6. Road Closures (Extended Time Periods)

7. Terrorism

- Bomb threats
- Hostage Situations
- Bombings
- Mass Casualties

8. Hazardous Materials Incidents

- Large spills
- Toxic chemicals
- Exposure to humans
- Radiological/Nuclear incidents
- Trucks/Accidents or spills
- Need to evacuate
- In a stream or sewer
- In a public water supply
- That requires Department of Environmental Protection
- Industrial accidents

9. Large Fires

- Multiple buildings/apartments
- Involving hazardous materials
- Requiring multiple sheltering
- Requiring special resources

10. Search Details

11. Disease/Epidemic

12. Mass Casualties

13. Mine subsidence

8.5.2 Please call the Office of Emergency Management for any situation that might require their resources. All notifications listed above are required by the Wood County Emergency Operations Plan.

10.22 OTHER EMPLOYMENT

10.22.1 Off duty employment is subject to the following limitations:

- a. ~~It is strongly recommended that a~~All employees shall speak with the Director of Wood County 9-1-1 prior to accepting any off duty

10.39 CELL PHONES AND ELECTRONIC DEVICES

10.39.1 Cell phones and electronic devices are allowed in the communications room as long as they do not make an audible sound and are not distracting to anyone in the room. The exception being someone passing through.

10.39.2 No one is to be on a cell phone or utilizing an electronic device while processing or when there is a need to process a call for service.

10.39.3 There shall be no display of any kind on any electronic devices that would cause an alarm and put CTC in a bad light.

10.39.4 Anyone violating this policy is subject to disciplinary action.

10.40 SOCIAL MEDIA

10.40.1 CTC employees shall never engage in any online activity that is a direct or indirect violation of any CTC policy or that reasonably could be expected to have a negative impact on CTC and/or its employees.

a. This includes but is not limited to the unauthorized release of confidential information or information that only CTC would be privy to. (1.4.7).

10.40.2 Anyone violating this policy is subject to disciplinary action.

SEPTEMBER 6, 2012

9/6/12
70/147

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION OPENED SEALED BIDS FOR THE
DEMOLITION IN HAPPY VALLEY.

ORDER

On this date, the County Commission of Wood County, at 10:30 A.M., did hereby OPEN sealed bids for the demolition of properties in The Happy Valley Flood Mitigation Phase IV program. Such sealed bids were received pursuant to a Legal Notice appearing in the Parkersburg News and Sentinel on August 3, 2012 and August 10, 2012. Sealed bids were received from the following:

1. Tim Graham Excavating, Inc.
2607 Beverly Street
Parkersburg, WV 26101
 - Bid Price - \$22,000.00
2. J.C. Bosley Construction, Inc.
PO Box 67
Mineral Wells, WV 26150
 - Bid Price - \$23,500.00
3. Empire Builders, Inc.
101 Empire Lake Drive
Parkersburg, WV 26101
 - Bid Price - \$24,500.00
4. Kelli Corp
3075 Point Marion Road
Morgantown, WV 26505
 - Bid Price - \$174,041.00

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 RECEIVE said bids for review, by the Mid-Ohio Valley Regional Council.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Wayne Dunn, Commissioner



Steve Gainer, Commissioner

SEPTEMBER 10, 2012

9/10/12
20/147

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 (NUNC PRO TUNC SEPTEMBER 6, 2012).

ORDER

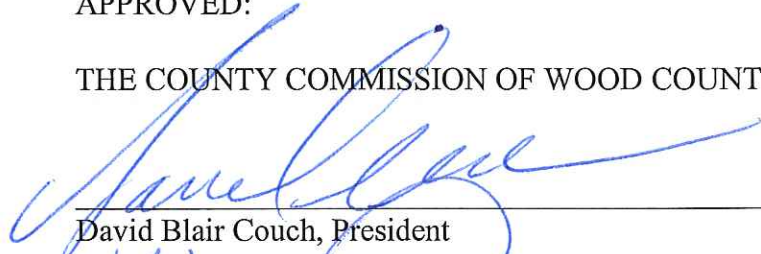
On this date, the County Commission of Wood County, upon a motion made by Wayne Dunn, seconded by Stephen Gainer and made unanimous by David Blair Couch, did hereby AUTHORIZE David Blair Couch, in his official capacity as President and on behalf of the County Commission, to sign the Request for Reimbursement 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 August, 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:

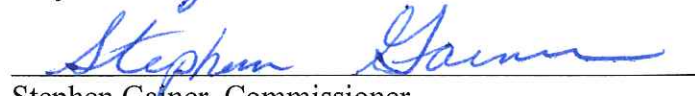
THE COUNTY COMMISSION OF WOOD COUNTY



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

COPY

Toll phone: (304) 926-2509

Fax: (304) 926-3880

9/10/12
70/147

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: 8/1/12 - 8/31/12 |
|---------------------|---|

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.

9/4/2012

(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