

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

IN RE: MINUTES OF MEETING HELD
THURSDAY, MAY 30, 2013

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

At 9:00 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices, orders and other correspondence.

The County Commission, upon a motion made by David Blair Couch, seconded by Stephen Gainer and made unanimous by Wayne Dunn, approved minutes of May 16 and May 20, 2013.

AGENDA AND DISCUSSION ITEMS

At 10:00 A.M., the County Commission met with Family Court Judge Darren Tall man and representatives from the Wood County Juvenile Drug Court to request funding in the amount of \$5,000.00. After discussion, the County Commission authorized a donation in the amount of \$5,000.00. (Order M/2392-A)

At 10:10 A.M., the County Commission discussed the County purchasing policy. Wood County Prosecuting Attorney, Jason Wharton and Wood County Clerk, Jamie Six, presented a draft order that resulted from a meeting with the them and the County Administrator, Marty Seuffer, as previously requested by the Commission. After discussion, the County Commission authorized the purchasing policy to be instituted effective July 1, 2013 for all offices of Wood County. (Order M/2393-F)

At 10:40 A.M., Randy Lowe, Wood County E-911 Director, met with the County Commission to request their approval for changes to their Standard Operation Guidelines, Operation Procedures for the Mobile Command Vehicle and the Emergency Medical Dispatching Policy. He stated the 9-1-1 Advisory Board had reviewed these changes and recommended the Commission approve. The Commission authorized the revisions and additions. (Order M/2393/E)

At 10:50 A.M., the County Commission approved writing off the uncollectable funds prior to 2009 as per the recommendation of the Sheriff and the Auditor. (Order M/2392-B)

At 10:52 A.M., the County Commission elected to table the discussion around appointing a special counsel to collect personal property taxes.

At 10:55 A.M., the County Commission discussed the animal control options. Commissioner Dunn stated he was in favor of options one or three as proposed by the Humane Society of Parkersburg. After discussion, the Commission authorized that a contract offer for animal control services be made for a five year period with the addition of the Commission providing a truck to be utilized by the Humane Officers. (M/2393-D)

The County Commission authorized the purchase of a road sign for N. Marie Street. (Order M/2392-C)

The County Commission appointed Amy File to the Wood County Parks and Recreation Commission (Mountwood Park). (Order A/1116)

ORDERS APPROVED AND ATTACHED TO THESE MINUTES

M/2392-A, M/2392-B, M/2393-C, M/2392-D, M2392-E, M/2393-F and A/1116


Having no further scheduled appointments or business to attend to, the County Commission adjourned at approximately 11:35 A.M.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

To listen to this meeting, please refer to DVD labeled May 30, 2013.

Wood County Commission Meeting
Held May 30, 2013

Please Print

1.	Darren Tallman
2.	Billy Buchanan
3.	Donna Davis
4.	Joseph Britton
5.	Jason Wharton
6.	Randy Lowe
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16.	
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Wood County Juvenile Drug Court

Wood County Judicial Building
#2 Government Square, Room 436
Parkersburg, West Virginia 26101
Phone: 304-424-1711/304-482-8361
Fax: 304-424-1715

C. Darren Tallman
Juvenile Drug Court Judge

Judy Stephens
JDC Probation Officer
Valerie Kupfner
JDC Case Manager

- Wood County Juvenile Drug Court (JDC) Began In November 2010
- All Cases are Referred From Circuit Court Following An Adjudication For A Delinquent Or Status Offense
- 38 Accepted In The Program Since Inception
- 13 Youth Denied Acceptance In The Program
- 16 Graduated So Far From The JDC (Average Length In Program 12 Months)
- 5 Youth Terminated From The Program Due To Rehabilitation Needs Exceeding The Limits Of The JDC Community Program.
- 12 Active JDC Cases Currently and 1 JDC Waiting To Return From Residential Treatment.
- Decreased Drug And Alcohol Use
- Weekly Group Therapy (1-3 Times A Week Minimum)
- Individual Therapy And Family Therapy (Weekly)
- Therapy Is Financed Thru The Youth Day Report Center And The WVDHHR. (Westbrook Health Services Now Helping With The Therapy Services At The Youth Report Center)
- Wood County Board Of Education Provides For Weekly Paid Tutoring Service Available, Credit Recovery, Summer School Programming And Daily Food Service Provided To The Youth At The Youth Report Center During Evening Group Counseling Sessions.
- Random Drug Screen Twice Weekly (Since 2011, Supreme Court Has Spent Over \$20,000 in Drug Screen Lab Results).
- Improved School Attendance
- Improved Grades And Academic Status
- High School Graduates And GED Achievements
- Several Have Participated In The OVU College Matters Class
- Youth And Families Improved outlook on their Futures
- Youth/Families Have 24 Hour Support
- Part Time Employment/ProSocial Activities
- Group Clean And Sober Activities

- **Local Community Partnerships** With Wood County Sheriff's Office And Parkersburg Police Department, Wood County Schools, YMCA, Elite Center, Boys And Girls Club, Mountwood Park, Volcano Days, OVU, Latrobe Street Mission, City Of Parkersburg Street And Graffiti Clean Up, WV Legislature Student Pages, Workforce WV, Wake The World, WV Department Of Nutrition, Wood County Habitat For Humanity, Family Court Observation Days, Wood County Government Offices Tours, Wood County 4h Camp, Energy Express, etc
- Two of our past JDC graduates recently participated as panelists for a State Wide Drug Court Conference.
- Since 2011, Youth Have Performed Documented 2028 Hours Of Community Service Work

UPCOMING PROJECTS

- Collaborative effort with the JDC and the Wood County Adult Drug Court Treatment Team Town Hall Meeting/Training Session and Open House regarding drugs and alcohol in our community.
- Increase access and opportunities for Pro-Social Activities for our youth (Such as art classes, dance and theatre classes, sporting teams registration costs, music lessons, photography, firefighter training, etc.)
- Develop a Middle School Diversion/Early Intervention JDC program
- Explore Vocational Skill Training for our youth in real life/hands on skill building and training for our youth.
- Increase Community Service Projects and Mentoring with adult volunteers and businesses in the community.
- Transportation Assistance for parents of the youth with counseling multiple times per week at the YRC, Court Hearings, weekend community service events.

MISSION STATEMENT

WOOD COUNTY JUVENILE DRUG COURT

The mission of the Wood County Juvenile Drug Court is to reduce substance abuse and delinquent conduct among youthful offenders by providing them and their families with intensive, comprehensive and individualized therapeutic services, along with consistent judicial monitoring and accountability. By helping participants reach their full potential as valued community members, we will build a stronger, safer community.

Juvenile Drug Court Goals

1. To reduce substance abuse among juvenile offenders with a history of significant substance abuse.
2. Develop and implement a comprehensive program model that is specific to the treatment needs of each program participant.
3. To reduce delinquent conduct / reduce recidivism among Juvenile Drug Court participants.
4. To reduce the costs to the community and the state by providing an alternative to long-term residential treatment programs for adolescent participants whom successfully graduate from the Juvenile Drug Court Program.
5. To empower adolescents to function better in their families and communities, thereby being less likely to have future involvement with the Courts and long term addiction problems.
6. To establish and implement a strength based program consisting of four phases of judicial monitoring and treatment programming that strives to not only end substance addiction, but to connect the participants to their family, school and community. By teaching the participants the skills necessary to succeed in the areas of family, school, employment and the community, the risk of relapse is greatly reduced.
7. Implement a strong collaborative team to become leaders in providing innovative alternative services to at risk adolescents in our community.

Wood County Juvenile Drug Court

The Wood County Juvenile Drug Court is an offender-focused, strength-based rehabilitation model that recognizes the powerful influence of substance abuse as a driver of behavior. Recognizing that recovery from addiction is vital to community safety and individual accountability, the Wood County Juvenile Drug Court leverages four characteristics of its Juvenile Drug Court Program as its foundations for participant support toward recovery:

- A non adversarial, collaborative approach to treatment
- Unique involvement of the Juvenile Drug Court Judge
- Recognition, incentive, reward and positive reinforcement for progress
- Rapid imposition of sanctions as motivators to improve compliance and to modify negative behaviors.

To promote the interest of the offender and the community in which the youth lives, the Wood County Juvenile Drug Court provides an alternative to traditional case processing and disposition that emphasizes the value of:

- ▶ Collaborative treatment planning and case management
- ▶ Dedicated leadership and professional resources who are well informed on the cycle of addiction and its consequences
- ▶ Positive reinforcement and rapid response to success
- ▶ Graduated sanctions as vital to the support and reinforcement of the adopted treatment interventions
- ▶ Longer term treatment and sanctioning models that have a reasonable tolerance for relapse that is consistent with the recovery process
- ▶ Integrating treatment planning with judicial decision making

Juvenile Drug Court Treatment Team

The Wood County Juvenile Drug Court Treatment Team is dedicated to helping youth in our community. Working outside their traditional roles, the Team works voluntarily each week to develop a plan in the best interest of the target at risk juveniles and the community. The JDC Treatment Team generally meets weekly to staff cases and includes Juvenile Drug Court Judge, Prosecuting Attorney, Defense Attorneys, Law Enforcement Officers and Administrators, Treatment Specialists, Division of Juvenile Services Staff, Wood County School Administrators, West Virginia Department of Health and Human Resources Administrators, non-profit and community organizations, social workers and probation officers. Youth enrolled in the Juvenile Drug Court Program are staffed weekly by the Juvenile Drug Court Treatment Team to determine progress, issue incentives and sanctions to the youth, and to provide support and accountability to the youth. In addition, the Juvenile Drug Court Treatment Team reviews and assesses potential participants for acceptance into the JDC Program.

Target Population and Eligibility

Youth entering the Wood County Juvenile Drug Court Program must meet the following eligibility criteria:

- √ Juveniles 10-17 years of age (although youth under juvenile jurisdiction for a delinquency offense [49-5-29(f)] are eligible until the age of 21).
- √ Juveniles adjudicated delinquent for non-violent misdemeanor or felony offenses or drug/alcohol related offenses. (Non-violent offense is defined as : an act that does not involve the use of a weapon or firearm; or an act that does not result in serious bodily injury to the victim necessitating medical treatment and may include, but it not limited to, an act of assault or battery.)
- √ Youth whose psychosocial assessments demonstrate substance abuse or high risk for substance abuse. (Note: youth assessed with an addiction may be more appropriate for in-patient treatment first followed by a possible referral to the JDC Program.)
- √ Youth charged with delivery of a controlled substance offense are generally not appropriate for the JDC, but are not necessarily prohibited from the program, with each case to be assessed and reviewed by the JDC Treatment Team.
- √ Youth with no previous adjudications for a sex offense.
- √ Youth dually diagnosed whose mental illness may be sufficiently severe to prevent active and full participation in the JDC Program.
- √ Youth demonstrating a capacity and willingness to engage in treatment and comply with the conditions of probation imposed by the JDC Program.

Juvenile Drug Court Participant Target Behaviors

- ▣ Drug and Alcohol Use
- ▣ Failure to Attend Treatment
- ▣ Associations with antisocial, criminal and substance abusing and using friends
- ▣ People, Places and Things
- ▣ Poor Use of Leisure Time
- ▣ School Problems
- ▣ Violations of Program Rules
- ▣ Manipulations and Dishonesty
- ▣ Taking Responsibility for Your Actions
- ▣ Lack of Strong Coping Skills

Juvenile Drug Court Program Overview

The program is structured as a four-phase program that each participant will complete. Phase IV is graduation from Drug Court.

- ♦ Phase I—can be completed in 6 weeks.
- ♦ Phase II—can be completed in 12 weeks.
- ♦ Phase III—can be completed in 8 weeks.
- ♦ Phase IV—can be completed in 2 weeks—graduation.

* Program length is approximately 28 to 36 weeks, but may vary according to the youth's success in the program. Program participants must complete each phase in order to graduate the program.

Wood County Juvenile Drug Court Program

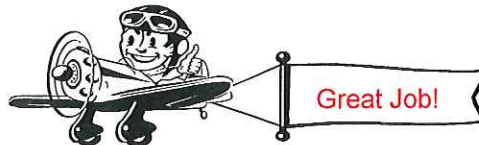
Juvenile Drug Court enrollees participate in a four phase program model to transition the juvenile offender through the intensive treatment and supervision program. The length of stay in the JDC ranges from 28-36 weeks depending on the progress of the participant. Program participants must complete each phase in order to graduate the program. Each phase of the program has specific elements and program criteria that must be completed prior to moving to the next phase. In some cases, participants may be returned to a lower phase if, in the judgment of the Juvenile Drug Court Treatment Team, the participant will benefit from further or renewed participation in that lower phase of treatment or it is a part of a sanction for failure to comply with JDC requirements.

CRITERIA	PHASE I	PHASE II	PHASE III	PHASE IV
Estimated length	Minimum 6 weeks	Minimum 12 weeks	Minimum 8 weeks	Minimum 2 weeks
Random Drug Testing	Minimum 2 per week	Minimum 2 per week	Minimum 2 per week	Minimum 1 per week
JDC probation officer meetings	Minimum 2 per week, other than weekly Court date	Minimum 1 per week, other than Court date	Minimum every other week other than Court date	Graduation requirements
JDC probation officer meetings with parents	Minimum 1 per week, other than weekly Court date	Minimum 1 per every other week, other than Court date	Minimum once a month other than Court date	Graduation requirements
Drug Court Hearing—youth	Once per week	Once every other week	Once a month	Graduation requirements and Court Ceremony
Drug Court Hearing—parent	Once per week with youth	Once every other week with youth	Once a month with youth	Graduation requirements and Court Ceremony
Counseling—youth	Minimum 2 sessions per week, group or individual	Minimum 1 session per week	Minimum 1 session every other week	Graduation requirements
Counseling—family inclusive	Minimum 3 sessions per month	Minimum 2 sessions per month	Minimum 1 session per month	Graduation requirements
Community Service and/or Restitution	If ordered	If ordered	If ordered	If ordered
Advancement Criteria	8 consecutive negative drug tests; 10 consecutive counseling sessions; meet all treatment goals; and attend 6 Drug Court Hearings with parent	20 consecutive negative drug tests; 12 consecutive counseling sessions; meet all treatment goals; and attend 6 Drug Court Hearings with parent	16 consecutive negative drug tests; 4 consecutive counseling sessions; meet all treatment goals; and attend 2 Drug Court Hearings with parent	Graduation requirements and Graduation Court Hearing Ceremony

Incentives and Sanctions

Incentives reward, recognize and reinforce progress of participants for positive steps taken towards attaining a drug free, crime free lifestyle. The most powerful incentive is the **dismissal of your charges**. Other incentives include, but are not limited to the following:

- √Praise from the Judge
- √Promotion to the next Phase
- √Decreased supervision
- √Certificate of praise or advancement
- √Increased self-esteem and respect
- √Points toward the Fish Bowl
- √Decreased drug testing
- √Modify curfew



There are immediate and direct consequences for all conduct. Sanctions follow violations and are applied as close to the time of failure as possible by the Juvenile Drug Court Judge or Juvenile Drug Court Probation Officer. The sanction may be applied immediately or may be enacted at your next Court appearance. Serious violations may warrant an additional visit to Court. The Juvenile Drug Court Judge may employ a wide variety of sanctions for program violations; which include, but are not limited to, the following:

- √Oral or written essay or presentation to be made in Court before the Judge, Treatment Team and peers
- √Loss of points toward the Fish Bowl
- √Community service and work detail
- √Additional drug treatment and/or counseling sessions
- √Phase demotion
- √Extension of time in a Phase
- √Research papers
- √Increased supervision
- √Increased drug testing, curfew and school checks
- √Electronic monitoring
- √Immediately taken into custody by law enforcement for placement in secure detention facility
- √Termination from the Drug Court Diversion Program



JUVENILE DRUG COURT TREATMENT TEAM MEMBERS

5/8/2013

NAME	AGENCY	PHONE	FAX	EMAIL
Courtney Ahlborn	Defense Attorney	893-9898		
Ryan Barber	Community Resources	615-9625 (c)	893-9899	courtneyahlborn@hotmail.com
Amy Boyd	WV DHHR			rbarber@cricap.org
Joe Britton	PSHS Student Support Specialist	420-2560		
		420-9610		jbritton@access.k12.wv.us
Don Brown	PPD	494-2134 (c)		
		424-8440 (w)		dlbrown@netassoc.net
K. Robert Buchanan	Financial Consultant	295-4839		
		210-5206 (c)		grouseturkey@yahoo.com
Susie Bullock	Prof. Editor & Communicator	865-6024 (w)		
		488-6489 (c)	865-6001	susie@suddenlink.net
John Corbitt	PPD Detective Bureau	424-8440		
		424-8444	424-8404	det.jecorbitt@gmail.com
Donna Davis	Citizen	489-1796 (h)		
Jordan Davis	Pastor	991-2706 (c)		ddavis1130@suddenlink.net
Lynn Doebrich	Student Support Specialist	966-6547		pastor_jordan@hotmail.com
		420-9595		ldoebrich@access.k12.wv.us
Laurea Ellis	WV DHHR	420-2560		
		Ext. 2146	420-4884	laurea.j.ellis@wv.gov
Larry Francis	Lorrie Yeager JDC	420-4860	420-4861	larry.k.francis@wv.gov
Brad Frum	Defense Attorney	428-0802	428-0805	bradfrum@yahoo.com
Larry Johnson	Juvenile Probation	424-1711	424-1715	larry.johnson@courtsww.gov
Val Kupfner	Youth Reporting Center Teacher	295-3024		
	Juvenile Probation Office (Drug Court Asst.)	424-1711	424-1715	valkupfner@yahoo.com
Rebecca Lansdell	Judge Tallman's Office	917-9504		rebecca.lansdell@courtsww.gov
Kirsten Lefebure	Prosecutor's Office	424-1776	424-1785	klefebure@woodcountyywv.com
Deborah Melrose	Lorrie Yeager JDC	420-4860	420-4861	deborah.k.melrose@wv.gov
Jasen Nichols	Pressley Ridge @ White Oak	679-3728	679-3058	jnichols@pressleyridge.org
Dallas Phelps	Phelps Behavioral Health	615-1751 (c)	424-1715	wymsw@hotmail.com
Russ Philpott	Youth Reporting Center	295-3024	295-3028	russell.d.philpott@wv.gov
Teresa Pickens	RESA	916-2354		trickens@access.k12.wv.us
Chris Rutherford	Wood Co. Schools	420-9663	420-0973	crutherford@access.k12.wv.us
Chad Smith	YMCA			chad.smith@parkersburgymca.org
Derek Snyder	Westbrook Health Services	485-1721		
		Ext. 239		dsnyder@westbrookhealth.com
Dana Stearman	Juvenile Probation	424-1711	424-1715	dana.stearman@courtsww.gov
Judy Stephens	Juvenile Probation	424-1711	424-1715	judy.stephens@courtsww.gov
Steve Stephens	Home Confinement	424-1951	424-1799	sstephens@woodcountyywv.com
Clinton Suggs	Pastor	834-6177		csuggs@gopmca.com
Darren Tallman	Drug Court Judge	420-4876	420-4887	darren.tallman@courtsww.gov
Joe Taylor	Youth Reporting Center	295-3024	295-3028	joe.a.taylor@wv.gov
Jason Wharton	Prosecutor's Office	767-0763 (c)	424-1785	jwharton@woodcountyywv.com
		424-1776		

WOOD COUNTY JUVENILE DRUG COURT
CONTRIBUTIONS & DISBURSEMENTS
COUNTY COMMISSION FUNDING

DATE RCVD	CK #	DATE USED	FROM	AMT.	VENDOR	PURPOSE	DEPOSIT	TOTAL SPENT	BALANCE
BEGINNING BALANCE AS OF 7/1/2012									
9/25/2012			RICK BUSH ATTORNEY	\$250.00		CONTRIBUTION	\$250.00		\$2,021.14
11/30/2012	2805		WCC						\$2,271.14
12/11/2012	2806		WCC	\$204.00	SMOOT THEAT			\$204.00	\$2,067.14
2/20/2013	3107	3/9/2013	WCC	\$450.00	G. C. MALL	3-\$150.00 GIFT CARDS-GRADUATION		\$654.00	\$1,617.14
3/27/2013	3136	3/27/2013	WCC	\$608.00	G. C. MALL	4-\$150.00 GIFT CARDS-GRADUATION		\$1,262.00	\$1,009.14
				\$500.00	SPEEDWAY	1-\$50.00 GAS CARD		\$1,762.00	\$509.14
						2-\$25.00 GAS CARDS			
						20-\$20.00 GAS CARDS			
3/27/2013			WESTBROOK	\$150.00		6 GIFT CARDS CONTRIBUTION		\$1,912.00	
						1-OLIVE GARDEN \$25.00			
						1-SUBWAY \$25.00			
						1-OLD NAVY \$25.00			
						1-GAME STOP \$25.00			
						2-REGAL CINEMA \$25.00 @			
4/9/2013	3139	4/9/2013	WCC	\$456.00	G. C. MALL	3-\$150.00 GIFT CARDS-GRADUATION		\$2,368.00	\$53.14
AS OF 4/17/2013									
YEARLY TOTAL							DEPOSIT	\$250.00	
							GIFT CARDS	\$150.00	
							EXPENSES	\$2,368.00	
							BALANCE	\$53.14	



Wood County Commission Agenda

5/30/2013

1 Court Square, Suite 203
Parkersburg, WV 26101

10:00 AM	Administrator's Report	Marty Seufer, County Administrator
	Discuss additions and changes to Standard Operating Guidelines – Incident Dispatch Team, Mobile Command Vehicle and Emergency Medical Dispatching	Randy Lowe, Director – E-911 Telecommunications Center
	Consider appointing a special counsel to collect delinquent personal property taxes	
	Discuss and consider animal control options	
	Consider funding request for Juvenile Drug Court	Family Court Judge Darren Tallman and Judy Stephens, Juvenile Probation Office
	Consider request for street sign for N. Marie Street	Suzy Howell, resident
	Discuss and consider purchasing policy	
	Appoint Amy File to the Wood County Parks and Recreation Commission	
	County Commissioners' Reports	
	Consider request from Tax Office in regard to uncollectable funds prior to 2009	

Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

5/30/13
70/294

MAY 30, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION APPOINTED AMY FILE TO THE
WOOD COUNTY PARKS AND RECREATION COMMISSION
(MOUNTWOOD PARK).

ORDER

On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and made unanimous by Stephen Gainer, appointed Amy File to the Wood County Parks and Recreation Commission (Mountwood Park). Said appointment is pursuant to an Order appearing in Order Book 51, at Page 433 and bearing the date of April 1, 1991, dealing with the procedure policy for appointments to Boards and Authorities. Ms. File's term will expire December 16, 2015.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

A/1116

5/30/13
70/295

MAY 30, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA


IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
DONATION OF \$5,000.00 TO THE JUVENILE DRUG COURT.

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 the donation of five thousand dollars and zero cents (\$5,000.00) to the Wood County Juvenile Drug Court to be used in their program. Said donation will be paid out of the General Fund Lottery Line Item of the County upon the request for said funds.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2392-A

5/30/13
70/294

MAY 30, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
SHERIFF'S TAX OFFICE TO RELEASE UNCOLLECTABLE
FUNDS.

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 the write-off of seven hundred fifty-three dollars and sixty cents (\$753.60) in uncollectable funds prior to 2009. Said write-off was made upon the request of the Wood County Sheriff and upon the recommendation of the West Virginia State Auditor's Office.

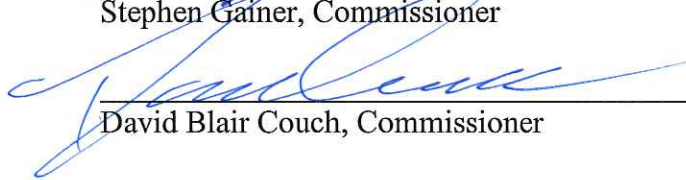
A copy of said uncollectable fund list is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2392-B

5/30/13
70/294

OFFICE
SHERIFF AND TREASURER OF WOOD COUNTY
K.D. MERRITT, SHERIFF
ROBERT TRANQUILL, CHIEF TAX DEPUTY
POST OFFICE BOX 1985
PARKERSBURG, WEST VIRGINIA 26102

304-424-1910

FAX 304-424-1958

May 20, 2013

Wood County Commission
Wood County Courthouse
Parkersburg, WV 26101


To The Honorable Wood County Commission:

The following list of returned checks totaling \$753.60 are uncollectable funds prior to 2009.

We respectfully request that you write off this expense so the Sheriffs Tax Office may release them from the daily cash total; as per the recommendation of the West Virginia State Auditor's Office.

*Louetta Wilson \$167.20
Catherine C. Thiele \$99.18
Vicki D. Gray \$112.97
Valetta Nicholson \$187.01
Melissa Riffle \$142.97
Bryan E. Shultz \$44.27*

We appreciate your consideration for this matter.

Respectfully,

K. D. Merritt
Sheriff of Wood County

7007 601
204 662

Refid 10/3/01

MRS. M. R. CARPENTER
OR MARY FRANCES GANDY
408 CRIDER DR. 833-5709
BROOKHAVEN, MS. 39601

OCT 01 2001 2471

85-103/653

PAY TO THE ORDER OF S. J. Greiner, Sheriff Wood County \$ 99.18

Ninety-nine and 18/100 DOLLARS

9202494215 0215 0263 00 09-24501

Trustmark National Bank Brookhaven, MS

MEMO: Tapes

Catherine C. Thiele

180 3520 371

00653010321 0047289601 000000099481

RE 2001 42980

cert letter 10/4/01

cert letter refid 10/9/01

Patsy. Bob. #33-4771

7099 3400 0001 1617 1377

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only, No Insurance Coverage Provided)

Article Sent To:

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Name (Please Print Clearly) (to be completed by mailer)
CATHERINE THIELE
408 CRIDER DR BROOKHAVEN MS
City, State, ZIP+4

PS Form 3800, July 1999 See Reverse for Instructions

41000014*
/12/2007
12318835

LEGAL COPY of
check. You can use it
the way you would
original check.

06/11/2007
012006151900210
000008151900210
0000004400

Vicki D. Gray
611 Lulu Street
Parkersburg, WV 26101
304-422-5618

041D

P250093

DO NOT REDEPOSIT
June 8 2007
Date

1888
58-78532432

Pay to the
Order of

KD Merritt, SWC

One hundred twelve and 97/100

RETURNED UNPAID BY
CORPORATE ONE
COLUMBUS, OHIO
INSUFFICIENT FUNDS

 **OhioValley**
A COMMUNITY CREDIT UNION
52775 Boston Hill Road • Clarington, Ohio 43915

Vicki D Gray

For

⑆243278534⑆79900585091⑈

1888

LIBERTY

supp 13152 19.05

IN THE MAGISTRATE COURT OF WOOD
NOTICE TO APPEAR

COUNTY, WEST VIRGINIA

VS.

K D MERRITT

VICKI D GRAY

To:

K D MERRITT
P O BOX 1985
PARKERSBURG

WV 26102

Case No.

07M-0003939

8/14/07 paid

WORTHLESS CHECK

You are hereby notified that a hearing in the above-styled case will be held on the
14 th day of January , 2008, at 8:45AM, before Magistrate PURKEY
at the WOOD County Magistrate Court, whose address is:

208 AVERY STREET
PARKERSBURG

WV

Dated: 30 th October, 2007

Rall Vendl
Magistrate Court Clerk or Assistant

(See information on reverse)

SCA-M1010C / 11-88

*To make payments to Mag Ct.
or lose drivers license per - hearing*

2001
 SUPP # 156249
 # 2AA971

VALETTA NICHOLSON
 WVDL E341217
 4407 9TH AVE
 PARKERSBURG, WV 26104
 PH. 304-615-9881

RESURRECTION
 MAR 20 2003
 PAID
 10-2507442
 0713
 DATE 3-13-03

PAY TO THE ORDER OF S.F. GREINER, S.W.C.

One hundred-eighty-seven 01/100 DOLLARS \$187.01

PEOPLES BANK, N.A.
 MARIETTA, OH 43260
 WITH OFFICES IN ATHENS, OH
 FAIRFIELD, LICKING
 MEIGS AND WASHINGTON COUNTIES

MEMO 2AA 971 Valetta Nicholson

⑆044202505⑆00000002135477⑈0713⑈00000187⑈

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called 4/22/03 not in
 phone temp service

Phone is temporary out of service
 Picked up 3/28/03
 Cert Letter 3/29/03

warrant
 4/24/03

7099 3400 0021 1605 8456

U.S. Postal Service
CERTIFIED MAIL RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

Article Sent To:

Postage	\$	Postmark Here
Certified Fee		
Return Receipt Fee (Endorsement Required)		
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Name (Please Print Clearly) (to be completed by mailer)
 VALETTA NICHOLSON

Street, Apt. No., or P.O. Box No.
 4407 9th AVE CITY

City, State, ZIP+4
 MAILED 3/28/03

PS Form 3800, July 1999 See Reverse for Instructions

Supp 2001 # 15424

Z 493 410 027

US Postal Service
Receipt for Certified Mail
 No Insurance Coverage Provided.
 Do not use for International Mail (See reverse)

Sent to	
BRIAN E SHULTZ	
Street & Number	
21 WARREN AVENUE	
Post Office, State, & ZIP Code	
PARKERSBURG WV 26101	
Postage	\$
Certified Fee	
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to Whom & Date Delivered	
Return Receipt Showing to Whom, Date, & Addressee's Address	
TOTAL Postage & Fees	\$
Postmark or Date	

PS Form 3800, April 1995

Retid 5/10/00
Cert letter

sted

Bryan E. Shultz Deniece R. Shultz 21 Warren Ave. Brierwood Parkersburg, WV 26101		COVERED BRIDGES		2069
Pay to the order of		Date <i>5/10/00</i> MAY 10 2000		
BANK ONE N.A. COLUMBUS, OH 43271		RETURNED NOT PAID UNLESS OTHERWISE MARKED MAY 17 09 \$ 44.27 dollars		
020056988		ACCOUNT CLOSED PAYMENT STOPPED CLOSING SIGNATURE UNCOLLECTED FUNDS OTHER		Security features included. Details on back.
for		<i>B. Shultz</i> 2069		
⑆044000037⑆ 0622685084⑆ 8900 20		⑆0000001427⑆		

© DESIGNER CHECKS - COVERED BRIDGES

1999 Supplemental tax # 117890

warrant 7/21/00

5/30/13
70/295

MAY 30, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THE
PURCHASE OF A ROAD SIGN FOR N. MARIE STREET.

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 the purchase of a road sign for N. MARIE STREET. Said sign was requested by Suzy Howell, 5012 Marie Street, Parkersburg, West Virginia.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2392-C

5/30/13
70/295

MAY 30, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION DID HEREBY AUTHORIZE THAT
A CONTRACT OFFER BE MADE TO THE HUMANE SOCIETY
OF PARKERSBURG.

ORDER


On this date, the County Commission of Wood County, upon a motion made by David Blair Couch, seconded by Wayne Dunn and passed, did hereby AUTHORIZE that a contract offer for animal control services be made to the Humane Society of Parkersburg. Said offer is for a fixed contract rate for a five (5) year period with the addition of the commission providing a truck to be utilized by the Humane Officers.

APPROVED:

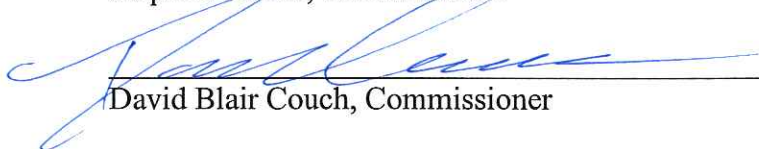
THE COUNTY COMMISSION OF WOOD COUNTY



Wayne Dunn, President



Stephen Gainer, Commissioner



David Blair Couch, Commissioner

M/2393-D

MAY 30, 2013

5/30/13
70/295

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

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

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 revisions and additions 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.

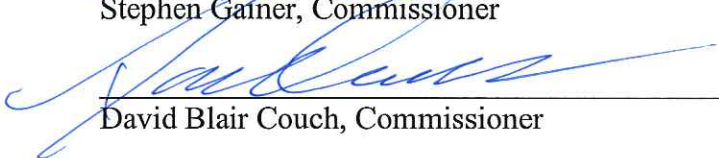
A copy of the Revised Standard Operating Guidelines is attached to this Order and should be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Gainer, Commissioner


David Blair Couch, Commissioner

M/2393-E

Chapter 11 Emergency Medical Dispatching

11.1 POLICY

- 11.1.1 Wood County Central Telecommunications Center has formally adopted the Associated Public Safety Officers Incorporated Emergency medical Dispatch as the Emergency Medical Dispatch (EMD) standard for our County. EMD services on medical aid calls should be provided; it is our overall department goal to provide this service when appropriate.
- 11.1.2 APCO EMD is designed to provide standardized medical protocols for the PST during patient assessment, the delivery of medical instructions and the determinations of appropriate response levels for our Fire and Ambulance resources. The EMD protocols are certified by the Wood County Central Telecommunications Center Medical Director. Effective and proper use requires the PST to draw from their experience and their good judgment to apply the correct protocols to a given set of circumstances.
- 11.1.3 The adoption of this program furthers Wood County Central Telecommunications Center continuing efforts to provide the highest quality patient care, in a cost effective and efficient manner for the citizens of Wood County.

11.2 APCO EMERGENCY MEDICAL DISPATCH (EMD) PROTOCOLS

- 11.2.1A flip chart card system and/or an Electronic Medical dispatch program containing protocols for Emergency Medical Dispatching shall be provided for each call taking and dispatch position.
- 11.2.2 This protocol system will provide Vital Point Questions and pre-arrival instructions.
- 11.2.3 The protocol system shall be logged into or the cards shall be kept on the dispatch consoles at all times.
- 11.2.4 The Wood County Commission, the Wood County Central Telecommunications Center and the Medical Director have approved the APCO EMD protocols.
- 11.2.5 The EMD protocols shall be followed on all incoming EMS-related emergency calls.

- 11.2.6 All medical instructions shall be given with specific attention to maintaining the patient's Airway, Breathing and Circulation (ABC's). Paramount in the EMD;s treatment shall be the adherence to monitoring the ABC's and responding with appropriate EMD questions and instructions based on the patient's sex, age and priority symptoms provided by the reporting party.
- 11.2.7 All medical instructions shall be given using the EMD protocols. The telecommunicator shall ask questions and provide the caller with instructions as stated verbatim on the cards. It may be necessary for the telecommunicator to change a word in the instructions to clarify or enhance the instructions for the reporting party. It is the responsibility of the telecommunicator to be familiar with all of the Chief Complaints and Pre-Arrival instruction Cards and their contents.

11.3 CALL-TAKING PROCEDURES

- 11.3.1 The telecommunicator shall, through basic call-taking techniques, determine the medical need based on the signs and symptoms being described by the reporting party, according to approved EMD protocols.
- Use a calm and confident voice
 - Ask questions one at a time
 - Be courteous, but firm
 - Be empathetic with reporting party
 - Explain what you are doing
 - Reassure the reporting party that help is being dispatched
 - Repeat and clarify information
 - Use repetitive persistence with a hysterical or difficult reporting party
 - Give directed actions with reason
 - The telecommunicator shall not be rude or use profanity
 - Above all else, do no harm
- 11.3.2 The telecommunicator shall refrain from asking any question or making any statement or judgment that will have the effect of (or may be construed as) intentionally offending, alienating, angering, or confusing the reporting party, causing a delay in dispatch or the provision of medical instructions.
- 11.3.3 The telecommunicator shall not allow past experiences or the reporting party/victim's age, sex, race, attitude, demeanor, sobriety or mental status affect the determination of appropriate response levels or the provision of medical instructions.

- 11.3.4 The telecommunicator shall process an incident within the time frames established by division performance standards. The telecommunicator shall inform the reporting party that help will be dispatched or has been dispatched (only if help has been dispatched).
- 11.3.5 The telecommunicator shall take sufficient time within the division standards, to obtain the accurate information necessary to dispatch appropriate EMS resources.
- 11.3.6 At no time shall instructions be given that may place either the reporting party or the patient into a known hazardous situation.
- 11.3.7 While in training, the telecommunicator shall not take any medical calls on their own. The trainee shall be tied into a certified EMD trainer, when a call for medical assistance is received, the trainer shall switch over and take over and EMD the call. If the telecommunicator is released to work on their own and they answer a call for medical assistance that is not from a healthcare facility, they are to instruct the caller to stay on the line and hand the call off to an EMD certified telecommunicator.

11.4 FOLLOWING MEDICAL PROCEDURES

- 11.4.1 The telecommunicator providing instructions shall follow the medical protocols, giving instructions appropriate to each individual call, avoiding freelance information unless it enhances and does not replace the written protocols.
- ~~11.4.2 The telecommunicator is obligated to continue providing medical instructions until a person of equal or greater medical training arrives on scene and is willing to take over patient care.~~

11.5 DIAGNOSES OF MEDICAL PROBLEMS

At no time shall the telecommunicator attempt to diagnose the patient's medical problem. And at no time shall the telecommunicator make statements that will have the effect of diminishing the level of perception of severity of the problem in the mind of the reporting party.

11.6 RELAYING MEDICAL ADVICE

At no time shall the telecommunicator provide medical advice or instructions to a reporting party when the EMS system has not been activated, or in place of medically approved protocols.

11.7 DOCTORS APPOINTMENT/TRANSPORTATION REQUESTS

If the reporting party/patient has a routine doctor's appointment and is requesting transportation to the physician's office, the reporting party will be referred to the telephone yellow pages to seek assistance from a private contractor. The telecommunicator shall not recommend a specified vendor for services.

11.8 CALLBACKS

If the telecommunicator was only able to dispatch a medical response from All Callers Interrogation Card, but not able to ask Vital Points Questions, nor provide medical instructions due to termination of the call, the telecommunicator is not required or obligated to initiate a callback to a reporting party to offer medical instructions.

However, re-contacting a reporting party to offer medical instructions is allowed and encouraged if the telecommunicator determines that the circumstances warrant such action. Callbacks shall be permitted when it does not compromise the ECC operations, and does not place either the reporting party or the patient in a hazardous situation.

11.9 SPECIAL RELATIONSHIPS

A special relationship is an expressed or implied promise that establishes a situation of dependency for conduct over which the telecommunicator has no control. The telecommunicator shall not become involved in such a relationship with any reporting party with regard to time element, level of care, or anticipated outcome.

11.10 INTERROGATION

11.10.1 In addition to the information outlined for call processing, the telecommunicator shall always ask the following questions of the caller:

- What's the problem?/What happened?: (the chief complaint)
- How old is the patient? (approximate if necessary)
- Is s/he the patient conscious?
- Is s/he the patient breathing normally? (If patient is not conscious)

11.10.2 All attempts to obtain All Caller Interrogation and Vital Points Question information from the caller will be made by utilizing good communication techniques and reading the questions exactly as written in the protocol.

11.10.3 If the initial pre-structured questions are not understood, or an appropriate answer is not initially provided by the caller, the telecommunicator may re-phrase the question in an appropriately clarified form.

- a. Questions may only be omitted if the answer is obvious or has already been clearly provided. However, questions that relate to the priority symptoms of altered level of consciousness, breathing problems, chest pain, and severe bleeding must be asked on every occasion on which they appear.
- b. Telecommunicators may alter the tense of questions to the first person in the event that the caller is the patient (that is "first party" calls).
- c. Status of consciousness, including "alertness" and "ability to talk" may be inferred as obvious *when the caller is the patient*.

11.11 EMD ALL CALLER INTERROGATION PROTOCOLS

Primary Interrogation

- a. The telecommunicator shall ask the questions on the All Caller Interrogation Protocol, unless the reporting party spontaneously provides the answer.
 - The telecommunicator shall obtain the location of the emergency and the telephone number the reporting party is calling from in a timely manner.
 - Questions numbered five (5) through seven (7) shall be read verbatim from the protocol. Reasonable variations to these questions are limited to identifying the patient, only after the question is read verbatim.
- b. If the patient is not breathing, or if the reporting party is uncertain if the patient is breathing, the telecommunicator shall send a maximal response for dispatch immediately. After emergency response has been dispatched, the telecommunicator shall then continue with the secondary interrogation from the appropriate Chief Complaint Card.

11.12 EMD CHIEF COMPLAINT PROTOCOLS

The Chief Complaint Cards shall be utilized by the telecommunicator after the All Callers Interrogation is complete. There are thirty-four (34) Chief Complaint protocols. Each card consists of Vital Points Questions, response determinants, pre-arrival instructions, and short report information. It is possible that the telecommunicator may need to refer to additional Chief Complaint Cards in order to correctly address the priority Symptoms.

11.12.1 Vital Points Questions

Every Chief Complaint Card lists case-specific Vital Points Questions. The answers are used to assign a response determinant level. After asking the Vital Points Questions, the telecommunicator shall choose the correct determinant level, and note the level in the incident card.

- All questions must be asked, unless the answer is absolutely obvious or is spontaneously provided by the reporting party, until a dispatch criteria / priority is reached.
- Additional questions may be asked only to clarify answers obtained. Enhancement of the written questions is allowed, but not as a replacement of the written questions.

11.12.2 Minimum Information required for Dispatch

The following shall be regarded as the minimum information to be provided to all responding personnel:

- The location of the incident
- The age of the patient (approximate if necessary)
- The status of consciousness
- The status of breathing
- Scene safety information (if applicable)

11.13 EMD GLOSSARY OF TERMS CARDS

The Glossary of Terms Cards contain relevant information that has been extracted from medical literature for quick reference by the telecommunicator. Generally, the Glossary of Terms Cards are not used when the telecommunicator is on the telephone with the reporting party.

11.14 EMD PRE-ARRIVAL INSTRUCTIONS (PAIs)

11.14.1 PAIs shall be provided directly from the scripted text listed on each PAI Panel Protocol Script. The telecommunicator giving PAIs will follow the script, avoiding freelance information, unless it enhances and does not replace the written protocol scripts.

11.14.2 PAIs shall be provided to the caller whenever possible and appropriate to do so. When it is not possible or appropriate due to the increased emergency activity, a notation should be made on the incident card.

11.14.3 Whenever possible, the telecommunicator receiving the call should provide the PAIs themselves.

11.14.4 Should the workload of the CTC require it, (e.g. as a result of unanswered incoming 9-1-1 or other emergency telephone calls, or high priority radio traffic), the telecommunicator MUST apply the "Emergency Rule" and temporarily suspend the provision of PAIs to callers during this time. This is vital in order to ensure the safe and effective operations of the CTC for all individuals requiring its services. Should unanswered 9-1-1 or emergency telephone calls, high priority radio traffic or other vital operations require it, telecommunicators shall place the callers receiving PAIs on hold, giving a reason for the necessity of doing so, advising the caller not to hang up and assure the caller that they will return to the call as soon as possible. Once it has been deemed that the incoming is not an emergency or the activity in the CTC stabilized, the telecommunicator should immediately return to the caller on hold.

11.14.5 If, after placing the caller receiving PAIs on hold, the telecommunicator determines that the incoming emergency telephone call or the increase of activity in the CTC will require a lengthy time delay to the caller, the telecommunicator shall return to the caller on hold, briefly explain the circumstances, but maintain the caller on hold. The suspension of providing the additional PAIs shall be documented on the incident card.

11.15 RELAY OF INFORMATION TO RESPONDING UNITS

11.15.1 The following items shall be regarded as the minimum information to be provided to all responding personnel.

- The location of the incident
- The Chief Complaint
- The age of the patient
- The status of consciousness
- The status of breathing
- Scene safety information (if applicable)

11.15.2 Should additional information become available to dispatchers after responders have been dispatched, but prior to their arrival on scene, it should be relayed to the responding units. Additional information may result from a change in the patient's condition during administration of the PAIs or after a second call on a case has been received.

11.15.3 Do Not Resuscitate

Wood County EMS agencies, in accordance with West Virginia State Law has implemented a Do Not Resuscitate (DNR) policy for the purpose of instructing on scene EMS personnel to forego resuscitation attempts in the event of a patient's cardiopulmonary arrest. The Do Not Resuscitate card will be issued and signed by the patient's physician. The card should be bright pink and is normally posted with the patient.

- The existence of a DNR shall not prevent the telecommunicator from conducting caller interrogation, determining response level, dispatching emergency equipment or providing medical instruction.
- The existence of a DNR shall be relayed to responding units.

11.16 REFUSAL OF SERVICE/CANCELLATIONS

11.16.1 The telecommunicator is responsible for accurate documentation each time the EMS system has been activated. Any assistance refused by the reporting party prior to or after the request for medical assistance or the dispatch of medical units must be noted.

11.16.2 Refusal of assistance prior to dispatch

- a. If it is determined that the reporting party is only seeking medical advice, the telecommunicator shall ask the appropriate Vital Points Questions to clarify if the need is of an immediate life-threatening nature. At no time shall the telecommunicator provide only medical advice to the reporting party.
- b. If it is determined that the reporting party does not want medical assistance, the telecommunicator shall ask the appropriate Vital Points Questions to clarify if the need is of an immediate life-threatening nature. The telecommunicator shall send appropriate help any time the reporting party presents priority symptoms. Based on the reporting party's answers to the Vital Points Questions, and the absence of any priority symptoms, the telecommunicator shall accept the patient's refusal.

11.16.3 Refusal of assistance after dispatch

- a. When medical units have dispatched and the reporting party advises that they no longer want or need medical assistance, the telecommunicator shall clarify if any priority symptoms exist. The

telecommunicator will not cancel appropriate help whenever the patient presents priority symptoms.

- b. In the absence of priority symptoms, the telecommunicator shall advise the responding units of the reporting party's request to cancel and state the reason for the request.
- c. In the event responding unit's cancel, the telecommunicator shall advise the reporting party that no medical help is responding. The telecommunicator shall obtain an acknowledgement from the reporting party regarding the cancellation whenever possible.

11.17 TELECOMMUNICATIONS DEVICE FOR THE DEAF (TDD) – EMD

- a. For medical calls requiring the use of a TDD, the telecommunicator shall obtain the All Callers Interrogation information. If there is not an unreasonable time delay utilizing the TDD, the Vital Points Question from the appropriate Chief Complaint Card shall be asked and the call for service dispatched and then the PAIs instructions provided. If there appears to be a delay using the TDD, the call for service will be generated using the All Callers Interrogation information only.
- b. The telecommunicator shall inform the reporting party via the TDD that help is being sent, then continue with the call interrogation. The telecommunicator shall use the TDD to ask the reporting party the All Callers Interrogations Questions and Vital Points Questions from the most appropriate Chief Complaint Card typing the instructions verbatim via the TDD.
- c. The telecommunicator shall confirm, via the TDD, that the reporting party understands that help is on the way. PAIs shall be offered to callers via the TDD when appropriate, possible and necessary.

11.18 TRANSLATION SERVICES – EMD

- a. Wood County Central Telecommunications Center has the resources to provide translation service under contract with Fluent Telephone Interpreting Service to provide a variety of languages. When warranted, the telecommunicator shall use a translation service to determine the nature of a request for service.
- b. For medical calls requiring the use of a translation service, the telecommunicator shall obtain the All Callers Interrogation and Vital Points Questions, as well as provide PAIs. Vital Points Questions shall be asked and PIAs shall be offered to callers via translator when appropriate, possible and necessary.

- c. The telecommunicator shall inform the reporting party via the translator, that help is being sent, then continue with the call interrogation. The telecommunicator shall use the translation services to ask the reporting party Vital Points Questions form the most appropriate Chief Complaint card reading the instructions verbatim to the translator
- d. The telecommunicator shall confirm, via the translator, that the reporting party understands that help is on the way.

11.19 QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT

11.19.1 Quality Assurance is an integral part of maintaining a professional and effective Emergency Medical Dispatch Program. To maintain a high level of service and to provide a means for continuously checking our system a Quality Improvement Unit (QIU) will provide the following functions:

- a. Call Review-The regular and timely review of at least seven to ten (7 -10) percent of the EMD cases per month will be an integral part of QA. This method of review ensures that telecommunicators are following protocols when providing medical instructions. The QIU will consist of all telecommunicators Qualities. The QIU's responsibility shall be to review each case focusing on the following:
 - 1. Processing time
 - 2. Basic call-taking skills
 - 3. Professionalism and courtesy
 - 4. Protocol compliance
 - 5. Case reviews shall be ~~done within two (2) weeks~~ completed within the month following the month of the telecommunicators taking the call.
 - For any month that a telecommunicator has a calculated score of 100% their number of calls to be reviewed will decrease by one call until no calls are reviewed for that telecommunicator for a month.
 - After one month of no calls being reviewed, the process starts back at the total number of calls being reviewed.
 - In order to maintain a review of 7 – 10 percent of calls, those telecommunicators that do not have a calculated

score of 100% shall have their number of calls increased by the offset number of calls.

6. When the case review and feedback have been completed with the telecommunicator, the case review form shall be kept in the telecommunicators' folder in the QA file in accordance with state retention laws.
7. When warranted, a copy of the tape shall be made and forwarded to the Medical Dispatch Review Committee for procedural determination or used for training purposes.

b. Quality Assurance Program – the following committees have been initiated to form the core of the EMD Quality Assurance Program:

1. Quality Improvement Unit (QIU) responsibilities

- Medical Case review
- Medical dispatch feedback, report review and analysis
- Primary EMD training and certification
- Continuing Dispatch Education (CDE)

2. The Medical Dispatch Review Committee (MDRC) consists of all QIU members and the Communications Director and the Medical Director. MDRC responsibilities:

- Protocol compliance enhancement
- Continuing Dispatch Education
- System study
- Medical dispatch policy revision

3. The Medical Dispatch Steering Committee consists of the Medical Director, Communications Director and Wood county Advisory Board Fire Departments and EMS representatives. MDSC responsibilities:

- Development of pre-planned EMS unit responses and modes
- Review and action on recommendations from MDRC

●—EMD training and certification

c. Training Requirements – Training will be provided in accordance with APCO EMD requirements. It is the telecommunicators' duty to maintain high standard and job proficiency in order to provide the best level of service for patient care.

1. EMD Certification

- Successful completion of the basic MPDS course
- CPR Certification (Adult, Child, Infant CPR, Obstructed Airway and AED)

2. EMD Re-Certification

- Completion of 24 hours of Continuing Dispatch Education every two years
- Successful completion of any re-certification testing required by the APCO EMD
- CPR re-certification every two years

11.20 QUALITY ASSURANCE CASE REVIEW AND COMPLIANCE TO PROTOCOL

- 11.20.1 The goal of quality assurance is always to correct deficiencies and encourage excellence. With this in mind, the Medical Director has set minimum compliance to protocol standards which are regularly reviewed by the MDRC for possible remediation of an employee's work habit as related to EMD.
- 11.20.2 The Medical Director has established that each telecommunicator shall maintain a minimum compliance to protocol of 85% for "total Protocol Compliance Score" calculating all cases combined for any given month. This compliance to Protocol score shall be calculated using the QI Summary report.
- 11.20.3 When compliance to protocol falls below the minimum standard, the EMD coordinator shall inform the MDRC Communications Director and further CDE and if deemed necessary by the communications Director, any remedial training shall be

performed as directed by the MDRC. In most cases, the remedial training related to an individual telecommunicator shall be triggered by concern for the individual's overall practice rather than by deviation from specified criteria in a single case. Emphasis shall be placed on education and modification of unacceptable practice patterns rather than on sanctions, but disciplinary action may be taken at the discretion of the Communications Director.

- 11.20.4 If compliance to protocol falls below 85% as established in this policy, the EMD Coordinator QIU shall whenever possible, perform 100% an increased number of case reviews of the individual telecommunicator for the following one calendar month. This 100% increased case review is to ensure that further unacceptable practice patterns have been modified through the education process.
- 11.20.5 If the Center's compliance to protocol score falls below 85% the Medical Director shall be notified by the MDRC.
- 11.20.6 For all new employees, whenever possible, the EMD-coordinator QIU shall review 100% an increased number of the trainee's cases while in training and for the first calendar month after the employee is released from training has been EMD certified.
- 11.20.7 The EMD Coordinator shall maintain all records documenting training and remedial education.

WOOD COUNTY MOBILE COMMAND VEHICLE OPERATIONAL PROCEDURES

I. Policy

Every employee of the Wood County Commission who is assigned or operates the Mobile Command Vehicle owned by the Wood County Commission shall be responsible for the proper use, control, care and protection of that vehicle, as well as the equipment assigned to that vehicle. Only properly trained county employees may operate the Mobile Command Vehicle.

II. Maintenance and Repair Records

Vehicle maintenance/repair records and monthly transportation sheets shall be kept and maintained by the OEM (Office of Emergency Management) or the 911 Director. Records will be maintained as long as the vehicle remains a part of the Wood County Commission fleet. The OEM or 911 Director shall be responsible for periodically reviewing these records for ensuring compliance with the standards of this policy.

III. Equipment and Supplies

Procurement of expendable supplies and equipment normally assigned to the Mobile Command Vehicle shall be the responsibility of the OEM or 911 Director. All requests for equipment or the replacement of equipment or expendable supplies are to be made to OEM or 911 Director at the time the need is established or determined.

IV. Routine Maintenance and Service Procedures

- A. The Mobile Command Vehicle shall undergo full service maintenance and weekly inspections which are to be performed every seven days.
- B. All full service maintenance and 90 day inspections are to be performed at the Wood County Maintenance Garage.
 - 1. The operator of the Mobile Command Vehicle shall immediately take the necessary steps to have the vehicle inspected and/or repaired when it is believed or determined the vehicle is experiencing operational problems associated with the mechanical, electrical, or suspension systems of the vehicle.
- C. Employees requiring maintenance and service at the Wood County Garage on the Mobile Command Vehicle shall complete the required

"Routine Vehicle Inspection and Maintenance Form" prior to the needed work being performed. The form shall be left on the dash of the vehicle, or hand delivered to the mechanic on duty.

- D. Upon completion of the required maintenance, Wood County Maintenance Garage personnel will return the form to the OEM or 911 Director.
- E. If the Mobile Command Vehicle is determined to be non-roadworthy by the Wood County Garage mechanics, it shall be taken out of active service until needed maintenance or repair is completed.
 - 1. Vehicles may be driven to a place of repair if authorized by Wood County Maintenance Garage personnel.

V. Outside Maintenance and Repair Services

- A. All determinations concerning the need for any specialized maintenance and repair work to be performed at a location other than the Wood County Garage shall be based on the judgment and decision of the Wood County Garage Mechanics. This determination is to be communicated to the OEM or 911 Director in a timely fashion prior to the time the vehicle is transported to an outside maintenance or repair business.

VI. Security of Property During Maintenance

- A. In all instances when the Mobile Command Vehicle is taken to outside service locations where the vehicle will be outside the immediate care, control, and custody of any employee, the employee shall also take the responsible action to remove or otherwise secure any other assigned equipment or valuables that should not be left unattended in the vehicle while outside their immediate custody and control. This will also apply when leaving the Mobile Command Vehicle at the Wood County Garage for extended periods of time.

VII. Vehicle Modifications and Alterations Prohibited

- A. In no instance shall an employee make any modifications or alteration to the Mobile Command Vehicle, which includes, but is not limited to, the electrical, mechanical or suspension systems. No employee shall install, or cause to be installed in the Mobile Command Vehicle, any electrical equipment purchased or procured with non-County funds or approval. This includes, but is not limited to:
 - 1. Radios, stereos, CB radios, CD player, or any item which

operates from an electrical source.

- B. Requests for installation of any type electrical equipment described previously shall be made in writing to the OEM or 911 Director.

VIII. Fuel Purchase:

- A. Purchase of fuel is limited to suppliers who honor any of the fuel or purchasing cards assigned to the Wood County Commission. Assigned fuel cards may be used only for the purchase of fuel and oil.
 - 1. Under no circumstances are Wood County Commission fuel cards to be used for the purchase of any of these items in any vehicle not assigned to the Wood County Commission or owned by the Wood County Commission.
- B. Receipts are to be secured and verified for accuracy on every purchase involving the use of Wood County Commission credit and must show:
 - 1. Date of purchase
 - 2. Location of purchase
 - 3. Items purchased
 - 4. Cost of items
 - 5. Total amount of sales transaction
- C. All receipts are to be submitted on a daily basis to the OEM or 911 Director.
- D. The OEM or 911 Director shall submit, or cause to be submitted, a "Monthly Report" which will reflect all fuel and oil purchases, maintenance and repair information, mileage, etc. This report is to be submitted on a monthly basis by no later than the 5th day of the month following the month in question.
- E. Each employee assigned a fuel card shall be responsible for the security and protection of each fuel card assigned for his/her official use.
 - 1. The loss or theft of any fuel card is to be communicated immediately to the OEM or 911 Director who shall take immediate action to provide for the cancellation of any lost or stolen card

IX. Routine Care and Inspection

- A. The operator of the Mobile Command Vehicle shall be responsible for the proper care and maintenance of the vehicle as well as the care and maintenance of all equipment assigned to the vehicle.
- B. The operator of the Mobile Command Vehicle shall be responsible for:
 - 1. Periodically inspecting tires for cuts, breaks or other factors that could cause tire failure.
 - 2. Periodically inspecting all tires for factory recommended tire inflation.
 - 3. Maintaining all fluid levels in accordance with factory recommended specifications.
 - 4. Periodically inspecting all vehicle lights to insure they are operational and working properly.
 - 5. Periodically ascertaining that all installed emergency equipment is operational.
 - 6. Keeping vehicle reasonably clean and polished.
 - 7. Removal of the ignition key and locking the vehicle when the vehicle is outside their direct and immediate control.
- C. The operator of the Mobile Command Vehicle shall immediately notify the OEM or 911Director in writing, through channels, regarding the damage or theft of any equipment assigned to the vehicle.

X Vehicle Accident Reporting

Driver Responsibility

The following action must be taken following an accident:

- 1. Stop immediately and assist any injured individuals
- 2. Protect the accident scene if necessary with road flares and cones
- 3. Call police or emergency services

4. Cooperate with law enforcement
5. Do not make any statement accepting responsibility for the accident
6. Do not sign any forms unless instructed to do so by police
7. Report accident to County Administrator as soon as possible
8. Request a police report be filled out for any accident in which the damages are estimated to excess \$250.00, or any injuries occurred.
9. If there is no police report filed, fill out the Wood County Commission Vehicle Collision Form as soon as possible and submit it to County Administrator
10. Notify OEM or 911 Director as soon as possible

Management Responsibilities

When a driver reports an accident, the details of the accident should be recorded. A copy of the accident report will submitted to the County Administrator who will contact the insurance agency. Records should be maintained for use in analyzing the accident to determine if changes are needed in the Fleet Safety Program.

Accident Investigation

Every accident should be reviewed by management to determine the cause and also to determine if the accident was preventable.

Wood County Incident Dispatch Team (WCIDT)

- 12.1 The role of the WCIDT is to function as part of the critical incident command team operating under the National Incident Management System. The WCIDT is a team of specially trained dispatchers of the Wood County E9-1-1 Center that are available for deployment to any large scale or otherwise significant incident. They will assist the Incident Commander and other command post personnel with on-scene communications, resource management, logistical support, documentation and various related tasks as dictated by the incident. The service provided by the WCIDT will enhance the abilities of the Incident Commander and also shift the workload of the incident away from the Wood County E9-1-1 Center.
- 12.2 The WCIDT can be activated upon a request by the Incident Commander, Emergency Management Director, 9-1-1 Director, and/or Wood County Commission to the Supervisor on duty at the Wood County E9-1-1 Center. The on duty Supervisor will then contact the Emergency Management Director, if the EMD is not already involved, if the EMD is not available then the Supervisor will contact the Emergency Management Deputy Director, if the EMDD is not available, then the 9-1-1 Director, and if the 9-1-1 Director is not available then the Supervisor will reattempt to contact previously listed personnel. Upon contact of the proper personnel, the on duty Supervisor will be instructed on whom to call out in order from the WCIDT call out list. An entry needs to be made on the CAD event throughout the process.
- 12.3 Participation on the WCIDT is an indefinite specialty assignment. The WCIDT members will be made up of Wood County 9-1-1 volunteers who have submitted a letter of interest with resume to the 9-1-1 Director. Acceptance into, participation on, and removal from the WCIDT shall be at the complete discretion of the 9-1-1 Director with consideration of the employee's skills, knowledge, performance record, availability, and level of professionalism.
- 12.4 The WCIDT, upon being called-out, will receive 9-1-1 Director approved compensation for the time spent on the incident with the minimum being 3 hours. Due to participation on the WCIDT being voluntary, there will be no compensation for just being available on-call. The WCIDT will officially be on the clock upon arriving at the event.
- 12.5 The WCIDT, by necessity, may have to respond by utilizing their personal vehicle. All traffic laws will be obeyed when responding to a WCIDT event.
- 12.6 Upon responding to an event, the WCIDT will be required to follow the Central Telecommunications Center of Wood County Standard Operating Guidelines and protocols. The WCIDT will be under the supervision of the current shift supervisor.

5/30/13
70/295

MAY 30, 2013

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: COUNTY PURCHASING POLICY

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 a purchasing policy to be instituted effective the first day of July, 2013 for all offices of Wood County. This purchasing policy supersedes all prior purchasing policies and purchasing card policies of the County Commission, including but not limited to those purchasing policies and purchasing card policies adopted on the 24th day of July, 2008; the 17th day of August, 2009; the 24th day of January, 2011; and the 10th day of February, 2011.

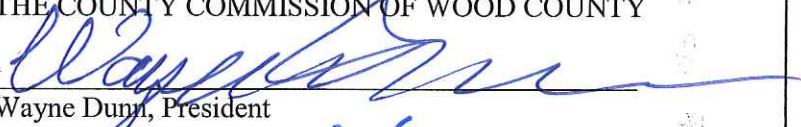
1. Purchases shall be made by the use of the County Purchase Order system. The County Commission recognizes that from time to time issues will arise that prevent the purchasing department from obtaining a purchase order prior to making certain purchases. In the event that circumstances require such a purchase, the purchasing department shall obtain a purchase order the next business day.
2. The County Administrator's office shall issue purchase orders upon the request of a purchasing department, provided that the purchasing department has adequate funds for purchases in amounts less than five thousand dollars and zero cents (\$5,000.00). Upon obtaining said purchasing order, the purchasing department may proceed with said purchase.
3. For purchases greater than five thousand dollars and zero cents (\$5,000.00), a request for a purchase order shall be made to the Wood County Administrator's Office. However, such purchases shall not be made until approved by the Wood County Commission. To encourage competition, the County Commission requests that pricing from three vendors be submitted with


each proposed purchase between five thousand dollars and zero cents (\$5,000.00) and fourteen thousand nine hundred ninety-nine dollars and ninety-nine cents (\$14,999.99).

4. The County Finance Office is authorized to make payment on invoices submitted by a purchasing department that meet the following conditions:
 - (a) The invoice is less than five thousand dollars and zero cents (\$5,000.00).
 - (b) The corresponding budget line item has sufficient funds.
 - (c) The invoice does not exceed the original purchase order by more than ten percent.
5. This purchasing policy shall not apply to travel and related expenses. Said expenses shall be in compliance with the Travel Policy.
6. The use of a County Purchasing Card is recognized as a form of payment. Purchases made using the Purchasing Card shall follow the purchasing policy.
7. Purchasing cards shall not be used for auction based websites. A single purchasing card shall be established through the County Administrator's Office for purchases on such sites using forms of payment such as Paypal and other similar forms of payment. Purchase orders and authorization for such purchases shall be obtained through the County Administrator's Office.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY


Wayne Dunn, President


Stephen Garner, Commissioner


David Blair Couch, Commissioner

M/2393-F