

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone:(304)269-8200
FAX: (304)269-2416
Email:lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
Bobby Stewart, President
Agnes Queen, Commissioner
Rod Wyman, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
MEETING AGENDA
TUESDAY, FEBRUARY 27, 2024**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order** (*action required*)
- 2. 10:00 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review two business days prior to the meeting date. (*action required*)

APPOINTMENTS

- 3.** **No Appointments Scheduled**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The February 22, 2024 Upshur County Commission meeting was canceled. The next meeting is scheduled for February 29, 2024. (*information only*)
- 5. Fire Department Annual Reports:** The Jackson's Mill Fire Department Annual Report is presented for review. (*information only*)
- 6. Weaver Roofing:** The Courthouse roof inspection for January 2024 is presented for review. (*information only*)
- 7. WV Public Service District Wireless E911 Subscriber Fee Disbursement:** Lewis County received \$187,073.03 in Wireless E911 Subscriber Fees for the months of October, November and December, 2023. The amount received for the previous three-month period was \$184,986.32. The amount received for this quarter last year was \$173,677.33. (*information only*)
- 8. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Board of Equalization and Review, Weston Rotary, Fire Board, Local Emergency Planning Committee, Board of Equalization and Review Minerals, WV Association of Counties Legislative call, WV Courthouse Facilities Committee, Lewis County Park Board, etc.

BUSINESS

- 9. Emergency Medical Services Salary Enhancement Funds:** The Commission will consider disbursement for both salary enhancement for EMS and for the PEER Support Group Development Coaching and Leadership Regional Crisis Response Team. The total check amount is \$143,763.21. \$18,181.81 must be used for crisis response. Emergency Services Director Taylor is requesting the remaining amount of \$125,581.40 be used for salary enhancement. *(action required)*
- 10. Memorandum of Understanding for Regional Crisis Response Organization Team:** Commission will consider the Memorandum of Understanding for the Regional Crisis Response Organization Team between the following political subdivisions; Randolph County, Lewis County, Upshur County, City of Weston, City of Buckhannon, and the City of Elkins. The goal is to optimize the crisis response funds designated through the Emergency Medical Services Salary Enhancement Fund that was distributed to counties for the sole purpose of providing care to emergency medical services personnel during a mental health crisis. Lewis County's portion of this fund is \$18,181.81.
- 11. Requisition for Wes Banco for Construction costs for the New E-911 Center:** The Commission will consider the approval of a requisition in the amount of \$201,873.06. *(action required)*
- 12. Lewis County Park Request to advertise:** Josh Hinchman, Park Director, requests to advertise for the summer positions of 3 Pool Managers, 20 Lifeguards, 5 Maintenance Employees, 10 Concession/Pool Aide/Front Office Staff, and one Activities Coordinator. *(action required)*
- 13. Software Systems Inc. Contract Renewal:** The Commission will consider the current contract renewal with Software Systems Inc. in the amount of \$4,668.62 for one year, or the purchase of a new system before the end of support on May 31, 2024. The exact amount of the new system is estimated to be between \$35,000. and \$45,000. *(action required)*
- 14. Safe Sites and Structures:** Commission will consider the findings, facts and conclusions submitted by all parties that were involved in the Safe Sites Hearing that was held on February 20, 2024 in relation to the property located at 2180 Old Rt. 33, Weston, West Virginia. *(action required)*
- 15. Time Sheets, Leave Requests:** Tina Helmick Sick Leave, Barbara Winans Annual Leave, David Reed Annual Leave, Joe Frazier *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

- 16. Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
- 17. Approval of Estates:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
- 18. Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
- 19. Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*

ADJOURNMENT:

20. With no further action being required by the Lewis County Commission the meeting will be adjourned. (action required)

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Agenda Items may require an executive session.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.
- Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
- Commissioners may participate and vote via conference call if two (2) commissioners are in attendance.

Additional Notices

Budget Reviews	February 27, 2024	11:00 am
Brownfield Grant Review	February 27, 2024	1:00 pm
LC Economic Development Broadband	March 5, 2024	1:00 pm

Jackson's Mill Volunteer Fire Department

50 Years of Protecting Our Community 1972 -2022

P.O. Box 103 Weston WV, 26452
Phone 304-269-5158 / Fax 304-517-1430

Date: February 14, 2024

Reason: Annual Reporting of Funds Collected As Per Section 4 of the Ordinance Authorizing Fire Companies to Charge Reasonable Reimbursement Fees. Enacted May 7, 2019

To: Lewis County Commission

From: JMVFD Chief/Treasurer Steven L Byers Jr

Commissioner's This Report is For Year 2023; Our Department was Alerted 279 times this past year. Two of the Collections that you see this Year were from Pending Payments on Year 2022 (Noted with Red Dates). As For this year we billed for services provided on 4 Alarms, 2 Alarms were Vehicle Accident related, 1 was a Vehicle Fire and the Last Alarm Billed was for a Traffic Control during a Spill Cleanup of Drill Cuttings from the Rig Working in our Area. This Spill was spread over a Large Area on Valley Chapel, Old Mill and Jackson's Mill Road. In This Case the Company Paid the Fire Department Direct so it was not ran thru the Normal Billing Agent.

JMVFD has continued with the Prior Agreement with Fire Rescue Billing LLC to submit and Handle the departments other billing. The Following is a List of Billing and Payments received for 2023.

Type of Alarm	Invoiced Amount	Payment Status	Payment Received	Fire Rescue Billing Fees	JMVFD Net	Time on Alarm / Expenses Incurred
05/27/22 Motor Vehicle Accident -2 Vehicles W/ Entrapment	\$2,260.78	Paid	\$2,260.78	\$339.12	\$1,921.66	2 Hours 23 Minutes \$210.78 Hazmat Supplies
12/08/2022 Commercial Vehicle Rollover - Hazmat	\$16,184.87	Paid	\$16,184.87	\$2,427.73	\$13,757.14	10 Hours 2 Minutes \$4,684.87 Hazmat Supplies
05/16/2023 Motor Vehicle Fire	\$1,065.00	Paid	\$1,065.00	\$159.75	\$905.25	47 minutes \$165.00 F500 Foam
05/20/2023 Motor Vehicle Accident 1 Vehicle Fluids Spilled	\$250.00	Paid	\$250.00	\$37.50	\$212.50	44 minutes \$22.90 Spill Cleanup Supplies
06/30/2024 Motor Vehicle Accident	\$1,200.00	Paid	\$1,200.00	\$180.00	\$1,020.00	1 Hour 2 mins \$21.50 spilled Fluid Cleanup
11/07/2023 Direct Traffic for Spill Cleanup for Gas Company	\$1,500.00	Paid	\$1,500.00	N/A	\$1,500.00	4 Hours 58 Mins Traffic Control
Totals	\$22,460.65		\$22,460.65	\$3,144.10	\$19,316.55	

If You Have Any Questions about this Report Please feel Free to Contact Me.

Chief Steve Byers Jr
304-641-6409
steve@wvsteweswelding.com



Replacement Windows. Sunrooms • Gutters
Decks. Soffit. Siding • Room Additions. Roofing

WVLic.#046713

95 Mere Drive
CLARKSBURG, WV 26301

Office: (304)622-0202

Fax: (304)622-0202

Lewis County Court House
110 Center Street
Weston, WV 26452

2/5/2024

Rick as discussed Norm Weaver Roofing would perform quarterly inspections of the roof. October 2023 inspections was good. January 2024 inspections was good.

Thank You,

Norman Weaver

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



February 15, 2024

Lewis County Commission
110 Center Avenue
Weston, WV 26452

SUBJECT: Disbursement of Wireless E-911 Subscriber Fees

Dear County Commissioner:

A check in the amount of \$187,073.30 representing a disbursement of Wireless E-911 subscriber fees will be mailed directly from the West Virginia State Auditor's Office. This amount is your County's share of the fees remitted to the Public Service Commission for the months of Oct, Nov and Dec, 2023. The next disbursement will be in three months.

I can be reached at our toll-free number, 1-800-344-5113, Extension 364, or direct at 304-340-0364, should you have any questions about the disbursement calculation or about the fees in general.

Sincerely,

A handwritten signature in black ink, appearing to read "Nathan Nelson".

Nathan Nelson
Budget & Finance Manager

NN:sc



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Office of Emergency Medical Services

Sheri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary

Matthew Q. Christiansen, MD, MPH
Commissioner & State Health Officer

Monday, October 30, 2023

The Honorable County Commission of Lewis County,

Re: Distribution of Funds from Emergency Medical Services Salary Enhancement Fund

I am writing to provide additional guidance surrounding the distribution of funds from the Emergency Medical Services Salary Enhancement Fund as provided in West Virginia Code of State Rules § 64-116-1 *et seq.*

The rule encourages the formation of crisis response teams by emergency medical services region through a collaborative approach amongst county commissions. In that regard, counties that have one or more members serving on a crisis response team are eligible to receive funding based on the formula specified in subsection 4.4.1 of the rule.

Relating to the distribution of salary enhancement funds, if a county has more than one ambulance transporting agency, the county commission is responsible for distributing funds among these agencies. The distribution should be based on a percentage allocation determined by the 911 call volume of each agency. It is important to note that active EMS personnel are presumed to receive salary supplementation funds from their primary agency and it is encouraged, although not required, that salary enhancement funds be prioritized among those providers who have been employed by an agency for six months or longer to encourage retention.

Finally, counties that receive funds in accordance with this rule need to complete and submit a post-fund distribution assessment that will be supplied at a later date. Failure to do so may result in disqualification from receiving salary supplementation funds in the following calendar year.

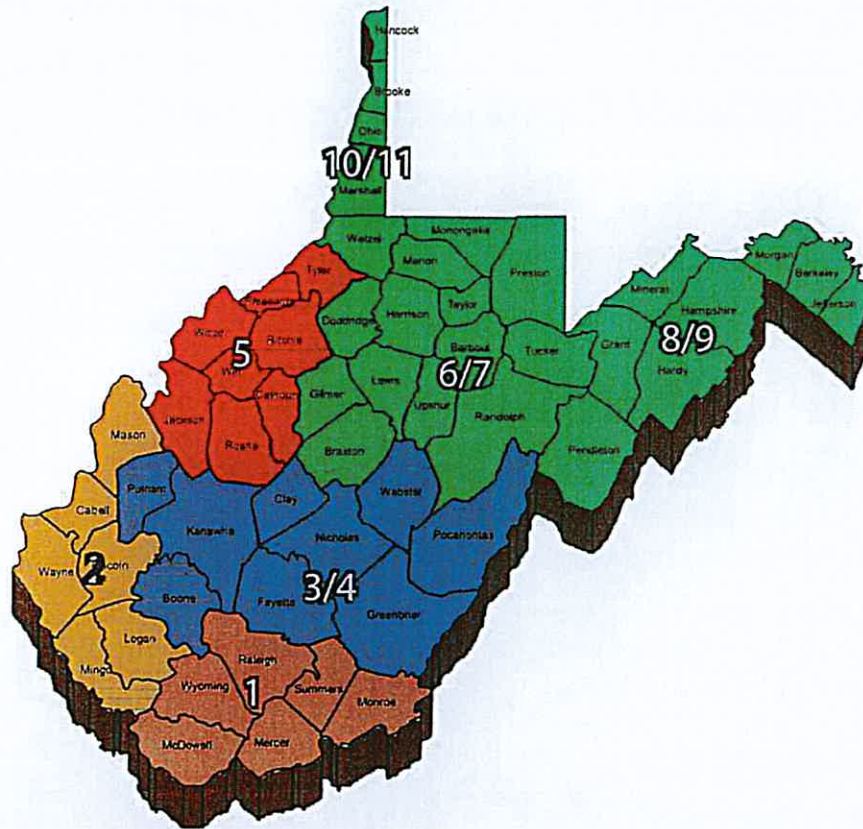
Thank you for your cooperation in ensuring a fair and equitable distribution of these funds. If you have any questions or require further clarification, please do not hesitate to contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read "JR", written over a light blue background.

Joseph Ratliff, BA, FP-C
Director
West Virginia Office of Emergency Medical Services

West Virginia Medical Command System



Region 1 - Regional Command
 Location: Raleigh General Hospital
 1-304-256-4374
 1-800-367-2690

Participating hospitals:
 Raleigh General Hospital

Region 2 - Huntington Medical Command
 Location: Cabell Huntington Hospital
 1-304-526-2314
 1-800-654-5767

Participating hospitals:
 Cabell Huntington Hospital
 St. Mary's Hospital

Region 3/4 - Charleston MedBase
 Location: CAMC General Hospital
 1-304-388-6002
 1-800-346-4206

Participating hospitals:
 CAMC General Hospital

Region 5 - Medical Coordination Center
 Location: Sutton MCC
 1-304-765-4500
 1-866-893-7266

Participating hospitals:
 Camden Clark Memorial Hospital

Regions 6/7, 8/9, and 10/11 - WVUH Medical Command
 Location: WVU Hospital
 1-304-598-4100
 1-866-244-5027

Participating hospitals:
 WVU Hospital
 Weirton Medical Center
 Wheeling Hospital
 Ohio Valley Medical Center
 Reynolds Memorial Hospital
 Wetzel County Hospital
 City Hospital

TOTAL OF INVOICE(S): \$143,763.21

VENDOR CODE: 000000211994

DATE: 02/09/2024

CHECK
DESCRIPTION

INVOICE
NUMBER

NET
AMOUNT

SALARY ENHANCEMENT AND CRISIS RESPONSE GRANT 2023

23SB73754041

\$143,763.21

Unless the VC code starts with MV, log on Vendor Self Service at www.wvoasis.gov. If you need additional payment detail, Please contact NANCY GRAY, 304-352-6664.

STATE CAPITOL CHARLESTON

Learn more about the launching of your new State-wide accounting system (wvoASIS), visit us at www.wvoasis.gov

REMOVE DOCUMENT ALONG THIS PERFORATION

CTL# 39140748

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

State of West Virginia

STATE WARRANT # 1006909578

PAYEE LEWIS CO COMMISSION

02/09/2024

*****\$143,763.21**



Robert M. Manly

John B. McClellan

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston, WV 26452
Phone: (304)269-8200
Fax: (304)269-2416
Email: lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
BOBBY STWART
President
AGNES G. QUEEN
Commissioner
ROD WYMAN
Commissioner

MEMORANDUM OF UNDERSTANDING FOR REGIONAL CRISIS RESPONSE ORGANIZATION TEAM

This Memorandum of Understanding ("MOU") is made and entered into by and between the following political subdivisions, namely Randolph County, Lewis County, Upshur County, City of Weston, City of Buckhannon, and the City of Elkins, referred to as Parties.

RECITALS

WHEREAS, the Parties are members of the Regional Crisis Response Organization Team, which is dedicated to optimizing the crisis response funds designated through the Emergency Medical Services Salary Enhancement Fund and distributed to counties for the sole purpose of providing care to emergency medical services personnel during a mental health crisis by a trained designee; and

WHEREAS, Battalion 1 Consultants ("B1C") is a professional group that has partnered with First Responder Coaching (FRC) to deliver the required tools to develop a regional peer support group for all types of first responder agencies; and

WHEREAS, for B1C and FRC to complete this systematic process through phases, the Parties will need to cooperate and provide information to B1C and FRC to complete this work as requested.

NOW THEREFORE in consideration of the foregoing recital and mutual covenants contained herein, it is mutually agreed as follows:

1. The Parties agree to cooperate and provide information and documentation to B1C and FRC for their work and services in the completion of the objective.
2. Each Party shall designate a representative, affiliated with a first responder agency, who will be the contact person for B1C and FRC during the process of collecting the information and documentation.
3. Each Party shall designate an administrative representative responsible for duties such as acting as a document repository, maintaining a list of active peers, coaches, and future participants; and processing invoices for that party. This representative will be responsible for assuring funds are utilized as outlined in WV Code §16-4C-25, 64CSR116, and other applicable provisions of state and federal law.
4. B1C and FRC have provided a fee schedule with their proposal. The parties, more particularly the Counties involved, agree to utilize the crisis response funds designated to their respective county

(\$18,181.81) and acknowledge that by signing this MOU, are not obligated to appropriate additional funding unless approved in writing. Appropriations by the respective municipalities will be considered once the crisis response funds have been fully expended.

5. Unexpended funds appropriated through the Emergency Medical Services Salary Enhancement Fund for crisis response services will be utilized for the continuation of the program. This includes continuing education, supplies, and other expenses relating to the crisis response objective identified by the parties.
6. The parties understand future funds will need to be committed to continuing the program. Should funding through the Emergency Medical Services Salary Enhancement Fund terminate, the funding mechanism will need to be reviewed by each party and then discussed as a group before incurring additional expenses.
7. Additional counties may be incorporated into this agreement with the execution of an Addendum that incorporates all terms outlined in the initial MOU.
8. The parties all agree to submit a County Questionnaire Form (Appendix A 64CSR116) before August 1 of each year, as required by 64CSR64-116-4.

IN WITNESS WHEREOF, this MOU is made and entered into by the Parties who have signed below as of the date indicated.

---End---

Signature _____

On behalf of the Lewis County Commission

Print _____

Title _____

Designated First Responder Point of Contact:

Name: _____

Email: _____

Phone: _____

Designated Administrative Point of Contact:

Name: _____

Email: _____

Phone: _____

From: jhinchman lewiscountywv.org
Sent: Tuesday, February 20, 2024 2:47 PM
To: Tina Helmick; srogers lewiscountywv.org
Subject: Request to advertise

The Lewis County Park is requesting to advertise for 2024 Summer Employees. We will be advertising to hire 3 Pool Managers, 20 Lifeguards, 5 Maintenance Employees, 10 Concession/Pool Aide/Front office, 1 Activities Coordinator. Please let me know if you have any questions. Thank you

Joshua Hinchman
Director
Lewis Co Park
304-269-6599



23 South University Avenue, Morgantown, WV 26508

Phone (304) 292-2568 FAX (304) 292-9836

February 15, 2024

Lewis County Commission
Tina Helmick, County Administrator
110 Center Avenue
Weston, WV 26452

Dear Ms. Helmick,

You may soon receive a letter from IBM, if you haven't already, stating that your IBM system will soon reach "End of Support." This means that IBM hardware support with a "Service Extension" will be available with a surcharge. IBM has announced that this Extension will be available until December 31, 2025.

IBM is discontinuing normal hardware support of your AS/400 model as of **May 31, 2024**. Your software is up-to-date and can still be renewed as normal, but your hardware (8286-41A) will only be supported on a limited basis (I.E. the Service Extension).

Your 8286-41A serial number 7867B6X was installed in March 2018 and has a hardware and software contract that is due to expire on **March 9, 2024**, which is prior to the End of Support date.

Your contract can be renewed for one more year, giving you coverage until March 9, 2025. This will cost \$4,668.62. Beyond this date, IBM will only offer support through the end of 2025.

On the next page is an analysis of your actual cost of the hardware, IBM software, and IBM maintenance cost since your purchase in 2018.



23 South University Avenue, Morgantown, WV 26508

Phone (304) 292-2568 FAX (304) 292-9836

Multi-Year Cost Breakdown Analysis		
Initial System Cost	2018	\$36,547.00
Maintenance	2019	\$0.00
Maintenance	2020	\$0.00
Maintenance	2021	\$3,934.93
Maintenance	2022	\$3,977.00
Maintenance	2023	\$4,585.00
Total 6-year Cost		\$49,043.93
Total Yearly Average	2018 - 2024	\$8,173.99

A new system, equivalent but faster than your existing system, would cost between \$35,000 and \$45,000. It will include three years of maintenance, and therefore will not require any additional maintenance charges for the first three years.

We encourage Lewis County to take advantage of the cost savings of \$4,668.62 and acquire a new system instead of the one-year maintenance renewal. With a new system, you get improved technology, reliability, and speed.

If you prefer to renew your maintenance for another year through March 9, 2025, you should plan to order your new system by February 2025 so it can be implemented before your renewed maintenance contract is up. It will take about a month to order and install.

If you have any questions or need more information, please let us know.

Sincerely,

Samantha Alvarez
Software Systems, Inc.
samantha@softwaresystems.com