

# 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  
Rod Wyman, Commissioner  
Agnes Queen, Commissioner

## LEWIS COUNTY COMMISSION 110 CENTER AVENUE, 2ND FLOOR WESTON, WV 26452 MEETING AGENDA TUESDAY, OCTOBER 7, 2025

### 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*)

### No Appointments

### CORRESPONDENCE

3. **Upshur County Commission Meeting Agenda:** The October 2, 2025 Upshur County Commission meeting agenda is presented for review. The October 9, 2025 meeting is canceled. (*information only*)
4. **State Auditor's Training Seminar:** The West Virginia State Auditors office will provide training for all County and Municipal Boards and Authorities. The training is free and individuals can attend in either Charleston or Bridgeport. (*information only*)
5. **Lewis County Assessor Tax Revision:** John Breen shares a revision to the approved Lewis County Valuation Fund Budget for FY 2025-2026. (*information only*)
6. **Wrecker Services and First Responders Meeting:** Per West Virginia State Code §16-6-12 the Lewis County Commission will hold a mandatory wrecker service meeting on Tuesday, October 28, 2025 at 11:00 a.m. in the Lewis County Commission Meeting Room, 110 Center Avenue Weston, WV 26452. (*information only*)
7. **Grand Opening for Extreme Adventures:** The new mini-golf, ropes and zipline course grand opening will take place at the Lewis County Park 257 Smith Run Rd. Weston, WV 26452, on October 14, 2025 at 12: 00 p.m. (*information only*)
8. **Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Lewis County Extreme Adventures Meeting, Ireland

Community Meeting, West Virginia Public Health Committee, Grand Re-opening for Appalachian Oddities, Weston Neighborhood Watch, Trail Meeting, Homecoming Events, Career Day at Robert L. Bland Middle School, WVACO Fall Board Meeting, Town of Jane Lew Meeting, etc.

## **BUSINESS**

- 9. Commission Meeting Cancellation:** The Lewis County Commission will consider canceling the October 21, 2025 Commission meeting. *(action required)*
- 10. Time Sheets/Annual or Sick Leave Requests:** Barb Winans and Rick Stout- leave requests. *(action required)*

## **ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:**

- 11. Actions of the Clerk:** The Lewis County Clerk 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)*
- 12. Approval of Estates:** The Lewis County Clerk 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)*
- 13. 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)*
- 14. 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:**

- 15. 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**

WRECKER AND FIRST RESPONDER MEETING  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
TUESDAY, OCTOBER 28, 2025  
11:00 A.M.

## Upshur County Commission Meeting Agenda

Agenda packets are available electronically at [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php) or by request to the Upshur County Commission Office at 304-472-0535.

- Location: Upshur County Courthouse Annex  
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.
- Date of Meeting: October 2, 2025
- 9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• September 25, 2025
- 9:15 a.m. Upshur County CEO's – presentation of Proclamation declaring October 2025 as Breast Cancer Awareness month in Upshur County. \* Page 4
- 9:30 a.m. Second reading of an Ordinance Granting a Renewal Franchise to Cequel III Communications II, LLC, A Delaware Limited Liability Company doing business as Optimum, to Operate and Maintain a Cable System in the County of Upshur, West Virginia; and Setting Forth Conditions Accompanying the Grant of Franchise; Superseding All Previous Franchise Ordinances for the County Commission of Upshur County. Upon approval, a public hearing will take place on the 16<sup>th</sup> day of October, 2025 at 9:00 a.m. \* Pages 5-20
- 9:45 a.m. Lisa George, Amanda Posey and Deb Majeski - Presentation of services offered by Feed My Sheep.
- 10:00 a.m. Kimbra Wachob, E911 Communications Center Assistant Director –peer support group update.
- 10:30 a.m. Andy Teter, State of West Virginia Emergency Management Division IFLOWS Supervisor – Discuss the Integrated Flood Observation & Warning System program and opportunity for partnership.

### Items for Discussion / Action / Approval:

1. Discuss the James W. Curry Campground Dump Station project and review the proposed design drawings and construction documents prepared by E.L. Robinson Engineering. Authorize the publication of an Invitation for Bids.  
\* Pages 21-22
2. Approval and signature of a Service Contract with Cleveland Brothers to perform semi-annual service and annual maintenance service for the CAT D100 and Onan generators located at the E-911 Communications Center. The total cost for the 2026 agreement is \$5,754.88; the total cost for the 2027 agreement is \$6,044.88; and the total cost for the 2028 agreement is \$6,334.88. The agreement includes all parts, travel time, mileage and labor for two inspections each year. The Upshur County Commission has the right to terminate this agreement for any reason at any time. \* Pages 23-27
3. Review and consider accepting a quote from Discount Communications and Electronics to furnish two radios to be installed in the E911 vehicles in the amount of \$6,308.80. The expenditure will be paid from E911 funds. \* Pages 28-29
4. Approval of a Sworn Statement of Expenditures for the West Virginia State Auditor's Office for grants obtained by the Upshur County Commission. Per W.Va. Code §12-4-14, this document is required to be filed within two years of the end of the grantee's fiscal year in which the disbursement of state grant funds by the grantor was made. \* Page 30

5. Establish date and time for Trick or Treat outside of corporate limits. \*
6. Review and sign a letter addressed to the West Virginia Division of Rehabilitation Services offering the opportunity to operate vending machines within the Upshur County Courthouse Annex per *WV Code §18-10G-3*. \*  
Page 31
7. Consider the reappointment of Dennis Xander to the Upshur County Building Commission. If approved, the term will be effective November 11<sup>th</sup>, 2025 through November 10<sup>th</sup>, 2030. \*  
Page 32
8. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

#### **For Your Information:**

**(Certain Items May Require Discussion, Action and/or Approval by the Commission)**

1. Notification from the Office of the State Auditor of a training offered to members and staff of boards and authorities to learn about laws, regulations and reporting requirements for which they are responsible.  
Pages 33-34
2. Annual Compiled Financial Statements for the Adrian Public Service District for fiscal year ended June 30, 2025 and June 30, 2024. Documents available for review at 91 W Main Street.  
Page 35
3. Sheriff's Financial Statement for period ending August 31, 2025.  
Pages 36-37
4. Public Notices:
  - a) Newsletters and/or Event Notifications:
    - None
  - b) Agendas and/or Notice of Meetings:
 

• Council of the City of Buckhannon	October 2, 2025	Page 38
• Elkins Road Public Service District	October 7, 2025	Page 39
• Buckhannon-Upshur Chamber of Commerce	October 8, 2025	Page 40
  - c) Meeting Minutes:
 

• Enhanced Emergency Telecommunications Advisory Board	September 23, 2025	Page 41
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**\*Dates and times of monthly board meetings are viewable at:**

[www.upshurcounty.org](http://www.upshurcounty.org) -- Upcoming events are listed on the main page.

5. Appointments Needed or Upcoming:  
None

*\*\*\*If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or [chughes@upshurcounty.org](mailto:chughes@upshurcounty.org). Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. \*\*\**

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: [http://www.upshurcounty.org/agenda\\_and\\_minutes/index.php](http://www.upshurcounty.org/agenda_and_minutes/index.php)

#### **Tabled Items**

**(Certain Items May Require Discussion, Action and/or Approval by the Commission)**

Tabled from 9/25/2025 - Review a Resolution from the Upshur County Fire Board requesting the Commission to consider an increase in the Fire Protection Service Fees by the next ballot referendum, as provided in WV Senate Bill 872.

\*

Next Regular Meeting of the Upshur County Commission October  
16, 2025 --- 9:00 a.m.  
Upshur County Courthouse Annex

\*\*The meeting scheduled for October 9, 2025 has been cancelled.





## State of West Virginia

**Mark A. Hunt**  
State Auditor

Office of the State Auditor  
Local Government Services  
200 West Main Street  
Clarksburg, West Virginia 26301

September 23, 2025

Toll Free: (877) 982-9148  
Telephone: (304) 627-2415  
Fax: (304) 340-5090  
[www.wvsao.gov](http://www.wvsao.gov)

TO: ALL WEST VIRGINIA COUNTY COMMISSIONERS

We recognize some of our local boards and authorities are not aware of certain laws, regulations, and reporting requirements for which they are responsible. New standards are established, existing ones may have been changed, and the people who hold these positions of responsibility change as well. Therefore, the State Auditor's Office will once again be providing training to members and staff of boards and authorities created by municipalities or counties, free of charge. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m. Lunch is provided. Please make sure to register for the correct seminar for your position.**

Because we do not know what boards and authorities you have, we are asking you to please **forward this information** to the people in those positions. We will be providing these free training seminars at two different locations. Although they are free to attend, we are asking everyone to pre-register for our planning purposes.

Attendees will benefit from the sessions and can network with others in similar positions with similar concerns. The training we are offering has been designed to assist those on boards and authorities with skills and knowledge for adequate controls and oversight relating to the financial reporting and internal control process.

Enclosed you will find the registration form for these free training events. The order of the agenda has not been finalized; however, topics tentatively will include the following: Open Meetings; Excess Levies; Fraud Prevention; How to Use a Budget; Security for Public Deposits; and other need to know information presented as trivia. Please contact a member of our Local Government Services staff at [LGS@wvsao.gov](mailto:LGS@wvsao.gov) or 304-627-2415 if you have any questions.

**Please forward** the enclosed registration form and this letter to the boards and authorities.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ora L. Ash".

Ora L. Ash  
Deputy State Auditor



## 2025 State Auditor's Training Seminar for County and Municipal Boards and Authorities

State Auditor Mark A. Hunt, through his Local Government Services Division, is pleased to extend this invitation to the Annual Training Seminars for Boards and Authorities created by Counties and Municipalities during the months of October and November at two locations. **This is a full day of training. Doors open at 8 a.m. with the training from 9 a.m. – 4 p.m.**

City	Seminar Date	Location	Registration Deadline
Charleston	Wednesday, Oct. 15	Holiday Inn & Suites 400 Second Ave., South Charleston	Oct. 7
Bridgeport	Tuesday, Nov. 4	Best Western Plus 100 Lodgeville Rd., Bridgeport	Oct. 27

**Pre-registration is required. PLEASE REGISTER FOR ONLY ONE SEMINAR.**

*The fee has been waived, and we must receive your registration before the deadline to have available space as well as food and beverages. Lunch will be provided.*

If we do not receive an adequate response (more than 10 participants) for a particular location we may have to cancel the seminar for that location. If we must cancel the seminar we will contact you at the email address you provide below.

Return this registration form no later than the deadline for the specific seminar. Please feel free to make copies of this form for additional attendees. For questions concerning these seminars contact: Shellie Humphrey, (304) 627-2415, ext. 0304 Email: [LGS@wvsao.gov](mailto:LGS@wvsao.gov)

### Boards & Authorities (County & Municipal)

**FREE TO ATTEND, BUT YOU MUST REGISTER!**

**ONE NAME PER FORM PLEASE**

Name: \_\_\_\_\_ Board or Authority: \_\_\_\_\_

Email (required): \_\_\_\_\_

Telephone: \_\_\_\_\_ Position/Title: \_\_\_\_\_

ATTN: Local Government Services Div.  
B & A Training Seminar

EMAIL TO: [LGS@wvsao.gov](mailto:LGS@wvsao.gov)

\_\_\_\_\_**Charleston, Oct. 15**

\_\_\_\_\_**Bridgeport, Nov. 4**

**IMPORTANT:** If unable to attend after registering, please call 304-627-2415 or email [LGS@wvsao.gov](mailto:LGS@wvsao.gov) to cancel.





**Eric Nelson**  
Secretary of Revenue

**WEST VIRGINIA  
TAX DIVISION**

**Matthew Irby**  
Tax Commissioner

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September 25, 2025

Mr. John Breen  
Assessor of Lewis County  
Lewis County Courthouse  
110 Center Avenue  
Weston, West Virginia 26452

Dear Mr. Breen:

This letter acknowledges your request received on September 24, 2025 for a revision to the approved Lewis County Valuation Fund Budget for FY 2025-2026, this is the approval.

As this budget revision is less than 10% of your valuation fund, I have given final approval to increase your Refund/Reimbursement by \$6,304 (from \$0 to \$6,304), and subsequently increase your Reserved Capital Outlay by \$6,304 (from \$0 to \$6,304).

A copy of the approved budget revision is attached. It should be retained with your copy of the Valuation Fund Budget Document.

If I can be of further assistance regarding this matter, please feel free to contact me.

Sincerely,  
Deanna Sheets  
Chairman  
Property Valuation Training  
and Procedures Commission

DS/ct  
Attachment  
cc: Lewis County Clerk



Lewis County Assessor  
County Court House  
P.O. Box 706  
Weston, West Virginia 26452  
(304) 269-8205



John L. Breen  
Assessor  
09-15-2025

TO: CHAIRMAN, PROPERTY VALUATION TRAINING  
AND PROCEDURES COMMISSION

CC: Lewis County Commission

From: John L. Breen, Lewis County Assessor

To whom it may concern,

The Lewis County Assessor's Office received \$6304 for the sale of 2 used Nitros used for data collection. This money is currently in the Assessor Valuation Budget 382 Refunds/Reimbursements line item.

I will be moving this \$6304 to our Assessor Valuation Budget Equipment line 056-407-459.

See attachment of the Budget Revision Form.

Sincerely,

John L Breen, Lewis County Assessor

A handwritten signature in blue ink, appearing to read "John L. Breen", written over a horizontal line.

CHAIRMAN, PROPERTY VALUATION TRAINING  
AND PROCEDURES COMMISSION  
1124 SMITH ST RM 211  
CHARLESTON WV 25301  
FAX #: 304-558-1843

## REQUEST FOR REVISION TO APPROVED BUDGET

PERSON TO CONTACT  
REGARDING BUDGET REVISION

Name:	<b>John L Breen</b>
Phone:	<b>304-269-8205</b>
Fax:	<b>304-269-5723</b>

<b>LEWIS</b>
COUNTY
<b>110 Center Ave</b>
ADDRESS
<b>Weston, West Virginia 26452</b>
CITY STATE ZIP

## REVENUES:

ACCOUNT CATEGORY	(A)APPROVED AMOUNT	(B)DEBIT (INCREASE)	(C)CREDIT (DECREASE)	REVISED AMOUNT
299-Unencumbered Fund	88,000			88,000
336-Map Sales				0
365-Interest Earned				0
380-Approved Valuation				0
382-Refund/Reimbursement		6,304		6,304
				0
				0

Net Increase (Decrease) 6,304

## EXPENDITURES:

ACCOUNT CATEGORY	(A)APPROVED AMOUNT	(B)DEBIT (DECREASE)	(C)CREDIT (INCREASE)	REVISED AMOUNT
(101-110) Personal Serv				0
(211-240) Contractual Ser				0
(341-353) Commodities				0
(459) Capital Outlay				0
(459) Reserved Cap Out			6,304	6,304
(699) Contingencies				0
(966-977) Capital Projects				0

Net Increase (Decrease) 6,304

EXPLANATION OF HOW MONIES WILL BE SPENT (please specify by account category):

I am moving the money to ASSR VAL Equip  
056-407-459.0

PROPERTY VALUATION TRAINING AND PROCEDURES COMMISSION

9-24-2025

REC'D:

BY:

*Christina L Turley*

ASSESSOR'S SIGNATURE

DATE

*9-24-25*

Deanna Sheets

APPROVED BY CHAIRMAN, PVTPC

PLEASE NOTE: SUBMIT ORIGINAL TO CHAIRMAN "PVTPC"  
AND RETAIN A COPY FOR YOUR RECORDS

# COUNTY COMMISSION OF LEWIS COUNTY

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

September 30, 2025

Dear Lewis County Wrecker Services and First Responders:

Per West Virginia State Code §16-6-12, the Lewis County Commission will hold a mandatory wrecker service meeting on Tuesday, October 28, 2025 at 11:00 a.m. in the Lewis County Commission Meeting Room, 110 Center Avenue Weston, WV 26452. Attached for your review are the current operating guidelines and towing policy.

If you require additional information, please do not hesitate to contact our office. We look forward to seeing you.

Sincerely,

A handwritten signature in black ink, appearing to read "Bobby Stewart", is written over a horizontal line.

Bobby Stewart, President  
Lewis County Commission



# COUNTY COMMISSION OF LEWIS COUNTY

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**LEWIS COUNTY COMMISSION  
WRECKER AND FIRST RESPONDER MEETING  
110 CENTER AVENUE, 2ND FLOOR  
WESTON, WV 26452  
MEETING AGENDA  
TUESDAY, OCTOBER 28, 2025  
11:00 A.M.**

1. Call meeting to order
2. Introductions
3. Concerns
4. Policy review
5. Motion to accept policy
6. Dispatch of out of rotation services
7. Motion to adjourn

**LEWIS COUNTY COMMISSION**  
**LEWIS GILMER E911**  
**LEWIS COUNTY WRECKER POLICY**

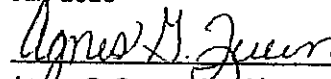
**SUBJECT:** Dispatch of Towing Services

**EFFECTIVE DATE:** July 30, 2019

**REVIEW DATE:** JULY 30, 2019

**AMENDS/SUPERCEDES:** July 2016

**APPROVED:**

  
\_\_\_\_\_  
Agnes G. Queen, President  
Lewis County Commission

**PURPOSE:** The purpose of this policy is for the most prompt, fair, equitable and effective response to request or dispatch for emergency towing services as per West Virginia Code §24-6-12.

**GUIDELINE:** It shall be the policy of the Lewis County Commission and the Enhanced Emergency Telephone System, commonly known as Lewis -Gilmer E-911, otherwise known as dispatch, to provide for the most prompt, fair, equitable and effective response to request or dispatch for emergency towing services.

1. Each public safety unit (otherwise known as Law Enforcement, Emergency Medical Services and Fire Service) operating in Lewis County that is requesting an emergency towing service shall:
  - a. Inquire of the owner/operator of the vehicle to be towed if said owner/operator has a preference of emergency towing service. If an emergency towing service is specified and located within Lewis County, said named service shall be requested through E-911 and require the owner/operator's signature. These signatures shall be kept on file with the Public Service Agencies. No out of county towing services will be contacted by E-911.
  - b. If there is no owner/operator preference, an emergency towing service from a list of approved towing services shall be requested on a rotational basis.
  - c. Exceptions: If a public safety unit or public unit is experiencing an unusual or exceptional emergency whereby there would be a direct threat to the health, safety or welfare of people or whereby greater property damage would in all probability occur, the requesting public safety unit or public unit may request emergency towing services that will provide the most prompt and effective emergency towing service.
  - d. The Lewis-Gilmer E-911 Dispatch shall maintain a written and/or an electronic logging system whereby each request for an emergency towing service shall be logged.
    - (1) Said logs shall be made available to the general public by appointment with the E-911 Director or designee.

- (2) Absent of an owner/operator request or public safety /public unit request, the Lewis-Gilmer E-911 Telecommunicator shall dispatch an emergency towing service in the most prompt, fair, equitable and effective manner using the approved rotation list.
- (3) Said records shall record: the name of the public safety/public unit requesting an emergency towing service; whether the request is an owner/operator request or public unit's request; the type of emergency towing service, i.e. large commercial transporter or regular passenger type tow; and other information as the E-911 Director may deem necessary.
- (4) Emergency towing services records shall be maintained at the E-911 Dispatch for three (3) years.
- e. Exception to rotation: If a wrecker agency was dispatched and returned and does not provide any type of service, the towing agency shall be put back into the rotation.

The Lewis-Gilmer E-911 shall dispatch request for wrecker service as outlined in the following guideline.

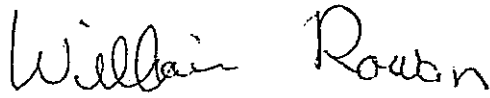
1. OWNERS AND OFFICERS REQUEST (including towing and car clubs):  
In the event of an owner/operator request or public safety /public unit request the telecommunicator shall use the owners request wrecker log form. The wrecker companies for Lewis County are listed at the end of this document. Only these in county wrecker companies will be called by dispatch. In the event that a wrecker service is not available, mark no and proceed to the next available. All spaces shall be filled out appropriately.
2. REGULAR PASSENGER TYPE TOWING:  
In the absence of an owner/operator request or public safety/ public unit request, the telecommunicator shall use the small wrecker/small rotation form. The wrecker companies for Lewis County are listed in rotation. In the event that a wrecker service is not available, mark no and proceed to the next available. All spaces shall be filled out appropriately.
3. LARGE COMMERCIAL TRANSPORTER TYPE TOWING:  
In the absence of an owner/operator request or public safety/ public unit request, the telecommunicator shall use the large wrecker/large rotation form. The wrecker companies for Lewis County are listed in rotation. In the event that a wrecker service is not available, mark no and proceed to the next available. All spaces shall be filled out appropriately.
4. EMERGENCY CALL OUT PROCEDURE BY AN AGENCY:  
In the event that a public safety unit on the scene of an unusual or an exceptional emergency, whereby there would be a direct threat to health, safety or welfare of people or whereby greater property damage would in all probability occur, the requesting public safety unit may request a Lewis County Towing Service that will provide the most prompt and effective emergency towing service. The public service unit shall advise dispatch which Lewis County towing service they need. In the event the public service unit fails to make a decision, dispatch shall use the rotational basis.
5. SERVICE CALL ROTATION:  
The service call/ motorist assist rotational system shall be used for flat tires/lockout/abandoned vehicles. The regular rotation shall be used for wrecks and DUI's.
6. NOTIFICATIONS:  
Responding Law Enforcement shall be notified of any and all requests.

7. LOGS AND RECORDS (Maintenance, viewing and disposal):

All wrecker logs and all records pertaining to Lewis County's policy on towing shall be maintained at the E-911 Center for a period of three (3) years of the posted date. Every three (3) years from the date enacted, the Lewis County Commission, along with all wrecker service and the E-911 Director shall consent to any changes that may be needed. The general public may view them by appointment with the E-911 Director or a designee. After three (3) years, any records pertaining to this procedure may be shredded and documented as such. Records for the past three (3) years shall not be shredded and/or destroyed until the meeting with all wrecker companies has taken place.

8. WRECKERS TO BE PUT BACK ON INTO ROTATION:

After being dispatched, if a wrecker does not provide any type of service, the wrecker agency shall be put back into the rotation. A line shall be drawn through the Agency to be skipped and documented why and by whose request and who has put them back into rotation.



William F. Rowan  
Lewis-Gilmer E-911 Director

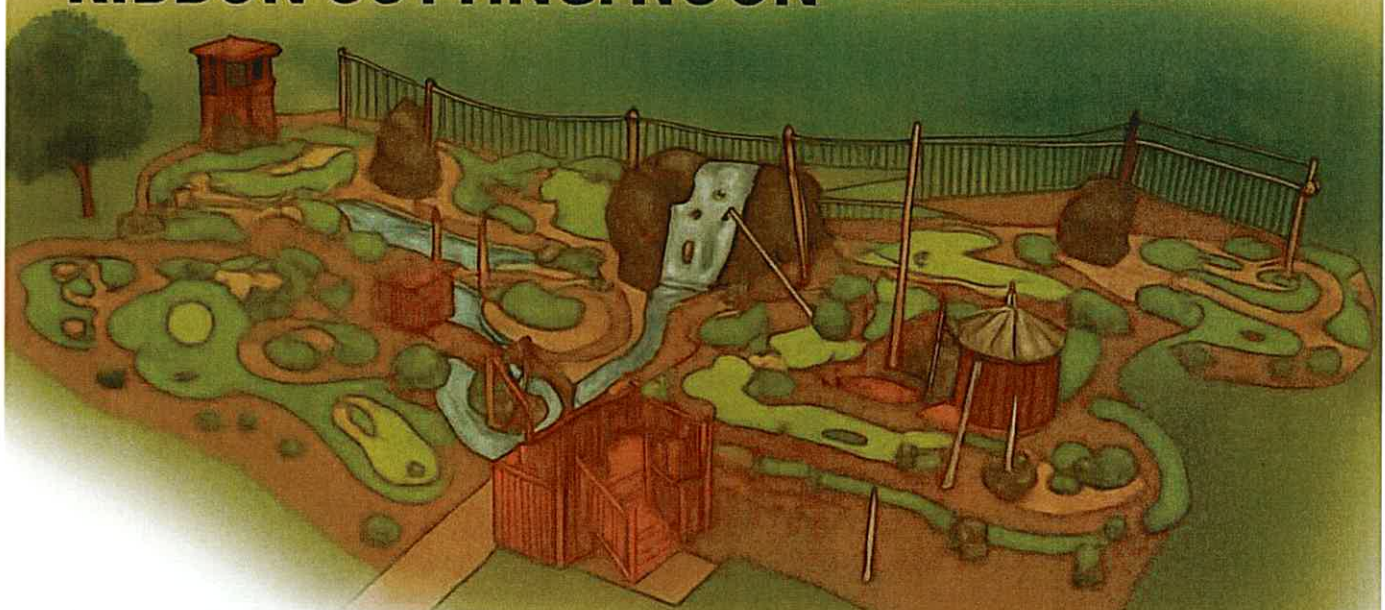
July 30, 2019



# GRAND OPENING!

## EXTREME ADVENTURES WEST VIRGINIA-THEMED MINI-GOLF, ROPES COURSE & ZIPLINE LEWIS COUNTY PARK

**TUESDAY, OCTOBER 14TH, NOON-10:00 PM**  
**RIBBON CUTTING: NOON**



- ▶ **MINI-GOLF** – Creative, WV-inspired holes for all
- 🚶 **ROPES COURSE** – Test your balance and bravery high above the ground.
- ⚡ **ZIPLINE** – Soar through the air for a thrilling view of the park.