

## 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: February 24, 2022

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance  
Approval of Minutes:  
• February 17, 2022\*

9:15 a.m. Laura Ward, Country Roads Transit FY 21 Report and Request for Continued Financial Assistance in FY 22

### Items for Discussion / Action / Approval:

1. Discuss the Upshur County Safe Structures and Sites Enforcement Board Petition for Order filed December 16, 2021 – Case Number 070821-02 (Banks Tax District – Tax Map 4 – Parcel Number 2) owned by the Estate of David Miller and consider Order Adopting Enforcement Agency Findings. This matter was previously discussed on January 20, 2022. \* Page 5
2. Memorandum from Tabatha R. Perry, Assistant County Administrator / DHSEM Assistant Director, requesting the appointment of Jeremiah McCourt, Upshur County Parks and Recreation Facilities Director, to the Mountaineer Trail Network Authority, effective immediately. Upon approval, Mr. McCourt will serve as the recreation industry representative for the remainder of the two-year term set to expire on June 30, 2022. \* Page 6
3. Memorandum from Tabatha Perry, Assistant County Administrator / DHSEM Assistant Director, requesting the appointment of Jeremiah McCourt, Upshur County Parks and Recreation Facilities Director as the County Commission representative on the Wes-Mon-Ty Resource Conservation and Development Board of Directors, effective immediately. Upon approval, his term will expire on June 30, 2023. \* Page 7
4. Correspondence from Sheriff Virgil D. Miller requesting the transfer of Brian McClain from part-time Court Security Officer to part-time Circuit Court Bailiff, effective February 27, 2022. \*

*Item may lead to Executive Session per WV Code §6-9A-4*

*Under separate cover*

5. Approval of Upshur County Youth Camp advertisement for seasonal positions. Positions include kitchen personnel, cleaning personnel, grounds keeping and/or lifeguards. Applications must be received before the close of business on March 18, 2022. \* Page 8

6. Approval of Revised part-time DHSEM Director Job Description\* Pages 9-12
7. Approval of advertisement for a part-time DHSEM Director. Applications must be received by 4:00 p.m. on Friday March 4, 2022. \* Page 13
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, Remote Work Request(s).

**For Your Information:**

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

1. Statewide Transportation Improvement Program (STIP) FFY 2020-2025 Program Amendment #8. Page 14
2. Correspondence from the Office of the State Fire Marshall announcing the approval of boundary changes that were requested by Buckhannon, Ellamore, Warren District and Washington District fire departments within Upshur County Page 15
3. Correspondence from Craig Presar, WVU Extension Agent, Upshur County Program Coordinator, inviting county stakeholders to a strategic planning session on Wednesday March 9, 2022. Pages 16-17
4. Upshur County Mileage Reports – January, 2022 Pages 18-26
  - Addressing and Mapping
  - Community Corrections
  - Dog Pound
  - Emergency Management
  - Maintenance
  - Sheriff
  - Upshur 911
5. Public Notices:
  - a) Newsletters and/or Event Notifications:
  - b) Agendas and/or Notice of Meetings:
 

• Upshur County Youth Camp Board	October 21, 2021	Page 27
• Upshur County Enhanced Emergency Telephone Advisory Board	February 22, 2022	Page 28
- Meeting Minutes:
 

• Upshur County Youth Camp Board	October 21, 2021	Pages 29-30
• Upshur County Fire Board Special Meeting	January 25, 2022	Page 31

## c) Meetings:

- 02/08/22 5:00 p.m. Elkins Road PSD
- 02/08/22 4:00 p.m. Hodgesville PSD
- 02/03/22 7:00 p.m. Banks District VFD
- 02/03/22 7:00 p.m. City Council of Buckhannon
- 02/03/22 7:00 p.m. Selbyville VFD
- 02/14/22 12:00 p.m. Upshur County Family Resource Network
- 02/14/22 4:30 p.m. Upshur County Solid Waste Authority
- 02/14/22 5:30 p.m. Buckhannon-Upshur Recreational Park Advisory Board
- 02/07/22 6:00 p.m. Lewis-Upshur Community Corrections Board – Upshur Co
- 02/08/22 7:30 p.m. Adrian VFD
- 02/03/22 6:00 p.m. Buckhannon-Upshur Board of Health
- 02/08/22 7:00 a.m. Upshur County Development Authority – Executive Board
- 02/08/22 12:00 p.m. Upshur County Senior Center Board
- 02/09/22 3:00 p.m. Upshur County Conventions & Visitors Bureau
- 02/08/22 7:00 p.m. Warren District VFD
- 02/03/22 3:00 p.m. Adrian PSD
- 02/09/22 3:00 p.m. Tennerton PSD
- 02/10/22 3:00 p.m. Upshur County Safe Sites & Structures Enforcement Board
- 02/10/22 7:30 p.m. Buckhannon VFD
- 02/14/22 4:00 p.m. Buckhannon Upshur Airport Authority
- 02/17/22 6:30 p.m. Upshur County Youth Camp Board
- 02/13/22 6:00 p.m. Washington District VFD
- 02/09/22 12:00 p.m. Buckhannon-Upshur Chamber of Commerce
- 02/16/22 4:00 p.m. Upshur County Public Library Board
- 02/18/22 10:00 a.m. Wes-Mon-Ty Resource Conservation & Development Council
- 02/15/22 6:30 p.m. Upshur County Fire Board, Inc.
- 02/22/22 3:00 p.m. UC Enhanced Emergency Telephone Advisory Board
- 02/09/22 7:00 p.m. Ellamore VFD
- 03/16/22 12:00 p.m. Lewis Upshur LEPC – Lewis Co.
- 02/17/22 6:00 p.m. Upshur County Farmland Protection Board
- 02/23/22 7:00 p.m. Upshur County Fire Fighters Association
- 02/09/22 6:00 p.m. Buckhannon River Watershed Association - Farm Bureau
- 02/28/22 10:00 a.m. Mountain CAP of WV, Inc.

## 6. Appointments Needed or Upcoming:

- Mountaineer Trail Network Authority (June 30, 2022) -- Industry representative
- Wes-Mon-Ty Resource Conservation & Dev. Board (7/1/2021 – 6/30/2023) -- County Commission
- Buckhannon-Upshur Parks & Recreation Advisory Board (June 30, 2023) – County Commission

*\*\*\*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 [trperry@upshurcounty.org](mailto:trperry@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. \*\*\**

## 7. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex on the following dates. For a detailed list of meetings, please contact Carrie L. Wallace at [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

- Monday, March 14<sup>th</sup> beginning at 9:00 a.m.
- Tuesday, March 15<sup>th</sup> beginning at 9:00 a.m.
- Wednesday, March 16<sup>th</sup> beginning at 9:00 a.m.
- Thursday, March 17<sup>th</sup> beginning at 1:00 p.m.
- Friday, March 18<sup>th</sup> beginning at 9:00 a.m.
- Monday, March 21<sup>st</sup> beginning at 1:00 p.m.

#### Tabled Items

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

Approval and signature of the revised Procedure to Dispatch Wrecker Services effective April 1, 2022. (tabled 2.17.2022 meeting)

[Pages 31-36](#)

Next Regular Meeting of the Upshur County Commission  
March 3, 2022 --- 9:00 a.m.  
Upshur County Courthouse Annex

UPSHUR COUNTY COMMISSION  
Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201  
*Equal Opportunity Employer (EOE)*

Telephone: (304) 472-0535  
Telecopier: (304) 473-2802

TDD Numbers  
Business: 472-9550  
Emergency: 911

January 27, 2022

David W. Bolyard Jr.  
124 Olen Thomas Drive  
Clarksburg, WV 26301

*Certified Mail with Return Receipt*

**Re: Petition for Order --- Case Number: 070821-02 (Estate of David Miller)**

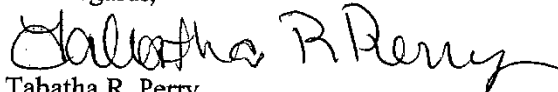
Mr. Bolyard,

A complaint was filed with the Upshur County Safe Structures and Sites Board in regards to David Miller's property located in Banks Tax District - Tax Map 4 - Parcel Number 2 on June 8, 2021. The County's Safe Structures and Sites Board sent correspondence in regards to the properties' condition on the following dates:

- July 13, 2021 --- Notice of Visit
- August 16, 2021 --- Notice of Required Action
- October 15, 2021 --- Extension
- November 15, 2021 --- Extension
- December 16, 2021 --- Petition for Order

After no progress was made in improving the condition of the property, the Safe Structures and Sites Board turned this case over to the Upshur County Commission. The Upshur County Commission reviewed photographs of the property taken on December 15, 2021 and the Petition for Order during a regularly scheduled Commission Meetings on January 13, 2022 and January 20, 2022. Per my conversation with Gloria Post, paralegal, on January 19, 2022, I informed the Commission of your intent as Administrator to sell the property. After discussion, the Commission voted to re-evaluate the status of the property after 30 calendar days. Therefore, the Petition for Order will be considered again during the Commission Meeting scheduled for February 24, 2022. If you have any questions or updates regarding the sale of the property, please contact our office at the number listed above.

Best regards,



Tabatha R. Perry

Assistant County Administrator / UCDHSEM Deputy Director  
Enclosures: WV Code, Ordinance

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INTEROFFICE MEMORANDUM

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TO: Upshur County Commission

FROM: Tabatha Perry, Assistant County Administrator 

SUBJECT: Mountaineer Trail Network Authority

DATE: February 22, 2022

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Commissioners,

I respectfully request the appointment of Jeremiah McCourt, Upshur County Parks and Recreation Facilities Director, to fulfill the remainder of the two-year term on the Mountaineer Trail Network Authority set to expire on June 30, 2022. Upon approval, Mr. McCourt will serve as the recreation industry representative, effective immediately.

Thank you for your consideration of this request.

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INTEROFFICE MEMORANDUM

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TO: Upshur County Commission  
FROM: Tabatha Perry, Assistant County Administrator / DHSEM Assistant Director  
SUBJECT: WesMonTy Resource Conservation and Development Board of Directors  
DATE: February 22, 2022

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Commissioners,

You currently have a County Commission representative vacancy on the Wes-Mon-Ty Resource Conservation & Development Board of Directors. After taking into consideration the goals and objectives of the Board, I respectfully recommend that you appoint Jeremiah McCourt, Upshur County Parks & Recreation Facilities Director, to serve as the County Commission representative. Pursuant to the Board's bylaws, this term is for a period of two years.

Thank you for your consideration.

## **Seasonal Positions Upshur County Youth Camp Facility**

The Upshur County Youth Camp Board is accepting applications for seasonal positions at the Youth Camp Facility located in Selbyville. Employment will commence in May and continue until early September with the exception of grounds keeping personnel who will begin in early April. Positions include: kitchen personnel, cleaning personnel, grounds keeping personnel and/or lifeguards. Individuals will be responsible to assist in the upkeep of buildings, grounds, operations of dining facilities and other duties as assigned. Individuals may obtain an application online at <https://www.upshurcounty.org>, from the Office of the Upshur County Commission located at the Upshur County Administrative Annex, 91 West Main Street, Suite 101, during the normal business hours of 8:00 a.m. until 4:00 p.m. or from Gregory Woody, Camp Director, located at the Upshur County Youth Camp Facility in Selbyville. Applications must be received at one of the following addresses on before the close of business on Friday, March 18, 2022.

Carrie Wallace, County Administrator  
Upshur County Administrative Annex  
91 W. Main Street, Suite 101  
Buckhannon, WV 26201

Gregory Woody, Camp Director  
Upshur County Youth Camp  
76 Youth Camp Rd  
Selbyville, West Virginia 26236

Please do not make phone inquires about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, age or handicap. Upshur County has established a drug free and tobacco free work environment.

Publish: 3/1, 3/3, 3/5, 3/8, 3/10, 3/12



## **Job Description**

### **Director of Emergency Management**

### **Upshur County Office of Emergency Management**

FLSA Status: ~~-PartFull-~~Time ~~HourlySalary~~ ~~Non-Exempt~~ Employee  
Prepared: July 20, 2015; Revised: May 11, 2017, February 25, 2022  
Prepared By: James T. Farrell; Revised by: Carrie L. Wallace

### **SUMMARY**

Coordinates activities of workers and volunteers engaged in preparing for or combating disaster situations and negotiates with civic and professional leaders to develop and implement emergency plans by performing the following duties personally or through subordinate supervisors or contractors.

### **Essential Duties and Responsibilities**

Include the following, while other duties may be assigned as directed by the Upshur County Commission or State Rules and Regulations.

~~Establishes mutual aid or other cooperative assistance agreements with~~Obtains cooperation of property owners, civic leaders, and professional groups ~~in providing~~to provide facilities, ~~equipment~~ and services for emergency preparedness.

Confers with business and governmental representatives to assist in local emergency planning.

~~Cooperatively r~~Reviews emergency plans to coordinate with changes in federal, state, or local policies and first responder capabilities.

Addresses interested civic, social, and ~~faith-based~~faith-based organizations to stimulate awareness of emergency preparedness activities.

Regularly attends various homeland security and emergency management related meetings as a representative of the county, including Local Emergency Planning Council (LEPC) and Enhanced Emergency Telephone Advisory Board (EETAB).

Directs inventory and control of emergency supplies and equipment, ~~writes grants and requisitions for needed materials,~~ and arranges or performs equipment maintenance.

Assists in providing warnings and survival information to communities before, during, and after community emergencies.

Directs activities of the Emergency Operations Center, including technical, clerical, and administrative staffs and assign paid workers or volunteers to duties during simulated or actual emergencies.

Reviews and recommends alterations in local emergency planning to coordinate with changes in economic character of community or region.

### **Supervisory Responsibilities**

Supervises a total of six to nine volunteers or employees on temporary assignment from the County Commission, Community Emergency Response Team (CERT), Community Animal Response Team, OEM Volunteers, and EOC Volunteers. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the National Incident Command System (NIMS), organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance and disciplining employees or volunteers; addressing complaints, resolving problems.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data.

Continuous Learning – Pursues at least the minimum amount of in-service training provided by the State and FEMA.

Job Knowledge – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current geopolitical developments and classified intelligence; requires minimal supervision; uses resources effectively.

Use of Technology – Adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; maintain situational awareness; and keeps skills, software, and equipment up to date.

Problem Solving – Employs the Incident Command System (ICS) planning – P when appropriate to identify and resolve problems, gather and analyze information using group led solutions to creating objectives and setting tactics with experts and expertise.

Project Management – Develops projects plans, coordinates, communicates, and documents projects and employs the Incident Command System when appropriate.

Communications – Uses common Public Information Systems and Joint Information Systems for keeping others adequately informed.

Oral Communication – Demonstrates group presentation skills and participates in meetings.

Written Communication – Effectively uses proper grammar and punctuation and presents numerical data efficiently.

Delegation – Delegates work assignments; sets expectations and monitors delegated activities.

Managing People – Includes staff and external leaders in planning, decision-making, facilitating and process improvement.

Acumen – Aligns assignments with strategic goals and tactical objectives.

Recruitment & Staffing – Presents a realistic view of the organization, analyzes and forecasts staffing needs, maintains a list of qualified staff and volunteers.

Cost Consciousness – Prepares a department budget, and works within that budget while developing and implementing cost saving measures where possible.

Strategic Thinking – Develops strategies to achieve objectives, identifies threats, and adapts tactics to changing conditions.

Adaptability – Able to deal with unexpected incidents.

Achievement Focus – Sets annual and longer term objectives, overcomes obstacles, and recognizes opportunities.

Personal Appearance – Dresses appropriately for the days assignments and conforms to grooming and sanitation standards for donning and wearing of personal protective equipment (PPE).

Dependability – During emergencies commits to long operational periods of work when necessary to reach objectives.

Judgment – Includes appropriate people in the Incident Command and Multi-Agency decision-making process to create a timely incident or event action plan.

Planning/Organization – Prioritizes and plans work activities; plans for resources; sets objectives; develops realistic action plans.

Safety and Security – Observes safety and security procedures; including both physical security and cyber-security; reports potentially unsafe conditions; uses equipment and materials properly.

## Qualifications

Education and Experience - Two or more years of college, technical school, other formal training or education, or combination thereof, plus ~~one-year~~one-year related experience in the emergency services sector or emergency management sector or five years experience in similar management or preparedness consulting services. Extensive knowledge of local, state and national laws as they apply to the field of homeland security and emergency management. Working knowledge of Upshur County geography and surrounding areas. Knowledge of law enforcement, fire and EMS services, policy and administration, including applicable legislation, authority, governing bodies, regulatory agencies and advisory organizations. General knowledge and experience with radio networks and communications equipment is preferred.

Language Skills - Ability to read and interpret Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS) manuals, guidance, reports, and common legal decisions. Ability to respond to inquiries and complaints from the public, including Freedom of Information Act (FOIA) requests. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to elected officials, public groups, and in shorter formats for social media.

Interpersonal Skills – Ability to establish and maintain effective working relationships with advisory groups, volunteers, commissions, elected officials, media, general public and organized labor groups.



Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs, pie charts, and other visual aids.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret extensive technical instructions, and deal with abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Inventory software; Contact Management systems; Database software; Project Management software; Spreadsheet software; Word Processing software; Human Resource systems; Internet software; Order processing software; Open-Source options and a general knowledge of hardware, networks, and back-up storage.

Certificates, Licenses, Registrations – Valid WV Drivers License, United States Citizenship, Clean Criminal History, NIMS ICS 100, 200, 300, 700 & 800 Advanced Incident Command (ICS-400) and all ICS pre-requisites, and, the FEMA Professional Development Series (IS 120c, 230e, 235c, 240c, 241c, 242c, 244b) and any training that becomes a requirement for Emergency Management & Preparation Grant (EMPG) eligibility.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with temporary disabilities to perform the essential functions or defer certain physical activities for a reasonable recovery period–period. The employee is required to use hands to finger, handle, or feel. The employee is frequently required to sit; use keyboard; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include both correctable close and distance vision, and color vision.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with temporary disabilities to perform the essential functions. The employee is occasionally exposed to wet and humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions including extreme wind, cold, and heat; there is a risk of electrical shock, radiological, biological, etiological, and chemical exposure. The noise level in this work environment is normally a quiet office but can range to the extreme of sirens, air horns, and explosions.

END

REQUEST FOR APPLICANTS - PART TIME POSITION

UPSHUR COUNTY DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT DIRECTOR

The Upshur County Commission is seeking qualified applicants to lead the Department of Homeland Security and Emergency Management. The successful applicant will be responsible for county-wide homeland security and emergency management planning, response and recovery.

Qualifications: Two or more years of college, technical school, other formal training or education, or combination thereof, plus one-year related experience in the emergency services sector or emergency management sector or five years experience in similar management or preparedness consulting services. Successful applicant must have, at minimum, NIMS ICS 100, 200, 300, 700 & 800 and FEMA's Professional Development Series (IS 120c, 230e, 235c, 240c, 241c, 242c, 244b), or the ability to obtain the necessary on-line training within 60 days of employment. Successful applicants must represent themselves and the county in a professional manner and have excellent verbal and written communication skills; extensive knowledge of local, state and national laws as they apply to the field of homeland security and emergency management; working knowledge of Upshur County geography and surrounding areas; knowledge of law enforcement, fire and EMS services, policy and administration, including applicable legislation, authority, governing bodies, regulatory agencies and advisory organizations and general knowledge and experience with radio networks and communications equipment. Please visit [www.upshurcounty.org](http://www.upshurcounty.org) for a PDF application and job description.

- \* Working hours are flexible up to 1039 hours per year
- \* Starting wage of \$25/hour
- \* County vehicle and cell phone are provided
- \* A background check will be conducted
- \* This position involves strenuous physical activity with the ability to occasionally lift and move up to 50 pounds.
- \* Must possess a valid driver's license and good driving record
- \* Director, or their designee, must be available for response to the EOC 24/7, 365 days/year
- \* Upon employment, Director will assist in the selection of an Assistant

Applications must be returned to the address below no later than 4:00 pm on Friday, March 4, 2022.

Upshur County Administrative Annex

c/o: Carrie Wallace, County Administrator

91 W. Main St., Suite 101

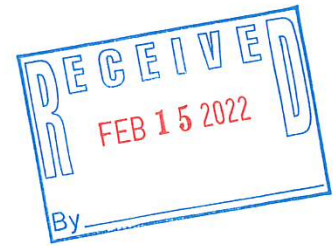
Buckhannon, WV 26201

Please do not make phone inquiries about this position. Employment with Upshur County is available to all qualified applicants without regard to actual or perceived race, creed, color, national origin, sex, gender identity, sexual orientation, disability, age or handicap. Upshur County has established a drug free and tobacco free work environment.

Publish 2/26/22, 3/1/22, 3/3/22



**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION**  
1900 Kanawha Boulevard East • Building Five • Room 109  
Charleston, West Virginia 25305-0440 • (304) 558-0444



**Jimmy Wriston, P.E.**  
Secretary of Transportation  
Commissioner of Highways

February 8, 2022

To Whom It May Concern:

The Statewide Transportation Improvement Program (STIP) is a financially constrained document that is required to show planned Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) expenditures for federal fiscal years 2020-2025. One of the requirements of funding any project with federal transportation funds is that each proposed regionally significant project or major change to program group size undergoes a public review and comment period. Therefore, additions or deletions to the STIP and certain changes to current projects or groupable programs in the STIP must meet this requirement before federal funds can be obligated. As such, the West Virginia Department of Transportation (WVDOT) is requesting your assistance in making available the listing of proposed amendments to the approved 2020-2025 STIP. The project listing and program funding snapshots can be found by viewing Amendment 8 – Highways at the link below:

<https://transportation.wv.gov/highways/Programming/STIP/Pages/amendments.aspx>

If you require a printed copy, please contact Gehan M. Elsayed, P.E., Ph.D., at the address/number below. All written comments are to be received no later than March 4, 2022, and should be addressed to:

Gehan M Elsayed, P.E., Ph.D.  
Chief Engineer of Programs and Performance Management  
Deputy State Highway Engineer  
West Virginia Division of Highways  
1900 Kanawha Boulevard, East  
Building 5, Room 152  
Charleston, West Virginia 25305-0430

Thank you for your assistance with this matter. Should you need additional information, please contact Dr. Elsayed at (304) 414-6912.

Sincerely,

A handwritten signature in black ink that reads "Jimmy Wriston, P.E.".

**Jimmy Wriston, P.E.**  
Secretary of Transportation  
Commissioner of Highways

GE:l

Attachment





**Department of Homeland Security**  
Cabinet Secretary Jeff S. Sandy, CAMS, CFE  
State Fire Marshal Kenneth E. Tyree, Jr.

Phone: (304) 558-2191

Fax: (304) 558-2537

**OFFICE OF THE STATE FIRE MARSHAL**

1207 Quarrier St, 2<sup>nd</sup> Floor  
Charleston, WV 25301  
[www.firemarshal.wv.gov](http://www.firemarshal.wv.gov)

Chief James Kimble  
Buckhannon Fire Dept.  
22 South Florida St.  
Buckhannon WV 26201

Dear Chief,

On February 4, 2022, the WV State Fire Commission met and approved the boundary changes that were requested by the following fire departments: Buckhannon, Ellamore, Warren District and Washington District. Please update your 911 center of the changes to response areas.

As always, if you have any questions feel free to contact me.

Sincerely

A handwritten signature in black ink, reading "Bradley R. Scott".

Bradley R. Scott (Sparky)  
Fire Department Services Division  
West Virginia State Fire Commission



To: Friends of Upshur County Extension

From: Craig Presar  
WVU Extension Agent  
Upshur County Program Coordinator

Date: February 21, 2022

RE: Stakeholders Meeting – Wednesday, March 9, 2022

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As we emerge from the recent pandemic, we here in WVU Upshur County Extension want to make certain that our focus is in line with the needs of our partners and the Upshur County community. To assist in making that renewed focus possible, the Upshur County Extension Service will be hosting a strategic planning session with our county stakeholders to help “set the agenda” for the coming year and into the future.

First, some background into the program planning process. WVU has the following Vision Statement:

*As one West Virginia University, we are purposeful in our studies and our work so that we can partner with our communities – both near and far – to bring needed and valued solutions to real-life problems within the pillars of **education, healthcare, and prosperity.***

In the WVU Extension Service, our goal is to put greater focus on those three pillars. We’ve been working to develop program priorities that address local need and fall under one (or more) of the three pillars. To help us achieve that goal, we need input from stakeholders – folks like you who represent different organizations, different areas of the county, and different lifestyles. WVU Extension offers eight broad categories of programs:

- Civic Engagement
- Family Wellbeing
- Forage Livestock Systems
- Healthy Living
- Local Foods, Horticulture
- Natural Resource Management
- STEM (Science, Technology, Engineering, and Math)
- Workforce Development

The enclosed pages have data from various sources for Upshur County, the five contiguous counties, West Virginia, and the United States that relate to each of the three pillars. Below the data is a listing of the WVU Extension Priority Programs, along with some of the current programs we have been offering in Upshur County.



The event will be held on **Wednesday, March 9, 2022** from **6:00 – 7:30 pm** in the conference room of the Upshur County Extension Office in Buckhannon. Light refreshments will be served. Immediately following this planning session, the WVU Upshur County Extension Service Committee will hold a brief meeting to approve the budget for the coming year. That meeting is open to the public as well.

In the meantime, we hope you'll take some time to look at the data and information provided. We'll be considering these questions during the meeting as we discuss each pillar:

- What stands out in the data?
- What do you perceive as a need Extension can address?
  - Are we currently addressing that need?
  - Are we able to address that need?
  - Who are partners with whom we can collaborate?
  - What additional resources are available that would benefit our programs?

After our meeting, we'll compile the gathered information and share it with you and with WVU Extension Administration as we develop our Plan of Work for 2022 and beyond.

If you would be more comfortable joining this meeting through Zoom, you can follow these instructions:

To join on your computer, cell phone, or tablet, type in the link:  
<https://wvu.zoom.us/j/95653014666>

OR call:        +1 301 715 8592 US (Washington DC)  
                     +1 646 558 8656 US (New York)  
Meeting ID:    956 5301 4666

Let us know if you would like us to email the Zoom link to you to make it a little simpler to join the meeting.

We hope to see you and look forward to your support during these important conversations. To help us be fully prepared, **please RSVP to our office (304 473-4208) by Monday, March 7, 2022** if you plan to attend.

We appreciate your willingness to take time to assist us with our program efforts. Your guidance and support are critical parts of our mission to meet the changing lifelong learning needs of people, organizations, and communities by putting knowledge to work.

**DEPARTMENT:** Addressing and Mapping

[illegible]

DEPARTMENT:

MONTHLY  
Community Corrections

MONTH / YEAR: Jan / 2022

[illegible]



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

Department: Dog Pound

Month/Year: January 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Mike Francis	F250 Ford Truck	1FTSX21598EB86131	103,473	103,473	0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			Total Miles		0	



## DEPARTMENT: DHSEM

MONTH / Year January 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
C Wallace / T Perry	2019 Chevy 2500	2GC2KREG1121064	9224	9244	20	16.7
			9244	9251	7	
			9251	9258	7	
			9258	9265	7	
			9265	9274	9	
			9274	9281	7	
			<b>GRAND TOTALS</b>		57	16.7



# UPSHUR

COUNTY, WEST VIRGINIA

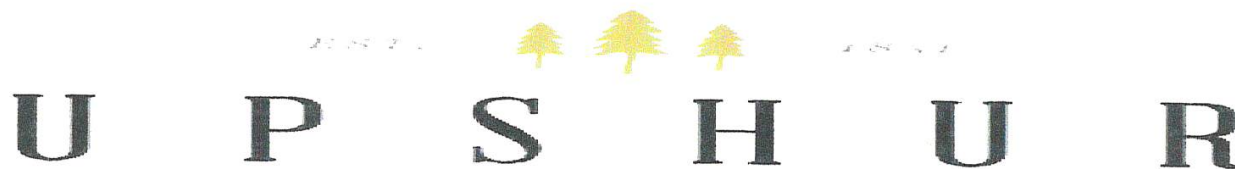
## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: JANUARY 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2020 F-250	IFT7XZB83LEE	8,723	9,434	711	0 18.49
Chris Alkire		84I12				0 15.1
Eric Poling						0 21.65
Loretta Koon						0 23.26
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					711	0 78.50



# UPSHUR

## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: JANUARY 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
GREG HARRIS	2019 Ford F-250	1FDBFZB69KEC81	11685	11909	224	0 17.7
CHRIS AIKINE		902			0	12.4
ERIC POLING					0	20.0
Louella Krone					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		224	0 50.1 0





## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Maintenance

MONTH / YEAR: JANUARY 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Greg Harris	2008 Toyota Tundra	5TBBV541B8551	92238	92432	194	0 24.3
Chris Fikine		4917				0 5.0 (Diesel)
Eric Poling						0
Loretta Koone					Tractor	0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
GRAND TOTALS					194	0 24.3 0



## UPSHUR COUNTY SHERIFF - MILEAGE AND FUEL

[illegible]



## UPSHUR COUNTY COMMISSION

### MONTHLY MILEAGE LOG

DEPARTMENT: Upshur 911

MONTH / YEAR: January 2022

Employee	Vehicle Description	VIN	Start Mileage	End Mileage	Total Mileage	Fuel (Gal.)
Doyle Cutright II	2021 Ford Explorer	1FMSK8BH4MGC9760	558	1456	898	31.5
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
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					0	
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					0	
					0	
					0	
					0	
					0	
			GRAND TOTALS		898	31.5

*Carrie*

**UPSHUR COUNTY YOUTH CAMP BOARD**

**AGENDA**

**October 21, 2021**



Call to order

Secretary report

Financial report (Corrected August report and September report)

Old Business:

1. Lori Meadows
2. Brochure progress
3. Bid opening/Timber sale
4. Inspection report from WVU Extension held August 19, 2021
5. Other old business

New Business:

1. Monies from Bill Hamilton resource
2. Other new business

Greg:

Adjournment

Next meeting to be discussed

**UPSHUR COUNTY ENHANCED EMERGENCY TELEPHONE ADVISORY BOARD**

**February 22, 2022**

Handouts

- Sign in Sheet
- Previous Meeting Minutes

Old Business

- Tele communicator vacancy update

E-911 Report

- E-911 Director Report, Doyle Cutright

New Business

- Election of officials
- Radio microwave project
- Handle with care program
- Fire district map update
- Engine 11 radio
- Tow policy
- Status checks
- Interdiction
- 911 frontier update
- Staffing

Public Comment: None

Adjournment: Motion

Next Meeting: March 22, 2022

## **UPSHUR COUNTY YOUTH CAMP BOARD**

**October 21, 2021**

The Upshur County Youth Camp Board met in regular session on Thursday, October 21, 2021 at the home of Glen and Jo Ann Hawkins. Glen called the meeting to order at 6:30 pm. Board members present were Glen, Debbie Hull, Craig Presar and Thanna Wentz. Gini Croaff did not attend. Greg Woody, Camp Manager also attended.

Debbie made a motion to approve the September secretary's report with the following correction: #4 Old business: The van title is at the court house. Even though the Board purchased the van, the insurance and license goes through the county, therefore the sale will have to go through the county. Craig seconded this motion

The corrected August financial report and the September financial report were approved by motions made by Craig and seconded by Debbie.

### **Old Business:**

1. Lori Meadows was unable to attend the meeting, However, she would like to placed on an agenda after the first of the year
2. There was no report on the brochure order
3. The Board voted to approve Chris's recommendation for bidding the timber through a motion made by Craig and seconded by Debbie. However, because the advertising must run two weeks and then wait another two weeks, the bid opening date would have fallen on the Verteran's Day holiday, so the actual bid opening will be held the next commission meeting, November 18.
4. A copy of the WVU report from a safety and health inspection held at the camp on June 4 is attached to these minutes

### **New Business:**

1. WV Senator William (Bill) Hamilton has received monies in the amount of \$16,134.12 to be used at the camp to complete the roofing of the buildings on the hill and to build steps to the council circle. We will be notified when the presentation will take place.
2. Lykin's Oil Company (formally Martin Oil) has again changed ownership. It is now World Fuel Services, Inc. Our payments for fuel will no longer go to Cincinnati, but to the Martin Oil building on the Elkins Road.

3. The County has employed Adam Brumly to oversee the care of all county recreation parks. It was agreed that we would not need such a person to oversee the camp, however it could be advantageous if he would take over the care of the pool.

Greg's comments:

1. He is replacing all of the lights in the caretakers home
2. The pool will need to be painted before next season. A store in Parsons has the needed paint in stock for \$280.00 per 2 gallon. He would like to buy it while they have it. This was approved
3. He asked for permission to remove all of the drawers from the beds. These beds were army surplus and the drawers were necessary in their former life, however, now they are just a nuisance to bump your head on. This was approved
4. All of the hunters who have used the camp for hunting season in years past, have banded together and rented Maple Lodge which leaves the two small cabins vacant this year
5. The pool and shower houses still need to be winterized. All other winterization has been completed
6. He will go to World Vision this week to get an air conditioner for the cook's shack and also see what else they might have that we could use

There being no further business, the meeting was adjourned at 7:30 pm. The next meeting should be January 20 (weather permitting). The meeting place will be decided later.

Respectfully submitted,

*Sharon West*

**Upshur County Fire Board Special Meeting  
January 25, 2022**

Members Present: Joe Gower, Sidney Huffman, Larry Alkire, and Donna Matthews

Members Absent: Kristie Tenney and Rick Harlow.

Others Present: Toni Newman-Fire Fee Clerk

The meeting was called to order by Joe Gower at 6:30 pm. All motions passed unanimously unless otherwise stated.

The meeting minutes from December 21, 2021, were approved on motion by Larry Alkire and second by Sidney Huffman.

The Fire Fee Clerk reported the 2021 Fees are at 82 percent collected. The 2020 fees are at 87 percent collected. The Sheriff and Chief Deputy were invited to attend the meeting. They asked to pass along to the Board that the "writs of execution" have very little value as the exemptions have become so numerous. They will be glad to attend the next meeting if deemed necessary. The Board welcomed the newest member, Donna Matthews, who is filling the vacancy left by Tom O'Neill's resignation.

The checking account balance as of 12/31/2021 was \$100,574.44. The disbursement from the Chief Tax Deputy was \$2,895.72 for December. Warren District Volunteer Fire Department (VFD) has not yet picked up their \$20,000.00 disbursement check. Sidney Huffman volunteered to contact them.

The following invoices were reviewed and approved upon motion by Sidney Huffman and second by Donna Matthews:

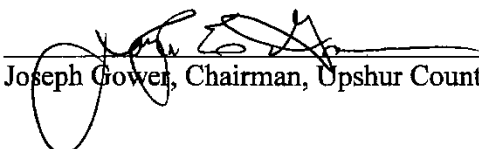
- \*Software Systems---monthly maintenance---Invoice #35720---\$211.00
- \*Upshur County Commission---Reimbursement---Quill Supplies---Ink, Red Binders, Envelopes---\$270.83
- \*Upshur County Commission---Reimbursement---Payroll---\$6,405.97
- \*Upshur County Commission---Reimbursement---Postage---October---December, 2021---\$56.29

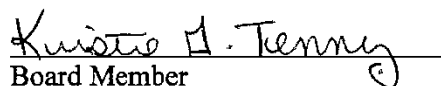
Lists have been compiled on the expenses actually covered by the fire fee collections to provide to the Record Delta for a follow-up article to the ones on the VFDs

Discussion was held of rotating meetings to each VFD to generate more community involvement. Selbyville would like to host a future meeting. The Fire Fee clerk would like to ascertain that this would not necessitate a change in the by-laws. Discussion was tabled for clarification.

There were 5 corrective tickets approved on motion by Larry Alkire and second by Sidney Huffman There were two exoneration tickets this month.

There being no further business, the meeting adjourned at 7:15 pm. The next meeting of the Board will be February 15, 2022.

  
Joseph Gower, Chairman, Upshur County Fire Board

  
Kristie D. Tenney  
Board Member



## UPSHUR COUNTY COMMISSION

Upshur County Administrative Annex  
91 West Main Street, Suite 101 • Buckhannon, West Virginia 26201

Telephone: (304) 473-0535  
Telecopier: (304) 473-2802

TDD Numbers  
Business: 472-9550  
Emergency: 911

### Procedures to Dispatch Wrecker Services

**Effective April 1, 2022**

In compliance with Chapter 24, Article 6, Section 12 of the Code of West Virginia, as amended, the County Commission of Upshur County does hereby establish a policy or procedure as outlined below to provide for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services. Any type of request or call to the Upshur County E911 Communications Center for towing services will be considered as a request for emergency towing services and will be subject to these procedures.

The Upshur County E911 Communications Center will maintain a public record of towing services utilized and forward the same to the Office of the Upshur County Commission each month.

The Upshur County E911 Communications Center will only dispatch towing services based on the established alphabetized rotation list of available towing services located in Upshur County that are in compliance with these procedures, with the following exception. In the event that a large towing service is required, the Upshur County Communications Center will dispatch a large towing service outside of the normal rotation. Automatic dispatch of towing services will apply to all motor vehicle accidents (MVAs).

Towing services may have up to two (2) telephone numbers on file with the Upshur County E911 Communications Center for dispatch requests. If the towing service company or operator does not answer the call to either phone number and confirm the availability of towing services, the towing service will forfeit and forego that call and be moved to the bottom of the established rotation list. The Upshur County E911 Communications Center will not alter the established rotation list for any missed call(s).

Once a towing service accepts a call, they must depart their location in no more than five (5) minutes. Notification with an estimated time of arrival (ETA) shall be made to the Upshur County E911 Communications Center once they are enroute. Once the Upshur County E911 Communications Center has dispatched the appropriate towing service and has received an ETA, E911 personnel shall notify responding law enforcement and fire department personnel that a towing service has been contacted and is enroute. If law enforcement arrives on scene and determines that a towing service is not necessary, the dispatched towing service will be cancelled and shall remain at the top of the rotation list.

The towing service dispatched from the rotation list shall handle all vehicles located at the scene. If necessary, the dispatched towing service or operator shall arrange for additional assistance. In order to provide for public safety, first responders located at the accident scene have the authority to direct the E911 Communications Center to contact more than one towing service. Other first responder requests for towing services will not be accepted.

A responding towing service shall accept all vehicle(s) on scene unless there is an equipment failure, or other circumstance outside of their control, that prohibits them from transporting the vehicle(s). If a towing service company or operator refuses a vehicle(s) for any other reason, they will be suspended from the established rotation list for a period of six (6) months.

If a towing service is the first to arrive on scene, they must stage away from the accident. No vehicle(s) at the scene shall be moved until the investigation has been completed and law enforcement personnel have authorized removal,

*An Equal Opportunity Employer*



unless on scene emergency personnel need to move a vehicle(s) in order to provide necessary medical treatment and/or to preserve and protect human life.

To be included and remain on the established rotation list, towing service companies and/or operators shall be in compliance with all local, state and/or federal laws or regulations that govern such type of business. Local regulations will require (but are not limited to) the following:

1. Provide a copy of the following documents received on July 1<sup>st</sup> of each year to the Upshur County E911 Communications Center by July 15<sup>th</sup> of each year: valid universal cab card, insurance and registration for each unit, current medical examination card for each driver, current Class D or CDL operator's license for each driver.
2. Each towing service company shall respond to at least one (1) call and cannot refuse more than two (2) calls within a one (1) month time period, unless documentation proving they were on another call is provided to the E911 Communication Center. Offenses and penalties are as follows: 1<sup>st</sup> offense – removal for three (3) months, 2<sup>nd</sup> offense – removal for six (6) months, 3<sup>rd</sup> offense – removal for twelve (12) months. If removal begins mid-month, reinstatement will occur on the first of the following month so long as the wrecker service is in compliance with all other requirements of this policy.
3. The towing service dispatched from the rotation list is responsible for all vehicle debris clean-up on scene, excluding Hazardous Materials. Employees of the towing service are required to conform with all uniform safety requirements. It is the towing services responsibility to equip their response vehicles and employees in order to adequately and safely provide these services. If a towing service fails to meet regulations, first responders on scene shall notify the Upshur County E911 Communications Center for notation in the computer aided dispatch (CAD) system.

Towing service companies that fail to respond to the required calls and/or fail to provide the required documentation will be removed from the established rotation list until a letter of request to be added to the list is provided from the towing service company to the Office of the Upshur County Commission and required documentation is provided to the E911 Communications Center Director.

Approved and adopted by the County Commission of Upshur County, West Virginia on the 9<sup>th</sup> day of August 2001. Amended by the County Commission of Upshur County, West Virginia on the 16<sup>th</sup> day of March 2006. Reviewed and approved by the County Commission of Upshur County, West Virginia on the 26<sup>th</sup> day of February 2009. Amended by the County Commission of Upshur County, West Virginia on the 18<sup>th</sup> day of June 2015. Amended by the County Commission of Upshur County, West Virginia on the 29<sup>th</sup> day of September 2016. Amended by the County Commission of Upshur County, West Virginia on the 11<sup>th</sup> day of April, 2019. Amended by the County Commission of Upshur County West Virginia on the 19<sup>th</sup> day of September 2019. Amended by the County Commission of Upshur County West Virginia on the 26<sup>th</sup> day of August 2021. Amended by the County Commission of Upshur County West Virginia on the 24<sup>th</sup> day of February 2022.

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Kristie G. Tenney, President

## Procedures to Dispatch Wrecker Services

**Effective ~~September~~ April 1, 2021**

In compliance with Chapter 24, Article 6, Section 12 of the Code of West Virginia, as amended, the County Commission of Upshur County does hereby establish a policy or procedure as outlined below to provide for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services. Any type of request or call to the Upshur County E911 Communications Center for towing services will be considered as a request for emergency towing services and will be subject to these procedures.

The Upshur County E911 Communications Center will maintain a public record of towing services utilized and forward the same to the Office of the Upshur County Commission each month.

The Upshur County E911 Communications Center will only dispatch towing services based on the established alphabetized rotation list of available towing services located in Upshur County that are in compliance with these procedures, with the following exception. In the event that a large towing service is required, the Upshur County Communications Center will dispatch a large towing service outside of the normal rotation. Automatic dispatch of towing services will apply to all motor vehicle accidents (MVAs).

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~~The Upshur County E911 Communications Center will automatically dispatch towing services for all motor vehicle accidents (MVA's). Once the Upshur County E911 Communications Center has dispatched the appropriate towing service and has received an ETA, E911 personnel are to notify responding law enforcement and fire department personnel that a towing service has been contacted and is enroute. If law enforcement arrives on scene and determines that a towing service is not necessary, the dispatched towing service will forfeit or forego their position on the rotation list.~~

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~~If a towing service is the first to arrive on scene, they must stage away from the accident. No vehicle at the scene is to be moved until the investigation has been completed and law enforcement personnel have authorized removal, unless on scene emergency personnel need to move any vehicle in order to provide necessary medical treatment and/or to preserve and protect human life.~~

~~The Upshur County E911 Communications Center will follow an established alphabetized rotation list of available towing services located in Upshur County that are in compliance with these procedures. The Upshur County E911 Communications Center will maintain a public record of towing services utilized and forward the same to the Office of the Upshur County Commission each month.~~

~~The Upshur County E911 Communications Center will contact the next towing service or operator on the established rotation list to respond to the request or accident. Once a towing service accepts a call they must depart their location in no more than five (5) minutes. Notification with an estimated time of arrival (ETA) shall be made to the Upshur County E911 Communications Center once they are enroute.~~

Towing services may have up to two (2) telephone numbers on file with the Upshur County E911 Communications Center for dispatch requests. If the towing service company or operator does not answer the call to

either phone number from the E911 Communications Center and confirm the availability of towing services, the towing service will forfeit and forego that call and be moved to the bottom of the established rotation list. The Upshur County E911 Communications Center will not alter the established rotation list for any missed call(s).

Once a towing service accepts a call, they must depart their location in no more than five (5) minutes. Notification with an estimated time of arrival (ETA) shall be made to the Upshur County E911 Communications Center once they are enroute. Once the Upshur County E911 Communications Center has dispatched the appropriate towing service and has received an ETA, E911 personnel shall notify responding law enforcement and fire department personnel that a towing service has been contacted and is enroute. If law enforcement arrives on scene and determines that a towing service is not necessary, the dispatched towing service will be cancelled and shall remain at the top of the rotation list.

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Unless an operator or owner of a vehicle request is made for a particular vehicle at the scene, the towing service dispatched from the rotation list shall handle all vehicles located at the scene. If necessary, the dispatched towing service or operator should arrange for additional assistance. In order to provide for public safety, first responders located at the accident scene have the authority to direct the E911 Communications Center to contact more than one towing service. Other first responder requests for towing services will not be accepted.

A responding towing service shall accept all the vehicle(s) on scene unless there is an equipment failure, or other circumstance outside of their control, that prohibits them from transporting the vehicle(s). If a towing service company or operator refuses a vehicle(s) for any other reason, they will be suspended from the established rotation list for a period of six (6) months.

If a towing service is the first to arrive on scene, they must stage away from the accident. No vehicle(s) at the scene shall be moved until the investigation has been completed and law enforcement personnel have authorized removal, unless on scene emergency personnel need to move a vehicle(s) in order to provide necessary medical treatment and/or to preserve and protect human life.

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To be included and remain on the established rotation list, towing service companies and/or operators shall be in compliance with all local, state and/or federal laws or regulations that govern such type of business. The towing service dispatched from the rotation list is responsible for all vehicle debris clean-up on scene, excluding Hazardous Materials. Employees of the towing service are required to conform with all uniform safety requirements. It is the towing services responsibility to equip their response vehicles and employees in order to adequately and safely provide these services. If a towing service fails to meet regulations, first responders on scene shall notify the Upshur County E911 Communications Center for notation in the computer aided dispatch (CAD) system.

Local regulations will require (but are not limited to) the following:

1. Provide a copy of the following documents received on July 1<sup>st</sup> of each year to the Upshur County E911 Communications Center by July 15<sup>th</sup> of each year: valid universal cab card, insurance and registration for each unit, current medical examination card for each driver, current Class D or CDL operator's license for each driver.
2. Each towing service company shall respond to at least one (1) call and cannot refuse more than two (2) calls within a one (1) month time period, unless documentation proving they were on another call is provided to the E911 Communication Center. Offenses and penalties are as follows: 1<sup>st</sup> offense – removal for three (3) months, 2<sup>nd</sup> offense – removal for six (6) months, 3<sup>rd</sup> offense – removal for twelve (12) months. If removal begins mid-month, reinstatement will occur on the first of the following month so long as the wrecker service is in compliance with all other requirements of this policy.

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Provide a copy of the following documents received on July 1<sup>st</sup> of each year to the Upshur County E911 Communications Center by July 15<sup>th</sup> of each year: valid universal cab card, insurance and registration for each unit, current medical examination card for each driver, current Class D or CDL operator's license for each driver.

3. The towing service dispatched from the rotation list is responsible for all vehicle debris clean-up on scene, excluding Hazardous Materials. Employees of the towing service are required to conform with all uniform safety requirements. It is the towing services responsibility to equip their response vehicles and employees in order to adequately and safely provide these services. If a towing service fails to meet regulations, first responders on scene shall notify the Upshur County E911 Communications Center for notation in the computer aided dispatch

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(CAD) system.  
2.

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Towing service companies that fail to respond to the required calls and/or fail to provide the required documentation will be removed from the established rotation list until a letter of request to be added to the list is provided from the towing service company to the Office of the Upshur County Commission and required documentation is provided to the E911 Communications Center Director.

The established rotation list will be followed subject to the following exceptions or deviations:

- The operators or owners of the vehicle(s) may request a specific towing service located in Upshur County. In order to maintain a fair and equitable procedure in the selection of a towing service, operators or owners should not receive any advice or assistance from law enforcement personnel or other emergency personnel located at the scene. The Upshur County E911 Communications Center will record the city and state that the vehicle is registered in and the officer on scene in the public record. Specific requests from an operator or owner will not cause a towing service to forfeit or forego their normal position in the established rotation list.
- In order to provide for the public safety and welfare, first responders located at the scene have the authority to override a request made by the operator or owner of a vehicle or make a request for the towing service company in closest proximity to be utilized. Any specific request under this circumstance will not cause a towing service to forfeit or forego their normal position in the established rotation list.

Approved and adopted by the County Commission of Upshur County, West Virginia on the 9<sup>th</sup> day of August 2001. Amended by the County Commission of Upshur County, West Virginia on the 16<sup>th</sup> day of March 2006. Reviewed and approved by the County Commission of Upshur County, West Virginia on the 26<sup>th</sup> day of February 2009. Amended by the County Commission of Upshur County, West Virginia on the 18<sup>th</sup> day of June 2015. Amended by the County Commission of Upshur County, West Virginia on the 29<sup>th</sup> day of September 2016. Amended by the County Commission of Upshur County, West Virginia on the 11<sup>th</sup> day of April, 2019. Amended by the County Commission of Upshur County West Virginia on the 19<sup>th</sup> day of September 2019. Amended by the County Commission of Upshur County West Virginia on the 26<sup>th</sup> day of August 2021. Amended by the County Commission of Upshur County West Virginia on the 24<sup>th</sup> day of February 2022.

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Kristie G. Tenney, President