

A G E N D A
PRESTON COUNTY COMMISSION
DECEMBER 23, 2024
9:30 A.M.

Call to order by President and Pledge of Allegiance

Roll call of Commissioners

Recognition of Public

Review of Bills

Assessor's Office

Tax Correction – None

Apportionments – None

Recognition of Scheduled Appointments –

9:30 a.m. Sheriff Jim Fields, Financial Report
9:35 a.m. Clark Nicklow and Justin Wolfe, OEM/E911 – Budget Revision and
LEPC Grant Award Documents
9:40 a.m. Mills Group & Jarrett Construction – Courthouse Reconfiguration Project

Approval of Minutes – None

Estate Settlements List – December 9, 2024 thru December 10, 2024
ESTATE NAME: MAITLAN T. CALE
ESTATE NAME: DELBERT E RECKART

Proceedings in Vacation/Clerk's Fiduciary Report – December 12, 2024 through December 18, 2024

Fiduciary Commissioner Report - None

Fiduciary Commissioner Motion - None

Old Business – Consideration and/or action

- A. Approval of 2025 Board of Equalization Dates
- B. EMS Funding
 - i. LUCAS Chest Compression System
 - ii. Training
- C. Approval of Wrecker Policy

New Business – Consideration and/or action

- A. Preston County Farmland Protection Board Request to Appoint Jonathan Wilhelm as a Board Member - Four Year Term - Retroactive to July 1, 2024 - Expiring June 30, 2028
- B. 2025 Land Books and Personal Property Tax Books Remain Open
- C. Legal Holidays

County Administrator's Report – Consideration and/or action

- A. KnowBe4 Cybersecurity Training Platform Contract
- B. Budget Revisions
- C. Miscellaneous Correspondence

Personnel Matters- Consideration and/or action

- A. Executive Session

Legal Matters- Consideration and/or action

- A. Executive Session

Information

Commissioners' Comments

STATE OF WEST VIRGINIA, COUNTY OF PRESTON, Ss:

The Preston County Commission met in Regular Session at 9:30 a.m., December 23, 2024, in the County Commission Meeting room.

The meeting was called to order by President Smith who invited those present to join in the Pledge of Allegiance.

President Smith then declared the following Commissioners present: Samantha Stone, Hunter Thomas, and Don Smith.

Recognition of Public

Also present was County Administrator Nate Raybeck and Assessor Connie Ervin.

The following people registered their attendance during the meeting:

Sheriff Jim Fields.	Scott Spiker-Sheriff Elect
Jacob Martin-WV News	Deanna Lively
Becky Zuchowski	Michael Mills-Mills Group
Thomas Kilionski-Mills Group	Justin Wolfe – OEM/E911
John Jarrett-Jarrett Construction	

No one registered before the meeting to address the commission.

Review of Bills

Commissioner Thomas moved to pay the bills that have been properly presented and reviewed. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

SYSTEM DATE 12/20/2024 COUNTY OF PRESTON PAGE 1
 REPORT DATE 12/20/2024 TRANSACTION EDIT LIST TIME 15:12:25
 FILES ID W BATCH NUMBER 0958 USER WVPRRMAR

TYPE	TRANS-NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANSDATE	CASH-CODE	TRANS-AMOUNT
SEPARATE-CHK	BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT
									POSTDATE
VC	20240958-001	6042	00141221400	TRAVEL REIMB	12/23/2024	12/23/2024		AG01	470.45
N	NA	.00	.00	CO AGENT TRAVEL	6042		CARRIE SEE		P 12/2024
VC	20240958-002	4236	00140523000	PRINTS	12/23/2024	12/16/2024	336687	AG01	95.27
N	NA	.00	.00	PROS ATTY CONTRACTED SERV	4236		HART OFFICE SOLUTIONS		P 12/2024
VC	20240958-003	4236	00140421200	PRINTS	12/23/2024	12/17/2024	336784	AG01	46.07
N	NA	.00	.00	TAX OFFICE-PRINTING	4236		HART OFFICE SOLUTIONS		P 12/2024
VC	20240958-004	4236	00140121900	PRINTS	12/23/2024	12/16/2024	336682	AG01	.92
N	NA	.00	.00	CO COMM BLDG/EQUIP RENTS	4236		HART OFFICE SOLUTIONS		P 12/2024
VC	20240958-005	0280	00142034500	INV #4214879017	12/23/2024	12/17/2024		AG01	25.00
N	NA	.00	.00	CUSTODIAL UNIFORMS	0280		CINTAS CORPORATION		P 12/2024
VC	20240958-006	0280	00142034100	INV #4214879055	12/23/2024	12/17/2024		AG01	26.85
N	NA	.00	.00	CUSTODIAL MAT/SUPPLIES	0280		CINTAS CORPORATION		P 12/2024
VC	20240958-007	0280	00142022500	INV #4214879013	12/23/2024	12/17/2024		AG01	247.84
N	NA	.00	.00	CUSTODIAL LAUN/DRY CLEAN	0280		CINTAS CORPORATION		P 12/2024
VC	20240958-008	3097	00142023000	SERVICES	12/23/2024	12/17/2024	8874	AG01	2750.00
N	NA	.00	.00	CUSTODIAL CONT SERVICES	3097		MILLS GROUP LLC		P 12/2024
VC	20240958-009	3481	00140522300	OPENFOX LIQ/24-12-121ME	12/23/2024	12/18/2024		AG01	990.00
N	NA	.00	.00	PROS ATTY - PROF SERV	3481		COMPUTER PROJECTS		P 12/2024
VC	20240958-010	0223	00140121302	ACCT #110 088 637 100	12/23/2024	12/18/2024		AG01	140.83
N	NA	.00	.00	UTILITIES MON POWER	0223		MON POWER		P 12/2024
VC	20240958-011	0223	00140121302	ACCT #110 080 533 703	12/23/2024	12/18/2024		AG01	114.93
N	NA	.00	.00	UTILITIES MON POWER	0223		MON POWER		P 12/2024
VC	20240958-012	0223	00140121302	ACCT #110 080 534 768	12/23/2024	12/18/2024		AG01	90.68
N	NA	.00	.00	UTILITIES MON POWER	0223		MON POWER		P 12/2024

SYSTEM DATE 12/20/2024 COUNTY OF PRESTON PAGE 2
 REPORT DATE 12/20/2024 TRANSACTION EDIT LIST TIME 15:12:25
 FILES ID W BATCH NUMBER 0958 USER WVPRRMAR

TYPE	TRANS-NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST	INVOICE	TRANSDATE	CASH-CODE	TRANS-AMOUNT
SEPARATE-CHK	BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT
									POSTDATE
VC	20240958-013	0223	00140121302	ACCT #110 088 637 100	12/23/2024	12/18/2024		AG01	1176.39
N	NA	.00	.00	UTILITIES MON POWER	0223		MON POWER		P 12/2024
VC	20240958-014	0223	00140121302	ACCT #110 080 536 664	12/23/2024	12/18/2024		AG01	105.29
N	NA	.00	.00	UTILITIES MON POWER	0223		MON POWER		P 12/2024
VC	20240958-015	0223	00140121302	ACCT #110 086 597 272	12/23/2024	12/18/2024		AG01	549.39
N	NA	.00	.00	UTILITIES MON POWER	0223		MON POWER		P 12/2024
VC	20240958-016	2425	20744256806	ARPA-WATER TOWER PROJECT	12/23/2024	12/23/2024		AR207	27787.34
N	NA	.00	.00	ARPA-TOWN OF TERRA ALTA	2425		TOWN OF TERRA ALTA		P 12/2024
VC	20240958-017	1301	00171721900	LOAN #910006700	12/23/2024	12/06/2024		AG01	2247.31
N	NA	.00	.00	EQUIPMENT-LEASE	1301		CLEAR MOUNTAIN BANK		P 12/2024
VC	20240958-018	1157	00141321200	INV #CD2100486/THERMAL	12/23/2024	09/18/2024		AG01	3400.00
N	NA	.00	.00	CO CLR-ELECTIONS PRINTING	1157		ES&S		P 12/2024
VC	20240958-019	3571	02871356805	REIMB-TRAINING EXPENSES	12/23/2024	12/23/2024		FL28	4626.56
N	NA	.00	.00	FIRE LEVY CONT-KINGWOOD	3571		KINGWOOD VFD		P 12/2024
VC	20240958-020	3571	02871356805	REIMB-VARIOUS EXPENSES	12/23/2024	12/23/2024		FL28	47846.37
N	NA	.00	.00	FIRE LEVY CONT-KINGWOOD	3571		KINGWOOD VFD		P 12/2024
VC	20240958-021	5390	00142034100	SUPPLIES	12/23/2024	12/18/2024		AG01	398.51
N	NA	.00	.00	CUSTODIAL MAT/SUPPLIES	5390		TT&S SUPPLY INC		P 12/2024
VC	20240958-022	4271	20744256806	ARPA-CONCRETE PAD	12/23/2024	12/23/2024		AR207	2129.00
N	NA	.00	.00	ARPA-PRESTON CO PARKS & R	4271		PRESTON CO PARKS AND		P 12/2024
VC	20240958-023	5895	20744256808	ARPA-YOUTH CENTER COMPLET	12/23/2024	12/23/2024		AR207	26762.61
N	NA	.00	.00	ARPA-PRESTON YOUTH CENTER	5895		PRESTON CO YOUTH CENTER		P 12/2024
VC	20240958-024	5873	00142021500	COURTHOUSE PAINTING	12/23/2024	12/23/2024		AG01	3858.32
N	NA	.00	.00	CUSTODIAL M&R BLD & GRD	5873		MENEAR PAINTING		P 12/2024

TYPE	TRANS. NUMBER	P.O. NUMBER	VENDOR	ACCOUNT NUMBER	PROJECT-TASK-COST INVOICE	TRANDATE	CASH-CODE	TRANS-AMOUNT
SEPARATE-CHK BOX	DISCOUNT-AMT	LIQUIDATE-AMT	DESCRIPTION	DUE-DATE	DISCDATE	CHECK	CHK-DATE	SELECT
	VENDOR NAME	ACCOUNT NAME	PAYEE VENDOR NO	PAYEE VENDOR NAME				POSTDATE
VC	20240958-025		0223	00140121302				
N	NA		.00	ACCT #110 088 634 438	12/23/2024	12/18/2024	AG01	P 1090.72
		MON POWER		UTILITIES MON POWER	0223			12/2024
VC	20240958-026		5985	00170021103				
N	NA		.00	ACCT #287305512314	12/23/2024	12/05/2024	AG01	P 2652.15
		AT&T MOBILITY		SHERIFF-TELEPHONE-AT&T	5985			12/2024

TOTAL TRANSACTION AMOUNT 129578.80

WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 00141321200
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 02871356805
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 20744256806
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 20744256808
 WARNING: 2025 BUDGET HAS BEEN EXCEEDED FOR ACCOUNT 20744256816

List of invoices approved for payment
 this 23rd day of Dec, 2024
 Int. MR

Assessor's Office

Tax Correction List –None
Apportionments – None

Recognition of Scheduled Appointments –

9:30 a.m. Sheriff Jim Fields, Financial Report

Sheriff Fields viewed his frustrations in interviewing prospective jail officers. He said there is too much free money available out there and nobody wants to work, but out of the ones interviewed they were able to hire two.

Commissioner Stone moved to authorize the consent to hire Wyatt Wolfe with a salary of \$35K beginning January 6, 2025, as a Utility Officer. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Commissioner Stone moved to authorize the consent to hire Melissa Thorn with a start date of December 26, 2024, and a salary of \$35K as a Utility Officer. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Speaking on the subject of financial reports, Sheriff Fields asked the commission to consider something and said one person can't do this work and there needs to be an accountant in the Tax Office or the equivalent of an accountant.

Commissioner Thomas stated there should be a year end settlement for the end of the late Sheriff "Moe" Pritts term, the July 1st settlement for Sheriff Jim Fields term and a settlement to finish out the present Sheriff's term and asked about the status of the settlements.

Chief Tax Deputy, Becky Zuchowski explained Lauren Todesko, the person responsible for reconciling accounts, has been sick and hasn't had access to the system. There was discussion of getting with Alex, the IT guy, to see what could be done to get her access.

Commissioner Stone advised the Sheriff and Ms. Zuchowski work with Ms. Todesko to get her in the office after the holidays, organize with Melissa, and work with the IT person to get things to jive.

9:35 a.m. Clark Nicklow and Justin Wolfe, OEM/E911 – Budget Revision and LEPC Grant Award Documents

Clark Nicklow presented a budget revision needed to create a new line item for road signs.

Commissioner Thomas moved to approve the budget revision as presented by Clark Nicklow. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)



PRESTON COUNTY

E-911 Communication Center

300 Rich Wolfe Dr.
Kingwood, WV 26537
Phone: 1-304-329-1855
Fax: 1-304-329-2530

Director: Duane Hamilton **Deputy Director: Justin Wolfe**

December 23, 2024

To: Preston County Commission
106 W Main St, Suite 202
Kingwood, WV 26537

Re: BUDGET REVISION

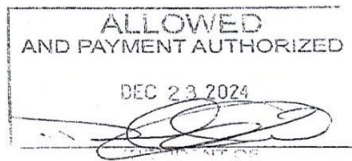
Decrease: 007-733-459 \$1,500.00

Increase: 007-733-341 \$1,500.00
New Line Item--Supplies

Reason: Payment of Supplies

Thank You,

Clark Nicklow
Clark Nicklow



Justin Wolfe presented a LEPC Grant Award document in the amount of \$3,000 to be used for the purchase of a laptop computer that includes hazardous material information.

Commissioner Thomas moved to approve the LEPC Grant Award Document in the amount of \$3,000 and authorize the President to sign the document. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

State of West Virginia
Emergency Management Division

FY 2023 Local Emergency Planning Committee (LEPC) Grant Award

<u>CFDA Number</u> N/A	<u>State Grant Award</u> SERC 2023	<u>OASIS-GG Document ID</u>
<u>Grant Period</u> From: 07/01/2023 To: 12/31/2024	<u>Subgrant #</u> 23-LEPC-39	Major Program: LEPCEM Program: LEPCGRNT Program Period: LEPC23

<u>LEPC Fiscal Agent Name and Address</u> PRESTON COUNTY COMMISSION 106 W. MAIN ST., STE 202 KINGWOOD, WV 26537	<u>FEIN</u> 55-6000384
	<u>UEI</u> XCNKL4BYEAD5
	<u>OASIS ID</u> 000000212200

TOTAL GRANT AWARD \$3,000

By signing and accepting this award, the subgrantee agrees to comply with all conditions and assurances included in the application. I certify that this project will be implemented as described in the application.

Authorized Official: (Print Name) Don Smith

Authorized Official: (Signature) *[Signature]*

Title: PRESIDENT Date: 12/23/2024

FY 2023 Local Emergency Planning Committee (LEPC) Grant Award Certification

The attached application has been reviewed and the proposed project and expenditures fall within all state and federal guidelines which govern the Local Emergency Planning Committee (LEPC) Grant program, and sufficient funds exist to make this award.

LEPC Grant Representative _____ Date _____

I hereby authorize the awarding of funds to support the project as described in the attached application.

HSSAA Director _____ Date _____

9:40 a.m. Mills Group & Jarrett Construction – Courthouse Reconfiguration Project

Mr. Raybeck thanked the Mills Group and Jarrett Construction for all their assistance on the Courthouse Reconfiguration Project.

Michael Mills, from the Mills Group, explained that all the doors and some hardware, except for one, have been replaced. In addition, they are going to build and donate a panel to cover a notch in the Magistrate Court counter.

The final walk-thru is scheduled for today, after the meeting.

Approval of Minutes – None

Estate Settlement List – December 9, 2024, thru December 10, 2024

Commissioner Thomas moved that the proceeding estate settlements and/or waivers thereof, having been filed for a period of ten (10) days prior to the commencement of this term and there being no exceptions or objections filed thereto, be approved, and confirmed. (See attached.)

United States of America



State of West Virginia

County of Preston, ss:

Settlement List

Notice is hereby given that the following estate(s) have been submitted for settlement from 12/09/2024 thru 12/10/2024 in the Preston County Clerk's Office at 106 West Main Street, Suite 103, Kingwood, WV 26537-1131. For approval by the Preston County Commission on Monday, December 23, 2024.

ESTATE NUMBER: 4949
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement
SETTLEMENT RECORDED: December 10, 2024
ESTATE NAME: MAITLAN T. CALE
EXECUTOR: ZACHARY L. MASSEY

ESTATE NUMBER: 3743
SETTLEMENT TYPE: Affidavit and Waiver of Final Settlement
SETTLEMENT RECORDED: December 09, 2024
ESTATE NAME: DELBERT E RECKART
ADMINISTRATRIX CTA OBN: STEVEN D. RECKART

Subscribed and sworn to before me on 12/18/2024.

Linda Huggins

Clerk of the Preston County Commission

By: *Ashley Cole*
Ashley Cole, Deputy Clerk

Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried.

Proceedings in Vacation/Clerks's Fiduciary Report – December 12, 2024, through December 18, 2024

Under **New Business** Commissioner Stone moved to dispense with the reading in open court of the Proceedings of the Clerk of this commission, had in vacation on December 12, 2024, through December 18, 2024, inclusive, and to approve and confirm the same as presented by the County Clerk, there having been no exception or objections filed thereto. (See attachment.)

United States of America



State of West Virginia

County of Preston, ss:

Clerk's Fiduciary Report

Estates from Thursday, December 12, 2024, through Wednesday, December 18, 2024

The County Commission of Preston County this 23rd day of December, 2024 proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

On, Thursday, December 12, 2024, the following matters were disposed of in the presence of the Clerk:

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **DANIEL SLAGLE** was appointed and qualified as ADMINISTRATOR of the estate of **GEORGE ULRICH**, deceased. Bond was 5,000.00.

The last will and testament of **ELIZABETH C. MOORE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record. And a Small Estate Testate Affidavit was filed.

THOMAS EDWARD MOORE, was named, as SUCCESSOR thereof, qualified as such. No bond was required.

On, Friday, December 13, 2024, the following matters were disposed of in the presence of the Clerk:

Upon further assets being discovered the Small Estate Intestate Affidavit was amended for **JAMES EVERETT MENEAR**, deceased. **JANICE MENEAR** remains appointed and qualified as SUCCESSOR No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **STACIA WILSON** was appointed and qualified as CO ADMINISTRATRIX of the estate of **NITA BISHOP**, deceased. No bond was required.

More than 30 days since the date of death or the surviving spouse or heir, upon a motion, **DAWN YEAGER** was appointed and qualified as CO ADMINISTRATRIX of the estate of **NITA BISHOP**, deceased. No bond was required.

More than 60 days since the date of death or the surviving spouse or heir, upon a motion, **GINGER STEWART** was appointed and qualified as SUCCESSOR of the Small Estate Intestate Affidavit filed for **BESSIE IRENE HILLING**, deceased. No bond was required.

A duly exemplified copy of the last will and testament of **HARRIETT LULA GRIMES AKA HARRIETT L. GRIMES**, deceased, a late resident of LAKE COUNTY, OHIO, was admitted to record. And an Ancillary Affidavit Testate was filed.

On, Monday, December 16, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **ANITA L. LOUGHRIE**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

TODD ALLEN LOUGHRIE, who was named in the last will and testament of **ANITA L. LOUGHRIE**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

A duly exemplified copy of the last will and testament of **GEORGE W. RADABAUGH AKA GEORGE WASHINGTON RADABAUGH AKA GEORGE RADABAUGH**, deceased, a late resident of LORAIN COUNTY, OHIO, was admitted to record. And an Ancillary Affidavit Testate was filed.

On, Tuesday, December 17, 2024, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **LOVETTA MAY FUNK**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record. And a Small Estate Testate Affidavit was filed.

DONALD FUNK was named, as SUCCESSOR thereof, qualified as such. No bond was required.

More than 60 days since the date of death or the surviving spouse or heir, upon a motion, **DEBORAH D. WILLIAMS** was appointed and qualified as SUCCESSOR of the Small Estate Intestate Affidavit filed for **PHILIP ALLEN WILLIAMS**, deceased. No bond was required.

Subscribed and sworn to before me on 12/18/2024.

Linda Higgins

Clerk of the Preston County Commission

By: *Ashley Cole*
Ashley Cole, Deputy Clerk

Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried.

Fiduciary Commissioner Report – None
Fiduciary Commissioner Motion – None

Old Business- Consideration and/or action

A. Approval of 2025 Board of Equalization Dates

Commissioner Thomas moved to approve the Board of Equalization 2025 Schedule. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

Board of Equalization

Final Dates for 2025

12.23.24

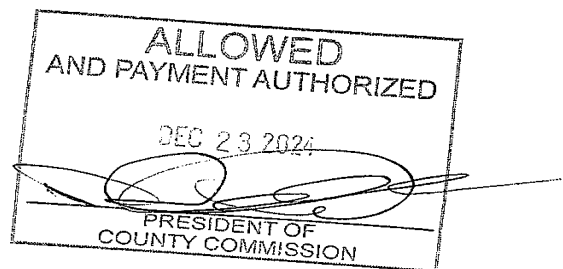
Below are the final dates for the Board of Equalization set by the Preston County Commission. All meetings to be held in the Preston County Commission Meeting Room:

Wednesday, February 5, 2025 – 10:30 a.m. – 11:30 a.m.

Monday, February 10, 2025 – 9 a.m. - (State of WV Minerals)

Wednesday, February 12, 2025 – 10:30 a.m. – 11:30 a.m.

Tuesday, February 18, 2025 – 10:30 a.m. – 11:30 a.m.



B. EMS Funding

i. LUCAS Chest Compression System

Mr. Raybeck explained that the \$29,359.86 includes S/H, the battery, the extended power supply and the Pro-Care program. There was discussion of speaking with the other ambulance agencies to see if there is a need for every county agency to have these devices.

Commissioner Stone moved to fund the Stryker Equipment for the LUCAS devices for Terra Alta Ambulance in the amount of \$29,359.86, out of contributions, with the understanding that if for any reason the Terra Alta Ambulance were to go out of business, the county would get the equipment back. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)



TerraAlta-CPO-Lucas-Quote

Quote Number: 11015576

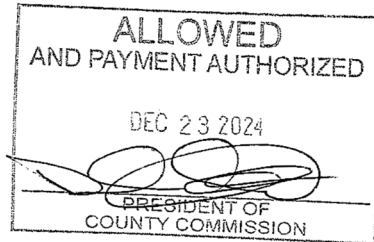
Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1
Prepared For: TERRA ALTA COMMUNITY AMB SQUAD
Attn:

Rep: Chris Ward
Email: christopher.ward@stryker.com
Phone Number: 3174454779

Quote Date: 11/04/2024
Expiration Date: 11/30/2024
Contract Start: 11/04/2024
Contract End: 11/03/2025

Price Totals:



Estimated Sales Tax (0.000%): \$0.00
Freight/Shipping: \$87.96
Grand Total: \$29,359.86

Comments:

Pricing is for CPO unit. Price is valid as long as supply lasts.

Prices: In effect for 30 days
Terms: Net 30 Days

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://www.stryker.com/Terms_Conditions/index.html.



TerraAlta-CPO-Lucas-Quote

Quote Number: 11015576

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1
Prepared For: TERRA ALTA COMMUNITY AMB SQUAD
Attn:

Rep: Chris Ward
Email: christopher.ward@stryker.com
Phone Number: 3174454779

Quote Date: 11/04/2024
Expiration Date: 11/30/2024
Contract Start: 11/04/2024
Contract End: 11/03/2025

Delivery Address

Sold To - Shipping

Bill To Account

Table with 3 columns: Delivery Address, Sold To - Shipping, and Bill To Account. Each column contains Name, Account #, and Address information for Terra Alta Community Amb Squad.

Equipment Products:

Table with columns: #, Product, Description, Qty, Sell Price, Total. Lists equipment items like LUCAS External Power Supply, LUCAS 3 Battery, and USED LUCAS 3.

ProCare Products:

Table with columns: #, Product, Description, Months, Qty, Sell Price, Total. Lists ProCare products like LUCAS-FLD-PROCARE with a 36-month warranty.

ii. Training

Commissioner Stone received correspondence from Pam Thomas, of KAMP Ambulance, regarding a fund request to help cover costs for EMT training classes.

She noted historically the county commission has allotted a certain amount of funding, if there's a need, but not for everyone taking the class and there must be certain criteria met.

The student must demonstrate financial need, be a Preston County resident, sign an agreement to work in Preston County for one year after the completion of the class with the squad of their choice. The student must sign an agreement to pay back funds if they do not complete the class, fail the class or national registry exam in the allotted time. Students must be able to pass the state required background check.

Last year 12 people took the class and Mr. Raybeck advised that the commission gave \$7,000 but wasn't sure if any of the amount was collected.

With more information needed to decide, the request was tabled until the January 8th meeting.

C. Approval of Wrecker Policy

Commissioner Thomas moved to approve the Preston County, WV 911 Wrecker and Tow Rotation Policy. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

Preston County, WV 911 Wrecker and Tow Rotation Policy

Purpose:

It is the policy of the Preston County Commission (Commission) to dispatch wrecker companies in a safe, efficient and equitable manner. The primary responsibility of the Preston County Commission is the administrative implementation of this policy and its practical application as it affects public safety.

Wrecker services will be expected to adhere to this policy, as well as all applicable rules and laws including, but not limited to, West Virginia Code Chapter 17; West Virginia Secretary of State Code of State Rules; Title 150 of the Legislative Rules of the West Virginia Department of Transportation, Division of Highways, as well as all other pertinent laws contained in the State Code of West Virginia.

The call rotation policy shall be construed as the E911 Center's internal operating policy with voluntary compliance by participating wrecker service providers, and in no way limits the discretion of law enforcement officers or fire department personnel to manage an incident scene in the manner deemed appropriate under the circumstances by the first responder agency.

Authority:

Pursuant to WV Code 24-6-12, the Commission hereby promulgates the following regulations for the dispatch of wrecker companies in Preston County, WV and will review every three years in order to maintain a policy that provides for the most prompt, fair, equitable and effective response to requests or dispatches for emergency towing services.

Effective Date:

This policy becomes effective on January 1, 2025 at 12:00am.

Definitions:

For the purpose of these regulations, the following definitions shall apply:

- I. **Vehicle** means every device in, upon, or by which any person or property is or may be transported or drawn upon the highway, except devices

moved by human power or used exclusively upon stationary rail or tracks, as defined by WV Code 17C-1-2.

2. **Wrecker Company** means a business engaged in the transportation upon the public street and highways of the State of West Virginia of damaged, disabled, unattended, or abandoned vehicles together with their personal effects and/or cargo. The terms wrecker company, wrecker service, tow truck service and towing company are synonymous.
3. **Wrecker company location, wrecker location, and location** means any and all physical locations maintained by a wrecker company from which it operates.
4. **Call-jumping** means any practice of arriving at an incident scene without being summoned there by an E911 dispatcher, law enforcement officer, or other first responder representative or vehicle owner or operator.

General Guidelines:

Wrecker services shall be called for the removal of wrecked, stolen, illegally parked or abandoned vehicle, and those vehicles which constitute an obstruction to traffic from the streets, highways, roads and other property lying within Preston County, WV.

In order to be included on the Dispatch Tow Rotation List, a wrecker company must conform with all federal, state and local laws, rules, regulations; must be licensed to conduct business within the State of West Virginia and at their physical location in Preston County, WV; be in good standing with the Public Service Commission and Preston County Agencies; and agree to comply with the requirements set forth in this policy.

Tow Rotation Participation:

Submit legible copies of all required documents. Such documentation is due by July 1st of each year and includes:

1. A list of all vehicles and equipment to be used while responding to calls.
2. A list of all wrecker operators, including a copy of their driver's license. Driver's license must be Class D or appropriate class CDL.
3. Copy of WV Business Registration Certificate.
4. Proof of Insurance for each wrecker vehicle.
5. Copy of each vehicle registration card.

2

6. Copy of non-expired PSC Cab Card.
7. Physical Address of business and contact numbers for office.
8. Signed annual application.

The Preston County E911 Center and/or Preston County Commission will review documentation to determine if the wrecker service qualifies to be placed on the dispatch tow rotation list.

All applicants will be formally notified of the decision to place them on the rotation by certified mail or email.

Any wrecker service on E911 rotation may request a review of the Preston County Tow Rotation Policy, annually. Requests will be made in writing to the Preston County Commission to be further reviewed by the Preston County Commission and the Preston County E911 Advisory Board.

Physical Location:

The wrecker service must maintain a physical location within the geographical boundaries of Preston County, WV and be available on a twenty-four (24) hour basis, from which wreckers may respond to calls for service and at which towed vehicles are stored. Only those locations within the geographical boundaries of Preston County, WV and so approved, will be eligible for inclusion on the Dispatch Tow Rotation List. Pagers, answering machines, and answering services do not qualify as "staffed" or "responding".

1. No wrecker company may consider an individual driver's place of residence as a substation or extension of the wrecker company, nor shall any other location be considered as the wrecker company's place of business.
2. No out of county wrecker services will be placed on the Dispatch Tow Rotation list, unless no tow service is located in that fire department area or adjoining area.
3. Upon initial tow application, a site inspection will be required to confirm compliance with this policy. The site inspection may be performed by a representative of the Preston County Commission and/or its agent including a representative of the Office of Prosecuting Attorney to ensure compliance with this policy. Random inspections may be performed to ensure continued

3

compliance with this policy.

Facility Storage:

1. Each location shall have adequate facilities to keep, maintain and preserve records, papers and documents necessary to carry on the business, and shall be available upon request.
2. Each Location shall maintain a storage facility for towed vehicles that shall comply with Public Service Regulations 150-CSR 9.6.9, WV Code 17-23-4 and 5, and the following:
 - a. Have ability to store minimum of six (6) vehicles in-doors for law enforcement investigations, fatalities, etc.
 - b. Storage Facility shall be within Preston County, WV.
 - c. Vehicles shall be stored within the legal boundaries of the property owner.
 - d. Facility area shall be enclosed with a suitable barrier
 - e. Sufficient lighting and gating shall be provided for protection of vehicles and property being towed. Indoor facilities meeting requirements are acceptable.
 - f. All evidence stored must be monitored by video surveillance.

Wrecker Equipment and Operations:

All Wrecker company locations will have the following minimum equipment as required by federal and state law, and by regulations set forth by the Department of Motor vehicles, the Division of Highways, the Public Service Commission, and by any local, state or federal regulatory agency. Wrecker companies must meet all PSC towing service requirements and be registered with PSC as a legal towing service. Existing operators will be exempt from having both a rollback and a wrecker.

Rollback Wrecker

Must have at a minimum of one (1) Rollback Wrecker that meets the following standards.

1. §150- 9-6.8.4.a. - A truck chassis with a manufacturer's rated capacity of at least ten thousand (10,000} pounds, gross vehicle weight with 102" CA dimension. Mounted on the chassis must be a complete commercially manufactured hydraulic operated slide back carrier with a manufacturer's capacity rating of at least four (4) tons and a minimum length of 17 feet.
2. §150- 9-6.8.4.b. - One (1) hydraulic winch of not less than four (4) tons capacity.
3. §150- 9-6.8.4.c. - A minimum of 30 feet of 3/8" diameter cable

4

Conventional One-Ton Wrecker

Must have at a minimum of one (1) Conventional One-Ton Wrecker that meets the following standards.

1. §150- 9-6.8.1.a- A truck chassis with a manufacturer's rated capacity of at least ten thousand (10,000} pounds, gross vehicle weight. Mounted on the chassis must be a complete commercially manufactured crane and winch having a manufacturer's capacity rating of at least four (4) tons.
 2. §150- 9-6.8.1.b - At least 100 feet (with a tolerance of twenty-five percent [25%]) of 3/8" diameter cable attached to the wrecker winch.
 3. §150- 9-6.8.1.c.3- A tow sling which must be commercially manufactured and designed to prevent damage to vehicle. Electric or hand crank winches do not satisfy the requirements of Rule 5.8.
1. All towing services are responsible for the cleanup of the accident scene, excluding hazardous waste in accordance with PSC Title 150, series 9: Rules and Regulations for the Government of Motor Carriers and Private Commercial Carriers, Section 6.6, Highway Cleanup. Every Wrecker Vehicle shall also be equipped with the following, per §150- 9-6.7.
 - a. fire axe, or single-bitted axe and crowbar;
 - b. first-aid kit complying with Title 49 CFR 393.96(c) as amended;
 - c. fire extinguisher (charged);
 - d. chock blocks;
 - e. safety flares;
 - f. safety triangles.
 2. All wrecker company employees shall wear reflective apparel as set forth in the Federal Department of Transportation regulation 23CFR Part 634.

5

3. All wreckers shall have the company name and telephone number clearly displayed on the driver side and passenger side doors.
4. Towing companies shall not have correspondence on its vehicles or building that implies any official relationship between the wrecker service/operator and the Preston County Commission or E911.
5. Any changes of insurance, new operators, new equipment or any changes to required information stated in the Wrecker Service Rotation Application and policy must be supplied to the Preston County Commission or Preston County E911 Communication Center within ten (10) business days of the time the change took place or went into effect.

Dispatch Tow Rotation List:

Preston County E911 shall maintain a Dispatch Tow Rotation List of the wrecker companies and locations that meet requirements of this policy and are to be utilized along with their designated areas of responsibility.

Wrecker companies must provide the Preston County E911 Center with two (2) points of contact, i.e, one telephone number, which shall be used to contact the service twenty-four (24) hours per day, seven (7) days a week, including weekends and holidays.

1. Wrecker services will be put on a rotation for the fire department area in which the wrecker service has an established place of business.
2. Wrecker services will also be put on the rotation list for all surrounding fire department areas that, in normal weather conditions, will have less than a thirty (30) minute response time from the place of business to the farthest point in the surrounding fire departments' areas, as determined by Preston County E911 personnel.
3. Wrecker services on the rotation list shall supply the Preston County E911 Center with a primary and a secondary public service number by which they may be reached.

Call Allocation:

The Preston County E911 Communication Center will be the primary dispatching agency for all law enforcement agencies, fire departments, and emergency medical agencies within Preston County. Wrecker and towing logs will be maintained by the E911 Center including each call for service, the tow service to

6

which it was given, vehicle holds, and any failures to respond from tow services. If the rotation is not used, the dispatcher shall document in additional comments, a succinct reason for not using the rotation. If the call is refused, by the tow service, E911 will document the reason why.

1. The rotation list for each geographic region and category shall be maintained at the E911 Communication Center by use of the Computer Aided Dispatching System (CAD). Wrecker services will be called in succession from the top of the list. The Dispatch Tow Rotation List shall include the name, physical address and dispatch area (as defined by this policy) of each location, names of the owners and telephone number.
2. The law enforcement officer or Incident Commander on the scene shall advise the E911 Center of the necessary information required to contact the appropriate wrecker service. This includes, but not limited to: owner's preference, number of vehicles requiring towing services, the type of vehicle(s), specific location of the vehicle(s) and type of wrecker required.
3. In the event of a multi-vehicle accident, only one wrecker service will be sent from the rotation list unless the service cannot handle the number of vehicles in a timely manner to restore the flow of traffic.
4. The law enforcement officer, fire department, EMS provider or E911 dispatcher shall not suggest a wrecker service to the owner/operator if the owner/operator does not specifically ask for a wrecker service by name.

Dispatch Protocol:

1. E911 Dispatchers will make contact with the tow company next on rotation and shall abide by the following procedures:
 - a. Contact the tow company that is located next on the Dispatch Tow Rotation List based on geographic location by using the provided telephone numbers. If there is no response after attempting all provided numbers, dispatch will allow three (3) minutes for a response from the tow company.
 - b. If there is no response after three (3) minutes, dispatch will contact the next tow company on the list. The tow company that did not respond will move to the bottom of the rotation.
 - c. If dispatch has completed attempts to all companies in the geographic

7

rotation and no one responded, dispatch will restart calls to companies in the same geographic rotation for a second full rotation. If still no response, then dispatch will immediately attempt contact with the next tow company on the opposite geographic rotation.

2. Certain emergency situations may require the immediate notification of the closest wrecker service to the scene of an incident. If the Incident Commander feels that a wrecker may be necessary to prevent loss of life, they have the right to contact the closest wrecker service and do not have to utilize the rotation list.
3. If a wrecker service is dispatched and then cancelled while en route, that company will maintain their spot on the list.
4. Calls made directly to the E911 Center from a vehicle owner/operator for non-emergency towing will be provided the names and numbers of all wrecker services in the county, if time permits. Such calls will not be made by the E911 dispatcher to the requested service, nor will rotation be utilized.
5. No wrecker will be dispatched until a first responder, with jurisdiction, has arrived on scene to survey the need.
6. The Preston County E911 Center maintains a separate list of Heavy Wrecker services and is not part of the Dispatch Tow Rotation list.

Requests for Wrecker Services:

If the owner/operator of the vehicle requests a specific wrecker service, the law enforcement officer or Incident Commander shall advise the E911 Center of such and indicate "per owner's request". If the specified service is not available, the E911 Center shall advise the officer, and the rotation list shall be utilized. An owner's request may be denied in situations where matters of public safety dictate immediate action by the closest available service.

Responding to Calls and Responsibilities:

1. Wrecker companies must be able to respond to scene within 45 minutes including on weekends and holidays. *The only exception is adverse weather conditions.*
2. The wrecker company shall advise Preston County E911 Center an estimated response time.
3. The tow company may not assign, transfer, pledge, surrender, or otherwise encumber or dispose of its place on the rotation list. Upon arrival at the scene, however, a tow company may contact other agencies for assistance as needed.
4. When a tow company wishes to be unavailable for any period of time, it is the responsibility of each tow company to give proper notification to Preston County E911 Center. The tow company shall provide dates and times of when they will be out of service and when they are back in service. Preston County E911 will not restore a tow company back on rotation until the tow company makes contact. No disciplinary actions will be taken against a tow company that abides by proper notification of when they are in/out of service.
5. Wrecker services on the Dispatch Tow Rotation list are prohibited from responding to a request from a vehicle owner regarding any accident within Preston County that may involve death, injury, or property damage. If a tow company receives any calls directly from a vehicle owner stating any of the above, the tow company is to contact Preston County E911 immediately.
6. When responding to calls, no service operator will speed, drive recklessly, create a traffic problem, or be under the influence of drugs or alcohol.
7. The wrecker service/operator called to the scene will be responsible to the law enforcement officer in charge of the investigation of the accident or other incident or the Incident Commander. The officer will have charge over the wrecker and wrecker operator until the scene is cleared. No wrecker service will remove any vehicle(s) from the scene of an accident until notified to do so by the investigating officer in charge at the scene.
8. Law enforcement and/or fire department personnel are in charge of the incident scene. Unneeded units will vacate the scene for safety or scene management purposes, with or without providing a service, if so directed by the law enforcement or fire department officer.
9. In accordance to WV Code 17C-14-11(c), it shall be the responsibility of the wrecker service to thoroughly clear the street/road of all debris, glass and liquid created by the involvement of the vehicles its operator has been called to tow.

10. When a vehicle is released at the scene by the investigating officer, the wrecker service shall tow it to a location at the owner's request that is agreed upon by the towing company. If the owner is absent or is incapacitated, the wrecker service shall tow the vehicle to its storage area for safekeeping.
11. The vehicle owner/operator is responsible for payment of all charges imposed by the wrecker service.
12. If a law enforcement officer places a hold on a vehicle and its contents, the wrecker service should advise the owner of which agency placed the hold. Only the law enforcement agency that placed the hold on the vehicle and its contents can provide a release; the Preston County E911 Center has no authority to release such vehicles.

Complaint Procedure:

The following complaint procedure applies to any and all complaints in relation to towing services regardless of who is filing the complaint and what the complaint is in regards to.

Complaints shall be typed and include the following information:

1. The date, time and location of the incident;
2. A detailed description of the adverse action along with any supporting documents;
3. The name, address and telephone number of any witnesses who may support its claim of adverse action;
4. The person(s) believed to be or may be responsible for the adverse action;
5. The notice must be signed.
6. Complaints must be submitted within seven (7) days of the occurrence by mail to 300 Rich Wolfe Drive, Kingwood, WV 26537 or email at jwolfe@preston911.com. The complaint will be investigated and reviewed by Preston County Commission, Preston County E911, and the involved tow company, in a timely manner.

Violation to the Preston County 911 Wrecker and Towing Rotation Policy

First Offense: written warning, that will be placed in the offending service's file at the Preston County E911 Center at 300 Rich Wolfe Drive, Kingwood, WV 26537.

10

Second Offense: within a six (6) month period, towing company will be removed from the Dispatch E911 Tow Rotation policy for thirty (30) days.

Third Offense: within a six (6) month period, towing company will be removed from the E911 rotation for one (1) year.

Any wrecker company may be suspended and/or removed from the Dispatch Tow Rotation List for the following reasons:

1. Failure to arrive at the scene in an appropriate time frame of 45 minutes. *With the exception of adverse weather conditions.* Allotment of three (3) times within 365 days, without reasonable justification.
2. Acknowledging calls from dispatch and refusing. Allotment of three (3) times within 30 days, without reasonable justification.
3. Dishonesty in regards to the Dispatch Tow Rotation Policy.
4. Causing damage by negligence or other acts that are determined inappropriate.
5. Pending any complaint filed against it either by the Public Service Commission, any law enforcement agency, or any member of the public
6. Pending the outcome of a criminal investigation
7. Abusive conduct on scene or towards first responders, dispatchers, or customers.
8. Failure to respond to requests for information and/or failing to cooperate with investigations within a specified time frame.
9. Failure to cleanup of the accident scene within reason, excluding hazardous waste in accordance with PSC Title 150, series 9: Rules and Regulations for the Government of Motor Carriers and Private Commercial Carriers, Section 6.6, Highway Cleanup.
10. Call-jumping. Allotment of two (2) times within 365 days, without reasonable justification.
11. A tow company will be removed IMMEDIATELY from the rotation list if:
 - a. The wrecker operator arrives at a scene under the influence of drugs and/or alcohol.
 - b. The wrecker operator obstructs the scene by arguing and/or fighting with emergency personnel on scene and/or dispatch personnel.
 - c. If the Incident Commander/law enforcement is not on scene when the wrecker operator arrives, a wrecker operator shall call or radio dispatch prior to the removal of any vehicle to obtain instruction from the Incident

11

Commander/law enforcement; failure to do so will result in immediate removal from the rotation list.

- d. The wrecker service fails to meet the requirements set by this policy.
- e. Responding to an accident involving death, injury, or property damage without being dispatched or contacting Preston County E911.
- f. Not ensuring the safety of the client. Abandoning the client under adverse conditions.

12. The Preston County Commission reserves the right to remove any wrecker service from the rotation list at any time during the Commission's review period of a formal complaint against said service. The Complaint procedure is outlined on page ten (10) of this document. All correspondence for revocations from the Dispatch Tow Rotation will be handled via certified mail. This policy does not create a contract between the wrecker service and the Preston County Commission.

Compliance to Violation:

- 1. Wrecker companies that have been suspended will have thirty calendar days to comply.
- 2. Wrecker companies that have been suspended and have not complied by the end of the last business day before the thirty days has transpired, shall be removed from the Dispatch Tow Rotation List.

Violation Appeal:

Any wrecker company who feels that it has been wrongfully suspended or moved from the Dispatch Tow Rotation List shall have the right to appeal its case to the Preston County Commission for a public hearing.

Wrecker companies wishing to appeal such cases must make their intentions known by notifying the Preston County Commission Office, 106 W. Main St., Ste. 202, Kingwood, WV 26537 by certified letter, return receipt requested, and/or email to jwolfe@preston911.com within ten (10) business days of the start of the suspension or removal.

Liabilities:

- 1. Preston County E911 Center assumes no liability for the type of wrecker and/or equipment that is requested from the scene.
- 2. The Preston County Commission, Preston County E911 Center, or any

12

emergency services agency utilizing this rotation policy shall assume no liability for wrecker requests where the vehicle(s) has already left the scene.

- 3. The Preston County Commission, Preston County E911 Center, or any other emergency services agency is not responsible for any charges imposed by the wrecker service or any damage caused to the vehicle by the wrecker operator.
- 4. The Preston County Commission, Preston County E911 Center, and/or any other emergency services agency will not be held responsible for charges imposed by the wrecker service where their response has been requested utilizing the rotation list and the owner/operator refuses their service and/or has contacted another wrecker service without notification to the officer or 911 Center.

13


**Preston County Wrecker Policy
Effective January 1, 2025**



Don Smith, President 12/23/2024
Date



Samantha Stone, Commissioner 12/23/2024
Date



Hunter Thomas, Commissioner 12/23/2024
Date

Name of Tow Company & Representative Date

Signature of Tow Company Representative Date


New Business – Consideration and/or action

- A. Preston County Farmland Protection Board Request to Appoint Jonathan Wilhelm as a Board Member – Four Year Term – Retroactive to July 1, 2024 – Expiring June 30, 2028

Commissioner Thomas moved to approve the appointment of Jonathan Wilhelm as a Board Member to the Preston County Farmland Protection for a four-year term retroactive to July 1, 2024, and expiring June 30, 2028, and authorize the President to sign the appointment document. Commissioner Stone seconded the motion. A roll call vote was taken with Commissioners Thomas, Stone and Smith voting yes. Motion carried. (See attached.)

PRESTON COUNTY COMMISSION

Don Smith, President
Hunter Thomas, Commissioner
Samantha Stone, Commissioner



December 23, 2024

Preston County Farmland
Protection Board
157 Plaza Court, Suite 8
Kingwood, WV 26537


Dear LaDeana:

At the Preston County Commission meeting on December 23, 2024, commissioners unanimously appointed Jonathan Wilhelm as a board member. His four-year term is retroactive to July 1, 2024, and will expire on June 30, 2028.

We assume you will notify Mr. Wilhelm of his appointment as a board member.

If we can be of assistance in any way, please contact our office.

Sincerely,



Don Smith, President
Preston County Commission

Preston County Courthouse Annex • 106 West Main Street, Suite 202, Kingwood, West Virginia 26537
Phone (304)329.1805 • Fax (304)329.3192 • TDD (304)329.0652
www.prestoncountywv.gov

- B. 2025 Land Books and Personal Property Tax Books Remain Open

Commissioner Stone moved to keep the 2025 Land Books and Personal Property Tax Books open and authorize the President to sign. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)

PRESTON COUNTY COMMISSION



Don Smith, President
Hunter Thomas, Commissioner
Samantha Stone, Commissioner

December 23, 2024

Deanna K Sheets, CPA, MPA
Director Property Tax
West Virginia Department of Tax & Revenue
Property Tax Division
P.O. Box 1345
Charleston, WV 25325-1345

Dear Ms. Sheets:

Please be advised that the following action was taken on December 23, 2024, at the County Commission meeting in reference to allowing the Assessor and the State Tax Department to make the needed assessment and appraisal changes through February 18, 2025.

“Commissioner Stone moved that the 2025 land books and personal property tax books remain open for changes through February 18, 2025. Motion was seconded by Commissioner Thomas. Discussion called for. Questions called for. A roll vote was taken with Commissioners Smith, Stone and Thomas voting yes. Motion carried.”

If there are any questions, please contact our office.

Sincerely,

Don Smith, President
On behalf of the Preston County Commission

Preston County Courthouse Annex • 106 West Main Street, Suite 202, Kingwood, West Virginia 26037
Phone (304)329.1805 • Fax (304)329.3192 • TDD (304)329.0652
www.prestoncountytjwv.gov

C. Legal Holidays

Commissioner Stone moved to approve the Legal Holidays as presented for the year 2025. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas and Smith voting yes. Motion carried. (See attached.)

**LEGAL HOLIDAYS – COURTHOUSE AND
COURTHOUSE ANNEX CLOSING
2025**

January 1, 2025	Wednesday,	2025 New Year’s Day
January 20, 2025	Monday	Martin Luther King Jr. Day
February 17, 2025	Monday	President’s Day
May 26, 2025	Monday	Memorial Day
June 20, 2025	Friday	West Virginia Day
July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
September 26, 2025	Friday	Buckwheat Festival
October 13, 2025	Monday	Columbus Day
November 11, 2025	Tuesday	Veteran’s Day
November 27, 2025	Thursday	Thanksgiving Day
November 28, 2025	Friday	Lincoln’s Day
December 25, 2025	Thursday	Christmas Day
January 1, 2026	Thursday	2026 New Year’s Day

All additional days declared by the Governor as special observance will be observed at the discretion of the County Commission.

The above schedule of holidays approved on motion by Commissioner Stone Seconded by Thomas and carried by a 3-0 majority vote this 23rd day of December.

County Administrator’s Report – Consideration and/or action

A. KnowBe4 Cybersecurity Training Platform Contract

With Cybersecurity being of major importance to the county, the IT department has been looking for an avenue to train employees at their own pace. Alex Hines, the IT Director, found a platform known as KnowBe4 and described this training as a fun, interactive training that helps employees identify risks associated with phishing, because it’s all about mitigating the risk. He highly recommends some kind of cybersecurity training. He discussed the company, the issues and how the process would work.

Commissioner Stone moved to move forward with the KnowBe4 Security Awareness Training in the amount of \$8,455.72 and authorize the President to sign. Commissioner Thomas seconded the motion. A roll call vote was taken with Commissioners Stone, Thomas, and Smith voting yes. Motion carried. (See attached.)



KnowBe4
33 N Garden Avenue, Suite 1200
Clearwater, FL
33755 US

Created Date 12/9/2024 12:20 PM
Expiration Date 12/23/2024
Quote Number Q-1254803
Payment Terms Net 30

Prepared By Email Noah Galvin
noahg@knowbe4.com

Contact Name Nate Raybeck
Contact Phone 304-329-1805
Contact Email nraybeck@prestoncountywv.gov

Bill to Name County of Preston
106 W Main St Ste 103
Kingwood, WV 26537-1131
United States

Ship to Name County of Preston
106 W Main St Ste 103
Kingwood, WV 26537

Description

Notes

Total Term(Months) 36

Non Profit Discounting has been applied to this quote.

PRODUCT	DESCRIPTION	QTY	LIST PRICE	DISC. (%)	SALES PRICE	MONTHLY NET PRICE	TOTAL PRICE
KMSATD	KnowBe4 Security Awareness Training Subscription Diamond	101	USD 74.52	20	USD 59.62	USD 1.66	USD 6,021.62
AIDA	Artificial Intelligence Defense Agents. AI-native featureset to facilitate automated and personalized SAT, includes AI powered features. (Must have current KMSATD Subscription to use product)	101	USD 30.13	20	USD 24.10	USD 0.67	USD 2,434.10

Grand Total USD 8,455.72

Signature Name
Title
Date

Don Smith
President, Preston CC
12/23/2024

Terms & Conditions

Your signature on this quote tells us that you have the authority to make this purchase on behalf of your company and that you agree to pay within the stated terms. For first year subscriptions, mid-subscription add-ons, and/or upgrades, the subscription period will begin when we process your order, which is when we receive your signed quote. For renewal subscriptions, the subscription period will begin on the day after your current subscription expires. Unless included on the invoice, customer is responsible for any applicable sales and use tax. KnowBe4’s standard Terms of Service (www.KnowBe4.com/Legal) and Product Privacy Policy (www.KnowBe4.com/Product-Privacy-Notice) apply, unless mutually agreed otherwise in writing.

B. Budget Revisions – See Recognition of Scheduled Appointments 9:35 a.m. above for budget revisions presented by Clark Nicklow, OEM/E911 for road signs.

C. Miscellaneous Correspondence

Reminder: The statutory meeting will be held in the Preston County Commission Meeting Rm. at 9:30 a.m. on Thursday, January 2, 2025.

Personnel Matters – Consideration and/or action

A. Executive Session

Legal Matters - Consideration and/or action

A. Executive Session

Information

Commissioner’s Comments

Commissioner Stone:

- Wrecker Policy Mtg
- County Fire Association – forthcoming is a decision to use the entire amount of fire protection funding for a mobile burn unit that will be used as a regional training facility for the companies around the area.
- January 2 meeting on Thursday. Her swearing in is at 8:30 a.m. in the Judge’s Chamber

Commissioner Thomas:

- Commissioner Thomas discussed the desire to serve on a board where there is more involvement and asked the other commissioners to look over the list of committees and share one with him.

At this time, the commissioners recognized Sheriff Jim Fields and Assessor Connie Ervin with tokens of appreciation for their retirement. Each spoke of their years of service to and for the county.

At 10:47 a.m., there being no further business to come before the Commission, President Smith declared the Regular Session adjourned.

Commissioner

Commissioner

Commissioner

---oOo---

12/23/2024

