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***Special Working Session #1 of City Council of Buckhannon  
2:00 p.m. in Council Chambers  
Meeting Agenda for Wednesday, February 10, 2021***

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- A. Call to Order**
  - A.1 Moment of Silence**
  - A.2 Pledge to the Flag of the United States of America**
- B. Strategic Issues for Discussion and/or Vote**
  - B.1 Review and/or Approval of Pay Increases for Street Employees**
  - B.2 Review and/or Approval to Purchase Phone System to Accommodate the Public Works Facility 395 Mud Lick Road Including a Possible Upgrade to the Existing City Phone System**
  - B.3 Discussion and/or Approval of an Application for NEA Grants for Arts Projects 1, FY2022 RE: WAMSB 2023**
  - B.4 Working Session Financial-Budget for Fiscal Year 2021-2022**
- C. Comments and Announcements**
  - C.1 Mary Albaugh**
  - C.2 Pamela Bucklew**
  - C.3 C J Rylands**
  - C.4 David Thomas**
  - C.5 Jack Reger**
  - C.6 Randall Sanders**
- D. Mayor's Comments and Announcements**
- E. Adjournment**

REVISED POSTED            02/05/2021

**The Buckhannon City Council held working sessions to discuss and draft the fiscal year 2021-22 General Fund Budget in February and March, 2021.**

**Each of the working sessions were called to order by Mayor Skinner, followed by a moment of silence and pledge to the flag.**

**Session #1   02/10/2021 in Council Chambers at 2:00 pm**

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	CJ Rylands	Present
Council Member	Mary Albaugh	Present
Council Member	David Thomas	Present
Council Member	Jack Reger	Absent
Council Member	Pamela Bucklew	Absent
Director of Public Works	Jerry Arnold	Present
Street Commissioner	Brad Hawkins	Present
Stockert Youth Center Director	Debora Brockleman	Present
Director of Finance & Administration	Amberle Jenkins	Present

News media present were: Katie Kuba of My Buckhannon and Amanda Hayes of Intermountain Newspaper.



Pay Increases for Street Employees:

Mr. Arnold and Mr. Hawkins presented pay increase recommendations for some of the Street Department employees. These increases are for added responsibilities and certifications.

City of Buckhannnon  
Consolidated Public Works Board  
Employee Pay Increases  
1/28/2021

I want to start by saying that I don’t want this conversation to be construed as negative in any way to other department or employees. I just want to bring to your attention that the Street Department has historically made less on the hour than some of the other public works departments. These guys are the ones we depend on to maintain our streets, plow snow, perform up keep on our facilities and parks, bury our dead, and anything else that doesn’t fit into the criteria of sewer, water, or waste collection.

We currently have 9 employees in street counting the supervisor with a new hire coming on soon. I will be starting the new hire at \$12.00 an hour and would like to assure him that within the first year he could advance to as much as \$14.00 an hour. There have been numerous hiring and wage freezes over the years due to stagnant revenues and budget constraints that mostly were in our general fund but now with the increase of revenues of the 1% sales tax we have funds to both better maintain our current infrastructure and build new. I would like you to consider the employees as part of that infrastructure maintenance. I have included a spreadsheet that shows the hourly comparison of employees across other departments for your review. I will also list our current street staff and the skills and credentials they possess.

- 1. **Brad Hawkins**- Supervisor- Class A CDL, certified electrician, mechanical ability, equipment operator and an excellent trouble shooter
- 2. **Travis Carpenter**- Assistant Supervisor- Class A CDL, master electrician, certified plumber, certified HVAC, mechanical abilities, equipment operator, and an excellent trouble shooter
- 3. **Mark Cogar**-Forman- senior concrete finisher, equipment operator
- 4. **Andrew Loudin**- Mowing Crew Foreman- equipment operator, currently taking carpentry classes, and our go to guy for small tasks.
- 5. **Conner McCauley**- Laborer- certified electrician, equipment operator, maintains our city parks, very intelligent and an excellent trouble shooter.
- 6. **Mark Woody**- Laborer- concrete finisher, equipment operator
- 7. **Fred Langbein**- Laborer- Class B CDL, equipment operator, concrete finisher
- 8. **Randy Liggett**- Laborer- Class A CDL, equipment operator, batch truck operator, concrete helper
- 9. **Raymond Pennington**-Laborer- equipment operator, concrete helper

Name	Classification	Date Hired	Yearly	Hourly	Increase	New Rate	Yearly Cost	Dept.	Emp. No.	%	Yrs.
Pennington, Raymond L	2	6/7/2018	\$24,960.00	\$12.00	\$1.00	\$13.00	\$0.00	Street	01-5817		2
Hawkins, Bradley L	8	8/3/2009	\$46,134.40	\$22.18	\$0.00	\$22.18	\$0.00	Street	01-0258		11
Loudin, Andrew	5	6/29/2015	\$24,960.00	\$12.00	\$3.00	\$15.00	\$6,240.00	Street	01-7586		5
Lanbein, Fredrick M	4	7/8/2013	\$28,704.00	\$13.80	\$1.50	\$15.30	\$3,120.00	Street	01-6576		8
Liggett, Randall W.	4	8/3/2020	\$24,960.00	\$12.00	\$3.00	\$15.00	\$6,240.00	Street	01-1082		0
Cogar, Mark S.	5	11/1/1999	\$31,158.40	\$14.98	\$2.00	\$16.98	\$4,160.00	Street	01-0109		21
Woody, Mark A	5	12/6/2010	\$30,908.80	\$14.86	\$2.00	\$16.86	\$4,160.00	Street	01-0297		10
McCauley, Conner B	5	1/24/2019	\$27,040.00	\$13.00	\$2.00	\$15.00	\$4,160.00	Street	01-0218		1
Carpenter, Travis K	6	5/13/2013	\$32,801.60	\$15.77	\$2.00	\$17.77	\$4,160.00	Street	01-9431		7
								Street	01-7337		0
					\$16.50		\$32,240.00				

Motion Albaugh/Rylands to approve Pay Increase for Street Department Employees as recommended by Public Works Director Jerry Arnold. Motion Carried.

Phone System New Building at 395 Mudlick Road:


Director Arnold explained that he reviewed and clarified information from both quotes that were submitted by Tate Communication and Raven Rock Networks. He recommends that Council approve the purchase of the phone system from Tate Communications. It will integrate with the phone systems within the city and includes costs that were not quoted in the Raven Rock quote.

Motion Sanders/Albaugh to approve purchase of the phone system for 395 Mudlick Road from Tate Communications. Motion carried.



National Endowment Arts Grant Application:

National Endowment Arts Grant Application was presented and explained by Callie Cronin-Sams and Randy Sanders. The purpose of this application is to assist with funding of the World Association of Marching Bands Event in 2023



WORKSPACE FORM

1-800-518-4726  
SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:

2021NEA01GAP1

Opportunity Title:

NEA Grants for Arts Projects 1, FY2022

Opportunity Package ID:

PKG00264413

CFDA Number:

45.024

CFDA Description:

Promotion of the Arts Grants to Organizations and Individuals

Competition ID:

2021NEA01GAP1

Competition Title:

NEA Grants for Arts Projects 1, FY2022

Opening Date:

12/09/2020

Closing Date:

02/11/2021

Agency:

National Endowment for the Arts

Contact Information:

Literature, Arts Education: 202/682-5707  
Artist Communities, Folk & Traditional Arts, Presenting: 202/682-5428  
Local Arts Agencies: 202/682-5097  
Dance, Music, Opera, Musical Theater, Theater: 202/682-5438  
Design, Media Arts, Museums, Visual Arts: 202/682-5452

APPLICANT & WORKSPACE DETAILS:

Workspace ID:

WS00631603

Application Filing Name:

City of Buckhannon WAMSB Event

DUNS:

0721632980000

Organization:

BUCKHANNON, CITY OF

Form Name:

Application for Federal Domestic Assistance-Short Organizational

Form Version:

1.1

Requirement:

Mandatory

Download Date/Time:

Feb 10, 2021 12:26:11 PM EST

Form State:

Error(s)

FORM ACTIONS:

OMB Number: 4040-0003  
Expiration Date: 02/28/2022

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

\* 1. NAME OF FEDERAL AGENCY:

National Endowment for the Arts

2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

45.024

CFDA TITLE:

Promotion of the Arts Grants to Organizations and Individuals

\* 3. DATE RECEIVED:

Completed Upon Submission to Grants.gov

SYSTEM USE ONLY

\* 4. FUNDING OPPORTUNITY NUMBER:

2021NEA01GAP1

\* TITLE:

NEA Grants for Arts Projects 1, FY2022

5. APPLICANT INFORMATION

\* a. Legal Name:

City of Buckhannon

b. Address:

\* Street1:

70 E. Main Street

\* Street2:

\* City:

Buckhannon

County/Parish:

Upshur

\* State:

WV: West Virginia

Province:

\* Country:

USA: UNITED STATES

\* Zip/Postal Code:

26201-2283

c. Web Address:

http://

\* d. Type of Applicant: Select Applicant Type Code(s):

C: City or Township Government

Type of Applicant:

Type of Applicant:

\* Other (specify):

\* e. Employer/Taxpayer Identification Number (EIN/TIN):

5560000152

\* f. Organizational DUNS:

0721632980000

\* g. Congressional District of Applicant:

WV02

6. PROJECT INFORMATION

\* a. Project Title:

City of Buckhannon World Association of Marching Show Bands Championship Event 2023

\* b. Project Description:

The City of Buckhannon, West Virginia, has been selected by the World Association of Marching Show Bands (WAMSB) to host the 2023 World Championship Event as the United States Affiliate. WAMSB is an international band association dedicated to promoting global communication and interaction between marching show bands. The Association aims to encourage active participation in marching show bands universally, to strengthen the movement internationally, and to stimulate the staging of world-class band events. Membership is open to Directors of marching show bands whose bands participate in or are interested in partaking in high-calibre events around the world (wamsb.org). The City of Buckhannon 2023 WAMSB Championship Event will require extensive planning, a budget over over \$250,000, and extensive human resources, including paid positions and volunteers. A Grant for Arts Projects will assist in allowing us to host a successful event representing the United States on the world stage.

c. Proposed Project: \* Start Date: 01/01/2022 \* End Date: 12/31/2023



APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational

7. PROJECT DIRECTOR

Prefix: Mr.	* First Name: Bandy	Middle Name:
* Last Name: Sanders	Suffix:	
* Title: City Recorder	* Email: randy.sanders@buckhannonwv.org	
* Telephone Number: (304) 472-4026	Fax Number:	
* Street1: 70 E. Main Street	Street2:	
* City: Buckhannon	County/Parish: Upshur	
* State: WV: West Virginia	Province:	
* Country: USA: UNITED STATES	* Zip/Postal Code: 26201-2283	

8. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☐ Same as Project Director (skip to item 9):

Prefix:	* First Name: Imberle	Middle Name:
* Last Name: Jenkins	Suffix:	
* Title: Director of Finance & Administration	* Email: amber.jenkins@buckhannonwv.org	
* Telephone Number: (304) 472-1651	Fax Number:	
* Street1: 70 E. Main Street	Street2:	
* City: Buckhannon	County/Parish: Upshur	
* State: WV: West Virginia	Province:	
* Country: USA: UNITED STATES	* Zip/Postal Code: 26201-2283	

APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - Short Organizational


9. \* By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001)

\* I Agree ☒

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

AUTHORIZED REPRESENTATIVE

Prefix:	* First Name:	Middle Name:
* Last Name:	Suffix:	
* Title:	* Email:	
* Telephone Number:	Fax Number:	
* Signature of Authorized Representative: Completed by Grants.gov upon submission.	* Date Signed: Completed by Grants.gov upon submission.	



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  - Password - The password you choose must meet the following password requirements:
    - Must contain at least eight (8) characters
    - Must contain at least one (1) uppercase letter (A-Z)
    - Must contain at least one (1) lower case letter (a-z)
    - Must contain at least one (1) number (0-9)
    - Must contain at least one (1) special character (e.g. ! @ # \$ % ^ & \* )
    - Cannot be the same as the previous six (6) passwords
    - Cannot contain dictionary words, names, or User Name

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Motion Thomas/Albaugh to approve submission of pre-application for the grant. Motion carried.



Mrs. Jenkins briefly explained the items compiled in the notebook presented to each City Council Member. This includes a draft budget and items submitted by the Street Department, Police Department, Fire Department and Stockert Youth Center.

Mrs. Jenkins commentary included:

The excel sheet in the beginning is what most of are accustomed to. It has a few years of history on expenses and revenues.

The revenues are the first two pages and the rest are expenses.

Then the tabs in the back are requests and information supervisors submitted and a miscellaneous tab with other pieces of information and a request for funding from CVB.

The sequence of events for the GF budget is also in the folder.

By the time we finish the budget I will include Coal Tax, but everything we collect in Coal tax goes toward street department budget.

These working sessions will focus on the General Fund.

By code we must have General Fund and Coal Tax budgets submitted by March 28<sup>th</sup>. Council must also meet at least once between March 7<sup>th</sup> and 28<sup>th</sup>. Usually, Council is ready to approve the budget by the second Council meeting, which is March 18<sup>th</sup>, so that we do not have special sessions right up to the last day. Council also must meet on April 20<sup>th</sup>, to officially lay the levy which is approving the levy rates. Before we finish the budget, I will receive valuation information from the County to estimate the actual levy revenues.

We have to balance the budget. So, the revenues must match the expenditures. The draft you have is not balanced yet.

The expenses in this draft total \$5,112,000. It includes almost everything that was in the supervisor's requests.

This concludes Mrs. Jenkins Commentary.



## Request from Upshur County Convention Bureau:

Mrs. Jenkins presented the following request from Upshur County Convention Bureau.



February 3, 2021

Buckhannon City Council  
Re: Budget Request

Dear Buckhannon City Council Members,

As we near a full year of living in a world affected by COVID-19, the Upshur County CVB – like all other businesses and organizations – have been negatively impacted by this worldwide pandemic.

Our organization has taken a variety of measures to address COVID throughout the past year. We temporarily laid-off our full time staff, as well as placed our Director on a temporary low-earnings status at the height of the pandemic. Our office has utilized virtual meeting options and have rotated staffing our Main Street office to reduce our exposures while remaining open for the public. We have adjusted our advertising plan to greatly reduce our paid advertisement placements and cut our budget to essential, operational purchases. We have been awarded an Economic Injury Disaster Relief Loan, and just received funds through the Paycheck Protection Program. We have relied on our Savings Account.

Even with these adjustments, the tremendous reduction we face in the travel industry is ongoing. Our funding is generated through the hotel-motel tax collected within the Buckhannon and Upshur County – we have seen a 50% reduction of tax proceeds. The operation of the Event Center at Brushy Fork has been impacted with a projected 69% reduction of rental revenue this fiscal year.

As our primary funding partner, the Upshur County CVB requests additional assistance from the City of Buckhannon. As the hotel-motel tax remains unstable for the foreseeable future, we propose that the City of Buckhannon implement a '*minimum amount*' to be supplied to the CVB. With a set, minimum amount the CVB can ensure all basic operational expenses are met. We request our minimum amount to be set at **\$120,000**.

As the City of Buckhannon begins budget discussions, please consider the CVB's request. We are available for additional and continual discussions on ways to proceed.

With Gratitude,

Laura B. Meadows  
Executive Director  
14 East Main Street  
Buckhannon, WV 26201  
304-473-1400  
[lmeadows@visitbuckhannon.org](mailto:lmeadows@visitbuckhannon.org)

PO Box 817 | 14 E. Main Street | Buckhannon, WV 26201 | 304-473-1400  
[lmeadows@VisitBuckhannon.org](mailto:lmeadows@VisitBuckhannon.org)

Council briefly discussed this matter. Since the ordinance dictates that CVB will receive 70% of Hotel Motel revenues, but if CVB falls short toward the end of the year for lack of hotel motel revenues, Council was in consensus that they would revisit matter and contribute additional help separate from the hotel motel distributions.

This first session will be for Street and Stockert budgets and the session on the 16<sup>th</sup> will be Police and Fire.

The supervisor for those departments will come to the working sessions to go over their budget requests. After the supervisor complete their presentations, Council can decide later if they want to ask them back to speak with them again or just continue to discussions to make decisions.

### Street Department:

Street Commissioner - Bradley Hawkins and Director of Public Works - Jerry Arnold presented and explained the following requests for the Street Department.



## Street request

Account #	Account Description	Budget 2020/21	Proposed 2021/22	Difference	Actual
<b>Salaris &amp; Benefits</b>					12/31/2020
001-750-103-00	Street Dept. Salaries	\$ 456,500.00	\$ 471,787.20	\$ 15,287.20	\$ 194,942.44
001-750-104-00	Street Dept. FICA Tax	\$ 34,925.00	\$ -	\$ -	\$ 14,855.71
001-750-105-00	Street Dept. Group Insurance	\$ 129,174.22	\$ -	\$ -	\$ 106,477.01
001-750-106-00	Street Dept. Group Retirement	\$ 42,724.00	\$ -	\$ -	\$ 17,848.70
001-750-109-00	Compenated Absence	\$ -	\$ -	\$ -	\$ 17,722.00
<b>Total</b>		<b>\$ 663,323.22</b>		<b>\$ 15,287.20</b>	<b>\$ 281,259.15</b>
<b>Contractual Services</b>					
001-750-211-00	Street Dept. Telephones	\$ 7,100.00	\$ 7,100.00	\$ -	\$ 3,282.43
001-750-213-00	Street Dept. Utilities	\$ 12,800.00	\$ 14,000.00	\$ 1,200.00	\$ 2,625.00
001-750-215-00	Contribution to CPWB Horticulture	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -
001-750-226-00	Street Dept. Insurance & Bonds	\$ 47,000.00	\$ 50,000.00	\$ 3,000.00	\$ 26,375.00
<b>Total</b>		<b>\$ 126,900.00</b>	<b>\$ 131,100.00</b>	<b>\$ 4,200.00</b>	<b>\$ 32,282.43</b>
<b>Commodities</b>					
001-750-341-00	Street Dept. Mat. & Supplies	\$ 94,948.00	\$ 100,000.00	\$ 5,052.00	\$ 29,499.00
001-750-343-00	Street Dept. Auto Supplies	\$ 40,000.00	\$ 45,000.00	\$ 5,000.00	\$ 18,070.93
001-750-345-00	Street Dept. Uniforms	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	\$ 2,658.05
001-750-379-00	Disposal/ Sale Assets	\$ -	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 139,948.00</b>	<b>\$ 151,000.00</b>	<b>\$ 11,052.00</b>	<b>\$ 50,227.98</b>
<b>Capital Outlay</b>					
001-750-458-00	Walk Trail	\$ -	\$ -	\$ -	\$ -
001-750-458-01	Safe Ways to School Grant	\$ -	\$ -	\$ -	\$ -
001-750-458-02	Storm Sewer Projects	\$ -	\$ -	\$ -	\$ -
001-750-458-03	Dog Park	\$ -	\$ -	\$ -	\$ -
001-750-458-04	Transportation Enhance Grant	\$ -	\$ -	\$ -	\$ -
001-750-458-05	Street Dept. Projects	\$ 234,775.00	\$ 300,000.00	\$ 65,225.00	\$ 70,353.29
001-750-458-06	Projects ?	\$ -	\$ -	\$ -	\$ -
001-750-458-07	LWCF / North Buck.Park Grant	\$ -	\$ -	\$ -	\$ -
001-750-458-08	Gateway West Grant Expens.	\$ 144,913.00	\$ -	\$ -	\$ 122,721.18
001-750-459-00	Street Dept. Capital Outl.	\$ 156,500.00	\$ 175,800.00	\$ 19,300.00	\$ 29,981.40
001-750-459-99	Street PV JE-RDT	\$ -	\$ -	\$ -	\$ -
001-750-461-00	Street Paving	\$ 135,000.00	\$ 150,000.00	\$ 15,000.00	\$ 2,036.21
<b>Total</b>		<b>\$ 671,188.00</b>	<b>\$ 625,800.00</b>	<b>\$ 99,525.00</b>	<b>\$ 225,092.08</b>
<b>Contractual Services</b>					
001-751-213-00	Street Lights	\$ 70,000.00	\$ 70,000.00	\$ -	\$ 33,028.67
<b>Total</b>		<b>\$ 70,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>\$ 33,028.67</b>
<b>Contractual Services</b>					
001-752-213-00	Traffic Signals Power	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 1,335.69
001-752-230-00	Signs and Signals	\$ 16,000.00	\$ 16,000.00	\$ -	\$ 121.74
<b>Total</b>		<b>\$ 19,500.00</b>	<b>\$ 19,500.00</b>	<b>\$ -</b>	<b>\$ 1,457.43</b>
<b>Commodities</b>					
001-753-341-00	Snow Removal	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 762.96
<b>Total</b>		<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 762.96</b>
<b>Commodities</b>					
002-750-341-00	Street Dept. Mat. & Supplies				\$ -
<b>Total</b>					\$ -

Account #	Account Description	Budget 2020/21	Proposed 2021/22	Difference	Actual
<b>Salaris &amp; Benefits</b>					12/31/2020
001-750-103-00	Street Dept. Salaries	\$ 456,500.00	\$ 471,787.20	\$ 15,287.20	\$ 194,942.44
001-750-104-00	Street Dept. FICA Tax	\$ 34,925.00	\$ -	\$ -	\$ 14,855.71
001-750-105-00	Street Dept. Group Insurance	\$ 129,174.22	\$ -	\$ -	\$ 106,477.01
001-750-106-00	Street Dept. Group Retirement	\$ 42,724.00	\$ -	\$ -	\$ 17,848.70
001-750-109-00	Compenated Absence	\$ -	\$ -	\$ -	\$ 17,722.00
<b>Total</b>		<b>\$ 663,323.22</b>		<b>\$ 15,287.20</b>	<b>\$ 281,259.15</b>
<b>Contractual Services</b>					
001-750-211-00	Street Dept. Telephones	\$ 7,100.00	\$ 7,100.00	\$ -	\$ 3,282.43
001-750-213-00	Street Dept. Utilities	\$ 12,800.00	\$ 14,000.00	\$ 1,200.00	\$ 2,625.00
001-750-215-00	Contribution to CPWB Horticulture	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -
001-750-226-00	Street Dept. Insurance & Bonds	\$ 47,000.00	\$ 50,000.00	\$ 3,000.00	\$ 26,375.00
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<b>Total</b>		<b>\$ 20,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 762.96</b>
<b>Commodities</b>					
002-750-341-00	Street Dept. Mat. & Supplies				\$ -
<b>Total</b>					\$ -



Identified Street Department Projects Budget 2021/2022				
Projects:	Cost	Current	2021/2022	Notes
Clarksburg Rd. Sidewalk	\$37,735.90			
First Street Sidewalk	\$25,000.00			
Mural Project	\$40,000.00			
PSC Parking Lot Improvement	\$45,000.00			
Kanawha St. Sidewalk and lighting		\$99,775.00		2020/2021 Jerry
N. Kanawha St. Paving		\$30,000.00		2020/2021 Jerry
S. Kanawha Paving		\$30,000.00		2020/2021 Jerry
N. Spring St. Paving			\$80,000.00	2021/2022 Jerry
N. Spring St. Sidewalk and Lighting			\$50,000.00	2021/2022 Jerry
Colerider Sidewalk and Lighting	\$28,204.75			
Morton Avenue Sidewalk	\$45,730.00			
Residential Paving Projects	\$75,000.00			will be determined in April
Total Projects	\$296,670.65	\$159,775.00		\$130,000.00 Jerry's recommendation
<b>Equipment:</b>				
Rubber Tire Loader			\$85,000.00	2021/2022 Jerry
Backhoe	\$90,000.00			
UTV		\$35,000.00		2020/2021 Jerry
Soil Screener		\$20,000.00		2020/2021 Jerry
Backhoe	\$90,000.00			
Current Equipment Payments		\$78,000.00		does not include new facility
Total Equipment	\$180,000.00	\$133,000.00		

**Stockert Youth & Community Center:**

Stockert Youth & Community Center-Debora Brockleman explained the budget for the Stockert Youth Center.

This year there is not much change from the budget last year. Last year funds were allocated for one more full-time employee and possible payment toward a loan for a new building, but due to Covid, the activities were greatly reduced and the full-time person was not hired.

Ms. Brockleman went over the activities that are starting to pick up as Covid guidelines are lifted. A new building would allow activities to expand along with community events.

After the presentations from the Street Commissioners, Director of Public Works and Youth Center Director, Mrs. Jenkins went over the other line items. The Police Department and Fire Department Chiefs will present their budgets at the next working session to be held February 16, 2021.

Meeting recessed at 3:42 pm.

**Session #2 02/16/2021 in City Council Chambers beginning at 2:00 pm**

**To Participate in the meeting during the COVID-19 Safer at Home Order,**  
**Please join the meeting from your computer, tablet or smartphone.**  
<https://www.gotomeet.me/CallieCronin-Sams/special-city-council-budget-session-2>  
**You can also dial in using your phone.**  
 United States: [+1 \(571\) 317-3122](tel:+15713173122)  
 Access Code: 441-953-373

***Special Working Session #2 of City Council of Buckhannon***  
***2:00 p.m. in Council Chambers***  
***Meeting Agenda for Tuesday, February 16, 2021***

- A. Call to Order**
  - A.1 Moment of Silence**
  - A.2 Pledge to the Flag of the United States of America**
- B. Working Session & Discussion**
  - B.1 Financial-Budget For Fiscal Year 2021-2022**

**POSTED 01/28/2021**



Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	CJ Rylands	Present
Council Member	Mary Albaugh	Absent
Council Member	David Thomas	Absent
Council Member	Jack Reger	Absent
Council Member	Pamela Bucklew	Present
Police Chief	Matthew Gregory	Present
Fire Chief	JB Kimble	Present
Director of Finance & Administration	Amberle Jenkins	Present
Office Clerk	Barbara Hinkle	Present

Also present :Fire Department Representatives Derek Long, John Brugnoli, Linn Baxa, Joey Baxa and Brian Elmore; VIPS (Volunteer in Police Service) Leader and Member-Steven Wycoff; News Media-Katie Kuba of My Buckhannon and Amanda Hayes of Intermountain Newspaper.

**Police Department:**  
Police Chief-Matthew Gregory explained the following requests for the Police Department:

Proposed 2021 – 22 Police Department Budget

<u>Police Department Salaries</u>	<u>Proposed Budget</u> <sup>1</sup>
<b><u>BASE SALARY</u></b>	
Matthew Gregory .....	\$74,132
Doug Loudin - 28.85/hr. ....	\$60,008
Tom Posey - 25.31/hr. ....	\$52,645
Mark Stewart - 27.07/hr. ....	\$56,306
William Courtney - 24.53/hr. ....	\$51,023
Darin Hissam - 24.35/hr.....	\$50,648
Marshal O’Connor ( <b>Promote to Sgt.</b> ) - 22.52/hr.....	\$46,842
Angel McCauley – 20.16/hr. ....	\$41,933
Sam Kraemer - \$19.66/hr. ....	\$40,893
James Fisher - \$20.66/hr.....	\$42,973
Jacob Garrison - \$19.66/hr. ....	\$40,893
Tim Smith (Admin. Asst.) – 16.58/hr. ....	\$34,487
Tom O’Neill (CALEA Asst.).....	\$20,000
<b>Subtotal:</b>	<b>\$612,783</b>
<b><u>ANTICIPATED GRANT MONIES FOR SALARY (3.1% of Salary costs):</u></b>	
<b>Governor’s Highway Safety:</b>	<b>\$19,000</b>
<b>Domestic Grant</b>	<b>\$4,000</b>
<b>Subtotal:</b>	<b>\$23,000</b> <sup>2</sup>
<b><u>OVERTIME SALARIES (HOLIDAYS)</u></b>	
Doug Loudin - 28.85/hr.	
Tom Posey - 25.31/hr.	
Mark Stewart - 27.07/hr.	
William Courtney - 24.53/hr.	
Darin Hissam - 24.35/hr.	
Marshal O’Connor - 22.52/hr.	
Angel McCauley – 20.16/hr.	
Sam Kraemer - \$19.66/hr.	
James Fisher - \$20.66/hr.	
Jacob Garrison - \$19.66/hr.	
Total of above hourly wages = 232.77 x 8 hrs. x <b>14 holidays</b> = <b>\$26,071</b>	



**OVERTIME SALARIES (Court, Investigations, Calls at end of duty, Strawberry Festival, etc.) – 240 hrs. = 20 hrs. per month**

Doug Loudin – 43.28 overtime rate per hr. x 240 hrs. = \$10,388  
Tom Posey – 37.97 overtime rate per hr. x 240 hrs. = \$9,113  
Mark Stewart – 40.61 overtime rate per hr. x 240 hrs. = \$9,747  
William Courtney – 36.80 overtime rate per hr. x 422 hrs. = \$15,530 <sup>3</sup>  
Darin Hissam – 36.53 overtime rate per hr. x 240 hrs. = \$8,768  
Marshal O'Connor – 33.78 overtime rate per hr. x 240 hrs. = \$8,108  
Angel McCauley – 30.24 overtime rate per hr. x 240 hrs. = \$7,258  
Sam Kraemer - 29.49 overtime rate per hr. x 240 hrs. = \$7,078  
James Fisher – 30.99 overtime rate per hr. x 240 hrs. = \$7,438  
Jacob Garrison - 29.49 overtime rate per hr. x 240 hrs. = \$7,078

Subtotal: \$90,506

**GRAND TOTAL OF ABOVE CATEGORIES:** \$752,360

**Fica Tax:** \$58,500 57556

**Group Insurance:** \$130,000 100,000

**Retirement:** \$79,000 75236

**Telephones:** \$11,000 <sup>4</sup>

**Travel Expense:** \$3,000

**Training:** \$15,500 <sup>5</sup>

**Uniform Maintenance:** \$500

**Insurance and Bonds:** \$40,000

**Materials and Supplies:**

Public Relations: \$2,000  
Ammunition (Duty / Training): \$2,500 <sup>6</sup>  
    ▪ Pistol  
    ▪ Rifle  
    ▪ Shotgun  
Taser cartridges (Training / Replacement): \$1,100  
IT expenses: \$6,000 <sup>7</sup>  
Office equipment:  
    Ink cartridge: \$1,000  
    General (citations, paper, pens, folders, etc.): \$3,000

Cleaning supplies: \$600  
Rugs: \$1,080  
Pest Control: \$540  
Copier lease: \$1,900  
Evidence equipment: \$1,000  
Batteries: \$700  
Electronic Media Storage: \$4,000 <sup>8</sup>  
Radar Certification: \$350  
Postage: \$300  
Guardian Tracking software: \$1,100 <sup>9</sup>  
Membership dues / support fees: \$300  
K-9 Upkeep: \$1,200  
Haz-Mat disposal: \$300  
Website Upkeep: \$600  
Miscellaneous: \$230

TOTAL: \$29,800

**VIPS:** \$17,000 <sup>10</sup>

**Auto Supplies:**

Fuel: \$19,000 <sup>11</sup>  
Oil / maintenance: \$3,000  
Car wash: \$2,000  
Tires: \$3,000  
Miscellaneous supplies / Repairs: \$3,000  
TOTAL: \$30,000 32000

**Uniforms:** \$8,000

**Criminal Investigation:** \$2,000

**New Equipment:**

Enterprise payment (2 Police Interceptors – 2017 models): \$14,700 – 15500  
Enterprise payment (3 Police Interceptors – 2019 models): \$25,000  
Enterprise payment (3 Police Interceptors – 2020 models): \$28,000  
PTS software annual support: \$7,856  
In-Car Cameras / Body Cameras / Digital Storage: \$25,000 <sup>12</sup>  
Replace office computers: \$11,000 <sup>13</sup>  
Cruiser Cargo Organizers: \$7,500  
CALEA fees: \$5,000 <sup>14</sup>  
TASER Replacement \$3,000

TOTAL: \$127,056 127,856

Regional Jail Fees 10,000

**TOTAL BUDGET: \$1,303,716 1281800**



Budget Breakdown – Comparisons and Figures

2021 – 2022 Proposed Budget	\$1,303,716
Anticipated Amount of Grants & Other Revenue from Reimbursements	\$23,000
Percent of Total from External Revenue	1.7%

2020 – 2021 Budget * *As of Dec. 31, 2020	\$1,329,644
Difference	- \$25,928
Percent Difference	- 1.9%

Budget Notes

<sup>1</sup> The proposed salaries represent a .30 across the board cost of living increase for each employee plus adjustments to salary differentials per the attached spreadsheet. This spreadsheet represents changes to 3 areas within the police department’s salary structure – 1. A proposed .50 / hr. increase to each rank level (Corporal, Sergeant, Lieutenant); 2. A proposed increase to the step structure regarding college degrees; and 3. A proposed .50 / hr. increase for all sworn officers who possess EMT-B training and certification.

The current salary structure for the police department’s rank system was established in 2004 and since that time, the police department has attained numerous capabilities in terms of records management, case management, and various technologies such as video evidence that supervisors are now responsible for. Additionally, with adherence to CALEA standards, supervisors have many more responsibilities on a daily basis to ensure that the policies and standards are being adhered to. The proposed increase will affect every sworn officer presently at the rank of Corporal and above with increases from each respective level the officer has attained being absorbed into their proposed salaries.

The proposed increase to the salary structure regarding college degrees will bring the department more in line with a competitive rate that is more conducive to the level of education that it represents. For instance, the current salary difference between an employee with a college degree and an employee with only a high school education is .25 / hr. Additionally, the current salary difference between a person with a four-year degree in Criminal Justice and a high school education is .51 / hr. The new structure will make the difference 1.00 / hr. and 1.50 / hr. respectively, based on the employee’s level of education. This, too, is factored into each existing employee’s salary based on their current level of education and can be found in the attached spreadsheet.

Finally, the proposed salaries include a \$20,000 allotment for Tom O’Neill for compensation for his assistance with managing the ongoing CALEA accreditation.

<sup>2</sup> Grant monies for salary represents 3.1% of total salary costs.

<sup>3</sup> With the implementation of the K-9 program, the K-9 handler (Courtney) needs an overtime allotment, per FLSA, of 7 hrs. a pay period for the fiscal year. This allows the K-9 handler time to feed and train the K-9. The amount allotted in this category takes this in to account.

<sup>4</sup> This line item includes costs for department telephones, as well as four department issued cell phones. Also, monthly costs for GPS units in each cruiser are included in this line item. Additionally, monthly costs for routers in eight cruisers are included.

<sup>5</sup> Many of the trainings required to maintain various certifications (Taser instructor, Less lethal instructor, etc.), as well as other specialized trainings (Interview/Interrogation, Supervisory classes, Evidence collection/retention, etc.) all cost between \$100 and \$500 each, depending on the class. This allotment (in both



the TRAINING and TRAVEL line items) is also representative of the needed costs for CALEA conferences and training.

Additionally, now that the Police Department has acquired an All-Hazard plan, CALEA requires training on this plan in either the form of table top exercises or full-scale exercises. Those anticipated costs are also included in this line item.

Also, CALEA requires ongoing, periodic training, known as shift-briefing training, as well as annual refresher training on topics such as Biased Policing, Ethics, Mental Health training, etc. To accomplish these CALEA requirements, the police department has acquired software known as PoliceOne Academy, which provides all of these necessary CALEA mandated trainings. The cost of this annual expense (approximately \$1,200) is further included in this line item.

<sup>6</sup> Ammunition costs encompass pistol, rifle, and shotgun for on-duty and training purposes. Additionally, the following category is in regards to the purchase of Taser cartridges required for annual recertification.

<sup>7</sup> This amount anticipates needed expenses for IT costs. Much of what the police department does, from reporting to trainings to administration, involves an electronic database of some sort.

<sup>8</sup> With the enhancement of the police department's video evidence capabilities (representing both body camera as well as in-car camera solutions), the need for hard copy electronic media storage (CD, DVD, and thumb drives) has increased as well. The police department's policy calls for the preservation of all such videos that are evidentiary (including but not limited to: criminal cases, use of force incidents, pursuits, and internal affairs investigations). Currently, the police department preserves video on approximately 600 incidents a year. When at all possible, CDs and DVDs are utilized, but for videos that are larger in size, a thumb drive is necessary. This figure represents the increased cost of additional electronic storage media, particularly thumb drives.

<sup>9</sup> The police department has acquired a software program known as Guardian Tracking, which allows us to manage various employee matters – from awards and recognition to complaints and discipline. Evaluations are also managed with this software. This program additionally allows the police department to manage the Personnel Early Warning System. Each of these items cover various CALEA mandated standards and utilization of this software will allow the police department to upload various proofs of compliance on a variety of CALEA standards. Annual cost for this software is approximately \$1,100.

<sup>10</sup> VIPS has been part of the Buckhannon Police Department since 2014 and has proven itself time and again to be a major asset for not just the police department, but the entire City of Buckhannon. VIPS members assist in the community with a large variety of incidents. Also, representative of the core concept of community policing, VIPS has invited many community members into their ranks, seeing their numbers rise to 15 currently active members. The attached proposal for VIPS funding, as presented by VIPS Coordinator Steve Wykoff, outlines the funding request for the VIPS program.

## Buckhannon Police

### Volunteers In Police Service (VIPS)

#### Request for Budget Fiscal Year 2021 - 2022



Members of Council,

I am requesting the council to consider the creation of a budget for the Buckhannon Police Volunteers In Police Service (VIPS) program. The VIPS program currently is (graciously) funded through a miscellaneous line item of the Buckhannon Police budget. Chief Gregory has been kind enough to earmark funding from the line item for the VIPS program. That funding has allowed us to purchase enough shirts, hats, traffic vests, and rain slickers for our members.

Upon initial creation of the VIPS program in 2014, we were able to secure a one-time grant to provide funding for start-up, which covered the cost of equipment and uniforms for ten VIPS members. Over the course of the next few years, our membership remained below ten members. This allowed us to reuse many of the uniforms and equipment we had in stock. All equipment, including some parts of the uniform such as hats and polo shirts, are required to be turned back in to the department upon member separation for reuse by other members.

In 2018, the number of VIPS members reached one dozen. We were able to make due with the equipment we had on hand, as the week of the Strawberry Festival was the only time during the year that we had all members on duty at the same time.

In August 2020, we increased our membership to 15. We are now experiencing some equipment shortages (such as radios and traffic wands) now that we have more members assisting at events. Some of the equipment currently in use needs refreshed, such as radio batteries; while other equipment is starting to fail and needs replaced.

The current funding available to the VIPS program would not cover some of the larger one-time purchases recommended for the program:

- Additional radios to ensure each individual member has a radio available to them when needed.
- Extension microphone / speaker combination for ease of use.
- Replacement batteries for the radios.
  - The current radio batteries initially lasted for 8 hours with a two -hour charge cycle. Now we are only getting 4-6 hours from a two-hour charge cycle
- Matching winter jackets for members to promote professionalism.
  - Currently members are utilizing their own outerwear when the weather is inappropriate for short sleeved polo shirts. A standard jacket would ensure a professional appearance for our members.



<sup>11</sup> Fuel costs are estimated at current average of approximately \$1,400 per month, plus an additional 10% for possible inflation.

<sup>12</sup> This figure represents an annual cost to finance the in-car camera systems, the upgraded body cameras, as well as the video storage capabilities that was implemented in the 2020 – 2021 fiscal year. The term of this financing is over a period of 5 years.

<sup>13</sup> The police department currently has a long-term plan to replace office computers every five years, with half of the computers being replaced one year and the other half replaced the following year. This figure represents this cost, which is further highlighted in the attached 5-year Capital Improvement Plan. Much of the functionality of the police department involves an electronic application of some sort, including, but not limited to: interacting with the department's records management system for incident reporting, as well as evidence and case management, completing various other reports required by department policy, adhering to online trainings pursuant to CALEA standards, daily interactions with body camera and in-car camera software as well as department and city video surveillance, etc. It is therefore necessary to keep the hardware of the police department current and in good operational order.

<sup>14</sup> This figure represents the ongoing, annual CALEA fees required to maintain accreditation.

Our current funding allows us to maintain our current equipment and allow for some recognition of our volunteers during their commitment. While they entered into membership without the expectation of reimbursement or recognition, Chief Gregory and I believe the members are deserving of recognition for their efforts.

Unfortunately, our current funding does not allow for much in the way of public relations materials. As such, we have been unable to provide some handouts to the public that in previous years were well received, such as stickers, coloring books, pens and pencils, and sling packs. Unfortunately, VIPS is disqualified from many grants and donation programs for outreach materials and equipment due to not being a non-profit 501(c)3 organization.

We have looked into various forms of fundraising opportunities recently; however, we have run into a few roadblocks. COVID-19 has been the greatest issue recently, which has caused the inability to hold large events such as good will dinners that would be instrumental in fundraising.

Since 2014, VIPS has proven itself to be a valuable and growing asset to the Buckhannon community:

- We have organizations throughout the county reaching out to us directly to ask for assistance with various events, and have secured a mutual aid agreement with the Upshur County Sheriff to extend our services beyond city limits and into the county when requested.
- VIPS has been able to maintain a line of communication and serve as liaisons between law enforcement and the public. We have received and passed along numerous tips to officers when people did not feel comfortable speaking to an officer directly. We have also provided security and peace of mind to many community members during various events.
- We have assisted law enforcement in several situations that had the potential to threaten public safety.
- We have assisted in search and rescue operations when called upon.
- We are currently in discussion with Chief Kimble of the Buckhannon Fire Department to provide scene security for suspicious fire scenes throughout the county, thereby freeing the firefighters for other calls.
- Utilizing VIPS as a resource, Chief Gregory does not have to call on outside agencies for assistance as often as was done in the past.
- Over the course of its existence, VIPS members have donated more than 10,000 hours to the program, potentially saving the city and the police department up to \$250,000.00.

Attached as page 3 is the breakdown of VIPS expenditures in 2019. The 2019 breakdown illustrates activities during a normal year. I did not include a recent breakdown showing expenditures during the past year as our activity was heavily influenced and hindered by the COVID-19 coronavirus pandemic. Also included is a proposed budget based on a normal year, current organizational needs and recommendations, and knowledge of future events. Upon request, I can also provide our annual reports for 2016-2020.



Buckhannon Police Department  
Volunteers In Police Service (VIPS)  
Requested Budget for Fiscal Year 2021 - 2022



VIPS

2021-22 Proposed	Spent 2019-20	2019-20 budget
\$17,000.00	\$1,490.00	\$1,500.00

Uniforms

Items	New Budget	Spent 2019	Qty/Req	Notes
Embroidered ball caps	\$ 200.00	\$ 200.00	5	\$40.00 ea
Embroidered heavy polos	\$ 250.00	\$ 250.00	5	\$50.00 ea
Embroidered light polos	\$ 250.00	\$ 250.00	5	\$50.00 ea
Patches	\$ 600.00		60	\$10.00 ea
*Winter Jackets (Navy/Hi Vis)	\$ 5,250.00		15	\$350.00 ea (initial bulk then as needed)
Miscellaneous	\$ 150.00			Buffer to cover unforeseen costs
Total	\$ 6,700.00	\$ 700.00		

Equipment

Items	New Budget	Spent 2019	Qty/Req	Notes
Traffic Wands	\$ 125.00	\$ 125.00	5	\$25.00 ea
Traffic Vests	\$ 100.00	\$ 100.00	5	\$20.00 ea
Raincoats	\$ 125.00	\$ 250.00	5	\$25.00 ea
Alkaline Batteries	\$ 60.00	\$ 60.00	1	Case of 144 AA batteries (traffic wands)
*Radios	\$ 6,000.00		8	\$750.00 ea (initial bulk then as needed)
*Radio Batteries	\$ 750.00		10	\$75.00 ea (replace every five years)
*Radio speaker / mic	\$ 600.00		8	\$75.00 ea (initial bulk then as needed)
*FEMA/NIMS report software	\$ 1,000.00		1	Rhodium ICS form software (useable department wide)
Miscellaneous	\$ 350.00			Buffer to cover unforeseen costs
Total	\$ 9,110.00	\$ 535.00		

Commendations and Awards

Items	New Budget	Spent 2019	Qty/Req	Notes
Commendation bars / pins	\$ 150.00	\$ 150.00	TBD	\$5.00 ea / min qty 10 per purchase
PVSA Awards	\$ 140.00	\$ 105.00		\$7.00 ea
Miscellaneous	\$ 100.00			Buffer to cover unforeseen costs
Total	\$ 390.00	\$ 255.00		

Public Relations Supplies

Items	New Budget	Spent 2019	Qty/Req	Notes
Informational brochures/books	\$ 250.00			
BPD badge stickers	\$ 250.00			
Miscellaneous handouts	\$ 300.00			
Total	\$ 800.00	\$ -		

Notes

The proposed budget for the 2021-2022 fiscal year contains many large one time purchases (designated by \*) to equip the VIPS organization to match current needs, plus a little extra for expected increased membership. After the one time expenditures, the annual budget should decrease to an estimated \$2500.00-\$3000.00 with most equipment purchased as needed in the future.

BPD Salary Differentials

Rank	Current Increase	Proposed Increase	Difference
Corporal	+ .25 / hr.	+ .75 / hr.	+ .50 / hr.
Sergeant	+ .50 / hr.	+ 1.00 / hr.	+ .50 / hr.
Lieutenant	+ .75 / hr.	+ 1.25 / hr.	+ .50 / hr.

Officer Status	Current Rate of Pay	Proposed Rate of Pay	Difference
Uncertified	\$18.09	-	-
Certified - HS	\$19.36	-	-
Certified – Assoc. or Bachelor	\$19.61	\$20.36	+ .75
Certified – Bachelor in Criminal Justice	\$19.87	\$20.87	+ 1.00

Proposed EMT-Basic Training: +.50 / hr.

Officer	Rank Difference	Education Difference	EMT-B	Total
Loudin – (BS-CJ)	+ 1.50	+ 1.00	+ .50	+ 3.00
Posey – (HS)	+ 1.00	-	-	+ 1.00
Stewart – (BS-CJ)	+ 1.00	+ 1.00	-	+ 2.00
Courtney – (HS)	+ 1.00	-	-	+ 1.00
Hissam – (BS-CJ)	+ 1.00	+ 1.00	-	+ 2.00
O'Connor – (HS)	+ .50	-	-	+ .50
McCauley – (HS)	-	-	+ .50	+ .50
Kraemer – (HS)	-	-	-	-
Fisher – (AAS)	-	+ .75	-	+ .75
Garrison – (HS)	-	-	-	-

10.75  
x 2080  
22360.00  
4025.00  
26385.00



Buckhannon Police Department 5 yr. Capital Improvement Plan					
PROJECT	2021-2022 Plan	2022-2023 Plan	2023-2024 Plan	2024-2025 Plan	2025-2026 Plan
<b>Vehicle and Fleet</b>					
2016 SUV x3 (Replace in 2022 - Enterprise)	\$0	\$28,000	\$28,000	\$28,000	\$28,000
2017 Sedan x 2 (Enterprise)	\$14,700	\$14,700	\$14,700	\$14,700	\$14,700
2019 SUV x 3 (Enterprise)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
2020 SUV x3 (Enterprise)	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000
<b>Buildings and Grounds</b>					
Outdoor lighting	\$0	\$6,000	\$0	\$0	\$0
<b>Equipment and Maintenance</b>					
In-Car Cameras / Body Cameras / Data Storage	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Replace old office computers (1/2)	\$11,000	\$11,000	\$0	\$0	\$0
Ballistic vest replacement	\$0	\$0	\$0	\$14,000	\$0
TASER replacement	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Replace In-Car Computers (1/2)	\$0	\$0	\$8,500	\$8,500	\$0
Cruiser Cargo Organizer	\$7,500	\$7,500	\$0	\$0	\$0
<b>CALEA costs</b>					
Annual CALEA continuation fee	\$3,470	\$3,470	\$3,470	\$3,470	\$3,470
Annual CALEA conferences	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
CALEA web assessment costs	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
CALEA on-site assessment costs	\$0	\$0	\$0	\$5,600	\$0
<b>Infrastructure Improvements</b>					
All-Hazard plan training (CALEA requirement)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>Personnel</b>					
K-9 costs	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
VIPS	\$17,000	\$3,000	\$3,000	\$3,000	\$3,000
Department Totals	\$147,070	\$167,070	\$151,070	\$170,670	\$142,570

Fire Department:

Fire Chief-JB Kimble explained the following requests for the Fire Department.

The following information was given to Mrs. Jenkins from Chief Kimble and was part of the notebooks distributed to City Council members.

Buckhannon Fire Department  
2021/22  
Budget Request

- Salaries: Current \$407,000
  - Raise of \$1,000 per employee: \$413,000 if a raise is given to the chief by council add that in to the line item
  - If (3) additional Firefighters are hired, add \$135,000 totaling \$548,000
- FICA: Current \$31,200:
  - If adding (3) Firefighters increase \$10,786 this would include the \$1,000 raise to current employees not the chief
- Group Insurance: Current \$119,000
  - If adding (3) Firefighters increase \$14,480
- Group Retirement: Current \$40,700
  - If adding (3) Firefighters increase \$11,475  
Total \$604,000 this doe not include a raise for the chief  
Total for (3) additional Firefighters not including a raise for the chief is \$776,000. Total cost for (3) additional Firefighter \$171,741
- Services: Current \$49,500
  - Telephones: Remain the same \$2,000
  - Travel expenses: Current \$2,000 raise to \$2,500
  - Maintenance: Current \$5,500 raise to \$7,500 need to replace all exhaust removal hoses in the station

JB  
note Andy include in the #2's



2021/2022 Budget  
City of Buckhannon Fire Department

2020-21 budget	2021/22	Add (3) FFs
Salaries & Benefits	Salaries & Benefits	Salaries & Ben
\$597,900	\$604,000	\$776,000
Contractual	Contractual	Same
\$49,500	\$52,500	\$52,500
Commodities	Commodities	Add (3) FFs
\$37,500	\$45,500	\$57,500
Capital	Capital	Add (3) FFs
\$108,300	\$135,138	\$135,138
Total	Total	Total
\$793,200	\$837,138	\$1,021,138
Current loan paid off:	\$792,999.60	\$976,999.60

4. Training: Remain the same \$10,000
5. Insurance & BO: Amby current is \$30,000 *42000*
- Commodities: Current \$37,500
  1. Materials and Supplies: Raise to \$13,500 for costs of medical equipment
  2. Auto Supplies: Remain the same \$25,000
  3. Uniforms: Adding (1) of turnout gear at a cost of \$3,000, totaling \$6,500, if hiring (3) additional Firefighter raise to \$12,000
  4. Hazardous materials: Remain the same \$500

Total: \$45,500 or \$57,500 if hire (3) FFs Complete PPE and uniforms
- Capital Outlay current: \$108,300
  1. Current Aerial Payment \$44,138.40 annually
  2. National Fire protection association subscription \$1,500 (accreditation)
  3. Emergency Reporting Software & IAR training software current and GIS mapping needs: \$6,500 Raise to \$13,000 (Accreditation)
  4. (2) additional computer \$2,500 due to COVID and having to do more online training
  5. \$5,000 for volunteer services, such as drug testing
  6. New Fire engine Payment ??? \$50,000 *55740*
  7. 5 year Plan for a substation to serve areas that are outside the 5 road mile limit that we are responsible for
  8. 5 year plan to build a training facility, we have a great instructor network in our organization but not facilities to use. Facilities has a huge impact on your ISO rating
  9. New nozzles, hose and connections on the New Engine \$13,000
  10. Stairmaster for physical fitness tests and yearly physical tests \$6,000

Note: Numbers 2 & 3 are costs that reflect all data materials for accreditation

The following information was presented on 2/16/21 and was not part of the original packet given to Mrs. Jenkins. Chief Kimble explained this information to City Council.





Budget  
Presentation  
2021-2022

Buckhannon  
Fire  
Department  
Mission  
Statement

- The Buckhannon Fire Department will protect the lives and property of those we serve. We will perform these duties with professionalism, integrity and the safety of our members being our highest priorities.

Buckhannon  
Fire  
Department's  
Core Values

- Professionalism  
Adherence to the highest attainable standards in regard to attitude, physical appearance, and use of resources.
- Integrity  
Firm and unwavering commitment to the ethical standards of the fire service.
- Honor  
Actively and pridefully upholding the ethical standards and mission of both the Buckhannon Fire Department and the fire service in general.
- Brotherhood  
Loyalty and commitment to the fellowship and well-being of the Buckhannon Fire Department and its members.
- Community-Oriented  
Awareness of how the Buckhannon Fire Department can better serve our customers and adapting our service to meet the needs of our community.



Services  
Offered

- The Buckhannon Fire Department (BFD) offers a variety of emergency and non-emergency services.
- Many do not have formal adoption or acknowledgement by the Authority Having Jurisdiction (AHJ).
- For the Buckhannon Fire Department, the City of Buckhannon's Governing body will be considered the Authority Having Jurisdiction.
- The Buckhannon Volunteer Fire Department's by-laws state that they automatically accept the Fire Chief hired by the City of Buckhannon as their Fire Chief.
- The City of Buckhannon also provides an operational budget in excess of \$700,000 which includes paid personnel, worker's compensation insurance, and the fire station itself.



Emergency Services

Fire

Fire suppression is the reason for the creation of the fire service. The fire department responds to all different types of fires, including but not limited to:

- Structural, vehicle, machinery, wildland, and utility.

The BFD is committed to suppression, rescue, exposure protection, and salvage efforts in response to a fire emergency.

Emergency Medical Service (EMS)

- In the last decade, the AHJ decided all career firefighters employed by the City of Buckhannon would become Emergency Medical Technicians (EMT).
- Initially, the department responded only at the request of Upshur County EMS, however when the BFD moved to two personnel per shift they began responding to cardiac arrests as part of the initial dispatch inside the city.
- Outside of the city limits, the BFD responds only at the request of Upshur County EMS.
- The department can provide in field assessment and most treatment capabilities at the EMT level in the state of West Virginia but has no transparent capabilities.

Emergency Services

Technical Rescue

Technical rescue has largely become a part of the fire service. The Buckhannon fire Department has provided technical rescue services for many years, including responses to:

- Vehicle extrication , confined space rescues, rope rescues, water rescues, and wilderness search and rescue.

The department is also capable of handling extrication from any vehicle type, while the other identified rescue disciplines are currently going through an equipment and training evaluation process to determine the extent to which they can be provided.

Rescue disciplines in which we have no response capabilities include trench rescue and structural collapse

Examples of incidents within scope

- Motor vehicle accident with entrapment
- Industrial site confined space standby
- ATV accident over an embankment
- Vehicle stalled out in standing floodwater
- Witnessed drowning with visible victim
- Occupants stuck in an elevator
- Child locked in a vehicle

Examples of incidents not within scope

- Kayaker stranded on a tree and fast-moving water
- Building collapse
- Utility worker stuck in a hole from collapsing soil

Emergency Services

Hazardous Materials (HazMat)

Hazardous materials incidents vary greatly in magnitude. The goals for this response are the immediate rescue of victims, evacuation of potential victims, containment of the substance, and notifying the appropriate resources. Most of the department's responses to hazardous materials involve:

- Natural gas, carbon monoxide, and flammable liquid spills of less than 5 gallon.

The biggest identified hazard in this category within our community is the chlorine storage at the water treatment facility.

Non-Emergency Response List

- Vehicle lockouts
- Patient lifting assistance
- Animal rescue
- Vehicle accidents with no injuries
- Traffic control
- Water in basements
- Utility line down
- Tree down in roadway

Fire Response Standards of Cover

Risk Analysis

The BFD's response area comprises largely of three-family or less residential dwellings and single-story commercial occupancies.

The predominant construction type for structures is type V wood frame construction. Most structure fire responses are to buildings that fit these descriptors.

The fire risk analysis for the response area describes the level of overall risk to the citizens by considering the probability and consequences for each event type. The level of consequences was created by considering potential life hazards, economic impact, and overall impact on the quality of life. By utilizing this method, the following levels for fire related hazards have been established (refer to next slide).

Critical Task Analysis

Number of personnel needed can be determined using Critical Task Analysis.

Incidents involving fire suppression can vary greatly in their needs due to many physical factors such as:

- Building Construction, fire protection systems, occupancy type, building contents, time it takes for the pge to reach the department, response time, weather, and terrain.

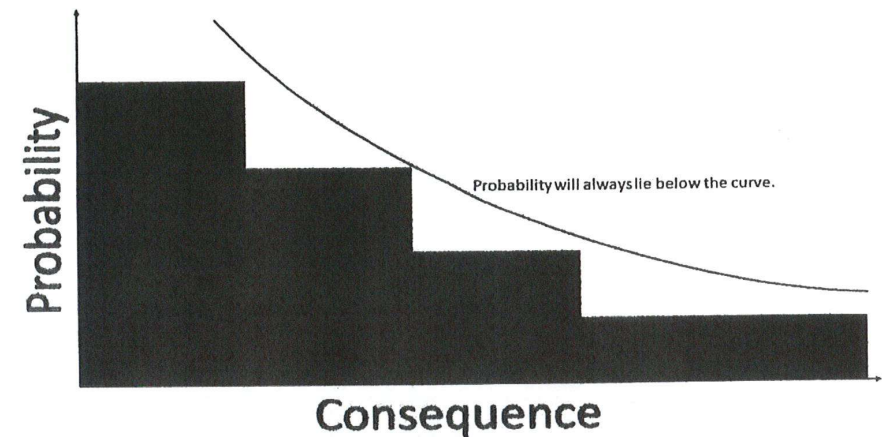
Due to previously mentioned factors, it can be difficult to determine the number of emergency personnel needed for every risk level that would cover every incident.

The Effective Response Force (ERF) derived from the critical task analysis may be obtained by the response of the Buckhannon Fire Department and automatic aid.

The first apparatus deployed by the department will be an engine staffed with a minimum of two firefighters. The department strives to have three-person engine company responding as the initial apparatus.

The initial response is prohibited from making any interior attack until a four-person response has been achieved, without a known immediate life hazard.





## Critical Task Analysis cont.

Low Risk – Fire	
Critical Task	Number of Staff
Command & Safety	1
Fire Attack	2
Pump Operations	1
Effective Response Force	4
Apparatus	1 Engine (1250gpm)

Moderate Risk – Fire	
Critical Task	Number of Staff
Command & Safety	2
Fire Attack	2
Back Up Attack Crew	2
Search	2
Ventilation	1
Water Supply	1
Utility Control	1
Pump Operations	1
Rapid Intervention Team	2
Rehab	2
Effective Response Force	16
Apparatus	3 Engines (3000gpm)

High/Special Risk – Fire	
Critical Task	Number of Staff
Command & Safety	3
Fire Attack	4
Back Up Attack Crew	4
Search	2
Ventilation	2
Water Supply	1
Utility Control	1
Pump Operations	2
Aerial Operations	1
Rapid Intervention Team	4
Rehab	3
Effective Response Force	27
Apparatus	4 Engines (5000gpm) and 1 Aerial

## Critical Task Analysis cont.

- During High and Special Risk events it may be necessary to obtain resources and manpower to meet needs of the incident from agencies outside of our automatic aid.

Article 15. Fire Fighting; Fire Companies And Departments; Civil Service for Paid fire Departments.

- Mandatory safety procedures for situations deemed immediately dangerous to life and health.
- IDLH "Immediately dangerous to life or health"
- All firefighters located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue.
- The fire department or company shall ensure.
  - At least two firefighters enter the IDLH atmosphere and always remain in visual or voice contact with another!
  - At least two firefighters are located outside the IDLH atmosphere.

## Two In Two Out Procedure in IDLH Environments.

- Standard Number: 1910.134(g)(4) ; 1975.3(d)
- Lexington, Kentucky firefighter died.
- City employer was cited by OSHA "Occupational Safety and Health Administration" for failing to utilize two-in/two out procedures.
- Two Philadelphia, Pennsylvania firefighters died due to smoke inhalation.
- Two firefighters were outside the structure but participating in other fire ground activities and was NOT monitoring the interior personnel.



# West Virginia Volunteer Firefighters DIE While Combating a Mobile Home Fire

- February 19th, 2009 was the last call for 49-year-old male volunteer lieutenant and 26-year-old volunteer firefighter.
- Ensure that the incident commander (IC) does not become involved with the firefighting activities.
- Ensure that the IC maintains close accountability for all personnel operating on the fireground.
- A personnel accountability report (PAR) needs to be in place on all incidents.
- Ensure that a PROPERLY trained incident safety officer is appointed at ALL structure fires.
- Ensure that a rapid intervention team (RIT) is established and available to immediately respond to emergency rescue incidents.

## Percent of 911 Alarms 2019/2020

Department	2019-2020 Total Alarms	% of Total (5672)
Adrian VFD	938	17%
Banks District VFD	479	8%
Buckhannon FD	2584	46%
Ellamore VFD	511	9%
Selbyville VFD	286	5%
Warren District VFD	416 <sup>C7</sup>	7%
Washington District VFC	458	8%

# Insurance Service Organization (ISO) 2016 Evaluation

- ❖Emergency Communications

  - 7.51 out of 10 total points.
  - Largest point loss received a 1.6 out of 4 points available for (422) credit telecommunicators.
  - The two other categories were adequate. Cumulatively scoring a 5.91 out of 6 points.
- ❖ Fire Department

  - 28.3 out of 50 possible points.
  - Deployment analysis 4.87 out of 10 possible points.
  - COMPANY PERSONNEL 5.92 out of 15 possible points.
  - Training 2.96 out of 9 possible points.
  - Deployment analysis and training has been addressed during the accreditation process.
  - How do you improve PERSONNEL?

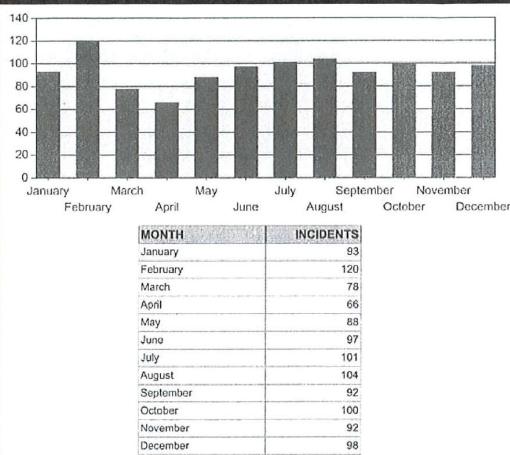
# Insurance Service Organization (ISO) 2016 Evaluation Cont.

- ❖Water Supply

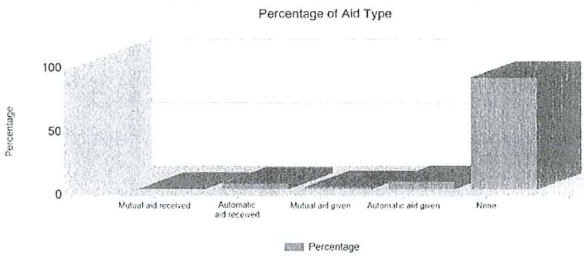
  - 26.44 out of 40 points possible.
  - Supply system received 19.21 out of 30 points.
  - Inspection and flow testing received 4.62 out of 7 possible points.
  - Hydrants received 2.61 out of 3 possible points.
- ❖Community Risk

  - 3.03 out of 5.5 points possible.
  - Current budget request includes money for mapping.

# Incidents by Month For 2020







AID TYPE	TOTAL	% of TOTAL
Mutual aid received	2	0.2%
Automatic aid received	50	4.4%
Mutual aid given	19	1.7%
Automatic aid given	67	5.9%
None	991	87.8%

ZONE	NUMBER OF CALLS
Adrian - Mutual Aid - Adrian	33
Banks Dist. - Mutual Aid - Banks District	3
City Limits - City Limits	781
Ellamore - Mutual Aid - Ellamore	26
First Due - First Due Response Area	338
Warren Dist. - Mutual Aid - Warren District	56
Wash. Dist. - Mutual Aid - Washington District	23
Weston - Mutual Aid - Weston	14
TOTAL:	1274

ZONE	NUMBER OF CALLS
Adrian - Mutual Aid - Adrian	26
Banks Dist. - Mutual Aid - Banks District	5
Belington - Mutual Aid - Belington	5
City Limits - City Limits	713
Elkins - Mutual Aid - Elkins	3
Ellamore - Mutual Aid - Ellamore	20
First Due - First Due Response Area	287
Selbyville - Mutual Aid- Selbyville	1
Warren Dist. - Mutual Aid - Warren District	45
Wash. Dist. - Mutual Aid - Washington District	11
Weston - Mutual Aid - Weston	13
TOTAL:	1129

## Incident Count Per Apparatus

Agency	APPARATUS	# of INCIDENTS
Buckhannon	E-1	706
Buckhannon	S-1	208
Buckhannon	1150	104
Multiple Departments	POV	67
Buckhannon	1121	64
Buckhannon	E1102	52
Buckhannon	E1101	45
Buckhannon	R-11	23
Adrian	E-3	11
Buckhannon	T-11	10
Warren District	E-6	9
Washington District	1201	8
Warren District	R-6	8
Washington District	1210	5
Washington District	1220	5
Adrian	Ta-3	5
Adrian	1321	4
Adrian	1301	3
Ellamore	1510	3
Ellamore	1520	3
Warren District	1620	3
Buckhannon	UTV-1	3
Ellamore	E-5	2
Warren District	1610	1
Junior	Br-25	1
Elkins	E-406	1
Washington District	R-2	1

## Firefighter Statistics For 2019

Last Name	First Name	2019 Station Hours	% of Total	Trained Coverage Hours	% of Total
Bentley	Jared	57.5	3%	57.5	3%
Christester	Brian	36.75	2%	36.75	2%
Conrad	Zack	93.75	4%	93.75	4%
Davis	Glenn	177.5	8%	177.5	8%
Dean	Travis	30	1%	30	1%
Ellis	Alex	144.5	7%	144.5	7%
Greene	Jamie	0	0%	0	0%
Hilliard	James	4	0%	Untrained	0%
Hypes	Shane	30.5	1%	30.5	1%
Jenkins	Shane	30.25	1%	30.25	1%
Landis	Devin	239.25	11%	239.25	11%
Long	Derek	303.25	14%	303.25	14%
Long	Steve	0.25	0%	0.25	0%
Martin	Darren	11.5	1%	Untrained	0%
Michael	Steve	39	2%	39	2%
Miller	Marcus	27	1%	27	1%
Ogden	Kevin	21.5	1%	21.5	1%
Potter	Brin	51.25	2%	51.25	2%
Pettor	Maria	59.25	3%	59.25	3%
Preston	Scott	8	0%	8	0%
Queen	Vaden	0	0%	0	0%
Wamsley	Dion	140	7%	140	7%
Willfong	Hunter	604.25	29%	604.25	29%
Total		2109.25		2093.75	



Firefighter  
Statistics For  
2020

Last Name	First Name	2020 Station Hours	% of Total	Trained Coverage Hour	% of Total
Bennett	Thomas	6.25	0%	Untrained	
Bentley	Jared	14.25	1%	14.25	1%
Boggs	Justin	10.5	0%	Untrained	
Chidester	Brian	134.75	5%	134.75	5%
Conrad	Zack	29.75	1%	29.75	1%
Davis	Glenn	182	7%	182	7%
Dean	Travis	57.5	2%	57.5	2%
Ellis	Alex	475	17%	475	18%
Greene	Jamie	3	0%	3	0%
Hipes	Shane	25.25	1%	25.25	1%
Jenkins	Shane	14	1%	14	1%
Landis	Devin	273.5	10%	273.5	10%
Long	Derek	554.75	20%	554.75	21%
Long	Steve	2	0%	2	0%
Loudin	Andrew	0.25	0%	Untrained	
Martin	Darren	44.5	2%	Untrained	
Michael	Steve	60	2%	60	2%
Pettito	Maggie	47.75	2%	Untrained	
Potter	Brian	138.5	5%	138.5	5%
Potter	Maria	143.5	5%	143.5	5%
Queen	Vaden	0	0%	0	0%
Villarico	Derrick	1.25	0%	Untrained	
Wamsley	Bion	67.75	2%	67.75	3%
Warner	Johnathan	1.75	0%	Untrained	
Willfong	Hunter	443.5	16%	443.5	17%
Total		2731.25		2619	

NFPA

1720

Standard for the  
Organization and Deployment  
of Fire Suppression Operations,  
Emergency Medical Operations,  
and Special Operations to  
the Public by Volunteer Fire  
Departments

2020

NFPA 1720

1.1 Scope This standard contains minimum requirements to the organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments.

1.2.1 The purpose of this standard is to specify the minimum criteria addressing the effectiveness and efficiency of the volunteer and combination public fire suppression operations, emergency medical services, and special operations delivery in protecting the citizens of the jurisdiction.

NFPA 1702 4.3.2 Staffing and Response Time				
Demand Zone	Demographics	Minimum Staff to Respond	Response Time (minutes)	Meets Objective (%)
Urban area	>1000 people/mi <sup>2</sup> (2.6 km <sup>2</sup> )	15	9	90
Suburban area	500-1000 people/mi <sup>2</sup> (2.6 km <sup>2</sup> )	10	10	80
Rural area	<500 people/mi <sup>2</sup> (2.6 km <sup>2</sup> )	6	14	80
Remote area	Travel distance ≥ 8 mi (12.87 km)	4	Directly dependent on travel distance	90
Special risk	Determined by AHJ	Determined by AHJ based on risk	Determined by AHJ	90

In 2020, the BFD was dispatched and responded to 20 structure fires inside their response area. Of those 20, 12 medium/high risk fires requiring a full response were identified. Here is a synopsis of those 12 fires using the CPSE's 90% standard:

Dispatch Center Call Processing Time: 2:46

Fire Department Turnout Time: 2:53

Total Reflex Time: 5:39

**7 total apparatus were on scene:**

Engine 1 on scene in 6:51

Second engine arriving in 13:05

Third engine arriving in 15:49

Truck 11 (6) arriving in 13:05

Squad 1 (8) arriving in 21:05

1121 (4) arriving in 27:38

1150 (9) arriving in 7:19

14 total responders were on scene, 1 off-duty paid fire fighter responded (included in total response). Total response time for all personnel/apparatus was 36:10.

**No incidents were in compliance with NFPA 1720.**

- 10 incidents were in 1720 compliance with the total number of responders but were not in compliance due to the response time of the required responders.



- 1201 (8) is arriving by 25:43
- 1210 (4) is arriving by 28:24
- R-2 (1) is arriving by 27:04
- 1220 (4) is arriving by 30:59
- E-3 (8) is arriving by 30:32
- 1301 (3) is arriving by 33:36
- Tanker 3 (3) is arriving by 28:42
- 1321 (2) is arriving by 23:38
- E-5 (1) is arriving by 27:38
- 1510 (3) is arriving by 26:12
- E-6 (9) is arriving by 16:35
- 1610 (1) is arriving by 25:34
- 1620 (1) is arriving by 18:06
- 406 (1) is arriving by 30:38

Station 2 Engine or Tanker – 25:43 (10)  
Station 3 Engine or Tanker – 27:56 (11)  
Station 5 Engine or Tanker – 26:12 (3)  
Station 6 Engine or Tanker – 16:35 (9)

Additional Response Times From County Departments:

The best and worst of each statistic regarding previous incidents discussed:

Dispatch Center Call Processing Time

- Fastest: 00:50
- Slowest 03:40

Fire Department Turnout Time

- Fastest: 00:59
- Slowest: 03:38

Total Reflex Time

- Fastest: 1:57
- Slowest: 7:18

Total Response Time for All Personnel / Apparatus

- Fastest: 13:04
- Slowest: 52:16

Total Apparatus

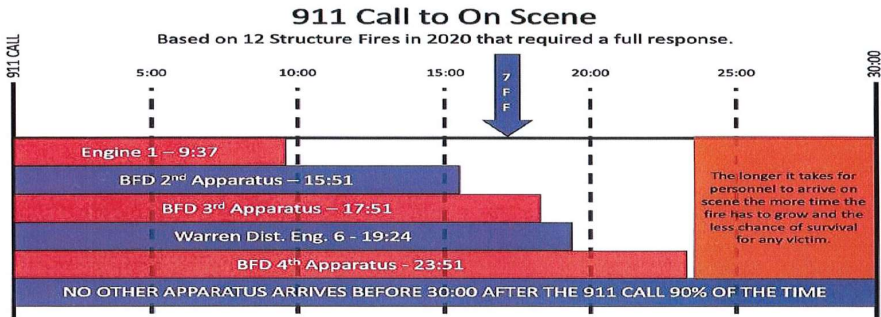
- High: 11
- Low: 6

Total Responders

- High: 25
- Low: 13

Off Duty Paid Staff Response

- High: 4
- Low: 1



The longer it takes for personnel to arrive on scene the more time the fire has to grow and the less chance of survival for any victim.

Currently our daily staffing does not allow for fire extinguishment and victim rescue to happen simultaneously until over 15:00 after the 911 Call.

**NIST Staffing Study** April 2010

3 person Crews were able to complete the rescue component of the experiment 3:44 quicker than 2 person.

2 Person Crews were the only crew size to allow a fire to grow to a size that "50% of the population would incapable of effecting their own escape."

3 Person Crews completed the "primary search 25% faster than 2 person crews."

"Average heart rates were higher for members of small crews, particularly 2 person crews."

The heat output of the fire was 15% higher with 2 person crews due to increased time to stretch hose to the fire.

State’s higher court upholds Bridgeport’s fire fee

WV Code 8-13-13 authorizes a municipality to impose reasonable rates, fees, and charges upon users of municipal services.

The memorandum decision further states that, “if the city provides fire protection services to buildings and structures outside the city limits, the city must be paid a reasonable fee for such services and the benefits provided by the city.”



Fire Fee Comparison Between Neighboring Departments:

COMPARISON:

- City of Elkins, Residential fee is \$100.00/year, commercial fee is .05/sq.ft. The annual revenue is over \$800,000. 850 calls annually
- City of Weston, Owner occupied residence \$100.00/yearly, Rental property is \$150.00/year. Commercial is a set fee of \$275/year. 800 calls annually
- City of Bridgeport, Residence in the city limits \$100.00/year, outside the city limits but in Bridgeport’s fire district Residential \$150.00/year. Commercial is .045/sq.ft in the city and .0675 outside the city but in their fire district. 2000 responses annually including ambulance calls
- City of Belington, Residential is \$48.00/year and commercial is \$120/year. 250 Calls annually
- City of Fairmont, Residential is \$96.00/year and commercial is 2.2/sq.ft. 2000 calls annually

Career Fire Department Budgets With Comparable Call Volume:

- Buckhannon Fire Department 2019/20: \$714,000
- Elkins Fire Department : \$1,065,270
- Lewisburg Fire Department : \$908,983
- Princeton Fire Department : \$1,174,141
- Granville Fire Department : \$773,382
- Dunbar Fire Department : \$1,517,000
- Bridgeport Fire Department : \$3,644,000
- Nitro Fire Department : \$1,850,000
- St. Albans Fire Department : \$2,400,000

City Of Buckhannon Fire Department 2021/2022 Budget

2020-21 budget	2021/22	Add (3) FFs
Salaries & Benefits	Salaries & Benefits	Salaries & Ben
\$597,900	\$604,000	\$776,000
Contractual	Contractual	Same
\$49,500	\$52,500	\$52,500
Commodities	Commodities	Add (3) FFs
\$37,500	\$45,500	\$57,500
Capital	Capital	Add (3) FFs
\$108,300	\$135,138	\$135,138
Total	Total	Total
\$793,200	\$837,138	\$1,021,138
Current loan paid off:	\$792,999.60	\$976,999.60

Buckhannon Fire Department 2021/22 Budget Request

- Salaries: Current \$407,000
  1. Raise of \$1,000 per employee: \$413,000 if a raise is given to the chief by council add that in to the line item
  2. If (3) additional Firefighters are hired, add \$135,000 totaling \$548,000
- FICA: Current \$31,200:
  1. If adding (3) Firefighters increase \$10,786 this would include the \$1,000 raise to current employees not the chief
- Group Insurance: Current \$119,000
  1. If adding (3) Firefighters increase \$14,480
- Group Retirement: Current \$40,700
  1. If adding (3) Firefighters increase \$11,475Total \$604,000 this doe not include a raise for the chief  
Total for (3) additional Firefighters not including a raise for the chief is \$776,000. Total cost for (3) additional Firefighter \$171,741
- Services: Current \$49,500
  1. Telephones: Remain the same \$2,000
  2. Travel expenses: Current \$2,000 raise to \$2,500
  3. Maintenance: Current \$5,500 raise to \$7,500 need to replace all exhaust removal hoses in the station

4. Training: Remain the same \$10,000
  5. Insurance & BO: Amby current is \$30,000
- Commodities: Current \$37,500
    1. Materials and Supplies: Raise to \$13,500 for costs of medical equipment
    2. Auto Supplies: Remain the same \$25,000
    3. Uniforms: Adding (1) of turnout gear at a cost of \$3,000, totaling \$6,500, if hiring (3) additional Firefighter raise to \$12,000
    4. Hazardous materials: Remain the same \$500Total: \$45,500 or \$57,500 If hire (3) FFs Complete PPE and uniforms
  - Capital Outlay current: \$108,300
    1. Current Aerial Payment \$44,138.40 annually
    2. National Fire protection association subscription \$1,500 (accreditation)
    3. Emergency Reporting Software & IAR training software current and GIS mapping needs: \$6,500 Raise to \$13,000 (Accreditation)
    4. (2) additional computer \$2,500 due to COVID and having to do more online training
    5. \$5,000 for volunteer services, such as drug testing
    6. New Fire engine Payment ???? \$50,000
    7. 5 year Plan for a substation to serve areas that are outside the 5 road mile limit that we are responsible for
    8. 5 year plan to build a training facility, we have a great instructor network in our organization but not facilities to use. Facilities has a huge impact on your ISO rating.
    9. New nozzles, hose and connections on the New Engine \$13,000
    - 10.Stairmaster for physical fitness tests and yearly physical tests \$6,000

Note: Numbers 2 & 3 are costs that reflect all data materials for accreditation

Meeting recessed at 4:59 pm.



Session #3 02/24/21 in City Council Chambers beginning at 5:30 pm.

*To Participate in the meeting during the COVID-19 Stay at Home Order,  
Please contact us at 304-472-1651 for the GoToMeeting link/access*

<https://global.gotomeeting.com/join/660620781>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 660-620-781

*Special Working Session #3 of City Council of Buckhannon  
5:30 p.m. in Council Chambers  
Meeting Agenda for Wednesday, February 24, 2021*

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- B. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America

- B. Working Session & Discussion
  - B.1 Financial-Budget For Fiscal Year 2021-2022

POSTED 02/19/2021

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	CJ Rylands	Present
Council Member	Mary Albaugh	Present
Council Member	David Thomas	Present
Council Member	Jack Reger	Absent
Council Member	Pamela Bucklew	Present
Police Chief	Matthew Gregory	Present
Fire Chief	JB Kimble	Present
Director of Finance & Administration	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present

Also present: News Media-Katie Kuba of My Buckhannon and Amanda Hayes of Intermountain Newspaper

Mrs. Jenkins went over the items that were discussed to be changed in previous working sessions.

The contribution to Upshur County Development Authority will be a total of \$40,000.00. (\$5,000 more than the previous year)

Suggested contribution to Consolidated Public Works Board will be a total of \$100,000 due to reduced revenues in CPWB and Horticulturists is working 100% in horticulture and no share duties in Street Department.

Hiring three additional fire fighters will increase fire salaries to about \$200,000 and turnout gear for new fire fighters will be \$9,000.00.

Mrs. Jenkins asked if Council still wanted to contribute to the Health Saving Account for city employees this year. Last year \$1,000 for single and \$2,000 for family was contributed by the city. After discussion on the benefits of HRA vs HSA. Council decided to contribute to Health Savings Account(HSA ) again this year.

Mrs. Jenkins updated Council on current savings by switching to WVPEIA last July. The approximate cumulative annual savings is \$800,000 for all departments.

Council discussed the Buckhannon Airport Authority and their current financial challenges. Mr. O'Neill did not expect them to request additional funding from the city at this time.

Council discussed adding additional funds towards paving projects. Council had a lengthy discussion regarding the fire and police fees and the need to collect fees from the first due (fire) service area. The additional fees would help fund the new fire fighters since many of the fire calls are outside the city limits. The County Commission is not in favor of the City taking over the first due area. The County collects the fire fee for the first due and divides the collections equally among the 7 volunteer departments. The first due has a large population and with the absence of this collection it will affect the amount that would be collected and distributed to those volunteer fire departments.



Council discussed thoughts on conducting an Emergency Services Study. The consensus was that a study should be conducted.

Council also wants to communicate with Upshur County Commission regarding the first due fire service area and county fire fees.

Meeting recessed at 6:52 pm.

**Session #4 03/10/21 in Council Chambers at 2:00 pm**

**To Participate in the meeting during the COVID-19 Stay at Home Order,  
Please join the meeting from your computer, tablet or smartphone:  
<https://global.gotomeeting.com/join/601783413>  
You can also dial in using your phone.  
United States: [+1 \(646\) 749-3122](tel:+16467493122)  
Access Code: 601-783-413**

***Special Working Session #4 of City Council of Buckhannon  
2:00 p.m. in Council Chambers  
Meeting Agenda for Wednesday, March 10, 2021***

- C. Call to Order
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Working Session & Discussion
  - B.1 Financial-Budget For Fiscal Year 2021-2022

POSTED 03/02/2021

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	CJ Rylands	Present
Council Member	Mary Albaugh	Absent
Council Member	David Thomas	Present
Council Member	Jack Reger	Absent
Council Member	Pamela Bucklew	Present
Police Chief	Matthew Gregory	Present
Fire Chief	JB Kimble	Present
Director of Finance & Administration	Amberle Jenkins	Present
Office Clerk	Barbara Hinkle	Present
City Attorney	Tom O'Neill	Present
Director of Public Works	Jerry Arnold	Present
Office Clerk	Barbara Hinkle	Present

Guests: Upshur County Commission President-Kristy Tenney, County Administrator-Carrie Wallace and Tammy Reger representing Buckhannon Chamber of Commerce. News media present was Katie Kuba of My Buckhannon.

Discussions continued regarding the 2021-22 General Fund budget.

From the previous meeting discussions, Council agreed to contribute \$35,000 toward contracted mowing of the cemetery and \$207,000 more toward additional paving projects.

Mrs. Jenkins noted that \$1.4 million dollars was going toward infrastructure, equipment and property payments.

Council continued the discussion of adding three fire fighters to the Fire Department budget and thoughts on pursuing a first due fire fee.

**Upshur County Commission:**

Upshur County Commission representatives attended to contribute input on the discussions regarding the first due fire fee.

County Administrator - Carrie Wallace presented and explained the following:



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- I. Upshur County Fire Fee Ordinance
- II. WV Code – Article 17 County Fire Boards
- III. Robert Rodecker, Esq., Kay Casto & Chaney – Correspondence re: Fire Fee Increase Procedure
- IV. Proposed Buckhannon Fire Department First Due Map
- V. Anticipated Fire Board Budget – Post First Due Fire Fee Implementation
- VI. October 2018 Record Delta Article – City Sales Tax
- VII. Upshur County Tax Split Comparison
- VIII. City/County Budget Comparison Pie Charts
- IX. Upshur County Budget Q&A
- X. Regional Jail Bill Spreadsheet

ORDINANCE

UPSHUR COUNTY FIRE SERVICE FEE

**WHEREAS**, West Virginia Code Chapter 7, Article 17, Section 12, as amended, provides the Upshur County Commission with the authority to impose reasonable fire service rates, fees and charges; and

**WHEREAS**, it is deemed in the best interest of the citizens and residents of Upshur County, necessary and appropriate, to impose such reasonable fire service rates, fees and charges; NOW THEREFORE THE UPSHUR COUNTY COMMISSION HEREBY ORDAINS THAT:

SECTION 1: APPLICABILITY

This Ordinance shall apply to all owners of residential buildings, residential rental buildings, commercial buildings, institutional buildings and vacant property parcels that are five (5) acres or greater in which the residential buildings, residential rental buildings, commercial buildings, institutional buildings, and vacant property parcels, five (5) acres or greater, are located in the areas and zones served by the following volunteer fire departments: Adrian Volunteer Fire Department; Banks District Volunteer Fire Department; Buckhannon Volunteer Fire Department; Ellamore Volunteer Fire Department; Selbyville Volunteer Fire Department; Warren District Volunteer Fire Department; and Washington District Volunteer Fire Department, the geographic areas of which are defined as all of Upshur County excluding the area within the corporate limits of the City of Buckhannon. Owners of record as of the first of July of each year will be responsible for any amount levied per the ordinance.

SECTION 2: AMOUNT LEVIED:

- A. There is hereby imposed and levied upon the owners of all commercial or institutional buildings (as defined in Section 6) as users of fire protection service, a fire protection fee or charge of Fifty Dollars (\$50.00) for each tenant, lessee or occupant, including the owner thereof, for each unit within said building. (Residential rental units are excluded from this category.) In the event several buildings are joined together to form a complex, the owner shall be assessed a separate fee for each building tenant /unit of said complex.
- B. There is hereby imposed and levied upon the owners of all residential rental buildings (as defined in Section 6) as users of fire protection service, a fire protection fee or charge of Twenty-Five Dollars (\$25.00) for each residential rental unit within said building.



C. There is hereby imposed and levied upon the owners of all residential buildings (as defined in Section 6) as the users of fire protection service, a fire protection fee or charge of Twenty-Five Dollars (\$25.00) per residential building.

D. There is hereby imposed and levied by this ordinance upon the owners of all vacant property parcels that are five (5) acres or greater (as defined in Section 6) as users of fire protection service, a fire protection fee or charge of Five Dollars (\$5.00) per vacant parcel.

### SECTION 3: COLLECTIONS AND DELINQUENT PAYMENTS

The fees levied by this Ordinance shall be collected from each owner and user in annual installments due as stated on the invoice. Such fees shall be delinquent if not paid at the Office of the Sheriff for Upshur County fortyfive (45) days after due date.

SECTION 4: COLLECTION FOR FIRE PROTECTION SERVICE The fees imposed and levied by this article shall be collected as aforesaid, and shall be for fire protection services commencing as of the effective date of this Ordinance, and thereafter. Fees or charges levied by this Ordinance will be utilized for priority needs or purposes of member departments which will included expenditures related to the collection and/or operation of the fire protection fee system. After payment and/or encumbering for any and all collection and/or operational expenses and the establishment of an emergency reserve fund balance as outlined below, fees levied by this Ordinance will be distributed in equal quarterly shares to the following member departments: Adrian Volunteer Fire Department; Banks District Volunteer Fire Department; Buckhannon Volunteer Fire Department; Ellamore Volunteer Fire Department; Selbyville Volunteer Fire Department; Warren District Volunteer Fire Department; and Washington District Volunteer Fire Department. The Upshur County Commission, Upshur County Fire Board, and member departments request and authorize the establishment of an emergency reserve fund balance from the fees generated by this Ordinance. Ten percent (10%) of the fees generated shall be held as an emergency reserve fund balance up to a maximum of Thirty Thousand Dollars (\$30,000.00). Revenue held as the emergency reserve fund balance will be utilized by the member departments for emergency expenditures as approved and authorized by the Upshur County Fire Board.

SECTION 5: ENFORCEMENT AND DELINQUENT PAYMENT The fees assessed pursuant to the provisions of this article shall be a debt due the Upshur County Commission and may be collected by proceedings instituted in courts of appropriate jurisdiction. The Upshur County Commission shall not have a lien on any property as security for payment due under this Ordinance.

### SECTION 6: DEFINITIONS

A. "Residential Building" means any structure which is used or intended by the nature of its construction to be used by persons for living and sleeping quarters, but shall not include hotels, motels, or other buildings intended primarily for transient lodging.

B. "Residential Rental Building" means any structure which is rented in whole or in part for the purpose of single or multiple family dwelling.



C. "Commercial Building" and "Institutional Building" means any structure which is used or intended by the nature of its construction to be used for any purpose other than "residential" but shall not be deemed to include apartments or other residential rental units.

D. "Vacant Parcel" means any property parcel that does not include any assessed building improvements. Only vacant parcels of five (5) acres or more will be charged the fee as outlined in the Ordinance.

#### SECTION 7: INCORPORATION OF STATUTE:

This Ordinance is enacted under the specific authority granted to the Commission under the terms of Chapter 7, Article 17, of the West Virginia Code and the powers and limitations therein contained are incorporated in this Ordinance by reference.

#### SECTION 8: SEVERABILITY AND LIABILITY

**SEVERABILITY** If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance which shall remain in full force and effect, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

**LIABILITY** The enactment of this Ordinance shall not constitute a representation, guarantee, or warranty of any kind by the County Commission of Upshur County, West Virginia, or by any official or employee thereof, and shall create no liability upon the County Commission of Upshur County, West Virginia, any official, employee or agent thereof.

#### SECTION 9: EFFECTIVE DATE:

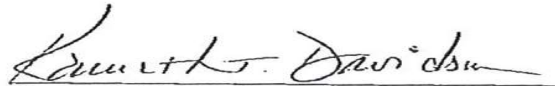
This Ordinance shall become effective on the 1<sup>st</sup> day of July 2000, and the first annual fee shall become payable as outline by the Ordinance and/or the owner's invoice.

ENTERED:  
DONNIE R. TENNEY, PRESIDENT  
RICK E. RICE, COMMISSIONER  
JOYCE L. HARRIS-THACKER, COMMISSIONER

Amended and/or Modified by the Upshur County Commission on this the 6<sup>th</sup> day of September, 2001.

  
Donnie R. Tenney, President

  
Stephen P. Abel, Commissioner

  
Kenneth T. Davidson, Commissioner

#### WV Code ARTICLE 17 County Fire Boards:

##### §7-17-1. Findings.

The Legislature finds that fire protection and saving lives and property are important to the health and welfare of the citizens of the state and that it is desirable for county governments to provide fire protection services to county residents.

##### §7-17-2. Definitions.

As used in this article unless the context clearly indicates otherwise:

(1) "User" means any person to whom fire service is made available under the provisions of this article.

(2) "County commission" means the county commission or tribunal in lieu thereof of every county within the State of West Virginia as provided in section nine, article nine of the Constitution of the State of West Virginia.

(3) "County fire association" means an association created in section three of this article.

(4) "County fire board" means that board created in section six of this article.

(5) "Fire service" means an organization that provides fire prevention and fire protection to a community, the members of such an organization or the fire fighting profession as a whole.



(6) "Qualified voters" means registered voters who reside in the affected fire service district and are users or prospective users of the fire prevention and fire protection services provided by the fire service under the provisions of this article.

**§7-17-3. County fire association creation; prohibiting entrance by a municipality maintaining a full time paid fire department.**

The fire departments within each county are hereby authorized to create and establish a county fire association, hereinafter referred to as "fire association." The county fire association is created to discuss fire protection services to address fire protection problems at the county level.

Upon the creation of a fire association, any full-time paid fire department located in a municipality, as defined in section nine, article fifteen, chapter eight of this code is excluded from the provisions of this article.

However, this provision shall not prohibit the county commission or the fire board with the approval of the county commission from contracting with any municipal fire department for fire protection services rendered to the county.

**§7-17-4. Management and control vested in the county fire association; appointment.**

The management and control of the fire association, its property, operations, business and affairs shall be lodged with the representatives from each state Fire Commission recognized fire department forming the fire association. For the purpose of forming the membership of the fire association, each fire department shall appoint one representative, by a majority vote of the members of the fire department, to serve on the fire association: Provided, That in the event three or less fire departments form the fire association each fire department shall elect two representatives, by a majority vote of the members of each fire department, to serve on the fire association: Provided, however, That in the event only one fire department forms the fire association the members of the fire department shall conduct the fire association's business. The members of the fire association shall serve for a term of three years with the initial appointments beginning on July 1, 1984. If a member resigns or for any other reason his position terminates during his term of membership, a successor shall be elected by majority vote of the members of the represented department to fill out the remainder of the vacated term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified.

**§7-17-5. Sale or lease of property; reversion of assets upon dissolution.**

The fire association shall fix and determine the terms and conditions of any property or equipment to be leased or sold by the fire association. Upon dissolution of the fire association, all of its assets and property contributed by the county commission shall revert to and become the property of the county for which the board was created.

**§7-17-6. County fire board creation and management; membership; terms of members; vacancies.**

The county fire association upon two-thirds vote of its membership shall submit an application to the county commission requesting that the county commission create the county fire board. Upon receipt of such application the county commission may by majority vote create such a fire board and if so created the county fire board, if authorized, shall be a corporation. The county fire board shall establish the funding priorities for the fire departments forming the fire association and shall present a list of those priorities to the county commission. However, no fire department or representative of a fire department who is a member of the fire board or fire association may apply for county funding from the county commission except as provided for in subsection seven, section ten of this article. The bylaws of the county fire board and standards of operation of the fire association shall be submitted to, and approved by, the state Fire Commission and county commission.

The county fire board shall consist of seven members. The initial appointment to the county fire board shall begin on July 1, 1984. One county commissioner, chosen by the county commission, shall serve on the board. The county commission shall make the initial appointments to the fire board so that one third of the fire association members and the citizen members to be so appointed shall be appointed for a term of one year, one third of the fire association members and the citizen members shall be appointed for a term of two years and one third of the fire association members and the citizen members shall be appointed for a term of three years. As the term of each such initial appointee expires, the successor to fill the vacancy created by such expired term shall be appointed by the county commission for a term of three years. The county fire association shall submit to the county commission the names of five members of the fire



association, three of whom shall be appointed by the county commission to serve a term of three years. Such members are limited to two consecutive terms. Three citizen members shall be appointed by the county commission to serve on the board. The citizen members may not be associated with fire service or the county commission. The citizen members must be residents of the county of which the county fire board is formed and not more than one citizen member may be appointed from the same magisterial district in the county. The citizen members shall serve for a term of three years but are limited to two consecutive terms. If a member resigns or for any other reason his membership terminates during his term of office, a successor shall be appointed from the same representative area to fill out the remainder of his term. Members in office at the expiration of their respective terms shall continue to serve until their successors have been appointed and have qualified.

Annually the board shall elect one of its appointed members as chairman and another as vice chairman, and shall appoint a secretary-treasurer. Four members of the board shall constitute a quorum and the affirmative vote of four members shall be necessary for any action taken by vote of the board. No vacancy in the membership of the authority shall impair the rights of a quorum by such vote to exercise all the rights and perform all duties of the board.

**§7-17-7. Resident requirement of county fire board members; municipality location.**

All members of the county fire board shall be residents of the county in which the county fire board is intended to operate. If a county boundary line divides a municipality's city limits, the area of the municipality in which the majority of the municipality's population resides determines the county in which the municipality is located for this purpose.

**§7-17-8. Compensation; expenses.**

No member of the board may receive any compensation in connection with his services as a member. Each member, however, is entitled to reimbursement by the county fire board for any necessary expenses actually incurred in connection with the performance of his duties. However, not more than one percent of the annual appropriations to the board may be used for administrative expenses by the board.

**§7-17-9. Board to be a public corporation.**

The county fire board shall constitute and if authorized be created a public corporation under the name provided for in its articles of incorporation and, as such, shall have perpetual succession, may contract with and be contracted with, sue and be sued, and have and use a corporate seal.

**§7-17-10. Powers generally.**

The county fire board may:

- (1) Make and adopt all necessary bylaws, rules and regulations for its organization and operations not inconsistent with law;
- (2) Elect its own officers, appoint committees and employ and fix compensation for personnel necessary for its operation;
- (3) Enter into contracts with any person, agency, governmental department, firm or corporation, including both public and private corporations, and renew, amend or supplement such contracts;
- (4) Generally do any and all things necessary or convenient for the purpose of improving fire service protection within the area to be served;
- (5) Borrow money, apply for, receive and use grants-in-aid, donations and contributions from any source or sources and accept and use bequests, devises, gifts and donations from any person, firm or corporation;
- (6) Raise funds by the issuance and sale of revenue bonds in the manner provided by law;



(7) Formulate and present a petition for funds to the county commission: Provided, That not more than one percent of such funds be used for purposes other than the prioritized needs of the member departments;

(8) Purchase or otherwise acquire, own, hold, sell and dispose of real and personal property; and

(9) Expend its funds in the execution of the powers and authority herein given, which expenditures, by the means authorized herein, are hereby determined and declared as a matter of legislative finding to be for a public purpose and use, in the public interest and for the general welfare of the people of West Virginia.

#### **§7-17-11. Limitations.**

County fire associations and county fire boards shall be subject to the authority of the governing body in which said association and boards are primarily located.

#### **§7-17-12. County fire service fees; petition; election; dedication; and increase.**

Every county commission which provides fire protection services has plenary power and authority to provide by ordinance for the continuance or improvement of such service, to make regulations with respect thereto and to impose by ordinance, upon the users of such services, reasonable fire service rates, fees and charges to be collected in the manner specified in the ordinance. However, before a county commission can impose by ordinance, upon the users of such service, a reasonable fire service fee, ten percent of the qualified voters shall present a petition duly signed by them in their own handwriting, and filed with the clerk of the county commission directing that the county commission impose such a fee. The county commission shall not have a lien on any property as security for payments due under the ordinance. Any ordinance enacted under the provisions of this section shall be published as a Class II legal advertisement in compliance with the provisions of article three, chapter fifty-nine of this code, and the publication area for such publication shall be the county in which the county fire board is located. In the event thirty percent of the qualified voters of the county by petition duly signed by them in their own handwriting and filed with the clerk of the county commission within forty-five days after the expiration of such publication protest against such ordinance as enacted or amended, the ordinance may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of such county at any primary, general or special election as the county commission directs. Voting thereon may not take place until after notice of the submission has been given by publication as above provided for the publication of the ordinance after it is adopted. The powers and authority hereby granted to county commissions are in addition to and supplemental to the powers and authority otherwise granted to them by other provisions of this code.

Any fees imposed under this article are dedicated to the county fire board for the purposes provided in this article.

In the event the county fire board determines an increase in any such fee imposed by this section is necessary, it shall by resolution request the county commission for such an increase. Procedures set forth in this section for the initial levy of such a fee shall be followed by the county commission in the event an increase is sought.

#### **§7-17-13. Incurring indebtedness; rights of creditors.**

The county fire board may incur any proper indebtedness and issue any obligations and give any security therefor which it considers necessary or advisable in connection with carrying out its purposes as hereinbefore mentioned. No statutory limitation with respect to the nature, or amount, interest rate or duration of indebtedness which may be incurred by municipalities or other public bodies applies to indebtedness of the county fire board.

No indebtedness or obligation incurred by the board shall give any right against any member of the governing body of any participating government or any member of the board. Any obligation or indebtedness of any nature of the board shall never constitute an obligation or indebtedness of any participating government or the governing body of any participating government, within the meaning of any Constitutional provision or statutory limitation and shall never constitute or give rise to a pecuniary liability of any participating government or the governing body of any participating government or be a charge against the general credit or taxing power of any participating government or the governing body of any participating government. The rights of creditors of the board shall be solely against the board as a corporate body and shall be satisfied only out of revenues, moneys or property received or held by it in its corporate capacity.



**§7-17-14. Agreements in connection with obtaining funds.**

The county fire board may, in connection with obtaining funds for its purposes, enter into any agreement with any person, firm or corporation, including the federal government; or any agency or subdivision thereof, containing provisions, covenants, terms and conditions as the county fire board considers advisable.

**§7-17-15. Property, bonds and obligations of authority exempt from taxation.**

The county fire board is exempt from the payment of any taxes or fees to the state or any subdivision thereof or to any officer or employee of the state or other subdivision thereof. The property of the county fire board is exempt from all local and municipal taxes. Bonds, notes, debentures and other evidence of indebtedness of the county fire board are declared to be issued for a public purpose and to be public instrumentalities and are exempt from taxes.

**§7-17-16. Appropriations authorized.**

The county commission and any municipality therein, or any one or more of them, jointly and severally, may contribute by appropriation from any funds available, to the cost of the operation and projects of the county fire board.

**§7-17-17. Contributions by county commissions, municipalities and others; funds and accounts; reports; audit and examination of books, records and accounts and penalties.**

Contributions may be made to the county fire board from time to time by the county commission of the county or any municipal corporation therein, and by any persons, firms or corporations which desire to do so. All such funds and all other funds received by the county fire board shall be deposited in such bank or banks as the county fire board may direct and shall be withdrawn therefrom in such manner as the county fire board may direct. The county fire board shall keep strict account of all its receipts and expenditures and shall each quarter make a quarterly report to the county commission and municipalities containing an itemized statement of its receipts and disbursements during the preceding quarter. Within sixty days after the end of each fiscal year, the county fire board shall make an annual report containing an itemized statement of its receipts and disbursements for the preceding fiscal year. The annual report shall be published as a Class I legal advertisement in compliance with the provisions of article three, chapter fifty-nine of this code and the publication area for such publication shall be the county in which the county fire board is located. The books, records and accounts of the board are subject to audit and examination by the office of the State Tax Commissioner of West Virginia and by any other proper public official or body in the manner provided by law. For failure to comply with the provisions of this section the county fire board shall be fined not less than ten nor more than \$25.

**§7-17-18. Sale or lease of property; reversion of assets upon dissolution.**

The county fire board shall fix and determine the terms and conditions of any property or equipment to be leased or sold by the county fire board. Upon the dissolution of the county fire board, all of its assets and property shall revert to and become the property of the county for which the board was created.

**§7-17-19. Employees to be covered by workers' compensation.**

All employees of the county fire board eligible thereto are considered to be within the Workers' Compensation Act of West Virginia, and premiums on their compensation shall be paid by the county fire board as required by law.

**§7-17-20. Liberal construction of article.**

It is the purpose of this article to provide for the improvement, development and advancement of fire protection services within the counties and this article shall be liberally construed as giving to the county fire board full and complete power reasonably required to give effect to the purposes hereof.





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Direct: 304/391-8838

March 9, 2021

**Via Email: [cwallace@upshurcounty.org](mailto:cwallace@upshurcounty.org)  
and First Class, U.S. Mail, postage prepaid**

Carrie Wallace, Upshur County Administrator  
Upshur County Commission  
91 W. Main Street, Suite 101  
Buckhannon, West Virginia 26201

RE: FIRE FEE PROCESS

Dear Carrie:

Pursuant to your March 4, 2021 request, enclosed please find a document I have prepared titled Process For Change In Fire Service Fee. As mentioned in the attachment, the steps discussed are based upon a review of the procedure set forth in *WV Code §7-17-2* and a review of the procedure discussed by the West Virginia Supreme Court of Appeals decision in the case of *Putnam County Fire Service Board vs. Kelly*, 192 W.Va. 37, 449 S.E.2d 508, a copy of which case is also provided herein.

Once you have had an opportunity to review the documents, please feel free to contact me with any questions you may have.

Sincerely,



Robert R. Rodecker

#### PROCESS FOR CHANGE IN FIRE SERVICE FEE

The following information process for the adoption of a change in the existing fire service fees for Upshur County is based upon a review of the procedure set forth in *WV Code §7-17-2* and a review of the procedure discussed by the West Virginia Supreme Court of Appeals in the Case of *Putnam County Fire Service Board, Inc. v. Kelly*, 192 W.Va. 37, 449 S.E.2d 508 (1994). A copy of the *Putnam County* case is attached hereto with highlighted language describing the process followed in the adoption of the fire service fee that was the subject of the litigation.<sup>1</sup>

1. Fire Board must determine need for an increase in the Fire Service Fee upon receipt of a petition duly signed by ten percent of the qualified voters in their own handwriting. *WV Code §7-17-2(6)* defines qualified voters as follows:

(6) "Qualified voters" means registered voters who reside in the affected fire service district and are users or prospective users of the fire prevention and fire protection services provided by the fire service under the provisions of this article.

2. Upon receipt of the petition the Fire Board shall present a Resolution to the Clerk of the County Commission requesting that the County Commission adopt an ordinance proposing such increase.
3. Upon the receipt of the petition and resolution, the County Commission has plenary power and authority to impose by ordinance, upon the users of such services, reasonable fire service rates, fees and charges to be collected in the manner specified in such ordinance.
4. Upon adoption of a Fire Service Fee Ordinance, such ordinance shall be published as a Class II legal advertisement in compliance with the provisions of article three, chapter fifty-nine of the WV Code, and the publication area for such publication shall be in Upshur County.
5. Qualified voters (See definition of qualified voters above) have 45 days after publication of the ordinance to petition the county commission requesting that the

ordinance not become effective until it is ratified by an election. In the event thirty percent of the qualified voters of the county by petition duly signed by them in their own handwriting and filed with the clerk of the county commission within forty-five days after the expiration of such publication protest against such ordinance as enacted or amended, the ordinance may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of such county at any primary, general or special election as the county commission directs.

6. If the petition(s) filed in a timely manner do not contain the signature of 30 percent of the qualified voters, the ordinance shall be effective at the end of the protest period.
7. The existing fire service fees remain in effect until revised by ordinance. Thus, if less than 30 percent of the qualified voters timely file petitions requesting that the ordinance not become effective until it is ratified by an election, the new fees become effective 45 days from the date of publication. Likewise, if more than 30 percent of the qualified voters file petitions requesting that the ordinance not become effective until it is ratified by an election, the existing fees remain in effect until the new fees are ratified by the election provided for in *WV Code §7-17-2*.

<sup>1</sup> The *Putnam County* case involved a collection action instituted by the Putnam County Fire Service Board to recover delinquent fees. Delinquent parties challenged the adoption process regarding the time required to file petitions challenging the ordinance as being unconstitutional. The Court held that the 15-day period (now 45-day period) to file petitions was not unconstitutional and upheld the imposition of the increased fees.



192 W.Va. 37  
Supreme Court of Appeals of  
West Virginia.  
  
PUTNAM COUNTY FIRE SERVICE BOARD,  
INC., a Public Corporation, Plaintiff,  
v.  
Jack KELLY and Josephine Kelly, et al.  
Defendants.  
  
No. 22044.  
Submitted May 11, 1994.  
Decided July 8, 1994.

**Synopsis**  
County fire service board action against certain residents to collect delinquent fire service fees owed by residents. The Circuit Court, Putnam County, held that statute regarding protests of fire service user fee was unconstitutional, and certified question. The Supreme Court of Appeals, Workman, J., held that statutory requirement that protest of county fire service fee ordinance be filed with clerk of county commission within 15 days after expiration of publication of ordinance was constitutional.

Certified question answered.

West Headnotes (3)

- [1] Counties Limitations and laches
- Statutory requirement that protest of county fire service fee ordinance be filed with clerk of county commission within 15 days after expiration of publication of ordinance was unambiguous and imperative for constitutionality purposes. Code, 7–17–12.
- [2] Constitutional Law Initiative and

referendum; direct democracy  
Counties Limitations and laches

Statutory requirement that protest of county fire service fee ordinance be filed with clerk of county commission within 15 days after expiration of publication of ordinance did not infringe on residents fundamental rights to political activity and ballot access for which state was required to show that compelling state interest was being served by limitation, where residents were not being denied fundamental rights, but simply failed to collect requisite number of qualified voters' signatures on petition prior to submitting it to commission. Code, 7–17–12; Const. Art. 3, § 16; U.S.C.A. Const.Amends. 1, 14.

- [3] Counties Limitations and laches
- Statutory requirement that protest of county fire service fee ordinance be filed with clerk of county commission within 15 days after expiration of publication of ordinance was rationally related to legitimate government interest and, therefore, constitutional, where purpose for enacting statute was to ensure protection of property and safety of citizens. Code, 7–17–12; Const. Art. 3, § 16; U.S.C.A. Const.Amends. 1, 14.

**\*\*508 \*37 Syllabus by the Court**

The provision of West Virginia Code § 7–17–12 (1984), which before it was amended in 1988, provided that a petition in protest of a county fire service fee ordinance be filed with the clerk of the county commission within fifteen days after the expiration of the publication of the ordinance, is constitutional.

Attorneys and Law Firms

Howard R. Crews, Jr., William J. Hanna, Campbell, Woods, Bagley, Emerson, McNeer & Herndon, Huntington, for plaintiff.  
  
Harvey D. Peyton, Nitro, for defendants.

Opinion

WORKMAN, Justice:

This action originated when civil suits were instituted by the Plaintiff, Putnam County Fire Service Board (hereinafter also referred to as the Board), in the Magistrate Court of Putnam County to collect delinquent fire service fees owed by the Defendants, who are owners of residential and commercial realty situated in Putnam County, to the Plaintiff pursuant to the Putnam County Fire Service User Fee Ordinance (hereinafter referred to as the fire service fee ordinance) and West Virginia Code § 7–17–12 (1984). The Defendants \*\*509 \*38 subsequently removed the cases to circuit court and challenged the validity of the fire service fee ordinance. On August 2, 1993, the Circuit Court of Putnam County ordered the certification of the following question:

Does the adoption of the Putnam County fire service user fee ordinance pursuant to W.Va.Code § 7–17–12, as enacted in 1984 and prior to that statute's amendment in 1988, violate the First and Fourteenth Amendments of the United States Constitution and Article III, Section 16 of the Constitution of the State of West Virginia in that the period of time allowed opponents of the ordinance to file petitions protesting same was unduly restrictive?

The circuit court, by answering this question in the affirmative, found the statute unconstitutional. Upon review of the parties' briefs, arguments and all other matters of record submitted before this Court, we conclude that the circuit court erred in its answer and hold that West Virginia Code § 7–17–12 is constitutional.

I.

The Legislature enacted West Virginia Code § 7–17–1 to –20 (1993) so that county fire boards could be established because “[t]he legislature finds that fire protection and saving lives and property are important to the health and

welfare of the citizens of the State and that it is desirable for county governments to provide fire protection services to county residents.” W.Va.Code § 7–17–1. To enable county governments to provide fire service protections, West Virginia Code § 7–17–12, as originally enacted, provided for the enactment of fire service fees as follows:

Every county commission which provides fire protection services has plenary power and authority to provide by ordinance for the continuance or improvement of such service, to make regulations with respect thereto and to impose by ordinance, upon the users of such services, reasonable fire service rates, fees and charges to be collected in the manner specified in the ordinance. However, before a county commission can impose by ordinance, upon the users of such service, a reasonable fire service fee, ten percent of the qualified voters shall present a petition duly signed by them in their own handwriting and filed with the clerk of the county commission directing that the county commission impose such a fee.... Any ordinance enacted under the provisions of this section shall be published as a Class II legal advertisement ... and the publication area for such publication shall be the county in which the county fire board is located. *In the event thirty percent of the qualified voters of the county by petition duly signed by them in their own handwriting and filed with the clerk of the county commission within fifteen days after the expiration of such publication protest against such ordinance as enacted or amended, the ordinance may not become effective until it is ratified by a majority of the legal votes cast thereon by the qualified voters of such county at any primary, general or special election as the county commission directs.* (Emphasis added).



On October 28, 1985, the Putnam County Fire Service Coordinator (hereinafter referred to as the Coordinator) presented the Putnam County Commission (hereinafter referred to as the Commission) with a petition bearing 1,905 signatures asking the Commission to impose an ordinance creating a fire service fee in the county.<sup>4</sup> The Coordinator also presented the Commission with a draft \*\*510 \*39 of a fire service fee ordinance, which the Commission adopted on first reading. On November 4, 1985, the Commission adopted the ordinance in final form. The effective date for the ordinance was January 1, 1986.<sup>5</sup>

On November 7 and November 14, 1985, the text of the ordinance adopted by the Commission was published in the Charleston Gazette and the Charleston Daily Mail in accordance with West Virginia Code § 7-17-12. During the fifteen days following November 14, 1985, persons seeking a public vote on the fire service fee ordinance gathered 6,577 signatures on a petition and submitted said petition to the clerk of the Commission.

On December 2, 1985, the clerk of the Commission presented the petition seeking ballot access to the Commission and requested an order from the Commission directing him to verify the signatures. On February 6, 1986, the Commission was informed by the County Administrator that, while a total of 6,577 signatures appeared on the petition, only 4,932 were qualified voters, which was 482 signatures short of the amount required to put the fee issue on the ballot.<sup>6</sup>

II.

The issue is whether the fifteen-day limitation period formerly established by West Virginia Code § 7-17-12 for opponents of a fire service fee ordinance to file petitions in protest of the ordinance in order to obtain ballot access is constitutional. The Plaintiff argues that the fifteen-day limitation period mandated by West Virginia Code § 7-17-12 is clear, unambiguous, imperative and constitutional. The Plaintiff also maintains that the circuit court's ruling that the fifteen-day limitation period is "unduly restrictive" is arbitrary, capricious and plainly wrong. In contrast, the Defendants contend that the fifteen-day limitation period provided for by the statute unduly burdens the right of individuals to associate freely and to have access to the ballot box.

find that the statutory requirement in West Virginia Code § 7-17-12 that a protest petition be filed with the commission within fifteen days after publication of the fire service fee ordinance is unambiguous and imperative. See <sup>152</sup> 152 W.Va. at 328-29, 162 S.E.2d at 188.

We acknowledged how imperative the fifteen-day limitation period found within West Virginia Code § 7-17-12 was in *Scott v. Marion County Commission*, 180 W.Va. 483, 377 S.E.2d 476 (1988). In *Scott*, we were presented with the issue of whether the term "qualified voters" found within that statute related to registered voters only in the area that would pay the fire service fee or whether the term related to the entire county. *Id.* at 485, 377 S.E.2d at 477. In concluding that West Virginia Code § 7-17-12 only required the signatures of ten percent of the registered voters of the area that would actually pay the fee on a petition to initiate a fire service fee, we reasoned that

the legislature found that it is desirable for county governments to provide fire protection services to county residents. *The structure, then, of W.Va.Code, 7-17-12 [1984], was deliberately designed to make the initiation of a fire service fee ordinance comparatively simple, while at the same time making it difficult (but not impossible) for taxpayers to call for a referendum.*

*Id.* at 486, 377 S.E.2d at 478 (emphasis added).

<sup>[2]</sup> We are unpersuaded by the Defendants' argument that the fifteen-day limitation period for filing a protest petition somehow infringes on their fundamental right to political activity and ballot access for which the state must show that a compelling state interest is being served by such limitation in order for this Court to uphold the statutory limitation. *See State ex rel. Piccirillo v. City of Follansbee*, 160 W.Va. 329, 333, 233 S.E.2d 419, 422-23 (1977). In *Piccirillo*, the appellant was denied the right to

The Plaintiff relies heavily upon this Court's decisions in <sup>151</sup> *State ex rel. Riffle v. City of Clarksburg*, 152 W.Va. 317, 162 S.E.2d 181 (1968) and *State ex rel. Plymale v. City of Huntington*, 147 W.Va. 728, 131 S.E.2d 160 (1963), to support its contention that the statutory fifteen-day limitation period mandated by West Virginia Code § 7-17-12 is clear, unambiguous and constitutional. In *Riffle* and *Plymale* we upheld a similar statutory fifteen-day limitation period applicable to municipalities seeking to enact fire service fees found within <sup>152</sup> West Virginia Code § 8-13-13 (1990).<sup>7</sup> In *Riffle*, we explained that

[w]e are of the opinion also that the portion of the protest petition consisting of 294 signatures ... was properly rejected \*\*511 \*40 because not filed within fifteen days from the date of the second publication of the ordinance ..., as required by the provisions of Code, 1931, 8-4-20,<sup>8</sup> as amended. The statute clearly requires that the protest petition be 'filed with the municipal authority within fifteen days after the expiration of such publishing \* \* \*.' That language is clear, unambiguous and imperative. It is well settled that language of a statute which is clear and unambiguous is not subject to construction or interpretation, but must be applied according to the intent clearly expressed therein.

<sup>153</sup> 152 W.Va. at 328-29, 162 S.E.2d at 188 and Syl. Pt. 4, in part (footnote inserted); *see also Plymale*, 147 W.Va. at 734, 131 S.E.2d at 164 ("If within fifteen days after the expiration of the required publication thirty per cent of the registered voters, by written petition, protest against the ordinance, it shall not become effective until ratified by a majority of the votes cast by the duly qualified voters of the municipality.").

<sup>[4]</sup> West Virginia Code § 7-17-12 and the language of <sup>154</sup> West Virginia Code § 8-13-13 pertaining to fire service fees are virtually identical. Both statutory provisions require a petition containing signatures from thirty percent of the qualified voters in opposition to a fire service fee ordinance in order to gain ballot access as well as mandate that the petition in opposition to said ordinance be filed with the respective governing bodies within fifteen days after the publication of the fire service fee ordinance. The only significant difference between the two statutory schemes is that West Virginia Code § 7-17-12 applies to counties, while <sup>155</sup> West Virginia Code § 8-13-13 governs municipalities. Accordingly, following our previous decision in *Riffle*, where we concluded that the language mandating the fifteen-day limitation period in <sup>156</sup> West Virginia Code § 8-13-13 was "clear, unambiguous and imperative," we similarly

become a candidate for city council because she did not possess the requisite property qualification required by the city charter and statute. *Id.* at 329-30, 233 at 420-21. We held that the right to become a candidate was a fundamental right and that the placing of a statutory restriction on that right requiring the candidate to have paid taxes on at least \$100 of real or personal property served no compelling \*\*512 \*41 interest. *Id.* at 334-35, 233 S.E.2d at 423.

<sup>[5]</sup> In the present case, we are not presented with facts of comparable magnitude to those found in *Piccirillo*. Here, the Defendants have neither been denied the right to engage in political activity nor have they been denied the right to the ballot. The Defendants simply failed to collect the requisite thirty percent of the qualified voters' signatures on a petition prior to submitting said petition to the Commission within fifteen days after publication of the ordinance. Since a fundamental right is not involved, all the Plaintiff must demonstrate to uphold the constitutionality of the ordinance with its statutory limitation is that the law bears some rational relationship to a legitimate state purpose. *Id.* at 333, 233 S.E.2d at 422-23. Given that the purpose for enacting the fire service fee ordinance was to ensure the protection of property and the safety of citizens, the ordinance certainly is rationally related to the legitimate state interest of protecting the welfare of its citizens. Accordingly, we hold that the provision of West Virginia Code § 7-17-12, which before it was amended in 1988, provided that a petition in protest of a county fire service fee ordinance be filed with the clerk of the county commission within fifteen days<sup>9</sup> after the expiration of the publication of the ordinance, is constitutional.<sup>10</sup>

Based on the foregoing, the certified question presented to this Court by the Circuit Court of Putnam County has been answered. The action is hereby dismissed from the docket of this Court.

Certified question answered.

All Citations

192 W.Va. 37, 449 S.E.2d 508

Footnotes

<sup>1</sup> Eleven separate actions were originally instituted by the Board. Once the Defendants had the actions removed to the circuit court, they were consolidated. The delinquent fire service fees sought from all of the Defendants, as of December 30, 1993, cumulatively totalled approximately \$24,324.50, inclusive of applicable penalties and late fees.



<sup>2</sup> On August 2, 1993, the circuit court actually certified five questions to this Court concerning the validity of the fire service fee ordinance, but the question addressing the 15 day limitation period is the only one which the court answered unfavorably to the Plaintiff. We subsequently denied the Defendants’ petition with respect to the remaining four certified questions.

<sup>3</sup> In 1988, the legislature amended West Virginia Code § 7–17–12, extending the time period from 15 to 45 days after the two-week publication period in which qualified voters must file a petition opposing the imposition a fire service fee. Further, the term “qualified voters” is now defined within the statute. See W.Va.Code § 7–17–2(6) (1993).

<sup>4</sup> There was no dispute regarding the validity of the petition submitted by 10% of the qualified voters in the county requesting the enactment of the fire service ordinance.

<sup>5</sup> According to the Defendants’ brief, in 1992, the ordinance was reenacted and republished in accordance with the 1988 amendments to West Virginia Code § 7–17–12.

<sup>6</sup> According to the record, Putnam County had 18,050 qualified voters. West Virginia Code § 7–17–12 mandated that signatures from 30% of the qualified voters had to be obtained within the 15 day period before the ordinance could be placed on the ballot. Consequently, a minimum of 5,414 signatures was needed. It is undisputed that the opponents’ petition to the fire service fee ordinance failed to contain the requisite signatures of 30% of the qualified voters.

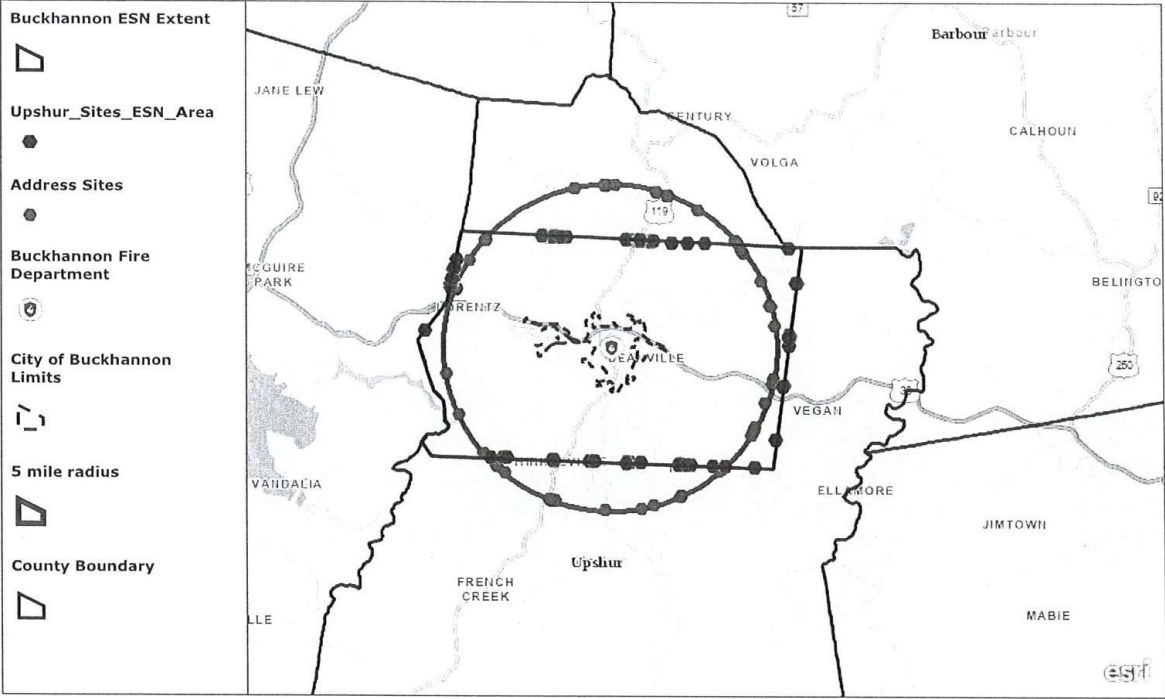
<sup>7</sup> West Virginia Code § 8–13–13 provides, in pertinent part,  
Notwithstanding any charter provisions to the contrary, every municipality which furnishes any essential or special municipal service, including, but not limited to, police and fire protection ... shall have plenary power and authority ... to impose by ordinance upon the users of such service reasonable rates, fees and charges to be collected in the manner specified in the ordinance.... Notwithstanding the provisions of section four [§ 8–11–4], article eleven of this chapter, any ordinance enacted or substantially amended under the provisions of this section shall be published as a Class II legal advertisement in compliance with the provisions of article three [§ 59–3–1 et seq.], chapter fifty-nine of this code, and the publication area for such publication shall be such municipality. *In the event thirty percent of the qualified voters of the municipality by petition duly signed by them in their own handwriting and filed with the recorder of the municipality within fifteen days after the expiration of such publication protest against such ordinance as enacted or amended, the ordinance shall not become effective until it shall be ratified by a majority of the legal votes cast thereon by the qualified voters of such municipality at a regular municipal election or special municipal election, as the governing body shall direct.* (Emphasis added).

<sup>8</sup> West Virginia Code § 8–13–13 was formerly West Virginia Code § 8–4–20 (1931).

<sup>9</sup> See *supra* note 3.

<sup>10</sup> We also upheld the constitutionality of West Virginia Code § 8–13–13 in syllabus point 1 of *McCoy v. City of Sistersville*, 120 W.Va. 471, 199 S.E. 260 (1938).

Buckhannon Fire Boundary Extents



Buckhannon Fire Department, 5 mile radius, site address, parcels



Anticipated Fire Board Budget  
Post First Due Fire Fee Implementation

Total Billed:		267, 075.00
Without the proposed property	-	<u>152,435.00</u>
		114,640.00
Expenditures:		
Administrative Wages / Taxes		30,867.00
Printing		9,487.00
Office Supplies		3,263.00
Software Support Fees		3,092.00
Annual Audit Fees		2,376.00
Postage		1,942.00
Annual Insurance		<u>1,470.00</u>
		62,143.00
Reserve	-	<u>30,000.00</u>
		<u>32,143.00</u>

**\$32,143.00 would remain to allocate between the 7  
Volunteer Fire Departments.**

<https://therecorddelta.com/article/want-a-city-sales-tax>

Council: Projects require \$1 million a year in new taxes

**BUCKHANNON** — Buckhannon City Council is toying with the idea of enacting a 1 percent sales tax on goods and services sold within municipal limits, city officials said at council’s Thursday meeting.

But no action will be taken until council receives and reviews public input from residents at a forum set for Sept. 4 at 7 p.m. in the municipal Public Safety Complex on Florida Street.

Finance and administrative director Amberle Jenkins said the city’s revenue review committee — comprised of Jenkins, city employee Barb Hinkle, councilman CJ Rylands, councilman David Thomas and mayor David McCauley — had determined a 1 percent sales tax would be the most plausible way to find \$1 million in new revenue the municipality needs to keep up with its growing expenditures.

The revenue review committee has met several times over the summer to analyze Buckhannon’s annual streams of revenue as well as its spending in an effort to come up with ways to generate more revenue.

*New revenue needs*

“We’ve identified about \$1 million annually (in addition to the city’s current revenues) that we need for various things – the parks, the streets and public safety,” Jenkins said.

Those new needs include: \$100,000 more to maintain parks, parking lots and cemeteries; \$300,000 more for sidewalk and street upkeep; \$200,000 more to complete street projects; an additional \$100,000 to funnel into a reserve fund for fire department equipment; and \$71,000 more to meet the expanding needs of the Stockert Youth and Community Center. In addition, city officials say more revenue is necessary to pay for recent police and fire department hires and to carry out storm water functions.

The city’s current budget is about \$4.4 million, up \$200,000 from last year.

Jenkins ultimately presented two options the revenue review committee discussed to raise an additional \$1 million: the first option would be to institute two new fees, a storm water fee and a second due area fire fee; increase the police fee; and eliminate the \$1 million exemption for business and occupations tax. Currently, businesses whose annual gross profits don’t total \$1 million or more are exempt from paying the B&O tax.

The second option is to implement a 1 percent sales tax through the home rule process.



### *Add or increase fees vs. implementation of 1 percent sales tax*

If the city assessed a storm water management fee to structures it serves both inside and outside city limits, revenue generated would total \$150,000. If the police fee was doubled, Buckhannon would take in an additional \$75,000 annually, and if a first due fire fee was implemented, the city could realize another \$150,000 per year, Jenkins said.

Another \$494,000 per year could be found by eliminating the \$1 million B&O tax exemption, which, in combination with the fee adjustments and additions, would total approximately \$869,000 annually.

“Right now, we have a \$1 million exemption on our retail B&O tax and we have a tiered system,” she said. “If we completely remove the \$1 million exemption — and the reason we have that on there is to help the smaller businesses — and then we changed the tiered fee, we could collect \$494,000 (annually),” Jenkins explained.

However, if the city simply enacted a 1 percent sales tax, annual revenue would amount to exactly what council wants to raise — \$1 million a year, Jenkins said.

“In the 1 percent sales tax, we estimate we would collect about \$1 million verses if we went to this other option which would be about \$869,000,” she said. “We want to have a forum to get ideas from the public. Maybe they don’t like the way we think we should adjust our numbers, and we want to hear that.”

### *Council weighs in on 1 percent sales tax idea*

McCauley and the rest of council also offered input on the 1 percent sales tax proposal, with the mayor saying more and more cities across the Mountain State were adopting the tax through the home rule mechanism.

Forty-three cities have already implemented or are in the process of implementing the tax, the mayor said, which is one reason the revenue review committee “had reached a consensus” in advocating for the 1 percent sales tax, the mayor said.

“We stick out like a sore thumb,” McCauley said. “We’ve managed to pay our bills and still be a progressive community, but there are so many needs. But the best adjective to describe the last five years of general fund money are stagnant.”

The mayor said the 1 percent sales tax mechanism would spread the cost-sharing burden to county residents and tourists.

“So much of what we do as a community, the expense is incurred almost exclusively by the residents of the City of Buckhannon,” McCauley observed. “But who uses our streets and parks? Who goes to Walmart and Lowe’s and all these other places? Seventy-five percent of the usage comes from the people outside the corporate limits, and in many instances, it’s people that don’t even reside in Upshur County or college students and their families that don’t actually live in Buckhannon, but nevertheless, they go to these places.”

McCauley estimated 75 percent of the tax would be paid for by people who don’t live within corporate limits.

“Probably 75 percent of it is going to be paid by people who do not live as residents of the city of Buckhannon,” McCauley said. “For once — maybe for the first time ever — others would be paying to improve those things that everyone comes to enjoy, not just the residents of Buckhannon.”

A business owner and revenue review committee member, Rylands said he had “flip-flopped” on the issue.

“I guess as a businessman in Elkins, when they were proposing it, I was not for it because it was going to increase the cost of everything I sell by 1 percent,” Rylands recalled. “The main thing that bothered me about it is that they would not identify any of the ways they were going to spend any of that money, so we’ve tried to do that due diligence.”

Rylands said the sales tax hadn’t had a detrimental impact on his Randolph County restaurant.

“It hasn’t impacted our business in Elkins and I’ve come to the conclusion that healthy communities need to take chances or risks or do things that secure their future when things are going well, not when your back’s against the wall and you have to scramble and finance and cut back.”



"I support this," he added. "Everything that I sell will be taxed at a higher rate than outside the city limits, but I don't want to be outside the city limits, I want to be inside the city limits, where we're at in our downtown."

Thomas, also a member of the committee, said he viewed the 1 percent sales tax as an investment in the city's future.

"If you want to continue to keep improving, because a lot of organizations, a lot of municipalities aren't improving ... we need to move forward," Thomas said, "and as much as I don't like to increase fees or put a tax on (residents), you get what you pay for and I think our investments have been fairly good in the past and we need to continue to do that."

Councilwoman Pam Cuppari said although she'd historically been opposed to the sales tax, she was beginning to see it as a viable option.

"I've sat here on council for years, and I used to be against the 1 percent sales tax," she said, "but we need to be progressive ... and I'm starting to lean toward the 1 percent sales tax because it's a fair tax and other cities are using it for a reason and they must know something we don't know, so I'm not saying I'm definitely for the 1 percent sales tax yet, but I'm not against it like I used to be. I look forward to seeing how many people come out on Sept. 4 so we can talk about it."

Councilman Robbie Skinner described himself as neutral relative to the sales tax — but said council needed to be mindful of exacerbating city-county divisions.

"I'm not speaking for or against what's been said so far. I think we also need to keep in mind ... we don't want to further divide being inside verses outside the city limits when it comes to development," Skinner said. "If we have a fee structure and a tax structure that isn't attractive [inside the city] verses being outside of the city limits, let's face it, if development takes place just west of town along U.S. Route 33, those folks outside of municipal police protection have access to all of the services a business inside the corporate limits does, and I have an issue with that because it's like getting the milk for free without buying the cow, and that's where I see benefit to the first due fire fee."

Skinner also noted the police fee hadn't been upped since the 1980s, while the cost of running a municipal police department has skyrocketed considerably.

## A lengthy implementation process

McCauley said Buckhannon has a number of obstacles to clear prior to instituting a sales tax. After soliciting public input, the plan must be approved through not only the state's home rule board, but also by the West Virginia State Tax Department. The home rule board only meets three times per year.

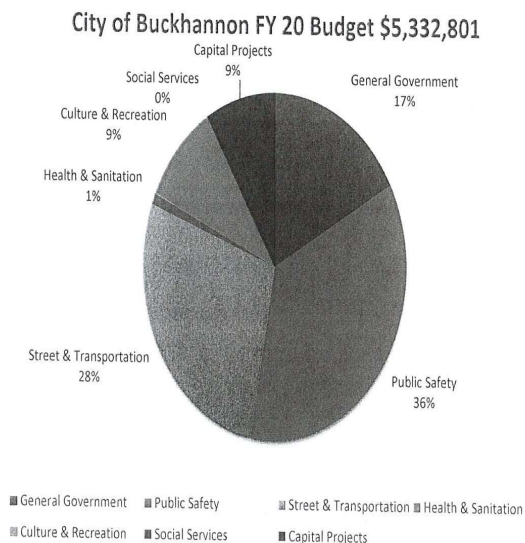
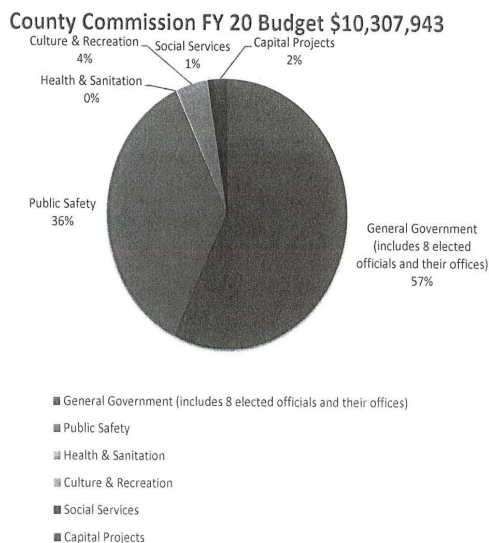
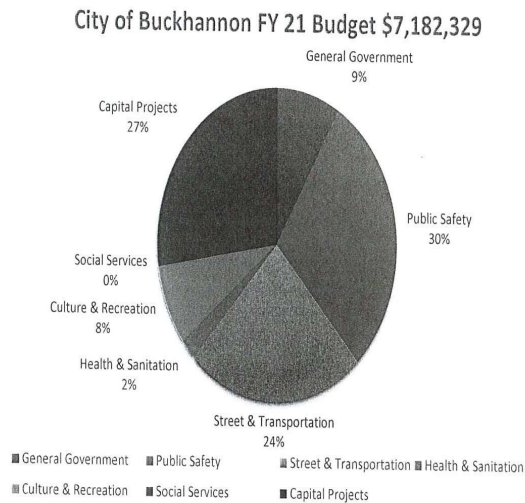
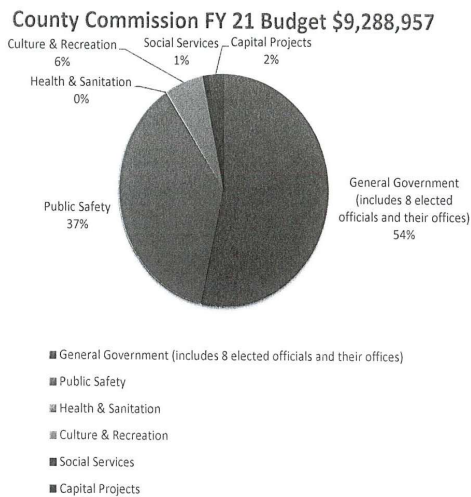
"It could take a year and a half," he said. "We're looking at 15 to 18 months from now, but in the spirit of transparency and being candid about it, we've spent a lot of time looking at the possible options and the one that we are strongly leaning toward right now is adoption of this 1 percent sales tax — that virtually all of the cities around us have already adopted."

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Upshur County Tax Split Comparison				SCROLL																
FY 18				FY 19				FY 20				FY 21				FY 22				
Excluding Excess Levies				Excluding Excess Levies				Excluding Excess Levies				Excluding Excess Levies				Excluding Excess Levies				
Entity	% Rec'd	Gross Projected Revenue		Entity	% Rec'd	Gross Projected Revenue		Entity	% Rec'd	Gross Projected Revenue		Entity	% Rec'd	Gross Projected Revenue		Entity	% Rec'd	Gross Projected Revenue		Difference
City	6.86%	\$853,494.00		City	6.84%	\$875,578.00		City	6.93%	\$920,956.00		City	6.95%	\$938,534.00		City	6.88%	\$885,136.00		(\$53,398.00)
BOE	53.62%	\$6,669,742.00		BOE	53.63%	\$6,860,115.00		BOE	53.58%	\$7,123,796.00		BOE	53.57%	\$7,236,667.00		BOE	53.61%	\$6,900,193.00		(\$336,474.00)
County	39.52%	\$4,916,355.00		County	39.53%	\$5,056,682.00		County	39.49%	\$5,251,045.00		County	39.49%	\$5,334,243.00		County	39.52%	\$5,086,224.00		(\$248,019.00)
Total	100.00%	\$12,439,591.00		Total	100.00%	\$12,792,375.00		Total	100.00%	\$13,295,797.00		Total	100.00%	\$13,509,444.00		Total	100.00%	\$12,871,553.00		(\$637,891.00)
Including Excess Levies				Including Excess Levies				Including Excess Levies				Including Excess Levies				Including Excess Levies				
Entity	% Rec'd	Gross Projected Revenue		Entity	% Rec'd	Gross Projected Revenue		Entity	% Rec'd	Gross Projected Revenue		Entity	% Rec'd	Gross Projected Revenue		Entity	% Rec'd	Gross Projected Revenue		
City	5.98%	\$952,354.00		City	5.99%	\$980,649.00		City	6.06%	\$1,031,471.00		City	6.08%	\$1,051,158.00		City	6.02%	\$991,352.00		(\$59,806.00)
BOE	63.13%	\$10,049,306.00		BOE	63.13%	\$10,336,139.00		BOE	63.08%	\$10,733,430.00		BOE	63.07%	\$10,903,493.00		BOE	63.11%	\$10,396,527.00		(\$506,966.00)
County	30.89%	\$4,916,355.00		County	30.88%	\$5,056,682.00		County	30.86%	\$5,251,045.00		County	30.85%	\$5,334,244.00		County	30.87%	\$5,086,224.00		(\$248,020.00)
Total	100.00%	\$15,918,015.00		Total	100.00%	\$16,373,470.00		Total	100.00%	\$17,015,946.00		Total	100.00%	\$17,288,895.00		Total	100.00%	\$16,474,103.00		(\$814,792.00)

\*City excess levy is for the Gibson Library





#### Q&A - Upshur County Budget March 10, 2021

##### What does the County do with their money?

First and foremost, the Commission is required to fund its constitutional offices before considering any other appropriations. These include the Assessor, Circuit Clerk, Commission, County Clerk, Prosecuting Attorney and Sheriff and their offices. A brief overview of services they provide are listed below. Please visit [www.upshurcounty.org](http://www.upshurcounty.org) and click on "Departments" for more information.

**Assessor** – real and personal property tax assessments, commercial real and personal property tax assessments, homestead exemptions, farm exemptions, mapping, parcel splits, consolidations, dog taxes etc.

**Sheriff/Tax Office** – Chief Financial Officer for Accounts Receivable, tax mailings, collections & processing, estate administration (as needed), County-wide Law Enforcement, PRO Officers at Middle and High School, service of process, court security, Home Confinement, Project Life Saver, etc.

**Prosecuting Attorney** – Processing all criminal matters, abuse and neglect cases, juvenile cases, adult protective service cases, expungements, exonerations, etc.

**Circuit Clerk** – Circuit Court & Family Court filings, including divorce, child support, child custody, etc. judicial record management and preservation, fee collection for Probation and court costs, etc.

**County Clerk** – Chief Financial Officer for Accounts Payable, elections, property, birth, death and meeting records management and preservation, estate management and processing, etc.

**County Commission** – Governing body that oversees elections, oversee fiscal operations of the County, serve as the Board of Canvassers for elections, Board of Review and Equalization and Board of Assessment Appeals, manage operations of the administrative offices, E911 center, Department of Homeland Security and Emergency Management, Lewis Upshur Animal Control Facility, Addressing & Mapping, Maintenance Department, etc., grant writing and management, development and management of parks and recreation facilities, etc.

##### How do the City and County Budgets Differ?

The County receives the majority of its revenue from the property tax collections outlined above. These figures are calculated based on the County levy rate which is set at the maximum allowable by law at 14.30 for Class I property. The County does not have any revenue generating services nor the authority to charge sales tax. West Virginia Code outlines the responsibilities of Cities and Counties across the State. They both provide different services with very little repetition. Some of the items the County is responsible for, that the City does not provide are outlined below. Numbers in parenthesis represent the corresponding county budget where these expenditures are accounted for.

**Regional Jail Bill (704)** – The County pays the Regional Jail Bill for individuals that are arrested in all of Upshur County, including those arrested within City limits or by City Police Officers or the West Virginia State Police. The Regional Jail Bill has increased significantly over the last 7 years from \$494,080 in FY 15 to \$710,336.50 in FY 20. A summary of the monthly Regional Jail Bill expenses since FY 15 is attached.

**Department of Homeland Security & Emergency Management (711)** – DHSEM was instrumental in the Counties COVID-19 Response. Responsibilities included testing, PPE requests/distribution and vaccine distribution. DHSEM also hosts Table Top Exercises for all First Responders on an annual basis. Furthermore, DHSEM actively applies for grant funded to assist all First Responders.



**Where do my property taxes go?**

Did you know your taxes are split 3 ways between the Board of Education, City and County? Tax splits for the last 5 fiscal years are attached. On average, taxes are split as follows:

Excluding Excess Levies:	Including Excess Levies:
City: 7%	City: 6%
Board of Education: 53.5%	Board of Education: 63%
County: 39.5%	County: 31%

**What are my property taxes used for?**

Annually, the West Virginia State Auditor’s Office (WVSAO) publishes the budgets for Cities and Counties statewide. They can be found here: <https://www.wvsao.gov/LocalGovernment/Default>.  
The West Virginia Department of Education (WVDE) does the same for Boards of Educations statewide. They can be found here: <https://wveis.k12.wv.us/schoolFinance/sf000001.cfm>.

**How large is the County budget?**

Total County Levy Estimates (budgets) for the last 5 Fiscal Years (FY) are listed below. You will see two numbers. The first is the budget that was passed by the Commission in March of the preceding year. This represents an estimate of the expenditures. The second includes all budget revisions. This is the actual budget the County operated on for the FY. Most often the difference can be attributed to grant awards. Government Agencies are normally not aware of the grant awards they will receive in the following fiscal year when preparing their budgets.

Fiscal Year	2017	2018	2019	2020	2021
Estimate	\$8,149,780	\$8,212,479	\$8,565,586	\$8,923,042	\$8,581,286
Actual	\$9,204,170	\$10,068,573	\$10,615,693	\$10,307,943	\$9,288,957

**The County doesn’t have a Street, Water or Waste Department so what am I getting for my County taxes?**

County services may not be as visible as some City services; however, they are just as important. Think about where you register to vote and cast your ballot, who arrests and prosecutes offenders, how you obtain a birth certificate, where you go to file a lawsuit, where you file a property complaint, etc. All of these services and more are provided by the 8 elected county officials, including the Assessor, Circuit Clerk, Commission, County Clerk, Prosecuting Attorney and Sheriff and their staff. Check out these videos regarding county services for more information: <https://www.ccawv.org/press/video.html>.

- Two grants providing ~\$270,000 in radios for Law Enforcement were awarded in FY 18 and FY 19. A portable and mobile radio were provided to each Sheriff’s Department Deputy/vehicle and Buckhannon City Police Officer/vehicle.
- A grant in the amount of \$150,000 for Buckhannon PD was submitted this week. If awarded, a shoot/no-shoot simulator will be purchased and de-escalation training will be offered.

**E911 Center Operations (712)**– The County provides the sole emergency dispatch center. Upshur County E911 is responsible for dispatching police, fire, EMS, wrecker services and Department of Highways, Department of Natural Resources, Animal Control and utility companies during emergencies. Payroll expenses totaled \$824,787 in FY 20. The County does receive reimbursement for this expense from the 911 fees that are assessed to telephone lines within Upshur County; however, the revenue and expenditure are included in the General County Budget. Equipment for E911 Center operations is costly. A new CAD system was purchased in FY 19 to the tune of \$107,960 and the Commission will be considering a replacement telephone system during FY 22 budgets in March. The cost is expected to be in the neighborhood of \$133,000. Also, the County, through the Building Commission, funds the facility’s bond payment without reimbursement. In FY 20 this expense totaled \$117,800.

**Elections (413)** – the Commission and County Clerk are responsible for the Primary, General and Special Elections. The City and BOE reimburse the County for their portion of the material expense; however, expenses for personnel and election equipment are not included\*. The 2020 Primary and General Election net expenses totaled \$132,391.66. Election equipment is also extremely costly. New machines were purchased in 2018 and 2019 to the tune of ~\$550,000.

\*Please note that the BOE does reimburse for poll workers if a special election is held.

**Buckhannon Upshur Recreational Complex/Pool (900)** – the Commission provides and maintains the Buckhannon Upshur Recreational Complex, including the County Pool, tennis courts, basketball courts, volleyball court, bike trails, etc. Expenses totaled \$75,249.70 in FY 20. Losses average \$70,685.78 during the last 5 years.

**Upshur County Youth Camp (906)** – While the Youth Camp Board manages the operations of the Youth Camp Facility and funds most improvements and maintenance expenses, the County pays for the personnel. Expenses totaled \$140,000 in FY 20. The County does not receive camp revenue nor reimbursement for this expense.

**WVU Extension Office (412)** – Per a longstanding agreement with WVU, the County provides a portion of the Extension Offices salary and also pays for two full time office staff. Expenses totaled \$117,385 in FY 20. The County does not receive reimbursement for this expense.

**Family Resource Network (424)**- Expenses totaled \$34,613 in FY 20. The County does receive reimbursement for this expense; however, the revenue and expenditure are included in the General County Budget. Additionally, the County processes their payroll free of charge.

**Solid Waste Authority (808)** - Expenses totaled \$14,485 in FY 20. The County does receive reimbursement for this expense; however, the revenue and expenditure are included in the General County Budget. Additionally, the County processes their payroll free of charge.

**Community Corrections (731)** - Expenses totaled \$277,072 in FY 20. The County does receive reimbursement for this expense; however, the revenue and expenditure are included in the General County Budget. An allocation of \$15,000 is also provided on an annual basis and used towards the programs required cash match. Additionally, the County processes their payroll free of charge.



**Animal Control and Animal Control Facility (716)** – The County provides the sole public Animal Control Facility in the County. The Animal Control Officer responds to dog and livestock calls within the entire County, including the City of Buckhannon. Expenses totaled \$185,483 in FY 20. The County does receive reimbursement for this expense from the Lewis County Commission and the Dog & Kennel Fund; however, the revenue and expenditure are included in the General County Budget. Currently the Dog & Kennel Fund is in arrears in the amount of \$1,551,413.63 for their reimbursements to General County. Additionally, the County processes their payroll free of charge.

**Stockert Youth & Community Center (950)** - Per the City/County Agreement in 2002, the County provides \$25,000 towards operations annually.

**Tri County Visitation Center (950)** - Expenses totaled \$24,253 in FY 20. The County does receive reimbursement for this expense; however, the revenue and expenditure are included in the General County Budget. An annual allocation of \$8,000 is also provided on an annual basis towards operations of the program. Additionally, the County processes their payroll free of charge.

**Upshur County Public Library (916)** – The County owns the Upshur County Public Library facility and provides necessary maintenance and repair. An annual allocation of \$41,500 (\$31,500 is required per 1994 House Bill 4451 and Senate Bill 450) is also provided on an annual basis towards operations.

**Country Roads Transit (910)**– An annual allocation of \$10,000 is provided on an annual basis towards operations.

The County provides office space, maintenance, utilities and property insurance to many state offices and non-profit agencies free of charge. These include, but are not limited to Upshur County Circuit Court, Upshur County Probation & Drug Court, Upshur-Buckhannon Health Department, Women’s Aid in Crisis, Upshur County Public Library (excludes utilities) and Upshur County EMS (excludes utilities).

The County is also responsible for the upkeep and maintenance of all county owned property including, but not limited to the Courthouse, Courthouse Annex, Administrative Annex, Upshur-Buckhannon Health Department, Upshur County Maintenance Department, Old Jail, E911 Communications Center, Lewis-Upshur Animal Control Facility, Upshur County Public Library, Upshur County EMS, Upshur County Wellness Complex, James W. Curry Library & Park, Upshur County Youth Camp, Pringle Tree Park, Upshur-Buckhannon Recreational Park and various FEMA lots.

If you have any questions regarding the budget or budget process, please feel free to contact Carrie Wallace, County Administrator via phone at 304-472-0535 x.3 or via email at [clwallace@upshurcounty.org](mailto:clwallace@upshurcounty.org).

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TVRJ Bill	FY 2015	Average	FY 2016	Average	FY 2017	Average	FY 2018	Average	FY 2019	Average	FY 2020	Average	
June	\$44,872.50	<i>\$44,872.50</i>	\$40,144.00	<i>\$40,144.00</i>	\$60,216.00	<i>\$60,216.00</i>	\$65,620.00	<i>\$65,620.00</i>	\$72,809.25	<i>\$72,809.25</i>	\$75,366.50	<i>\$75,366.50</i>	
July	\$43,328.50	<i>\$44,100.50</i>	\$49,070.25	<i>\$44,607.13</i>	\$61,808.25	<i>\$61,012.13</i>	\$62,290.75	<i>\$63,955.38</i>	\$77,682.50	<i>\$75,245.88</i>	\$62,387.25	<i>\$68,876.88</i>	
August	\$35,753.25	<i>\$41,318.08</i>	\$56,886.75	<i>\$48,700.33</i>	\$65,861.25	<i>\$62,628.50</i>	\$59,492.25	<i>\$62,467.67</i>	\$71,458.25	<i>\$73,983.33</i>	\$45,837.50	<i>\$61,197.08</i>	
September	\$31,748.50	<i>\$38,925.69</i>	\$55,149.75	<i>\$50,312.69</i>	\$76,765.75	<i>\$66,162.81</i>	\$63,786.50	<i>\$62,797.38</i>	\$77,923.75	<i>\$74,968.44</i>	\$63,786.50	<i>\$61,844.44</i>	
October	\$32,713.50	<i>\$37,683.25</i>	\$50,952.00	<i>\$50,440.55</i>	\$85,981.50	<i>\$70,126.55</i>	\$67,453.50	<i>\$63,728.60</i>	\$74,063.75	<i>\$74,787.50</i>	\$64,558.50	<i>\$62,387.25</i>	
November	\$36,670.00	<i>\$37,514.38</i>	\$51,531.00	<i>\$50,622.29</i>	\$86,415.75	<i>\$72,841.42</i>	\$44,486.50	<i>\$60,521.58</i>	\$70,396.75	<i>\$74,055.71</i>	\$60,602.00	<i>\$62,089.71</i>	
December	\$40,288.75	<i>\$37,910.71</i>	\$50,373.00	<i>\$50,586.68</i>	\$71,651.25	<i>\$72,671.39</i>	\$49,842.25	<i>\$58,995.96</i>	\$74,594.50	<i>\$74,132.68</i>	\$63,014.50	<i>\$62,221.82</i>	
January	\$42,460.00	<i>\$38,479.38</i>	\$49,408.00	<i>\$50,439.34</i>	\$73,870.75	<i>\$72,821.31</i>	\$52,013.50	<i>\$58,123.16</i>	\$88,731.75	<i>\$75,957.56</i>	\$67,936.00	<i>\$62,936.09</i>	
February	\$45,548.00	<i>\$39,264.78</i>	\$51,482.75	<i>\$50,555.28</i>	\$59,733.50	<i>\$71,367.11</i>	\$53,509.25	<i>\$57,610.50</i>	\$71,989.00	<i>\$75,516.61</i>	\$64,172.50	<i>\$63,073.47</i>	
March	\$55,439.25	<i>\$40,882.23</i>	\$57,707.00	<i>\$51,270.45</i>	\$63,400.50	<i>\$70,570.45</i>	\$64,655.00	<i>\$58,314.95</i>	\$67,357.00	<i>\$74,700.65</i>	\$65,427.00	<i>\$63,308.83</i>	
April	\$49,311.50	<i>\$41,648.52</i>	\$51,000.25	<i>\$51,245.89</i>	\$72,712.75	<i>\$70,765.20</i>	\$61,229.25	<i>\$58,579.89</i>	\$61,856.50	<i>\$73,533.00</i>	\$44,052.25	<i>\$61,558.23</i>	
May	\$35,946.25	<i>\$41,173.33</i>	\$67,936.00	<i>\$52,636.73</i>	\$67,212.25	<i>\$70,469.13</i>	\$70,589.75	<i>\$59,580.71</i>	\$81,301.25	<i>\$74,180.35</i>	\$43,328.50	<i>\$60,039.08</i>	
Sum	\$494,080.00	<i>\$483,773.34</i>	\$631,640.75	<i>\$591,561.35</i>	\$845,629.50	<i>\$821,652.00</i>	\$714,968.50	<i>\$730,295.77</i>	\$890,164.25	<i>\$893,870.96</i>	\$720,469.00	<i>\$764,899.38</i>	
Additional Debits							\$5,307.50			\$10,663.25			
Credits	-\$16,646.25		-\$22,532.75		-\$27,792.00		\$8,299.00		\$13,124.00		\$12,545.00		
Total	\$477,433.75		\$609,108.00		\$817,837.50		\$711,977.00		\$887,703.50		\$710,336.50		
Budget	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		
	\$700,000.00		\$600,000.00		\$650,000.00		\$900,000.00		\$800,000.00		\$900,000.00		
Revision	NA		\$9,200.00		\$163,000.00		NA		\$115,488.00				
Total	\$700,000.00		\$609,200.00		\$813,000.00		\$900,000.00		\$915,488.00		\$900,000.00		
Ending Balance	FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		
	\$222,566.25		\$92.00		-\$4,837.50		\$188,023.00		\$27,784.50		\$189,663.50		
<i>* Figures in italics are projections.</i>													
<i>*** Fiscal years are shown as June-May because June bills post in July. Totals represent true expenditures during the fiscal year.</i>													

Chamber of Commerce:

Chamber of Commerce representative - Tammy Reger does not want to see the burden of additional fire fee placed on businesses as mentioned in previous meetings. She noted that meetings regarding the Sales Tax in 2018 offered this to help pay for parks, streets and public safety in lieu of additional taxes.

Council Members Comments:

Council members stated that several comments have been made in discussions nothing was definitely decided and Council feels that the obligations discussed during those meetings regarding sales tax are being met.

Discussions regarding the City and County fire fees and potential of city taking over the first due area continued at great length.

There was overall concern about the impact this would have on the county volunteer fire departments. However, the paid Buckhannon Fire Department answer a large percentage of their calls outside the city limits.



Some Council Members are concerned that the recurring costs of wages are not what Sales Tax should be used toward. It is unfair that residents inside the city limits are paying a higher fee than the county residents and the county residents in the first due area are paying a lower fire fee to the county but have the same benefits as the city residents.

Comments were made by Council to perhaps temporarily fund the fire fighters and continue to work on a solution with the Upshur County Commission.

Meeting adjourned at 4:00 pm