



Office of the City Clerk

# The City of Morgantown

Linda L. Tucker, CMC  
389 Spruce Street, Room 10  
Morgantown, West Virginia 26505  
(304) 284-7439 Fax: (304) 284-7525  
[ltucker@morgantown.gov](mailto:ltucker@morgantown.gov)

**AGENDA**  
**MORGANTOWN CITY COUNCIL**  
**SPECIAL MEETING**  
**City Hall - Council Chambers**  
**April 19, 2016**  
**6:00 p.m.**

1. **CALL TO ORDER**
2. **ROLL CALL BY CITY CLERK**
3. **UNFINISHED BUSINESS:**
  - A. **Interview for FIRE CODE APPEAL BOARDS AND HISTORIC LANDMARKS COMMISSION:**

6:00 pm	Mark Lambert – Fire Department Operations
6:10 pm	Victoria Crowder
6:20 pm	Nikki Lewis
6:40 pm	Katherine Hanko
4. **EXECUTIVE SESSION: Pursuant to WV State Code Section 6-9A-4(b) (2) (A) In Order to Discuss Personnel Matters in considering new appointments for the FIRE CODE APPEALS BOARD & HISTORIC LANDMARKS COMMISSION.**
5. **ADJOURNMENT**

**\*If you need an accommodation contact us at 284-7439\***

## Application to Serve on City Boards and Commissions

THE CITY OF MORGANTOWN HAS NUMEROUS COMMITTEES, BOARDS, AND COMMISSIONS COMPRISED OF CITIZENS WHO GIVE OF THEIR TIME IN VERY IMPORTANT CAPACITIES. STATE LAWS PRESCRIBE THAT SOME OF THOSE BODIES RETAIN MEMBERS WHO HAVE CERTAIN EXPERIENCE, EDUCATION OR PROFESSIONAL CERTIFICATIONS. WE ASK THAT YOU PROVIDE THE FOLLOWING BASIC INFORMATION SO WE MAY EVALUATE PROSPECTIVE APPOINTEES' QUALIFICATIONS IN AN EXPEDIENT MANNER. A RESUME OR OTHER PERTINENT INFORMATION MAY BE SUBMITTED ALONG WITH THIS FORM.

MR/MS: Mark R. Lambert WORK/CELL PHONE: 304 687-7228

ADDRESS: 507 Burroughs St., Apt 505 HOME PHONE: Same  
Morgantown, WV ZIP: 26505

EMAILADDRESS: mlambe13@gmail.com

CITY RESIDENT? YES  NO  YEARS OF CITY RESIDENCY 2 WARD     

WHO IS YOUR EMPLOYER? (If Retired, Answer "Retired"): WVU

WHAT TYPE OF BUSINESS ARE (were) YOU EMPLOYED IN? Fire Education

JOB TITLE or JOB DESCRIPTION: Director, WV State Fire Academy

PROFESSIONAL CERTIFICATIONS/LICENSES: Certified Fire Investigator

SPECIAL INTERESTS:     

PLEASE CHECK THE COMMISSIONS YOU ARE INTERESTED IN SERVING:

- |   |   |
|---|---|
| <input type="checkbox"/> BOCA BOARD OF APPEALS                  | <input type="checkbox"/> MUSEUM COMMISSION          |
| <input type="checkbox"/> BOARD OF PARKS AND RECREATION          | <input type="checkbox"/> PARKING AUTHORITY          |
| <input type="checkbox"/> BOARD OF ZONING APPEALS                | <input type="checkbox"/> PERSONNEL BOARD            |
| <input type="checkbox"/> BUILDING COMMISSION                    | <input type="checkbox"/> PLANNING COMMISSION        |
| <input type="checkbox"/> FIRE CIVIL SERVICE                     | <input type="checkbox"/> POLICE CIVIL SERVICE       |
| <input type="checkbox"/> HISTORIC LANDMARKS                     | <input type="checkbox"/> SISTER CITIES COMMISSION   |
| <input type="checkbox"/> HUMAN RIGHTS                           | <input type="checkbox"/> TRAFFIC COMMISSION         |
| <input type="checkbox"/> LIBRARY BOARD                          | <input type="checkbox"/> TRANSIT AUTHORITY          |
| <input type="checkbox"/> MET BOARD                              | <input type="checkbox"/> TREE BOARD                 |
| <input type="checkbox"/> MORGANTOWN HOUSING ADVISORY COMMISSION | <input type="checkbox"/> URBAN LANDSCAPE COMMISSION |
| <input type="checkbox"/> MORGANTOWN UTILITY BOARD               | <input type="checkbox"/> WARD & BOUNDARY            |
| <input checked="" type="checkbox"/> FIRE CODE BOARD OF APPEALS  |   |
| <input type="checkbox"/> WOODBURN REDEVELOPMENT COMMISSION      |   |

SUBMIT TO: CITY CLERK, 389 SPRUCE STREET, RM.10, MORGANTOWN, WV, 26505.  
APPLICATIONS WILL REMAIN ON FILE IN THE CITY CLERK'S OFFICE FOR 6 MONTHS      UPDATED: 7/15

# MARK R LAMBERT

## SUMMARY OF QUALIFICATIONS

---

February 2015 – Present – Program Leader/Director of the WVU Fire Service Extension/Fire Academy.

February 1992 – January 2015 West Virginia State Fire Marshal's Office, Charleston, WV

- Jan. 2014 – Present – Field Deputy in charge of Investigations Division and the Public Education Division. Supervising 10-12 Field Investigators and 2 secretaries.
- Dec. 2011 Jan. 2014 – Field Supervisor for the Fire Marshal's Office, supervising 5-6 investigators around the state.
- Feb. 1992 – Dec. 2011 Assistant State Fire Marshal – Criminal Investigation Division
- Jan. 2011 – Created, implemented & oversee the SFMO drug testing policy. Created after analyzing several policies from state and local agencies both in and out of West Virginia.
- Co-created and implemented comprehensive training policy for newly hired sworn personnel at the SFMO.
- Created & implemented the FOIA Policy for the SFMO after analyzing multiple law enforcement agency policies.
- Worked on administrative rules & policies for the current WV explosives & arson related laws.
- Investigation and enforcement of Fire and Explosives related laws, expert opinion and advice on state policy on the subject matter.
- As past President of the WV- IAAI have analyzed and crafted policies with regard to arson related statutes in West Virginia
- Adjunct Faculty WVU Fire Service Extension (Arson/Explosives Instructor) have crafted and reorganized the training policies in this area as a subject matter expert. Part of course involves instructing students on why current laws and policies were implemented.
- Analyzed the policies & practices of the WV State Fire Commission as part of graduate training.
- Spent 10 years on WVSFM Bomb Squad as a Hazardous Device Technician. Government dignitary protection details and device calls.
- Testified as an Expert in State & Federal Court
- WV Fire & Police Instructor and have also worked as a substitute teacher in WV Public school system.

## EDUCATION

---

2009 – 2011 West Virginia University

Morgantown, WV

*MA – Public Administration*

- Policy analysis, administrative rules, budgeting & quantitative/qualitative analysis.

1986 - 1991    West Virginia University                      Morgantown, WV  
*BA – International Relations/History*  
■ Minor – Political Science/East Asian Policy/Affairs

PROFESSIONAL MEMBERSHIPS

---

Member – MENSA  
  
Member - Boone Co. WVU Alumni  
  
Member – Pi Alpha Alpha

AWARDS RECEIVED

---

2000 Award US Attorney's Office for Public Service  
  
2003 Award US Attorney's Office for Public Service  
  
2005 Award US Attorney's Office for Public Service

**Request Details**



# Request #31408 : Volunteer to be a member of a Board or Commission

**Are you a Morgantown resident?**  
Yes

**If Yes, how many years have you lived in the City of Morgantown?**  
10

**In which City Ward do you reside?**  
Sixth

**On which Board, Commission, or Authority are you interested in being a volunteer?**  
Board of Park and Recreation Commissioners (BOPARC); Board of Zoning Appeals; Historic Landmarks Commission; Housing Advisory Commission; Human Rights Commission; Library Board; Metropolitan Theater Commission; Museum Commission; Parking Authority; Personnel Board; Sister Cities Commission; Urban Landscape Commission

**Who is your current employer (If retired, answer "retired")?**  
Self Employed, Work at Home Parent

**What type of business are you, or were you, employed in?**  
I was previously in Student Affairs Administration (Housing) at WVU. I have been home with my children for 24 months.

**Do you have professional certifications or licenses?**

**Do you have any pertinent special interests?**  
I am interested in transient citizen (namely students) investment and involvement in neighborhoods, promoting accessible and inviting events and attractions in our downtown area, keeping neighborhoods safe for children to play on foot and creating programs and places for families to participate in and visit in our local neighborhoods, and finally, in promoting a progressive and inclusive community in Morgantown.

Status Completed

Priority Normal

Received 3/19/2016 at 2:44 PM

Source of Request Anon Online by Anonymous

Assigned To: Heather Carl

Associated To: Anonymous

Est. Completion 3/24/2016

Actual Completion 3/22/2016

**Citizen Information**

Victoria Crowder  
540 elmina st  
morgantown, WV 26501  
3049069704  
vcrowder1@gmail.com

**Preferred Response Method: E-Mail**

**Communication**

Select Communication Template  
Standard

[View Email Text](#)

**Staff Activities**

[Add New](#) [Sort](#)

The status of the request was changed from Active to Completed, by [Heather Carl](#) on 3/22/2016 at 11:02 AM

**Public Activities**

[Add New](#) [Sort](#)

Request was successfully submitted, by [Cartegraph Support](#) on 3/19/2016 at 2:44 PM

**licenses?:**  
**Certificate of Cultural Resource**  
**Management**

**Do you have any pertinent special**  
**interests?:**  
**History, research, writing, grant writing,**  
**and of course historic preservation,**  
**restoration, and adaptive reuse**

**Staff Activities**

The status of the request was changed from Active to Completed. on 3/29/2016 at 8:12 AM

**Public Activities**

Request was successfully submitted. by Cartegraph Support on 3/23/2016 at 4:10 PM

## Request Details

# Request #31412 : Volunteer to be a member of a Board or Commission

<p><b>Are you a Morgantown resident?</b> Yes</p> <p><b>If Yes, how many years have you lived in the City of Morgantown?</b> I moved here 14 years ago, have been a resident for about 8 years</p> <p><b>In which City Ward do you reside?</b> Second</p> <p><b>On which Board, Commission, or Authority are you interested in being a volunteer?</b> <a href="#">Historic Landmarks Commission</a></p> <p><b>Who is your current employer (If retired, answer "retired")?</b> Preserve WV/Main Street Morgantown</p> <p><b>What type of business are you, or were you, employed in?</b> historic preservation and economic development</p> <p><b>Do you have professional certifications or licenses?</b> Certificate of Cultural Resource Management</p> <p><b>Do you have any pertinent special interests?</b> History, research, writing, grant writing, and of course historic preservation, restoration, and adaptive reuse</p>	<p style="text-align: right;">Status Completed</p> <p>Priority: Normal</p> <p>Received: 3/23/2016 at 4:10 PM</p> <p>Source of Request: Anon Online by Anonymous</p> <p>Assigned To: Heather Carl</p> <p>Associated To: Anonymous</p> <p>Est. Completion: 3/28/2016</p> <p>Actual Completion: 3/29/2016</p> <p style="text-align: center;"> <input type="button" value="Reactivate"/> <input type="button" value="Print"/> </p>
<p><b>Staff Activities</b> <a href="#">Add New</a> <span style="float: right;"><a href="#">Sort</a></span></p> <p>The status of the request was changed from Active to Completed. by <a href="#">Heather Carl</a> on 3/29/2016 at 8:12 AM</p>	<p><b>Citizen Information</b></p> <p>Nikki Lewis 121 Woodland Rd Morgantown, WA 26501 304.360.2171 <a href="mailto:nikkilewis43@gmail.com">nikkilewis43@gmail.com</a></p> <p><b>Preferred Response Method:</b> E-Mail</p>
<p><b>Public Activities</b> <a href="#">Add New</a> <span style="float: right;"><a href="#">Sort</a></span></p> <p>Request was successfully submitted. by <a href="#">Cartegraph Support</a> on 3/23/2016 at 4:10 PM</p>	<p><b>Communication</b></p> <p>Select Communication Template  <input type="text" value="Standard"/> <span style="float: right;">▼</span></p> <p style="text-align: center;"><input type="button" value="Print Letter"/></p> <p><a href="#">View Email Text</a></p>
<p><b>Attachments</b> <a href="#">Add New</a></p>	

## **Morgantown**

**Request ID:** 31412

**Request Form:** Volunteer to be a member of a Board or Commission

**Received:** Wednesday, March 23, 2016

**Status:** Completed

**Priority:** Normal

**Assigned To:** Heather Carl

### **Contact Details**

**From:** Nikki Lewis

**Email:** nikkilewis43@gmail.com

**Telephone:** 304.360.2171

**Address1:** 121 Woodland Rd

**Address2:**

**City:** Morgantown

**State:** WA

**Zip Code:**  
26501

**Pref. Method of Response:** E-Mail

### **Request Address**

**Number:**

**Direction:**

**Street:**

**Type:**

**Apt:**

**City:**

**State:**

**Zip Code:**

### **Questions and Answers**

**Are you a Morgantown resident?:**

Yes

**If Yes, how many years have you lived in the City of Morgantown?:**

I moved here 14 years ago, have been a resident for about 8 years

**In which City Ward do you reside?:**

Second

**On which Board, Commission, or Authority are you interested in being a volunteer?:**

Historic Landmarks Commission

**Who is your current employer (If retired, answer "retired")?:**

Preserve WV/Main Street Morgantown

**What type of business are you, or were you, employed in?:**

historic preservation and economic development

**Do you have professional certifications or**

# Application to Serve on City Boards and Commissions

THE CITY OF MORGANTOWN HAS NUMEROUS COMMITTEES, BOARDS, AND COMMISSIONS COMPRISED OF CITIZENS WHO GIVE OF THEIR TIME IN VERY IMPORTANT CAPACITIES. STATE LAWS PRESCRIBE THAT SOME OF THOSE BODIES RETAIN MEMBERS WHO HAVE CERTAIN EXPERIENCE, EDUCATION OR PROFESSIONAL CERTIFICATIONS. WE ASK THAT YOU PROVIDE THE FOLLOWING BASIC INFORMATION SO WE MAY EVALUATE PROSPECTIVE APPOINTEES' QUALIFICATIONS IN AN EXPEDIENT MANNER. A RESUME OR OTHER PERTINENT INFORMATION MAY BE SUBMITTED ALONG WITH THIS FORM.

MR/MS: Ms Katherine Hanks (Kathy) WORK/CELL PHONE: \_\_\_\_\_

ADDRESS: 425 Park St HOME PHONE: 304 292-3840  
Morgantown WV ZIP: 26501

EMAIL ADDRESS: hanks@comcast.net

CITY RESIDENT? YES  NO \_\_\_\_\_ YEARS OF CITY RESIDENCY 41 WARD 2nd

WHO IS YOUR EMPLOYER? (If Retired, Answer "Retired"): Retire from WV22

WHAT TYPE OF BUSINESS ARE (were) YOU EMPLOYED IN? Medical Technology

JOB TITLE or JOB DESCRIPTION: Lab Supervisor

PROFESSIONAL CERTIFICATIONS/LICENSES: ASCP Board of Registry  
and WV State Licensure

SPECIAL INTERESTS: Local, family and United Methodist  
History, reading, exercising, OLLI classes & over

PLEASE CHECK THE COMMISSIONS YOU ARE INTERESTED IN SERVING:

- |   |  |
|---|--|
| <input type="checkbox"/> BOCA BOARD OF APPEALS                  | <input type="checkbox"/> MUSEUM COMMISSION                 |
| <input type="checkbox"/> BOARD OF PARKS AND RECREATION          | <input type="checkbox"/> PARKING AUTHORITY                 |
| <input type="checkbox"/> BOARD OF ZONING APPEALS                | <input type="checkbox"/> PERSONNEL BOARD                   |
| <input type="checkbox"/> BUILDING COMMISSION                    | <input type="checkbox"/> PLANNING COMMISSION               |
| <input type="checkbox"/> FIRE CIVIL SERVICE                     | <input type="checkbox"/> POLICE CIVIL SERVICE              |
| <input checked="" type="checkbox"/> HISTORIC LANDMARKS          | <input type="checkbox"/> SISTER CITIES COMMISSION          |
| <input type="checkbox"/> HUMAN RIGHTS                           | <input type="checkbox"/> TRAFFIC COMMISSION                |
| <input type="checkbox"/> LIBRARY BOARD                          | <input type="checkbox"/> TRANSIT AUTHORITY                 |
| <input type="checkbox"/> MET BOARD                              | <input type="checkbox"/> TREE BOARD                        |
| <input type="checkbox"/> MORGANTOWN HOUSING ADVISORY COMMISSION | <input type="checkbox"/> URBAN LANDSCAPE COMMISSION        |
| <input type="checkbox"/> MORGANTOWN UTILITY BOARD               | <input type="checkbox"/> WARD & BOUNDARY                   |
|   | <input type="checkbox"/> WOODBURN REDEVELOPMENT COMMISSION |

SUBMIT TO: CITY CLERK, 389 SPRUCE STREET, RM.10, MORGANTOWN, WV, 26505.

APPLICATIONS WILL REMAIN ON FILE IN THE CITY CLERK'S OFFICE FOR 6 MONTHS

UPDATED: 7/15  
Page 9 of 9