

**Jefferson County Homeland Security and Emergency Management
Steering Committee
December 1, 2015
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, December 1, 2015 at 0900 hours. Those present were Mason Carter, Jefferson County Engineering Department; Sheriff Pete Dougherty, Jefferson County Sheriff's Department; Barbara Miller, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; John Sherwood, Jefferson County Chamber of Commerce; Ed Smith, Independent Fire Company; Jane Tabb, Jefferson County Commission; and Brandon Vallee, JCHSEM. Sandy Green, WVDHSEM, attended by phone.

Mr. Sherwood, Chair, called the meeting to order at 9:12 am. Sheriff Dougherty moved to approve the August 25, 2015 meeting minutes. All approved.

- I. Unfinished Business
 1. Credentialing Program
 - a. Ms. Miller stated that the state is moving forward with the credentialing program again. She reported that David Skeen, WVDHSEM, said that the errors with the system have been corrected. Ms. Miller reported that JCHSEM staff will be the first ones to receive the credentials, followed by the remaining law enforcement officers, and people who serve in the EOC.
 2. Community Rating System (CRS)
 - a. Ms. Miller said that the annual recertification documents for CRS have been submitted to FEMA and Insurance Services Office (ISO). The recertification process includes documenting 18 floodplain activities that Jefferson County does. The end result is that flood insurance for policy holders outside of the municipalities in Jefferson County is reduced. Currently, Jefferson County is a rated class eight community which provides a 10% discount for flood policy holders.
 - b. Ms. Miller stated that every five years, FEMA inspects the work which has been completed, such as auditing elevation certificates and enforcement of the flood ordinance. Ms. Miller, Mr. Carter, and Rodger Goodwin, Jefferson County Engineering Department, will be working with ISO when this process occurs in 2016.
 3. Risk Assessment and Mitigation Plan submitted
 - a. Ms. Miller reported that the annual review of the Risk Assessment and Mitigation plan has been submitted to the County Commission, State, FEMA, and local media. Ms. Miller detailed the process of conducting the review to the committee.
 4. WV Homeland Security Region 3 Clandestine Chaos Exercise
 - a. Ms. Miller stated that the full scale exercise was held on September 19 in Jefferson, Berkeley, and Hardy Counties. The remainder of the WV Homeland

Security Region 3 completed their full scale exercise on Saturday, November 14, 2015. Ms. Miller praised Dick Myers, Homeland Security and Emergency Management Director for Morgan County, for testing the EOC during the exercise. Mr. Green reported that the After Action Report and Improvement Planning (AAR/IP) document with should completed by the end of December with an AAR/IP meeting in mid-January.

II. New Business

1. Appointments/Reappointments to the Steering Committee for 2016
 - a. Mr. Sherwood, recommended Clair Brendel to represent the American Red Cross and Michele Goldman to represent Healthcare. Ms. Tabb moved to approve the recommendations. Mr. Smith seconded. All approved.
 - b. Ms. Miller stated that the recommendations will be taken to the County Commission for final approval. She mentioned that the seats held by Mr. Smith, Mr. Sherwood, Ms. Dunbar, Mr. Green, and Mr. Ellison are up for re-appointment. All appointments are for two years.
2. Jefferson County Parks and Recreation Polar Party
 - a. Ms. Miller stated that Jefferson County Parks and Recreation are having a Polar Party on December 5 from 1730 to 1930. As a part of this celebration, JCHSEM staff have donated and decorated a Christmas tree to be voted on and raffled off at the event. Ms. Miller encouraged committee members to attend the event and to vote for their favorite tree.
3. FY-2017 Budget Season
 - a. Ms. Miller reported that the County Commission will begin working on the budget in December. She stated that the process will be the same as last year and she appreciated the calendar of due dates, that was distributed by Michelle.
4. WVDHSEM Budget Cuts
 - a. Mr. Green reported that the State of West Virginia is in the process of cutting their budget and WVDHSEM took a 7% cut. The state has suspended all paid travel for meetings, trainings, and exercises for state employees. Mr. Green stated he will be unable to attend Steering Committee and LEPC meetings in person for the foreseeable future.
 - b. Ms. Miller stated that at the next West Virginia Emergency Managers meeting, the committee should draft a letter of support for the liaison program in the state.
5. WV Source Water Protection, Preparedness, and Response Table Top Exercise (TTX)
 - a. On Thursday, November 19 at 0800 hours there was a WV Source Water Protection, Preparedness, and Response TTX at Byrd Health Services in Martinsburg, WV. Ms. Miller, Ms. Niles, and Mr. Vallee attended the TTX on behalf of Jefferson County and provided an emergency management insight to the discussion. Ms. Miller reported that the TTX provided an opportunity to meet water suppliers in other counties and teach them what emergency managers can do for them during an emergency.
6. Eastern Panhandle Emergency Managers Association (EPEMA) Meeting

- a. Ms. Miller stated that she will be attending the EPEMA Meeting on Friday, December 4 in Grant County. She stated that Jesse Kozel and Clair Brendel, American Red Cross, will be attending the meeting to meet the emergency managers of the region.
- 7. NIMSCAST Reports
 - a. Ms. Miller reported that the NIMSCAST reporting tool is due to Chuck Bennet, State NIMS Coordinator, by December 15.
- 8. Emergency Management Institute (EMI)
 - a. Ms. Miller stated that Ms. Niles could not attend the meeting because she is at EMI taking CERT Program Manager and CERT Train the Trainer courses from November 30 to December 4.
- 9. AWR-308 Natural Disaster Awareness for Caregivers of Senior Citizens
 - a. On Tuesday, December 8 at 0800 hours, the WVDHSEM will be teaching a Natural Disaster Awareness for Caregivers of Senior Citizens at the Hardy County EOC located at 157 Freedom Way, Moorefield, WV 26836. Registration for the course can be done through CourseMill.
- 10. AWR-310 Natural Disaster Awareness for Community Leaders
 - a. On Tuesday, December 8 at 1200 hours, the WVDHSEM will be teaching a Natural Disaster Awareness for Community Leaders at the Hardy County EOC located at 157 Freedom Way, Moorefield, WV 26836. Registration for the Media Day being planned at the EOC for January
- 11. EOC training
 - a. Ms. Miller reported that JCHSEM staff is planning an EOC training for the month of January. The date and time are to be determined.
- 12. Mass Fatalities Conference
 - a. Ms. Miller stated that the Jefferson County LEPC will be hosting a Mass Fatalities Conference at the Clarion Hotel and Conference Center in Shepherdstown on March 22 and 23, 2016.
 - b. Committee members who are interested can register for the conference using this link: <https://www.eventbrite.com/e/2015-mass-fatalities-conference-tickets-15444450768>
- 13. 2016 Exercise Series
 - a. Ms. Miller requested that committee members provide feedback for the 2016 Exercise Series. Committee members should determine what capabilities need to be tested, whether it be a new policy, equipment, plan, or procedures. The purpose is to wrap as much as possible into one exercise.

III. Member Sharing Time

- 1. Sheriff Dougherty stated that the Jefferson County Sheriff's Department now has a ten member Special Response Team (SRT) unit which has been fully trained and has been dispatched several times since its inception. He stated that Jefferson County Animal Control will be fully staffed in January. Sheriff Dougherty reported that there will be another public hearing on the Mass Gather Ordinance.
- 2. The committee discussed other holiday events which are occurring in December. Independent Fire Company is having a Breakfast with Santa on Saturday, December 5

from 0700 – 1100 hours. Shepherdstown is having a Christmas parade on Saturday, December 5 at 1100 hours, followed by a Shepherd University Football game at 1205 hours. The Charles Town and Ranson Christmas Parade is on Saturday, December 5 at 1400 hours. The Bolivar and Harpers Ferry Christmas Parade is on Saturday, December 12 at 1430 hours. Harpers Ferry is hosting its 45th annual Olde Tyme Christmas on December 4-6 and 12-13.

Mr. Sherwood adjourned the meeting at 0958 hours. The next meeting of the JCHSEM Steering Committee will be on Tuesday, January 5, 2015 at 0900 hours in the Jefferson County EOC. Ms. Miller stated that the Quarterly Partnership Meeting will be held in January, but the date and location have not been determined.