

**Jefferson County Homeland Security and Emergency Management
Steering Committee/Citizen Corps Council
May 24, 2016
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, May 24, 2016 at 0900 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Mason Carter, Jefferson County Engineering Department; Sheriff Pete Dougherty, Jefferson County Sheriff's Department; Holly Frye, Shepherd University; Michele Goldman, Eastern Panhandle Care Clinic; Barbara Miller, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; Jeff Polczynski, Jefferson County Emergency Communications Center; Ed Smith, Independent Fire Company; Jane Tabb, Jefferson County Commission; and Brandon Vallee, JCHSEM.

Mr. Smith, Vice Chair, called the meeting to order at 0907 hours.

I. Introductions

1. Ms. Miller introduced Steve Allen as the new Deputy Director for JCHSEM. Mr. Allen introduced himself to the committee. Each committee member introduced themselves.

II. Unfinished Business

1. County Government COOP update
 - a. Ms. Miller stated that J.H. Consulting, LLC completed the draft Jefferson County COOP update on Thursday, May 19 and they were distributed to the county government departments for review. She stated that there will be a table top exercise on Tuesday, May 24 at 1000 hours to test the plans and make any necessary corrections. Ms. Miller estimates that the COOP update will be completed by mid-June.
2. County EOP update
 - a. Ms. Miller mentioned that J.H. Consulting, LLC is in the process of updating seven annexes of the Jefferson County EOP. She estimated that the project will be completed by June 15.
3. Commodity Flow Study
 - a. Ms. Miller detailed the purpose of the Commodity Flow Study to the committee. She stated that J.H. Consulting, LLC will be analyzing what chemicals and hazardous materials travel through the county. Ms. Miller mentioned that due to CSX lowering the track in Shenandoah Junction, the schedule for the trains has been impacted, delaying the analysis. She reported that J.H. Consulting, LLC has until the end of September to complete the study.

III. New Business

1. 2016 WV Homeland Security Region 3 Exercise Series

- a. Ms. Miller stated that the 2016 WV Homeland Security Region 3 Exercise Series “Dark Grid” will continue with a functional exercise on June 21 at the Augusta Church in Hampshire County from 0900 to 1500 hours. She mentioned that the exercise is how Jefferson County and the region would respond to an electrical grid failure, chemical release, along with other problems. The full scale exercise will be in September, the date and time have not been set.
2. Source Water Protection (SWAP) Meetings
 - a. Ms. Miller stated that SWAP Meetings are being held with water providers throughout Jefferson County and the state. She mentioned that each provider is utilizing different contractors to develop plans. Ms. Miller and Mr. Vallee attended a meeting for Charles Town Utilities and were able to make some minor corrections to their plan.
 - b. The SWAP plans are required by state law and must lay out what alternate source of water is available, how water providers will provide water to customers during an emergency, and emergency notification systems.
3. Disaster Ready Kids Program
 - a. Mr. Vallee stated that this is the 14th year of the Disaster Ready Kids program in Jefferson County. He said that the program runs from May 1 to September 30 and works with children’s groups all over the county. Mr. Vallee thanked Ms. Brendel and Ms. Parsons for their interest and help with the program.
4. Bark in the Park
 - a. Mr. Vallee stated that Jefferson County Animal Welfare Society will be holding their annual Bark in the Park event from 1000 to 1400 hours on June 4 at Jefferson Memorial Park in Charles Town. JCHSEM will staff a table at the event.
5. Community Rating System (CRS) Re-accreditation
 - a. Ms. Miller discussed the Community Rating System (CRS) to the committee. She 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 Insurance Services Office during this process. 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.

IV. Member Sharing Time

1. Ms. Goldman reported that the Eastern Panhandle Care Clinic will be closing in June and will be having a gathering on Saturday, June 25 from 1000 to 1400 hours to raise community awareness and to thank sponsors. She reported that the clinic’s furniture will be donated to nonprofit organizations on a first come first serve basis.
2. Ms. Frye stated that Shepherd University has a new president, Mary Hendrix, and stated that there will be a lot of exciting changes coming to the university. Ms. Miller inquired

if there is a status update to the university's disaster plan. Ms. Frye reported that there have been no progression in its development yet.

3. Ms. Tabb reported that Jefferson County Commission was able to fund an additional Emergency Services Agency position for a medic.
4. Sheriff Dougherty stated that the Jefferson County Sheriff's department will be conducting testing for a new deputy on June 4. He mentioned that there is one position available. Sheriff Dougherty stated that the department is in talks with Bolivar to potentially fund another deputy position to cover their area. He reported that the WV state police is down four positions in Jefferson County.
5. Ms. Brendel stated that the Northeast West Virginia Chapter Executive will be spending time in Jefferson County during the month of June and if anyone is interested in meeting her, they should contact Ms. Brendel.
6. Mr. Polczynski stated that the Jefferson County Emergency Communications Center is undergoing testing for five open positions. He mentioned that two of the positions are currently filled with trainees. Mr. Polczynski stated that the training will be ongoing until September.
7. Ms. Miller said that Mike Godwin, WVU Healthcare – Jefferson Medical Center, has been promoted to handle security at both Berkeley and Jefferson medical facilities. She mentioned that Amanda Bock, WVU Healthcare - Jefferson Medical Center, will be attending meetings on behalf of the hospital. Ms. Miller reported that Jefferson County will be having a government surplus sale on June 10 at 1800 hours at the JC Maintenance Department.
8. Mr. Smith stated that Independent Fire Company received a grant from FEMA for over \$180,000 to replace air packs. He reported that all of the fire companies in Jefferson County are appreciative of the changes to the Emergency Services Agency. Additionally, he welcomed Mr. Allen to the JCHSEM Deputy Director/Planner/Program Manager position.

Mr. Smith adjourned the meeting 0933 hours. The next meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee will be held on Tuesday, June 28 at 0900 at the Jefferson County EOC.