

Jefferson County Homeland Security and Emergency Management
Steering Committee
Minutes
March 31, 2015

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, March 31, 2015 at 0900 hours. Those present were Sheriff Pete Dougherty, Jefferson County Sheriff's Department; Chuck Ellison, Frontier Communications; Jeff Jefferies, WVU Healthcare Jefferson Medical Center; Barbara Miller, JCHSEM; Holly Frye, Shepherd University; John Sherwood, Jefferson County Chamber of Commerce; Ed Smith, Independent Fire Company; and Brandon Vallee, JCHSEM.

Mr. Sherwood, Chair, called the meeting to order at 9:06 am. Mr. Ellison moved to approve the December 2, 2014 minutes. All approved.

- I. 2015 Organizational Meeting Business
 1. The Jefferson County Commission has approved all reappointments to the Steering Committee for 2015.
 2. Election of Officers/Committee Chairs
 - a. Mr. Smith moved to approve the election of officers and chairs as follows. All approved.
 - b. The Steering Committee Chair - John Sherwood.
 - c. The Steering Committee Vice Chair - Ed Smith.
 - d. The Mitigation Committee Chair - Jeff Jefferies.
 - e. The Public Awareness/ Education Training Committee Chair - Katherine Dunbar.
 - f. The Partnership Development Committee Chair - Holly Frye.
 - g. The Counter Terrorism Committee Chair - Barbara Miller.
- II. Unfinished Business
 1. Credentialing Update
 - a. Ms. Miller provided an update on the status of the credentialing program. She stated that JCHSEM is placing the program on hold until the vendor can correct various hardware and software issues with the system.
 2. 2015 Training and Exercise Calendar
 - a. Mrs. Miller requested committee members provide additional training options for the calendar.
 3. Vacancy-JCHSEM Deputy Director/Planner/Program Manager
 - a. Ms. Miller anticipates that the JCHSEM Deputy Director vacancy to be filled by June 1st.
 4. Red Cross Vacancy for Disaster Services Specialist

- a. Ms. Miller reported that Karen Allen said the final interviews for the position were completed last week and it is estimated that it will be another six weeks until someone is named. The Disaster Services Specialist will cover seven counties in the Eastern Panhandle and will be stationed in Jefferson County.
 - b. Mr. Sherwood stated that the chapter representing the Jefferson County has been merged with the River Valley Chapter in Morgantown and is now called the Northeast West Virginia Chapter.
- 5. Emergency Operations Plan Annexes being updated.
 - a. Ms. Miller stated that on March 9 and 10, she worked with Mike Chase of J.H. Consulting, LLC and community stakeholders to update various annexes in the Emergency Operations Plan (EOP). Mr. Chase will be continuing to reach out to stakeholders who were unable to attend. He will be presenting a draft of the new annexes for review.
- 6. Skywarn Stormspotter Training, February 26 at Independent Fire Company
 - a. The Skywarn Stormspotter Training was held on February 26 at Independent Fire Company in Ranson, WV. 84 people attended the training.
- 7. L-273 Floodplain Manager Training
 - a. Ms. Miller stated that L-273 Floodplain Manager Training occurred at the Quality Hotel & Conference Center, March 23-26, 2015. This training was taught by FEMA and was offered through WVDHSEM – Mitigation Division.
 - b. Ms. Miller informed the committee that after the first day of training, the class went on a ranger-led tour of Harpers Ferry National Historic Park in order to learn about the history of flooding in the park.
- 8. Continuity Program Manager Course
 - a. Ms. Miller stated that she participated in the Continuity Program Manager Course occurred at Cacapon State Park, March 16-19, 2015. This course was offered through WVDHSEM.

III. New Business

- 1. America's PrepareAthon!
 - a. April 30th is America's PrepareAthon! Across the country, communities will be helping the public to become more prepared. During the months of April and May, JCHSEM will be participating in several outreach and preparedness events to promote PrepareAthon! First, JCHSEM will be participating in a Table Top Exercise on April 22nd. Second, JCHSEM will be hosting a Quarterly Partnership Meeting on April 29th. Finally, JCHSEM will be participating in Pet Preparedness Day on May 9th.
- 2. National Volunteers Week
 - a. Ms. Miller informed the committee that National Volunteers Week 2015 is April 12-18. She reminded committee members to give thanks for all the work that volunteers do within their various organizations.
- 3. Mike Zagerella's Radio Show

- a. Ms. Miller mentioned that she has been invited to talk on the Mike Zagerella's Shepherd University Radio Show on Saturday, April 25th. The program will be live and an open dialog for an hour. The radio show can be heard on 87.9 FM.
- 4. JCHSEM Quarterly Partnership Meeting
 - a. Ms. Miller said that the next JCHSEM Quarterly Partnership meeting will be held at the U.S. Fish and Wildlife Service's National Conservation Training Center on Wednesday April 29, 2015. Karen Allen, of the West Virginia Red Cross, will be the speaker and will be talking about volunteerism and changes within the Red Cross.
- 5. West Virginia Homeland Security Region 3 Full Scale Exercise Series
 - a. Ms. Miller stated that there will be a Table Top Exercise occurring on Wednesday, April 22, 2015. Mr. Vallee stated that the TTX has moved to the Sheriff's Department in Berkeley County.
 - b. Ms. Miller stated that the Functional Exercise will occur in July, however a location, date, and time have not been determined. The Full Scale Exercise will occur on Saturday, September 19, 2015.
- 6. Volunteer Opportunities
 - a. Ms. Miller identified several volunteer opportunities during the summer. Those events include: Disaster Ready Kids Program, National Pet Preparedness Day at Petco on May 9th, and Bark in the Park at Jefferson Memorial Park, Charles Town on June 6th. Ms. Miller requested that committee members interested in volunteering to contact her or Mr. Vallee.
- 7. 2015 LEPC's Mass Fatalities Conference
 - a. Ms. Miller said that the Jefferson County LEPC's 2015 Mass Fatalities Conference will be held on October 27 and 28 at The Clarion Hotel and Conference Center in Shepherdstown.
- 8. Member Sharing Time
 - a. Mr. Jefferies mentioned that he and Sandy Hite spoke with the director of Willow Tree Manor in order to work with them in developing there emergency preparedness plans.
 - b. Sheriff Dougherty stated that he will be going in front of the County Commission in order to ask for a deputy position to be fulfilled. He stated that the top applicants have been reviewed and they are ready to select a person for the position. Sheriff Dougherty said that he has been working with Ms. Miller on and has received a grant for bulletproof vests for his department. Sheriff Dougherty gave an updated on the All Good Festival.
 - c. Mr. Ellison stated that he has been selected to participate in the West Virginia Leadership Class. 54 individuals from across the state were asked to participate in this program. The first meeting will be held in Charleston. He stated that there will be a meeting in the Eastern Panhandle in April to meet with John Reisenwebber of the Jefferson County Development Authority.

- d. Mr. Smith mentioned that there have been 15 structure fires in a 15 day period, however they are not connected. He said that the Sportsman's Bash is coming up on the 18th and if committee members are interested in purchasing tickets, to contact him.
 - e. Mr. Jefferies inquired about certified Decon Trainers with Mr. Smith. Ms. Miller suggested that Mr. Jefferies reach out to RESA. Mr. Smith stated that he will inquire with the Fire Association.
- 9. Adjourn
 - a. Mr. Sherwood adjourned the meeting at 9:43 am. The next regularly scheduled meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee will be a combined May/June meeting on Tuesday, June 2 at the Jefferson County EOC at 0900.