

**Jefferson County Homeland Security and Emergency Management  
Steering Committee  
Notes  
February 24, 2015**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday February 24, 2015 at 0900 hours. Those present were Mason Cater, Jefferson County Department of Engineering; Chuck Ellison, Frontier Communications; Sandy Green, DHSEM; Barbara Miller, JCHSEM; Ed Smith, Independent Fire Company; and Brandon Vallee, JCHSEM.

Mr. Smith, Vice Chair, called the meeting to order.

- I. Unfinished Business
  1. Credentialing Update
    - a. Ms. Miller stated that JCHSEM has finished issuing the outstanding law enforcement officer credentials. She stated that JCHSEM will be taking a step back from the credentialing program until hardware and software issues are resolved by the state's contractor.
  2. JCHSEM Training and Exercise plan
    - a. Ms. Miller requested that committee members inform her of upcoming exercise and training opportunities so they can be included in the plan.
    - b. Mr. Green mentioned that there will be a G-290, Basic Public Information Officer Course at T.A.C.T.I.C.S. He said that there are 40 slots available for the course.
  
- II. New Business
  1. Vacancy-JCHSEM Deputy Director/Planner/Program Manager.
    - a. Ms. Miller stated that Ms. Owens resigned her position effective February 17<sup>th</sup> to accept a position in Arlington, Virginia. A request to fill the Deputy Director/Planner/Program Manager position vacancy has been approved by the Jefferson County Commission. The posting has been posted on the Jefferson County website along with other career boards, as well as local newspapers.
  2. Red Cross Disaster Services position to be replaced.
    - a. Karen Allen of the West Virginia Red Cross said that the American Red Cross is in the process of hiring a new person to replace the disaster services position in Jefferson County.
  3. Budget Information for 2015.
    - a. Ms. Miller stated that she had her initial budget hearing with the County Commission. She said that there will likely be more budget meetings for the department during deliberation.

4. Emergency Operations Plan Annexes being updated.
  - a. J.H. Consulting has been contracted to update seven annexes in the Jefferson County EOP. If committee members are involved with those annexes, they will be contacted to set up an interview and provide input to that specific annex. Meetings will occur on March 9 and 10 at the EOC.
5. State EOP Water Annex being updated
  - a. Ms. Miller stated that Greg Fuller, DHSEM and Colonel Isom are working on the new water crisis annex for the state EOP, utilizing new water flow tracking technology. She stated that the military is in charge of developing the annex and Col. Isom said that it should be completed in 90 days. Ms. Miller stated that a few committee members may be contacted to provide information for the annex.
6. Skywarn Stormspotter Training, February 26 at Independent Fire Company.
  - a. The Skywarn Stormspotter Basics I course is full with 115 people. If vacancies occur, they will show in Eventbrite. Mr. Smith inquired if there will be more storm spotter courses this year. Ms. Miller indicated that Jefferson County will only have one course this year, however there will be Skywarn courses occurring in Loudoun County, Virginia in April and in Winchester, Virginia in May.
7. Continuity Program Manager Training
  - a. Ms. Miller stated that the Continuity Program Manager Training will occur at Cacapon State Park, March 16-19, 2015.
8. L-273 Floodplain Manager Training
  - a. Ms. Miller Stated that L-273 Floodplain Manager Training will occur at the Quality Hotel & Conference Center, March 23-26, 2015. Mr. Carter said that he and Rodger Goodwin, Director of Jefferson County Engineering Department, are planning on attending the L-273 training.
9. 2015 Mass Fatalities Conference
  - a. Ms. Miller stated that the 2015 Mass Fatalities Conference will be held on October 27 and 28 at The Clarion Hotel and Conference Center in Shepherdstown.
  - b. Ms. Miller said that registration for the event is now active and is available on Eventbrite and the LEPC website. Ms. Hite will be releasing the final agenda on February 28<sup>th</sup>.
10. The 2015 WV Homeland Security Region 3 Exercise Series dates
  - a. Ms. Miller said that the 2015 exercise series is about to begin. She stated that the table top exercise will be on April 22<sup>th</sup>. She stated that the functional exercise will be in July. The date is to be determined. The full scale exercise will be held on September 19<sup>th</sup>.
  - b. Mr. Green mentioned that if committee members have any capabilities which need to be tested, to contact Ms. Miller.
11. Regional Area Liaison Report.....Sandy Green

- a. Mr. Green stated that there will be two public hearings involving Natural Disaster Resiliency Grants in West Virginia. The locations and times of the hearings will be announced at a later time. The hearings are for counties that were involved in disaster declarations during 2012 and 2013 and will be used as a forum to present the results of recovering from these events. These hearings will be determined if West Virginia qualifies as a resilient state. Mrs. Miller said that since Jefferson County is a member of the Resilient Neighbors Network it could have a positive impact on the state qualifying for those grants. Jefferson County is not eligible due to high income levels.
- b. Mr. Green stated that there will be Threat Hazard Identification Risk Assessment (THIRA) workshop for Region 3 on Monday, April 13<sup>th</sup>. He stated that the location has not been determined, but it will likely be in Berkeley County.

12. Member Sharing Time

- a. Mr. Ellison inquired about the All Good Festival. Ms. Miller said that festival planning is on track. She stated that the Sheriff has received a draft emergency plan from the festival operators and the sheriff is working with them.

The meeting concluded at 9:28 am. The next steering committee meeting will be on Tuesday, March 31 at 0900 at the Jefferson County EOC.