

**Jefferson County Homeland Security and Emergency Management
Steering Committee
June 2, 2015
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, June 2, 2015 at 0900 hours. Those present were Sheriff Pete Dougherty, Jefferson County Sheriff's Department; Sandy Green, WVDHSEM; Jeff Jefferies, WVU Healthcare Jefferson Medical Center; Barbara Miller, JCHSEM; Sandee Niles, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; Jeff Polczynski, JCECC; 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 9:01 am. Mr. Jefferies moved to approve the March 31, 2015 minutes. All approved.

I. Unfinished Business

1. Disaster Ready Kids Program Update
 - a. The Disaster Ready Kids program runs from May 1st to September 30th and works with children's groups all over the county. Mr. Vallee stated that 13 courses have been scheduled with more on the way.
 - b. JCHSEM staff held a volunteer training which took place on May 6th where the Disaster Ready Kids programs was discussed, new materials introduced, documentation was updated, set volunteer expectations and answered any questions. Volunteers who are interested in the program but were unable to attend the training had one on one meetings arranged to cover the material.
2. Update on the status of Red Cross in Jefferson County
 - a. Ms. Miller reported that the Disaster Services Specialist position has not been filled. Chloe Briede left the Red Cross on May 15. John Stormer will be point of contact for WV Homeland Security Region 3 until the new person is hired for the Eastern Panhandle.
3. Emergency Operations Plan Annexes Update
 - a. Ms. Miller stated that the EOP was reviewed by JCHSEM staff and has been sent to J.H. consulting for corrections. Drafts will be distributed to Jefferson County department heads for further review. Once this is completed, the EOP will be put on the County Commission agenda for approval.
4. Mike Zagerella/Shepherd University Radio Interview
 - a. On April 25, Ms. Miller spoke with Mike Zagerella during an interview on Shepherd University Radio. During the interview, she discussed the Disaster Ready Kids Program, emergency preparedness, and the role of the Jefferson County Homeland Security and Emergency Management.
5. WEPM Radio Interview

- a. On May 28, Mr. Vallee spoke with Hans Fogle during an interview on WEPM Radio. During the interview, he talked about the importance of emergency preparedness, easy steps that everyone can take to be prepared, and the Disaster Ready Kids program.
6. National Pet Preparedness Day at Petco
 - a. Ms. Miller stated that the JCHSEM staff and Kelly Parsons, volunteer, went to the Petco in Ranson on May 9th in order to discuss emergency preparedness for the whole family.
7. The 2015 WV Homeland Security Region 3 Exercise Series
 - a. The 2015 exercise series continues with the functional exercise on July 20th at the Augusta Church in Hampshire County. The full scale exercise will be held on September 19th throughout WV Homeland Security Region 3.
 - b. Ms. Miller stated that there will be an EOC Communications Exercise for Region 3 on August 1st at 0800 hours.
 - c. Mr. Green stated that he would like to see an Integrated Public Alert and Warning System (IPAWS) aspect integrated into the full scale exercise. He is working with the state to arrange training so this capability can be tested.
 - d. Ms. Miller stated that Don McLaughlin, EPA, will be visiting Jefferson County on June 22nd in order to discuss the exercise and conduct venue visits.
8. Staff CPR Recertification
 - a. JCHSEM staff worked with the Jefferson County Emergency Services Agency to have their CPR certifications renewed on June 1st.
9. Orion Damage Assessment Software/training
 - a. On May 26th, JCHSEM staff had a training on Orion Damage Assessment software. Ms. Miller discussed the interoperable nature of the software and how this resource could become a regional capability once other counties in the Eastern Panhandle purchase the equipment and software.
10. EOC/ICS State training
 - a. On May 19-21, 2015 an EOC/ICS Interface Course was held at Canaan Valley. Ms. Miller said that the Eastern Panhandle Emergency Management Association (EPEMA) meeting was held at the Canaan Valley Fire Department on May 19 at 1800. Ms. Miller mentioned that an exercise was conducted during the training.
11. Jefferson EOC training
 - a. On May 12th, JCHSEM staff held an EOC Participant training in the EOC. Ms. Miller stressed the importance of having all EOC staff participate in the EOC training in order to remain familiar with their roles and procedures and to assist new volunteers.
12. Jefferson ETEAM training
 - a. On May 4th, JCHSEM staff held an ETEAM training in the EOC. The training was taught by Mr. Green and provided an introduction and overview to the software. The training was attended by representatives from Jefferson, Berkeley, and Morgan Counties.

II. New Business

1. Ranson Civic Center MOU

- a. Ms. Miller stated that the City of Ranson and Jefferson County have been developing a MOU to utilize the Ranson Civic Center during an emergency. The Ranson City Council will vote on the MOU on June 2nd. The Jefferson County Commission has the MOU on the agenda for Thursday, June 4th.
- 2. Bark in the Park
 - a. The Bark in the Park event will occur from 10 am until 2 pm on June 6th at Jefferson Memorial Park in Charles Town. Ms. Parsons and JCHSEM staff will be attending the event.
- 3. WV Homeland Security and Emergency Management Council Conference
 - a. The WVHSEM Council Conference will be held on June 8th – June 10th in Canaan Valley. During the conference, the Emergency Manager of the year will be awarded, along with emergency manager accreditations.
- 4. WV Floodplain Managers Workshop
 - a. The WV Floodplain Managers Workshop will be held on June 15th – June 17th at Blackwater Falls.
- 5. Jefferson County Fair
 - a. Ms. Miller stated the 2015 Jefferson County Fair will occur on August 16-22. JCHSEM, with the support of the LEPC, will be participating with a booth again this year. LEPC members will have the first choice volunteer time slots, followed by steering committee members. More information about this volunteer opportunity will be distributed closer to the event.

III. Member Sharing Time

- a. Mr. Jefferies stated that WVU Healthcare Jefferson Medical Center is undergoing a change of leadership. He reported that Anthony Zelenka will be the chief administrative officer for both the Berkeley and Jefferson campuses.
- b. Sheriff Dougherty stated that the All Good Festival permit has not been approved as of June 2nd. He stated that the sheriff's deputies will be receiving outer uniform bulletproof vests purchased through a grant. Sheriff Dougherty stated that on June 16th, the U.S. Attorney will be holding a press conference in Berkeley County about drug trafficking.
- c. Ms. Miller stated that Chief Dan Fritsch, Citizens Fire Company, will be holding a meeting every Monday before the All Good Festival to work out details prior to the event. Ms. Miller complimented Chief Fritsch for developing an incident action plan the being prepared. Ms. Miller stated that JCHSEM does not anticipate activating the EOC.
- d. Ms. Miller has submitted grant paperwork to the state to purchase preparedness materials to be distributed during community outreach events. Ms. Niles discussed one idea of having flash drives with the JCHSEM logo on them which are preloaded with emergency preparedness information. Individuals who receive these flash drives can use them to store important documents on a secure device and print off emergency preparedness materials.
- e. Ms. Niles stated that she is working on entering submitted Tier II reports and will be working on the Prime Power Survey over the next few weeks.

IV. Adjournment

- a. Mr. Sherwood adjourned the meeting at 9:52 am. The next regularly scheduled meeting of the Jefferson County Homeland Security and Emergency Management Steering Committee Meeting will be the July Quarterly Partnership Meeting, location, date, and time are to be announced.