

**Jefferson County Homeland Security and Emergency Management  
Steering Committee  
August 25, 2015  
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, August 25, 2015 at 0900 hours. Those present were Mason Carter, Jefferson County Engineering Department; Sheriff Pete Dougherty, Jefferson County Sheriff's Department; Sandy Green, WVDHSEM; Jeff Jefferies, WVU Healthcare Jefferson Medical Center; Barbara Miller, JCHSEM; Sandee Niles, JCHSEM; John Sherwood, Jefferson County Chamber of Commerce; Ed Smith, Independent Fire Company; Commissioner Jane Tabb, President, Jefferson County Commission; and Brandon Vallee, JCHSEM.

Mr. Sherwood, Chair, called the meeting to order at 9:02 am.

**I. Unfinished Business**

1. Disaster Ready Kids Program Update
  - a. Mr. Vallee reported that the Disaster Ready Kids Program is ongoing until the end of September. As of July 31, there have been 14 classes where 193 kids and 23 adults have attended.
2. Emergency Operations Plan Adoptions (update)
  - a. Ms. Niles reported that EOP has been distributed to the municipalities. As of August 25, only the City of Ranson has adopted the plan. Once all of the municipalities have adopted the EOP, it will be delivered to the remaining stakeholders.
3. Civic Center MOU
  - a. Ms. Miller stated that the Jefferson County Commission and the City of Ranson have signed a MOU for use of the Ranson Civic Center during an emergency. Ms. Miller stated that Andy Blake, Administrator, City of Ranson, is looking into possibly acquiring a generator for the facility.
4. Jefferson County Fair
  - a. Ms. Miller said that the Jefferson County Fair was a great community outreach and networking experience. As a result of the fair, JCHSEM staff were able to connect with senior groups and youth groups about doing emergency preparedness training.

**II. New Business**

1. Source Water Protection Plan Training
  - a. The Region 9 Planning and Development Council will be holding a Source Water Protection Plan Training on Thursday, September 3rd at the Clarion Hotel and Conference Center in Shepherdstown from 9:00 am – 4:00 pm. As a result of the water crisis in Charleston, state lawmakers have mandated that water providers must be able to provide water during a crisis. Ms. Miller mentioned

that this is training is by invitation only. Ms. Miller and Ms. Niles will be attending this training on behalf of JCHSEM. Mr. Green expressed interest in attending this training.

2. Flood Skywarn Stormspotter Training
  - a. On Wednesday, September 9 at 6:00 pm, the National Weather Service will be teaching a Flood Storm Spotter Course at Independent Fire Company, sponsored by JCHSEM.
3. Resilient Neighbor Network
  - a. Ms. Miller reported that she has been invited to the Resilient Neighbor Network Ambassador Pilot program in Tulsa, Oklahoma on September 13-16. She will be giving a presentation on community disaster resilience and disaster risk reduction.
4. 2015 WV Homeland Security Region 3 Full Scale Exercise
  - a. Ms. Miller reminded committee members that the full scale exercise will be held on September 19 throughout WV Homeland Security Region 3. Start time will be 9:00 am. JCHSEM staff will be activating the EOC, Jefferson Medical Center will be testing their Decon Equipment with the assistance of 20 volunteer students from Shepherd University, and the Jefferson County Health Department will be setting up a point of dispensing and distributing flu shots to test capabilities.
5. Business Continuity Planning Workshops
  - a. Ms. Miller reported that representatives from WVDHSEM will be teaching two Business Continuity Planning Workshops on September 23 at the Jefferson County Maintenance Department's Meeting Room. The workshops are targeted towards small business owners and local municipalities who do not have a continuity plan.
6. WV Statewide Interoperable Radio Network (SIRN) Conference
  - a. Ms. Miller stated that she will be attending the WV SIRN Conference will be held at Camp Dawson, Kingwood, West Virginia on September 27-October 1. She mentioned that Jeff Polczynski, Jefferson County Emergency Communications Center, will be unable to attend this conference and is likely to appoint someone to attend on his behalf.
7. Hydrology Partners Meeting
  - a. Ms. Miller said that Ms. Niles will be attending a Hydrology Meeting at the National Weather Service in Sterling, Virginia on September 29. JCHSEM staff are invited to attend this meeting every year and it is a requirement of the storm ready program.
8. HSEEP (Homeland Security Exercise and Evaluation Program) Training
  - a. On October 7 and 8, WVDHSEM will be teaching a HSEEP course at the Jefferson County Maintenance Department from 0800-1700 each day. Lunch to be provided by the state. This course is recommended for anyone who regularly participates or plans exercises throughout the year and for department heads who attend exercises.
9. WV LEPC/SERC Conference.

- a. The LEPC/SERC Conference will be on October 13-15 at Camp Dawson, in Kingwood, West Virginia. Ms. Miller, Ms. Niles, and several members of the Jefferson County LEPC will be attending this conference.
10. Jefferson County LEPC 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 October 27 and 28. The conference consists of two tracks, including a hands on demonstration for emergency responders and will last a full two days.
11. Presentations at AARP and Jefferson County Council on Aging
- a. Mr. Vallee reported that he will be teaching seniors about emergency preparedness at an AARP meeting on September 9 and at the Jefferson County Council on Aging on September 2.

### **III. Member Sharing Time**

- a. Mr. Smith stated that Independent Fire Company will be having their annual September 11 memorial service at 9:55 am on the anniversary of the terror attacks. Mr. Smith stated that the Ambulance fees have had a substantial impact on the county and have increased the round the clock coverage of the Jefferson County Emergency Services Agency by hiring more full times EMS personnel. Mr. Smith mentioned that the Independent Fire Company Sportsman's Gun Bash will take place on Saturday, September 19.
- b. Mr. Jefferies stated that WVU Healthcare has purchased two ambulances for Jefferson Medical Center in order to transport patients to and from the hospital.
- c. Ms. Niles reported that Glenn Borrelli, U.S. Attorney's office, is going to speak at Counter Terrorism Committee Meeting on September 8. Sheriff Dougherty recommended that the meeting be held at a larger facility such as the sheriff's building or the maintenance department meeting room. Sheriff Dougherty stated that he has invited the superintendent and other parties which would be interested in the lecture.
- d. Sheriff Dougherty reported that the Jefferson County Planning Commission will be having a public meeting to talk about mass gathering ordinance September 22. He stated that the annual Sheriff's report will be coming out in September. Sheriff Dougherty stated that over 2,300 bicyclists will be meeting at Shepherd University on September 20 and touring throughout Jefferson and Berkeley Counties.
- e. Commissioner Tabb stated that the ambulance fees are being used to put employees on the ground and provide an administrative structure and opportunities for advancement. She stated that she is interested in seeing the results of the mass gathering ordinance discussion once it is presenting to the Jefferson County Commission.

### **IV. Adjournment**

Mr. Sherwood adjourned the meeting at 9:45 am. The next meeting of the Steering Committee will be on Tuesday, September 22 at 0900 hours in the Jefferson County EOC.