

Jefferson County Homeland Security & Emergency Management  
Public Awareness, Education & Training Committee  
Minutes  
February 11, 2015

Jefferson County Homeland Security and Emergency Management's Public Awareness, Education, & Training Committee met at the Jefferson County Emergency Operations Center on February 11, 2015 at 0830 hours. Present were: Sandy Green, DHSEM; Christina Jackson, Jefferson County Health Department; Barbara Miller, JCHSEM; Jessica Owens, JCHSEM; Ashley Petrolino, Eastern Panhandle Medical Reserve Corps; Brandon Vallee, JCHSEM; and Annie Wheat, AmeriCorps.

Due to the absence of the Committee Chair, Katherine Dunbar, Ms. Miller called the meeting to order.

Ms. Miller stated that Ms. Kelly Parsons is no longer able to be the chair of the committee. Ms. Kathrine Dunbar has agreed to be the chair of the committee.

I. Old Business

1. Resilient Neighbors Network
  - a. Ms. Miller stated that the Resilient Neighbors Network is restructuring their program and is intending to add another 25 communities. She stated that the Resilient Neighbors Network received grant money from FEMA in order to pay for training in the past.
2. Media Day at the EOC
  - a. Mr. Vallee stated that Media Day was a success. Media Day occurred on January 13<sup>th</sup> and was an opportunity to bring local public information officers and media representatives to the table and discuss emergency public information.
3. AMTRAK training
  - a. Ms. Miller stated that there were two AMTRAK trainings that occurred at the Jefferson County Maintenance Department on January 15<sup>th</sup>. Ms. Miller stated that the course was intended to be an awareness level course for first responders to a rail incident.
4. WV Hospital Association, Regions 8 and 9 Functional Exercise.
  - a. Ms. Miller stated that the WV Hospital Association, Regions 8 and 9 held a functional exercise that occurred on December 3<sup>rd</sup>. She stated that only the EOCs in Jefferson and Mineral counties activated for the exercise. Ms. Miller stated that it was a productive exercise. During the exercise it was discovered that Jefferson Medical Center had a failure with their satellite phone equipment. She stated that JCHSEM is waiting for the final After Action Report / Improvement Plan from the exercise.

II. New Business

1. Ms. Owens stated that she will be resigning her position on February 17<sup>th</sup> to accept a position in Arlington, Virginia. Ms. Miller stated that she will go before the County Commission to request to retain the position on February 19<sup>th</sup>.
2. American Red Cross Changes
  - a. Ms. Miller stated that she attended the Emergency Management Council Meeting in Charleston, West Virginia on February 6 and 7. She stated that she had the opportunity to meet Karen Allen, Regional Disaster Officer of the West Virginia Red Cross, Keith Alvey, Division Disaster Executive, and Loren McCamey. They gave a brief overview of what is happening with the Red Cross across the state.

- b. Ms. Miller stated that Jennifer Carpenter is currently working at the Red Cross office in Bardane. She stated that Ms. Carpenter is part time and coordinates volunteers. Ms. Miller stated that She was told by Karen Allen, WV Red Cross Regional Disaster Officer, the disaster services position will be replaced and that the Red Cross office will stay in Jefferson County.
2. Salvation Army
  - a. Ms. Miller stated that there is a new coordinator for the Salvation Army of the Eastern Panhandle. She stated that she has been having difficulties contacting him. Ms. Miller is seeking to resolve these challenges.
3. Skywarn Basics I Stormspotter Class
  - a. Ms. Owens stated that the National Weather Service will be instructing a Skywarn Basics course at the Independent Fire Company in Ranson, on February 26<sup>th</sup>. The class was originally limited to 100 people, but due to overwhelming demand, it has been expanded to 115 people. Ms. Owens stated that registration can be completed using Eventbrite. Ms. Miller informed committee members to come early in order to avoid parking difficulties.
4. Homeland Security Exercise, Evaluation, and Planning (HSEEP) Class in late spring/early summer
  - a. Ms. Miller stated that the date for the HSEEP Class in Jefferson County has not been determined. Instructors have been selected, but the state is waiting on course materials to be printed before arranging the date. Ms. Miller stated that if the course is not scheduled before the end of April, it will be postponed until fall.
  - b. Ms. Miller stated that JCHSEM is working with the state to bring a G-402 course to Jefferson County. This course is designed for local officials and provides an overview of NIMS and ICS. She stated that this course will be open to all elected officials and will last approximately four hours.
5. Disaster Ready Kids Program from May 1- September 30
  - a. Ms. Miller stated that JCHSEM will be continuing the Disaster Ready Kids Program this summer. She requested that committee members who are interested in participating in the program, to contact her. Background investigations are required for volunteers who work with children.
  - b. Ms. Petrolino stated that she will be asking Medical Reserve Corps volunteers if they would be interested in participating in the program.
6. Continuity Program Manager Training
  - a. Ms. Miller stated that the Continuity Program Manager Training will occur at Cacapon State Park, March 16-19, 2015.
7. 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.
8. 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 stated that the conference will be two full days. She stated that Eventbrite will be utilized to streamline registration and payment. Ms. Miller stated that more information about the conference will be released within the next 30 days.

#### I. Member Sharing Time

Ms. Miller stated that Stephanie Yu, with Volunteer WV, gave a presentation to the Emergency Management Council about developing a disaster volunteer worker program. She stated that Volunteer WV is working with AmeriCorps in creating a team of volunteers that will be available to work anywhere in the state during a disaster.

Ms. Miller stated that the County Commission has awarded the contract to J.H. Consulting for updating certain annexes in the EOP. Ms. Miller stated that she will be presenting her budget proposal to the County Commission on February 11<sup>th</sup>.

Ms. Jackson stated that Jefferson County Health Department (JCHD) will be having their state audit on February 12<sup>th</sup>. She stated that the JCHD is working on updating their Continuity of Operations Plan (COOP). Ms. Jackson stated that the JCHD recently hired a nurse who is fluent in Spanish in order to better serve the community. She stated that health department employees are currently undergoing ICS cross training in the event of a public health emergency.

Ms. Miller stated that once the Health Department COOP annex is completed, the health department has been invited to add it as an annex to the county's plan. Ms. Miller stated that Shepherd University is considering a contract with J.H. Consulting in order to develop an Emergency Operations Plan for the university.

Ms. Wheat stated that AmeriCorps needs assistance placing people into suitable jobs. She requested that if anyone could assist, to contact her.

Ms. Petrolino stated that she is working towards developing a regional plan for the health departments located in the Eastern Panhandle.

Mr. Green stated that he had the opportunity to talk with Ms. Allen. He stated that at the next EPEMA meeting there will be a discussion on the status of the Red Cross in West Virginia. Mr. Green stated that in a meeting in Berkeley County, he had a discussion of VOADs in the Eastern Panhandle and how the region can work towards developing new connections with under utilized resources.

The meeting was adjourned at approximately 0920. The next meeting of the Public Awareness, Education, and Training Committee will be on March 11 at 0830 hours at the Jefferson County EOC.