

Jefferson County Homeland Security & Emergency Management
Public Awareness, Education & Training Committee
July 8, 2015
Minutes

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Public Awareness, Education, and Training Committee met at the Jefferson County EOC on Wednesday, July 7, 2015 at 0830 hours. Those present were Katherine Dunbar, Chairman, Good Shepherd Interfaith Caregivers; Sandy Hite, Jefferson County Health Department; Barbara Miller, JCHSEM; Sandee Niles, JCHSEM; Brandon Vallee, JCHSEM; and Annie Wheat, Ameriworks.

Ms. Dunbar, Chair, called the meeting to order at 8:46 am. Ms. Wheat moved to approve the May 13th minutes. All approved.

I. Old Business

1. Bark in the Park

- a. Mr. Vallee reported that the Bark in the Park event occurred on June 6th from 10 am until 2 pm at Jefferson Memorial Park in Charles Town. He said the event was a success and that JCHSEM looks forward to participating in the event next year.

2. Disaster Ready Kids Program

- a. Mr. Vallee stated that 14 Disaster Ready Kids classes have been scheduled for the months of June and July. Between June and July 1st, 72 children and 15 adults have been impacted by this program. Mr. Vallee said that no classes have been scheduled for August and September. Ms. Miller recommended reaching out groups that work with individuals with developmental disabilities.

II. New Business

2. July's Independent Study Courses

- a. Ms. Miller stated that each month, there is a recommended FEMA Independent Study Course for committee members to take. July's course is IS-360 Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship.
- b. IS-360 link: <https://training.fema.gov/is/courseoverview.aspx?code=IS-360>

3. County Social Media numbers

- a. Mr. Vallee reported figures for the JCHSEM social media accounts. As of July 7th, Nixle had 1,205 registered users with 1,039 signed up to receive text messages and 634 signed up to receive emails. The JCHSEM Facebook page has 1,531 followers and the JCHSEM twitter account has 106 followers.

4. County Website Migration

- a. The Jefferson County Website is being upgraded. Ms. Niles stated that she is in the process of converting JCHSEM web pages for the new website.

5. Visits to Mitigation and Repetitive Loss Properties, June 26.

- a. Ms. Miller stated that JCHSEM staff has to inspect repetitive loss properties once a year. Repetitive loss properties are defined as properties which reported flood damage at least two times in any ten year period. In 1996, there were two significant floods which account for the majority of repetitive loss properties. Ms. Miller said the staff also inspected the dams located in Jefferson County.

6. Letters to those who live in or near a floodplain.

- a. Ms. Niles stated that as a part of the Community Rating System (CRS), JCHSEM sends out letters to properties located in or near a flood plain which explains how to purchase flood insurance and flood mitigation information. Ms. Miller stated that JCHSEM reached out to properties in the county located outside of the municipalities. The municipalities are responsible for contacting residences located in a flood plain.
 - b. Ms. Hite inquired about sending information about special needs to those located in the flood plain. Ms. Miller advised Ms. Hite to reach out the Jefferson County GIS to find address information.
7. 2015 Emergency Operations Plan (EOP)
 - a. Ms. Miller said that the 2015 EOP has been completed and was approved by the Jefferson County Commission on July 1st. J.H. Consulting LLC is in the process of printing off more copies of the EOP to send to the municipalities for approval.
8. 2015 LEPC Propane Risk Assessment
 - a. Ms. Miller reported that the LEPC Propane Risk Assessment draft has been completed. JCHSEM will review the draft and provide corrections. Ms. Miller stated that the first propane assessment was completed in 2007 and was for large tanks. The second propane assessment was completed in 2008 for smaller tanks. This assessment will combine the two prior assessments, add additional information, and catalog any changes to propane risks in Jefferson County.
9. 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.
10. Jefferson County LEPC's Table Top Exercise (TTX)
 - a. The Jefferson County LEPC's TTX will take place on July 23 at 1800 hours at County Maintenance Meeting Room and will test the 2015 Propane Risk Assessment.
11. Quarterly Partnership Meeting
 - a. The July 2015 Quarterly Partnership meeting will be held at The Anvil on Wednesday, July 22 at Noon. Doug Pixler and Cheryl Keyrouse, Eastern Panhandle Transit Authority, will be the key note speakers.
12. 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. A volunteer signup sheet was distributed to the LEPC members.
13. Quick Series Preparedness Tools
 - a. Ms. Miller stated that grant funding has been requested to purchase the preparedness tools. Ms. Hite stated that she has purchased preparedness tools for Jefferson County Health Department (JCHD) and is waiting for them to be delivered.
14. LEPC Conference at Camp Dawson in Preston County
 - a. Ms. Miller stated that the LEPC Conference will be on October 13-15. Melissa Cross, State SERC Coordinator, said that SERC will pay for the Director, the President, and one other LEPC member to attend the conference. Ms. Miller noted that this is an increase over last year, where the SERC only paid for one LEPC member per a county to attend the conference. The Jefferson County LEPC can choose to pay for additional representatives, or their organizations can pay.
15. Jefferson County LEPC Mass Fatalities Conference

- a. Ms. Hite reported that the Mass Fatalities Conference will be held on October 27/28, 2015 at the Clarion and Conference Center in Shepherdstown.
- b. Ms. Hite stated that the venue has been booked and speakers have been contacted. However two more presenters are need to fill out the schedule. Ms. Hite said that Quick Series is interested in being a vendor for the conference and will need to be reached out to.
- c. Registration link: <https://www.eventbrite.com/e/2015-mass-fatalities-conference-tickets-15444450768>

III. Member Sharing Time

Ms. Hite stated that JCHD has purchased personal protective equipment (PPE) for adults and children. PPE has a shelf life of five years and needed to be replaced. Ms. Hite reported that JCHD is in the process of having their response trailer retrofitted with power outlets.

IV. Adjournment

1. Ms. Dunbar adjourned the meeting at approximately 9:36 am.