

**Jefferson County Homeland Security and Emergency Management**  
**Steering Committee**  
**Minutes**  
**January 5, 2016**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, January 5, 2016 at 0900 hours. Those present were Mason Carter, Jefferson County Engineering Department; Sheriff Pete Dougherty, Jefferson County Sheriff's Department; Michele Goldman, Eastern Panhandle Care Clinic; Barbara Miller, JCHSEM; Sandee Niles, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; John Sherwood, Jefferson County Chamber of Commerce; Ed Smith, Independent Fire Company; Jane Tabb, Jefferson County Commission; and Brandon Vallee, JCHSEM. Sandy Green, WVDHSEM, attended by phone.

Mr. Sherwood, Chair, called the meeting to order at 9:06 am. Sheriff Dougherty moved to approve the December 1, 2015 meeting minutes. All approved.

Mr. Sherwood welcomed Ms. Goldman to the committee. Ms. Miller stated that Clair Brendel, American Red Cross representative, could not attend her first Steering Committee meeting due to responding to a fire.

- I. 2016 Organizational Meeting Business
  1. The Jefferson County Commission has approved all reappointments to the Steering Committee for 2016.
  2. Election of Officers/Committee Chairs
    - a. Mr. Smith moved to approve the election of officers and chairs as follows. All approved.
    - b. The Steering Committee Chair - John Sherwood.
    - c. The Steering Committee Vice Chair - Ed Smith.
    - d. The Mitigation Committee Chair - Mason Carter.
    - e. The Public Awareness/ Education Training Committee Chair - Katherine Dunbar.
    - f. The Partnership Development Committee Chair - Holly Frye.
    - g. The Counter Terrorism Committee Chair - Barbara Miller.
  3. 2016 Meetings
    - a. Ms. Miller distributed a list of date for the 2016 Steering Committee meetings.
- II. Unfinished Business
  1. Credentialing Update
    - a. Ms. Miller stated that JCHSEM has started the process of issuing PIV-I cards to EOC personnel and JCHSEM staff. Ms. Miller detailed the credentialing process to the committee.
  2. 2016 Training and Exercise Calendar
    - a. Mrs. Miller requested committee members to provide additional training options for the calendar.
- III. New Business

1. Media Day
  - a. Mr. Vallee stated that Media Day will be on Wednesday, January 13, 2016 at 1400 hours at the Jefferson County EOC. He stated that Mr. Smith and Ms. Brendel will be attended and encouraged committee members to attend.
2. 2015 Exercise Series After Action Report (AAR) and Improvement Plan (IP)
  - a. Ms. Miller stated that AAR/IP meeting will be held in January and will discuss the conclusion of the 2015 exercise series and begin planning the 2016 exercise series. The date and time have not been determined.
3. Skywarn Stormspotter Winter Storm Class
  - a. On Thursday, January 28 at 1900 hours, the National Weather Service will be teaching a Winter Storm Spotter Course at Independent Fire Company, sponsored by JCHSEM.
4. StormReady
  - a. Ms. Miller stated that on Monday, January 11, JCHSEM staff will be going to the National Weather Service Office in Sterling, Virginia to work on renewing the county's StormReady Community certification. In addition to visiting the NWS office, emergency dispatchers are taught and tested on weather terminology and the school district has to certify that all buildings have NOAA weather radios.
5. Quarterly Partnership Meeting
  - a. On Friday, January 29 at 1200 hours, the Jefferson County Steering Committee will be holding its Quarterly Partnership Meeting at the Hollywood Casino at Charles Town Races. Ms. Miller reported that the casino is generously covering the cost of the meal. She stated that a picture of the Steering Committee members will be taken immediately following the meeting.
6. 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 March 22 and 23, 2016.
  - b. Committee members who are interested can register for the conference using this link: <https://www.eventbrite.com/e/2015-mass-fatalities-conference-tickets-15444450768>
7. Regional Area Liaison Report
  - a. Mr. Green reported that due to the state budget crisis, he will be unable to attend local meetings. He stated that the state EOP has been brought up to date and into compliance. The EOP was signed by the governor on January 4, 2016 which will free up FEMA funds, including the 2014 Emergency Management Program Grant (EMPG). Mr. Green said that the state will be posting training opportunities on the CourseMill website in the near future. He reported that David Hoge, WVDHSEM, is going to be altering the homeland security grant process. Mr. Green suggested that the AAR/IP meeting will be held between January 15 and 19 but is in the process of coordinating schedules of stakeholders.
8. Member Sharing Time
  - a. Ms. Tabb distributed a guide for farmers on the procedures of calling 9-1-1 to the committee and thanked Chris Cross, Jefferson County Emergency Communications Center, for his assistance in developing the document. Ms. Tabb thanked Mr. Mason for handling a constituent complaint.

- b. Ms. Miller discussed the Community Rating System (CRS) to the committee. She stated that every five years, FEMA inspects the work which has been completed, such as auditing elevation certificates and enforcement of the flood ordinance. Ms. Miller, Mr. Carter, and Rodger Goodwin, Jefferson County Engineering Department, will be working with Insurance Services Office during this process occurs. The end result is that flood insurance for policy holders outside of the municipalities in Jefferson County is reduced. Currently, Jefferson County is a rated class eight community which provides a 10% discount for flood policy holders.
- c. Ms. Miller stated that Ms. Niles has finished her CERT Program Manager and Train the Trainer programs and that JCHSEM will be offering CERT courses in February. Ms. Miller detailed the components of the CERT program and how it is an asset the community and a great start for people interested in volunteering in the county. Ms. Miller stated that RESA 8 will be having a Community Awareness Briefing on January 23 which will discuss extremists and terrorism and is being taught by members of the FBI, WV Fusion Center, and Law Enforcement.
- d. Sheriff Dougherty complimented Mr. Cross on setting up the handle with care program in the CAD system. He stated that there has been an increase in anonymous tips submitted through the Jefferson County Sheriff's website. Sheriff Dougherty stated that the department will be receiving four K-9 bullet proof vests through a donation.
- e. Mr. Smith reported that the Fire Service chiefs retained their positions and work great together. Mr. Smith inquired about an aspect of critical infrastructure with the committee and Ms. Miller stated that the utility provider is responsible for securing their networks.
- f. Ms. Goldman inquired about contact information for the local hospitals. Ms. Miller stated that she will send her that information.
- g. Ms. Niles stated that reminder letters about Tier II reports have been distributed.

Mr. Sherwood adjourned the meeting at 0955 hours. The next meeting of the JCHSEM Steering Committee will be on Tuesday, February 23, 2015 at 0900 hours in the Jefferson County EOC. Ms. Miller stated that the Quarterly Partnership Meeting will be held on Friday, January 26 at 1200 hours at the Hollywood Casino at Charles Town Races.