

**Jefferson County Homeland Security and Emergency Management
Steering Committee/Citizen Corps Council
December 6, 2016
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, December 6, 2016 at 0900 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Mason Carter, Jefferson County Engineering Department; Michele Goldman, Eastern Panhandle Care Clinic; Barbara Miller, 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.

Mr. Sherwood, Chair, called the meeting to order at 0905 hours. Mr. Smith moved to approve the September 20, 2016 meeting minutes. All approved

I. Unfinished Business

1. Dark Grid After Action Meeting
 - a. Ms. Miller reported that the draft of the Dark Grid After Action and Improvement Plan (AAR/IP) has been delivered to the counties of West Virginia Homeland Security Region 3 for review. Ms. Miller identified that Jefferson County does not have many recommendations for improvement identified in the document, however there are action items identified for the Jefferson County Health Department.
 - b. The Dark Grid After Action and Improvement Plan Meeting will be held on Friday, December 9 at the Jefferson County Maintenance Department from 0900 hours to 1530 hours. This meeting is for the counties of West Virginia Homeland Security Region 3 to develop the improvement plan, discuss the 2015 and 2016 exercise series, and to begin planning the 2017 exercise series.
2. Final comments from the review of the Community Rating System (CRS) re-accreditation
 - a. Ms. Miller stated that on October 18, 2016, Jefferson County underwent the audit process for the five year CRS reaccreditation process. She highlighted that FEMA has changed the rules and made it more difficult to communities to qualify to CRS. As a part of the reaccreditation process, the FEMA representative reviews County documents, such as permits, elevation certificates, public information products, employee certifications, planning documents, exercise verification, etc.
 - b. Currently, Jefferson County is a rated as a class eight community which provides a 10% discount for policy holders in the unincorporated areas of Jefferson County.
3. COOP Adoption by Jefferson County Commission
 - a. Ms. Miller mentioned that on Thursday, November 17 the Jefferson County Commission adopted the 2016 Jefferson County COOP. She reported that future updates will be dependent on acquiring funding.

4. Emergency Operations Plan (EOP) update
 - a. Ms. Miller notified the committee that the 2016 EOP update has been completed after receiving and addressing final comments. The updated EOP will need to be adopted by the Jefferson County Commission on December 15, 2016. It will then go to all of the municipalities for their adoptions.
5. Surface Transportation Security Day
 - a. On Tuesday, November 15, 2016, the TSA Office of Security Operations Surface Compliance Branch, TSA Pittsburgh held a Surface Transportation Security Day in Jefferson County at the Independent Fire Company meeting room in Ranson, WV.
 - b. Ms. Miller stated that the training was for law enforcement, transportation companies, school districts, and emergency management and provided a briefing on threats to transportation infrastructure, active shooter preparedness, and discussion of rail, mass transit, and pipeline security. She mentioned that a member of the TSA, who lives on the Blue Ridge Mountain, has expressed interest in participating on JCHSEM committees

II. New Business

1. Recommendations for appointments/reappointments to the Steering Committee.
 - a. The Steering Committee proposed the following reappointments to the committee for the Jefferson County Commission to vote on.
 - i. Pete Dougherty, Law Enforcement Representative
 - ii. Kelly Parsons, Private Sector Representative
 - iii. John Reisenweber, Business Representative
 - iv. Holly Morgan Frye, Educations Representative
 - v. Mason Carter, Jefferson County Engineering Department Representative
 - vi. Jane Tabb, Jefferson County Commission Representative
 - b. Mr. Smith moved to approve the reappointments, all approved.
2. Jefferson County Animal Welfare Society Donations
 - a. Ms. Miller stated that JCHSEM staff will be collecting donations for the Jefferson County Animal Welfare Society throughout the month of December and encouraged committee members to contribute.
3. Jefferson County Council on Aging Presentation
 - a. On Monday December 5, Mr. Vallee went to the Jefferson County Council on Aging to discuss home fire safety, winter weather safety, family communications plans, and emergency preparedness. He mentioned that JCCOA have invited him back to discuss severe weather safety in the spring.
 - b. Ms. Tabb stated that Jefferson County CEOS distribute “blizzard bags” at the senior center, but she was unaware of what they contain. Ms. Miller reported that several years ago, JCHSEM staff and volunteers delivered basic emergency preparedness kits to seniors and that it would be a great project to implement once more.

4. Winter Safety Guide for Senior Citizens from National Institute on Aging.
 - a. Mr. Vallee discussed the contents of the guide to the committee and stated how it has been distributed to the media, on social media, on the county website, and to members of the community at the Jefferson County Council on Aging. He mentioned that the document was well received and a valuable source of public information.
5. Nurture Nature Center Focus Group
 - a. On Wednesday, October 19 the Nurture Nature Center held a series of meetings for first responders, emergency management, the public, and water utilities. The meetings are a part of a research project with National Oceanic and Atmospheric Administration, about the use of National Weather Service flood forecast and warning tools. Participants were asked to answer questions and provide input about various flood warning tools and products issued by the NWS.
 - b. Ms. Miller stated that the Nurture Nature Center will be holding a follow-up meeting in March to conduct more analysis on the NWS products.
6. Report on PIV-I Credentialing Progress
 - a. Mr. Allen updated the committee on the progress of distribution of PIV-I credentials. He mentioned that the EOC representatives are currently having their credentials distributed. Ms. Miller mentioned that after the EOC representatives are completed, emergency communications center staff will receive their credentials followed by the remaining law enforcement personnel.
7. Inauguration Planning Meetings
 - a. Ms. Miller stated that starting on Tuesday, December 6, there will be weekly meetings of the Counter Terrorism Committee in preparation for the EOC Activation during Presidential Inauguration on Friday, January 20. The purpose of these meetings are to discuss the roles of the emergency support functions if an emergency happens during the event and to support Jefferson County resources working at the event.
 - b. Ms. Miller said that during the EOC activation, only command staff, communications, and possibly a few federal agency representatives will be present, and other EOC staff will be activated if the need arises. She mentioned that this provides JCHSEM and EOC staff an opportunity to test EOC capabilities for future events.
8. Media Day
 - a. On Wednesday, January 4, 2017 JCHSEM staff will be hosting Media Day for local Public Information Officers and Media Representatives in the Jefferson County EOC from 1300 hours to 1500 hours. Mr. Vallee stated that Media Day provides an opportunity for all of the local public information officers and media representatives to get to know each other better, share contact information, and talk about emergency public information during a critical incident.
9. Meeting with Faith Based Community Organizations

- a. Ms. Miller stated that Ms. Goldman and she attended the Mobilizing Faith-Based Community Organizations in Preparedness of Disasters training on November 3, 2016 and that they will be implementing the lessons learned in Jefferson County. On Wednesday, January 11, 2016, JCHSEM will be hosting a meeting with faith based community organizations in Jefferson County at the Jefferson County Maintenance Department from 1300 hours to 1600 hours.
- b. The purpose of the meeting is to start a dialog between emergency management and faith based community organizations to discuss how emergency management and faith based community organizations can work more effectively with preparedness, response, and recovery, and how best build effective partnerships between them. Ms. Miller encouraged members of the committee to attend the meeting.

10. FY-2018 Budget

- a. Ms. Miller stated that the Jefferson County Commission has begun the process of working on the FY-2018 budget. She mentioned that they will be utilizing a zero-based budgeting process. Ms. Miller reported that she will develop a departmental work plan and base budget decisions off of that document.

11. Disaster Risk Reduction Curriculum-Resilient Neighbors Network (RNN)

- a. Ms. Miller stated that the 12 communities of the Resilient Neighbors Network are in the process of developing a disaster risk reduction curriculum. She noted that the RNN is looking for a location to host the training in the spring and that she recommended utilizing the National Conservation Training Center in Shepherdstown to host them. A FEMA grant thought RNN will fund it.

12. No Adverse Impact How-To Guides for floodplain managers/emergency managers for Association of State Floodplain Managers (ASFPM)

- a. Ms. Miller mentioned that French Wetmore has invited her to assist him in writing the No Adverse Impact How-To Guide for the ADFPM. She stated that this book was the last of a series to assist floodplain managers and emergency managers across the nation.

13. Industry Advisory Council for American Public University

- a. Ms. Miller said that she was invited by American Public University to be a part of their Industry Advisory Council for Emergency Management. This is a three year appointment. The purpose of the council is to improve their curriculum on what the emergency managers of tomorrow need to know.

14. NIMS requirements

- a. Ms. Miller stated that the new members of the Jefferson County Commission will need to complete the mandatory NIMS training so the county remains compliant for grant requirements. She mentioned that she will be discussing this during the December 15 County Commission meeting.

15. Member Sharing Time

- a. Ms. Tabb discussed other aspects of senior safety and encouraged the committee to do the same.
- b. Ms. Brendel stated that she has been promoted to the new position of Disaster Program Manager and has absorbed Pendleton County into her jurisdiction.

Mr. Allen inquired if there have been more fires recently. Ms. Brendel stated that American Red Cross has responded to nine fires in the past ten days across the region. Ms. Brendel stated that the Annual Holiday Card Party was a success and approximately 12 people signed over 1,000 cards that will be distributed to veterans across the state. She mentioned that she will be accepting cards for the program until the next week.

- c. Mr. Carter reported that the Engineering department has received significantly more ordinance complaints this year than in previous years. He detailed the types and varieties of complaints to the committee.
- d. Mr. Sherwood encouraged committee members to reach out to neighbors and seniors this holiday season and check on them.
- e. Ms. Goldman detailed how the Eastern Panhandle Free Clinic donated to 10 different non-profits in three states, including Yeti batteries to JCHSEM. She stated that the clinic used them as a backup power source for the refrigerator for vaccines, computer servers, and phone systems. Ms. Miller stated that she will with the maintenance director to discuss the batteries and the best way to utilize them.

Mr. Sherwood adjourned the meeting at 1009 hours. The next meeting of the JCHSEM Steering Committee will be the Annual Organizational Meeting on January 3, 2017 at 0900 hours at the Jefferson County EOC.