

**Jefferson County Homeland Security and Emergency Management
Steering Committee/Citizen Corps Council
September 20, 2016
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, September 20, 2016 at 0900 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Michele Goldman, Eastern Panhandle Care Clinic; Barbara Miller, JCHSEM; 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 0911 hours.

I. Unfinished Business

1. Dark Grid, Full Scale Exercise
 - a. Ms. Miller stated that the full scale exercise was held on September 19 throughout WV Homeland Security Region 3 and was a valuable learning experience. The exercise simulated a public health emergency from an Anthrax outbreak at a petting zoo in Ranson, along with extreme heat, severe weather, and prolonged power outages. She reported that JCHSEM staff activated the EOC and Jefferson Medical Center tested their incident command center. Ms. Miller reported that there were approximately 20 participants in the EOC and 8 participants at Jefferson Medical Center. The exercise tested a MOU with the 9-1-1 center, the EOC, and the health department about prophylaxis while creating discussion about generators, cooling shelters, and capabilities the county has during a prolonged power outage.

II. New Business

1. Report on National Preparedness Month
 - a. Mr. Vallee detailed the PrepareAthon activities that JCHSEM will be participating in during National Preparedness Month. Those activities include: two Lunch-N-Learns, one Disaster Ready Kids course at TLC Montessori, a WVDHSEM Homeland Security Region 3 communications drill, an annual National Weather Service Hydrology meeting in Sterling, Virginia, Jefferson County EOC participant training, the Dark Grid full scale exercise, the annual risk assessment meeting, a webinar on using the WV Flood Tool, sending a press release to the media about preparedness, and posting preparedness advice on various social media platforms.
2. Lunch-N-Learn Sessions
 - a. Mr. Vallee taught the first Lunch-N-Learn session for the municipality of Shepherdstown. He stated that Mayor Jim Auxer, Chief Michael King, Frank Welch, and Amy Boyd were in attendance. Mr. Vallee mentioned that he discussed emergency preparedness for not only the staff but for all residents of Shepherdstown and recommended working with the community to get the message out.

- b. Mr. Allen will be teaching a Lunch-N-Learn session in Bolivar on Friday, September 23 at 1100 hours.
 3. Annual Meeting of the Risk Assessment and Mitigation Plan Projects
 - a. On Thursday, September 8, JCHSEM staff held the annual meeting of the Risk Assessment and Mitigation Plan at the Jefferson County Maintenance Department meeting room. Ms. Miller reported that during the meeting, it was reported by Rachel Snavely, Region 9 Planning and Development Council, that the Bolivar rain garden project for the Risk Assessment and Mitigation Plan, was removed. She mentioned that was Bolivar's only project and that she is unsure how this will interact with FEMA guidelines, that each municipality must have at least one project.
 - b. Ms. Miller stated that she will be meeting with stakeholders, who were not present, to discuss any changes to the Risk Assessment and Mitigation annual report and once it is completed, the report will be sent to the state mitigation, local media, FEMA, and the Jefferson County Commission.
 4. Final Report on Disaster Ready Kids Programs throughout the summer.
 - a. Mr. Vallee reported that from May 1 to September 23, there have been 11 Disaster Ready Kids programs scheduled, 2 of which were cancelled due to lack of attendance. Of the 9 remaining classes, 128 children and 28 adults were taught about emergency preparedness.
 - b. As a result of this program, Harpers Ferry Medical Center contacted Mr. Vallee about distributing materials to students receiving their sports physicals. This resulted in preparedness materials being distributed to approximately 315 children and 10 medical staff on June 6.
 5. CRS (Community Rating System); Re-accreditation/CAV (Community Assessment Visit)
 - a. Ms. Miller discussed several of the 18 mitigation and preparedness activities that Jefferson County does, such as distribution of floodplain letters, risk assessment mitigation annual meeting, and public information. The end result is that floodplain insurance for individual policy holders is reduced. Currently, Jefferson County is rated as a class eight community which provides a 10% discount for policy holders in the unincorporated areas of Jefferson County.
 - b. Ms. Miller stated that in 2016, Jefferson County will be going through the five year reaccreditation process. She highlighted that FEMA has changed the rules and made it more difficult for communities to qualify to CRS. As a part of the reaccreditation process, a representative will be visiting Jefferson County to tour the flood plain and analyze County documents on October 18. Mr. Miller reported that the Corporation of Ranson is considering becoming a CRS community.
 6. Annual Hydrology Partnership Group Meeting
 - a. On Thursday, September 22, JCHSEM staff will be attending the annual Hydrology Partnership meeting at the National Weather Service office in Sterling, Virginia. The meeting will be discussing NWS products that emergency managers will utilize, an overview of major weather events over the past 12 months, and the Ellicott City flooding.
 7. From Risk To Resiliency: Engaging the Public Flood Focus Group Meeting

- a. On Wednesday, October 19, representatives from the Nurture Nature Center and the National Weather Service will be holding a From Risk to Resiliency: Engaging the Public Flood Focus Group Meeting in Jefferson County. Ms. Miller stated that this program develops flooding products for the community and is stakeholders in the Shenandoah River region.
8. NIMS 400 Course
 - a. On Wednesday, September 28 to Friday, September 30, the VA Medical Center in Martinsburg will be offering a NIMS ICS 400 – Advanced Incident Command course. Mr. Allen will be in attendance at this training.
9. WV EM level 3 Accreditation
 - a. Ms. Miller stated that Mr. Allen was awarded the West Virginia Emergency Management Level 3 accreditation on August 30 during the West Virginia SERC/LEPC Conference in Camp Dawson, WV. She mentioned that it is the highest accreditation level in the state.
10. Gas Pipeline Training for Emergency Managers
 - a. On Thursday, September 29, there will be a Gas Pipeline Training for Emergency Managers at the Holiday Inn in Martinsburg, WV from 0800 hours to 1000 hours. Ms. Miller will be in attendance at the training.
11. WV SIRM (State Interoperable Radio Network) Conference
 - a. Ms. Miller said the WV SIRM Conference will be on September 25 – 29 at Camp Dawson. Ms. Miller and Jeff Polczynski will be attending this conference on behalf of Jefferson County. Ms. Miller stated that Mr. Polczynski will be teaching classes while at the conference.
12. Mobilizing Faith-Based Community Organizations in Preparedness of Disasters
 - a. Mobilizing Faith-Based Community Organizations in Preparedness of Disasters training will occur on November 3, 2016 at Believer's Victory Center - 160 Victory Lane, Moorefield, WV, from 0800 hours to 1700 hours. Registration can be completed on CourseMill. There will be no travel compensation and NIMS 100 is a prerequisite.
 - b. Ms. Brendel has registered for this course and Ms. Goldman expressed interest in attending the course on behalf of her church.
13. Hispanic Heritage Celebration
 - a. On Saturday, October 1, the Corporation of Ranson will be hosting their first annual Hispanic Heritage Celebration at the Ranson Civic Center from 1000 hours to 1700 hours. JCHSEM staff will be distributing preparedness materials at the event.
14. Member Sharing Time
 - a. Mr. Smith reported that Citizens Fire Company will be having their annual open house and fire prevention week from October 2 to October 8. He stated that Independent Fire Company will be having their annual gun bash on Saturday, October 23. Mr. Smith mentioned that the annual first responder's dinner will be held on Tuesday, October 18 at Hollywood Casino at Charles Town Races.
 - b. Ms. Miller stated that Independent Fire Company held their annual 9/11 ceremony and it was very well attended. Mr. Smith said that the event runs for approximately

30 minutes and corresponds with the timing between the collapse of the World Trade Center Towers.

- c. Ms. Miller reported that the Eastern Panhandle Care Clinic donated Yeti Batteries for JCHSEM to utilize during an emergency. Ms. Goldman reported that every item in the building has been donated to a nonprofit in the region. She stated that Jefferson County Emergency Services Agency took expired bandages to utilize for training.
- d. Ms. Tabb stated that the WV state legislature passed a resolution to fund the victims of the WV flooding and is working to determine where the funding will come from. Ms. Miller reminded that committee that the Follansbee, WV was flooded shortly after the major flooding in the state, but due to the fact that they were the only ones impacted, there will be no FEMA reimbursement, as the state does not meet the threshold.
- e. Ms. Brendel stated that she has been in Illinois, assisting with the American Red Cross tornado response. She reported that she will be working in Hampshire County to talk about disaster preparedness to the fifth grade classes. Ms. Brendel stated that Jefferson County is one of seven counties in the state that meet the standards and are ready for an emergency.

Mr. Sherwood adjourned the meeting at 0955 hours. The next meeting of the Steering Committee will be during the Quarterly Partnership Luncheon in October, date and location have not been determined and will be announced in the monthly newsletter.