

Jefferson County Homeland Security and Emergency Management
Steering Committee/Citizen Corps
April 4, 2017
Minutes

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, April 4, 2017 at 0900 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Pete Dougherty, Jefferson County Sheriff; 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 0907 hours. Mr. Sherwood noted that due to a lack of quorum, the meeting minutes from the January 3, 2017 meeting will not be voted on.

- I. Unfinished Business
 1. Report on PIV-I Credentialing Progress
 - a. Mr. Allen stated that EOC representatives are currently having their credentials distributed and that he is working on completing emergency communications center staff, followed by the remaining law enforcement personnel. Ms. Miller mentioned that the first batch of PIV-I Credentials are set to expire and it is still unclear what the process is for updating the cards.
 2. Hospice of the Panhandle
 - a. On Tuesday, February 21 at 1000 hours, the Jefferson County LEPC went on a tour of the Hospice of the Eastern Panhandle. Ms. Miller noted that the Hospice of the Panhandle is an invaluable facility for the region. It has a wide variety of volunteer activities and needs additional volunteers.
 3. Basic Floodplain Management Class
 - a. On Wednesday, March 1, Mr. Allen attended a Basic Flood Plain Management course in Fairmont, WV. Mr. Allen discussed the lessons learned and the importance of understanding floodplain management as an emergency manager.
 4. Norfolk Southern Railroad Training
 - a. On Tuesday, March 21 to Thursday, March 23, Norfolk Southern Railroad held six, four hour training classes at the Norfolk Southern Railroad Yard in Hagerstown, MD. The training was designed for emergency response to a rail incident. Ms. Miller reported that Mr. Allen, Mr. Vallee, and her attended the training and talked about the importance of emergency management knowing the basics of hazmat incidents response for rail incidents.
 5. Mitigation Planning for Local Governments Workshop
 - a. On Wednesday, March 29 and Thursday, March 30, Ms. Miller attended the Mitigation Planning for Local Governments Workshop in Flatwoods, WV. Ms. Miller was enlightened to learn about the differences in mitigation techniques and the lack of zoning regulations throughout the state.
- II. New Business
 1. Jefferson County COAD (Community Organizations Active in Disaster)

- a. On Wednesday, March 8, JCHSEM participated in the second ad hoc Faith-Based Community Committee meeting. During this meeting, the decision was made to move the committee to a non-governmental organization, so it was placed under G.R.A.C.E. (Greater Recovery and Community Empowerment) with Ms. Goldman chairing the committee. The Faith-Based Community Committee opened the committee to the entire community, creating Jefferson County COAD.
 - b. Ms. Goldman discussed the purpose of the COAD for the Steering Committee and explained how Faith-Based Communities implement emergency preparedness by giving examples of what her church has accomplished. Ms. Miller discussed how the preparedness activities could be as simple as encouraging Nixle registration or hosting an emergency preparedness class for parishioners. Ms. Goldman invited members of the committee to attend the next meeting of the Faith-Based Community Committee which will occur on Wednesday, April 19 at 1500 hours at Community Ministries.
2. Quarterly Partnership Meeting
 - a. The Quarterly Partnership Meeting will be held on Friday, April 28 at 1200 hours at the National Conservation Training Center in Shepherdstown. Ms. Miller noted that information about the meeting, links to register, and the speaker will be sent out shortly.
3. Community Rating System
 - a. Ms. Miller reported that she has received verbal notification that Jefferson County has had its rating increased from a class 8 to a class 6. Being a class 6 community, Jefferson County residents who are outside of the municipalities will receive a 20% discount on flood insurance premiums. Ms. Miller noted that Jefferson County has the best CRS rating in the state. She stated that this adjustment is not yet in effect, but FEMA will send out notification once it has been implemented.
4. 2017 Training and Exercise Calendar
 - a. Ms. Miller requested committee members to provide additional training options for the calendar. She mentioned that the calendar is utilized by counties of the Eastern Panhandle for training opportunities.
5. Nurture Nature Center Focus Group
 - a. On Monday, April 3 at 1700 hours, the Nurture Nature Center held a focus group to continue their research project with the National Oceanic and Atmospheric Administration, about the use of the National Weather Service's flood forecast and warning tools. The focus group met at the Jefferson County Maintenance Department.
 - b. Ms. Miller stated that the Nurture Nature Center initially came out to Jefferson County in October and new community representatives were there to provide feedback. Ms. Miller expects the Nurture Nature Center to compile a report with their findings and send it out to stakeholders by the fall.
6. G-402 NIMS for Public Officials
 - a. On Wednesday, April 5 at 0800 hours, West Virginia Division of Homeland Security and Emergency Management will be teaching a G-402 National Incident Management System Course for Public Officials at Independent Fire Company in Ranson, sponsored by JCHSEM. Ms. Tabb stated that she will be attending, but was unaware if any of the other Jefferson County Commissioners will be.
 - b. Registration can be completed on Coursemill.
7. Railcar Incident Response

- a. On Saturday, April 8, there will be a Railcar Incident Response Course at the Post Theatre at the V.A. Center in Martinsburg, WV. This course is designed for first responders handling railroad incident.
8. Skywarn Stormspotter Flood Class
 - a. On Wednesday, April 12 at 1830 hours, the National Weather Service will be teaching a Flood Stormspotter course at Independent Fire Company in Ranson, sponsored by JCHSEM.
 - b. Registration can be completed on Eventbrite at:
<https://skywarnfloodjefferson.eventbrite.com/>
9. Virtual Table Top Exercise
 - a. On Tuesday, May 23 at 1200 hours, JCHSEM will be participating in a Virtual Table Top Exercise dealing with flooding with FEMA and several cities across the nation. The exercise will be taking place at the National Conservation Training Center in Shepherdstown.
 - b. Ms. Miller noted that JCHSEM has participated in a similar exercise several years ago at the Customs and Boarder Protection facility in Harpers Ferry. She stated that she has requested that Pat Davis, volunteer, serve as the exercise coordinator.
10. 2017 Exercise Series
 - a. On Monday, March 27 at 0900 hours, WV Homeland Security Region 3 kicked off the 2017 Exercise Series "Shaky Ground" with a table top exercise at the WV National Guard Armory in Moorefield, WV. Ms. Miller noted that this exercise series will be earthquake centric.
 - b. On Thursday, June 22, the series will continue with a functional exercise at the Augusta Church in Hampshire County. Ms. Miller mentioned that there will be a communications exercise in August for the emergency managers throughout the region. The full scale exercise for the region will be split over two dates, Saturday, September 9 and Saturday, September 16. The date for Jefferson County has not been determined.
 - c. Ms. Miller noted that she would like to set up and test the Volunteer Mobilization Center as a part of the 2017 Exercise Series.
11. 2017 EOP Annex Updates
 - a. Ms. Miller stated that the Jefferson County Commission has approved the contract with J.H. Consulting, LLC to update the following annexes in the Jefferson County EOP: Spontaneous Volunteers, Donations Management, Resource Support, Public Information, and Drought. The contracted date of completion will be June 30, 2017.
12. Pennsylvania State Hazard Mitigation Officer's Workshop
 - a. On Monday, April 17 and Tuesday, April 18, Ms. Miller will be teaching a Disaster Risk Reduction Curriculum at the Pennsylvania State Hazard Mitigation Officer's Workshop in Harrisburg, PA. Ms. Miller reported that this is a Resilient Neighbors Network (RNN) project and will consist of 18 modules being taught over the two days.
13. Member Sharing Time
 - a. Sheriff Dougherty reported that starting May 1, the sheriff deputies will transition from 10 hour shifts to 12 hour shifts. He mentioned that on Friday, April 29, Jefferson County will be having a drug take back day from 1000 to 1400 hours at Charles Town Walmart, Ranson Police Department, Shepherdstown Police Department, and the Sheriff's Department.

- b. Ms. Brendel stated that the American Red Cross is partnering with the Hampshire County Fire Departments to install over 70 smoke detectors across the county. She stated that she attended a Youth Preparedness Conference and reported that there were valuable lessons learned, including diversity inclusion. Ms. Brendel stated that the American Red Cross is going to be offering more training opportunities for Red Cross volunteers in Jefferson County.
- c. Mr. Sherwood reported that there is a need for blood donations across the region. He mentioned that in addition to the American Red Cross collecting blood, Virginia Blood Supply will now be having blood drives in Berkeley, Morgan, and Jefferson Counties.
- d. Mr. Smith stated that on Saturday, April 8, Independent Fire Company will be having their annual breakfast with the Easter Bunny. He mentioned that on Saturday, April 22, Bakerton Fire Department will be having their annual gunbash. Mr. Smith reported that on Saturday, April 8, the city of Charles Town will be having a ribbon cutting ceremony for Charles Washington Hall.

Mr. Sherwood adjourned the meeting at 1015 hours. The next meeting of the Steering Committee will be the Quarterly Partnership Luncheon at the National Conservation Training Center near Shepherdstown on Friday, April 28 at 1200 hours.