

**Jefferson County Homeland Security and Emergency Management
Steering Committee
January 3, 2017
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, January 3, 2017 at 0900 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Pete Dougherty, Jefferson County Sheriff; 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 0907 hours. Mr. Dougherty moved to approve the December 6, 2016 meeting minutes. All approved.

Mr. Sherwood informed the committee of the passing of Chuck Ellison, Utilities Representative for the Steering Committee and asked for a moment of silence.

I. 2017 Organizational Meeting Business

1. The Jefferson County Commission has approved all reappointments to the Steering Committee for 2017.
2. Election of Officers/Committee Chairs
 - a. Ms. Tabb moved to approve the election of Mr. Sherwood as Steering Committee Chair. All approved.
 - b. Sheriff Dougherty moved to approve the election of Mr. Smith as Steering Committee Vice Chair. All approved.
 - c. Sheriff Dougherty moved to approve the appointment of Committee Chairs as follows. All approved.
 - i. The Mitigation Committee Chair – Mason Carter.
 - ii. The Public Awareness, Education, and Training Committee Chair – Katherine Dunbar.
 - iii. The Partnership Development Committee Chair – Holly Frye.
 - iv. The Counter Terrorism Committee Chair – Barbara Miller.
3. List of Dates for 2017 Meetings
 - a. Ms. Miller distributed the list of the 2017 Steering Committee Meetings to the committee. If there is a need to change any meetings, members will be updated.

II. Unfinished Business

1. Report on PIV-I Credentialing Progress
 - a. Mr. Allen stated that 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.

III. New Business

1. 2017 Training and Exercise Calendar
 - a. Ms. Miller requested committee members to provide additional training options for the calendar. She mentioned that the calendar will be utilized by counties of the Eastern Panhandle for training opportunities.
2. 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 encouraged members of the committee to attend.
3. Faith Based Community Organizations Meeting.
 - 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, 2017, 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.
 - c. Mr. Sherwood expressed concern about active shooter incidents at a religious facilities and stated that he would like to work the Sheriff's Department to develop a plan.
4. POTUS Inauguration
 - a. Ms. Miller mentioned that the Jefferson County EOC will be activated with command staff on January 20, 2017 for the presidential inauguration. She requested that if any agencies are going to have any resources at the inauguration or serving as backfill to any agencies that will be, to let her know. Ms. Miller stated that the West Virginia National Guard will have assets at the event and that state representatives will be in the region. She said that if committee members are interested in visiting the event to check the inauguration website prior to travelling due to restrictions that will be implemented.
5. 2017 Exercise Series
 - a. Ms. Miller requested that committee members provide feedback for the 2017 Exercise Series. Committee members should determine what capabilities need to be tested, whether it is a new policy, equipment, plan, or procedures. She stated that requests are needed before January 31.
 - b. Sheriff Dougherty requested that the exercise cover a drug response to a widespread use of Carfentanil and the challenges while responding. Ms. Miller expressed interest in utilizing the High Intensity Trafficking Area (HITA) app during the exercise.

- c. Ms. Tabb inquired about what Carfentanil is. Sheriff Dougherty explained that it is a mixture of animal sedatives and heroin. The committee discussed the opioid addiction problem in the Eastern Panhandle.
- 6. New Secretary of WVDMAPS, Jeff Sandy
 - a. Ms. Miller stated that the Governor Elect has nominated Jeff Sandy as the new secretary of WVDMAPS. She said that Mr. Sandy was a former sheriff in Wood County, WV and reported that he has some innovative ideas. Mr. Sandy will be replacing Joe Thornton.
- 7. Quarterly Partnership Meeting
 - a. The Jefferson County Steering Committee will be holding its Quarterly Partnership Meeting at the Hollywood Casino at Charles Town Races. The date of the meeting has not been determined. Ms. Miller mentioned that casino revenue is down since the opening of the MGM National Harbor Casino. She recommended having the meeting there regardless if the lunch is complimentary or not. Committee members agreed.
- 8. Member Sharing Time
 - a. Ms. Miller stated that Mr. Allen and she will be attending the Eastern Panhandle Emergency Management Association meeting on Friday, January 6, 2017.
 - b. Mr. Smith expressed concern about the County Commission eliminating the EMS fees. Ms. Tabb stated that she has received eight calls and emails against fee and two calls in support of the fee. She reported that Denise Pouget, JCESA Director, stated that 93% of the fee goes to personnel to ensure 24 hour coverage across the county.
 - c. Sheriff Dougherty stated that there will be an EMS meeting on the Citizens Fire Company at 1900 hours on January 12, where there will be a HITA representative to discuss the app. He discussed what benefits the app provides along with dispelling HIPPA concerns. Sheriff Dougherty mentioned that the WV State Police have reduced coverage during the overnight shift and that the burden is being picked up by the sheriff's department. He reported that they have a deputy who will be going into training, which should be completed by the summer.

IV. Adjourn

Mr. Sherwood adjourned the meeting at 0956 hours. The next meeting of the Steering Committee will be the Quarterly Partnership Luncheon at the Hollywood Casino at Charles Town Races, the date has not been determined.