

Jefferson County Homeland Security and Emergency Management
Steering Committee/Citizen Corps
Minutes
December 5, 2017

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, December 5, 2017 at 0900 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Thomas Butcher, First Energy; Pete Dougherty, Jefferson County Sheriff; Katherine Dunbar, Good Shepherd Interfaith Caregivers; Michele Goldman, Jefferson County COAD; Sandy Green, WVDHSEM; 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 0904 hours. Mr. Butcher introduced himself to the committee.

I. Unfinished Business

1. Credentialing Update

- a. Mr. Allen stated the WV PIV-I credentialing program has been reactivated. Mr. Green, Ms. Miller, and Mr. Dougherty have had their expired credentials renewed for three years. Mr. Allen noted that the priority over the next few weeks would be to replace credentials that have expired. He explained that he would contact those with expired credentials through email, update their contact information as necessary, and determining a time to retake pictures.
- b. Mr. Green reported that there has been a push to develop software that allows PIV-I card users to have their information stored in hubs across the country, which can be accessed remotely.

II. New Business

1. Recommendations for appointments/reappointments to the Steering Committee.

- a. The Steering Committee discussed the following appointments and reappointments to committee for the Jefferson County Commission to vote on.
 - i. John Sherwood, Chamber of Commerce Representative
 - ii. Ed Smith, Fire and Rescue Representative
 - iii. Clair Brendel, Mass Care Representative
 - iv. Jeff Polczynski, Jefferson County Emergency Communications Center Representative
 - v. Michele Goldman, Health Care Representative
 - vi. Katherine Dunbar, Non-Governmental Organization Representative
 - vii. Nic Diehl, Jefferson County Development Authority Representative
 - viii. Thomas Bucher, Utilities Representative
- b. Ms. Goldman and Ms. Dunbar declined the offer to continue membership to the Steering Committee. Ms. Dunbar recommended reaching out to Jefferson County Community Ministries for a Non-Governmental Representative. Ms. Goldman recommended John Cloyd, Jefferson County COAD, as a replacement for her on the Steering Committee. Ms. Dunbar recommended to Paula Marone Reese, Good

Shepherd Interfaith Care Givers to be on the committee. Ms. Tabb mentioned Roger Dailey, Meals on Wheels, as a representative. Mr. Sherwood stated that if there are additional recommendations for the committee, to reach out to Ms. Miller and Mr. Allen before the end of the year.

- c. Ms. Miller stated that the appointments need to be presented to the County Commission by the first of the year. Ms. Tabb motioned to approve the appointments with changes. All approved.
2. 2018 Organizational Meeting
 - a. Mr. Allen stated that the 2018 Organization Meeting of the Steering Committee will be held on Tuesday, January 2, 2018 at 9000 hours in the Jefferson County EOC.
3. Quarterly Partnership Meeting
 - a. The Quarterly Partnership Meeting will be held on Friday, January 19, 2018 at 1200 hours at the Hollywood Casino at Charles Town Races. Ms. Miller noted that no speaker has been chosen to speak at the event. Information about the meeting and the link to register will be sent out in the January Newsletter.
4. Update on hiring new Director of JCHSEM
 - a. Ms. Miller provided an update on the status of hiring a new director for JCHSEM. She stated that applications have been received and are being reviewed by the county administrator. Interviews will be done with the county commission.
5. CRS (Community Rating System of the National Flood Insurance Program) Training
 - a. On Wednesday, December 6 and Thursday, December 7, WVDHSEM will be hosting a CRS Training at Tygart Lake State Park in Grafton, WV. Mr. Allen will be attending this training on behalf of JCHSEM.
6. EPEMA (Eastern Panhandle Emergency Management Agencies) Meeting
 - a. On Friday, December 8, the emergency managers of the Eastern Panhandle will be meeting at the Grant County EOC. Ms. Miller and Mr. Allen will be attending.
7. FEMA Cyber Coordination Exercise VTTX
 - a. On Tuesday, December 12, JCHSEM and Jefferson County COOP members will be participating in a FEMA Cyber Coordination Exercise, VTTX at the U.S. Customs and Border Protection Advanced Training Center from 1200 hours to 1600 hours. Mr. Allen noted that 23 people have registered to attend. Mr. Miller stated that she reached out to Russell Burgess, Jefferson County IT, about this opportunity in September and how it would be a valuable opportunity to discuss and record needed improvements in Jefferson County.
8. Ms. Miller's Retirement Reception
 - a. On Wednesday, December 13, the Jefferson County Commission will be holding a retirement reception for Ms. Miller at the Charles Town Library Meeting Room from 1400 hours to 1600 hours. Mr. Allen encouraged committee members to attend the reception.
9. The WV Emergency Management Council Meeting
 - a. On Friday, January 5, 2018 the WV Emergency Management Council will be having their meeting at the Frontier Building meeting room in Charleston, WV at 1200 hours. Mr. Green suggested that Mr. Allen attends the meeting with the newly hired Jefferson County Emergency Manager to introduce them at the conference if applicable.
10. Shaky Ground After Action/Improvement Plan Meeting

- a. The Shaky Ground After Action and Improvement Plan Meeting will be held on Wednesday, January 10, 2018 at the South Branch Inn in Hampshire County at 0900 hours. This meeting is for the counties of West Virginia Homeland Security Region 3 to develop the improvement plan, discuss the 2017 exercise series, and to begin planning the 2018 exercise series.
11. Update of the Jefferson County All Hazards Risk Assessment and Mitigation Plan.
 - a. Ms. Miller reported that the process of updating the Jefferson County All Hazards Risk Assessment and Mitigation Plan has begun. A grant application for \$60,000 was submitted to the state in July, however it has not yet been approved. Ms. Miller mentioned that the application needs to be approved by the end of 2017. Ms. Miller stated that if the grant falls through, \$10,000 has been budgeted for the project out of the JCHSEM regular budget.
 - b. Ms. Miller noted that the Jefferson County preparedness survey that ran from August to September was preplanning for this assessment.
 - c. Mr. Green recommended that Ms. Miller contact Jimmy Gianato, Director of WVDHSEM about this.
 12. Update on Jefferson County COAD
 - a. Ms. Goldman stated that the Jefferson County COAD is continuously growing, with churches and volunteer groups expressing interest. She stated that the JC COAD has had guest speakers giving presentations on disaster psychology and emergency response during hurricane Irma and Harvey. Ms. Goldman stated that the JC COAD is coordinating with American Red Cross to have shelter training for volunteers. Ms. Brendel stated that she would like to train volunteers to a standard where they can be used in American Red Cross shelters if needed.
 13. NAI Emergency Management Guide
 - a. Ms. Miller reported that she has been working with representatives of Floods.org to develop a guide for emergency managers and flood plain managers on working together as a part of the “No Adverse Impact” flood series. She stated that she has been working on the project for two years and that the final draft is under review. Ms. Miller noted that the NAI Emergency Management Guide is a valuable resource for information regarding CRS.
 14. Disaster Ready Kids Program
 - a. Mr. Vallee stated that the final Disaster Ready Kids Program for 2017 will be held at the RESA 8 Preschool, at T.A. Lowery Elementary. He stated that there will be approximately 20 children to learn about emergency preparedness. Mr. Vallee reported that 2017 was a very successful year for the program with 19 classes taught, with several at new locations, and over 375 kids and 80 adults learning how to be prepared for emergencies.
 15. Member Sharing Time
 - a. Ms. Brendel discussed the lessons learned by Red Cross from responding the Hurricane Irma in Puerto Rico, and the challenges about logistics, communications, and volunteer housing. She stated that the lessons learned could be applied to the rural communities in West Virginia. Ms. Brendel reported that there has been an increase in volunteer membership and reported home fires across the state. She stated that the Red Cross’ priority for the beginning of 2018 is to focus on training of volunteers.

- i. Mr. Sherwood recommended that Ms. Brendel speak about responding to emergencies at the Quarterly Partnership Meeting. Ms. Miller stated that Ms. Brendel was not the only one who deployed to respond. Don McLaughlin, EPA, Pam Holstein Wallace, FEMA, and Sean Epperson, Frontier have all deployed to Puerto Rico to assist. Ms. Miller noted that FEMA had to cancel several classes at EMI and other programs due to continued deployment
- b. Ms. Dunbar reported that Good Shepherd Interfaith Caregivers is looking for volunteers and financial support in order to provide for the elderly.
 - i. Mr. Sherwood thanked Ms. Goldman and Ms. Dunbar for their service.
- c. Mr. Smith stated that there has been an increase in calls for service and that it is common this time of year. He noted that Santa is working on visiting all of Jefferson County and information about times can be found on each Fire Company's website. Mr. Allen stated that he visited Santa during the Independent Fire Company Pancake Breakfast. Mr. Smith reported that over 538 people attended the breakfast.
- d. Mr. Butcher reported that First Energy is working with the Federal Government to determine needs for an uninterruptable energy supply. He noted that First Energy has been continuously developing cyber security plans due to increased cyber-attacks.
- e. Mr. Dougherty mentioned that mobile license plate readers will be installed in three Sheriff's Department Vehicles and that Jeff Polczynski and Chris Cross will be setting up the software. Mr. Dougherty reported that contacts for stationary license plate readers are five times more expensive than the state suggested they would be. He noted that the state and the contractor will have to coordinate pricing agreements before the technology can be purchased in Jefferson County.
 - i. Mr. Dougherty reported that Jessie Jones and Sue Turner are retiring at the end of the year.
 - ii. Mr. Dougherty stated that the Jefferson County Sheriff's Department is ranked number one in the state for arresting drunk and impaired drivers
 - iii. Mr. Dougherty reported that following the carbon monoxide incident, a manufacturer contacted the sheriff to send out a free 100 carbon monoxide detectors. He stated that he has been working with Denise Pouget, JCESA, to get more carbon monoxide detectors to install for the public. Ms. Brendel noted that the American Red Cross has free smoke detectors to install and would be willing to partner with them.
- f. Mr. Green discussed how 2017 taxed the resources of the Federal Government following the consistent disasters this year. He mentioned that he would like to organize the resources in the region, including a swift water rescue team and a telecommunications team. Mr. Green stated that he is going to request that Christian Fernley, WVDHSEM, offer an active action train the training course in the Eastern Panhandle.

Mr. Sherwood Adjourned the meeting at 1025 hours. The next meeting of the JCHSEM Steering Committee will be the annual organizational meeting on Tuesday, January 2 at 0900 hours at the Jefferson County EOC.