

**Jefferson County Homeland Security and Emergency Management**  
**Steering Committee/Citizen Corps**  
**June 27, 2017**  
**Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, June 27, 2017 at 0900 hours. Those present were Steve Allen, JCHSEM; Mason Carter, Jefferson County Engineering Department; Pete Dougherty, Jefferson County Sheriff; Michele Goldman, Jefferson County COAD; Barbara Miller, JCHSEM; John Sherwood, Jefferson County Chamber of Commerce; Jane Tabb, Jefferson County Commission; and Brandon Vallee, JCHSEM.

Mr. Sherwood, Chair, called the meeting to order at 0913 hours. Ms. Goldman moved to approve the minutes of the April 4, 2017 meeting. All approved.

- I. Unfinished Business
  1. Credentialing Program
    - a. Ms. Miller stated that the PIV-I Credentialing Program is currently on hold. She reported that the state is not continuing the current contract and is looking for new vendors.
  2. Virtual TTX on Flood Exercise
    - a. On Tuesday, May 23 at 1200 hours, JCHSEM participated in a Virtual Table Top Exercise dealing with flooding with FEMA and several cities across the nation. The exercise took place at the National Conservation Training Center in Shepherdstown. She stated that Keith Gillan served as the exercise facilitator for Jefferson County.
    - b. Mr. Sherwood inquired about the roles of volunteers at exercises and special events moving forward. Ms. Miller discussed that during the exercise, there was discussion about legal liability of the county using volunteers. Additional information has been sent to Nathan Cochran, Jefferson County Assistant Prosecuting Attorney, and his office is reviewing the information at this time.
  3. 2017 Exercise Series
    - a. On Thursday, June 22, the 2017 exercise series continued with a functional exercise at the Augusta Church in Hampshire County. Ms. Miller reported that the exercise is focused on response and recovery from a major earthquake in Bluemont, VA that affects Jefferson County. She stated that there were people who have never participated in an exercise before participating in the functional exercise, including Anita Whiteside with Eastern Panhandle Hospice. Ms. Miller discussed that during the exercise, the first inject of the day was that she was incapacitated and Mr. Allen had to take over responsibilities of Emergency Manager.
    - b. The Shaky Ground Full Scale Exercise will be held on Saturday, September 9 in Jefferson County. Registration information for that exercise will be sent out

when available. A planning meeting with the EPA exercise planners is forthcoming.

4. Jefferson County COAD
  - a. Ms. Goldman discussed the purpose of the Jefferson County COAD to the committee. She stated that the purpose of the committee is to promote disaster preparedness and organize community organizations who would help before, during, or after a disaster. Ms. Goldman stated that during the May 17 COAD meeting, the group focused on the roles of churches and religious organizations during a disaster. Ms. Miller stated that Jenny Gannaway, WV VOAD, is interested in attending a future Jefferson County COAD meeting. Ms. Goldman reported that there are currently 24 members of the committee with interest from several other organizations and individuals.

## II. New Business

1. 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. She stated that J.H. Consulting, LLC has submitted drafts to her for review.
2. Flood Repetitive Loss Properties and Mitigated properties
  - a. On June 21, JCHSEM staff conducted its annual tour of the repetitive loss properties and mitigated properties in Jefferson County. Ms. Miller informed the committee that a repetitive loss property is any property that has filed two or more flood insurance claims for any ten year period. She noted that the information regarding the properties is protected information per FEMA.
3. Shannondale Lake Dam Plan
  - a. Ms. Miller stated that the Shannondale Lake Dam Plan is currently under review by the WVDEP. She reported that an engineer assists with writing the plan and conducts monthly inspections, while a WVDEP engineer looks for structural deficiencies once a year.
4. Disaster Ready Kids Program
  - a. Mr. Vallee discussed the Disaster Ready Kids Program with the committee. He stated that so far in 2017, there have 5 DRK kids programs with over 100 children and adults taught about disasters. Mr. Vallee noted that there are currently 10 classes scheduled during the month of July, and if anyone was aware of a school, daycare, youth group, camp, that is interested in having a program to contact him.
  - b. Ms. Goldman stated that she will inquire with St. Anges Church to determine if they are interested. Mr. Sherwood mentioned that reaching out to children with are homeschooled is something to consider.
5. Jefferson County Fair 2017
  - a. During the week of August 20-26, JCHSEM staff along with volunteers will be at the fair to talk about emergency preparedness with the community, as it is one of

the best ways to reach out to the public. Ms. Miller stated that the Jefferson County LEPC will once again be paying for the booth and volunteer tickets. She noted that once the LEPC has signed up for volunteer spots, Steering Committee members will be able to sign up.

- b. Ms. Miller stated that this year, there will be a survey distributed to ask for community input for the hazard mitigation plan.
6. Quarterly Partnership Meeting
    - a. The Quarterly Partnership Meeting will be held on Friday, July 28 at 1200 hours at the Skippers Dips and Deli in Charles Town. Ms. Miller reported that she requested Thomas Butcher, External Affairs Manager at First Energy, to be the speaker at the event, however this has not been confirmed. Ms. Miller noted that information about the meeting and the link to register will be sent out shortly.
  7. Webinar Series on Damage Assessment
    - a. Ms. Miller stated that starting Friday, June 30, Futurity IT will be holding a reoccurring webinar series about the Orion Damage Assessment resource once a month that JCHSEM staff will be participating in.
  8. Member Sharing Time
    - a. Mr. Sherwood expressed concern about a roles of volunteers in the county.
    - b. Mr. Dougherty reported that on September 9, eleven Jefferson County Sheriff's Department Reservists will be graduating. The reservists will assist with special events such as the county fair. He also mentioned that Happy Retreat will be holding a special event on that day.
    - c. Mr. Carter mentioned that there are currently 24 active ordinance complaints in Jefferson County, two of which are in the flood plain. He stated that the department has been busy with the permitting process and handling court dates for properties out of compliance.
    - d. Ms. Miller said that the WVDOT was unable to provide mobile electronic traffic signs for the Jefferson County Parks and Recreation Fireworks Display on July 1. Mr. Dougherty stated that he inquiring on the use of stationary signs to assist with traffic. Ms. Miller stated that Jefferson County Parks and Recreation will be showing a movie following the fireworks display, which should assist in alleviating traffic.

Mr. Sherwood adjourned the meeting at 0955 hours. The next meeting of the Steering Committee will be the Quarterly Partnership Luncheon at Skippers Dips and Deli in Charles Town on Friday, July 28 at 1200 hours.