

**Jefferson County Homeland Security and Emergency Management  
Steering Committee/Citizen Corps  
Minutes  
January 19, 2018**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Hollywood Casino at Charles Town Races on Friday, January 19, 2018 at 1400 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Thomas Butcher, First Energy; Nicholas Diehl, Jefferson County Development Authority; Holly Frye, Shepherd University; Sandy Green, WVDHSEM; Donald Grubb, WVU Medicine – Jefferson Medical Center; Paula Marrone-Reese, Good Shepherd Interfaith Caregivers; Jeff Polczynski, Jefferson County Emergency Communications Center; 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 1400 hours.

**I. Election of Officers and Appointments of Chair**

1. Mr. Vallee noted that the position of Public Awareness, Education, and Training Committee Chair was vacant and that a committee member needed to be nominated to chair the committee. The committee nominated Ms. Marrone-Reese to be the Chair of the Public Awareness Committee.
2. Ms. Frye stated that she was no longer able to be the Chair of the Partnership Development Committee due to other commitments. Mr. Vallee reported that this committee has not met in over four years. The committee decided to combine the Partnership Development Committee with the Public Awareness Committee.
3. Ed Smith moved to approve the election for Officers and Committee Chairs. All approved. The 2018 Steering Committee Officers and Committee Chairs are as follows:
  - i. Chair, John Sherwood
  - ii. Vice Chair, Ed Smith
  - iii. Mitigation Committee Chair, Mason Carter
  - iv. Public Awareness, Education, and Training Committee Chair, Paula Marrone-Reese
  - v. Counter Terrorism Committee is chaired by the JCHSEM Director

**II. Additional Discussion**

1. Mr. Allen discussed the possibility of the committee meeting at a different day and time. Ms. Frye noted that she is not able to attend the Tuesday 0900 hour meetings. Mr. Sherwood recommended setting up a survey for committee members to vote on when the committee should meet and discuss that during the February meeting.

**III. Adjourn**

1. Mr. Sherwood Adjourned the meeting at 1410 hours. The next regular meeting of the JCHSEM Steering Committee will be on Tuesday, February 27 at 0900 hours at the Jefferson County EOC.