

**Jefferson County Homeland Security and Emergency Management  
Steering Committee  
Minutes  
February 26, 2018**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Monday, February 26, at 0900 hours. Those present were Steve Allen, JCHSEM; Thomas Butcher, First Energy; Donald Grubb, WVU Medicine – Jefferson Medical Center; Paula Marrone-Reese, Good Shepherd Interfaith Caregivers; Kelly Parsons, Nichols, DeHaven, and Associates; Ed Smith, Independent Fire Company; Jane Tabb, Jefferson County Commission; and Brandon Vallee, JCHSEM. Holly Frye, Shepherd University attended the meeting by phone.

Mr. Smith, Vice Chair, called the meeting to order at 0905 hours.

Ms. Frye moved to approve the minutes of the December 5, 2017 meeting and the January 19, 2018 meeting. All approved.

**I. Unfinished Business**

1. Discussion on Future Meeting Dates, Frequency, and Times
  - a. Mr. Allen distributed the Survey Monkey results and reviewed the responses by the committee. He noted that the majority of committee members want 8 meetings a year (1 quarterly partnership luncheon and 1 regular meeting) and that the meeting days and times are varied.
  - b. Mr. Allen proposed only having JCHSEM Steering Committee meetings after the Quarterly Partnership Luncheon. Mr. Smith inquired if there was a legal requirement to have a set number of meetings. Mr. Allen reported that there is no mandated requirement to have committee meetings. Mr. Vallee noted that the committee would have to meet to choose appointments to the committee and for the election of officers/chairs. Mr. Smith proposed having the meetings run after the Quarterly Partnership Luncheons and scheduling additional meetings as needed. The committee debated the merits of both proposals including the discussion of the role of the committee and what is expected of the committee members.
  - c. Ms. Tabb moved to approve holding JCHSEM Steering Committee Meetings after Quarterly Partnership Luncheons with the ability to call additional meetings. All approved.
2. JCHSEM Budget Update
  - a. Mr. Allen stated that he gave the departmental budget presentation on Monday, February 12 and that it was well received. Mr. Allen discussed a plan to reconfigure the Jefferson County EOC and update equipment with the committee. Mr. Grubb inquired if the budget has been approved. Ms. Tabb said that the county commission is currently deliberating the budget.

**II. New Business**

1. JCHSEM Deputy Director/Planner/Program Manager position vacancy

- a. Mr. Allen reported that six resumes for the position have been submitted and that they are being reviewed. Mr. Allen briefly discussed the candidate's skills and how they could contribute to the department. Ms. Tabb inquired if there will be an interview process. Mr. Allen stated that the first round of interviews will be scheduled during the first full week of March.
2. Jefferson County All Hazards Mitigation Plan Meeting
  - a. On Friday, February 28 the Jefferson County All Hazards Mitigation Planning Committee held their first meeting at the Jefferson County Maintenance Department meeting room from 1100 to 1300 hours. He stated that J.H. Consulting, LLC has been awarded the contract to work on the plan and that it is on a tight schedule. The draft of the All Hazards Mitigation Plan will be due on May 1, with the final due on June 1.
  - b. The next meeting of the All Hazards Mitigation Planning Committee will be on Tuesday, March 27 from 1100 hours to 1300 hours at the Jefferson County Maintenance Department meeting room. Mr. Allen encouraged committee members to attend.
3. 2018 Training and Exercise Calendar
  - a. Mr. Allen requested that committee members provide additional training options for the calendar. He noted that the calendar will be utilized by counties of the Eastern Panhandle for training opportunities.
4. 2018 Exercise Series
  - a. Mr. Allen requested that committee members provide feedback for the 2018 Exercise Series. Committee members should determine what capabilities need to be tested, whether it is a new policy, equipment, plan, or procedures. Mr. Grubb requested that Med Surge at Jefferson Medical Center be tested in the exercise series.
  - b. The 2018 Exercise Series Table Top Exercise will occur on Tuesday, April 24 at Potomac State College in Mineral County. Registration for the exercise can be completed on Eventbrite: <https://www.eventbrite.com/e/epa-shenandoah-valley-region-table-top-exercise-tickets-42291524087>
  - c. Mr. Allen stated that he has been discussing with Sandy Green, WVDHSEM about the possibility of remotely attending the exercise from Jefferson County.
  - d. Ms. Marrone-Reese stated that the Jefferson County COAD is developing a training for active shooters that will be open to the community. Mr. Vallee requested that Ms. Marrone-Reese send the information to him once it is completed.
5. 2018 Emergency Operations Plan
  - a. Mr. Allen reported that he has discussed the next phase of updating the Jefferson County Emergency Operations Plan with J.H. Consulting, LLC and that the details on which sections that need to be updated is underway.
6. Training
  - a. Mr. Allen noted that there are several upcoming training opportunities available on Coursemill training registration page and encouraged committee members to attend.
    - i. On Tuesday, March 6 there will be an AWR 302: Pipeline Security in Rural Communities at the Braxton County Technology Center.
    - ii. On Wednesday, March 28 there will be an AWR-136: Essentials of Community Cyber Security course at Canaan Valley Resort. This course is a prerequisite for MGT-384.
    - iii. On Wednesday and Thursday, March 28-29 there will be a MGT-384: Community Preparedness for Cyber Incidents course at Canaan Valley Resort.

- iv. On April 16 to April 20, there will be a L-0967 All Hazards Specific Logistics Chief Course at the Days Inn in Flatwoods, WV.
  - v. On May 1, there will be a MGT-347: ICS Forms Overview at Blackwater Falls State Park.
  - vi. On May 1 to May 3, there will be an ICS 300: Intermediate ICS for Expanding Incidents course at Blackwater Falls State Park.
- b. Registration for these courses can be completed on Coursemill:  
<http://www.onlinelearning.wv.gov/dmapscm6>

### **III. Member Sharing Time**

1. Ms. Marrone-Reese distributed a calendar of events for Good Shepherd Interfaith Caregivers to the committee and encouraged committee members to pass the information along regarding the organization and fundraiser events.
2. Mr. Butcher reported that First Energy has changed the tree trimming cycle from a five year plan to a four year plan in Jefferson County. He noted that Jefferson County has been fortunate that there hasn't been a storm system that produces both high winds and heavy rains with as saturated the ground is.
3. Mr. Grubb mentioned that the regional hospital exercise has been postponed until later.
4. Mr. Smith reported that Denise Pouget, Jefferson County ESA will be moving on from that position and working for the Washington Airport Authority as an assistant Fire Chief.

### **IV. Adjourn**

1. Mr. Smith adjourned the meeting at 1011 hours. The next meeting of the JCHSEM Steering Committee will be determined at a later time.