

**Jefferson County Homeland Security and Emergency Management
Steering Committee
Minutes
April 27, 2018**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at Alfredo's Mediterranean Grille and Steak House on Friday, April 27, 2018 at 1300 hours. Those present were Steve Allen, JCHSEM; Clair Brendel, American Red Cross; Thomas Butcher, First Energy; Pete Dougherty, Jefferson County Sheriff's Department; Paula Marrone-Reese, Good Shepherd Interfaith Caregivers; Kelly Parsons, Nichols, DeHaven, and Associates; 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 1339 hours. Mr. Dougherty moved to approve the minutes of the February 26, 2018. All approved.

I. Unfinished Business

1. 2018 West Virginia Homeland Security Region 3 Exercise Series

- a. On Tuesday, April 24, the "Derecho Super Cell" Table Top Exercise took place at Potomac State College in Keyser, WV. All of the counties in West Virginia Homeland Security Region 3, along with Pendleton County, WV, Allegany County, MD, Garrett County, MD, and Washington County MD participated in the exercise series.
 - i. Mr. Allen stated that the exercise covered wide spread storm damage throughout the region with damages to structures, including the Hollywood Casino at Charles Town, numerous injuries, wide spread power outages and a bomb threat at Hospice of the Eastern Panhandle.
 - ii. Mr. Allen reported that after the exercise, there was a discussion of having a remote site in Jefferson County to encourage participation of first responders in the county. They would utilize HSN Connect and ETEAM to report out.
 - iii. Mr. Sherwood inquired if the functional exercise is going to be in Keyser, WV. Mr. Allen said the location has yet to be determined, but it is scheduled for July 17 and participation from all agencies is encouraged.

II. New Business

1. Jefferson County All Hazards Mitigation Plan Meeting Updates

- a. Mr. Allen stated that the All Hazards Mitigation Planning Committee is wrapping up the 2018 update to the plan. He noted that they have been working with J.H. Consulting, LLC to update the plan through a series of in person and phone meetings. Mr. Allen reported that the next meeting of the committee will be on Tuesday, May 1 at the Jefferson County Maintenance Meeting Room. He discussed how some of the key players in the planning process have not participated in the committee, even though they are required to by FEMA. Mr. Vallee noted that each municipality is required to submit two projects for the plan. Mr. Allen said that the All Hazard Mitigation Plan has an important role in earning points for the CRS program.
- b. Mr. Allen stated that there will be a need for a public meeting to review the draft of the document, but the date of that meeting has not been determined.

- c. Ms. Brendel encouraged Mr. Allen to reach out to Michele Goldman, Jefferson County COAD, about participating in the committee. Ms. Marrone-Reese commended J.H. Consulting, LLC on the excellent job they are doing organizing the plan.
2. JCHSEM Deputy Director/Planner/Program Manager position vacancy update
 - a. Mr. Allen reported that the hiring committee has interviewed four candidates for the Deputy Director/Planner/Program Manager position and three background checks were administered. Two of the interviewed candidates have dropped out of the hiring process. He noted that they are finalizing the selection process and hope to seek county commission approval of the candidate before the end of May.
3. Community Rating System (CRS)
 - a. Mr. Allen mentioned that he submitted the annual review of the Jefferson County CRS program to FEMA. He noted that the review looks at any updates that have occurred since the reaccreditation process such as exercise verification or public information products.

III. Member Sharing Time

1. Ms. Brendel stated that Monday, May 14 will be her last day as the American Red Cross representative for the Eastern Panhandle. She reported that she will be moving to Kentucky and working for the Louisville chapter of the American Red Cross. The committee wished her the best.
2. Mr. Butcher mentioned that First Energy is touring the region and offering to provide assistance to communities that are planning on becoming a “Smart City”. He described some of the actions of a “Smart City” as being efforts to conserve electricity (street lights and signal lights that turn on when they see motion, instead of being on all the time), adopting green technologies, and adding new hi-tech capabilities, such as city-wide 5G Wi-Fi. Mr. Vallee recommended that Mr. Butcher reach out to Andy Blake, city of Ranson, about the program.
3. Ms. Marrone-Reese discussed the challenges of increasing the amount of clients served by Good Shepherd Interfaith Caregivers while burdened with obsolete technology. She looked to the committee for ideas on how to solve this problem.
4. Mr. Dougherty mentioned that the Jefferson County COAD held a training for the faith based community on active shooter response and that is very well attended. He said there were approximately 100 people in attendance.
5. Mr. Vallee stated that the Disaster Ready Kids program is again underway and asked the committee if there are any youth organizations, which want to have emergency preparedness training, to get in touch with him. Mr. Vallee reported that on Tuesday, May 8 he will be presenting at the Aging Well Workshop in Shepherd University.
6. Mr. Allen discussed the challenges of using volunteers under current Jefferson County policy and how the county administer and assistant prosecuting attorney are working on a solution.

IV. Adjourn

1. Mr. Sherwood adjourned the meeting at 1414 hours. The next meeting of the JCHSEM Steering Committee will be determined at a later time.