

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

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at Paddy's Irish Pub on Friday, July 27, 2018 at 1300 hours. Those present were Steve Allen, JCHSEM; Thomas Butcher, First Energy; Mason Carter, Jefferson County Engineering Department; Pete Dougherty, Jefferson County Sheriff's Department; Holly Frye, Shepherd University; Sandy Green, WVDHSEM; Paula Marrone-Reese, Good Shepherd Interfaith Caregivers; James Sager, JCHSEM; John Sherwood, Jefferson County Chamber of Commerce; Ed Smith, City of Charles Town; Brandon Vallee, JCHSEM, and Evan Workman, American Red Cross.

Mr. Sherwood, Chair, called the meeting to order at 1305 hours. The committee introduced themselves. Ms. Marrone-Reese moved to approve the minutes of the April 27, 2018. All approved.

**I. Unfinished Business**

1. JCHSEM Deputy Director/Planner/Program Manager update
  - a. Mr. Allen introduced Mr. Sager to the committee as the new JCHSEM Deputy Director. Mr. Sager formally introduced himself and discussed what he will be working over the coming weeks.
2. 2018 West Virginia Homeland Security Region 3 Exercise Series
  - a. On Tuesday, July 17, the "Derecho Super Cell" Functional 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 stated that the Full Scale Exercise will be split over two days with Jefferson County participating on Saturday, October 27.
3. Jefferson County All Hazards Mitigation Plan Update
  - a. Mr. Allen stated that the All Hazards Mitigation Plan has been completed and was sent to the State in early June for review. He noted that once the plan is approved by the State, it will be sent to FEMA for final approval. Once the plan has approval by the State and FEMA, it must be formally adopted by the County and Municipalities.
4. Disaster Ready Kids report
  - a. Mr. Vallee reported that the Disaster Ready Kids Program is in full swing and that he has completed eight classes with approximately 200 kids and staff receiving emergency preparedness lessons. He noted that there are three more classes scheduled for August and encouraged the committee to get in touch with him if they are aware of any organizations that would benefit from these classes.
  - b. Mr. Vallee stated that he taught emergency preparedness at the 10<sup>th</sup> Annual Aging Well Workshop at Shepherd University on Tuesday, May 8 and that it was well received by the approximately 50 medical professionals and retirees who attended.

## **II. New Business**

1. Presidential Disaster Declaration for Jefferson County for Public Assistance
  - a. Mr. Allen noted that the President has issued a Presidential Disaster Declaration for West Virginia as a result of the storms and flooding from the June 2<sup>nd</sup> storm. Because of this event, public agencies and organizations responsible for infrastructure are able to file a claim for Public Assistance. West Virginia did not meet the threshold for individual assistance. Mr. Allen reported that, Riverside Homeowners Association, Blue Ridge Mountain Fire Company, and Bakerton Fire Company plan on issuing claims.
  - b. Mr. Allen mentioned that the storm and subsequent flooding that occurred in mid-May did not generate enough damage to public and private property and there will not be a disaster declaration by the State.
2. Jefferson County Fair booth
  - a. During the week of August 19-25, 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. Mr. Allen stated that the Jefferson County LEPC will once again paid for the booth and volunteer tickets and encouraged members of the Steering Committee to volunteer. The fair volunteer schedule was distributed to the committee.

## **III. Member Sharing Time**

1. Mr. Dougherty reported that three Jefferson County Sheriff's Department Deputies have graduated from the academy, two of which are female. He noted that a former Ranson Police Department Officer, has also been hired by the Jefferson County Sheriff's Department. With these additions, the Jefferson County Sheriff's Department will be fully staffed.
2. Mr. Butcher stated that First Energy is looking for the account numbers and physical addresses of critical infrastructure, such as polling locations, police departments, fire companies, and hospitals, in order to be able to prioritize power restoration during a disaster.
3. Ms. Marrone-Reese stated that on Saturday, July 28, there will be a food bank in Shepherdstown to help those in need. She encouraged committee members to invite those in need to the event. A flyer for the event was distributed to the committee.
4. Mr. Workman provided a more formal introduction of himself. The committee discussed the nomination process for the committee.
5. Mr. Green stated that he is working towards developing and enhancing the swift water rescue resources in the Eastern Panhandle. He mentioned that the State is looking for funding to provide training for regional fire fighters and interested personnel, such as members of the West Virginia National Guard. Ms. Marrone-Reese reported that there are small grants available for training, classes, education, and equipment from the Eastern West Virginia Foundation in Martinsburg which could be used for this program.
6. Mr. Smith reported that he has been chosen to be the new Emergency Manager for the City of Charles Town.
7. Ms. Frye, said that Potomac Peddlers will once again be holding their event on Sunday, September 16. She noted that the event starts and ends at Shepherd University. Mr. Frye identified that the Bavarian Inn's Oktober Fest is also on Sunday, September 16

## **IV. Adjourn**

1. Mr. Sherwood adjourned the meeting at 1352 hours. The next meeting of the JCHSEM Steering Committee will be determined at a later time.