**Jefferson County Homeland Security and Emergency Management**

**Steering Committee & Citizen Corps Council Minutes**

**May 27, 2014**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County Maintenance Building’s Conference Room on Tuesday, May 27, 2014. Those present were: Sheriff Pete Dougherty, Jefferson County Sheriff’s Office; Barbara Miller, JCHSEM; Jessica Owens, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; John Sherwood, Jefferson County Chamber of Commerce; ED Smith, Independent Fire Company; and Jane Tabb, Jefferson County Commission.

Mr. Sherwood, Chair, opened the meeting.

The minutes from February 25, 2014 were not voted on.

**Unfinished Business:**

Ms. Miller stated that Ms. Owens has been promoted to Deputy Director/ Planner/ Program Manager. The Administrative Assistant/ Public Information Officer/ Volunteer Coordinator position has been posted on the county website.

Ms. Miller gave an update on the Resilient Neighbors Network and announced that she will be attending a conference in Colorado in a few weeks as a guest of FEMA. She will be serving on a panel and speaking about her experience in building partnerships within our community.

Ms. Owens stated that she, Ms. Miller, and several volunteers staffed a booth at Petco on May 5, 2014 in honor of Pet Preparedness Day. Information about how to prepare yourself and your pets for emergencies was handed out to customers from 9 a.m. until 5 p.m.

Ms. Miller reported that the tabletop exercise with the EPA and WV Homeland Security Region 3 was held on May 1, 2014 at the Augusta Church of Christ in Hampshire County. The scenario for this exercise includes a winter storm that causes power outages, flooding, and water contamination. This exercise series has been named ‘Cold as Ice’. The capabilities that are being tested for Jefferson County include: EOC activation, public information, mass prophylaxis, HSIN test chat room regional discussion, hospital decontamination, and mass care. The functional exercise will occur in July and the full scale exercise will be on Saturday, September 20th.

Ms. Miller announced that the LEPC will be conducting a GAP Needs Assessment for Hazmat through J.H. Harvey this year. A tabletop exercise to review the assessment will also be conducted.

Ms. Miller announced that the Jefferson County Government Continuity of Operations Plan update will begin on July 1st. This update is expected to be completed by December.

Ms. Miller noted that the Local Emergency Planning Committee will be asked to help with the Threat and Hazard Identification and Risk Assessment (THIRA) process. The process has been broken up into three parts this year. Risk scenarios within Jefferson County will need to be identified and turned in by May 30th; these risks will be identified through the Risk Assessment and Mitigation Plan.

Ms. Owens reported that the Disaster Ready Kids program began on May 1, 2014. She has already received numerous requests for presentations and is looking for volunteers to assist her with this program.

**New Business:**

Ms. Miller stated that she is currently reviewing applications for the Administrative Assistant/ Public Information Officer/ Volunteer Coordinator position. Over 65 applications have been received for this position.

Ms. Miller announced that the first 20 credentials will be issued on Thursday, June 12th. Most individuals that will be receiving their credentials are members of law enforcement and the four trusted agents for this process. This initial group was a test to make sure the credentialing process worked as intended. The first step in receiving a credential is entering personal information, finger prints, etc. into a machine; the data is then reviewed by the state and processed accordingly.

The WV Emergency Management Conference will be held June 2-4 at Pullman Plaza in Huntington. Emergency management partners are welcome to attend this conference. Both Ms. Miller and Ms. Owens will be attending this conference. Among the training sessions there will be an Emergency Management 101 class intended for new emergency managers.

Ms. Owens reported that Bark in the Park will be held Saturday, June 7th at Jefferson Memorial Park. JCHSEM will have a booth there from 10 a.m. - 2 p.m. to hand out emergency preparedness information to the public.

Ms. Miller noted that the American Red Cross will be hosting shelter training this summer. After looking at the mass care possibilities in our county, the Red Cross has realized they need more individuals trained on opening and maintaining shelters.

The WV LEPC/ SERC Conference will be held August 11-13 at the Marriott Hotel in Charleston.

The Jefferson County Fair will be held August 17-23. JCHSEM will need volunteers to help staff a booth that week. Volunteers usually staff the booth for 4 hour intervals.

Ms. Miller asked the committee if they would like to skip the committee meeting in June. Mr. Smith suggested changing the time due to a lack of quorum. The committee members present agreed to skip June’s meeting.

**Member Sharing:**

Ms. Miller stated that the opening game for the Charles Town Cannon’s will be this Friday night at 7 p.m. at Jefferson High School’s baseball field.

Ms. Tabb noted that there was a sermon last Sunday at the Zion Episcopal Church for farmland protection. A tractor and several animals were blessed at the church that day.

Ms. Miller asked the committee members on their thoughts for meeting times for this committee. Mr. Smith and Mr. Sherwood said earlier meeting times would be better for them.