**Jefferson County Homeland Security and Emergency Management**

**Steering Committee/Citizen Corps Council**

**Agenda**

**August 26, 2014**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County Maintenance Building’s Conference Room on Tuesday, August 26, 2014. Those present were: Mason Carter, Jefferson County DZE; Sheriff Pete Dougherty, Jefferson County Sheriff’s Office; Chuck Ellison, Frontier Communications; Barbara Miller, JCHSEM; Jessica Owens, JCHSEM; Debra Palmer, American Red Cross; Kelly Parsons, Nichols, DeHaven & Associates; John Sherwood, Jefferson County Chamber of Commerce; ED Smith, Independent Fire Company; Jane Tabb, Jefferson County Commission; and Brandon Vallee, JCHSEM.

Mr. Sherwood, Chair, opened the meeting.

The minutes from May 27, 2014 were approved.

1. Unfinished Business
2. New Administrative Assistant/Public Information Officer/Volunteer Coordinator, Brandon Vallee
	1. Mr. Vallee introduced himself and provided a brief explanation of his background.
3. LEPC GAP Needs Assessment and “Train Kept A Rollin’” TTX
	1. Mrs. Miller discussed how the LEPC held a tabletop exercise which tested the county’s capabilities during a hazmat response. The after action report from the TTX is still being worked on. The GAP Needs Assessment is still under development.
4. JCHSEM doing COOP update for County Government Offices
	1. Mrs. Miller stated that the County’s Continuity of Operation Plans are currently outdated. She said that the plans needed to be updated to reflect changes in technology and departmental changes.
	2. Mrs. Tabb expressed concern over the county’s website. She mentioned that the County website is currently under construction and she is hopeful that Nixle will be able to be on the website and that they can maintain all of the current content.
5. THIRA update
	1. Mrs. Miller discussed that the THIRA, also known as a Threat Hazard Identification Risk Assessment, is in the final stages of completion. A contractor was hired out to finish up the final points of the document. Approval for the contractor is on the County Commission’s agenda for August 28.
6. Disaster Ready Kids Program continues through September 30.
	1. Ms. Owens stated that the Disaster Ready Kids Program has been a huge success. The program has been running since May 1. Over 250 children have been read to, with one more reading scheduled. She also thanked the volunteers, including Mr. Sherwood, who assisted her this summer. She motioned that the program is still on going until the end of the month and that Mr. Vallee will be following up with local schools and day care facilities to see if there is interest.
7. Red Cross Sheltering Training/Exercise in Martinsburg
	1. Mrs. Palmer discussed how the sheltering training was a success. She stated that 45 people showed up for the training. The training was targeted to the faith-based community, however only 2 faith-based people showed up. Mrs. Miller and Ms. Owens attended the event and expressed how it was a helpful experience in understanding how sheltering operations work. Mrs. Miller mentioned that she was impressed at the media turn out covering the event.
8. LEPC/SERC Conference in Charleston
	1. Mrs. Miller discussed the LEPC conference and the highlights of the event. She appreciated being able to listen to Donald “Doc” Lumpkins, the creator of NIMS for all jurisdictions. In addition, she appreciated being able to listen to the delegation from Israel talking about water resources and the tools that they use for water treatment. While at the event, she was able to talk with an Amtrak representative and is seeking to have them provide training to the county’s first responders if they are interested.
9. Jefferson County Fair
	1. Mrs. Miller mentioned that the Jefferson County Fair was last week. She thanked everyone who volunteered at the event. Ms. Owens and Mr. Vallee provided additional comments on their experiences and how to improve the fair for next year. Mrs. Tabb discussed how a change in school schedule has impacted the fair attendance. Mrs. Miller stated that the Sheriff’s Department presence at the fair was appreciated and effective. Sheriff Dougherty stated that the presence of deputies at the fair allowed fair goers to feel safer, effectively patrol cars, assist in finding families.
10. ETEAM Exercise in August
	1. Mrs. Miller stated that the exercise for designed for the entire state to participate. The ETEAM exercise was developed by Monongalia County. The exercise was a one day event, designed to check the ability of Emergency Management staff to complete various tasks within ETEAM and was to be completed by the end of the day. Mrs. Miller mentioned that JCHSEM was accustomed to posting in ETEAM, especially as it is becoming mandatory to post a situational report every week.
11. Regional Communications Drill on August 2
	1. Mrs. Miller discussed that on Saturday August 2, there was a regional communications drill. The purpose of the drill was to test the HISN chat room, along with various other communications equipment. A highlight of the exercise was the realization that the regional emergency management talk group was not programed into the JCHSEM radio network. This problem was quickly resolved by Mr. Polezynski for Jefferson County’s radios.
12. New Business
	1. Credentialing Update-PIV-I Cards being issued to Law Enforcement
13. Mrs. Miller stated that the first test group for Jefferson County consisted of 20 people and that the kiosk for programing the card is in the maintenance building. She stated the benefits of having this card during critical events, specifically detailing biometrics, stats, and other details. The credentialing program will expand elsewhere in the state, however the last group which will be completed are the fire departments. Only 5000 free cards are available in the state, therefore Mrs. Miller said that she is going to get as many of those cards as possible.
	1. Community Rating System (CRS) re-accreditation in progress
14. Mrs. Miller discussed the benefit of being re-accredited, including a 10% discount on flood insurance premiums, if you are not a part of a municipality, but reside in Jefferson County. She continued by stating that this is an off year and that next year there will be more direct involvement from the ISO/FEMA in the accreditation process. Once the paperwork is completed, it will be presented to the County Commission and they will sign off on it. Mrs. Tabb motioned this as an opportunity for positive press in the media. Sheriff Dougherty expressed discontent with the Flood Map system by FEMA. While the program is burdensome, it is required and must be followed.
	1. Regional FS, “Cold as Ice” on September 20, WVHSR3
15. Capabilities to be tested in the coming year’s exercise series: EOC Activation, Public Information, Mass Prophylaxis, HSIN-Test Chat Room Regional Discussion, Hospital Decontamination, Mass Care.
16. Mrs. Miller stated that Jefferson County Health Department will be setting up a Point of Dispensing (POD) as a part of the exercise. The POD will be potentially set up at the Kohl’s parking lot or at the Citizens Fire Department. The POD will be used to distribute free flu vaccines. Sandy Hite is the point of contact for POD operations. Mrs. Miller stated that Health Department will be using JCHSEM tent as their command center. In addition, Mrs. Miller stated that Mrs. Palmer will be in the JCEOC coordinating resources on behalf of the Red Cross for the region.
17. This exercise includes Jefferson, Berkeley, Morgan, Hardy, Grant, Hampshire, Mineral, and Pendleton Counties.
	1. September is National Preparedness Month
18. Mrs. Miller discussed the draft schedule of events for Preparedness Month. She mentioned that Mr. Vallee is going to call around and try to organize more events for this month. She pointed out specific items of note, including that there is a Financial Preparedness Training being held on September 29.
	1. Preparedness Day at Home Depot on Saturday, September 27
19. Mrs. Miller discussed that JCHSEM is in the process of partnering with Home Depot to host the preparedness day. Preparedness materials and bags will be handed out to in order to spread the preparedness message. Mrs. Palmer discussed taking part in the event at Home Depot. However Mrs. Miller suggest that the Red Cross work with Walmart or another store on that day.
20. Mrs. Miller discussed that Labor Day would be an excellent opportunity for families to sit down and make a kit.
	1. Hydrology Meeting with NWS in Sterling on September 4
21. Mrs. Miller mentioned that there will be a Hydrology meeting at the NWS on September 4. The meeting is open to those who deal with flooding in their community. The meeting talks about what tools the NWS uses to predict floods and how accurate they are. This meeting is held once a year.
	1. September 11 Remembrance Ceremony at Independent Fire Company
22. Mr. Smith discussed the details of the 9-11 Remembrance Ceremony. The event itself is 30 minutes long and is scheduled to start at 9:58 am. Chaplain Henry Christie is in charge of the event and a key note speaker has not been chosen as far as Mr. Smith was aware. He expressed that it is worth attending if you have not before.
	1. CAD Report, Go Live in September
23. Mrs. Miller mentioned that the CAD system is launching on September 8 and hopes that any glitches are quickly resolved. She is looking forward to having access to the EOC/Meeting room again.
	1. Status of Emergency Management Planning Grant
24. Mrs. Miller discussed how the County Commission is still waiting to be reimbursed for the money that was spent. She stated that she was going to wait until the end of the month before asking to the Jefferson County Commission to get involved in the reimbursement.
	1. Status of SHS Generator/Equipment Grant
25. Mrs. Miller stated that due to various difficulties with historic preservation that the grant for the generator has been rolled into the next fiscal year. However, she mentioned that those financial resources were still available and that JCHSEM was able to use that grant to purchase equipment which will be utilized for damage assessment, cameras, and mobile data CAD equipment. .
	1. Status of Schools and Hospital Grants
26. Mrs. Miller discussed how this grant money was successfully applied to obtaining decontamination equipment for WVU Healthcare Jefferson Medical Center and Raptor Credentialing System and Radios for the Jefferson County School District.
27. Member Sharing Time

Mrs. Palmer thanked everyone for their participation in the Red Cross Exercise.

Mr. Smith mentioned that there will be an increase in the ambulance fee. He noted that this money goes to the JCESA and not the volunteer fire companies which also serve the county.

Sherriff Dougherty stated that the Sheriff’s Department recently brought aboard several interns and they will be working on taking pictures of the exteriors of various properties in order to provide Jefferson County Dispatch and the Sheriff’s Department with more accurate information on building layouts. In addition, they will be collecting point of contact information and hours of operation. In addition, he reminded everyone that the Mass Fatalities Conference Planning meeting will be held at the Sheriff’s Department Meeting Room at 0730 on Thursday, August 28.

Mr. Carter mentioned that overall building permits are up, compared to this time last year, however permits for properties in the flood plain are down.

Meeting is adjourned by Mr. Sherwood