



Jefferson County Homeland Security and Emergency Management  
 28 Industrial Boulevard  
 Kearneysville, WV 25430  
 P. 304-728-3329 or 304-728-3290  
 Mobile: 304-283-4227  
 F. 304-728-3320  
[bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org)

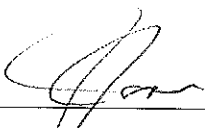
Steering Committee  
 February 26, 2013  
 Sign In Sheet

Print Name	Email	Phone	Sign In
Carter, Mason Jeff Co DPZE	<a href="mailto:mcarter@jeffersoncountywv.org">mcarter@jeffersoncountywv.org</a>	728-3228	
Dunbar, Katherine Good Shepherd Inter-Faith Caregivers	<a href="mailto:katherinednbr@yahoo.com">katherinednbr@yahoo.com</a>	725-7366	on file
Ellison, Chuck Frontier Communications	<a href="mailto:cellison@czn.com">cellison@czn.com</a>	728-2030	
Green, Sandy WV Department of Homeland Security	<a href="mailto:sanford.h.green@wv.gov">sanford.h.green@wv.gov</a>	807-5135	<i>[Signature]</i>
Jefferies, Lawrence "Jeff" Jefferson Memorial Hospital	<a href="mailto:ljefferies@jeffmem.com">ljefferies@jeffmem.com</a>	728-1695	<i>[Signature]</i>
Kelly, Lori Eastern Panhandle American Red Cross	<a href="mailto:lorraine.kelly@frontier.com">lorraine.kelly@frontier.com</a>	725-5015	
Mehling, Terri JCHSEM	<a href="mailto:tmehling@jeffersoncountywv.org">tmehling@jeffersoncountywv.org</a>	728-3329	<i>Terri Mehling</i>
Miller, Barbara JCHSEM	<a href="mailto:bmiller@jeffersoncountywv.org">bmiller@jeffersoncountywv.org</a>	728-3290	
Morgan-Frye, Holly Shepherd University	<a href="mailto:hfrye@shepherd.edu">hfrye@shepherd.edu</a>	876-5402	<i>Holly M-JC</i>
Owens, Jessica JCHSEM	<a href="mailto:jowens@jeffersoncountywv.org">jowens@jeffersoncountywv.org</a>	728-8914	<i>Jessica Owens</i>
Parsons, Kelly Nichols, DeHaven & Associates	<a href="mailto:kparsons@nicholsdehaven.com">kparsons@nicholsdehaven.com</a>	725-6525	<i>Kelly Parsons</i>
Polczynski, Jeff Jefferson County Emergency Communications Center	<a href="mailto:jpolczynski@jeffersoncountywv.org">jpolczynski@jeffersoncountywv.org</a>	728-3317	<i>[Signature]</i>
Reisenweber, John Jefferson County Development Authority	<a href="mailto:john@jcda.net">john@jcda.net</a>		
Sherwood, John Jefferson County Chamber of Commerce	<a href="mailto:jmsctwv@frontiernet.net">jmsctwv@frontiernet.net</a>	728-0180	<i>[Signature]</i>
Smith, ED Independent Fire Company	<a href="mailto:firechief@frontiernet.net">firechief@frontiernet.net</a>	279-2438	

(

(

(

Tabb, Jane Jefferson County Commission	vinemont@frontiernet.net	728-4325	
Jesse Jones	j.jones@jesd.wv.com	728-3285	

(

(

(

**Jefferson County Homeland Security and Emergency Management  
Steering Committee  
Agenda  
February 26, 2013**

- I. Call to Order, Welcome
  
- II. Minutes of January, 2013 Meeting
  
- III. Old Business
  - 1. Resilient Neighbor Network Update
  - 2. Mass Fatalities Plan/Mass Fatalities Conference update...Sandy Hite
  - 3. 2013 Multi-Jurisdictional Risk Assessment and Mitigation Plan-Terri Mehling
  - 4. Community Participation Project Grant from Del. Lawrence \$3,000 Approved
  - 5. Emergency Management Performance Grant Application (EMPG) (pending)
  - 6. FEMA 2012 Community Resilience Innovative Challenge Grant Application (pending)
  - 7. Boy Scout Troop #6 E-Prep Badge Work, 02/07/13
  - 8. Terri to Hawks Nest SP for Rapid Assessment Workshop Training 02/19-20/13
  - 9. County Budget Presentation on 02/20/13
  - 10. Media Day 02/20/13....Jessica Owens
  
- IV. New Business
  - 1. Business Continuity Plan Workshop, February 26, 2013
  - 2. Region 3 Homeland Security Emergency Manager's Meeting, Moorefield, 02/27/13
  - 3. Regions 8 & 9 Hospital Association Panel Discussion on March 01, 2013
  - 4. Regional Health Department In-Service in Martinsburg on March 01, 2013
  - 5. Public Safety Brown Bag Luncheon on March 06, 2013, Charles Town Library Noon
  - 6. Operation Newton, VA Med Center Planning Meeting on March 07, 2013 10-Noon
  - 7. Operation Newton, VA Med Center Tabletop Exercise, March 14, 2013, 8:30-Noon
  - 8. VDEM/VEMA Mass Fatalities Training and VA Symposium, March 18-22, 2013
  - 9. Operation Newton, VA Med Center Full Scale Exercise, April 4, 2013, 9:30-4:00 p.m.
  - 10. Recovery from Disaster, The Local Government's Role, March 19-20 North Bend SP
  - 11. EOP (Emergency Operations Plan) Annexes for Updates/Revisions for 2013
  - 12. StormReady Community Reaccreditation in 2013
  - 13. C.E.R.T. Classes, April 9-May 2, 2013 6-9 p.m. on Tuesdays and Thursdays
  - 14. Regional Area Liaison Report.....Sandy Green
  
- V. Member Sharing Time
  
- VI. Adjourn

The next meeting will be on March 26, 2013.

**Jefferson County Homeland Security and Emergency Management  
Steering Committee & Citizen Corps Council Minutes  
January 8, 2013**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County Emergency Operations Center on Tuesday, January 8, 2013 at 0900 hours. Those present were: Chuck Ellison, Frontier Communications; Lawrence "Jeff" Jefferies, Jefferson Memorial Hospital; Lori Kelly, Eastern Panhandle American Red Cross; Chief John McAvoy, Shepherd University; Terri Mehling, JCHSEM; Barb Miller, JCHSEM; Holly Morgan-Frye, Shepherd University Service Learning Program; John Sherwood, Jefferson County Chamber of Commerce; and Ed Smith, Independent Fire Company.

#### Introductions

Mr. Sherwood, Chair, opened the meeting with approval of minutes. Holly Morgan-Frye moved to approve the November minutes, Lori Kelly seconded the motion, all approved.

Ms. Morgan-Frye introduced her guest, Chief John McAvoy, Shepherd University's new Chief of Police.

Ms. Miller announced that the meeting today is the annual organization meeting.

Ms. Miller and Ms. Mehling proposed the idea that the Animals and Disaster Committee and People with Special Needs Committee be combined again with the Public Awareness Committee meetings. Items of importance for each group would still be discussed.

Mr. Sherwood made a motion to approve the combining of the Animals and Disaster Committee, Special Needs Committee, and Public Awareness Committee into one committee; all approved.

Ms. Miller reported that Paul Espinosa will no longer be on the Steering Committee due to his new responsibilities in Charleston, WV. Chuck Ellison will serve as his replacement for Frontier Communications.

Ms. Miller read the list of recommended appointments to the Steering Committee. This list of recommendations will go to the County Commission for approval.

Ms. Morgan-Frye made a motion to approve the list of candidates for the Steering Committee. Mr. Jefferies seconded the motion, all approved.

Mr. Sherwood stated that election nominations could now be made for the Steering Committee.

Mr. Smith nominated Mr. Sherwood for the position of Chair of the Committee. Mr. Jefferies seconded this nomination, all approved.

Ms. Kelly volunteered for the position of Vice-Chair of the Committee.

Mr. Jefferies made a motion to elect Ms. Kelly. Mr. Smith seconded the motion, all approved.

Ms. Miller announced that Mr. Mason Carter will no longer serve as Risk Assessment and Mitigation Planning Committee Chair due to other commitments.

Ms. Miller asked Mr. Jefferies if he would be willing to serve as the Risk Assessment and Mitigation Planning Committee Chair. Mr. Jefferies agreed to serve as the new Chair under the supervision of Ms. Mehling.

Kelly Parsons was elected as the Public Awareness, Education, and Training Committee Chair; Jeff Jefferies as the Risk Assessment and Mitigation Planning Committee Chair; and Holly Morgan-Frye as the Partnership Development Committee Chair. Ms. Morgan-Frye seconded the motion, all approved.

Ms. Miller noted that by default she is the Chair of the Counter Terrorism Committee.

#### **Old Business:**

Ms. Miller provided an update on the Resilient Neighbors Network (RNN). Jefferson County was chosen as one of seven communities from the country to participate in this network. Each month there is a conference call among the communities to provide updates. At the moment, funding for the now ten communities is being sought in order to do more projects. The RNN is still in an infancy stage and the project is going forward, but not quickly.

Ms. Miller noted that the mass fatalities plan will be worked on later this month. This plan is under the direction of the Jefferson County Health Department. At the moment, the County is only able to house five bodies in the event of a catastrophe. Some individuals in the County went to training over a year ago and identified needs for the County which included a mass fatalities plan.

The Local Emergency Planning Committee (LEPC) will be having a conference this October 29-30 regarding mass fatalities for individuals that would work mass fatality events in the National Capitol Region and West Virginia. This event is considered a fundraiser for the LEPC that will allow for additional programs in the future. The Incident Command Structure (ICS) is being used to delegate responsibilities and prepare for the conference. Additional questions regarding the conference can be answered by the Incident Commander, Ms. Sandy Hite of the Jefferson County Health Department.

Ms. Miller announced that the training and exercise calendar distributed at the meeting is a multi-year calendar. This calendar is both required by the state and NIMS. Updates to this calendar can be sent to JCHSEM. The events highlighted in yellow are events planned by JCHSEM or local government.

Ms. Miller noted that Mr. Polczynski has planned for a radio training session. NIMS 300 and 400 are being taught January 8<sup>th</sup>-10<sup>th</sup> in the maintenance department's conference room.

Ms. Miller also stated that there will be a workshop on January 25<sup>th</sup> at the VA Medical Center for an exercise on April 4<sup>th</sup>, 2013. JCHSEM has committed to participating in this exercise. The scenario is that a C-15 has crashed into the VA Medical Center. Subsequent actions such as evacuations and hospital transfers will be practiced that day. JCHSEM will act as a support for Berkeley County Emergency Management during this exercise. The Jefferson County Health Department, American Red Cross, and Jefferson Memorial Hospital will also be participating in this exercise.

Ms. Miller reported that the Emergency Operations Center (EOC) will be activated on Monday, January 21, 2013 to monitor the POTUS inauguration. Only command staff will be present at this activation unless something goes wrong.

Ms. Miller noted that the EOC for Rural Jurisdictions will be taught in Parkersburg on January 30, 2013. ACAMS for Schools in Training will also be taught in Martinsburg this month. An EMT course at the Jefferson County Emergency Services Agency will be given this month as well. Recommendations of independent study courses to be taken each month are also highlighted in teal on the training and exercise calendar.

Ms. Mehling provided an update on the All Hazards Risk Assessment and Mitigation Plan that has been reviewed over the last few months. The plan is currently in draft form and is being reviewed by Doug Britvec of J.H. Consulting. The goal is to have the plan completed and accepted by West Virginia and FEMA by this June. It is important that this plan receives input from everyone. After the rough draft is ready for review, it will be placed on our website due to the size of the document. Annual meetings regarding this plan are set up to examine the goals and strategies and make sure they are being followed. New goals and strategies must be established every five years with the update to the plan.

With help from Delegate Lawrence a total of \$3,000 has been approved for our Animals in Disaster Training through the Community Participation Project Grant. At this time we do not know when the money will be available, but the end of the budget year is at the end of April/ beginning of May. As soon as the funding becomes available training will be set up.

Ms. Miller mentioned that she submitted an Emergency Management Performance Grant in November 2012. This grant is supposed to be for the project period of January 1, 2012-December 31, 2012. The state is running behind right now and has not yet approved these grants. This grant funds a portion of the salary for JCHSEM staff and is also used as planning money. Congress designed this grant to be distributed to the applicants based on their proposed list of expenses for the upcoming year. Despite this intention, the grant is being dispersed more as a reimbursement for costs that were accrued for events that have already happened.

The FEMA 2012 Community Resilience Innovative Challenge Grant was supposed to be announced by October 31, 2012. Due to Super Storm Sandy, the announcement was postponed to December 31, 2012. There are approximately five of these grants available and over 2,000 applicants; as a result no selection has been made at this time. JCHSEM submitted this application to help develop programs with our faith-



based community. Based on the unlikelihood that JCHSEM will be a recipient of this grant, our office will look for funding elsewhere.

The budget process for Jefferson County is currently underway. Department heads are attending weekly meetings regarding the budget and are expected to develop line-item budgets for their departments. Specific plans of how and where the money will be spent are also being required.

Ms. Miller stated that JCHSEM is now using Twitter and Nixle. Individuals can see our updates and weather alerts through Twitter by following @JCHSEM. Nixle is another alert system that sends out both text messages and e-mails to those signed up regarding weather alerts and other important information for our area. You may sign up through the Nixle widget on the home page for the Jefferson County Commission or by texting your zip code to 888777 and then JCHSEM to this same number. Ms. Mehling will continue to send out weather alerts via e-mail for a little while longer, but the intent is for Nixle to replace this need. Nixle does not allow our office to see who has signed up for the service, so it is your responsibility to sign up.

The Partnership Luncheon will take place on Wednesday, January 16, 2013 at the Epic Buffet located inside the Hollywood Casio at Charles Town Races. Please contact Ms. Mehling if you would like to attend.

Ms. Miller reported that planning for the POTUS inauguration is being done in the Counter Terrorism Committee Meetings. Different resources and processes that would need to be utilized should something go wrong at the inauguration have been discussed at these meetings.

Ms. Miller noted that the Emergency Operations Plan (EOP) will need to be updated this year. A request for proposals was recently placed on the County website and we have now received the bids for this update. Our hiring recommendation will be submitted to the Commission next week.

The Local Emergency Planning Committee (LEPC) is also doing a new emergency plan. This plan will be created to fulfill the requirement for emergency planning by the LEPC and will also serve as an annex in the County's EOP.

Ms. Miller commented that she is in the process of reviewing all of the After Action Reports and improvement plans for 2012. There were 12 exercises in total. By examining these reports we can identify any ongoing issues and develop improvement ideas. Nixle is serving as an answer to one of our problems in the past of dispersing important information to more of our community.

Ms. Miller reported that the Storm Ready Community accreditation must be redone every three years. This year JCHSEM and Mr. Polczynski will be going to Sterling to understand how the National Weather Service makes the decision to send out weather watches and warnings. The National Weather Service will also look at our community programs and examine what we are doing and teaching in our community. If we meet their criteria we are reaccredited.

### **Member Sharing**

Chief McAvoy of Shepherd University introduced himself to the Committee and stated that he would like to be placed on the appropriate e-mail lists. Prior to becoming Chief at Shepherd he served 20 years in the NYPD. He also has his bachelor's degree in emergency planning and response.

Ms. Kelly stated that she is headed to Stonewall Jackson after the meeting to participate in the Red Cross Leadership program.

A list of proposed meeting dates for 2013 were dispersed at the end of the meeting.