



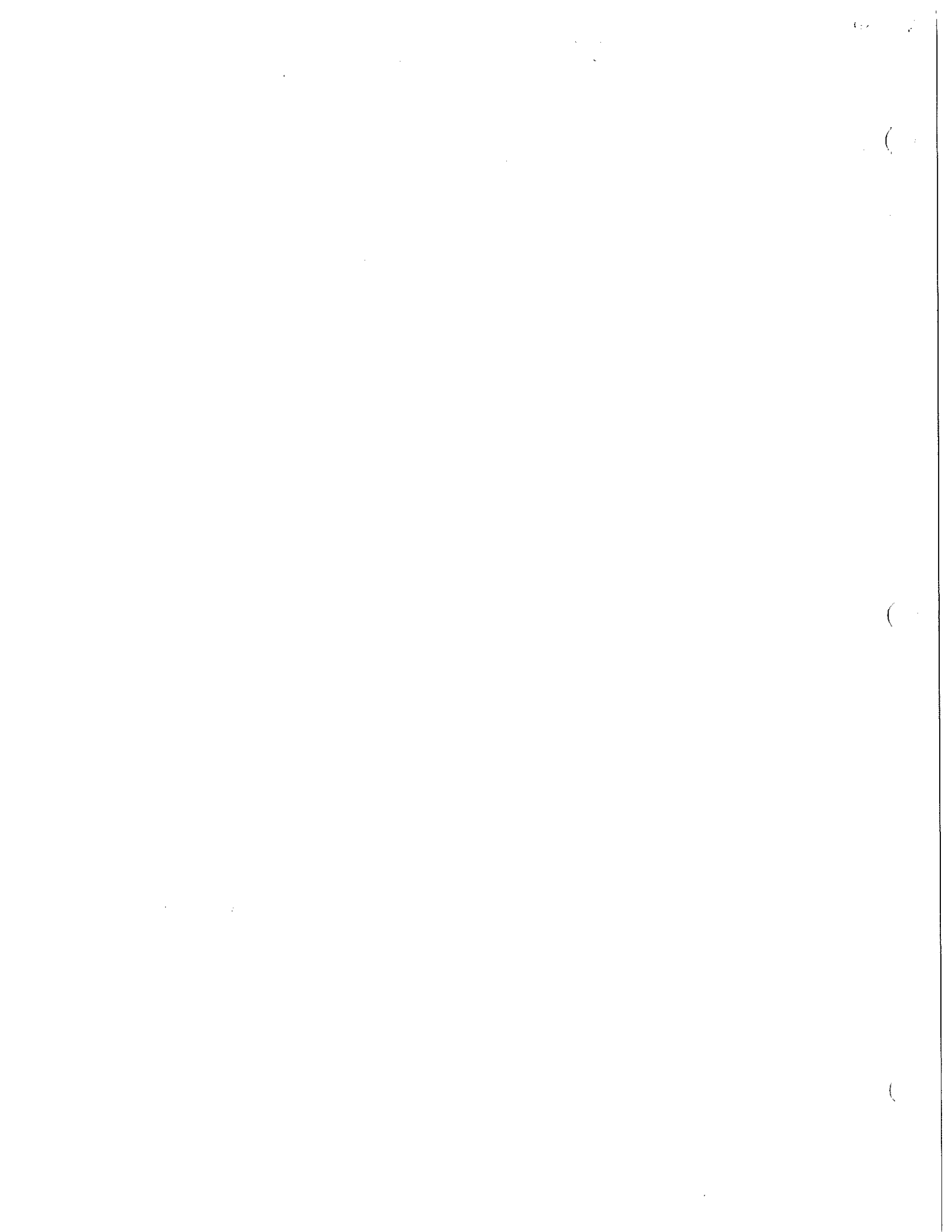
Jefferson County Homeland Security and Emergency Management

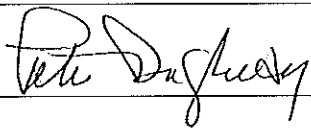
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Steering Committee  
 March 26, 2013  
 Sign In Sheet

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

- I. Call to Order, Welcome
  
- II. Minutes of February, 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. Business Continuity Plan Workshop, February 26, 2013
  - 5. Operation Newton TTX/Planning Meeting on March 25, 8-Noon
  - 6. VDEM/VEMA Mass Fatalities Training and VA Symposium, March 18-22, 2013
  - 7. Recovery from Disaster, The Local Government's Role, March 19-20 North Bend SP
  
- IV. New Business
  - 1. County Commission's request for all Board Members to attend the Roberts Rules/Ethics workshop on April 11<sup>th</sup> beginning at 7 p.m. Need to RSVP to Nichelle Hosby 728-3284
  - 2. Public Safety Brown Bag Luncheon on April 17, 2013, Charles Town Library Noon
  - 3. WAGIN at Frostburg State College, April 18, 2013
  - 4. Quarterly Partnership Luncheon on April 24, 2013 at The Anvil
  - 5. Mobilizing Faith-Based Organizations in Preparing for Disasters Course, April 25, 2013 at The Clarion Hotel and Conference Center. 8 a.m. – 5 p.m.
  - 6. Faith-Based Database developed by Jessica
  - 7. LEPC Table Top Exercise on April 26 from 6-9 p.m. at Maintenance Meeting Room
  - 8. Operation Newton, VA Med Center Full Scale Exercise, April 4, 2013, 9:30-4:00 p.m.
  - 9. EOP (Emergency Operations Plan) Annexes for Updates/Revisions for 2013
  - 10. StormReady Community Reaccreditation in 2013-Complete!
  - 11. C.E.R.T. Classes, April 8-May 2, 2013 6-9 p.m.
  - 12. IS-10 and IS-11 Animals in Disaster is our recommended online training for this month
  - 13. Regional Exercises: TTX in May; FE in July; Full Scale on Saturday, September 14
  - 14. Regional Area Liaison Report.....Sandy Green
  
- V. Member Sharing Time
  
- VI. Adjourn

The next regularly scheduled meeting will be on May 28<sup>th</sup>; Partnership Luncheon on April 24

**Jefferson County Homeland Security and Emergency Management  
Steering Committee & Citizen Corps Council Minutes  
February 26, 2013**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County Emergency Operations Center on Tuesday, February 26, 2013 at 0900 hours. Those present were: Katherine Dunbar, Good Shepherd Inter-faith Caregivers; Chuck Ellison, Frontier Communications; Lawrence "Jeff" Jefferies, Jefferson Memorial Hospital; Jesse Jones, Jefferson County Sheriff's Office; Terri Mehling, JCHSEM; Holly Morgan Frye, Shepherd University Service Learning Program; Jessica Owens, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; Jeff Polczynski, Jefferson County Emergency Communications Center; and John Sherwood, Jefferson County Chamber of Commerce.

**Introductions**

Mr. Sherwood, Chair, opened the meeting with approval of minutes. Mr. Ellison moved to approve the January minutes, Ms. Morgan Frye seconded the motion, all approved.

**Old Business:**

Ms. Miller provided an update on the Resilient Neighbors Network (RNN). Jefferson County was chosen as one of ten communities from the country to participate in this network. Each month there is a conference call among the communities to provide updates and exchange ideas. Recent discussions during these calls have included mitigation planning and recovery planning. At the moment, funding for the now ten communities is being sought in order to do more projects.

Ms. Miller reported that the Mass Fatalities Plan being developed by the Jefferson County Health Department is coming along. Ms. Hite is working with Jeff Harvey of J.H. Consulting on this plan. The Mass Fatalities Conference led by the Local Emergency Planning Committee is also progressing. A website is being developed to access all of the information regarding the conference. The speakers have been lined up for the event, but the Committee is still seeking sponsors.

Ms. Mehling announced that the draft document for the All Hazards Mitigation and Risk Assessment Plan is now available for review and comment by the public, Risk Assessment Committee, and other committees. The document is over 600 pages long and incorporates data from the County such as comprehensive plans and local ordinances. The Plan can be accessed at <http://www.jeffersoncountywv.org/flood-plan-information/all-hazard-risk-assessment-and-mitigation-plan.html>. Printed copies can be reviewed at our office or at Hunter House of the Jefferson County Commission. Comment forms are available online and at the aforementioned locations. All comments must be submitted by no later than Thursday, March 21, 2013 so that necessary changes can be made. The goal is to have the plan completed and accepted by West Virginia and FEMA by this June; the deadline is in July.

Ms. Miller stated that County did receive the Community Participation Project grant from Delegate Lawrence for the amount of \$3,000. It was hoped that this money could be used for training for the

Animals in Disaster Committee; however, training is one of the ineligible expenses. Our office is working with Deputy County Administrator, Sandy McDonald, to try to find another way to use this grant money.

Ms. Miller announced that the Emergency Management Performance Grant application was approved by the state. Ms. Miller is in the process of gathering the required information for this grant to send back to the state. This grant pays for half of our office's salaries as long as the grant requirements are followed. Some of these requirements include conducting exercises, updating our Emergency Operations Plan, participating in 5 exercises per year, and completing training as necessary.

Ms. Miller reported that our FEMA 2012 Community Resilience Innovative Challenge Grant Application is still pending. A decision was supposed to be made by the end of October, but over 2,200 applications were received for the five available grants. The initial review has been conducted and our office has not been eliminated at this point. The estimated timeline for a decision has not been updated.

Ms. Miller noted that JCHSEM gave a presentation on February 7, 2013 to Boy Scout Troop 6 to help the scouts earn their emergency preparedness badge. In order to earn this badge the Boy Scouts are required to meet with their local emergency manager and find out about their job and risks in their community. They also have to find out how to prepare their families, neighborhoods, and scout troops. They must identify ways their troops can help out during a disaster. In total 24 Boy Scouts between the ages of 11-17 and their parents came to the presentation. The boys were also given a tour of the 911 center and the rest of the building.

Ms. Mehling commented on her attendance of the Rapid Needs Assessment Workshop at Hawk's Nest State Park on February 19<sup>th</sup> and 20<sup>th</sup>. This training including how to do damage assessments after a disaster has occurred as well as data collection and analysis. Ms. Mehling stated that this is one of the Advanced Professional Development Series courses and that this one of the two she has left to complete in this series.

Ms. Miller stated that she gave a budget presentation to the County Commission on February 20, 2013. Our budget is close to \$277,000; after salaries are subtracted \$56,000 is left for our department. Ms. Miller commented that majority of this remaining money is earmarked for requirements of the Emergency Management Performance Grant. She also noted that grants are becoming fewer and more difficult to find.

Mr. Polczynski reported on his budget and that he would have to rework his figures. The Emergency Communication Department has over 24 employees and operates 24 hours a day; as a result, a large portion of the budget is earmarked to pay these personnel. Mr. Polczynski also stated that Loudoun County is asking he hire additional employees in the 911 Center in order to maintain their mutual aid agreement.

Ms. Owens reported that JCHSEM hosted a Media Day on February 20, 2013 for local public information officers and media representatives. In total, over 20 individuals attended the event. This event served as an opportunity for all of the local public information officers and the media representatives to get to know each other better and share information that may be needed if there is a reason to convene a Joint Information Center during a large event.

### **New Business:**

Ms. Miller reported that two Business Continuity Workshops will be held tonight, Tuesday, February 26, 2013 at the Hampton Inn in Charles Town; the first workshop is from 1-4 p.m. and the second is 6-9 p.m. The workshop from 1-4 p.m. is completely full. Ms. Miller said that JCHSEM has tried to hold this event at least once a year. Ms. Miller presents on the different risks in Jefferson County, Mr. Neal Nilsen talks about protecting hardware and software in businesses, and Mr. David Skeen, Continuity of Operations Planner for West Virginia, speaks from the state's perspective.

Ms. Miller stated that there is a Region 3 Homeland Security Emergency Manager's Meeting in Moorefield on Wednesday, February 27. At this meeting the After Action Report for the Jennings Randolph Lake exercise will be discussed as well as plans for the exercise that will be conducted this year. The new exercise will involve hazardous materials and will include a functional, tabletop, and full-scale exercise. Members from the EPA will also be present at the meeting to discuss the upcoming exercise.

Ms. Miller reported that Regions 8 & 9 Hospital Association has invited her to speak at a panel discussion with other emergency managers on March 1, 2013 at Stonewall Jackson Lake. The panel discussion will be about what hospitals need to know and do before and during an emergency. Mr. Jefferies of Jefferson Memorial Hospital will also be present at this event.

Ms. Miller noted that Mr. Steve Allen, Berkeley County's Emergency Manager, will be at the Regional Health Department In-Service training in Martinsburg on March 1, 2013. He will be talking to them about the Health Department's role in an emergency.

Ms. Miller stated that the Planning Department is having a Public Safety Brown Bag Luncheon on March 6, 2013 at noon at the Charles Town Library. This is just one meeting in a series of weekly luncheon learn sessions. Ms. Miller has been asked to come speak during this specific meeting. The meeting will be formatted as a panel discussion.

Ms. Miller reported that the VA Medical Center is having a planning meeting on March 7, 2013 at noon for their upcoming exercise referred to as 'Operation Newton'. The tabletop exercise will be held on March 14, 2013. The full-scale exercise will be held on April 4, 2013. Our office has been asked to participate in the exercise; we will be activating the EOC that day and helping as needed. The Red Cross, Health Department, and the Jefferson Memorial Hospital will also be participating.

Ms. Miller announced that the Virginia Department of Emergency Management and Virginia Emergency Management Agency has invited her and other individuals from around the state to attend their mass fatalities training and Virginia Symposium. This date conflicts with the Blue Stone Dam exercise so many individuals serving in emergency management in West Virginia will not be able to attend. Ms. Miller noted that she will be attending this event in Virginia along with Jeff Jefferies and Larry Neal in an effort to prepare for the upcoming Mass Fatalities Conference hosted by the Jefferson County LEPC.

Ms. Miller commented that the Emergency Operations Plan Annexes are being reviewed for updates and revisions this year. Jeff Harvey of J.H. Consulting is assisting with this update.

Ms. Miller noted that JCHSEM is working on the StormReady Community Reaccreditation for this year.



Ms. Mehling stated that she has almost finalized her schedule for the upcoming April/ May C.E.R.T. classes. At this point, classes will start on Monday, April 8, 2013. Most classes have been scheduled on Tuesdays and Thursdays. The final class and exam will be on Thursday, May 2, 2013. She hopes to start publicizing the class by the end of the week.

Mr. Green was unable to attend the meeting today to give his Regional Area Liaison Report.

Ms. Miller announced that the Committee needs to select another Vice Chair for this Committee. Mr. Sherwood made a motion to nominate Mr. Ed Smith for the position. Mr. Jefferies was first to second the nomination, followed by a unanimous approval.

**Member Sharing:**

Ms. Dunbar noted that the Good Shepherd Inter-faith Caregivers will be holding the Potter's Bowl again this year on Friday, March 1, 2013. The cost is \$25 per person.

Mr. Jones noted that the Jefferson County Commission will start their interview process for the new Sheriff on Tuesday, March 5, 2013. The interviews will be aired online.

Ms. Morgan Fry stated that Chief McAvoy is being very proactive as the new Chief and has taken an active shooter video around to the different University departments. She also noted that Shepherd University has been asked to help with the VA Center's Operation Newton to provide students to assist with the exercise.

Mr. Ellison reported that Frontier has been building on the West Virginia network to provide more citizens with access to high speed internet. By the end of this year, around 98% of West Virginia citizens will have access to high speed internet. He also noted that he will be traveling to D.C. tomorrow morning along with others from Jefferson County and Berkeley County to have breakfast with Senator Manchin.

Mr. Sherwood stated that Ms. Lori Kelly is no longer with the Red Cross and that her position is now vacant. He has been asked to be on the search committee to find her replacement.

Ms. Miller noted that the LEPC has chosen the evening of Friday, April 26, 2013 as their tabletop exercise.

