



Jefferson County Homeland Security and Emergency Management

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Steering Committee
May 21, 2013
Sign In Sheet

NO MEETING

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**Jefferson County Homeland Security and Emergency Management
Steering Committee
Agenda
May 21, 2013**

- I. Call to Order, Welcome

- II. Minutes of March, 2013 Meeting

- III. Unfinished Business.
 - 1. Resilient Neighbor Network Update
 - 2. 2013 Multi-Jurisdictional Risk Assessment and Mitigation Plan, APA
 - 3. StormReady Community Reaccreditation in 2013-Complete
 - 4. C.E.R.T. Class Graduates
 - 5. Mobilizing Faith Based Training and Presentation by Major Stephen Story
 - 6. LEPC Table Top "Winds of Change" Exercise on April 26
 - 7. CRS Training at Emmitsburg-Terri

- IV. New Business
 - 1. County Commission's request for all Board Members to attend the Ethics workshop on June 25th beginning at 7 p.m. in the County Commission Meeting Room.
 - 2. Bark in the Park, June 1 at Jefferson Memorial Park in Charles Town, 10 a.m.-2 p.m.
 - 3. Report on Disaster Ready Kids Program, June 1-September 30
 - 4. EOP (Emergency Operations Plan) Annexes for Updates/Revisions for 2013
 - 5. Evacuation from NCR revisited
 - 6. WV Floodplain Managers Workshop, Canaan Valley Institute, Davis, June 2-4
 - 7. WV Emergency Managers Conference, Wheeling, WV, June 11-13
 - 8. Regional Exercises: TTX last week of June; FE in July; Full Scale on Saturday, September 14-Jefferson Capabilities to be tested are Mass Fatalities, Medical Surge, and EOC Operations
 - 9. Disaster Management for Water and Wastewater Utilities, July 9-10 at the Bank of Romney.
 - 10. Jefferson County Fair Booth, August 18-24 at the Jefferson County Fairgrounds. Asking for two 4-hour shifts for all Steering Committee Members. Schedule available soon.
 - 11. LEPC's Mass Fatalities Conference, October 29-30 at Quality Inn and Conference Center, Harpers Ferry, WV
 - 12. Suggested FEMA IS Courses for May: IS-870 Dam Sector-Crisis Management; IS801-Dam Sector-Security Awareness; and IS-872-Dam Sector-Protective Measures.
 - 13. Change of Names for City and Jefferson Memorial Hospitals, Jeff Jefferies
 - 14. Regional Area Liaison Report.....Sandy Green

- V. Member Sharing Time

VI. Adjourn

The next regularly scheduled meeting will be on June 25 at 9 a.m. in the Jefferson County EOC

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

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County Emergency Operations Center on Tuesday, March 26, 2013 at 0900 hours. Those present were: Mason Carter, Jefferson County Department of Planning, Zoning, and Engineering; Pete Dougherty, Sheriff; Chuck Ellison, Frontier Communications; Sandy Green, WV Department of Homeland Security; Jeff Jefferies, Jefferson Memorial Hospital; Barb Miller, JCHSEM; Jessica Owens, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; Jeff Polczynski, Jefferson County Emergency Communications Center; Ed Smith, Independent Fire Company; and Jane Tabb, Jefferson County Commission.

Introductions

Ms. Miller, JCHSEM Director, opened the meeting with approval of minutes. Mr. Ellison moved to approve the February minutes, Mr. Jefferies 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. Last year, FEMA provided money to fly one individual from each of the counties to Colorado to meet and further discuss the RNN. Due to budget cuts, it does not appear that an in-person meeting will occur.

Ms. Miller provided an update on the Mass Fatalities Conference and Mass Fatalities Plan. Ms. Miller noted that she and Mr. Jefferies recently attended the VDEM/ VEMA Mass Fatalities Training and VA Symposium in which they were able to speak to potential vendors for the upcoming conference. The money that would be raised at the Mass Fatalities Conference conducted by the LEPC would be earmarked for purchasing items that we don't have in the county that we might need like body bags, refrigerated trailers, etc. The goal of the conference is also to raise awareness about mass fatality preparation. Mr. Jefferies reported that the WV Hospital Association has purchased 16 trays for dead bodies due to the tight morgue situation in the area; 8 are at Jefferson Memorial Hospital and the other 8 are likely further out at Grant Memorial Hospital. Mr. Jefferies stated that these trays are for use by all of our community partners if ever needed. Ms. Miller also reported that the Mass Fatalities training in Virginia was much more extensive than previous training she had received at Pipestem. The Mass Fatalities Conference is on schedule for October 29-30, 2013. The conference will be held at the Quality Inn in Harpers Ferry and is for individuals that would work mass fatality events in the National Capitol Region and West Virginia.

Ms. Miller stated that the draft document for the All Hazards Mitigation and Risk Assessment Plan was available for review and comment by the public until March 21, 2013. 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-plain-information/all-hazard-risk-assessment-and-mitigation-plan.html>. Ms. Mehling only received a few comments regarding the plan and she has sent those along to the contractor to make the necessary changes. After those changes have been made, the plan will be sent to the state and then to FEMA for approval.

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

Ms. Miller noted that the Veterans Administration Medical Center combined a planning meeting and tabletop exercise on March 14, 2013 for Operation Newton. 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 reported that after attending the VDEM/ VEMA training, she believes West Virginia is ahead of Virginia in the credentialing process. Mr. Green then explained that the credentialing program is a requirement of the Homeland Security Presidential Directive 12 (HSPD12). The purpose of the program was to come up with an identification program using cards that could easily verify the identity of individuals during an emergency situation or response effort. These cards are to be read by handheld readers given to law enforcement. The card requires a pin number and a biometric; the card has the ability to hold a great deal of information. Training to use these card readers will also be required once the system is further along and closer to being put in use.

Ms. Miller and Mr. Jefferies reported on additional information from the VDEM/ VEMA training and symposium. Mr. Jefferies stated that the conference was very welcoming and willing to share information even though he was an out-of-state guest. Ms. Miller reported that her favorite presentation was on the Regional Catastrophic Grant Program. The project studied the supply chain of where we get groceries and gasoline; the findings were enlightening and unnerving.

Ms. Mehling is attending the WVDHSEM State Training at North Bend in Parkersburg on March 26-27, 2013. She will be reviewing debris management, recovery, how to help FEMA set up a joint operations center, etc.

New Business:

Ms. Miller noted that the County Commission has requested all Board Members attend the Roberts Rules/ Ethics workshop on April 11th beginning at 7 p.m. Individuals that are interested in attending should RSVP to Nichelle Hosby at 304-728-3284.

Ms. Miller stated that the Public Safety Brown Bag Luncheon will be held on April 17, 2013 at the Charles Town Library at Noon.

The Washington, Allegheny, and Garrett Interoperability Network (WAGIN) will be held at Frostburg State College on April 18, 2013. This meeting is about radios and communication problems as well as ways to solve them.

The Quarterly Partnership Luncheon will be held on April 24, 2013 at noon at the Anvil in Harpers Ferry, WV. The cost of lunch is \$15 per person. Three meals options will be given to choose from. Major Stephen Story will be the speaker for the Luncheon.

Ms. Miller reported that a training for 'Mobilizing Faith-Based Community Organizations in Preparing for Disasters' will be held on April 25, 2013 from 8 a.m.-5 p.m. at the Clarion Hotel in Shepherdstown. Registration can be done on the WVDMAPs Course Mill at <http://www.onlinelearning.wv.gov/dmapscm6>; registration is a prerequisite to admittance. This is likely the last time this course will be taught in WV due to a lack of funding. Ms. Miller also noted that the Partnership Development Committee is working on engaging the faith-based community more than they have in years past. A lot of these faith-based organizations helped out citizens during the Derecho last year by handing out water, opening their churches as cooling shelters, etc. By working more closely with this community we can work on coordinating efforts in the event of an emergency.

Ms. Owens noted that she has been working on developing a faith-based organization database to assist the Partnership Development Committee with the aforementioned goal. At present, over 100 faith-based organizations have been identified in Jefferson County.

Ms. Miller stated that the LEPC has chosen the evening of Friday, April 26, 2013 as their tabletop exercise. The exercise will be regarding a hazardous materials event.

The VA Medical Center's full-scale exercise, Operation Newton, will take place on April 4, 2013 from 12:00-4:00 p.m.

Ms. Miller mentioned that the Emergency Operations Plan (EOP) Annexes are presently being worked on by contractors at J.H. Consulting. Drafts have not yet been returned.

Ms. Miller reported that our StormReady Community Reaccreditation for 2013 has been completed. Due to the sequestration, the National Weather Service will not be able to present the award as it has in years past. If possible, Ms. Miller has requested that a representative from the National Weather Service come to the Quarterly Partnership Luncheon meeting to acknowledge the reaccreditation.

Ms. Miller noted that Ms. Mehling will begin Community Emergency Response Team (C.E.R.T.) training on April 8 which lasts until May 2. In total, there are 8 classes, typically on Tuesdays and Thursdays.

The recommended EMI courses for March are IS-10a—Animals in Disaster: Awareness & Preparedness and IS-11a Animals in Disaster: Community Preparedness

Ms. Miller acknowledged that the Homeland Security Region III exercises are scheduled as follows: tabletop exercise in May, functional exercise in July, and the full-scale exercise on Saturday, September 14. The EPA will be helping out with this exercise; typically they do most of the paperwork.

Mr. Green presented the remainder of his area liaison report. Due to a lot of fear sparked by the recent sequestration he said that he spoke with David Hoge, of the WV Department of Military Affairs & Public Safety. According to Mr. Hoge, the sequestration will result in a 5% reduction of the EMPG funding for next year. Per county emergency management office in WV, this reduction means a loss of about \$2800 next year.

Member Sharing Time

Mr. Green reported that T.A.C.T.I.C.S. training in Tucker County will be held April 26-28, 2013.

Ms. Tabb reported that the County Commission has almost completed reviewing the budget.

Sheriff Dougherty stated that Sheriff's Office is conducting Deputy Reserve training.

Mr. Smith said that the Eastern Panhandle Training for police, fire, and EMS will take place on April 4-6, 2013.