

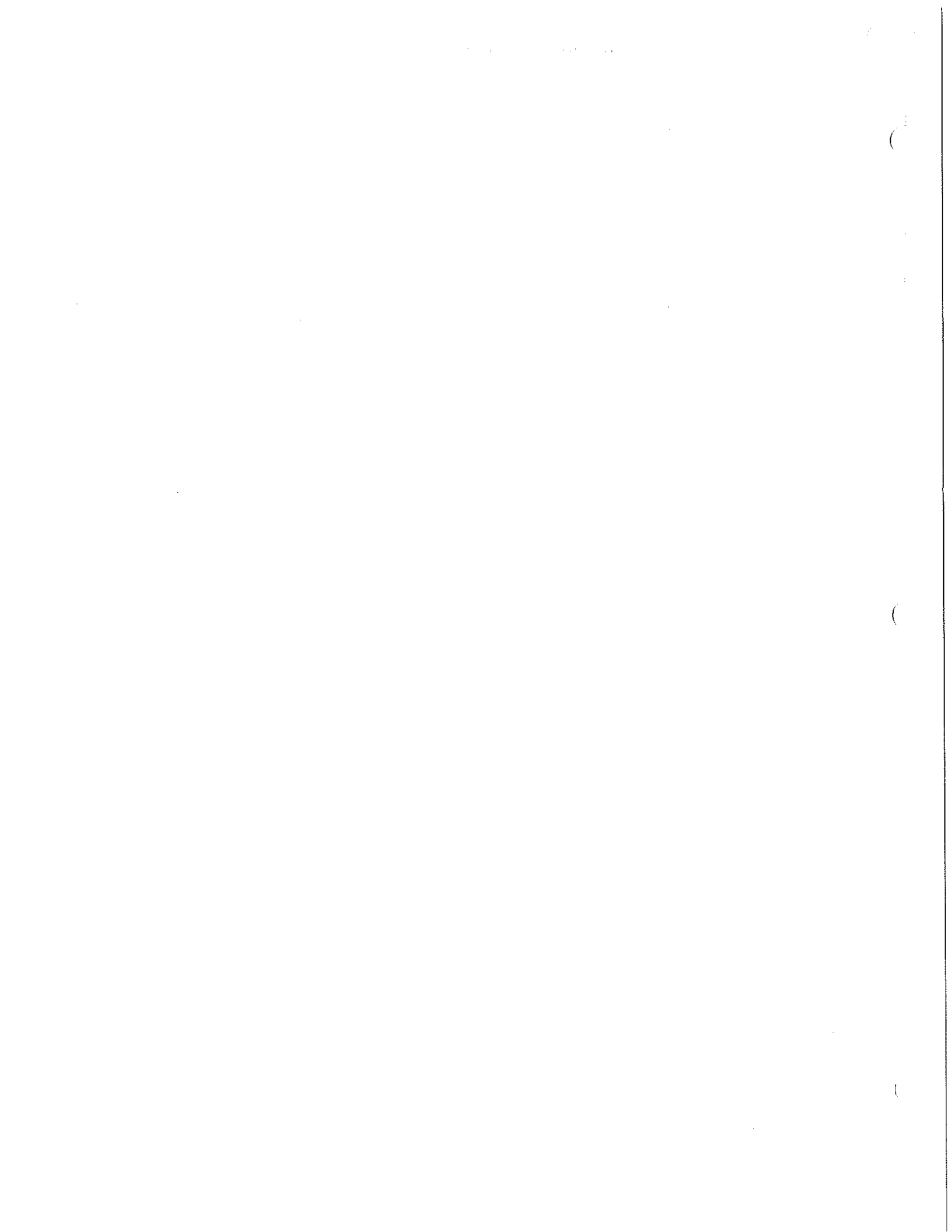


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Steering Committee
 September 24, 2013
 Sign In Sheet

| Print Name | Email | Phone | Sign In |
|---|-----------------------------------|----------|--------------------|
| Carter, Mason Jeff Co DPZE | mcarter@jeffersoncountywv.org | 728-3228 | |
| Dougherty, Pete Sheriff Jefferson County Sheriff's Office | pdougherty@jcsdvw.com | 8 3500 | Pete Dmyg |
| Dunbar, Katherine Good Shepherd Inter-Faith Caregivers | katherinednbr@yahoo.com | 725-7366 | |
| Ellison, Chuck Frontier Communications | cellison@czn.com | 728-2030 | Chuck Ellison |
| Green, Sandy WV Department of Homeland Security | sanford.h.green@wv.gov | 807-5135 | |
| Jefferies, Lawrence "Jeff" Jefferson Memorial Hospital | ljefferies@jeffmem.com | 728-1695 | Lawrence Jefferies |
| Mehling, Terri JCHSEM | tmehling@jeffersoncountywv.org | 728-3329 | Terri Mehling |
| Miller, Barbara JCHSEM | bmiller@jeffersoncountywv.org | 728-3290 | Barbara Miller |
| Morgan-Frye, Holly Shepherd University | hfrye@shepherd.edu | 876-5402 | |
| Owens, Jessica JCHSEM | jowens@jeffersoncountywv.org | 728-8914 | Jessica Owens |
| Parsons, Kelly Nichols, DeHaven & Associates | kparsons@nicholsdehaven.com | 725-6525 | Kelly Parsons |
| Polczynski, Jeff Jefferson County Emergency Communications Center | jpolczynski@jeffersoncountywv.org | 728-3317 | Jeff Polczynski |
| Reisenweber, John Jefferson County Development Authority | john@jcda.net | | |
| Sherwood, John Jefferson County Chamber of Commerce | jmsctwv@frontiernet.net | 728-0180 | John Sherwood |
| Smith, ED Independent Fire Company | firechief@frontiernet.net | 279-2438 | |

| | | | |
|---|--------------------------|----------|--------------|
| Tabb, Jane Jefferson County Commission | vinemont@frontiernet.net | 728-4325 | Jane M. Tabb |
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**Jefferson County Homeland Security and Emergency Management
Steering Committee
Agenda
September 24, 2013**

- I. Call to Order, Welcome
- II. Minutes, June Meeting (July was Quarterly Partnership; August was the Fair)
- III. Unfinished Business
 - 1. Resilient Neighbor Network Update
 - 2. Report on Disaster Ready Kids Program, June 1-September 30
 - 3. Presentation at the Council on Aging Center in Ranson
 - 4. Regional Exercises: SATDOWN
 - 5. Update on the Mass Fatalities Conference, October 29-30 at Quality Inn and Conference Center. LEPC Meeting EVERY week between now and the conference.
- IV. New Business
 - 1. October is Fire Safety Month
 - 2. M.O.U.s between the County and Jefferson County Schools on County Commission agenda.
 - 3. Community Participation Project Grant Awarded for \$3,000
 - 4. WV State Emergency Response Commission grant to LEPC \$5,000 for GAP Needs Assessment.
 - 5. Hydrology Partners Group Meeting in Sterling on Sept. 26
 - 6. Sovereign Sentinel 14-VA Medical Center's 2014 Exercise Planning Meeting Oct. 2 9am-Noon
 - 7. S.I.R.N. Conference at Camp Dawson Oct 6-8.
 - 8. EOC Operations and Planning for All Hazards Course-Oct. 15-17 at Maintenance Bldg.
 - 9. Social Media for Natural Disaster Response and Recovery-Oct. 22 at Maintenance Bldg.
 - 10. New C.E.R.T. Class starts in November
 - 11. November 13 is the next State Emergency Manager Council meeting in Charleston.
 - 12. November 19th is the Training and Exercise Planning Workshop (TEPW) for WV Homeland Security Region 3. To be held in Hampshire County at 10 a.m.
 - 13. Regional Area Liaison Report.....Sandy Green
- V. Member Sharing Time
- VI. Adjourn

VII. Next Meeting: Our October meeting will be held on October 23 (Wednesday), due to the Social Media Training on the regular meeting date. Our Quarterly Partnership meeting will at NCTC on November 6th at Noon.

**Jefferson County Homeland Security and Emergency Management
Steering Committee & Citizen Corps Council Minutes
June 25, 2013**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County Emergency Operations Center on Tuesday, June 25, 2013 at 0900 hours. Those present were: Mason Carter, Jefferson County Department of Planning, Zoning, and Engineering; Chuck Ellison, Frontier Communications; Sandy Green, WV Department of Homeland Security; Terri Mehling, JCHSEM; John Sherwood, Jefferson County Chamber of Commerce; and Ed Smith, Independent Fire Company.

Mr. Sherwood, Chair, declared that this meeting would be informational only due to a lack of quorum.

The minutes of the March meeting could not be approved due to a lack of quorum.

Unfinished Business:

Ms. Mehling 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. A meeting will be held in Colorado next month, but there was not enough funding to allow representatives from the communities to attend. There will be a web-based conference call for this meeting in Colorado.

Ms. Mehling reported that the Multi-Jurisdictional All-Hazard Mitigation Plan has been completed with the exception of the adoption of the resolutions by Ranson and Charles Town. Both Ranson and Charles Town have the plan on their council meeting agendas for later this month. The Plan was delivered to the state and FEMA and was approved without any changes pending the signing of the resolutions.

Jefferson County has once again been reaccredited as a Storm Ready Community by the National Weather Service. This status requires that numerous criteria are met. The National Weather Service attended our April Quarterly Partnership Luncheon to present the reaccreditation.

Ms. Mehling announced that another class completed the Community Emergency Response Team (CERT) training on May 2, 2013. There were a total of 14 graduates for this most recent training. Another training session will likely be scheduled for the fall of this year.

Ms. Mehling noted that there were 16 participants at the 'Winds of Change' LEPC tabletop exercise on April 26, 2013 held at the Maintenance Department. This exercise tested the County's hazmat capabilities. The exercise involved JCHSEM, local fire departments, the sheriff's office, the health department, the American Red Cross, and several other agencies. The After Action Report has documented several areas that need improvement and is being circulated.

Ms. Mehling reported that she helped work JCHSEM's booth at the Jefferson County Animal Welfare Society's Bark in the Park on Saturday, June 1. Pamphlets about preparing pets for disasters with an emergency supply kit were handed out.

Mr. Carter and Ms. Miller attended the West Virginia Floodplain Managers Workshop from June 2nd - June 4th at the Canaan Valley Institute in Davis. This is an annual event for certified floodplain managers in the state. He noted that it was a particularly large group.

Ms. Miller and Mr. Green attended the West Virginia Emergency Managers Conference in Wheeling, WV from June 11-June 13th. Emergency management policies and procedures in the state were among the topics discussed at the conference. IPAWS was also a topic of discussion.

Ms. Mehling reported that several individuals from the Local Emergency Planning Committee took a tour of the Millville Dam on the Shenandoah River on June 19th. Mr. Smith commented that he found the tour to be interesting especially because the dam produces energy that is redistributed to areas outside of our area.

New Business:

Ms. Mehling noted that an Ethics workshop will be held June 25th in the County Commission Meeting Room (Charles Town Library basement). The County Commission has requested that all Board Members attend.

Ms. Mehling reported that Ms. Owens is working on the Disaster Ready Kids program this summer from June 1-September 30. This program entails that someone from our office or a volunteer goes to a daycare or summer camp and reads a story to the children regarding disasters and then presents on how they can prepare for them.

Ms. Mehling reported that there will be an Awareness Level Small Animal Emergency Sheltering Class at the Jefferson County Maintenance Building on July 15, 2013 from 0800-1700. This course will be taught by members of the Florida State Animal Response Coalition. There are prerequisite courses and recommended courses to be taken prior to this training. Please send an e-mail to Barb Miller at bmiller@jeffersoncountywv.org if you would like to register for the course.

Ms. Mehling stated that the regional tabletop exercise with the EPA will be held at James Rumsey in Berkeley County on Wednesday, June 26th. Over 35 individuals from Jefferson County will be attending. The capabilities we will be testing include mass fatalities, medical surge, and EOC operations. The functional exercise will be held in July and the full-scale exercise will be held on Saturday, September 14th.

Ms. Mehling noted that a Disaster Management for Water and Wastewater Utilities course will be held at the Bank of Romney on July 9th and July 10th.

The Jefferson County Fair will be August 18-24 at the Jefferson County Fairgrounds. Steering Committee members are being asked to assist with the booth for two 4-hour shifts. The LEPC is paying for the booth and the tickets for the volunteers. An e-mail will be sent out about the schedule very soon.

Ms. Mehling stated that the Mass Fatalities Conference will be held on October 29th and 30th at the Quality Hotel Conference Center in Harpers Ferry, WV. The LEPC met on June 19th to discuss items regarding the conference. At the moment, 15 individuals have registered to attend the conference. Also,

a couple of vendors have committed to participate in the conference. The cutoff for early registration is sometime next week.

The recommended EMI course for June is Independent Study- 325: Earthquake Basics: Science, Risk, and Mitigation. <http://training.fema.gov/EMIWeb/IS/IS325.asp>. The May recommended FEMA IS Courses for May were IS-870 Dam Sector-Crisis Management; IS-801 Dam Sector- Security Awareness; and IS-802 Dam Sector-Protective Measures.

Mr. Green gave his regional area liaison report. He noted that the credentialing database has been established in Charleston. There are 5,000 cards in Charleston and 5 additional kiosks have been purchased. Paperwork from Charleston has been sent to emergency managers in the state to nominate who they deem to be trusted agents to assist in the credentialing enrollment process. The credentialing will start with the state police and local law enforcement; they will all receive a document in the mail that has a barcode on it identifying who they are and that they are allowed to go through the credentialing process. They will present the document to a trusted agent and the kiosk machine will read the barcode. The rest of the process is up to the vendor and the state.

