



Jefferson County Homeland Security and Emergency Management

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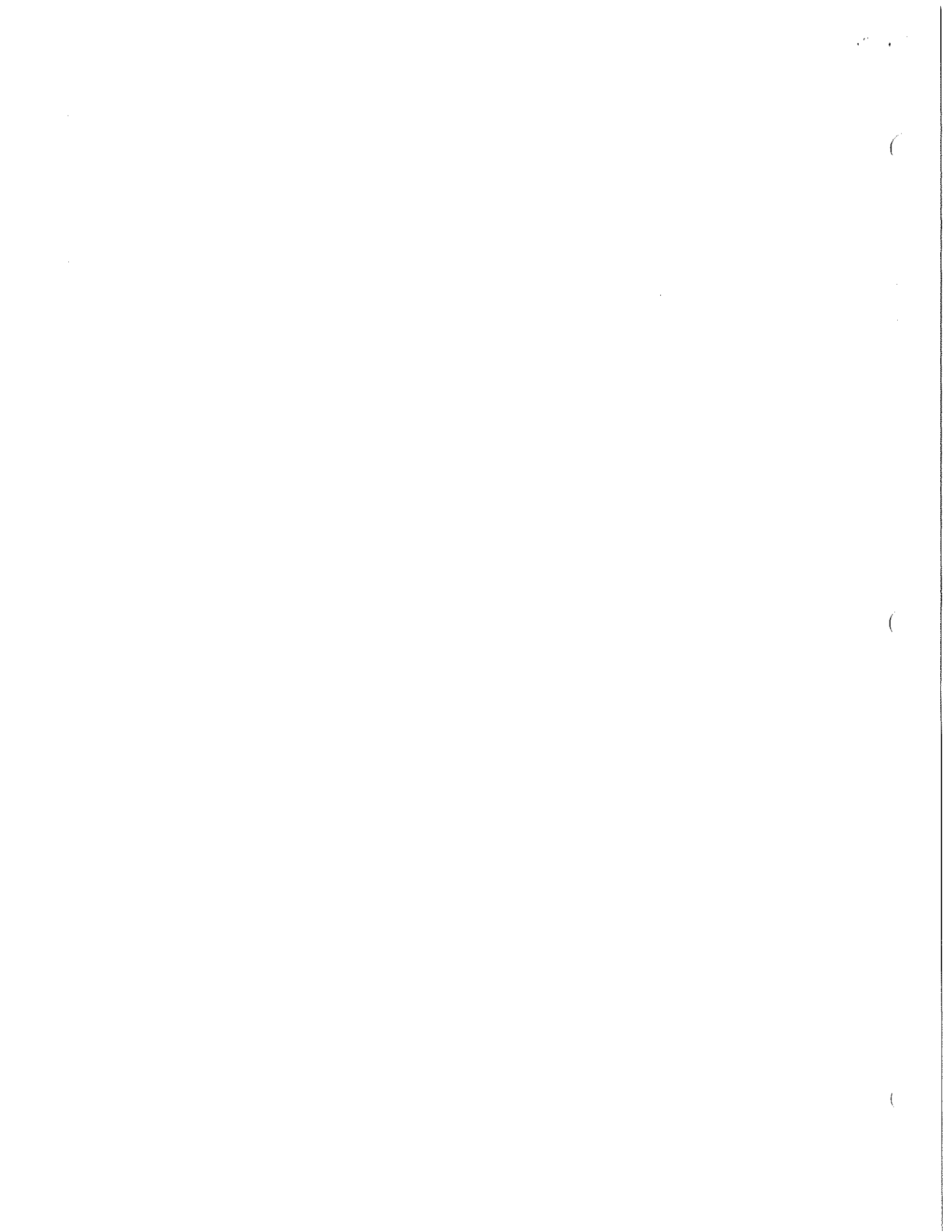
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Steering Committee  
 December 3, 2013  
 Sign In Sheet

Print Name	Email	Phone	Sign In
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Green, Sandy WV Department of Homeland Security	<a href="mailto:sanford.h.green@wv.gov">sanford.h.green@wv.gov</a>	807-5135	<i>S. Green</i>
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Polczynski, Jeff Jefferson County Emergency Communications Center	<a href="mailto:jpolczynski@jeffersoncountywv.org">jpolczynski@jeffersoncountywv.org</a>	728-3317	
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>John Sherwood</i>
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**Jefferson County Homeland Security and Emergency Management  
Steering Committee  
Agenda  
December 2, 2013**

- I. Call to Order, Welcome
- II. Minutes
- III. Unfinished Business
  - 1. Resilient Neighbor Network Update
  - 2. Report on Fire Safety Month
  - 3. Report on the Mass Fatalities Conference October, 30, 2013
  - 4. Emergency Management Council Conference Meeting in Charleston 11/12/13. Barb elected as the President for 2014.
  - 5. TEPW for WV Homeland Security Region 3 on 11/19/13
  - 6. Received the DRAFT of the AAR for SATDOWN. Distributed for comments.
- IV. New Business
  - 1. Changes at County Administration Offices: Tim Stanton is the new Finance Manager; Tina Dawn Stratton is the new IT Support Coordinator.
  - 2. Current CERT Course
  - 3. NWS-Sterling is hosting Monday morning Weather Calls for their region for Emergency Management staff at 0900. This is in addition to a WVDHSEM/NWS weather call at 1000 hours.
  - 4. Emergency Response Guidebook Training on 12/11/2013
  - 5. Barb to attend the E0452, Leadership II: Application of Personal Leadership in Emergency Management. This is the second course in the series for the Emergency Management Leadership Class at EMI. January 6-10, 2014.
  - 6. WV Division of Homeland Security and Emergency Management 2014 Training Schedule
  - 7. Budget Cuts for the current budget year
  - 8. Regional Area Liaison Report.....Sandy Green  
(Includes a report on the Regions 3 and 4 meeting in Canaan Valley)
  - 9. January is the annual Organizational Meeting. Proposed date/time is January 14 at 0900. Those who are up for reappointment will need to send in a new BIO to be presented to the County Commission. A list of those up for reappointment will be discussed at the December meeting, voted on by this body at the January meeting, with final approval by the County Commission at a January meeting. Committee chairs will also be appointed at the January meeting.
  - 10. Member Sharing Time
  - 11. Adjourn

**Jefferson County Homeland Security and Emergency Management  
Steering Committee & Citizen Corps Council Minutes  
September 24, 2013**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County Emergency Operations Center on Tuesday, September 24, 2013 at 0900 hours. Those present were: Sheriff Pete Dougherty, Jefferson County Sheriff's Office; Chuck Ellison, Frontier Communications; Jeff Jefferies, Jefferson Medical Center; Terri Mehling, JCHSEM; Barbara Miller, JCHSEM; Jessica Owens, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; Jeff Polczynski, Jefferson Emergency Communications Center; John Sherwood, Chair, Jefferson County Chamber of Commerce; and Jane Tabb, Jefferson County Commissioner.

Mr. Sherwood, Chair, opened the meeting with the approval of the June minutes. Mr. Polczynski made a motion to approve the June minutes, all approved. Motion passes.

**Unfinished 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. This group is struggling due to lack of grants; however the monthly phone conference calls are still being held.

Ms. Owens reported that the Disaster Ready Kids Program will be coming to a close on September 30<sup>th</sup>. A total of 10 groups (approximately 254 children) participated in the program this summer. Our last program request is scheduled for September 25<sup>th</sup> at TLC Montessori in Shepherdstown. Mr. Sherwood has volunteered for this request.

Ms. Owens stated that she gave an emergency preparedness presentation for National Preparedness Month on September 18<sup>th</sup> at the Jefferson County Council on Aging. Close to 30 seniors attended the presentation and learned how to put together their own emergency supply kits for their families and pets.

Ms. Miller stated that the SATDOWN Full-Scale Exercise was completed on Saturday, September 14<sup>th</sup>. This exercise was a culmination of a planning meeting, a tabletop exercise, a functional exercise, and the full-scale exercise. Although valuable lessons were learned during the exercise, Jefferson County did not receive all of the injects it was supposed to from the modified SimCell. For example, Jefferson County did not receive any radiological readings to give to the first responders out in the field; instead all of the readings were given to Berkeley County. Individuals that participated in the Emergency Operations Center during the exercise were able to give valuable input on improvements for the future. Ms. Miller noted that she was very happy with the participation levels in Jefferson County both in the EOC and out in the field. Mr. Jefferies also stated that the hospital's participation in the exercise went very well. The hospital tested its decontamination abilities for the exercise.

Ms. Miller provided an update on the Mass Fatalities Conference that is being held on October 29<sup>th</sup> and 30<sup>th</sup> at the Quality Inn and Conference Center in Harpers Ferry. This conference is being put together by

the Jefferson County Local Emergency Planning Committee. At this point we have several sponsors and vendors signed up to participate in the conference as well as 56 individuals that have registered to attend. The registration goal is for 250 participants, but due to sequestration the federal government has not been able to register at the rate that we had anticipated. With the conference close to a month away, the LEPC will be meeting at least once per week between now and the date of the conference.

**New Business:**

Ms. Owens shared that October is Fire Safety Month. JCHSEM will be doing a Fire Prevention Program throughout the month of October. This program involves giving presentations, reading books, and showing DVDs at local schools and daycares about fire safety. At present there are 7 different requests from schools, which will allow us to read to approximately 268 children. We are anticipating that many more schools will sign up and we are in need of additional volunteers. Volunteers are required to have background checks to participate in this program. Please contact Ms. Owens if you would like additional information about volunteering. Ms. Tabb said that she will be able to assist after October 9<sup>th</sup>.

Ms. Miller stated that she has been working on the M.O.U.s between the County and the Jefferson County Schools. These M.O.U.s are written every year and there has not been any changes to this year's M.O.U. As a formality, attorney Stephanie Grove has reviewed the M.O.U.s, which will then be submitted to the County Commission for approval.

Ms. Miller noted that the Community Participation Grant for \$3,000 was recently awarded. That money is now available for our office to use for technology upgrades. This grant came through Delegate Tiffany Lawrence's office.

Ms. Miller announced that the WV State Emergency Response Commission grant of \$5,000 for the Local Emergency Planning Committee has been approved. This grant will be used for a Gap Needs Assessment. Ms. Miller is working on the RFP (request for proposal) to do this assessment.

Ms. Miller announced that the National Weather Service has invited JCHSEM to attend their Hydrology Partners Meeting in Sterling, VA on September 26<sup>th</sup>. We also will be meeting with individuals with the National Weather Service to discuss how weather watches and warnings are disseminated to citizens in Jefferson County and what actions our office takes.

The VA Medical Center's 2014 exercise planning meeting will be held on October 2<sup>nd</sup> from 9 a.m.-12 p.m. The title of the upcoming exercise will be Sovereign Sentinel. Ms. Miller does not know if JCHSEM will participate in this exercise because it is more related to law enforcement activities in Berkeley County. Sheriff Dougherty noted that numerous deputies from his office did training regarding the Sovereign Citizen's group a few weeks ago. The Steering Committee reached a consensus that Jefferson County has been involved in enough exercises this year and would like to opt out of this upcoming exercise with the VA Medical Center.

Ms. Miller stated that the West Virginia SORN Conference will be at Camp Dawson in Kingwood on October 6<sup>th</sup>-October 9<sup>th</sup>. There will be three training tracks at the conference. Mr. Polczynski will be teaching at least two full days and doing advanced radio training at the Conference.

Ms. Miller also stated that the TEEEX, Management #345, Emergency Operations Center/ Incident Command Interface Course will be taught at the Jefferson County Maintenance Building on October 15<sup>th</sup>-17<sup>th</sup>.

A 'Social Media for Natural Disaster Response and Recovery' course will be held on October 22<sup>nd</sup> at the Jefferson County Maintenance Building. A pretest is required for this course. This course is ideal for all public information officers.

Ms. Mehling announced that she is trying to schedule a new C.E.R.T. class for this November. Ms. Miller noted that the County might start requesting some employees to take the C.E.R.T. training, as a part of each department's safety teams.

Ms. Miller stated that the next Emergency Manager Council meeting will be held in Charleston on Wednesday, November 13<sup>th</sup> at Cabela's.

Ms. Miller stated that the Regional Training, Exercise, Planning Workshop (TEPW) will be held in Hampshire County on November 19<sup>th</sup> at 10 a.m.

Mr. Green was not available to give his regional area liaison report.

**Member Sharing:**

Mr. Jefferies noted that the hospital participated in the SATDOWN Full-Scale Exercise. He also noted that when taking apart the TVI tent used for decontamination, that several of the parts were broken. He was able to track down the company and will be replacing the broken parts.

Mr. Ellison announced that the Public Service Recognition Banquet will be held on Tuesday, October 22<sup>nd</sup> at 6:00 p.m. Tickets for the banquet are available for \$10 from the Jefferson County Chamber of Commerce.

Sheriff Dougherty stated that the Sheriff's Office is sponsoring ALICE (alert, lockdown, inform, counter, and evacuate) training. This premiere 2-day training will be held on October 7<sup>th</sup> and 8<sup>th</sup> and will help train deputies on how to handle situations in large-scale buildings and shopping centers.

Ms. Parsons noted that she assisted with the Disaster Ready Kids program yesterday at Play and Learn Preschool. Ms. Miller also thanked Kelly for participating in ETEAM training a few weeks ago.

Mr. Polczynski shared that he will be teaching at the SIRN Conference at Camp Dawson in October. He also announced that the County Commission has approved the Emergency Communications Center budget and their final vendor selection for the CAD system.