



Jefferson County Office of 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

Steering Committee

February 28, 2012

Sign In Sheet

Print Name	Email	Phone	Sign In
Carter, Mason Jeff Co DPZE	mcarter@jeffersoncountywv.org	728-3228	
Donley, Lane Jefferson County Development Authority	lane@jcda.net	728-3255	<i>Lane Donley</i>
Dunbar, Katherine Good Shepherd Inter-Faith Caregivers	katherinednbr@yahoo.com	725-7366	<i>Katherine Dunbar</i>
Espinosa, Paul Frontier Communications	paul.espinosa@frontiercorp.com	725-1520	
Green, Sandy Department of Homeland Security	sanford.h.green@wv.gov	807-5135	<i>Sandy Green</i>
Jones, Amy Jefferson County Health Department	amy.b.jones@wv.gov	728-3308	<i>Amy B Jones</i>
Kelly, Lori Eastern Panhandle American Red Cross	lorraine.kelly@frontier.com	725-5015	<i>L M Kelly</i>
Manuel, Dale Jeff Co Commission	dmanuel@frontiernet.net	725-8160	
Maggio, Jennifer JCHSEM	jmaggio@jeffersoncountywv.org	724-8914	<i>Jennifer Maggio</i>
Mehling, Terri JCHSEM	tmehling@jeffersoncountywv.org	728-3329	<i>Terri Mehling</i>
Miller, Barbara JCHSEM	bmiller@jeffersoncountywv.org	728-3290	<i>Barbara Miller</i>
Morgan-Frye, Holly Shepherd University Service Learning Program	hfrye@shepherd.edu	876-5402	
Parsons, Kelly Nichols, DeHaven & Associates	kparsons@nicholsdehaven.com	725-6525	<i>K Parsons</i>
Polczynski, Jeff Jefferson County Emergency Communications Center	jpolczynski@jeffersoncountywv.org	728-3317	<i>Jeff Polczynski</i>

Sherwood, John Jefferson County Chamber of Commerce	jmsctwv@frontiernet.net	728-0180	<i>John Sherwood</i>
Shirley, Bobby Jefferson County Sheriff	rshirley@jcsdvw.com	728-3200	
Smith, ED Independent Fire Company	firechief@frontiernet.net	279-2438	

Jefferson County Homeland Security and Emergency Management
Steering Committee & Citizen Corps Council Minutes
February 28, 2012

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met on Tuesday, February 28, 2012 at 9:00am in the Emergency Operations Center located in Kearneysville, WV. Those present were: Barbara Miller, Director; Terri Mehling, Program Manager/Planner/Dep. Director; Jennifer Maggio, AA/PIO/ Volunteer Coordinator; Lane Donley, Jefferson County Development Authority; Katherine Dunbar, Good Shepherd Inter-Faith Caregivers; Sandy Green, Department of Homeland Security; Amy Jones, Jefferson County Health Department; Lori Kelly, Eastern Panhandle American Red Cross; Kelly Parsons, Nichols, DeHaven & Associates; Jeff Polczynski, JCECC and John Sherwood, Jefferson County Chamber of Commerce.

Introductions

Mr. Sherwood, Chair opened the meeting with approval of minutes. Lane Donley motioned to approve the January minutes, Kelly Parsons seconded the motion, all approved.

Old Business

Ms. Miller noted the County Commission approved all recommendations.

Ms. Miller noted volunteers will need to re-register yearly. The information will be compiled into JCHSEM's new CERVIS database.

Ms. Miller announced there have been a total of 76 renewed partnerships. A total of 47 partners need to be renewed. 45 organizations have been targeted for new partnership agreements. The Partnership Development Committee is meeting regularly and the next meeting is at the end of April.

Ms. Miller reported on NIMS/NIMSCAST Training that took place January 31, 2012. The day session was well attended and the evening session was a smaller group.

Ms. Miller reviewed her recent attendance to the Agricultural Training Workshop in Moorefield on January 12, 2012. The training focused on poultry incidents. The workshop will lead into a full scale exercise. Mr. Green noted the poultry plant in Moorefield, WV is the second largest manufacturing poultry plant in West Virginia. He also noted if there were an outbreak, poultry products would come to a halt because so many people depend on the jobs and food produced.

Ms. Miller reported the JCHSEM EOC was used during Regions 8 and 9 Hospital TTX, January 12, 2012. Ms. Miller noted Jeff Jefferies from Jefferson Memorial Hospital has created a draft AAR.

Ms. Miller reported JH Consulting conducted the County Government's COOP Training, February 17, 2012. A table top exercise will take place on February 29, 2012.

Ms. Miller and Mr. Green reviewed their participation in the 167th Air National Guard's Active Shooter TTX, February 11, 2012 in Martinsburg. A discussion followed.

Ms. Miller reported on her attendance at the Children in Disasters Training by WVDHSEM. FEMA has a new Independent Study course that focuses on children in Disaster, IS-366.

New Business

Ms. Miller noted if anyone has any additional information to go on the available multiyear training and exercise calendar for 2012 to please let her know.

Ms. Miller reported bids will be opened for the Rapid Response Animal Sheltering Trailer today.

Ms. Miller reported U.S. Customs and Border Protection will be instructing an HSEEP Training, February 29-March 2, 2012. Ms. Maggio will be attending.

Ms. Miller reported HAM Radio testing will be March 1, 2012 in the Ham Radio Room. Per the radio operators request she has added a clock, calendar and working computer. Mr. Sherwood asked if radios were provided. Ms. Miller replied yes and they have their own as well.

Ms. Mehling announced Bob Jaffin will be teaching an Emergency Response Guidebook Class, March 5, 2012 at 7:00 pm.

Ms. Miller announced there will be a WEBEOC Training in the Jefferson County EOC, March 5, 2012 at 10 am. Ms. Miller reviewed WEBEOC.

Ms. Miller announced the G402 ICS for Local Officials at 2:00 pm in the EOC, March 5, 2012 is cancelled because less than 20 people signed up, which is required to have the class.

Ms. Mehling reported there will be a Flood Stormspotter Class, March 13, 2012 at Independent Fire Company at 7:00 pm. Jason Elliot from the National Weather Service in Sterling Virginia will be instructing. The class is open to the public. Ms. Miller noted Stormspotter class is a requirement for a Storm Ready Community. Mr. Sherwood asked if there was an online version. Ms. Miller replied not at this time.

Ms. Miller reported she will be attending the Emergency Planning for Schools at North Bend State Park, March 20-21, 2012. Chief Roper of the Ranson Police Department will also be attending.

Ms. Miller reported there will be a full scale Mass Dispensing Exercise that will be held on March 28, 2012. Locally, the Jefferson County Department of Health is in charge of the exercise. Amy Jones reported there are no updates at this time; they are still working on the planning phases.

Ms. Miller reported there will be a full scale exercise with Region III, EPA and Jennings Randolph Lake Dam, September 8, 2012. Ms. Miller, Ms. Mehling and Ms. Maggio attended the seminar that took place on February 27, 2012 in Keyser, WV. The exercise is a requirement for anyone who receives EMPG funding. A discussion followed on upcoming exercises.

Mr. Green reported on the National Preparedness Grant Program. There will be a lot more regional grants and not just for one particular county. Resources will have to be available nationally when needed. A discussion followed.

Member Sharing

Ms. Donley reported John Reisenweber has begun working for the Development Authority.

Ms. Miller reported on upcoming meetings.

The next regularly scheduled meeting will be March 27, 2012 at 9:00 am located at the Jefferson County EOC, 28 Industrial Blvd., Suite 101, Kearneysville, WV 25430. This will be the yearly organizational meeting.

Jefferson County Office of Homeland Security and Emergency Management
Steering Committee and Citizen Corps Council
Agenda
February 28, 2012

- I. Call to Order/Welcome
- II. Minutes of January 03, 2012 meeting (needs approval)
- III. Old Business
 - a. County Commission approved all recommendations.
 - b. Volunteer Re-Registration underway
 - c. Renewal of Partnerships underway
 - d. NIMS/NIMSCAST Training Jan. 31st
 - e. Ag Training Module in Moorefield on Jan. 12
 - f. Regions 8 and 9 Hospital TTX, Jan. 13
 - g. County Government COOP Training on Feb. 17th
 - h. TTX with 167th Air Guard on Feb. 11th at the Air Base in Martinsburg-Dave Stevens is POC
 - i. Children in Disasters Training by WVDHSEM
- IV. New Business
 - a. 2012 Training and Exercise Calendar. Please advise if you have additional information to go on the available training calendar for 2012
 - b. County Government Continuity of Operations-TTX on Feb. 29th
 - c. Bid opening for Rapid Response Animal Sheltering Trailer today
 - d. HSEEP Training on Feb. 29-March 2 at U.S. Customs & Border Protection
 - e. HAM Radio Testing on March 1st in the HAM Radio Room (upgrades)
 - f. Emergency Response Guidebook Class on March 5th at 7:00
 - g. WEBEOC Training in EOC on March 5th at
 - h. G402 ICS for Local Officials at 2:00 p.m. in the EOC on March 5th
 - i. Flood Stormspotter Class on March 13th at Independent Fire Company 7:00
 - j. March 20/21 Emergency Planning for Schools at North Bend SP, WVDHSEM
 - k. March 28th Full Scale Exercise with National Capitol Region
 - l. September 8th Full Scale Exercise with Region/EPA/Jennings Randolph Lake Dam
 - m. Homeland Security Regional Report-Sandy Green, Area Liaison
 - n. Member Sharing Time

Meetings in March:

Steering Committee: March 27th in Jefferson EOC

Counter Terrorism Committee: March 13th Place TBA

Public Awareness, Education and Training Committee: March 14th in EOC Conference Room

Emergency Planning for People with Special Needs: March 19 in EOC Conference Room

The next regular meeting of the JCHSEM Steering Committee/Citizen Corps Council will be held on Tuesday, March 27 at 9:00 a.m.

Jefferson County Homeland Security and Emergency Management
Steering Committee & Citizen Corps Council Minutes
January 3, 2012

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met on Tuesday, January 3, 2012 at 9:00am at the Jefferson County Emergency Operations Center. Those present were: Barbara Miller, Director; Terri Mehling, Program Manager/Planner/Dep. Director; Jennifer Maggio, AA/PIO/ Volunteer Coordinator; Paul Espinosa, Frontier Communications; Amy Jones, Jefferson County Health Department; Holly Morgan Frye, Shepherd University; Kelly Parsons, Nichols, DeHaven & Associates; John Sherwood, Jefferson County Chamber of Commerce; Kelly Lori, Eastern Panhandle American Red Cross; Sandy Green, WV Region 3 Homeland Security and Emergency Management Area Liaison; Lane Donley, Jefferson County Development Authority and Ed Smith, Independent Fire Company.

Introductions

Mr. Sherwood, Chair opened the meeting with approval of minutes. Paul Espinosa motioned to approve the October and December minutes, Holly Morgan Frye seconded the motion, all approved.

Recommendations for appointments/reappointments to the Steering Committee

Sanford H. "Sandy" Green to replace Pam Holstein-Wallace, WV HS Region 3. Mr. Green went over his job description for his new position as the Eastern Panhandle Area Liaison.

Lori Kelly to replace Amy Grove, American Red Cross. Ms. Kelly explained her position as the new Executive Director of the Eastern Panhandle Red Cross.

Lane Donley to replace Tom Bayuzik, Development Authority. The Development Authority is in the process of hiring an Executive Director and she will need to ask the board permission to serve on the committee. Ms. Miller replied the status is pending until further notified.

Reappointment: Jeff Polczynski, Emergency Communications; Katherine Dunbar, Non-profit; Paul Espinosa, Utility and Ed Smith, Fire and Rescue.

Election of Officers

Ms. Miller noted the current Chair is John Sherwood and Vice Chair is Amy Jones. Ed Smith moved that the Chair remain the same, Holly Morgan Frye seconded the motion, all approved. Holly Morgan Frye moved that the Vice Chair remain the same, Paul Espinosa seconded the motion, all approved.

Appointment of Committee Chairs

Ms. Miller noted current Chair members for each committee: Animals in Disaster Committee, Kelly Parsons; Emergency Planning for People with Special Needs Committee, vacant; Public Awareness,

Training and Education Committee, Katherine Dunbar; Risk Assessment and Mitigation Committee, Mason Carter and Partnership Development/Volunteer Retention Committee, Holly Morgan-Frye. Ms. Jones accepted the position as Chair of the Emergency Planning for People with Special Needs Committee. Ed Smith motioned to approve Committee Chairs along with changes, Ms. Parsons seconded the motion, all approved.

Old Business

Mr. Sherwood noted a letter will be sent to the County Commission with recommendations.

Ms. Miller reported volunteer registrations will have to be renewed for 2012. Registrations will have to be renewed every year.

New Business

Ms. Miller reported there will be a State Emergency Management Council Meeting, January 6, 2012 at 1 pm at the Frontier Building in Charleston.

Ms. Miller announced there will be an Annual Partnership Meeting at Hollywood Casino at Charles Town Races on January 25, 2012 at Noon. If you would like to attend, contact Terri Mehling.

Ms. Miller announced NIMS/NIMSCAST Training will be held on January 31, 2012 at the Jefferson County Emergency Operations Center from 1-2 pm and 7-8 pm, instructed by Chuck Bennett. Mr. Green noted it's important to be in compliance if you want to receive State funding. A discussion followed.

Ms. Miller announced Business Continuity Training for Non-Profit Organizations will be held in Martinsburg, January 25, 2012. For more information contact Trina Bartlett.

Ms. Miller announced there will be an Agricultural Training Module in Moorefield on Avian Flu, January 31, 2012 at the Jefferson County Emergency Operations Center. For more information, contact Matt Blackwood at the Department of Agriculture.

Ms. Miller disseminated 2012 Training and Exercise Calendars to committee members. Ms. Miller asked committee members to please notify her if there is any additional information to go on the 2012 training calendar.

Ms. Miller announced Regions 8 and 9 will be having a Hospital TTX, Friday, January 13, 2012. The Jefferson County Emergency Operations Center will be used as a Sim Cell. There will be a total of 13 different hospital representatives as well as Herb Lattimore, State Training Coordinator working in the Sim Cell.

Ms. Miller reported the LEPC's project of 2012 is a new Commodity Flow Study/TTX. A contract has been signed with JH Consulting who worked on the last Commodity Flow Study.

Ms. Miller announced the County Government Continuity of Operations Training will be on February 17, 2012 followed by a TTX, February 29, 2012.

Ms. Miller announced JCHSEM will be participating in a TTX with the 167th Air Guard on February 11, 2012 at the Air Base in Martinsburg. Dave Stevens is the point of contact.

Ms. Miller requested Mr. Green to please give a Homeland Security Regional Report at future meetings.

Member Sharing

Ms. Miller handed out a list of new, renewed and current partners. JCHSEM has received a total of 29 new partners.

Mr. Smith announced he gave his first presentation to the Rotary Club on the Jefferson County Fire and EMS Fee. Mr. Smith noted if any organization would like to receive a presentation or have any questions, to contact him. Mr. Smith announced upcoming public meetings will be: January 10th, 7 pm at Friendship Fire Company; January 9th at Shepherdstown Fire Department and Blue Ridge Fire Company TBD. Ms. Miller asked when the fee will go into effect. Mr. Smith replied July 1, 2012. Mr. Smith noted they have set up a facebook page to answer questions and to inform the public. Ms. Miller announced Mr. Smith will be the featured speaker at the Annual Partnership Meeting where the Jefferson County Fire and EMS Fee will be discussed.

Ms. Miller reviewed upcoming committee meetings.

The next regularly scheduled meeting will be February 28, 2012 at 9:00 am located at the Jefferson County EOC, 28 Industrial Blvd., Suite 101, Kearneysville, WV 25430.