

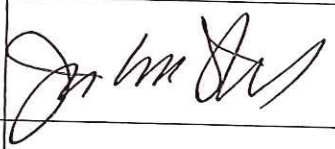
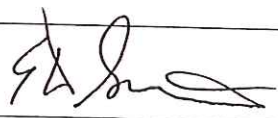


Jefferson County Office of Homeland Security and Emergency Management

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
June 05, 2012
Sign In Sheet

Print Name	Email	Phone	Sign In
Carter, Mason Jeff Co DPZE	mccarter@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	katherinednbar@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	
Kelly, Lori Eastern Panhandle American Red Cross	lorraine.kelly@frontier.com	725-5015	
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	hfraye@shepherd.edu	876-5402	
Parsons, Kelly Nichols, DeHaven & Associates	kparsons@nicholsdehaven.com	725-6525	
Polczynski, Jeff Jefferson County Emergency Communications Center	jpolczynski@jeffersoncountywv.org	728-3317	

Sherwood, John Jefferson County Chamber of Commerce	jmsctwv@frontiernet.net	728-0180	
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
June 5, 2012

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met on Tuesday, June 5, 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, West Virginia Department of Homeland Security & Emergency Management; John Sherwood, Jefferson County Chamber of Commerce and Ed Smith, Independent Fire Company.

Introductions

Mr. Sherwood, Chair, opened the meeting with approval of minutes. Katherine Dunbar motioned to approve the March minutes, Lane Donley seconded the motion, all approved.

Old Business

Ms. Mehling and Ms. Maggio reported on the annual Bark in the Park event that took place on June 2, 2012 from 10am-2pm. Committee members from the Animals in Disaster Committee volunteered. Ms. Mehling noted there was not a lot of attendance.

New Business

Ms. Maggio reported the Disaster Ready Kids program began June 1, 2012 and will continue throughout September, 2012. There have only been two requests from Charles Town Library and Jefferson County Parks and Recreation. Ms. Miller and Ms. Maggio reviewed the program.

Ms. Mehling reported she recently mailed letters to property owners that live in or near a floodplain providing information on the National Flood Insurance Plan. 370 letters have been sent out.

Ms. Miller reported the Jefferson County Commission will be receiving a CRS Class 8 plaque to be awarded June 14, 2012 at 10am in the County Meeting Room in the Charles Town Library. Ms. Miller noted if anyone would like to join us, it would be greatly appreciated. Residents will now receive a 10% reduction on their flood insurance.

Ms. Miller reported the on Jennings Randolph Lake Dam Regional Tabletop Exercise that took place on Thursday, June 7, 2012 in Mineral County. The exercise was conducted by the EPA at no cost in cooperation with the Army Corps of Engineers and the Jennings Randolph Lake Dam. The exercise involved the dam break, flooding, swift water rescue, hazardous materials, evacuation and public information.

Ms. Miller reported there will be a final meeting and close out reporting for the 2008 Risk Assessment and Mitigation Plan on June 19 from 2-4pm in the JC EOC.

Ms. Miller reported there will be a kick off meeting in July for the 2013 Multi-Jurisdictional Risk Assessment and Mitigation Plan w/THIRA. JH Consulting will be working on the plan in conjunction with Ms. Mehling and the Risk Assessment and Mitigation Committee once the contract is approved by the County Commission.

Ms. Miller reported there are new requirements for Floodplain Managers in WV. The new laws will take effect July 1, 2012 and requires that all Floodplain Manager have at least 6 Continuing Education Credits. The state offers training through classroom instruction, EMI and online. Ms. Maggio will be sending out letters to notify Floodplain Managers.

Ms. Miller reported on RiskMAP. The vision for RiskMAP is to deliver quality data that increases public awareness and leads to action that reduces risk to life and property. Ms. Miller noted FEMA will be working with JCHSEM, JC GIS Department, JC Planning Department and the JC Engineering Department in order to improve Jefferson County's floodplain maps.

Ms. Miller reported she and other attendees from Jefferson County came together to identify areas of improvement for a mass fatalities. The LEPC has come together with the JC Department of Health Mass Fatalities Committee to plan a Mass Fatalities Conference to help raise money for a Mass Fatalities Plan and resources to accommodate 50 mass fatalities. The Jefferson County Health Department Board has tentatively agreed to pay for the Mass Fatalities Plan in the amount of \$8900. A meeting has been set up for the Board to speak with the county medical examiner and the contractor, JH Consulting. A discussion followed.

Ms. Miller reported the new Jefferson County Animal Response Trailer will be delivered today.

Ms. Miller gave a credentialing update. Jefferson County will receive a management station and card readers. A discussion followed.

Ms. Miller reported she was invited to present at the Natural Hazards Workshop/Natural Hazards Mitigation Association's Resilient Neighbor's Network meeting in Broomfield, CO. July 14-19, 2012. All expenses will be reimbursed by the group. NHMA received a \$50,000 grant from FEMA to hold the conference.

Ms. Miller reported she was invited to be a presenter at the WV LEPC/SERC Conference on September 16- 19, 2012 in Morgantown, WV. The conference will begin with the Emergency Management Directors' meeting on Sunday, September 16.

Member Sharing

Mr. Smith reported on the Fire and EMS 5 Year Strategic Plan. There have been a lot of changes made to the plan. It is floundering and looking towards a new direction. Mr. Smith also reported the Swift Water Rescue Partnership Meeting involved 3 states and 7 agencies. The meeting worked well for solving interagency issues. There will be an all day training session involving MD and Jefferson County units in Frederick, MD.

The next regularly scheduled meeting will be at the Quarterly Partnership Luncheon in July. The location, date and time are to be determined. Please watch your newsletter for additional information.

Jefferson County Homeland Security and Emergency Management

Steering Committee

Agenda

June 5, 2012

- I. Call to Order, Welcome.....John Sherwood, Chairman
- II. Minutes
- III. Old Business
 - 1. Bark in the Park event on June 2
- IV. New Business
 - 1. Disaster Ready Kids Program
 - 2. Letters for CRS to residents who live in the Floodplain
 - 3. CRS CLASS 8 Plaque to be awarded to Jefferson County Commission on June 14th at 10 a.m. in the County Meeting Room in the Charles Town Library. Please join us!
 - 4. Regional Tabletop Exercise on Thursday, June 7 in Mineral County. (Dam Break, Flooding, Swift Water Rescue, Hazardous Materials, Evacuation, Public Information) Conducted by the EPA in cooperation with the Army Corps of Engineers and the Jennings Randolph Lake Dam.
 - 5. Final Meeting and Close out reporting for the 2008 Risk Assessment and Mitigation Plan on June 19 from 2-4 p.m. at the JCEOC.
 - 6. 2013 Multi-Jurisdictional Risk Assessment and Mitigation Plan w/THIRA to kick off in July.
 - 7. New requirements for Floodplain Managers in WV law-Effective July 1, 2012 all WV Floodplain Managers must have at least 6 Continuing Education Credits.
 - 8. RiskMAP
 - 9. Mass Fatalities Plan/Mass Fatalities Conference
 - 10. New Jefferson County Animal Response Trailer to be delivered TODAY!
 - 11. Credentialing Update! Management Station, Card Readers (handheld and computer readers) for Jefferson County
 - 12. Invitation for Director to present at the Natural Hazards Workshop/Natural Hazards Mitigation Association's Resilient Neighbor's Network meeting in Broomfield, CO. July 14-19, all expenses to be reimbursed by the group. NHMA got a \$50,000 grant from FEMA to hold the conference.
 - 13. Director invited to be a presenter at the WV LEPC/SERC Conference on September 19th in Morgantown. (Conference will begin with the EM Directors' meeting on Sunday, September 16th-Wednesday, September 19th.)
- V. Member Sharing Time
- VI. Adjourn

The next meeting will be the Partnership Luncheon in July. Watch your newsletter for additional information!

Jefferson County Homeland Security and Emergency Management
Steering Committee & Citizen Corps Council Minutes
March 27, 2012

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met on Tuesday, March 27, 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; Sandy Green, Department of Homeland Security; Lori Kelly, Eastern Panhandle American Red Cross; Kelly Parsons, Nichols, DeHaven & Associates; Jeff Polczynski, Jefferson County Emergency Communications Center; Paul Espinosa, Frontier Communications; Ed Smith, Independent Fire Company 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 February minutes, Paul Espinosa seconded the motion, all approved.

Old Business

Ms. Miller announced there have been a total of 93 renewed partnerships which leaves a total of 31 partners that need to be renewed. There are a total of 44 additional organizations that 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 JH Consulting conducted the County Government's COOP Training, February 17, 2012. A table top exercise followed on February 29, 2012. Ms. Miller read the After Action Report and suggested improvements. Ms. Donley reported she really enjoyed the training.

Ms. Miller reviewed her recent attendance at the G402 Schools Emergency Operations Plan Training conducted by WVDHSEM at North Bend State Park. A discussion followed. Ms. Miller noted a Train-the-Trainer course will soon follow. As a result of this training, schools will be able to hold trainings inside their facility.

Ms. Maggio reported on her recent attendance at U.S. Customs for Homeland Security Exercise and Evaluation Planning (HSEEP) Training. A discussion followed.

Ms. Mehling reported on the Emergency Response Guidebook (ERG) Training that took place March 5, 2012 at the Jefferson County Emergency Operations Center instructed by Bob Jaffin. There were around 20 students who took the course.

Ms. Mehling reported Jason Elliott from the National Weather Service in Sterling, Virginia instructed a Skywarn Stormspotter Flood Class that took place March 13, 2012 at Independent Fire Company. This was the first flood class instructed by Mr. Elliott. The presentation was designed around Jefferson

County. There were 30 attendees. Ms. Mehling reported the National Weather Service lowered the flood stage on the Shenandoah River at Millville from 13.5 feet to 10 feet.

Ms. Miller announced Kevin Johnson, Emergency Manager for Loudoun County Emergency Management instructed JCHSEM and volunteers on WEB EOC. Ms. Miller noted WVDHSEM uses ETEAM.

Ms. Miller reported the Animals Rapid Response Trailer has been ordered. There is an estimated 3 month delivery time. The trailer will be available nationwide. It will be stationed at the Jefferson County Sheriff's Department. Ms. Miller and Mr. Green discussed Animal Disaster Response Team Training for volunteers.

New Business

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

Ms. Miller reported on the upcoming Jefferson County Health Department's Full Scale Exercise with the National Capitol Region, March 28, 2012. Ms. Miller noted there will be several closed PODS including the Jefferson County Emergency Operations Center and Jefferson County Communications. Ms. Miller noted Dr. Bobby Jones will be in the Emergency Operations Center representing the Jefferson County Health Department. Ms. Kelly announced this will be her first disaster exercise.

Ms. Miller reported she will be attending the EOP Training for Rural Jurisdictions in Elkins on April 3, 2012.

Ms. Miller reported there will be a credentialing meeting with Region 3 Emergency Managers, TecSec and the WVDHSEM State Director on April 10, 2012. TecSec will demonstrate the use of the PIV card readers. Mr. Green explained PIV cards and the purpose of the card readers to the committee.

Ms. Miller reported on the LEPC's Commodity Flow Study. The study is still ongoing. The contractor is having trouble receiving information on hazardous materials through Dulles Airport and CSX. Ms. Miller noted the next LEPC committee meeting will be April 11, 2012 at Billie's for those who would like to attend.

Ms. Miller reported there will be a Full Scale Exercise with the WV HS Region 3, Environmental Protection Agency and Jennings Randolph Lake Dam on September 8, 2012. The EPA will be conducting the exercise at no cost. A table top will be conducted prior to the full scale exercise.

Member Sharing

Mr. Smith reported on the Fire and EMS 5 Year Strategic Plan. There have been a lot of changes made to the plan, i.e. the cost per household. Mr. Sherwood asked the new start date of the plan. Mr. Smith

replied they are looking at the 1st Quarter of Fiscal year 2013. Mr. Smith also announced there will be an upcoming Swift Water Rescue meeting if anyone would like to attend. Details to follow.

Mr. Espinosa discussed the recent copper theft issues and legislation that has been passed regarding the thefts.

Ms. Donley announced Mr. Reisenweber is now on board at the Jefferson County Development Authority.

Ms. Kelly announced Ms. Palmer will be participating in the Bluestone Dam Exercise.

Ms. Miller announced upcoming meetings in April.

The next regularly scheduled meeting will be at the Quarterly Partnership Luncheon in April. The location, date and time are to be determined.