
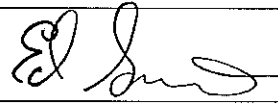





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Steering Committee  
~~August 28~~ ~~March 27~~, 2012  
Sign In Sheet

Print Name	Email	Phone	Sign In
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Shirley, Bobby Jefferson County Sheriff	rshirley@jcsdvw.com	728-3200	
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Jefferson County Homeland Security and Emergency Management  
Steering Committee/Citizen Corps Council Meeting  
August 28, 2012  
Minutes

The Jefferson County Homeland Security and Emergency Management Steering Committee/Citizen Corps Council met at the Jefferson County Emergency Operations Center on August 28, 2012. Present were: Barbara Miller, JCHSEM Director; Terri Mehling, JCHSEM Deputy Director; John Sherwood, Jefferson County Chamber of Commerce; Lane Donley, Jefferson County Development Authority; Sandy Hite, Jefferson County Department of Health; and Ed Smith, Independent Fire Company, Sandy Green, WV Region 3 Regional Coordinator, and Jeff Polczynski, Jefferson County Emergency Communications.

John Sherwood, Chairman welcomed the committee and called the meeting to order at 9:00 a.m.

Upon a motion by Ms. Donley, seconded by Mr. Smith, the minutes of the June 5<sup>th</sup> Steering Committee/Citizen Corps Council meeting were approved as presented.

#### Old Business

Director Miller reported on the WV Homeland Security Region 3 Highwater Functional Exercise that was held in Hampshire County in July. This exercise is was designed by the EPA and will culminate in a Full Scale Exercise to be held on September 8<sup>th</sup>.

Director Miller reported on the final 2008 Risk Assessment and Mitigation Planning Committee meeting that was held in July. A final report on the 2008 goals and objectives has been compiled and sent to FEMA, WVDHSEM, the County Commission and local media.

Director Miller gave an update of the credentialing equipment that was recently purchased.

Director Miller gave an update on the Resilient Neighbor Network. She announced that both John Sherwood and Terri Mehling are now back-ups for Director Miller for the phone conferences and as contacts for the RNN. They are working on community profile pages for the 10 pilot communities. She noted that three additional communities were named since the workshop in Colorado.

#### New Business

Sandy Green reported on the Regional Full Scale Exercise that will occur on September 8<sup>th</sup>. The state has now postponed the Bluestone Dam Exercise until Spring. The Eastern Panhandle will have met all of their exercise requirements. Sandy will be sending out simulated weather updates between now and the day of the exercise. The accuracy of some of the data provided by the Army Corps of Engineers is being revisited, especially as to the flood heights. Two representatives from the WV Cabinet Secretary's Office will be visiting all of the counties the day of the exercise.

There will be some new people in the EOC this time. There will be a basic training for anyone who is new to the EOC. Ed Smith said it is critical to get their part of the exercise over with as early in the morning as possible, due to emergency responders' needing to get to the Shepherd University football game. Director Miller said there are some real things going on that day. Ed also needs to have more victims for the river rescue. In addition to the football game, the KKK has a permit to be in Harpers Ferry that day, and there is a 5-K race on the C & O Canal.

Deputy Director Mehling reported on the Risk Assessment and Mitigation Plan update. The public kick offs will be at 2 p.m. and 7 p.m. at the Maintenance Department on August 29<sup>th</sup>. Doug Britvec from J.H. Consulting will be presenting an overview of what we will be doing over the coming months. Director Miller reported on the survey that was done at the fair this year that included questions that will be helpful in going forward with the Risk Assessment Plan.

Sandy Hite, Threat Preparedness Coordinator for the Jefferson County Department of Health, reported on the Department of Health's Mass Fatalities Plan and the LEPC's Mass Fatalities Conference. There was a kick off meeting on August 7<sup>th</sup>. The plan will identify gaps in both planning and/or resources. Jeff Polczynski will ask one of his supervisors to start attending the meetings. Gary Cagle has agreed to speaking at the conference about his experiences with mass fatalities in Haiti. Sandy suggested asking Dennis Haas if he can suggest speakers for mass fatalities. Director Miller also suggested for Sandy to ask someone from FEMA's DMORT team to possibly bring over one of their mass fatality vehicles. Sandy G. said he will call Ray Fuller to find out who the speaker was. Barb will check with Kanawha County to find out who brought the mass fatalities vehicle to the Expo two years ago.

John Mills, Sandy Hite, and Barbara Miller will be representing Jefferson County LEPC at the conference in September. Director Miller will be doing a presentation on the WV Emergency Management Accreditation at the conference.

Director Miller reported on the National Preparedness Month activities. The Disaster Exercise is one of our activities and the other one is Family Disaster Preparedness Night on September 26<sup>th</sup> at Independent Fire Company.

Director Miller reported that she and County Administrator, Debbie Keyser have gone through the applications and have chosen some and will be doing some phone interviews first.

#### Member Sharing

Sandy Hite- The health department just hosted a table top exercise for all of the health departments in the region. 29 people showed up and all counties were represented except for Morgan County. Morgan County is currently without a health department administrator, as is Jefferson County. The scenario was on mass prophylaxis. Keith Gillan helped to write the exercise and the AAR. They gave out T-shirts during election day that were doused with teulirima.

Jeff Polczynski- The CAD RFP is out. It is a long project The SIRM Conference in October. Jeff is a presenter. WAGIN Conference end of September.

Sandy Green-THIRA kickoff at the state level. They are trying to pull together the state plan. Estimated time for them to finish the plan is December 31<sup>st</sup>. They are working with Dewberry. Long Term Recovery Groups are working with WV VOAD to develop long term regional plans. They are trying to develop long term recovery plans. There is a push to get this together. It will have to be introduced by the Emergency Managers in the counties. There will be a regional meeting while at the LEPC/SERC Conference. It was noted that Matt Campbell, who is the FEMA Branch Chief, lives in Jefferson County. He is willing to talk to us about it, as a local resident. The Recovery Framework is out and they are starting to advertise for Regional Long-Term Recovery Planners. Barb noted that the state still doesn't have a Debris Management Plan and that needs to be a part of the plan. Also historic structure recovery needs to be a separate annex to such a plan. Sandy also reported on credentialing. We are waiting to get the issuing station in place. Without having that piece to reach back to, they cannot move forward with the training or issuance of credentials.

Lane Donley-The Development Authority is in their new offices.

Ed Smith-Independent Fire Company—Cash Bash on September 15<sup>th</sup>. Prize every 15 minutes. Cash or guns.

Deputy Director, Mehling reported that she has a CERT class starting in October/November on Mondays and Wednesdays from 6-9.

The meeting adjourned at approximately 10:15 a.m.

**Jefferson County Homeland Security and Emergency Management  
Steering Committee  
Agenda  
August 28, 2012**

- I. Call to Order, Welcome.....John Sherwood, Chairman
  
- II. Minutes
  
- III. Old Business
  - 1. Regional Functional Exercise that was held in July in Hampshire County
  - 2. Final 2008 Risk Assessment Meeting in July
  - 3. Credentialing Update
  - 4. Resilient Neighbor Network Update
  
- IV. New Business
  - 1. Regional Tabletop Exercise on Saturday, September 8, 2012. (Dam Break, Flooding, Swift Water Rescue) Conducted by the EPA in cooperation with the Army Corps of Engineers and the Jennings Randolph Lake Dam.
  - 2. 2013 Multi-Jurisdictional Risk Assessment and Mitigation Plan w/THIRA to kick off in August 29. Two meetings at 2 p.m. and 7 p.m.
  - 3. Mass Fatalities Plan/Mass Fatalities Conference update
  - 4. LEPC/SERC Conference at Lakeview in Morgantown; Presentation on Accreditation
  - 5. National Preparedness Month-September
  - 6. Family Disaster Preparedness Night on Wednesday, September 26,2012
  - 7. Replacement of the AA/PIO/VC position
  
- V. Member Sharing Time
  
- VI. Adjourn

The next meeting will be on September 25, 2012 at 9:00 a.m. in the Jefferson County EOC.