

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

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County Emergency Operations Center on Tuesday, November 27, 2012 at 0900 hours. Those present were: Lane Donley, Jefferson County Development Authority; Sandy Green, WV Department of Homeland Security; Lori Kelly, Eastern Panhandle Red Cross; Terri Mehling, JCHSEM; Barbara Miller, JCHSEM; Jessica Owens, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; John Sherwood; and Ed Smith, Independent Fire Company.

Introductions

Mr. Sherwood, Chair, opened the meeting with approval of minutes. Lane Donley moved to approve the September minutes, Lori Kelly seconded the motion, all approved.

Old Business:

Ms. Miller reported that those requesting public assistance from FEMA for the June 2012 Derecho have now received their checks with the exception of Jefferson Memorial Hospital and the County Commission; however both have received notification that checks will be sent. The County Commission had to wait on insurance paperwork regarding structural damage to buildings to process the request.

Another meeting of the Resilient Neighbor Network was held. The main points of discussion concerned Hurricane Sandy and storms in Washington State. During the meeting, each community gave an update on their mitigation projects and work being done collectively as a community. There was also discussion of the new RNN website and the Facebook page that have been created to share projects amongst the communities. Webinars are also being planned to teach a variety of things; lists will be distributed. The National Hurricane Conference was also discussed; two communities will be present. Funding and partnership possibilities concerning the FEMA Innovation Challenge grant were also mentioned. The next meeting for the Network is scheduled for Friday, December 21, 2012.

Sandy Hite was not available to report on the Mass Fatalities Plan/Conference. Ms. Miller mentioned that a recent planning meeting was held to determine the conference location. The proposed location is the Quality Hotel (formerly known as The Cliffside). The Conference has been scheduled for October 28-29, 2013. Mr. Green also commented that during the recent meeting, basic scheduling formats were discussed as well as the vendor search process.

Ms. Mehling provided an update on her most recent C.E.R.T. course which finished on November 15, 2012. The class started out with approximately 13 students. Only 4 were able to graduate due to circumstances that mostly arose from Hurricane Sandy. Ms. Mehling commented that she hopes to hold another C.E.R.T. course in spring 2013.

The Risk Assessment Committee will be meeting November 27, 2012 at 1400 hours to prepare the 2013 All Hazards Plan. The 2008 Plan has been reviewed and comments and updates have been suggested to JH Consulting. Ms. Mehling reported that the committee is currently working on developing new strategies, goals, and objectives to mitigate any of the hazards the County might face. She also noted that working with the different municipalities has been challenging. Harpers Ferry and Bolivar are working on several projects regarding storm water and water lines.

New Business:

Ms. Miller reported that the Public Assistance from FEMA and other after-storm information from Super-storm Sandy have not yet been granted for West Virginia. Virginia received its Public Assistance Declaration on November 26, 2012 and West Virginia's should be forthcoming. It is unlikely that Jefferson County will be included in the first round of assistance; preliminary damage assessments were not conducted for the County due to the minimal damage. After the state receives the declaration, funding for the County will be considered based on the amount of public assistance that was needed; however, it is unlikely the County will meet the threshold for funding. After action comments are still being collected at this time. Ms. Kelly made note that the Red Cross will be rotating individuals in New York and New Jersey soon.

The Counter-Terrorism Committee is currently working on POTUS (President of the United States) planning. A series of meetings have recently been held to plan for this event. On November 13, 2012 medical surge and public health issues were discussed, communications will be discussed on November 28, 2012. On December 11, 2012 the topic will be mass care and transportation and the meeting on January 8, 2013 will concern resources. January 15, 2013 will be left as an open meeting date should any other concerns develop. The EOC will be activated on the inauguration day which is Monday, January 21, 2013.

Ms. Miller noted that should the legal team for the County approve the RFP, JCHSEM will be putting out an RFP for the 2013 Emergency Operations Plan next week. A number of annexes will need to be examined but most are only concerning updates; only one annex needs to be developed. This EOP will be looking at the basic plan and annexes on direction and control, public information and warning, resource support, terrorism response, continuity of operations, volunteer and donations management, as well as a new annex for a dam failure evacuation plan. Both the Shannondale Lake and Jennings Randolph Lake Dam will be examined for this annex. The owners of the dams are responsible to insure that the dam is safe, but the local jurisdiction must evaluate how to evacuate individuals should the dam fail. The County will be working closely with the Sheriff on this annex because the current plan designates this responsibility to that office.

Ms. Miller reported that Del. Lawrence has notified our office that we have been approved for the amount of \$3,000 through the Community Participation Project Grant to assist with training for our animals in disaster class.

The Emergency Management Performance Grant (EMPG) application was mailed two weeks ago after being approved by the County Commission. The requested amount was \$115,000 which helps pay for salaries, benefits, and some equipment.

The FEMA 2012 Community Resilience Innovative Challenge Grant Application was sent in during October. Funding announcements were to be made on November 24, 2012. Some form of notification regarding this grant is expected soon.

Preparation for the FY-2014 County Budget has begun. Several meetings have been held already. There will be a different approach to preparing the budget this year. Line item requests for preparing the budget have been made. The department heads will be meeting every Wednesday in January to review the budget. The final budget is due to the Commission on March 1, 2013.

Ms. Miller noted that regrouping the Public Awareness, Education & Training Committee, Animals in Disaster Committee, and the Emergency Planning for People with Special Needs Committee back into one committee with one meeting/ one agenda may be considered. Mr. Smith and Ms. Parsons were in agreement with this proposal. This possibility will be further discussed after Ms. Miller speaks with the County Administrator about this suggestion.

There will be an organizational meeting of the Steering Committee the first week of January 2013. It will be necessary to evaluate the list for people to be on this committee. The Health vacancy might be replaced with someone from Jefferson Memorial Hospital. Jeff Jefferies stated that he would be willing to serve. Those individuals that are up for committee renewal will need to submit a new biography to be given to the County Commission. Individuals will also be appointed as Committee Chair and Vice Chair at the next meeting.

Mr. Green reported that Tucker County received the wettest snow that the National Weather Service had ever measured. Ms. Miller noted that transmission lines, power lines, and numerous trees were down in that area. Mr. Green also spoke about a free rescue training course he learned about based in Hardy County that pertains to animal rescue, how to deal with a car crash in a field with animals, etc. The training is not pre-scheduled. Mr. Green stated that a lot of localities and agencies need more training and full-scale exercise practice during this next cycle. As a region Mr. Green said that we need to find a meeting date to discuss the status of a long term recovery group.

Member Sharing

Ms. Donley commented that she enjoyed her recent C.E.R.T. training.

Mr. Smith noted that in the middle of the Independent Fire Company's annual fund drive, individuals were sending thank you notes and were really appreciative of the help the Independent Fire Company offered during the storm.

Mr. Green reported that there were both a lot of positive and negative reactions to how Hurricane Sandy was handled in his county. The negative comments were mostly based on how the status of the storm was communicated. Certain individuals would like the communication to expand to more radio stations, etc.

Ms. Kelly stated that the storms this year showed us how power outages are handled by the public. She suggested the idea that people could use applications for cell phones in regards to questions of what to do in emergency situations.

Ms. Miller informed the committee that ICS 300 & 400 classes will be held in January and dates will be circulated as soon as they are known.