

**Jefferson County Local Emergency Planning Committee**  
**Minutes**  
**December 21, 2022**

The Jefferson County LEPC held a meeting at Hospice of the Panhandle on Wednesday, December 21, 2022. Those present were: Steve Allen, LEPC Chair/ JCOHSEM Director; John Sherwood, LEPC Co-chair /Chamber of Commerce; Ed Smith, LEPC Treasurer/President of Independent Fire; Dick Myers, JCOHSEM, Deputy Director; Sanford Green, WV EMD Region 3 Liaison; Jennifer Walters, JCOHSEM, Public Information Officer; Dr. Terrence Reidy, Jefferson County Health Department; Mason Weikle, Jefferson County Health Department; Walt Dewalt, Hospice of the Panhandle; Bill Partlow, American Red Cross; Jason Wisner, Customs and Border Protection; Alexander Eberhart, Customs and Border Protection/ATC; Michael “Sean” Godsey, Customs and Border Protection/ATC; Tom Thompson, Veteran Affairs Medical Center; Jason Lively, West Virginia Emergency Management Division; George Ware, Vice President of Independent Fire; Lt. Robert Sell, Jefferson County Sheriff’s Department; Sara Considine, Jefferson County ESA; Craig Horn, Jefferson County ESA; Ryan Levins, Chief Ranger, National Park Service- Harpers Ferry NHP; Gary Ballou, Community Group; David Tabb, General Public.

**I. Call to Order** - Chairman Allen called the meeting to order at 0824 hours. The opening prayer and pledge of allegiance was given by John Sherwood.

**II. Minutes**

1. Minutes of the previous meeting were presented by Chairman Allen. Gary Ballou moved to approve the minutes, seconded by John Sherwood. All approved.

**III. Financial Report**

1. Mr. Allen advised we currently have \$4,391.71 balance in the Regular Account. Also, it was reported that there is \$13,223.08 balance in the Mass Fatality account. Chief Ed Smith provided a report that was signed and will be placed into the records. Dick Myers motioned to approve the financial report, Chief Smith seconded. Report was approved by all present.

**IV. Unfinished Business**

1. Exercise Sub-Committee – Donnie Grubb – Chair
  - a. Mr. Grubb was not present to give updates.
2. 2022 WV Homeland Security Region 3 Exercise Series UPDATE – Sandy Green/Don McLaughlin
  - a. Mr. Green stated the Smoking Mountain II exercise was conducted and that it was determined that the exercise was completed. He added that he was waiting for the After Action Report (AAR), which should be ready and sent for review in mid-January 2023 by the emergency managers (after conversing with Mr. McLaughlin, who was not present at the meeting, at the time). Also, there should be an AAR-Improvement Plan with the participating counties (Region 3 and Pendleton County) in February 2023. There will also be a meeting to finalize the AAR, which will also be the initial planning meeting for the next exercise cycle.
  - b. Mr. Green also stressed that it was important to consider which capabilities that should be tested and included in the exercise program now, so that those could be written into the next scenario.
  - c. Mr. Allen stated that he received inquiries from nursing homes and hospitals wanting to exercise plans and fulfill their requirements with the Joint Commission for the Accreditation of Healthcare Organizations (JCAHO). Mr. Allen will reach out to the nursing homes and other agencies to determine if they would like to participate in our upcoming regional exercise.

3. Fall of 2022 Table Top Exercise in support of Jefferson County Sheriff's Department (Active Assailant Scenario) – Sheriff Hanson/Lt. Sell
  - a. Lt. Sell stated that the Table Top Exercise (Active Assailant Scenario) was conducted in the beginning of November with multiple agencies attending, including Emergency Services Agency, Customs and Border Protection, Advanced Training Center, National Conservation Training Center, Fish and Wildlife Service, Jefferson County Emergency Communications Center, and multiple other agencies. He explained that the exercise went well and that Mr. Green is currently working on the After Action Report.
    - i. To build off the table-top exercise, we will move forward to the functional portion and will be testing the radios and communication systems at North Jefferson Elementary School in April 2023.
      1. Lt. Sell added that the reunification component will be conducted in March 2023.
      2. Mr. Green stressed that anyone with a communications component should be at the exercise.
    - ii. The matrix for the outside agencies has been created in regard to their roles in an incident and the law enforcement staging areas are being determined, as well as the staging areas for Emergency Medical Services.
    - iii. Additionally, the proposed areas where road blocks would be placed is being determined for each school in the county, working from which should be done first, then expanding outward.
    - iv. Lt. Sell is reaching out to Heather McIntyre, at the Chamber of Commerce, to get more information about attending meetings with the Chamber of Commerce to inform the community about the plans also. Lt. Sell additionally asked Mr. Sherwood to let him know if there are any upcoming meetings with the Chamber of Commerce.
4. SERC GRANT
  - a. Mr. Allen stated that there was no updates on the SERC grant.
  - b. Mr. Green informed the attendees that it was still unknown if the SERC grant is to be given to the grantee up front or if it be on a reimbursement basis.
5. HMEP GRANT
  - a. Mr. Allen stated that there was no updates on the HMEP grant.
  - b. Mr. Green stated that he believes that the HMEP grant is on-going. If there is something that needs to be submitted, as long as it was transportation- or hazmat-related equipment (should not be related to response equipment). There is no dollar amount limit or limit the amount of requests on how many agencies or counties can request for this grant.
  - c. Lt. Sell stated that he would like to outfit all of the first responders, law enforcement specifically, with sledgehammers and bolt cutters that would stay in the cruiser; that way if they respond to a school or a business, they were not impeded by entryways.
    - i. Mr. Green stated that it could be submitted to the HSGP (Homeland Security Grant Program) and it should be looked at favorably because of the progress and efforts being made in this regard.
    - ii. Mr. Allen added that 30% off the top of the program goes to law enforcement.
6. TRAINING
  - a. Stop-the-Bleed- Captain Horn stated that there were no dates set, as of yet.
    - i. Mr. Eberhart added that there is IFAK (or Individual First Aid Kit) training at the CBP/ATC. The Customs and Border Protection has been providing it to academy graduates. He reported that there was a previous discussion about the cost of acquiring the kits mainly due the cost-prohibitive nature of the kits.

- b. Captain Considine stated that a training calendar was posted online on the Jefferson County Emergency Services Agency website, under Calendar of Events.
  - i. Captain Horn added that the ESA is trying to get more Community CPR/First Aid courses listed on the calendar, as well as Pet CPR and babysitting classes, while providing a wide range of training to Jefferson County.
- c. Dr. Reidy spoke about training for those who would like to be certified to administer Narcan (Naloxone), which could either be conducted at the Jefferson Health Department or at an agency's/organization's location. Dr. Reidy added that the Narcan would be provided to those who complete the training course.
- d. Mr. Green spoke of the West Virginia Faith-Based Security Summit that was held on November 15, 2022 at Independent Bible Church. The training was provided by the FBI and State Fire Marshall. The training was well-attended with 112 members of the community. Mr. Green added that David Hoge spoke about the Non-Profit Security Grant Program (NPSG). The intent is to integrate non-profit preparedness activities with broader state and local preparedness efforts. It is also designed to promote coordination and collaboration in emergency preparedness activities among public and private community representatives, as well as state and local government agencies.
  - i. Mr. Green would also like to have a few more presentations conducted in the region for the multiple communities.
  - ii. Additionally, Mr. Green and Mr. Allen explained that it is typically referred to as "active assailant," mainly because these people are using weapons other than firearms; such as vehicles, knives, etc.

## 7. PLANNING

- a. BERP- Dick Myers
  - i. Mr. Myers explained that BERP stood for Bovine Emergency Response Planning and that the committee had its third meeting on December 1<sup>st</sup>. Mr. Myers acknowledged that there was some verbiage in the plan that was changed and updated some of the graphics in the plan. Besides having only bovines in the plan, there was additions of sheep, chickens, and other types of livestock and how to properly "put down the animal." Additionally, there is also a list of the emergency contacts in regard to the livestock transporters, as well as, large equipment operators, large towing companies, wranglers, ropers, local, state, and federal veterinarians, and the animal health inspector.
  - ii. Mr. Green stated that Tucker County will accept animals for disposal. Mr. Myers responded that Apple Valley Waste would bring a dumpster to aid in the disposal of any animals.
  - iii. Mr. Allen asked about who was part of the planning process. Mr. Myers responded that there are various individuals, including farmers, law enforcement, someone from Emergency Services Agency, a veterinarian, those from Jefferson County Office of Homeland Security and Emergency Management. Mr. Myers elaborated that this plan is to primarily to assist first responders with these types of emergencies. Mr. Allen explained that Donnie Dunn, who is on the BERP committee and works with Fire and Rescue, was looking into the SOGs (Standard Operation Guidelines) and how they would apply to the BERP plan.
  - iv. The next BERP committee meeting will be held on January 5<sup>th</sup> at the Emergency Operations Center.
- b. Animals in Disaster Plans – Dick Myers
  - i. Mr. Myers stated the Animals in Disaster Plan is currently being reviewed by the Region 3 counties and Pendleton County. The process moving forward is have it placed

on the Jefferson County Commission agenda and to have the plan approved. The other seven counties will have the responsibility to do the same thing within their own counties.

c. 2024 Hazard Mitigation Plan update grant application- Mr. Allen

i. Mr. Allen reported that by January 2024, the Hazard Mitigation Plan (or HMP) needs to be approved at the Federal and State government levels. Typically, the funds are granted on a regional basis and Jefferson County is in Region Nine. Additionally, there was a grant of \$60,000, approved by the Federal government. There will be a Request for Proposal, or RFP, placed in the next few weeks; several companies that have already expressed interest in placing bids.

1. Jefferson County Commission decided that, due to the extensive nature and thoroughness of the Jefferson County's planning, they would like to focus on the Community Rating System/flooding mitigation. There will be several meetings, including many agencies that were involved in the 2018 planning, hopefully in the next three months. The goal is to receive input from the local agencies and community members from within Jefferson County and compose the HMP, have it approved, and submit it the State and the Federal government by fall 2023.
2. Mr. David Tabb alerted the committee that the Conservation District will have a meeting on January 11<sup>th</sup> (no location has been set, as of yet), where they will present an update to (code) §7-1-3u (which is stated as "Authority of counties and municipalities to treat streams to prevent floods"). This update will look at preparedness, planning, looking at all areas of possible flooding. He expressed that the County Commission would need to approve the monies required to use for this endeavor. He went on to explain that there is no cost to the county itself and there are hundreds of millions of dollars available; he further explained that if the Jefferson County Commission does not sign on to §7-1-3u code, if anything does happen in regards to flooding within the definition of the code, it will be at the expense of the JC Commission. It would be beneficial to have them sign on so that they have access to the funds if they are needed in regard to the code and potential flooding and subsequent damages.
3. Mr. Allen added that the existing Hazard Mitigation Plan might need to be looked at more thoroughly to determine what is already applicable in regards to the §7-1-3u code. Mr. Allen also noted that when the meetings begin in regard to the HMP, the Conservation District should be involved, as he believed that they were in the 2018 planning meetings.

8. Tier II reporting facilities

- a. Mr. Allen reported those sites will be reporting in January 2023 what they had in regards to 2022. Since the minutes were sent out, some facilities have reported their Tier II Reports.

9. Public Inquiries on Rockwool

- a. Mr. Allen reported that there have been no requests from the public.
- b. Mr. Allen also reported that there was an announcement published in The Spirit of Jefferson to the community that anyone who is interested can come in and view those reports; there is also the ability to view the Hazardous Materials Plan. The locations that can be used to view the materials would be at the Office for Homeland Security and Emergency Management or a local fire house in

Jefferson County. There is no availability to access the program online. No one has come in, as of yet.

- i. Mr. Smith mentioned that he was not sure if the fire houses had access and ability to allow viewing of the materials.
- ii. Mr. Myers stated that he would put Mr. Smith in contact with Lisa Paxton to set up the access.
- iii. Mr. Tabb suggested that there should be placards on each business, letting first responders know if and what hazardous materials are located at the site.
  1. Mr. Allen and Mr. Green stated that it is not required per West Virginia State Code.
  2. Mr. Godsey stated that there might be an opportunity for the Advanced Training Center to assist Mr. Tabb since there is an Emergency Preparedness Branch that has a Hazmat Training Program. He stated that it would be a good exercise for them to come out and take a look at the business(es) to determine what is there.
  3. Mr. Allen added that this would be an on-going conversation moving forward since it is an important topic.

10. WV Division of Highways Rockslide Mitigation Project – Route 340

- a. There was no representative from the West Virginia Division of Highways present to provide an update.

**V. New Business**

1. Presentation – Radiological Emergency Preparedness Program (REPP) – Jason Lively
  - a. Mr. Lively provided a PowerPoint presentation on the “WV Radiological Emergency Preparedness Program,” also known as the REP Program.
    1. Mr. Lively explained that the REP Program began due to the incident at 3-Mile Island, which took place on March 28, 1979, when a partial meltdown of the unit 2 reactor experienced an equipment malfunction and operator error.
      - He further presented information pertaining to the program, effects of radiation to humans, and common sources of radiation.

**VI. Member Sharing Time**

1. Mr. Partlow shared that Jesse Holt is wanting to look at shelters in order to cultivate a Mass Care Team. He will be in contact with the Jefferson County Office of Homeland Security and Emergency Management to assist in facilitating that endeavor.
2. Captain Considine shared that she will be vacating her position effective around January 6, 2023. She will maintain a part-time position.
3. Mr. Smith stated that the transfer for the Jefferson County Emergency Medical Services system is still in progress and waiting on the Standard Operating Procedures.
4. Mr. Eberhart stated that he would be reaching out to the Jefferson County Office of Homeland Security and Emergency Management in regard to the IFAK (Individual First Aid Kit).
5. Mr. Tabb reminded the committee that the Conservation District will have their meeting on January 11<sup>th</sup> (there is not a location set yet) for the 7-1-3u code, which will include the Chesapeake Bay initiative. He is attending training at the Environmental Protection Agency coming up soon.

- VII. Adjournment** - Gary Ballou moved for the closing of the LEPC meeting, and Lt. Robert Sell seconded the motion. All approved. Mr. Allen adjourned the meeting at 10:15 a.m. The next meeting of the Jefferson County LEPC will be held 8:15 a.m. on Wednesday, February 15, 2023 and will be an in-person meeting. It is

possible that the location could be different from than Hospice of the Panhandle, if it is determined that another facility would be appropriate.