

**Jefferson County Local Emergency Planning Committee**  
**Minutes**  
**June 15, 2022**

The Jefferson County LEPC held a hybrid meeting at the Hospice of the Panhandle and via Go-To-Meeting on Wednesday, June 15, 2022. Those present were: John Sherwood, Chamber of Commerce/LEPC Co-chair; John Bresland, Community member; Ed Smith, Treasurer/Independent Fire; Gary Ballou, Opequon Radio Society; Stephen Allen, Chair/JCOHSEM; Dr. Terrence Reidy, Jefferson County Health Department; Tom Thompson, Martinsburg VA; Tom Butcher, First Energy; Gino Sisco, Jefferson County Health Department; Bill Partlow, American Red Cross; Dennis Jarvis, Jefferson County EDA; Walt DeWalt, Hospice of the Panhandle; Rich Clawson, Animal Welfare Society of Jefferson County; Jason Wiser, CBP/ATC; Robert Sell, Jefferson County Sheriff's Office; Sara Considine, Jefferson County ESA; Lynn Costello, Jefferson County ESA; John Mills, Hollywood Casino; Sandy Green, WV EMD Region 3 Liaison.

(Virtual attendance) Stacey Phillips, Rockwool; Jennabeth Raynes, Rockwool; Shepherd Snyder, WV Public Broadcasting; Brandon Caton, Jefferson County Schools (Safety Director); Angela Gordon, Panhandle Home Health and Holly Morgan-Frye, Shepherd University.

**I. Call to Order**

Chairman Allen, called the meeting to order at 0816 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. John Ballou advised there was a misspelling in member sharing #2, from armature to amateur. John Sherwood moved to approve the minutes for the February 16, 2021 LEPC meeting, seconded by Tom Thompson. All approved.

**III. Financial Report**

1. Chairman Allen advised we currently have \$4,790.71 in the regular account and \$13,224.08 in the mass fatality account. John Bresland moved to approve the financial report, Tom Thompson seconded. Report was approved by the membership.

**IV. Bi-Annual Election of Officers for the LEPC**

1. Chairperson – Nominations were opened for Chairperson, John Sherwood and Steve Allen were nominated. Mr. Sherwood, declined, Mr. Allen accepted and will serve another 2 years.
2. Co-Chairperson – Nominations were opened for Co-Chairperson. John Sherwood was the only nominations. Mr. Sherwood accepted and will serve another 2 years.

## **Appointment of LEPC Support Officers by the Chairperson**

3. Recorder/Secretary – Open at this time.
4. Treasurer – Chairperson Allen appointed Ed Smith, he accepted.
5. Information Coordinator – Open at this time.

## **V. Unfinished Business**

### 1. Exercises

#### a. Exercise Sub-Committee – Donnie Grubb – Chair

- i. Mr. Grubb was not present to give updates.

#### b. 2020/2021 WV Homeland Security Region 3 Exercise Status

- i. Mr. Green advised the Smoking Mountains was held on May 3 and each of the eight counties in the region were involved in the Table Top Exercise. After Action Reports are done at the end of the either the Functional or Full Scale exercises. We are looking at doing a functional exercise either in early August or early September. Mr. Green went on to discuss briefly what was in the scenario and the process of the upcoming functional exercise.

A question was asked if we were going to have a full scale exercise. Mr. Green stated, due to the time frame between exercises it may not be possible for this year.

#### c. Jefferson County Sheriff's Office Table Top Exercise – Fall of 2022 (Active Shooter)

- i. Lt. Robert Sell stated the Sheriff's Office will be doing a TTX with a follow-up with a full-scale later on. This could be used for many facilities/businesses throughout Jefferson County. The initial TTX will involve dealing more with LE and Fire/EMS that would focus on logistics within each department. A second TTX could further involve civilians and businesses. Further discussion was held about the full-scale and what would be needed to make it a success, ie. role players, participants, dispatchers, etc.
- ii. Lt. Sell added that they will be doing an ALICE training and an active shooter with Friendship Bible Church on July 18-19. He went on to say there is limited space but let him know if anyone wanted to be an observer.
- iii. Mr. Green led a discussion about an upcoming active shooter training that is available from the FBI and State. He had 2 submissions or locations that were submitted to him and will reach out to the FBI representative and then follow-up with any updates. There were brief discussions involving school safety measures and the Las Vegas shooting. After Action Report - 67 page document of lessons learned. (See Attached PDF Mandalay Bay Las Vegas)
- iv. Discussion was held about having a call down list of key players for different agencies, hospitals, businesses, etc. that is available to be put in CAD.

## 2. Grants

Mr. Allen stated there has been no updates at this time.

## 3. Training

- a. Chairman Allen went around the room to ask if anyone was having any training within their agencies. Lt. Sell stated the only community training was the active shooter/ALICE training at Friendship Bible Church on July 18-19.
- b. Ms. Considine stated ESA has CPR/First Aid training available on their website.
- c. Mr. Allen stated we have the Stop the Bleed equipment/instructors available for training for those who would be interested in that type of training. The schools plan to have Stop the Bleed training for each school. Mr. Green offered to assist with the training to include kits and instructors.
- d. Mr. Ballou stated they will be setting up at War Memorial Park in Martinsburg testing their amateur radios. It is mainly for amateur operators but the public is welcome to come and see what they do and hopefully spark interest in becoming an amateur radio operator.
- e. Mr. Green stated they are doing a family reunification class sponsored by the I Love You Foundation next Wednesday the 22<sup>nd</sup> that deals with the aftermath of an active school shooter incidents. Discussion was held about schools/businesses and if they have any reunification plans.
- f. Mr. Green stated the WV EMD Liaison group offers a Civilian Response to an Active Shooter program that is a more robust program than the Run, Hide, Fight class. The class last about 2 hours.

## 4. Planning

- a. Mr. Allen stated Dick Myers has been working on the BERP plans and will be reaching out soon to those who would like to assist with the completion of the plan.
- b. Mr. Allen also advised Mr. Myers was also working on updating the Regional Animals in Disaster Plan.
- c. Mr. Allen stated he has been working on the funding to update our Hazard Mitigation Plan that is due for updating in 2023. We currently have a grant submitted. He will be reaching out when the meetings are scheduled.

## 5. Tier II reporting facilities

- a. Mr. Allen stated they have received approximately 43 Tier II reports thus far from reporting facilities for 2021.

## 6. Public Inquiries on Rockwool

- a. Mr. Allen stated that there have been no new inquiries regarding Rockwool.

7. WV Division of Highways Rockslide Mitigation Project – 340

- a. Mr. Allen advised the Project has been postponed until next year. If anything changes he will advise.
- b. Nothing further on the possible Traffic Incident Management System (TIMS) training.

**VI. New Business**

1. Mr. Green led a discussion about the Mass Fatalities monies being utilized, especially in light of the active shooter discussions from earlier this morning, for training. Mr. Allen stated we can discuss possible uses at the next meeting, ie. supplies, training, exercises, etc., which would give the group time to think about what the monies could be used for.

**VII. Member Sharing Time**

1. Jefferson County Schools – Brandon Caton stated that it has been a busy first 2 weeks of summer vacation. He stated there were multiple construction projects going on throughout the county. New roofs being put on Shepherdstown Middle, South Jefferson, and T.A. Lowery. He is also dealing with Harpers Ferry Middle involving the roof leaking last week. Mr. Caton will be attending the reunification training next week and is preparing for upcoming training with staff and students to include active shooter training per state policies.
2. Rockwool – Stacy Phillips – Ms. Phillips has nothing to share at this time.
3. WV Public Broadcasting – Shepherd Snyder – Mr. Snyder has nothing to share at this time.
4. Shepherd University – Holly Frye – Ms. Frye stated with a joint effort with the university and local police department they received a \$4 million dollar grant for a new camera system and an integrated locking system.
5. VA Medical Center – Emergency Manager – Tom Thompson – Mr. Thompson had nothing to share at this time.
6. Hollywood Casinos – John Mills – Mr. Mills stated they are starting to get back to capacity and somewhat normalcy. They will be having the Breeders Classic at the end of August which is a two day event. It is the same time as the Jefferson County Fair. Mr. Allen asks about the EPIC Buffet and if it was going to reopen because we used to hold our quarterly partnership meetings there. Mr. Mills stated he didn't believe it would be reopening anytime soon.
7. Opequon Radio Society - Gary Ballou – Mr. Ballou advised they will be having their annual field day on Saturday, June 25<sup>th</sup> at War Memorial Park starting a 14:00 hrs. Everyone is welcome to out to see what they do with amateur radios.

8. Animal Welfare Society – Board Member – Rich Clawson – Mr. Clawson stated he has found this meeting very informative and interesting. He would like to meet sometime in July to go over the animals in disaster plan as well as look over the two trailers prior to the next LEPC meeting.
9. Customs Border Patrol/Advanced Training Center – Emergency Management Division – Jason Wisner – Mr. Wisner stated they are reengaging efforts with their community partners and look forward in participating with them moving forward.
10. Independent Fire – Ed Smith – Mr. Smith stated the Fire Departments concerns over the County taking over the ambulances. He stated most fire chiefs feel the county is going to disrupt a good volunteer/paid system and will be effecting services. The reason is there are several ESA employees who also volunteer. Due to FSLA laws they may not be able to volunteer anymore. He encouraged the group if they speak with any of the commissioners to express your concerns.
11. American Red Cross – Regional Coordinator/Administrator – Bill Partlow – Mr. Partlow stated they responded to 145 cases within their jurisdiction involving house fires so far this year. With a joint effort with the local fire departments they have provided over 400 homes with smoke detectors for a total of 1040 detectors. They have provided 528 schools with their pillow case program to provide youth preparedness. Mr. Partlow went on to say they are continuing to do shelter survey updates within their jurisdictions. He also provided a list of shelters within Jefferson County.
12. First Energy – Regional Representative - Tom Butcher – Mr. Butcher advised, they are doing their annual air patrol clearing limbs that could affect the power lines. First Energy is now going to be selling solar energy. If anyone is interested, they can sign up and will be on a first come first serve basis. 50 megawatts is available at this time. Mr. Ballou asked how many residents could be provided with that amount. Mr. Butcher stated it would be enough to supply 50 Walmart's, but the average household uses about 1000 kilowatt hours. It takes about 250 acres to supply 50 Megawatts.
13. Jefferson County Health Department – Dr. Reidy – Dr. Reidy spoke about home testing and effects it has on the total number of cases, and he is not seeing a high number of hospitalizations. He also spoke about the necessity for everyone to make sure their vaccinations/boosters are up to date especially within the vulnerable population, ie. elderly, and ones with significant medication conditions. Anyone who is eligible for vaccinations can get them through the health department. Mr. Allen asks about how often we were going to have to get a booster. Dr. Reidy stated he was not sure of the time frame between additional boosters.
14. Volunteer – John Bresland – Mr. Bresland is on the water board in Shepherdstown and they will doing a project that involves a permanent fixture to assist the town with a backup water source.
15. WV EMD Area Liaison – Sandy Green – Mr. Green advised they also provide BMAP training for the average citizen (ie., a clerk from a hardware store, dollar general, Walmart, hair salon, etc.) to recognize individuals who may be purchasing bomb making materials for an IED and who to contact if one suspects of such. Operation Flashpoint is another, which is along the

same line as the BMAP class. Mr. Green advised we missed the deadline for the Non Profit Security Grant this year because it was difficult to determine which facilities are eligible. It could include any nonprofit organization that would have a possibility of an active shooter incident. If anyone who knows of an organization or feels it would fall into that category let him or Mr. Allen know and we can start to prepare for the next grant cycle.

16. Jefferson County Sheriff's Department – Lt. Robert Sell – Lt. Sell stated they have a potential for 2 new hires. He urged individuals to participate in the upcoming trainings and don't forget about the great resources that are around us that are there to be utilized.
17. Jefferson County ESA – Sara Considine/Lynn Costello – Ms. Considine had nothing to share but is looking forward to participating in the training and exercises for this year. Ms. Costello asked if there was a list of farmers or livestock owners for our area. Mr. Allen stated he doesn't have a list but could contact WV Extension Office. Lt. Sell stated the Sheriff and himself attends the Jefferson County Fair Board meetings and could get an updated list from them as well.

#### **VIII. Adjournment**

1. Bill Partlow moved for the closing of the LEPC meeting, and Rich Clawson seconded the motion. All approved. Mr. Allen adjourned the meeting at 1002 hours. The next meeting of the Jefferson County LEPC will be held 8:15 on Wednesday, August 11th and will be held at the Hospice of the Panhandle.