



**Jefferson County Office of Homeland Security and Emergency Management**

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Public Awareness Committee

Sign In Sheet

January 12, 2011

Print Name & Organization	Email	Phone	Sign In
Brown, Bill Association of Retired School Employees Assn.		725-5202	
Cates, Al AARP	striderbo2@aol.com	728-2929	
Cates, Irene AARP	striderbo2@aol.com	728-2929	
Crabill, Collet JCECC	ccrabill@jeffersoncountywv.org	728-3372	
Cunningham, Christian 167 <sup>th</sup> Air Wing			
Davis, Mike CERT Volunteer	mjdavis56@comcast.net	728-8108	<i>Mike Davis</i>
Davis, Patricia CERT Volunteer	patriciafdavis@comcast.net	(703) 851-3175	on phone
Dunbar, Katherine Good Shepherd Caregivers	katherinednbr@yahoo.com	725-7366	<i>Katherine Dunbar</i>
Evans, Shirley CERT	shirla0513@aol.com	725-1794	
Grove, Amy Eastern Panhandle American Red Cross	sunnydazerhere@comcast.net	263-5241	



Jones, Amy Jefferson County Dept of Health	amy.b.jones@wvdhhr.org	728-3308	
Levesque, Jeff Eastern Panhandle American Red Cross/ CERT	jeffsque@gmail.com	725-6850	
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 J Miller</i>
Mucher, Thomas 167 <sup>th</sup> Air Wing	Thomas.mucher@wvmart.ang.af. mil	616-5288	
Nilsen, Neal AskNeal	Neal@AskNeal.net	724-1056	
Osterman, Joe CERT Volunteer	josterman@citlink.net	725-1874	
Palmer, Debbi Eastern Panhandle American Red Cross/ CERT	debbip123@aol.com	728-7157	
Panek, Frank Leetown Science Center	fpanek@aol.com fpanek@usgs.gov	724-4431 229-6865	
Panek, Claire	cepanek@aol.com	229-6865	
Pierce, Lucas Eastern Panhandle American Red Cross/ CERT	PierceL@usa.redcross.org	261-3516	
Rice, Tim 167 <sup>th</sup> Air Wing	Timothy.rice@wvmart.ang.af.mil	616-5314	
Soltow, Sarah Community Lutheran Partners	clp.inc@citlink.net	582-4264	
Stevens, David 167 <sup>th</sup> Air Wing	David.stevens@wvmart.ang.af.mil	616-5288	



Jefferson County Homeland Security & Emergency Management  
Public Awareness, Education & Training Committee  
January 12, 2011  
Agenda

I. Call to Order

II. Approval of October 2010 Meeting Minutes

III. Old Business

- a. WV Homeland Security Summit – November 16 – 18 – Greenbrier Hotel
- b. JCHSEM attended TEEX EOC Operations Class – November 30 – December 2

IV. New Business

- a. Red Cross upcoming classes
- b. Quarterly Partnership Luncheon – noon - January 19 – Hollywood Casino at Charles Town Races
- c. Daycare Center Plans and a follow up email received for WVDHHR
- d. Emergency Operations Center Training (January 18) & Exercise (January 29)
- e. 2011 Public Awareness, Education & Training Strategy
- f. JCHSEM 2011 Training Calendar
- g. All Hazards Consortium Training – January 24 – 25 -- Gettysburg
- h. State Floodplain Training coming up on January 28 at JCHSEM office
- i. State Citizen Corps Meeting on February 9<sup>th</sup> in Charleston
- j. Recommended EMI Course for January – IS-242 – Effective Communication --  
<http://training.fema.gov/EMIWeb/IS/is242.asp>

V. Member Sharing Time

VI. Adjournment

The next meeting of the Jefferson County Homeland Security and Emergency Management's Public Awareness, Education and Training Committee will be held on **February 9 at the Jefferson County EOC at 8:30am**



Jefferson County Homeland Security and Emergency Management  
Public Awareness Committee  
October 13, 2010  
Minutes

Jefferson County Homeland Security and Emergency Management's Public Awareness Committee met at the Jefferson County EOC on October 13, 2010 at 9am. Present were: Terri Mehling, JCHSEM; Jennifer D. Maggio, JCHSEM, Mike Davis, CERT; Patricia Davis, CERT; Katherine Dunbar, Good Shepherd Care Givers and Debbi Palmer, Eastern Panhandle ARC.

Ms. Mehling opened the meeting. Ms. Palmer approved the minutes from the previous meeting.

**Old Business**

Ms. Mehling reported the Disaster Ready Kids 2010 program had a total of 282 children. We are now shifting to October for Fire Prevention Month.

Ms. Mehling reviewed activities that went on during National Preparedness Month. Activities included Family Disaster Preparedness Night, Lunch N Learn sessions and discounts on disaster preparedness items at Wal-Mart. Ms. Mehling announced Peggy Sclater is the winner of the Disaster Preparedness Photo Contest.

**New Business**

The Committee agreed to change the meeting time to Wednesday at 8:30 am.

Ms. Palmer reported on upcoming Red Cross classes. Health and Safety classes will be held every Saturday until the end of the year; CPR classes are rotating between Berkeley County and Jefferson County and DAT meeting November 17 at 6 pm. Ms. Palmer announced Red Cross has received 2 AmeriCorps Volunteers. Ms. Palmer also announced there are two cold weather shelters in Jefferson County. A men's shelter will be located at the Episcopal Church on Zion road from Jan 1-March. A women's shelter will be located at the St. James Church starting in November. Red Cross will supply cots.

Ms. Maggio reported the Fire Prevention Month Ready Program is currently being held throughout the month of October. There are currently 680 children involved and volunteers are needed. Ms. Davis asked Ms. Maggio to please let her know of some dates and she can see if she is available. Ms. Dunbar suggested calling the Retired Teachers Association for assistance in reading.

Ms. Mehling announced she will be attending CERT Train-the-Trainer and Program Manager Course at the Emergency Management Institute October 18-22.

Ms. Mehling announced the Quarterly Partnership Luncheon will be October 27 at the Bavarian Inn. Thom Kirk from the WV Intelligence Fusion Center will be speaking. You will have two meal options, Chicken Piccata or Veggie Lasagna and Black Forest Cake or Ice Cream. Meals will cost \$15.00 and you will need to RSVP by calling Jennifer Maggio at 304-724-8914.

Ms. Mehling announced there will be a People with Special Needs Exercise on November 4 from 9am-2pm at the Clarion Hotel. Ms. Mehling handed out an article based on the upcoming exercise and how to sign up.

Ms. Mehling reported the National Weather Service Winter Storm class on November 8 at 7pm has been moved from JCHSEM to the Shepherdstown Fire Department due to a large response. Ms. Mehling is working on a press release. Ms. Dunbar asked to be added to the list.

Ms. Mehling reported the recommended EMI Course for October is IS-230a—Fundamentals of Emergency Management. This class involves the basics of what is involved in dealing with emergencies.

#### Member Sharing

Ms. Mehling announced she is now accredited through the state as a Level 3 Emergency Manager.

Ms. Mehling announced there will be a Decon Training for Jefferson Memorial Hospital at US Customs and Border Patrol. Larry Neal and Jeff Jefferies staff as well as Berkeley County Health Department Staff will be attending. JCHSEM will be there to observe.

Ms. Mehling reported on an upcoming Mass Evacuation Exercise at the Veteran Affairs Medical Center in Martinsburg, WV. A train will derail behind the VA Center which will cause all of the patients to evacuate and relocate to another medical center.

Ms. Dunbar announced Good Shepherd Caregivers has moved into their new facility. She will notify the group when they have their open house.

The next meeting of the Jefferson County Homeland Security & Emergency Management's Public Awareness, Education and Training Committee will be held on November 10, 2010 in the Jefferson County EOC at 8:30 a.m.





Jefferson County Homeland Security and Emergency Management  
Public Awareness Committee  
January 12, 2011  
Minutes

Jefferson County Homeland Security and Emergency Management's Public Awareness Committee met at the Jefferson County EOC on January 12, 2011 at 8:30am. Present were: Barbara Miller, JCHSEM; Terri Mehling, JCHSEM; Jennifer D. Maggio, JCHSEM, Mike Davis, CERT; Patricia Davis, CERT and Katherine Dunbar, Good Shepherd Care Givers.

Ms. Mehling, JCHSEM Deputy Director, opened the meeting with approval of minutes. Mike Davis moved to approve the minutes of the October 13, 2010 meeting and Katherine Dunbar seconded the motion, all approved.

**Old Business**

Ms. Miller reported on her recent attendance to the WV Homeland Security Summit from November 16-18 at the Greenbrier Hotel. Ms. Miller shared her experience with the committee on the tour she was given in the bunker that was built in 1958. There were several breakout sessions during the summit that focused on 7 different investments that included COOP, critical infrastructure, credentialing, etc.

Ms. Miller reported JCHSEM attended TEEX EOC Operations Class, November 30-December 2 in Martinsburg. Ms. Miller reviewed the class curriculum and mentioned it was very interesting to see how all EOCs work throughout the region.

**New Business**

Red Cross was unavailable to comment on upcoming classes.

Ms. Mehling announced the Quarterly Partnership Luncheon will be held at noon on January 19 at Hollywood Casino at Charles Town Races. If you would like to attend, please contact her.

Ms. Miller reported the WV State Legislature recently passed a law that all Day Care facilities have to create a Disaster Plan. They must share those plans with their local Emergency Manager by December 31, 2010. This is now a requirement to renew day care center license. Ms. Miller plans on critiquing the plans and visiting the facilities to discuss possible changes.

Ms. Miller announced there will be an Emergency Operations Center Training, January 18 and an exercise on January 29. Ms. Miller recommends those who would like to work in an EOC and those who are already active within the EOC to attend.

Ms. Mehling reviewed the 2011 Public Awareness, Education and Training Strategy document with the committee. She is currently in the process of changing the list of EMI study courses. Ms. Miller reviewed the list of updated recommended courses. Once the Professional Development series is complete you will receive an additional certificate for completing the entire series. Ms. Davis asked Ms. Miller if there is a consolidated list online. Ms. Miller noted on FEMA's website you can search professional development series.



Ms. Miller reviewed the JCHSEM 2011 Training Calendar that was handed out to committee members. She combined Homeland Security and WV Department of Military Affairs training as well as local training. If anyone would like to add additional training to please let her know. The training calendar is a requirement for Department of Homeland Security Funding. Ms. Mehling reported there is a tentative date for ERG training on March 3, 2011 that will be taught by Bob Jaffin.

Ms. Miller noted she will be attending the All Hazards Consortium Training, January 24-25 in Gettysburg.

Ms. Miller reported there will be a State Floodplain Training on January 28 at the JCHSEM EOC.

Ms. Miller reported there will be a State Citizen Corps Meeting on February 9<sup>th</sup> in Charleston. There they will be releasing information about funding strategies.

Ms. Mehling reported the recommended EMI course for January is IS-242- Effective Communication. For more information visit: <http://training.fema.gov/EMIWeb/IS/is242.asp>.

### **Member Sharing**

Ms. Dunbar announced Good Shepherd Interfaith Caregivers will be hosting a fundraiser spaghetti dinner at Shepherdstown Fire hall, January 14 at 6 pm. Tickets are \$10.00 per person and will include bread, salad, spaghetti and wine.

The next meeting of the Jefferson County Homeland Security & Emergency Management's Public Awareness, Education and Training Committee will be held on February 9, 2011 in the Jefferson County EOC at 8:30 a.m.

It is a common mistake to think that the only way to improve the quality of a product is to increase the number of features. However, this is not always the case. Sometimes, a product can be improved by removing unnecessary features and focusing on the core functionality. This is known as "feature creep" and it can lead to a product that is too complex and difficult to use.

One of the most common ways to improve a product is to focus on the user experience. This means making sure that the product is easy to use, intuitive, and meets the needs of the user. This can be done by conducting user research and testing the product with real users.

Another way to improve a product is to focus on the quality of the materials and the manufacturing process. This means making sure that the product is built to last and that the manufacturing process is efficient and cost-effective.

Finally, it is important to focus on the marketing and sales of the product. This means making sure that the product is promoted effectively and that the sales process is smooth and efficient. This can be done by using a variety of marketing channels and by providing excellent customer service.

In conclusion, there are many ways to improve a product. It is important to focus on the user experience, the quality of the materials and the manufacturing process, and the marketing and sales of the product. By following these steps, you can create a product that is of high quality and meets the needs of your users.

Thank you for reading!

It is a common mistake to think that the only way to improve the quality of a product is to increase the number of features. However, this is not always the case. Sometimes, a product can be improved by removing unnecessary features and focusing on the core functionality. This is known as "feature creep" and it can lead to a product that is too complex and difficult to use.

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