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Public Awareness Committee  
 Sign In Sheet  
 February 13, 2013

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Jefferson County Homeland Security & Emergency Management  
Public Awareness, Education & Training Committee

February 13, 2013

Agenda

I. Call to Order

II. Approval of January 9, 2013 Meeting Minutes.

III. Old Business

- a. Risk Assessment Committee and Public Meetings
- b. Resilient Neighbors Network
- c. Mass Fatalities Plan/Mass Fatalities Conference update – October 29 & 30
- d. Presidential Inauguration – January 21
- e. Quarterly Partnership Luncheon – January 16
- f. Social Media – Facebook, Nixle, Twitter
- g. 2013 Public Awareness, Education & Training Strategy
- h. Animals Response Trailer Training
- i. Boy Scout Troop 6 Emergency Preparedness Badge Training – February 7

IV. New Business

- a. Steering Committee - Reorganization of Committees
- b. Emergency 2.0 Wiki Accessibility Toolkit
- c. Valentines Day Purrfect Buffet – February 16 - JC Animal Welfare Society
- d. Spay Today Van – Pet female cats only - February 12, 19 and 26
- e. Rapid Assessment Workshop – Hawks Nest State Park – February 19-20
- f. Public Information Officer Media Day at the EOC – February 20
- g. NIMS 300 & 400 – Martinsburg – February 20-22
- h. Rural Resource Management for Rural Jurisdictions – Parkersburg – February 21
- i. Business Continuity Workshops – 1pm – 4pm and 6pm – 9pm – February 26
- j. Animal Disease Traceability rule goes into effect March 11
- k. Tails on Trails – March 23 – Briggs Animal Adoption Center
- l. Veteran's Administration Operation Newton Exercise – TTX March 14, Full Scale Exercise April 4
- m. Recommended EMI Course for February IS-910a – Emergency Management Preparedness Fundamentals <http://training.fema.gov/EMIWeb/IS/IS910a.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 **March 13** at the Jefferson County EOC at 9:00am.

Jefferson County Homeland Security and Emergency Management  
Public Awareness Committee  
January 9, 2013  
Minutes

Jefferson County Homeland Security and Emergency Management's Public Awareness Committee met at Jefferson County Homeland Security & Emergency Management offices on January 9, 2013 at 8:30am. Present were: Michelle Goldman, Eastern Panhandle Free Clinic; Denise Lambiotte, Jefferson County Animal Control; Terri Mehling, JCHSEM; Annie Wheat, Ameriworks; and Lisa Yost, Ameriworks.

Ms. Mehling, JCHSEM Deputy Director, opened the meeting. Denise Lambiotte made a motion to approve the minutes of the November 14, 2012 meeting and Annie Wheat seconded the motion, all approved.

Introductions

**Old Business**

Ms. Mehling provided an update on the All Hazards Mitigation and Risk Assessment Plan that has been reviewed over the last few months. The plan is currently in draft form and is being compiled by Doug Britvec of J.H. Consulting. The goal is to have the plan completed and accepted by West Virginia and FEMA by this June; the deadline is in July. It is important that this plan receives input from everyone. At this time the state does not have a hazard mitigation officer so this may affect when we receive input at the state level.

Ms. Mehling reported on Jefferson County's participation in the Resilient Neighbors Network (RNN), which is a part of the Natural Hazards Mitigation Association. Jefferson County was chosen as one of ten communities from the country to participate in this network. Each month there is a conference call among the communities to provide updates and exchange ideas. Ms. Miller attended a meeting last year in Colorado with other participants in the RNN.

The Local Emergency Planning Committee (LEPC) will be having a conference this October 29-30 regarding mass fatalities at the Quality Inn in Harpers Ferry for individuals that would work mass fatality events in the National Capitol Region and West Virginia. Ms. Hite of the Jefferson County Health Department is in charge of the conference. Local hotel rooms will be blocked off for attendees; the hope is that 300-400 individuals sign up for the conference.

Ms. Mehling also reported that the Emergency Operations Center (EOC) will be activated on Monday, January 21, 2013 to monitor the POTUS inauguration. Only command staff will be present at this activation unless something goes wrong. The Counter Terrorism Committee has been involved in the preparation for this event and has had a meeting every week to report on different emergency support functions in the area. Many health departments in the National Capitol Region will have staging points for dispensing stations in the event that something bad happens.

## New Business

The Steering Committee met earlier this week and has discussed pulling the Animals in Disaster Committee and the People with Special Needs Committee back into this Committee. At present those two committees do not have many items to accomplish because many of their main objectives have been achieved. The Public Awareness Committee will still meet monthly to discuss all of these topics. Changes to the Steering Committee members have also been made. Ms. Lori Kelly is now the Vice Chair of the committee; Mr. Chuck Ellison replaced Mr. Paul Espinosa; Ms. Amy Jones has left and Mr. Jeff Jefferies will now be the Health Representative; also Mr. John Reisenweber will serve as the representative from the Jefferson County Development Authority. The rest of the members have not changed and Mr. Sherwood will remain the Chair of the committee.

NIMS 300 and 400 are being taught at the Jefferson County Maintenance Department from January 8-10<sup>th</sup>, 2013.

The Quarterly Partnership Luncheon is scheduled for noon on Wednesday, January 16, 2013 at the Epic Buffet. The Luncheon is limited to 90 attendees. Mr. Story from the Salvation Army is not able to be the speaker, but Ms. Miller will be doing the annual presentation.

Ms. Jessica Owens is our new Administrative Assistant/ Public Information Officer/ Volunteer Coordinator. She has been helping with our social media. At present we have nearly 680 facebook followers. Nixle is the service being used to send out alerts through text messages and e-mail. Nixle is also synched to our Twitter and Facebook accounts and the alerts sent through the system will show up there as well. This system can be accessed by texting your zip code to 888777 and then JCHSEM to the same number.

Ms. Mehling reported that she is working on the 2013 strategy document which is updated every year. It lists everything our office and the Public Awareness Committee does. It includes all of the books and presentations available to the public and a monthly schedule of events and training opportunities.

Mr. Todd Lake of the Veterans Administration Center has asked our office to participate in a full-scale exercise on April 4, 2013. The preparation schedule will begin with planning meetings starting on January 25<sup>th</sup> followed by a tabletop exercise and a functional exercise before the full-scale exercise can take place. Our office will be activating the EOC that day and helping as needed. The scenario for the exercise is that a C-5 has fallen on the VA Center which will trigger mass fatalities and evacuations. The Red Cross, Health Department, and the Jefferson Memorial Hospital will also be participating.

Ms. Mehling stated that the animal response trailer training has not yet been scheduled. Individuals that want to be a part of this training will have to take the Humane Society training as well as ICS courses 100, 200, and 700.

Ms. Mehling spoke about the multi-year training and exercise calendar distributed at the meeting. This calendar is both required by the state and NIMS. Updates to this calendar can be sent to JCHSEM.

The next meeting will be Wednesday, February 13, 2013 at 9 a.m.

Member Sharing

Ms. Lambiotte hired a new animal control officer. The position is new and was filled by an eleven year veteran in animal catching. She also reported a need for fencing for the Animal Control building in order to have a location to exercise the animals as well as an additional desk for her new employee. Ms. Goldman offered Ms. Lambiotte excess fencing material that she is not using.

Ms. Goldman reported that the clinic has started to work on becoming more involved in the community. They are also trying to better develop their master preparedness plan this year.