



Jefferson County Office of Homeland Security and Emergency Management  
28 Industrial Boulevard  
Kearneysville, WV 25430  
P. 304-728-3329  
Mobile: 304-279-8233  
F. 304-725-7916

[tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org)

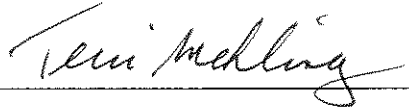
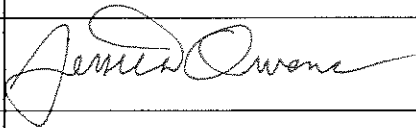

Public Awareness Committee  
Sign In Sheet  
November 13, 2013

Print Name & Organization	Email	Phone	Sign In
Boykin, Judith	<a href="mailto:jjbmoondog@gmail.com">jjbmoondog@gmail.com</a>	264-4441	
Burke, Paul Listener	<a href="mailto:numbersinstitute@juno.com">numbersinstitute@juno.com</a>	820-6119	
Dailey, Roger Meals on Wheels and AARP	<a href="mailto:mealsonwheelsjc@frontier.com">mealsonwheelsjc@frontier.com</a>	725-1601	
Davis, Mike CERT Volunteer	<a href="mailto:mjdavis56@comcast.net">mjdavis56@comcast.net</a>	728-8108	
Davis, Patricia CERT Volunteer	<a href="mailto:patriciafdavis@comcast.net">patriciafdavis@comcast.net</a>	703-851-3175	
Dunbar, Katherine Good Shepherd Caregivers	<a href="mailto:katherinednbr@yahoo.com">katherinednbr@yahoo.com</a>	725-7366	
Flores, Carmen CERT Volunteer	<a href="mailto:cflores@hmstech.com">cflores@hmstech.com</a>	725-4417	
Goldman, Michele Eastern Panhandle Free Clinic	<a href="mailto:mgoldman@wvcpf.com">mgoldman@wvcpf.com</a>	724-6091	
Harman, Michael WVU Extension Office	<a href="mailto:Michael.harman@mail.wvu.edu">Michael.harman@mail.wvu.edu</a>	668-0036	
Hill, Angela Good Shepherd Caregivers	<a href="mailto:Adhill2@frontier.com">Adhill2@frontier.com</a>		
Hite, Sandy Jefferson County Health Department	<a href="mailto:sandy.d.hite@wv.gov">sandy.d.hite@wv.gov</a>	728-8416	
Kerr, Jenn 167 <sup>th</sup> AW FD	<a href="mailto:Kerr.jenn@gmail.com">Kerr.jenn@gmail.com</a>	443-474-5465	
Keyrouze, Cheryl PanTran	<a href="mailto:clkeyrouze@gmail.com">clkeyrouze@gmail.com</a>	518-583-7897	
Kracke, Dottie Jefferson County Animal Welfare Society	<a href="mailto:dottiek@frontiernet.net">dottiek@frontiernet.net</a>	728-2520	

(

(

(

Kreinik, Betty Animal Advocates of WV	beagleboys@coolpond.net		
Lambiotte, Denise Jefferson County Animal Control	dlambiotte@jeffersoncountywv.org	728-3390	
Levesque, Jeff Eastern Panhandle American Red Cross/ CERT	jeffsque@gmail.com	725-6850	
Lockett, Monica Administrator Canterbury Center	monica.lockett@genesishcc.com	876-9422	
Marken, Joyce Dalb	joyce@dalb.com	725-0300	
Marmorella, Nancy Good Shepherd Caregivers	nmarmorella@gsivc.org	725-2622	
McQuain, Vicki Animal Advocates of West Virginia	labsmom@frontier.com	263-6626	
Mehling, Terri JCHSEM	tmehling@jeffersoncountywv.org	728-3329	
Miller, Barbara JCHSEM	bmiller@jeffersoncountywv.org	728-3290	
Moore, Megan NHES	education@nhes.org	262-7455	
Niles, Sandee	sandeeniles72@gmail.com	839-8376	
Nilsen, Neal AskNeal	Neal@AskNeal.net	724-1056	
Owens, Jessica JCHSEM	jowens@jeffersoncountywv.org	724-8914	
Palmer, Debbi Eastern Panhandle American Red Cross/CERT	debbip123@aol.com	728-7157	
Parsons, Kelly Chairperson/Nichols, DeHaven & Associates/ CERT	kparsons@nicholsdehaven.com	725-6525, Ext. 124 (D)	
Petrolino, Ashley	Petrolino.ashley@gmail.com	540-233-2457	
Rogers, Steven Jefferson County Animal Welfare Society			
Shefner, Robert Jefferson County Community Ministries	bobjccm@gmail.com	725-3186	
Shelton, Gwen Jefferson County Animal Welfare Society			
Shultz, Lana State Farm Insurance	lana.shultz.bv80@statefarm.com	728-7416	

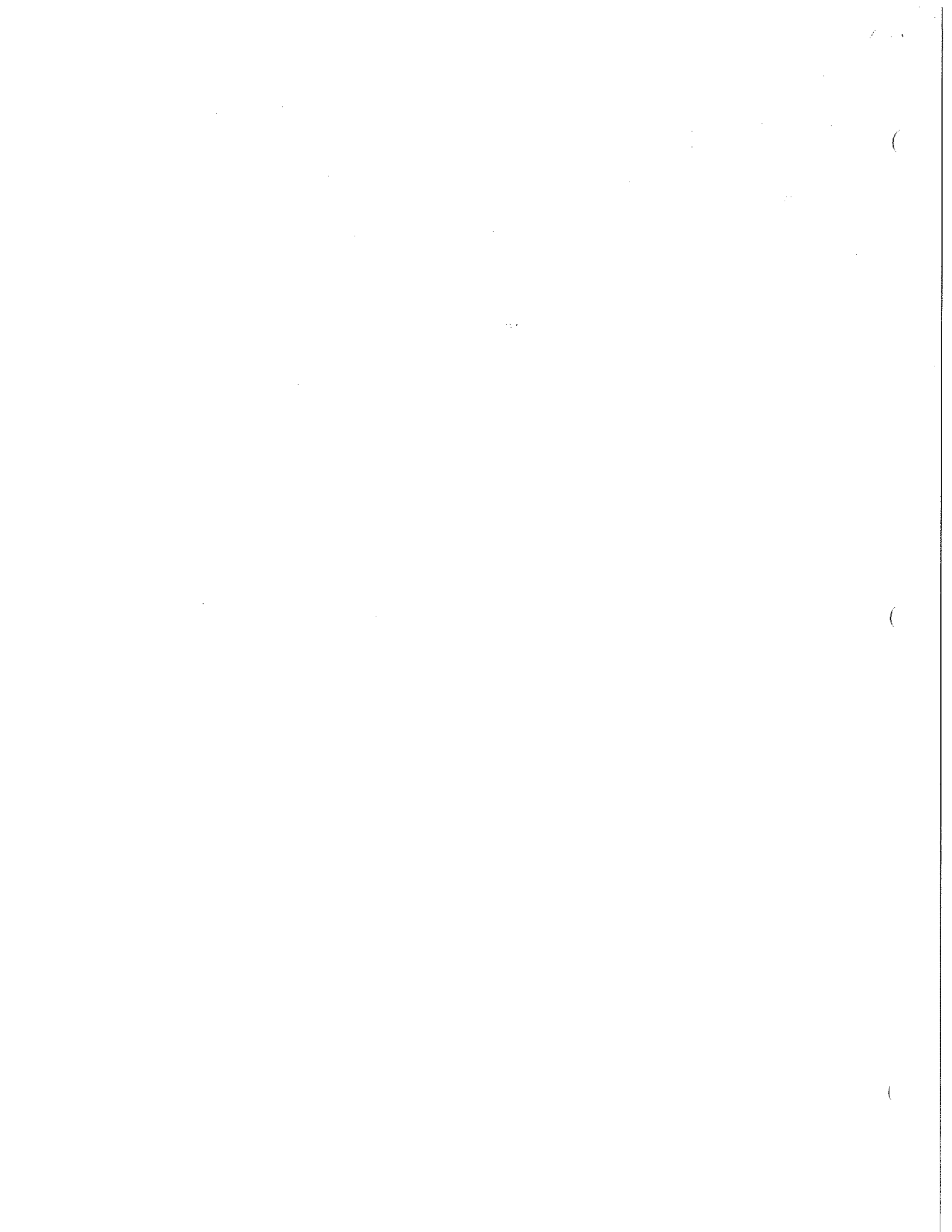
The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations.

In the second section, the author outlines the process of reconciling bank statements with the company's ledger. This involves comparing the bank's records of deposits and withdrawals against the internal accounting records to identify any discrepancies.

The third section covers the preparation of financial statements, including the balance sheet, income statement, and cash flow statement. It provides a step-by-step guide on how to calculate each component and how they relate to each other.

Finally, the document concludes with a summary of key points and a reminder to review all records regularly to ensure the accuracy and integrity of the financial data.

Simon, Kat Friends Furr Life			
Thompson, Mary Friends Furr Life			
Wheat, Annie Ameriworks	annieameriworks@comcast.net	283-3901	
Zampino, Bonnie A Special Space, Inc.	aspecialspace@aol.com	240-439-0171	
MATTHEW PIEPENBURG JLPSD	engineering@jcpsd	204-676-3077	



Jefferson County Homeland Security & Emergency Management  
Public Awareness, Education & Training Committee  
November 13, 2013 9:00am  
Agenda

I. Call to Order

II. Approval of October 9, 2013 Meeting Minutes.

III. Old Business

1. EOC Operations and Planning for All-Hazards – October 15 &16
2. Social Media for Natural Disaster Response and Recovery -- October 22
3. Mass Fatalities Conference – October 29 & 30
4. Fire Safety Month – October
5. Quarterly Partnership Luncheon – November 6
6. CERT Session began November 12

IV. New Business

1. Regional Training, Exercise, Planning Workshop (TEPW) in Hampshire County – November 19
2. Webinar “Do you know the difference between your company’s disaster risk and its preparedness level?” – November 12 – Discussion
3. FEMA IS 2900 National Disaster Recovery Framework Overview – online course -- EMI
4. Recommended EMI Courses for November -- IS-912 – Retail Security Awareness:  
Understanding the Hidden Hazards <http://training.fema.gov/EMIWeb/IS/IS912.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 **December 11** at the **Jefferson County EOC at 9:00am.**

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

Jefferson County Homeland Security and Emergency Management's Public Awareness Committee met at Jefferson County Homeland Security & Emergency Management offices on October 9, 2013 at 9:00 a.m. Present were: Terri Mehling, JCHSEM; Debra Palmer, American Red Cross; and Annie Wheat, Ameriworks.

Introductions

Ms. Mehling opened the meeting. Ms. Palmer motioned to approve the minutes of the September 14, 2013 meeting, all approved.

**Unfinished Business:**

Ms. Mehling gave a brief report on the Mass Fatalities Conference being held by the Jefferson County LEPC. She noted that 63 individuals have registered for the Conference. The Conference will be held at the Quality Hotel Conference Center on October 29<sup>th</sup> and 30<sup>th</sup>. Registration is \$169; if you are a volunteer, the cost is \$100.

Ms. Mehling stated that the Disaster Ready Kids Program has come to an end. Ms. Owens was in charge of that program.

Ms. Mehling reported that all of the exercises associated with the SAT DOWN Exercise have been completed. The tabletop exercise was held on June 26<sup>th</sup>, functional exercise on August 9<sup>th</sup> in Hampshire County; and the full-scale exercise was held on September 14<sup>th</sup>. This exercise tested Jefferson County's mass fatalities, medical surge, and EOC operations capabilities.

National Preparedness Month:

Ms. Owens gave an emergency preparedness presentation to 30 senior citizens at the Jefferson County Council on Aging on Wednesday, September 18<sup>th</sup>.

Ms. Palmer reported that the Red Cross distributed preparedness information at the Target in Berkeley County and will be going to K-Mart to hand out information as well.

Ms. Mehling reported that she and Ms. Miller attended Public Assistance at Chief Logan State Park on September 17<sup>th</sup>-19<sup>th</sup>. This class, taught by FEMA, explained how to get expenditures reimbursed after a disaster through better documentation.

Ms. Owens will be coordinating Fire Safety Month presentations for local schools and daycares this October. At present, she has approximately 470 children signed up for the presentations and 6 volunteers to assist her with these requests.



Ms. Mehling stated that Ms. Miller and Mr. Polczynski attended the West Virginia SIRM Conference at Camp Dawson in Kingwood on October 6<sup>th</sup>-October 8<sup>th</sup>. Mr. Polczynski taught numerous classes at the Conference.

**New Business:**

Ms. Mehling noted that Fire Prevention Week is October 6<sup>th</sup>-12<sup>th</sup>. She has put up information about fire safety on JCHSEM's Facebook page.

Ms. Mehling stated that the TEEX, Management #345, Emergency Operations Center/ Incident Command Interface Course will be taught at the Jefferson County Maintenance Building on October 15<sup>th</sup>-17<sup>th</sup>.

A 'Social Media for Natural Disaster Response and Recovery' course will be held on October 22<sup>nd</sup> from 8 a.m. -5 p.m. at the Jefferson County Maintenance Building. A pretest is required for this course. You may register through the WVDMAPS website.

Ms. Mehling noted that Public Service Banquet will be held on October 22<sup>nd</sup> at the Hollywood Casino at Charles Town Races. This event is hosted by the Chamber of Commerce. Tickets are \$10 and must be purchased by October 18<sup>th</sup>.

The Quarterly Partnership Meeting will be held at noon on Wednesday, November 6<sup>th</sup> at the NCTC in Shepherdstown. This location is pending due to the government shutdown.

Ms. Mehling will be teaching another CERT class beginning on November 12<sup>th</sup>. She is still waiting to hear back from one of her instructors as to whether or not he can teach a class.

The Regional Training, Exercise, Planning Workshop (TEPW) has been scheduled and will be held in Romney at the Hampshire County EOC at 10 a.m. on Tuesday, November 19<sup>th</sup>. At this meeting, all of the After Action Reports for this year's exercises will be reviewed. The suggested improvement plans will be used to help guide the training and exercises for next year.

Ms. Mehling gave the WVDHSEM 2014 Training Schedule to committee members.

The recommended EMI course for October is IS-322--Flood Mitigation Basics for Flood Mitigation Staff.  
<http://training.fema.gov/EMIWeb/IS/IS322.asp>

**Member Sharing:**

Ms. Palmer noted that Kathy Knight is no longer a volunteer with the Eastern Panhandle Red Cross after moving to Tucker County.

Ms. Palmer also stated that she is trying to get insurance companies to assist her with damage assessments.

Ms. Mehling reported that Ms. Kracke sent her information for the Paws & Claws Spook-tacular Dinner & Auction event hosted by the Jefferson County Animal Welfare Society. The event will take place on

Saturday, October 26<sup>th</sup> at the Hollywood Casino at Charles Town Races in the Skyline Ballroom  
6-10 pm. Tickets are \$50.

The next meeting will be held on Wednesday, November 13<sup>th</sup> at 9:00 a.m.

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## **Course: IS-2900 National Disaster Recovery Framework (NDRF) Overview**

**Date:** Course is now available online.

**Course Length:**

The overall time to complete the course will vary for each individual. IS-2900 takes approximately 120 minutes.

**Course Description:**

This course is an introduction to NDRF, the new national framework for efficient and timely disaster recovery operations. It describes the NDRF, gives examples of its use in recent disasters, explains the roles various stakeholders from the whole community have in recovery following a disaster, and outlines the assistance available to local communities and their partners. The course uses videos and examples to show how recovery operates within the NDRF.

**Course Goal:**

Upon completing this course, the participant will be able to:

1. Describe why the NDRF was developed and its purpose.
2. Identify NDRF's Core Recovery Principles.
3. List factors for achieving a successful disaster recovery.
4. State the roles and responsibilities of recovery coordinators and other stakeholders.
5. Identify the Recovery Support Functions (RSFs) that comprise the NDRF's coordinating structure for key functional areas of assistance.

**Prerequisite:**

None

**Continuing Education Units (CEUs):**

Emergency Management Institute (EMI) awards 0.2 CEUs for completion of this course.

**Target Audience:**

The target audience is anyone who may be involved in disaster recovery. This includes Federal Emergency Management Agency (FEMA) staff as well as non-Federal Government executives, private sector and non-governmental organization (NGO) leaders, emergency managers, community development professionals, disaster recovery practitioners, and citizens of impacted communities.

**To Apply:**

FEMA employees with access to the FEMA Network can access the course via the FEMA Employee Knowledge Center (FEKC) on the FEMA Intranet at

<http://ke.fema.gov/>.

For further enrollment information, FEKC users may contact the FEKC System Administrator via email at [FEKC@fema.dhs.gov](mailto:FEKC@fema.dhs.gov) or call (301) 447-1512, or toll free at: 1-800-238-3358, extension 1512.

This course is available on the FEMA Internet at <http://www.training.fema.gov/IS/>. When you have completed the course, you may take the online test, fill out the student information and submit the test for scoring. FEMA's Emergency Management Institute (EMI) Independent Study (IS) office will notify you via email of the results. If you successfully complete the test, a link will be included in the email for you to access and print your course certificate.

You may contact the IS office via email

[Independent.Study@fema.dhs.gov](mailto:Independent.Study@fema.dhs.gov) or contact the Call Center at (301) 447-1200 or toll free at 1-800-238-3358, extension 1200. IS office hours are 8:00am -6:00pm (ET).

# TRAINING OPPORTUNITY

No. 1004

Friday, November 11, 2011





# *News Advisory*

## **PRESS OFFICE**

---

**Advisory Date:** November 4, 2013  
**Advisory Number:** MA13-17

**Contact:** Carol Chastang (202) 205-6987  
**Internet Address:** <http://www.sba.gov/news>

## **Do You Know the Difference Between Your Company's Disaster Risk and Its Preparedness Level?**

**WASHINGTON** – Human nature—the tendency to believe that a natural or man-made disaster will never occur—often undermines the clear-headed work needed to create a business continuity plan. In a study done earlier this year by Staples, less than half of small businesses said they were prepared for severe emergencies.

Each year, lack of disaster preparedness takes a severe financial toll on small businesses. Meanwhile, with solid planning, a business owner can protect both financial and human capital, developing an organization resilient enough to withstand any kind of threat.

Learn how preparedness affects your company's bottom line at a free webinar on Tuesday, November 12, hosted by the U.S. Small Business Administration and Agility Recovery.

SBA has partnered with Agility to offer business continuity strategies at its "PrepareMyBusiness" website. Visit [www.preparemybusiness.org](http://www.preparemybusiness.org) to access past webinars and get additional preparedness tips.

The SBA provides disaster recovery assistance in the form of low-interest loans to homeowners, renters, private nonprofits and businesses of all sizes. To learn more, visit [www.sba.gov/disaster](http://www.sba.gov/disaster).

**WHAT:** "The Impact of Corporate Preparedness on the Bottom Line"  
A live presentation, followed by a question and answer session

**WHEN:** Tuesday, November 12, 2013 – 2 p.m. to 3 p.m. EST

**HOW:** Space is limited. Register at <https://www1.gotomeeting.com/register/436883705>

###