

**Jefferson County Homeland Security and Emergency Management  
Partnership Development Meeting  
April 29, 2013  
Minutes**

Jefferson County Homeland Security and Emergency Management's Partnership Development Committee met at the Jefferson County Homeland Security & Emergency Management conference room on April 29, 2013 at 0830. Present were: Terri Mehling, JCHSEM; Barb Miller, JCHSEM; Jessica Owens, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; and Jane Tabb, Jefferson County Commissioner.

Ms. Miller, JCHSEM Director, opened the meeting.

Ms. Mehling had one correction to the January minutes. The name Tim Platner of Hagerstown was corrected to Jim Platten of Charles Town. The minutes were approved by consensus.

**Unfinished Business:**

Ms. Miller reported on the state training 'Mobilizing Faith-Based Community Organizations in Preparing for Disasters' that was held on April 25, 2013 from 8 a.m.-5 p.m. at the Clarion Hotel in Shepherdstown. Approximately 30 individuals attended; about half were from emergency management and the other half were faith-based organization representatives.

Ms. Miller reminded the committee members that it was suggested at the last meeting that they take IS-909, Community Preparedness Implementing Simple Activities for Everyone; IS-660, Introduction to Public Private Partnerships; and IS-662, Improving Preparedness and Resilience through Public-Private Partnerships. If you have not yet completed these courses, please do so and then send copies of the certificates to JCHSEM for our records.

Ms. Miller reported that she was able to obtain a partnership agreement with the Bakerton Volunteer Fire Department since the last meeting. Currently, we have partnership agreements with 113 organizations. The page following our list of current partners with signed agreements is a list of current partners that need an updated agreement signed. Additionally, there are 41 more organizations on our targeted list that we hope to obtain partnerships with.

**New Business:**

Ms. Owens discussed the Jefferson County Faith-Based Organization database that was distributed. Of the 100+ organizations listed, there are several that she was unable to obtain neither a proper address nor phone number for; those organizations are highlighted in green.

Ms. Miller asked the committee to help Ms. Owens verify the remaining information on the database and try to identify the missing points of contact. Assignments were given as follows:

Ms. Owens- organizations 1-11 & 76-115  
Ms. Mehling-organizations 12-27  
Ms. Tabb- organizations 28-37

Mr. Sherwood- organizations 38-46  
Ms. Morgan Fry- organizations 47-55  
Ms. Dunbar- organizations 56-65  
Ms. Parsons- organizations 66-75

Updates should be sent to Ms. Owens at [jowens@jeffersoncountywv.org](mailto:jowens@jeffersoncountywv.org) .

Ms. Miller noted that the goal of obtaining this information for the faith-based organizations is to hopefully obtain partnership agreements with them as well as find out if they have a disaster plan, etc. She asked committee members to approach churches they felt comfortable speaking with about signing a partnership agreement.

Ms. Miller reported that she did receive a letter from Smith-Naden Bouch stating that they do not want to have a partnership with JCHSEM, due to their time constraints.

Ms. Miller asked the committee to report any updates on progress with the targeted list for the partnership agreements.

Ms. Tabb reported that she tried to contact the Region 9 Eastern Panhandle Regional Planning and Development Council and has not yet heard anything back from them. She did drop off a packet at The Turf. Ms. Tabb also gave Dr. Henry Christie the partnership agreement form.

Ms. Dunbar relayed information to Ms. Miller that she has spoken to Guy's Buick, but did not have the partnership form with her.

Ms. Parsons contacted the Ranson CVB, but has not heard anything back from them. She also left an agreement with Ruby Tuesday and was informed that it has to be sent to corporate.

Ms. Miller stated that she believes the faith-based training last week was a great first step in fostering partnerships with these groups. In an effort to further this initiative, Ms. Miller suggested that it was important to identify champions in our local faith-based organizations. She has identified these champions as John Sherwood and Jay Watson, both of whom have agreed to help.

### **Member Sharing:**

Ms. Parsons will be helping St. John's Lutheran Church do a disaster plan per request of Bob Kutcher.

Ms. Mehling reported that she has been trying to get in touch with the Church of Jesus Christ of Latter-day Saints. She does have the names of the bishops and home contact information. She also mentioned that CERT training will be completed on May 2.

Ms. Owens asked that if anyone can identify the missing information highlighted in green on the faith-based database to please let her know.

Ms. Miller reported who was at the faith-based training on Thursday, April 25. Those in attendance included: Steve Allen, Berkeley County Emergency Manager; Paul Lewis, Hardy County Emergency Management; Bill Hentosh, Mineral County Emergency Management; Chester Lauck, Frederick County, VA Emergency Management; Jay Watson; John Sherwood; Jeff Levesque; Kelly Parsons; Annie Wheat;

Cheryl Beuning; Kathy Knight; Sandy Hite; and Sheriff Dougherty. Those from the Jefferson County faith-based organizations included: Gary Capriotti, Bethesda United Methodist Church; James Freeman, Chaplain of Jefferson Memorial Hospital; Vicki Hodsowich, Methodist Church; Bob Kutcher; Rev. John Ledford of the Saint James Roman Catholic Church; Beverly Meadows; Julie Greg; and Gary White. At the training, Ms. Miller was also informed that some of the churches can be reimbursed expenses through funding like the National Catholic Charities Group.

Ms. Miller stated that she hopes we will eventually have a liaison for each church listed on our faith-based database that can call us if they need help.

Ms. Miller also reported that names of VOAD's members are now listed on the West Virginia VOAD website.

The next meeting of the Partnership Development Committee will be on Monday July 29<sup>th</sup> at 0830 at the Jefferson County Emergency Operations Center.