

**Jefferson County Local Emergency Planning Committee  
Minutes  
December 18, 2024**

The Regular Bi-Monthly meeting of the Jefferson County LEPC was held at Hospice of the Panhandle on Wednesday, December 18, 2024. Those present were: John Bresland, Citizen/Chairman; John Sherwood, Vice Chairman; Ed Smith, Independent Fire Company/Treasurer; Stephen Allen, Jeff. Co. OHSEM/Information Coordinator; Dick Myers, Jeff. Co. OHSEM; Dr. Terrence Reidy, Jeff. Co. Health Department; Brandon Wonder, Jeff. Co. Health Department; Adaira Jenkins, Hospice of the Panhandle/Secretary; Drew Jenkins, CBP/ATC; George Wilson, Jeff. Co. ESA; David Tabb, Citizen; Rich Clawson, Animal Welfare Society; Ryan Levins, National Park Service-Harpers Ferry; Jesse Hott, American Red Cross; Linda Lewis, American Red Cross; Tom Hansen, Jeff. Co. Sheriff; Lt. Robert Sell, Jeff. Co. Sheriff's Office; Jacki Shadle, Jeff. Co. Clerk; Stephen Rivera; Jeff. Co. OHSEM; George Ware, Independent Fire Company; Sgt. Jonathan Meeks, WV State Police; Bruce Low, Citizen; Maria Russo, WV Rivers; Stephen Paradis, Harpers Ferry Water Works; Nick Kevey, WV American Water; Dawn Shoemaker, American Water; Thomas Butcher, First Energy.

**I. Call to Order** – John Bresland called the meeting to order at 0815 hours.

**II. Pledge of Allegiance and Moment of Prayer** – Led by John Sherwood

**III. Welcome Guests and Prospective New Members**

1. Nick Kevey and Dawn Shoemaker- American Water
2. Stephen Paradis- Harpers Ferry Water Works, Mayor of Bolivar
3. Maria Russo- WV Rivers, policy specialist

**IV. Minutes**

1. Minutes of the previous meeting were presented by John Bresland. John shared that the minutes from 10/16 meeting show that Donnie Twyman seconded the motion for the financial report; however, Mr. Twyman is not listed as attending the meeting. Adaira Jenkins agreed to double check the minutes, sign in sheet, and recording to make needed correction. David Tabb moved to approve the minutes, seconded by Lt. Robert Sell. Motion approved.

**V. Financial Report**

1. Ed Smith shared that there have been no expenses since the last LEPC meeting in October. Mr. Smith advised as of October 31, 2024, the regular account balance is \$1,970.97. It was reported that there is a balance of \$10,223.08 in the Mass Fatality account. Mr. Smith also shared that the bank the LEPC uses has changed its name to Burke and Herbert. Mr. Tabb made a motion to approve the financial report, Stephen Allen seconded the motion. Report was approved.

**IV. Unfinished Business**

1. Reports from Committees
  - a. By-Laws Committee – Dick Myers – Chair
    - i. Mr. Myers shared with new members that by-laws were accepted and approved at the August 2024 meeting.
  - b. Budget Committee – Ed Smith – Chair
    - i. Mr. Smith had nothing to share.
  - c. Exercise Sub-Committee – Donnie Grubb – Chair
    - i. Not present. Nothing to report at this time.
  - d. Membership Committee – Steve Allen – Chair

- i. Mr. Allen shared that Mr. Bresland is doing an excellent job at bringing in new businesses to the LEPC meetings. Mr. Allen shared that we are still missing a representative from the media and that we would like to have representatives from organizations that focus on protecting our natural resources and infrastructure. Mr. Allen encouraged LEPC members that network with other organizations to invite them to participate in LEPC. Mr. Bresland shared that he would like to see more participation from companies with hazardous materials, including railroads.
- e. Public Awareness Committee – Donnie Lee Grubb III – Chair
  - i. Not Present. Nothing to report at this time.
- f. Training and Education – Donnie Grubb – Chair
  - i. Not Present. Nothing to report at this time.

## 2. Exercises

- a. 2024 WV Homeland Security Region 3 Exercise Series
  - i. Mr. Allen shared that we are still waiting on the after-action report from the exercise in August/September 2024. He advised after this is received it will be reviewed to see what needs to be addressed. He shared that in quarter 1 2025 there will be a meeting to discuss the after-action and a second meeting to start initial planning for 2025 exercises.
- b. 2023 Reunification Functional Exercise Jefferson County Sheriff's Office
  - i. Lt. Robert Sell shared that there have not been any current active assailant drills at the schools, but each school must have drills each quarter. Each school in the county has a Sheriff Office member assigned to help supervise and run the drill. Currently drills are using active stimulus (large orange flags) to initiate drills. Once the Active Attack Integrated Response (AAIR) Training is held, Fire, EMS, and law enforcement work together to do a full-scale drill.
  - ii. Sheriff Hansen shared that local law enforcement has a walkthrough scheduled today at the new Ranson Elementary school that is scheduled to open in January 2025.
- c. Active Attack Integrated Response (AAIR) Training
  - i. Mr. Green not present. Nothing to report at this time.

## 3. Grants

- a. SERC GRANT (State Emergency Response Commission)
  - i. Mr. Myers informed the group that some money was spent in regard to this grant (~\$2000 for fair supplies, fair tickets, and "go bags"). Total grant amount is \$3000.00 over 2 years. Funds must be spent and then reimbursement requested to receive the grants funds. Mr. Myers advised that he would be meeting with Mrs. Jenkins after the meeting today to discuss reimbursement for the recent LEPC annual meeting notice that was posted as a legal ad in the Spirit of Jefferson this week.
- b. HSGP (Homeland Security Grant Program)
  - i. Mr. Myers advised certain criteria to apply for this grant and there has to be critical topics to address.. He shared that the focus for 2025 is communication, energy, transportation, and water/waste water. 30% of funding from grant federal side goes to law enforcement. Grant window is closed currently.
- c. NPSG (Non-Profit Security Grant)
  - i. Mr. Myers advised the NPSG through FEMA opened a supplemental grant window.
  - ii. Mrs. Jenkins advised Hospice of the Panhandle applied for the supplemental grant and awaiting word. Grant period starts May 2025 and runs for 3 years. Hospice of the Panhandle applied for funding to harden security related to physical security and

cyber security including a new camera system, mass notification system, and bullet resistant window film.

d. HMEP (Hazardous Materials Emergency Preparedness) Grant

- i. Mr. Bresland asked what the status of the Commodity Flow study is. Mr. Myers advised this has been applied for the last 2-3 years and has been denied. OHSEM will be applying for this again when it's available. Last report is from 2016.

4. Training

**State Sponsored Training Courses**

**Wilderness First Aid Course.** 12/3 and 12/4 in Kanawha County.

**Drones for First Responders.** 12/9-12/12 at Charleston PD and 1/13-1/16/2025 at WV State Police Headquarters.

**Modular Emergency Response Radiological Transportation training (MERRTT).** 1/20-1/21/2025 in Huntington, WV.

**Technician Modular Emergency Response Radiological Transportation training (TMERRTT).** 1/22/2025 in Huntington, WV.

**G2300 Intermediate Emergency Operations Center Functions.** 2/4-2/6/2025, 0800-1600, located at Wheeling Police Dept.- 2115 Chapline Street, Wheeling, WV, 26003.

**The Standard Response Protocol and The Standard Reunification Method Train the Trainer Workshop.** 2/12/2025, 0830-1630, located at Regulatory training Center- 120 3<sup>rd</sup> Avenue SW, South Charleston, WV, 25303.

**Last CISM Training.** 3/21-3/23/2025 in Pendleton County.

**Upcoming Local Training**

Course	Date/s	Location
Community CPR and Stop the Bleed	12/10/24	JCESA
Child and Babysitting Safety	12/12/24	JCESA
Community CPR and Stop the Bleed	1/14/25	JCESA
Community CPR and Stop the Bleed	2/11/25	JCESA
Community CPR and Stop the Bleed	3/11/25	JCESA

All classes are being held at the Jefferson County Emergency Services Agency (JCESA) located at 419 Sixteenth Avenue, Ranson WV 25438 and start at 6pm.

**FEMA/EMI Training Courses (online)**

On-demand virtual training opportunity focused on water and wastewater threats provided by the

EPA, FBI, and DHS. <https://www.youtube.com/watch?v=uIvUC6IQRZs>

- IS-100.b - Introduction to Incident Command System, ICS-100
- IS-200.b - ICS for Single Resources and Initial Action Incidents
- IS-700.a - National Incident Management System (NIMS) An Introduction
- IS-800.b - National Response Framework, An Introduction

Fusion Liaison Officer (FLO) Program Training is being offered for those who are interested in becoming a FLO. February, April and July.

5. Planning

- a. Mr. Allen reported has not started putting together CAMEO Incident Action Plans (IAP) for TIER II facilities. Jennifer Barre from Environmental Protection Agency (EPA) to assist with this.

6. Tier II Reporting Facilities

- a. Mr. Allen stated we get reports annually between January and March from Tier II facilities that have chemicals on site. Reporting each year is for the year prior. We currently have 41 Tier II Facilities that have reported for 2023. Some organizations send their reports early and currently 2 facilities have reported for 2024.

**V. New Business**

1. Discussion occurred regarding community safety groups and other entrances/exits for Shannondale due to safety concerns.
2. West Virginia division of forestry is working on training for the community for brush fires, wildfire urban interface, will come out and do presentations for the community on how to prepare, prevention measures, etc. Dr. Reidy advised the health department is willing to get involved to assist community groups with their needs and their goals, can be an informal group that is put together by community members. Dr. Reidy advised these interventions can be taught informally.

**VI. Member Sharing Time**

1. Sheriff Hansen left early. He shared that Jeff. Co. Sheriff's Office raised over \$10,000 for the Children's Advocacy Group.
2. Lt. Sell left early but had nothing to add.
3. Sgt. Meeks left early but had nothing to add.
4. Mr. Rivera shared each morning he creates a situation report for the OHSEM that covers weather and other items. Mr. Rivera shared he would be willing to send this to any LEPC members that are interested.
5. Mr. Myers advised if reporting a drone incident to law enforcement or fusion center please include date and time, location of incident, if it's around critical infrastructure, photo/video, description of event, direction and duration. Mr. Myers also advised of an incident in Deer Park, Texas where 27,000 pounds of hydrogen sulfide was released, killed 2 individuals and 13 were transferred to hospitals.
6. Mr. Allen had nothing to add.
7. Mr. Smith had nothing to add.
8. Mr. Ware had nothing to add.
9. Mr. Lowe had nothing to add.
10. Mr. Clawson shared that all animal shelters around are full. He shared that they cannot accept animals, and some people will drop animals at the shelter after hours. Mr. Clawson shared that the animal welfare society is going into 73<sup>rd</sup> year providing services and is a tax-exempt organization. They are looking for animal lovers to possibly join the board.
11. Mr. Jenkins had nothing to add.
12. Mr. Butcher reported First Energy received \$5 million grant for upgrading some lines. Reports another grant received for \$50 million for technology to put online for sectionalizing cybersecurity. This would allow energy to be routed in smaller blocks. Mr. Butcher talked about PJN grid operator describing as a federal entity of sorts that sets parameters around system operation and voltage. He shared that they need to be able to move more power around to more locations for liability purpose and will be building more transmission lines to do so. Mr. Butcher advised lots is changing in the world and more energy is needed to do simple daily tasks.
13. Dr. Reidy advised the flu season is here and the health dept. has started getting reports of cases in schools. He shared that the flu map is about 10 days behind, reports that VA/MD moderate and NY/NJ

high. Dr. Reidy shared that you can now get combined COVID and flu tests at retail stores and people should wait a day until fever free without medication before returning to work, but they do not have to be symptom free.

14. Mr. Tabb shared there is a need to know how many propane tanks 10,000 gallons or more are in Jefferson County. He shared that he attended a pipeline emergency response training in October. He reminded LEPC member that 'call before you dig' is required by law and encouraged members to understand and know who your utility companies are and who to call. Mr. Tabb advised there is an area on the Opequon that is dammed by debris which has caused an impediment of the waterway and needs to be removed. He also discussed concerns about a water bottling facility that is trying to be approved to be built in Middleway.
15. Mrs. Jenkins shared HOTP did annual safety training for staff that included a tabletop disaster drill focusing on physical and cyber security. She shared there was good information from exercise to put into emergency disaster plan. Mrs. Jenkins shared that she got MOU with VAMC signed and approved for VAMC to act as COOP site for HOTP. HOTP will be looking for a secondary site as a backup.
16. Mr. Wonder shared health department is working on getting a grant from CISA, recently completed cybersecurity assessment with CISA WV state representative.
17. Mr. Levins shared 5 years ago the water gauge at the Potomac River on the bridge was taken out by a train derailment. States the USGS installed new one but put sensor right where visitors walk by so this needs to be moved. He states that this should be operational sometime in January, will help with flow planning and monitoring. C&O canal will start work on staircase at the end of the pedestrian bridge. This will cause closure of the bridge and the park service will be implementing shuttle system over to Maryland heights.
18. Ms. Shoemaker advised there are currently 2,300 markouts for 811's (call before you dig) in Jefferson County and there were 3-500 new water tap services put in just in January.
19. Mr. Levy had nothing to add.
20. Mr. Wilson advised JCESA is now a certified fire department, received FDID and can apply for grants now, first in state of WV to be dual role certified. New public safety building slated to be built in Kearneysville, training center for fire and Sheriff's office.
21. Ms. Lewis had nothing to share.
22. Mr. Hott shared Red Cross has financial assistance for people displaced from homes due to emergency/disaster situations and that they strive to make contact with displaced residents within 2 hours.
23. Mr. Paradis thanked 911 for the response to recent chlorine leak Harpers Ferry Water Works. He states afterwards there was discussion about putting in knoxbox as well as an external strobe alarm to be connected to a gas detector. He states that they will also be doing respirator training with Martinsburg.
24. Ms. Shadle ran the election for the county in November and states it was very successful with no major concerns. She reports that a record number of voters came out. Ms. Shadle shared that she does probate, recording elections, payroll, accounts payable for the county. She shared that her staff are receiving CPR training today since so many community members come into the office.
25. Ms. Russo shared that the proposed plant for Middleway is a 3m water bottling plant. She shared that there is a public meeting on February 11 at 7pm. There are concerns with water quantity and quality with the proposal of the plant that is being tracked closely. 2023 PFAS act passed. Water quality standards are up for review statewide. Water quality standards are review every 3 years and were delayed 1 year because of COVID.
26. Mr. Sherwood had nothing to add.
27. Mr. Bresland had nothing to add.

**VII. Adjournment** – Mr. Tabb moved to adjourn, Ms. Shadle seconded the motion. Motion carried. The meeting was adjourned at 10:34 a.m. The next meeting of the Jefferson County LEPC will be held at 8:15am at Hospice of the Panhandle on Wednesday, February 19, 2025.