

**Jefferson County Local Emergency Planning Committee**  
**Minutes**  
**August 14, 2024**

The Regular Bi-Monthly meeting of the Jefferson County LEPC was held at Hospice of the Panhandle on Wednesday, August 14, 2024. Those present were: Stephen Allen, JC OHSEM/Chairman/Information Coordinator; John Bresland, Citizen; Donnie Twyman, Community Group; Thomas Butcher, First Energy; Sheriff Tom Hansen, Jefferson Co. Sheriff's Office; Dick Myers, JC OHSEM; Dr. Terrence Reidy, Jefferson County Health Department; Brandon Wonder, Jefferson County Health Department; Adaira Jenkins, Hospice of the Panhandle; Sandy Green, WVEMD Liaison; Drew Jenkins, CBP/ATC; Lt. Robert Sell, Jefferson Co. Sheriff's Office; Jonathon Meeks, WV State Police.

**I. Call to Order** – Steve Allen called the meeting to order at 0818 hours.

**II. Minutes**

1. Minutes of the previous meeting were presented by Steven Allen. Sheriff Tom Hansen moved to approve the minutes, seconded by Donnie Twyman. Motion approved.

**III. Financial Report**

1. Steve Allen advised we had a balance as of June 30, 2024 of \$3758.57. One check made out to Positive Promotions for Jefferson Co. Fair Materials for \$1237.60, leaving the regular account balance at \$2520.97. Also, it was reported that there is a \$13,223.08 balance in the Mass Fatality account. One check was made out to Jefferson County Schools for Stop the Bleed materials, leaving the Mass Fatality account balance at \$10223.08. Dr. Terrence Reidy made a motion to approve the financial report, Donnie Twyman seconded the motion. Report was approved.

**IV. Bi-Annual Election of Officers for the LEPC**

1. Chairperson – John Bresland nominated at June meeting.
2. Co-Chair – John Sherwood nominated at June meeting.
  - a. Lt. Robert Sell made a motion to elect John Bresland as Chairperson and John Sherwood as Co-Chair, Dr. Terrence Reidy seconded the motion. Motion was approved.
3. Appointment of LEPC support Officers were determined by the newly elected Chairperson at the August meeting as follows:
  - a. Recorder/Secretary- Adaira Jenkins
  - b. Treasurer- Ed Smith
  - c. Information Coordinator- Steve Allen

**V. Unfinished Business**

1. Reports from Committees
  - a. By-Laws Committee – Dick Myers – Chair
    - i. Mr. Myers advised everyone received email copy of by-laws and first reading occurred at June meeting. Today is the second reading and then voting on by-laws to accept as is. Lt. Robert Sell motioned to approve by-laws as presented. Donnie Twyman seconded the motion. Motion was approved.
    - ii. Revised by-laws and newly elected and appointed positions and contacts will be submitted to WV SERC (State Emergency Response Commission).
  - b. Budget Committee – Ed Smith – Chair
    - i. Not present. Nothing to report at this time.

- c. Exercise Sub-Committee – Donnie Grubb – Chair
  - i. Not present. Nothing to report at this time.
- d. Membership Committee – Steve Allen – Chair
  - i. Conversation ensued about by-laws in regards to “acting members” and “voting members” of the LEPC.
- 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. Green stated 2024 combined Tabletop and Functional Regional exercise was held on June 27, 2024. Scenario was a realistic weather-related event leading to numerous issues testing the capabilities of all first responders. The Full-Scale exercise is scheduled for September 13-14, 2024.
  - ii. Jefferson Co. will be participating on September 13, 2024.
- b. 2023 Reunification Functional Exercise Jefferson County Sheriff’s Office
  - i. Lt. Sell reported schools are required to do increased drills outside of just fire drills. Deputies are assigned to certain schools and encouraged to be present during these drills. C.W. Shipley practice/evacuation reunification in September. Date TBD.
- c. Active Attack Integrated Response (AAIR) Training
  - i. Mr. Green advised there was minimal registration for the class so the class was pulled/not held.

## 3. Grants

- a. SERC GRANT (State Emergency Response Commission)
  - i. Mr. Myers informed the group that some money was spent in regards to this grant (~1200). Total grant amount is \$3000.00. Some questions about the reimbursement process.
  - ii. Mr. Myers also stated there is a supplemental grant available in the amount of \$1500.00 that can be applied for who had completed the CAMEO training class. This money can only be spent on technology-based items ie. computers, printers, software, etc.
- b. HSGP (Homeland Security Grant Program)
  - i. Mr. Myers stated application was not submitted for this grant to the Office of Emergency Management.
- c. NPSG (Non-Profit Security Grant)
  - i. Mr. Green advised the NPSG is through FEMA and the grant window is closed.
  - ii. Mrs. Jenkins advised Hospice of the Panhandle has applied but has not received word if funds awarded.
- d. HMEP (Hazardous Materials Emergency Preparedness) Grant
  - i. Mr. Myers advised he was applying for a Commodity Flow Study and to update to the Hazardous Materials Plan. The funding is Department of Transportation (DOT) money and has a cap of \$20,000 per project. The projects have to be transportation related or hazardous materials nexus to receive funding. Mr. Myers advised he was still waiting to receive word on this grant.

## 4. Training

**State Sponsored Training Courses**

<b>Course</b>	<b>Date/s</b>	<b>Location</b>
National Emergency Management Basic Academy	See Flyer	Sutton, WV
Rail Car Incident Response	08/17/24	Marshall Co., WV
ICS 300 Intermediate ICS for Expanding Incidents	09/9-11/24	Charleston, WV
Rail Car Incident Response	09/22/24	Fayette Co., WV

To register for the above courses, contact Brent Burger at [brent.a.burger@wv.gov](mailto:brent.a.burger@wv.gov) or phone at (304) 414-4605 or (304) 941-9532 with any questions regarding these courses.

**Upcoming Local Training**

<b>Course</b>	<b>Date/s</b>	<b>Location</b>
Community CPR and Stop the Bleed	08/13/24	JCESA
Community CPR and Stop the Bleed	09/10/24	JCESA
Community CPR and Stop the Bleed	10/08/24	JCESA
Community CPR and Stop the Bleed	11/12/24	JCESA
Community CPR and Stop the Bleed	12/10/24	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.

## 5. Planning

- a. Mr. Allen reported has not started putting together CAMEO incident action plans for TIER II.

## 6. Tier II Reporting Facilities

- a. Mr. Myers stated we currently have 41 Tier II Facilities that have reported for 2023.

## 7. Jefferson Co. Fair

- a. Fair starting Sunday August 18, 2024, still some spots available for volunteering. Promotional items previously approved presented to the committee. Two “go bags” purchased to raffle off at the fair.

**VI. New Business**

1. Mr. Myers advised the membership that the Mass Notification System has switched from Nixle to Everbridge. He encouraged members to sign up for Everbridge and provided flyers. This is up on the website and will be distributed at the fair as well. Discussed difference between Everbridge alerts and the automatic weather alerts from the National Weather Service (NWS). If you have any questions feel free to contact Mr. Myers.

**VII. Member Sharing Time**

1. Sheriff Hansen shared that deputies will be at the fair working every day. He will be attending the Sheriff’s conference 1<sup>st</sup> week in Sept.. He’s been invited to dedication for 9/11 Memorial but he won’t be able to make it.
2. Lt. Sell shared that National Night Out was on August 6, 2024 with a good turnout. Motorcycle ride Sept. 7 late morning/early afternoon prior to 9/11 ceremony. Arts and crafts festival end of Sept.

3. Mr. Green shared Regional LEPC meeting was in late July. Thanked John for giving excellent presentation on his background leading up to his Chairman position at the Chemical Safety Board. It is a requirement by the SERC that all counties in the region to do a regional LEPC meeting on quarterly basis. Discussed building an incident management team in the region and concerns for sustainability of staff working multiple operational periods in an EOC.
4. Mr. Twyman had nothing to add.
5. Dr. Terrence Reidy shared Tuesday he is going to Bridgeport for a POD Dispensing exercise. Also offered availability of Health Dept. to give flu shots to staff of involved agencies they are able to do this. This evening at Hospice of the Panhandle location from 6-8p the Jefferson Berkeley Alliance Substance Use Prevention will be holding a town hall meeting on youth and substance use for those that wish to attend.
6. Mr. Butcher left early but had nothing to add.
7. Mr. Wonder left early but had nothing to add.
8. Mr. Allen had nothing additional to share.
9. Mr. Bresland shared that Shepherdstown has a new administration. Mayor Auxer served for almost 20 years and lost the recent election to James Gatz, the new Mayor. Stephanie Grove who used to work as an administrator for the county, moved to Shepherdstown and did a great job but has now has left and has gone to Charles Town as their City Attorney.
10. Mr. Myers had nothing additional to add.
11. Mr. Jenkins had nothing to add.
12. Mr. Meeks had nothing to add.
13. Mrs. Jenkins reported the property line fence project at Hospice of the Panhandle has been completed. Have added two new private healthcare facility signs, plan to add landscaping to highlight the signs to keep people from trespassing on property and to maintain privacy for the population we serve. Continuing to work with the VAMC to get a new MOU approved. HOTP has also secured a new trainer for active shooter training for their staff and will be offering this training on site at HOTP.

**VIII. Adjournment** – Sheriff Hansen moved to adjourn, Mr. Twyman seconded the motion. Motion carried. The meeting was adjourned at 10:15 a.m. The next meeting of the Jefferson County LEPC will be held at 8:15am at Hospice of the Panhandle on Wednesday, October 16, 2024.