

Jefferson County Local Emergency Planning Committee
Minutes
June 12, 2024

The Regular Bi-Monthly meeting of the Jefferson County LEPC was held at Hospice of the Panhandle on Wednesday, June 12, 2024. Those present were: John Sherwood, Vice Chair; Dick Myers, JC OHSEM; Lt. Robert Sell, Jefferson County Sheriff's Office; Drew Jenkins, CBP/ATC; David Tabb, General Public; Gary Ballou, ORS; Adaira Jenkins, Hospice of the Panhandle; Dr. Terrence Reidy, Jefferson County Health Department; Brandon Wonder, Jefferson County Health Department; Chief Ryan Levins, NPS; Thomas Butcher, First Energy; Donnie Twyman, Community Group; George Ware, Independent Fire Co.; Ed Smith, Independent Fire Co.; Sandy Green, WVEMD Liaison; Bruce Low, General Public; Kelvin Upson, County Commissioner; Brandon Caton, Jefferson County Schools; Louis Grindle, EPTA.

I. Call to Order – John Sherwood called the meeting to order at 0820 hours.

II. Minutes

1. Minutes of the previous meeting were presented by John Sherwood. Dick Myers moved to approve the minutes, seconded by Donnie Twyman. Motion approved.

III. Financial Report

Mr. Smith advised we had a balance of a balance of \$3758.57. Also, it was reported that there is \$13,223.08 balance in the Mass Fatality account. Mr. Smith provided the report that will be placed into the records. Mr. Myers made a motion to approve the financial report, Chief Levins seconded the motion. Report was approved.

IV. Bi-Annual Election of Officers for the LEPC

1. Chairperson – Nominations were opened. Mr. Myers nominated John Bresland, 2nd by Mr. Caton. No other nominations. Nominations for Chairperson were closed.
2. Co-Chair – Nominations were opened. Mr. Myers nominated John Sherwood, 2nd by Mr. Smith. No other nominations. Nominations for Co-Chair were closed.
3. Appointment of LEPC support Officers will be determined by the newly elected Chairperson at the August meeting.
 - A. Recorder/Secretary
 - B. Treasurer
 - C. Information Coordinator

V. Unfinished Business

1. Reports from Committees
 - a. Bi-Laws Committee – Dick Myers – Chair
Mr. Myers presented a draft copy of the updated by-laws for the 1st reading. No discussion or changes to be made. Per the current Bi-Laws it will be brought back to the membership for a 2nd reading. If no changes are to be made they will be brought for a vote at the October meeting.
 - b. Budget Committee – Ed Smith – Chair
 - i. Mr. Smith presented a check to Mr. Caton in the amount of \$3,000 for Stop the Bleed Supplies to the Jefferson County Board of Education from our Mass Fatalities Account.

- ii. Mr. Myers requested the LEPC purchase 2 booths and extra tickets for the Jefferson County Fair being held the week of August 18th. Discussion was held and a motion was made by Mr. Jenkins to purchase extra tickets and 2 booth spaces not to exceed \$700.00. Mr. Smith seconded the motion. Motion was approved.
- iii. Mr. Myers requested the LEPC to purchase preparedness supplies to promote our LEPC. He brought forth several items and the associated costs. Mr. Tabb made a motion to allow up to \$1500.00 to purchase the promotional items. Lt. Sell second the motion. Motion was approved.
- iv. There was a discussion regarding the purchase breakfast meals outside of what is provided by Hospice of the Panhandle. No action was taken at this time.
- c. Exercise Sub-Committee – Donnie Grubb – Chair
Not present. Nothing to report at this time.
- d. Membership Committee – Steve Allen – Chair
Not Present. Nothing at this time.
- e. Public Awareness Committee – Donnie Lee Grubb III – Chair
Not Present. Nothing at this time.
- f. Training and Education – Donnie Grubb – Chair
Not Present. Nothing at this time.

2. Exercises

I. 2024 WV Homeland Security Region 3 Exercise Series

- a. Mr. Green stated the 2023 “Grid Lock” AAR and the improvement plan has been completed and was distributed to the counties.
- b. Mr. Green reminded everyone the 2024 Regional exercise is being held on Thursday, June 27, 2024 at the Hope Church in Augusta, WV stating at 9 a.m. This year we are combining the Tabletop and Functional exercise together to allow for time to do a full scale exercise. Mr. Green highly encouraged our respective agencies attend the exercise. The Full Scale exercise is TBD but being planned for the end of September.

II. 2023 Reunification Functional Exercise Jefferson County Sheriff’s Office

- a. Lt. Sell stated we are hoping to train the Board Office staff with the I Love U Guys methodology. C.W. Shipley practice/evacuation reunification possibly the week of September 2nd – 5th. He will touch base with Lt. Williams.

III. Active Attack Integrated Response (AAIR) Training

- a. Lt. Sell stated the training is a two day class and will be offered 2 times. The training will located at the Covenant Church in Shepherdstown. The first one will be July 29th and 30th and the second will be July 31st and August 1st. Registration is open and Mr. Green has sent out to the surrounding jurisdictions and agencies.

3. Grants

I. SERC (State Emergency Response Commission) GRANT

- a. Mr. Myers informed the group, he had applied and submitted the preliminary budget for the 2 year grant in the amount of \$3,000.00 and was approved. Funding will be reimbursed once funds are spent and receipts are attached to the financial statements.
- b. 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.

II. HSGP (Homeland Security Grant Program)

- a. Mr. Myers stated the grant process was open at this time. Our office has not applied, but there were other county departments who have.
- b. Mr. Green stated he had received an email from Rachael Snively from Region 9 who had interest in applying for a study regarding/planning for a new public safety complex.

III. NPSG (Non Profit Security Grant)

- a. Mr. Green advised the NPSG is now open for those nonprofits who wish to apply. This would include churches, private schools, etc. who might have a threat do to being a possible target of attack. The purpose of the grant is to harden the facility with man traps, camera's, security glass, etc. They do require a threat assessment of the facility prior to applying.

IV. HMEP (Hazardous Materials Emergency Preparedness) Grant.

- a. 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.

4. TRAINING

State Sponsored Training Courses

Course	Date/s	Location
HSEEP Course	06/13-14/24	Romney, WV
Rail Car Incident Response	06/16/24	Buckhannon, WV
Rail Car Incident Response	06/22/24	Huntington, WV
MGT 417 Crisis Mgt. for School Based Incidents	07/09/24	Beckley, WV
Rail Car Incident Response	08/17/24	Marshall Co., 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 or phone at (304) 414-4605 or (304) 941-9532 with any questions regarding these courses.

Upcoming Local Training

Course	Date/s	Location
Community CPR and Stop the Bleed	06/11/24	JCESA
Community CPR and Stop the Bleed	07/09/24	JCESA
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

5. PLANNING

- a. Mr. Allen and Jenn Barre were not present to speak about utilizing the CAMEO software for TIER II planning.

6. Tier II reporting facilities
 - a. Mr. Myers stated we currently have 41 Tier II Facilities that have reported.

VI. New Business

Mr. Myers advised the membership that we are in the process of switching our Mass Notification System from Nixle to Everbridge by the middle of July. He encouraged those who use Nixle to register/sign-up with Everbridge. If you currently have Nixle and don't switch over you will still receive alerts with the exception of the automatic weather alerts from the NWS. If you have any questions feel free to contact Mr. Myers.

Mr. Low ask if it was possible to put our county plans on the County website for the general public to see. Discussion was held regarding security issues by posting them. Mr. Low offered to look over the plans and redact what could considered sensitive material. Mr. Myers will meet with Mr. Low to discuss further.

VII. Member Sharing Time

1. Commissioner Upson thanked the group for inviting him to attend.
2. Tom Butcher left early but had nothing to add.
3. Mr. Smith had nothing to add.
4. Mr. Ware had nothing to add.
5. Lt. Sell wanted to let the group know that the incident that occurred in Bolivar was not a targeted attack. Fireworks for the 4th of July is scheduled for June 29th with a rain date of June 30th. ESA will be on standby for the event.
There will be a Harley Davidson ride coming through Jefferson County on June 18th.
6. Mr. Green wanted remind the group that there is still space available for the HSEEP class in Hampshire County if anyone would like to attend.
7. Mr. Low had nothing to add.
8. Ms. Jenkins has many projects going at the Hospice of the Panhandle Facility regarding security measures. The 6' security fence being installed at the end of June as well as a 6' chain-link fence around the pond area. They are still working closely with the VA Medical Center to update their MOU to include having a COOP site as well as receiving ICS training for some of their administrative staff. They are in the process of having an Active Shooter Training for their staff. Lastly, they have applied for the NPSG to help harden their facility.
9. Chief Levins had nothing to add.
10. David Tabb advised to be prepared.
11. Dr. Reidy had nothing to add.
12. Mr. Wonder had nothing to add.
13. Mr. Ballou attended the Rail Car Incident training at the VA Medical Center. He found it very informative and was well attended. He also wanted to remind everyone the Amateur Radio Field Day is scheduled for June 22-23 being held at War Memorial Park in Martinsburg.
14. Mr. Donaldson had nothing to add.
15. Mr. Jenkins left early but had nothing to add.
16. Mr. Myers reminded everyone that the next meeting is scheduled for the week of the county fair. What is the pleasure of the group meeting the week before? Motion was made by Mr. Smith to move the meeting to Wednesday, August 14th. Lt. Sell seconded the motion. Motion carried.

- ## **VIII. Adjournment**
- Mr. Tabb moved to adjourn, Mr. Smith seconded the motion. All motion carried. The meeting was adjourned at 10:15 a.m. The next meeting of the Jefferson County LEPC will be held at 8:15 a.m. at the Hospice of the Panhandle on Wednesday, August 14, 2024 due to the County Fair being scheduled during our regularly scheduled meeting.