

**Jefferson County Local Emergency Planning Committee**  
**Minutes**  
**April 17, 2024**

The Regular Bi-Monthly meeting of the Jefferson County LEPC was held at Hospice of the Panhandle on Wednesday, April 17, 2024. Those present were: John Sherwood, Vice Chair; Dick Myers, JC OHSEM; Lt. Robert Sell, Jefferson County Sheriff's Department; Tom Hansen, JC Sheriff; Drew Jenkins, CBP/ATC; Sgt. Jonathon Meeks, WVSP; David Tabb, General Public; Gary Ballou, ORS; John Bresland, Citizen; Rich Clawson, Animal Welfare Society; Dr. Terrence Reidy, Jefferson County Health Department; Brandon Wonder, Jefferson County Health Department; Lt. George Wilson, JCESA; Thomas Butcher, First Energy; George Ware, Independent Fire Co.; Ed Smith, Independent Fire Co.; Sandy Green, WVEMD Liaison; Jennifer Krouse, County Commissioner; Kenneth Bresnan, VA Medical Center.

**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 Sheriff Hansen. 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. Myers provided the report that will be placed into the records. Sheriff Hansen made a motion to approve the financial report, Lt. Sell seconded the motion. Report was approved.

**IV. Unfinished Business**

1. Reports from Committees
  - a. Bi-Laws Committee – Dick Myers – Chair  
Mr. Myers and Mr. Tabb presented a draft copy of the updated by-laws. Discussion was held and members have reviewed the revised copy. Mr. Myers stated the only thing that we are still working on is the wording under Article 7 quorum and Article 9 voting. Once corrections are made he will email to the group for additional review, then be brought back to the group for a vote and approval per the current by-laws.
  - b. Exercise Sub-Committee – Donnie Grubb – Chair  
Not Present. Nothing at this time.
  - c. Budget Committee – Ed Smith – Chair  
Mr. Smith had 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. 2023 WV Homeland Security Region 3 Exercise Series
    - a. Mr. Green stated he spoke with Don McLaughlin and the START team and they have completed the “Grid Lock” AAR and the improvement plan to distribute to the counties. Mr. Green will be

reaching out to the counties within the region to set up a time to go over the AAR and the improvement plan. He stated now is the time for your agencies to decide what they would like to test so the START Team can establish injects during the exercises.

- b. The Tabletop and Functional exercise will occur at the same time this year to allow for time to do a full scale exercise. Mr. Green highly encouraged everyone to attend the TTX and FX. He suggested that we take a small area of the county who is considered to be a venerable population that would have to be evacuated from their homes. It could be an assisted living center or nursing home to a small area (Shannondale). This would be something to possibly test during an exercise to see how long it would take in a real world event. Mr. Butcher stated he could provide some data to help with that, being his meter readers document the time they spend going from house to house. The reason behind this evacuation piece was due to a discussion at the SERC Conference lead by Tim Gablehouse regarding the liability of the County. Commissioner Krouse suggested we should look at having a discussion regarding the solar panel farms.

## II. 2023 Reunification Functional Exercise Jefferson County Sheriff's Department

- a. Lt. Sell stated there is nothing scheduled at this time due to being the end of the school year.

## III. Active Attack Integrated Response (AAIR) Training

- a. Lt. Sell stated there has been much movement on this. 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 29<sup>th</sup> and 30<sup>th</sup> and the second will be July 31<sup>st</sup> and August 1<sup>st</sup>. Sandy has the flyers ready to send out to the surrounding area to include Jefferson, Berkeley, Morgan, Washington, Loudon, and Clarke counties initially if there is not enough to fill the classes they will reach out to other jurisdictions. This is the first use of delivery/training within the State of West Virginia. The training is free and includes several disciplines ie. Law Enforcement, EMS/Fire, and Dispatchers.

## 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. Sheriff Hansen suggested using the funds for upgrading the WIFI at the reunification site. Mr. Green wasn't sure if that would be an allowable expense, but they said at the SERC conference to think big and broad. We will investigate if that is a possibility.

### II. HSGP (Homeland Security Grant Program)

- a. Mr. Green stated we should be seeing the Notice of Funding Opportunity (NOFO) within the next week or so. He advised to have your projects ready to go since there is only a narrow window of 4-5 weeks when it becomes available. Most governmental agencies can apply ie. Fire, EMS, LE, County agencies, etc. It does require to have some kind of documentation to support the funding whether it is from an exercise, real world event or the THIRA.
- b. Mr. Myers stated he was going to apply for an EOC Technology upgrade this grant cycle as well as a radio upgrade.
- c. Mr. Green stated he had received an email from Rachael Snavelly 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 been transportation related or hazardous materials nexus to receive funding.

## 4. TRAINING

### State Sponsored Training Courses

Course	Date/s	Location
ICS 300	04/12-14/24	Ranson, WV
Wilderness Rescue Awareness/Ops.	04/13-14/24	Moorefield, WV
Wilderness Rescue Awareness/Ops.	04/20/24	Moorefield, WV
G191 ICS/EOC Interface Course	04/16	Dunbar, WV
G191 ICS/EOC Interface Course	04/17	Logan, WV
ICS 300 Intermediate ICS for Expanding Incidents	04/22-24/24	Martinsburg, WV
ICS 400 Intermediate ICS for Expanding Incidents	04/25-26/24	Martinsburg, WV
G402 ICS for Elected and Public Officials	04/25/24	Kearneysville, WV
ICS 300 Intermediate ICS for Expanding Incidents	04/30,05/01-02/24	Moorefield, WV
ICS 300 Intermediate ICS for Expanding Incidents	05/13-15/24	Martinsburg, WV
ICS 400 Intermediate ICS for Expanding Incidents	04/17-16/24	Martinsburg, WV
L965 Resource Leader/Demobilization Unit Leader	04/22-25	College Park, MD
National Emergency Management Basis Academy	See Flyer	Sutton, WV
Rail Car Incident Response	06/08/24	Martinsburg, WV
HSEEP Course	06/13-14/24	Martinsburg, 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

Course	Date/s	Location
Community CPR and Stop the Bleed	04/09/24	JCESA
Community CPR, Stop the Bleed & First Aid	04/17/24	JCESA
Community CPR and Stop the Bleed	05/21/24	JCESA
Community CPR and Stop the Bleed	06/11/24	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.
7. WV SERC Conference Update
  - a. Mr. Myers stated that he would like to see more participation from the LEPC members to attend the conference. The information sharing and networking is invaluable to use as a LEPC. The 2024 Conference was held at Glade Springs Resort. Items discussed included CAMEO training opportunities, Minimizing Liability and Demonstrating Success in LEPC, Radiological Threats in WV, Alternate Fuel Dangers/Hazards, NWS - Weather Events and Hazardous Materials, and Tier II Planning.

**V. New Business**

No new business

**VI. Member Sharing Time**

1. Tom Butcher stated First Energy was approved for 87 million dollars for tree trimming. Mr. Myers stated there will be a scheduled power outage for April 25<sup>th</sup> in the area of Bowers Lane and Leetown Pike.
2. Lt. Wilson had nothing to add.
3. Sheriff Hansen advised there will be a long motorcade coming through Jefferson County heading to Leesburg, VA on Saturday morning for a line of duty death of Special Agent Bare around 8:30 am. He also wanted remind everyone that it is National Dispatcher and Animal Control Week.
4. Lt. Sell advised he attended the Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) and they have opened up for public comment regarding regional safety action plan. It talks about unsafe roads for vulnerable users ie. pedestrian and bicyclist. Jefferson County (East Washington St. in Charles Town) was identified. He stated we don't have a lot of pedestrian or bicyclist killed. Sheriff Hansen added that Jefferson County has the largest used roads that doesn't have an interstate approximately 35,000 cars a day.
5. Mr. Green had nothing to add.
6. Sgt. Meeks had nothing to add.
7. Ms. Jenkins has many projects going at the Hospice of the Panhandle Facility regarding security measures. They will be installing a 6' security fence starting in June as well as a 6' chain-link fence around the pond area. They have been 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 looking for suggestions on Active Shooter Training to rotate their staff through the process, since they are no longer able to utilize Summit Point Training Facility. The facility is going through a risk assessment of their IT department to combat vulnerability of cyber-attacks. Lastly, they will be working on a NPSG to help cover some of the cost of these projects.
8. David Tabb advised the Conservation Agency is still attempting to get the County Commission to sign an agreement to assist with emergencies around waterways. At this point they have not any success.
9. Dr. Reidy had nothing to add.
10. Mr. Wonder had nothing to add.
11. Mr. Ballou had nothing to add.
12. Mr. Clawson stated they are not a county agency and support themselves through contributions, donations and grants and have been around for 72 yrs. He wanted to let the group know that Johnson and Johnson plumbing and heating is paying for a spot on 95.5 for the next year a once a week ad between 9-10:00 am. They bring a pet to the station and it has improved their adoption rate.
13. John Bresland wanted to advise the group there will be a meeting scheduled for Wednesday April 24<sup>th</sup> from 7pm-8pm sponsor by the Shepherdstown Observer to discuss the future growth around Shepherdstown. He also stated there will be a gathering at Morgan Grove in Shepherdstown for Earth Day on April 27<sup>th</sup>.

14. Mr. Jenkins had nothing to add.
15. Mr. Ware had nothing to add.
16. Mr. Smith stated the fire service has been very busy this month with multiple fatalities and fires. He stated mutual aid has been becoming more and more prevalent not only giving aid but receiving as well.
17. Mr. Bresnan has been filling the Emergency Manager position and is scheduled to leave on June 1<sup>st</sup>. He wanted to remind everyone of the upcoming Rail Car Training at the VA Medical Center.
18. Commissioner Krouse had nothing to add.
19. Mr. Myers reminded everyone there is going to be a G402 class for Senior and Elected Officials on April 25<sup>th</sup> from 4pm.-8pm. at the Hospice of the Panhandle.

**Adjournment** – Dr. Reidy moved for the closing of the LEPC meeting, and Lt. Sell seconded the motion. All approved. Mr. Sherwood adjourned the meeting at 10:10 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, June 12, 2024.