

**Jefferson County Local Emergency Planning Committee**  
**Minutes**  
**October 18, 2023**

The Regular Bi-Monthly meeting of the Jefferson County LEPC was held at Hospice of the Panhandle on Wednesday, October 18, 2023. Those present were: John Sherwood, LEPC Vice-Chair; Ed Smith, Treasurer; Dick Myers, JC OHSEM; Mason Weikle, Jefferson County Health Department; Lt. Robert Sell, Jefferson County Sheriff's Department; Drew Jenkins, CBP/ATC; Sgt. Jonathon Meeks, WVSP; David Tabb, General Public; Jackie Shadle, County Clerk; Donaldson Twyman, Citizen Rep.; Gary Ballou, ORS; Jesse Hott, ARC; John Bresland, Citizen; Bruce Low, Citizen Rep; Deanna Low, Citizen Rep; Brandon Caton, JC BOE; Dr. Terrence Reidy, Jefferson County Health Department;

**I. Call to Order** – Vice-Chair Sherwood called the meeting to order at 0820 hours.

**II. Minutes**

1. Minutes of the previous meeting were presented by Vice-Chairman Sherwood. Dick Myers moved to approve the minutes, seconded by Robert Sell. Motion approved.

**III. Financial Report**

1. Mr. Smith advised we had a balance of \$4,368.57 in the Regular Account. Two (2) checks were written related to the fair in the amount of \$550.00 and \$60.00 for a total of \$610.00 leaving 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. Dick Myers made a motion to approve the financial report, Jesse Hott seconded the motion. Report was approved.

**IV. Unfinished Business**

1. Reports from Committees
  - a. Bi-Laws Committee – Dick Myers – Chair  
Nothing at this time, but would like to have additional personnel to assist.
  - b. Exercise Sub-Committee – Donnie Grubb – Chair  
Nothing at this time.
  - c. Budget Committee – Ed Smith – Chair  
Nothing at this time.
  - d. Membership Committee – Steve Allen – Chair  
Nothing at this time.
  - e. Public Awareness Committee – Donnie Lee Grubb III – Chair  
Donnie had nothing to add.
  - f. Training and Education – Donnie Grubb – Chair
    - i. Mr. Caton provided an update on the stop-the-bleed kits for the JC Schools. There was a discussion on how the LEPC would provide the funds. It was decided that JC Schools would purchase the kits and then send the invoice to the LEPC to provide payment in the amount of \$3,000.00. Mr. Caton advised since the LEPC was willing to assist with the purchase, he is going to provide an additional \$6,000.00 out of his budget for a total of \$9,000.00. This would provide the majority of the classrooms with kits.
    - ii. Mr. Myers stated there has been nothing scheduled at this time for the CAMEO training. We will be pursuing the training after the Full Scale Exercise.

## 2. Exercises

### I. 2023 WV Homeland Security Region 3 Exercise Series

- a. Mr. Myers advised we held our Functional “Grid Lock” Exercise on September 6, 2023 in Augusta, WV. Jefferson County was well represented for the exercise to include OHSEM, LEPC, ARC, Health Department, and Nursing Homes. After the exercise was completed it was determined to go ahead with a Full Scale Exercise. Two dates were presented, December 8<sup>th</sup> and 9<sup>th</sup>. Mr. Allen had sent out an email to the different agencies for their participation. The only response was with Chief Mike Sine with the JC ESA. After further discussion with Chief Sine, it seems the only department participating in the Full Scale Exercise will be the EOC. The exercise was scheduled for Friday December 8<sup>th</sup>.

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

- a. Lt. Sell stated there is nothing scheduled at this time. They are anticipating an exercise sometime in the spring. This will also allow the new Superintendent to get settled in his position. Several schools have shown interest to include CW Shipley and S. Jefferson High School.
- b. Lt. Sell advised all county schools will be visited at least once a week by a deputy to be visible as well as get to know the county schools.

## 3. Grants

### I. SERC (State Emergency Response Commission) GRANT

- a. Mr. Myers informed the group, since we still have not spent any of the funds from last year, we would not be eligible for the grant. Once the funds have been spent we would be eligible for reimbursement of up to \$3,000.00. Some items it could be spent would include food, promotional items, stationary, exercises, training, etc.

### II. HMEP (Hazardous Materials Emergency Preparedness) Grant.

- b. Mr. Myers advised the group, he had not heard anything back regarding the Commodity Flow Study Grant or the Hazardous Materials Plan Grant.

## 4. TRAINING

Mr. Allen provided the following class availability:

Course	Date/s	Location
PER 340 Active Threat Integrated Response	10/30-11/1	Parkersburg, WV
ICS 300 Intermediate ICS for Expanding Incidents	11/28-30	Charleston, WV
PER 340 Active Threat Integrated Response	11/30-12/2	Parkersburg, WV

Jefferson County Emergency Service Agency is providing community training.

CPR and Stop the Bleed	10/18/2023 at JCESA
First Aid Training	10/25/2023 at JCESA
CPR and Stop the Bleed	11/15/2023 at JCESA
CPR and Stop the Bleed	12/13/2023 at 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. Myers advised we are in the final steps of our 5 year Hazard Mitigation Plan. The initial plan has been completed and has been sent to the State for their approval. After the State approves the plan it will then be forwarded to FEMA for approval.

- b. Mr. Allen has been working with Jenn Barre about utilizing the CAMEO software to generate IAP's for our Tier II facilities that require risk management plans. I don't believe they have had a chance to meet but we will keep you updated.
  - c. Mutual Aid MOU between the WVANG and the Jefferson County Fire Association has been reviewed and updated by the JCFA and was returned to WVANG for finalization and implementation.
- 6. Tier II reporting facilities
  - a. Mr. Allen reported we have not any additional facilities reporting. We currently have 41 Tier II Facilities. There was a discussion as to what a Tier II facility is and how the funds are allocated.

**V. New Business**

- 1. Lt. Sell spoke about the Integrated Active Assailant Training and why it is important. He advised they have all the equipment needed with the exception of training tourniquets. Lt. Sell would like to have the approval of the LEPC to purchase the training tourniquets. Further discussion ensued. Motion was made by Lt. Sell to purchase up to \$200.00 for training tourniquets. He will check with different vendors for the best price. Second by Jacki Shadle. Motion carried.

**VI. Member Sharing Time**

- 1. Jacki Shadle would like to have training for her staff in the Stop-the-Bleed, CPR and First Aid. She was advised to contact Craig Horn or Mike Sine from the Jefferson County ESA to schedule training. She thought it was good idea for the whole county to have the training as well. She will contact other departments or elected officials to see if they are interested.
- 2. Jesse Hott stated the ARC is available for assistance when individuals are displaced due to fires. He is also wanting to update the shelter locations as well as continuing the pillowcase program. Last year, with the help of Blue Ridge Fire Department they were able to provide 41 homes with installing smoke detectors.
- 3. Lt. Sell advised they were contacted by the area churches in Shepherdstown to do an Active Assailant/Shooter training, best practices, and scenarios for civilians. The training will be held on December 2, from 10am-12pm. Location TBD.
- 4. Mr. Ballou provided training and exam dates and times for those who were interested in becoming a Ham Radio Operator.
- 5. Mr. Caton stated the schools safety drills are up to date as well as school plans. Winter sports will be starting in November.
- 6. David Tabb stated they have had some management issues within the Conservation District and the Board has made Mr. Tabb as the liaison to the LEPC. He can only provide information and any decisions would have to go through the Board. They do have resources both State and Federal that deals with water which could be valuable to the group as well as the county.
- 7. Dr. Reidy stated that Flu shots and Covid vaccines are available. Peer recover coach is available for those suffering from addiction.
- 8. John Bresland stated the Shepherdstown Water Department has just completed a major upgrade to the system.

**Adjournment** – Dr. Reidy moved for the closing of the LEPC meeting, and Mason Weikle seconded the motion. All approved. Mr. Sherwood adjourned the meeting at 09:40 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, December 20, 2023.