

Jefferson County Local Emergency Planning Committee
Minutes
June 22, 2023

The Regular Bi-Monthly meeting of the Jefferson County LEPC was held at Hospice of the Panhandle on Thursday, June 22, 2023. Those present were: Steve Allen, LEPC Chair/ JCOHSEM Director; Dick Myers, Deputy Director JCOHSEM; Dr. Terrence Reidy, Jefferson County Health Department; Adaira Jenkins, Hospice of the Panhandle; George Butler, CBP/ATC; Drew Jenkins, CBP/ATC; Suraj Khanal, CBP/ATC; Michele Magnus, Shenandoah Center; Gary Ballou, Community Group; Donnie Lee Grubb, WVU/Jefferson Medical Center; Donnie Grubb, WVU/Jefferson Medical Center; David Tabb, General Public; Jennifer Barre, General Public; Jesse Hott, American Red Cross; Michelle Goldman, Jefferson County COAD; Rich Clawson, Animal Welfare Society; Don McLaughlin, EPA Region 3; Ryan Levins, National Park Service – Harpers Ferry Historical Park; and Jennifer Krouse, Jefferson County Commissioner.

I. Call to Order - Chairman Allen called the meeting to order at 0825 hours.

II. Minutes

1. Minutes of the previous meeting were presented by Chairman Allen. Donnie Grubb Jr. moved to approve the minutes, seconded by Jesse Hott. The motion was approved by the membership.

III. Financial Report

1. Mr. Allen advised we currently have \$4,368.57 balance in the Regular Account. Also, it was reported that there is \$13,223.08 balance in the Mass Fatality account. Mr. Allen provided the treasurers report that will be placed into the records. Donnie Lee Grubb III motioned to approve the financial report, Rich Clawson seconded. The treasurers report was approved by the membership.

IV. Unfinished Business

1. Reports from Committees
 - a. Bi-Laws Committee – Dick Myers – Chair
Nothing at this time.
 - b. Exercise Sub-Committee – Donnie Grubb – Chair
Mr. Grubb had no updates.
 - c. Budget Committee – Ed Smith – Chair
Nothing at this time.
 - d. Membership Committee – Steve Allen – Chair
Dr. Reidy spoke briefly on the importance of having a diverse group of individuals to serve on the LEPC. He had suggested a new member that he felt would benefit the group.
 - e. Public Awareness Committee – Donnie Lee Grubb III – Chair
Donnie had nothing to add.
 - i. Mr. Allen gave a brief explanation of the different aspects of what public education is and how it benefits the group.
 - ii. Mr. Allen invited the members to attend the county’s upcoming Hazard Mitigation Plan Update meeting scheduled for June 27th at 1:00 pm being held at the Hospice of the Panhandle. He stressed the importance of everyone’s input into the plan.
 - iii. Mr. Allen mentioned the Survey on the County’s website regarding the comprehensive plan.
 - iv. Mr. Allen stated he was working with Jessica Gormont (GIS) to update the county’s website with our current LEPC meeting minutes and information.

- f. Training and Education – Donnie Grubb – Chair
.Nothing at this time.
2. 2023 WV Homeland Security Region 3 Exercise Series
 - a. Don McLaughlin stated this year’s regional exercise “Grid Lock” began with a TTX on May 10, 2023 at the Ranson Civic Center. This is being followed with a function exercise scheduled for September 6th location is TBD at this time. We had a good attendance and welcome more participation with additional agencies especially those who may need credits for accreditation. If anyone has anything they would like to test, let Mr. Allen know as soon as possible for us to add injects into the exercise.
 - b. Mr. McLaughlin also stated we are still working getting a Computer Aided Management Emergency Operations (CAMEO) class for Jefferson County. This will be an in person training course available to this group as well as Fire, EMS, and Law Enforcement. Mr. Allen that the State Emergency Response Committee (SERC) has recently started an online training course but was limited to 25 students.
 3. 2023 Reunification Functional Exercise Jefferson County Sheriff’s Department
 - a. Sheriff’s Office or BOE were not in attendance. Mr. Allen believes the next exercise will be in August timeframe.
 - b. Mr. Butler stated he has pushed forward the Memorandum of Understanding (MOU) with their legal counsel to utilize the CBP/ATC as an alternate site for reunification within Jefferson County. Mr. Cochran has had the MOU since May and awaiting any changes, if any, for finalization.
 - c. Donnie Lee Grubb III stated WVU Medicine would definitely support efforts and assist in any capacity. Mr. Allen asked how the Regional Mass Causality Trailer was coming. Mr. Grubb III stated it should be available for deployment within the next few weeks.
 4. SERC (State Emergency Response Commission) GRANT
 - a. Mr. Allen informed the attendees there has been some realignment with personnel within the SERC department. It is still unknown if the SERC grant is to be given to the grantee up front or if it be on a reimbursement basis. This lead into a lengthy discussion about how to spend some of the LEPC funds received from the SERC grant, ie. pamphlets, brochures, stop the bleed kits, etc. as well as the Mass Fatality Fund. Mr. Allen suggested that we put this on the agenda under new business so we can research and discuss it more in-depth.
 5. HMEP (Hazardous Materials Emergency Preparedness) Grant.
 - a. Mr. Allen advised the group has already approved to apply for a new commodity flow study and to update our hazardous materials plan. With the change in personnel, he has to make contact with the new administrator to determine what paperwork needs to be submitted for the grant.
 6. TRAINING

Mr. Allen provided the following class availability:

 - a. The following in person classes are being offered:

Mr. Ballou reminded everyone the Opequon Radio Society offers training every Saturday at 8:30 am. at Mark Arnolds residence. They provide exams on the 3rd Sunday of even months. There is no charge for the lessons and exams.
 - b. Jefferson County Emergency Service Agency is providing community training. CPR/First Aid, Stop the Bleed, etc.

7. PLANNING

- a. Mr. Allen advised we are in the process of updating our Multi-Jurisdictional Hazard Mitigation Plan with Michael Baker International. This was available through a \$60,000 grant that has been awarded to the Jefferson County Commission. Mr. Allen stated a plan is necessary for us receive funding during emergencies. The next Hazard Mitigation Planning Committee meeting will be held on Tuesday, June 27th at the Hospice of the Panhandle starting at 1:00 pm. In addition, there will be a 4 hr. meeting on Wednesday July 26th starting at 11:00 am – 3 pm. Lunch will be provided for those in attendance.
- b. Mutual Aid MOU between the WVANG and the Jefferson County Fire Association is still ongoing.

8. Tier II reporting facilities

- a. Mr. Allen reported he has received 41 Tier II reports since the last report.

V. New Business

1. Mr. Allen asked if we would like to explore some expenditures for training or supplies in reference to Stop the Bleed. Donnie Lee Grubb III stated we should defer until the next meeting for us to research the cost but should focus Jefferson County Schools initially.
2. Mr. Allen stated the Jefferson County Fair will be August 20 – 26 and suggested we have 2 booths this year due to the size of the booths and being small. A motion was made by Dr. Reidy to purchase 2 booth at the cost of \$275.00 per booth for a total of \$550.00 and a total of 25 tickets. The motion was seconded by Michelle Goldman and approved by the membership.
3. Mr. Allen asked if anyone would be interested in volunteering for the fair. He will send out an invitation to the members to sign up.

VI. Member Sharing Time

1. Mr. Butler (CBP/ATC) stated he is continuing to work with the training division at the ATC to see about getting 1-2 people into some of the classes, ie. ICS 300, 400 etc. if slots become available. He also stated that the ATC has entered into an agreement with the Internal Affairs Office to host and provide training to their internal partners from abroad.
2. Mr. Hott advised the ARC had 39 cases as a result of single family fires within Jefferson County.
 - a. Provided assistance to 95 clients at a cost of over \$26,000.00.
 - b. Home fire campaign has provided 150 smoke detectors in 84 homes within Jefferson County with the assistance of Terri Mehling and Chief Earl Cogle in the area of Blue Ridge Mountain.
 - c. Mr. Hott has a volunteer who wants to work on updating Jefferson County's Shelters surveys.
 - d. The ARC can be contacted via the National Disaster Phone Number 1-833-583-3111.
3. Ms. Goldman stated she has been working with local churches mainly in Shepherdstown to develop emergency plans. As of now they have completed 4 training classes to include first aid, CPR, and stop the bleed. She has been building a COAD in Shepherdstown for now.
4. Donnie Grubb – Stated they need to empty the warehouse by the end of the month. They are working towards getting it distributed to other agencies.
5. Donnie Lee Grubb III will be meeting with the Jefferson County School Nurse and come back to the committee with numbers on who needs training and provide kits for the school.
6. Mr. Ballou advised the Opequon Radio Society had received an invitation from the VA Medical Center to dedicate their HAM Shack on June 6, 1994.
7. Ms. Magnus stated they are rebuilding staff after Covid and getting back on track. Just hired a permanent administrator in Shepherdstown.
8. Chief Levins – Nothing to add at this time.
9. Ms. Jenkins – Many transitions going on at the Hospice of the Panhandle. Staffing is at an all-time high, and getting back to pre Covid.

- i. The vaccine mandate is going away per Medicare/Medicaid as of August they may or may not be requiring the staff to be vaccinated.
 - ii. Concern about emergency planning disaster planning in the event they have to evacuate, so they are working on an MOU and COOP plan.
 - iii. Lastly, getting their management team trained in Incident Command Management.
- 10 Mr. Clawson mentioned he come to the Jefferson County OHSEM office to look at the Animal Disaster Trailer. He stated it was well stocked and glad to have this resource in our county.
- 11 Ms. Barre stated she would assist with the hazard mitigation and hazardous materials plans. She thanked everyone and is looking forward to working with group.
- 12 Commissioner Krouse thanked everyone for the work and dedication to the group as well as the community. She was interested in the NIMS classes and will be looking into taking those.
- 13 Mr. Tabb stated he had attended the Regional “Grid Lock“ TTX and was impressed with the different agencies and how they have worked together to get the job done.
- i. The Conservation District has approved \$55,000 via Chesapeake Bay Conservatory to give to Sam Michaels Park for their raingarden project.
 - ii. They also have an \$8,000,000.00 dam project slated for one of the dams in Morgan County that is in need of repair. The Conservation District currently oversees 171 dams
- 14 Mr. McLaughlin thanked everyone who had participated in the Regional “Grid Lock” TTX. He will look into when they can provide the CAMEO training.
- 15 Mr. Myers advised they had purchased the rest of the equipment needed for the BERP trailer as well as the lettering on the trailer has been completed. We are currently waiting on the Fire/Rescue Association approval of the plan that has been presented to them for any corrections or additions. The Department of Highways had contacted our office to schedule a meeting with local and surrounding Fire, EMS, Law Enforcement, Emergency Management, DOT and DOH to preplan for the upcoming Rt. 340 Rockslide Project and associated detours. The meeting is primarily for 1st responders and is going to be held Wednesday June 28th at the Independent Fire Department @ 1:00 pm.
- 16 Mr. Allen asked if the group would be interested in changing venues for any upcoming meetings as alternate site in the event that Hospice of the Panhandle facility is not available. Discussion was held, no decisions made at this time.

Adjournment – Dr. Reidy moved for the closing of the LEPC meeting, and Donnie Lee Grubb III seconded the motion. All approved. Mr. Allen adjourned the meeting at 10:50 a.m. The next meeting of the Jefferson County LEPC will be held 8:15 a.m. on Wednesday, August 16, 2023 and will be an in-person meeting.