

Jefferson County Local Emergency Planning Committee
Minutes
April 19, 2023

The Regular Bi-Monthly meeting of the Jefferson County LEPC was held at Hospice of the Panhandle on Wednesday, April 19, 2023. Those present were: Steve Allen, LEPC Chair/ JCOHSEM Director; John Sherwood, LEPC Vice Chair; Dick Myers, Deputy Director JCOHSEM; Sheriff Tom Hansen, JCSD; Dr. Terrence Reidy, Jefferson County Health Department; Mason Weikle, Jefferson County Health Department; Walt Dewalt, Hospice of the Panhandle; Drew Jenkins, CBP/ATC; Suraj Khanal, CBP/ATC; Thomas Butcher, First Energy; Angela Gordon, Panhandle Home Health; Thomas Custer, Ranson City Council; Michele Magnus, Shenandoah Center; Josh Cornwell, Shenandoah Center; Gary Ballou, Community Group; John Bresland, Community Group; Rich Ressel, TetraTech; Donnie Lee Grubb, WVU/Jefferson Medical Center; Donnie Grubb, WVU/Jefferson Medical Center; Michael Plankers, WVU/Jefferson Medical Center; Nathan Cochran, JC Attorney; David Tabb, General Public.

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. Dr. Terrance Reidy moved to approve the minutes, seconded by Sheriff Hansen. Motion approved.

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 report that will be placed into the records. Walt DeWalt motioned to approve the financial report, Sheriff Hansen seconded. Report was approved.

IV. Unfinished Business

1. Exercise Sub-Committee – Donnie Grubb – Chair
 - a. Mr. Grubb had no updates.
2. 2022 WV Homeland Security Region 3 Exercise Series UPDATE
 - a. Mr. Allen advised that he had sent out the finalized After Action Report (AAR)/Improvement Plan (IP), to the group who had participated in the exercise. There was one outstanding item that had been addressed, so this exercise series is considered completed.
3. 2023 WV Homeland Security Region 3 Exercise Series
 - a. Mr. Ressel from TetraTech stated this year's regional exercise will begin with a TTX on May 10, 2023 at the Ranson Civic Center starting at 9 am – 3 pm. This will be followed up with a Functional Exercise in August and a Full Scale sometime in the fall. Mr. Ressel highly encouraged agencies to participate and if there are any items they would like to test get them to Mr. Allen or himself by the end of week. This is to allow for them to provide injects into the scenario. Mr. Allen will be sending out an invite next week for those participating to get a head count for lunch.
4. 2023 Reunification Functional Exercise Jefferson County Sheriff's Department (Utility Failure Scenario) – Sheriff Hansen
 - a. Sheriff Hansen stated the functional reunification exercise was completed in conjunction with the Jefferson County BOE. It included a 5th grade class with approximately 150 students with very

little parent involvement. To elevate the concerns of an active threat scenario for the parents and children, the scenario will be based on a utility failure. Some of the lessons learned were

- ❖ The amount of walking the parents had getting to the registration area.
- ❖ If an incident occurred during the winter months no heating in buildings where the children would be placed.
- ❖ The school personnel didn't have clearly defined roles/responsibilities.

- b. Mr. Donnie Lee Grubb had just completed a plan for Berkeley Medical Center and is beginning to start one for Jefferson Medical Center. He would like the Reunification Plan to be shared with his agency so the plans align with one another. Mr. Allen added that one observation from the mass casualty incident at the Route 91 Harvest music festival near Las Vegas in October 2017 was that the receiving hospitals were not notified in a timely manner by first responders.

5. SERC (State Emergency Response Commission) GRANT

- a. Mr. Allen informed the attendees that it was still unknown if the SERC grant is to be given to the grantee up front or if it be on a reimbursement basis.

6. HMEP (Hazardous Materials Emergency Preparedness) GRANT

- a. Mr. Allen suggested we apply to update our Hazardous Materials Response Plan as well as a commodity flow study to be performed within Jefferson County.
- b. Mr. Donnie Lee Grubb made a motion to apply to update the Jefferson County Hazardous Materials Response Plan and was second by Sheriff Hansen. Motion carried.
- c. Mr. Donnie Lee Grubb made a motion to apply for a Commodity Flow Study to be performed within Jefferson County. Second by Sheriff Hansen, motion carried.

7. TRAINING

Mr. Allen provided the following class availability:

- a. The following in person classes are being offered:
 - i. Demystifying Cyber Attacks – Charleston, WV on 5/16/23
 - ii. Cybersecurity Resiliency in Industrial Control Systems – Charleston, WV 5/17/23
- b. The following online courses are available through FEMA
 - i. ICS700, ICS800, ICS100, ICS200 and IS230
- c. Mr. Allen advised that opportunities for ICS300 and ICS400 can be taken at CBP/ATC or the VA Center as long as space is available.
- d. Mr. Donnie Lee Grubb stated he would forward upcoming training from the Region 8/9 HCC (Hospital Care Coalition).
- e. Mr. Ressel advised that the EPA can also provide Hazardous Materials classes as well as ICS classes it just has to have a hazardous materials component.

8. PLANNING

- a. Mr. Allen advised we had submitted three proposals to the County Commission, in response to the RFP to update the county's Multi-Jurisdictional All Hazard Mitigation Plan. The planning firm Michael Baker International was awarded the bid by the Jefferson County Commission. Once the contract is reviewed by the county's legal department and signed by the President of the County Commission, the process will commence. The meetings will be scheduled and held at Hospice of the Panhandle if the location and dates are available. He will send out invites to the Hazard Mitigation Planning Group for their participation, once the contract is finalized.

9. Tier II reporting facilities

- a. Mr. Allen reported he has received 42 Tier II reports since the last report.

V. New Business

1. 2023 State Emergency Response Commission (SERC) Conference report
Mr. Allen stated the Mr. Myers and himself had attended the conference representing Jefferson County. He stated two (2) things of interest came from the conference.
 - a. CAMEO (Computer Aided Management Emergency Operations) is a suite of different programs that can downloaded that gives us access to host of information. It has many applications when doing plans dealing with hazardous materials, flooding, pre planning, sheltering, etc.
 - ❖ CAMEO Chemicals – ability to look different chemicals and their properties to determine what type of personal protective equipment, hazards, etc.
 - ❖ Marplot – used for mapping giving us the ability to insert different layers, critical infrastructure, etc.
 - ❖ Aloha – allows us to do plum dispersion models, evacuation area, etc.
 - b. Expectations for LEPC’s which could possibly cause liability issues for us. We have to be sure to include DEI (Diversity, Equity, and Inclusion) into our plans to include vulnerable populations, foreign languages, etc.
2. Mr. Allen would asked for volunteers to chair the following committees: Membership, Budget, By-Laws, Training/Education, and Public Awareness. After further discussion the following members have agreed to chair these positions:
 - a. Membership – Chair: Steve Allen
 - b. Budget – Chair: Ed Smith, Mason Weikle
 - c. By-Laws – Chair: Dick Myers, David Tabb
 - d. Training/Education – Chair: Donnie Grubb, Mason Weikle
 - ❖ Mr. Butcher can provide training to first responders for safety at incidents involving downed power lines as well as to the general public, including at county fairs.
 - e. Public Awareness – Chair: Donnie Lee Grubb, Angela Gordon
 - ❖ Donnie Lee Grubb stated that WVU Medicine’s Marketing Department would be available to assist with providing public awareness and resources. They do many speaking engagements to a wide range of diverse groups throughout Berkeley County and as well as Jefferson County.
3. Mr. Allen advised we are working on a mutual aid between the WVANG FD and the Jefferson County Fire Association. Donnie Lee Grubb stated that having mutual aid agreements speeds up the ability to receive resources much faster than going through Eteam. Mr. Allen continued stating he had contacted other counties and surrounding states to find neither have mutual aid agreements, so we will be working on those as well.

VI. Member Sharing Time

1. Mr. DeWalt stated that they (Hospice of the Panhandle) as a healthcare agency is trying to determine what post Covid means regarding his facility.
2. Sheriff Hansen advised their cruiser competition at the Jefferson County Fairgrounds has been cancelled due to the lack of participation. The National Night Out is being held at the Home Depot on August 1, 2023.
3. Mr. Khanal (CBP/ATC) stated that he will check on classes being offered at their facility specifically the ICS 300-400 classes. He also mentioned that Mr. Butler is continuing to work on using the ATC as a back-up reunification site.
4. Mr. Bresland stated there is a community event being held at the Byrd Center in Shepherdstown on May 4 at 7 pm. Mary Ann Hitt is the guest speaker “Clean Energy, Coal, Climate Justice, and West Virginia’s

Future”. Mr. Butcher would like to attend that meeting to answer questions and support the need for more solar energy.

5. Dr. Reidy advised the Jefferson County Health Department had been visited by the WV State Threat Prep Officer. One of the questions asked was if an AAR was completed for Covid as well as data information. Mr. Allen stated we could form a group to discuss and put together an AAR. Dr. Reidy and Mason will put together the group and send out invites once the dates have been determined.
6. Mr. Tabb advised there is money available for rain gardens, planning and inspections. The Conservation District also has rain barrels available for less than \$50.00 as well as testing kits for feed. He also stated that they are working with Mr. Cochran to establish an MOU between the county and the Conservation District.
7. Mr. Weikle is in the process of updating all of the Health Departments points of contacts (POC).
8. Mr. Butcher stated that they are fully regulated through the State of WV and have to abide to what the Public Service Commission rules and regulations. He explained what capabilities First Energy has and what is available. He continued to discuss briefly about their 15 yr. plan. If anyone would like more information they could contact him.
9. Mr. Ballou stated the Auxiliary Communications Class will be held this weekend and that he would be attending.
10. Ms. Magnus stated they are rebuilding staff after Covid and getting back on track.
11. Mr. Cromwell Canterbury Center and Shenandoah Center to update their emergency plans and will provide Mr. Allen with copies once completed.
12. Mr. Donnie Lee Grubb stated WVU Medicine has executed an MOU between them and the Berkeley County Commission to take responsibility of the Mass Causality Unit. It will be a regional resource unit. Phase one is getting all the equipment updated and ready to respond when needed. Phase 2 will provide physician leadership and staffing (if needed) within the region. He also wanted to let everyone know about and upcoming blood drive being held at the Berkeley County Sheriff's Office on May 11th from 12-5pm.
13. The state is requiring the hospital to implement plans focusing on pediatric care to include trauma and mass care.
14. Mr. Cochran is continuing to work on the transition with ESA and Jefferson County.
15. Mr. Myers stated we will advertising for a Public Affairs Coordinator in the near future. We also have been approved to upgrade our Mass Notification for the upcoming budget.
16. Mr. Cochran thanked everyone for attending and stressed the importance of this committee.

VII. Adjournment – Sheriff Hansen moved for the closing of the LEPC meeting, and Donnie Lee Grubb 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 Thursday, June 22, 2023 and will be an in-person meeting.