

**Jefferson County Local Emergency Planning Committee
Minutes
April 16, 2025**

The Regular Bi-Monthly meeting of the Jefferson County LEPC was held at Hospice of the Panhandle on Wednesday, April 16, 2025. Those present were: John Bresland, Citizen/Chairman; John Sherwood, Vice Chairman; Ed Smith, Independent Fire Company/Treasurer; Stephen Allen, Jeff. Co. OHSEM/Information Coordinator; Dick Myers, Jeff. Co. OHSEM; Dr. Terrence Reidy, Jeff. Co. Health Department; Brandon Rhodes, Jeff. Co. Health Department; Adaira Jenkins, Hospice of the Panhandle/Secretary; Drew Jenkins, CBP/ATC; George Wilson, Jeff. Co. ESA; Sheriff Tom Hansen Jefferson Co. Sheriff's Office; Robert Sell, Jefferson Co. Sheriff's Office; Sgt. Jonathan Meeks, WV State Police; David Tabb, Citizen; Rich Clawson, Animal Welfare Society; Jacki Shadle, Jeff. Co. Clerk; Stephen Rivera; Jeff. Co. OHSEM; Dawn Shoemaker, American Water; Thomas Butcher, First Energy; Jack Hefestay, Jeff. Co. Commission; Dennis Arnold, Recurrent Energy; Gustavo Pascual, Opdenenergy; Joseph Hernandez, High Horizons Solar Facility; Bruce Low, Citizen; Stephen Paradis, Mayor of Bolivar; Ryan Levins, National Park Service - Harpers Ferry; Donnie Grubb, WVU - Jefferson Medical Center; Robert Roberts, WVU – Jefferson and Berkeley Medical Centers.

I. Call to Order – John Bresland called the meeting to order at 0815 hours.

II. Pledge of Allegiance and Moment of Prayer – Led by John Sherwood.

III. Welcome Guests and Prospective New Members

1. All members present, including new prospective members and guests, introduced themselves.

IV. Minutes

1. Minutes of the previous meeting were presented by John Bresland. Sheriff Hansen moved to approve the minutes, seconded by Steve Allen. Motion approved.

V. Financial Report

1. Mr. Smith advised since last meeting there were three transactions from the regular account: Mr. John Bresland reimbursed for breakfast for last LEPC meeting, Jefferson Publishing paid for annual LEPC meeting notice publication, Sandy Green reimbursed for lunch for Regional LEPC meeting. After expenses, the regular account balance is \$1,467.13. The balance in the mass fatality account remains the same with a balance of \$10,223.08. Stephen Allen made a motion to approve the financial report; David Tabb seconded the motion. Report was approved.

IV. Unfinished Business

1. Reports from Committees
 - a. By-Laws Committee – Dick Myers – Chair
 - i. Mr. Myers had nothing to share.
 - b. Budget Committee – Ed Smith – Chair
 - i. Mr. Smith had nothing to share.
 - c. Exercise Sub-Committee – Donnie Grubb – Chair
 - i. Mr. Grubb left early. Nothing to report at this time.
 - d. Membership Committee – Steve Allen – Chair
 - i. Mr. Allen had nothing to share.

- e. Public Awareness Committee – Donnie Lee Grubb III – Chair
 - i. Not Present. Nothing to report at this time.
- f. Training and Education – Donnie Grubb – Chair
 - i. Not Present. Nothing to report at this time.

2. Exercises

- a. 2024 WV Homeland Security Region 3 Exercise Series
 - i. Mr. Allen announced that a tabletop exercise will take place on June 10th in Augusta, WV, as part of the regional exercise series. Mr. Myers added that if any local agencies have specific components of their emergency plans they wish to test, they should contact him so those elements can be incorporated into the exercise.
- b. Active Assailant School Exercise in support of JC SO/JC BoE
 - i. Lt. Sell had no additional updates, things are on hold until the fall of next year while additional reunification sites are built. He added that the board of education staff needs to be trained on the “I love you guys” reunification program.
- c. Active Attack Integrated Response (AAIR) Training
 - i. Lt. Sell announced that a training for integrated response to an active threat will be offered August 11th – 14th at Covenant Church. This training is for law enforcement, EMS, and dispatchers.

3. Grants

- a. SERC GRANT (State Emergency Response Commission)
 - i. Mr. Myers mentioned that at the last meeting reimbursement was discussed. He said Nick Allen from the state office reached out and provided the reimbursement form. The form is filled out and is going to be sent.
 - ii. Mr. Myers said they received the new requirements for the LEPC grant. Informational flyers were distributed outlining further details. One notable update is the grant amount – the LEPC will now be able to receive \$4,000, up from the previous \$3,000.
- b. HSGP (Homeland Security Grant Program)
 - i. Mr. Green not present. Not additional updates.
- c. NPSG (Non-Profit Security Grant)
 - i. Mr. Allen had no additional updates.
- d. HMEP (Hazardous Materials Emergency Planning) Grant
 - i. Mr. Allen had no additional updates.

4. Training

- a. Mr. Myers mentioned additional training and provided flyers to the group.
 - i. “Driver / Operator” course taking place at Blue Ridge Mountain Volunteer Fire Department on 4/29/25
 - ii. “Driver / Operator” course taking place at Keyser Volunteer Fire Department on 5/10,11,17,18/25.
 - iii. WV Emergency Management Division is putting on a class called “Above the Line/Below the Line” in Clarksburg, WV on 7/17/25. This class will be helpful for hazardous materials technicians.
 - iv. Battery IQ class will be taking place in Clarksburg on 7/17/25.

State Sponsored Training Courses

Course	Date/s	Location
Driver/Operator- Pumper (Blue Ridge VFD)	04/29/25	Harpers Ferry, WV
L0101 Foundations of Emergency Management	04/14-18/25	Bridgeport, WV
L0102 Science of Disaster	06/09-11/25	Bridgeport, WV
L0103 Planning for Emergency Operations	06/12-13/25	Bridgeport, WV
L0116 Homeland Security Exercise & Evaluation	08/18-19/25	Bridgeport, WV
L0105 Public Information Basic	08/20-22/25	Bridgeport, WV

Location: Bridgeport Conference Center 300 Conference Center Way Bridgeport, WV 26330

To register for the courses Email Kyle Pajarito at kyle.c.pajarito@wv.gov if interested in attending any or all of these courses and you will be sent the registration code and instructions to register online. Registration deadlines for each class vary by the course.

Upcoming Local Training

Course	Date/s	Location
Community CPR and Stop the Bleed	05/13/25	JCESA
Child and Babysitting Safety	5/15/25	JCESA
Community CPR and Stop the Bleed	06/10/25	JCESA
Community CPR and Stop the Bleed	07/08/25	JCESA
Child and Babysitting Safety	07/10/25	JCESA

All classes are being held at the Jefferson County Emergency Services Agency (JCESA) located at 419 Sixteenth Avenue, Ranson WV 25438 and start at 6pm.

FEMA/Emergency Management Institute (EMI) Training Courses (online)

- On-demand virtual training opportunity focused on water and wastewater threats provided by the EPA, FBI, and DHS. <https://www.youtube.com/watch?v=uIvUC6lQRZs>
- IS-100.b - Introduction to Incident Command System, ICS-100
- IS-200.b - ICS for Single Resources and Initial Action Incidents
- IS-700.a - National Incident Management System (NIMS) An Introduction
- IS-800.b - National Response Framework, An Introduction
- Fusion Liaison Officer (FLO) Program Training is being offered for those who are interested in becoming a FLO. February, April and July.

5. Planning

- a. Mr. Allen reported that they are working with EPA On-Scene Coordinator Dawn McLaughlin in hopes of securing local support for training. The goal is to have someone who can provide in-person training on developing Incident Action Plans (IAPs) using CAMEO software, rather than relying solely on online training.

- b. Mr. Myers reported that he spoke with Lonnie King, an employee of Tetra Tech. Ms. King indicated that Tetra Tech would be willing to offer a CAMEO training class. They recommended coordinating through Dawn McLaughlin to help minimize cost. Depending on available EPA funding, the cost of the class may be covered. However, if funding is not available, Mr. Myers mentioned that the LEPC could consider covering the expense, if there is enough interest.

6. Tier II Reporting Facilities

- a. Mr. Bresland said last year there were 43 reporting facilities. Mr. Allen stated that this year there are 53 reporting facilities. He mentioned that a list of the facilities can be made available if requested.

V. New Business

1. Region 3 Integrated Preparedness Planning Workshop (IPPW)- Wednesday, May 21, 2025, 8:30am-4:00pm located at Cacapon State Park- 818 Cacapon Lodge Drive, Berkeley Springs, WV 25411. Registration # 25-467-03.
 - a. Mr. Bresland noted that the Region 3 Integrated Preparedness Planning Workshop was cancelled.
2. Quarterly Regional LEPC Meeting – May 2, 2025, TBD for Time and Location.
 - a. No additional updates.
3. Jeff. Co. Fair 2025 Discussion- requesting approval for two booths at the fair
 - a. Mr. Allen and Mr. Myers requested up to \$1,000 to cover expenses for the LEPC booth at the 2025 Jefferson County Fair. The expenses include: Two fair booths which cost \$550 (\$275 per booth), two giveaway go-bags approximately \$200 (\$100 each; exact cost to be determined), pens, lanyards, and other promotional materials with the remaining funds. Dr. Reidy made a motion to approve up to \$1,000 for the LEPC Fair Booth expenses; Mr. Tabb seconded the motion. The motion was approved.
4. Solar Facility Representatives- Gustavo Pascual Palacio, Project Manager for Opdenenergy; Joseph Hernandez, Site Supervisor for High Horizons; Dennis Arnold, Health Safety and Environmental Specialist for Recurrent Energy.
 - a. Solar Farm Facility Presentation
 - i. Mr. Gustavo from Opdenenergy began the presentation.
 1. He outlined the organizational structure. Opdenenergy is the parent company of the HORUS West Virginia LLC which is the subsidiary company that build the solar facility.
 2. Operations have been ongoing since December of 2023 and the remaining construction is anticipated to conclude by July 2025.
 3. In addition to Opdenenergy, the current project participants include the main contractor, who is responsible for completing construction, and Recurrent Energy, which oversees the daily operations, maintenance, and prepared for emergency incidents.
 4. The solar facility does not operate during the night, it only operates during daytime hours.

5. Mr. Gustavo said to the group that he will serve as the main point of contact for future meetings, questions, and tours of the facility.
- ii. Mr. Hernandez continued the presentation.
 1. He began by explaining his responsibilities which is to oversee the daily operations of the plant.
 2. The life expectancy of a solar project is around 20 years. He stated that they are working hard be good stewards of the environment around them.
 3. There is a 24/7 remote monitoring site that will notify himself and two other local employees if the solar facility has issues.
 4. The facility produces minimal waste. The inverters are air-cooled, not liquid-cooled, and therefore do not require coolant or lubrication for maintenance. The waste generated from the facility occurs when solar panels are replaced; however, the modules are recycled.
 - iii. Mr. Arnold continued the presentation.
 1. He began by distributing a booklet to the group containing an overview of the emergency response plans for the solar facility. The booklet included a list of procedures and processes currently in place. He then provided a brief summary of those procedures during the discussion.
- b. The LEPC group asked several questions and provided comments during the discussion.
- i. George Wilson asked if there is anything of danger to the public inside the solar boxes.
 1. Mr. Gustavo said that besides standard electrical wiring there are no chemicals involved.
 2. Mr. Hernandez stated that during the tour of the solar facility, they would be willing to provide more detailed information about the inner workings of the system. He also noted that they would be open to conducting a mock drill, should there be interest in organizing one.
 - ii. Mr. Bresland inquired about the electrical output of the facility.
 1. Mr. Hernandez responded that the facility produces approximately 80 megawatts on a sunny day. He noted that cloud cover impacts production, so exact output levels vary.
 - iii. Mr. Myers remarked that the county is going to have an exercise soon and suggested that an inject related to the solar facility could be incorporated. Mr. Myers said they will reach out with more information.
 - iv. Commissioner Hefestay asked if they have an emergency hotline.
 1. Mr. Hernandez stated that the site team serves as the emergency contact for the facility. Mr. Gustavo added that the contact number is posted at the main entrance of the site.
 2. Mr. Arnold stated that Recurrent Energy's dispatch number is 1-855-674-9044
 - v. Commissioner Hefestay asked how many acres the site covers.
 1. Mr. Hernandez said he believes its 477 acres.

- vi. Jacki Shadle asked how long it takes to replace broken panels.
 - 1. Mr. Gustavo explained that the most common issue with the solar panels is glass breakage, which does not pose a significant safety risk. When such incidents occur, the site team responds promptly, removes the broken panel and then the panel is recycled.
- vii. Dr. Reidy inquired about fire safety related information. He asked what exactly is burning in a solar box if it catches fire.
 - 1. Mr. Gustavo explained the inner workings of the solar combiner boxes.
 - 2. Mr. Tabb added that the fire inside a panel box will burn off of the insulation and material on the wire itself.
- viii. Sheriff Hansen inquired about potential hazards at the solar facility that may be of concern to law enforcement, as well as procedures for gaining access to the site when it is closed.
 - 1. Mr. Hernandez said they will work on addressing these concerns.
- ix. Mr. Allen asked if the 24-hr emergency telephone line for the solar facility can be shared to distribute to the 911 center.
 - 1. Mr. Gustavo said he would send the information to Mr. Bresland.

VI. Member Sharing Time

- 1. John Bresland had nothing to add.
- 2. John Sherwood had nothing to add.
- 3. Ed Smith left early and had nothing to add.
- 4. Stephen Allen had nothing to add.
- 5. Dick Myers had nothing to add.
- 6. Dr. Terrence Reidy announced that Brandon Rhodes has joined as the Public Health Administrator and spoke about his background.
- 7. Brandon Rhodes spoke about his background and experience.
- 8. Adaira Jenkins reported that she received a response from a Rockwool representative, who was unable to attend this meeting but indicated they will try to attend the next meeting. She also noted that Hospice applied for the Nonprofit Security Grant in December and is awaiting notification regarding potential funding.
- 9. Drew Jenkins had nothing to add.
- 10. George Wilson said they are moving away from part-time employees to full-time employees. They are currently in the process of interviews. He thanked the group and announced that he will be retiring on May 31st.
- 11. Sheriff Tom Hansen left early but requested that the solar facility representatives follow up regarding the dangers on the site and how to access the facility outside of operational hours for emergency purposes.
- 12. Robert Sell announced that the local fireworks are on June 28th at Sam Michaels Park, the rain date is June 29th. National Night Out is August 5th at the Home Depot parking lot. The Jefferson County Fair is August 16th – 23rd.
- 13. Sgt. Jonathan Meeks had nothing to add.
- 14. David Tabb expressed his outlook on the Eastern Panhandle of Conservation District and emphasized the importance of working with the solar facility.
- 15. Rich Clawson left early and had nothing to add.
- 16. Jacki Shadle mentioned that in her office they are going to be training with the state auditors and secretary of state's office this summer.
- 17. Stephen Rivera announced that he and Steve Allen will be appearing on WRNR Talk Radio tomorrow. He also invited anyone interested in volunteering at the LEPC booth during the Jefferson County Fair to contact him for further details.

18. Dawn Shoemaker left early and had nothing to add.
19. Thomas Butcher stated that the CEO of First Energy announced plans to invest \$3 billion in West Virginia over the next four years for maintenance upgrades and other initiatives.
20. Jack Hefestay discussed recent happenings in the county. He recommended that the LEPC make contact with the county's planning and zoning to provide an informational presentation regarding upcoming projects.
21. Dennis Arnold left after their presentation and thanked the group for having them.
22. Gustavo Pascual left after their presentation and thanked the group for having them.
23. Joseph Hernandez left after their presentation and thanked the group for having them.
24. Bruce Low left early and had nothing to add.
25. Stephen Paradis left early and had nothing to add.
26. Ryan Levins had nothing to add.
27. Donnie Grubb left early but had nothing to add.
28. Robert Roberts had nothing to add.

VII. Adjournment – David Tabb moved to adjourn; Jacki Shadle seconded the motion. Motion carried. The meeting was adjourned at 10:50 a.m. The next meeting of the Jefferson County LEPC will be held at 8:15am at Hospice of the Panhandle on Wednesday, June 18, 2025.