

Jefferson County Homeland Security and Emergency Management

All Hazards Mitigation Plan and Risk Assessment Update

November 27, 2012

Meeting Minutes

Attendees: Andrew Blake, City of Ranson; Doug Britvec, JH Consulting (via telephone); Jennie Brockman, Jefferson County Planning Department; Joe Cosentini, City of Charles Town; Sanford Green, Division of Homeland Security and Emergency Management; Jessica Gormont, Jefferson County GIS Department; Sheri Hoff, Jefferson County Schools; Terri Mehling, Jefferson County Homeland Security and Emergency Management; Barbara Miller, Jefferson County Homeland Security and Emergency Management; Neal Nilsen, Ask Neal; Jessica Owens, Jefferson County Homeland Security and Emergency Management; Ashley Petrolino, Citizen; Matt Piepenburg, Jefferson County Public Service District; Frank Welch, City of Shepherdstown Public Works Department; and Nancy Williamson, Harpers Ferry Job Corps Center.

Ms. Mehling provided attendees with a copy of the minutes from the October 23, 2012 meeting; no comments or changes were made.

The attendees were requested to develop goals and strategies for their municipalities.

Ms. Mehling reported that she received information from the towns of Bolivar and Harpers Ferry in regards to projects that they are working on. Bolivar is trying to restore its previous jail as well as engineering projects to construct new sidewalks and create rain gardens to assist with stormwater projects. Harpers Ferry is working to reroute a water supply line that goes through Elk Run. Ms. Mehling said she also received information from Barbara Hume which included a study by the National Parks Service. Ms. Mehling has forwarded all emails/information received to Doug Britvec for inclusion in the new document.

Ms. Mehling requested that Charles Town, Shepherdstown, and Ranson come up with projects to include in the plan.

Mr. Blake commented that the city has received a grant from the state to develop exits out of the town (N Fairfax Blvd). This is not a change to their plan, but recent funding should be noted.

The 2008 Plan, in general, did not specifically list goals for each municipality. Mr. Britvec reviewed the previous plan and noted that there were goals for Charles Town and Ranson in regards to how to mitigate risks of transporting hazardous materials.

In reference to the 2008 Plan, Ms. Mehling noted that it did not list or reference that any dams were present in Jefferson County. Three dams have been identified in the area which includes the dams for Lake Shannondale, Jennings Randolph Lake, and Millville hydroelectric dam. As such, a dam failure plan annex will be added to the Emergency Operations Plan in the future. Ms. Miller also expressed concern for a dam referenced as 'Dam 4' near the Berkeley and Jefferson border and suggested that its risk to the region be assessed. Mr. Britvec will research both the Millville dam and Dam 4.

Ms. Mehling suggested adding the following as a goal to the plan: “Educate and inform local government and elected officials of the need to consider hazard mitigation in policy and budgetary planning and decision-making processes”

Ashley Petrolino, citizen, had nothing to contribute or add.

Nancy Williamson, Harpers Ferry Job Corps Center, had nothing to contribute or add.

Frank Welch of the Town of Shepherdstown Public Works Department had several contributions and updates to give for his municipality which included:

- Constructing two new water tanks (700,000 gallons each)
- New high service pumps at the new tanks
- New waste water treatment plant is now in use and has two earthquake proof buildings
- New valves in water system (approximately 20)
- New sewage pump station at Maddox Farm and at the Main with a backup generator
- Underground section of electric now running to sewage plant
- In process of designing new water plant with generator
- Planning to expand sewage collection system
- New town hall/police department building since last plan was written.
- Emergency notification system for water system customers is in place.
- Shepherd University is in final completion phase of a pedestrian tunnel under Duke Street

Andy Blake of Ranson reported that the city is involved in or developing the following projects:

- Will install generator for City Hall and Police Department that powers all computer systems
- Upgrades to sewage pump stations as well as the installation of generators
- Completion of Streetscape projects
- Civic Center is now owned by Ranson since last plan was written
- City owns 40 acres to right of Home Depot to protect Flowing Springs and its floodplain, which will be an open space park
- Developed a revitalization program between Charles Town and Ranson that can be accessed at ransonrenewed.com;
- New comprehensive plan and zoning ordinances on the website that lists all projects currently underway
- Will be demolishing the foundry off Mildred Street in 2013 to create open space
- Upgrade to a EPA Municipal Separate Storm Sewer Systems (MS-4) designation for storm water regulations
- New brownfield project will be underway (Kidde plant)
- Charles Town and Ranson are jointly working on a storm water management plan project for Evitts Run Park
- Creating a new linear park off W. Congress Street planned for completion in 2014.

Joe Cosentini of Charles Town announced the following plans the city is working on or has recently completed:

- Several generator projects are underway; two for the water plant and one for the police department
- Utility upgrades for wastewater treatment plant at Tuscawilla Hills
- Streetscaping project to include underground utilities (three year timeframe)
- SuperFund site should be cleaned up by the beginning of the next plan
- Updated zoning ordinances

Barbara Miller of Jefferson County Homeland Security and Emergency Management had several suggestions for goals which included the following:

- Computer-aided dispatch will be implemented in 2013
- Develop Dam evacuation plans
- Storm water management projects that tie into the Chesapeake Bay Watershed initiatives
- Prime power surveys for all critical infrastructures; some of these surveys need to be updated as well
- Installation of river gauge in the Potomac River in Shepherdstown
- Pre-wire critical infrastructure buildings for generators in the event that there is a power outage
- Installation of Dynamic Message Board on the new section of Route 9
- Replacement of missing security cameras in Shepherdstown (tunnel and Rumsey monument)
- Backup generators for fire departments that don't yet have them
- Mobile Command Center vehicle upgrades
- New aerial photography occurred in Spring 2012 to enhance current GIS mapping
- L IDAR (light detection and ranging) mapping is planned to begin Spring 2013 to enhance current GIS mapping
- Install UPS systems on traffic signals – Department of Highways would be responsible for this goal
- Disaster plan for Shepherd University
- Involve and identify more non-governmental faith-based organizations that can help with disaster aid before, during and after emergency events
- Work with the state of West Virginia to develop a long term recovery plan

Jennie Brockman of Jefferson County Planning Department reported that the following plans are underway:

- Work on the 2014 Comprehensive plan has started
- Have received a storm water grant to review current documents and make them Chesapeake Bay Watershed Initiative compliant
- Rezoning requests

Jessica Gormont of the Jefferson County GIS Department reported these goals and updates:

- The GIS department has combined forces with the Assessor's office and is working on providing online mapping to the public by the end of 2014
- Development of a document management system; this will allow all of the county's documents to be digital and searchable

- The department is currently working on the address compliance program; they have just finished Shepherdstown and are now close to finishing Middleway. The time frame for this project is 2-3 years.

Matt Piepenburg of the Jefferson County Public Service District provided these updates and goals:

- Trying to maintain current systems without proper backup systems
- Studies are being performed to downsize some of the smaller pump systems
- An autodialer system is in place to provide notifications to their 2,500 customers.

Sheri Hoff of Jefferson County Schools stated the following goals:

- A school crisis plan is being developed and updated which is now requiring that all school administrators and head teachers undergo both NIMS training and PClI training
- The school notification system has been updated (can currently notify 20,000+ people; there is an option to alert everyone in the system or select groups)
- Harpers Ferry Middle School is undergoing renovations to relocate water routes and the football field
- They are moving the transportation department to land they own behind TA Lowery Elementary School; moving the bus garage will protect wetlands. The old bus garage area will be demolished or repaired. Having all buses in one location will improve evacuation abilities.
- Condition of tanks at bus garage will need to be checked; a two year time frame for this project is expected.
- Change channel 19 to 18 on page 23 of the plan

Neal Nilsen of Ask Neal had the following ideas for the plan:

- The Eastern Panhandle Homeowners Association would like to be included in the risk assessment plan because they are a group of 15,000+ individuals and some HOAs are responsible for maintaining their own roads, etc. while others are in the municipal districts. They believe their inclusion could be beneficial for the 911 addressing compliance program
- Currently, River View Park is looking at the installation of a dry hydrant on a pond for 2013-2014 and has completed a storm water management system
- The Shannondale Gypsy Moth Committee is responsible for assessing pest infestation and having the area surveyed and sprayed. This reduces the fire risk in the Shannondale area.

At the conclusion of the meeting Mr. Britvec of JH Consulting stated that he might have draft review material ready by the middle of next week. Ms. Mehling will distribute the material when she has received it from Mr. Britvec. Once a final draft is developed, it will be put out for public review and comment.