

**Jefferson County Homeland Security and Emergency Management
Steering Committee
September 22, 2015
Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, September 22, 2015 at 0900 hours. Those present were Mason Carter, Jefferson County Engineering Department; Sheriff Pete Dougherty, Jefferson County Sheriff's Department; Barbara Miller, JCHSEM; Sandee Niles, JCHSEM; Kelly Parsons, Nichols, DeHaven & Associates; John Sherwood, Jefferson County Chamber of Commerce; Ed Smith, Independent Fire Company; and Brandon Vallee, JCHSEM.

Mr. Sherwood, Chair, called the meeting to order at 9:08 am. Mr. Smith moved to approve the August 25, 2015 meeting minutes. All approved.

I. Unfinished Business

1. Disaster Ready Kids Program Update
 - a. Mr. Vallee stated that since the last Steering Committee meeting on August 25, he has taught 12 kids at TLC Montessori in Shepherdstown on September 16.
2. Presentations at AARP and JCCOA
 - a. Mr. Vallee reported that he taught two groups of seniors, totaling approximately 50 individuals about emergency preparedness between an AARP meeting on September 9 and at the Jefferson County Council on Aging on September 2.
3. Skywarn Stormspotter Class on Flooding
 - a. Ms. Niles mentioned that on September 9, the National Weather Service taught a Flood Storm Spotter Course at Independent Fire Company. She thanked Mr. Smith for assisting with the use of the facility. Ms. Niles said that JCHSEM is working with the National Weather Service to host a Skywarn Stormspotter Winter Weather class in Jefferson County in January.
4. Resilient Neighbors Network Ambassador
 - a. Ms. Miller reported that she was a speaker at the Resilient Neighbors Network Ambassador pilot program in Tulsa, Oklahoma on September 14-16. She stated that the conference provided excellent mitigation training and was sponsored by the Natural Hazards Mitigation Association.
5. 2015 Emergency Operations Plan
 - a. Ms. Niles stated that JCHSEM staff have distributed the 2015 EOP to the municipalities, fire companies, and the Emergency Service Agency. She mentioned that Shepherdstown has not signed a resolution to adopt the EOP yet. JCHSEM staff will distribute to the rest of the EOPs to the remaining stakeholders over the next few weeks.
6. Region 9 PDC Source Water Protection Plan

- a. Ms. Miller said that she and Ms. Niles attended a Source Water Protection Plan meeting on Thursday, September 3 in Shepherdstown. The training was put on by the West Virginia Rural Water Association and WVDHHR. She stated that all water providers must have a plan to provide water if their water systems are contaminated, they must be able to detect water contamination, and must be able to their customers.
- 7. Clandestine Chaos Full Scale Exercise
 - a. Ms. Miller stated that the full scale exercise was held on September 19 throughout WV Homeland Security Region 3 and was a valuable learning experience. The exercise simulated a train crash in Berkeley County with Jefferson County providing support. She reported that JCHSEM staff activated the EOC, Jefferson Medical Center tested their Decon Equipment with the assistance of volunteer students from Shepherd University, and the Jefferson County Health Department set up a point of dispensing and distributed flu shots to test capabilities.
 - b. Ms. Miller stated that this exercise allowed JCHSEM to test memorandums of understanding, including the Salvation Army and the Eastern Panhandle Transit Authority. Planning for the next exercise series starts on October 2.
- 8. Business Continuity Planning Trainings
 - a. Ms. Miller reported that the two Business Continuity Planning trainings scheduled for September 23rd, have been canceled due to lack of registrations.

II. New Business

- 1. WV Statewide Interoperable Radio Network (SIRN) Conference
 - a. Ms. Miller stated that she will be attending the WV SIRN Conference will be held at Camp Dawson, Kingwood, West Virginia on September 27-October 1.
- 2. WV Homeland Security and Emergency Management Region 3 Improvement Plan Workshop (IPW) and Training, Exercise, Planning Workshop (TEPW)
 - a. Ms. Miller stated that the IPW and TEPW will be held at Canaan Valley State Park on October 2. During these meetings, WVHSEM region 3 will begin planning the next exercise cycle.
- 3. Hydrology Partners Meeting
 - a. Ms. Niles stated that she will be attending a Hydrology Meeting at the National Weather Service in Sterling, Virginia on September 29. JCHSEM staff are invited to attend this meeting every year and it is a requirement of the storm ready program. Ms. Miller explained the purpose of the hydrology meeting and the topics that will be covered.
- 4. Increasing Resilience in the Conococheague-Opequon Watershed
 - a. Ms. Miller mentioned that FEMA is hosting a webinar for all of the communities in the Conococheague-Opequon Watershed on September 22 from 2-4 p.m.
- 5. HSEEP (Homeland Security Exercise and Evaluation Program) Training
 - a. On October 7 and 8, WVDHSEM will be teaching a HSEEP course at the Jefferson County Maintenance Department from 0800-1700 each day. Lunch to be

provided by the state. This course is recommended for anyone who regularly participates or plans exercises throughout the year and for department heads who attend exercises.

6. Citizens Fire Company Open House on October 10, from 1- 4 p.m.
 - a. On October 10, Citizens Fire Company will be having an open house from 1 to 4 p.m. for Fire Safety Week. Ms. Miller stated that Citizens Fire Company invited JCHSEM to participate, but further details are needed. Mr. Sherwood expressed interest in helping at an open house, if we are requested to be at other fire safety week activities and need volunteers.
7. WV LEPC/SERC Conference.
 - a. The LEPC/SERC Conference will be on October 13-15 at Camp Dawson, in Kingwood, West Virginia. Ms. Miller, Ms. Niles, and some members of the Jefferson County LEPC will be attending this conference.
8. Jefferson County LEPC Mass Fatalities Conference
 - a. Ms. Miller stated that the Jefferson County LEPC will be hosting a Mass Fatalities Conference at the Clarion Hotel and Conference Center in Shepherdstown on October 27 and 28. She mentioned that the Jefferson County LEPC will be discussing the status of the conference at the next LEPC meeting on September 23.

III. Member Sharing Time

1. Mr. Smith thanked the committee members for attending the Independent Fire Company annual September 11th memorial service and the Sportsmen's Gun Bash on September 19th.
2. Sheriff Dougherty stated that the Jefferson County Planning Commission will be holding a public meeting on the mass gathering ordinance on September 22 at 7:00 pm. He mentioned that on Saturday, September 26th, The Sheriffs Department, with assistance of the DEA, will be having a Drug Take Back day where individuals can drop of drugs at various secured points across the county.
3. Ms. Miller reported that the Jefferson County THIRA was submitted on September 21 and thanked the committee members who took an active role in completing the analysis.

IV. Adjournment

Mr. Sherwood adjourned the meeting at 9:458 am. The next meeting of the Steering Committee will be the Quarterly Partnership Meeting in October, date and location have not been determined.