

# CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE



Thursday, March 21st, 2019 @ 9:30 a.m.  
Amelia Fire Station 1, 8950 Otterburn Road, Amelia, VA 23002

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## Minutes

1. **Welcome and Introductions.** Sherri Laffoon called the meeting to order at 9:30 a.m. and thanked Kent Emerson for arranging the meeting space. Introductions were made.
2. **Motion:** To accept the February 2019 CVEMA meeting minutes.  
**Made by:** Curt Nellis (Powhatan)  
**Second:** Paul Hundley (Richmond)  
Minutes are approved.
3. **Special Presentations:**
  - John Janssen, Virginia Fusion Center gave overview of yearly threat assessment.
4. **Committee Reports**
  - **Mass Care** | Paul Hundley (Richmond) Next meeting: 4/4/2019 at the RRPDC
    - Full report attached.
    - Nicole Cox DSS presented at March meeting and gave opportunity to talk about how to engage with local DSS departments on mass care roles.
    - Returning grant funds due to regional event being pushed back.
    - Mass Care symposium this summer
    - Regional feeding plan meeting April 15<sup>th</sup> to begin discussions.
    - Hosting Safe and Sound workshop on May 1<sup>st</sup> in Henrico & May 2<sup>nd</sup> in Chesterfield. Please see attached flier and share with those who would be involved in a Family Assistance Center. Lunch will be provided.
  - **Planning** | Curt Nellis (Powhatan) Next meeting 4/17/19 at RRPDC
    - Went over current projects at last meeting on March 20<sup>th</sup>.
    - Hazard Mitigation update finalized. Still waiting on some localities to sign off. Cycle for hazard mitigation starting again in FY20. Will take

another look at THIRA to confirm still valid and use that to drive next hazard mitigation.

- JIC & FAC framework projects – contractor on schedule.
  - Strategic Plan is being updated to add finance and training sections.
  - RFP going out for recovery framework creation.
  - Future grant funding projects – regional resource inventory or typing to track resources and where they are housed – to include GIS features. Other ideas include: recovery workshop to address local recovery efforts, technology enhancement workshop idea for EMs, and formulate a strategy for regional impact of coastal evacuees.
  - Established a purpose for the committee – projects or activities must be CVEMA focused that will allow localities to enhance their own plans and products in their jurisdictions. Will address both urban and rural environments to help needs of all localities in the region. Will facilitate in helping locals to obtain resources for projects.
  - Bill Lawson suggested a “Recovery in a Box” product.
- **Public Outreach** | Kate Hale (New Kent) Next meeting 4/15/19 at the RRPDC
    - Report Attached.
  - **Training & Exercise** | Bill Lawson (Richmond) Next meeting at the RRPDC
    - Last meeting talked about changes to training calendar – will put a breakout for special events. Parameters suggestions for special event: potential MCI impact, sports events – high mechanism for injury or intoxication, if you already have outside help, heavily staffed, affects major highway or thoroughfare, good observation event for IMT.
    - Exercises – something observable, looking for regional assistance, regional in nature.
    - Training – looking to add close classes that are outside of the region (such as Charlottesville).
    - Meeting for April cancelled

## 5. Old/Unfinished Business

- Grant meeting
  - On Feb 28<sup>th</sup> CVEMA representatives sat with grants personnel at VDEM regarding extension deadlines and performance periods. The meeting helped to better educate grants dept. on local constraints such as political board or council approvals and time needed on the back end to obtain all the needed documentation. Likewise, the grants department educated the CVEMA reps on the FEMA constraints they work with.
  - Localities will be given an additional 3 months for performance period for the upcoming grant cycle extending that period from 18 months

to 21 months. The grants office will stay firm on the 90-day deadline for filing for an extension. Ben urged everyone to be aware of deadline and make a reminder on their calendars.

- If you have completed all expenditures within formal performance period but need some time to gather documentation, that is not considered an extension, but you must communicate that need with your grant administrator at VDEM.
- Sherri suggested that when communicating with the grants office, follow up via email when speaking by phone and keep good records. If you feel you are not getting good service or are having difficulty communicating with your administrator, please contact the CVEMA board for assistance.
- Ben encouraged everyone utilize your milestones to help convey information on processes so grants office gains awareness (i.e. first milestone to push grant through local approval process). Sherri also suggested keeping notations within EGMS of how your political approval process works.
- Ascentra Update on JIC/FAC – David Short & Bob Jensen
  - Wrote generic templates and plans that localities can edit to their needs. Drafts presented at the end of February for comment. Today is the deadline for plan feedback. Goal is to get project finalized in the next week or two.
  - Feedback given at meeting:
    1. FAC
      - a. Ensure there is a clear delineation between Family Assistance Centers & Family Reception Centers.
      - b. Terminology has away from reunification center to reception center because not everyone may be reunified.
    2. JIC
      - a. The plan mentions development of the 24-hour communication plan by the lead PIO as appendix. The suggestion is to add an outline for what that 24-hour communication plan should look like.

## 6. New Business

- 2019 FEMA Risk Profile Review
  - Received a few weeks ago – response given. We went down in our overall ranking by 6 points. Sherri has information and copy of letter if anyone would like to view.
- 2018 Strategic Plan Update
  - No further update
- 2017 grant deadline

- March 31<sup>st</sup> for all encumbrances.
- Quarterly report due April 15 but final report may not be until early May because you have until April 30<sup>th</sup> to issue payment.
- If you do not see your scorecard in EGMS, contact Lisa Foley.
- VEMS reminder next week. Hotel is booked but there is a secondary location.
- Planned exercise, training or special events will be standing item under new business.
  - King William county will be having a table top with West Point on a chemical release scenario and needs evaluators. Exercise will be in August and will be added to training calendar.
  - Chesterfield is kicking off planning meetings for Full Scale Active Threat Exercise which will be on July 25<sup>th</sup>.
  - RIC Exercise on April 17<sup>th</sup> and is already on training calendar.
  - NASCAR April 12 -13
  - Henrico – table top with Colonial Pipeline on May 22, and a full-scale exercise with the Sheriff's Office and Courthouse in July or August.
  - Monument Ave 10k on April 13<sup>th</sup>
  - CVHC Planning workshop and tabletop to crosswalk MCI plans across regions as result of Essex and Appomattox tornados in 2016 – May 15<sup>th</sup> near Williamsburg. Will be participating in CEPC HazMat on April 10, April 30 Healthcare HazMat Expo at Westchester. Pandemic tabletop on May 7<sup>th</sup> for VDH which will lead into Oct. exercise where national stockpile resources will be delivered and distributed. Annual coalition surge test on paper – move 20% of licensed beds (about 600 patients) no notice exercise within next 30 days.
  - Dept. of Forestry annual statewide fire academy May 21 – 25.
  - CBRNE CHEMPACK training April 8<sup>th</sup> 1:30 p.m. – 4:30 p.m. and April 9<sup>th</sup> 8:30 a.m. – 11:30 a.m. in Henrico as well as May 22<sup>nd</sup> 1:30 p.m. – 4:30 p.m. and May 23<sup>rd</sup> 8:30 a.m. – 11:30 a.m. in Dinwiddie. CE hours available for EMS providers.
  - Chesterfield planning starts next month for next year's NDMS exercise.
  - AAR will be posted from Chesterfield's courts exercise
- Prince George Bus Crash
  - Donald Hunter – gave overview of incident. Language barrier was extreme. VDEM sent two people who could speak Mandarin, need for interpreters was picked up by Chamber of Commerce. Restaurant owner from Dinwiddie responded to help interpret. False information was given that there was a reunification center at Johnston Willis. Red Cross provided cots and supplies. People transported back by bus to reunification center after being discharged from the hospital. No formal manifest was provided and the information that was obtained

about passengers, the names didn't match, and tickets had phone numbers associated with them. Identities were found because of interpreters. Chinese Embassy and a congresswoman from NY were in contact with PG EOC to offer assistance.

- Steve Parrott – incident was managed virtually because of being at VA Beach for conference. All call went to facilities to update patient capability in VHASS. Crater Health Dept. activated to help with reunification and obtaining victim prescription pharmaceuticals. A veteran healthcare worker had stated that it was the best run incident they had seen. VA 211 was activated to help connect families with the healthcare facility their loved one was at.
- Once after action is finished, it will be made available.
- Ben Ruppert was recognized and thanked for his strong leadership as Chair of CVEMA.

## 7. Roundtable

- *Shawn Kettles* (Wegmans)– Introduced Rachel Highsmith as asset protection manager in training who will be working on a project with localities.
- *Marcos Cabrera* (FASTC) – Next phase of training capabilities milestone has been reached.
- *James Gaffney* (FASTC) – Introduced Chris Mazzacane as the medical unit chief.
- *Chief Ferguson* (Goochland) – Thanked committee for support during transition after Chief McKay's retirement.
- *Bill Lawson* (Richmond) – Intern helped launch emergency prep survey that was sent out to residents of Richmond. Active for 2 days and over 300 people have responded.
- *Emily Ashley* (Chesterfield) – Spring intern has worked on local JIC plan and is working on Special Events plan.
- *David Calkins* (Henrico Health District) – kick off for Hepatitis vaccine in Henrico is coming up. The Health Dept will also be participating in the airport exercise.
- *Jon Chapman* (Dept. of Military Affairs) – Introduced himself and is looking for ways to integrate into regional exercises to observe and possibly participate.
- *Christopher Warriner* (VSP) - Is a member of Central VA IMT which now has 3 independent teams that will have a planning office, ops chief, safety officer and liaison officer. Getting ready to send VSP to IMT training to better integrate efforts for incidents.
- *Chris Smith* (Dominion) – Dominion Atlantic Coast Pipeline team of retired law enforcement to liaise with local public safety on issues that may occur as a result of the pipeline installation.
- *Curt Nellis* (Powhatan) – Recommends completing LCAR survey as requirement for EMPG
- *Katie Moody* (RRPDC) – Spent down all regional FY17 grants managed by PDC

8. **Adjourn** – With there being no further business, Sherri Laffoon adjourned the meeting at 11:27 a.m.

Next meeting: April 18, 2019 - Virginia Public Safety Training Center, Smyth Hall  
Room 401, 7805 Broad Neck Road, Hanover, VA 23069

Respectfully submitted,  
Jess Robison  
CVEMA Recording Secretary

**CVEMA T&E Calendar**

Calendar Request Form: <http://bit.ly/2omhuZN>

Training & Exercise Calendar: <http://bit.ly/2EFi0c9>

In attendance:

Ben Ruppert, Hopewell

Paul Hundley, Richmond

Bill Lawson, Richmond

Peter Svoboda, CVHC

Christopher Warriner, VSP

Robert Foresman, Henrico

Curt Nellis, Powhatan

Robert Paxton, VDEM

David Calkins, Henrico Health District

Robert Williams, Hopewell

Donald Hunter, Prince George

Sean Kettles, Wegmans

Eddie Ferguson, Goochland

Sherri Laffoon, Chesterfield

Emily Ashley, Chesterfield

Steve Parrott, CVHC

James Gaffney, FASTC

Tori Rowsey, King William

Jess Robison, Chesterfield

David Short, Ascentra

Kate Hale, New Kent

David Martin, VDH Piedmont Health

Katie Moody, RRPDC

Jon Chapman, Dept. of Military Affairs

Kent Emerson, Amelia

Sam Burnette, VDH – OEMS

Leslie Comer, Charles City County Sheriff's Office

Heather Dowling, VA Dept. of Forestry

Marcos Cabrera, FASTC

Bryant Bays, VA Dept. of Forestry

John Fitzgerald, RIC Airport

Rachel Highsmith, Wegmans

Chris Mazzacane, D.S. DOS

Christopher Smith, Dominion

Mass Care and Human Services - Committee Report  
March 2019

Chair: Paul Hundley, City of Richmond | Vice Chair: Emily Ashley, Chesterfield

Meets the first Thursday of every month at 1:30 pm at the RRPDC.

Total attendance 14.

Guest speaker: Nicole Cox, Director Central Region VDSS.

- Additional Emergency Support Role: State Managed Shelter Manager

VDSS: “People Helping People” (presentation attached)

Presentation Highlights:

- Varying sizes of agencies throughout Virginia.
- Disaster Supplemental Nutritional Assistance Program (DSNAP)
  - o Needs a declaration related to Individual Assistance
  - o Time delay between impact and restoration of power and/or return housing norms.
- Five Regions within VDSS Structure: thee inclusive of CVEMA Localities

Discussion Points:

- To engage local DSS agencies, identifying a representative (instead of a director) to include on distribution may yield better results in participation.
- Local agencies need detailed information regarding the availability of funding, with no application process, and highlights of what the funding could cover, be benefit for or provide that local budgets may be restricted to explore.
- Resource for language barrier solution product, localities may face in emergency shelters, offered: Nicole will email contact details to Paul Hundley
- North Carolina response to Hurricanes Florence and Matthew created a significant need to coordinate DSNAP programs. A potential support to the Regional Symposium being planned for August may be David Locklear, North Carolina SNAP Director. Nicole will send contact details to Paul Hundley.

Grants:

- FY17 State Homeland Security Grant Funding Summary – Mass Care Training and Exercise
  - o Total Funded = \$49,275.00
  - o Two reimbursement requests submitted into EGMS totaling \$12,462.32
  - o committed dollars totaling \$7,717 await billing and processing but are encumbered
  - o Outstanding projects totaling approx.. cost \$1,200 remain
  - o Remaining funds likely to be returned, \$29,000 (approx.)

- FY17 State Homeland Security Grant Funding Summary - Shelter Equipment
  - o Total Funded = \$68320.00
  - o Distribution of AED's have been completed. One per CVEMA Locality. Total Cost: \$34,023.61
  - o Distribution all 50 Infant Shelter Kits complete. Total cost: \$3397.60
  - o Pet Trailer purchased, \$19,940.86 (Hanover County) – delivery scheduled for April
  - o EWA Phoenix Fly-Away Kits purchased (Dinwiddie). Total cost: \$2,445.65
  - o Other committed funds: EWA Wrist Bands, Dinwiddie and City of Richmond at \$350.00, AED Cabinet, shelter supply carts (2 – Hanover and Nottaway) received and being re-distributed by City of Richmond.
  - o Total remaining funds: \$3.99 (Grant exhausted)
  
- FY18 State Homeland Security Grant Funding Summary – Mass Care Training and Exercise
  - o Total Funded = \$42,000
  - o No expenses applied to date
  - o Project projects currently under planning and review or committed:
    - Two Regional Reunification Workshop, Safe & Sound cost \$12,000 (Committed)
      - May 1, 2019 hosted by Henrico County
      - May 2, 2019 hosted by Chesterfield County

Additional information regarding location and registration to come.

- Regional Mass Care Symposium estimated cost \$10,000 - \$15,000
  - Planning Committee formed and details being worked out
  - Planning Meeting held on March 4, next on April 8 , 2019
  - Confirmed two Key Note Speakers (Coretta Dixon & Wendy Pulley: North Carolina ESF6 Leads Hurricane Florence & Matthew – Matthew Shapiro, 6 Wheels Consulting, Inclusive Planning
  - Panel participants being confirmed.
  - Planning Committee participants: Emily Dillon, Erin Nolan, Mike Magner, Katie Moody, Beverly Brandt, Doug Gagnon, Bill Lawson

Projects:

- Regional Mass Care Symposium
  - o Current details above: please note funding for this project is expected to be through the FY18 SHSP Grant funds.
- Regional Feeding Plan Template
  - o Planning Committee formed

- Participating Non-Profit Feeding Partners: FeedMore, Salvation Army, American Red Cross, Nazarene Disaster Relief and General Baptist Association of Virginia
- Participating CVEMA members: Anna McRay, Emily Dillon, Kate Hale, Curt Nellis, Katie Moody, Paul Hundley
- Participating State Representatives: Michelle Pope, Dawn Brantley, Claudia Jackson
- Next meeting date: April 15, 2019

Note: Commonwealth of Virginia beginning work on their own State Feeding Plan and has requested representation from this regions planning team on their planning group. MCHS Committee Chair will represent until more is known regarding focus and direction of state planning.

Locality updates available on March 7, 2019 posted minutes found on CVEMA Web-site

## Public Outreach Committee Minutes 3/18/2019

- Disaster Preparedness Workshop (DPW) is scheduled for September 7, 2019. There is still time to include any locality that would like to participate. The 3 core topics for localities to cover is
  - Planning & Document
  - Household Safety
  - Active Threat
- There should be a flyer for everyone on the event.
- Charlie Spearman from Richmond CERT spoke to the committee on “Preparedness Night at the Diamond” This is an opportunity to reach a group of citizens from Central VA to give out information on being prepared. The committee identified a possible date, Mr. Spearman will be contacting the group for the Richmond Squirrels to see if we can use that date and see what the costs will be. If this date works out we will also be able to advertise DPW.
- The new website should be up and running by the end of April. The website will also have the DPW registration site up. At that time will be doing a demo of the site by having EMs sign up for the workshop add any type of special needs you may have, we will run reports to ensure the site is running efficiently.
- The FY17 grant has been completely spent and will be working on the FY18 grant. For more information, please contact Beverley Brandt or Katie Moody.
- The next meeting of CERT (9:30 am) and the Public Outreach (10:30 am) is scheduled for April 15, 2019 at the Richmond Regional Planning District Commission.

### CERT Subcommittee Notes 3/18/2019

- The CERT Regional Stop the Bleed training day is on June 1<sup>st</sup>. Classes will run concurrently at Tuckahoe Library and the Colonial Heights Public Safety Center.
  - A Stop the Bleed train the trainer course is being offered in Chesterfield on Friday, March 22<sup>nd</sup> where CERT Level II members will be among those who are trained to assist in facilitating local and regional Stop the Bleed trainings for CERT continuing education and public outreach events.
- The CERT subcommittee is working on standardizing the criteria for CERT Level II membership among the region. A survey will be sent to the region’s program managers asking what their current standards are for their locality which will be due by the April meeting. Those answers will be analyzed, and a regional matrix of minimum standards will be drafted.
- The 2019 Regional CERT exercise will be held on Saturday, August 3<sup>rd</sup> at the Enon Fire Training Center from 8 a.m. – 12 p.m. Refresher courses will be offered the evening before from 6 p.m. – 9 p.m. The proposed location for the

refresher classes is the Eanes-Pittman Public Safety Training Center in Chesterfield. The exercise scenario and list of refresher classes with instructors are expected to be set by the June meeting. A walk-through of the Enon facility will be scheduled prior to the event.

- Robert Foresman (Henrico) reminded the committee to ask their CERT members to participate in the RIC Airport Full Scale Exercise on April 17<sup>th</sup> from 1 p.m. until 4 p.m. or until finished.
- John Tyler Community College also requested role players for their MCI Exercise on April 20<sup>th</sup>. The request was sent to the Regional CERT Program Managers to share with their teams.
- The FY17 grant has been completely spent and will be working on the FY18 grant. For more information, please contact Jess Robison or Katie Moody