

# CENTRAL VIRGINIA EMERGENCY MANAGEMENT ALLIANCE



Thursday, January 17, 2019 @ 9:30 am  
Wegman's Short Pump, 12200 Wegmans Way, Henrico, VA 23233

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## Minutes

1. **Welcome and Introductions.** Sherri Laffoon called the meeting to order at 9:30 a.m. and thanked Wegman's for arranging the meeting space and lunch for our January meeting. Introductions were made and Chief Bill MacKay, Goochland, announced his retirement.
2. **Motion:** To accept the December 2018 CVEMA meeting minutes with the following corrections: Kent Emmerson corrected to Kent Emerson; Sherry Laffoon corrected to Sherri Laffoon, Public Outreach chairs corrected from Anthony McLean/Beverly Brandt to Beverley Brandt/Kate Hale and Chief Senter corrected to Chief Singer.  
**Made by:** Beverley Brandt (Colonial Heights)  
**Second:** Anthony McLean (Richmond)  
Minutes are approved with corrections.
3. **Special Presentations:**
  - Sean Kettles, Wegman's
    - Overview of Wegman's history, mission and values of community service.
    - Asset protection and security methods from corporate to store level
    - Business continuity and emergency planning
    - Recovery plans
    - Crisis and incident management
    - Success stories of staying open during major events such as Hurricane Sandy and the Charlottesville rallies.
  - Andrew Slater, CVHC
    - Skilled Nursing and Long-Term Care conducted in 2016
    - Acute Care and hospitals same assessment in 2018
      1. Surge Capacity Assessment
      2. Transportation Evac Vehicle Needs
      3. Categories of Care
      4. Vertical Evac Equip Assessment

#### 4. Committee Reports

- **Mass Care** | Paul Hundley (Richmond) Next meeting: 2/7/2019 at the RRPDC
  - Full report attached. The February meeting will be the first collaboration with VCA VOAD. Paul encouraged everyone to ask partnering non-profit groups to consider joining the VCA VOAD network. Sherri reminded the alliance that as professionals, we are all at-large members of VCA VOAD.
- **Planning** | Anna McRay (Henrico) Next meeting 2/20/19 via WebEx
  - Yesterday we met with Ascenttra for FAC/JIC plan template. David Short, member of planning team at Ascenttra explained work done on FAC and JIC framework for the region. Should be completed by end of March. The framework will help localities create plans that fit within regional construct.
- **Public Outreach** | Beverley Brandt (Richmond) Next meeting 2/12/19 at the RRPDC (date moved because of Presidents' Day)
  - Report Attached.
- **Training & Exercise** | Bill Lawson (Richmond) Next meeting 1/22/19 at the RRPDC
  - FAC in a box resources available on a thumb drive or on Google drive.
  - The JIC regional workshop is scheduled for Feb. 7, 2019. The workshop will include regional PIO representation.
  - The ICS classes scheduled by VDEM have not been added to the regional training calendar. Bill reminded everyone of the importance of adding events to the calendar.

#### 5. Legislative Day Update

- Robert Foresman reported that a VEMA representative group went to General Assembly on Tuesday, January 15 and spoke with representatives mostly associated with finance committees. Gave out a one-pager to ask representatives to ensure EMPG money would not be reduced in part or full this coming year.
- Additionally, it was explained that we are currently looking for a dedicated funding stream for EM at state and local levels. When a plan is fully vetted for sustainability it will be brought forth.
- There were a lot of emergency management related questions from Delegates and Senators and overall it was very productive to have the face to face communication as it created a better understanding of importance. After attendance in the General Assembly, they spoke with Dr. Stern. Dr. Stern explained that he was briefing one of the committees but there was no feedback provided on how that went.

- Bill Lawson added that there were not many representatives who truly understood or acknowledged emergency management as a profession. Bill suggests increasing efforts to educate policy makers on our industry.

## 6. Old/Unfinished Business

- **Hazard Mitigation Update** –Doug Gagnon noted that Jarratt and Petersburg are still outstanding.
- **Community Foundation Update** – Ben Ruppert advised that we are waiting on the rebranding work to be completed by the West Cary Group. Once that is complete, advertising will begin. The next step is to formulate the application process for funding.

## 7. New Business

- **Strategic Plan Committee Updates**
  - No update.
- **FY17 SHSP Grants Deadline**
  - The deadline for FY17 SHSP Grants is March 31, 2019. Most recent quarterly reports were due January 15<sup>th</sup>.
  - Ben Ruppert addressed the information he received from VDEM regarding the inability to file extensions on grant funding. When questioned on FY17 grants, he was referred to NOFO. The NOFO also states performance period for grants is 36 months. When FEMA changed the performance period from 24 to 36, VDEM did not adjust state performance period accordingly. That period remained at 24 months, with 18 months for subgrantee to close out, 6 months for VDEM to close out). Ben requested feedback from group before having further conversation with the VDEM grants office on adjusting the performance period in accordance with FEMA guidelines. Curt Nellis (Powhatan) stated that VDEM should also be asked why award letters have taken so long to be received since money cannot be used prior to the receipt of that letter. It was made known that multiple committee activities had to be cancelled due to the inability to request an extension for use of funds.

**Motion:** To speak to grants office on behalf of the alliance

**Made By:** Ben Ruppert (Hopewell)

**Seconded:** Kate Hale (New Kent)

**Discussion:** None

All favor

**Motion carries.**

Sherry suggested a potential benefit of the newly implemented score card process by VDEM in streamlining the process which should allow subgrantees a longer performance period.

## 8. Roundtable

- *John Janssen* (SP/VFC) – The 2019 threat assessment was sent out via email to the CVEMA on the distribution list. He would be happy to do briefing at future meeting.
- *Donna Pletch* (VDEM)– New Region 1 Coordinator. In the process of setting up meetings with localities. Hazard mitigation application briefing date changes have been made. Review the dates you signed up for to see if they need adjusted. Darshan will reach out again to confirm. TEED is working with LSU to offer a series of Tactical Training Emergency Care classes throughout the regions using funds from the Complex Coordinated Attack grant. Classes being held February 19 – 22. One day for PD, one day FD, one joint PD/FD session and a session for care providers (BROAD definition there – CERT, etc). Registration should be out today or tomorrow. There is no cost to attend. Working through registrar to develop contingency plan to be added as an appendix to locality plans - template coming soon. (email was sent 1/29/19)
- *David Calkins* (Henrico Health District) - Henrico and Richmond health districts have merged leadership structure despite staying separate districts.
- *Eddie Ferguson* (Goochland) – Will be interim fire chief upon Chief MacKay's retirement.
- *Lori Dachille* (VCU) – Monitoring MCV during expected weekend weather.
- *Curt Nellis* (Powhatan) - Kicked off an aggressive initiative to launch a large animal rescue team. This initiative involves a public/private partnership between Amelia, Cumberland, Goochland, and Chesterfield counties and large animal rescue and veterinary services. The time frame to be fully functional is 1.5 to 2 years.
- *Emily Ashley* (Chesterfield) – Thanked everyone who donated gift cards and cash for our federal partners who are working without pay during the government shutdown.
- *James Gaffney* (FASTC – Ft. Pickett) – Facility operations are still going during federal government shutdown. Also thanked Wegman's for their dedication to first responders and to the community.
- *Beverley Brandt* (Colonial Heights) - Snow totals in Dec. at RIC measured 11.5 inches. The average for Dec. is 2.1 inches. Yearly rain totals average 43.2 inches – we received 63.7 inches in 2018. Colonial Heights held a unified command

exercise which included schools, fire and police. The exercise brought great conversation and learning experience.

- *Erin Nowlin* (CVHC) – There is an ICS 300 class Jan. 22-24 and ICS 400 Feb. 4 -5 in Goochland. Hospital Emergency Response Training at Johnston Willis Feb. 18th and kicking off exercise series Feb 26-28. Three tabletop exercises will be held in different locations for vulnerable population groups. Possibility of adding a fourth due to large participant response. The full-scale surge exercise will occur in March. Will also assist and support RIC exercise.
- *Steve Parrott* (CVHC)– There will be a HazMat awareness day for hospitals in the event someone shows at a hospital and is contaminated. Healthcare ICS class deliveries are open to everyone. Regional healthcare coalition is ramped up for potential snow. The Richmond NASCAR race and Monument 10k are being held the weekend of April 13th so the regional coordination center will be on alert. Steve asked for support of House Bill 1870 & Senate Bill 1277 which will allow facilities to be able to exceed licensed bed capacity for 30 days following a disaster.
- *Andrew Slater* (CVHC/RHCC) – There has been an inventory expansion for disaster ventilators. Fixed sat phone implementation is due Feb – Mar timeframe. This is Andrew’s last meeting as he is moving to a new position. He thanked the Alliance for the partnership. The Executive Board has elected to continue the search for his replacement. Until the position is filled, Steve Parrott is the interim Regional Health Coordinator.
- *Thomas Adams* (FBI) – Works with facilities on WMD prevention by understanding readily accessible materials in stores, etc. Can provide access to training and information that may be valuable to group. UAV threat is being tracked. Tentative May 3rd chemical industry outreach workshop. Presentation with follow on demonstrations of explosives for public safety & chemical facilities to show improvised explosive capabilities. A registration site is being created and will be sent out for anyone who would like to attend.
- *Adria Johnson* (FBI) – New in the position. Role is training, outreach and response planning.
- *Sam Burnette* (OEMS) - The Virginia Department of Health Office of Emergency Preparedness will be conducting their Community Based Emergency Response Seminar (CBERS) program this spring throughout the state. This year's topic will be an overview of the state's CHEMPAK program. The target audience is fire, EMS, law enforcement, emergency management, public health and emergency communications agencies to attend the seminar who can return to their agencies and assist in further developing local training and protocols/plans for

utilizing CHEMPAK in their jurisdiction. The first delivery of this program will be held on April 8 at 1:30 p.m. and then repeated on April 9 at 8:30 a.m. Classes to be held at the Henrico Public Safety Training Center. These are two separate deliveries to accommodate shift work. Pre-registration will be required with a maximum attendance of 60 participants for each session. Registration instructions will be forthcoming

- *Robert Foresman* (Henrico) – April 17th RIC Exercise will start at 2 p.m. and run until about 6 p.m. JetBlue is the participating airline and will bring in a plane fuselage. The slides will be rigged so volunteers can be in the aircraft and evacuate down the slides. New hangar for maintenance equipment will be an area used for the exercise. If the weather is bad, that is where the fuselage will be placed. It will also be used as the treatment and assessment in the building if necessary. Many volunteers are needed, so save the date.
- *Sherri Laffoon* (Chesterfield) – The VEMA symposium is the last week of March. Registration is open.

**9. Adjourn** – With there being no further business, Sherri Laffoon adjourned the meeting at 11:21 a.m.

Next meeting: Thursday, February 21, 2019 at 9:30am. Location: Caroline County EOC, 17202 Richmond Turnpike, Milford, VA 22514.

Respectfully submitted,  
Jess Robison  
Secretary

#### **CVEMA T&E Calendar**

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

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

In attendance:

Adria Johnson, FBI

Andrew Slater, CVHC

Anna McRay, Henrico

Anthony McLean, Richmond

Ben Ruppert, Hopewell

Beverley Brandt, Colonial Heights

Bill Lawson, Richmond

Bill MacKay, Goochland

Bob Jensen, Ascenttra

Curt Nellis, Powhatan

David Calkins, Henrico HD

David Short, Acenttra

Donna Pletch, VDEM

Doug Gagnon, VDEM

Eddie Ferguson, Goochland

Erin Nowlin, CVHC

James Gaffney, FASTC-Ft. Pickett

Jess Robison, Chesterfield

Kate Hale, New Kent

Katie Moody, RRPDC

Leslie Comer, Charles City

Lori Dachille, VCU

Mike Rae, Emporia

Mike Schlemmer, Louisa

Paul Hundley, Richmond

Pete Svoda, CVHC

Reggie Owens, Greenville

Robert Foresman, Henrico

Robert Williams, Hopewell

Sam Burnette, OEMS

Sean Kettles, Wegman's

Sharon Wielechowski, Ascenttra

Sherri Laffoon, Chesterfield

Steve Parrott, CVHC

Thomas Adams, FBI

Tony Savage, Dominion

## Mass Care and Human Services - Committee Report

January 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.

### Grants:

- FY17 State Homeland Security Grant Funding Summary – Mass Care Training and Exercise
  - o Total Funded = \$49,275.00
  - o 22 submitted projects for cost coverage submitted
  - o Two reimbursement requests submitted into EGMS totaling \$12,462.32 for 20 projects
  - o Two projects with committed dollars totaling \$3273.12 await billing and processing
  - o Remaining funds available prior to March 31, 2019 encumbrance deadline, \$33,539.56

Please communicate available funding for projects related to Mass Care training and exercise to all internal agencies with roles and responsibilities falling under the definition of Mass Care. Training/Exercise Request Forms should be completed (found on CVEMA Website) and submitted to Paul Hundley at [paul.hundley@richmondgov.com](mailto:paul.hundley@richmondgov.com) for review and approval.

- 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 of 44 Infant Shelter Kits complete. 2 each remain to be distributed among three CVEMA localities: Brunswick, Dinwiddie and Louisa. Total cost: \$3397.60
  - o Pet Trailer Quote received, \$19,940.86 (Hanover County), MOU sent to Hanover.
  - o EWA Phoenix Fly-Away Kits purchased (Dinwiddie). Total cost: \$2,445.65
  - o Other committed funds: EWA Wrist Bands, \$350.00
  - o Total remaining funds: \$8,512.28

February MSHS Committee meeting will discuss additional purchase ideas for remaining funds.

- FY18 State Homeland Security Grant Funding Summary – Mass Care Training and Exercise
  - Total Funded = \$42,000
  - No expenses applied to date
  - Project ideas currently under planning and review:
    - Two Regional Reunification Workshop estimated cost \$12,000
    - Regional Mass Care Symposium estimated cost \$15,000 - \$20,000
      - Planning Committee formed and details being worked out
      - Planning Committee participants: Emily Dillon, Erin Nolan, Mike Magner, Katie Moody, Curt Nellis, Beverly Brandt, Doug Gagnon, Bill Lawson

Projects:

- Regional Reunification Workshop
  - Current details above
- Regional Mass Care Symposium
  - Current details above: please note funding for this project is expected to be through the FY18 SHSP Grant funds.
  - Funding change explanation: Use of FY17 SHSP Grant Funding exploration through extension request will not be possible. VDEM notified localities on January 4, 2019 that no extensions would be granted beyond December 31, 2018 extension submission deadline date set by FEMA Guidelines. Although previous years extensions were granted beyond the FEMA guidelines of a 120 day prior to grant funding cycle deadline for extension requests, VDEM confirmed to the committee on January 7 that no extensions would be granted as outlined within the January 4 notice.
- Regional Feeding Plan Template
  - 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

Locality updates available on January 3, 2019 posted minutes  
Public Outreach - Committee Report  
January 2019

Chair: Beverly Brandt, Colonial Heights | Vice Chair: Kate Hale, New Kent

- The rebranding of the CVEMA and Whole community preparedness is nearing the end. The website should be up in March. The “Plan Safe” logo has changed a little, getting rid of the triangle and will be using a square. The West Cary Group will be presenting to the group next month a few different color changes for the logo also.
- April 6<sup>th</sup> is the “Disaster Planning Workshop” formally know as “Survivor Day”. If you are planning to host the event this year, please contact Katie or fill out the flyer and return to her if you plan to host the event. The website will up for registrations within the next month. We will be advertising the event soon to include some printable materials for you to use.
- The committee discussed the FY17 grant and the FY18 grant how it will be spent especially the FY17 grant to meet the March 31<sup>st</sup> deadline.
- The committee had a brainstorming session on CERT 2 training for 2019. Below is what the committee decided for this year:
  - CERT Workshop
  - Stop the Bleed training North and South of the River
  - Search & Rescue training conducted by VDEM
  - Level 2 Enhanced training for localities