

## CONSULTING AGREEMENT

This Consulting Agreement, effective as of January 31, 2023, is between Region 2 Planning & Development Council, a regional community development organization with an address of 400 Third Avenue, Huntington, WV 25701, hereinafter referred to as "PDC", and JH Consulting, LLC, a limited liability company with an address of 29 East Main Street, Suite 1, Buckhannon, WV 26201, hereinafter referred to as "Contractor".

WHEREAS Contractor provides services related to emergency preparedness, including but not limited to assessing vulnerability, operations planning, and exercising;

WHEREAS PDC desires to obtain from Contractor certain emergency preparedness services, and Contractor desires to provide such services to PDC, all on the terms and conditions set forth in this Agreement.

The parties agree as follows:

1. **Services to Be Provided.** Subject to the availability of Contractor resources, Contractor will provide services as detailed in the Scope of Work, attached hereto as Exhibit A (proposal dated December 19, 2022). It is expressly understood and agreed that for the purposes of this Agreement, the services are undertaken by Contractor in the capacity of an independent contractor. Contractor shall be entitled to give priority to its own business needs in determining the availability of its employees to provide the services.
2. **Term and Termination.** The Agreement shall begin as of the date first stated above and continue until December 31, 2023, unless either party serves written notice thirty (30) days in advance of its intent to cancel the Agreement.
3. **Compensation, Payment, and Expense Reimbursement.** Contractor will provide PDC with invoices at key project completion levels as the project progresses. The total aggregate sum of all invoices will not exceed \$85,000.00. PDC will pay invoices within 30 days of the date of the invoice. Payments not received in a timely manner will incur interest at the rate of 5% per annum.
4. **Data Ownership and Security.** PDC shall retain ownership of the data and all work produced by the Contractor and will be transferred upon completion of the contractual obligations and payment of all outstanding invoices.
5. **Client Confidentiality.** The Contractor and all support staff agree to comply with all federal and state laws concerning the confidentiality of information concerning individuals rendering services by the PDC. Such information shall only be used for the purpose of carrying out this Agreement. Disclosure of information for any other purpose is prohibited except upon the written consent of the eligible individual or appropriate order of a court. Information is not considered confidential if it: (i) is generally available to the public at the time of the disclosure; (ii) is already known to Contractor at the time of the disclosure, (iii) has been disclosed to Contractor by a third party under no obligation of confidentiality, or (iv) has been established independently by Contractor.
6. **Contractor Work Product.** PDC agrees to keep Contractor's work product confidential and will not disseminate Contractor's work product to third parties or cause it to be modified without Contractor's consent (to the extent practical as the public funding sources may necessitate the document be shared with certain stakeholders).
7. **Liability and Indemnification.** Neither party shall be liable to the other for the death or injury to any employee of the other, or loss of or cause of damage to its property, unless caused solely by its own negligence or willful action. Each party shall indemnify and hold harmless the other for any loss, damage or injury, including reasonable attorneys' fees

and expenses, (a) caused by a breach of this Agreement by such party, or (b) suffered by any third party and arising out of such party's performance of this Agreement.

8. **Disclaimer; No Assurance of Success.** Except as otherwise provided herein, Contractor makes no warranties, representations, or assurances of success of any kind or nature, express or implied, relating to the services, including any warranties of merchantability and fitness for a particular purpose. Contractor specifically disclaims any and all warranties or representations concerning the services.
9. **Limitations of Liability.** Contractor shall not be responsible for any third party actions or inactions preventing Contractor from providing services. Furthermore, Contractor shall not be liable to PDC with respect to services or this Agreement under any contract, negligence, tort, strict liability, or other legal or equitable theory for any amounts representing loss of revenues, loss of profits, loss of business, cost of the procurement of substitute goods or services, loss of anticipated benefits and/or indirect or consequential, special, incidental, contingent, exemplary or punitive damages, even if Contractor was advised, had other reason to know, or in fact knew of the possibility of such damages.
10. **Non-Solicitation.** During the term of this Agreement and for a period of one (1) year after the termination of this Agreement, each party agrees not to seek to persuade any of the other party's employees, consultants, directors, or officers to discontinue their association with the other party or become involved directly or indirectly in any endeavor that might compete with the other party's business.
11. **Amendment of Agreement.** This Agreement is the entire Agreement between the parties and may not be amended at any time except by a written Agreement signed by both parties.
12. **No Third Party Beneficiaries.** This Agreement is not intended to create any third party beneficiary rights in any person not a party to this Agreement, regardless of whether any other person may be named herein.
13. **Assignment.** PDC may not assign or transfer, by operation of law or otherwise, any of its rights or obligations under this Agreement to any third party without the prior written consent of Contractor, except pursuant to an assignment of its interests to an entity within its control group.
14. **Force Majeure.** The date for performance of either party's obligations hereunder shall be postponed to the extent any event of force majeure delays the performance of the obligations of either party hereunder.
15. **Signatures.** Each person executing this Agreement represents and warrants that he or she has the authority to act for and bind the entity on whose behalf he or she purports to act.
16. **Notice.** Any notice, request, or approval or other document required or permitted to be given under this Agreement shall be in writing unless otherwise provided herein; and shall be deemed to have been sufficiently given if delivered in person, dispatched by U.S. mails, or sent by other electronic means where receipt can be verified, as follows.

If to Contractor, addressed to: Jeffery W. Harvey, Managing Member, JH Consulting, LLC, 29 East Main Street, Suite 1, Buckhannon, WV 26201


If to PDC, addressed to: Chris Chiles, Executive Director, Region 2 Planning & Development Council, 400 Third Avenue, Huntington, WV 25701

Either party may change its address for receipt of notices by delivering a notice thereof pursuant to this Section 16.

17. **Severability.** Should any portion of this Agreement be found unenforceable to operation of statute or by administrative or judicial decision, the operation of the balance of this Agreement is not affected thereby, provided, however, the absence of the illegal provision does not render the performance of the remainder of the Agreement impossible.
18. **Applicable Law.** This Agreement is to be construed in accordance with the laws of the State of West Virginia.
19. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and supersedes all prior negotiations, understandings, and writings between the parties as to the matters covered herein.
20. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
21. **Binding Effect.** This Agreement shall be binding upon the legal representatives, heirs, successors, and assigns of the respective parties.
22. **Waiver.** Any waiver by any party of any act, failure to act, or breach on the part of the other party shall not constitute a waiver of such waiving party of any prior or subsequent act, failure to act, or breach by such other party.
23. **Survival.** The terms and provisions of Sections 3 through 10 shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**Contractor**

  
\_\_\_\_\_  
Jeffery W. Harvey, Managing Member  
JH Consulting, LLC

01-31-2023  
\_\_\_\_\_  
Date

**PDC**

  
\_\_\_\_\_  
Chris Chiles, Executive Director  
Region 2 Planning & Development Council

02/21/2023  
\_\_\_\_\_  
Date



# Hazard Mitigation Planning Consultant

Region 2 Planning & Development Council

*Due December 19, 2022*

Submitted by: JH Consulting, LLC  
29 East Main Street, Suite 1, Buckhannon, WV 26201  
(304) 473-1009 ~ [www.jhcpreparedness.com](http://www.jhcpreparedness.com)

**PROPOSAL FOR PROFESSIONAL SERVICES  
REGION 2 PLANNING & DEVELOPMENT COUNCIL  
REGIONAL HAZARD MITIGATION PLAN  
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## PROPOSAL FOR PROFESSIONAL SERVICES REGION 2 PLANNING & DEVELOPMENT COUNCIL REGIONAL HAZARD MITIGATION PLAN

**Purpose of Project:** To provide the Region 2 Planning & Development Council with consulting services that will yield an approved multi-jurisdictional hazard mitigation plan (HMP) that is compliant with the Disaster Mitigation Act (DMA) of 2000 and all other applicable West Virginia Division of Emergency Management, FEMA Region III, and HUD regulations. Additionally, to collaborate with the council and its member jurisdictions to create an actionable mitigation plan that seeks to reduce risk throughout the region.

**Scope of Project:** Given the multi-jurisdictional approach of mitigation planning, this project would include relevant council administrative needs as well as those of the member governments in the region.

**Summarize Assumptions (by the Vendor):** Even though we are proposing a turn-key mitigation plan update, we assume there will be a high level of local-level participation (via the hazard mitigation planning team and jurisdictional/organizational interactions). We will ask planning team members to complete “homework assignments” (e.g., one-paragraph descriptions of two to four memorable hazard occurrences, validate the community assets we identify, etc.) that will add local specificity to the plan update. These “assignments,” though minimal, are crucial for obtaining a local perspective.

**Summarize Assumed/Expected Resources (by the PDC and/or Its Partners)**

- Access to planning process files associated with the last update (e.g., hazard mitigation planning team members and attendance, planning meeting minutes, etc.)
- Access to/copies of relevant existing plans
- Assist with the selection of appropriate venues for planning team meetings, public workshops, educational workshops, etc.
- Placement of appropriate advertisements with local media, traditional or web-based, with content provided by JHC
- Access to existing geographic information system (GIS) datasets, layers, etc.
- Support planning team and other stakeholder meetings by submitting invitations (using the language provided by JHC)

**For the Region 2 plan, our standard process will include the following.**

- **Scenario planning with municipalities using TEIF/TEAL data**
- **Updates to ensure approval for the HHPD program**
- **Collaboration with in-house GIS assets to enhance the mapping accompanying the plan, both the images in the document as well as the potential use of the maps in mitigation project administration**
- **Alignment with the resilience aspects of your most recent CEDS**

## EXECUTIVE SUMMARY

This section outlines the scope of work of this project as per PDC's "Request for Proposals: Hazard Mitigation Planning Consultant."

### Scope of Work

We understand this project to be an update of the existing mitigation plan for the Region 2 Planning & Development Council (PDC) as per the requirements of 44 Code of Federal Regulations (CFR) §201.6. As an update, our responsibilities would include the following:

- Organize a planning team and allow for adequate participation
  - Provide the council staff with suggested hazard mitigation planning team membership
  - Work with the PDC to determine a meeting schedule (to include planning team meetings as well as one-on-one meetings with participating member governments; this proposal includes at least one face-to-face meeting with all of the PDC's member governments)
  - Moderate and support meeting logistics
  - Interface with committee members and other stakeholders (e.g., economic assets, non-profit organizations, higher education, etc.) via meetings, telephone calls, emails, digital platforms, and online surveys
  - Coordinate with PDC to schedule annual update meetings with the committee throughout the upcoming five-year planning cycle
  
- Update community demographic information
  - Review regional demographic, climatologic, and topographic overview information for the community profile sections
  - Update/add/delete community assets (i.e., asset inventory)
  - Specific attention to integrating other, compatible planning efforts (e.g., comprehensive, emergency operations, stormwater management, etc.) with the mitigation plan
  
- Update risk/hazard vulnerability assessment
  - Update historical hazard information and documentation

- Expand discussion of municipal vulnerabilities and participation (to include the integration of existing municipal planning efforts)
- Expand dam and levee failure considerations to ensure approval for High-Hazard Potential Dam (HHPD) program purposes
- Re-prioritize hazard vulnerabilities based on recent events
- Update loss estimates
- Mapping updates to reflect changes (ArcGIS and PDF formats)
- Analyze emerging GIS data (either from local or state levels, to include TEIF/TEAL)
  
- Update mitigation goals and actions
  - Update the existing mitigation projects list (i.e., the addition of new mitigation projects, removal of implemented mitigation projects)
  - Identify new projects for the hazard mitigation planning team's consideration, to include dam-centric projects for HHPD consideration
  - Re-assign project implementation timelines and priorities (including a quantitative prioritization of projects),
  - Expand public and partner agency opportunities for participation
  
- Facilitate public involvement
  - Coordinate creation of online surveys to gauge public sentiment on risks, vulnerabilities, and potential mitigation actions (i.e., solicit public input into the development of goals for plan and community priorities)
  - Work with the council staff to schedule virtual/town-hall style meetings, as necessary
  - Provide the PDC with sample language for advertisements
  - Make all public plan documents available
  
- Support plan adoption
  - Support the PDC through both the state and federal review phase
  - Provide all participating member governments with sample resolutions that can be used to adopt the plan
  - Provide technical assistance, as necessary, during the adoption phase



## Project Approach

We utilize guidance provided by the West Virginia Division of Emergency Management (WVEMD) (in the form of the Local Mitigation Plan Review Tool) and the *Local Mitigation Planning Handbook* (FEMA, March 2013) to ensure that your plan meets all criteria for approval from both the state and Federal Emergency Management Agency. ***Given the timelines associated with this project, we will ensure that your update corresponds to updated FEMA guidance (set to take effect in April 2023).***

To complete this project, we first obtain a copy of your existing plan. From there, we begin research to learn about the hazards that have occurred since the previous adoption. Additionally, we coordinate with your office and the member governments in the region to update the asset inventory as well as loss estimate data. The methodology for loss estimates is historically-based. We use scholarly research, various types of historical data, TEIF/TEAL, etc. to make these estimates.

While updating hazard data, we reach out to the other jurisdictions that will be participating in the process (i.e., counties, cities, and towns). We would not only be ensuring their continued participation but also confirming whether they have municipal planning bodies/departments, obtaining land use and development plans, etc. The purpose of this outreach is to understand the participating communities better, so the updated mitigation document represents them as best as possible. It is significant to note that JH Consulting would ensure substantial consultation with not only jurisdictions throughout the region, but also with the council, your local emergency management agencies, and the members of the mitigation committee.

We review the existing project list with your office as well as county and municipal participants. Our goal is to determine which projects have been completed, deleted, deferred, or are on-going. This process includes an interface with the participating jurisdictions. We must include at least one project from each participating jurisdiction. Once projects are updated accordingly, we convene the planning team to review the list and, ultimately, approve it so that the plan can be finalized and submitted to appropriate state and federal agencies.

It is also necessary to involve the public in the planning process. To that end, our personnel works with your office to make drafts of plan documents available. We reach out to the public via town hall-style meetings as well as by placing copies of the draft plan at strategic locations throughout the community (e.g., PDC office, courthouse, municipal halls, etc.). We also utilize the PDC's web page and various social media

outlets to generate opportunities for public involvement (in the form of surveys).

We conduct a series of planning meetings to involve stakeholders in the mitigation planning process appropriately. Within the first month of the project, our staff would work with your office to determine who should be on the planning team and schedule a kick-off meeting. The kick-off agenda would include an overview of the process, an outline of committee member responsibilities, and several exercises designed to solicit feedback on risks and vulnerabilities facing your region.

A second planning meeting would allow the committee to review draft risk assessment information and begin to discuss goals and mitigation actions. A third meeting allows for review and prioritization of projects. We also frequently hold web conferences at interim intervals to ensure your stakeholders have ample opportunities to participate. Finally, we schedule a fourth in-person meeting (with participating jurisdictions invited) to review a draft of the document. (NOTE: We can add another planning meeting if necessary.) For any planning meeting associated with this project, JH Consulting would be responsible for the following.

- Preparation of meeting agendas
- Providing meeting materials to invitees/attendees
- Compilation and distribution of minutes following mitigation planning meetings
- Documentation of attendance/participation of municipalities

Additionally, JH Consulting will provide documents for use as public alerts. We would coordinate with your office to determine the exact wording for all alerts. These materials include advertisement copy, public comment forms, plan summaries and surveys for website posting, social media copy, etc. JH Consulting will also work closely with your office to ensure appropriate involvement of other stakeholders, to include neighboring county/regional jurisdictions, higher education, and economic assets. The goal of such outreach is to obtain a variety of perspectives regarding the implementation of hazard mitigation efforts as well as to identify technical assistance and other resources that may be available locally in your region.

**(Proposed) Timelines**

<b>Task ↓</b>	<b>Month →</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Organize Planning Team, Hold Kick-Off Meeting (i.e., Planning Meeting 1)		■					
Background Research, Planning Meeting 2		■	■				
Updated HIRA Sections		■	■	■			
Review of Drafts, Planning Meeting 3			■	■			
Public Involvement via Meetings & Surveys				■	■		
Updated Action Plan					■	■	
Full Draft Review, Planning Meeting 4					■	■	
Submission to State and FEMA Region III							■
Support Adoption							■

## DETAILED QUALIFICATIONS & TECHNICAL EXPERTISE

Requirements published in 44 Code of Federal Regulations (CFR) §201.6 (Disaster Mitigation Act of 2000 [DMA2K]) govern mitigation planning projects. We utilize various guidance provided by West Virginia Division of Emergency Management (WVEMD) and the Local Mitigation Plan Review Tool from the *Local Mitigation Planning Handbook* (FEMA, 2013) to ensure that mitigation plans meet all criteria for approval from both the state and Federal Emergency Management Agency. Our use of these documents from the start of your update, combined with our commitment to contacting and involving WVEMD officials in the process, ensures adherence to federal and state requirements and a smooth adoption process.

We base our approach to projects on collaboration and partnership. We believe that a presence with our clients and their stakeholders is more important than our ability to complete a project from behind our desks. As such, we will coordinate heavily with the Region 2 Planning & Development Council (PDC) and other stakeholders, both in-person and virtually, to ensure we achieve your goals and objectives throughout the project's progress. We call this approach "PPE" – Partnership, Presence, and Expertise – and it guides all we do. We employ a participative approach to hazard mitigation planning projects for several reasons. First and foremost, §201.6 requires it. More importantly, though, it allows us to update the plan in such a way that it is used in practice and not just as a regulatory exercise.

*We propose a three-phase work plan for this project.*

#### TASKS THAT CUT ACROSS ALL PHASES

- Organize Resources and Available Data
  - Project management (staff supervision/support, a timeline with milestones, etc.)
  - Identify any specific items requested during the administrative set-up of the project
  - Comprehensive review of the existing mitigation plan
  - Periodic email progress reports to PDC
  - Support status reporting as per grant requirements
  - Utilize Google Sites (or similar resource) to share information with committee members and municipalities (e.g., educational documents, surveys and questionnaires, draft plan documents, etc.) and to support public outreach
  
- Description of the Planning Process and Participants
  - Coordination with the PDC in re-convening the hazard mitigation planning team, to include complete facilitation and documentation (minutes) of all planning team meetings
  - Interface with participating jurisdictions, as necessary, to ensure their coverage by the updated document
  - Provide guidance for integrating mitigation measures into other local and planning efforts (i.e., existing studies such as comprehensive plans, stormwater management initiatives, etc.)
  - Develop press releases, web content
  - Design surveys and questionnaires for soliciting and documenting public involvement
  - Conduct public meetings (to identify issues, present the draft plan, etc.), complete with minutes
  - Support PDC efforts to notify neighboring jurisdictions, local and regional agencies involved in mitigation, and agencies with authority to regulate development of the PDC effort and seek comment
  - Support PDC outreach to the private sector, higher education, non-profit, and other stakeholders

The first phase focuses on education and simple updates. We interface with the hazard mitigation planning team and the participating member governments to ensure they understand what mitigation is, why a plan is required, and the basics of implementing mitigation initiatives (e.g., selecting projects, benefit-cost analysis, managing FEMA-funded projects, etc.). The first phase also allows us to present simple updating items early in the process, maximizing the time available to collect data. For example, we begin discussing the projects included in the previous plan with all participating municipalities, so we have ample time to describe their status and impacts. The same can be said concerning updating community asset inventories.

**PHASE 1: ORIENTATION, EDUCATION, AND ADMINISTRATIVE UPDATES**

- Discuss changing priorities for hazard mitigation at the county as well as municipal levels
- Educate stakeholders as to mitigation planning and the implementation of mitigation projects
- Hazard Identification and Risk Assessment (HIRA)
  - Vulnerability (loss) assessment for each hazard (to include identifying, assessing, and protecting critical facilities; the types and numbers of structures impacted; potential dollar losses; relationships to land uses and anticipated development trends; etc.)
  - Local capability assessment (i.e., identify planning and policy mechanisms that support mitigation activities) to include linkages to support inter-jurisdictional cooperation
- Mitigation Strategies and Activities
  - Goal Setting
    - Produce sample goals and objectives for planning team use
    - Guide planning team through exercises to generate mitigation goals for the regional council and the jurisdictions therein
  - Reviewing and updating existing mitigation projects (denoting them as completed, deleted, deferred, or on-going)

The second phase comprises the risk assessment update. Moving the hazards discussion to the middle of the project gives our staff time to research risks and vulnerabilities in the council's service area in-depth, enabling us to build thorough presentations to your planning team and participating municipalities. In this phase, we collaborate with your committee and stakeholders, so they understand the hazards that affect them (i.e., their risk of and vulnerability to those hazards). We introduce social vulnerability indicators to paint a complete picture of the range of hazard impacts for your jurisdictions. We specialize in identifying and profiling hazards that are unique to our clients, which has resulted in profiles for lake hazards along the Great Lakes, an overview of the opioid epidemic and its impacts on communities, high-level looks at acts of violence, among others. Ultimately, we rank the hazards that are of most concern to the PDC and participating communities.

## PHASE 2: RISK/HAZARD VULNERABILITY ASSESSMENT

- HIRA (cont.)
  - Review hazards in the existing plan and make recommendations to planning team for any inclusions, changes, etc. to the hazard list
  - Historical research for all included hazards (i.e., identify and profile hazard events)
    - Include historical occurrences
    - Assess the probability of future events
  - Address NFIP participation, repetitive- and severe repetitive-loss properties, etc. to accurately characterize flood risks and vulnerabilities as well as document changes to local FEMA flood mapping and associated implications
  - Assess risks for each participating jurisdiction and document where they vary from risks facing the entire region
  - Produce maps in ArcGIS format and PDF formats
  - Describe, assess, and analyze development that has occurred since the previous adoption of the plan, to include any new or increased risks resulting from that development

The final phase ensures an updated action plan (i.e., mitigation strategy and projects). We save this effort until last because we will have the status of existing projects and project stakeholders will have had the opportunity to engage in deep discussions about the risks and vulnerabilities facing their communities. This information is vital to the creation of valid, actionable mitigation projects. Of course, we consider and consult on public involvement throughout all three of these phases.

**JHC (and its associates) have extensive experience with a number of funding programs to support the action plan section of this HMP. Programs include: the Hazard Mitigation Grant Program (HMGP), Building Resilience Infrastructure in Communities (BRIC), Pre-Disaster Mitigation (PDM), High-Hazard Potential Dam (HHPD) program, State Homeland Security Grant (SHSG) program, the Drinking Water Treatment Revolving Fund (DWTRF), Rural Utilities Services, West Virginia IJDC, Clean Water State Revolving Fund, EPA, ARC, Corps of Engineers, SRF agencies, AML, and HUD.**

### PHASE 3: MITIGATION STRATEGY AND ACTION PLANNING

- Mitigation Strategies and Activities
  - General consulting in the creation of a mitigation strategy to strategically reduce losses stemming from the hazards identified in the HIRA
  - Capabilities assessment to examine existing programs, policies, etc.
  - Identifying a comprehensive range of objectives and projects (i.e., mitigation actions) to be considered by the planning team and participating jurisdictions for inclusion into the updated plan
  - Include action items for the intermediate and long-term needs of residents displaced by the hazards identified by the plan
  - Identify an action plan describing how actions will be prioritized, implemented, and administered, to include completion times, coordinating and support agencies, cost estimates, and potential funding sources
  - Consult with jurisdictions on the inclusion of green infrastructure and low-impact development projects to support resiliency
  
- Plan Integration
  - Summarize relevant plans and the contributions they can make to hazard mitigation
  - Identify and document opportunities for integrating hazard mitigation into existing planning mechanisms
  - Include elements regarding plans for climate change (e.g., anticipated changes to vulnerabilities as a result of climate change)
  
- Plan Maintenance
  - Coordinate with the planning team and participating jurisdictions to develop a plan maintenance schedule
    - Include annual reviews and reporting
    - Include launch of formal update within a five-year cycle
  
  - Identify on-going integration with other planning efforts as well as public outreach within the five-year cycle

The following are, based on our experience, issues we frequently encounter in hazard mitigation planning projects.

1. Identifying and appropriately condensing relevant information on all hazards that could impact the region and the participating municipalities.

*There is a plethora of information on hazards and risks. Mitigation planning projects, particularly in the hazard identification and risk assessment (HIRA) phase, should capture this information in a way that is understandable and actionable. There are qualitative means to understand risk (e.g., descriptions of how historical or projected future occurrences could impact areas) as well as quantitative means (e.g., vulnerability loss estimates). We propose a collaboration with the PDC and the planning team (via presentations at planning team meetings, email submissions to the planning team, etc.) to ensure that the information we provide meets both goals in terms usable by PDC staff and participating municipalities.*



2. Garnering adequate municipal and public participation in the process.

*Mitigation planning projects require a significant number of tasks for successful completion, many of which are the responsibilities of the contractor. However, there is a participative component for the member governments. Validating such data as hazard research and community asset listings, as well as working with the planning team to generate mitigation goals and projects for each participating municipality requires time and frequent interaction. We propose to outline these expectations early in the process and communicate them while forming the planning team. Additionally, soliciting and, ultimately, documenting public participation is critical, yet challenging. Fortunately, there are many technological approaches that we can employ. As such, in addition to public outreach meetings, we propose working with the PDC to utilize appropriate websites, social media, etc. to encourage public comment.*

3. Educating stakeholders whose involvement is key.

*Hazard mitigation is not something that the average local government representative considers regularly. There is often confusion as to what is meant by “mitigation” and how it differs from, for example, “preparedness.” As such, we commit time to ensure that participants (most likely via the planning team) understand not only the goals of the mitigation planning project but also how they can operationalize mitigation concepts in their jurisdictions/organizations.*

4. Timeframes.

*As with any planning project, timeframes can offer challenges. While completing research and working with a planning team, unexpected issues can arise that cause delays (e.g., compelling data creates a need to consider another hazard, an extra layer of approval is needed for a municipality to adopt, etc.). Fortunately, we have extensive experience in the completion of hazard mitigation planning projects and can anticipate many of these issues. Additionally, we carefully monitor time and schedule and propose periodic status checks (i.e., bi-weekly via email, at a minimum) with the PDC to address specific issues before they escalate into larger problems.*

#### PROJECT CLOSE-OUT

- Follow West Virginia and FEMA Planning Guidance
  - Ensure consistency with such programs and standards as FEMA's Plan Review Tool (including completion of the review tool to accompany submission to the WVEMD), appropriate cost-benefit approaches, etc.
  - Interaction with planning team, WVEMD, FEMA, etc. to ensure compliance with review guidance, to include working closely with reviewers to address any comments received during the review phase
- **Plan Adoption:** Provide technical assistance to communities to support the adoption phase, to include a presentation to support council (and participating jurisdiction) approval
- Draft and Final Plans
  - Compilation of all narrative documents
    - Drafts of plan documents to be submitted to the planning team for review while under development
    - Incorporate comments from planning team into final submission to state and federal agencies
  - Compilation and submission of the local plan review tool
    - All ArcView files to be non-proprietary
    - Deliverables include a master (i.e., editable) digital copy and all requested data collected as well as print-ready digital copies and paper copies of the completed plan
- Coordinate with the PDC to schedule annual planning committee meetings for the purpose of reviewing project status and maintaining the plan

#### Prior Experience on Similar Planning Projects

We pride ourselves in being experts in the process of emergency management planning, including hazard mitigation planning. Our process dictates that we involve your stakeholders in the completion of a plan, which allows for a rich level of local specificity to our documents. Additionally, we realize that this project will result in *PDC's plan*. We strive to be available and unassuming, willing to listen to the needs the PDC and its jurisdictions have identified for their plan.

JH Consulting has completed (or is currently working on) 72 hazard mitigation planning projects in two FEMA regions. All of these documents have been (or will be) approved. The multi-jurisdictional plans on which we have worked have contained a range of two through 45 participating jurisdictions. We know how to coordinate and balance the needs of numerous jurisdictions within the scope of a single project.

- FEMA Region III
  - Adams County, PA
  - Barbour County, WV
  - Boone County, WV
  - Braxton County, WV
  - Clay County, WV
  - Erie County, PA (x2) (*current update in progress*)
  - Fayette County, WV
  - Gilmer County, WV
  - Greenbrier County, WV
  - Hampshire County, WV
  - Jefferson County, WV (x2)
  - Kanawha County, WV
  - Lewis County, WV
  - Lincoln County, WV
  - Logan County, WV
  - Marion County, WV
  - Marshall County, WV
  - Mason County, WV
  - Mingo County, WV
  - Monongalia County, WV
  - Nicholas County, WV
  - Ohio County, WV
  - Pocahontas County, WV
  - Randolph County, WV
  - Region 2 PDC (WV)
  - Region 3 PDC (WV) (x2)
  - Region 4 PDC (WV) (x2)
  - Region 5 PDC (WV – MOVRC)
  - Region 11 PDC (WV) (x3) (*current update in progress*)
- FEMA Region III (cont.)
  - Region 8 PDC (WV) (x2)
  - Region 9 PDC (WV)
  - Region VI PDC (WV)
  - Region VII PDC (WV) (x2) (*current update in progress*)
  - Upshur County, WV
  - Washington County, MD (x2) (*current update in progress*)
  - Wayne County, WV
  - Webster County, WV
  - Wetzel County, WV
- FEMA Region V
  - Ashtabula County, OH (x2)
  - Carroll County, OH
  - Clinton County, OH
  - Columbiana County, OH (x2)
  - Harrison County, OH (x2) (*current update in progress*)
  - Mahoning County, OH (x2)
  - Lake County, OH (x3)
  - Lucas County, OH (x2) (*current update in progress*)
  - Meigs County, OH (x2) (*current update in progress*)
  - Monroe County, OH (x2) (*current update in progress*)
  - Pickaway County, OH
  - Portage County, OH
  - Stark County, OH (x3)
  - Trumbull County, OH (x2)
  - Washington County, OH (x2)

## PROJECT PROFILE: REGION 2 PLANNING & DEVELOPMENT COUNCIL HAZARD MITIGATION PLAN

### PROJECT INFORMATION

*Client:* Region 2 Planning & Development Council  
*Location:* Huntington, WV  
*Contact:* Ms. Kathy Elliott, Deputy Director  
*Dates:* June 2017 – July 2018



### KEY ELEMENTS

- Multi-jurisdictional elements included participation by all counties, cities, and towns in Region 2
- Section 322 compliant
- Ensured consistency between pilot projects in the region focusing on low-impact development
- Extensive public outreach plan that included meetings, online surveys, etc.
- Served as a liaison between state and local officials during the approval phase
- Structured the initial contract so as to provide annual updates during the planning cycle

Region 2's hazard mitigation plan (HMP) analyzes natural, technological, and human-caused hazards to which the region could be susceptible. Hazards included standard additions to a mitigation plan, like flooding and severe weather, as well as non-traditional hazards such as hazardous materials, acts of violence, dam/floodwall failure, and the opioid crisis.

The 2018 update closely followed a pilot project in the City of Huntington that examined the use of green infrastructure and low-impact development initiatives in support of hazard mitigation. As such, this project was a continuation of those efforts, and low impact development projects featured in the action plan for some participating jurisdictions.

This plan also examined non-traditional risks. For example, the risk assessment includes a detailed discussion on the potential impacts of the so-called "opioid epidemic," and it casts risk reduction efforts in that area as hazard mitigation. Including this hazard enabled regional partners to consider how social variables impact disaster mitigation and recovery capabilities.

In addition to working with a steering committee alongside jurisdictional representatives to update project lists, detail how the included hazards impact their jurisdictions, etc., this project included a robust stakeholder and public outreach initiative. For example, JHC staff attended meetings of complimentary preparedness groups, like the Cabell-Wayne Local Emergency Planning Committee, to hear about how the preparedness focus on that body intersected with the mitigation goals of other partners. We worked with the PDC and all of the member governments to disseminate an online public survey to solicit comments from the general public. The survey was a popular means of collecting feedback, and 404 members of the public participated in the mitigation plan. Finally, our staff worked with PDC staff to facilitate six public meetings throughout the region.

Per a recommendation from West Virginia Emergency Management (then the Division of Homeland Security & Emergency Management), the PDC contracted JHC to continue working with the planning committee in the interim planning cycle to complete annual updates. These updates consist of engaging the stakeholder committee and compiling a review narrative. Committee members review the project list and update it accordingly as well as comment on the hazards and the identified risk areas. This process ensures that the next formal update will not overlook key actions that occur in the five-year planning cycle.

**PROJECT PROFILE: REGION VII PLANNING & DEVELOPMENT COUNCIL HAZARD MITIGATION PLAN**

**PROJECT INFORMATION**

*Client:* Region VII Planning & Development Council  
*Location:* Buckhannon, WV  
*Contact:* Mr. Shane Whitehair, Executive Director  
*Dates:* January 2017 – June 2018



**KEY ELEMENTS**

- Multi-jurisdictional elements included participation by 31 member governments
- Section 322 compliant
- Balanced state and local goals
- Included CRS planning elements
- Served as a liaison between state and local officials during the approval phase
- Completed and submitted “Plan Review Matrix” to the WVDHSEM to expedite the review process

The Region VII Planning & Development Council (PDC) maintains the hazard mitigation plan (HMP) for 31 member governments in central West Virginia. The HMP analyzes a range of hazards to which the region could be susceptible, including flooding, severe weather, hazardous materials incidents, dam failures, and infrastructure interruptions.

JH Consulting, LLC (JHC) worked with the PDC in 2018 to complete the first update to the region’s plan since the seven member counties’ original plans had been regionalized. The major task facing the 2018 update was to streamline the document into a more integrated, cohesive document. In addition to serving as the document for diverse communities from Gilmer to Tucker Counties, the plan serves as the flood mitigation plan for three Community Rating System (CRS) participating communities: Buckhannon, Parsons, and Philippi. JHC worked with those jurisdictions to maximize available planning points for the CRS programs.

Key to the development of the action plan in the 2018 update was the inclusion of actionable projects for all participating member governments. Throughout the planning process, participants expressed to JHC staff their frustration in having a plan filled with projects that would not likely benefit their jurisdictions. As such, our team worked with the steering committee to revise mitigation goals and objectives, thereby giving member governments more flexibility in their mitigation actions. As a result, towns and cities were able to include risk reduction information in emergency preparedness outreach they were already making with their constituents. That outreach thus included not only tips for getting a residents’ household prepared, but also ideas for ensuring that residents do not incur significant damage (i.e., losses) when incidents occur.

JHC staff worked with the steering committee to address the hazards of concern that those committee members brought to the table. For instance, one of the hazards in the plan is “infrastructure interruption.” Though it is not a natural hazard, the committee recognized the impacts that a decaying infrastructure has on the ability to respond to emergencies, overall resilience, and even economic development. As some entities have suggested, declines in the Nation’s infrastructure could constitute a homeland security risk, and as such, the structured process associated with assessing risk in a hazard mitigation plan gave the region’s partners a foundation for addressing infrastructure needs through the lens of disaster preparedness.

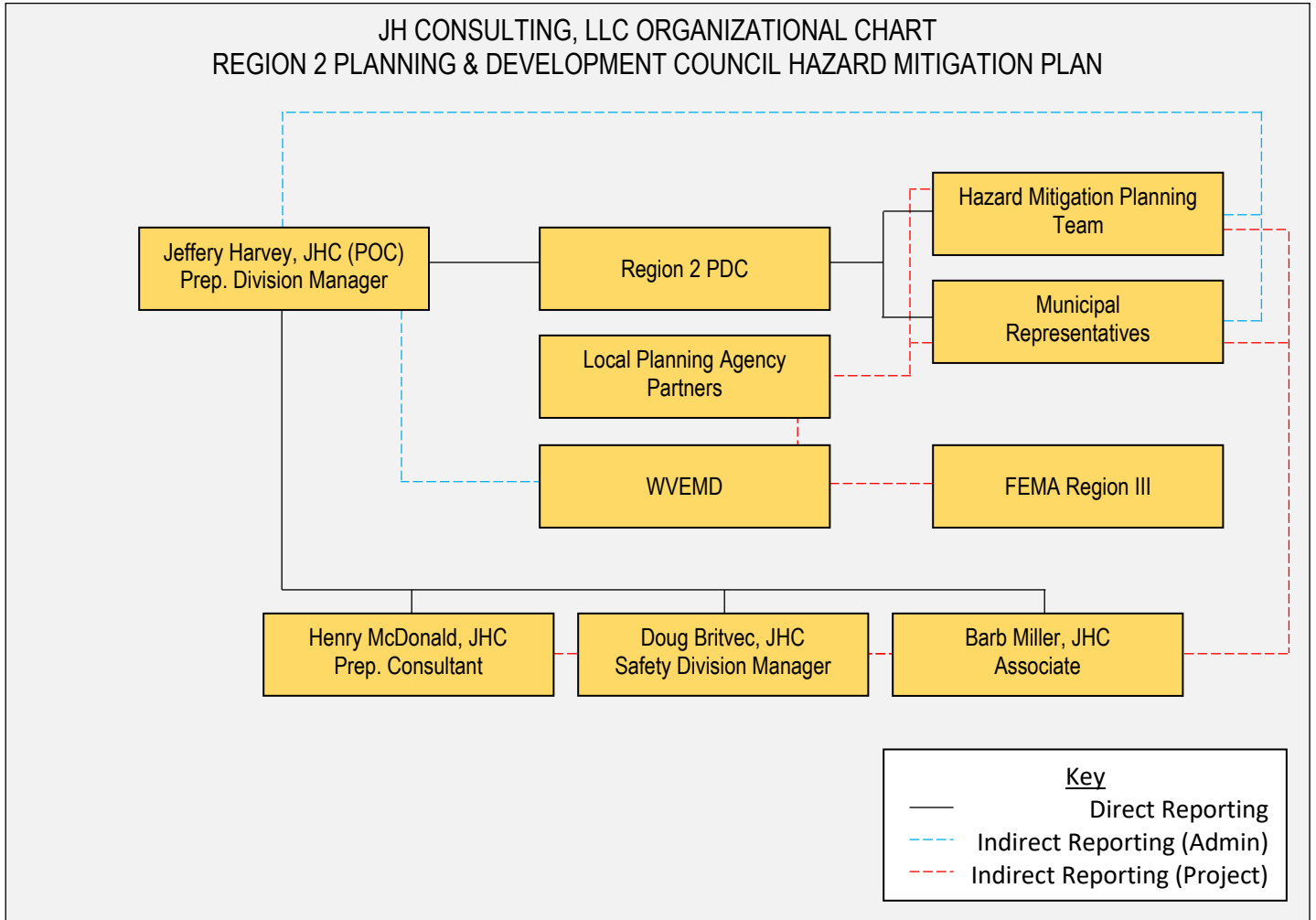
As in all hazard mitigation plans, JHC’s responsibilities included data collection and analysis for the risk assessment and moderating all planning meetings. To effectively moderate those meetings, JHC prepared agendas, attendee activities, and considered many ways to present risk and vulnerability findings in relevant ways.

JH Consulting, LLC has demonstrated expertise in mitigation planning and risk assessment in other ways. The firm served as a federal contractor to the U.S. Environmental Protection Agency to compile a case study report on the use of green infrastructure and low-impact development as mitigation strategies in the City of Huntington, West Virginia ([https://www.epa.gov/sites/production/files/2018-04/documents/storm\\_smart\\_cities\\_508\\_final\\_document\\_3\\_26\\_18.pdf](https://www.epa.gov/sites/production/files/2018-04/documents/storm_smart_cities_508_final_document_3_26_18.pdf)). We currently provide technical assistance relating to FEMA's Community Rating System (CRS) program to two communities. One of those communities (i.e., Parsons, WV) participates in the CRS and uses our services to maximize points; the other (i.e., Doddridge County, WV) is seeking to become a CRS community and uses our assistance to support its application.

Additionally, we have extensive experience in your region, having worked with the PDC on two mitigation projects to map private water crossings as a means of identifying for future mitigation project consideration. We are currently working with Cabell County's office of emergency management to update the county's emergency operations plan, and this is the third time we have worked with that office to maintain their operations plan. We have worked with Lincoln and Mason Counties on emergency operations plans as well as Logan County with a continuity of operations plan. Finally, our complete roster of previous projects includes multiple efforts in all seven of your counties.

## MANAGEMENT & STAFFING CAPABILITIES

The primary staff dedicated to this project bring a wealth of individual experience to this project. This section lists, as an organizational chart, the likely team assigned this project. We have attached resumes in Appendix 1.



JHC’s preparedness division manager holds a master’s degree in strategic leadership and a doctorate in executive leadership with a research focus in disaster recovery. He is the volunteer planning officer for the Upshur County Office of Emergency Management in his hometown. He participates as a member of the International Association of Emergency Managers and the International Leadership Association. The division manager has, on two occasions, taught G393: Mitigation for Emergency Managers for the West Virginia Division of Homeland Security and Emergency Management.

The division manager seeks to participate in the wider intellectual community surrounding hazard mitigation. He presented a best practices case study involving the completion of the City of Bridgeport's Threat and Hazard Identification and Risk Assessment (THIRA) entitled "Disaster Preparedness Partnerships that Do More than Just Talk" at the International City/County Management Association (ICMA) 2017 conference in San Antonio, Texas. He has co-delivered a presentation with FEMA Region III to West Virginia's regional planning and development councils on ways to successfully integrate hazard mitigation planning into other local and regional planning efforts. In May of 2019, the Association of State Floodplain Managers selected him to present on developing active mitigation partnerships at its national conference in Cleveland, Ohio.

Barbara Miller was the Director of Homeland Security and Emergency Management in Jefferson County, West Virginia, located just outside of the National Capital Region through December 2017. During her time in Jefferson County, she oversaw the updating of the county government's emergency management and homeland security department, a comprehensive emergency management program, by developing emergency operations plans, conducting multi-agency training and exercises, and building partnerships among the whole community. Her peers in the West Virginia Emergency Management Council selected her as the 2012 West Virginia Emergency Manager of the Year. FEMA's Emergency Management Institute (EMI) recruited her to be an adjunct instructor, and she has presented at many state and national conferences and workshops, including the Natural Hazards Center's Annual Workshop in Boulder, Colorado. She also has taught modules within the Disaster Risk Reduction curriculum with the Resilient Neighbors Network in the Natural Hazards Mitigation Association.



## REFERENCES

We believe that one of the most effective ways to gauge our capabilities and performance is to speak directly with our clients. To this end, please accept this brief list of references.

- Mr. Joel Davis, Project Coordinator ~ Mid-Ohio Valley Regional Council (709 Market Street, Parkersburg, WV 26101 ~ 304-699-3708 ~ [joel.davis@movrc.org](mailto:joel.davis@movrc.org))
- Mr. Shane Whitehair, Executive Director ~ Region VII Planning & Development Council (21 East Main Street, Suite 102, Buckhannon, WV 25701 ~ 304-472-6564 ~ [swhitehair@regionvii.com](mailto:swhitehair@regionvii.com))
- Mr. Jerry Beckett, Planner ~ Cabell County Office of Emergency Services (c/o Tri State Fire Academy, 4200 Ohio River Road, Huntington, WV 25702 ~ 304-526-9797 ~ [jerry.beckett@ccems.org](mailto:jerry.beckett@ccems.org))

## FEE SCHEDULE

This section presents our fee schedule for the project described above. The table below represents a lump sum for a turn-key hazard mitigation plan update.

### Lump Sum Fee for Hazard Mitigation Plan (by Task)

<b>HAZARD MITIGATION PLAN COST SHEET</b>			
<b>Ph.</b>	<b>Description</b>	<b>Hours</b>	<b>Billed Cost</b>
1	Project Management	12	\$1,140.00
2	Research	184	\$17,480.00
3	Document Preparation	149	\$14,155.00
4	Meeting Facilitation	252.25	\$23,963.75
5	Direct Costs	N/A	\$7,511.25
<b>TOTALS</b>		<b>597.25</b>	<b>\$64,250.00</b>

The Region 2 Planning & Development Council would receive, as base deliverables, one master (i.e., editable) electronic copy of all plan documents, one reproducible hard copy as an office reference, and a distributable electronic copy for the PDC and each of its participating member governments. Electronic copies are contained on flash drives.

# APPENDIX 1: RESUMES

## RESUME: JEFFERY W. HARVEY, DEL, CEM

### OWNER, PREPAREDNESS DIVISION MANAGER

#### EDUCATION

- Doctor of Executive Leadership – *University of Charleston*, 2017
- M.S. Strategic Leadership – *Mountain State University*, 2010
- B.A. English (Creative and Technical Writing) – *West Virginia University*, 2000

#### CERTIFICATIONS

- Certified Emergency Manager (IAEM)  
Expires 2022
- PCII Authorized User: PCII-HAR-703-8250  
Expires 7/07/2020
- A.P.S. Emergency Management – *US Department of Homeland Security*, 2013

#### PROFESSIONAL ASSOCIATIONS

- International Association of Emergency Managers (IAEM)
- International Leadership Association (ILA)
- National Emergency Management Association (NEMA)
- American Society of Safety Professionals (ASSP)

#### ADVANCED TRAINING

- IS-100 – Introduction to the ICS
- IS-200 – Basic ICS
- IS-300 – Intermediate ICS
- IS-400 – Advanced ICS
- IS-700 – NIMS
- IS-800 – The NRF, An Introduction
- IS-120 – Intro to Exercises
- G191 – ICS/EOC Interface
- G202 – Debris Management
- G250.7 – Rapid Needs Assessment
- G357 – Response To a Criminal/Terrorist Incident
- G364 – Multi-Hazard Emergency Planning for Schools
- G393 – Mitigation for Emergency Managers
- G908 – Joint Information System/Center
- HSEEP
- Protecting Community Water and Wastewater Systems – *TEEX*

#### RELEVANT PROJECT EXPERIENCE

- Hazard Mitigation Planning
- Emergency Operations Planning
- Safety Audits for Public Facilities
- Vulnerability Assessments
- Response Planning for IHEs/Schools
- Training Program Design & Facilitation
- Exercise Designer & Director

Dr. Harvey serves as one of JH Consulting, LLC's Managing Members. He actively markets clients in all facets of the firm's service areas. Throughout his career, Dr. Harvey has been involved in technical writing. For the past 20 years, he has worked primarily in the field of emergency preparedness. He has actively researched and maintained an understanding of rapidly-changing federal regulations in an effort to better assist localities in their emergency preparedness efforts.

Dr. Harvey was also instrumental in the design of the marketing program for a branch office of a large, multi-jurisdictional engineering firm. His responsibilities included client contacts, proposal preparation and interviewing.

Dr. Harvey is also extensively experienced in community development, having served as a project administrator for a regional community development agency. He worked on such projects as waterline extensions, dam rehabilitations, community and youth center upgrades, and small business development projects.

Several items have been present in all stages of Mr. Harvey's career, including public meeting facilitation, technical writing, client management, and project troubleshooting. All of this experience has given him a realistic understanding of successful project management and completion.

#### ADDITIONAL EXPERIENCE

- Serves as an instructor for the West Virginia Division of Homeland Security and Emergency Management
- Emergency Management Performance Grants
- Hazardous Material Emergency Planning Grants
- US Department of Homeland Security Project Concept Grants
- Assistance to Firefighters Grant Program Applications and Award Administration
- Environmental Review Records
- Community Needs Analyses
- Grant Applications – USEDA, WVEDA, SBA, FEMA, USEPA, GCPG, Foundations, Corporate Charities
- Media Features

## PROJECT HIGHLIGHTS

- Green Infrastructure in Hazard Mitigation Planning: Jeff served as a mitigation planning subject-matter expert for this U.S. Environmental Protection Agency-led project in Huntington, West Virginia. The purpose of the project was to outline best practices for including low-impact development approaches to managing stormwater into the mitigation planning process. JH Consulting was responsible for the composition of the summary report.
- City of Charleston Area Analysis: The City of Charleston hired JH Consulting to assist in boosting points for its Community Rating System (CRS) application. Jeff completed field reconnaissance consisting of a survey of all repetitive- and severe repetitive-loss properties in the city, outlining potential causes of flooding at each. To complete the project, he compiled field data into a summary report.
- Erie County All-Hazards Mitigation Plan: Jeff served as the project manager for this county hazard mitigation plan with 39 participating jurisdictions in Northwest Pennsylvania. In addition to staff oversight and overall quality control, he was the primary point of contact for local representatives and worked with PEMA and FEMA officials to ensure state/federal approval.
- Adams County Multi-Jurisdictional Hazard Mitigation Plan: Jeff currently serves as the project manager on this county-level hazard mitigation plan centered in Gettysburg, Pennsylvania. His roles include leading municipal and public outreach, providing quality control on narrative documents, and all administrative interactions with the county. When the plan is under review, Jeff will be the primary point of contact for PEMA and FEMA Region III to ensure approval.
- Ashtabula County Hazard Mitigation Plan (2019 Update): Jeff served as the project manager of this county-level mitigation plan update in northeast Ohio. Due to internal staffing changes, Jeff ultimately served in the lead planner role, and coordinated the submission and approval process with Ohio EMA. Planning tasks including overseeing a public outreach process that included over 500 responses, substantially revising the project list to be more action-oriented, and including HAZUS Level 2 flood risk data. The plan is currently under federal review.
- City of Bridgeport Threat & Hazard Identification and Risk Assessment (THIRA): Jeff was the primary JHC staff person assigned to this in-depth risk and vulnerability assessment for the City of Bridgeport, West Virginia. He met monthly with the city's emergency services council to discuss the project, which included the development of 50+ specific scenarios and associated comparisons with U.S. DHS core capabilities. These comparisons resulted in a detailed gap analysis for the city.

## FEDERALLY-DECLARED RESPONSE EXPERIENCE

- DR-4517, West Virginia Covid-19 Pandemic, January 20, 2020-Present (Role: Upshur County, WV EOC; Upshur County Schools Response Lead)
- EM-3358, West Virginia Hurricane Sandy, October 29-November 8, 2012 (Role: Upshur County, WV EOC)
- DR-4071, West Virginia Severe Storms and Straight-Line Winds, June 29-July 8, 2012 (Role: Upshur County, WV EOC)

## PRESENTATIONS, PUBLICATIONS & RESEARCH

### Presentations

- *Sharing Leadership: Building Mitigation Coalitions that Do More than Just Talk*. Association of State Floodplain Managers ASFPM 2019 Conference. Cleveland, OH, May 2019.
- *Disaster Preparedness Partnerships that Do More than Just Talk*. International City/County Managers Association ICMA 2017 Conference. San Antonio, TX, October 2017.
- *West Virginia HM Planning: Incorporating the Past into Your Future*. West Virginia Regional Planning & Development Councils Annual Conference. With Matthew McCullough, FEMA Region III Community Planner. Fayetteville, WV, May 2016.
- *Preparedness Isn't Just a Government Issue*. West Virginia EMS Coalition 2014 Conference. Charleston, WV, October 2014.
- *Orientation to CPG-101 and CPG-201: An Overview of the Comprehensive Preparedness Guide Process, to Include the THIRA*. West Virginia Emergency Management Council Conference. Charleston, WV, May 2012.
- *Developing Your LEPC: Using the Planning Process to Build an Effective Organization*. West Virginia State Emergency Response Commission Conference. Charleston, WV, August 2009.

### Publications

- Harvey, J. W. (2009). Planning for an urban to rural evacuation, challenging but necessary. *EMS Connections*, 15(1), 11-13.

### Research

- Harvey, J. W. (2017). *Understanding disaster recovery: An exploratory study investigating the role of shared leadership during post-disaster periods* (Doctoral dissertation).

## RESUME: HENRY T. McDONALD, JR., AEM PREPAREDNESS CONSULTANT

### CERTIFICATIONS

- West Virginia Emergency Medical Technician
- American Heart Association (AHA) BLS Instructor
- FEMA Professional Development Certificate
- Associate Emergency Manager (IAEM)

### PROFESSIONAL ASSOCIATIONS

- International Association of Emergency Managers (IAEM)
- Association of State Floodplain Managers (ASFPM)
- National Association of Emergency Medical Technicians (NAEMT)
- Association of Public Safety Communications Officials (APCO)
- National Emergency Number Association (NENA)
- American Radio Relay League (ARRL)

### ADVANCED TRAINING

- Homeland Security Exercise & Evaluation Program (HSEEP)
- IS-100 – Introduction to the ICS
- IS-200 – Basic ICS
- IS-700 – NIMS
- IS-800 – The NRF, an Introduction
- ICS 300 – Intermediate ICS for Expanding Incidents
- ICS 400 – Advanced ICS for Command & General Staff
- WMD Awareness AWR 160
- Pandemic Influenza Planning & Preparedness
- Understanding & Planning for School Bomb Incidents
- G249 – Managing People in Disaster
- G358 – Evacuation & Re-Entry Planning

### RELEVANT PROJECT EXPERIENCE

- Hazard Mitigation Planning at County and Regional Levels
- Emergency Operations Planning at Municipal and County Levels
- Design and Facilitation of Emergency Exercises

### PROJECT HIGHLIGHTS

- Region VII Planning & Development Council Multi-Jurisdictional Hazard Mitigation Plan: Henry served as the lead planner on this regional hazard mitigation plan that included West Virginia's capital city (Charleston). He was responsible for all hazard research, interfacing with a council of local elected officials and a steering committee. He consulted with local emergency managers in the creation of mitigation projects, project status updates, asset inventory updates, etc. This plan included three Community Rating System (CRS) communities.
- Regional Intergovernmental Council (RIC) Hazard Mitigation Plan: Henry served as the lead planner on this regional hazard mitigation plan that included West Virginia's capital city (Charleston). He was responsible for all hazard research and interfacing with a steering committee representing 29 local governments. He consulted with local leaders in the creation of mitigation projects, status updates, etc.
- Monroe County Hazard Mitigation Plan: Henry serves as the principal planner on this county-level mitigation plan in Ohio. His roles include research for hazard profiles as well as interaction with the planning committee. He has coordinated the use of Google Classroom as a virtual means of ensuring participation with stakeholders while finishing the plan in a COVID-19 environment.
- Erie County All-Hazards Mitigation Plan: Henry served as the lead planner on this county-level hazard mitigation plan with 39 participating jurisdictions in Northwest Pennsylvania. He was responsible for all hazard and vulnerability research, interfacing with a multi-jurisdictional planning committee to determine mitigation projects and priorities, etc.

Mr. McDonald serves as one of JH Consulting, LLC's Preparedness Consultants. He actively engages with clients during all stages of risk assessment and emergency operations planning projects.

Mr. McDonald has experience in both the emergency response and management areas. He has worked as an emergency dispatcher in numerous locations in New Jersey and West Virginia. He has also responded as an emergency medical technician for numerous communities. As an EMT, he coordinated EMS responses to mass casualty incidents, one of which had over 100 patients. Mr. McDonald served as an emergency management specialist with a municipal government, where he participated in updates to the jurisdiction's all-hazard emergency operations plan. In the emergency management role, he served as the communications and EMS annex coordinators.

As an emergency manager, Mr. McDonald created a local point of distribution program for prophylaxis for first responders, which included significant outreach with local doctors and pharmacies. He has also served as a sole proprietor consultant assisting clients with risk assessment, threat and hazard identification, continuity of operations planning, and a host of health-related training courses.

His emergency management duties also included the design of exercises. His exercises included a nursing home evacuation due to a fire, annual countywide response exercises (e.g., point of distribution, blizzard response, etc.). He has participated in operation top-offs with the New Jersey National Guard, where the scope of the exercise included transport of biologically-contaminated patients.

**FEDERALLY-DECLARED RESPONSE EXPERIENCE**

- DR-1295, New Jersey Hurricane Floyd, 1999
- DR-1391, New York Terrorist Attack, 2001
- EM-3181, New Jersey Snowstorm, 2003
- EM-3188, New Jersey Power Outage, 2003
- DR-1588, New Jersey Severe Storms & Flooding, 2005
- DR-1897, New Jersey Severe Storms & Flooding, 2010
- DR-1954, New Jersey Severe Winter Storm & Snowstorms, 2010
- DR-4021, New Jersey Hurricane Irene, 2011
- DR-4048, New Jersey Severe Storms, 2011
- DR-4086, New Jersey Hurricane Sandy, 2012
- DR-4331, West Virginia Severe Storms, Flooding, Landslides & Mudslides, 2017
- DR-4517, West Virginia Covid-19 Pandemic, 2020

## RESUME: S. DOUGLAS BRITVEC, SAFETY DIVISION MANAGER

### EDUCATION

- B.S. Safety/Environmental Engineering Technology –  
*Fairmont State University, 2001*

### PROFESSIONAL ASSOCIATIONS

- American Society of Safety Engineers (ASSE)
- International Association of Emergency Managers  
(IAEM)

### ADVANCED TRAINING

- OSHA 30-Hour Construction Safety & Health
- OSHA 10-Hour General Industry Safety & Health
- OSHA 7405-National Stand-Down and Fall Protection
- OSHA 7505-Accident Investigation/RCA
- Hazardous Materials, Operations Level Certified
- Globally Harmonized HazCom Certified
- SafeLandUSA IADC Certified
- AWARE Safety Course
- SPCC Training
- HSEEP
- IS-100 – Introduction to the ICS
- IS-700 – NIMS
- G270.4 – Recovery from Disaster
- WMD/Terrorism Preparedness for Water &  
Wastewater Systems

### RELEVANT PROJECT EXPERIENCE

- Safety Division Manager
- Environmental Site Safety Consultant
- On-Site Safety Monitoring
- Mock OSHA Inspections
- Safety Audits
- Safety Program Development
- Safety Orientation/Meeting Facilitation
- Safety Training
- PPE Hazard Assessments
- Hazard Mitigation (Instructor)
- Life Safety & Environ. Of Care Policy Review
- Confined Space Trainer
- Toxic Release Inventory (TRI) Data Entry
- Hazardous Material Response Planning
- Facility Emergency Action Planning
- Facility Security Assessments
- Evacuation Planning
- Spill Prevention & Response Planning

Mr. Britvec joined JH Consulting, LLC in 2010 as a Project Manager and is now the Safety Division Manager. He brings 16 years of professional safety and health and emergency planning experience to the JHC team.

Mr. Britvec's experience as a Safety Engineer includes recognizing, evaluating, and controlling all types of hazards for the construction field and general industry. He has used his experience to identify hazards and to suggest mitigative corrective actions to lessen the effects of those hazards.

He has established partnerships with business partners to implement best safety practices and coached employees on safety performance through positive recognition. In addition, his responsibilities have included conducting safety audits, incident investigation and reporting, fault tree analysis, Root Cause Analysis (RCA), the development of various safety programs, PPE hazard assessments, safety shield design, industrial noise audits, and air sampling. He has also facilitated safety and health communication through safety meetings, safety orientations, and Job Safety Analysis (JSA) preparation and review.

His extensive planning experience takes the form of multi-jurisdictional all-hazard mitigation planning, emergency response and recovery planning, continuity of operations planning, facility security assessments, anti-terrorism planning, hazardous materials emergency response planning, vulnerability and risk analysis, and damage assessment. Mr. Britvec is certified by the American Red Cross (ARC) for disaster assessment.

Mr. Britvec also brings a complement of databasing and mapping experience as well as field reconnaissance knowledge in surveying and data collection. He has become an expert in plan composition and compilation. One of Mr. Britvec's core competencies is synthesizing large quantities of information into a usable, effective framework.

At JH Consulting, Mr. Britvec interfaces with clients and monitors internal project implementation for the Safety Division. He is responsible for the development of and adherence to budgets for his projects. He schedules all data collection, other research, focus groups, and field reconnaissance. Mr. Britvec also troubleshoots and resolves issues with all projects under his watch before they threaten to derail the success of the project and has done so for projects in excess of \$1,000,000.



## PROJECT HIGHLIGHTS

- Washington County Hazard Mitigation Plan (2020 Update): Doug served as the lead planner on this county-level mitigation plan update. He is coordinating JHC's second consecutive update with Washington County. His roles include research, interaction with the planning committee, technical assistance in the development of the mitigation action plan, etc.
- Region 8 Threat & Hazard Identification and Risk Assessment: Doug is the principal planner on this regional THIRA project. He has coordinated project research, scenario development, and interface with a regional planning committee to determine existing capabilities as well as capability targets.
- Trumbull County Hazard Mitigation Plan Update (2010 Update): Doug served as the project manager on JHC's first update on Trumbull County's plan in 2010. He managed project staff through the research and drafting phases as well as led all interactions with the county's planning committee.

## RESUME: BARBARA J. MILLER, CEM, CFM

### SENIOR PREPAREDNESS CONSULTANT

#### EDUCATION

- Various Courses:
  - Emergency Management Institute (EMI), 1999-2017
  - Mountain State University, Crisis Leadership
  - Texas Engineering Extension Service (TEEX), Homeland Security
  - West Virginia Division of Homeland Security & Emergency Management (WVDHSEM)
- FEMA Emergency Management Advanced Academy
- FEMA Emergency Management Leaders Academy
- Leadership Jefferson

#### CERTIFICATIONS

- Certified Floodplain Manager (ASFPM)
- Certified Emergency Manager (IAEM)
- West Virginia Accredited Emergency Manager (Level 3)

#### PROFESSIONAL ASSOCIATIONS

- Association of State Floodplain Managers (ASFPM)
- FEMA Region 3 Regional Advisory Council, Subject Matter Expert
- Industry Advisory Council, Emergency Disaster Management (EDMG) at American Public University (Dec. 2016 to Present)
- International Association of Emergency Managers (IAEM)
- National Emergency Management Association (NEMA)
- Natural Hazards Mitigation Association (NHMA)
- Resilient Neighbors Network
- West Virginia Emergency Management Association (Former officer, honorary lifetime member)

#### SPECIALTIES

- Comprehensive Emergency Management
- Preparedness Planning and Training
- Mitigation Planning
- Damage Assessment
- Public/Private Partnerships
- Grant Writing/Management
- EOC Management
- Continuity Planning and Training
- Emergency Public Information
- Long-Term Recovery

#### MITIGATION (JHC) PROJECT EXPERIENCE

- *Columbiana County Multi-Jurisdictional Hazard Mitigation Plan Update*: Barb served as a senior mentor on this county hazard mitigation planning project in Ohio. Her roles included advice on successful project set-up, coordinating with in-house and county EMA staff in determining planning committee composition, and narrative review.
- *Doddridge County Community Rating System (CRS) Application Assistance*: Barb is the senior consultant on this project to support Doddridge County's efforts to apply for FEMA's CRS program. Her responsibilities include on-site field reconnaissance, training local officials, auditing documents such as floodplain permitting guidelines, technical assistance on public information efforts, etc.
- *City of Parsons Program for Public Information (PPI) Technical Assistance*: Barb is the lead JHC staff person supporting Parsons' efforts to maximize CRS program points in the area of public outreach. Her responsibilities including auditing existing public information efforts, leading PPI committee meetings, etc.

Ms. Miller retired as the Director of Homeland Security and Emergency Management in Jefferson County, WV, located just outside of the National Capital Region in December, 2017. During her time in Jefferson County, she oversaw the transformation in the county government's emergency management and homeland security, a comprehensive emergency management program, by developing emergency operations plans, conducting multi-agency training and exercises, and building partnerships among the whole community. Included are all levels of government, the private sector, and community organizations. The program provided many avenues to learn about preparedness and how to stay informed during a disaster. She was selected by her peers in the West Virginia Emergency Management Council as the 2012 West Virginia Emergency Manager of the Year.

FEMA's Emergency Management Institute recruited her to be an adjunct instructor occasionally, and she has presented at many state and national conferences and workshops, including the FEMA Region 3 Youth Preparedness Workshop in Morgantown, WV; Faces of Leadership Conference in Charleston, WV; the WV Summit on Homeland Security in Roanoke, WV; and the Natural Hazards Center's Annual Workshop in Boulder, CO. She also has taught modules within the Disaster Risk Reduction curriculum with the Resilient Neighbors Network in the Natural Hazards Mitigation Association.

She is a member of the Natural Hazards Mitigation Association and the Resilient Neighbors Network, and is the immediate past chair of West Virginia's Emergency Management Council. She is a former board member of the WV Floodplain Manager's Association.

## MITIGATION AND PLANNING EXPERIENCE

- Director, Jefferson County Homeland Security and Emergency Management (2002-2017)
  - Chief Executive Officer of the county's homeland security and emergency management department responsible for directing its organization, administration, and operations
  - Maintained full authority to fully or partially activate the county's emergency operations center, per WV State Code
  - Developed and administered all budgetary matters, including grant writing, project management and reporting, and personnel management
  - Maintained all county plans, including emergency operations plan, continuity of operations (for county government) plan, risk assessment and mitigation plan, propane risk assessment for county, commodity flow study, and the county resource manual
  - Duties involved contact with local, state, and federal government officials; community leaders; and other individuals to protect and promote the overall county's interests
- Coordinator, Randolph Tucker Partnership for Disaster Mitigation and Recovery (1999-2002)
  - One of FEMA's Pilot Communities for the Project Impact Program
  - Completed a two-county risk assessment and mitigation plan
  - Managed mitigation projects, such as the relocation of a mobile home park and elevation projects
  - Public awareness activities
  - Developed partnerships with all levels of government, private industry, non-governmental organizations, higher education, the media, and the emergency management agencies for both Randolph and Tucker Counties
- Board Member-West Virginia Floodplain Managers' Association (April 2010-May 2012)
- Board Member-Natural Hazards Mitigation Association (NHMA) (2009-2011)

## FEDERALLY-DECLARED RESPONSE EXPERIENCE

- DR-4273, West Virginia Severe Storms, Flooding, Landslides, and Mudslides, June 22-29, 2016 (Role: Greenbrier County, WV EOC)
- EM-3358, West Virginia Hurricane Sandy, October 29-November 8, 2012 (Role: Tucker County, WV EOC)
- DR-4071, West Virginia Severe Storms and Straight-Line Winds, June 29-July 8, 2012 (Role: Jefferson County, WV EOC)
- DR-1903, West Virginia Severe Winter Storms and Snowstorms, February 5-11, 2010 (Role: Jefferson County, WV EOC)
- DR-1881, West Virginia Severe Winter Storm and Snowstorm, December 18-20, 2009 (Role: Jefferson County, WV EOC)
- DR-1769, West Virginia Severe Storms, Tornadoes, Flooding, Mudslides, and Landslides, June 3-7, 2008 (Role: Jefferson County, WV EOC)

## PRESENTATIONS

- *Community Disaster Risk Reduction and Adaptation* (a Module of the NHMA's Disaster Risk Reduction Curriculum). Pennsylvania Emergency Management Agency. Harrisburg, PA, April 2017.
- *Emergency Management 101*. West Virginia Emergency Management Council Conference. Canaan Valley, WV, 2016.
- *Your Digital Go Bag and Other Cool Stuff!* West Virginia Emergency Management Council Conference. Canaan Valley, WV, 2016.
- *Community Disaster Risk Reduction Public/Private Partnerships*. Pilot of the Disaster Risk Reduction Curriculum. Tulsa, OK, September 2015.
- *Quality Participation in Hazard Mitigation Planning*. Natural Hazards Center Workshop. Broomfield, CO, July 2014.
- *What to do when you find a floodplain ordinance violation – and your county owns it!* West Virginia Floodplain Managers Workshop. Canaan Valley, WV, June 2012.
- *Disaster Ready Kids Program*. FEMA Region 3 Youth Preparedness Workshop. Morgantown, WV, 2010.
- *Regional Evacuation Planning*. West Virginia Homeland Security Summit. Roanoke, WV.