



BOARD OF DIRECTOR'S MEETING MINUTES

Wednesday, August 28, 2019

KPEPC Office

113 Lakeview Drive, Cross Lanes, WV 25313

1. Call to Order

Tim called the meeting to order at 11:44.

2. Approval of July 10, 2019 Minutes

Matt Lyons made a motion and Seth Staker Lyons seconded the motion to approve the minutes. The minutes were unanimously approved without any changes.

3. Reports

- Chair – Tim McDaniel:
 - CW requested \$500 for September 3 & 4th LSU Complex & Coordinated Attacks trainings – Seth made a motion to provide the funding and John seconded the motion. Motion Carried.
 - CW requested funding for 4 weather radios for preparedness month promotion on WCHS for \$70 each.

- Secretary-Treasurer – Krista Farley: Balance as of July 31, 2019 was:
 - Checking - \$61,051.39
 - Reserve - \$86,686.63
 - Total - \$147,738.02

- Business, Membership & Community Outreach – John Sikora
 - New Members
 - Mark Strickland (ex-officio)
 - Samuel Baker
 - Marianne McClure
 - Charles Dawson
 - James Marcum
 - Keith Hobbs discussed the Health Care Coalition changes with the North taking regions 5, 6 and 7 with the south taking regions 1,2,3,4. It is a federal mandate that the lead coordinators participate in the LEPCs.

- Communications Systems – No Report

- Drill Planning, Exercise & Training – Keith Vittoe and Keith Hobbs
 - First aid is now required for all students
 - SSIP on September 25th for all facilities
 - Kanawha County Schools held 66 lock down drills yesterday.
 - WV American Water will have a Full Functional Exercise on October 3rd with the scenario being a spill on the river.

- October 11th is the KCD Multi-Closed POD Exercise

4. New Business

- Executive Committee visited the Regulatory Training Center in South Charleston to look at the offices. The office space was nice with storage and is \$500 a month including internet with a year to year lease. Seth made a motion and John seconded the motion that pending the approval of the executive committee the chair will review without issues the chair has the authority to make the decision and sign the lease. Motion carried.
- Interviews for Administrator were held.
- At the conclusion of the interviews the board discussed the applicants. Keith Vititoe made the motion and Seth Staker seconded that Brittany Kennedy be offered the administrator position, motion passed unanimously.
- Terms of employment will consist of a 90-day onboarding. At the conclusion of that time the goals will be determined, and a bonus structure will be established. The base salary is \$30,000 with a \$2,000 portion. Bonus will be surrounding the number of new members or the number of new members who donate or members now donating. Six- and twelve-month evaluations will be completed. The position is probationary for 12 months in accordance with the bylaws. Motion was made by Krista and seconded by John Dearnell. Motion carries.

Krista made a motion to adjourn the meeting and Matt seconded the motion.

The meeting adjourned at 1:20 p.m.