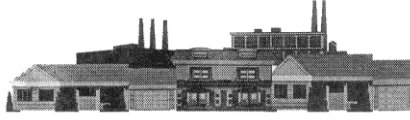


KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE



Managing our Risk Together

General Committee Meeting

January 28, 2015
Blessed John XXIII Pastoral Center
South Charleston, WV

Dr. Matt Blackwood, Chair called the KPEPC General Membership Meeting to order at 11:40 p.m. Cheryl Ingraham moved that the minutes of the December 10, 2014, meeting be approved; Tom Keefer seconded the motion and the minutes were unanimously approved as written.

Attendees introduced themselves and gave the name of their company / organization.

Matt Blackwood explained that at the beginning of a new year, there are changes in the KPEPC officers and committee chair persons. An election of officers for the KPEPC Board of Directors was held at the January 14, 2015 Board of Director's meeting. 2015 Executive Officers are: Matt Blackwood, Chair; Wanda Marks, Vice-Chair; Cheryl Ingraham, Secretary / Treasurer. Officers will serve a term of one (1) year from January to December or until such time as their successor is appointed. The members were provided a list of 2015 KPEPC Board of Directors as well as a KPEPC Committees with Committee Chair assignments (attached). Matt encouraged members to participate by serving on a committee.

Program: Overview of High-Rise Structure Exercise Held January 22, 2015

Presenter: Dr. Matt Blackwood, Homeland Security Coordinator – WV Dept. of Agriculture

Matt Blackwood reported on the emergency exercise that the KPEPC is sponsoring, involving a high-rise structure fire. A planning exercise seminar was held October 21, 2014, with additional monthly planning meetings being held for the last 6 months. A High-Rise Structure Exercise Seminar was held at the Columbia Gas building January 22, 2015, with the actual High-Rise Towering Inferno Drill scheduled for Saturday, June 6, 2015.

Matt reported that the High-Rise Table-Top Structure Exercise held Thursday, January 22, 2015, had excellent attendance and a diverse representation. Participating organizations included: City; County; State; Federal; Hospitals; Private Sector; and Non-Governmental. The purpose of the exercise was to engage key command level personnel; discuss agency response to injects; assess plans, policies, and procedures; talk through steps agencies would take when presented with information.

The exercise objectives linked back to the Core Capabilities: Planning; Operational Coordination; Public Information and Warning; Operational Communication; and Public Health and Medical Services.

Matt stated that participants needed for the full-scale exercise are:

- **Players:** Personnel who will have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players will discuss or initiate actions in response to the simulated emergency.
- **Observers:** May not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.
- **Facilitators:** Provide situation updates and moderate discussions. They also provide information or resolve questions as required.
- **Evaluators:** Observe and document certain objectives during the exercise. Their primary role is to document player discussion, including how and if those discussions conform to plans, policies, and procedures.

Matt reported that the objectives of upcoming drill will allow various areas to be addressed such as:

1. Demonstrate the ability to implement relevant SOGs and plans to respond to a high-rise, mass causality event in a timely manner.
2. Demonstrate ability to monitor media reports and social media, provide timely updates regarding the incident every 30 minutes, and utilize variety methods to alert the public of the incident.
3. Immediately demonstrate the ability of the Charleston Fire Department to effectively coordinate integrated emergency operations with other response agencies in accordance with NIMS and local procedures or guidelines in response to large-scale incident.
4. Demonstrate the ability of first response agencies and hospitals to effectively coordinate mass care services including patient evacuation, triage, transportation, and treatment in a timely fashion.
5. Demonstrate ability to maintain interagency communication using the State Interoperable Radio Network and other communication systems during an incident involving multiple agencies.

Matt discussed the details of the full-scale high-rise drill from initial notification, incident size-up, and initial actions to command / control. Matt stated that this drill will involve so many entities and will be a great opportunity for all entities to plan, coordinate, and train in the event of an actual emergency.

OFFICERS REPORTS:**Chair****Matt Blackwood**

Matt Blackwood reported that the KPEPC is still in the process of filling the Administrator position, vacated by Larry Zuspan, who recently retired. We have received resumes from four applicants with one applicant recently withdrawing. Interviews will be conducted by the KPEPC Executive Board and Larry Zuspan will be present to answer any questions that the applicants may have about the position. The interviews are scheduled for Friday, February 6, 2015. Matt stated the top applicant will be asked to provide a brief presentation to the Board of Director at the February 11th meeting. Once the Board makes a recommendation, the interview committee will do a background check and contact references. The process will need to be presented to the KPEPC General Membership.

Matt stated that one of the challenges is due to the timing of the interviews occurring in February. There won't be another general membership meeting scheduled until March 25th and we would like to have the new Administrator hired by that time. Roy McCallister made a motion to give the KPEPC Board of Director's the authority and approval to make the selection to fill the vacant KPEPC Administrator position based upon the selection procedures and decisions and to avoid having to wait to have a new Administrator. Jill Farrar Brown seconded the motion and the KPEPC General Membership unanimously passed the motion.

Additionally, Matt reported that once the board of director's makes their selection and are ready to make an offer, we will keep the general membership informed.

Vice Chair:**Wanda Marks**

No Report.

Secretary/Treasurers Report:**Cheryl Ingraham**

Cheryl Ingraham provided the members with the December 2014 Financial Report. Cheryl explained the budget details and provided balances to all KPEPC accounts. Cheryl Ingraham also reported that a meeting had been held with the CPA and a few items in the report are incomplete. Cheryl stated the final 2014 profit and loss statement will be provided to the membership at the March 25th meeting.

Cheryl reported that the Jacque Gumm will be mailing out the 2015 KPEPC contribution letters before the end of January 2015. As contributions are received, the KPEPC City National Bank checking account balance will increase.

KPEPC Committees / Committee Chairs

- Business Outreach**
- Communications**
- Community Outreach**
- Drill Planning & Exercise**
- Finance**
- Hazard Assessment & Planning**
- Membership Committee**
- Mutual Resource**
- Plan Implementation & Evaluation**
- Training Committee**

- Janet Briscoe**
- Bill Porterfield**
- Krista Farley Raines**
- Tom Keefer**
- Cheryl Ingraham**
- C.W. Sigman**
- Nanci Keenan**
- Steve Carver**
- Bob Sharp**
- Eric Tissenbaum**

Matt reported that the committee chairs are new in their positions and are in the planning process, so committee reports will be at a minimum

Business Outreach

Janet Briscoe

No Report.

Communications

Bill Porterfield

Not Present. Roy McCallister reported that Homeland Security Region One Emergency Management Directors will meet on Wednesday, February 25, 2015, at the Ripley Volunteer Fire Department (VFD) located on Main Street in Ripley. The meeting will begin at 9:30 a.m. Regional Interoperable Committee (RIC) One will meet at the same location beginning at 10:00 a.m. and will conclude at approximately 12:00 p.m.

Community Outreach

Krista Farley Raines

No Report.

Drill Planning & Exercise

Tom Keefer

No Report. Matt Blackwood reported that the Cabell Wayne LEPC is starting a new exercise and will be conducting a full-scale exercise In June / July. Matt will keep us apprised of this exercise.

Hazard Assessment & Planning

C.W. Sigman

C.W. Sigman reported that the AAR Review for the 2014 Water Crises has been pushed out to the Kanawha-Charleston Health Department (KCHD) and the local hospitals for their review and input. C.W. stated that he received a response from Janet Briscoe of KCHD and she plans to coordinate a meeting with the health care community, EMS agencies, and hospitals to work toward a common plan. C.W. proposed meeting with more stake holder groups as well as getting more input from the KPEPC membership. Matt Blackwood stated that he would like to get all members of the KPEPC General Membership involved on the rewrites of the annexes.

Membership

Nanci Keenan

Nanci Keenan was not present. Jacque Gumm reported that there were no new members for the month.

Mutual Resource

Steve Carver

Not Present.

Plan Implementation & Evaluation (PIE)

Bob Sharp

Not Present. Matt Blackwood reported that the PIE Committee is working closely with the Hazard Assessment & Planning Committee with the KPEPC – Water Crisis AAR. Previously, two review sessions have been held to look at how emergency response of the water emergency related to the Kanawha Putnam Emergency Management Plan (The Plan). The attendance to these sessions has been exceptional, enabling the committees to determine what worked well and what disconnects were identified. Matt stated that language and small revisions to the annexes of The Plan that have been affected by recent emergencies. These issues will be addressed during 2015.

Training

Eric Tissenbaum

No Report.

NEW BUSINESS

Larry Zuspan

Matt Blackwood reported that immediately following the general membership meeting there is a meeting to discuss the outdoor siren system. Immediately following that meeting, Larry Zuspan reported that there will be a discussion on the IP Informer Project.

Meeting Adjourned: 1:00 p.m.