



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

January 13, 2016

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

C.W. Sigman, Chair called the Board of Director's meeting to order at 11:40 a.m. Krista Farley moved to approve the minutes from December 16, 2015 KPEPC Board of Director's meeting; Chris Gautier seconded the motion and the minutes were unanimously approved as written.

C.W. Sigman introduced Brad Stewart, the new KPEPC Administrator. The Directors introduced themselves and provided the name of their company.

SECRETARY/TREASURER REPORT:

With Janet Briscoe being new to the position, Jacque Gumm provided the board with the financial report ending December 31, 2015. Jacque explained the report and stated that the 2016 Contribution letters will be sent out during the first quarter which will increase the KPEPC City National bank checking account total.

C.W. stated that he felt that it was important to activate interest with the various companies. Involvement with these companies is more important than them paying a contribution to the KPEPC. Faith Borden mentioned that their organization, National Weather Service, had always had media representation. C.W. agreed that the KPEPC needs representation from the media and that perhaps a KPEPC board member could meet with the various station managers. Faith agreed to contact the media and get them involved with the KPEPC.

2016 KPEPC COMMITTEES:

C.W. Sigman provided a list of 2016 KPEPC Committees was provided to the Directors.

KPEPC Committees - 2016

-Business, Membership & Community Outreach	Faith Borden
-Communication Systems Committee	John Dearnell Nanci Keenan
-Drill Planning, Exercise & Training	Chris Gautier
-Finance Committee	Janet Briscoe
-Hazard Assessment & Planning/Mutual Resources	Keith Vititoe
-Plan Implementation & Planning	Tim McDaniel

C.W. explained that the committee reports will be provided on a spreadsheet which is used as a tracking tool / planning guide. The committee charges will be revisited / reviewed and each assigned committee chair will be sent their revised electronic spreadsheet for review. Each committee chair will be responsible for updating their charges each month, so that there will be a current status of committee activities available to view at all times.

C.W. reported that the chair of each committee drives their respective committee by soliciting committee member participation, and coordinating meetings to achieve committee goals. The monthly Board of Director's meetings serve as a platform for a brief review of committee activities during the previous month. C.W. stated that it is important that each committee chair revise their charges (Committee Goals) monthly and return to Jacque, so that the master sheet can be kept up-to-date. The roles and responsibilities of each committee were discussed.

OFFICER REPORTS:**C.W. Sigman**

C.W. Sigman reported that at a recent emergency manager's meeting that it was stated that the LEPC's had the responsibility of maintaining records of the annual Tier II reports. C.W. stated that J.H. Consulting will provide most of this information in the recent Vulnerability Analysis that he has conducted. C.W. stated that they would like to take the data from the Mitigation Plan, have Brad Stewart review what can be shared, and provide this information to the fire departments on a thumb drive. Faith Borden suggested providing this information on a secure website. C.W. stated that above-ground storage information is located on a website maintained by the Dept. of Environmental Protection (DEP) and they won't share this information due to restrictions by WV Dept. of Military Affairs & Public Safety (WVDMAPS). C.W. Sigman also reported that he had tried to obtain data on above-ground storage tanks, especially those in critical zones, (10 miles upstream from chemical plants).

C.W. asked the Board's permission to send a letter to Jimmy Gianato, Director of WVDMAPS and Randy Huffman, Cabinet Secretary of the DEP requesting this information - data showing the location of these above-ground storage facilities. Thus far, we have not received any response plans from any storage tank owners or water facilities. Since the KPEPC is the planning agency, this information is vital to integrate into our plans. Grant Gunnoe stated that the KPEPC is supposed to have on file the emergency plans for all the utilities and water

facilities. We have been unable to obtain this information. C.W. stated that Yeager Airport is the only facility that have provided this information.

Frank Chapman, Director of Putnam County OES, has information for facilities in Putnam County and will share this information. Grant Gunnoe had a contact from the DEP who reported that water samples were taken from the Kanawha River in October-2015, which came back with R-130 in it. It was identified downstream from Nitro-St. Albans bridge. Tap water samples were taken in Huntington and all facilities indicated that R-130 was contained in the water. Grant stated that he has not seen a report about this at this time.

Co-Chair

No Report.

Krista Farley Raines

Secretary / Treasurer:

With Janet Briscoe being new to the position, Jacque Gumm provided the Director's with the KPEPC Financial Report through December 31, 2015.

Cheryl IngrahamJacque .

KPEPC Committees / Committee Chairs

-Business, Membership & Community Outreach

-Communication Systems Committee

-Drill Planning, Exercise & Training

-Finance Committee

-Hazard Assessment & Planning/Mutual Resources

-Plan Implementation & Planning

Faith Borden

John Dearnell

Nanci Keenan

Chris Gautier

Janet Briscoe

Keith Vititoe

Tim McDaniel

COMMITTEE REPORTS:

Please refer to 2015 Committee Charges Tracking Spreadsheet for committee reports unless lengthy documentation is needed.

EX OFFICIO MEMBER'S REPORT:

No Report

Dale Petry

Grant Gunnoe

Frank Chapman

ADMINISTRATOR'S REPORT:

Brad Stewart stated that he had been training with Larry Zuspan and that he recommended having an audit prepared. Jacque stated that Susan Graves, the CPA for the KPEPC, could recommend an accounting firm to perform an audit.

Brad also discussed the KPEPC contribution amount. There have not been any increases in contribution for 10 years. Brad recommended an increase in contributions of 5%. Grant Gunnoe stated that the KPEPC would have to prove that the money we are receiving isn't covering our current expenses. Grant stated that the emergency services directors do not have a vote, however, he is aware that there are funds left in the committees at the end of each year. Krista Farley stated that we have approximately \$100,000 in KPEPC accounts, so how can we justify an increase in contributions. After discussion, it was agreed that a contribution increase would not be good at this time.

Brad stated that we plan to use resources in upcoming drill participation and to possibly generate a newsletter.

Brad reported that the American Red Cross had told the KPEPC and Children's Therapy Clinic that we will need to be independent of their networks by April 30, 2016. Also, there have been numerous problems with the old server that the KPEPC is using and it needs to be replaced.

C.W. Sigman suggested that Brad provide a quote for a new server to determine if our budget will cover this. Krista suggested the KPEPC consider using a Google Drop Box rather than purchasing a new server.

NEW BUSINESS:

Frank Chapman reported that Toyota is holding a table-top drill April 9, 2016, at Buffalo High School. Putnam County emergency services will be participating in this drill. The scenario will involve a car and school bus crash and involve an active shooter with casualties. The full-scale drill will be April 11th and we will need evaluators.

There be no further business, the meeting was adjourned at 12:45 p.m.