



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

October 12, 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. Chris Gautier moved to approve the minutes from September 14, 2016 KPEPC Board of Director's meeting; John Sikora seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

Chair:

Later in Minutes.

C.W. Sigman

Vice Chair:

Krista Farley reported that she and C.W. Sigman are on the Greater Kanawha Valley Long-Term Recovery Committee for the June flood event. Additionally, Krista stated that she and C.W. are serving on the Prevention & Communication Committee and Krista is also serving on the Unmet Needs Committee. They are currently working on a process for those flood victims who have outstanding needs to be presented and those needs met by members of the committee. The American Red Cross (ARC) has a team working on initial disaster case management, this effort is being funded by a grant from FEMA. The case workers are working on long-term recovery needs, contacting flood victims to determine what their outstanding needs are at this time and meeting immediate needs through referrals. They want to ensure that they are maximizing the resources but not duplicating efforts.

Krista Farley

Krista reported that the Greater Kanawha Valley Long-Term Recovery Committee normally meets weekly or bi-weekly at the Clendenin Advent Church. An office is now open and Mike Shinn (from Hands-On WV) has been contracted to be the Executive Director of the committee, working along with Austin Rhodes (VISTA). They are being housed in Cabin Creek Health

Systems Clinic (old Clendenin Middle School). There is an open house on Saturday, October 15th from 10-4 with recovery resources; several agencies are being represented.

SECRETARY/TREASURER REPORT:

Janet Briscoe

Jacque Gumm provided the directors with the financial reports ending September 30, 2016. Jacque reported that the balances in the KPEPC City National Bank Accounts: Checking \$65,051.07; Money Market \$85,760.73, totaling \$150,811.80. Jacque reported that she wrote-off the \$3,700 of 2016 unpaid contributions.

C.W. Sigman reviewed expenses on the KPEPC Corporate Card and reminded the KPEPC staff that all purchases must be approved by the board i.e. KPEPC logo shirts; recognition plaques etc. Krista Farley stated that any item not previously budgeted, should be approved by the board. Krista stated that this is the fiduciary responsibility of the board of directors.

Krista Farley moved to accept the KPEPC Financial Reports ending September 30, 2016; John Sikora seconded the motion which unanimously passed.

2016 KPEPC COMMITTEES / COMMITTEE CHAIRS:

Business, Membership & Community Outreach
Communication Systems Committee

John Sikora
John Dearnell
Nanci Keenan
Chris Gautier
Janet Briscoe
Keith Vititoe
Tim McDaniel

Drill Planning, Exercise & Training
Finance Committee
Hazard Assessment & Planning/Mutual Resources
Plan Implementation & Planning

COMMITTEE REPORTS:

Please refer to 2016 Committee Charges Tracking Spreadsheet for committee reports unless lengthy documentation is needed.

EX OFFICIO MEMBER'S REPORT:

Dale Petry
Grant Gunnoe
Frank Chapman

No Report

WVDMAPS Report on Drone Grant

Dr. Matt Blackwood

Matt Blackwood reported that WVDMAPS is looking for a sponsor for a model pilot drone project. Matt reported that he has requested \$150,000 to fund this drone project. Matt stated that the KPEPC has the involvement of different organizations with various entities and different specialties and skills needed in developing the project.

Matt stated that the project would entail three (3) phases:

Phase 1: The first phase would be the foundation and would involve developing a lot of the policies and plans to be put in place based on grant requirements that WV Department of Homeland Security (WV-DHS) requires.

- Develop a civil rights policy related to the use of the drones
- Image Retention
- Training Policies

Once funding is obtained then the operators must be trained – drone pilots. The remote pilots must meet requirements of the Federal Aviation Administration (FAA). When using a drone for a business, definite standards must be met. There is an FAA college exam. A committee would be formed to identify some pilots and get people from different agencies trained to pass the FAA knowledge exam. The trainees would be put through drone training based on various scenarios-situational awareness. For example, they could be used for search and rescue, view flooded areas, chemical spills, and take pictures for security purposes.

The grant (\$150,000) would cover the costs of planning meetings to develop policies which could include meals, duplicating / binding of training materials to develop the program. There would be funds for pilot training, ground school, and flight training. The University of Cincinnati has a 5-day training. Phase 1 would include development of the plan and policies; training for the pilots to be certified; purchase of the drones.

Phase 2: Phase 2 would include scenario-based training like the utilization of props (towers with antennas) to be used for search and rescue.

Phase 3: Phase 3 would be used to take drones operational across the state.

Matt stated the WV-DHS is looking for assistance from the KPEPC to administer the grant for this project for the purchase of 75 drones with this grant budget. The KPEPC would maintain grant records (administration) but the funding would help with supplies that the KPEPC may need i.e. toner, copy paper etc. The initial phase of the project would begin in Kanawha County.

The Unmanned Aerial Drone (UAD) operates on an Unmanned Aerial System (UAS) and includes everything that goes into operating the UAD. There would be dedicated tablets with software that would travel with each specific drone as well as the control mechanism, additional batteries, and rapid chargers.

Matt stated that the drone committee would be comprised of representatives from different organizations to develop the planning and policies. We would need to have some trained pilots involved to help develop policies.

MOTION: Krista Farley moved that the KPEPC serve as administrator to the \$150,000 drone grant which is being funded by the WV-DHS; John Sikora seconded the motion, which unanimously passed.

2017 Board of Director's Election

Jacque Gumm provided the directors with information on the 2017 upcoming Board of Director's election. There will be four (4) vacancies on the KPEPC Board of Directors. Two 1-year terms expiring-eligible for re-election: John Dearnell and Keith Vititoe
Two 3-year terms expiring-eligible for re-election: C.W. Sigman and Chris Gautier

Jacque reported that she would be sending out the attendance records to the membership to verify attendance totals. Once completed, all of the election documents will be populated on the KPEPC website and sent out to the membership.

Chemical Safety Board (CSB) After-Action Report Update: C.W. Sigman reported that the KPEPC's Executive Committee had received an invitation from the Chemical Safety Board (CSB), to review the After-Action Report (Draft) of the West Virginia American Water (WVAM) Crisis that occurred in 2014. C.W. stated that the report was comprehensive with only a few adjustments made. One comment in the report which was not correct was that "there was a lack of communication with Putnam County. C.W. Sigman reported that communication and coordination with Kanawha and Putnam counties went very well.

C.W. Sigman stated that the CSB report identified a disconnect involving chemicals listed in the Tier II / Safety Data Sheets. The responders need to have this information. The recent Hazard Vulnerability Assessment (J.H. Consulting-2015) identified hazardous chemical at the various facilities. This information will be provided to first response agencies / responders with the GPS coordinates extracted. C.W. stated that we are sharing information with the water company and they are providing information to us.

Dale Petry stated that we are encouraging all of the players to meet with each other, share information, and to come up with a plan in the event of an emergency. They need to provide a secondary water source in the event of an emergency. C.W. stated that the law states that local emergency planners are supposed to be provided information from the water companies and above-ground storage tanks owners and are also supposed to share their response plan. This has not been done. The only state agency that shares information is WV Department of Environmental Protection.

Update on the Plan: C.W. Sigman stated that we plan an after-action review of the flood emergency and response, including all entities involved (medical community, law enforcement, response agencies etc.). Janet stated that it would advantageous for the KPEPC to host this meeting and review the affected sections of The Plan. Tim McDaniel and Keith Vititeo will be moving forward with this. Krista Farley suggested surveying the KPEPC membership for their view of the flood emergency and response. C.W. will survey VFD's.

KPEPC Website: C.W. Sigman stated that The Plan will be updated to show the December 2015 revision date. Once revisions are complete, Brad is to get The Plan populated on the KPEPC website.

There being no further business, the meeting was adjourned at 12:55 p.m.

Once the meeting was adjourned, C.W. Sigman asked that Jacque Gumm and Brad Stewart leave the meeting to go into executive session.