



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

February 10, 2016

Hosted by:

**KPEPC**

113 Lakeview Drive  
Charleston, WV 25313

In the absence of C.W. Sigman, Chair, Krista Farley, Vice Chair called the Board of Director's meeting to order at 11:45 a.m. Chris Gautier moved to approve the minutes from January 13, 2016 KPEPC Board of Director's meeting; Keith Vititoe seconded the motion and the minutes were unanimously approved as written.

### **OFFICERS REPORTS:**

**Chair:**

Not Present.

**C.W. Sigman**

**Vice-Chair:**

Krista Farley explained the purpose of the Committee Charges spreadsheet. Due to the consolidation of committees, new committee charges will need to be identified. The charges will be populated on the KPEPC Committee spreadsheet and 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.

**Krista Farley**

Krista 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. Krista 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.

Grant Gunnoe suggested at the March 30<sup>th</sup> KPEPC General Membership meeting, to divide the attending members up into break-out groups for the various committees. This would provide the membership the opportunity to see the 2016 goals for each committee as well as solicit help for the committees.

**SECRETARY/TREASURER REPORT:**

With Janet Briscoe being new to the Finance Chair position, Jacque Gumm provided the financial report ending January 31, 2016. Jacque reported that she had updated the new committee listing in the 2016 KPEPC Budget and will be providing the same updated listing in Quickbooks. Jacque stated that she had worked with the CPA, Susan Graves clearing up some 2015 budget items and had sent Susan the Accountant's Copy for the KPEPC's 2015 tax return. Jacque reported that the 2016 contribution letters will be sent out the last of February or early March.

**2016 KPEPC COMMITTEES / COMMITTEE CHAIRS:**

**Business, Membership & Community Outreach  
Communication Systems Committee**

**Faith Borden  
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 length documentation is needed.

**Business, Membership & Community Outreach:**

**Faith Borden**

The Director's discussed activities that the committee can do to enhance the KPEPC.

- Krista Farley has a state media contact list to provide to Faith Borden.
- KPEPC website needs to be updated with Facebook and Twitter feed added.
- Dale Petry will provide information on seasonal safety tips to Jacque
- Assist schools with drills as evaluators.
- Break-Out groups at general membership meeting to solicit help with committees.

**Communication Systems:**

**John Dearnell  
Nanci Keenan**

Not present will address at a later date.

**Drill Planning & Exercise:**

**Chris Gautier**

See Spreadsheet

**Hazard Assessment & Planning/Mutual Resources:**

**Keith Vititoe**

See Spreadsheet

**EX OFFICIO MEMBER'S REPORT:**

**Dale Petry**

**Grant Gunnoe**

**Frank Chapman**

No Report

**ADMINISTRATOR'S REPORT:**

Brad Stewart stated that we have been working with computer/IT companies as well as our CPA, Susan Grave. Once we get loose ends resolved, we can consider having an audit performed.

Brad Stewart reported that he had attended the South Charleston Community Advisory Panel meeting (So. Charleston CAP), Monday February 8<sup>th</sup>. Brad found out that Clearon Corporation will be sold by the end of the first quarter and DuPont and DOW will merge. We are waiting to see what the KPEPC can expect for 2016 contributions. We are concerned that we may not receive the expected amounts.

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. We received a quote from Advantage Technologies, which is high. We are scheduling meetings with other companies to provide quotes and will update the board at the March 9<sup>th</sup> meeting. Janet Briscoe mentioned that a company at the Technology Park in South Charleston, MATRIC handles data storage. She will provide us with more information.

Brad reported that he had registered for Hazardous Material Assessment training to be held at WV State Police Academy in May.

Brad stated that there is still a need for evaluators for the Putnam County drill.

**NEW BUSINESS:**

Kanawha Valley Water System Source Water Protection Planning Stakeholder Meeting: Will be held Wednesday, February 24<sup>th</sup> at 10:00 a.m. at the Kanawha Valley Treatment Plant.

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 11<sup>th</sup> and we will need evaluators.

There being no further business, the meeting was adjourned at 1:18 p.m.

