



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

April 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. Keith Vititoe moved to approve the minutes from the March 9, 2016 KPEPC Board of Director's meeting and the March 30, 2016 Special KPEPC Board of Director's meeting; Krist Farley seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

C.W. Sigman reported that there have been changes in the Norfolk-Southern railroad operations in our area, that have generated rumors and speculation of what may occur. C.W. stated that he has contacted Paul Williams of Norfolk-Southern to have someone come speak at the KPEPC General Membership meeting May 25th, and explain upcoming changes and safety procedures at Norfolk-Southern.

C.W. Sigman reported that Saturday, April 23, 2016, Doug Harlow (Channel 8) will be holding a storm-spotter class which will be held at Bridge Valley Community Technical School.

Vice Chair:

Krista Farley

Krista Farley reported that the American Red Cross is continuing the Home Fire Campaign where over 5,000 alarms have been installed since the program began in October 2014. During March there were Save-A-Life Saturday events held in 15 communities including in Dunbar and Charleston. This program has been extremely successful and will continue with the hopes of reducing death and injuries due to home fires by 25% by October 2019. If anyone is interested in hosting an event, volunteering or using this as an employee engagement opportunity, let Krista know.

SECRETARY/TREASURER REPORT:

Janet Briscoe

Janet Briscoe provided the directors with the financial reports ending March 31, 2016. Janet reported that contributions continue to come in. We have received \$35,107.00 through April 12th with \$37,507 unpaid.

C.W. Sigman reported that the 2016 HMEP Grant budget sheet was revised and re-submitted to the WV SERC, per their request.

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 lengthy documentation is needed.

Business, Membership & Community Outreach

Faith Borden

NEW MEMBER: Faith reported that the KPEPC has received a New Member Information Form from Sarah Kay, a safety specialist at Clearon Corporation. The board voted to accept Sarah Kay as a member of KPEPC.

EX OFFICIO MEMBER'S REPORT:

Dale Petry

Grant Gunnoe

Frank Chapman

No Report

ADMINISTRATOR'S REPORT:

KPEPC Office IT Transition-Brad Stewart reported that Larry Lambert from CityNet has reported that they have been receiving equipment in intermittently. The entire process will be completed in stages and will transition over a 3-4 week period.

Putnam County Mass Casualty Drill-Brad reported that he and Janet Briscoe represented the KPEPC at the Putnam Co. Mass Casualty Drill.

Radiation Training-Brad reported that he will be attending Radiation Training April 28 & 29, 2016, at Bridge Valley Community & Technical School

WV Safety EXPO-Brad stated that the Safety EXPO will be held May 4-7. We need volunteers to work the EXPO. Krista Farley stated to mention to Dale Petry to group American Red Cross, National Weather Service, SERVPRO booths next to the KPEPC, so that we can all interact.

Brad offered to take pictures of the board members for the KPEPC website.

NEW BUSINESS:

C.W. Sigman stated that we have the opportunity to get Radiation Training scheduled for April 28th and 29th, offered by the Dept. of Energy. C.W. suggested buying pizzas for lunch, so that attendees won't leave the site and not return for the remainder of the training. The class will be held at Bridge Valley Community & Technical School. C.W. will work with Janet Briscoe.

There will be a localized Active-Shooter Drill at Yeager Airport April 28th.

There being no further business, the meeting was adjourned at 12:50 p.m.