



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

June 8, 2016

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

C.W. Sigman, Chair, called the Board of Director's meeting to order at 11:45 a.m. John Dearnell moved to approve the minutes from May 11, 2016 KPEPC Board of Director's meeting; Keith Vititoe seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

Chair:

C.W. Sigman

C.W. Sigman reported that at the April 13th Board of Director's meeting, it had been discussed to reach out to Norfolk-Southern railroad regarding their upcoming changes and safety procedures. C.W. stated that the rumor is that Norfolk-Southern railroad has sold out to Watco railroad. Once changes are finalized with Watco, we will contact them to meet with the KPEPC.

Vice Chair:

Krista Farley

Not Present; No Report

SECRETARY/TREASURER REPORT:

Janet Briscoe

Janet Briscoe provided the directors with the financial reports ending May 31, 2016. Janet reported that we have received \$59,219 in contributions; unpaid contributions are \$13,395. Jacque Gumm stated that she would send out second request letter by the end of June. Chris Gautier suggested to add a notation to the second request letter, asking the member if they want to continue participating as a member of the KPEPC.

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**

Not Present; No Report

ADMINISTRATOR'S REPORT:

Brad Stewart reported that he had provided an interview with Clint Thomas of Putnam Metro Newspaper, regarding the KC Ready app.

Brad reported that the Putnam County Chamber of Commerce will be hold a Brown-Bag Lunch Training, June 17th at Strayer University. Brad stated that he will be speaking about KC Ready and The Plan. This will provide KPEPC exposure in Putnam County.

Brad discussed an upcoming class that he wants to attend in Emmitsburg, Maryland, September 11-16 - Leadership & Administration. The class and lodging is free with the exception of a meal ticket for the week. There was a discussion of the directors regarding hours worked by a part-time employee not including overtime pay. Brad stated that he could use compensatory time. C.W. Sigman moved for Brad Stewart to attend Leadership & Administration Class, September 11-16, 2016, covering meals and mileage expenses and compensatory time taken during the month of the training-September; Janet Briscoe seconded the motion which unanimously passed.

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