



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

September 14, 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. Chris Gautier moved to approve the minutes from August 10, 2016 KPEPC Board of Director's meeting; Krista Farley seconded the motion and the minutes were unanimously approved as written.

### **OFFICERS REPORTS:**

#### **Chair:**

**C.W. Sigman**

C.W. Sigman reported that the KPEPC 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. The requirements from the CSB were very stringent and required the KPEPC Executive Committee to sign a Non-Disclosure Agreement.

C.W. Sigman stated that the KPEPC Executive Committee met to review the after-action report. 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 mentioned another reported disconnect involved chemicals listed in the Tier II / Safety Data Sheets. None of the chemicals listed were categorized as hazardous chemicals.

#### **Vice Chair:**

**Krista Farley**

Krista Farley reported she and C.W. Sigman are attending the Greater Kanawha Valley Long-Term Recovery meetings (June flood) on behalf of the KPEPC and the American Red Cross (ARC). Details will be discussed later in the meeting.

**SECRETARY/TREASURER REPORT:**

**Janet Briscoe**

Janet Briscoe provided the directors with the financial reports ending August 31, 2016. Janet reported that we have received \$68,914 in contributions; unpaid contributions are \$3,700. Jacque Gumm stated that she doesn't expect to receive any further contributions so the \$3,700 will need to be written off.

Keith Vititoe moved to accept the KPEPC Financial Reports ending August 31, 2016; Krista Farley 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

**ADMINISTRATOR'S REPORT:**

Brad Stewart stated that September is National Preparedness Month and the KPEPC and Kanawha County (Dale Petry) had an article in a safety/preparedness handout in the September 11th Charleston Gazette-Mail.

Brad reported that he attended an Impact Meeting held by KCHD, September 13th.

Upcoming Events that the KPEPC will be participating in:

- Dow Safety EXPO-September 27th
- KPEPC General Membership meeting at Toyota-September 28th. Tour of facility to begin at 10:00 a.m. with business meeting to begin at 12:00 noon
- Industry, Education & Community Open House, October 6th, sponsored by So. Charleston CAP at Bridge Valley Community & Technical College from 5-7 p.m.

Jacque Gumm reported that the KPEPC banner display is being made by Dunbar Printing and will be ready to use at the DOW Safety EXPO. Also, Jacque reported that she had been working with CityNet IT on updating the KPEPC website. Additional information will be added and she will work with C.W. on some of the updates.

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