



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

August 9, 2017

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

Krista Farley, Chair, called the Board of Director's meeting to order at 11:45 p.m. Keith Hobbs moved to approve the minutes from July 12, 2017 KPEPC Board of Director's meeting; Keith Vitioe seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

Chair:

Krista Farley Raines

Smoke Alarm Campaigns: Krista Farley reported that planning is underway for the American Red Cross (ARC) Sound the Alarm – Save a Life campaign (September 23 through October 14, 2017), partnering with the WV State Fire Marshal's Office and Volunteer WV on Get Alarmed West Virginia as part of the Governor's Day to Serve Campaign (September 9 through October 14, 2017). Volunteers are being recruited from fire departments, colleges and universities, churches, fraternal and community service organizations to hold smoke alarm installation events throughout the state.

July 29th Flood Relief Efforts: Krista Farley reported that flood relief efforts continue for northern West Virginia. Gov. Jim Justice has declared a state of emergency for parts of northern West Virginia with flooding from heavy rains. Counties affected were Ohio, Marshall, Wetzel, Marion, Monongalia and Harrison. The National Weather Service reported that between 2 and 3.5 inches of rain had fallen over a flood warning area, including Morgantown, with many roads closed Saturday morning.

Threat & Hazard Identification & Risk Assessment Process (THIRA): Krista Farley reported that a THIRA assessment workshop will be presented at the September 20th KPEPC General Membership meeting. The directors agreed that the THIRA process needs to be explained to the membership prior to the presentation because many people aren't aware of THIRA.

Vice Chair:

John Dearnell

Not Present; No Report.

SECRETARY/TREASURER REPORT:

Janet Briscoe

Janet Briscoe provided the directors with the financial reports ending July 31, 2017. Jacque Gumm reported that once the \$6,000 is received from the Kanawha County Commission, the KPEPC will have \$3,400 left in unpaid contributions which will probably need to be written off.

Janet Briscoe brought up the review of the KPEPC membership categories and contribution amounts. Jacque Gumm stated that we need to determine if the current KPEPC members are willing to continue paying their current contribution amount or if some of these will be reduced due to decline in the business climate.

Jacque Gumm reported that she had spoken with Larry Zuspan, former Administrator and that the current dues structure was developed in 2004 with a team consisting of Lillian Morris, Elizabeth Scharman, Matt Blackwood and Larry. When the KPEPC dues process is reviewed, Larry Zuspan said he would be glad to attend the meeting.

MOTION: Janet Briscoe moved to schedule a meeting of the KPEPC Executive Committee to review the KPEPC membership categories and contribution amounts to determine if revisions are needed then bring this information back to the board; Tim McDaniel seconded the motion which unanimously passed.

2017 COMMITTEES / COMMITTEE CHAIRS:

Business, Membership & Community Outreach	John Sikora
Communication Systems Committee	Doug Hodges Nanci Keenan
Drill Planning, Exercise & Training	Keith Hobbs
Finance Committee	Janet Briscoe
Hazard Assessment & Planning/Mutual Resources	Keith Vititoe
Plan Implementation & Evaluation	Tim McDaniel

COMMITTEE REPORTS:

Please refer to 2017 Committee Charges Tracking Spreadsheet for committee reports unless lengthy documentation is needed.

EX OFFICIO MEMBER'S REPORT:

**C.W. Sigman
Grant Gunnoe
Frank Chapman**

Frank Chapman

Frank Chapman reported that he met last week with Mountaineer Express Gas Line Company that will be running a gas line through Putnam County starting around December 2018. The company is interested in participating with the KPEPC.

ADMINISTRATOR:

Jacque Gumm

Jacque Gumm reported that September will be a busy month for everyone. The KPEPC is scheduled to attend the following events:

- South Charleston CAP – September 11th
- KPEPC General Membership meeting September 20th
- West Virginia American Water (WVAW) – Safety Fair - September 21 & 22
Edgewood Country Club.
- Western CAP – September 25th
- DOW Safety Fair – September 27th

Jacque stated that she could use assistance from the directors.

Jacque Gumm provided the 2016 KPEPC Annual Report to the Directors and reported that the reports will be mailed out soon.

NEW BUSINESS:

Doug Hodges reported that Kirby Inland Marines is hosting the Nitro Fire Department September 5-7, 2017. Doug invited the KPEPC Board to attend.

Janet Briscoe expressed training concerns with the pre-schools in Kanawha County. Keith Vititoe reported that there are 21 collaborative pre-schools in the county and he meets with the directors and conducts training at these pre-schools.

There being no further business, the meeting was adjourned at 12:40 p.m.