



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

September 13, 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. John Sikora moved to approve the minutes from August 9, 2017 KPEPC Board of Director's meeting; Keith Vititoe seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

Chair:

Krista Farley Raines

Smoke Alarm Campaigns: Krista Farley reported that the American Red Cross (ARC) Sound the Alarm – Save a Life nationwide campaign (September 23 through October 14, 2017), has been postponed due to the large number of ARC volunteers deployed to Hurricane Irma relief in Florida. The ARC will carry out this initiative in the spring of 2018. 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) will continue due to the importance of getting the smoke alarms distributed before the onslaught of cold weather.

Krista reported that approximately 40 volunteers have been recruited from fire departments, colleges and universities, churches, fraternal, community service organizations, and municipalities to hold smoke alarm installation events throughout the state.

Greater Kanawha Long-Term Flood Recovery Relief Committee - September 21, 2017: Krista Farley reported that the committee will be meeting to elect new officers but will be closing down the office and have curtailed intake. Case managers are still on the ground and will continue to meet with families.

Vice Chair:

John Dearnell

Not Present; No Report.

SECRETARY/TREASURER REPORT:

Janet Briscoe

Janet Briscoe provided the directors with the financial reports ending August 31, 2017. Krista Farley reported that it is our goal to keep one year operating expenses in the money market account. Jacque Gumm reported that the KPEPC has received \$69,064.00 in 2017 contributions and she had to "write off" \$2,350.00 which is \$800 less than 2016. Jacque provided this information to the directors. There is a need to enhance new members and Krista stated that we can create a tool kit/welcome packet to present to potential new members.

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**

No Reports

Frank Chapman

ADMINISTRATOR:

Jacque Gumm

Jacque Gumm provided a preliminary job description for the Administrative Assistant position for the directors to review. We will discuss details of the job description and plan to publish by the end of the year.

-Jacque reported that she will be working on the 2018 budget soon. The KPEPC has not received any grant funds from the state this year. We need to determine amounts that our members will pay before we can plan the budget.

-The 2018 Board of Director's election will be Dec. 13th. We have 2 directors' terms expiring that can be re-elected (Janet Briscoe and Krista Farley); one director cannot be re-elected due to serving 2 consecutive terms, Nanci Keenan. Jacque will provide general membership meeting totals to the directors and KPEPC membership in Oct. to help identify who might be a good candidate to serve on the KPEPC BOD.

NEW BUSINESS:

The KPEPC General Membership meeting is scheduled for September 20, 2017. C.W. Sigman will be presenting a Threat & Hazard Identification & Risk Assessment Process (THIRA) workshop.

There being no further business, the meeting was adjourned at 1:10 p.m.