



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

November 8, 2017

Hosted by:

**KPEPC**

113 Lakeview Drive  
Charleston, WV 25313

**Members Present:** Janet Briscoe, John Dearnell, Krista Farley, Keith Hobbs, Tim McDaniel, John Sikora, Keith Vititoe

**Ex-Officio's Present:** Frank Chapman, Grant Gunnoe, C.W. Sigman

**Members Absent:** Doug Hodges, Nanci Keenan

Krista Farley, Chair, called the Board of Director's meeting to order at 11:47 a.m. Krista reported that the date was corrected on the September 13, 2017 minutes as well as meeting attendance information added. The approval of the October 11<sup>th</sup> minutes was tabled until committee reports could be included in the minutes rather than a separate committee charges spreadsheet. Jacque Gumm will revise the minutes and send out electronically to board members to accept.

### **OFFICERS REPORTS:**

**Chair:**

No Report.

**Krista Farley**

**Vice Chair:**

No Report.

**John Dearnell**

**Secretary/Treasurer:**

Janet Briscoe provided the directors with the financial reports ending October 31, 2017. Janet Briscoe suggested that we change the title of the KPEPC Chart of Account 1055 from money market to reserve funds.

**Janet Briscoe**

**COMMITTEE REPORTS:****Business, Membership & Community Outreach****John Sikora**

John Sikora reported that a Membership Committee was held prior to the board meeting, November 8<sup>th</sup> to discuss the new membership packet to be distributed to new members. The membership packet provides background information about the KPEPC to potential new members, as well as benefits to joining the organization. This information will be populated on the KPEPC website. Additionally, a power point presentation will be developed and added to the website along with other updates in January, 2018.

The directors discussed the KPEPC membership list. In an effort to update the membership list, an email will be sent out to the member requesting updates or needed revisions. C.W. Sigman suggested that we extend a special invitation to members that have not been attending the membership meetings encouraging them get involved.

Krista Farley provided the directors with program topics that have been suggested for the KPEPC General Membership meetings:

- Bluestone Dam Safety Modification Study
- Severe Weather Awareness
- Active Shooter
- FEMA Functional Needs Support
- FNSS Guidelines
- Planning for the Community
- Agility Recovery Program

The directors discussed the mass-shooting tragedies that have recently occurred. Keith Vititoe volunteered to provide an active shooter presentation for the December 13<sup>th</sup> meeting.

Also, the names of the members will be removed from the KPEPC website, listing only businesses represented.

**Communications Committee****Doug Hodges  
Nanci Keenan**

Not Present; no report.

**Drill Planning, Exercise & Training****Keith Hobbs**

Keith Hobbs reported that:

- Active Shooter Drill: Thomas and St. Francis Hospitals conducted an active shooter drill in October. The drills went well.
- New CMS Requirement: A new CMS requirement will become effective November 17<sup>th</sup>, recommending that facilities (nursing homes, transfer centers, long-term facilities, home-health agencies) become members of the KPEPC.
- Hospital Association Hospital Drill: Hospitals in Region III & IV will conduct a 30 minute notice to evacuate 20 percent of the hospital facility population with the region. This tabletop drill will occur after Thanksgiving and before December 8, 2017. This is the first year of a five-year requirement.

**Finance Committee****Janet Briscoe**

Jacque Gumm provided the directors with the Preliminary 2018 KPEPC Budget. She explained that the 2018 budget totals were projected from 2017 income and expenses. Jacque stated that the KPEPC, as well as other LEPC's did not receive the application for the 2017 SERC Grant but hopefully will in 2018. She contacted the West Virginia Department of Homeland Security and Emergency Management (WVDHSEM) who said that the applications were sent out and the closeout date was June 2017. The KPEPC along with Jackson and Cabell counties did not receive the grant application.

Grant Gunnoe suggested that the income budget category for the HMEP Grant be removed from the 2018 budget, since those grant funds cannot be used by the organization. Jacque will remove the HMEP Grant account and re-send to the directors to approve or reject.

MOTION: Keith Vititoe moved to accept the 2018 Preliminary Budget with the removal of the HMEP Grant income category; Keith Hobbs seconded the motion which unanimously passed.

**Hazard Assessment, Planning & Mutual Resources****Keith Vititoe**

Keith Vititoe provided the updates:

- KCS Lock-Down Drills: Kanawha County Schools (KCS) completed lock-down drills for 68 schools, October 23 and 24, 2017.
- Hand-Held Radios Issued: The Kanawha County Commission and Sheriff's Office issued hand-held radios to schools in Kanawha County. Radio reception has been a problem at some of the schools but overall reception-better than expected.
- Security Cameras: New security camera systems have been installed at eight schools.
- National Weather Service (NWS) Site Tour: The NWS is providing enhanced weather procedures for KCS.
- Stop the Bleed Program: Program being implemented at all the schools now with entire staff being trained.
- 911 Training: Metro 911 is teaching classes at all the elementary schools showing students how to call 911.

Keith reported that he has been assisting the CAMC Safety Department on drill planning and security procedures. A walk-through was conducted with the staff at the new CAMC Cancer Center. A walk-through will be conducted at CAMC Women's and Children's Hospital the week of November 13<sup>th</sup>.

C.W. Sigman reported that with the upcoming development of the new Shawnee Regional Park, a vulnerability assessment (HVA) needs to be conducted. People are concerned about the threat of chemical companies located in the vicinity. C.W. Sigman stated that the HVA could be completed online, mailed in, or survey monkey. Krista Farley suggested completing the HVA online but offering hard copies for those that prefer that. We would like the Kanawha Charleston Health Department to review this survey and also to receive input from the KPEPC Board of Directors, General Membership, and Kanawha County Emergency Management. C.W. will send out the HVA once revised.

**Plan, Implementation & Evaluation**

**Tim McDaniel**

Tim McDaniel reported that small changes are being made to the medical annex. C.W. Sigman will send suggested changes to the board membership. A tabletop drill will be held on the assessment at a later date.

**EX OFFICIO MEMBER'S REPORT:**

**C.W. Sigman**

**Grant Gunnoe**

**Frank Chapman**

Local Interstate Traffic Problems: C.W. Sigman reported that the Kanawha County Commission is concerned about the numerous problems on the interstates in our area with the high number of accidents resulting in injuries and fatalities and major traffic delays. Currently emergency responders are working to 2-3 accidents at a time. The Kanawha County Commission has expressed concern about poor lighting along the highways, speeding tractor trailers, and the need for more warning signs. C.W. stated with the recent road bond passing, the Kanawha County Commission drafted a letter to Tom Smith, Cabinet Secretary of WV Dept. of Transportation requesting aggressive changes be made to improve our interstate safety. The KPEPC will send a letter of support as well.

C.W. Sigman reported that he has been proactive in reporting speeding tractor trailers by photographing and reporting speeding trucks to their companies. C.W. encouraged all of us to take the initiative to report these dangerous drivers.

**ADMINISTRATOR:**

**Jacque Gumm**

Jacque Gumm reported that she has been working on the 2018 KPEPC preliminary budget and the 2018 KPEPC election documents.

Jacque stated that the public hearing to comment on the Kanawha Putnam Emergency Management Plan is scheduled for December 5, 2017, at the Putnam County Courthouse from 6:00-8:00p.m.

**NEW BUSINESS:**

C.W. Sigman reported that there is an access road which runs behind Institute toward the river. This road has not been maintained. C.W. is having staff go out there to clear weeds and is working on having this access road paved so that it can be used in the event of an evacuation.

There being no further business, the meeting was adjourned at 1:00 p.m.