



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

January 10, 2018

Hosted by:

**KPEPC**

113 Lakeview Drive  
Charleston, WV 25313

**Members Present:** Marc Crouse, John Dearnell, Krista Farley, Matt Lyons, Tim McDaniel, John Sikora, Seth Staker, Keith Vititoe

**Visitor:** Phillip Fout, Chemours

**Ex-Officio's Present:** C.W. Sigman

**Members Absent:** Keith Hobbs

Krista Farley, Chair, called the Board of Director's meeting to order at 11:45 a.m. Krista welcomed the new members to the board. Keith Vititoe moved to approve the minutes from November 8, 2017 KPEPC Board of Director's meeting; John Sikora seconded the motion and the minutes were unanimously approved as written.

### **2018 ELECTION OF OFFICERS:**

Krista Farley reported that the next order of business was to elect the new 2018 Board of Director's Executive Officers. Jacque Gumm provided the list of 2017 Executive Officers: Krista Farley, Chair; John Dearnell, Vice-Chair, Janet Briscoe, Secretary/Treasurer.

Potential 2018 executive officers were discussed by the directors. Nominations were opened from the floor for executive board positions. Krista Farley nominated Tim McDaniel for the position of board chair. Krista stated that due to job responsibilities that it would be beneficial for her to serve in the Secretary/Treasurer position, assisting Jacque Gumm with financial responsibilities. John Dearnell agreed to remain in the Vice-Chair position. Seth Staker moved to close the nominations and accept the KPEPC 2018 Executive Officers as follows: Tim McDaniel, Chair; John Dearnell, Vice-Chair; Krista Farley, Secretary/Treasurer, Keith Vititoe

seconded the motion and the motion unanimously passed by acclamation. Officers will serve a term of one (1) year from January to December or until such time as their successor is appointed.

Krista Farley identified each KPEPC committee and explained the committee responsibilities. The directors discussed committee chair assignments and selections were made according to areas of expertise (attached). Keith Vititoe moved to accept the 2018 Committee Chairs and Assignments; John Sikora seconded the motion and the motion unanimously passed.

Krista explained that the committee charges evolved from the KPEPC Strategic Plan activity held several years ago. The purpose of creating / reviewing the committee charges was to help the KPEPC provide more value to the community and be a more viable resource in the future. Krista stated that the hope is for the KPEPC to provide resources to businesses in our area. We are trying to market the KPEPC and reach potential members in our area. Examples of these services would be to: Facilitate people to provide needed training to organizations such as shelter-in-place, Continuity of Operations Plan (COOP) via Lunch & Learn sessions. The KPEPC is always involved in community outreach through the South Charleston Community Outreach Program (So. Charleston CAP), Western CAP, DOW Safety Fair, WV Safety EXPO, and WV American Water Safety Fair.

**2018 KPEPC COMMITTEES:**

**KPEPC 2018 Committees**

Business, Membership & Community Outreach	John Sikora; Marc Crouse
Communication Systems Committee	John Dearnell; John Sikora
Drill Planning, Exercise & Training	Keith Hobbs; Keith Vititoe
Finance Committee	Krista Farley
Hazard Assessment & Planning/Mutual Resources	Matt Lyons
Plan Implementation & Evaluation	Seth Staker

Krista reported that the chair of each committee drives their respective committee by soliciting committee member participation and coordinating meetings to achieve committee goals. The monthly Board of Director’s meetings serve as a platform for a brief review of committee activities during the previous month.

**OFFICERS REPORTS:**

Krista Farley reported that the new information packet with 2018 KPEPC Board of Directors, meeting dates, fixed facility leaders etc. was provided to the directors.

**SECRETARY/TREASURER REPORT:**

Jacque Gumm provided the directors with the financial reports ending December 31, 2017, and the Final KPEPC Budget for 2018.

**EX OFFICIO MEMBER'S REPORT:**

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

Health-Care Community Drill: C.W. Sigman reported that there is a need to provide training with the health care community, especially nursing homes. There have always been issues and disconnects concerning emergency response with health care/nursing homes. C.W. stated that the KPEPC has an opportunity to sponsor a drill which would include the health-care community/nursing homes, hospitals, WV Dept. of Health & Human Resources, and fire fighters/emergency responders in these areas.

C.W. suggested planning a large-scale, HSEEP compliant drill by mid-2018. The drill planning would include:

- Training to all health-care facilities, nursing homes and fire fighters
- Educational seminars
- Table-top drill
- Large-Scale Exercise

Warming Shelters: C.W. Sigman reported that there is a need to assist families by providing shelters during inclement weather. Our citizens need to feel that there is a safe place to take their families with homeless shelters not being an option. C.W. reported that United Way is holding a meeting this afternoon to address this issue.

**ADMINISTRATOR:**

New Membership Applications: Jacque Gumm reported that two membership applications have been received: Phillip Fout of Chemours who will assist Matt Lyons; Meredith Pride of Appalachian Center for Independent Living. John Dearnell moved to approve the new membership applications; John Sikora seconded the motion which was unanimously approved.

Jacque Gumm reported that she will be working on updating the KPEPC membership list. She and Krista Farley will be working on identifying new members for the KPEPC.

KPEPC General Membership Meeting Date Change: Jacque Gumm asked the directors if they had any objections to changing the KPEPC General Membership meeting from January 31 to February 28<sup>th</sup> due to meeting room availability and scheduling conflicts. There being no objections, Jacque will send out a notice to the membership regarding the meeting date changes.

KPEPC Office Relocation: Krista Farley stated the American Red Cross (ARC) has offered the KPEPC an office next door from their present location, rent free. Currently the KPEPC has two offices with a storage closet which is located at the back door of the building. Due to security issues, the ARC wants to move their office administrator, Tanya Oakes to that location. Details of this move and storage issues will be addressed.

**NEW BUSINESS:**

Seth Staker reported that he has been working with Meredith Pride, Advocacy Specialist for Appalachian Center for Independent Living. To develop a vulnerable population sub-committee working to develop community outreach in those areas.

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