



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

February 14, 2018

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

Members Present: Marc Crouse, John Dearnell, Krista Farley, Keith Hobbs, Tim McDaniel, Seth Staker, Keith Vititoe

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

Members Absent: Matt Lyons, John Sikora

Tim McDaniel, Chair, called the Board of Director's meeting to order at 11:45 a.m. Seth Staker moved to approve the minutes from January 10, 2018, KPEPC Board of Director's meeting; Keith Hobbs seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

Chair:

Tim McDaniel

Tim McDaniel suggested that we use this meeting as a working meeting to brainstorm ideas on how we can promote the KPEPC and discuss the direction of the committees for 2018.

Vice Chair:

John Dearnell

No Report

Secretary/Treasurer:

Krista Farley

Jacque Gumm provided the directors with the financial report ending January 31, 2018. Krista Farley reported that she, Tim, McDaniel, C.W. Sigman, and Jacque Gumm met prior to the board meeting to discuss plans to grow KPEPC membership. Some of the larger companies are going away and we need to keep in mind that KPEPC contributions are voluntary. Krista stated that she had been working on a new membership packet which she will update and send out to the

directors. We want to identify ways that the KPEPC can benefit their members/businesses and asked for ideas from the board.

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

Tim 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.

Business, Membership & Community Outreach: **John Sikora; Marc Crouse**
John Sikora, Not Present. Tim McDaniel stated that there will be a big focus this year to increase KPEPC membership and increase company interest.

C.W. Sigman suggested combining efforts of Business, Membership & Community Outreach Committee with Drill Planning, Exercise & Training. C.W. stated that the KCHD is organizing a meeting of health-care facilities (hospitals, nursing homes, emergency management) reaching out to the community. 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. There have always been issues and disconnects concerning emergency response with health care/nursing homes.

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

Tim McDaniel stated that the KPEPC needs to be noticed in the community. We can network through organizations like Business-After-Hours, Area Alliance, Chambers of Commerce, etc. Grant Gunnoe stated that we have to be realistic about the focus of the KPEPC. 20-30 years ago, the chemical industry was the primary focus which enabled the organization to expand. Currently, chemical industries are declining. We still have many of these chemical facilities with many of the previous issues. Enormous downsizing in the facilities causes concern with fewer

employees and maintenance on the old facilities. Keith Vititoe stated that many of the permanent employees with years of experience have been replaced with contract labor in these facilities. Grant Gunnoe suggested that the KPEPC may need to expand their focus on health care in our area. Krista stated that our citizens are more aware of disasters and response. The counties need to have a plan and work to take care of our citizens.

Krista Farley provided a membership packet for the directors to review. Krista stated that the document needs to be finalized and distributed before the March meeting.

Communications Systems Committee:

John Dearnell; John Sikora

John Sikora-Not Present. C.W. Sigman stated that we need a replacement for the Hotline radio system. John Dearnell stated that most of the plants use siren units. He has talked with Dave Erwin who has available hand-held radios that, once programmed, can be distributed to the plants. John stated that he and C.W. Sigman can distribute these.

Drill Planning, Exercise & Training:

Keith Hobbs; Keith Vititoe

Keith Hobbs reported the WV Hospital Association held its Region III and IV, low notice - no notice exercise December 5, 2017. The scenario was for hospitals to evacuate, which Thomas Hospital was chosen to do. Arrangements were made with Kanawha County Emergency Management to make arrangements to transport patients.

Keith also reported that a meeting is planned to review new rules from the WV Office of Healthcare Facilities and Licensure and Certification (OHFLAC) for emergency preparedness and working with emergency management and response agencies.

Keith Vititoe reported that Kanawha County Schools conducted lockdown/active shooter drills at all 70 schools in the month of January and will have one more round of these drills for each school to complete. Each Kanawha County School has to conduct four of these drills per year. The teacher strike caused a postponement in our February drills so we will have to wait until late March to start again. The county-wide shelter in place drill scheduled for February 15th had to be postponed also due to the strike.

Frank Chapman reported that Putnam County has a meeting scheduled for planning of a table-top drill. They will be coordinating efforts with the FBI and Toyota involving an active shooter scenario. Once the table-top drill is held, a functional, full-scale exercise may be planned.

Hazard Assessment & Planning/Mutual Resources:

Matt Lyons

Not Present. C.W. Sigman reported that he will send the revised changes of the Health & Medical Annex (A08) of the Kanawha Putnam Emergency Management Plan (The Plan) to Tim McDaniel. This revised annex can be presented to the KPEPC General Membership at the February 28th meeting.

Plan Implementation & Evaluation (PIE):

Seth Staker

Seth Staker discussed his role as chairman of the committee. C.W. Sigman stated that the PIE committee becomes involved to review incidents involving hazardous chemicals when The Plan is activated or at the KPEPC Executive Committee's request.

EX OFFICIO MEMBER'S REPORT:

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

Grant Gunnoe stated the biggest problem in Charleston at this time is the vagrancy problem. Grant stated that United Way, Salvation Army, KCHD are working on training and providing warming shelters during frigid temperatures.

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:

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. Also, Jacque has updated the KPEPC website

Jacque reported that she had attended the So. Charleston CAP, the Western CAP meetings

NEW BUSINESS:

Jacque Gumm reported that the WV Safety EXPO is scheduled for May 9-12, 2018.

There being no further business, the meeting was adjourned at 12:52 p.m.