



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

April 11, 2018

Hosted by:

**KPEPC**

113 Lakeview Drive  
Charleston, WV 25313

**Members Present:** Marc Crouse, John Dearnell, Krista Farley, Phillip Fout, Keith Hobbs, Tim McDaniel, John Sikora, Seth Staker,

**Ex-Officio's Present:** Frank Chapman

**Members Absent:** Keith Vititoe

Tim McDaniel, Chair, called the Board of Director's meeting to order at 11:50 a.m. Krista Farley moved to approve the minutes from February 14, 2018, KPEPC Board of Director's meeting; Seth Staker seconded the motion and the minutes were unanimously approved as written. The March 14, 2018 Board of Director's meeting was cancelled due to lack of a quorum.

### **OFFICERS REPORTS:**

**Chair:**

**Tim McDaniel**

Tim McDaniel stated that previously we suggested using a board meeting as a working meeting to brainstorm ideas on how we can promote and grow the KPEPC and discuss the direction of the committees for 2018. We will plan on a brainstorming session at our May board meeting.

Tim reported that there had been a request from a new member to attend the KPEPC board meeting. We reviewed the KPEPC By-Laws and there are no restrictions for visitors at the meetings.

**Vice Chair:**

**John Dearnell**

John Dearnell reported that C.W. Sigman is checking on the status of the radios, looking for a replacement for the Hotline radio system. John Sikora mentioned that the response on the

weekly emergency disaster radio test is low. Primarily the fixed facilities are the only responders. The various radio rests were discussed.

**Secretary/Treasurer:**

**Krista Farley**

Krista Farley, Chair provided the directors with the financial report ending March 31, 2018. The checking account balance is \$46,490.72; reserve account balance is \$86,099.06, totaling \$132,589.78.

Krista reported that the membership packet has been created and she suggested the directors review the packet and send any changes to her by Monday.

Jacque Gumm reported that she will be sending out 2018 KPEPC contribution letters by the end of April.

**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 reported that the KPEPC will be participating in the Safety EXPO starting May 9<sup>th</sup>. John also suggested that the KPEPC create a newsletter to be sent out quarterly to keep people apprised of activities and upcoming events.

Jacque Gumm reported that she has four new KPEPC membership applications: Melinda Sprouse - Eastbrook Nursing Facility; Randy Shamblin - Meadowbrook Acres Nursing Center; Stacy Wickline – Stonerise at Home; Brad Hartley – WV Dept. of Homeland Security & Emergency Management. The board approved the new KPEPC members.

Jacque Gumm stated that we have a list of companies that report Tier II information but are not currently members of the KPEPC. Once the KPEPC Membership Packet is finalized, we can provide this information to these companies and hopefully acquire them as new participating members. Krista Farley suggested including the companies that house above ground storage tanks. We can need to obtain this information from C.W. Sigman.

**Communications Systems Committee:**  
No Report

**John Dearnell; John Sikora**

**Drill Planning, Exercise & Training:**

**Keith Hobbs; Keith Vititoe**

Keith Hobbs reported that Thomas Health Systems and other area hospitals, medical facilities, nursing homes etc. were represented at the recent Centers for Medicare-Medicaid Services (CMS) training sponsored by the Kanawha-Charleston Health Department and Putnam County Health Department, March 29, 2018. The purpose of the training was to engage facilities covered under CMS Emergency Preparedness Rule with integrating core elements of response: Emergency Plans, Policies and Procedures, Communication Plans, and Training and Exercise requirements with community all-hazard planning and preparedness partners to promote a more coordinate response within the facility, across health care providers, and with state and local health departments and emergency systems.

Keith Vititoe was not present.

**Hazard Assessment & Planning/Mutual Resources:**

**Phillip Fout**

No Report. Matt Lyons will be serving our country on deployment from May through September, 2018. Phillip will be representing Matt on the KPEPC board.

**Plan Implementation & Evaluation (PIE):**

**Seth Staker**

Seth Staker stated that at the CMS meeting March 29<sup>th</sup>, information was discussed from the health care and special needs community. We may need to review the Health & Medical functional annex A08. Tim McDaniel suggested that the board review the entire Emergency Management Plan throughout the year. Tim stated that reviewing the Plan will help us become more familiar with the contents. Seth Staker stated that although the KPEPC is the holder of The Plan, the counties provide guidance. We can review the entire Plan throughout this year.

Frank Chapman suggested that Jacque Gumm contact the WV SERC regarding WV LEPC's review requirements. In 2005 the WV SERC came out with roles of the LEPC's. Website is [www.RRT6.org](http://www.RRT6.org). Frank stated that the Putnam County Emergency Response Commission is required to review their requirements annually.

**MOTION:** Krista Farley made the motion for the PIE Committee, chaired by Seth Staker, will compile an overview of each section of the Plan and provide it with a copy of that section by the Wednesday before the monthly KPEPC Board of Director's meeting and include on the Agenda a segment of time to discuss the particular annex. John Sikora seconded the motion which unanimously passed.

**EX OFFICIO MEMBER'S REPORT:**

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

Frank Chapman reported that Putnam County met at Toyota Motor Manufacturing in March for planning of a table-top drill, tentatively scheduled for April 24, 2018. 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.

Frank Chapman reported that Cabell County has a new app "Heads Up Community" which will provide updates on construction information and emergency notifications. This app will be run by the emergency response community. Frank provided updates on the road construction phases for I-64.

**ADMINISTRATOR:**

No Report.

**NEW BUSINESS:**

Krista Farley reported that the American Red Cross is sponsoring the Sound the Alarm-Save A Life. This campaign which was rescheduled from September, 2017 due to many storm emergencies at that time. The Kanawha County Smoke Alarm Installation Rally Event is scheduled for Saturday, April 28, 2018, at the American Red Cross building. Krista state that they are looking for approximately 50 volunteers to assist in this campaign. The campaign will begin April 28 through May 13, 2018.

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