



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

May 16, 2018

Hosted by:

**KPEPC**

113 Lakeview Drive  
Charleston, WV 25313

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

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

**Members Absent:** Marc Crouse, Keith Vititoe

Tim McDaniel, Chair, called the Board of Director's meeting to order at 11:50 a.m. John Sikora made the motion to approve the minutes from April 11, 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 stated that previously, we had 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 June board meeting.

Jacque Gumm reported due to meetings at the American Red Cross the week of June 11<sup>th</sup>, the KPEPC will need to find another location for the June 13<sup>th</sup> board meeting or change the date of the meeting. After discussion, the directors agreed to change the date of the June meeting to Wednesday, June 27<sup>th</sup>.

**Vice Chair:**

No Report.

**John Dearnell**

**Secretary/Treasurer:**

**Krista Farley**

Krista Farley, Chair provided the directors with the financial report ending April 30, 2018. The checking account balance is \$41,979.49; reserve account balance is \$86,120.29, totaling \$128,299.78. Krista reported that Jacque Gumm mailed the 2018 KPEPC contributions letters and invoices and has received \$4,975 through May 15<sup>th</sup>.

Krista reported that she contacted Melissa Cross at WV Division of Homeland Security & Emergency Management (WVDHSEM) regarding the status of the 2018 HMEP & SERC grants. We have not received a return call. The KPEPC did not receive a SERC grant in 2017. C.W. Sigman suggested contacting Brad Hartley at WVDHSEM regarding the status of the grants.

Jacque Gumm reported that she had tried to contact Dr. Matt Blackwood and David Hoge of WVDHSEM to check on the status of the UAV-Drone grant but hasn’t received a response.

Krista reported that the membership packet has been revised and is current.

**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

**Business, Membership & Community Outreach:**

**John Sikora; Marc Crouse**

John Sikora reported that the he and Jacque Gumm represented the KPEPC at the WV Safety EXPO May 9<sup>th</sup> & 10<sup>th</sup>. John stated that there seemed to be fewer vendors this year.

Jacque Gumm reported that she has two new KPEPC membership applications: Leslie Farley of South Charleston Unity Apartments and Debbie Wolfingbarger of Personal Touch Home Care of WV, Inc. The board approved the new KPEPC members.

**Communications Systems Committee:**

**John Dearnell; John Sikora**

John Dearnell reported that progress had been made by Putnam County and Toyota Motor Manufacturing sponsoring an active shooter table-top drill, held April 24<sup>th</sup>. The drill was a big success and was supported by the FBI, US Customs, fire, police and emergency medical services. The executives from Toyota participated in the drill and are currently working to improve their company’s safety/security plan. Toyota will be purchasing communication equipment to tie in with Putnam County EMS. John Dearnell reported that he still needs to contact Dave Erwin and C.W. Sigman, looking for a replacement for the Hotline radio system.

**Drill Planning, Exercise & Training:**  
No Report.

**Keith Hobbs; Keith Vititoe**

Keith Vititoe was not present.

Centers for Medicare and Medicaid Services (CMS):

Seth Staker reported that November 2017, a law was passed that all CMS funded facilities must be involved in emergency preparedness. Janet Briscoe reported on the CMS federal program at the March 28<sup>th</sup> KPEPC General Membership meeting. Also, an information meeting was held March 29<sup>th</sup>, involving representatives from the health care community. The purpose of this meeting is to engage facilities covered under the 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 coordinated response within the facility, across health care providers, and with state and local public health departments and emergency systems. Once planning was complete, the KPEPC was to sponsor a table top Health Care Community Drill this spring/summer, to identify if CMS requirements were being met.

Seth reported that due to the recent emergency of the Hepatitis A outbreak, the CMS drill has been put on hold. All the attendees of the information session will be informed.

C.W. Sigman mentioned that CMS requirements are to hold a drill or evaluate an incident. We could meet with all of the health-care community to evaluate the emergency response to the Hepatitis A outbreak. C.W. suggested contacting Rob Johnson of the Kanawha County emergency management staff to assist and coordinate with all of the health-care providers. Seth will research this possibility. Seth mentioned that he will check on timing and deadlines that are to be met with CMS. C.W. and Seth will discuss.

**Hazard Assessment & Planning/Mutual Resources:**  
Not Present; No Report.

**Phillip Fout**

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

**Seth Staker**

It was discussed at the last board meeting that the entire Kanawha Putnam Emergency Management Plan (The Plan) needs to be reviewed each year. Tim stated that reviewing the Plan will help us become more familiar with the contents. C.W. Sigman stated that the KPEPC Board will review The Plan. If any changes are identified, the revisions will be noted, showing previous and revised content. The board then votes to approve the changes then they are presented to the KPEPC General Membership for approval. Seth stated that he will begin reviewing sections of The Plan then send to Jacque to forward to the directors.

Seth Staker asked if the Hazard Vulnerability Assessment (HVA) on the KPEPC website is the most recent. There is a need to complete a new HVA. Seth stated that KCHD is required to do a new Health Risk Assessment. The HVA can be completed by Survey Monkey which Seth will be able to utilize from the KCHD. C.W. Sigman suggested taking the HVA to several agencies i.e. hospitals, health departments, Shawnee Park Corp. etc., so that we can combine efforts.

**EX OFFICIO MEMBER'S REPORT:**

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

C.W. Sigman reported on two meetings that he has attended with state officials regarding traffic incident management, orange barrel projects-(being proactive in reducing accidents and diverting traffic), and infrastructure issues. It was suggested at these meetings to schedule bi-monthly meetings with all the stakeholders: state and county officials from Kanawha and Putnam counties, Kanawha, Charleston, and Putnam County Emergency Managers, Kanawha and Putnam County Sheriff officials, fire departments, WV State Police, and WV Dept. of Highways. C.W. Sigman asked the directors their thoughts on running this initiative through the KPEPC. Putnam County is already deeply involved with these traffic diversion and construction issues. Our stakeholders can benefit by meeting with and discussing their findings involving the traffic diversion and construction issues.

**ADMINISTRATOR:**

Jacque Gumm reported that she had attended the following meetings in May.

- Metro 911 Board meeting – May 1<sup>st</sup>
- WV Safety EXPO-May 9<sup>th</sup> & 10<sup>th</sup>
- Western CAP-May 21<sup>st</sup>

Jacque reported that the 2018 KPEPC Contribution letters were mailed out May 1<sup>st</sup> and payments are being received.

The speakers for the KPEPC General Membership meeting, May 30<sup>th</sup> will be the US Army Corp. of Engineers, reporting on the Bluestone Dam Project Update.

Jacque stated that with the KPEPC Membership Packet finalized, we can send this information to the list of companies listed in the Tier II report that aren't currently members.

**NEW BUSINESS:**

Krista Farley reported that the Sound the Alarm-Save A Life campaign sponsored by the American Red Cross, April 28 through May 13, 2018, has been a big success.

There being no further business, the meeting was adjourned at 12:50 p.m.