



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

June 27, 2018

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

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

Members Absent: John Sikora

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

Tim McDaniel, Chair, called the Board of Director's meeting to order at 11:38 a.m. Krista Farley made the motion to approve the minutes from May 16, 2018, KPEPC Board of Director's meeting; Seth Staker seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

Chair:

Tim McDaniel

Tim McDaniel stated that he wanted to use this 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.

Vice Chair:

John Dearnell

No Report.

Secretary/Treasurer:

Krista Farley

Krista Farley, Chair provided the directors with the financial report ending May 31, 2018. The checking account balance is \$48,225.67; reserve account balance is \$86,142.23, totaling \$134,367.90. Krista reported that Jacque Gumm has received \$13,175.00 in 2018 contributions through June 27th; leaving \$56,439.00 unpaid.

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 was not present. Marc Crouse-No Report.

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 24th. 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:

Keith Hobbs; Keith Vititoe

Keith Hobbs reported that he has been working with home health agencies in So.Charleston to prepare for a table top exercise.

Seth Staker reported that meetings were held March 28, 2018, involving representatives from the health care community. The purpose of the meeting was 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 stated that due to the recent emergency of the Hepatitis A outbreak, the CMS drill had to be postponed. 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. stated that a drill/evaluation needs to be completed by the end of July in order for agencies to meet CMS requirements. Seth Staker stated that a review can be held at Kanawha Charleston Health Department (KCHD). Seth will work with C.W. on planning.

Keith Hobbs reported that Lillian Morris had served fifteen years as Regional Coordinator for the Hospital Association. Lillian will be retiring from this role and a new regional coordinator will be appointed.

MOTION: Seth Staker moved to send a letter of recognition to Lillian Morris for her years of service and support to the emergency management community and the KPEPC.

Keith Vititoe reported that he has been working on drill planning for Kanawha County Schools for the upcoming school year.

Hazard Assessment & Planning/Mutual Resources:

Phillip Fout

Not Present; No Report.

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 bring any questionable findings to the board.

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 that September is National Preparedness Month and October is Fire Prevention Month. We need to plan for these initiatives as soon as possible.

Frank Chapman discussed the traffic control situation in Putnam County. With all of the construction there have been numerous traffic citations issued for speeding in construction zones, numerous accidents and a tremendous overload on traffic control. Frank stated that he had contacted two delegates to introduce a bill in the legislature to cover extra salary expenses for additional dispatchers used during traffic and construction zones, helping do license check information for Law Enforcement.

ADMINISTRATOR:

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

- So. Charleston CAP – June 11th
- Western CAP – June 25th

Jacque reported that she received the 2018 SERC Grant Application from the WV State Emergency Response Commission (WV SERC). The dual county grant is for \$4,000 and can be used for KPEPC expenditures.

Jacque stated that she had contacted Dr. Matt Blackwood and David Hoge of the WVDHSEM regarding the status of the UAV (Drone) Grant but had not received an update. C.W. Sigman stated that the progress of this grant had been slowed down. C.W. suggested being proactive by moving forward with training on the drones.

NEW BUSINESS:

There being no further business, the meeting was adjourned at 12:45 p.m.