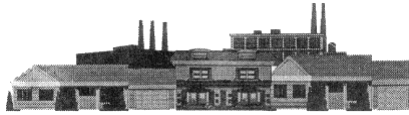


KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE



Managing our Risk Together

Combined General Committee Meeting Board of Director's Meeting

December 12, 2018
Saint John XXIII Pastoral Center
South Charleston, West Virginia

Tim McDaniel, Chair, called the KPEPC General Membership Meeting to order at 12:00 p.m. Keith Hobbs moved that the minutes of the September 26, 2018, meeting be approved; Michael Smith seconded the motion and the minutes were unanimously approved as written.

Attendees introduced themselves and gave the name of their company / organization.

2019 KPEPC Board of Director's Election:

Jacque Gumm reviewed the election procedures with the members and provided a list of eligible nominees and eligible voters.

One KPEPC Board of Director completed his 3-year term and is eligible for re-election: Tim McDaniel. Jacque Gumm called for nominations from the floor. There being none, John Dearnell, Vice Chair moved to close nominations; Rick King seconded the motion which unanimously passed.

PROGRAM: Hazard Vulnerability Assessment

PRESENTER: C.W. Sigman, Director-Kanawha Co. Dept. of Homeland Security & Emergency Management

C.W. Sigman explained that there is a need to perform a Hazard Vulnerability Assessment (HVA) periodically. A hazard identification and risk assessment provides the factual basis for activities proposed in a hazard mitigation plan. An effective risk assessment informs proposed actions by focusing attention and resources on the greatest risks in our area. C.W. Sigman provided the members with a Hazard and Vulnerability Assessment Tool (attached), which lists potential hazards and threats with the probability of the occurrence, the impact on human life and property, and the need for additional preparedness in the areas identified. The findings of this HVA will identify the need for planning and preparedness training in Kanawha and Putnam Counties. C.W. will provide the findings of the HVA at the next KPEPC General Membership meeting.

Review of the Weather Emergencies Hazard Index-B01

C.W. Sigman explained that review of the Kanawha Putnam Emergency Management Plan (The Plan) are required annually. C.W. stated that disconnects were identified from the response of the last weather emergency/floods with communications to health responders and aftermath response. C.W. reviewed and explained all the minor changes to the Weather Emergencies-B01 annex.

Aaron Jones moved to accept the changes to the Weather Emergency-B01 Hazard Annex; Carl Baldwin seconded the motion which unanimously passed.

OFFICERS REPORTS:

Chair

No Report

Tim McDaniel

Vice Chair:

No Report

John Dearnell

Secretary/Treasurers Report:

Krista Farley

In the absence of Krista Farley, Chair, Jacque Gumm provided the members with the Financial Reports through November 30, 2018. The checking account balance is \$79,346.84; reserve account is \$86,278.37. Jacque Gumm provided the membership with the 2019 KPEPC Preliminary Budget. Jacque explained the 2019 budget categories and amounts. The budget was approved by the KPEPC Board of Director’s November 14th. Keith Hobbs moved to accept the KPEPC 2019 Budget; Tim McDaniel seconded the motion which unanimously passed.

KPEPC Committees / Committee Chairs:

Business, Membership & Community Outreach
Communication Systems Committee
Drill Planning, Exercise & Training
Finance Committee
Hazard Assessment, Planning & Mutual Resources
Plan Implementation & Evaluation

John Sikora/Marc Crouse
John Dearnell/John Sikora
Keith Hobbs/Keith Vititoe
Krista Farley
Matt Lyons
Seth Staker

Business, Membership & Community Outreach

Not Present; No Report

John Sikora/Marc Crouse

Communication Systems Committee

No Report

John Dearnell/John Sikora

Drill Planning, Exercise & Training

Keith Hobbs reported that the Region III & IV CST Surge Exercise was held November 13, 2018, and everything went well. The Improvement Planning Health Conference was held Tuesday, November 20th. The after-action report will be available at a later date.

Keith Hobbs/Keith Vititoe

Hazard Assessment & Planning/Mutual Resources

No Report.

Matt Lyons

Plan Implementation & Planning

Seth Staker

Seth Staker stated that he and C.W. Sigman have discussed reviewing several annexes that haven't been reviewed for quite a while:

- A01 - Public Warning
- A03 - Communications
- A07 - Mass Care
- B05 - Terrorism
- B06 - Bomb Threat

Seth Staker stated that reviewing The Plan will be an involved process, requiring input from community stakeholders and assistance from the Kanawha and Putnam County and City of Charleston OES directors. Previously, C.W. Sigman suggested that the PIE Committee coordinate a small group of involved representatives to rewrite annexes that need to be reviewed.

Once Plan revisions are completed, they will be presented to the Hazard Assessment & Planning/Mutual Resource Committee for review and approval before presenting to the KPEPC General Membership.

ADMINISTRATOR'S REPORT:

Jacque Gumm reported that she had attended the So. Charleston CAP, Western CAP, and Metro 911 meetings. Also the annual public hearing was held December 3rd, 2018, at the Kanawha County Courthouse, offering the public a chance to review the Kanawha Putnam Emergency Management Plan. Dave Armstrong and Mike Oakley of Kanawha County Emergency Management; Tim McDaniel and Jacque Gumm represented the KPEPC. No one from the public attended.

Jacque also reported that the KPEPC website is being upgraded and is currently being hosted by My Virtual Advantage. The website is currently under construction, so you should see some changes very soon. The KPEPC will also be interfacing more on social media. Jacque will keep the membership updated.

NEW BUSINESS:

C.W. Sigman reported that CSX will be attending the West Virginia Public Safety EXPO May 8-11, 2019. They will be providing specialized mass casualty hazmat training prior to the EXPO.

Meeting Adjourned: 1:00 p.m.