



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

January 9, 2019

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

Members Present: Marc Crouse, John Dearnell, Krista Farley, Keith Hobbs, Matt Lyons, Seth Staker, Keith Vititoe

Members Absent: Tim McDaniel, John Sikora

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

In the absence of Tim McDaniel, Chair, John Dearnell called the Board of Director's meeting to order at 11:55 p.m. Matt Lyons made the motion to approve the minutes from November 14, 2018, KPEPC Board of Director's meeting; Keith Hobbs seconded the motion and the minutes were unanimously approved as written.

OFFICERS REPORTS:

Chair:

Not Present; No Report.

Tim McDaniel

Vice Chair:

No Report.

John Dearnell

Secretary/Treasurer:

Krista Farley provided the directors with the financial report ending December 31, 2018. The checking account balance is \$76,376.56; reserve account balance is \$86,360.63 totaling \$162,737.19.

Krista Farley

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**
 Not Present; No Report.

Marc Crouse-Not Present; No Report.

Communications Systems Committee: **John Dearnell; John Sikora**
 No Report.

Drill Planning, Exercise & Training: **Keith Hobbs; Keith Vititoe**
 Keith Hobbs reported that Thomas Health System completed active shooter training at both hospitals. Stop-the-Bleed, train-the-trainer training will be held January 31st for the hospital staff then all employees will be trained.

Kanawha County Schools Update: Keith Vititoe reported that lock-down drills are scheduled for January 28th and preparations are currently being made. Reverse evacuation drills are being planned. These drills start as a fire drill then go into reverse evacuation.

Keith will be providing active shooter training the week of January 14th; training at the Sissonville Fire School; 3-day training at the Safety EXPO in May.

Bayer CropScience donated \$75,000 for shelter-in-place training at the Raglin School.

Hazard Vulnerability Analysis (HVA) Results: C.W. Sigman reported on the results of the Hazard Vulnerability Analysis (HVA) that was completed at the KPEPC General Membership meeting, December 12, 2018. C.W. stated that Active Shooter threat was identified in the top six threats. These findings will need to be added to the Mass Casualty Annex.

Findings from the HVA analysis rated threats as: 1) Fire 2) Drug Abuse/Homelessness 3) Inclement Weather 4) Seasonal Flu 5) Active Shooter 6) HazMat. These findings will affect the Mass Casualty Annex.

Shelter-In-Place Training: C.W. Sigman also reported that at the Kanawha County Commission meeting it was discussed that the KPEPC has not presented any Shelter-In-Place (SIP) Training for some time. The KPEPC needs to reach out to the public. C.W. stated that he will be doing more training in Kanawha County and he would like to have participation from the KPEPC.

C.W. requested that the KPEPC participate in upcoming festivals, health fairs etc. and provide SIP training. The KPEPC committees need to meet to determine how upcoming training can be incorporated and determine what we can provide as handouts for training participation i.e. flashlights.

Mass Casualty Training: C.W. Sigman stated that there is mass casualty training coming up the week prior to the WV Safety EXPO. Amtrak will be coming in prior to the WV Safety EXPO. He stated that citizens have requested to conduct a mass casualty drill.

C.W. reported that the Kanawha County Commission President requested that the KPEPC bring back Wally Wiseguy. The Wally Wiseguy Program can be obtained from a company in Texas.

John Dearnell reported that the state EMS office is trying to push out state-wide training for EMS training for law enforcement, hospitals etc. A train-the-trainer is being held January 22nd at Flatwoods, West Virginia. The state wants to push this out to rural areas as well.

Stop the Bleed Training: C.W. Sigman reported that the WVDHSEM is pushing out the Stop the Bleed training. John Dearnell stated that Putnam County is training all of their teachers.

Hazard Assessment & Planning/Mutual Resources:

Matt Lyons

Matt requested information on his committee's activities. Jacque will send him information on previous committee charges for direction.

Plan Implementation & Evaluation (PIE):

Seth Staker

Seth Staker reported from the KCHD area, the threshold of Hep-A cases has decreased and is on the downward trend-hopefully. The KCHD staff is working with Kanawha Ambulance Authority to do outreach vaccinations. This may be the "new normal".

Seth reported that he prepared a Jurisdictional Health Risk Assessment for KCHD and can provide results. C.W. stated that it would be helpful to include this information in the HVA and Seth will provide this.

Seth talked with the Appalachian Center for Independent Living (Meredith Pride, Larry Paxton) and the WV Access & Functional Needs Group regarding a grant request which they have submitted, to develop preparedness kits to people with functional needs.

Seth Staker reported that the Basic Plan of the Kanawha Putnam Emergency Management Plan (The Plan) had been sent to the directors for review. No comments or corrections have been received at this time. 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. Krista Farley stated that Jacque revised the entire Plan in MS Word, removing headers, synchronizing footers, and listing the revision date and reviewed annually.

C.W. and Grant Gunnoe discussed the Plan meeting FEMA requirements of “Emergency Support Functions”. Also, C.W. requested a document to be attached to The Plan stating that The Plan is reviewed and updated annually where needed, based on occurring events. A public hearing is held annually for public review and comment. Seth will create this document and send to C.W. for review.

EX OFFICIO MEMBER’S REPORT:

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

C.W. Sigman reported that there were three (3) fire fatalities during 2018. Each case involved elderly or low economic people. The challenge is to find a way to reach out to these populations. Krista Farley stated that we could brainstorm to identify captive audiences.

Grant Gunnoe discussed including a public announcement section in the telephone directory regarding the emergency siren functions. Jacque Gumm reported that she wasn’t aware that this announcement had been included in the directory. Grant discussed the issue with Matt Blackwood, who stated that this was a public service requirement in the past and was done as a public service-no charge. Jacque will check into this and report back.

Seth Staker moved that the KPEPC investigate incorporating disaster siren information in the public announcement section of the telephone directories.

ADMINISTRATOR:

Jacque Gumm reported that she has been updating and revising the KPEPC membership in preparation for KPEPC 2019 Contributions. We are currently working with Andrea Smock of My Virtual Advantage on updating the KPEPC website.

Jacque asked C.W. Sigman if he could provide HVA results at the KPEPC General Membership meeting, February 6th. C.W. agreed to provide HVA results and Keith Vititoe to speak on active shooter.

NEW BUSINESS:

Matt Lyons reviewed the provided the Risk Management and Emergency Response Plan for Chemours, identifying the chemicals included, to the KPEPC. Jacque will file the document and provide Matt with a confirmation of receipt.

There being no further business, Seth Staker moved to adjourn the meeting; Keith Vititoe seconded the motion and the meeting was adjourned at 1:05 p.m.

