



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

March 13, 2019

Hosted by:

**KPEPC**

113 Lakeview Drive  
Charleston, WV 25313

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

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

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

Tim McDaniel, Chair, called the Board of Director's meeting to order at 11:50 p.m. Matt Lyons moved to approve the minutes from January 9, 2019, KPEPC Board of Director's meeting; John Sikora seconded the motion and the minutes were unanimously approved as written.

**KPEPC Website Presentation by Andrea Smock, Owner, My Virtual Advantage (MVA):**

The KPEPC contracted the services of My Virtual Advantage (MVA), Andrea Smock, owner, to redesign and implement a new website. MVA has set up the new website using a content management platform. Once the KPEPC staff is trained and the website goes live the KPEPC will maintain the website which will eliminate the high website charges by our previous contractor, Citynet.

Andrea previewed the website with the board explaining that we were trying to make the website more manageable and user friendly. She explained that a feature will be added to the bottom of the first page featuring a KPEPC member and their business. Andrea reviewed each section asking the directors for additions or corrections. Jacque will provide the link to the board members for closer review.

**OFFICERS REPORTS:**

**Chair:**

**Tim McDaniel**

Tim McDaniel apologized for being away from the board responsibilities due to surgery. Tim stated that he plans to become more involved and attend more events. We do, however, need to get early notification of upcoming events that we can participate in.

C.W. Sigman stated that attendance is down at the general membership meetings and we need to get more people involved with the organization.

Grant Gunnoe attended a meeting where the overall changes in the Kanawha valley were discussed. The state is putting more pressure on emergency management about reaching out. We need to get more community output. A lot of the things that the KPEPC used to do, are being demanded by the state, county, and city that we work for. Many functions that the KPEPC used to be involved with are now being handled by other agencies and interest is declining.

Keith Hobbs stated with the health care facilities, there is the health care coalition that the hospitals abide by at no cost. Grant stated that the KPEPC has always been a model LEPC due to involvement with the chemical industry but the face of the KPEPC is dramatically changing.

Seth Staker stated, collaboration building should be the key to the KPEPC surviving. The KPEPC can be involved in shelter-in-place, chemical or transportation response, and serve as drill monitors. C.W. stated the buzz words today are active shooter, stop-the-bleed, and terrorism. C.W. stated that there will be training in September and October at Columbia Gas. Grant asked "what is the KPEPC going to bring to the table". Grant suggested the KPEPC could visit small businesses and provide them information and resources that they can utilize. Possibly provide a group training for these small businesses.

C.W. stated that the KPEPC needs to take action. Grant stated that the support of the chemical companies is going away. He said that we need to find what the KPEPC can provide for people.

**Vice Chair:**

**John Dearnell**

No Report.

**Secretary/Treasurer:**

**Krista Farley**

Krista Farley provided the directors with the financial report ending February 28, 2019. The checking account balance is \$63,236.92; reserve account balance is \$86,491.95 totaling \$149,728.87.

**2019 KPEPC COMMITTEES:**

**KPEPC 2019 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 week of March 18-22, 2019 is Severe Weather Awareness Week with a State-Wide Tornado Drill being held Tuesday, March 19<sup>th</sup> at 10:30 a.m. The warning will be realistic and the sirens will be set off.

John stated that he plans to add a KPEPC newsletter to the KPEPC website. Also, John agreed to help with the upcoming Safety EXPO.

Marc Crouse-Not Present; No Report.

**Communications Systems Committee: John Dearnell; John Sikora**

John Dearnell reported that he had put out the “help the KPEPC” statement at the general membership meeting. Tim stated that the KPEPC needs to reinvent itself. Krista Farley stated that the KPEPC can reinvent itself. There are many subject matter experts on the board and we can participate in the matters that we have knowledge in. But we only know what we know. C.W. Sigman stated that Kanawha County Department of Homeland Security and Emergency Management is providing at least two presentations a day. Tim stated that if the KPEPC was invited, we would participate.

Seth Staker suggested that the KPEPC host a community information session for community outreach. C.W. stated that Monday, March 18<sup>th</sup>, there is an information session at the Shrine Temple offering information on Stop-the-Bleed, Shelter-In-Place, Smoke Alarms etc. There will be a planning meeting for the WV Safety EXPO starting at 12:00 noon. C.W. invited the KPEPC to attend.

**Drill Planning, Exercise & Training: Keith Hobbs; Keith Vititoe**

John Sikora plans to work with Keith Vititoe and the school system with the Tornado Drill. Keith Hobbs reported that he plans to attend upcoming safety fairs and hand out shelter-in-place and educational material. Keith stated that the Hospital Association has purchased stop-the bleed kits for training in every hospital throughout the state.

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

No Report.

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

Seth Staker reported that he had prepared revisions of the Mass Care Annex A07 and provided these to the directors to review. C.W. Sigman stated that this annex was just revised. C.W. mentioned that at least two annexes need to be reviewed by December 2019. After discussion the committee responsibilities were reviewed.

Plan, Implementation & Evaluation Committee (PIE):

The Plan Implementation and Evaluation Committee (PIE) reviews all incidents involving hazardous materials that meet the Federal EPA Reportable Quantity guidelines activation of the Kanawha Putnam Emergency Management Plan or at the request of the KPEPC Executive Committee. This comprehensive review shall include the internal emergency response at the site where the incident occurred and the response from city, county, state and local emergency response organizations. The committee evaluates the effectiveness and implementations of the emergency response plan and recommends corrective actions and opportunities for improvement.

Hazard Assessment, Planning & Mutual Resources Committee:

Hazard Assessment, Planning & Mutual Resources Committee works with the City of Charleston, Kanawha and Putnam County Offices of Emergency Services to review and update the Kanawha Putnam Emergency Management Plan (The Plan). This emergency management plan outlines processes, capabilities, and resources of all jurisdictions, levels of government and private sectors into a cohesive approach to incident management.

After discussion, a motion was made.

**MOTION: Krista Farley moved that the Plan, Implementation & Evaluation Committee (PIE) review all incidents involving hazardous materials that meet the Federal EPA Reportable Quantity guidelines activation of the Kanawha Putnam Emergency Management Plan (The Plan) or at the request of the KPEPC Executive Committee. The committee will oversee adopting FEMA's Emergency Support Function (ESF) to The Plan. The committee will also review and evaluate annexes to The Plan that haven't been reviewed recently and bring to the attention of the Hazard Assessment, Planning & Mutual Resources Committee who will bring to the KPEPC Board of Directors for approval. Once approved, the Hazard Assessment, Planning & Mutual Resources Committee will work with the City of Charleston, Kanawha and Putnam County Offices of Emergency Services to review and update The Plan. Revisions will then be brought to the KPEPC General Membership for approval. At least two annex revisions need to be brought to the general membership for approval by the December meeting of each year. John Dearnell seconded the motion which unanimously passed.**

**EX OFFICIO MEMBER'S REPORT:**

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

C.W. stated that we need to push out information on the outdoor warning sirens. There are many people that don't know what the sirens are about. He also reported on the successful SIP Drill at West Virginia State University Wednesday, February 27<sup>th</sup>. A Planning meeting for the upcoming Safety EXPO is schedule for Monday, March 18<sup>th</sup> at 1:00 p.m.

Frank Chapman stated that Putnam County OES is coordinating a tornado/flooding drill with Toyota, Tuesday, March 19, 2019. Putnam County is also conducting Stop-the-Bleed classes with several agencies. Frank received information that the I-64 interstate traffic due to construction, won't be as congested this year because most of the paving will be done at night.

**ADMINISTRATOR:**

Jacque Gumm reported on the transition from transferring our phone and internet networks from Citynet to Suddenlink. This has been problematic since January and is still ongoing.

Grant Gunnoe will provide an ad on the Disaster Warning Sirens to be placed in the Frontier Director emergency pages.

Jacque reported that Keith Vititoe to speak on Stop-the-Bleed and Active Shooter.

No further business, the meeting was adjourned at 1:25 p.m.