



BOARD OF DIRECTORS' MEETING
Wednesday, August 2, 2023 – 11:30 AM

Regulatory Training Center
120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Keith Vititoe at 11:40 AM. A roll call was made with the following members present: Keith Vititoe, Tom Keefer, Phillip Fout, Dan Taaffe, Chad Jones, CW Sigman, and Jeff Clark. Dave Turley and David Hodges were present as alternate members.

Jeff Clark made a motion to approve the July 5, 2023, Board of Directors' meeting minutes. Phillip Fout seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair

Keith Vititoe

Keith discussed school starting soon. Kanawha County Schools will have a shelter-in-place drill on September 25. All are invited to observe the drill.

Vice Chair

Jason King

Not present

Secretary-Treasurer

Angela Akers

Checking Account \$ 96,491.45

Reserve Account \$ 62,399.99

Total \$159,891.44

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach

Melinda Sprouse/Jason King

2023 Objectives

- Follow-up with 2022 members no longer attending meetings.
- Assist with 2023 invoice follow-up.

- Establish Facebook and Twitter accounts and routinely post events.

Not present

Communications Systems Committee

Jeff Clark

2023 Objectives

- Review current communication process between facilities and 911 dispatch centers and recommend changes to All-Hazard Plan annexes. Consider facility size and County location. Does Kanawha and Putnam require the same call systems?
- Communicate changes and expectations to the chemical facilities (around 44 facilities).
- Update the All-Hazard Plan communication annexes.

We discussed reviving the KPEPC Radio Hotline. After much discussion and realizing that the system had not been used for any incident notification, we decided to eliminate the Hotline from our All-Hazard Plan. Any facility wishing radio contact with their 911 Center can do so using the WV State-wide IRP radio network.

Drill Planning, Exercise & Training

Dan Taaffe

2023 Objectives

- Continue planning support for the June 21 Coast Guard Mass Rescue Operation Tabletop. COMPLETE
- Schedule, plan, and coordinate a Solenis tabletop drill in Third Quarter.
- Develop and share Shelter-In -Place information (Coordinate with the CAC Committees).
- Design, schedule, and coordinate training identified as needed for Haz Mat Response Advisors. Coordinate activity and timing with the Chemical Facilities Committee.
- Schedule and conduct a Kanawha County traffic diversion drill as requested by Sheriff Rutherford.

Nothing additional to report.

Finance Committee

Angela Akers

Not present

Hazard Assessment & Planning/Mutual Resources

Barry Lindley

2023 Objectives

- Review at least 50% of the All-Hazard Plan Annexes and Basic Plan. Consider revisions and upgrades presented from drills.
- Consider a method for providing quick chemical reference for material shipping into or out of our area.
- Develop a people reunification annex for major incidents (Such as active shooter, hostage, and structural collapse).

Not present

Plan, Implementation & Evaluation Committee

Marianne McClure

2023 Objectives

- Develop a guideline/standard for conducting a PIE review.
- Design and roll All-Hazard Plan information out to local responders.

Not present

Chemical Facilities

Phillip Fout

2023 Objectives

- Develop the Hazardous Material Response Advisory program including roles, individual training certification required to join or respond, activation procedure, internal training plan, response coverage area, response structure, etc.
- Update mutual aid material listing.
- Introduce KPEPC to the nonparticipating chemical facilities and secure representation for Committee.

Phillip reported we are not getting many participants for our Hazardous Material Response Advisory Team. He is scheduled to make a presentation to the local facility managers at a WVMA meeting on August 22. He plans to review the recent Good Samaritan Legislation and our Advisory Team objectives. We hope this increases the facility support for the Response Advisory Team.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

Nothing additional to report.

City of Charleston Office of Emergency Management Chad Jones

Nothing additional to report.

Putnam County Office of Emergency Management Mikyle White

Dave Turley reported they had placed weather alert radios in 23 schools and 27 nursing homes. The County is moving from the Heads-Up Community Notification System to the Rave System. This system allows the user to refine their alert notification types.

4. ADMINISTRATOR'S REPORT Tom Keefer

Nothing additional to discuss.

5. Old Business

Nothing additional to discuss.

6. New Business

Nothing additional to discuss.

7. Adjournment

Jeff Clark made a motion to adjourn at 12:45 PM. Phillip Fout seconded motion. The meeting was adjourned.