



BOARD OF DIRECTORS' MEETING
Wednesday, September 6, 2023 – 11:30 AM

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

The meeting was called to order by Tom Keefer at 11:35 AM. A roll call was made with the following members present: Keith Vititoe, Tom Keefer, Phillip Fout, Dan Taaffe, Chad Jones, Marianne McClure, and Barry Lindley. Dave Turley, Jason Sears, and Scott Kishpaugh were present as alternate members.

Marianne McClure made a motion to approve the August 2, 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. Kanawha County schools will have a lock down drill on September 7.

Vice Chair Jason King Not present

Secretary-Treasurer Angela Akers

Checking Account \$ 99,108.24

Reserve Account \$ 62,452.98

Total \$161,561.22

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Melinda Sprouse

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.

Not present

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. POSTPONED UNTIL 2024
- 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.

Tom reviewed the preliminary After-Action Report findings from the Mass Rescue Operation Tabletop. Todd Childers plans to present the AAR at the General Membership meeting on September 28.

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).

Barry reviewed the proposed Basic Plan upgrades. He will finalize the proposed revision and issue for review at our October Board of Directors' meeting.

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.

We discussed the recent Dunbar natural gas leak. Due to it being a repeat of the Nitro gas leak incident, we felt a PIE review was not required.

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 he attended the WVMA local facility managers' meeting on August 22. He reviewed the recent Good Samaritan Legislation and our Advisory Team objectives. The group was receptive to our planning and requested a short paper explaining what support we needed from the manufacturing community.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management	C.W. Sigman
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Not present

City of Charleston Office of Emergency Management	Chad Jones
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Nothing additional to report.

Putnam County Office of Emergency Management	Mikyle White
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Nothing additional to report.

4. ADMINISTRATOR'S REPORT Tom Keefer

Nothing additional to discuss.

5. Old Business

Nothing additional to discuss.

6. New Business

We discussed the upcoming 2024 Board of Directors' election. Phillip Fout, Melinda Sprouse, and Jason King have terms ending this year. We need to be exploring potential members interested in running for a three-year Board term.

Scott Kishpaugh brought up the EPA RMP requirement for us to develop a three-year drill schedule for all RMP facilities in Kanawha and Putnam County. The requirements are attached for review. We will place on the October agenda for further planning. The drill schedule is required by 12/19/23 according to the latest EPA information.

7. Adjournment

Marianne McClure made a motion to adjourn at 12:17 PM. Phillip Fout seconded motion. The meeting was adjourned.