



BOARD OF DIRECTORS' MEETING
Wednesday, January 3, 2024 – 11:30 AM

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

The meeting was called to order by Keith Vititoe 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, CW Sigman, Mikyle White, Angela Akers, Mike Fisher, and Mike Hodge. Noah Alvis, Jason Sears, and David Hodges were present as alternate members.

Mikyle White made a motion to approve the November 1, 2023, Board of Directors' meeting minutes. CW Sigman seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair

Keith Vititoe

Keith thanked everyone for their 2023 work and looking forward to a great team for 2024.

Vice Chair

Open

Secretary-Treasurer

Angela Akers

Checking Account \$ 88,296.35

Reserve Account \$ 62,713.04

Total \$ 151,009.39

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach

Open - No report

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.

Communications Systems Committee

Jeff Clark Not present

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.

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 2025 AT THE REQUEST OF SOLENIS, LLC
- 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.

Keith gave an active shooter drill update. The eight drills start on January 12. The school location and schedule is attached. Mikyle White made a motion to hold the George Washington High School drill at the St. John XXIII Pastoral Center due to limited parking at the school. He placed a \$600.00 maximum allowed rental fee on the motion. CW Sigman seconded motion. Motion passed.

The Board discussed the Nation Guard active shooter drill scheduled for January 29 and the Region 3- 4 chemical emergency surge exercise on January 30. KPEPC participation in both exercises is planned.

Finance Committee

Angela Akers

Nothing additional

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).

The All-Hazard Basic Plan is out for review. The Board approved presenting the reduced annex at the General Membership meeting on January 24 for approval. Members need to send Tom any updates soon.

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.

Committee is developing a model for conducting PIE reviews. After discussion, the Board recommends conducting a review on the Charleston West Side water/gas outage. We will tentatively target a review for February.

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.

Tom reported that eight facilities have submitted their 2024 drill schedule as required by EPA regulations. The committee will be following up with the other 56 facilities reporting they have EHS chemicals above the threshold reporting limit but did not reply.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW reported that Kanawha County was updating the KAN PLAN.

City of Charleston Office of Emergency Management Chad Jones

Chad reported contact with six nursing homes concerning their response plans.

Putnam County Office of Emergency Management Mikyle White

Mikyle reported contact with two nursing homes concerning their response plans.

4. ADMINISTRATOR'S REPORT Tom Keefer

Tom reviewed the 2023 contribution summary. The summary chart is attached. We received 61.4% invoice return. After discussion, Mikyle White made a motion to retain our 2024 contribution levels the same as the previous year. Angela Akers seconded motion. Motion passed.

5. Old Business

No old business

6. New Business

2024 Board of Directors officer election was held. For President, CW Sigman nominated Keith Vititoe. Phillip Fout seconded motion. Motion passed. For Vice Chairman, CW nominated Mike Fisher. Mikyle White seconded motion. Motion passed. For Secretary-Treasurer, CW nominated Angela Akers. Mikyle seconded motion. Motion passed.

Keith then appointed the following Committee Chairpersons:

Business, Membership & Community Outreach Mike Hodge

Communications Systems Committee Jeff Clark

Drill Planning, Exercise & Training

Dan Taaffe

Finance Committee

Angela Akers

Hazard Assessment & Planning/Mutual Resources

Barry Lindley

Plan, Implementation & Evaluation Committee

Marianne McClure

Chemical Facilities

Phillip Fout

We will solicit committee members during the January 24 General Membership meeting.

7. Adjournment

Mikyle White made a motion to adjourn at 1:00 PM. David Hodges seconded motion. The meeting was adjourned.