

BOARD OF DIRECTORS' MEETING Wednesday, October 2, 2024 – 11:30 AM

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

The meeting was called to order by Mike Fisher at 12:00 PM. A roll call was made with the following members present Tom Keefer, Mike Fisher, Chad Jones, CW Sigman, Mikyle White, and Michael Hodge. Jason Sears and Ryan Bremar were present as alternate members.

Jason Sears made a motion to approve the September 4, 2024, 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 Not present

Vice Chair Mike Fisher Nothing additional

Secretary-Treasurer Angela Akers

Checking Account \$ 124,896.24

Reserve Account \$ 63,369.55

Total \$ 188,265.79

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Mike Hodge

2024 Objectives

- Follow-up with 2023 members no longer attending meetings.
- Assist with 2024 invoice follow-up.
- Establish Facebook and Twitter accounts and routinely post events.

Nothing additional to report.

Communications Systems Committee Jeff Clark Not present 2024 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 Not present 2024 Objectives

- Develop and share Shelter-In -Place information (Coordinate with the CAC Committees).
- Assist Chemical Facilities Committee with scheduling and conducting facility reviews and drills as required by EPA.
- Schedule and conduct a Kanawha County traffic diversion drill as requested by Sheriff
 Rutherford.

Finance Committee Angela Akers Not present

Hazard Assessment & Planning/Mutual Resources Barry Lindley Not present 2024 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).

Plan, Implementation & Evaluation Committee Marianne McClure Not present 2024 Objectives

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

Chemical Facilities Phillip Fout Not present 2024 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.
- Coordinate annual facility interaction as required by EPA for Tier II facilities exceeding the Extremely Hazardous Substance (EHS) threshold.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW advised that Justin Thaxton, Kanawha County Sheriff Department, will assist with upgrading our Traffic Diversion Plan. CW will schedule a meeting.

City of Charleston Office of Emergency Management Chad Jones

Chad asked how we can better incorporate Day Care Centers into our emergency

notifications. We will ask the Hazard Assessment and Planning Committee to evaluate
better options

Putnam County Office of Emergency Management Mikyle White

Mikyle reported the Putnam County Emergency Management has rolled out "Putnam

Ready" to replace the "Heads Up" notification system. The system works for all I-phone

users. They are still working on program for android phones. Mikyle reports Hurricane

Fire Department is receiving several training props and State Grant funding for a training

facility.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reviewed the 2024 contribution requests and payments. Mike Hodge made a motion to double our request rates for facilities while leaving Emergency Management totals alone. Mikyle White seconded motion. Motion passed.

Mike Hodge made a motion that we send out a letter to all facilities advising the 2025 contribution rate increase, the Facility Response Plan requirements and development plans, and requesting input on how we can better work together.

5. Old Business

Tom reviewed the proposed 2024 By Law Revisions. No action took.

Tom reminded everyone of the scheduled Annual Public Meeting on October 24 at 1:00 PM. The meeting will be held at the Putnam County 911 Center. The meeting legal notice will run in the Hurricane Breeze on October 10 and 17, 2024.

6. New Business

No new business.

7. Adjournment

Jason Sears made a motion to adjourn at 1:10 PM. Ryan Bremar seconded motion. The meeting was adjourned.