



BOARD OF DIRECTORS' MEETING
Wednesday, September 4, 2024 – 11:30 AM

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

The meeting was called to order by Keith Vititoe at 11:40 AM. A roll call was made with the following members present Keith Vititoe, Tom Keefer, Mike Fisher, Chad Jones, CW Sigman, Mikyle White, Michael Hodge, Dan Taaffe, and Phillip Fout.

Chad Jones made a motion to approve the August 7, 2024, Board of Directors' meeting minutes. Mikyle White seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair

Keith Vititoe

Keith discussed the Kanawha County School Shelter in Place Drill scheduled at 10:00 AM on September 26. The KPEPC will assist with drill evaluators

Vice Chair

Mike Fisher Nothing additional

Secretary-Treasurer

Angela Akers

Checking Account \$ 138,873.46

Reserve Account \$ 63,237.74

Total \$ 202,111.20

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.

Chad Jones reported on discussions he had with Jeff about facility radios and dedicated Hot Line communications. He will schedule a committee meeting to finalize an All-Hazard Plan Communication Annex recommendation.

Drill Planning, Exercise & Training

Dan Taaffe

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.

We are reviewed the chlorine rail car leak table-top exercise with Solenis on August 13 and the Putnam County Board of Education active shooter drill on August 21 at Winfield High School.

Dan discussed holding a meeting with the facilities to obtain their plans and ideas on handling potential EV battery issues.

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

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.

The committee reviewed the proposed Facility Response Plan format at the August meeting and provided input. Their next meeting is scheduled for September 19.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW has obtained the Shelter in Place information created by NICS. He is having the County Media Coordinator update the material for distribution.

City of Charleston Office of Emergency Management
Nothing additional

Chad Jones

Putnam County Office of Emergency Management

Mikyle White

Mikyle reported the Putnam 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. Several towns are still using the Heads Up system for their notifications.

4. ADMINISTRATOR’S REPORT

Tom Keefer

See below items

5. Old Business

Tom discussed the revised Facility Response Plan format. With no additional comments provided, the format will be implemented as presented.

6. New Business

Tom presented several KPEPC By-Law revisions for discussion. Mikyle White made a motion to 1) Add the Response Plan Coordinator position, 2) Add the Response Plan Coordinator to the Board of Directors as a non-voting member, and 3) Add Facility Response Plans as a requirement to our planning. CW Sigman seconded the motion. Motion passed. The proposed revisions will be submitted to the General Membership in September for acceptance vote at the December 11 meeting.

Tom discussed the 2025 Board of Directors’ election process. The Board term for Barry Lindley, Jeff Clark, and Marianne McClure ends this year. We will ask for nominations at the September 25 General Membership meeting with election at the December 11 meeting.

We discussed holding the KPEPC Annual Public Meeting on October 24 at 1:00 PM. The meeting will be held in the Putnam 911 Center Conference Room.

7. Adjournment

Chad Jones made a motion to adjourn at 12:55 PM. Mikyle White seconded motion. The meeting was adjourned.