



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

January 8, 2014

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

Dr. Matt Blackwood, Chair; called the Board of Director's meeting to order at 11:45 a.m.

Eric Tissenbaum moved that the minutes from November 13, 2013 KPEPC Board of Directors meeting be approved; Bob Sharp seconded the motion and the minutes were unanimously approved as written.

2014 ELECTION OF OFFICERS:

Larry Zuspan provided a report of the 2014 election results. A list of the new 2014 KPEPC Board of Directors was distributed (attached). The new members are: Janet Briscoe, Bill Porterfield, and C.W. Sigman; Tom Keefer and Eric Tissenbaum are returning Board members, re-elected for a second term.

Larry Zuspan reported that the next order of business was to elect the 2014 Board of Director's Executive Officers. Larry provided the list of 2013 Executive Officers: Matt Blackwood, Chair; Wanda Marks, Vice-Chair; Cheryl Ingraham, Secretary / Treasurer. Before nominations were received from the floor, Larry recommended that the Directors consider maintaining the same Executive Officers that served in 2013. Nominations were opened from the floor for Executive Board positions. There being none, C.W. Sigman moved to close the nominations and accept the KPEPC 2014 Executive Officers as follows: Matt Blackwood, Chair; Wanda Marks, Vice Chair; Cheryl Ingraham, Secretary/ Treasurer. Tom Keefer seconded the motion and the motion unanimously passed by acclamation. Officers will serve a term of one (1) year from January to December or until such time as their successor is appointed.

A list of 2014 Committee Charges was provided to the Directors. Larry explained that the spreadsheet is used as a tracking tool / planning guide, to keep track committee activities. The committee charges will be revisited / reviewed and each assigned committee chair will be sent their revised electronic spreadsheet for review. Each committee chair will be responsible for

updating their charges each month, so that there will be a current status of committee activities available to view at all times.

Larry reported that the chair of each committee drives their respective committee by soliciting committee member participation, and coordinating meetings to achieve committee goals. Matt and Larry offered to attend the committee meetings and to assist in any way. Larry stated that the monthly Board of Director's meetings will serve as a platform for a brief review of committee activities during the previous month. Larry mentioned that it is important that each committee chair revise their charges (Committee Goals) monthly and return to Jacque, so that the master sheet can be kept up-to-date. The roles and responsibilities of each committee were discussed.

Larry explained that the committee charges evolved from the KPEPC Strategic Plan activity held several years ago. The purpose of creating / reviewing the committee charges was to help the KPEPC provide more value to the community and be a more viable resource in the future. Matt stated that the hope is for the KPEPC to provide resources to businesses in our area. We are trying to market the KPEPC and reach potential members in our area. Examples of these services would be to: Facilitate people to provide needed training to organizations such as shelter-in-place, Continuity of Operations Plan (COOP) via Lunch & Learn sessions.

Also, Tom Keefer reported that the industrial plant managers have a committee that meets periodically. The KPEPC could attend some of these meetings to offer services to these organizations such as helping facilitate and monitor HSEEP compliant drills. Matt stated that the KPEPC would like to partner with administrators from educational facilities in the area (colleges, technical schools) providing them with emergency planning information.

Matt Blackwood identified each KPEPC committee and explained that the committee chair assignments were selected according to areas of expertise (attached). C. W. Sigman moved to accept the 2014 Committee Chairs and Assignments; Tom Keefer seconded the motion and the motion unanimously passed.

Larry Zuspan also mentioned that the KPEPC website (kpepc@kpepc.org) is used as information tool. There's a Board of Director's section listing each committee and states the purpose of the committee.

Larry Zuspan reported that Jacque Gumm sends out messages and meeting reminders to the Directors, requesting a response of their attendance. It is important to respond to these messages so that we can determine if there will be a quorum for the meeting and an accurate count for the lunch order. Larry stated that if you are unable to attend a Board of Director's meeting, please let us know, or send a co-chair in your place to report on committee activities. Other options, if applicable, would be to call in to the meeting. Grant Gunnoe suggested revising the KPEPC By-Laws to allow proxy votes.

OFFICER REPORTS:**Chair:****Matt Blackwood**

Matt Blackwood welcomed the new KPEPC Board members and they introduce themselves. Matt explained the structure of the monthly meetings. A Board of Director's manual was provided to each new member present; 2014 updates were provided to returning Directors.

Co-Chair**Wanda Marks**

No Report.

Secretary / Treasurer:**Cheryl Ingraham**

Cheryl Ingraham, was not present. Larry Zuspan provided the Director's with KPEPC budget through December 31, 2013, explaining details of the budget categories and how the 2014 budget evolves. Matt Blackwood emphasized that if a committee has a project that needs funding let he or Larry know and this can be arranged.

Larry Zuspan explained the end of the year KPEPC 2013 Financial Report (attached). The organization came in under budget so these excess funds are being utilized to purchase a data back-up system that will be installed early in the year. Larry provided budget amounts from the balance sheet. Matt Blackwood explained that anyone want to view this information is more than welcome. Matt further explained that the intent of the organization is to keep one year of operating expenses in reserve.

Matt Blackwood reported on the \$4,000 safety grant check that the KPEPC was awarded from West Virginia American Water (WVAW) for the purpose of developing a pilot program to install IP Informer warning devices in public and private schools. A copy of the press release from WVAM was provided to the directors (attached). The IP-Informer devices are two-way alerting / intercom warning devices. This grant will enable these warning devices to be installed in several public / private schools as well as West Virginia State University. These devices will supplement the existing indoor disaster siren and notification system installed in 2013. We plan to develop a white paper to determine if this new warning system works effectively. If so, we will try to obtain additional grant funds from other organizations to fund installation of the IP Informers in the remainder of schools, hospitals, and other businesses such as the Charleston Town Center.

KPEPC Committees / Committee Chairs**Business Outreach****Communications****Community Outreach****Drill Planning & Exercise****Finance****Hazard Assessment & Planning****Membership****Mutual Resource****Plan Implementation & Evaluation****Training Committee****Janet Briscoe****Bill Porterfield****Jill Farrar-Brown****Tom Keefer****Cheryl Ingraham****C.W. Sigman****Nanci Keenan****Steve Carver****Bob Sharp****Eric Tissenbaum**

COMMITTEE REPORTS:

Please refer to 2014 Committee Charges Tracking Spreadsheet for committee reports unless lengthy documentation is needed.

Business Outreach**Janet Briscoe**

Larry explained that the Business Outreach Committee works closely with the Community Outreach Committee. The committee tries to solicit new members and stakeholders from diversified agencies and businesses. As Matt Blackwood mentioned, the organization is going to try to partner with administrators from area colleges and technical schools in the area to provide them with emergency planning information.

Communications**Tom Keefer**

Larry reported that Tom Keefer will be working with emergency services directors, C.W. Sigman, Dave Erwin, the National Weather Service, fire facilities, and local hospitals to determine the best form of communication for all entities. The older Hotline radios are becoming obsolete and these frequencies won't be supported in the future. Plans are to migrate to the Interoperability Radio Systems and eliminate the Hotline radios. Matt mentioned that grant funds might be available for this purpose. Matt also reported the Statewide Interoperability Radios are currently being used in Putnam County.

Community Outreach**Jill Farrar-Brown**

Matt Blackwood explained that the Community Outreach Committee works closely with the Business Outreach committee. Also, he stated that Mike Jarrett the former committee chair could assist Jill in planning. Community Outreach conducts shelter-in-place at local facilities as well as public and private schools.

Drill Planning**Tom Keefer**

C.W. Sigman reported that there is an exercise being planned at DOW Chemical utilizing the HSEEP format with a table-top drill being scheduled.

Janet Briscoe stated that she had heard that planning for the Bluestone Dam Exercise was back on the table. Matt stated that he had heard that the West Virginia Department of Health & Human Resources (WV DHHR) was addressing the Mass Care Issue. Janet will keep us informed.

Hazard Assessment & Planning**C.W. Sigman**

C.W. Sigman stated that he felt that a Hazard Vulnerability Assessment (HVA) should be conducted this year. This assessment will allow us to determine where to concentrate our efforts. Matt reported that the last Hazard Vulnerability Assessment was conducted electronically and response was low. The assessment could be held at a KPEPC General Membership meeting. C.W. prefers holding the assessment at the general membership meeting and conducting another assessment at the Kanawha County Fire Association meetings. Grant Gunnoe suggested including a survey in with the Public Safety Grant Package that fire departments are required to complete. Each fire department is required to evaluate their risks each year. C.W. agreed to have the fire departments complete a community risk survey. Matt will provide the last Hazard Vulnerability Assessment to C.W.

Membership

Nanci Keenan

Nanci Keenan was not present. Matt Blackwood stated that he would like to perform a new member orientation program this year. When there are potential new members, the Membership Committee can perform this orientation.

Jacque Gumm presented two membership information forms for the Board's approval: Chris Martin of WV Conservation Agency and Mindy Stanley of Starlight Behavioral Health Services, Inc. Bob Sharp moved to accept the two new members to the KPEPC; Matt Blackwood seconded the motion which unanimously carried.

Mutual Resources

Steve Carver

Steve Carver was not present. Matt reported that he had been provided the resource list. In the event of an emergency, the resource list is a good tool to utilize to see where needed equipment can be borrowed / accessed.

Plan Implementation & Evaluation (PIE)

Bob Sharp

Matt Blackwood explained that anytime The Plan needs to be reviewed, the PIE Committee conducts this review. Bob Sharp stated that anytime there is an incident such as the Clearon leak, The Plan is reviewed.

Training

Eric Tissenbaum

Larry stated that the New Member Orientation could be conducted by the Training Committee.

EX OFFICIO MEMBER'S REPORT:

Dale Petry

Grant Gunnoe

Frank Chapman

Grant Gunnoe stated that the visit of the Japanese Delegation was a positive event for the KPEPC and our area. Matt mentioned that the delegation had positive responses about our LEPC.

NEW BUSINESS

Matt Blackwood reported that he and Larry Zuspan participated in a Shelter-In-Place (SIP) Task Force with West Virginia State University (WVSU). They reviewed the university's SIP process, their notification system, and met with the faculty senate and security force at WVSU. Matt stated that a report was provided to WVSU providing a series of recommendations to enhance the safety of student, faculty/staff, and visitors to the university campus. The report provided an assessment on current and proposed rooms to be utilized for shelter-in-place; threats and hazards facing the WVSU campus were identified; the assessment evaluated the current command and control capabilities of WVSU. Specific recommendations for enhancing all aspects of WVSU shelter-in-place were provided.

There be no further business, the meeting was adjourned at 1:10 p.m.