



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE **Managing Our Risk Together**

Board of Directors Meeting

October 8, 2014

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

Dr. Matt Blackwood, Chair was not present, Larry Zuspan called the Board of Director's meeting to order at 11:45 a.m.

Seth Staker moved that the minutes from September 10, 2014, KPEPC Board of Director's meeting be approved; Jill Farrar-Brown seconded the motion and the minutes were unanimously approved as written.

OFFICER REPORTS:

Chair:

Matt Blackwood

Matt Blackwood was not present. Larry Zuspan thanked everyone for their cards and prayers during recuperation from his surgery. Larry reported that he plans to work through early November and will be available to come in periodically as needed.

Larry Zuspan reported that it had been rumored that Bayer CropScience had sold all of their units but one to DOW Chemical which could result in a reduction in Bayer Crop Science's contribution amount of \$11,500 (16.2% of KPEPC income). Larry reported that he had talked with Vince McCormick, Production Leader-Energy & Environmental Services and he reported that Bayer CropScience will be in the area for 2015 and possibly 2016, so their contribution amount will remain at least through 2015. Larry stated that receiving this information will allow the KPEPC to move forward in filling the Administrator's position.

High-Rise Fire Exercise: Larry Zuspan reported that progress is being made on the upcoming High-Rise Fire Exercise. The seminar will be held at the Columbia Gas/NiSource building Tuesday, October 21st. The table-top exercise will be held in January-2015, with the full-scale exercise scheduled for June-2015. Larry stated that the KPEPC had been awarded a WV Homeland Security Grant to fund these exercises.

Bob Sharp reported that the High-Rise Exercise will be a valuable opportunity for training firefighters since there has not been a drill of that type held in years. Bob also stated that preparing for these upcoming exercises is allowing Columbia Gas preparation time and knowledge for the safety readiness of their building.

CSX Corporation: Jacque Gumm provided an update regarding the CSX matter. Jacque stated at previous board meetings, C.W. Sigman had expressed concern regarding the dangerous situation of CSX trains coming through the area hauling crude oil. C.W. stated that Tom Keefer had contacted a representative with CSX and the situation is being addressed. A CSX Safety Train Energy Preparedness Program is scheduled for October 9-11, 2014 at the CSX South Charleston railroad yard from 9:00 a.m. to 4:00 p.m. Larry Zuspan stated that CSX was very forthcoming with needed information; the State of West Virginia was not.

Vice-Chair:

Wanda Marks

Wanda Marks was not present.

Secretary / Treasurer:

Cheryl Ingraham

Cheryl Ingraham provided the Director's with the KPEPC budget through September 30, 2014. Cheryl explained the KPEPC Profit and Loss Budget Performance report and reported the \$66,314 had been received through member contributions, leaving \$1,650 to be written off. Larry reported that we're still awaiting receipt of the \$2,000 SERC Grant funds and \$5,800 from 2014 HMEP Grant funds.

KPEPC Committees / Committee Chairs

Business Outreach

Janet Briscoe

Communications

Bill Porterfield

Community Outreach

Jill Farrar-Brown

Drill Planning & Exercise

Tom Keefer

Finance

Cheryl Ingraham

Hazard Assessment & Planning

C.W. Sigman

Membership

Nanci Keenan

Mutual Resource

Steve Carver

Plan Implementation & Evaluation

Bob Sharp

Training Committee

Eric Tissenbaum

COMMITTEE REPORTS:

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

EX OFFICIO MEMBER'S REPORT:

Dale Petry

Grant Gunnoe

Frank Chapman

Frank Chapman, Director of Putnam County OES reported that Putnam County had received a grant from CAMC to place trauma bags in all of the Putnam County schools. Frank stated that

Putnam County has been working with the medical director on medical instructions for Putnam County School nurses and other personnel to be trained.

ADMINISTRATOR'S REPORT:

Informer IP Notification System Update: Larry Zuspan reported that the Informer IP boxes from Federal Signal have been delivered to Metro 911. Larry stated that he will be attending a meeting October 15th regarding configuration and installation of the boxes. The four locations to receive the boxes are: St. Agnes School, Bible Center Christian School, WV State Capitol, and WV State University. There should be 6-7 weeks of testing. Larry contacted Charlie Warner, Safety Director of Kanawha County Schools, to see if Kanawha County Schools would be interested in utilizing the Informer IP radios.

Commodity Flow Study: Larry Zuspan reported that Jeff Harvey (J. H. Consulting) had completed the Commodity Flow Study and will be mailing it out by the end of the week. Once received, Larry will distribute to the Emergency Services Directors in Kanawha and Putnam Counties and the City of Charleston. The 2014 HMEP Grant is being used to fund this study.

Larry Zuspan reported that he and Jacque had been working on the 2015 Budget as well as the upcoming 2015 KPEPC Board of Director's election. Larry stated that three director's terms are expiring: Janet Briscoe, Jill Farrar-Brown, and Nanci Keenan. All three directors are eligible to run for another term.

Larry Zuspan mentioned that Vince McCormick of Bayer CropScience talked with Matt Blackwood at the September KPEPC General Membership meeting about the possibility of Bayer funding emergency response projects. Larry asked the director's to provide him with project suggestions. Bob Sharp stated that Kanawha County is also receiving grant funds for this purpose.

After discussion several projects were identified:

- Trauma Bags
- Electronic Tablets for volunteer fire departments for Tap To Talk Applications
- Informer IP Radios

Larry Zuspan reported that he plans to meet with the Executive Board to discuss the 2015 Preliminary Budget. Larry stated that he plans to be out of the office for most of November and December but will be available to assist with the 2015 Board of Director's election as well other transition items that arise.

There be no further business, the meeting was adjourned at 12:45 p.m.