



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

February 12, 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.

Bob Sharp moved that the minutes from January 8, 2014, KPEPC Board of Directors meeting be approved; Wanda Marks seconded the motion and the minutes were unanimously approved as written.

### **OFFICER REPORTS:**

#### **Chair:**

**Matt Blackwood**

Matt Blackwood reported that he had been heavily involved in the water emergency since its inception, January 9, 2014. There have been many lessons learned as well as disconnects to be resolved. Matt asked the Director's to comment on their observations of how the water crisis emergency has been handled and provide any suggestions that they might offer.

### **COMMENTS/SUGGESTIONS:**

- There were no definitive results provided as a result of the Hot Wash at the Kanawha County Emergency Operation's Center (EOC).
- Area hospitals should have been represented at the EOC during the disaster. This can be accomplished in future events. (Hospitals should meet and determine a primary and secondary contact to be added to the Kanawha County EOC contact list).
- The State of West Virginia should have had representation from the Department of Health & Human Services.
- Create an emergency instruction brochure for distribution.
- Tier II reports to be filed electronically so that data can be accessed easily.
- Provide KPEPC Board members with current information and updates during emergencies to pass along in the event of inquiries.

Janet Briscoe suggested that she would like to see an instruction brochure created on "What To Do During an Emergency". For example, with the recent water crisis instructions on flushing home water systems; instructions on where to obtain water / boil water information; emergency contacts etc. Janet reported that Kanawha-Charleston Health Department might have available funds for this and she will meet with C.W. Sigman to work up a draft that Jacque Gumm could send out.

Matt Blackwood reported that he had attended the Cabell-Wayne LEPC meeting and discussed the water issues and some of the challenges that the Kanawha-Putnam LEPC had been experiencing. Issues concerning Tier II reporting was discussed: requests for Tier II reports; requests on how Tier II reports are used; why water contamination issues had never been addressed. Matt stated that electronically filed Tier II reports would be beneficial and would allow information in these reports to be searched. We will be working with WVDMAPS (Jimmy Gianato) to get the Tier II's filed electronically in the future. The Cabell-Wayne LEPC was very receptive and agreed to assist our LEPC. Larry Zuspan commented that it would be very help to receive Tier II's as well as MSDS reports electronically.

Cheryl Ingraham asked if a communication tool could be developed to keep the KPEPC Board members apprised of updates during emergencies and how the KPEPC is involved. The members need to have current, updated information. Grant Gunnoe stated that the EOC could send out current text messages.

#### **HAZARD VULNERABILITY ASSESSMENT:**

Matt Blackwood mentioned that C.W. Sigman had requested a copy of the last Hazard Vulnerability Assessment (HVA). Matt provided the Director's with a copy of the HVA document and explained the events, details and risk levels. The plan is to present the HVA to the KPEPC General Membership at the March 26<sup>th</sup> meeting. Matt asked the Director's to review the HVA document to determine if changes / revisions need to be implemented. Once finalized, the document can be sent to the membership and will be completed by the KPEPC membership. C.W. plans to conduct an assessment at several Fire Association meetings.

Matt suggested including items like: How is the KPEPC helping your business/home and what could we do to improve?; Does your family have an emergency preparedness kit?; Do you have working smoke detectors in your home?

Larry and Matt discussed taking the statistics from the HVA and enter in XCEL or Survey Monkey so that the statistics can be tracked and compared.

#### **Co-Chair**

#### **Wanda Marks**

Wanda Marks reported that there were changes in the KPEPC By-Laws. Larry Zuspan provided the Director's with the revisions and explained the proposed changes. One of the major changes involves Section 4.10.1 Alternate Board of Director - Allowing a Board alternate (proxy) to attend the Board of Director's meeting in the Director's absence. After discussion it was agreed that a proxy would be required to be a member of the KPEPC.

**Secretary / Treasurer:**

**Cheryl Ingraham**

Cheryl Ingraham provided the Director's with KPEPC budget through January 31, 2014. Cheryl reported that the 2014 contributions that have been received through February 11, 2014, are \$47,532.00; unpaid amounts total \$20,132.00.

**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.

**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.

**ADMINISTRATOR'S REPORT:**

Indoor Warning Device: Larry Zuspan reported that a meeting will be held February 18<sup>th</sup> at the KPEPC office to discuss the Informer-IP device (an indoor warning device that would replicate the voice messages used on the outdoor warning sirens). Jamie Musulin of Capitol Electronics will be doing a presentation on the devices. Larry reviewed a list of KPEPC members that will be participating in this initiative and will be providing them email updates.

Commodity Flow Study: Larry Zuspan reported a Commodity Flow Study will be performed during the April-May timeframe. The study will encompass waterways, railways, and highways. Larry will schedule a meeting with the emergency managers to determine sites to be monitored.

KPEPC Back-Up Server: Larry Zuspan reported that the KPEPC had planned to use the American Red Cross (ARC) file server for our document storage. Larry reported that he purchased the needed back-up hardware and software from Advantage Technology (~\$2,000). When they came in to start the install, they realized that the ARC server internal memory was not large enough to accommodate "back-up software". Advantage Technology offered to refund the

money spent thus far, due to their inadequate investigation of the ARC's equipment. A solution to this issue is to purchase a computer that would be dedicated for use as a "back-up server" at a cost of \$900. Larry recommends that we move forward with the computer purchase and installation. Matt Blackwood moved that the KPEPC purchase the computer from Advantage Technology for \$900 to enable the KPEPC to back-up their document storage; Wanda Marks seconded the motion which unanimously carried.

There be no further business, the meeting was adjourned at 1:25 p.m.