



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

March 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 February 12, 2014, KPEPC Board of Directors meeting be approved; Jill Farrar-Brown seconded the motion and the minutes were unanimously approved as written.

### **OFFICER REPORTS:**

#### **Chair:**

**Matt Blackwood**

**Tier II Reporting:** Matt Blackwood reported that he had sent several emails and a letter to Jimmy Gianato, Director of WVSERC, requesting that the Tier II Report collection requirements be changed to all electronic format. Grant Gunnoe mentioned that he thought there was an executive order requiring the state to utilize Cameo software to store Tier II information. Matt stated that he will check into this and report back to the Director's.

#### **Vice-Chair:**

**Wanda Marks**

Wanda Marks provided the Directors with a copy of the KPEPC Proposed Amendment Changes to the Constitutions and By-Laws (attached). The changes involved:

#### **1) Section 4 – Board of Directors; 4.10 Voting:**

##### **Proposed To Read:**

**4.10.1 - Alternate Board of Director:** A Board of Director may submit the name of an individual who may act as a Named Board Proxy for that Director in the event of an absence. The Named Board Proxy will be communicated to the Chairperson and/or Administrative Staff of the KPEPC and will be permitted to act and vote on issues coming before the KPEPC and its subcommittees on behalf of the absent Board of Director. The Named Board

Proxy may only vote in the Director’s absence. Named Board Proxy must be an individual member of the KPEPC.

**2) Section 8 – Committees 8.5 – Committee Responsibilities/Duties**

**Proposed to Read:**

**8.5.10 – Training and Education Committee:** The committee shall facilitate and support education and training programs as it relates to hazard preparedness as mandated by federal standards, identified gaps, and/or local needs.

Wanda reviewed the proposed by-law changes with the Directors. There being no questions, Wanda Marks moved to accept the proposed amendment changes to the KPEPC Constitution and By-Laws; C.W. Sigman seconded the motion and the proposed changes were unanimously approved.

Larry Zuspan stated that the proposed amendment changes to the KPEPC Constitution and By-Laws will be voted on at the KPEPC General Membership Committee, March 26, 2014. Once approved, the revised by-laws will be sent to the West Virginia Department of Military Affairs and Public Safety; Division of Homeland Security and Emergency Management (WVSERC), for their approval.

**Secretary / Treasurer:**

**Cheryl Ingraham**

Cheryl Ingraham was not present. Larry Zuspan provided the Director’s with KPEPC budget through February 28, 2014. Larry explained the KPEPC Profit and Loss Budget Performance shows that we are 320.7% of budget thus far in 2014 due to receipt of contributions running ahead of schedule . Total contributions received through February 28, 2014 are \$62,967; unpaid contributions total \$4,697. Larry further reported that \$6,000 HMEP Grant Funds will be used for the Commodity Flow Study.

**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 brought up a discussion regarding shelter planning and functional needs access. Grant mentioned that the Salvation Army had always offered assistance when needed. Mike Jarrett put a lot of effort in the relationship with the Salvation Army.

**ADMINISTRATOR'S REPORT:**

After-Action Meeting of the Clearon Incident: Larry Zuspan asked if a meeting had been scheduled to discuss the checklist generated from the Clearon incident. Dale Petry stated that he will organize this meeting and send out a notice of meeting date and time. Matt stated that the Capitol Police and Kanawha County Schools need to be represented at the meeting.

Feedback From Evacuation Plan presented by Jeff Harvey verses the West Virginia Common Operation Picture (WVCOP) and Modeling Simulation Capability for Resource Consumption and Consequent Management Tool: Larry Zuspan stated that he had been contacted by Mark Nunley of MATRIC suggesting that we reconvene to determine if the KPEPC would like to pursue this modeling simulation tool. Grant Gunnoe felt that another meeting with MATRIC would be futile. Larry stated that MATRIC is willing to obtain additional funding if we want to move forward. The Director's agreed if MATRIC can come back and present the revised simulation tool in real time verses statistics, Larry will arrange a meeting.

Dale Petry reported that he recently attended a meeting demonstrating a software tool currently being used in the Atlanta, Georgia area. This is an application that is installed on iphones-ipads with a type of GPS locating

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