



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

April 9, 2014

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

Dr. Matt Blackwood, Chair called the Board of Director's meeting to order at 11:40 a.m.

Eric Tissenbaum moved that the minutes from March 12, 2014, KPEPC Board of Directors meeting be approved; Steve Carver seconded the motion and the minutes were unanimously approved as written.

OFFICER REPORTS:

Chair:

Matt Blackwood

2010 West Virginia Regional Resilience Assessment Program RRAP Update: Matt Blackwood reported that the last siren will be installed at University of Charleston (UC). Dale Petry reported that the siren will be installed on the Clay Tower and installation will cost approximately \$1,800. Larry Zuspan stated that the grant funds managed by the KPEPC, went toward the actual sirens and no funds are remaining. Matt stated that he will check with David Hoge to determine if WVDMAPS has remaining grant funds available to cover the siren installation.

Tone & Voice Siren Testing: Larry Zuspan suggested testing the functionality of the voice / tone sirens. Larry discussed positioning KPEPC members in various areas of Kanawha and Putnam counties to ensure that the sirens and voice messaging are functioning properly. Matt also suggested that a few people be positioned at the West Virginia State Capitol to observe whether or not the sirens are functioning and also observe reactions of people and whether or not they understand about the testing of the sirens. It would be a good opportunity for community outreach, distributing brochures and educating the public about the functions of the sirens. Matt suggested those people available to observe siren functions on Wednesday, April 23rd, to contact him or the KPEPC office. C.W. Sigman reported that he had a supply of siren brochures. Dale Petry suggested providing maps of siren locations to the public.

Vice-Chair:

Wanda Marks

Wanda Marks was not present; no report.

Secretary / Treasurer:

Cheryl Ingraham

Cheryl Ingraham provided the Director's with the KPEPC budget through March 31, 2014. Cheryl explained the KPEPC Profit and Loss Budget Performance. Total contributions received through April 8, 2014, are \$64,512; unpaid contributions total \$3,452. Larry further reported that \$6,000 HMEP Grant Funds will be used for the Commodity Flow Study.

Larry Zuspan discussed the Merchant Services credit card servicer. The fees that the KPEPC are being charged have increased. After investigating, Larry found out that Merchant Services had categorized the KPEPC as a retailer rather than a non-profit. Merchant Services is going to perform an account review and report back to Larry in a few weeks. Larry will provide an update at the next meeting.

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

No Report.

ADMINISTRATOR'S REPORT:

Safety EXPO: Larry Zuspan reported that the KPEPC will have a display at the WV Safety EXPO to be held at the Charleston Civic Center, May 7-9, 2014.

2011 West Virginia Homeland Security Grant (WVHSG): Larry reported that he is applying for a \$3,500 grant to fund additional KPEPC educational materials. The items won't be ordered until the grant has been approved.

Informer IP Indoor Warning Devices: Larry Zuspan reported that four Informer IP devices have been purchased and will be placed at West Virginia State University; St. Agnes School (Kanawha City); WV State Capitol (Capitol Police); Charleston Town Center. The Informer IP Project Team has been meeting and is currently working on a test strategy and involving Metro 911. Once a Proof of Concept / Feasibility Study is conducted, a white paper will be generated to determine if all schools, learning institutions, and various businesses would benefit from this warning system.

KPEPC Back-Up Server: Larry Zuspan reported that the back-up server, approved at the February 12, 2014, KPEPC Board meeting, has been installed by Advantage Technology. Training will be conducted for the administrative staff in the near future.

NEW BUSINESS:

C.W. Sigman reported that Senate Bill No. 373 just passed and the KPEPC can integrate the planning for the Above Ground Storage Tank Act 22-30-10. C.W. stated that we need to contact the WV Department of Environmental Protection, WV Department of Health & Human Resources, WV Water Company and the powers that be, to come up with a plan to proceed.

C.W. Sigman asked about the status of the upcoming Commodity Flow Study. Larry Zuspan reported that he had talked with Jeff Harvey of J. H. consulting and provided him with the new site information for Marmet, which he will include in the survey. Also, information requests were sent out to the fixed facilities which they will complete and submit to Jeff. He should be ready to begin the study very soon.

C.W. mentioned that he would like to get information to CSX including crude oil training regarding crude oil shipments. There are major issues

There be no further business, the meeting was adjourned at 12:30 p.m.