



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE **Managing Our Risk Together**

Board of Directors Meeting

July 09, 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.

Tom Keefer moved that the minutes from June 11, 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 served as an evaluator at the Cabell-Wayne LEPC drill which involved rescue to a fire engulfed watercraft involving mass casualties. Issues were identified and discussed after the exercise.

Matt stated that he and Larry had discussed the idea of the KPEPC sponsoring a drill / exercise involving the membership. After brainstorming and meeting with Bob Sharp and the Charleston Fire Department, Matt proposed that the KPEPC sponsor a high-rise fire exercise. A table-top drill would be held in the fall with the full-scale, functional exercise planned for the spring of 2015. This exercise would be a multi-casualty, multi-agency scenario and would be held at the Columbia Gas building. Columbia Gas has requested a smoke-out on the 11th floor of the building, actually utilizing stand pipes, and spraying water into the Kanawha River. They are getting their building and grounds prepared for this full-scale drill which will include updating their building evacuation procedures.

Matt is forming a planning committee to prepare for this upcoming drill and wants to get all emergency response agencies as well as hospitals involved. Wanda Marks agreed to reach out to the area hospitals. Matt mentioned that the hospitals may be interested in tying their Region III and IV drill with this exercise. The next planning meeting is scheduled for July 24th at 9:00 a.m. at Columbia Gas.

Dale Petry, Director of Homeland Security & Emergency Management for Kanawha County, stated that he would like to incorporate training from this exercise into a training opportunity / learning tool for all first responders. This is a proactive training opportunity for all agencies involved.

Eric Tissenbaum is interested in involvement with the Americans with Disabilities Act (ADA) community. Matt stated that the hospitals need to include at-risk populations. He wants to focus efforts from all agencies and keep the scenario as realistic as possible. Matt stated that he is in the process of creating the planning document.

Matt mentioned that Putnam County Office of Emergency Services can be involved in the planning and supporting the drill.

Vice-Chair:

Wanda Marks no report.

Wanda Marks

Secretary / Treasurer:

Cheryl Ingraham provided the Director's with the KPEPC budget through June 30, 2014. Cheryl explained the KPEPC Profit and Loss Budget Performance report. The total member contributions received through June 11, 2014, are \$64,712; unpaid contributions total \$3,152. Jacque Gumm re-invoiced the unpaid members June 23, 2014.

Cheryl Ingraham

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**

Frank Chapman reported that he and Larry Zuspan provided presentations to two day-care centers in Putnam County, presenting information on the new siren system, shelter-in-place, and

emergency alert radios. Frank has received four additional calls regarding interest generated from this presentation.

ADMINISTRATOR'S REPORT:

Informer IP Notification System: Larry Zuspan reported that we are halfway through the sixty (60) day hold of the Informer IP Project. Larry asked Dale Petry about the resolution of the siren system problems. Dale reported that a representative from Federal Signal has performed tests on the siren system and a majority of the problems have been resolved. Dale will keep the board apprised, so that the Informer IP Project can move forward.

West Virginia Homeland Security (WVHS) Grant: Larry Zuspan reported that the KPEPC was awarded a \$3,500 West Virginia Homeland Security (WVHS) Grant to buy educational materials. The grant check was received June 23, 2014, and all items have been received and paid for.

Commodity Flow Study: Larry Zuspan reported on the status of the Commodity Flow Study. The highway monitoring is complete; waterway, airway and pipeline analysis is nearly complete. Jeff Harvey will supply C. W. Sigman with railway information to be included in the survey.

South Charleston Community Advisory Panel (CAP) Meeting: Larry Zuspan reported that he attended the South Charleston CAP meeting July 8th. Their organization, directed by Mary Green, is working with Dr. Oliver, an instructor from South Charleston High School, to develop a mobile phone app instructing parents on how to prepare or respond to shelter-in-place emergencies. Larry advised Mary Green that Dale Petry, Director of Kanawha County Homeland Security & Emergency Management, is currently working with E. G. Hamrick, a website developer, to develop a similar mobile app for the county. Dale stated that he is interested in discussing the project and possibly partnering with the South Charleston CAP on this project. He will keep the board updated on this project.

Also, Larry Zuspan stated that the KPEPC needs representation at the South Charleston CAP meetings in his absence. Eric Tissenbaum has agreed to represent the KPEPC in his absence. Larry mentioned that the South Charleston CAP is very much interested in the tap to talk application and will be contacting Eric for a demonstration at one of their monthly meetings.

NEW BUSINESS:

Matt Blackwood reported that the WV SERC Conference will be held August 11-12, 2014, at the Charleston Marriott.

Matt Blackwood reported that Roy McCallister will be the speaker at the KPEPC General Membership meeting Wednesday, July 30, 2014.

There be no further business, the meeting was adjourned at 12:50 p.m.