



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

January 14, 2015

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 November 12, 2014 KPEPC Board of Director's meeting be approved; Wanda Marks seconded the motion and the minutes were unanimously approved as written.

### **2015 ELECTION OF OFFICERS:**

Matt Blackwood provided a report of the 2015 election results. A list of the new 2015 KPEPC Board of Directors was distributed (attached). Matt Blackwood welcomed the new member, Krista Farley Raines; Janet Briscoe and Nanci Keenan are returning Board members, re-elected for a second term.

Matt Blackwood reported that the next order of business was to elect the 2015 Board of Director's Executive Officers. Jacque Gumm provided the list of 2014 Executive Officers: Matt Blackwood, Chair; Wanda Marks, Vice-Chair; Cheryl Ingraham, Secretary / Treasurer. Before nominations were received from the floor, it was recommended that the Directors consider maintaining the same Executive Officers that served in 2014. Nominations were opened from the floor for Executive Board positions. There being none, C.W. Sigman moved to close the nominations and accept the KPEPC 2015 Executive Officers as follows: Matt Blackwood, Chair; Wanda Marks, Vice Chair; Cheryl Ingraham, Secretary/ Treasurer. Tom Keefer seconded the motion and the motion unanimously passed by acclamation. Officers will serve a term of one (1) year from January to December or until such time as their successor is appointed.

A list of 2014 Committee Charges was provided to the Directors. Larry explained that the spreadsheet is used as a tracking tool / planning guide, to keep track committee activities. The

committee charges will be revisited / reviewed and each assigned committee chair will be sent their revised electronic spreadsheet for review. Each committee chair will be responsible for updating their charges each month, so that there will be a current status of committee activities available to view at all times.

Matt reported that the chair of each committee drives their respective committee by soliciting committee member participation, and coordinating meetings to achieve committee goals. The monthly Board of Director's meetings serve as a platform for a brief review of committee activities during the previous month. Matt mentioned that it is important that each committee chair revise their charges (Committee Goals) monthly and return to Jacque, so that the master sheet can be kept up-to-date. The roles and responsibilities of each committee were discussed.

Matt explained that the committee charges evolved from the KPEPC Strategic Plan activity held several years ago. The purpose of creating / reviewing the committee charges was to help the KPEPC provide more value to the community and be a more viable resource in the future. Matt stated that the hope is for the KPEPC to provide resources to businesses in our area. We are trying to market the KPEPC and reach potential members in our area. Examples of these services would be to: Facilitate people to provide needed training to organizations such as shelter-in-place, Continuity of Operations Plan (COOP) via Lunch & Learn sessions. The KPEPC is always involved in community outreach through the South Charleston Community Outreach Program (So. Charleston CAP), DOW Safety Fair, and WV Safety EXPO. Krista Farley stated that there will be opportunities for community outreach with the WV American Water AAR (WVAM-AAR).

## **OFFICER REPORTS:**

### **Chair:**

### **Matt Blackwood**

Matt Blackwood identified each KPEPC committee and explained that the committee chair assignments were selected according to areas of expertise (attached). C. W. Sigman moved to accept the 2015 Committee Chairs and Assignments; Tom Keefer seconded the motion and the motion unanimously passed. A Board of Director's manual was provided to each new member present; 2015 updates were provided to returning Directors.

Matt also mentioned that the KPEPC website ([kpepc@kpepc.org](mailto:kpepc@kpepc.org)) is used as information tool. There's a Board of Director's section listing each committee and states the purpose of the committee.

**Committee Involvement:** C.W. Sigman stated that the recent involvement with the After Action Report (AAR) of the Water Crisis is the largest after action improvement plan that the KPEPC has been involved with. C.W. stated that it will require involvement from all of the KPEPC committees to rewrite the annexes involving this emergency. Also, hospitals, health departments and other entities will need to be involved.

**WV AAR of Freedom Industries Chemical Leak:** Matt Blackwood reported that the State of West Virginia After-Action Review (AAR) of the Freedom Industries Chemical Leak of January

9, 2014, was released January 9, 2015. Matt stated that he was not pleased with the quality of the document. There were no definitive findings or solutions identified in the state report. The article in the Charleston Gazette addressing the state AAR stated that "State officials bungled their efforts to explain the water crisis to the public." Matt stated that C.W. Sigman as Chair of the Hazard Assessment & Planning Committee has spent countless hours on the KPEPC AAR of the WV American Water Incident. The committee will continue its efforts throughout 2015 and once complete will present the KPEPC AAR. Krista Farley suggested contacting Rusty Marks of the Charleston Gazette as we progress through the findings. C.W. stated that he will follow-up with the KPEPC AAR, which will be HSEEP compliant, there will be corrective actions.

**KPEPC Administrator Job Search:** Matt reported that the Administrator Job Announcement had been advertised in The Charleston Gazette. We have received four (4) applicants: Amber Elmore, Herbert Lattimore, Dr. Gerry White, and John Wilcox. After discussion, the directors decided to interview the four applicants. The interview committee would include the KPEPC Board Executive Officers, Matt Blackwood, Wanda Marks, Cheryl Ingraham, and Larry Zuspan. The interviews will be scheduled and recommendations would be brought to the full board. The top two applicants could provide a presentation to the board at the February 11<sup>th</sup> Board of Director's meeting. Matt stated that there will be a standard questionnaire presented to all four applicants.

**Co-Chair**  
No Report.

**Wanda Marks**

**Secretary / Treasurer:**

**Cheryl Ingraham**

Cheryl Ingraham, was not present. Jacque Gumm provided the Director's with KPEPC budget through December 31, 2014. Jacque reported that she and Larry Zuspan will be meeting with Susan Graves, CPA for the KPEPC to close out 2014 budget in QuickBooks.

**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**
- Krista Farley Raines**
- Tom Keefer**
- Cheryl Ingraham**
- C.W. Sigman**
- Nanci Keenan**
- Steve Carver**
- Bob Sharp**
- Eric Tissenbaum**

**COMMITTEE REPORTS:**

Please refer to 2015 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 there is a class scheduled on Bovine Cattle Response. The class will be held in Kanawha, Putnam, Mason, and Jackson, Cabell counties. Frank reported that there will be an 8-hours class sponsored by Ohio State University.

Dale Petry thanked Frank Chapman for coordinating training with other counties.

**ADMINISTRATOR'S REPORT:**

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