



KANAWHA PUTNAM

EMERGENCY PLANNING COMMITTEE

Managing Our Risk Together

Board of Directors Meeting

June 10, 2015

Hosted by:

KPEPC

113 Lakeview Drive
Charleston, WV 25313

Dr. Matt Blackwood, Chair called the Board of Director's meeting to order at 11:450 a.m.

C.W. Sigman moved that the minutes from the April 8, 2015 KPEPC Board of Director's 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 Larry Zuspan announced his retirement in the fall of 2014. The search for a new Administrator began in early 2015 but was postponed. Larry generously agreed to provide part-time assistance through the completion of the High-Rise Exercise, June 6, 2015. Matt stated that Larry has re-submitted his resignation as Administrator of the KPEPC, effective June 10, 2015. Matt thanked Larry for his service. Larry stated that he will continue to provide assistance to Jacque Gumm with the KPEPC website and with the transition of the new Administrator once hired.

Matt Blackwood stated that at the March 11, 2015, KPEPC Board of Director's meeting, the decision was made to pause in the interview process of hiring a new KPEPC Administrator. Recommendations were made to create a Strategic Review Committee to review the Administrator Job Description as well as the Strategic Plan for the KPEPC. The current KPEPC Strategic Plan was created in 2007-2008, so this process is overdue.

Matt asked the Director's for their input of representation of the KPEPC Strategic Review Committee. Matt stated that currently the Executive Committee consists of the Chair, Matt Blackwood, Vice Chair, Wanda Marks, and Larry Zuspan serving as an Ex Officio. Matt stated

that he found that smaller committees were more productive. C.W. Sigman suggested a representative from industry (Tom Keefer) as well as a representative from response. However, Tom has had a job change that may affect this ability to serve. Matt mentioned that Wanda Marks can represent hospitals. Matt asked C.W. Sigman to represent the response community; C.W. accepted. It was also suggested to appoint a KPEPC member from the "Citizen" sector. Larry stated that he would review the KPEPC register for a citizen representative. Matt stated that the Strategic Review Committee will examine the current KPEPC Strategic Plan and determine if revisions are needed. Matt stated that he will try to schedule a meeting the week of June 29th and will send out a meeting notice.

Matt Blackwood stated that Steve Carver, representing the KPEPC Mutual Resources Committee, has been unable to attend the KPEPC Board meetings due to job constraints. C.W. Sigman reported that the Air National Guard (ANG) has pulled back from emergency response duties. C. W. stated that he would talk to Steve to determine if his job responsibilities have changed. Matt stated that he appreciates Steve's service to the ANG and the KPEPC but suggested that he be contacted to possibly step down from the board at this time, due to his busy schedule. In the event that Steve's duties lessen, he could resume his participation with the KPEPC.

Matt stated that Bob Sharp retired from the Charleston Fire Department May 29, 2015, and accepted a new position as Chief Deputy Fire Marshal for that State of West Virginia effective June 1, 2015. Bob sent his resignation email May 26, 2015, that he was regretfully stepping down as the Plan Implementation & Evaluation Committee Chair (attached). Once he gets more time in his new role, he may be able to become more active with the KPEPC again.

Matt stated that currently there we will need to fill one position on the KPEPC Board of Director's (Bob Sharp's vacancy) and depending on information that C.W. Sigman obtains from Steve Carver, we may need to fill another position. Matt stated that Tim McDaniel of SERVPRO, ran for a position on the KPEPC Board and has actively participated with the organization.

C.W. Sigman moved to regretfully accept Bob Sharp's resignation from the KPEPC Board of Directors; Cheryl Ingraham seconded the motion and the motion was unanimously accepted.

C.W Sigman moved to replace Bob Sharp's vacancy with the KPEPC Board of Directors with Tim McDaniel; Janet Briscoe seconded to the motion which was unanimously approved. Matt Blackwood stated that he will contact Tim McDaniel. Matt Blackwood spoke with Tim McDaniel by phone and Tim accepted the position on the KPEPC Board of Directors.

Co-Chair

Wanda Marks

Wanda Marks stated that once the Strategic Plan has been revised, the KPEPC By-Laws will need to be updated to reflect the changes. Larry Zuspan reported that he has a copy of the Strategic Plan as well as the Administrator Job description.

Janet Briscoe asked how review for the Strategic Plan will affect the hiring of a new Administrator. Matt Blackwood explained that the Strategic Plan identifies the skill-set needed

for the Administrator position. Matt stated the committee will meet the end of June and provide updated information at the July 8th board meeting for approval to be submitted to the KPEPC General Membership at the July 29th meeting.

Secretary / Treasurer:

Cheryl Ingraham

Cheryl Ingraham provided the Director's with KPEPC budget through May 31, 2015. Cheryl explained the budget details and provided balances to all KPEPC accounts. Cheryl reported that \$10,950 remain in unpaid contributions. Jacque Gumm will re-invoice the unpaid members by the end of June.

KPEPC Committees / Committee Chairs

Business Outreach

Janet Briscoe

Communications

Bill Porterfield

Community Outreach

Krista Farley Raines

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 2015 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:

There be no further business, the meeting was adjourned at 12:45 pm.