



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

January 11, 2012

Hosted by:

**KPEPC**

113 Lakeview Drive  
Charleston, WV 25313

John Thomas, Vice Chair called the Board of Director's meeting to order at 11:50 a.m.

Ed Bowdish moved that the minutes from the November 9, 2011 KPEPC Board of Directors meeting be approved; Wanda Marks seconded the motion and the minutes were unanimously approved as written.

### **2012 ELECTION OF OFFICERS:**

Larry Zuspan provided a report of the 2012 election results. A list of the new 2012 KPEPC Board of Directors was distributed (attached). The new members are Ed Bowdish, Jill Farrar-Brown, and Nanci Keenan.

Larry reviewed the list of 2011 Executive Officers: Matt Blackwood, Chair; John Thomas, Vice-Chair; Cheryl Ingraham, Secretary / Treasurer. He explained that the first order of business was to elect the officers for the 2012 Board of Directors. Larry stated that Matt Blackwood, Dave Dodrill, and he had met and suggested officer positions as follows: John Thomas, Chair; Tyler London, Vice Chair; Cheryl Ingraham remaining as Secretary/ Treasurer.

Nominations were opened for Executive Board positions. There being none, Mike Jarrett moved to close the nominations with the KPEPC 2012 Executive Officers being as follows: John Thomas, Chair; Tyler London, Vice Chair; Cheryl Ingraham, Secretary/ Treasurer. Wanda Marks 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.

John explained that the committee chair assignments were selected according to areas of expertise (attached). Ed Bowdish moved to accept the 2012 Committee Chairs and Assignments; Mike Jarrett seconded the motion and the motion unanimously passed.

A list of 2011 Committee Charges was provided to the Directors. John explained that the spreadsheet is used as a tracking tool / planning guide, to keep committee activity current. Each assigned committee chair will be sent an electronic spreadsheet for review, so that they can revise or reprioritize their committee's goals for 2012.

Larry stated that the chair of each committee drives their respective committee by appointing a chair-person, soliciting committee member participation, and coordinating meetings to achieve committee goals. John offered to attend the committee meetings and to assist in any way. Larry mentioned that he tries to attend all committee meetings and is available to assist in any way. Larry stated that the monthly Board of Director's meetings will serve as a platform for a brief review of committee activities during the previous month. The roles and responsibilities of each committee were discussed.

## **OFFICER REPORTS:**

### **Chair:**

**John Thomas**

John welcomed the new Board members and explained the structure of the monthly meetings. A Board of Director's manual was provided to each new member present; 2012 updates were provided to returning Directors.

### **Co-Chair**

**Tyler London**

Nothing to report.

### **Secretary / Treasurer:**

**Cheryl Ingraham**

Cheryl Ingraham not present. Larry provided the directors with the December 31, 2011 Financial Report and explained the details of the report.

## **KPEPC Committees / Committee Chairs**

**Business Outreach**

**Communications**

**Community Outreach**

**Drill Planning & Exercise**

**Finance**

**Hazard Assessment & Planning**

**Membership**

**Mutual Resource**

**Plan Implementation & Evaluation**

**Training Committee**

**Bev Jarrett**

**Tom Keefer**

**Mike Jarrett**

**Wanda Marks**

**Cheryl Ingraham**

**Jill Farrar-Brown**

**Nanci Keenan**

**Ed Bowdish**

**C.W. Sigman**

**Jim Shedd**

**COMMITTEE REPORTS:****Business Outreach****Bev Jarrett**

Bev Jarrett was not present. Jacque stated that Bev had put the KPEPC on the agenda of the Kanawha County School Principal's meeting in February. Larry stated that Community Outreach will be involved in the presentation.

**Community Outreach****Mike Jarrett**

Larry Zuspan reported that the Community Outreach committee will be sponsoring National Preparedness Month in September 2012. The committee has been actively involved in the redesign of the KPEPC website which will be rolled out the end of January.

**Drill Planning****Wanda Marks**

Wanda Marks plans for the committee to be more active in 2012. Wanda stated that all of the hospitals in Regions 3 & 4 were preparing for an upcoming drill April 26<sup>th</sup>.

Wanda stated that there is an HSEEP Training Workshop to be held in Flatwoods, West Virginia, May 30, 31, and June 1<sup>st</sup>.

Larry reported that on the state level, the KPEPC will be participating in the Bluestone Dam drill scheduled later in the year. Dale Petry mentioned that the first training session will be held Tuesday, January 17<sup>th</sup>.

C.W. Sigman stated that the Kanawha County School Board has been working with the Pinch Fire Department to plan a safety drill. There have been some recent minor bus accidents that need to be addressed. C.W. has talked with Bev Jarrett who will be coordinating efforts with Gary Morris of the Pinch Volunteer Fire Department and George Beckett in Transportation with Kanawha County Schools.

Wanda Marks stated that Putnam County needs to be included in any upcoming drills.

**Plan Implementation & Evaluation****C.W. Sigman**

C.W. Sigman reported that he had been working on the Special Needs Annex. There is a Special Needs planning meeting Thursday, January 19<sup>th</sup> at 10:00 a.m. at the Kanawha Charleston Health Department.

**Training****Jim Shedd**

Jim Shedd reported that the West Virginia Safety EXPO will be held at the Charleston Civic Center, May 16-20, 2012. Jim asked if the KPEPC would be participating. Larry confirmed that the KPEPC will be participating in this year's Safety EXPO. Larry further explained that at the 2011 EXPO, attendance to the exhibits was minimal. The attendees stayed on the second floor near their classrooms during breaks and didn't come down to view the exhibits. Dale Petry reported that this year's Safety EXPO will establish break periods in the Exhibit Hall, so that attendees will view the exhibits when not in class.

**EX OFFICIO MEMBER'S REPORT:**

**Dale Petry**  
**Grant Gunnoe**  
**Frank Chapman**

John Thomas stated that the Ex Officio Members remain in their same positions and serve as advisory positions. Grant Gunnoe offered to assist with any of the committees where he might be needed.

Dale Petry reported that he had worked with the KPEPC in coordinating printing of the Kanawha Charleston Evacuation Plan. Once printing of the Evacuation Plan is complete, Dale will be hosting nine (9) regional / public meetings in January and February in Kanawha County.

**ADMINISTRATOR'S REPORT:**

Transfer of funds. Larry Zuspan reported \$15,000 had been transferred from the KPEPC Money Market Account to the KPEPC Checking Account for operating funds. Once 2012 contributions are received, funds will be transferred back to the money market account.

Change in KPEPC General Membership Location. Larry reported that Little Creek Country Club, where the KPEPC General Membership meetings have been held for many years, has increased their prices significantly. Due to this cost increase, we have been forced to find other accommodations.

After checking several venues to hold our bi-monthly meetings, the Blessed St. John's XXIII Pastoral Center has been highly recommended and will accommodate our membership at an affordable price (\$10.00 per person). The facility is located at 100 Hodges Road which is off Rt. 119 (Corridor G), directly across from Wells Home Furnishings. Larry recommends that the Board consider this facility to hold our bi-monthly general membership meetings.

After discussion, Mike Jarrett moved that the KPEPC General Membership meetings be moved to the Blessed St. John's XXIII Pastoral Center; Ed Bowdish seconded the motion and the motion unanimously passed.

Larry also reported that due to scheduling conflicts in January, we need to move our meeting scheduled for Wednesday January 25<sup>th</sup> to Tuesday, January 24<sup>th</sup>. After discussion, Mike Jarrett moved that the KPEPC General Membership meeting, originally scheduled for Wednesday, January 25, 2012, be moved to Tuesday, January 24, 2012; Wanda Marks seconded the motion and the motion unanimously passed.

KPEPC Website Redesign. Larry reported that the KPEPC website redesign is 95% complete. Larry offered to show the Director's the website following the meeting. Larry stated that the website will be more user-friendly and will have more links and You Tube safety videos to view. There is a lot more information available to the viewer. The website should be completed by the end of January.

American Red Cross (ARC) Infrastructure Changes. Larry discussed the IT infrastructure at the American Red Cross (ARC) building where the KPEPC office is located. The ARC is switching

all of their connectivity to their corporate ARC office near Washington, D.C. The KPEPC will have to provide its own wide-area internet and telephone services. Larry reported that he had contacted Advance Technology as well as City Net. City Net seems more professional and cost efficient. Larry stated that the voice over IT feature on the office phones will be a minimal cost. There is currently Suddenlink internet connectivity in the building, so the KPEPC can utilize the current DSL. Mike Jarrett asked if we could obtain free service from companies for free advertisement. Larry will entertain this option for free advertisement on the KPEPC website. Larry stated that the ARC is willing to work with the KPEPC on these upcoming changes.

**NEW BUSINESS:**

John Thomas asked whether or not the 2012 schedule for the KPEPC General Membership meetings had been sent out. Jacque reported that a list of the 2012 meetings was provided to the members at the December 14<sup>th</sup> meeting. An electronic copy will be attached to the notice sent out to the membership for the January 24<sup>th</sup> general membership meeting.

There be no further business, the meeting was adjourned at 12:35 p.m.