



BOARD OF DIRECTORS' MEETING
Wednesday, January 4, 2023 – 11:30 AM
120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Keith Vititoe at 11:45 AM. A roll call was made with the following members present: Keith Vititoe, Tom Keefer, Phillip Fout, Mikyle White, CW Sigman, Melinda Sprouse, Jeff Clark, Marianne McClure, Jason King, Dan Taaffe, Barry Lindley, and Angela Akers. Dave Turley and Rod Johnson were present as alternate members.

Jeff Clark made a motion to approve the November 2, 2022, Board of Directors' meeting minutes. Angela Akers seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. OFFICER REPORTS:

Chair Keith Vititoe

Keith thanked all the previous Chairmen for their 2022 work. He looks forward to the 2023 goals and objectives planned.

Vice Chair Jason King No Report

Secretary-Treasurer Angela Akers

Checking Account \$ 50,390.59

Reserve Account \$ 62,122.46

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Melinda Sprouse

See Membership discussion under New Business. The Committee will develop a social media Policy and reestablish our Face Book and Twitter accounts. These can then be used to publish current and upcoming KPEPC activity.

Communications Systems Committee

Jeff Clark

Discussed the need to review radio unit numbers used throughout Kanawha County. Several numbers are close. The Committee will also attempt to establish a uniform ICS structure for use across the County.

Drill Planning, Exercise & Training

Dan Taaffe

Dan discussed drills for 2023. We will sponsor a WV Homeland Security Exercise Evaluation course. The course is required for all exercises utilizing grant funding.

Finance Committee

Angela Akers

Angela circulated the 1/1/22 to 12/31/22 Annual and December, 2022 Financial Reports for review and approval.

Hazard Assessment & Planning/Mutual Resources

Barry Lindley

Barry discussed plans to review the All-Hazard Plan annexes to remove unnecessary duplication.

Plan, Implementation & Evaluation Committee

Marianne McClure

Nothing additional to report.

Chemical Facilities

Phil Fout

This is a new Committee. Phil will solicit facility membership.

3. EMERGENCY MANAGER REPORTS

Kanawha County Office of Emergency Management

C.W. Sigman

CW reported on recent Community Warning Siren repairs and improvement. The Board discussed the need to revise and issue Shelter In Place material so the public knows what to do when they are notified.

City of Charleston Office of Emergency Management Chad Jones

Not present

Putnam County Office of Emergency Management Mikyle White

Mikyle reviewed the IRP radio frequency overlap issues Putnam County is experiencing. The State appears to be out of available frequencies.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom proposed adding an Alternate Board mailing list for identified alternate representatives. This will allow them to be better prepared when participating in the meetings. Everyone with a designated alternate is requested to submit their contact information.

5. OLD BUSINESS

Hazardous Material Good Samaritan Legislation Update

The proposed Legislature Bill was discussed. No wording changes were recommended.

6. NEW BUSINESS

2023 Officers

Jason King nominated Keith Vititoe for the Chairman position. CW Sigman seconded motion. Dan Taaffe nominated Jason King for Vice Chairman. Barry Lindley seconded motion. CW Sigman nominated Angela Akers for Secretary/Treasurer. Jeff Clark seconded motion. All motions were voted on and accepted.

2023 Committee Chairman Assignments

Keith assigned Chairman for each of the Committees. See the new assignments under Committee Reports.

2023 Membership Listing

Tom circulated a list of members not attending any General Membership meetings in 2022. Everyone was requested to review and offer revisions if they know the listed member has been replaced. Please submit all revisions to Tom by 1/25/23.

2023 Contribution Requests

Tom presented a 2022 invoice payment summary. After discussion, Keith Vititoe made a motion to retain 2023 requests at the 2022 level. Jeff Clark seconded motion. Motion passed.

2023 WV SERC Conference

Tom announced the 2023 SERC Conference will tentatively be held on March 27 and 28 in Flatwoods. Melinda Sprouse expressed interest in attending as our representative.

7. ADJOURNMENT

Barry Lindley made a motion to adjourn at 1:20 PM. Mikyle White seconded the motion. Motion passed with no objections.

Our next meeting will be on February 1 at 11:30 AM.