



**BOARD OF DIRECTORS' MEETING**  
**Wednesday, October 4, 2023 – 11:30 AM**

Regulatory Training Center  
120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Keith Vititoe at 11:37 AM. A roll call was made with the following members present: Keith Vititoe, Tom Keefer, Phillip Fout, Dan Taaffe, Chad Jones, Marianne McClure, Mikyle White, CW Sigman, and Barry Lindley. Jason Sears and Scott Kishpaugh were present as alternate members.

Phillip Fout made a motion to approve the September 6, 2023, Board of Directors' meeting minutes. Mikyle White seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Keith Vititoe	Nothing additional to report
Vice Chair	Jason King	Not present
Secretary-Treasurer	Angela Akers	

Checking Account \$ 101,178.96

Reserve Account \$ 62,518.00

Total \$ 163,696.96

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Melinda Sprouse

2023 Objectives

- Follow-up with 2022 members no longer attending meetings.
- Assist with 2023 invoice follow-up.
- Establish Facebook and Twitter accounts and routinely post events.

Not present

Communications Systems Committee

Jeff Clark

2023 Objectives

- Review current communication process between facilities and 911 dispatch centers and recommend changes to All-Hazard Plan annexes. Consider facility size and County location. Does Kanawha and Putnam require the same call systems?
- Communicate changes and expectations to the chemical facilities (around 44 facilities).
- Update the All-Hazard Plan communication annexes.

Not present

Drill Planning, Exercise & Training

Dan Taaffe

2023 Objectives

- Continue planning support for the June 21 Coast Guard Mass Rescue Operation Tabletop. COMPLETE
- Schedule, plan, and coordinate a Solenis tabletop drill in Third Quarter. POSTPONED UNTIL 2024
- Develop and share Shelter-In -Place information (Coordinate with the CAC Committees).
- Design, schedule, and coordinate training identified as needed for Haz Mat Response Advisors. Coordinate activity and timing with the Chemical Facilities Committee.
- Schedule and conduct a Kanawha County traffic diversion drill as requested by Sheriff Rutherford.

Tom announced a tabletop drill being conducted at the Edgewood Summit facility on Tuesday, October 24, at 2:00 PM. The Board is invited to attend.

Finance Committee

Angela Akers

Not present

Hazard Assessment & Planning/Mutual Resources

Barry Lindley

2023 Objectives

- Review at least 50% of the All-Hazard Plan Annexes and Basic Plan. Consider revisions and upgrades presented from drills.

- Consider a method for providing quick chemical reference for material shipping into or out of our area.
- Develop a people reunification annex for major incidents (Such as active shooter, hostage, and structural collapse).

Barry reviewed the proposed Basic Plan upgrades. Please review and comment on the attached revised draft.

Plan, Implementation & Evaluation Committee

Marianne McClure

2023 Objectives

- Develop a guideline/standard for conducting a PIE review.
- Design and roll All-Hazard Plan information out to local responders.

Nothing additional to report.

Chemical Facilities

Phillip Fout

2023 Objectives

- Develop the Hazardous Material Response Advisory program including roles, individual training certification required to join or respond, activation procedure, internal training plan, response coverage area, response structure, etc.
- Update mutual aid material listing.
- Introduce KPEPC to the nonparticipating chemical facilities and secure representation for Committee.

Phillip reported on their 9/21 meeting which had great representation. The Committee discussed ways to increase facility response support. Scott Kishpaugh reminded the group of the EPA regulation requiring all PMP sites submit their three-year drill plans to the KPEPC by December 19, 2023. The Committee will develop a procedure to share with the facilities on how to accomplish the notification and our reply on monitoring the drill.

### 3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management

C.W. Sigman

CW reviewed the Shelter-in-Place material being developed by the South Charleston and Western Kanawha CAPs.

City of Charleston Office of Emergency Management      Chad Jones

Chad discussed the shorten chemical data sheets developed by Barry Lindley for the known largest volume chemicals in our area.

Putnam County Office of Emergency Management      Mikyle White

Mikyle advised us that David Turley resigned as the Deputy Director. Noah Alvis was named as his replacement.

4. ADMINISTRATOR'S REPORT      Tom Keefer

Nothing additional to discuss.

5. Old Business

Everyone was reminded to submit names for the open 2024 Board of Directors' positions.

6. New Business

Tom reviewed the 2024 meeting schedules. The listing is attached for review.

We discussed the 2024 Annual Meeting requirements. The meeting will be advertised for Wednesday, November 1, from 1:00 PM to 2:00 PM, at the KPEPC Office.

7. Adjournment

Dan Taaffe made a motion to adjourn at 1:00 PM. Marianne McClure seconded motion. The meeting was adjourned.