



BOARD OF DIRECTORS' MEETING
Wednesday, November 1, 2023 – 11:30 AM

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

The meeting was called to order by Keith Vititoe at 11:40 AM. A roll call was made with the following members present: Keith Vititoe, Tom Keefer, Phillip Fout, Dan Taaffe, Chad Jones, Marianne McClure, CW Sigman, Jeff Clark, and Barry Lindley. Jason Sears and David Hodges were present as alternate members.

CW Sigman made a motion to approve the October 4, 2023, Board of Directors' meeting minutes. Marianne McClure seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Keith Vititoe	See Drill Planning Committee
Vice Chair	Jason King	Not present
Secretary-Treasurer	Angela Akers	

Checking Account	\$ 97,343.82
Reserve Account	\$ 62,582.23
Total	\$ 159,926.05

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach	Melinda Sprouse
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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.

Jeff is working on upgrades for the All-Hazard Communication Plan

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 2025 AT THE REQUEST OF SOLENIS, LLC
- 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.

Keith Vititoe reviewed a FBI request to hold an Active Shooter Tabletop for each of the eight Kanawha County High Schools. The Board agreed to support these HSEEP drills starting on January 12, 2024 and running every Friday through March 1. The Drill Committee will start the planning process on November 16 at 9:00 AM.

CW Sigman will contact local law agencies for input to the Traffic Diversion Plan. The Interstate 64 shut down and resulting traffic gridlock on October 30 indicates we need improvement in plans and understanding.

Phillip reported on the November 19 meeting. A letter to all EHS facilities was reviewed. The letter will inform them of the revised EPA regulations requiring them to submit their annual response drill schedules to the KPEPC starting 12/19/23. Board comments are requested by November 8.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

Nothing additional to report

City of Charleston Office of Emergency Management Chad Jones

Nothing additional to report

Putnam County Office of Emergency Management Mikyle White

Not present

4. ADMINISTRATOR'S REPORT Tom Keefer

Dan Taaffe, Tom Keefer, and South Charleston Fire Department (Chief Virgil White and Capt Troy Painter) met with Solenis, LLC on 10/31 for a review of their chemical hazards and revised emergency response plans.

5. Old Business

Nothing additional to present

6. New Business

Nothing additional to present

7. Adjournment

Jeff Clark made a motion to adjourn at 1:00 PM. Chad Jones seconded motion. The meeting was adjourned.