



**BOARD OF DIRECTORS' MEETING**  
**Wednesday, May 3, 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 (By phone), Mikyle White, CW Sigman, Marianne McClure, Dan Taaffe, Chad Jones, Barry Lindley, and Jeff Clark. Dave Turley was present as an alternate member.

Marianne McClure made a motion to approve the March 5, 2023, Board of Directors' meeting minutes. Barry Lindley seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. OFFICER REPORTS:

Chair Keith Vititoe

Keith thanked everyone for the work pulling together the tabletop derailment exercise schedule for May 9.

Vice Chair Jason King Not present

Secretary-Treasurer Angela Akers

Checking Account \$ 105,585.80

Reserve Account \$ 62,262.14

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Melinda Sprouse Not present

Communications Systems Committee Jeff Clark

The Committee will work with the Chemical Facilities Committee to identify the correct communication equipment for communicating with the respective 911 Centers.

Drill Planning, Exercise & Training

Dan Taaffe

Dan discussed the Coast Guard table-top exercise scheduled for June 21. The drill will be for a Mass Rescue Operation. They also are planning a large-scale river exercise for late Summer.

We reviewed the final details for the Kanawha River Railroad Derailment tabletop. The drill will be held May 9 at the Dunbar Senior Center.

CAMC Memorial will follow this exercise with a decontamination exercise at 1:00 PM. The Board is invited to attend.

Finance Committee

Angela Akers

The April 2023 Financial Report was circulated for review and approval.

Hazard Assessment & Planning/Mutual Resources Barry Lindley

Barry reported they have been looking at All-Hazard Plan Annexes needing upgrades. They will prioritize based on the tabletop exercise recommendations.

Plan, Implementation & Evaluation Committee

Marianne McClure

Marianne reported the Committee had reviewed the 2/23/23 natural gas leak response in Nitro. A report has been issued with no recommendations requiring follow-up.

Chemical Facilities

Phil Fout

Phillip reported the Committee met and established objectives. Their next meeting is scheduled for June 1.

### 3. EMERGENCY MANAGER REPORTS

Kanawha County Office of Emergency Management                      C.W. Sigman

CW discussed jointly developing Shelter In Place material with the South Charleston and Western Kanawha Valley CAPs. The activity was assigned to the Drill Planning, Exercise and Training Committee for action.

City of Charleston Office of Emergency Management                      Chad Jones

Chad discussed the need for additional training of the identified Metro 911 EOC personnel. Several people have been appointed to roles since the last training.

Putnam County Office of Emergency Management                      Mikyle White

Nothing additional to report.

### 4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom discussed the response training certification required by the Hazardous Material Good Samaritan legislation. The Chemical Facilities Committee will lead developing our proposed response advisory program.

We have been requested to participate in the WV Emergency Management Cameo plume plotting program. Training begins on May 4 and runs weekly through June 1. The upgrades will allow us to pull Tier II chemical storage reports into the Cameo system for response planning.

### 5. OLD BUSINESS

2023 WV SERC Conference

Mikyle White reported on the Conference attended by Barry Lindley, Dave Turley, and himself. He reviewed the LEPC funding grant available again this year. We discussed supporting others for equipment grants but not for KPEPC equipment ownership. SERC is stressing adding a "Reunification" program to necessary event planning.

6. NEW BUSINESS

CW Sigman made a motion to apply for the WVEMD LEPC Grant. Mikyle White seconded the motion. Motion passed.

7. ADJOURNMENT

Jeff Clark made a motion to adjourn at 1:25 PM. Mikyle White seconded the motion. Motion passed with no objections.

Our next meeting will be June 1, 2023.