



BOARD OF DIRECTORS' MEETING
Wednesday, June 7, 2023 – 11:30 AM

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

The meeting was called to order by Tom Keefer at 11:40 AM. A roll call was made with the following members present: Tom Keefer, Phillip Fout, Mikyle White, Marianne McClure, Dan Taaffe, David Hodges, Dave Armstrong, and Jeff Clark (By phone). Dave Turley was present as an alternate member.

Dave Armstrong made a motion to approve the May 3, 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	Not present
Vice Chair	Jason King	Not present
Secretary-Treasurer	Angela Akers/Tom Keefer	

Checking Account	\$105,282.95
Reserve Account	\$ 62,348.74
Total	\$167,631.69

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach	Melinda Sprouse
Not present	

Communications Systems Committee	Jeff Clark
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Jeff discussed the proposal to replace the KPEPC Hot Line radio with State IRP radios. He is developing a communication letter for the Board review.

Drill Planning, Exercise & Training

Dan Taaffe

Dan reviewed the final plans for the Coast Guard Mass Rescue Operation (MRO) tabletop drill on June 21. Drill registration will start in the Edison Building at 8:30 AM. CAMC will continue the drill on June 22 at the Haddad Riverfront Park at 6:00 AM. They will triage, decontaminate, and transport 25 – 30 victims to their area hospitals. Dan started preliminary drill discussion with Saint Albans Fire Department.

Finance Committee

Angela Akers

Not present

Hazard Assessment & Planning/Mutual Resources

Barry Lindley

Not present

Plan, Implementation & Evaluation Committee

Marianne McClure

Nothing additional to report.

Chemical Facilities

Phillip Fout

Phillip report they had a committee meeting on June 1 with discussion on the Hazardous Material Advisory Team formation. The discussion will continue June 15 when the committee meets with several local Fire Chiefs.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management

C.W. Sigman/Dave Armstrong

Nothing additional to report.

City of Charleston Office of Emergency Management

Chad Jones/David Hodges

Nothing additional to report.

Putnam County Office of Emergency Management

Mikyle White

Nothing additional to report.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom asked about interest in offering refreshments for committee meetings that ran for an extended period (around two hours). Dan Taaffe made a motion to provide refreshments when it was appropriate to increase meeting attendance. Marianne McClure seconded motion. Motion passed.

5. Old Business

Nothing additional to discuss.

6. New Business

Tom proposed the following Committee Objectives/Tasks for 2023 consideration. The Board agreed for each committee to review these proposed objectives, upgrade as appropriate, and then start reporting on them at our July meeting.

Business, Membership & Community Outreach

Melinda Sprouse/ Jason King

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

Communications Systems Committee

Jeff Clark

- 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.

Drill Planning, Exercise & Training

Dan Taaffe

- Continue planning support for the June 21 Coast Guard Mass Rescue Operation Tabletop.
- Schedule, plan, and coordinate a Solenis tabletop drill in Third Quarter.
- 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.

Hazard Assessment & Planning/Mutual Resources

Barry Lindley

- 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).

Plan, Implementation & Evaluation Committee

Marianne McClure

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

Chemical Facilities

Phillip Fout

- 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.

7. Adjournment

Mikyle White made a motion to adjourn at 12:30 PM. Dan Taaffe seconded motion. The meeting was adjourned.