



BOARD OF DIRECTORS' MEETING
Wednesday, July 5, 2023 – 11:30 AM

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

The meeting was called to order by Keith Vititoe at 11:42 AM. A roll call was made with the following members present: Keith Vititoe, Tom Keefer, Phillip Fout, Mikyle White, Marianne McClure, Dan Taaffe, Chad Jones, CW Sigman, Angela Akers, and Barry Lindley. Dave Turley, David Hodges, and Jason Sears were present as alternate members.

Marianne McClure made a motion to approve the June 7, 2023, 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 Nothing additional to report.

Vice Chair Jason King Not present

Secretary-Treasurer Angela Akers

Checking Account \$100,952.54

Reserve Account \$ 62,348.74

Total \$163,301.28

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Melinda Sprouse/Jason King

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.
- 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.

The Coast Guard Mass Rescue Operation drill on June 21 was attended by 74 participants. We had a very interactive response discussion with several Plan upgrade considerations submitted to the Hazard Assessment Committee. CAMC continued the drill on June 22 with delivery of 24 patients to the Charleston hospitals to test their emergency room surge capacity.

We are working with the local CAPs to develop Shelter-In-Place material. The group plans to have material ready for school start.

Finance Committee

Angela Akers

Nothing additional

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).

Committee will meet on July 13 and 20 for the initial All-Hazard Plan review.

Angela Akers will review the Red Cross Mass Shelter and Family Reunification programs for a training delivery to the Board.

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.

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.

The Committee met on June 15 to discuss staffing a Hazardous Material Response Advisory group. The facilities were requested to review their participation plans and report back at a planned July 20 meeting.

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
Nothing additional to report.	

4. ADMINISTRATOR'S REPORT Tom Keefer

Nothing additional to discuss.

5. Old Business

Nothing additional to discuss.

6. New Business

Nothing additional to discuss.

7. Adjournment

CW Sigman made a motion to adjourn at 12:15 PM. Chad Jones seconded motion. The meeting was adjourned.