



**General Membership and Board of Directors' Meeting  
Wednesday, December 13, 2023 – 11:30 AM**

Saint John XXIII Pastoral Center  
100 Hodges Road  
Charleston, West Virginia 25314

**Meeting Minutes**

1. Call to Order/Introductions

Keith Vititoe called the meeting to order at 12:07 PM.

2. Presentations

Keith introduced the three received candidate nominations for the 2024 Board of Directors' election. The nominations were Michael Fisher, Michael Hodge, and Phillip Fout. Since there were no additional nominations from the floor, Tim Skiles made a motion to accept these three members for the three open Board positions. Doug Douglas made a second to the motion. Motion carried.

3. Approval of Last Meeting Minutes

Ed Bowdish made a motion to accept the September 27 General Member meeting minutes. Mikyle White seconded motion. Motion passed.

4. Reports

Officer Reports

Name

Chair

Keith Vititoe

Keith thanked everyone for attending. Our meeting attendance continues to build. He hopes to see everyone again at our January 24 meeting. He thanks all the Committee Leaders for their 2023 effort.

Vice Chair

Jason King

Not present

Secretary-Treasurer

Angela Akers

Checking Account \$ 91,922.80

Reserve Account \$ 62,713.04

Total \$154,635.84

Committee Reports

Business, Membership, and Community Outreach  
Not present

Melinda Sprouse

Communications Systems Committee  
Not present

Jeff Clark

Drill Planning, Exercise, and Training

Dan Taaffe

Keith announced the KPEPC in conjunction with the Kanawha County Board of Education will conduct an Active Shooter Tabletop Exercise at each of the eight County High Schools starting January 12, 2024. Doug Douglas announced a Chemical Emergency Medical Surge Exercise on January 30. The WV Safety Expo is currently working on 2024 classes. Renewed ICS training will be a highlighted topic.

Finance Committee

Angela Akers

Hazard Assessment, Planning, and Mutual Resources

Barry Lindley

The All-Hazard Basic Plan has undergone major revision. Barry asks that everyone review the attached proposal, return comments, and be prepared to accept at the January meeting.

Plan, Implementation, and Evaluation Committee  
Not present

Marianne McClure

Chemical Facilities

Phillip Fout

Tom reviewed the EPA December 19 requirement for all facilities with Extremely Hazardous Substances to report their three-year drill schedule to the LEPC. The WVEMD reports they use the 40CFR355 List (EPA's List of List) to determine if the facility exceeds the Extremely Hazardous Substance Reportable Quantity. We will continue working on a KPEPC procedure covering these requirements. Please attend the next Committee meeting to assist with development.

### Emergency Manager Reports

Kanawha County Office of Emergency Management

C.W. Sigman

CW discussed the 2024 tabletop drill requirement for all medical and assisted living facilities.

Putnam County Office of Emergency Management

Mikyle White

Mikyle reported the County is leaving the Heads-Up Notification app and moving to the PC Alert. More details to come.

City of Charleston Office of Emergency Management

Chad Jones

Chad attended a tabletop exercise at the Oak Ridge Center. An After Action Report will be issued shortly.

Administrator Report

Tom Keefer

Nothing additional was presented.

5. Old Business

Nothing additional was presented.

6. New Business

Nothing additional was presented.

7. Adjourn

Ryan Bremer made a motion to adjourn at 12:35 PM. Mikyle White made second to motion. The meeting was adjourned.

The next General Membership meeting will be on January 24, 2024, at 11:30 AM.