



BOARD OF DIRECTORS' MEETING
Wednesday, October 2, 2024 – 11:30 AM

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

The meeting was called to order by Mike Fisher at 12:00 PM. A roll call was made with the following members present Tom Keefer, Mike Fisher, Chad Jones, CW Sigman, Mikyle White, and Michael Hodge. Jason Sears and Ryan Bremar were present as alternate members.

Jason Sears made a motion to approve the September 4, 2024, Board of Directors' meeting minutes. CW Sigman seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

| | | |
|---------------------|---------------|--------------------|
| Chair | Keith Vititoe | Not present |
| Vice Chair | Mike Fisher | Nothing additional |
| Secretary-Treasurer | Angela Akers | |

Checking Account \$ 124,896.24

Reserve Account \$ 63,369.55

Total \$ 188,265.79

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach Mike Hodge

2024 Objectives

- Follow-up with 2023 members no longer attending meetings.
- Assist with 2024 invoice follow-up.
- Establish Facebook and Twitter accounts and routinely post events.

Nothing additional to report.

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

Chemical Facilities Phillip Fout Not present

2024 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.
- Coordinate annual facility interaction as required by EPA for Tier II facilities exceeding the Extremely Hazardous Substance (EHS) threshold.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW advised that Justin Thaxton, Kanawha County Sheriff Department, will assist with upgrading our Traffic Diversion Plan. CW will schedule a meeting.

City of Charleston Office of Emergency Management Chad Jones

Chad asked how we can better incorporate Day Care Centers into our emergency notifications. We will ask the Hazard Assessment and Planning Committee to evaluate better options

Putnam County Office of Emergency Management Mikyle White

Mikyle reported the Putnam County Emergency Management has rolled out “Putnam Ready” to replace the “Heads Up” notification system. The system works for all I-phone users. They are still working on program for android phones. Mikyle reports Hurricane Fire Department is receiving several training props and State Grant funding for a training facility.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reviewed the 2024 contribution requests and payments. Mike Hodge made a motion to double our request rates for facilities while leaving Emergency Management totals alone. Mikyle White seconded motion. Motion passed.

Mike Hodge made a motion that we send out a letter to all facilities advising the 2025 contribution rate increase, the Facility Response Plan requirements and development plans, and requesting input on how we can better work together.

5. Old Business

Tom reviewed the proposed 2024 By Law Revisions. No action took.

Tom reminded everyone of the scheduled Annual Public Meeting on October 24 at 1:00 PM. The meeting will be held at the Putnam County 911 Center. The meeting legal notice will run in the Hurricane Breeze on October 10 and 17, 2024.

6. New Business

No new business.

7. Adjournment

Jason Sears made a motion to adjourn at 1:10 PM. Ryan Bremar seconded motion. The meeting was adjourned.