



BOARD OF DIRECTORS' MEETING
Wednesday, February 7, 2024 – 11:30 AM

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

The meeting was called to order by Keith Vititoe at 11:37 AM. A roll call was made with the following members present: Keith Vititoe, Tom Keefer, Phillip Fout, Dan Taaffe, Chad Jones, CW Sigman, Mike Fisher, and Mikyle White. Jason Sears and David Hodges were present as alternate members.

Phillip Fout made a motion to approve the January 3, 2024, Board of Directors' meeting minutes. Mikyle White seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair	Keith Vititoe	Nothing additional
Vice Chair	Mike Fisher	Nothing additional
Secretary-Treasurer	Angela Akers	

Checking Account \$ 83,555.87

Reserve Account \$ 62,779.62

Total \$ 146,335.49

2. COMMITTEE REPORTS:

Business, Membership & Community Outreach	Mike Hodge	Not present
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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.

Communications Systems Committee	Jeff Clark	Not present
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2024 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.

Drill Planning, Exercise & Training

Dan Taaffe

2024 Objectives

- Develop and share Shelter-In -Place information (Coordinate with the CAC Committees).
- Assist Chemical Facilities Committee with scheduling and conducting facility reviews and drills as required by EPA.
- Schedule and conduct a Kanawha County traffic diversion drill as requested by Sheriff Rutherford.

Keith gave a Kanawha County High School Active Shooter Drill update. To-date, three drills have been conducted. We are seeing good participation and discussion.

The Board discussed the Nation Guard active shooter drill conducted on January 29 and the Region 3- 4 chemical emergency surge exercise on January 30. KPEPC participated in both exercises. Each organization will be issuing an After-Action Report.

Finance Committee

Angela Akers

Nothing additional

Hazard Assessment & Planning/Mutual Resources

Barry Lindley

2024 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).

The All-Hazard Basic Plan was approved by the General Membership on January 24, 2024.

Plan, Implementation & Evaluation Committee

Marianne McClure

2024 Objectives

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

Chad Jones offered to discuss holding an after-action review with Mountaineer Gas on the Charleston West Side gas outage. The Board is interested in how our community notification systems could have been better utilized in notifying the public.

Chemical Facilities

Phillip Fout

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.

Tom reported that eight facilities have submitted their 2024 drill schedule as required by EPA regulations. The committee will be following up with the other 56 facilities reporting they have EHS chemicals above the threshold reporting limit but did not reply.

Group discussed the EPA regulation for a facility to immediately report an EHS chemical spill exceeding the reporting threshold to the KPEPC. Currently, there is no clear direction for the initial reporting or the closing report submittal. Tom reported we are not seeing either report. A 2020 reporting form was discussed. However, we have no guidance issued on its use. The Committee will draft a facility memo outlining the regulatory requirements and recommended reporting method for compliance.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman
Nothing additional

City of Charleston Office of Emergency Management Chad Jones
Nothing additional

Putnam County Office of Emergency Management Mikyle White
Mikyle reported the Putnam County School Board Resource Officer requested a meeting concerning active shooter incidents. The School Resource Officers are currently taking active shooter training.

4. ADMINISTRATOR'S REPORT Tom Keefer

Tom reported that receipts for \$5,466.19 of our \$6,000.00 2023 LEPC Grant were submitted to WVEMD for reimbursement. A request for additional county grant support has been submitted.

5. Old Business
No old business

6. New Business
CW Sigman made a motion that Barry Lindley and Tom Keefer represent the KPEPC at the 2024 SERC/LEPC Conference at Glade Springs on March 19 and 20. Mikyle White seconded motion. Motion passed. WVEMD covers all expenses. The Emergency Managers are also planning to attend.

7. Adjournment
Phillip Fout made a motion to adjourn at 1:20 PM. Mikyle White seconded motion. The meeting was adjourned.