



BOARD OF DIRECTORS' MEETING
Wednesday, March 6, 2024 – 11:30 AM

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

The meeting was called to order by Keith Vititoe at 11:34 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, Mikyle White, Marianne McClure, and Barry Lindley. David Hodges was present as an alternate member.

Phillip Fout made a motion to approve the February 7, 2024, Board of Directors' meeting minutes. Marianne McClure seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

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

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|------------------|---------------|
| Checking Account | \$ 80,864.62 |
| Reserve Account | \$ 62,779.62 |
| Total | \$ 143,644.24 |

2. COMMITTEE REPORTS:

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|---|------------|-------------|
| 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.

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| 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, seven drills have been conducted. We are seeing good participation and discussion. The Dunbar Intermediate School has requested a drill. It is scheduled for March 12 at 8:30 AM.

Finance Committee

Angela Akers

Not present

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 Committee is pulling together information on Reunification Plans. This will be the first annex worked on for the year. They will also review the High School Active Shooter AARs to see if any All-Hazard Plan Annexes need modified.

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.

Board decided to hold an individual review of the Charleston West Side water and gas outage with WV American Water and Mountaineer Gas. The meetings will be scheduled for Mid-April time.

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 our first tabletop drill required by the EPA requirements for facilities with an EHS chemical will be on March 28 with United Dairy.

Group discussed the EPA regulation requiring a facility to immediately report an EHS chemical spill to the KPEPC. The Board reviewed a draft memo outlining the regulatory requirements and recommended reporting methods for compliance. Board members are requested to review and return comments prior to the next Chemical Facilities Committee meeting on March 21.

We discussed possibly adding a Chemical Facilities Annex to capture requirements mandated by EPA. The Board agrees we either create a new annex or modify several existing annexes to cover the recently identified tasks.

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management C.W. Sigman

CW reports the 2024 Safety Expo has been cancelled due to high cost. The Kanawha County Emergency Services, South Charleston CAC, American Red Cross, and KPEPC will host a safety booth at the WV Home Show. The booth time are:

April 4 – Thursday 8:00 AM Set-up

April 5 – Friday 12:00 PM to 8:00 PM

April 6 – Saturday 10:00 AM to 8:00 PM

April 7 – Sunday 11:00 AM to 5:00 PM

We need volunteers to demonstrate our Shelter-In-Place structure. Please let Tom know when you can assist with the demonstrations.

City of Charleston Office of Emergency Management Chad Jones

Nothing additional

Putnam County Office of Emergency Management Mikyle White

Mikyle reported he had been contacted by two House of Delegate members to discuss proposed legislation to enhance spill response and clean-up. They are working on a bill to introduce at the Fall Legislative Session.

4. ADMINISTRATOR'S REPORT Tom Keefer

Tom reported that receipts for \$5,466.19 of our \$6,000.00 2023 LEPC Grant were received and processed by WVEMD. Reimbursement was issued on February 27.

WVEMD requests that the supplemental funding be used for Cameo planning support. CW Sigman made a motion to procure quotes for a Cameo complaint computer system. Mikyle White seconded motion. Motion passed. Barry Lindley will identify system components and secure quotes. Quotes will be submitted to WVEMD for funding approval.

5. Old Business

No old business

6. New Business

No additional new business

7. Adjournment

Phillip Fout made a motion to adjourn at 12:55 PM. Mikyle White seconded motion. The meeting was adjourned.