



BOARD OF DIRECTORS' MEETING
Wednesday, May 1, 2024 – 11:30 AM
Regulatory Training Center
120 Third Avenue, South Charleston, WV 25303

The meeting was called to order by Keith Vititoe at 11:44 AM. A roll call was made with the following members present Keith Vititoe, Tom Keefer, Dan Taaffe, Chad Jones, CW Sigman, Mike Fisher, Mikyle White, Marianne McClure, Michael Hodge, Barry Lindley, and Jeff Clark. David Hodges and Jason Sears were present as alternate members.

Mikyle White made a motion to approve the March 6, 2024, Board of Directors' meeting minutes. CW Sigman seconded the motion. Motion passed with no objection. No April meeting was held due to the severe weather knocking out the power.

The following additional business was conducted:

1. Officer Reports

Chair

Keith Vititoe

Keith expressed appreciation to all the response agencies for their April severe storm efforts.

Vice Chair

Mike Fisher Nothing additional

Secretary-Treasurer

Angela Akers

Checking Account \$ 137,394.78

Reserve Account \$ 62,974.93

Total \$ 200,369.71

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.

Mike is developing a letter for issue explaining the KPEPC role in response planning.

Communications Systems Committee

Jeff Clark

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.

Jeff is coordinating upgrades to the Communication annex.

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 thanked all the agencies involved with the eight Kanawha County High School Active Shooter drills. We discussed the Pure Tech Scientific drill planned for May 7 and the findings from the United Dairy drill on March 28.

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).
Barry reviewed the upcoming Cameo All-Hazard 201 training session sponsored by the WVEMD. Barry and Tom were invited to participate. WVEMD has indicated interest in using this program for response plan release area calculation.

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.

Marianne gave a brief overview of the Mountaineer Gas meeting discussing the Fall, 2023 Charleston West Side gas outage. She will issue a summary report shortly. We continue the attempt to schedule a meeting with West Virginia American Water.

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.
Nothing additional discussed

3, EMERGENCY MANAGER REPORTS:

Kanawha County Office of Emergency Management

C.W. Sigman

CW discussed the tornado damage sustained and the damage assessments currently being collected. The County is currently conducting water rescue training.

City of Charleston Office of Emergency Management Chad Jones

The Fire Department is working with nursing homes to review response plans and conduct active shooter drills.

Putnam County Office of Emergency Management Mikyle White

Mikyle discussed the internet outage caused by a line failing during the storms. There was no installed secondary feed. They are evaluating system upgrades to avoid outage reoccurrence.

4. ADMINISTRATOR'S REPORT Tom Keefer

Tom reported that the 2023 LEPC Grant allotment of \$6,000.00 has been received. We applied for a \$3,000.00 Supplemental Grant for a computer dedicated to Cameo Suite use. The Grant was approved and authorized equipment ordered.

We have received payment on about half of the issued 2024 invoices. We will start contacting the unpaid facilities to insure they received the invoice.

The 2023 SERC/LEPC Conference had presentations from the EPA and Kentucky Tier II Manager concerning regulations requiring facility response plans. After discussion of existing and newly issued requirements, we decided to appoint a committee to evaluate and propose a path forward. The Response Planning Committee will be Mikyle White, CW Sigman, Chad Jones, David Hodges, Barry Lindley, Marianne McClure, Mike Hodge, and Tom Keefer. Tony Domingo and Heather Fittro will be asked to participate as WVEMD representatives to ensure our alignment with their future requirements.

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5. Old Business
No old business

6. New Business
No new business

7. Adjournment
Mikyle White made a motion to adjourn at 1:10 PM. Marianne McClure seconded motion.
The meeting was adjourned.