



**BOARD OF DIRECTORS' MEETING**  
**Wednesday, July 17, 2024 – 11:30 AM**

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

The meeting was called to order by Keith Vititoe at 11:42 AM. A roll call was made with the following members present Keith Vititoe, Tom Keefer, Dan Taaffe, CW Sigman, Mike Fisher, Mikyle White, Marianne McClure, Michael Hodge, Barry Lindley, and Jeff Clark. Jason Sears was present as an alternate member.

Marianne McClure made a motion to approve the June 5, 2024, Board of Directors' meeting minutes. Michael Hodge seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair Keith Vititoe

Keith reviewed the Kanawha County Board of Education reunification upgrades resulting from the recent active shooter drills. A full-scale reunification drill is planned as the new school year arrives.

Vice Chair Mike Fisher Nothing additional

Secretary-Treasurer Angela Akers

Checking Account \$ 136,358.76

Reserve Account \$ 63,106.20

Total \$ 199,464.96

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.



- Develop a people reunification annex for major incidents (Such as active shooter, hostage, and structural collapse).

Barry reported the new Cameo computer was ready for use except for Kanawha County mapping. He is working with Metro 911 to obtain the latest map.

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.

West Virginia American Water personnel have not been available to review communications during the West Side outage last Fall. We are closing our meeting request until they request a meeting time.

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 discussed the KC Ready app notification push issues. They have several vendors working on the issue. Users can see the notification but are not alerted when issued.

City of Charleston Office of Emergency Management

Chad Jones Not present

Putnam County Office of Emergency Management

Mikyle White

Mikyle discussed that they are seeing similar notification issues with their system.

Hopefully, everything will be resolved shortly.

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reported the three Emergency Management invoices have been issued. We still see payments coming in from our earlier contribution requests.

5. Old Business

No old business

6. New Business

Tom reported that only one application was received for the Response Plan Coordinator posting. Keith asked if anyone present had questions of Barry Lindley from his resume that had been earlier shared. With no questions, Keith Vititoe made a motion to employ Barry as the part time Response Plan Coordinator effective August 1, 2024. CW Sigman seconded motion. Motion passes with no objections.

7. Adjournment

Jeff Clark made a motion to adjourn at 12:23 PM. Mikyle White seconded motion. The meeting was adjourned.