



BOARD OF DIRECTORS' MEETING
Wednesday, August 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 11:42 AM. A roll call was made with the following members present Keith Vititoe, Tom Keefer, Mike Fisher, Marianne McClure, Barry Lindley, Angela Akers, Chad Jones, and Phillip Fout. David Armstrong was present as an alternate member.

Marianne McClure made a motion to approve the July 17, 2024, Board of Directors' meeting minutes. Phillip Fout seconded the motion. Motion passed with no objection.

The following additional business was conducted:

1. Officer Reports

Chair Keith Vititoe

Keith reminded everyone that Kanawha County Schools start on August 16. Look out for kids, buses, and additional traffic.

Vice Chair Mike Fisher Nothing additional

Secretary-Treasurer Angela Akers

Checking Account \$ 147,141.37

Reserve Account \$ 63,170.86

Total \$ 210,312.23

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.

Not present

Communications Systems Committee Jeff Clark Not present

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.

After some discussion on the best way for facilities to communicate with responders, Keith appointed a subcommittee to bring back a recommendation for modifying the All-Hazard Plan Communication Annex. The subcommittee consists of Chad Jones (Chair), CW Sigman, Mikyle White, Jeff Clark, and Tom Keefer.

Drill Planning, Exercise & Training Dan Taaffe Not present

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.

We are coordinating a chlorine rail car leak table-top exercise with Solenis on August 13. The NVFC (National Volunteer Fire Council) is conducting hazardous material training at the Kanawha City DEP Building on August 17 and 18. The Putnam County Board of Education is conducting an active shooter drill on August 21.

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).

Nothing additional

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.

Nothing additional

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.

The committee will meet on August 15 at 1:00 PM.

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

Not present

4. ADMINISTRATOR'S REPORT

Tom Keefer

Tom reported the three Emergency Management invoice payments have been received along with a couple facility payments. I am reaching out to the open requests to remind them of our financial needs.

5. Old Business

Barry and Tom presented an update on our proposed Facility Response Plan format. The draft was sent out to the Board for written comments. We will review with WV Emergency Management on August 14.

6. New Business

We discussed having an on-line meeting with facility management to discuss who we are, our objectives, the Facility Response Plan program, and the need for their financial support. Marianne and Tom will pull together a meeting proposal.

7. Adjournment

Phillip Fout made a motion to adjourn at 12:35 PM. Marianne McClure seconded motion. The meeting was adjourned.